



Design Reviews

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*Click the Home button from
any slide to return to this page*



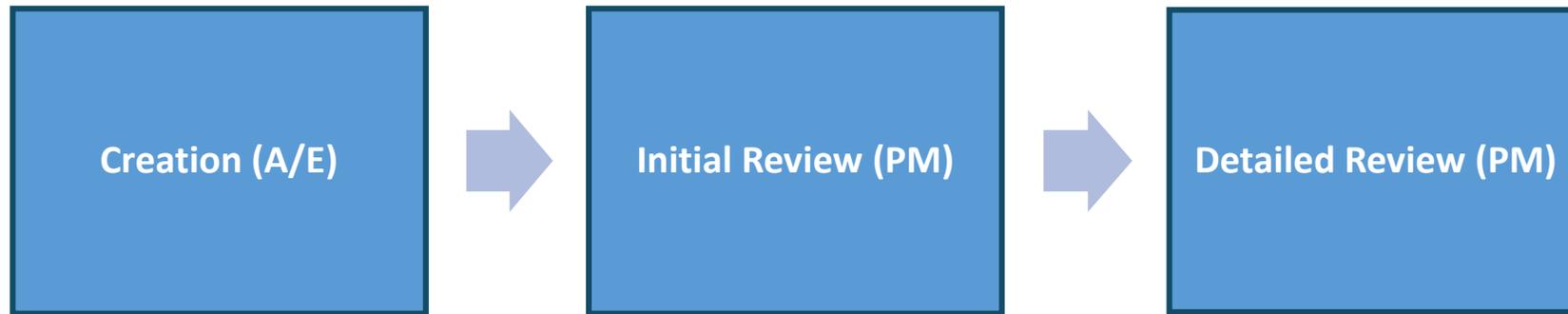
Purpose & Procedure

- ▶ The Design Review business process provides for the electronic submission, review and approval of the program verification, schematic design, design development and construction documents.
- ▶ The business process must be submitted at specific stages of the design process as defined in the Associate's (A/E) contract.
- ▶ Using this process, the Associate submits drawings and specifications electronically. The Project Manager (PM) coordinates review of the submittal. Automated workflow guides the process and records the results to the project record.



Design Review

Workflow Steps:



Click the boxes to navigate directly to each section



Uploading to Document Manager

- * *If you are a School District Project user, skip ahead to [Create Design Review Record](#)*

If you are using Document Manager to add attachments to the Design Review, this should be done before creating the Design Review Record. The following section will walk you through uploading files to the Document Manager.



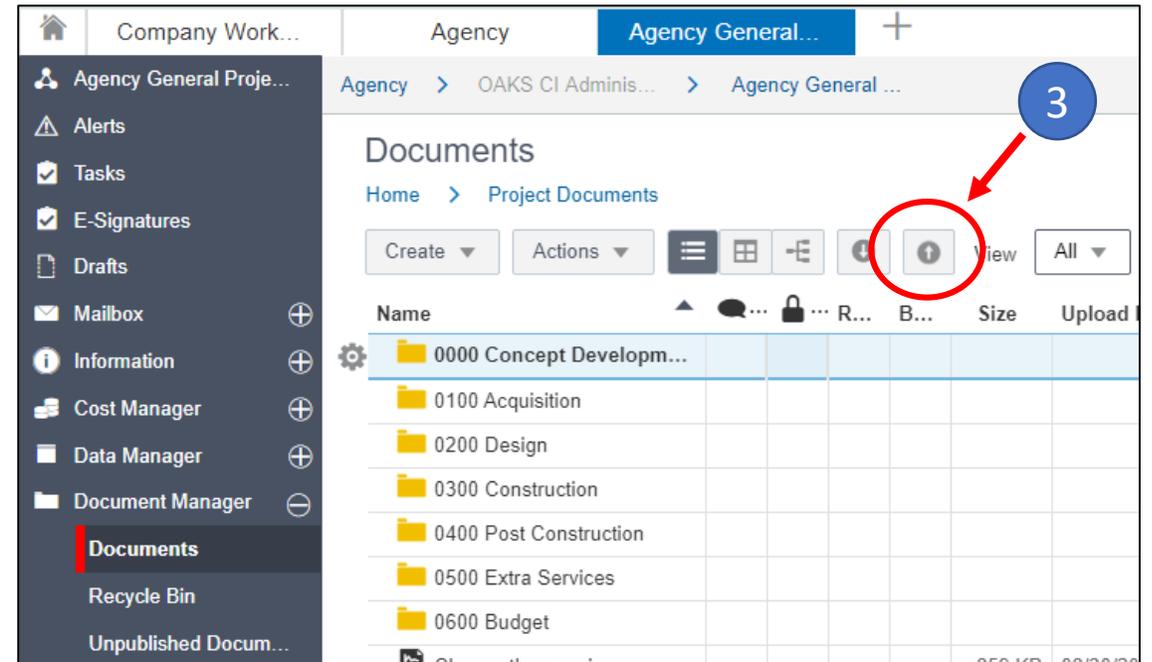
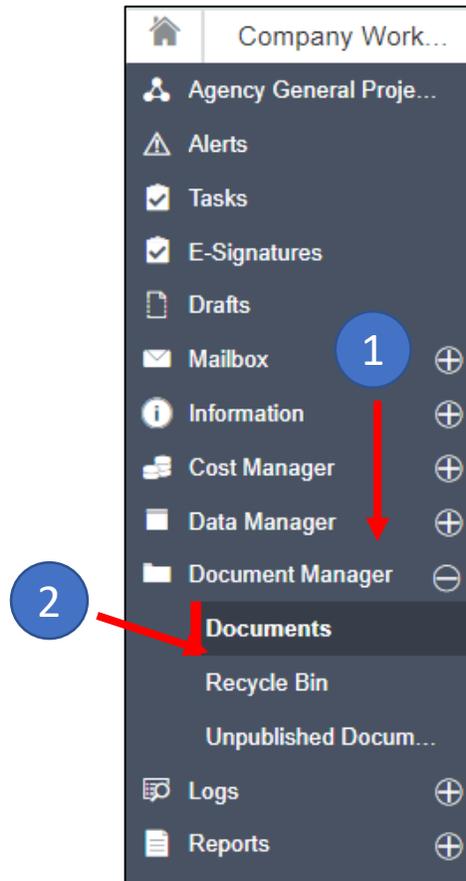
About Document Manager

- ▶ Document Manager houses all your supporting documentation
- ▶ All documents must be uploaded into Document Manager **first** before they can be attached to a record
- ▶ Provides a platform for maintaining a wide variety of files and documents
- ▶ Ensures that project participants are always working on the most current versions
- ▶ Provides ready access to all documents from anywhere at any time



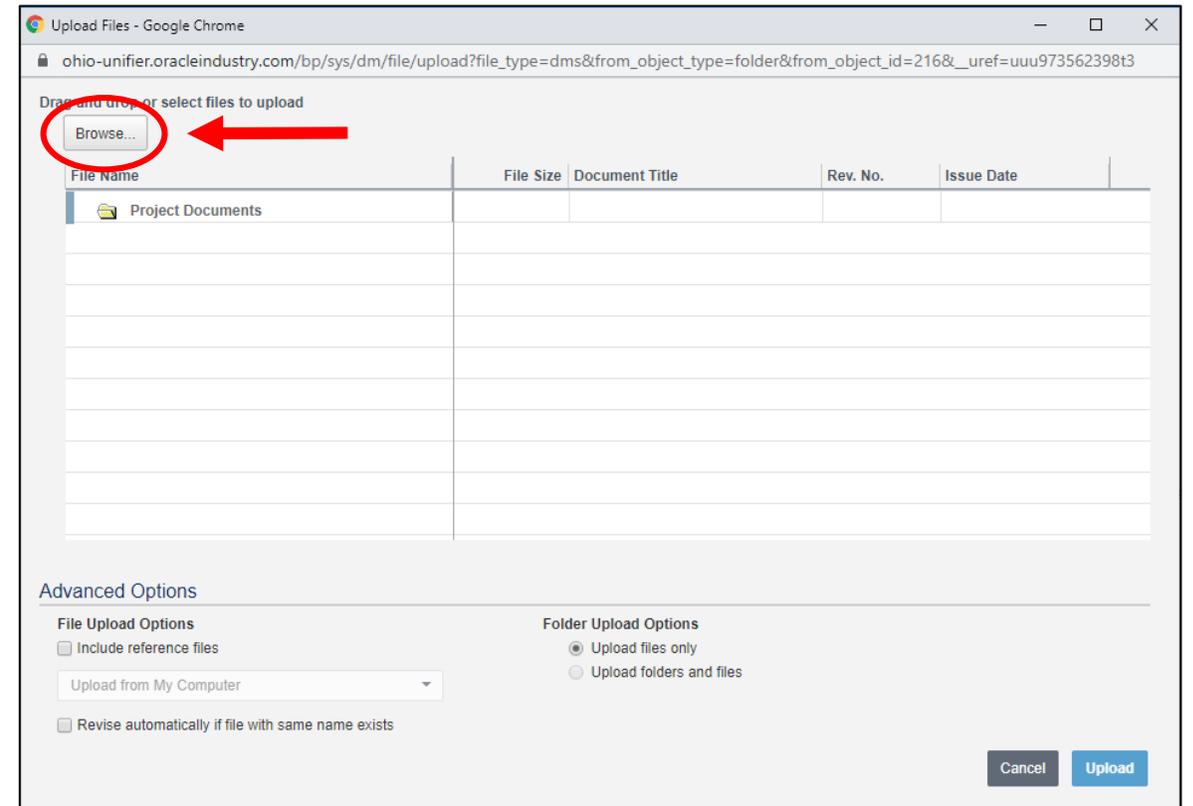
Document Upload

1. Navigate to Document Manager
2. Click on Documents
3. Click the **Upload Arrow** button



File Upload Window

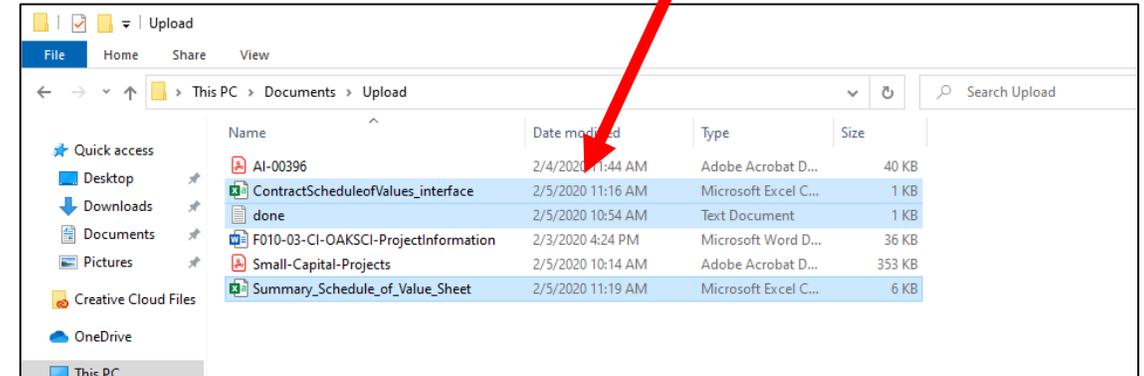
- ▶ A new window will appear for you to add files
- ▶ Click **Browse** to choose files for upload



