

Searching Hints:

Here are some of the helpful hints to remember when searching through the Meridian (EDMS).

- **Microfilm (16 mm):**
 - From 1855 – 2003, all project related documents and drawings were microfilmed.
 - Most project documents & 8.5x11 shop drawings from this time frame are NOT in the EDMS.
 - They have been converted to digital and the FIS staff can access them.
- **Electronic Document Management Software (EDMS) introduced:**
 - We started scanning projects into the EDMS in 2003.
 - Any project from 2003 - 2009 (before Unifier) that is 'closed' in FAMIS has been scanned and added into the Meridian Project Archives vaults.
 - If the project is not closed in FAMIS, any hard copies will be with the Project Team, in the Administrative Support Office files or in the IPF Archives room until the project closes and they are sorted and scanned.
 - Unifier (Project Management Software) was implemented in 2009.
 - If the project happened in Unifier, the information will be copied into Meridian Archives as the business process records are closed and will also remain in Unifier.
 - Staging Vault – As the files are copied from Unifier, they are added to the Staging Vault in Meridian. They are filed under the project. Little information is filled in at this point. As it is filled in, the files will move to the appropriate Meridian archive vault.
- **Project Source:**
 - There are 4 types of project sources in the Meridian project database. Projects are created hierarchically, meaning the If there is a PR or WO that rolls up to a CP, only the CP will be in the project database.
 - **CAPITAL** – (CP000000)
 - 2003 – Present Day.
 - Projects are automatically created in Meridian upon creation in FAMIS.
 - **PROJECT REQUEST** – (PR000000)
 - 2002 – Present Day
 - Projects are created in Meridian under the following circumstances:
 - FIS receives documents to add to the system.
 - Project Services project closeout process.
 - Interior Design or Landscape Architect project running through PDC.
 - **WORK ORDER** – (WO000000 or W0000000)
 - 2002 – Present Day.
 - Projects are created in Meridian under the following circumstances:
 - FIS receives documents to add to the system.
 - Preventive Maintenance or Project Services project closeout process.
 - **LEGACY** – (0000 or REC000000)
 - 1975 – 2003 - Card numbers (0000)
 - 4 digit numbers assigned to projects.
 - They were rolled over and re-used.
 - 1855-1975 - there were no project numbers. (REC000000)
 - We created unique REC project numbers.
- **Equipment and Materials:**
 - If there is an Equipment ID in FAMIS, we are trying to link the documents in the EDMS to that Equipment ID.
 - Information from the Equipment ID record in FAMIS is being synched with the information in Meridian to ensure the data is correctly indexed.
- **Drawings:**
 - Project drawing disciplines may be indexed incorrectly.
 - Site, civil, landscape may be indexed under architectural. This is being corrected as we find them.
 - As-Builts are added to the EDMS as single PDF/a files. Any other drawing set is added as a multi-page PDF/a file.
- **Campus Park and Planning Files:**
 - The CPP documents are being stored hard-copy in the FIS archives room.
 - The documents are pre-sorted into boxes and are getting assigned project numbers, sorted and scanned into Meridian.