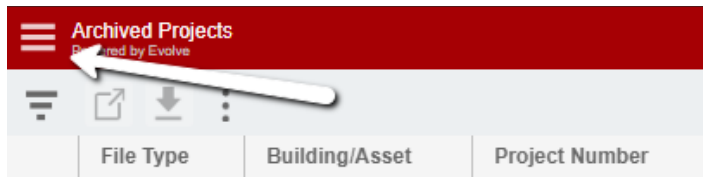


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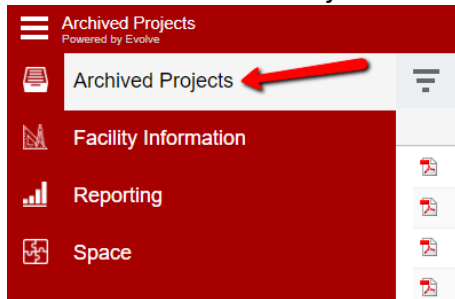
Please note: SIMS functions best in Google Chrome.

If you have access to other modules within SIMS, you will not automatically be directed to the Archived Projects module. If that is the case, choose Archived Projects from the menu at the top left of the screen.

Click here:

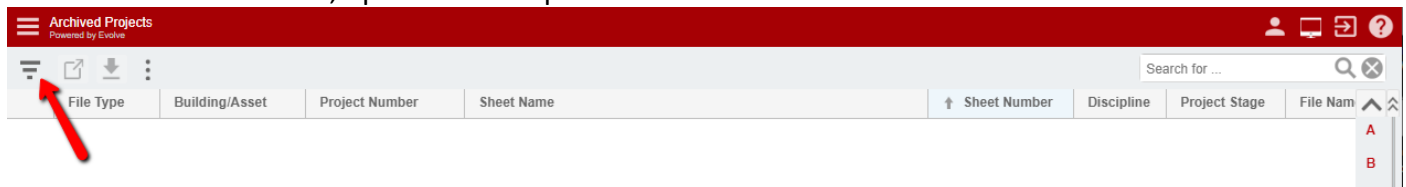


Choose the Archived Projects module.



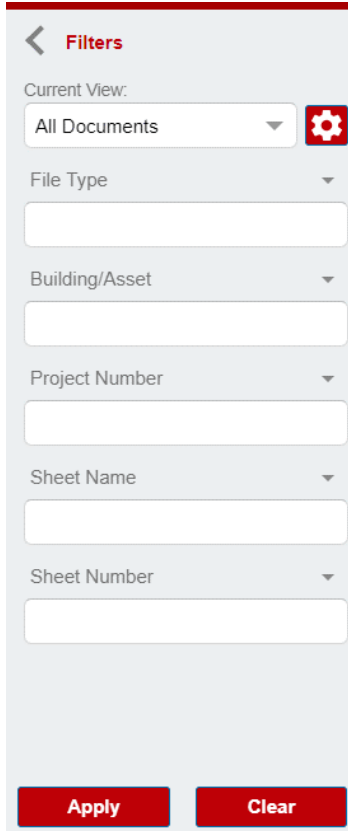
Searching for Documents

To search for documents, open the Filter pane on the left hand side of the screen.

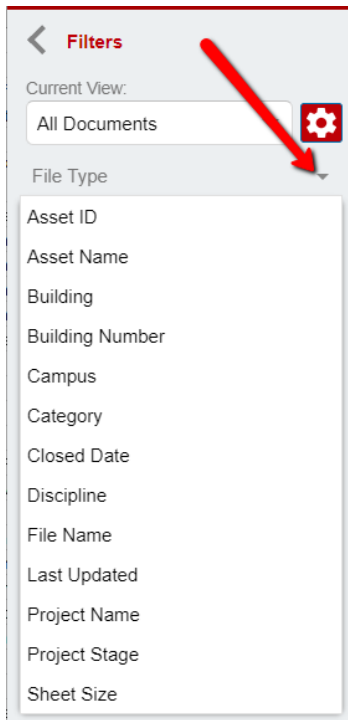


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In this pane, you can add filters on any available field. The default filters are listed below.



While you are limited to 5 filters at one time, you can change the filters. Click on the small down arrow next to the field name and a list of all available filters will show.



