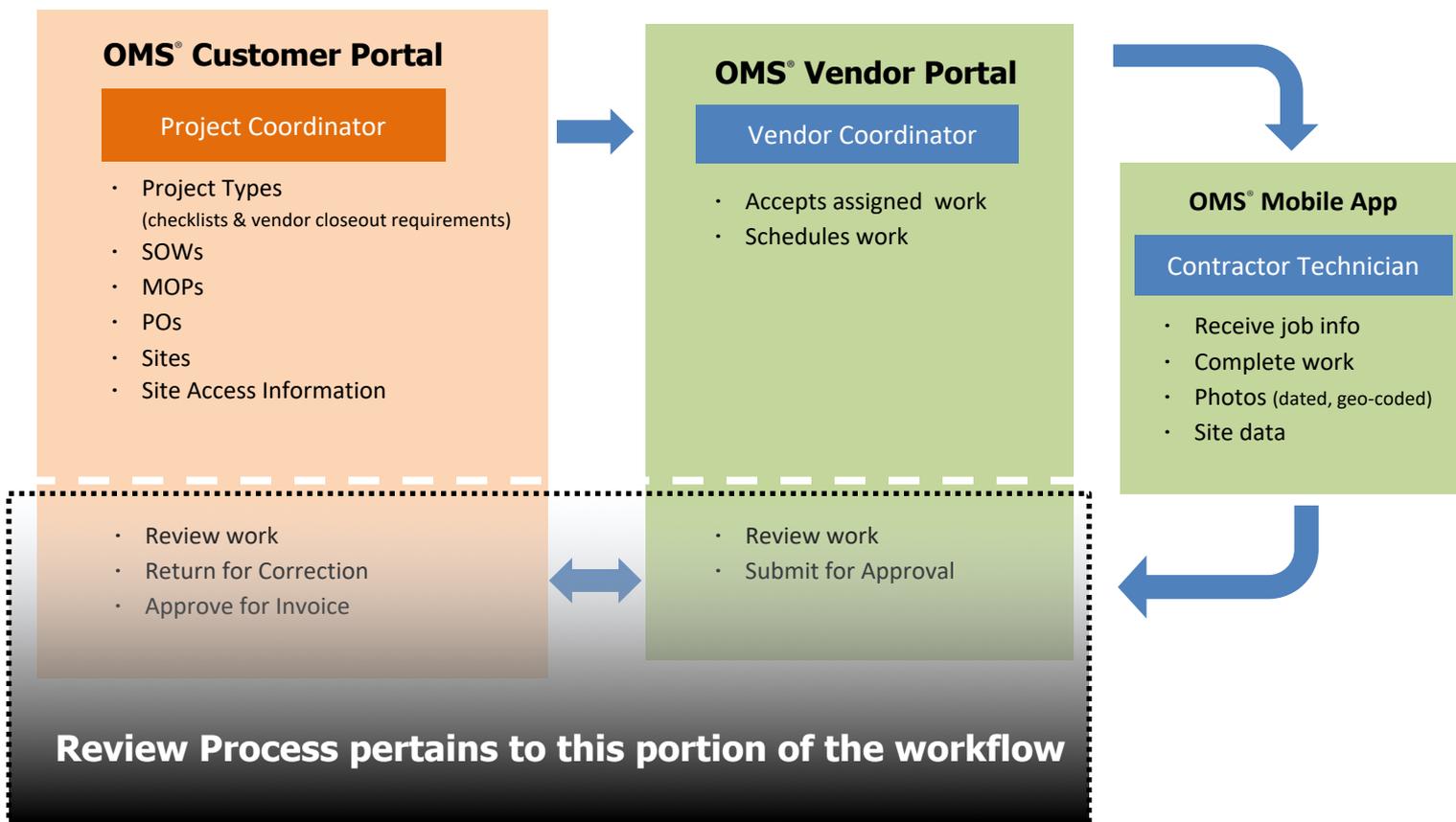


# OMS Workflow – Review Process

OMS Flow

The OMS® solution provides coordinators the tools to quickly and easily manage network operations and implementation services through a shared online portal and mobile app.

