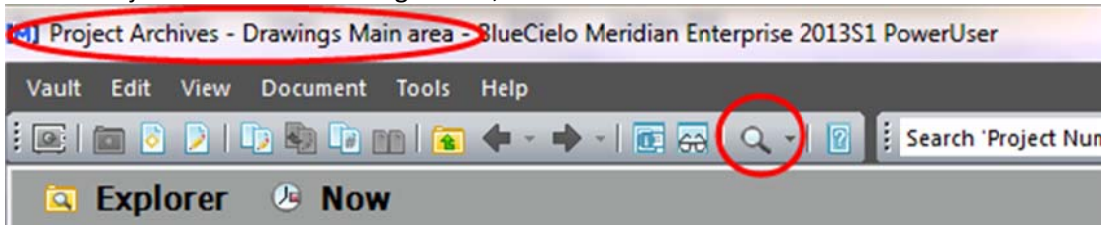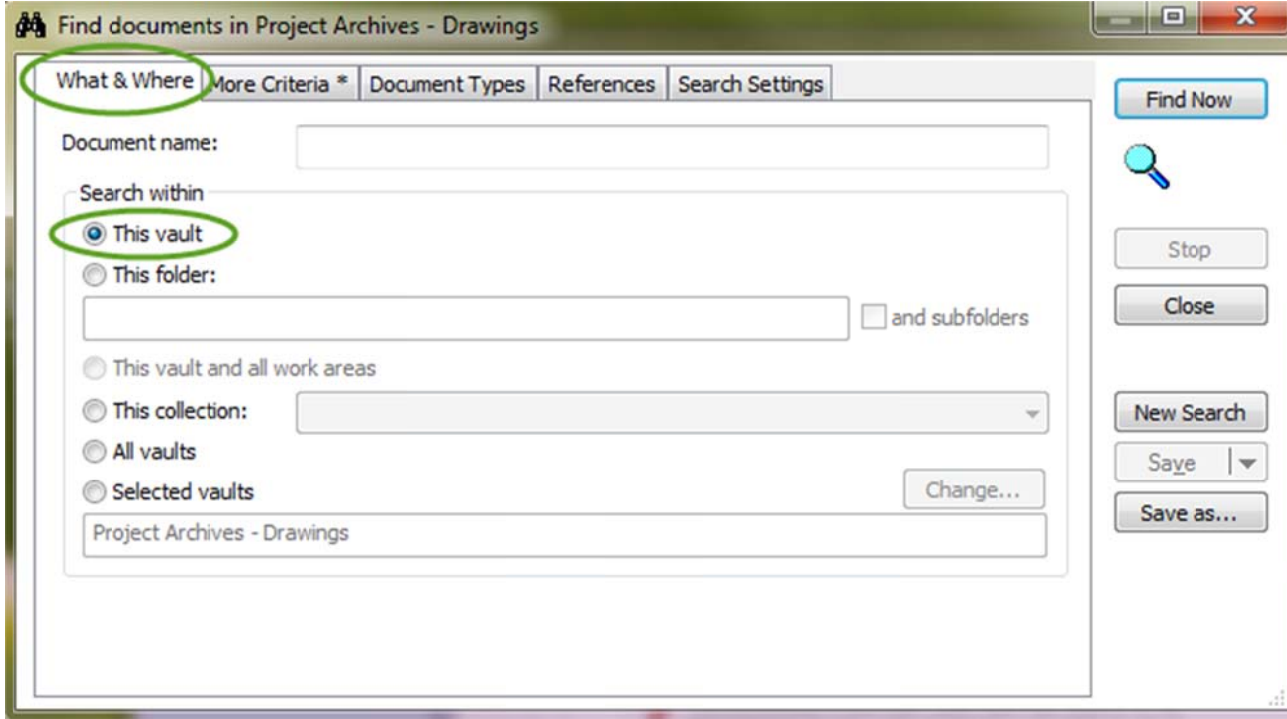# As-Built Drawing Request

