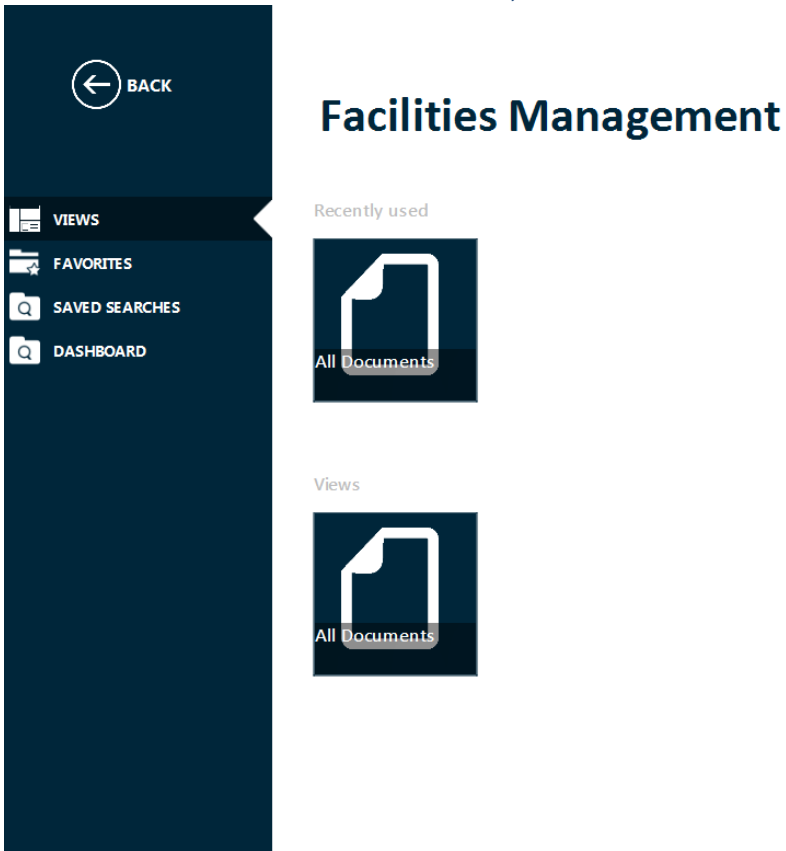


Notes on Using Meridian Web Client

To open Web Client, select

All Programs → Meridian Web Client → BlueCielo Web Client

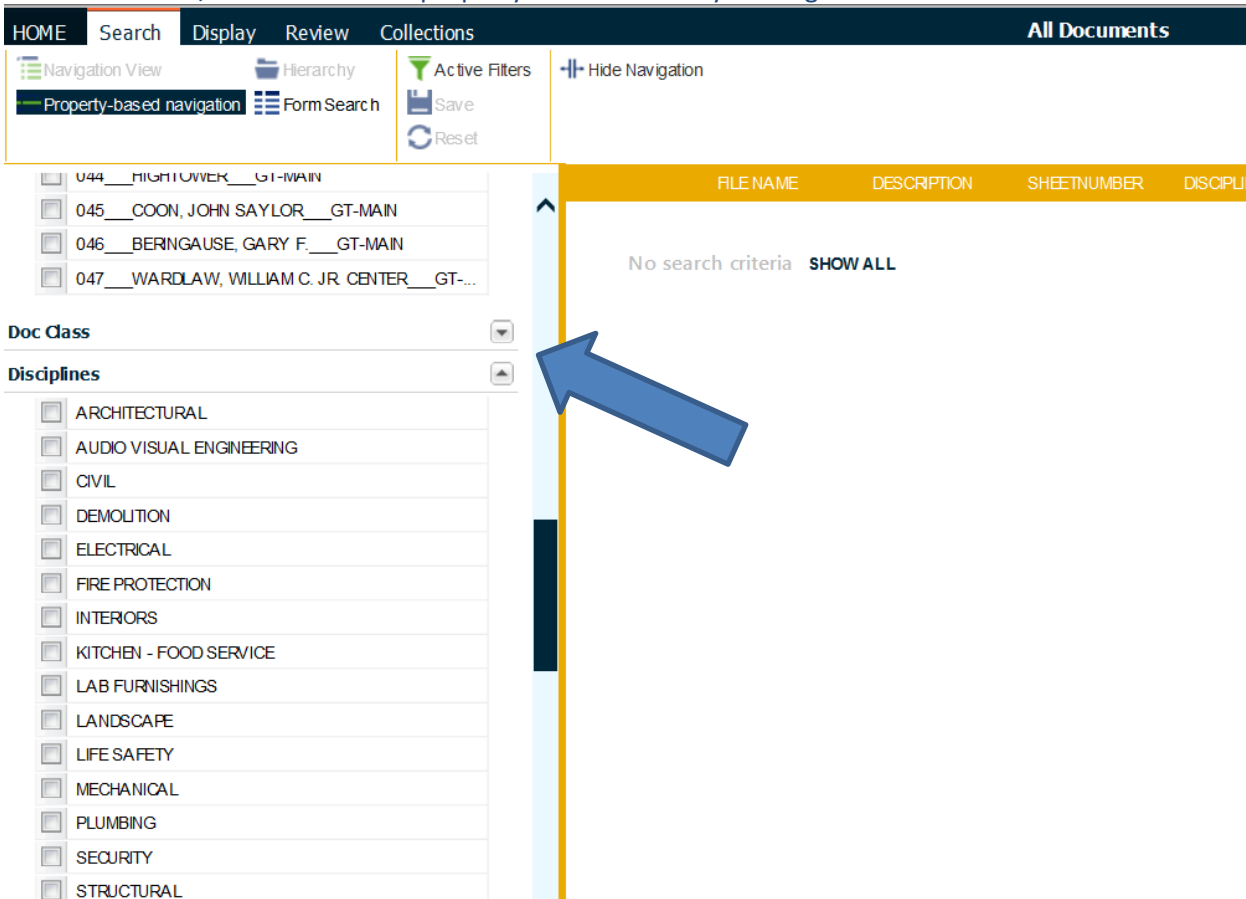
1. Default selection should be “view”, so select All Documents



- There are 2 ways to search – property based and form search – property based filters documents as they are selected, much like Internet retail stores, where form search is a faceted search technique. If a building does not appear in the list, type the building number or part of the name in the search box and select the “enter” key



- To show/hide filters in the property-based search by clicking on the arrow beside the name



- Highlight the column header to sort by column. To group select files use SHIFT+click or CTRL+click.

HOME Search Display Review Collections All Documents

Navigation View Hierarchy Active Filters Hide Navigation
 Property-based navigation FormSearch Save Reset

