



Contract Schedule of Values (SOV)

Contract SOV Purpose

- ▶ Once the Contract has been approved in OAKS CI, the Contract SOV will be created. The SOV will consist of Preconstruction Line Items.
- ▶ Note: If you have any pre con work provided by an EDGE provider, the Subcontractor/Supplier declaration must be approved in OAKS CI prior to the SOV submission.
- ▶ Workflow
Created by: **CMR/DB** → Submitted to: **A/E Review** →
Sent to: **PC Review** → Sent to: **PM Approval**

Roles & Responsibilities

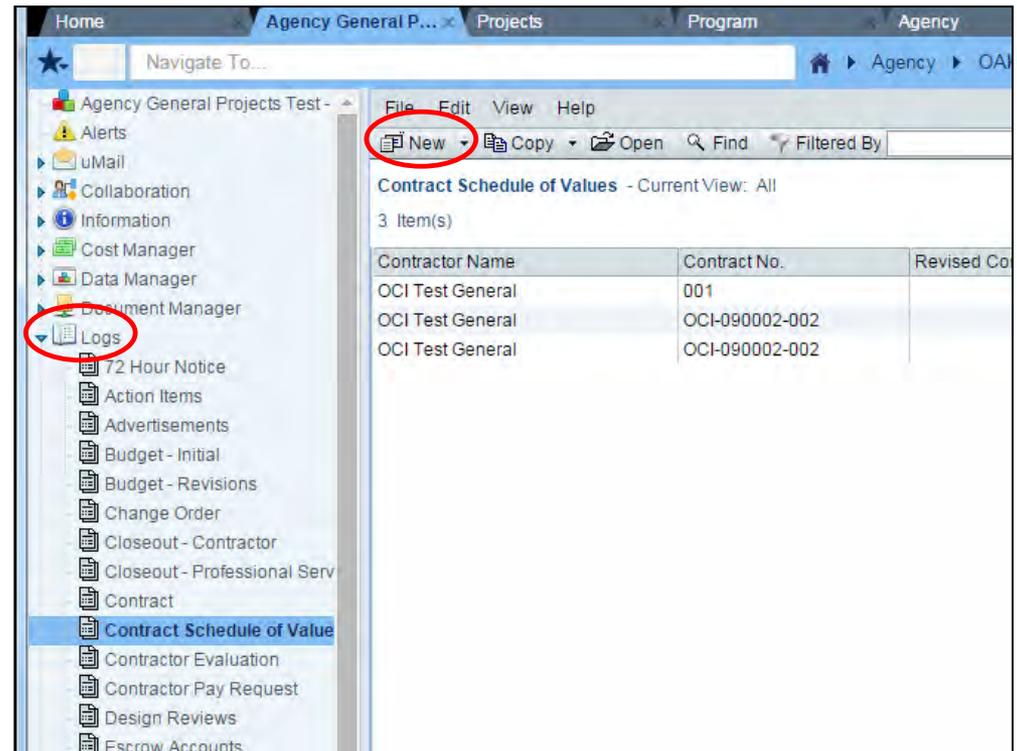
- ▶ Contractor
 - ▶ Creates the Schedule of Values (SOV)
 - ▶ Identifies work items that are provided by Subcontractors and Material Suppliers
 - ▶ Negotiates details of the SOV with the Associate (A/E)
- ▶ Associate (A/E)
 - ▶ Reviews the SOV submission
 - ▶ Negotiates details of the SOV with the Contractor
 - ▶ Recommends Approval
- ▶ Project Manager (PM)
 - ▶ Reviews the SOV record
 - ▶ Requests clarifications and updates
 - ▶ Approves the SOV record
- ▶ Project Coordinator
 - ▶ Reviews the SOV record
 - ▶ Determines that EDGE participation is accurate

Contract SOV Creation Step

- ▶ Contractor
 - ▶ Completes and submits the SOV record within the first 30 days following approval of the contract

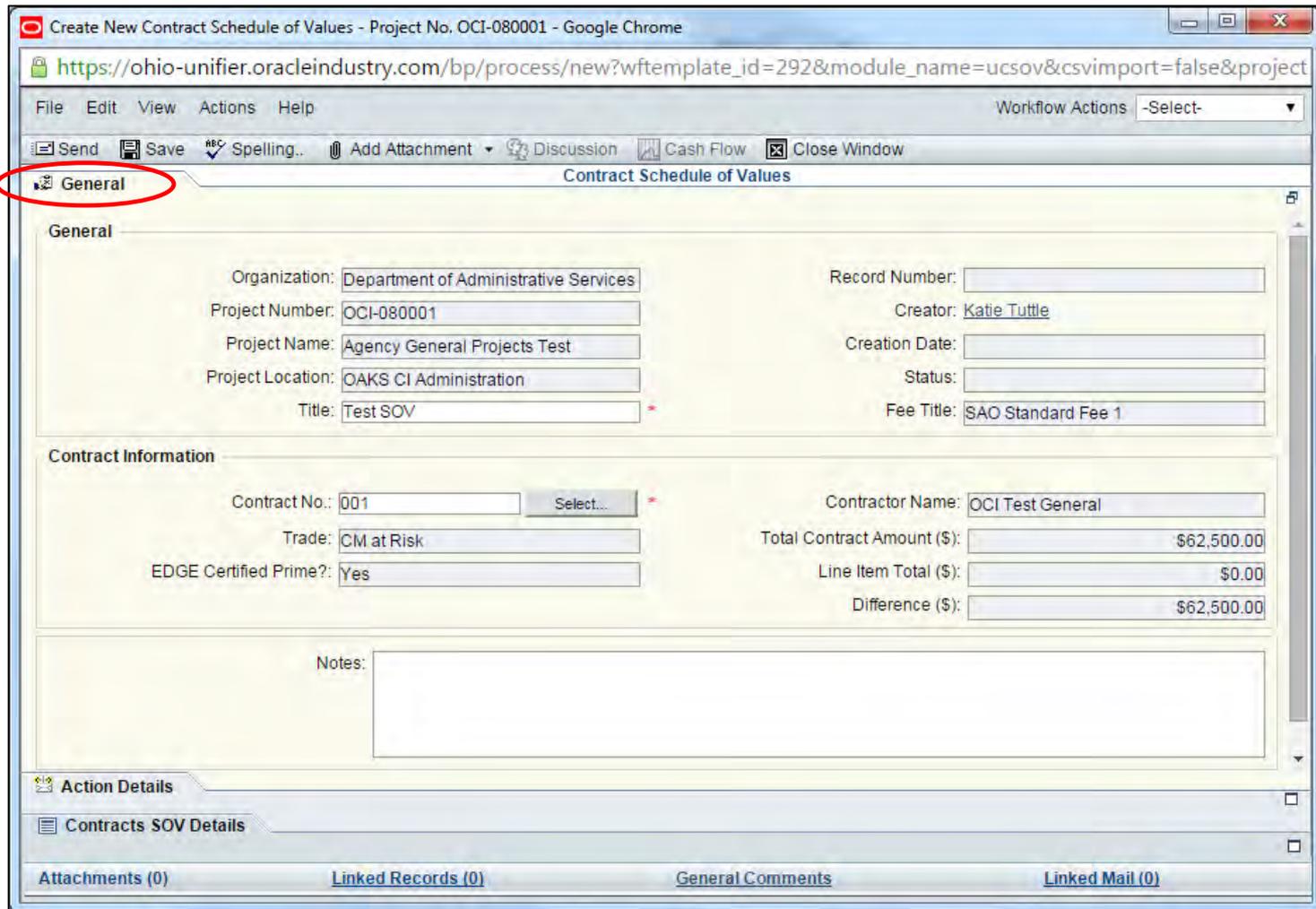
Create New Contract SOV Record

- ▶ In OAKS CI navigate to:
 - ▶ Logs -> Contract Schedule of Values
 - ▶ Click New
 - ▶ Select Workflow



