

ANNOUNCEMENT**To: OAKS CI Users****Subject: OAKS CI, 3rd Wave of Conversion to Shells**

Hello everyone,

OAKS CI is converting projects in our Agency environment from "standard projects" into "shells" in preparation for the transition to the Oracle cloud.

On the morning of Friday October 3rd from 4 AM to 6 AM, we will convert all existing and historical projects from the Attorney General, ODOT, Veteran Services, School for the Deaf, School for the Blind, Belmont College and Columbus State. Please refrain from logging in or attempting to do OAKS CI work during this time.

You will notice that your projects will physically move from the Projects tab to the Agency or Higher Ed tab in OAKS CI. In most cases, the Projects tab will disappear. Each affected project will become a project within an Organization. All existing records and documents will be moved into the new environment and will be accessible as before. Individual access permissions will also remain unchanged within the projects. Please see the attached navigational job aid for assistance, or call the OAKS CI support desk at 614.644.2211 or email us at oaksci@ofcc.ohio.gov.

Quick Links[OFCC Website](#)[OSFC Website](#)

OAKS CI

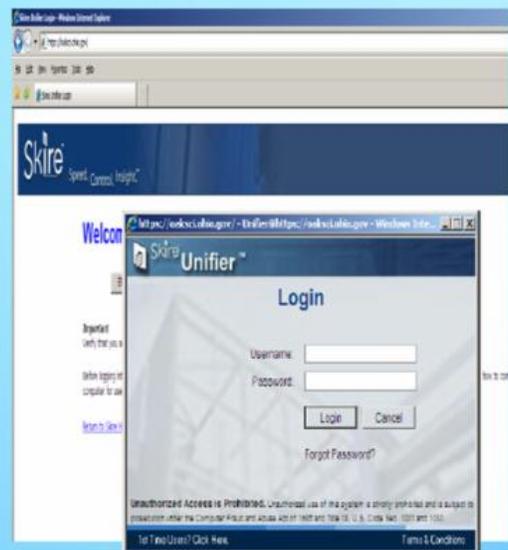
Capital Improvements (Management System)

Agency / Higher Ed.
OAKS CI Basics

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Unifier Login

- ▶ Open Internet Explorer
- ▶ Navigate To
<https://oaksci.ohio.gov>
- ▶ Username:
your assigned user name
- ▶ Password:
your assigned password
- ▶ Click "Login"



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Agency and Higher Education Project Access

Agency and Higher Education Organization/Project Access

Tasks or New Alerts:

Number	Name	Tasks	Alerts	Company Name
WGU-14817P01	Wright State Test Project	1 Total, 3 New, 0 Late		State of Ohio
UCN-129061	UC Training	0 Total, 0 New, 0 Late		State of Ohio
SFC-136888	OFCC Specialty Consultant List	1 Total, 0 New, 0 Late		State of Ohio
OO-120001	Agency General Functional Training	19 Total, 14 New, 15 Late	1 New	State of Ohio
OO-190001	SAD Consultant List	322 Total, 310 New, 0 Late	3 New	State of Ohio
OO-480004	OAKS CI Training 4	1 Total, 3 New, 0 Late		State of Ohio
OO-480003	OAKS CI Training 3	5 Total, 2 New, 0 Late		State of Ohio
OO-480001	Agency General Projects Test	2 Total, 2 New, 1 Late		State of Ohio
OO-480002	OAKS CI Training 2	369 Total, 274 New, 125 Late	8 New	State of Ohio
OO-480001	OAKS CI Training 1	393 Total, 305 New, 289 Late	13 New	State of Ohio
MSU-190061	Miami University Training Project	35 Total, 34 New, 27 Late	1 New	State of Ohio
KSU-050002	KSU Projects Test	10 Total, 10 New, 3 Late		State of Ohio
CLD-110001	Cleveland State Training Project	12 Total, 9 New, 3 Late		State of Ohio

