

# Oracle Public Sector Compliance and Regulation Cloud

## Implementing Your Agency

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**April 2019**

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# Preface

This preface introduces information sources that can help you use the application and this guide.

## Using Oracle Applications

This topic explains the text conventions used in this guide and points you to where you can find more information about using Oracle applications.

### Conventions

The following table explains the text conventions used in this guide.

Convention	Meaning
<b>boldface</b>	Boldface type indicates user interface elements, navigation paths, or values you enter or select.
<code>monospace</code>	Monospace type indicates file, folder, and directory names, code examples, commands, and URLs.
>	Greater than symbol separates elements in a navigation path.

### Additional Resources

- Community: Use [Oracle Cloud Customer Connect](#) to get information from experts at Oracle, the partner community, and other users.
- Guides and Videos: Go to the [Oracle Help Center](#) to find guides and videos.
- Training: Take courses on Oracle Cloud from [Oracle University](#).

## Documentation Accessibility

This topic covers accessibility concepts for this guide.

For information about Oracle's commitment to accessibility, visit the [Oracle Accessibility Program website](#).

Videos included in this guide are provided as a media alternative for text-based help topics also available in this guide.

## Contacting Oracle

This topic explains how to contact Oracle for support and to provide feedback.

## Access to Oracle Support

Oracle customers that have purchased support have access to electronic support through My Oracle Support. For information, visit [My Oracle Support](#) or visit [Accessible Oracle Support](#) if you are hearing impaired.

## Comments and Suggestions

Please give us feedback about Oracle Public Sector Compliance and Regulation applications help and guides! You can send an e-mail to: [PSCR\\_US@oracle.com](mailto:PSCR_US@oracle.com).

Oracle Public Sector Compliance and Regulation Cloud  
Implementing Your Agency

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# 1 Implementing Compliance and Regulation Using Functional Setup Manager

## Using Functional Setup Manager

This topic discusses how to use the Functional Setup Manager.

Oracle Functional Setup Manager provides an integrated, end-to-end process for functional administrators to manage the implementation and maintenance of Oracle Public Sector Compliance and Regulation services.

Business users configure features and manage setup data using the Functional Setup Manager. Subscription to offerings, enabling functional areas, opting in features, and setting up guided end-to-end tasks pertaining to the offerings are all driven through the Functional Setup Manager.

 **Note:** When configuring your offering using Functional Setup Manager, configure the functional areas in the order they appear in Functional Setup Manager from top-to-bottom. Functional areas depend on the configuration data for the functional areas appearing before them in the list.

For a detailed understanding of the Functional Setup Manager, see the documentation [Using Functional Setup Manager](#).

## Setting Up Transactions Using Functional Setup Manager

This topic provides the list of required tasks for the implementation of Public Sector Compliance and Regulation offerings, which are organized under the functional areas in the Functional Setup Manager (FSM).


You must complete the tasks in these task lists to add the required setup data, configuration settings, and processes that your agency will use across all Oracle Public Sector Compliance and Regulation services.

Functional Area	Task List	Description
Initial Users	Define Initial Users for Public Sector	Prepare the groundwork for defining access through roles and privileges for the users who will access your service. Tasks include running the user and role synchronization process, creating implementation users, setting the next URL target for new users and so on.
Agency Profile	Define Foundation Data	Set up general foundational data that will be used by the agency when conducting transactions for the community. Tasks include setting up address formats, city information, county information, country information, currencies, units of measurements, and so on.

Functional Area	Task List	Description
	Define Calendars for Public Sector	Set up the Holiday calendar for your agency to define when your agency is available for conducting business.
	Define Schedules	Work schedules establish the days of the week and daily hours of operation for agency employees. For example, defining a work schedule for an inspector establishes when an inspector can be scheduled for an appointment.
	Define Agency	Define fundamental information for an agency, including the agency ID, agency name, country, currency, time zone, and so on.
Fees and Payments	Set Up Billing	Set up your agency's billing system. Tasks include defining invoice forms, setting the auto-numbering scheme, and selecting bill types.
	Set Up Payments	Configure how payments will be processed within your agency. Tasks include setting up the payment gateway, configuring the cash drawer, defining department and agency payment processing options, and so on.
Inspections	Define Inspections	Configure the information required for your inspection system to enable you to define, organize, and schedule inspections. Tasks include setting up assessment types, defining rating methods and passing requirements, configuring inspection calendars, and so on.
Plan Review	Define Plan Review	Set up the required information for your agency to review plans associated with permit applications. Tasks include defining plan review statuses and setting up the resulting plan review decision types, such as approved, rejected, revision required and so on.
Permit Types	Define Permits	Create and configure the types of permits your agency will offer. Tasks include setting up permit categories, defining permit statuses, setting up workflows and fee models, creating permit types, designing permit application forms, and so on.
Accounting	Define Accounting	Set up the processing system to be used by your accounting department. Tasks include setting up accounts, funds, and ledgers as well as defining accounting events and rules.

Functional Area	Task List	Description
Agency Staff	Define Agency Staff	Set up the service to accommodate the information used to define and support your agency staff. Tasks include setting up business units, setting up legal addresses, creating job titles, configuring staff access, and so on.
Public Users	Define Public Users	Configure how public users will interact with the implementation of your service. Tasks include defining terms of use, selecting public user options, assigning roles to define public user access, and so on.
Analytics and Reporting	Define Reporting for Public Sector	Add or modify parameters associated with delivered reports to filter data per your requirements.
GIS	Define GIS	Configure the integration between your service and the GIS application. Tasks include managing map profiles and mapping GIS attributes.
System Administration	Define Attachments for Public Sector	Define categories and subcategories for files, such as plans and images that are attached to pages as part of the permit application process.
	Define Comments for Public Sector	Configure the comments feature that will be used throughout the permit application process. Tasks include setting up comment categories, adding and modifying standard comments, and so on.
	Define Communication for Public Sector	Delivered communication events are triggered by transactions and processes within the application. For example, scheduling an inspection triggers the "Inspection Scheduled" communication event. You can define the content and recipients of the communication events using communication templates.
System Administration	Define Lookup Values for Public Sector	Add and change values that appear in lookup lists. Lookup lists are referenced by various fields in the application and display a static set of values from which the end user can select a value when entering information.
	Define Conditions for Public Sector	Add, modify, or remove a dependency or contingency for completing the permit process. Conditions are defined with a severities that can affect the permit process when applied.

Functional Area	Task List	Description
Branding	Define and Assign Themes	Create custom branding themes for your agency to reflect your desired look and feel. Tasks include adding logo images, modifying header and footer colors, designing your welcome banner, and so on. Once a branding them is created, you then assign it to apply its attributes.
	Define Tiles	Tiles are the icons that appear on the Agency Springboard and public landing pages. Users click tiles to access selected pages and transactions. You can configure which tiles appear, hide tiles, modify tile labels, and so on
	Define Summary Details	Define the summary section that appears on the public landing pages. The summary section includes a summary title, summary text, and a Read More button that links either to a more detailed message that you define or to an external URL.
	Define Alerts	Add, modify, and enable alert messages that will appear on the Agency Springboard and public landing pages to notify users of timely information.
Planning and Zoning Application Types	Define Planning and Zoning Application Types	Define application groups, categories, subcategories, record statuses, fee schedules, document categories, and planning and zoning application types for agency.
Public Hearing	Define Public Hearings	Define public hearing calendars and escalation path for agency.
Digital Assistant	Set up and configure Digital Assistant	Create and configure digital assistants and their parameters to suit your agency.

 **Note:** In addition to the above, there are optional task lists and tasks available under the functional areas in FSM.

## Migrating Data From Your Test Environment to Your Production Environment

This topic describes the utilities used to migrate setup data from your test environment to your production environment.

In your pod you have these environments:

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Environment	Description
Test	The test environment is where you learn about the product, enter your setup and configuration data, and test your changes. For example, this is where you add the data for setting up your agency, create your permits, specify branding modifications for your site, and so on.
Production	The production environment is the environment your agency employees and your end users access to complete transactions. The production environment reflects the “finished product” of what was configured and tested in the test environment.

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After you have made changes and tested them in the test environment, you then migrate any changed metadata and setup data from your test environment to your production environment. You use the Functional Setup Manager export and import utilities to complete these tasks.

For more information on the Functional Setup Manager export and import utilities, see [Using Functional Setup Manager: “Exporting and Importing Setup Data”](#).

For more information on managing transaction type data, see:

- [Managing Transaction Type Configurations](#).
- Oracle Public Sector Community Development: Test to Production (Doc ID 2551940.1) on My Oracle Support.



# 2 Setting Up Your Agency

## Setting Up Agencies

An agency is an organization that offers a range of services to its constituents, including issuing permits and licenses.

Administrators add and modify agency information using the Agency page.

Set up exactly one agency, with agency ID 1. Oracle does not currently support multiple agencies.

### Adding an Agency

1. Select **Common Setup > Agency**.
2. On the Agency Information tab, click **Add**.
3. On the Agency Information - Details page, enter values for the following fields:

Page Elements	Definition
<b>Agency ID</b>	Enter the number 1 as the ID for your agency.
<b>Name and Description</b>	Enter a name and a short description for the agency.
<b>Country</b>	Enter the country in which the agency is located.  This value is informational only. Address fields throughout the system support only USA addresses.
<b>Currency</b>	Enter the currency that the agency uses for financial transactions.  This value is informational only. It does not affect the currencies for fees, cash drawers, or payment adaptors.
<b>Time Zone</b>	Select your agency's local time zone. All times displayed in Oracle Public Sector Compliance and Regulation use this time zone.
<b>Parcel Owner Format</b>	This field is reserved for future functionality. Currently, regardless of your selection, parcels have one field to identify the parcel owner and an additional field to identify a secondary owner.
<b>Time Format, Date Format, and Number Format</b>	Select the default formats that the agency uses to display times, dates, and numbers for anonymous users.
<b>Hide property owners from public users</b>	Turn on this switch to hide property owner information from public users.



**Note:**

This check box is reserved for future use and has not yet been implemented.

Page Elements	Definition
<b>Property Information Access</b>	<p>Select the level of access that agency staff have to property information on applications and permits. Options are:</p> <ul style="list-style-type: none"> <li>○ Read Only: Agency staff can only view property information.</li> <li>○ Edit: Agency staff can view and edit property information, but they cannot add new property information.</li> <li>○ Add New: Agency staff can view, edit, and add new property information.</li> </ul>
<b>Oracle Policy Automation ID</b>	<p>Enter the unique identifier for an agency-wide Oracle Policy Automation (OPA) policy model.</p> <p>OPA is a separate Oracle product. OPA policy models provide logic models for questionnaires that help public users determine which applications they need to complete.</p> <p>The policy model that you enter here is used by offerings that do not have an offering-specific policy model. To specify an offering-level policy definition, select the Features tab on the Agency Information page, then click the <b>Options</b> link for the offering.</p> <p>For more information on Oracle Policy Automation, see <a href="#">Overview of Oracle Policy Automation Configuration</a>.</p>

4. Click **Save**.

## Modifying an Agency

1. Select **Common Setup > Agency**.
2. Click a row on the Agency Information tab.
3. Update the agency information field values.
4. Click **Save**.

## Adding an Agency Address

1. Select **Common Setup > Agency**.
2. Click a row on the Agency Information page.
3. Select the Addresses tab, and click **Add**.
4. On the Addresses - Details page, enter values for the following fields:

Page Elements	Definition
<b>Address ID</b>	Enter a unique ID for the address.
<b>Primary</b>	Select to indicate that this is the primary address for the agency. An agency may have only one primary address.
<b>From Date</b> and <b>To Date</b>	Enter the date range for which the address is valid.
<b>Zip Code</b>	<p>If you know the zip code for the address, enter it here. The system automatically populates the <b>City</b> and <b>State</b> based on the zip code you enter.</p> <p>If you don't know the zip code, click the <b>don't know</b> link to narrow down your choice of zip codes by entering a city and state.</p>




Page Elements	Definition
<b>Address Line 1</b> and <b>Address Line 2</b>	Enter the street number or post office box number, along with any additional address information such as apartment or suite number.
<b>City</b> and <b>State</b>	Enter the city and state for the address.
<b>Postal Code</b>	Enter the postal code for the address. The available values for this field are filtered based on the city and state that you select.

5. Click **Save**.

## Modifying an Agency Address

1. Select **Common Setup > Agency**.
2. Click a row on the Agency Information tab.
3. Select the Addresses tab.
4. Click a row on the Addresses tab. You can:
  - o Update the agency address field values.

 **Note:** You cannot change a primary address row to non-primary. Instead, when you update a non-primary row to primary, all other address rows are saved as non-primary.


- o Delete the address. You will be prompted to confirm the permanent deletion.

 **Note:** You cannot delete primary address rows.

5. Click **Save**.

## Deleting an Agency Address

1. Select **Common Setup > Agency**.
2. Click a row on the Agency Information tab.
3. Select the Address tab.
4. Click **Edit**.
5. Select the check boxes next to all the agency addresses that you want to delete.
6. Click **Delete**. You will be prompted to confirm the permanent deletion.

 **Note:** You cannot delete primary address rows. To delete an address row that is designated as primary, you must first designate a different address row as primary. This changes the previously primary row to non-primary, allowing it to be deleted.

## Adding an Agency Language

Agency languages are reserved for future functionality. At this time, you do not need to add languages to your agency.


## Modifying Permit Options

1. Select **Common Setup > Agency**.
2. Click a row on the Agency Information tab.
3. Select the Features tab.

Oracle provides seed data for the list of offerings on the Features tab. At this time, the only available offering is Permits, which also encompasses Planning and Zoning functionality.

Disregard the **Enabled** column in the list of offerings. The offering is enabled in the Functional Setup Manager (FSM).

4. Click **Options** for the Permits offering.
5. On the Permit Options page, you can update values for the following fields:

Page Elements	Definition
<b>Oracle Policy Automation ID</b>	<p>Enter the unique identifier for the Oracle Policy Automation policy model to be used for this offering.</p> <p>The offering-specific policy model that you specify here takes priority over any agency-wide policy definition that you enter on the main Agency Information page.</p>
<b>Message Title</b>	<p>Enter a short text version of the landing page message in a title format. If you leave this field blank, the value in the <b>Label</b> field on the Link Details page for the menu navigation link Online Permits is displayed.</p>
<b>Message Summary</b>	<p>Enter a longer version of the landing page message title in a sentence format. If you leave this field blank, the value in the <b>Description</b> field on the Link Details page for the menu navigation link Online Permits is displayed.</p>
<b>Button Content URL</b>	<p>Enter a content URL for the <b>Read More</b> button. Public users click this button to access the agency's own permit information page, outside of Oracle Public Sector Permits. If you leave this field blank, the <b>Read More</b> button opens a dialog box that displays the <b>Landing Page Message</b>.</p> <p> <b>Note:</b> If you want to link to a page outside of Oracle Public Sector Permits, you must enter a URL here.</p>
<b>Landing Page Message</b>	<p>Enter a welcome message in rich text to appear in a dialog box on the landing page, if a URL to access the agency's page is not defined.</p>

For more information on Oracle Policy Automation, see [Overview of Oracle Policy Automation Configuration](#).

For more information on the Landing Page Message Definition, see [Defining Summary Details](#).

## Setting Up Countries

A country definition includes the country name and various identifying codes.

You add, modify, and delete countries on the Country page.

## Adding a Country


1. Select **Common Setup > Country** .
2. On the Country page, click **Add**.
3. On the Country Details page, enter values for the following fields:

Page Element	Description
<b>Country Code</b>	Enter a the unique code that your system uses for the country. For example, you might enter FRA for France.
<b>ISO Alpha 2 Code</b>	Enter the two-letter International Organization of Standardization (ISO) code for the country. For example, you would enter FR as the code for France.
<b>ISO Numeric 3 Code</b>	Enter the three-digit United Nations (UN) M.49 code for the country. For example, you would enter 250 as the code for France.
<b>Country Name</b>	Enter the name of the country as it appears in your system.

4. Click **Save**.

## Modifying a Country

1. Select **Common Setup > Country** .
2. Click a row on the Country page.
3. On the Country Details page you can:
  - o Update the country field values.

 **Note:** You cannot edit the **Country Code**.

- o Delete the country. You will be prompted to confirm the permanent deletion.
4. Click **Save**.

## Deleting Countries

1. Select **Common Setup > Country** .
2. Click **Edit**.
3. Select the check boxes next to all the countries you want to delete.
4. Click **Delete**. You will be prompted to confirm the permanent deletion.

## Setting Up States

A state definition includes information such as the state name, country, and various ID codes.

You add, modify, and delete states on the State page.

## Adding a State

1. Select **Common Setup > State** .
2. On the State page, click **Add**.
3. On the State Details page, enter values for the following fields:

Page Element	Description
<b>Country</b>	Enter the code for the country that the state is in.
<b>State Code ISO</b>	Enter the International Organization of Standardization (ISO) code for the state.
<b>Code</b>	Enter the unique code that your system uses for the state.
<b>State Name</b>	Enter the name of the state.
<b>Type</b>	Enter the subdivision type.
<b>GNIS ID</b>	Enter the Geographic Names Information System (GNIS) ID for the state's location.

4. Click **Save**.

## Modifying a State

1. Select **Common Setup > State** .
2. Click a row on the State page.
3. On the State Details page you can:
  - o Update the state field values.

 **Note:** You cannot edit the **Country** or **State Code ISO** fields.

- o Delete the state. You will be prompted to confirm the permanent deletion.
4. Click **Save**.

## Deleting States

1. Select **Common Setup > State** .
2. Click **Edit**.
3. Select the check boxes next to all the states you want to delete.
4. Click **Delete**. You will be prompted to confirm the permanent deletion.

## Setting Up Cities

A city definition includes information such as the city name, country, state, and certain ID codes.

You add, modify, and delete cities on the City page.

### Adding a City

1. Select **Common Setup > City**.
2. On the City page, click **Add**.
3. On the City Details page, enter values for the following fields:

Page Element	Description
<b>Country Code</b> and <b>State Code</b>	Enter the codes for the country and state in which the city is located.
<b>County</b>	Enter the five-digit International Committee for Information Technology Standards (INCITS) code for the county in which the city is located.
<b>FIPS Code</b>	Enter the seven-digit Federal Information Processing Standard (FIPS) code for the city.
<b>City Name</b>	Enter the name of the city.
<b>GNIS ID</b>	Enter the Geographic Names Information System (GNIS) ID for the city's location.

4. Click **Save**.

### Modifying a City

1. Select **Common Setup > City**.
2. Click a row on the City page.
3. On the City Details page you can:
  - o Update the city field values.

 **Note:** You cannot edit the **Country Code**, **State Code**, or **County** fields.

- o Delete the city. You will be prompted to confirm the permanent deletion.
4. Click **Save**.

### Deleting Cities

1. Select **Common Setup > City**.
2. Click **Edit**.
3. Select the check boxes next to all the cities you want to delete.
4. Click **Delete**. You will be prompted to confirm the permanent deletion.

## Setting Up Counties

A county definition includes information such as the county name, country, state, and certain ID codes.

You add, modify, and delete counties on the County page.

### Adding a County

1. Select **Common Setup > County**.
2. On the County page, click **Add**.
3. On the County Details page, enter values for the following fields:

Page Element	Description
<b>Country and State</b>	Enter the codes for the country and state that the county is in.
<b>INCITS Code</b>	Enter the five-digit International Committee for Information Technology Standards (INCITS) code for the county.
<b>County Name</b>	Enter the name of the county.
<b>FIPS Code</b>	Enter the seven-digit Federal Information Processing Standard (FIPS) code for the county.
<b>GNIS ID</b>	Enter the Geographic Names Information System (GNIS) ID for the county's location.

4. Click **Save**.

### Modifying a County

1. Select **Common Setup > County**.
2. Click a row on the County page.
3. On the County Details page you can:
  - o Update the county field values.

 **Note:** You cannot edit the **Country**, **State**, or **INCITS Code** fields.

- o Delete the county. You will be prompted to confirm the permanent deletion.

4. Click **Save**.

### Deleting Counties

1. Select **Common Setup > County**.
2. Click **Edit**.
3. Select the check boxes next to all the counties you want to delete.
4. Click **Delete**. You will be prompted to confirm the permanent deletion.

## Setting Up Currencies

A currency definition includes currency codes, a description, and the number of decimals that can be used to represent an amount in the currency.

You add, modify, and delete currencies on the Currency page.

### Adding a Currency


1. Select **Common Setup > Currency**.
2. On the Currency page, click **Add**.
3. On the Currency Details page, enter values for the following fields:

Page Element	Description
<b>Currency Code</b>	Enter a the unique code that your system uses for the currency.
<b>ISO Code</b>	Enter the three-digit International Organization of Standardization (ISO) 4217 numeric code for the currency. For example, you would enter 840 for the US dollar.
<b>Description</b>	Enter a short description of the currency.
<b>Decimal Position</b>	Enter the number of decimal places that can be used to represent an amount for the currency. For example, the United States dollar uses two decimal positions.