Enter Information into the Record

- ▶ Complete the Upper Form (General Tab)
- ▶ Everything with a Red * is required



Create New Contract Schedule of Values - Project No. OCI-080001 - Google Chrome

https://ohio-unifier.oracleindustry.com/bp/process/new?wftemplate_id=292&module_name=ucsov&csvimport=false&project

File Edit View Actions Help Workflow Actions -Select-

Send Save Spelling.. Add Attachment Discussion Cash Flow Close Window

General Contract Schedule of Values

General

Organization: Department of Administrative Services Record Number:

Project Number: OCI-080001 Creator: Katie Tuttle

Project Name: Agency General Projects Test Creation Date:

Project Location: OAKS CI Administration Status:

Title: Test SOV * Fee Title: SAO Standard Fee 1

Contract Information

Contract No.: 001 * Contractor Name: OCI Test General

Trade: CM at Risk Total Contract Amount (\$): \$62,500.00

EDGE Certified Prime?: Yes Line Item Total (\$): \$0.00

Difference (\$): \$62,500.00

Notes:

Action Details

Contracts SOV Details

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

Method One: One line item at a time

- ▶ Recommended for a few SOV line items
- ▶ Important to know which WBS codes you need to choose for your line items

Contract SOV

- ▶ Click Contracts SOV Details Tab
- ▶ Click Add

The screenshot shows the Oracle Contract SOV interface in a Google Chrome browser window. The title bar reads "Create New Contract Schedule of Values - Project No. OCI-080001 - Google Chrome". The address bar shows the URL: https://ohio-unifier.oracleindustry.com/bp/process/new?wftemplate_id=292&module_name=ucsov&csvimport=false&pi. The interface includes a menu bar (File, Edit, View, Actions, Help) and a toolbar with options like Send, Save, Spelling, Add Attachment, Discussion, Cash Flow, and Close Window. The main content area is titled "Contract Schedule of Values" and has tabs for "General" and "Action Details". The "Action Details" tab is active, and the "Contracts SOV Details" sub-tab is highlighted with a red circle and a red arrow pointing to it. Below the tabs, the current view is set to "All", and there are 0 items displayed. A table with columns "No.", "WBS Code", "Code Name", "Short Description", "Amount (\$)", "Subcontractor/Supplier", and "EDG" is visible. At the bottom, there is a toolbar with an "Add" button circled in red and a red arrow pointing to it, along with other buttons like Copy, Import, Remove, Grid, and Find. The "Total Amount" is shown as \$0.00. At the very bottom, there are links for "Attachments (0)", "Linked Records (0)", "General Comments", and "Linked Mail (0)".

Contract SOV

- ▶ Click Arrow next to WBS Code
- ▶ Click Collapse at the top of the screen

The image shows two overlapping browser windows from Oracle Primavera. The top window, titled 'Line Item - Google Chrome', displays the 'Contract Schedule of Values Line Item' form. The 'WBS Code' field is highlighted with a red circle, and a red arrow points to it. The bottom window, titled 'WBS Picker - Google Chrome', shows a table of WBS codes. The 'Collapse' button in the toolbar is also highlighted with a red circle.

Contract Schedule of Values Line Item:

WBS Code:  *

Code Name:

Short Description: *

EDGE Certified Prime Contractor?:

Amount (\$): *

Subcontractor/Supplier:

Subcontractor/Supplier:

EDGE Certified Sub?:

Notes:

Attachments (0)

WBS Picker - Google Chrome

	WBS Code	WBS Name
1	PA-00-00	Property Acquisition Summary
12	RM-00-00	Relocation and Moving Summary
17	LE-00-00	Legal Expense Summary
24	OR-00-00	Owner Expense Summary
56	AE-00-00	Professional Design Summary
90	RF-00-00	Regulatory Fees Summary
99	CM-00-00	Construction Management Summary
128	CE-00-00	Construction Execution Summary
217	Cx-00-00	Commissioning Summary
239	FE-00-00	F F and E Summary
250	AA-00-00	Acquisition of Art Summary
254	PM-00-00	Project Management Summary
277	ES-00-00	Energy Services Summary
316	ID-00-00	Interior Design Summary

Contract SOV

- ▶ Click the (+) next to the appropriate WBS Codes
- ▶ Highlight the appropriate code, click Select (upper left)

The image displays two screenshots of the WBS Picker application in Google Chrome. The left screenshot shows a table of WBS codes with 'CE-00-00' highlighted and a red arrow pointing to it. The right screenshot shows a detailed view of the 'CE-FC-00' code, with a red circle around the 'Select' button and a red arrow pointing to it.

	WBS Code	WBS Name
1	PA-00-00	
12	RM-00-00	
17	LE-00-00	
24	OR-00-00	
56	AE-00-00	
90	RF-00-00	
99	CM-00-00	
128	CE-00-00	
217	Cx-00-00	
239	FE-00-00	
250	AA-00-00	
254	PM-00-00	
277	ES-00-00	
316	ID-00-00	

	WBS Code	WBS Name
135	CE-01-SB	CE Surety Bonds
136	CE-01-SC	CE Scheduling Services
137	CE-01-PF	CE Partnering Facilitation
138	CE-01-MBL	CE Mobilization Labr
139	CE-01-MBM	CE Mobilization Matl
140	CE-01-TFL	CE Temporary Facilities Labr
141	CE-01-TFM	CE Temporary Facilities Matl
142	CE-01-LCL	CE Lead Contractor Services Labr
143	CE-01-LCM	CE Lead Contractor Services Matl
144	CE-01-OTL	CE Test Labor
145	CE-FC-00	Facility Construction
146	CE-FC-BE	Facility Construction Budget
147	CE-FC-02L	Existing Conditions Labr
148	CE-FC-02M	Existing Conditions Matl
149	CE-FC-03L	Concrete Labr
150	CE-FC-03M	Concrete Matl
151	CE-FC-04L	Masonry Labr
152	CE-FC-04M	Masonry Matl
153	CE-FC-05L	Metals Labr
154	CE-FC-05M	Metals Matl

