

TECH TIP

MODIFYING A PUBLISHED BP FORM ORACLE PRIMAVERA UNIFIER

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.

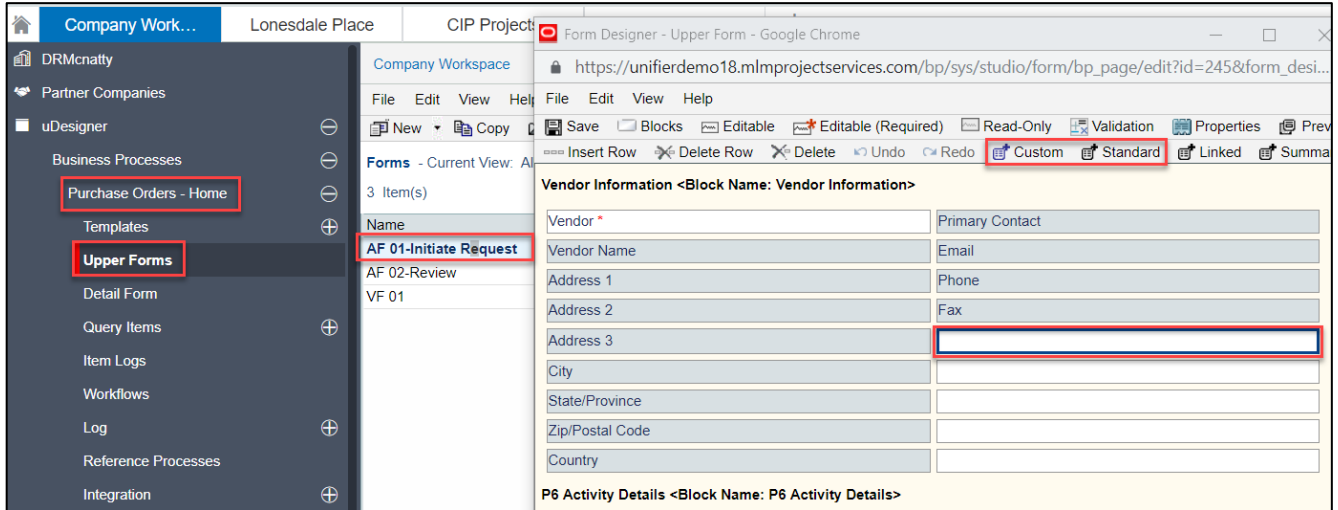
First navigate to **Company Workspace** in Unifier > navigate to **Admin** mode > **uDesigner** > **Business Processes** > Click on the "Business Process" you want to Modify > Select **Status** > set to **Draft**

The screenshot shows the Oracle Primavera Unifier uDesigner interface. The left sidebar has 'Business Processes' selected. The main window displays a table of business processes. The 'Purchase Orders' row is highlighted, and its status is set to 'Draft'.