4. Click **Save**.

### Modifying a Currency

1. Select **Common Setup > Currency**.
2. Click a row on the Currency page.
3. On the Currency Details page you can:
  - o Update the currency field values.

 **Note:** You cannot edit the **Currency Code** field.

- o Delete the currency. You will be prompted to confirm the permanent deletion.
4. Click **Save**.

### Deleting Currencies

1. Select **Common Setup > Currency**.
2. Click **Edit**.
3. Select the check boxes next to all the currencies you want to delete.
4. Click **Delete**. You will be prompted to confirm the permanent deletion.

## Setting Up Holiday Calendars

Holiday calendars establish the days that agency offices are closed and no field service operations are offered.

These days appear as unavailable, non-working days in calendar views throughout the system such as for public user and inspector calendars. Non-working days in holiday calendars apply to all employees and do not need to be defined for employee profiles.

Each holiday calendar spans a date range that you define. Within that date range, you define individual events for each non-working holiday.

Administrators add, modify, and delete holiday schedules and events on the Holiday Calendar page.

### Adding a Holiday Calendar


1. Select **Common Setup > Holiday Calendar**.
2. On the Holiday Calendar page, click **Add**.
3. On the Holiday Calendar Details page, enter values for the following fields:

Page Element	Description
<b>Calendar ID</b> and <b>Description</b>	Enter a unique ID and description for the calendar. For example, you might enter an ID of 2019 and a description of Holiday Calendar 2019.
<b>Valid from Date</b> and <b>Valid to Date</b>	Enter the date range for the holiday calendar. For example, you might enter a <b>Valid from Date</b> of 2019-01-01 and a <b>Valid to Date</b> of 2019-12-31 to represent a calendar that spans the entire 2019 calendar year.

4. Add an event.

 **Note:** You must have values defined for all required holiday calendar fields before you can add an event.

5. Click **Save**.

 **Note:** When you click **Save**, the Holiday Calendar page closes.


### Adding an Event

1. Select **Common Setup > Holiday Calendar**.
2. Click a row on the Holiday Calendar page.
3. On the Holiday Schedule Details page, click **Add**.
4. On the Event Details page, enter an **Event ID**, an **Event Date**, and a **Description** for the event. For example, you might enter an ID of MD, a date of May 29, 2017, and a description of Memorial Day.
5. Click **Save**.




## Modifying a Holiday Calendar

1. Select **Common Setup > Holiday Calendar**.
2. Click a row on the Holiday Calendar page.
3. On the Holiday Calendar Details page you can:
  - o Update the holiday schedule field values.

 **Note:** You cannot edit the **Calendar ID**.

- o Delete the holiday calendar. You will be prompted to confirm the permanent deletion.
  - o Add, modify, or delete events.
4. Click **Save**.

 **Note:** When you click **Save**, the Holiday Calendar page closes.

## Modifying an Event

1. Click a row on the Holiday Calendar Details page.
2. On the Event Details page you can:
  - o Update the event date or description.
  - o Delete the event. You will be prompted to confirm the permanent deletion.
3. Click **Save**.

## Deleting Holiday Calendars

1. Select **Common Setup > Holiday Calendar**.
2. Click **Edit**.
3. Select the check boxes next to all the holiday schedules you want to delete.
4. Click **Delete**. You will be prompted to confirm the permanent deletion.

## Deleting Events

1. Click **Edit** on the Holiday Calendar Details page.
2. Select the check boxes next to all the events you want to delete.
3. Click **Delete**. You will be prompted to confirm the permanent deletion.

## Setting Up Work Schedules

Work schedules establish the days of the week and daily hours of operation for agency employees.


Create schedules based on the type of employee and work location. Calendar views, such as inspector calendars, reference work schedules to determine the time slots that are displayed on the calendar as available for scheduling. Algorithms for

assigning resources also use work schedules to determine availability. You assign work schedules to employee profiles using the Agency Staff page. See [Setting Up Agency Staff](#).


Administrators and business analysts add, modify, and delete work schedules on the Work Schedule page.

## Adding a Work Schedule

1. Select **Common > Work Schedule**.
2. On the Work Schedule page, click **Add**.
3. On the Work Schedule Details page, enter values for the following fields:


Page Element	Description
<b>Schedule ID and Description</b>	Enter a unique ID and description for the schedule. For example, you might enter an ID of OFFICESAT and a description of Saturday Office Schedule.
<b>Start Date</b>	Enter the first day of the schedule.
<b>End Date</b>	Enter the last date of the schedule. You can leave this field blank to give the schedule an open end date.
<b>Work Start Time and Work End Time</b>	Enter the start and end time for the schedule. For example, you might enter a work start time of 09:00 AM and a work end time of 05:00 PM.
<b>Break Start Time and Break End Time</b>	Enter the start and end time for a break within the schedule. For example, you might enter a break start time of 12:00 PM and a break end time of 01:00 PM.
 <b>Note:</b> These fields are optional, but if you enter a break start time, you must also enter a break end time.	
<b>Recurrence and Weeks Between Occurrences</b>	Select whether the schedule reoccurs weekly and how many weeks are between each occurrence. For example, if you select a recurrence of Weekly with 1 week between occurrences, the schedule repeats every week.
<b>Work Days</b>	Select the days of the weeks to which the schedule applies.

4. Click **Save**.

 **Note:** For overnight work shifts that go past 12 am (midnight), you must create two schedules: one for the time period up until midnight, and one for the time period after midnight. For example, to create a weekday overnight shift that starts at 09:00 pm and ends at 06:00 am the following day, the first schedule would have a start time of 09:00 pm and an end time of 12:00 am on Monday through Friday. The second schedule would have a start time of 12:00 am and an end time of 06:00 am on Tuesday through Saturday.

## Modifying a Work Schedule

1. Select **Common > Work Schedule**.
2. Click a row on the Work Schedule page.

3. On the Work Schedule Details page you can:
    - o Update the work schedule field values.
-  **Note:** You cannot edit the **Schedule ID** field.
- o Delete the schedule. You will be prompted to confirm the permanent deletion.
4. Click **Save**.

## Deleting Work Schedules

1. Select **Common > Work Schedule** .
2. Click **Edit**.
3. Select the check boxes next to all the work schedules you want to delete.
4. Click **Delete**. You will be prompted to confirm the permanent deletion.

## Setting Up Ownership Types

Ownership type indicates how a business was established; for example, a corporation or a nonprofit. You set up ownership types for your agency on the Ownership Type page.

### Adding an Ownership Type

1. Select **Common Setup > Ownership Type** .
2. On the Ownership Type page, click **Add New** to add an ownership type.
3. On the Ownership Type Details page, enter a name for the ownership type.
4. Enter a description.
5. Verify that the **Enabled** switch is turned on. The switch is turned on by default for a new ownership type.
6. Click **Save**.

### Modifying an Ownership Type

1. Select **Common Setup > Ownership Type** e.
2. On the Ownership Type page, click the row for the ownership type that you want to modify.
3. On the Ownership Type Details page you can:
  - o Modify the ownership type description. You cannot change the name.
  - o Click the **Enabled** switch to enable or disable the ownership type.
4. If you made any changes, click **Save**.

### Deleting an Ownership Type

1. Select **Common Setup > Ownership Type** e.
2. On the Ownership Type page, click the row for the ownership type that you want to delete.
3. On the Ownership Type Details page, click **Delete**.
4. If you want to delete multiple ownership types, you can delete them from the Ownership Type page:
  - a. Click **Edit**.

- b. Select the check boxes for the ownership type rows to delete.
- c. Click the **Delete** icon.

## Setting Up Property Types

Property type categorize properties according to criteria such as how the property is used or the type of dwelling.

You add, modify, and delete property types on the Property Type page.

### Adding a Property Type

1. Select **Common Setup > Property Type**.
2. On the Property Type page, click **Add**.
3. On the Property Type Detail page, enter values for the following fields:

Page Element	Description
<b>Property Type</b>	Enter the type of property, such as Residential or Commercial.
<b>Description</b>	Enter a property type description.

4. Verify that the **Enabled** switch is turned on.  
The switch is on by default for a new property type.
5. Click **Save**.

### Modifying a Property Type

1. Select **Common Setup > Property Type**.
2. Click a row on the Property Type page.
3. On the Property Type Detail page you can:
  - o Update the property type description.
  - o Turn off the **Enabled** switch to deactivate the property type.
4. Click **Save**.

### Deleting Property Types

1. Select **Common Setup > Property Type**.
2. To view a definition before deleting it, click the row to be deleted, then click the **Delete** button on the Property Type Details page.
3. To delete one or more definitions without viewing details:
  - a. Click **Edit**.
  - b. Select the check boxes next to the definitions that you want to delete.
  - c. Click **Delete**.  
You will be prompted to confirm the permanent deletion.

## Setting Up Property Conditions

A property condition identifies the general condition of the property. This value is used to indicate the general age of a property, a property's physical condition, or other condition.

You add, modify, and delete property conditions on the Property Condition page.

### Adding a Property Condition

1. Select **Common Setup > Property Condition**.
2. On the Property Condition page, click **Add**.
3. On the Property Condition Detail page, enter values for the following fields:

Page Element	Description
<b>Property Condition</b>	Enter the property condition, such as Poor or Good.
<b>Description</b>	Enter a description of the property condition.

4. Verify that the **Enabled** switch is turned on.  
The switch is on by default for a new property condition.
5. Click **Save**.

### Modifying a Property Condition

1. Select **Common Setup > Property Condition**.
2. Click a row on the Property Condition page.
3. On the Property Condition Detail page you can:
  - o Update the property condition description.
  - o Turn off the **Enabled** switch to deactivate the property type.
4. Click **Save**.

### Deleting Property Conditions

1. Select **Common Setup > Property Condition**.
2. To view a definition before deleting it, click the row to be deleted, then click the **Delete** button on the Property Condition Details page.
3. To delete one or more definitions without viewing details:
  - a. Click **Edit**.
  - b. Select the check boxes next to the definitions that you want to delete.
  - c. Click **Delete**.

You will be prompted to confirm the permanent deletion.

## Setting Up Units of Measure

Units of measure are used to express measurements such as quantity or duration. Each unit of measure must have a unit type such as Length, Area, or Time.

You add, modify, and delete units of measure on the Unit of Measure page.

### Adding a Unit of Measure

1. Select **Common Setup > UOM.**
2. On the Unit of Measure page, click **Add.**
3. On the Unit of Measure Details page, enter values for the following fields:

Page Element	Description
<b>Unit of Measure</b>	Enter a unique unit of measure ID.
<b>Description</b>	Enter a description of the unit of measure.
<b>Unit Type</b>	Select the type of measurement. The delivered unit types are Area, Length, Time, and Volume.  You can define additional values on the Lookup Type Details page. Add new values to the ORA_PSC_CC_UOM_TYPE lookup type.
<b>ISO Code</b>	Enter the ISO unit of measure code.

4. Click **Save.**

### Modifying a Unit of Measure

1. Select **Common Setup > UOM.**
2. Click a row on the Unit of Measure page.
3. On the Unit of Measure Details page, make the necessary modifications.
4. Click **Save.**

### Deleting Units of Measure

1. Select **Common Setup > UOM.**
2. To view a definition before deleting it, click the row to be deleted, then click the **Delete** button on the Unit of Measure Details page.
3. To delete one or more definitions without viewing details:
  - a. Click **Edit.**
  - b. Select the check boxes next to the definitions that you want to delete.
  - c. Click **Delete.**

You will be prompted to confirm the permanent deletion.

## Setting Up Unit of Measure Conversions

A unit of measure (UOM) conversion definition specifies the factor for converting a unit of measure to an equivalent amount of a different unit of measure.

You add, modify, and delete unit of measure conversions on the UOM Conversion page.

### Adding a UOM Conversion

1. Select **Common Setup > UOM Conversion**.
2. On the UOM Conversion page, click **Add**.
3. On the UOM Conversion Detail page, enter values for the following fields:

Page Element	Description
<b>UOM</b>	Select the unit of measure that is the starting unit for the conversion.
<b>UOM To</b>	Enter the target unit of measure. This unit of measure must be the same type as the original unit of measure. For example, you can convert a unit of length to another unit of length, but you can't convert a unit of length to a unit of weight.
<b>Conversion Rate</b>	Enter the conversion factor used to convert the original unit of measure to the target unit of measure. For example, to convert minutes to hours, enter a conversion rate of 60.

4. Verify that the **Enabled** switch is turned on.  
The switch is on by default for a new UOM conversion.
5. Click **Save**.

### Modifying a UOM Conversion

1. Select **Common Setup > UOM Conversion**.
2. Click a row on the UOM Conversion page.
3. On the UOM Conversion Detail page you can:
  - o Update the UOM conversion field values.
  - o Disable the UOM conversion by turning the **Enabled** switch off.
4. Click **Save**.

### Deleting UOM Conversions

1. Select **Common Setup > UOM Conversion**.
2. To view a definition before deleting it, click the row to be deleted, then click the **Delete** button on the Unit of Measure Conversion Details page.
3. To delete one or more definitions without viewing details:
  - a. Click **Edit**.
  - b. Select the check boxes next to the definitions that you want to delete.

- c. Click **Delete**.  
You will be prompted to confirm the permanent deletion.

## Setting Up Conditions

A condition indicates a dependency or contingency for completing the application process. You set up conditions on the Conditions page.

You add, modify, and delete conditions on the Conditions page.

### Condition Overview

A condition indicates a status, criterion, or action that can apply to an object in the system, such as a permit or a planning application.

Conditions are defined with a severity that might affect operations when applied. Condition rules with a **Hold** severity prevent one or more of the operations that are selected at the time of applying the condition. Condition rules with a **Lock** severity prevent all operations as described in the table here.

Rule	Applicable Objects	Usage
<b>Prevent New</b>	Parcel	Agency staff applies a condition to a parcel record that prevents an applicant from submitting any new permit or planning application that contains a parcel object.
<b>Prevent Workflow Advancing</b>	Permit and planning application	Agency staff applies a condition to a permit or planning application record that prevents workflow from advancing. The permit or planning application workflow tasks cannot be completed until the condition is resolved.
<b>Prevent Issue or Final</b>	Permit and planning application	Agency staff applies a condition to a permit or a planning application record that prevents the permit or application cycle from completing its final step until the condition is resolved.  Your workflow process definition must explicitly identify the final human task that is blocked by this condition. Use the PSC_FINAL_ACTIVITY custom property to identify this task. See <a href="#">Using Custom Properties</a> .
<b>Restrict Payment</b>	Permit and planning application	Agency staff applies a condition to a permit or a planning application record that prevents a user from processing a payment.
<b>Prevent Inspection Schedule</b>	Permit	This condition rule prevents agency staff from scheduling a new inspection. It does not affect existing inspections that have already been scheduled.



Rule	Applicable Objects	Usage
<b>Prevent Inspection Result</b>	Permit	This condition rule prevents agency staff from finalizing the inspection results.

## Adding Conditions

1. Select **Common Setup > Condition**.
2. On the Condition page, click the **Add New** button.
3. On the Condition Details page, enter values for the following fields:

Page Element	Description
<b>Condition Name</b>	Enter a unique condition name.
<b>Object Type</b>	Select an object type to categorize the condition, based on the object type to which it is applied: <ul style="list-style-type: none"> <li><input type="radio"/> Parcel</li> <li><input type="radio"/> Transaction (includes permit and planning applications)</li> </ul>
<b>Display Message</b>	Enter a message that will be displayed to external users, up to 150 characters.
<b>Severity</b>	Select a severity level for each condition from these options: <ul style="list-style-type: none"> <li><input type="radio"/> Lock <p>At the most severe level, the Lock condition suspends all operations, including workflow advancing, payment processing, inspection scheduling, and inspection results.</p> </li> <li><input type="radio"/> Hold <p>Agency staff can select which rules to apply to conditions with the Hold level of severity.</p> </li> <li><input type="radio"/> Notice <p>The Notice level functions as an alert and has no effect on operations. For more information, see <a href="#">Applying Conditions to Applications</a>.</p> </li> </ul>
<b>Description</b>	Enter a description.
<b>Inherit</b>	Select to enable the condition to be applied automatically to any existing transactions belonging to the parcel. This field appears only if you have selected the Parcel object type.

4. Verify that the **Enabled** switch is turned on. New conditions are active by default.
5. Click **Save**.


## Modifying Conditions

1. Select **Common Setup > Condition**.
2. Click a row on the Condition page.

3. On the Condition Details page you can update the display message, severity, description, and the **Enable** switch.
4. Click **Save**.

## Deleting Conditions

1. Select **Common > Condition**
2. Click a row on the Condition page.
3. On the Condition Details page, click **Delete** to delete the condition.

 **Note:** You can delete a condition only if it is not applied to any object such as a parcel, permit, or a planning application. If you try to delete a condition that is applied to a permit, you will see an error message stating that you cannot remove the condition because it has already been applied.

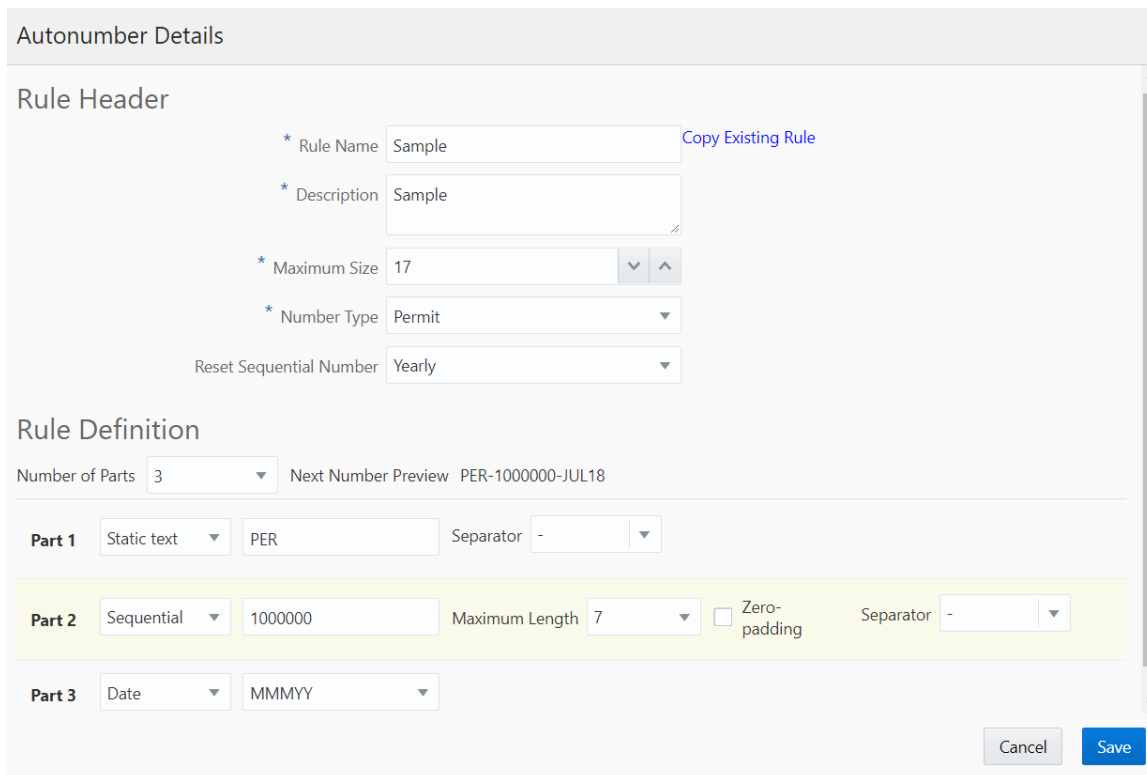
For more information, see the documentation [Applying Conditions to Applications](#).

## Setting Up Autonumbering

Set up autonumber rules to increment identifying numbers for documents such as permits and invoices. The identifying numbers can include multiple parts, and each part can represent either a sequential number, static text, or a date.

You add, modify, and delete autonumber rules on the Autonumber page.

This example illustrates the Autonumber Details page.



The screenshot displays the 'Autonumber Details' page. It is divided into two main sections: 'Rule Header' and 'Rule Definition'.

**Rule Header:**

- Rule Name:** Sample (with a 'Copy Existing Rule' link)
- Description:** Sample
- Maximum Size:** 17 (with up/down arrows)
- Number Type:** Permit
- Reset Sequential Number:** Yearly



**Rule Definition:**

- Number of Parts:** 3 (dropdown)
- Next Number Preview:** PER-1000000-JUL18
- Part 1:** Static text (dropdown), PER (text input), Separator: - (dropdown)
- Part 2:** Sequential (dropdown), 1000000 (text input), Maximum Length: 7 (dropdown), Zero-padding (checkbox), Separator: - (dropdown)
- Part 3:** Date (dropdown), MMMYY (dropdown)

Buttons for 'Cancel' and 'Save' are located at the bottom right of the form.

