



# OAKS Capital Improvements (CI)

Create a Purchase Order and  
Apply to Contract or Misc.  
Commit



# Contracts

• Today • Tomorrow • Together •

# Contracting

- The District Treasurer will receive a Task notification indicating that a:
  - Contract
  - Or Miscellaneous CommitIs awaiting review

# District and Building Level Access

Unifier@https://oaksci.training.osfc.ohio.gov - Windows Internet Explorer

ORACLE Primavera Unifier Shauna Hooks (Last login: 09/25/2013 02:02 PM) Community Bookmarks Preferences Support Logout

Home Company Workspace Projects **School Facilities**

User Mode File Edit View Help

New Open Find

**Announcements:**

**Items Requiring Your Attention:**

Tasks: 42 Total, 34 New, 5 Late

Messages: 0 New

uMails: 10 New

**District and Building Level Project Access**

Tasks or New uMails:

Number	Name	Tasks	uMails	Company Name
OCI-130101	School Facilities Training 1	28 Total, 24 New, 2 Late	3 New	Ohio School Facilities
OCI-130007	UAT 8 Rel 1 - Eaton	4 Total, 1 New, 3 Late		Ohio School Facilities
OCI-130006	UAT 7 Rel 1 - Deaf and Blind	1 Total, 1 New, 0 Late		Ohio School Facilities
OCI-130005	UAT 6 Rel 1 - Louisville	1 Total, 1 New, 0 Late		Ohio School Facilities
OCI-130003	UAT 2 Rel 1 - Dayton STEM	4 Total, 3 New, 0 Late		Ohio School Facilities
OCI-130002	UAT 5 Rel 1 - Toronto	4 Total, 4 New, 0 Late		Ohio School Facilities

# District Access

Unifier@https://oaksci.training.osfc.ohio.gov - Windows Internet Explorer  
ORACLE Primavera Unifier Shauna Hooks (Last login: 10/08/2013 09:21 AM) Community Bookmarks Preferences Support Logout

Home Company Workspace Projects School Facilities

User Mode - File Edit View Help

School Facilities - Home School Facilities - Home View Dashboard My Dashboard

View: District Project

District Project - Current View: All

5 Item(s) Page 1 of 1 Display 100 items per page

District Project Identifier	District	OAKS Code	Setup Date	Status
Brookfield-LSD-TRU-CFAP-2007	Brookfield Local SD	SFC-	09/25/2013	Active
Lancaster-CSD-FAI-ENP-2012	Lancaster City SD	SFC-130322	09/16/2013	Active
Napoleon-CSD-	Napoleon Area City SD	SFC-120306	09/16/2013	Active
National Trail-LSD-1990 Lookback-1-20	National Trail Local SD	SFC-130316	09/16/2013	Active
South-Western-CSD-FRA-CFAP-2012	South-Western City SD	SFC-130315	09/16/2013	Active

District view will allow you to view all School Districts you may access

Clicking on the district project will take you to it's home page

# Building Access

Unifier@https://oaksci.training.osfc.ohio.gov - Windows Internet Explorer  
ORACLE Primavera Unifier Shauna Hooks (Last login: 10/08/2013 09:21 AM) Community Bookmarks Preferences Support Logout

Home Company Workspace Projects School Facilities

User Mode ▾ File Edit View Help

School Facilities - Home School Facilities - Home View Dashboard My Dashboard ▾

View: Building Project ▾

Building Project - Current View: All

4 Item(s) Page 1 of 1 Display 100 items per page

Number	Name	Setup Date	Status
SFC-130322.02	Central Elementary	09/23/2013	Active
SFC-130315.17	Prairie Norton Elementary	09/20/2013	Active
SFC-120306.6	Napoleon Area City School District	09/19/2013	Active
SFC-???????.01	Brookfield K-12	09/25/2013	Active

**Building Project View will allow you building Level Access**

**Clicking on the building/project will take you to it's home page**

# Contracting

- Log into your District or building where the Contract or Msc. Commit is pending

The screenshot shows a web application interface for managing contracting projects. The interface includes a navigation menu on the left, a main content area with a summary and details section, and a table of building projects at the bottom.

