



Create Work Assignments

Consultant List Project

Access Your Project

- ▶ The quickest and easiest way to access your project is to type your project name or number into the navigation bar on your Cross Project Homepage

The screenshot shows the Oracle Primavera Unifier web interface. The browser address bar contains 'sfc'. The main content area is divided into several sections:

- Matched Locations:** A table listing project locations with columns for Project Number, Name, and Location Path.
- Key Locations:** A section below the matched locations.
- Tasks or New uMails:** A table summarizing tasks and uMails for various projects.
- Items Requiring Your Attention:** A summary of tasks, messages, and uMails.

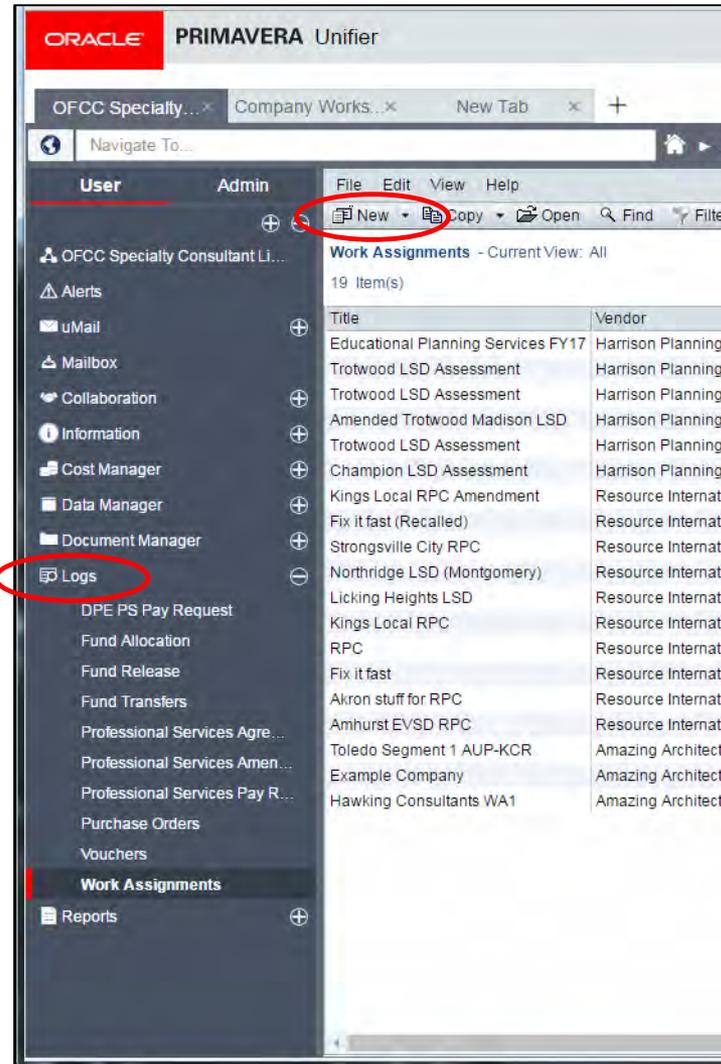
Project Number	Name	Tasks	uMails	Company Name
SFC-130888	OFCC Specialty Consultant List	1 Total, 0 New, 0 Late		State of Ohio
SFC-080001.01	Oak Hills Local Building Project	11 Total, 2 New, 3 Late		State of Ohio
SFC-080001	OAKS CI District Training Project 1	4 Total, 0 New, 2 Late		State of Ohio
OCI-090004	OAKS CI Training 4	97 Total, 92 New, 30 Late		State of Ohio
OCI-080001	OAKS CI Training 1	35 Total, 35 New, 13 Late		State of Ohio

Items Requiring Your Attention:

- Tasks: 148 Total, 129 New, 48 Late
- Messages: 39 New
- Draft Records: 23 New
- uMails: 0 New

Creating a Work Assignment

- ▶ In Oaks CI navigate to:
 - ▶ Logs -> Work Assignments
 - ▶ Click New



Form Completion

- ▶ Enter all relevant information into the general form
- ▶ Items with a red * are required

Create New Work Assignments - Project No. SFC-150888 - Google Chrome

https://ohio-unifier.oracleindustry.com/bp/process/new?project_id=2054&module_name=uwa&csvimport=false

File Edit View Actions Help Workflow Actions -Select-

Send Save Spelling... Add Attachment Discussion SOV Close Window

General Work Assignments

General

Organization: Ohio Facilities Construction Commission Record Number:

Project Number: SFC-150888 Creator: [Katie Tuttle](#)

Project Name: OFCC Specialty Consultant List Creation Date:

Title: Educational Planning Services FY17 * Requested By: [Katie Tuttle](#) Status:

Agreement

Contract Reference: SFC-150888 Technology Review Select... * Request Type: Original

Vendor Name: JDRM Engineering, Inc. Type of Services: Educational Planning *

EDGE Certified Prime?: No Service Category: -Select-

Contacts

District: Windham Ex VIII SD

Building Name(s): Windham 1

District Location: Windham

District Contact: John Smith District Contact Phone:

OFCC Contact: [Katie Tuttle](#) * OFCC Contact Phone: 614-555-5555 *

CM Contact: CM Contact Phone:

A/E Contact: A/E Contact Phone:

Action Details

Standard

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

Form Completion

- ▶ Scroll down to complete the remainder of the general form
- ▶ Click the Standard Tab to identify the work to be assigned

Create New Work Assignments - Project No. SFC-150888 - Google Chrome

https://ohio-unifier.oracleindustry.com/bp/process/new?project_id=2054&module_name=uwa&cscvimport=false

File Edit View Actions Help Workflow Actions -Select-

Send Save Spelling... Add Attachment Discussion SOV Close Window

General Work Assignments

Enter upto 4000 characters. For longer descriptions, drawings, or spreadsheets use an Attachment.

