

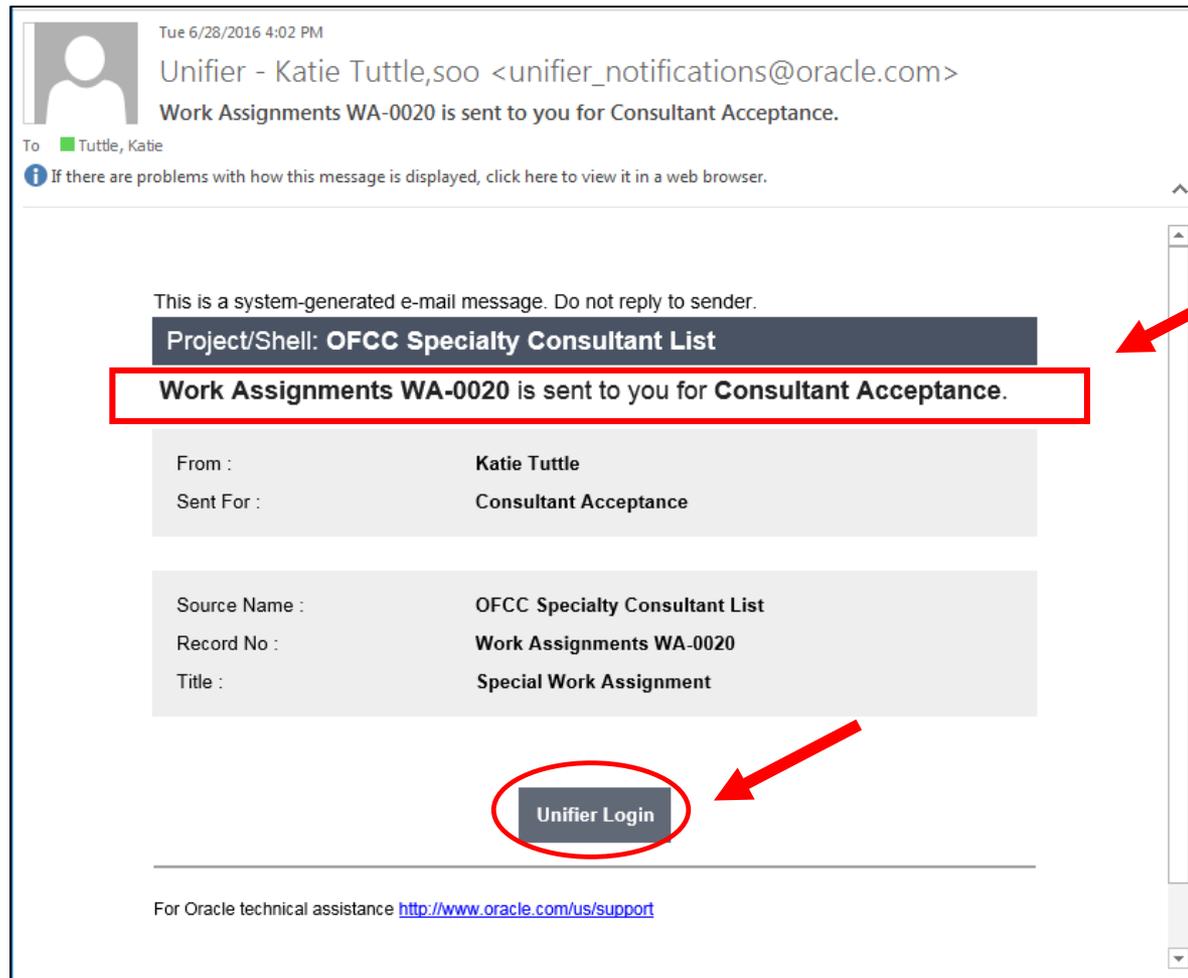


# Accept Work Assignments

## Consultant List Projects

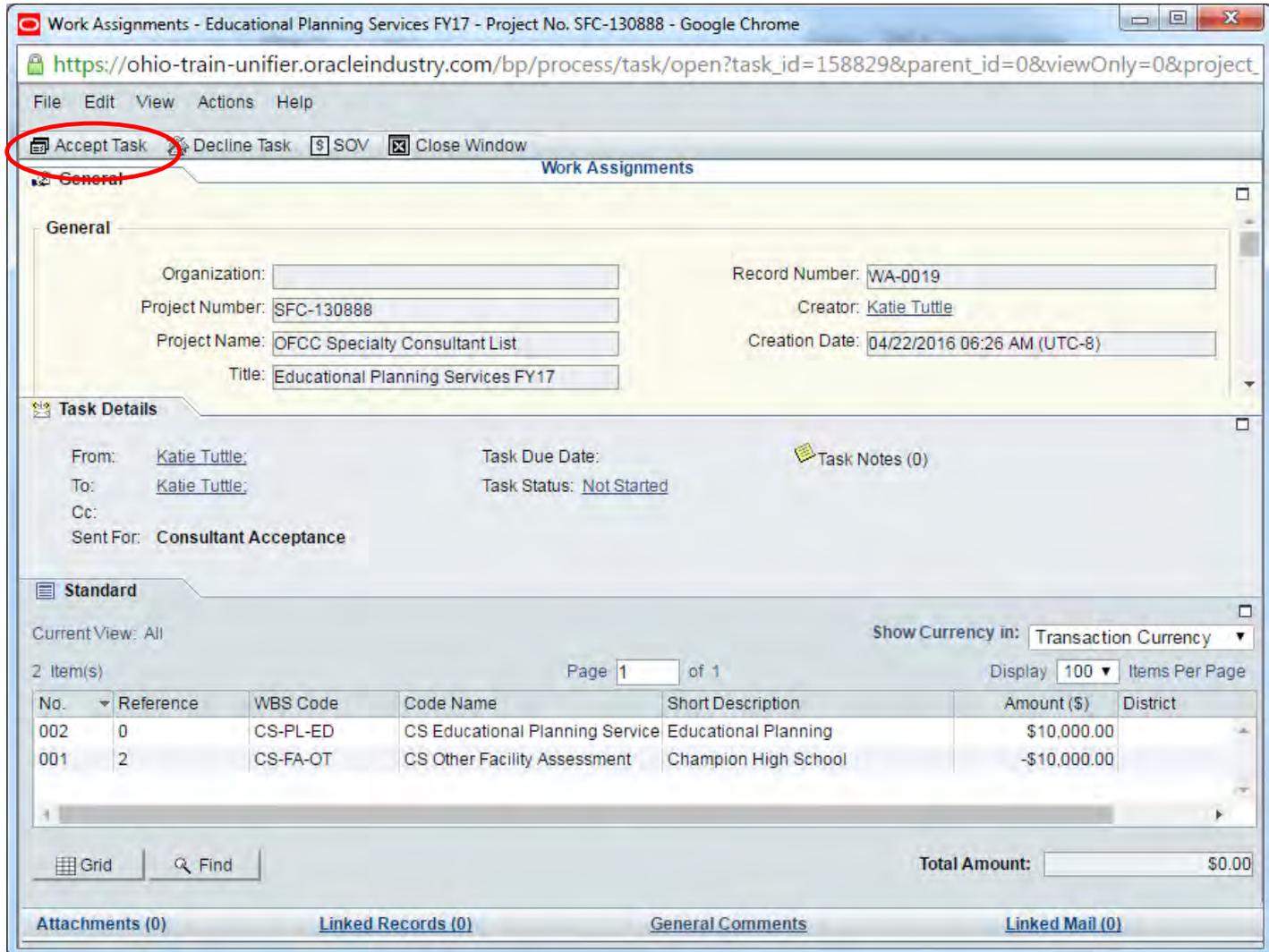
# Consultant Acceptance

- ▶ Consultant will receive an email notifying them that they have a task to complete in OAKS CI
- ▶ Click the link provided to access your task



# Consultant Acceptance

- ▶ Click Accept Task to begin reviewing the Work Assignment



The screenshot displays the Oracle Work Assignments interface in a Google Chrome browser window. The browser title is "Work Assignments - Educational Planning Services FY17 - Project No. SFC-130888 - Google Chrome". The URL is [https://ohio-train-unifier.oracleindustry.com/bp/process/task/open?task\\_id=158829&parent\\_id=0&viewOnly=0&project](https://ohio-train-unifier.oracleindustry.com/bp/process/task/open?task_id=158829&parent_id=0&viewOnly=0&project). The interface includes a menu bar with "File", "Edit", "View", "Actions", and "Help". Below the menu bar, there are buttons for "Accept Task", "Decline Task", "SOV", and "Close Window". A red circle highlights the "Accept Task" button, with a red arrow pointing to it from the left. The main content area is divided into several sections: "General" (Organization, Project Number, Project Name, Title, Record Number, Creator, Creation Date), "Task Details" (From, To, Cc, Sent For, Task Due Date, Task Status, Task Notes), and "Standard" (Current View, Show Currency in, Page, Display, Items Per Page). The "Standard" section contains a table with 2 items:

| No. | Reference | WBS Code | Code Name                       | Short Description    | Amount (\$)  | District |
|-----|-----------|----------|---------------------------------|----------------------|--------------|----------|
| 002 | 0         | CS-PL-ED | CS Educational Planning Service | Educational Planning | \$10,000.00  |          |
| 001 | 2         | CS-FA-OT | CS Other Facility Assessment    | Champion High School | -\$10,000.00 |          |

