

# Meridian As-built Portal

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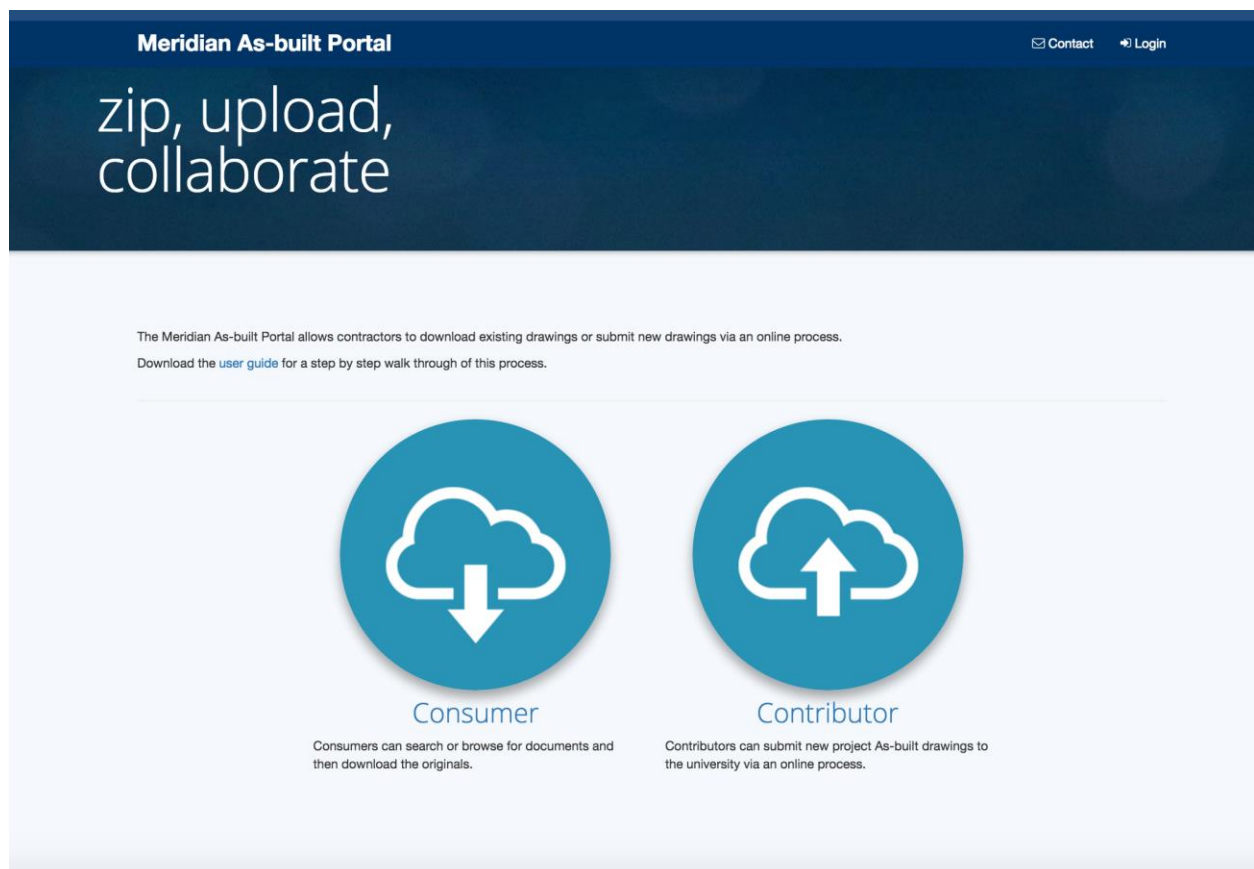
# University of Melbourne Meridian As-built Portal

## Overview

The Meridian As-built Portal provides secure search, browse and download in addition to online submission and approval of drawing packages by external contractors for automated import into BlueCielo Meridian Enterprise.

## Initial Page

1. The initial page of the portal is an information page with download links to the relevant samples and login.



## Login Page

2. The login page provides the following options:
  1. Login with an existing user name & password.
  2. Reset the password for an existing account.
  3. Register for new account to access the portal.

The screenshot shows the Meridian As-built Portal login interface. At the top, there is a dark blue header with the text "Meridian As-built Portal" on the left and "Contact" and "Login" links on the right. Below the header, there are three input fields: "User Name", "Password", and a "log in" button with a right-pointing arrow. Below the "log in" button, there are two links: "Can't remember your password? [reset it.](#)" and "Don't have an account yet? [register.](#)". Below the login fields, there is a light blue box containing a warning message: "You are about to access a RESTRICTED I.T. System". This box also contains several lines of small text regarding system access, authorization, and terms of use.

## Reset Password

Sends an email to the registered account holder.

The screenshot shows the Meridian As-built Portal Reset Password page. At the top, there is a dark blue header with the text "Meridian As-built Portal" on the left and "Contact" and "Login" links on the right. Below the header, the page title "Reset Password" is displayed. Below the title, there is a paragraph of text: "Enter your username to reset your password. A new password will be emailed to the email account associated with your Contractor Portal username. You will have to change that password at the first time you log in." Below this text, there is a text input field labeled "user name" and a green button labeled "Reset Password".