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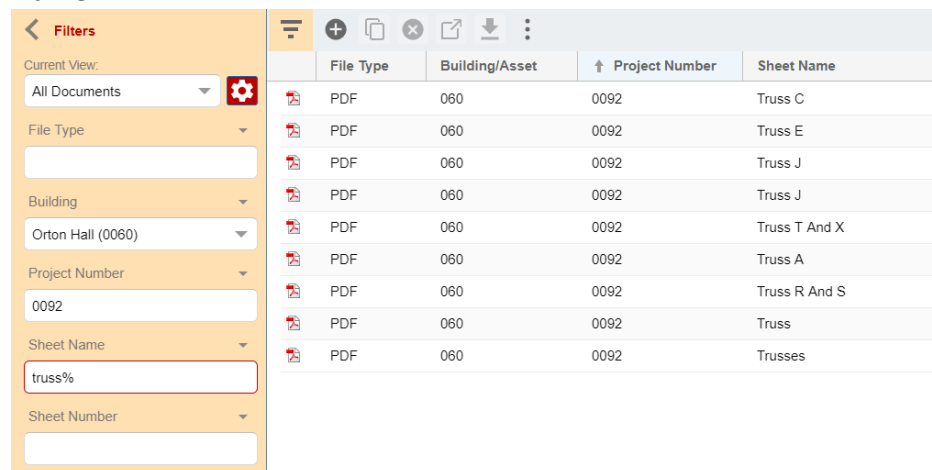
Description of available fields:

- File Type: Type in the file type you are looking for. For example, pdf, dwg, rvt, etc.
- Building/Asset: If you know the building or asset number that the drawing is associated with, enter that here. If you only know the name, choose the Building or Asset Name fields (noted below)
- Project Number: OSU Project Numbers
- Sheet Name: Sheet name as noted on the sheet
- Sheet Number: Sheet number as noted on the sheet
- Asset Name: If you do not know the asset number (asset numbers are for non-building locations), begin typing the name here. You can use % as a wild card if you only know a portion of the asset name.
- Building: If you do not know the building number, begin typing the name here. You can use the % as a wild card if you only know a portion of the building name.
- Campus: A drop down of available campuses will show to use this as a filter.
- Closed Date: The date the project was considered closed.
- Discipline: A drop down of available disciplines will show to use this as a filter.
- Project Name: If you do not know the project number, begin typing the name here. You can use % as a wild card if you only know a portion of the project name.
- Project Stage: A drop down of available stages will show to use this as a filter.
- Sheet Size: A drop down of available sheet sizes will show to use this as a filter.
- Also Known As: Other names the building is/was known as.

For most fields, once you have typed 4 characters, it will provide you a list of matching values to select.

Once you have entered your filter(s), click apply and only the filtered results will be shown.

Below is an example of the results from a filter using Building, Project Number, and Sheet Name.



The screenshot shows the SIMS 4.3 Archived Projects interface. On the left, there is a 'Filters' sidebar with the following settings: 'Current View' set to 'All Documents', 'File Type' set to 'PDF', 'Building' set to 'Orton Hall (0060)', 'Project Number' set to '0092', 'Sheet Name' set to 'truss%', and 'Sheet Number' is empty. The main area displays a table of results with the following columns: 'File Type', 'Building/Asset', 'Project Number', and 'Sheet Name'. The table contains 10 rows of data, all with 'PDF' as the file type, '060' as the building/asset, and '0092' as the project number. The sheet names are: 'Truss C', 'Truss E', 'Truss J', 'Truss J', 'Truss T And X', 'Truss A', 'Truss R And S', 'Truss', and 'Trusses'.

File Type	Building/Asset	Project Number	Sheet Name
PDF	060	0092	Truss C
PDF	060	0092	Truss E
PDF	060	0092	Truss J
PDF	060	0092	Truss J
PDF	060	0092	Truss T And X
PDF	060	0092	Truss A
PDF	060	0092	Truss R And S
PDF	060	0092	Truss
PDF	060	0092	Trusses



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Using the Wild Card in Filters

As noted above, you can use the wild card to make it easier to find records. The wild card is the percent sign (%). There are three ways to use it.

