



## (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

BUILDING ↑ 1	NAME	ALIASES	STATUS	OWNED	ZONE	STRUCTURE TYPE
0003	OLIN HEALTH CENTER	0003 OLIN HEALTH CENTER, OLIN MEMORIAL HEALTH CENTER, HOSPITAL, OLIN, OLN, 3	ACTIVE	MSU	North Academic	BUILDING
		0003A OLIN-COOLING				

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.

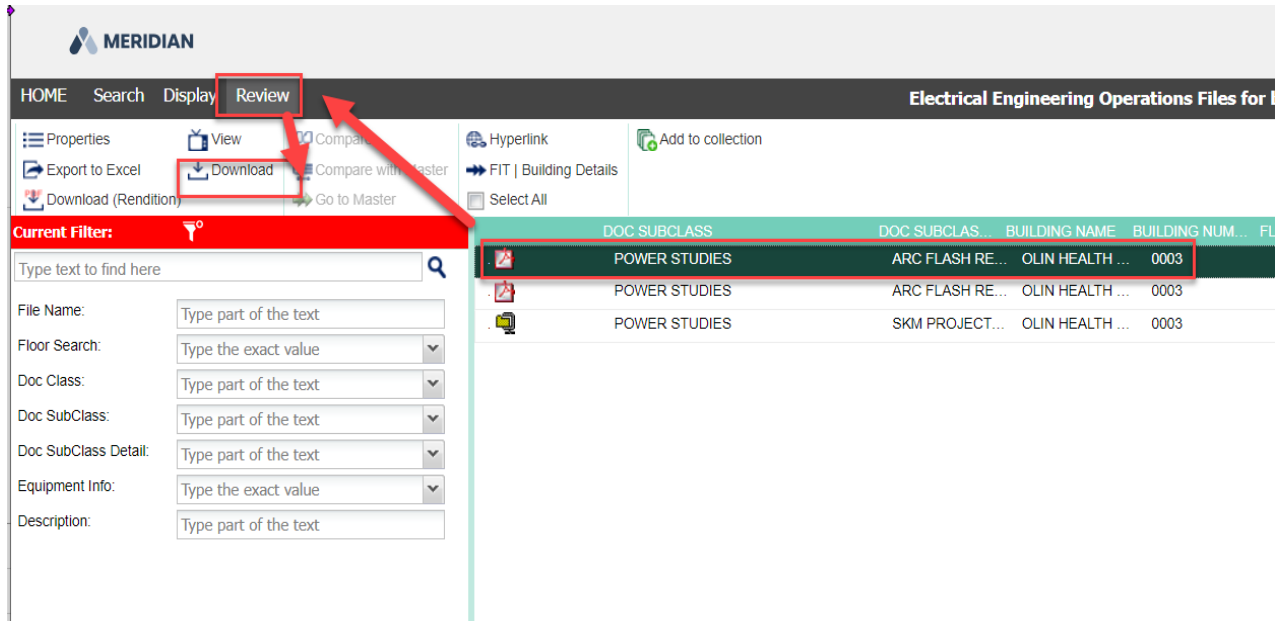
**0003 OLIN HEALTH CENTER**  
463 E CIRCLE DR BLDG 0003, EAST LANSING MI 48824

**DETAIL:** olin health center documents

- search for pdf/dwg floorplans
- search for project documents
- search for project drawings
- search for equipment and material documents
- search for electrical engineering operations files
- search for central control operations files
- search for all documents

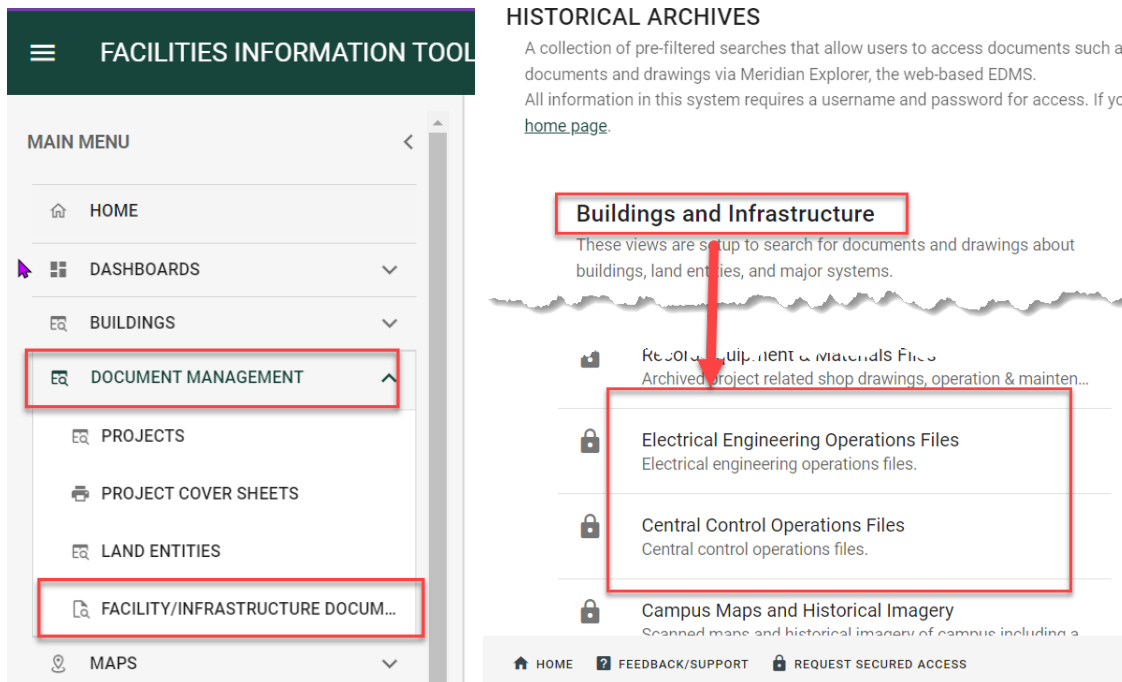
**DOCUM**

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.


The screenshot shows the Meridian software interface with the search filters panel on the left and a table of search results on the right. The filters panel includes fields for File Name, Building Numbers, Building Name, Floor Search, Doc Class, Doc SubClass, Doc SubClass Detail, Equipment Info, and Description. The table has columns for DOC SUBCLASS, DOC SUBCLAS..., BUILDING NAME, BUILDING NUM..., FLOOR NUMBER, FLOOR DESCR..., DESCRIPTION, and DOC CLASS. The results include various entries such as 'ELECTRICAL F...', 'POWER STUDI...', and 'ARC FLASH RE...'.

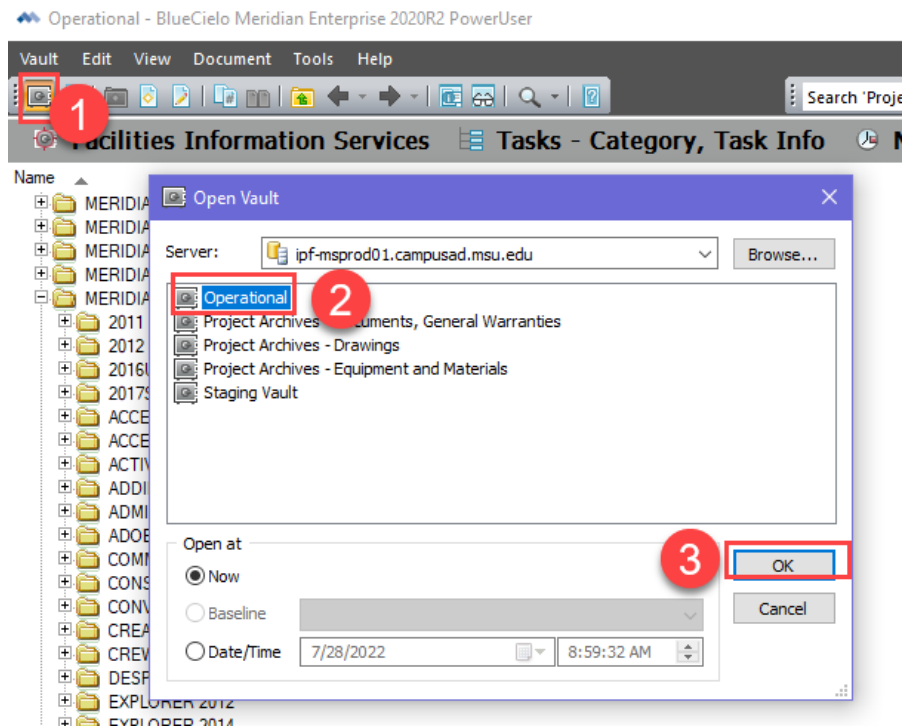
This screenshot shows the Meridian software interface with the search filters panel on the left and a table of search results on the right. The 'Doc SubClass Detail' filter is set to 'ARC FLASH REPORT'. The table results are filtered to show only 'ARC FLASH REPORT' entries for various buildings like 'OLIN HEALTH', 'COWLES HOUSE', and 'MUSIC PRACTI...'.

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

The screenshot shows the Meridian software interface with the 'Review' menu highlighted in the top navigation bar. A red arrow points from the 'Review' menu to the 'Download' option in the 'Current Filter' panel. The table below shows search results for 'POWER STUDIES' and 'ARC FLASH RE...'.

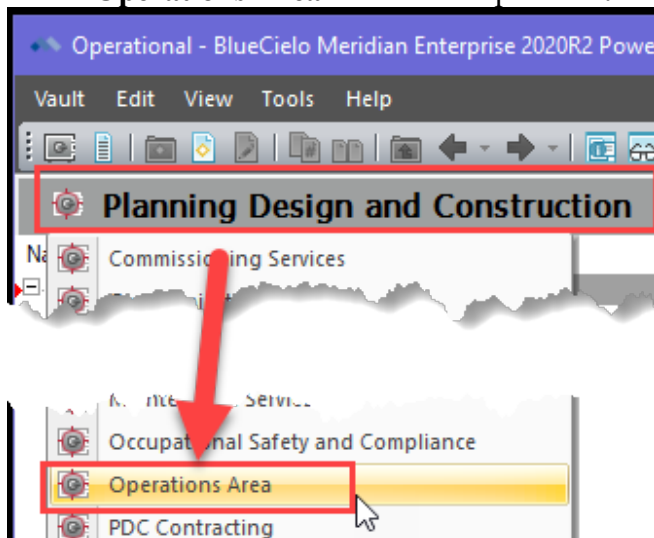
# Meridian Desktop Poweruser Application