**Navigation Menu:**

- Alerts
- uMail
- Mailbox
- Collaboration
- Information
- Cost Manager
- Data Manager
- Document Manager
- Logs
- Reports

**Summary Section:**

Items Requiring Your Attention

- Tasks: 0 New 0, Late 0
- Messages: 0 New
- Draft Records: 1 New
- uMails: 0 New

**Details Section:**

OAKS Code: SFC-130322  
District Project: Lancaster-CSD-FAI-ENP-2012  
Identifier:  
Description:  
Administrator: Steve Mayo  
Currency: United States Dollar (USD)  
Status: Active  
Email Address: 1014-oaks.ci@soccemstmp.em.ohio.gov

**Links:**

- [Ohio Facilities Construction Commission](#)
- [Ohio School Facilities Commission](#)

**Building Project - Current View: All**

2 Item(s) Page 1 of 1

Number	Name	Setup Date	Setup Template	Status
SFC-130322.02	Central Elementary	09/23/2013		Active
OCI-130002	UAT 1 Rel 1 - Lancaster	12/27/2013	Migrated Standard Project	Active

# Building/District Project Home Page

Oracle Primavera Unifier Shauna Hooks (Last login: 02/27/2014 04:04 PM)

Home Company Workspace School Facilities

User Mode File Edit View Help

Lancaster-CSD-FAI-ENP-2012 Lancaster-CSD-FAI-ENP-2012 - Home

Summary Image

Collaboration Tasks Messages Drafts Information Cost Manager Data Manager Document Manager Logs Reports

Items Requiring Your Attention

Tasks: 0, New 0, Late 0

Messages: 0 New

Draft Records: 1 New

uMails: 0 New

Details

OAKS Code: SFC-130322

District Project: Lancaster-CSD-FAI-ENP-2012

Identifier:

Description:

Administrator: Steve Mayo

Currency: United States Dollar (USD)

Status: Active

Email Address: 1014-oaksci@soccemsmtp.em.ohio.gov

Links

Ohio Facilities Construction Commission

Ohio School Facilities Commission

- Click Collaboration
- Click Tasks

# Treasurer

Unifier@https://oaksci.training.osfc.ohio.gov - Windows Internet Explorer

ORACLE Primavera Unifier Shauna Hooks (Last login: 02/28/2014 03:42 PM) Community Bookmarks Preference

Home Company Workspace School Facilities

School Facilities > OAKS CI Distr

User Mode File Edit View Help

New Open Bulk Actions Find Filtered By

Tasks - Current View: All

1 Item(s) Page  of 1 Display

Type	Number	Title	Record Due	From	Sent for	Task Due	Received	Workflow Name
Contract	CON-002	HooksRimer Archi		Shauna Hooks	Resolution Creation and Funding		03/03/2014	PS Agreement v1.

- OAKS CI District Training Proje
- Alerts
- uMail
- Mailbox
- Collaboration
- Tasks
- Messages
- Drafts
- Information
- Cost Manager
- Data Manager
- Project Milestone
- Project Vendors
- Document Manager
- Logs
- Applications for Payment
- Budgets
- Closeout - Professional Se
- Contract

# Treasurer

A purchase order must be recorded in OAKS CI prior to moving the contract forward if this has not been yet, skip to slides 19-26, then come back to slide 8

# Treasurer

- Treasurer –What happens at this step?
  - Review the Contract and attachments
  - Sign the Contract and attain signature from Board President
  - Upload signed contract into OAKS CI document manager (slide to 28) and attach to Contract Record
  - Obtain funding and Board Resolution

# Treasurer

- Treasurer –What happens at this step?
  - Purchase Order must first be created in your own system of record

# Treasurer Board Resolution and Funding

- Accept Task

Contract - HooksRimer Architects A/E - Project No. OCI-140001 - Windows Internet Explorer

File Edit View Actions Help

Accept Task  Decline Task  Close Window

### Contract

**General**

General

Project Number: OCI-140001 Record Number: CON-002  
Project Name: OAKS CI District Training Project - 201 Creator: Shauna Hooks  
Organization Name: Creation Date: 03/03/2014 10:13 AM Local (GMT-5)  
Facility Name: Status: Accepted  
Title: HooksRimer Architects A/E Contract Type: Architect/Engineer

**Task Details**

From: Shauna Hooks Task Due Date: Task Notes (0)  
To: District Treasurer:Project Administrators: Task Status: Not Started  
Cc: More...  
Sent For: Resolution Creation and Funding

**WBS Detail**

Current View: All Show Currency in: Transaction Currency

3 Item(s) Page 1 of 1 Display 100 items per page

No.	WBS Code	Code Name	Short Description	Amount
003	AE-RE-DP	AE Document Printing	printing	20.00
002	AE-BS-SD	AE Schematic Design Services	schematic	500.00
001	AE-BS-PV	AE Program Verification Services	program	300.00

Total Amount: \$ 820.00

Grid Find Attachments (0) Linked Records (0) General Comments Linked Mail (0)

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# Treasurer Board Resolution and Funding

- Review instructions
- Print Attached Contract and sign, attain signature from Board President

Contract - HooksRimer Architects A/E - Project No. OCI-140001 - Windows Internet Explorer

File Edit View Actions Help Workflow Actions -Select-

Send Save Spelling.. Add Attachment Discussion Close Window

**General** Contract

Create and process the board resolution for this contract. The Contract and supporting documents are attached. Also obtain the PO and record the PO information in the PO BP, then select it from the PO block below.

