

Fabrication Library

USER GUIDE



2019
BUREAU OF STRUCTURES | WISCONSIN DEPARTMENT OF TRANSPORTATION

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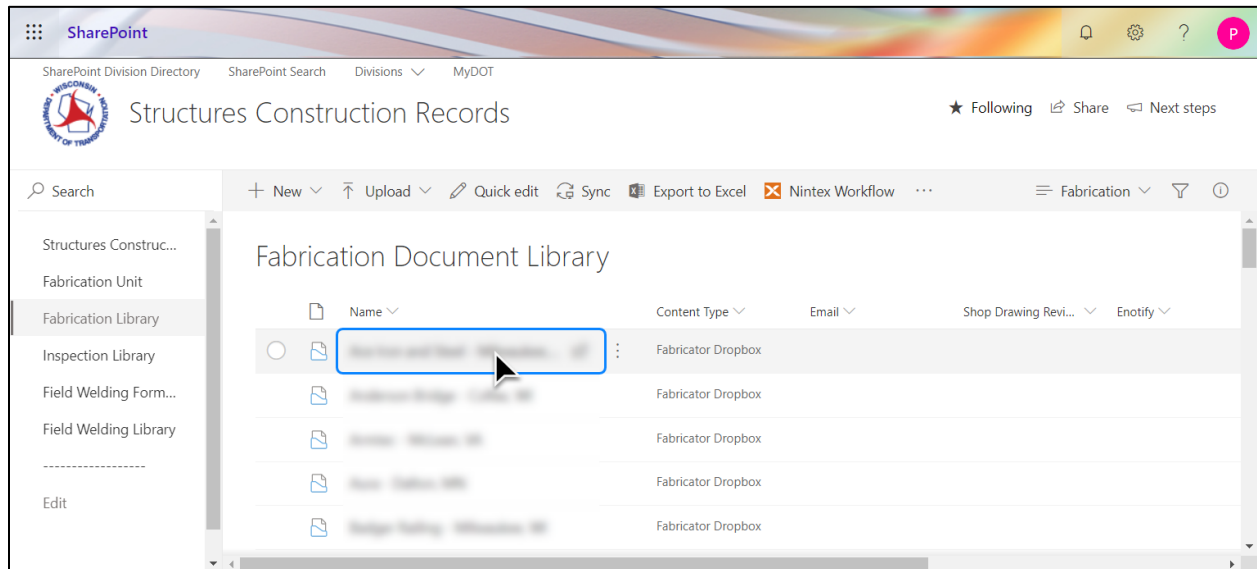
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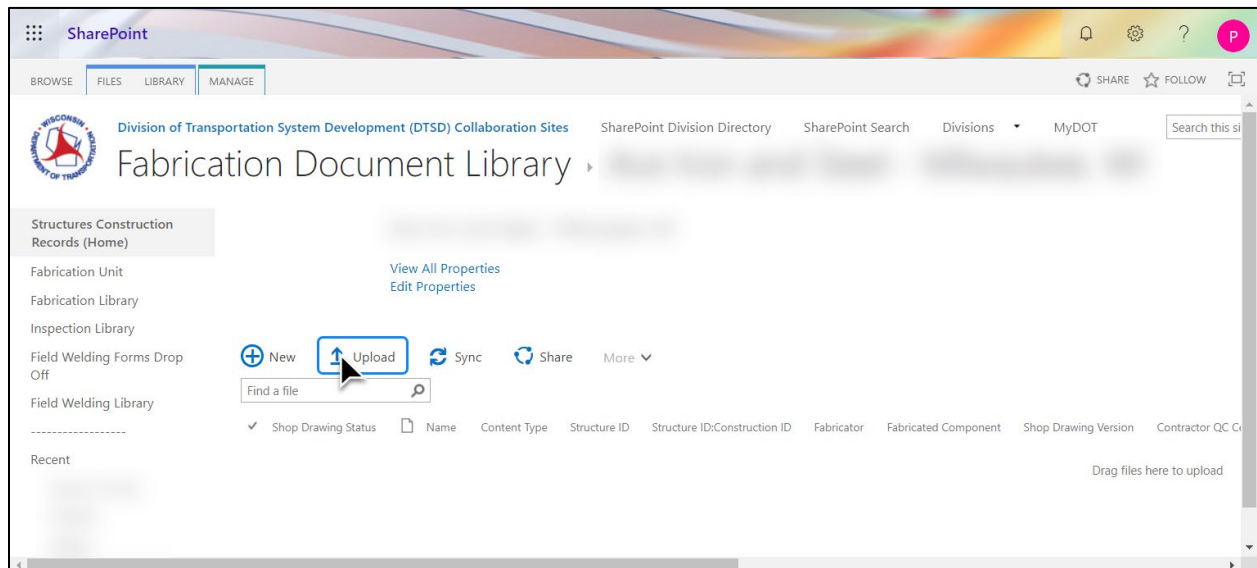
How-to Guides

How to upload a document?

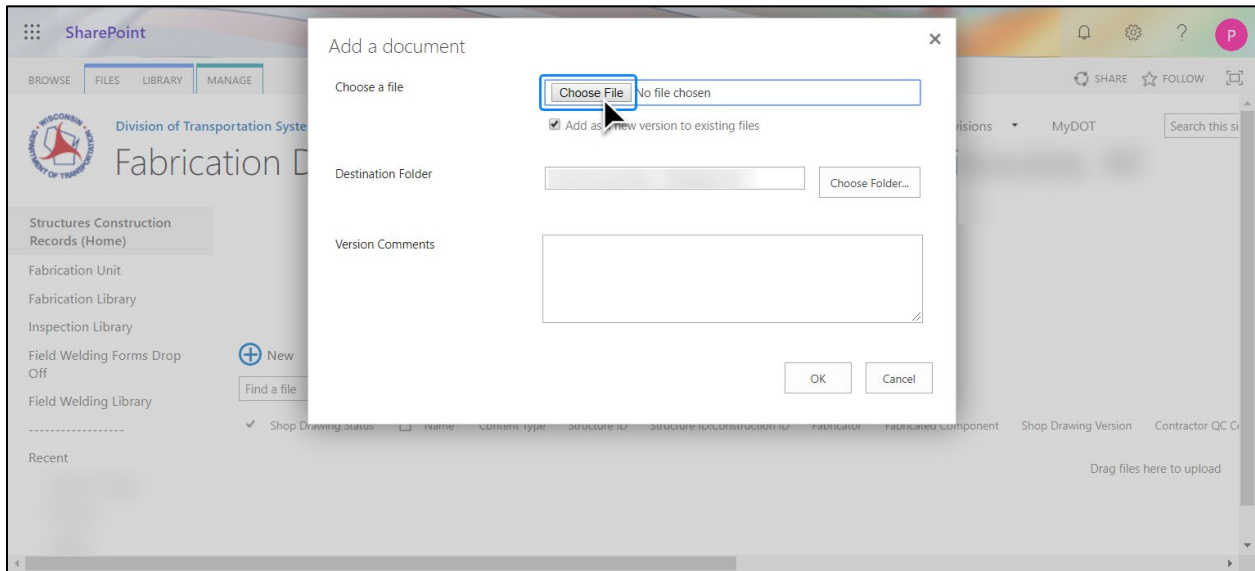
1) Open the corresponding Fabricator Folder (Click on the folder name).



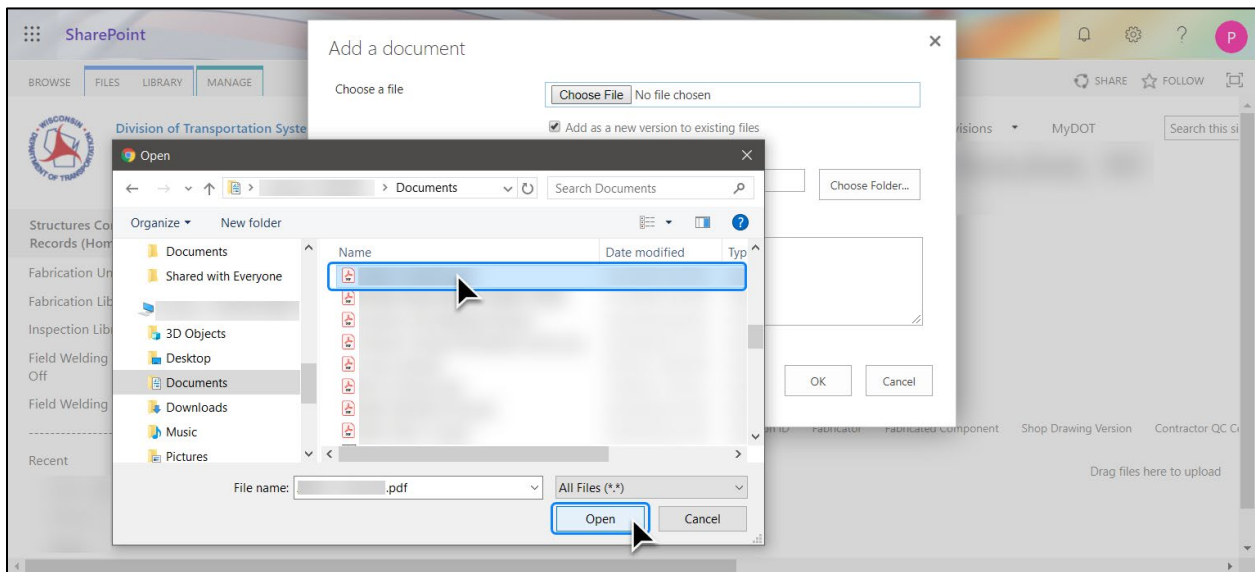
2) Click Upload.



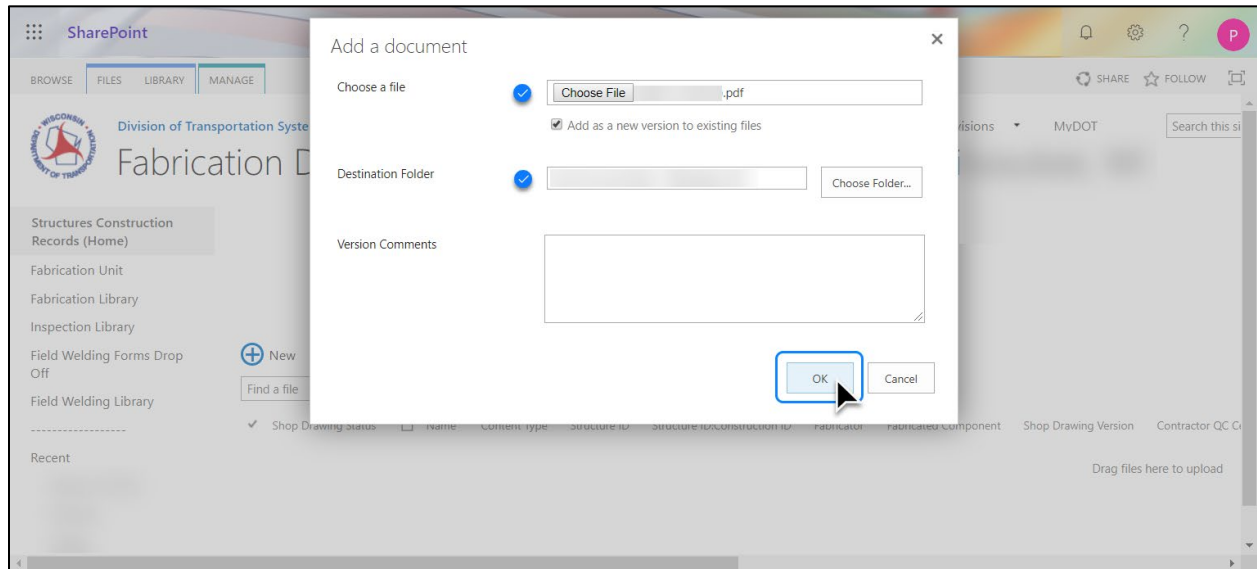
3) Click Choose File (Google Chrome) or Browse (Internet Explorer).



4) Select the file from your computer and click OK.

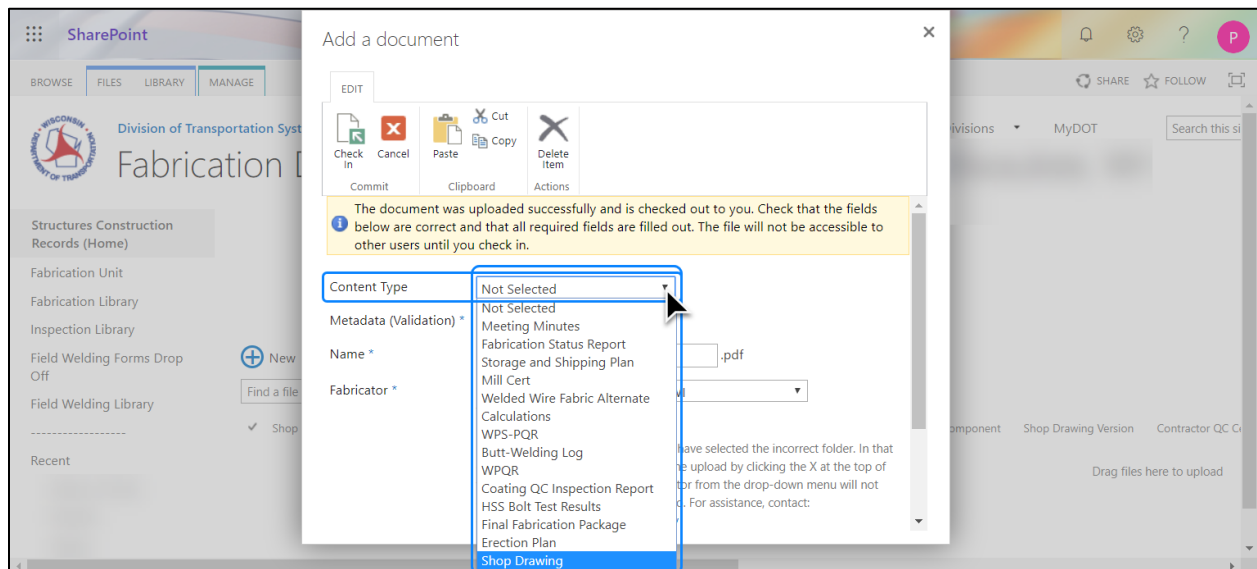


5) Verify the Filename and Fabricator Folder are correct. Click OK.



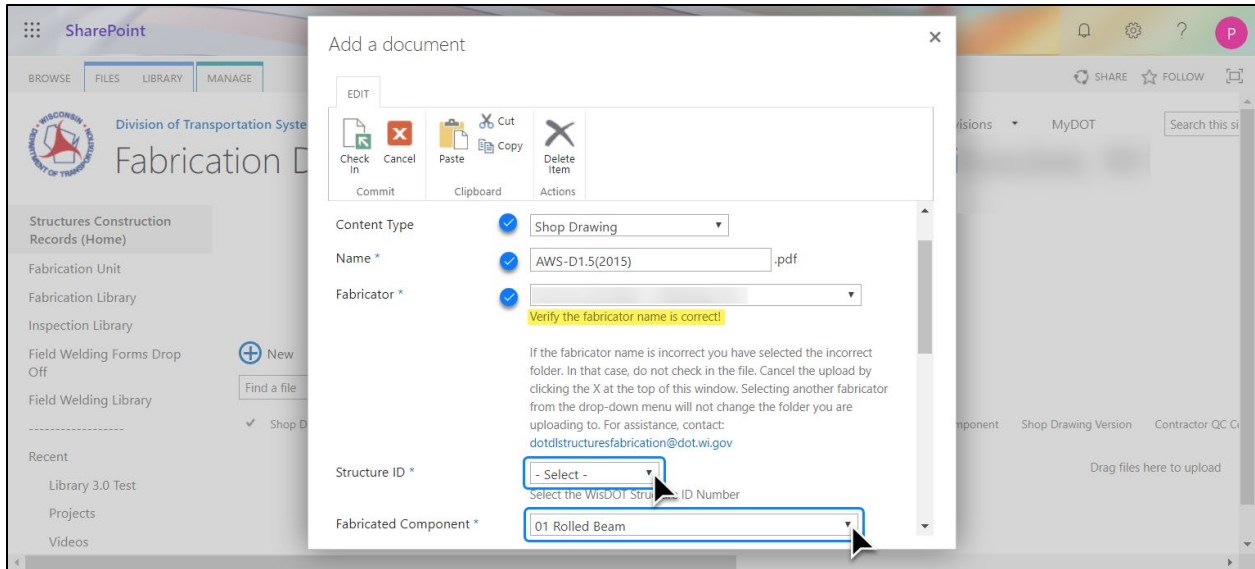
6) Wait for the Add a Document window to open. This may take a while for large files.

SELECT A CONTENT TYPE



- 7) Once the Content Type is selected, additional data fields will show.
Fields with an asterisk * are required. All required fields must be filled out.

The screenshots below show the required data fields for a Shop Drawing Content Type.



Add a document

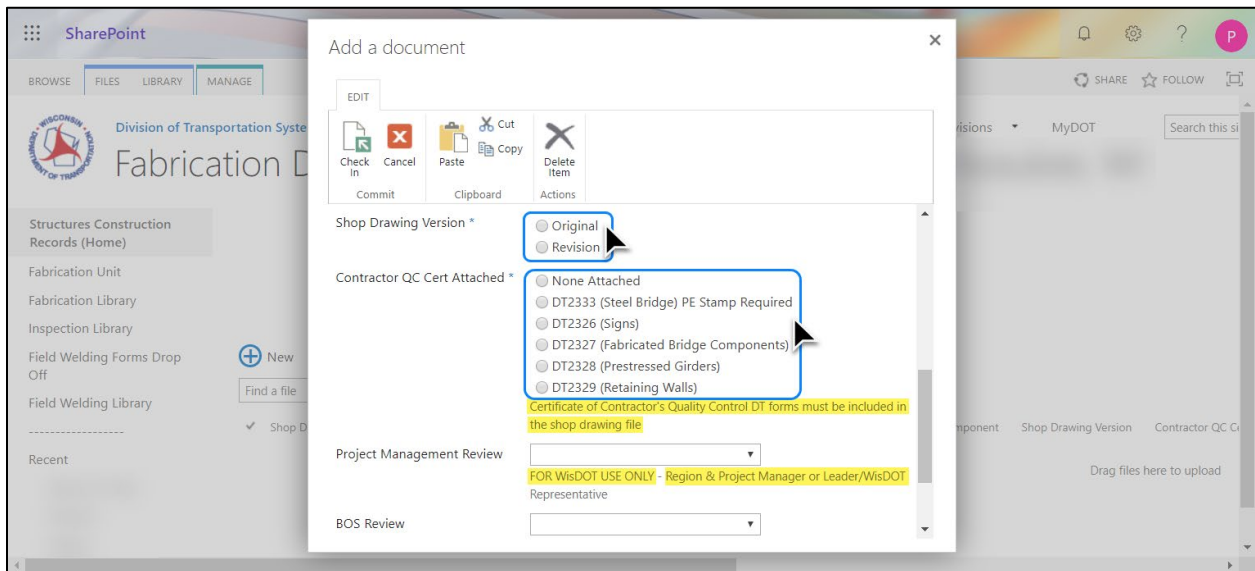
Content Type: Shop Drawing

Name *: AWS-D1.5(2015).pdf

Fabricator *: [Dropdown]
Verify the fabricator name is correct!
If the fabricator name is incorrect you have selected the incorrect folder. In that case, do not check in the file. Cancel the upload by clicking the X at the top of this window. Selecting another fabricator from the drop-down menu will not change the folder you are uploading to. For assistance, contact: dotdstructuresfabrication@dot.wi.gov

Structure ID *: [- Select -]
Select the WisDOT Structure ID Number

Fabricated Component *: 01 Rolled Beam



Add a document

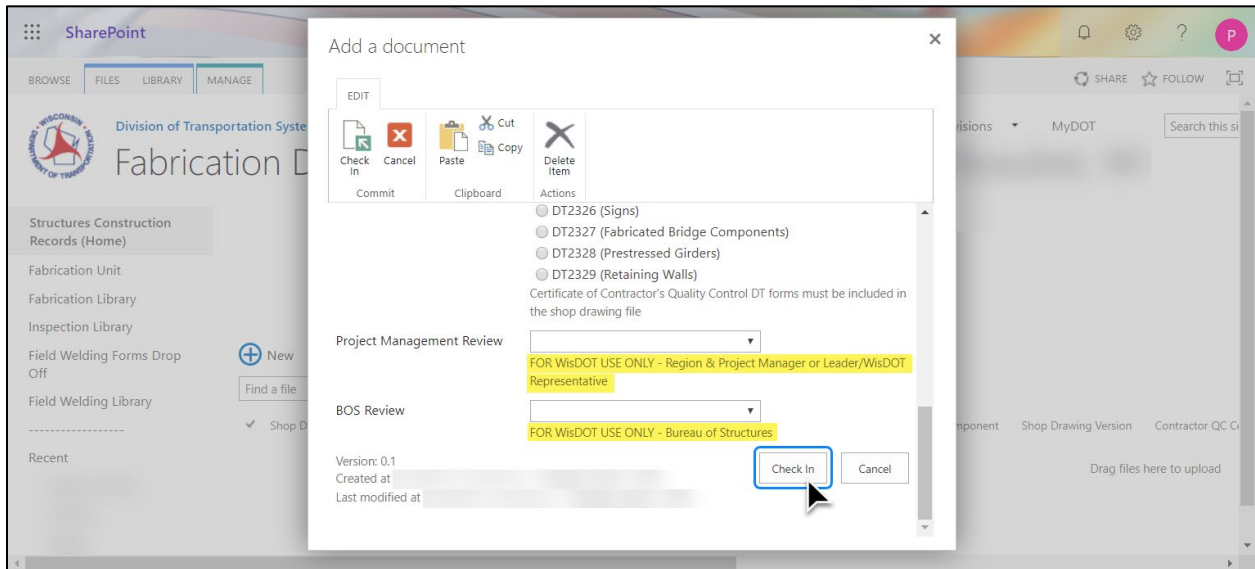
Shop Drawing Version *: Original
 Revision

Contractor QC Cert Attached *: None Attached
 DT2333 (Steel Bridge) PE Stamp Required
 DT2326 (Signs)
 DT2327 (Fabricated Bridge Components)
 DT2328 (Prestressed Girders)
 DT2329 (Retaining Walls)
Certificate of Contractor's Quality Control DT forms must be included in the shop drawing file


Project Management Review: [Dropdown]
FOR WisDOT USE ONLY - Region & Project Manager or Leader/WisDOT Representative

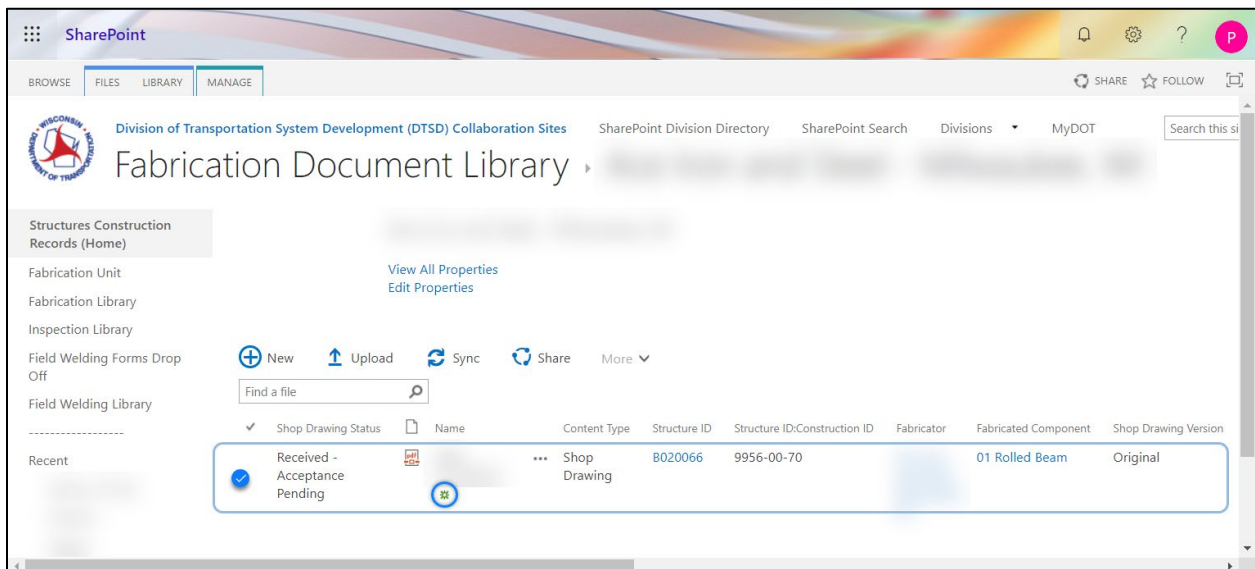
BOS Review: [Dropdown]

8) After selecting the required information, click Check in.




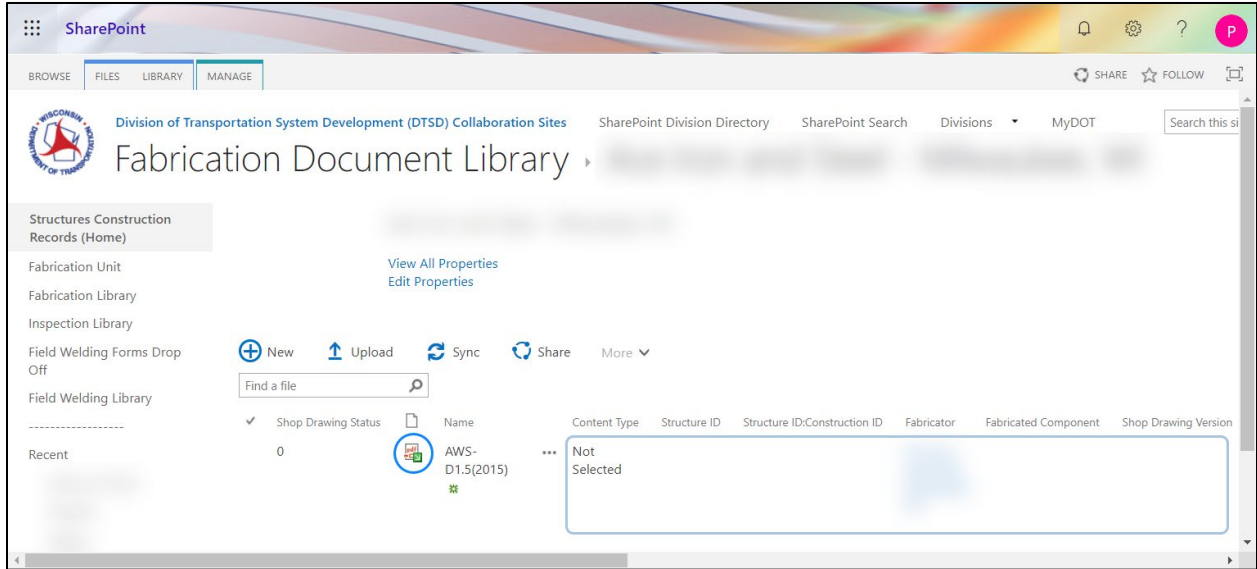
9) The file will be shown in the Fabricator Folder.

