Custom Prints
Agency/Higher-Ed

OAKS Capital Improvements

OFCC
OHIO FACILITIES CONSTRUCTION COMMISSION
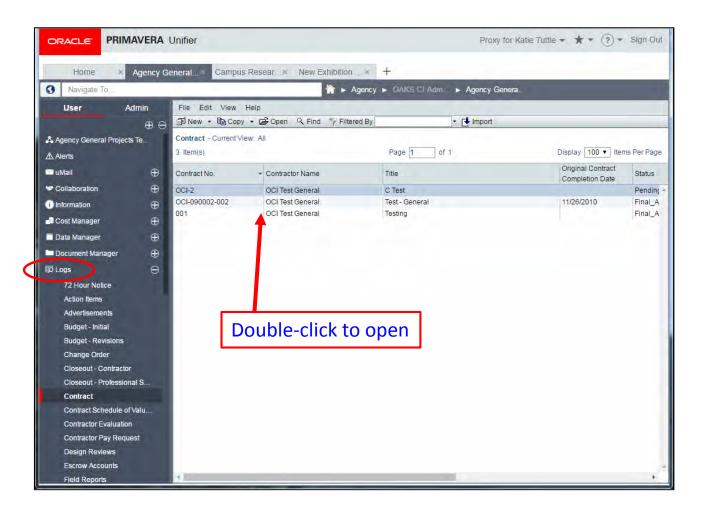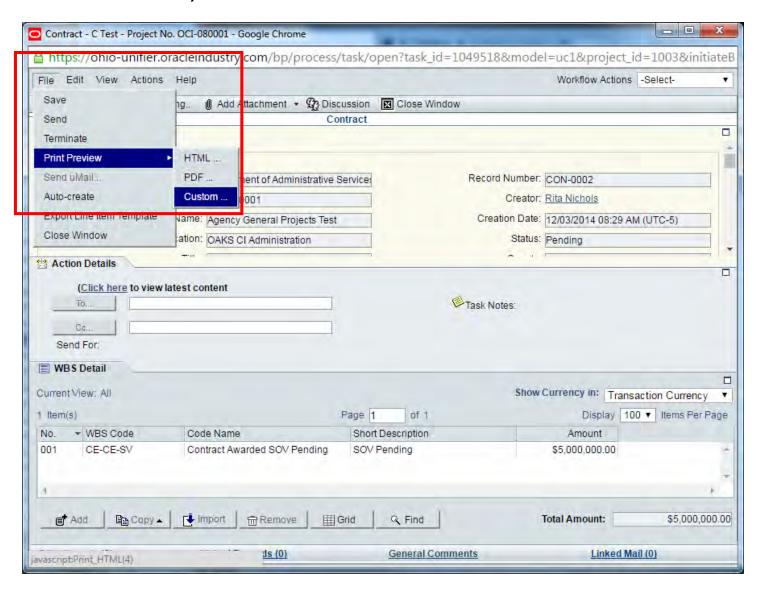
Purpose

‣ 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
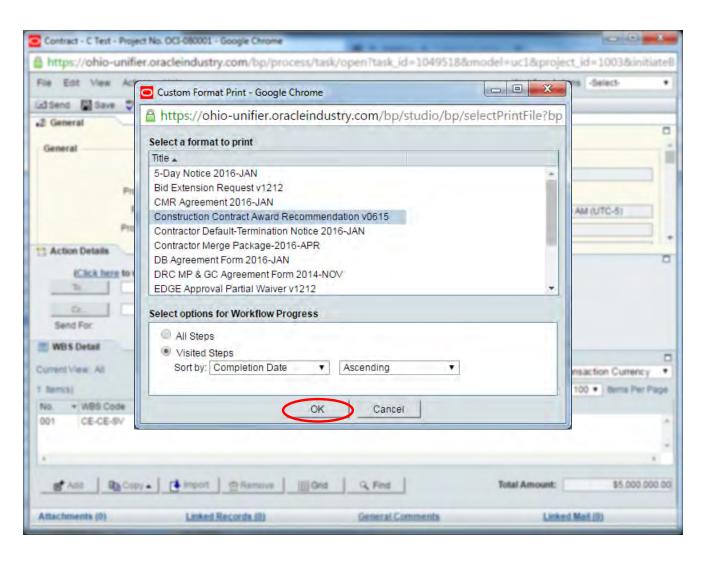
Create Custom Print

‣ To begin, choose a record you want to use to create a custom print.

‣ For this example, we will use a Contract record

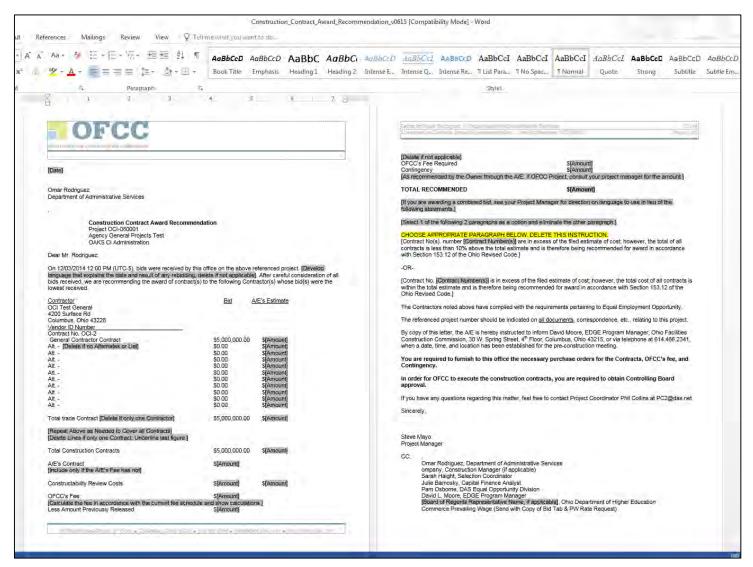Double-click to open

Create Custom Print

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

Create Custom Print

‣ Select the format you want to print
‣ Click OK

Create Custom Print

- ‣ Open the downloaded Word Document and save it to your computer
- ‣ Insert any necessary information where there are brackets [ ] with gray highlighted text

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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