Kinsmen Group

KINECT Models User Guide - AutoCAD

KIN-BOR-P20007-TRG-002

Revision: 9

Date: December 3, 2021

KINSMEN GROUP

Table of Contents

Document Control				
Revision	**Name**	**Date**	**Reason**	**Changes**
1	Jason Hiles	March 31, 2020	Released	Issued
1	Jason Hiles	August 19, 2020	Released	Migrated from KIN-BOR-P19021-TRG-005
2	Francis Timpone Nimesh Gandhi	August 24, 2020	Released	Added Sheet Rejection Process
3	Jason Hiles	September 1, 2020	Released	Added PowerWeb guidance & increased visibility of Notes
4	Nimesh Gandhi	September 21, 2020	Released	Incorporated feedback from USBR
5	Nimesh Gandhi	October 1, 2020	Released	Incorporated minor comments from USBR
6	Francis Timpone	December 17, 2020	Released	Incorporated comments from USBR
7	Jason Hiles	January 15, 2021	Released	Updated for use with Shared Workspace
8	Francis Timpone Jason Hiles	February 2, 2021	Update	Added additional steps for PowerWeb users.
9	Jason Hiles	February 24, 2021	Update	Shared Workspace Location Guidance. Additional PowerWeb Guidance. Formatting & Layout.
10	Jason Hiles	March 17, 2021	Update	Incorporated feedback from USBR
11	Simon Smart	October 19, 2022	Update	Updated with new server addresses

Introduction

This document is provided as a Test Script to verify and test the AutoCAD Civil 3D Models integration with **eDRAWS** (Meridian). This script provides the necessary steps on how to manage AutoCAD Civil 3D Models within the system and is based on the use of the Meridian PowerUser interface.

Reference

This section is to be used to assist with the correct entry of Shared Workspace and Site Cache locations.

Vault Name	Workspace Path	Site Cache URL
CPN	\\IBRLCREDMCS01\Workspace	https://IBRLCREDMCS01.bor.doi.net/bcsitecache
CGB	\\IBRSACEDMCS01\Workspace	https://IBRSACEDMCS01.bor.doi.net/bcsitecache
LCB	\\IBRLCREDMCS01\Workspace	https://IBRLCREDMCS01.bor.doi.net/bcsitecache
MB-ART	\\IBRBILEDMCS01\Workspace	https://IBRBILEDMCS01.bor.doi.net/bcsitecache
UCB	\\IBRSLCEDMCS01\Workspace	https://IBRSLCEDMCS01.bor.doi.net/bcsitecache

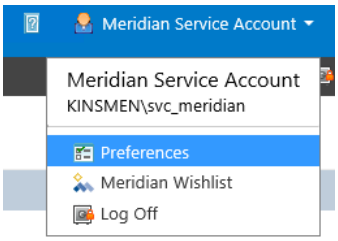
Pre-Requisites

- Ensure the KINECT Drawing Integration component has been installed on the client workstation. Refer to the KINECT Installation Guide (**KIN-BOR-P20007-PRO-003**) for further details**.**

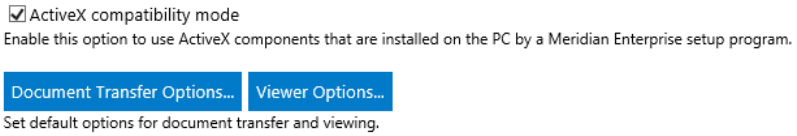
Meridian PowerWeb

The KINECT Drawing Integration is compatible with both Meridian PowerUser and PowerWeb clients. However, if PowerWeb is to be used, the following pre-requisites must be adhered:

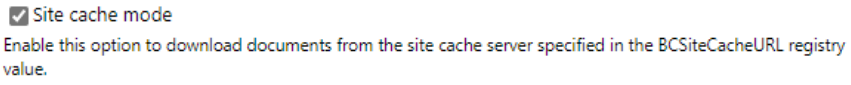
1. Either **Microsoft Edge** or **Internet Explorer** may be used. Currently, no other browsers are compatible with this functionality.
2. Ensure the **PowerWeb Client** has been setup accordingly. To do this, open **Preferences** from **PowerWeb.**



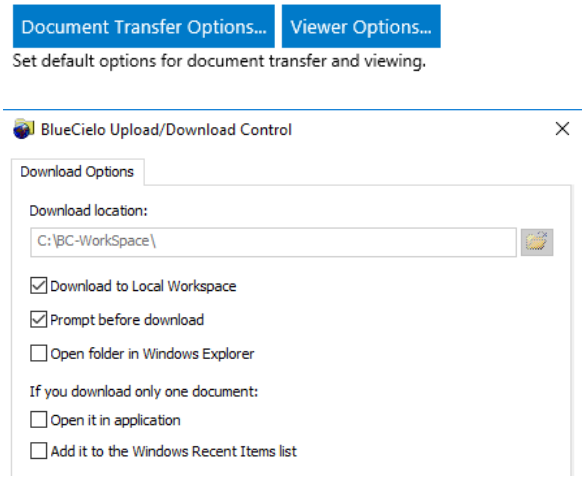
3. Ensure **ActiveX compatibility mode** is **enabled**.



4. Ensure **Site Cache mode** is **enabled**.



5. Open the **Document Transfer Options** and ensure the **Download Location** is set to reference the **BC-WorkSpace** path on the client, usually **C:\BC-WorkSpace\.**

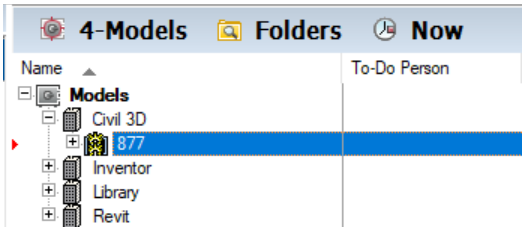


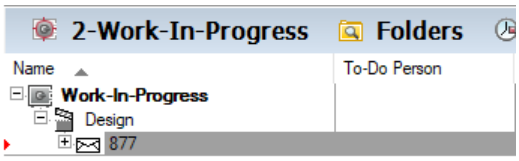
Part 1. Managing Shared Workspaces

This section describes how to create and manage a Shared Workspace Project folder. This type of project has several differences from those in Work-In-Progress. These differences have been implemented to maximize the integration of Civil 3D, Data Shortcuts, Multi-Layout Models, and Client-Side Publishing.

1.1. Creating a Shared Workspace Project Folder

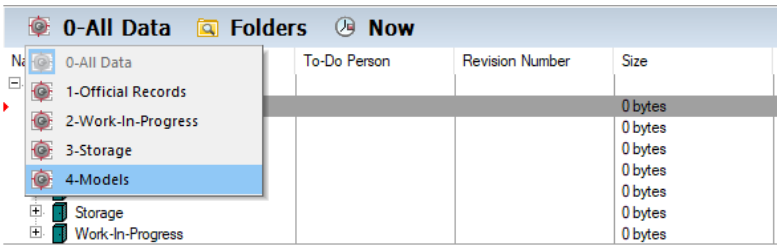
Note: Before creating a Shared Workspace project folder; ensure a Design Project folder, of the same name, exists in scope 2-Work-In-Progress. E.g. Project 877:



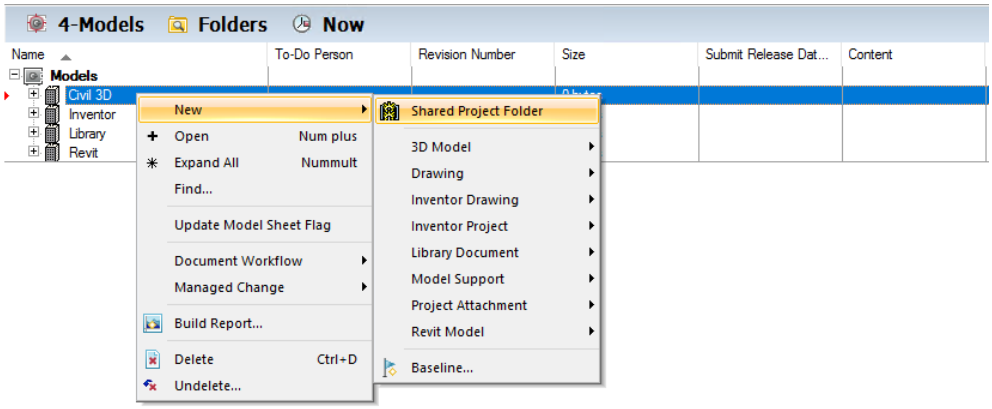


Note: The location used for the Workspace Location MUST NOT reference a Local or Mapped drive e.g. C:\ or X:\. The Workspace Location must point to an active share. See Section Reference for examples.

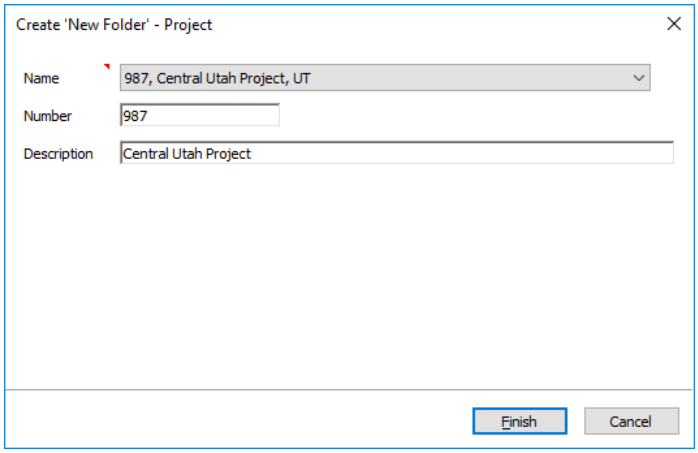
1. Open the **Meridian PowerUser** application. Note, these steps require **Editor** privileges.
2. Ensure the **4-Models** Scope is selected in the middle pane to open the **eDRAWS** Model structure.



3. Select the top-level **Civil 3D** folder, right-click and select **New** > **Shared Project Folder.**

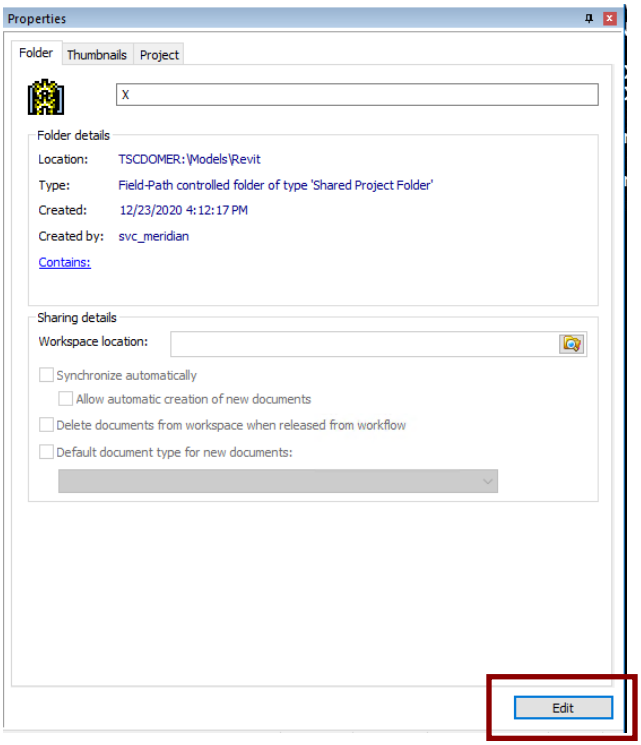


4. At the **Create New Project Folder** wizard page, select a **Name** from the drop-down list and then click **Finish.**

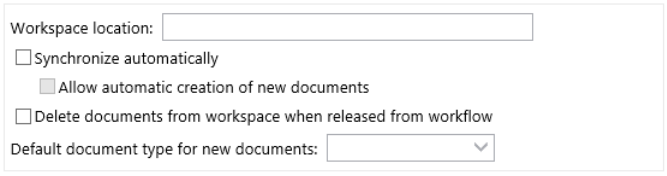


Note: Values in the dropdown list for the **Project Name** are pre-populated from a table. If additional values are required, contact your system administrator.

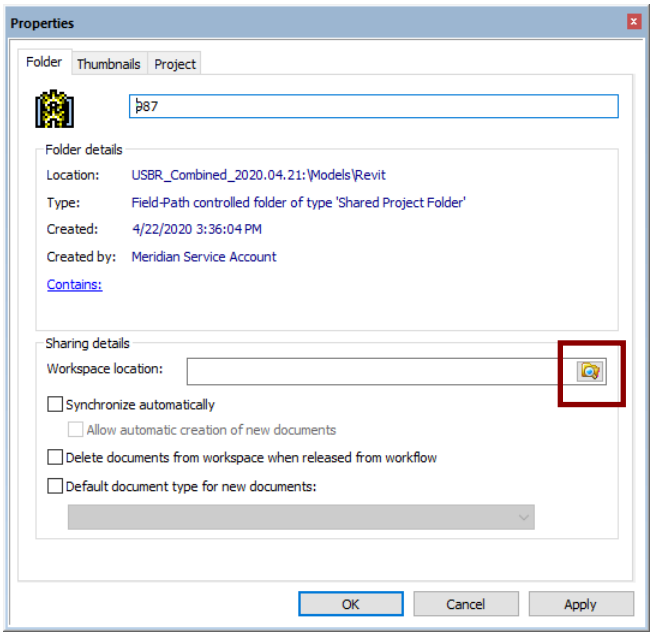
5. After the project has been created, the related **Shared Workspace Location** must be defined. Select the newly created **Project** folder in the folder navigation view.
6. On the **Properties** page, click **Edit** on the **Folder** tab.



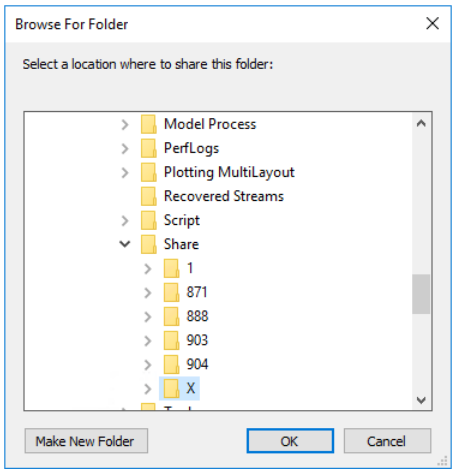
7. For **Meridian PowerWeb** users, the location for the share must be Copied & Pasted. This is because there is no **Browse** icon to select. Items 8-12 can also be skipped as they refer to **PowerUser** alone.



8. Click the **Browse** icon under the **Sharing Details** section to select the **Workspace Location**.



9. The **Browse For Folder** wizard page will be displayed. There are no restrictions with the folder location selection however, it is recommended that all workspaces are grouped within a single area for ease of navigation and searching.

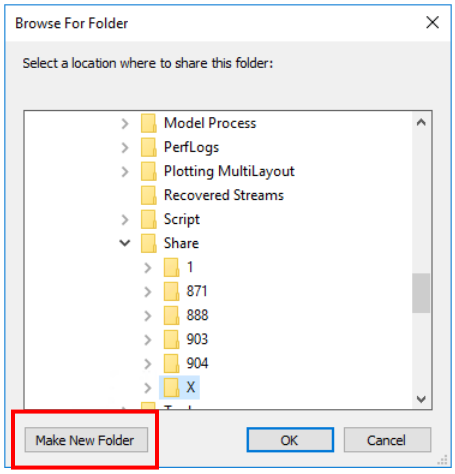


10. At the **Browse For Folder** wizard page, navigate to the desired folder location for the **Shared Workspace**.
11. Select the desired folder. If required, select the **Make New Folder** button in the bottom left- corner naming the new folder the same as the project created in **eDRAWS.**

Note: Ensure the path used for Workspace location is unique. Any location used in multiple Shared Workspaces will cause conflicts. Regardless of Vault or Server they reside.

