

DOCUMENT MANAGEMENT SYSTEM

Meridian Explorer 2022

This manual will provide instructions for searching and viewing facilities & infrastructure information, construction project related documents and drawings and Administrative Documents in a web-based version of Meridian called 'Explorer'. It will show you different ways to access the information in a user-friendly manner.

← ↻ 🔒 <https://dms.ipf.msu.edu/BCEnterprise/#> 🔊 ☆

MERIDIAN

Views

Favorites

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Dashboard

Recently used

Files by Record ID

Facilities Data Reports (static)

Documents and General Warranties

Safety Data Sheets

Views

Building & Infrastructure Information

Administrative Documents

System Views

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MICHIGAN STATE UNIVERSITY

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August 30, 2023

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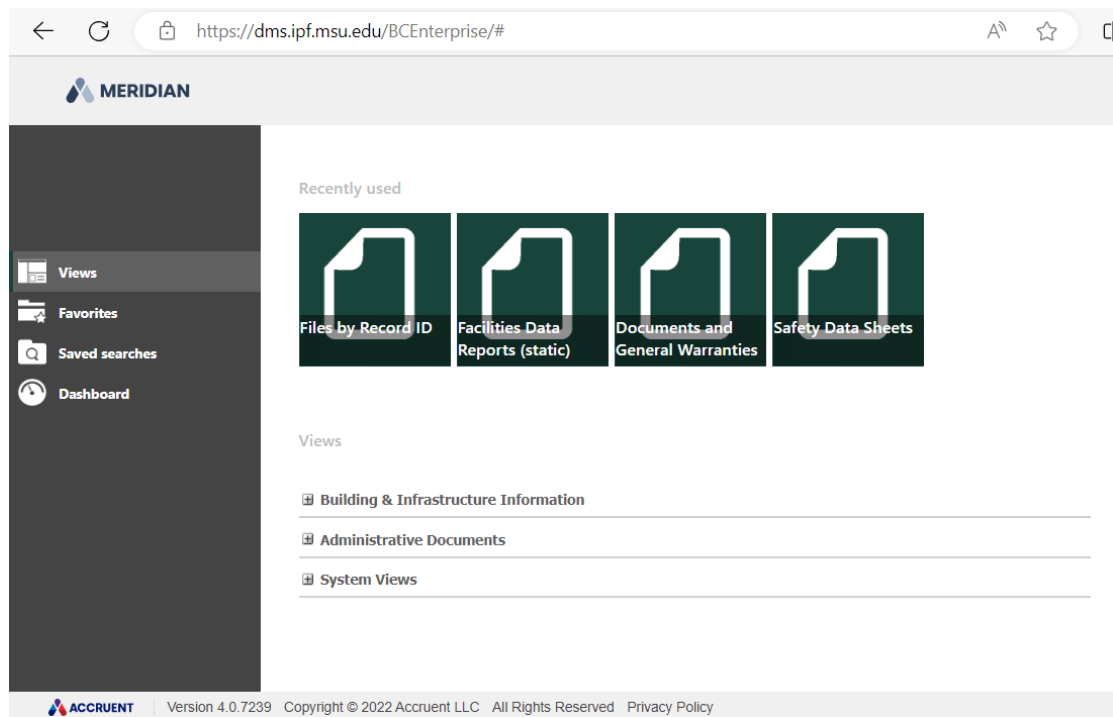
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1 Meridian Explorer

Meridian Explorer is the web-based version of the Meridian document management system. It allows users to **search** for and **view** files that are stored in Meridian without having to access the desktop client or understand the underlying folder structure or concept of vaults.

Explorer removes the separation of the files and stores them in one single repository, allowing the users to access all the information in Meridian from one location. With the correct permissions, users can filter the information in a way that makes sense to them and easily save personalized searches.

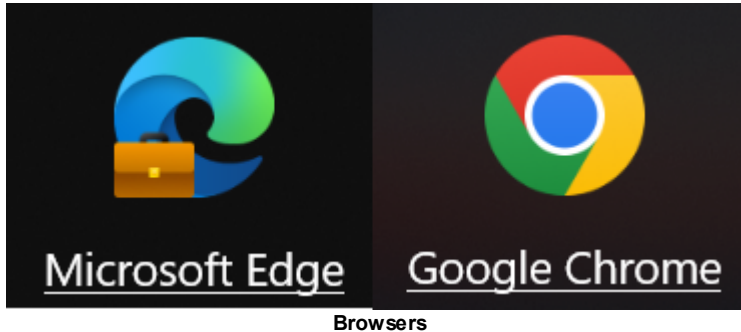
- The files in Explorer are READ-ONLY. Users cannot add, edit or modify files, they can only search, download and print.
- Documents added or modifications made to documents in Meridian (Desktop client) will not immediately show up in Explorer. The two systems will be synchronized overnight each day.



Explorer home page

1.1 How to get to Explorer

Meridian Explorer is a web based application, meaning you will need an internet connection and web browser to access the program.



Browsers

The URL to access Meridian Explorer directly is:

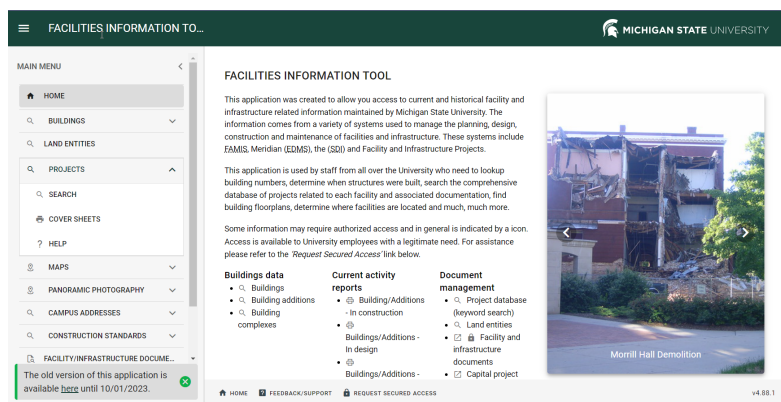
<https://dms.ipf.msu.edu/BCEnterprise/>

For easier, more direct and filtered access you will want to use the [Facilities Information Tool \(FIT\)](#).

1.1.1 Facilities Information Tool

The [Facilities Information Tool \(FIT\)](#) is your connection to facilities and infrastructure data, project information, infrastructure mapping and electronic document management content. Various links on the FIT page will send you directly to the files in Meridian Explorer.

<https://apps.gis.msu.edu/facilities-information-tool/v4/>



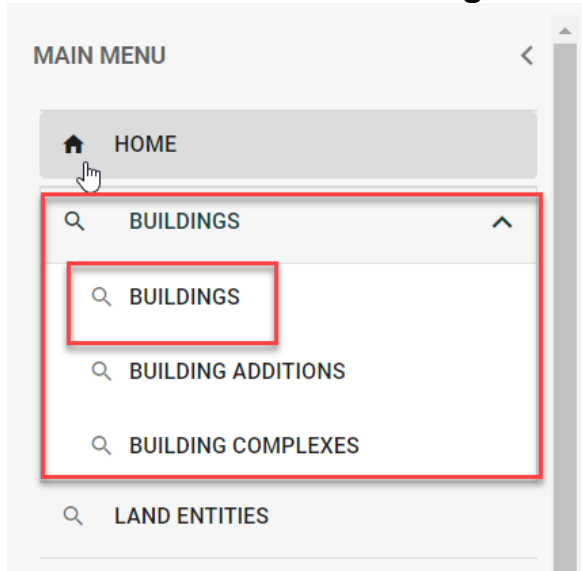
FIT home page

- The menu on the left hand side of the application window provides shortcuts to all the different sets of information.

- **Most of the links within FIT are accessible in each area. There are multiple ways to search for the information and then access the same information.**

1.1.1.1 Building List

The FIT Building List will provide users information about all facilities in MSU's building database.



Building menu

Once in the building list area, users can filter the list or scroll to find the building they want more information about. There are drop down lists that grant access to more informational lists or to the files in Meridian Explorer pertaining to that specific building.

1. Type in a building name, location, address or alias and click enter. You can also scroll to the building.
2. Click on the arrow next to the building name to access the drop down list of options or click on the building number to open a new page with links to photos and information options. See *second picture below (building details)*.
3. Filtering on multiple data sets is available by clicking on the filter icon next to the column headers.
4. Users can download the information into an excel spreadsheet for use.
5. Notice the rows returned and how many records you can view at a time.

BUILDINGS

BUILDING ↑ 1	NAME	ALIASES	STATUS ↓ 3	OWNED ↓	ZONE ↓
0001	PAOLUCCI	0001 PAOLUCCI, HOME MANAGEMENT, PAOLUCCI	RAZED	MSU	N_ACADEMIC
0002	BERKEY HALL	0002 BERKEY HALL, BERKEY, BRK, CLASSROOM BUILDING	ACTIVE	MSU	N_ACADEMIC
0003	OLIN HEALTH CENTER	0003 OLIN HEALTH CENTER, HOSPITAL, OLIN, OLN	ACTIVE	MSU	N_ACADEMIC
0003A	OLIN-COOLING TOWER 1	0003A OLIN-COOLING TOWER 1, OLIN COOLING TOWER	RAZED	MSU	N_ACADEMIC
0003B	OLIN-ELEC SUBSTATION	0003B OLIN-ELEC SUBSTATION,	ACTIVE	MSU	N_ACADEMIC
0003C	OLIN-COOLING	0003C OLIN-COOLING	ACTIVE	MSU	N_ACADEMIC

Download an interactive summary in excel 4 Rows per page: 100 1-100 of 1645 5

Building List

0002 BERKEY HALL
BETWEEN E. CIRCLE DR. & GRAND RIVER AVENUE

DETAILS

COMMON NAME: BERKEY HALL ACTIVE SQFT: 152,169
OFFICIAL NAME: BERKEY HALL CONSTR COST: \$1,177,019
ABBREVIATION: BERKEY HALL REPL VALUE: \$30,045,948

ALIASES: 0002 BERKEY HALL, BERKEY, BRK, CLASSROOM BUILDING

OWNED: MSU BUILDING TYPE: GEN FUND
ZONE: N_ACADEMIC BUILDING USAGE: ACADEMIC
ORIG ARCHITECT: MUNSON STRUCTURE TYPE: BUILDING

STATUS: ACTIVE
YEAR BUILT: 1947
YEAR RAZED:

1947 - ORIGINAL CONSTRUCTION

building details

Clicking on any of the items on the left will take you into that information.

