

2016

SharePoint Fabrication Library Quick User Guide



Wisconsin Department of Transportation

1/19/2016

Getting Started

SharePoint is a document management system that can facilitate the sharing of documents in the Bureau of Structures. It provides a single, integrated location where the Wisconsin Department of Transportation's (WisDOT) Bureau of Structures (BOS) can efficiently collaborate with team members, and share documents for team and project collaboration.

To access the SharePoint Fabrication Library all you need is an internet connection and a Microsoft Live account. If your email is not linked to Microsoft Live, you can sign up for an account with your work email at signup.live.com

SharePoint Access | Questions

For SharePoint Library access requests, forms, manuals and training, visit the **Fabrication Website**:
<http://wisconsin.gov/Pages/doing-bus/eng-consultants/cnslt-rsrcs/strct/fab-policy-memos.aspx>

For SharePoint Library technical questions, contact the **SFU SharePoint Group**:

DOTDLStructuresFabrication@dot.wi.gov

All documents must be submitted through SharePoint, not email

Shop Fabrication and Inspection Technical Issues

For questions concerning bureau-wide shop fabrication and inspection policies, and document submittal process and requirements, you may contact the Shop Fabrication Quality Assurance Unit (SFU) directly.

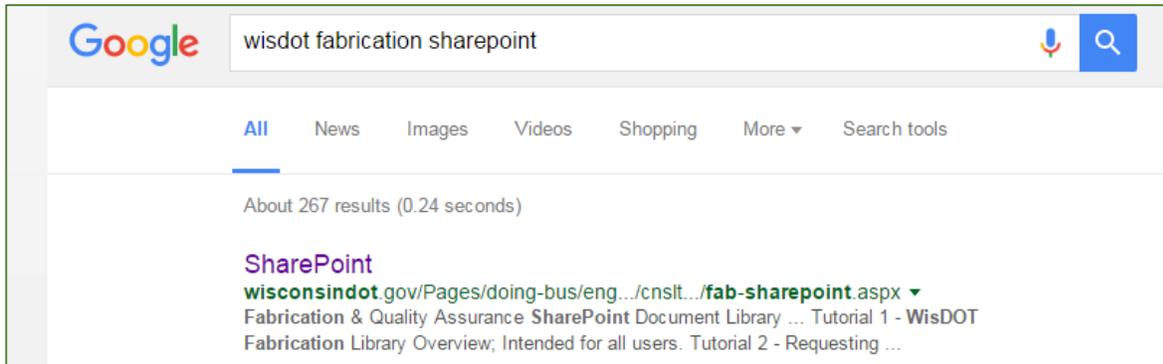
Kristin Revello
SFU Supervisor
608-266-5090
kristin.revello@dot.wi.gov

Carla Principe
Fabrication Engineer
608-261-6110
carla.principe@dot.wi.gov

Mike Wood
Metals and Fabrication Inspector
608-358-8654
michael.wood@dot.wi.gov

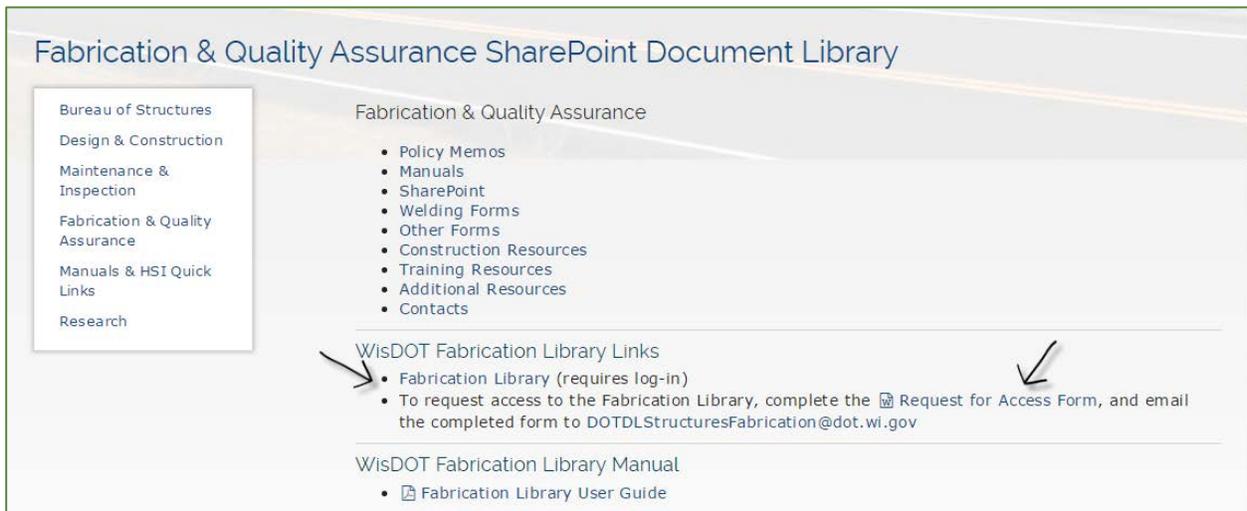
How to Log-In

Google: [wisdot fabrication sharepoint](#). Click on the first link.