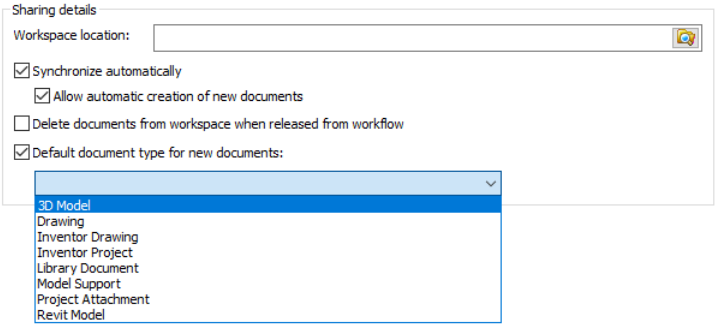
The best method to mitigate this risk is to begin the Workspace location with the URLs provided in Section Reference and include the Project Number.

E.g. For Project 325 in UCB:
\\IBRSLCEDMCS01\Workspace\Models\Civil 3D\325

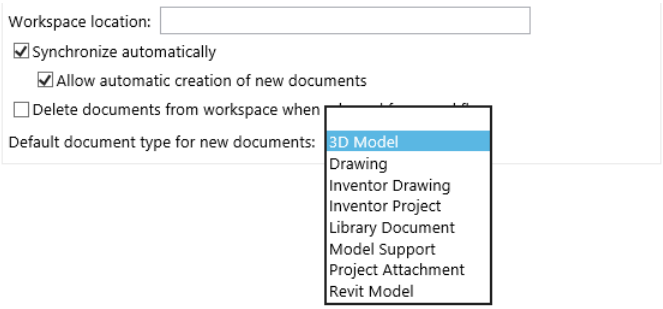


12. Click **OK** to finish setting the appropriate **Shared Workspace** location for the project.

13. Returning to the **Project Folder** wizard page, ensure the following properties are set accordingly and then click **OK** to save changes:
    - ☑ Synchronize Automatically – checked.
        - ☑Allow automatic creation of new documents – checked.
    - ☐ Delete documents from workspace when released from workflow – unchecked.
    - ☑ Default document type for new documents – set to 3D Model.



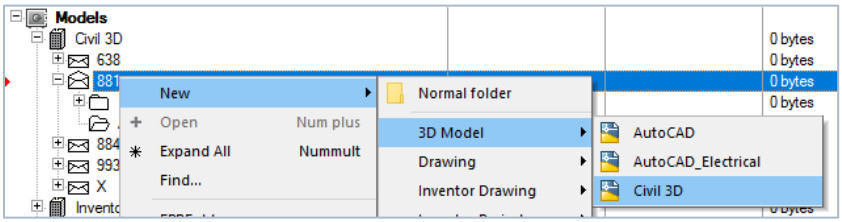
14. For **Meridian PowerWeb,** there is no tick box for **Default document type for new documents.** It is assumed when selecting a **Document Type.**



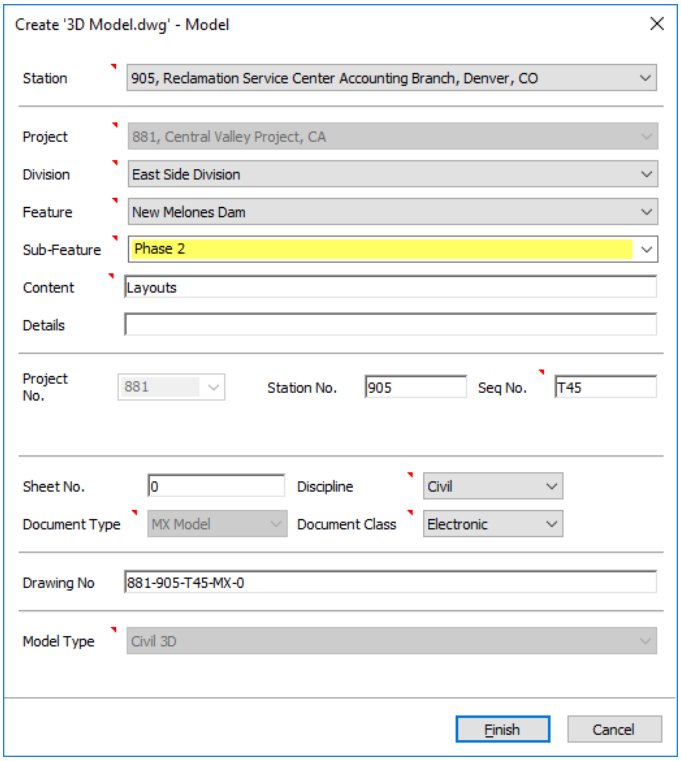
Part 2. Creating an AutoCAD Civil 3D Model

This section describes how to create an AutoCAD Civil 3D Model in **eDRAWS** (Meridian).

1. Open the **Meridian PowerUser** application. Note, these steps require **Editor** privileges.
2. Ensure the **4-Models** Scope is selected in the middle pane to open the **eDRAWS** Model structure.
3. Navigate to the newly created **Project** folder, select and right-click > **New** > **3D Model** > **Civil 3D.**

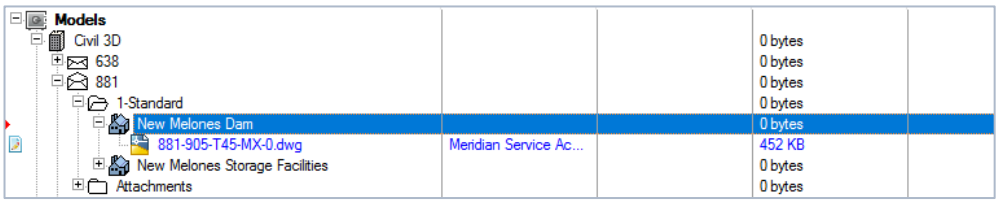


4. On the **Create Model** wizard page, populate all the mandatory fields (indicated by a red triangle) and then click **OK** to create the **AutoCAD Civil 3D** Model file.



5. Verify that the **AutoCAD Civil 3D** Model file has been created in the following location within **eDRAWS**:

…\Civil 3D\<Project Number>\<Project Subfolder>\<Feature>



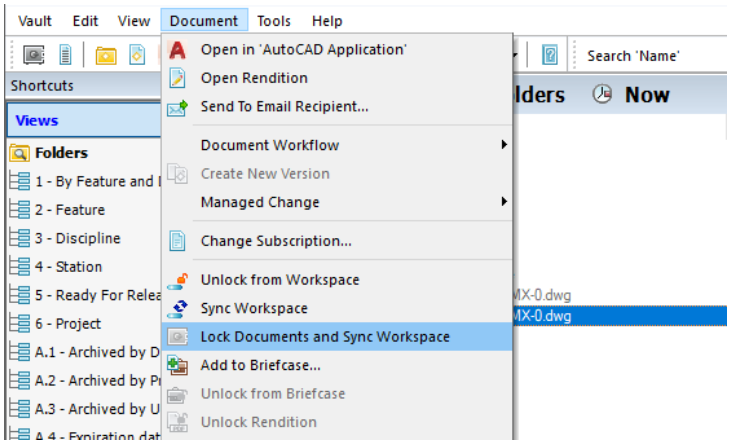
Part 3. Working in AutoCAD Civil 3D

3.1. Working in Remote Mode

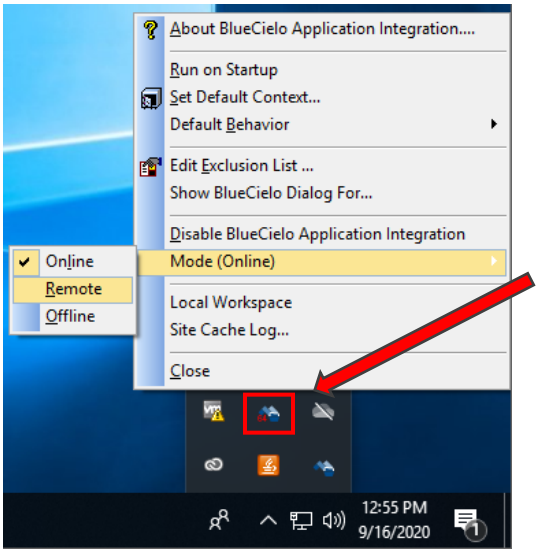
This section describes the additional steps required when editing files in Meridian using **Remote mode**. It is assumed the Meridian Application Integration component is currently set to operate in **Online mode**.

3.1.1. PowerUser

1. Open the **Meridian PowerUser** application. Note, these steps require **Editor** privileges.
2. Ensure the **4-Models** Scope is selected in the middle pane to open the **eDRAWS** Model structure.
3. Highlight the **AutoCAD Civil 3D** Model file created in the previous section and select **Document** > **Lock Documents and Sync Workspace.**

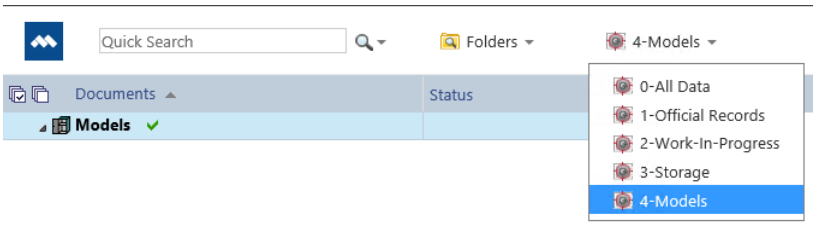


4. Set the **Meridian Application Integration** to **Remote mode** (right-click the 64-bit icon) and continue onto the next section to work with the **AutoCAD Civil 3D** Model file.

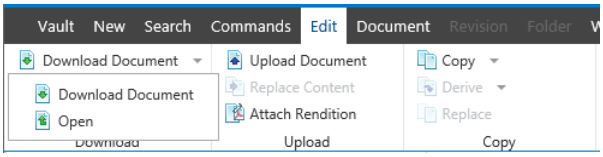


3.1.2. PowerWeb

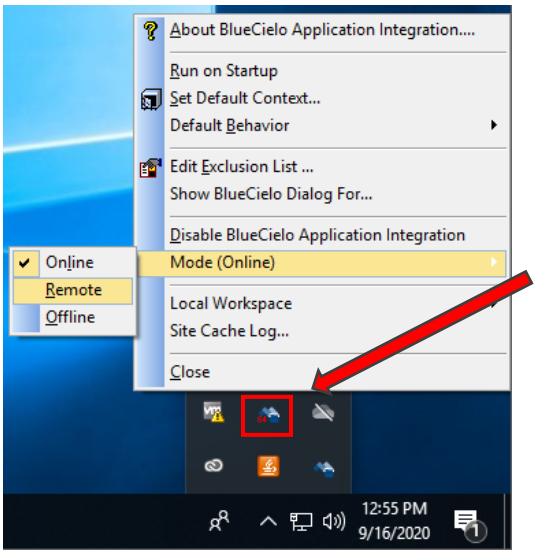
1. Open **Meridian PowerWeb** in Internet Explorer (IE). Note, these steps require **Editor** privileges.
2. Ensure the **4-Models** Scope is selected in the middle pane to open the **eDRAWS** Model structure.



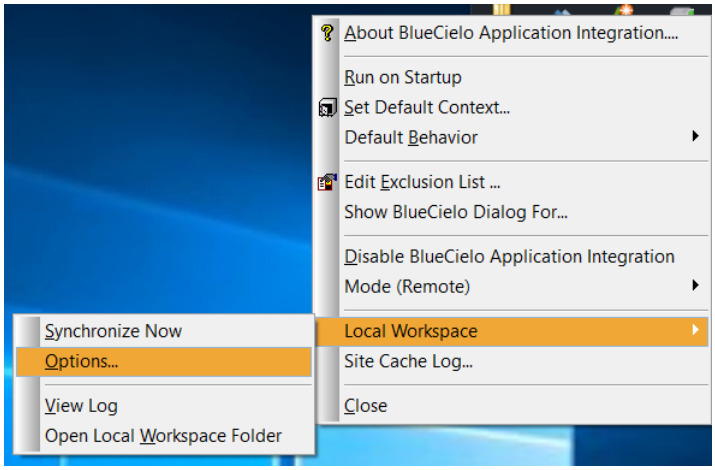
3. Highlight the **AutoCAD Civil 3D** Model file created in the previous section and select **Edit** > **Download Document.**



4. Set the **Meridian Application Integration** to **Remote mode** (right-click the 64-bit icon) and continue onto the next section to work with the **AutoCAD Civil 3D** Model file.



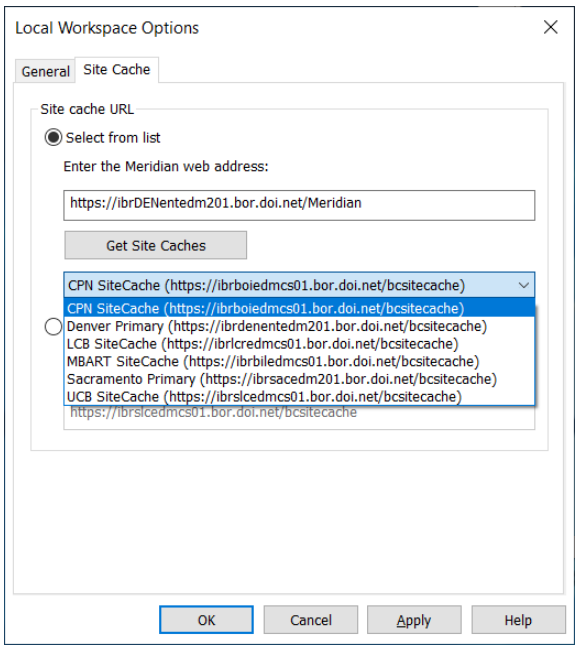
5. Check the **Site Cache URL** in **Meridian Application Integration** to (right-click the 64-bit icon, select Local Workspace, Options…).



Select the **Site Cache** tab, click the **Select from list** radio button and copy and paste the relevant Meridian web address below:

Denver: https://ibrDENentedm101.bor.doi.net/Meridian
Sacramento: https://ibrSACedm101.bor.doi.net/Meridian

Select the **Get Site Caches** button, click the down arrow, and select the local site cache server for your region:



Select the **OK** button.

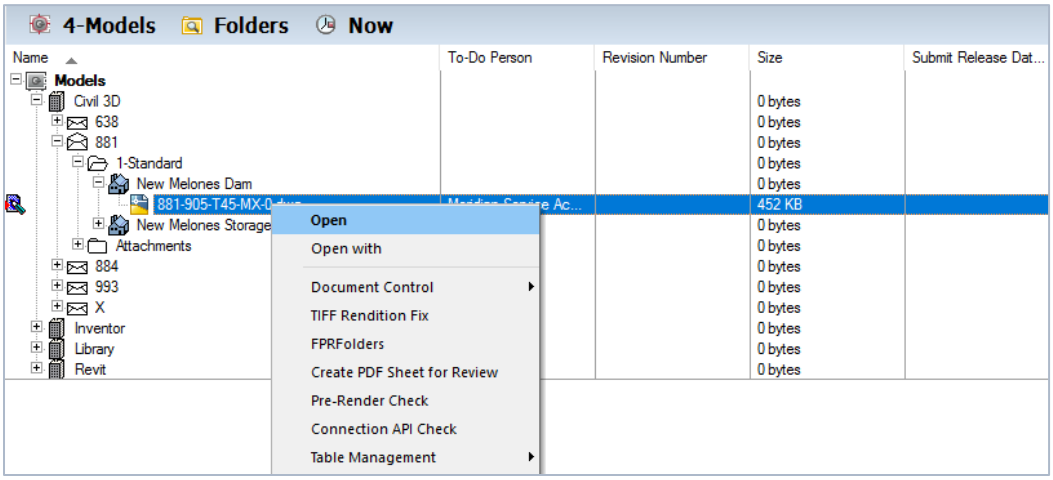
Open the **BlueCielo Site Cache Log** (right-click the 64-bit icon, select Site Cache Log). Click the Reconnect to server icon as shown in the figure.

The text “Connected to 'https://ibrXXXXXXXX01/bcsitecache'” confirms site cache is connected. A full refresh (F5) of the PowerWeb client when changing the site cache server name is required if you encounter the “Local workspace client is either not running or cannot connect” error.