FILE NAME	DESCRIPTION	SHEETNUMBER	DISCIPLINE	CLASS	DOC SUBCLASS	DOC SUBCLASS
025__CHARN, LLOYD W__GT-MAIN						
026__HOLLAND, ARCHBALD D (HEATING AND C...						
027__SOLAR SITE__GT-MAIN						
028__CHEMICAL ENGINEERING (DEMO)__GT-MAIN						
029__LYMAN HALL__GT-MAIN						
030__FRENCH, AARON__GT-MAIN						
031__MOORE, BILL STUDENT SUCCESS CENTER...						
032__FACILITIES__GT-MAIN						
033__O'KEEFE, DANIEL C__GT-MAIN						
033A__O'KEEFE GYM__GT-MAIN						
033B__WOMENS SOFTBALL LOCKER ROOM__G...						
034__ORGT (DEMO)__GT-MAIN						
035__EVANS, LETTIE PATE WHITEHEAD ADMINST...						
036__CARNEGIE, ANDREW__GT-MAIN						
037__BUILDINGNAME						
038__SAVANT, DOMENICO P__GT-MAIN						
039__SWANN, JANIE AUSTELL__GT-MAIN						
040__GUGGENHEIM, DANIEL F__GT-MAIN						
041__ENGINEERING SCIENCE AND MECHANICS__...						
043__WASTE STORAGE__GT-MAIN						
044__HIGHTOWER__GT-MAIN						
045__COON, JOHN SAYLOR__GT-MAIN						
046__BERNGAUSE, GARY F__GT-MAIN						
047__WARDLAW, WILLIAM C. JR CENTER__GT...						

