

September 2015



Hudson - 2004

## Fabrication Library - User Guide

**WISCONSIN DEPARTMENT OF TRANSPORTATION**

Bureau of Structures | Structures Maintenance Section

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## 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.

### SharePoint Access and Contact Information

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](http://signup.live.com)

### SharePoint Access | Questions

For SharePoint Library access requests, forms, manuals and training, visit the **Fabrication Website**:  
<http://wisconsin.dot.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](mailto:DOTDLStructuresFabrication@dot.wi.gov)

All documents must be submitted through SharePoint, not email.

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### Shop Fabrication and Inspection Technical Issues

For technical questions concerning shop fabrication and inspection, document submittal process and requirements, contact the Shop Fabrication Quality Assurance Unit (SFU) directly.

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# SharePoint Fabrication Library

## Sign in

The Microsoft Corporation has a generic page for Office 365 that give access directly to the Fabrication Library link: <https://wisdot.sharepoint.com/sites/Is1/wsr/Fabrication%20Library/Forms/AllItems.aspx>

Depending on your network and browser configuration, the screen in **Figure 2** or both screens in **Figure 1** and **Figure 2** will show. Click on *Keep me signed in* if using a personal or work device and secure network connection.

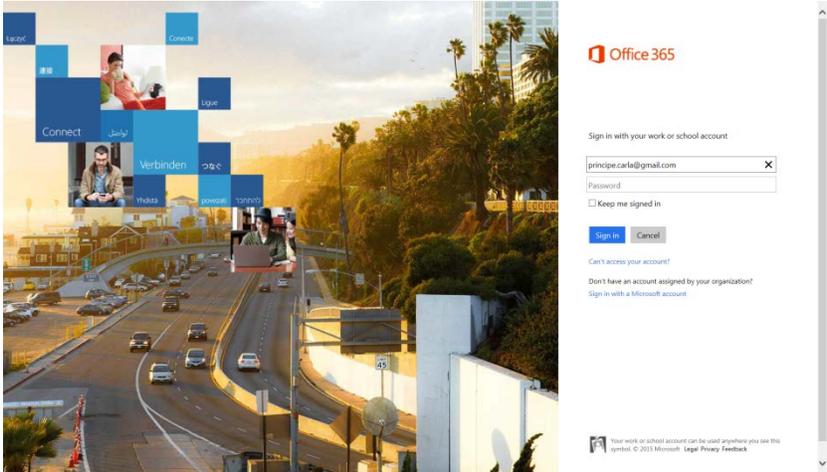


Figure 1: Enter username (email) only

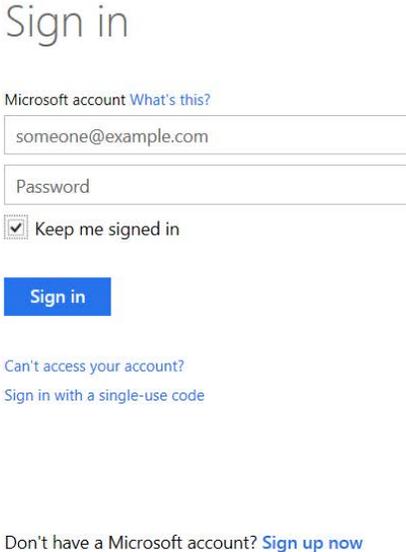
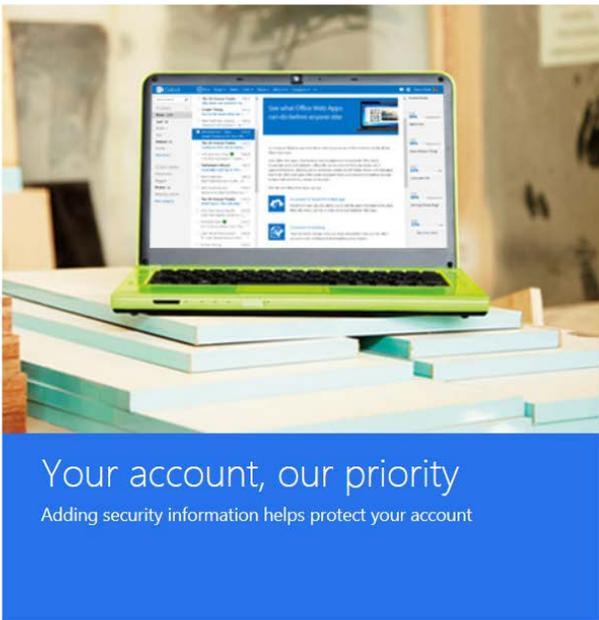


Figure 2: Enter username (email) and password

## Navigation

- Fabrication Library URL – <https://wisdot.sharepoint.com/sites/l1/wsr/Fabrication%20Library>

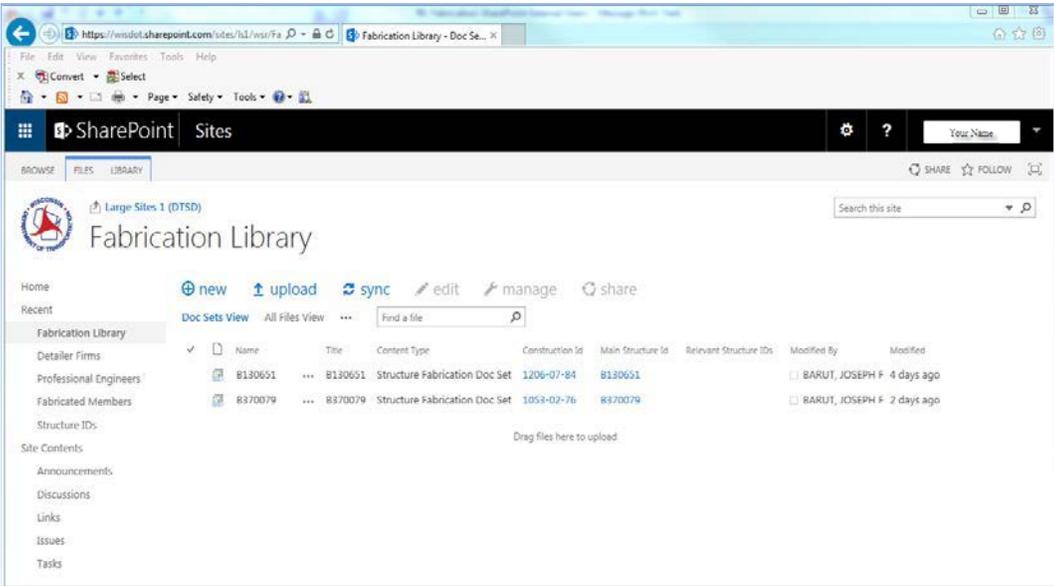


Figure 3: Fabrication Library - Default View

In SharePoint the user has the option to view documents using different *library views*. The two main views are the *Doc Set View* (default) and *All Files* view. Other views (public or personal) can be added and edited by the user. The main views are discussed below.

- **Doc Sets View** (organizes information in folders by *Structure ID* and *Content Type* – best for uploading files)
- **All Files View** (shows all files – best for sorting files)

### Doc Sets View

- Repository for fabrication documents. This view shows information organized into *Document Sets*.

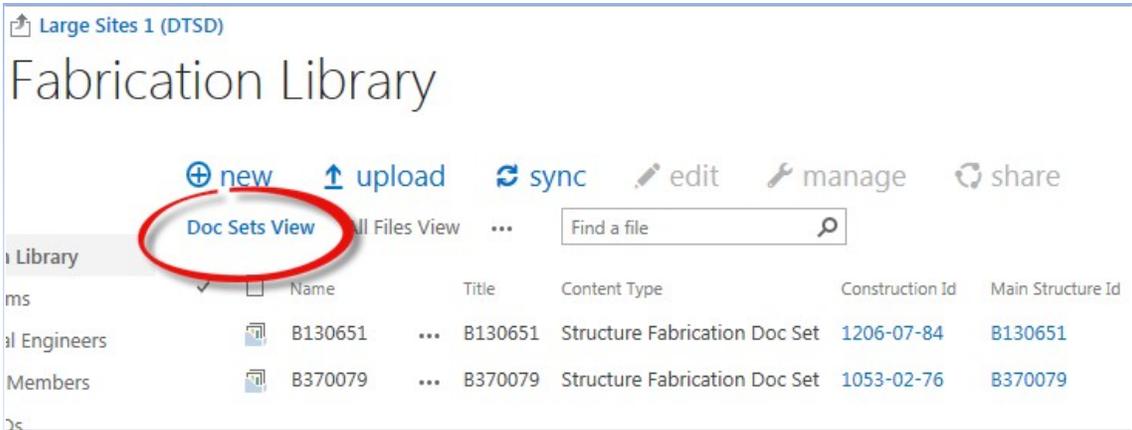


Figure 4: Doc Sets View

- A *Document Set* is a big content type or a container that includes individual content types, e.g. *Fabrication Progress Report QC, Inspection Report QA, Shop Drawings, and Welding Procedures*.

**Additional Information:**

- The library will have a *Document Set* for each structure
- The *Document Set* is called **Structure Fabrication Doc Set**, and it contains folders which include files of various content types
- The *Document Set* has metadata fields (*Construction ID* and *Structure ID*) that propagate to and synchronize with files in it
- This is the area to upload files (see upload instructions in [Uploading Files](#) section of this manual)

**All Files View**

- Used to view all files in the Fabrication Library
- Select *All Files View* (see **Figure 5**)
- *Column Headings* include pull-down menus to filter and sort files
- Click on *Document Name* to view file