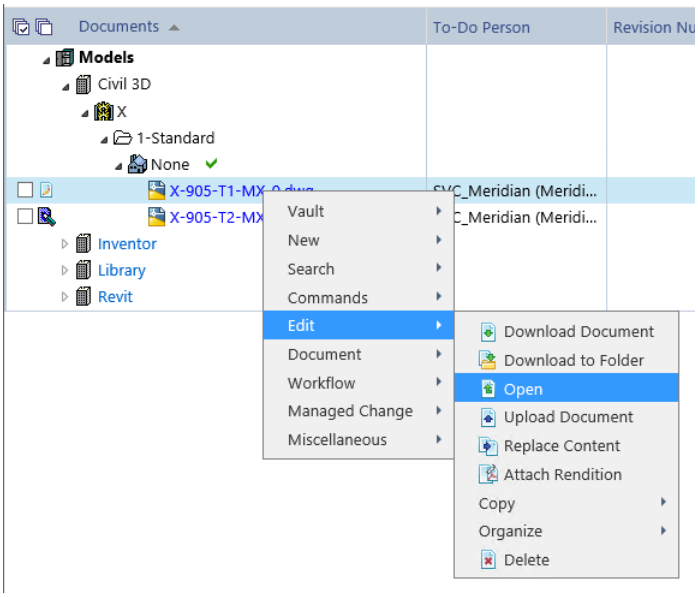
3.2. Opening the AutoCAD Civil 3D File

This section describes how to open an AutoCAD Civil 3D Model file from within **eDRAWS** (Meridian) and navigate through the layouts/sheets.

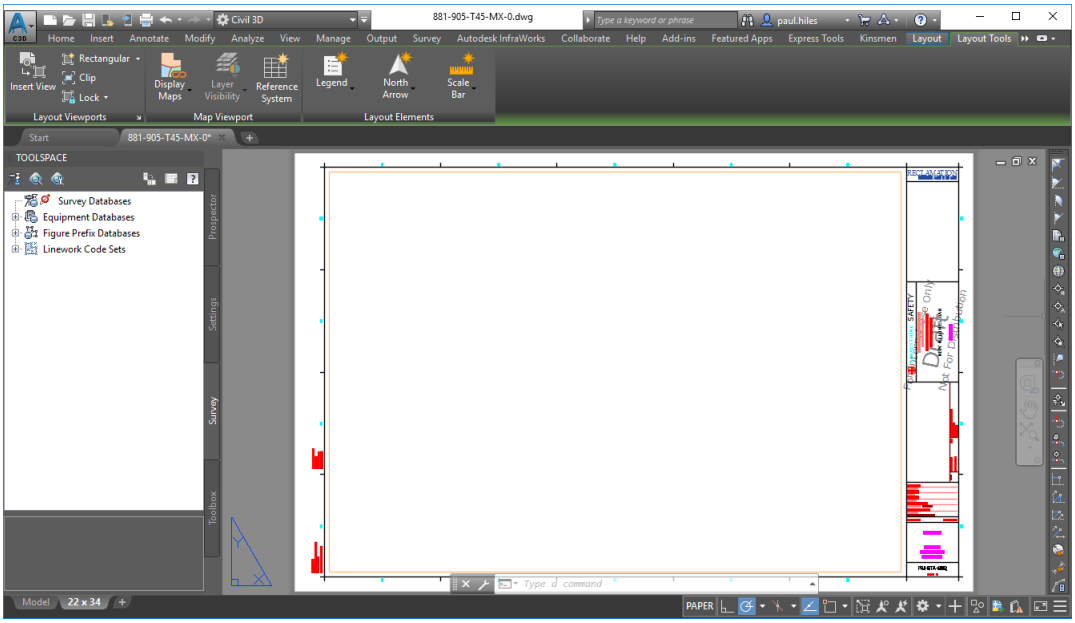
1. Open the **AutoCAD Civil 3D** application on the client workstation.
2. Open the **Meridian PowerUser** application. Note, these steps require **Editor** privileges.
3. Ensure the **4-Models** Scope is selected in the middle pane to open the **eDRAWS** Model structure.
4. Select the **AutoCAD Civil 3D** Model file created in the previous section and right-click > **Open**.



5. For **Meridian PowerWeb** users, this is under **Edit** > **Open**.



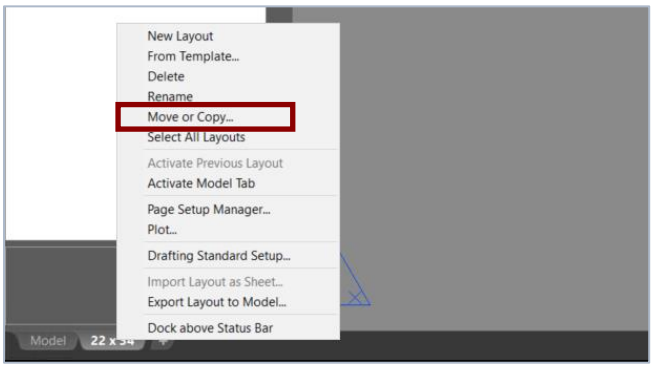
6. The Model file will open in **AutoCAD Civil 3D** on the client workstation.



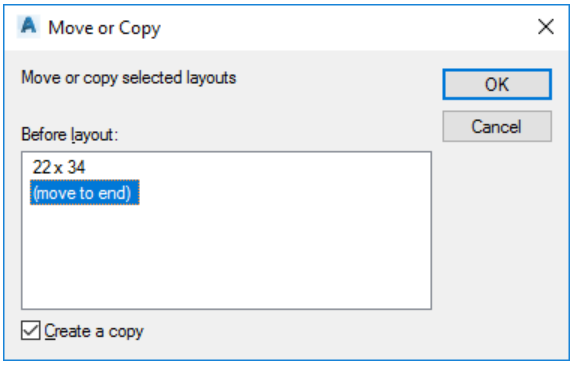
3.3. Creating a New Layout

This section describes how to create and manage a new layout within AutoCAD Civil 3D.

1. With the **AutoCAD Civil 3D** Model open, right-click on the existing layout tab and select **Move or Copy…**



2. In the **Move or Copy** dialog, select **(move to end)** and tick the **Create a Copy** checkbox. Click **OK**.



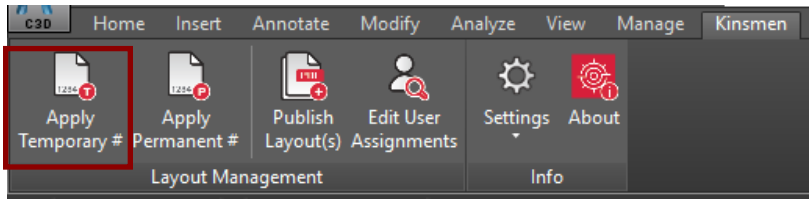
3. A new layout will be created. Update this new layout with the relevant modifications and save the changes.

3.4. Assigning a Sequence Number to the Layout

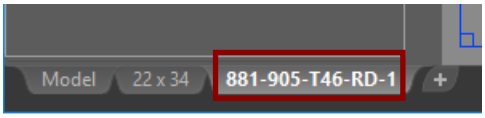
This section describes how Reclamation drawing numbers can be applied to layouts within the AutoCAD Civil 3D Model from **eDRAWS** (Meridian). Initially, a drawing or layout is assigned a temporary number while undergoing changes, and once these changes have been confirmed and pre-approved, a permanent number can then be assigned. Only then can the drawing layout/sheet be routed for full approval/signature and released in **eDRAWS** (Meridian).

Note: It is not mandatory for layouts/sheets to be assigned a drawing number as they may be considered as "temporary", however any layouts/sheets that are required to be published to eDRAWS (as PDFs) must be assigned a drawing number.

1. With the **AutoCAD Civil 3D** Model file open, navigate to the **Kinsmen** ribbon and click the **Apply Temporary #** button.

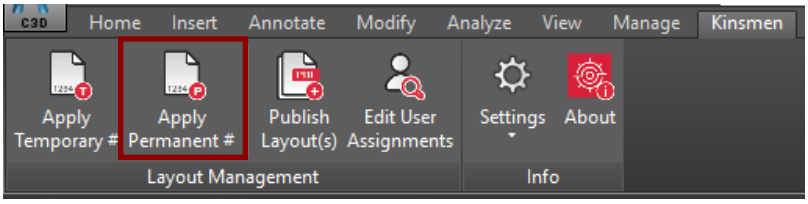


2. The selected layout is updated with a temporary sequence number from **eDRAWS** (Meridian). This is indicated by the "T" number in the third element (sequence) of the drawing number. Click the **Save** button to save the change.



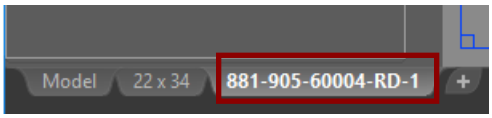
3. Now click the **Apply Permanent #** from the **Kinsmen** ribbon to assign a permanent number with the numbering convention:

   <Project Number>-<Station>-<Sequence Number (60000)>-RD-1



Note: If the Sheet Number needs to be changed, this update must be applied directly within the title-block prior to assigning a drawing number for it to then be reflected in the drawing number within eDRAWS (Meridian).

4. Once a permanent number has been applied, it will no longer be possible to assign another to the layout.



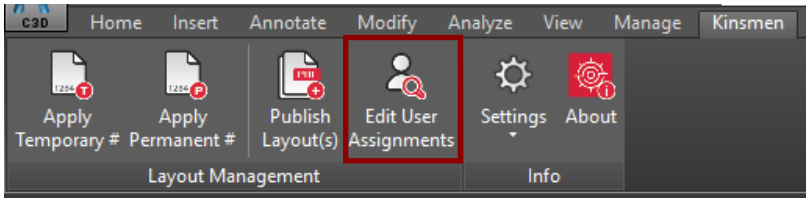
5. Click the **Save** button to save the changes.

3.5. Editing User Assignments & Title Block Information

This section describes how user assignment fields listed in the title block of a sheet can be populated using values directly from **eDRAWS** (Meridian) to ensure alignment. The following user fields can be populated from within AutoCAD using the **Edit User Assignments** feature; Designed By, Drawn By, Checked By, Tech Approved By, Tech Approver Title, Tech Approver PR, Admin Approved By, Admin Approver Title, Admin Approver PR, Rev Approved By, Rev Approver PR. It can also be used to update the Sub Feature, Content, and Detail attributes.

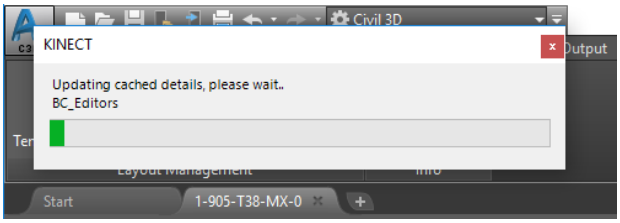
The Publish Layout(s) feature will also validate that these fields are populated correctly prior to performing the operation as these user entries are utilized by the electronic signature workflow within eDRAWS (Meridian).

1. With the **Model** open, navigate to the **Kinsmen** ribbon and click the **Edit User Assignments** button.



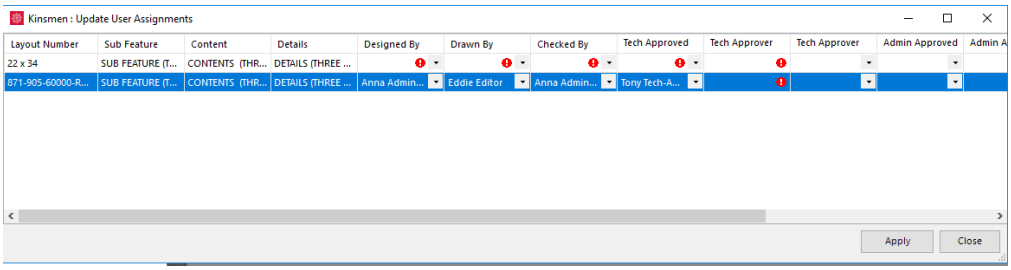
2. The **Update User Assignments** dialog will be presented providing a matrix of user assignments along with the corresponding sheet.

Note, if this function has been initiated for the first time, a progress bar will be shown to indicate that user and lookup list values are being cached from **eDRAWS** (Meridian).



Note, the red exclamation symbol indicates the following:

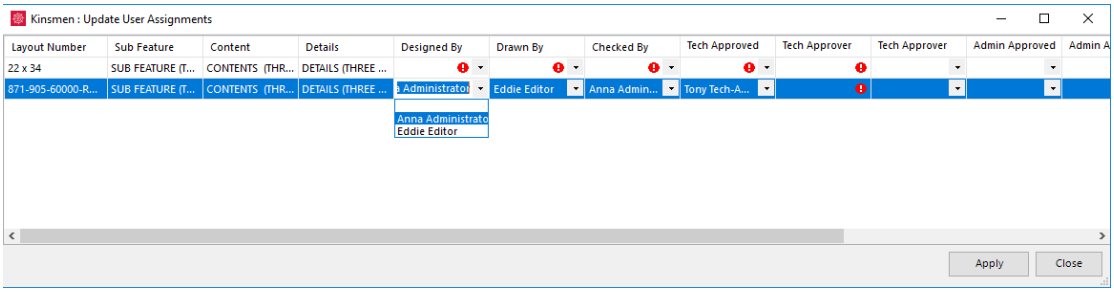
- A mandatory field has not been populated; a user entry is required in this instance.
- A field has been populated but the value is deemed invalid.



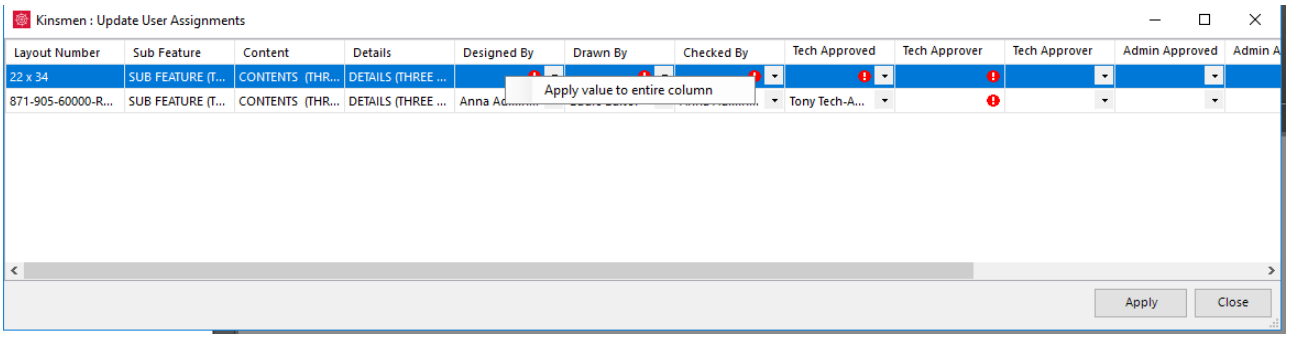
3. To update these values, click the **drop-down** menu button in the cells where an assignment is missing or incorrect, and select from the list of users provided.

Note: to edit a text field, the field must be double-clicked.

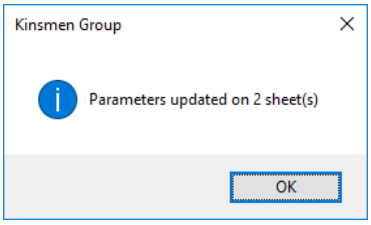
Note: it is not necessary to populate all cells for all sheets at the same time. User values can be assigned on a per sheet basis.



4. To copy the same value to all fields in a column, select a value from the **drop-down** menu, right click on the value just added, and then select **Apply value to entire column**.



5. After all values have been updated, click the **Apply** button.
6. Click **OK** at the **Success** message prompt.



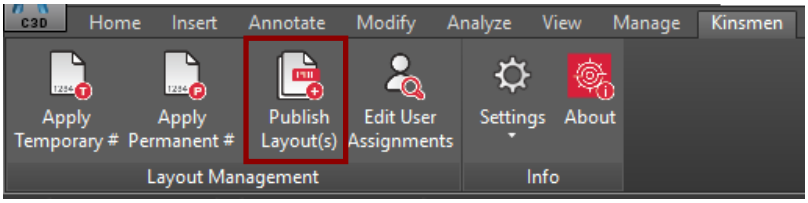
7. Click **Close** button on the **Update User Assignments** dialog and then save the drawing.

3.6. Publish Layout(s) to Meridian

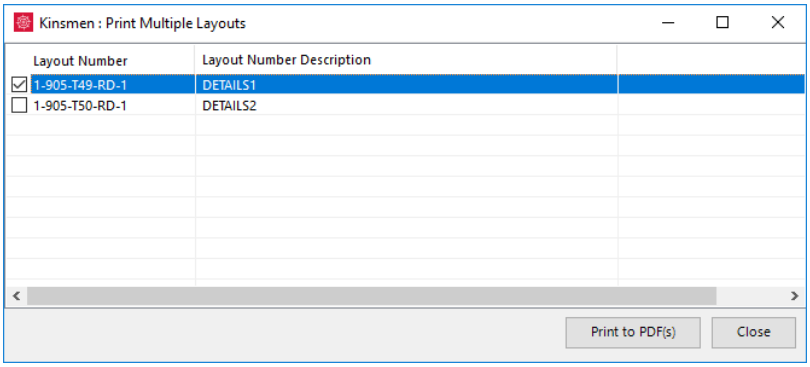
Once a layout has been assigned a temporary or permanent number, it can then be published to PDF and imported into **eDRAWS** (Meridian) ready for review and approval. Note: a drawing layout/sheet can only be routed for full approval/signature and release in **eDRAWS** (Meridian) once a permanent number has been assigned along with the user assignments.

Note: If Working in Remote Mode, the Project MUST first be created in the Work-In-Progress area before publishing the layouts to Meridian.

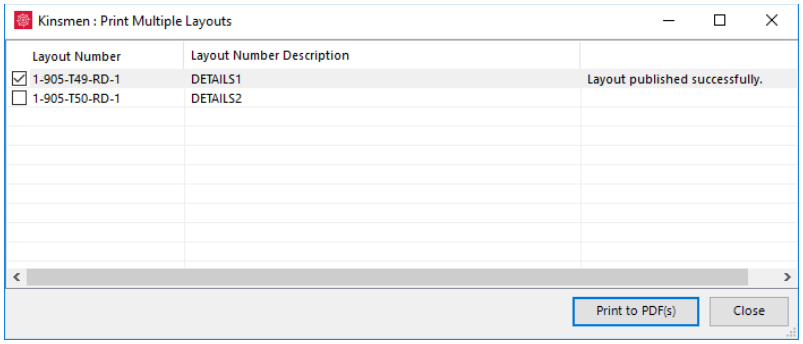
1. Navigate to the **Kinsmen** ribbon and click the **Publish Layout(s)** button.



2. Select the layouts to be published and then click the **Print to PDF(s)** button.



3. After publishing has been completed, a **Success** message will be displayed for each layout selected. Click the **Close** button to exit the dialog.



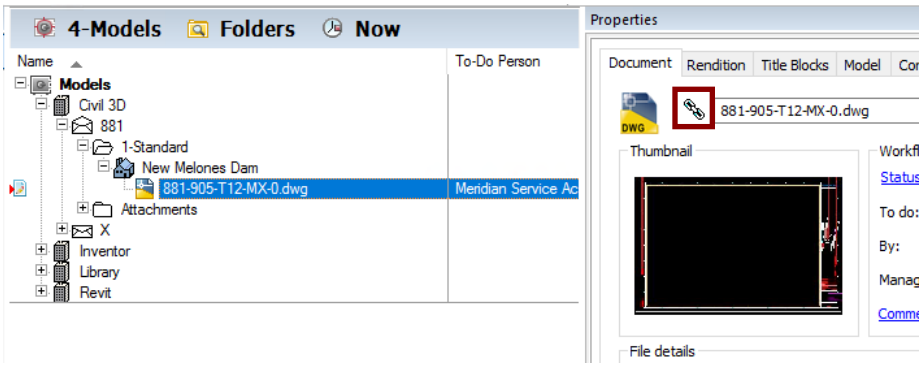
4. **Save** the **Model** and close **AutoCAD Civil 3D.**

Part 4. Sheet Approval Process

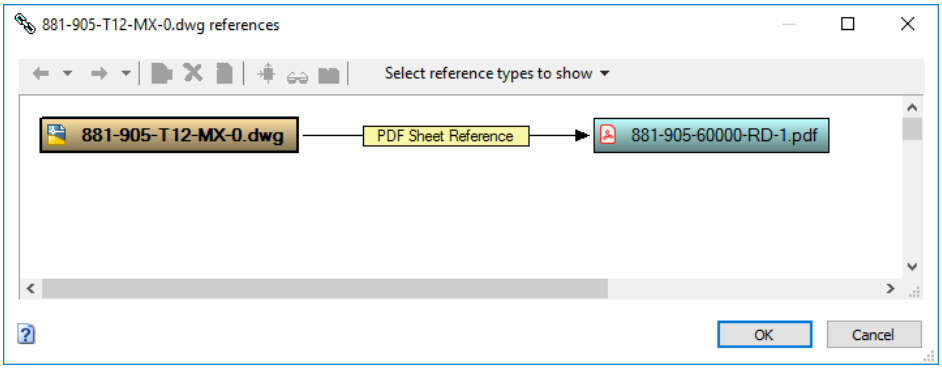
4.1 Verify Published PDF Sheet in Meridian

Note: Although it is possible to create a PDF sheet using a temporary number, it can only be transitioned to the review/approval process workflow when a permanent number has been assigned.

1. Open the **Meridian PowerUser** application. Note, these steps require **Editor** privileges.
2. Select the **4-Models** Scope in the middle pane to open the **eDRAWS Models** structure.
3. Navigate to the location where the **AutoCAD Civil 3D** Model resides.
4. Select the **AutoCAD Civil 3D** Model and then click the **link** symbol on the **Document** tab in the Properties Pane.



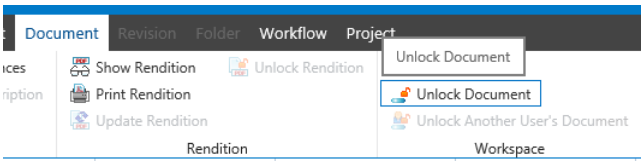
5. A **Reference** diagram illustrating the relationships between the **AutoCAD Civil 3D** Model and published **PDF sheets** are shown. A **PDF Sheet Reference** is created between these two files.



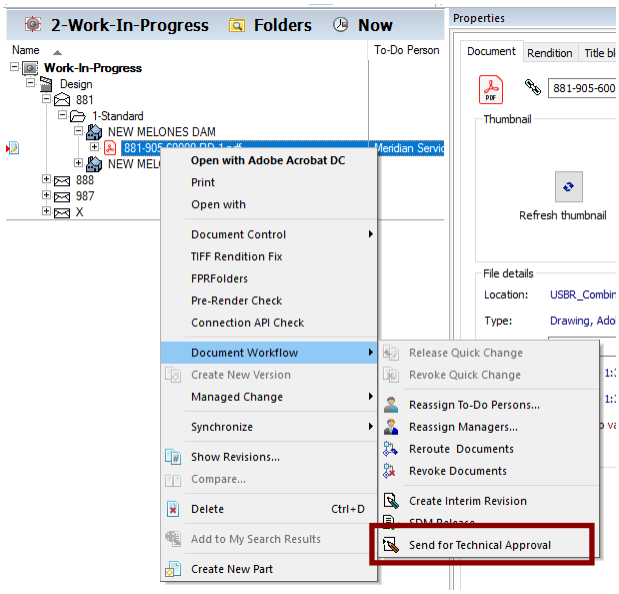
6. Select **OK** to close the **Reference Viewer.**

4.2. Send Published PDF Sheet for Technical Approval

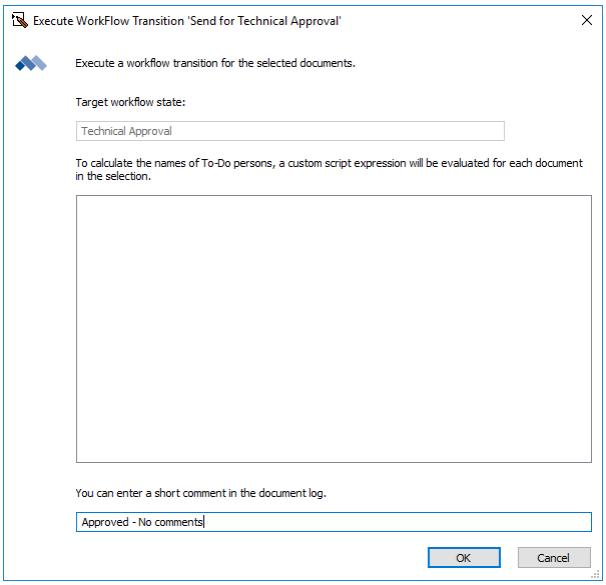
1. Open the **Meridian PowerUser** application. Note, these steps require **Editor** privileges.
2. Select the **2-Work-In-Progress** Scope in the middle pane to open the **eDRAWS Work-In-Progress** structure.
3. Locate the **PDF Sheet** by searching for the PDF Sheet Number(s).
4. **Meridian PowerWeb** users must first ensure the **PDF Sheet** is unlocked. This is done by selecting **Unlock Document** from the **Document** ribbon.



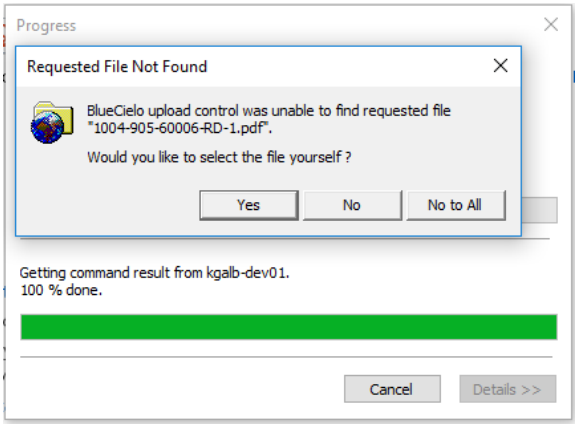
5. Right click on the **PDF Sheet**, select option **Document Workflow** > **Send for Technical Approval.**



6. At the **Workflow Transition** dialog, optionally enter a comment and then click **OK.** The **PDF Sheet** will be sent for approval to the **Technical Approver** specified in the **Tech Approved By** property. This property is populated by the **Edit User Assignments** feature in **AutoCAD Civil 3D**.

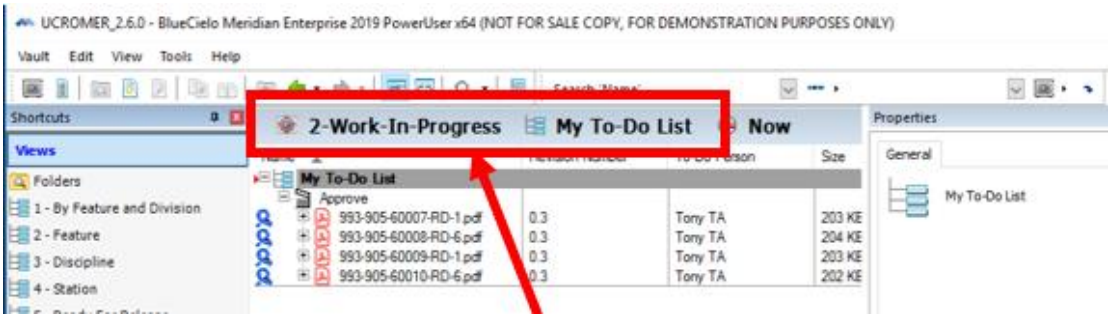


Note: if using the Meridian PowerWeb interface, a Requested File Not Found prompt MAY be shown. This is most likely due to an older version of KINECT which did not create the plotted PDF in the BC-Workspace location. Click No to All at this prompt to continue.

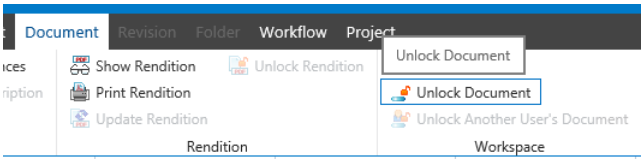


4.3. Perform Technical Approval

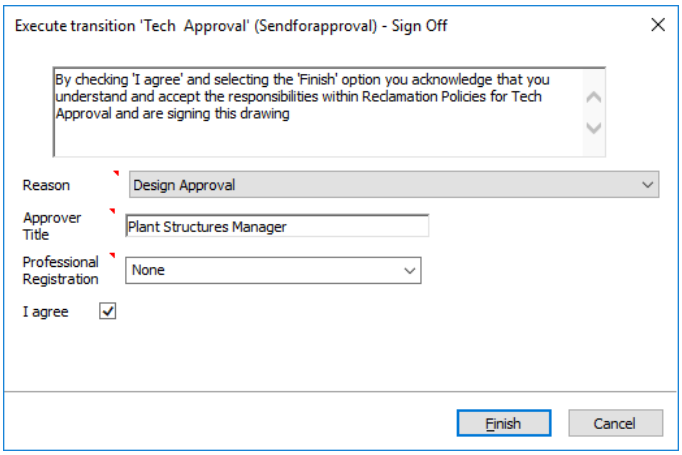
1. Open the **Meridian PowerUser** application. Note, these steps require **Technical Approver** privileges.
2. Select the **2-Work-In-Progress** Scope and open the **My To-Do List** view.



3. Locate the **PDF sheet** for Technical Approval.
4. Review the **PDF sheet.**
5. **Meridian PowerWeb** users must first ensure the **PDF Sheet** is unlocked. This is done by selecting **Unlock Document** from the **Document** ribbon.



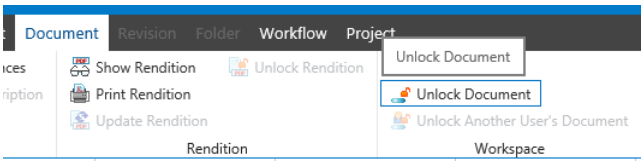
6. Select the **PDF sheet**, right-click and select **Document Workflow** > **Tech Approval.**
7. On the **Workflow Transition** dialog, optionally enter a comment and then click **OK.**
8. At the **Tech Approval Sign Off** prompt, select a **Reason,** verify the pre-populated **Approver Title** and **Professional Registration.**
9. Tick the **I agree** checkbox, and then click **Finish.**



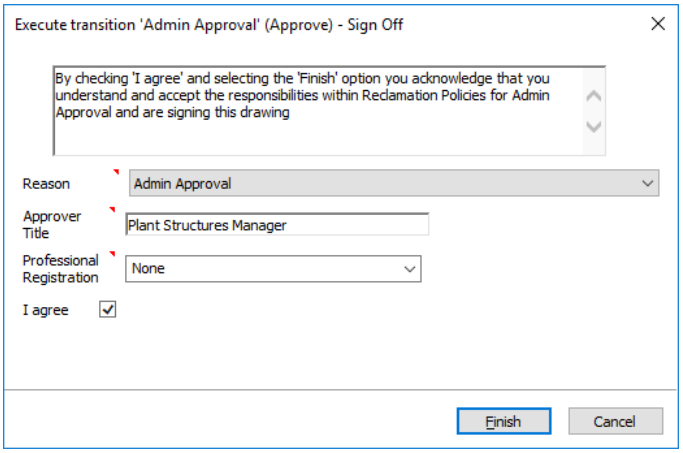
10. The **PDF sheet** will be removed from your **My To-Do List** view and automatically routed to the **Admin Approver** as specified in the **Admin Approved By** property, previously populated using the **Edit User Assignments** feature in **AutoCAD Civil 3D.**

4.4. Perform Admin Approval

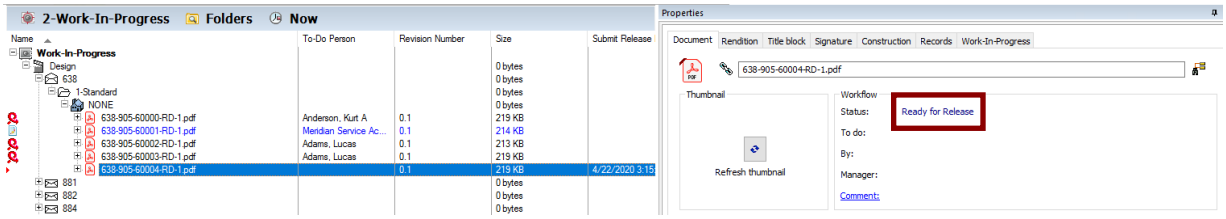
1. Open the **Meridian PowerUser** application. Note, these steps require **Admin Approver** privileges.
2. Select the **2-Work-In-Progress** Scope and **My To-Do List** view.
3. Locate the **PDF sheet** and review.
4. **Meridian PowerWeb** users must first ensure the **PDF Sheet** is unlocked. This is done by selecting **Unlock Document** from the **Document** ribbon.