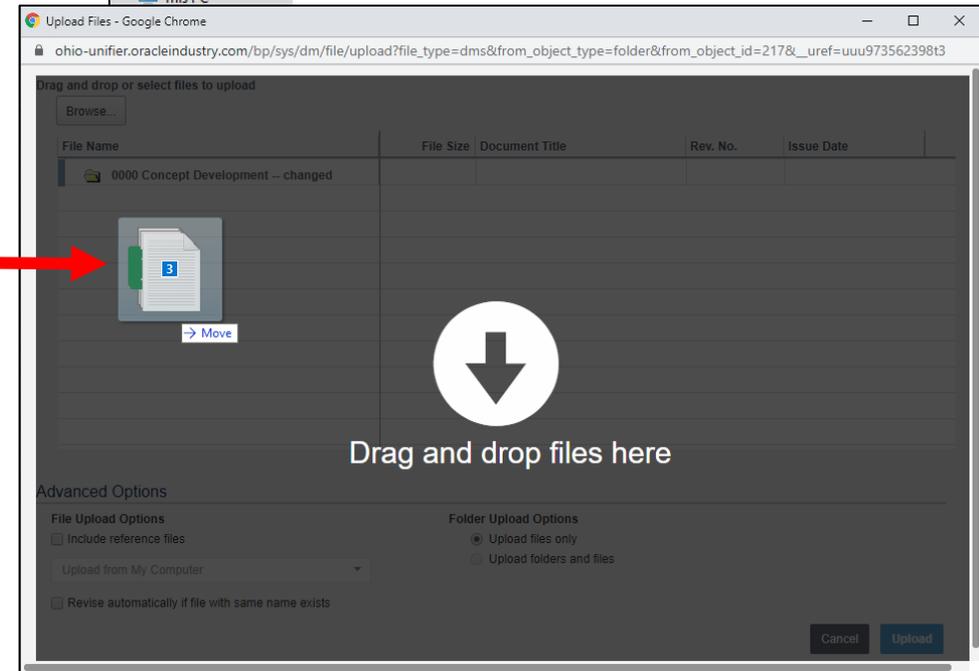
Drag and Drop files

- ▶ Find the document(s) on your computer you want to upload
- ▶ Drag and Drop the documents into the Upload Files window

Choose your folder of Documents or Select Multiple Documents

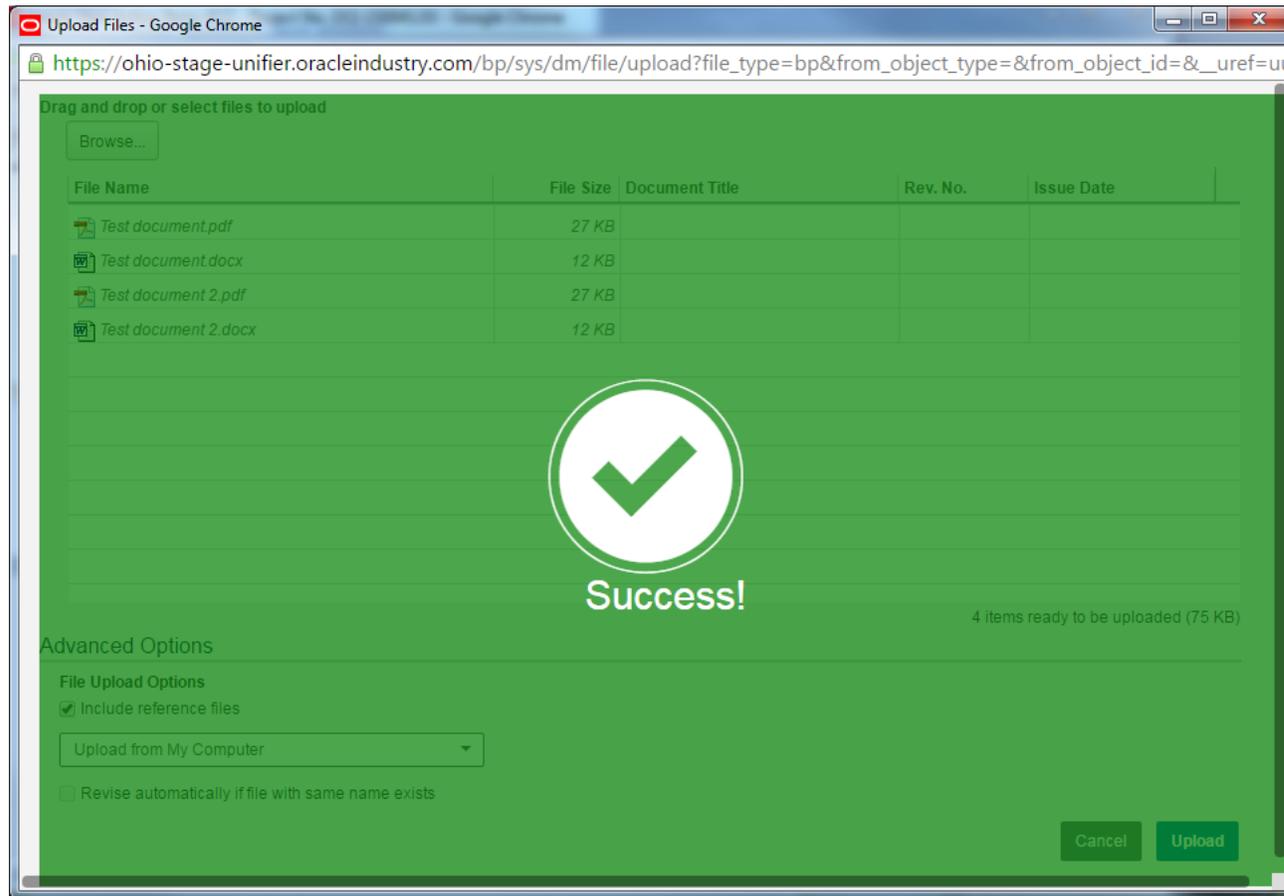


Drag and Drop the documents into the Upload Files window



Adding Documents

- ▶ If all folders and files have been added, you will see a green “Success!” screen



Upload Documents

- ▶ You should see all your documents in the Upload Files window
- ▶ Click **Upload** button

Upload Files - Google Chrome

ohio-unifier.oracleindustry.com/bp/sys/dm/file/upload?file_type=dms&from_object_type=folder&from_object_id=216&_uref=uuu973562398t3

Drag and drop or select files to upload

Browse...

File Name	File Size	Document Title	Rev. No.	Issue Date
Project Documents				
ContractScheduleofValues_interface.csv	1 KB			
done.txt	1 KB			
Summary_Schedule_of_Value_Sheet - Copy.csv	6 KB			

3 items ready to be uploaded (7 KB)

Advanced Options

File Upload Options

Include reference files

Upload from My Computer

Revise automatically if file with same name exists

Folder Upload Options

Upload files only

Upload folders and files

Cancel Upload



View Documents

- ▶ The window will close, and you will receive a message that your files have been uploaded
- ▶ Click the **Refresh** button to see the new files

The screenshot displays the Oracle Primavera Unifier interface. The top navigation bar shows 'ORACLE Primavera Unifier' and the current path: 'Company Work... > Agency > Agency General...'. The left sidebar contains a navigation menu with 'Documents' selected. The main content area is titled 'Documents' and shows a list of folders and files. A red box highlights the toolbar area, which includes a 'Refresh' button (circular arrow icon). A tooltip message is displayed over the Refresh button, stating: 'Files or folders have been successfully uploaded to the currently open Document Manager. To see the changes, click Refresh'. Below the toolbar, a table lists documents with columns for Name, Size, Date, and User.

Name	Size	Date	User
0000 Concept Developme...			
0100 Acquisition			
0200 Design			Steve Mayo
0300 Construction			Steve Mayo
0400 Post Construction			Steve Mayo
0500 Extra Services			Steve Mayo
0600 Budget			Steve Mayo
Chrysanthemum.jpg	859 KB	08/30/2016 12...	Katie Tuttle
Clear Browsing Data.docx	886 KB	09/01/2016 12...	Katie Tuttle
Construction Phase DB Tr...	26 MB	02/09/2017 06...	Katie Tuttle
Desert.jpg	827 KB	08/30/2016 12...	Katie Tuttle
Penguins.jpg	760 KB	09/02/2016 11...	Katie Tuttle



Create Design Review (A/E)



Create a Design Review Record (A/E)

1. Click **Logs** to expand
2. Select the **Design Reviews** BP
3. Click **Create**

The screenshot shows the Oracle Primavera Unifier interface. The left sidebar contains a navigation menu with 'Logs' and 'Design Reviews' highlighted in red boxes. The main area displays the 'Design Reviews' section with a table of records. The 'Create' button is also highlighted in red.

