

## Batch Processing – Manual

This document describes the steps to manually create Field Templates and related Data Objects. The sample fields we will use and their types are as follows:

PersonId	String
FirstName	String
SurName	String
DateOfBirth	DateTime
MaritalStatus	String
Sex	String
Phone	Numeric
Salary	Decimal

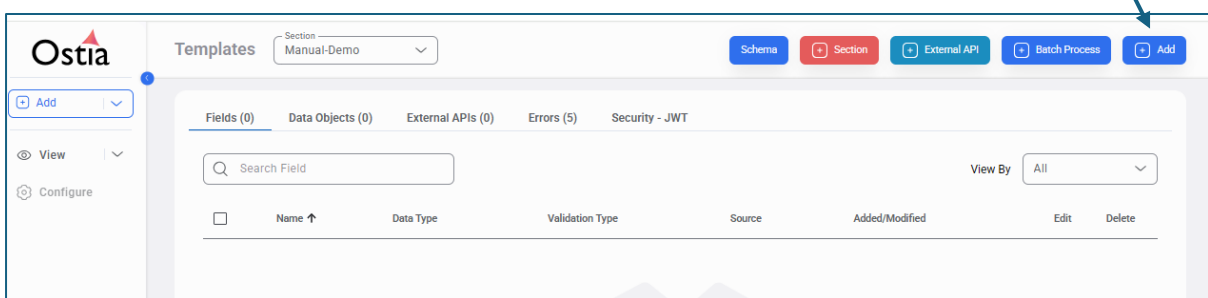
### Create The Field Templates and Data Object

This is the process that will create a new Section and populate that with the basic Field Templates while also creating a Data Object structure to manage the service data.

#### Create the Field Templates

For each of the fields required, follow this process:

1. Go to the Templates from the main menu and select the 'Add' button to add a new field:



- The following creates the definition for the FirstName field. It validates the length provided and that the values provided are allowed:

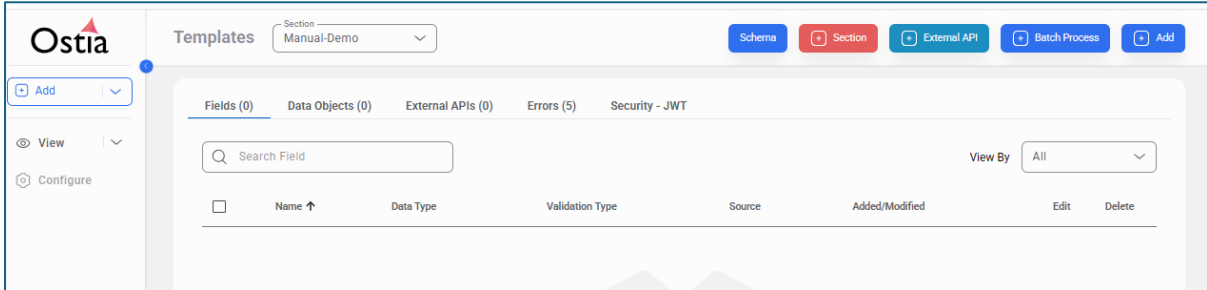
- Repeat this for all 8 fields and the following list of fields will be the result: field.

Name	Data Type	Validation Type	Source	Added/Modified	Edit	Delete
DateOfBrith	Date	Valid Format	Created	3 Mar 26	<a href="#">Edit</a>	<a href="#">Delete</a>
FirstName	String	Length is Between	Created	3 Mar 26	<a href="#">Edit</a>	<a href="#">Delete</a>
MaritalStatus	String	Contained in CSV	Created	3 Mar 26	<a href="#">Edit</a>	<a href="#">Delete</a>
PersonId	Numeric	Valid Format	Created	3 Mar 26	<a href="#">Edit</a>	<a href="#">Delete</a>
Phone	Numeric	Valid Format	Created	3 Mar 26	<a href="#">Edit</a>	<a href="#">Delete</a>
Salary	Decimal	Greater Than or Equal To	Created	3 Mar 26	<a href="#">Edit</a>	<a href="#">Delete</a>
Sex	String	Contained in CSV	Created	3 Mar 26	<a href="#">Edit</a>	<a href="#">Delete</a>
SurName	String	Length is Between	Created	3 Mar 26	<a href="#">Edit</a>	<a href="#">Delete</a>

