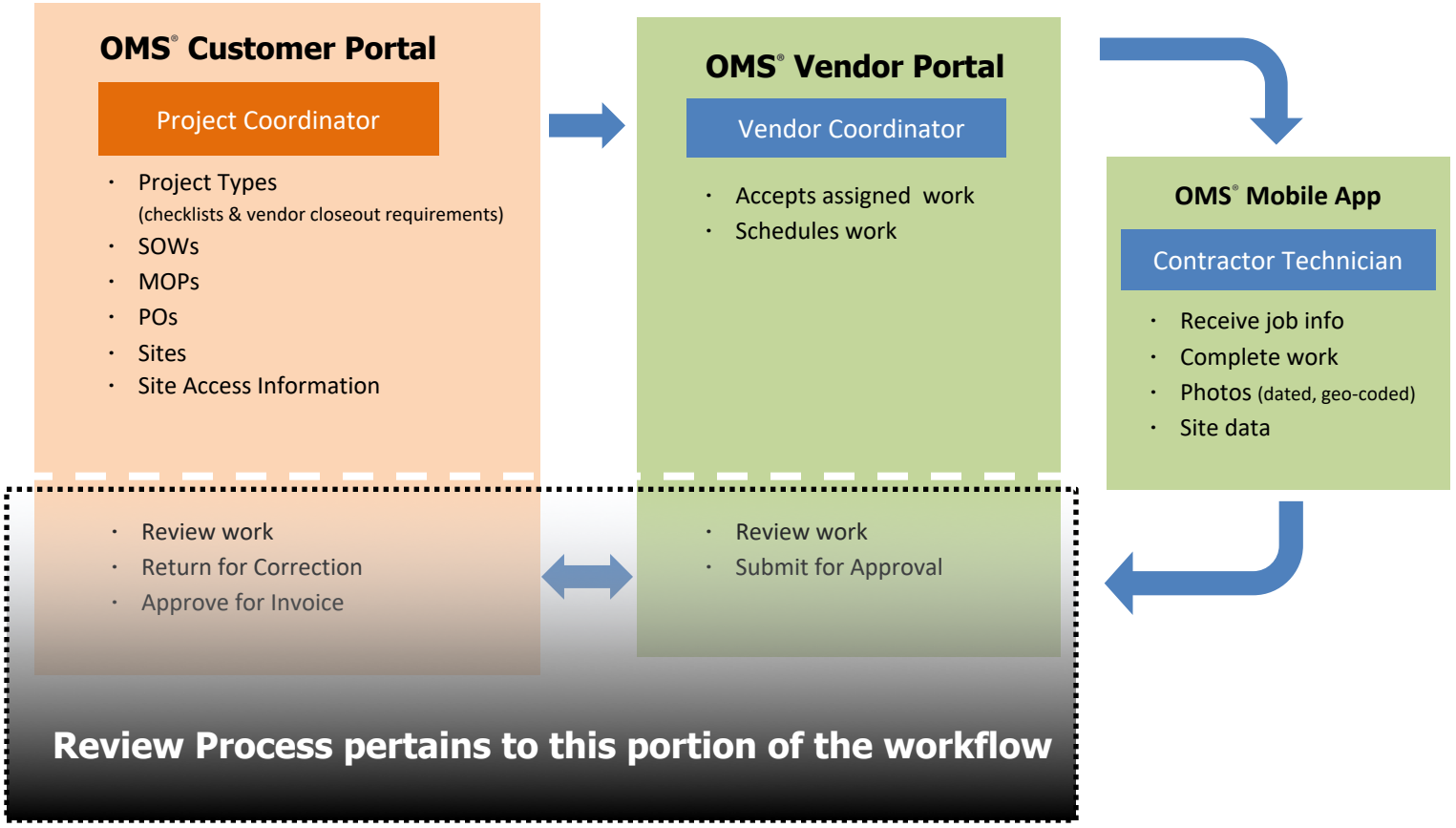
OMS Workflow – Review Process

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.

