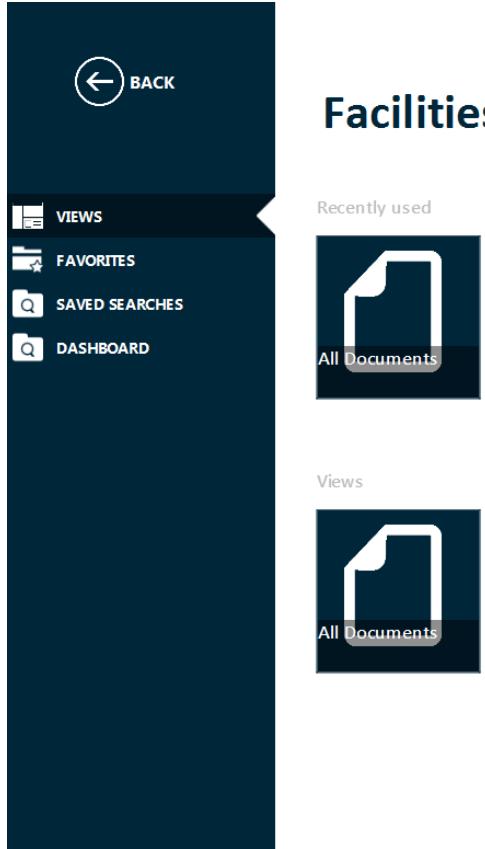


Notes on Using Meridian Web Client

To open Web Client, select

All Programs → Meridian Web Client → BlueCielo Web Client

1. Default selection should be “view”, so select All Documents



2. There are 2 ways to search – property based and form search – property based filters documents as they are selected, much like Internet retail stores, where form search is a faceted search technique. If a building does not appear in the list, type the building number or part of the name in the search box and select the “enter” key

Building
50 of 228 hits

FILE NAME	DESCRIPTION	SHEETNUMBER	DISCIPLINE	DOC CLASS	DOC SUBCLASS	DOC SUBCLASS	DRAWING TYPE	BUILDING	BUILDING NUMBER	FLOOR
001_FURPEN D. BURGE APARTMENTS__GT-MAIN										
002_SKLES, WILLIAM VERNON CLASSROOM BU...										
003_ROBERT, L.W. ALUMNI HOUSE__GT-MAIN										
004_MCDANIEL RESIDENCE HALL (DEMO)___GT...										
005_UNIVERSITY APARTMENTS__GT-MAIN										
006_SMITH, JOHN M RESIDENCE HALL__GT-MAIN										
007_BROWN, JUUS RESIDENCE HALL__GT-MAIN										
008_PETERS, RICHARD PARK PARKING DECK___...										
009_BRIDGE, FLANNERY PARKING DECK__GT-MAIN										
010_HOWELL, CLARK RESIDENCE HALL__GT-MAIN										
011_HARRIS, NATHANIALE E RESIDENCE HALL__...										
012_BRITTAINE, MARION L DRING HALL__GT-MAIN										
013_CLOUDMAN, JOSAH RESIDENCE HALL__GT-MAIN										
014_HARRISON, GEORGE W. JR. RESIDENCE HALL										
015_TOMERS, DONAGAN D. RESIDENCE HALL__...										
016_GLENN, WILLIAM H. RESIDENCE HALL__GT-...										
017_DODD, BOBBY STADIUM AT GRANT FIELD__...										
018_EDGE, ARTHUR B. INTERCOLLEGATE ATHLETIC...										
018A_RICE, HOMER CENTER FOR SPORTS PERFOR...										
020_WIRE TRANSMITTER AND TOWER__GT-MAIN										
021_100 BOBBY DODD WAY__GT-MAIN										
022_DANIEL, J.L. LABORATORY__GT-MAIN										
023_OIT ENGINEERING__GT-MAIN										

All Documents All Documents

3. To show/hide filters in the property-based search by clicking on the arrow beside the name

HOME Search Display Review Collections All Documents

Navigation View Hierarchy Active Filters Hide Navigation

Property-based navigation Form Search

Building
50 of 228 hits

FILE NAME	DESCRIPTION	SHEETNUMBER	DISCIPLINE
044_HIGHTOWER__GT-MAIN			
045_COON, JOHN SAYLOR__GT-MAIN			
046_BERINGAUSE, GARY F.__GT-MAIN			
047_WARDLAW, WILLIAM C. JR. CENTER__GT-...			

