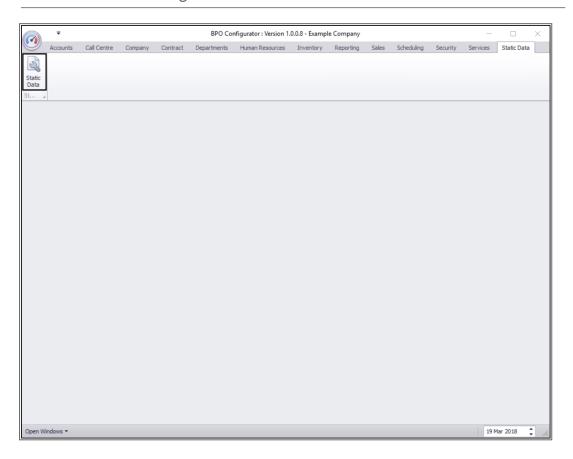


We are currently updating our site; thank you for your patience.

STATIC DATA

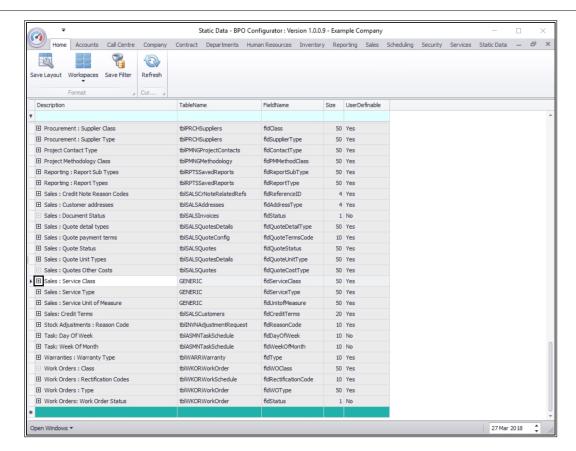
STATIC DATA - SALES: SERVICE CLASS

Ribbon Access: Configurator > Static Data > Static Data



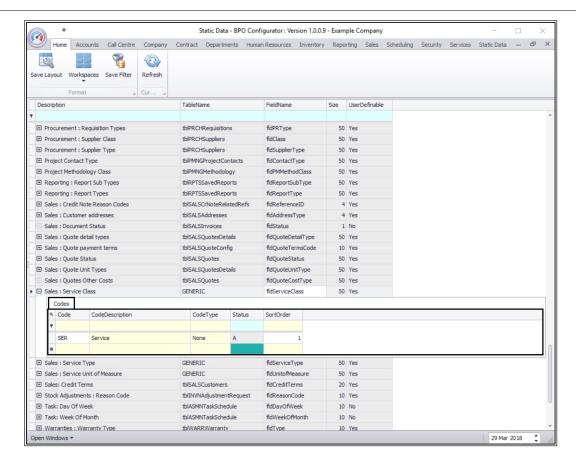
- The Static Data listing screen will be displayed.
- Use the **filter row** or **scroll down** the list until you find the **Sales**: **Service Class** row.
- Click on the **expand** icon in this row.





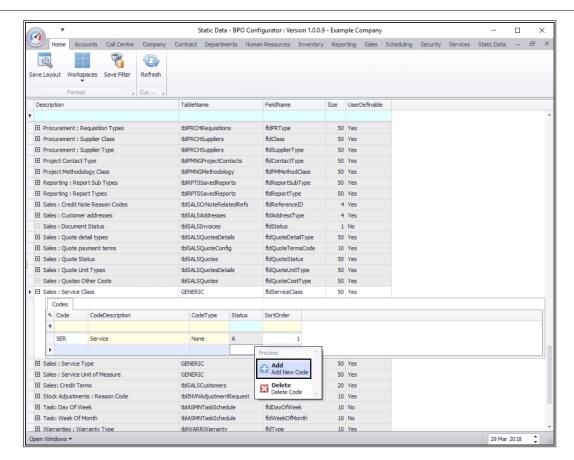
- The Sales: Service Class Codes frame will be expanded.
- Here you can view a list of sales: service class codes currently on the system.





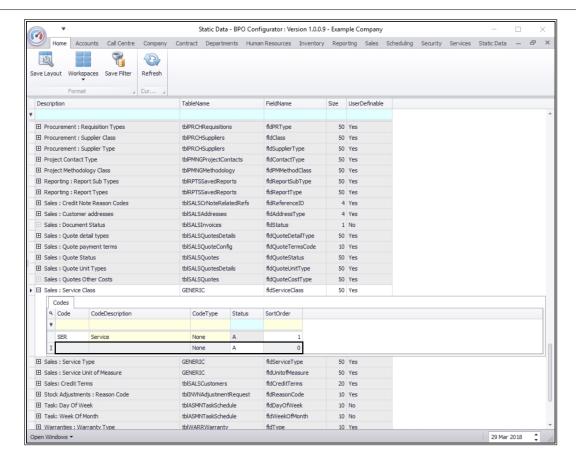
- Right click anywhere in a row of the Codes data grid.
- A Process menu will pop up.
- Click on Add Add New Code.