Details of Requested Consulting Service: Type the details of the service here

Service:

Budget and Schedule Details

Budgeted amount must also be entered on the lower form to make work assignment available on the vendors pay request.

Start Date: 04/04/2016 Completion Date: 04/30/2016

Budget Estimate (Not to be Exceeded): \$15,000.00

Authorization

These fields are autopopulated based on workflow actions.

OFCC Signature: OFCC Action: OFCC Action Date:

Consultant Signature: Consultant Action: Consultant Action Date:

Action Details

Standard

Attachments (0) Linked Records (0) General Comments Linked Mail (0)

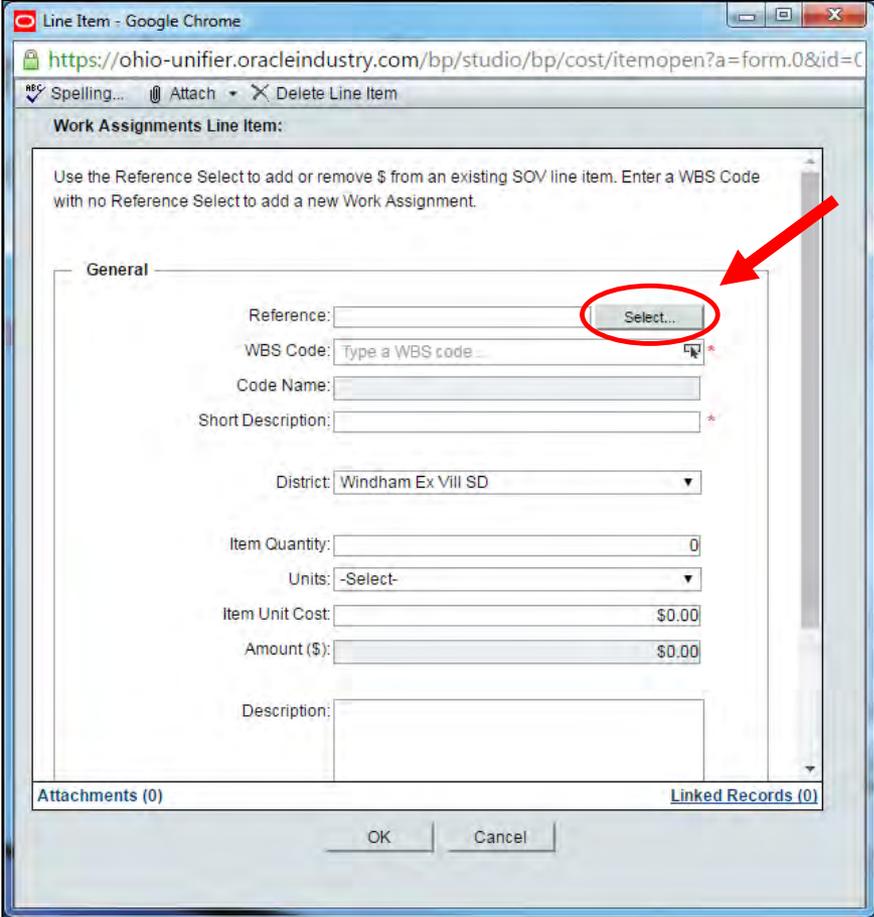
Add Line Items

- ▶ In the Standard tab, click the Add Button

The screenshot shows a web browser window titled "Create New Work Assignments - Project No. SFC-150888 - Google Chrome". The URL is https://ohio-unifier.oracleindustry.com/bp/process/new?project_id=2054&module_name=uwa&csvimport=false. The page has a menu bar with "File", "Edit", "View", "Actions", and "Help". Below the menu bar are several utility buttons: "Send", "Save", "Spelling...", "Add Attachment", "Discussion", "SOV", and "Close Window". The main content area is titled "Work Assignments" and has three tabs: "General", "Action Details", and "Standard". The "Standard" tab is currently selected. Below the tabs, there is a "Current View: All" label, a "0 Item(s)" count, and pagination information: "Page 1 of 1" and "Display 100 Items Per Page". A table with the following columns is visible: "No.", "Reference", "WBS Code", "Code Name", "Short Description", "Amount (\$)", and "District". The table is currently empty. At the bottom of the page, there is a toolbar with several buttons: "Add", "Copy", "Import", "Remove", "Grid", and "Find". The "Add" button is circled in red, and a red arrow points to it from the left. To the right of the toolbar, there is a "Total Amount:" label and a text box containing "\$0.00". At the very bottom of the page, there are four links: "Attachments (0)", "Linked Records (0)", "General Comments", and "Linked Mail (0)".

