



Meeting Minutes

K-12 Cloud

Meeting Minute Creation

- ▶ In Oaks CI navigate to:
 - ▶ Logs -> Meeting Minutes K12
 - ▶ Click Create

The screenshot displays the Oracle Primavera Unifier (Development) interface. The top navigation bar shows 'School Facilities' and 'Oak Hills Local ...'. The left sidebar contains a list of modules, with 'Logs' circled in red. Below 'Logs', 'Meeting Minutes K12' is highlighted with a red bar. A red arrow points from the text 'Click Create' in the instructions to the 'Meeting Minutes K12' item. The right pane shows the 'Meeting Minutes K12' page with a '+ Create' button circled in red. The page also includes an 'Actions' dropdown menu and a 'Date and Time' field. The bottom right corner shows 'Total: 0'.

Meeting Minute Creation

- ▶ Complete the General Tab
- ▶ All * fields are required
- ▶ Attach necessary documents

Create New Meeting Minutes K12 - Project No. SFC-080001.01 - Mozilla Firefox

https://ohio-dev-unifier.oracleindustry.com/bp/process/new?fromMasterLog=1&wftemplate_id=3027&module_name=ummk&project_id=1086&_ 110%

File Edit View Actions Help

Workflow Actions -Select- Send Save Spelling.. Undo Accept Task Add Attachment Discussion Close Window

General Meeting Minutes K12

Project Number: SFC-080001.01 Record Number:

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

Organization Name: Creation Date:

Facility Name: Status:

Title: Progress Meeting #12 *

Meeting Details

Type: Construction Progress * Number: 0012 *

Other Description:

Date and Time: 06/15/2017 05:00 PM (UTC-8) * Meeting Location: School District

Next Meeting Details

Action Details

Create New Meeting Minutes K12

To...

Cc...

Send For:

Task Notes:

Linked Records (0) General Comments Linked Mail (0)

javascript:atch_local()

Meeting Minutes

- ▶ Select Workflow Action “Publish Minutes”
- ▶ Click on the “Cc” button to choose recipients
- ▶ Click Send

Workflow Actions: Publish Minutes (selected), Send, Save, Spelling.., Undo, Accept Task, Add Attachment, Discussion, Close Window

General: Publish Agenda, Publish Minutes

Project Number: SFC-080001.01
Project Name: Oak Hills Local Building Project
Organization Name:
Facility Name:
Title: Progress Meeting #12 *

Record Number:
Creator: Katie Tuttle
Creation Date:
Status:

Meeting Details
Type: Construction Progress *
Other Description:
Date and Time: 06/15/2017 05:00 PM (UTC-8) *

Next Meeting Details

Action Details
Publish Minutes
To...
Cc... Rita Nichols, Shauna Hooks, Steve Mayo, Studer
Send For: End

User/Group Picker - Google Chrome
Find
m: Agency General Projects Test | Show By: Users/Groups
Users/Groups - Current View: All
7 Item(s) Page 1 of 1 Display 100 Items Per Page

Name	Company
All Project Users	
Katie Tuttle	State of Ohio
Moenique Morris	State of Ohio
Rita Nichols	State of Ohio
Sara Freetage	State of Ohio
Shauna Hooks	State of Ohio
Steve Mayo	State of Ohio

Attachments (1) | Linked Records (0) | General Comments | Linked Mail (0)

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 Unifier Login button

Wed 6/22/2016 10:10 AM

Unifier - Katie Tuttle,soo <unifier_notifications@oracle.com>
You have been copied on Meeting Minutes K12 MM-0008.

To: Tuttle, Katie

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: **Brown-LSD-CAR-ENP-2012**

You have been copied on Meeting Minutes K12 MM-0008.

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

Source Name : **Brown-LSD-CAR-ENP-2012**
Record No : **Meeting Minutes K12 MM-0008**
Title : **Meeting Minute Test #17**

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