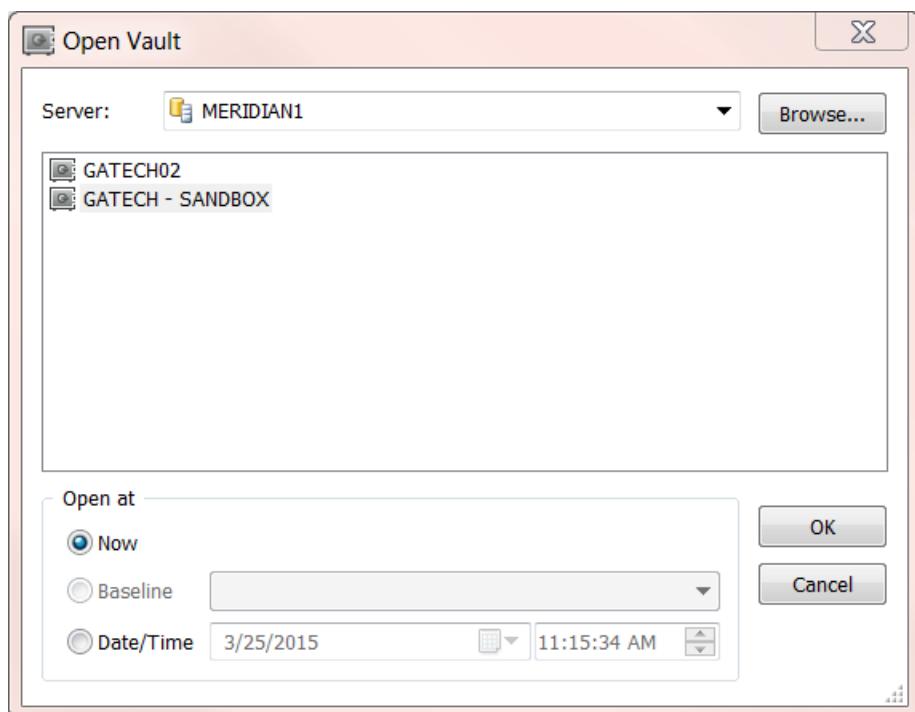
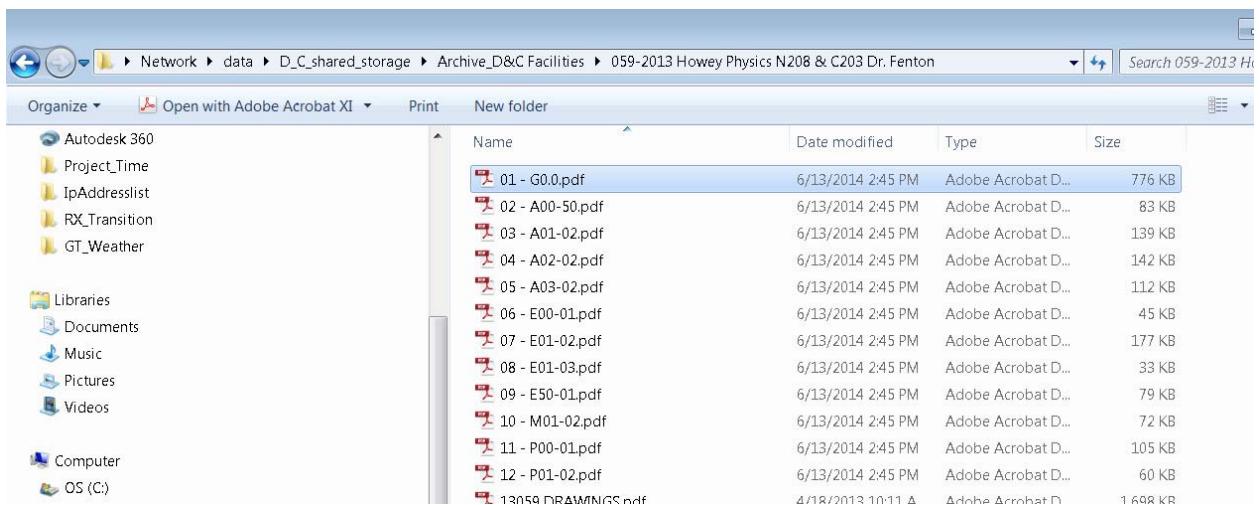


Select Vault → Open to open the GATECH – SANDBOX test vault.