Floor 6 Items selected

All Documents 032_210-3-2010...

5. Click on the display menu and choose either small, medium or large buttons to view the highlighted files in thumbnail view

HOME Search Display Review Collections All Documents

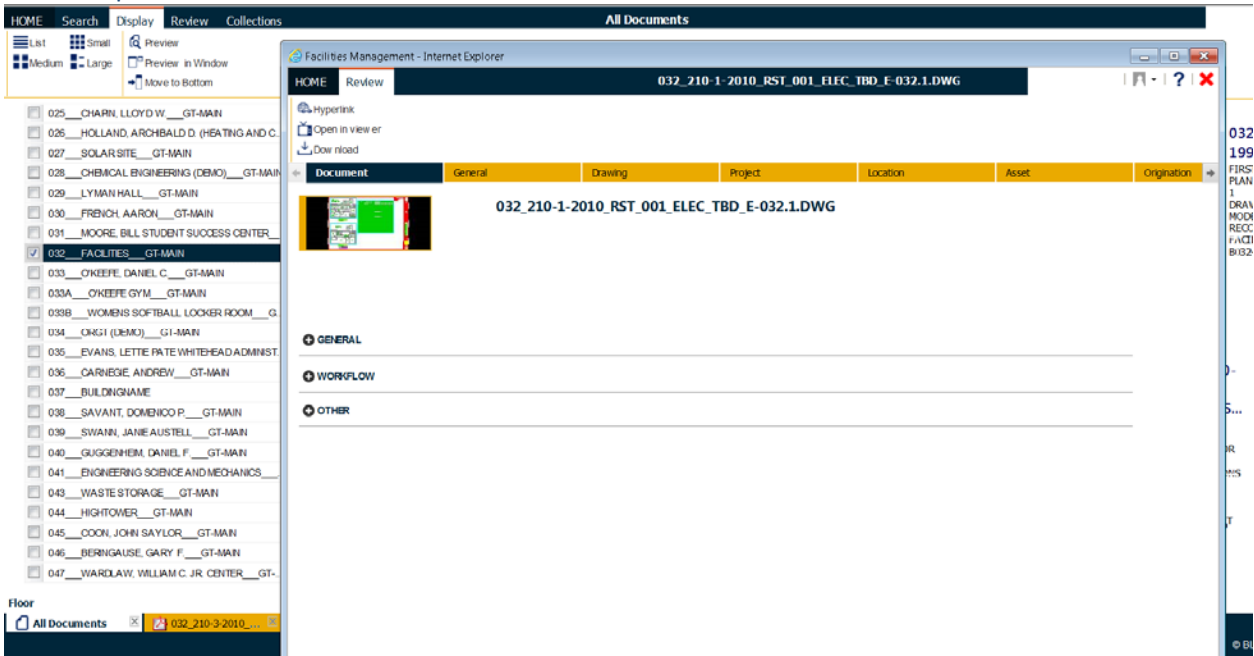
List Small Preview Medium Large Preview in Window Move to Bottom

025__CHARN, LLOYD W__GT-MAIN					
026__HOLLAND, ARCHBALD D (HEATING AND C...					
027__SOLAR SITE__GT-MAIN					
028__CHEMICAL ENGINEERING (DEMO)__GT-MAIN					
029__LYMAN HALL__GT-MAIN					
030__FRENCH, AARON__GT-MAIN					
031__MOORE, BILL STUDENT SUCCESS CENTER...					
032__FACILITIES__GT-MAIN					
033__O'KEEFE, DANIEL C__GT-MAIN					
033A__O'KEEFE GYM__GT-MAIN					
033B__WOMENS SOFTBALL LOCKER ROOM__G...					
034__ORGT (DEMO)__GT-MAIN					
035__EVANS, LETTIE PATE WHITEHEAD ADMINST...					
036__CARNEGIE, ANDREW__GT-MAIN					
037__BUILDINGNAME					
038__SAVANT, DOMENICO P__GT-MAIN					
039__SWANN, JANIE AUSTELL__GT-MAIN					
040__GUGGENHEIM, DANIEL F__GT-MAIN					
041__ENGINEERING SCIENCE AND MECHANICS__...					
043__WASTE STORAGE__GT-MAIN					
044__HIGHTOWER__GT-MAIN					
045__COON, JOHN SAYLOR__GT-MAIN					
046__BERNGAUSE, GARY F__GT-MAIN					
047__WARDLAW, WILLIAM C. JR CENTER__GT...					

