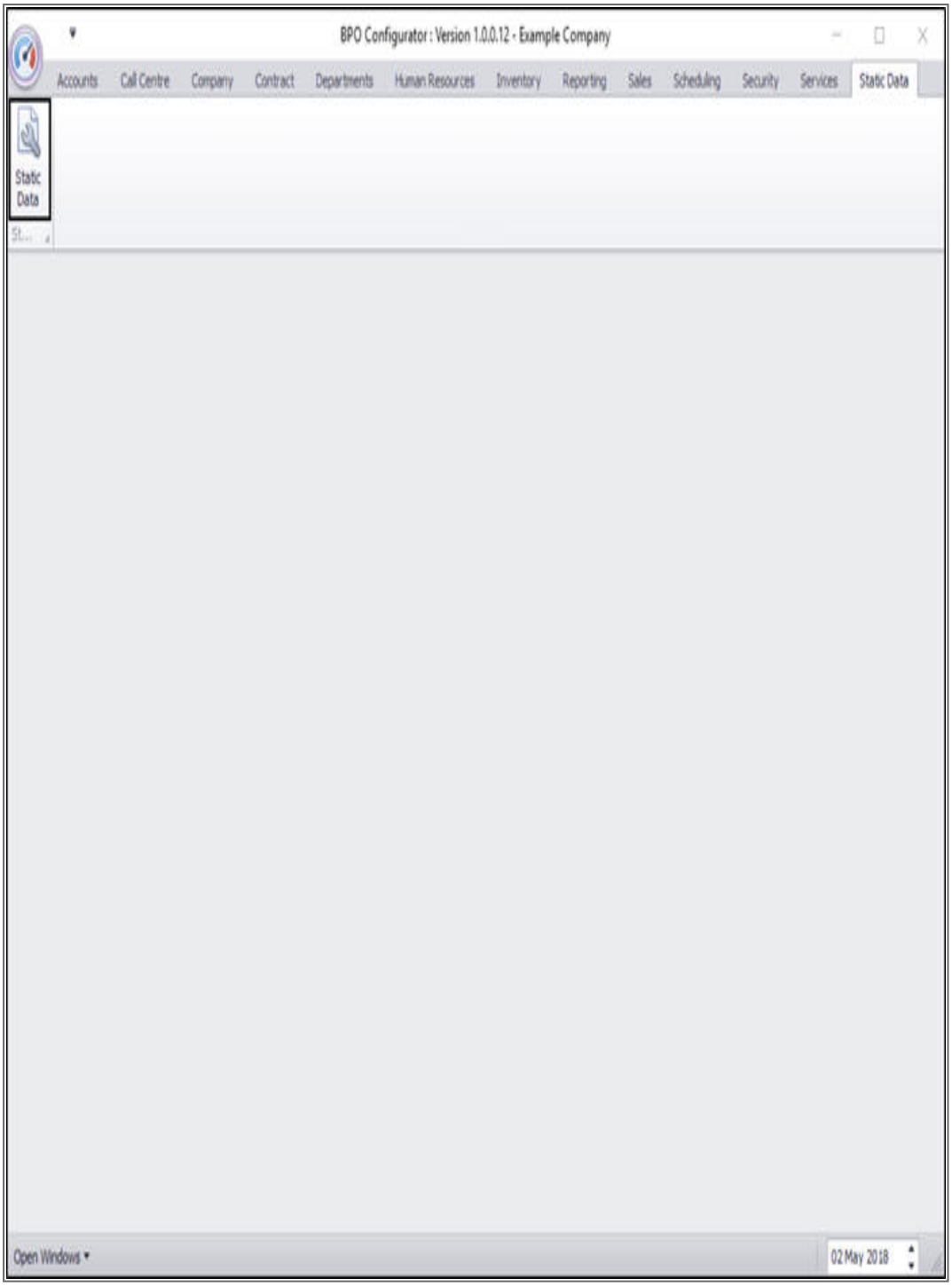
We are currently updating our site; thank you for your patience.