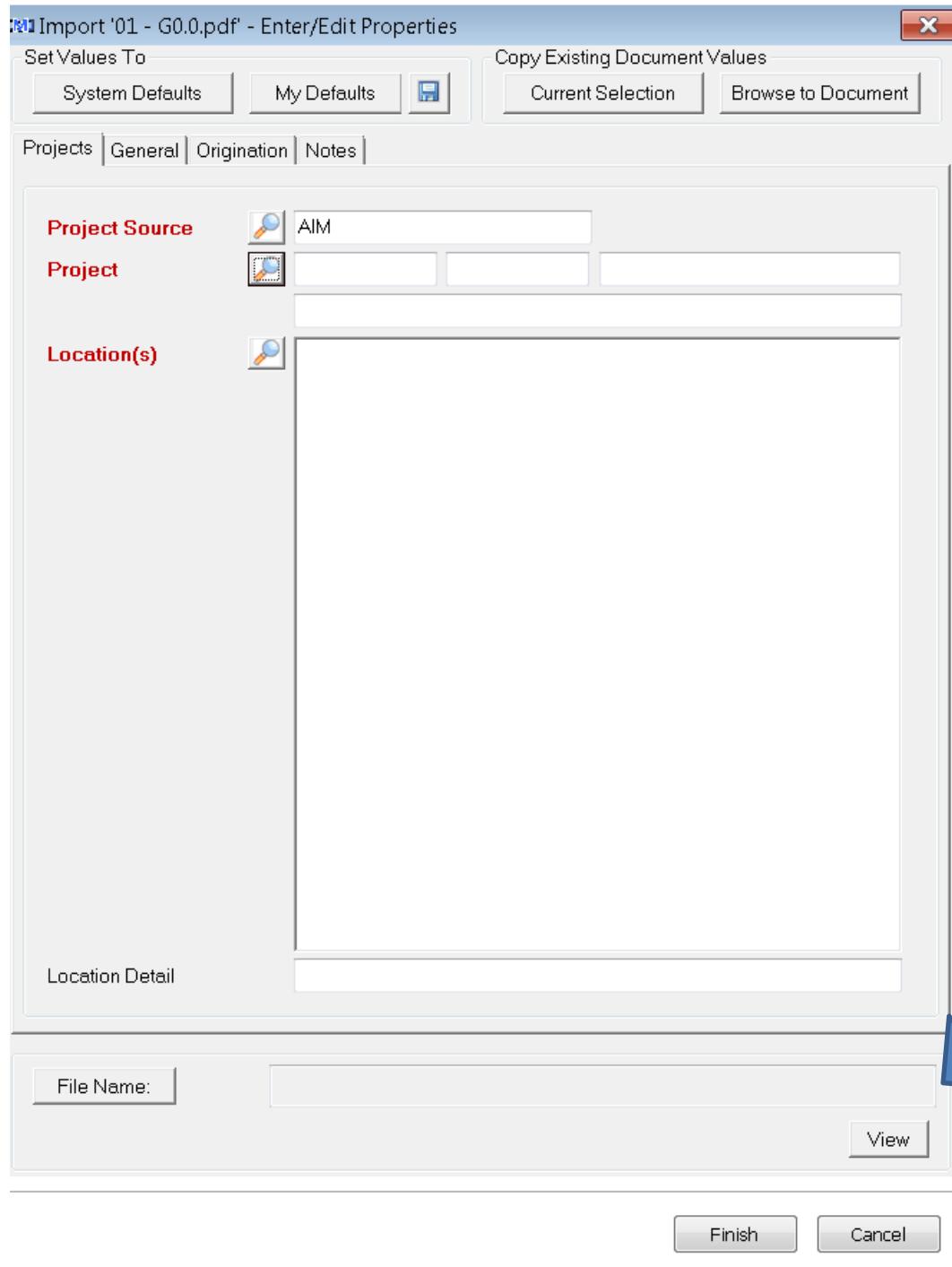
Open the folder on your computer or network storage where the files to archive are located



Drag the file(s) to the Meridian desktop client “projects” folder



Click on the magnifying glass icon next to “Project” and a list of AiM projects will appear. Click on the “view” button to open the document and determine project number.