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Project Access

By choosing a tab you now see the organizations that you may access

Click on the Organization, to view the projects housed within

Agency Name	Agency OAKS Business List	Contact Name	Status
Cleveland	UNCD01	Mary Beth McGinn, AA	Active
Cleveland State	CLSD01	Edward Schmittzila	Active
Kent State University	KSU01	Michael Brader	Active
Miami University	MUND01	David Cressner	Active
Ohio State	OSU01		Active
Wright State University	WSU01	Daniel L. Pappas, PE	Active
Youngstown State University	YSU01	John Herden	Active

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Project Access

ments: View file attachments

The screenshot shows a web application interface for project management. The top navigation bar includes 'Home', 'Company Workspace', 'Agency', and 'Higher Ed'. The main content area is titled 'Cleveland State - Home' and contains several sections: 'Summary', 'Image', 'Details', and 'Items Requiring Your Attention'. The 'Items Requiring Your Attention' section lists 'Tasks: 0 New 0, Late 0', 'Messages: 0 New', 'Draft Records: 0 New', and 'Alerts: 0 New'. The 'Details' section shows project information: Agency OMS: CLS01, Business Unit: Cleveland State, Agency Name: Cleveland State, Description: , Administrator: Steve Mayo, Currency: United States Dollar (USD), Status: Active, and Email Address: 1052-caisa@occcemsntp.em.ohio.gov. Below this is a table of projects with columns for Project Number, Project Name, Setup Template, Administration, Setup Date, and Status. The table contains one entry: Project Number: CLS-11001, Project Name: Cleveland State Training Project, Setup Template: , Administration: , Setup Date: 06/14/2011, Status: Active. A red box highlights the 'Cleveland State Training Project' entry, and a red arrow points to it with the text 'Double click on the project to navigate to it's home page'.

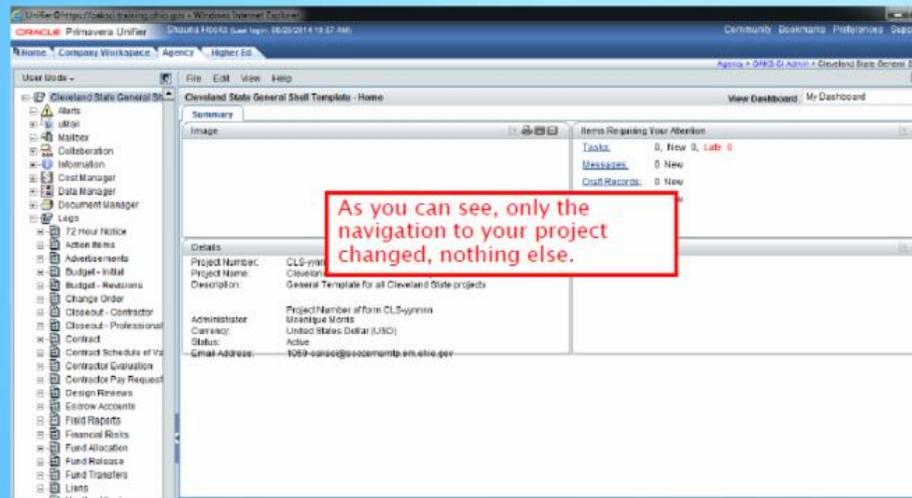
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Project Home Page

The screenshot shows the 'Project Home Page' for the 'Cleveland State Training Project'. The top navigation bar includes 'Home', 'Company Workspace', 'Agency', and 'Higher Ed'. The main content area is titled 'Cleveland State Training Project - Home' and contains several sections: 'Summary', 'Image', 'Details', and 'Items Requiring Your Attention'. The 'Items Requiring Your Attention' section lists 'Tasks: 13, New 9, Late 3', 'Messages: 1 New', 'Draft Records: 4 New', and 'Alerts: 0 New'. The 'Details' section shows project information: Project Number: CLS-11001, Project Name: Cleveland State Training Project, Description: , Administrator: Shauna Hooks, Currency: United States Dollar (USD), Status: Active, and Email Address: 1024-caisa@occcemsntp.em.ohio.gov. A red box highlights the 'Project Home Page' text, and a red arrow points to it.

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Project Home Page



• Today • Tomorrow •
Together

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Questions?

Please contact OAKS CI
Support Desk:

OAKSCI@OFCC.OHIO.GOV

or
614.644.2211

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