

## Short Guide to Electronic Delivery using EDI 2.4 - PRODUCTION

*\*NOTE: This procedure is written for Production Submittals. For Phase Submittals certain items may not apply. Please contact the District Project Manager (FDOT PM) for items that may not apply.*

1. Produce or Edit DGN's in compliance with CPCH and PPM
  - a. Use FDOT standard sheet or sheet cell.
  - b. Set Plot Scale on all DGN's with sheet borders
  
2. QC/QA the Project in compliance with CPCH and PPM
  - a. Run QuikChek on ALL DGN files. (See step-by-step instructions): ([BatchQC.pdf](#))
  - b. Run QCReporter on ALL DGN files (produces the QCReport.txt). If necessary, fix DGN file(s) that are below compliancy. Remove any DGN file(s) that are unnecessary. \*Repeat Steps 2a – 2b if any changes were made to the DGN files to avoid any “Added Since” errors. Reminder: 95% compliance for critical files and 80% compliance for non-critical files. (See step-by-step instructions): ([QCReporter.pdf](#))
  - c. Run Raster-Reference Cleanup Tool from FDOT Site Menu. (See step-by-step instructions): ([ReferenceRasterCleanupTool.pdf](#))
  - d. If applicable, create GEN file(s) for Cross Sections. (See step-by-step instructions): ([CreatingGENFiles.pdf](#))
  - e. Create LandXML files for Points, Chains, Profiles, and DTM. (See step-by-step instructions): ([LandXML.pdf](#)).
  - f. Use FileChecker to check compliancy and any non-compliance items it can check at this time. (I.E. Non-standard DGN File Names, invalid folder/sub-folder names, Quality Control Reports, etc). Other items can be checked after completing the Electronic Delivery package.
  - g. Completely fill out the Compliance Certification Checklist Report from the Electronic Delivery Software Production Phase.
  - h. If applicable, use any District Checklists. Please contact the FDOT PM for a copy of the checklists if any.
  
3. Using SheetNavigator (“The brain of Electronic Delivery”)
  - a. FDOT Site Menu > Utils > Label Sheets (Sheet Navigator) > Navigator Tab > File > New > Index Type > Project > Index Settings > Process new or modified files only > Click Build Index
  - b. CM.Batch CADmanage will process ALL DGN files. This creates the complete sheet index **SheetInfo.xml** in the root of the project.
  - c. Review the subsequent spreadsheet for duplicate sheets, missing sheets, sheet order and erroneous information. Review the spreadsheet for correctness: FPID#, County, State Road #, Signed (Digital Signature Note), and Sheet Description.
  - d. In case any sheets are incorrect, fix the sheets and repeat Steps 3a – 3c.
  - e. When finished close Sheet Navigator and Exit Microstation. Open EDI 2.4

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**Hint:** Don't even think of opening the E-Delivery software until this **SheetInfo.xml** is complete and accurate.

NOTE: For Steps 4 and 5 if you want to change this choice, re-define the default settings, by selecting “Tools > Reset Project Open Choice.”

NOTE: Insure the file **EDIProject.edi** is in the root of project (Open EDI and click File > New to create this file).

4. EDI 2.4 > Open Project for Write Access > Yes
  
5. EDI 2.4 > Select Project Default Component > Verify default component (Usually Roadway Plans) > Select Roadway Plans or click the drop down for other components > Click OK
  
6. EDI 2.4 > Index (Step by Step) > 1) Project (Mining File Attributes) > 1) Import... (New! Import Sheet

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Navigator Data – **SheetInfo.xml**)

- a. This will import the **SheetInfo.xml** into EDI gathering all attribute data for “all project files Index.xml”

7 EDI 2.4 >  Click the icon or F5

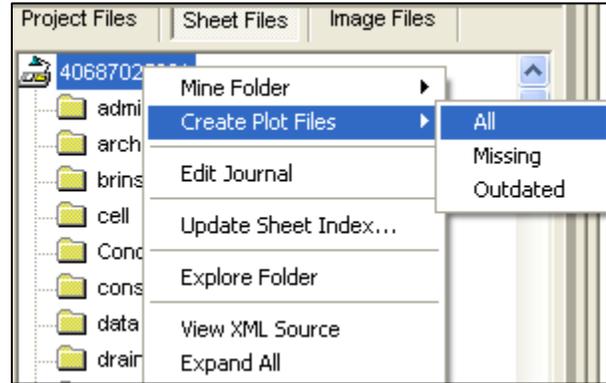
- b. This will update and save the “complete project index” **Index.xml** (red to green).