A green star next to the file name denotes a recently uploaded file. 



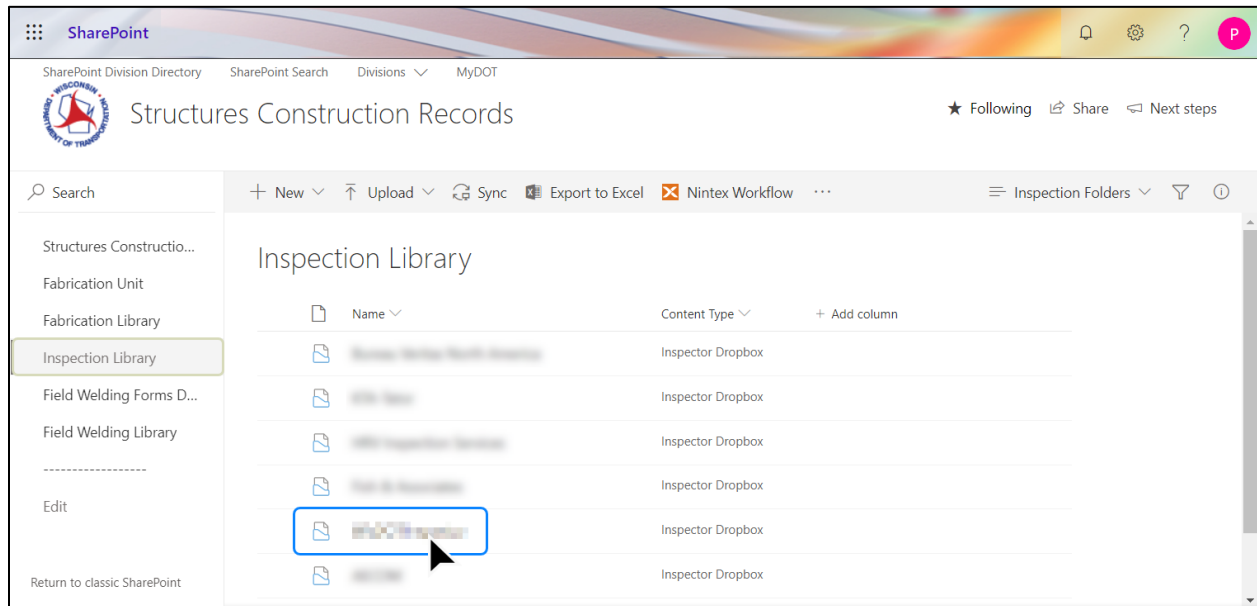
If you see this icon  additional steps need to be taken (see next page)

A green downward facing arrow on the document type icon  denotes a file that has been uploaded successfully but is checked out to you. **This means that no one else can view the file.** This occurs when the content type is not selected, and/or the required data fields are not filled out. **The file will need to be checked in for it to be available to others in the Fabrication Library.** To check in a file, follow the [How to check in a checked-out file?](#) guide.

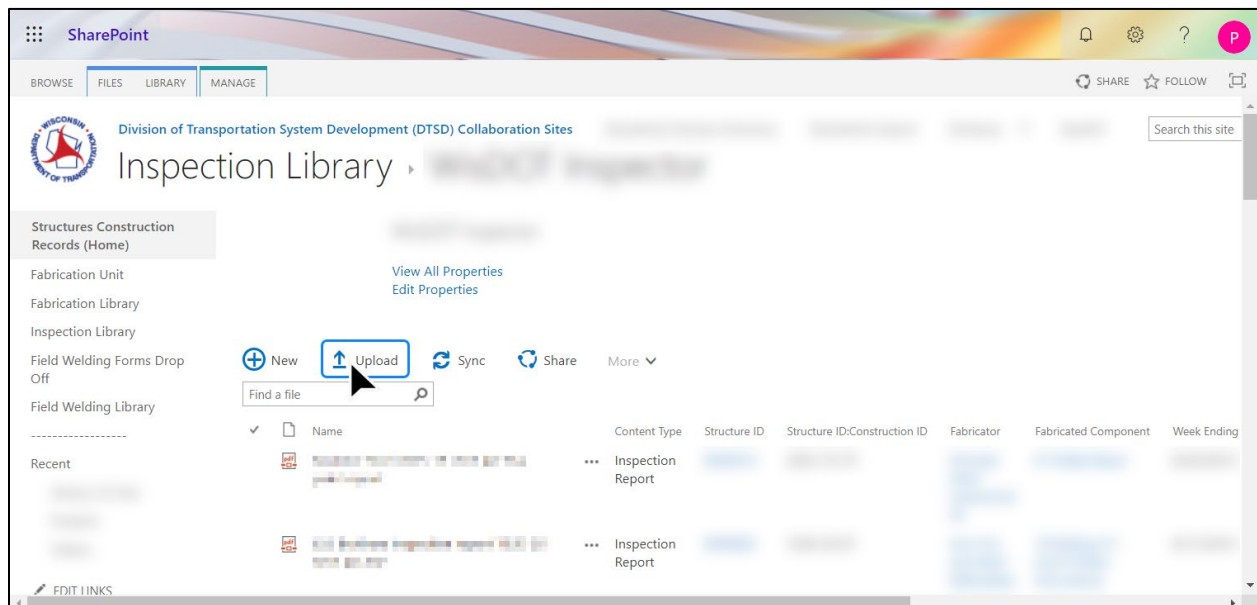


How to upload a quality assurance (QA) inspection report?

1) Open the Inspection Firm Folder (Click on the Inspection Firm name)

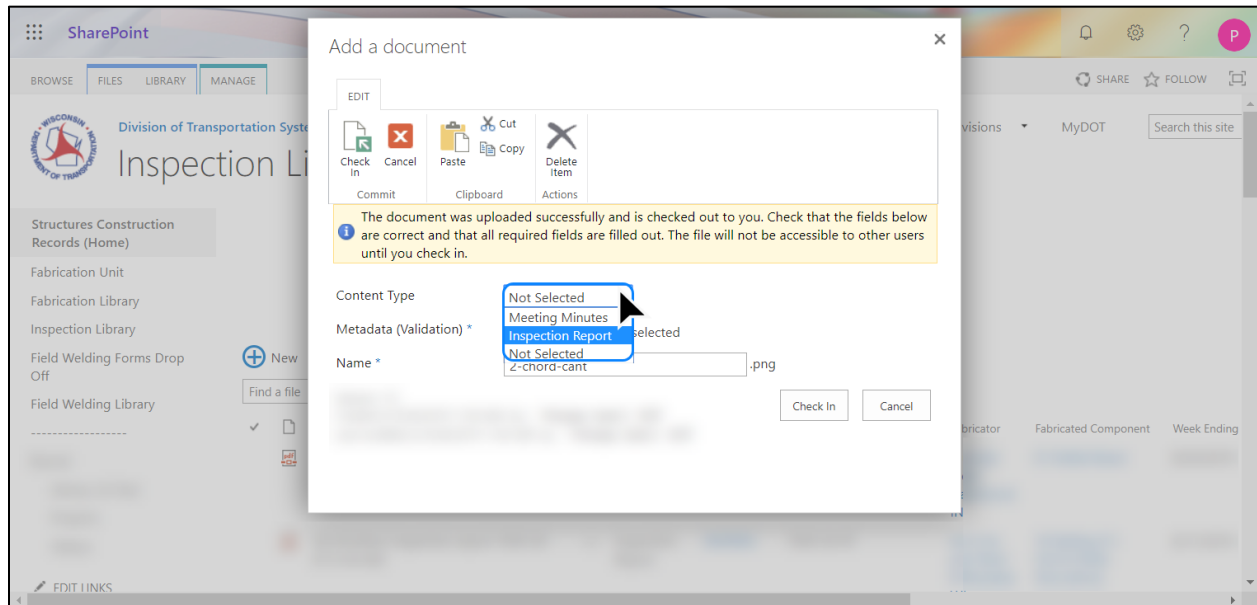


2) Click Upload



3) Wait for the Add a Document window to open. This may take a while for large files.

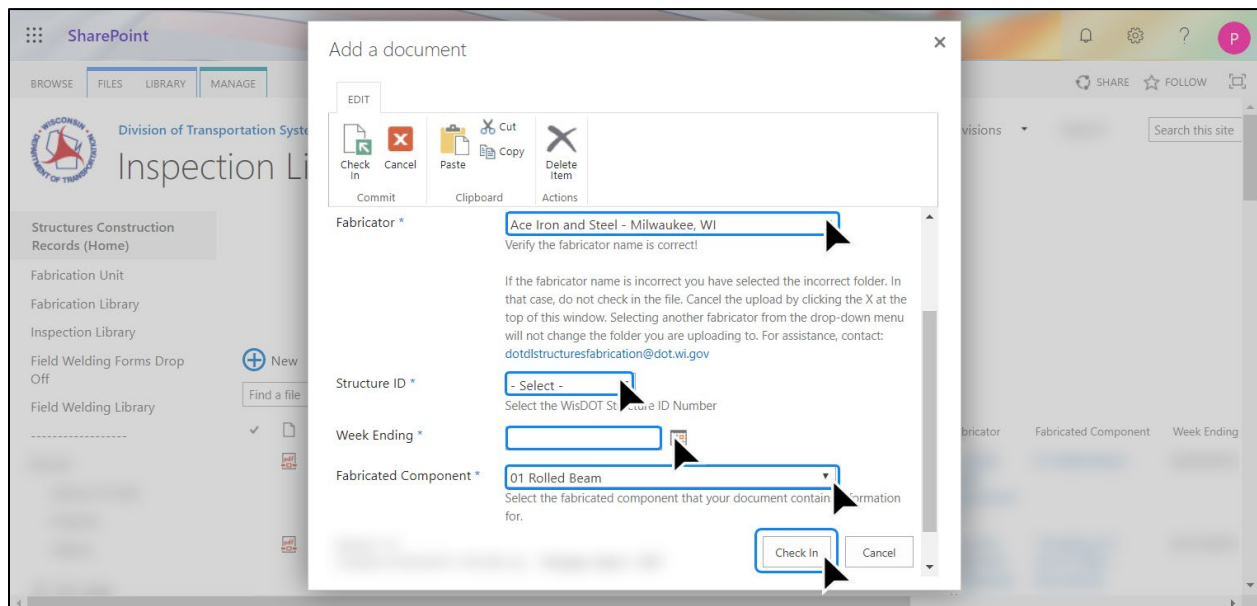
SELECT A CONTENT TYPE



4) Once the Content Type is selected, additional data fields will show.

Fields with an asterisk * are required. All required fields must be filled out.

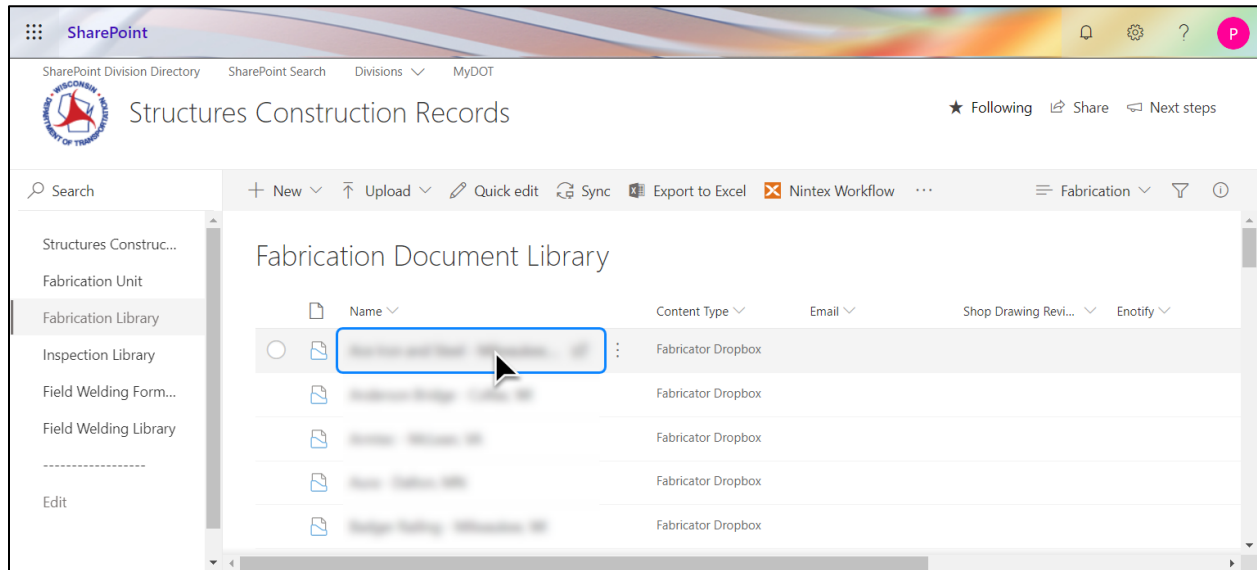
After selecting the required information, click Check in.



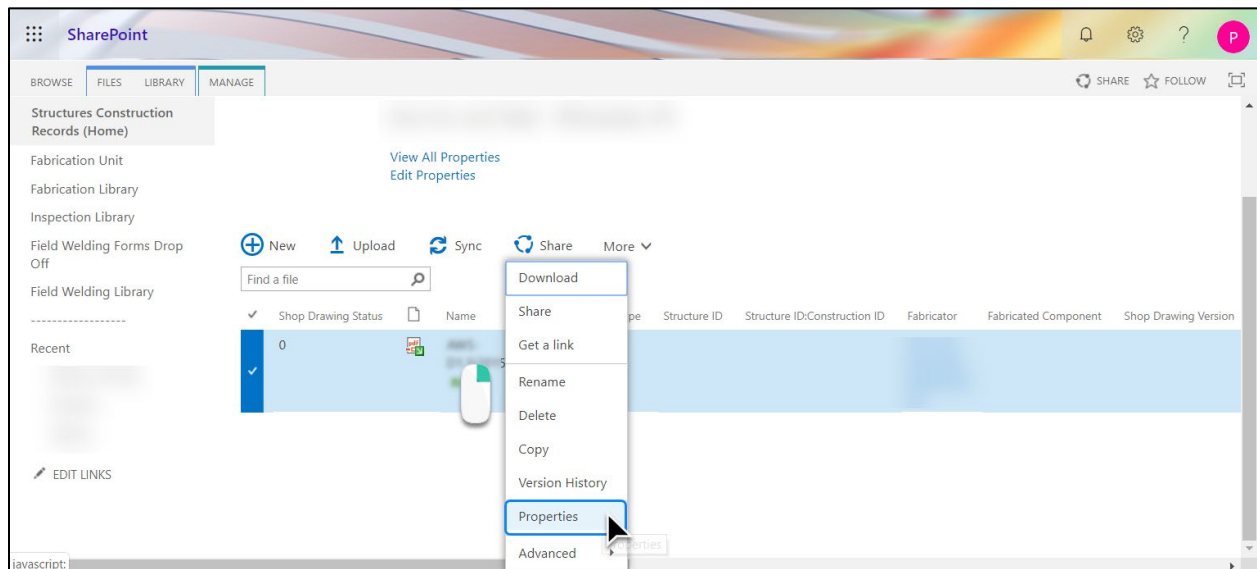
How to edit document properties?

Changing document properties from the Fabricator Folder

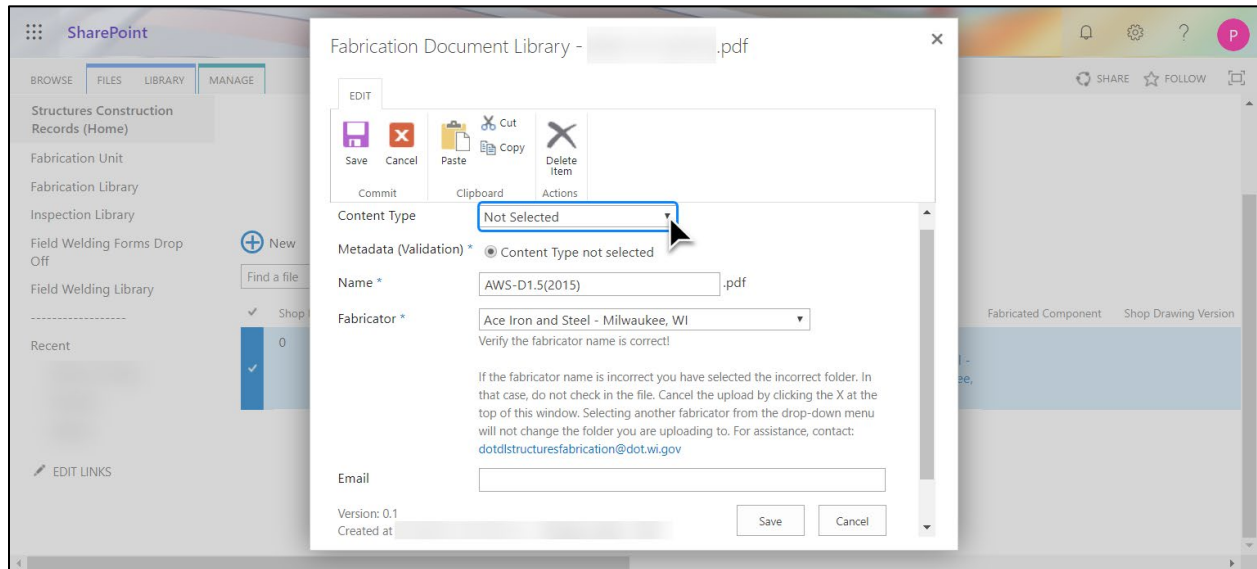
1) Open the corresponding Fabricator Folder (Click on the folder name).



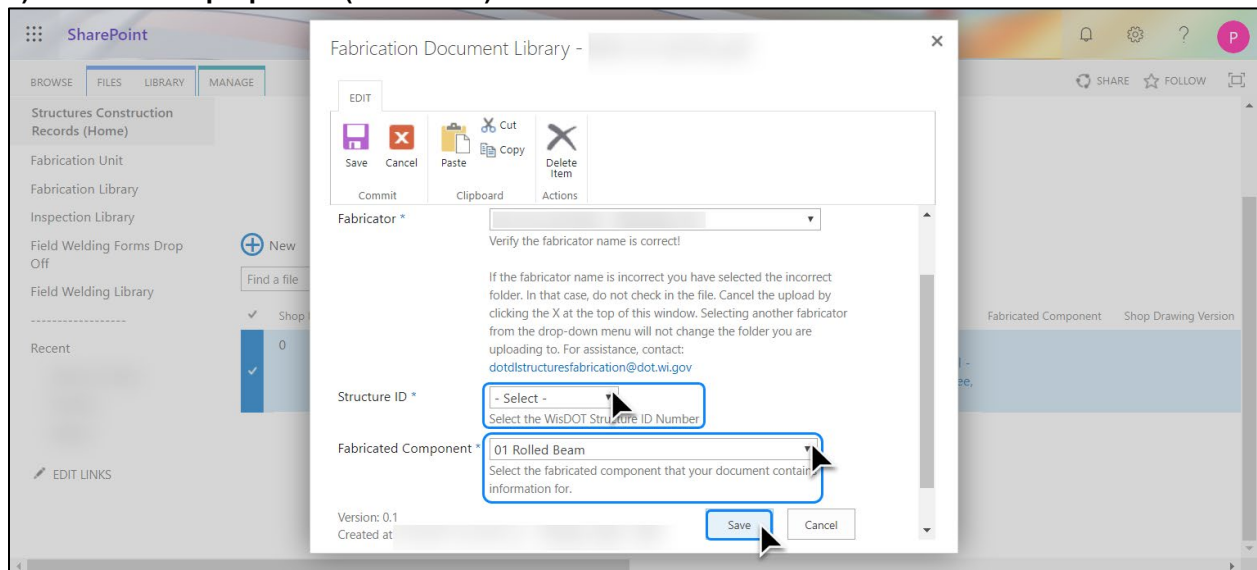
2) Right-click the filename. Select Properties.



3) Select an appropriate Content Type.

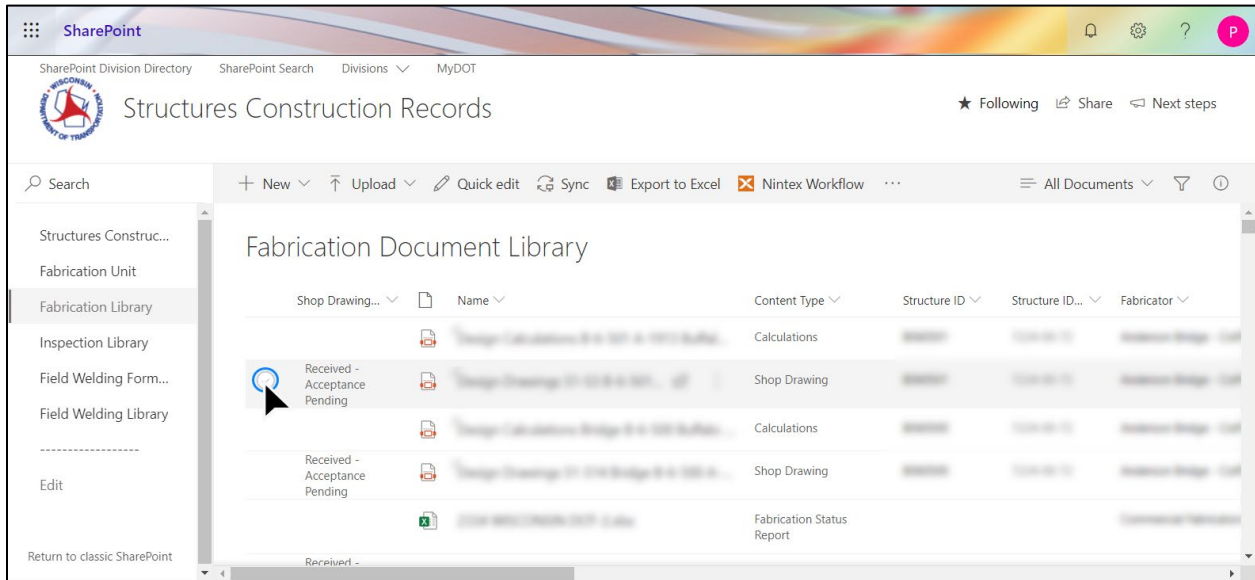


4) Edit the file properties (data fields). Click Save.

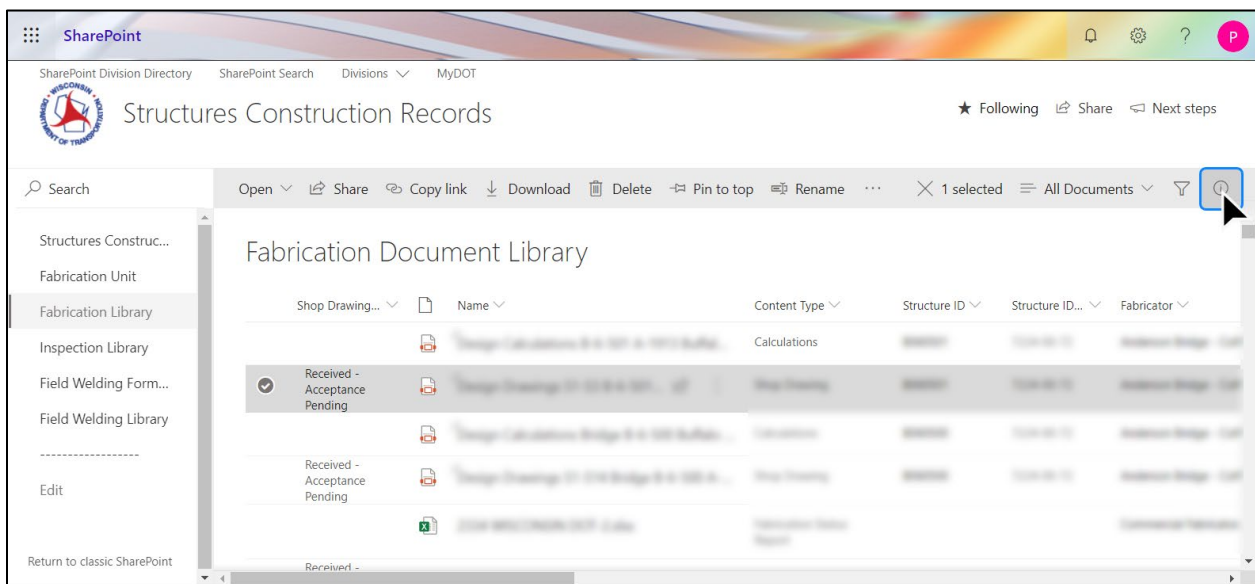


Changing the document properties from the All Document view.

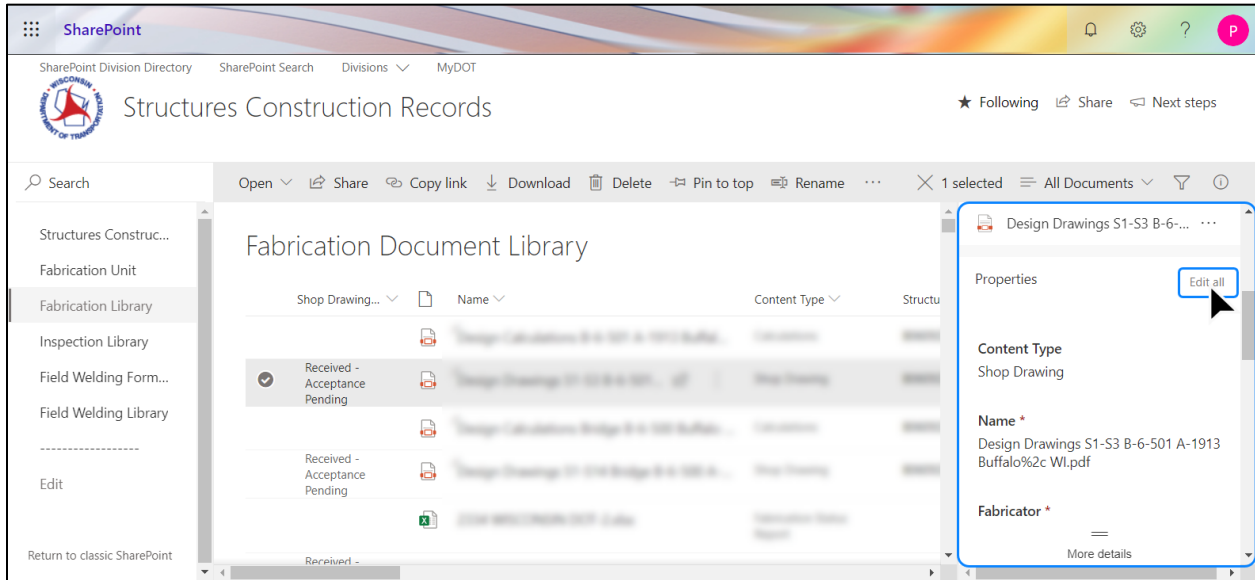
1) Select the document. (Click the icon  on the row corresponding to the document.)