Add Line Items

- ▶ The first line you will add will be the deduct line, this is to take money away from the original contract line and give it to the Work Assigned line. This will balance the work assignment.
- ▶ Click the Select button next to Reference



The screenshot shows a web browser window titled "Line Item - Google Chrome" displaying the Oracle Studio interface. The URL is <https://ohio-unifier.oracleindustry.com/bp/studio/bp/cost/itemopen?a=form.0&id=C>. The page title is "Work Assignments Line Item:". Below the title, there is a text box with the instruction: "Use the Reference Select to add or remove \$ from an existing SOV line item. Enter a WBS Code with no Reference Select to add a new Work Assignment." The form is divided into a "General" section. The "Reference:" field is empty and has a "Select..." button next to it, which is circled in red with a red arrow pointing to it. Below the "Reference:" field are the "WBS Code:" field (with a placeholder "Type a WBS code..."), "Code Name:" field, and "Short Description:" field. The "District:" field is a dropdown menu showing "Windham Ex VIII SD". The "Item Quantity:" field is set to "0", and the "Units:" field is a dropdown menu showing "-Select-". The "Item Unit Cost:" field is set to "\$0.00", and the "Amount (\$):" field is set to "\$0.00". There is a "Description:" field at the bottom. At the bottom of the form, there are "Attachments (0)" and "Linked Records (0)" links. The "OK" and "Cancel" buttons are at the very bottom.

Add Line Items

- ▶ Highlight the Reference line from the original contract that you wish to deduct the money from and give to the Work Assigned line
- ▶ Click Select

	Ref	Description	WBS Code
1	1	Technology Review - JDRM	CS-PL-SV
2	2	West Clermont - Technology	CS-TE-TR
3	3	Northwood LSD Technology	CS-TE-TR

Add Line Items

- ▶ Information about the chosen Reference line will populate in the form
- ▶ For Item Quantity, enter “1”
- ▶ For Units, select “Amount”
- ▶ For Item Unit Cost, enter the deduct amount of the Work Assignment
(If the work assignment is for \$15,000 then enter **-\$15,000**)
- ▶ Deduct amount will be shown in ()
- ▶ Click OK

Line Item - Google Chrome

https://ohio-unifier.oracleindustry.com/bp/studio/bp/cost/itemopen?a=form.0&i

Spelling... Attach Delete Line Item

Work Assignments Line Item:

Use the Reference Select to add or remove \$ from an existing SOV line item. Enter a WBS Code with no Reference Select to add a new Work Assignment.

General

Reference: 1 Select...

WBS Code: CS-PL-SV *

Code Name: CS Planning SOV Pending

Short Description: Technology Review - JDRM *

District: Windham Ex Vill SD

Item Quantity: 1

Units: Amount

Item Unit Cost: (\$15,000.00)

Amount (\$): (\$15,000.00)

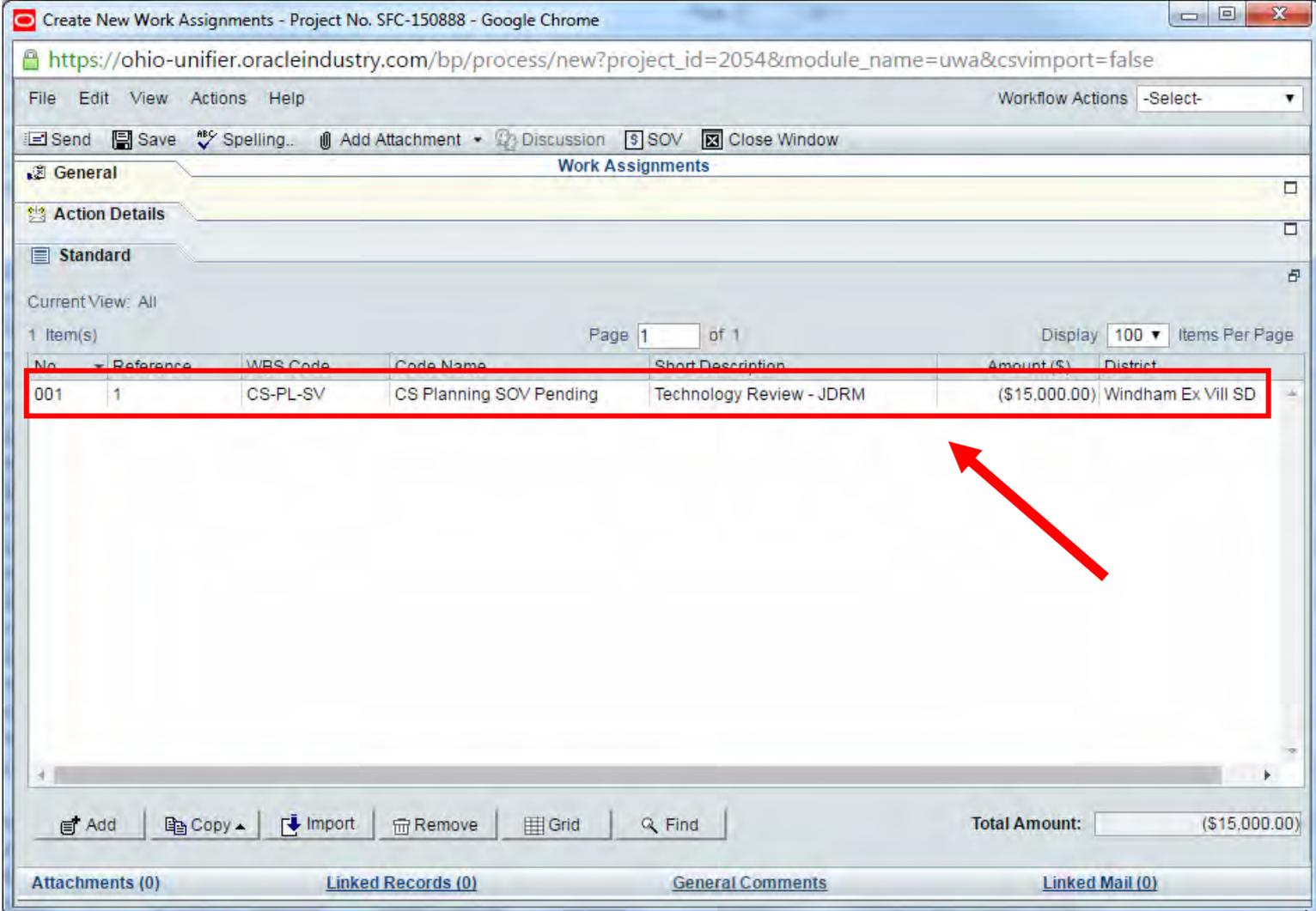
Description:

Attachments (0) Linked Records (0)

OK Cancel

Add Line Items

- ▶ Your deduct line item will populate into the lower (Standard) form



The screenshot shows a web browser window titled "Create New Work Assignments - Project No. SFC-150888 - Google Chrome". The URL is https://ohio-unifier.oracleindustry.com/bp/process/new?project_id=2054&module_name=uwa&csvimport=false. The page displays a "Work Assignments" table with the following data:

No.	Reference	WBS Code	Code Name	Short Description	Amount (\$)	District
001	1	CS-PL-SV	CS Planning SOV Pending	Technology Review - JDRM	(\$15,000.00)	Windham Ex VIII SD

The table is currently showing 1 item(s) on page 1 of 1, with 100 items per page. The total amount for the items is (\$15,000.00). The table is highlighted in red, and a red arrow points to the row.

Add Line Items

- ▶ The second line item you will add is the line for the actual work to be completed.
- ▶ In the Standard tab, click the Add button

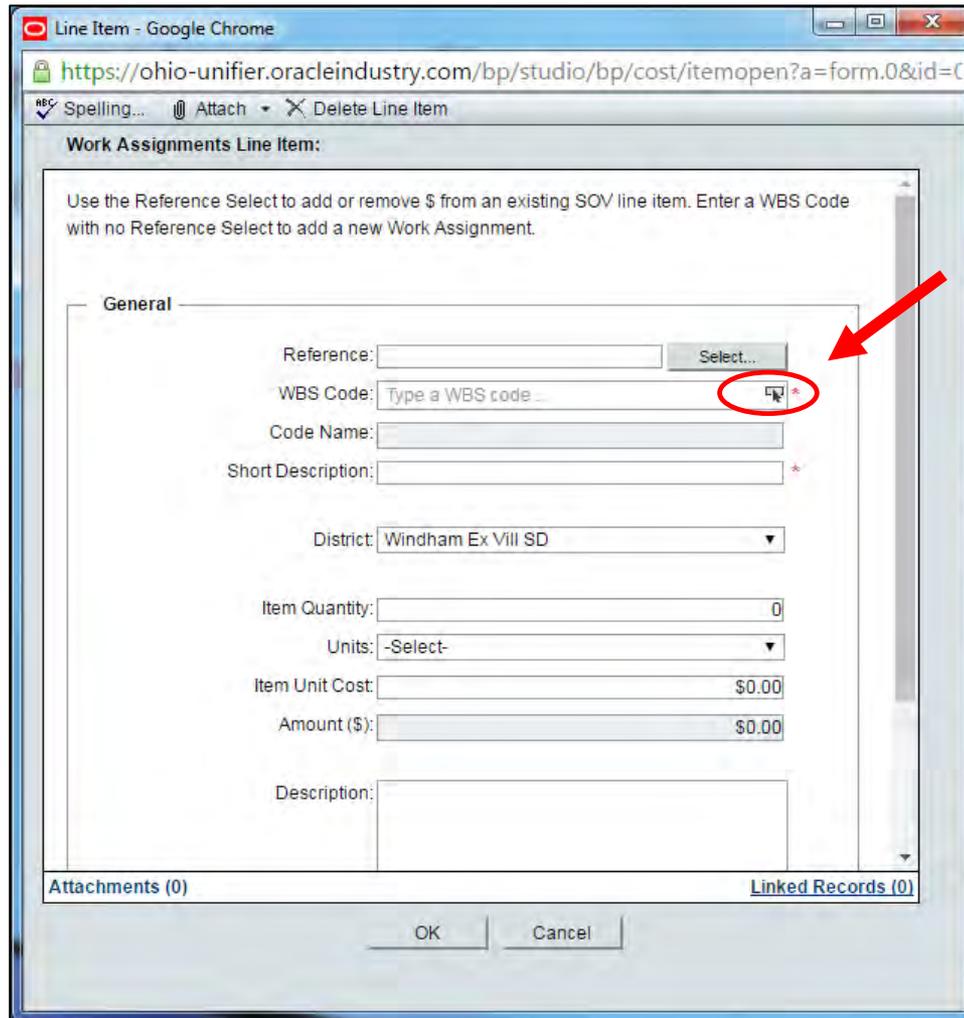
The screenshot shows a web browser window titled "Create New Work Assignments - Project No. SFC-150888 - Google Chrome". The URL is https://ohio-unifier.oracleindustry.com/bp/process/new?project_id=2054&module_name=uwa&csvimport=false. The page has a menu bar with "File", "Edit", "View", "Actions", and "Help". Below the menu bar are various utility buttons: "Send", "Save", "Spelling...", "Add Attachment", "Discussion", "SOV", and "Close Window". The main content area is titled "Work Assignments" and has three tabs: "General", "Action Details", and "Standard". The "Standard" tab is active. Below the tabs, it says "Current View: All" and "Page 1 of 1". There is a "Display 100 Items Per Page" dropdown. A table with one item is shown:

No.	Reference	WBS Code	Code Name	Short Description	Amount (\$)	District
001	1	CS-PL-SV	CS Planning SOV Pending	Technology Review - JDRM	(\$15,000.00)	Windham Ex Vill SD

At the bottom of the page, there is a toolbar with buttons: "Add", "Copy", "Import", "Remove", "Grid", and "Find". The "Add" button is circled in red, and a red arrow points to it. To the right of the toolbar, it says "Total Amount: (\$15,000.00)". At the very bottom, there are links for "Attachments (0)", "Linked Records (0)", "General Comments", and "Linked Mail (0)".