1. Create the **Advanced Search Templates** if you don't already have them. If you do, skip to step 2.
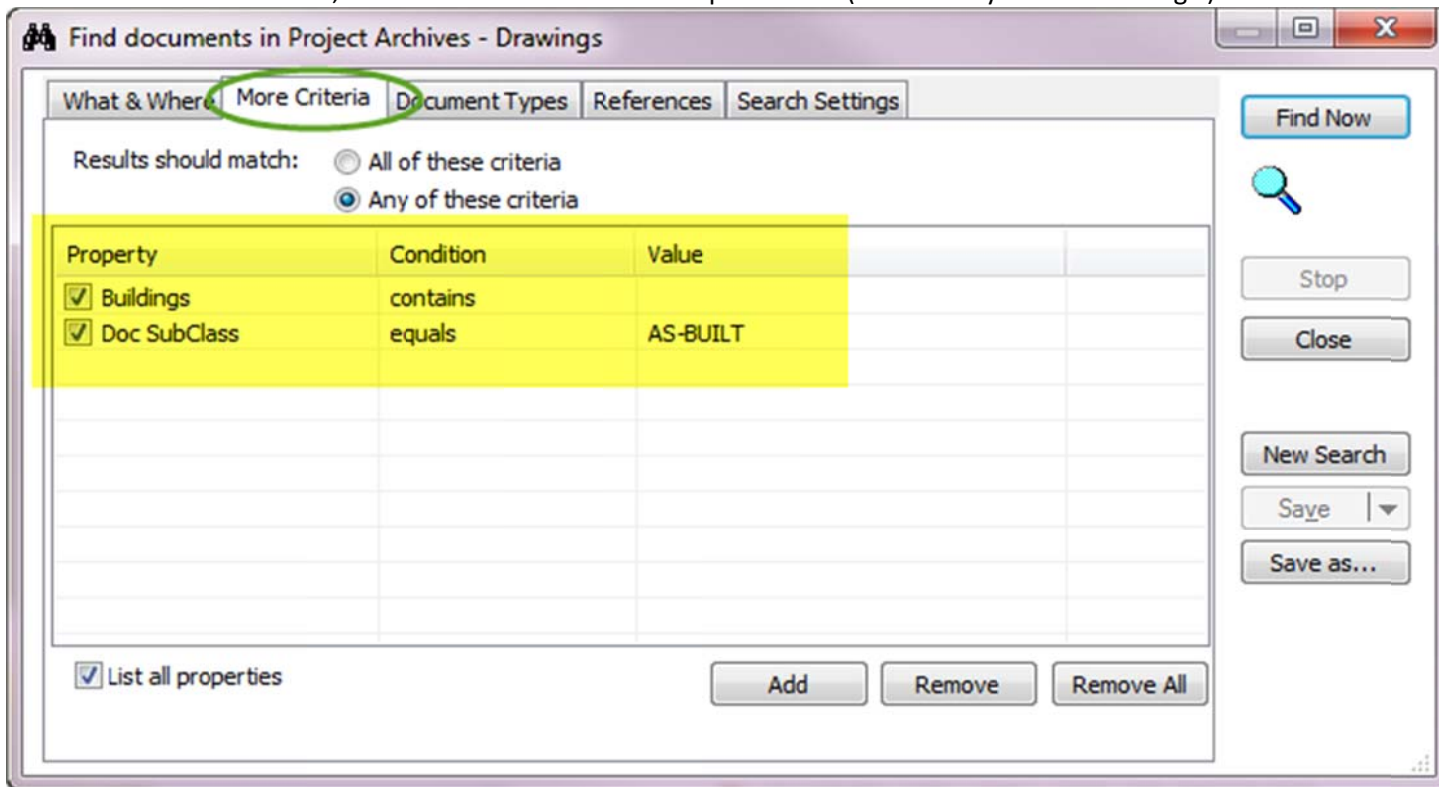
   a. In the 'Project Archives – Drawings' vault, click on 'Advanced Search'
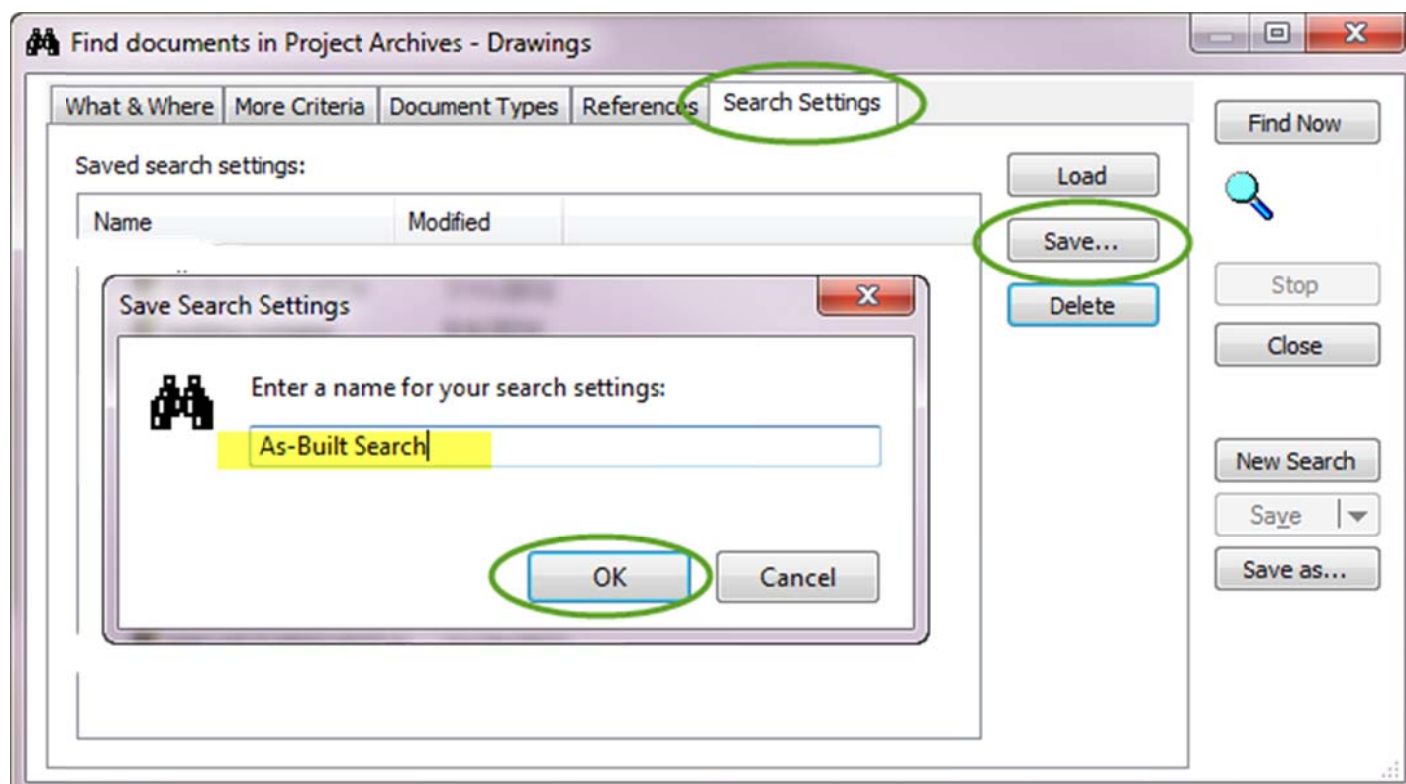

   b. Make sure the 'What & Where' tab is set to search within 'This vault'.

   c. On the 'More Criteria' tab, add the following properties, conditions and values:
   To add information, click within the cell for the drop down list (make sure you use 'Buildings')

   d. Open the 'Search Settings' tab and click 'Save…', then name it 'As-Built Search' and click 'OK'.

