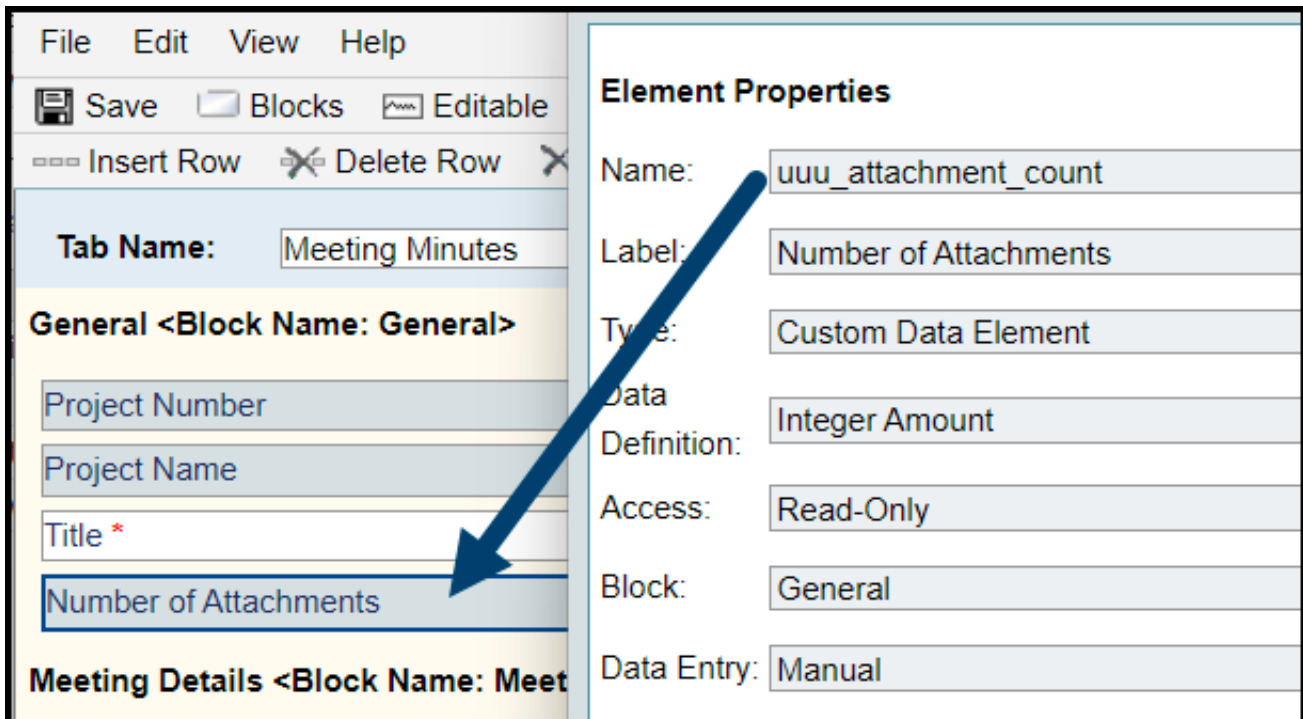


# TECH TIP

## ENSURING ATTACHMENTS ARE ADDED BEFORE ROUTING ORACLE PRIMAVERA UNIFIER

For some Business Processes, it's important to include attachments, however there wasn't a way to automatically validate that files were attached. Beginning with Unifier version 22.6, an Attachment Count data element can be added to business process forms in order to keep a running total of attachments. With this data element and Unifier's Validation feature, a record can be prevented from Sending or Saving without attachments.

Adding the `uuu_attachment_count` data element to forms automatically keeps a running count of attachments on the current form



The screenshot shows the Oracle Primavera Unifier form editor interface. On the left, a form is being edited with a 'Tab Name' of 'Meeting Minutes'. The form contains several data elements: 'Project Number', 'Project Name', 'Title \*', and 'Number of Attachments'. The 'Number of Attachments' field is highlighted with a blue border. A blue arrow points from this field to the 'Label' field in the 'Element Properties' panel on the right. The 'Element Properties' panel shows the following details for the 'uuu\_attachment\_count' data element:

Element Properties	
Name:	uuu_attachment_count
Label:	Number of Attachments
Type:	Custom Data Element
Data	Integer Amount
Definition:	
Access:	Read-Only
Block:	General
Data Entry:	Manual

To prevent a record from being Sent or Saved without attachments, set up validation on the appropriate form(s). Within the form, click Validation and then click Add.

