

# OHSU HEAT Team

## Procedures on Accessing Lease Space Information

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### HEAT TEAM – OHSU LEASE SPACE

Instructions: How to access Oracle Property Manager Inquiry OHSU AIS to resolve maintenance and repair questions on who is responsible.

OHSU team members must first submit a request through Oracle Compute Access to obtain the Property Manager Inquiry OHSU AIS access in their Oracle list of responsibilities. Here is the link to the website to complete and submit this request:

<http://www.ohsu.edu/xd/about/services/technology/itg/connecting/accounts/oracle.cfm>

You will want to click on the blue box which reads: NON-SELF SERVICE ACCESS FORMS:

## ORACLE AND DISCOVERER ACCESS

### SELF-SERVICE ACCESS SYSTEM

[Oracle Self Service User Manual](#) 

[Oracle Self Service Access Video Tutorial](#)

Access available in Self Service:

- Prepare OHSU Requisitions \*  
    > > [more about this role](#)
  - Manage General Ledger Accounting Data -  
    more about [this role](#)
  - View Purchasing & AP Inquiry Information -  
    more about [this role](#)
  - Prepare Foundation Requisitions \*  
    more about [this role](#)
  - AP Inquiry 1 OHSU AIS
  - AR Inquiry OHSU AIS
  - Assets Inquiry OHSU AIS
  - GL Inquiry 1 OHSU AIS
  - GL Inquiry FSG OHSU AIS
  - HR Inquiry OHSU AIS
  - HR Mission Staff OHSU AIS
  - OGA All Project Inquiry OHSU AIS \*  
    OR
  - OGA All Project Inquiry Payroll OHSU AIS \*
  - PA Inquiry OHSU AIS
  - PO Inquiry 1 OHSU AIS
  - Inv Inquiry FAC OHSU AIS
  - IRC HR Mission OHSU AIS
  - Inv Inquiry FAC OHSU AIS
  - Maintenance Super User OHSU AIS
  - Maintenance User Workbench OHSU AIS
  - Work Order Details & Reports FAC OHSU AIS
- \* training required [register for class](#) 

[ORACLE SELF SERVICE ACCESS SYSTEM](#)

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### NON-SELF SERVICE ACCESS FORMS

To request **FISCAL AUTHORITY**, or access to **DISCOVERER**, the **Foundation**, or **any roles not listed above**, click the button below.

[NON-SELF SERVICE ACCESS FORMS](#)

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On the next web page click OHSU Oracle Financial Access Request Form:

# ORACLE REQUEST FORMS

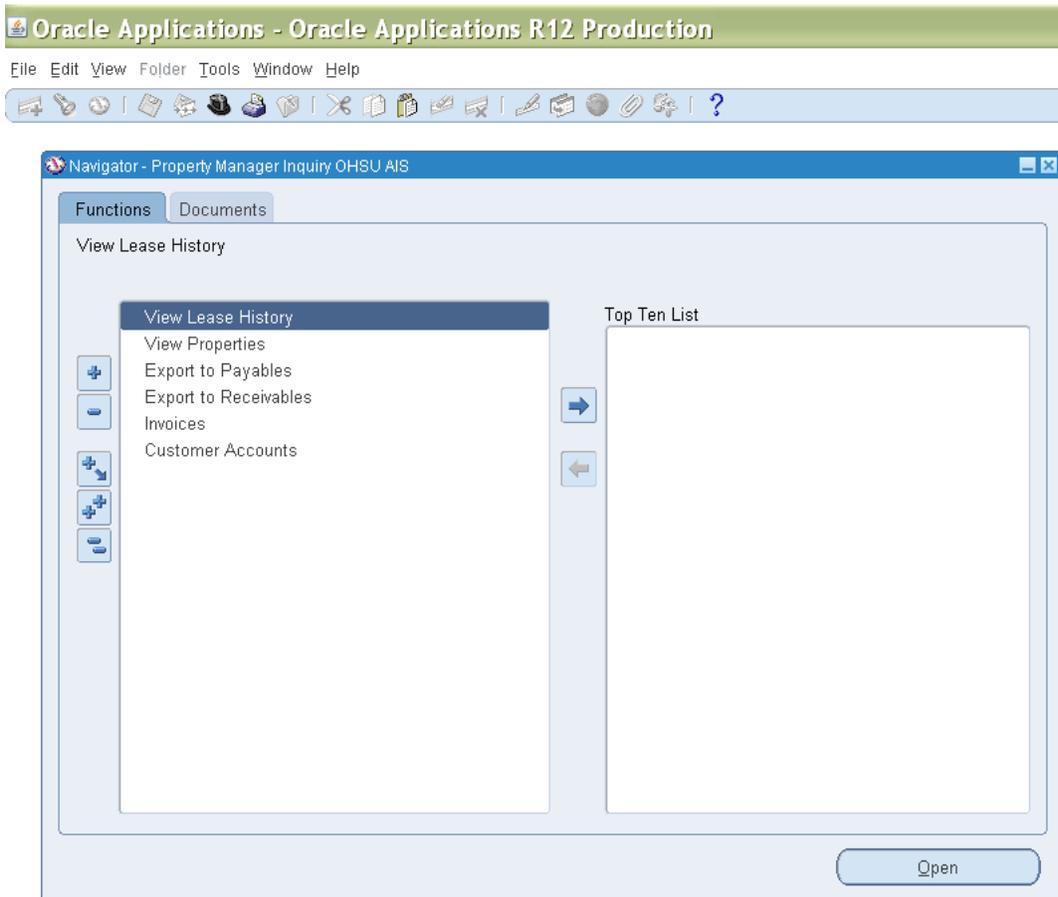
## OHSU FINANCIALS ACCESS

[OHSU Oracle Financial Access Request Form](#) 

\* **Important Change** - only list the access you are requesting to add or remove. You no longer need to list all your existing access.

Add or remove Oracle **Financials** access -  
Fiscal Authority, Internal Billing (IBS), Labor Distribution (LD)  
and other access not included in the **Self Service Access Request**  
system.

Complete the form and submit. Once access is granted, here is how to navigate Property Manager Inquiry OHSU AIS.



The screenshot shows the Oracle Applications R12 Production interface. At the top, there is a green header bar with the text "Oracle Applications - Oracle Applications R12 Production". Below this is a menu bar with "File", "Edit", "View", "Folder", "Tools", "Window", and "Help". A toolbar with various icons is visible below the menu bar.

The main window is titled "Navigator - Property Manager Inquiry OHSU AIS". It has two tabs: "Functions" and "Documents". The "Functions" tab is active, and the "View Lease History" function is selected. The interface is divided into two main sections:

- View Lease History:** A list of functions with expand/collapse icons to the left:
  - View Lease History (selected)
  - View Properties
  - Export to Payables
  - Export to Receivables
  - Invoices
  - Customer Accounts
- Top Ten List:** A large empty box with a "Top Ten List" title. Navigation arrows (right and left) are positioned to the left of the box.

An "Open" button is located at the bottom right of the window.

From the Functions Tab, select View Lease History and click the Open button:

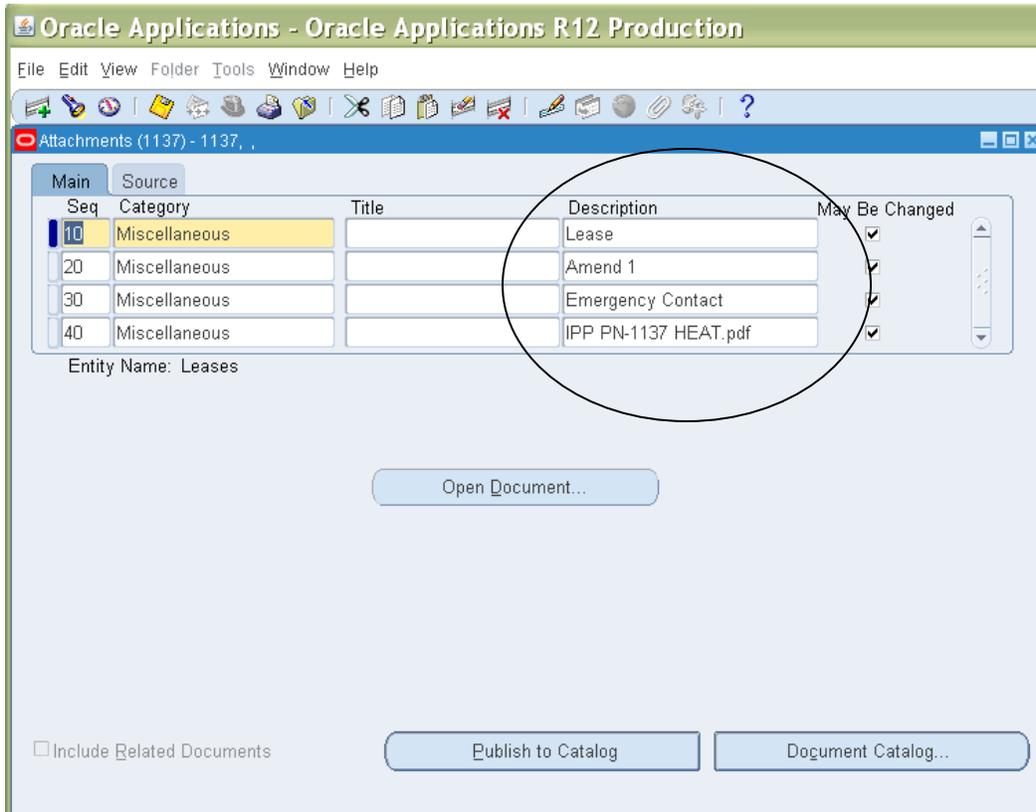
The screenshot shows the Oracle Applications R12 Production interface. The title bar reads "Oracle Applications - Oracle Applications R12 Production". The menu bar includes "File", "Edit", "View", "Folder", "Tools", "Window", and "Help". The toolbar contains various icons for file operations. The main window is titled "Find Leases" and contains several input fields and dropdown menus. The "Number" field is circled in black. Below the input fields are tabs for "Details", "Contacts", "Locations", "Insurance", "Rights", "Obligations", "Options", and "Notes". The "Details" tab is active, showing fields for "Execution Date", "Commencement Date", "Termination Date", and "Extension End Date". At the bottom, there are "Clear" and "Find" buttons.

Next in the Find Leases form, click in the Number field and enter the appropriate Lease Number from the Reference – Off Campus Incident Documents (this document can be found on CPDRE’s website at this link: <http://www.ohsu.edu/xd/about/services/cpdre/real-estate/index.cfm>, located at the bottom of the webpage.) For this example, I will use the 35<sup>th</sup> Place Building, Tag: IPP, Lease Number: 1137)

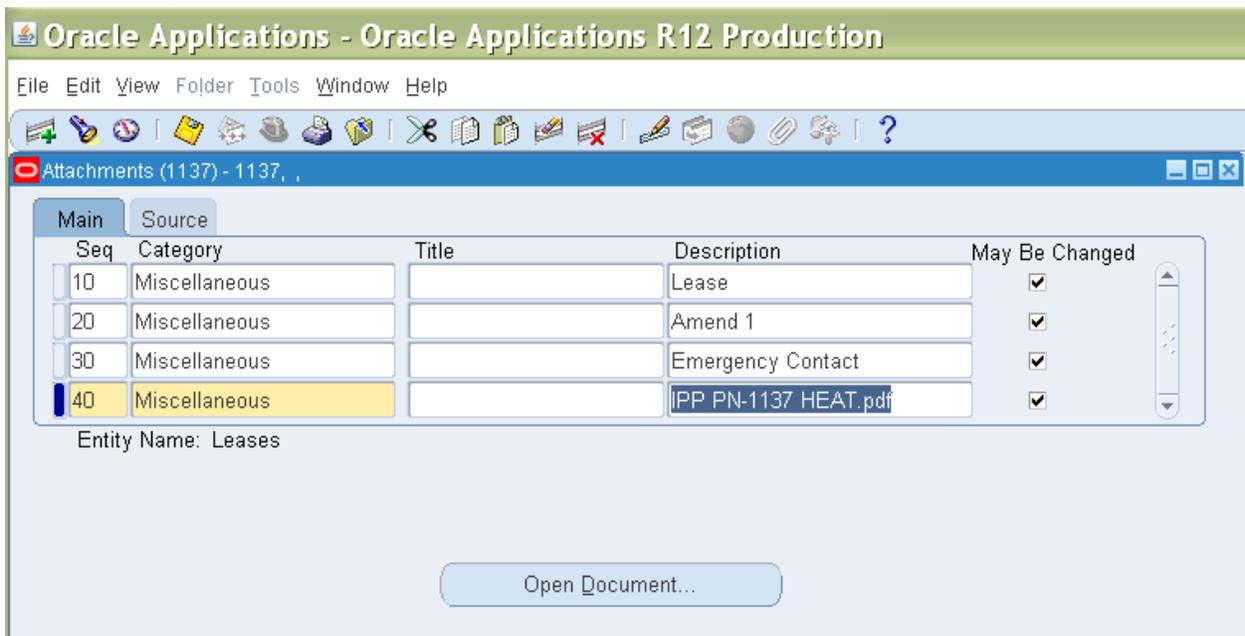
This screenshot is identical to the previous one, but the "Number" field now contains the value "1137". The "Number" field and its surrounding area are circled in black. All other elements, including the menu bar, toolbar, tabs, and date fields, remain the same.



