

OAKS CI

Capital Improvements (Management System)

Meeting Minutes

Meeting Minutes Purpose

- ▶ The purpose of this Business Process is for an Associate to create, submit and track pertinent meeting minutes for projects
- ▶ Automated Business Process
 - Represents the Meeting Minutes Process used by the State
 - Line Item
 - Multi-record Business Process with Workflow
- ▶ Stakeholders
 - Associates and all project related members

Meeting Minutes Purpose

NOTE: If you have supporting documentation to attach to your Meeting Minute record, please follow slides 9–13 prior to creating your record.

Navigating to Meeting Minutes

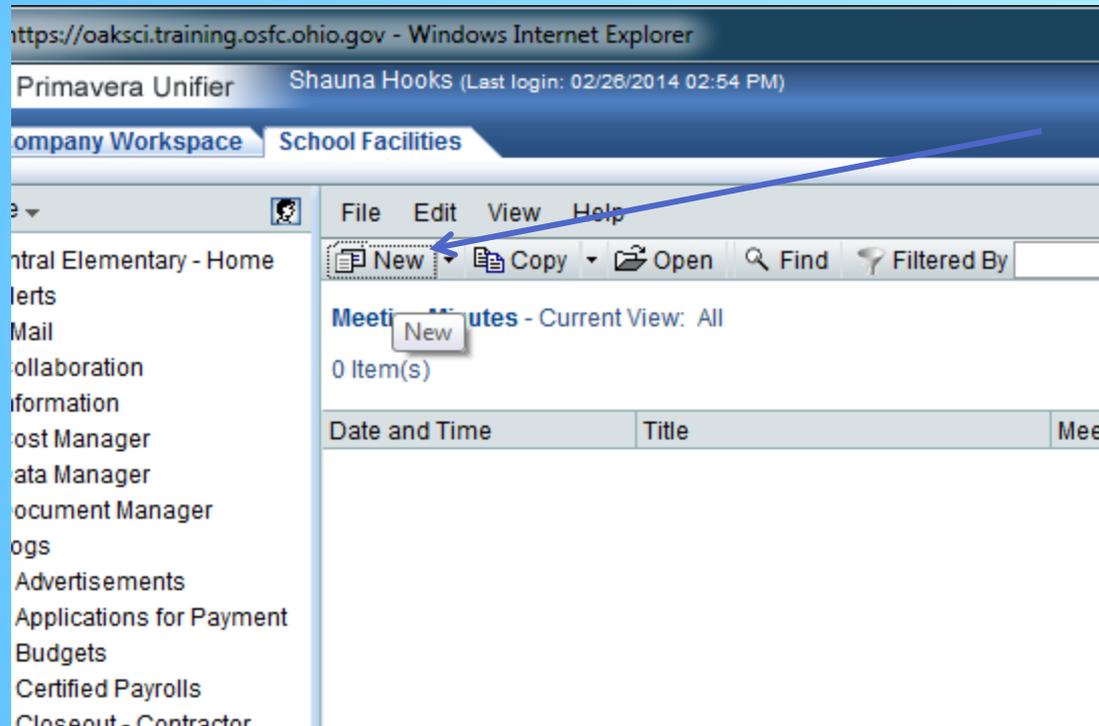
The screenshot shows a software application window titled 'Central Elementary - Home'. The left sidebar contains a tree view with the following items: Alerts, uMail, Collaboration, Information, Cost Manager, Data Manager, Document Manager, Logs, Advertisements, Applications for Payment, Budgets, Certified Payrolls, Closeout - Contractor, Contract, Contract Modification, Contract Schedule of Value, Design Reviews, Escrow Accounts, Field Reports, Financial Risks, Fund Allocation, Fund Release, Fund Transfers, Liens, Locally Funded Initiative MC, Meeting Minutes, and Miscellaneous Change Ord. The right pane shows a 'Summary' tab with an 'Image' section and a 'Details' section. The details section contains the following information:

Number:	SFC-130322.02
Name:	Central Elementary
Description:	New Elementary School
Administrator:	Steve Mayo
Currency:	United States Dollar (USD)
Status:	Active
Email Address:	1015-oaksci@soccemsmtp.e

A blue arrow points from the 'Meeting Minutes' item in the left sidebar to the 'Details' section of the right pane.