1. Projects will take you to the [records project database](#) where you can find the files for a specific project for the building you selected.
2. Documents will take you to [Meridian Explorer](#) and the files will be filtered by the building you had selected.
 - **Anytime you see a padlock icon, you will need to use your MSU credentials to access the files.**
 - **All IPF employees have access, any external user will need to [request access to secure files](#).**

1.1.1.2 Land Entities

The FIT Land Entities list will provide users information about all land entities in MSU's database.

NUMBER	NAME	TYPE	STATUS
0401	AKERS GOLF COURSE - GROUNDS	DOCMANGMT	ACTIVE
2032	BRIDGES	DOCMANGMT	ACTIVE
2034	CENTRAL CONTROL	MAJORSYS	ACTIVE
2035	SNOWMELT SYSTEM	MAJORSYS	ACTIVE
2037	NATURAL GAS DISTRIBUTION	MAJORSYS	ACTIVE
2060	PARKING	DOCMANGMT	ACTIVE
2070	ROADS	MAJORSYS	ACTIVE
2075	RIGHT OF WAY, EASMENTS, LEGAL SURVY	DOCMANGMT	ACTIVE
2086	TOPOS AERIAL SURVEYS AND MAPS	DOCMANGMT	ACTIVE
3001	ART AND MONUMENTS	DOCMANGMT	ACTIVE

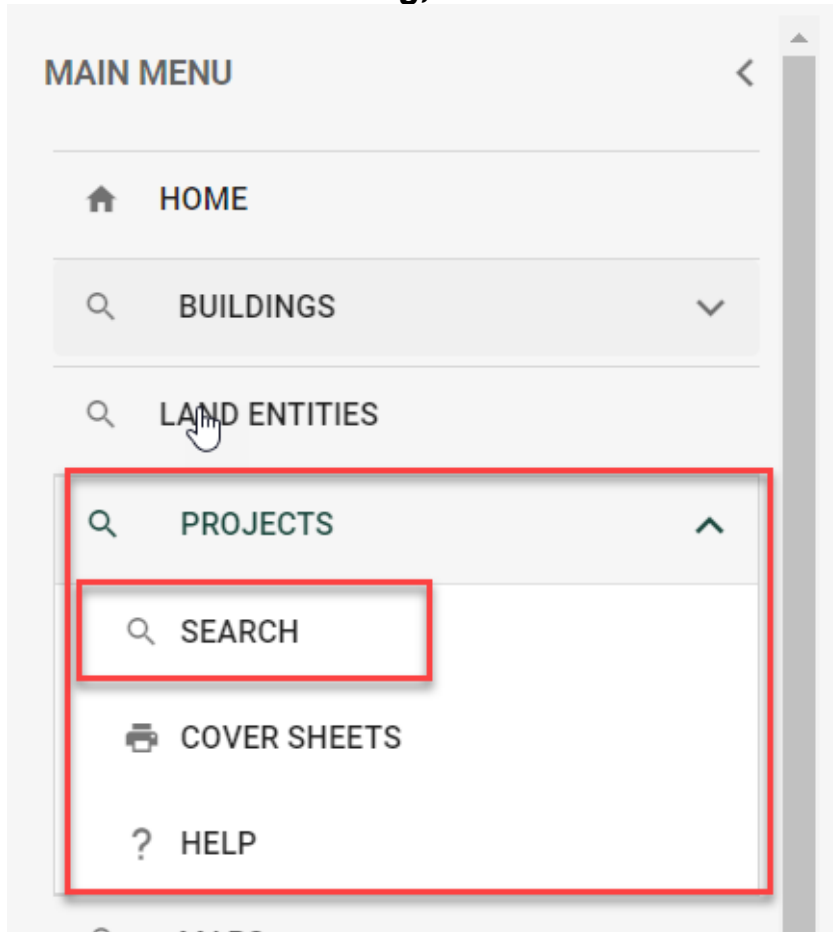
land entity search

Once in the land entities area, users can filter the list or scroll to find the entity they want more information about. There are drop down lists that grant access to more informational lists or to the files in Meridian Explorer pertaining to that specific land entity.

1. Type in a entity number, name or alias and click enter. You can also scroll.
2. Click on the arrow next to the entity name to access the drop down list of options or click on the entity number to open the project list for that land entity.
3. Filtering on multiple data sets is available by clicking on the filter icon next to the column headers.
4. Users can download the information into an excel spreadsheet for use.
5. Notice the rows returned and how many records you can view at a time.

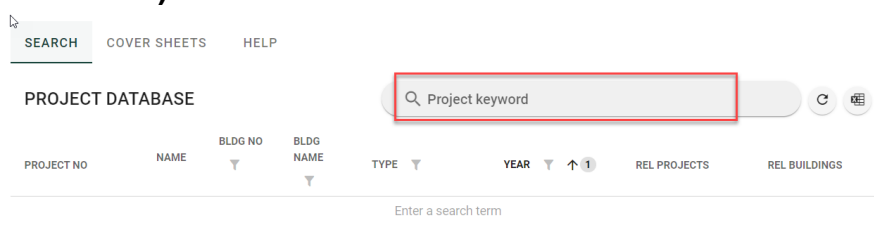
1.1.1.3 Project Database

The FIT Project Database grants users access to the list of projects for the facilities and infrastructure at MSU. *To search for projects within a certain building, it is best to start in the building search.*



Project Search

Users can search for information using project keywords (portions of project names, project numbers, building names, building numbers).



project search

- Type the keyword and hit enter. This will return results that have that keyword in the project name, number, building name or number.

SEARCH COVER SHEETS HELP

PROJECT DATABASE

PROJECT NO	NAME	BLDG NO	BLDG NAME	TYPE	YEAR	REL PROJECTS	REL B
REC064814	SEWER DISTRIBUTION - CAMPUS DRAIN TILES	9572	SEWER DISTRIBUTION	LEGACY	1950		,9572
REC100584	BOTANY FIELD LAB COMPLEX - DRAIN TILES OF MAIN FARM AND STORMWATER DISTRIBUTION	CX0452	BOTANY FIELD LAB COMPLEX	LEGACY	1969		,CX04
	ANTHONY HALL - DRAIN		ANTHONY				

Rows per page: 50 1-8 of 8

project keyword search

- Filter the list further by typing another keyword. **DO NOT HIT ENTER** - this will clear the previous keyword search and you will start over.

SEARCH COVER SHEETS HELP

PROJECT DATABASE

PROJECT NO	NAME	BLDG NO	BLDG NAME	TYPE	YEAR	REL PROJECTS	REL B
REC100584	BOTANY FIELD LAB COMPLEX - DRAIN TILES OF MAIN FARM AND STORMWATER DISTRIBUTION	CX0452	BOTANY FIELD LAB COMPLEX	LEGACY	1969		,CX04
PR221666	SEWER DISTRIBUTION - FARM DRAIN TILE MAPPING	9572	SEWER DISTRIBUTION	PROJECT REQUEST	2022		,9572

Rows per page: 50 1-2 of 2

further filtering on keyword

- Click on the project number to access the project files in Meridian Explorer, print a project cover sheet or copy the project information (number and name) to the clipboard.
- Click on any of the column header filters to filter the results further.

PROJECT DATABASE drain tile farm

PROJECT NO ↑	NAME	BLDG NO	BLDG NAME	TYPE	YEAR
	BOTANY FIELD LAB COMPLEX - DRAIN TILES OF MAIN FARM AND TORMWATER ISTRIBUTION	CX0452	BOTANY FIELD LAB COMPLEX	LEGACY	1969
	SEWER ISTRIBUTION FARM DRAIN ILE MAPPING	9572	SEWER DISTRIBUTION	PROJECT REQUEST	2022

project list options

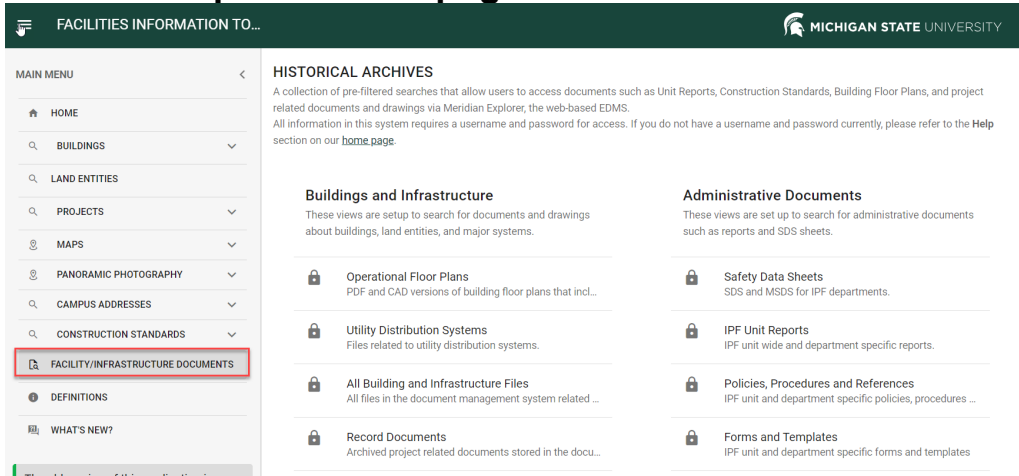
REC100584

Project Links

- Files
- Cover Sheet
- Copy

1.1.1.4 Facility and infrastructure documents

The FIT Facility and infrastructure documents link takes you to a page that mimics the home page of Meridian Explorer. Users will have access to the same 'Views' they would have access to on the Meridian Explorer home page.