Otherwise, follow this link: <http://wisconsin.gov/Pages/doing-bus/eng-consultants/cnslt-rsrcs/strct/fab-sharepoint.aspx>

Once on the Fabrication & Quality Assurance SharePoint Document Library website, click on **Fabrication Library** to open SharePoint. Log in with your Windows Live account username and password.



If you haven't signed up for access to the Fabrication Library yet, click [Request for Access Form](#) and follow the steps outlined on the form to begin your registration.

Video tutorials can also be found on this webpage.

Home Page – Doc Sets view

✓	Name	Content Type	Construction Id	Main Structure Id	Relevant Structure IDs	Created By
	B400856	Structure Fabrication Doc Set	1060-33-81	B400856		<input type="checkbox"/> BARUT, JOSEPH F
	B440287	Structure Fabrication Doc Set	4990-03-71	B440287		<input type="checkbox"/> REVELLO, KRISTIN A
	B990000	Structure Fabrication Doc Set	1111-05-62	B110083		<input type="checkbox"/> DAVINI, DEBBIE A

[1] Doc Sets View (Home Page) – Good for uploading

Displays available Structure (Fabrication) Document Sets

[2] All Files View – Good for filtering & searching

Displays files for all available Document Sets

[3] Recent Files – Good for viewing recent uploads

Displays files for all available Document Sets ordered by date created. Shows most recently added files on top of list.

[4] Document Set Folders

Contains subfolders and files for a specific structure. Files will be uploaded in folders within the document set.

Searching

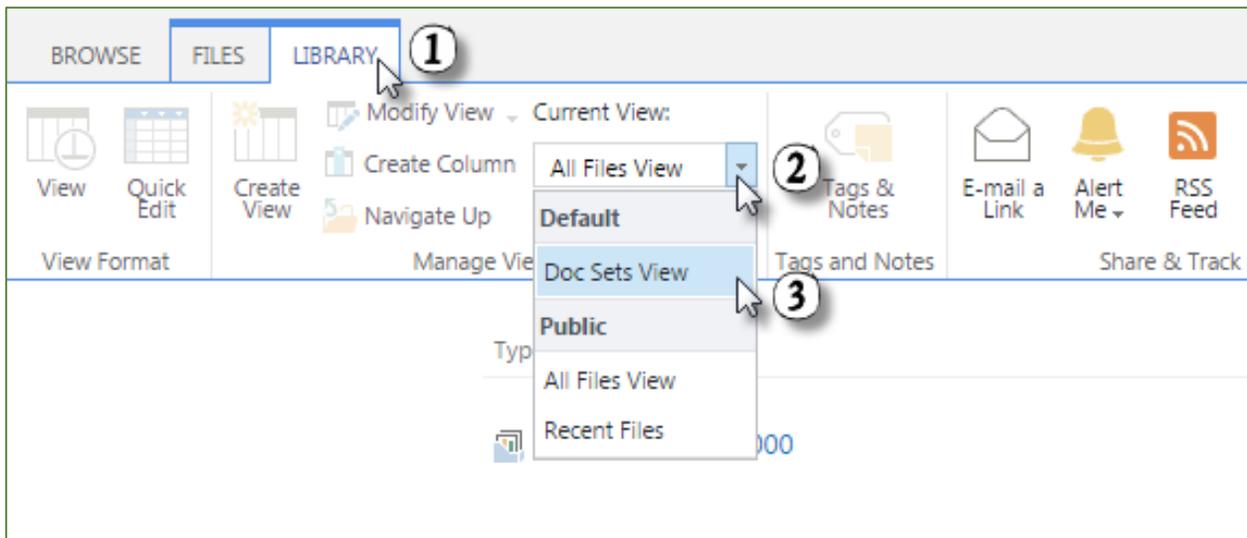
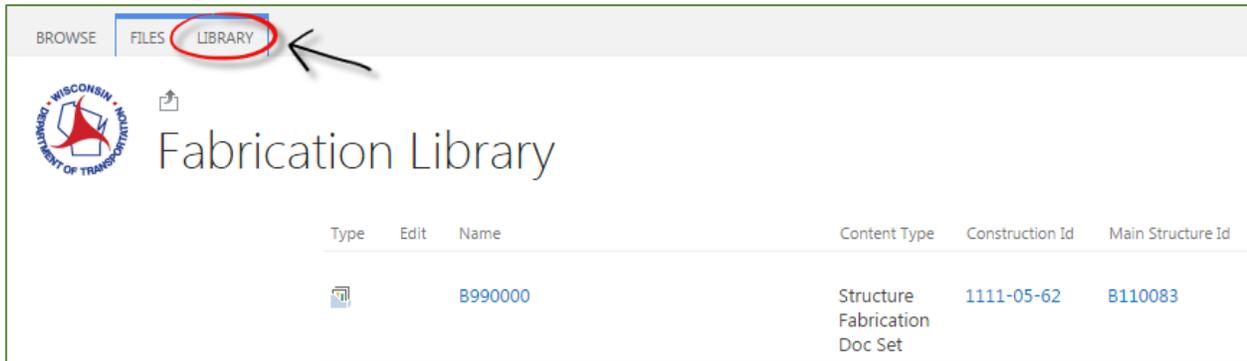
Select [All Files View](#) or [Recent Files](#) from the Home Page to switch views.