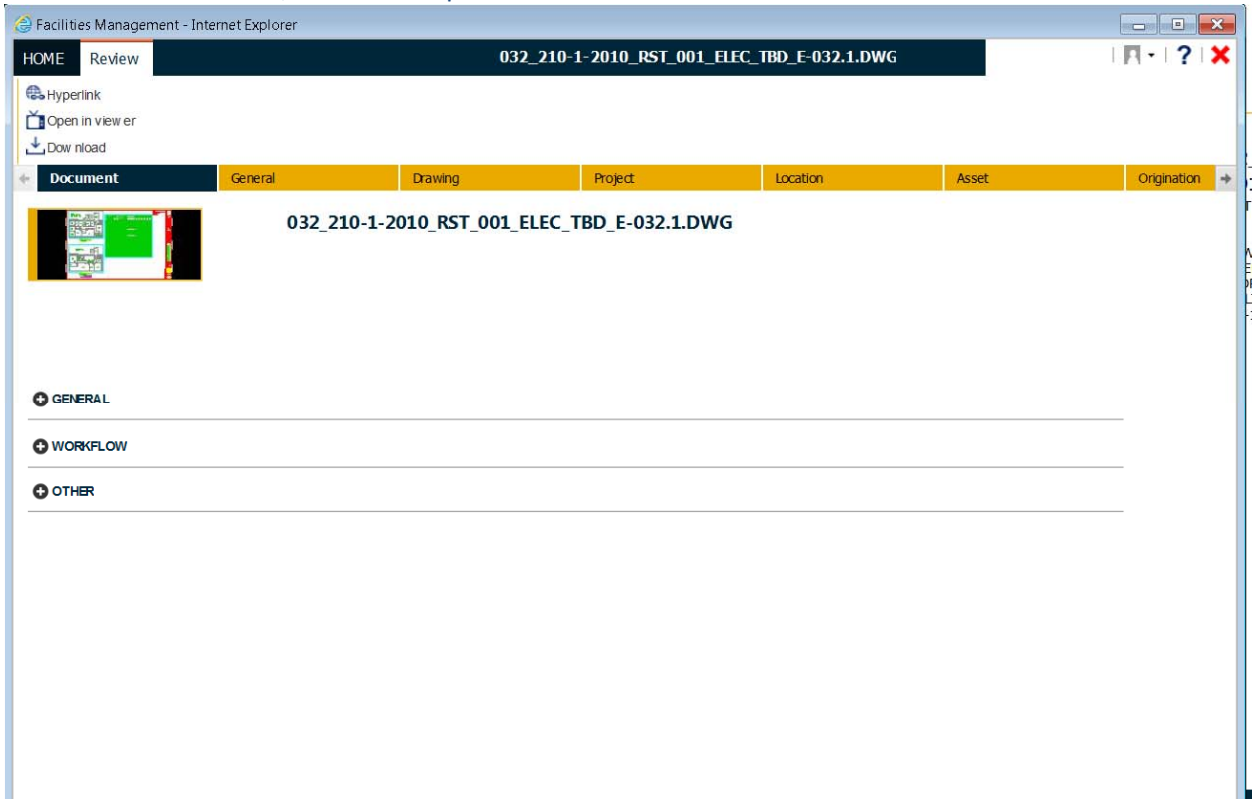
Floor 6 Items selected

All Documents 032_210-3-2010...