Documents

1.2 Logging In

- Use your **MSU NetID** and **password**.
-

Sign in

https://dms.ipf.msu.edu

Username

Password

- If it isn't working, type **campusad** in front of your **MSU NetID** to get to the correct domain.

Sign in

https://dms.ipf.msu.edu

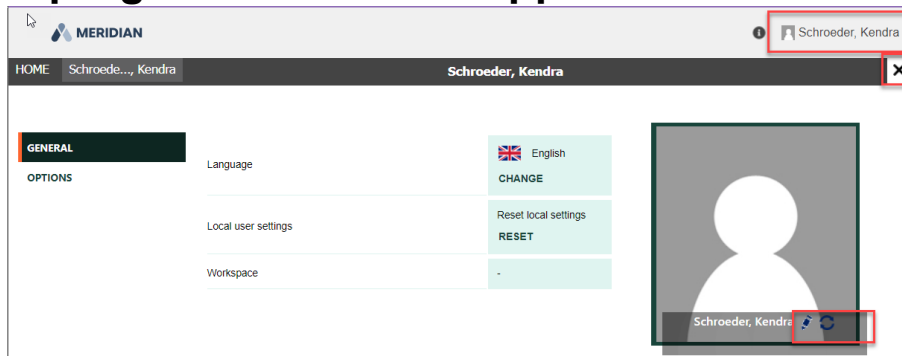
Username

Password

1.2.1 Personal Settings

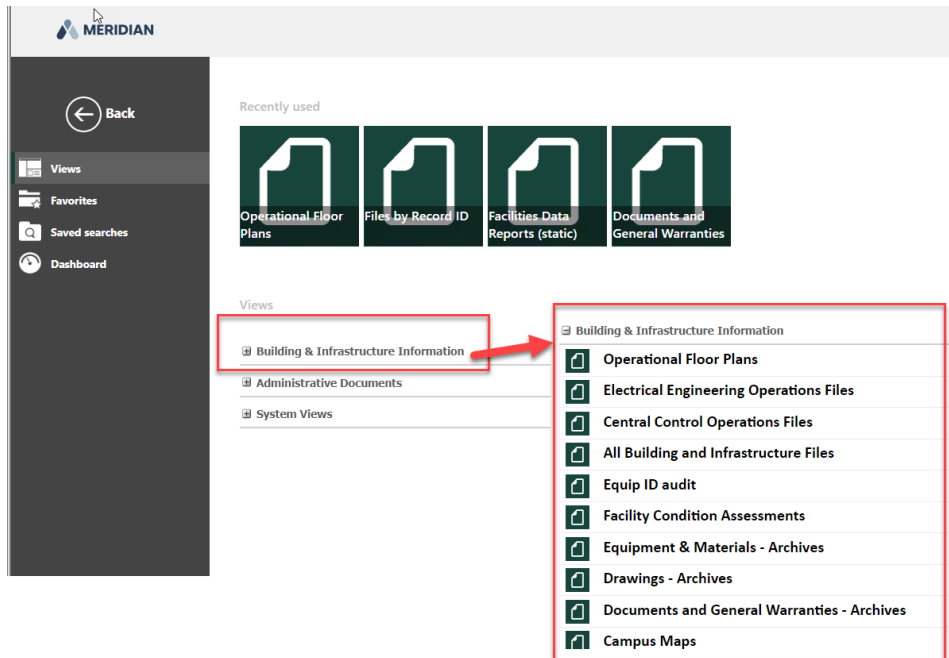
Users can set their avatar photo, choose where they want files to download, change the default language and change the viewer options.

To access the settings, click on your user name in the top right corner of the application window.



To return to the Home screen, click the 'X' or the 'HOME' tab.

1.3 Meridian Explorer Interface



1.3.1 Views

- **'Views'** - a way to group common information with similar properties.
- **'Presentation Views'** - links to searches that return a filtered set of files.

The views and presentation views may be modified by system administrators at any time.

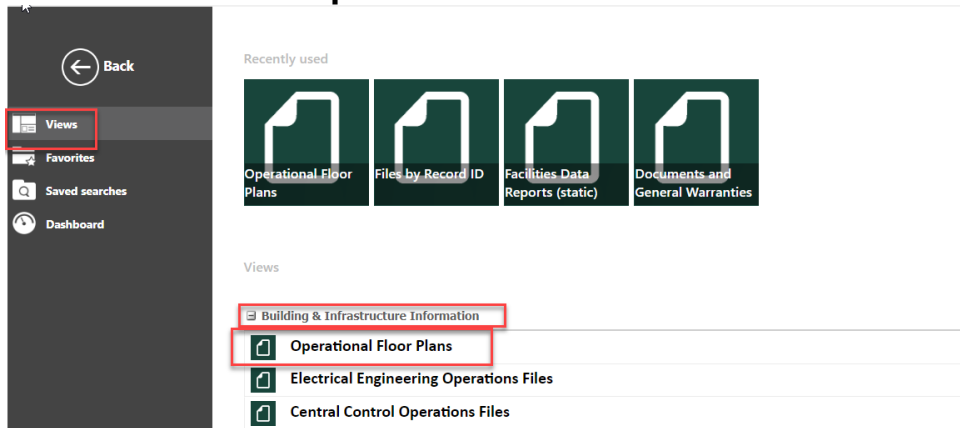
- **Building & Infrastructure Information** - Any information in Meridian pertaining to the buildings or infrastructure. Both Record documents and working copies can be found using this view. All searches conducted by and centered around BUILDING
 - **Operational Floor Plans** (*Small Scales Floor Plans*)
 - **All Building & Infrastructure Files** (*Any files having to do with buildings or campus infrastructure*)
 - **Equipment & Materials - Archives** (*Submittals, Shop Drawings, Product Data, Warranties, Testing & Reading, Service and Maintenance, Training from Manufacturers*)
 - **Drawings - Archives** (*As-Builts, Control Drawings, Bid Sets, Surveys, Design Development, etc - drawings sets from projects*)
 - **Documents and General Warranties - Archives** (*Specifications, Addenda, Bulletins, Correspondence, Reports, Studies, Testing, general Warranties, etc - documentation from projects*)

- **Central Control Operations Files** - *served by drawings, HVAC Control files, current buildings operations*
- **Electrical Engineering Operations Files** - *current building one line diagrams, arc flash surveys, campus distribution*

- **Administrative Documents**

- **Safety Data Sheets** (*IPF departmental safety data sheets maintained by Health and Safety Office*)
 - **Standards for Construction** (*IPF Front End Documents, Design Guidelines, Technical Specifications and Standard Details*)
 - **Forms and Templates** (*IPF departmental forms*)
 - **User Manuals and References** (*training manuals, helpful hints, searching guides*)
 - **Policies, Procedures & References** (*departmental policies, procedures and reference documents,*)
 - **IPF Unit Reports** (*Divisional Reports, Weekly Reports, Monthly Reports, Utility Consumption Reports, etc.*)
 - **Facilities Data Reports (static)** (*Annual facility data reports - formerly building data book*)
 - **Tasks** (*efforts or information not related to projects*)
- **System Views (DO NOT USE)** - These are administrative views that link to the FIT webpage for easy access to the views list above. These views should not be used, as they do not return all the information without being accessed through different means. These views mimic the ones above, but will not return ALL search results if you use them through Explorer.

- From the 'Views' menu, expand the grouping, then use the scroll bar to find the 'Presentation View' that best represents the documents you are searching for.
- Double click to open the view.

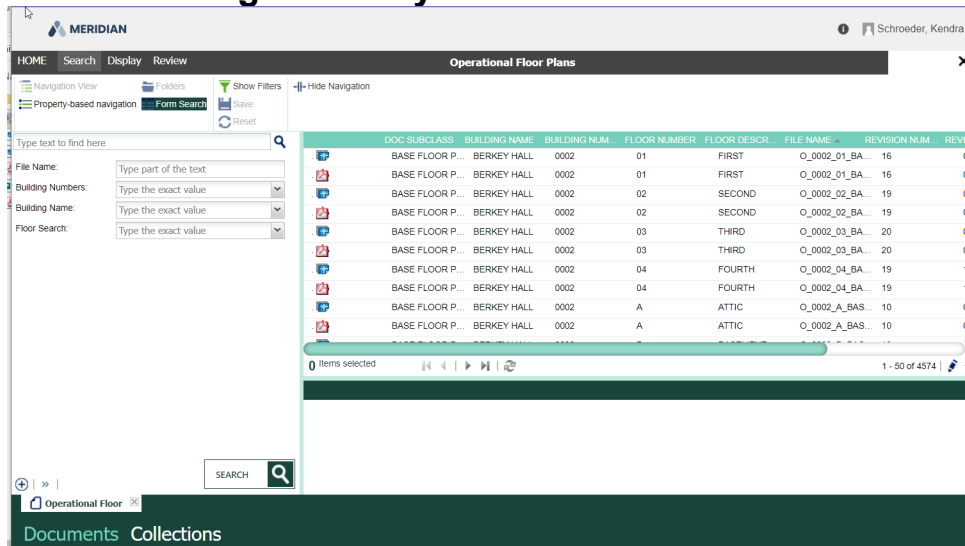


If you return home, but need to get back to a previous view or screen, you can use the back button.

