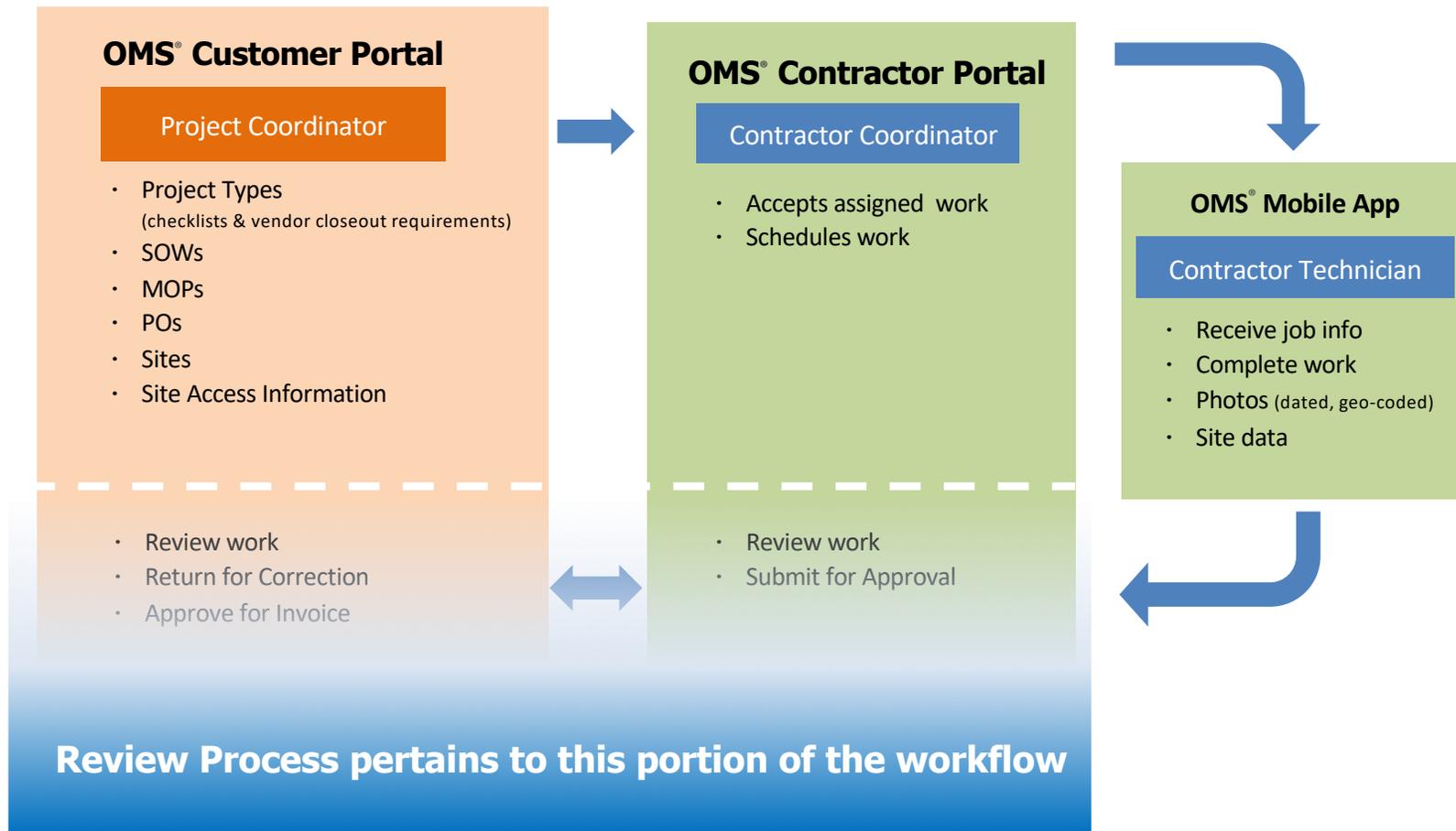


# OMS Workflow – Review Process

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.

