OAKS
Capital Improvements

OFCC
OHIO FACILITIES CONSTRUCTION COMMISSION

Printing Records & Custom Prints

Agency/Higher-Ed

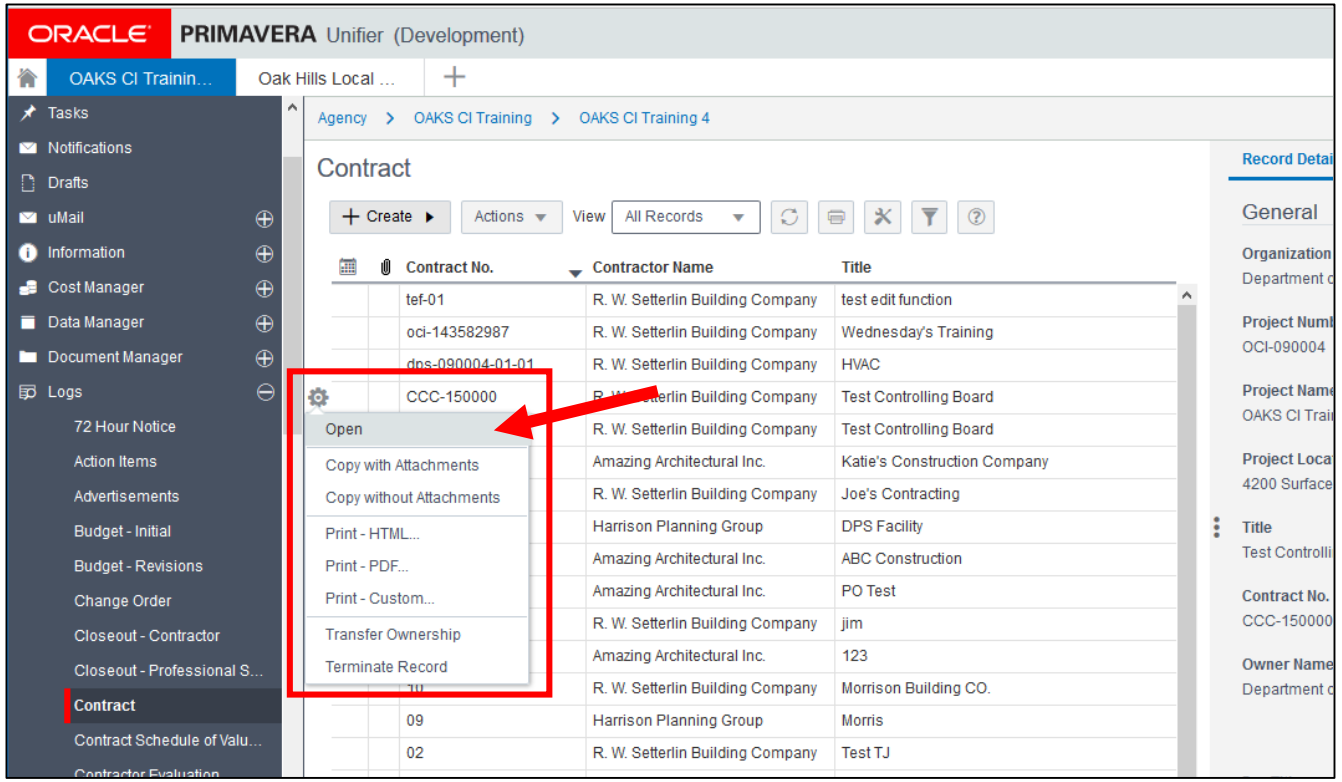
Purpose

- Custom Prints
  - Custom Prints provide a way to use data from a single OAKS CI record to create a Microsoft Word document.
  - The resulting document may then be edited and saved for use in executing the overall record.
  - With the initiation of DocuSign (electronic signature), the Project Coordinator uses the Custom Print to create the DocuSign Document

- Print a copy of a Record
  - You can also print a copy of a record either directly to a printer or to a PDF document