## Adding an Autonumber Rule

1. Select **Common Setup > Autonumber**.
2. On the Autonumber page, click **Add**.
3. On the Autonumber Details page, enter values for the fields in the **Rule Header** section:


Page Element	Description
<b>Rule Name</b>	Enter a unique name for the rule.
<b>Copy Existing Rule</b>	<p>Click this link to copy the rule definition from an existing autonumber rule. The copy action copies the number type and the reset frequency as well as the actual rule definition.</p> <p>Clicking the link opens a modal window with a list of existing autonumber definitions. Locate the definition you want to copy, then click the <b>Select</b> button for that definition</p>
<b>Description</b>	Enter a description for the autonumber rule.
<b>Maximum Size</b>	<p>Indicate the maximum length of the generated number.</p> <p> <b>Note:</b> As you set up your autonumber rule, take care that the maximum size of the autonumber accommodates the maximum length of each part of the identifier plus any separators that you define.</p>
<b>Number Type</b>	<p>Select the type of object to that can use this autonumber rule:</p> <ul style="list-style-type: none"> <li><input type="radio"/> Cashier session</li> </ul> <p> <b>Note:</b> If you select this number type, make sure that the parts that you define for the rule have a part type of Sequential only.</p> <ul style="list-style-type: none"> <li><input type="radio"/> Deposit slip</li> <li><input type="radio"/> Inspection</li> <li><input type="radio"/> Invoice</li> <li><input type="radio"/> Permit</li> <li><input type="radio"/> Planning application</li> <li><input type="radio"/> Project</li> <li><input type="radio"/> Receipt</li> </ul> <p>These values are defined on the Lookup Type Details page for the ORA_PSC_CC_AUTONUM_TYPE lookup type.</p>
<b>Reset Sequential Number</b>	<p>The identifier that an autonumber rule generates can include a mix of static text, a date, and a sequential number. Select how often the sequential number portion of the identifier is reset to zero:</p> <ul style="list-style-type: none"> <li><input type="radio"/> None: Sequential numbers continue to increment as defined without resetting.</li> </ul>

Page Element	Description
	<ul style="list-style-type: none"> <li>Monthly: The sequential number portion of the identifier resets to zero at the beginning of each month.</li> <li>Yearly: The sequential number portion of the identifier resets to zero at the beginning of each year.</li> </ul>

4. In the **Rule Definition** section of the page, enter the number of parts, or segments, for the rule:

Page Element	Description
<b>Number of Parts</b>	<p>Select the number of parts, or segments, comprising the rule, up to 5 parts. Segments can be static text, a date, or a sequential number.</p> <p>For example, the identifier <b>IVC-0000010067-OCT10</b> is made of 3 segments (static text, then a sequential number, then a date) separated by hyphens. The identifier <b>INVOICE_001</b> is made of 2 segments (static text and a sequential number) separated by an underscore.</p> <p>When you select the number of parts, the corresponding number of rows appear in the rule definition grid. For example, if there are two parts, then rows labeled <b>Part 1</b> and <b>Part 2</b> appear.</p>

5. In the rule definition grid, select the part type for each row, then enter the related information in the additional fields that appear.

Part Type	Related Information
Static Text	<p>In the unlabeled field that appears next to the part type, enter text that remains the same for all identifiers. For example, enter IVC or INVOICE.</p> <p> <b>Note:</b> Do not include spaces in the static text.</p> <p>Cashier session IDs must be numeric, so don't include any static text in an autonumber definition with the Cashier Session number type.</p>
Sequential	<ol style="list-style-type: none"> <li>In the unlabeled field that appears next to the part type, enter the next document number to use. The number must be 1 or greater. The system increases this number by one each time a new identifier is generated and saved.</li> <li>In the <b>Maximum Length</b> field, Enter the maximum number of digits for the sequential number. Select a number from one to ten.</li> <li>Select the <b>Zero Padding</b> check box to add zeros before the generated number to make up the number of digits in the definition. For example, if the maximum length of this part is 5 digits, and the current number is 15, zero padding formats this part as 00015.</li> </ol>
Date	<p>In the unlabeled field that appears next to the part type, select the date format.</p> <p>The available date formats are made of these date codes in various combination:</p> <ul style="list-style-type: none"> <li>Years: YYYY represents the year with its full four digits, and YY represents the year by its last two digits.</li> <li>Months: MM represents the month as a two-digit number, and MMM represents the month as a three-character abbreviation such as JAN for January.</li> <li>Days: DD represents days as two-digit numbers. This is the only option for days.</li> <li>Quarters: Q represents quarters. For example, the code for the first quarter of the year is 1.</li> </ul>

Part Type	Related Information
	Cashier session IDs must be numeric, so don't include any dates in an autonumber definition with the Cashier Session number type.

- In the rule grid, select a **Separator** to appear after each part except the last.

Select from the following separators:

- o (None)
- o - (hyphen)
- o / (forward slash)
- o \* (asterisk)

- Verify the generated number for the selected date format and separators in the **Next Number Preview** field.
- Click **Save**.

An error appears if the overall maximum size of the autonumber doesn't accommodate the maximum lengths of all of the parts and separators that you define.

## Modifying an Autonumber Rule

- Select **Common Setup > Autonumber**.
- On the Autonumber page, click the row you want to modify.
- Update the rule header and rule definition fields on the Autonumber Details page.
- Click **Save**.

## Deleting an Autonumber Rule

- Select **Common Setup > Autonumber**.
- Click the row you want to modify.
- On the Autonumber Details page, click **Delete**.

## Setting Up Contact Types

A contact type describes the role or position of a contact person for a permit.

Contact types apply only to permit contacts, not to profile contacts. Permits have contacts if the Contact List element is included in the permit application.

You add, modify, and delete contact types on the Contact Type page.

### Adding a Contact Type

- Select **Common Setup > Contact Type**.
- On the Contact Type page, click **Add**.
- On the Contact Type Detail page, enter values for the following fields:

Page Element	Description
<b>Contact Type</b>	Enter the type of contact, such as Business Owner, Individual, or Emergency Contact.
<b>Description</b>	Enter a description of the contact type.

4. Verify that the **Enabled** switch is turned on.  
The switch is on by default for a new contact type.
5. Click **Save**.

## Modifying a Contact Type

1. Select **Common Setup > Contact Type**.
2. Click a row on the Contact Type page.
3. On the Contact Type Detail page you can:
  - o Update the contact type description. Only the **Description** field can be changed.
  - o Turn off the **Enabled** switch to deactivate the contact type.
4. Click **Save**.

## Deleting Contact Types

1. Select **Common Setup > Contact Type**.
2. To view a definition before deleting it, click the row to be deleted, then click the **Delete** button on the Contact Type Details page.
3. To delete one or more definitions without viewing details:
  - a. Click **Edit**.
  - b. Select the check boxes next to the definitions that you want to delete.
  - c. Click **Delete**.

You will be prompted to confirm the permanent deletion.

## Setting Up Project Types

A project type describes the kind of project that an agency staff can select at the time of creating a project. You add new project types based on the nature of the project you are adding. Selection of a project type is mandatory while creating a new project, so, a minimum of one project type is required to be set up.

You add, modify, and delete project types on the Project Type page.

## Adding a Project Type

1. Select **Common Setup > Project Type**.
2. On the Project Type page, click **Add**.

- On the Project Type Detail page, enter values for the following fields:

Page Element	Description
<b>Project Type</b>	Enter the type of project, such as Commercial Project or Residential Project.
<b>Rule ID</b>	<p>Select a rule ID. Rule ID is an autonumbering sequence that you set up for a particular project type. When you are creating a project with a certain project type, a project ID is generated based on the sequence defined for the project type.</p> <p>Rule IDs are created using the Autonumber page. For more information, see <a href="#">Setting Up Autonumbering</a>.</p>
<b>Description</b>	Enter a description of the project type.
<b>Long Description</b>	Enter a detailed description of the project type.
<b>Document Group</b>	<p>Select a document group to allow your users to organize the various categories of attachment files into a grouping.</p> <p>See <a href="#">Setting Up Document Categories and Subcategories</a> and <a href="#">Setting Up Document Groups</a>.</p>


- Verify that the **Enabled** switch is turned on. The switch is turned On by default for a new project type.
- Click **Save**.

## Modifying a Project Type

- Select **Common Setup > Project Type**
- Click a row on the Project Type page.
- On the Project Type Detail page you can:
  - Update the rule ID, description, and long description.
  - Turn off the **Enabled** switch to deactivate the project type.
- Click **Save**.

## Deleting a Project Type

- Select **Common Setup > Project Type**
- To view a definition before deleting it, click the row to be deleted, then click the **Delete** button on the Project Type Details page.
- To delete one or more definitions without viewing details:
  - Click **Edit** on the Project Type page.
  - Select the check boxes next to the definitions that you want to delete.
  - Click **Delete**. You will be prompted to confirm the permanent deletion.

 **Note:** You can delete a project type only if it is **not** used by any project. When you attempt to delete a project type that is used by a project, the Public Sector Cloud Service displays a message that you cannot delete the project type as it is already in use by a project.

## Setting Up Code Types

Code types are specific published codes, guidelines, ordinances, and so forth. Examples might include the International Building Code, published by the International Code Council (ICC), and the National Fire Code, published by the National Fire Protection Association (NFPA).

You add, modify, and delete code types on the Code Type page.

### Adding a Code Type

1. Select **Common Setup > Code Type**.
2. On the Code Type page, click **Add**.
3. On the Code Type Detail page, enter values for the following fields:

Page Element	Description
<b>Code Type ID</b>	Enter a unique code type ID for a specific code type. For example, enter IFC for International Fire Code.
<b>Name</b>	Enter the complete name of the code type.
<b>Description</b>	Enter a description of the code type.

4. Click **Save**.

### Modifying a Code Type

1. Select **Common Setup > Code Type**.
2. Click a row on the Code Type page.
3. On the Code Type Detail page you can update the code name and description.
4. Click **Save**.

### Deleting Code Types

1. Select **Common Setup > Code Type**.
2. To view a definition before deleting it, click the row to be deleted, then click the **Delete** button on the Code Type Details page.
3. To delete one or more definitions without viewing details:
  - a. Click **Edit**.
  - b. Select the check boxes next to the definitions that you want to delete.
  - c. Click **Delete**.

You will be prompted to confirm the permanent deletion.



## Setting Up Code References

Code references provide detailed specifications that come from a broad range of codes, guidelines, ordinances, and so forth. Even if the source document does not use the word “code,” use the Code References pages to enter the information into the system. A code reference maps to a specific section in the source document.

You add, modify, and delete code references on the Code Reference page.

This example illustrates the Code Reference Details page.

### Code Reference Details

\* Standard Type

\* Standard Name

\* Code Section

\* Effective Start Date

Effective End Date

\* Code Type

\* Description

URL

**Content** To access instructions, place the cursor in the text editor and press Alt + 0.

Font  | Size  | **B** *I* U | | |

Emergency power systems shall automatically provide secondary power within 10 seconds after primary power is lost, unless specified otherwise in this code. Standby power systems shall automatically provide secondary power within 60 seconds after primary power is lost, unless specified otherwise in this code.

## Prerequisites

Before you set up code references, you must define:

- Code types, which represent specific published documents that contain codes, guidelines, and so forth. See [Setting Up Code Types](#).
- Standard types, which describe the different fields or disciplines that codes relate to. Examples might include fire safety or electrical systems.

Set up standards types by defining values for the ORA\_PSC\_CC\_STD\_CODE\_TYPE lookup type. Define these values on the Lookup Type pages. See [Setting Up Lookups](#).

## Adding a Code Reference

1. Select **Common Setup > Code Reference.**
2. On the Code Reference page, click **Add.**
3. On the Code Reference Detail page, enter values for the following fields:

Page Element	Description
<b>Standard Type</b>	Select the type of standard that the code falls under. Standard types represents fields or disciplines such as Materials, Engineering, or Installation.
<b>Standard Name</b>	Enter the title of the section that contains this code reference. This title comes from the source document.
<b>Code Section</b>	Enter the section number for this code reference. The number uniquely identifies this reference within the source document.
<b>Effective Start Date</b> and <b>Effective End Date</b>	Enter the official effective start date of the code reference, and optionally enter an end date.
<b>Code Type</b>	Select a code type from the values that you defined on the Code Type page. The code type identifies the source document.  See <a href="#">Setting Up Code Types</a>
<b>Description</b>	Enter a description of the reference.
<b>URL</b>	Enter a URL link to the source document.
<b>Content</b>	Enter detailed content copied from the source document.

4. Click **Save.**

## Modifying a Code Reference

1. Select **Common Setup > Code Reference.**
2. Click a row on the Code Reference page.
3. On the Code Reference Detail page, make any necessary changes.
4. Click **Save.**

## Deleting a Code Reference

1. Select **Common Setup > Code Reference.**
2. Click a row on the Code Reference page.
3. On the Code Reference Detail page, click **Delete.**

You will be prompted to confirm the permanent deletion.

# Setting Up Public Users

Public user setup includes configuration options related to public user registration and account management.

This image illustrates the Public User Setup page.

## Public User Setup

### Terms of Use

Require the user to accept the terms of use before registering

Terms of Use ID \*

Oracle\_TNC

### Contractor and License

Agency staff verifies when a user's contractor status changes to yes

Agency staff verifies when a user adds or updates a license

### Attachments

Allow agency staff and registered users to manage documents in account management

Allow registered users to delete documents in account management

### Privacy Consideration

Ask if the user wants to hide contact information from public view

### Payment account

Agency staff verifies when a user adds or updates a payment account


### User Category

Enter a user category for appropriate notification content and URL redirection parameters for system access.

DEFAULT

To set up public users:

1. Select **Common Setup > Public User Setup.**
2. In the **Terms of Use** section of the page, configure these options:

Page Element	Description
<b>Require the user to accept the terms of use before registering</b>	Select this check box if public users must accept your terms of use as part of the registration process.
<b>Terms of Use ID</b>	<p>If you require public users to accept your terms of use during registration, select the terms of use definition for the registration process.</p> <p>This field is visible only if the <b>Require the user to accept the terms of use before registering</b> check box is selected.</p> <p> <b>Note:</b> If you change the Terms of Use ID, users who have already registered are required to accept the new terms the next time they sign in. In this scenario, a window with the new terms opens as soon as the public user signs in. The user must select the agreement check box in order to continue.</p>

3. In the **Contractor and License** section of the page, configure these options:

Page Element	Description
<b>Agency staff verifies when a user's contractor status changes to yes</b>	Select this check box if agency staff must verify the contractor status of a public user who self-identifies as a contractor.
<b>Agency staff verifies when a user adds or updates a license</b>	Select this check box if agency staff must verify all licenses that are added to a user profile. Public users can add one license during the registration process. Public users and agency staff can add additional licenses using account management functionality.

4. In the **Attachments** section of the page, configure these options:

Page Element	Description
<b>Allow agency staff and registered users to manage documents in account management</b>	<p>Select this check box to enable attachments in user accounts. When you enable attachments, both users and agency staff can add attachments to user accounts and modify information about existing attachments.</p> <p>Agency staff can also delete attachments, but public users can't delete attachments unless you also select the "Allow registered users to delete documents in account management" check box on this page.</p>
<b>Allow registered users to delete documents in account management</b>	<p>Select this check box to allow public users to delete attachments that are associated with their account. This setting does not affect agency staff, who can always delete account attachments.</p> <p>This check box is visible only if you enable attachments by selecting the "Allow agency staff and registered users to manage documents in account management" check box.</p>

5. In the **Privacy Consideration** section of the page, configure these options:

Page Element	Description
<b>Ask if the user wants to hide contact information from public view</b>	<p>Select this check box to give public users the option to mask their name and contact information when a member of the public views the user's applications.</p> <p>If this check box is selected, the initial registration page gives users the opportunity to mask their information. Help text explains that the public can still view the property address even if the user's information is masked.</p> <p>After a user registers, either the user or agency staff can update this preference using Account Management functionality.</p>

6. In the **Payment Account** section of the page, configure this option:

Page Element	Description
<b>Agency staff verifies when a user adds or updates a payment account</b>	<p>Select this check box if agency staff must verify all payment accounts (also called trust accounts) that are added to a user profile. Public users and agency staff can add payment accounts using account management functionality.</p>

7. In the **User Category** section of the page, configure this option:

Page Element	Description
Enter a user category for appropriate notification content and URL redirection parameters for system access	<p>Enter the user category to be assigned to registered public users. Typically you should use the delivered category DEFAULT.</p> <p>The user category that you specify will be associated with user accounts that are created by the public user registration process.</p> <p>The category controls the templates for account-related notifications such as emails for first-time registration and for resetting the account password. The category also controls URL redirection so that when users set or reset their password in the Oracle Applications Cloud, they are immediately transferred to the public sector system.</p> <p>For more information about user categories, see <a href="#">Managing Users in Public Sector Compliance and Regulation</a> and <a href="#">Setting the Next URL for the Default User Category</a>.</p>

8. Click **Save**.

## Setting Up Public User Roles

To ensure that registered public users have appropriate system access, you must define which role is assigned to the user IDs that are created during the registration process.

When a public user registers, the Oracle system assigns a single role to the new user. Because the user is assigned just one role, access to different areas of the system is established through a role hierarchy. In this hierarchy, the various roles that provide access to different areas of the system are all children of a single parent role that you create.


Setting up public user roles involves these steps:

1. Use the Security Console to create a specific set of roles for public user:

This step is explained in detail in the topic [Creating Custom Roles for Public Sector Community Development](#). It consists of these tasks:

- a. Create custom roles that provide access to permit-related functionality.
- b. Create the single role assigned during user registration, and set up its role hierarchy.

In the hierarchy, the child roles include the delivered PSC Registered Public User role as well as the additional roles that you created for permit access.

 **Note:** Do not use the delivered PSC Registered Public User as your single role for registered public users. This role does not provide access to permit-related functionality.

2. Use the Public User Roles page to identify the role to be assigned during user registration.

## Identifying the Single Role to be Assigned During Public User Registration

To identify the single role to be assigned during public user registration:

1. Select **Common Setup > Public User Roles**.
2. If the Public User Roles page already lists a role, delete it before you add the new role.


The button for adding a role is hidden if a row already exists. You cannot modify the existing row, so you must instead delete it and then add a new one.

To delete the existing row:

- a. Click the row to access the Role Details page.
- b. Click **Delete**.

3. On the Public User Roles page, click **Add**.
4. On the Role Details page, use the **Role ID** field to select the single role to be assigned during the public user registration process.

The Role ID is the only enterable field on the Role Details page. To select a role based on the descriptive role name rather than the numerical role ID, use the prompt button for the **Role ID** field, then expand the Search Criteria section of the lookup page so you can search by role name.

 **Note:** If you correctly followed the instructions for creating the single role to be assigned to registered public users, the role name is PSC Custom Registered Public User and the role code is CUSTOM\_PSC\_REGISTERED\_PUBLIC\_USER.

5. Click **Save**.

## Setting Up Terms of Use

The Terms of Use page stores rules and guidelines to which user must agree as a condition of using a service. The terms act as a legal contract. They are also known as Terms and Conditions or Terms of Service. When you set up a terms of use definition, you also specify the contexts where the definition is available. For example, you can specify that certain terms can be used for public user registration but not for permit applications or planning and zoning applications.

You add, modify, and delete terms of use definitions on the Terms of Use page.

This example illustrates the Terms of Use Details page.

## Adding Terms of Use

1. Select **Common Setup > Terms of Use**.
2. On the Terms of Use page, click **Add**.
3. On the Terms of Use Details page, enter values for the following fields.

Page Element	Description
<b>Terms of Use ID</b>	<p>Enter an identifier for the terms of use definition.</p> <p>If a definition changes over time, create multiple definitions with the same ID and new effective dates. The effective dates of the different versions must not have gaps or overlap.</p>
<b>Effective Start Date</b>	<p>Enter the first day that the definition is valid.</p>
<b>Effective End Date</b>	<p>Enter the date, if any, when the definition will no longer be valid. To keep the definition valid indefinitely, do not enter a date. If no date is specified, the field displays the text Open end date.</p> <p>After a definition is saved, the end date becomes read-only. Although you can't make manual changes, the system can still update the end date to accommodate new effective-dated entries. For example, if the currently effective definition has an open end date, and you create a new definition with a later start date, the original definition's end date changes to the day before the new definition goes into effect.</p>
<b>Show All Dates</b>	<p>Click this button to access the effective-dated history of the definition. This button is not available during the creation of a new definition.</p>

Page Element	Description
	<p>On the page that displays this history, use the <b>Add</b> button to add a new effective-dated entry for the definition. The new entry inherits the same Terms of Use ID. You provide the new effective start date and other details for the definition.</p> <p>The system provides logic to prevent gaps or overlaps in the effective-dated history.</p>
<b>Description</b>	Enter a description of the terms of use. This is not part of the Terms of Use text that public users see.
<b>Usage</b>	<p>Select the <b>Permits</b> check box to make this terms of use definition available for permits applications. This option makes the definition available to the Terms of Use ID field on the Permit Type page. Note that it is also necessary to add the Terms of Use element to the permit form.</p> <p>Select the <b>Planning and Zoning</b> check box to make this terms of use definition available for planning applications. This option makes the definition available to the Terms of Use ID field on the Planning Application Type page. Note that it is also necessary to add the Terms of Use element to the planning application form.</p> <p>Select the <b>Registration</b> check box to make this terms of use available for registration functionality. This option makes the definition available to the Terms of Use ID field on the Public User Setup page. See <a href="#">Setting Up Public Users</a>.</p> <p>You must select at least one check box.</p>
<b>Content</b>	Enter and format the detailed content of the terms to which a user must agree. This is the text that users see when they are asked to agree to the terms.

