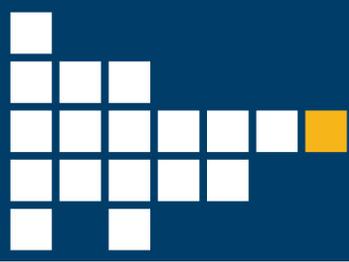




# TECH TIP



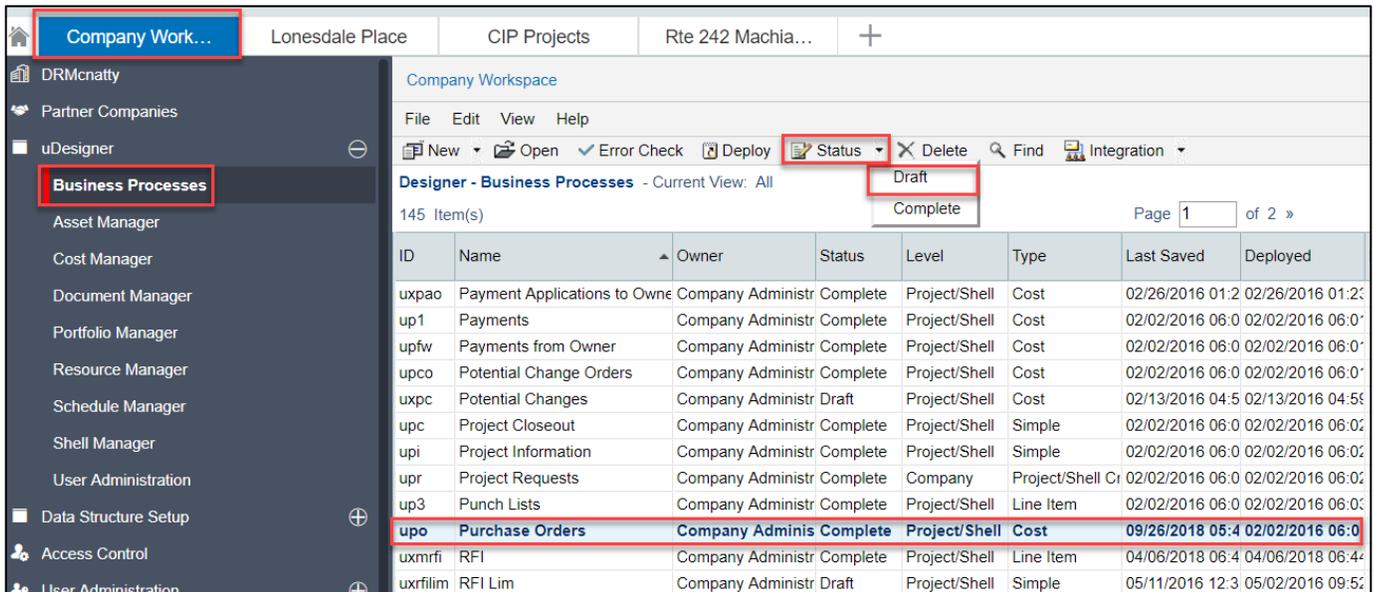
## MAY 2019 ORACLE PRIMAVERA UNIFIER MODIFYING A PUBLISHED BP FORM

As a Unifier administrator or developer, you may have the following questions in BP design:

- How do I modify a published BP Form?
- How do I Update/Add fields on the Form?

In today's topic, we are going to explore these 2 items and give you recommendations on how to use these design features in Unifier development.

First navigate to **Company Workspace** in Unifier > navigate to **Admin mode > uDesigner > Business Processes > Click on the "Business Process" you want to Modify > Select Status > set to Draft**

