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*.

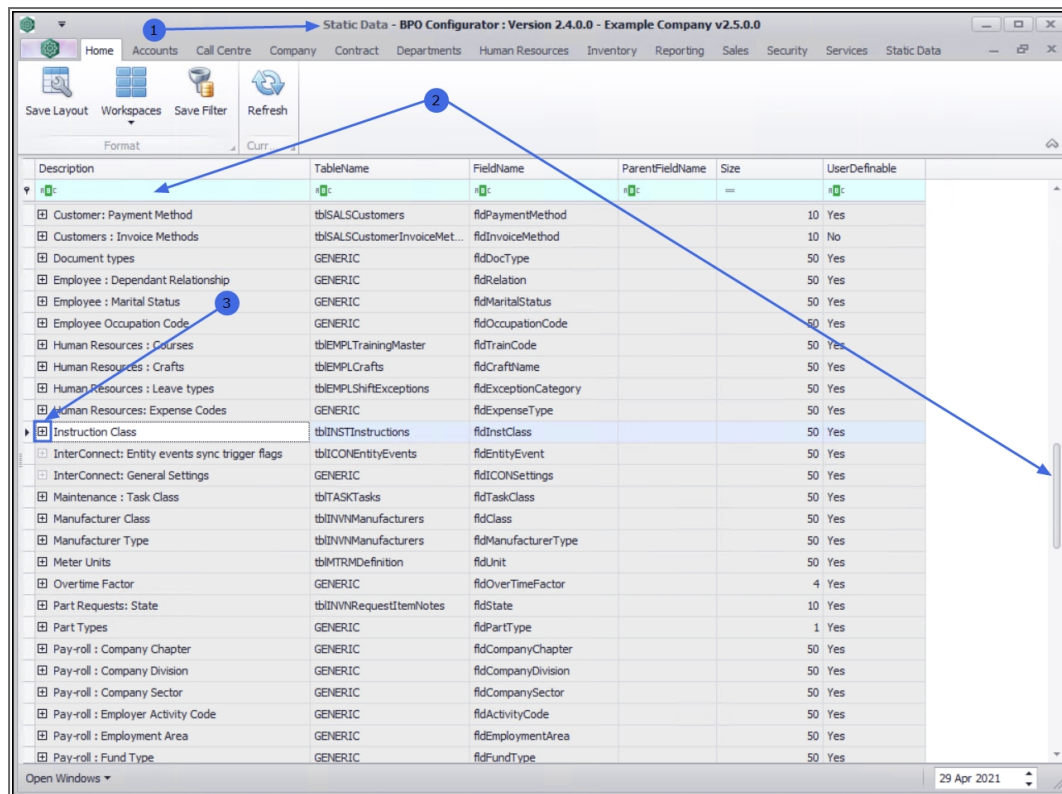**Ribbon Access:** *Configurator > Static Data > Static Data*

