



Schedule Approval Record

K-12 Legacy

Purpose & Procedure

- ▶ The Schedule Approvals business process is used to provide a structured process to manage submission, review, and approval of the original baseline schedule and subsequent monthly updates as required to facilitate scheduling requirements on a construction project.

- ▶ Workflow

Created by: **Schedule Manager** → Sent to: **A/E Review** →
Sent to: **Schedule Manager update (if necessary)** → Sent to:
PM Review

Create Schedule Approval

- ▶ In Oaks CI navigate to:
 - ▶ Logs -> Schedule Approvals
 - ▶ Click New

The screenshot shows the Oracle Primavera Unifier web interface. The browser address bar displays the URL: https://oaksci.osfc.ohio.gov/bp/nav/main/user#t:us_sf,m:user,p:1137,lc:usa. The user is identified as Katie Tuttle. The interface includes a navigation menu on the left with various categories like Alerts, uMail, Mailbox, Collaboration, Information, Cost Manager, Data Manager, Document Manager, Logs, and many others. The 'Logs' category is highlighted with a red circle. A red arrow points from the 'Logs' category to the 'Schedule Approvals' section in the main content area. The 'Schedule Approvals' section shows a table with 4 items:

Record No.	Title
SA-004	Updated Schedule 121615
SA-003	Updated Schedule 100314
SA-002	Updated Schedule
SA-001	Original Schedule

Schedule Approval

- ▶ Complete all open fields
 - ▶ Fields marked with a red * are mandatory

Create New Schedule Approvals - Project No. SFC-130336.01 - Internet Explorer

https://oaksci.osfc.ohio.gov/bp/process/new?project_id=1137&module_name=usa&cvsimport=false

File Edit View Actions Help Workflow Actions -Select-

Send Save Spelling... Undo Accept Task Add Attachment Discussion Close Window

General Schedule Approvals K12

General

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: Schedule #1 * Schedule Variance (Days): 30 *

On Schedule: No * Schedule Type: -Select- *

Schedule Attached?: *

Report Detail

Progress:

Comments:

Action Details

Create New Schedule Approvals K12

To...

Cc...

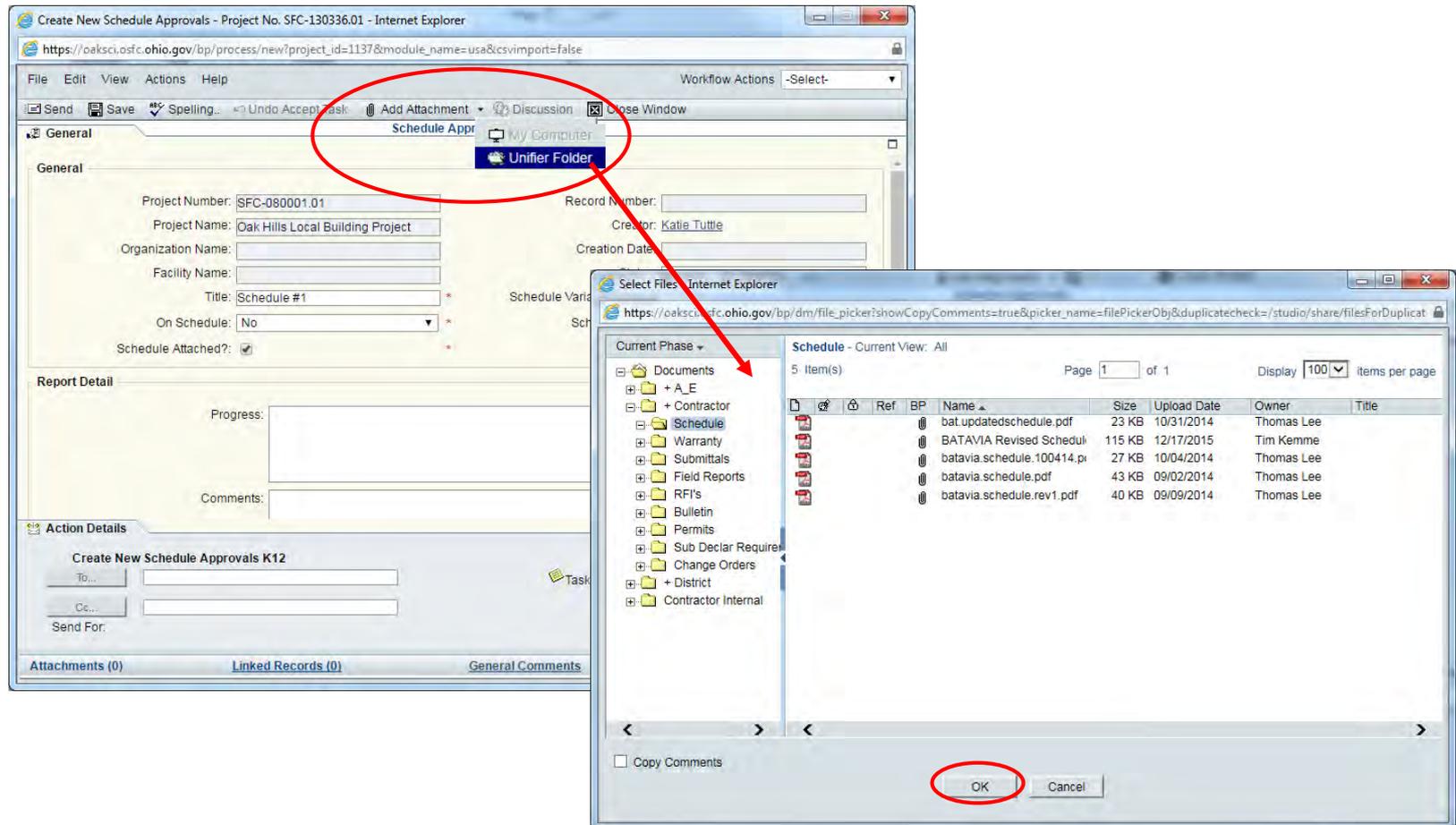
Send For:

Task Notes:

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

Add Attachments

- ▶ Attach necessary documents by clicking Add Attachment and choose Unifier Folder
- ▶ Choose a document from Document Manager
- ▶ Click OK



Schedule Approval

- ▶ Attachments will populate at the bottom of the record
- ▶ To send the record, choose a Workflow Action
- ▶ The “to” box will populate with record recipient
- ▶ Click Send

Create New Schedule Approvals - Project No. SFC-130336.01 - Internet Explorer

https://oaksci.osfc.ohio.gov/bp/process/new?project_id=1137&module_name=usa&csvimport=false

File Edit View Actions Help

Workflow Actions Submit

Submit

Send Save Spelling.. Undo Accept Task Add Attachment Discussion Close Window

General

Schedule Approvals K12

General

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: Schedule #1 * Schedule Variance (Days): 30 *

On Schedule: No * Schedule Type: Intermediate *

Schedule Attached?: *

Report Detail

Progress:

Comments:

Action Details

Submit

To... Barbara Taylor,Katie Tuttle,Kaylie Ruf,Moeniq

Cc...

Send For: AE Review

Task Notes:

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

Questions?

Please contact OAKS CI Support Desk:

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