

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

•	BPO Configurator : Version 2.4.0.0 - Example Company v2.5.0.0											
Acc	ounts Call Centre	Company	Contract	Departments	Human Resources	Inventory	Reporting	Sales	Security	Services	Static Data	
Z												
Static Data												
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STATIC DATA LISTING SCREEN

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

SELECT INSTRUCTION CLASS

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



Static Data Task Class

Home Accounts Call Centre Co	ompany Contract Department	s Human Resources Inv	entory Reporting	Sales Security	Services Static D	iata — 🗗
	7					
we Layout Workspaces Save Filter Refres	h	2				
•						
Format / Curr	TableName	FieldName	1 m - 1 m -	Size	UserDefinable	
Description	a Dervame	*Dc	RarentFieldName	Size	RBC	
-		-	100		-	
Document types	GENERIC	fldDocType fldRelation			Yes	
Employee : Dependant Relationship	GENERIC	fidRelation			Yes	
Employee : Marital Status Employee Occupation Code	GENERIC	fidOccupationCode			Yes	
Employee Occupation Code E Human Resources : Courses	tblEMPLTrainingMaster	fldTrainCode			Yes	
Human Resources : Crafts	tblEMPLCrafts	fldCraftName			Yes	
Human Resources : Leave types	tblEMPLShiftExceptions	fldExceptionCategory			Yes	
Human Resources: Expense Codes	GENERIC	fldExpenseType			Yes	
Instruction Class	tblINSTInstructions	fidInstClass			Yes	
 InterConnect: Entity events sync trigger flags 	tblICONEntityEvents	fidEntityEvent		50	Yes	
InterConnect: General Settings	GENERIC	fidICONSettings		50	Yes	
Maintenance : Task Class	tblTASKTasks	fldTaskClass		50	Yes	
Manufacturer Class	tblINVNManufacturers	fldClass		50	Yes	
Manufacturer Type	tblINVNManufacturers	fldManufacturerType		50	Yes	
Meter Units	tblMTRMDefinition	fldUnit		50	Yes	
Overtime Factor	GENERIC	fldOverTimeFactor		4	Yes	
Part Requests: State	tblINVNRequestItemNotes	fldState		10	Yes	
Part Types	GENERIC	fldPartType		1	Yes	
Pay-roll : Company Chapter	GENERIC	fldCompanyChapter		50	Yes	
Pay-roll : Company Division	GENERIC	fldCompanyDivision		50	Yes	
Pay-roll : Company Sector	GENERIC	fldCompanySector		50	Yes	
Pay-roll : Employer Activity Code	GENERIC	fldActivityCode		50	Yes	
Pay-roll : Employment Area	GENERIC	fldEmploymentArea		50	Yes	
Pay-roll : Fund Type	GENERIC	fldFundType		50	Yes	

- 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 **Pro-cess** menu.
- 7. Click on Add Add New Code



Home Accounts Call Cent	re Company Contract Depa	artments Human Resource	es Inventory	Reporting	Sales Security	Services Static D	ata —	æ
ave Layout Workspaces Save Filter	Refresh							
Format	Curr 4							
Description	TableName	FieldName	Parent	FieldName	Size	UserDefinable		
*Dc	A D C	R B C	R C		-	RBC		
Document types	GENERIC	fldDocType			50	Yes		
Employee : Dependant Relationship	GENERIC	fidRelation			50	Yes		
Employee : Marital Status	GENERIC	fidMaritalStatus	4		50	Yes		
Employee Occupation Code ■	GENERIC	fldOccupationCod	le /		50	Yes		
Human Resources : Courses	tblEMPLTrainingMaste	er fldTrainCode			50	Yes		
⊞ Human Resources : Crafts	tblEMPLCrafts	fldCraftName			50	Yes		
Human Resources : Leave types	tblEMPLShiftException	ns fldExceptionCateg	gory		50	Yes		
Human Resources: Expense Codes	GENERIC	fldExpenseType			50	Yes		
 Instruction Class 	tblINSTInstructions	fldInstClass			50	Yes		
🗄 InterConnect: Entity events sync trigg	ger flags tblICONEntityEvents	fldEntityEvent			50	Yes		
InterConnect: General Settings	GENERIC	fldICONSettings			50	Yes		
Maintenance : Task Class	tblTASKTasks	fldTaskClass			50	Yes		
Codes								
Code	CodeDescription	CodeType	SortOrder	Status				
CLE	Clean Area	None		A				
SCH	Scheduled Maintenance	None		A				
SRV	Service 5	None		A				
MAINT	Maintenance	None		A				
Process								
	tblINVNManufacturer	s fidClass			50	Yes		
Ma Add Add New Code	6 tblINVNManufacturen	s fidManufacturerT	ype		50	Yes		
Me Delete	tblMTRMDefinition	fldUnit			50	Yes		
Me Delete Delete Code	GENERIC	fldOverTimeFacto	r			Yes		
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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.



