

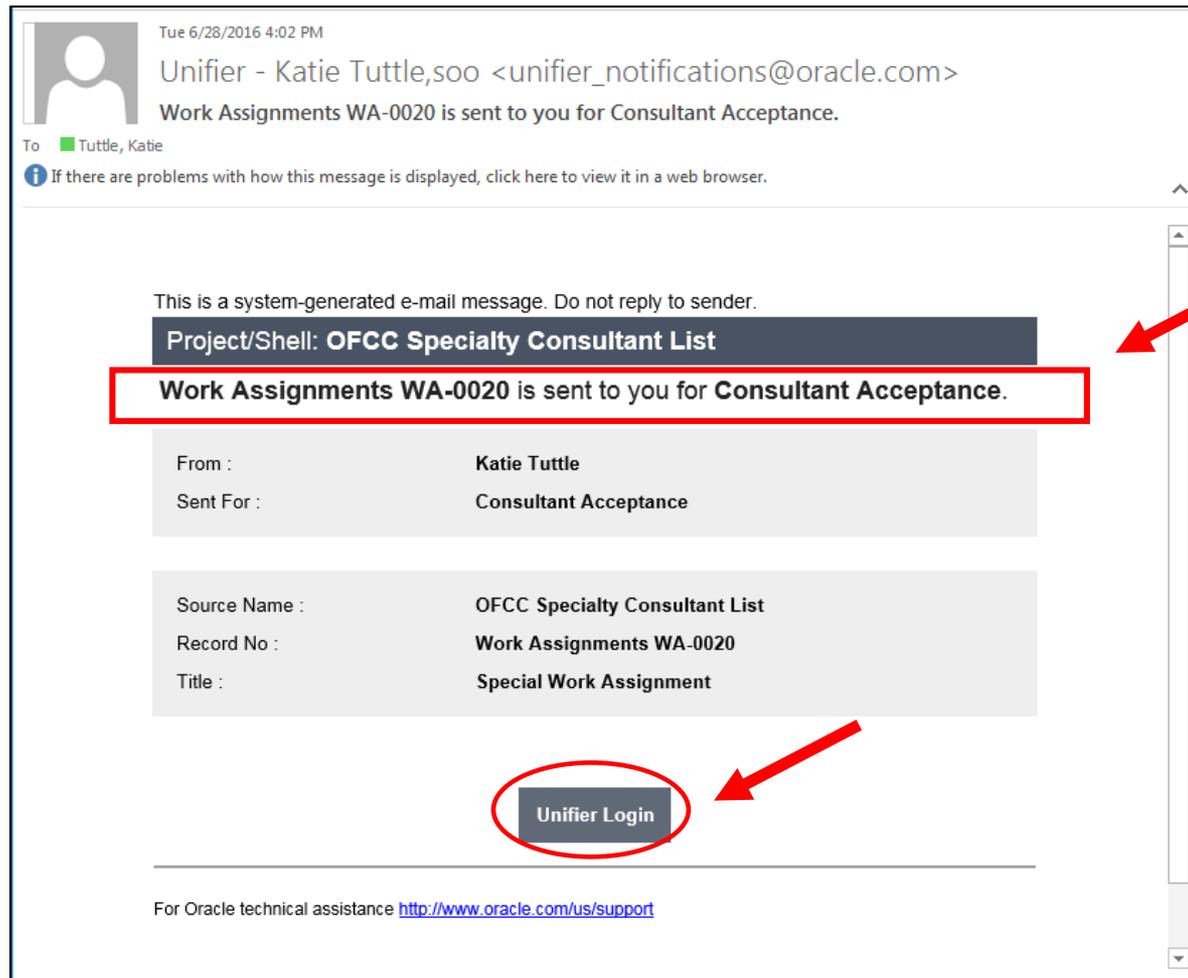


Accept Work Assignments

Consultant List Projects

Consultant Acceptance

- ▶ Consultant will receive an email notifying them that they have a task to complete in OAKS CI
- ▶ Click the link provided to access your task



Consultant Acceptance

- ▶ When in the system, click on Tasks, then click the Gear icon next to the task to open it

The screenshot displays the Oracle Primavera Unifier (Development) interface. The left sidebar shows the navigation menu with 'Tasks' highlighted. The main area shows the 'Tasks' section with a table of tasks. The 'Open' option is selected in the context menu for the task 'Educational Planning FY18'. The right sidebar shows the 'Record Details' for this task, including 'Organization', 'Project Number', 'Project Name', 'Title', 'Requested By', 'Status', 'Contract Reference', 'Request Type', 'Vendor Name', 'Type of Services', and 'EDGE Certified Prime? Service Category'.

