



Attaching Documents

K-12 Cloud

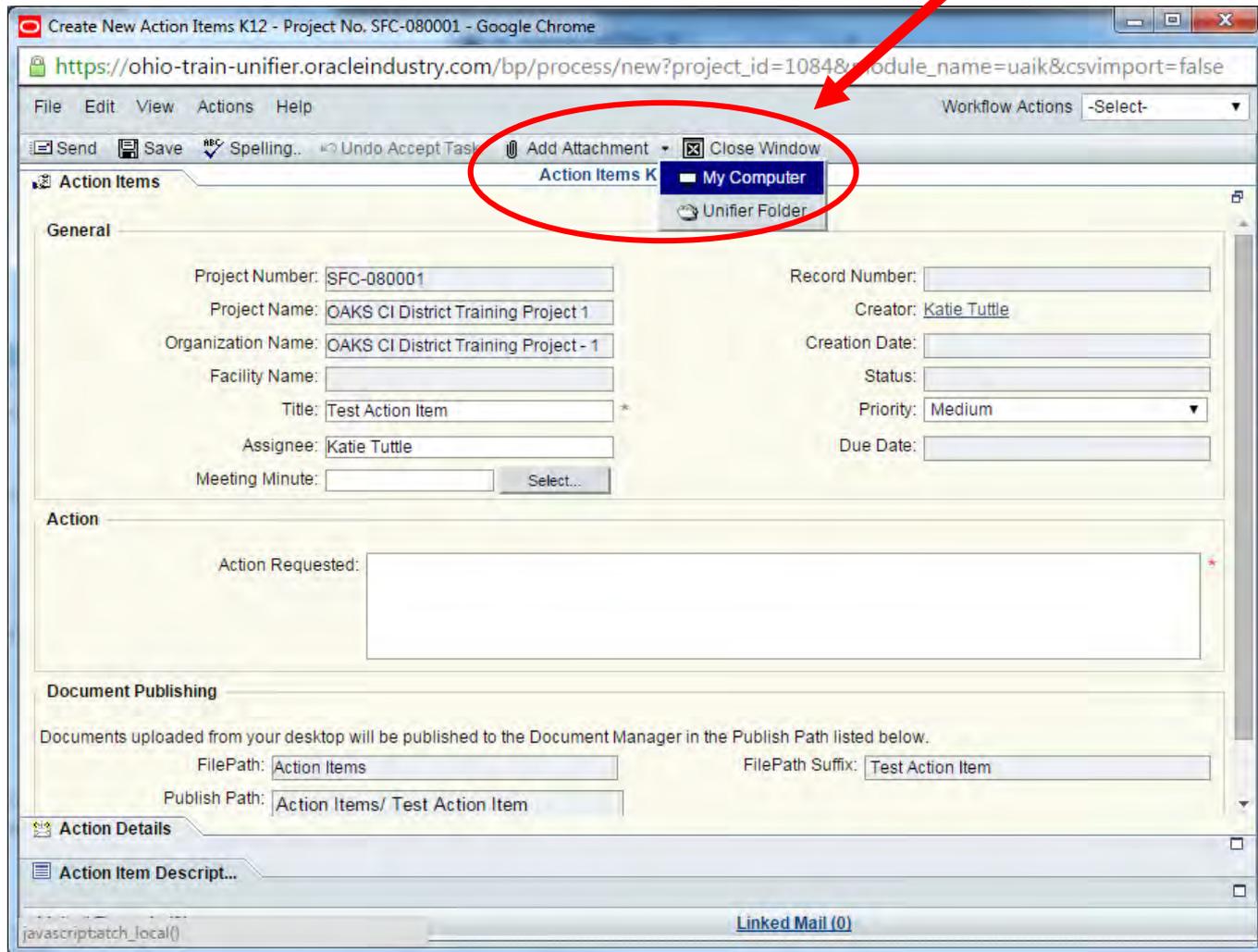
Browser Information

- ▶ 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



The screenshot shows a web browser window titled "Create New Action Items K12 - Project No. SFC-080001 - Google Chrome". The URL is https://ohio-train-unifier.oracleindustry.com/bp/process/new?project_id=10848&module_name=uaik&csvimport=false. The browser's menu bar includes File, Edit, View, Actions, and Help. The "Add Attachment" button is circled in red, and a red arrow points to the "My Computer" option in the dropdown menu. The "Unifier Folder" option is also visible. Below the menu, the "Action Items" section is active, showing a form with the following fields:

General	
Project Number:	SFC-080001
Project Name:	OAKS CI District Training Project 1
Organization Name:	OAKS CI District Training Project - 1
Facility Name:	
Title:	Test Action Item *
Assignee:	Katie Tuttle
Meeting Minute:	Select...
Record Number:	
Creator:	Katie Tuttle
Creation Date:	
Status:	
Priority:	Medium
Due Date:	

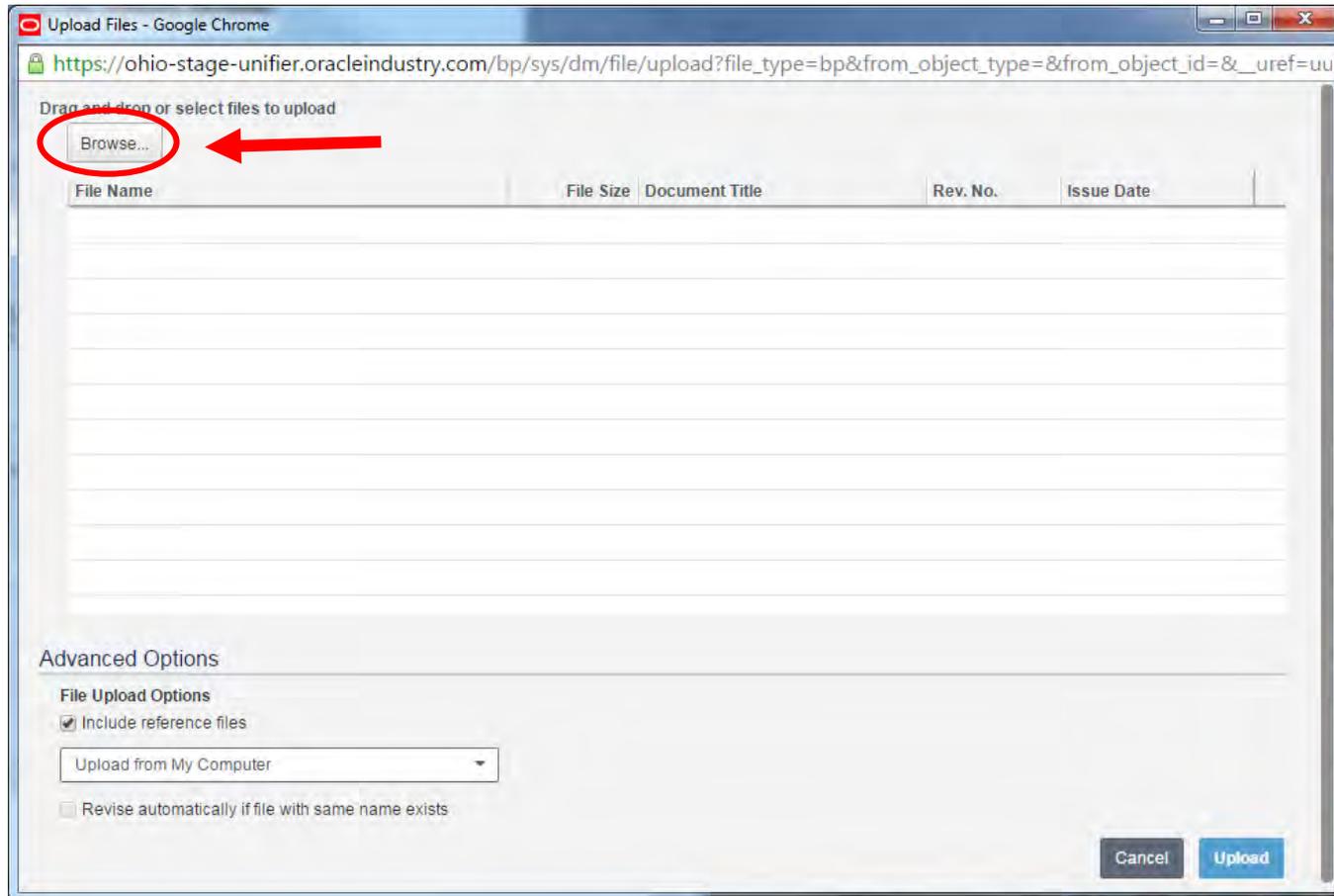
The "Action" section contains a text area for "Action Requested:". The "Document Publishing" section includes the following fields:

Document Publishing	
Documents uploaded from your desktop will be published to the Document Manager in the Publish Path listed below.	
FilePath:	Action Items
FilePath Suffix:	Test Action Item
Publish Path:	Action Items/ Test Action Item

The "Action Details" section is partially visible at the bottom, showing "Action Item Descript...". The status bar at the bottom right indicates "Linked Mail (0)".