STATIC DATA

STATIC DATA - EMPLOYEE: DEPENDANT RELATIONSHIP

Ribbon Access: Configurator > Static Data> Static Data

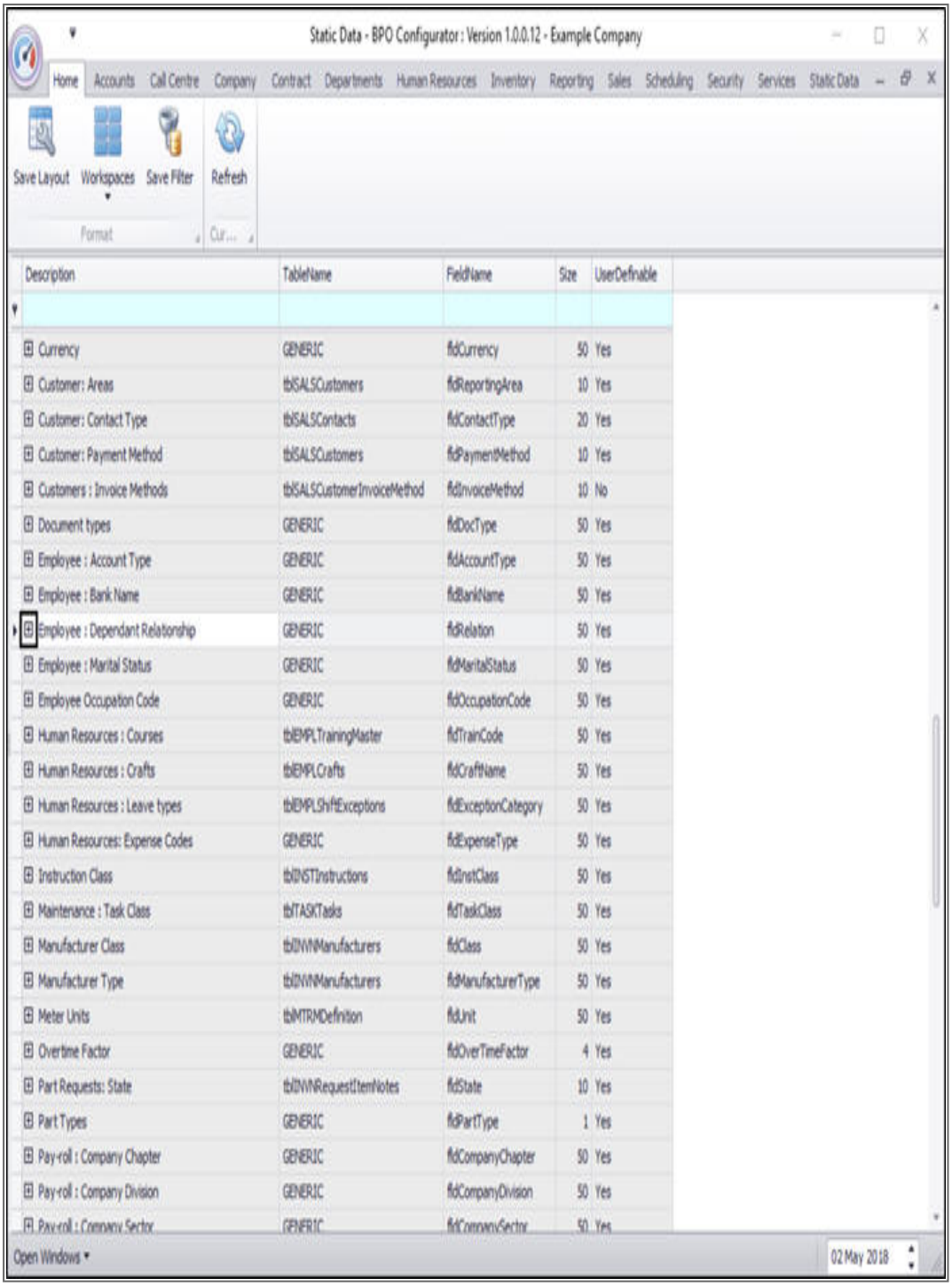
CO3 Technologies (Pty) Ltd © Company Confidential



