

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

STATIC DATA

STATIC DATA - INSTRUCTION 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

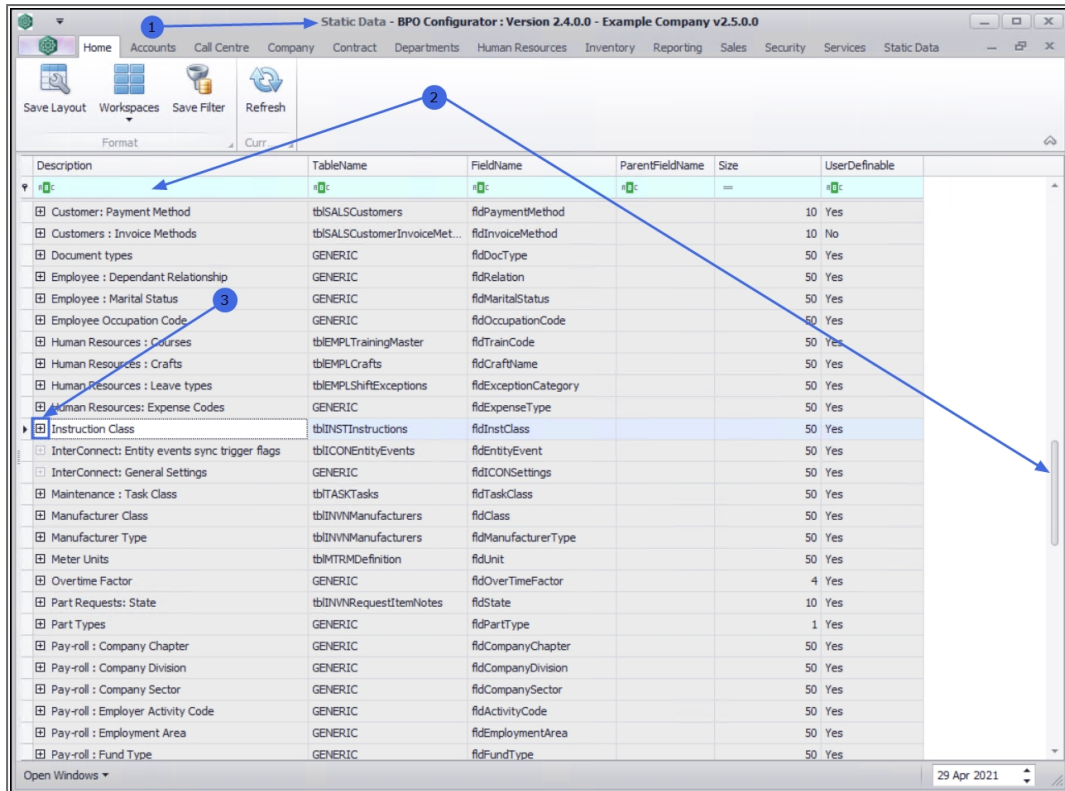


STATIC DATA LISTING SCREEN

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 **Instruction Class**.
3. Click on the **expand** icon.



- The **Instruction Class Codes** frame will be expanded.
- You can now **view** a list of Instruction Class Codes that already exist on the system.