8. EDI 2.4 > Index (Step by Step) > Journaling (Create/Edit Project Journals)

- a. \*If applicable, create a new entry journal for non-standard file names, approval/exceptions, general information, etc. Use also the EDMS Editor to enter any comments or journal entries.

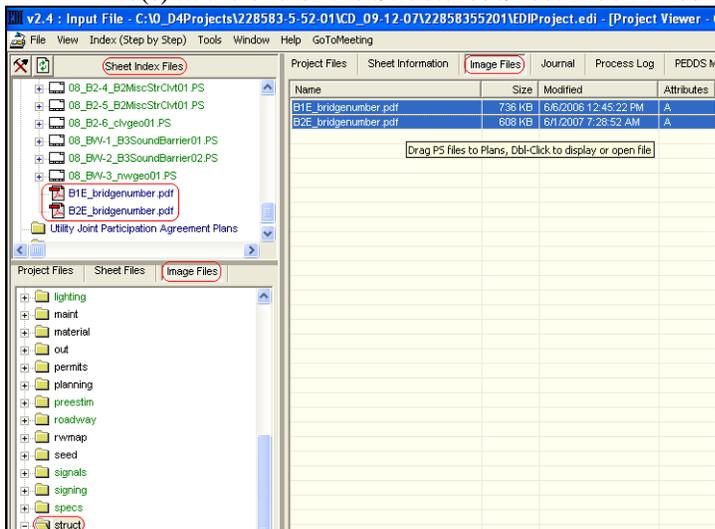
9. EDI 2.4 > Index (Step by Step) > 3) Create Plot Files (How to Create Postscript Files (PS))

- a. **Sheet Files Tab** > Right-click a sheet, a \*design file, a discipline folder, or the \*root project folder.
- b. \*Recommended: For first time creating the PS files, from the Sheet Files Tab > Right-click on the root project folder > Create Plot Files > All
- c. \*Recommended: For re-creating PS files, from the Sheet Files Tab > Right-click on the specified DGN File.
- d. EDI – Create Plot Processing window will appear > Check mark Disable Timeout
- e. This creates the sheet images in PS format. This process also mines those PS files at the same time (i.e.: adding them to complete project index **Index.xml** red to green).
- f. \*Recommended: After creating all plot files, once again right-click on the root project folder > Create Plot Files > Missing. This will ensure ALL Postscript Files have been created.
- g. \*For custom plotting and pen table right click on a PS file then click Plot Configuration...



10. \*If applicable, for Existing Bridge Plans create 1 PDF file per existing bridge plans. (EX: B1E\_bridgenumber.pdf). For multiple existing bridge plans use B2E\_bridgenumber.pdf, B3E\_bridgenumber.pdf, etc). Save the PDF file(s) in the .\struct folder (not the eng\_data).

- a. Click Image Files > Click struct folder > Highlight and drag and drop the existing bridge plans PDF file(s) at the end of the Structures Sheet Index Files.



11. EDI > Index (Step by Step) > 4) Sheets (Working with Sheets) > 1) Update...(Add/Replace index sheets)

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- a. EDI – Sheet Index Update window will appear > \*Recommended: For first time creating the Postscript Files, check mark Create New Index > Click OK
- b. This creates a new sheet index in xml format (**ProjectIndex.xml**)
- c. \*If applicable, any changes to DGN/Postscript Files repeat Steps 3 – 11a. Instead of creating a new index, use the default color red > Click OK

### 12. EDI > Index (Step by Step) > 5) Index Editor (Edit and Save Index)

- a. Hint: Make sure Override Sort is un-checked. (This could cause sheets out of order).  Override Sort
- b. Review the Index Editor for correctness (sheet order, sheet description, etc.). Open (double-click) each Revised sheet to insure correctness.
- c. \*If applicable, for the existing bridge plans .pdf file(s) are located at the end of the Structures plans.

BW-1	08_BW-1_B3SoundBarri...	Structures Plans	struct	SOUND WALL LAYOUT
BW-2	08_BW-2_B3SoundBarri...	Structures Plans	struct	SOUND WALL DATA TABLE
BW-3	08_BW-3_nwgeo01.PS	Structures Plans	geotech	REPORT OF CORE BORINGS
B1E-1 TO B1E-10	B1E_bridgenumber.pdf	Structures Plans	struct	EXISTING BRIDGE PLANS
B2E-1 TO B2E-10	B2E_bridgenumber.pdf	Structures Plans	struct	EXISTING BRIDGE PLANS

- d. \*If applicable, any changes to DGN/Postscript Files repeat Steps 3 – 12b.

