

Projectwise for Processing

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Section 1 Contract Plans Processing Workflow

All subset shall be in accordance with the DPD manual, see section 5.

Final Design Submission (Plans)		
Step	Group	Responsibilities of Group
1	Designer	<ul style="list-style-type: none"> a. Submits FDP plans into the 100_Contract Plans folder.
2	Processing (CTDOT)	<ul style="list-style-type: none"> a. Change FDP plans, specifications, and supplemental documents to the Processing State, see section 4.1. b. Digitally mark up with comments and save FDP plans, see section 4.2. Keep FDP Plans in the Processing State. If there are no comments proceed to step 7. c. Create a comment report of these comments and save on your computers desktop, see section 4.3. Then upload and attribute this report correctly into the 240_Contract_Development folder, see section 4.3.1. d. Notify Designer comments are in 240_Contract Development Folder.
3	Designer	<ul style="list-style-type: none"> a. Change subsets to reflect comments made by Processing b. Submits DCD Plans
4	Processing (CTDOT)	<ul style="list-style-type: none"> a. Change DCD Plans to Processing state and revised FDP specs if necessary, see section 4.1. b. Perform a document compare on the FDP and DCD plans using Bluebeam, if necessary, see section 4.5. c. Digitally markup DCD subsets with comments and save, see section 4.2. If there are no comments proceed to step 7. d. Create a comment report of these comments and save on your computers desktop, see section 4.3. Then upload and attribute this report correctly into the 240_Contract_Development folder, see section 4.3.1. e. Notify Designer comments are in 240_Contract Development Folder
5	Designer	<ul style="list-style-type: none"> a. Change subsets to reflect comments made by Processing on DCD Plans b. Submits DCD2 Plans
6	Processing (CTDOT)	<ul style="list-style-type: none"> a. Changes DCD2 Plans to Processing state and any revised FDP specs if necessary, see section 4.1. b. Perform a document compare on the DCD and DCD2 plans using Bluebeam, if necessary, see section 4.5. c. Digitally markup DCD2 subsets with comments, see section 4.2. If there are no comments proceed to step 7. d. Create a comment report of these comments and save on your computers desktop, see section 4.3. Then upload and attribute this report correctly into the 240_Contract_Development folder, see section 4.3.1. e. Notify Designer comments are in 240_Contract Development Folder

7	Processing (CTDOT)	<ul style="list-style-type: none"> a. Change the Sub Category Attribute of the approved subset from FDP, DCD(1,2..etc.) plans to FPL plans. STD and FIO plans shall not be changed to FPL. See section 4.4.1 b. Make the document and file name the CTCCode. Make sure the file name has a “.pdf” on the end, see section 4.4.2. c. Change discipline subsets to the Advertise State, see section 4.1 d. Delete all previous versions of plans, FDP, DCD, DCD2, etc. e. Keep Comment reports in the 240_Contract_Development folder for records if necessary and formally notify Contracts when all subset have been approved for Advertising f. When the job is Awarded change the workflow to Contract Plans Construction. See section 6.
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Section 2 Addendum Plans Processing Workflow

All subsets shall be in accordance with the DPD manual, see section 5.

Addendum Plans		
Step	Group	Responsibilities of Group
1	Designer	<ul style="list-style-type: none"> a. Submits ADP plans into the 100_Contract Plans folder.
2	Processing (CTDOT)	<ul style="list-style-type: none"> a. Changes document to the Processing State, see section 4.1. b. Digitally mark up with comments and save, see section 4.2. Keep ADP Plans in the Processing State. If there are no comments proceed to step 7. c. Create a comment report of these comments and save on your computers desktop, see section 4.3. Then upload and attribute this report correctly into the 240_Contract_Development folder, see section 4.3.1. d. Notify Designer comments are in 240_Contract Development Folder
3	Designer	<ul style="list-style-type: none"> a. Change subsets to reflect comments made by Processing b. Submits ACD Plans
4	Processing (CTDOT)	<ul style="list-style-type: none"> a. Changes ACD Plans to Processing state, see section 4.1. b. Perform a document compare on the ADP and ACD plans using Bluebeam, if necessary, see section 4.5. c. Digitally markup ACD subsets with comments and save, see section 4.2. If there are no comments proceed to step 7. d. Create a comment report of these comments and save on your computers desktop, see section 4.3. Then upload and attribute this report correctly into the 240_Contract_Development folder, see section 4.3.1. e. Notify Designer comments are in 240_Contract Development Folder
5	Designer	<ul style="list-style-type: none"> a. Change subsets to reflect comments made by Processing on ACD Plans b. Submits ACD2 Plans

6	Processing (CTDOT)	<ul style="list-style-type: none"> a. Change ACD2 Plans to Processing state, see section 4.1. b. Perform a document compare on the ACD and ACD2 plans using Bluebeam, if necessary, see section 4.5. c. Digitally markup ACD2 subsets with comments, see section 4.2. If there are no comments proceed to step 7. d. Create a comment report of these comments and save on your computers desktop, see section 4.3. Then upload and attribute this report correctly into the 240_Contract_Development folder, see section 4.3.1. e. Notify Designer comments are in 240_Contract Development Folder
7	Processing (CTDOT)	<ul style="list-style-type: none"> a. Change the Sub Category Attribute of the approved subset from ACD(1,2..etc.) plans to ADP plans, see section 4.4.1 b. Copy the CTCCode and make the document and file name the CTCCode. Make sure the file name has a “.pdf” on the end, see section 4.4.2. c. Change discipline subsets to the Advertise State, see section 4.1. d. Delete all previous versions of plans, ADP, ACD, ACD2, etc. e. Keep Comment reports in 240_Contract_Development folder for records if necessary and formally notify Contracts when all subset have been approved for Advertising. f. When the job is Awarded change the workflow to Contract Plans Construction. See section 6.

Section 3 Contract Specifications Workflow

The contract specifications, in word document format, for FDP or an Addendum shall be submitted by the Designer into the 240_Contract Development folder in Projectwise. Specifications will be submitted in (1) zipped folder for consultant designed projects and multiple zipped folders per discipline for CTDOT Design Unit Projects.

The following is a workflow for processing the Contract Specifications:

1. Change the state of the specifications to Processing.
2. Export the zipped folder, see figures below:

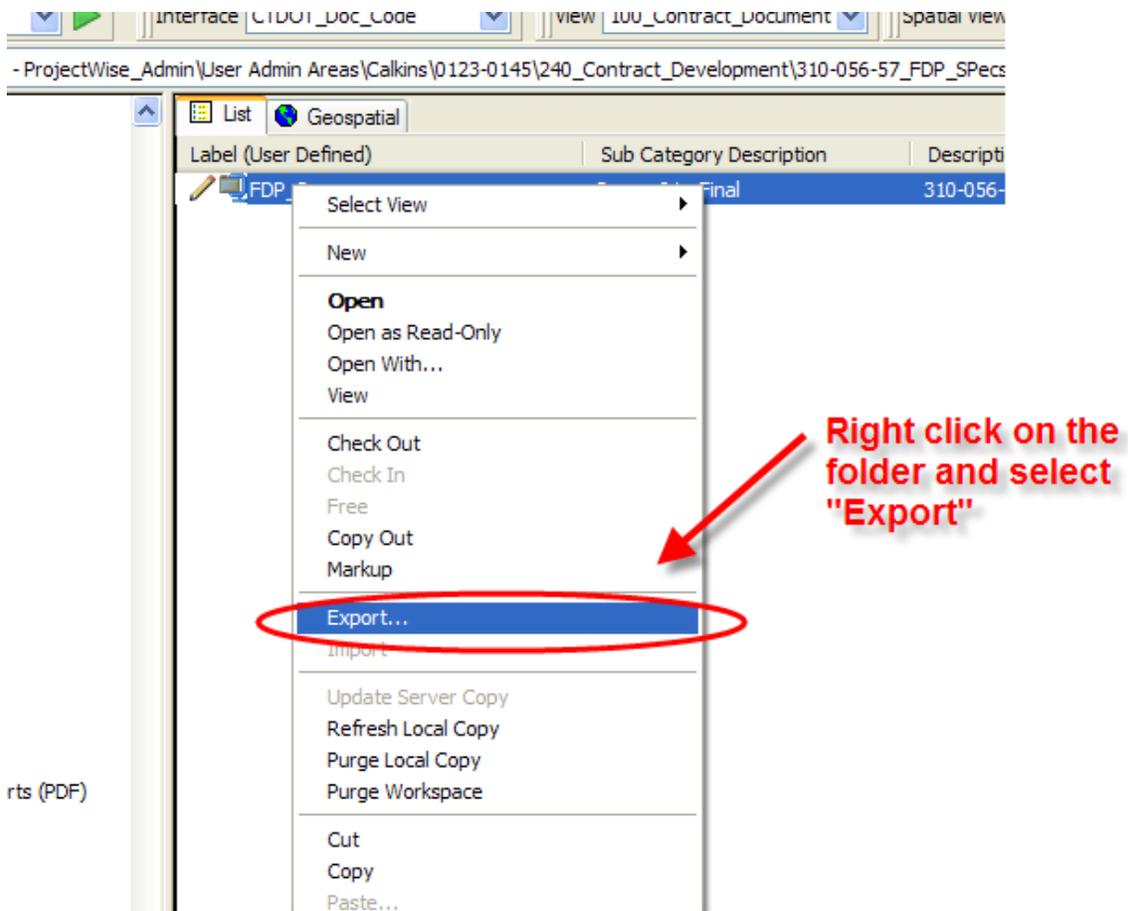


Figure 1 - Exporting Specifications Out of Projectwise

On the following screen choose these options:

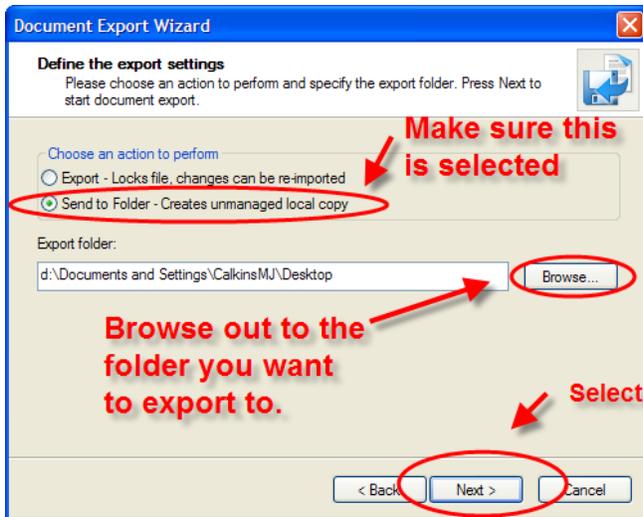


Figure 2 - Exporting Specifications

3. Extract the specifications out of the zipped folder, so the specs can be processed.
4. After you have created the Spec. Package into (1) PDF document, name the file: “Final Specs.pdf”.
5. Before the final spec package PDF is uploaded into projectwise make sure the Interface and View are selected as follows:

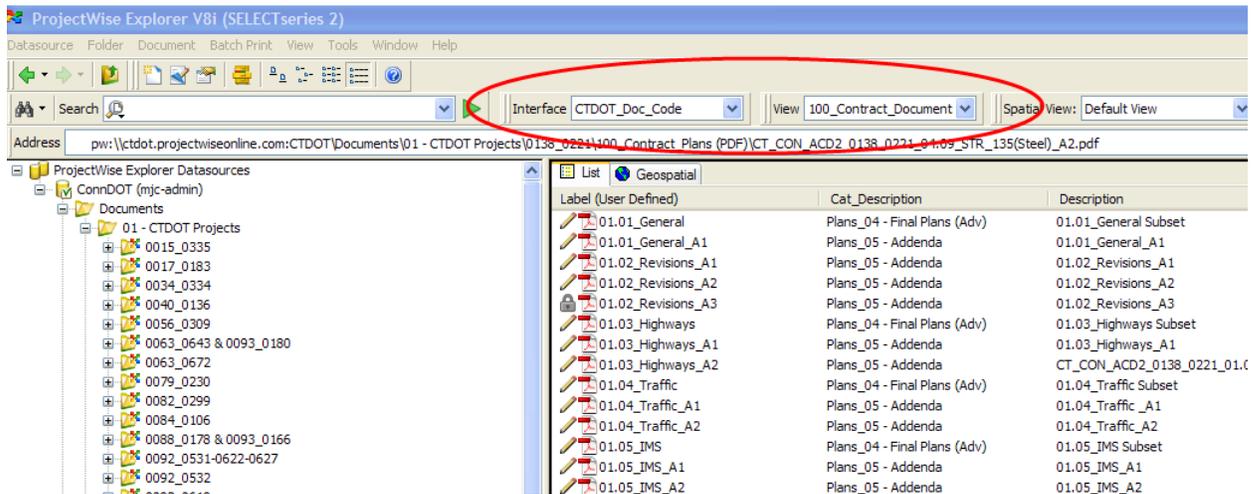
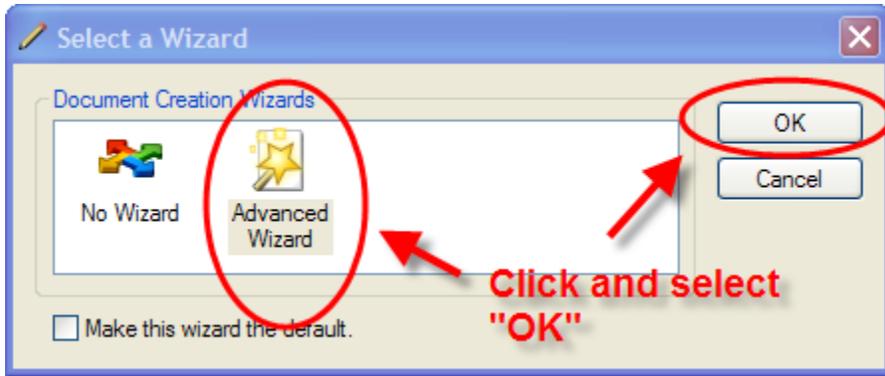


Figure 3 - Interface and View

6. Next Upload the final spec. package PDF into the 110_Contract_Specifications (PDF) folder by dragging and dropping the file into that folder.
7. Use the Advanced wizard.