Filter the search by entering a part of the project number/name in the appropriate search field and click on the binoculars to begin the filtered search

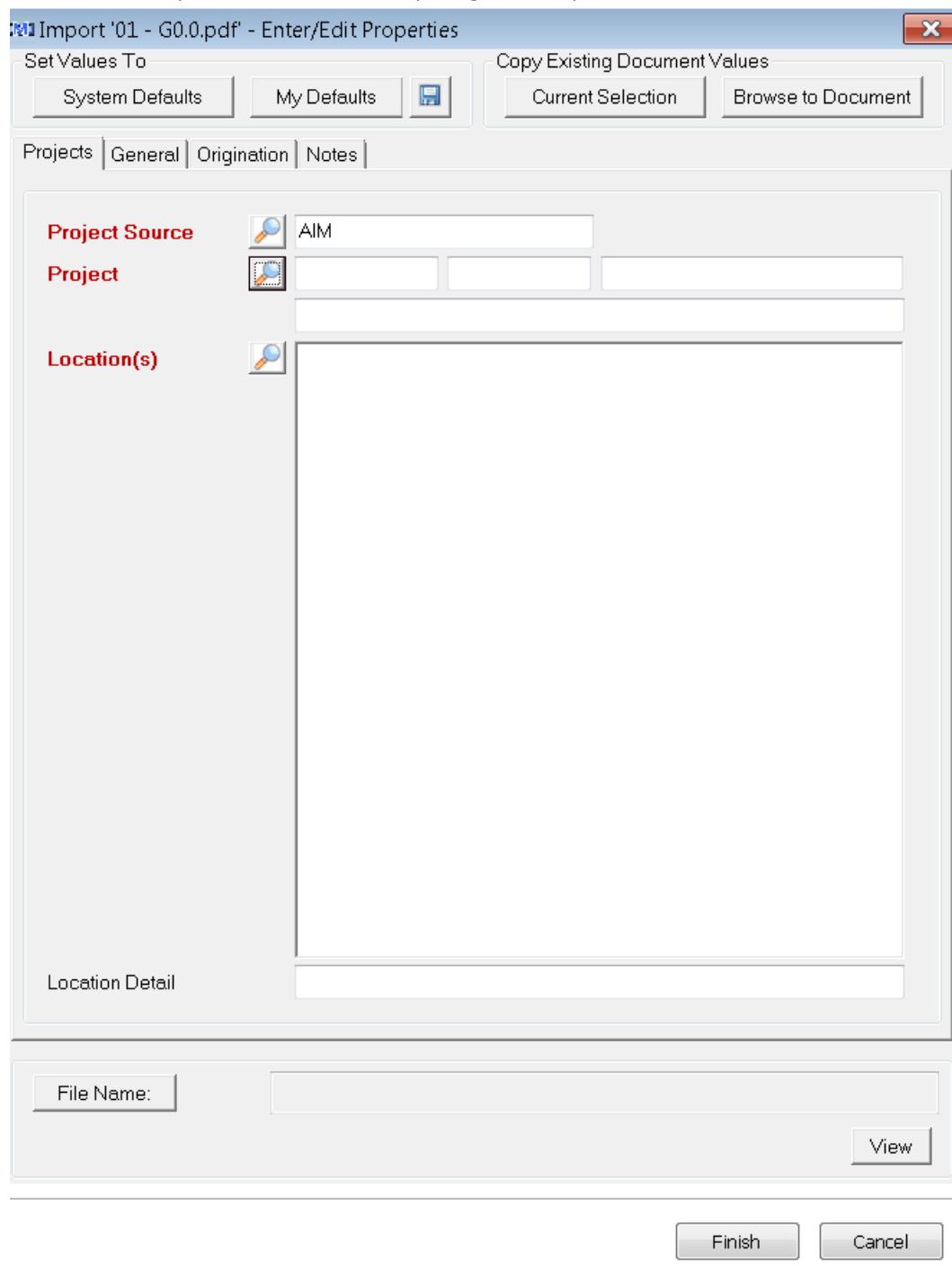
Select Project



| Number | Date | Title | Status | Manager | Type | Region | Bldg | Bldg Name | Floor |
|----------|------------------|----------------------------------|----------|-----------------|------|---------|------|-----------------------|-------|
| 059-2008 | 8/29/2007 | BAKER MECHANICAL ROOM ACM | COMPLETE | ED GUIDA | D&C | GT-MAIN | 099 | HARRY L. BAKER | TBD |
| 059-2010 | 9/3/2009 9:45... | HOWELL REPLACE HEAT EXCHANGE | COMPLETE | STEVE ZWIRZ | D&C | GT-MAIN | 010 | CLARK HOWELL RE... | TBD |