Type	Edit	Name	Content Type	Construction Id	Main Structure Id	Relevant Structure IDs	Fabricator and Location	Fabricated Members	Document Type	Meeting Type	Report Number	Revision Number	Week-Ending Date	Modified
		B990000	Structure Fabrication Doc Set	1111-05-62	B110083								11/17/2016 8:23:48 AM	
		B440287	Structure Fabrication Doc Set	4990-03-71	B440287								11/17/2016 10:28:14 AM	
		project-contact	Advertised Contract Plans	4990-03-71	B440287	11110083			Project	Contract			11/17/2016 10:17:54 AM	
		AECOM Submittal	Post-let Revision to Contract Plan	4990-03-71	B440287	11110083	Wisconsin Dept. Transportation, LLC	Wisconsin Dept. Transportation, LLC					11/17/2016 10:18:41 AM	
		B-44-0287.pln	Addendum to Contract Plans	4990-03-71	B440287	11110083							11/17/2016 10:18:51 AM	
		2015-09-03 BR04 2005, 2006 (DFIA)	Meeting Minutes	4990-03-71	B440287	11110083							11/17/2016 10:18:51 AM	
		BR04 - Transmittal 01 Drawings WPS for Approval 09.03.13	Structure Fabrication Doc Set	4990-03-71	B440287	11110083	Wisconsin Dept. Transportation, LLC	Wisconsin Dept. Transportation, LLC					11/17/2016 10:18:51 AM	
		BR04 - Form d2130 with Map 08.26.15	General Admin	4990-03-71	B440287	11110083	Wisconsin Dept. Transportation, LLC	Wisconsin Dept. Transportation, LLC	General	Communication			11/17/2016 10:18:51 AM	
		BR04 Form d2130	Storage and Shipping Plan	4990-03-71	B440287	11110083	Wisconsin Dept. Transportation, LLC	Wisconsin Dept. Transportation, LLC					11/17/2016 10:18:51 AM	
		BR04 Form d21333	DT2333 QC Certificate	4990-03-71	B440287	11110083	Wisconsin Dept. Transportation, LLC	Wisconsin Dept. Transportation, LLC					11/17/2016 10:18:51 AM	

Files may be filtered by Content Type (as shown above) or they may be filtered by any of the available column data. Use [All Files View](#) for filtering and searching.

Switching back to Doc Sets View (Home Page)

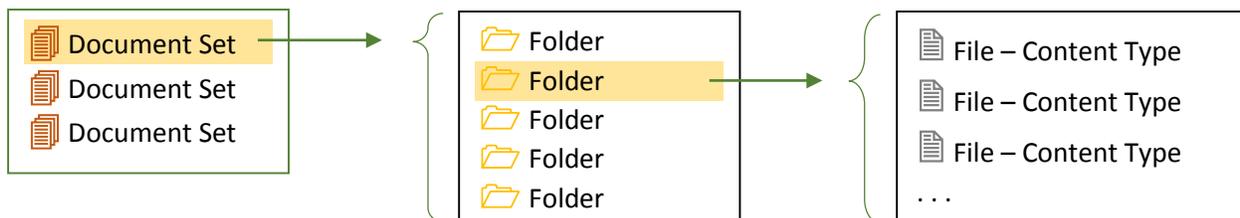
Click on the **LIBRARY** tab at the top of the page. Select **Doc Sets View** from the **Current View** drop-down menu.



Fabrication Library Folder & File Structure

Each folder within a Document Set has unique permissions, with some users being able to view fewer folders than those shown on the next page. The same is true for the Document Set itself: a user can only view Document Sets (including its contents) for structures he or she has been granted access to.

Individual files should be uploaded and stored in specific folders. A file will be tagged with metadata to enable searching and filtering files. The metadata required for a specific file will depend on the **Content Type** chosen at the moment of upload.



Fabrication Library > B990000 Folders



B990000
B990000

Construction Id
Main Structure Id
Relevant Structure IDs

[View All Properties](#)
[Edit Properties](#)

0000-00-00
B990000

Find a file

✓	Name	Content Type	Construction Id	Main Structure Id	Relevant Structure IDs	Created By
	admin-dot	... Folder				<input type="checkbox"/> BARUT, JOSEPH F
	admin-general	... Folder				<input type="checkbox"/> BARUT, JOSEPH F
	insp-rpts	... Folder				<input type="checkbox"/> BARUT, JOSEPH F
	matl-boltfld	... Folder				<input type="checkbox"/> BARUT, JOSEPH F
	mill-heat-sht-plate	... Folder				<input type="checkbox"/> BARUT, JOSEPH F
	prog-rpts	... Folder				<input type="checkbox"/> BARUT, JOSEPH F
	shop-erec-stor-ship-boltshop	... Folder				<input type="checkbox"/> BARUT, JOSEPH F
	weld-ndt-coat-rfi	... Folder				<input type="checkbox"/> BARUT, JOSEPH F