4. Click **Save**.

## Modifying Terms of Use

1. Select **Common Setup > Terms of Use**.
2. Click a row on the Terms of Use page.
3. On the Terms of Use Details page, you can update the description, usage and content.
4. Click **Save**.

## Managing Effective-Dated Terms of Use Definitions

This example illustrates the Terms of Use Details modal page that displays the effective-dated history of a terms of use definition.








Terms of Use Details x

▲ Common Data

Terms of Use ID Reg Terms

▲ History Data

+ ⓘ 

Effective Start Date	Effective End Date	Description	Permits	Planning and Zoning	Registration	Content
2/1/19	Open end date	Registration terms and conditions updated Feb 2019	N	N	Y	 
1/1/19	1/31/19	Registration terms and conditions	N	N	Y	 

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1. Select **Common Setup > Terms of Use** .
2. Click a row on the Terms of Use page to open the Terms of Use Details page.
3. Click the **Show All Dates** button to view the effective-dated history of the definition you opened.
4. Expand the **Common Data** section to see the **Terms of Use ID**.
5. Expand the **History** section to see a list of all versions of this terms of use definition.

Click a history row to open the Terms of Use Details page for the specific row.

6. Click the **Add** button in the **History** section to create a new version of the definition.

In the new definition, you can modify any of the data except for the Terms of Use ID. An error message appears if the new effective dates create gaps or overlaps in the definition history.

## Deleting Terms of Use

1. Select **Common Setup > Terms of Use**.
2. Click a row on the Terms of Use page.
3. On the Terms of Use Details page, click **Delete**.

You are prompted to confirm the permanent deletion.


## Setting Up the Twilio Security Endpoint

This topic discusses how to enable and set up the Twilio security endpoint for text message communications.

Text communications through Twilio is an optional feature provided in Oracle Functional Setup Manager (FSM) . Before configuring this feature, you must first enable it.

### Enabling the Twilio Integration

1. Access FSM by selecting **Setup and Maintenance** in the navigator.
2. Select a PSCR offering such as Public Sector Permits or Public Sector Planning and Zoning.
3. Click the **Change Feature Opt In** link.
4. Click the **Features** icon for the System Administration functional area.
5. Click the **Enable** check box for the Text Communications through Twilio feature.

 **Note:** You can deselect the **Enable** check box to disable the Text Communications through Twilio feature.

## Configuring the Twilio Security Endpoint

Once the Twilio integration is enabled, you can configure the Twilio security endpoint on the Manage Twilio Security Endpoint page.

1. Access FSM by selecting **Setup and Maintenance** in the navigator.
2. Select a PSCR offering such as Public Sector Permits or Public Sector Planning and Zoning.
3. Select the **System Administration** functional area.
4. In the **Show** field, select All Tasks.
5. Select the **Manage Twilio Security Endpoint** task.
6. On the Manage Twilio Security Endpoint page, enter information for the following fields:

Page Element	Description
URL	Enter the URL to access Twilio's token endpoint. This should include the host and the context root information. Use the sandbox endpoint for testing and then use the live URL when you go live.
Security Policy	Select the applicable token from the drop-down list.
Username	Enter the API client_id value for your Twilio endpoint account.
Password	Enter the Twilio endpoint API secret code for your Twilio endpoint account.

7. Click **Save and Close** to save the configuration and return to the Setup page.

## Delivered Communication Events

Oracle Public Sector Community Development delivers a robust registry of communication events that are triggered by transactions and processes within the application. You can view a list of communication events in this topic.

### Ad Hoc Communication Resource

Event Name	Communication Description
Ad Hoc Communication Event	An ad hoc email or notification was sent.

For more information on ad hoc communications, see [Working with Ad Hoc Communications](#).

## Communication Record Details

Event Name	Communication Description
Web Form Response	Notifies agency staff that an applicant responded to a web form questionnaire.

For more information on web form questionnaires, see [Working with Application Communications](#).

## Fee Communications

Event Name	Communication Description
New Fees Due	When agency staff manually adds a new fee, the applicant receives a notification that new fees have been assessed and are due.

For more information on manually adding a fee item, see [Working with Fees and Payments](#).

## Generic Alert Resource

Event Name	Communication Description
General Alerts	Text was created to appear in the banner of the Agency Springboard or the landing pages for anonymous and registered users.

For more information about generic alerts, see [Defining Alerts](#).

## Inspection Communications

Event Name	Communication Description
Final Inspection Passed	<p>When an inspector submits the final inspection for a permit with a passing result, the permit technician or applicant receives a notification.</p> <p>For more information about performing inspections, see <a href="#">Oracle Inspector Overview</a>.</p>
Inspection Canceled	<p>When the applicant or agency staff cancel an inspection, the applicant, inspection contact, inspector, and inspection supervisor can receive a notification.</p> <p>For more information, see <a href="#">Managing Inspections for an Agency</a> and <a href="#">Managing Inspections for a Permit</a>.</p>
Inspection Complete	<p>When the inspector completes any inspection and submits the inspection results, the applicant or agency staff receive a notification that the inspection is complete, regardless of the inspection result. A notification is also sent when inspections are updated from Scheduled to Completed.</p> <p>For more information about performing inspections, see <a href="#">Oracle Inspector Overview</a>.</p>

Event Name	Communication Description
Inspection ETA Updated	<p>When the inspector updates the estimated time of arrival to an inspection site for a scheduled inspection, the contact at the inspection location receives a notification.</p> <p>For more information about performing inspections, see <a href="#">Oracle Inspector Overview</a>.</p>
Inspection Requested	<p>The system can automatically create an email notification to the permit technician when an inspection request has been created.</p> <p>For more information about requesting inspections, see <a href="#">Requesting Inspections</a>.</p>
Inspection Rescheduled	<p>When the applicant or agency staff reschedule an inspection, the applicant, inspection contact, inspector, and inspection supervisor can receive a notification.</p> <p>For more information about rescheduling an inspection, see <a href="#">Assigning Inspections Using the Supervisor Calendar</a> and <a href="#">Requesting Inspections</a>.</p>
Inspection Scheduled	<p>The system can automatically create an email notification to the inspector and inspection contact when the inspection has been scheduled and assigned to the inspector.</p> <p>For more information about assigning an inspection, see <a href="#">Assigning Inspections Using the Supervisor Calendar</a>.</p>

## Oracle Policy Automation Anonymous Results

Event Name	Communication Description
Anonymous Results Save	<p>The anonymous public user receives an email with the results of recommended permits after submitting the permit guide questionnaire.</p>

For more information about the Permit Guide for anonymous public users, see [Setting Up the Landing Page for Anonymous Users](#).

## Payment History Resource

Event Name	Communication Description
Payment Received	<p>A successful payment triggers a notification configured using an email template.</p>

## Permits Workflow Communications

Event Name	Communication Description
Workflow 001	<p>These delivered events are not associated with specific actions in the Public Sector system. Instead, they are generic events that are delivered for use with workflow. For example, you can use these events when configuring workflow to send notifications related to permit status changes.</p>
Workflow 002	
Workflow 003	

Event Name	Communication Description
Workflow 004	When you set up workflow in the Oracle Integration Cloud, you implement notifications by creating a workflow event that sends an event name, template name, and permit ID to the communications center. The communication center then takes care of sending the notification.
Workflow 005	

See [Setting Up Process Definitions for Workflow](#).

## Planning and Zoning Workflow Communications

Event Name	Communication Description
PNZ Workflow 001	These delivered events are not associated with specific actions in the Public Sector system. Instead, they are generic events that are delivered for use with workflow. For example, you can use these events when configuring workflow to send notifications related to planning application status changes to applicants and owners.
PNZ Workflow 002	
PNZ Workflow 003	When you set up workflow in the Oracle Integration Cloud, you implement notifications by creating a workflow event that sends an event name, template name, and planning application ID to the communications center. The communication center then takes care of sending the notification.
PNZ Workflow 004	
PNZ Workflow 005	

See [Setting Up Process Definitions for Workflow](#).

## Plan Review Communications

The following events are provided for plan reviews:

Event Name	Communication Description
Plan Reviewers Completed a Review Cycle	The plan check coordinator receives a notification when all plan reviewers complete their reviews.
Plan Review Completed	The applicant receives a notification with the outcome of the plan review plan coordinator cancels the review cycle or the plan review cycle is closed.

For more information about plan review communications, see [Managing Manual Plan Review Cycles](#) and [Managing Electronic Plan Review Cycles](#).

## User Profile Notifications

The User Profile Notifications resource provides the following events.

Event Name	Communication Description
User Account Information Changed	Notifies a public user when the user's account is updated by agency personnel.
Contractor License Verification Failed	Notifies a public user that the contractor's license could not be verified.
Contractor License Verification Pending	Notifies a public user that the contractor's license verification is pending.

Event Name	Communication Description
Contractor License Verification Passed	Notifies a public user that the contractor's license has been verified.
Law Enforcement Verification Failed	Notifies a public user that their status as a member of law enforcement or a judicial agency could not be verified.
Law Enforcement Verification Pending	Notifies a public user that verification for being a member of law enforcement or a judicial agency is pending.
Law Enforcement Verification Passed	Notifies a public user that verification for being a member of law enforcement or a judicial agency is complete.
License Verification Failed	Notifies a public user that the license could not be verified.
License Verification Pending	Notifies a public user that the license verification is pending.
License Verification Passed	Notifies a public user that the license has been verified.
Welcome Business Profile	Sends a welcome notification and instructions to a permit applicant who creates a new business profile.
User Profile Information Changed	Notifies a public user when the user's profile is updated by agency personnel.
Welcome Personal Profile	Sends a welcome notification and instructions to a permit applicant who creates a new personal profile.

## User Trust Account Notifications

The User Trust Account Notifications resource provides the following events.

Event Name	Communication Description
Trust Account Verification Failed	Notifies a public user that the trust account could not be verified.
Trust Account Verification Pending	Notifies a public user that the trust account verification is pending.
Trust Account Verification Passed	Notifies a public user that the trust account has been verified.

See [Verifying Public User Information](#).

# Setting Up Communication Events



Communication events trigger delivery of different communication types to various users. The agency defines the content and recipients using communication templates.






Agency users add, modify, and delete communication templates on the Communication Event Details page.

The communication events themselves are delivered with Oracle Public Sector Community Development. For a list of the available communication events, see [Delivered Communication Events](#).




## Adding Communication Templates

1. Select **Communication Center > Events** in the navigator.
2. Click the row on the Communication Event page for which you want to add a template.
3. On the Communication Event Details page, click **Add** in the Communication Template grid.
4. On the Communication Template Details page, enter values for the following fields:

Page Elements	Definition
<b>Code</b>	Enter a unique identifier code for the communication template.
	<p> <b>Note:</b> To make the code unique, Oracle recommends that you create it using a portion of the communication event name. For example, you might use SUB01 for the email template of the Application Submit communication event. This is because communication template codes must be unique across all communication events. If you create a communication template for one event that has the same code as a template for another event, you will receive an error when you try to save it.</p>
<b>Name</b>	Enter a name for the communication template.
<b>Channel Type</b>	Specify the type of communication that this template generates. Values are: <ul style="list-style-type: none"> <li><input type="radio"/> Alert: Generates text that is displayed to users when they log in to the application.</li> <li><input type="radio"/> Email: Generates an email that is sent to users.</li> <li><input type="radio"/> Notification: Generates a notification that appears when users click the notification icon in the application.</li> <li><input type="radio"/> Text: Generates a short message service (SMS) text message that is sent to users.</li> </ul> <p> <b>Note:</b> The fields that are available to define on this page vary depending on the channel type that you select.</p>
<b>Visibility</b>	Select which type of user can see this communication. Values are: <ul style="list-style-type: none"> <li><input type="radio"/> Account owner</li> <li><input type="radio"/> Public user</li> </ul>

Page Elements	Definition
	<ul style="list-style-type: none"> <li><input type="radio"/> Agency staff only</li> </ul> <p> <b>Note:</b> This field does not appear for the Alert channel type.</p>
<b>Enabled</b>	<p>Turn this switch on to activate the communication template. When this switch is turned off, the application does not generate the communication when the associated event is triggered.</p>
<b>Start Date Time</b> and <b>End Date Time</b>	<p>Enter the time period for which the alert is displayed.</p> <p> <b>Note:</b> These fields appear only for the Alert channel type.</p>
<b>MIME Type</b> (Multipurpose Internet Mail Extensions type)	<p>Select the format of the email that this communication template generates. Values are:</p> <ul style="list-style-type: none"> <li><input type="radio"/> HTML</li> <li><input type="radio"/> Text</li> </ul> <p> <b>Note:</b> This field appears only for the Email channel type.</p>
<b>Notification Priority</b>	<p>Turn this switch on to display notifications generated by this communication template at the top of the notification list.</p> <p> <b>Note:</b> This field appears only for the Notification channel type.</p>
<b>User Can Delete</b>	<p>Turn this switch on to enable users to delete notifications generated by this communication template from their notification lists.</p> <p> <b>Note:</b> This field appears only for the Notification channel type.</p>
<b>Select and Insert</b>	<p>These fields enable you to insert variable attributes into your communications. You select the field and the attribute that you want to insert in that field, and click <b>Insert</b> to enter a variable for that attribute.</p> <div data-bbox="651 1675 1511 1751" style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <span>Select</span> <span>Body</span> <span>▼</span> <span>Permit ID</span> <span>▼</span> <span>Insert</span> </div> <p>For example, if you select the Body field and the Permit ID attribute, and click <b>Insert</b>, the <code>\${Permit ID}</code> variable is inserted into the <b>Message Body</b> field of the communication template.</p>



Page Elements	Definition
	<p><b>Message Body</b> To access instructions, place the cursor in the text editor and press Alt + 0.</p>  <p>Whenever the application generates a communication using this template, it inserts the permit ID that is associated with the triggered communication event into the body text.</p>
<b>Remarks</b>	Enter any additional information about the communication template. These remarks are not included in the generated communication.
<b>From</b>	<p>For the Email channel type, enter the email address of the person or organization who is sending the generated email.</p> <p>For the Text channel type, select the phone number of the person or organization who is sending the generated text message.</p>
<b>To</b>	<p>Enter the email addresses, user IDs, or phone numbers of the people or organizations that you want to receive the communication.</p> <p> <b>Note:</b> Enter email addresses for the Email channel type, user IDs for the Alert and Notification channel types, and phone numbers for the Text channel type.</p>
<b>Cc and Bcc</b>	<p>Enter the email addresses of the people or organizations that you want to receive a copy or blind copy of the communication.</p> <p> <b>Note:</b> These fields appear only for the Email channel type.</p>
<b>Subject</b>	<p>Enter a brief description of the purpose and content of the communication.</p> <p> <b>Note:</b> This field appears only for the Email and Notification channel types.</p>
<b>Message Body</b>	<p>Enter the main body text of the communication.</p> <p>You can enter only plain, unformatted text for the Alert channel type, the Text channel type, and the Email channel type with the Text MIME type.</p>

Page Elements	Definition
	You can enter rich text, links, and images for the Notification channel type and the Email channel type with the HTML MIME type.

5. Click **Save**.

## Modifying Communication Templates

1. Select **Communication Center > Events** .
2. Click the row on the Communication Event page for which you want to modify a template.
3. Click the row in the Communication Template grid that you want to modify.
4. On the Communication Template Details page you can:
  - o Click **Clone** to create a copy of the communication template.
  - o Update the communication template field values.

 **Note:** You cannot edit the **Code** or **Channel Type** fields.

5. Click **Save**.

## Deleting Communication Templates

1. Select **Communication Center > Events** .
2. Click the row on the Communication Event page for which you want to delete templates.
3. Click **Edit** in the Communication Template grid.
4. Select the check boxes next to all of the communication templates that you want to delete.
5. Click **Delete**. You will be prompted to confirm the permanent deletion.

## Setting Up Reports

The report parameters that you define on the Report Configuration pages filter the data that is generated for the reports. You can use delivered or provide customized reports.

Oracle Public Sector Community Development delivers these reports:

Report Name	Description	Initiated From
Deposit Slip	Lists deposit information.	<ul style="list-style-type: none"> <li>• Print Deposit Slip page See <a href="#">Printing Deposit Slips</a>.</li> <li>• BI Catalog ( <b>Shared Folders &gt; Public Sector &gt; Billing and Payments</b> )</li> </ul>
Inspection Summary	Displays inspection-related information.	<ul style="list-style-type: none"> <li>• Inspection Detail page of the permit record details See <a href="#">Reviewing Inspection Details</a>.</li> </ul>

Report Name	Description	Initiated From
		<ul style="list-style-type: none"> <li>BI Catalog ( <b>Shared Folders &gt; Public Sector &gt; Inspections</b> )</li> </ul>
Payment Invoice	Displays invoice information.	<ul style="list-style-type: none"> <li>Fees and Payments page of the permit record details</li> <li>See <a href="#">Working with Fees and Payments</a>.</li> <li>BI Catalog ( <b>Shared Folders &gt; Public Sector &gt; Billing and Payments</b> )</li> </ul>
Building Permit	Displays permit-related information.	<ul style="list-style-type: none"> <li>Overview page of the permit record details</li> <li>See <a href="#">Viewing the Permit Summary</a>.</li> <li>BI Catalog ( <b>Shared Folders &gt; Public Sector &gt; Permits</b> )</li> </ul>
Payment Receipt	Lists payment receipt information.	<ul style="list-style-type: none"> <li>Payment Successful page</li> <li>See <a href="#">Payment Flow Overview</a>.</li> <li>Fees and Payments page of the permit record details</li> <li>See <a href="#">Working with Fees and Payments</a>.</li> <li>BI Catalog ( <b>Shared Folders &gt; Public Sector &gt; Billing and Payments</b> )</li> </ul>
Inspection Activity	Displays all inspection activity for an agency over a specified date range.	BI Catalog ( <b>Shared Folders &gt; Public Sector &gt; Inspections</b> )
Planning Application	Displays planning activity over a specified date range. You select which applications are included the report. You can generate the report for one or more specific applications, or for all applications handled by your agency.	BI Catalog ( <b>Shared Folders &gt; Public Sector &gt; Permits</b> )

For reports initiated from within Public Sector Compliance and Regulation, you add, modify, and delete report parameters on the Report Configuration Details page.

You can also create your own reports in Oracle BI Publisher and allow users to access them through the **View Reports** buttons in the application pages. For more information on modifying and creating analytics and reports, see [Creating and Administering Analytics and Reports](#).

## Adding Report Parameters

1. Select **Common Setup > Report Configuration** .
2. Click the report row on the Report Configuration page for which you want to add a parameter.
3. On the Report Configuration Details page, click **Add** in the Parameters grid.
4. Enter values for the following fields:

Page Elements	Definition
<b>Parameter ID</b> and <b>Parameter Name</b>	Enter a unique ID and name for the report parameter.
<b>Parameter Data Type</b>	Enter the data type for the report parameter.
<b>Control Object</b> and <b>Control Name</b>	Enter a field from which the report receives data along with a name for that field.

5. Click **Save**.

## Modifying Report Parameters

1. Select **Common Setup > Report Configuration**.
2. Click the report row on the Report Configuration page for which you want to modify a parameter.
3. Click the row in the Parameters grid that you want to modify.
4. You can:
  - o Update the report parameter field values.
  - o Delete the report parameter. You will be prompted to confirm the permanent deletion.
5. Click **Save**.

## Deleting Report Parameters

1. Select **Common Setup > Report Configuration**.
2. Click a row on the Report Configuration page.
3. Click **Edit** in the Parameters grid.
4. Select the check boxes next to all of the report parameters that you want to delete.
5. Click **Delete**. You will be prompted to confirm the permanent deletion.

## Updating the Report Path

1. Select **Common Setup > Report Configuration**.
2. Click the report row on the Report Configuration page for which you want to modify the report path.
3. On the Report Configuration Details page, enter a path to the desired BI Publisher report.
4. Click **Save**.

# Setting Up Document Categories and Subcategories

You set up document categories and subcategories on the Document Category pages to organize the various types of attachment files.