CO3 Technologies (Pty) Ltd © Company Confidential

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

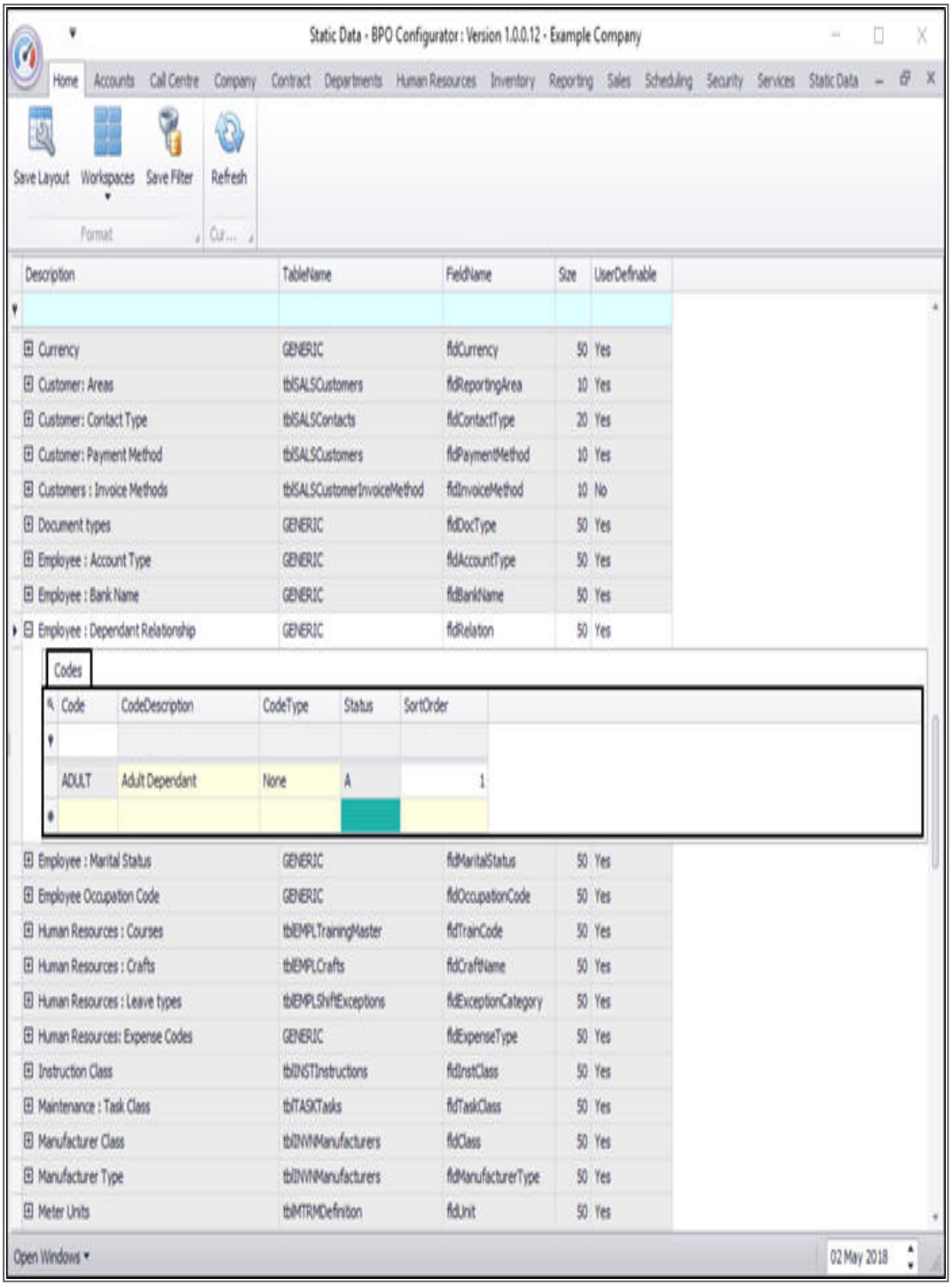
CO3 Technologies (Pty) Ltd © Company Confidential



- The Employee: Dependant Relationship **Codes** frame will be expanded.