B990000 > admin-general Files



B990000
B990000

Construction Id
Main Structure Id
Relevant Structure IDs

[View All Properties](#)
[Edit Properties](#)

0000-00-00
B990000

2
3
1

+ New ↑ Upload ↻ Sync ↻ Share More

Find a file

✓	Name	Content Type	Construction Id	Main Structure Id
	1060-33-81 1060-34-82 1060-43-81 Special Provisions	... SPV	1060-33-81	8400856
	B-40-0856_pln_150721_1145	... Advertised Contract Plans	1060-33-81	8400856
	B-40-0856_pln_ADDENDUM_01	... Addendum to Contract Plans	1060-33-81	8400856
	B-40-0856_pln_REVISIED_SHEET_01	... Post-Let Revision to Contract Plan	1060-33-81	8400856
	prj-contact-info	... General Admin	1060-33-81	8400856
	Pre-Fabrication Meeting Minutes	... Meeting Minutes	1060-33-81	8400856

Drag files here to upload

[1] Column: Content Type

File content description

[2] Document Set name (B990000 in example) - Folder name (admin-general in example)

From the files page, click on the Document Set name to view all folders for that Document Set. From the folders page, click on Fabrication Library to return to Doc Sets View.

[3] Upload

Click Upload to upload a file

Folders and Content Types

Files must be uploaded to specific folders depending on content type. Use the table below as a guide for selecting the proper folder. Refer to [User Viewing Permissions](#) table to see who can view folders.

 FOLDER	 CONTENT TYPES
admin-dot	 WisDOT Admin WisDOT QA Review Other
admin-general	 General Admin Meeting Minutes Advertised Contract Plans Addendum to Contract Plans Post-Let Revision to Contract Plan Advanced Bill of Materials Special Provisions (SPV) Other
insp-rpts	Inspection Reports QA (Weekly & Final)
mill-heat-sht-plate	Mill Certification Heat Number Report Plate Cutting Diagrams Sheet lead Other
matl-boltfld	Material Received Form Structural Bolt Test Results (Field) Other
prog-rpts	Fabrication Progress Report QC Final Fabrication Package Other
shop-erec-stor-ship-boltshop	DT2333 QC Certificate Shop Drawing Calculations Storage and Shipping Plan Structural Bolt Test Results (Shop) Erection Plan Other
weld-ndt-coat-rfi	Weld Procedure Specifications (WPS) Butt-Welding Log Welder qualifications Coating Specifications NDT Report RFI NCR DIN Other

 WisDOT Admin & General Admin include: Communication Log | Fabrication Document
General Information | Policy Item | Project Contacts | Review Comments

Uploading a file

You must start the upload from the [Doc Sets View](#).

Steps to upload: (screenshots available below)

1. Select the Document Set corresponding to the Structure ID you want to upload a file for.
2. Select a Folder. Use the table on the previous page to select the appropriate folder.
3. Click [Upload](#)
4. Load the file
5. Click [OK](#)
6. Choose the most appropriate Content Type to describe the type of file uploaded
7. Fill out all required metadata. All fields marked with an * are required.
8. Click [Check-In](#)
9. Done!

Select Document Set

Fabrication Library

Doc Sets View | All Files View | Recent Files

Find a file

✓	Name	Content Type	Construction Id	Main Structure Id	Relevant Structure IDs	Created By
<input type="checkbox"/>	B400856	Structure Fabrication Doc Set	1060-33-81	B400856		<input type="checkbox"/> BARUT, JOSEPH F
<input type="checkbox"/>	B440287	Structure Fabrication Doc Set	4990-03-71	B440287		<input type="checkbox"/> REVELLO, KRISTIN A
<input checked="" type="checkbox"/>	B990000	Structure Fabrication Doc Set	1111-05-62	B110083		<input type="checkbox"/> DAVINI, DEBBIE A

1

Select a Folder

Fabrication Library > B990000

B990000
B99000

Construction Id
Main Structure Id
Relevant Structure IDs

0000-00-00
B99000

[View All Properties](#)
[Edit Properties](#)

Find a file

✓	Name	Content Type	Construction Id	Main Structure Id	Relevant Structure IDs	Created By
<input type="checkbox"/>	admin-dot	Folder				<input type="checkbox"/> BARUT, JOSEPH F
<input checked="" type="checkbox"/>	admin-general	Folder				<input type="checkbox"/> BARUT, JOSEPH F
<input type="checkbox"/>	insp-rpts	Folder				<input type="checkbox"/> BARUT, JOSEPH F
<input type="checkbox"/>	matl-boltfld	Folder				<input type="checkbox"/> BARUT, JOSEPH F
<input type="checkbox"/>	mill-heat-sht-plate	Folder				<input type="checkbox"/> BARUT, JOSEPH F
<input type="checkbox"/>	prog-rpts	Folder				<input type="checkbox"/> BARUT, JOSEPH F
<input type="checkbox"/>	shop-erec-stor-ship-boltshop	Folder				<input type="checkbox"/> BARUT, JOSEPH F
<input type="checkbox"/>	weld-ndt-coat-rfi	Folder				<input type="checkbox"/> BARUT, JOSEPH F