ADD A NEW INSTRUCTION CLASS CODE

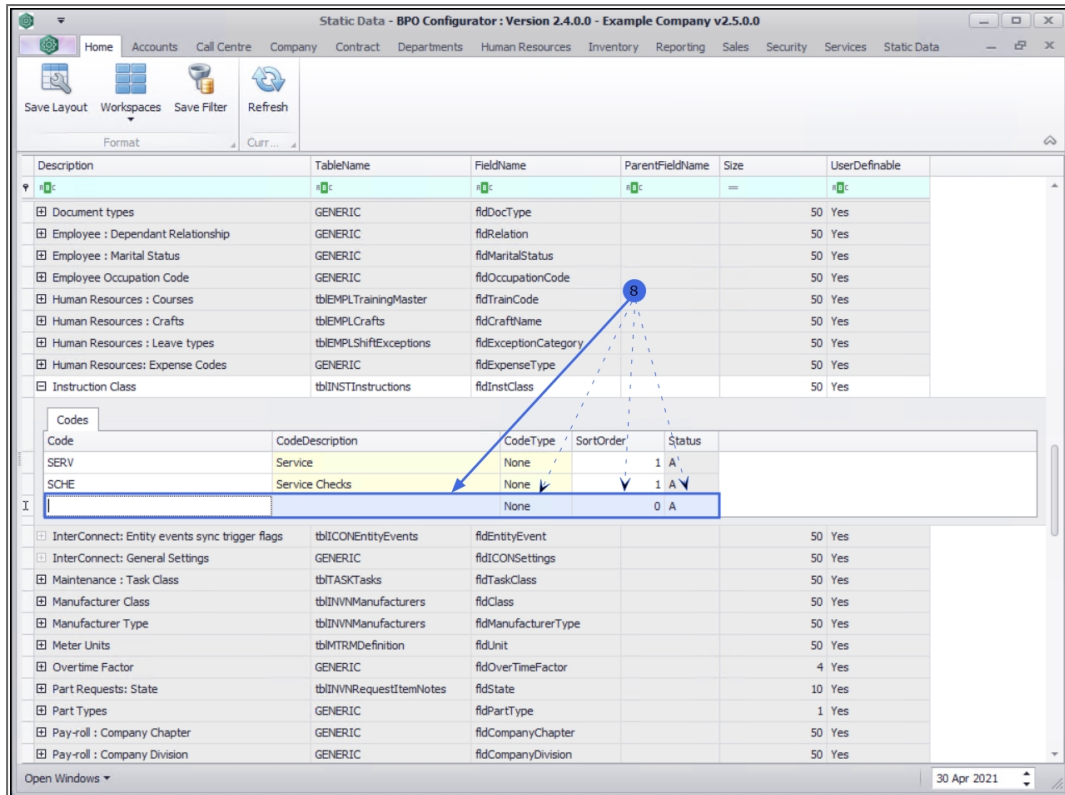
- Right click** anywhere in a **row** of the **Codes** data grid to display the **Process** menu.
- Click on **Add** - Add New Code

The screenshot displays the 'Static Data - BPO Configurator: Version 2.4.0.0 - Example Company v2.5.0.0' interface. The main window shows a list of data tables with columns: Description, TableName, FieldName, ParentFieldName, Size, and UserDefinable. A 'Codes' data grid is open, showing columns: Code, CodeDescription, CodeType, SortOrder, and Status. The 'Service Checks' row is highlighted. A 'Process' menu is open, showing 'Add New Code' and 'Delete Code' options. Blue circles 4, 5, 6, and 7 highlight the 'ParentFieldName' column, the 'Service Checks' row, the 'Add New Code' button, and the 'Delete Code' button respectively.

Description	TableName	FieldName	ParentFieldName	Size	UserDefinable
Customer: Payment Method	tbISALSCustomers	fidPaymentMethod		10	Yes
Customers : Invoice Methods	tbISALSCustomerInvoiceMet...	fidInvoiceMethod		10	No
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

Code	CodeDescription	CodeType	SortOrder	Status
SERV	Service	None	1	A
SCHE	Service Checks	None	1	A

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

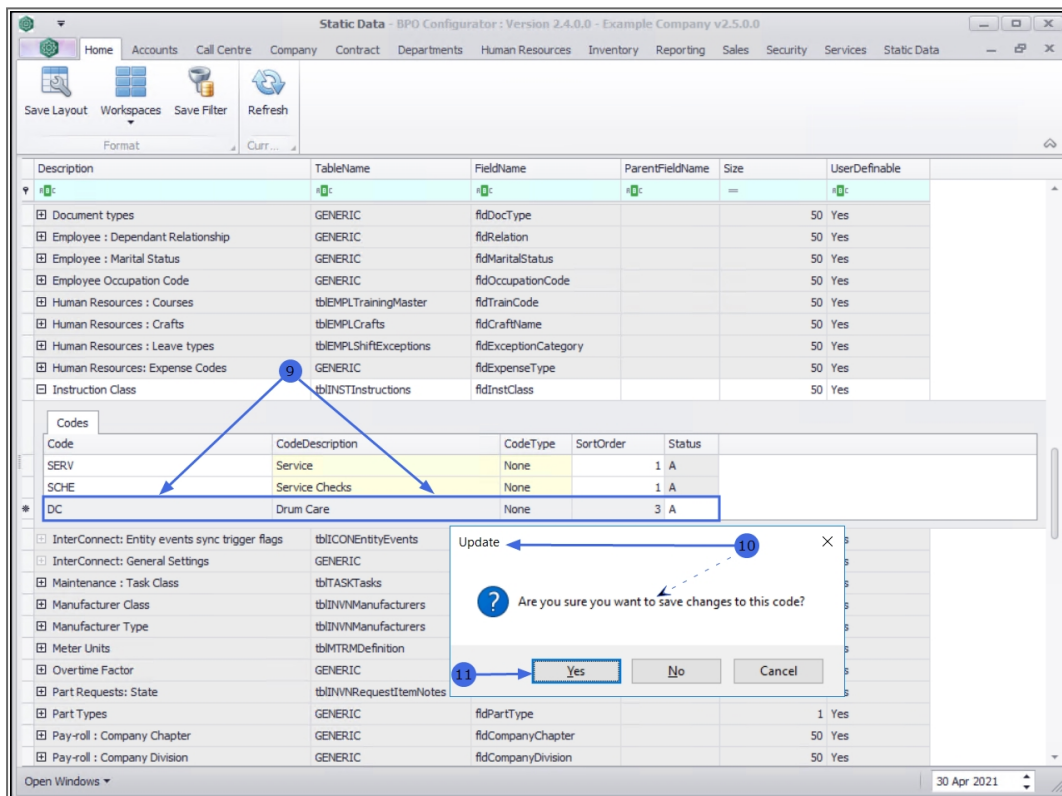
- **Code:** Click in the text box and type in a **code** specific for the new instruction class.
- **Code Description:** Click in the text box and type a **description** for the new **instruction class code**.
- **Code Type:** This field can remain as **None**.
- **Status:** This field will auto populate 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 instruction class code.