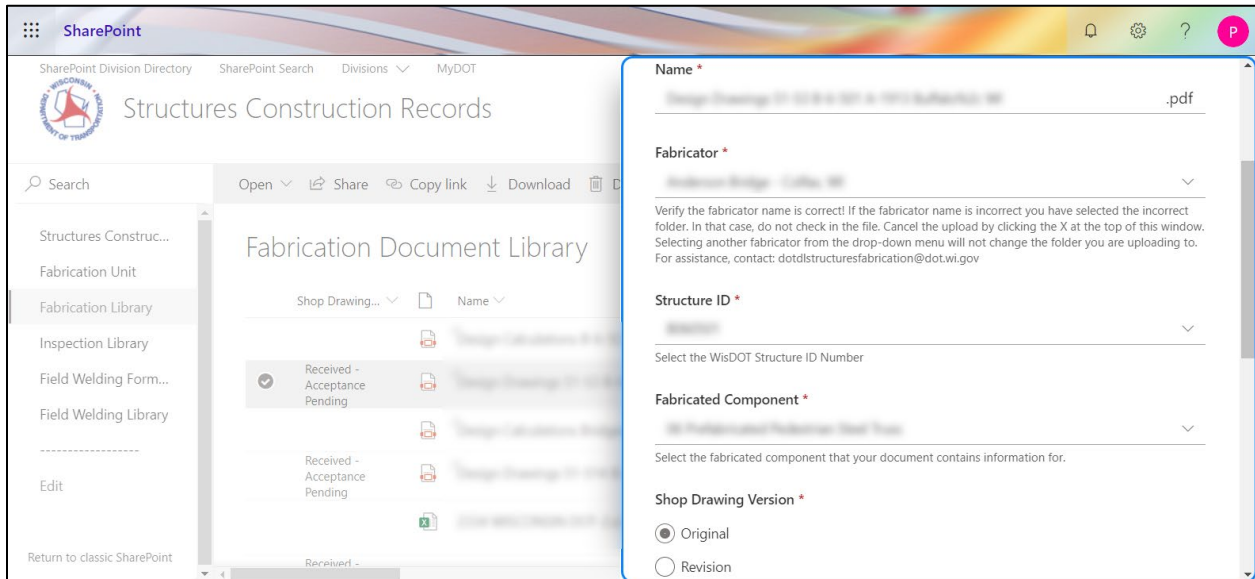
2) Click the Information Panel icon .



- 3) The properties may be edited from the information panel, but the scrolling is not optimal.
Click Edit all to open the Properties window.

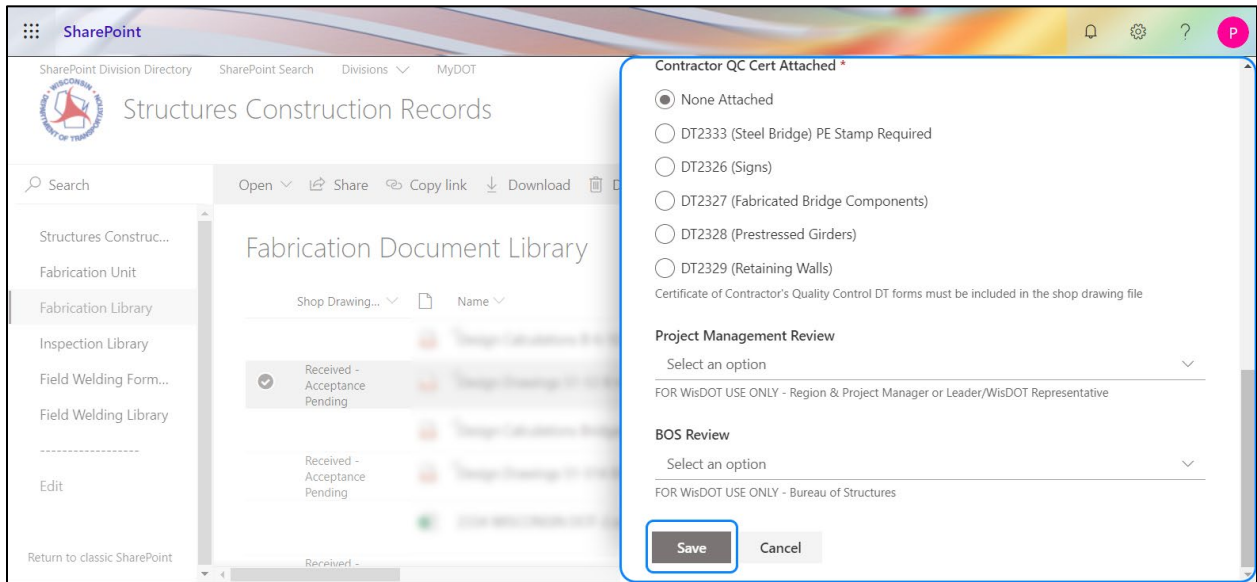


- 4) **Edit the properties**





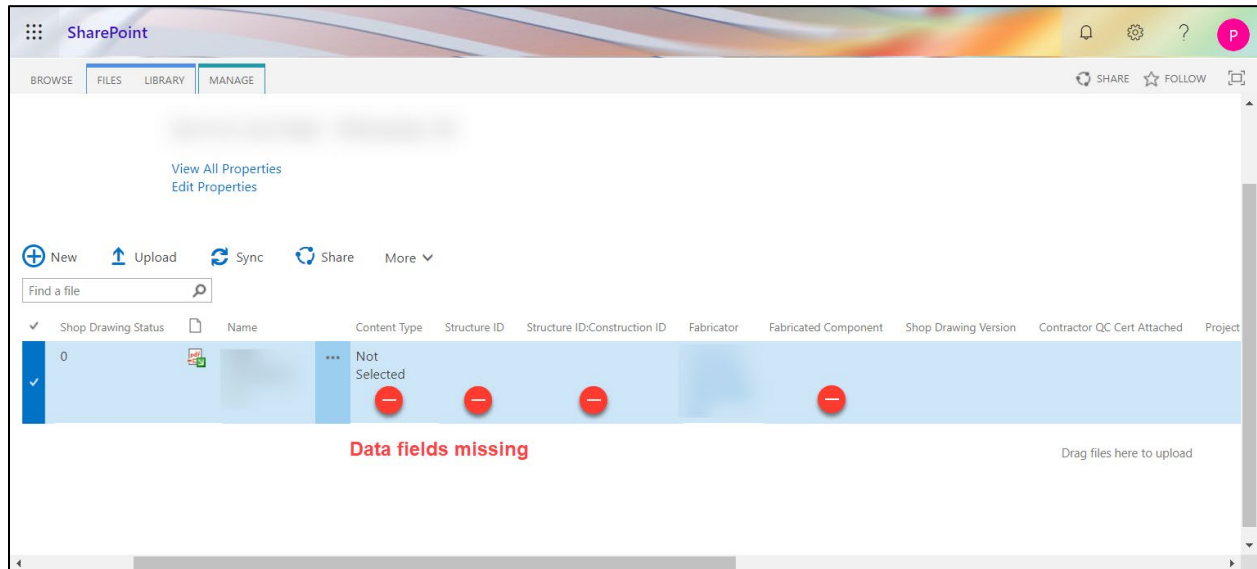
5) Click Save when you are done.



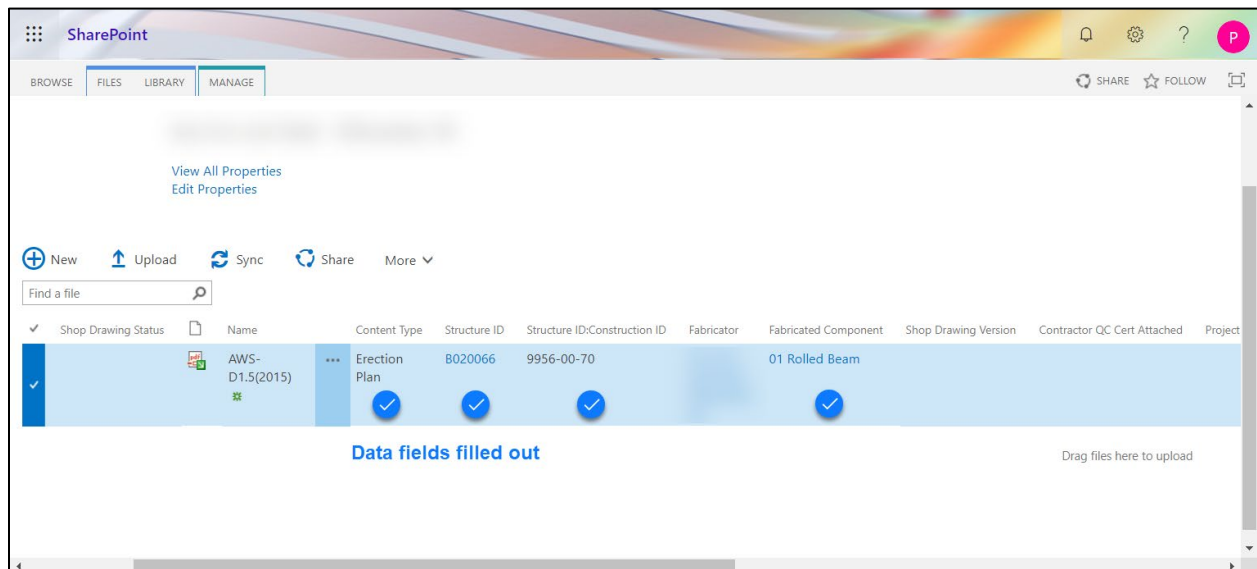
How to check in a checked-out document?

1) Verify that all required data fields are filled out.

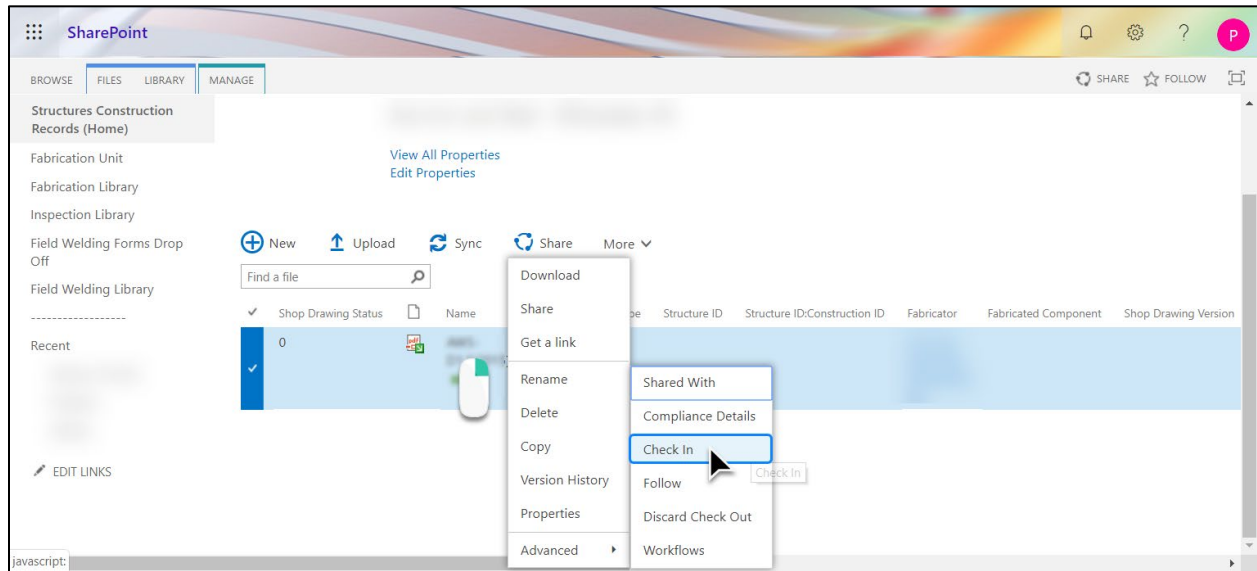
If the content type has not been selected and required data is missing, follow [How to edit document properties?](#) guide to add the missing data. After adding the missing data move on to step 2.



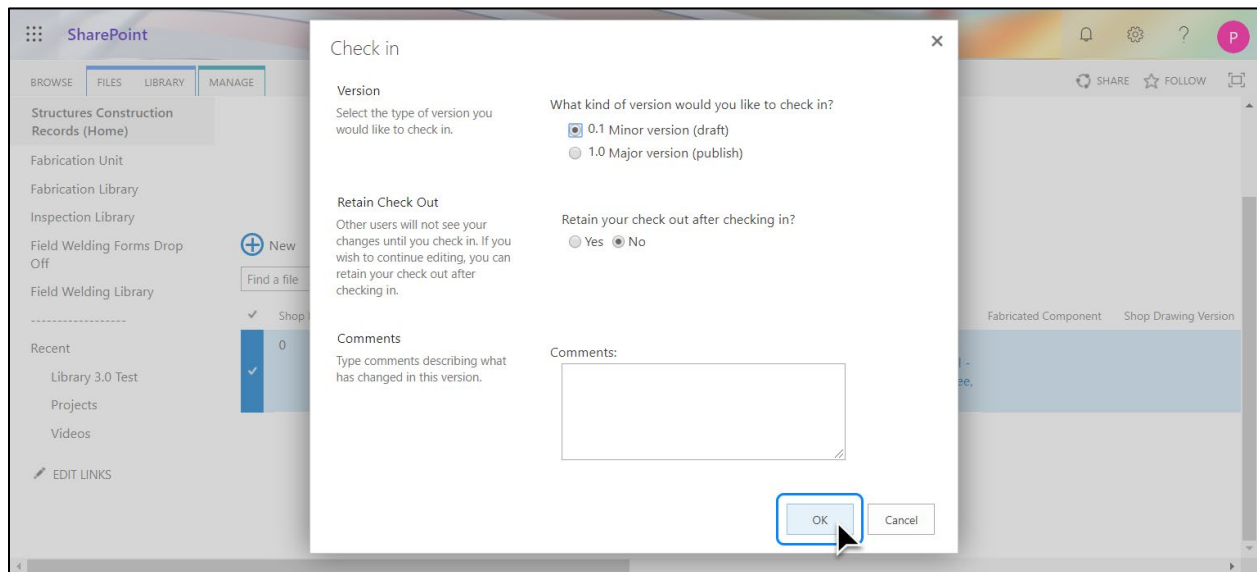
If the content type has been selected, and the required fields filled out continue to step 2.



2) Right-click the filename. Check in.



3) Click OK



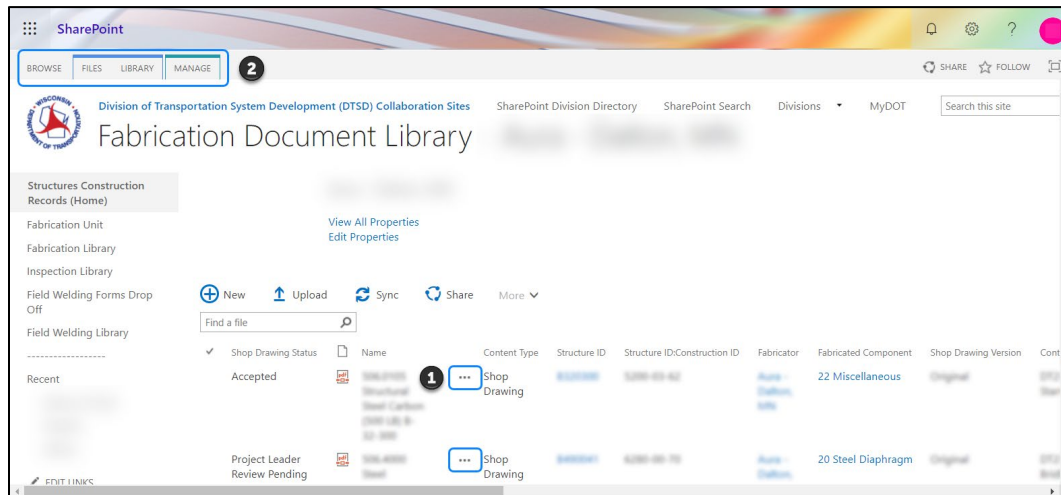
What are New Experience and Classic SharePoint? How does it affect the tools available in the Fabrication Library?

The *New Experience* and *Classic* SharePoint are two user interfaces. Each provides different options and tools to choose from.

Classic Sharepoint is the default setting for Fabricator Folders. When you open a Fabricator Folder the contents will be shown in the *Classic* SharePoint interface. This enables the Upload function. It also alters the way the Properties, Check In, Check Out and Download option are accessed.

How to quickly tell if I am viewing the page in *Classic* SharePoint?

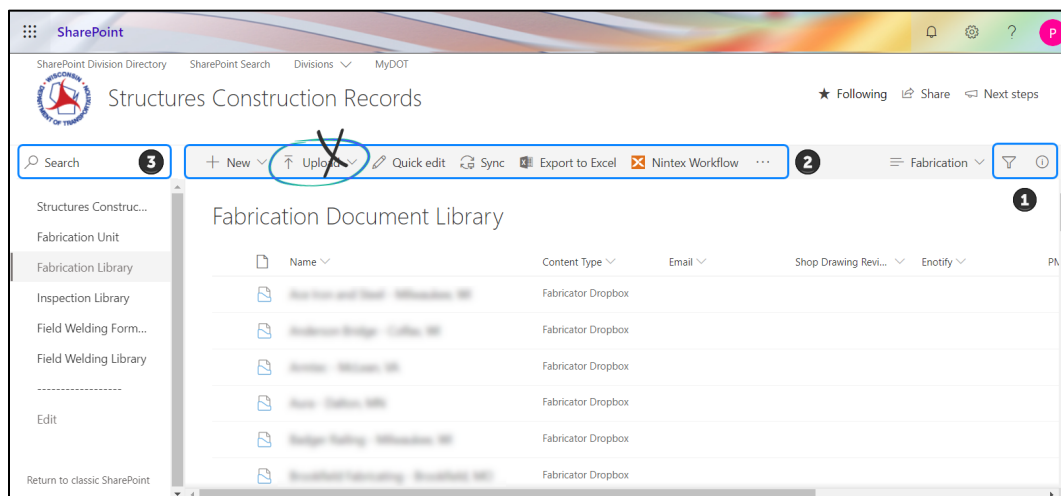
Visual clues: ❶ The 3-dots ❷ Tabs



New Experience SharePoint is the default view for All Documents, the Fabricator Folder List and the Projects List. The Upload option will not work in this view. Documents must be uploaded to the corresponding Fabricator Folders. To select a Fabricator Folder, change the view to Fabrication. To change views, follow the [How to change views?](#) guide.

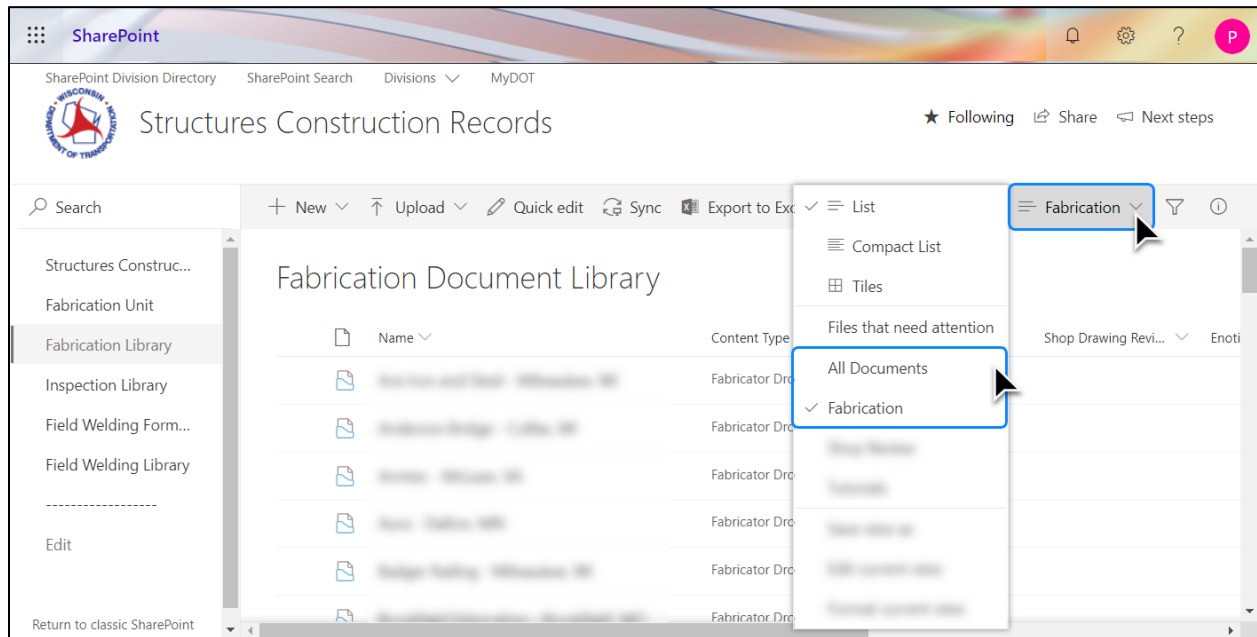
How to quickly tell if I am viewing the page in *New Experience* SharePoint?

Visual clues: ❶ Information & Filter Icons ❷ Top Menu ❸ Search Bar

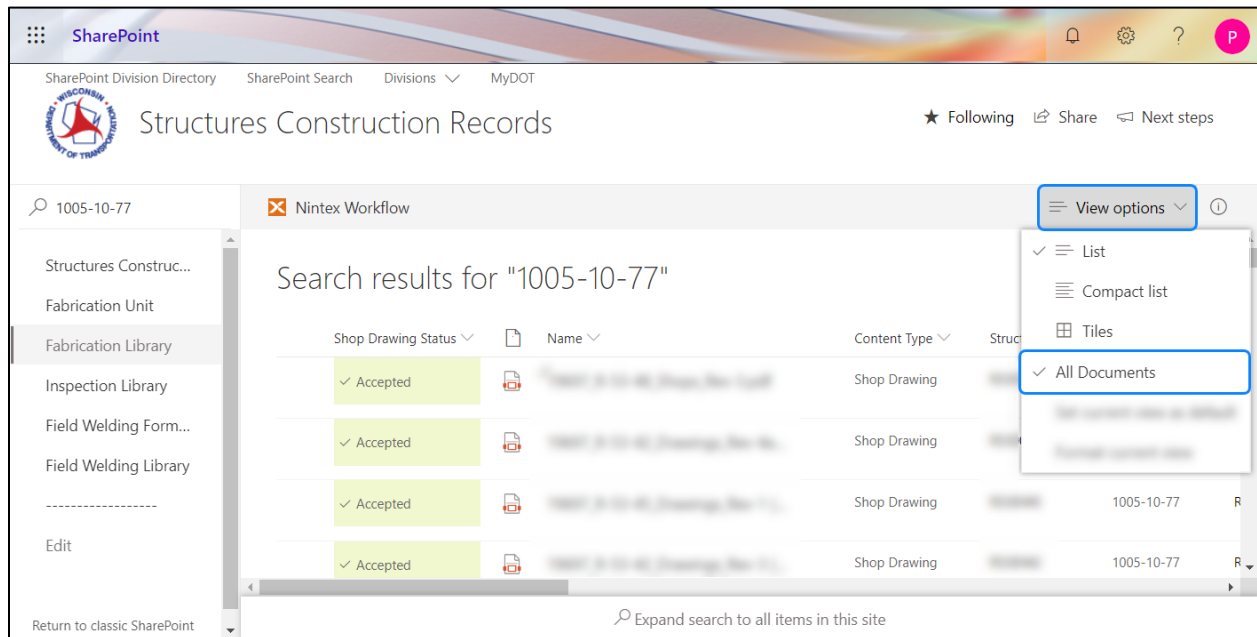


How to change views?

- 1) Click on the views drop down to toggle between views.. The displayed text may read Fabrication or All Documents, depending on which view is currently displayed.



If the current view is filtered, switching between views is not possible. Clear the filters, then switch views.

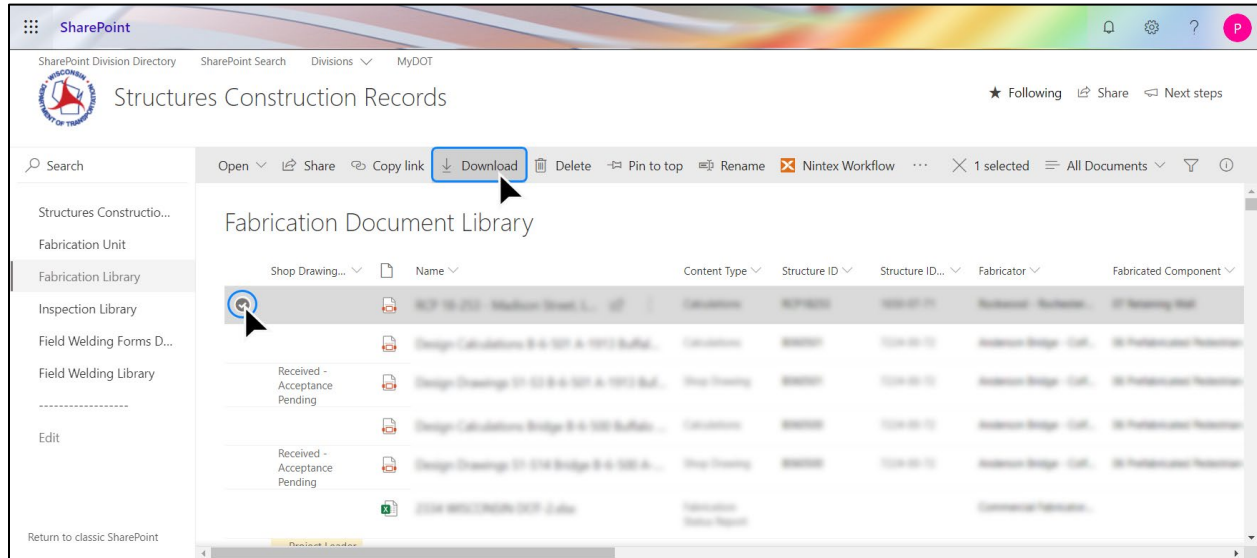


How to download a document?