- Click next until you get to the Attribute page shown below: Note: This example shows a Final Spec. package subset, when uploading an Addendum Subset, the Sub Category = ASP and the label shall be Addendum # Specs., where # is the Addendum Number.

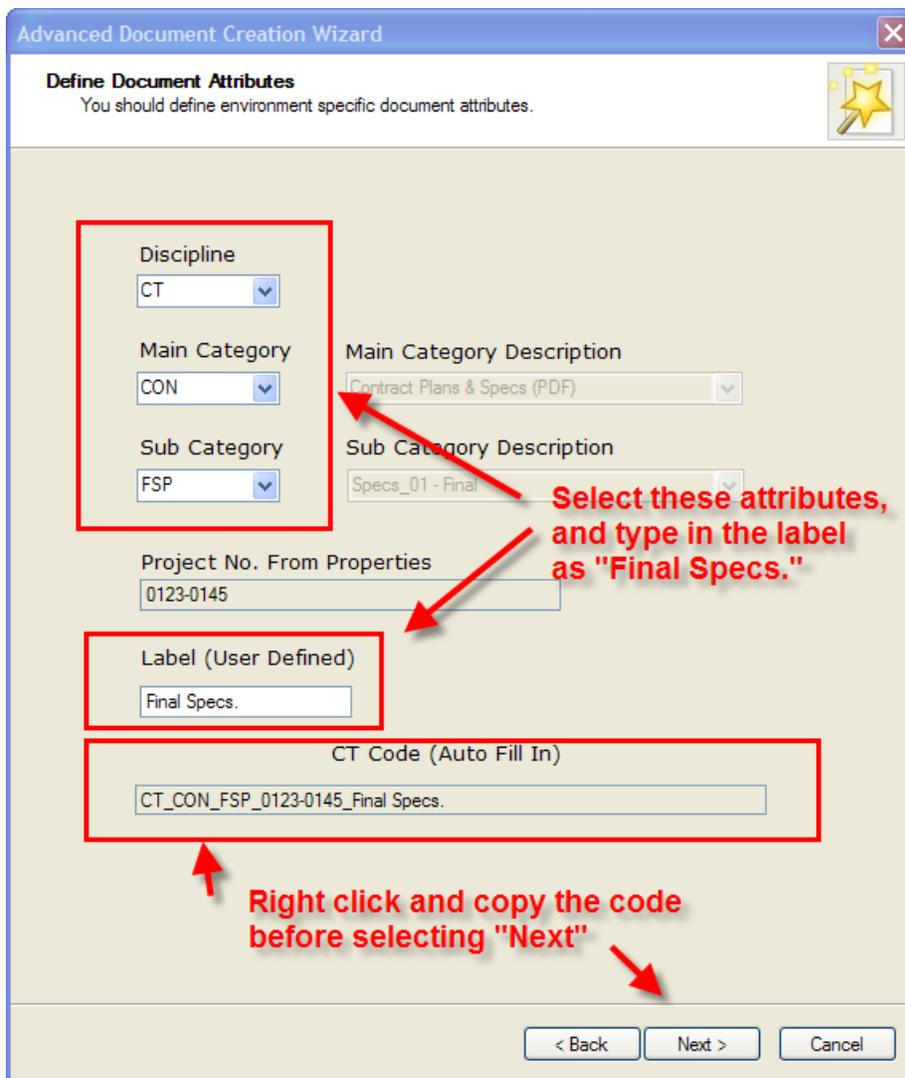


Figure 4 - Selecting Appropriate Attributes

- Next paste the CTCODE as the document name and file name as shown below and hit next:

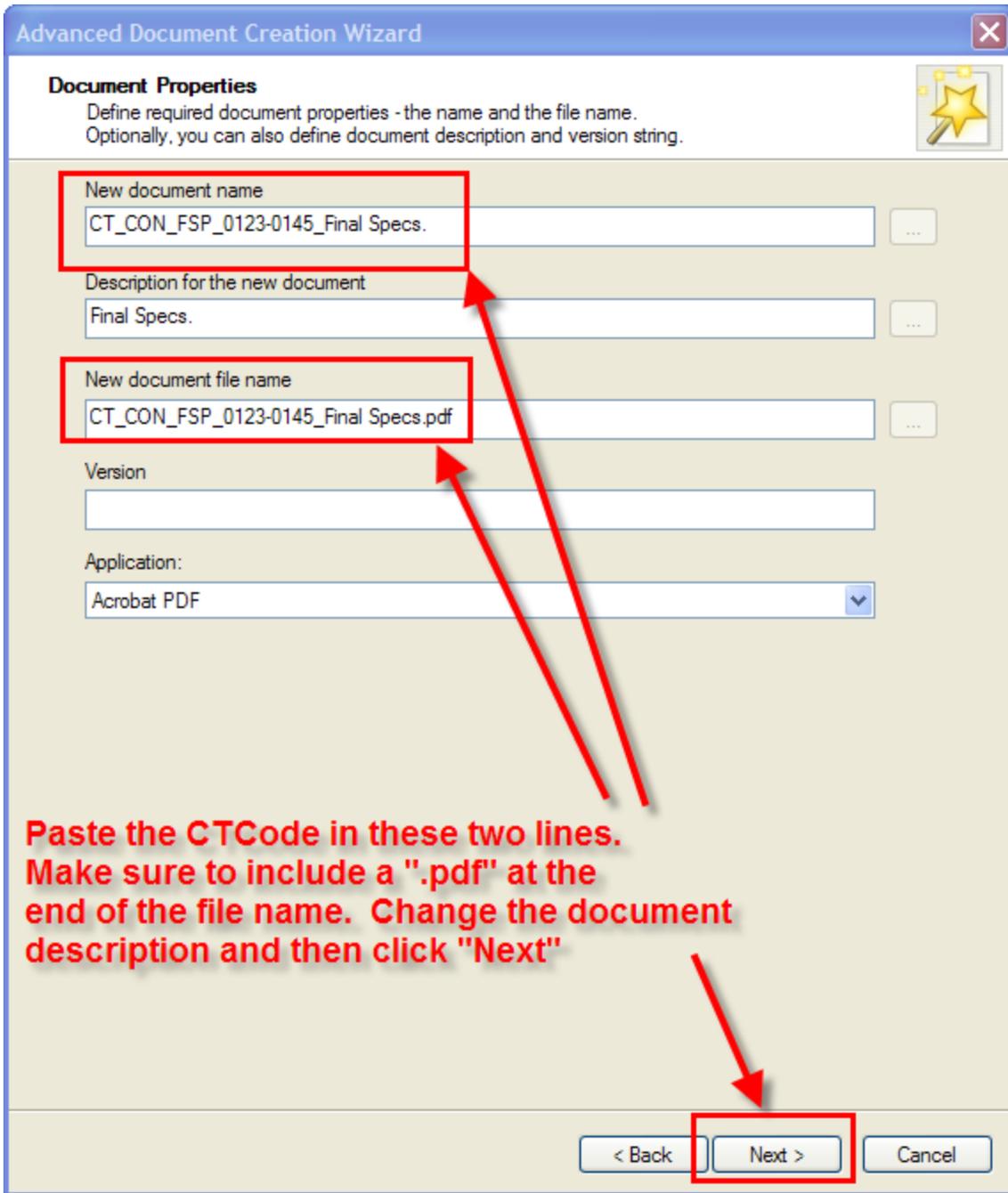


Figure 5 - Document and File Name

10. Click Next two more times and the file will be uploaded into Projectwise.
11. Formally notify the Contracts unit when Processing is finished with the spec. package.

Section 4 Processing Contract Plans / Addendum Plans

The following figures show the steps to process contract plan subsets, but the section also applies to addendum plans. This section gives direction for the following:

- 4.1 Change the state of the discipline subsets
- 4.2 Create comments in Adobe on the discipline subsets
- 4.3 Create a comment report of your comments in Adobe for the Designer and upload this report into Projectwise.
- 4.4 Change the discipline subsets to Final Plans. This requires the sub-category attribute to be change to FPL, and the document name and file name to be changed to match the CTCODE.
- 4.5 Performing a document compare using Bluebeam

4.1 Changing the State of a Discipline Subset

The state of a discipline subset set shall be changed to the Processing state when the processing unit is reviewing the plans. The discipline subsets shall be changed to the Advertise state before the documents are ready to be advertised by the Contracts unit.

Follow the figure below for changing the state of (1) document:

