Contents

Creating Inventories

PlainSail has a powerful feature called *Inventories*. An inventory is a holder for a collection of information pertinent to a client and you can launch a new one on demand or it can be created automatically by a trigger when some other event occurs.

Because you can design your own inventories, new scenarios can be added and adopted within the system easily. However, the creation of an inventory should be done only after careful analysis of the new requirement and be performed by somebody who has had some fundamental training in their creation and usage.

This document provides the training and guidelines you will require to perform this task.

System Inventories

PlainSail comes with a standard set of inventory templates and these are initially locked so that you cannot change them. The reason for this is that we have reports that use them and their fields and if you were to delete or rename these templates or fields, it could break our standard reports. However, most of these templates can be changed to suit your specific needs but you will need to discuss it with PlainSail Support first so that we can validate your changes. We can then unlock those templates so that you can change them and test any related reports.

Although you cannot rename or change the field list of a locked template, you can still change some fields at the top of the screen, for example which group the inventory is assigned to and which category it has in the launch screen.

Internal and Workflow Templates

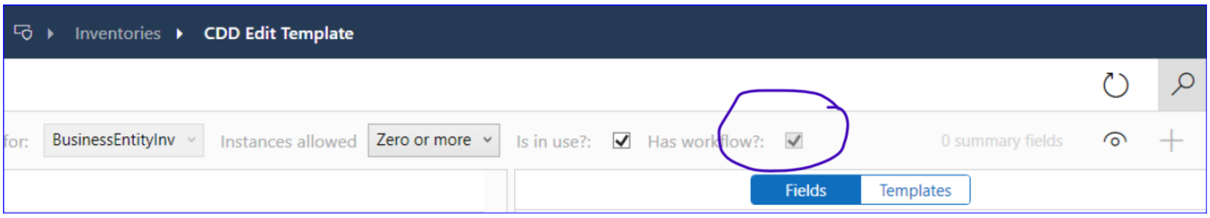
Some inventories are designed to only be launched internally and not explicitly by a user. For example, an inventory can be launched by a trigger when a new entity is created or it can be a generic inventory associated with a specific screen. Internal inventories have a template name that starts with the underscore character:

Show in use only

Id	Name	Owner
7	_CDD for Individual	Standard
9	_CDD for Structure	Standard
23	_CDD Required?	Standard
22	_CDD Why Not	Standard
36	_FixedAsset_Generic	Standard
13	_Lifecycle Timeline	Standard
35	_LoanFacility_Generic	Standard

You can name your own templates in this way but you will also need to create a trigger to launch them as they won't show up in the Launch Inventory screen.

Templates that can only be edited as part of a workflow can have any name but must have the 'Has workflow' tick box selected:



Inventories that have custom workflows cannot be launched by a user and can only be edited as part of the workflow. At the end of the workflow they are saved to the normal inventories screen and can be viewed there but you can only edit their contents by launching another workflow.

Your system administrator can also mark standard templates as requiring four-eyes approval in the workflow configuration screen. Inventories selected in this way have the same rules applied: they can only be edited by launching a workflow. You will see this when you click on the pencil icon to open the editor.

If an inventory has already been saved once but is now in the middle of a workflow and awaiting approval, you will not see an edit icon (pencil) and the screen will be greyed out and disabled. You have to wait for the current changes to be approved before you can make any more. In that case you should contact whoever is responsible for approving the workflow to finish their work so that the inventory can be edited again.

Getting Started

Inventories are created from *Templates* and a template is a collection of fields. You design and create a template and when an instance of it is created, it becomes an inventory, in the same way that a document template becomes a document.

When designing a new inventory, you should have a clear vision of your objective, the information you wish to collect and how you may want to report on it when it is in use. We recommend that you document these before you start creating your new inventory.

The steps you will take are as follows:

1) Create and name a new template.
2) Fill the template with the data elements you require.
3) Sort the fields in the order you wish them to be presented.
4) Create any required field rules to hide/show fields based on the user input.
5) Save the template.
6) Create any Triggers, if there are scenarios which should automatically launch the inventory.
7) Optionally, create any reports you require.

Please note that you will only need to perform step 7) if you need a report based on your new inventory. Creating reports is not covered in this document.

Guiding Principles

When creating a new inventory, there are some important principles which you should follow.

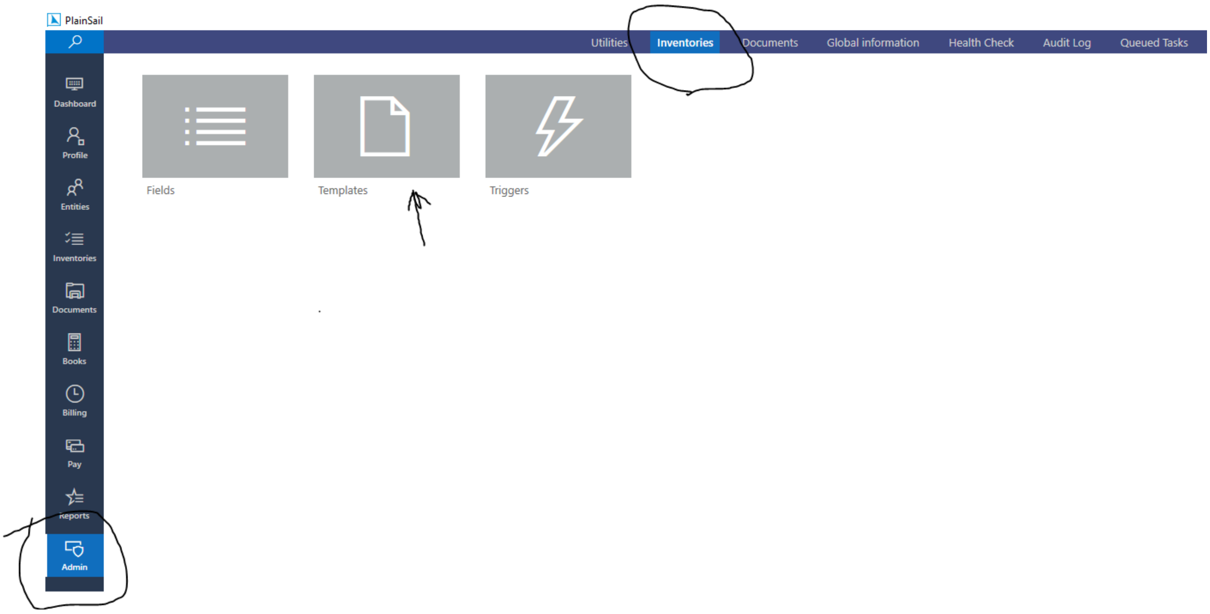
1) Consider the name of the inventory carefully – it should be succinct but clear and unique.
2) Every field has a Name and a Description – make the name short but **unique** and use the Description to expand on this for the user.
3) Do not create new fields for data which already exists elsewhere in the system. For example, a Person entity already has a first name and last name so you should not create fields to hold these as the entity properties can be pulled into any report.
4) Use instruction fields generously.
5) Think ahead for reporting and include fields that you may require to filter data on the reports (e.g. Status).

Note: The reason field names must be unique is that we use them for reporting. When you save your template, we create a 'flattened view' of the fields in the database so they can be used for reporting. The flattened view field names must be unique to be saved to the database and if they are not, the flattening process will fail and so will any reports that use that view. So if you have multiple addresses for an entity, for example, you must name them Address 1, Address 2, and so on.

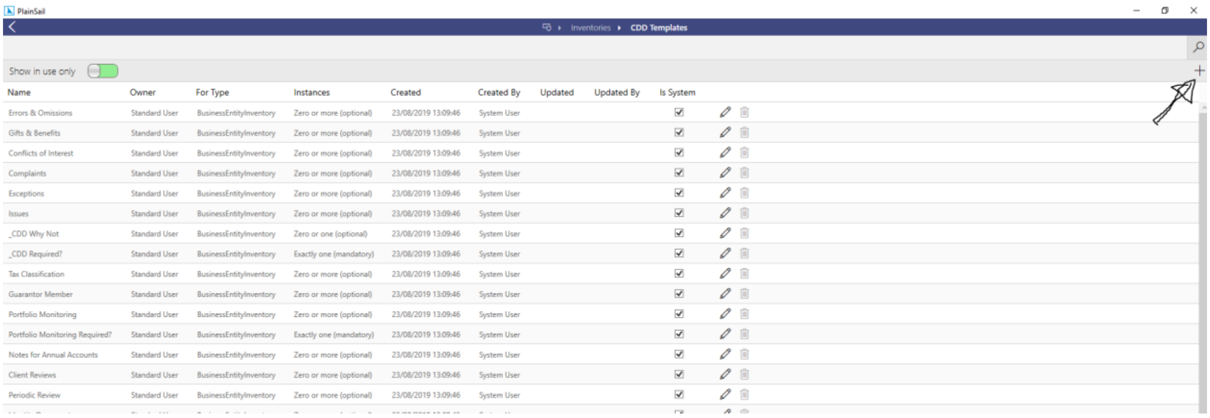
Creating a Template

In the following example we will illustrate by creating a new inventory template to record (hypothetically) donations made by Trusts or Companies to charities or other causes.

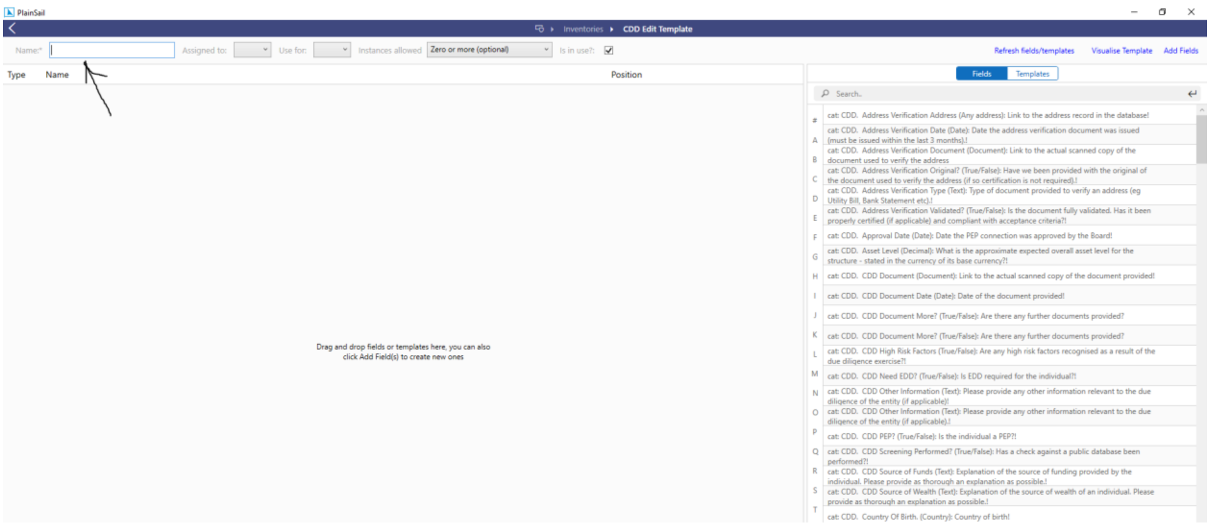
In PlainSail click the Admin button on the lefthand menu and choose Inventories on the top bar. Then click the Templates button.



This will take you to the following screen.



Click the Add (+) symbol to create a new template. This will give you the following screen.



Insert a name for your template (see Guiding Principles 1).

For our example we will use ‘Donations’ as the name for our template.

Then choose who can view and launch the template using the ‘Assigned to:’ drop down. If in doubt use Standard User which gives everybody access.

Choose BusinessEntityInventory from the ‘Use for:’ drop down.

Choose one of the four options for ‘Instances allowed:’ – these are:

- Zero or more (optional) – the inventory is optional but an entity may have several instances of it.
- Zero or one (optional) – the inventory is optional but an entity may only have one instance of it. This is for where having more than one occurrence doesn’t make sense (e.g. Lifecycle Timeline).
- Exactly One (mandatory) – an entity must have exactly one instance of this inventory.
- At least One (mandatory) – an entity must have one instance but may have more.

Note: The last two options where an entity is required to have at least one instance of an inventory does not result in the inventory being automatically created. It must still be created either by a trigger or by a user but once created, the system will give you a strong warning if you try to delete it.

In our example, an entity may make a charitable donation or not and it also may make several to one or more charities. Therefore for this template we will choose Zero or more (optional).

The ‘Is in use?:’ tick box is ticked by default so leave it like that.

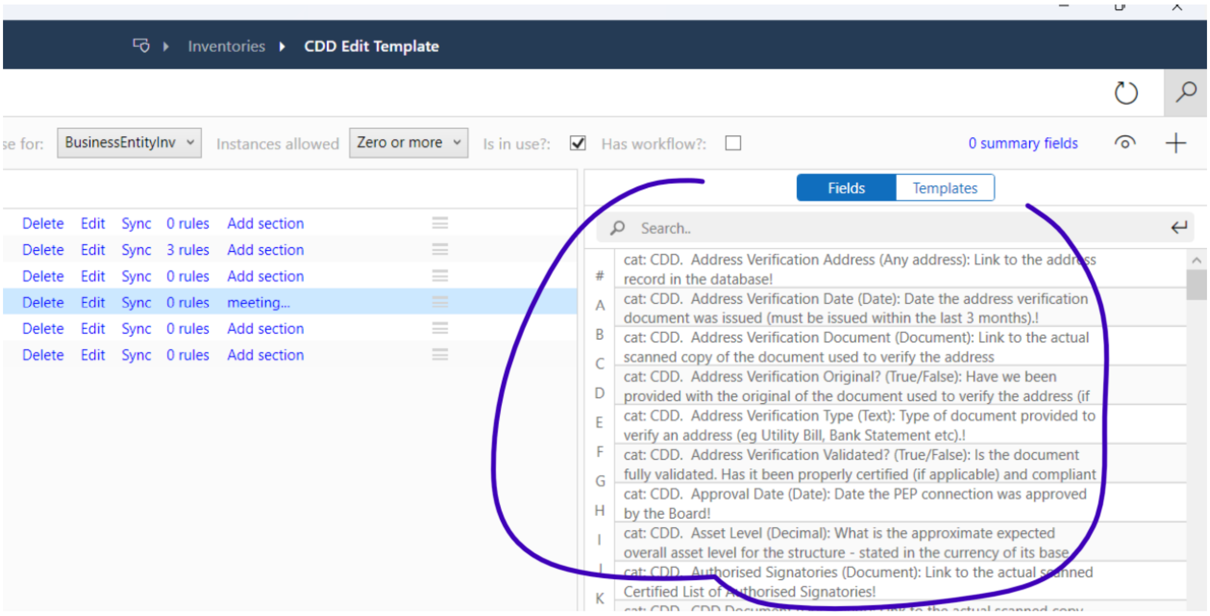
Note: whenever you want to stop users launching a template you can mark it as not in use. You may want to do this if you create a version two for example. Doing so does not affect your existing inventories based on that template and they will continue to be visible in the application; it just means that the template will not show in the Launch Inventory window. Not in use inventories will still be launched by triggers though so you should remember to update any triggers that use that inventory to use the new ones or to remove it all together.