Contract SOV

- ▶ Provide a Short Description and Dollar Amount
- ▶ Click OK
- ▶ Repeat process to continue adding lines

Line Item - Google Chrome

https://ohio-unifier.oracleindustry.com/bp/studio/bp/cost/itemopen?a=form.0&i

Spelling... Attach Delete Line Item

Contract Schedule of Values Line Item:

WBS Code:

Code Name:

Short Description:

EDGE Certified Prime Contractor?:

Amount (\$):

Subcontractor/Supplier:

Subcontractor/Supplier:

EDGE Certified Sub?:

Notes:

Attachments (0) [Linked Records \(0\)](#)

Contract SOV

Contract Schedule of Values - Thomas & Marker Preconstruction Stage - Project No. DOT-130006 - Google Chrome

https://ohio-unifier.oracleindustry.com/bp/studio/bp/log/open?srcid=1318&model=ucsov&fromcostlog=1&project_id=

File Edit View Actions Help

Save Spelling.. Add Attachment SOV Cash Flow Close Window

Contract Schedule of Values

General

Task Details

Contracts SOV Details

Current View: All Show Currency in: Transaction Currency

16 Item(s) Page 1 of 1 Display 100 Items Per Page

No.	WBS Code	Code Name	Short Description	Amount (\$)	Subcontractor/Supplier	EDG
016	DB-PDF-CDS	DB Construction Documents	Construction Document Fee	\$48,972.00		
015	DB-PDF-GMS	DB GMP Amendment Fee	GMP Amendment Fee	\$48,972.00		
014	DB-PDF-DDS	DB Design Development Fe	Design Development Fee	\$37,100.00	Sands Decker CPS, LLC	Y
013	DB-PDF-DDS	DB Design Development Fe	Design Development Fee	\$11,872.00		
012	DB-PDF-SDS	DB Schematic Design Fee	Schematic Design Fee	\$48,972.00		
011	DB-PDF-PVS	DB Program Verification Fee	Program Verification Fee	\$36,729.00		
010	DB-PDF-OMS	DB Organizational Meeting	Organizational Meeting Design Fee	\$12,244.00		
009	DB-PSC-RES	DB Precon Reimbursable E	Preconstruction Reimbursable Expenses	\$25,000.00	CTL Engineering, Inc.	Y
008	DB-PSC-RES	DB Precon Reimbursable E	Preconstruction Reimbursable Expenses	\$50,950.00		
007	DB-PSC-PXS	DB Precon Personnel Exper	Preconstruction Personnel Expense	\$42,880.00		
006	DB-PSC-CDS	DB Construction Documents	Document Fee	\$2,750.00		
005	DB-PSC-GMS	DB GMP Amendment Fee	Amendment Fee	\$8,250.00		
004	DB-PSC-DDS	DB Design Development Fe	Design Development Fee	\$5,500.00		
003	DB-PSC-SDS	DB Schematic Design Fee	Schematic Design Fee	\$5,500.00		
002	DB-PSC-PVS	DB Program Verification Fee	Verification Fee	\$4,125.00		

Grid Find Total Amount: \$391,191.00

Attachments (2) [Linked Records \(0\)](#) [General Comments](#) [Linked Mail \(0\)](#)

Method Two: Spreadsheet

- ▶ Utilizes an externally produced excel spreadsheet that is imported into the SOV record
- ▶ Recommended for larger projects with numerous work requirements and SOV line items

Navigate to Spreadsheet

- ▶ Step 1: Open Excel spreadsheet from website:
<http://ofcc.ohio.gov>
 - ▶ Click- Documents Tab
 - ▶ Click- Standard Forms
 - ▶ Click- Procurement Tab
 - ▶ Click- Oaks CI Contract SOV Import Template- Contractor (Cloud)(Excel)

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Standard Forms

Concept Development Procurement Design Construction Post-Construction Misc

Procurement Forms
(Note: The Procurement Agreements have moved to the Agreements and Standard Requirements block below).
Page last updated: December 24, 2015