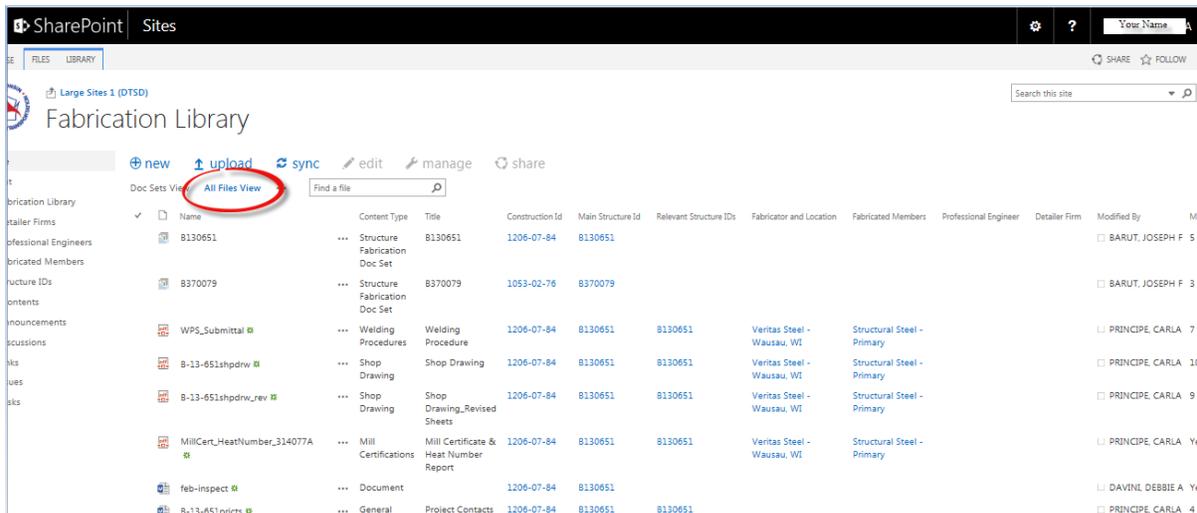


Figure 5: All files view

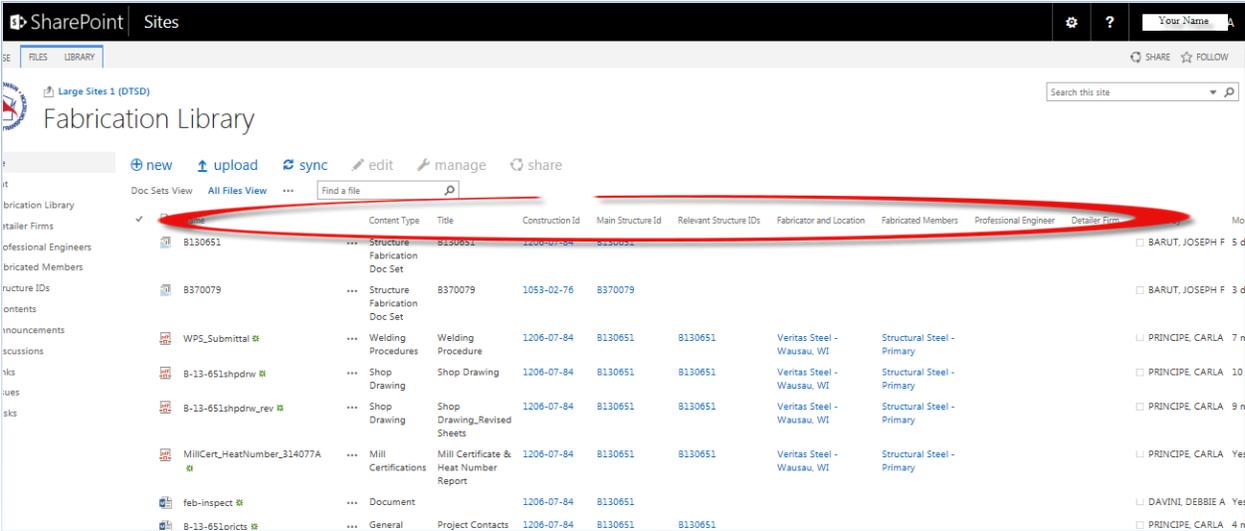


Figure 6: Column Headings

Navigational Tip: Click Column Headings to sort or filter

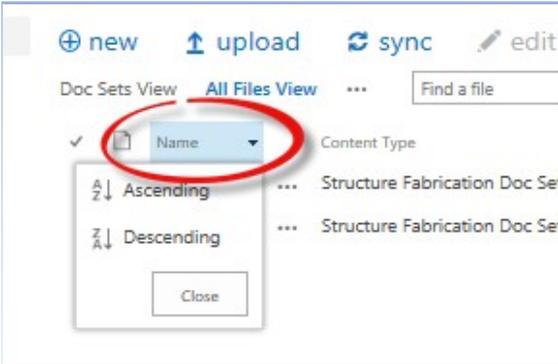


Figure 7: Sort files using the column heading drop-down

**ALL DOCUMENTS MUST INCLUDE A VERSION DATE AND NUMBER BEFORE UPLOADING.**

# Uploading Files

The following directions will aid the user in correctly uploading documents/files into the *Fabrication Library*. Care should be used to ensure that document/files are loaded in the correct *Doc Set* and metadata (file properties) are properly filled out.

**NOTE: You must be in the Structure ID - Doc Set View (Default View)**

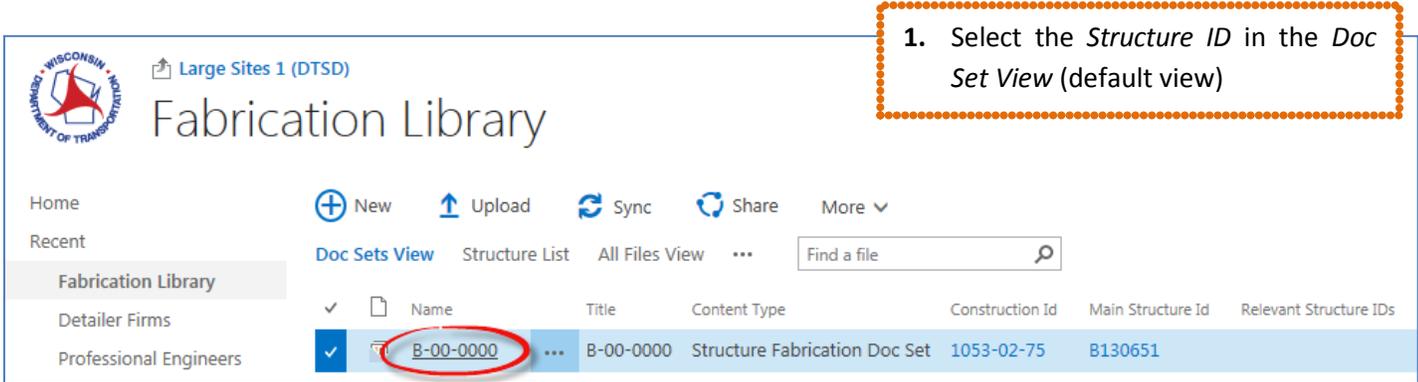


Figure 8: Select Name to open Doc Set (folder) or file

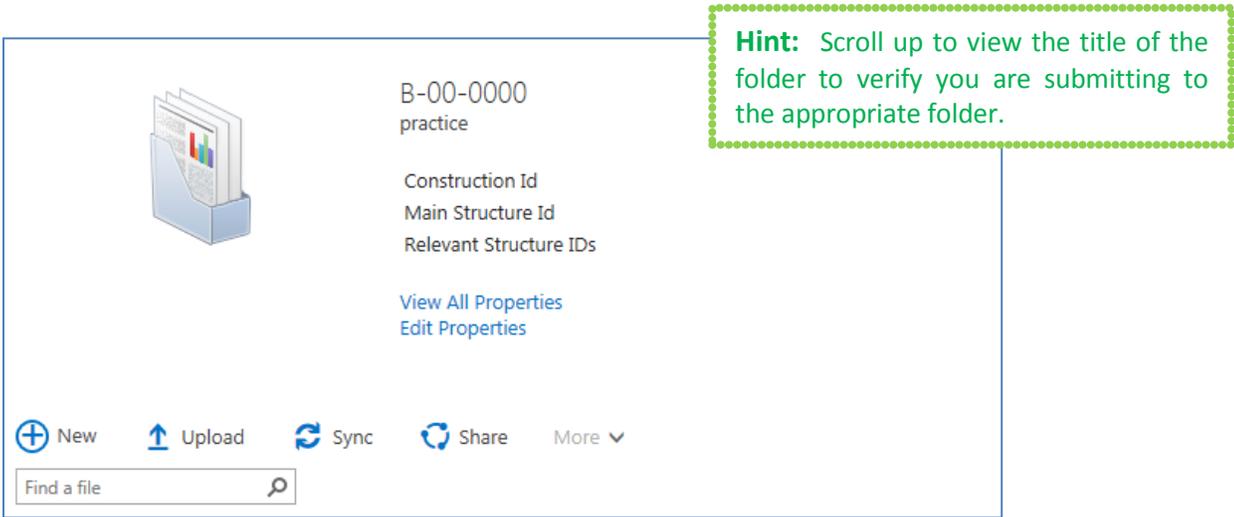


Figure 9: Doc Set – Scroll up to check structure doc set folder

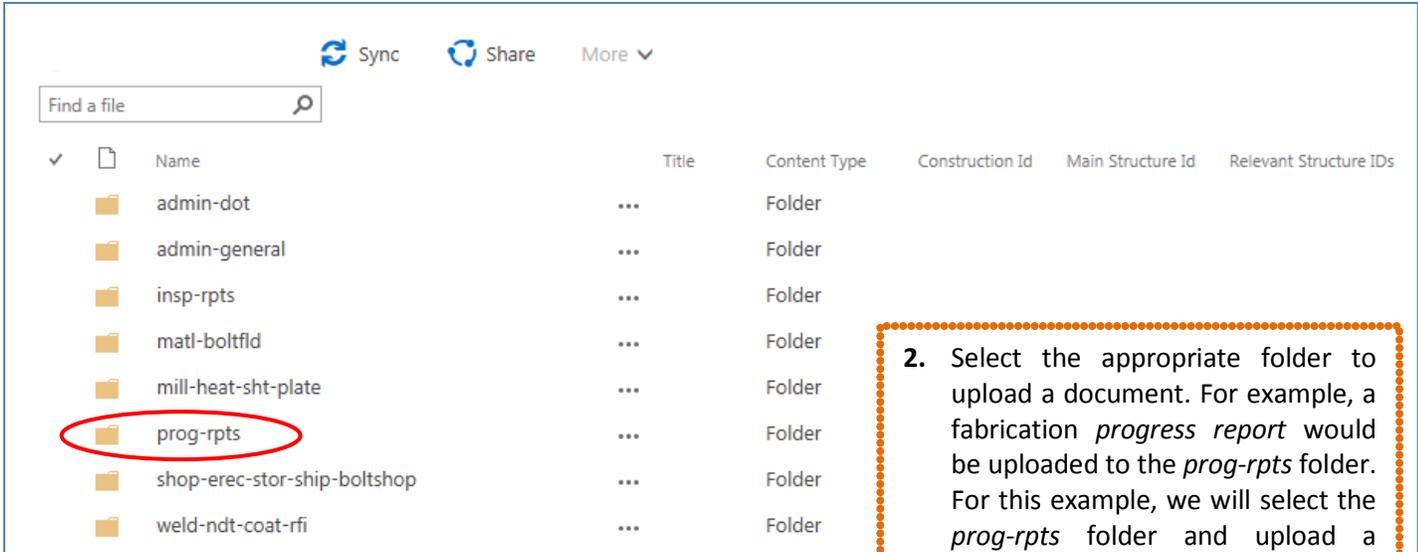


Figure 10: Doc Set - Root Folders

★ A complete list of the folders and corresponding content types (types of files) is included in the **Content Types (Table 2)** section of this manual.

