

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

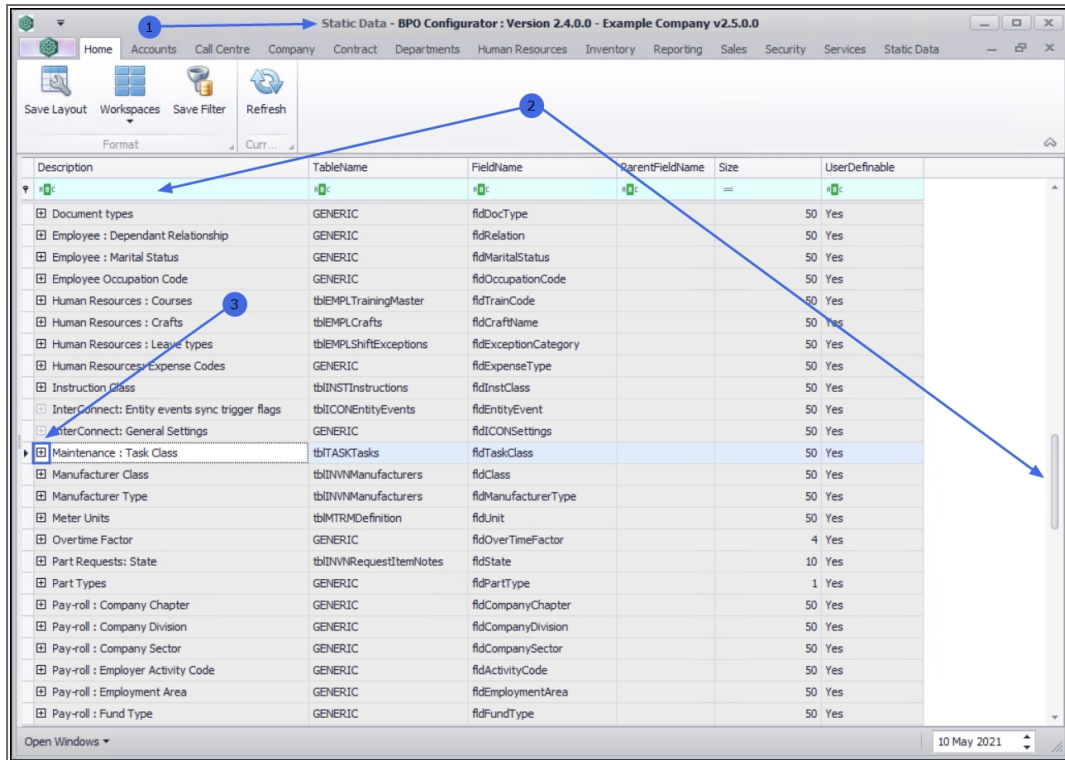


STATIC DATA LISTING SCREEN

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.



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

ADD A NEW MAINTENANCE: TASK CLASS CODE

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

The screenshot shows the 'Static Data - BPO Configurator' interface. The main table lists various data entities with columns for Description, TableName, FieldName, ParentFieldName, Size, and UserDefinable. A blue circle '4' points to the 'ParentFieldName' column in the 'Maintenance : Task Class' row.

Below the main table, there is a 'Codes' data grid with columns: Code, CodeDescription, CodeType, SortOrder, and Status. A blue circle '5' points to the 'CodeType' column in the 'MAINT' row.

At the bottom left, there is a 'Process' menu with options: 'Add New Code' (circled in blue), 'Delete', and 'Delete Code'. A blue circle '6' points to the 'Add New Code' option.