General

Project Number: OCI-140001 Record Number: CON-002  
Project Name: OAKS CI District Training Project - 201 Creator: Shauna Hooks  
Organization Name: Creation Date: 03/03/2014 10:13 AM Local (GMT-5)

**Action Details**

(Click here to view latest content)

To...  
Cc...  
Send For:

Task Notes:

**WBS Detail**

Current View: All Show Currency in: Transaction Currency

3 Item(s) Page 1 of 1 Display 100 items per page

No.	WBS Code	Code Name	Short Description	Amount
003	AE-RE-DP	AE Document Printing	printing	20.00
002	AE-BS-SD	AE Schematic Design Services	schematic	500.00
001	AE-BS-PV	AE Program Verification Services	program	300.00

Total Amount: \$ 820.00

Add Copy Import Remove Grid Find

Attachments (0) Linked Records (0) General Comments Linked Mail (0)

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# Treasurer Board Resolution and Funding

- Click General tab to expand upper from
- Scroll down page

Contract - HooksRimer Architects A/E - Project No. OCI-140001 - Windows Internet Explorer

File Edit View Actions Help

Workflow Actions Select-

Find Save Spelling.. Add Attachment Discussion Close Window

Contract

Create and process the board resolution for this contract. The Contract and supporting documents are attached. Also obtain the PO and record the PO information in the PO BP, then select it from the PO block below.

General

Project Number: OCI-140001 Record Number: CON-002

Project Name: OAKS CI District Training Project - 201 Creator: Shauna Hooks

Organization Name: Creation Date: 03/03/2014 10:13 AM Local (GMT-5)

Facility Name: Status: Accepted

Title: HooksRimer Architects A/E Contract Type: Architect/Engineer

Contract No.: 002 PS Acquisition Reference:

Contractor Information

Vendor Name: AE Company Vendor Legal Name:

Federal Tax ID: 33-0000000 Vendor Address 1: NN Group Rd.

Vendor Contact: UAT AE1 Vendor Address 2:

Vendor Contact Phone: 614.555.0001 Vendor City: Group Town

Vendor Contact Fax: 614.566.0001 Vendor State: Ohio

Vendor Contact Email: account@ofcc.ohio.xxx Vendor ZIP: 43219

Drug Free Work Place Verified?: Yes EDGE Certified Prime?: No

Clean Search of State Auditors: Yes Joint Venture:

Action Details

WBS Detail

Attachments (0) Linked Records (0) General Comments Linked Mail (0)

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# Treasurer Board Resolution and Funding

- Type in the Board Resolution number and date
- Click Select next to PO1 and plug in the appropriate Purchase Order

Contract - HooksRimer Architects A/E - Project No. OCI-140001 - Windows Internet Explorer

File Edit View Actions Help Workflow Actions -Select-

Send Save Spelling.. Add Attachment Discussion Close Window

**General**

Certificate of Insurance:  Certificate of Insurance: SKH  
Proof of Licensing:  Proof of Licensing: SKH  
EEO Requirement:  EEO Requirement: SKH

School Board Resolution

School Board Resolution Number:  School Board Resolution Date:

**Approvals**

These fields are autopopulated based on work flow taken.

Vendor Signature: Shauna Hooks	Vendor Action: Sign Agreement	Vendor Signature Date: 2/2014 10:14 AM Lo
Treasurer's Signature: <input type="text"/>	Treasurer's Action: <input type="text"/>	Treasurer Signature Date: <input type="text"/>
School District Signature: <input type="text"/>	School District Action: <input type="text"/>	School District Signature Date: <input type="text"/>
CoP Recommendation: <input type="text"/>	CoP Action: <input type="text"/>	CoP Recommendation Date: <input type="text"/>
OSFC Signature: <input type="text"/>	OSFC Action: <input type="text"/>	OSFC Signature Date: <input type="text"/>

**Purchase Order Details**

PO 1 Number:   PO 1 Amount (\$):

**Action Details**

WBS Detail

Attachments (0) Linked Records (0) General Comments Linked Mail (0)

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# Treasurer Board Resolution and Funding

Contract - HooksRimer Architects A/E - Project No. OCI-140001 - Windows Internet Explorer

File Edit View Actions Help Workflow Actions -Select-

Send Save Spelling.. Add Attachment Discussion Close Window

**General**

Certificate of Insurance:  Certificate of Insurance: SKH  
Proof of Licensing:  Proof of Licensing: SKH  
EEO Requirement:  EEO Requirement: SKH

School Board Resolution

School Board Resolution Number:  School Board Resolution Date:

Approvals

These fields are autopopulated based on work flow actions taken.