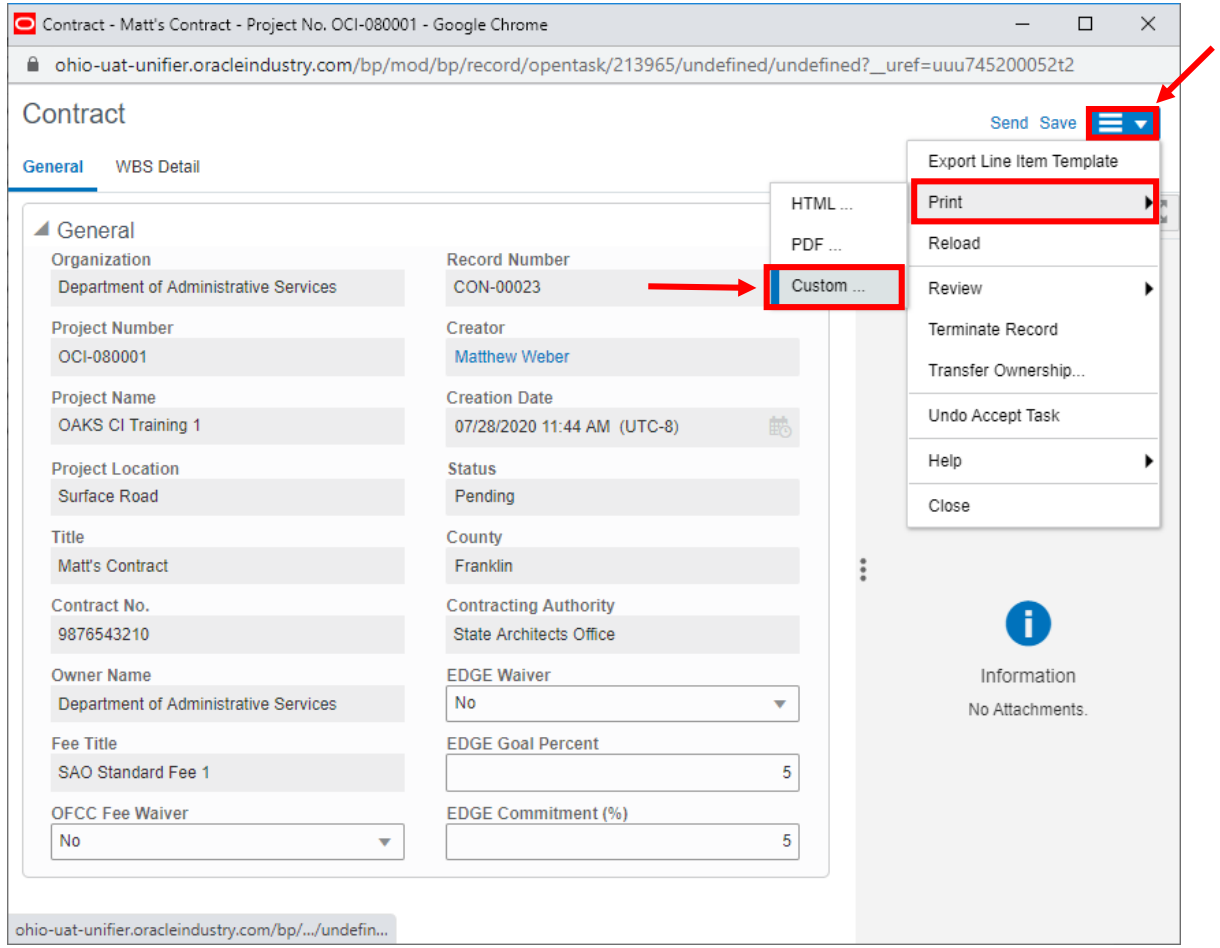
Create Custom Print

- To begin, choose a record you want to use to create a custom print in Logs or Tasks.
- Click the gear icon ⚙ next to the record you want to use and then click Open