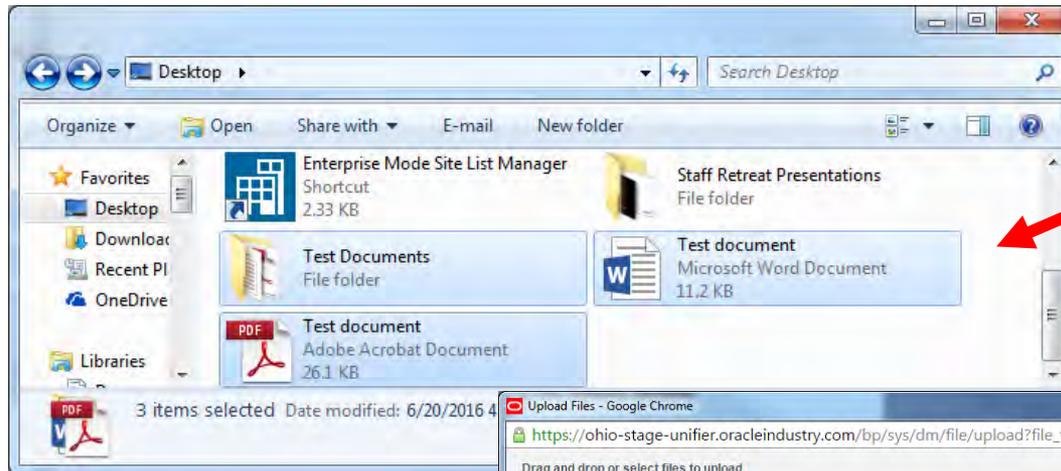
File Upload Window

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



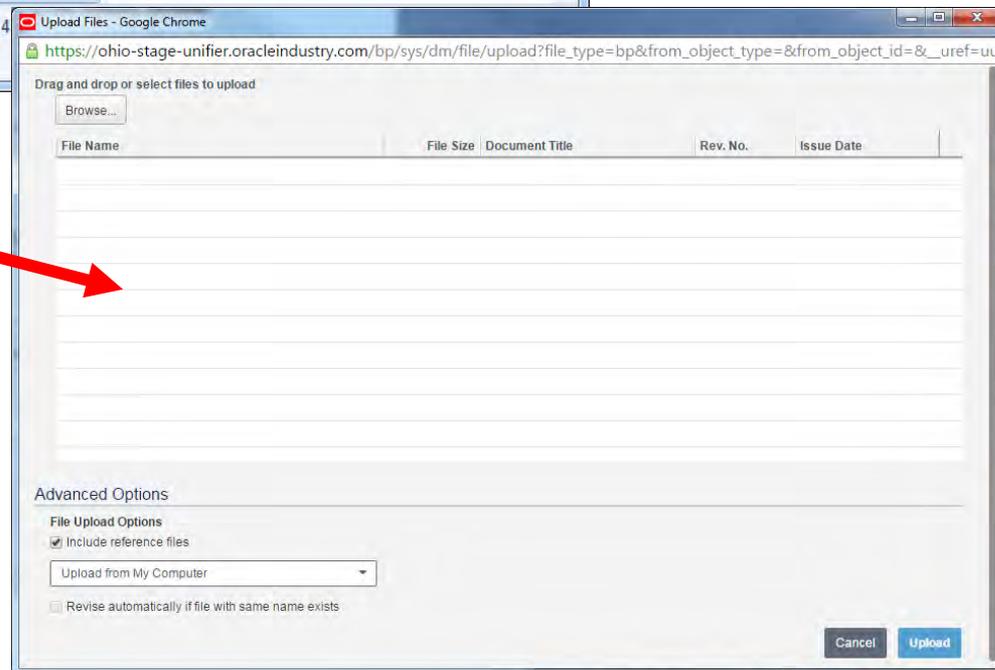
Drag and Drop files

- ▶ Find the folders and/or files your computer you want to upload
- ▶ Drag and Drop the documents into the Upload Files window