Adding Fields to the Inventory Template

At this point the template has not been saved but it also does not contain any fields. This is done in one of 2 ways.

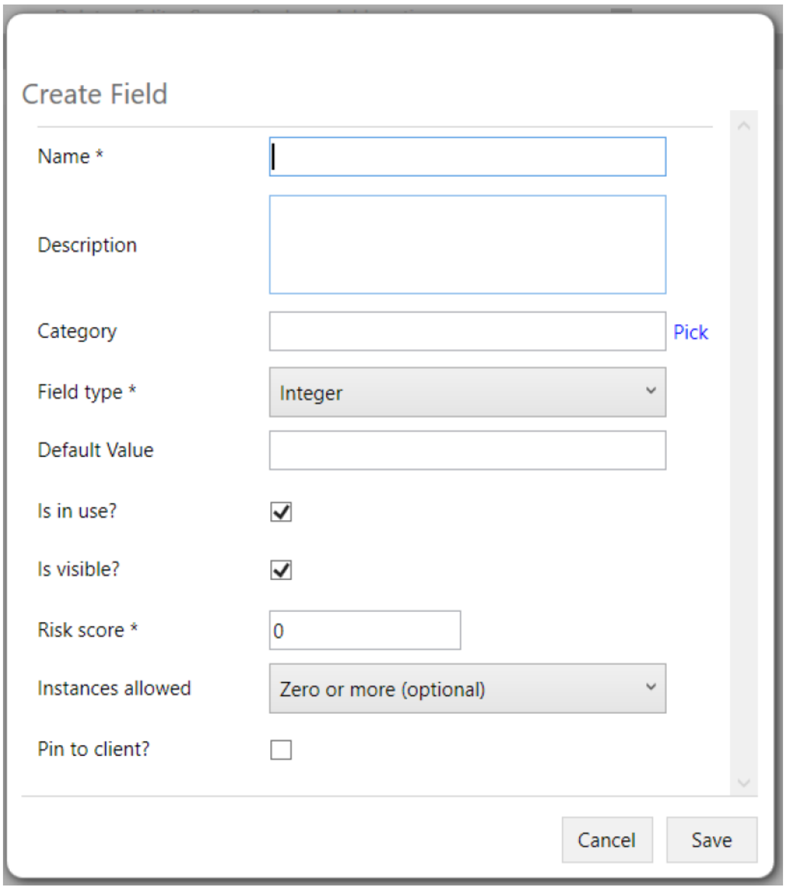
1) Adding a previously defined field.
2) Creating a new data field.

A long list of previously defined data fields is listed on the right-hand portion of the screen and any of these may be dragged into the template directly.



If a field already exists with the same name and purpose as you require, you should always re-use it in order to avoid an explosion of similar fields. The only exception to this is when the similar field has a category or risk score different to the one you want. If you do use an existing field, subsequent changes to it will affect all templates that use it.

Alternatively, you may wish to define your own fields specifically for your new template. To do this, click the 'Add Fields' link at the top right of the screen, which opens this screen:



In our example we will create the following fields.

1) Date of the donation.
2) The party we have made the donation to.
3) The currency of the donation.
4) The amount of the donation.
5) The rationale behind making the donation.
6) A link to the minutes of the donation.
7) The director who approved the donation.

Date of the donation

Firstly, create a name for the field and please observe guiding principle 2) which urges you to make this name succinct and meaningful. If the fields you create are specific to your template, it is good practice to make a consistent reference to the template in each field name. For our example, we will name each field with the prefix 'Charity'.

Name: Donation Date

Description: The date that the donation was made.

Category: choose 'Other'

Field type: Date

Default value: leave blank

Is in use?: leave ticked

Risk score: leave 0

Instances allowed: Exactly one (mandatory)

Pin to client: leave blank

Notes on the above

<u>Category:</u> this determines how the field is grouped on the entity's Profile page. The drop down contains several options. In this case none of them applied so we chose Other. See the section 'Choosing a Field Category' below.

<u>Field Type:</u> see below for a full explanation of the available options for the type of field you are creating. It is very important to ensure this is the right type. For this field we are creating a date, so the choice is obvious.

<u>Default value:</u> some fields lend themselves to having a default value; for example, you may default a currency as GBP if this is predominantly what charitable donations are made in.

<u>Is in use?</u>: this will always be ticked by default but also gives a quick way of disabling the field so that it cannot be added to future templates.

<u>Is visible?</u>: use this to hide fields when the inventory is created. The field can then be made visible when the user enters a value that matches a rule on a prior field. See the section 'Field Visibility and Rules' below for more information.

<u>Risk score:</u> you may attach a risk score to this field at any time. It provides a mechanism to later attach a risk score to information and future versions of PlainSail will use it for risk assessment purposes.

<u>Instances allowed:</u> This is the same as described above for the template. In this case we have chosen 'Exactly one (mandatory)' because if a Donation inventory is launched there is one and only one date that the donation was made. It is also mandatory because if the field is not completed, the inventory itself is incomplete. The value set for this affects how we calculate whether an inventory is complete. Until all the mandatory fields are filled in, the inventory is not complete. (Not visible fields do not affect the completion percentage though.)

<u>Pin to client?</u>: this determines whether the field will appear on the entity's Profile page. In this case we have chosen to leave it visible only in the Inventory screens. If you choose to pin a field to the Profile page, the Category determines where it is placed on the screen.

The charity we have made the donation to

Name: Donation Party

Description: The party to which the donation was made.

Category: choose 'Other'

Field type: Reference

Reference type: Any entity

Default value: leave blank

Is in use?: leave ticked

Risk score: leave 0

Instances allowed: Exactly one (mandatory)

Pin to client: leave blank

Notes on the above:

Field type: in this case we have chosen the Reference option which means that this field will contain a reference to an existing object in PlainSail. When chosen, it automatically opens another drop down list to tell it what we are referencing.

Reference type: see below for a full explanation of the available options for the type of reference you are creating. In this case we are naming the entity to whom a donation is made. Please note that we could have defined the Field type as 'Text' which would allow the user to just type in the party's name whenever they donated. However, by using a reference, it means that the party must be set up as an Entity in its own right and by doing so it means that Due Diligence may be evidenced on it and that business intelligence may be consolidated on it to see how much across the board has been donated to it. Therefore, the reference type chosen will be Any Entity.

The currency of the donation

Name: Donation Currency

Description: Please choose the currency of the donation.

Category: choose 'Other'

Field type: Reference

Reference type: Currency

Default value: Choose GBP – Pound Sterling

Is in use?: leave ticked

Risk score: leave 0

Instances allowed: Exactly one (mandatory)

Pin to client: leave blank

Notes on the above

Field type: in this case we have chosen, once again, the Reference option this time we are saying that we need a currency and, since we have a well-defined list of currencies available in PlainSail, it is one of the allowable references.

Reference type: Currency

Default value: This time the system has provided a drop-down list of available currencies. We have chosen GBP and this means that each time the inventory is invoked it will have GBP as the currency. If the donation is in a different currency this will have to be changed after it has been launched. Please note that the chosen default is displayed as the number which corresponds to the internal index number of the currency chosen.

The amount of the donation

Name: Donation Amount

Description: The amount (in the stated currency) of the donation.

Category: choose 'Other'

Field type: Decimal

Default value: leave blank

Is in use?: leave ticked

Risk score: leave 0

Instances allowed: Exactly one (mandatory)

Pin to client: leave blank

Notes on the above

Field type: we need to be able to record the donation amount and this is naturally a decimal number. There is also an option for an Integer which would be more appropriate if we were defining a data field for, say, the number of transactions making up a donation.

The rationale behind making the donation

Name: Donation Rationale

Description: Carefully explain the reason for making the donation.

Category: choose 'Other'

Field type: Text

Default value: leave blank

Is in use?: leave ticked

Risk score: leave 0

Instances allowed: Exactly one (mandatory)

Pin to client: leave blank

Notes on the above

Field type: this type of data field is very common and is useful for adding comments, rationales or extra information about the inventory item. In this case it is a mandatory piece of information which explains the justification behind the donation.

A link to the minutes of the donation

Name: Donation Minutes

Description: A link to the minutes authorizing the donation.

Category: choose ‘Other’

Field type: Reference

Reference type: Document

Default value: leave blank

Is in use?: leave ticked

Risk score: leave 0

Instances allowed: Exactly one (mandatory)

Pin to client: leave blank

Notes on the above

Reference type: we have chosen Document which means that when the minutes have been finalized the inventory will be able to directly link to the minutes in the document management module.

Please note that there is another option available; instead of choosing ‘Document’ as the reference type, we could have used ‘Document Template’. If we already had a pre-defined document template for the minutes for donations (and it is recommended that all standard minute formats are created and saved as Document Templates), we could have used the Document Template option. If so, we would need to complete the ‘Default’ field which will have a ‘Pick’ option to its right and choose the appropriate template from the list.

When this inventory is used, instead of a link to the document, when the user clicks on this field, it will launch a Word version of the minutes for finalizing and, when saved, the field converts to a normal document link field.

The director who approved the donation

Name: Donation Director

Description: The director who has approved the donation.

Category: choose ‘Other’

Field type: Reference

Reference type: User

Default value: leave blank

Is in use?: leave ticked

Risk score: leave 0

Instances allowed: Exactly one (mandatory)

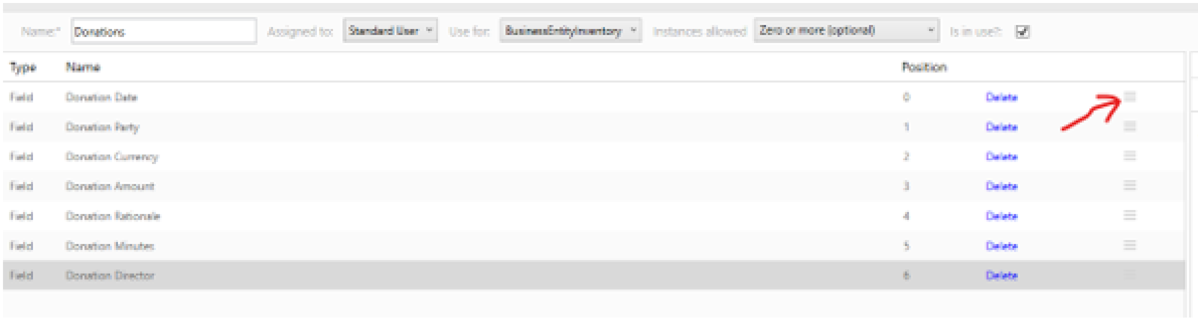
Pin to client: leave blank

Notes on the above

> Reference type: since the director is a User entity in PlainSail, we have referenced the User type. This means that only defined users are listed in the drop-down list when choosing one.

Completing the Inventory Template

When you have finished adding your fields, you can reorder them by clicking, holding, and dragging on the Horizontal Lines icon on the far right of each field entry.

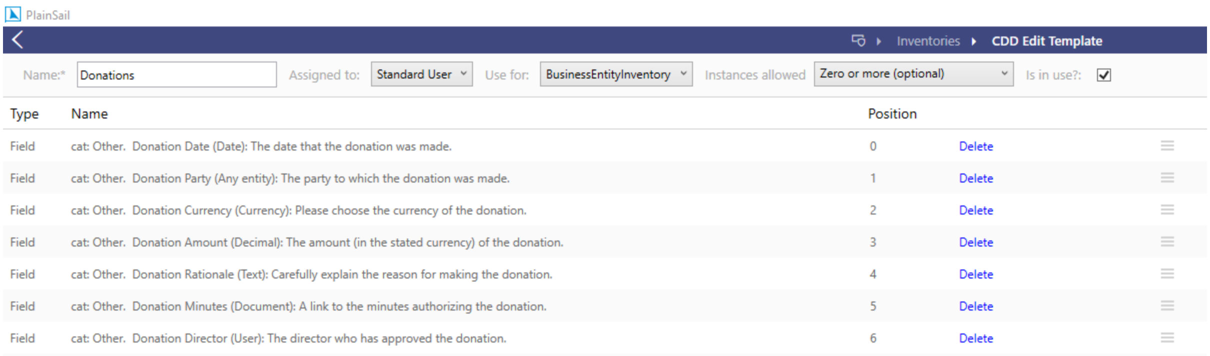


You drag the appropriate item to the vertical position required until the order of the fields is how you wish them to be.

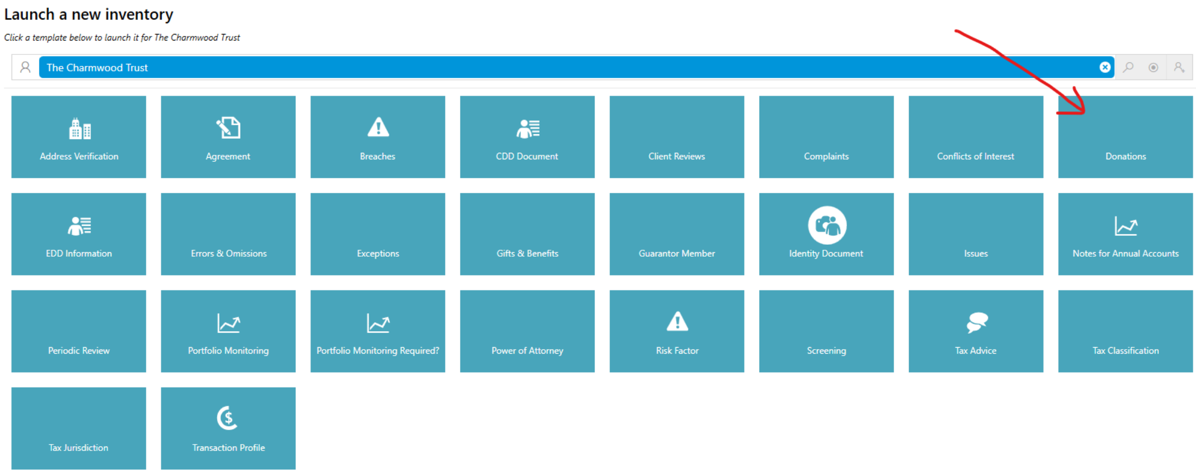
You then save the template by pressing the Save button on top right hand of the screen.

You can then edit the template by pressing the edit (pencil symbol) alongside the template item.

