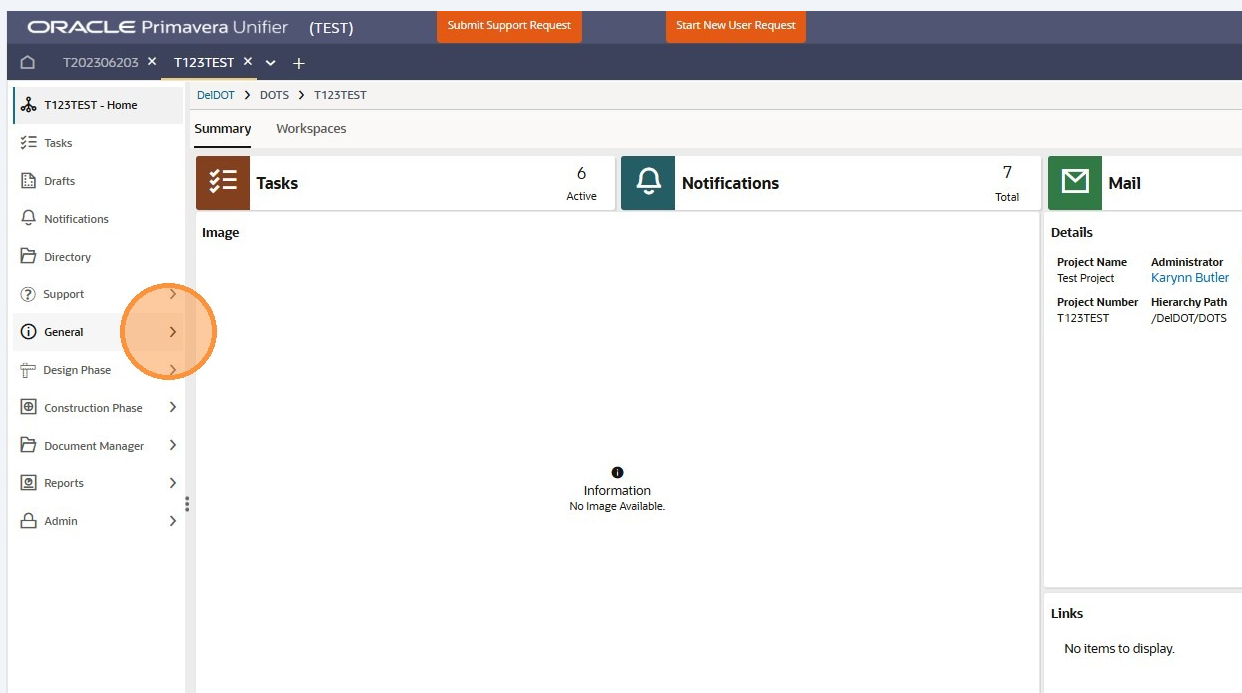


How to Manually Update a Field Requested End Date in Unifier

Learn the step-by-step process for navigating to the project module and creating a new Field Requested End Date request. This guide will help you accurately select the required project details, assign personnel, and finalize your submission.