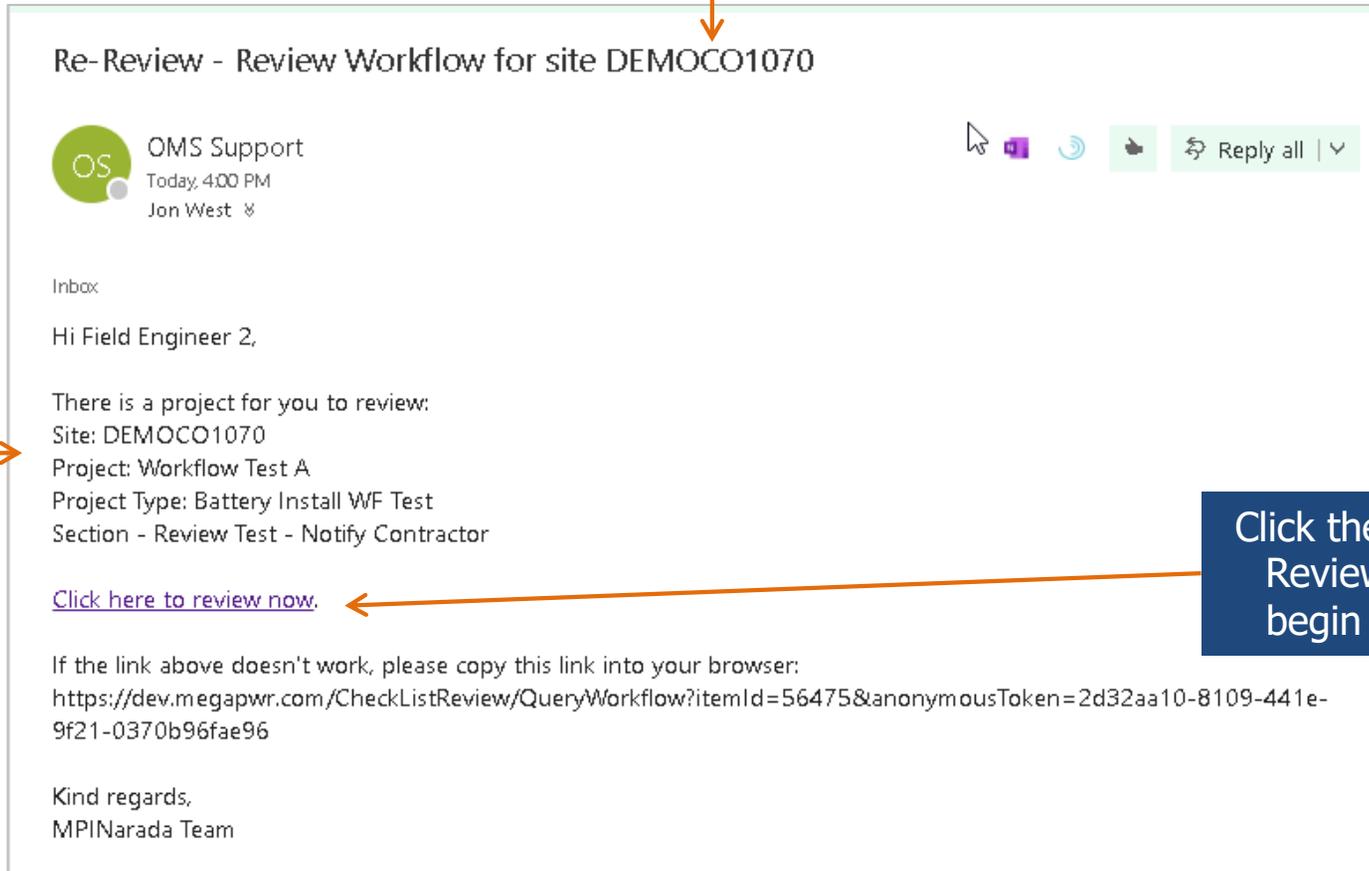


## Closeout Package review process:

1. Reviewer receives email notification of COP available to review.
2. Click email link to open Review Dashboard.
3. Click icon to open Review Panel and begin review. COP, 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 email notification when a COP is submitted for review.



Click the link to access the Review Dashboard and begin the VCOP review

Email notification contains Site ID, Project name, Project Type, and the name of the Section that the reviewer will use to conduct the review. Click the link to access the review dashboard to begin the review.