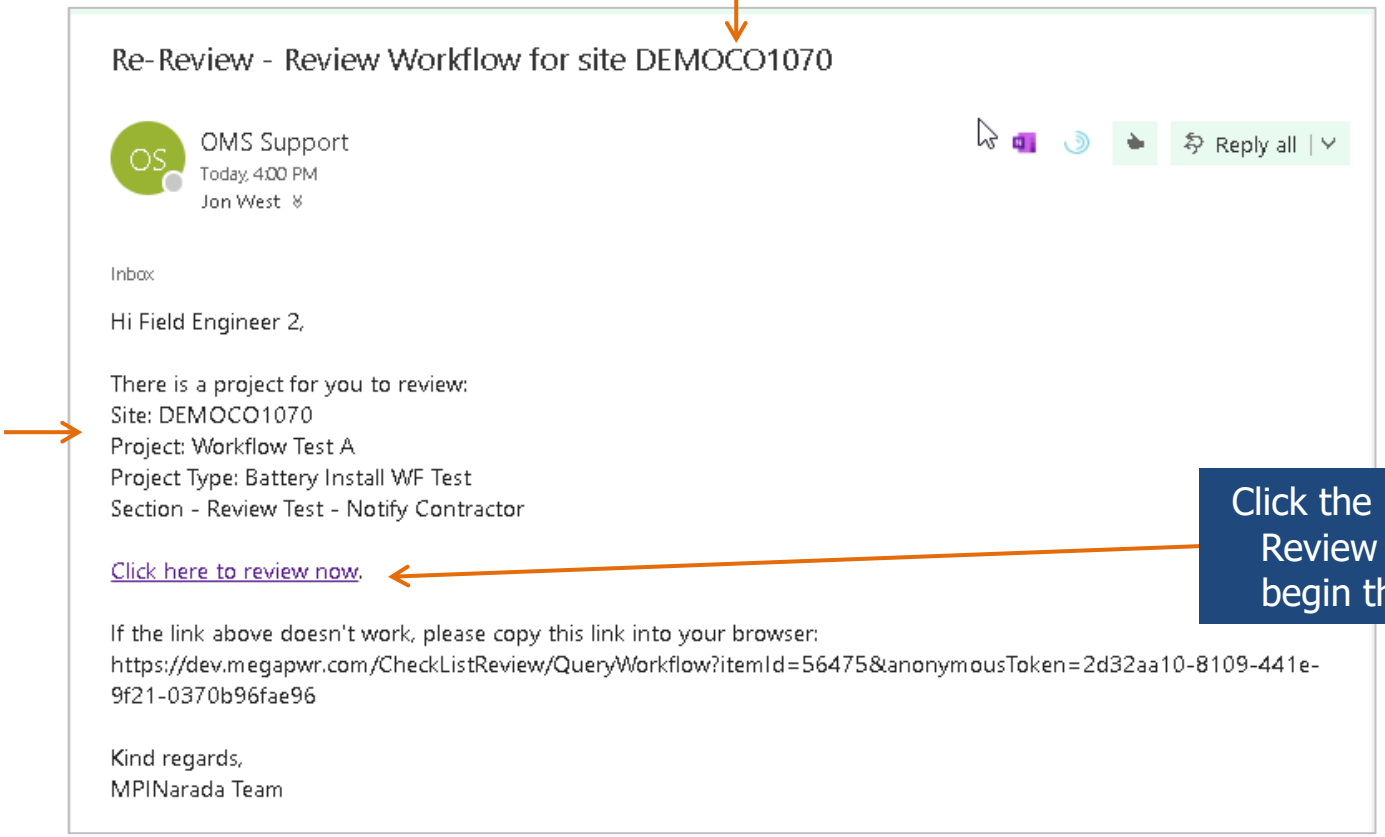
2. Click email link to open Review Dashboard.

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.



Re-Review - Review Workflow for site DEMOCO1070

OS

OMS Support
Today, 4:00 PM
Jon West

Reply all

Inbox

Hi Field Engineer 2,

There is a project for you to review:
Site: DEMOCO1070
Project: Workflow Test A
Project Type: Battery Install WF Test
Section - Review Test - Notify Contractor

Click here to review now.

If the link above doesn't work, please copy this link into your browser:
https://dev.megapwr.com/CheckListReview/QueryWorkflow?itemId=56475&anonymousToken=2d32aa10-8109-441e-9f21-0370b96fae96