1 Select "General"

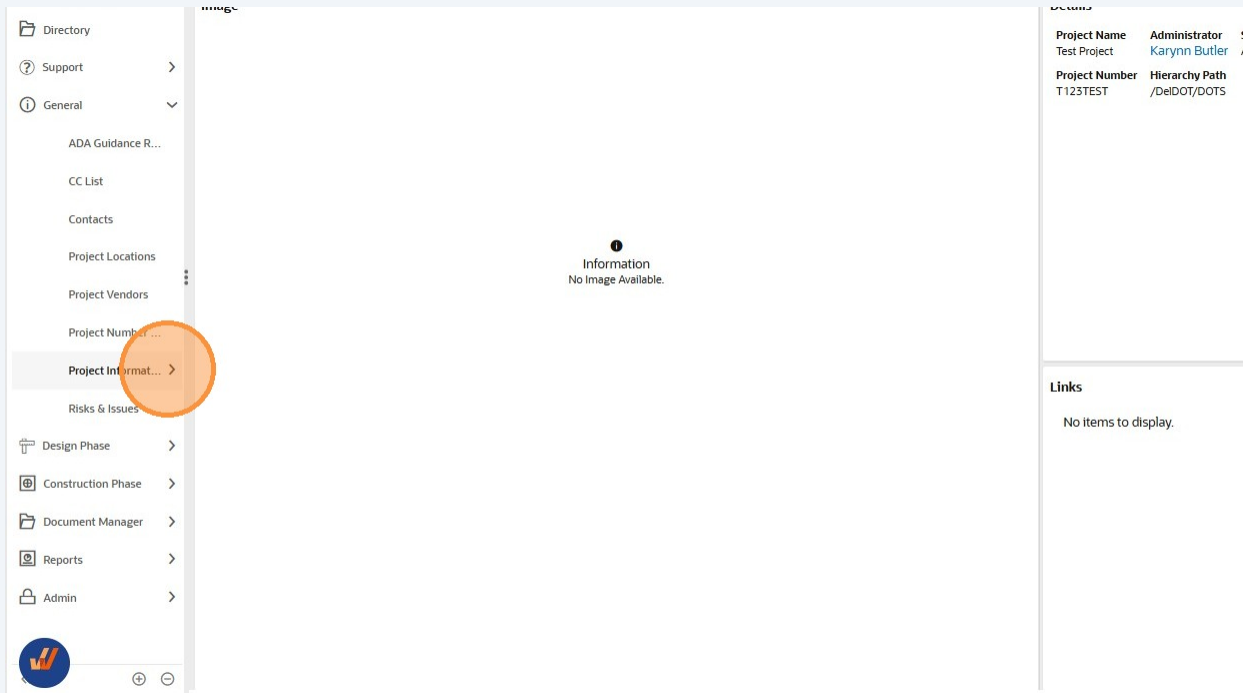


The screenshot displays the Oracle Primavera Unifier interface. The top navigation bar includes the text "ORACLE Primavera Unifier (TEST)" and two buttons: "Submit Support Request" and "Start New User Request". Below the navigation bar, the breadcrumb path is "DelDOT > DOTS > T123TEST". The left sidebar contains a list of menu items: "Tasks", "Drafts", "Notifications", "Directory", "Support", "General", "Design Phase", "Construction Phase", "Document Manager", "Reports", and "Admin". The "General" menu item is highlighted with an orange circle. The main content area is divided into three sections: "Tasks" (6 Active), "Notifications" (7 Total), and "Mail". The "Tasks" section contains an "Image" placeholder with the text "Information No Image Available." The "Mail" section contains a "Details" table with the following data:

Project Name	Administrator
Test Project	Karynn Butler
Project Number	Hierarchy Path
T123TEST	/DelDOT/DOTS

Below the "Details" table is a "Links" section with the text "No items to display."