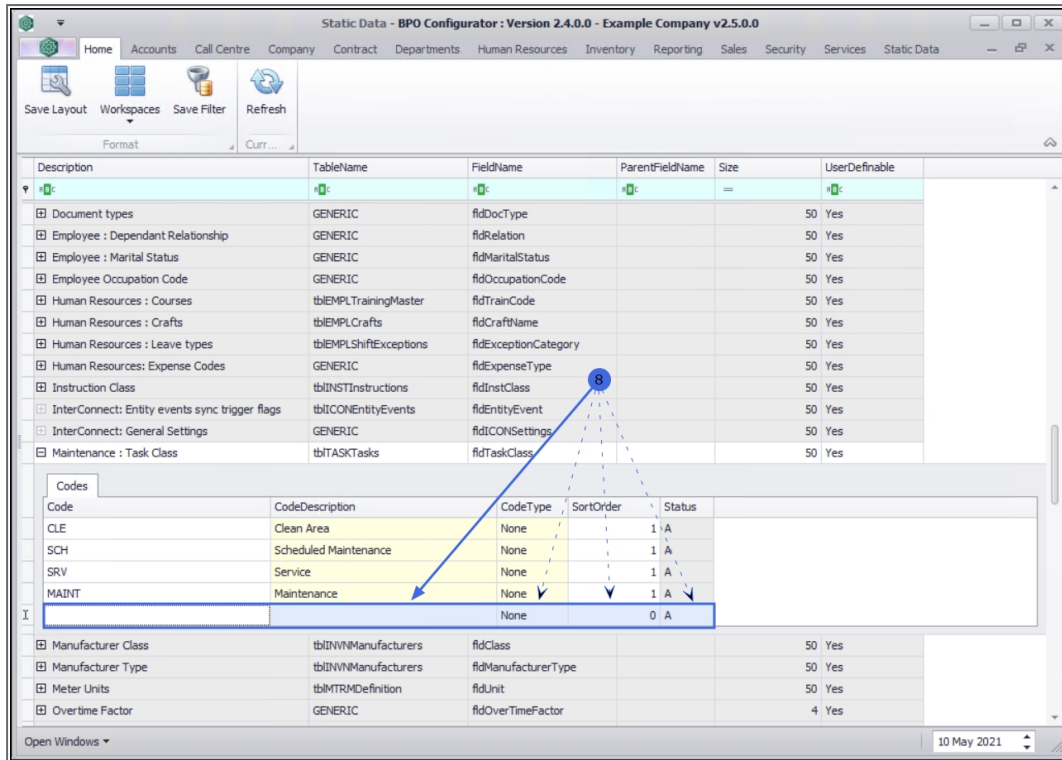
At the bottom right, there is a 'Process' table with columns: TableName, FieldName, ParentFieldName, Size, and UserDefinable. A blue circle '7' points to the 'ParentFieldName' column in the 'tbINWManufacturers' row.

Description	TableName	FieldName	ParentFieldName	Size	UserDefinable
Document types	GENERIC	fidDocType		50	Yes
Employee : Dependant Relationship	GENERIC	fidRelation		50	Yes
Employee : Marital Status	GENERIC	fidMaritalStatus		50	Yes
Employee Occupation Code	GENERIC	fidOccupationCode		50	Yes
Human Resources : Courses	tbEMPLTrainingMaster	fidTrainCode		50	Yes
Human Resources : Crafts	tbEMPLCrafts	fidCraftName		50	Yes
Human Resources : Leave types	tbEMPLShiftExceptions	fidExceptionCategory		50	Yes
Human Resources : Expense Codes	GENERIC	fidExpenseType		50	Yes
Instruction Class	tbINSTInstructions	fidInstClass		50	Yes
InterConnect: Entity events sync trigger flags	tbICONEntityEvents	fidEntityEvent		50	Yes
InterConnect: General Settings	GENERIC	fidICONSettings		50	Yes
Maintenance : Task Class	tbTASKTasks	fidTaskClass		50	Yes

Code	CodeDescription	CodeType	SortOrder	Status
CLE	Clean Area	None	1	A
SCH	Scheduled Maintenance	None	1	A
SRV	Service	None	1	A
MAINT	Maintenance	None	1	A

Process	TableName	FieldName	ParentFieldName	Size	UserDefinable
Me Add New Code	tbINWManufacturers	fidClass		50	Yes
Me Add New Code	tbINWManufacturers	fidManufacturerType		50	Yes
Me Delete	tbMTRMDefinition	fidUnit		50	Yes
Me Delete Code	GENERIC	fidOverTimeFactor		4	Yes

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.