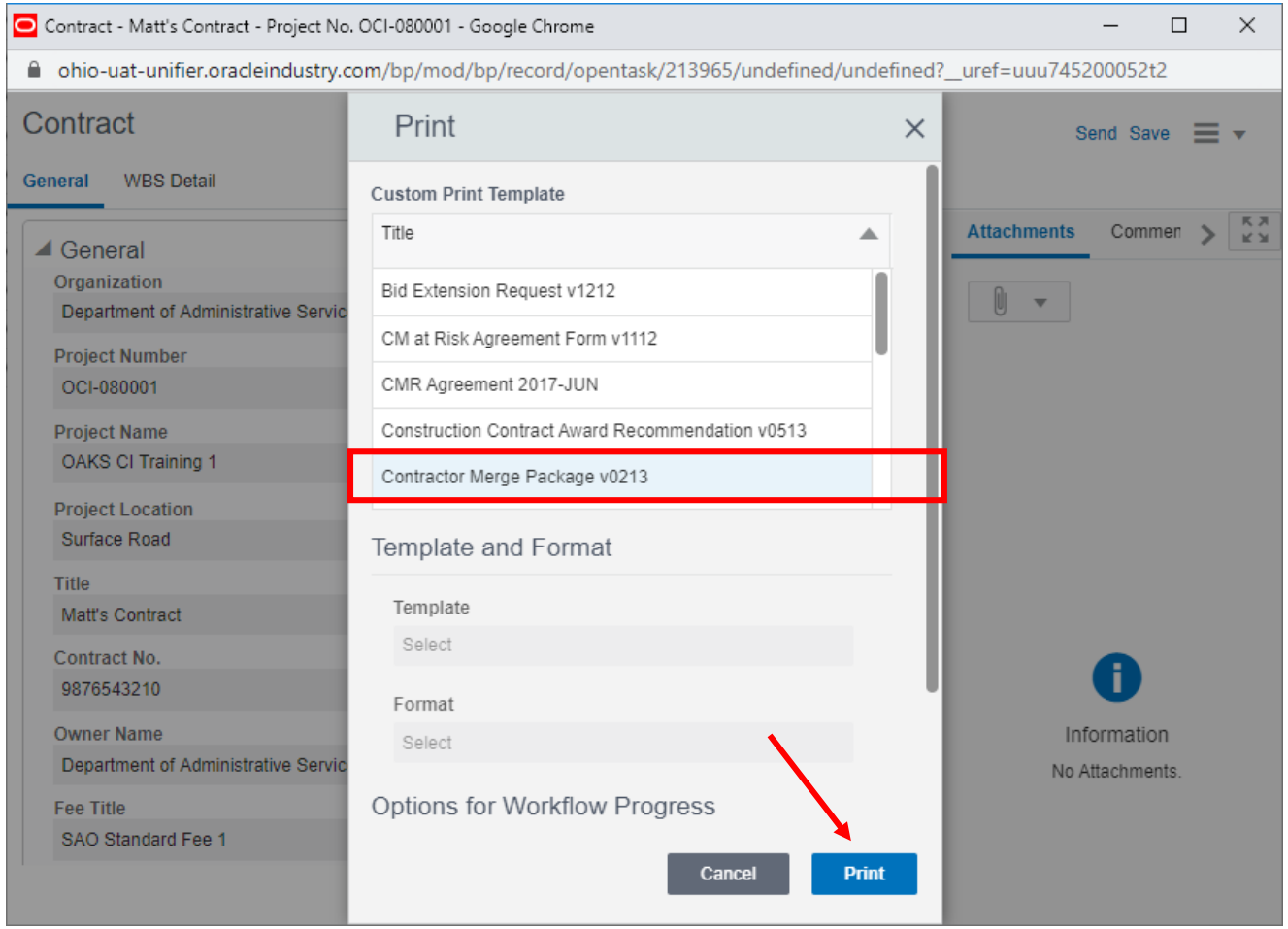
Create Custom Print

- At the top-right of the record, click the blue Menu button
- Choose **File** -> **Print** -> **Custom**