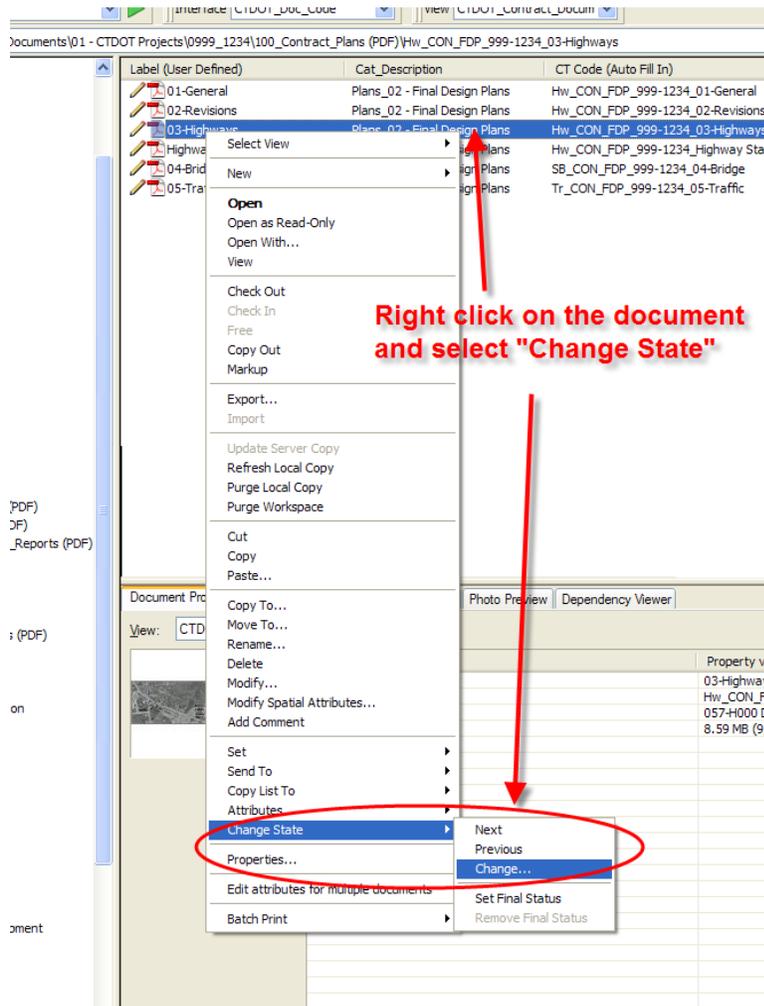


Figure 6 - Change State of Subset

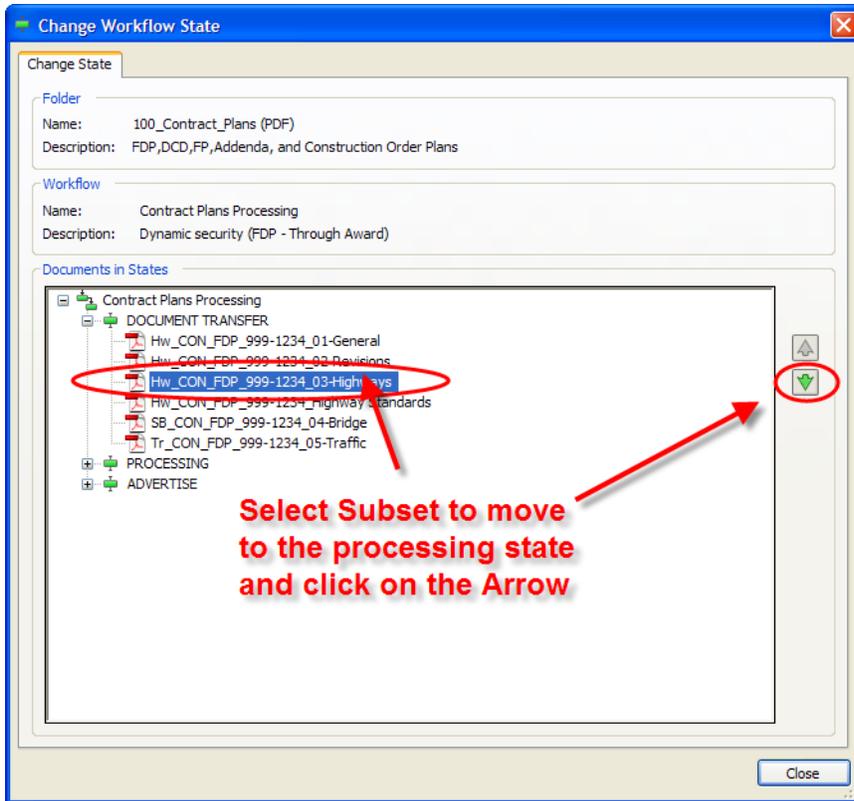


Figure 7 - Moving Subset to a Different State

Note: To move all the subsets to the next state, highlight all documents in the figure above and hit the down arrow. This will move all selected subsets to the next state.

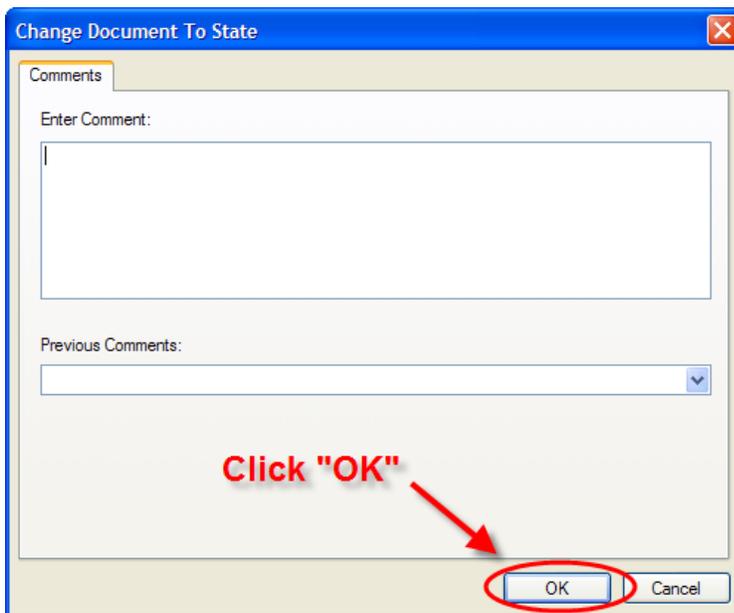


Figure 8 - Moving Subset to a Different State

4.2 Commenting on Subsets

Commenting on the plans will be accomplished using Adobe Pro. The figures below give a brief illustration of the commenting tools in Adobe:

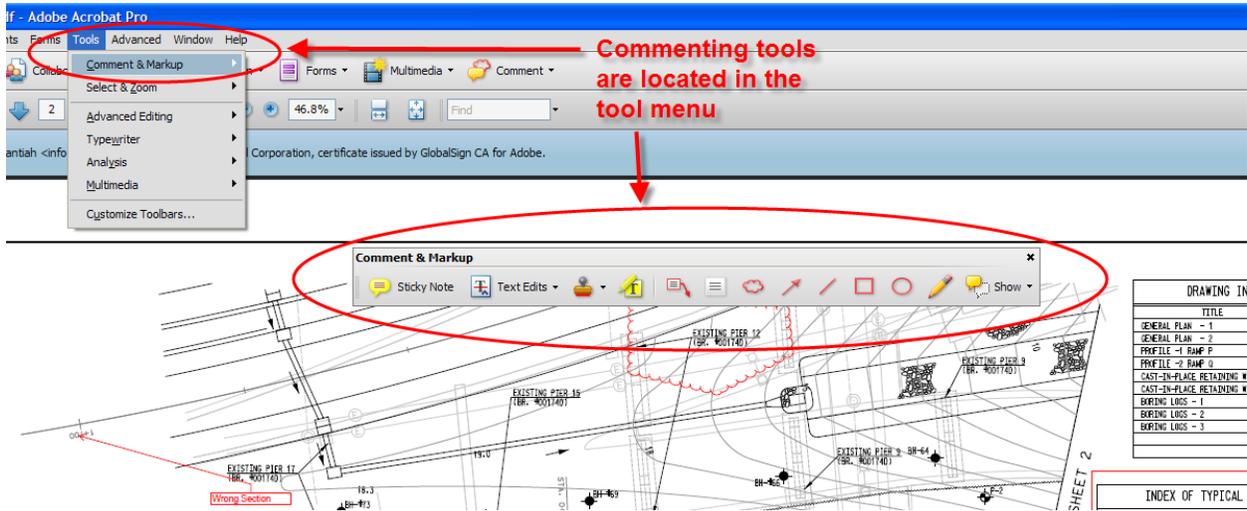
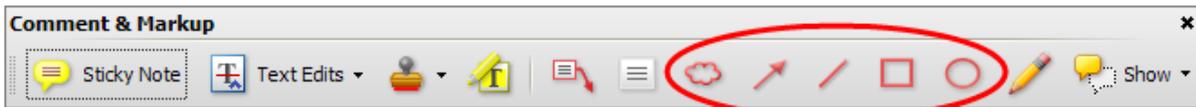


Figure 9 - Commenting Tools



These tools have a text note attached to them so the user does not need to add a separate note. Place these tools and then double click on it to add a note.

Figure 10 - Commenting Tools

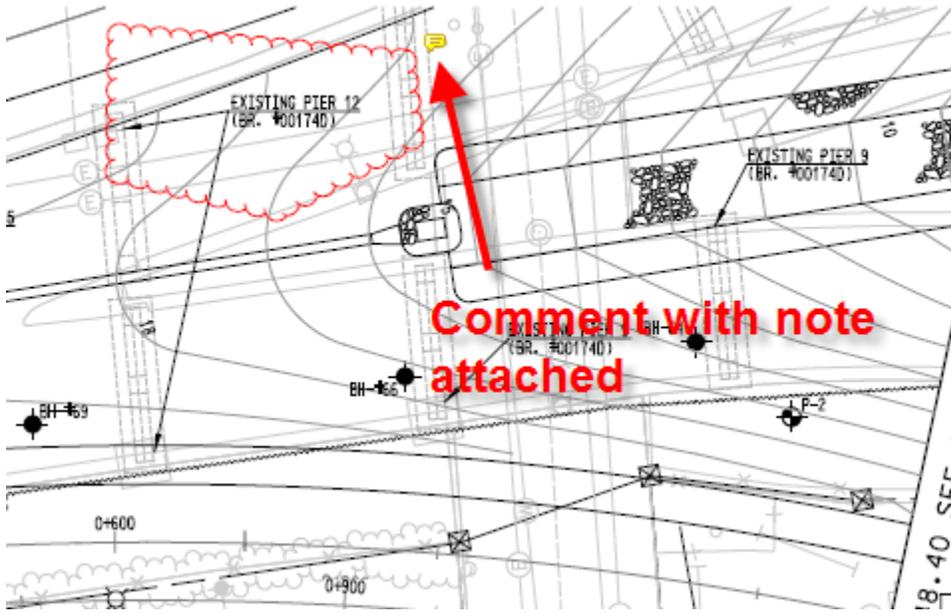


Figure 11 - Comment with Note

Comments can be seen at the bottom of the page as shown below:

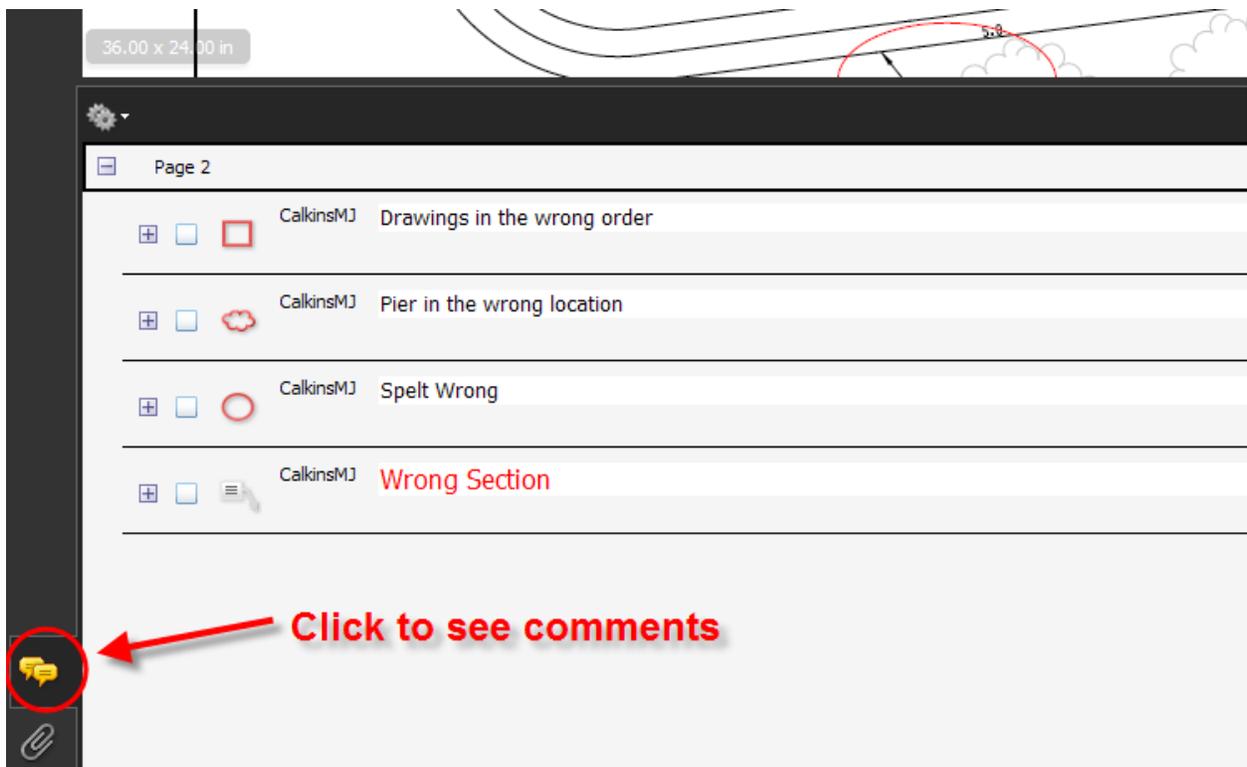


Figure 12 – Comments

4.3 Creating a Comment Report

Adobe has the ability to compile all comments into a single report. The reports are for Designers to review Processing's comments.