# Review Dashboard

Review Dashboard lists all COPs available for review by the designated reviewer. A history of previously reviewed COPs is listed in a separate Review History dashboard for reference.

Quick Search

Job ID	Asset Owner	Location ID	Description	Service Provider	Technician	Status	Date	City	State	Resubmit Count	Review Started By	Review Started
63852	Demo Telecom Co.	DemoTelecom US9002	Telecom Site 92	Demo Telecom Service Provider	Demo Coordinator	Submitted for Approval	1/2/2020	Boston	MA	2	Demo Coordinator	1/2/2020 9:24 PM

Show 10 entries (total 1) First Previous 1 Next Last

Quick Search

Job ID	Asset Owner	Location ID	Description	Service Provider	Technician	Status	Date	City	State	Resubmit Count	Review Started By	Review Started
82357	Demo Telecom Co.	test123	test	Demo Telecom Service Provider	Demo TechUS	Invoice	10/7/2019	test	test	-	Demo Admin	11/18/2019 1:38 PM
82373	Demo Telecom Co.	SE20004	Test4	Demo Telecom Service Provider	Technician User	Ready To Invoice	10/10/2019	Atlanta	GA	-	Alison Ganis	10/10/2019 9:19 AM
82350	Demo Telecom Co.	SE20003	Test3	Demo Telecom Service Provider	Demo TechUS	Invoice	10/2/2019	Charleston	SC	-	Demo Coordinator	10/7/2019 10:25 AM
82348	Demo Telecom Co.	SE20001	Test1	Demo Telecom Service Provider	Demo TechUS	Ready To Invoice	10/2/2019	Jacksonville	FL	3	Demo Coordinator	10/7/2019 11:40 AM
82358	Demo Telecom Co.	NE001	NE001	Demo Telecom Service Provider	Technician User	Ready To Invoice	10/3/2019	Stamford	CT	1	Alison Ganis	10/3/2019 10:31 AM
63853	Demo Telecom Co.	DemoTelecom US9003	Telecom Site 93	Demo Telecom Service Provider	Demo Coordinator	Invoice	9/17/2019	Boston	MA	-	Project Coordinator User	10/2/2019 2:26 PM

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

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

Begin Review

Click the icon to open the review panel and begin review the COP.

The screenshot shows the MS MP Narada Review Dashboard. At the top, there is a navigation menu with 'Dashboards', 'Templates', 'Projects', 'Scheduling', 'Reports', and 'More'. A 'Review 1' button is visible in the top right. Below the navigation is a 'Review Dashboard' section with a 'Quick Search' bar. The main table lists review items with columns: Job ID, Asset Owner, Location ID, Description, Service Provider, Technician, Status, Date, City, State, Resubmit Count, Review Started By, and Review Started. An orange arrow points to the list icon in the first row (Job ID 63852). Below this table is a pagination control showing '10 entries (total 1)'. A 'History' section follows, also with a 'Quick Search' bar and a table of historical review items.

Job ID	Asset Owner	Location ID	Description	Service Provider	Technician	Status	Date	City	State	Resubmit Count	Review Started By	Review Started
63852	Demo Telecom Co.	DemoTelecom US9002	Telecom Site 92	Demo Telecom Service Provider	Demo Coordinator	Submitted for Approval	1/2/2020	Boston	MA	2	Demo Coordinator	1/2/2020 9:24 PM

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82373	Demo Telecom Co.	SE20004	Test4		Technician User	Ready To Invoice	10/10/2019	Atlanta	GA	-	Alison Ganis	10/10/2019 9:19 AM
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82358	Demo Telecom Co.	NE001	NE001		Technician User	Ready To Invoice	10/3/2019	Stamford	CT	1	Alison Ganis	10/3/2019 10:31 AM
63853	Demo Telecom Co.	DemoTelecom US9003	Telecom Site 93	Demo Telecom Service Provider	Demo Coordinator	Invoice	9/17/2019	Boston	MA	-	Project Coordinator User	10/2/2019 2:26 PM

Review Panel

**Basic Data** contains site and project information, contact information for the individual responsible for completing the work, and a printable **Closeout Package** as well as access to the **Image Gallery** (collection of images taken by contractor).