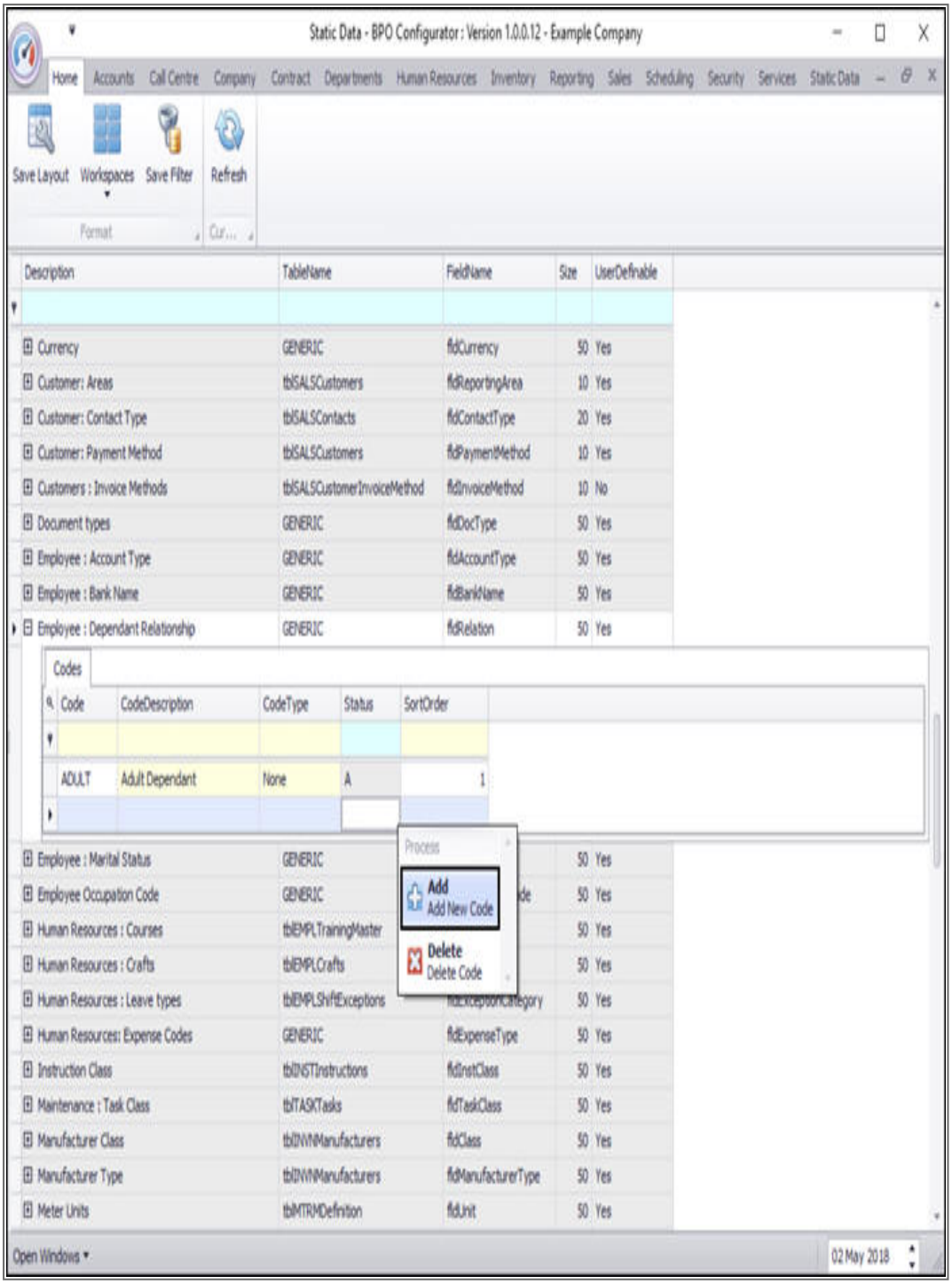
CO3 Technologies (Pty) Ltd © Company Confidential

- Here you can view a list of **employee dependant relationship types** currently on the system.



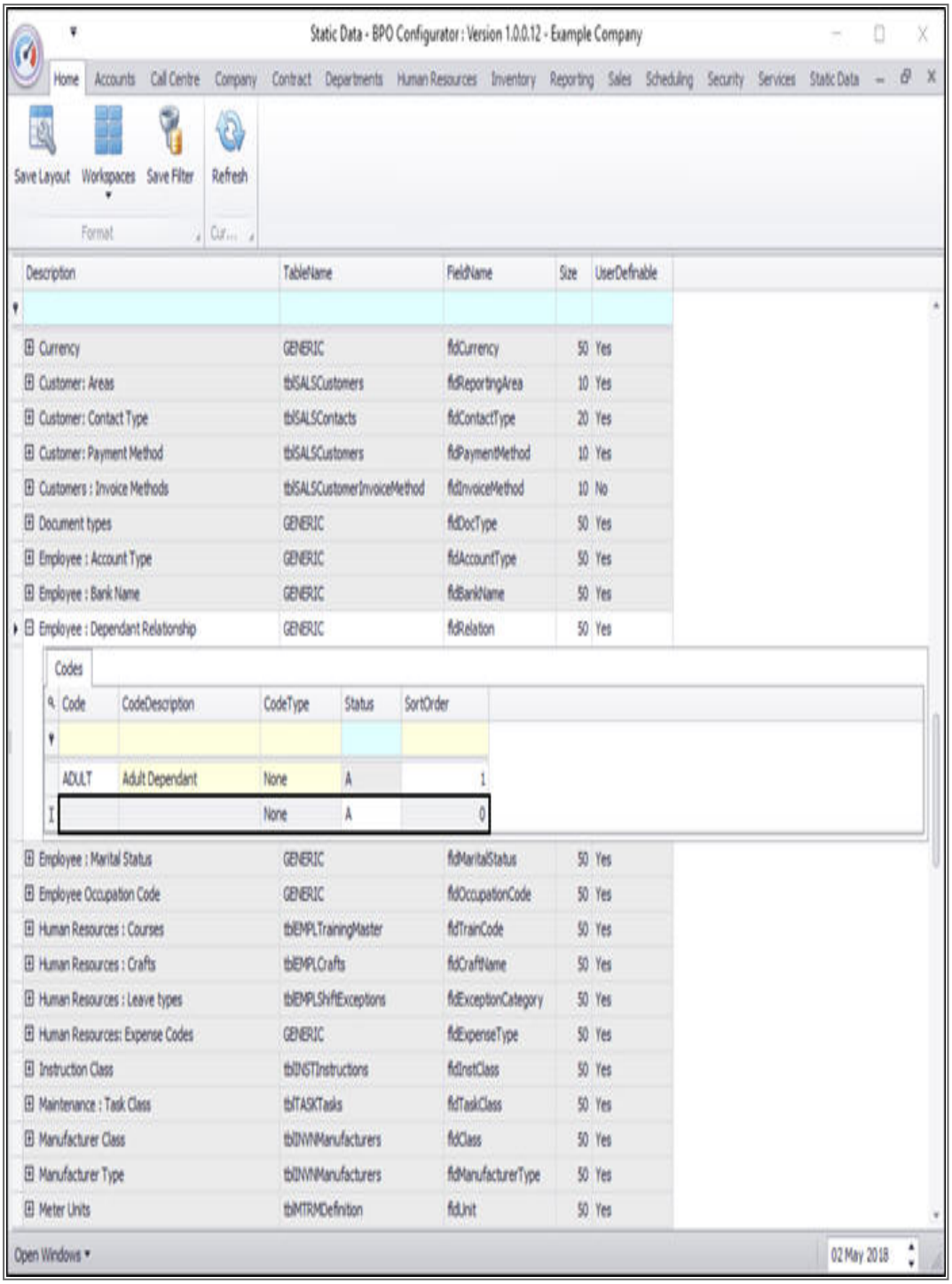
CO3 Technologies (Pty) Ltd © Company Confidential

