

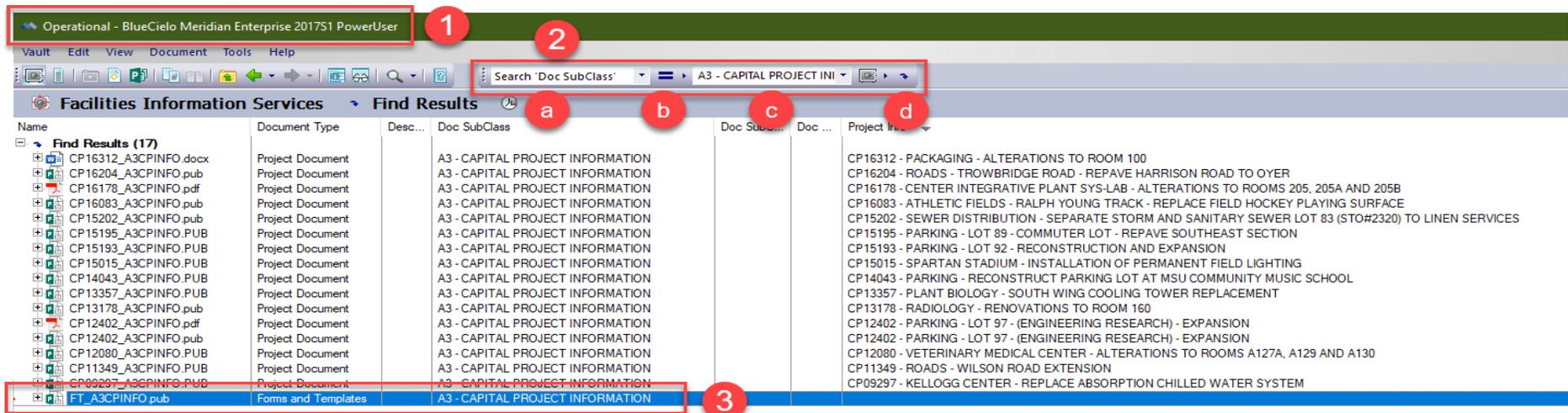


## Purpose

To gain quick access to the A3 documents stored in both the Meridian Archives and Meridian Operational Vaults.

## Operational Vault

1. Open the **Operational Vault**
2. Use the **Quick Find Tool**
  - a. Select **Search ‘DocSubClass’**
  - b. Make sure the search criteria is set to **equals**
  - c. Type or select **A3 – CAPITAL PROJECT INFORMATION**
  - d. Hit **enter** on your keyboard or click on the blue arrow



3. Note the A3 form is also stored in Meridian. You can right-click on it and select **Copy to project or task** to fill it in and save it right into the project in Meridian.



## Project Archives – Documents, General Warranties Vault

1. Open the **Project Archives – Documents, General Warranties Vault**
2. Use the **Quick Find Tool**
  - a. Select **Search ‘DocSubDetail’**
  - b. Make sure the search criteria is set to **equals**
  - c. Type or select **A3 – CAPITAL PROJECT INFORMATION**
  - d. Hit **enter** on your keyboard or click on the blue arrow

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a b c d

Name	D...	Docume...	Doc Class	Doc SubClass	Doc SubDetail	D	V...	S	E	Building Name	Buildin...	Project Info
Find Results (2)												
CP11295_DOC_PROJINFO_PDC_A3_2013-04-09.pdf		4/9/201...	DOCUME...	PROJECT INFORMATION	PLA...	A3 - CAPITAL PR...				CLINICAL CENTER...	0202	CP11295 - CLINICAL CENTER-ANIMAL - HVAC RENOVATION AND ADDITION 1
CP14273_DOC_PROJINFO_PDC_A3_2015-01-01.pdf		1/1/201...	DOCUME...	PROJECT INFORMATION	PLA...	A3 - CAPITAL PR...				HOLMES HALL	0330	CP14273 - HOLMES HALL - RENOVATE DINING ROOM AND FOOD PREP AREA

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3. Note to scroll to the right to see the building and project information.

## Revision History and Owner of Document

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Updated: N/A

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