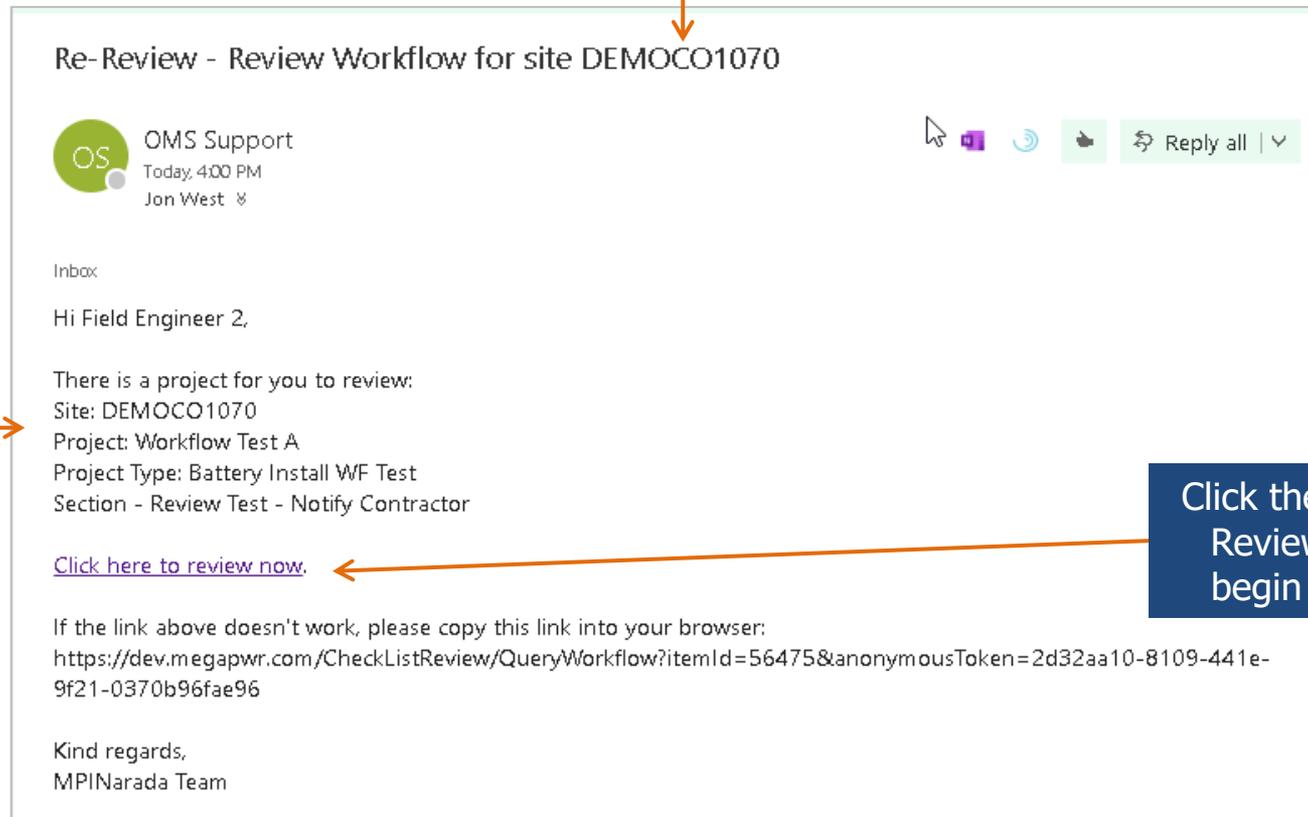


## Closeout Package review process:

1. Reviewer receives email notification of VCOP available to review.
2. Click email link to open Review Dashboard.
3. Click site ID to open Review Panel and begin review. VCOP, images and vendor list items are provide for reference.
4. Complete **YELLOW** review tab. Designate a final review result: Pass or Correction Needed.