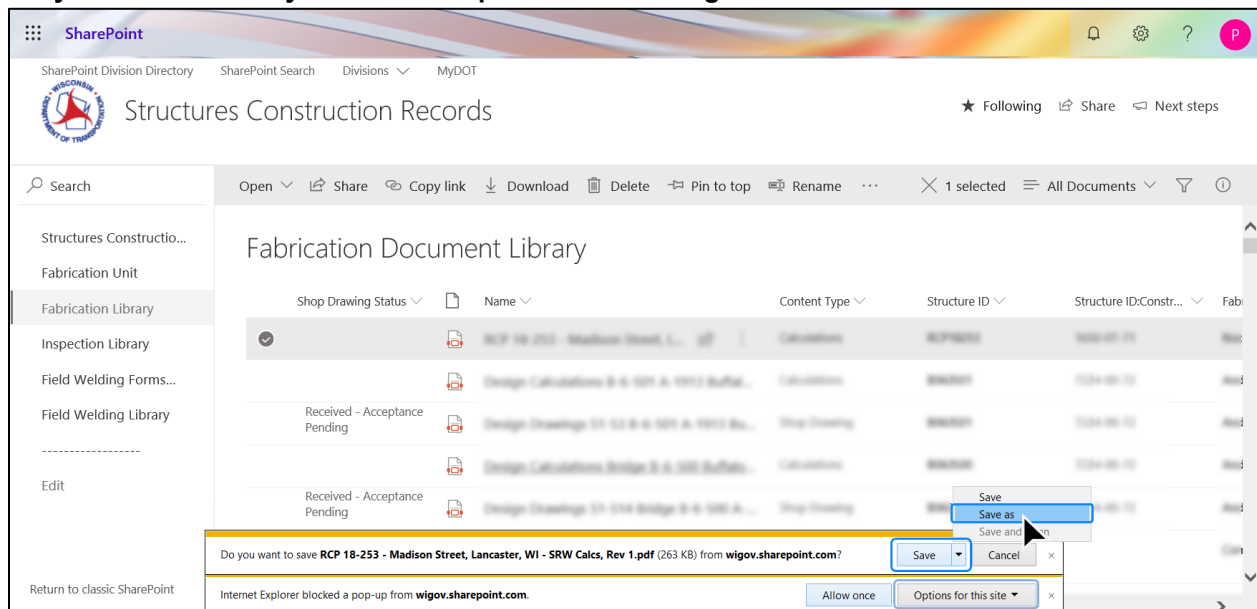
To 'learn more about classic and new experience interfaces, check out the [What are New Experience and Classic SharePoint?](#) guide.

From All Documents View in New Experience Interface

- 1) Select the file by clicking on the  icon corresponding to the document. Then, select Download from the Top Menu.

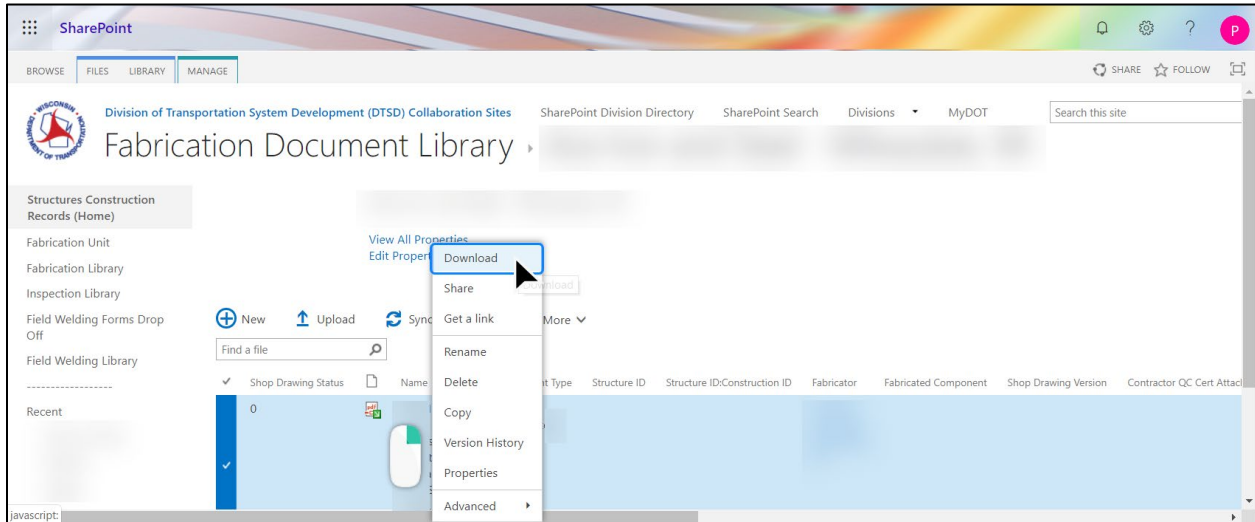


- 2) When prompted choose to save the file to your computer. This step may vary depending on your browser and your browser options for handling downloads.

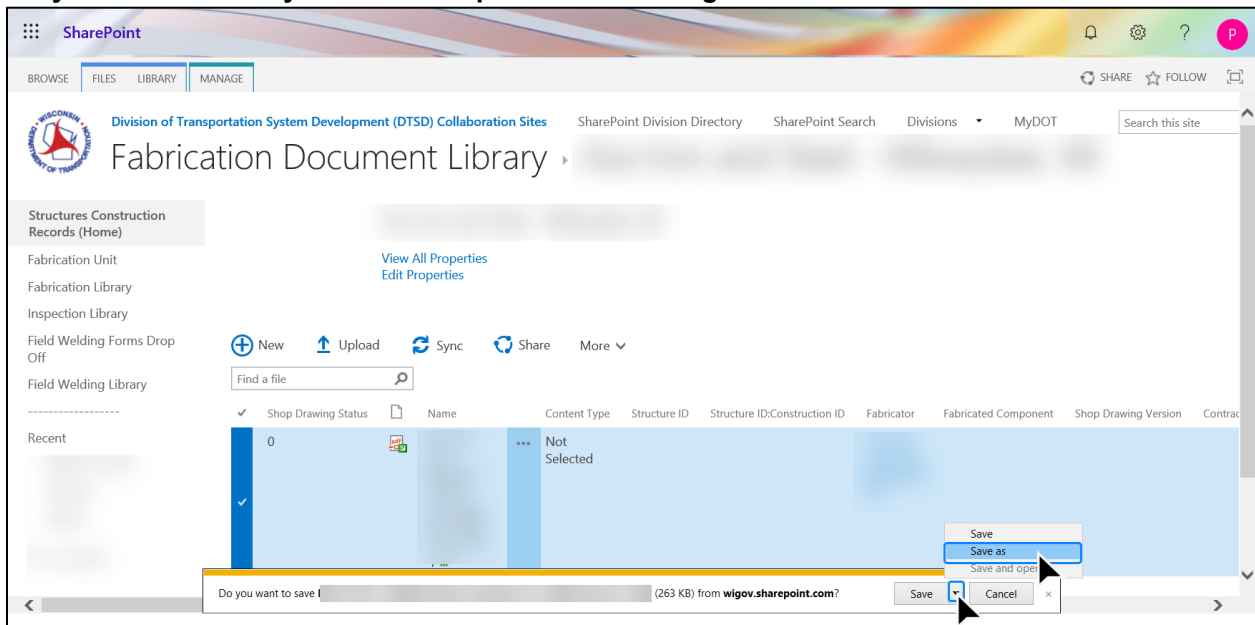


From Fabricator Folder or All Documents in *Classic* Interface

1) Right-click the filename, then choose Download.



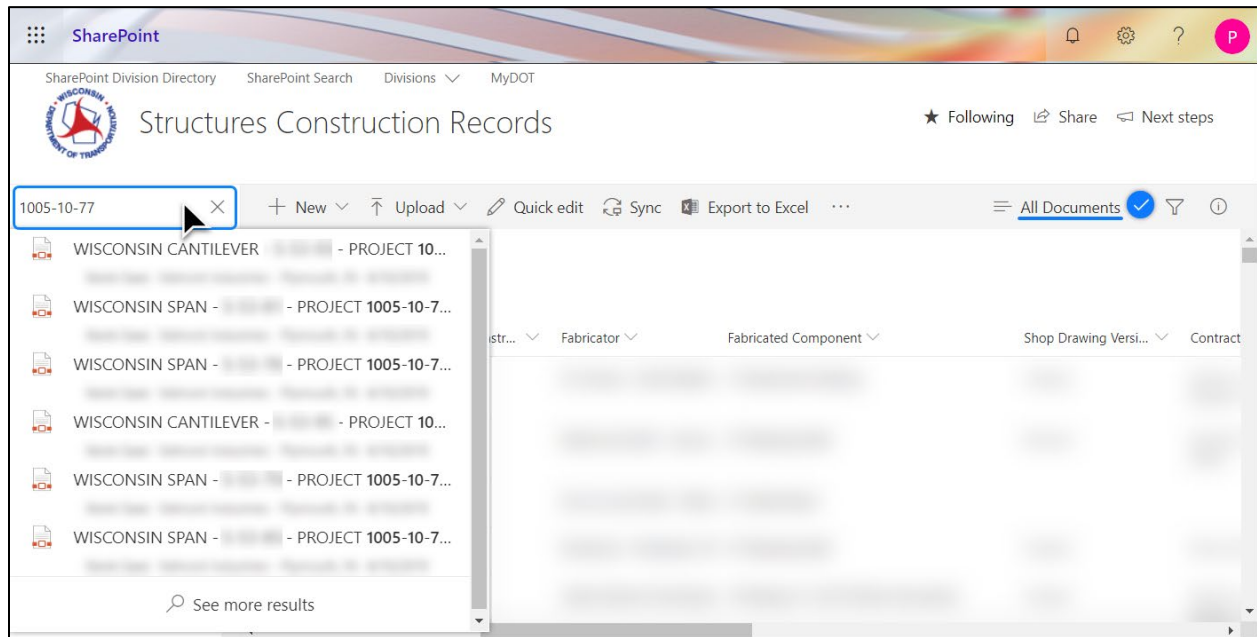
2) When prompted choose to save the file to your computer. This step may vary depending on your browser and your browser options for handling downloads.



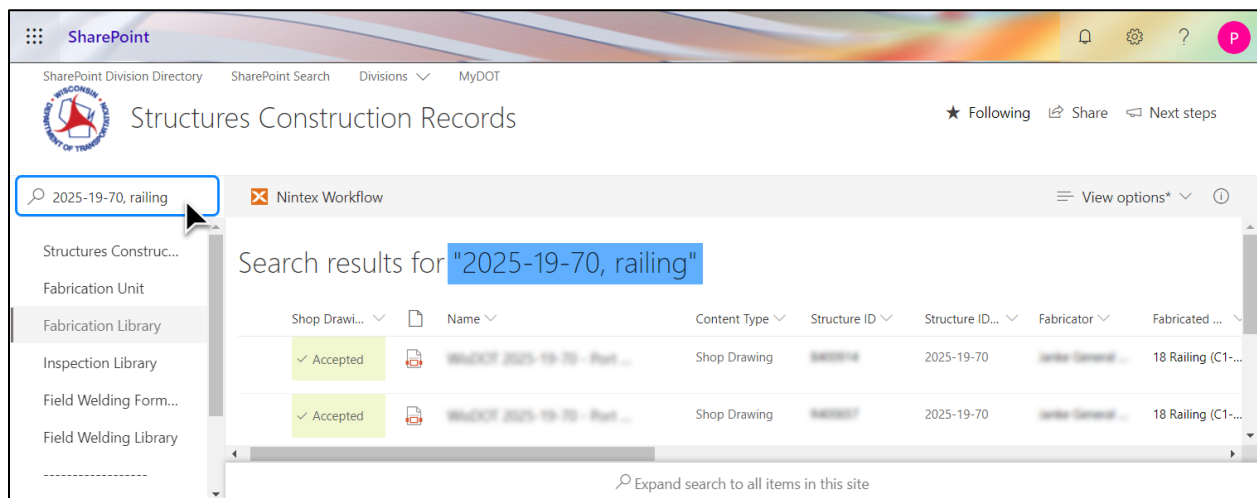
How to search, filter and sort?

Filtering, sorting and grouping options vary by column. For example, the Construction ID column allows for all 3 options, the Structure ID column only allows filtering.

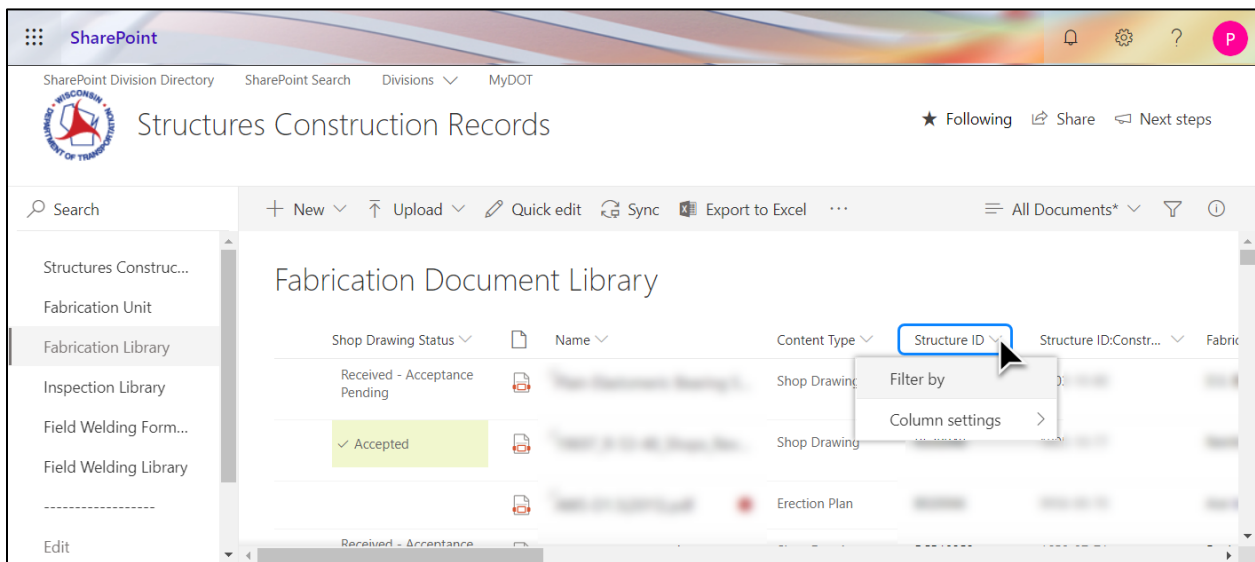
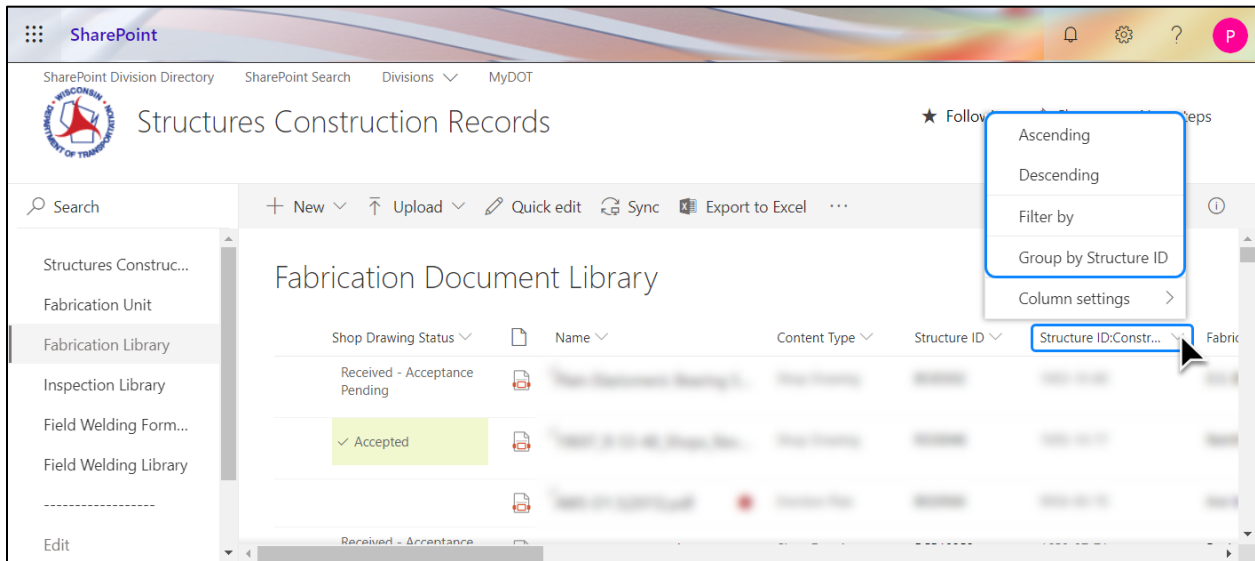
- 1) To search for a file: type keywords in search bar at the top left-hand area of the screen, then press Enter (Return) on your keyboard.



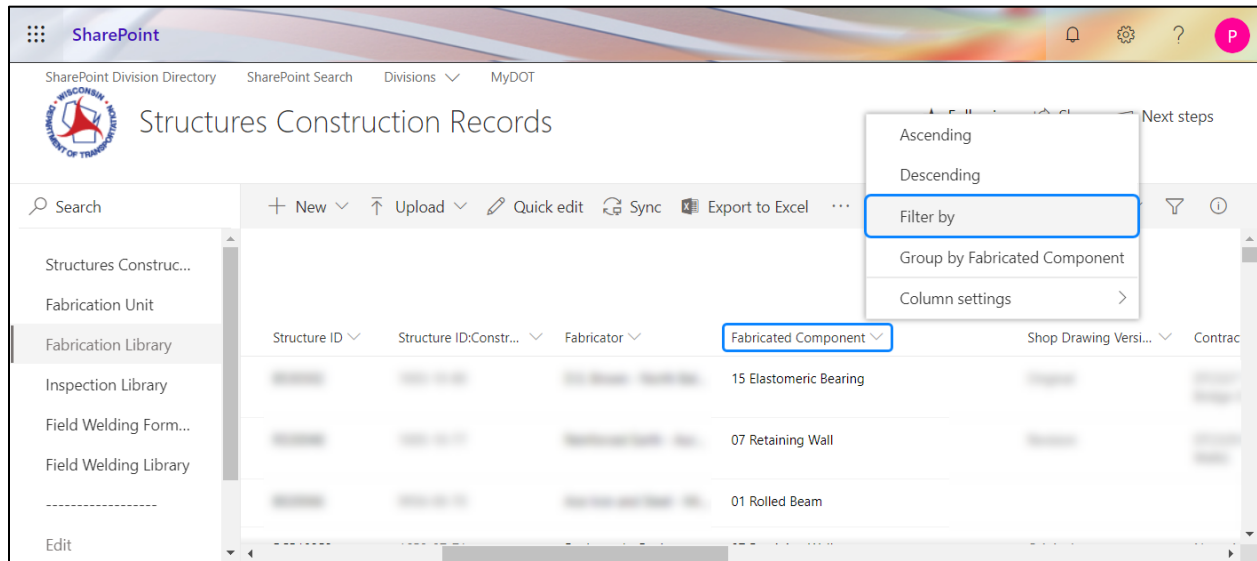
Separate multiple keywords by a coma.



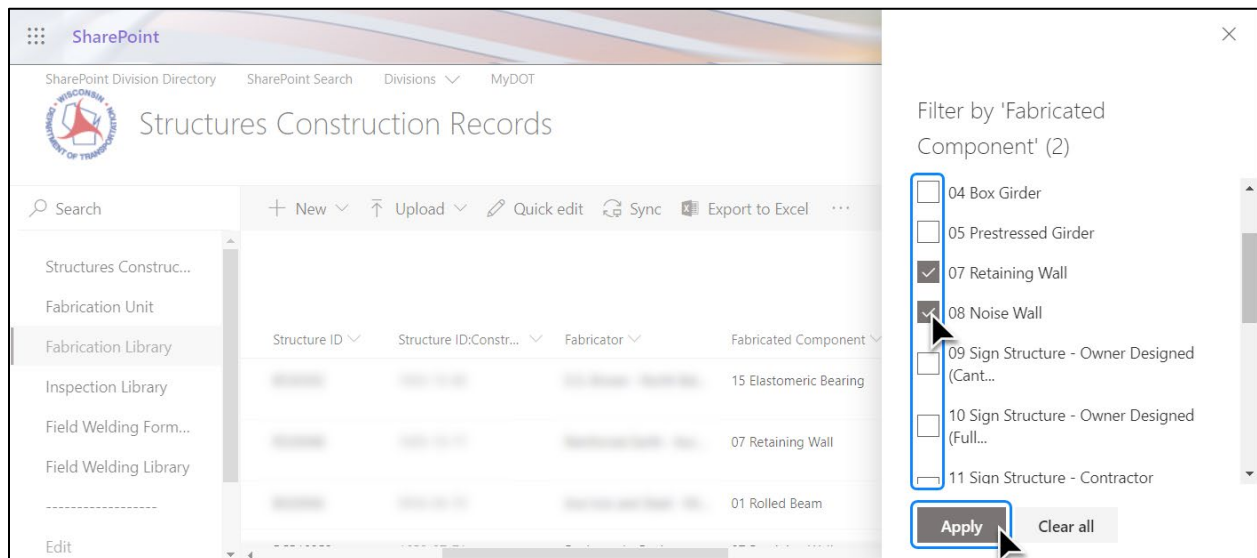
2) Select the column you which to organize the documents by (click the down arrow next to the column name).



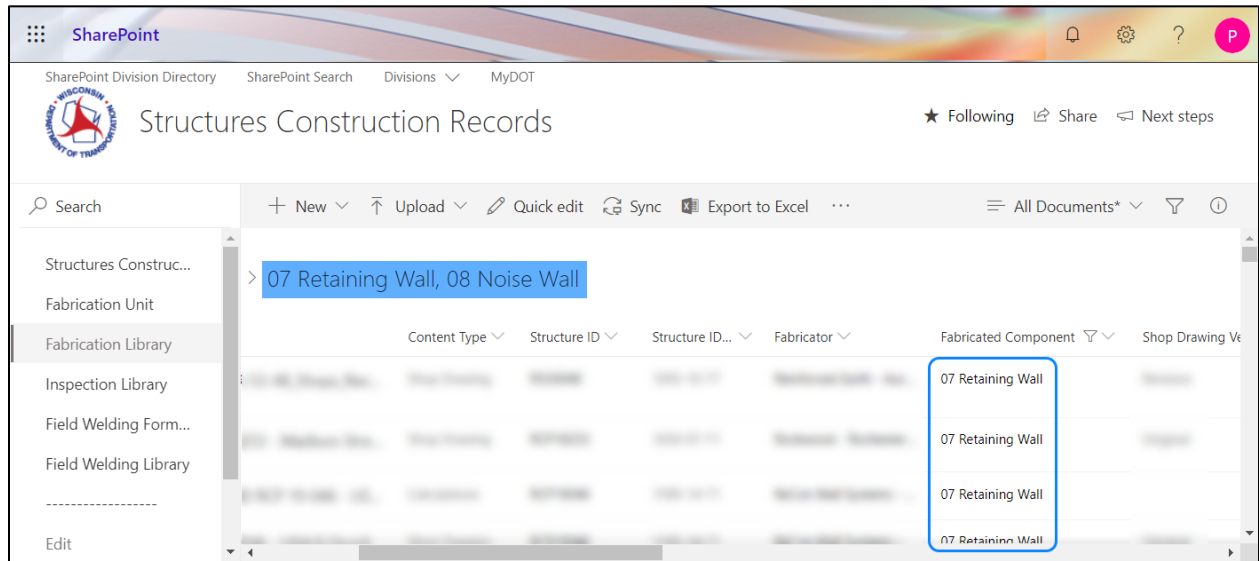
3) Choose the organization options best suited for your search. Example: [Fabricated Component] > [Filter by].



4) Choose the filtering parameters, then click apply.



5) The documents are filtered.

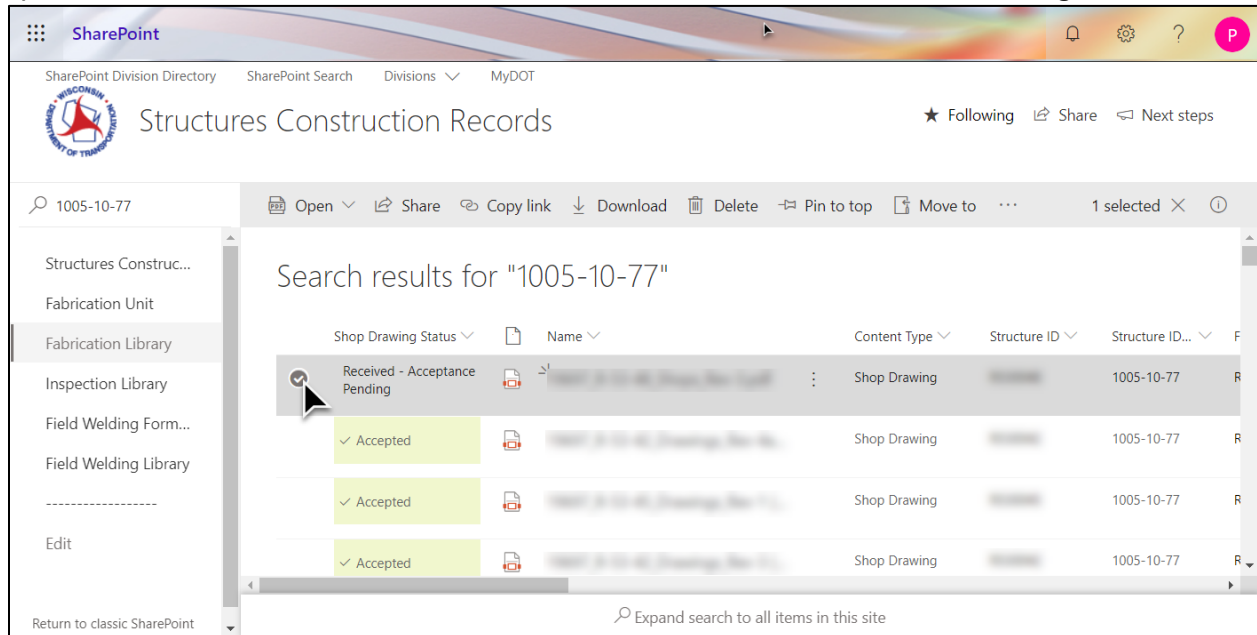


The screenshot shows a SharePoint interface for the 'Structures Construction Records' library. The left navigation pane is open, showing a search filter for '07 Retaining Wall, 08 Noise Wall'. The main content area displays a table of filtered documents. The table has columns for Content Type, Structure ID, Structure ID..., Fabricator, Fabricated Component, and Shop Drawing Vt. The 'Fabricated Component' column is highlighted with a blue box, showing four entries of '07 Retaining Wall'.