Doc Class

Disciplines

- ARCHITECTURAL
- AUDIO VISUAL ENGINEERING
- CIVIL
- DEMOLITION
- ELECTRICAL
- FIRE PROTECTION
- INTERIORS
- KITCHEN - FOOD SERVICE
- LAB FURNISHINGS
- LANDSCAPE
- LIFE SAFETY
- MECHANICAL
- PLUMBING
- SECURITY
- STRUCTURAL

4. Highlight the column header to sort by column. To group select files use SHIFT+click or CTRL+click.

HOME Search Display Review Collections

Navigation View Hierarchy Active Filters
Property-based navigation Form Search Save Reset

All Documents

FILE NAME **DESCRIPTION** **SHEETNUMBER** **DISCIPLINE** **CLASS** **DOC SUBCLASS** **DOC SUBCLASS**

025_CHARN, LLOYD W_GT-MAIN	ECD196 VFD CO...	E2-33-2	ELECTRICAL	DRAWING - MOD...	RECORD SET	
026_HOLLAND, ARCHIBALD D. (HEATING AND C...	SECOND FLOOR ...	2	TELECOMMUNIC...	DRAWING - MOD...	RECORD SET	
027_SOLAR SITE_GT-MAIN	FIRST FLOOR PL...	1	TELECOMMUNIC...	DRAWING - MOD...	RECORD SET	
028_CHEMICAL ENGINEERING (DEMO)_GT-MAIN	LIGHTING FIXTU...	E-1	ELECTRICAL	DRAWING - MOD...	RECORD SET	
029_LYMAN HALL_GT-MAIN	BUILDING 032_F...	E-032.1	ELECTRICAL	DRAWING - MOD...	RECORD SET	
030_FRBICH, AARON_GT-MAIN	LEGENDS, ELECT...	E-3	ELECTRICAL	DRAWING - MOD...	RECORD SET	
031_MOORE, BILL STUDENT SUCCESS CENTER_...	TITLE SHEET	TS	ELECTRICAL	DRAWING - MOD...	RECORD SET	
032_FACILITIES_GT-MAIN	ELECTRICAL SPE...	E-2	ELECTRICAL	TECHNICAL DOC...	SPECIFICATIONS	
033_O'KEEFE, DANIEL C_GT-MAIN	ANNEX BUILDING...	E700A	ELECTRICAL	DRAWING - MOD...	RECORD SET	
033A_O'KEEFE GYM_GT-MAIN	ANNEX BUILDING...	E701A	ELECTRICAL	DRAWING - MOD...	RECORD SET	
033B_WOMENS SOFTBALL LOCKER ROOM_G...	ANNEX BUILDING...	E702	ELECTRICAL	DRAWING - MOD...	RECORD SET	
034_ORGT (DEMO)_GT-MAIN	ANNEX BUILDING...	E702	ELECTRICAL	DRAWING - MOD...	RECORD SET	
035_EVANS, LETTIE PATE WHITEHEAD ADMINIST...	ANNEX BUILDING...	E702	ELECTRICAL	DRAWING - MOD...	RECORD SET	
036_CARNEGIE, ANDREW_GT-MAIN	ANNEX BUILDING...	E701A	ELECTRICAL	DRAWING - MOD...	RECORD SET	
037_BUILDINGNAME	ANNEX BUILDING...	E700A	ELECTRICAL	DRAWING - MOD...	RECORD SET	
038_SAVANT, DOMENICO P_GT-MAIN	ANNEX BUILDING...	E700A	ELECTRICAL	DRAWING - MOD...	RECORD SET	
039_SWANN, JANIE AUSTELL_GT-MAIN	ANNEX BUILDING...	E701A	ELECTRICAL	DRAWING - MOD...	RECORD SET	
040_GUGGENHEIM, DANIEL F_GT-MAIN	ANNEX BUILDING...	E702	ELECTRICAL	DRAWING - MOD...	RECORD SET	
041_ENGINEERING SCIENCE AND MECHANICS_...	ANNEX BUILDING...	E702	ELECTRICAL	DRAWING - MOD...	RECORD SET	
043_WASTE STORAGE_GT-MAIN	ANNEX BUILDING...	E701A	ELECTRICAL	DRAWING - MOD...	RECORD SET	
044_HIGHTOWER_GT-MAIN	ANNEX BUILDING...	E702	ELECTRICAL	DRAWING - MOD...	RECORD SET	
045_COON, JOHN SAYLOR_GT-MAIN	1ST & 2ND FLOO...	2	ARCHITECTURAL	DRAWING - MOD...	RECORD SET	
046_BERNGAUSE, GARY F_GT-MAIN	RISER, DETAILS	E-3	ELECTRICAL	DRAWING - MOD...	RECORD SET	
047_WARDLAW, WILLIAM C JR CENTER_GT...	POWER & LIGHTI...	E-2	ELECTRICAL	DRAWING - MOD...	RECORD SET	

Floor All Documents 032_210-3-2010...