2

B990000 > admin-general

Click Upload

B990000
B990000

Construction Id 0000-00-00
Main Structure Id B990000
Relevant Structure IDs

[View All Properties](#)
[Edit Properties](#)

New Upload Sync Share More

Find a file

Name

Content Type	Construction Id	Main Structure Id
SPV	1060-33-81	B400856
Advertised Contract Plans	1060-33-81	B400856
Addendum to Contract Plans	1060-33-81	B400856
Post-Let Revision to Contract Plan	1060-33-81	B400856
General Admin	1060-33-81	B400856
Meeting Minutes	1060-33-81	B400856

Drag files here to upload

3

Load File. Click OK.

Relevant Structure IDs

[View All Properties](#)
[Edit Properties](#)

Add a document

Choose a file

4.1 Choose File No file chosen

4

Add as a new version to existing files

/B110083/admin-general/ Choose Folder...

OK Cancel

5

Open

File name: All Files

4.2 Test.xlsx

4.3 Open

Choose a Content Type

Add a document

EDIT

Check In Cancel Paste Copy Delete Item
Commit Clipboard Actions

i The document was uploaded successfully and is checked out to you. Check that the fields below are correct and that all required fields are filled out. The file will not be accessible to other users until you check in.

Content Type 

Choose a description for the uploaded file

Name *

Change Content Type *

Construction Id *

Main Structure Id *

Version: 1.0
Created at 1/19/2016 11:57 AM by PRINCIPE, CARLA
Last modified at 1/19/2016 11:57 AM by PRINCIPE, CARLA

6

- Fabrication Document
- Select content type
- Addendum to Contract Plans
- Advanced Bill of Materials
- Advertised Contract Plans
- Butt-Welding Log
- Calculations
- Coating Specifications
- DIN
- DT2333 QC Certificate
- Erection Plan
- Fabrication Progress Report QC
- Final Fabrication Package
- General Admin** 
- Heat Number Report

Add a document

EDIT

Check In Cancel Paste Copy Delete Item
Commit Clipboard Actions

i The document was uploaded successfully and is checked out to you. Check that the fields below are correct and that all required fields are filled out. The file will not be accessible to other users until you check in.

Content Type 

Includes minutes for pre-fabrication, pre-construction and any additional meeting

Name * .pdf

Always change the content type to a more appropriate description of the file being uploaded.

Select the Content Type from dropdown menu. For the example on the left, we will choose *Fabrication Progress Report QC* since we are uploading a fabrication report, not *Meeting Minutes*.

Add a document

EDIT

Check In Cancel Paste Copy Delete Item

Commit Clipboard Actions

Please read the note in yellow. If metadata is not filled out, only you will be able to see the document.

Fill out all required metadata fields.

DO NOT CLOSE OUT OF THIS PAGE

i The document was uploaded successfully and is checked out to you. Check that the fields below are correct and that all required fields are filled out. The file will not be accessible to other users until you check in.

Content Type: General Admin ✓

Name *: Test.xlsx ✓

Document Type *: Review Comments ✓
Choose a file description for the uploaded document

Construction Id *: 1111-05-62 ✓

Main Structure Id *: B110083 ✓

Relevant Structure IDs: B130651, B130652, B370079, B370080, B400786, B400787

Fabricated Members: Diaphragm-Secondar, Expansion Joints - Mc, Expansion Joints - Str, Floor Drains, Railings, Structural Steel - Sec

7

Version: 1.0
Created at 1/19/2016 11:57 AM by PRINCIPE, CARLA
Modified at 1/19/2016 11:57 AM by PRINCIPE, CARLA

Check In Cancel

Choose ID then click Add. You may choose more than one.

Choose Member then click Add. You may choose more than one.