1. Click on "Print Comments" and "Create PDF of Comments Summary" as shown below:

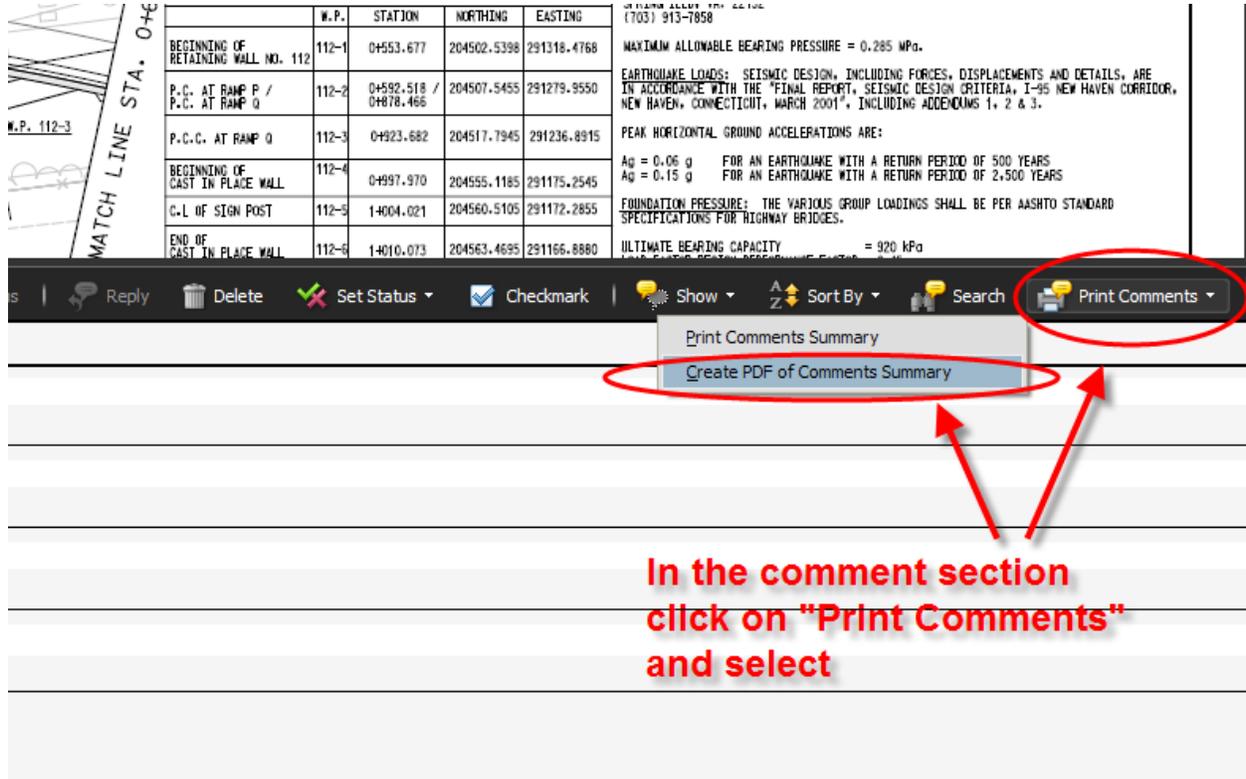


Figure 13 - Comment Report

2. Next select the options shown below:

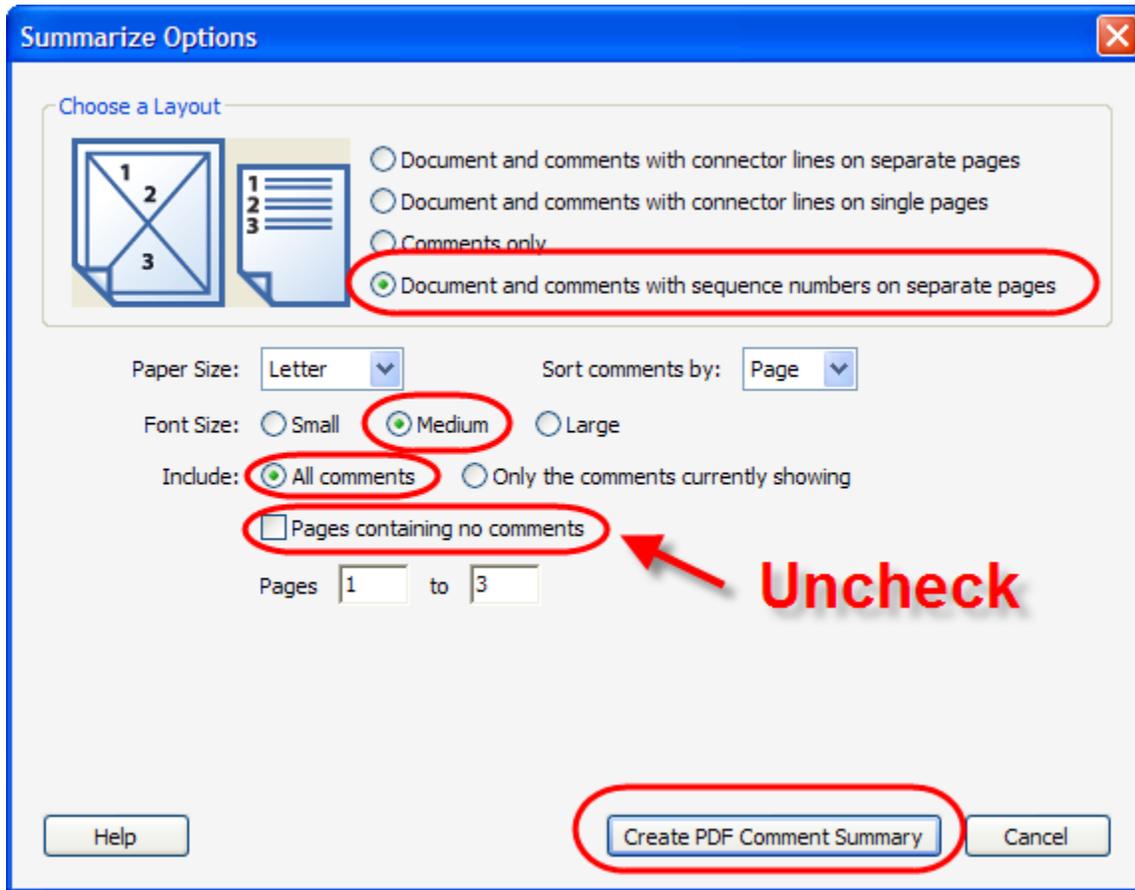


Figure 14 - Creating Comment Report

The comment report will automatically open up.

3. Save it to your desktop and make the file name, the subset name plus FDP report. An example would be “04_Bridge_FDP Report” for the 04_Bridge subset. If commenting on a DCD subset and example for the name would be “04_Bridge_DCD Report”. For an Addendum comment report make sure to add ADP Report or ACD Report on the file name.

See the next section for how to upload this report into Projectwise.

4.3.1 Uploading Comment Report Into Projectwise

This section gives instructions on how to upload the comment report into Projectwise.

1. Drag and drop the file into the 240_Contract Development folder in Projectwise, use the “Advanced Wizard”, and select “OK”.
2. On the next screen click “Next”
3. The next screen shows where the file is going to be stored. Make sure it is in the correct project folder and in the 240_Contract Development folder.
4. On the next screen make sure the “use external file as template” is selected and click “Next”.
5. Attribute the document as follows:
 - The discipline = “CT”
 - The Main Category = “DOC” for Document
 - The Sub Category = “RPT” for Report
 - The label shall be:
 - i. Contract Plans: The Discipline subset label plus FDP/DCD added where applicable. For example if the 04-Bridge subset was reviewed, the comment report label shall be 04-Bridge_FDP Report. If the DCD comment report was reviewed, the label shall be 04-Bridge_DCD Report.
 - ii. Addendum Plans: The Discipline subset label with ADP/ACD added where applicable. For example if the 04-Bridge_A1 subset was reviewed, the comment report label shall be 04-Bridge_A1_ADP Report.
6. Highlight the CT Code, right click and copy and select “Next”
7. Paste the CT Code on the “New document name” Line and on the “New document file name” line. Make sure to add “.pdf” on the file name. Then click “Next”.
8. On the next screen click “Next”.
9. The document will now be created.
10. Delete the comment report off of your desktop once it is in Projectwise.
11. Notify the Designer when the comment reports are finished and uploaded into Projectwise.

4.4 Changing Sub-Category Attribute, Document Name, and File Name in Projectwise

The file name, document name, and sub-category attribute shall be changed by processing when plans are ready to be advertised as shown in the following sections:

4.4.1 Sub-Category Attribute

The Contract Plans sub-category attribute needs to be changed to “FPL” once they are accepted by Contract Processing and moved to the Advertise State. STD and FIO plans shall not be changed to the “FPL”. This can be done one document at a time or all documents at once.

