



OAKS CI Upgrade

Using OAKS CI in the Cloud

– New Important Links

- ▶ OAKS CI:
 - <https://ohio-unifier.oracleindustry.com/bluedoor>
- ▶ Reset Password:
 - <https://ohio-primavera-idm.oracleindustry.com/oim>

Oracle Identity Manager (OIM)

- To reset your password or to set your security questions, login to the OIM website:

<https://ohio-primavera-idm.oracleindustry.com/oim>

- ▶ Type in your User ID and Password. This is the same as the login information you use for accessing OAKS CI.

- ▶ Click “Sign In”

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Sign In [Forgot Password](#)

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Oracle Identity Manager (OIM)

- ▶ Once logged in, the system will prompt you to reset your password (if this is your first log in) and set your security questions
- ▶ Please be aware that your password will expire every 60 days and the system will not send you a reminder.
- ▶ Type in requested information and Click “Submit”. Then Click “Sign Out” to log out of OIM

The screenshot displays the Oracle Identity Self Service interface. At the top, there is a menu bar with 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. Below the menu bar, there are two buttons: 'Convert' and 'Select'. A prominent 'Submit' button is located in the top right corner. The main heading is 'ORACLE Identity Self Service'. Underneath, there is a 'Password Management' section with a user icon. The text 'Please reset your password.' is followed by three input fields: '* Old Password', '* New Password', and '* Re-Type New Password'. The 'New Password' field has an information icon (i) to its right. Below this, there is a section titled 'Register challenge questions for your account' with three rows of questions and answers: '* Question1', '* Question2', and '* Question3', each with a dropdown menu and an answer field.

Note: You will only utilize this site to change your password. No other OAKS CI functions will take place here.

Logging into OAKS CI in the Cloud

Navigate to OAKS CI

- ▶ Open any web browser

Note: While testing we found that Google Chrome works best for us

- ▶ Navigate to: <https://ohio-unifier.oracleindustry.com/bluedoor>
- ▶ Enter your assigned Username and Password
- ▶ Click “Sign In”

Note: Please ensure that your pop-up blocker is disabled for this site



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Sign In

Forgot Password

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Cross Project Home Page

The screenshot shows the Oracle Primavera Unifier interface. At the top, the Oracle logo and 'PRIMAVERA Unifier' are visible, along with the user name 'Katie Tuttle' and a 'Sign Out' link. The browser tabs include 'Home', 'Agency General...', 'Campus Resear...', and 'Northcoast Beh...'. The main content area is divided into several sections:

- Announcements:** Contains two items: 'Unifier Upgrade to v16.1' and 'Draft Pay Request Issue'.
- Tasks or New uMails:** A table with columns for Project Number, Name, Tasks, uMails, and Company Name.
- Items Requiring Your Attention:** A summary of tasks, messages, draft records, and uMails.

Red arrows point to specific features: 'Cross project tabs' (the browser tabs), 'Announcements' (the announcement section), and 'Projects with Active Tasks' (the table row for 'Agency General Projects Test').

Project Number	Name	Tasks	uMails	Company Name
OCI-080001	Agency General Projects Test	19 Total, 4 New, 5 Late		State of Ohio

Locating your Organization or Project

The screenshot shows the Oracle Primavera Unifier interface. The search bar at the top contains the text 'DNR'. Below the search bar, a list of 'Matched Locations' is displayed. A red box highlights the search bar and the first few rows of the list. A red arrow points from the text box to the search bar. The text box contains the following text: 'Type in the name of the organization or project and click on the name of the project to open it'.

Matched Locations	Organization	Project Name	URL
DNR-140070 South	State Park Cottage Renovation - South	/A	
DNR-140071-South	State Park Campgrounds Renovation-South	/Agency/Department of Natural Resources	
DNR-140059	Punderson Manor Electrical and HVAC Upgrades	/Agency/Department of Natural Resources	
DNR-140072	Little Miami Trail Restoration	/Agency/Department of Natural Resources	
DNR-150005	Punderson SP Water System Improvements	/Agency/Department of Natural Resources	
DNR-150007	Hueston Woods SP Wastewater System Improvements Phas...	/Agency/Department of Natural Resources	
DNR-150031	DNR Mine Training Facility	/Agency/Department of Natural Resources	
DNR-150050	Hocking Hills Roof Replacement and Pool Repairs	/Agency/Department of Natural Resources	
DNR-150055	Mohican Lodge Roof & Ext. Renovations	/Agency/Department of Natural Resources	
DNR-090020	Lonz Winery Renovations	/Agency/Department of Natural Resources	

Type in the name of the organization or project and click on the name of the project to open it

Project Home Page

ORACLE PRIMAVERA Unifier

Katie Tuttle Sign Out

Home Agency General... Campus Resear... Northcoast Beh...

