
USERS GUIDE

Version 1.0
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Plan Management System



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Project Objectives

The Office of Construction is seeking a cost effective alternative to hardcopy storage and retrieval as well as a cost effective alternative to scanning the as-built plan sets in-house using existing staff or with the use of additional staff. Some of the Office of Construction objectives include the following:

- Building a central repository of as-built drawings
- Improving universal access to as-built drawings – accessibility and speed of access as well as simultaneous access to the same document within a plan set
- A method of fulfilling archival standards of the Florida Department of State
- Eliminating costly hardcopy storage space
- Maximizing the full potential of all FTE's and eliminating the soft costs associated with using FDOT staff part-time to scan and index rather than to focus on more knowledge-oriented tasks that will lead to improved program performance.

As-Built Plans Processing Requirements

District Office

The District is responsible for preparation and inventory of all as-built plans sent to Image API. The as-built plans are to be processed as follows prior to mailing to Image API.

1. The plans are to be separated by Contract Number and Financial Project Number.
2. Each as-built plan should be separately bound with a:
 - a. Staple
 - b. Paper clip
 - c. Binder clip
 - d. Rubber band
3. Attach a completed Plan Coversheet to each as-built plan set.
4. Complete an Inventory Sheet for all plans to be mailed to Image API.
5. Place the plans along with the Inventory Sheet in a box or other suitable packaging. All as-built plans, from across the state, will be mailed to the Image API location in Tallahassee, Fl.

Image API, Inc.

2002 Old St. Augustine Road, BLDG. D
Tallahassee, FL 32301
Phone = 850-222-1400
Fax = 850-656-6975.

Image API, Inc.

Image API will provide the services for all processing requirements to include the following:

- Prep the documents for scanning to include:
 - Removing staples and clips
 - Inserting section bar code separator sheets at the plan set level
 - Inserting document bar code separator sheets at the document level
 - Straightening bent corners
 - Repairing tears
- Scan at 300 DPI as TIF files in accordance with ANSI standards and AIIM standards and the standards of the Florida Department of State for archiving digital images
- Index the plans by data, entering indexing information in accordance with the Department's requirements. Initial requirements have been identified as follows:

Primary Index

Each document will have a Primary Index, Financial Project Number.

The Financial Project Number will be matched against a Department supplied database. If a match is found, the following data elements will be imported:

- Contract Number
- Project Description
- Road Number
- County Section
- Milepost Begin
- Milepost End
- Letting Date

Secondary Index (Document Type)

There are 10 different document types. Each page in the plan set will be associated with one of the following document types:

1. Architectural Plans
2. Landscape Plans
3. Lighting Plans
4. Miscellaneous Structures Plans
5. Permanent Traffic Monitor Plans
6. Roadway Plans
7. Signalization Plans
8. Signing & Pavement Marking Plans
9. Utility Plans
10. Structures*

Sub-Document Type (Structures) NO LONGER UTILIZED

For document type Structure, a minimum of 2 additional index elements will be provided.

- Bridge Number (Structure ID) – this index element for every document type. A document may have more than one Structure ID.
- Structure Type (Sheet Type) – this data element is only entered for pages whose document type is Structure. The following 25 Structure Types have been defined:
 1. Beam Sheets
 2. Bridge Hydraulic Recommendation Sheet
 3. Common Bridge Sheets for Multi-Bridge Projects
 4. Detour Bridge Details
 5. Detour Bridge Plan and Elevation
 6. End Bent Details
 7. Existing Bridge Sheets
 8. Finish Grade Elevations
 9. Foundation Layout
 10. Framing Plan
 11. General Notes, Index of Bridge Sheets, Bid Item Notes
 12. Intermediate Bents or Piers
 13. Key Sheet
 14. Miscellaneous Details
 15. Movable Bridge – Electrical
 16. Movable Bridge – Mechanical
 17. Movable Bridge – Structural
 18. Plan and Elevation
 19. Reinforcing Bar List
 20. Report of Core Boring
 21. Retaining Wall Sheet
 22. Standard Drawings
 23. Substructure
 24. Summary of Quantities
 25. Superstructure Sheets

Image API will also provide the following quality assurance services:

- Quality Assure the images and indexes to ensure standard 99% accuracy.
- Post the images and indexes within 10 business days.
- Provide access to an Internet-based application through the agency Intranet. Image API will enable authorized staff to research any document using one or multiple index and sub-index elements listed above and to view the retrieved documents instantly. The application will provide multiple options to the user including the ability to zoom or magnify a section of a drawing, and to print the entire document, a single page, or a selected area of a page.
- Correct any indexing deficiency brought to attention within 5 business days.
- Dispose of documents if a Records Disposition Request (Form 050-020-06) is properly completed and attached with the Inventory sheets for the plan sets.