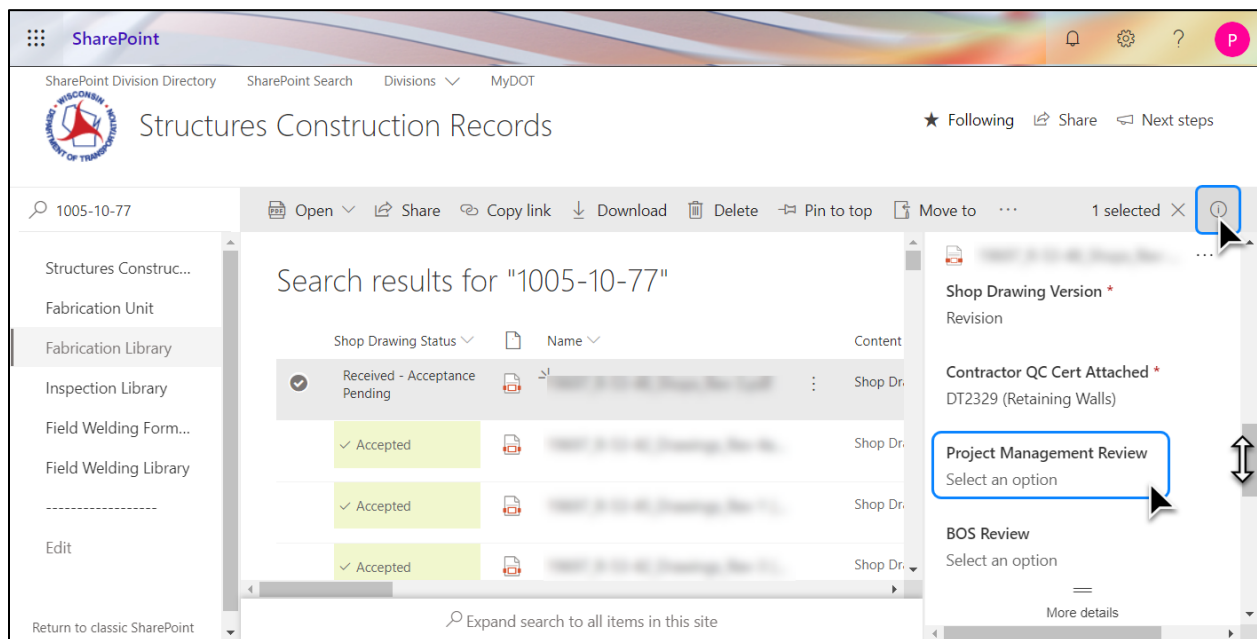
Content Type	Structure ID	Structure ID...	Fabricator	Fabricated Component	Shop Drawing Vt
				07 Retaining Wall	
				07 Retaining Wall	
				07 Retaining Wall	
				07 Retaininn Wall	

How to update review status for Project Manager/Leader?

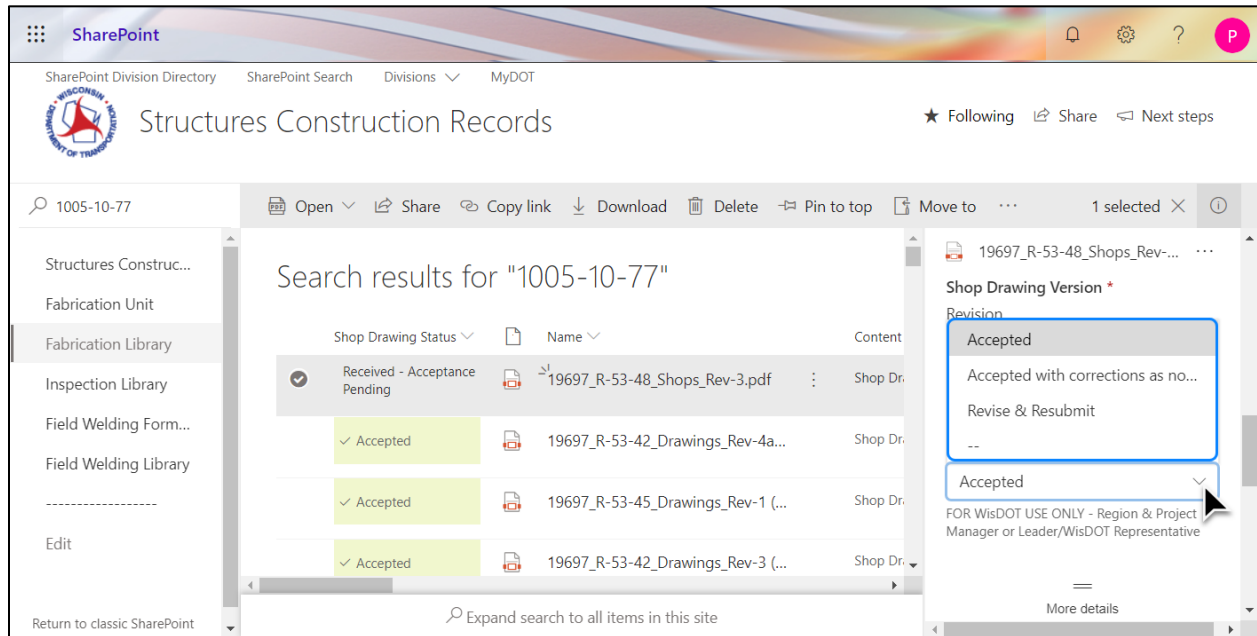
1) From the All Documents views, filter or search for the file. Select the file clicking the .



2) If not already open, open the information panel by clicking the Information Panel icon . Scroll down the options to the Project Management Review.



3) Select the status from the options in the drop-down menu. The status has been updated.



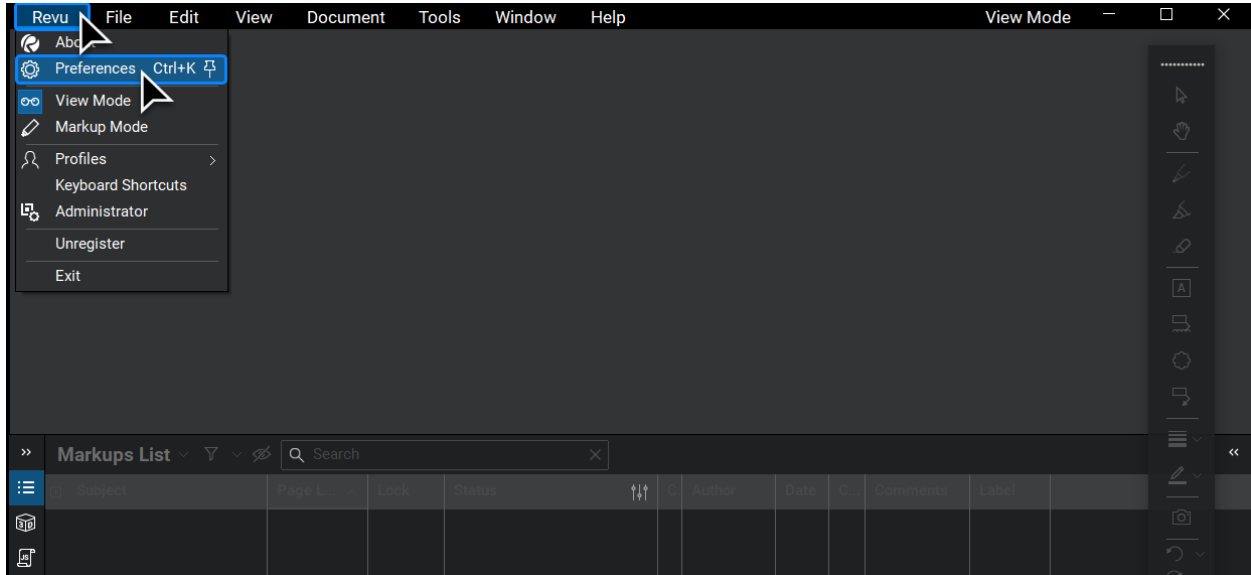
How to add review comments?

Method 1 (Preferred): Bluebeam – SharePoint Link

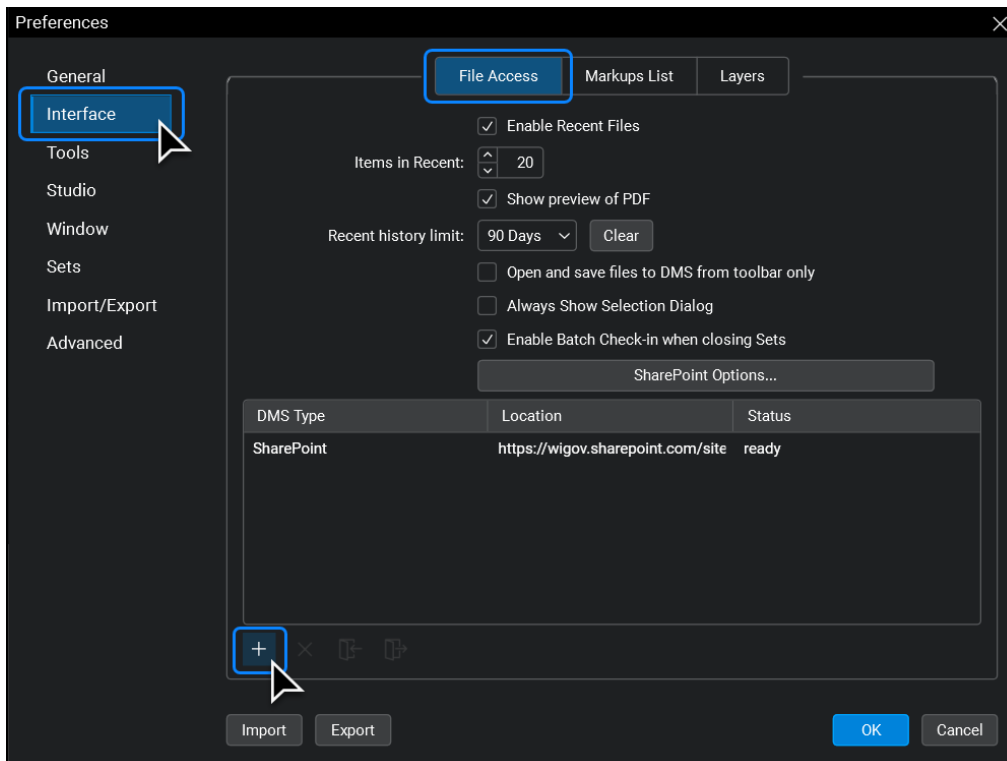
Steps – 1 thru 7 **Set up Bluebeam link to the Fabrication Library (First use)**

Steps – 8 thru 16 **Opening and reviewing documents.
(Bluebeam-SharePoint link previously setup)**

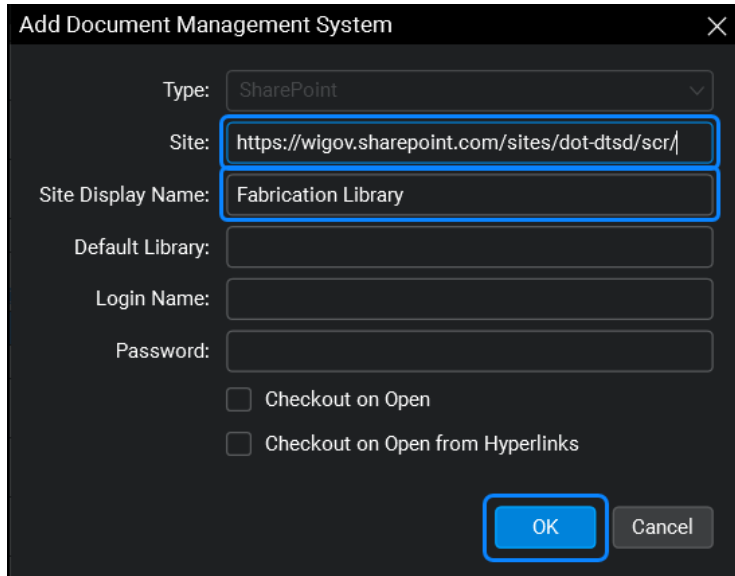
1) Select **Revu** from the top menu. Select **Preferences**.



2) Select **Interface** from the left-hand menu. Select the **File Access** Tab. Click on the plus sign + on the bottom left had area of the window.



- 3) **Enter the following information, then click OK.**
Site: <https://wigov.sharepoint.com/sites/dot-dtsd/scr/>
Site Display Name: Fabrication Library



Add Document Management System

Type: SharePoint

Site: <https://wigov.sharepoint.com/sites/dot-dtsd/scr/>

Site Display Name: Fabrication Library

Default Library:

Login Name:

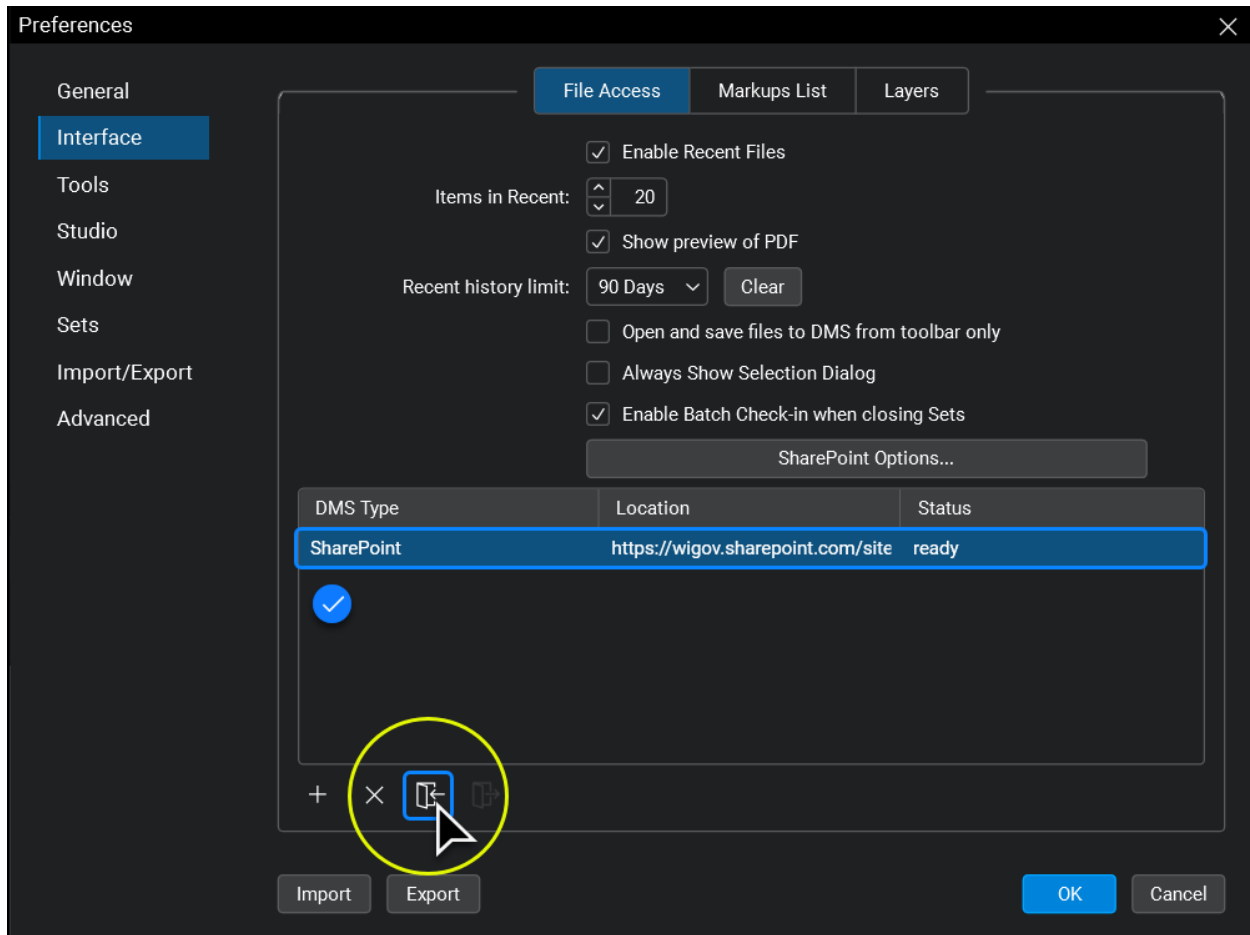
Password:

Checkout on Open

Checkout on Open from Hyperlinks

OK Cancel

- 4) **The connection is added. Click the log-in icon on the bottom of the window.**



Preferences

General | **File Access** | Markups List | Layers

Interface

Tools

Studio

Window

Sets

Import/Export

Advanced

Enable Recent Files

Items in Recent: 20

Show preview of PDF

Recent history limit: 90 Days Clear


Open and save files to DMS from toolbar only

Always Show Selection Dialog

Enable Batch Check-in when closing Sets

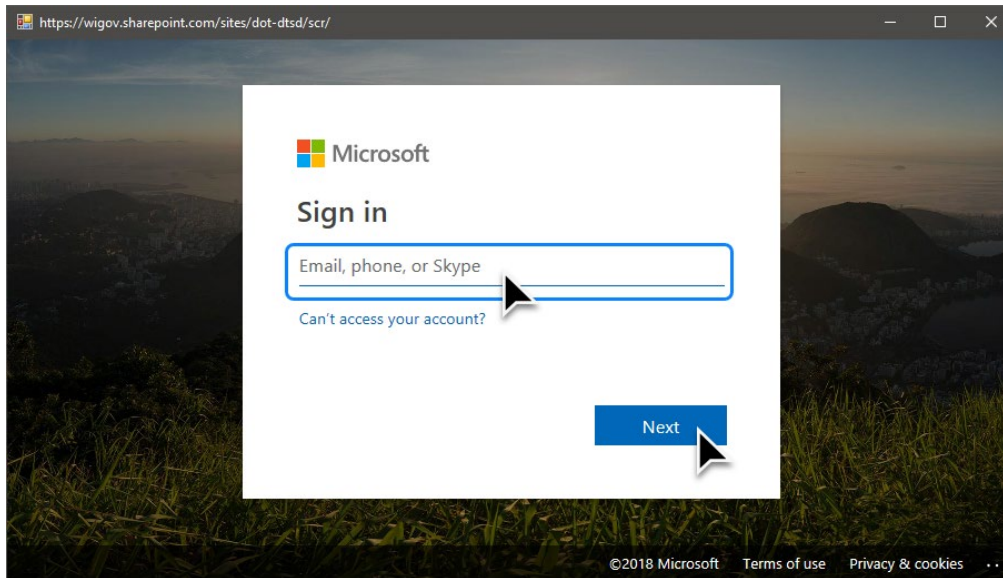
SharePoint Options...

DMS Type	Location	Status
SharePoint	https://wigov.sharepoint.com/site	ready

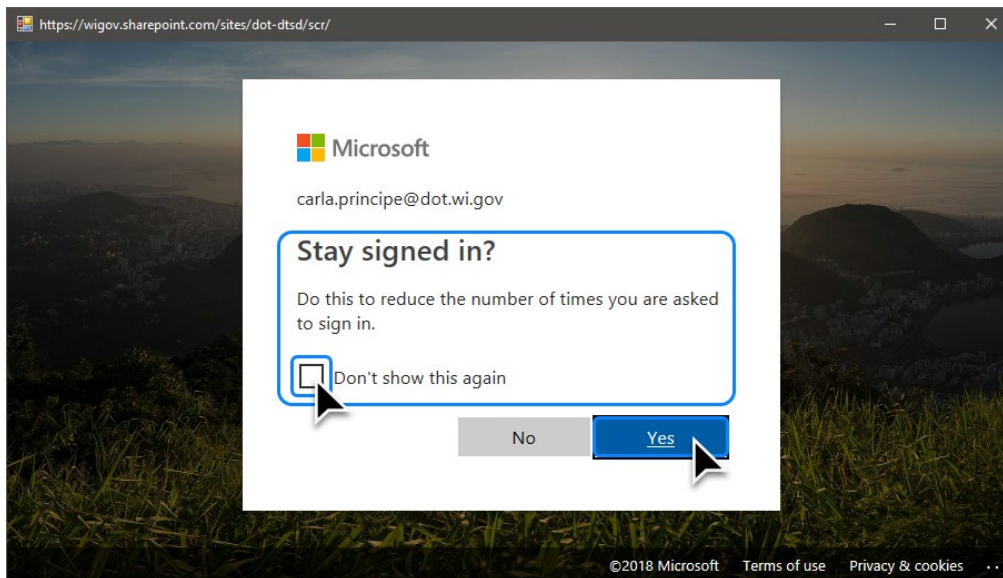
+ ×  ↻

Import Export OK Cancel

5) Enter your log in email for the Fabrication Library



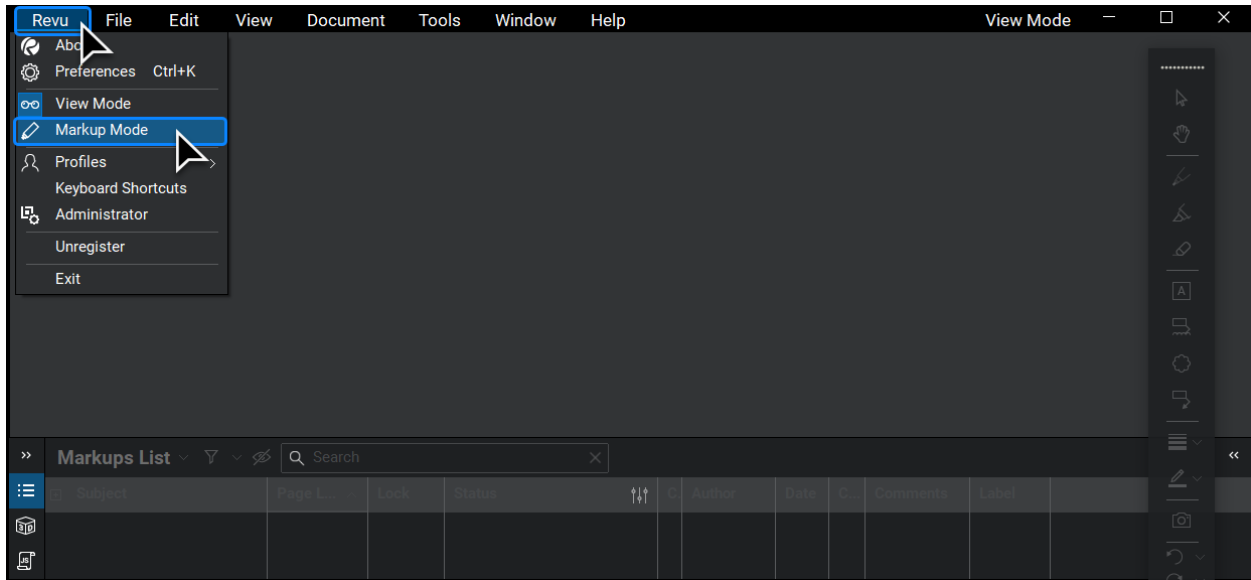
6) Select 'Don't show this again'. Click Yes to stay signed in.



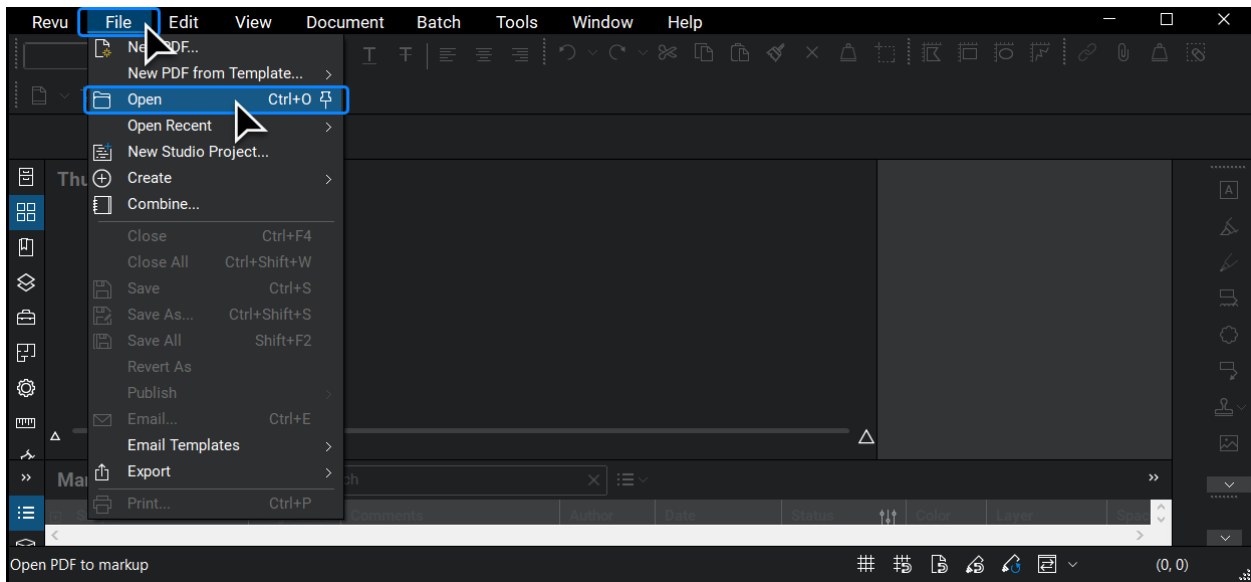
[This is the end of the connection set-up.](#)

[Steps 1 through 6 need not be repeated to review documents.](#)

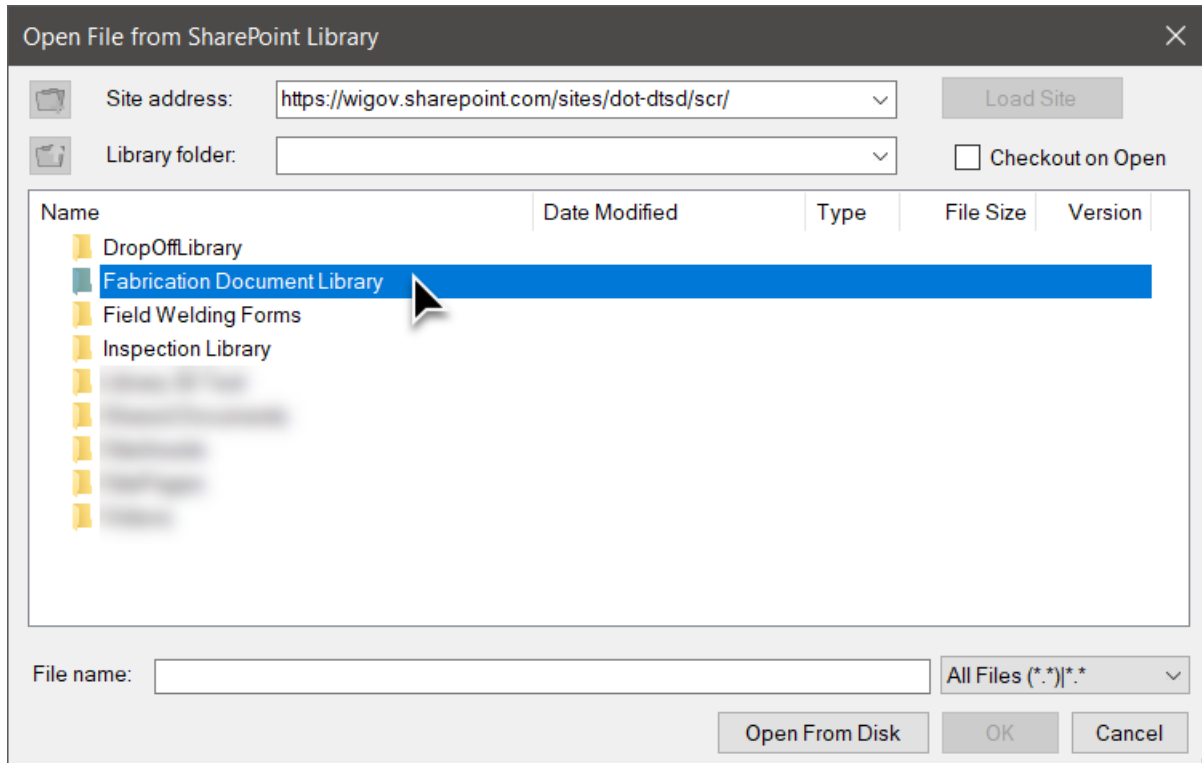
7) Select **Revu** from the top menu. Select Markup Mode.