5. Select the **PDF sheet**, right-click and select **Document Workflow** > **Admin Approval**. Optionally enter a comment and then click **OK.**
6. At the **Admin Approval Sign Off** prompt, select a **Reason,** verify the pre-populated **Approver Title** and **Professional Registration.**
7. Tick the **I agree** checkbox, and then click **Finish.**

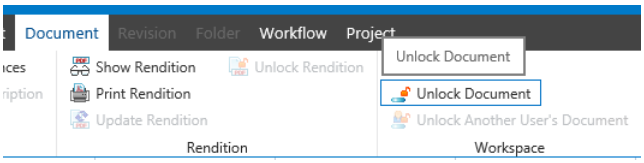


8. The **PDF sheet** will be removed from the Admin Approver's **My To-Do List** view and the status will be updated to **Ready for Release.**

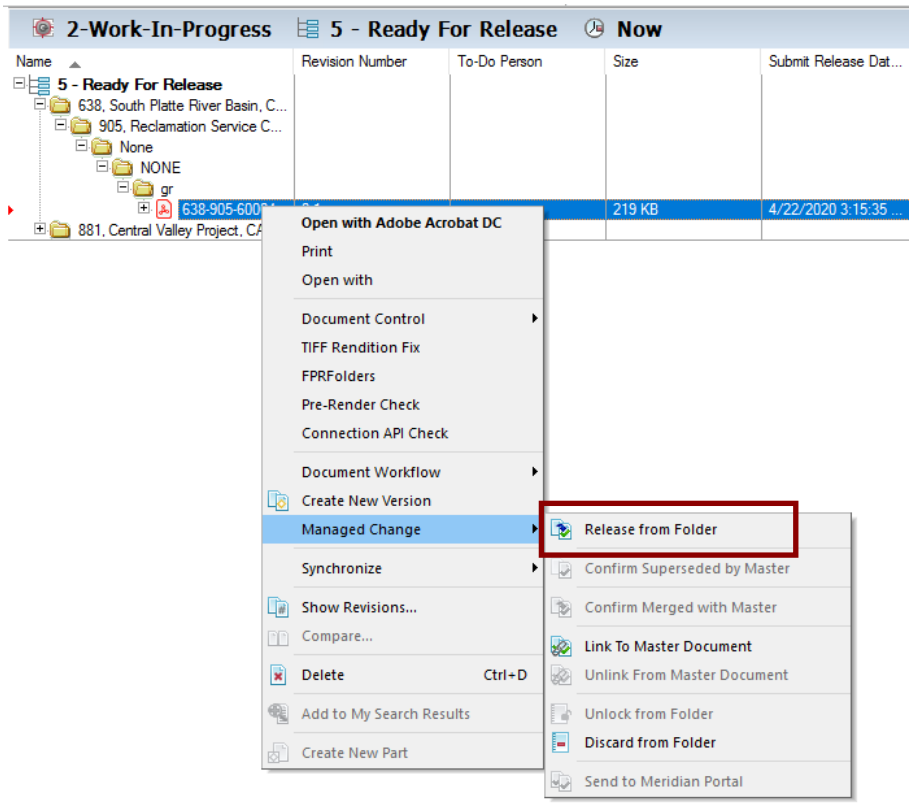


4.5. Release to Official Records

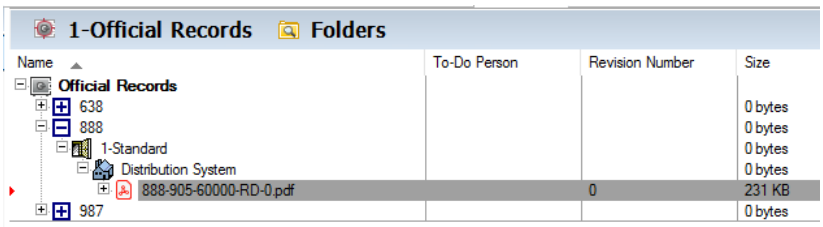
1. Open the **Meridian PowerUser** application. Note, these steps require **Drawing Manager** privileges.
2. Select the **2-Work-In-Progress** Scope and **5 - Ready For Release** view.
3. **Meridian PowerWeb** users must first ensure the **PDF Sheet** is unlocked. This is done by selecting **Unlock Document** from the **Document** ribbon.



4. Right-click on the **PDF sheet** and select **Managed Change** > **Release from Folder.**



5. The **PDF Sheet** will have been released to **Official Records** area. Select the **1 – Official Records** Scope and locate this document.



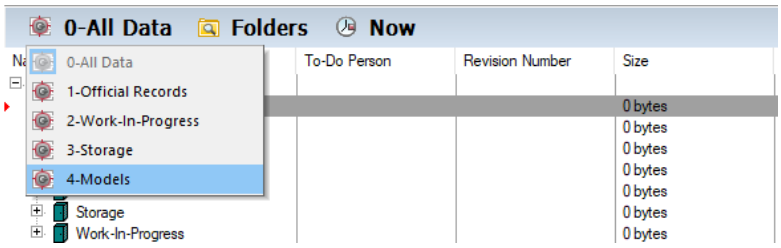
Part 5. Model Release Process

This section describes how a Model can be approved and released once all the changes are complete and associated PDF Sheets are released as Official Records. Once a Model has been released, it will become read-only; no further changes can be made. If further modifications are required, then the Model must be set back to Under Change in the workflow process.

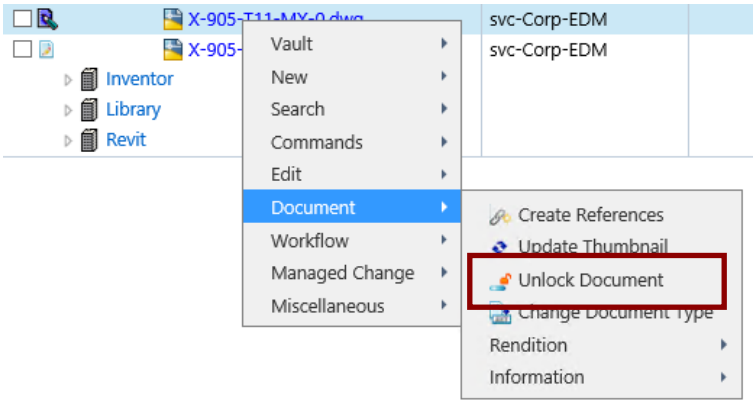
5.1. Send for Approval

For a Model to be released (and therefore closed), all corresponding PDF sheets must be Released to Official Records.

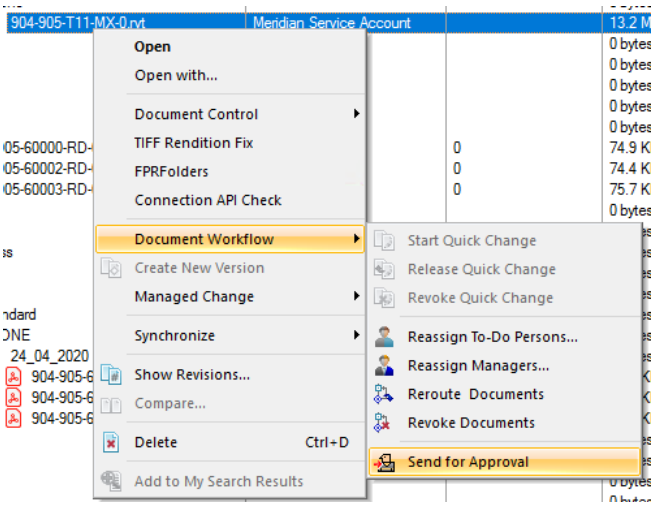
1. Open the **Meridian PowerUser** application. Note, these steps require **Editor** privileges.
2. Ensure the **4-Models** Scope is selected in the middle pane to open the **eDRAWS** Model structure.



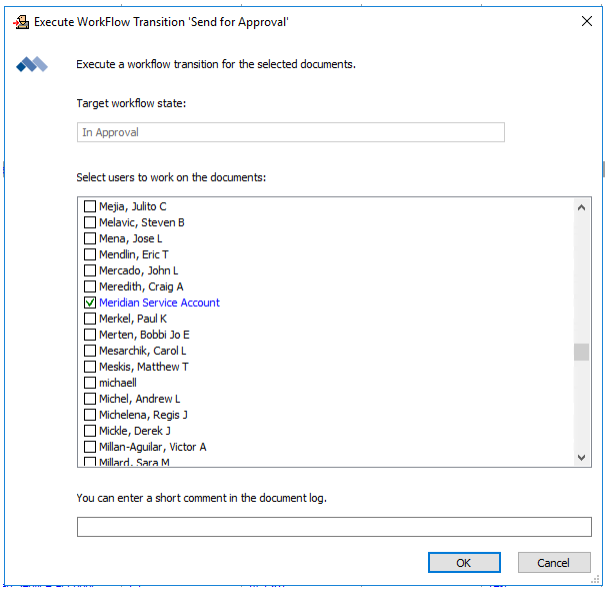
3. Locate and highlight the **Model** requiring approval.
4. **Meridian PowerWeb** users must first unlock the **Model** by selecting **Document** > **Unlock Document** from the right-click menu.



5. Right-click on the **Model** and select **Document Workflow** > **Send for Approval.**

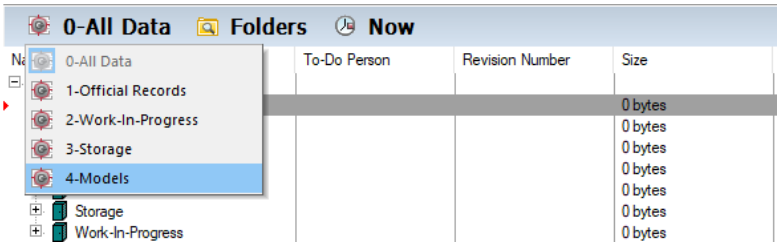


6. On the **Workflow Transition** dialog, select the desired **Approver,** optionally enter a comment, and then click **OK.**

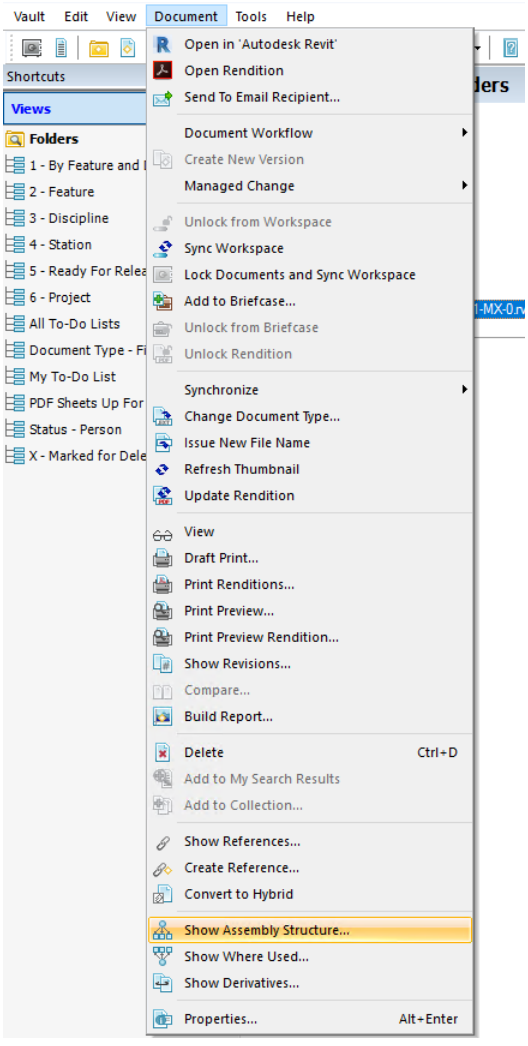


5.2. Perform Approval & Release

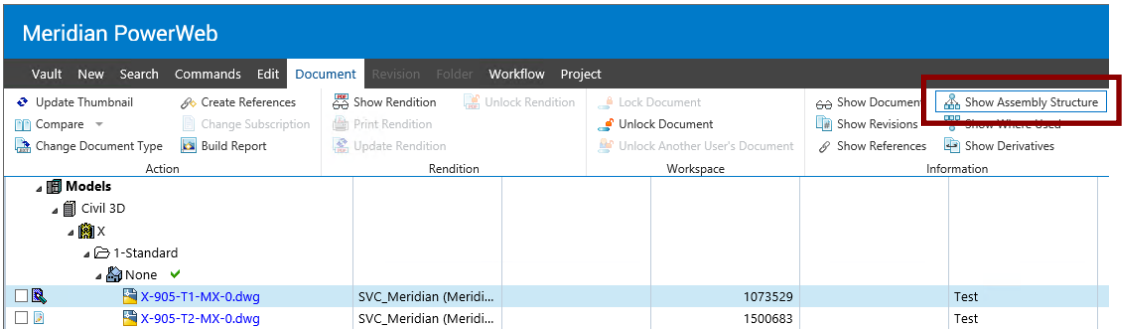
1. Open the **Meridian PowerUser** application. Note, these steps require **Drawing Manager** privileges.
2. Ensure the **4-Models** Scope is selected in the middle pane to open the **eDRAWS** Model structure.



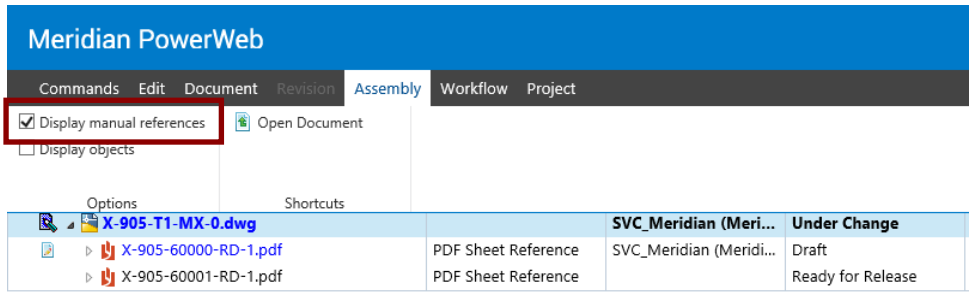
3. Highlight the **Model** and open the **Assembly View** by selecting **Document** > **Show Assembly Structure.**



4. For **Meridian PowerWeb** users, this is under **Document** > **Show Assembly Structure.**



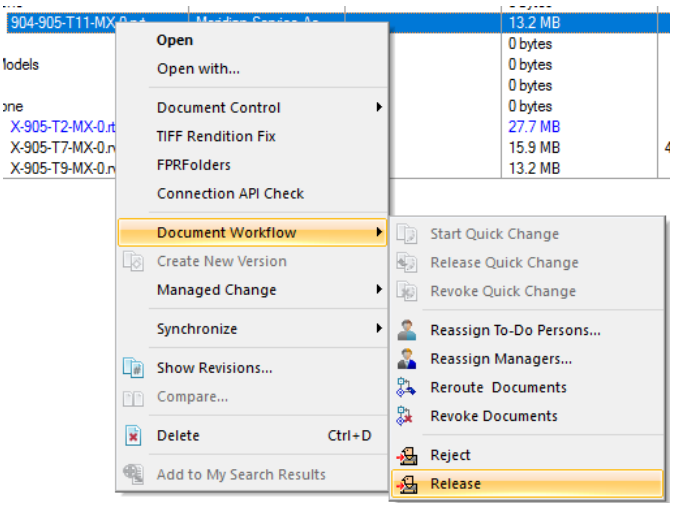
Note: if the referenced PDF Sheets are not visible ensure Display manual references is enabled. This can be found under Assembly.