e. On the 'More Criteria' tab, add the following properties, conditions and values:
   To add information, click within the cell for the drop down list (make sure you use 'Buildings')
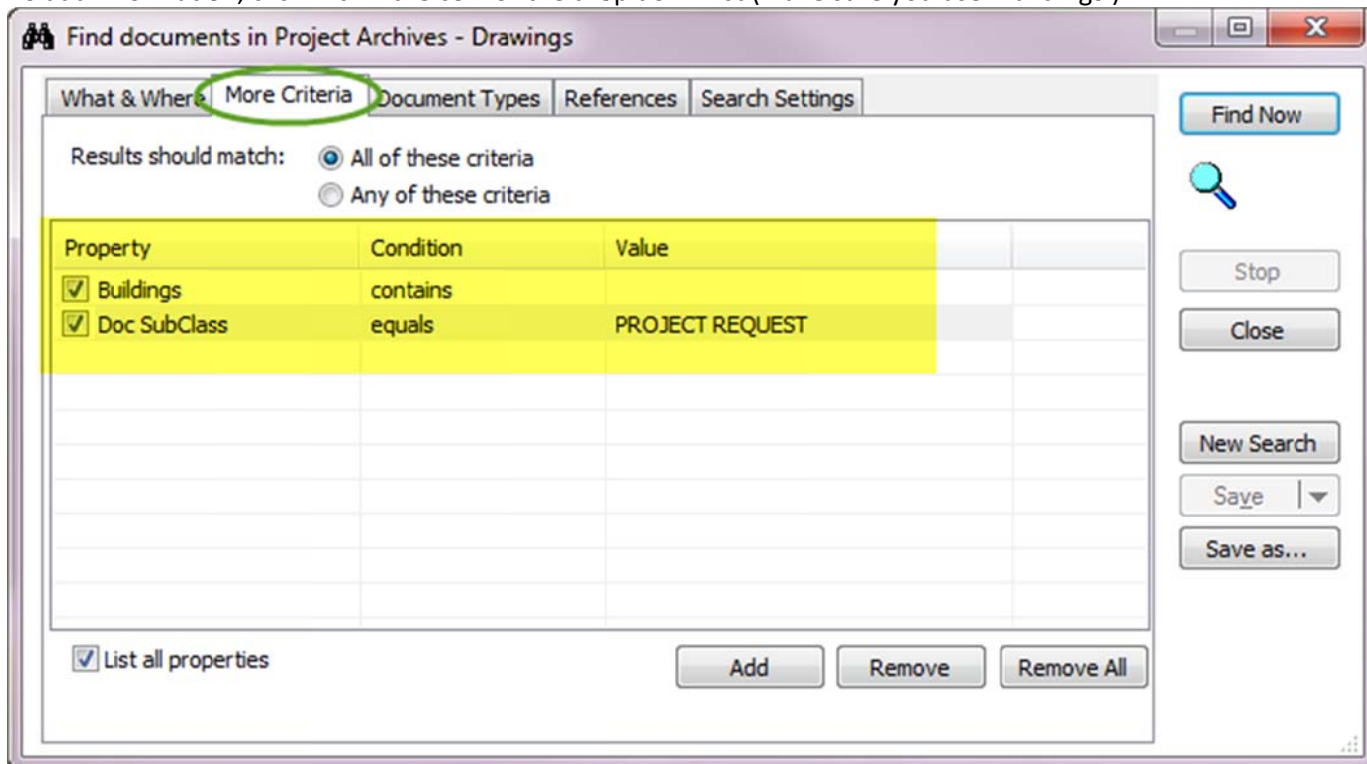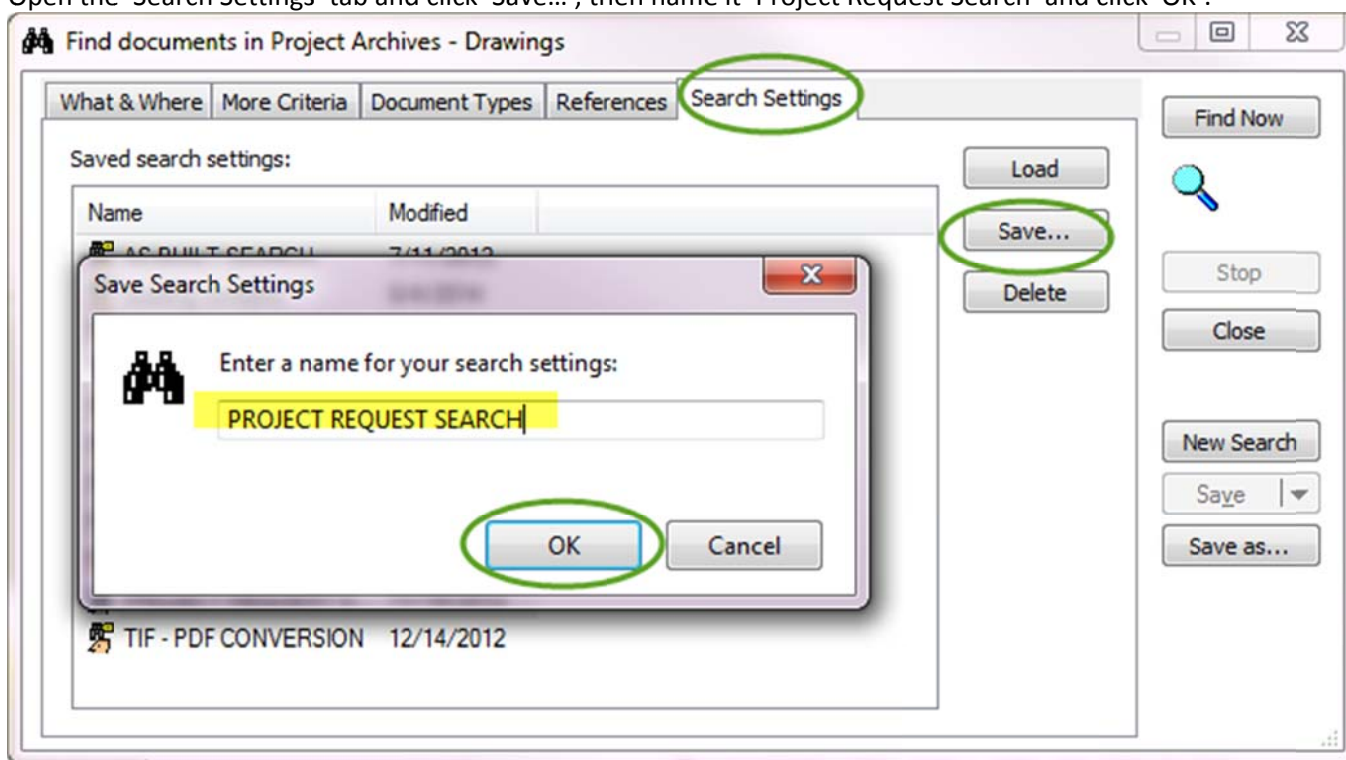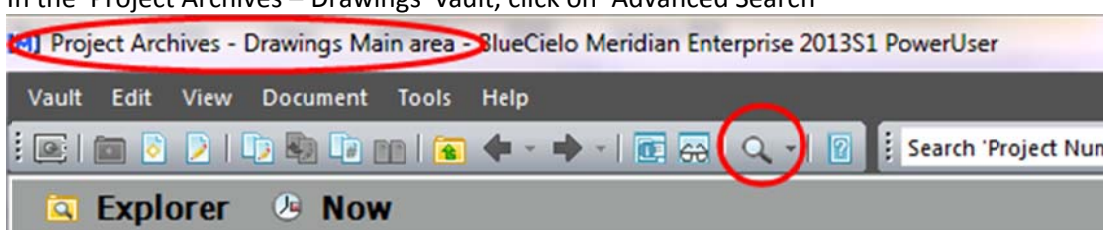