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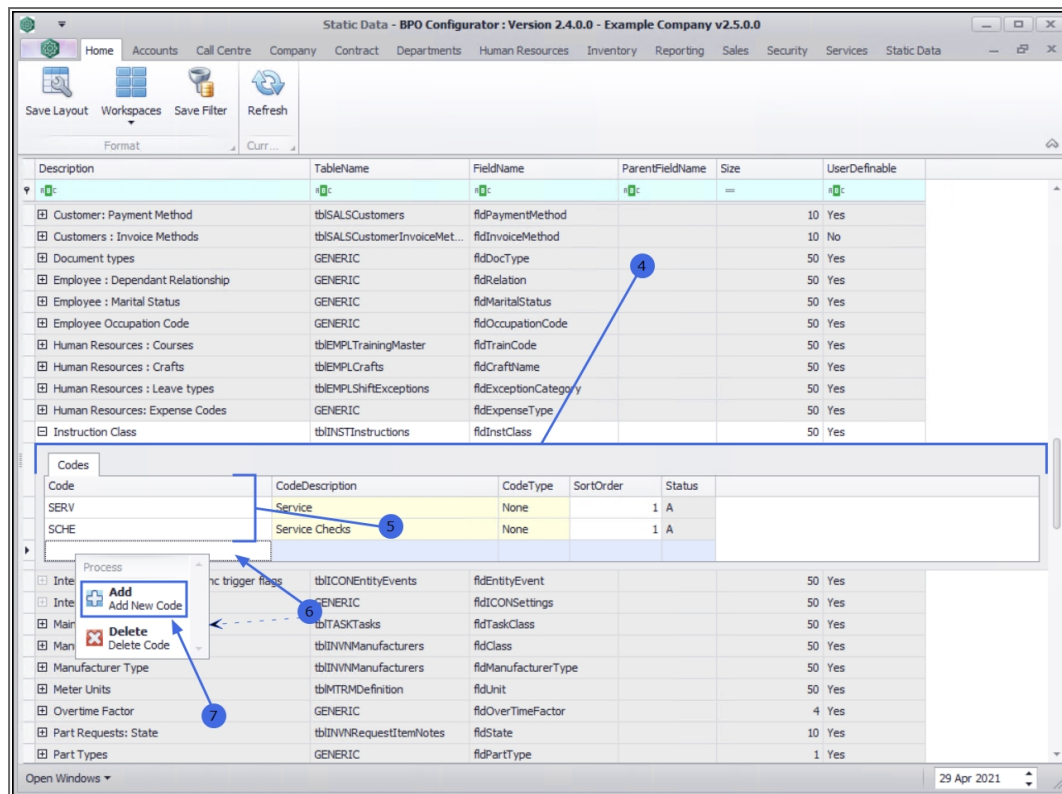3. Click on the *expand* icon.

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

ADD A NEW INSTRUCTION CLASS CODE

6. *Right click* anywhere in a *row* of the *Codes* data grid to display the *Process* menu.

7. Click on *Add* - Add New Code

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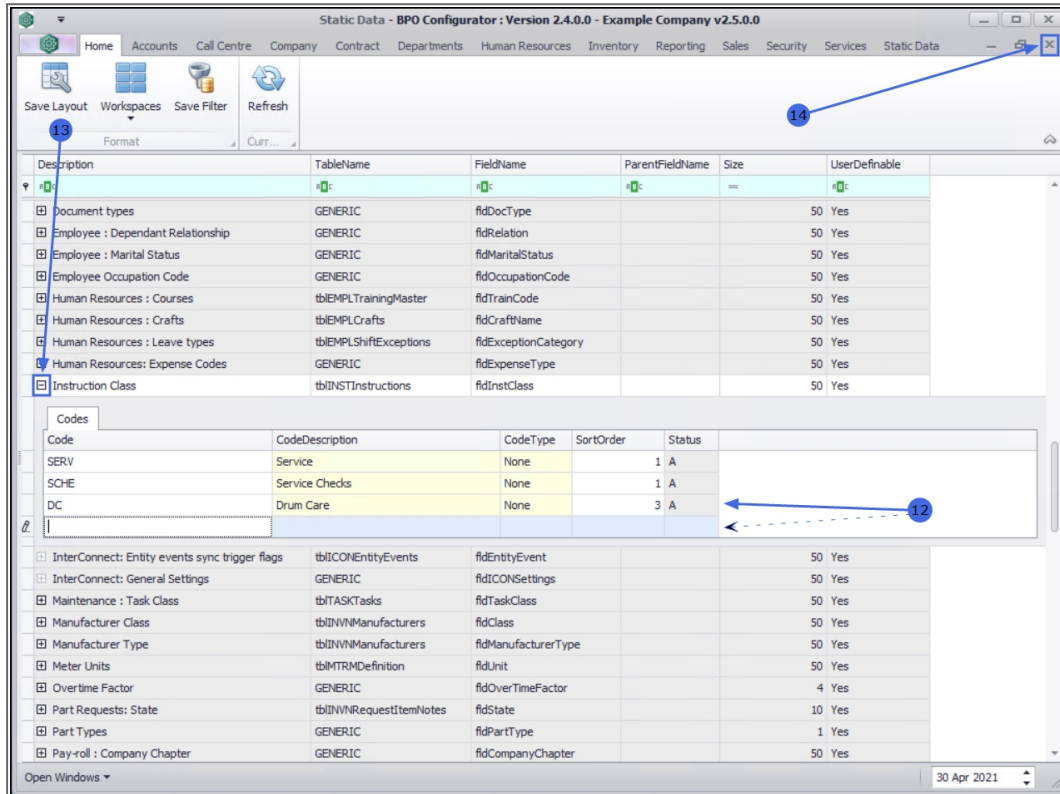
10. When you have finished adding the new instruction class code details, press ***Enter***. The ***Update*** message box will display, requesting;

