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

STATIC DATA

STATIC DATA – MAINTENANCE: TASK CLASS

A New Instruction Class is set up in **Configurator** as **Static Data**.

Login to Configurator using your **User Name** and **Password**.

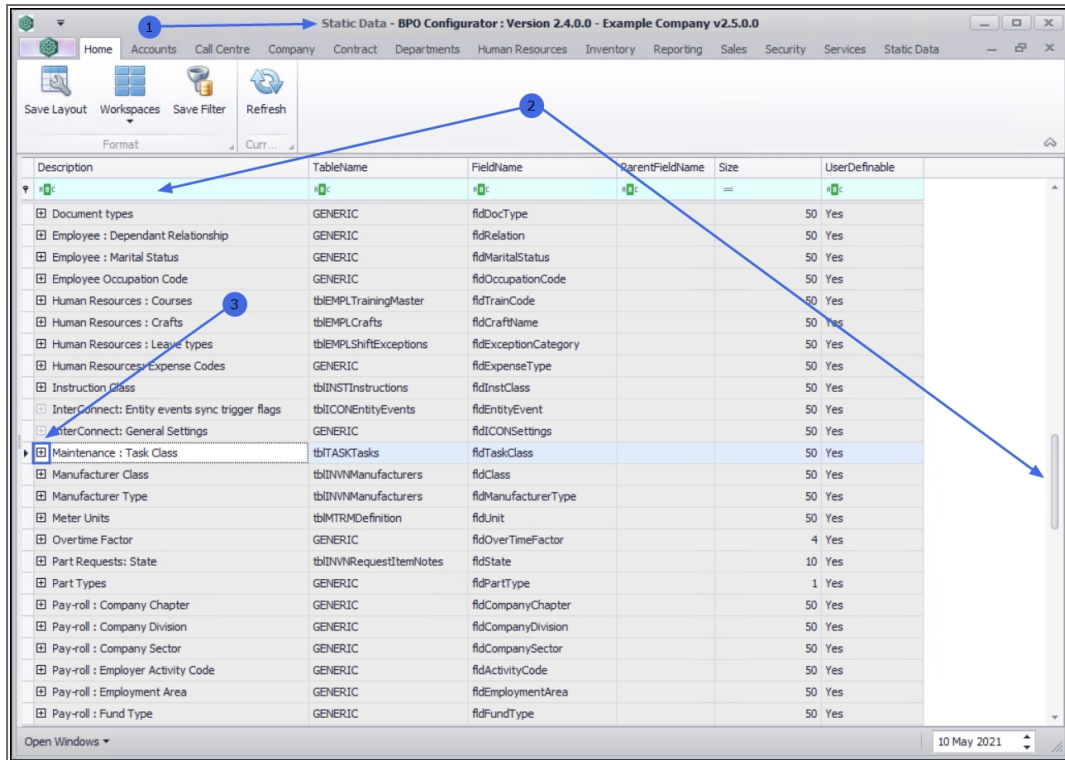**Ribbon Access:** Configurator > Static Data > Static Data

STATIC DATA LISTING SCREEN

1. The **Static Data** listing screen will be displayed.

SELECT INSTRUCTION CLASS

2. Use the **filter** row to **search** for, or **scroll** down the list until you find **Maintenance: Task Class**.
3. Click on the **expand** icon.

4. The **Maintenance Task Class Codes** frame will be expanded.
5. You can now **view** a list of **maintenance: task class codes** that already exist on the system.

ADD A NEW MAINTENANCE: TASK CLASS CODE

6. **Right click** anywhere in a **row** of the **Codes** data grid to display the **Process** menu.
7. Click on **Add** - Add New Code

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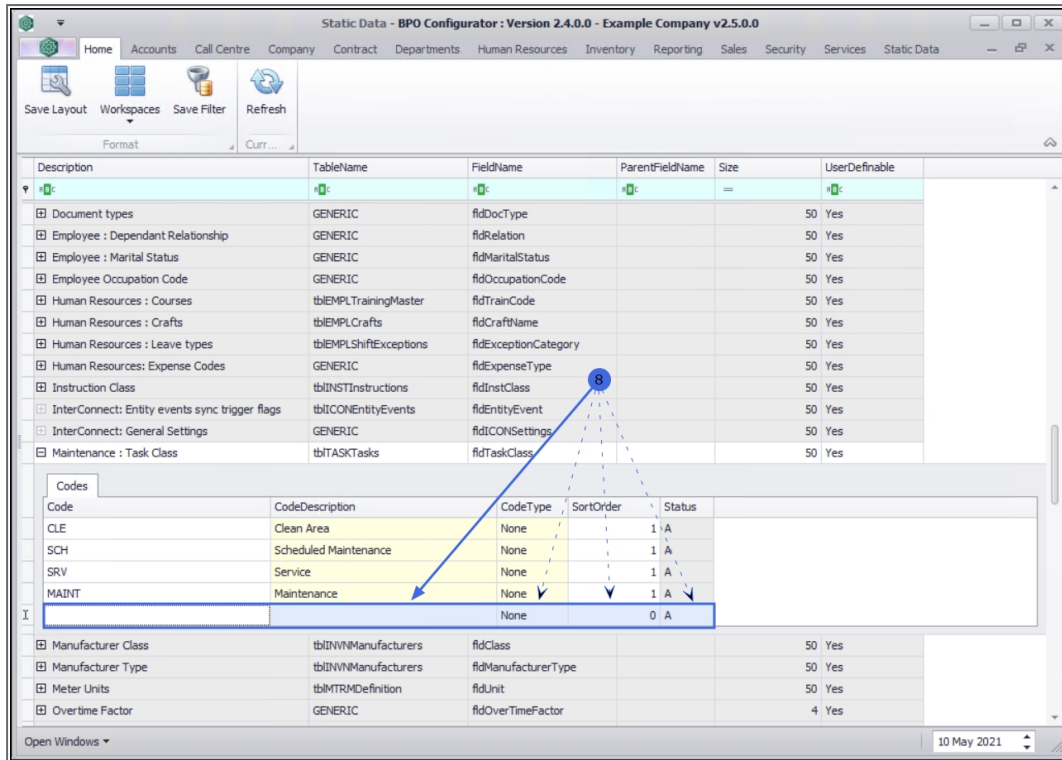
9. Entering the Class Code data

