

# **Uploading and Attributing Contract Specifications into Projectwise**

3/3/2010

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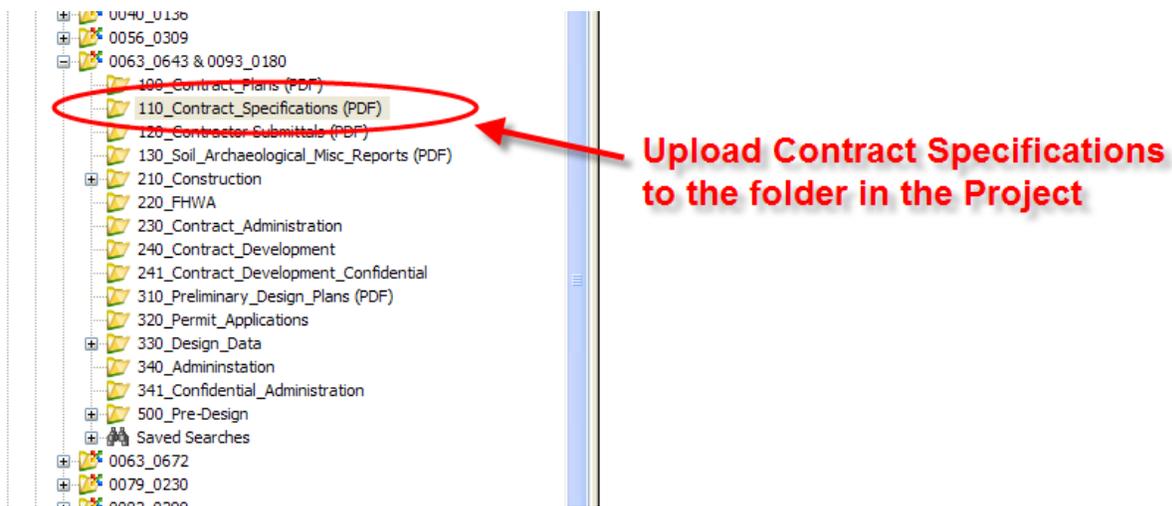
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# Section 1 Contract Specifications

The Contract Specifications shall be combined into (1) PDF document and uploaded to Projectwise. This document shall also be attributed with the correct Projectwise attributes. The following sections give more detail into the location and attributes for the Contract Specifications.

## 1.1 Location in Projectwise

The Contract specifications shall be uploaded into the **110\_Contract\_Specifications** folder of the project in Projectwise.



**Figure 1 - Contract Specification Folder**

To upload the specifications, select the 110\_Contract\_Specification folder shown above and drag and drop the specification PDF in the space at the right.

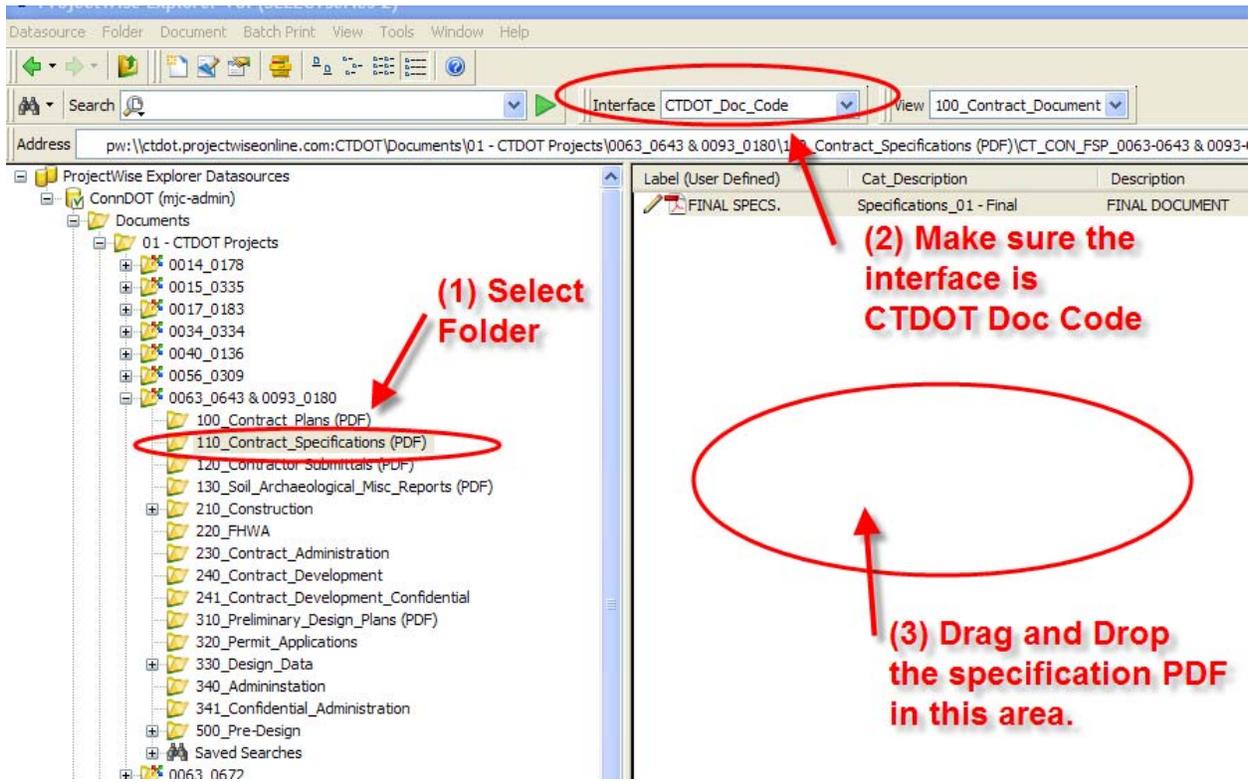


Figure 2 - Uploading Final Specifications PDF

After you drag and drop the file select the Advanced wizard and attribute the document as shown in the next section.