Vendor Signature: Shauna Hooks Vendor Action: Sign Agreement Vendor Signature Date: 03/03/2014 10:14 AM Lo  
Treasurer's Signature:  Treasurer's Action:  Treasurer Signature Date:   
School District Signature:  School District Action:  School District Signature Date:   
CoP Recommendation:  CoP Action:  CoP Recommendation Date:   
OSFC Signature:  OSFC Action:  OSFC Signature Date:

Purchase Order Details

PO 1 Number:  Select... PO 1 Amount (\$):  0.00

Action Details

WBS Detail

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

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# Treasurer Board Resolution and Funding

- To move the record forward:
- Choose workflow action
- Click Send

Contract - HooksRimer Architects A/E - Project No. OCI-140001 - Windows Internet Explorer

File Edit View Actions Help Workflow Actions -Select-

Send Save Spelling.. Add Attachment Discussion Close Window

**General** Contract

School Board Resolution

School Board Resolution Number: 09132778 School Board Resolution Date: 03/03/2014

Approvals

These fields are autopopulated based on work flow actions taken.

Vendor Signature: Shauna Hooks Vendor Action: Sign Agreement Vendor Signature Date: 03/03/2014 10:14 AM Lo

Treasurer's Signature: Treasurer's Action: Treasurer Signature Date:

School District Signature: School District Action: School District Signature Date:

CoP CoP Action: CoP Recommendation Date:

OSFC Signature: OSFC Action: OSFC Signature Date:

Purchase Order Details

PO 1 Number: 091119234	Select...	PO 1 Amount (\$):	0.00
PO 2 Number:	Select...	PO 2 Amount (\$):	0.00
PO 3 Number:	Select...	PO 3 Amount (\$):	0.00
PO 4 Number:	Select...	PO 4 Amount (\$):	0.00

Action Details

WBS Detail

Attachments (0) Linked Records (0) General Comments Linked Mail (0)

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# Purchase Orders

• Today • Tomorrow • Together •

# Create a New Purchase Order Record

- In Oaks CI navigate to:  
Your Project
  - > Logs
  - > Purchase Orders
  - > Click New

The screenshot shows the Oaks CI interface. On the left is a tree view of the system structure. On the right is a table of 'Purchase Orders'.

**Navigation Path:**

- Programs
- Projects (Standard)
- Agency General Projects T
- Summary
- Alerts
- uMail
- Collaboration
- Information
- Cost Manager
- Data Manager
- Document Manager
- Logs
- 72 Hour Notice
- Action Items
- Advertisements
- Budget - Initial
- Budget - Revisions
- Change Order
- Closeout - Contractor
- Closeout - Professional
- Contract
- Contract Schedule of V
- Contractor Evaluation
- Contractor Pay Reques
- Design Reviews
- Escrow Accounts
- Field Reports
- Financial Risks
- Fund Allocation
- Fund Release
- Fund Transfers
- Liens
- Local Administration A
- Meeting Minutes
- Memorandum of Under
- Miscellaneous Commit
- Miscellaneous Invoice
- Prevailing Wage Repor
- Professional Services A
- Professional Services A
- Professional Services A
- Professional Services F
- Professional Services F
- Professional Services F
- Program of Requireme
- Punch Lists
- Purchase Orders

**Table: Purchase Orders - Current View: All**

4 Item(s) Page 1 of

Title	Contract Name	OAKS PO No.	L
Purchase order test			
Test	CustPrint Test-001		
Test Add Line Item	Test - General	000000000	
Hema Patel		0001	

# Purchase Order Details

- Complete the General Block – Required fields

- The PO must be in “**Dispatched**” status

- Under **PO type** Select the appropriate record type

Create New Purchase Orders - Project No. OCI-140001 - Windows Internet Explorer

File Edit View Help

Finish Editing Save Spelling.. Add Attachment Close Window

**General** Purchase Orders

General

Project Number: OCI-140001 Record Number:

Project Name: OAKS CI District Training Project - 2 Creator: Shauna Hooks

School District:  Creation Date:

Facility Name:  Status: Dispatched

Title: HooksRimer PO 1 \* PO Purpose: Contracts

Vendor: AE Company Select...

PO Type

NOTE: Only pick one PO TYPE per record.