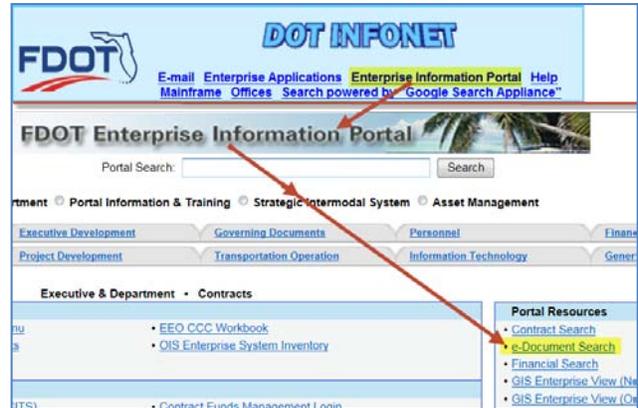
E-Documents Search from Enterprise Information Portal As-Built Plans

The E-Documents viewer is a good way to find as-built plans without having to log-in to OpenText to view the files. Use the hyperlink below to access the E-Document Viewer:

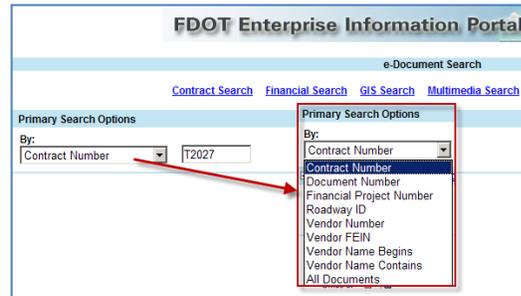
<http://webapp01.dot.state.fl.us/EnterpriseInformationAssets/FDOTEnterpriseSearch/eDocument/EDocSearch.aspx>

To access E-Docs viewer from the Infonet, follow the steps shown below:

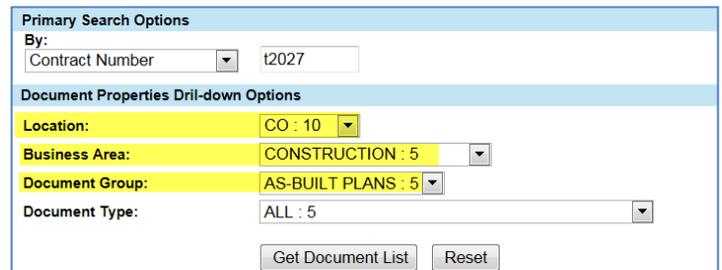
1. From Infonet, select Enterprise Information Portal.
2. Select E-Document Search from the right-hand Portal Resources menu.



From the E-Documents Viewer, you can search by multiple options, including Contract and Financial Project Number.



After entering the primary search option, click Go. The list of number of documents available will be returned, and the user will be able to choose several additional criteria to help filter the results.



All As-Built Plans can be located under the **CO Location**, within the **Construction Business Area**, under the **Document Group** of **As-built Plans**.

Once the selections are completed, click Get Document List and the results (including the description) will be displayed. Users can view the document or download a copy of the entire document and then save it to a place of their choosing. We recommend using the Download option, as it is easier to view multiple page documents.

An Excel document is also created based on the Search Criteria entered during the search. Click the Export Document List to Excel hyperlink to open the file and use the columns to sort/filter the results to assist with finding specific documents.

Primary Search Criteria		Contract Number = T2027						
Location:	CO	Business Area:	CONSTRUCTION					
Document Group:	AS-BUILT PLANS	Document Type:	ALL					
Modify Current Search		Go to the Search Page						
Documents 1 - 5 of 5								
Document #	Document Type	Document Name	Document Description	Contract #	Project #	Size (kb)	Download	View
919936	ROADWAY PLANS	SR 26 RESURFACING SR 26A WEST NORTH/SOUTH DRIVE		T2027	20781715201	17586		
919937	SIGNING AND PAVEMENT MARKING PLANS	SR 26 RESURFACING SR 26A WEST NORTH/SOUTH DRIVE		T2027	20781715201	1502		
919938	SIGNALIZATION PLANS	SR 26 RESURFACING SR 26A WEST NORTH/SOUTH DRIVE		T2027	20781715201	1645		
1128941	SHOP DRAWINGS	SR 26 RESURFACING SR 26A WEST NORTH/SOUTH DRIVE		T2027	20781715201	16168		
919939	LANDSCAPING PLANS	SR 28 LANDSCAPING SR 26A WEST NORTH/SOUTH DRIVE		T2027	20781725201	1490		

FLORIDA DEPARTMENT OF TRANSPORTATION

OFFICE OF CONSTRUCTION

AS-BUILT PLANS COVERSHEET

COMPLETED BY THE DISTRICT OFFICE

CONTRACT NUMBER: _____

FINANCIAL PROJECT NUMBER: _____

NUMBER OF SHEETS IN SET: _____

COMMENTS

FLORIDA DEPARTMENT OF TRANSPORTATION

OFFICE OF CONSTRUCTION

AS-BUILT PLANS INVENTORY SHEET

COMPLETED BY THE DISTRICT OFFICE

DISTRICT:	1	2	3	4	5	6	7	8	
CONTACT NAME:	_____					PHONE:	_____		
EMAIL:	_____					DATE SENT:	_____		
<input type="checkbox"/> BACK FILE						<input type="checkbox"/> CURRENT			

CONTRACT #	FINANCIAL PROJECT #	# OF SHEETS	BOX #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

COMPLETED BY IMAGE API, INC

DATE RECEIVED BY IMAGE API, INC.:	_____	BATCH ID:	_____
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