4.4.1.1 Change the Sub-Category Attribute to FPL of (1) Document

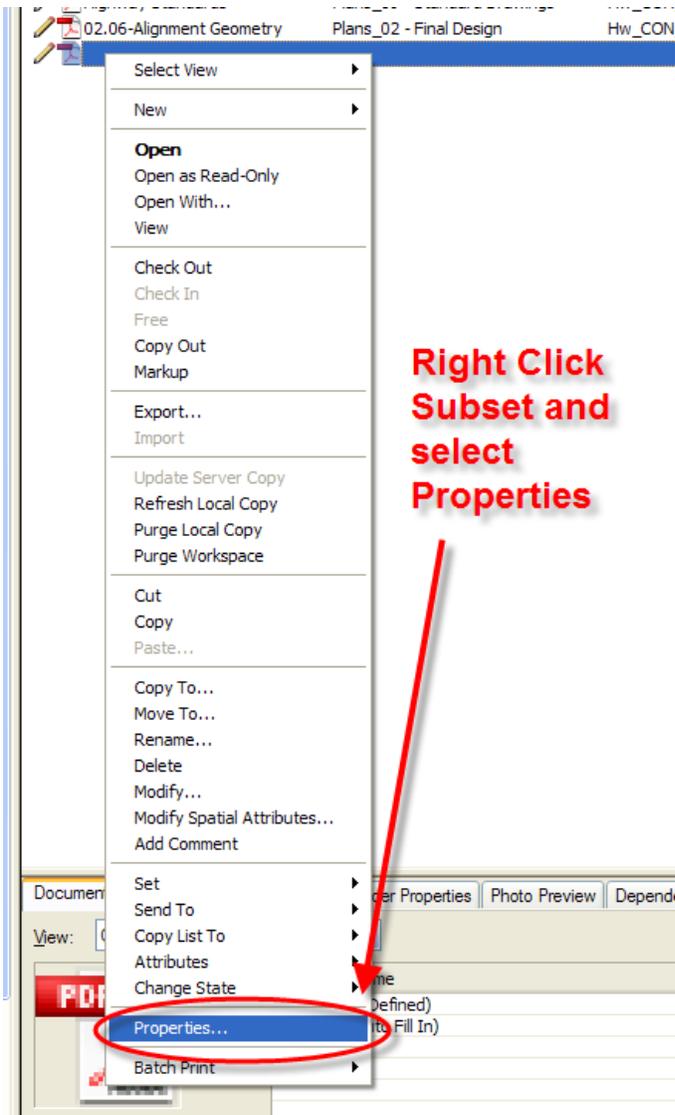


Figure 15 - Attributing a Discipline Subset

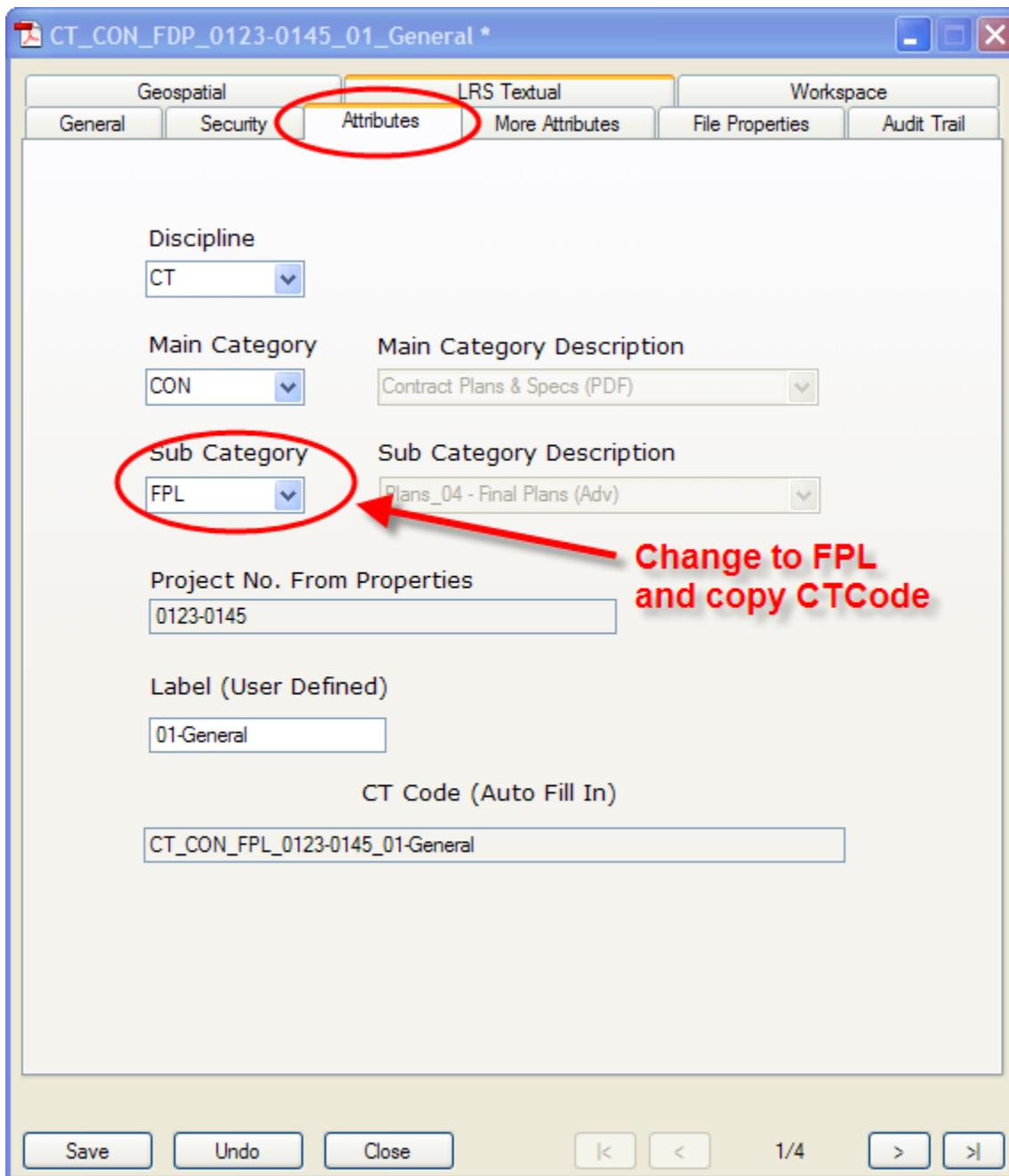


Figure 16 - FPL Plans

4.4.1.2 Changing the Sub-Category attribute to FPL (All Documents at Once)

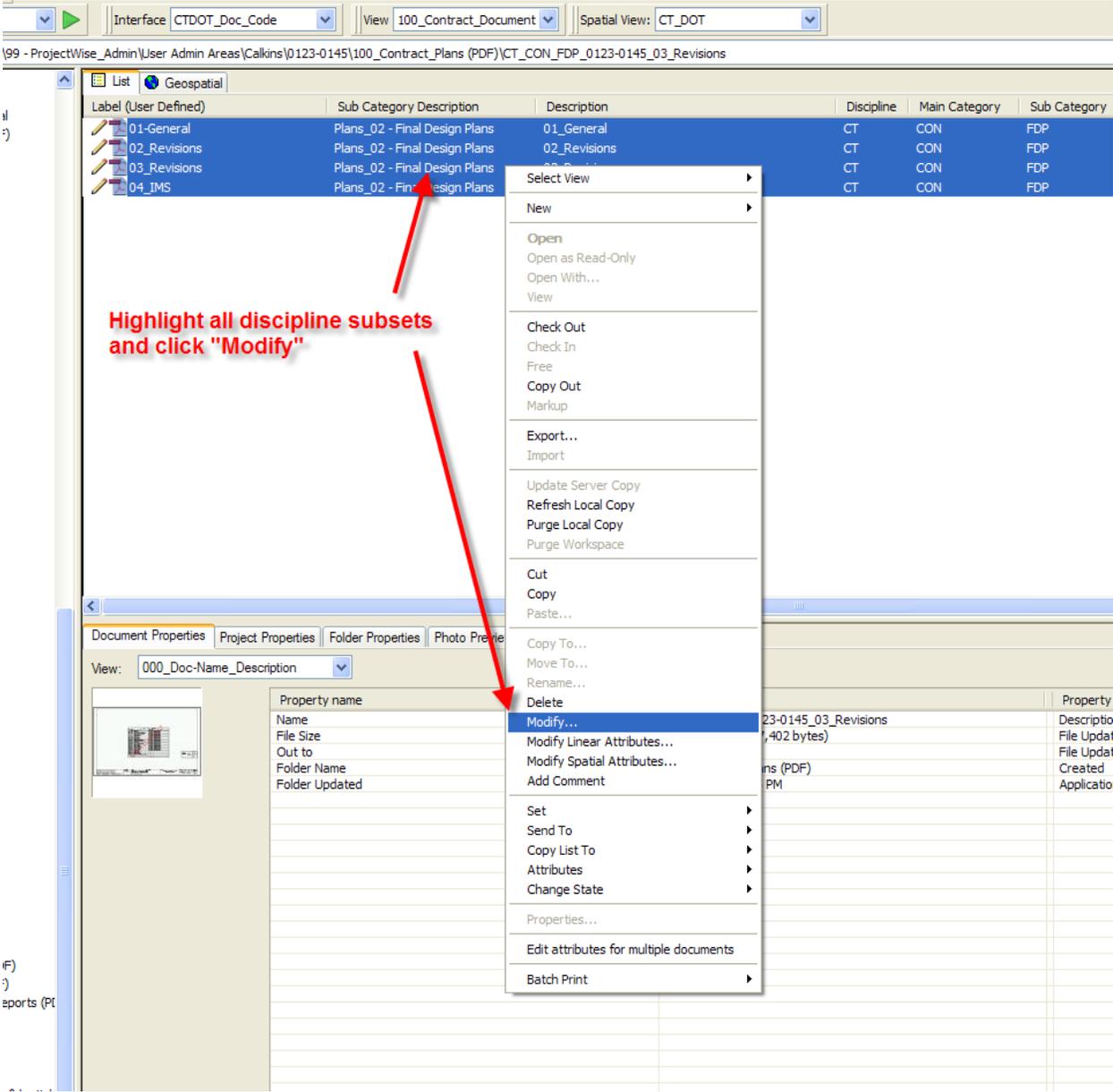


Figure 17 - Changing Attributes of Multiple Subsets

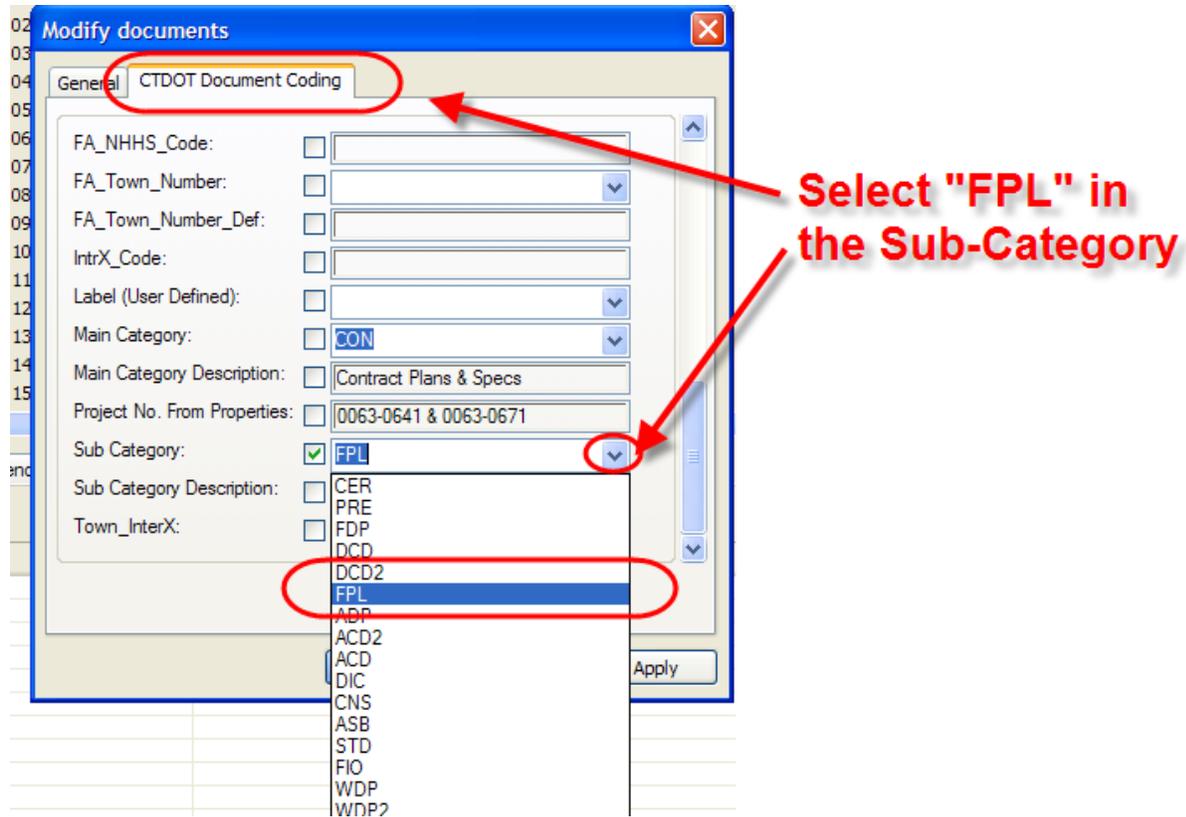


Figure 18 - Changing Attributes of Multiple Subsets

Click OK after selecting FPL. Changing the attributes will take a moment.

4.4.2 Changing the Document Name and File Name

After changing the sub-category attribute to “FPL” change the document and file names as shown below:
Changing the document name of a discipline subset can only be done one at a time.