Contract Name: HooksRimer Architects Select... \* Amount (\$): 820.00

Contract Modification Name: Select... Amount (\$):

Miscellaneous Commit Name: Select... Amount (\$):

PO Details

PO Number: 091119234 PO Amount (\$):

PO Date:  Total Amount (\$): 0.00

Date Dispatched:  Line Item Total (\$): 0.00

Financial System of Record: -Select- Difference (\$): 0.00

Notes:

PO Distribution Lines

Attachments (0) Linked Records (0) General Comments Linked Mail (0)

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# Purchase Order Details

- Scroll down screen
- PO Details- ensure that you plug in the purchase order number into record. Choose OAKS or District for financial system used.
- **Do not plug in the PO amount until you complete slides 22-24**
- **If you choose you choose to notify others of the creation of this record**
- **You may attach any supporting documentation directly to this record without first uploading to document manager**

Create New Purchase Orders - Project No. SFC-130322 - Windows Internet Explorer

File Edit View Help

Finish Editing Save Spelling.. Add Attachment Close Window

**General** Purchase Orders

PO Details

PO Number: 123456 PO Amount (\$): 0.00

PO Date: PO Date: Total Amount (\$): 0.00

Date Dispatched: Date Dispatched: Line Item Total (\$): 0.00

Financial System of Record: District Difference (\$): 0.00

Notes:

Document Publishing

Documents uploaded from your desktop will be published to the Document Manager in the Publish Path listed below.

FilePath: District Internal/Purchase Orders

Publish Path: District Internal/Purchase Orders/Contract 1

Notification

Notify Additional Users/Groups: Select...

PO Distribution Lines

Attachments (0) Linked Records (0) General Comments Linked Mail (0)

# Purchase Order Details

- Click PO Distribution tab

Create New Purchase Orders - Project No. OCI-140001 - Windows Internet Explorer

File Edit View Help

Finish Editing Save Spelling.. Add Attachment Close Window

**General** Purchase Orders

General

Project Number: OCI-140001 Record Number:

Project Name: OAKS CI District Training Project - 2 Creator: Shauna Hooks

School District:  Creation Date:

Facility Name:  Status: Dispatched \*

Title: HooksRimer PO 1 \* PO Purpose: Contracts \*

Vendor: AE Company Select...

PO Type

NOTE: Only pick one PO TYPE per record.

Contract Name: HooksRimer Architects A Select... \* Amount (\$): 820.00

Contract Modification Name:  Select... Amount (\$):

Miscellaneous Commit Name:  Select... Amount (\$):

PO Details

PO Number: 091119234 PO Amount (\$):

PO Date:  Total Amount (\$): 0.00

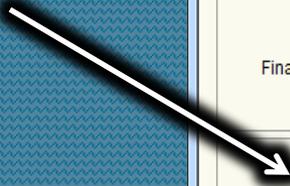
Date Dispatched:  Line Item Total (\$): 0.00

Financial System of Record: -Select- Difference (\$): 0.00

Notes:

PO Distribution Lines

Attachments (0) Linked Records (0) General Comments Linked Mail (0)



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# Fund the PO

Click  
Add

Create New Purchase Orders - Project No. OCI-080001 - Windows Internet Explorer

File Edit View Help

Finish Editing Save Spelling.. Add Attachment Close Window

General Purchase Orders

PO Distribution Lines

Current View: All

0 Item(s) Page 1 of 1 Display 100 items per page

No.	Fund Code	Fund Name	System of Record	Amount
-----	-----------	-----------	------------------	--------

Add Copy Import Remove Grid Find

Total Amount: \$ 0.00

Attachments (0) Linked Records (0) General Comments Linked Mail (0)

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# Fund the PO

Line Item - Windows Internet Explorer

Spelling... Attach Delete Line Item

**Purchase Orders Line Item:**

General

Fund Code:   \*

Fund Name:

Short Description:  \*

Amount (\$):  \*

Notes:

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

OK Cancel

Fund Code - Windows Internet Explorer

Open Find Close Window

Fund Code - Current View: All

2 Item(s) Page 1 of 1 Display 100 items per page

Fund Code	Fund Name	District
Lancaste12-Dist-Bond-2012-0-0-0-0-0	Lancaster Project Fund (District Sha	Lancaster
Lancaste12-State-Approp-2013-010-5500-410-9002-0	Lancaster Project Fund (State Share	Lancaster

Select Fund Code and enter all required fields\* then click OK (if you do not see funds in this block contact OAKS CI)

# Finish the PO

- Go back to upper form by clicking the General tab
- Type in dollar amount next to PO number that you plugged in the lower form.

Create New Purchase Orders - Project No. SFC-130322 - Windows Internet Explorer

File Edit View Help

Finish Editing Save Spelling.. Add Attachment Close Window

General Purchase Orders

PO Details

PO Number: 123456 PO Amount (\$): 0.00

PO Date: Date Dispatched: Financial System of Record: District

Total Amount (\$): 0.00

Line Item Total (\$): 400.00

Difference (\$): -400.00

Notes:

Document Publishing

Documents uploaded from your desktop will be published to the Document Manager in the Publish Path listed below.

FilePath: District Internal/Purchase Orders

Publish Path: District Internal/Purchase Orders/Contract 1

Notification

Notify Additional Users/Groups: Select...