1.3.1.1 Presentation View

Once you click on the 'Presentation View', Explorer will open the 'View Page' that shows the items that match the 'Presentation View's' filters. From here the user can further filter the search criteria to get the information they want using the two searching options.

Below is the general layout of the 'Presentation View' window.



The screenshot displays the Meridian Explorer interface in 'Presentation View'. The window title is 'Operational Floor Plans'. The top navigation bar includes 'HOME', 'Search', 'Display', and 'Review'. The main content area features a search filter panel on the left and a table of results on the right. The search filter panel includes a search bar and dropdown menus for 'File Name', 'Building Numbers', 'Building Name', and 'Floor Search'. The table lists various floor plans with columns for 'DOC SUBCLASS', 'BUILDING NAME', 'BUILDING NUM.', 'FLOOR NUMBER', 'FLOOR DESCR.', 'FILE NAME', 'REVISION NUM.', and 'REVIS'. The table shows multiple entries for 'BASE FLOOR P...' in 'BERKEY HALL' with building number '0002' and floor numbers '01', '02', '03', '04', and 'A'. The file names are 'O_0002_01_BA...', 'O_0002_02_BA...', 'O_0002_03_BA...', 'O_0002_04_BA...', and 'O_0002_A_BAS...'. The revision numbers are '16', '19', '20', '19', and '10' respectively. The bottom of the window shows '0 Items selected' and '1 - 50 of 4574'.

DOC SUBCLASS	BUILDING NAME	BUILDING NUM.	FLOOR NUMBER	FLOOR DESCR.	FILE NAME	REVISION NUM.	REVIS
BASE FLOOR P...	BERKEY HALL	0002	01	FIRST	O_0002_01_BA...	16	
BASE FLOOR P...	BERKEY HALL	0002	01	FIRST	O_0002_01_BA...	16	
BASE FLOOR P...	BERKEY HALL	0002	02	SECOND	O_0002_02_BA...	19	
BASE FLOOR P...	BERKEY HALL	0002	02	SECOND	O_0002_02_BA...	19	
BASE FLOOR P...	BERKEY HALL	0002	03	THIRD	O_0002_03_BA...	20	
BASE FLOOR P...	BERKEY HALL	0002	03	THIRD	O_0002_03_BA...	20	
BASE FLOOR P...	BERKEY HALL	0002	04	FOURTH	O_0002_04_BA...	19	
BASE FLOOR P...	BERKEY HALL	0002	04	FOURTH	O_0002_04_BA...	19	
BASE FLOOR P...	BERKEY HALL	0002	A	ATTIC	O_0002_A_BAS...	10	
BASE FLOOR P...	BERKEY HALL	0002	A	ATTIC	O_0002_A_BAS...	10	

From the Presentation view, you can get back to the home page by clicking the 'Home button in the top left corner.

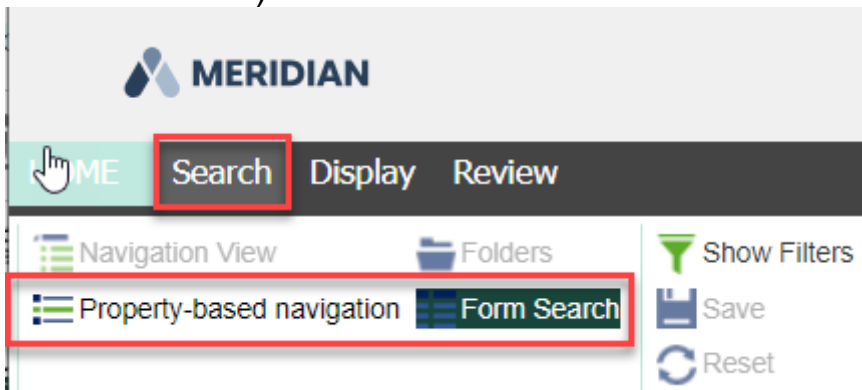
1.3.1.1.1 Search

Search:

Once the view is selected, the user will automatically be taken to the 'Search' window. There are two different searching options available in the Navigation Pane. The view you selected will automatically default to a preselected search type, but you can change this anytime.

- *Only available choices are displayed, meaning if it doesn't exist in Meridian, it will not be in the choices.*
- *Searches are smart, once you choose one value, the other lists filter down to only available choices for the item you selected.*

1. **Form Search** - Allows user to type in a value or select from a drop down of available choices.
2. **Property Based Navigation** - allows user to type in a value or toggle a check box to select a choice (not everything is displayed if the lists are long - you will have to type in the filter box).



1.3.1.1.1.1 Form Search

Form Search:

- The drop down lists take longer to open, be patient. You can also type exact values in the search field if you know them.
- Use the arrow to open the drop down list of values.

Navigation View Folders Show Filters

Property-based navigation **Form Search** Save Reset

Type text to find here

File Name:

Building Numbers: ▼

Building Name: ▼

Floor Search: ▼

SEARCH

- note some lists have multiple pages of values. Use the arrows to get to the next page.

The screenshot displays a search interface with the following elements:

- Top navigation: "Property-based navigation" (highlighted with a red box and a hand cursor), "Form Search", "Save", and "Reset".
- Search bar: "Type text to find here" with a magnifying glass icon.
- Form fields: "File Name:" (with a sub-field "Type part of the text"), "Building Numbers:" (with a dropdown arrow highlighted by a red box), "Building Name:", and "Floor Search:".
- Results list: A list of building numbers: 0002, 0003, 0003B, 0005, 0006, 0008, 0009, 0011, 0012, 0013, 0014, and 0015. The number 0002 is highlighted in grey.
- Bottom navigation: A red box highlights the "Page 1 of 20" indicator and navigation arrows.
- Footer: "Operational Floo" and "Documents" are visible on the left, and the "ACCRUENT" logo is at the bottom.

A red arrow points from the dropdown arrow in the "Building Numbers" field to the "Page 1 of 20" indicator.

- Type a value in the field to narrow down the search results.
- Once you have your search criteria filled in, click the **SEARCH** button and results will display. The other drop down lists will filter further as well.

Navigation view Folders SHOW FILTERS

Property-based navigation Form Search Save Reset

Type text to find here

File Name: Type part of the text

Building Numbers: 167

Building Name: 0167

Floor Search: Page 1 of 1

SEARCH

1.3.1.1.1.2 Property Based Navigation

Property Based Navigation:

- Remember these lists are long and not everything will be displayed (see below for example 20 of 779 hits displayed).
- Use the filter (type and hit enter) to find your choice if it is not in the list.
- Once you check the box, the other fields will filter further and search results will be displayed.

The screenshot displays a software interface with several key components:

- Navigation View:** A menu at the top left with "Property-based navigation" highlighted in a red box.
- Form Search:** A search bar with the placeholder text "Type text to find here" and a magnifying glass icon.
- Building Numbers:** A list of building numbers, with "20 of 779 hits" displayed at the top left of the list. A red box highlights the first 20 items of the list, which are: 0002, 0003, 0003B, 0005, 0006, 0008, 0009, 0011, 0012, 0013, 0014, 0015, 0016, 0017, 0019, 0020, 0021, 0022, 0024, and 0025.
- Filter:** A "Filter" input field located to the right of the list, also highlighted with a red box.
- Tools:** A toolbar on the right side containing "Show Filters", "Save", and "Reset" buttons.

Type text to find here

Building Numbers

1 of 1 hits

0167

Building Name

IPF

Floor Search

01

G

R

DOC SUBCLASS	BUILDING NAME	BUILDING NUM...	FLOOR
	BASE FLOOR P...	IPF	0167
	BASE FLOOR P...	IPF	0167
	BASE FLOOR P...	IPF	0167
	BASE FLOOR P...	IPF	0167

0 Items selected

1 - 6 of 6

1.3.1.1.1.3 'Buildings' Search

Multi-Building Projects and system limitations.

Databases like Meridian and FAMIS only allow for a one-to-one building/project relationship even though in reality there may be several buildings that are affected by the project.

- If we used the BUILDING NAME field for searching in Explorer, the user would only get results where that building was the 'primary building' selected in the database.
- To ensure the user gets EVERYTHING related to that building when they search, we have to use the 'BUILDINGS' property, which is the building number.

The Records Project Database allows us to relate ALL the buildings associated with a project.

CP08261

PLANT AND SOIL SCIENCE - ADDITION 1 - MOLECULAR PLANT SCIENCES AND CHEMISTRY - COOLING TOWER

Record ID: 63093

Project Year: 2008

Project Source: CAPITAL

Related Projects

,CP10057 - REC67167,

Primary Building

0086 PLANT AND SOIL SCIENCE

Related Buildings

0163 CHEMISTRY
 0178 PLANT BIOLOGY
 2037 NATURAL GAS DISTRIBUTION
 2070 ROADS
 3007 PATHWAYS
 3011 SITE FURNISHINGS
 3013 CHILLED WATER DISTRIBUTION
 9570 STEAM DISTRIBUTION
 9571 WATER DISTRIBUTION
 9572 SEWER DISTRIBUTION
 9573 ELECTRICAL DISTRIBUTION
 9574 STREET LIGHT DISTRIBUTION
 9576 COMMUNICATION DISTRIBUTION

These buildings are then populated in a field in Meridian called 'Buildings'.

Document Classification Location - Project Equipment Notes DMS History

Location

Building	0086	PLANT AND SOIL SCIENCE
Buildings	,0086,0163,0178,2037,3013,9571,9572,9570,9573,9576,2070,3007,3011,9574,	

Project

Record ID	63093	Source	CAPITAL
Project Number	CP08261	Related	,CP10057 - REC67167,
Description	PLANT AND SOIL SCIENCE - ADDITION 1 - MOLECULAR PLANT SCIENCES		
Start Year	2008		

What if I don't know the building number?