Add Line Items

- ▶ This time, click the arrow next to WBS code



Line Item - Google Chrome

https://ohio-unifier.oracleindustry.com/bp/studio/bp/cost/itemopen?a=form.0&id=C

Spelling... Attach Delete Line Item

Work Assignments Line Item:

Use the Reference Select to add or remove \$ from an existing SOV line item. Enter a WBS Code with no Reference Select to add a new Work Assignment.

General

Reference: Select...

WBS Code:  *

Code Name:

Short Description: *

District:

Item Quantity:

Units:

Item Unit Cost:

Amount (\$):

Description:

Attachments (0) [Linked Records \(0\)](#)

OK Cancel

Add Line Items

- ▶ You will see a large list of WBS codes
- ▶ To simplify, click Collapse

WBS Picker - Google Chrome

https://ohio-unifier.oracleindustry.com/bp/budget/wbs/select_wbs_code?main_budget_id=993&source=1

Select WBS Code

	WBS Code	WBS Item
1	CS-00-00	Consultant Services Summary
2	CS-FN-00	CS Financial Services Summary
3	CS-FN-SV	CS Financial SOV Pending
4	CS-FN-AU	CS Project Auditing Services
5	CS-FN-FR	CS Final Reconciliation Services
6	CS-FN-OT	CS Other Financial Services
7	CS-LE-00	CS Legal Services Summary
8	CS-LE-SV	CS Legal SOV Pending
9	CS-LE-AC	CS Claims Analysis
10	CS-LE-MD	CS Legal Mediation
11	CS-LE-OT	CS Other Legal Expense
12	CS-NF-00	CS Neutral Facilitation Services Summary
13	CS-NF-SV	CS Facilitation SOV Pending
14	CS-NF-PF	CS Partnering Facilitation
15	CS-NF-OMS	cs Organizational Meeting Facilitation
16	CS-NF-CH	CS Charrette Facilitation
17	CS-NF-EF	CS Eco Charrette Facilitation
18	CS-NF-BP	CS BIM Execution Plan Facilitation
19	CS-NF-GA	CS GMP Amendment Facilitation
20	CS-NF-OT	CS Other Facilitation Services
21	CS-PL-00	CS Planning Services Summary
22	CS-PL-SV	CS Planning SOV Pending
23	CS-PL-MP	CS Master Planning Service
24	CS-PL-ED	CS Educational Planning Service
25	CS-PL-RP	CS Regional Planning Service
26	CS-PL-ER	CS Enrollment Projection Service
27	CS-PL-DM	CS Design Manual Update Service
28	CS-PL-TR	CS Planning Training or Coaching

Add Line Items

- ▶ Now use the (+) buttons to expand the codes
- ▶ Choose the appropriate WBS code for the work to be provided and click Select

WBS Picker - Google Chrome

https://ohio-unifier.oracleindustry.com/bp/budget/wbs/select_wbs_code?main_budget_id=993&source=1

Select Expand Collapse Find Close Window

Select WBS Code

	WBS Code	WBS Item
1	[-] CS-00-00	Consultant Services Summary
2	[+] CS-FN-00	CS Financial Services Summary
7	[+] CS-LE-00	CS Legal Services Summary
12	[+] CS-NF-00	CS Neutral Facilitation Services Summary
21	[+] CS-PL-00	CS Planning Services Summary
22	CS-PL-SV	CS Planning SOV Pending
23	CS-PL-MP	CS Master Planning Service
24	CS-PL-ED	CS Educational Planning Service
25	CS-PL-RP	CS Regional Planning Service
26	CS-PL-ER	CS Enrollment Projection Service
27	CS-PL-DM	CS Design Manual Update Service
28	CS-PL-TR	CS Planning Training or Coaching
29	CS-PL-PR	CS Program of Requirements
30	CS-PL-OT	CS Other Planning Service
31	[+] CS-FA-00	CS Assessment Services
37	[+] CS-ID-00	CS Interior Design

Add Line Items

- ▶ WBS Code information will populate into the form
- ▶ Enter a Short Description for the work to be provided
- ▶ For Item Quantity, enter “1”
- ▶ For Units, select “Amount”
- ▶ For Item Unit Cost, enter the amount of the Work Assignment (If the work assignment is for \$15,000 then enter \$15,000)
- ▶ Click OK

Line Item - Google Chrome

https://ohio-unifier.oracleindustry.com/bp/studio/bp/cost/itemopen?a=form.0&i

Spelling... Attach Delete Line Item

Work Assignments Line Item:

Use the Reference Select to add or remove \$ from an existing SOV line item. Enter a WBS Code with no Reference Select to add a new Work Assignment.

General

Reference: Select...

