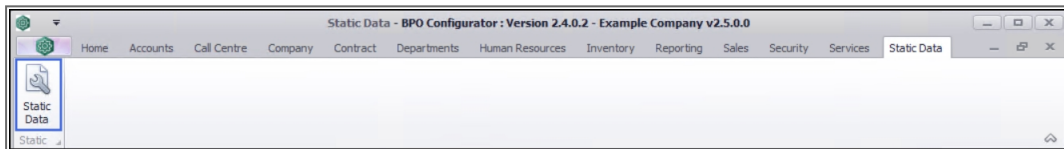We are currently updating our site; thank you for your patience.
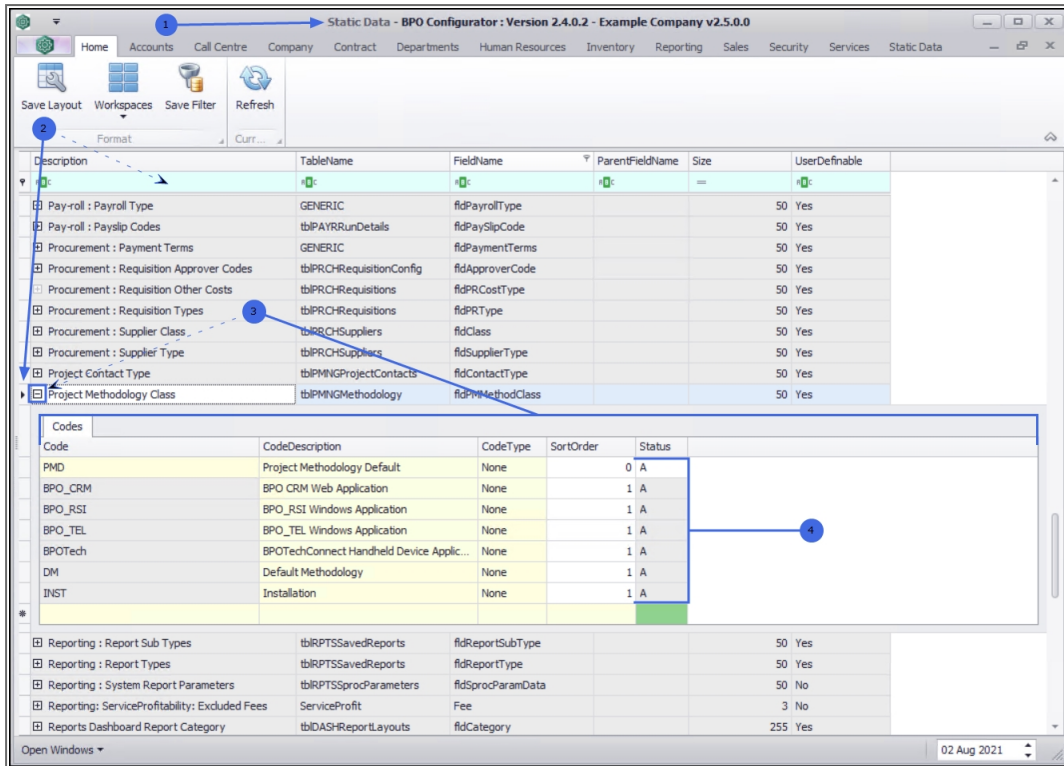
STATIC DATA