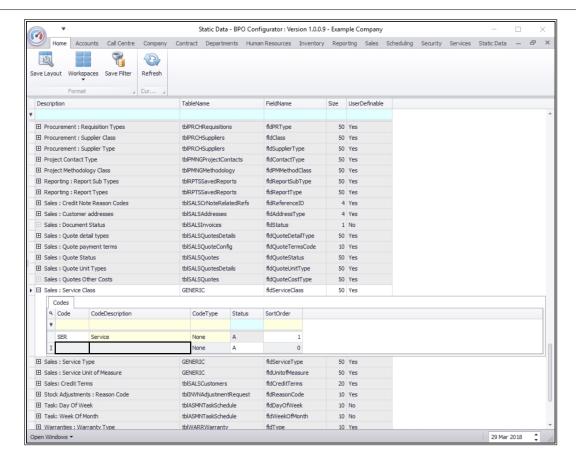
- The **final row** in the **Codes** data grid will now be **'activated'**.
 - The Code Type, Status and Sort Order columns will now be populated.





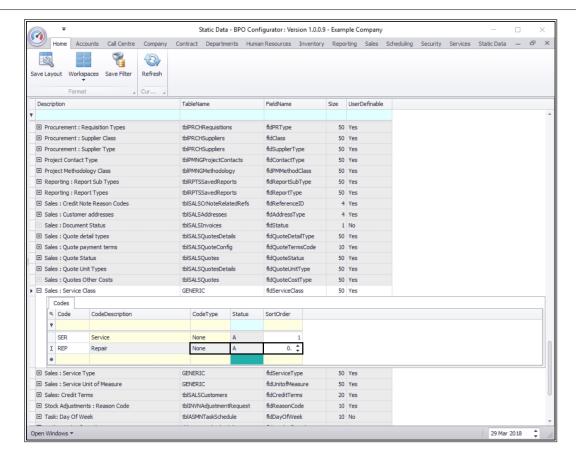
- Code: Click in this text box and type in a code specific for this new sales: service class.
- Code Description: Click in this text box and type in a description for this new sales: service class code.





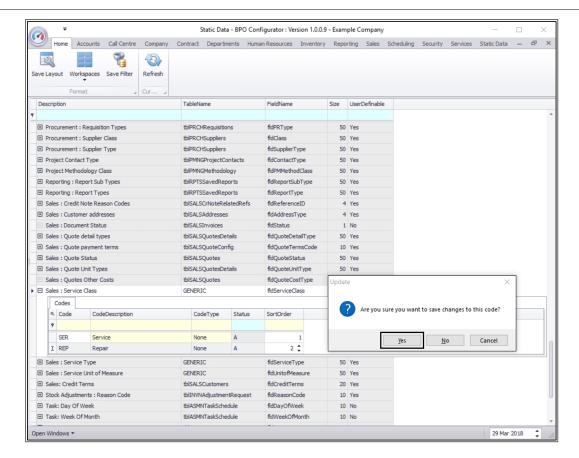
- Code Type: This can remain as None.
- Status: This will auto populate with A Active.
- **Sort Order:** Click in this text box and either type in or use the arrow indicators to select the sort order for this new sales: service class code.
 - Note: The sort order is the order in which this will appear in the sales: service class code drop-down list in BPO. If each sales: service class code has the number 1, then the drop-down list will usually default to an alphabetical order in BPO. If, as in the next image, it is numbered 2, then it will appear 2nd in the drop-down list in BPO.





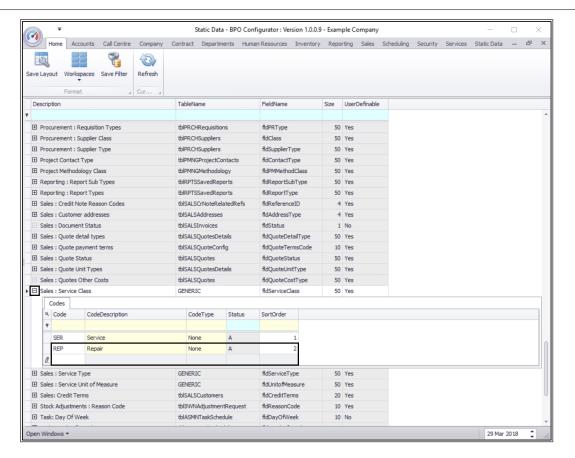
- When you have finished adding the new sales: service class code details, press Enter.
- An **Update** message box will appear, asking;
 - Are you sure you want to save changes to this code?
- · Click on Yes.





- The new sales: service class code will be saved and a new row will be added to the Codes data grid.
- Collapse the Codes frame when you are done.





MNU.108.021