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



CO3 Technologies (Pty) Ltd © Company Confidential

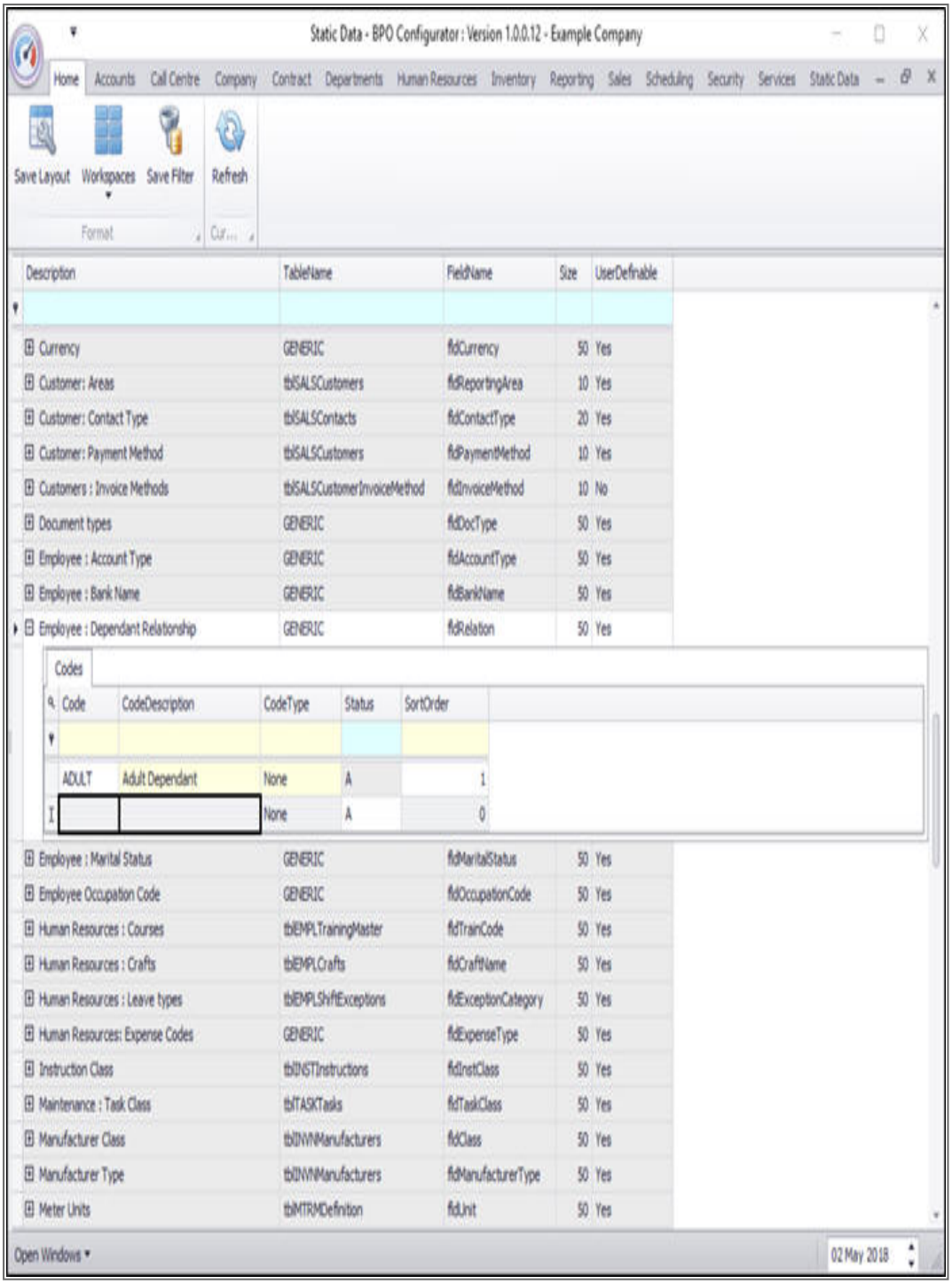
- The **final row** in the Codes data grid will now be **'activated'**.
    - The **Code Type**, **Status** and **Sort Order** columns will now be populated.