f. Open the 'Search Settings' tab and click 'Save…', then name it 'Project Request Search' and click 'OK'.
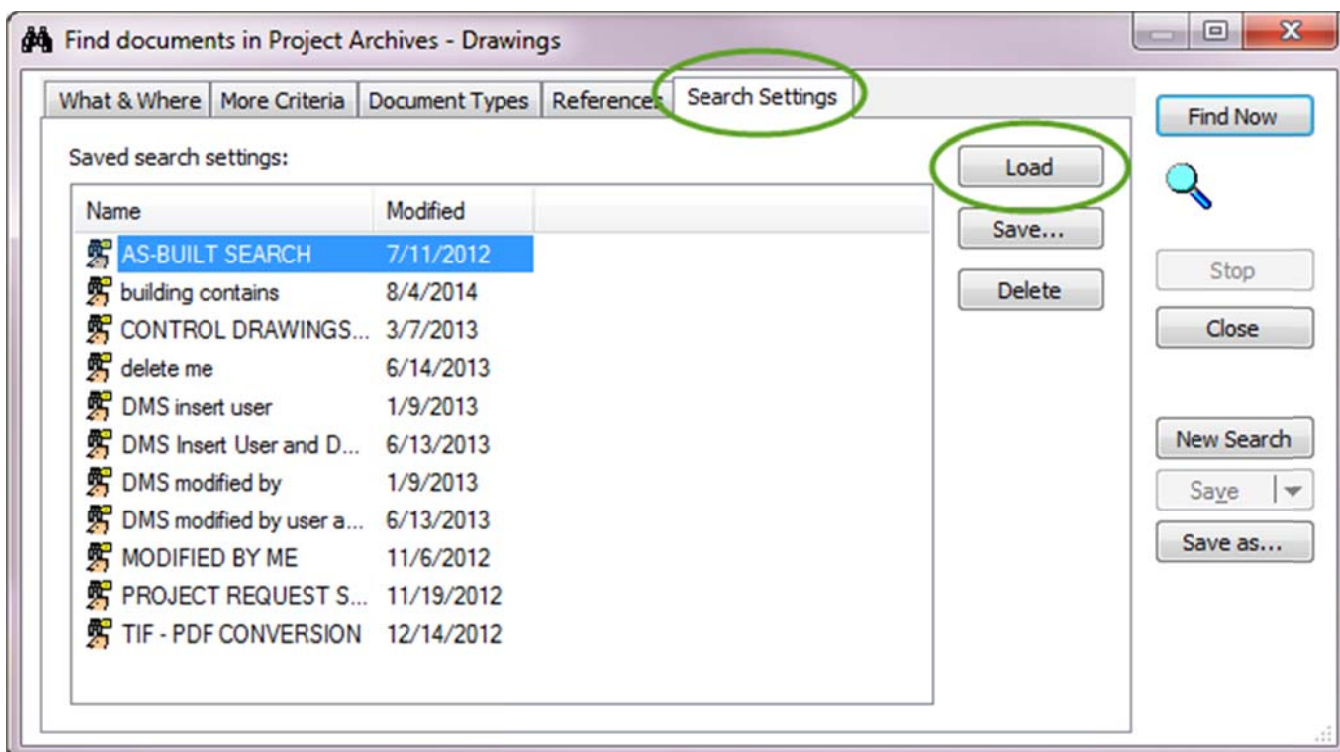

Now that your templates are set up, whenever someone asks for a disk of all the as-builts, use the following steps to create the disk.