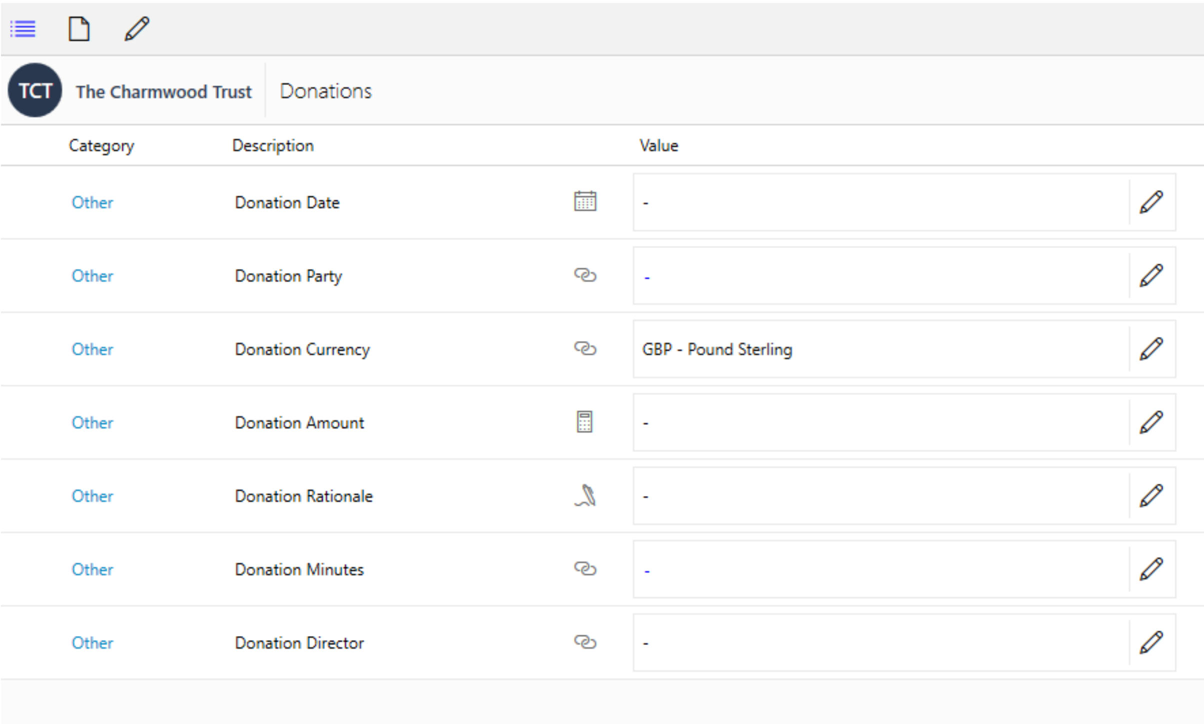
When chosen for editing our example will look like this.



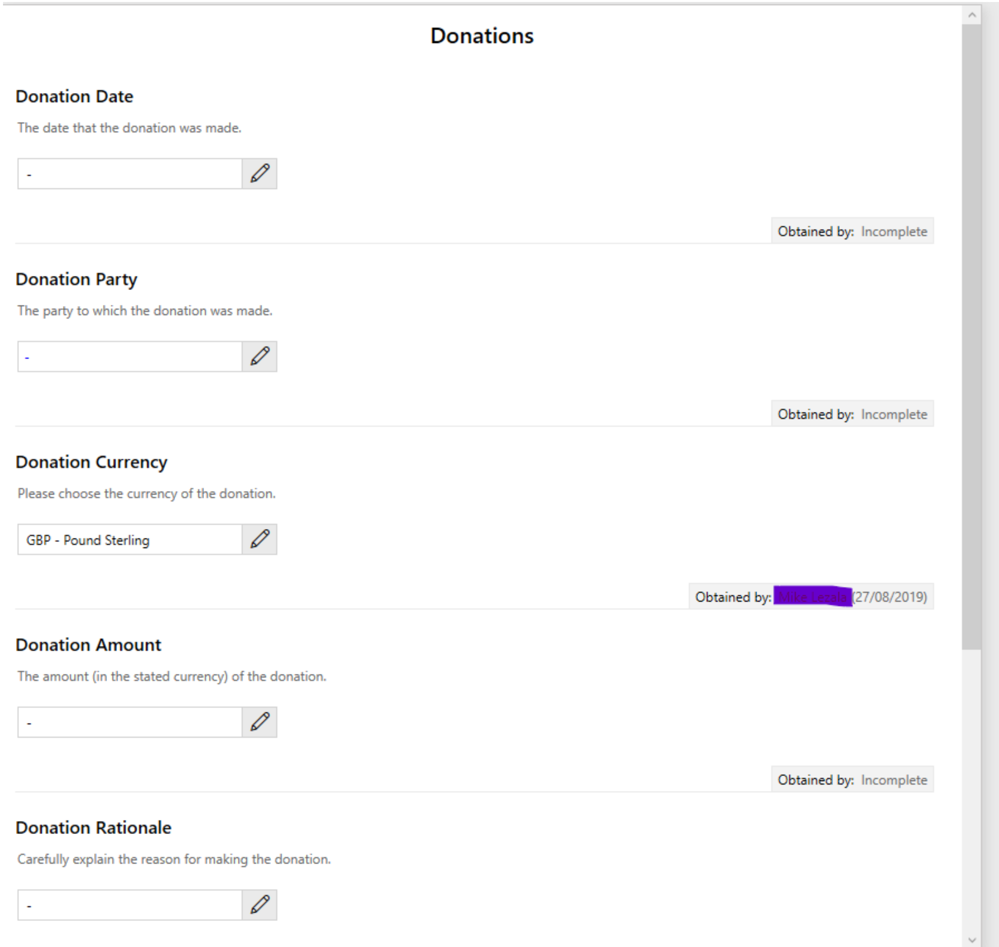
After saving the inventory template, it may be launched manually from the Entities → Inventories screen in the usual way and the new inventory will appear with all others that have been created (see below).



When invoked it will look like this in the Tabular View.



Or this in the Page view.



Please note that not all the page above is displayed.

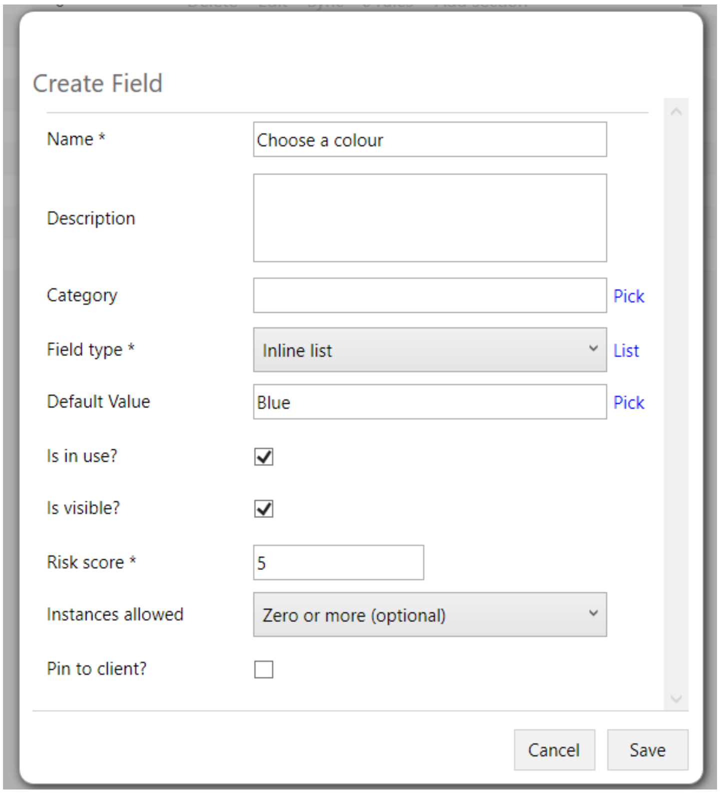
Other Data Types

Many of the most common data types have been illustrated in the above example but when you are creating new fields there are a few others that are both useful and important. These are as follows:

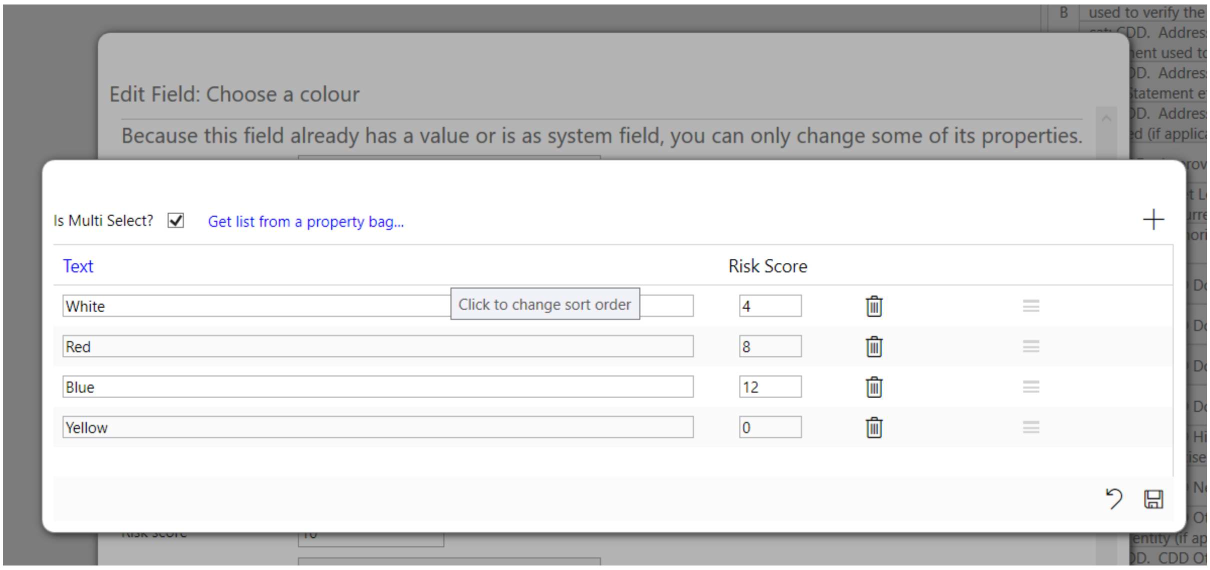
Inline Lists

Sometimes you need a list that is not available as a Reference field. Reference fields are such things as countries, currencies, entities, and property bags. All of those lists are stored in PlainSail tables and can only be edited through their relevant screens.

Sometimes though you might need to created your own lists to show in an inventory, in which case you would choose the Inline List type for the field. Here is an example of an inline list field to let the user choose a colour:



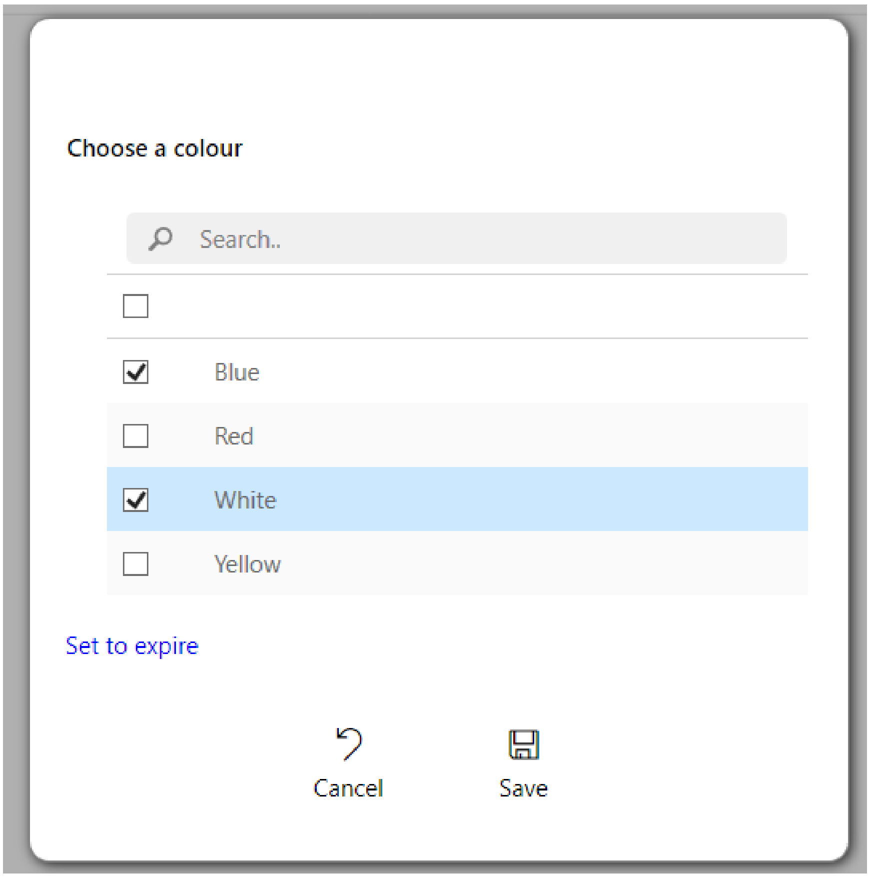
Click on the List link to edit the available choices:



Use the grab icon to reorder the rows.

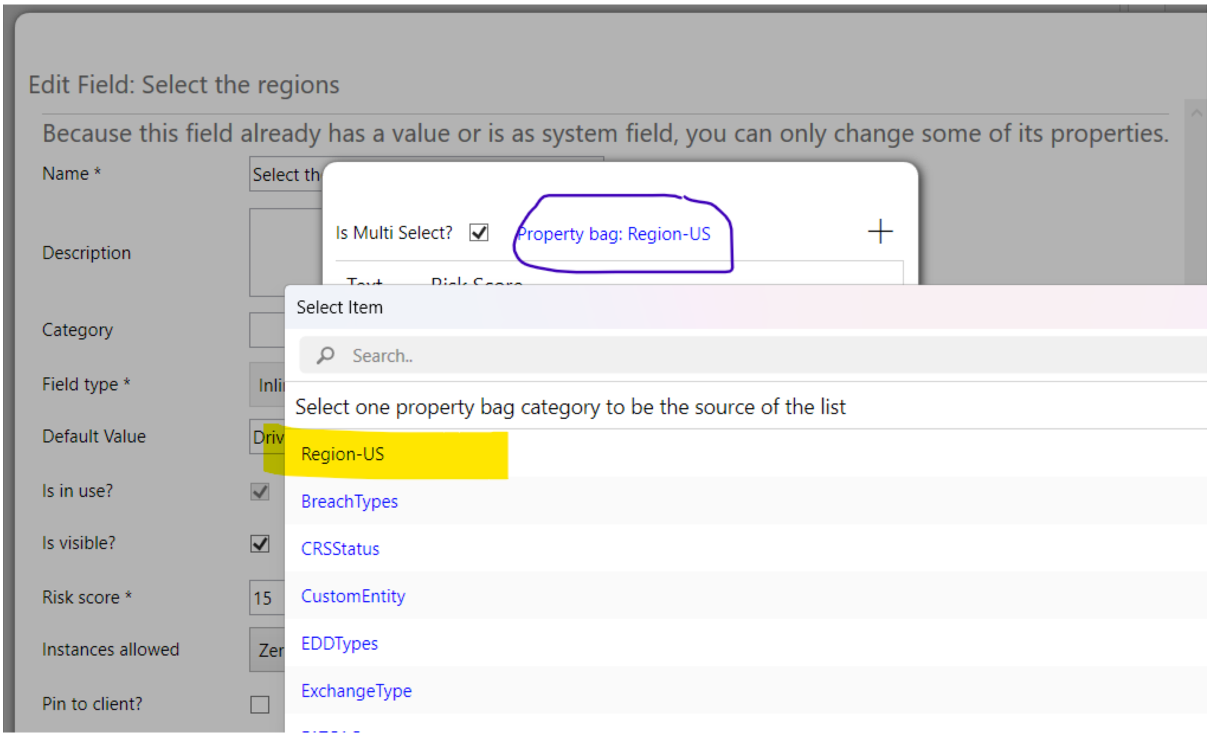
You can set a default value for the list when it is first displayed by clicking Pick next to the Default Value text box.

