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

STATIC DATA

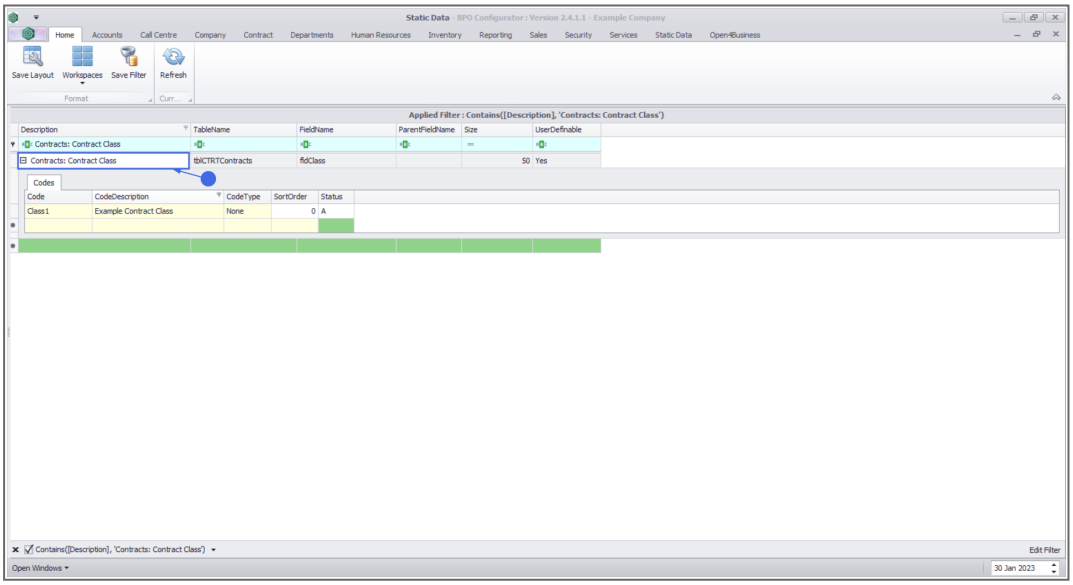
CONTRACT CLASS

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.

- **Contracts : Class**.



- The last blank row in the list of codes is a new row.

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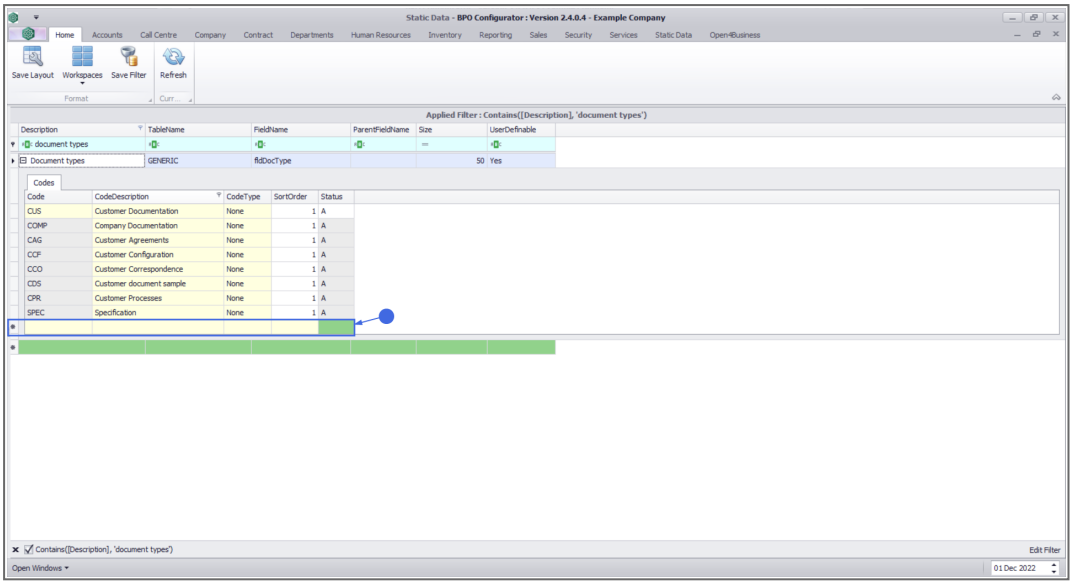
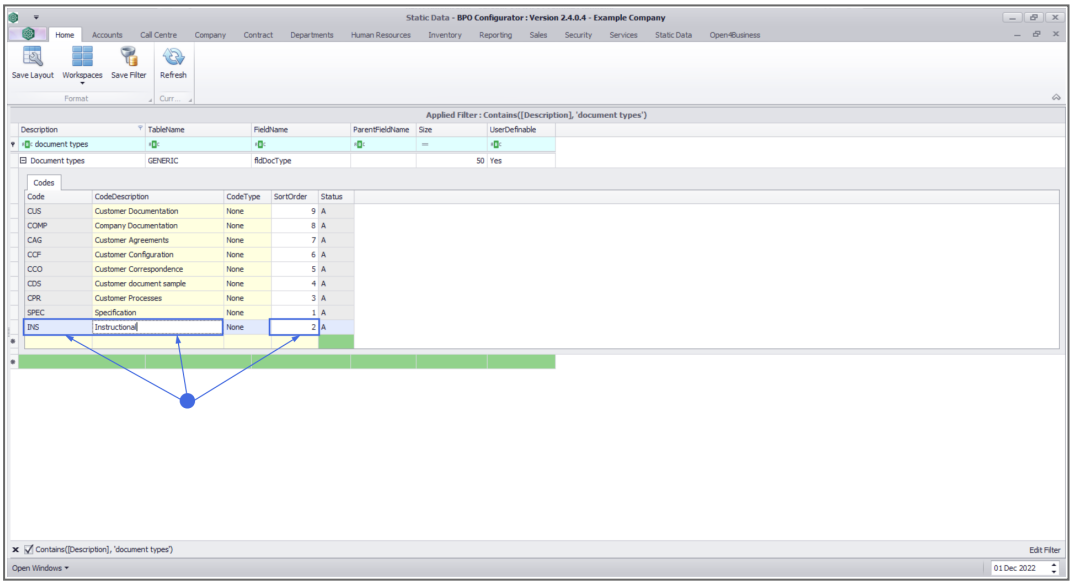