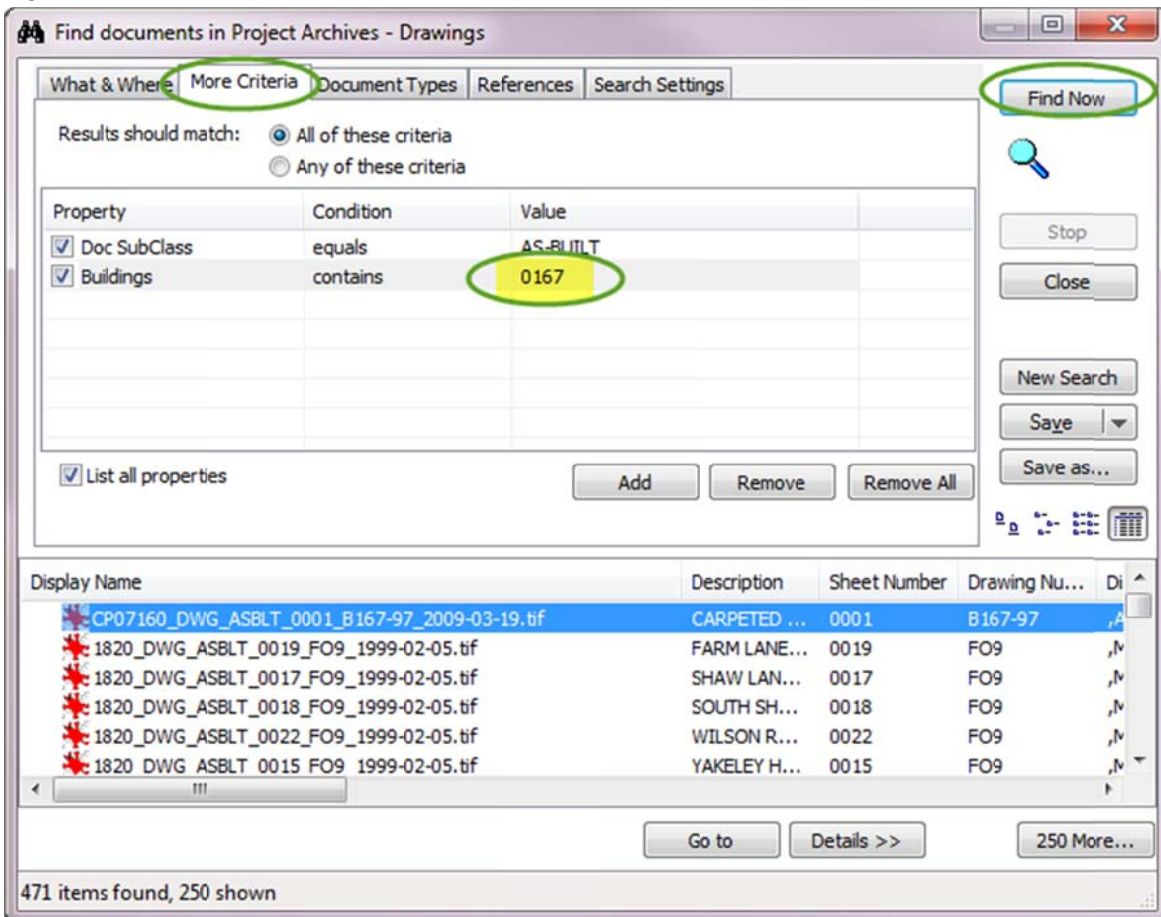2. In the 'Project Archives – Drawings' vault, click on 'Advanced Search'

3. Open the 'Search Settings' tab, select 'As-Built Search' and click Load.
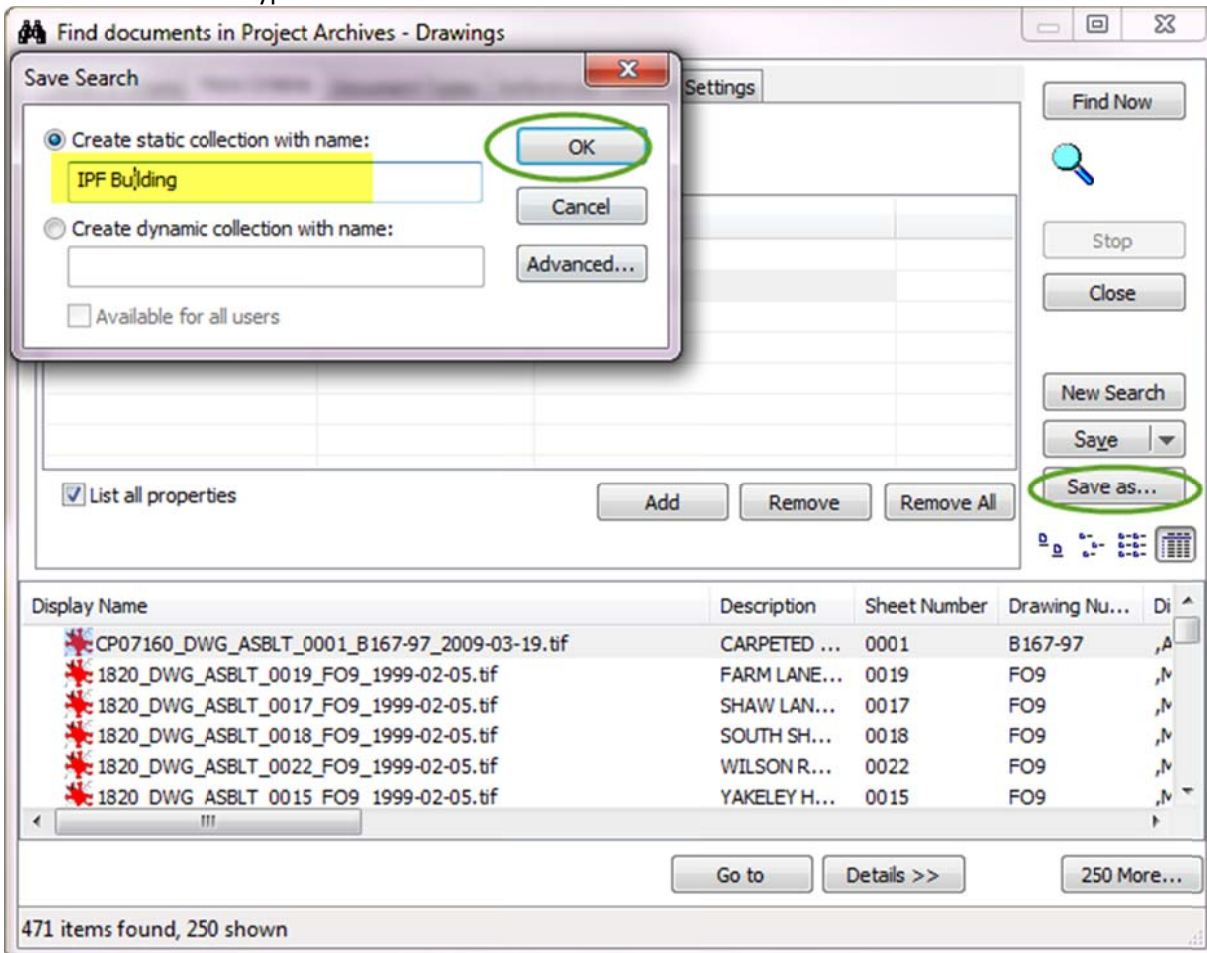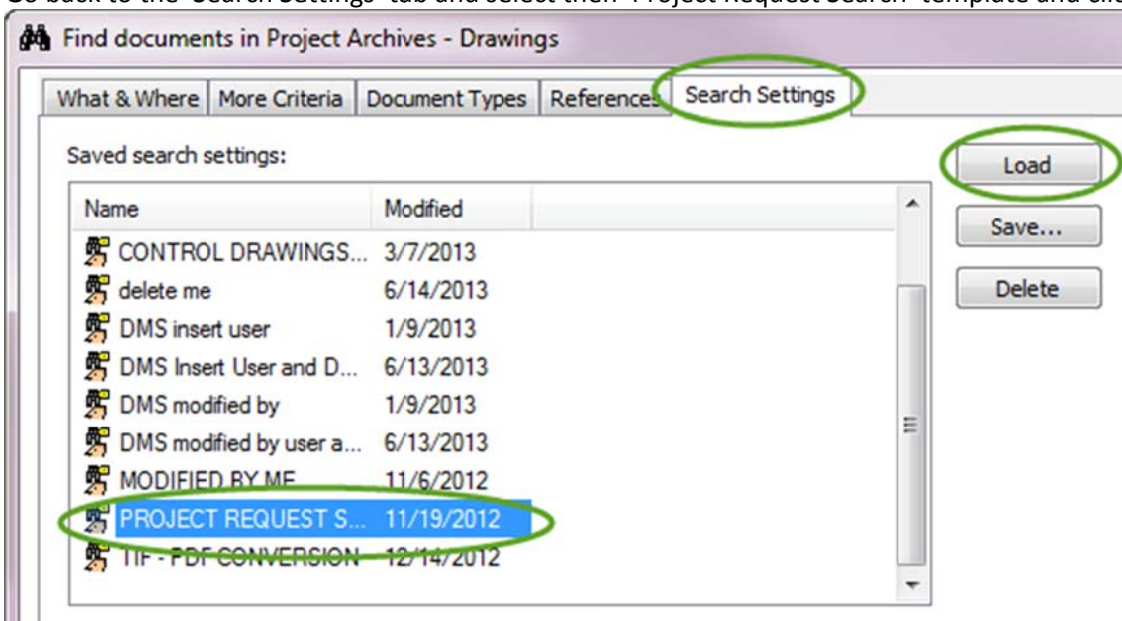
As-Built Drawing Request