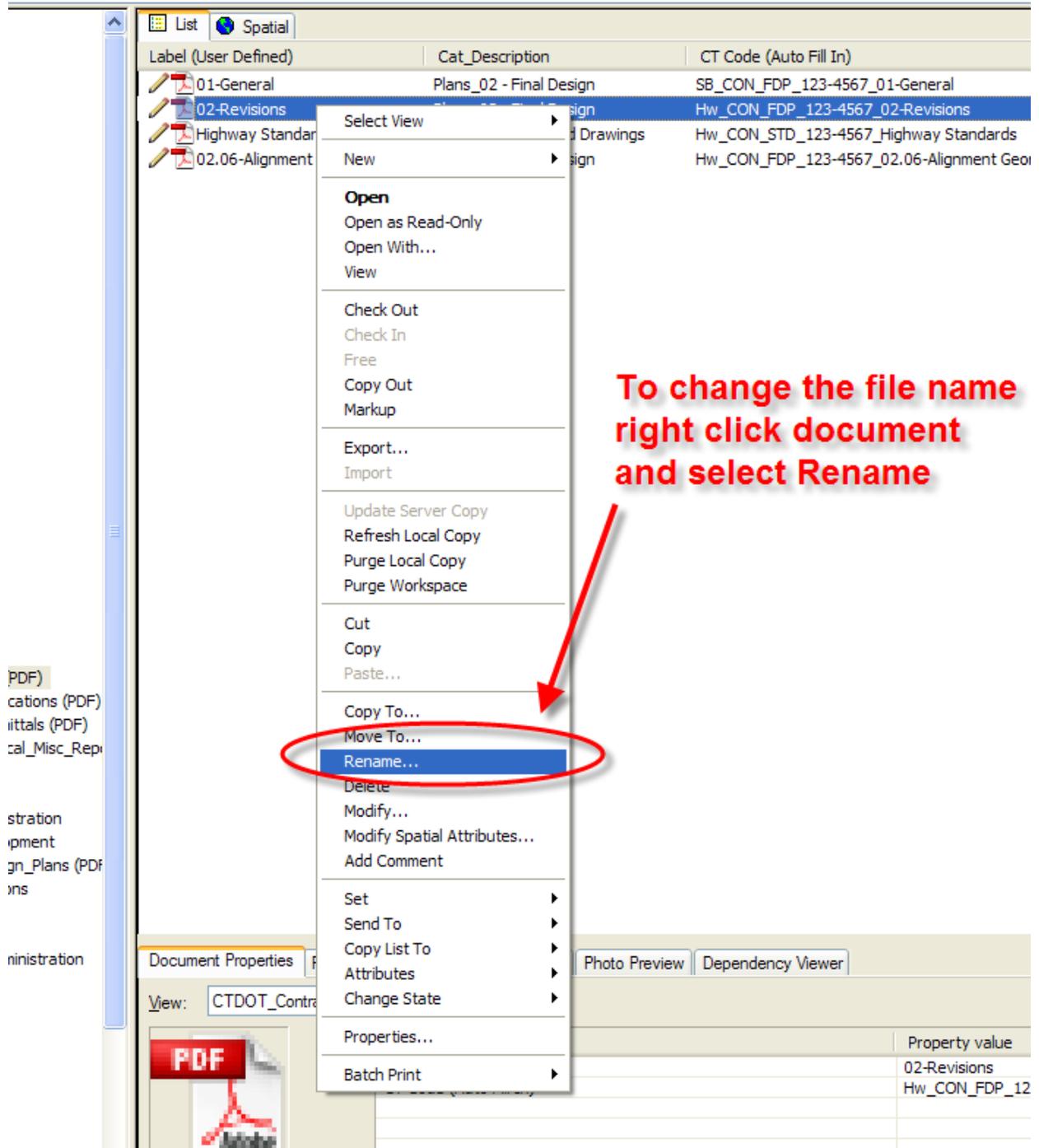


Figure 19 - Changing the File Name

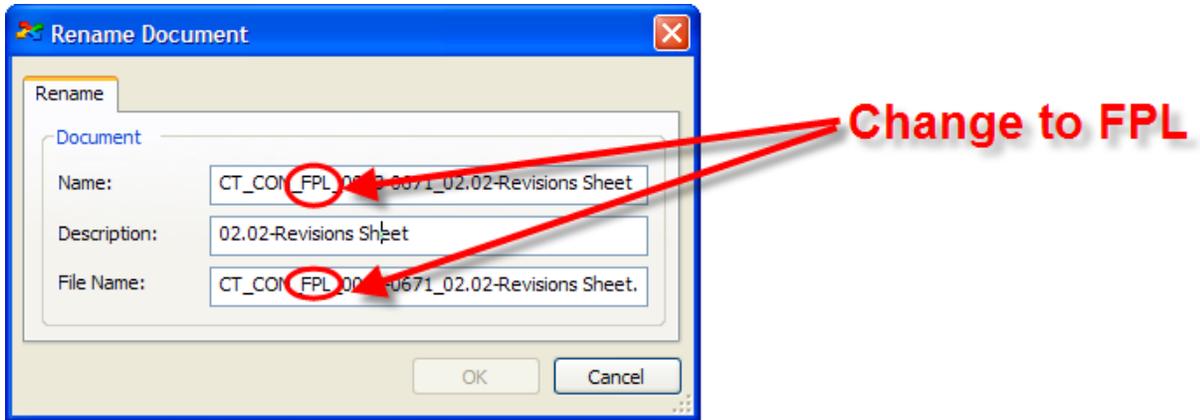


Figure 20 - Changing the Document and File Names

4.5 Document Compare

The (FDP and DCD plans) or (ADP and ACD plans) will be compared to insure the only changes made to the plans were the changes requested by processing. This document compare will be done using Bluebeam.

1. Export the two files you would like to compare out of projectwise and onto your desktop. Select both files at the same time to export the files, the figure below shows how to export (1) file.

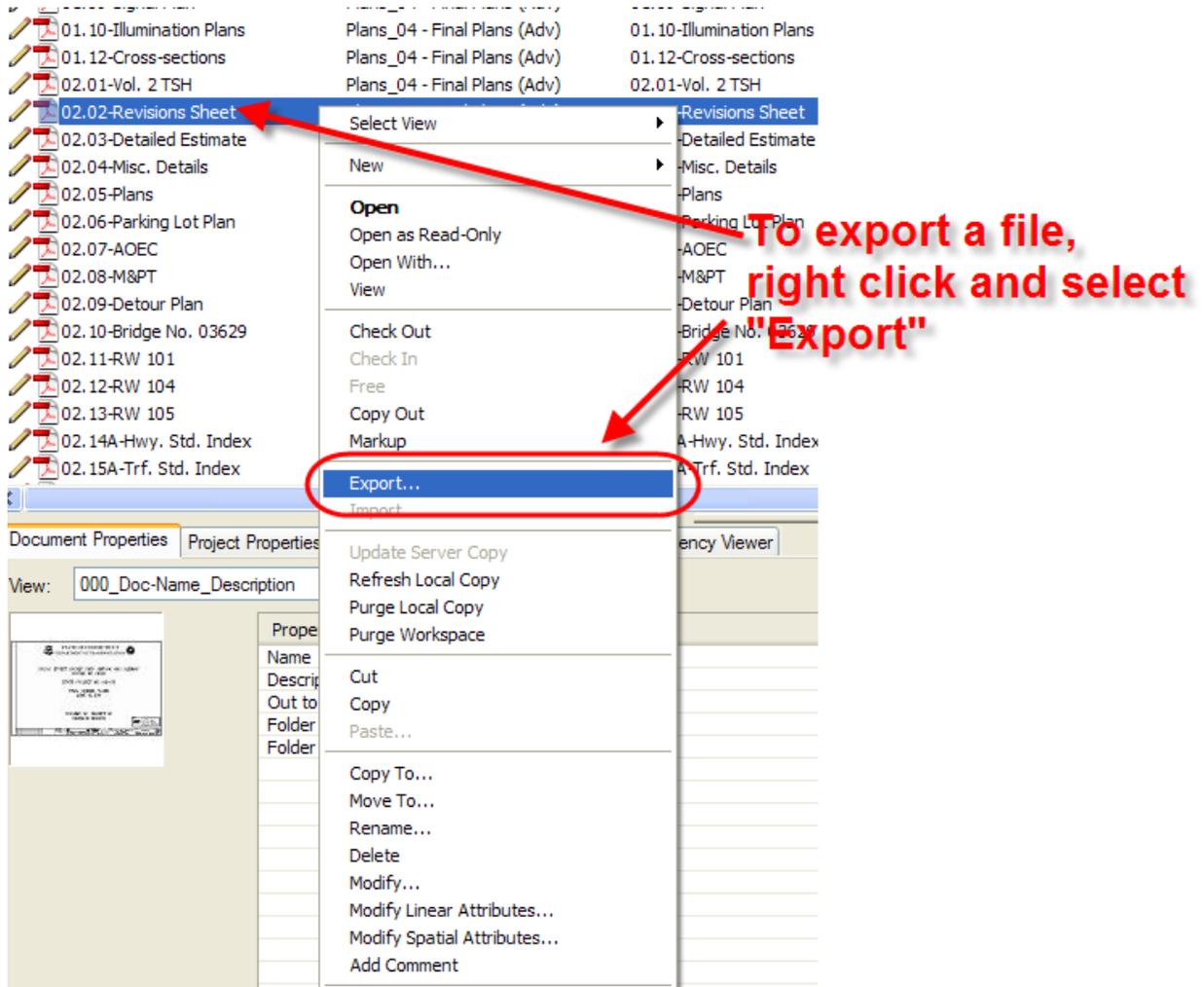
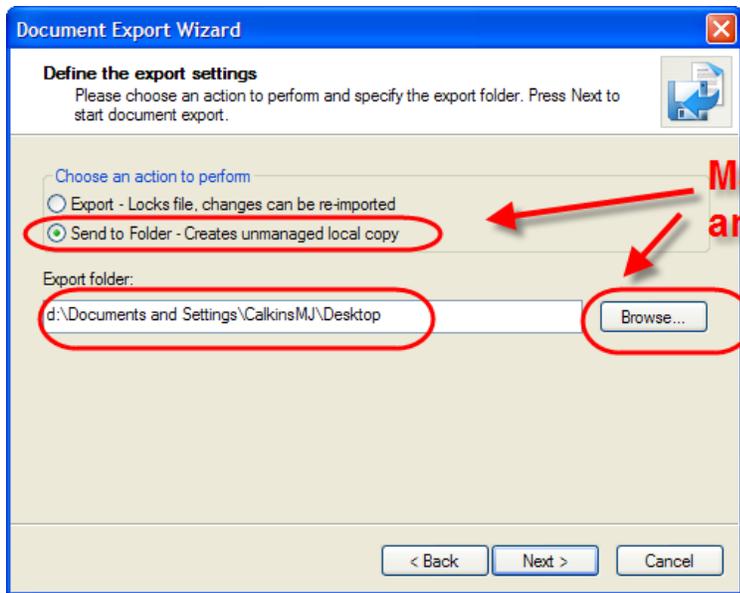


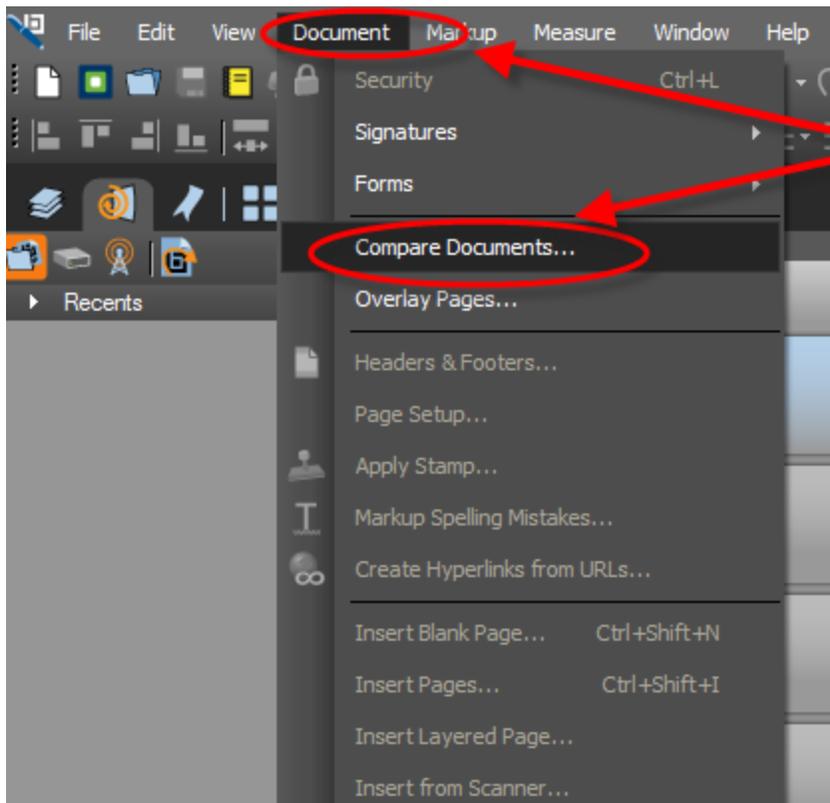
Figure 21 - Exporting a File



Make sure this is checked and export to desktop.

