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Construction Documentation Portal

Overview
The Construction Documentation Portal (CDP) provides registered users the ability to securely search and download existing Curtin University documentation required for their projects, and for Properties Facilities and Development (PF&D) project documentation to be submitted online.

Browser
Launch the portal using the following link:

https://cdp.curtin.edu.au/site
**Home Page**

The home page of the portal is the initial landing page with direct links to login as either a ‘consumer’ or ‘contributor’.
Login Page
The login page provides the following options:

1. Login with an existing user name & password.
2. Get a notification of the username for an existing account.
3. Reset the password for an existing account.
4. Register for new account to access the portal.

Username Reminder
Sends an email to the registered account holder.
Reset Password
Sends an email to the registered account holder.

Registration
Allows new users to create an account by filling in Personal Details and request access to specific Building drawings and documents initially.
Project Registrations

Once the Project Registration details have been approved by the RO, Drawing Services is to finalize the Project Registration by setting up user access.

1. Go to the ‘Project Registration’ and open the request
2. Select the ‘view user’ button (a new browser window will open – keep both active)
3. Complete the registration by selecting the;
   a. Roles
   b. Views
   c. Project Number
   d. Building Number
   e. Discipline
   f. Expiry Date
4. Select the ‘approve’ button
Book-In Requests

Once the Book-In Package has been approved as complete by the RO, Drawing Services is to finalize the bookin within the Meridian DMS.

1. **Open the ‘Meridian PowerUser’ client and select the ‘Projects’ vault**
2. **Open the BookIn work area and select the files as required**

3. **Right Click > Book In > Finalize Bookin** (this will relocate the files into the ‘Received’ vault)

4. **Select the files are in the correct location in the ‘Received’ vault and then select them all**
5. **Right Click > Document Workflow > Release**

*** Once the Book-in is completed for the ‘As Constructed’ drawing package, set the expiry date for that user for 3 months from the book-in date within the CDP***
Admin Menu
Mapping Configuration
The Configuration screen provides property mapping between the ‘Submission Cover Sheet’ excel file and the PowerUser fields within Meridian.

Excel Heading: ‘Submission Cover Sheet’ fields.
Meridian Property Name: Meridian PowerUser fields.

NOTE: Any modifications required to this table advise Onset directly.

Validation Rule Administration
The Settings associated with the metadata properties provide for validation rules.

NOTE: Any modifications required to this table advise Onset directly.

Validation rules are defined to constrain metadata submitted as a part of the Book-In spreadsheet.
Add Validation Rule

Administrators have the ability to add validation rules for Book-In properties:

1. Review existing validation rules

2. Add validation rule

With these rules configured, Book In packages that contain metadata conflicting with these rules are rejected as shown below:

1. Book-In request rejected on upload page:

2. Documents that failed validation are indicted with a red highlight:
3. Each property that failed validation is indicated with a validation message:

![Image of validation messages]

**Jobs**

The Manage Jobs interface provides a listing of all scheduled server export activities.

*NOTE: This page is relevant only for Onset to ensure routines are running correctly.*
**Configurator**

The Configurator options control the display and behavior of search properties and the result columns within the consumer side of the DCP.

- **Search Form:** Determines the filters that apply in the search field for the consumer side of the DCP.
- **Search Results:** Determines the columns shown within the results field for the consumer side of the DCP.
- **Document Details:** What details are shown once a user selects a document within the consumer side of the DCP.
- **Secured Properties:** Determines how a user’s access is to be restricted to the consumer side of the CDP.
- **Vault Connections:** This tab is relevant for only Onset to ensure connections are running correctly.
- **Internal Properties:** ???

**NOTE:** If new fields are required then advise Onset to make the changes directly.
CMS – Content Management Service
These elements allow the screen interface components of the Curtin Documentation Portal to be edited, including the sections shown below.

Message Templates
The templates used for emails during the CDP processes.
Messages
Shows the email messages sent from the CDP during its processes.

**NOTE:** If there are outstanding emails that the CDP hasn’t sent then contact Business Support to reset the CDP server and ensure the email task are running.

Meridian Events
Lists the Meridian book-in events that occur when drawing packages are uploaded through the contributor side of the CDP.

**NOTE:** This page is relevant only for Onset to validate documents aren’t dropping out during the book-in process.
User Audit
Lists user activity within the Curtin Documentation Portal and can be filtered between downloads and uploads. Also an administrator has the ability to download this information as a .csv file for reporting purposes.

Role Management
User roles are defined and managed, including the Access Rights assigned to each role.
Lookup List Editor
Shows the lookup list linked with Meridian Table Editor and the Book-In Sheet.

User Management
User account management is accessed by Administrators via the Admin menu.

The following categories are provided:

- Active Users – provide reset password & unlock user option.
- De-Activated Users – provide reset password & unlock user option.
- Registrations Pending Approval – provides Approve/Reject options.
- Rejected Registrations.