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Chapter 5 - Project Indexing and Journaling

CADD Production Criteria Handbook

5.1 PROJECT INDEX GUIDELINES AND FORMAT

Indexes of files delivered will be produced and delivered in accordance with the FDOT CADD Manual. The purpose of the indexes is to document delivered project files, so a user of the data might reasonably understand the purpose and content of the files delivered, including those representing the electronic plans set.

Indexes are crucial to the successful use of the electronic data by downstream customers. The index of plan sheets is used to provide information and access to the plans sheets.

The project plan sheet indexes should be updated and reviewed as the work progresses. These indexes may be maintained by software in the Electronic Delivery software suite and are defined in XML formats.

The indexes noted above include:

- Index.XML – This is a comprehensive index of file attribute meta-data produced by the Electronic Delivery Indexer which contains all indexed data and mined or user input attribute data for the files of the project. This file is placed in the root directory of the project.
- ProjectIndex.XML – This is the Index of all plan sheets and their associated files produced by the Electronic Delivery Indexer (EDI) application (any version). From this index, an HTML report can be produced (Sheetndx.htm) by the EDI application that is used as an interface to the plans image files by persons who do not have the FDOT Electronic Delivery software loaded, such as contractors, the public, etc. This file is also found in the root directory of the project.
- ProjectFiles.HTM – This is a report of project files (documentation) and their “EDMS” comments included in the delivery, produced by the Electronic Delivery Indexer (EDI) application. It differs from Index.XML in that for files of a standard name, EDI will look up what that file type represents and include that in the documentation for that file present in the delivery. If the data producer added EDMS comments to any given file using EDI, those comments will be represented in the output ProjectFiles.HTM. This file may also be found in the root directory of the project.

The Department provides the software tool, Electronic Delivery Indexer (EDI) that will produce indexes in the required formats. Since the files mentioned above are text based, a user could conceivably produce these by other means, albeit with difficulty.

EDI also does the following:

- Mines the attribute data about the files being indexed. This data includes properties about any MicroStation design file, such as global origin, working units, attached reference files, etc. Design files containing plan sheets will have additional sheet index information, such as the sheet number, title, etc. To do this, EDI calls the SheetNavigator application, which passes this data to EDI. That is why it is so important that the SheetNavigator application be run and the results reported successfully.
- Allows users to provide comment data to the attribute index files manually (using EDI as the interface).
- Produces a compiled sheet index (ProjectIndex.XML), with all index data viewable by EDI.

- Produces a view of the plan component sheets in HTML format (ProjectIndex.htm), which is viewable by a standard Internet browser. Note that the desired index of plans sheets for use in advertisement for letting (Sheetndx.htm) is produced by EDI, which also uses ProjectIndex.XML as input.
- Produces an index of files (ProjectFiles.XML) with the option to save a report in HTML format (ProjectFiles.htm).
- Produces a single file (Project.PDF), containing all indexed sheets in the project found in the project root folder.
- Provides for batch plotting of MicroStation sheets to the specified formats.
- Provides the interface to the Journals, which are Rich Text Format (RTF) files, (changed from XML format in previous EDI releases).

Note: The indexer relies upon data produced by Sheet Navigator, an FDOT software process running in the MicroStation environment which tags sheets in the MicroStation DGN file. If SheetNavigator has not been executed, the sheets within the design file have not been tagged. Though a manual method is provided in EDI to enter/edit sheet information, the manual method for building the index is significantly more time consuming, and therefore not recommended. The main purpose of the manual edit function is to provide additional or corrective data that will add intelligence about a file or sheet.

5.2 PROJECT JOURNAL GUIDELINES AND FORMAT

Journal files are to be delivered in accordance with the FDOT CADD Manual. The purpose of the Journal files is to detail design aspects and decisions made during the life of the project, documenting processes used during the course of design that would be communicated to a down-stream user of the project data.

The Project Journal files will be delivered with the project. Journal files may be created to document the activities of a given professional discipline, or may be created to document a particular design activity (i.e. creating cross sections), or be the personal journal of a user/designer. Journal file entries should document methods employed, procedures used, decisions made, problems encountered, fixes included or other issues encountered during the design process.

For example: If custom line styles were created, the justification for the custom line style and the resource file name containing the custom line style should be documented in the Journal. Any information that would help in the regeneration of CADD files and/or plots should be recorded. The geometry information, database, controlling alignment, profile names, relevant survey and cross section information and the methodology used to obtain the final geometric controls in the CADD product should be recorded.

The FDOT CADD Software, Electronic Delivery Indexer (EDI) includes the functionality to create and maintain Journals. Rich Text Format (RTF) Journals are created. Create additional Journals in the RTF format as needed. Beginning with the use of FDOT2004 on projects, Journal files are stored in the **vdata** sub-folder of projects and are maintained as RTF files. The XML data previously required should be converted to RTF format. EDI provides the method for exporting the XML data to RTF. Previous software releases of EDI required the Journal files in XML format as produced by the application. The XML format changed back to RTF format a few years ago, which is a well established format with easily accessible editors and viewers.

The Journal tool currently provided by FDOT has the following properties:

- Creates / edits a journal file through a dialog box. The journal file can be viewed with a standard editor or by the journal tool.
- Provides for automated text entry.
- Allows pre-loaded text inserts (a type of pick list), with user and company information. Each journal entry is date stamped.
- Provides for adding custom (reusable) text inserts.
- Allows for the storage and viewing of images attached to Journals.

The indexing tools mentioned in this chapter are documented in the Electronic Delivery software interface and in the applications themselves. Short videos have been created to document the operation of these tools and can be found on the FDOT website at:

<http://www.dot.state.fl.us/ecso/downloads/clips/>