1. Open Meridian  and select **Open Vault**
2. Select **Operational**
3. Click **OK**



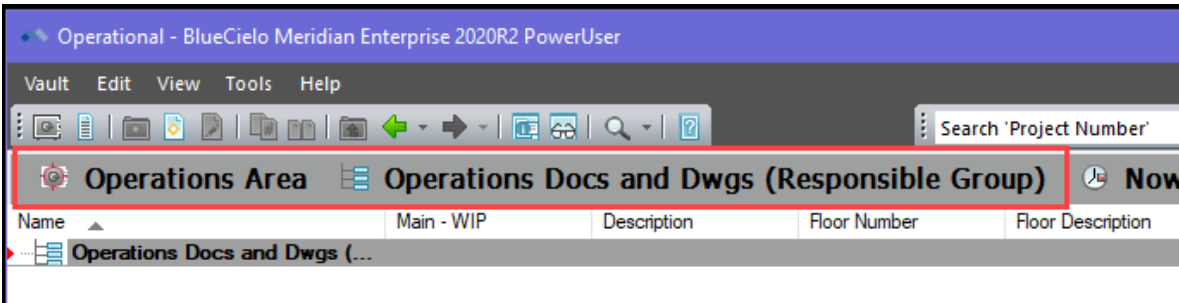
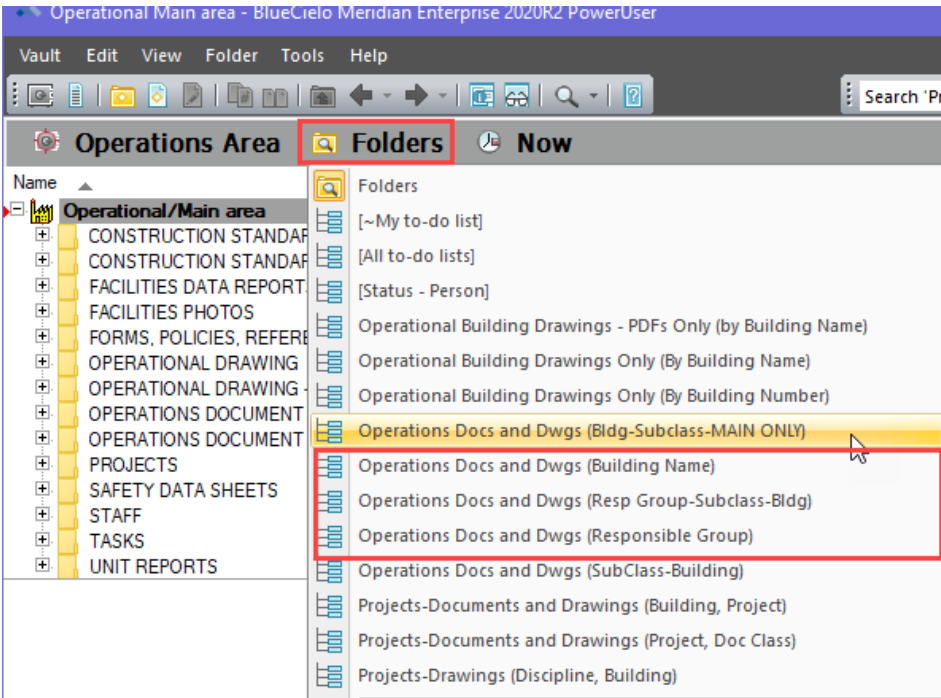
**Scope and Nav Views:** Scopes narrow the focus of the Nav Views down to the ones you will need to see for this area of work. Nav Views are the folder structure which you will view the documents in.

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



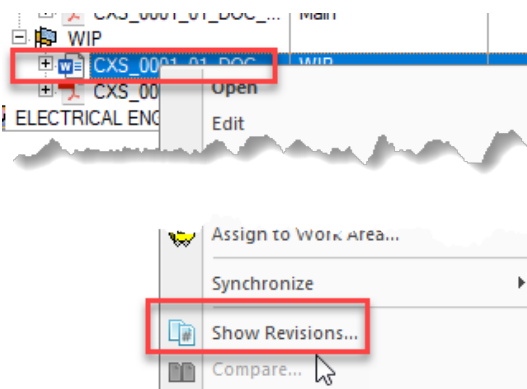
- Select any Nav View that starts with **Operations Documents** from the list.
  - This is the folder structure for searching and viewing files.

- Remember these can always be modified and more can be added.
  - Main is what is for all users that have access to see
  - WIP is for the modifiers and editors of these files to work on.
  - Main – in WIP 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

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Created: July 28, 2022

Modified: October 21, 2024

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