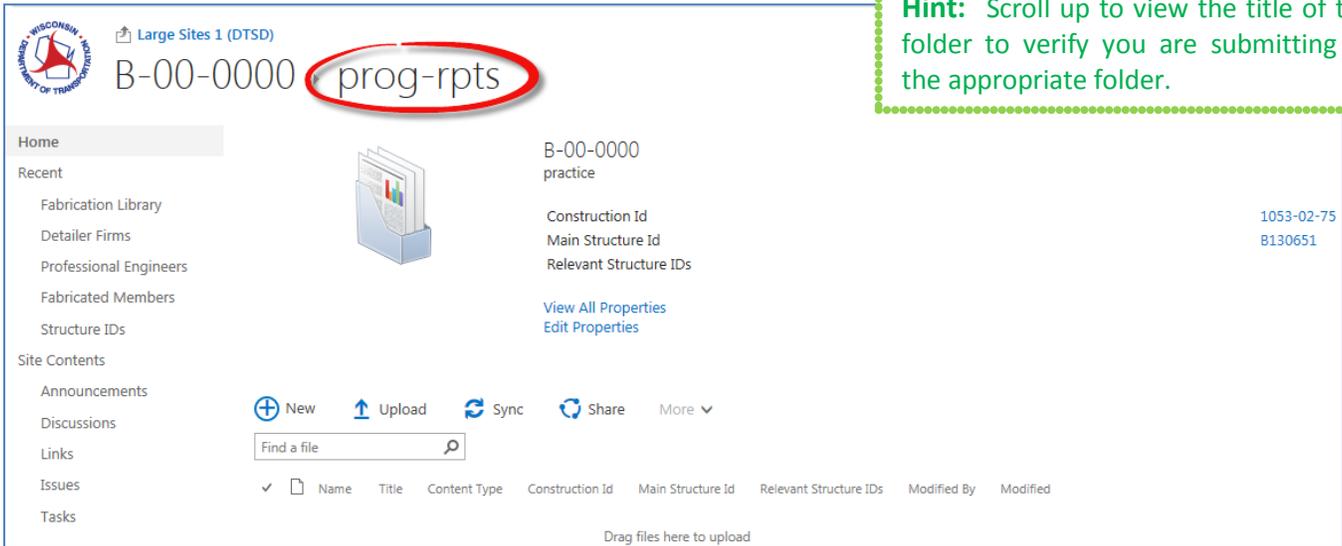
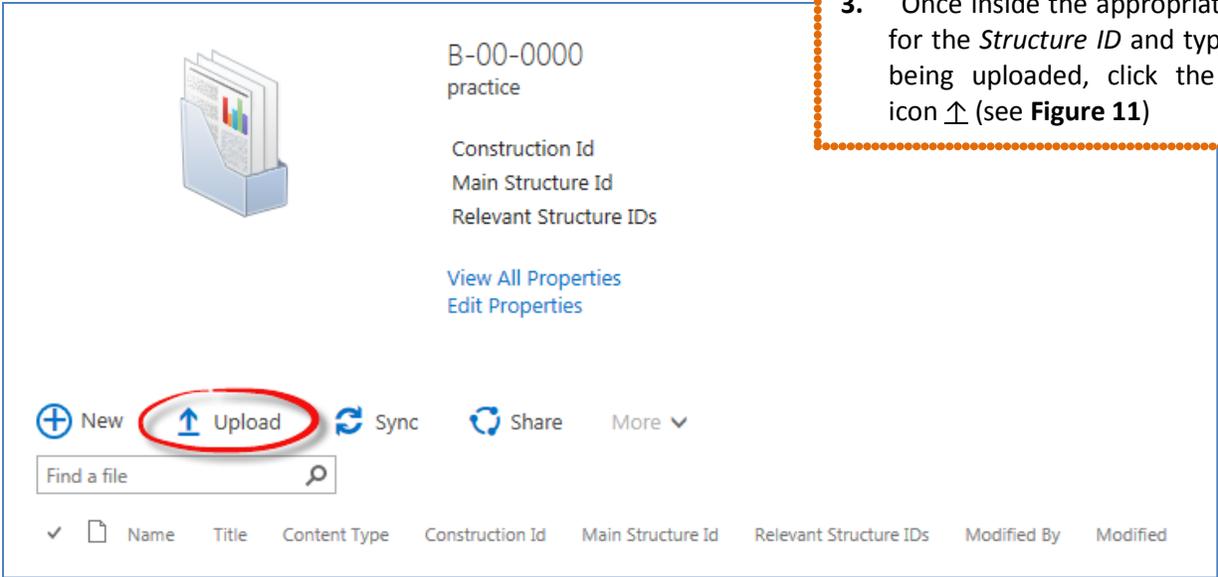
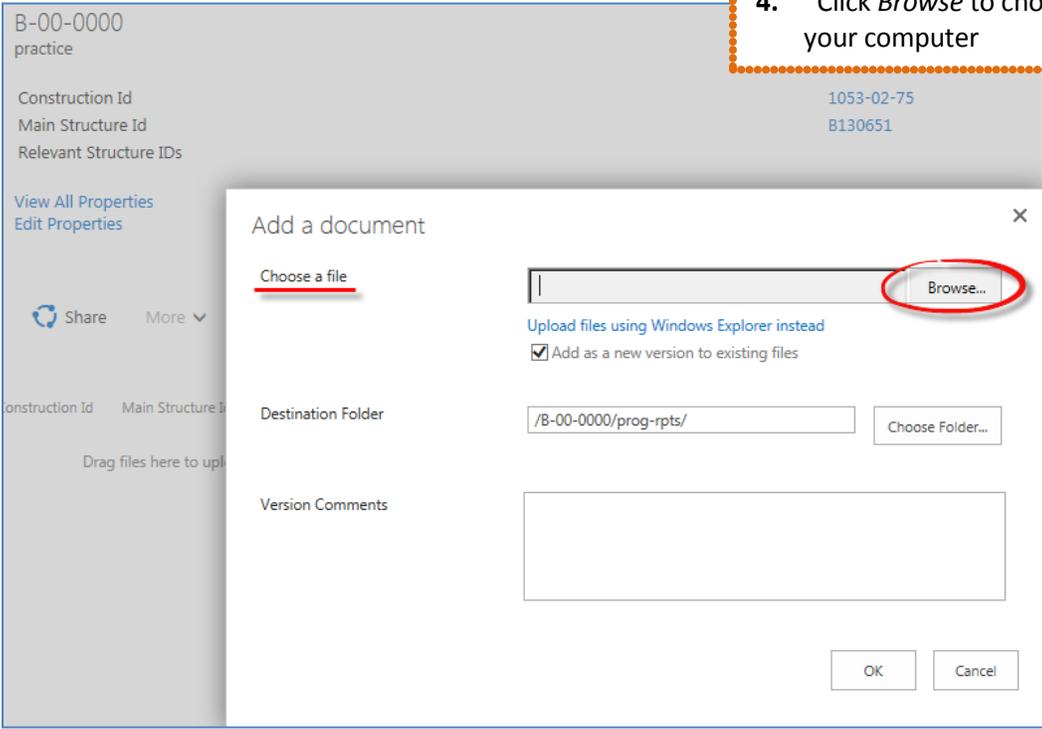


Figure 11: File folder - scroll up to check folder name



3. Once inside the appropriate folder for the *Structure ID* and type of file being uploaded, click the upload icon  (see **Figure 11**)

Figure 12: Upload



4. Click *Browse* to choose a file from your computer

Figure 13: Choose a file (browse computer for document); Destination Folder (choose folder if it needs to be changed)