5. Any **PDF Sheets** that do not have a **Status** of **Released** will reside in the **Work-In-Progress** area. It should be noted that these sheets will prevent the **Approval/Release** of the **Model**, as all corresponding **PDF Sheets** must be **Released** to **Official Records**.

Note: If there are PDF Sheets within eDRAWS (Meridian) that are linked to the Model but no longer required and need to be removed, the standard Mark/Approve for Deletion process must be followed. The user must also remove the layout from the Model file manually, if required.

6. Once all **PDF Sheets** have been released to **Official Records,** right-click on the **Model** and select **Document Workflow** > **Release.**



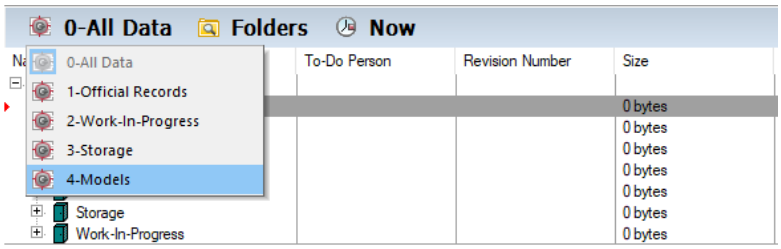
7. At the **Workflow Transition** dialog, optionally enter a comment and then click **OK**.
8. The **Model** will be removed from the Drawing Manager's **My To-Do List** view and updated with a status of **Released.**

Part 6. Management of Revisions

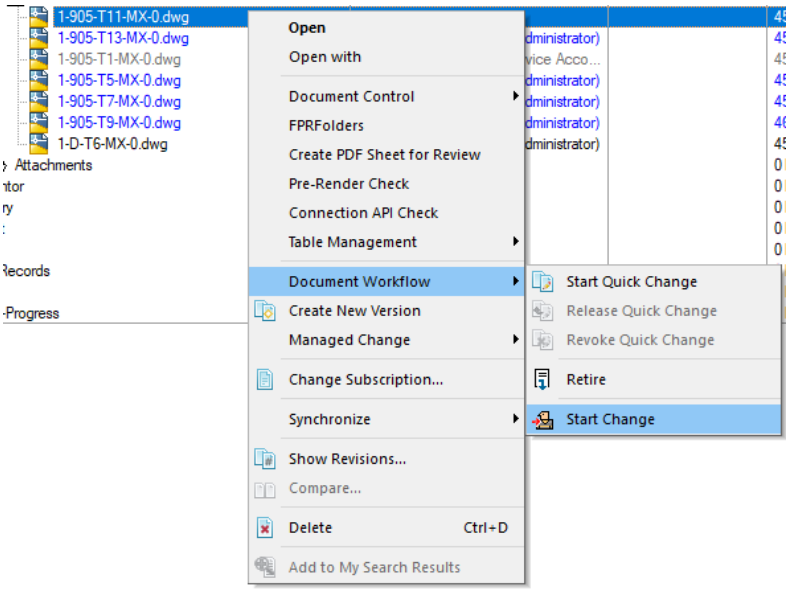
This section describes how further changes can be made to a Released Model file and how PDF Sheet revisions are managed as part of the Management of Change process within eDRAWS (Meridian).

6.1. Set Model to Under Change

1. Open the **Meridian PowerUser** application. Note, these steps require **Editor** privileges.
2. Ensure the **4-Models** Scope is selected in the middle pane to open the **eDRAWS** Model structure.



3. Locate the released **Model** requiring further change.
4. Right-click on the **Model** and select **Document Workflow** > **Start Change.**

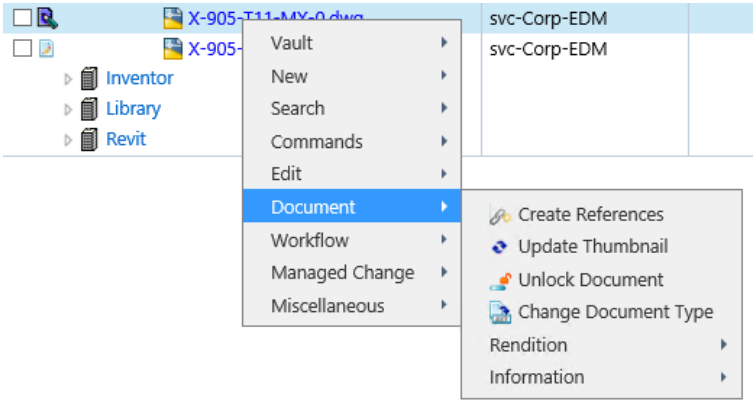


5. At the **Workflow Transition** dialog, select a user to work on the **Model,** optionally enter a comment and then click **OK**.
6. The **Model** will be updated with a status of **Under Change** and assigned to the relevant **To-Do** person.

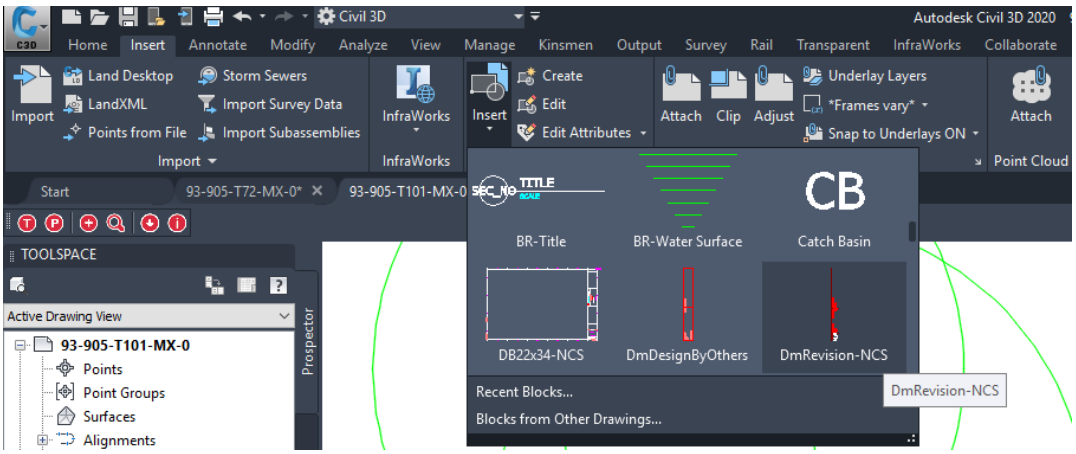
6.2. Inserting a Revision Block

Note: Before a new Revision Block can be inserted, the Revision Date on the previous Revision Block must be verified and updated manually, prior to using the BURST command.

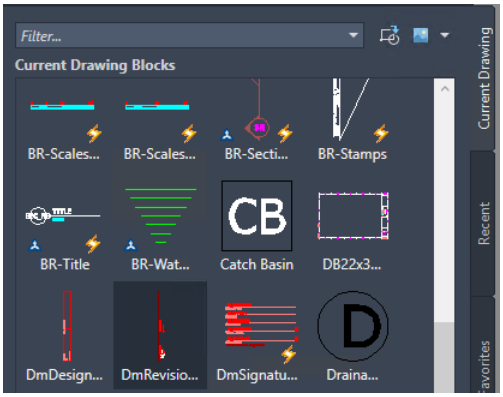
1. Open the **AutoCAD Civil 3D** application on the client workstation.
2. Open the **Meridian PowerUser** application. Note, these steps require **Editor** privileges.
3. Ensure the **4-Models** Scope is selected in the middle pane to open the **eDRAWS Model** structure.
4. Navigate to the **Model** that was set to **Under Change** in the previous section.
5. **Meridian PowerWeb** users must first unlock the **Model** by selecting **Document** > **Unlock Document** from the right-click menu.



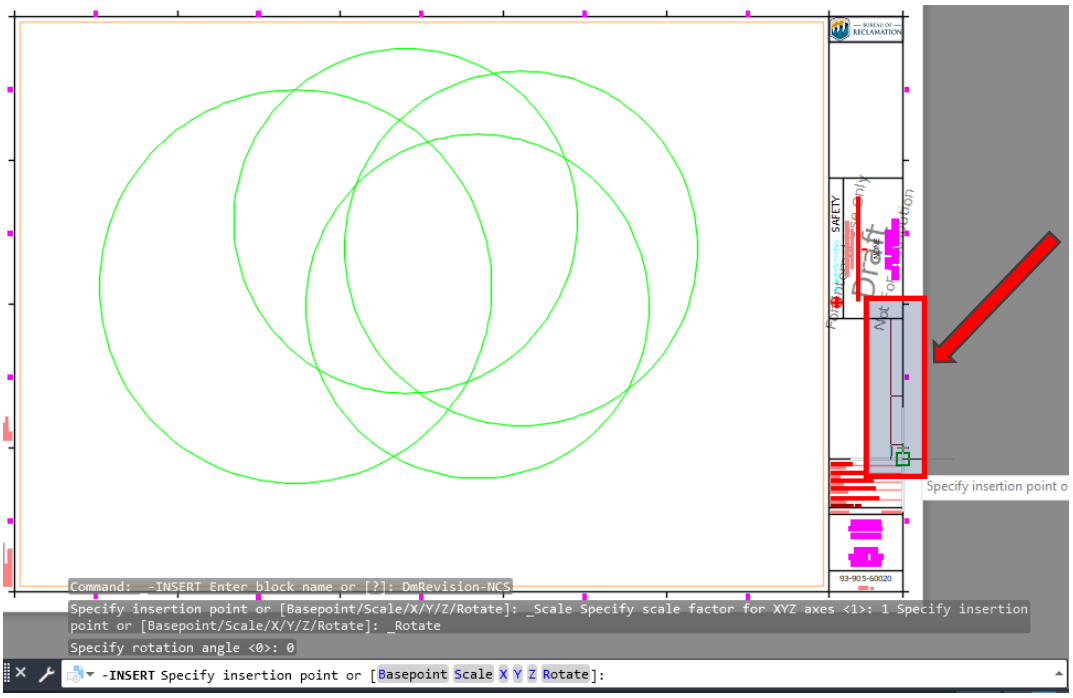
6. Select the **Model** and right-click > **Open.** The **Model** will open in **AutoCAD Civil 3D** on the client workstation.
7. Select a layout from within the **Model** where the **PDF Sheet** has previously been released in **eDRAWS**.
8. Navigate to the **Insert** ribbon, click the **Insert** dropdown in the **Block** group and then select the **DmRevision-NCS** title-block.



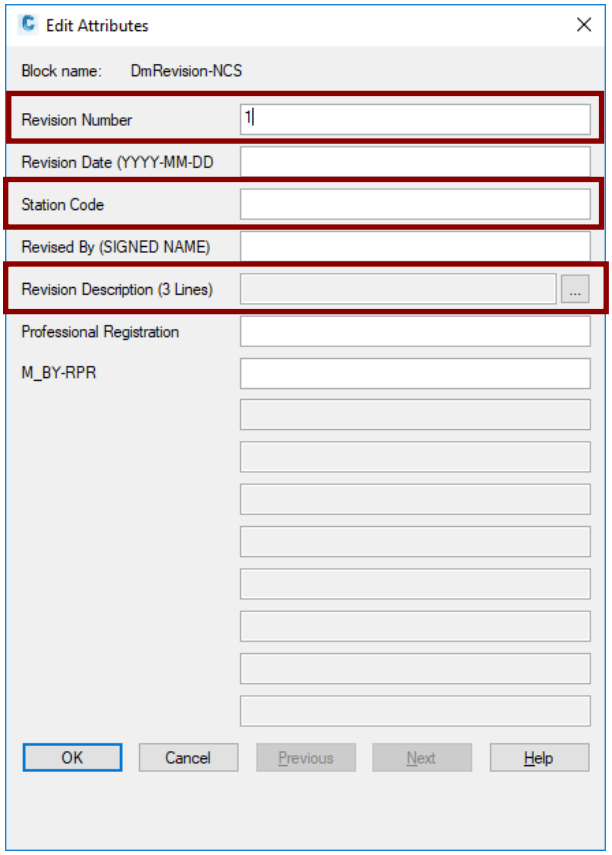
9. Alternatively, users can utilize the **INSERT** command. From the **Blocks** dialog, **DmRevision-NCS** can be found under **Current Drawing.**



10. Place the **DmRevision-NCS** title-block in the position indicated in the screenshot below.



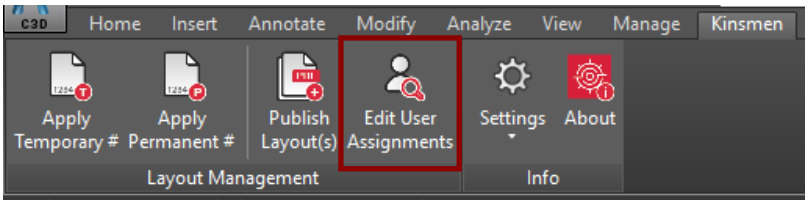
11. At the **Edit Attributes** dialog, enter a value for the **Revision Number, Station Code** and **Revision Description** and then click **OK**.



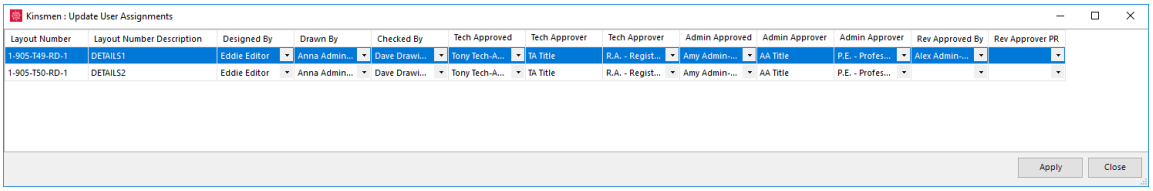
12. Click the **Save** button to save the changes.

6.3. Preparing and Publishing Layout

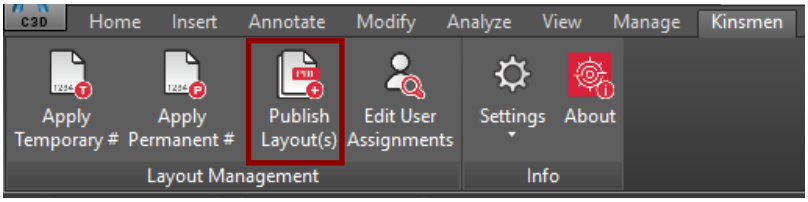
1. With the **AutoCAD Civil 3D** Model file open and a layout updated with the new revision block (from the previous section), navigate to the **Kinsmen** ribbon, and click **Edit User Assignments.**



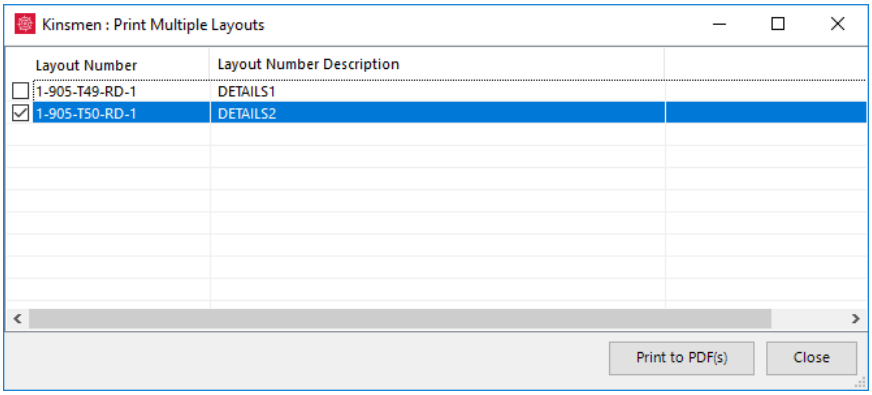
2. Add values for **Revision Approved By** and **Revision Approver PR.**



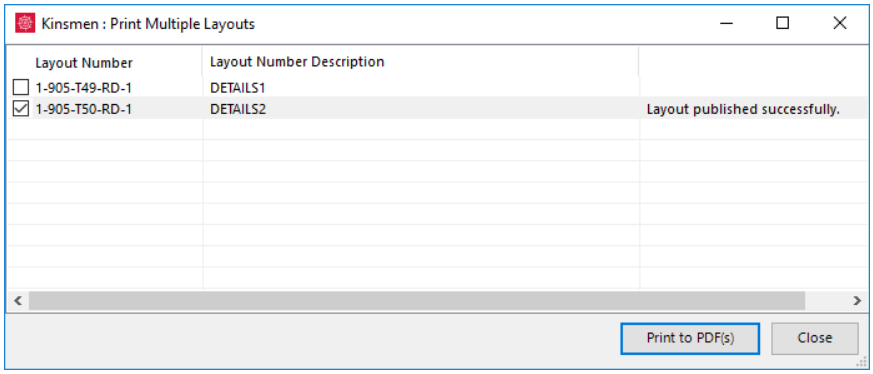
3. Click **Apply,** then **Close**.
4. From the **Kinsmen** ribbon, click the **Publish Layout(s)** button.