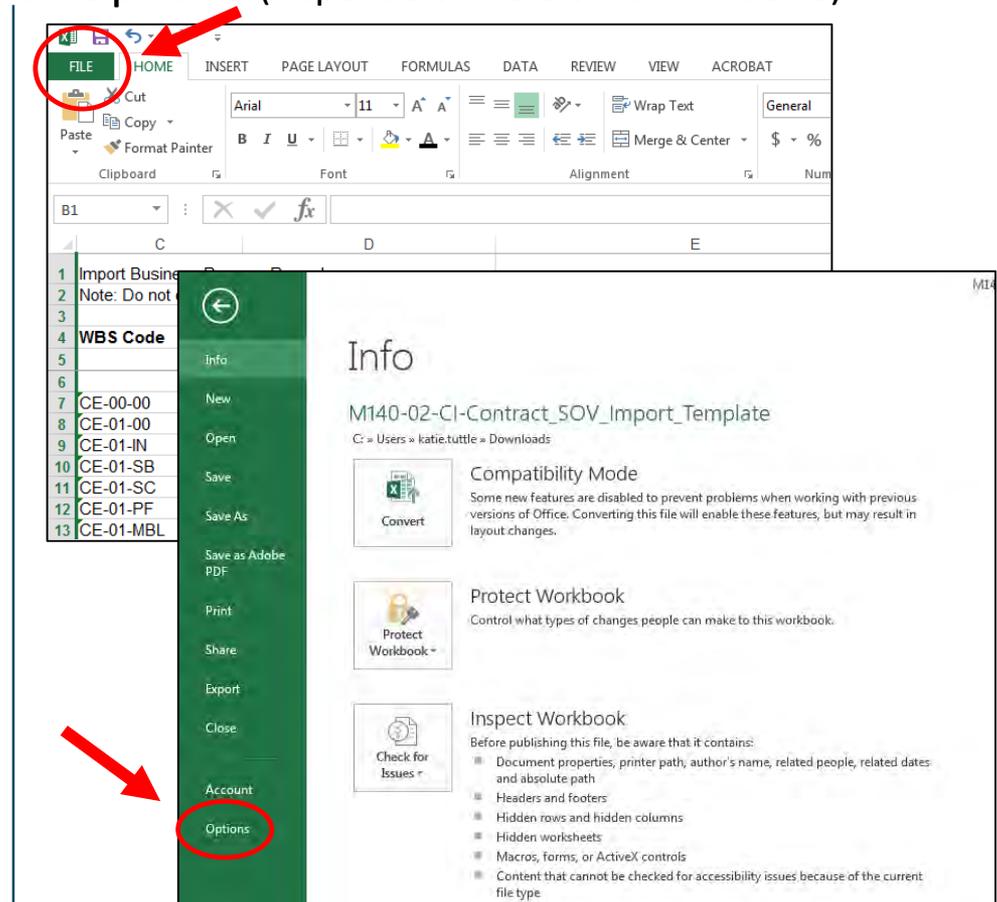
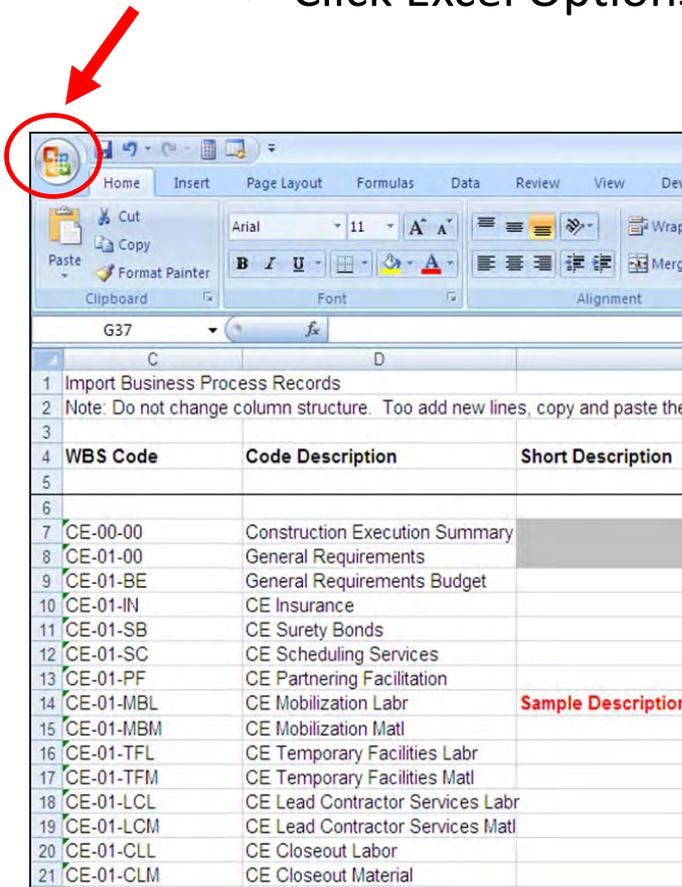
Form Title	Date	Number
OAKS CI Contract SOV Import Template - A/E (Cloud) (Excel)	2015-NOV	M140-05-CI
OAKS CI Contract SOV Import Template - A/E (K-12) (Excel)	2015-NOV	M140-05-CI
OAKS CI Contract SOV Import Template - Commissioning Agent (Cloud) (Excel)	2015-NOV	M140-06-CI
OAKS CI Contract SOV Import Template - Commissioning Agent (K-12) (Excel)	2015-NOV	M140-06-CI
OAKS CI Contract SOV Import Template - Contractor (Cloud) (Excel)	2015-NOV	M140-02-CI
OAKS CI Contract SOV Import Template - Contractor (K-12) (Excel)	v0314	M140-07-CI
OAKS CI Contract SOV Import Template - Owner Agent (Cloud) (Excel)	2015-NOV	M140-08-CI
OAKS CI Contract SOV Import Template - Owner Agent (K-12) (Excel)	2015-NOV	M140-08-CI
OAKS CI Contract SOV Import Template - Renovation Work (K-12) (Excel)	v0314	M140-09-CI

Enable Macros

- ▶ Step 2: Your Macros must be enabled to be able to prepare this file.

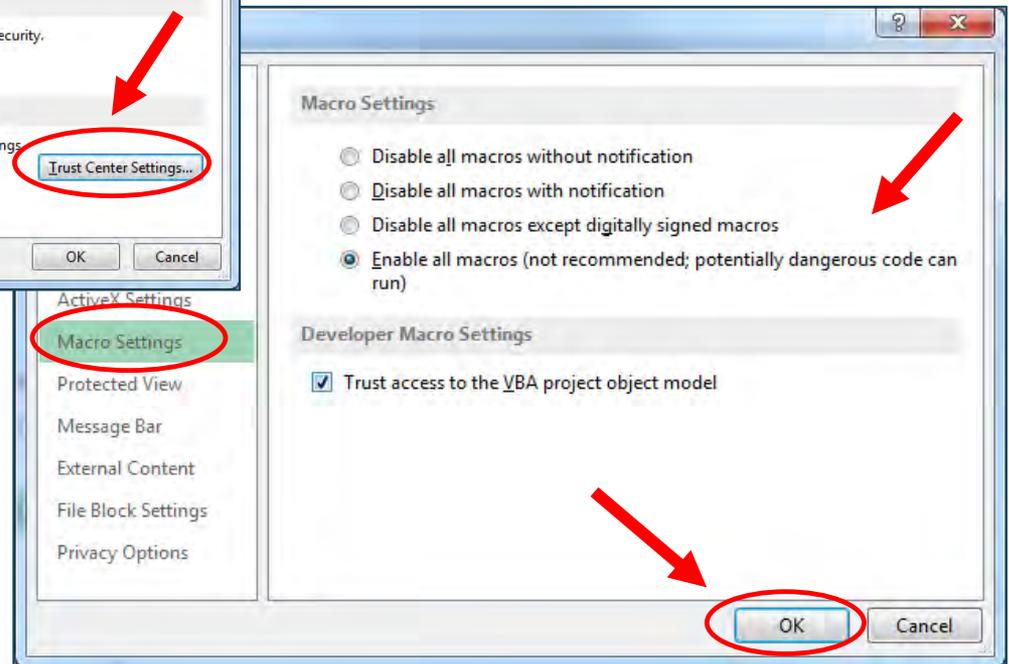
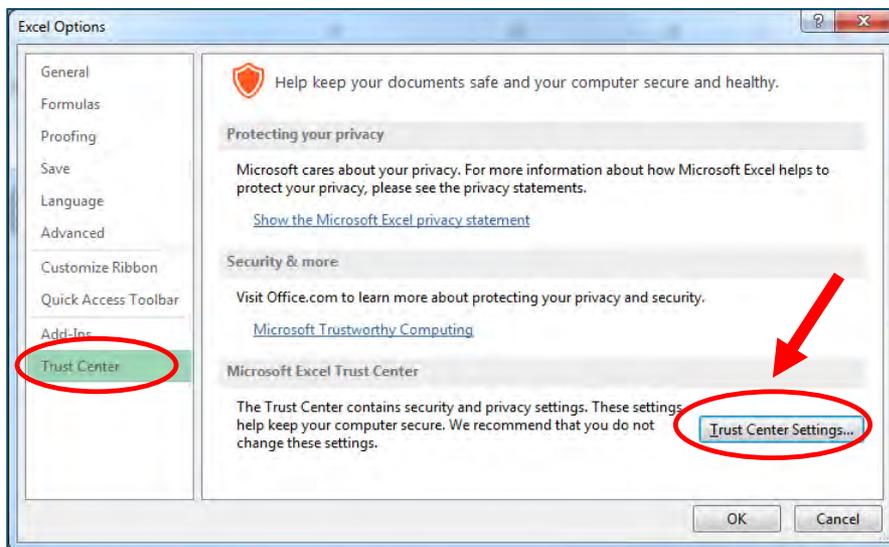
- ▶ To check that your macros are enabled:

- ▶ Click the Windows Circle or File (depends on version of Windows)
- ▶ Click Excel Options or Options (depends on version of Windows)



Enable Macros

- ▶ Click Trust Center -> Trust Center Settings
- ▶ Click Macro Settings
 - ▶ Choose “Enable all macros”
 - ▶ Check the “Trust access to the VBA project object model” box



Enter Contract SOV Line Items

▶ Step 3: Enter Contract SOV Line Items

	C	D	E	F	G	H
1	Import Business Process Records					
2	Note: Do not change column structure. Too add new lines, copy and paste the entire line to be repeated.			Prepare interface file		
3						
4	WBS Code	Code Description	Short Description	Amount (\$)	Subcontractor/Supplier	Notes
5				\$9,500.00		
6						
7	CE-00-00	Construction Execution Summary				
8	CE-01-00	General Requirements				
9	CE-01-BE	General Requirements Budget				
10	CE-01-IN	CE Insurance				
11	CE-01-SB	CE Surety Bonds				
12	CE-01-SC	CE Scheduling Services				
13	CE-01-PF	CE Partnering Facilitation				
14	CE-01-MBL	CE Mobilization Labr	Sample Description	\$3,000.00		
15	CE-01-MBM	CE Mobilization Matl				
16	CE-01-TFL	CE Temporary Facilities Labr				
17	CE-01-TFM	CE Temporary Facilities Matl				
18	CE-01-LCL	CE Lead Contractor Services Labr				
19	CE-01-LCM	CE Lead Contractor Services Matl				
20	CE-01-CLL	CE Closeout Labor				
21	CE-01-CLM	CE Closeout Material				
22	CE-01-OTL	CE General Conditions Labor				
23	CE-01-OTM	CE General Conditions Material				
24	CE-FC-00	Facility Construction				
25	CE-FC-BE	Facility Construction Budget	Sample Description	\$1,000.00	Sample Subcontractor	
26	CE-FC-02L	Existing Conditions Labr				

Adding Additional Lines

- ▶ Step 4: If necessary, add additional lines to the SOV spreadsheet
 - ▶ Left click on the number of the line to highlight it
 - ▶ Right click and choose copy

The screenshot shows an Excel spreadsheet with the following data:

WBS Code	Code Description	Short Description	Amount (\$)	Subcontractor/Supplier	Notes
CE-00-00	Construction Execution Summary				
CE-01-00	General Requirements				
CE-01-IN	CE Insurance				
CE-01-SB	CE Surety Bonds	surety bonds	\$25.00	bill's concrete	
CE-01-SC	CE Scheduling Services				
CE-01-PF	CE Partnering Facilitation				
CE-01-MBL	CE Mobilization Labr				
CE-01-MBM	CE Mobilization Matl	Trucks Mtl	\$35.00		
CE-01-TFL	CE Temporary Facilities Labr				
CE-01-TFM	CE Temporary Facilities Matl				
CE-01-LCL	CE Lead Contractor Services Labr				
CE-01-LCM	CE Lead Contractor Services Matl				
CE-01-CLL	CE Closeout Labr				
CE-01-CLM	CE Closeout Matl				
CE-01-OTL	CE General Conditions Labr				
CE-01-OTM	CE General Conditions Matl				
CE-FC-00	Facility Construction				
CE-FC-02L	Existing Conditions Labr				
CE-FC-02M	Existing Conditions Matl				
CE-FC-03L	Concrete Labr		\$34.00		
CE-FC-03M	Concrete Matl				
CE-FC-04L	Masonry Labr				
CE-FC-04M	Masonry Matl				
CE-FC-05L	Metals Labr				
CE-FC-05M	Metals Matl				
CE-FC-06L	Wood Plastic and Composite Labr				
CE-FC-06M	Wood Plastic and Composite Matl				
CE-FC-07L	Thermal and Moisture Protn Labr				
CE-FC-07M	Thermal and Moisture Protn Matl				

Adding Additional Lines

- ▶ Step 4 (cont.):
 - ▶ Right click on the line you want to be **below** the line you are inserting
 - ▶ Choose insert copied cells
 - ▶ Your line will show up above the selected line. You can edit the text in the line as necessary

The screenshot shows an Excel spreadsheet with a table containing construction-related data. The table has the following columns: WBS Code, Code Description, Short Description, Amount (\$), Subcontractor/Supplier, and Notes. Row 18 is selected, and a context menu is open over it. The 'Insert Copied Cells' option is highlighted in the menu. A red box on the left side of the image contains the text 'New line will appear above here' with an arrow pointing to row 18.

WBS Code	Code Description	Short Description	Amount (\$)	Subcontractor/Supplier	Notes
CE-00-00	Construction Execution Summary				
CE-01-00	General Requirements				
CE-01-IN	CE Insurance				
CE-01-SB	CE Surety Bonds	surety bonds	\$25.00	bill's concrete	
CE-01-SC	CE Scheduling Services				
CE-01-PF	CE Partnering Facilitation				
CE-01-MBL	CE Mobilization Labr				
CE-01-MBM	CE Mobilization Matl	Trucks Mtl	\$35.00		
CE-01-TFL	CE Temporary Facilities Labr				
CE-01-TFM	CE Temporary Facilities Matl				
CE-01-LCL	CE Lead Contractor Services Labr				
CE-01-LCM	CE Lead Contractor Services Matl				
CE-01-CLL	CE Closeout Labr				
CE-01-CLM	CE Closeout Matl				
CE-01-OTL	CE General Conditions Labr				
CE-01-OTM	CE General Conditions Matl				
CE-FC-00	Facility Construction				
CE-FC-02L	Existing Conditions Labr				
CE-FC-02M	Existing Conditions Matl				
CE-FC-03L	Concrete Labr				
CE-FC-03M	Concrete Matl				
CE-FC-04L	Masonry Labr				
CE-FC-04M	Masonry Matl				
CE-FC-05L	Metals Labr				
CE-FC-05M	Metals Matl				
CE-FC-06L	Wood Plastic and Composite Labr				
CE-FC-06M	Wood Plastic and Composite Matl				
CE-FC-07L	Thermal and Moisture Protn Labr				
CE-FC-07M	Thermal and Moisture Protn Matl				
CE-FC-08L	Openings Labr				