This example illustrates the Document Category Details page, which is described in the following text.

Document Category Details

Cancel Delete Save

\* Category ID

\* Category

\* Description

Enabled

Document Subcategory

☰ + ↓

Search 🔍 ▼

Subcategory ID	Subcategory	Description	Enabled
Initialization Approved	Initialization Approved	Project Initialization Approved	Yes >
Project Charter	Project Charter	Project Charter	Yes >

## Adding Document Categories and Subcategories

1. Select **Common Setup > Document Category** .
2. On the Document Category page, click **Add** to add a new document category.
3. Enter values on the Document Category Details page:

Page Element	Description
<b>Category ID</b>	Enter an identifier for the category.
<b>Category</b>	Enter a name for the category.
<b>Description</b>	Enter a description of the category.
<b>Enabled</b>	Turn the switch on to make the category available for use. The category is disabled by default.

4. Click **Save**.
5. If you want to add a subcategory, click **Add** in the **Document Subcategory** section.
6. On the Document Subcategory Details page, enter an ID, name, and description for the subcategory.
7. Click **Save**.

## Modifying Document Categories and Subcategories

1. Select **Common Setup > Document Category** .
2. On the Document Category page, select the row for the category that you want to modify.
3. On the Document Category Details page, you can modify the category name and description, and turn the **Enabled** switch on or off.
4. Click **Save** to save any changes.
5. To modify a document subcategory:
  - a. Select the associated category to open the Document Category Details page.
  - b. Select the subcategory that you want to modify.
  - c. On the Document Subcategory Details page, you can change the subcategory name and description, and turn the **Enabled** switch on or off.
  - d. Click **Save**.

## Deleting Document Categories and Subcategories

1. Select **Common Setup > Document Category**.
2. On the Document Category page, select the row for the category that you want to delete.
3. If you want to delete the document category, click **Delete** on the Document Category Details page.

 **Note:** When you delete a document category, all associated subcategories are also deleted.

4. If you want to delete multiple document categories, you can delete them on the Document Category page:
  - a. Click **Edit**.
  - b. Select the check boxes for the document category rows to delete.
  - c. Click **Delete**.
5. To delete the document subcategory, click **Delete** on the Document Subcategory Details page.
6. If you want to delete multiple subcategories, you can delete them from the Document Category Details page using the **Edit** and **Delete** buttons.

## Setting Up Document Groups

You set up document groups using the Document Group pages to organize the various categories of attachment files into a grouping.

This example illustrates the Document Group Details page, which is described in the following text.

Document Group Details Cancel Delete Save

\* Group ID ZPER-DOCGRPID1 Enabled

\* Group ZPER-DOCGRP1 \* Description Document Group1

---

Document Category

Document Category				
Category ID	Category	Description	Enabled	Actions
BLUEPRINT	BLUEPRINT	Drawings blueprints and layouts	<input checked="" type="checkbox"/>	+ -
Forms_1548829255279	Blueprints	Application form	<input checked="" type="checkbox"/>	+ -

## Adding Document Groups

1. Select **Common Setup > Document Group**.
2. On the Document Group page, click **Add** to add a new document group.
3. Enter values on the Document Group Details page:

Page Element	Description
<b>Group ID</b>	Enter an identifier for the group.
<b>Group</b>	Enter a name for the group.
<b>Description</b>	Enter a description of the group.

Page Element	Description
<b>Enabled</b>	Turn the switch on to make the group available for use. The group is disabled by default.

4. Click **Save**.
5. Add document categories that make up the grouping by clicking **Add** in the **Document Category** section.
6. Enter a document category ID or use the lookup prompt to find a category ID.

If desired, you can click the **Document Category** link to research which category to choose. For more information about document categories, see [Setting Up Document Categories and Subcategories](#).

7. Click **Save**.

## Modifying Document Groups

1. Select **Common Setup > Document Group**.
2. On the Document Group page, select the row for the group that you want to modify.
3. On the Document Group Details page, you can modify the group name and description, and turn the **Enabled** switch on or off.
4. Click **Save** to save any changes.
5. You add or remove document categories from the group in the **Document Category** section.

To modify a document category, you must go to the Document Category definition pages. See [Setting Up Document Categories and Subcategories](#).

## Deleting Document Groups

1. Select **Common Setup > Document Group**.
2. On the Document Group page, select the row for the group that you want to delete.
3. Click **Delete** on the Document Group Details page.
4. If you want to delete multiple document groups, you can delete them on the Document Group page:
  - a. Click **Edit**.
  - b. Select the check boxes for the document group rows to delete.
  - c. Click **Delete**.
5. To delete a document category from the group, click the **Delete** icon for the document category row in the **Document Category** section.

## Setting Up Dashboards

You add, modify, and delete dashboard configurations on the Dashboard Configurations page.

### Adding a Dashboard Configuration

1. Select **Common Setup > Dashboard Configuration**.
2. On the Dashboard Configuration page, click **Add**.
3. On the Dashboard Configuration Details page, enter values for the following fields:

Page Element	Description
<b>Dashboard ID</b>	Enter a unique name for the dashboard.
<b>Description</b>	Enter a description of the dashboard
<b>Path</b>	Enter the Oracle Business Intelligence (BI) Catalog portal path for the dashboard. For example the portal path for the Permits dashboard is %2Fshared%2FPublic%20Sector%2F_portal%2FPublic%20Sector&page=Permits.
<b>Enabled</b>	Turn on this switch to activate this dashboard.
<b>Default</b>	Turn on this switch to make this the default dashboard.



**Note:**

Only one dashboard can be designated as the default.

4. Click **Save**.

## Modifying a Dashboard Configuration

1. Select **Common Setup > Dashboard Configuration**.
2. Click a row on the Dashboard Configuration page.
3. On the Dashboard Configuration Details page you can:
  - o Update the dashboard configuration field values.



**Note:** You cannot edit the **Dashboard ID**.

- o Delete the dashboard configuration. You will be prompted to confirm the permanent deletion.
4. Click **Save**.

## Deleting Dashboard Configurations

1. Select **Common Setup > Dashboard Configuration**.
2. Click **Edit**.
3. Select the check boxes next to all the dashboard configurations that you want to delete.
4. Click **Delete**. You will be prompted to confirm the permanent deletion.

## Setting Up Lookups

This topic describes how to add and change values that appear in lookup lists. Lookup lists are referenced by various fields in the application that display a static set of values from which the end user can select a value.



## Lookup Types and Lookup Values Overview

Lookup types in applications are used to represent a set of codes and their translated meanings. To the end users, a lookup type displays a list of values from which they select values.

You use the Lookup Types page to access lookup types, and you use the Lookup Type Details page to modify lookup types, add lookup values, and add lookup types, where authorized.

When working with lookups, you deal with lookup types and lookup values.

Lookup Element	Description
Lookup Type	A lookup type is a static list of values users view to make entries in the application. The application references a lookup type to display its list of values.
Lookup Value	A lookup value is a single item contained within a lookup type. For example, Paid is a lookup value for the Fee Status lookup type. Lookup types typically contain numerous lookup values.

Lookup types are delivered as seed data for your service. You can only modify selected lookup types, such as Business Type, UOM Type, Standard Code Type, and so on. Most lookup types are read-only.

## Modifying Lookup Types

Lookup Type

Lookup Type	Meaning	Application	Module	Configuration Level
ORA_PSC_PER_INS_CONTACT	Contact method	Permits	Permit Inspections	Extension >
ORA_PSC_PER_INS_SIG	Inspector Signature Option	Permits	Permit Inspection Setup	System >
ORA_PSC_PER_INS_SYS_STATUS	Inspection System Status	Permits	Permit Inspection Setup	System >
ORA_PSC_PER_ORIGINATOR	Record Originator	Permits	Application Intake	System >
ORA_PSC_PER_OWNER_SIG	Owner Signature Option	Permits	Permit Inspection Setup	System >
ORA_PSC_PER_PUB_USER_ENABLED	Public User Enabled	Permits	Application Intake	System >
ORA_PSC_PER_RECORD_STATE	Record State	Permits	Application Intake	System >
ORA_PSC_PER_REC_SYS_STATUS	Record System Status	Permits	Permit Setup	System >

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To modify a lookup type:

1. Select **Common Setup > Lookups**.
2. On the Lookup Types page use the Search box to filter the lookup types by keyword.

For example, to view the Business Type lookup type, enter business in the Search box.

3. Click on the row for the lookup type you want to view.
4. View the contents of the Lookup Type Details page.

Page Element	Description
<b>Lookup Type</b>	Identifies the lookup type within the application.

Page Element	Description
<b>Application</b>	Identifies the application that uses the lookup type. For example, Permits, Common Components, and so on.
<b>Meaning</b>	The actual UI display name used to represent the list of values contained in the lookup type.
<b>Configuration Level</b>	Indicates at what level the lookup can be modified. Options are: <ul style="list-style-type: none"><li>○ System: Only Oracle development teams can modify lookup types at this configuration level.</li><li>○ Extension: Customers can perform minimal tasks, such as add lookup values.</li><li>○ User: Customers can add lookup values, delete lookup values, update the meaning, and update the description.</li></ul>
<b>Module</b>	The internal application module using the lookup type, such as Billing Entry, Billing Setup, and so on.
<b>Description</b>	Identifies the purpose and use of the lookup type.

5. If you need to add lookup values, refer to the following section for steps for that task.
6. Click **Cancel** to close the lookup type, or click **Save** if you made any changes.

## Adding Lookup Values

### Lookup Value Details

\* Lookup Code

Display Sequence  ▼ ▲

Enabled

Start Date  📅

End Date  📅

\* Meaning

Description

Tag

Cancel
Save

You can add lookup values to lookup types with a configuration level set to User or Extension.

To add lookup values:

1. Select **Common Setup > Lookups**.
2. On the Lookup Types page use the Search box to filter the lookup types by keyword. For example, to view the Business Type lookup type, enter business in the Search box.
3. Click on the row for the lookup type you want to view.
4. On the Lookup Type Details page, click **Add** under Lookup Value Type.
5. On the Lookup Value Details page, enter these values:

Page Element	Description
<b>Lookup Code</b>	An internal application code for each lookup value that is not visible to users. It is typically a shorter, less user-friendly representation of the item. For example, ORA_DRIVER_LIC for State Driver's License, or LEN for Length, if listing units of measurement.
<b>Display Sequence</b>	Control in what sequence the lookup value appears in the list displayed to users, where 2 appears above 3. If you do not specify a sequence, the application displays the items in the order they were entered.

Page Element	Description
<b>Enabled</b>	Turn on to make a lookup value active. If a lookup value is not enabled, then the application does not display it to the end user in the list of values for that lookup type.
<b>Start Date</b>	Set a start date for the lookup value to become active. Even if the lookup value is enabled, if a start date is set, the application does not display the lookup value until the start date is reached.
<b>End Date</b>	Set an end date for a lookup value to no longer be displayed in a list of values.
<b>Meaning</b>	The display name for the lookup value. End users see this value in the list of values displayed at run time. They do not see the Lookup Code value.
<b>Description</b>	Provide any additional information to help identify the purpose of the lookup value or clarification regarding what it represents.
<b>Tag</b>	Tags allow you to add a label to your lookup codes. A tag can be used to categorize lookups based on facilitating searches or guiding how a lookup should be used.

6. Click **Save**.

## Working with Configuration Levels

The configuration level attribute determines who can modify a lookup type and what can be modified. The configuration levels are:

- System: Only Oracle development teams can modify lookup types at this configuration level.
- Extension: Customers can perform minimal tasks, such as add lookup values.
- User: Customers can add lookup values, delete lookup values, update the meaning, and update the description.

Task	User	Extension	System
Add a lookup type	Yes	No	No
Delete a lookup type	Yes	No	No
Modify lookup type meaning	Yes	No	No
Modify lookup type description	Yes	No	No
Add lookup values	Yes	Yes	No
Delete lookup values	Yes (if you created it)	Yes (if you created it)	No
Modify lookup value attributes	Yes (except for Lookup Code)	Yes (if you created it, and except for Lookup Code)	No


## Adding Lookup Types

To add a lookup type:

1. Select **Common Setup > Lookups.**
2. On the Lookup Types page click **Add** for the Lookup Type grid.
3. On the Lookup Type Details page, enter these values:
  - o Lookup Type (The value you enter must be uppercase and cannot begin with the prefix ORA\_, which is used to distinguish your custom lookup types from delivered lookup types.)
  - o Meaning
  - o Module
  - o Description
4. Click **Add** for the Lookup Value grid for each lookup value you need to add to the lookup type.
5. Click **Save.**

## Setting Up Data Format Exchange Maps


The Data Format Exchange utility is a data-mapping utility that enables you to map fields between source and target locations.


 **Note:** This utility is useful in situations where data must be exported from or imported to Public Sector Compliance and Regulation. Currently, this utility is only used by the Export Journals to ERP process.

Business analysts create and modify Data Format Exchange maps on the Data Format Exchange page.

### Adding a Data Format Exchange Map

1. Select **Common Setup > Data Format Exchange .**
2. On the Data Format Exchange page, click **Add.**
3. For the Definition step, enter values for the following fields:


Page Element	Description
<b>Mapping Name and Description</b>	Enter a name and description for the data mapping.
<b>Source Type</b>	Select the type of source format to be included in the data mapping.
 <b>Note:</b> Currently, VO is the only valid value for this field.	
<b>Target Type</b>	Select the type of target format to be included in the data mapping.

Page Element	Description
	 <b>Note:</b> Currently, CSV is the only valid value for this field.
<b>Enabled</b>	Turn this switch on to make the data mapping available to select in the <b>Mapping Name</b> field on the Export Journals to ERP page. For more information on exporting journals, see <a href="#">Exporting Journal Entries</a> .


- Click **Next**.
- For the Source step, enter values for the following fields:

Page Element	Description
<b>Source Name</b>	Selects the source view to be included in the data mapping, such as Journals to Export.

- Click **Next**.
- For the Target step, click **Upload** to select a file that will be updated with the results of the field mapping.
- Click **Next**.
- For the Mapping step, enter values for the following fields:

Page Element	Description
<b>Target Field</b>	Displays each field in the target format.
<b>Source Field</b>	Select the source field that you want to map to each target field.
<b>Transform</b>	Select an option to modify the value for the target field.
	 <b>Note:</b> Currently, Constant is the only valid value for this field.
<b>Transform Parameter</b>	Specify the parameter used to determine the value for the target field. For example, if the target field is Effective Date and the <b>Transform</b> value is Constant, the <b>Transform Parameter</b> might be 01/01/2018.


- Click **Submit** to save the Data Format Exchange map.

 **Note:** At any point during the process, you can click **Previous** to go back one step. You can also click **Cancel** to exit the data mapping setup process and discard your changes.

## Modifying a Data Format Exchange Map

- Select **Common Setup > Data Format Exchange**.
- Select a mapping on the Data Format Exchange page.

3. For the Definition step, you can enable or disable the data mapping.
4. Click **Next**.
5. You can't update any fields in the Source step.
6. Click **Next**.
7. For the Target step, you can click the file link to download a copy of the file.
8. Click **Next**.
9. For the Mapping step, you can update the values of the **Source Field**, **Transform**, and **Transform Parameter** fields.
10. Click **Submit** to save your changes to the Data Format Exchange map.

 **Note:** At any point during the process, you can click **Previous** to go back one step. You can also click **Cancel** to exit the data mapping update process and discard your changes.






# 3 Setting Up Your Agency Staff

## Setting Up a Fusion Business Unit and Legal Entity

This topic discusses the **one-time setup** for Public Sector Compliance and Regulation administrators who are not using Fusion Human Capital Management (HCM), Enterprise Resource Planning (ERP), and Sales Cloud.

If you have implemented both Fusion Financials and Public Sector Compliance and Regulation (PSCR) services, then you must ensure that you migrate Financials Business Unit related tasks before any PSCR migrations. Migrate any changes you have made to the business unit configurations in the Financials offering before the Public Sector offering or the implementation projects are migrated from a non-production environment to your production environment.

The following setup steps are prerequisites for creating an agency staff in the system.

 **Note:** For Fusion HCM, ERP, and Sales Cloud customers, these steps are not required as the business unit and legal entity are already set up.

Configure the following tasks in the order mentioned here:

1. Set up reference data sets (to create a Set ID)
2. Create a business unit
3. Create a legal address
4. Create a Legislative Data Group
5. Create a Legal Entity
6. Register a Legal Entity
7. Create Legal Entity HCM Information

### Setting up Reference Data Sets

1. Select the **Setup and Maintenance** tile on the Agency Springboard. On the Setup page, select the offering: Public Sector Permits or Public Sector Planning and Zoning and then select the Agency Staff functional area.
2. On the right panel locate the Manage Reference Data Sets task and click the row to open the Manage Reference Data Sets page.
3. On the Manage Reference Data Sets page, click the **New** button and include values for the fields:

Page Element	Description
<b>Set Code</b>	Enter a code value that represents your agency.
<b>Set Name</b>	Enter a name that represents your agency.
<b>Description</b>	Enter a description about your agency.

4. Click **Save and Close** to save the newly created SetID.

## Creating a Business Unit

1. Select the **Setup and Maintenance** tile on the Agency Springboard. On the Setup page, select the offering: Public Sector Permits or Public Sector Planning and Zoning and then select the Agency Staff functional area.
2. On the right panel locate the Manage Business Units task and click the row to open the Manage Business Units page.
3. On the Manage Business Unit page, click the **New** button and include values for the fields:

Page Element	Description
<b>Name</b>	Enter a name for the business unit.
<b>Default Set</b>	Select the SetID you created in the previous section

4. Click **Save and Close** to save the newly created business unit.

## Creating a Legal Address



1. Select the **Setup and Maintenance** tile on the Agency Springboard. On the Setup page, select the offering: Public Sector Permits or Public Sector Planning and Zoning and then select the Agency Staff functional area.
2. On the right panel, locate the Manage Legal Addresses task and click the row to open the Manage Legal Addresses page.
3. On the Manage Legal Addresses page, click the New button and enter the agency address in the Agency Line 1 field. The other fields are optional.
4. Click **OK** to return to the Manage Legal Addresses page and click **Save and Close** to save the newly created address.

## Creating a Legislative Data Group

1. Select the **Setup and Maintenance** tile on the Agency Springboard. On the Setup page, select the offering: Public Sector Permits or Public Sector Planning and Zoning and then select the Agency Staff functional area.
2. On the right panel, select the task named Manage Legislative Data Group and click **Select** to open the Manage Legislative Data Groups page.
3. On the Manage Legislative Data Groups page, click **Create** to enter the new legislative data group details.
4. Enter your legislative data group name in the Name field. Search and select your country from the Country field.
5. Click **Submit** to save and return to the Manage Legislative Data Group page.
6. Click **Done**.

## Creating a Legal Entity

1. Select the **Setup and Maintenance** tile on the Agency Springboard. On the Setup page, select the offering: Public Sector Permits or Public Sector Planning and Zoning and then select the Agency Staff functional area.
2. On the right panel, locate the task named Manage Legal Entity and click to open the Select Scope page.
3. On the Select Scope page select the Manage Legal Entity task radio button.
4. Click the Legal Entity drop-down and select **Create New**. Click **Apply and Go to Task** button to open the manage Legal Entities page.
5. On the Manage Legal Entities page, click the **New** button to open the Create Legal Entity page and enter values for the fields:

Page Element	Description
<b>Country</b>	Select the country (United States is the default selection)
<b>Name</b>	Enter the name of your agency
<b>Legal Entity Identifier</b>	Enter a code for your agency
<b>Payroll Statutory Unit</b>	Select the checkbox
<b>Legal Employer</b>	Select the checkbox
<b>Legal Address</b>	Select the legal address (created in the previous section) using the Search and Select page.
<b>EIN or TIN</b>	Enter your agency's EIN or TIN value. You can enter a value of your choice if you do not have EIN or TIN for your agency.
	<p> <b>Note:</b> If you are using Fusion HCM or Fusion ERP, the value you enter here must be legitimate. It is recommended that you refer to Fusion documentation to know about the required value for entry in the field.</p>
<b>Legal Reporting Unit Registration Number</b>	Enter your agency's legal reporting unit registration number. You can enter a value of your choice if you do not have a registered number for your agency.
	<p> <b>Note:</b> If you are using Fusion HCM or Fusion ERP, the value you enter here must be legitimate. It is recommended that you refer to Fusion documentation to know about the required value for entry in the field.</p>

6. Click **Save and Close** to save the newly created legal entity.

## Registering a Legal Entity

1. Select the **Setup and Maintenance** tile on the Agency Springboard. On the Setup page, select the offering: Public Sector Permits or Public Sector Planning and Zoning and then select the Agency Staff functional area.
2. On the right panel, select the task named Manage Legal Entity Registration and click **Select** to open the Select Scope page.
3. On the Select Scope page select the Manage Legal Entity Registrations task radio button.
4. Click the Legal Entity drop-down and choose Select and Add. Select Click Apply and Go to Task button to open the Manage Legal Entities page.
5. On the Manage Legal Entities page expand the Search section and enter the legal entity name you created in the previous section. Click **Search**.
6. Select the row from the search results and click **Save and Close**, to save the entity and open the Manage Registrations page.
7. View your values on the new Manage Registrations page and click **Done** to confirm and complete the registration process.