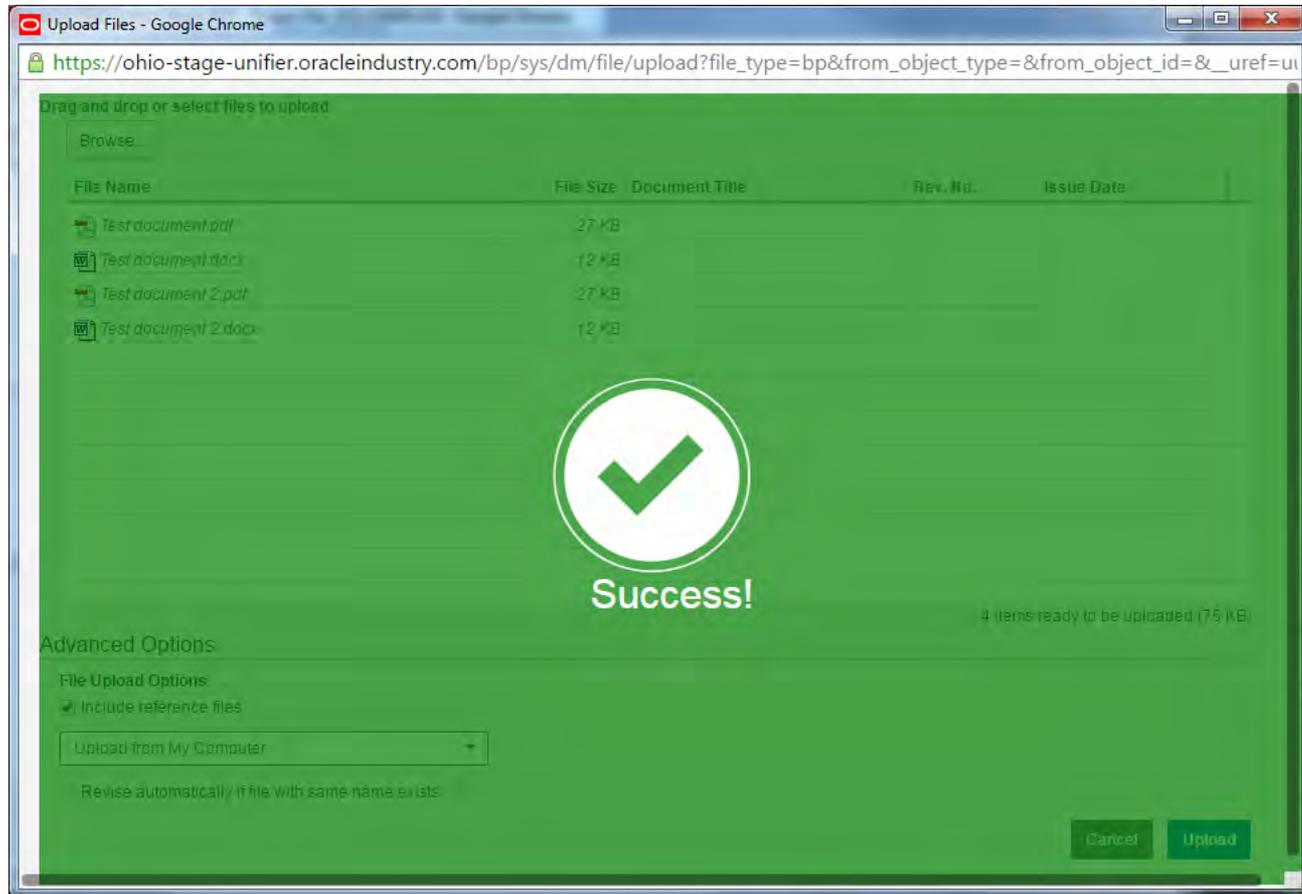
Choose your folder of Documents or Select Multiple Documents