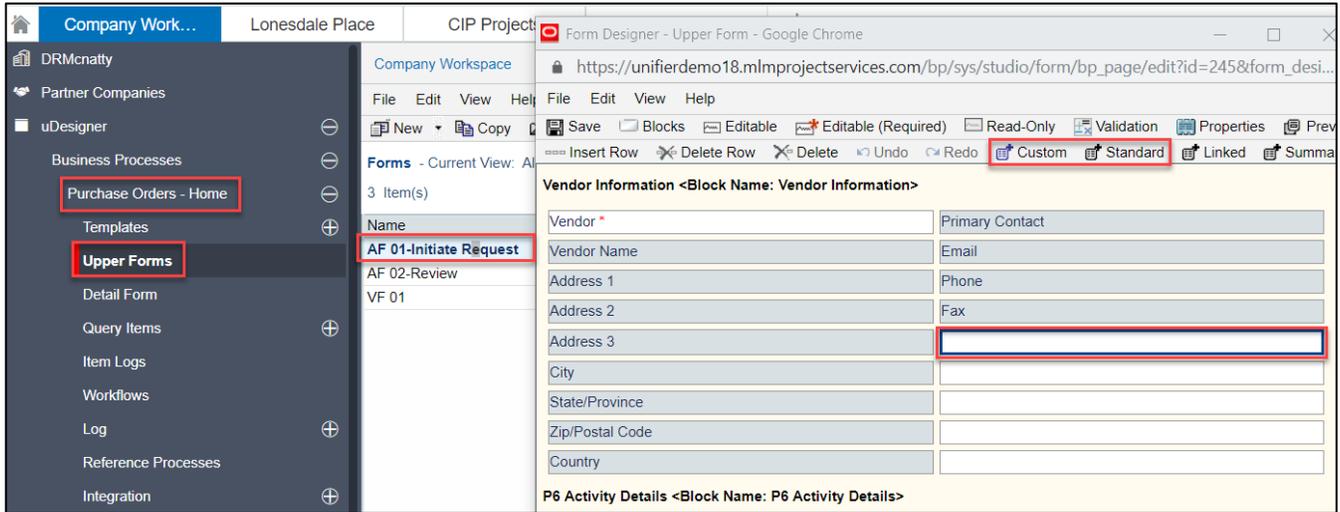


The screenshot shows the Oracle Primavera Unifier uDesigner interface. The left sidebar contains a navigation menu with 'Business Processes' highlighted. The main window displays a table of business processes. The 'Status' dropdown menu is open, showing 'Draft' and 'Complete' options. The 'Draft' option is selected. The table below shows a list of business processes with columns for ID, Name, Owner, Status, Level, Type, Last Saved, and Deployed.

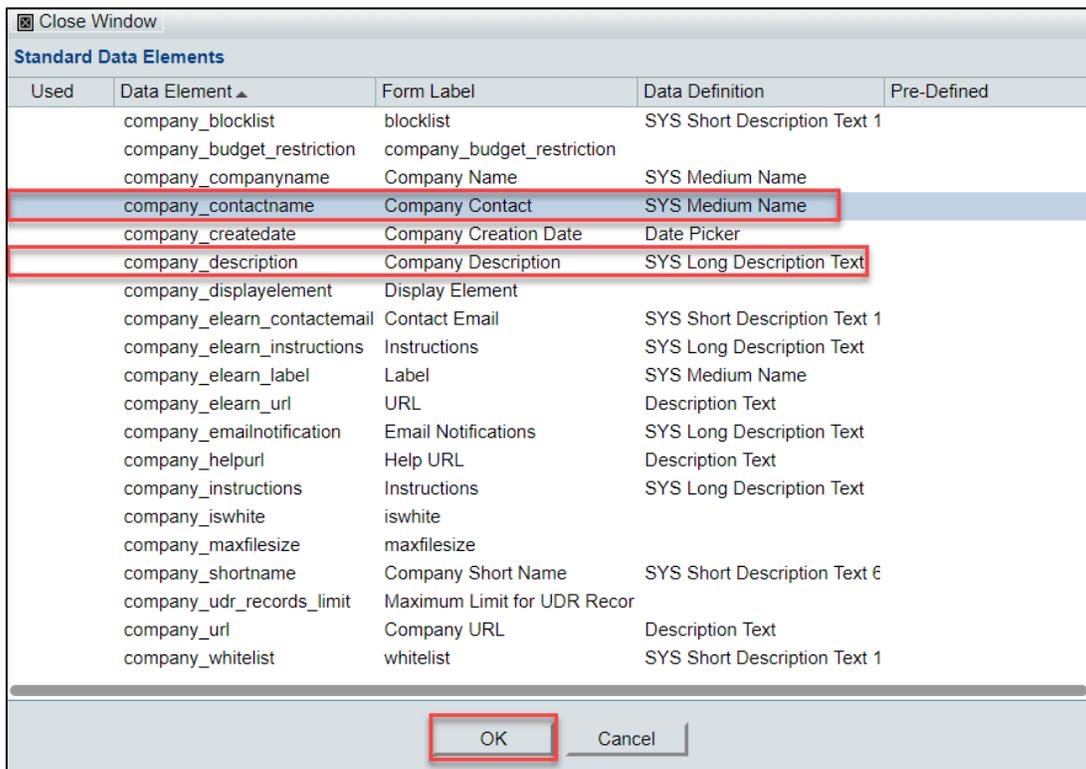
ID	Name	Owner	Status	Level	Type	Last Saved	Deployed
uxpao	Payment Applications to Owne	Company Administr	Complete	Project/Shell	Cost	02/26/2016 01:2	02/26/2016 01:2
up1	Payments	Company Administr	Complete	Project/Shell	Cost	02/02/2016 06:0	02/02/2016 06:0
upfw	Payments from Owner	Company Administr	Complete	Project/Shell	Cost	02/02/2016 06:0	02/02/2016 06:0
upco	Potential Change Orders	Company Administr	Complete	Project/Shell	Cost	02/02/2016 06:0	02/02/2016 06:0
upc	Potential Changes	Company Administr	Draft	Project/Shell	Cost	02/13/2016 04:5	02/13/2016 04:5
upc	Project Closeout	Company Administr	Complete	Project/Shell	Simple	02/02/2016 06:0	02/02/2016 06:0
upi	Project Information	Company Administr	Complete	Project/Shell	Simple	02/02/2016 06:0	02/02/2016 06:0
upr	Project Requests	Company Administr	Complete	Project/Shell	Simple	02/02/2016 06:0	02/02/2016 06:0
up3	Punch Lists	Company Administr	Complete	Project/Shell	Line Item	02/02/2016 06:0	02/02/2016 06:0
upo	Purchase Orders	Company Adminis	Complete	Project/Shell	Cost	09/26/2018 05:4	02/02/2016 06:0
uxmrfi	RFI	Company Administr	Complete	Project/Shell	Line Item	04/06/2018 06:4	04/06/2018 06:4
uxrfilm	RFI Lim	Company Administr	Draft	Project/Shell	Simple	05/11/2016 12:3	05/02/2016 09:5

