

OAKS CI News

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Staff



Barbara



Katie



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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

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) 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

