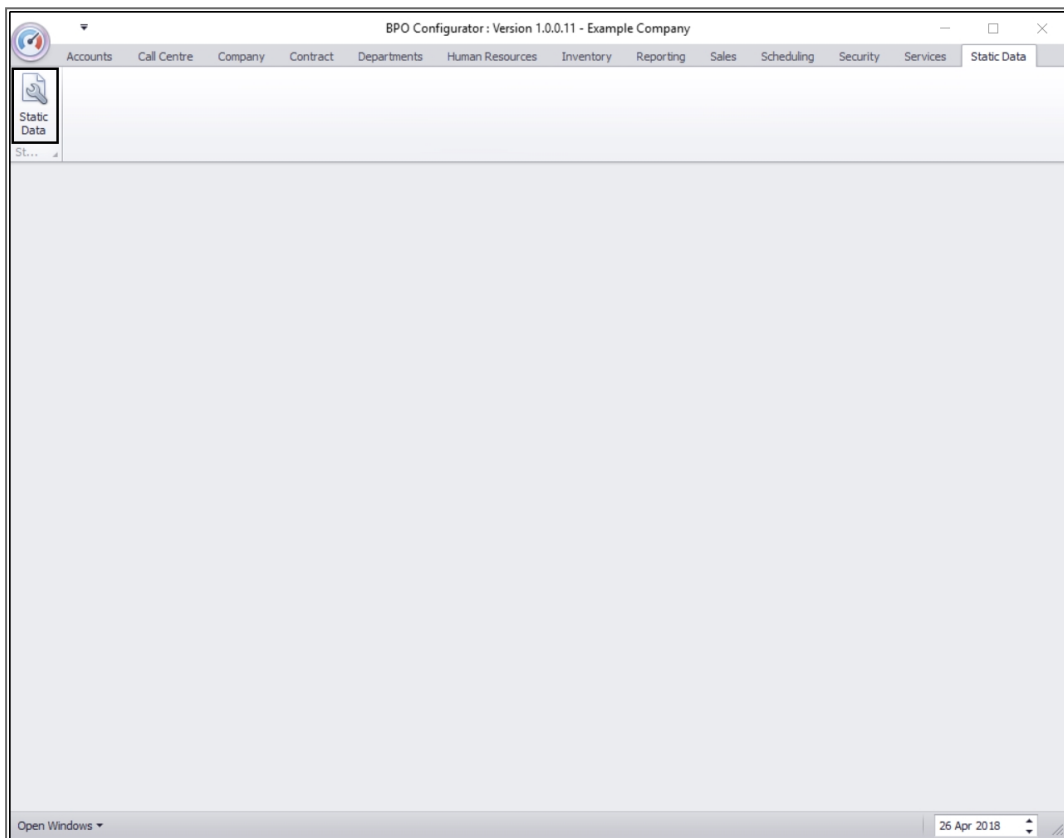


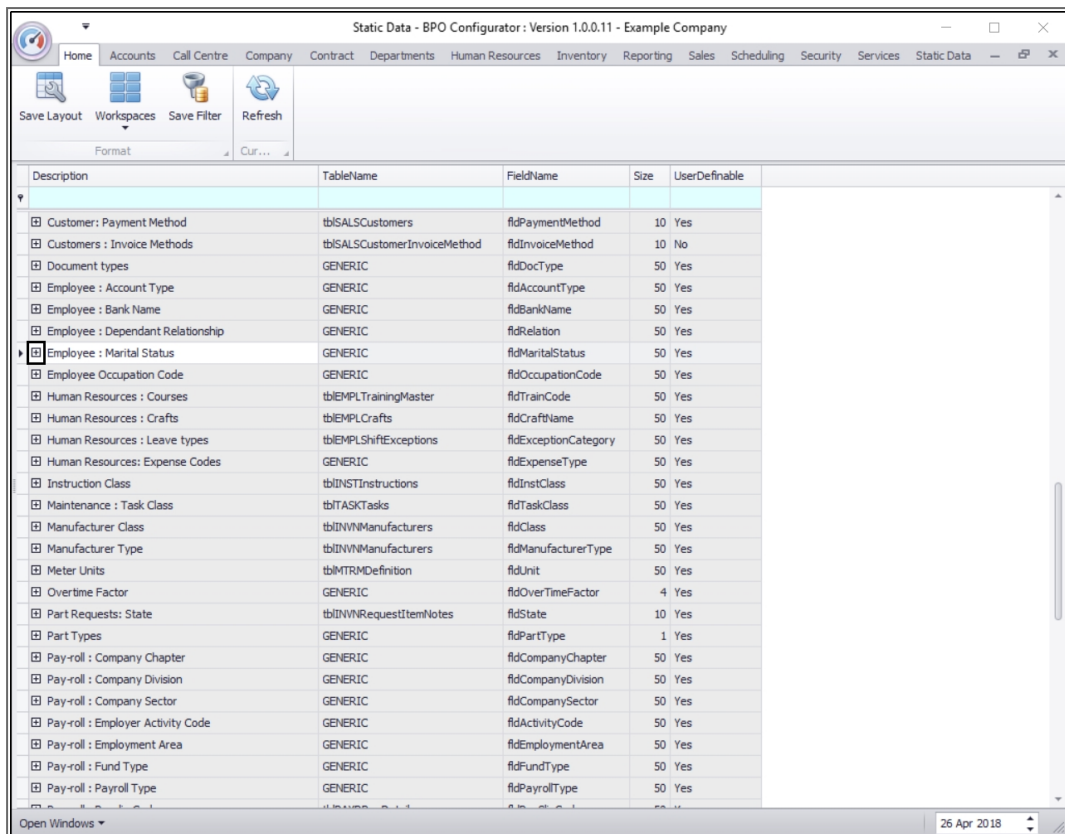
# STATIC DATA

## STATIC DATA - EMPLOYEE: MARITAL STATUS

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



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



Static Data - BPO Configurator : Version 1.0.0.11 - Example Company

Description	TableName	FieldName	Size	UserDefinable
Customer : Payment Method	tbSALSCustomers	fidPaymentMethod	10	Yes
Customers : Invoice Methods	tbSALSCustomerInvoiceMethod	fidInvoiceMethod	10	No
Document types	GENERIC	fidDocType	50	Yes
Employee : Account Type	GENERIC	fidAccountType	50	Yes
Employee : Bank Name	GENERIC	fidBankName	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	tbEMPLShiftExceptions	fidExceptionCategory	50	Yes
Human Resources: Expense Codes	GENERIC	fidExpenseType	50	Yes
Instruction Class	tbINSTInstructions	fidInstClass	50	Yes
Maintenance : Task Class	tbTASKTasks	fidTaskClass	50	Yes
Manufacturer Class	tbINWNManufacturers	fidClass	50	Yes
Manufacturer Type	tbINWNManufacturers	fidManufacturerType	50	Yes
Meter Units	tbMTRMDefinition	fidUnit	50	Yes
Overtime Factor	GENERIC	fidOverTimeFactor	4	Yes
Part Requests: State	tbINWNRequestItemNotes	fidState	10	Yes
Part Types	GENERIC	fidPartType	1	Yes
Pay-roll : Company Chapter	GENERIC	fidCompanyChapter	50	Yes
Pay-roll : Company Division	GENERIC	fidCompanyDivision	50	Yes
Pay-roll : Company Sector	GENERIC	fidCompanySector	50	Yes
Pay-roll : Employer Activity Code	GENERIC	fidActivityCode	50	Yes
Pay-roll : Employment Area	GENERIC	fidEmploymentArea	50	Yes
Pay-roll : Fund Type	GENERIC	fidFundType	50	Yes
Pay-roll : Payroll Type	GENERIC	fidPayrollType	50	Yes

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- The Employee: Marital Status **Codes** frame will be expanded.
- Here you can view a list of **employee marital status types** currently on the system.