WBS Code: CS-PL-ED *

Code Name: CS Educational Planning Service

Short Description: Educational Planning *

District: Windham Ex Vill SD

Item Quantity: 1

Units: Amount

Item Unit Cost: \$15,000.00

Amount (\$): \$15,000.00

Description:

Attachments (0) [Linked Records \(0\)](#)

OK Cancel

Add Line Items

- ▶ The work line is now populated in the lower (Standard) form
- ▶ Your Total Amount should now reflect **\$0.00**

The screenshot displays a web application window titled "Work Assignments - Educational Planning Services FY17 - Project No. SFC-150888 - Google Chrome". The URL is https://ohio-unifier.oracleindustry.com/bp/process/task/opendraft?task_id=1034022&id=121535&sourceId=0&project_id=205. The interface includes a menu bar (File, Edit, View, Actions, Help) and a toolbar with options like Send, Save, Spelling, Add Attachment, Discussion, SOV, and Close Window. The main content area is titled "Work Assignments" and shows a table with 2 items. The table has columns for No., Reference, WBS Code, Code Name, Short Description, Amount (\$), and District. A red box highlights the table content. Below the table, there is a "Total Amount:" field with a value of "\$0.00", also highlighted with a red box and pointed to by a red arrow. The bottom of the interface features buttons for Add, Copy, Import, Remove, Grid, and Find, along with links for Attachments (0), Linked Records (0), General Comments, and Linked Mail (0).

No.	Reference	WBS Code	Code Name	Short Description	Amount (\$)	District
002	0	CS-PL-ED	CS Educational Planning Service	Educational Planning	\$15,000.00	Windham Ex VIII SD
001	1	CS-PL-SV	CS Planning SOV Pending	Technology Review - JDRM	(\$15,000.00)	Windham Ex VIII SD

Total Amount: \$0.00

Attach Documents

- ▶ Any necessary documentation must first be uploaded to Document Manager (refer to Document Manager Job Aid) then it can be attached to the record
- ▶ Click Add Attachment, Unifier Folder, Choose your document, Click OK

The screenshot shows the Oracle Unifier Document Manager interface. The main window is titled "Work Assignments - Educational Planning Services FY17 - Project No. SFC-150888 - Google Chrome". The URL is https://ohio-unifier.oracleindustry.com/bp/process/task/opendraft?task_id=1034022&id=121535&sourceId=0&project_id=205. The "Add Attachment" button is highlighted with a red box. Below it, the "Unifier Folder" button is also highlighted with a red box. A red arrow points from the "Unifier Folder" button to a "Select Files - Google Chrome" dialog box. The dialog box shows a tree view of folders and a table of documents. The "Vendor Executed Agreement" document is highlighted with a red box.

Documents - Current View: All

	Ref.	BP	Name	Size	Upload Date	Owner
			0100 Acquisition			Barbara T
			0130 Consultants			Barbara T
			0600 Budget			Barbara T
			Invoices			Lannetta I
			PSI Invoices			Donna Be
			Vendor Executed Agreement	931 KB	09/15/2015	William SI

Attach Documents

- ▶ Attachment will populate at the bottom of the record

Work Assignments - Educational Planning Services FY17 - Project No. SFC-150888 - Google Chrome

https://ohio-unifier.oracleindustry.com/bp/process/task/opendraft?task_id=1034022&id=121535&sourceid=0&project_id=205

File Edit View Actions Help Workflow Actions -Select-

Send Save Spelling... Add Attachment Discussion SOV Close Window

General

General

Organization: Ohio Facilities Construction Commission Record Number:

Project Number: SFC-150888 Creator: [Katie Tuttle](#)

Project Name: OFCC Specialty Consultant List Creation Date:

Title: Educational Planning Services FY17 *

Action Details

Create New Work Assignments

To...

Cc...

Send For:

Task Notes:

Standard

Current View: All

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	\$15,000.00	Windham Ex VIII SD
001	1	CS-PL-SV	CS Planning SOV Pending	Technology Review - JDRM	(\$15,000.00)	Windham Ex VIII SD

Add Copy Import Remove Grid Find Total Amount: \$0.00

[Attachments \(1\)](#) [Linked Records \(0\)](#) [General Comments](#) [Linked Mail \(0\)](#)

Submit Work Assignment

- ▶ You will now submit the Work Assignment to the Consultant for their review and approval
- ▶ Choose the Workflow Action: Sign and Submit
- ▶ Click the “to” button to choose the person you need to send to

The screenshot displays the Oracle Primavera Work Assignments interface. The main window shows the 'Work Assignments' page with the following details:

- Organization: Ohio Facilities Construction Commission
- Project Number: SFC-150888
- Project Name: OFCC Specialty Consultant List
- Title: Educational Planning Services FY17

The 'Action Details' section is expanded to show the 'Sign and Submit' workflow action. The 'To...' field is highlighted with a red circle, and a red arrow points to the 'User/Group Picker' dialog box. The 'Send For' field is set to 'Consultant Acceptance'.