## Creating Legal Entity HCM Information

1. Select the **Setup and Maintenance** tile on the Agency Springboard. On the Setup page, select the offering: Public Sector Permits or Public Sector Planning and Zoning and then select the Agency Staff functional area.
2. On the right panel, select the task named Manage Legal Entity HCM Information and click Select to open the Select Scope page.
3. On the Select Scope page select the Manage Legal Entity HCM Information task radio button.
4. Click the Legal Entity drop-down and choose Select and Add. Click Apply and Go to Task button to open the Manage Legal Entities page.
5. On the Manage Legal Entities page expand the Search section and enter the legislative data group you created in the previous section. Click **Search**.
6. Select the row from the search results and click **Save and Close**, to save the entity and open the Legal Entity page.
7. On the Legal Entity page, click **Edit** and then click **Update** to open the Update Legal Entity page to enter an action reason.
8. On the Update Legal Entity page, select Action Reason drop-down button and select the option Reorganization. Click **OK** to save and return to the Legal Entity page.
9. On the Legal Entity page, select the Payroll Statutory tab to associate the data group to the HCM legal entity.
10. Under the Payroll Statutory Information section select the Associated Legislative Data Group drop-down. Search and select the legislative data group you created using the previous section.
11. Click **OK** to return to the Edit Legal Entity page. Click **Submit** and then click **Done** to complete the creation of a Legal Entity HCM Information.

For information on creating an employee record, refer to the documentation [Managing Agency Staff Profiles](#).

## Defining Job Titles

This topic discusses how to define job titles for agency staff.

### Defining Job Titles

Administrators define new job titles using the Job Titles page:

1. Select **Agency Staff > Job Title** .
2. The Job Title page lists all the job titles defined.
3. Click **Details** for a row to open the Job Title Detail page and view and edit the details of the job title.
4. Click **Add** to open the Job Title Detail page and define a new job title.
5. Enter various details and click **Save** to save the new job title and return to the Job Title page.

## Setting Up Agency Staff

This topic provides an overview of job functions along with a list of delivered Job Functions, and discusses the how to set up Fusion Business Units and Legal Entities for Public Sector Compliance and Regulation services.

## Job Function Overview

Job functions are assignments made to staff members using the Manage Agency Staff page. Job Function helps you in assigning job specific attributes to an agency staff member. For example, you can assign the job function of a Building Inspector to an agency staff member and set up attributes such as Inspector District and Schedule.

Job Function	Section and Usage
<b>Building Inspector</b>	<ul style="list-style-type: none"> <li>• <b>Work Schedule</b> — Inspections: Determine the work schedule of the Inspector.</li> <li>• <b>Inspection Districts</b> — Inspections: Determine the districts an inspector is assigned to.</li> <li>• <b>Inspection Types</b> — Inspections: Determine if the inspector can be assigned to a given type of inspection.</li> <li>• <b>Permit Types</b></li> </ul>
<b>Business Analyst</b>	<ul style="list-style-type: none"> <li>• <b>Inspection Districts</b></li> <li>• <b>Inspection Types</b></li> <li>• <b>Permit Types</b></li> </ul>
<b>Chief Building Officer</b>	<ul style="list-style-type: none"> <li>• <b>Inspection Districts</b></li> <li>• <b>Inspection Types</b></li> <li>• <b>Permit Types</b></li> </ul>
<b>Inspector Supervisor</b>	<ul style="list-style-type: none"> <li>• <b>Work Schedule</b> — Inspections: Determine the work schedule of an Inspector supervisor.</li> <li>• <b>Inspection Districts</b> — Inspections : Determine the districts an inspector is assigned to.</li> <li>• <b>Inspection Types</b></li> <li>• <b>Permit Types</b></li> </ul>
<b>Economic Development Officer</b>	<b>Permit Types</b>
<b>Finance Administrator</b>	<ul style="list-style-type: none"> <li>• <b>Inspection Districts</b></li> <li>• <b>Inspection Types</b></li> <li>• <b>Permit Types</b></li> </ul>
<b>Permit Technician</b>	<ul style="list-style-type: none"> <li>• <b>Inspection Districts</b></li> <li>• <b>Inspection Types</b></li> <li>• <b>Permit Types</b></li> </ul>
<b>Plan Coordinator</b>	<b>Permit Types</b>
<b>Plan Reviewer</b>	<ul style="list-style-type: none"> <li>• <b>Permit Types</b>— Determine the permit types that this plan reviewer can be assigned to.</li> <li>• <b>Plan Reviewer Department</b>— Determine the plan reviewer department that this plan reviewer belongs to. This grouping by plan review departments appears as an option in the drop-down menu that can be used while assigning a plan reviewer to a plan review.</li> </ul>
<b>Principal Planner</b>	<b>Permit Types</b>
<b>Cashier</b>	<ul style="list-style-type: none"> <li>• <b>Permit Types</b></li> <li>• <b>Cashier ID</b> — Cashiering: Determine Cashier ID of the Cashier</li> </ul>

Job Function	Section and Usage
<b>Planner</b>	<ul style="list-style-type: none"> <li>• <b>Planning Application Types</b>— Determine the application types that this Planner can be assigned to.</li> <li>• <b>Pre-application Meeting Schedule</b> — Determine the availability of the planner for scheduling pre-application meetings.</li> </ul>

## Setting Up Fusion HCM Business Units and Legal Entities for Public Sector Compliance and Regulation Services

If you are an existing Fusion customer and if you have already set up business units and legal entity, then you can assign the same for your Agency Staff. However, if you are a new Public Sector Compliance and Regulation-only customer then as a prerequisite for entering Agency Staff data, you need to create one business unit and one legal entity that can be used for your agency staff.

See [Setting Up a Fusion Business Unit and Legal Entity](#).

## Configuring Agency Job Groups

This topic provides an overview of the Agency Staff Group Configuration and discuss the procedure to configure agency job groups.

You can use the Agency Staff Groups for identifying a common set of Job attributes that can be applied to a group of Employees.


Groups provide the flexibility to assign attributes at various levels. You can define a group for a given department, division, or for specific districts based on the commonalities of the job attributes.

Examples of Groups are:

1. Inspectors working in District A
2. Permit Technicians responsible for Fence Permits

You can configure a group with default Job Functions and their attribute values for your users.

Users entering their employee profile information can select a group job function, which results in loading default job functions and their attribute values automatically populated.


 **Note:** Users cannot edit the job function attribute values on the Agency Staff page when using the Job Group function.

## Configuring Agency Job Groups

Administrators set up and configure the agency staff group on the Job Group page. Agency users can select a group on the Agency Staff Profile page, and a default set of job functions and attribute values are assigned to the employee. To set up the job functions and attributes for a group:

1. Select **Agency Staff > Job Group** .
2. On the Job Group page, click **Add** to add a new group or **Edit** to change the group attributes. Click **Add**.
3. Enter the details of the job group on the Job Group Details page.

4. Verify that the **Enabled** switch is turned on if you want to enable this group when you save. This switch is turned on by default for a new group.
5. Under the Job Function section, click **Add** to select job functions and include their attributes.
6. Click **Save** to return to the Job Group page.

 **Note:** Agency users select the group from a list on the Agency Staff page. The job functions and their corresponding attributes cannot be changed by users.

## Managing Agency Staff Profiles



This topic discusses how to manage agency staff profiles.

### Managing Agency Staff Profile

Administrators set up the agency staff profile on the Agency Staff page. Select Agency Staff.

1. Select **Agency Staff**
2. On the Agency Staff page, click **Add** to add a new agency staff member – employee.
3. On the Agency Staff Profile page, you add values to the various fields. For the Business Unit and the Legal Entity, see the documentation [Setting Up a Fusion Business Unit and Legal Entity](#) .

Page Element	Description
<b>Select Existing Fusion Worker</b>	<p>Turn on the switch to allow the search and selection of an existing Fusion employee. The following fields are display only, populating details from Fusion information:</p> <ul style="list-style-type: none"> <li>○ Person ID</li> <li>○ Person Number</li> <li>○ Hire Date</li> <li>○ Business Unit</li> <li>○ Legal Entity</li> <li>○ Generated User Account</li> <li>○ Send Credential Email</li> <li>○ User name</li> </ul>
<b>Worker ID</b>	<p>Enter an ID or click the prompt to open the Look Up page and search for the Fusion employees. You can sort the search results by any of these:</p> <ul style="list-style-type: none"> <li>○ Worker ID</li> <li>○ First Name</li> <li>○ Last Name</li> <li>○ Email Address</li> <li>○ Hire Date</li> <li>○ Phone Number</li> <li>○ Business Unit Name</li> </ul>

Page Element	Description
	<ul style="list-style-type: none"> <li>○ Legal Employer</li> <li>○ Manager Person ID</li> </ul> <p>Select an employee row from the search result on the Look Up page and the details are populated on the Agency Staff page.</p>
<b>Person Type</b>	Select a type of staff member from the options: Employee
<b>Enabled</b>	<p>Set a status for the staff member from the options:</p> <ul style="list-style-type: none"> <li>○ Active</li> <li>○ Inactive</li> </ul> <p> <b>Note:</b> You set the status to Inactive when the employee is inactivated in your HR system. If you are a Fusion HCM/ERP/Sales Cloud customer then the inactivation of Employees in HCM will not automatically inactivate the Employee data in Public Sector Cloud. You must manually update this field.</p>
<b>Is a Supervisor</b>	Turn on the switch if the employee is a supervisor.
<b>Job Group</b>	<p>Select a group to assign a job group section with the relevant job functions. Accordingly, the system populates the Job Group Assignments section.</p> <p> <b>Note:</b> You cannot make any changes to the values in the job group assignments on this page. To update the values, navigate to the Job Group page.</p>

4. Click **Save** to save the agency staff profile and return to the Agency Staff page.

## Job Function Assignment without using Agency Job Groups

You can assign job functions to employees directly, without having to use Job Groups.

1. On the Agency Staff page search and select the employee that you want to add job functions to.
2. Under the Job Function section, click **Add** to select job functions and include their attributes.
3. Click **Save** and return to the Agency Staff page to view the job function assignments.

To include job functions using Agency Job Groups, see the documentation [Configuring Agency Job Groups](#).

## Assigning Agency Security Access


Administrators assign roles to various staff members. The security roles assigned to an employee determine the navigations and data that the user can access.

1. Select Agency Staff and then select Agency Staff Access. The Agency Staff Access page lists all the agency staff members.
2. You can click the chevron for a row to view the employee access details. This page lists all the security roles assigned to the employee user. You can add new security roles to the employee on this page.



3. Click the **Add New Role** button to open the Role Detail page and assign a role for the user.
4. Click **Save** to save your changes and return to the Agency Staff Access page.
5. Click **Save** to save the changes you made to the Agency Role details of the staff member.
6. You can add or delete the security roles assigned to the user on this page.

 **Note:** All Agency users must be assigned the **PSC Agency Staff** role. Additionally job specific roles can be assigned to the user. For the complete list of security roles, you can refer to the Security Reference Manual. Also refer to [Using the Security Console](#).

 **Note:** For users requiring access to Permits, in addition to the **PSC Agency Staff** and job specific roles such as **PSC Permit Technician**, **PSC Plan Reviewer** and others, you must assign the following roles to the users: **CUSTOM\_MANAGE\_PERMITS**, **CUSTOM\_MANAGE\_PERMITS**, and **CUSTOM\_PSC\_MANAGE\_PERMITS\_AGENCY**.

## Importing Agency Staff Data

This topic explains how to prepare and import agency staff resource data from an external data source into Public Sector Agency Staff tables using the File-Based Data Import feature.

Agencies with Fusion HCM implementation: File-based data import can be used if your agency has implemented Fusion HCM. You either enter employee details manually into the Public Sector Agency Staff tables using the PSCR user interface (Agency Staff page) or run the schedule import process to copy the employee data.

Agencies without Fusion HCM implementation: If your agency has not implemented Fusion HCM and you are using a third-party application to maintain employee information, you can use the import process to copy data from the third party tables into the Public Sector Agency Staff tables.

In addition to the removal or inclusion of employee records, data changes can include changes to the details of an employee, such as the address, email, role, or designation.

## Scheduling the Employee Data Import and Export Process

Administrators can set up a schedule to process a batch file that imports employee data from a .CSV file into the Public Sector Agency Staff tables. The imported data file, which is usually generated from a third-party application, can be used to set up and periodically update user details within Public Sector Agency Staff.

## Using the Predefined Template to Import Data using File-Based Data Import

Public Sector Compliance and Regulation provides a template to help you import data using the File-Based Data Import tool. The Import template is a spreadsheet that includes the commonly used fields, in addition to the required, along with instructions to use them.

You can download the template by clicking this link: [Agency Staff Import Template spreadsheet file](#).

## Importing Employee Data

1. Access the File Import and Export page from the Fusion application by clicking **Navigator > File > Import and Export** .

2. On the File Import and Export page, in the Search Results section, click the **Add** button to upload the template zip file to the Universal Content Management (UCM).
3. On the Upload File modal page, click **Browse** and select the file for upload. Use the **Account** field to select the account for the file you are uploading.
4. Click **Save and Close**. You will see the file listing on the File Import and Export page with the details of the upload.

## Scheduling the Import Export process using File-Based Data Import


1. Access the Scheduled Processes page from the Fusion application **Navigator > Tools > Scheduled Processes**.
2. On the Scheduled Process page, click the **Schedule New Process** button and enter values for the fields on the Schedule New Process modal page:

Page Element	Description
<b>Type</b>	Ensure that the Job option is selected.
<b>Name</b>	Search and select the <b>Load Interface File for Import</b> value from the list of names.
<b>Description</b>	Displays a description about the selected process.


3. Click **OK**. The service now opens the Process Details page for you to select the import process for the process name you entered in the above step:

Page Element	Description
<b>Import Process</b>	Click the drop-down menu, search and select the <b>Import Agency Staff</b> value using the lookup list.
<b>Data File</b>	Click the drop-down menu and select the generated ZIP file you uploaded earlier, as described in the previous section.

4. Click **Submit** and accept the confirmation message to complete the submission.

 **Note:** The submission only confirms that the files are sent for processing. To view the details of the completed process, you must access the log file. The log file lists all the successfully processed records and the records that are in error, with the details of the error.

### Records in Error

 **Note:** When you fix the errors in the spreadsheet and prepare to resubmit it for processing, you must delete the records that were processed successfully in the previous run. All the records preceding the ones in error are created in the Public Sector Agency Staff tables. Resubmitting the template having those records results in creating duplicate entries of the staff records.

## Scenarios for importing employee data from a third-party system to Public Sector Agency Staff profile


### Prerequisite

The scenarios listed here assume that the following prerequisite has already been set up: Each record in the template should contain a unique identifier called the Interface ID. The interface ID is used as a key identifier while establishing parent-child relationships across the pages of the template spreadsheet.

Consider importing the employee details into the tables of Public Sector Agency Staff. You can perform the following actions using the Import template:

- Add a new staff member
- Assign personal attributes
- Assign job functions and attributes
- Assign roles
- Disable an agency profile

The following scenarios detail how you can create a new agency staff record and seamlessly update various parameters of your existing agency staff.

 **Note:** The InsertUpdateFlag field on the Import template is the determining factor as to whether the record is for a new agency staff or for updating an existing agency staff. Enter the value “I” if you are inserting a new record, or “U” if you are updating an existing record. Also note that the **Person Number** field is mandatory if you are updating a record.


### Scenario 1: Adding a new agency staff

Consider creating a new agency staff record staff in your Public Sector Agency Staff.

If your agency is not a Fusion HCM customer, you use the template to enter details in all the pages of the template spreadsheet and then schedule the import process to import the newly added employee record. You must enter the value “I” in the InsertUpdateFlag field to qualify the record as a new agency staff entry.

The following example shows the data on the spreadsheet detailed in the above scenario – Adding a new staff member.

Record Number	*Interface ID	*InsertUpdateFlag	*First Name	*Last Name	*Email	*Business Unit	*Legal Entity
1	467436	I	John	Simmons	john.s@example.c	Sample Corporation	Sample Corporation
2	467437	I	Robert	James	robert.j@example.	Sample Corporation	Sample Corporation

 **Note:** The above example displays a limited number of fields. For a complete list of fields, refer to the Import template spreadsheet.

If your agency has implemented Fusion HCM, you use the HCM loader or enter the necessary employee details manually. In such cases, the following PSCR specific attributes are required to be updated:

- Job Title
- Agency Department
- Agency ID
- Agency Location

- Job Group
- Is Supervisor
- Enabled


### Scenario 2: Updating personal details of an agency staff

Consider updating changes to the personal details of an agency staff in your Public Sector Agency Staff. You can perform the following actions:

- Change work phone number
- Change location
- Change department
- Change job title
- Assign job group
- Revoke job group
- Change supervisor status

The following example shows the data on the spreadsheet detailed in the above scenario.

Record Number	*Interface ID	*Person Number	*Work Phone Number	*Location	*Department	*Job Title	*Is Supervisor
1	467436	PERNUM8	16348773	30010016887961	1001	Agency Staff	Y
2	467437	PERNUM9	32178939	30010016887961	1001	Building Inspector	N

 **Note:** The above example displays a limited number of fields. For a complete list of fields, refer to the Import template spreadsheet.

### Scenario 3: Updating job functions and their attributes

Consider updating changes to job functions and their attributes of an agency staff in your Public Sector Agency Staff. You can perform the following actions:

- Assign job functions and attributes
- Assign additional job attributes to existing functions
- Remove job attributes
- Remove job functions

The following example shows the data on the spreadsheet detailed in the above scenario.

Record Number	*Interface ID	*Assignment Flag	*Person Number	Agency ID	Job Function ID	Job Attribute	Attribute Value
1	467436	I	PERNUM8	1	ORA_BUILDING_I	ORA_INSPECTIOI	Plumbing
2	467437	D	PERNUM9	1	ORA_CASHIER	ORA_CASHIER_IL	7574343

Record Number	*Interface ID	*Assignment Flag	*Person Number	Agency ID	Job Function ID	Job Attribute	Attribute Value
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### Scenario 4: Updating roles

Consider updating roles of an agency staff in your Public Sector Agency Staff. You can perform the following actions:

- Assign additional roles
- Revoke roles

The following example shows the data on the spreadsheet detailed in the above scenario.


Record Number	*Interface ID	*Role Action	*Person Number	*Role Name
1	467436	A	PERNUM8	Employee
2	467437	R	PERNUM9	Application Implementation Consultant

### Scenario 5: Disabling agency staff profile

Consider disabling an agency staff profile in your Public Sector Agency Staff. You can perform the update without having to make any manual entry in your records. The user interface as well as the Import Agency Staff functionality allow you to disable agency staff profiles.

The following example shows the Enabled field on the spreadsheet, as detailed in the above scenario.

Record Number	*Interface ID	*Person Number	*Work Phone Number	*Location	*Department	*Job Title	Enabled
1	467436	PERNUM8	16348773	30010016887961	1001	Building Inspector	Y
2	467437	PERNUM9	32178939	30010016887961	1001	Agency Staff	N

 **Note:** The above example displays a limited number of fields. For a complete list of fields, refer to the Import template spreadsheet.



# 4 Setting Up Property Information

## Setting Up District Types

You add, modify, and delete district types on the District Type page.

### Adding a District Type

1. Select **Common Setup > District Type**.
2. On the District Type page, click **Add**.
3. On the District Type Details page, enter values for the following fields:

Page Element	Description
<b>District Type</b>	Enter a unique identifier for the district type.
<b>Description</b>	Enter a description of the district type.
<b>District Type Category</b>	Select a category for the district type from the system-defined values: <ul style="list-style-type: none"> <li><input type="radio"/> Inspection</li> <li><input type="radio"/> Economic Development</li> <li><input type="radio"/> Council</li> <li><input type="radio"/> Zoning</li> <li><input type="radio"/> General</li> </ul>

4. Turn the **Enabled** switch on to make the row available as a lookup value on other pages.
5. Click **Save**.


### Modifying a District Type

1. Select **Common Setup > District Type**.
2. Click a row on the District Type page.
3. On the District Type Details page you can:

- Update the district type field values.

 **Note:** You cannot edit the **District Type** field.

- Enable or disable the district type using the **Enabled** switch. Only enabled district types are available to select as values on other pages.
- Delete the district type. You will be prompted to confirm the permanent deletion.

 **Note:** You cannot delete a district type that is already associated with a district or an inspection type.

4. Click **Save**.

## Deleting District Types

1. Select **Common Setup > District Type**.
2. Click **Edit**.
3. Select the check boxes next to the district types you want to delete.
4. Click **Delete**. You will be prompted to confirm the permanent deletion.

