



Document Manager

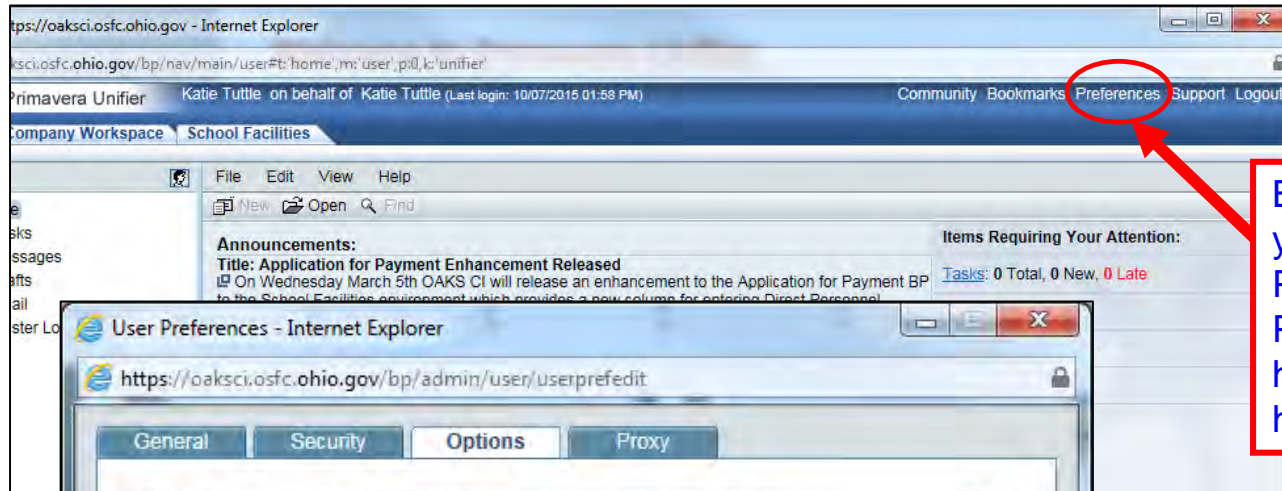
K12 Legacy

About Document Manager

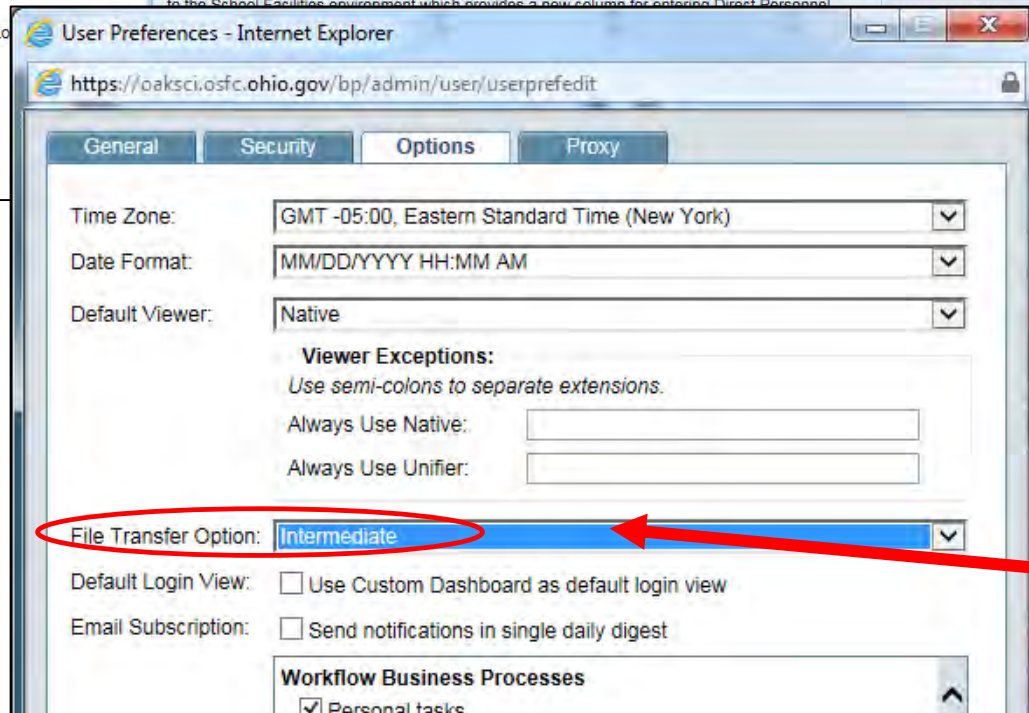
- ▶ Document Manager houses all of your supporting documentation
- ▶ All documents must be uploaded into Document Manager first before they can be attached to a record
- ▶ Provides a platform for maintaining a wide variety of files and documents
- ▶ Ensures that project participants are always working on the most current versions
- ▶ Provides ready access to all documents from anywhere at any time