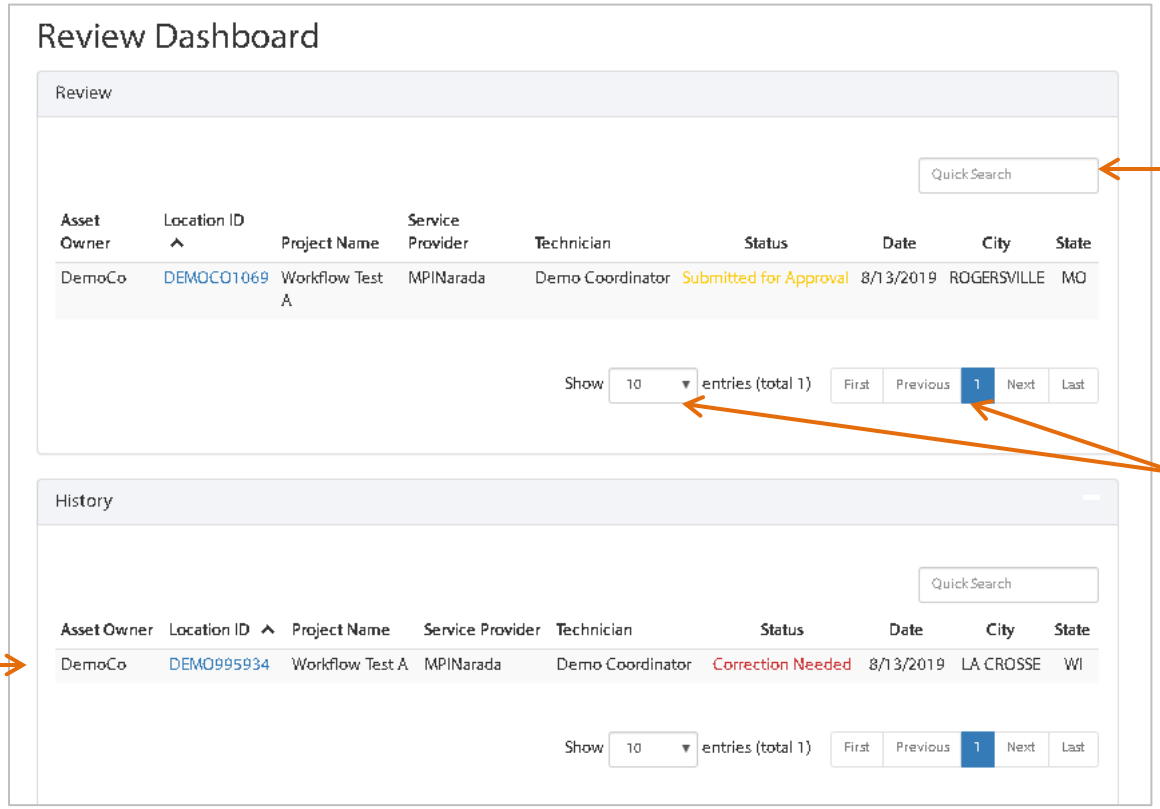
Kind regards,
MPINarada Team

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



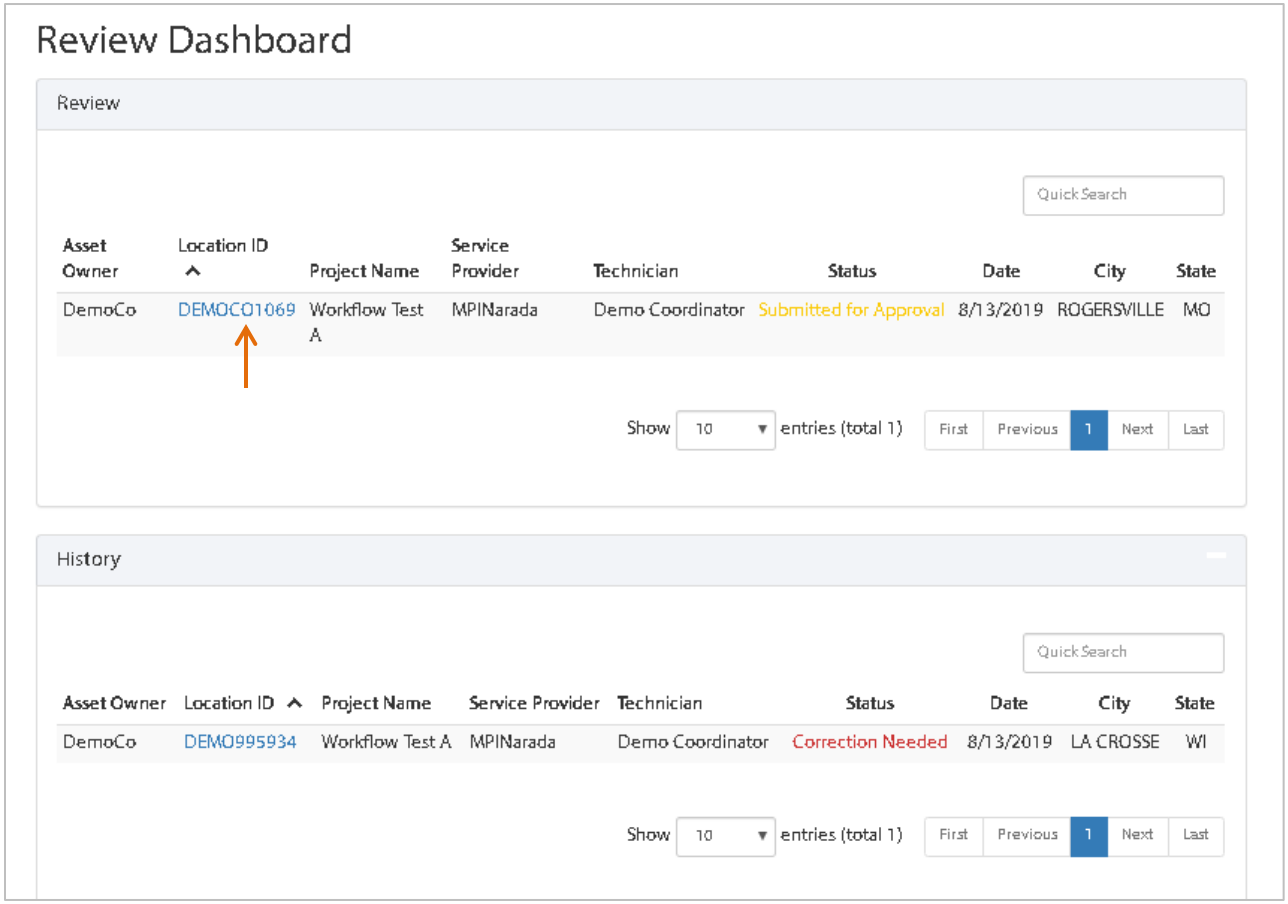
Use the search box to locate a specific site (partial IDs can be searched).

