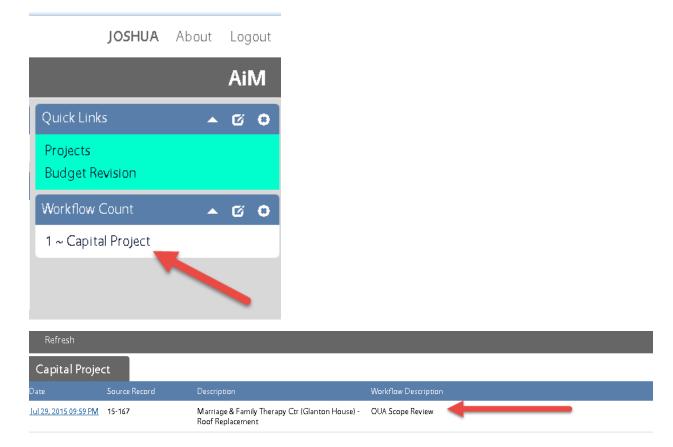
OUA SCOPE REVIEW

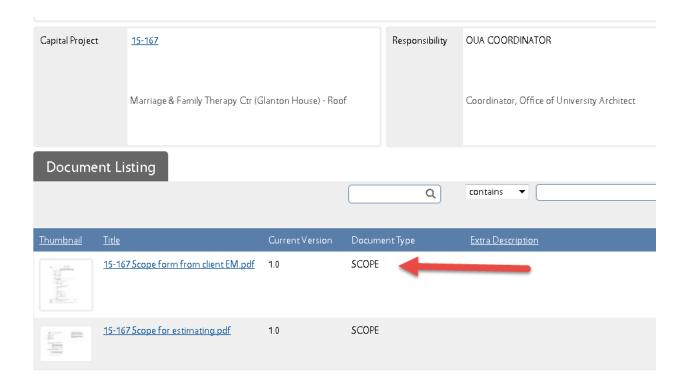
Design & Construction projects requiring review by the Office of University Architect will be placed in a status of OUA SCOPE RE VIEW. This launches a workflow to the OUA Coordinator, who will ensure the scope is reviewed. To review the scope and respond to the workflow:

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

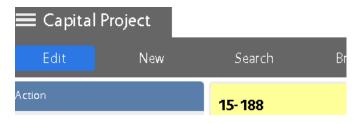


Locate the OUA Scope Review task, and click the Date hyperlink.

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



To respond to the workflow, click Edit



Add any relevant Notes to the Notes Log.

Select the appropriate response from the Response Dropdown.



Click SAVE.