# MODIFYING A PUBLISHED BP FORM

Double Click on the Business Process > Navigate to Upper Forms > Double Click on the “AF1 Initiate Request” to open the form > Navigate to the Field of the block that you want to Modify > click on > Custom or Standard > to Add a Data Element



Select the Data Element(s) you want to add > Click **Ok**



# MODIFYING A PUBLISHED BP FORM

View the Data Elements that you just added to the form; Click **Save > Close Window**

The screenshot shows the uDesigner interface with a form titled "Vendor Information <Block Name: Vendor Information>". The form contains several data elements, including "Vendor \*", "Vendor Name", "Address 1", "Address 2", "Address 3", "City", "State/Province", "Zip/Postal Code", and "Country". The "Company Contact" and "Company Description" elements are highlighted with a red box. The "Save" and "Close Window" buttons in the top menu are also highlighted with red boxes.

View the Last Saved date on your updated form > then click on the "BP Name" > **Home Node**

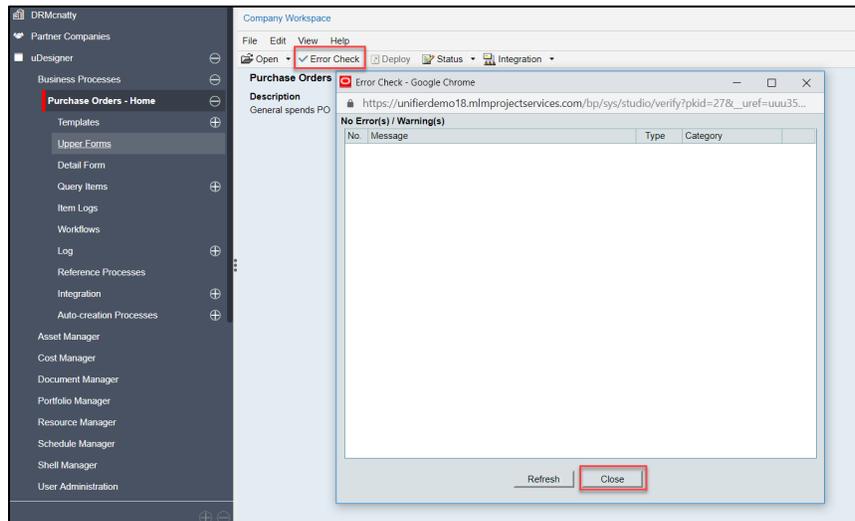
The screenshot shows the Oracle Primavera Unifier (Development) interface. The left sidebar shows the navigation tree with "Purchase Orders - Home" highlighted. The main area displays a table of forms with the following data:

Name	Type	Description	Last Saved
AF 01-Initiate Request	Action		02/07/2019
AF 02-Review	Action		04/05/2016
VF 01	View		04/05/2016