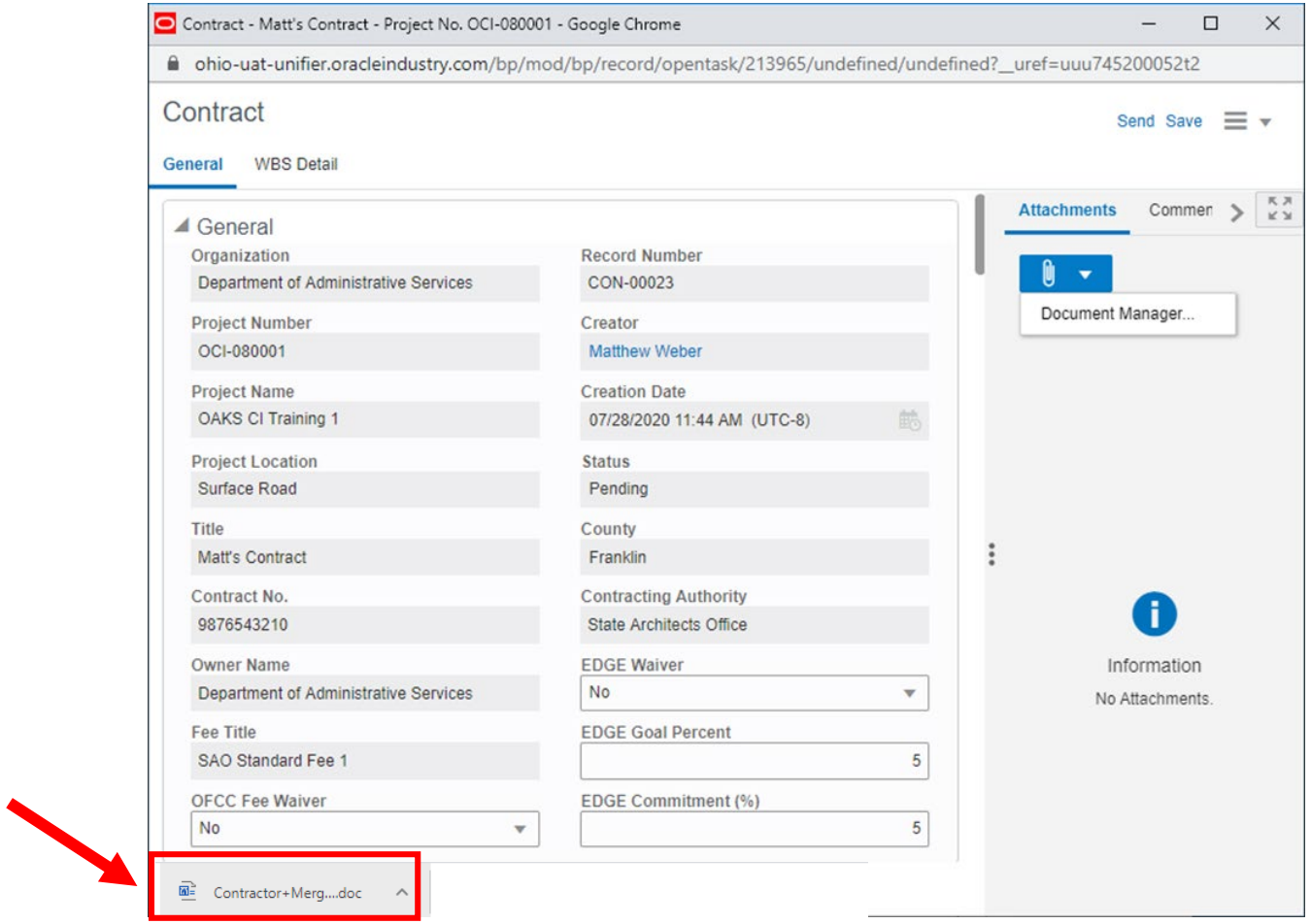
Create Custom Print

- Choose the Template you want to print
- Click **Print**



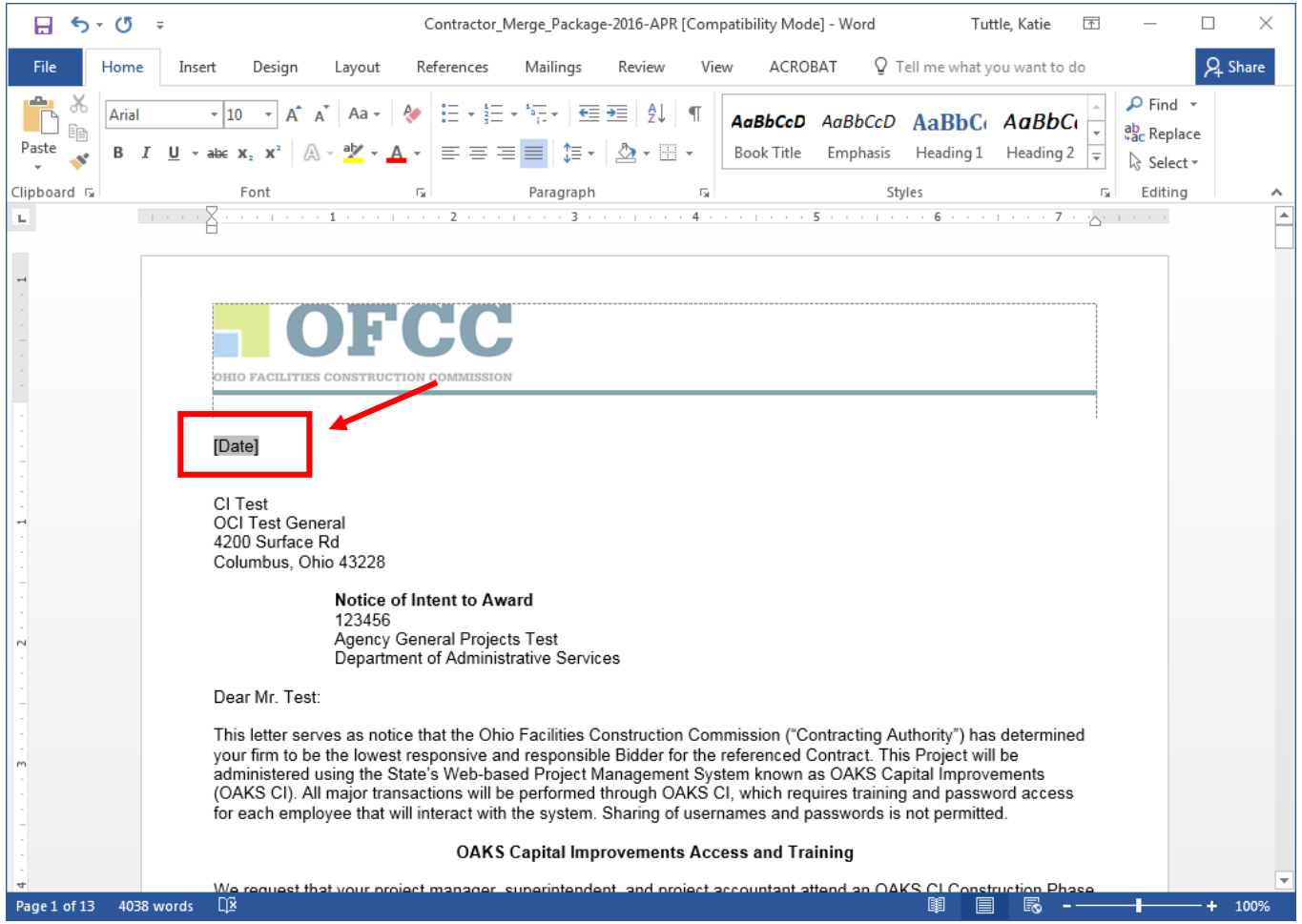
Create Custom Print

- A Word document will be downloaded and appear at the bottom of your record screen
- Click to open