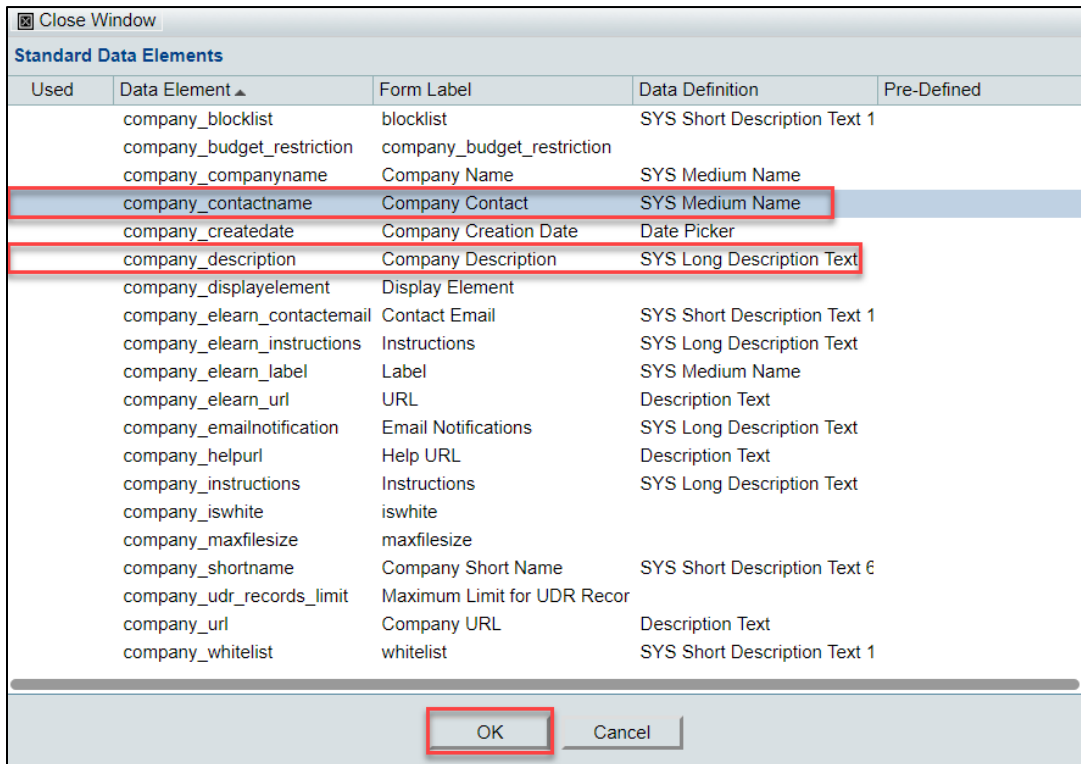
ID	Name	Owner	Status	Level	Type	Last Saved	Deployed
uxpao	Payment Applications to Owne	Company Administr	Complete	Project/Shell	Cost	02/26/2016 01:2	02/26/2016 01:2
up1	Payments	Company Administr	Complete	Project/Shell	Cost	02/02/2016 06:0	02/02/2016 06:0
upfw	Payments from Owner	Company Administr	Complete	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
uxpc	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	Company	Project/Shell Cr	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 a form editor interface with a menu bar (File, Edit, View, Help) and a toolbar containing buttons for Save, Blocks, Editable, Editable (Required), Read-Only, Validation, Properties, Preview, and Close Window. The Close Window button is highlighted with a red box. Below the toolbar, there is a section titled "Vendor Information <Block Name: Vendor Information>" containing several data elements: Vendor *, Vendor Name, Address 1, Address 2, Address 3, City, State/Province, Zip/Postal Code, and Country. The data elements for Company Contact and Company Description are highlighted with a red box.

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

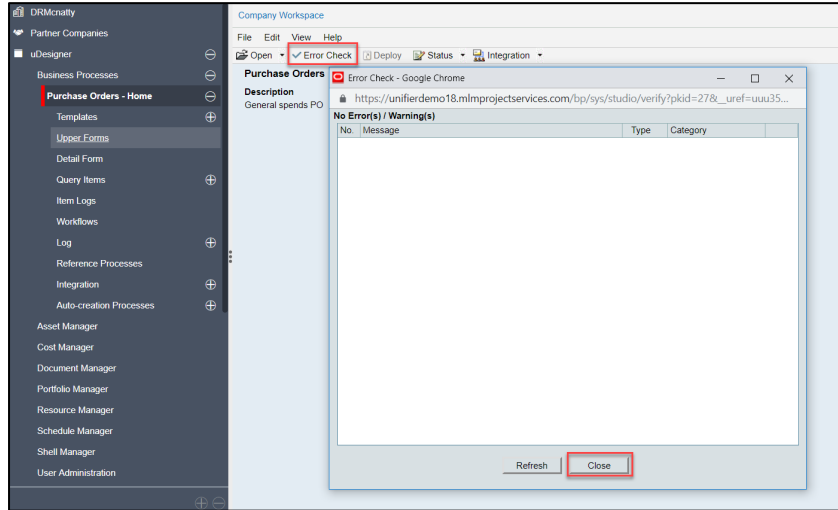
The screenshot shows the Oracle Primavera Unifier (Development) interface. The left sidebar contains a navigation tree with nodes: DRMcNatty, Partner Companies, uDesigner, Business Processes, Purchase Orders - Home (highlighted with a red box), Templates, Upper Forms, Detail Form, Query Items, and Item Logs. The main area displays a table of forms with columns: Name, Type, Description, and Last Saved. The table contains three rows: AF 01-Initiate Request (Action, 02/07/2019), AF 02-Review (Action, 04/05/2016), and VF 01 (View, 04/05/2016). The 'Last Saved' date for the 'AF 01-Initiate Request' form is highlighted with a red box.