Figure 22 - Exporting a File

2. After the files are exported out of Projectwise, Open Bluebeam.
3. Select Compare Documents as shown below.



(1) Select

Figure 23 - Comparing Documents

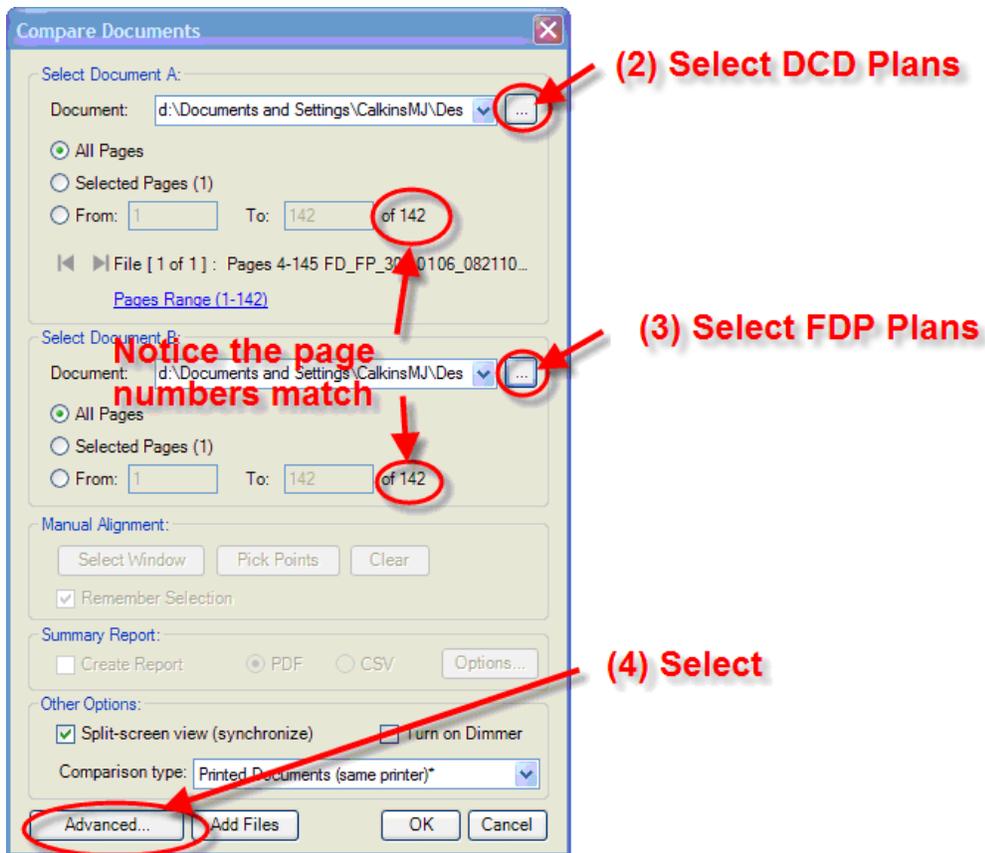


Figure 24 - Setting up the Compare

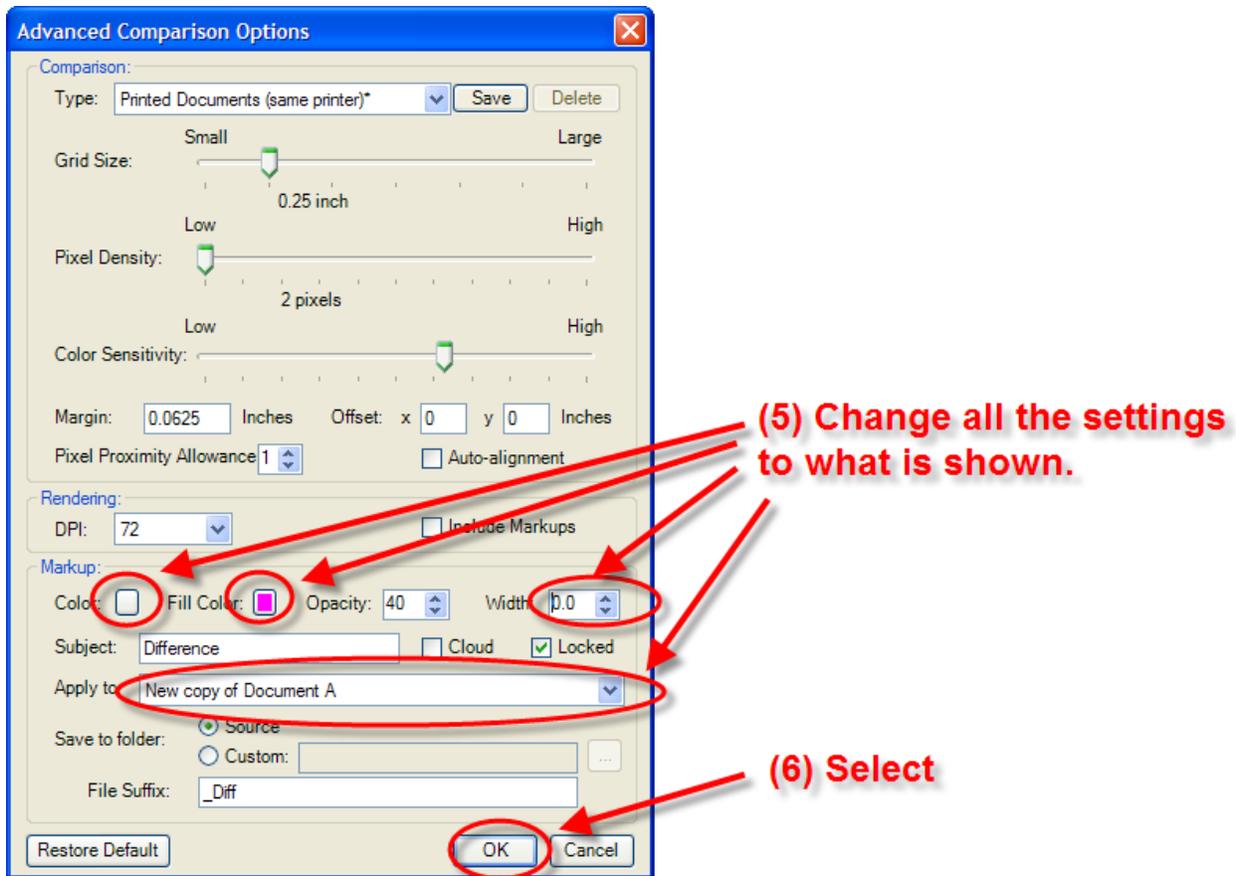


Figure 25 - Compare Settings

You want to make sure to apply the markups to the new subset so apply the markup to “New copy of Document A” above.

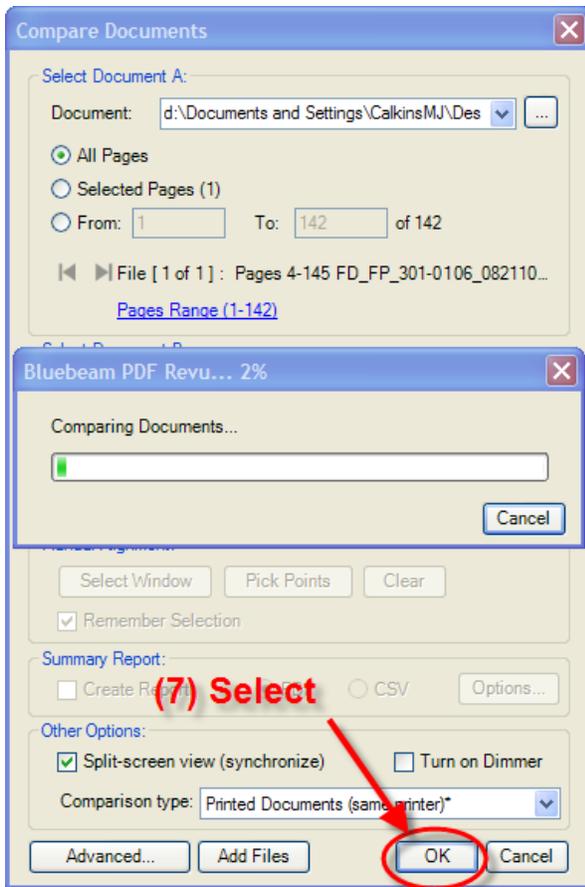


Figure 26 - Perform the Compare

The document compare process will take about 5 minutes for a 142 sheet set.

Section 5 Compliance with the Digital Project Development Manual

The following checklist shall be used to ensure the contract discipline subsets, specifications, and supplemental documents are in compliance with the Digital Project Development Manual.

Projectwise Submittal Checklist

Contract Plan Discipline Subsets

FDP Plans

Yes No

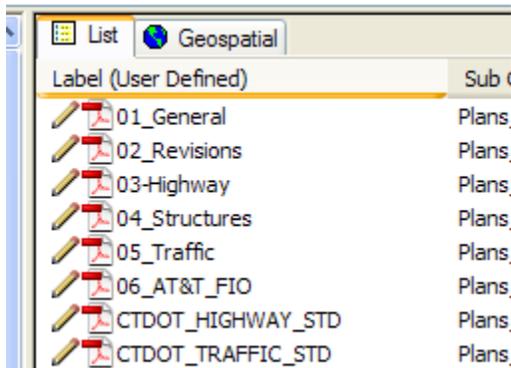
- Submitted into the 100_Contract Plans Folder in Projectwise
- Label – Check to see if the label is correct.

For single volume project should “Subset#_Title”

The following subsets shall always be the same: 01-General, 02-Revisions, CTDOT Highways STD, CTDOT Traffic STD

For multi volume project should “Volume#.Subset#_Title”

The following subsets shall always be the same: 01.01-General, 01.02-Revisions, CTDOT Highways STD, CTDOT Traffic STD



- Discipline = CT
- Main Category = CON
- Sub Category = FDP for final design plans, FIO for “For Information Only”, STD for Standards

ed	Discipline	Main Cate...	Sub Categ...
*M	CT	CON	FDP
*M	CT	CON	FDP
*M	CT	CON	FDP
*M	CT	CON	FDP
*M	CT	CON	FDP
*M	CT	CON	FIO
*M	CT	CON	STD
*M	CT	CON	STD

Yes No

- File name shall be combination of all attributes,
example “CT_CON_FPD_0123-4567_01-General.pdf”

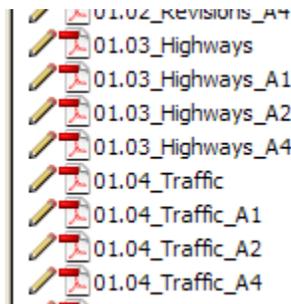
File Name	
CT_CON_FDP_0085-0141_01_General.pdf	
CT_CON_FDP_0085-0141_02_Revisions.pdf	
CT_CON_FDP_0085-0141_03-Highway.pdf	
CT_CON_FDP_0085-0141_04_Structures.pdf	
CT_CON_FDP_0085-0141_05_Traffic.PDF	5,
CT_CON_FIO_0085-0141_11_AT&T_FIO.pdf	
CT_CON_STD_0085-0141_CTDOT_HIGHWAY_STD.pdf	
CT_CON_STD_0085-0141_CTDOT_TRAFFIC_STD.pdf	

Addendum Plans

- Submitted into the 100_Contract Plans Folder in Projectwise
- Label – Check to see if the label is correct.

For single volume project should “Subset#_Title_A#”. The Title should match the FDP subset title exactly.

For multi volume project should “Volume#.Subset#_Title_A#”. The Title should match the FDP subset title exactly.



- Discipline = CT
- Main Category = CON
- Sub Category = ADP for Addendum, FIO for “For Information Only”, STD for Standards
- File Name shall be a combination of all attributes,
example “CT_CON_ADP_0123-4567_01-General_A#.pdf”

Revisions to FDP and Addendum Plans

When FDP plans or ADP plans are revised before advertise a new file will be submitted into Projectwise. These files will be either DCD plans for revisions to final design plans or ACD for revisions to ADP plans.

Yes No

- Submitted into the 100_Contract Plans Folder in Projectwise
- Label – Check to see if the label is correct. The label be the exact same as the FDP or Addenda submittal.



- Discipline = CT
- Main Category = CON
- Sub Category = DCD for revisions to FDP plans. DCD2 for revisions to the DCD plans, ACD for revisions to Addendum plans, ACD2 for revisions to ACD plans, etc
- File name shall be combination of all attributes,
example "CT_CON_DCD_0123-4567_01-General.pdf" or "CT_CON_ACD_0123-4567_01-General_A#.pdf"

Specifications and Supplemental Documents

FDP and Addendum Submittals

Yes No

- Submitted into the 240_Contract Development Folder in Projectwise.
- Label = FDP Specs, ADP Specs, Agreement, Estimate, etc.

Note: Specifications should be in word format in a zipped folder. Supplemental Documents can be in PDF or native format.

- Discipline = CT
- Main Category = CON for Specifications, DOC for supplemental documents
- Sub Category = FSP for Specifications, ASP for Addendum Specifications, AGR for Agreement, AVL for Approval, etc.

