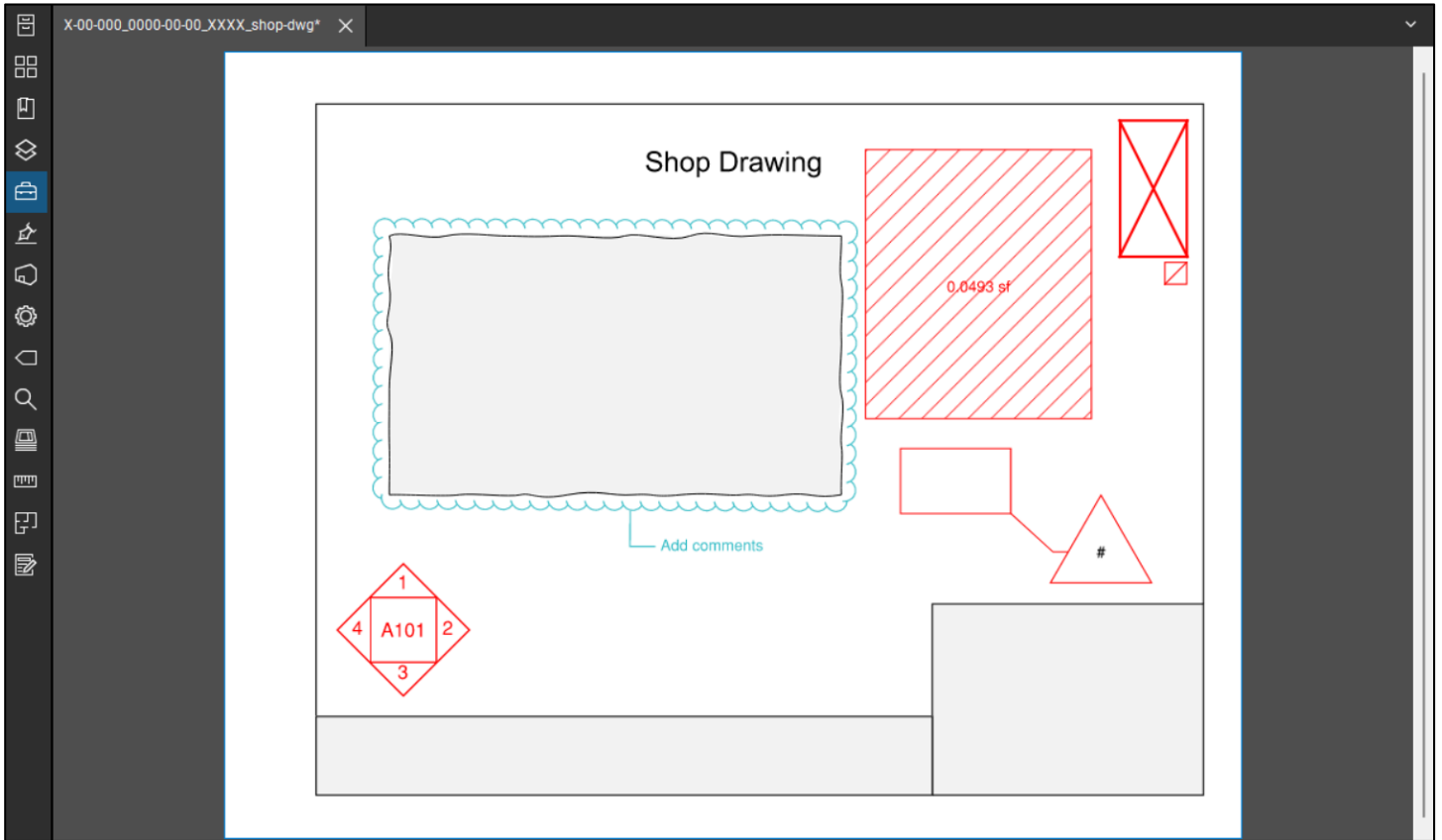


## SHOP DRAWING REVIEW

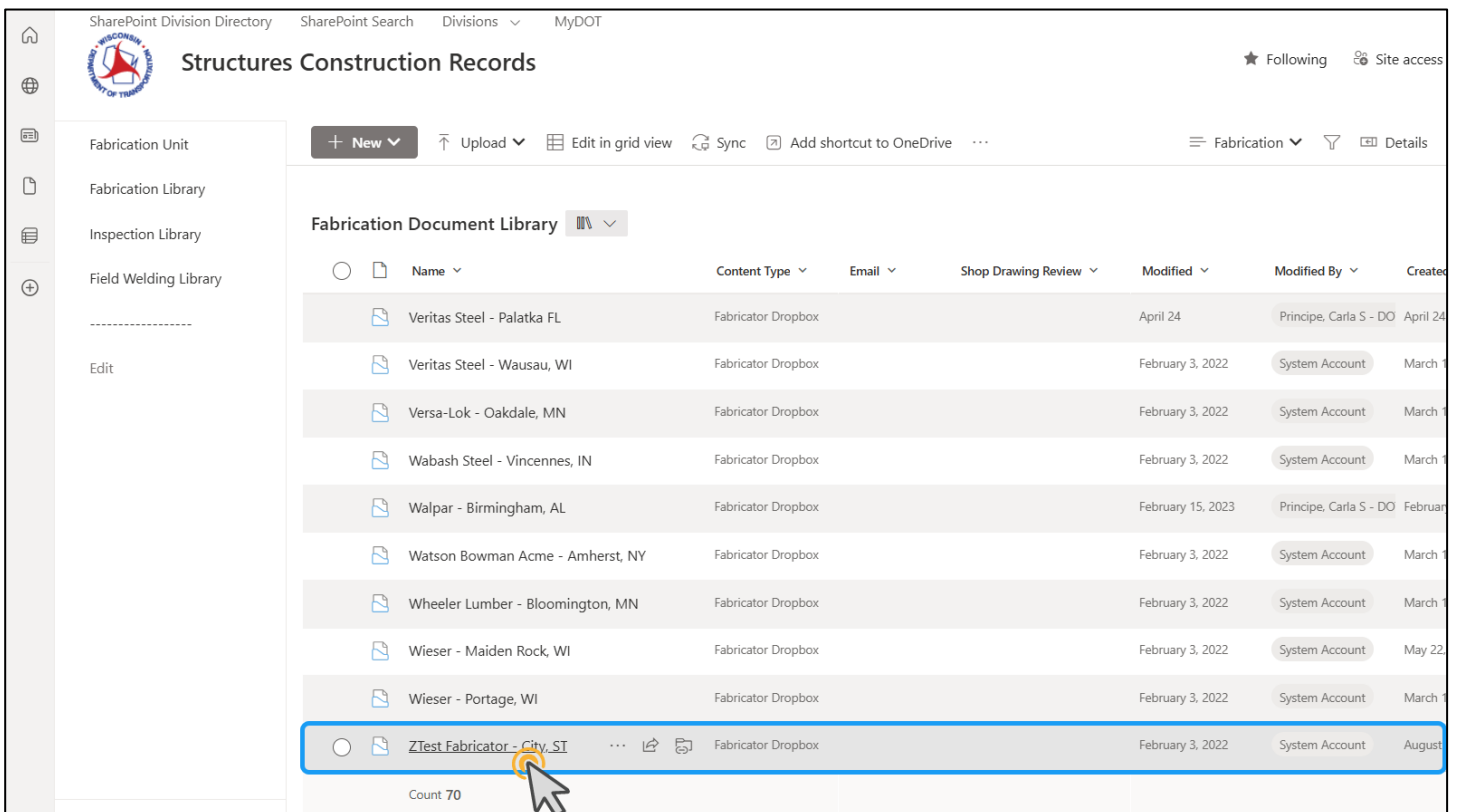
**START** Downloaded shop drawing file.

[Guide #2 | Document Download | download-wisdot-fb.pdf](#)

Open shop drawing pdf file ► Review ► Add mark-up/comments ► Save **\*Do not change the filename\***



Select Fabricator Folder.



Select shop drawing file ► Click ... ► Check out.

The screenshot shows the SharePoint interface for the 'Structures Construction Records' library. The left sidebar contains navigation links: 'Fabrication Unit', 'Fabrication Library' (selected), 'Inspection Library', and 'Field Welding Library'. The main content area displays a table of documents. A context menu is open over the first document, 'X-00-000\_0000-00-00\_XXXX\_shop-dwg.pdf', with the 'Check out' option highlighted at the bottom. The table has columns: 'Shop Drawin...', 'Created', 'Fabricated Co...', and 'Structure'. The first row shows a document with a 'Project Leader Review Pending' status, created on November 1, 2023, for a 'movable bridge' structure.