4. Open the 'More Criteria' tab and fill in the building number of the request (make sure to pad number with zeroes to make it four digits), then click 'Find Now'.

5. Click 'Save as…' and type a name in the 'Create static collection with name:' field. Then click OK.
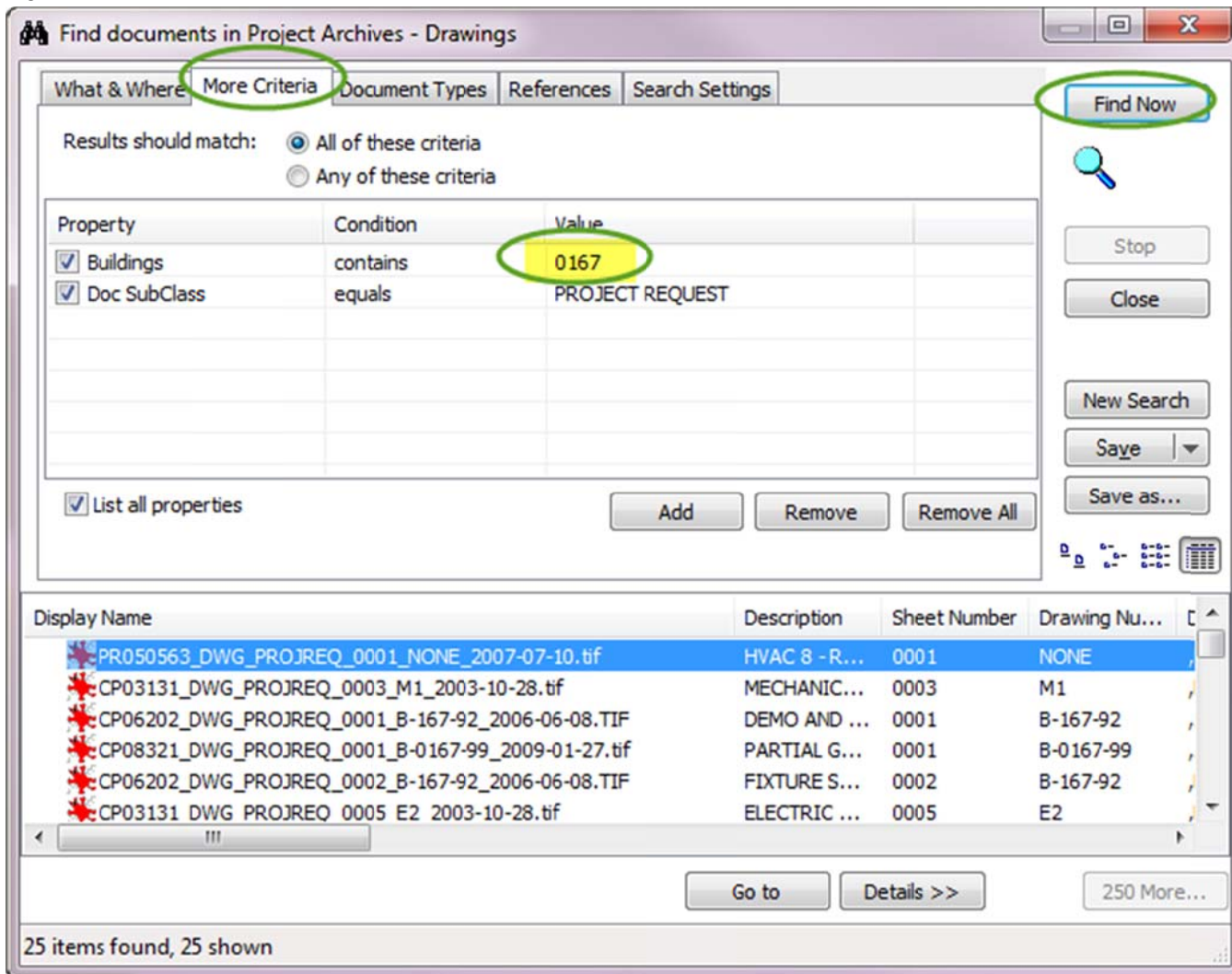