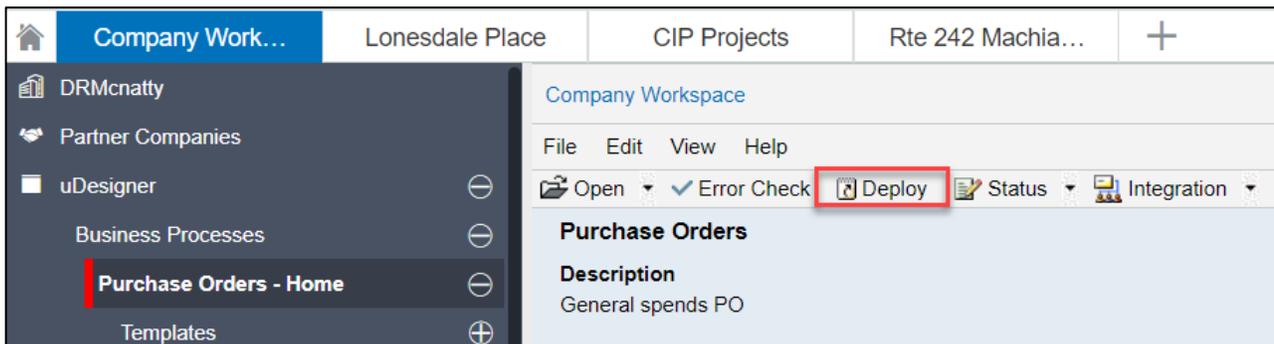
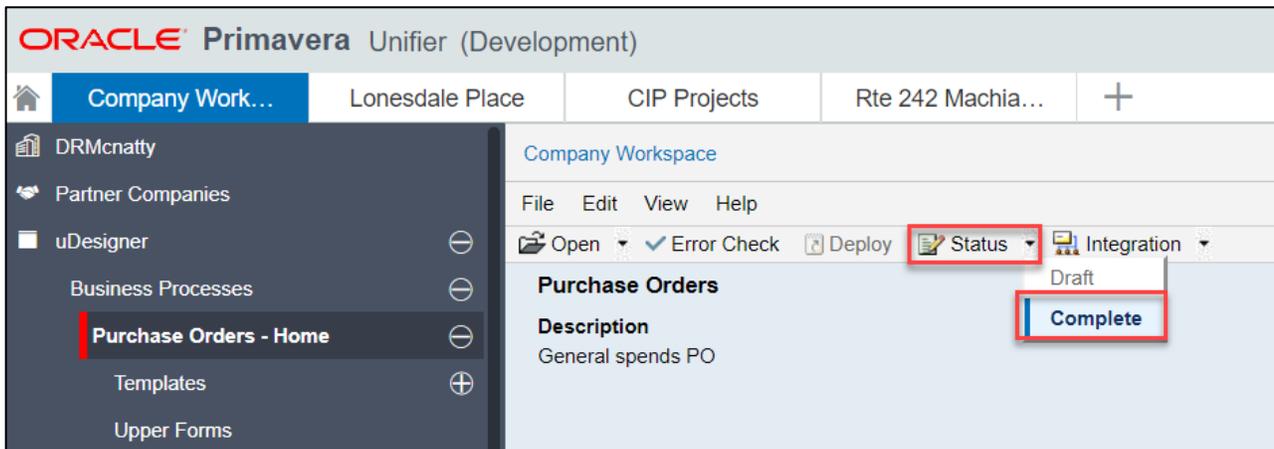
# MODIFYING A PUBLISHED BP FORM

Click on **Error Check** > Click **close**

\*\* Note (if your error check returns a result, return to the design form where you added the data elements to address the error)

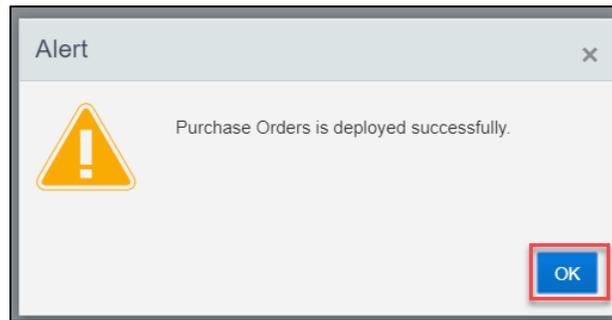


Click on Status > Set to **Complete** > Click on **Deploy**



# MODIFYING A PUBLISHED BP FORM

Click > OK



Navigate your "Project" > **User mode** > The **BP Name Node** > Click **Create** > Verify your newly updated/**Added** fields are now on the form