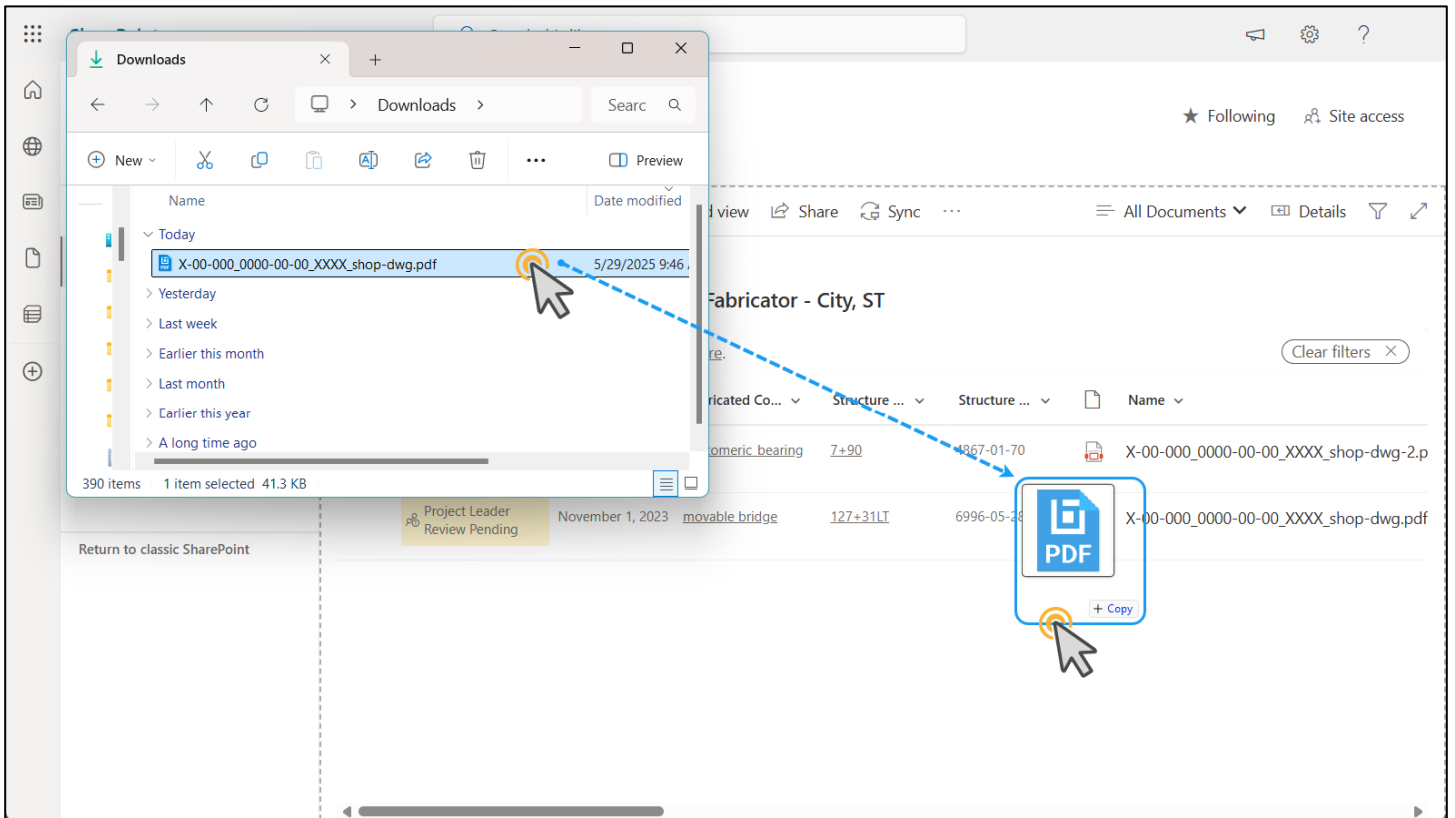
Shop Drawin...	Created	Fabricated Co...	Structure
<input checked="" type="checkbox"/> Project Leader Review Pending	November 1, 2023	movable bridge	127+31L
Received - Acceptance Pending	May 15	elastomeric bearing	7+90

File is now checked out for editing.

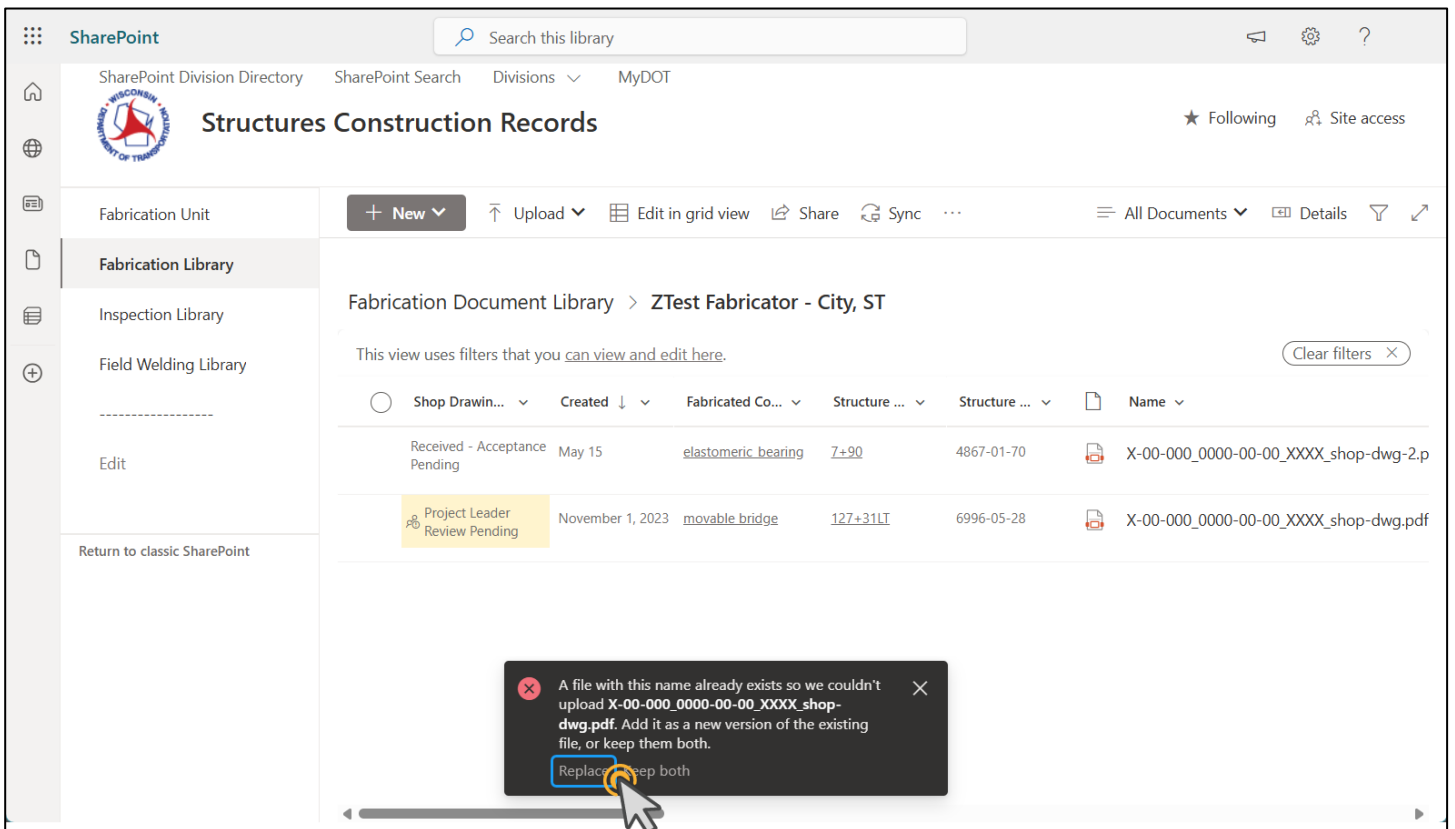
The screenshot shows the same SharePoint interface, but the 'Check out' context menu is no longer visible. The table now displays two documents. The first document, 'X-00-000\_0000-00-00\_XXXX\_shop-dwg.pdf', has a 'Project Leader Review Pending' status. The second document, 'X-00-000\_0000-00-00\_XXXX\_shop-dwg-2.p', has a 'Received - Acceptance Pending' status. A green checkmark icon is visible in the center of the page, and a notification bar at the bottom states 'Checked out 1 item'.