6. To preview the file(s) in a separate window, select the “preview in window” button and a separate window opens



7. To view the file, select the “open in viewer” button



8. Other file options include draft printing, download and export the file list to excel

The screenshot shows the Meridian web client interface. On the left, there is a list of documents with checkboxes. The main area displays a table of documents with columns: FILE NAME, DESCRIPTION, SHEETNUMBER, DISCIPLINE, DOC CLASS, DOC SUBCLASS, and DOC SUBCLASS. A context menu is open over the document '2010... BUILDING 032-F... E-032.1', showing options: Properties, View, Hyperlink, Download, Export to Excel, Go to Master, Draft Print, and Compare.

FILE NAME	DESCRIPTION	SHEETNUMBER	DISCIPLINE	DOC CLASS	DOC SUBCLASS	DOC SUBCLASS
032_210-3-2010...	ECM196 VFD CO...	E2-33-2	ELECTRICAL	DRAWING - MOD...	RECORD SET	
032_B032-1991...	SECOND FLOOR ...	2	TELECOMMUNIC...	DRAWING - MOD...	RECORD SET	
032_B032-1991...	FIRST FLOOR PL...	1	TELECOMMUNIC...	DRAWING - MOD...	RECORD SET	
032_210-1-2010...	LIGHTING FIXTUR...	E-1	ELECTRICAL	DRAWING - MOD...	RECORD SET	
2010... BUILDING 032-F...	E-032.1		ELECTRICAL	DRAWING - MOD...	RECORD SET	
2010...	LEGENDS, ELECT...	E-3	ELECTRICAL	DRAWING - MOD...	RECORD SET	
2010...	TITLE SHEET	TS	ELECTRICAL	DRAWING - MOD...	RECORD SET	
2010...	ELECTRICAL SPE...	E-2	ELECTRICAL	TECHNICAL DOC...	SPECIFICATIONS	
2010...	ANNEX BUILDING...	E700A	ELECTRICAL	DRAWING - MOD...	RECORD SET	
2010...	ANNEX BUILDING...	E701A	ELECTRICAL	DRAWING - MOD...	RECORD SET	
2010...	ANNEX BUILDING...	E702	ELECTRICAL	DRAWING - MOD...	RECORD SET	
2010...	ANNEX BUILDING...	E702	ELECTRICAL	DRAWING - MOD...	RECORD SET	
2010...	ANNEX BUILDING...	E701A	ELECTRICAL	DRAWING - MOD...	RECORD SET	
032_210-2-2010...	ANNEX BUILDING...	E700A	ELECTRICAL	DRAWING - MOD...	RECORD SET	
032_210-2-2010...	ANNEX BUILDING...	E700A	ELECTRICAL	DRAWING - MOD...	RECORD SET	
032_210-2-2010...	ANNEX BUILDING...	E701A	ELECTRICAL	DRAWING - MOD...	RECORD SET	
032_210-2-2010...	ANNEX BUILDING...	E702	ELECTRICAL	DRAWING - MOD...	RECORD SET	
032_BR-30-29_R...	DETAILS	S-2	STRUCTURAL	DRAWING - MOD...	RECORD SET	
032_BR-30-29_R...	1ST & 2ND FLOO...	2	ARCHITECTURAL	DRAWING - MOD...	RECORD SET	
032_BR-30-29_R...	RISER DETAILS	E-3	ELECTRICAL	DRAWING - MOD...	RECORD SET	
032_BR-30-29_R...	POWER & LIGHTI...	E-2	ELECTRICAL	DRAWING - MOD...	RECORD SET	

9. The other option for searching is the “form search”. To reduce the list of search filters, click on the “+” sign at the bottom left side of the window within Meridian web client and uncheck the filters you want to remove

The screenshot shows the Meridian web client interface with the search form open. The form has fields for Disciplines, Description, Building, Floor, Project, and Project Year. A plus sign button is located at the bottom left of the form. The main area displays a message: "No search criteria SHOW ALL".