Record No	Stage	Completi...	Creation...	Est. Construction ...	St
DR-0007	Criteria Documents	50% (CD O...	04/05/2017 ...	0.00	Ac
DR-0006	Program Verification	85 - 95% (C...	12/28/2016 ...	0.00	Pe
DR-0005	Criteria Documents	50% (CD O...	09/16/2015 ...	0.00	Pe
DR-0004	Program Verification	50% (CD O...	02/16/2015 ...	8,450.00	Ac
DR-0003	Schematic Design	50% (CD O...	09/19/2012 ...	25,000.00	Pe
DR-0002	Program Verification	50% (CD O...	04/10/2012 ...	0.00	Pe
DR-0001	Construction Doc...	50% (CD O...	10/08/2009 ...	0.00	Pe



Complete General Tab – Create (A/E)

- ▶ Fill out all the information in the General Tab
- ▶ The sections marked with a red * are required

Create New Design Reviews - Project No. OCI-080001 - Google Chrome

ohio-unifier.oracleindustry.com/bp/mod/bp/record/new/udr/1003/46?__uref=uuu87962965t1#

Create New Design Reviews

Send Save

General Design Reviews

General

Organization: OAKS CI Test

Record Number: [Empty]

Project Number: OCI-080001

Creator: Matthew Weber

Project Name: Agency General Projects Test

Creation Date: [Empty]

Project Location: OAKS CI Administration

Status: [Empty]

Est. Construction Cost (\$): 50,000.00

Owner Name: OAKS CI Test

Stage *: Program Verification

Completion Status *: 50% (CD Only)

Comments: [Empty]

Hide Clear Post

Information: No Comments are available.



Add Attachments to Design Review – Create (A/E)

- ▶ Click the **Design Reviews** tab
 - ▶ Here you will add attachments to the record

Create New Design Reviews - Project No. OCI-080001 - Google Chrome

ohio-unifier.oracleindustry.com/bp/mod/bp/record/new/udr/1003/46?_uref=uuu87962965t1

Create New Design Reviews

General **Design Reviews**

Add Actions View Comments by: All

Name	Type	Status
Attachments		

Total: 1

Folder Details

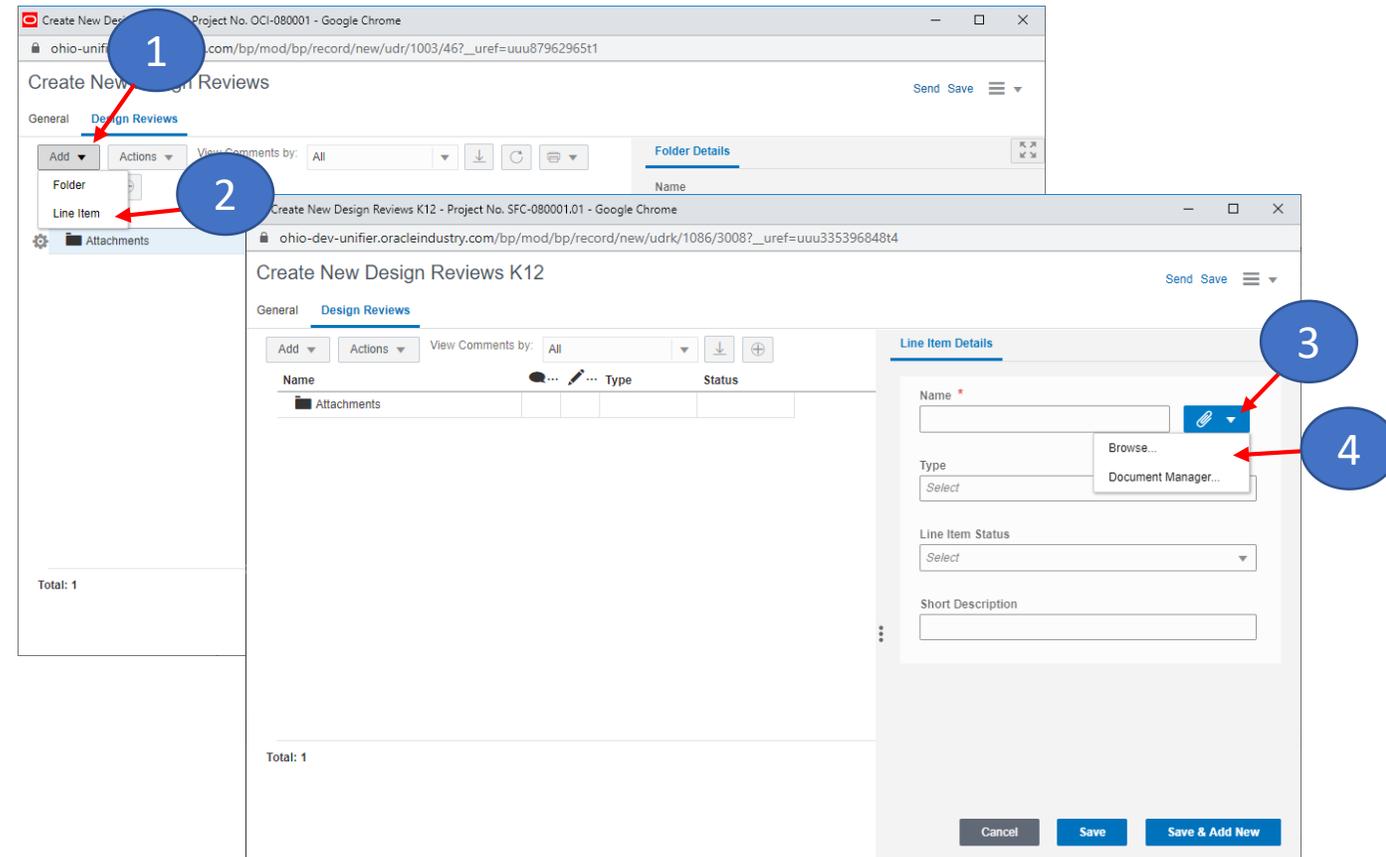
Name: Attachments

Folder Path:



Add Attachments – Create (A/E)

1. Click **Add**
2. Select **Line Item**
3. Click the attachment  button
4. Select **Browse** to attach documents from your computer, or select **Document Manager**

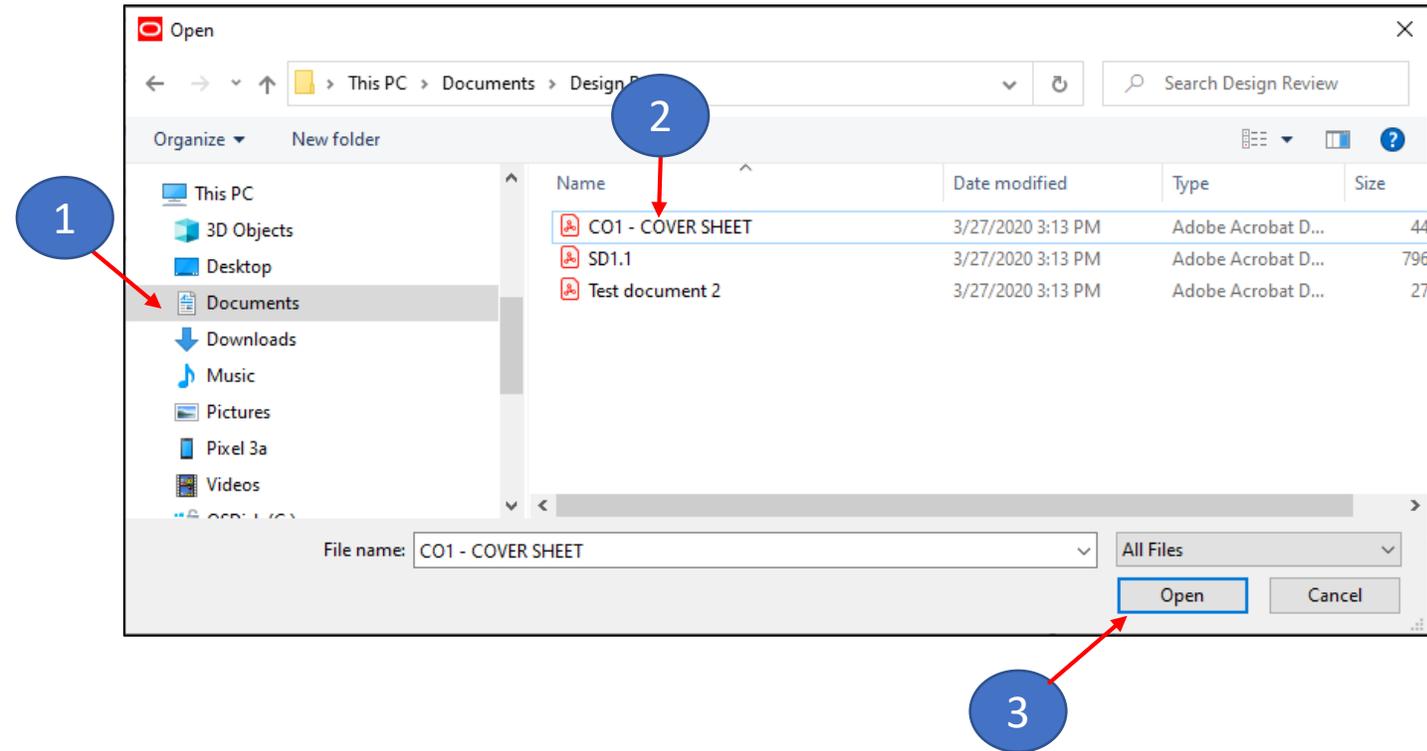


Add Attachments From Browse – Create (A/E)

* *If you uploaded the attachments with **Document Manager**, skip this slide*

▶ If you selected **Browse**, you will upload documents directly from your computer

1. Navigate to the folder where your documents are stored
2. Select the attachment you want to upload
3. Click **Open**



Add Attachments from Document Manager – Create (A/E)

* *If you uploaded the attachments from your computer with **Browse**, skip this slide*

▶ If you selected **Document Manager**, you will attach documents that are already uploaded

1. Navigate to the attachment by double clicking folders where the document is stored
2. Click the document you wish to attach
3. Click **Select**

The image displays two screenshots of a web application interface, illustrating the steps to add attachments from Document Manager.

Step 1: The first screenshot shows a "Select Files" dialog box with a breadcrumb trail: Home > Project Documents > 0200 Design. A table lists folders under the "0200 Design" category. A blue circle with the number "1" points to the "0230 Design Development" folder, which is highlighted in blue.

Name	Location	Owner	Title	Revision...	Issue Date	Size
0210 Program Verification	/0200 Design/0210 Program Verification	Katie Tuttle				
0215 Design Notes	/0200 Design/0215 Design Notes	Katie Tuttle				
0220 Schematic Design	/0200 Design/0220 Schematic Design	Katie Tuttle				
0230 Design Development	/0200 Design/0230 Design Development	Katie Tuttle				
0240 Construction Documents	/0200 Design/0240 Construction Documents	Katie Tuttle				
0250 Bid & Award	/0200 Design/0250 Bid & Award	Katie Tuttle				
0299 Miscellaneous	/0200 Design/0299 Miscellaneous	Katie Tuttle				

Step 2: The second screenshot shows the "Select Files" dialog box with a breadcrumb trail: Home > Project Documents > 0200 Design > 0230 Design Development > Drawings PDF. A table lists files under the "0230 Design Development > Drawings PDF" category. A blue circle with the number "2" points to the "Test document.pdf" file, which is highlighted in blue.

Name	Location	Owner	Title	Revision...	Issue Date	Size
Test document.pdf	/0200 Design/0230 Design Development/Drawings PDF/Test document.pdf	Katie Tuttle				27 KB
Test document.docx	/0200 Design/0230 Design Development/Drawings PDF/Test document.docx	Katie Tuttle				12 KB
Test document 2.pdf	/0200 Design/0230 Design Development/Drawings PDF/Test document 2.pdf	Katie Tuttle				27 KB
Test document 2.docx	/0200 Design/0230 Design Development/Drawings PDF/Test document 2.docx	Katie Tuttle				12 KB

Step 3: A blue circle with the number "3" points to the "Select" button at the bottom right of the dialog box, which is circled in red.



Add Attachments – Create (A/E)

- ▶ The selected document will appear under the **Name** field
- ▶ Complete **Type**, and **Short Description** fields
- ▶ Click **Save** or **Save & Add New**

Create New Design Reviews K12 - Project No. SFC-080001.01 - Google Chrome

ohio-dev-unifier.oracleindustry.com/bp/mod/bp/record/new/udrk/1086/3008?_uref=uuu183972507t4

Create New Design Reviews K12

Send Save

General **Design Reviews**

Add Actions View Comments by: All

Name	Type	Status
Attachments		

Total: 1

Line Item Details

Name *
Test document 2.pdf

Type
Drawings

Line Item Status
Select

Short Description
Design Drawings

Cancel **Save** Save & Add New

Add Attachments – Create (A/E)

- ▶ Your document will show on the left-hand side
- ▶ Continue adding any necessary attachments until you are ready to move the record forward
- ▶ When the record is ready to move forward, Click **Send**

Create New Design Reviews K12 - Project No. SFC-080001.01 - Google Chrome

ohio-dev-unifier.oracleindustry.com/bp/mod/bp/record/new/udrk/1086/3008?_uref=uuu183972507t4

Create New Design Reviews K12

General **Design Reviews**

Add Actions View Comments by: All

Name	Type	Status
Attachments		
Test document 2.pdf	Drawings	

Total: 2

Line Item Details Attachments Linked Records

Name *
Test document 2.pdf

Type
Drawings

Line Item Status
Select

Short Description
Design Drawings

Cancel Save Save & Add New



Submit for Initial Review – Create (A/E)

- ▶ Verify Workflow Action (Submit)
 - ▶ The recipients of the task will automatically populate
- ▶ Click Send
 - ▶ The record will be sent to the PM for Initial Review

The screenshot shows the 'Create New Design Review' form in Oracle Primavera. The 'Workflow Action Details' dialog box is open, showing the 'Submit' workflow action selected. The 'Send For' field is set to 'Initial Review'. The 'To' field is populated with the email addresses of the project team members. The 'Task Due Date' is set to 03/28/2020 01:55 PM. The 'Send' button is highlighted with a red circle and arrow.

Name	Company Name	Task Due Date
Archana Atrey	State of Ohio	03/28/2020 01:55 PM
Brett Gundlach	State of Ohio	03/28/2020 01:55 PM
Matthew Weber	State of Ohio	03/28/2020 01:55 PM
OHIO Administrator	State of Ohio	03/28/2020 01:55 PM



Initial Review (PM)



Receive Task – Initial Review (PM)

- ▶ PM receives an Email
- ▶ Click on the “Unifier Login” button to access the task

This is a system-generated e-mail message. Do not reply to sender.

Project/Shell: Agency General Projects Test

Design Reviews DR-0009 is sent to you for Initial Review.

From :	Matthew Weber
Sent For :	Initial Review
Task Due Date :	03/29/2020 01:14 PM (UTC-5)

Source Name :	Agency General Projects Test
Record No :	Design Reviews DR-0009
Title :	

[Unifier Login](#)



Open Task – Initial Review (PM)

- ▶ After logging into the system, the PM will find the **Task** corresponding to the email
- ▶ Double click the **Task** to open

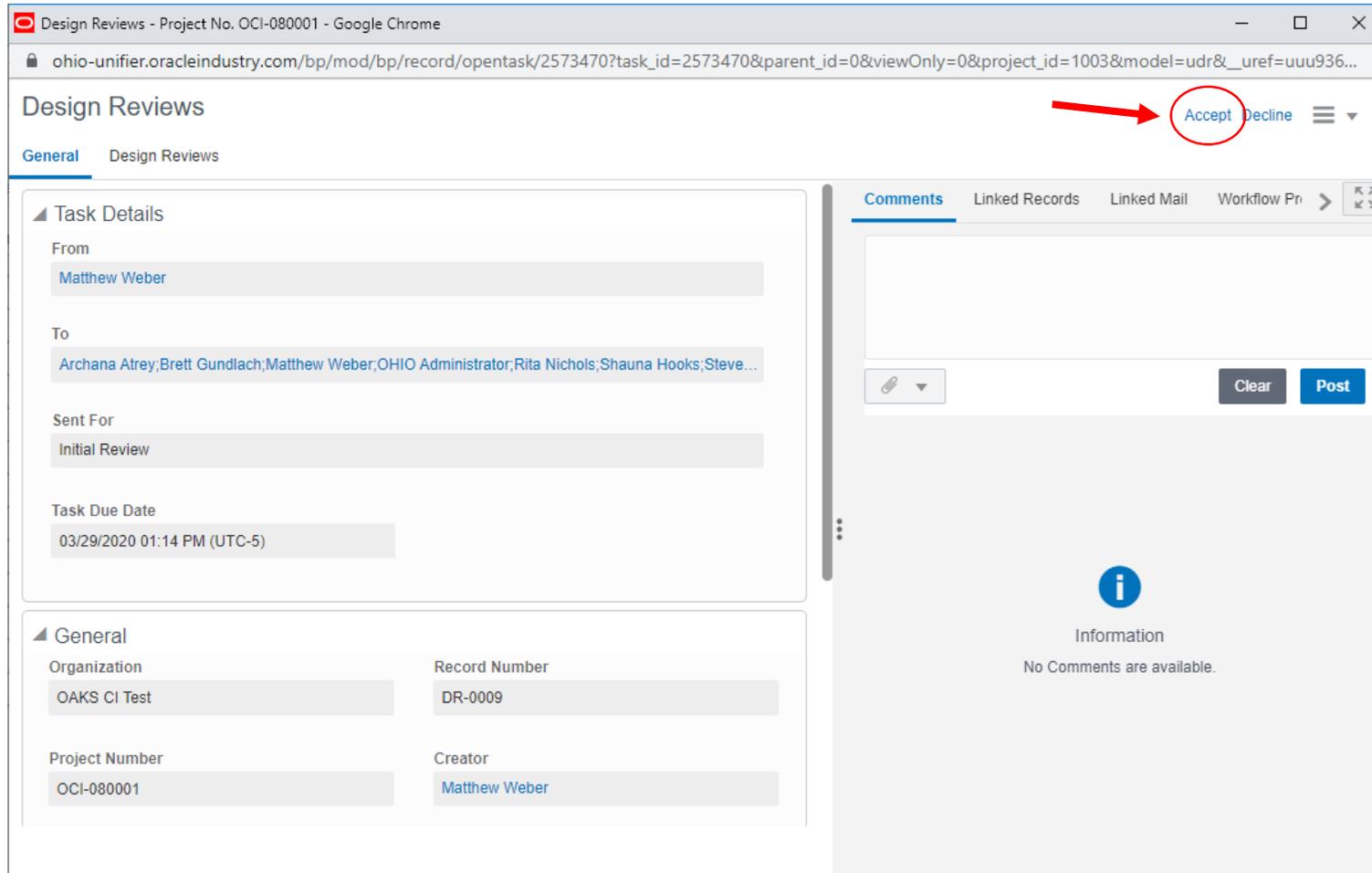
The screenshot shows the Primavera Unifier web interface. The browser address bar displays the URL: ohio-unifier.oracleindustry.com/bp/route/1/i-project_tasks?_u. The page header includes the Oracle Primavera Unifier logo and navigation tabs for 'Agency General...' and 'OAKS CI Suppo...'. A left-hand navigation menu is visible, with 'Tasks' selected. The main content area displays a table of tasks. The first task, 'Agency General Proj... Design Reviews', is highlighted with a red box and a red arrow. The table has columns for 'Origin' and task details. At the bottom of the table, it says 'Total: 13'.

Origin	Task
Agency General Proj...	Design Reviews
Agency General Proj...	Subcontractor/Su...
Agency General Proj...	Professional Servi...
Agency General Proj...	Contractor Pay R...
Agency General Proj...	Professional Servi...
Agency General Proj...	Contractor Pay R...
Agency General Proj...	Professional Servi...
Agency General Proj...	Change Order
Agency General Proj...	Schedule Approvals
Agency General Proj...	Action Items
Agency General Proj...	Action Items



Accept Task – Initial Review (PM)

- ▶ Click **Accept** to begin work on the record



The screenshot displays a web interface for "Design Reviews" in Oracle Industry Cloud. The browser title is "Design Reviews - Project No. OCI-080001 - Google Chrome". The URL is "ohio-unifier.oracleindustry.com/bp/mod/bp/record/opentask/2573470?task_id=2573470&parent_id=0&viewOnly=0&project_id=1003&model=udr&_uref=uuu936...".

The page header shows "Design Reviews" with a red arrow pointing to the "Accept" button, which is circled in red. Next to it is a "Decline" button and a menu icon.

