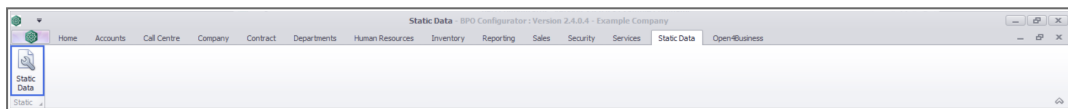


STATIC DATA

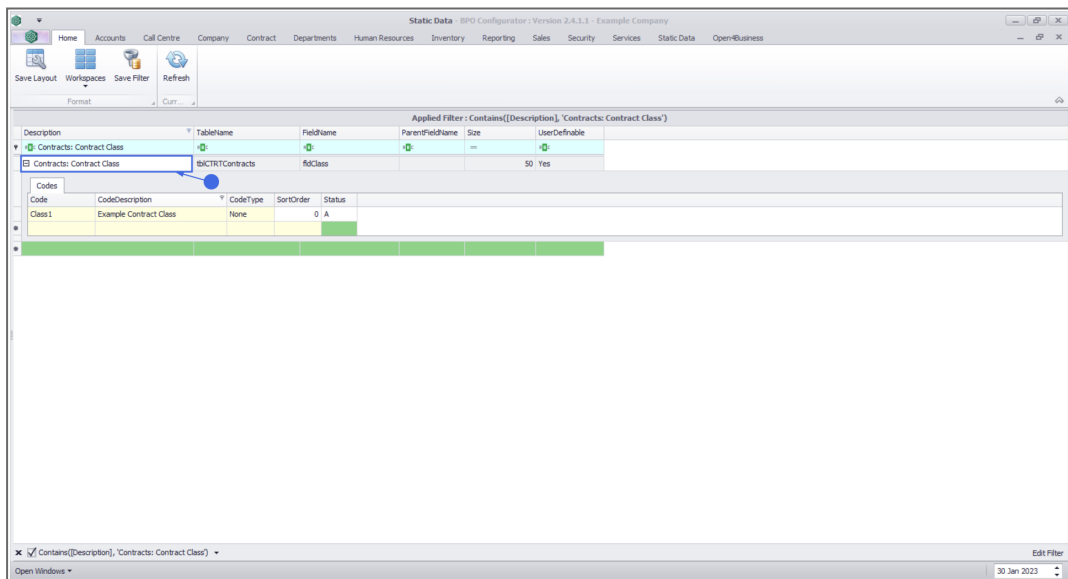
CONTRACT CLASS

This is an Additional user defined fields to classify contracts, which is view-able in the Period and Ad-hoc Escalation screens.

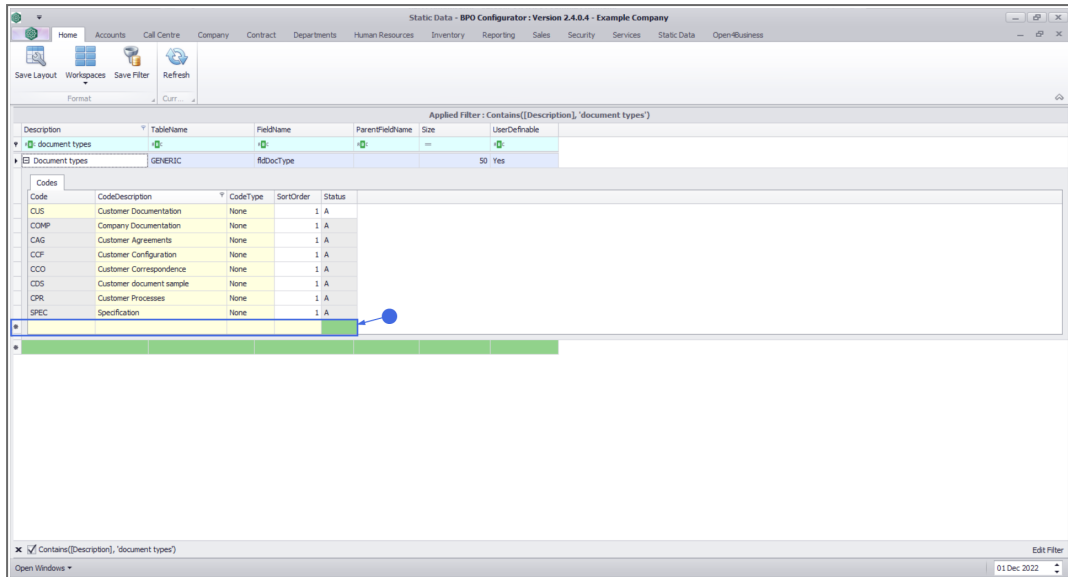
Ribbon Select *Static Data* > *Static Data*



