



Attaching Documents

K-12



Browser Information

- ▶ When using the OAKS CI system, we recommend using **Google Chrome** or **Mozilla Firefox**. These browsers will give you the best user experience in the system.



Chrome



mozilla
Firefox[®]

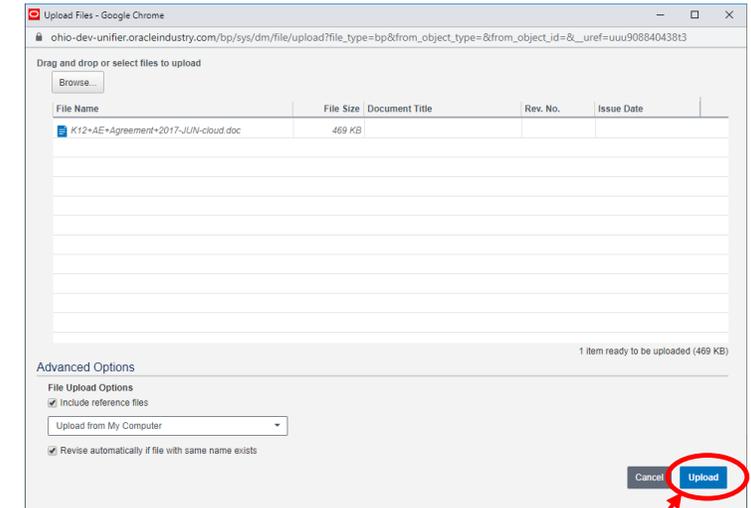
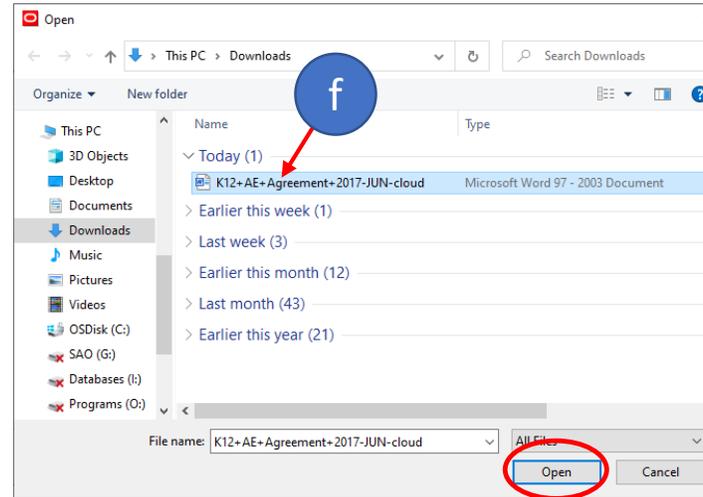
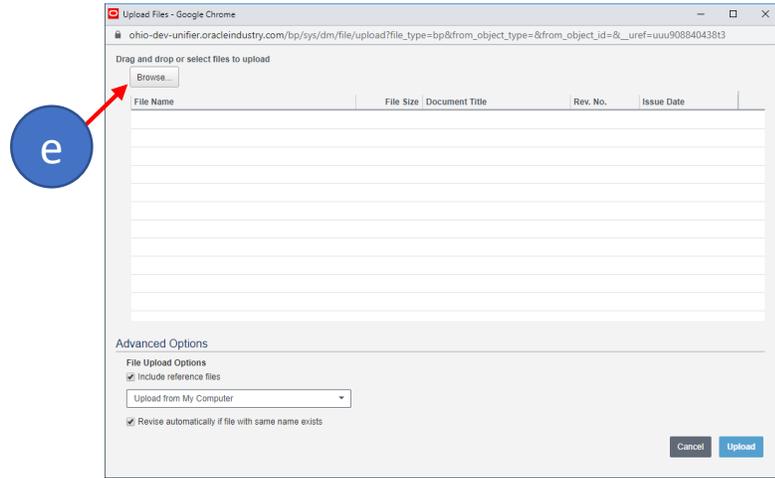


Upload and Attach Documents

- ▶ To attach documents to your record, click the button in the Attachments tab of any record

- Select the **Attachments Tab**
- Click the **Upload Button**
- Select **Browse**

Upload and Attach Documents



A window will pop up to upload the files.

- e) Click Browse
- f) Select the file from your computer
- g) Click Open
- h) Click Upload

View Attachments

- ▶ The attached documents are displayed in the record under the **Attachments** tab

The screenshot shows a web browser window with the URL `ohio-dev-unifier.oracleindustry.com/bp/mod/bp/record/opendraft/7324/1?__uref=uuu908840438t3`. The page title is "Create New Contract K12". The main content area is divided into two sections: "General" and "Attachments".

General Section:

- Project Number:** SFC-080001
- Record Number:** (empty)
- Project Name:** OAKS CI District Training Project 1
- Creator:** Matthew Weber
- Organization Name:** OAKS CI District Training Project - 1
- Creation Date:** (empty)
- Facility Name:** (empty)
- Status:** (empty)
- Title:** Dynamix Engineering
- Contract Type:** Architect_Engineer

Attachments Section:

The "Attachments" tab is active, showing a list of "Unpublished Attachments". Three documents are listed, each with a checkmark in the first column:

	Name			Title
<input checked="" type="checkbox"/>	K12+AE+Agreement+20...			
<input checked="" type="checkbox"/>	Submittal SFC-080001.pdf			
<input checked="" type="checkbox"/>	Technical Proposal SFC-...			

The "Total: 3" is displayed at the bottom of the attachments list.

Questions?

Please contact OAKS CI Support Desk:

oaksci@ofcc.ohio.gov

614.644.2211