The main content area is divided into two sections:

- Task Details:**
 - From: Matthew Weber
 - To: Archana Atrey; Brett Gundlach; Matthew Weber; OHIO Administrator; Rita Nichols; Shauna Hooks; Steve...
 - Sent For: Initial Review
 - Task Due Date: 03/29/2020 01:14 PM (UTC-5)
- General:**

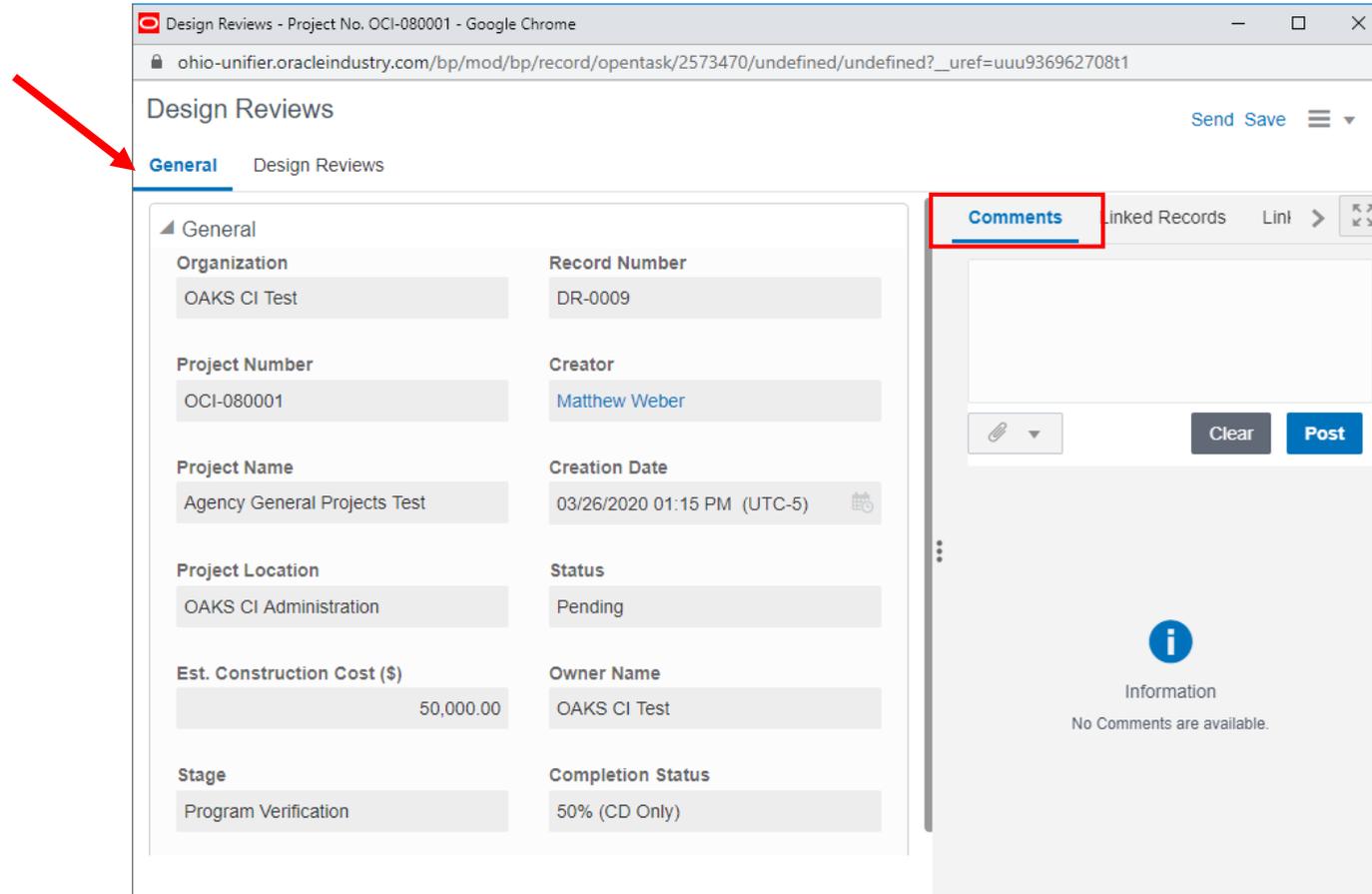
Organization: OAKS CI Test	Record Number: DR-0009
Project Number: OCI-080001	Creator: Matthew Weber

The right sidebar contains a "Comments" section with a "Post" button and a "Clear" button. Below the comments section is an information icon and the text "Information: No Comments are available."



Review General Tab – Initial Review (PM)

- ▶ Review the information in the General Tab
- ▶ Check the right pane to see if there are any General Comments attached



Design Reviews - Project No. OCI-080001 - Google Chrome

ohio-unifier.oracleindustry.com/bp/mod/bp/record/opentask/2573470/undefined/undefined?_uref=uuu936962708t1

Design Reviews Send Save

General Design Reviews

General

Organization OAKS CI Test	Record Number DR-0009
Project Number OCI-080001	Creator Matthew Weber
Project Name Agency General Projects Test	Creation Date 03/26/2020 01:15 PM (UTC-5)
Project Location OAKS CI Administration	Status Pending
Est. Construction Cost (\$) 50,000.00	Owner Name OAKS CI Test
Stage Program Verification	Completion Status 50% (CD Only)

Comments Linked Records Lint

Clear Post

i
Information
No Comments are available.



Design Reviews – Initial Review (PM)

- ▶ Click the **Design Reviews** tab to view attachments
- ▶ Single click an attachment to view **Line Item Details** in the right pane
- ▶ Double click attachment to view

The screenshot displays the 'Design Reviews K12' interface in a web browser. The 'Design Reviews' tab is selected and circled in red. Below the tab, there are buttons for 'Add', 'Actions', and 'View Comments by: All'. A table lists attachments with columns for 'Name', 'Type', and 'Status'. The attachment 'CO1 - COVER SHEET.pdf' is highlighted in blue, and a red arrow points to it. To the right, the 'Line Item Details' pane is open, showing the name 'CO1 - COVER SHEET.pdf', the type 'Drawings', and the short description 'Design Drawings'. At the bottom of the pane are buttons for 'Cancel', 'Save', and 'Save & Add New'.

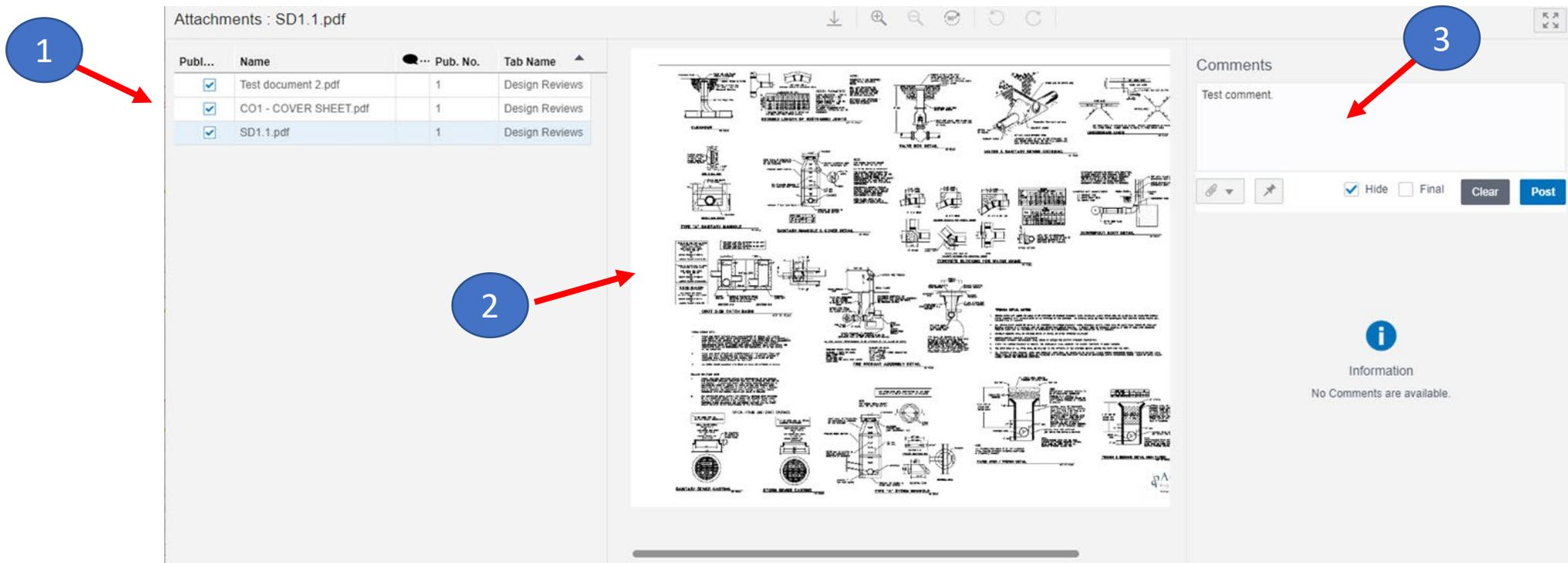
Name	Type	Status
Attachments		
Test document 2.pdf	Drawings	
SD1.1.pdf	Drawings	
CO1 - COVER SHEET.pdf	Drawings	



View Attachments – Initial Review (PM)