Navigate To... Agency OAKS CI Adm... Agency Genera..

User Admin

Agency General Projects Tes...

Alerts

uMail

Collaboration

Information

Cost Manager

Data Manager

Document Manager

Logs

Reports

File Edit View Help

Agency General Projects Test - Home

Summary

Image

Items

Tasks

Mess

Draft

uMai

Links

OAKS

Details

Map View

Details

Project Number:	OCI-080001
Project Name:	Agency General Projects Test
Description:	Test Area for Agency General Projects
Administrator:	Steve Mayo
Currency:	United States Dollar (USD)

Most work is completed in 3 areas:

- Collaboration- Your Work
- Document Manager- Your supporting documentation
- Logs- Where records are housed and created

Collaboration– All About You!

The screenshot displays the Oracle Primavera Unifier web application interface. The top navigation bar includes the Oracle logo, the text "PRIMAVERA Unifier", and the user name "Katie Tuttle" with a "Sign Out" link. Below this is a breadcrumb trail: "Home > Agency General... > Campus Resear... > Northcoast Beh...". The main content area is titled "Agency General Projects Test - Home" and features a "View Dashboard" button and a "My Dashboard" dropdown. A left-hand navigation menu is visible, with the "Collaboration" item highlighted by a red arrow. A red-bordered callout box points to the "Collaboration" menu item and contains the following text:

Collaboration houses:

- Tasks
- Messages
- Drafts

The main content area is divided into several sections: "Summary" (with an "Image" placeholder), "Items Requiring Your Attention" (listing 19 Tasks, 2 Messages, 22 Draft Records, and 0 uMails), "Details" (showing Project Number: OCI-080001, Project Name: Agency General Projects Test, Description: Test Area for Agency General Projects, Administrator: Steve Mayo, and Currency: United States Dollar (USD)), and "Links" (with a link to "OAKS CI Website").

Tasks (Your Records)

The screenshot shows the Oracle Primavera Unifier web application. The user is logged in as Katie Tuttle. The interface displays a list of tasks under the 'Tasks' menu item in the left sidebar. A red arrow points to the 'Tasks' menu item, and a red-bordered box highlights the text: "Tasks: Any work that comes to you for approval or review".

Tasks - Current View: All
19 Item(s) Page 1 of 1 Display 100 Items Per Page

Type	Number	Title	Record Due	From	Sent for
Contractor Pay Request	CPR-0011	PR-004 Test		Katie Tuttle,soo	Paymer
Professional Services Agreements	Agree-0014	Agreement #3		Katie Tuttle,soo	Acknow
Professional Services Agreements	Agree-0013	Test Agreement #2		Katie Tuttle,soo	Update
Change Order	CO-0013	Test Proposal Req		Katie Tuttle,soo	AE Rev
Contract	CON-0002	C Test		Rita Nichols, soo	Notice
Design Reviews	DR-0005			Katie Tuttle,soo	Update
Request for Interpretations	RFI-00010	Request #1		Katie Tuttle,soo	Respor
	SSD-0009	Consultant SMSD		Katie Tuttle,soo	Declar
	RFI-00009	RFI Test 8		Katie Tuttle,soo	Respor
	SUB-0016	Test Submittal		Katie Tuttle,soo	Associa
Professional Services Amendments	Amend-0005	Amendment #1		Katie Tuttle,soo	Amend
Request for Interpretations	RFI-00008	RFI Test 5		Katie Tuttle,soo	Respor
Professional Services Pay Request	PSPR-0008	Tuesday Test		Katie Tuttle,soo	Paymer
Action Items	AI-00018	test action item	10/12/2015	Katie Tuttle,soo	Delega

Messages

ORACLE PRIMAVERA Unifier

Katie Tuttle Sign Out

Home Agency General... Campus Resear... Northcoast Beh...

Navigate To... Agency OAKS CI Adm... Agency Genera..