You would use the Facilities Information Tool

(<https://apps.gis.msu.edu/facilities-information-tool/v4/facilities/buildings>), which has links to multiple resources to help the user search for information.

In Explorer, if you search on a building number and open the building name drop down, you may see multiple different building names. These are there because the building you selected is also part of projects that were multi-building projects.

File Name:	<input type="text" value="Type part of the text"/>
Buildings:	<input type="text" value="0003"/>
Building Name:	<input type="text"/>
Project Info:	1407 S HARRISON
Doc Class:	ABRAMS PLANETARIUM
Doc SubClass:	ALL CAMPUS BUILDINGS
Doc SubClass Detail:	ALUMNI CHAPEL
Description:	ANTHONY HALL
Source Company:	ART AND MONUMENTS
Equipment Info:	AUDITORIUM
	BERKEY HALL
	CHEMISTRY
	COMMUNICATION DISTRIBUTION
	ELECTRICAL DISTRIBUTION
	EVENTS
	FARRALL HALL
	FOOD SCIENCE
	HANNAH ADMINISTRATION

0 lte

Page 1 of 1

1.3.1.1.1.4 Saved Searches

Saved Searches:

Users can save the searches they conducted by clicking on the 'Save' button. Saving a search will save the properties searched against or the filters, not the documents.

The screenshot shows the 'Drawings - Archives' search interface. The 'Save' button is highlighted in red. The search filters are also highlighted in red, including 'Buildings' (0167) and 'Doc SubClass' (CONTROL DRAWINGS). The 'SEARCH' button is also highlighted in red.

	PROJECT INFO	DOC SUBCLASS	DESCRIPTION	DRAW
...	2069 - IPF - RE...	CONTROL DRA...	CONTROL DIA...	NO
...	CP07086 - STE...	CONTROL DRA...	BUILDING CON...	AL
...	CP12155 - NAT...	CONTROL DRA...	IPF-ROOM 29D...	AL
...	PR050563 - IPF...	CONTROL DRA...	HVAC 8 - SEQU...	NO
...	PR050563 - IPF...	CONTROL DRA...	BUILDING CON...	AL
...	PR172151 - CE...	CONTROL DRA...	CONTROL CAB...	1
...	PR172151 - CE...	CONTROL DRA...	CONTROL CAB...	1

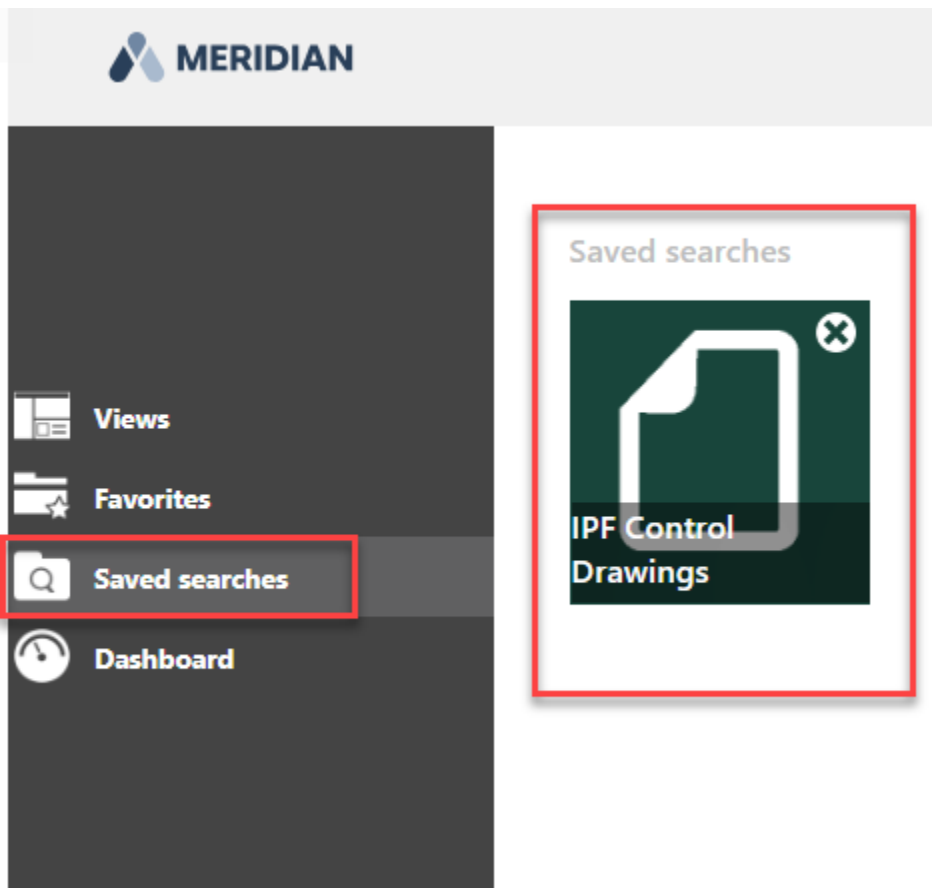
Name the search:

The screenshot shows the 'SAVE FILTER' dialog box. The 'Enter a name' field contains 'IPF Control Drawings'. The 'OK' button is highlighted in red.

After you hit 'OK', then following message will appear:

The screenshot shows a success message: "Search IPF Control Drawings saved successfully".

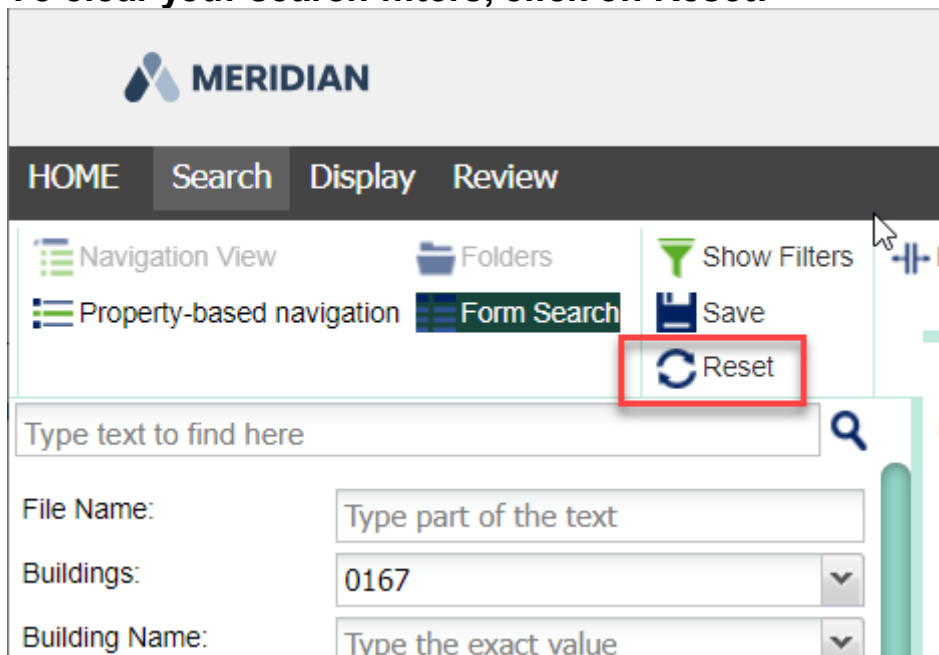
From the 'Home' page, click on 'Saved Searches' from the menu on the left and your saved searches will appear.



1.3.1.1.1.5 Reset

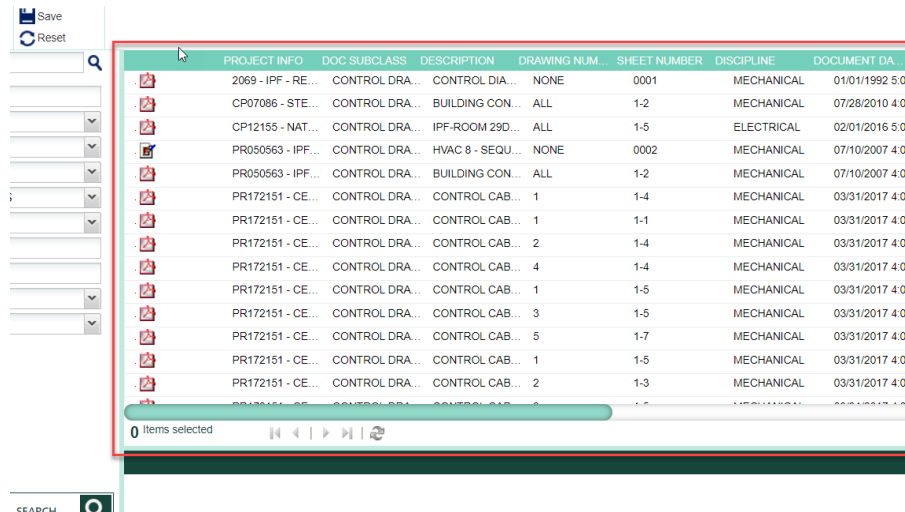
Reset:

To clear your search filters, click on Reset:



1.3.1.1.2 Results Pane

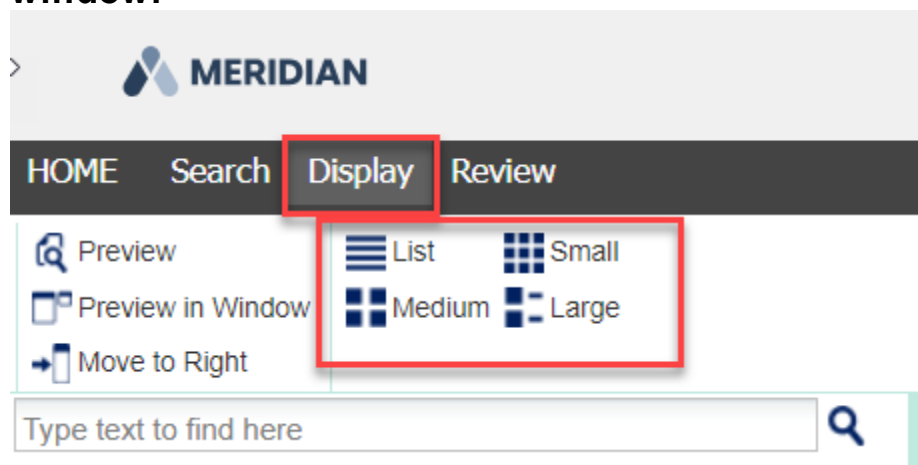
The 'Results Pane' is the area of Explorer where the search results are displayed.