# ENSURING ATTACHMENTS ARE ADDED BEFORE ROUTING

The screenshot shows a software interface with a menu bar (File, Edit, View, Help) and a toolbar. The 'Validation' menu item is highlighted. Below the menu, there are tabs for 'Tab Name' (Meeting Minutes) and 'Required'. The main area is divided into three sections: 'General <Block Name: General>', 'Meeting Details <Block Name: Meeting Details>', and 'Meeting Location Details <Block Name: Meeting Location Details>'. Each section contains various data elements like Project Number, Project Name, Title, Number of Attachments, Subject, Meeting Date, Meeting Coordinator, Action Item Approver, Notes Required, Meeting Location Name, City, Address, State/Province, and Zip. On the right, the 'Validation Rules' dialog box is open, showing a table with columns 'Name' and 'Rule Type'. At the bottom of the dialog are buttons for 'Add...', 'Modify...', 'Remove', and 'Close'. A blue arrow points from the 'Validation' menu item to the 'Add...' button.

The 'Add New Validation Rule' dialog box contains the following fields and options:

- Name:** A text input field with a red asterisk indicating it is required.
- Rule Type:** A dropdown menu set to 'Numeric' with a red asterisk.
- Formula:** A button labeled 'Formula' next to a large text area for entering the formula.
- Condition:** A dropdown menu set to 'None'.
- Value:** A text input field with a red asterisk.
- Show this message when this validation rule is not met:** A text area for entering a message, with a red asterisk.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom.

1. Name: Type a meaningful name.
2. Rule Type: Numeric is the only option.
3. Formula: Click the Formula button and double click the Number of Attachments data element to move it to the right. Click OK.

## ENSURING ATTACHMENTS ARE ADDED BEFORE ROUTING

The dialog box is titled 'Element:' and 'Formula:'. The 'Element:' section contains a list with 'Number of Attachments' and 'Notes Required?'. A blue arrow points from this list to the 'Formula:' section. The 'Formula:' section is empty. Below the 'Formula:' section is a numeric keypad with buttons for 'Undo', 'Clear All', '(', ')', '7', '8', '9', '/', '4', '5', '6', 'X', '1', '2', '3', '-', '0', '.', '%', and '+'. At the bottom of the dialog are 'Add Parameter', 'OK', and 'Cancel' buttons. A blue arrow points from the 'Add Parameter' button to the 'OK' button.

4. Select a condition. Typically 'Greater Than or Equal To' works for this scenario
5. Value: Type the number at attachments you require for this business process.
6. Show this message when this validation rule is not met: Type the message to be seen. It's a good idea to include what went wrong and/or how to fix it. For example: Please make sure to add the appropriate attachments.
7. Click OK and click Close (unless you want additional Validation Rules).
8. Repeat for additional form(s), as desired.
9. Complete and Deploy the business process.

At runtime, the record will error if the number of attachments does not meet the validation and the message will be shown.

The 'Errors and Warnings' dialog box is open, showing a table with two columns: 'Error Location' and 'Description'. The table contains one row with a red 'x' icon in the 'Error Location' column and the text 'Meeting Minutes' in the 'Description' column. The description text is truncated. A tooltip is visible over the table, displaying the full error message: 'Attachments : Please make sure to add the appropriate attachments.' The dialog box has a 'Send Save' button and a menu icon in the top right corner.

Error Location	Description
Meeting Minutes	Attachments : Please make sure to add the appropriate att...

## ENSURING ATTACHMENTS ARE ADDED BEFORE ROUTING

See this feature in action in less than 5 minutes:



