(FIT) Facilities Information Tool/Meridian Explorer

1. Open the Facilities Information Tool (FIT)
2. Select **Buildings**
3. Conduct a search or scroll for the specific building

4. Here you can either:
   a. Use the arrow to find the **search for … operations files** or,
   b. Click on the building number, then select **Document Management**, then select **search for… operations files**.
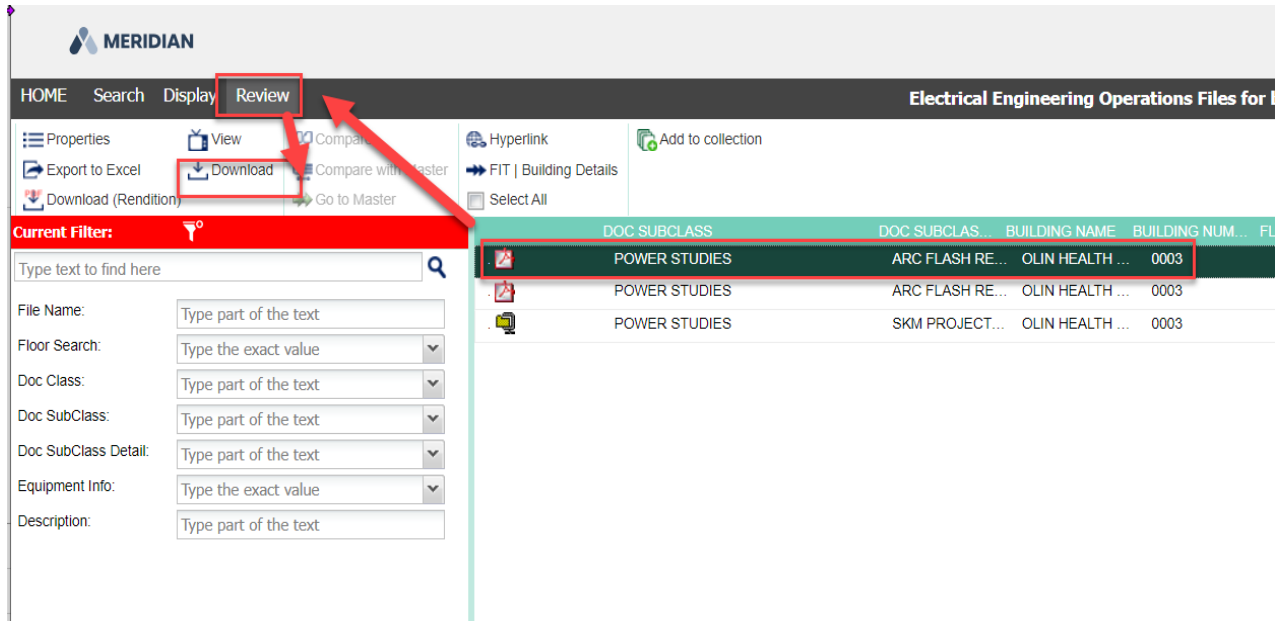   c. *… Note the different disciplines for the operations files.*

5. Log into Meridian Explorer using your MSU netID credentials.
6. Users can Filter your results further if necessary using look up lists on the left.
7. To view a file, select the file(s), then select the **Review** menu, then select **download file**

Meridian Explorer (not prefiltered by Building) through FIT

1. Open the [Facilities Information Tool (FIT)](#)
2. Navigate to **Document Management** and select **Facility/Infrastructure Documents**
3. Scroll down the **Buildings and Infrastructure** list and select the appropriate **…Operations Files** option.
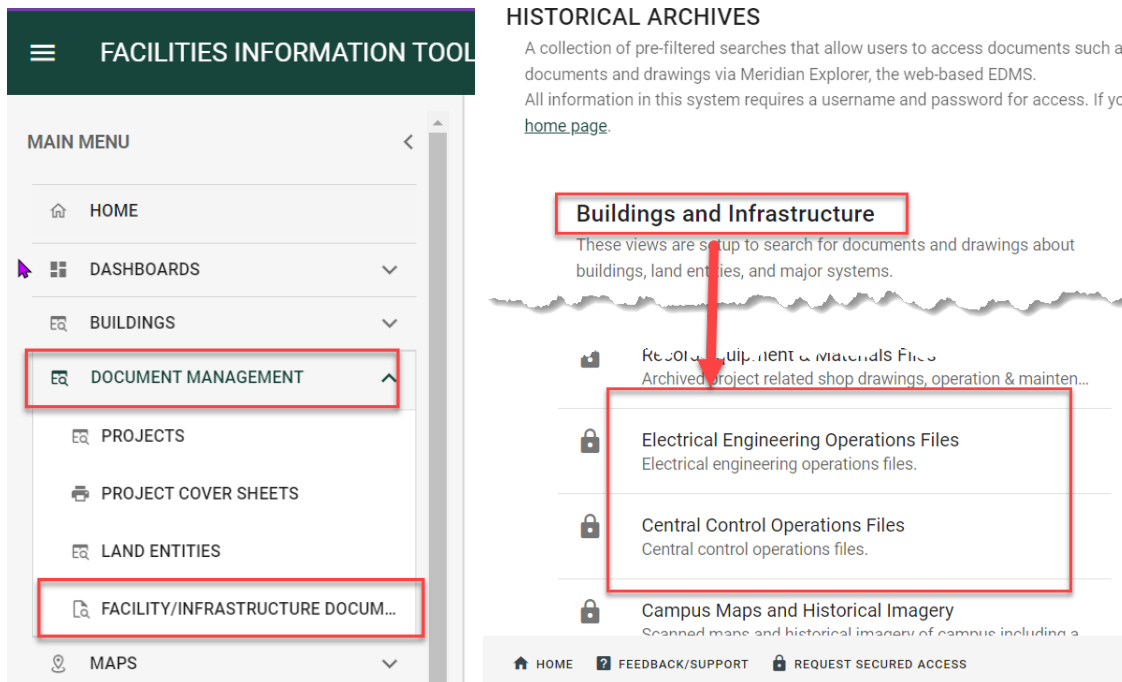
4. Log into Meridian Explorer using your MSU netID credentials.
5. Filter using look up lists on the left.
   a. Only valid options will show in the lists

b. Use as few or as many of the fields to narrow your search results.

6. To view a file, select the file(s), then select the **Review** menu, then select **download file**

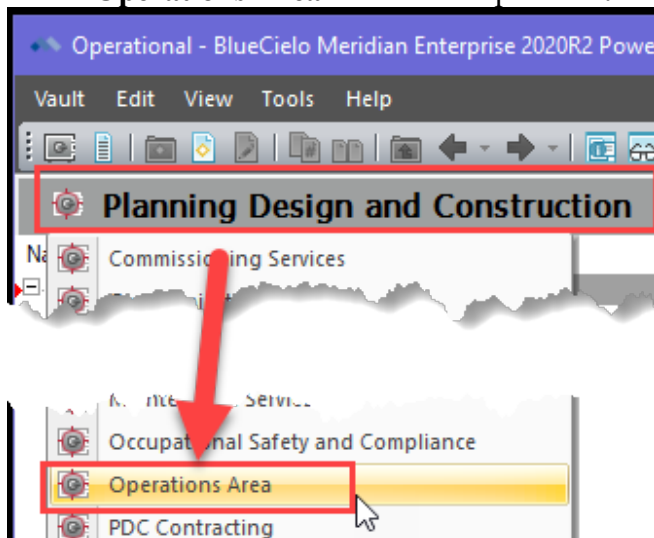# Meridian Desktop Poweruser Application

1. Open Meridian and select **Open Vault**
2. Select **Operational**
3. Click **OK**
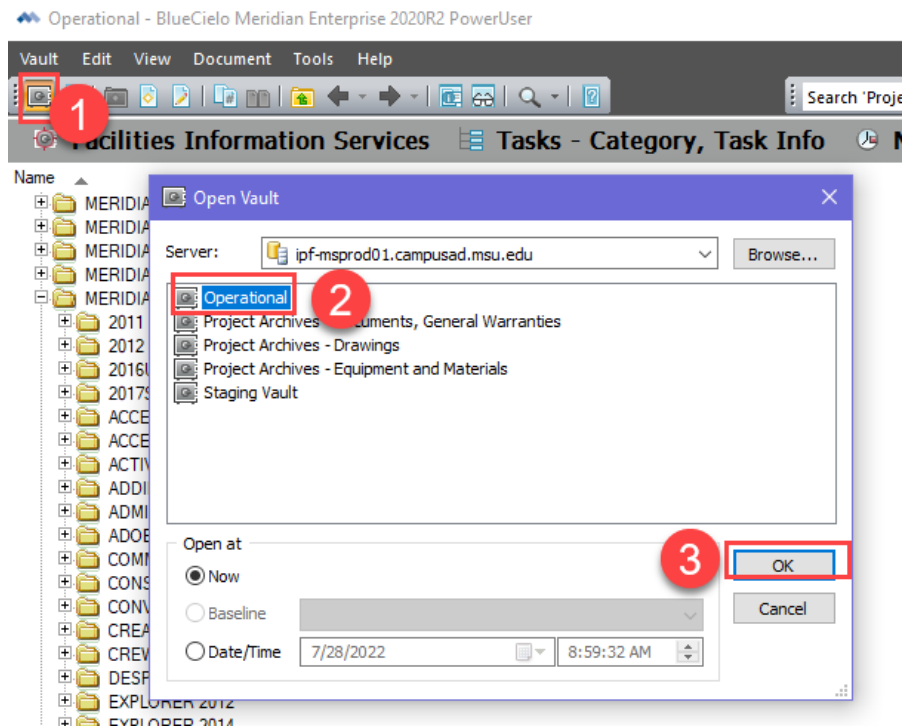
## Scope and Nav Views: Scopes narrow the focus of the Nav Views down to the ones you will need to see for this area of work. Nav Views are the folder structure which you will view the documents in.