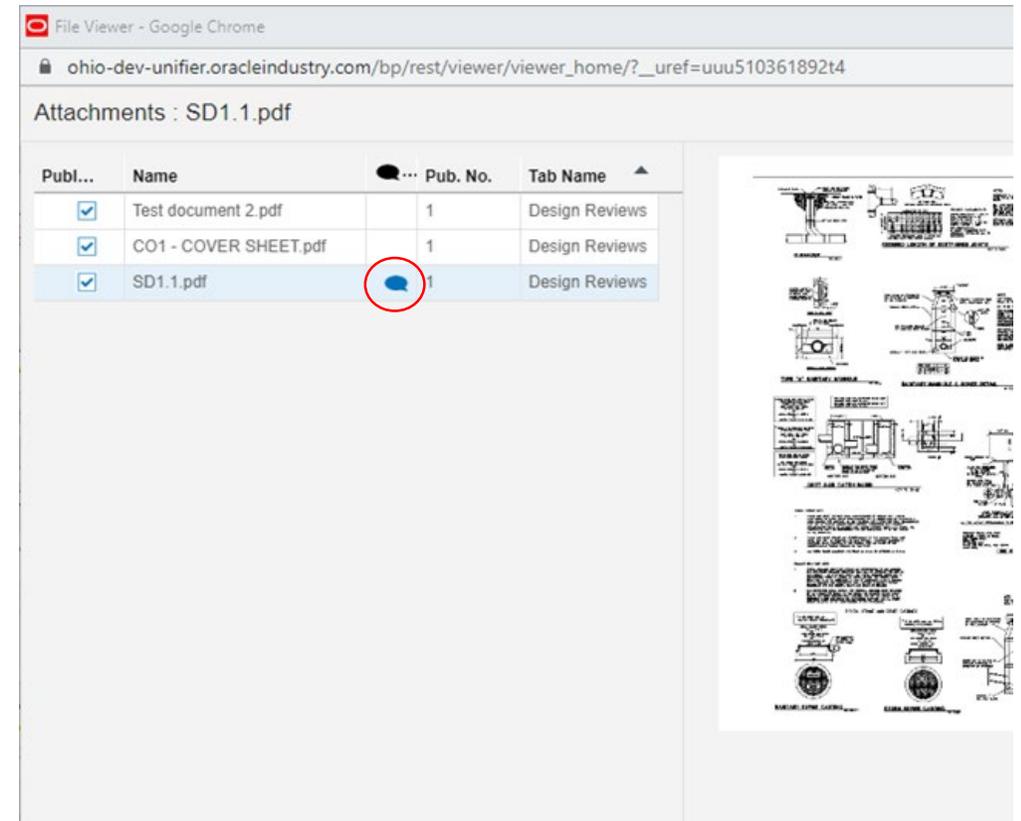
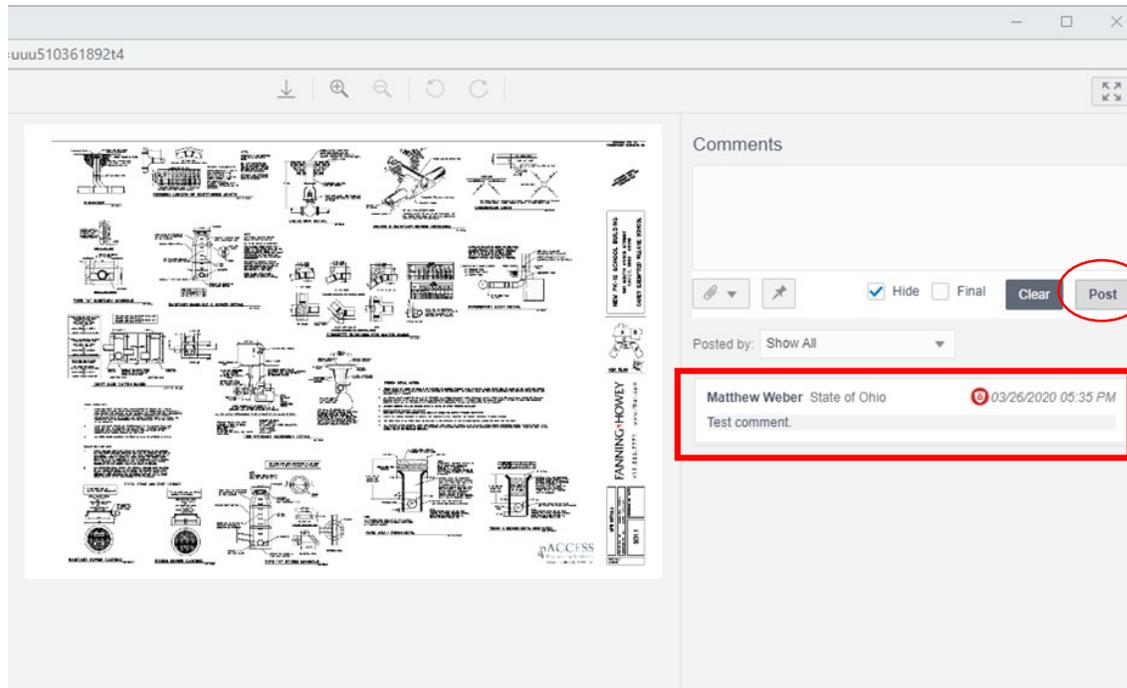
A new window will open to display the documents in three sections

1. The left section will display the attachments under the folder you've selected. Click each attachment to view details.
2. The middle section will display the document, this can be an image or text depending on the file
3. The right section will allow you to see and add comments to the selected document



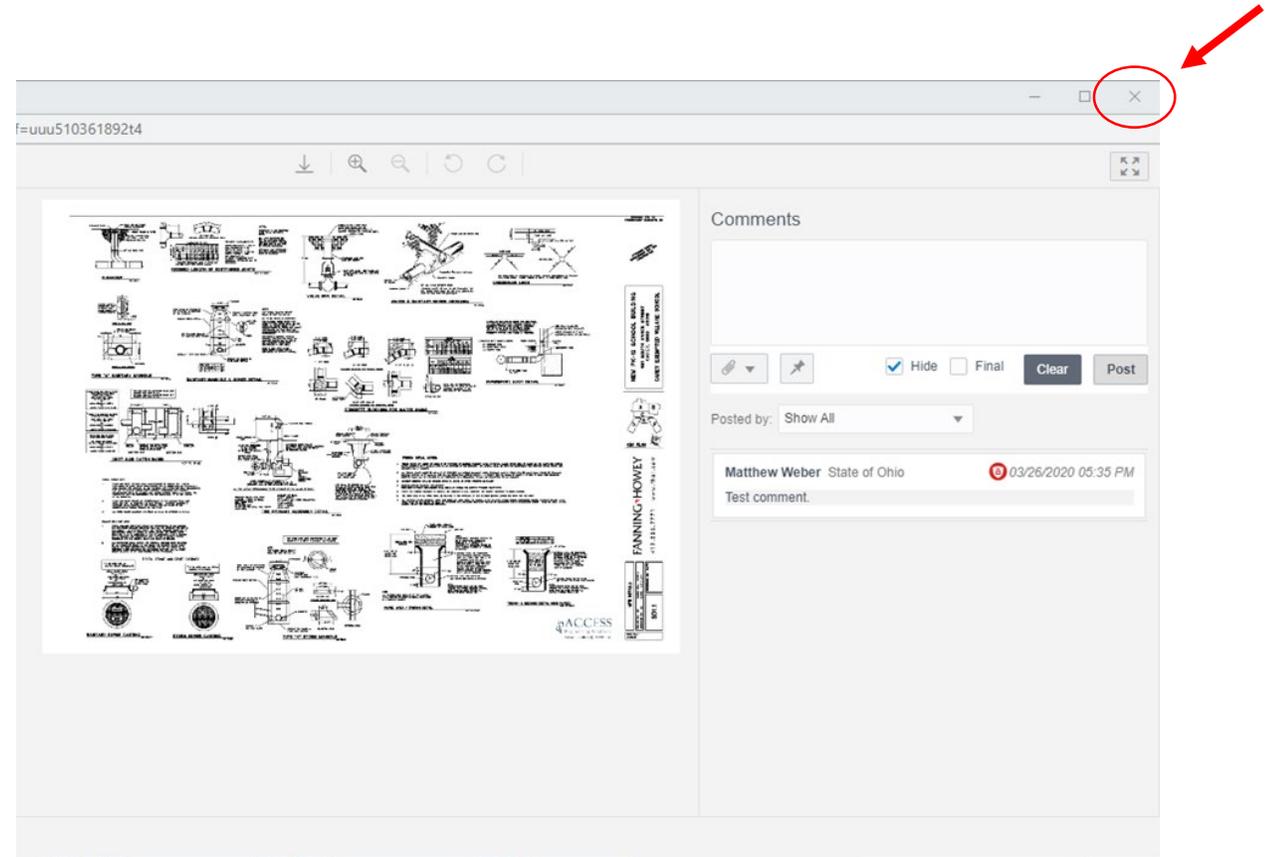
Add Comments – Initial Review (PM)

- ▶ After typing your comment, click the **Post** button
- ▶ The comment will display below and be linked to the attachment permanently
- ▶ Once any comment is added, a blue comment bubble will be visible next to the attachment



View Attachments – Initial Review (PM)

- ▶ When you are finished reviewing the attachments, close the window by clicking the **X** in the top right corner



Send Record – Initial Review (PM)

- ▶ When the Initial Review is complete, click the **Send** button at the top right corner of the record

The screenshot displays a web browser window titled "Design Reviews - Project No. OCI-080001 - Google Chrome". The URL is "ohio-unifier.oracleindustry.com/bp/mod/bp/record/opentask/2573470/undefined/undefined?__uref=uuu936962708t1". The page header shows "Design Reviews" with a "Send" button circled in red and a "Save" button next to it. The main content area is divided into two sections: "General" and "Comments".

General

Organization OAKS CI Test	Record Number DR-0009
Project Number OCI-080001	Creator Matthew Weber
Project Name Agency General Projects Test	Creation Date 03/26/2020 01:15 PM (UTC-5)
Project Location OAKS CI Administration	Status Pending
Est. Construction Cost (\$) 50,000.00	Owner Name OAKS CI Test
Stage Program Verification	Completion Status 50% (CD Only)