Drag and Drop the documents into the Upload Files window



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

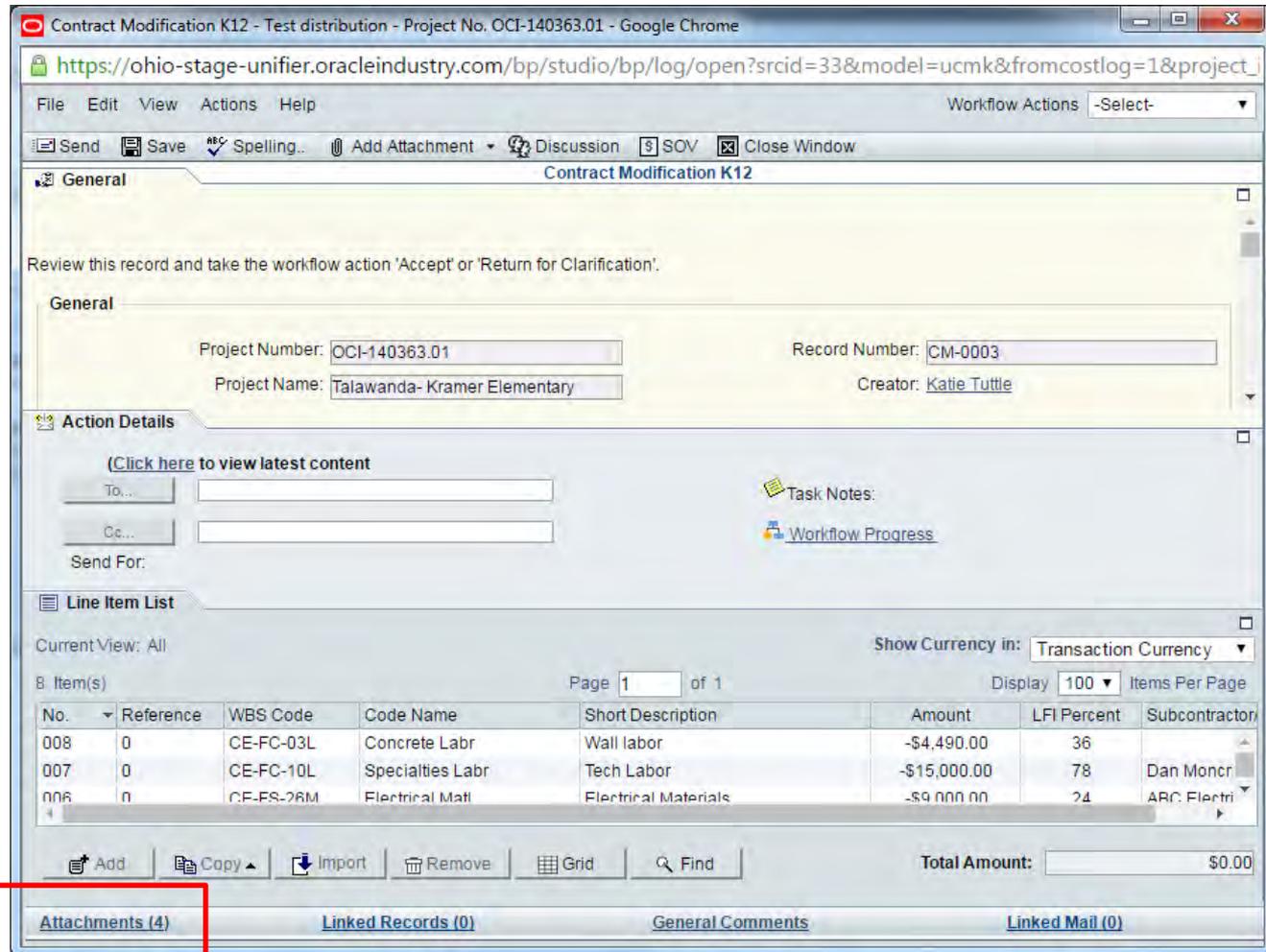
The screenshot shows a web browser window titled "Upload Files - Google Chrome" with the URL https://ohio-stage-unifier.oracleindustry.com/bp/sys/dm/file/upload?file_type=bp&from_object_type=&from_object_id=&_uref=uu. The page contains a "Drag and drop or select files to upload" section with a "Browse..." button. Below this 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 small "Uploading Files" dialog box in the bottom right corner, which shows a blue progress bar at 100%.

View Attachments

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



The screenshot displays a web browser window titled "Contract Modification K12 - Test distribution - Project No. OCI-140363.01 - Google Chrome". The URL is https://ohio-stage-unifier.oracleindustry.com/bp/studio/bp/log/open?srcid=33&model=ucmk&fromcostlog=1&project_. The page shows a "Contract Modification K12" record with the following details:

- Project Number: OCI-140363.01
- Record Number: CM-0003
- Project Name: Talawanda- Kramer Elementary
- Creator: Katie Tuttle

The "Action Details" section includes a "Send For:" field and a "Task Notes:" section. The "Line Item List" section shows a table with 8 items:

No.	Reference	WBS Code	Code Name	Short Description	Amount	LFI Percent	Subcontractor
008	0	CE-FC-03L	Concrete Labr	Wall labor	-\$4,490.00	36	
007	0	CE-FC-10L	Specialties Labr	Tech Labor	-\$15,000.00	78	Dan Moncr
006	0	CE-FS-26M	Electrical Matl	Electrical Materials	-\$9,000.00	24	ARC Electri

The "Total Amount:" is \$0.00. At the bottom of the record, there are four tabs: "Attachments (4)", "Linked Records (0)", "General Comments", and "Linked Mail (0)". A red arrow points to the "Attachments (4)" tab, which is highlighted with a red box.

Questions?

Please contact OAKS CI Support Desk:

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