If you tick Is Multi Select, it changes the list to allow multiple selections:



When you click Save the multiple values are concatenated with semi-colons to make a single text value:

Also when you select multi-select, you can change the source of the list to be a property bag. Although this seems contradictory, a normal property bag Reference field can only hold one value and there is no way to allow multiple selections but you can get around this by choosing Property Bag Source on the inline list:

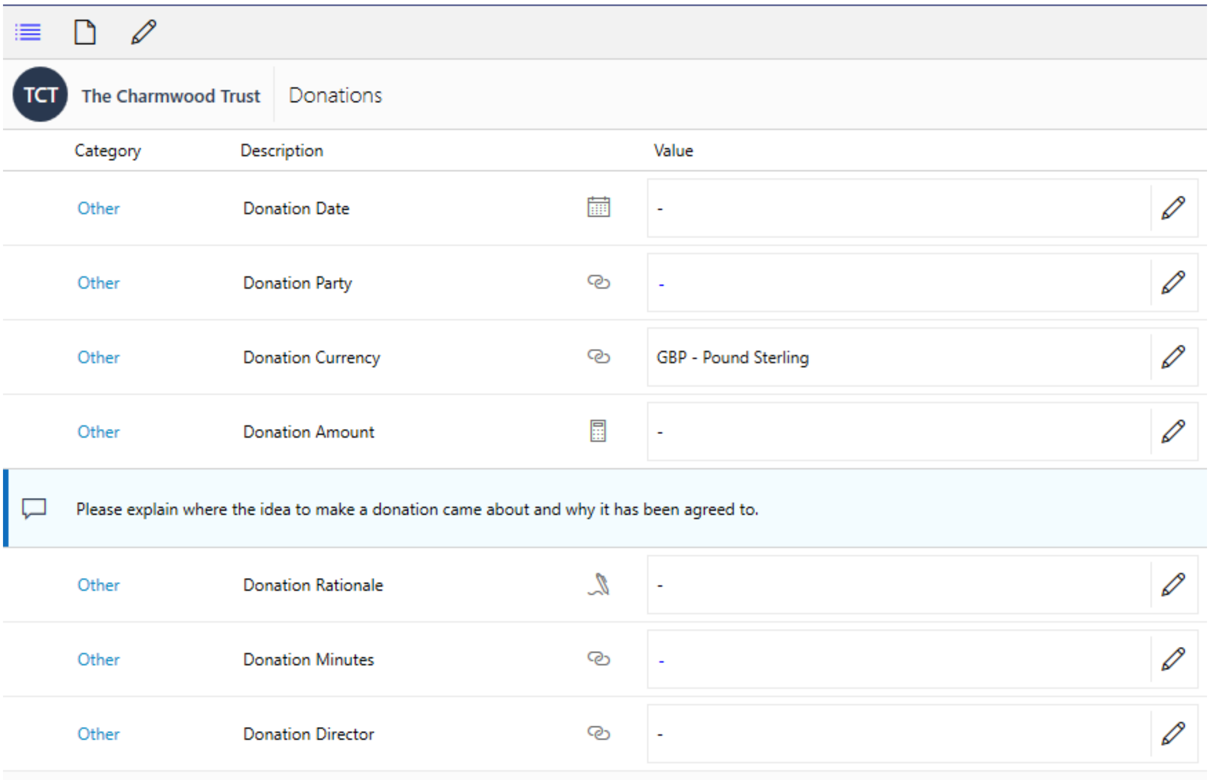


When you do this, your inline list remains empty until it is displayed on the inventory when it is populated from the property bag.

If your inventory contains an integer field called Total Risk Score, the risk score of the multi-select field is taken from the property bag itself and will be the highest selected item. This is the same with the normal inline list but in that case you define the values along with the list.

Instruction

The Instruction data type has been created purely for inserting instructions into the template which can be helpful to more fully explain to the users what information is required and why it is required. It is also useful in larger templates to break up the data into sections. If we insert an instruction into the Donation example, it would look like this in Tabular View.



The instruction may be placed anywhere in the template and you may have as many as you need.

<u>True/False</u>
This data type is useful for recording a simple Yes/No type of situation and is presented to the user as a simple tick box (ticked means True or Yes, unticked means False or No). For instance, in our Donations example we may wish to ask ‘Does the donation conform to the original purpose and rationale of the donor?’. This would therefore create a flag that, if left unticked, would indicate that something is amiss.

<u>Time</u>
Use this data type only if you want to record a time.

<u>Other Reference Data Types</u>
In our example we saw the ‘Reference’ data type being used to link to a document, entity and user. Other things that may be referenced are Addresses, Loans, Banks, Bank Accounts, Investments and many other defined objects within PlainSail including ‘Property’.

If Property is chosen, it means that the user wants to refer to a pre-defined Property in the Property Bag and this will provide the user with a customized pick-list of available values.

For example, the inventory may have a ‘Status’ field which can only contain the values ‘Open’, ‘Closed’ or ‘Pending’. As long as there is a Category in the Property Bag which defines these values, you can choose that category as the value requested. If the category does not exist, you can set it up quite easily in the Property Bag.

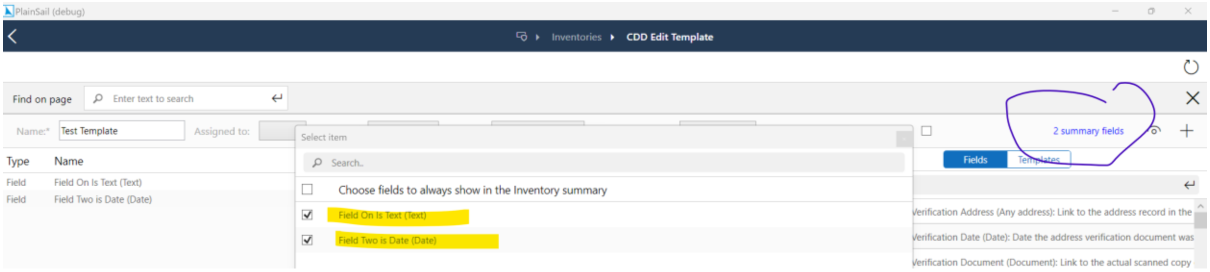
Property Bags are globally available in PlainSail and are not just used in inventories so you need to be careful before editing the ones that come with PlainSail. But you can create your own Property Bag categories and maintain your own lists for use in your inventories.

You edit Property Bags (if you have admin permissions) from Admin > Global information > Properties.

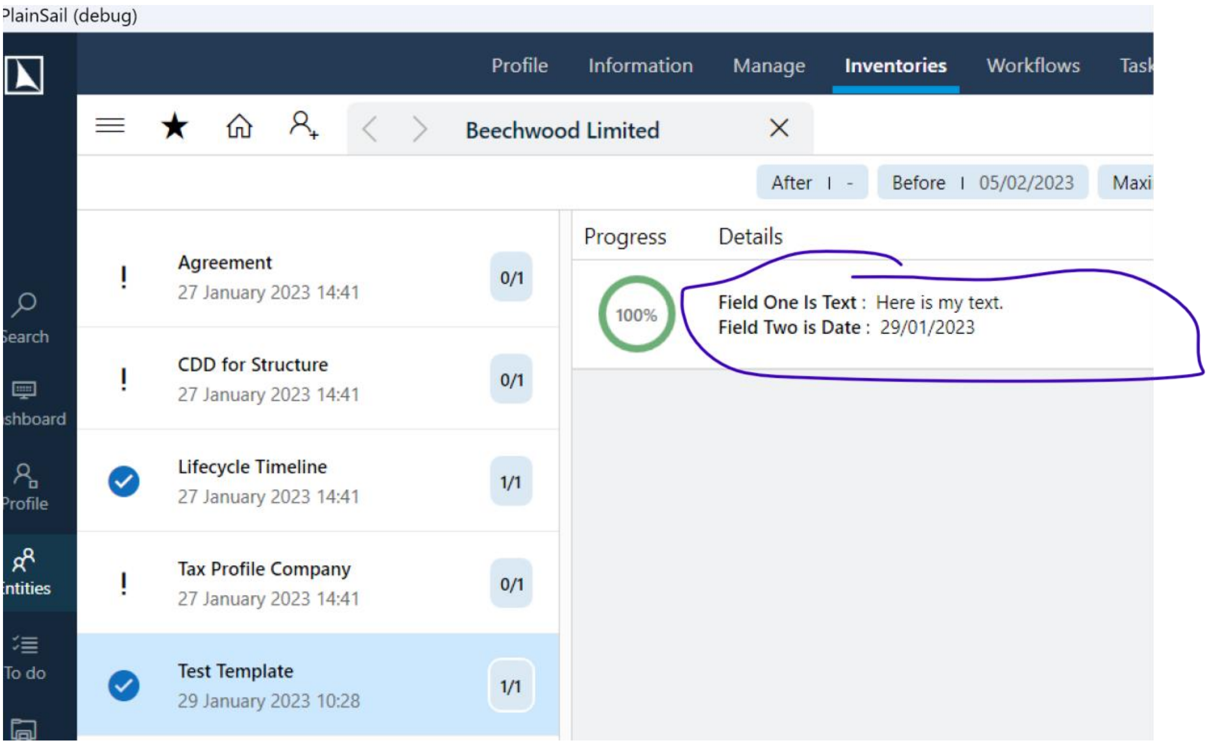
If there is no existing Property Bag that suits you needs and you only need the list once in a single inventory, an Inline list might be a better choice (see the section ‘Inline Lists’).

Summary Fields

You can select certain fields that provide a useful summary of an inventory when it shown in the Entity Inventories screen. This can be useful to avoid clicking into the inventory to know what it relates to. For example, if it as Id document you can see which type of document it is from the summary. Here is an example where we choose both fields to be in the summary:



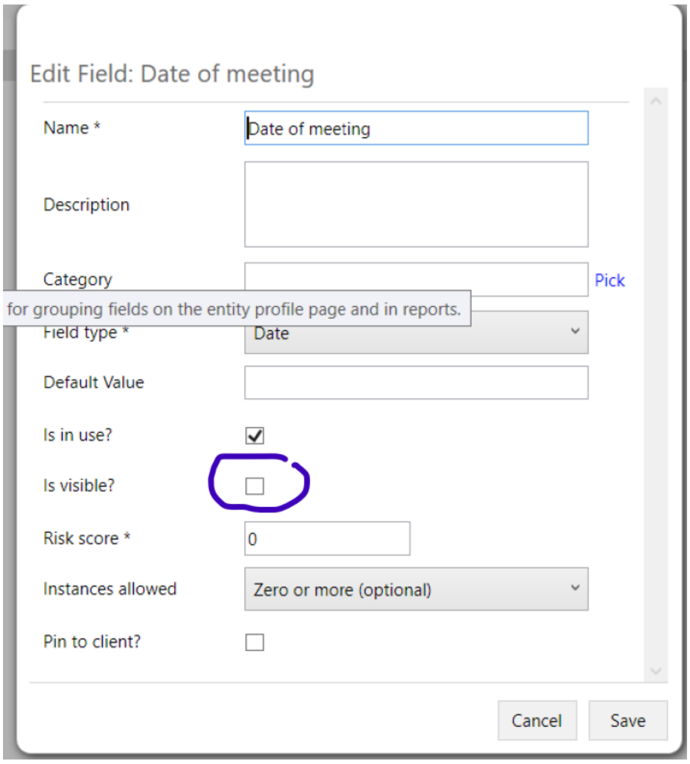
And when the fields are filled in, they appear in the summary:



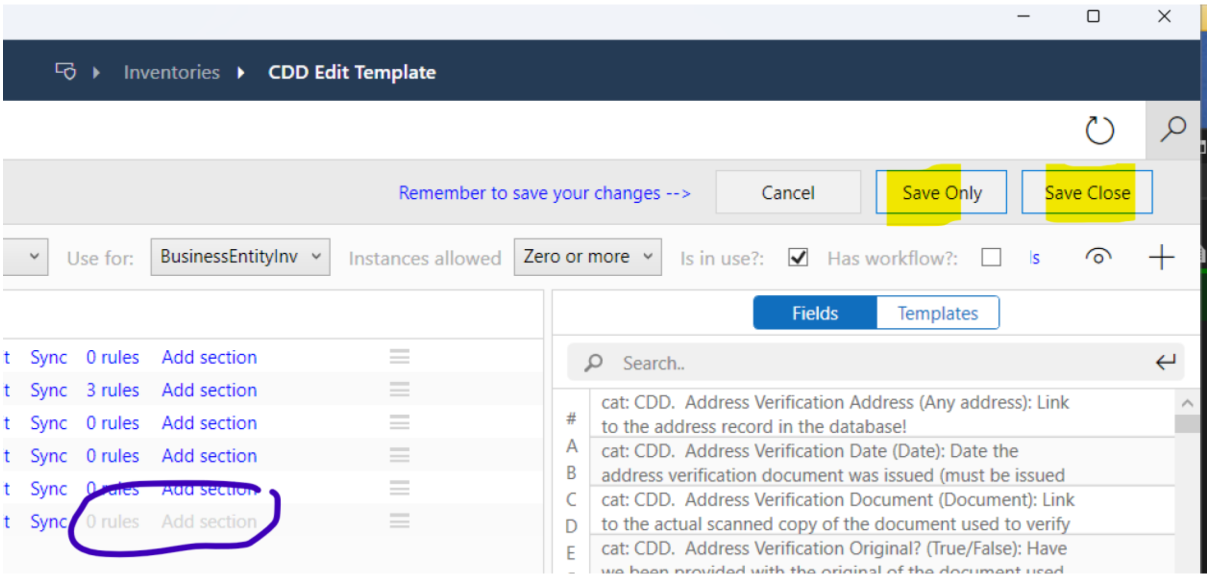
Field Visibility and Rules

You may only want to display certain fields based on the information the user enters. You can mark fields as not visible and only display them dependent on user input. For example, you could have a

Yes/No question, ‘Face to face meeting?’ and if the user answers ‘Yes’, you could reveal another field which is ‘Date of meeting’. So the second field you would untick the Is Visible box:



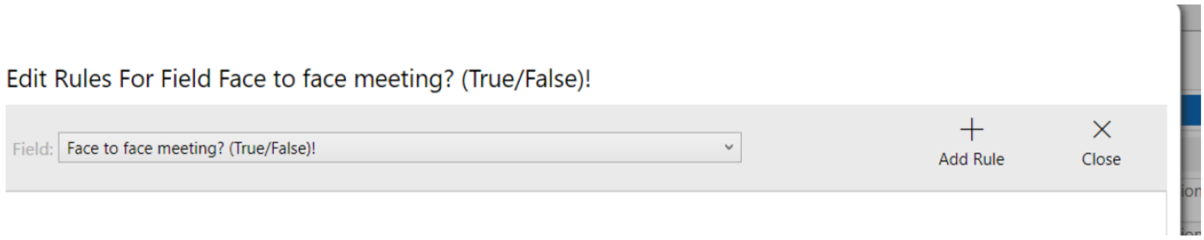
To display the other fields based on the user input you would add field rules but you can only do this after your fields have been saved to the database since we use the Ids of the fields to identify them. When you have added a new field the rules and section links are greyed out until you have click Save Only or Save Close:



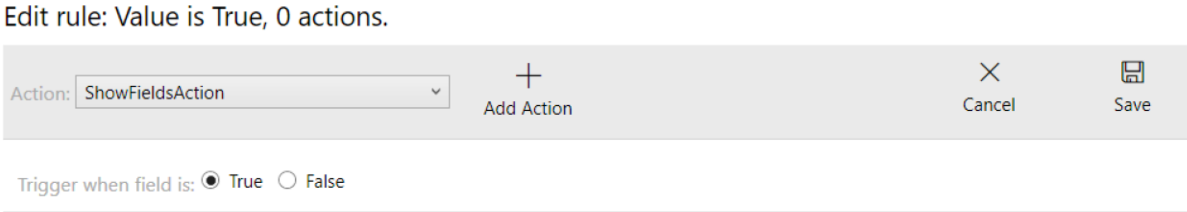
The Save Only button saves your changes but keeps the editor open.