### 13. EDI > Review the sheets with Index Editor for accuracy (fix sheets if necessary in EDI or Export/Edit/Import .CSV file).

- a. \*Optional: Using the Export/Edit/Import .CSV file, edit the Excel Spreadsheet for correctness.



Sheet	File Name	Component
1	Export/Edit/Import CSV Data	Roadway Plans

This feature is useful for renumbering sheets as well as insuring the correct order of sheets.

- b. \*Note: Click Export... > ProjectIndex.csv, then click Save. Then Click Edit...> ProjectIndex.csv, then click Open. Excel spreadsheet will appear with the list of sheets. When finished, save and close the excel spreadsheet. Index Editor will appear back, Click Import ... > ProjectIndex.csv, then click Open.

### 14. EDI 2.4 > Index (Step by Step) > 4) Sheets (Working with Sheets) > Save (Save Sheet Index List to **ProjectIndex.xml** or click the save index icon from the Index Editor.

- a. EDI – Save Project Index > Save index data to ProjectIndex.xml > Click OK

### 15. EDI > View > Project Viewer (All files, Image files, Design Sheets) > Project Files Tab

### 16. EDI 2.4 > Click the icon or F5

- a. This adds newly created files in the “complete project index” **Index.xml** (red to green)

### 17. Close EDI 2.4 (click OK to all prompts).

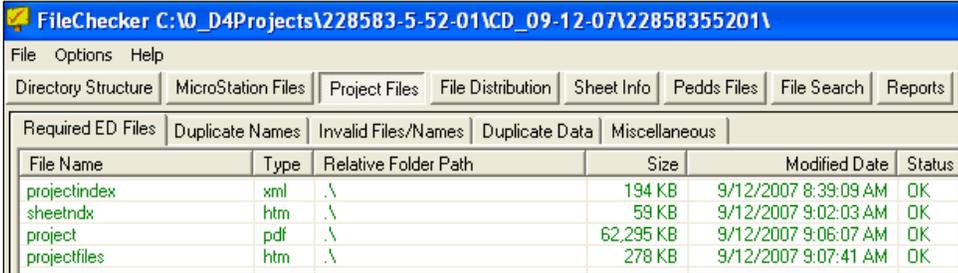
### 18. Open PEDDS 2.6 – **SIGNING AND SEALING**

- a. Open PEDDS and browse to root of project
- b. Click Signatory > Create Signatory...
- c. Signatory Information window will appear
- d. Type in the appropriate fields: Signatory Name, Signatory Number, and click the radio button next to the appropriate Signatory Type (P.E., L.A., P.S.M., etc.) > Then click OK.
- e. Pass-phrase is optional. (Pass-phrase is a personal password if you forget the Pass-phrase the EOR will have to re-sign and seal again).
- f. Signature Scope-of-Work window will appear. (Type in the following information: EOR’s Name, PE#, Office Address, and Contact #, email address is optional.
- g. Current Signatory: Click the drop down arrow button. Notice Signatory is there.