Below is an example of FDP specs and Supplemental documents located in Projectwise:

OT\Documents\01 - CTDOT Projects\0085_0141\240_Contract_Development\

Label (User Defined)	Sub Category Description	Description	File Name
FSP_Specs	Specs_01 - FDP Specifica...	FSP_Specs	CT_CON_FSP_0085-014
Calendar Day	Estimate	Calendar Day Chart	CT_DAT_EST_0085-014
Temporary_Rights	Agreement	Temporary Rights Agreement	CT_DOC_AGR_0085-014
DBE	Approval	DBE Approval with Percentage	CT_DOC_AVL_0085-014
Design AVL Letter	Approval	Design Approval Letter	CT_DOC_AVL_0085-014
Emergency_Declaration	Misc Documentation	Emergency Declaration	CT_DOC_MDO_0085-014

Specifications

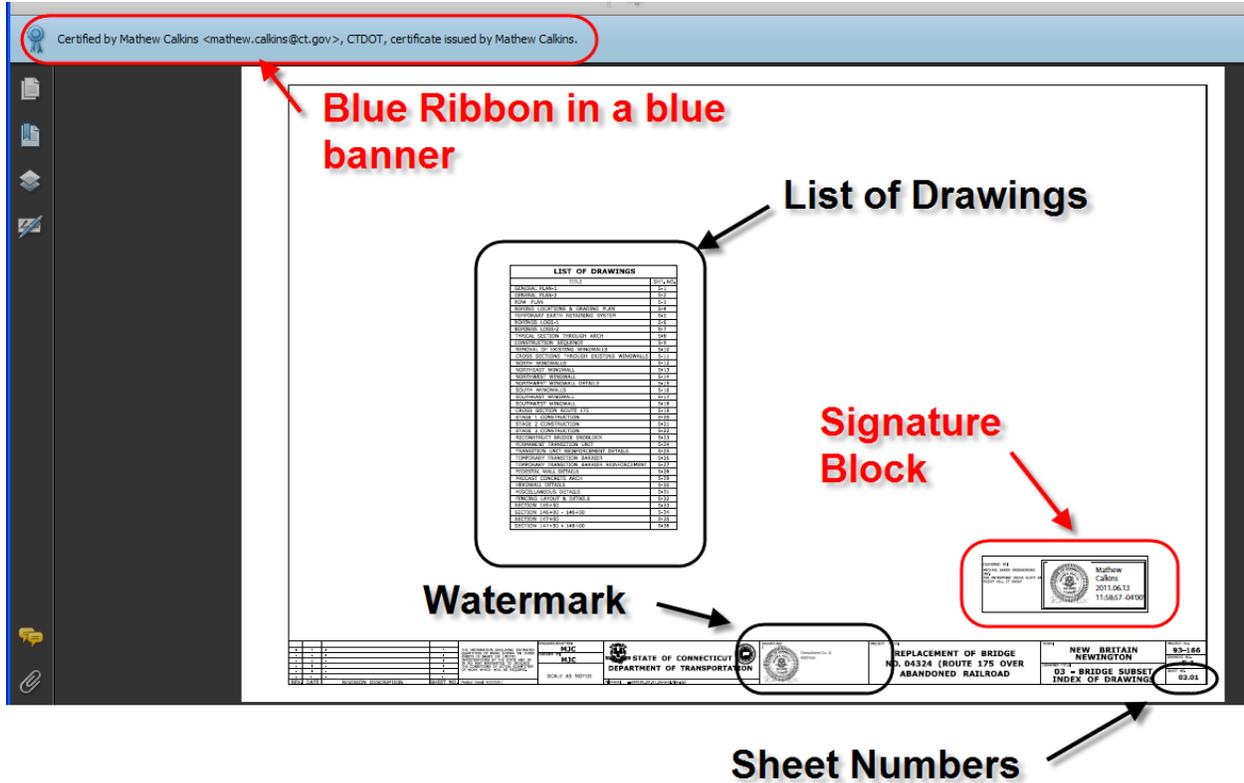
Supplemental Documents

DPD Manual Requirements

Contract Plan Discipline Subsets – FDP and Addendum Plans

Yes No

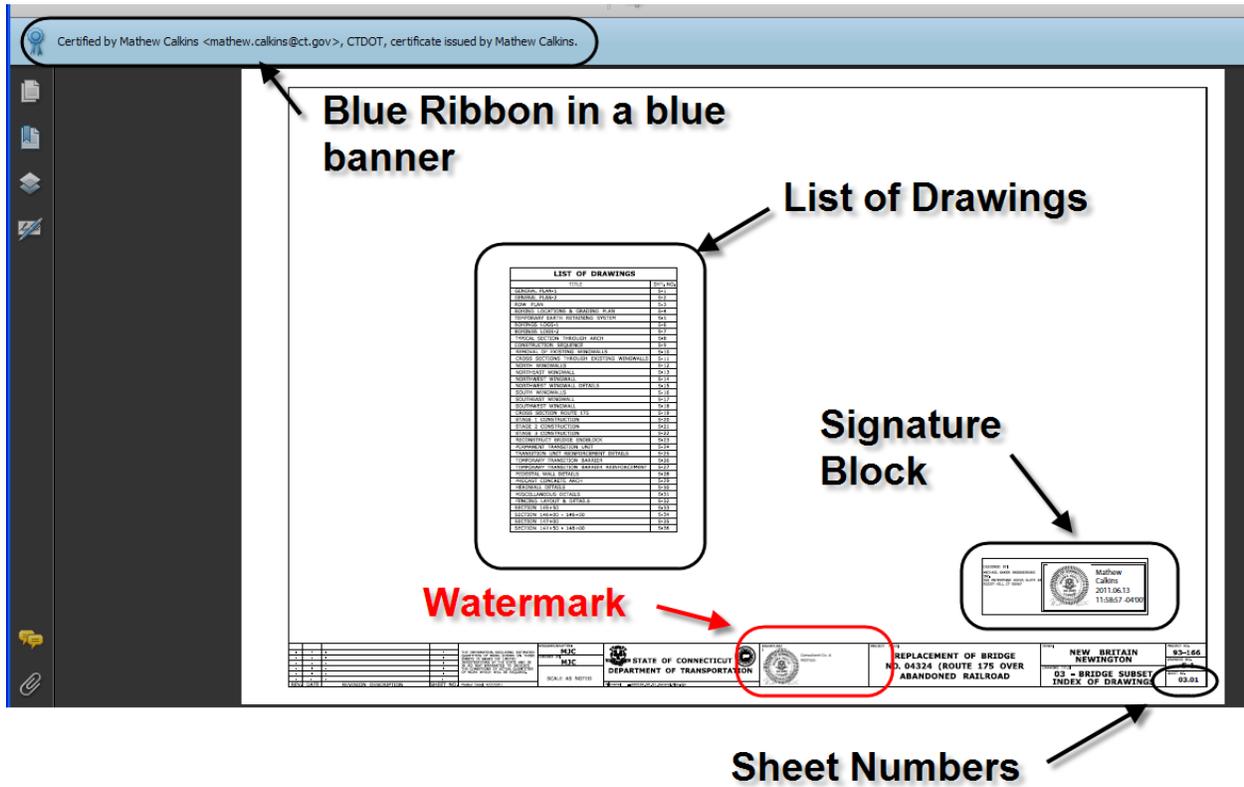
- Digitally Signed – The contract is digitally signed when it has a blue ribbon on the top of the pdf and a signature block as shown below:



Note: “For Information Only” subsets are not required to be digitally signed. Standard Specifications will not have a blue ribbon on the top but will have a green check showing the document was digitally signed correctly.

Yes No

Plan sheets have a watermark of the signer's signature on each sheet. See below



Yes No

The first sheet of every FDP subset shall include a list of drawings.

Certified by Mathew Calkins <mathew.calkins@ct.gov>, CTDOT, certificate issued by Mathew Calkins.

Blue Ribbon in a blue banner

List of Drawings

LIST OF DRAWINGS	
PROPOSED BRIDGE	03-01
PROPOSED BRIDGE	03-02
PROPOSED BRIDGE	03-03
PROPOSED BRIDGE	03-04
PROPOSED BRIDGE	03-05
PROPOSED BRIDGE	03-06
PROPOSED BRIDGE	03-07
PROPOSED BRIDGE	03-08
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PROPOSED BRIDGE	03-100

Signature Block

Watermark

Sheet Numbers

REPLACEMENT OF BRIDGE NO. 04324 (ROUTE 175 OVER ABANDONED RAILROAD)

NEW BRITAIN NEWINGTON

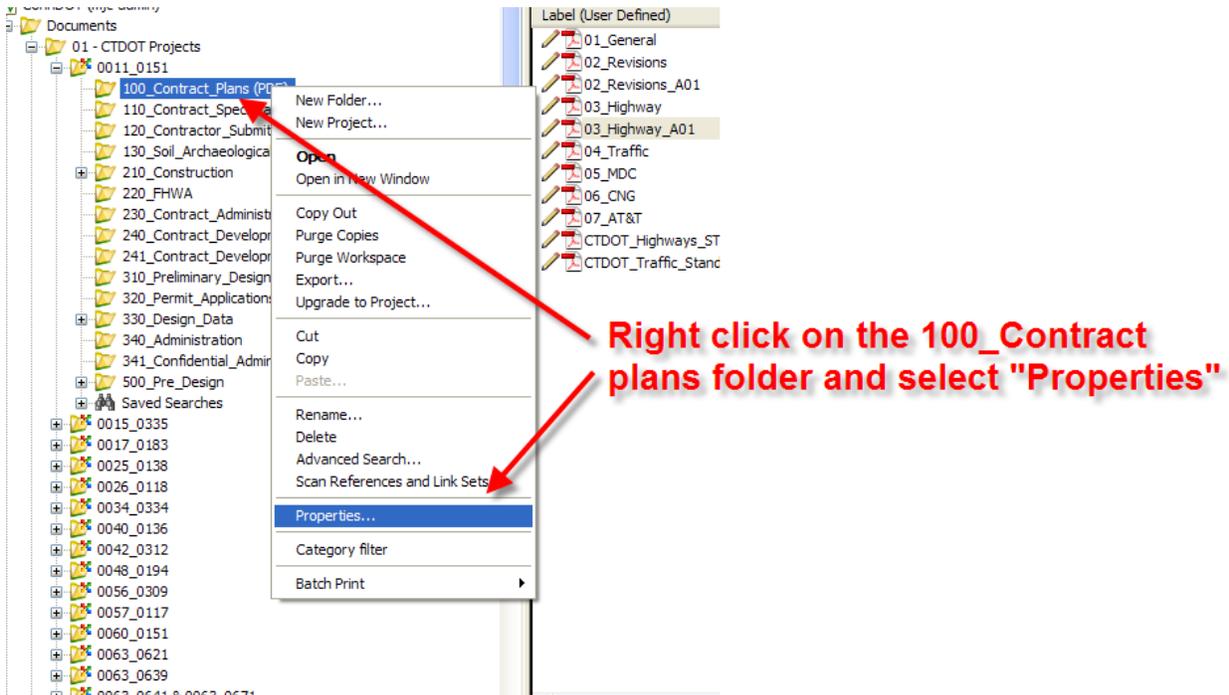
03 - BRIDGE SUBSET INDEX OF DRAWINGS

03-01

Section 6 Changing the Workflow on the 100_Contract_Plans Folder

The workflow on the 100_Contract Plans folder must be changed to the Contract Plans Construction workflow. The following figures give directions on how to do this:

1. Right click on the 100_Contract Plans folder of the project and select properties.



2. Click on the Workflow & State tab and select the correct workflow.

U1_General	Plans_04 - Final Plans (Adv)	U1_General	6/3/2011 5:51:34 PM	CT	CON
U2_Revisions	Plans_04 - Final Plans (Adv)	CT_CON_FDP_0011-0151_02_Revisions	7/13/2011 4:37:48 PM	CT	CON
U2_Revisions_A01	Plans_05 - Addenda	CT_CON_ADP_0011-0151_02_Revisions_A01	10/7/2011 5:49:46 PM	CT	CON
U3_Highway	Plans_04 - Final Plans (Adv)	CT_CON_FDP_0011-0151_03_Highway	7/13/2011 4:39:04 PM	CTR	CON
U3_Highway_A01	Plans_05 - Addenda	CT_CON_ADP_0011-0151_03_Highway_A01	10/7/2011 6:09:03 PM	CT	CON
U4_Traffic	Plans_04 - Final Plans (Adv)	CT_CON_FDP_0011-0151_04_Traffic	7/13/2011 4:40:25 PM	CTR	CON
U5_MDC			11:58 PM	CTR	CON
U6_CNG			4:58 PM	CTR	CON
U7_AT&T			6:14 PM	CTR	CON
CTDOT_Highways_STD			6:02 PM	CT	CON
CTDOT_Traffic_Standards			9:05 PM	CT	CON

(1) Select this tab

(2) Select this workflow

(3) Select OK

All the documents will be in the “Construction” state.