



Attaching Documents

K-12 Cloud

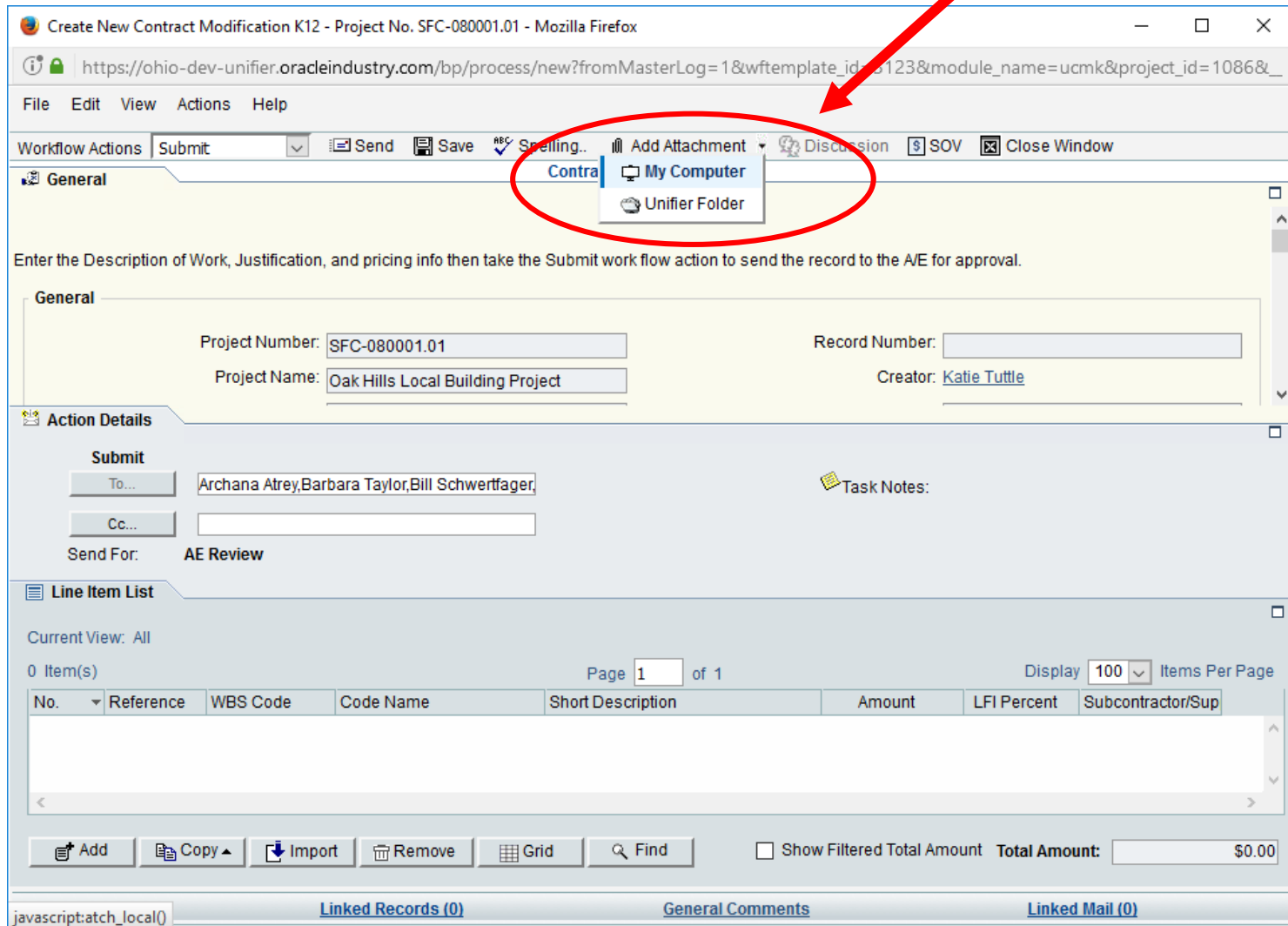
Browser Information

- ▶ When using the OAKS CI system, we recommend using **Google Chrome** or **Mozilla Firefox**. These browsers will give you the best user experience in the system.