## Review Notification Email

Designated reviewers receive an email notification from OMS when a new job is available to review.



The email notification contains reference information including Site ID, Project name, Project Type, and the name of the Section that the reviewer will use to conduct the review. There is also a link to access the review dashboard to begin the review.

# Review Dashboard

Review Dashboard lists all jobs currently available for review by the designated reviewer. A history of previously reviewed jobs that were returned for correction is listed in a separate Review History dashboard for reference.

### Review Dashboard

Review

Asset Owner	Location ID <sup>▲</sup>	Project Name	Service Provider	Technician	Status	Date	City	State
DemoCo	DEMOCO1069	Workflow Test A	MPINarada	Demo Coordinator	Submitted for Approval	8/13/2019	ROGERSVILLE	MO

Show  entries (total 1)

History

Asset Owner	Location ID <sup>▲</sup>	Project Name	Service Provider	Technician	Status	Date	City	State
DemoCo	DEMO995934	Workflow Test A	MPINarada	Demo Coordinator	Correction Needed	8/13/2019	LA CROSSE	WI

Show  entries (total 1)

Use the search box to locate a specific site (partial IDs can be searched).

Show the desired number of review items (default is 10) or page through to view additional items.

Here's a VCOP that was returned for Correction

Begin Review

Click the site ID to open the review panel and begin review the closeout package.

### Review Dashboard

Review

Asset Owner	Location ID <sup>▲</sup>	Project Name	Service Provider	Technician	Status	Date	City	State
DemoCo	DEMOCO1069	Workflow Test A	MPINarada	Demo Coordinator	Submitted for Approval	8/13/2019	ROGERSVILLE	MO

Show  entries (total 1)

---

History

Asset Owner	Location ID <sup>▲</sup>	Project Name	Service Provider	Technician	Status	Date	City	State
DemoCo	DEMO995934	Workflow Test A	MPINarada	Demo Coordinator	Correction Needed	8/13/2019	LA CROSSE	WI

Show  entries (total 1)

Review Panel

**Basic Data** contains site and project information, contact information for the individual responsible for completing the work, and a printable **Closeout Package** (a summary of job-related list item answers and any images) as well as access to the **Image Gallery** (collection of images taken by vender).

**Review Section:**

**LEFT is the Reviewer** list used to review the VCOP. The reviewer will indicate the **Review Result** here (Pass/Correction Needed).

**RIGHT is the Vendor** Vendor closeout package items and images are presented for reference.

The screenshot shows a 'Review Panel' window with the following sections:

- Basic Data:** A table with fields for Location ID (DEMO1066), Address (10th and Marion Street, CANTON, MO, 63435), Technician (Coordinator User), Technician phone (111-222-3334), Project Name (Workflow Test A (2213)), and Technician Email (support.oms@mpinarada.com). Below the table are buttons for 'Print Closeout' and 'Image Gallery'.
- Review Questions:** A section with a yellow header 'Review Test - Notify Contractor'. Below it is a 'Review' section with a 'Review Result' dropdown menu (currently showing 'Please Choose...') and a 'Review Notes' text area containing 'Missing all photos' and '8/30/2019 by Demo Smith'. A 'Correction Notes' section is partially visible at the bottom.
- Vendor Questions:** A section with two tabs: 'BEFORE/AS FOUND' (selected) and 'AFTER/AS LEFT'. It contains three items: 'Overalls', 'Cabinet closed', and 'Cabinet open'. Each item has a small image thumbnail with a numbered circle (1, 2, 3) and a camera icon.

A 'Save' button is located at the bottom right of the window.

COP Review Process

Review Summary:

- 1. Review Result** – a final Pass / Correction Needed designation for the vendor closeout package.
- 2. Review Notes** - optional note box for comments, instructions to vendor.

Additional list items provided to the reviewer. May refer to specific aspects of the completed job or closeout package provided by the project owner. Address these list items before completing the Review Summary and indicating a final Review Result.



