For additional information, bug reports, or to request feature enhancements or training contact:
Facilities Services Information Technology
help@fs.uaf.edu
907-474-7346
Contents

Purpose: ............................................................................................................................................................................. 3

The APDR Website: .......................................................................................................................................................... 4

  User Accounts ................................................................................................................................................................ 4

    Logging In ................................................................................................................................................................. 4

    Forgotten Username/Passord? ................................................................................................................................. 4

    New Users ................................................................................................................................................................. 4

Note: the Default Doc Type is the type of document you are reviewing. When you make a comment, this is the document type that will be inserted into the comment by default. It can be changed on-the-fly as you make comments.

APDR Homepage ........................................................................................................................................................... 5

Add a Project for Review .................................................................................................................................................. 7

  View/Add Comments .................................................................................................................................................. 8

  Add Comment ............................................................................................................................................................. 9

  Responding to a Comment ....................................................................................................................................... 10

  Appending Responses .............................................................................................................................................. 11

  Editing Comments .................................................................................................................................................... 12

  Downloading All Responses .................................................................................................................................. 12

Adding Comments or Responses via Upload ................................................................................................................ 13

Archived Project Reviews ............................................................................................................................................. 15

CSI Master Format List .................................................................................................................................................. 16

UAF Design Standards .................................................................................................................................................. 16

Purpose:
The University of Alaska Fairbanks Facilities Services Active Projects Document Review (APDR) streamlines the project document review process with an internet application that:

1. Simplifies record keeping.
2. Reduces administrative overhead.
3. Allows a virtually instantaneous receipt of comments and responses by involved parties.
4. Increases the accuracy of the review process.
5. Centralizes the review process documents into an entirely electronic format.

APDR can be used for the pre-design Project Initiation & Concept Development phase and the design Architect Selection phase optionally as determined by the Project Manager, but will mandatory for the Schematic Design, Design Development, and Construction Documents phases.

APDR is used by UAF project reviewers, support staff, and outside consultants (use of and access to each part of the review process will be determined by your user permissions as configured by the Database Administrator).

This manual was produced using Internet Explorer 8 and Office 2007. If you are using a different browser or version of Office your screens may appear to be slightly different than those shown, but all functionality will be the same. APDR is constantly evolving to meet customer needs; so the details you see at the website may vary slightly from what is presented here.

Access to the latest version of this manual is always available on the APDR Homepage by clicking the button Site Users Manual.
The APDR Website:
To access the APDR site, enter the URL shown below into your web browser’s address/location bar:

http://facilities.alaska.edu/ua/apdr/

![APDR Login Page](image)

Figure 1 – APDR Login Page

Note: APDR is best viewed at 1280x1024 or higher resolution, in a browser window that is maximized.

User Accounts

Logging In
On the application login page enter your **Username** and **Password** and click the **Login** button.

Forgotten Username/Password?
Click here, type your email address into the space provided, then click the Submit button and your username and password will be sent to you.

New Users
New users will need to set up a user profile before gaining access to the website. Click the **Create New Account** link to the left and below the Login button to get to the Create New User form.
Figure 2 – Create New User form

- Type in your First and last Names
- Type in your initials (ALL CAPS)
- Type in your contact telephone number in the format shown.
- Type in your valid Email address (this will also be your username).
- Type in your desired password (minimum 8 characters).
- From the drop down menus select your Discipline and Default Doc Type.
- All fields on this form are required.

Note: the Default Doc Type is the type of document you are reviewing. When you make a comment, this is the document type that will be inserted into the comment by default. It can be changed on-the-fly as you make comments.
**APDR Homepage**

Once logged in, you will see the Active Project List page. This is the Homepage for the application. Navigation buttons at the top of the page are Active Projects (this page), Site Users Manual, Archived Project Reviews, CSI Master Format List, and UAF Design Standards.

On this page is the basic information for all Active Projects including the *Project Name, Number, Planning Stage, Description*, and whether or not there are available *Electronic Documents* associated with the project. In addition, there is an action link to the far right that will allow you to *View Comments* to the projects.

![Active Projects in Review - Admin Page](image)

The Available Electronic Docs column, second from the right, indicates whether there are any documents uploaded and stored. Clicking *Docs* will open a new window with links to these documents.

Click on the *View* link in the View/Add Comments column for the project to access the Comments section for the project.

If you are the Project Manager for specific project, you will see *Archive* and *Edit* links in the PM Controls column. These allow you to archive a completed project or edit the header information for a project in progress.
Add a Project for Review

To add a new Project for Review, click the Add a project for review link indicated in Figure 4.