STATIC DATA – PROJECT METHODOLOGY CLASS

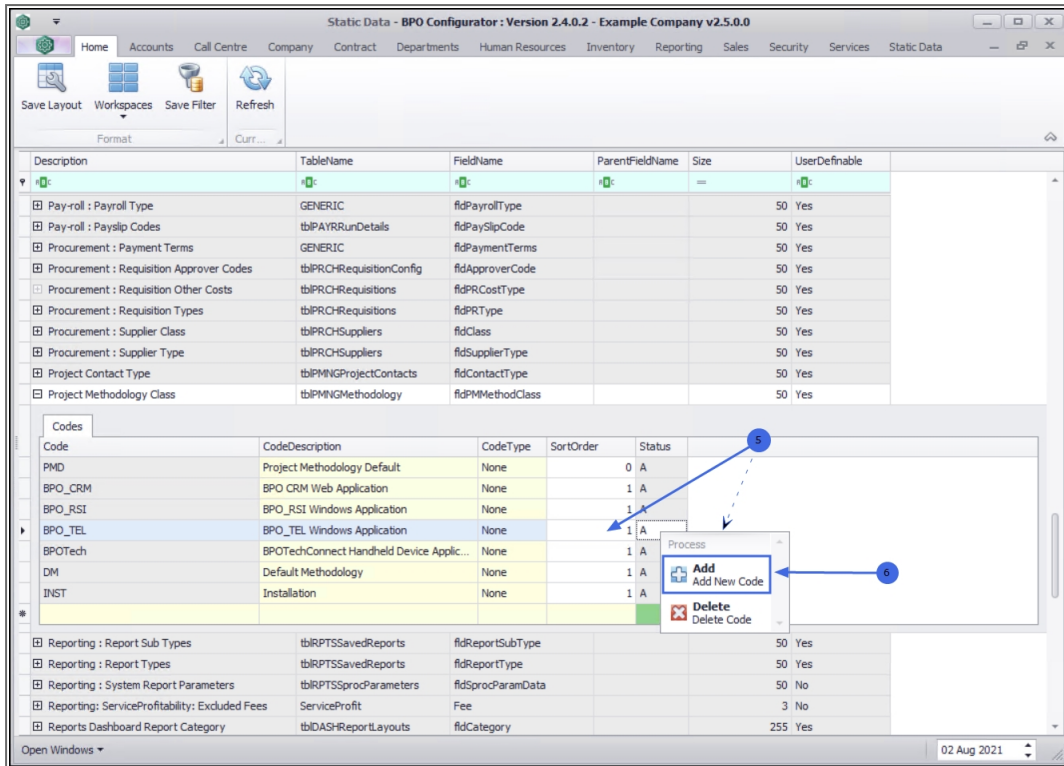**Ribbon Access:** Configurator > Static Data > Static Data

1. The **Static Data** listing screen will be displayed.
2. Use the **filter row** or **scroll down** the list until you find the **Project Methodology Class** row.
3. Click on the **expand** icon to display the Project Methodology Class **Codes** frame.
4. A list of the **project methodology class codes** currently on the system will be listed

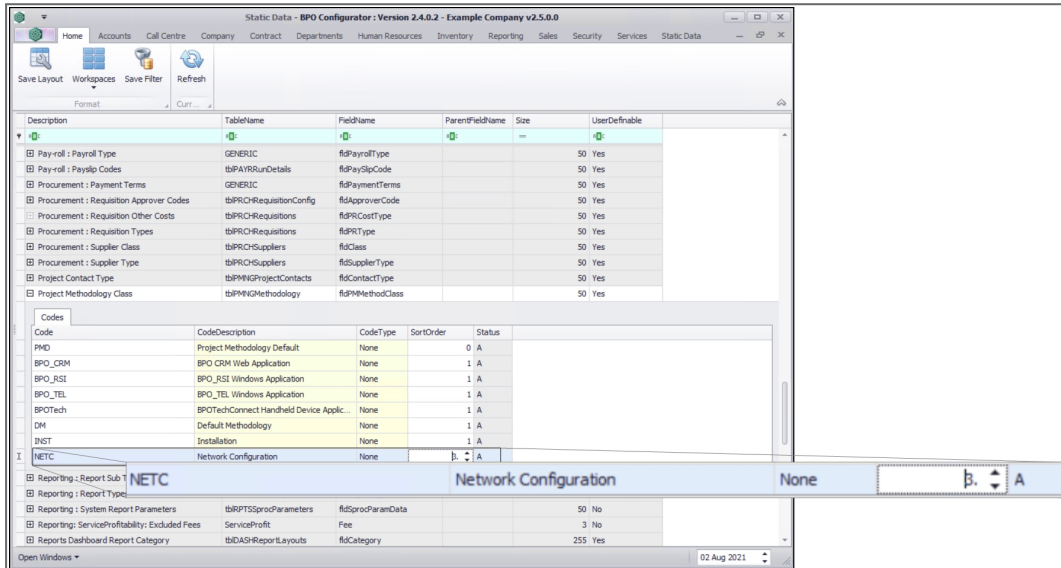# ADD PROJECT METHODOLOGY CLASS CODE

5. **Right click** anywhere in a **row** of the **Codes** data grid.