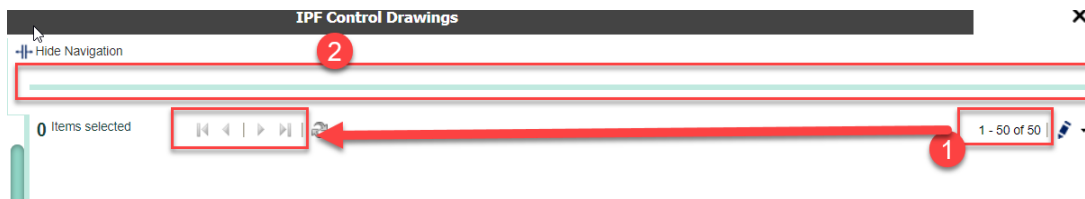
1.3.1.1.2.1 Display

Display:

Users can change the way their results are displayed in the window.



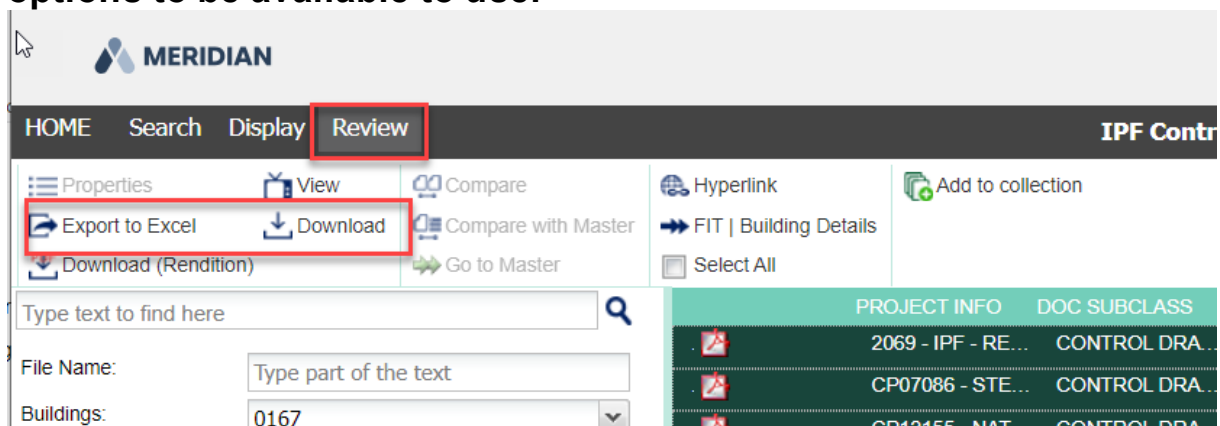
1. Pay attention to the number of results displayed at the bottom of the results window. If there are more than what is displayed, use the arrows to get to the next set of results.
2. If it says there are results, but you don't see any files, move the line down to expand the results window.



1.3.1.1.2.2 Review

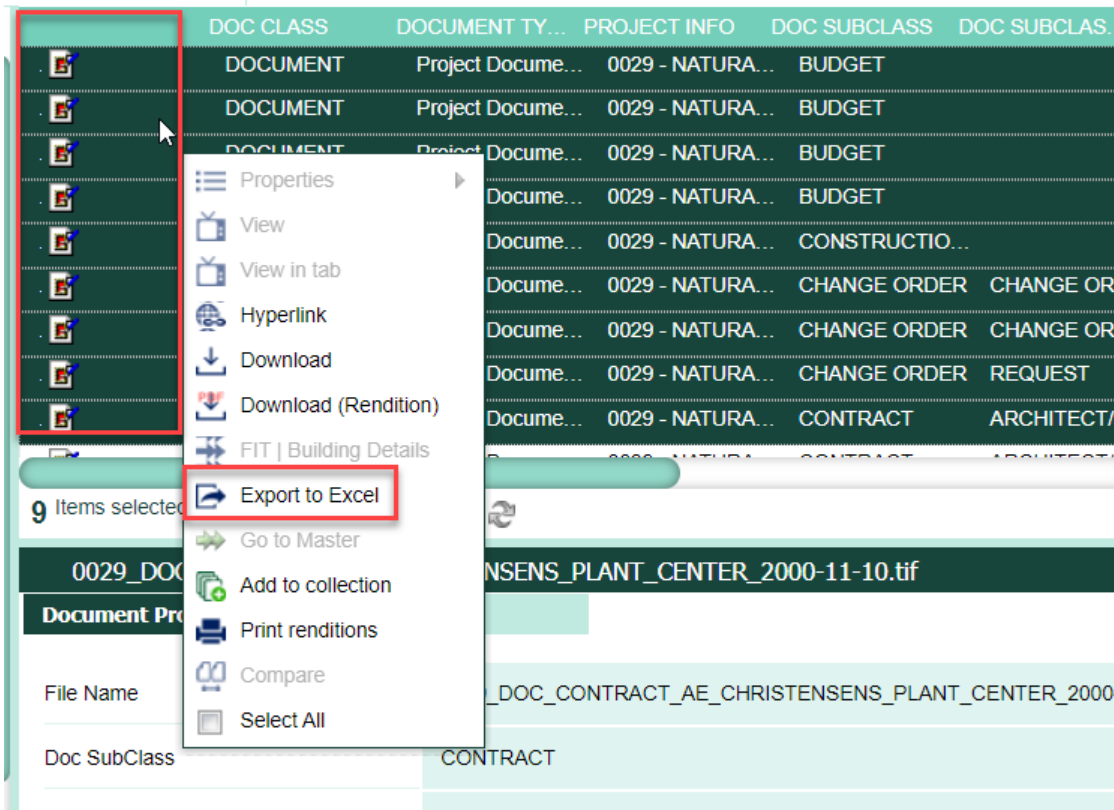
Review:

Click on the 'Review' menu to download, view, print, or create an excel of the file(s). You must have one or more files selected for the options to be available to use.

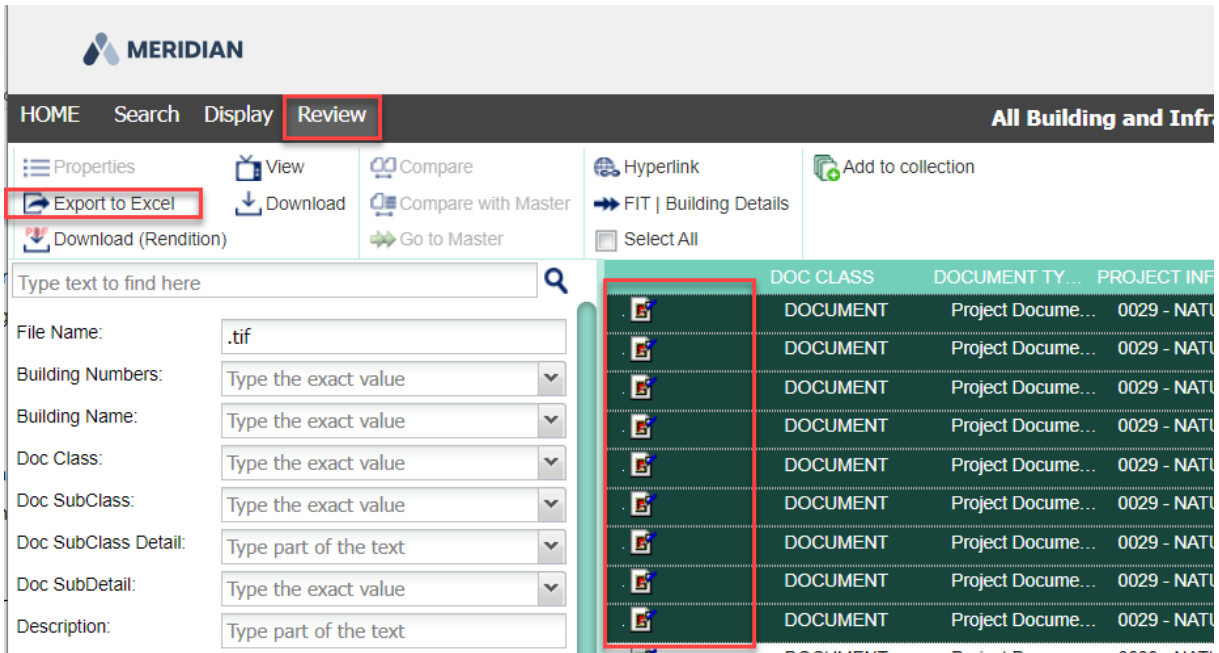
**Export to Excel:**

Users can export the results to an excel report. *This does not bring along the files, it is just a report with the metadata about the files. You will still need to download the associated files if you want to have them as well.*

Select the files, then either right-click and select 'export to excel' or click on the 'Review' menu and select 'Export to Excel'.



OR



Set up the excel report

1. Name the file. You can also chose if you want all the search results or just the selected ones.
2. Select the Columns you want in your report. These are already set up, but you can add or remove columns based on your preferences.
3. You can preview the report anytime to check the columns.