Going back to our example above, on the first field you would create two rules:

Click on the rules link to open up the rules editor and click Add Rule:



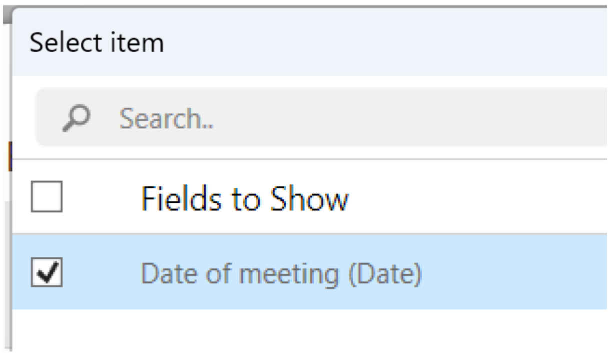
You then have a choice of actions for the rule. Choose ShowFieldsAction and select trigger when the field is True:



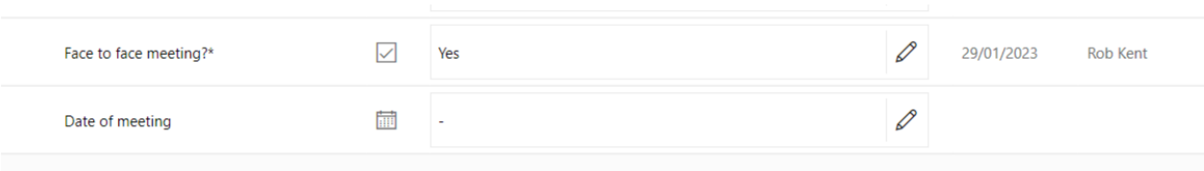
Click Add Action, which will open the list of fields to be shown when the first field is true.

Note: only fields that come after your trigger field are shown in the list because you could end up with illogical selections if you could hide fields above or even your trigger field.

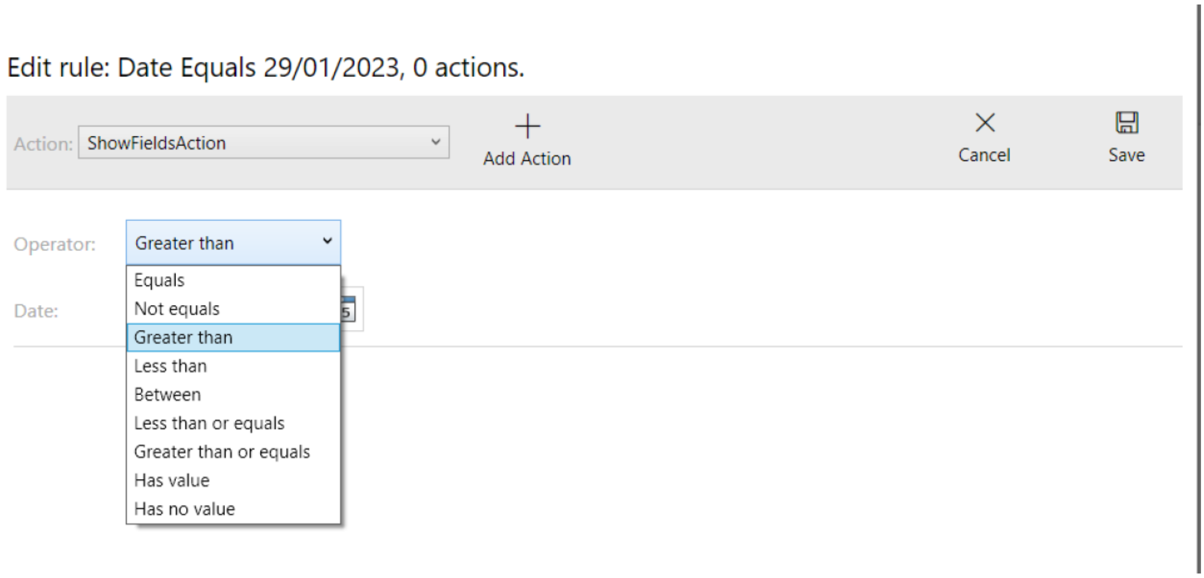
Select your second field and click the save icon:



Now if I launch the inventory and answer Yes to the first question, the second field is revealed:

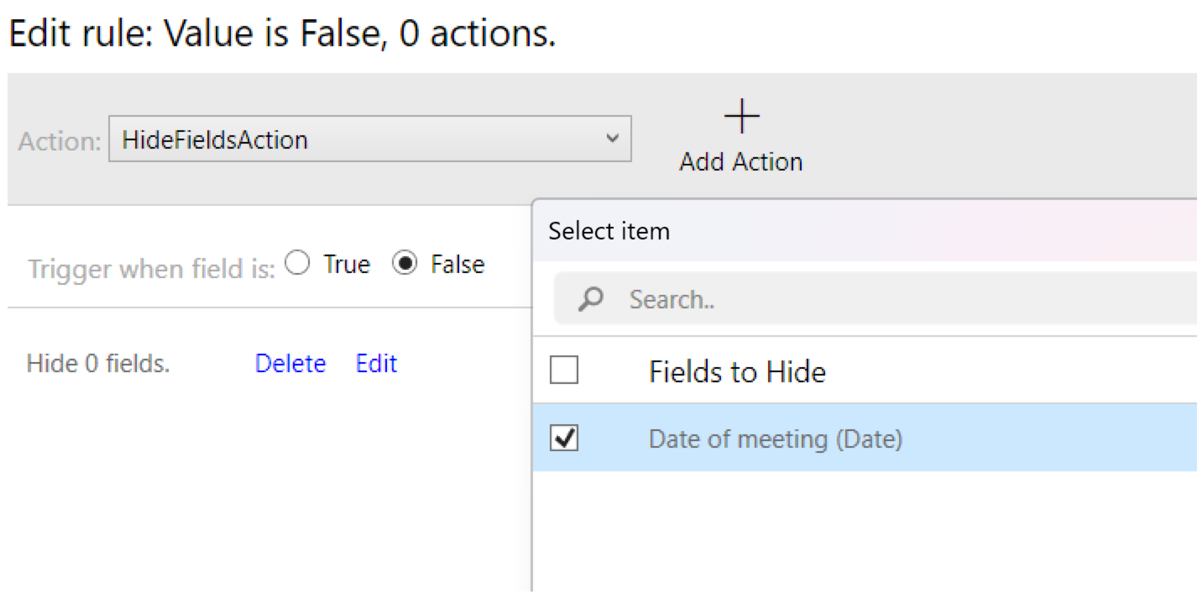


Note: You can attach a rule to any type of field, not just Yes/No. For example, you could add a rule to the date field that triggers if the date is greater than a specific date:

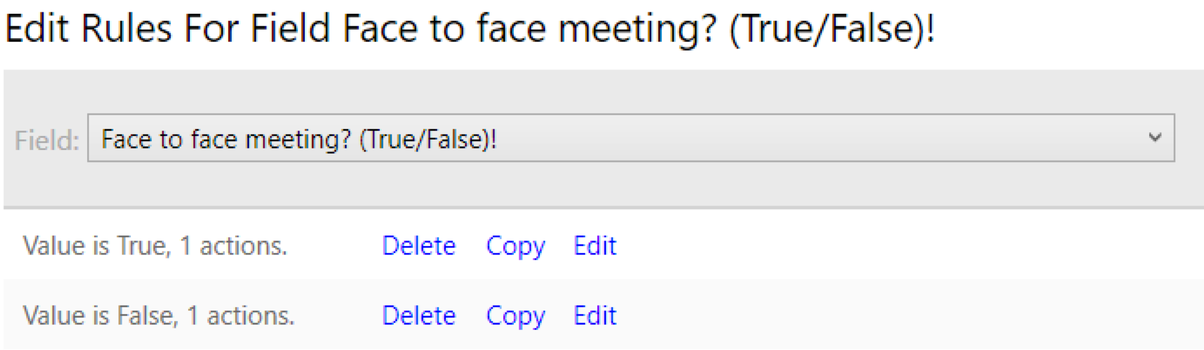


The list of operators depends on the type of field you are comparing to. A useful comparison available for all fields is ‘Has value’ and ‘Has no value’ which lets you trigger an action not based on **what** the user enters but **if** they enter anything at all.

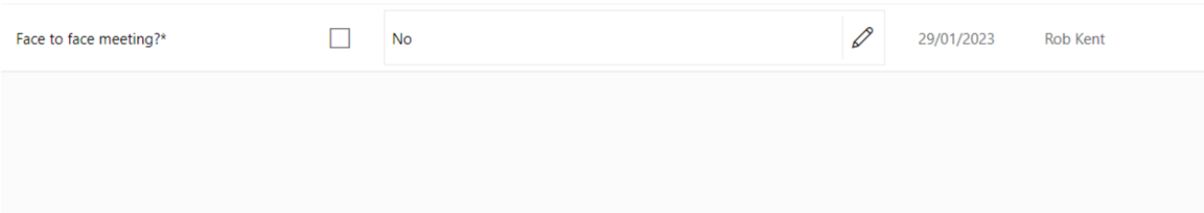
Once you have revealed a field based on another field’s input, what happens if the user then changes that input? By default, nothing happens: the second field will remain visible. To hide it again, you need to add a second rule to the first field which reverses the original action:



In this case you choose HideFieldsAction in the dropdown and False as the value to match and then select the same second field to hide. The first field then has two rules:



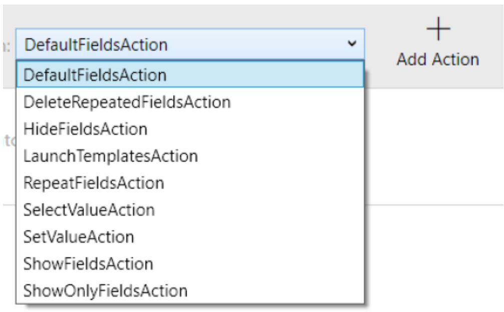
And after you have synchronised your changes and changed your answer to No, the second field will disappear:



Note that the second field will lose its value when it is hidden. This is because the field still exists and is saved back to the database but you do not want it to show up in reports or summaries.

Other Available Rule Actions

As well as showing and hiding fields, there are other actions you can choose:

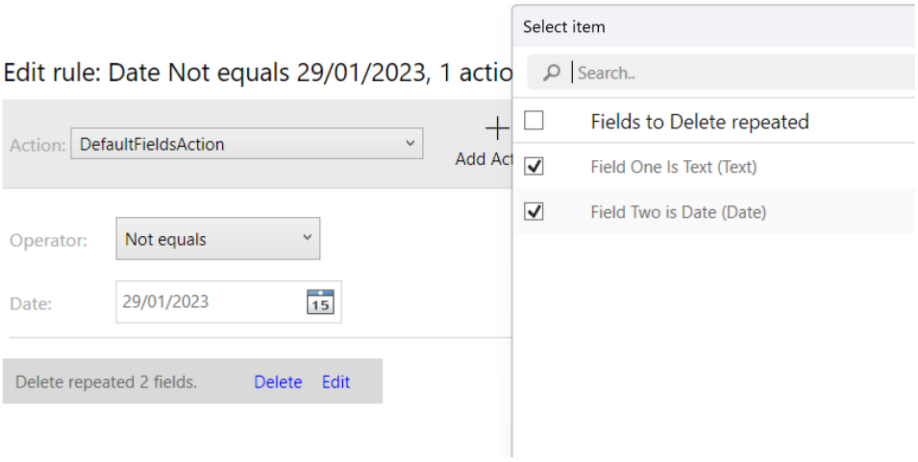


These are:

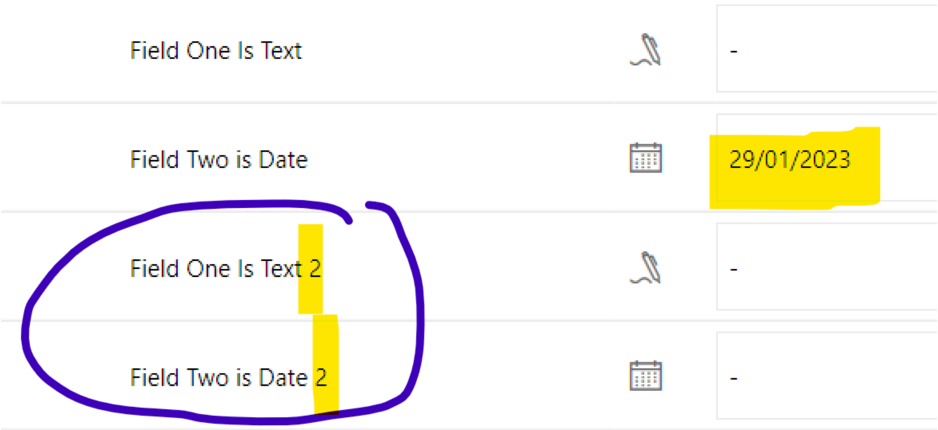
DefaultFieldsAction When no other rule applies, you can set your inventory back to a default set of fields. This is useful because you can avoid lots of different rules for all the potential conditions. For example, you could have one rule that says 'if the date is before 01/01/2023' then display these five fields. If that rule is not matched you can create a default fields action that selects your default set of fields.

Note: The actual condition that you set on a default fields action is ignored since the action is always applied if no other action is found. The logic followed is: check the conditions for all rules on the field and if none are applied, see if there is a default fields action; if there is, show those fields and hide the rest.