Attach Documents to your Record

- ▶ To attach documents to your record, click Add Attachment and choose My Computer



Create New Contract Modification K12 - Project No. SFC-080001.01 - Mozilla Firefox

https://ohio-dev-unifier.oracleindustry.com/bp/process/new?fromMasterLog=1&wftemplate_id=3123&module_name=ucmk&project_id=1086&_

File Edit View Actions Help

Workflow Actions Submit Send Save Spelling... Add Attachment Discussion SOV Close Window

General

Contra My Computer Unifier Folder

Enter the Description of Work, Justification, and pricing info then take the Submit work flow action to send the record to the A/E for approval.

General

Project Number: SFC-080001.01 Record Number:

Project Name: Oak Hills Local Building Project Creator: Katie Tuttle

Action Details

Submit

To... Archana Atrey,Barbara Taylor,Bill Schwertfager

Cc...

Send For: AE Review

Task Notes:

Line Item List

Current View: All

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

No.	Reference	WBS Code	Code Name	Short Description	Amount	LFI Percent	Subcontractor/Sup
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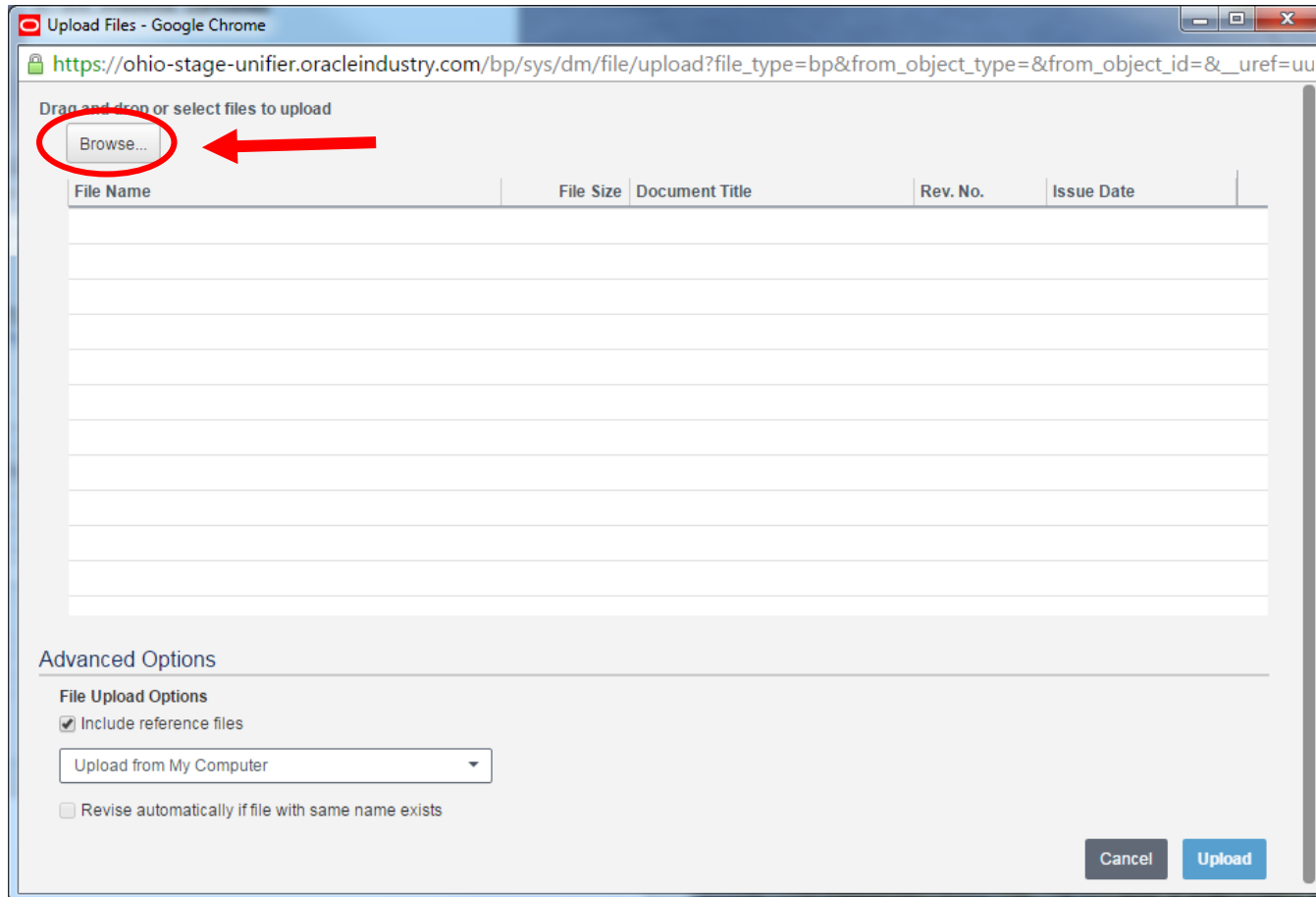
Add Copy Import Remove Grid Find

