



OCLOS Portal – Outdoor Space Update

Description:

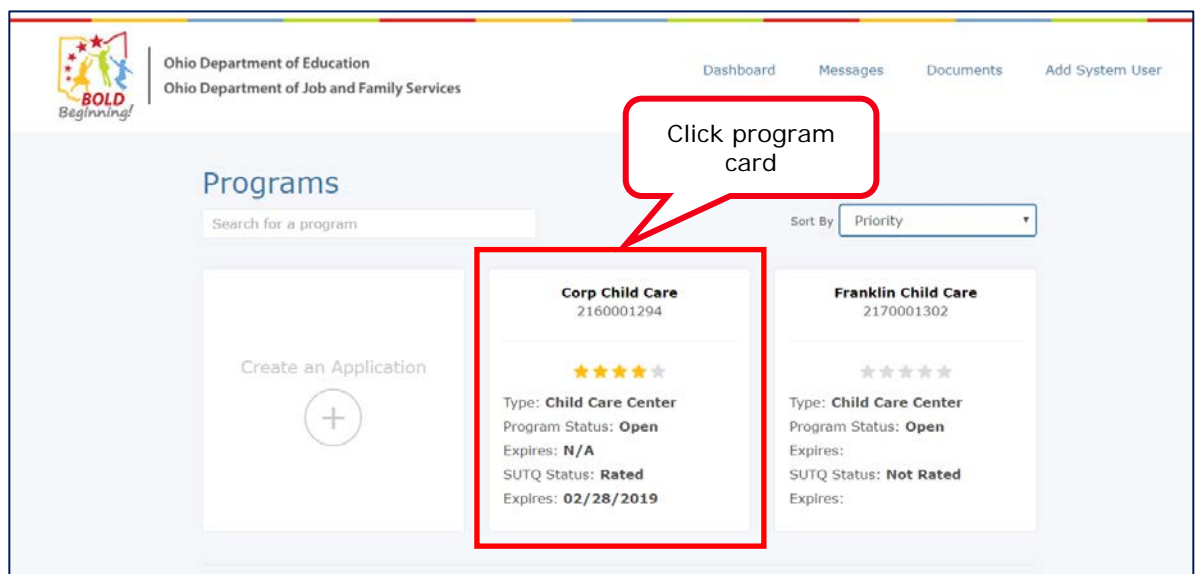
This Job Aid describes the process of submitting an Outdoor Space Update on the OCLOS Portal. This Job Aid includes steps to add or delete an Outdoor Space.

Related Job Aid(s):

- OCLOS Portal – Account Management

Step 1: Select the Program

- Log in to the OCLOS Portal
 - For information on OCLOS Portal log in refer to the OCLOS Portal – Account Management Job Aid
- Click anywhere in the program card





Step 2: Manage Programs

Click **Manage Programs**

Ohio Department of Education
Ohio Department of Job and Family Services

Dashboard Messages Documents Add System User

Corp Child Care

Program Number: 2160001294

License

Corp Child Care
123 Main
Columbus, OH
43214

Status: **Licensed** Expires: **N/A**

Manage Programs

Step Up To Quality Summary

Status: **Rated** Expires: **02/28/2019**

Manage SUTQ

Step 3: Update Program Information

Click **Update Program Information**

Ohio Department of Education
Ohio Department of Job and Family Services

Dashboard Messages Documents Add System User

Corp Child Care

Program Number: 2160001294

License

Corp Child Care
123 Main
Columbus, OH
43214

Status: **Licensed** Expires: **N/A**

Request Amendment **Request Closure**

Update Program Information

Step Up To Quality Summary

Status: **Rated** Expires: **02/28/2019**

Manage SUTQ



Step 4: Update Outdoor Space Information

Click ***Update Outdoor Space Information***

Update Information

Update Authorized Representatives

Use Update Authorized Representatives to add a new authorized representative, edit an existing authorized representative, or end date an existing authorized representative.

Update Authorized Representatives

Update Facility Information

Use Update Facility Information to edit age groups served, attendance options, services offered, schedule information, or to indicate if you currently have or plan to enter into a Provider Agreement to serve families receiving Publicly Funded Child Care (PFCC).

Update Facility Information

Update Licensing and Contact Information

For ODJFS programs, use Update Licensing and Contact Information to edit the program name, email address, mailing address, or phone.

For ODE programs, use Update Licensing and Contact Information to edit the on-site contact, alternate on-site contact, mailing address, or phone.

Update Licensing and Contact Information

Update Outdoor Space Information


Use Update Outdoor Space Information to add, update, or remove outdoor space.