8

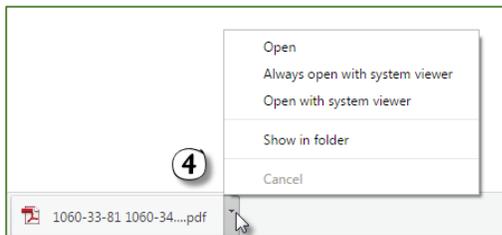
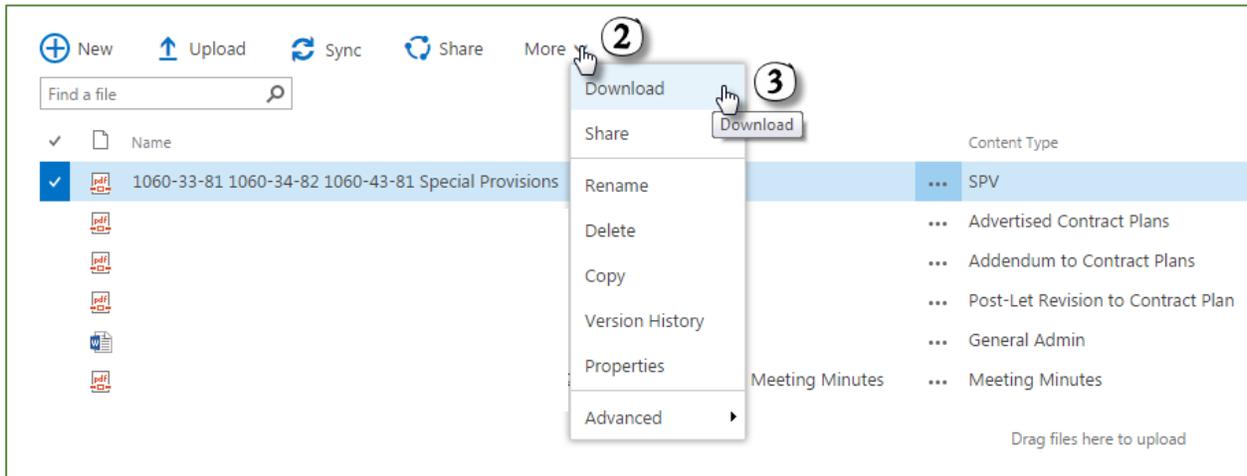
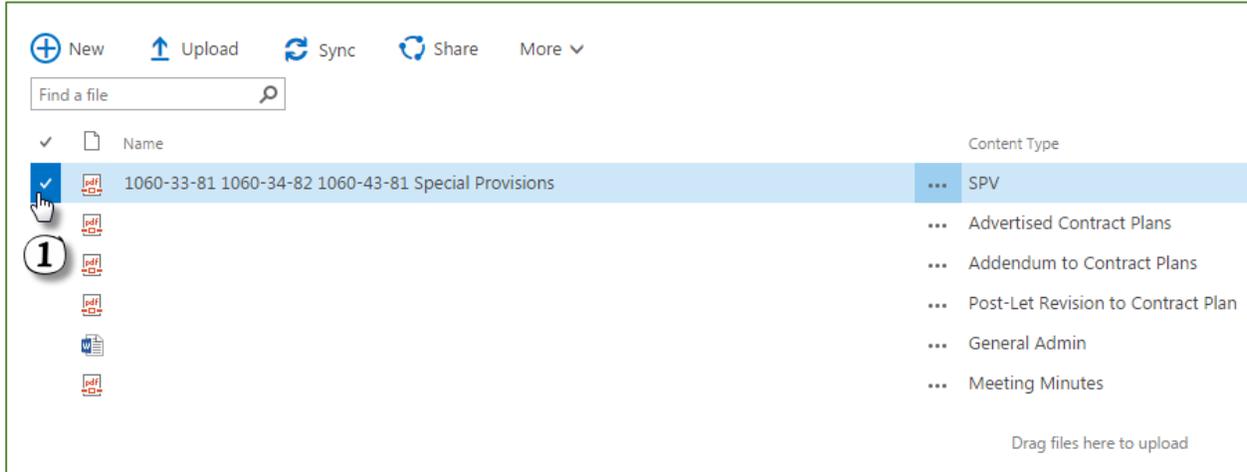
Check In Cancel

Click Check In

DONE!

Viewing and Downloading a File

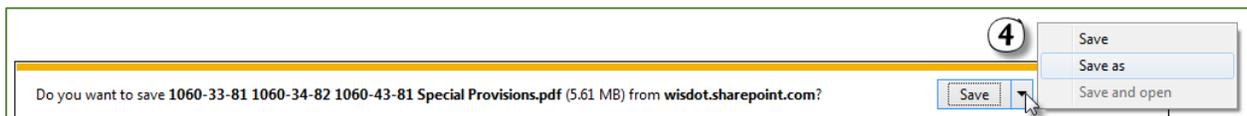
- ✓ **To view** a file simply click on the File Name
- ✓ **To download** a copy, once you open the file, you may use the Adobe (PDF) or Microsoft (XML, DOC, PPT) menus to save it or navigate through the file menus to select Download as shown below.