Origin	Business Process	Record Number	Title
OFCC Specialty Con...	DPE PS Pay Req...	DPR-010	Harrison Planning...
OFCC Specialty Con...	Work Assignments	WA-0019	Educational Plann...

Organization	Record Number
Ohio Facilities Construction Commission	WA-0019

Project Number	Creator
SFC-130888	Katie Tuttle

Project Name	Creation Date
OFCC Specialty Consultant List	07/05/2017 08:35 AM (UTC-8)

Title	Status
Educational Planning FY18	Pending

Contract Reference	Request Type
Harrison Planning Group - Facilities Assessment	Original

Vendor Name	Type of Services
Harrison Planning Group	Educational Planning

EDGE Certified Prime?	Service Category

Consultant Acceptance

- ▶ Click Accept Task to begin reviewing the Work Assignment

The screenshot shows a web browser window with the following details:

- Browser Tab:** Work Assignments - Westerville City Schools Work Assignment - Project No. SFC-130888 - Google Chrome
- Address Bar:** ohio-dev-unifier.oracleindustry.com/bp/mod/bp/record/open/uwa/31/0/0?srcid=31&model=uwa&fromcostlog=...
- Page Title:** Work Assignments
- Navigation:** General (selected), Standard
- Task Details:**
 - From: Matthew Weber
 - To: Matthew Weber
 - Sent For: Consultant Acceptance
- General Information:**

Organization	Record Number
	WA-0025
Project Number	Creator
SFC-130888	Matthew Weber
Project Name	Creation Date
- Attachments:** Information icon, No Attachments.

Consultant Acceptance

- Review information in the **General** tab and **Standard** tab (click tab to switch)

Work Assignments - Westerville City Schools Work Assignment - Project No. SFC-130888 - Google Chrome

ohio-dev-unifier.oracleindustry.com/bp/mod/bp/record/opentask/218968/undefined/undefined?__uref=uuu61603296t10

Work Assignments Send Save

General Standard

Take the workflow action Sign Work Assignment to accept this assignment.

General

Organization: [Redacted] Record Number: WA-0025

Project Number: SFC-130888 Creator: Matthew Weber

Project Name: OFCC Specialty Consultant List Creation Date: [Redacted]

Title: Westerville City Schools Work Assignment

Requested By: Shauna Hooks

Contract Reference: Harrison Planning Group - Facilities Assessment

Vendor Name: Harrison Planning Group

EDGE Certified Prime?: [Redacted]

Work Assignments - Westerville City Schools Work Assignment - Project No. SFC-130888 - Google Chrome

ohio-dev-unifier.oracleindustry.com/bp/mod/bp/record/opentask/218968/undefined/undefined?__uref=uuu61603296t10

Work Assignments Send Save

General **Standard**

View Currency Transaction Currency [Dropdown] [Refresh] [Print] [Search] [Help]

No.	Reference	WBS Code	Code Name	Short Description
002	0	CS-PL-ED	CS Educational Planning S...	Education
001	1	CS-FA-SV	CS Assessment SOV Pending	Contract Amount

Total: 2 Total Amount: 0.00

Line Item Details Attachments Linked Records

Use the Reference Select to add or remove S from an existing SOV line item. Enter a WBS Code with no Reference Select to add a new Work Assignment.

General

Reference: [Redacted]

WBS Code: CS-PL-ED

Code Name: CS Educational Planning Service

Short Description: Education

Consultant Acceptance

- ▶ Accept the Work Assignment by clicking **Send** in the top right corner
- ▶ Choose the Workflow Action: **Sign Work Assignment**
- ▶ Record goes to the End step
- ▶ Click **Send**

The image displays two screenshots of a web application interface for 'Work Assignments'.

The top screenshot shows the 'Work Assignments' page with the 'Send' button circled in red. The URL is ohio-dev-unifier.oracleindustry.com/bp/mod/bp/record/opentask/218968/undefined/undefined?_uref...

The bottom screenshot shows the 'Workflow Action Details' dialog box. The 'Workflow Actions' dropdown menu is open, and 'Sign Work Assignment' is selected and highlighted with a red box. The 'Send' button at the bottom right is also highlighted with a red box. The URL is the same as the top screenshot.

Additional Resources

- ▶ The Work Assignment is now complete, and a Pay Request can be created.
- ▶ For more information on how to create your pay request, please refer to the appropriate job aid on the OFCC website:
 - ▶ <https://ofcc.ohio.gov/OAKS-CI>

Questions?

Please contact OAKS CI Support Desk:

oaksci@ofcc.ohio.gov

614.644.2211