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- h. Select the PS files under eng\_data subfolder (EX: .\roadway\eng\_data).
  - i. Then Right-Click in the highlighted area > Then click Select / Deselect
  - j. \*Note: Repeat steps 18h for multiple disciplines using the same EOR's Signatory: (drainage, lighting, signing, signals, struct, utils, etc).
  - k. Notice Signatory Name appears in the Signatory Field
  - l. \*Optional: (Qualifiers are used for multiple signatories within the same component or the same PS file). Right Click in the highlighted area > Click View / Edit Qualifier... > File Qualifier window will appear. Type in the description/component of plans > Then Click OK > Notice the description/component of plans appears in the Qualifier fields.
  - m. Click Signatory > Sign and Seal.
  - n. Report Display will produce the Signature Document. Print Signature Document > Click OK >
  - o. Manually Sign in **blue** ink and Seal the Signature Document
  - p. \*Repeat Steps 18a – 18o for multiple EOR Signatures, Specifications Package, TSP's, etc.
  - q. \*If applicable, create 1 Signatory file per each TSP, and 1 Signatory file for the Specifications Package. Create a subfolder named TSP under the .\specs folder. Save the TSP .pdf in the .\specs\TSP sub-folder. For multiple TSP's create subfolders TSP1, TSP2, etc. Save the Specifications Package as the 11digitFPID#.pdf in the .\specs folder (do not save in any subfolder).
  - r. Delivery Manager Information window will appear. Type in the appropriate fields, and then click Next.
  - s. Description of Delivery window will appear. (Type in the following information: Project Description, Phase Submittal, and Date of Delivery). Then click Finish.
  - t. PEDDS Securing Project... Securing Delivery Files....
  - u. PEDDS Delivery Manifest Document > Click OK (do not print the Manifest at this time).
  - v. \*Reminder: Provide PEDDS Signature Document(s) to FDOT PM
  - w. Close PEDDS 2.6
19. Close PEDDS and re-open EDI 2.4
20. EDI 2.4 >  Click the icon or F5
- a. This adds newly created files in the “complete project index” **Index.xml** (red to green)
21. EDI > Index (Step by Step) > 6) Basic HTML Index (Project Browser Process) > Create (This creates the **sheetndx.htm** in the root of project).
- a. This creates the sheet index in a “user friendly” report generated from the **projectindex.xml**
  - b. Strung Project Confirmation > Click Yes if project is a member of a strung project, otherwise click No.
  - c. Review links and order of sheets
  - d. Review the Project Description for completeness and correctness. \*If applicable, any changes to the Project Description > Click Tools > PEDDS (Execute PEDDS Operations and Applications) > ProjectID... (Open the ProjectID Application) > Project ID for PEDDS will appear > Edit the necessary changes > Keep clicking Next > Then Finish. Make sure to re-create the sheetndx.htm
  - e. \*If applicable any changes to DGN/Postscript Files repeat Steps 3 – 21c.
22. EDI 2.4 > Index (Step by Step) > 7) Project PDF (Project Browser Process) > Create... (This creates the **project.pdf** in the root of project).
- a. Do you wish to keep the Intermediate Project.ps file > Click No (Otherwise Click Yes if the District needs Project.ps for printing or other purposes). Note: District 4 uses QSheet to print, not from the Project.ps
  - b. Display **Project.pdf** in default PDF viewer > Click Yes
  - c. Insure all pages are rotated counterclockwise (orientation set to landscape for ALL pages).
  - d. Save any changes made to the project.pdf
  - e. \*If applicable, any changes to DGN/Postscript Files repeat Steps 3 – 22d.
23. EDI 2.4 > Tools > QC File List (Creates a list of all project design files)

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- a. This creates the **DGNFileList.txt** in the root of project. See QCReporter.pdf on using the DGNFileList.txt.
  24. EDI 2.4 > Index (Step by Step) > 8) All Files Report (**ProjectFiles.htm**)
    - a. Create All Files Report window will appear > Click Yes
    - b. This creates the “complete project index” in a user friendly report generated from the **Index.xml**.
  25. EDI 2.4 > View > Project Viewer (All files, Image files, Design Sheets) > Project Files Tab
  26. EDI 2.4 >  Click the icon or F5
    - a. This adds newly created files in the “complete project index” **Index.xml** (red to green)
  27. EDI 2.4 > File > Check mark ReadOnly Mode (Restrict write/create functions)
    - a. Prevent EDI from unintentionally updating the project.
  28. Close EDI 2.4
  29. Open File Checker > Browse to Root of Project
  30. Project Files Tab > Required ED Files tab > All Required ED Files should be **green** (this insures that ALL Postscript Files are in sync with the DGN files (also insures correct sequence).
    - a. Check other requirements to be compliant with CPCH and PPM
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File Name	Type	Relative Folder Path	Size	Modified Date	Status
projectindex	xml	.\	194 KB	9/12/2007 8:39:09 AM	OK
sheetndx	htm	.\	59 KB	9/12/2007 9:02:03 AM	OK
project	pdf	.\	62,295 KB	9/12/2007 9:06:07 AM	OK
projectfiles	htm	.\	278 KB	9/12/2007 9:07:41 AM	OK
31. PEDDS > Secure project (Change Project Header first if necessary)
    - a. Secure Project
    - b. Print Manifest Document, and then manually sign Manifest Document in **blue** ink.
    - c. Provide the Manifest Document to FDOT PM.
  32. Burn CD (immediately, DO NOT open Microstation, EDI, Adobe Acrobat, or any other application that may update the project).
  33. PEDDS > Run Authentication Test from the CD
    - a. Print Authentication Document, and then manually sign Authentication Test in **blue** ink.
    - b. Provide the Authentication Test to FDOT PM.
  34. SetMaker
    - a. Optional; however, strongly encouraged to insure the project validates.
    - b. Some Districts require Consultant’s to produce the Plans and Specs Subsets; however, District 4 Final Plans will create the Plans and Specs Subsets.
    - c. Note: District 4 will use the Plans and Specs Subset for Electronic Plans Distribution for Phase Review process.