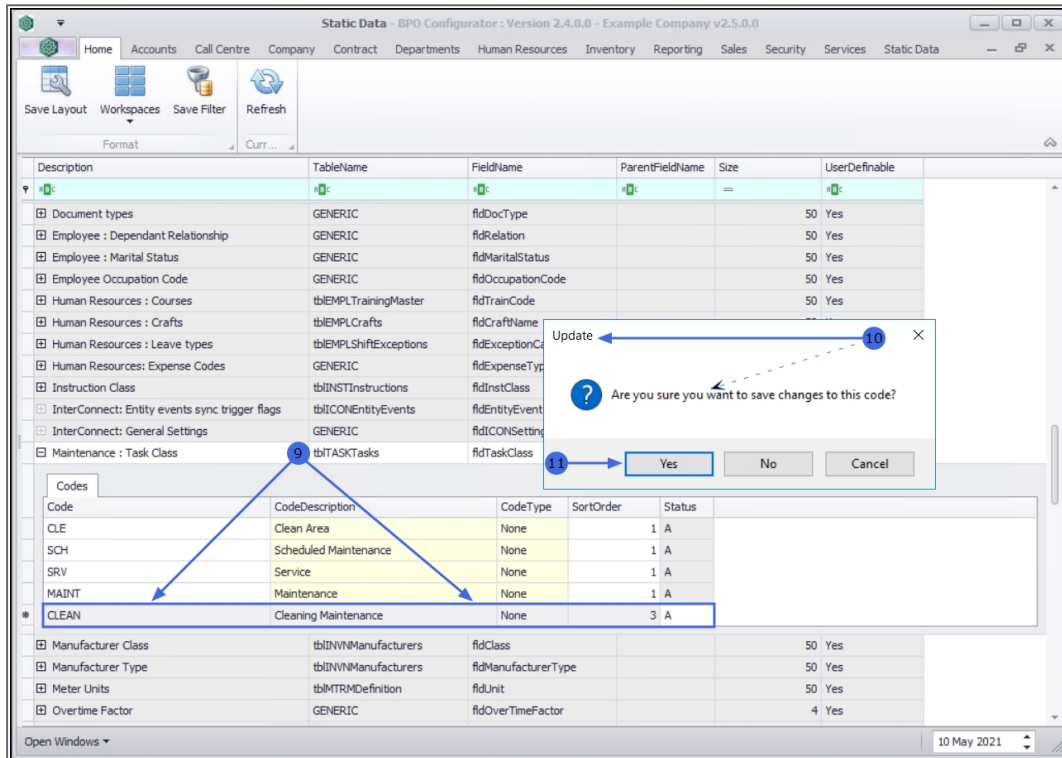


9. Entering the Class Code data

- **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**.

Static Data - BPO Configurator: Version 2.4.0.0 - Example Company v2.5.0.0

Home Accounts Call Centre Company Contract Departments Human Resources Inventory Reporting Sales Security Services Static Data

Save Layout Workspaces Save Filter Refresh

Format Curr...

Description	TableName	FieldName	ParentFieldName	Size	UserDefinable
Document types	GENERIC	fidDocType		50	Yes
Employee : Dependant Relationship	GENERIC	fidRelation		50	Yes
Employee : Marital Status	GENERIC	fidMaritalStatus		50	Yes
Employee Occupation Code	GENERIC	fidOccupationCode		50	Yes
Human Resources : Courses	tbEMPLTrainingMaster	fidTrainCode		50	Yes
Human Resources : Crafts	tbEMPLCrafts	fidCraftName		50	Yes
Human Resources : Leave types	tbEMPLShifExceptions	fidExceptionCategory		50	Yes
Human Resources : Expense Codes	GENERIC	fidExpenseType		50	Yes
Instruction Class	tbINSTInstructions	fidInstClass		50	Yes
InterConnect: Entity events sync trigger flags	tbICONEntityEvents	fidEntityEvent		50	Yes
InterConnect: General Settings	GENERIC	fidICONSettings		50	Yes
Maintenance : Task Class	tbTASKTasks	fidTaskClass		50	Yes

Codes

Code	CodeDescription	CodeType	SortOrder	Status
CLE	Clean Area	None	1	A
SCH	Scheduled Maintenance	None	1	A
SRV	Service	None	1	A
MAINT	Maintenance	None	1	A
CLEAN	Cleaning Maintenance	None	3	A

Manufacturer Class tbINWManufacturers fidClass 50 Yes

Manufacturer Type tbINWManufacturers fidManufacturerType 50 Yes

Meter Units tbMTRMDefinition fidUnit 50 Yes

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