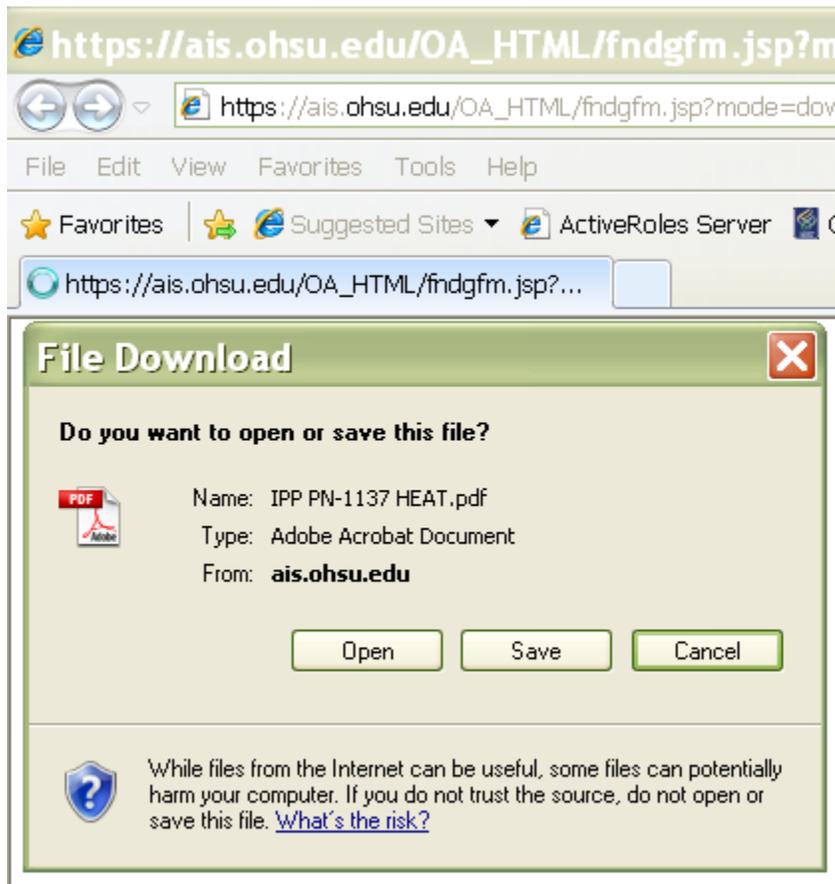
The below form should appear:



From the list, select the line with the Description IPP PN-1137 HEAT.pdf (you will always look for the Description which includes the words "...HEAT.pdf" when looking up this information in this location.)



After the line is selected, click the Open Document button, and the below File Download dialogue box should appear. Click the Open button:



Adobe should open up the pdf and you will find a document with 2 pages. The first page is the Lease Contact Information (Landlord, Tenant – OHSU Department occupying the space and CPDRE’s contact information). The second page outlines the Maintenance Roles & Responsibilities.