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.



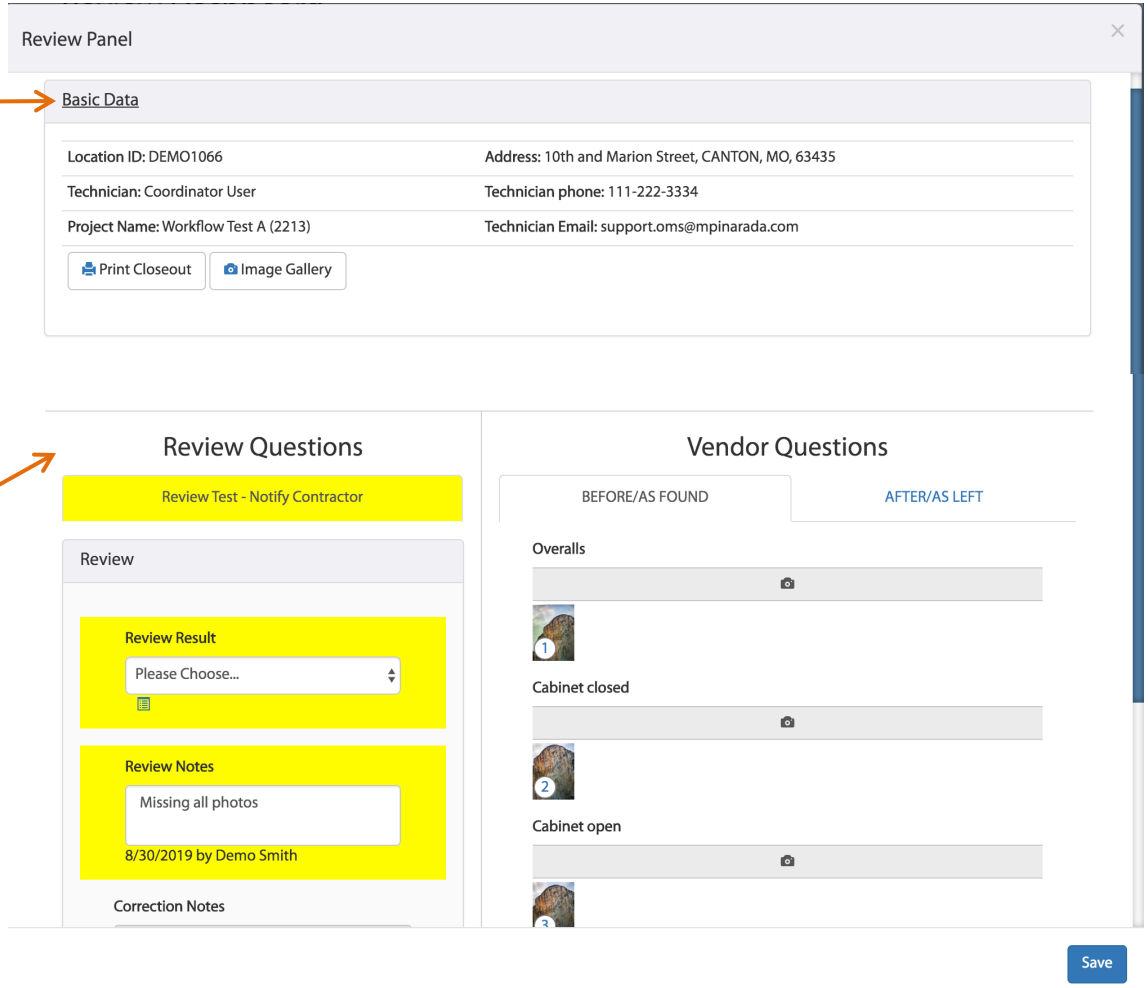
Review Panel

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.