**ALL DOCUMENTS MUST INCLUDE A VERSION DATE AND NUMBER BEFORE UPLOADING.**

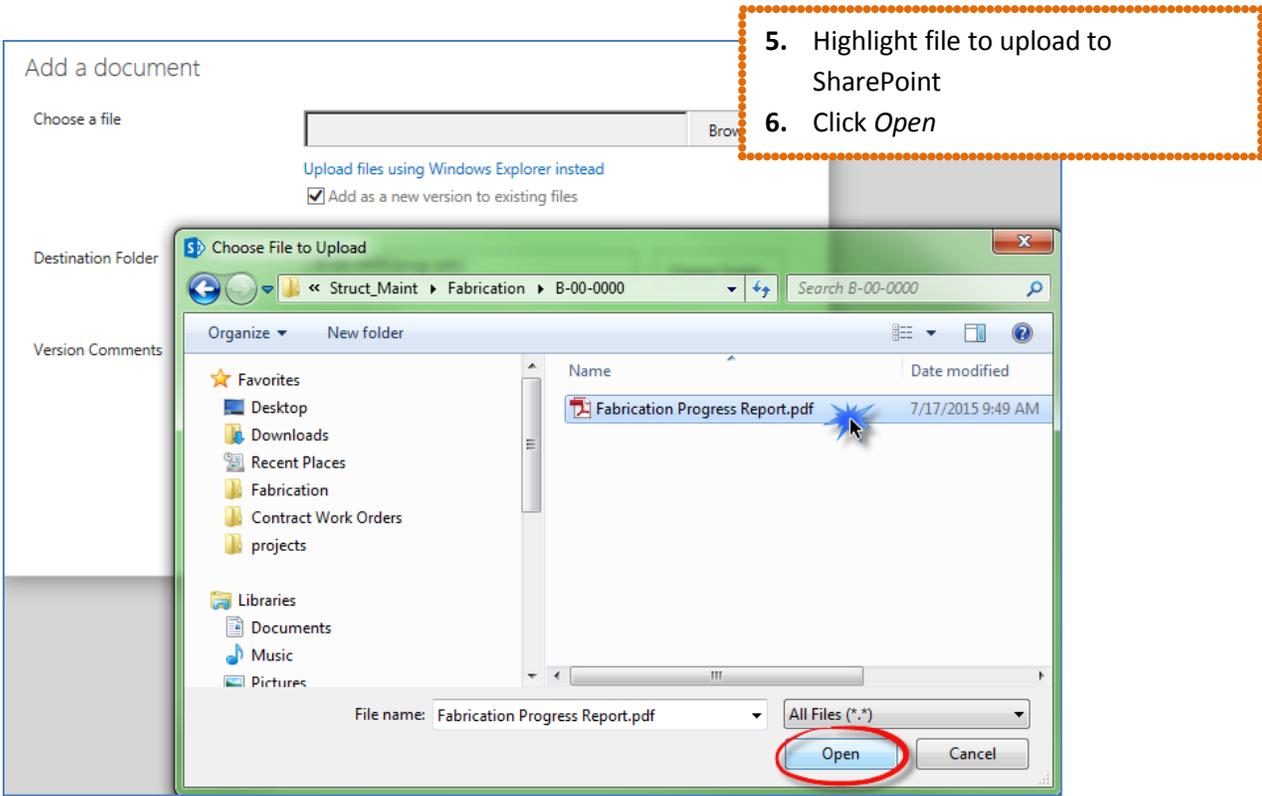


Figure 14: Browse to Choose File to Upload

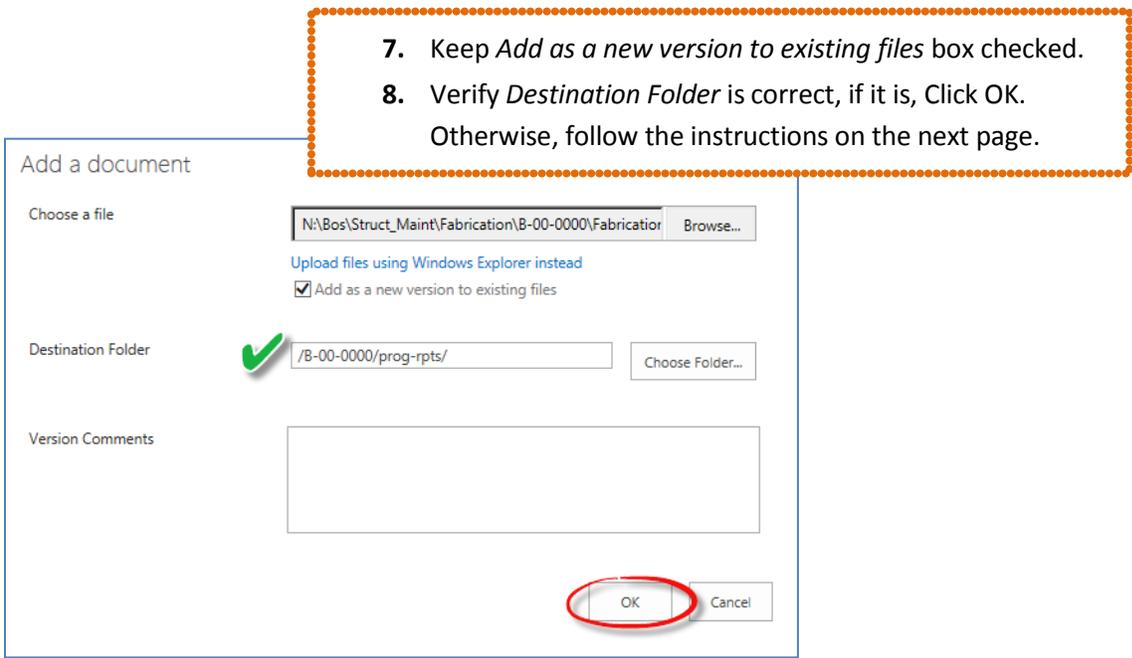


Figure 15: Click OK, after destination folder and file have been set

**ALL DOCUMENTS MUST INCLUDE A VERSION DATE AND NUMBER BEFORE UPLOADING.**

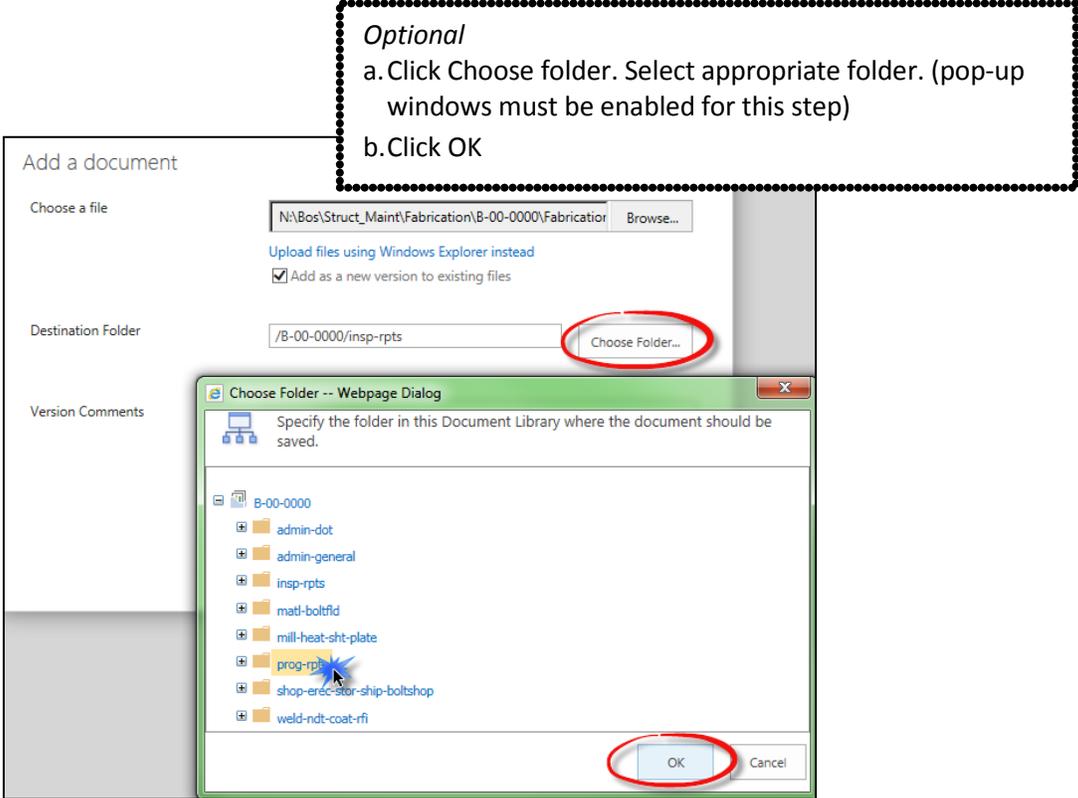


Figure 16: Choose Folder box (Pop-ups must be enabled)

9. Another window will open. Here you will choose a content type, fill out the required information fields and click *Check In*. See **Figure 17**

★ NEVER USE DOCUMENT AS THE CONTENT TYPE UNLESS AN APPROPRIATE CONTENT TYPE IS NOT AVAILABLE

Note: If a drop-down list is missing values (e.g. Fabricator and Location) or a *Content Type* is needed notify SFU immediately so they can add the missing values. Send message to: [DOTDLStructuresFabrication@dot.wi.gov](mailto:DOTDLStructuresFabrication@dot.wi.gov)

**ALL DOCUMENTS MUST INCLUDE A VERSION DATE AND NUMBER BEFORE UPLOADING.**

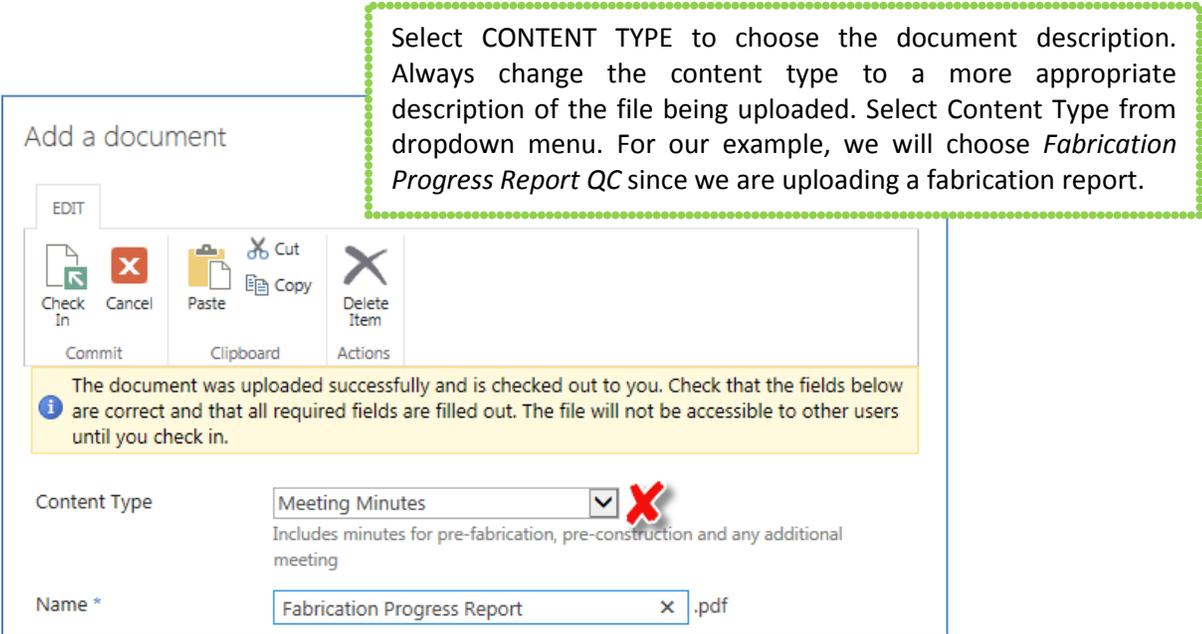


Figure 17: Select CONTENT TYPE to choose the document description. Always change the content type to a more appropriate description of the file being uploaded.

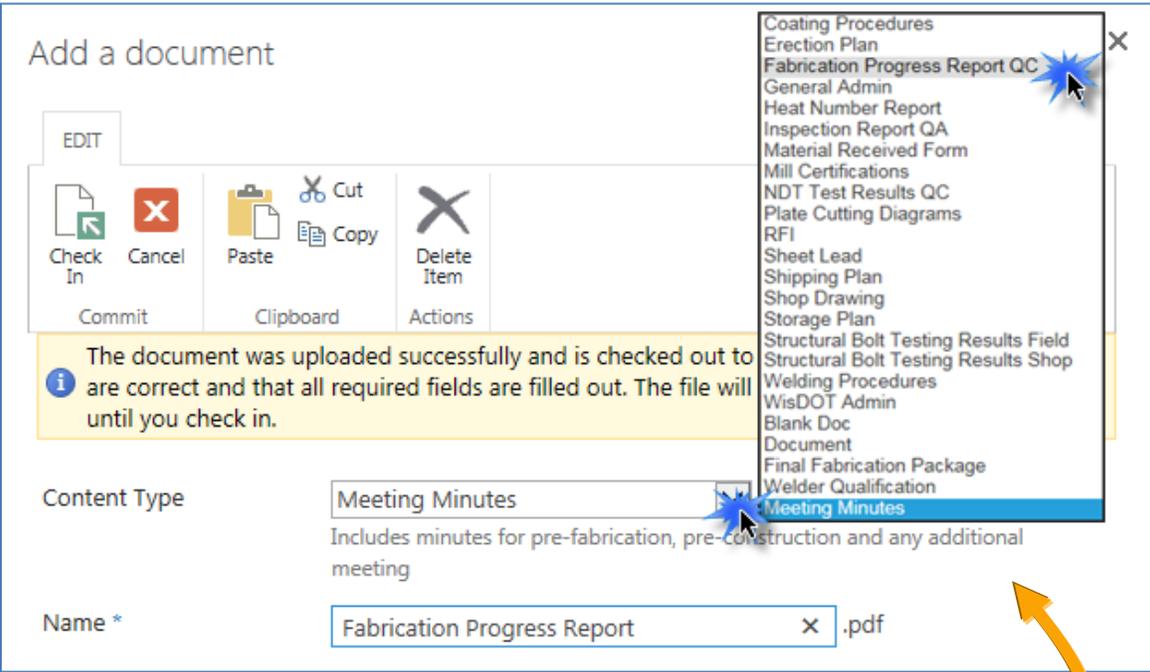


Figure 18: Select CONTENT TYPE drop-down menu ALWAYS



**Additional Information:**

★ **IMPORTANT:** Changing the *Content Type* will also change the available drop-downs and fields. To sort, filter and properly store documents, every file that is uploaded must be associated with the correct content type and its corresponding metadata (information fields). At this moment the *Content Type* default is set to *Document*. Leaving this field as *Document* will not attach the necessary metadata to the file; the uploaded file might be excluded from submittal notifications and filtering options.