 **Note:** You cannot delete a district type that is already associated with a district or an inspection type.

## Setting Up Districts

You add, modify, and delete districts on the District page.

### Adding a District


1. Select **Common Setup > District**.
2. On the District page, click **Add**.
3. On the District Details page, enter values for the following fields:

Page Element	Description
<b>District</b>	Enter a unique identifier for the district.
<b>Description</b>	Enter a description of the district.
<b>District Type</b>	Select a district type from the agency-defined values. See <a href="#">Setting Up District Types</a> .

4. Click **Save**.

### Modifying a District

1. Select **Common Setup > District**.
2. Click a row on the District page.
3. On the District Details page you can:
  - o Update the district field values.

 **Note:** You cannot edit the **District** field.



- o Delete the district. You will be prompted to confirm the permanent deletion.
4. Click **Save**.

## Deleting Districts

1. Select **Common Setup > District**.
2. Click **Edit**.
3. Select the check boxes next to the districts you want to delete.
4. Click **Delete**. You will be prompted to confirm the permanent deletion.

## Setting Up Parcels

A parcel of real estate is a tract or plot of land.

A parcel that is held by an owner is a property. A parcel location can be found on a map and is associated with a physical address. An owner or a contracted business can apply for a permit to develop or modify a structure on a parcel, or create a planning application for planning and zoning requests.

You add and modify parcels on the Parcel page.

### Adding a Parcel

1. Select **Parcel** on the Agency Springboard.
2. On the Parcel page, click **Add**.
3. In the Basic Information section of the Parcel Details modal page, enter information in the following fields:

Page Element	Description
<b>Parcel Number</b>	Enter the assessor's parcel number (APN) for the parcel.  The APN is a number assigned to parcels of real property by the tax assessor of a particular jurisdiction for identification and record-keeping purposes. The APN is unique within the jurisdiction, and may conform to certain formatting standards that convey basic identifying information such as the property type or the location on a map.
<b>Parcel Type</b>	Enter a parcel type such as Condo or Single Family Home.
<b>Enabled</b>	Turn the <b>Enabled</b> switch on to make the parcel available as a lookup value on other pages.

4. In the Land Information section of the Parcel Details modal page, enter details about the land associated with the parcel using the following fields:
  - o **Jurisdiction**
  - o **Property Description**
  - o **Primary Zoning ID**
  - o **Zoning Description**
  - o **Subdivision**

- **Boundary Description**
  - **Land Use Code**
  - **Parcel Size 1**
  - **Parcel Size 1 UOM** (parcel size 1 unit of measure)
  - **Parcel Size 2**
  - **Parcel Size 2 UOM** (parcel size 2 unit of measure)
  - **Structure Size 1**
  - **Structure Size 1 UOM** (structure size 1 unit of measure)
  - **Structure Size 2**
  - **Structure Size 2UOM** (structure size 1 unit of measure)
5. In the Location Information section of the Parcel Details modal page, enter details about the parcel's location using the following fields:
- **Block Number**
  - **Unit Number**
  - **Lot Number**
  - **Section Number**
6. In the Map Information section of the Parcel Details modal page, enter mapping details for the parcel using the following fields:
- **Map Name**
  - **Map Book Page**
  - **Book Number**
  - **Latitude**
  - **Longitude**
  - **X Coordinate**
  - **Y Coordinate**
7. Click **Save**.


## Modifying a Parcel

1. Select Select **Parcel** on the Agency Springboard..
2. Select a parcel on the Parcel page.
3. On the Parcel Details page you can:
  - Update the parcel field values.
  - Enable or disable the parcel using the **Enabled** switch. Only enabled parcels are available as lookup values on other pages.
4. Click **Save**.

## Deleting Parcels

1. Select Select **Parcel** on the Agency Springboard..
2. On the Parcel page, click **Edit**.

3. Select the check boxes next to the parcels that you want to delete.
4. Click **Delete**. You will be prompted to confirm the permanent deletion.

 **Note:** Agency staff and applicants cannot delete parcels. Only system administrators can delete parcels. Additionally, only parcels that have not yet been associated with a permit can be deleted.

#### Related Topics

- [Setting Up Parcel Addresses](#)
- [Setting Up Parcel Owners](#)
- [Working with Parcel Attachments](#)
- [Applying Conditions to Parcels](#)

## Setting Up Parcel Addresses

A parcel address is the physical address associated with a parcel.

Oracle Public Sector Compliance and Regulation enables you to define parcel addresses by:

1. Adding addresses to existing parcels. You can add multiple addresses to one parcel.
2. Defining addresses that are independent of an existing parcel. After defining these addresses, you can associate them with one or more parcels.

### Adding an Address to an Existing Parcel

You add addresses to parcels on the Parcel Address page.

1. Select **Parcel** on the Agency Springboard.  
 Select a parcel on the Parcel page.  
 Click Parcel Address in the navigation bar.
2. On the Parcel Address page, click **Add**.
3. In the Basic Information section of the Parcel Address Details page, you can:
  - o Turn the **Enabled** switch on to make the row available as a lookup value on other pages.
  - o Turn the **Primary** switch on to indicate that this is the primary address associated with the parcel. A parcel may have only one primary address.
4. In the Address Information section of the Parcel Address Details page, enter the following information:

Page Element	Description
<b>Zip Code</b>	<p>If you know the zip code for the address, enter it here. The system automatically populates the <b>City</b> and <b>State</b> based on the zip code you enter.</p> <p>If you don't know the zip code, click the <b>don't know</b> link to narrow down your choice of zip codes by entering a city and state.</p>

Page Element	Description
<b>Address Line 1 and Address Line 2</b>	Enter the street number or post office box number, along with any additional address information such as apartment or suite number.
<b>City and State</b>	Enter the city and state for the address.
<b>Postal Code</b>	Enter the postal code for the address. The available values for this field are filtered based on the city and state that you select.

5. In the Building and Location Information section of the Parcel Address Details page, enter the building and location details for the parcel address using the following fields:
  - o **Building Type**
  - o **Floor**
  - o **Unit Number**
  - o **Street Number**
  - o **Street Name**
  - o **Street Direction**
  - o **Street Type**
  - o **Longitude**
  - o **Latitude**
  - o **X Coordinate**
  - o **Y Coordinate**
  - o **Street Suffix**
  - o **Crossroad 1**
  - o **Crossroad 2**
  - o **Landmark**
6. In the Contact Information section of the Parcel Address Details page, enter the contact information details for the parcel address using the following fields:
  - o **Name 1 and Name 2**
  - o **Email Address**
  - o **Home Phone Number**
  - o **Work Phone Number**
  - o **Cell Phone Number**
  - o **Fax Number**
7. Click **Save**.

## Adding an Address

You define addresses that are independent of existing parcels on the Address page.

1. Select **Property Address** on the Agency Springboard.

2. On the Address page, click **Add**.
3. In the Basic Information section of the Address Details page, turn the **Enabled** switch on to make the row available as a lookup value on other pages.
4. In the Address Information section of the Parcel Address Details page, enter the following information:

Page Element	Description
<b>Zip Code</b>	<p>If you know the zip code for the address, enter it here. The system automatically populates the <b>City</b> and <b>State</b> based on the zip code you enter.</p> <p>If you don't know the zip code, click the <b>don't know</b> link to narrow down your choice of zip codes by entering a city and state.</p>
<b>Address Line 1</b> and <b>Address Line 2</b>	Enter the street number or post office box number, along with any additional address information such as apartment or suite number.
<b>City</b> and <b>State</b>	Enter the city and state for the address.
<b>Postal Code</b>	Enter the postal code for the address. The available values for this field are filtered based on the city and state that you select.

5. In the Building and Location Information section of the Parcel Address Details page, enter the building and location details for the parcel address using the following fields:
  - o **Building Type**
  - o **Floor**
  - o **Unit Number**
  - o **Street Number**
  - o **Street Name**
  - o **Street Direction**
  - o **Street Type**
  - o **Longitude**
  - o **Latitude**
  - o **X Coordinate**
  - o **Y Coordinate**
  - o **Street Suffix**
  - o **Crossroad 1**
  - o **Crossroad 2**
  - o **Landmark**
6. In the Contact Information section of the Parcel Address Details page, enter the contact information details for the parcel address using the following fields:
  - o **Name 1** and **Name 2**
  - o **Email Address**
  - o **Home Phone Number**

- o **Work Phone Number**
- o **Cell Phone Number**
- o **Fax Number**

7. Click **Save**.

## Modifying a Parcel Address

1. You modify parcel addresses on the Address Details page. You can access this page two ways.
  - o Select **Property Address** on the Agency Springboard.  
Select the address you want to modify.
  - o Select **Parcel** on the Agency Springboard.  
Select a parcel on the Parcel page.  
Click Parcel Address in the navigation bar.  
Select an address associated with the parcel.
2. On the Address Details page you can:
  - o Update the address field values.
  - o Enable or disable the address using the **Enabled** switch. Only enabled parcel addresses are available as lookup values on other pages.
  - o Indicate whether this is the primary address associated with a parcel using the **Primary** switch.
3. Click **Save**.

## Associating Parcels with an Address

1. You associate parcels with addresses on the Parcel page. You can access this page two ways.
  - o Select **Property Address** on the Agency Springboard.  
On the Address page, select the address for which you want to associate parcels.  
Select Parcel in the navigation bar.
  - o Select **Parcel** on the Agency Springboard.  
Select a parcel on the Parcel page.  
Click Parcel Address in the navigation bar.  
Select an address associated with the parcel.  
Select Parcel in the navigation bar.
2. On the Parcel page, click **Add**.
3. On the Parcel Address Details page, select the parcel that you want to associate with the address in the **Parcel ID** field.
4. (Optional) If you want this address to be the primary address for the parcel, turn on the **Primary** switch.
5. Click **Save**.

## Deleting Parcel Addresses

1. You can delete parcel addresses from the Addresses and Parcel Addresses pages.
  - o Access the Addresses page by selecting **Property Address** on the Agency Springboard.
  - o Access the Parcel Addresses page by selecting **Parcel** on the Agency Springboard.  
Select a parcel on the Parcel page.  
Click Parcel Address in the navigation bar.
2. Click **Edit**.
3. Select the check boxes next to the parcel addresses that you want to delete.
4. Click **Delete**. You will be prompted to confirm the permanent deletion.

## Setting Up Parcel Owners

You add, modify, and delete parcel owners on the Parcel Owner page.

### Adding a Parcel Owner

1. Select **Parcel** on the Agency Springboard.  
Select a parcel on the Parcel page.  
Click Parcel Owner in the navigation bar.
2. On the Parcel Owner page, click **Add**.
3. In the Basic Information section of the Parcel Owner Details page, enter information in the following fields:

Page Element	Description
<b>Enabled</b>	Turn the <b>Enabled</b> switch on to make the row available as a lookup value on other pages.
<b>Primary</b>	Turn the <b>Primary</b> switch on to indicate that this is the primary owner associated with the parcel. A parcel may have only one primary owner.
<b>Owner</b> and <b>Secondary Owner</b>	Enter the names of the owner and secondary owner of the parcel.
<b>Owner Type</b>	Enter the type of owner for the parcel such as Personal or Town.

4. In the Location Information section of the Parcel Owner page, enter details about the location associated with the parcel owner using the following fields:

Page Element	Description
<b>Zip Code</b>	<p>If you know the zip code of the owner's address, enter it here. The system automatically populates the <b>City</b> and <b>State</b> based on the zip code you enter.</p> <p>If you don't know the zip code, click the <b>don't know</b> link to narrow down your choice of zip codes by entering a city and state.</p>

Page Element	Description
<b>Address Line 1 and Address Line 2</b>	Enter the street number or post office box number, along with any additional address information such as apartment or suite number.
<b>City and State</b>	Enter the city and state of the owner's address.
<b>Postal Code</b>	Enter the postal code for the owner's address. The available values for this field are filtered based on the city and state that you select.
<b>Street Number, Street Direction, Street Name, and Street Type</b>	Enter the street information for the parcel owner.
<b>Building Type</b>	Enter the type of building associated with the parcel owner.
<b>Floor</b>	Enter the floor of the building for the parcel owner.
<b>Unit Number</b>	Enter the unit number for the parcel owner.

5. In the Contact Information section of the Parcel Owner Details page, enter the contact information details for the parcel owner using the following fields:

- o **Email Address**
- o **Home Phone Country Code**
- o **Home Phone Number**
- o **Work Phone Country Code**
- o **Work Phone Number**
- o **Cell Phone Country Code**
- o **Cell Phone Number**
- o **Fax Country Code**
- o **Fax Number**

6. In the Transfer Information section of the Parcel Owner Details page, enter transfer details for the parcel owner using the following fields:

- o **Last Transfer Type**
- o **Document Number**

7. Click **Save**.

## Modifying a Parcel Owner


1. Select **Parcel** on the Agency Springboard.

Select a parcel on the Parcel page.

Click Parcel Owner in the navigation bar.



Select an owner associated with the parcel.

 **Note:** Select **Property Owner** on the Agency Springboard to select a parcel owner to modify from a list of all parcel owners.

2. On the Parcel Owner Details page you can:
  - o Update the parcel owner field values.
  - o Enable or disable the parcel owner using the **Enabled** switch. Only enabled parcel owners are available as lookup values on other pages.
  - o Indicate whether this is the primary owner associated with the parcel using the **Primary** switch.
3. Click **Save**.

## Deleting Parcel Owners

1. Select **Parcel** on the Agency Springboard.  
Select a parcel on the Parcel page.  
Click Parcel Owner in the navigation bar.
2. On the Parcel Owner page, click **Edit**.
3. Select the check boxes next to the parcel owners that you want to delete.
4. Click **Delete**. You will be prompted to confirm the permanent deletion.

## Associating Parcels with Districts

You add, modify, and delete relationships between parcels and districts on the Parcel District page.

The association of parcels with districts is required setup for inspection scheduling. For more information, see [Setting Up Inspection Scheduling](#).

## Adding a Parcel District Relationship

1. Select **Property Information > Parcel** .  
Select a parcel on the Parcel page.  
Click Parcel District in the navigation bar.
2. On the Parcel District page, click **Add**.
3. On the Parcel District Details page, enter the district you want to associate with the parcel in the **District** field.
4. Click **Save**.

## Modifying a Parcel District Relationship

1. Select **Property Information > Parcel** .  
Select a parcel on the Parcel page.

- Click Parcel District in the navigation bar.
- 2. Select a district on the Parcel District page.
- 3. On the Parcel District Details page you can:
  - o Select a different district to associate with the parcel.
  - o Delete the parcel district relationship. You will be prompted to confirm the permanent deletion.
- 4. Click **Save**.

## Deleting Parcel District Relationships


1. Select **Property Information > Parcel** .  
 Select a parcel on the Parcel page.  
 Click Parcel District in the navigation bar.
2. Click **Edit**.
3. Select the check boxes next to the parcel district relationships you want to delete.
4. Click **Delete**. You will be prompted to confirm the permanent deletion.

## Setting Up Parcel Values

You add, modify, and delete parcel values on the Parcel Value page.

### Adding a Parcel Value

1. Select **Common Setup > Parcel Value** .
2. On the Parcel Value page, click **Add**.
3. On the Parcel Value Details page, enter information in the following fields:

Page Element	Description
<b>Parcel ID</b>	Enter the ID of the parcel for which you are defining an address.  For more information on parcels, see <a href="#">Setting Up Parcels</a> .
<b>Effective Start Date</b> and <b>Effective End Date</b>	Enter the date range for which the parcel value is valid.  <div style="text-align: center;">  <b>Note:</b>                      You can leave the <b>Effective End Date</b> field blank to give the parcel an open end date.                 </div>
<b>Parcel Size 1</b> and <b>Parcel Size 1 UOM</b> (parcel size 1 unit of measure)	Enter a numeric value and a unit of measure to define the size of the parcel.
<b>Parcel Size 2</b> and <b>Parcel Size 2 UOM</b> (parcel size 2 unit of measure)	Enter a numeric value and a unit of measure to define an additional size for the parcel.

Page Element	Description
<b>Land Value</b>	Enter the monetary value of the land associated with the parcel.
<b>Improvement Value</b>	Enter the monetary value of any improvements made to the parcel.
<b>Personal Property Value</b>	Enter the monetary value of any personal property associated with the parcel.
<b>Fixtures</b>	Enter the monetary value of any fixtures associated with the parcel.
<b>Owner Exemption, Fixture Exemption, and Other Exemption</b>	Enter the monetary value of any exemptions associated with the parcel.
<b>Net Assessed Value</b>	Enter the assessed monetary value of the parcel.
<b>Currency Code</b>	Enter the currency that applies to the parcel value.
<b>Property Use Code</b>	Enter the property use code associated with the parcel.
<b>Parcel Number</b>	Displays the parcel number associated with the <b>Parcel ID</b> that you selected.

4. Click **Save**.

## Modifying a Parcel Value

1. Select **Common Setup > Parcel Value**.
2. Click a row on the Parcel Value page.
3. On the Parcel Value Details page you can:
  - o Update the parcel value field values.

 **Note:** You cannot edit the **Parcel ID** and **Effective End Date** fields.

- o Delete the parcel value. You will be prompted to confirm the permanent deletion.
4. Click **Save**.



# 5 Setting Up Custom Subject Areas

## Custom Subject Areas

Oracle Public Sector Compliance and Regulation Cloud contains prebuilt subject areas, but you can also create your own subject area for your unique reporting needs.

The subject areas that you create is called a custom subject areas.

### Concepts and Terminology in Custom Subject Areas


Before creating a custom subject area, you should understand the concepts and terminology used with custom subject areas. These concepts are discussed in their related topics in detail.

- **Objects:** Objects within Oracle Public Sector Compliance and Regulation Cloud represent an entity; for example, a contact list. When you create entities such as permit types within Oracle Public Sector Compliance and Regulations, you create custom objects.
- **Fields or attributes:** A field, also called an attribute, is where entity information is stored. A contact type is stored in a field under the contact list entity or object.
- **Measures:** Measures are a set of functions that you can apply on date, numeric, or currency type fields of the selected primary or child objects while defining a custom subject area.
- **Date Leveling:** Date leveling is a date hierarchy representation between dates and their associated measures. For example, total actual annual gross revenue by month.

## Creating Custom Subject Areas

This topic covers how you create and edit custom subject areas, and how you can activate or inactivate a custom subject area while editing.

You cannot modify a predefined report subject area, however, you can create custom subject areas to meet your reporting needs.

 **Note:** Before you create a custom subject area, review all the included subject areas to see if the one you want is already available.

### Adding a Custom Subject Area

You add custom subject areas using train stops that appear at the top of the page. These train stops enable you to move back and forth during the configuration process. You can also save your configuration at a logical point and then continue to create later.

 **Note:** You can only create custom subject areas when you are not in an active sandbox.

To create a custom subject area using train stops:

1. Navigate to Application Composer.
2. Click **Custom Subject Areas** on the Overview page of Application Composer.
3. Select **Create** from the **Actions** menu.

These are the steps in the train stops that you can use for configuring your custom subject area:

### 1. Define Custom Subject Area

In this step, you provide the name for your subject area and select the primary object that is the basis for the reports you create later using the custom subject area. Subject areas usually have names or labels that correspond to the type of information they contain. Display labels have the Custom: prefix added automatically.

### 2. Select Child Objects


In this step, you select the child objects whose data you want to use in your reports. You can add child objects only if the primary object has child objects. Otherwise, the add icon is disabled. You can only add one child object per level. The parent-child-grandchild-grand grandchild hierarchy supports adding up to three levels of child objects with one child object at each level, for example, parent-child1-child1.1-child1.1.1.

### 3. Configure Fields

In this step, you select the fields that you want to display on your reports. You typically add at least one field from each of the objects that you have selected for your custom subject area.

Select the desired measures to generate for number, date, or currency fields from all the available objects so that the subject area includes only those measures that you want to analyze. Also, define at least one measure.

In the **Measure Aggregations** column, select an option from the list of predefined formulas that you can apply to the Measure field. When you select the formula, the application applies the selected formulas to the selected field and measures.

 **Note:** You can choose measures only for the lowest child. For example, if only a primary object exists with no children, you can select measures for the primary object. Otherwise, if any child objects exist, you can select measures only at the lowest child object level, not for the parent object.

You can change the display labels of the fields that you select in this step. Additionally, you can use the Select Fields dialog to remove fields that belong to the primary object. The Select Fields dialog appears when you click Select Fields when configuring fields for your custom subject area.

After you publish your custom subject area, the fields you have selected for your subject area are automatically added to their owning object's folder. If you have also defined measures, those fields are automatically added to the Facts folder. If you did not define a measure, then one is automatically created for the custom subject area.

For more information on measures, see [Measures](#).