Google Chrome

OR

Internet Explorer

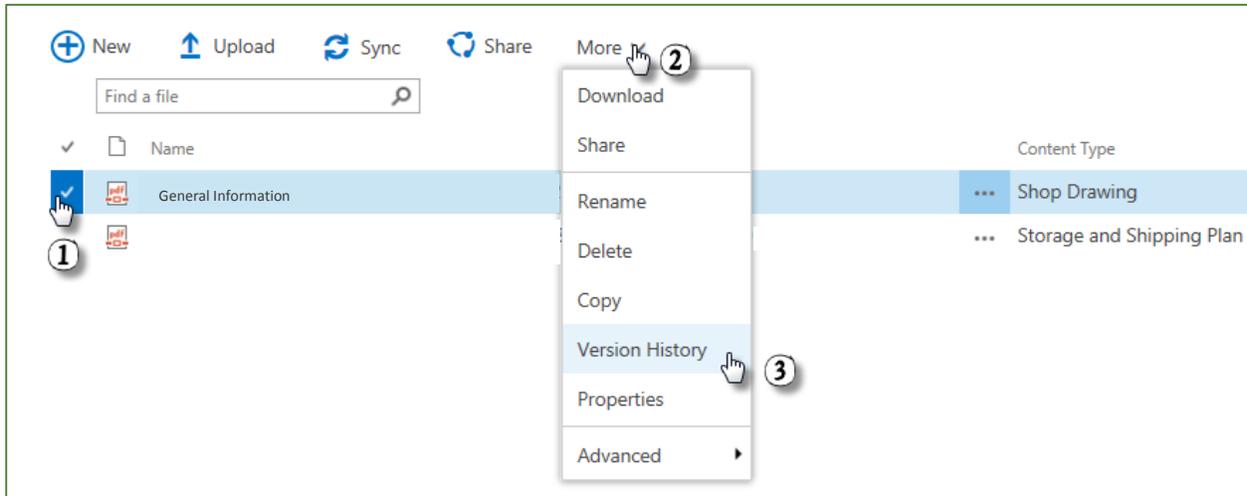


Printing a File

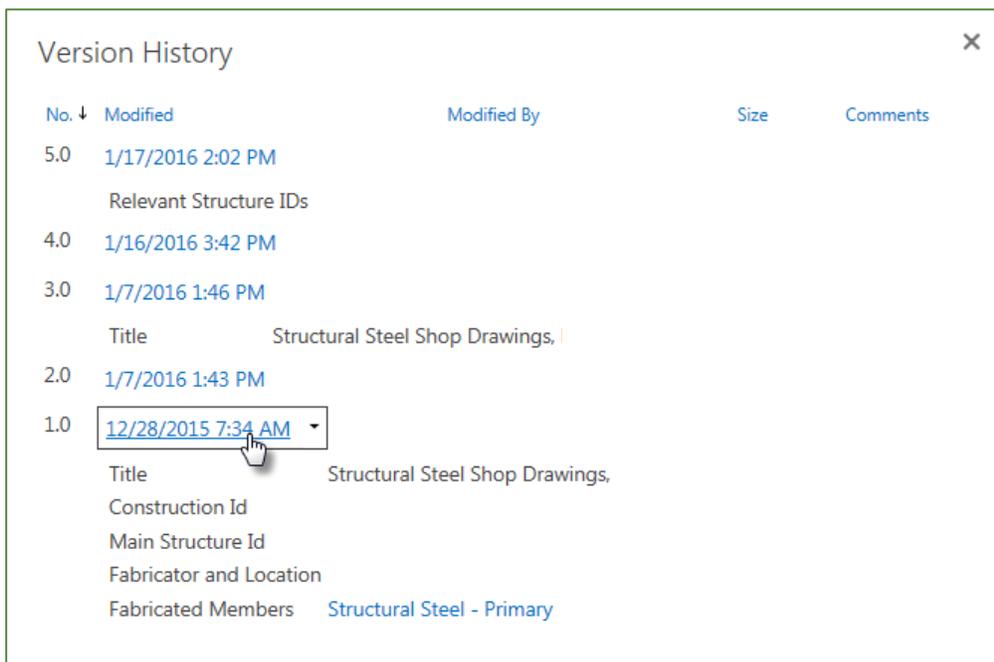
To print the file you may download it and then print or open the file and use the Adobe (PDF) or Microsoft (XML, DOC, PPT) browser menus to print.

File Versions and Properties

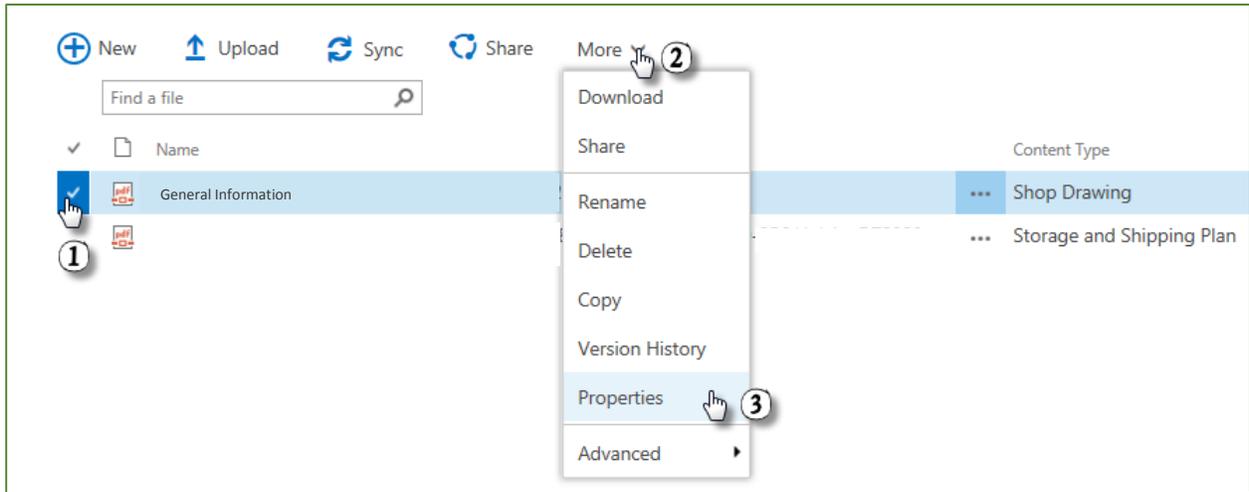
Files with the same name will be replaced by the most recent uploaded version. To view previous versions for a file, navigate through the file menus to Version History.



