

## OUA SCOPE REVIEW

Design & Construction projects requiring review by the Office of University Architect will be placed in a status of OUA SCOPE RE VIEW. This launches a workflow to the OUA Coordinator, who will ensure the scope is reviewed. To review the scope and respond to the workflow:

Locate the Workflow Count Channel on the AiM Workdesk, and click the Capital Project link.



The screenshot shows the AiM Workdesk interface. At the top, the user name "JOSHUA" is displayed along with "About" and "Logout" links. Below this is the "AiM" logo. A "Quick Links" section is visible, containing "Projects" and "Budget Revision". A "Workflow Count" section is also present, showing "1 ~ Capital Project" with a red arrow pointing to it. Below the workflow count, there is a "Refresh" button and a "Capital Project" tab. A table with the following columns: "Date", "Source Record", "Description", and "Workflow Description" is shown. The table contains one row with the following data: "Jul 29, 2015 09:59 PM", "15-167", "Marriage & Family Therapy Ctr (Glanton House) - Roof Replacement", and "OUA Scope Review". A red arrow points to the "OUA Scope Review" text in the "Workflow Description" column.

Date	Source Record	Description	Workflow Description
<a href="#">Jul 29, 2015 09:59 PM</a>	15-167	Marriage & Family Therapy Ctr (Glanton House) - Roof Replacement	OUA Scope Review



Locate the OUA Scope Review task, and click the Date hyperlink.

To review the Scope, click the thumbnails of the file(s).

Capital Project	<a href="#">15-167</a>	Responsibility	OUA COORDINATOR
	Marriage & Family Therapy Ctr (Glanton House) - Roof		Coordinator, Office of University Architect

### Document Listing

Search:  contains

Thumbnail	Title	Current Version	Document Type	Extra Description
	<a href="#">15-167 Scope form from client EM.pdf</a>	1.0	SCOPE	
	<a href="#">15-167 Scope for estimating.pdf</a>	1.0	SCOPE	



To respond to the workflow, click Edit

### Capital Project

Buttons: Edit, New, Search, Br

Action: **15-188**

Add any relevant Notes to the Notes Log.

Select the appropriate response from the Response Dropdown.

Workflow	<a href="#">11940</a>
	QUA Scope Review
Response	<input type="text"/>

Click SAVE.