EXPORT

General

Columns

Preview

1

File name	Training Manual.xlsx
Export	Selected items
Selected Items	9 Items
Total Items	94860 Items
Include URL	No URL

RESET EXPORT CANCEL

EXPORT

General
Columns **2**
Preview

Property Set: AMDocumentWorkflowPropertySet (2)
Comment
Manager

Property Set: Custom (120)
Assigned To
Building Name
Building Number
CSI Division
CSI Division Code
CSI Division Info
CSI Format
CSI Major Heading
CSI Major Heading Code
CSI Sub Division
CSI Sub Division Code
CSI Sub Division Info
CalculatedDocName
Crew
Crew Code
DMS Insert Date
DMS Insert User
DMS Modify By
DMS Modify Date

Doc Class
Document Type Display Name
Project Info
Doc SubClass
Doc SubClass Detail
Description
Drawing Number
Sheet Number
Source Company
Document Date
Volume
Building Number
Building Name
Floor Number
Floor Description
Discipline
Equipment Description
Equipment ID Primary
Equipment Material Type
Equipment Division Code
Equipment SubDivision
Equipment Status Primary
File name

RESET EXPORT CANCEL

EXPORT

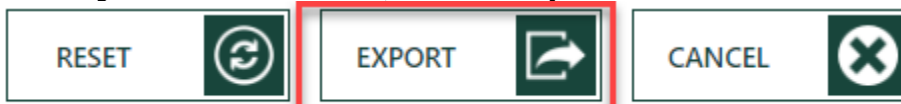
General
Columns
Preview **3**

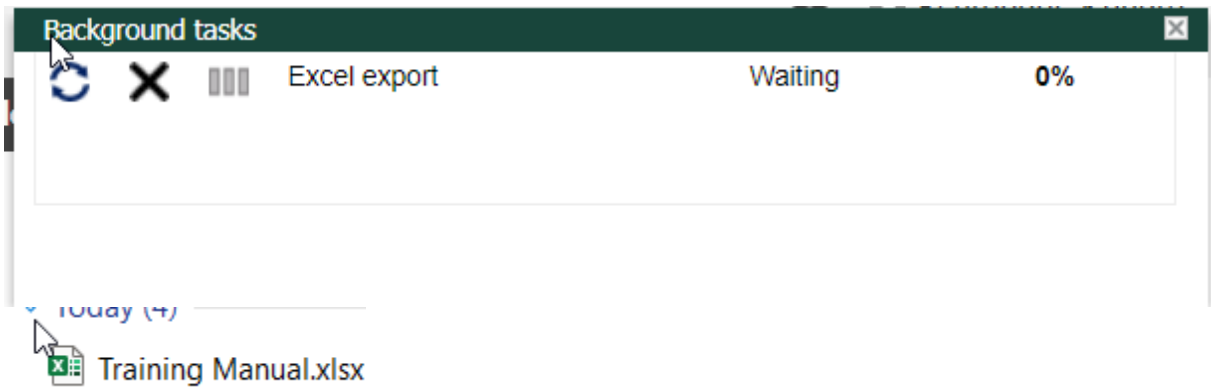
DOC CLASS	DOCUMENT TY...	PROJECT INFO	DOC SUBCLASS	DOC SUBCLAS...	DESCRIPTION	DRAWING NUM...	SHEET NU
<Doc Class>	<Document Typ...	<Project Info>	<Doc SubClass>	<Doc SubClass ...	<Description>	<Drawing Numb...	<Sheet
<Doc Class>	<Document Typ...	<Project Info>	<Doc SubClass>	<Doc SubClass ...	<Description>	<Drawing Numb...	<Sheet
<Doc Class>	<Document Typ...	<Project Info>	<Doc SubClass>	<Doc SubClass ...	<Description>	<Drawing Numb...	<Sheet
<Doc Class>	<Document Typ...	<Project Info>	<Doc SubClass>	<Doc SubClass ...	<Description>	<Drawing Numb...	<Sheet
<Doc Class>	<Document Typ...	<Project Info>	<Doc SubClass>	<Doc SubClass ...	<Description>	<Drawing Numb...	<Sheet

The data that is shown is for example only. Actual data will be exported.

RESET EXPORT CANCEL

When you are finished, click 'Export'



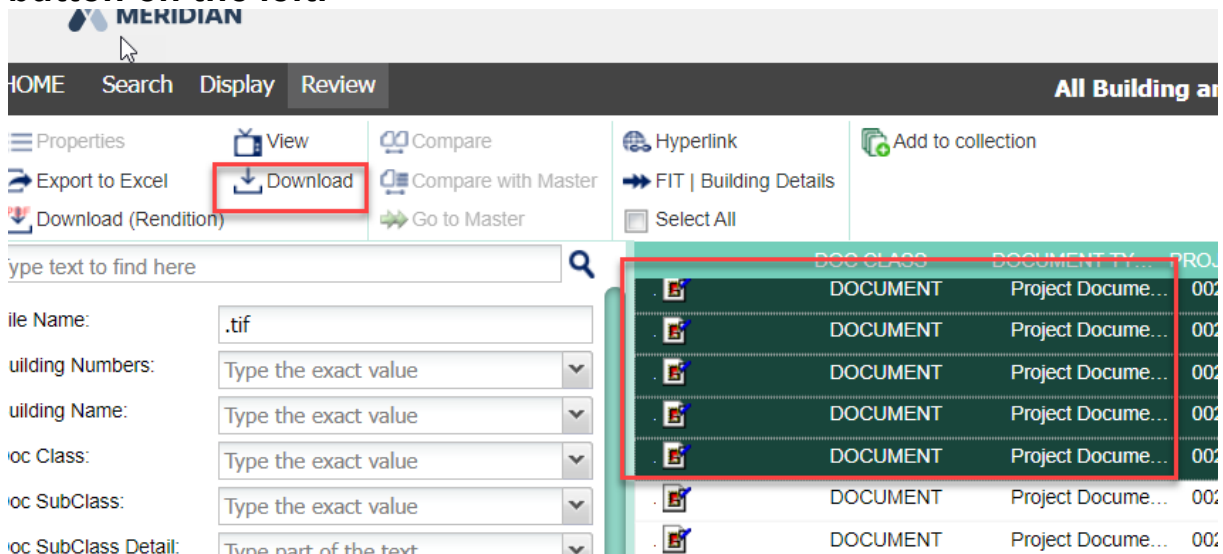


Open the file or select where you want the excel file to be saved.

Download:

Users can download one, some, or all files that were returned in the results pane.

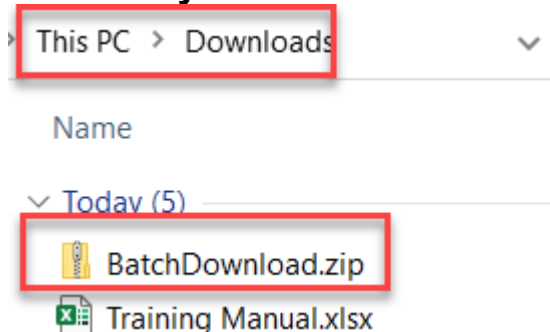
Select the files you want to download, then click the download button on the left.



The screenshot shows the Meridian Explorer interface. The 'Download' button in the toolbar is highlighted with a red box. Below the toolbar, there is a search bar and several filter fields. To the right, a table of document results is visible, with the first five rows highlighted in green and a red box around them.

DOC CLASS	DOCUMENT TY...	PROJ...
DOCUMENT	Project Docume...	002
DOCUMENT	Project Docume...	002
DOCUMENT	Project Docume...	002
DOCUMENT	Project Docume...	002
DOCUMENT	Project Docume...	002
DOCUMENT	Project Docume...	002
DOCUMENT	Project Docume...	002

You may be prompted to select the location you would like the saved files to go or the file(s) may go straight to your downloads folder on your PC.



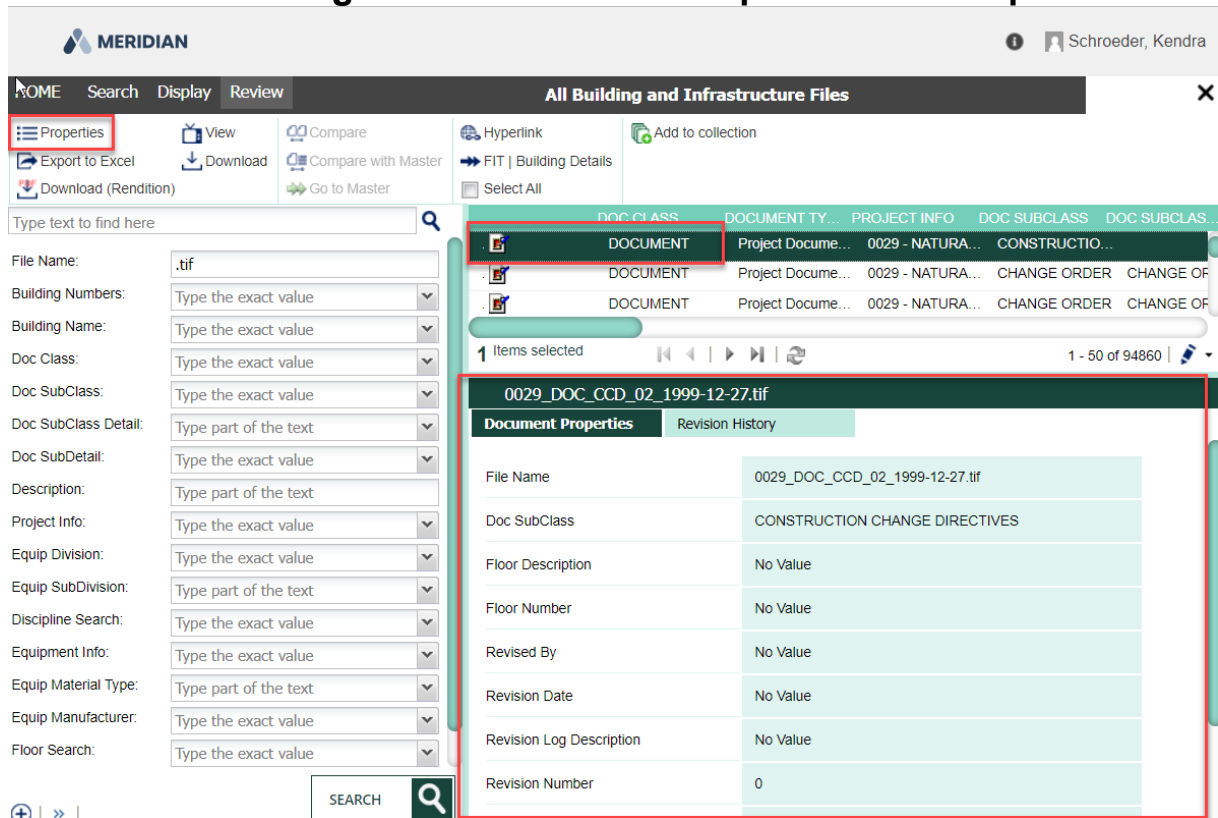
The screenshot shows a file explorer window with the path 'This PC > Downloads' highlighted in red. Below the path, there is a list of files. The file 'BatchDownload.zip' is highlighted in red, and 'Training Manual.xlsx' is visible below it.