Edit Custom Print

- Fill in all gray fields as necessary
- Distribute associated letters as appropriate

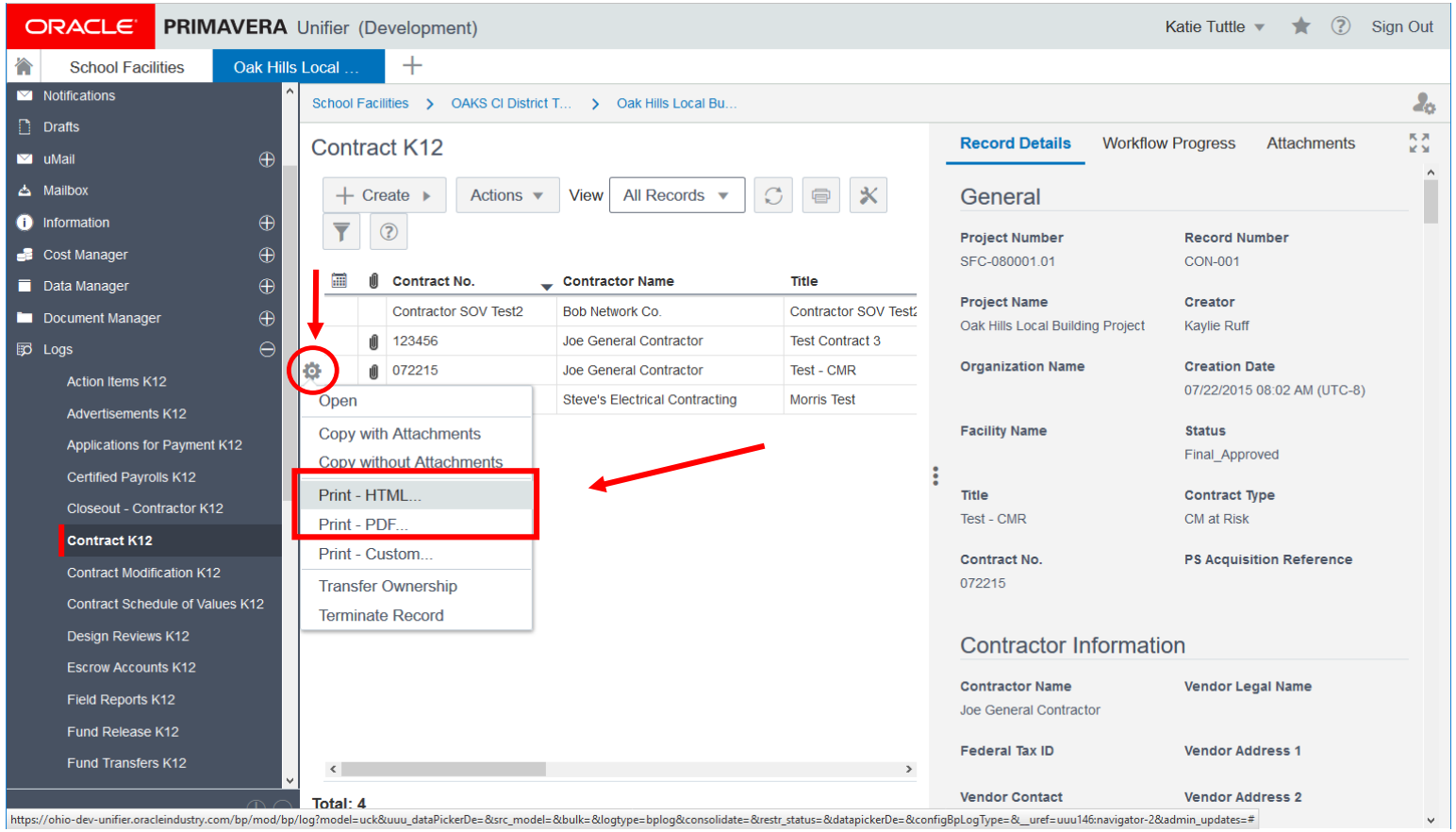


Create Custom Print

- At this point, the next steps for the custom print depend on the type of record with which it is associated.
- Some custom prints are created by the Project Coordinator and serve as a DocuSign document.
- Other custom prints will need to be signed, scanned back into the computer, and attached to the OAKS CI record.