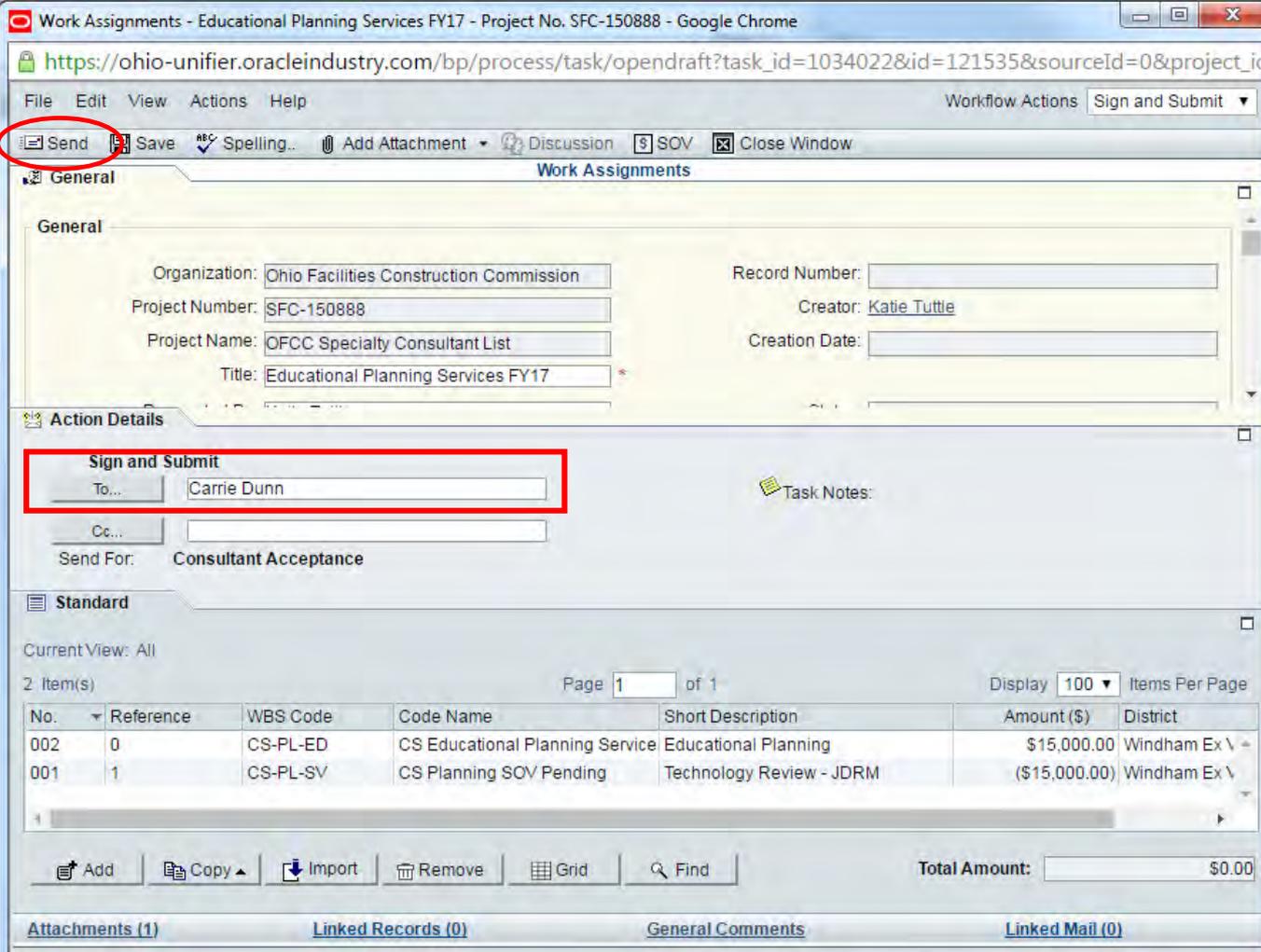
The 'User/Group Picker' dialog box is open, showing a list of users and groups. The 'Selected Users/Groups' section at the bottom of the dialog box contains the following data:

Name
Carrie Dunn

The 'Workflow Actions' menu in the top right corner is also highlighted with a red box, showing the 'Sign and Submit' option selected.

Submit Work Assignment

- ▶ Recipients name will now appear in the “to” field
- ▶ Click Send



Work Assignments - Educational Planning Services FY17 - Project No. SFC-150888 - Google Chrome

https://ohio-unifier.oracleindustry.com/bp/process/task/opendraft?task_id=1034022&id=121535&sourceId=0&project_id=...

File Edit View Actions Help Workflow Actions Sign and Submit

Send Save Spelling.. Add Attachment Discussion SOV Close Window

Work Assignments

General

Organization: Ohio Facilities Construction Commission Record Number:

Project Number: SFC-150888 Creator: [Katie Tuttle](#)

Project Name: OFCC Specialty Consultant List Creation Date:

Title: Educational Planning Services FY17

Action Details

Sign and Submit

To...

Cc...

Send For: Consultant Acceptance

Standard

Current View: All

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	\$15,000.00	Windham Ex \
001	1	CS-PL-SV	CS Planning SOV Pending	Technology Review - JDRM	(\$15,000.00)	Windham Ex \