2 Select "Project Information"

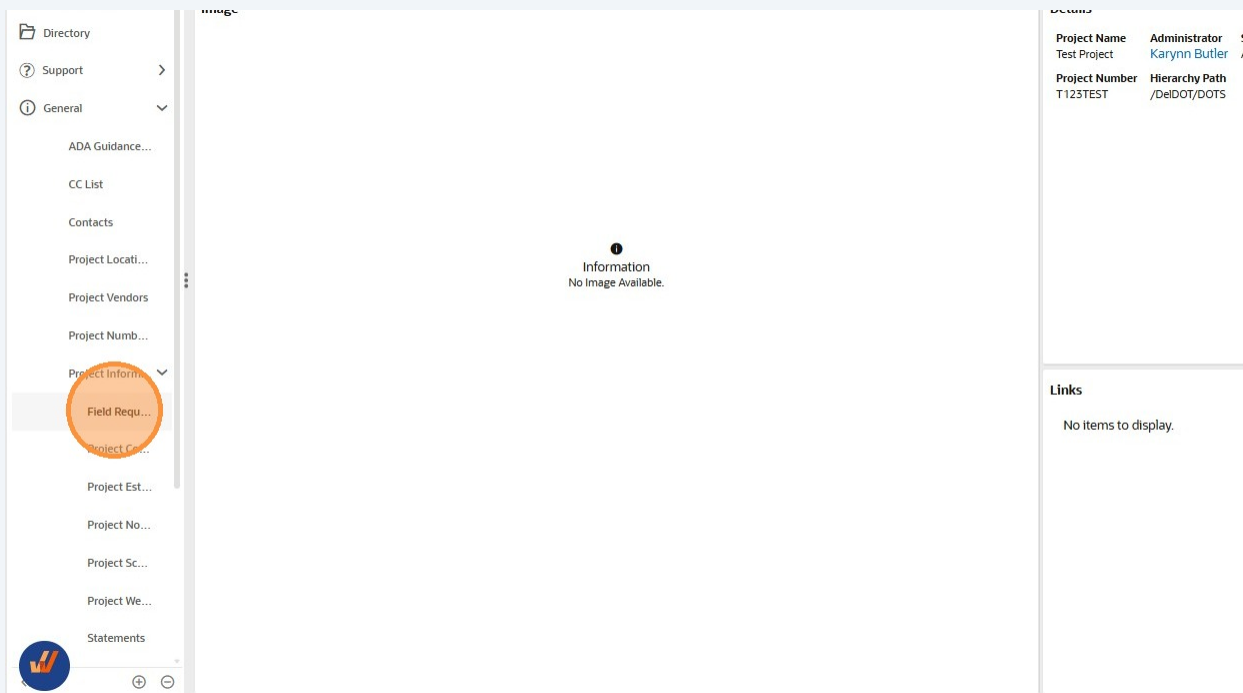


The screenshot shows a software interface with a left-hand navigation menu. The menu items include: Directory, Support, General, ADA Guidance R..., CC List, Contacts, Project Locations, Project Vendors, Project Number..., Project Information (highlighted with an orange circle), Risks & Issues, Design Phase, Construction Phase, Document Manager, Reports, and Admin. The main content area displays a message: "Information No Image Available." On the right side, there is a table with the following data:

Project Name	Administrator
Test Project	Karynn Butler
Project Number	Hierarchy Path
T123TEST	/DelDOT/DOTS

Below the table, there is a section titled "Links" with the text "No items to display."

3 Click "Field Requested End Date"



The screenshot shows the same software interface as in step 2. The 'Project Information' menu item is now expanded, and the 'Field Requested End Date' option is highlighted with an orange circle. The main content area and the right-hand table remain the same as in the previous screenshot.

4 Click "Create"

The screenshot shows the Oracle Primavera Unifier interface. The top navigation bar includes 'ORACLE Primavera Unifier (TEST)', 'Submit Support Request', and 'Start New User Request'. The breadcrumb trail is 'DelDOT > DOTS > T123TEST'. The left sidebar contains a navigation menu with 'Field Reque...' selected. The main content area is titled 'Field Requested End Date' and features a table with the following data:

Record No.	Field End Date	Status	Field Requested End Date Reason	Schedule Impact (Days)	Point of Contact	Project Number	Creator	Creation Date
FRED-0001	2026-09-01	Completed	Initial FRED	0	George Haldas	T123TEST	Company Administrator	2024-C

The '+ Create' button in the top toolbar is circled in orange.

5 Click "FRED Manual V1"

The screenshot shows the Oracle Primavera Unifier interface. The top navigation bar includes 'ORACLE Primavera Unifier (TEST)', 'Submit Support Request', and 'Start New User Request'. The breadcrumb trail is 'DelDOT > DOTS > T123TEST'. The left sidebar contains a navigation menu with 'Field Reque...' selected. The main content area is titled 'Field Requested End Date' and features a table with the following data:

Record No.	Field End Date	Status	Field Requested End Date Reason	Schedule Impact (Days)	Point of Contact	Project Number	Creator	Creation Date
Auto-Created V2 FRED Manual V1	2026-09-01	Completed	Initial FRED	0	George Haldas	T123TEST	Company Administrator	2024-C

The 'FRED Manual V1' record in the table is circled in orange.

6 Click the Project Schedule

Typically "PRJSCH-0001"

Create New Field Requested End Date

Save Draft

Field End Date

Record Header

Project Name


Record No.

Project Number


Status

Project ID
2024-00005


End Date Details

Project Schedule *
Type a Record No...  Required

Point of Contact *
Type a Name... Required

Field Requested End Date *  Required
YYYY-MM-DD

Schedule Impact (Days)

FRED Reason *  Required
Select

Attachments Comments Linked Records Lir



Information
No Attachments.

7 Enter the name of the Area Engineer

Create New Field Requested End Date

Save Draft

Field End Date

Record Header

Project Name


Record No.

Project Number


Status


Project ID
2024-00005

End Date Details


Project Schedule *
PRJSCH-0001  Required

Point of Contact *
Type a Name... Required

Previous Field Requested End Date 
2026-09-01

Field Requested End Date *  Required
YYYY-MM-DD

Schedule Impact (Days)

FRED Reason *  Required
Select

Attachments Comments Linked Records Lir



Information
No Attachments.