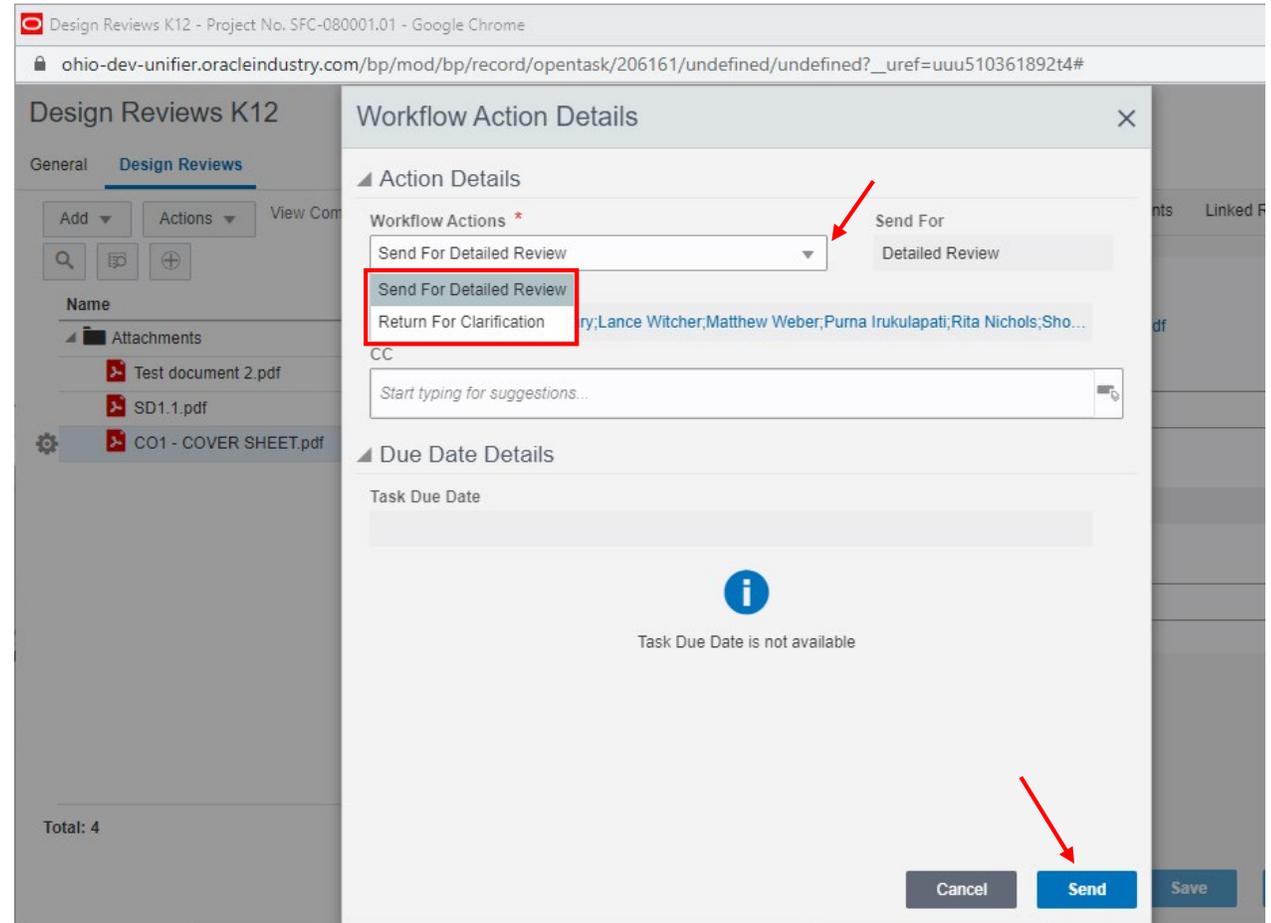
Comments

Information
No Comments are available.



Send Record – Initial Review (PM)

- ▶ Select the **Workflow Action**
 - ▶ **Send for Detailed Review:** Sends the review to the PM for detailed review
 - ▶ **Return for Clarification:** Sends the review back to the A/E for update
- ▶ Click **Send**



Detailed Review (PM)



Receive Task – Detailed Review (PM)

- ▶ PM receives an Email
- ▶ Click on the **Unifier Login** button to access the task

This is a system-generated e-mail message. Do not reply to sender.

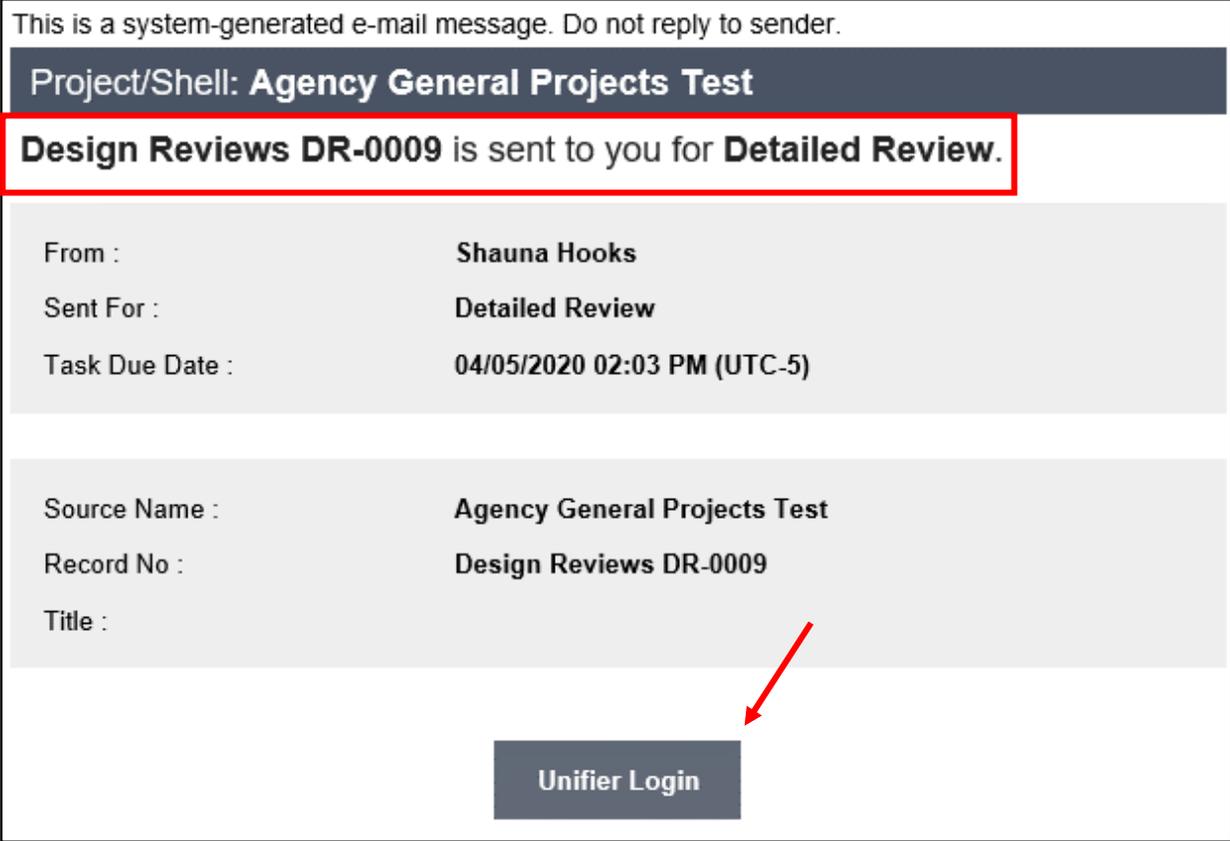
Project/Shell: Agency General Projects Test

Design Reviews DR-0009 is sent to you for Detailed Review.

From : Shauna Hooks
Sent For : Detailed Review
Task Due Date : 04/05/2020 02:03 PM (UTC-5)

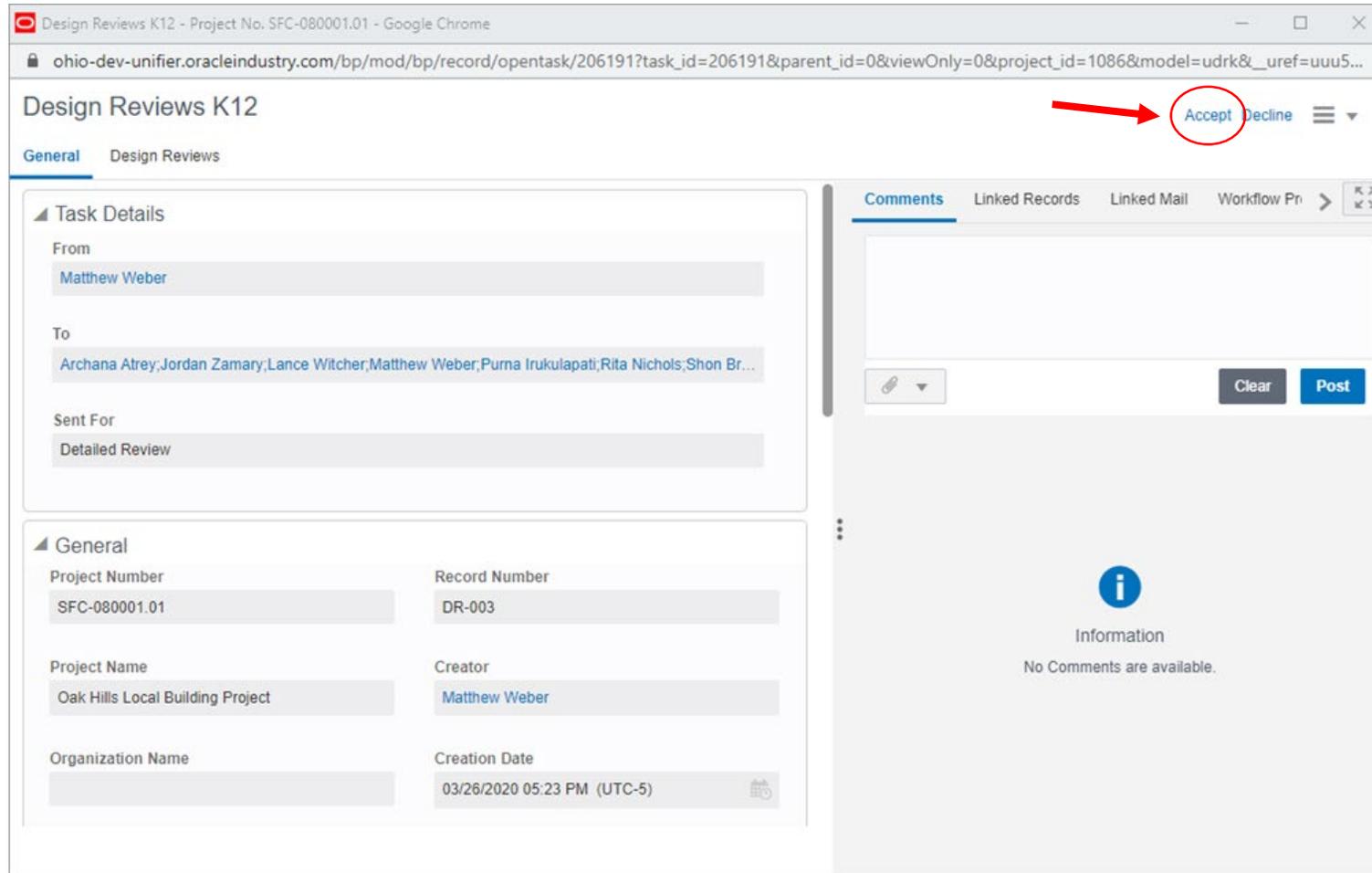
Source Name : Agency General Projects Test
Record No : Design Reviews DR-0009
Title :

[Unifier Login](#)



Accept Task – Initial Review (PM)

- ▶ Click **Accept** to begin work on the record



The screenshot displays a web application interface for 'Design Reviews K12'. The browser address bar shows the URL: `ohio-dev-unifier.oracleindustry.com/bp/mod/bp/record/opentask/206191?task_id=206191&parent_id=0&viewOnly=0&project_id=1086&model=udrk&_uref=uuu5...`. The page title is 'Design Reviews K12'. In the top right corner, there are buttons for 'Accept' and 'Decline', with a red arrow pointing to the 'Accept' button. Below the title, there are tabs for 'General' and 'Design Reviews'. The main content area is divided into two sections: 'Task Details' and 'General'. The 'Task Details' section shows 'From: Matthew Weber' and 'To: Archana Atrey; Jordan Zamy; Lance Witcher; Matthew Weber; Purna Irukulapati; Rita Nichols; Shon Br...'. The 'General' section shows 'Project Number: SFC-080001.01', 'Record Number: DR-003', 'Project Name: Oak Hills Local Building Project', 'Creator: Matthew Weber', 'Organization Name', and 'Creation Date: 03/26/2020 05:23 PM (UTC-5)'. On the right side, there is a 'Comments' section with a 'Post' button and a message: 'Information: No Comments are available.'