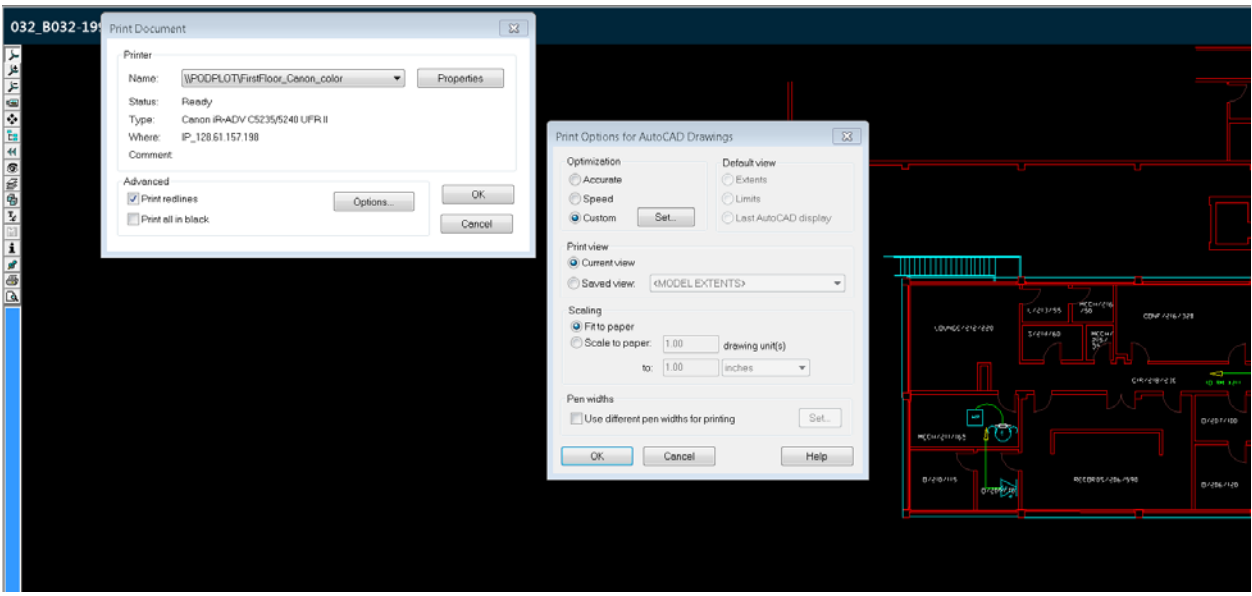
10. The search button must be clicked to filter the list