- **Code:** Click in the text box and type in a **code** specific for the new **maintenance: task class**.
- **Code Description:** Click in the text box and type a **description** for the new **maintenance: task class code**.
- **Code Type:** This field can remain as **None**.
- **Status:** This field will auto populate with **A** - Active by default.
- **Sort Order:** Click in the text box to **type** in or use the **arrow** indicators to select the sort order for the new maintenance: task class code.

    - **Note:** The **sort order** is the order in which it will appear in the maintenance: task class code drop-down list in **BPO**. If each maintenance: task class code has the number **1** selected, then the drop-down list will

default to an alphabetical order in BPO. If the order is numbered as **3**, then it will appear **3rd** in the drop-down list in BPO.

10. When you have finished adding the new maintenance: task class code details, press **Enter**. The **Update** message box will display, requesting;
    - **Are you sure you want to save changes to this code?**
11. Click on **Yes** to proceed.
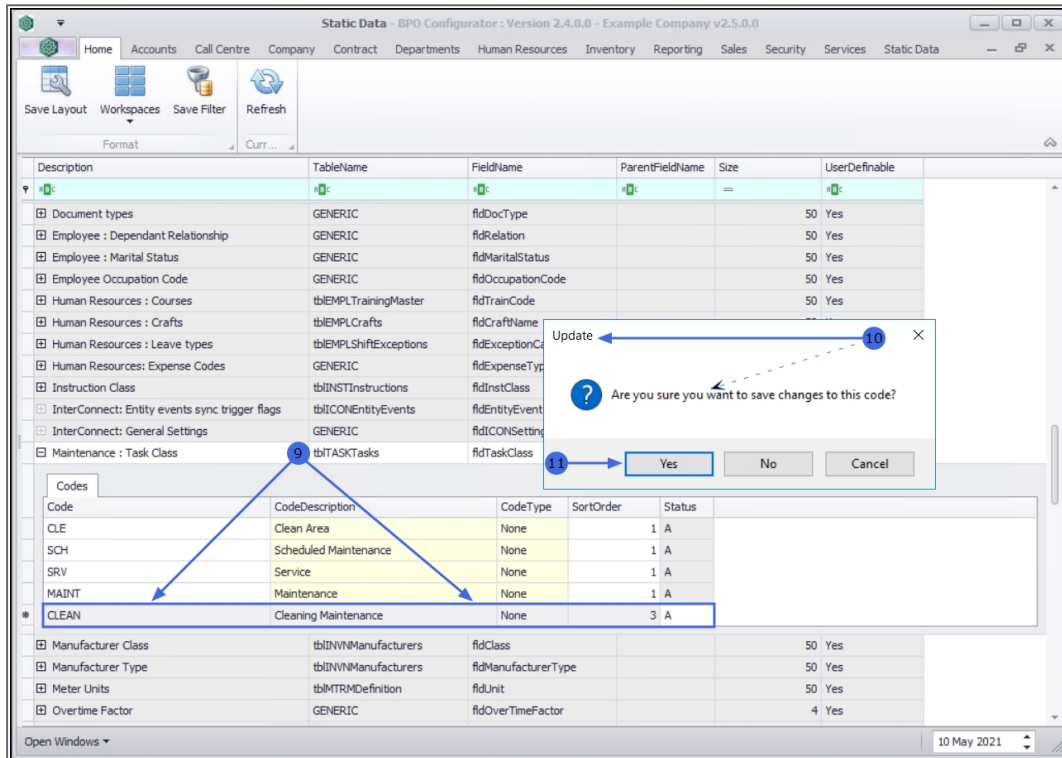
12. The new maintenance: task class code will be **saved** and a **new row** will be added to the **Codes** data grid.
13. **Collapse** the Codes frame.
14. Click on **Close**.

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