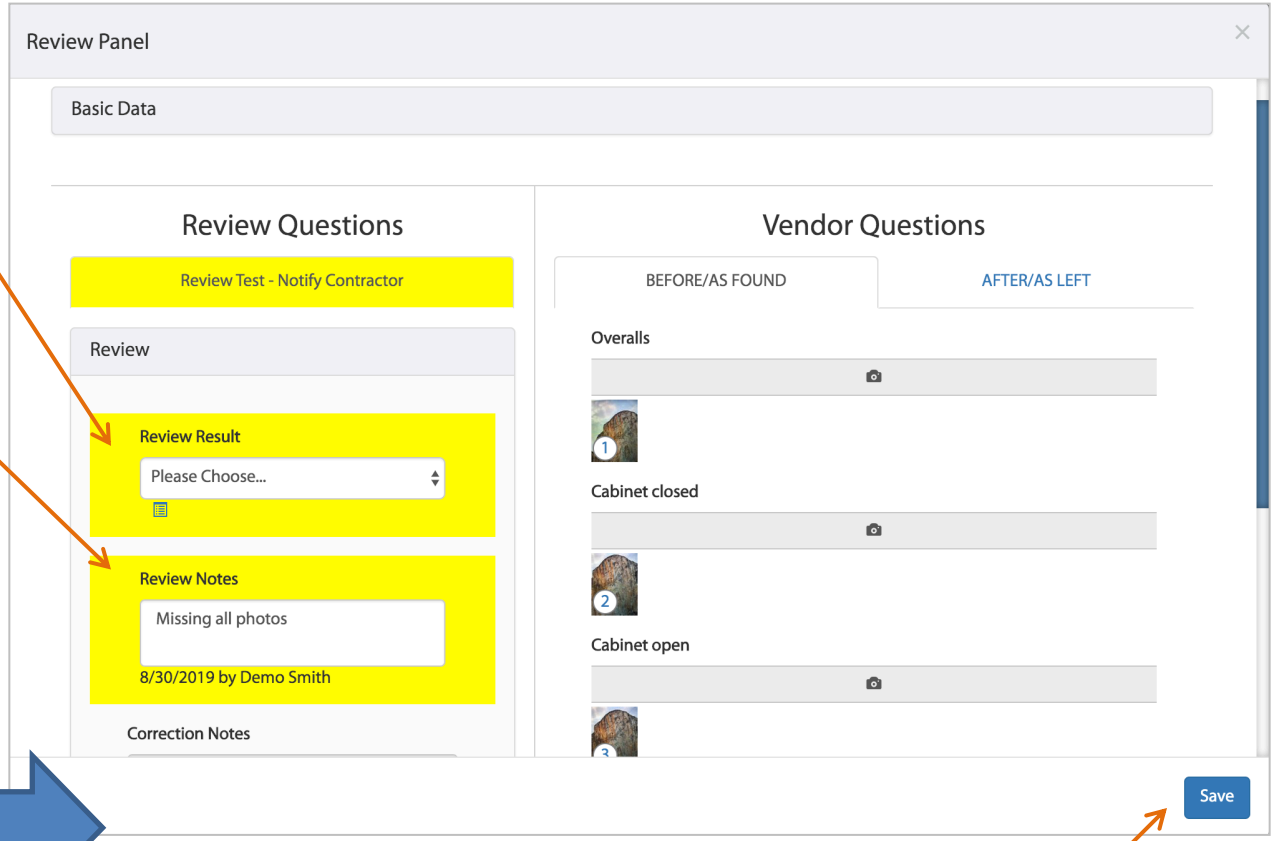
COP Review Process

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

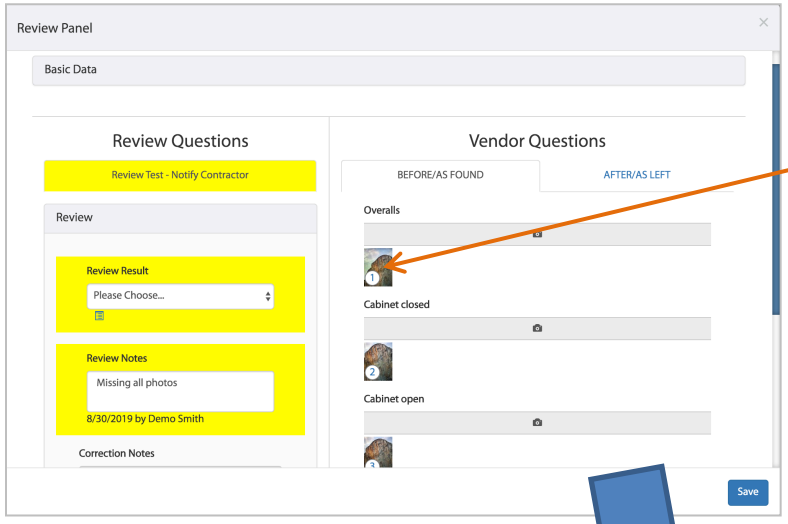
COP Review Process

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