Review General Tab – Detailed Review (PM)

- ▶ Review the information in the General Tab
- ▶ Check the right pane to see if there are any General Comments attached

The screenshot displays a web browser window titled "Design Reviews - Project No. OCI-080001 - Google Chrome". The URL is "ohio-unifier.oracleindustry.com/bp/mod/bp/record/opentask/2573470/undefined/undefined?_uref=uuu936962708t1". The page shows a "Design Reviews" header with "Send Save" and a menu icon. Below the header, the "General" tab is selected, indicated by a red arrow. The "General" tab displays a form with the following fields:

Organization OAKS CI Test	Record Number DR-0009
Project Number OCI-080001	Creator Matthew Weber
Project Name Agency General Projects Test	Creation Date 03/26/2020 01:15 PM (UTC-5)
Project Location OAKS CI Administration	Status Pending
Est. Construction Cost (\$) 50,000.00	Owner Name OAKS CI Test
Stage Program Verification	Completion Status 50% (CD Only)

The right pane is titled "Comments" and is highlighted with a red box. It contains a "Clear" button, a "Post" button, and an information icon. Below the information icon, it says "Information" and "No Comments are available."



Design Reviews – Detailed Review (PM)

- ▶ Click the **Design Reviews** tab to view attachments
- ▶ Single click an attachment to view **Line Item Details** in the right pane.

Design Reviews K12 - Project No. SFC-080001.01 - Google Chrome

ohio-dev-unifier.oracleindustry.com/bp/mod/bp/record/opentask/206191/undefined/undefined?_uref=uuu510361892t4

Design Reviews K12

General **Design Reviews**

Add Actions View Comments by: All

Name	Type	Status
Attachments		
Test document 2.pdf	Drawings	
SD1.1.pdf	Drawings	
CO1 - COVER SHEET.pdf	Drawings	

Total: 4

Line Item Details Attachments Linked Records

Name * SD1.1.pdf

Type Drawings

Line Item Status Select

Short Description Design Drawings

Cancel Save Save & Add New



Change Line Item Status – Detailed Review (PM)

1. Click the arrow next to **Line Item Status**
2. Select a new status
3. Click **Save**
4. New status will display next to the attachment

Design Reviews K12 - Project No. SFC-080001.01 - Google Chrome

ohio-dev-unifier.oracleindustry.com/bp/mod/bp/record/opentask/206191/undefined/undefined?_uref=uuu510361892t4

Design Reviews K12

General **Design Reviews**

Add Actions View Comments by: All

Name	Type	Status
Attachments		
Test document 2.pdf	Drawings	
SD1.1.pdf	Drawings	
CO1 - COVER SHEET.pdf	Drawings	

Total: 4

Line Item Details Attachments Linked Records

Name * SD1.1.pdf

Type Drawings

Line Item Status

Select

Accepted

Conforms

Conforms as Noted

Held

No Action Required

Received

Revise & Resubmit

Cancel Save Save & Add New

Design Reviews K12 - Project No. SFC-080001.01 - Google Chrome

ohio-dev-unifier.oracleindustry.com/bp/mod/bp/record/opentask/207194/undefined/undefined?_uref=uuu612327467t4

Design Reviews K12

General **Design Reviews**

Add Actions View Comments by: All

Name	Type	Status
Attachments		
SD1.1.pdf	Drawings	Accepted
Test document 2.pdf	Drawings	Accepted
CO1 - COVER SHEET.pdf	Drawings	Accepted

Total: 4

Line Item Details Attachments Linked Records

Name Test document 2.pdf

Type Drawings

Line Item Status Accepted

Short Description Design Drawings

Cancel Save



Send Record – Detailed Review (PM)

- ▶ When the Detailed Review is complete, click the **Send** button at the top right corner of the record

The screenshot displays a web browser window with the URL `ohio-dev-unifier.oracleindustry.com/bp/mod/bp/record/opentask/206191/undefined/undefined?__uref=uuu510361892t4#`. The page title is "Design Reviews K12". At the top right, there are buttons for "Send" (circled in red), "Save", and a menu icon. A red arrow points to the "Send" button. Below the header, there are tabs for "General" and "Design Reviews". The "General" tab is active, showing a form with the following fields:

Project Number	SFC-080001.01	Record Number	DR-003
Project Name	Oak Hills Local Building Project	Creator	Matthew Weber
Organization Name		Creation Date	03/26/2020 05:23 PM (UTC-5)
Facility Name		Status	Pending
Est. Construction Cost (\$)	50,000.00		
Stage	Program Verification	Completion Status	50% (CD Only)
FilePath			

On the right side, there are tabs for "Comments", "Linked Records", "Linked Mail", and "Workflow Pr". The "Comments" tab is active, showing a "Hide" checkbox, "Clear", and "Post" buttons. Below the comments section, there is an information icon and the text "Information No Comments are available."

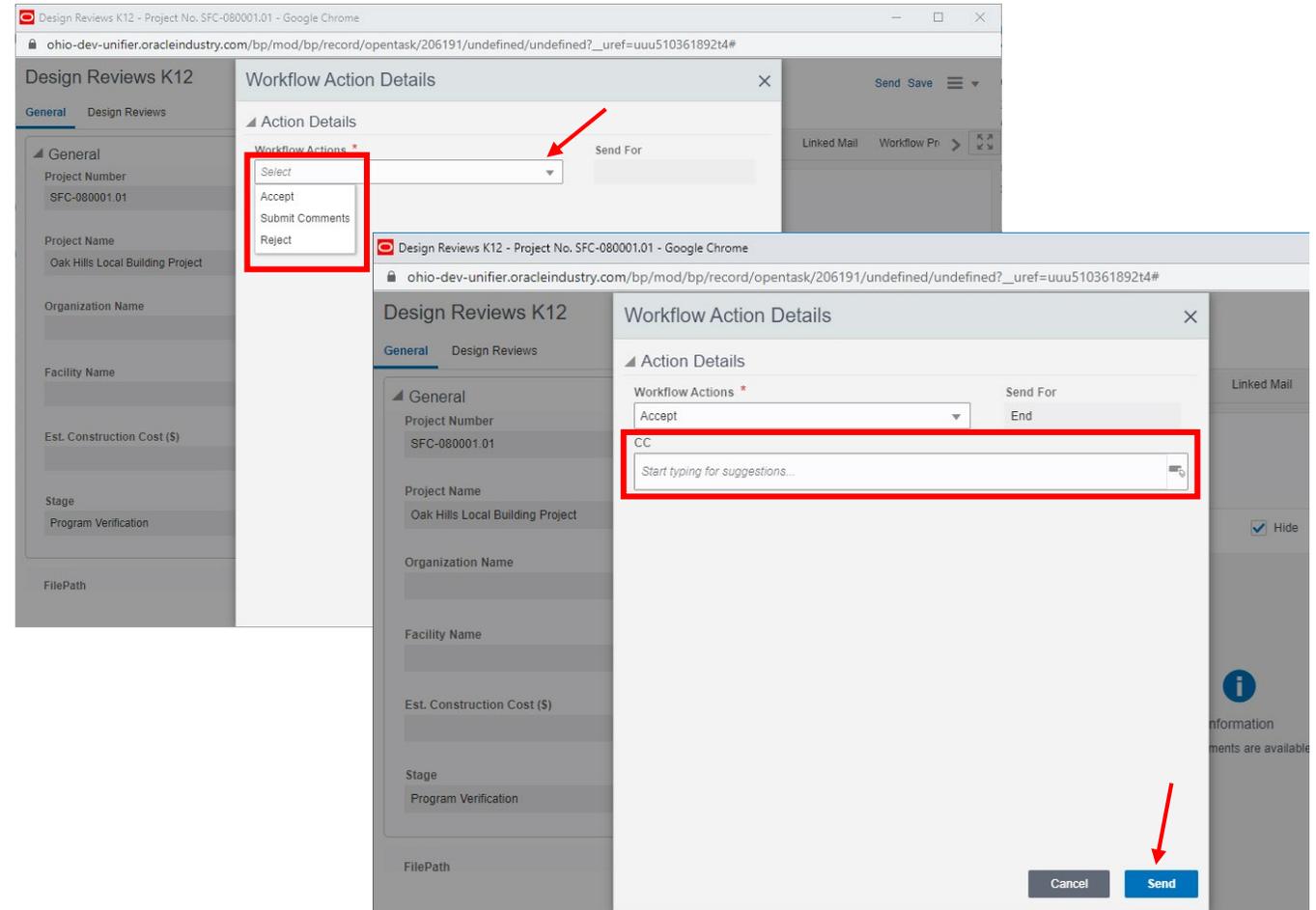


Send Record – Initial Review (PM)

- ▶ Select the **Workflow Action**

- ▶ **Accept:** Select to complete the Design Review Business Process. The **CC** field can be used to notify project members
- ▶ **Submit Comments:** Sends the review back to the A/E for Comment Response. **To** field will automatically populate.
- ▶ **Reject:** will end Record

- ▶ Click **Send**



Questions?

Please contact OAKS CI Support Desk:

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