11. Favorite/common searches can be saved and collections can be created and saved

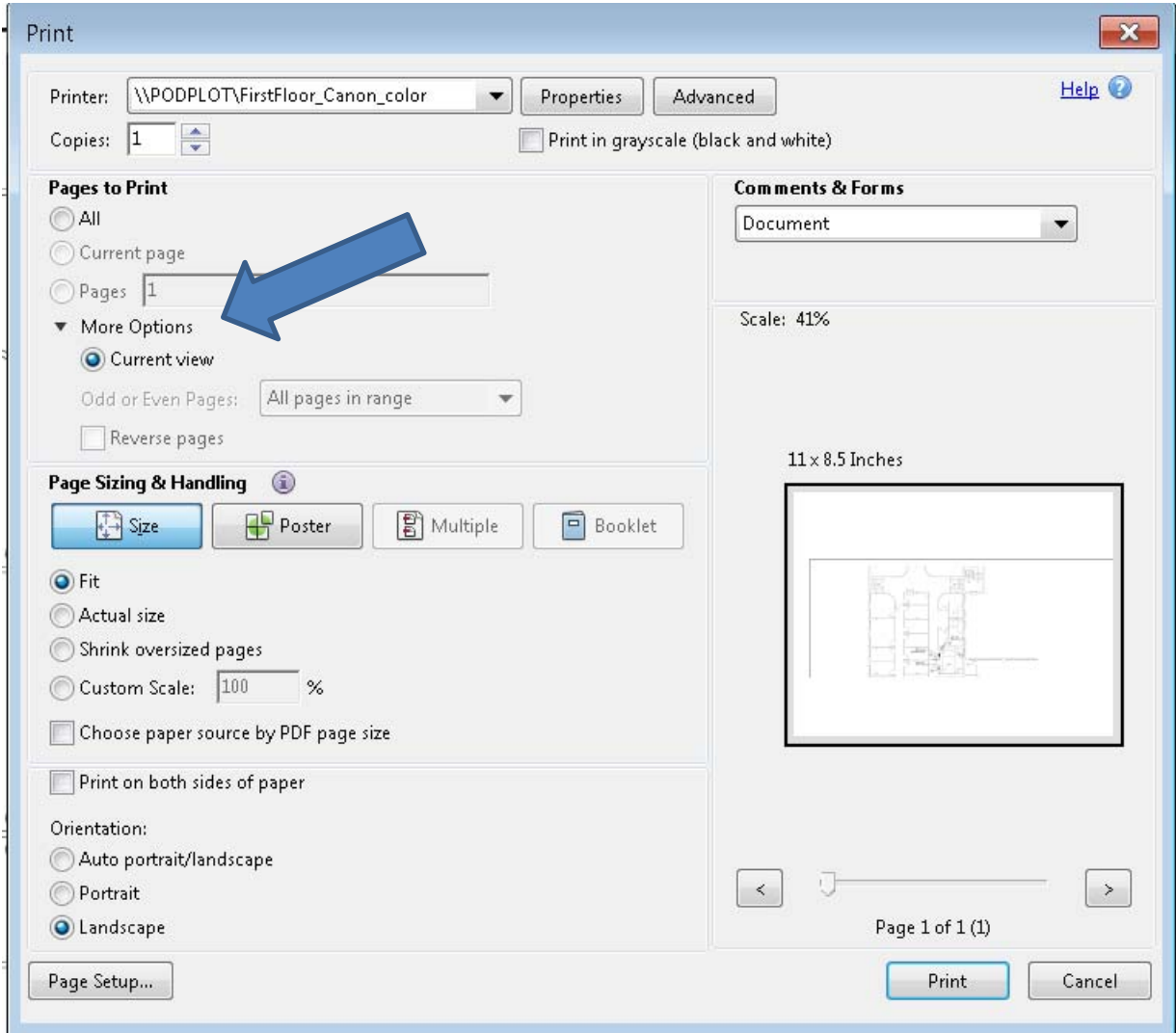
The screenshot shows a software interface with a top navigation bar containing 'HOME', 'Search', 'Display', 'Review', and 'Collections'. Below this is a search bar with 'All Documents' and a search icon. On the left, there are several filter fields: 'Disciplines', 'Description', 'Building' (set to '032_FACILITIES_GT-MAIN'), 'Floor', 'Project', and 'Project Year'. The main area displays a grid of document thumbnails. Each thumbnail includes a small image of the document and a text box with the following information: '032_210-3-2010_RS...', 'ECHO96 VFD CONVERSION/DANIEL C. O'KEEFE VFD UPGRADE E2-35-2 DRAWING - MODEL RECORD SET FACILITIES 210-3-2010'. Other thumbnails show '032_B032-1991_RST...', '032_210-1-2010_RS...', and '032_210-1-2010_RS...'. At the bottom, there is a search bar with 'SEARCH' and a magnifying glass icon, and a status bar indicating '4 items selected' and '1 - 57 of 57'.