- Use it before to only show values that end in those characters or numbers. Example: %truss
- Use it before and after to show any record that has those characters or numbers anywhere in the field. Example: %truss%
- Use it at the end to show any record that has those characters or numbers at the beginning of the field: Example: truss%

When using the wild card, the system will present you autocomplete options. You do not need to click on one. You can simply click on Apply to get the results in the screen shot above.

Finding Owner Plans

Owner Plans are OSU maintained floorplans and models of our buildings. To search for Owner Plans, enter the Building Number or Name in the appropriate fields, and “Owner Plan” in Project Number. See below for an example when searching on Building Name.

The screenshot displays the SIMS 4.3 Archived Projects Users Guide interface. On the left is a sidebar titled "Filters" with a back arrow and a gear icon. It contains several filter sections: "Current View:" with a dropdown set to "All Documents"; "File Type" with a dropdown and a search input field; "Building" with a dropdown set to "Orton Hall (0060)"; "Project Number" with a dropdown set to "Owner Plan"; "Sheet Name" with a dropdown and a search input field; and "Sheet Number" with a dropdown and a search input field. To the right of the sidebar is a table with columns: "File Type", "Building/Asset", "Project Number", and "Sheet Name". The table contains 10 rows of data, all filtered to show "Owner Plan" projects. The first row is highlighted in blue. The data rows are as follows:

File Type	Building/Asset	Project Number	Sheet Name
dwg	060	Owner Plan	Owner Plan Drawing
dwg	060	Owner Plan	Owner Plan Drawing
dwg	060	Owner Plan	Owner Plan Drawing
dwg	060	Owner Plan	Owner Plan Drawing
dwg	060	Owner Plan	Owner Plan Drawing
dwg	060	Owner Plan	Owner Plan Drawing
dwg	060	Owner Plan	Owner Plan Drawing
IFC	060	Owner Plan	Orton Hall Ifc File
PDF	060	Owner Plan	Orton Hall Pdf All Floors
RVT	060	Owner Plan	Orton Hall Rvt File



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Below is an example when searching on Building/Asset (the Building Number field can also be used instead of Building/Asset).

<div><div>Filters</div><div>Current View: All Documents</div><div>File Type dwg</div><div>Building/Asset 881</div><div>Project Number Owner Plan</div><div>Sheet Name</div><div>Sheet Number</div></div>				
	dwg	881	Owner Plan	Owner Plan Drawing
	dwg	881	Owner Plan	Owner Plan Drawing
	dwg	881	Owner Plan	Owner Plan Drawing
	dwg	881	Owner Plan	Owner Plan Drawing
	dwg	881	Owner Plan	Owner Plan Drawing
	dwg	881	Owner Plan	Owner Plan Drawing
	dwg	881	Owner Plan	Owner Plan Drawing
	dwg	881	Owner Plan	Owner Plan Drawing
	dwg	881	Owner Plan	Owner Plan Drawing
	dwg	881	Owner Plan	Owner Plan Drawing
	dwg	881	Owner Plan	Owner Plan Drawing
	dwg	881	Owner Plan	Owner Plan Drawing
	dwg	881	Owner Plan	Owner Plan Drawing
	dwg	881	Owner Plan	Owner Plan Drawing
	IFC	881	Owner Plan	Ifc File For Morehouse Medical Plaza - Tower
	PDF	881	Owner Plan	Owner Plan Pdf For Morehouse Medical Plaza - Tower
	RVT	881	Owner Plan	Revit Model Of Morehouse Medical Plaza - Tower

Finding Building Design Standard Documents

Certain portions of the Building Design Standards are located in Archived Projects. To search for these documents, enter “Building Design Standards” in Project Number. See below for a screenshot of the results.