8 Click "Select Date."

Field Requested End Date

Save Draft

More Actions

Send

Record No.

Status

Point of Contact *

Cassidy Blowers

Field Requested End Date *

YYYY-MM-DD

Schedule Impact (Days)

0

Required

Attachments

Comments

Linked Records

Linked Mail

Information

No Attachments.

9 Select the FRED Reason

Create New Field Requested End Date

Save Draft

Field End Date

Project Number

Status

Project ID

2024-00005

End Date Details

Project Schedule *

PRJSCH-0001

Point of Contact *

Cassidy Blowers

Previous Field Requested End Date

2026-09-01

Field Requested End Date *

2026-04-22

FRED Reason *

Select

Schedule Impact (Days)

0

Record Footer

Creator

Cassidy Blowers

Creation Date

Attachments

Comments

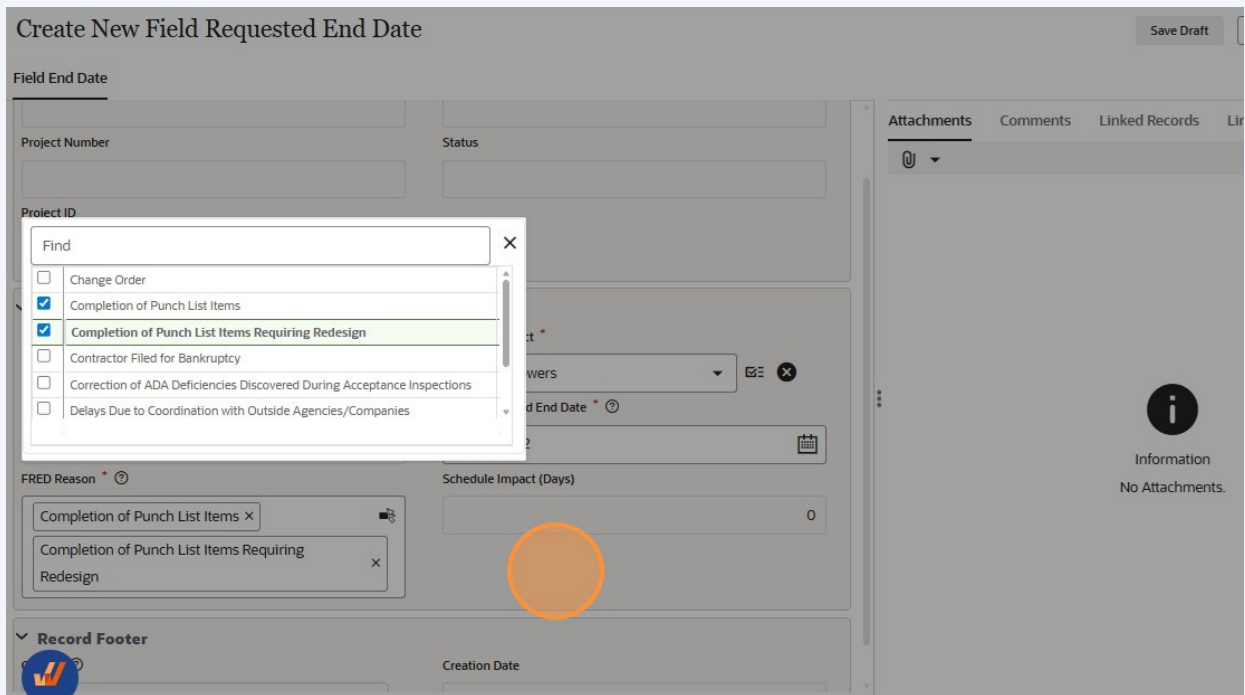
Linked Records

Linked Mail

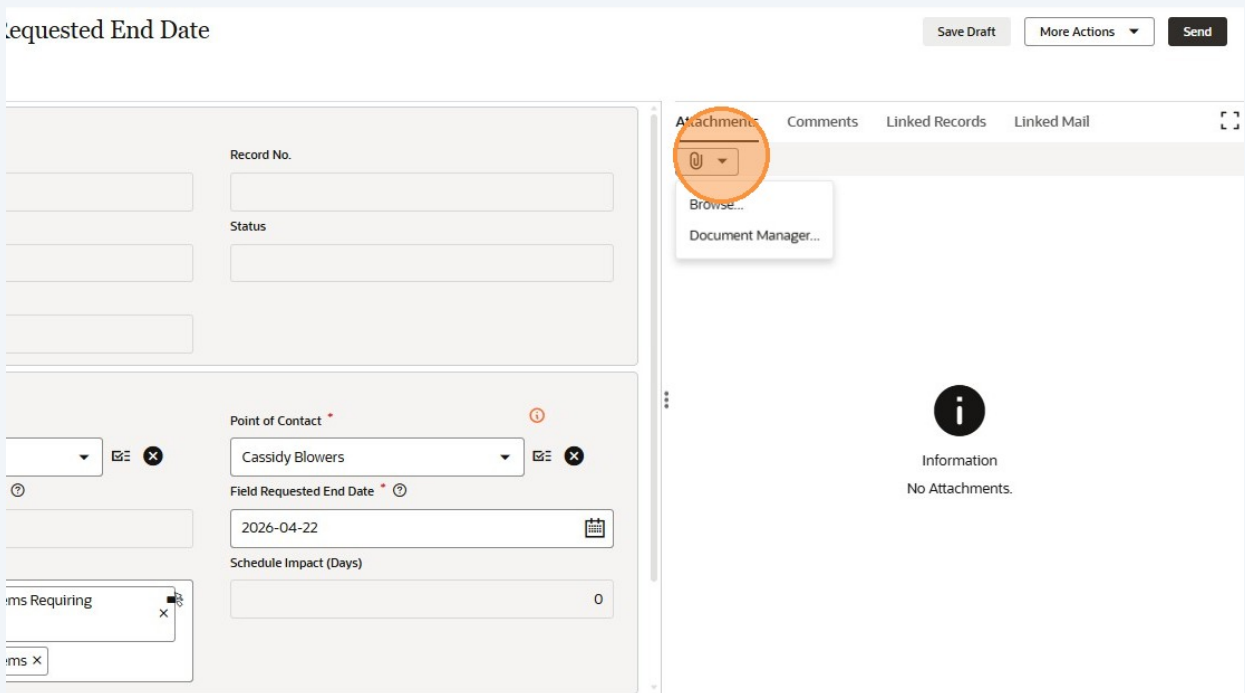
Information

No Attachments.

10 More than one reason may be selected.



11 Attached Supporting Documents on the right pane. Select the attachment icon.



12 Select "Browse"

Requested End Date

Save Draft More Actions Send

Record No.

Status

Point of Contact * Cassidy Blowers

Field Requested End Date * 2026-04-22

Schedule Impact (Days) 0

Attachments Comments Linked Records Linked Mail

Browse... Document Manager...

Information
No Attachments.

13 Drag and Drop files, or click to open device file system.

Field Requested End Date

Save Draft More Actions

Upload

Drag and Drop
Select or drop files here.

File Name	File Size	Document Title	Revision No	Issue Date
No data to display.				