6. A **Process** menu will pop up.

7. Click on **Add** - Add New Code.

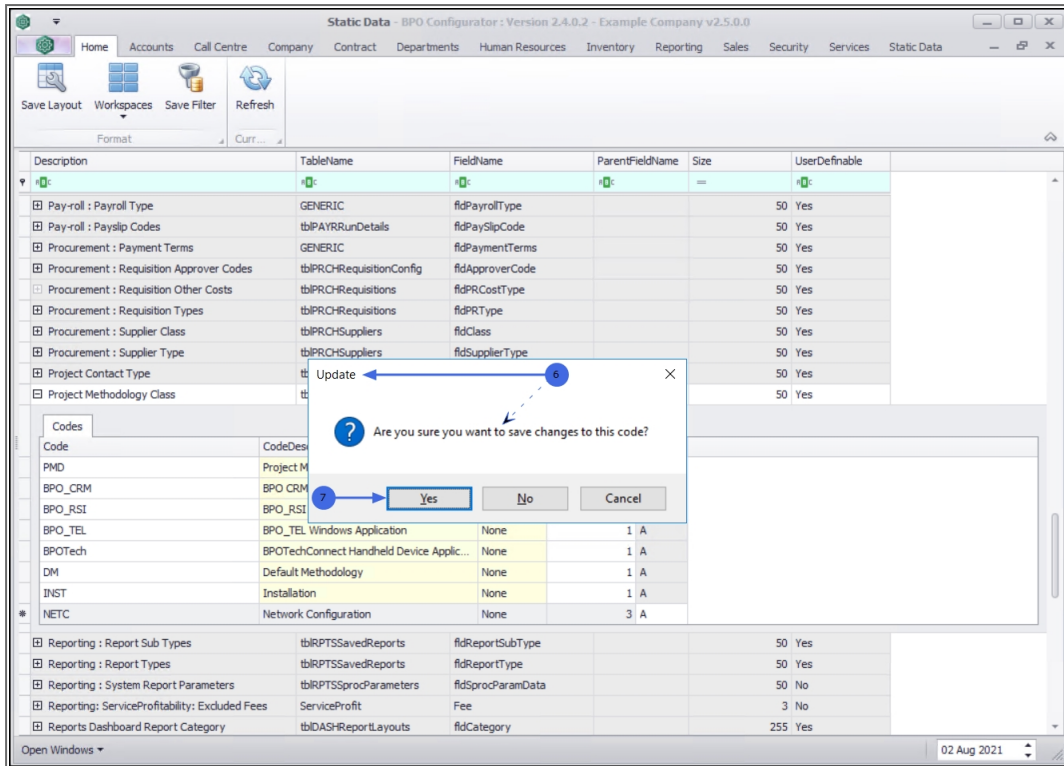5. The **final row** in the **Codes** data grid will be **'activated'**.

- **Code:** Click in the text box and type the code specific for the new project methodology class.
- **Code Description:** Click in the text box and type a description for the project methodology class code.
- **Code Type:** This field will auto populate with **None** and can remain as is.
- **Status:** The status field will auto populate with **A** - Active.
- **Sort Order:** Click in the text box to either type in or use the arrow indicators to select the sort order for the project methodology class code.

> **Note:** The **sort order** is the order in which this will appear in the project methodology class code drop-down list in BPO. If each project methodology class 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 **3**, then it will appear **3rd** in the drop-down list in BPO.

When you have finished adding the new project methodology class code details, press **Enter**.

6. You will receive the **Update** message requesting;

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

7. Click on **Yes** to proceed.

8. The new project methodology class code is **saved** and a **new row** will be added to the **Codes** data grid.

9. **Collapse** the Codes frame.

MNU.108.043