- For more specific information regarding the specific procedures for using custom prints, please discuss with your Project Manager, Project Coordinator, or OAKS CI Support Staff.

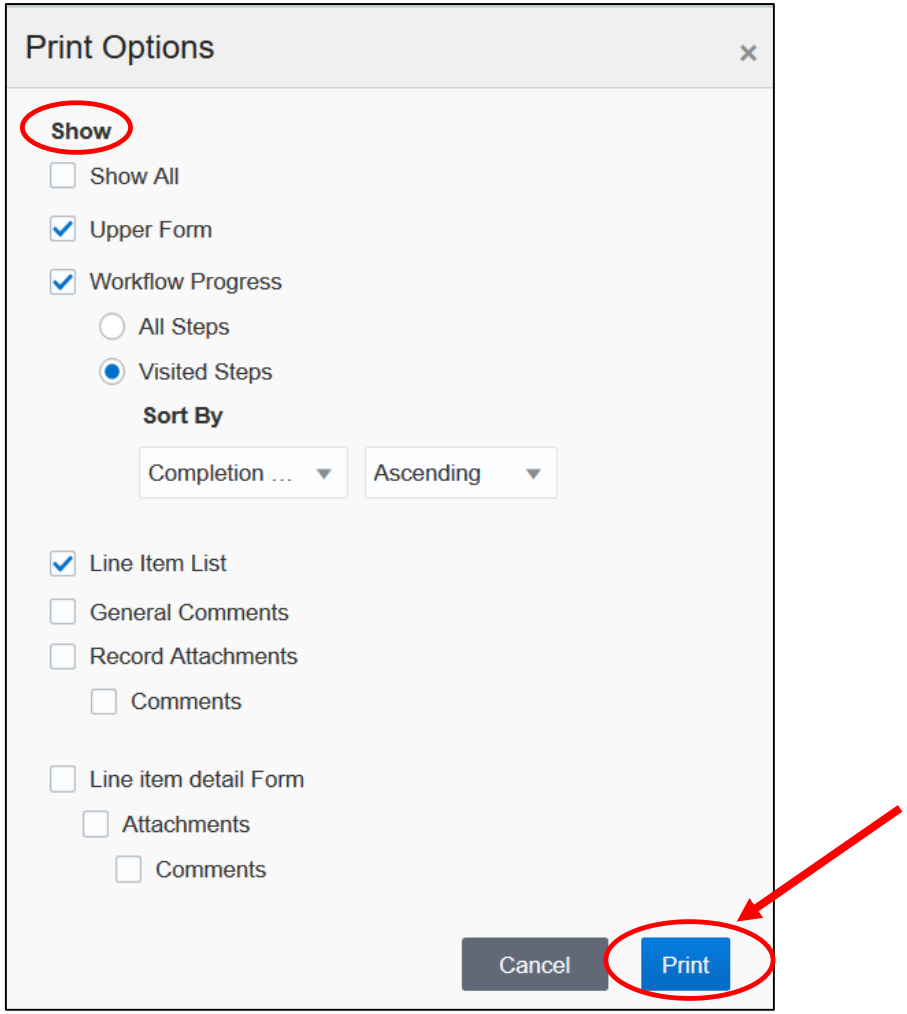
Print a Copy of a Record

- To begin, choose a record you want to print in Logs or Tasks.
- Click the gear icon ⚙ next to the record you want to use and then click Print- HTML or Print- PDF



