Short Guide to Electronic Delivery (Phase Reviews and Production submittals)

Project Development & Plans Production

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.
   c. Fill in all sheets information with Sheet Navigator.

2. QC/QA the Project in compliance with CPCH and PPM
   a. Run QuikChek on ALL DGN files.
   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 1a – 1b if any changes were made to the DGN files to avoid any "Added Since" errors.
   c. Run Remove Save Full Path from ALL DGN files. (See step-by-step instructions from ECSO: http://www.dot.state.fl.us/ecso/main/faq/Files/V8RemovingSaveFullPath.pdf).
   d. Insure NO missing Reference files (DGN's and HMR's).
   e. If applicable, create GEN file(s) for Cross Sections.
   f. Create LandXML files for Points, Chains, Profiles, and DTM. (See step-by-step instructions from ECSO: http://www.dot.state.fl.us/ecso/main/faq/files/LandXML.pdf).
   g. Use FileChecker to check compliancy, and fix changes if necessary.
   h. Completely fill out the Compliance Certification Checklist Report from the Electronic Delivery Software Production Phase.
   i. If applicable, use any Electronic Delivery Checklist from the District to insure a quality delivery.

3. Using Sheet Navigator ("The brain of Electronic Delivery")
   a. FDOT Site Menu > Utils > Label Sheets (Sheet Navigator) > Navigator Tab > File > New (creates the complete sheet index **Sheetinfo.xml** in the root of the project).
   b. Review the subsequent spreadsheet for duplicate sheets, missing sheets, sheet order and erroneous information.
   c. In case any sheets are incorrect, fix the sheets and create a new sheet index.

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

Producing the E-Delivery

1. EDI 2 > Mine File Attributes (All files from root of project folder)
   a. This creates attribute data for all project files in the file **Index.xml** (in this document, this file is called "complete project index").

2. EDI 2 > Index > Project > Update (change Index.xml from red to green – Add Index.xml into itself).

3. EDI 2 > Index > Project > Save (save complete project index **Index.xml).**

4. EDI 2 > Sheet Information Tab > Create Plot Files > **ALL** (right click on root project folder)
   a. 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).

5. EDI 2 > Index > Sheet > Update > Check box Create New Index > Click OK
   a. This creates a new sheet index in xml format (**ProjectIndex.xml**)

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Producing the E-Delivery (cont.)

6. EDI 2 > Index > Sheets > Save > Click OK to save sheet index **ProjectIndex.xml.**

7. EDI 2 > Review the sheets with Index Editor for accuracy (fix sheets if necessary in EDI or Export/Edit/Import .CSV file).
    a. Using the Export/Edit/Import .CSV file, edit the Excel Spreadsheet by searching (control F) for any special characters (&, ^, %, $, @, etc). Find and Replace the special characters with space or underscore to eliminate any special characters in the Sheet Description Fields.
    b. After completing and saving the .CSV File, import back into the Index Editor.
    c. Using the Index Editor, open (double click) each sheet to insure correctness (do not include any unnecessary sheets).

8. EDI 2 > Index > Sheets > Save > OK (only if you had to fix sheets in step 7).
    a. Saved the sheet index **ProjectIndex.xml**).

9. EDI 2 > View > Project Viewer > Project Files Tab.

10. EDI 2 > Index > Project > Update (red to green updates the Index.xml)
    a. This adds newly created files in complete project index Index.xml.

11. EDI 2 > Index > Project > Save (save complete project index **Index.xml**).

12. For Phase Reviews (Initial Engineering through Biddability - No Sign and Seal Files), skip Steps 13 – 17.

Signing and Sealing

13. Close EDI 2 (click OK to all prompts).

14. PEDDS > Sign and Seal PS files in eng_data
    a. Create new signatory for the specified discipline PS Sheets > Signatory > Signatory Name > Signatory # > Signatory Type (PE, PSM, or LA, etc).
    b. Using the Scope of Work, type EOR's Full Name, Office Address, Contact #, and Email Address.
    c. Select the PS Sheets (EX: .\roadway\eng_data).
    d. Click Sign and Seal.
    e. Print Signature Document.
    f. Manually Sign in blue ink and Seal the Signature Document.
    g. * Repeat Steps 13a – 13f for multiple EOR Signatures, Specifications Package, TSP's, etc.
    h. Secure Project (DO NOT print the Manifest Document at this time).

15. Close PEDDS.

16. EDI 2 > Index > Project > Update (red to green updates the index.xml)
    a. This adds newly created files in complete project index Index.xml.

17. EDI 2 > Index > Project > Save (save complete project index **Index.xml**).

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Producing the E-Delivery (cont.)

18. EDI 2 > Index > All Files Report.
    a. This creates complete project index in readable HTM format (**ProjectFiles.htm**).

19. Close EDI 2 (click OK to all prompts).

20. Open Project Browser.

21. Project Browser > Create sheet index in readable HTM format (**Sheetndx.htm**).
    a. Review links and order of sheets.
    b. Creates .htm file containing the entire project.
    c. If applicable, insure the Federal Aid # is placed correctly in the Project Description. If not, add the Federal Aid # in PEDDS > Modify > Project ID > Create/Edit a Project ID File. *Re-create the sheetndx.htm to apply changes.

22. Project Browser > Create **Project.pdf**
    a. Make sure ALL sheets are in landscape orientation.
    b. Creates .pdf file containing the entire project.

23. Close Project Browser.

24. EDI 2 > Index > Project > Update (red to green updates the index.xml).
    a. This adds newly created files in complete project index Index.xml.

25. EDI 2 > Index > Project > Save (save complete project index **Index.xml).**

26. EDI 2 > Index > All Files Report.
    a. This updates the complete project index in readable HTM format (**ProjectFiles.htm**).

27. Close EDI 2.

28. Open File Checker > Required ED Files tab > All Required ED Files should be green.
    a. Check other requirements to be compliant with CPCH and PPM.

29. 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.

30. Burn CD (immediately, DO NOT open Microstation).

31. PEDDS > Run Authentication Test from the CD.
    a. Print Authentication Document, and then manually sign Authentication Test in blue ink.

32. SetMaker >
    a. Optional; however, strongly encouraged to insure the subset can be created.