- ▶ Navigate to Your Project
 > Logs
- ▶ Select Meeting Minutes

Navigating to Meeting Minutes



The screenshot shows a web browser window with the URL <https://oaksci.training.osfc.ohio.gov>. The user is logged in as Shauna Hooks. The application has two tabs: 'Company Workspace' and 'School Facilities'. A menu is open, showing options like 'New', 'Copy', 'Open', 'Find', and 'Filtered By'. A blue arrow points to the 'New' button. Below the menu, there is a section titled 'Meeting Minutes - Current View: All' with '0 Item(s)' listed. A table with columns 'Date and Time', 'Title', and 'Meeting' is visible below.

Date and Time	Title	Meeting
---------------	-------	---------

▶ Click New

Create Meeting Minutes Form

Create New Meeting Minutes - Project No. TRNG-2007-00001 - Windows Internet Explorer

File Edit View Actions Help Workflow Actions -Select-

Send Save Spelling... Undo Accept Task Add Attachment Discussion

General Meeting Minutes

Organization: Record Number:

Project Number: TRNG-2007-00001 Creator: Ohio Instructor

Project Name: Ohio Training Project Creation Date:

Project Location: Status:

Title: *

Meeting Details

Type: -Select- * Number: *

Other Description: Date and Time: *

Meeting Location:

Next Meeting Details

Date and Time: Meeting Location:

Notes

Notes:

Action Details

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

► Complete Upper Form

Add Attachment

Create New Meeting Minutes - Project No. TRNG-2007-00001 - Windows Internet Explorer

File Edit View Actions Help Workflow Actions -Select-

Send Save Spelling... Undo Accept Task Add Attachment Discussion Meeting Minutes My Computer Unifier Folder

General

Organization: Record Number:

Project Number: TRNG-2007-00001 Creator: Ohio Instructor

Project Name: Ohio Training Project Creation Date:

Project Location: Status:

Title: *

Meeting Details

Type: -Select- * Number: *

Other Description: Date and Time: *

Meeting Location:

Next Meeting Details

Date and Time: Meeting Location:

Notes

Notes:

Action Details

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

- ▶ Click Add Attachment
- ▶ Select Unifier Folder (Document Manager)

NOTE: The document must first be uploaded into document manager , view slides 9-13 for assistance

Routing The Meeting Minutes

- ▶ Select Workflow Action
- ▶ Complete To and Cc fields
- ▶ Click Send

Create New Meeting Minutes - Project No. TRNG-2007-00001 - Windows Internet Explorer

File Edit View Actions Help

Send Save Spelling... Undo Accept Task Add Attachment Discussion

Workflow Actions: -Select-
-Select-
Publish Agenda
Publish Minutes

Meeting Minutes

General

Organization: Record Number:
Project Number: TRNG-2007-00001 Creator: Ohio Instructor
Project Name: Ohio Training Project Creation Date:
Project Location: Status:
Title: *

Meeting Details

Type: -Select- * Number: *
Other Description: Date and Time: *
Meeting Location:

Next Meeting Details

Date and Time: * Meeting Location:

Notes

Notes:

Action Details

Create New Meeting Minutes

To...
Cc...
Send For:

Task Notes:

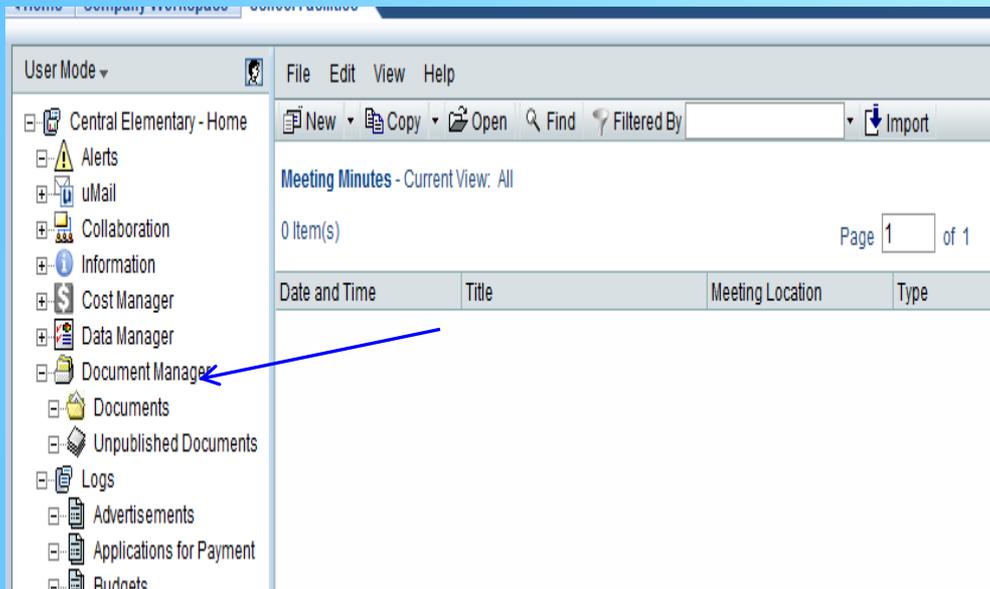
Attachments (0) Linked Records (0) General Comments Linked uMails (0)

Before Uploading to Document Manager

The image shows a screenshot of a web application interface at the top and a Windows Internet Explorer dialog box for 'User Preferences' below it. The web application header includes the user name 'Mauna Hooks (Last login: 11/14/2013 10:32 AM)' and navigation links for 'Community', 'Bookmarks', 'Preferences', and 'Support'. A red arrow points to the 'Preferences' link. The 'User Preferences' dialog box has tabs for 'General', 'Security', 'Options', and 'Proxy'. The 'Options' tab is selected, showing settings for 'Time Zone', 'Date Format', 'Viewer Option', and 'File Transfer Option'. A red arrow points to the 'File Transfer Option' dropdown, which is set to 'Intermediate'. Below these are 'Email Subscription' options and a list of 'Business Processes' and 'Document Manager' actions, all with checkboxes. At the bottom of the dialog are 'Apply', 'OK', and 'Cancel' buttons.

- Before Uploading
 - –Click on Preferences (upper right of screen)
 - - Click Options
 - -Change File Transfer Option to Intermediate

Project Home Page



- ▶ Click Document Manager
 - Documents

File Upload

(a) Choose folder

(b) Click Upload

https://oaksci.training.ohio.gov/ - Unifier@https://oaksci.training.ohio.gov - Windows Internet Explorer
12/09/2009 - Shauna Hooks