Static Data - BPO Configurator : Version 1.0.0.11 - Example Company

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Description	TableName	FieldName	Size	UserDefinable
Customer : Payment Method	tbISALSCustomers	fidPaymentMethod	10	Yes
Customers : Invoice Methods	tbISALSCustomerInvoiceMethod	fidInvoiceMethod	10	No
Document types	GENERIC	fidDocType	50	Yes
Employee : Account Type	GENERIC	fidAccountType	50	Yes
Employee : Bank Name	GENERIC	fidBankName	50	Yes
Employee : Dependant Relationship	GENERIC	fidRelation	50	Yes
Employee : Marital Status	GENERIC	fidMaritalStatus	50	Yes

Code	CodeDescription	CodeType	Status	SortOrder
DIVORCE	Divorced	None	A	1
MARRIED	Married	None	A	1
SINGLE	Single	None	A	1

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	tbEMPLShiftExceptions	fidExceptionCategory	50	Yes
Human Resources: Expense Codes	GENERIC	fidExpenseType	50	Yes
Instruction Class	tbINSTInstructions	fidInstClass	50	Yes
Maintenance : Task Class	tbTASKTasks	fidTaskClass	50	Yes
Manufacturer Class	tbINWNManufacturers	fidClass	50	Yes
Manufacturer Type	tbINWNManufacturers	fidManufacturerType	50	Yes
Meter Units	tbMTRMDefinition	fidUnit	50	Yes
Overtime Factor	GENERIC	fidOverTimeFactor	4	Yes
Part Requests: State	tbINWRRequestItemNotes	fidState	10	Yes
Part Types	GENERIC	fidPartType	1	Yes

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

The screenshot shows the 'Static Data - BPO Configurator' application. The main table lists various static data items with columns for Description, TableName, FieldName, Size, and UserDefinable. The 'Employee : Marital Status' item is expanded to show a 'Codes' data grid.

Description	TableName	FieldName	Size	UserDefinable
Customer : Payment Method	tblSALSCustomers	fldPaymentMethod	10	Yes
Customers : Invoice Methods	tblSALSCustomerInvoiceMethod	fldInvoiceMethod	10	No
Document types	GENERIC	fldDocType	50	Yes
Employee : Account Type	GENERIC	fldAccountType	50	Yes
Employee : Bank Name	GENERIC	fldBankName	50	Yes
Employee : Dependant Relationship	GENERIC	fldRelation	50	Yes
Employee : Marital Status	GENERIC	fldMaritalStatus	50	Yes

Code	CodeDescription	CodeType	Status	SortOrder
DIVORCE	Divorced	None	A	1
MARRIED	Married	None	A	1
SINGLE	Single	None	A	1
*				

The 'Codes' data grid shows three rows of marital status codes. The final row, marked with an asterisk, is highlighted in green, indicating it is the 'activated' row. A context menu is open over this row, showing 'Add' and 'Delete' options.

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

Static Data - BPO Configurator : Version 1.0.0.11 - Example Company

Home Accounts Call Centre Company Contract Departments Human Resources Inventory Reporting Sales Scheduling Security Services Static Data

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Description	TableName	FieldName	Size	UserDefinable
Customer : Payment Method	tblSALSCustomers	fldPaymentMethod	10	Yes
Customers : Invoice Methods	tblSALSCustomerInvoiceMethod	fldInvoiceMethod	10	No
Document types	GENERIC	fldDocType	50	Yes
Employee : Account Type	GENERIC	fldAccountType	50	Yes
Employee : Bank Name	GENERIC	fldBankName	50	Yes
Employee : Dependant Relationship	GENERIC	fldRelation	50	Yes
Employee : Marital Status	GENERIC	fldMaritalStatus	50	Yes

Code	CodeDescription	CodeType	Status	SortOrder
DIVORCE	Divorced	None	A	1
MARRIED	Married	None	A	1
SINGLE	Single	None	A	1
		None	A	0

Employee Occupation Code	GENERIC	fldOccupationCode	50	Yes
Human Resources : Courses	tblEMPLTrainingMaster	fldTrainCode	50	Yes
Human Resources : Crafts	tblEMPLCrafts	fldCraftName	50	Yes
Human Resources : Leave types	tblEMPLShiftExceptions	fldExceptionCategory	50	Yes
Human Resources: Expense Codes	GENERIC	fldExpenseType	50	Yes
Instruction Class	tblINSTInstructions	fldInstClass	50	Yes
Maintenance : Task Class	tblTASKTasks	fldTaskClass	50	Yes
Manufacturer Class	tblINWNManufacturers	fldClass	50	Yes
Manufacturer Type	tblINWNManufacturers	fldManufacturerType	50	Yes
Meter Units	tblMTRMDefinition	fldUnit	50	Yes
Overtime Factor	GENERIC	fldOverTimeFactor	4	Yes
Part Requests: State	tblINWNRequestItemNotes	fldState	10	Yes
Part Types	GENERIC	fldPartType	1	Yes

