

# OAKS CI News

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## Operations Support Manager



Shauna K. Hooks, [shauna.hooks@ofcc.ohio.gov](mailto:shauna.hooks@ofcc.ohio.gov), 614-728-6891

## Support Desk Staff



Katie Moenique Barbara

## Projects Corner



- **Reminder: Positive Change Orders now impact a pending pay request if returned to the Update step! (Cloud)**
  - If a change order is approved while a pay request is pending **and** the pay request is returned to the Update step, the SOV will automatically update, this can cause the upper and lower form to become out of balance. If this issue arises, please contact the Support Desk for assistance.

### DocuSign is currently in place on:

- GC and CMR Contracts (Agency/ Higher Ed., K12 **Cloud only**)
- Contract Modification-
  - Proposal Request, Request for Change Order and GMP Amendment (Agency/Higher Ed., K12 Cloud and Legacy)
- PS Agreements (Agency/Higher Ed., K12 **Cloud only**)
- PS Amendments (Agency / Higher Ed.)

### DocuSign has not been put in place for:

- PS Agreements (K12 Legacy)
- PS Amendments (K12 Cloud and Legacy)
- Change Directive (Agency/Higher Ed., K12 Cloud and Legacy)
- LFI (K12 Cloud and Legacy)

## Training Updates



### Training Contact:

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- We now have an **OAKS CI** tab at the top of the **OFCC homepage ([ofcc.ohio.gov](http://ofcc.ohio.gov))** that features:
  - Easy access buttons for training and system login.
  - Updated Job Aids for all Agency/Higher-Ed and K-12 users.
  - **A new Job Aid for OFCC Staff on the Project Milestones BP**
- Coming soon: New training videos to support our Job Aids!



## OAKS CI Tip of the Month!

- **OAKS CI now supports the “Drag and Drop” feature for uploading documents.**
  - Locate your documents on your computer
  - Drag them into the upload screen, which will turn green
  - Click Upload
- For more on uploading and attaching documents, see the Job Aids available on our website: [ofcc.ohio.gov](http://ofcc.ohio.gov)