![Figure 4 – APDR Homepage (Add a project for review)](image)

In the Add a Project form, enter the Projects Name, Project Number, a Brief Description, Plan Stage, and the Project Manager E-mail. The Add Project button will save the information.

![Figure 5 – New Project form](image)
View/Add Comments

Once you choose a project to work with and click the View link you will see the Comments page.

<table>
<thead>
<tr>
<th>Major</th>
<th>Minor</th>
<th>Doc Type</th>
<th>Comment Number</th>
<th>Action Item</th>
<th>Comment</th>
<th>By</th>
<th>Comment Date</th>
<th>Response</th>
<th>By</th>
<th>Mod Date</th>
<th>Respond Admin</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td></td>
<td>1 DWG</td>
<td></td>
<td></td>
<td>000</td>
<td>MBY</td>
<td>24 Feb 11</td>
<td></td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 CAL</td>
<td>plumb-Design002</td>
<td></td>
<td>sample comment</td>
<td>MBY</td>
<td>24 Feb 11</td>
<td></td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2 DWG</td>
<td>plumb-Design002</td>
<td></td>
<td>light</td>
<td>MBY</td>
<td>24 Feb 11</td>
<td></td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2 DWG</td>
<td>plumb-Design002</td>
<td></td>
<td>complicated</td>
<td>MBY</td>
<td>24 Feb 11</td>
<td></td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Figure 6 – Comments Page for this project

The toolbar includes various action buttons:

- **UPLOAD PROJECT DOCUMENTS** – Allows you to upload content to APDR. This can be pictures, Word Documents, etc.
- **VIEW PROJECT DOCUMENTS** – Allows you to download previously uploaded content stored in APDR. This can be pictures, Word Documents, etc.
- Add Comment – Allows you to add a comment.
- View ALL Comments – Allows you to see the comments of all users on this project.
- View MY Comments – Shows only your comments on the project.
- View MY Discipline – Shows comments from users that share the same discipline as you.
- Edit MY User Information – Opens a page that allows you to edit your user information as well as change your password.
- Search Comments - Opens the Search Comments dialogue.
- Email Project Manager – Launches your default email client so you can contact the Project Manager.
- Save As Excel – Opens a dialogue allowing you to configure and create an Excel compatible report.
- Print – Opens a dialogue allowing you to configure and create a PDF report.
Lower on the page there is a column header with buttons for:

- **Download Template / Upload Comments**
- **Download Template / Upload Responses**

These buttons will download an Excel compatible csv (comma separated value) file for you to fill in comments or responses in quantity. Note that they are two different files, one for comments and another for responses. This feature allows you to work offline. By filling out comments (or responses) in bulk in Excel you can later upload a single csv file when you return online. To submit your comments or responses online, use the **Upload Comments** or **Upload Responses** buttons as appropriate. (See *Adding Comments or Responses via Upload* on page 13)

**Add Comment**

To add a single comment, click the **Add Comment** button to access the comment form. Your personal information is automatically filled in but you must enter the **Major**, **Minor**, and **Comments** fields.

- **Major** – Plan Specification division or Drawing Number of the document you are reviewing. Examples include: 15198, M2.4.
- **Minor** – Subsection of the plan specification or the detail number from the drawing in review. Examples include: 1.02A, Detail 4.
- **Comment** – Your comment on the document in question. There is not a limit to the length of the comment you can input.
The **Add Comment** button will submit your comment. After submitting your comment you will be prompted to either **Add Another Comment** or select **Finished**.

![Comment Entered screen](image)

**Figure 10 – Comment Entered screen**

**Responding to a Comment**

Responding to a comment is similar to adding a comment; first find the comment that you wish to respond to. This can be done by scrolling down the list or searching for key words in the comment.

Hint: Each comment has a unique number. If you know it, searching by that number is the fastest way to search for that specific comment.

To search, press **CTRL + F** or **F3** to bring up the search dialogue box.

![Comments page search dialogue](image)

**Figure 11 – Comments page search dialogue**

Enter the word(s) that you wish to search for. All instances of the word will be highlighted and the current one you are viewing will be in blue. Hit the enter key on your keyboard to switch between different instances of the word.

Once you have found the comment you wish to respond to click the appropriate **Respond** link on the right hand side of the screen to open the Response to Comment form.
In the Response to Comment form, your personal information is automatically filled in. Complete the **Response** field and indicate whether or not this is an action item by checking the box. Select the **Clear** button to delete any data you input or select the **Submit Response** button, which will cause the screen to reload, showing your response.

**Appending Responses**
To append a response, first you must click on the ‘Append’ link in the first column on the right, next to the response you would like to append. The Response to Comment form will appear, with the content of the response you are about to append already included.