PO Distribution Lines

Attachments (0) Linked Records (0) General Comments Linked Mail (0)

• Today • Tomorrow • Together •

# Finish the PO

- Go to top of page and click Finish Editing.

The screenshot shows a web application window titled "Create New Purchase Orders - Project No. SFC-130322 - Windows Internet Explorer". The window has a menu bar with "File", "Edit", "View", and "Help". Below the menu bar is a toolbar with buttons for "Finish Editing", "Save", "Spelling...", "Add Attachment", and "Close Window". The "Finish Editing" button is highlighted with a blue arrow.

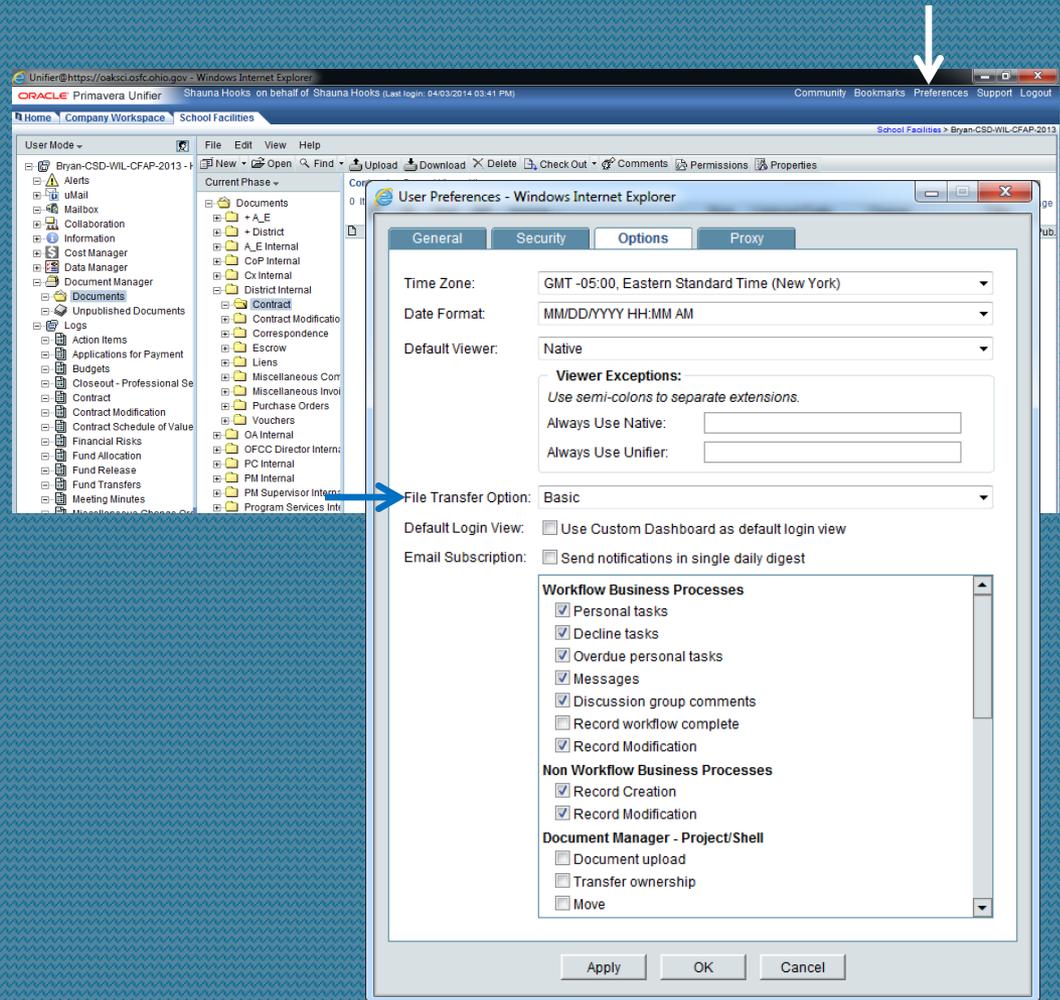
The main content area is titled "Purchase Orders" and is divided into several sections:

- General:** Contains three rows of fields for "Contract Modification Name", "Miscellaneous Commit Name", and "Miscellaneous Change Order Name", each with a "Select..." button. To the right are three "Amount (\$)" fields, all showing "0.00".
- PO Details:** Contains fields for "PO Number" (123456), "PO Date", "Date Dispatched", and "Financial System of Record" (District). To the right are fields for "PO Amount (\$)" (400.00), "Total Amount (\$)" (400.00), "Line Item Total (\$)" (400.00), and "Difference (\$)" (0.00).
- Notes:** A large text area for entering notes.
- Document Publishing:** Contains a "FilePath" field (District Internal/Purchase Orders) and a "Publish Path" field (District Internal/Purchase Orders/Contract 1).
- PO Distribution Lines:** A section at the bottom with a tab icon.