Preferences

Note: Intermediate level does not appear to be compatible with IE or Chrome, however, Firefox appears to be successful.



Before uploading, check your File Transfer Preferences by clicking Preferences at the right hand corner of your homepage



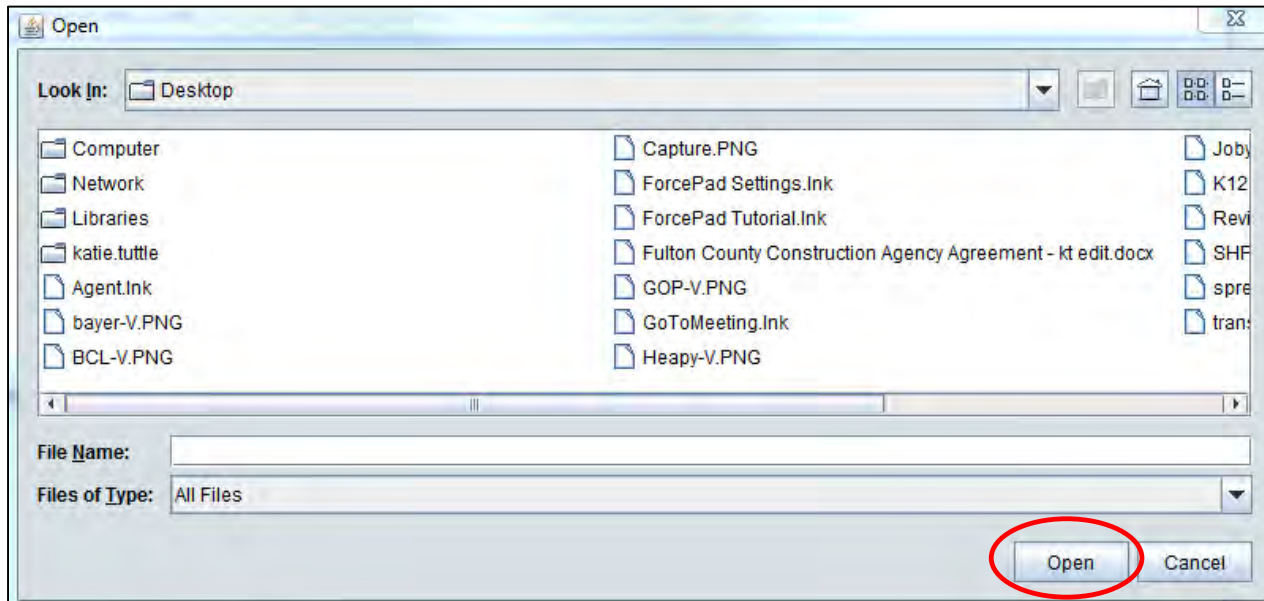
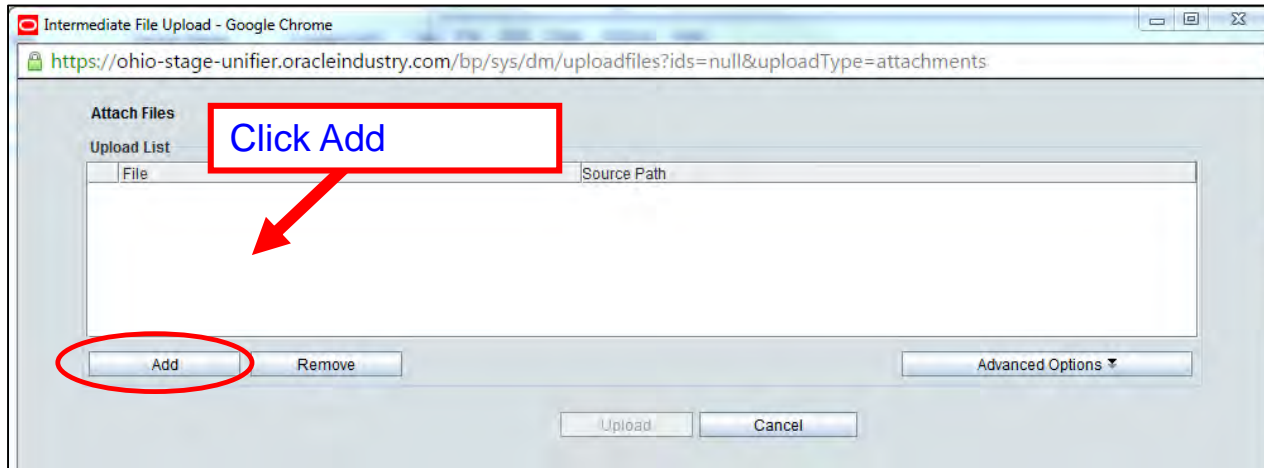
Under the Options Tab, select Intermediate for your File Transfer Option