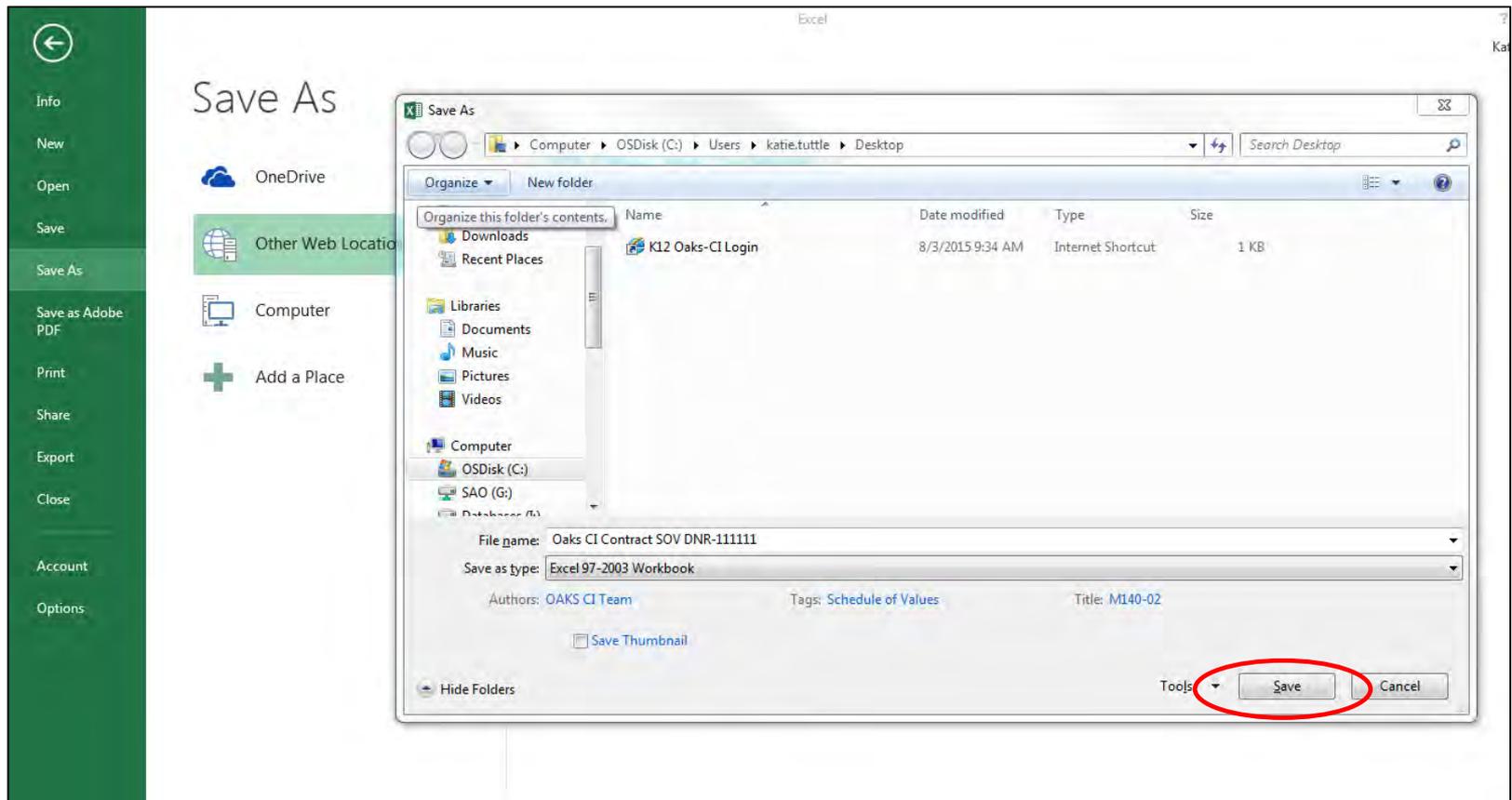
Enter Contract SOV Line Items

- ▶ Step 5:
 - ▶ Include **ONLY** EDGE Subcontractors/Suppliers
 - ▶ Make sure to spell the name of the Subcontractor/Supplier **EXACTLY** the way you spelled it on the Subcontractor/Supplier Declaration

	C	D	E	F	G	H
1	Import Business Process Records			Prepare interface file		
2	Note: Do not change column structure. Too add new lines, copy and paste the entire line to be repeated.					
3						
4	WBS Code	Code Description	Short Description	Amount (\$)	Subcontractor/Supplier	Notes
5				\$94.00		
21	CE-01-OTL	CE General Conditions Labr				
22	CE-01-OTM	CE General Conditions Matl				
23	CE-FC-00	Facility Construction				
24	CE-FC-02L	Existing Conditions Labr				
25	CE-FC-02M	Existing Conditions Matl				
26	CE-FC-03L	Concrete Labr	concrete labor	\$34.00	Bob's Concrete	
27	CE-FC-03M	Concrete Matl				
28	CE-FC-04L	Masonry Labr				
29	CE-FC-05L	Metals Labr				
30	CE-FC-04M	Masonry Matl				
31	CE-FC-05L	Metals Labr				
32	CE-FC-05M	Metals Matl				
33	CE-FC-06L	Metals Matl				
34	CE-FC-06M	Wood Plastic and Composite Matl				
35	CE-FC-07L	Thermal and Moisture Protn Labr				
36	CE-FC-07M	Thermal and Moisture Protn Matl				

Enter Contract SOV Line Items

- ▶ Step 6:
 - ▶ Name and Save the Spreadsheet- Very Important!

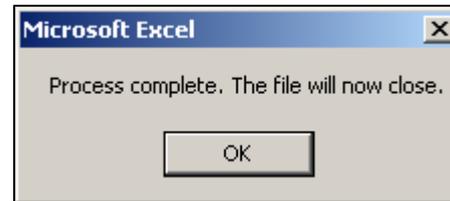


Enter Contract SOV Line Items

- ▶ Step 6:
 - ▶ Make sure you have reviewed your spreadsheet with the A/E and PM
 - ▶ Click “Prepare Interface File”