6. Go back to the 'Search Settings' tab and select then 'Project Request Search' template and click on 'Load'.
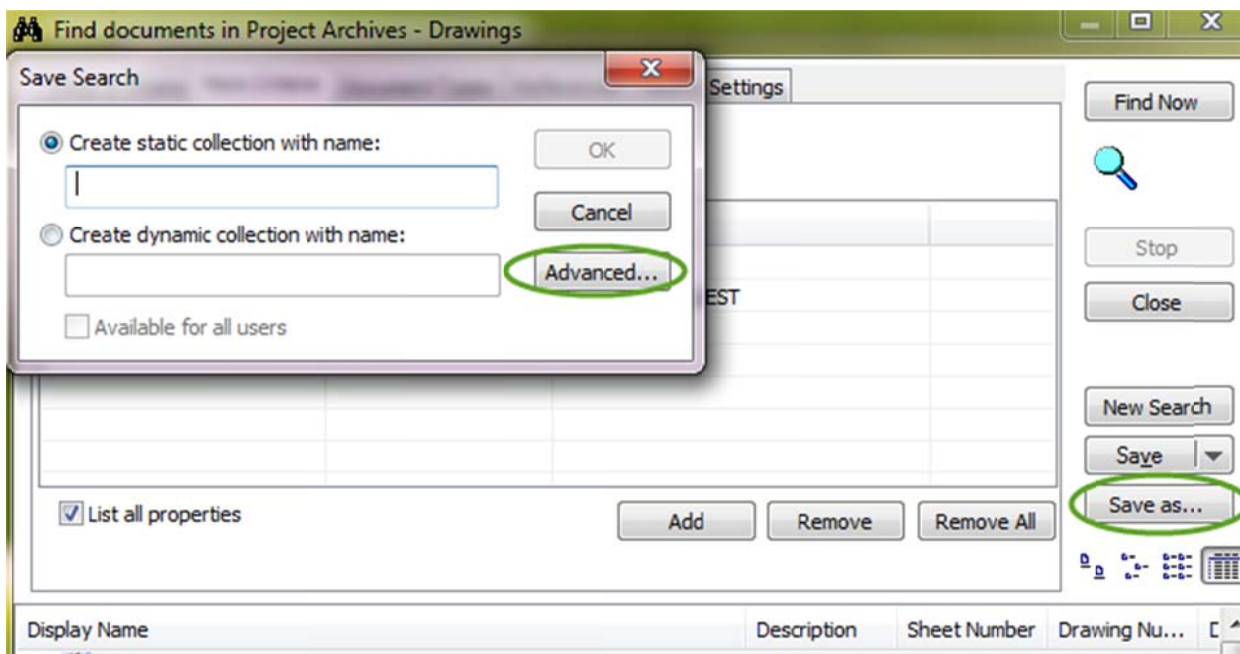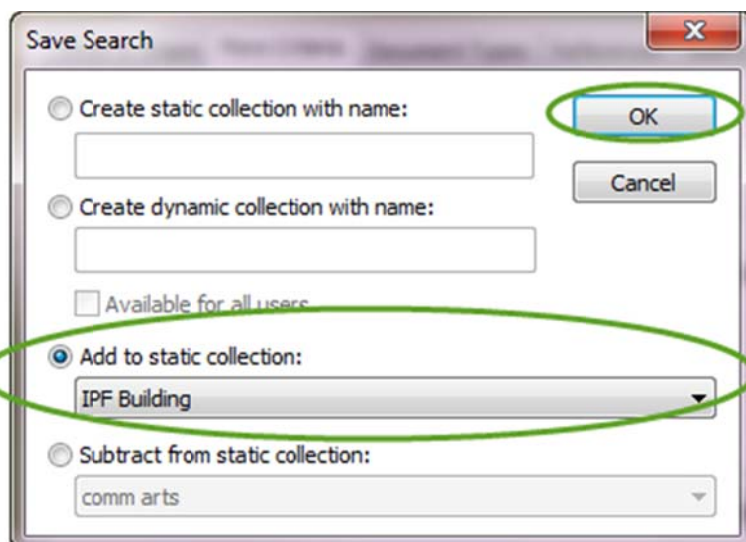
As-Built Drawing Request

7. Open the 'More Criteria' tab and fill in the building number of the request (make sure to pad number with zeroes to make it four digits), then click 'Find Now'.
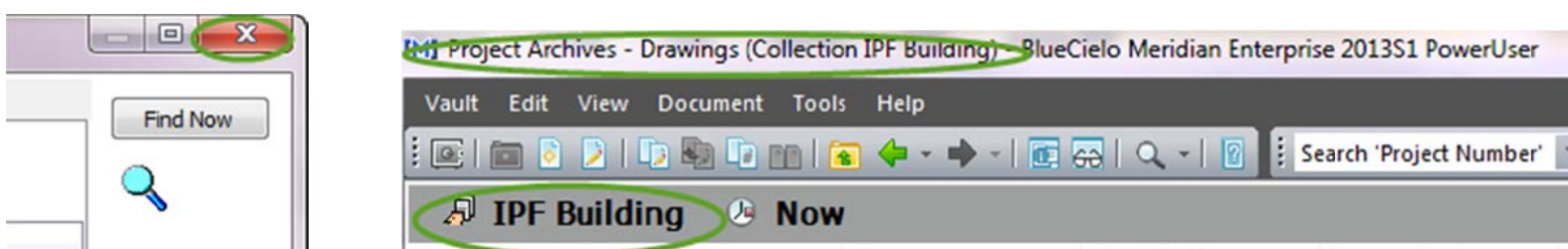