CO3 Technologies (Pty) Ltd © Company Confidential

- **Code:** Click in this text box and type in a **code** specific for this new dependant relationship.
- **Code Description:** Click in this text box and type in a **description** for this new dependant relationship code.

CO3 Technologies (Pty) Ltd © Company Confidential

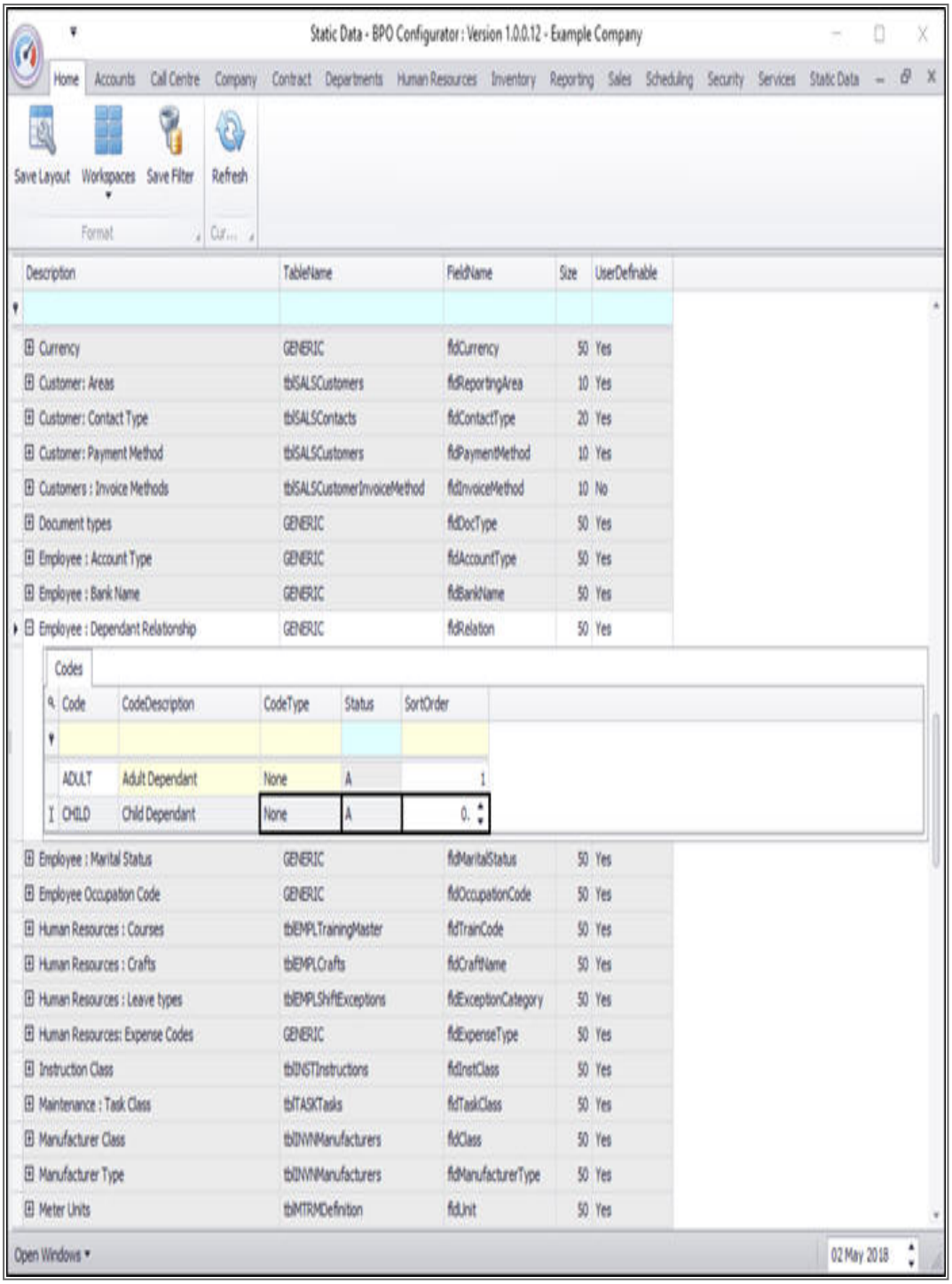


- **Code Type:** This can remain as **None**.
- **Status:** This will auto populate with **A** - Active.