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

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Description	TableName	FieldName	Size	UserDefinable
Customer : Payment Method	tblSALSCustomers	fldPaymentMethod	10	Yes
Customers : Invoice Methods	tblSALSCustomerInvoiceMethod	fldInvoiceMethod	10	No
Document types	GENERIC	fldDocType	50	Yes
Employee : Account Type	GENERIC	fldAccountType	50	Yes
Employee : Bank Name	GENERIC	fldBankName	50	Yes
Employee : Dependant Relationship	GENERIC	fldRelation	50	Yes
Employee : Marital Status	GENERIC	fldMaritalStatus	50	Yes

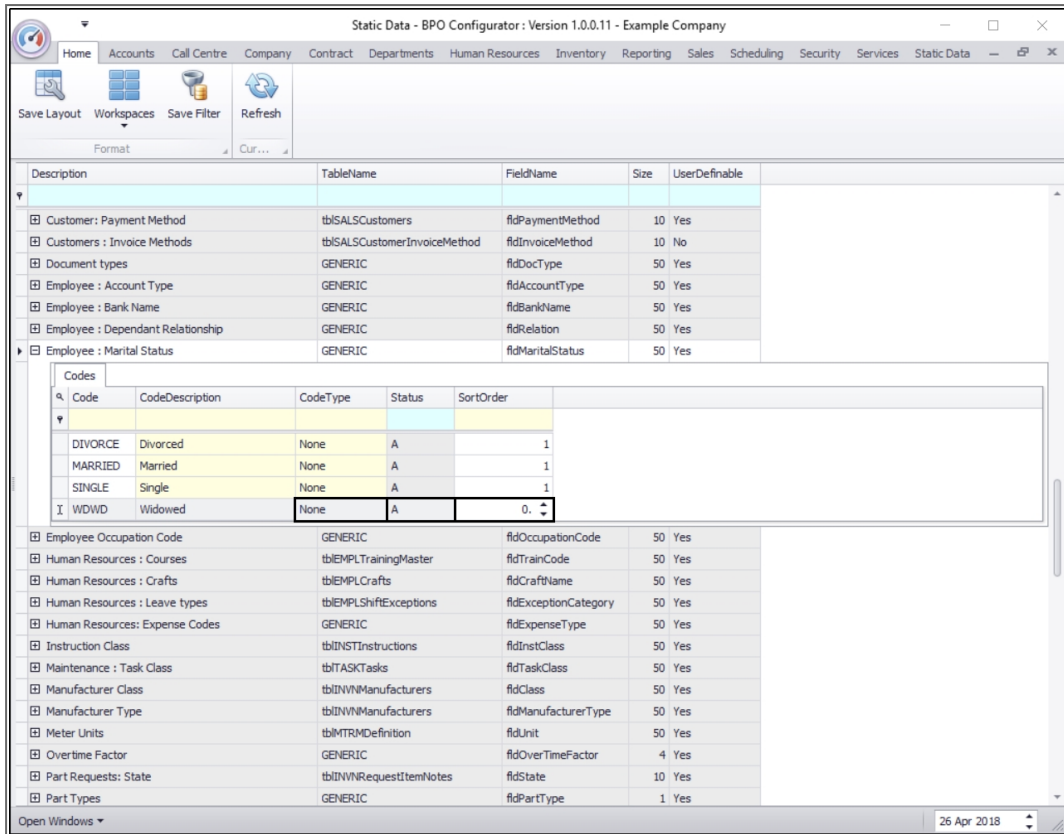
Code	CodeDescription	CodeType	Status	SortOrder
DIVORCE	Divorced	None	A	1
MARRIED	Married	None	A	1
SINGLE	Single	None	A	1
I		None	A	0

