

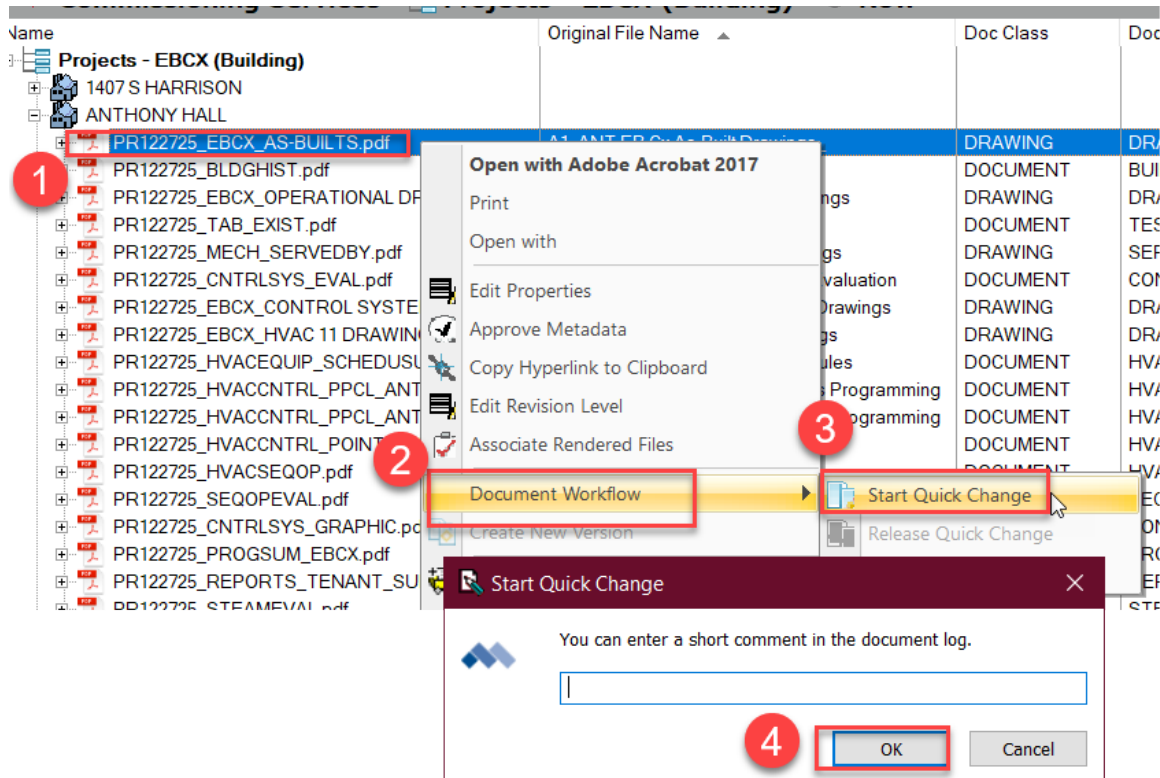


Purpose

Instructions for CXs to modify the EBCX files in Meridian Active Projects. To modify the files means to replace the document content with a new file, or in some cases open and modify the current document, save it and close it.

Procedure

1. Find the file in Meridian then **right-click** on it
2. Select **Document Workflow**
3. Select **Start Quick Change**
4. Click **OK**



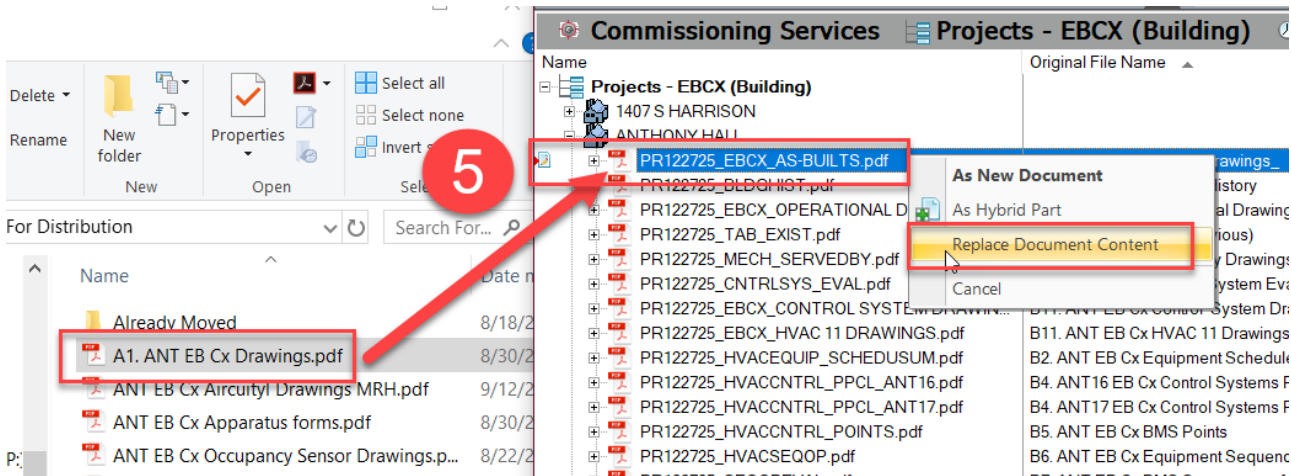
Now the file is ready to be “modified”.