5. Click on the display menu and choose either small, medium or large buttons to view the highlighted files in thumbnail view

HOME Search Display Review Collections

List Small Preview
Medium Large Preview in Window Move to Bottom

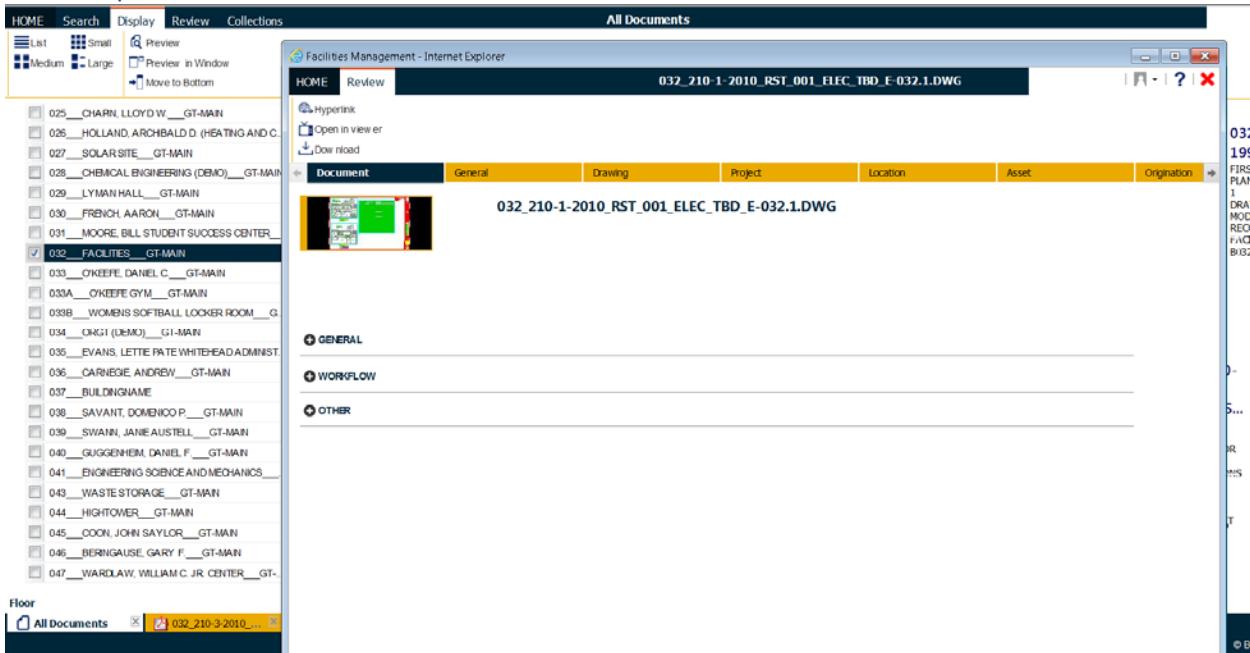
All Documents

FILE NAME

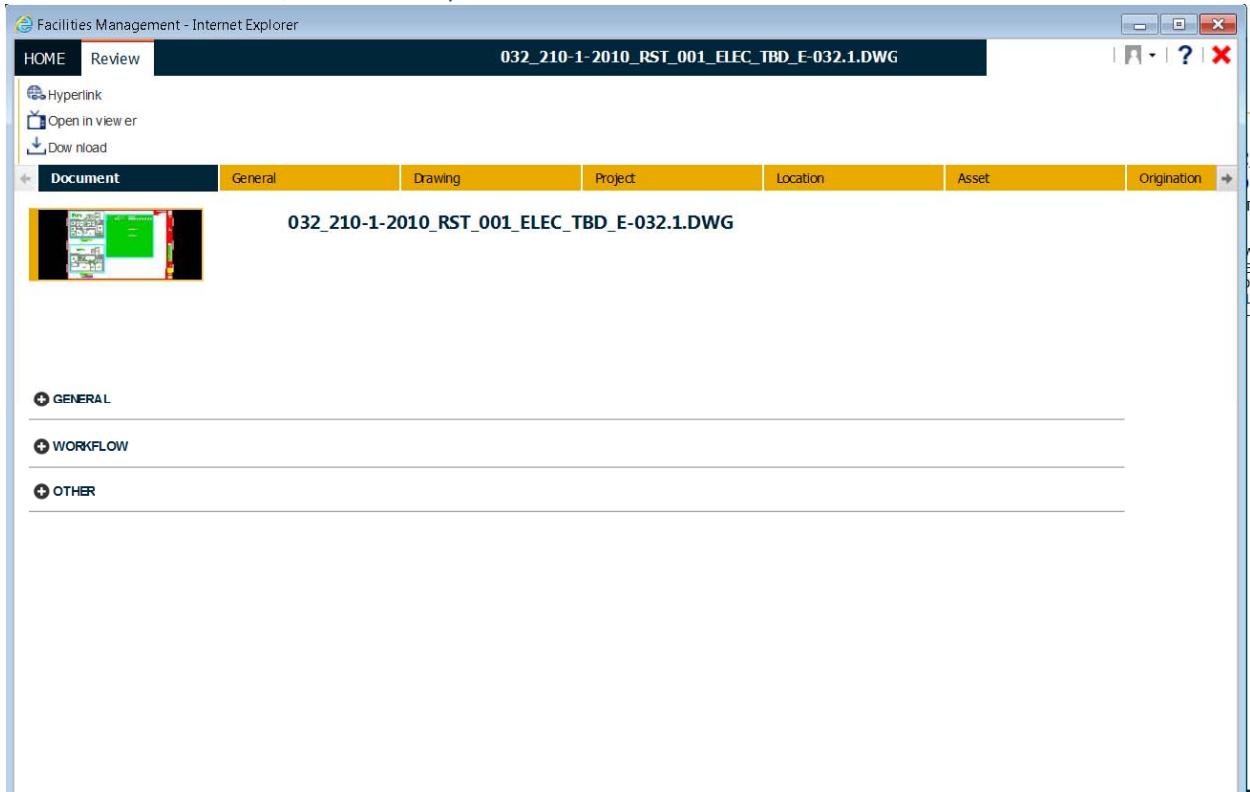
025_CHARN, LLOYD W_GT-MAIN	032_210-1-2010_RS...	032_210-1-2010_RS...	032_210-1-2010_RS...
026_HOLLAND, ARCHIBALD D. (HEATING AND C...	LIGHTING FIXTURE REPLACEMENT MASTER SCHEDULE E-1	BUILDING 032-FACILITIES ADMINISTRATION-PART 1ST & 2ND FLOOR PLANS & LTS REPLACEMENT SCHEDULE	E-3 SPECIFICATIONS AND RENOVATION NOTES E-2
027_SOLAR SITE_GT-MAIN	DRAWING - MODEL RECORD SET	RECORD SET	TECHNICAL DOCUMENT SPECIFICATIONS
028_CHEMICAL ENGINEERING (DEMO)_GT-MAIN	FACILITIES 032-210-1-2010_RS...	2010-032-210-1-2010_RS...	FACILITIES 032-210-1-2010_RS...
029_LYMAN HALL_GT-MAIN	TITLE SHEET TS	2010-032-210-1-2010_RS...	ANNEX BUILDING THIRD FLOOR
030_FRENCH, AARON_GT-MAIN	DRAWING - MODEL RECORD SET	2010-032-210-1-2010_RS...	
031_MOORE, BILL STUDENT SUCCESS CENTER_...	FACILITIES 210-1-2010	2010-032-210-1-2010_RS...	
032_FACILITIES_GT-MAIN	032-210-1-2010_RS...	2010-032-210-1-2010_RS...	
033_O'KEEFE, DANIEL C_GT-MAIN	LIGHTING FIXTURE REPLACEMENT MASTER SCHEDULE E-1	BUILDING 032-FACILITIES ADMINISTRATION-PART 1ST & 2ND FLOOR PLANS & LTS REPLACEMENT SCHEDULE	E-3 SPECIFICATIONS AND RENOVATION NOTES E-2
033A_O'KEEFE GYM_GT-MAIN	DRAWING - MODEL RECORD SET	RECORD SET	TECHNICAL DOCUMENT SPECIFICATIONS
033B_WOMENS SOFTBALL LOCKER ROOM_G...	FACILITIES 032-210-1-2010_RS...	2010-032-210-1-2010_RS...	FACILITIES 032-210-1-2010_RS...
034_ORGT (DEMO)_GT-MAIN	TITLE SHEET TS	2010-032-210-1-2010_RS...	ANNEX BUILDING THIRD FLOOR
035_EVANS, LETTIE PATE WHITEHEAD ADMINIST...	DRAWING - MODEL RECORD SET	2010-032-210-1-2010_RS...	
036_CARNEGIE, ANDREW_GT-MAIN	FACILITIES 210-1-2010	2010-032-210-1-2010_RS...	
037_BUILDINGNAME	032-210-1-2010_RS...	2010-032-210-1-2010_RS...	