- Select **Operations Area** from the Scope menu**.**

- Select any Nav View that starts with **Operations Documents** from the list.

    - This is the folder structure for searching and viewing files.

- Remember these can always be modified and more can be added.
  - <u>Main</u> is what is for all users that have access to see
  - <u>WIP</u> is for the modifiers and editors of these files to work on.
  - <u>Main – in WIP</u> is where the main files that are under a revision show up
- *Nav views don't have to show Main and WIP folders*
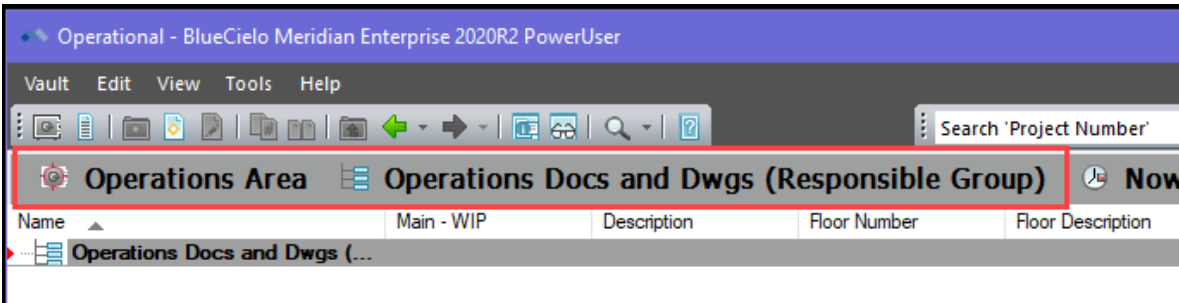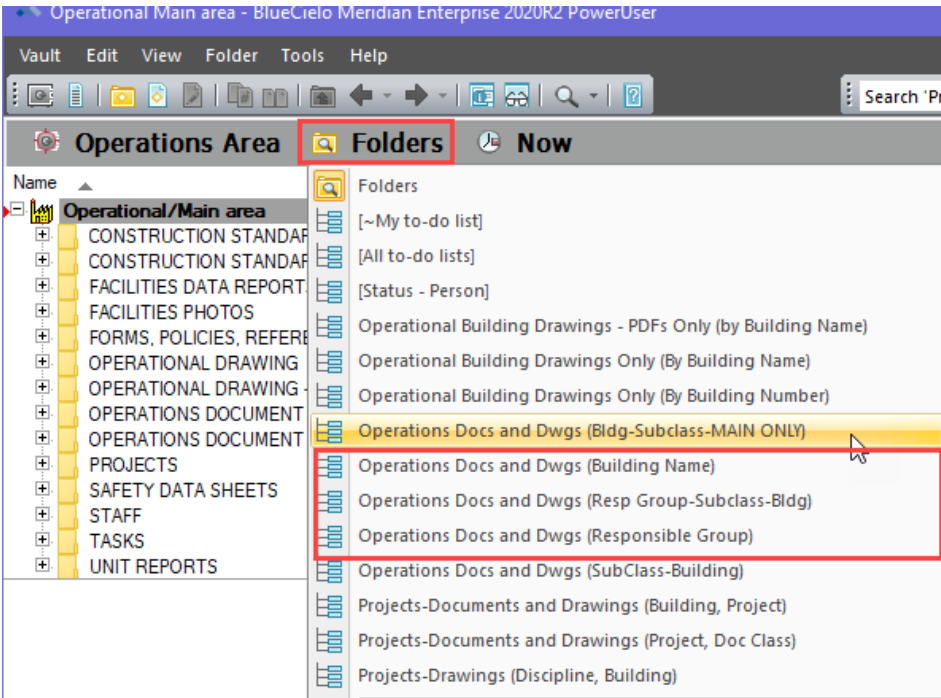
Revision History: the revision history shows you all the changes that have been made to the files since they were added to Meridian. You can open previous versions, compare them, see changes in autocad files and also revert to previous versions if need be.

- To access the Revision History, select the file, right click on it and select **Show Revisions…**
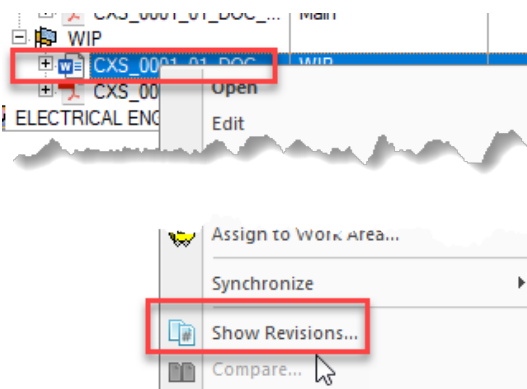
Revision History and Owner of Document

Created: July 28, 2022
Modified: October 21, 2024
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