## 1.2 Attributing the Final and Addendum Specifications

The following example shows Final Specifications. Addendum specifications shall follow the same workflow. Click next until you get to the screen shown below:

**Advanced Document Creation Wizard**

**Define Document Attributes**  
You should define environment specific document attributes.

Discipline: CT

Main Category: [dropdown]

Sub Category: [dropdown]

Label (User Defined): [text box]

**(1) Select the correct attributes.**  
**Main Category = CON**  
**Sub Category = FSP**  
**Label = Final Specs.**

Project No. From Poperties: 0063-0643 & 0093-0180

CT Code (Auto Fill In): CT\_\$EDIT#Sub\_Cat\$,0063-0643 & 0093-0180\_\$EDIT#Lab

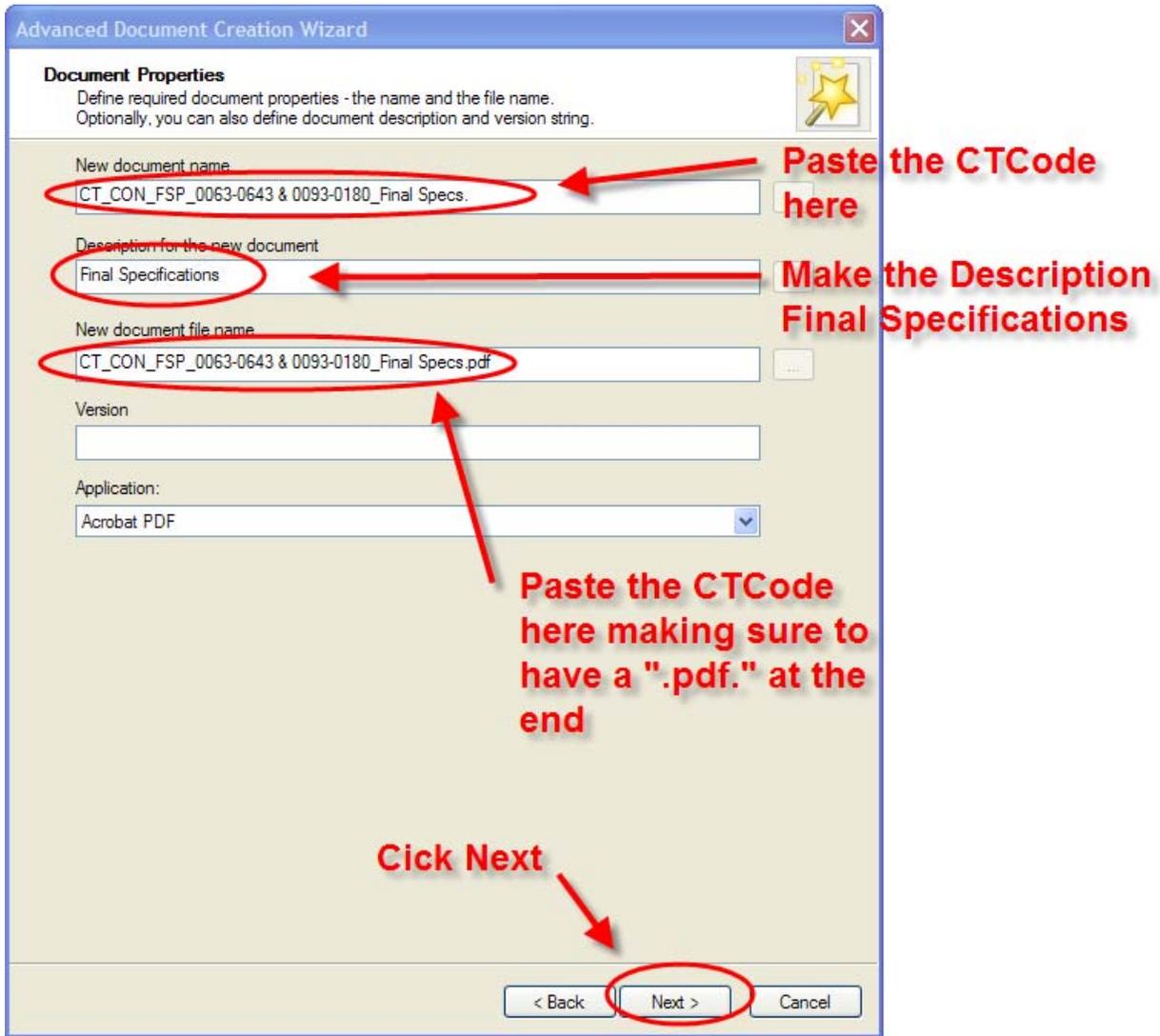
**(2) Click here and then highlight and Right click "copy" the CTCODE**

**(3) Select**

< Back | **Next >** | Cancel

Figure 3 - Attributing Final Specifications

Now change the Document name, Description, and File Name as shown below:



**Figure 4 - Changing Document and File Name**

Click Next until the document starts to upload into Projectwise. Note: Since the file sizes are large for the Final Specifications PDF, this step may take a few minutes.