CO3 Technologies (Pty) Ltd © Company Confidential

- **Sort Order:** Click in this text box and either type in or use the arrow indicators to select the sort order for this new dependant relationship code.
    - **Note:** The **sort order** is the order in which this will appear in the dependant relationship code drop-down list in BPO. If each dependant relationship code has the number **1**, then the drop-down list will usually default to an alphabetical order in BPO. If, for example, it is numbered **2**, then it will appear **2nd** in the drop-down list in BPO.

CO3 Technologies (Pty) Ltd © Company Confidential



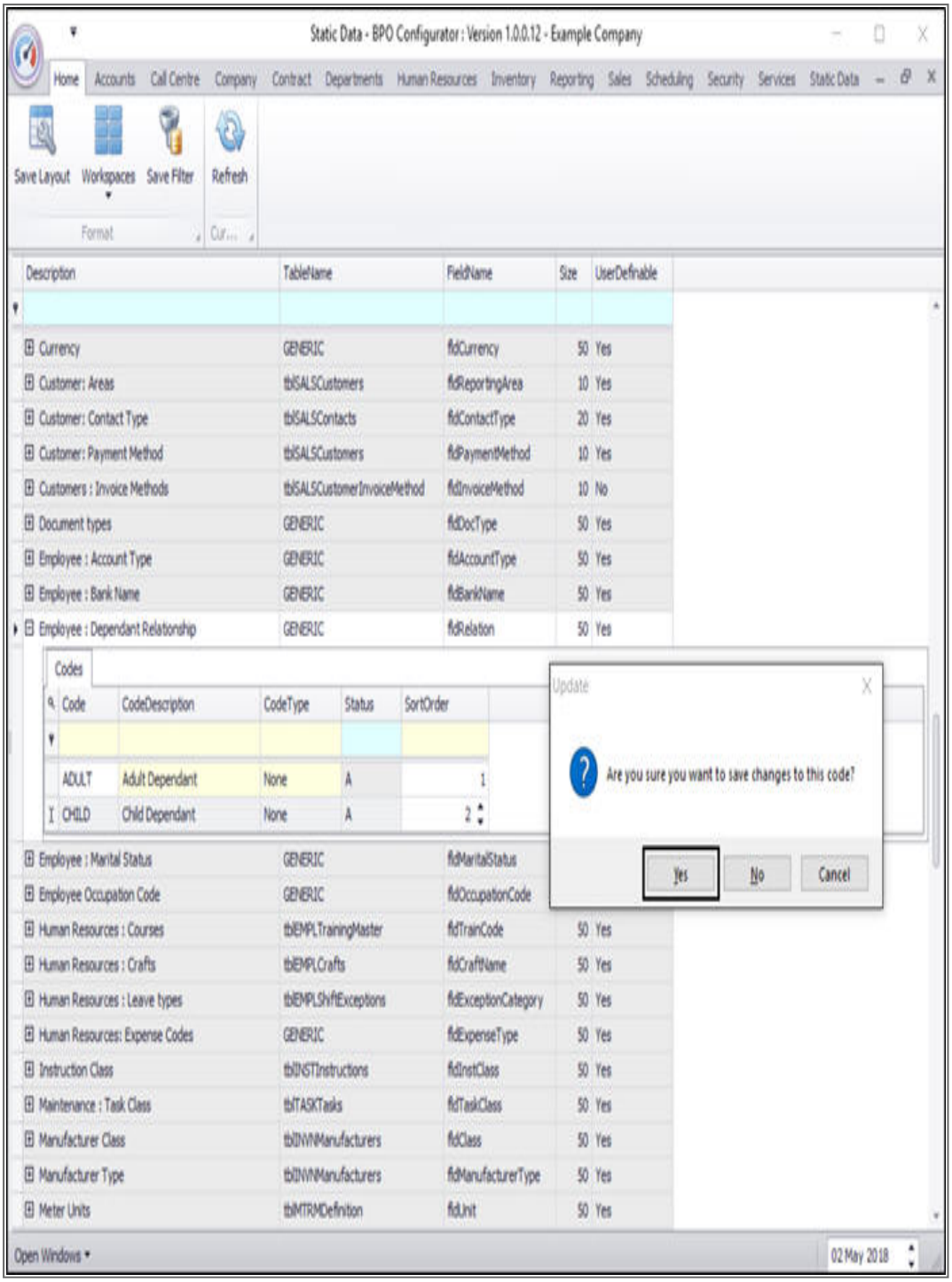
- When you have finished adding the new dependant relationship code details, press **Enter**.