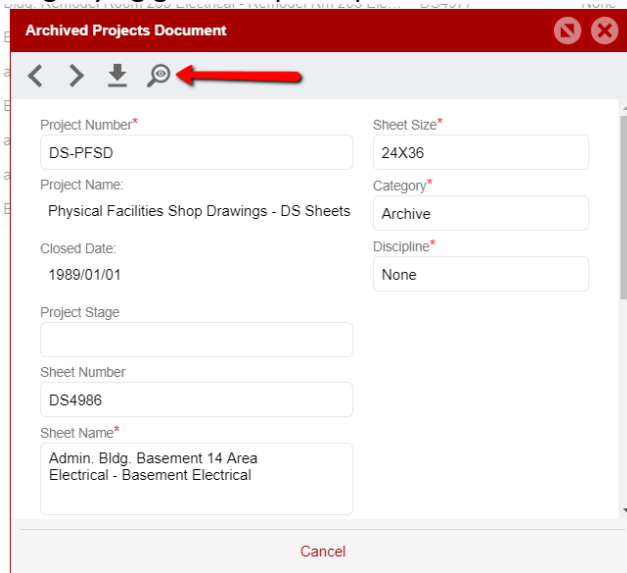
<div><div>Filters</div><div>Current View: All Documents</div><div>File Type</div><div>Building/Asset</div><div>Project Number Building Design Standards</div><div>Sheet Name</div><div>Sheet Number</div></div>				
	pdf	000X	Building Design Standards	Appendix M - The Ohio State University Communications Cabling Standard
	pdf	000X	Building Design Standards	Building Design Standards
	pdf	000X	Building Design Standards	Division 08 - Openings
	pdf	000X	Building Design Standards	Medical Center Special Requirements For Division 08 - Openings
	pdf	000X	Building Design Standards	Division 28 - Electronic Safety And Security
	pdf	000X	Building Design Standards	Medical Center Special Requirements For Division 28 - Electronic Safety ...
	pdf	000X	Building Design Standards	Division 33 - Utilities

Sorting Records

Clicking on any column header will sort the records by that column. Clicking again on the same column will reverse the sort.

Reviewing Individual Records

To view an individual record, double click on the record to open up the dialog box. Click on the magnifying glass to open a preview of the document. Scroll down to see more field.



The dialog box titled "Archived Projects Document" contains the following fields:

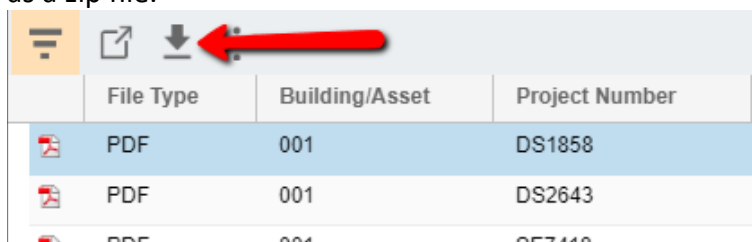
- Project Number*: DS-PFSD
- Sheet Size*: 24X36
- Project Name: Physical Facilities Shop Drawings - DS Sheets
- Category*: Archive
- Closed Date: 1989/01/01
- Discipline*: None
- Project Stage: (empty)
- Sheet Number: DS4986
- Sheet Name*: Admin. Bldg. Basement 14 Area Electrical - Basement Electrical

A "Cancel" button is located at the bottom right.

Downloading Records

Use Ctrl/Shift keys to select all records you would like to download. You can also use Ctrl-A to select all records shown.

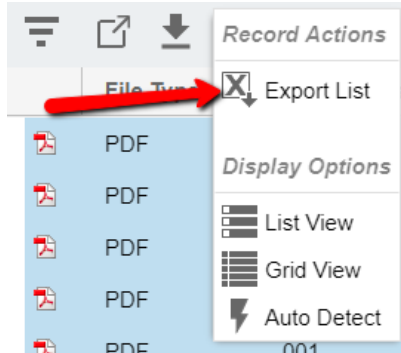
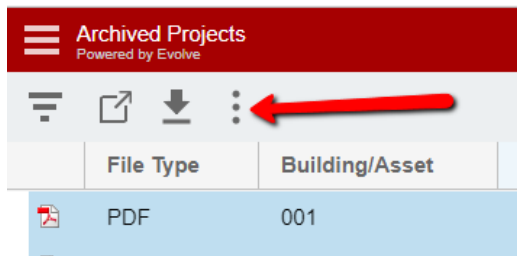
Once selected, click on the download button. This will package up selected files and download as a zip file.