At the bottom of the window, there are four tabs: "Attachments (0)", "Linked Records (0)", "General Comments", and "Linked Mail (0)".

# Document Manager

- Prior to Uploading into Document Manager
- Go to upper right screen
  - Click Preferences
  - Click Options
  - Change File Transfer Option to : Basic



# Document Manager

Go to left side of screen

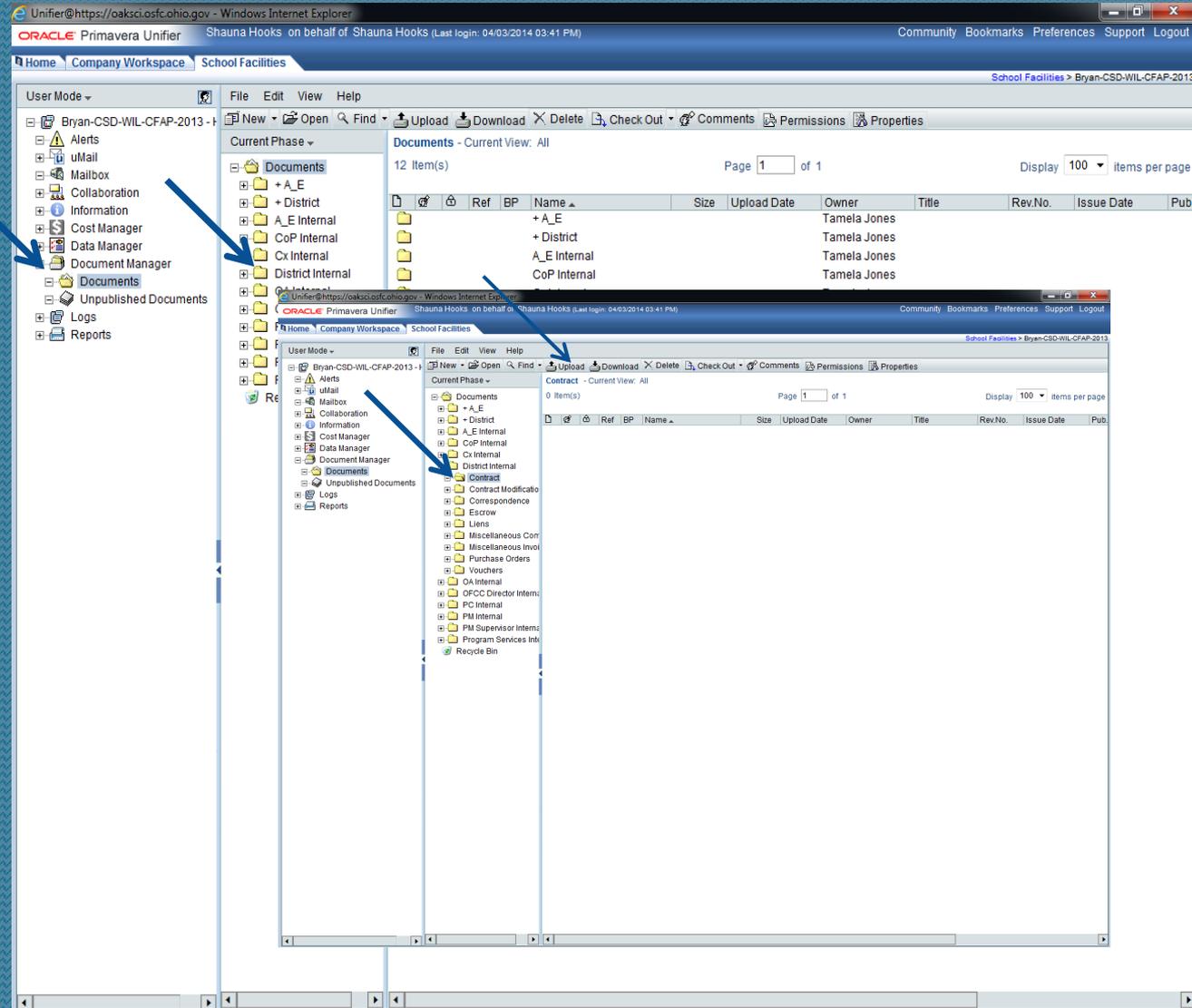
- Click Document Manager:

- Documents

- Choose District Internal Folder

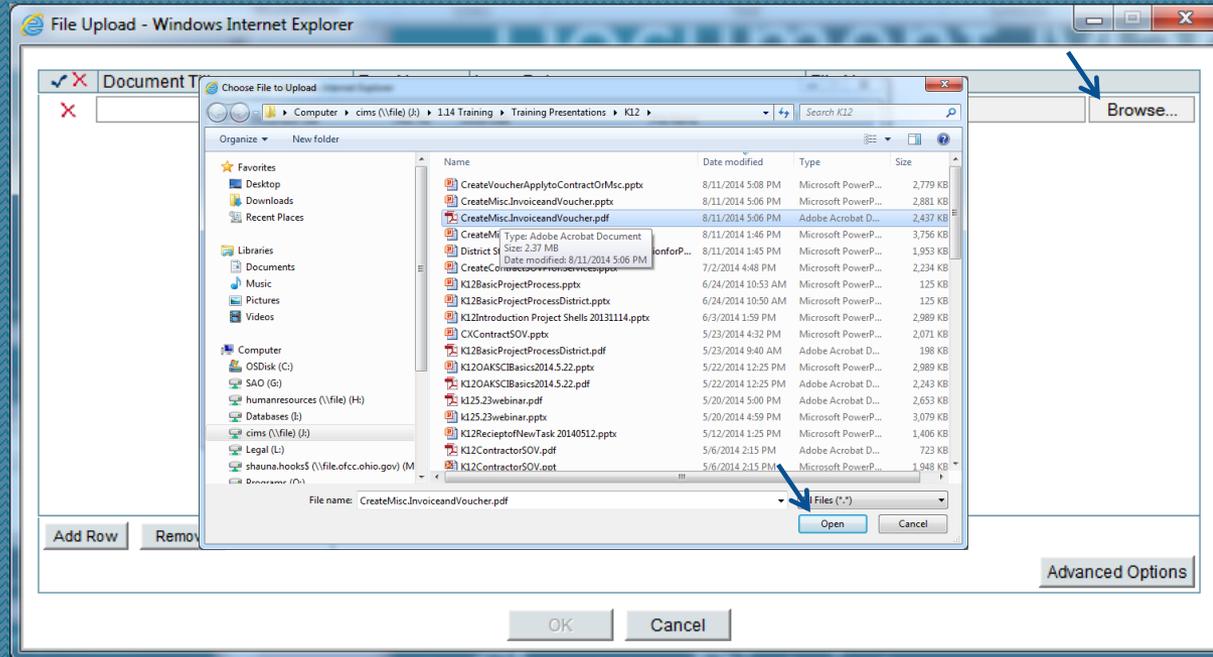
- Contract- (subfolder)

- Click Upload



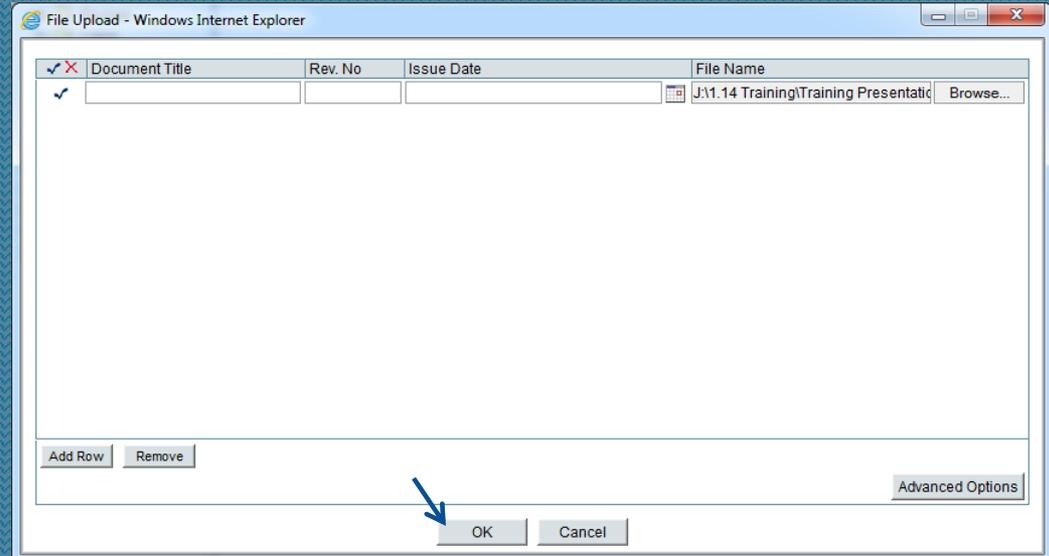
# Document Manager

- Click -Browse Documents to Document Manager:
- Find Signed Contract and highlight
- Click Open



# Document Manager

- The Browse field is now populated
- Click -OK



# Questions?

- Call or Email the OAKS CI Support Desk
  - 614.644.2211
  - [oaksci@ofcc.ohio.gov](mailto:oaksci@ofcc.ohio.gov)