At the bottom of the interface, there are buttons for "Grid" and "Find", and a "Total Amount" field showing "\$0.00". The footer includes links for "Attachments (0)", "Linked Records (0)", "General Comments", and "Linked Mail (0)".

# Consultant Acceptance

- Review information in the upper (General) and lower (Standard) forms

Work Assignments - Educational Planning Services FY17 - Project No. SFC-130888 - Google Chrome

https://ohio-train-unifier.oracleindustry.com/bp/process/task/open?task\_id=158829&model=uwa&project\_id=1040&init

File Edit View Actions Help Workflow Actions -Select-

Send Save Spelling.. Add Attachment Discussion SOV Close Window

**General** Work Assignments

Take the workflow action Sign Work Assignment to accept this assignment.

**General**

Organization:  Record Number: WA-0019

Project Number: SFC-130888 Creator: Katie Tuttle

Project Name: OFCC Specialty Consultant List Creation Date: 04/22/2016 06:26 AM (UTC-8)

Title: Educational Planning Services FY17

Requested By: Katie Tuttle Status: Pending

**Agreement**

Contract Reference: Harrison Plan

Vendor Name: Harrison Plan

EDGE Certified Prime?:

**Contacts**

District:

Building Name(s):

District Location:

**Action Details**

**Standard**

Attachments (0) [Linked](#)

Work Assignments - Educational Planning Services FY17 - Project No. SFC-130888 - Google Chrome

https://ohio-train-unifier.oracleindustry.com/bp/process/task/open?task\_id=158829&model=uwa&project\_id=1040&init

File Edit View Actions Help Workflow Actions -Select-

Send Save Spelling.. Add Attachment Discussion SOV Close Window

**General** Work Assignments

**Action Details**

**Standard**

Current View: All Show Currency in: Transaction Currency

2 Item(s) Page 1 of 1 Display 100 Items Per Page

| No. | Reference | WBS Code | Code Name                       | Short Description    | Amount (\$)  | District |
|-----|-----------|----------|---------------------------------|----------------------|--------------|----------|
| 002 | 0         | CS-PL-ED | CS Educational Planning Service | Educational Planning | \$10,000.00  |          |
| 001 | 2         | CS-FA-OT | CS Other Facility Assessment    | Champion High School | -\$10,000.00 |          |

Total Amount: \$0.00

Attachments (0) [Linked Records \(0\)](#) [General Comments](#) [Linked Mail \(0\)](#)

# Consultant Acceptance

- ▶ Accept the Work Assignment by choosing the Workflow Action: Sign Work Assignment. Record goes to the End step.
- ▶ Click Send

The screenshot shows the Oracle Work Assignments interface. A red arrow points to the 'Send' button in the top toolbar. Another red circle highlights the 'Workflow Actions' dropdown menu, which is open and shows the 'Sign Work Assignment' option selected. The main content area displays the 'Sign Work Assignment' action details, including a 'To...' field, a 'Cc...' field, and a 'Send For' dropdown set to 'End'. Below this is a table with two items:

| No. | Reference | WBS Code | Code Name                       | Short Description    | Amount (\$)  | District |
|-----|-----------|----------|---------------------------------|----------------------|--------------|----------|
| 002 | 0         | CS-PL-ED | CS Educational Planning Service | Educational Planning | \$10,000.00  |          |
| 001 | 2         | CS-FA-OT | CS Other Facility Assessment    | Champion High School | -\$10,000.00 |          |

The total amount is \$0.00. The interface also includes a 'Task Notes' section and a 'Standard' tab at the bottom.

# Additional Resources

- ▶ The Work Assignment is now complete and a Pay Request can be created.
- ▶ For more information on how to create your pay request, please refer to the Job Aid on the OFCC website.

# Questions?

Please contact OAKS CI Support Desk:

[oaksci@ofcc.ohio.gov](mailto:oaksci@ofcc.ohio.gov)

614.644.2211