

## Activities Rules and Samples

**Rules.** (*Required fields are marked with a Red background colour*)

Field Name	Description	Rules	Exception Handling	Values to be placed	Default Values	Field Type
Activity Number	This field contains the unique Number/Code of a Activity	Must be unique for non-deleted activities (can use the same ActivityNumber as a deleted idea). 1-20 characters.	If the records data exceeds 20 characters, the record will NOT be imported.		If the fields value is either blank or "NEW" then the number will be generated from the relevant department or subdepartments sequence which can be setup in the admin module.	Variable Character (20)
Parent	The program, workstream, sub workstream or initiative that is the parent of this activity	Must be a program, workstream, sub workstream or initiative number that already exists in the system, or is contained in the corresponding sheet in this workbook	This is a required field. If it is not supplied the record will not be imported	N/A	N/A	Variable Character (20)
Name	This field contains the name of the activity	Names cannot be duplicated. Names can contain alphanumeric characters.	Activity form names cannot be duplicated. Activity names must be unique in order for the activity to be imported.	N/A	N/A	Variable Character (200)
Who	This field contains the person responsible for the activity	The users need to be created on the system in order to be identified as persons responsible for the activity	This is a required field. If it is not supplied the record will not be imported	User	N/A	Lookup (Users)
From	Start date for the activity to begin	Calendar date, which states when the activity will begin. This will be calculated and overwritten if the activity is a parent activity.	This is a required field. If it is not supplied the record will not be imported	Any date.	N/A	Date time (YYYY-MM-DD)
To	The end date for the activity to be completed by	Calendar date, which states when the activity will end by. This will be calculated and overwritten if the activity is a parent activity.	This is a required field if the activity is not a Milestone. If it is not supplied the record will not be imported. If the activity is a Milestone, this can be blank. If the activity is a Milestone, this will be ignored	Any date.	N/A	Date time (YYYY-MM-DD)
Revised	The revised date for the activity to be completed by	Calendar date, which states when the activity will end by	If the activity is a Milestone this will be ignored	Any date.	N/A	Date time (YYYY-MM-DD)
Milestone?	Indicates whether the Activity is a Milesone. If it is, only the Start Date	False or True	False or True	False or True	FALSE	Checkbox (Y/N)

	needs to be supplied					
Task State	This field contains the Task State of the activity	The task state selected must match up with the Task States in the system	This field can be blank, the record will be imported.	On Track \ Off Track \ At Risk \ Completed	On Track	Lookup(Task States)
Comments	This field contains comments on the activity	Can contain alphanumeric characters	The comments on the activity does not have to be captured for import to occur	N/A	N/A	Variable Character (1000)
Priority	Whether the activity is a priority activity or not	False or True	False or True	False or True	FALSE	Lookup (AccessLevels)
Is Confidential	Whether the activity is confidential or not	False or True	False or True	False or True	FALSE	Lookup (AccessLevels)
Locked	Indicates whether the Activity is a Locked. If it is, the End Dates will not be able to be modified from the front-end	False or True	False or True	False or True	FALSE	Checkbox (Y/N)
Percent Complete	Indicates how close to completion the Activity is, as a percentage	The field can only be a numeric value between 0 and 100	N/A	N/A	0	Numeric (whole numbers)
Milestone Weight	The weight to be applied to a milestone activity	The field must be a number	This field can be blank, the record will be imported.	Number		
Level	Specifies the hierarchy level of the activity	The field must be a number starting from 1	This field can be blank, the record will be imported.	Number	1	Comma-separated list of Variable Character (20)
Predecessors	The activities that are predecessors of this activity	Must be an activity that already exists in the system or is contained in this sheet. The activities must be represented as a comma-separated list	This field can be blank, the record will be imported.	Comma separated list	N/A	Comma-separated list of Variable Character (20)
Tags	This field contains tag name/s of the activity	Tag names length must be greater than 3 and cannot be duplicated. Tag name can contain alphanumeric	This field can be blank, the record will be imported.	Comma separated list	N/A	Variable Character (255)