	File Type	Building/Asset	Project Number
	PDF	001	DS1858
	PDF	001	DS2643
	PDF	001	DS7410

If a list of the files downloaded is desired, click on Export List under the 3 dots button.

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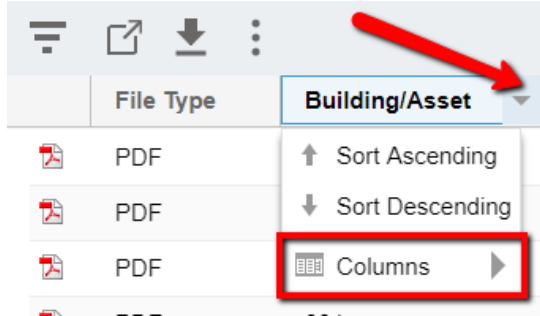


This will export an Excel spreadsheet of all records shown on the grid, not just the ones selected. It will download all the columns shown in the grid.

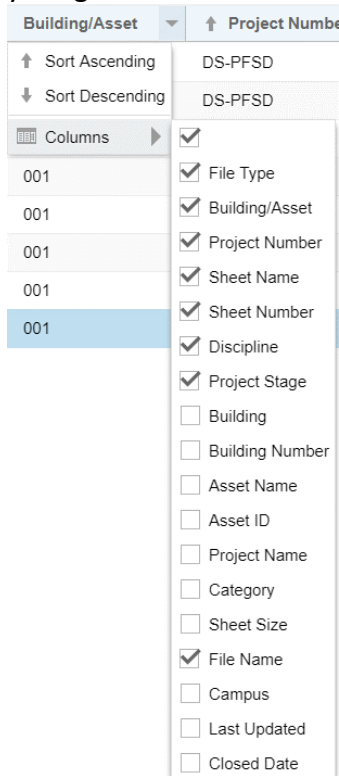


Adding and Moving Columns to the Grid

If you want to see additional information about the record in the grid (all fields are available in the dialog box), you can add columns to the grid. To do this, first hover over the column and click on the down arrow that appears. Then click on Columns.



A list of available columns will then be available for selection. Click on the checkbox to add to your grid or uncheck to remove from the grid.

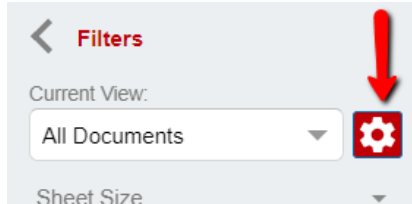


To move columns on the grid, simply click on the column header and drag to the desired location on the grid.

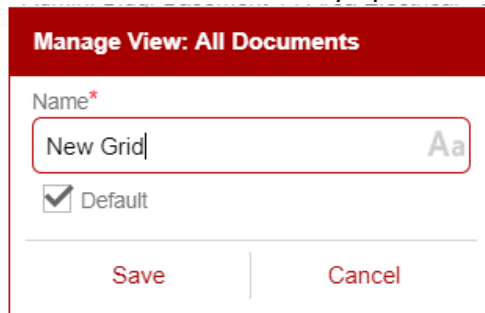


Saving Grid View

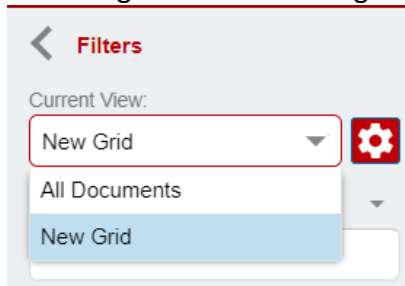
If you have developed a new grid view using the steps above and want to save it, first open the filter pane as noted above. Then click on the gear under Current View.



In the dialog box that appears type in a name for your grid. If you leave Default View checked, this view will automatically open when you log in to SIMS in the future.

A screenshot of the 'Manage View: All Documents' dialog box. The dialog has a red title bar. Below the title bar, there is a 'Name*' label followed by a text input field containing 'New Grid'. To the right of the input field is a small 'Aa' icon. Below the input field is a checkbox labeled 'Default' which is checked. At the bottom of the dialog, there are two buttons: 'Save' and 'Cancel'.

You can get back to the original view by selecting the new name under Current View.



You can develop and save any number of views.

For additional questions, contact:

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