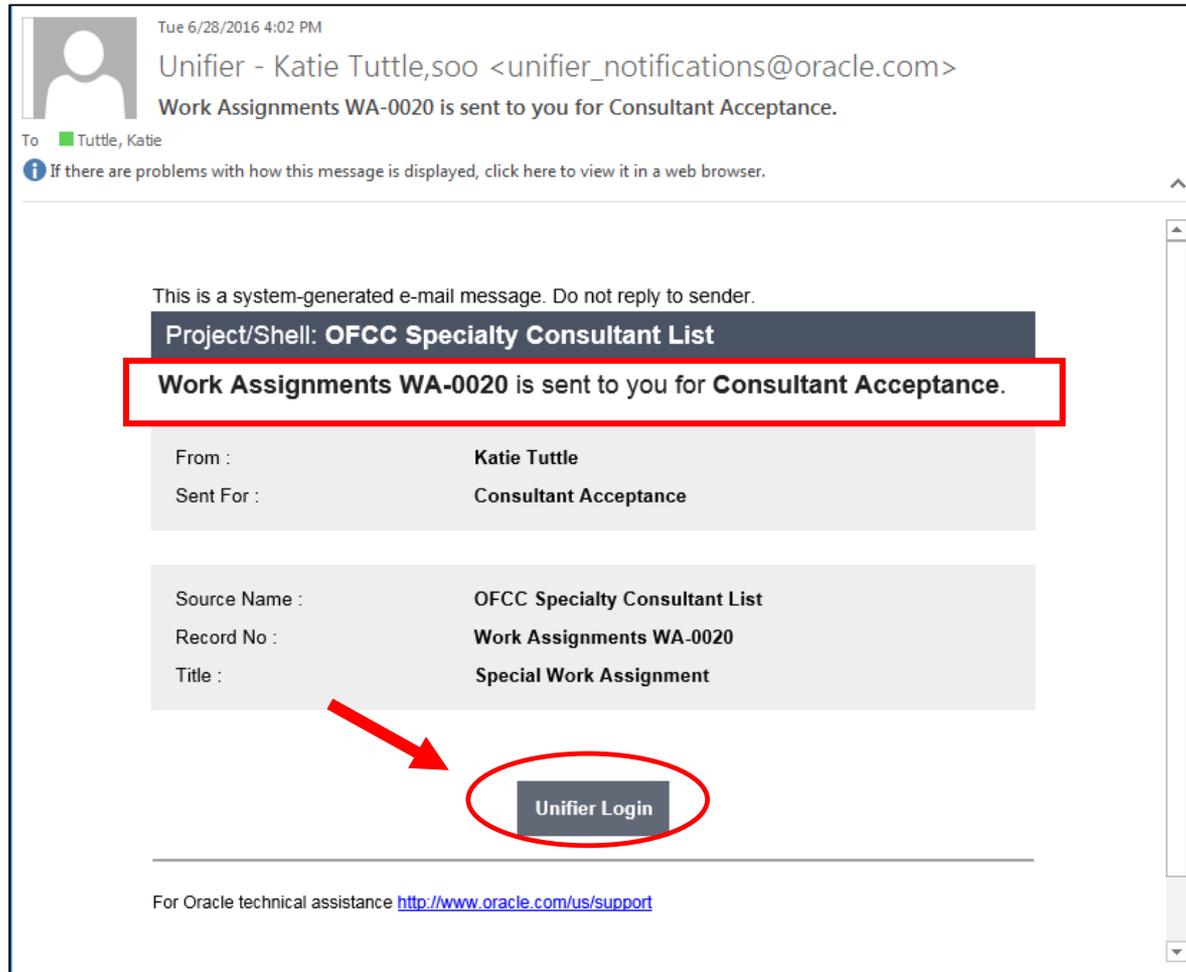
Total Amount:

Add Copy Import Remove Grid Find

Attachments (1) Linked Records (0) General Comments Linked Mail (0)

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

- ▶ In Collaboration -> Tasks, double click to open your Work Assignment Task

The screenshot displays the Oracle Primavera Unifier interface. The top navigation bar shows the user 'Katie Tuttle'. The left sidebar contains a navigation menu with 'Collaboration' circled in red. The main content area shows a 'Tasks' view with a table of work assignments. A red arrow points to the 'Special Work Assignment' task.

Type	Number	Title	Record	From	Sent for	Task
Work Assignments	WA-0020	Special Work Assignment		Katie Tuttle,soo	Consultant Acceptance	
Work Assignments	WA-0019	Educational Planning Services FY17		Katie Tuttle,soo	Consultant Acceptance	

Consultant Acceptance

- ▶ Click Accept Task to begin reviewing the Work Assignment

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&parent_id=0&viewOnly=0&project

File Edit View Actions Help

Accept Task Decline Task [S] SOV [X] Close Window

Work Assignments

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

Task Details

From: Katie Tuttle Task Due Date: [] Task Notes (0)
To: Katie Tuttle Task Status: Not Started
Cc: []
Sent For: Consultant Acceptance

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

- 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 in a Google Chrome browser window. The title bar reads "Work Assignments - Educational Planning Services FY17 - Project No. SFC-130888 - Google Chrome". The address bar shows the URL: https://ohio-train-unifier.oracleindustry.com/bp/process/task/open?task_id=158829&model=uwa&project_id=1040&init. The browser's menu bar includes File, Edit, View, Actions, and Help. The toolbar contains buttons for Send, Save, Spelling, Add Attachment, Discussion, SOV, and Close Window. A red arrow points to the "Send" button. The "Workflow Actions" dropdown menu is open, showing options: Sign Work Assign, Sign Work Assignment, and Return for Clarification. The "Sign Work Assignment" option is highlighted. The main content area is titled "Work Assignments" and contains a "General" tab with the following information: Organization: [text box], Record Number: WA-0019, Project Number: SFC-130888, and Creator: Katie Tuttle. Below this is the "Action Details" section for "Sign Work Assignment" with fields for To, Cc, and Send For (set to End). The "Standard" tab shows a table with 2 items. The table has columns: No., Reference, WBS Code, Code Name, Short Description, Amount (\$), and District. The total amount is \$0.00. At the bottom, there are links for Attachments (0), Linked Records (0), General Comments, and Linked Mail (0).

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	

Questions?

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