OAKS CI News

Operations Support Manager

Support Desk Staff

Barbara   Katie   Moenique   Archana

Shauna K. Hooks, shauna.hooks@ofcc.ohio.gov, 614-728-7691

Projects Corner

➢ OFCC is excited to introduce the new **Expedited Deduct Change Order**. This new workflow will allow a Change Order containing a deduct line item to be processed without locking your SOV. Please contact OAKS CI if you would like this workflow turned on for your project and **please be prepared to identify the name of the contractor whom will add lines to the lower form of the change order**.

➢ Budget Allocation tool—the Budget Allocation tool is now available for use for our K12 and Agency/Higher Ed. staff. This tool will import the initial and revised budget into OAKS CI. There is a job aid available located at the OFCC website. For additional assistance please contact Bill Schwertfager

➢ OAKS CI (development) is currently testing a new application for payment import template, this will allow our users to utilize a template similar to the SOV template to import payment request details. We will keep you updated on our progress

➢ The Change Directive workflow for DocuSign is now available in our Legacy and Agency/Higher Ed system.

➢ The PC now has the ability to update the Change Order Basis at the Validation step

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Training Updates

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

Training Contact:

Katie Tuttle
katie.tuttle@ofcc.ohio.gov
614-995-7458

OAKS CI Tip of the Month!

➢ **OAKS CI now supports the "Drag and Drop" feature for uploading documents.**
  o Locate your documents on your computer
  o Drag them into the upload screen, which will turn green
  o Click Upload
➢ For more on uploading and attaching documents, see the Job Aids available on our website: ofcc.ohio.gov