Remember to SAVE your review

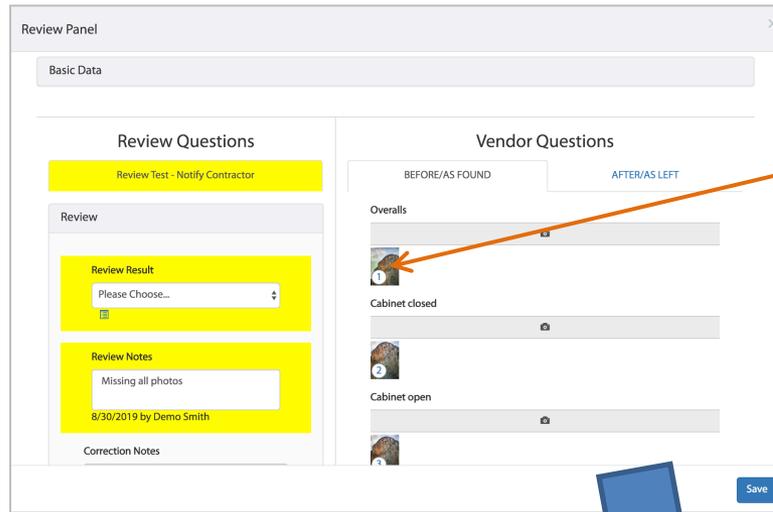
# COP Review Process

Reviewers can easily view vendor images by clicking on an image thumbnail to open the image gallery.

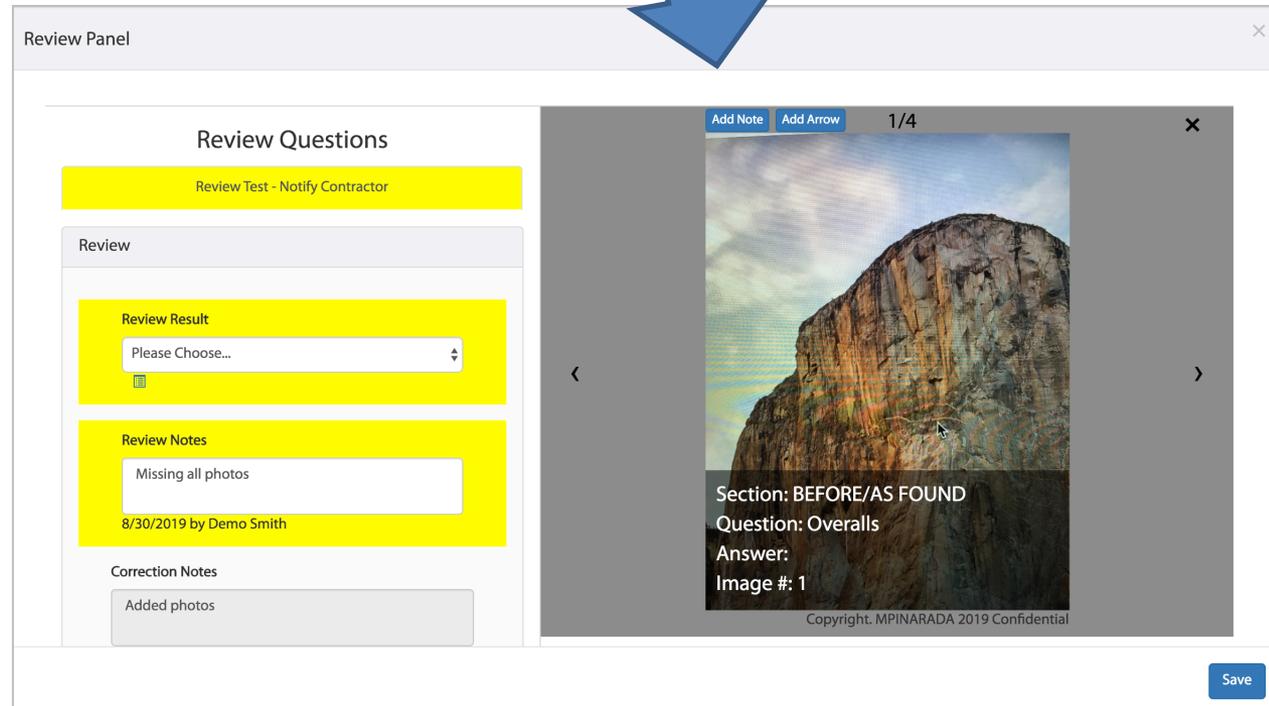
An image's meta data will indicate the question the image is related to. Rolling over the image will remove the meta data for better viewing.