Shop Drawin...	Created	Fabricated Co...	Structure	Structure	Name
<input checked="" type="checkbox"/> Project Leader Review Pending	November 1, 2023	movable bridge	127+31L	6996-05-28	X-00-000_0000-00-00_XXXX_shop-dwg.pdf
Received - Acceptance Pending	May 15	elastomeric bearing	7+90	4867-01-70	X-00-000_0000-00-00_XXXX_shop-dwg-2.p

Drag and drop the reviewed file from Windows Explorer to the Fabricator Folder.



When prompted select Replace.



Shop drawing has been updated with copy that includes comments. The file is still checked out and the review status is unchanged.

SharePoint Division Directory | SharePoint Search | Divisions | MyDOT

## Structures Construction Records

Following | Site access

Fabrication Unit | + New | Upload | Edit in grid view | Share | Sync | All Documents | Details

Fabrication Library

Inspection Library

Field Welding Library

Edit

Return to classic SharePoint

Fabrication Document Library > ZTest Fabricator - City, ST

This view uses filters that you can view and edit here. Clear filters

Shop Drawn...	Created	Fabricated Co...	Structure ...	Structure ...	Name
Project Leader Review Pending	November 1, 2023	movable bridge	127+31LT	6996-05-28	X-00-000_0000-00-00_XXXX_shop-dwg.pdf
Received - Acceptance Pending	May 15	elastomeric bearing	7+90	4867-01-70	X-00-000_0000-00-00_XXXX_shop-dwg-2.p

Uploaded X-00-000\_0000-00-00\_XXXX\_shop-dwg.pdf to ZTest Fabricator - City, ST

Notify your team

Select shop drawing file ► Open Details panel ► Scroll down to Project Management Review ► Select review status from drop down list.

SharePoint Division Directory | SharePoint Search | Divisions | MyDOT

## Structures Construction Records

Following | Site access

Fabrication Unit | + New | Edit in grid view | Open | Share | All Documents | 1 selected | Details

Fabrication Library

Inspection Library

Field Welding Library

Edit

Return to classic SharePoint

Fabrication Document Library > ZTest Fabricator - City, ST

This view uses filters that you can view and edit here. Clear filters

Shop Drawn...	Created	Fabricated Co...	Structure ...	Structure ...
Project Leader Review Pending	November 1, 2023	movable bridge	127+31LT	6996-05-28
Received - Acceptance Pending	May 15	elastomeric bearing	7+90	4867-01-70

Shop Drawing Version \*

Original

Contractor QC Cert Attached \*

DT2329 (Retaining Walls)