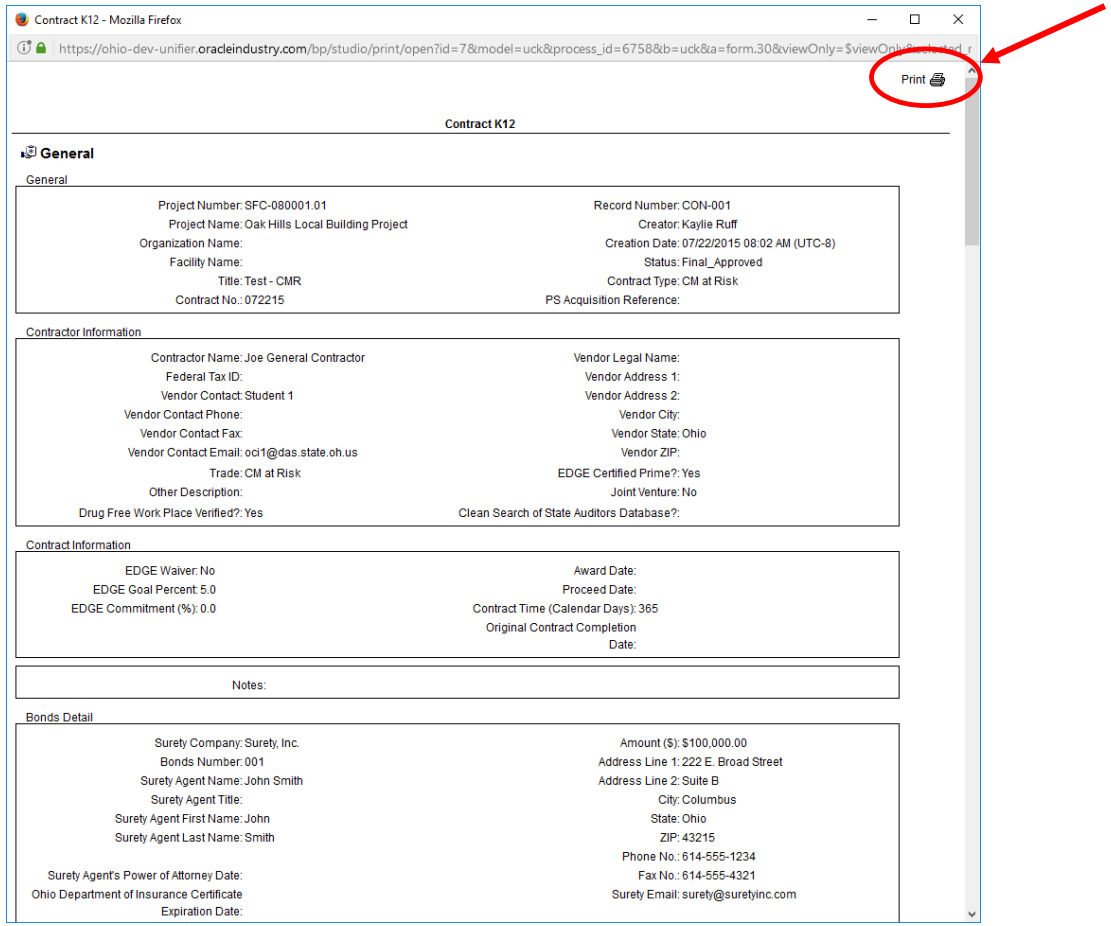
Choose Print Options

- Select which items you wish to view on your print
- Click **Print**



Print a Record

- If you chose **PDF**, the file will download so you can open or save it
- If you chose **HTML**, you will see the screen to the right and you can print your document from here



Questions?

Please contact OAKS CI Support Desk:

oaksci@ofcc.ohio.gov

614.644.2211