- Note:** The **sort order** is the order in which the instruction will appear in the Instruction Class Code drop-down list in **BPO**. If each instruction 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.

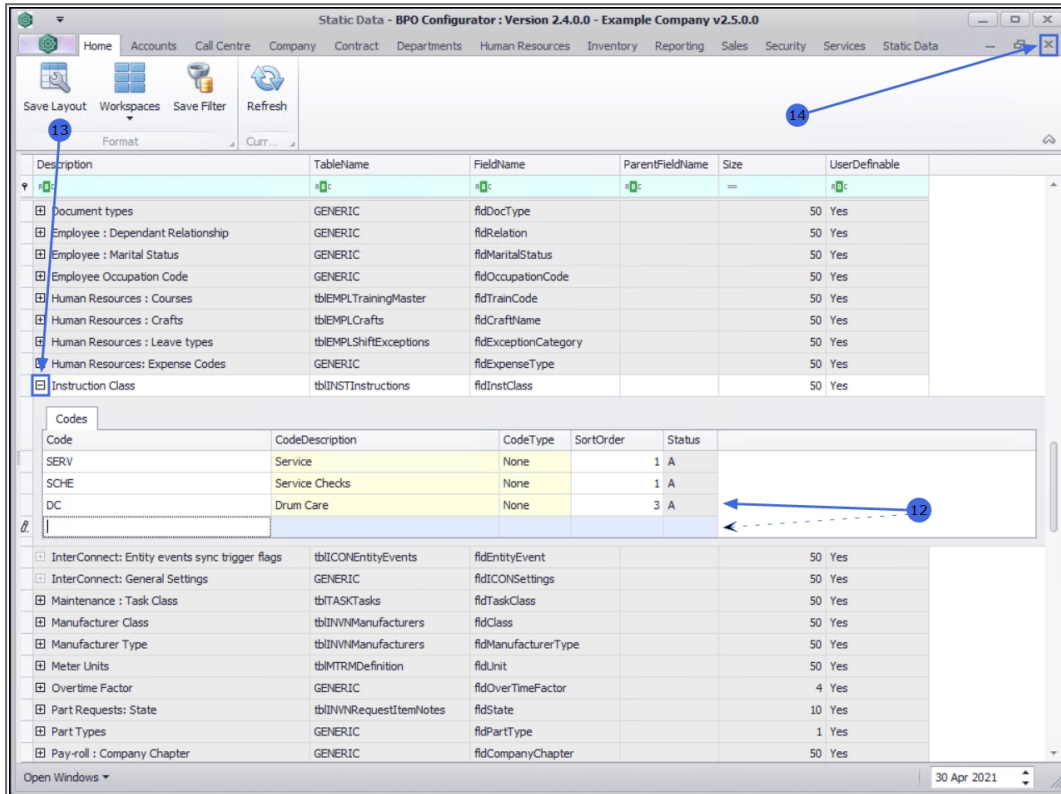
10. When you have finished adding the new instruction class code details, press **Enter**. The **Update** message box will display, requesting;

- Are you sure you want to save changes to this code?**

11. Click on **Yes** to proceed.



12. The new instruction class code details 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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