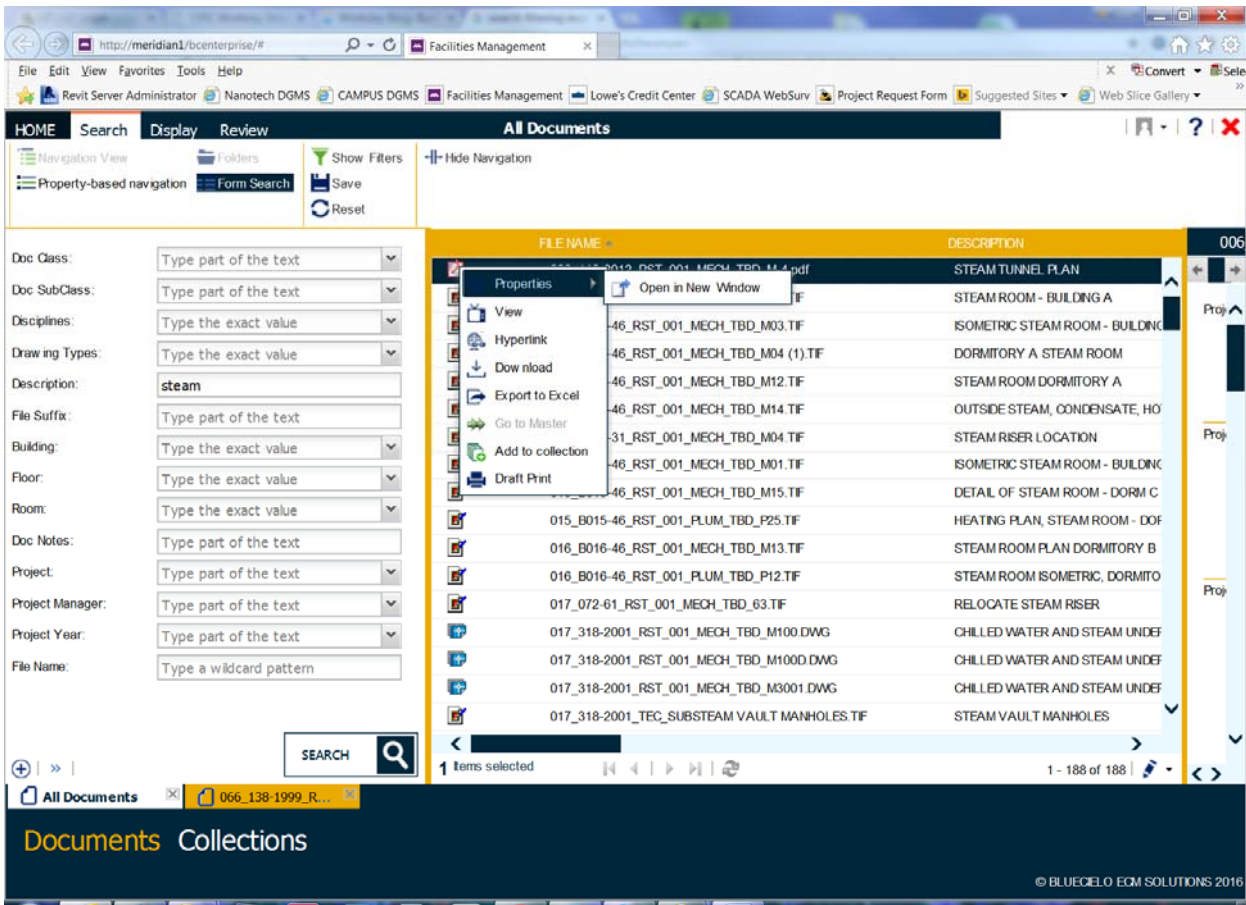
The screenshot shows a software interface with a search results table. The table has columns for 'FILE NAME' and 'DESCRIPTION'. The first row shows '006_110-2012_RST_001_MECH_TBD_M-4.pdf' and 'STEAM TUNNEL PLAN'. Below the table, there is a dialog box titled 'ADD TO COLLECTION'. The dialog box has three sections: 'EXISTING', 'CREATE NEW', and 'OPTIONS'. Under 'EXISTING', there is a 'Select a collection' section with a list of collections: 'Alumni_House' and 'GATech Training'. At the bottom of the dialog box, there are 'OK' and 'CANCEL' buttons. The background shows a search bar with 'Type part of the text' and a search icon, and a status bar indicating '8 items selected' and '1 - 188 of 188'.

12. Additional Note – printing section of file – select the printer icon and choose the “options” button in the first dialog box. A second dialog box will pop up – select the “current view” to print just a section/part of the drawing/image.



For PDF documents, choose “more options”





Highlight, then right-click on file to view properties, then select open in new window.

13. Send Hyperlink to file(s) location or to the content via Outlook email.