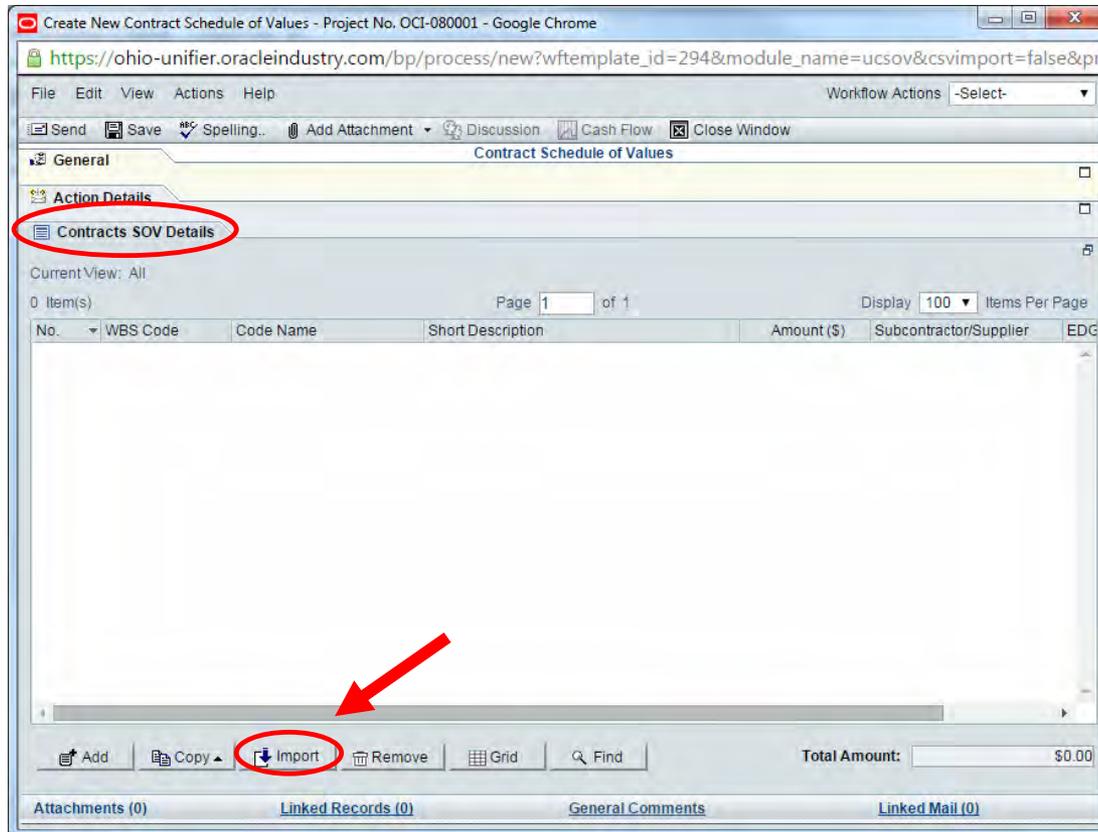
WBS Code	Code Description	Short Description	Amount (\$)	Subcontractor/Sup
			\$9,500.00	
CE-00-00	Construction Execution Summary			
CE-01-00	General Requirements			
CE-01-BE	General Requirements Budget			
CE-01-IN	CE Insurance			
CE-01-SB	CE Surety Bonds			
CE-01-SC	CE Scheduling Services			
CE-01-PF	CE Partnering Facilitation			
CE-01-MBL	CE Mobilization Labor	Sample Description	\$3,000.00	
CE-01-MBM	CE Mobilization Matl			
CE-01-TEL	CE Temporary Facilities Labor			

This box will appear indicating the file preparation is complete.



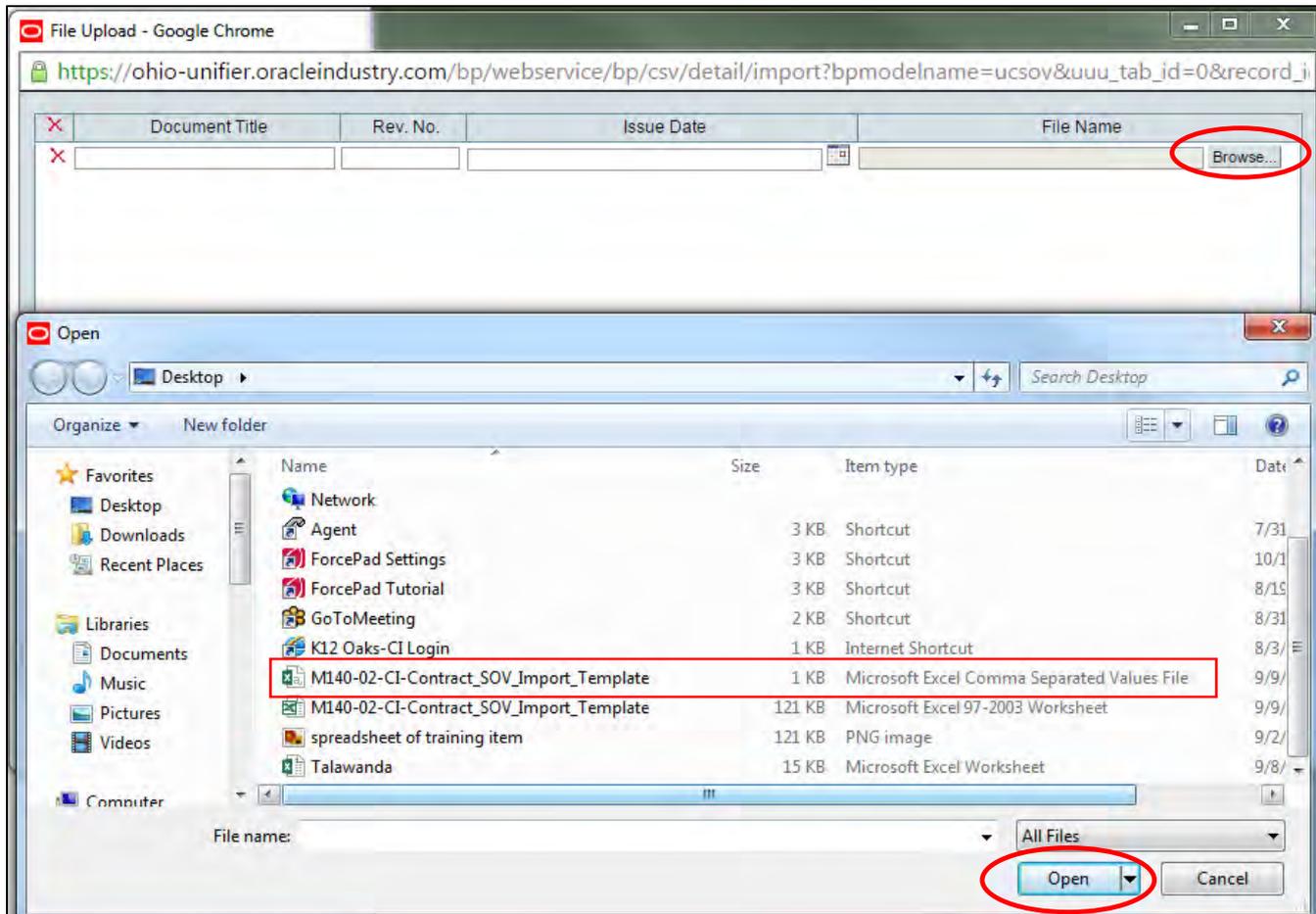
Import Spreadsheet

- ▶ Open the Contract SOV Record
- ▶ Click on the Contract SOV Details Tab
- ▶ Click Import