Revise automatically if file with same name exists

Cancel Upload

14 Click "Upload"

The screenshot shows a modal dialog box titled "Upload" with a close button (X) in the top right corner. At the top, there is a "Drag and Drop" area with the text "Click or drop files here." Below this is a table with the following columns: "File Name", "File Size", "Document Title", "Revision No", and "Issue Date". One row is visible with the file name "Manual FRED HowT...", a size of "1,157 KB", and a three-dot menu icon to its right. At the bottom of the dialog, there is a status message: "1 item ready to be uploaded (1.13 MB)". Two buttons are located at the bottom right: "Cancel" and "Upload". The "Upload" button is circled in orange.

File Name	File Size	Document Title	Revision No	Issue Date
Manual FRED HowT...	1,157 KB			

15 Click "Send"

The screenshot shows a software application interface. At the top right, there are buttons for "Save Draft", "More Actions", and "Send". The "Send" button is circled in orange. Below the buttons is a form with several fields. On the right side, there is a section titled "Attachments" with a sub-section for "Unpublished Attachments". This section contains a table with the following columns: "Name", "Upload Date", and "Title". One row is visible with the name "Manual FRED HowTo 202...", an upload date of "2026-04-01 09:26 AM", and a green background. At the bottom of the attachments section, it says "Total: 1".

Name	Upload Date	Title
Manual FRED HowTo 202...	2026-04-01 09:26 AM	

16

Click "Send" to advance the record to Group Engineer Review