The screenshot shows a form with three main input areas. The first is a dropdown menu labeled 'Content Type' with 'Fabrication Progress Report QC' selected. The second is a text field labeled 'Name \*' containing 'B-00-0000FabReport' followed by a '.pdf' extension. The third is a text field labeled 'Title \*' containing 'Week Ending 7-17-2015'. A red circle highlights the 'Title \*' label. A green dashed box with a dotted border points to the 'Title \*' field and contains the text 'Add the title'.

Figure 19: Use the Title space to further describe the file

The screenshot shows a form with a dropdown menu labeled 'Fabricator and Location \*'. The dropdown is open, showing a list of options: 'Anderson Bridge - Colfa', 'Badger Railing - Milwaul', 'Commercial Fabricators', 'Delong - Jefferson City, I', 'Industrial Steel Construc', 'Veritas Steel - Eau Claire', and 'Veritas Steel - Wausau, V'. To the right of the dropdown are two buttons: 'Add >' and '< Remove'. A green dashed box with a dotted border points to the 'Add >' button and contains the text 'Choose Fabricator and Click Add'.

Choose the *Fabricator name and Location*. Click Add. Figure 20: All fields with \* must be filled in

**Relevant Structure IDs:**

- Use only for a document that pertains to multiple structures (pick one as your *Main Structure* and the rest as *Relevant Structure IDs*) otherwise leave it blank.
- The *Main Structure ID* field is automatically populated and should be correct if the file was uploaded into the correct *Structure ID* folder.

**Note:** Other contents types may request more or less metadata, fill out everything that is required.

10. Check that all required metadata fields have been filled out. Do not close out of this window.

**Add a document**

EDIT

Check In Cancel Paste Cut Copy Delete Item  
Commit Clipboard Actions

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: Fabrication Progress Report QC ✓

Name \*: B-00-0000FabReport.pdf ✓

Title \*: Week Ending 7-17-2015 ✓

Construction Id \*: 1053-02-75 ✓

Main Structure Id \*: B130651 ✓

Relevant Structure IDs: B110083, B130651, B130652, B370079, B370080, B400852, B400855

Fabricator and Location \*: Anderson Bridge - Colfa, Badger Railing - Milwaukee, Commercial Fabricators, Delong - Jefferson City, Industrial Steel Construction, Veritas Steel - Eau Claire, Veritas Steel - Wausau, WI

Version: 1.0  
Created at 7/17/2015 9:49 AM by PRINCIPE, CARLA  
Last modified at 7/17/2015 9:49 AM by PRINCIPE, CARLA

Check In Cancel

Figure 21: Add a document – Metadata/Properties Window

11. After all the metadata has been entered, click *Check in*. The file will now show up in the library.



The document will now appear in the library.

If this green arrow symbol  appears next to the file name, it means it is checked out and only available to you. Follow the steps in the next section to correct this.



Figure 22: The uploaded field is now in the library

**ALL DOCUMENTS MUST INCLUDE A VERSION DATE AND NUMBER BEFORE UPLOADING.**

### Checked-out Status

If cancel was chosen, or the user closes out of the 'Add Document' window the file will only upload to the user's account and will not be visible by others. The green arrow next to the document type icon indicates that the file is checked out. The file MUST be checked-in.



To check in the file, first you must go to document properties and fill out all the required metadata fields and click Save (see Figure 23). Then Check in the file by following the steps in Figure 24.

If the properties are not edited (the metadata is not filled out), SharePoint will not allow the file to be checked in.

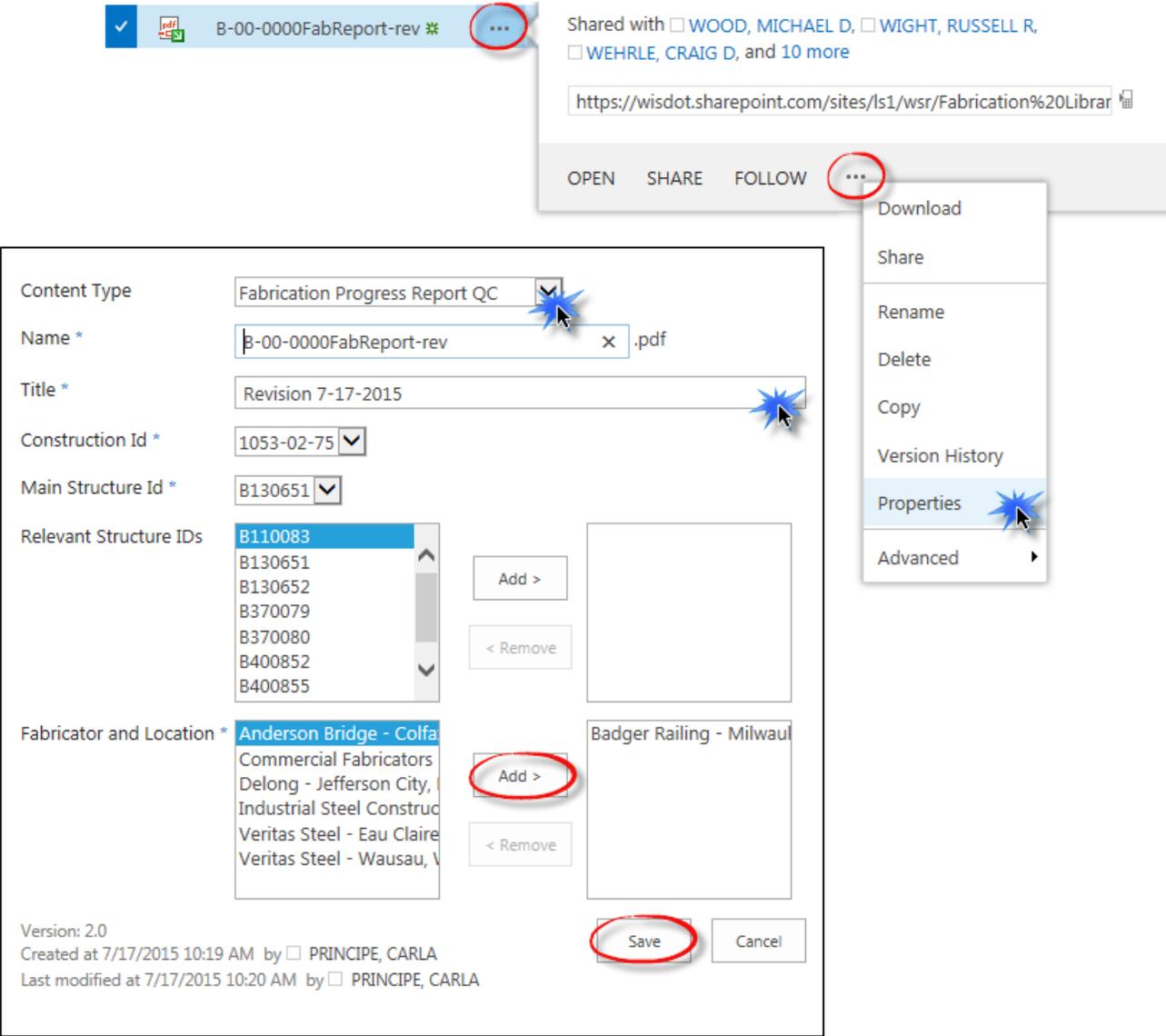


Figure 23: Open document Properties. The metadata windows will open, fill out all required field and Save.

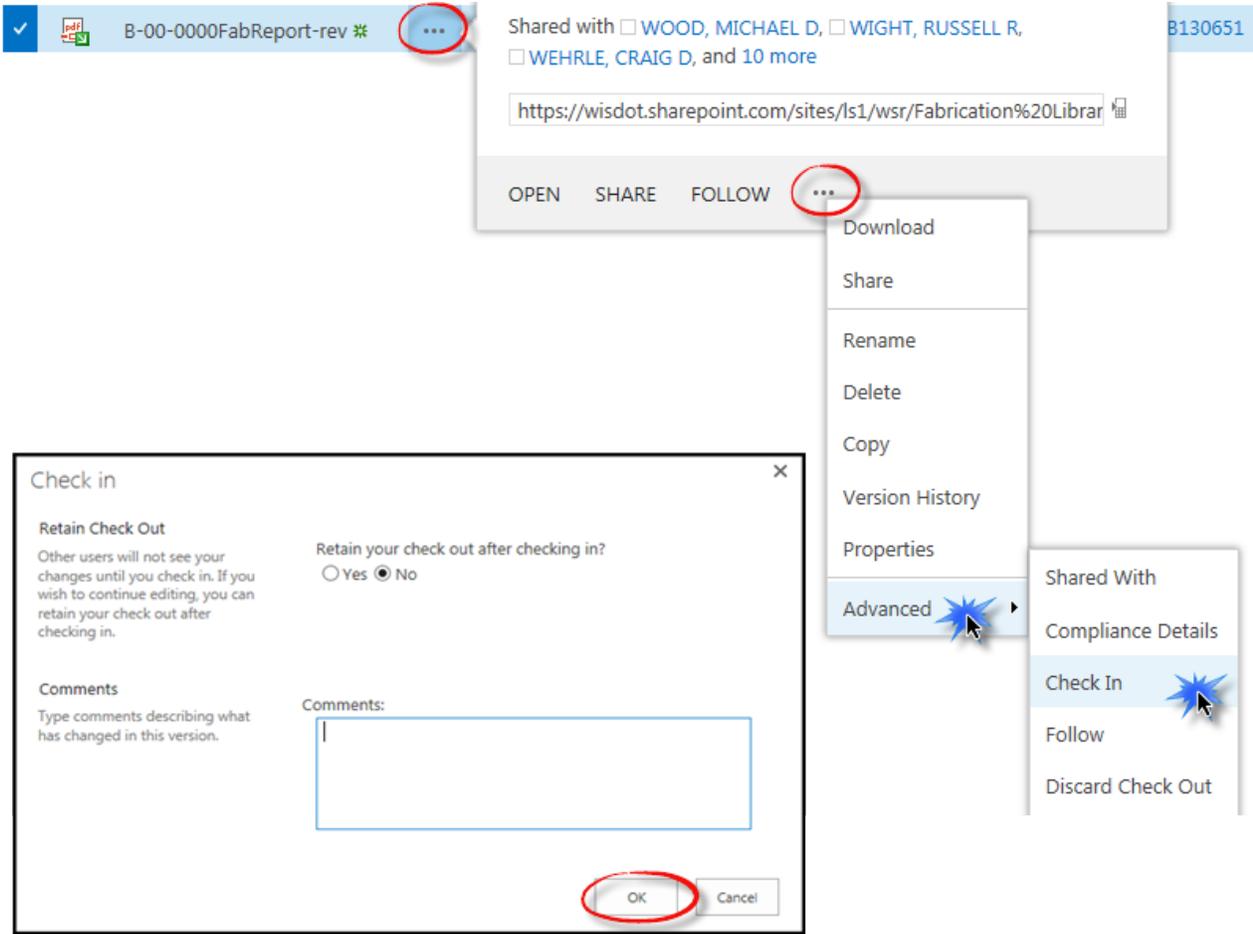


Figure 24: Click Check on the document dialog boxes. The Check in window will open. Click OK.