- 1. Add Note** – reviewers can add notes for items that require correction
- 2. Add Arrow** – reviewers can add arrows to point to items that require correction

**Double click** on the image to zoom in and then move the mouse around the image for a close up view.



Click an image thumbnail to open the image gallery



# COP Review Process

After review of the VCOP, the reviewer can submit a final Review Result.

Along with Review Notes in addition to any notes added to specific images.

The screenshot shows a 'Review Panel' window with two main sections: 'Review Questions' and 'Vendor Questions'. The 'Review Questions' section includes a yellow header 'Review Test - Notify Contractor', a 'Review' sub-section, a 'Review Result' dropdown menu with options 'Please Choose...', 'Pass', and 'Correction Needed', a 'Review Notes' text area containing '8/30/2019 by Demo Smith', and a 'Correction Notes' section with 'Added photos'. The 'Vendor Questions' section has tabs for 'BEFORE/AS FOUND' and 'AFTER/AS LEFT', an 'Overalls' section with a photo placeholder, and two 'Cabinet' entries ('Cabinet closed' and 'Cabinet open') each with a photo placeholder. A blue 'Save' button is located at the bottom right of the panel.

Remember to SAVE your review

# Image Gallery

Magnify for close up viewing, page through images, etc.

Select and download to your computer as a zip file or pdf document.

## Image Gallery

Set of all Vendor COP images including meta data.

Images can be magnified for close up viewing, and downloaded to your computer in a zip file or as a pdf document.

The screenshot displays an image gallery interface. On the left, there is a grid of six small image thumbnails numbered 1 through 6. On the right, a larger magnified view of one of the images is shown. This magnified view is a screenshot of a software application with a sidebar menu on the left and a main content area on the right. The sidebar menu includes sections like 'Start', 'Active projects', 'Project Characteristics', 'Project Type', 'Service Provider', 'Projects', 'Project Manager', 'Technician', 'Character Name', and 'Location ID'. The main content area shows a table with columns for 'Asset Owner', 'Location ID', 'Project Name', and 'Service Provider'. Below the table, there is a section for 'Currently assigned to:' with the following details:

Section:	BEFORE/AS FOUND	
Question:	Overalls	
Latitude	Longitude	Date Created
42.305463	-71.412261	6/16/2019

At the top of the magnified view, there is a navigation bar with icons for back, search, page 1/6, forward, and settings. Two orange arrows point from the text above to the search and settings icons in this navigation bar.

VCOP

Closeout Package (pdf)

Basic site and vendor information

Closeout Package

Site: DEMO1063

Customer  
DemoCo



Service Provider  
MPiNarada



Project Information  
Project Name: Workflow Test A  
Site Name: DEMO1063  
780 County Road 315, TAYLOR, MO, 63471  
Latitude: 39.918360  
Longitude: -91.562900

Closeout Date  
8/1/2019

VCOP list items and answers

Audit data

AFTER/AS FOUND

Question	Answer
Qty Batteries installed	4
Install Date	2019-06-16
Model	12NPL210
CAT	111100007

Images taken by Vendor along with meta data for each image including: Section, Question, Date, and Lat/Long

Photos - BEFORE/AS FOUND



Latitude 42.305463  
Longitude -71.412261  
Date 6/16/2019  
Section BEFORE/AS FOUND  
Question Overall



Latitude 42.305472  
Longitude -71.412380  
Date 6/16/2019  
Section BEFORE/AS FOUND  
Question Cabinet open