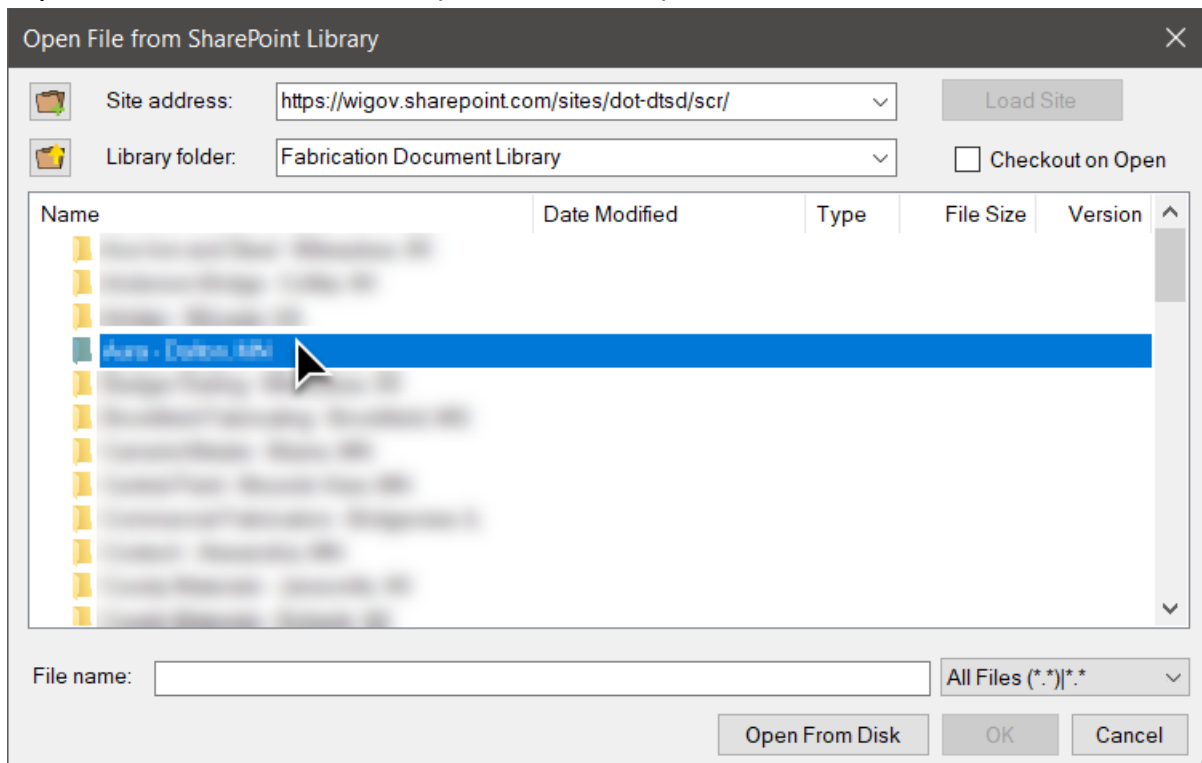
8) Select File, then select Open.



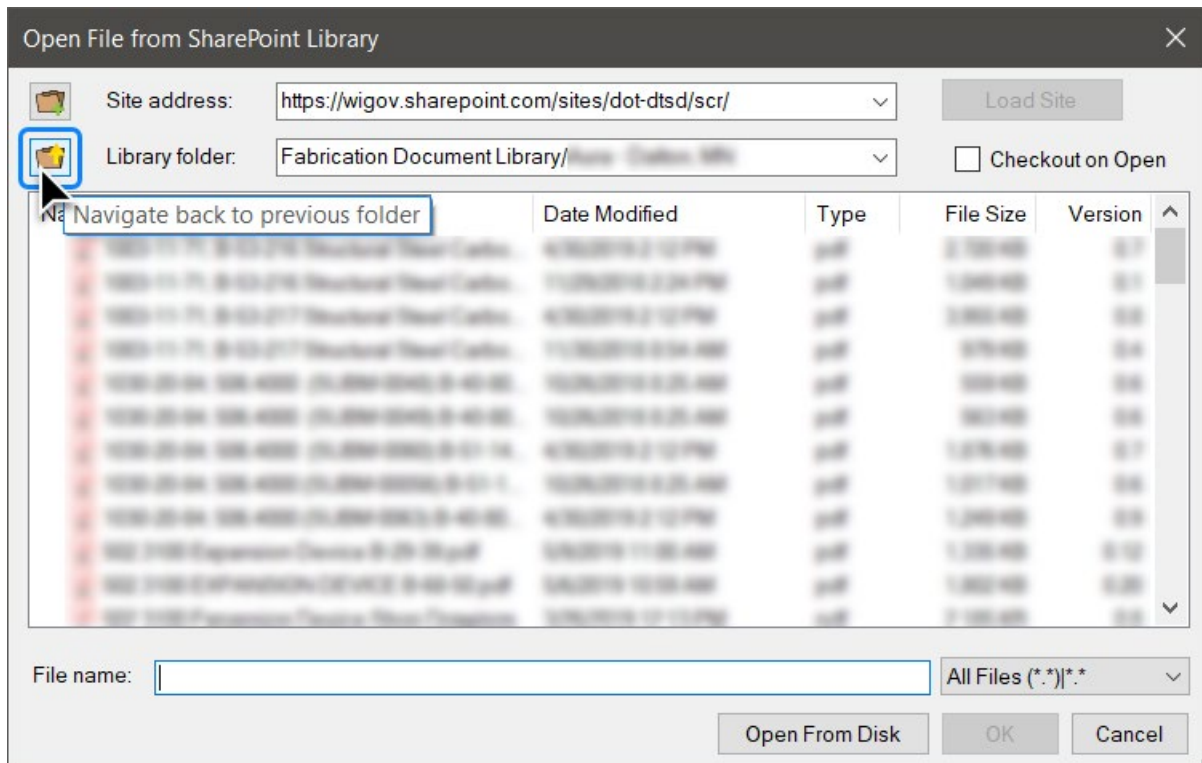
9) Select Fabrication Document Library. (The next time you open a file, this folder may already be selected).



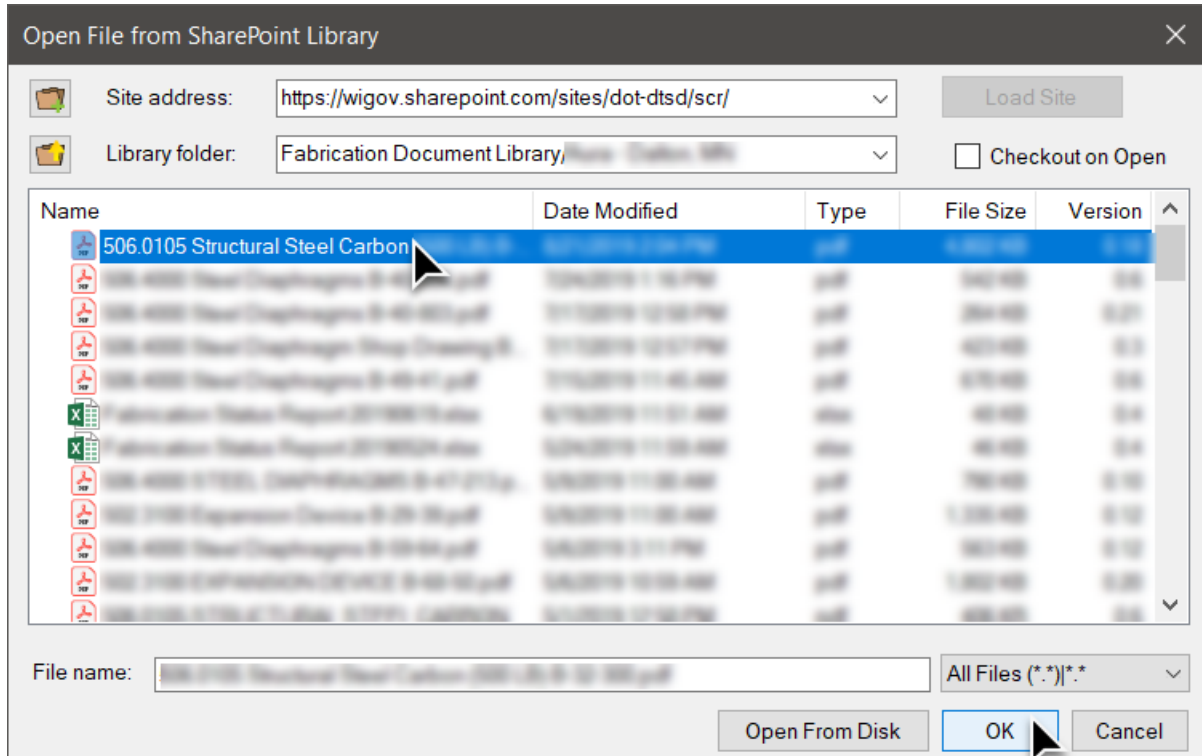
10) Select the document location (Fabricator Folder).




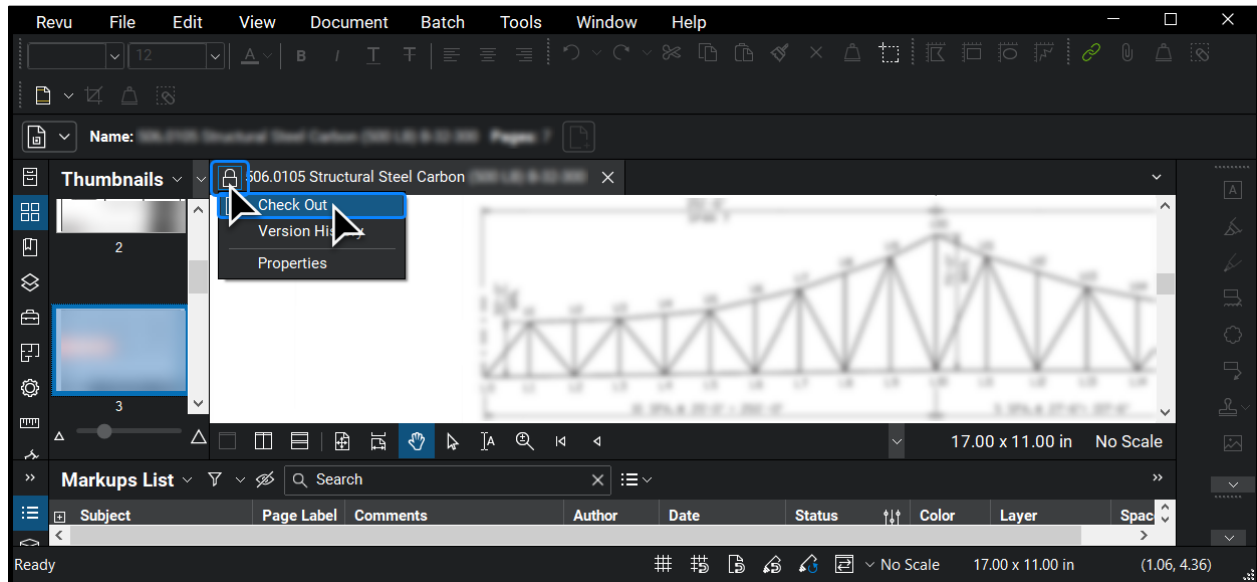
To return to the Fabricator Folders, click the 'Navigate back to previous' folder icon.




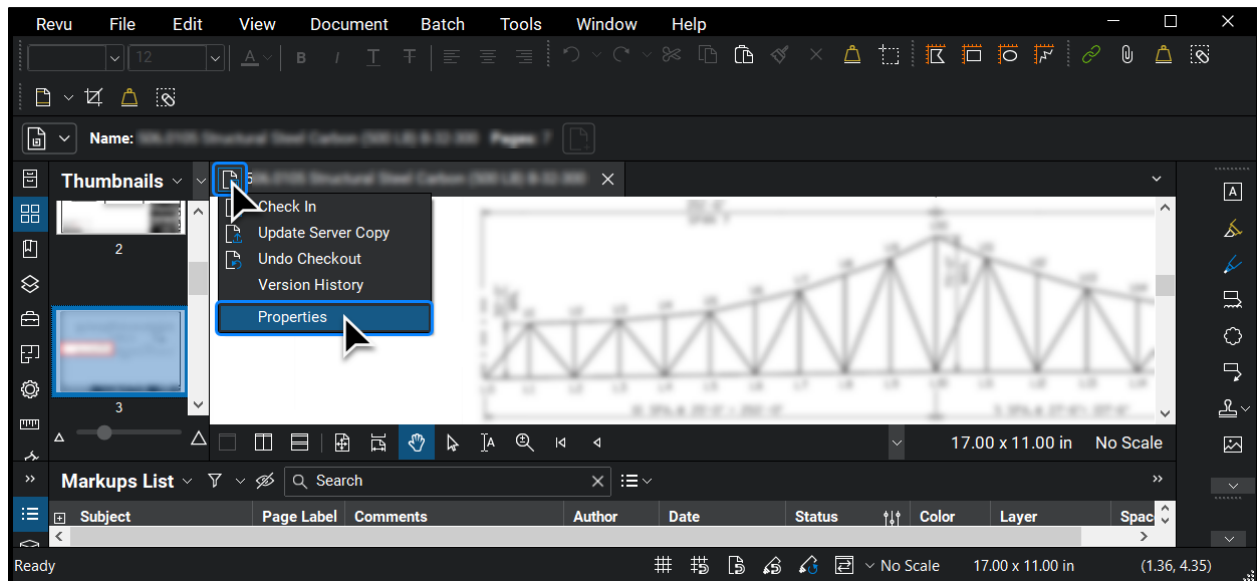
11) Select the document to review. Click OK.



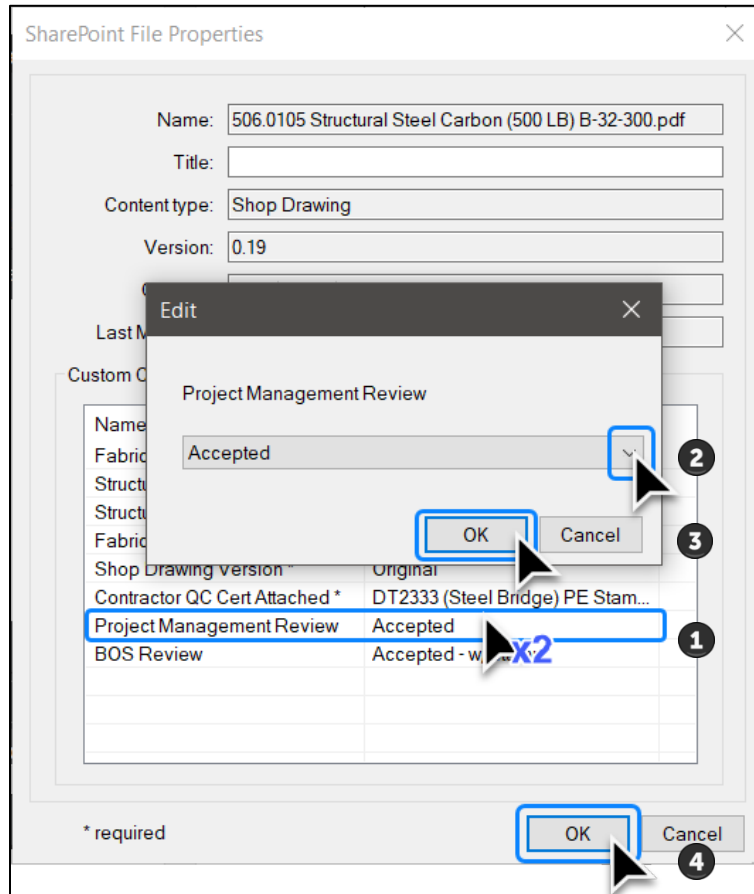
12) To add comments and markup or edit document properties, click the lock icon  on the document tab. Select Check Out.



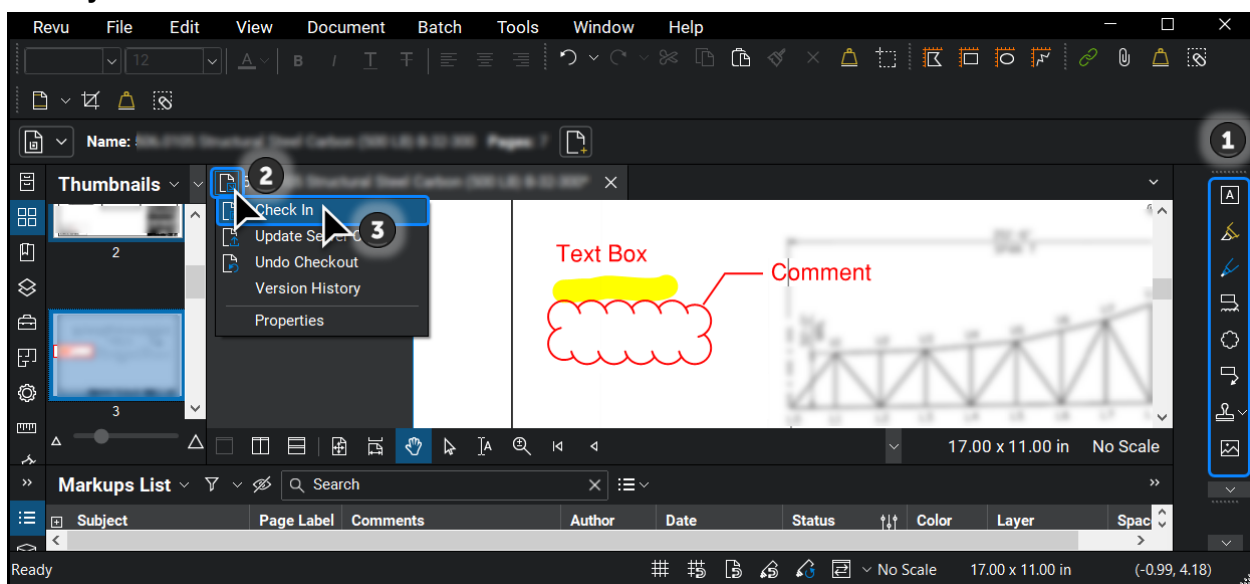
13) To edit the Project Management Review, click the checkout icon  on the document tab. Select Properties.



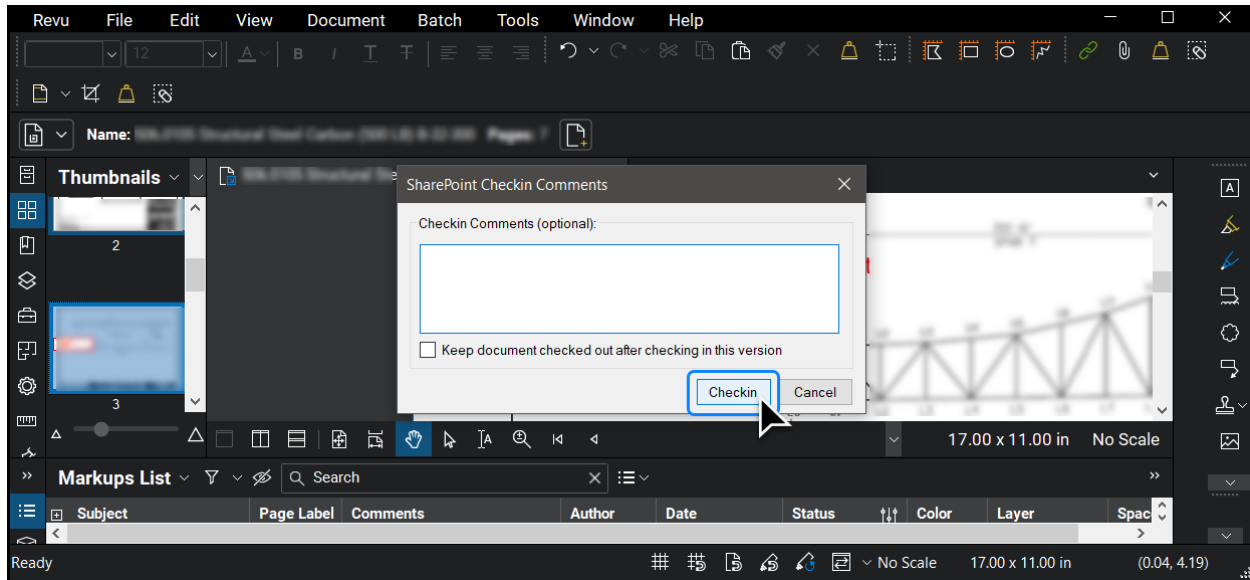
- 14) ❶ Double-click on the Project Management Status.
 ❷ Select the new status from the drop-down. ❸ Then click OK. ❹ Click OK again.



- 15) ❶ Use the annotation tools to add comments and notes.
 When you are finished: ❷ Click the checkout icon. ❸ Select Check In.



16) Click Checkin.



An error may occur when opening or checking in a document. Here are a few possible causes and solutions:

1) **Failed to connect to SharePoint or SharePoint Connection Failed error.**

Repeat step 15 & 16. If that does not work, check your internet connection and try later. You may save your check out by selecting File > Save from the top menu in Bluebeam.

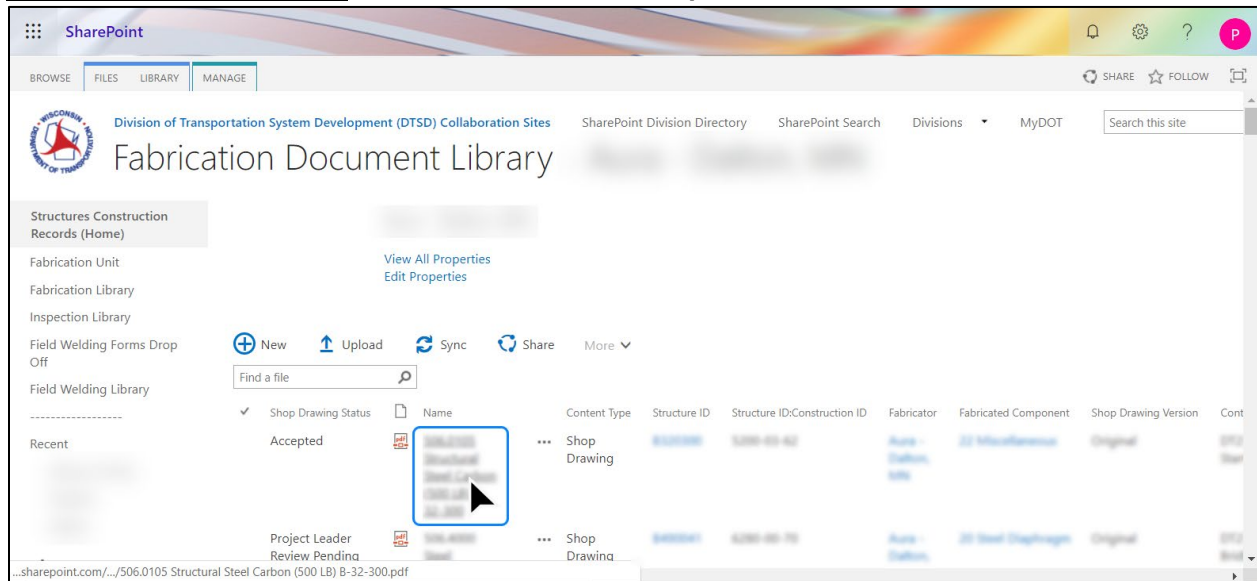
2) **The file will not open.**

This is most likely due to the length of the filename, Bluebeam imposes a limit on the number of characters including the file path. In this case, open the fabrication library in your internet browser and edit the filename to make it shorter. To do this follow the [How to edit document properties?](#) guide (New Experience). Comeback to Bluebeam and open the file normally.