Update Outdoor Space Information

Click ***Update Outdoor Space Information***



Step 5: Edit/Add Outdoor Space

Click the  icon to edit the existing **Outdoor Space**

*Note: To add a new outdoor space click the blue **Add Item** button in the **Update Outdoor Space** section. To delete an outdoor space click the  button near the  icon and skip to Step 7.*



Ohio Department of Education
Ohio Department of Job and Family Services

Dashboard Messages Documents Add System User

Update Outdoor Space Information

Update Outdoor Space

Outdoor Space Name	Outdoor Space Shape	Outdoor Square Footage Irregular	Length 1 in Feet	Length 1 in Inches
Playground	Square/Rectangle/L-Shaped	0.0	20.0	

Add Item

Capacity

Comments

Submit

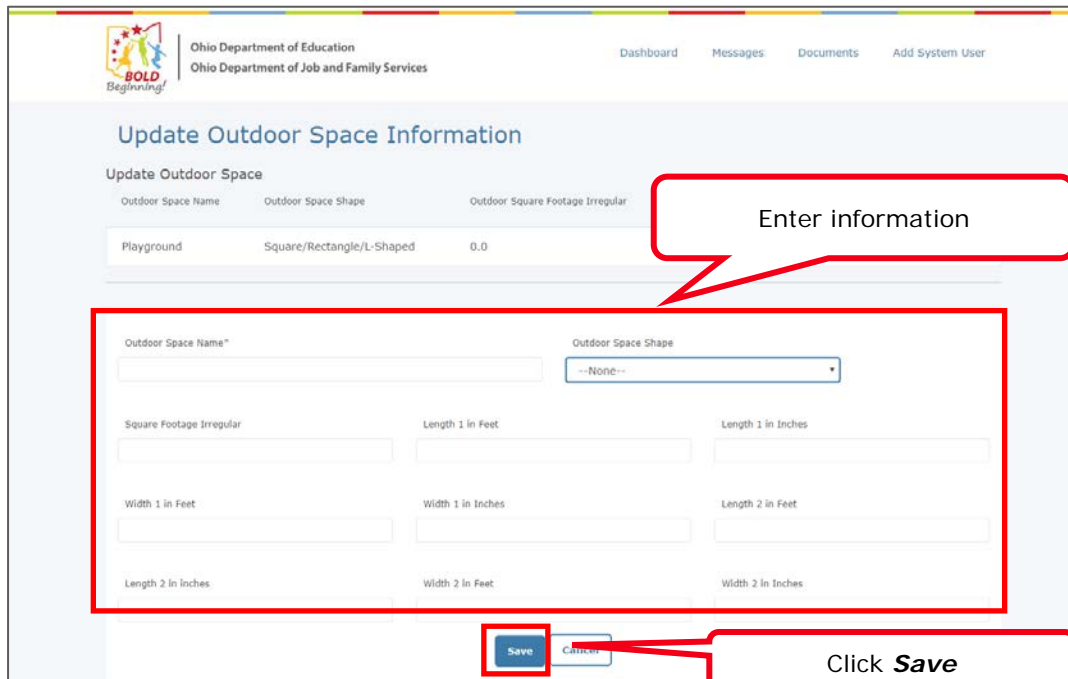
Click the icon

Step 6: Enter Outdoor Space Information

- 1) Enter outdoor space information or update the information as appropriate
- 2) Click **Save**

*Note: The **Save** button must be clicked in order for the information to be saved. If **Save and Continue** is clicked, then the information will not be saved.*

To add/edit additional outdoor spaces repeat Steps 5 and 6.



The screenshot shows the 'Update Outdoor Space Information' form in a web application. The form is titled 'Update Outdoor Space' and contains a table with the following data:

Outdoor Space Name	Outdoor Space Shape	Outdoor Square Footage Irregular
Playground	Square/Rectangle/L-Shaped	0.0

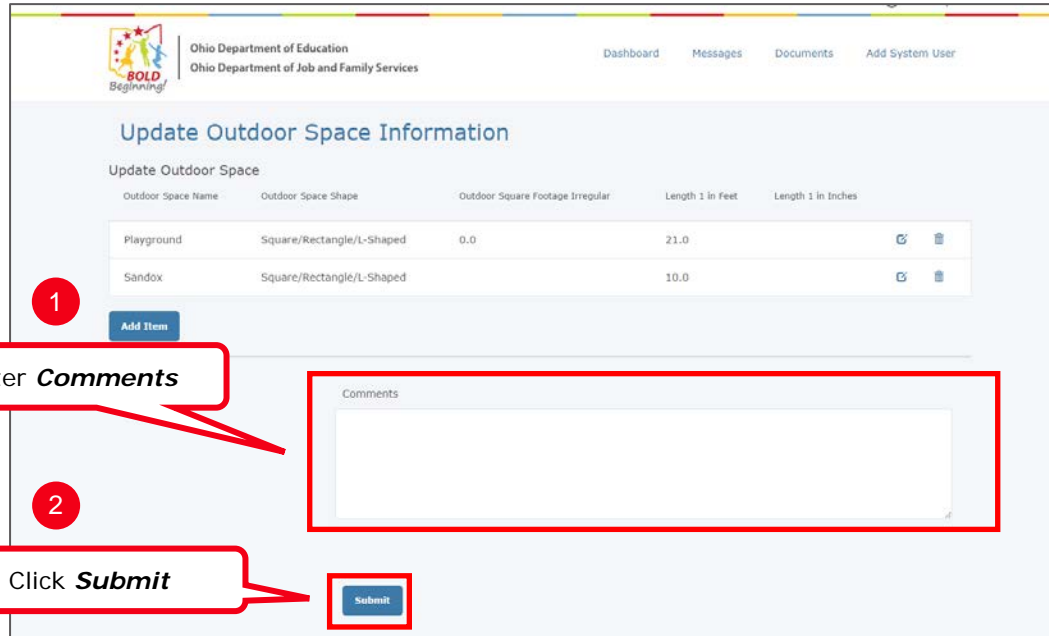
Below the table, there are several input fields for updating the information:

- Outdoor Space Name* (text input)
- Outdoor Space Shape (dropdown menu, currently showing '--None--')
- Square Footage Irregular (text input)
- Length 1 in Feet (text input)
- Length 1 in Inches (text input)
- Width 1 in Feet (text input)
- Width 1 in Inches (text input)
- Length 2 in Feet (text input)
- Length 2 in Inches (text input)
- Width 2 in Feet (text input)
- Width 2 in Inches (text input)

At the bottom of the form, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with a red box and a callout that says 'Click **Save**'. A red box around the input fields is labeled 'Enter information' with a circled '1'. A red box around the 'Save' button is labeled 'Click **Save**' with a circled '2'.

Step 7: Submit Update

- 1) Enter **Comments** if applicable
- 2) Click **Submit**

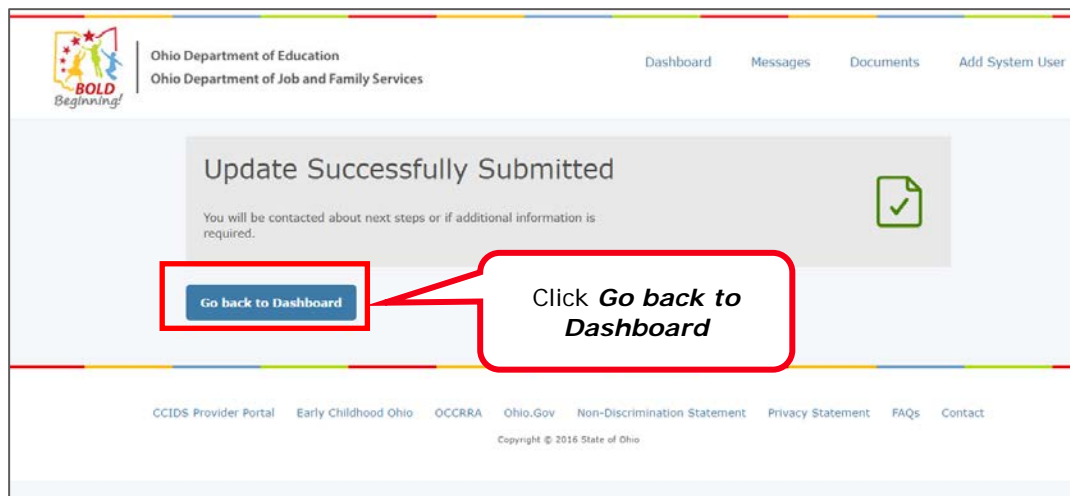


The screenshot shows the 'Update Outdoor Space Information' form. It features a table with columns for 'Outdoor Space Name', 'Outdoor Space Shape', 'Outdoor Square Footage Irregular', 'Length 1 in Feet', and 'Length 1 in Inches'. The table contains two rows: 'Playground' and 'Sandox'. Below the table is an 'Add Item' button. A red callout box labeled '1' points to the 'Comments' text area, with the text 'Enter **Comments**'. Another red callout box labeled '2' points to the 'Submit' button, with the text 'Click **Submit**'.

Outdoor Space Name	Outdoor Space Shape	Outdoor Square Footage Irregular	Length 1 in Feet	Length 1 in Inches
Playground	Square/Rectangle/L-Shaped	0.0	21.0	
Sandox	Square/Rectangle/L-Shaped		10.0	

Step 8: Return to Dashboard

Click **Go back to Dashboard**



The screenshot shows the 'Update Successfully Submitted' confirmation page. It features a green checkmark icon and the text 'You will be contacted about next steps or if additional information is required.' A red callout box points to the 'Go back to Dashboard' button, with the text 'Click **Go back to Dashboard**'.

The process of submitting an Outdoor Space Update is complete.