Your personal information is automatically filled in. Edit the text in the response box to create your appendment. You can click **Clear** to delete all the information you input, or select **Submit Response** to publish your appendment.

Appendments will appear in the response box of the comment.
Editing Comments

If you have been granted edit permission for your comments and responses, you will see the Edit link in the Admin Edit column next to each comment for which edit privilege is available. If you don’t see the Edit link next to your comments contact the FSIT Helpdesk via email at help@fs.uaf.edu or telephone at (907) 474-7346.

Downloading All Responses
Meeting comments may be entered at any time by authorized persons to keep a record of project meetings. When all comments, responses, and meeting comments have been entered, an archive copy of the comments may be saved as an Excel spreadsheet. Clicking the Save as Excel button in the toolbar will open the APDR Excel Download dialogue, where you can select specific items of interest and desired order. Clicking the Save Excel File button at the bottom of the dialogue will prompt you to open or save the document.
The file is in a legacy Excel format, so you may have to answer *yes* to a warning before it will open in Excel 2007 or later.

![Image of Excel file](Figure 16 – File opened in Excel)

**Adding Comments or Responses via Upload**

Comments may be mass uploaded to a project by downloading and filling in a comma separated value (csv) file. This feature may be especially helpful for users with poor internet connections or consultant groups who wish to submit their comments through one person.

Click the ‘Download Template’ button in the Comments section of the project.

![Image of comments download button](Figure 17 – Comments page comments download button)

First save the file to a convenient location on your computer and then open it with Microsoft Excel. Fill in the fields with your comment information. Note the example here.

![Image of Excel file](Figure 18 – file opened in Excel)
Fill in Major, Minor, Document Type, Discipline, Comment, and Initials. Initials should be filled in with the initials of the person commenting on the project and may not necessarily be those of the person who is logged in at the time. Action Item should be ‘Y’ if yes, ‘N’ or blank if no.

When you are done filling in the file:

- Click ‘Save’ in Excel.
- Click ‘Yes’ when told about any incompatible features.
- Close Excel.
- Click ‘No’ when asked to save changes.

You will need to upload your comments to the project.

- Click the ‘Upload Comments’ button in the Comments section.
- Click the ‘Browse…’ button and find the file you just added comments to.
- Click ‘Upload My Comments’.
- If your file uploads successfully, click the ‘Process Comments’ button to proceed, otherwise follow the instructions to make corrections.

The upload screen will close. You must reload the project page (press F5 or click on your browser’s refresh button) to see the comments you have just uploaded.

For Responses, the procedure is almost identical except when filling in the file you have opened in Excel

- You may delete rows for comments to which you are not responding at this time.
- You only have to fill in Response and Initials, again these initials should be those of the comment originator, not necessarily the person entering them into APDR.
Archived Project Reviews

To archive a project review, the Project Manager (or the designated administrative assistant who created the particular review) clicks the Archive link to the right of the screen.

Figure 19 – Archive link

To view archived project reviews that have been stored for future reference, click the Inactive Reviews button on the top of the APDR Homepage. This will produce a list of all archived project reviews showing their Project Number, Plan Stage, and Title.

Figure 19a – Inactive Reviews list

To the left of the Project Number is a View link, which will show you a log of all comments and response input by the user on this particular project. At the bottom of the comments is a Print Comments button, allowing you to print a nicely formatted hard copy of all responses to this project design review.

Figure 20 – comments for this archived project design review
CSI Master Format List
Click the CSI Master Format List button at the top of the APDR Homepage you will navigate to the Construction Specifications Institute MasterFormat page explaining how construction specifications are organized.

Figure 21 – CSI Master Format List

MasterFormat® 2010 Update Numbers & Titles
May 21, 2010

The numbers and titles presented here are identical to the numbers and titles contained in the MasterFormat® 2010 Update publication available for purchase from the Construction Specifications Institute (CSI) and Construction Specifications Canada (CSC). May 2010 – Minor formatting change inserted in Division 12, no change in content.

Contents reflect MasterFormat titles and numbers as of April 2010. Consult http://masterformat.com for the most current additions and changes to MasterFormat.

MasterFormat numbers and titles are intentionally structured for anticipated growth and expansion in the future. CSI and CSC encourage all interested parties to provide input using the “Propose a Revision” links on http://masterformat.com so that as the built environment evolves so can MasterFormat. Updates to MasterFormat are made annually.

UAF Design Standards
To access the UAF Design Standards page click the UAF Design Standards button. The page is divided into CSI MasterFormat Sections containing hyperlinks, which will each open a PDF containing the design standard for that topic.

Figure 22 – UAF Design Standards