| 059-2012 | 9/2/2011 2:09... | MSE LABS 250 & 378 | IN-PROG | BRIAN CLARKE | D&C | GT-MAIN | 144 | J. ERSKINE LOVE JR... | TBD |
| 059-2013 | 9/25/2012 11:... | HOWEY DR. FENTON LAB | COMPLETE | JUAN ARCHILA | D&C | GT-MAIN | 081 | JOSEPH H. HOWEY... | TBD |
| 059-2014 | 8/23/2013 9:4... | 14TH STREET PARKING LOT IMPRO... | IN-PROG | KIMBERLY WILSON | D&C | GT-MAIN | 141B | 14TH STREET PAR... | TBD |
| 059-2015 | 9/26/2014 1:3... | STUDENT SUCCESS CENTER EXT... | IN-PROG | BEN MASON | D&C | GT-MAIN | 031 | BILL MOORE STUDE... | TBD |

Highlight the correct project and click OK

"Red" labels require a value, and everything else is optional



Import '01 - G0.0.pdf' - Enter/Edit Properties X

Set Values To Copy Existing Document Values

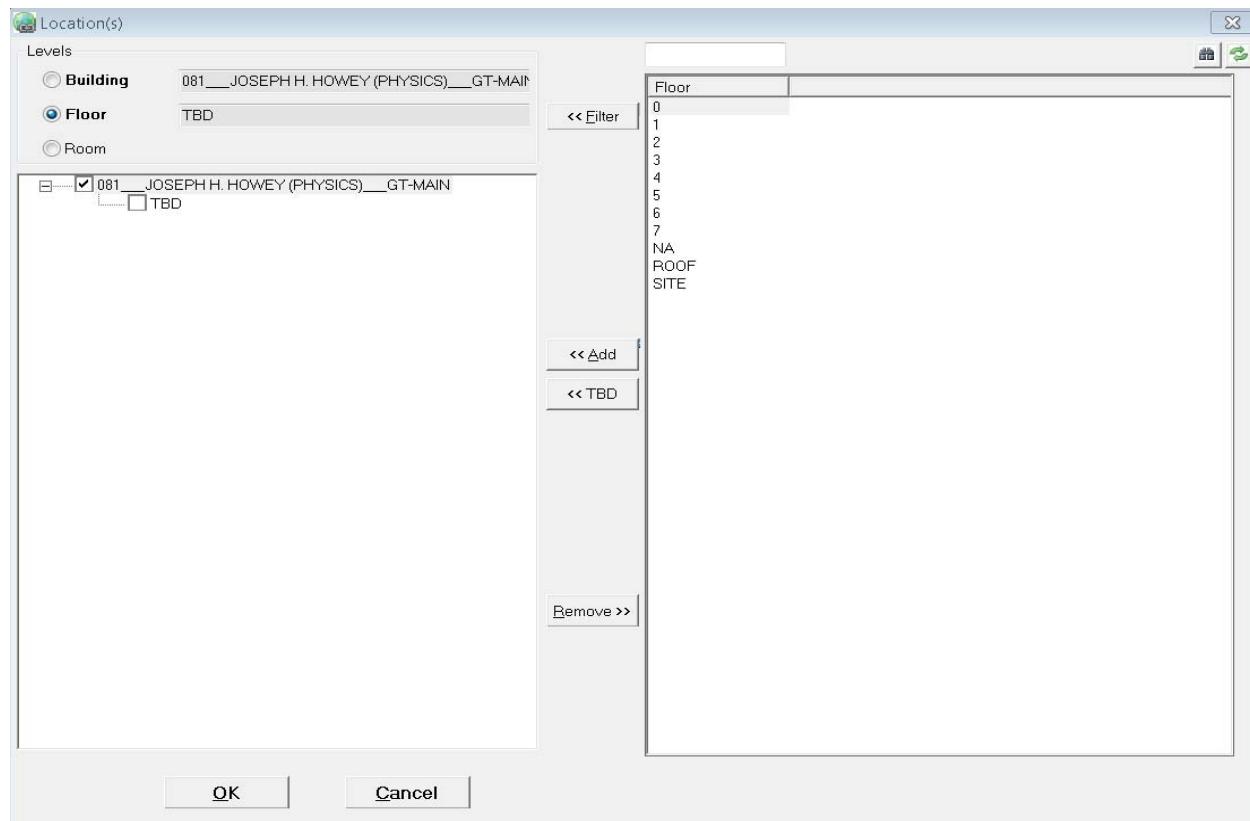
Projects | General | Origination | Notes |