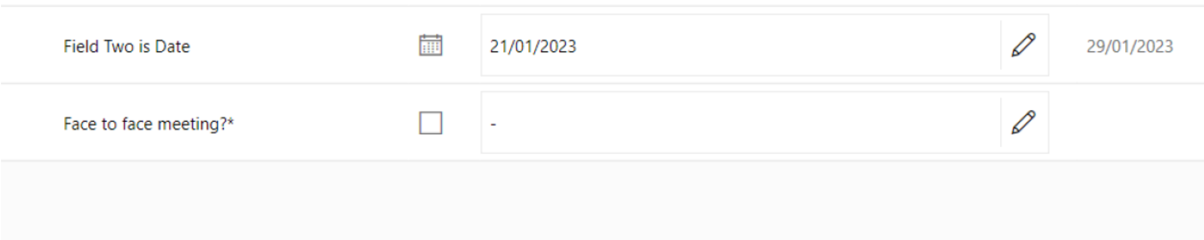
RepeatFields and DeleteRepeatFields You use this pair of rules repeat some fields based on the value of the trigger field and then delete the repetition if they change their answer:



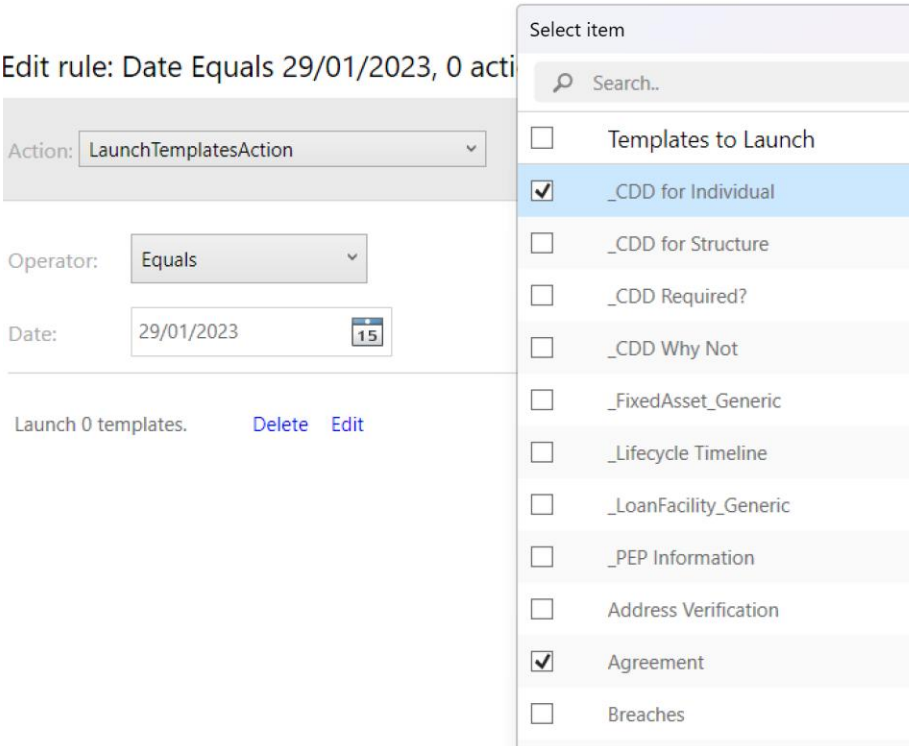
When I fill in the inventory and select the trigger date of 20/01/2023, the two fields are repeated below with the number 2 appended to their names:



Note that we need the number 2 to make the fields unique. If I then edit the original field and change the date, the DeleteRepeatFields action is applied and the repeated fields are removed:

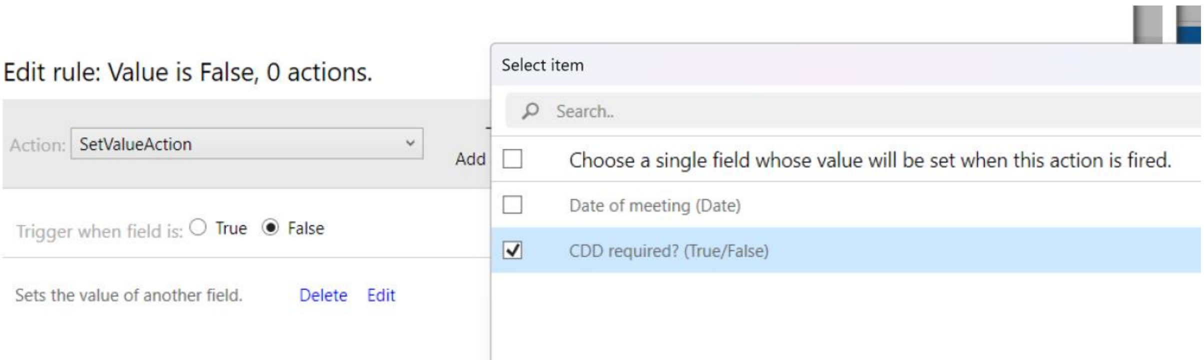


LaunchTemplatesAction This action lets you launch one or more inventories for the same entity based on the entered value. Note that you cannot reverse this and you would need to manually delete the launched inventory if it is no longer required.

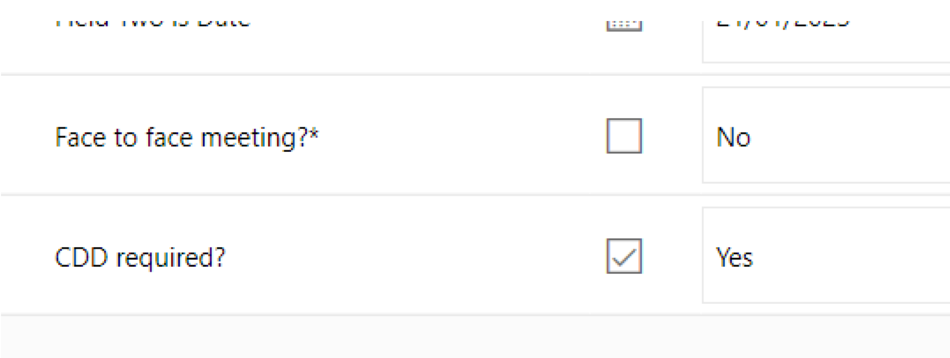


SelectValueAction This action cannot currently be set from the editor although it can be coded by PlainSail. You will see an error if you try to use it.

SetValueAction This action sets the value of another field when the rule is triggered. You need to choose a single field to set and then provide a valid value for that field:



So above if the user chooses False for ‘Face to face meeting?’ we will set the CDD required field to True.

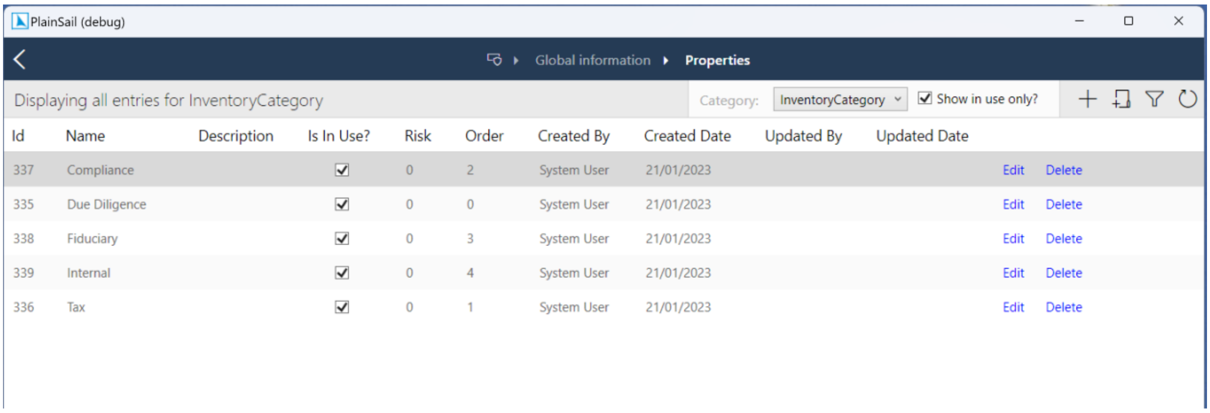


Note that rules do not cascade so when you set the CDD Required field to True, if that field has a rule it is only applied when the user makes the selection not when another rule does. To achieve what you want you would need to repeat the rule on the first field so that its rules would be like: ‘Set field B to True, and set field C to visible’. This can get messy but is not something you meet with very often.

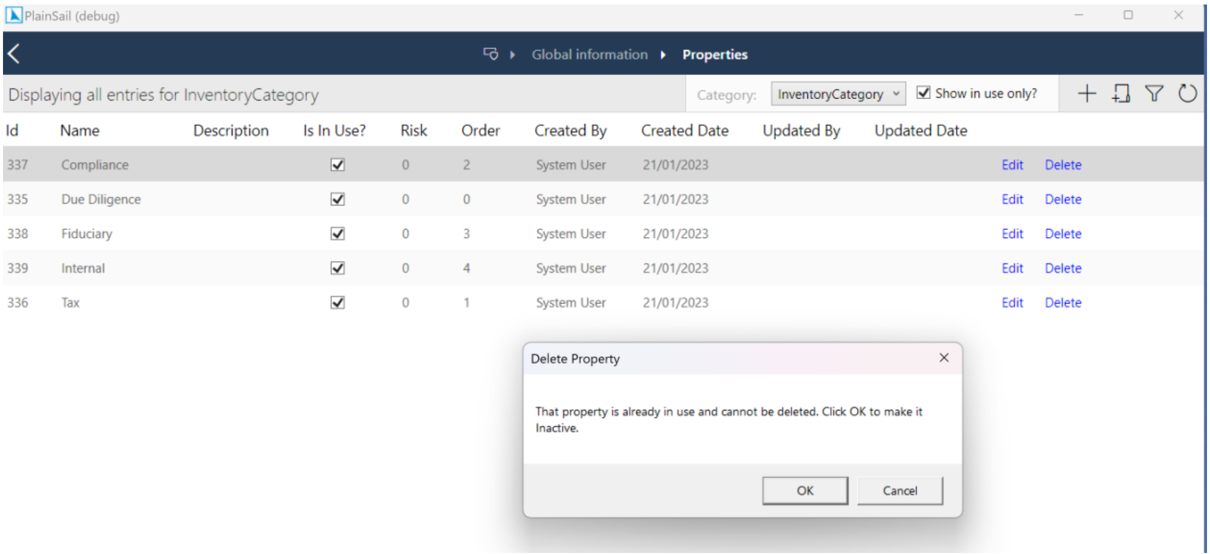
ShowOnlyFieldsAction This action lets you select a list of fields from the inventory which should be the only ones shown if the value is matched. Only the fields selected are made visible and all other fields (apart from the trigger field) are hidden.

Choosing a Field Category

Inventory categories are managed from the global properties screen in Admin > Global information > Properties. Choose the Property Category ‘InventoryCategory’ from the drop down menu:

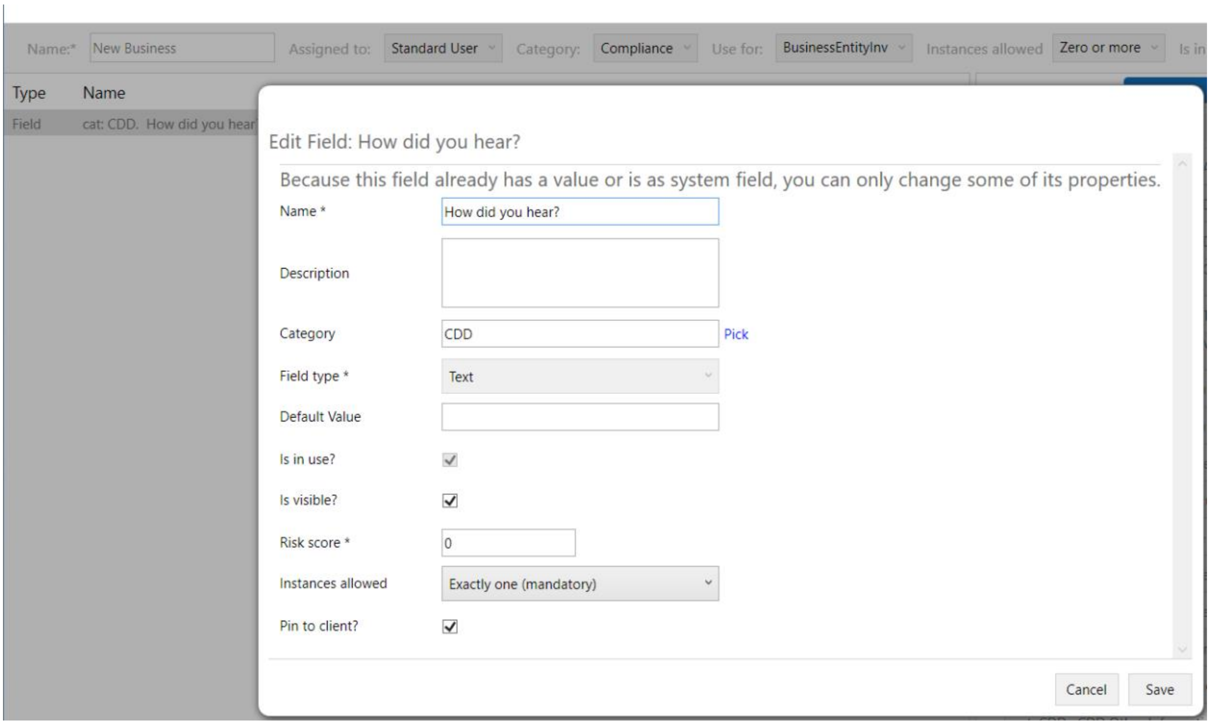


The above list is the default supplied one but you can add your own categories. If you try to delete one that is being used in existing inventories, you will see this error:

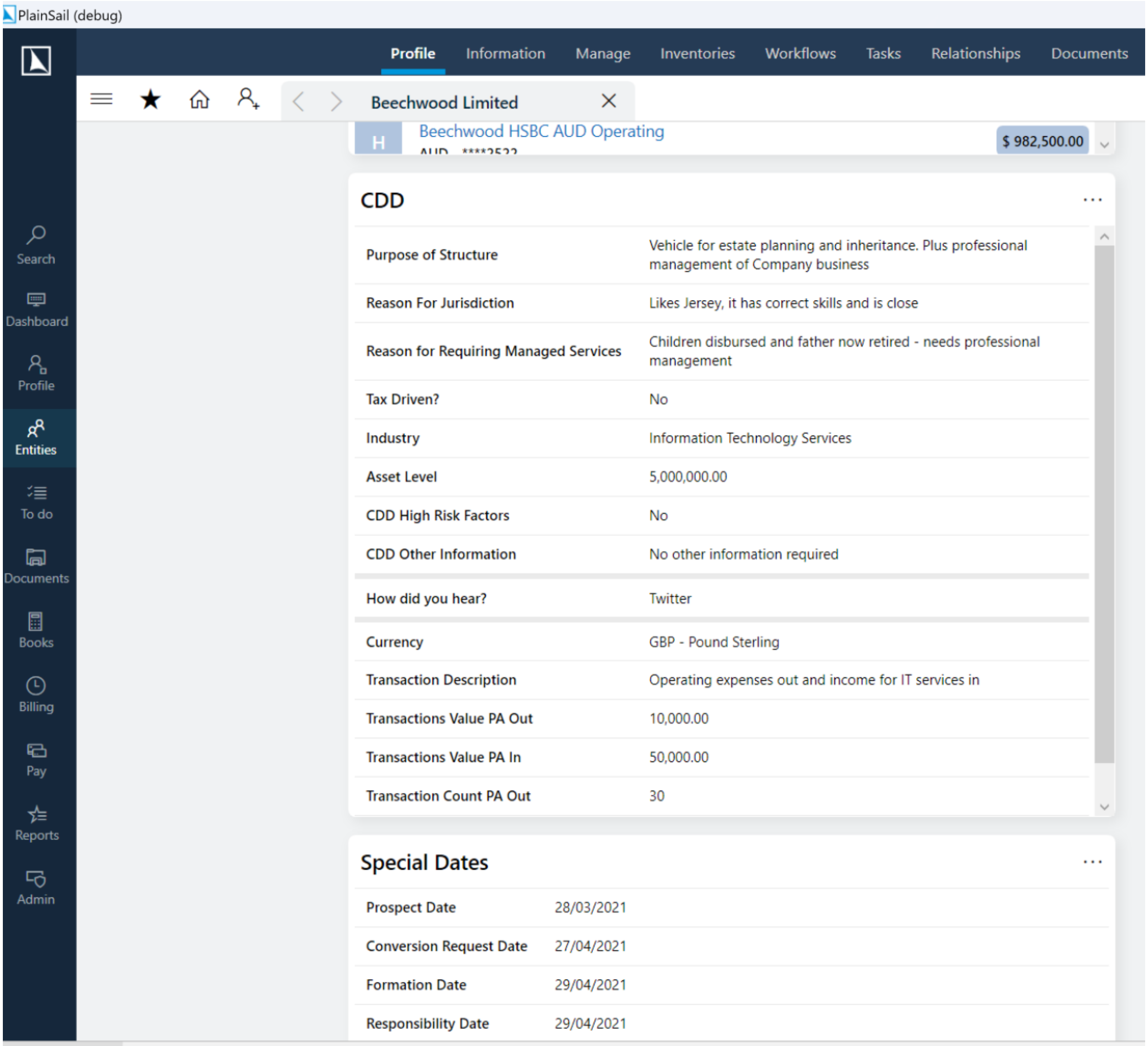


Pinning Fields to the Client Profile Page

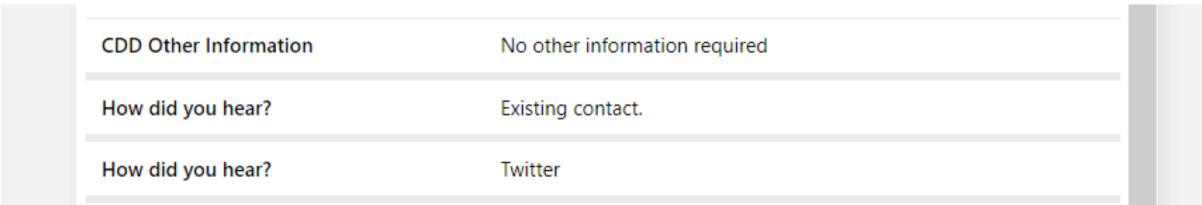
When you choose ‘Pin to Client’ in the Field editor screen, you have to choose a category in which the field will appear. The categories or global properties and they are grouped on the client profile page if the entity has one or more inventories based on that template. For example, I can create a new template called 'New Business' with a field called 'How did you hear?' and I give it a category of CDD:



When you launch an inventory for that template and fill in the value, it will appear grouped with all fields in the same category from all inventories where the fields also have ‘Pin to Client’ ticked:

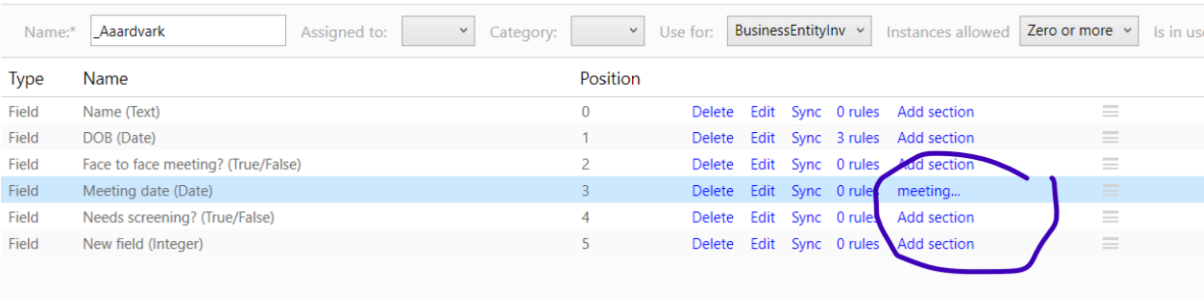


If an inventory can have more than one instance, every instance of that field will be shown in the profile:



Field Sections

Sections let you group your fields using a tag and a title but they are only currently used by workflows and will not show in your inventories.



They are used internally to identify a group of fields that can be extracted and edited in a single workflow step without showing the whole of the inventory. Because workflows are presently created and maintained by PlainSail staff, you should have no need to define sections for yourself.

Updating a Template and Synchronising Your Changes to Existing Inventories

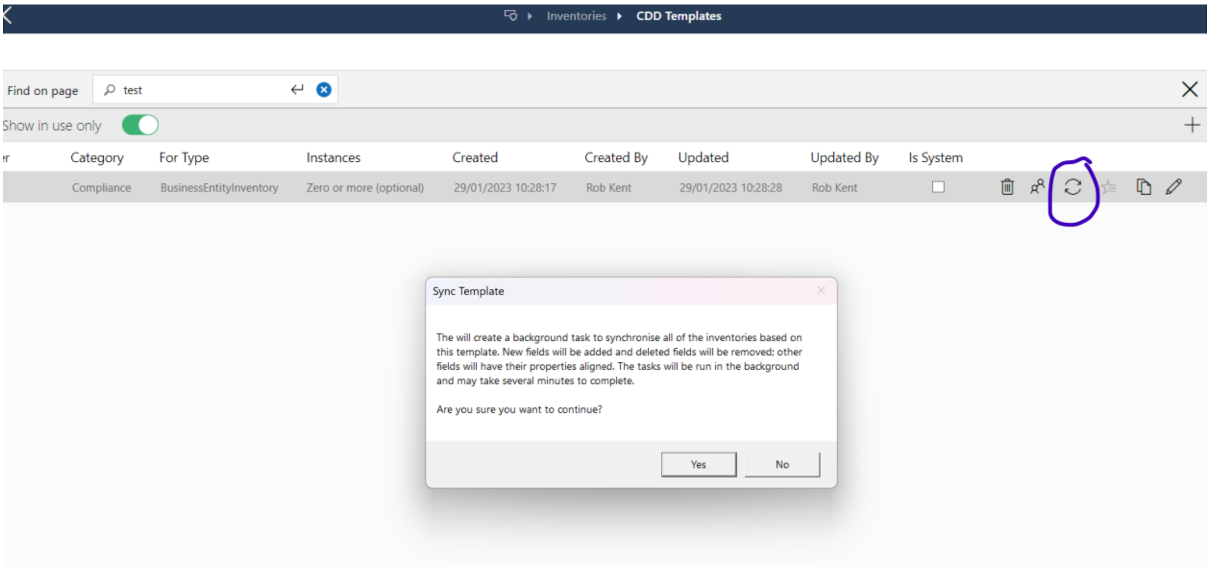
Templates evolve over time to suit your business needs. You can choose to create a new template and mark the old one as not In Use or you can change your existing template and synchronise your changes to existing inventories. The main consideration is whether you have reports based on the inventory: if you do, you should update the existing inventory because creating a new one will break the link between your reports and your old inventories.

If you do not have any reports using the inventory and you decide to create a new one, you should rename the old one to something different, like 'Basic Compliance (version 1)', set it to not in use, and then create the new one to have the same name as the original, 'Basic Compliance'.

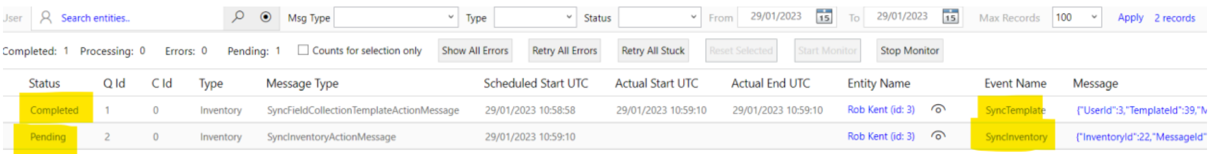
If you are updating an existing template, we recommend that you set it to not in use while you make your changes. This will stop anyone launching an inventory based on it before you have finished your changes.

When you have finished your changes, you can use the Synchronise feature to push those changes out to your existing inventories. You could also decide not to push your changes to existing inventories and only have those changes in inventories created after you have saved it but we think that at some point you will want to push an update and that will push everything anyway, so you may as well do it to straight away.

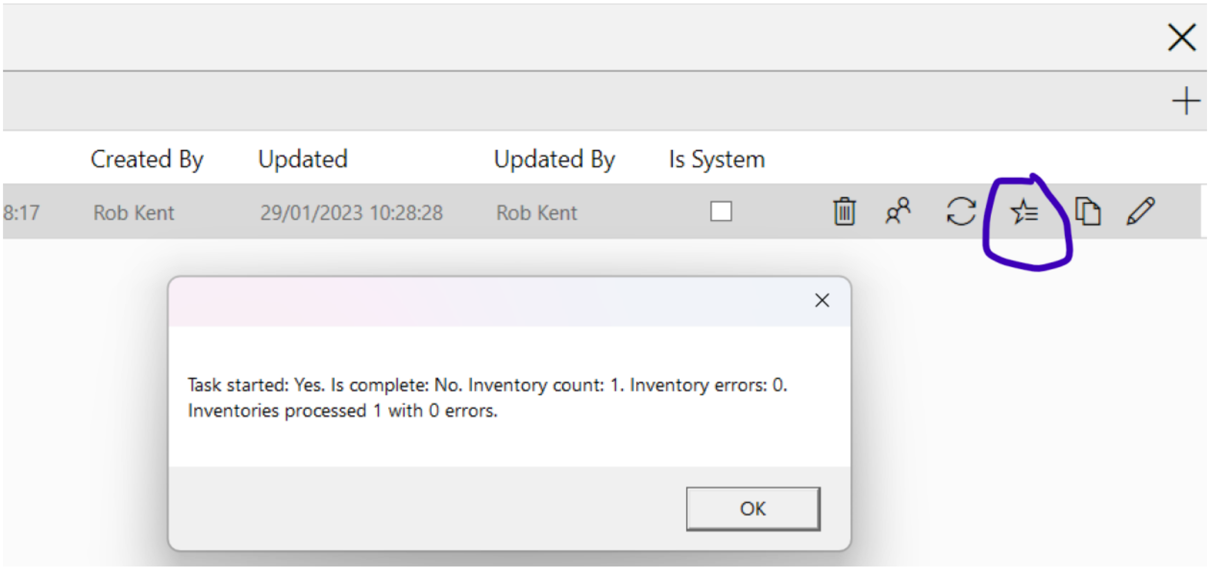
On the templates screen, click the Sync icon:



Because you could have a large number of inventories for the same template, the sync request creates a queued task and each inventory becomes a separate background task. This stops your screen being locked while it happens. If you have permission you can see the progress on the Queued Task display:



The first queued task finds inventories based on the template and creates separate tasks to do them all. If you go back to the templates screen you can click on the report icon and get an update of its progress:



If an error occurs during the sync process, it is logged to the Health Check screen, although this is rare.

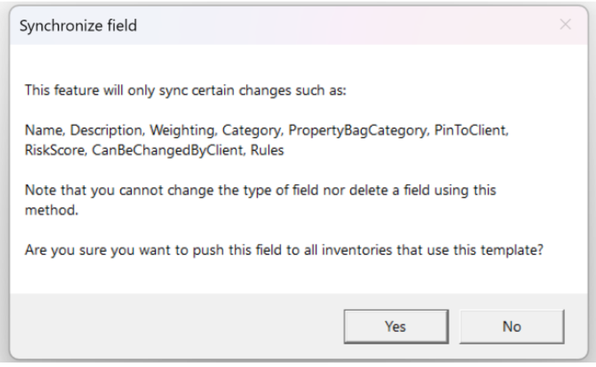
Every property and field of the template is synchronised and deleted fields are removed. The only exception is ad-hoc documents added to an inventory. Users can attach documents to any inventory and these are added to the fields list but they are not linked to the template. These will always be left in the inventory when it is synchronised.

Warning: When you delete a field from the template, the field is deleted from all your inventories. This could lead to loss of information that you have collected so be certain before you do that.

Synchronising Individual Fields

From the template editor you can synchronise an individual field. This is more efficient if you have only changed that one field and do not need to sync the whole template or maybe you are not ready to sync the whole template. You cannot change the datatype of the field because that could cause data corruption but you can change its other characteristics.

All fields based on field in all inventories created from the same template will be immediately updated; unlike when you sync a template, the action is not placed on a queue and will happen when you click Yes in the confirmation popup:



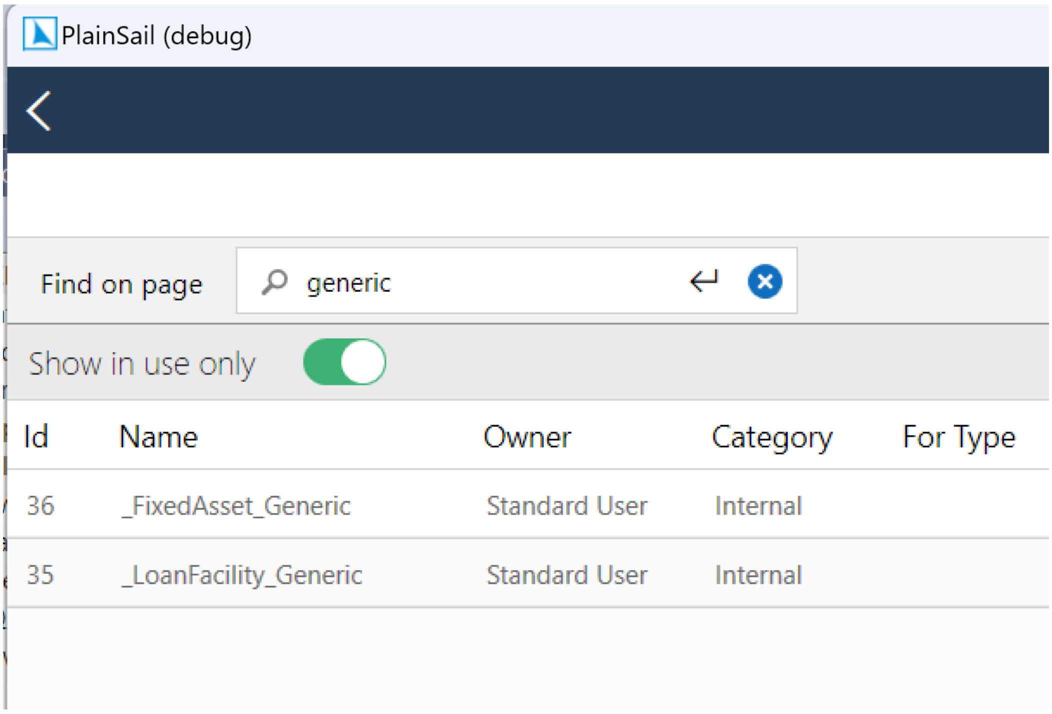
If the same field is used in other templates they will not be affected by the update. You would need to open those other templates and sync the same field.