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

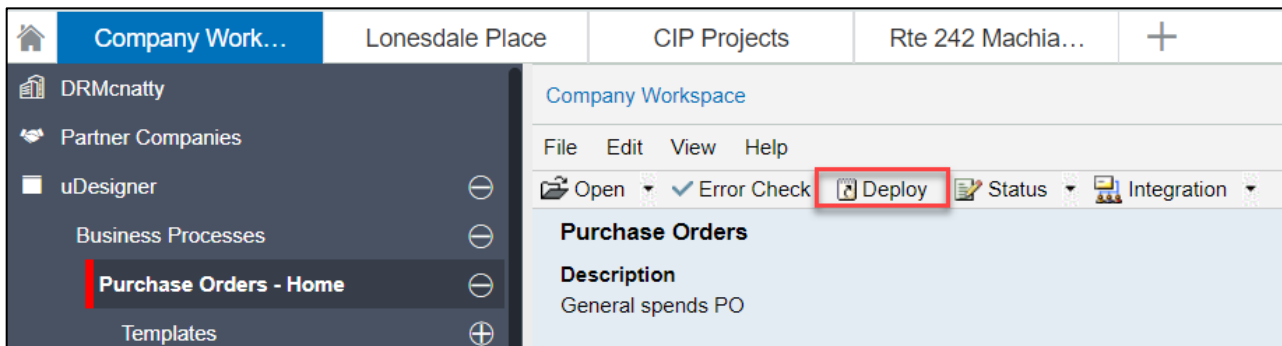
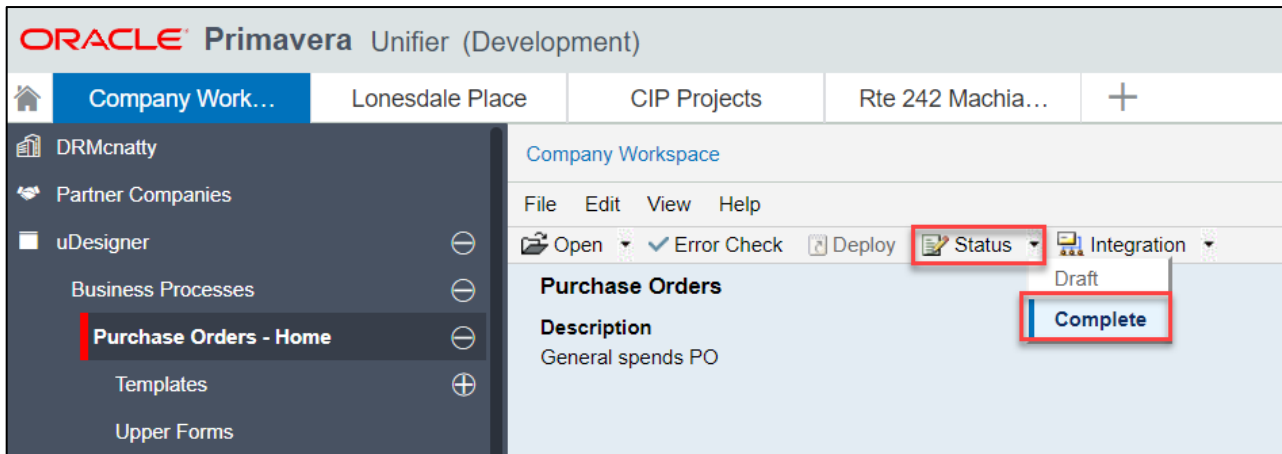
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Click on **Error Check** > Click **close**

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

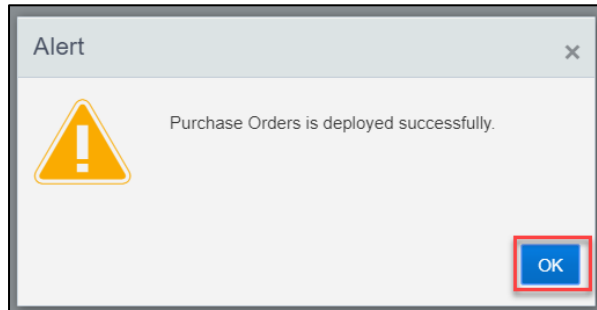


Click on Status > Set to **Complete** > Click on **Deploy**



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