Project Management Review

Type to filter

- Accepted
- Accepted with corrections as noted
- Revise & Resubmit
- 

Supplier

Select an option

Edit columns

More details

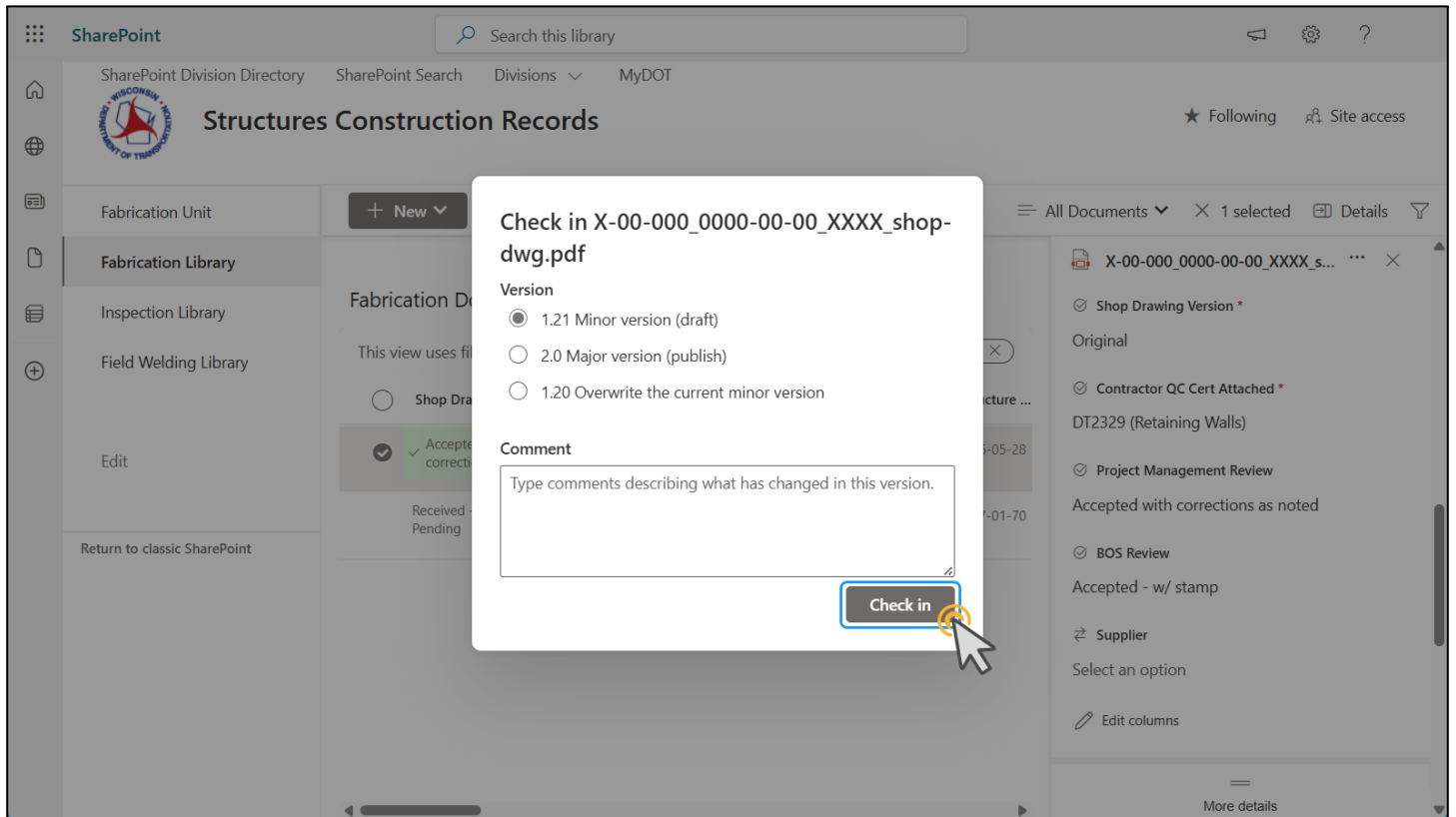
Project Management Review status is now updated. File remains checked out.

The screenshot shows the SharePoint interface for the 'Structures Construction Records' library. The left sidebar contains navigation links: 'Fabrication Unit', 'Fabrication Library' (selected), 'Inspection Library', 'Field Welding Library', 'Edit', and 'Return to classic SharePoint'. The main content area displays a table of documents under the heading 'Fabrication Document Library > ZTest Fabricator - City, ST'. The table has columns for 'Shop Drawn...', 'Created', 'Fabricated Co...', 'Structure', and 'Structure...'. A row is highlighted with a green background and a checkmark, indicating it is 'Accepted with corrections as noted'. The right-hand pane shows a list of documents, including 'X-00-000\_0000-00-00\_XXXX\_s...', and a 'Project Management Review' section with a dropdown menu showing 'Accepted with corrections as noted'.

Select shop drawing file ► Select ... ► Select Check in.

This screenshot shows the same SharePoint interface as the previous one, but with a context menu open over the 'Check in' button in the top right corner. The menu includes options such as 'Copy link', 'Delete', 'Pin to top', 'Favorite', 'Add shortcut', 'Download', 'Move to', 'Copy to', 'Rename', 'Automate', 'Open in Revu', 'Nintex Workflow', 'Properties', 'Version history', 'Alert me', 'Manage my alerts', 'Check in' (highlighted with a blue box and a mouse cursor), and 'Discard check out'.

## Select Check in



Shop Drawings is now checked in, review status is updated, and comments are included in live copy.