Extending PlainSail Screens with Generic Inventories

You can extend certain PlainSail screens using 'generic' inventories. This allows you to have custom fields that will appear below those screens. The screens you can do that for are:

- Billing Projects
- Fixed Assets
- Loan Facilities
- Relationships

The only two we currently supply by default are:



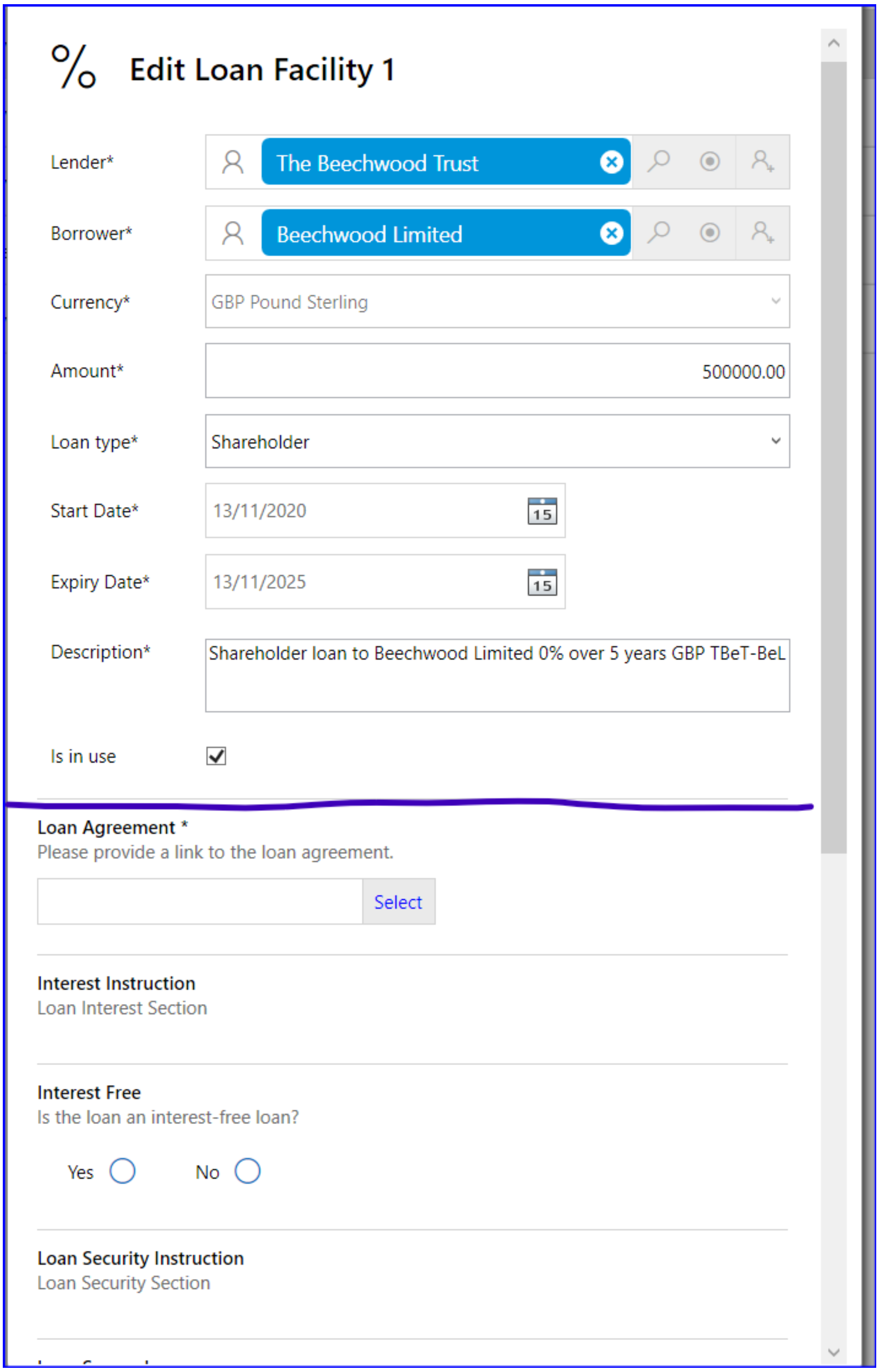
The loan agreement inventory looks like this:

Find on page | Enter text to search

Name:* LoanFacility_Generic | Assigned to: Standard User

Type	Name	Position
Field	cat: Loan. Loan Agreement (Document): Plea...	0
Field	cat: Loan. Interest Instruction (Instruction): L...	1
Field	cat: Loan. Interest Free (True/False): Is the lo...	2
Field	cat: Loan. Interest Rate (Decimal): Please ent...	3
Field	cat: Loan. Interest Terms (Inline list): Please c...	4
Field	cat: Loan. Interest Details (Text): Details of th...	5
Field	cat: Loan. Day Count Convention (Inline list):...	6
Field	cat: Loan. Loan Security Instruction (Instructi...	7
Field	cat: Loan. Loan Secured (True/False): Is the l...	8
Field	cat: Loan. Loan Security Doc (Document): Pl...	9
Field	cat: Loan. Security Details (Text): Details of t...	10
Field	cat: Loan. Guarantee Instruction (Instruction)...	11
Field	cat: Loan. Personal Guarantee (True/False): Is...	12
Field	cat: Loan. Guarantor (Any entity): Please cho...	13
Field	cat: Loan. Guarantee Doc (Document): Pleas...	14
Field	cat: Loan. Guarantee Details (Text): Details of...	15

When you edit a loan, everything below our fixed fields is coming from the inventory (the thick blue line below):



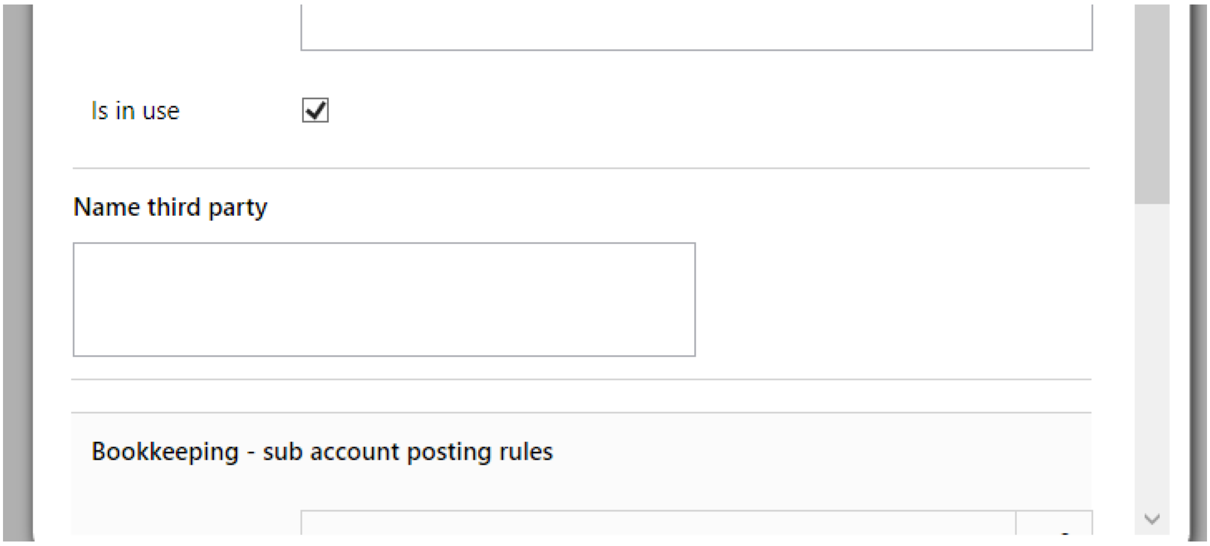
Generic Subtypes

You can make generic templates more specific by including the name of the type in the template name. For a loan, you would use the Loan Type dropdown name. For example, to create a template that is only used for Third Party loans, you would create a template called _LoanFacility_ThirdParty_Generic:

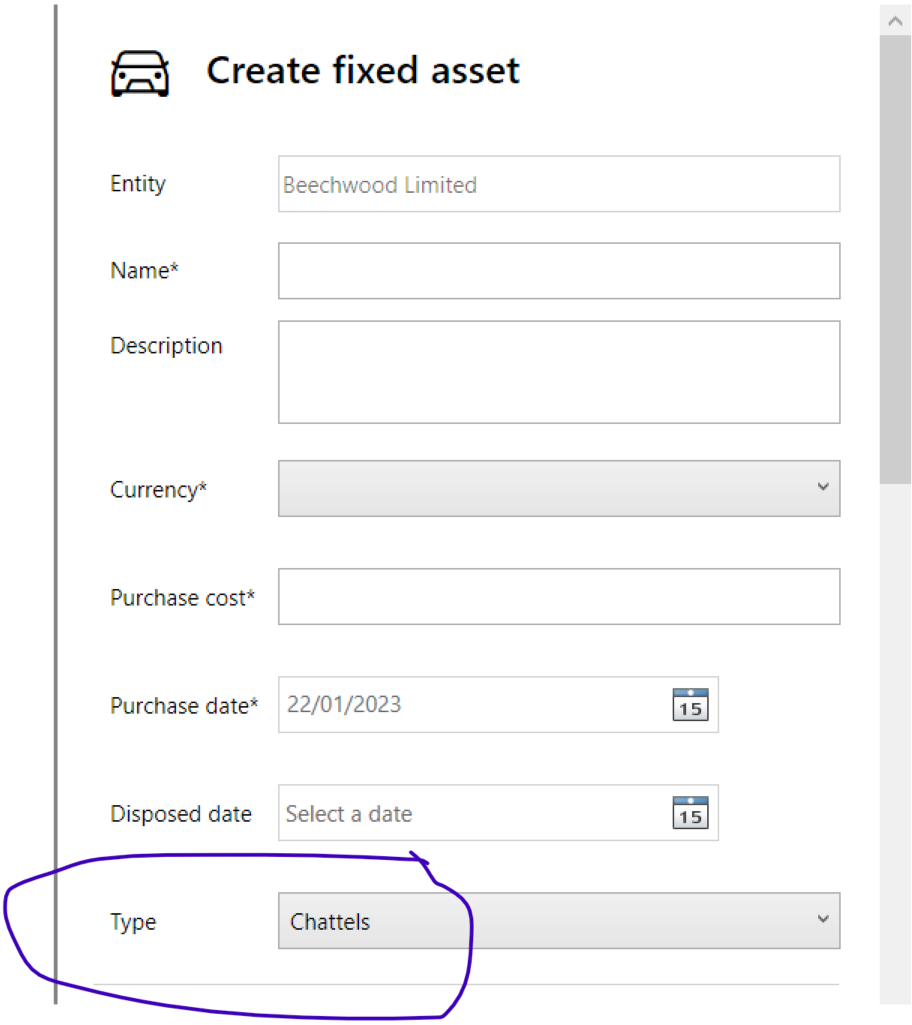
36	_FixedAsset_Generic	Standard User	Internal
35	_LoanFacility_Generic	Standard User	Internal
39	_LoanFacility_ThirdParty_Generic		

Note: Omit the spaces from the type name when naming your template.

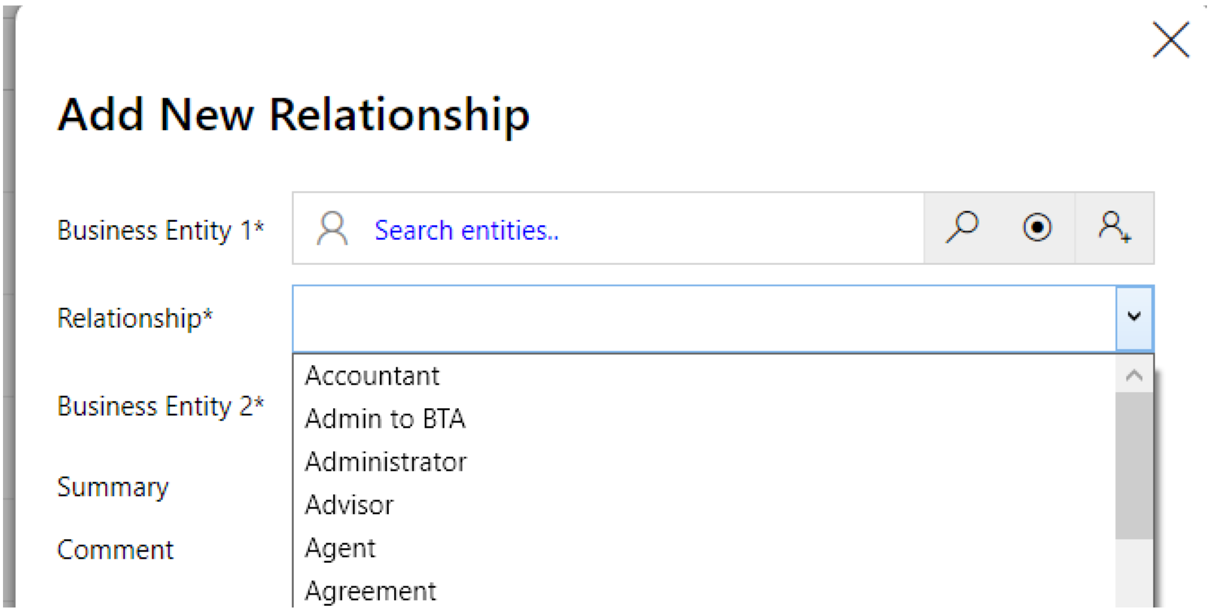
Now when you select Third Party from th Loan type dropdown, the fields at the bottom will change to your specific inventory:



For Fixed Assets, the generic subtype is the Type dropdown:



For Relationship it is the Relationship dropdown:



With all the above subtypes you should remove spaces from the name when naming the template.

Note: Billing Project subtypes are more complicated, are based on the charging entity and may change in future so we do not describe them here.

A General Note on Reporting

PlainSail's reporting system works separately to PlainSail itself but accesses the data in its SQL database. When designing an Inventory, you don't need to include data which exists elsewhere in the system as this would duplicate data and lead to many difficulties.

For example, when you launch an inventory you have launched it against a particular entity and it 'belongs' to this entity so you do not need to include the name of the entity or any other of its data in the inventory itself. When you report on it, all the data associated is accessible to the report by linkages within the system. The report will display the entity name even though it isn't in the inventory itself.

When designing new inventories, you need to have a good knowledge of PlainSail to avoid any possibility of data duplication. We recommend you seek advice and ratification from PlainSail staff when embarking upon this exercise.

Edit and Creating Template Triggers

[section not written yet]