038_SAVANT, DOMENICO P_GT-MAIN	LIGHTING FIXTURE REPLACEMENT MASTER SCHEDULE E-1	BUILDING 032-FACILITIES ADMINISTRATION-PART 1ST & 2ND FLOOR PLANS & LTS REPLACEMENT SCHEDULE	E-3 SPECIFICATIONS AND RENOVATION NOTES E-2
039_SWANN, JANIE AUSTELL_GT-MAIN	DRAWING - MODEL RECORD SET	RECORD SET	TECHNICAL DOCUMENT SPECIFICATIONS
040_GUGGENHEIM, DANIEL F_GT-MAIN	FACILITIES 032-210-1-2010_RS...	2010-032-210-1-2010_RS...	FACILITIES 032-210-1-2010_RS...
041_ENGINEERING SCIENCE AND MECHANICS_...	TITLE SHEET TS	2010-032-210-1-2010_RS...	ANNEX BUILDING THIRD FLOOR
043_WASTE STORAGE_GT-MAIN	DRAWING - MODEL RECORD SET	2010-032-210-1-2010_RS...	
044_HIGHTOWER_GT-MAIN	FACILITIES 210-1-2010	2010-032-210-1-2010_RS...	
045_COON, JOHN SAYLOR_GT-MAIN	032-210-1-2010_RS...	2010-032-210-1-2010_RS...	
046_BERNGAUSE, GARY F_GT-MAIN	LIGHTING FIXTURE REPLACEMENT MASTER SCHEDULE E-1	BUILDING 032-FACILITIES ADMINISTRATION-PART 1ST & 2ND FLOOR PLANS & LTS REPLACEMENT SCHEDULE	E-3 SPECIFICATIONS AND RENOVATION NOTES E-2
047_WARDLAW, WILLIAM C JR CENTER_GT...	DRAWING - MODEL RECORD SET	RECORD SET	TECHNICAL DOCUMENT SPECIFICATIONS