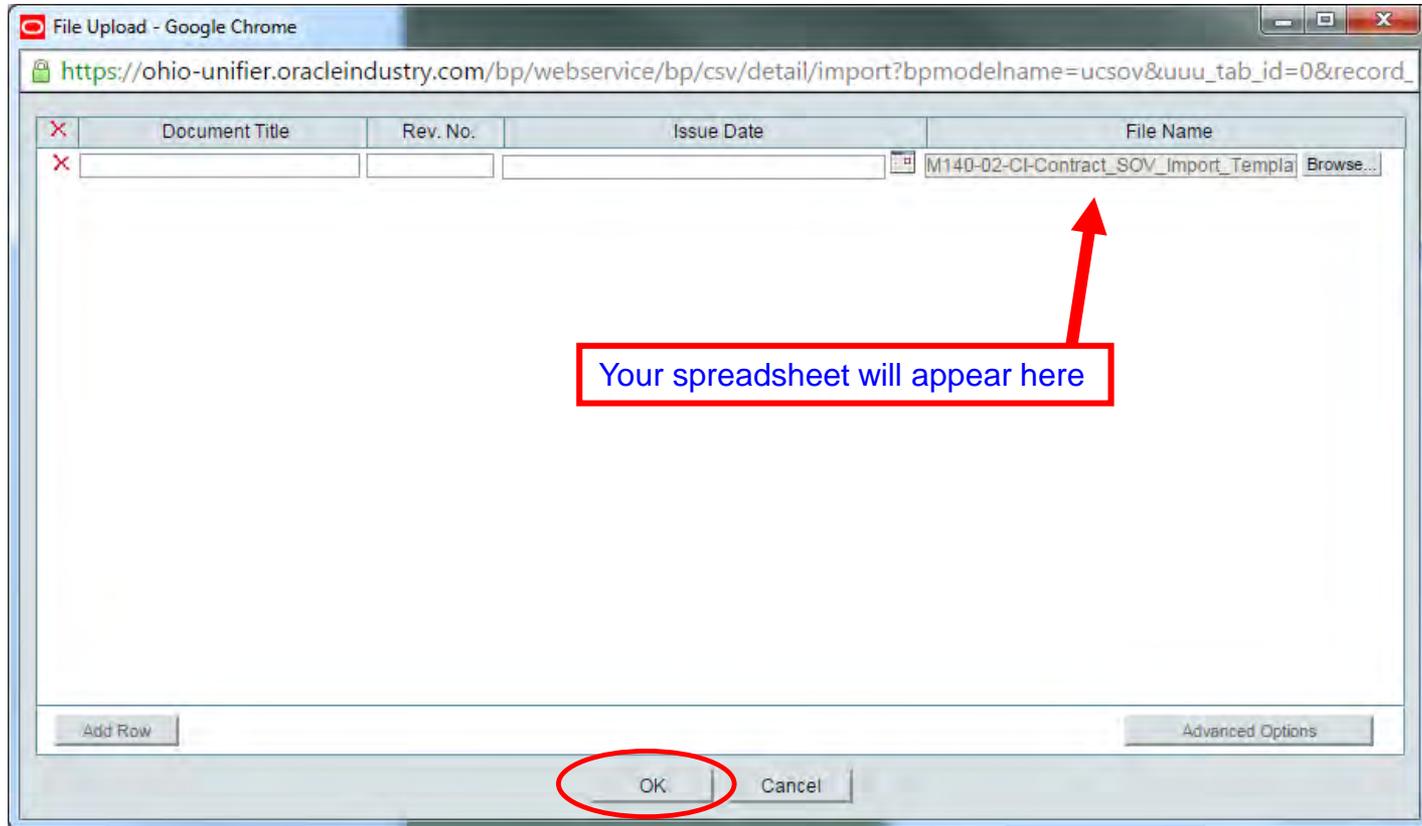
Import Spreadsheet

- ▶ Click Browse
- ▶ Navigate to the “Comma Separated Values (CSV File)” of your spreadsheet and select it
- ▶ Click Open



Import Spreadsheet

- ▶ Click OK



Review Imported Line Items

- ▶ When all SOV Line Item entries are imported:
 - ▶ Review the SOV information summary in the Contracts SOV Detail Pane
 - ▶ Verify that the total value in the Contract Amount Detail Block and the total amount in the WBS Detail pane are equal and the Difference(\$) value is zero (0.00)

The screenshot displays the Oracle Primavera Contract Schedule of Values (SOV) interface. The main window shows a table of line items with the following data:

No.	WBS Code	Code Name	Short Description	Amount (\$)	Subcontractor/Supplier	EDGE Certified?
005	CE-FC-03L	Concrete Labr	labor -concrete 3	\$2,000.00		
004	CE-FC-03M	Concrete Matl	material-concrete	\$12,000.00		
003	CE-FC-03L	Concrete Labr	labor 2	\$12,000.00		
002	CE-FC-03L	Concrete Labr	labor -concrete	\$2,000.00		
001	CE-01-IN	CE Insurance	insurance	\$2,000.00		

Summary fields (Total Contract Amount, Line Item Total, and Difference) are highlighted with a red box, showing values of \$30,000.00, \$30,000.00, and \$0.00 respectively. A red arrow points to the 'Total Amount' field at the bottom of the interface, which also displays \$30,000.00.

Complete Contract SOV

- ▶ Go to Workflow Actions and select Submit
- ▶ The (To) field will auto populate once the Workflow Action is selected
 - ▶ In this case, to the Associate (A/E)
- ▶ Click Send

The screenshot shows the Oracle AEC application interface for creating a new Contract Schedule of Values (SOV). The browser window title is "Create New Contract Schedule of Values - Project No. OCI-090004 - Google Chrome". The URL is https://ohio-train-unifier.oracleindustry.com/bp/process/new?wftemplate_id=823&module_name=ucsov&csvimport=fal. The application has a menu bar with "File", "Edit", "View", "Actions", and "Help". The "Send" button in the top toolbar is circled in red. The "Workflow Actions" dropdown menu is also circled in red, and the "Submit" option is selected. The "General" tab is active, showing fields for Organization (Department of Administrative Service), Project Number (OCI-090004), Project Name (OAKS CI Training 4), Project Location (4200 Surface Road), Record Number, Creator (Katie Tuttle), Creation Date, and Status. The "Action Details" section shows the "Submit" workflow action selected, with the "To..." field populated with "Katie Tuttle, Kaylie Ruff, Moenique Morris, Oaks" and the "Send For" field set to "Associate Approval". The "Contracts SOV Details" section shows a table with 2 items:

No.	WBS Code	Code Name	Short Description	Amount (\$)	Subcontractor/Supplier	EDG
002	CE-FC-03M	Concrete Matl	Concrete Material	\$30,300.00	Ben & Jerry's Concrete Com Y	▲
001	CE-FC-03L	Concrete Labr	Concrete Labor	\$25,000.00	Ben & Jerry's Concrete Com Y	▲

The total amount is \$55,300.00. The bottom of the screen shows "Attachments (0)", "Linked Records (0)", "General Comments", and "Linked Mail (0)".

Questions?

Please contact OAKS CI Support Desk:

oaksci@ofcc.ohio.gov

614.644.2211