View:

This viewer does NOT work. Click on Download to view the file.

Properties:

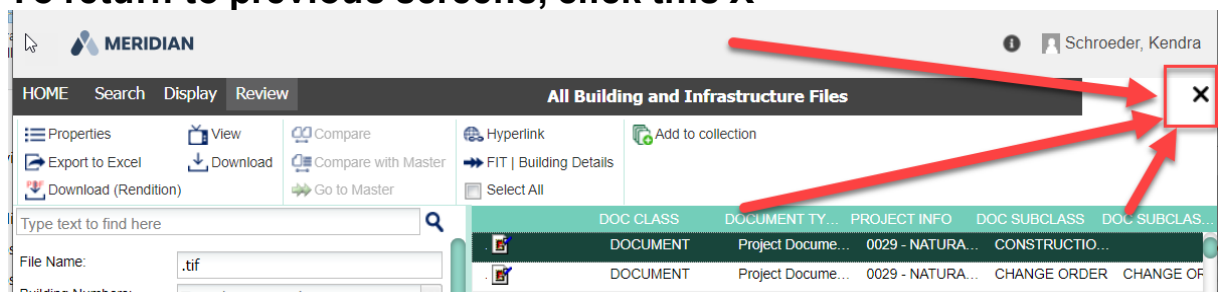
To view the information about the file, click on 'Properties'. The Properties pane will open. Different document types have different tabs to click through and the download options at the top.



The screenshot shows the Meridian software interface. The 'Properties' pane is open, displaying the following document details:

Document Properties	
File Name	0029_DOC_CCD_02_1999-12-27.tif
Doc SubClass	CONSTRUCTION CHANGE DIRECTIVES
Floor Description	No Value
Floor Number	No Value
Revised By	No Value
Revision Date	No Value
Revision Log Description	No Value
Revision Number	0

To return to previous screens, click this X



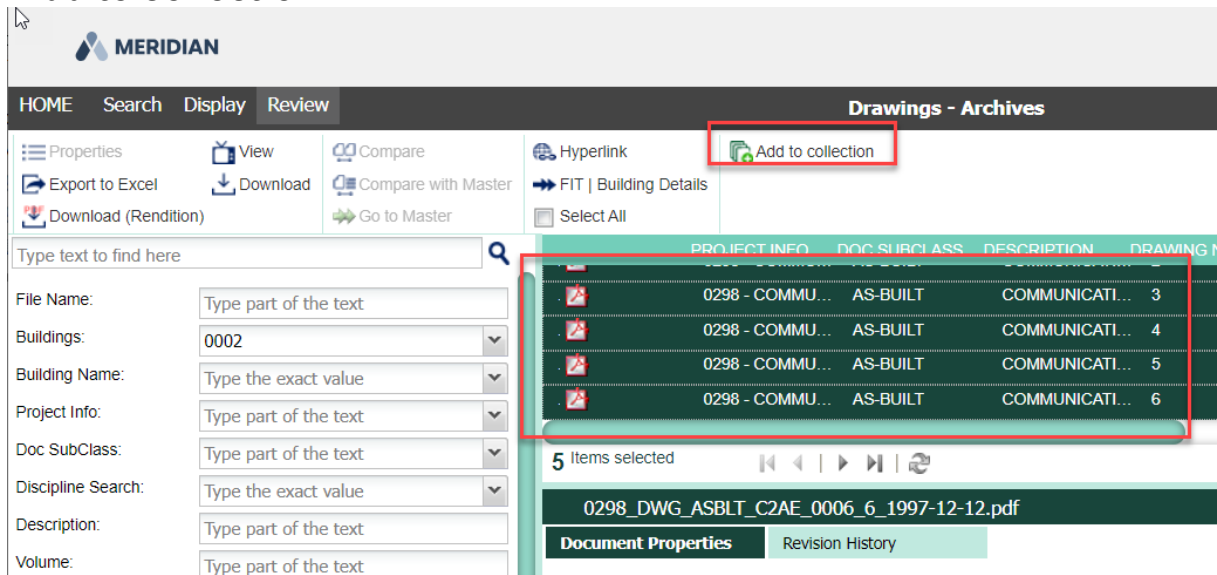
The screenshot shows the Meridian software interface. A red box highlights the 'X' button in the top right corner of the 'All Building and Infrastructure Files' pane, with red arrows pointing to it from the text above.

1.3.1.1.3 Collections

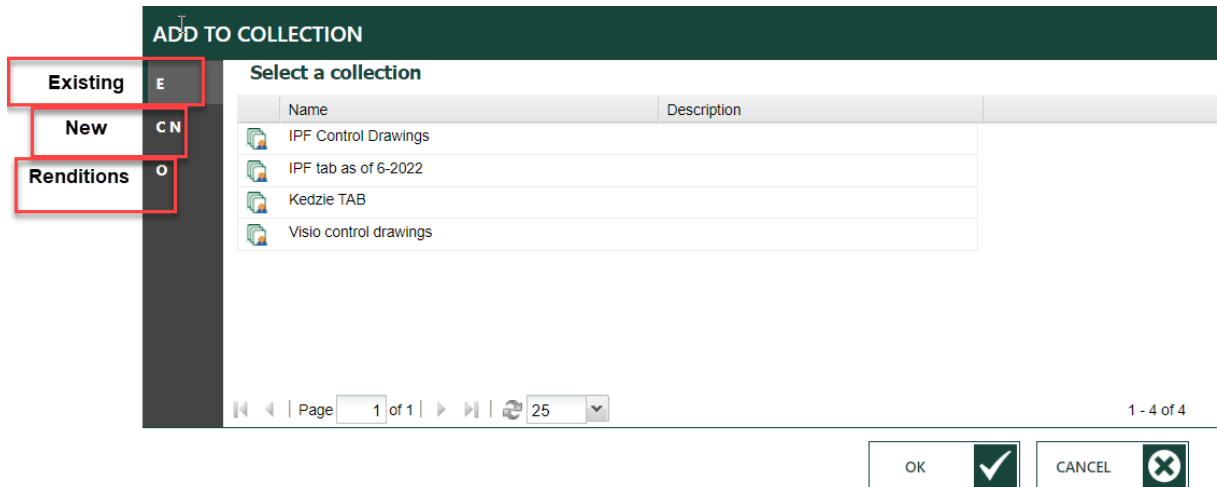
Collections:

Unlike saved searches, which save the search criteria or filters, collections are a way for the users to save a group of files in Meridian Explorer and be able to retrieve them without having to download them externally.

To create a collection, conduct a search, select the files, then click 'Add to collection'.



Select whether you are creating a new collection or adding the files to an existing collection. If new, name the collection. If existing, select the collection. Then click OK.



ADD TO COLLECTION

New collection:

Collection type:

OK CANCEL

5 items added to Training Manual (0 references), 0 skipped, 0 out of scope. Click here to see them.

To view your collections, click on 'Collections', then select the one you would like to access.

MERIDIAN

HOME Collections Display Review **Collections**

Edit New collection Hide Navigation
Delete Show documents

NAME	DESCRIPTION	REC
IPF Control Drawings		
IPF tab as of 6-2022		
Kedzie TAB		
Training Manual		
Visio control drawings		

PROJECT INFO	DOC SUBCLASS	DESCRIPTION
0298 - COMMU...	AS-BUILT	COMMUNICA
0298 - COMMU...	AS-BUILT	COMMUNICA
0298 - COMMU...	AS-BUILT	COMMUNICA

0 Items selected

Page 1 of 1 | 25 | 1 - 5 of 5

Collections

Documents **Collections**

To leave collections, click the home menu button, Documents or the 'x' button.

1.4 Use FIT

Now with all the background of how to use Meridian Explorer, we strongly urge you to access the system using the [Facilities Information Tool](#). This will pre-filter the search results based on how you are getting to the files (Building or Project) and the searching will be a lot faster and easier for you.

As always, Facilities Information Services is available to help in anyway we can:

FIS Hotline: 517-353-3434

FIS Support Portal: <https://fissupport.ipf.msu.edu/Main/>

- submit a ticket for system support
- submit a ticket for an information request
- submit a ticket with a data correction if you find any mistakes in the system
- search knowledge based articles for hints and help

email for help:

- fissupport@ipf.msu.edu (support for software systems)
- fisrequests@ipf.msu.edu (for an information request)

Stop by in person to Room 103