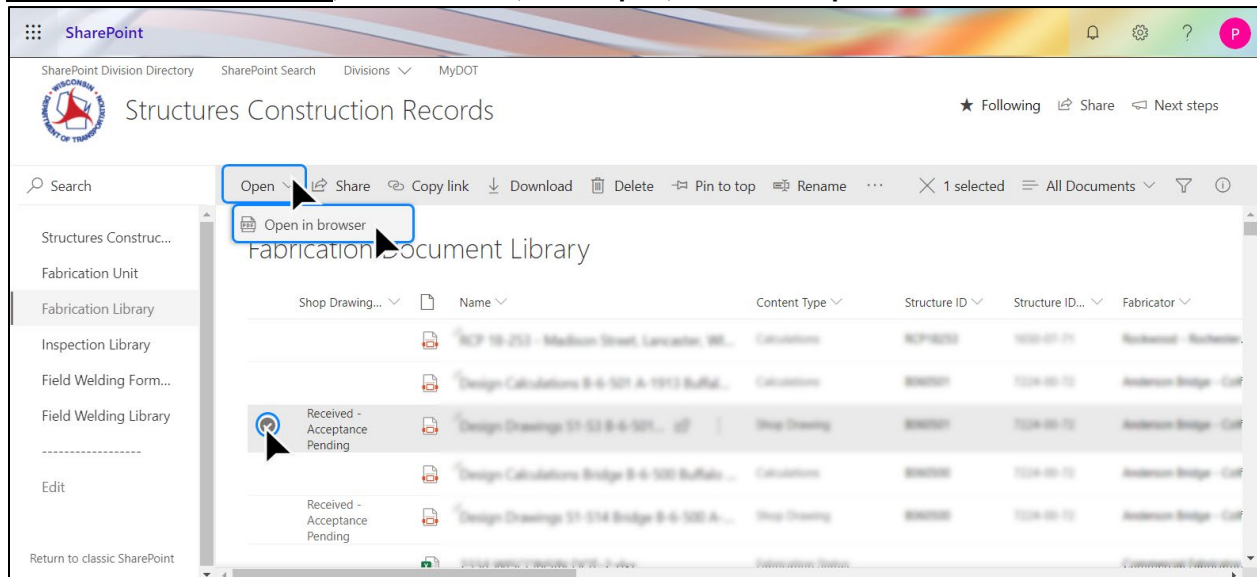
Method 2: Adobe Acrobat DC – SharePoint Document

1) Open the document in the internet browser

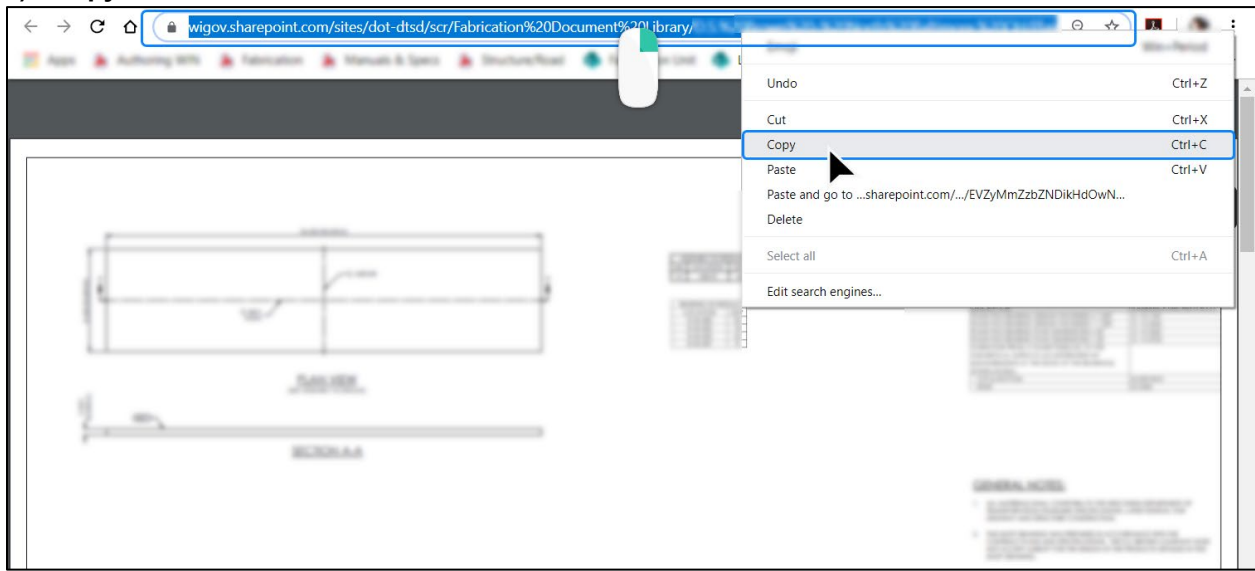
From the Fabricator Folder, click on the file name to open the document.



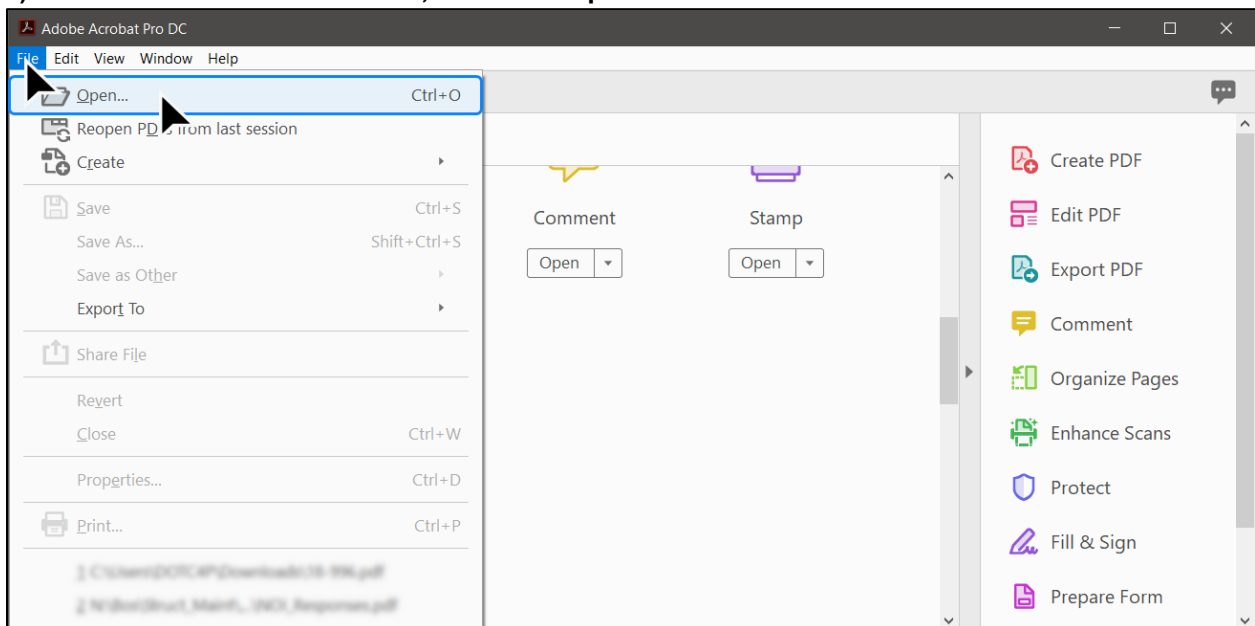
From All Documents view, select the file, click Open, then click Open in browser.



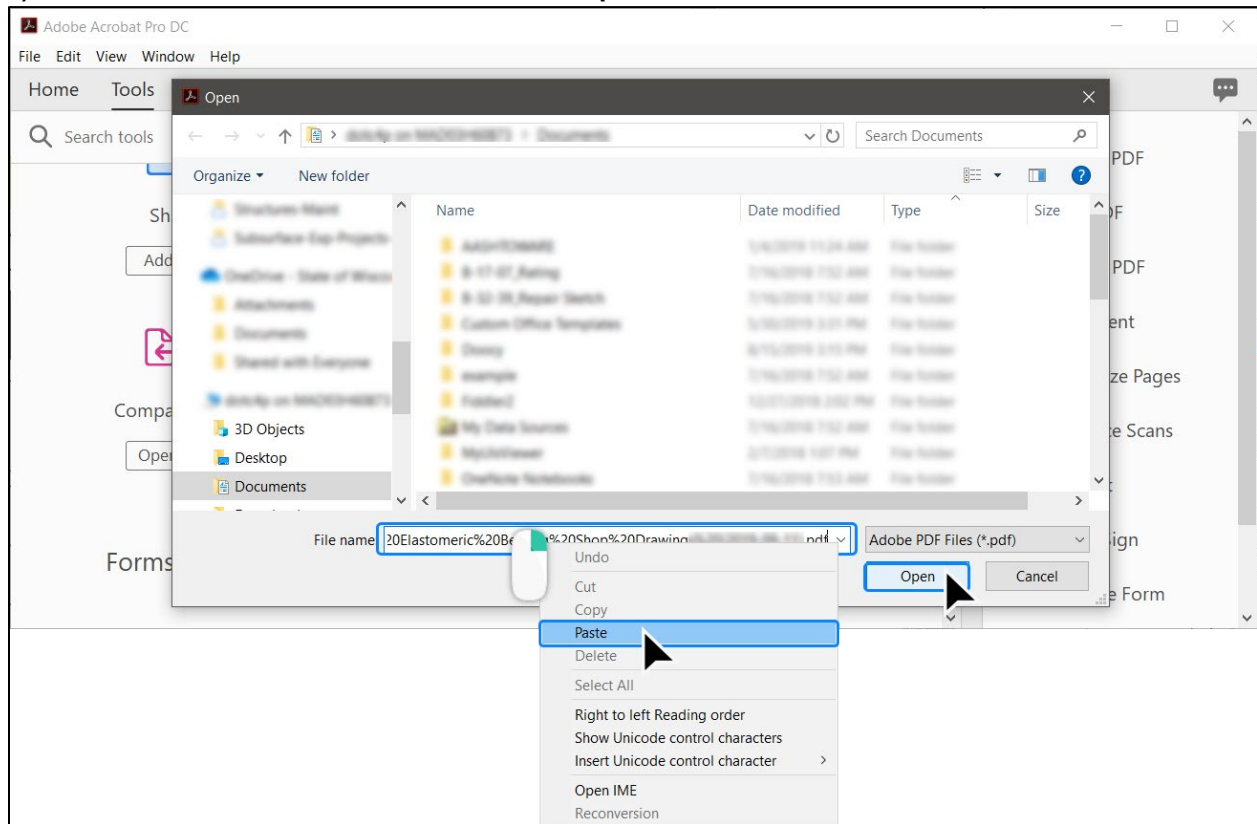
2) Copy the URL



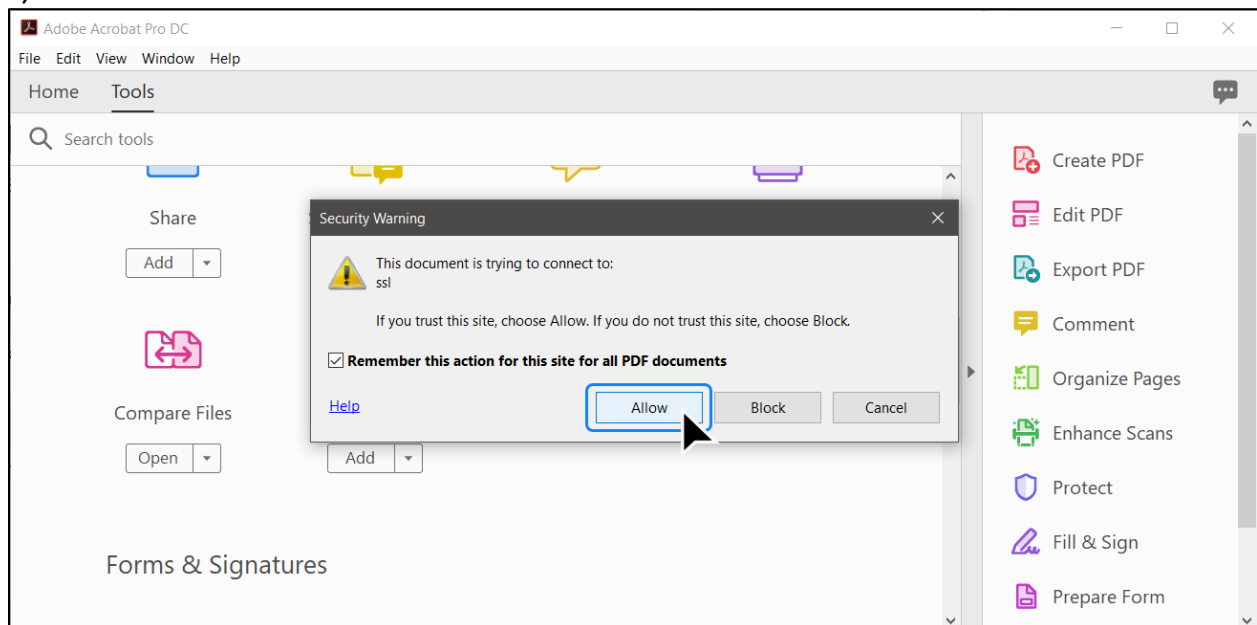
3) On Adobe Acrobat: Click File, then click Open.



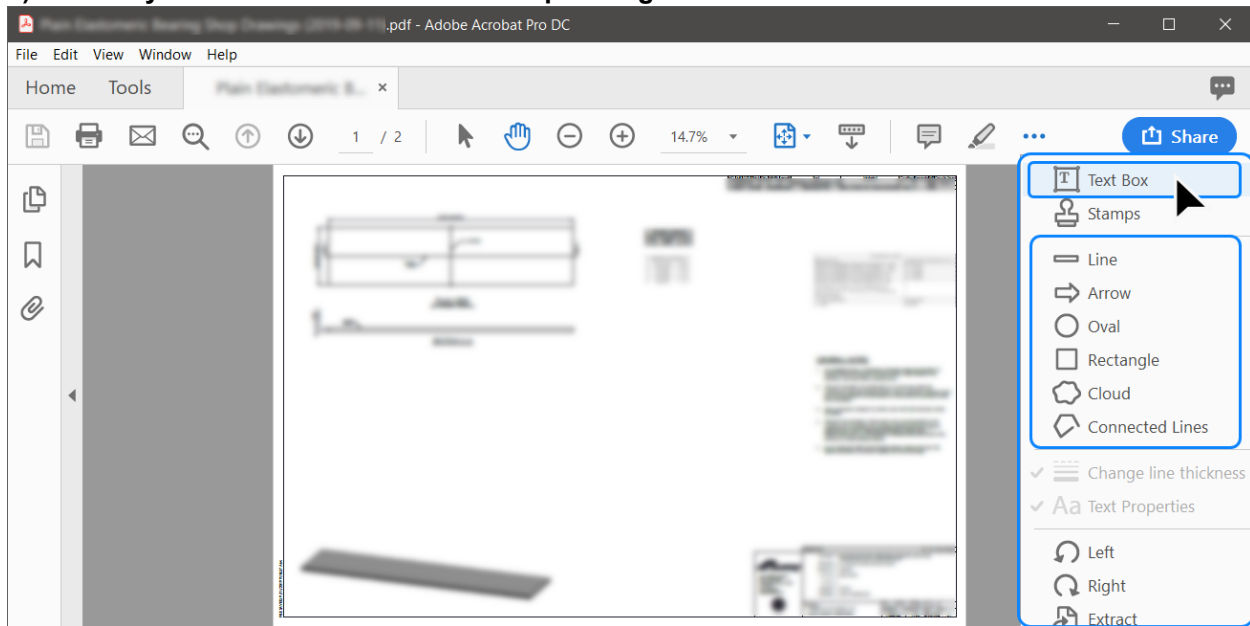
4) Paste the URL in the File name bar. Click Open.



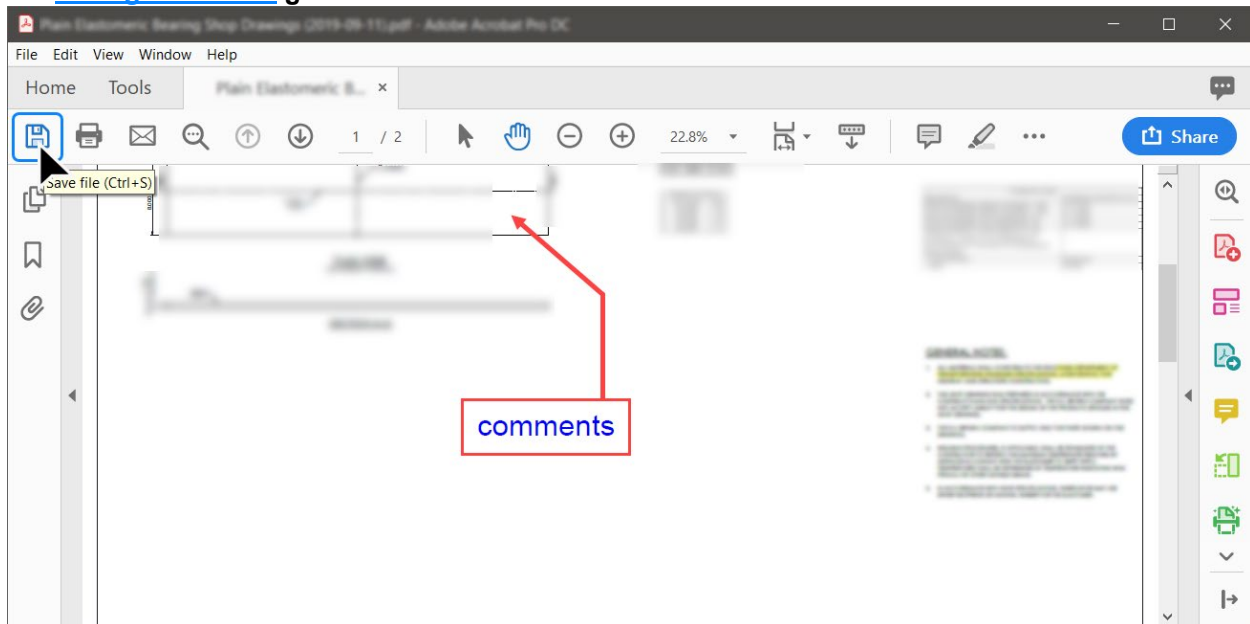
5) Choose **Allow to trust the site.**



6) Add any needed comments and markups using Adobe's annotation tools.

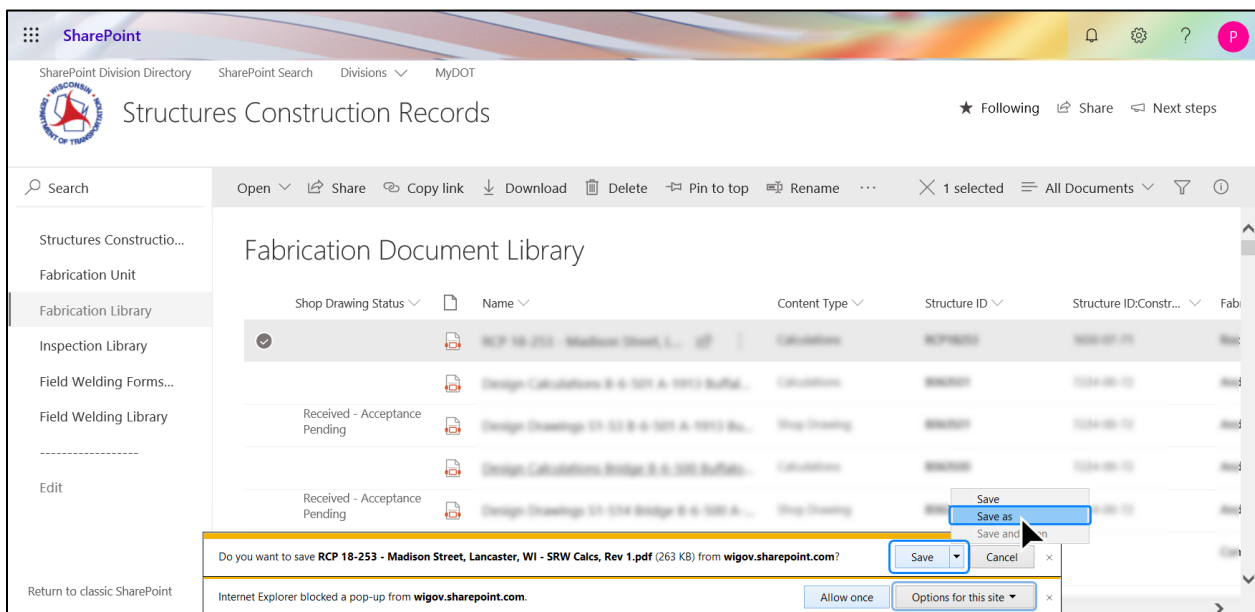
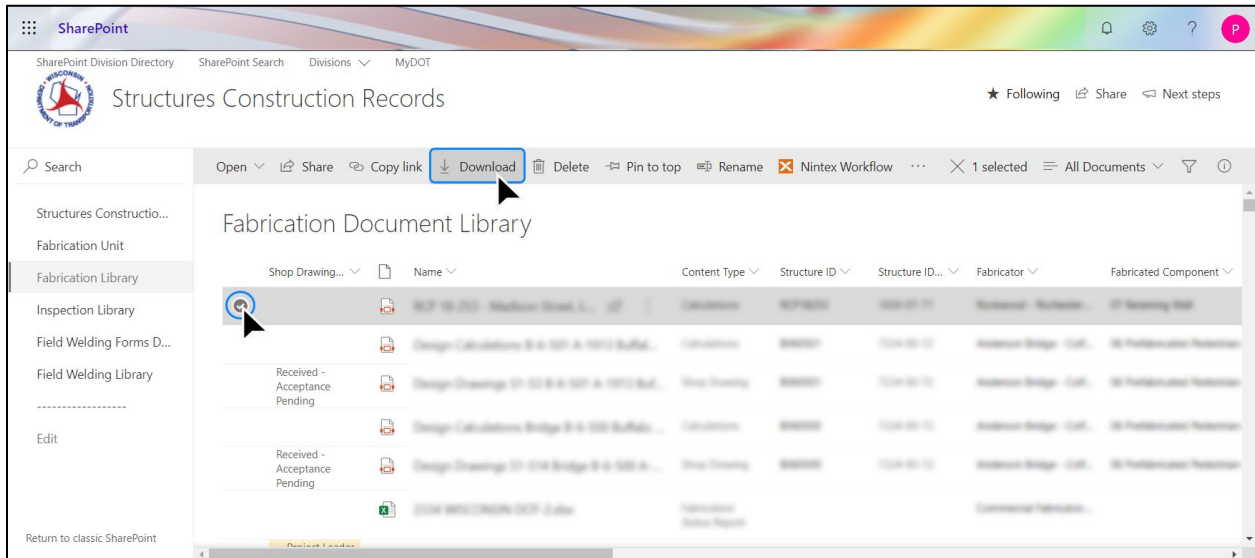


7) When you are finished, click the Save icon. The edits will be saved and synced with SharePoint. Unlike Bluebeam, the document properties cannot be edited through Adobe. To update the review status, follow the steps in the [How to update review status for Project Manager/Leader?](#) guide.



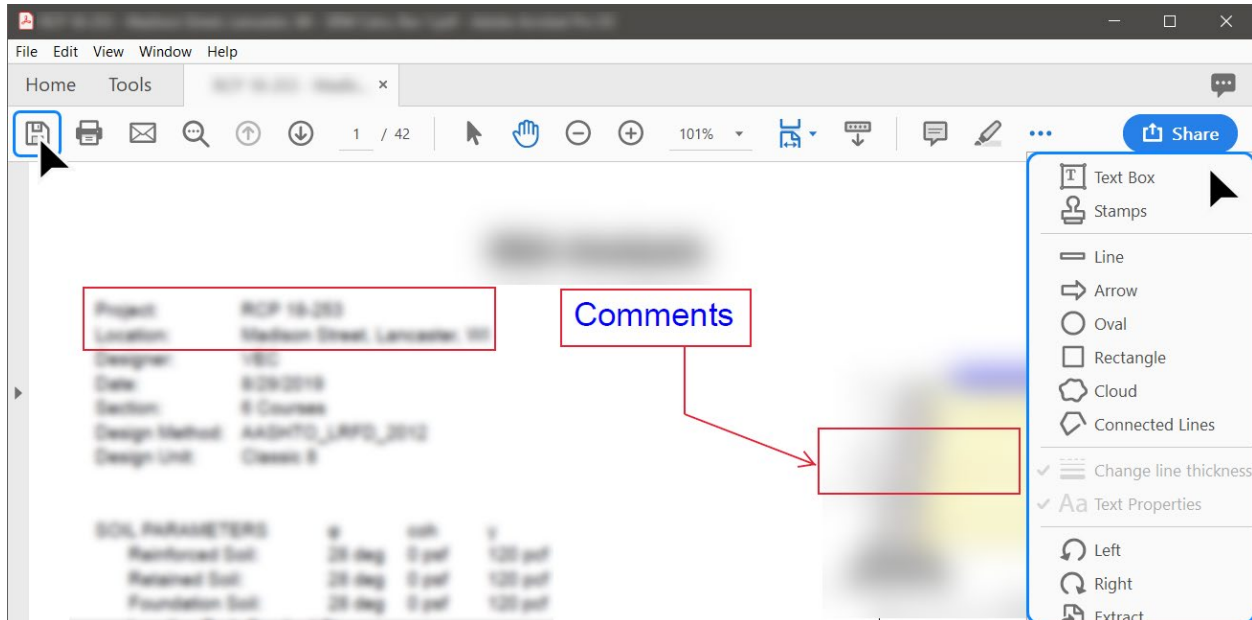
Method 3: Adobe Reader – Manual

1) Download the document and save to your computer.

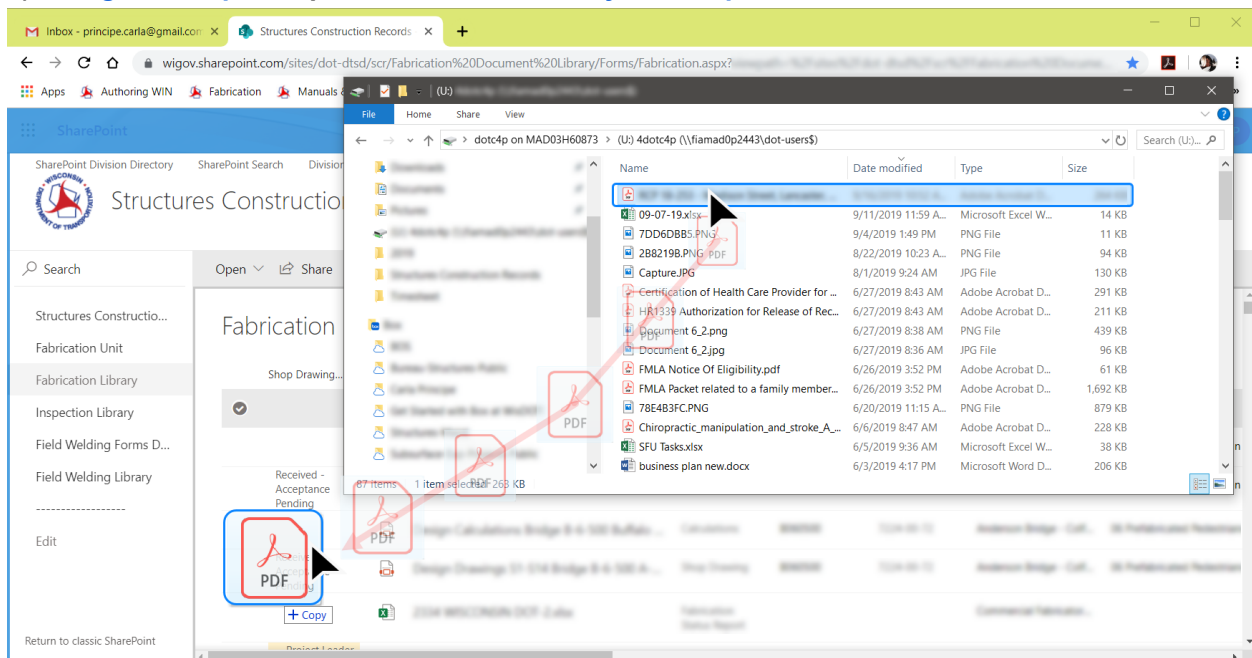


- 2) Open the document in Adobe Reader. Add needed comments and markups.
- 3) When you are finished, click the Save icon.

