



# Custom Prints

## Agency/Higher-Ed

# Purpose

- ▶ Custom Prints provide a way to use data from a single OAKS CI record to create a Microsoft Word document.
- ▶ The resulting document may then be edited and saved for use in executing the overall record.
- ▶ With the initiation of DocuSign (electronic signature), the Project Coordinator uses the Custom Print to create the DocuSign Document

# Create Custom Print

- ▶ To begin, choose a record you want to use to create a custom print.
- ▶ For this example, we will use a Contract record

The screenshot displays the Oracle Primavera Unifier web application. The interface includes a top navigation bar with the Oracle logo and 'PRIMAVERA Unifier' text. Below this is a breadcrumb trail: 'Home > Agency General... > Campus Resear... > New Exhibition...'. The main content area shows a table of contract records under the heading 'Contract - Current View: All'. The table has columns for 'Contract No.', 'Contractor Name', 'Title', 'Original Contract Completion Date', and 'Status'. Three records are listed, with the second record, 'OCI-090002-002', highlighted. A red circle in the left sidebar highlights the 'Logs' option under the 'Document Manager' section. A red arrow points from a box labeled 'Double-click to open' to the highlighted record in the table.

Contract No.	Contractor Name	Title	Original Contract Completion Date	Status
OCI-2	OCI Test General	C Test		Pending
OCI-090002-002	OCI Test General	Test - General	11/26/2010	Final_A
001	OCI Test General	Testing		Final_A

# Create Custom Print

- ▶ In the record, choose File -> Print Preview -> Custom

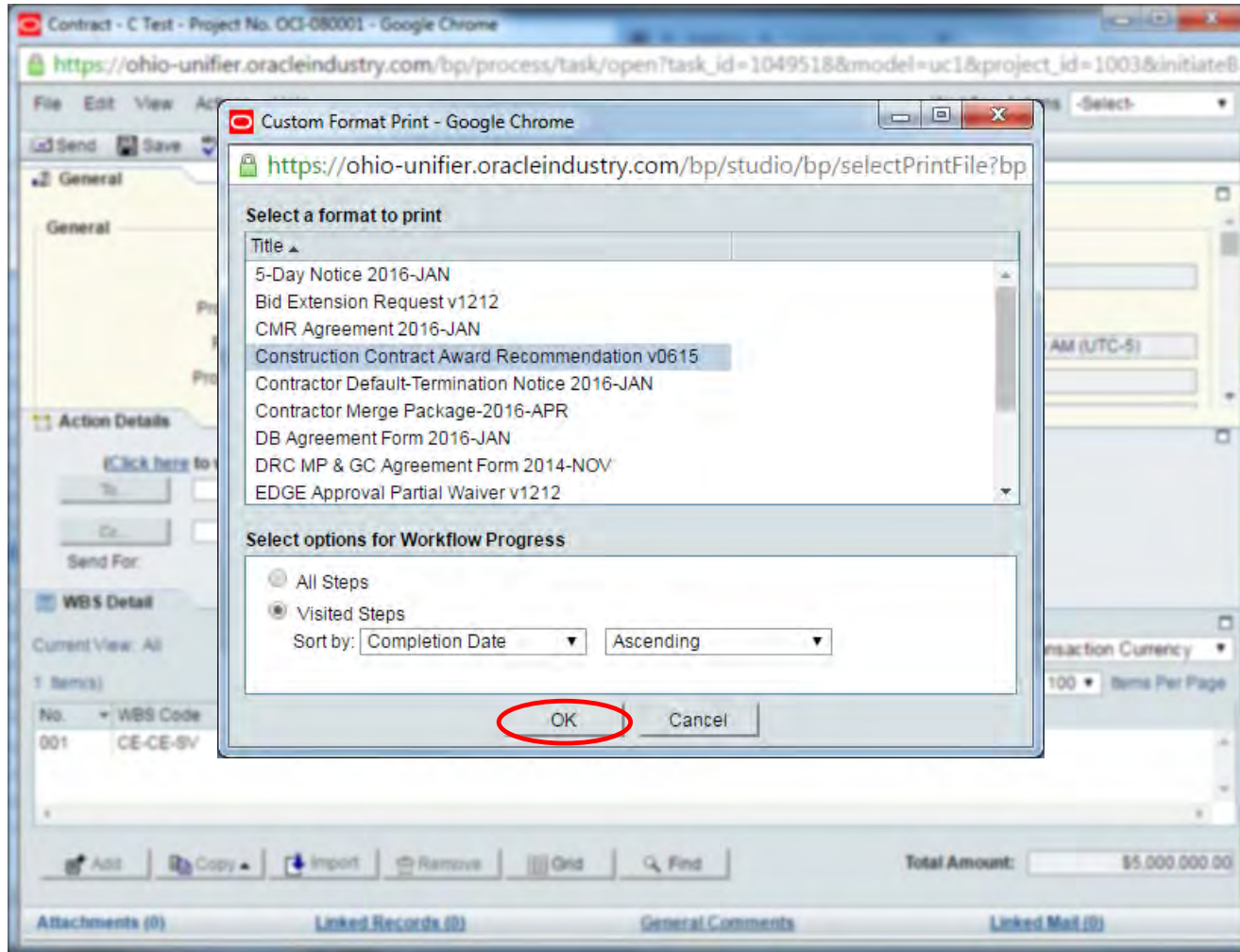
The screenshot shows a web browser window titled "Contract - C Test - Project No. OCI-080001 - Google Chrome". The address bar shows the URL: [https://ohio-unifier.oracleindustry.com/bp/process/task/open?task\\_id=1049518&model=uc1&project\\_id=1003&initiateB](https://ohio-unifier.oracleindustry.com/bp/process/task/open?task_id=1049518&model=uc1&project_id=1003&initiateB). The "File" menu is open, and the "Print Preview" option is selected, with the "Custom ..." sub-option highlighted. The main content area displays contract details for "CON-0002", including the creator "Rita Nichols" and the status "Pending". Below this, there is an "Action Details" section with a "Task Notes" section. The "WBS Detail" section shows a table with one item:

No.	WBS Code	Code Name	Short Description	Amount
001	CE-CE-SV	Contract Awarded SOV Pending	SOV Pending	\$5,000,000.00

The total amount is displayed as \$5,000,000.00. The interface also includes a "Workflow Actions" dropdown menu and a "Send For:" field.

# Create Custom Print

- ▶ Select the format you want to print
- ▶ Click OK





# Create Custom Print

- ▶ At this point, the next steps for the custom print depend on the type of record with which it is associated.
- ▶ Some custom prints are created by the Project Coordinator and serve as a DocuSign document.
- ▶ Other custom prints will need to be signed, scanned back into the computer, and attached to the OAKS CI record.
- ▶ For more specific information regarding the specific procedures for using custom prints, please discuss with your Project Manager, Project Coordinator, or OAKS CI Support Staff.

# Questions?

Please contact OAKS CI Support Desk:

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