- Click in the new row and type in the **Code** and **Code Description**.
- You can set the **Sort Order** if you want the list to display in a specific order.



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

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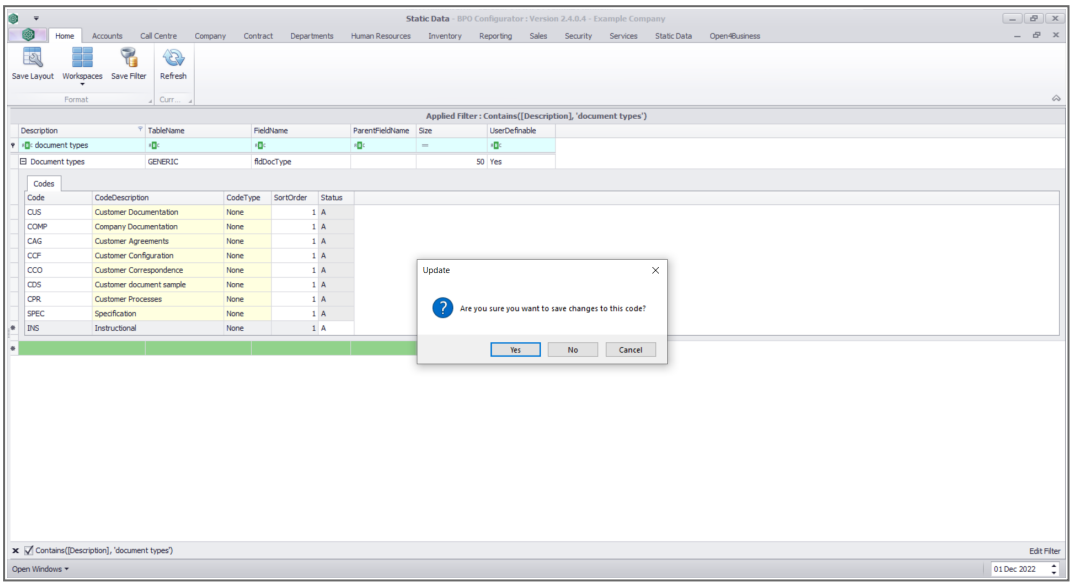
A message box will come up noting: **Are you sure you want to save changes to this code?**

- Click on the **Yes** button.

The code is now saved.



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