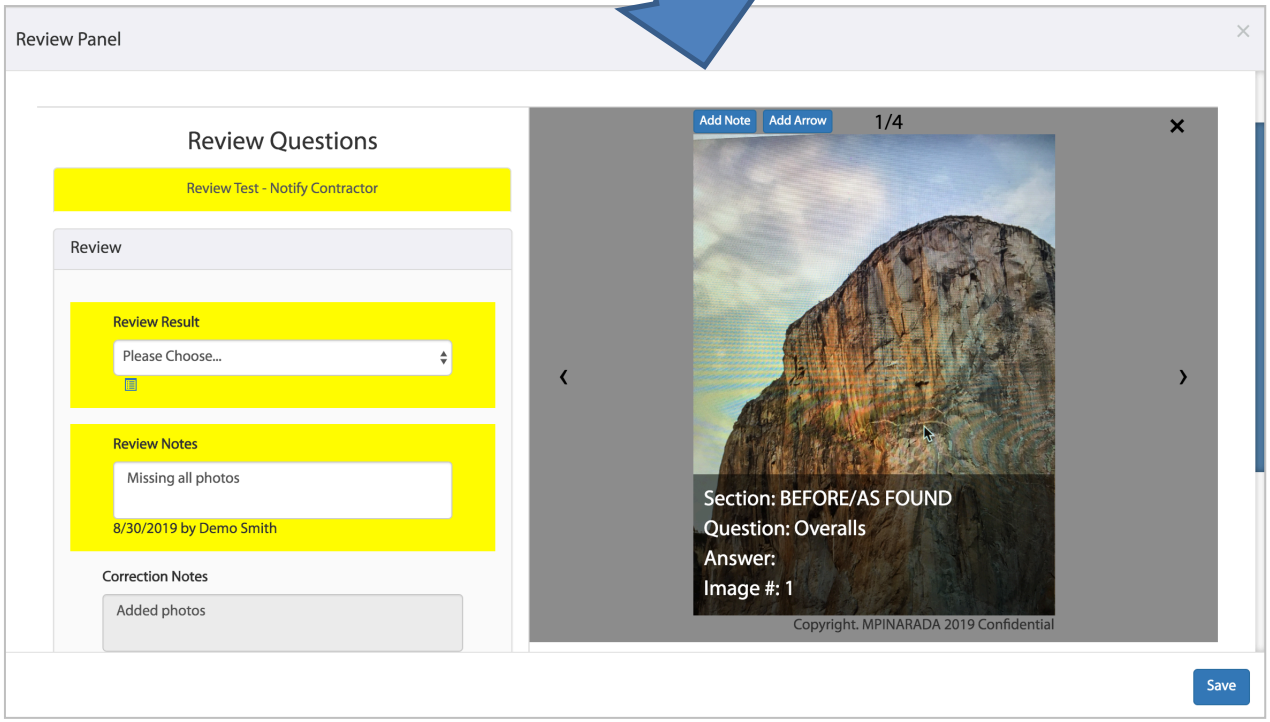
An image's meta data will indicate the question the image is related to. Rolling over the image will remove the meta data for better viewing.

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.