Project Source AIM

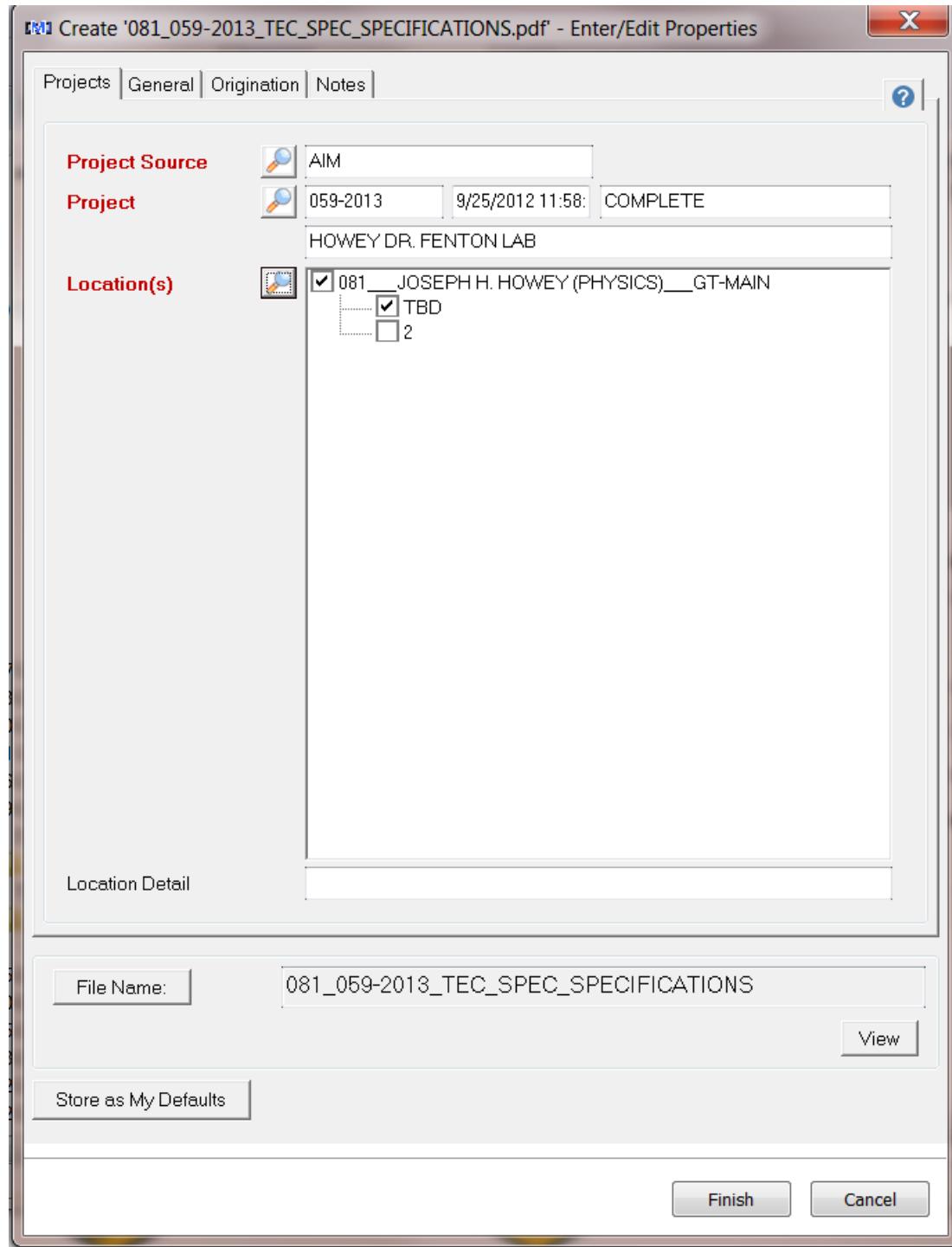
Project 059-2013 9/25/2012 11:58 COMPLETE
HOWEY DR. FENTON LAB