Show Filtered Total Amount Total Amount: \$0.00

javascript:attach_local() [Linked Records \(0\)](#) [General Comments](#) [Linked Mail \(0\)](#)

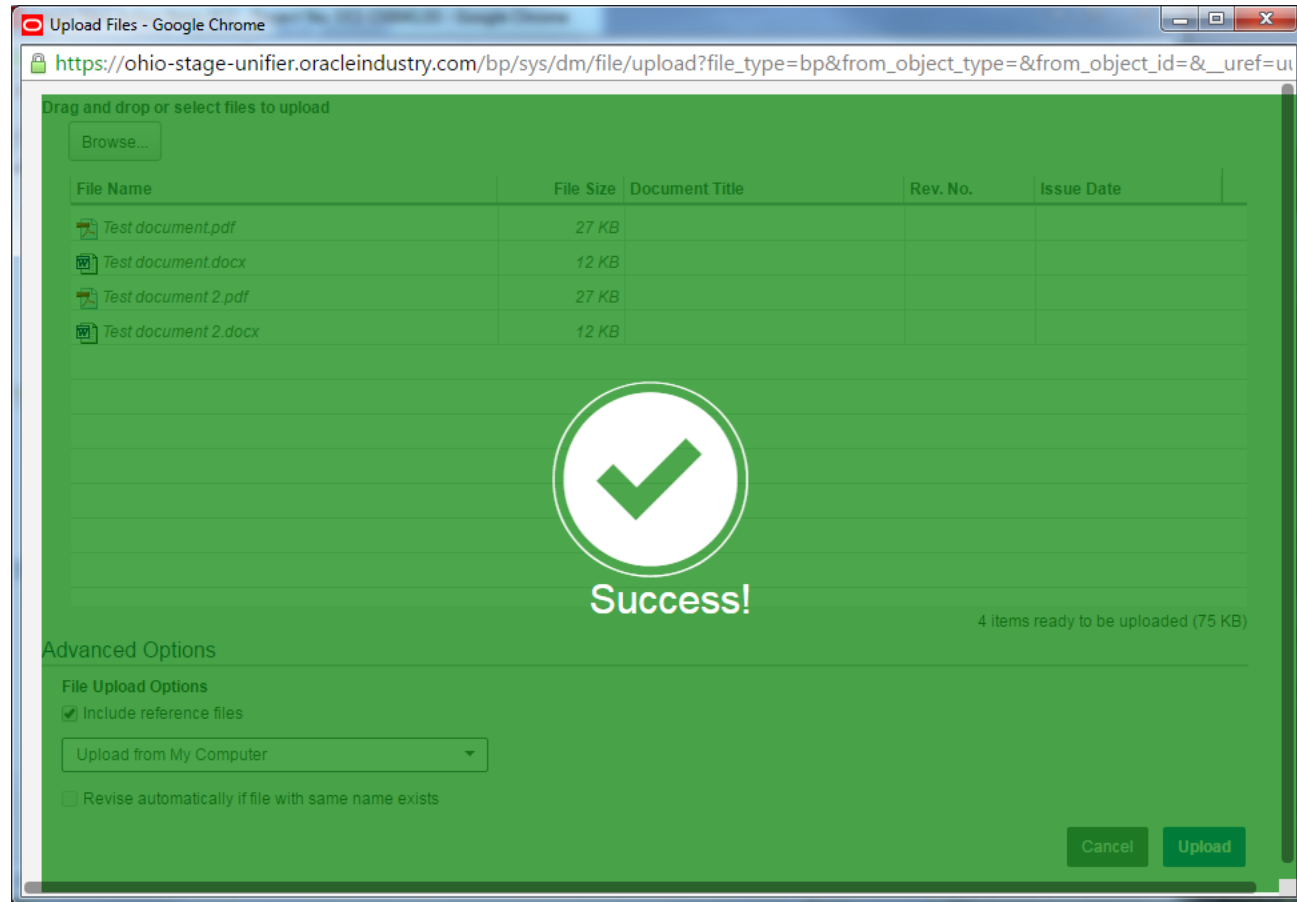
File Upload Window

- ▶ A new window will appear for you to add files
- ▶ Click Browse to choose files for upload



Adding Documents

- ▶ If all folders and files have been added, you will see a green “Success!” screen



Upload Documents

- ▶ You should see all of your documents in the Upload Files window
- ▶ Click Upload button

Upload Files - Google Chrome

https://ohio-stage-unifier.oracleindustry.com/bp/sys/dm/file/upload?file_type=bp&from_object_type=&from_object_id=&_uref=ul

Drag and drop or select files to upload

Browse...

File Name	File Size	Document Title	Rev. No.	Issue Date
Test document.pdf	27 KB			
Test document.docx	12 KB			
Test document 2.pdf	27 KB			
Test document 2.docx	12 KB			

4 items ready to be uploaded (75 KB)

Advanced Options

File Upload Options

Include reference files

Upload from My Computer

Revise automatically if file with same name exists

Cancel Upload

Upload Documents

- ▶ When all documents have finished uploading, you will see a 100% bar at the bottom of the screen

The screenshot shows a web browser window titled "Upload Files - Google Chrome" with the URL https://ohio-stage-unifier.oracleindustry.com/bp/sys/dm/file/upload?file_type=bp&from_object_type=&from_object_id=&_uref=uu. The page has a header "Drag and drop or select files to upload" and a "Browse..." button. Below is a table with the following data:

File Name	File Size	Document Title	Rev. No.	Issue Date
Test document.pdf	27 KB			
Test document.docx	12 KB			
Test document 2.pdf	27 KB			
Test document 2.docx	12 KB			

At the bottom right of the table area, it says "4 items ready to be uploaded (75 KB)". Below the table is an "Advanced Options" section with "File Upload Options" including a checked "Include reference files" checkbox, a dropdown menu set to "Upload from My Computer", and an unchecked "Revise automatically if file with same name exists" checkbox. A red arrow points from the dropdown menu to a red-bordered box containing a "Uploading Files" progress bar at 100%.

View Attachments

- ▶ You can view the attachments at the bottom of your record

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

Attachments (4) [Linked Records \(0\)](#) [General Comments](#) [Linked Mail \(0\)](#)

Questions?

Please contact OAKS CI Support Desk:

oaksci@ofcc.ohio.gov

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