



Custom Prints

K-12 Cloud

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

The screenshot displays the Oracle Primavera Unifier web application. The top navigation bar includes the Oracle logo, the text 'PRIMAVERA Unifier', and the user name 'Katie Tuttle'. The breadcrumb trail shows the path: 'Home > Talawanda-CSD... > Brown - New K-12 > School Facilities > Brown-LSD-CA... > Brown - New K...'. The main content area shows a table of contract records under the heading 'Contract K12 - Current View: All'. The table has columns for 'Contract No.', 'Contractor Name', 'Title', and 'Original Contract Completion Date'. Two records are listed: one for 'Hammond Construction, Inc.' with title 'Hammond Construction', and another for 'National Road Utility Supply Inc' with title 'LFI Tset'. A red arrow points to the 'Hammond Construction' record, and a red box with the text 'Double-click to open' is overlaid on the arrow. The left sidebar contains a navigation menu with 'Logs' circled in red.

Contract No.	Contractor Name	Title	Original Contract Completion Date
SFC-130329 CMR-01	Hammond Construction, Inc.	Hammond Construction	
5	National Road Utility Supply Inc	LFI Tset	

Create Custom Print

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

The screenshot shows the Oracle Primavera Unifier web interface. The browser title is "Contract K12 - Hammond Construction - Project No. OCI-150041.02 - Google Chrome". The URL is "https://ohio-stage-unifier.oracleindustry.com/bp/studio/bp/log/open?srcid=9&model=uck&fromcostlog=1&project_id=".

The "File" menu is open, and the "Print Preview" option is selected, which has opened a sub-menu. In this sub-menu, the "Custom ..." option is highlighted. Other options in the sub-menu include "HTML ..." and "PDF ...".

The main content area displays the following details:

- Project Number: OCI-150041.02
- Record Number: CON-001
- Project Name: Brown - New K-12
- Creator: Steve Mayo
- Organization Name: Brown LSD
- Creation Date: 07/10/2015 12:56 PM (UTC-8)
- Facility Name: Brown - New K-12
- Status: Final Approved

Below the details, there is a "Task Details" section with the message "Record has been closed. (Click here to view process details)".

The "WBS Detail" section shows a table with one item:

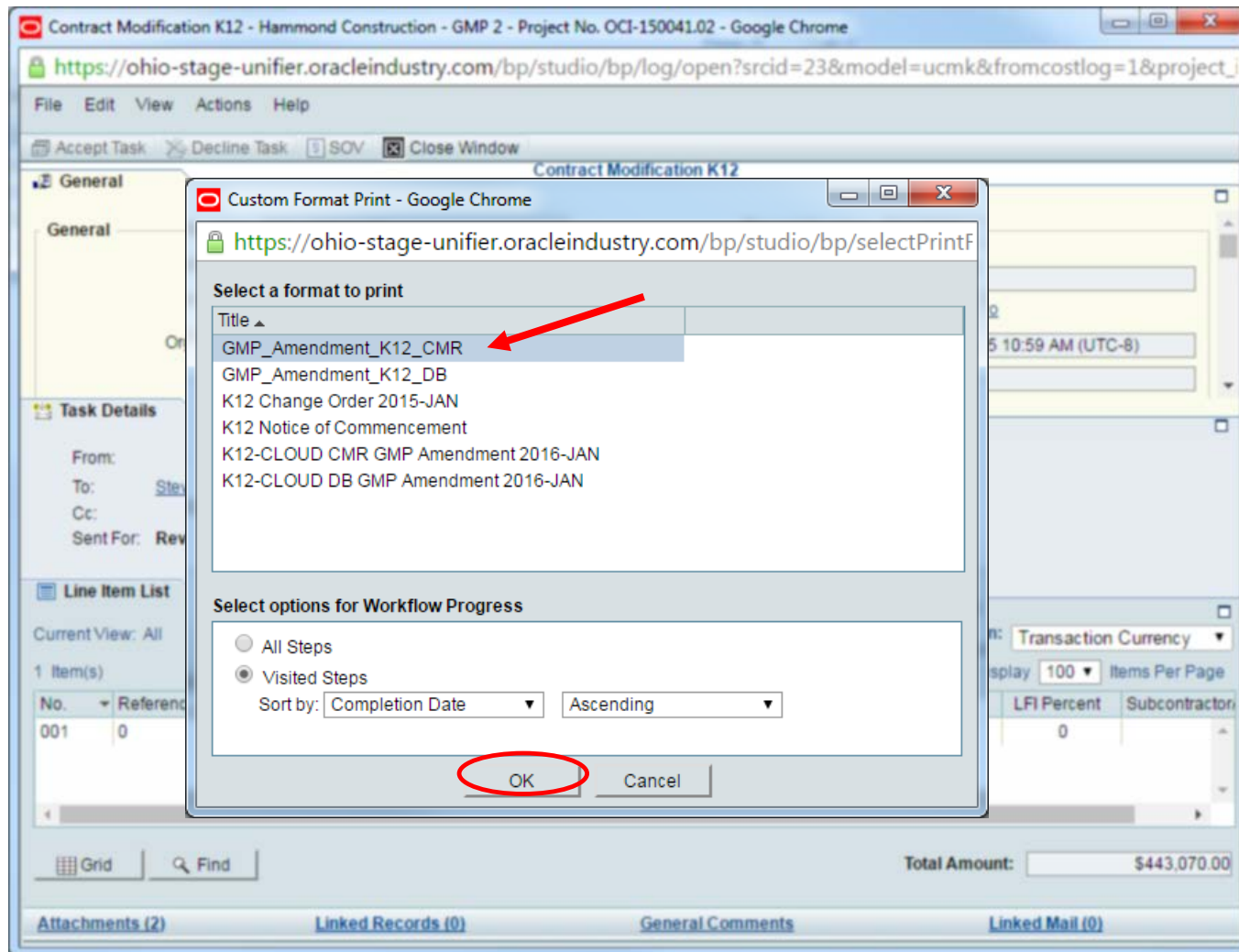
No.	WBS Code	Code Name	Short Description	Amount
001	CMR-CM-SV	CM-R Contract Awarded SOV Pending	Hammond Construction CMR Brown	\$58,440.00