**ALL DOCUMENTS MUST INCLUDE A VERSION DATE AND NUMBER BEFORE UPLOADING.**

## General Overview and Document Availability

### User Viewing Permissions

Content Type	Added by					Viewed by				
	SFU	PM	Contractor	Fabricator	QA Inspector	SFU	PM	Contractor	Fabricator	QA Inspector
<b>Admin-general</b>	•	•	•	•	•	•	•	•	•	•
Project Contacts/Minutes/Other	•	•	•	•	•	•	•	•	•	•
<b>Insp-rpts</b>	•				•	•	•			•
Weekly QA Inspection report	•				•	•	•			•
Final QA Inspection Report	•				•	•	•			•
<b>Matl-boltfld</b>	•	•				•	•	•	•	•
Material received Form	•	•				•	•	•	•	•
Structural Bolt Tests-Field	•	•				•	•	•	•	•
<b>Mill-heat-sht-plate</b>	•	•	•	•		•	•	•	•	•
Mill Certification	•	•	•	•		•	•	•	•	•
Heat Number Record	•	•	•	•		•	•	•	•	•
Sheet lead	•	•	•	•		•	•	•	•	•
<b>Prog-rpts</b>	•	•	•	•		•	•	•	•	•
Weekly Fabrication Progress Reports	•	•	•	•		•	•	•	•	•
Final Fabrication Package	•	•	•	•		•	•	•	•	•
<b>Shop-erec-stor-ship-boltshop</b>	•	•	•	•		•	•	•	•	•
Shop Plans	•	•	•	•		•	•	•	•	•
Storage Plan	•	•	•	•		•	•	•	•	•
Shipping Plan	•	•	•	•		•	•	•	•	•
Erection Plan	•	•	•	•		•	•	•	•	•
Structural Bolt Tests-Shop	•	•	•	•		•	•	•	•	•
DT2333 Shop Drawing QC Cert	•	•	•	•		•	•	•	•	•
<b>Weld-ndt-coat-rfi</b>	•	•	•	•	•	•	•	•	•	•
NDT Report QC/QA	•	•	•	•	•	•	•	•	•	•
WPS/Welder Qual	•	•	•	•	•	•	•	•	•	•
Coating Procedures	•	•	•	•	•	•	•	•	•	•
RFI	•	•	•	•	•	•	•	•	•	•
NCR	•	•	•	•	•	•	•	•	•	•

Table 1: List of permissions by folder and content type

- ★ A complete Quality Management Plan (QMP) will be submitted directly to the SFU Supervisor by the fabricator or contractor.
- ★ Fabrication cannot begin without receipt of form DT2333 by BOS. Review of Shop Drawings by BOS is NOT required to begin fabrication. Do not wait for stamped drawings; submittal and receipt of the QMP, form DT2333 and shop drawings are the only requirements to begin fabrication.

## Content Types

Folder	Content Types
<b>admin-dot</b>	<ul style="list-style-type: none"> <li>• WisDOT admin documents</li> </ul>
<b>admin-general</b>	<ul style="list-style-type: none"> <li>• Project Contacts</li> <li>• Meeting Minutes</li> <li>• LET Structure Plans</li> <li>• Other (e.g. communication logs)</li> </ul>
<b>insp-rpts</b>	<ul style="list-style-type: none"> <li>• Weekly Inspection Report QA or DT2332</li> <li>• Final Inspection Report or DT1832</li> <li>• DT2331 Raw Material Inspection Report</li> </ul>
<b>matl-boltfld</b>	<ul style="list-style-type: none"> <li>• Material Received Form</li> <li>• Structural Bolt Testing Results - Field</li> </ul>
<b>mill-heat-sht-plate</b>	<ul style="list-style-type: none"> <li>• Mill Certifications Heat Number Report</li> <li>• Sheet Lead</li> <li>• Plate Cutting Diagrams</li> </ul>
<b>prog-rpts</b>	<ul style="list-style-type: none"> <li>• Weekly Fabrication Progress Report QC</li> <li>• Final Fabrication Package</li> </ul>
<b>shop-erec-stor-ship-boltshop</b>	<ul style="list-style-type: none"> <li>• Shop Drawings</li> <li>• DT2333 Contractor's Cert of Shop Drawing QC</li> <li>• Storage &amp; Shipping Plan or DT2330</li> <li>• Erection Plan</li> <li>• Structural Bolt Testing Results - Shop</li> </ul>
<b>weld-ndt-coat-rfi</b>	<ul style="list-style-type: none"> <li>• Welding Procedures</li> <li>• NDT Test Results QC</li> <li>• Coating Procedures</li> <li>• RFI</li> <li>• NCR</li> <li>• Welder Qualification</li> </ul>

Table 2: Content Types

 **IMPORTANT:** (see note in page) When uploading a file, changing the *Content Type* will also change the available drop-downs and fields. To sort, filter and properly store documents, every file that is uploaded must be associated with the correct content type and its corresponding metadata (information fields). At this moment the *Content Type* default is set to *Document*. Leaving this field as *Document* will not attach the necessary metadata to the file; the uploaded file might be excluded from submittal notifications and filtering options.

 Files marked as *Other*, should include a description of the file in the *Title* space.

### Document Properties

If the wrong content type was chosen or was left as Document unintentionally:

- Click the ... next to the file name > click ... on the next window > click Properties or Edit Properties.
- The metadata field options windows will show. Edit the information fields and click Save.

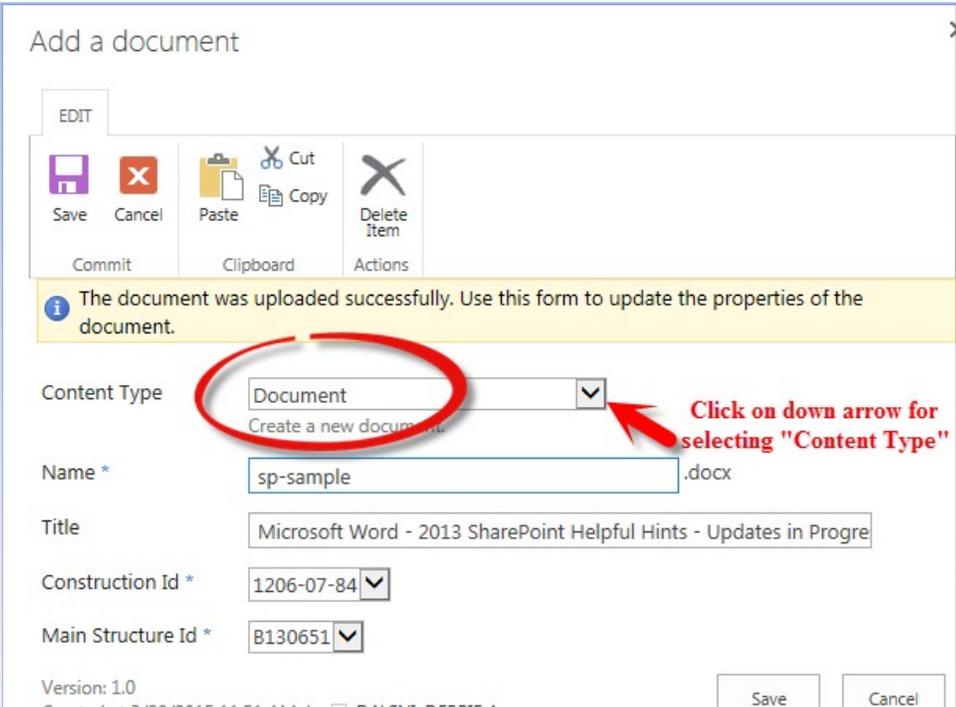


Figure 25: Change Content Type



Figure 26: Drop-down list for content type

**Available metadata by content type**

This window will appear for: Coating Procedure, Erection Plan, Heat Number Report, Material Received Form, Mills Certifications, NDT Test Results QC, Plate Cutting Diagrams, Sheet Lead, Shipping Plan, Storage Plan, Structural Bolt Testing Results Field, Structural Bolt Testing Results Shop, and Welding Procedures:

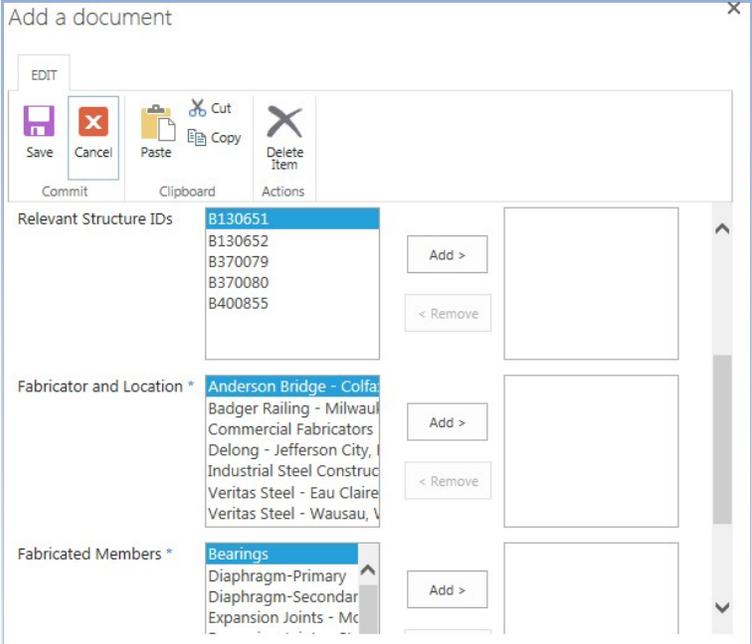


Figure 27: Metadata for Shop Drawing

In addition to the window selections above, Shop Drawing has two additional selections (Professional Engineer and Detailer Firm):

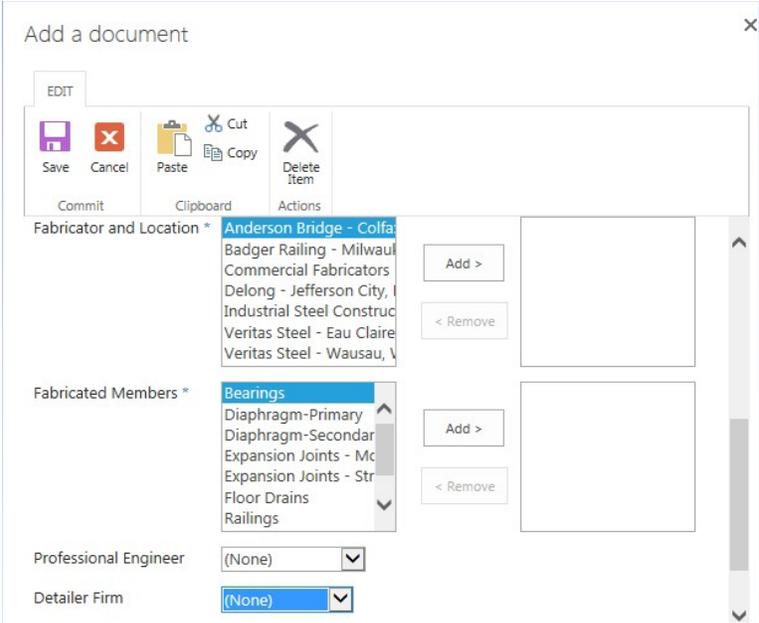


Figure 28

This window will appear for Fabrication Progress Report QC and Inspection Report QA:

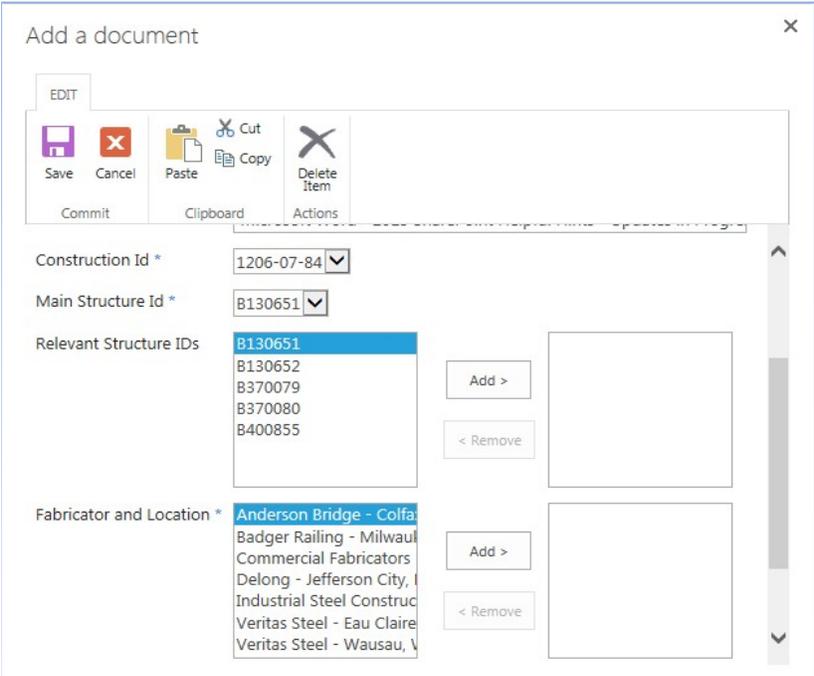


Figure 29

This window will appear for; General Admin, RFI, WisDOT Admin:

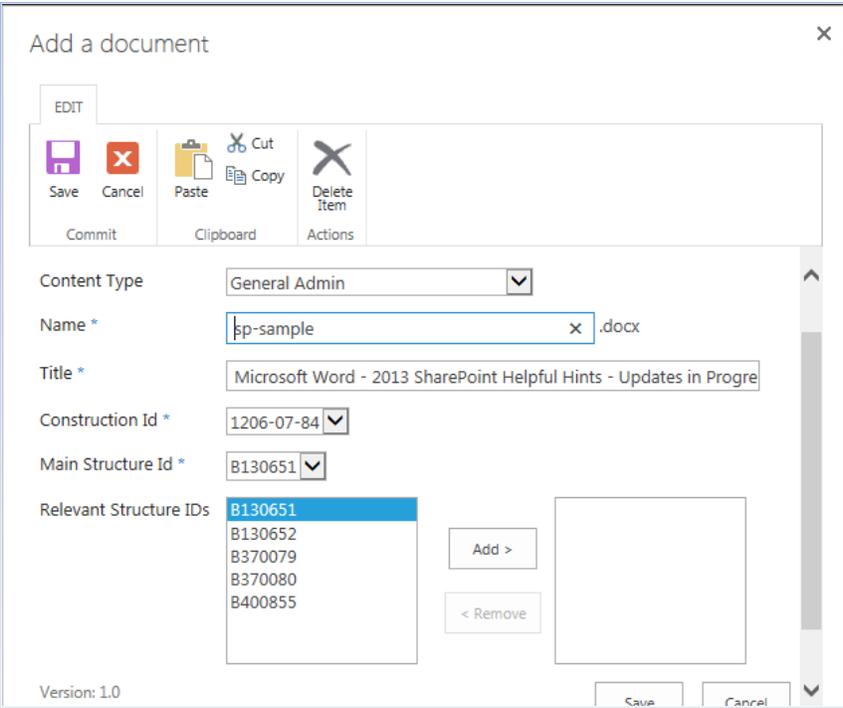


Figure 30

The selection of “Blank Doc” will have only these selections: **DO NOT USE this content type**

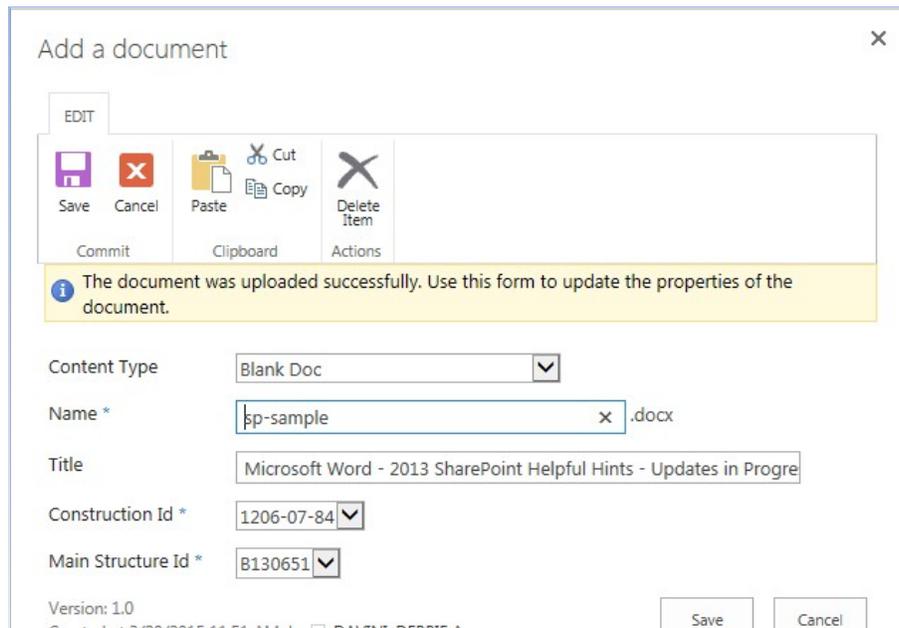


Figure 31

★ **Remember:** Selecting *Document* in the Content Type menu does not provide a window for additional metadata/properties. The *Document* selection is only a placeholder for the pull down menu. Use this menu to select the appropriate *Content Type*.

★ **Note:** If the content types listed do not fit the type of file you are submitting, use the default and describe the file in the Title field. Notify the SFU through [DOTDLStructuresFabrication@dot.wi.gov](mailto:DOTDLStructuresFabrication@dot.wi.gov) of the missing content type and included the Name of your document.

**ALL DOCUMENTS MUST INCLUDE A VERSION DATE  
AND NUMBER BEFORE UPLOADING.**

### Downloading a Document

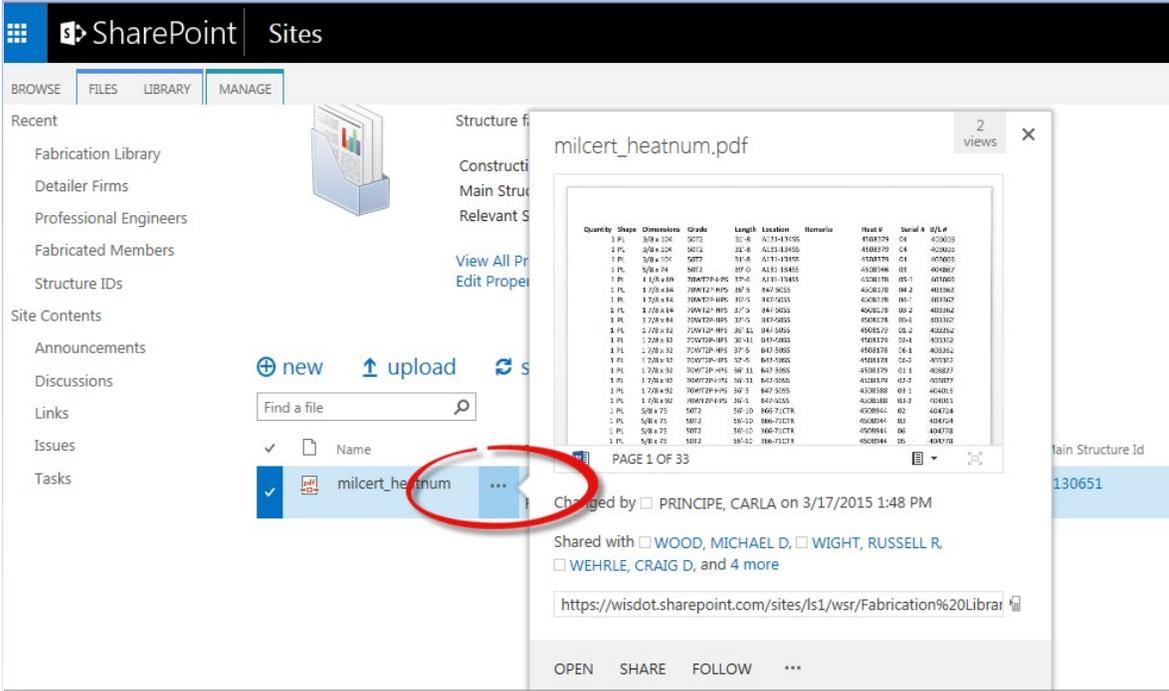


Figure 32: Select the file. Click the three dots ... next to the name of the file you wish to download