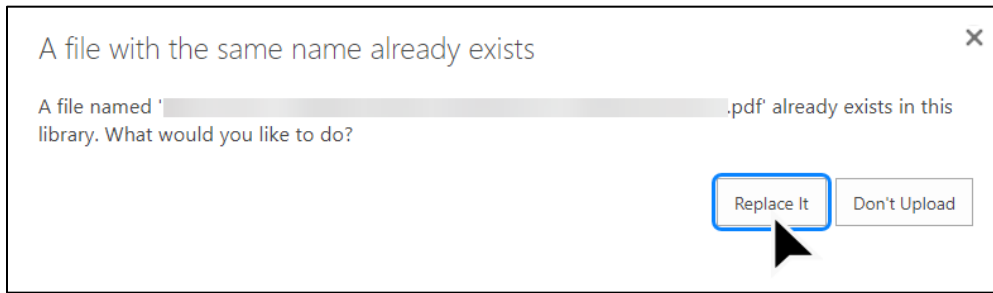
Do not choose Save As. Do not change the filename.



- 4) Drag and drop the updated document from your computer to the Fabricator Folder.



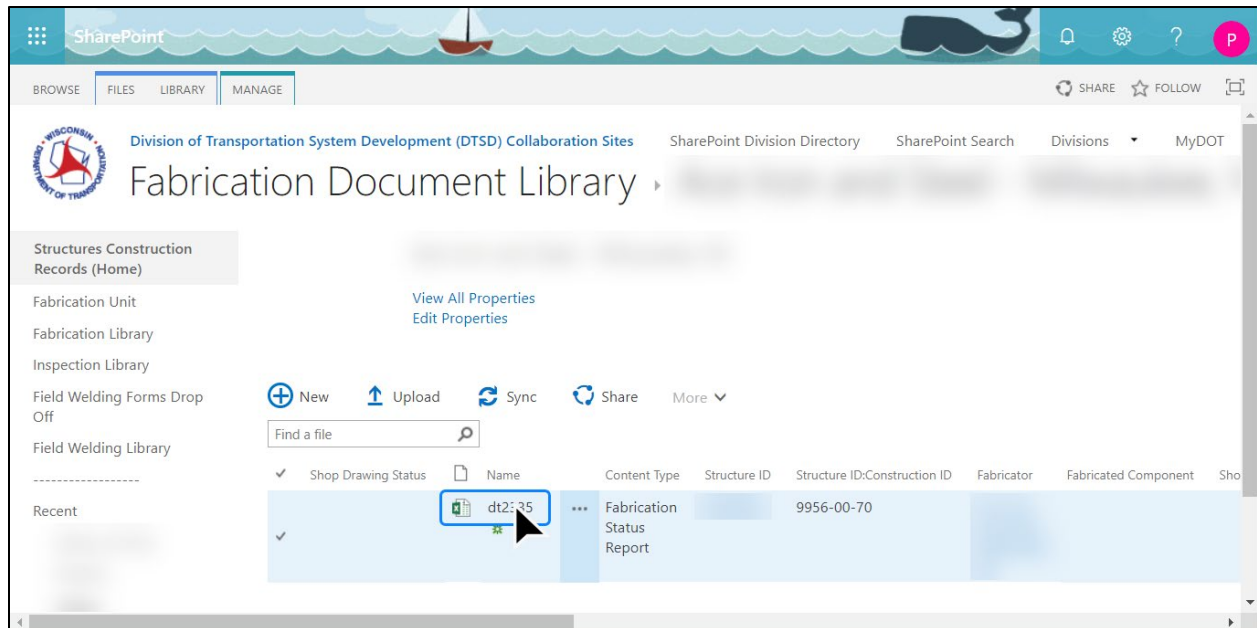
5) When notified that the filename already exists, choose to Replace it.



To update the review status, follow the steps in the [How to update review status for Project Manager/Leader?](#) guide.

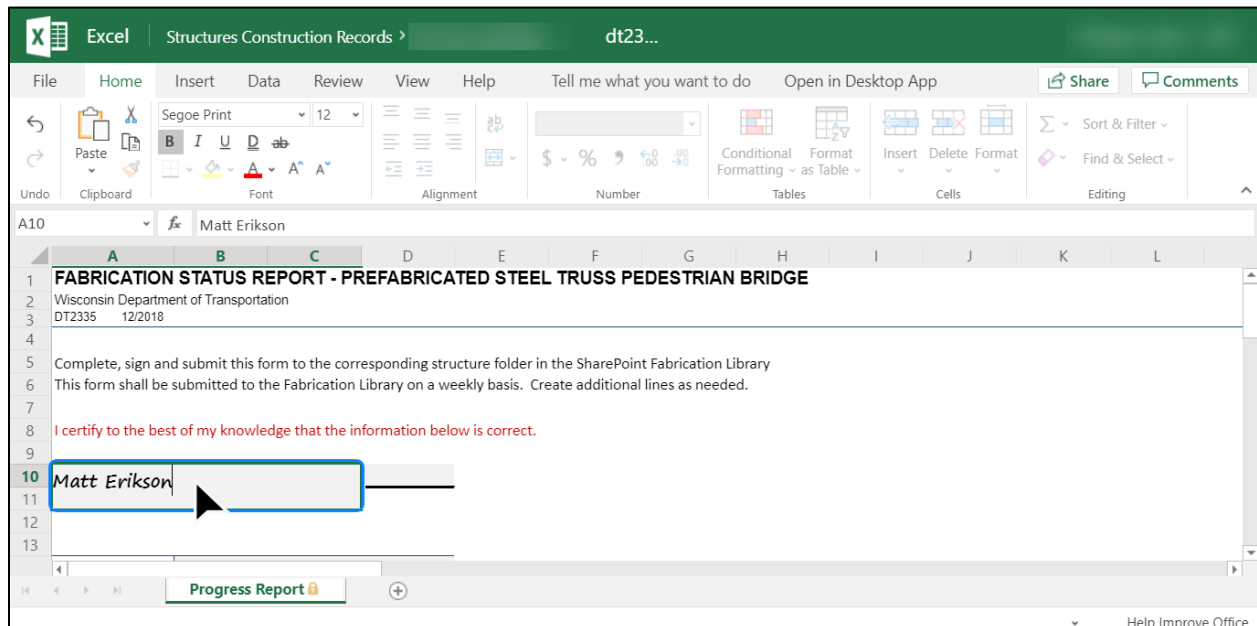
How to update an Excel Fabrication Status Report?

From the Fabricator Folder, click on the filename for the fabrication status report.
(Should be an excel file)



Editing the Fabrication Status Report from the internet browser

1) Edit the spreadsheet in the browser.





Add all required information.

The screenshot shows an Excel spreadsheet with the following data in rows 14-19:

Last Updated	1/1/2019
Project ID	0000-00-00
Structure ID	B-XX-XXXX
Fabricator	Company Name
Job Number	####
QC Manager	First Last Name

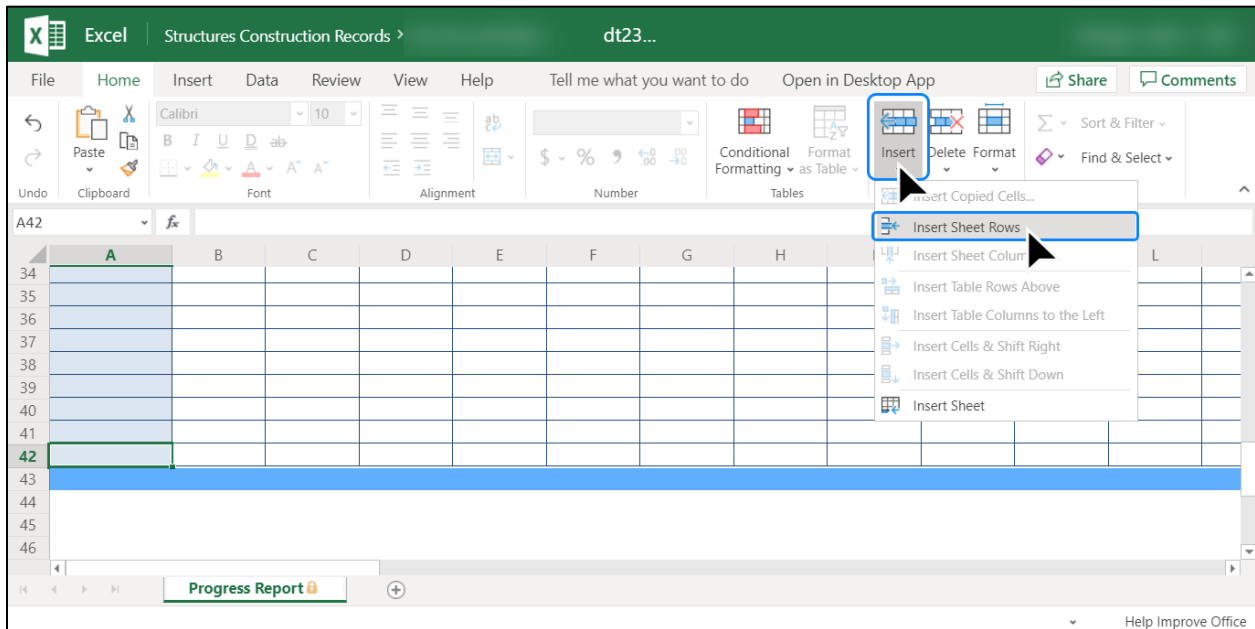
Row 21 contains a table header for construction stages:

Member Description or Number Designation	MATERIAL AT SHOP FLOOR	CUTTING	WELDING	ASSEMBLY	SURFACE PREPARATION	@ GALVANIZER PAINTER
--	------------------------	---------	---------	----------	---------------------	----------------------

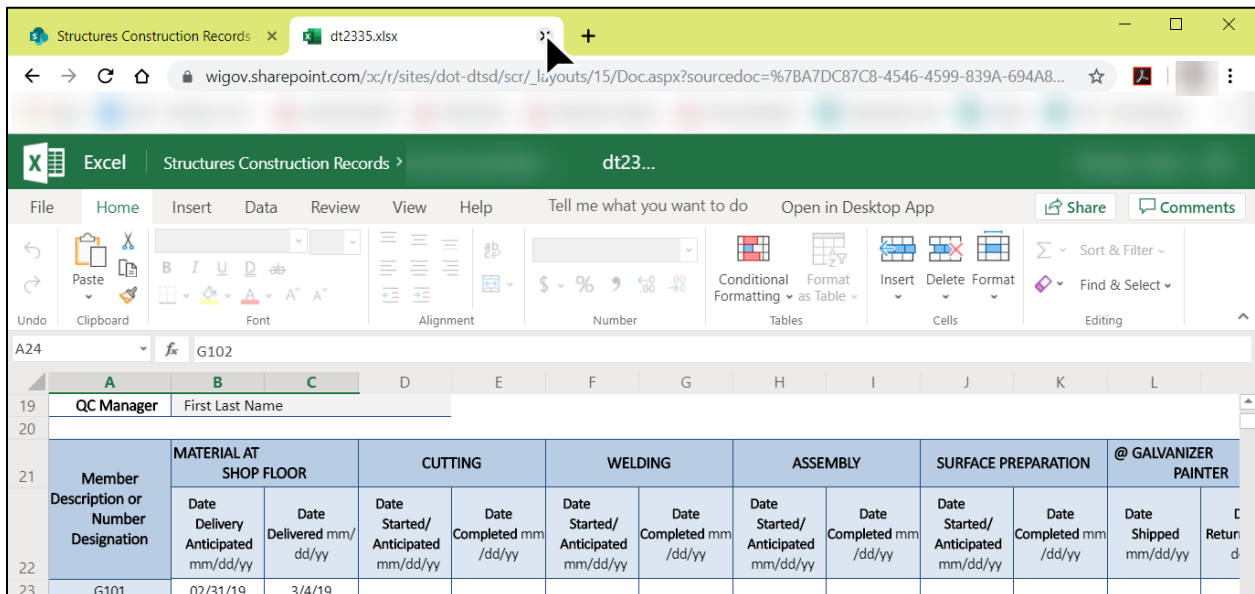
The screenshot shows a detailed progress report table starting at row 21:

Member Description or Number Designation	MATERIAL AT SHOP FLOOR		CUTTING		WELDING		ASSEMBLY		SURFACE PREPARATION		@ GALVANIZER PAINTER	
	Date Delivery Anticipated mm/dd/yy	Date Delivered mm/dd/yy	Date Started/Anticipated mm/dd/yy	Date Completed mm/dd/yy	Date Started/Anticipated mm/dd/yy	Date Completed mm/dd/yy	Date Started/Anticipated mm/dd/yy	Date Completed mm/dd/yy	Date Started/Anticipated mm/dd/yy	Date Completed mm/dd/yy	Date Shipped mm/dd/yy	Return d
G101	02/31/19	3/4/19										

2) To add additional rows, click Insert. Then click Insert Sheet Rows from the drop-down menu options.

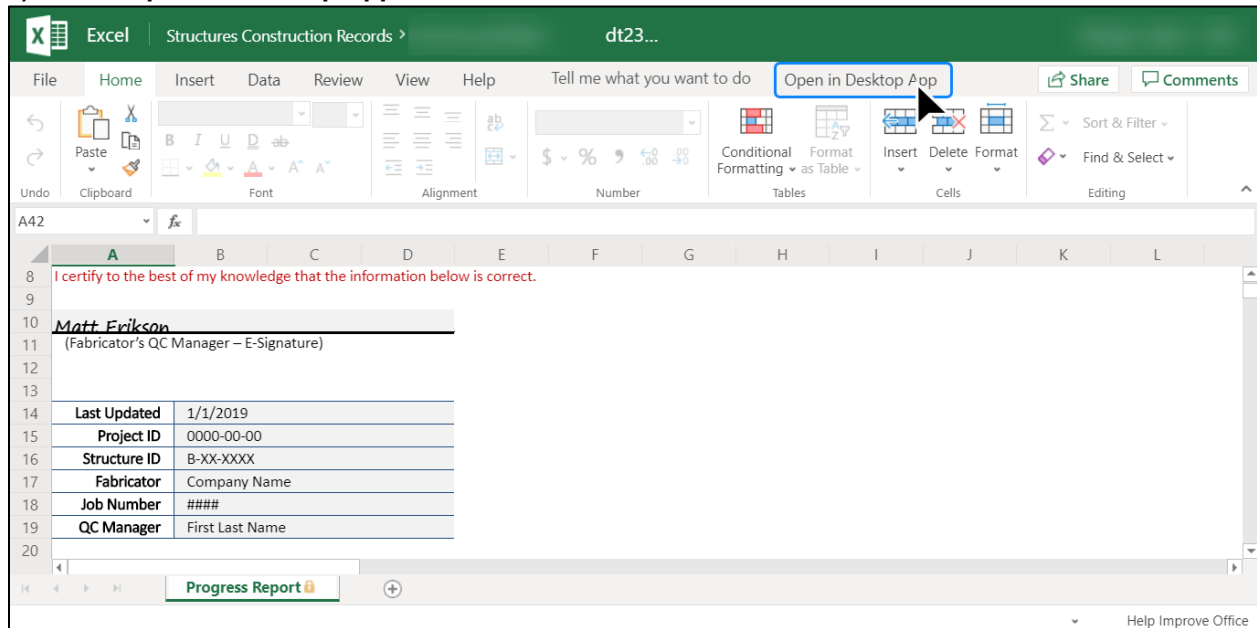


3) When you are finished, close the tab. All changes are automatically saved.

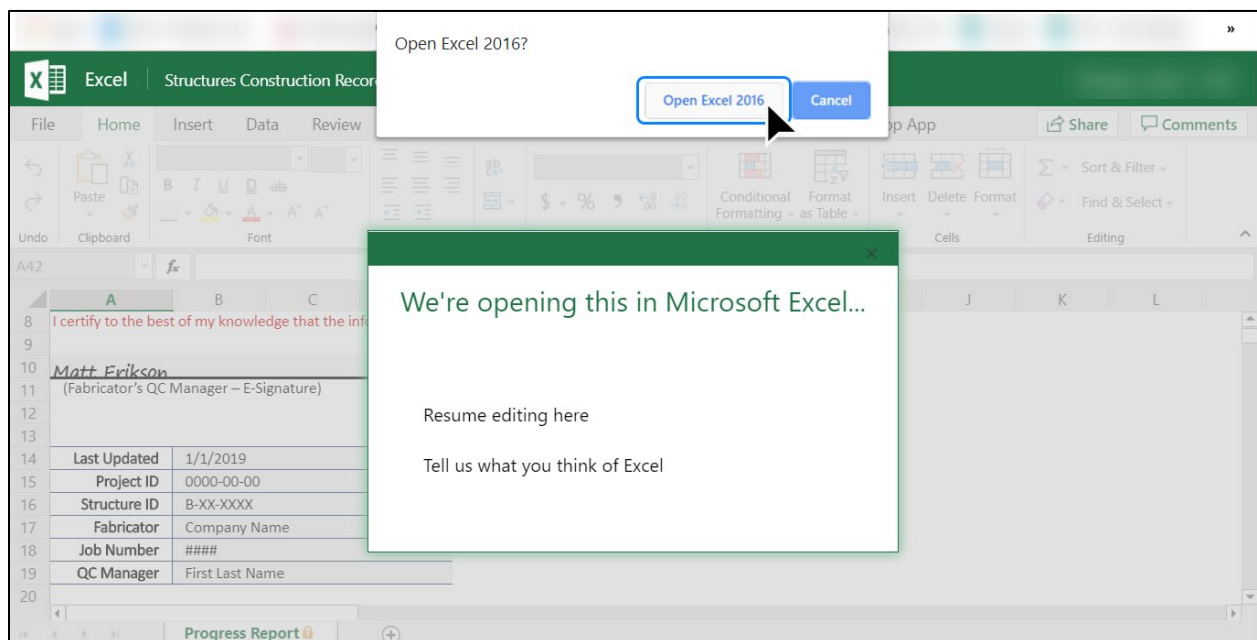


Editing the Fabrication Status Report in Microsoft Excel Desktop Application.

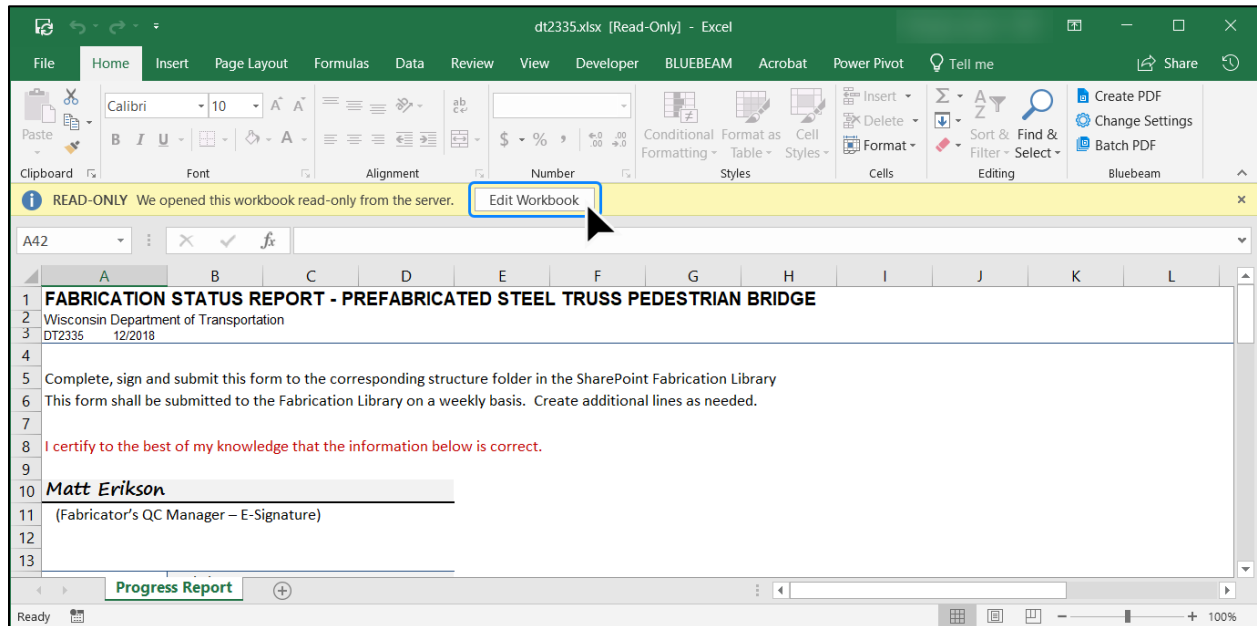
1) Click Open in Desktop App



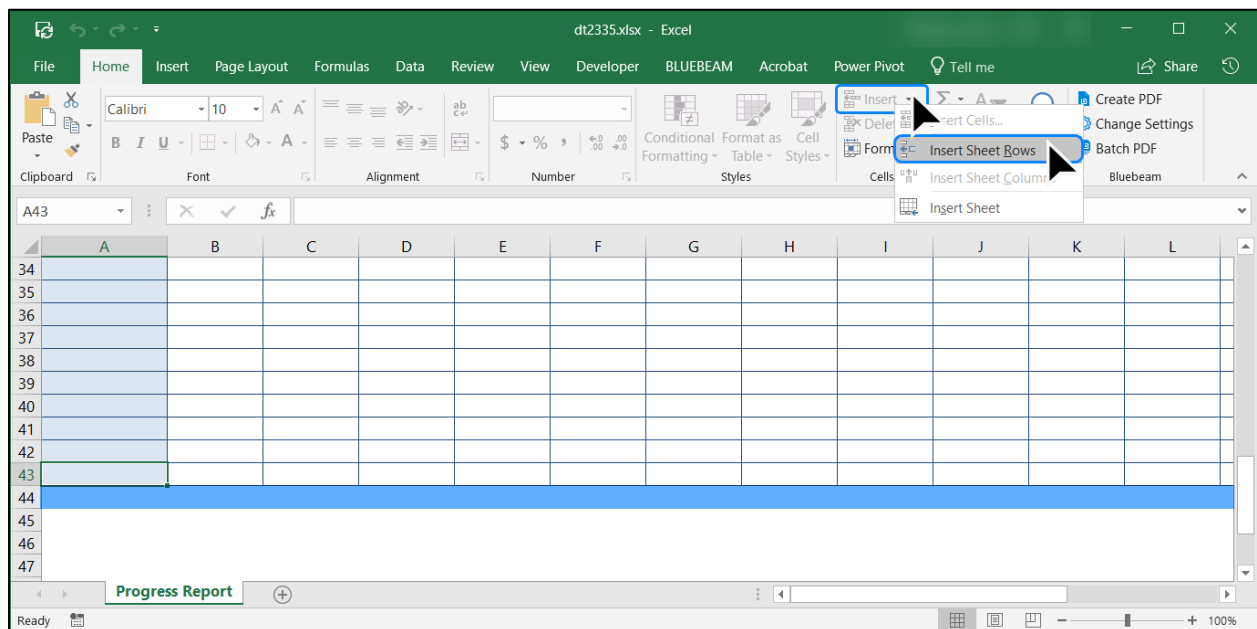
2) Select Open Excel 2016 (Year may vary depending on the version installed in your computer; must be 2013 or later)



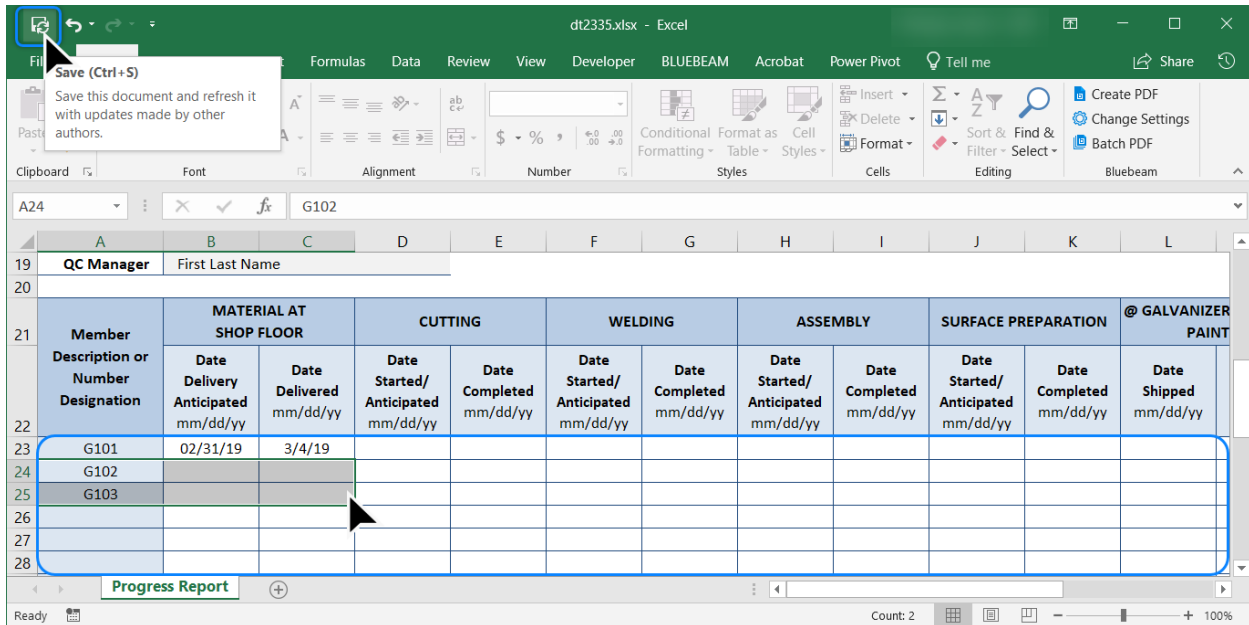
3) MS Excel will open. To edit the spreadsheet, click Edit Workbook.



4) To add sheet rows, navigate to the Home Tab > Cells. Click Insert and select Insert Sheet Rows from the drop-down menu.



- 5) Continue editing the workbook. When all information has been entered, click the Save icon. The workbook is saved and automatically synced with the SharePoint copy.



- 6) Return to the internet browser. Close the pop-up window, then close the tab.

