

Oracle Fusion Cloud Human Resources

**How do I display the Document
Records region on Redwood Person
pages?**



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Thanks for helping us improve our user assistance!

1 How do I display the Document Records region on Redwood Person pages?

Document Records in Redwood Person Pages

You can use page properties in VB Studio to display the Document Records region in these Redwood pages or sections:

- Family and Emergency Contacts page
- Relevant sections of the Personal Details page
- Relevant sections of the Identification Info page

You need to set the corresponding page property to the document record type that will be used when an attachment is added.

Related Topics

- [Overview of Document Records](#)
- [Work With Page Properties](#)

Display Document Records in Personal Details and Identification Info Pages

On the Redwood Personal Details page, you can display the Document Records region in these sections:

- Name
- Biographical info
- Demographic info
- National identifiers

On the Redwood Identification Info page, you can display the Document Records region in these sections:

- Citizenship
- Driver's licenses
- Passports
- Visas and permits

Let's say you want to display the Document Records region in the **Name** section of the Personal Details page. For this, you need to set the **Set Document Type at the Name Section Level** page property to the Document Record type that will be used when an attachment is added.

Note: If the page property isn't set, then the Document Records region won't be displayed.

A **Document Records** action will be associated with each section on the Person pages where you set the page property. Selecting the action opens a panel drawer that displays the document record and its associated attachments.

When you add or update information such as Name, Citizenship, or National ID for a person, you can create a document record by providing its name and adding attachments.

Related Topics

- [Extending Oracle Cloud Applications in Visual Builder Studio Express Mode](#)

Display Document Records in Family and Emergency Contacts Page

You can display the Document Records region on the Redwood Family and Emergency Contacts page by using the **Set Document Type for a Family or Emergency Contact** page property in VB Studio.

Set the page property to the Document Record type that will be used when an attachment is added.

When the page property isn't set:

- Self-service users don't see the **Document Records** action or region.
- Elevated users still see the Document Records action, and it navigates to the standalone Document Records page.

When the page property is set:

- A **Document Records** action will be associated with each contact in the My contacts list in the Family and Emergency Contacts page. Selecting the action opens a panel drawer that displays the Document Record and its associated attachments.
- A **Document Records** region is available on the contact details page when creating or editing a contact.
- Both the panel drawer and the **Document Records** region display the same attachments.
- When you add or edit a contact, you can create a document record by adding it in the separate **Document Records** region of the page.

Related Topics

- [Extending Oracle Cloud Applications in Visual Builder Studio Express Mode](#)

Approvals for Document Records on the Family and Emergency Contacts Page

Here's how the approvals work for document records on the Family and Emergency Contacts page:

- Edits to attachments in the Document Records region aren't routed for approval. The only time these attachments can be included in an approval is when creating a new contact, when the **Change Personal Information: Create a New Contact** approval rule is enabled.

- Approvals enabled for specific sections such as Name or Relationship apply only to attachments within those sections. Attachments in the Document Records region aren't included.

Key Points About Integrating Document Records in Person Pages

Here are some key points to note about the document records integration in all Person pages:

- The document record is created using the document record type defined in the page property, and the attachments are stored within that document record.
- You can upload multiple attachments to the associated document record.

Note: To add more than one attachment, you need to associate the attachment in the same place where you added the first one.

- For page sections that are date-effective, such as Name and Demographic info, if changes are made over time, then the Document Records region will be displayed in each date-effective record, and all attachments are shown in each row.
- You can preview the Document Record attachments.
- Once you associate a document record in the Person page, you can remove all the attachments, but you can't delete the document record from the Person pages. You'll continue to see a document record, with just the Name attribute.
- You can delete the document record on the standalone Document Records page. If a document record is deleted from the Document Records page, then that document record and its attachments will no longer be displayed anywhere, including on the Person page.
- If you delete a date-effective row from an object such as Name or Demographic info, the document record and its associated attachments will remain on other date-effective rows.
- If you delete the object from the person page, the document record and its associated attachments will be deleted.
- After a document record has been created in the Person page, you can also view the details from the Document Records page.

Document Type in Person Pages

You need to keep these points in mind when you're setting up the document type to use in Person pages:

- The expectation is that the document record type that's selected in the page property is set once and isn't changed. If it's changed, then any previous document records created using the prior document record type won't be shown in the section. The previous document records with the prior document record type can be viewed only on the standalone Document Records page for the worker.
- On the Redwood Person pages, only the **Document Name** attribute is displayed. Any other attributes that you configure for your document type won't be visible.
- You can configure additional attributes, but you must remember not to set them to **Required** because they can't be updated from Person pages. They're available only on the standalone Document Records page.

- You can set a value for minimum attachments, but most other settings aren't used in this integration. It's intended to support basic attachment storage alongside person objects. For advanced document record features, you need to create and manage the document record directly in the Document Records page rather than from the Person pages.
- It's possible to create a document record without associating any attachments. To avoid this scenario, configure your Document Type with a minimum number of attachments of 1.