Home Company Workspace Projects

User Mode

File Edit View Help

New Open Find Upload Download Delete Check Out Comments Permissions Properties

Current Phase

Documents

0000 Concept Develo

0100 Acquisition

0200 Design

0210 Program Verif

Drawings PDF

Arch

Civil

mep

Stru

dfhsdhh

Preliminary Descr

Probable Cost

Schedule

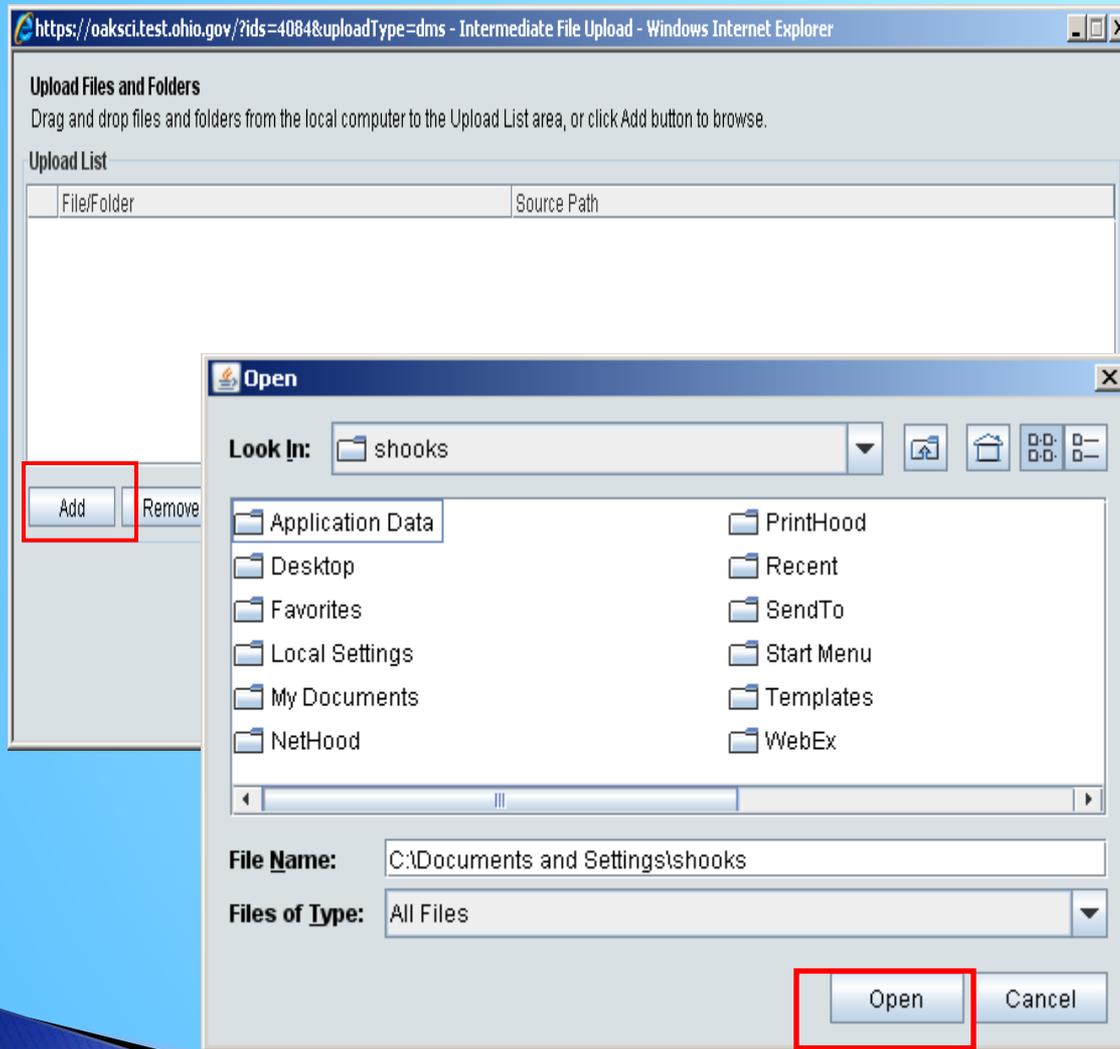
Updated RCP

Arch - Current View: All

20 Item(s)

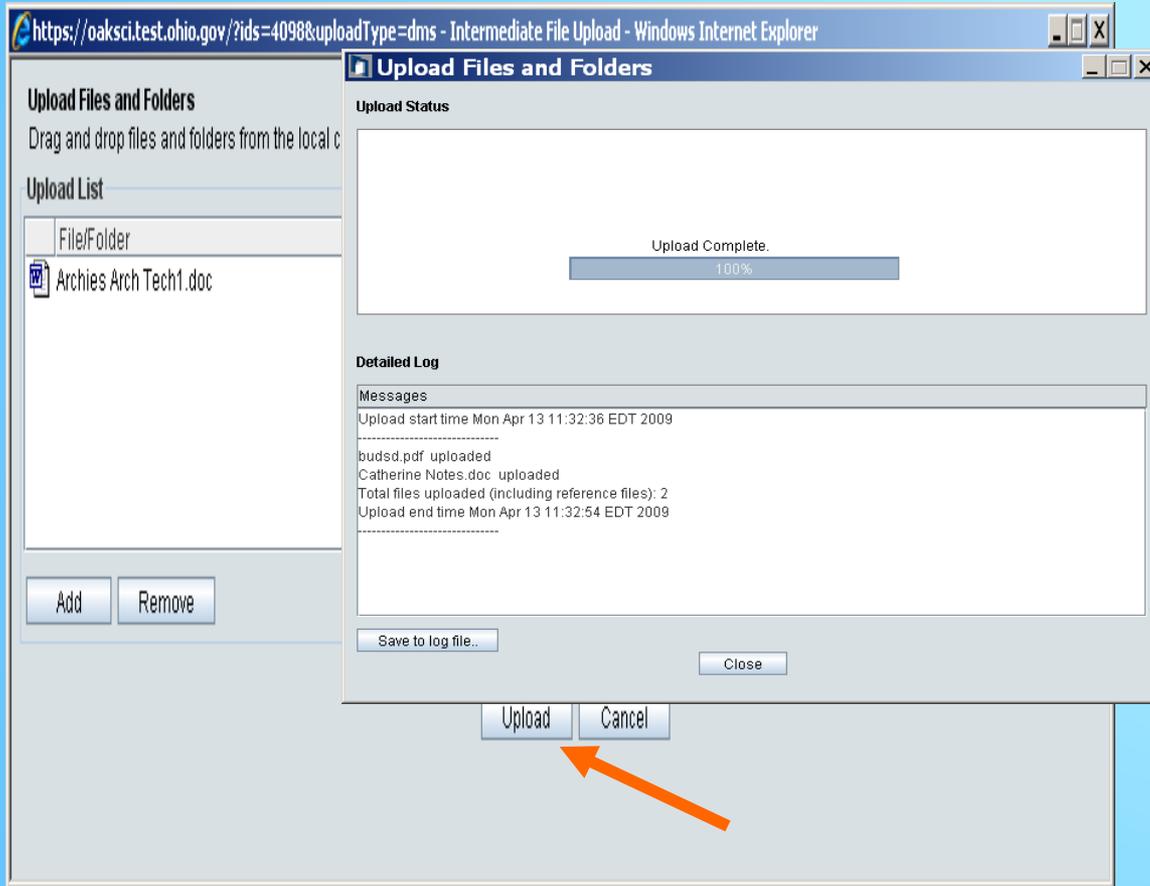
	Ref	BP	Name	Size	Upload Date	Owner	Title
			A-1CONFORMED.pdf	397 KB	03/13/2008	Oaks Student 1	
			A1-1.pdf	561 KB	03/13/2008	Oaks Student 1	
			A2-1.pdf	708 KB	03/13/2008	Oaks Student 1	
			A2-2.pdf	1017 KB	03/13/2008	Oaks Student 1	
			A3-1.pdf	443 KB	03/13/2008	Oaks Student 1	
			A4-1.pdf	539 KB	03/13/2008	Oaks Student 1	
			A5-1.pdf	327 KB	03/13/2008	Oaks Student 1	
			A5-2.pdf	448 KB	03/13/2008	Oaks Student 1	
			A7-1.pdf	415 KB	03/13/2008	Oaks Student 1	
			A8-1.pdf	622 KB	03/13/2008	Oaks Student 1	
			A9-1.pdf	377 KB	03/13/2008	Oaks Student 1	

File Upload



- ▶ Click Add
- ▶ Choose document or folder to upload
- ▶ Click Open

File Upload



- ▶ Document or folder is populated into Upload list
- ▶ Click Upload
- ▶ Box will pop up indicating the upload is Complete