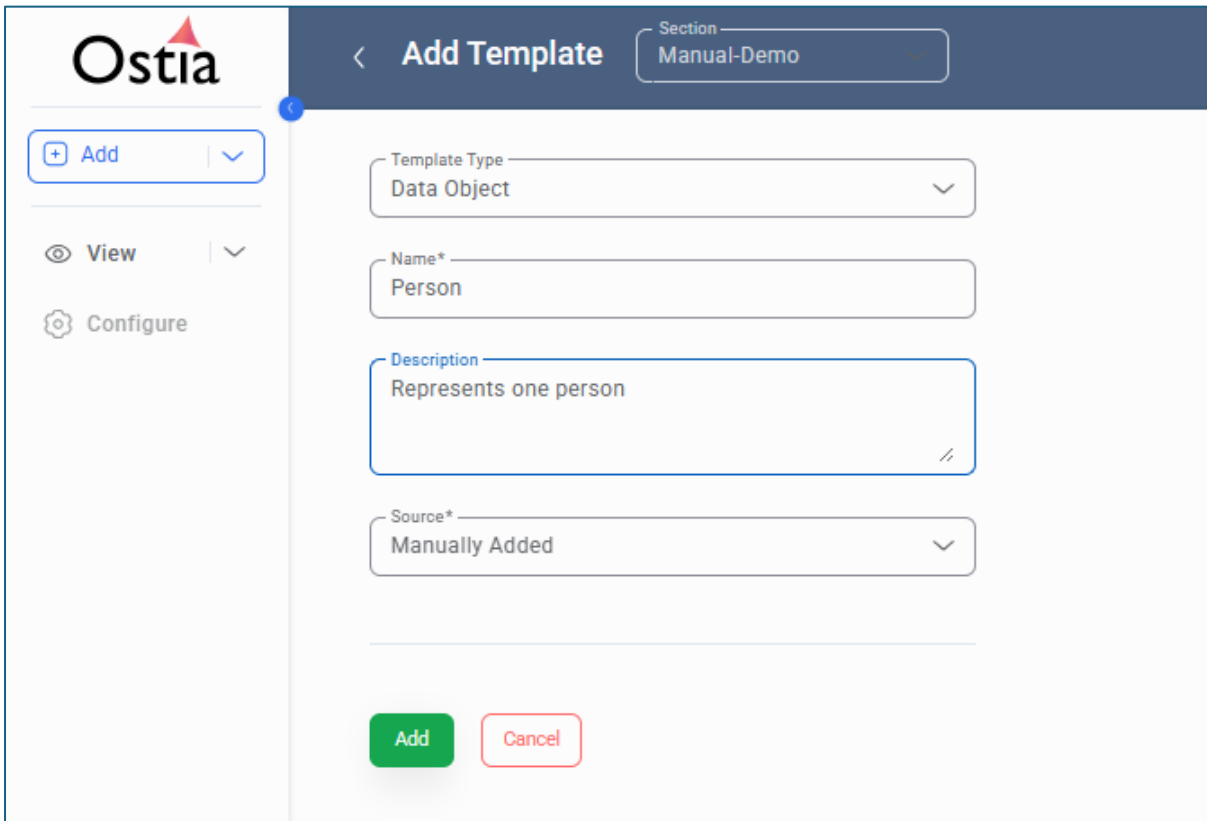
## Create the Data Object Schema

To create a Data Object Schema, follow this process:

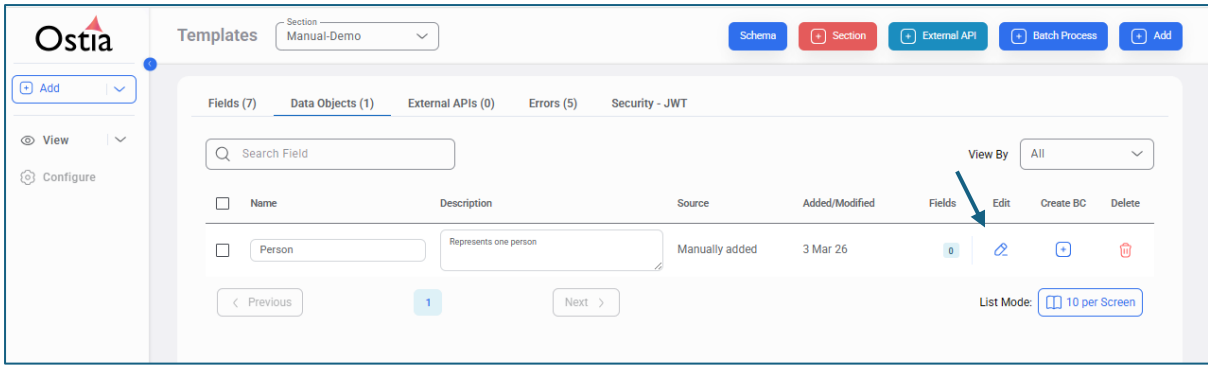
1. Go to the Templates from the main menu:



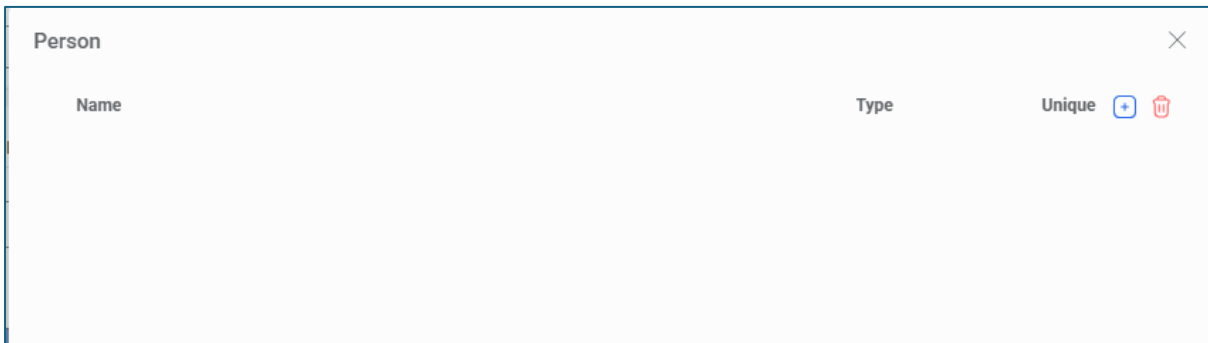
2. Hit the "Add" button to add. Select "Data Object" from the Template Type dropdown and provide a name of 'Person' and optional description and hit the "Add" button:



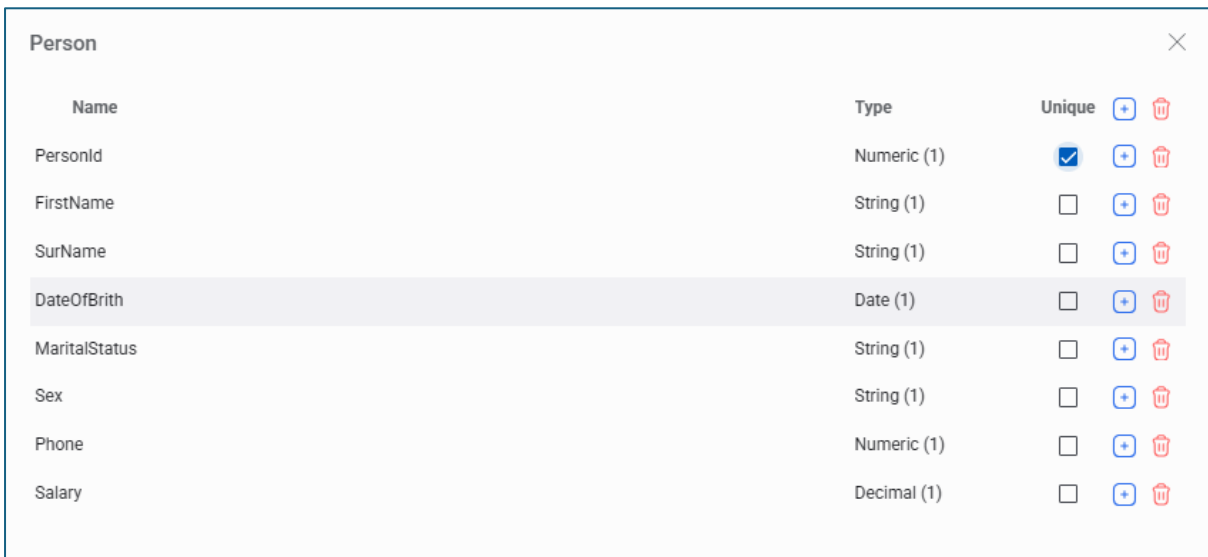
3. You will see the Data Object has been added. Then hit the "Edit" button to add fields to the Schema:



4. Hit the 'plus' button and add each of the created fields.



5. This will result in the following Data Object Schema. Please mark the PersonId field as "Unique" as seen below and hit the "Save" button to save this Data Object Schema.



## Next Steps

Once completed, you can proceed to the next guide to create the Business Capabilities for this section. See the related document: **04-C-Business Capability Creation Manually V2** for the next steps.