Meeting Minutes
Agency/Higher-Ed

Meeting Minute Creation

‣ In Oaks CI navigate to:

    ‣ Logs -> Meeting Minutes

    ‣ Click New

Meeting Minute Creation

▸ Complete the upper form (General)

▸ All * fields are required

▸ Attach Documents, if necessary

Meeting Minutes

‣ Select Workflow Action "Publish Minutes"

‣ Click on the "Cc" button to choose recipients

‣ Click Send

Meeting Minutes

‣ Users that were on the "CC" will receive an email that they were copied on the Meeting Minute Record

‣ Users can view the meeting minute by clicking on the email link

Mon 6/27/2016 10:43 AM

Unifier - Katie Tuttle,soo <unifier_notifications@oracle.com>

You have been copied on Meeting Minutes MM-0007.

To Tuttle, Katie

ℹ If there are problems with how this message is displayed, click here to view it in a web browser.

This is a system-generated e-mail message. Do not reply to sender.

Project/Shell: **Agency General Projects Test**

You have been copied on Meeting Minutes MM-0007.

| From : | **Katie Tuttle** |
| Sent For : | **End** |

Source Name :	**Agency General Projects Test**
Record No :	**Meeting Minutes MM-0007**
Title :	**Meeting Minute Test**

Unifier Login

For Oracle technical assistance http://www.oracle.com/us/support

Questions?

Please contact OAKS CI Support Desk:

oaksci@ofcc.ohio.gov

614.644.2211