PR122725_EBCX_AS-BUILTS.pdf
PR122725_BLDGHIST.pdf

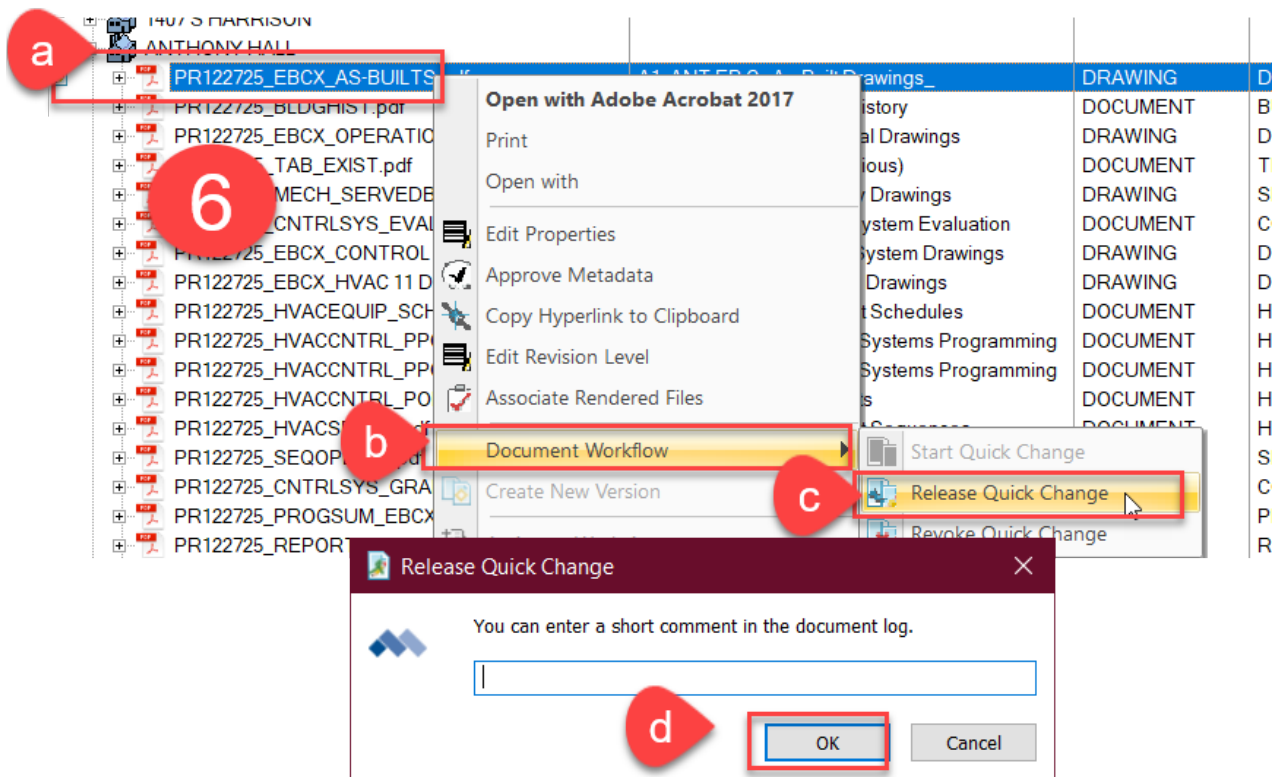
A1. ANT EB Cx As-Built Drawings_
A2. ANT EB Cx Building History

5. Drag the new file into that will be replacing the old file and drop it **directly on top** of the file already in Meridian.



It won't seem like anything happened, but once you release the file (next step), the new file will be there instead of the old file.

6. Release the Document into Meridian.
 - a. **Right-click** on the file
 - b. Select **Document Workflow**
 - c. Select **Release Quick Change**
 - d. Hit **OK**



Revision History and Owner of Document

Created: May 2020

Updated: September 22, 2021

FIS Support | fissupport@ipf.msu.edu | 517-353-3434