Review Panel ✕

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Basic Data

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)	Technician Email: support.oms@mpinarada.com

Print Closeout
 Image Gallery

**Review Section:**

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

**RIGHT is the Contractor** COP items and images are shown for review.

**Review Questions**

Review Test - Notify Contractor

Review

**Review Result**

Please Choose... ▾

**Review Notes**

Missing all photos

8/30/2019 by Demo Smith

Correction Notes

**Vendor Questions**

BEFORE/AS FOUND
AFTER/AS LEFT

Overalls

Cabinet closed

Cabinet open

Save

COP Review Process

Review Summary:

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

Reviewer Checklist items appear below the review summary. List provided by the Project Owner and may refer to specific aspects of the job or COP items. Address these list items before completing the Review Summary and indicating a final Review Result.

Remember to SAVE your review

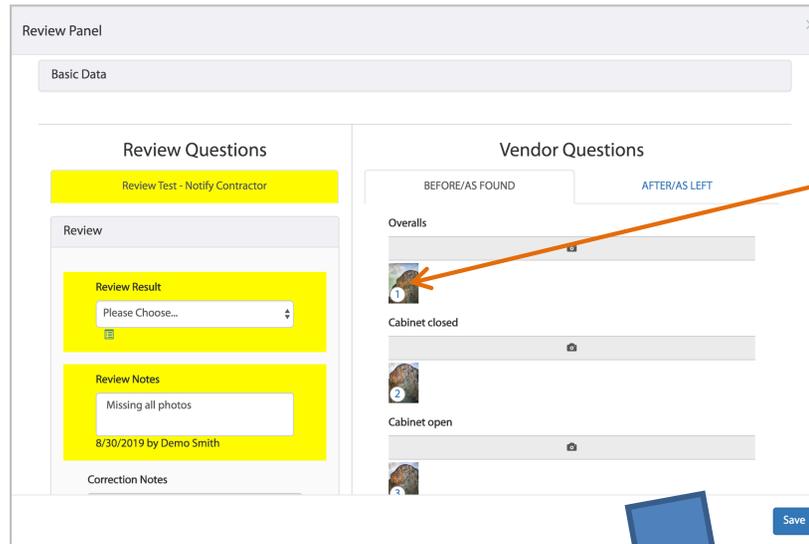
COP Review Process

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

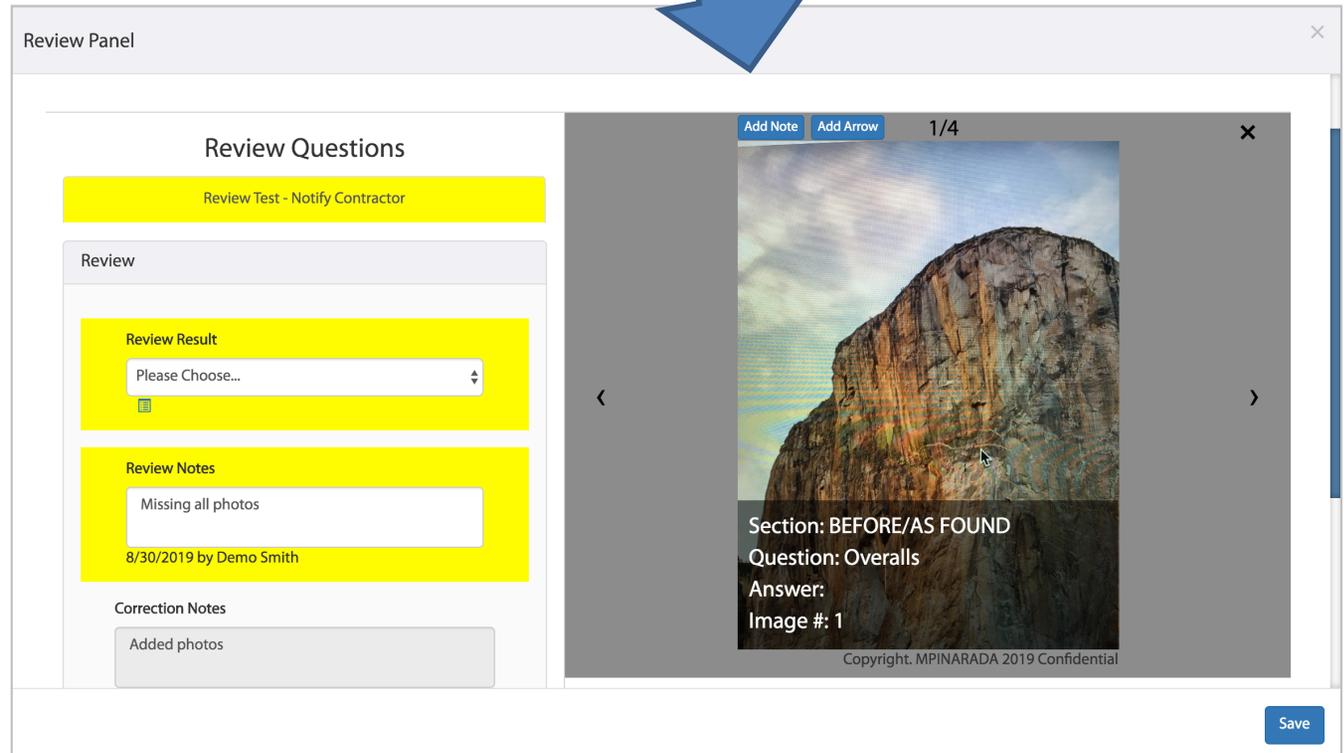
An image's meta data will indicate the question the image is related to. Rolling over the image will remove the meta data for better viewing.