8. Click 'Save as…' then click the 'Advanced…' button.

Then select 'Add to static collection:' and find the collection you just created for the As-Builts.
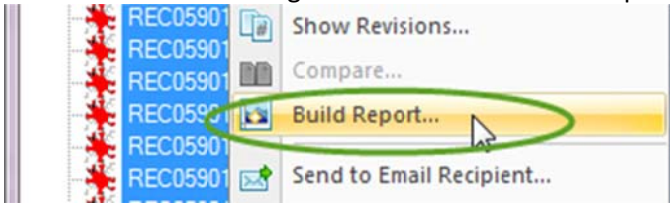

9. Now close the search. The collection will automatically open in Meridian.
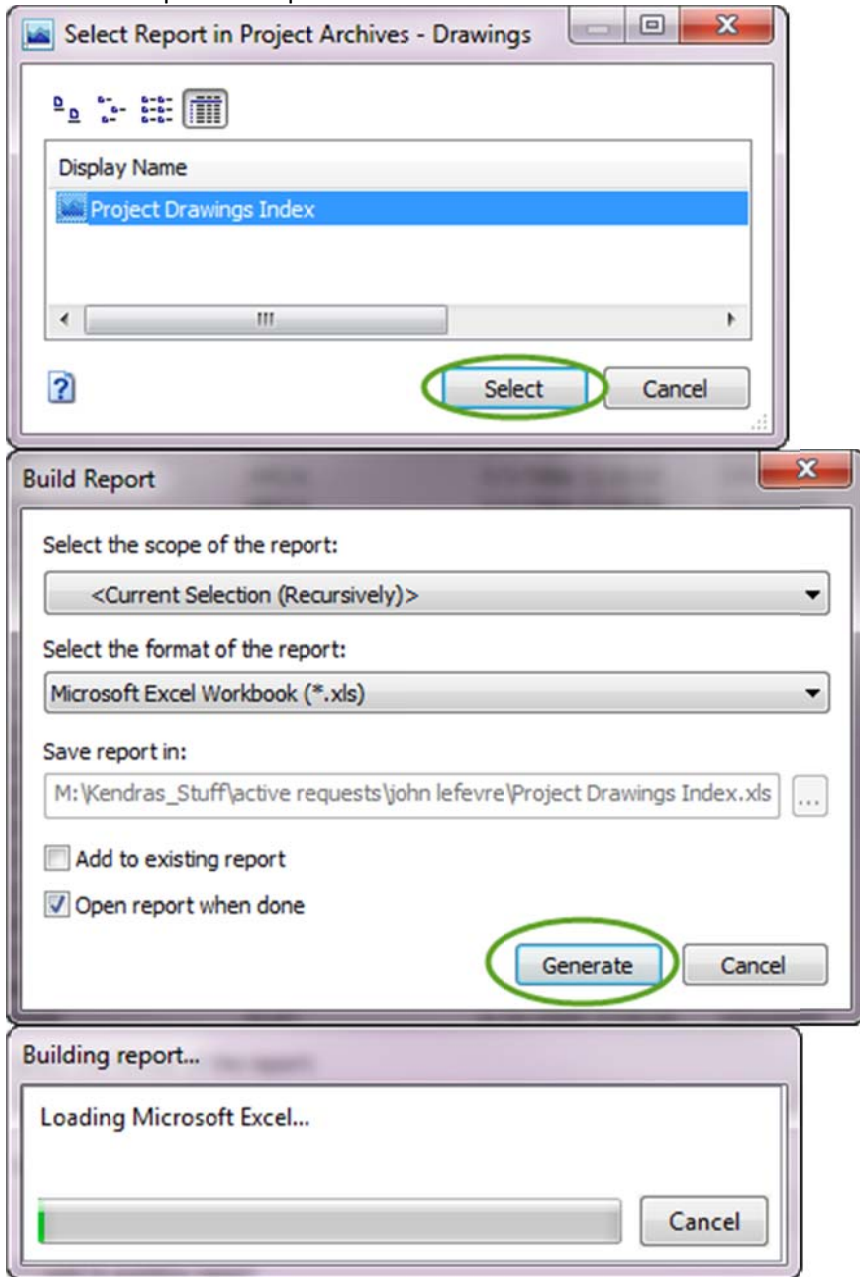
As-Built Drawing Request

Now create the Index and copy the files out to a folder to burn to a disk.
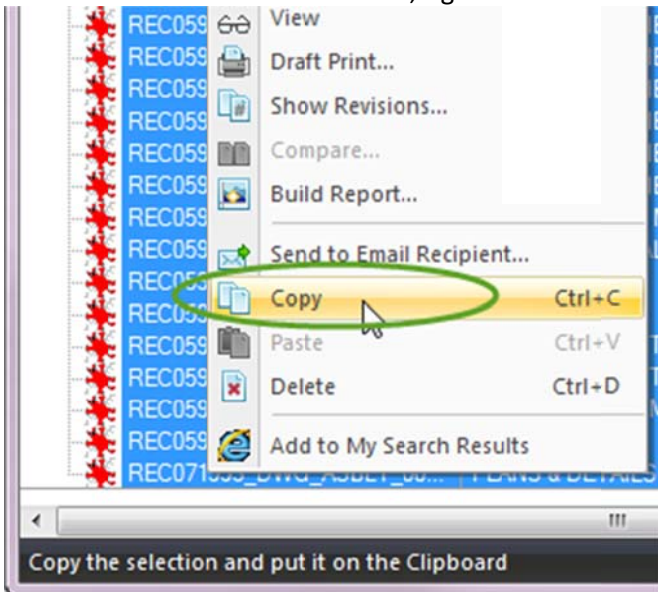
10. Select all the files and right click and select 'Build Report'

11. Click 'Select', then click 'Generate', the report will open in excel. Save it in the folder where you will be saving the files and name it: **~index**. This way it will show up at the top of the list.

12. Now with all the files still selected, right-click and select 'Copy', then paste them into the folder you created.

This may take a minute if there are a lot of files, also, if there are over 1000 files, you may have to copy them in smaller chunks

13. Now grab a disk from Kendra's office and burn the files to a disk.