

We are currently updating our site; thank you for your patience.

## **STATIC DATA**

## **CONTRACT CLASS**

This is an Additional user defined fields to classify contracts, which is viewable in the Period and Ad-hoc Escalation screens.

## Ribbon Access: Configurator Static Data Static Data



The **Static Data** listing screen will display.

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• Contracts : Class.

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- Click in the new row and type in the **Code** and **Code Description**.
- You can set the **Sort Order** if you want the list to display in a specific order.

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• Click away (click anywhere outside the grid of codes) or press Enter until the cursor moves to a new line.



A message box will come up noting: Are you sure you want to save changes to this code?

• Click on the **Yes** button.

The code is now saved.

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