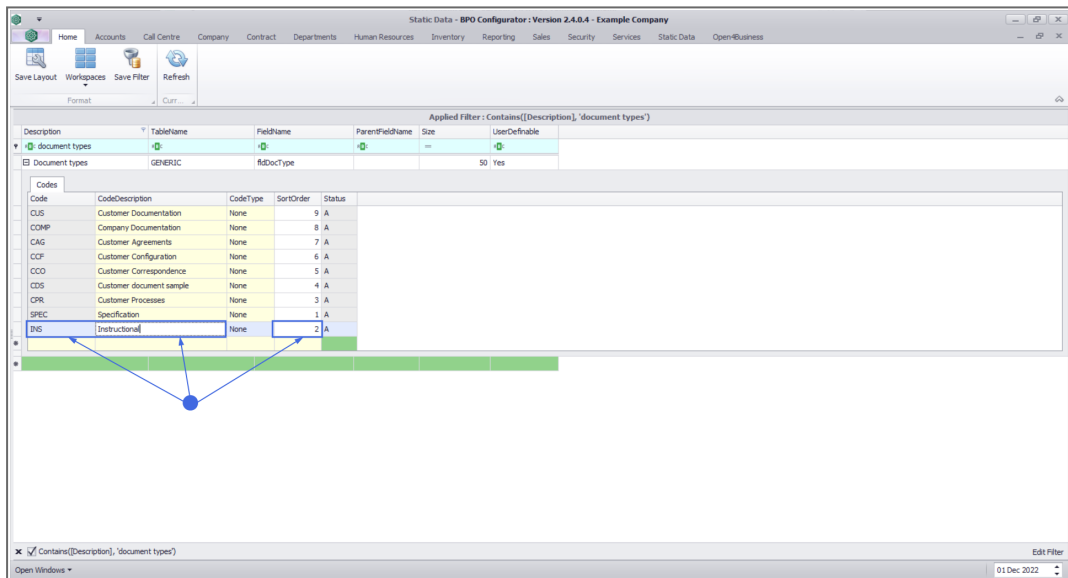
- The **Static Data** listing screen will be displayed.
- Use the **filter row** or **scroll down** the list until you find the code you wish to amend.
- Click on the **expand** icon to expand the **Codes** frame.
- **Contracts : Class.**



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



- 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.

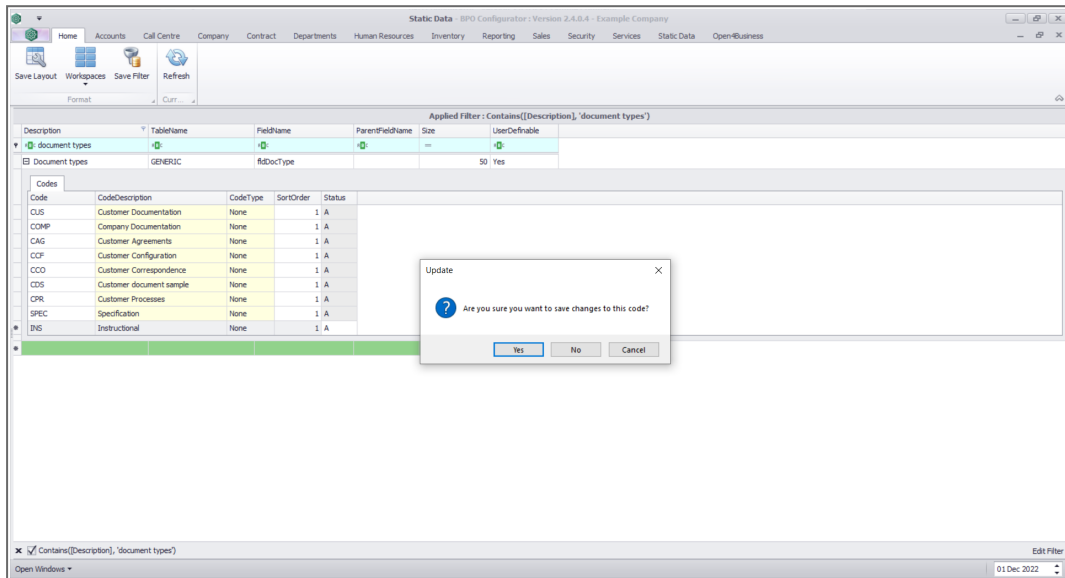


- Click away (click anywhere outside the grid of codes) or press Enter until the cursor moves to a new line.

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.



MNU.108.017