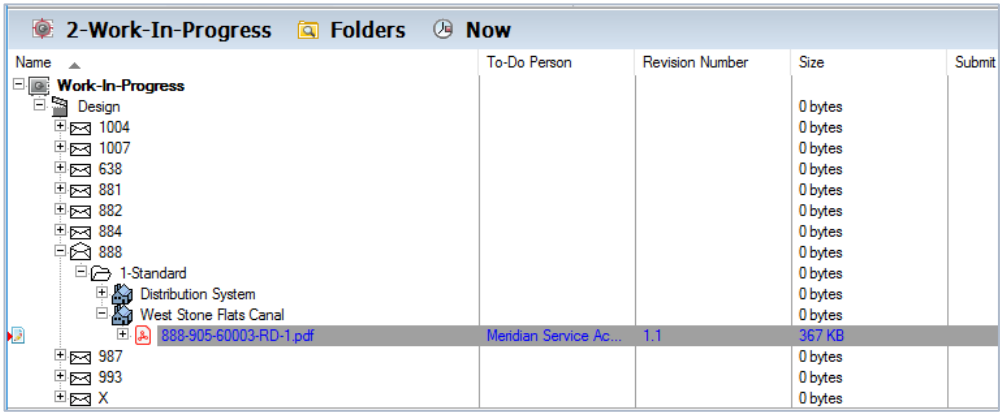
5. Select the layouts to be published and then click the **Print to PDF(s)** button.



6. After publishing has been completed, a **Success** message will be displayed. Click the **Close** button to exit the dialog.

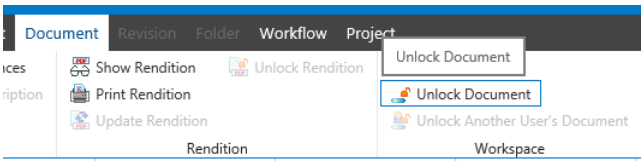


7. Once complete, close **AutoCAD Civil 3D** and locate the **PDF sheet** in the **2 – Work-In-Progress** Scope.

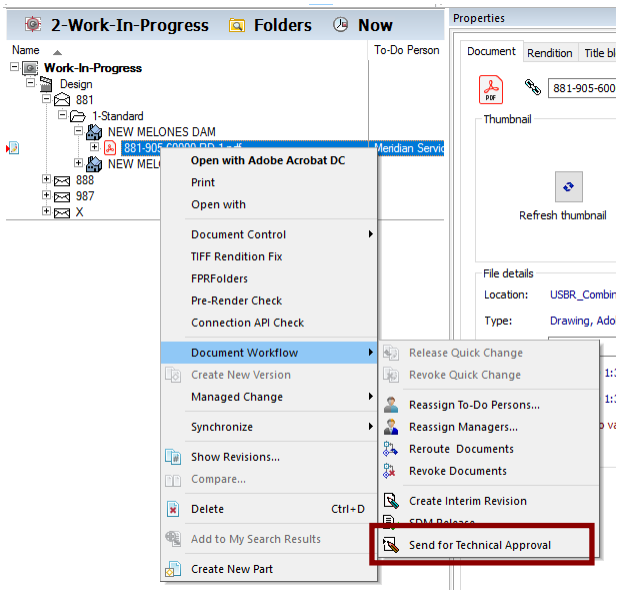


6.4. Send for Revision Approval

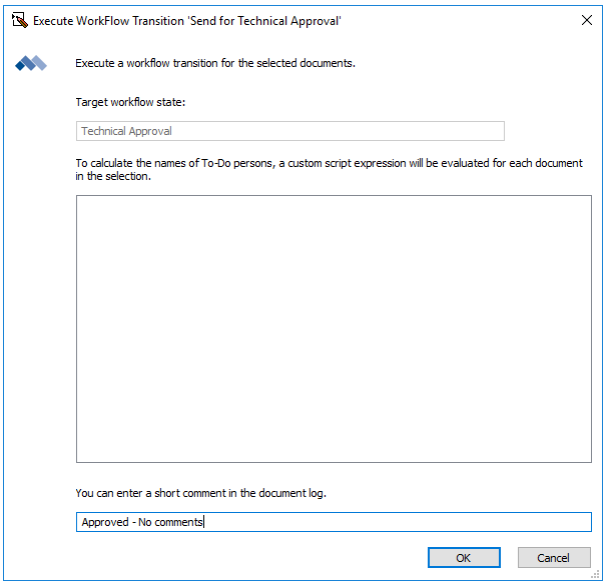
1. Open the **Meridian PowerUser** application. Note, these steps require **Editor** privileges.
2. Select the **2-Work-In-Progress** Scope in the middle pane to open the **eDRAWS Work-In-Progress** structure.
3. Locate the **PDF Sheet** by searching for the PDF Sheet Number(s).
4. **Meridian PowerWeb** users must first ensure the **PDF Sheet** is unlocked. This is done by selecting **Unlock Document** from the **Document** ribbon.



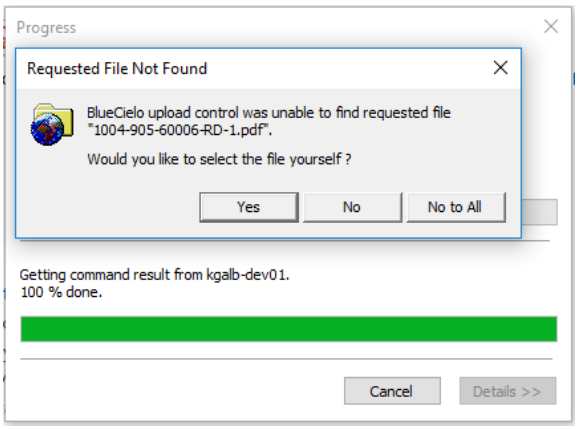
5. Right click on the **PDF Sheet,** select option **Document Workflow** > **Send for Technical Approval.**



6. At the **Workflow Transition** dialog, optionally enter a comment and then click **OK.** The **PDF Sheet** will be sent for approval to the **Technical Approver** specified in the **Tech Approved By** property. This property is populated by the **Edit User Assignments** feature in **AutoCAD Civil 3D.**

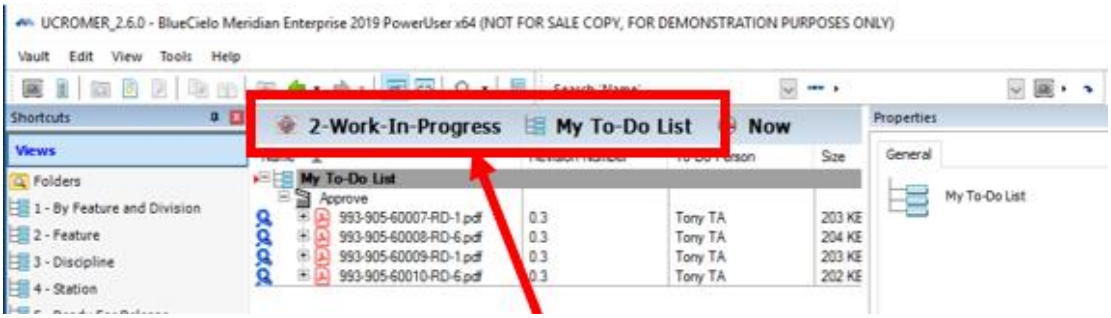


Note: if using the Meridian PowerWeb interface, a Requested File Not Found prompt MAY be shown. This is most likely due to an older version of KINECT which did not create the plotted PDF in the BC-Workspace location. Click No to All at this prompt to continue.

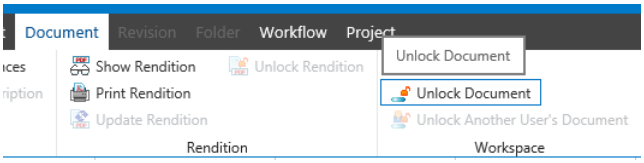


6.5 Perform Revision Approval

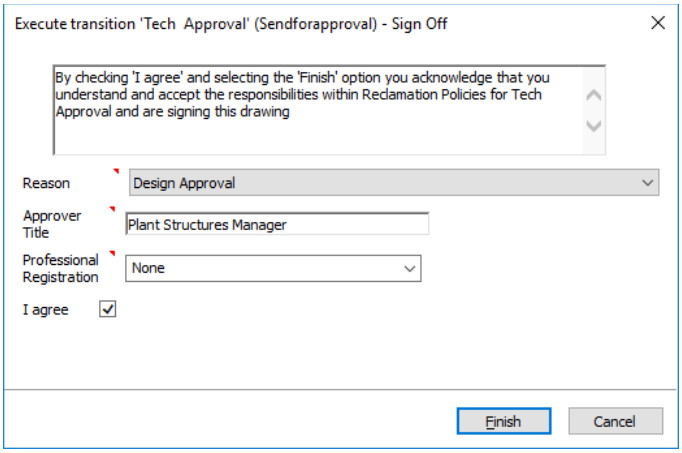
1. Open the **Meridian PowerUser** application. Note, these steps require **Technical Approver** privileges.
2. Select the **2-Work-In-Progress** Scope and **My To-Do List** view.



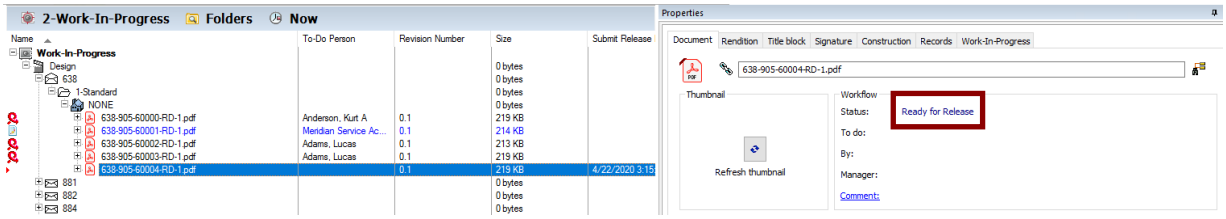
3. Locate the **PDF sheet** for Technical Approval and review.
4. **Meridian PowerWeb** users must first ensure the **PDF Sheet** is unlocked. This is done by selecting **Unlock Document** from the **Document** ribbon.



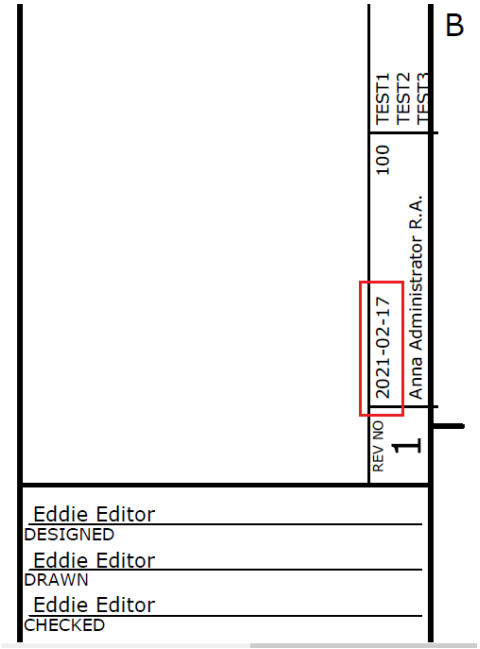
5. Select the **PDF sheet,** right-click and select **Document Workflow** > **Tech Approval.**
6. On the **Workflow Transition** dialog, optionally enter a **comment** and then click **OK.**
7. At the **Tech Approval Sign Off** prompt, select a **Reason,** enter an **Approver Title** and verify the pre-populated **Professional Registration.**
8. Tick the **I agree** checkbox, and then click **Finish.**



9. The **PDF sheet** will be removed from the Revision Approver's **My To-Do List** view and updated with a status of **Ready for Release.**



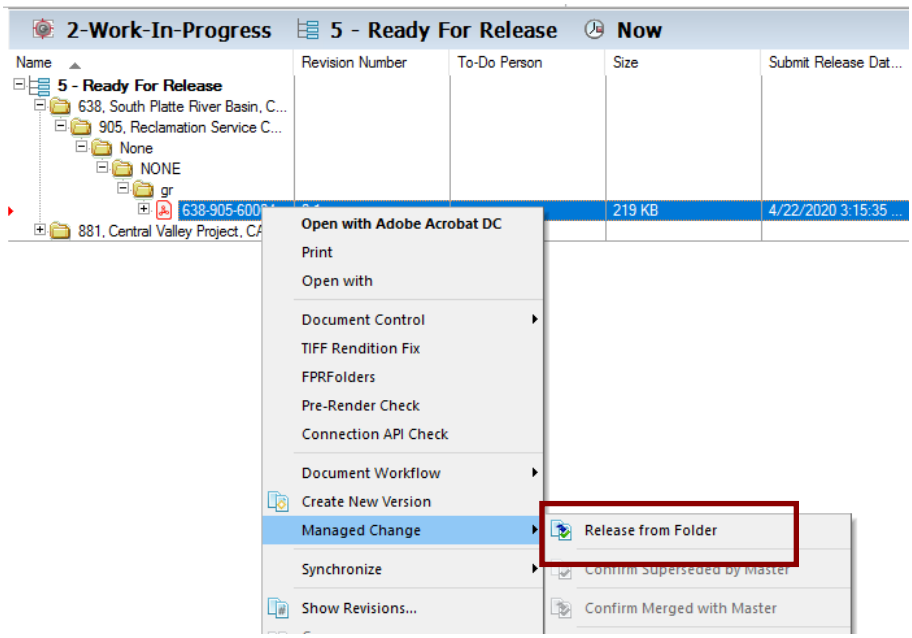
10. Navigate to the **PDF sheet** using the **Folders** view.
11. Select the **PDF sheet** then right-click and select **Open.**
12. Verify the current date has been applied in the **Revision Block.**



13. Close the **PDF sheet.**

6.5. Release to Official Records

1. Open the **Meridian PowerUser** application. Note, these steps require **Drawing Manager** privileges.
2. Select the **2-Work-In-Progress** Scope and **5 - Ready For Release** view.
3. Right-click on the **PDF sheet** and select **Managed Change** > **Release from Folder.**



4. The **PDF Sheet** is released to the **Official Records** area. Select the **1 – Official Records** Scope and locate this document. The revision number of the PDF Sheet will be set to **1.**

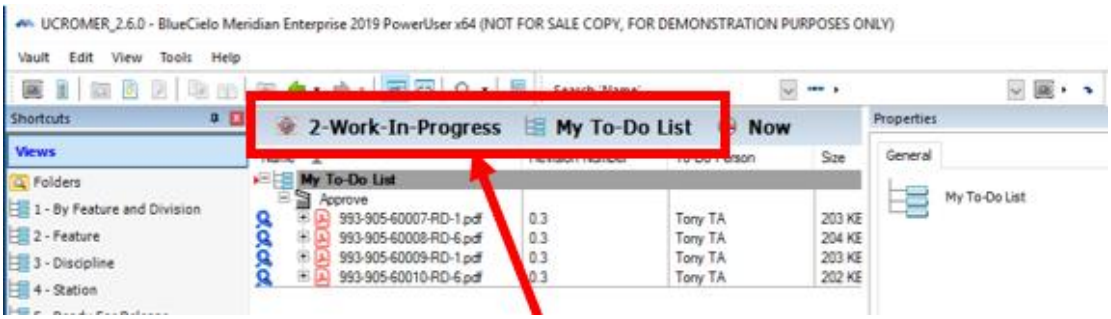
Part 7. Sheet Rejection Process

This section describes how PDF Sheets can be rejected as part of the workflow and thus re-submitted once revised. The steps below describe how to reject a PDF Sheet as part of the Revision Approval process; however, the same process applies for both Technical Approval and Admin Approval.