Location(s) 081 JOSEPH H. HOWEY (PHYSICS) GT-MAIN
 TBD

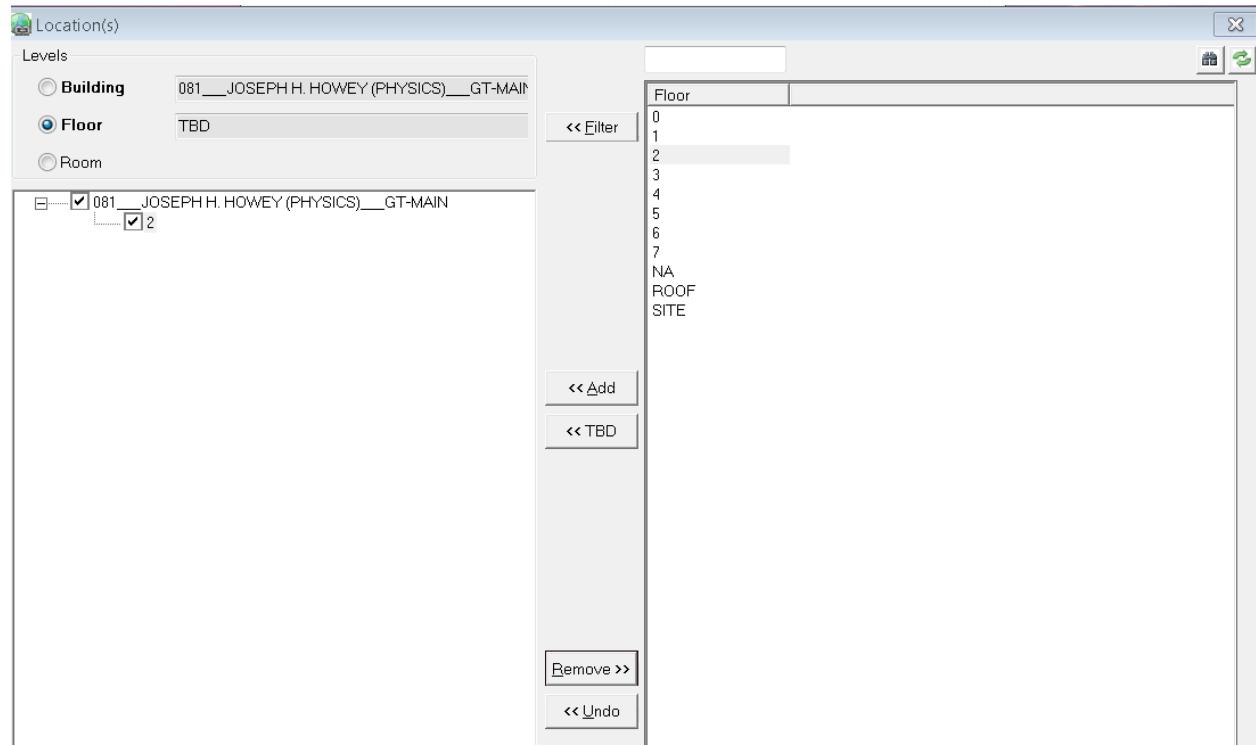
Next, determine the location of the project, ie. floor, roof, site or NA by clicking on the magnifying glass icon next to "location"



Highlight and right mouse click on the building name and click OK to refresh the floor list for that building.



Highlight the “floor” from the list in the right panel and click on the “add” button. For multiple floors, press and hold the CTRL key down while selecting multiple floors. Check the primary floor and remove any un-needed floor(s) from the left side panel by highlighting the floor and click on the “remove” button



Populate all "red" labelled items. The class choice determines which additional items are required to be populated. Multiple files can be imported quickly by populating common information related to the project, then

Import '01 - G0.0.pdf - Enter/Edit Properties X

Set Values To Copy Existing Document Values

System Defaults My Defaults Current Selection Browse to Document

Projects General Origination Notes

Resp. Group  DC DESIGN & CONSTRUCTION

Class  DWG DRAWING - MODEL

SubClass  RST RECORD SET

Discipline  ARCH ARCHITECTURAL

System  NA NOT APPLICABLE

Drawing Type  CS COVER SHEET

Description

File Suffix Sort Order 001

Sheet Number G0.0 Volume **Revision** 0

Security Level  STD STANDARD

File Name: View

Finish Cancel

Once all files have been imported, the following screen appears that shows the folder location.