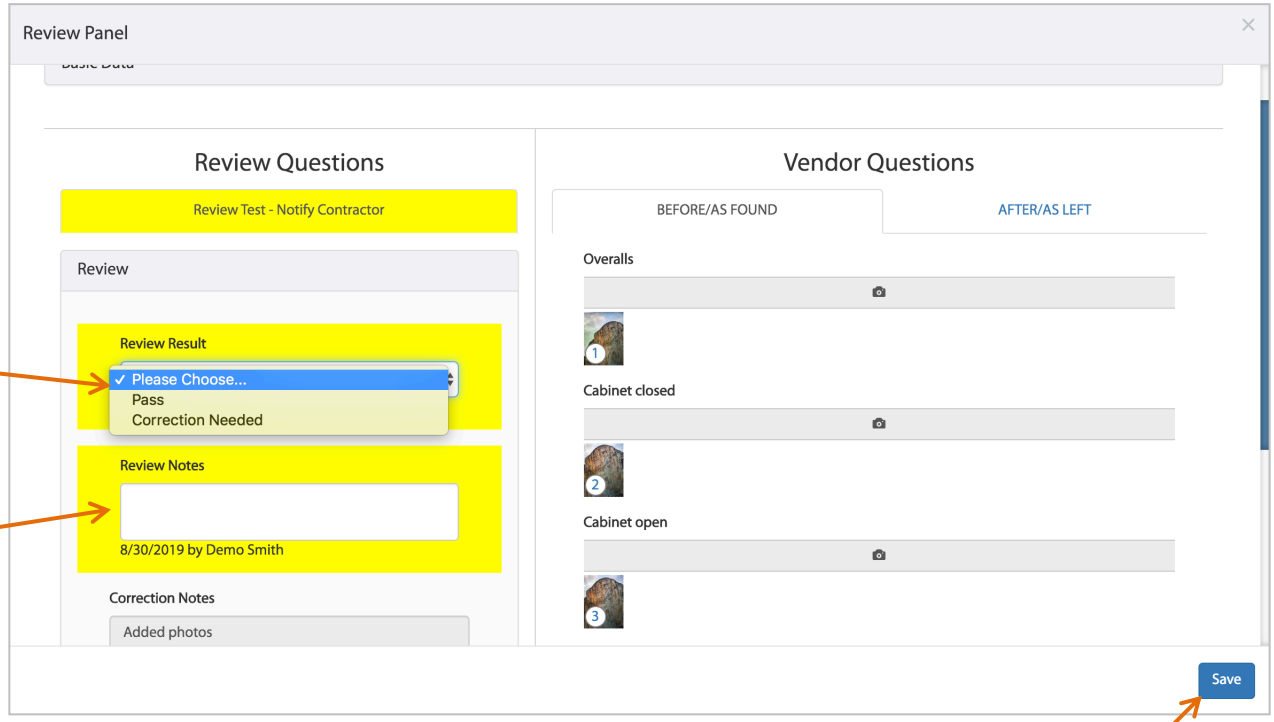
Click an image thumbnail to open the image gallery



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.



Remember to SAVE your review

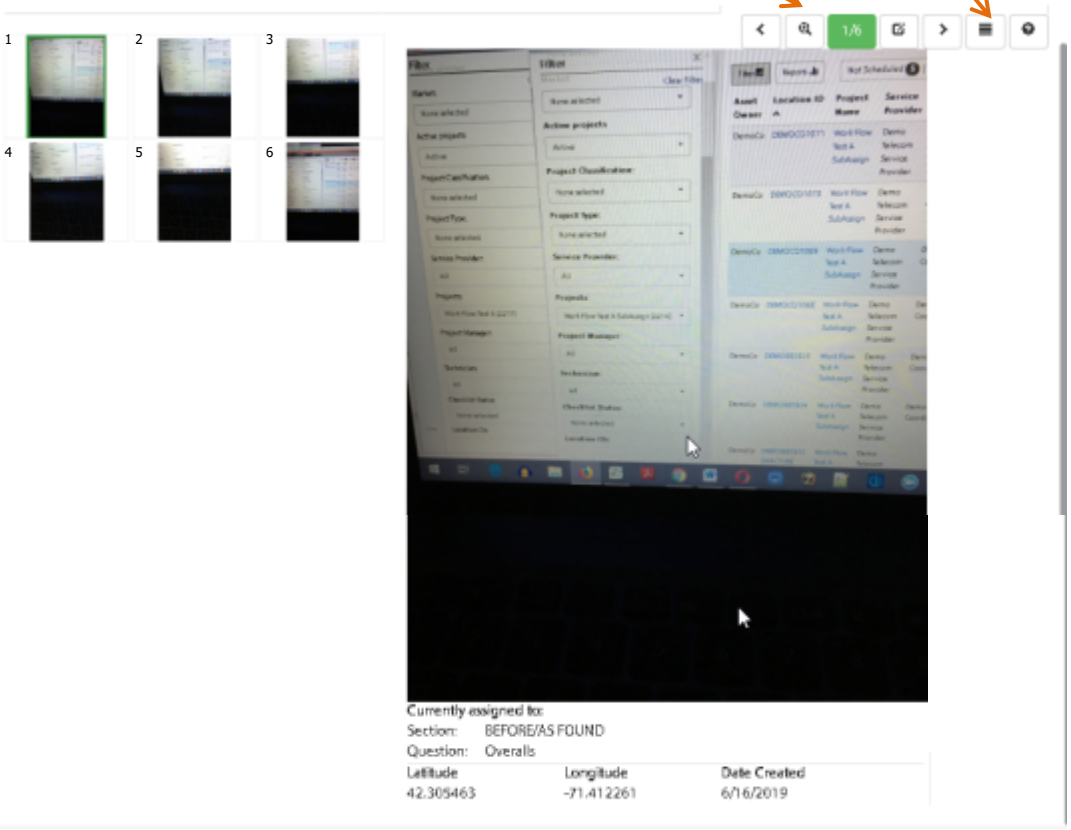
Image Gallery

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.