### 4. Configure Date Leveling

If required, select the Date columns for date leveling. For more information on date leveling, see [Date Leveling](#).

### 5. Configure Security

Select the required security level for the **Everyone** Role Name, which is added by default, or add additional Role Names by clicking in the + icon and define the security level for each one of them.

The security definition here only controls who can access the custom subject area definition to create reports. It doesn't control data visibility which is automatically controlled based on the user running the reports.

For more information on securing custom subject areas, see [Custom Subject Area Security](#).

## 6. Review and Submit

Review the custom subject area configuration for all added objects, attributes, and measures, and if satisfied, click **Submit**. If changes are required click **Back** to navigate back to the required screen.

After you submit, the custom subject area configuration is prepared for publishing. You can create and submit a custom subject area either immediately or save and close the custom subject area at any point and submit it later. You must first submit a custom subject area for publishing before you can select it from within Oracle BI Composer. After you save or submit a custom subject area, you cannot modify its primary object.

To access the published custom subject area in BI:

- o From the Navigator menu, select **Tools > Reports and Analytics** .
- o In the Contents pane, click **Create**.
- o Select the published custom subject area and start creating your report.

## Editing Custom Subject Areas

You can edit a published or saved custom subject area and then republish it when your changes are done. Modifying a custom subject area does not affect the reports that you had created using that custom subject area before making the changes. You can use the modified custom subject area if you need to enhance existing reports.

To edit a custom subject area:


1. On the Overview page of the Application Composer, click **Custom Subject Areas**.
2. Locate the custom subject area that you want to edit, and click the Edit icon.

You can filter out inactive custom subject areas in Application Composer by viewing custom subject areas in Active status. This is safer than deleting them, because the inactive subject areas are still available and can be found by searching.

3. Make the desired changes and then click **Submit** to republish the custom subject area.

While you can edit a custom subject area in any status, there are considerations on what you can or can't do when editing. When editing a published custom subject area, it is not possible to:

- Change the primary object.
- Add or remove child objects.
- Remove previously added measures.
- Add more aggregation types for measures that are already published.

 **Note:** You cannot modify a predefined report subject area. Instead, you must create separate custom subject areas to meet your reporting needs. Before you create a custom subject area, be sure to review all the included subject areas to see if the one you want is already available.

## Activating or Inactivating Custom Subject Areas

When editing custom subject areas, you can activate or inactivate custom subject areas when your reporting or business requirements change. This step enables you to control what information is displayed on the reports that use the information from custom subject areas.

You can inactivate only those custom subject areas that are published and have a status of OK, and can activate only previously inactivated custom subject areas.

To inactivate a custom subject area, select it in the list and then click the **Inactivate** button. To activate an inactive custom subject area, select it and click **Activate**. Note that if no custom subject area is selected in the list, the button doesn't appear.

When searching for custom subject areas, you can filter out inactive custom subject areas in Application Composer by viewing only those in Active status. Inactivating a custom subject area is safer than deleting it, because the inactive subject areas are still available and can be found by searching.

## Objects in Custom Subject Areas

This topic covers how you use the various types of objects in the Application Composer to create custom subject areas.

A custom subject area is a set of entities (objects), attributes, and measures that you use to build reports.

Objects can be classified under broad categories of custom objects and standard objects. Every custom subject area has a primary object, which is the focus of any reports that you create. You can also optionally add child objects to the custom subject area. Custom subject areas support both custom and standard objects. The objects that you create are called custom objects.

Before designing your custom subject area, use Intake Form Designer to identify or create the objects and fields that you want to use.

### Primary Objects

A primary object is any top-level object. You create a custom subject area based on the primary object. Additionally, the primary object is the focus of the report that you create based on the custom subject area.

The list of available primary objects includes all objects, which are either top-level custom objects, or standard objects that are configured by the owning application. After you save your custom subject area, you can't change its primary object; but you can create another custom subject area using a different primary object.

Based on how you want to configure your custom subject area, you can add one child to an object.

### Child Objects

A child object is an object that has a one-to-many relationship with a parent object and can be a parent object of another child object. Add a child object to a custom subject area if you want your report to include data from both the primary object and its children. If an object's parent object is already a child object (of another parent object) then the object is a grandchild object. For example, if object Y is a child of object X, and object Z is a child of object Y, then object Z is a grandchild of object X. Custom subject areas support parent-child-grandchild-great-grandchild objects.

You can only add one child object to the primary object per level, as long as there are child objects available. If there are no child objects for the chosen primary object, the list that enables selecting child objects does not appear.



The parent-child-grandchild-great-grandchild hierarchy supports adding up to three levels of child objects with one child object at each level; for example, parent-child1-child1.1-child1.1.1.

 **Note:** Once you publish a custom subject area, you can't add or remove child objects.

## Fields or Attributes in Custom Subject Areas

This topic explains the various types of fields or attributes that you use for configuring your custom subject area.

Fields or attributes store entity information in the application. Fields can be standard or custom.

### Types of Reporting Fields


The fields you can use to create reports are as follows:

- Text
- Number
- Date
- Percentage
- Date time
- Currency
- Check box
- Fixed choice list
- Dynamic choice list
- Long text

 **Note:** You cannot create reports using the Rich text area field.

When you create a custom field, you can create reports for the following data types:

- Boolean

 **Note:** Note: If you are using the Boolean data type for fields other than check boxes, those fields are displayed as either 0 or 1 on your custom reports.

- Number
- Currency
- Date
- String
- Percentage
- Phone
- Date time

- Long text

## Measures

Measures are a set of functions. Examples include a SUM of the actual gross revenue in USD, or a COUNT of the number of building permits worth over \$500,000.

The designer defines the aggregation function (SUM, COUNT, and so on) for custom measures, so end users don't need to do so themselves when they create an analysis. You can apply these functions on fields of type Date, Numeric, or Currency.


Measures available to a particular type of field may differ depending on the field type. After you define the measures for the required fields and publish the custom subject area, you can select these fields and the applied measures when creating your report in the Oracle BI Composer. You can only specify aggregate formulas to apply to a measure when creating a custom subject area. It is not possible to edit a measure in an already published custom subject area.

Here are some measures you can apply to fields of type Numeric, Currency, or Date.

- For Numeric and Currency fields, a measure can be:
  - All

 **Note:** All is not a measure, but an option in the UI that selects all of the measures.

- Sum: Calculates the sum of the values.
- Average: Calculates the mean value.
- Count: Calculates the number of rows that are not null.
- Count Distinct: Calculates the number of rows that are not null. Each distinct occurrence of a row is counted only once.

 **Note:** Although Count Distinct is usually used in cases requiring a count on a foreign key (because a count of distinct rows is what's wanted), it is not required. If your requirements allow multiple instances of the same foreign key value to be counted multiple times, you can use Count rather than Count Distinct.

- Maximum: Calculates the highest numeric value.
  - Minimum: Calculates the lowest numeric value.
  - First: Selects the first occurrence of the item.
  - Last: Selects the last occurrence of the item.
  - Median: Calculates the middle value.
  - Standard Deviation: Calculates the standard deviation to show the level of variation from the average.
  - Standard Deviation Population: Calculates the standard deviation using the formula for population variance and standard deviation.
- For Date fields, a measure can be:
    - All

- o Maximum
- o Minimum

You can select measures based on your reporting needs. For example, you can use measures to view product sales per store, state, or country. Or, to view the number of support tickets opened or closed per day, week, or month, and so on.

If you do not define a measure, then one will be automatically created for the subject area when you submit the custom subject area for publication.

## Date Leveling

Date leveling is a hierarchy representation of dates and associated measures, which enables you to view the data over different periods of time.

To use this hierarchy, create a report that shows the total Actual Gross Revenue amount for each year. Drill down from year to show gross revenue per quarter, sales per month, gross revenue per week and gross revenue per day, and then drill back up to gross revenue per year. The date hierarchy aggregates the measures by the required hierarchy or leveling period.

To configure date leveling when defining a custom subject area, use the **Configure Date Leveling** step of the train stop to either allow or disallow leveling. You may need to expand the field list in the **Date** field to select or clear the Date Leveling check box, as applicable.

For more information on where the Configure Date Leveling step appears in the train stop, see [Creating Custom Subject Areas](#).

## Custom Subject Area Security

You can secure a custom subject area by granting or revoking access rights from the role names that access the custom subject area. This topic covers how you can add or delete role names, or grant or revoke access rights from those role names.

You can also add role names from a predefined list and assign or revoke permissions.


## Managing Role Names and Access Rights

While defining a custom subject area using the train stops, you can use the Actions list in the Configure Security step to manage role names and access rights as follows:

- Select and add role names for a custom subject area from a predefined list of role names. This predefined list also provides the description for each role name. You can also select and add multiple role names from this predefined list using either the **Shift** or **Ctrl** keys. Once you add a new role name, you can select appropriate access for that role name.
- Select and delete role names listed for a custom subject area. You can also select and delete multiple role names using either the **Shift** or **Ctrl** keys.

 **Note:** You cannot delete the role name listed as **Everyone**.

- Read access is granted by default to each role name you add. If you want to revoke Read access from a listed role name, select **No access** for that role name.

 **Note:** You can create custom subject areas even for the objects in which you do not have access to the data, which allows you to build custom subject areas without compromising data security.


## Publication Statuses of Custom Subject Areas

This topic covers what happens when you submit a custom subject area for publishing, and what the submission statuses indicate.

After you successfully publish your custom subject area, you can start building reports using Oracle Business Intelligence (BI) Composer based on your published subject area.

### What Happens When You Submit for Publishing

When you submit a custom subject area for publishing, two processes occur in the background. The first process is synchronous and creates Oracle Applications Development Framework (Oracle ADF) artifacts. You must wait until this first process is over. The second process is asynchronous and creates centralized metadata repository (RPD) fragments and submits them to the Oracle BI server.

 **Note:** You must refresh the status to know whether the custom subject area is submitted successfully. You may have to refresh the status multiple times, because the creation of Oracle ADF and RPD artifacts may require some time.

A custom subject area can have one of the following statuses:

- Pending: This status indicates either of the following:
  - You saved and closed the configuration process for a custom subject area before submitting it for publishing.
  - A failure occurred in the background processes when creating Oracle ADF and RPD artifacts.
- In Process: This status indicates that the data is in the process of being published to Oracle BI.

Note: If the in-process status doesn't change to **OK**, even after multiple refresh attempts, then there could be an error in publishing. If an error occurs, then the details are displayed, as well as information about how to fix problems, where applicable. These error status details allow you to pinpoint and fix problems quickly.

- OK: This status indicates that the custom subject area has been published successfully. You can use Oracle BI Composer to create reports using the objects, attributes, and measures that you have configured in the subject area.


## Including Custom Fields on Reports

This topic discusses how to create a custom subject area using an attribute and create a report.

## Creating a Custom Subject Area

In this example, you create a custom subject area using the LNP1KitchenRemodel object.

1. If you are working in a sandbox, exit the sandbox.
2. Click the **Navigator** menu at the top.
3. Click the **Application Composer** link.

 **Note:** You might need to click the **more >>** link first.

You are on the main page of Application Composer, where you create a custom subject area using the LNP1KitchenRemodel object.

4. Change the **Application** from CRM Cloud to ERP and SCM Cloud.
5. In the Overview region, click the **Custom Subject Areas** link.  
You are on the Custom Subject Areas page. You can use this page to search or create custom subject areas.
6. In the Search Results region, click the **Create** button.
7. Enter a name for the custom subject area that you are creating. Enter Kitchen Remodel in the **Label** field.
8. In the Primary Object region, click the **Primary Object** list.
9. Click the **LNP1KitchenRemodel** list item.
10. In the upper-right region of the page, click the **Next** button.
11. In the upper-right region of the page, click the **Add Child Object** button.
12. In the Add Child Object dialog box, click the **Child Object** list.
13. Click the **ContactList** list item.
14. Click **OK**.
15. In the upper-right region of the page, click **Next**.  
You now define the fields for the LNP1KitchenRemodel primary object.
16. Ensure that the selected value in the **Fields From** list is **LNP1KitchenRemodel**. Click the **Select Fields** button.
17. On the **Select Fields** modal page, select the fields that you want to include for the LNP1KitchenRemodel primary object.
18. Repeat steps 16 and 17 for the ContactList child object.
19. In the upper-right region of the page, click **Next**.
20. You now select fields to apply date leveling. In the **Date Field Leveling** table, click the **Expand** button of the LNP1KitchenRemodel object.
21. Select the **Allow Leveling** option for the **Business Start Date** field.
22. In the upper-right region of the page, click **Next**.
23. Leave the default role access of **Read** for Everyone. In the upper-right region of the page, click **Next**.
24. Review your custom subject area. In the upper-right region of the page, click **Save**.
25. In the upper-right region of the page, click **Submit**.  
A confirmation message appears.
26. Click **OK**.  
You successfully created a custom subject area.

## Creating a Report Using a Subject Area

In this example, you create a report in Oracle Business Intelligence Composer (BI Composer) using the Kitchen Remodel subject area.

1. Click the **Navigator** menu at the top.

2. Click the **Reports and Analytics** link under Tools.

Note: You might need to click **themore >>** link first.

The Reports and Analytics page appears.

3. In the left pane, click **Create** and select Analysis.

From the Select Subject Area dialog box that appears, you must first select a subject area to build your report. In this activity, you are building a report using the **Kitchen Remodel** subject area.

4. In the Select Subject Area dialog, select the check box next to **Custom:Kitchen Remodel** and click Continue.

Tip: You can add more than one subject area to a report by selecting the check box next to additional subject areas.

5. You are in the Select Columns step of Oracle Business Intelligence Composer (BI Composer) wizard. In the left box, click the **Expand** button of the Custom:Kitchen Remodel tree.

6. Add the following fields to the **Selected Columns** box on the right:

- a. RecordNumber under LNP1KitchenRemodel tree.
- b. Submission Date under LNP1KitchenRemodel tree.
- c. Status under LNP1KitchenRemodel tree.
- d. Expiration Date under LNP1KitchenRemodel tree.
- e. Female Owned under LNP1KitchenRemodel tree.
- f. First Name under ContactList tree.
- g. Last Name under ContactList tree.
- h. Gender under ContactList tree.
- i. Phone Number under ContactList tree.
- j. State under ContactList tree.

7. In the upper-right region of the page, click **Next**.

You are in the Select Views step of the wizard.

8. Enter Kitchen Remodel Permits in the **Title** field.

9. Click the **Table** list.

10. Click the **Table (recommended)** list item.

11. Click the **Preview** option on the right of the **Title** field to view a preview of the table. Click **OK**.

12. In the upper-right region of the page, click the **Next** button.

You are in the Edit Graph step of the wizard.

13. In the upper right region of the page, click **Next**.

14. You are in the Sort and Filter step of the wizard.

15. In the upper right region of the page, click **Next**.

You are in the Highlight step of the wizard.

16. In the upper right region of the page, click **Next**.

You are in the Save step of the wizard.

17. Enter Kitchen Remodel Permits in the **Analysis Name** field.

18. In this activity, you will save your report in only **My Folders**. In the **Save In** area, click the **My Folders** tree.

19. In the upper right region of the page, click **Submit**.

A confirmation message appears.

20. Click **OK**.

21. You can now view the report you just created. Click the **Expand** button of the **My Folders** tree.

22. Locate the report you just created.

You successfully created a report in BI Composer using the Kitchen Remodel subject area.

## Custom Subject Areas: Frequently Asked Questions


This topic provides answers to some frequently asked questions regarding custom subject areas.

### Can I change a custom subject area's primary object?

No. Once you save a custom subject area, you cannot change its primary object; however, you can create a new custom subject area with a different primary object.

### What happens if I change a custom subject area after it is published?

You can edit a published custom subject area and then republish it after your changes are done. Modifying a custom subject area does not affect the reports that you created using that custom subject area before making the changes. You can use the modified custom subject area should you need to enhance existing reports.

 **Note:** You cannot edit a primary object when you modify a custom subject area. Should you need to do so, create a new custom subject area using a different (new) primary object.





# 6 Setting Up Comments

## Managing Comments

This topic provides an overview about Standard Comments and discusses how to manage Comments.

### Standard Comments: Overview

Standard comments are pre-defined comments that users can easily and quickly use, instead of manually entering the text. Standard comments are generic and complete, which make them reusable.

Users can use Standard Comments across all Public Sector Compliance and Regulation offerings. You can use Standard Comments while updating your applications.

System Administrators set up application categories and subcategories using the Application Category page, based on the type of comments you wish to have. Standard Comments are set up using the Standard Comments page.

### Managing Comments

You manage the Comments by setting up how you want the comments to be available for the agency staff members.

1. Select **Comments > Manage Comments** .
2. On the Manage Comments page, you add values to all these fields:

Page Element	Description
<b>Number of days comment is recent</b>	Enter a numeric value or use the increment/decrement buttons. The number of days a comment is listed as Recent is based on the value in this field.
<b>Rich Text Editor</b>	Use the switch to enable or disable <b>Rich Text Editor</b> formatting for comments.
<b>Comment Summary Length</b>	Enter a numeric value or use the increment/decrement buttons. This value determines the maximum number of characters that can be displayed in the Comment Summary field.



**Note:**

The system allows a maximum length of two hundred (200) characters in the comment summary.

3. Click **Save** to save the changes.

# Setting Up Standard Comment Categories and Subcategories

This topic discusses how to set up Standard Comment Categories and Subcategories.

## Setting Up Standard Comment Categories and Subcategories

You set up the comments categories and subcategories on the Application Category page.

1. Select **Comments Setup > Comment Categories** .  
On the Application Category page, click **Add** to add a new category.
2. On the Application Category Details page, you add values to all these fields:

Field Name	Description
<b>Application Category</b>	Enter a category.
<b>Description</b>	Enter a description for the category. This description displays detailed information about the category when searching for categories.

3. Turn on the **Enabled** switch if you want to enable this category when you save it. The switch is turned off by default for a new category.
4. In the Application Groups section, you can include application groups that you want this category to be available for. Click **Add** to open the Application Group Details page, select the application group.
5. Turn on the **Enabled** switch if you want to enable the selected group when you save the page.
6. Click Save to save the newly added application group and return to the Application Category Details page.
7. To add an application subcategory, select the Application Subcategories section and click **Add**.
8. On the Application Subcategory Details page, you add values to all these fields:

Field Name	Description
<b>Application Subcategory</b>	Enter a subcategory
<b>Description</b>	Enter a description for the subcategory. This description displays detailed information about the subcategory when searching for subcategories.

9. Turn on the **Enabled** switch if you want to enable this subcategory when you save it. The switch is turned off by default for a new subcategory.
10. Click **Save** to save the newly added application subcategory and return to the Application Category Details page.
11. Click **Save** to save the record and return to the Application Category page.

## Modifying Standard Comment Categories and Subcategories

You modify the comments categories and subcategories on the Application Category Details page.

1. Select **Comments Setup > Comment Categories** .

2. On the Application Category page, click the chevron on a category line to select and modify the category.
3. On the Application Category Details page, enter new values in the Application Category and Description fields.
4. Verify that the **Enabled** switch is turned on if you want to enable this category when you save it.
5. Use the Application Groups section to select the application group that you want this category to be available for.
6. In the Application Subcategories section, you can edit the application subcategories.
7. Click **Save** to save the changes. You can use the **Delete** button to delete the category.

## Viewing, Adding, Modifying, and Deleting Standard Comments

This topic discusses how to view, add, modify, and delete Standard comments.

### Viewing Standard Comments

You search and view Standard Comments on the Standard Comments page.

1. Select **Comments Setup > Standard Comments**.
2. Use the application category or application subcategory fields to filter comments on the Standard Comments page.

### Adding Standard Comments

You add comments using the **Add** button on the Standard Comment page.

1. Select **Comments Setup > Standard Comment**
2. On the Standard Comments page, click **Add** to open the Standard Comment Details page and add a new comment.
3. On the Standard Comment Details page, enter values for these fields:

Page Element	Description
<b>Comment Code</b>	Enter a comment code.
<b>Application Category</b>	Enter an application category
<b>Application Subcategory</b>	Enter an application subcategory
<b>Description</b>	Enter a comment.

4. Verify that the **Enabled** switch is turned on if you want to enable this comment when you save.
5. Click the **Save** button to save the new comment and return to the Standard Comment page.

### Modifying Standard Comments

You modify comments on the Standard Comment Details page.

1. On the Standard Comments page, click the chevron on a comment line to select and modify the comment.

2. To modify the comment, you can change the values entered in the Application Category and Application Subcategory fields, and edit the description.
3. Verify that the **Enabled** switch is turned on if you want to enable this modified comment when you save.
4. Click **Save**.

## Deleting Standard Comments

You delete comments on the Standard Comment Details page.

1. On the Standard Comments page, click the chevron on the comment line which you want to delete.
2. On the Standard Comment Details page, click the **Delete** button to delete the comment.
3. Click Yes on the confirmation page to delete the comment and return to the Standard Comments page.