Floor All Documents 032_210-3-2010...

6. To preview the file(s) in a separate window, select the “preview in window” button and a separate window opens



7. To view the file, select the “open in viewer” button



8. Other file options include draft printing, download and export the file list to excel

The screenshot shows a Meridian web client interface with a sidebar on the left containing a navigation tree and search filters. The main area displays a list of documents with columns for FILE NAME, DESCRIPTION, SHEETNUMBER, DISCIPLINE, DOC CLASS, and DOC SUBCLASS. A context menu is open over a specific document, listing options like Properties, View, Hyperlink, Download, Export to Excel, Go to Master, Draft Print, and Compare.

FILE NAME	DESCRIPTION	SHEETNUMBER	DISCIPLINE	DOC CLASS	DOC SUBCLASS
032_210-3-2010...	ECM196 VFD CO...	E2-33-2	ELECTRICAL	DRAWING - MOD...	RECORD SET
032_B032-1991...	SECOND FLOOR...	2	TELECOMMUNIC...	DRAWING - MOD...	RECORD SET
032_B032-1991...	FIRST FLOOR PL...	1	TELECOMMUNIC...	DRAWING - MOD...	RECORD SET
032_210-1-2010...	LIGHTING FIXTUR...	E-1	ELECTRICAL	DRAWING - MOD...	RECORD SET
032_210-1-2010...	BUILDING 032-F...	E-032.1	ELECTRICAL	DRAWING - MOD...	RECORD SET
2010...	LEGENDS, ELECT...	E-3	ELECTRICAL	DRAWING - MOD...	RECORD SET
2010...	TITLE SHEET	TS	ELECTRICAL	DRAWING - MOD...	RECORD SET
2010...	ELECTRICAL SPE...	E-2	ELECTRICAL	TECHNICAL DOC...	SPECIFICATIONS
2010...	ANNEX BUILDING...	E700A	ELECTRICAL	DRAWING - MOD...	RECORD SET
2010...	ANNEX BUILDING...	E701A	ELECTRICAL	DRAWING - MOD...	RECORD SET
2010...	ANNEX BUILDING...	E702	ELECTRICAL	DRAWING - MOD...	RECORD SET
2010...	ANNEX BUILDING...	E702	ELECTRICAL	DRAWING - MOD...	RECORD SET
2010...	ANNEX BUILDING...	E701A	ELECTRICAL	DRAWING - MOD...	RECORD SET
032_210-2-2010...	ANNEX BUILDING...	E700A	ELECTRICAL	DRAWING - MOD...	RECORD SET
032_210-2-2010...	ANNEX BUILDING...	E700A	ELECTRICAL	DRAWING - MOD...	RECORD SET
032_210-2-2010...	ANNEX BUILDING...	E701A	ELECTRICAL	DRAWING - MOD...	RECORD SET
032_210-2-2010...	ANNEX BUILDING...	E702	ELECTRICAL	DRAWING - MOD...	RECORD SET
032_BR-30-29_R...	DETAILS	S-2	STRUCTURAL	DRAWING - MOD...	RECORD SET
032_BR-30-29_R...	1ST & 2ND FLOO...	2	ARCHITECTURAL	DRAWING - MOD...	RECORD SET
032_BR-30-29_R...	RISER DETAILS	E-3	ELECTRICAL	DRAWING - MOD...	RECORD SET
032_BR-30-29_R...	POWER & LIGHTI...	E-2	ELECTRICAL	DRAWING - MOD...	RECORD SET

All Documents

9. The other option for searching is the “form search”. To reduce the list of search filters, click on the “+” sign at the bottom left side of the window within Meridian web client and uncheck the filters you want to remove

The screenshot shows the Meridian web client search interface. On the left, there is a search form with fields for Discipline, Description, Building, Floor, Project, and Project Year, each with a dropdown menu. A large blue arrow points to the '+' sign at the bottom left of the search form. The main area shows a results table with columns for FILE NAME, DESCRIPTION, SHEETNUMBER, DISCIPLINE, DOC CLASS, and DOC SUBCLASS. The message "No search criteria SHOW ALL" is displayed above the results.

FILE NAME	DESCRIPTION	SHEETNUMBER	DISCIPLINE	DOC CLASS	DOC SUBCLASS
No search criteria SHOW ALL					

All Documents

10. The search button must be clicked to filter the list

11. Favorite/common searches can be saved and collections can be created and saved

The screenshot shows a search interface for 'All Documents'. On the left, there are filters for 'Disciplines' (Type the exact value), 'Description' (Type part of the text), 'Building' (032_FACILITIES__GT-MAIN), 'Floor' (Type the exact value), 'Project' (Type part of the text), and 'Project Year' (Type part of the text). The main area displays four search results:

- 032_210-3-2010_RST...**: ECM196 VFD CONVERSION DANIEL C. O'LEARY VFD UPGRADE E2-33-2 DRAWING - MODEL RECORD SET FACILITIES 210-3-2010
- 032_B032-1991_RST...**: FIRST FLOOR PLAN 1 DRAWING - MODEL RECORD SET FACILITIES B032-1991
- 032_210-1-2010_RST...**: LIGHTING FIXTURE REPLACEMENT MASTER SCHEDULE E-1 DRAWING - MODEL RECORD SET FACILITIES 210-1-2010
- 032_210-1-2010_RST...**: LEGENDS: ELECTRICAL INSTALLATION