At the bottom of the table, there is a "Total Amount:" field with the value "\$58,440.00".

The interface also includes a "Grid" button, a "Find" search box, and a status bar at the bottom with links for "js (0)", "General Comments", and "Linked Mail (0)".

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 into the places with **Blue** text

Document 00 53 23 - GMP Amendment (OSFC CM at Risk Project)
State of Ohio Standard Requirements for Public Facility Construction

Agreement Exhibit D

When preparing this GMP Amendment for execution, revise the text above from "Agreement Exhibit D" to "GMP Amendment No. N", where "N" is the sequential number of the GMP Amendment, and delete these notes.

The State of Ohio, acting by and through the President and Treasurer of the School District Board, and the CM enter into this Amendment as of the date set forth below to amend the Contract they entered into as of *«insert date of Agreement»* in connection with the Project known as:

Project Number:	OCI-150041.02
Project Name:	Brown - New K-12
School District Board ("Owner"):	Browna LSD
Contracting Authority:	The School District Board above in conjunction with the Ohio Facilities Construction Commission
Construction Manager ("CM"):	Hammond Construction, Inc.

ARTICLE 1 - CONTRACT SUM AND RELATED ITEMS FOR THIS AMENDMENT

1.1 The Contract Sum is \$443,070.00, which is the sum of the estimated Cost of the Work, plus the CM's Contingency, plus the CM's Fee as follows:

1.1.1 The estimated Cost of the Work is \$425,456.00, which includes all Allowances (if any) and Unit Prices (if any) defined through this Amendment, and is the sum of:

1.1.1.1 CM's Construction Stage Personnel Costs in the amount of \$11,226.00, which amount shall not exceed \$496,208.00;

1.1.1.2 General Conditions Costs in the amount of \$3,181.00, which shall not exceed \$233,013.00;

1.1.1.3 all Work the CM proposes to provide through Subcontractors in the amount of \$411,049.00;

1.1.1.4 all Work the CM proposes to self-perform directly or through a CM Affiliated Entity in the amount of \$0.00, which amount does not include any costs accounted for under the CM's Construction Stage Personnel Costs or General Conditions Costs.

1.1.2 The CM's Contingency in the amount of \$10,637.00, which shall not exceed 2.5 percent of the above-identified Cost of the Work.

1.1.2.1 Notwithstanding Article 9 of the General Conditions, the Contingency Review Dates will be the dates on which the CM achieves the following activities identified in the Construction Progress Schedule attached as GMP Exhibit E:

«insert activity number, activity name»
«insert activity number, activity name»
«insert activity number, activity name»

Delete Section 1.1.2.1 completely if it is not applicable.

1.1.3 The CM's Fee in the amount of \$56,977.00, which shall not exceed 1.6 percent of the sum of the above-identified Cost of the Work plus the above-identified CM's Contingency.

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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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