CO3 Technologies (Pty) Ltd © Company Confidential

- An **Update** message box will appear, asking;
    - **Are you sure you want to save changes to this code?**

- Click on **Yes**.

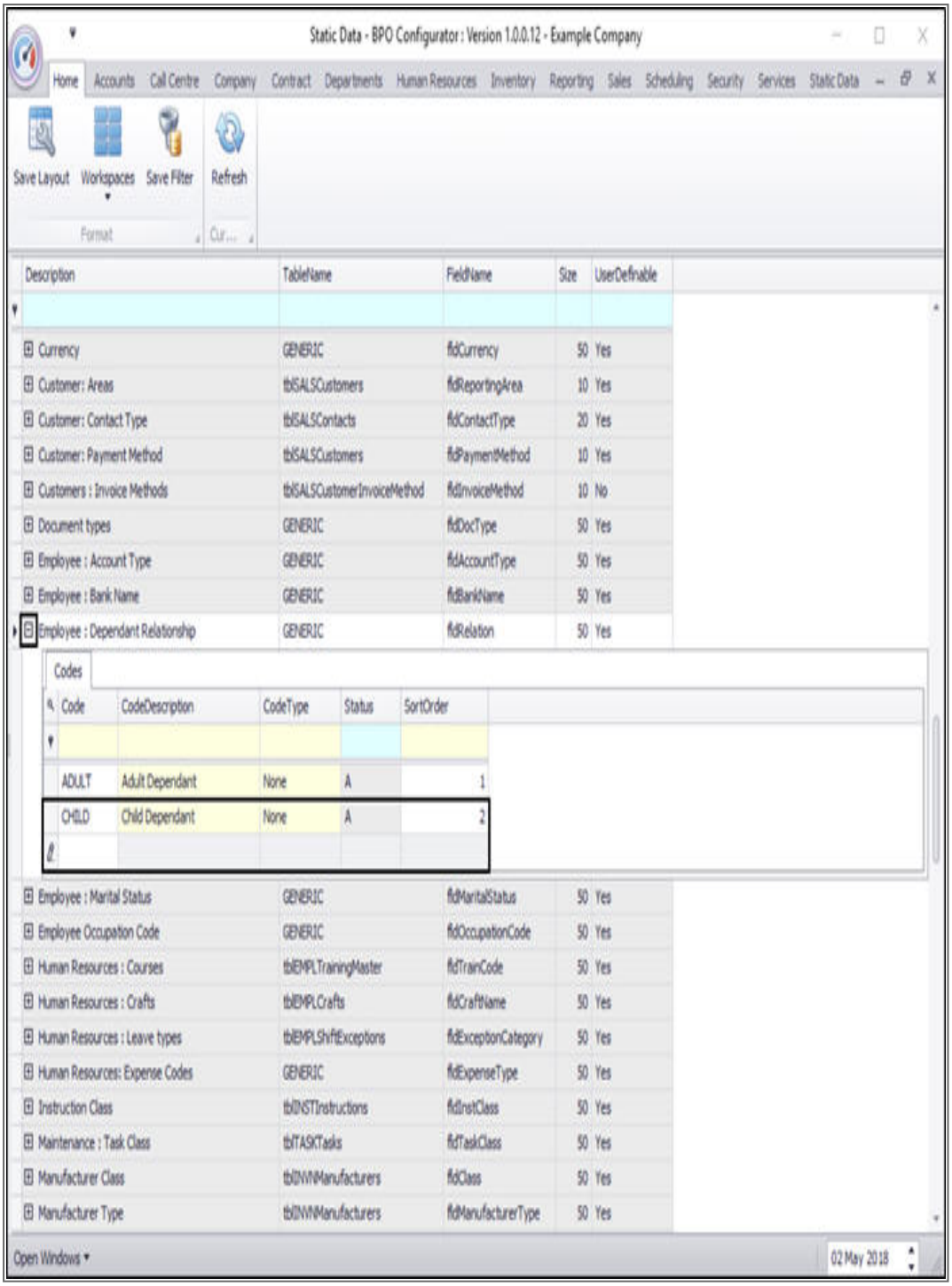
CO3 Technologies (Pty) Ltd © Company Confidential



- The new dependant relationship code will be **saved** and a **new row** will be added to the **Codes** data grid.

CO3 Technologies (Pty) Ltd © Company Confidential

- **Collapse** the Codes frame when you are done.



MNU.108.011

CO3 Technologies (Pty) Ltd © Company Confidential