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

11. Click on ***Yes*** to proceed.
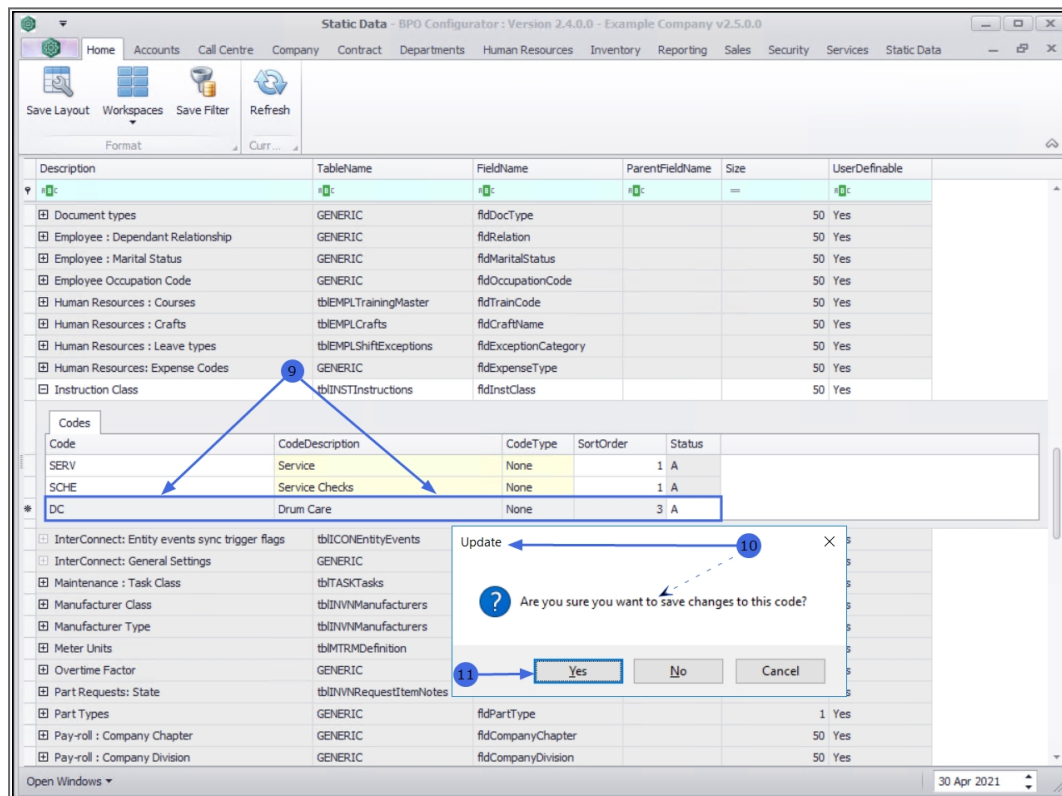
12. The new instruction class code details will be *saved* and a *new row* will be added to the *Codes* data grid.

13. *Collapse* the Codes frame.

14. Click on *Close*.

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