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. Double click again for normal viewing.



Click an image thumbnail to open the image gallery



COP Review Process

After review of the COP, 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 'Review Test - Notify Contractor' button, a 'Review' sub-section with a 'Review Result' dropdown menu (options: 'Please Choose...', 'Pass', 'Correction Needed'), a 'Review Notes' text area containing '8/30/2019 by Demo Smith', and a 'Correction Notes' section with an 'Added photos' button. The 'Vendor Questions' section has tabs for 'BEFORE/AS FOUND' and 'AFTER/AS LEFT', and lists items like 'Overalls', 'Cabinet closed', and 'Cabinet open', each with a photo icon and a numbered thumbnail. A blue 'Save' button is located at the bottom right of the panel.

Remember to SAVE your review

Image Gallery

**Image Gallery**

Set of all 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.

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

Select and download to your computer as a zip file or 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 depicts a mobile application interface with a table of project data. The table has columns for Asset Owner, Location ID, Project Name, and Service Provider. Below the table, there is a section for 'Currently assigned for' with details for Section, Question, Latitude, Longitude, and Date Created.

Asset Owner	Location ID	Project Name	Service Provider
DemoCo	08M0001071	Wood Flow Sub-A	Demo Selection Service Provider
DemoCo	08M0001072	Wood Flow Sub-A	Demo Selection Service Provider
DemoCo	08M0001073	Wood Flow Sub-A	Demo Selection Service Provider
DemoCo	08M0001074	Wood Flow Sub-A	Demo Selection Service Provider
DemoCo	08M0001075	Wood Flow Sub-A	Demo Selection Service Provider
DemoCo	08M0001076	Wood Flow Sub-A	Demo Selection Service Provider

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

COP Document

Closeout Package (pdf)

Basic site and Contractor 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

COP list items and answers

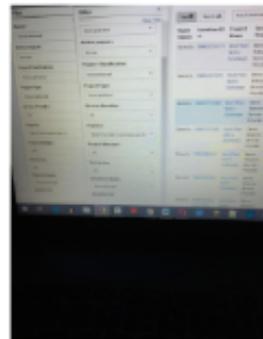
Audit data

AFTER/AS FOUND

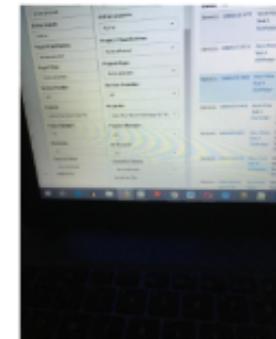
Question	Answer
Qty Batteries installed	4
Install Date	2019-06-16
Model	12NPL210
CM	111100000

Images taken 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 Overalls



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