Employee Occupation Code	GENERIC	fldOccupationCode	50	Yes
Human Resources : Courses	tblEMPLTrainingMaster	fldTrainCode	50	Yes
Human Resources : Crafts	tblEMPLCrafts	fldCraftName	50	Yes
Human Resources : Leave types	tblEMPLShiftExceptions	fldExceptionCategory	50	Yes
Human Resources: Expense Codes	GENERIC	fldExpenseType	50	Yes
Instruction Class	tblINSTInstructions	fldInstClass	50	Yes
Maintenance : Task Class	tblTASKTasks	fldTaskClass	50	Yes
Manufacturer Class	tblINWNManufacturers	fldClass	50	Yes
Manufacturer Type	tblINWNManufacturers	fldManufacturerType	50	Yes
Meter Units	tblMTRMDefinition	fldUnit	50	Yes
Overtime Factor	GENERIC	fldOverTimeFactor	4	Yes
Part Requests: State	tblINWNRequestItemNotes	fldState	10	Yes
Part Types	GENERIC	fldPartType	1	Yes

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- **Code Type:** This can remain as *None*.
- **Status:** This will auto populate with **A** - Active.
- **Sort Order:** Click in this text box and either type in or use the arrow indicators to select the sort order for this new marital status code.
  - **Note:** The *sort order* is the order in which this will appear in the marital status code drop-down list in BPO. If each marital status 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 **4**, then it will appear **4th** in the drop-down list in BPO.



- When you have finished adding the new marital status code details, press **Enter**.
- An **Update** message box will appear, asking;
  - **Are you sure you want to save changes to this code?**
- Click on **Yes**.

The screenshot shows the 'Static Data - BPO Configurator' interface. The main table lists various data tables, with 'Employee : Marital Status' selected. Below this, a 'Codes' frame is expanded to show a list of marital status codes. A confirmation dialog box is overlaid on the 'Codes' frame, asking 'Are you sure you want to save changes to this code?' with 'Yes', 'No', and 'Cancel' buttons.

Description	TableName	FieldName	Size	UserDefinable
Customer : Payment Method	tbISALSCustomers	fidPaymentMethod	10	Yes
Customers : Invoice Methods	tbISALSCustomerInvoiceMethod	fidInvoiceMethod	10	No
Document types	GENERIC	fidDocType	50	Yes
Employee : Account Type	GENERIC	fidAccountType	50	Yes
Employee : Bank Name	GENERIC	fidBankName	50	Yes
Employee : Dependant Relationship	GENERIC	fidRelation	50	Yes
Employee : Marital Status	GENERIC	fidMaritalStatus		

Code	CodeDescription	CodeType	Status	SortOrder
DIVORCE	Divorced	None	A	1
MARRIED	Married	None	A	1
SINGLE	Single	None	A	1
WDWD	Widowed	None	A	1

- The new marital status code will be **saved** and a **new row** will be added to the **Codes** data grid.
- **Collapse** the Codes frame.

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Description	TableName	FieldName	Size	UserDefinable
Customer : Payment Method	tbISALSCustomers	fidPaymentMethod	10	Yes
Customers : Invoice Methods	tbISALSCustomerInvoiceMethod	fidInvoiceMethod	10	No
Document types	GENERIC	fidDocType	50	Yes
Employee : Account Type	GENERIC	fidAccountType	50	Yes
Employee : Bank Name	GENERIC	fidBankName	50	Yes
Employee : Dependant Relationship	GENERIC	fidRelation	50	Yes
Employee : Marital Status	GENERIC	fidMaritalStatus	50	Yes

Codes

Code	CodeDescription	CodeType	Status	SortOrder
DIVORCE	Divorced	None	A	1
MARRIED	Married	None	A	1
SINGLE	Single	None	A	1
WDWD	Widowed	None	A	1

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	tbEMPLShiftExceptions	fidExceptionCategory	50	Yes
Human Resources: Expense Codes	GENERIC	fidExpenseType	50	Yes
Instruction Class	tbINSTInstructions	fidInstClass	50	Yes
Maintenance : Task Class	tbTASKTasks	fidTaskClass	50	Yes
Manufacturer Class	tbINWNManufacturers	fidClass	50	Yes
Manufacturer Type	tbINWNManufacturers	fidManufacturerType	50	Yes
Meter Units	tbMTRMDefinition	fidUnit	50	Yes
Overtime Factor	GENERIC	fidOverTimeFactor	4	Yes
Part Requests: State	tbINWNRequestItemNotes	fidState	10	Yes

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