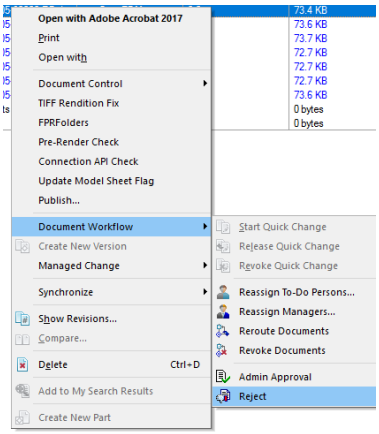
This section assumes that the Revision Approver has already received a Technical (Revision) Approval task with the intention to reject the PDF Sheet.

7.1. Reject Technical (Revision) Approval

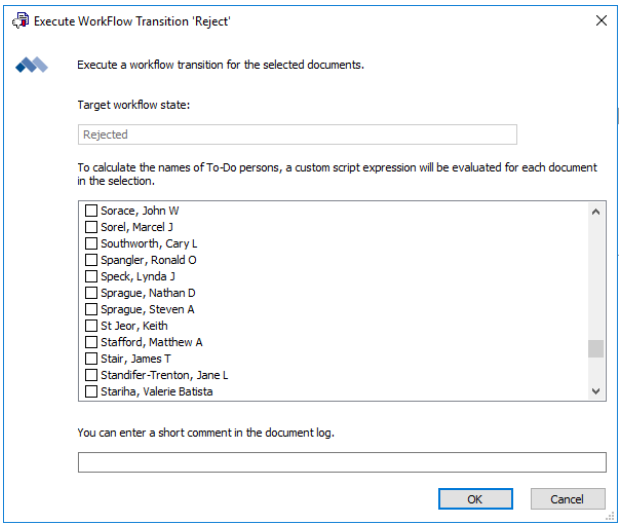
1. Open the **Meridian PowerUser** application and login as the **Technical Approver.**
2. Select the **2-Work-In-Progress** Scope and **My To-Do List** view.



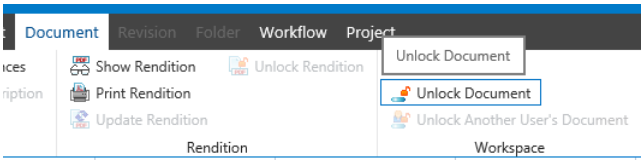
3. Locate a **PDF sheet** for Technical Approval.
4. Review the **PDF sheet.**
5. Select the **PDF sheet,** right-click and select **Document Workflow** > **Reject.**



6. Select the user that will be managing the rejected PDF Sheet, optionally enter a **comment** and then click **OK**. Note, a user can be selected from the **Editors** group **OR** the user specified in the **Drawn By** property on the document.

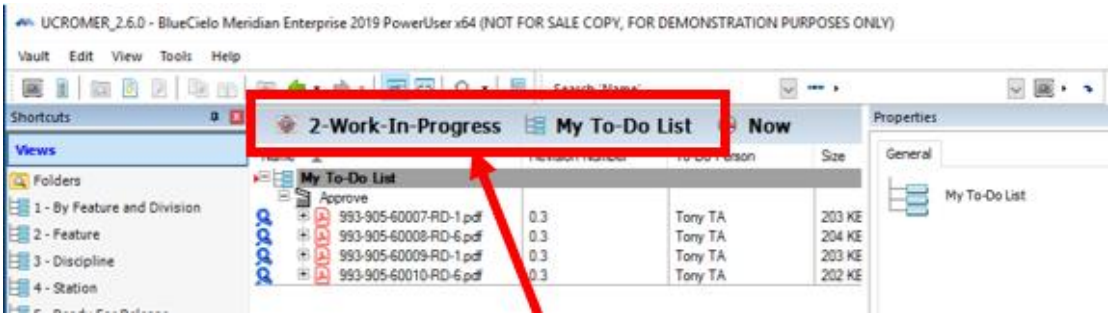


7. **Meridian PowerWeb** users must now ensure the **PDF Sheet** is unlocked. This is done by selecting **Unlock Document** from the **Document** ribbon.

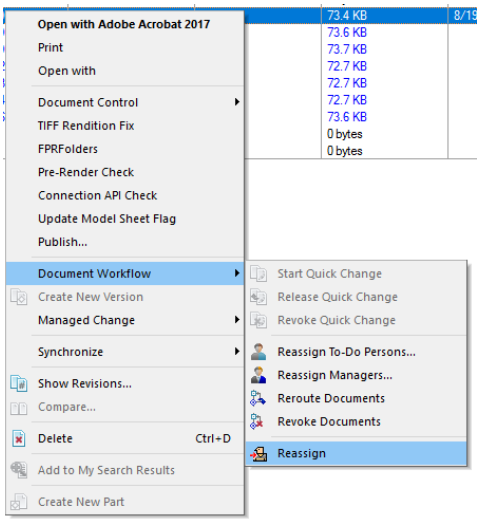


7.2. Reassign PDF Sheet

1. Open the **Meridian PowerUser** application and login as the user selected to manage the rejected PDF Sheet in the previous section.
2. Select the **2-Work-In-Progress** Scope and open the **My To-Do List** view.

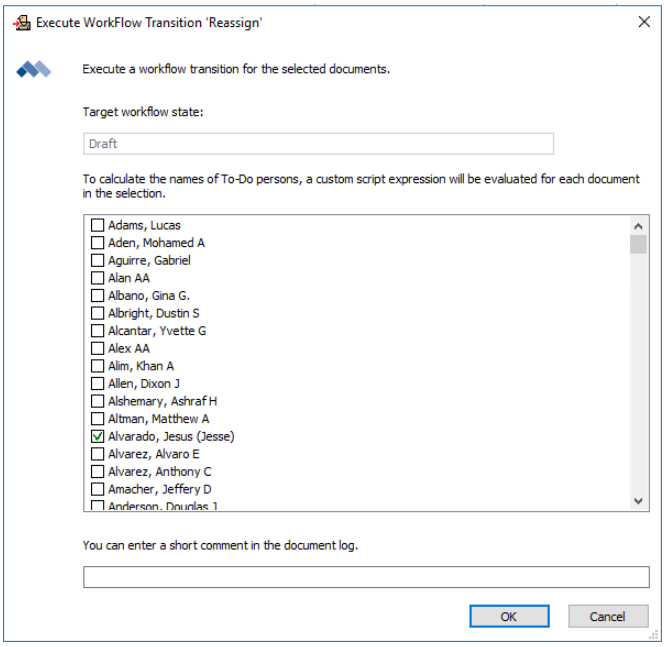


3. Locate the **PDF sheet** that has been rejected.
4. Select the **PDF sheet**, right-click and select **Workflow** > **Reassign.**

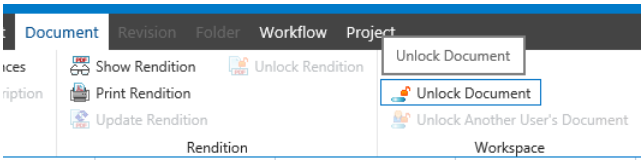


5. At the **Workflow Transition** dialog, select a user to work on the **Model,** optionally enter a comment and then click **OK.**

Note: The user that originally edited the **Model** will be pre-selected by default. This is specified in the **Drawn By** property of the document.

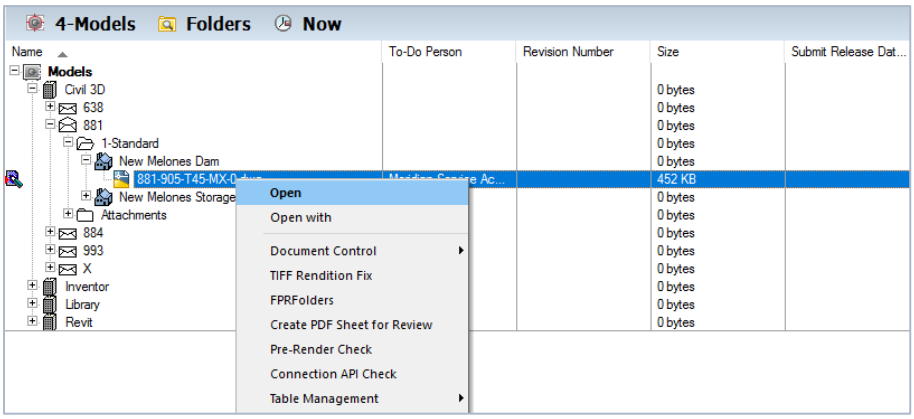


6. In **Meridian PowerWeb,** if the nominated **Reassign** person is the same as the current user, users must ensure the **PDF Sheet** is unlocked. This is done by selecting **Unlock Document** from the **Document** ribbon.

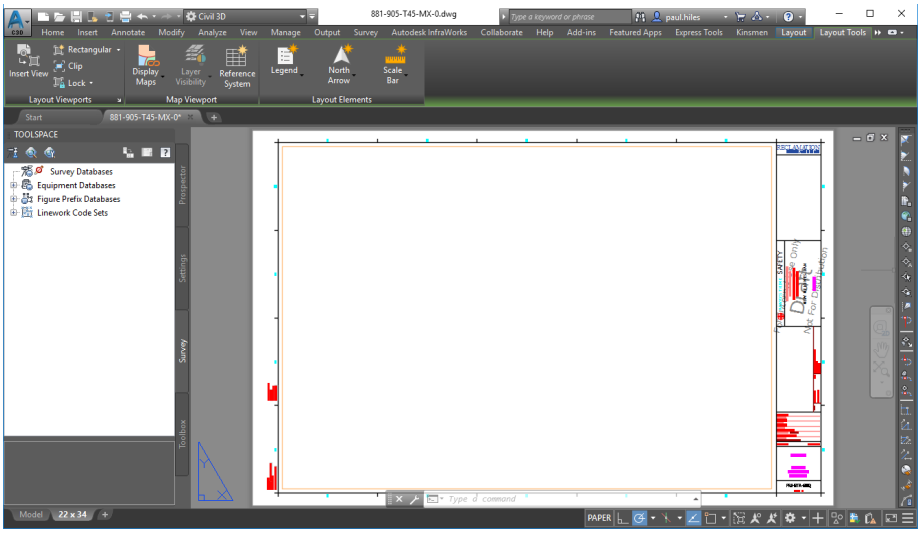


7.3. Correct the Rejected PDF Sheet

1. Open the **AutoCAD Civil 3D** application on the client workstation.
2. Open the **Meridian PowerUser** application. Note these steps require **Editor** (Drawn By) privileges.
3. Ensure the **4-Models** Scope is selected in the middle pane to open the **eDRAWS Model** structure.
4. Locate and open the **AutoCAD Civil 3D** Model file associated with the rejected PDF Sheet.



5. The **Model** will open in **AutoCAD Civil 3D** on the client workstation.

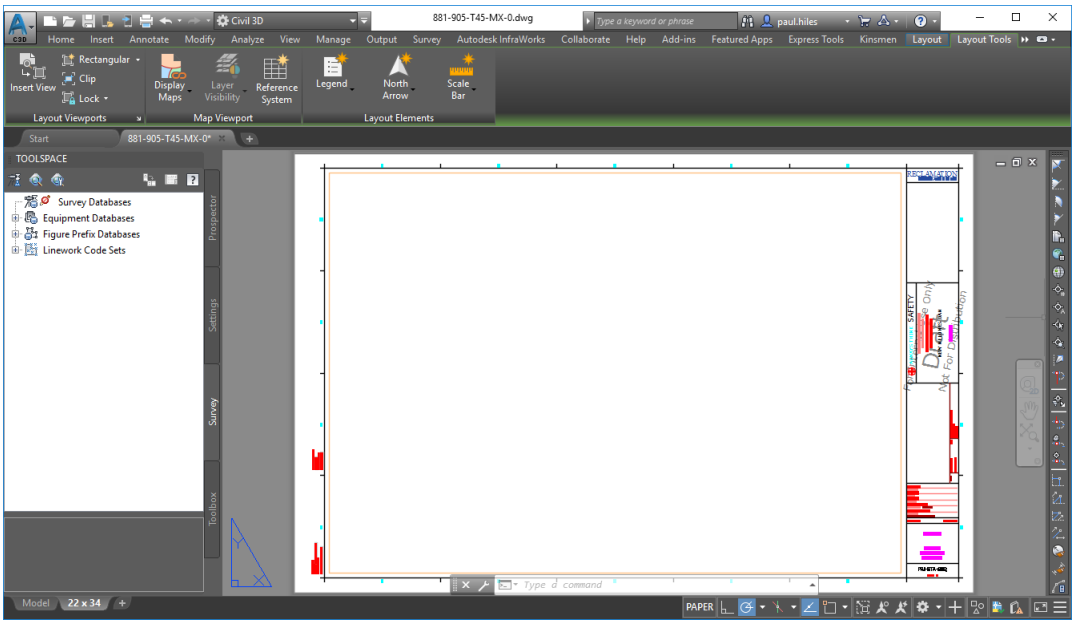


6. Locate the associated layout, update the content as necessary and then click **Save.**
7. Update the **User Assignments,** if required. Refer to section **3.5. Editing User Assignments** for more information.
8. Republish the layout. Refer to section **3.7. Publish Layout(s) to Meridian** for more information.
9. **Save** the **Model** and close **AutoCAD Civil 3D.**
10. In **Meridian PowerUser,** locate the republished **PDF Sheet** and resubmit for **Revision Approval.** Refer to section **6.4. Send for Revision Approval** for more information.

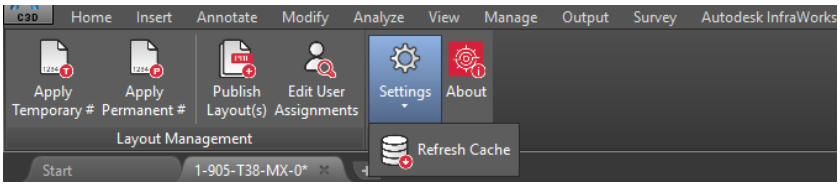
Part 8. Refreshing the Cache (Optional)

This section describes how to refresh the User and Lookup List cache from eDRAWS (Meridian) to the local client. The cache is utilized by the Edit User Assignment feature within AutoCAD on the client workstation. This operation only needs to be performed if new users or lookup list items have been added to eDRAWS (Meridian) and they do not appear in the list of values within the Edit User Assignments dialog. Note, the Edit User Assignments function will also download the cache automatically if it does not already exist.

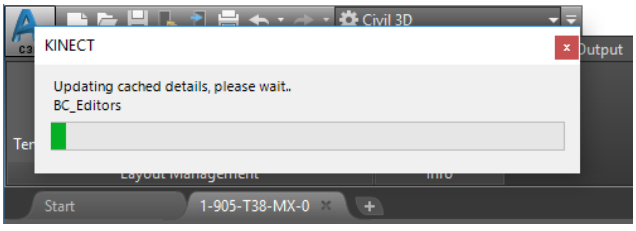
1. Open an **eDRAWS Model** file in **AutoCAD Civil 3D** on the client workstation.



2. Navigate to the **Kinsmen** ribbon and click the **Settings** > **Refresh Cache** button.



3. A progress bar will appear indicating that the cache information is being updated.



4. Close **AutoCAD Civil 3D.**