Document Upload

The screenshot shows the Oracle Primavera Unifier web interface. The browser address bar displays the URL: <https://oaksci.osfc.ohio.gov>. The user is logged in as Katie Tuttle. The interface includes a navigation menu on the left with options like Alerts, uMail, Mailbox, Collaboration, Information, Cost Manager, Data Manager, Document Manager, Documents, Unpublished Documents, Logs, and Reports. The 'Documents' folder is selected. The main content area shows a list of documents with columns for Ref, BP, Name, Size, Upload Date, Owner, and Title. The 'Upload' button in the top toolbar is highlighted with a red box and labeled 'Click Upload'. A red arrow points from this box to the 'Documents' folder in the left navigation pane, which is also highlighted with a red box and labeled 'Choose folder'.

Ref	BP	Name	Size	Upload Date	Owner	Title
		+ A_E			Rita Nichols	
		+ District			Rita Nichols	
		0300 Construction			Jamie Trombley	
		A_E Internal			Rita Nichols	
		CoP Internal			Rita Nichols	
		Cx Internal			Rita Nichols	
		District Internal			Rita Nichols	
		OA Internal			Rita Nichols	
		OFCC Director Intern			Rita Nichols	
		PC Internal			Rita Nichols	
		PM Internal			Rita Nichols	
		PM Supervisor Intern			Rita Nichols	
		Program Services Inte			Rita Nichols	
		0300 Construction			Rita Nichols	
		Recycle Bin				

Document Upload- Intermediate



Document Upload– Intermediate

Intermediate File Upload - Google Chrome

<https://ohio-stage-unifier.oracleindustry.com/bp/sys/dm/uploadfiles?ids=null&uploadType=attachments>

Attach Files

Upload List

File	Source Path
GOP-V.PNG	C:/Users/katie.tuttle/Desktop/GOP-V.PNG

Add Remove Advanced Options ▾

Upload Cancel

You should see your document here

Click Upload. You will now have your document available in Document Manager.

Document Upload

The screenshot shows the Primavera Unifier web interface. The browser address bar displays the URL <https://oaksci.osfc.ohio.gov/bp/nav/main/user#>. The user is identified as Katie Tuttle. The interface includes a navigation menu on the left with options like Alerts, uMail, Mailbox, Collaboration, Information, Cost Manager, Data Manager, Document Manager, Documents, Unpublished Documents, Logs, and Reports. The main content area shows a list of documents under the 'Meeting Minutes' folder. The list has columns for Ref, BP, Name, Size, Upload Date, Owner, and Title. Two documents are listed:

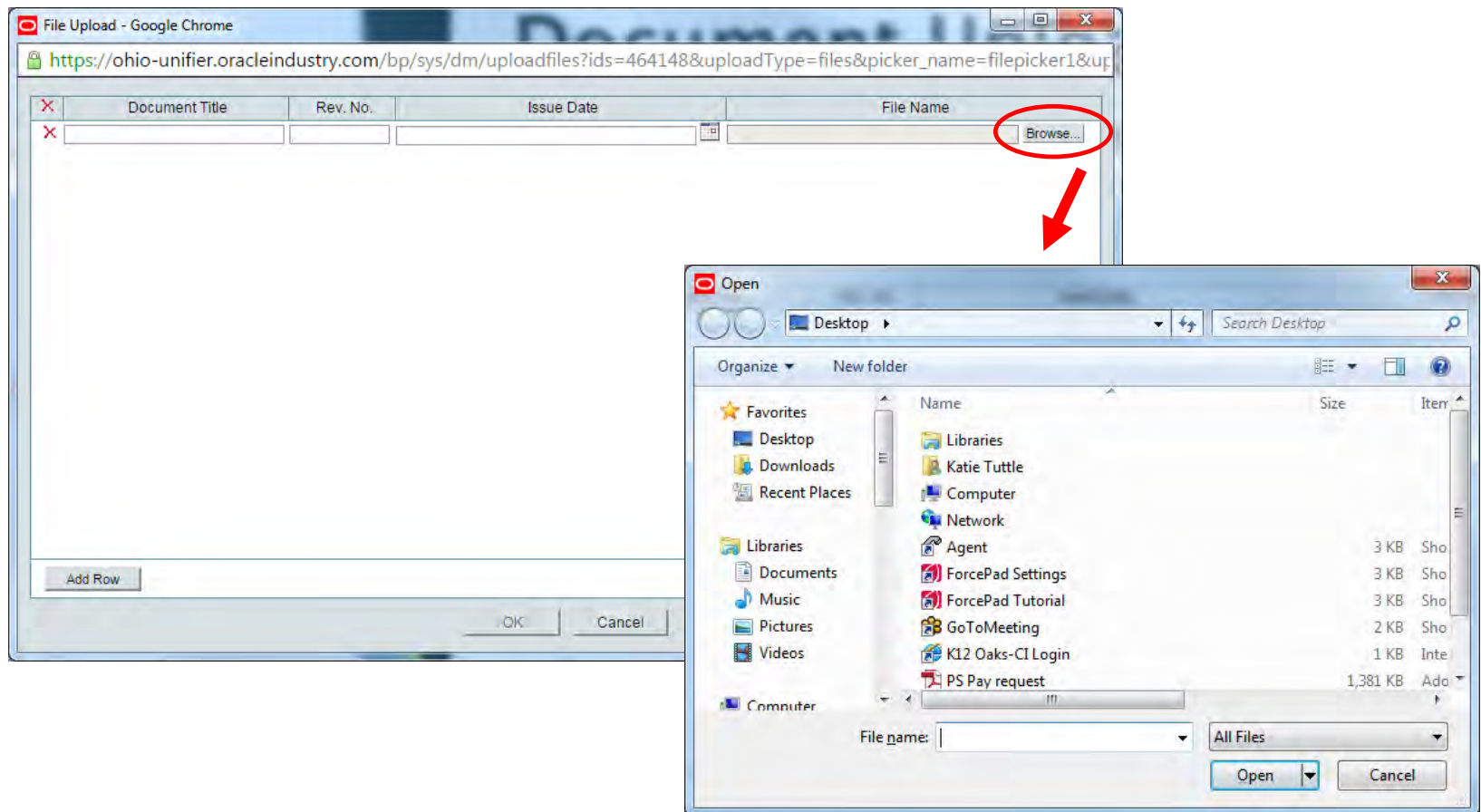
Ref	BP	Name	Size	Upload Date	Owner	Title
		150914 ECM Minutes 27.pc	10 MB	12/28/2015	Liesl McNamee	
		151013 ECM Minutes 28.pc	9 MB	02/08/2016	Liesl McNamee	

A red arrow points to the list with a text box that says "You should see your document here".

- ▶ Now that your documents have been uploaded into Document Manager they can now be attached to Records

Document Upload–Basic

- ▶ If you get an error message or a blank screen when attempting to upload your documents, you may need to change your **File Transfer Option** to **Basic** in your **Preferences**.
- ▶ With Basic upload, you can only add one document at a time



Questions?

OAKS CI Support Desk Contact Info:

oaksci@ofcc.ohio.gov

614.644.2211