All versions will be listed, as well as the changes incurred with each version if those changes relate to metadata. To view a previous version click on the date and time stamp. If you think the current version is not the most updated contact the SFU to replace the current file with a previous version.



To edit the properties (metadata) of a file, navigate through the file menus to Properties.



Edit the metadata and click save. The file will be saved as a new version since metadata was updated.

A screenshot of the SharePoint metadata editing form. The 'Content Type' is set to 'Shop Drawing'. The 'Name' field is empty with a '.pdf' extension. There are dropdown menus for 'Construction Id' and 'Main Structure Id'. A list of 'Relevant Structure IDs' includes B110083, B130651, B130652, B370079, B370080, B400786, and B400787. A list of 'Fabricator and Location' includes Anderson Bridge - Co, Badger Railing - Milw, Commercial Fabricate, Delong - Jefferson Ci, ESS Brothers- Loretto, LeJeune Steel - Minn, and Veritas Steel - Eau Cl. A list of 'Fabricated Members' includes Bearings, Diaphragm-Primary, Diaphragm-Secondar, Expansion Joints - Mc, Expansion Joints - Str, Floor Drains, and Railings. The 'Structural Steel - Primary' member is selected. At the bottom, there are 'Save' and 'Cancel' buttons. Metadata information at the bottom left includes: Version: 5.0, Created at 12/28/2015 7:30 AM, Last modified at 1/17/2016 2:02.

User Viewing Permissions

Folder/Content Type	Can be uploaded by					Can be viewed by				
	SFU	PM	Contractor	Fabricator	QA Inspector	SFU	PM	Contractor	Fabricator	QA Inspector
Admin-dot	•	•				•	•			
WisDOT QA Review	•	•				•	•			
WisDOT Admin: Project Contacts/Minutes/...	•	•				•	•			
Admin-general	•	•	•	•	•	•	•	•	•	•
General Admin: Project Contacts/Minutes/...	•	•	•	•	•	•	•	•	•	•
Advertised Contract Plans	•	•				•	•	•	•	•
Addendum to Contract Plans	•	•				•	•	•	•	•
Post-LET Revisions	•	•				•	•	•	•	•
Advanced Bill of Materials	•	•				•	•	•	•	•
Standard Special Provisions	•	•				•	•	•	•	•
Insp-rpts	•				•	•	•			•
Weekly QA Inspection report	•				•	•	•			•
Final QA Inspection Report	•				•	•	•			•
Matl-boltfld	•	•				•	•	•	•	•
Material Received Form	•	•				•	•	•	•	•
Structural Bolt Tests - Field	•	•				•	•	•	•	•
Mill-heat-sht-plate	•	•	•	•		•	•	•	•	•
Mill Certification	•	•	•	•		•	•	•	•	•
Heat Number Record	•	•	•	•		•	•	•	•	•
Sheet lead	•	•	•	•		•	•	•	•	•
Plate Cutting Diagrams	•	•	•	•		•	•	•	•	•
Prog-rpts	•	•	•	•		•	•	•	•	•
Weekly Fabrication Progress Reports	•	•	•	•		•	•	•	•	•
Final Fabrication Package	•	•	•	•		•	•	•	•	•
Shop-erec-stor-ship-boltshop	•	•	•	•		•	•	•	•	•
Shop Plans	•	•	•	•		•	•	•	•	•
Storage & Shipping Plan	•	•	•	•		•	•	•	•	•
DT2333 Shop Drawing QC Cert	•	•	•	•		•	•	•	•	•
Calculations	•	•	•	•		•	•	•	•	•
WisDOT QA Review (once review is complete)	•	•	•	•		•	•	•	•	•
Structural Bolt Tests - Shop	•	•	•	•		•	•	•	•	•
Erection Plan	•	•	•	•		•	•	•	•	•
Weld-ndt-coat-rfi	•	•	•	•	•	•	•	•	•	•
NDT Report	•	•	•	•	•	•	•	•	•	•
WPS / Welder Qualification	•	•	•	•	•	•	•	•	•	•
Butt-Welding Log	•	•	•	•	•	•	•	•	•	•
Coating Specifications	•	•	•	•	•	•	•	•	•	•
DIN / RFI / NCR	•	•	•	•	•	•	•	•	•	•