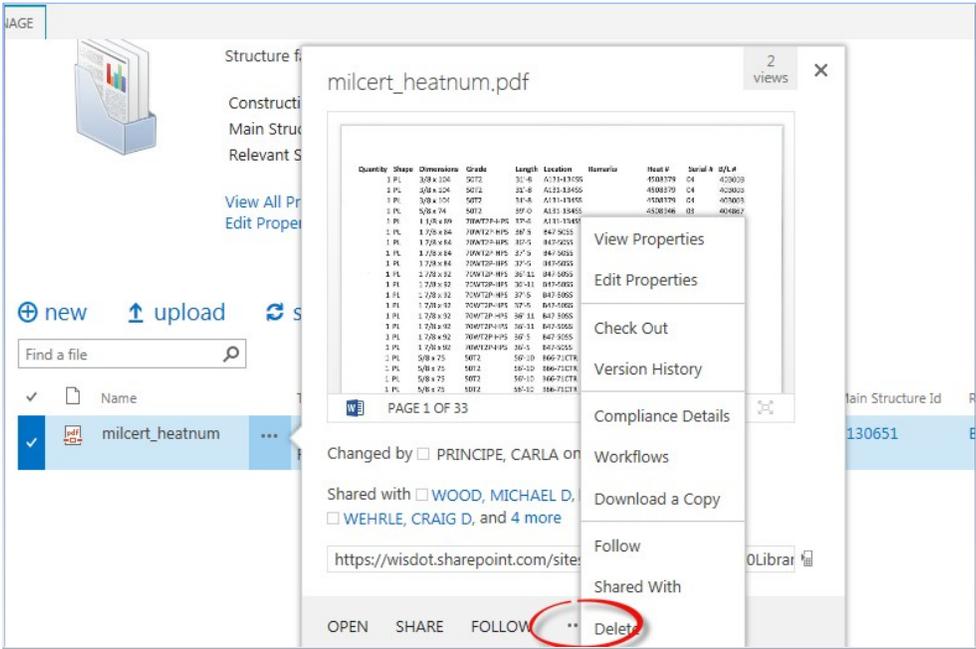


Figure 33: Click the three dots ... at the bottom of the Options menu

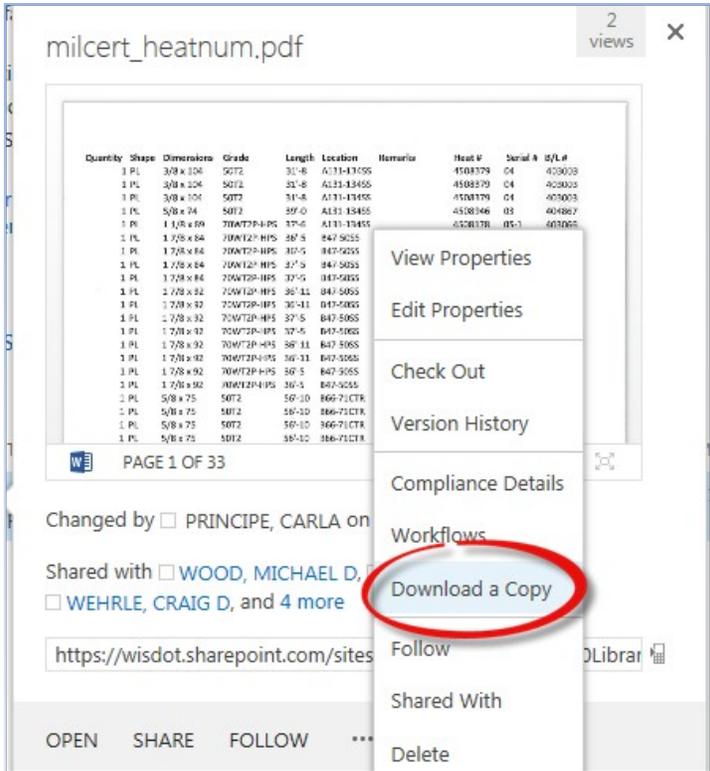


Figure 34: Select Download Copy

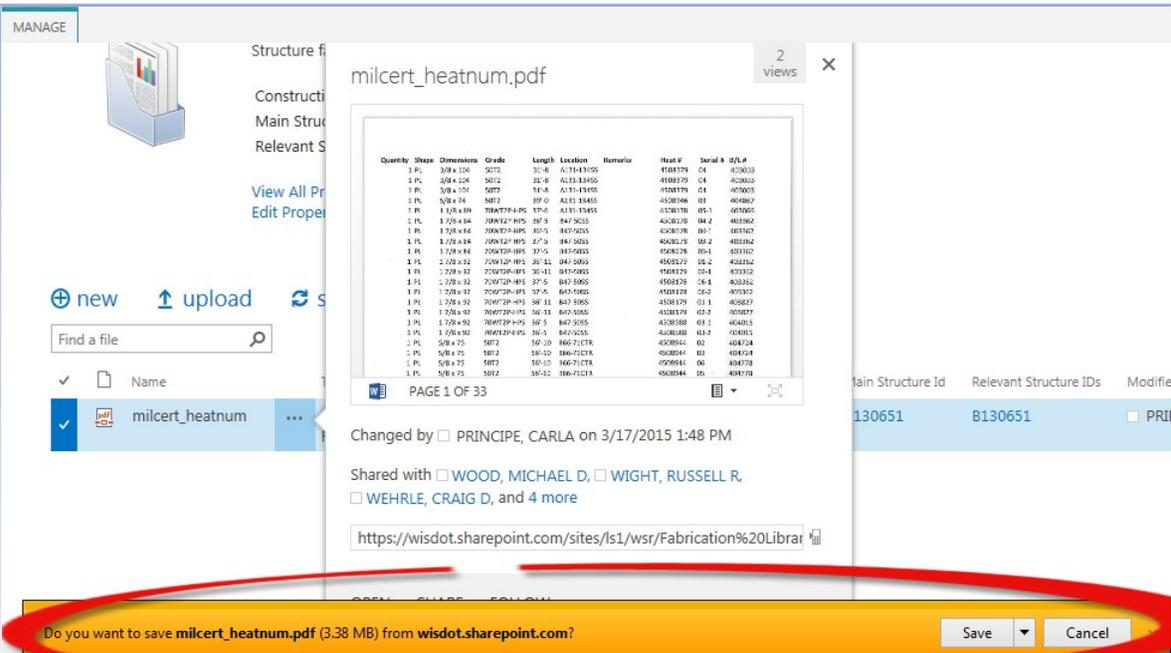


Figure 35: When prompted by the browser, select Save or Save As to save the file to your computer

## Printing a Document

1. Choose the file by clicking on the file's name
2. The file will open in the appropriate online window
3. Options: Select from the menu File > Print on your windows menu bar  
Press Ctrl + P  
On the top right side of the open document – select the “Print” icon

### Alerts

This section will be updated.

## Fabrication SharePoint Quick Sheet

### Logging in

- **Fabrication Library URL** – <https://wisdot.sharepoint.com/sites/ls1/wsr/Fabrication%20Library>

### Fabrication Library Views

There are two main view sets in the library

- *Doc Sets View* (default) – Structure Id – where to upload
- *All Files View* – can sort and filter in this view

### Steps to upload your document

In the *Structure ID -Doc Set - Folder*

**ALL DOCUMENTS MUST INCLUDE A VERSION DATE  
AND NUMBER BEFORE UPLOADING.**

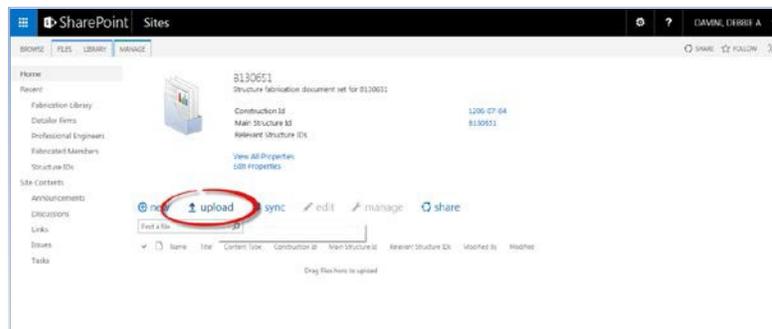


Figure 36: CLICK UPLOAD

1. Click the upload icon

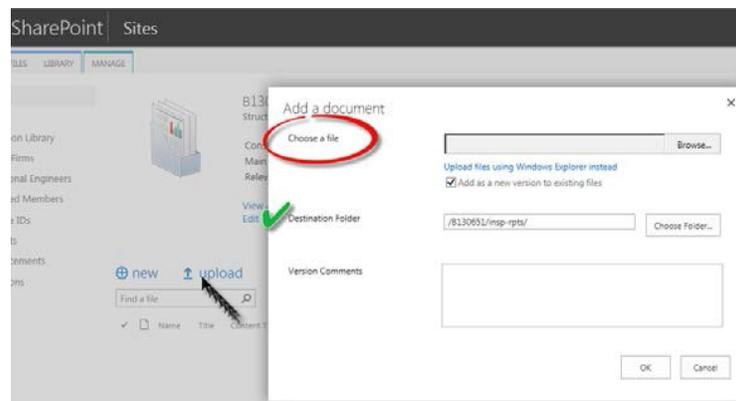


Figure 37: CHOOSE FILE > BROWSE | CHECK DESTINATION FOLDER

2. Check to make sure you are in the correct Destination Folder
3. Click on Browse to Choose a file from your documents
4. Highlight your file
5. Click *Open*
6. Add Version Comments if needed

- 7. Click **OK**
- 8. A new window will open – *Add a Document*

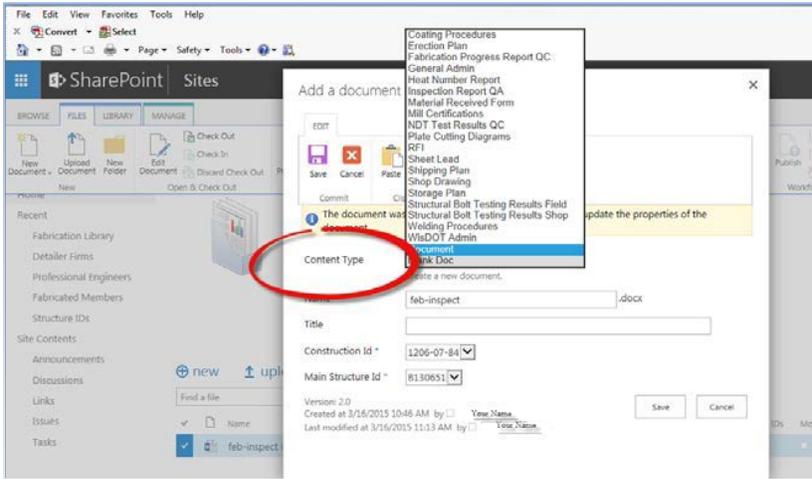


Figure 38: SELECT CONTENT TYPE

Changing the *Content Type* will change the available drop-downs and fields. To sort, filter and properly store documents, every file that is uploaded must be associated with the correct content type and its corresponding metadata (information fields). Leaving this field as *Document* will not attach the necessary metadata to the file; the uploaded file might be excluded from submittal notifications and filtering options.

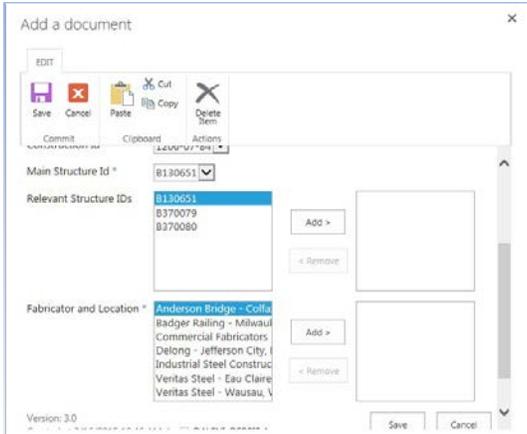


Figure 39: ADD ALL REQUIRED METADATA

- Double Click or click *Add* to move data in the left column to the right column.
  - You may select several items
- About *Relevant Structure IDs*:
  - Use only for a document that pertains to multiple structures (pick one as your *Main Structure* and the rest as *Relevant Structure IDs*) otherwise leave it blank.
  - The *Main Structure ID* field is automatically populated and should be correct if the file was uploaded into the correct *Structure ID* folder.
- Once all data has been entered, click [Check in.](#)