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

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

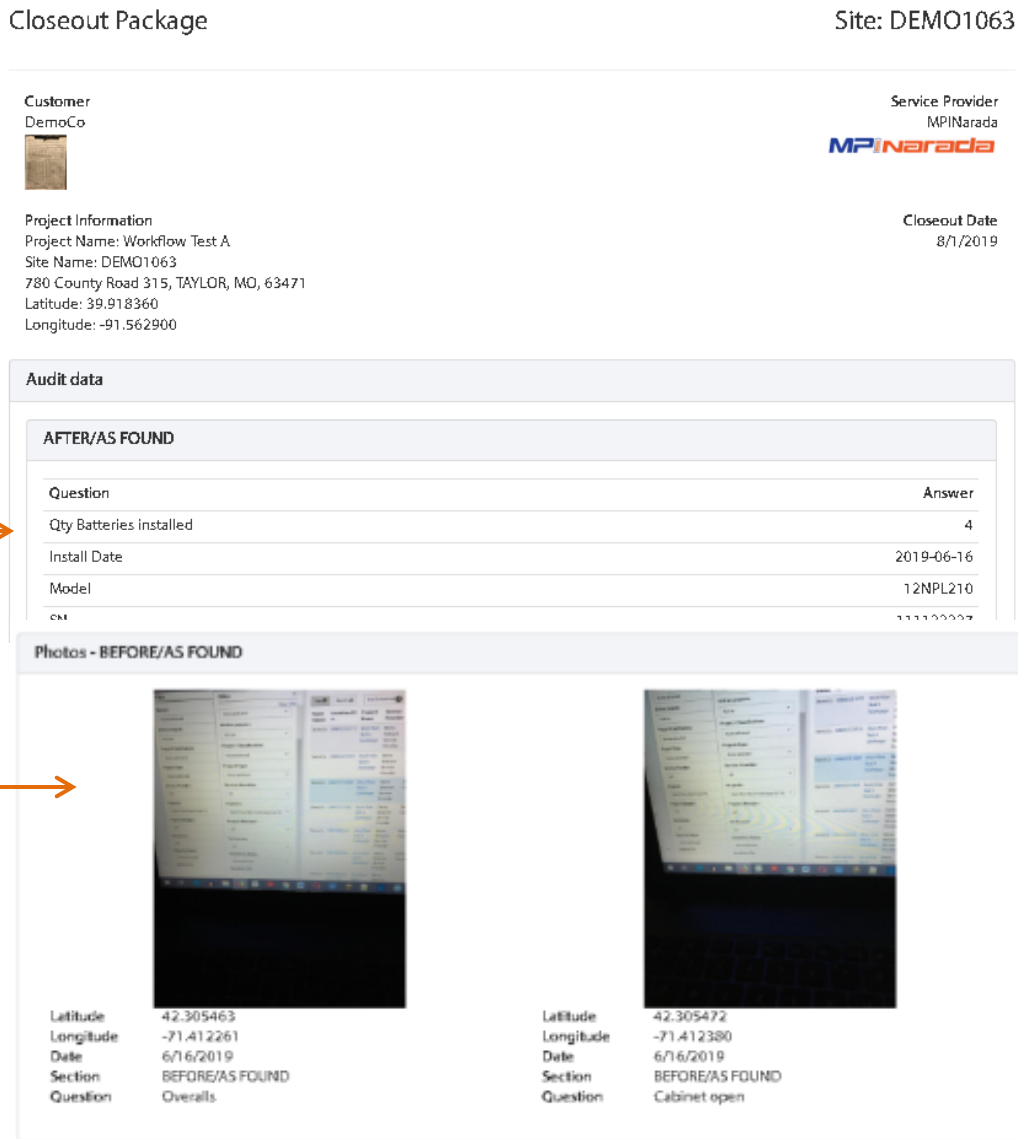


Closeout Package (pdf)

Basic site and vendor information

VCOP list items and answers

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



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

Audit data

AFTER/AS FOUND

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

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