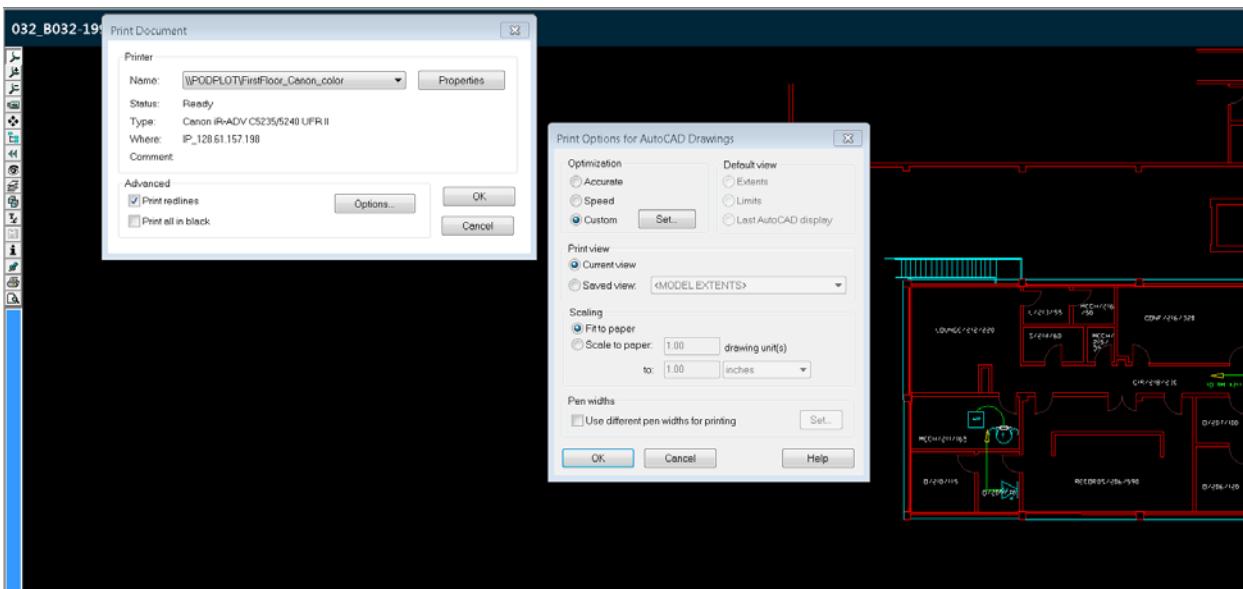
At the bottom, there are navigation buttons for 'SEARCH' and '4 items selected'.

The screenshot shows a 'ADD TO COLLECTION' dialog box. On the left, there are options for 'EXISTING', 'CREATE NEW', and 'OPTIONS'. The 'EXISTING' section shows 'Alumni_House' and 'GATech Training'. In the center, a 'Select a collection' dropdown shows a list of categories:

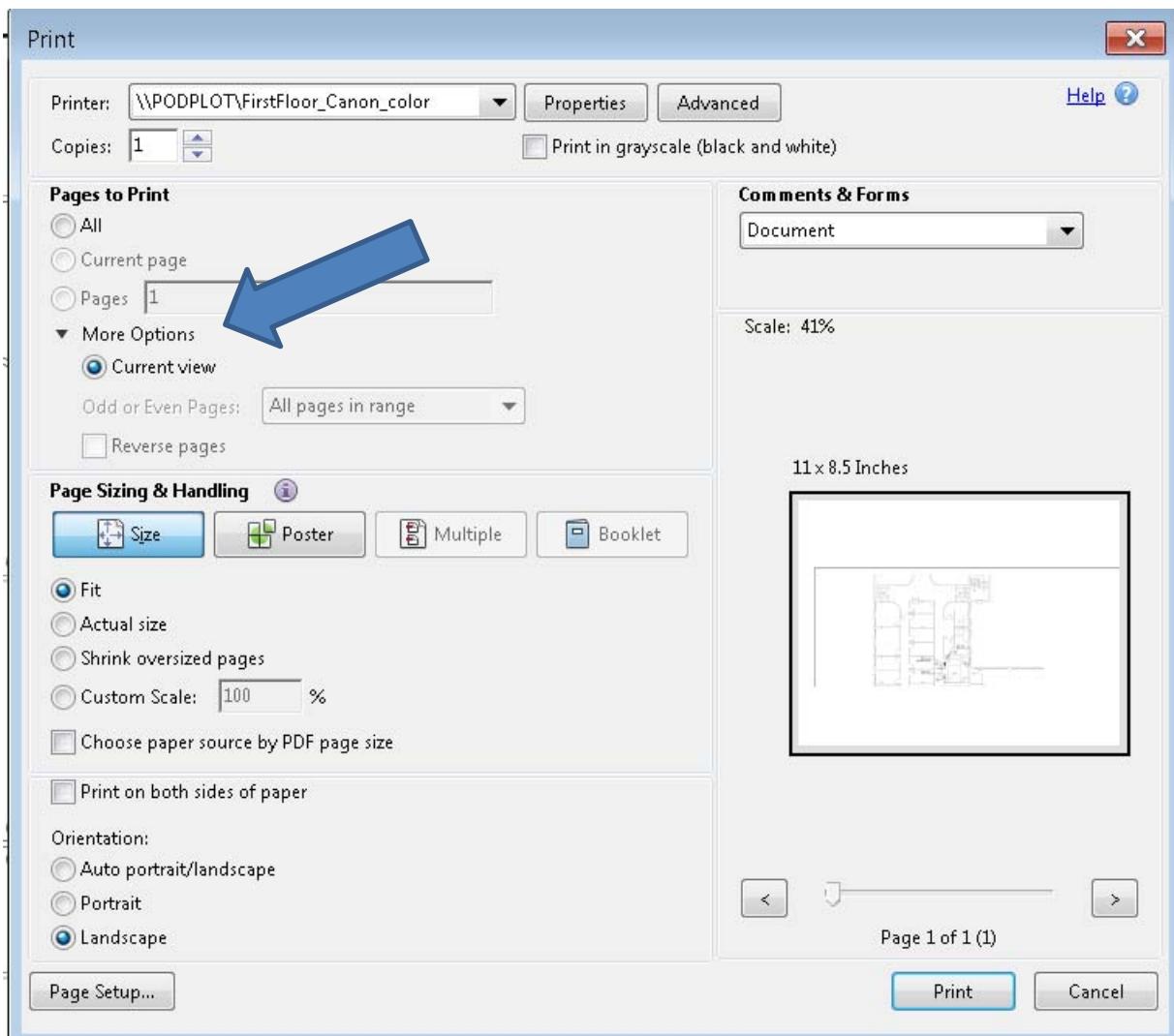
- IG A
- M - BUILDING
- ROOM
- DRY A
- ENSATE, HO
- N
- M - BUILDING
- M - DORM C
- ROOM - DOF
- IRMOTORY B
- IC, DORMITO
- R
- TEAM UNDEF
- TEAM UNDEF
- TEAM UNDEF
- LES

At the bottom, there are 'OK' and 'CANCEL' buttons.

12. Additional Note – printing section of file – select the printer icon and choose the “options” button in the first dialog box. A second dialog box will pop up – select the “current view” to print just a section/part of the drawing/image.



For PDF documents, choose “more options”



The screenshot shows the Meridian1 bcenterprise software interface. The top navigation bar includes links like Revit Server Administrator, Nanotech DGMS, CAMPUS DGMS, Facilities Management, Lowe's Credit Center, SCADA WebSurv, Project Request Form, Suggested Sites, and Web Slice Gallery. The main window has tabs for HOME, Search, Display, Review, and All Documents. On the left, there are filters for Navigation View, Folders, Show Filters, Hide Navigation, Property-based navigation, Form Search, Save, and Reset. The central area displays a list of files with columns for FILE NAME and DESCRIPTION. One file, '006_110-2012_RST_001_MECH_TBD_M-4.pdf', is selected. A context menu is open over this file, with 'Open in New Window' being the selected option. The bottom of the screen shows a search bar with 'SEARCH' and a magnifying glass icon, and a status bar indicating '1 - 188 of 188'.

Highlight, then right-click on file to view properties, then select open in new window.

13. Send Hyperlink to file(s) location or to the content via Outlook email.

The screenshot shows the Meridian1 bcenterprise software interface. The top navigation bar and filters are identical to the previous screenshot. The central area displays the properties of the selected file '006_110-2012_RST_001_MECH_TBD_M-4.pdf'. The 'FILE NAME' is listed as '006_110-2012_RST_001_MECH_TBD_M-4.pdf' and the 'DESCRIPTION' is 'STEAM TUNNEL PLAN'. Below these, there is a 'Hyperlink' field containing the URL 'http://meridian1/bcenterprise/Home.aspx?VIEWID=DOC_2E70D&ID=14483&CO...'. A checkbox labeled 'Use the latest revision' is checked. At the bottom of the dialog, there are 'SEND MAIL' and 'CLOSE' buttons.