Home Accounts Call Centre C Accounts C A			inan ji naparang			
Description	TableName	FieldName	ParentFieldName	Size	UserDefinable	
R BC	#BC	R <mark>B</mark> C	R B C	-	8 0 0	
Document types	GENERIC	fldDocType		50	Yes	
Employee : Dependant Relationship	GENERIC	fldRelation		50	Yes	
Employee : Marital Status	GENERIC	fldMaritalStatus		50	Yes	
Employee Occupation Code	GENERIC	fldOccupationCode		50	Yes	
Human Resources : Courses	tblEMPLTrainingMaster	fldTrainCode			Yes	
Human Resources : Crafts	tblEMPLCrafts	fldCraftName			0 Yes	
⊞ Human Resources : Leave types	tblEMPLShiftExceptions	fldExceptionCategory		50	Yes	
Human Resources: Expense Codes	GENERIC	fldExpenseType		50	Yes	
Instruction Class	tblINSTInstructions	fidInstClass		50	Yes	
InterConnect: Entity events sync trigger flag	gs tblICONEntityEvents	fldEntityEvent	×	50	Yes	
InterConnect: General Settings	GENERIC	fldICONSettings	1	50	Yes	
Maintenance : Task Class	tblTASKTasks	fldTaskClass	×	50	Yes	
Codes			N			
Code	CodeDescription	CodeType , SortOr	der <u>`</u> Status			
CLE	Clean Area	None /	1 A			
SCH	Scheduled Maintenance	None /	1 Å			
SRV	Service	None /	1 A `.			
MAINT	Maintenance	None 🖌	1 A 🖌			
		None	0 A			
Manufacturer Class	tblINVNManufacturers	fldClass		50	Yes	
Manufacturer Type	tblINVNManufacturers	fldManufacturerType		50	Yes	
Meter Units	tblMTRMDefinition	fldUnit		50	Yes	
Overtime Factor	GENERIC	fldOverTimeFactor		4	Yes	

^{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

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

Home Accounts Call Centre	Company Contract Departm	ents Human Resources	Inventory Reporting	Sales Security	Services Static Data	_ & ×
÷	efresh					6
Description	TableName	FieldName	ParentFieldName	Size	UserDefinable	
RBC	R C	8 C	R D C	-	REC	
Document types	GENERIC	fldDocType		50	Yes	
Employee : Dependant Relationship	GENERIC	fldRelation		50	Yes	
Employee : Marital Status	GENERIC	fidMaritalStatus		50	Yes	
Employee Occupation Code ■	GENERIC	fldOccupationCode		50	0 Yes	
Human Resources : Courses	tblEMPLTrainingMaster	fldTrainCode		50	Yes	
Human Resources : Crafts	tblEMPLCrafts	fldCraftName				
Human Resources : Leave types	tblEMPLShiftExceptions	fldExceptionCa	te 🚽		10 ^	
Human Resources: Expense Codes	GENERIC	fldExpenseTyp				
Instruction Class	tblINSTInstructions	fldInstClass	Are you sure you y	want to save change	s to this code?	
InterConnect: Entity events sync trigger	flags tblICONEntityEvents	fldEntityEvent				
InterConnect: General Settings	GENERIC	fldICONSetting				
Maintenance : Task Class	9 tblTASKTasks	fldTaskClass	Yes	No	Cancel	
Codes						
Code	CodeDescription	CodeType So	ortOrder 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	tblINVNManufacturers	fidClass		50	Yes	
Manufacturer Type	tblINVNManufacturers	fidManufacturerType		50	Yes	
Meter Units	tblMTRMDefinition	fldUnit		50	Yes	
Overtime Factor	GENERIC	fldOverTimeFactor		4	Yes	

- 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 Task Class

	Home Accounts Call Centre	Static Data - BPO Conf Company Contract Department	-					Services Static D	
-	Layout Workspaces Save Filter	resh						14	
De	scription	TableName	FieldName		ParentF	ieldName	Size	UserDefinable	
<mark>و 1</mark>	3	REC	R B C		8 8 C		-	8 8 0	
÷	Document types	GENERIC	fldDocType				50	Yes	
÷	Employee : Dependant Relationship	GENERIC	fidRelation				50	Yes	
ŧ	Employee : Marital Status	GENERIC	fldMaritalStatus			50	Yes		
÷	Employee Occupation Code	GENERIC	fldOccupationC	ode			50	Yes	
÷	Human Resources : Courses	tblEMPLTrainingMaster	fldTrainCode fldCraftName fldExceptionCategory				50	0 Yes 0 Yes	
ŧ	Human Resources : Crafts	tblEMPLCrafts							
Œ	Human Resources : Leave types	tblEMPLShiftExceptions						Yes	
Œ	Human Resources: Expense Codes	GENERIC	fldExpenseType				50	Yes	
Œ	Instruction Class	tblINSTInstructions	fidInstClass				50	Yes	
Ξ	InterConnect: Entity events sync trigger fla	ags tblICONEntityEvents	fldEntityEvent					Yes	
¥	InterConnect: General Settings	GENERIC	fldICONSetting	3				Yes	
Ξ	Maintenance : Task Class	tblTASKTasks	fldTaskClass				50	Yes	
	Codes								
	Code	CodeDescription	CodeType	e SortOrder		Status			_
	le	Clean Area	None		-	A			
	iCH	Scheduled Maintenance	None		-	A			
_	RV	Service	None			A	1		
	IAINT	Maintenance	None			A	ļ		
0	LEAN	Cleaning Maintenance	None		3	A		12	
							<		
ŧ	Manufacturer Class	tblINVNManufacturers	fldClass				50	Yes	
	Manufacturer Type	tblINVNManufacturers	fldManufacture	Туре				Yes	
ŧ	Meter Units	tblMTRMDefinition	fldUnit				50	Yes	

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