User Admin

Agency General Projects Test... Alerts uMail Collaboration Tasks Messages DRAFTS Information Cost Manager Data Manager Document Manager Logs Reports

File Edit View Help

New Open Find Delete

Messages - Current View: All

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

Type	From	Subject	Received Date
Meeting Minutes	Katie Tuttle,soo	MM-0006: Meeting Minute Message	04/27/2016
Meeting Minutes	Katie Tuttle,soo	MM-0005: Test Meeting Minute	03/17/2016

Messages: Any tasks you have been carbon copied on, no action required

Drafts

The screenshot shows the Oracle Primavera Unifier web application interface. The top navigation bar includes the Oracle logo, the text 'PRIMAVERA Unifier', and user information 'Katie Tuttle' with a 'Sign Out' link. Below the navigation bar, there are several tabs: 'Home', 'Agency General...', 'Campus Resear...', and 'Northcoast Beh...'. A breadcrumb trail shows the current location: 'Agency > OAKS CI Adm... > Agency Genera...'. The main content area displays a table of 'Drafts' with columns for Type, Number, Title, Last Saved, and Discussion. The table contains 22 items. A red arrow points from the 'Drafts' menu item in the left sidebar to the table. A red-bordered box contains the text: 'Drafts: Unfinished records you have created and saved'.

Type	Number	Title	Last Saved	Discussion
Contractor Pay Reque	CPR-0011	PR-004 Test	06/16/2016	
Request for Interpretat		request to test	06/08/2016	
Action Items		test for draft notification	06/08/2016	
Contract	CON-0002	C Test	05/16/2016	
Meeting Minutes		Meeting Minute Test	01/13/2016	
Professional Services		Test 4	01/13/2016	
Subcontractor/Supplie		Jeremy's Consulting	01/13/2016	
Contract		Test	12/23/2015	
Action Items			11/03/2015	
Contract Schedu			10/30/2015	
Professional Ser			10/14/2015	
Contractor Pay Reque			10/13/2015	
Contractor Pay Reque		Test 1	10/06/2015	
Contractor Pay Reque			10/05/2015	
Change Order		Test	10/05/2015	
Design Reviews			09/21/2015	

Logs

Logs house Business Processes or “BPs” (Records)

- ▶ A BP is any Record that has been created (i.e. Pay Requests, Submittals, etc.) and submitted through a workflow for review or approval.

Users will see the types of BPs (Records) for which they have permissions

The screenshot displays the Oracle Primavera Unifier application interface. The top navigation bar includes the Oracle logo and the text 'PRIMAVERA Unifier'. Below this, there are tabs for 'Home', 'Agency General...', 'Campus Resear...', and 'Northcoast Beh...'. A search bar labeled 'Navigate To...' is visible. The main interface is divided into a left sidebar and a main content area. The sidebar, under the 'User' tab, lists various system components: Agency General Projects Te..., Alerts, uMail, Collaboration, Information, Cost Manager, Data Manager, Document Manager, and Logs. The 'Logs' component is expanded, showing a list of record types: 72 Hour Notice, Action Items (highlighted), Advertisements, Budget - Initial, Budget - Revisions, Change Order, Closeout - Contractor, Closeout - Professional S..., Contract, Contract Schedule of Valu..., Contractor Evaluation, Contractor Pay Request, Design Reviews, Escrow Accounts, Field Reports, Financial Risks, Fund Allocation, Fund Release, Fund Transfers, Liens, Local Administration Auth..., Meeting Minutes, and Memorandum of Underst... The main content area shows a table of 'Action Items' with columns for Record No., Title, and Assignee. The table contains 20 items, with the following data:

Record No.	Title	Assignee
AI-00020	Test action item 2	Katie Tuttle
AI-00019	Training Action Item	Katie Tuttle
AI-00018	test action item	Shauna Hooks
AI-00017	Action Item Test	
AI-00016	Notification Test	
AI-00015	Title #1	Sara Freetage
AI-00014	test	
AI-00013	asdf	
AI-00012	test	
AI-00011	CPR #1 Anderson Plumbing	
AI-00010	Demo 1	Craig W
AI-00009	Time is 4:07	
AI-00008	test time	
AI-00007	-	
AI-00006	test	
AI-00005	test	
AI-00004	Test 1/2/09 v1.1 Update	Steve
AI-00003	Test 11/22 Help File	
AI-00002	Remove Login Message re V9.0	Fred
AI-00001	Test AI	

Questions?

Please contact OAKS CI Support Desk:

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