## Registration

Allows new users to create an account and request access to the following items:

1. Building Names
2. Disciplines
3. Document Types

# Register

Request a new account.

**Personal Details**

**First Name \***

First Name

**Last Name \***

Last Name

**Company Name \***

Company Name

**Project Name**

Project Name

**Email \***

Email

**Phone**

Phone

**Mobile**

Mobile

**User Name \***

User Name

**Contact Person**

Choose a contact person

Next >

**Requested Documents to Access****Disclaimer**

**Personal Details**

**Requested Documents to Access**

**Building Names \***

Select Building Name

+ Add More...

**Disciplines \***

Select Discipline

+ Add More...

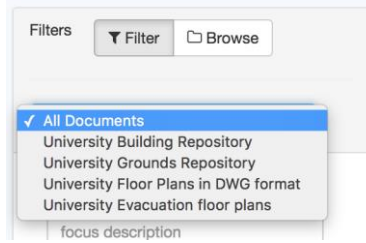
< Previous    Next >

**Disclaimer**

## Search, Browse & Download

With permissions in place the user is free to search or browse documents. Only content matching the assigned user permissions is shown in the browse structure and search results, ensuring secure managed content is available only to approved parties.

Both Filter & Browse options provide preset document views (filters) as follows:



These presets are applied to the Filter & Browse options below.

## Filter

Adding search filters returns matching results.

**Meridian As-built Portal** Search Requests Book In Requests Admin Contact Logout

Click Browse for document navigation or click Filter to add search criteria. The Meridian As-built Portal Drawings can be downloaded individually or in batch.

Filters Filter Browse

All Documents

Focus Description  
Electrical

Document Type  
document type

Building Name  
building name

Campus  
campus name

Year of File  
year of file

File Name  
file name

Document Number  
document number

Search Clear Filter

9,962 results Download CSV Report Download Checked Documents

File	Building Number	Plan Description	Focus Description	Year of File	
004000.dwg	181	Level 3-East Wing-Lighting, Power &Comms layouts	Electrical	2004	
004029.dwg	184	Ground, 1st, 2nd & 3rd Floors EWIS Layouts	Electrical	2004	
004030.dwg	184	4th, 5th & 6th Floors Floors EWIS Layouts	Electrical	2004	
0J6T_E2199901.DWG	219	Refurbishment Of Asia Link - Building C - Ground Floor & Level 1	Electrical	1999	
0J6U_E2199902.DWG	219	Refurbishment Of Asia Link - Building C - Level 2	Electrical	1999	
0LE7_E2192001001.DWG	219	Electronic Security Installation - Ground Floor	Electrical	2001	
0LE8_E2192001002.dwg	219	Electronic Security Installation - First Floor	Electrical	2001	
0LG5_E2192001003.DWG	219	Electronic Security Installation - Second Floor	Electrical	2001	
00UG_E2202003001.DWG	220	Lighting & Power Layout - Ground Floor	Electrical	2003	
00UH_E2202003002.DWG	220	Lighting & Power Layout - 2nd Floor	Electrical	2003	
11392329.DWG	113	Lect Theatre Comp Cabling Diag, As 18092238	Electrical	1992	
11399058.DWG	113	Installation Of Ceiling Sweep Fans For First Floor	Electrical	1999	
1152000010.DWG	115	Electrical Wiring - Basement	Electrical	2000	
1152000011.DWG	115	Electrical Wiring - Level 7 & Roof	Electrical	2000	
12292331.DWG	122	Lect Theatre Comp Cabling Diag, As 14792239	Electrical	1992	
13494082.DWG	134	Ground Floor Audio Visual Layout	Electrical	1994	
14296075.DWG	142	Upgrade Telephone Trunk Cabling	Electrical	1996	
14297068.DWG	142	University Oval Low Voltage Reticulation	Electrical	1997	

## Browse

The Browse interface allows you to select Campus/Building/Discipline to refine the search result.

**Meridian As-built Portal** Search Requests Book In Requests Admin Contact Logout

Search

Click Browse for document navigation or click Filter to add search criteria. The Meridian As-built Portal Drawings can be downloaded individually or in batch.

Filters Filter Browse

All Documents

- 102 Fyans Street, South Geelong - unit 1
- Animal Care Co-ord office
- Biohazard Depot
- Chicken House
- COCICIAL VACCINE UNIT
- Dog Colony
- DOG COLONY
- Implement Shed
- Isolation Unit
- KENDALL HALL
- Main Clinic/Equine Centre
- MONKEY HOUSE
- Parasitology
- Parasitology Building
  - Architecture
    - 1985
    - 2013
  - Electrical
  - Fire
  - Hydraulic
  - Mechanical
  - Pathology
  - PATHOLOGY BLOCK
  - Pathology Building
  - Portable Bldg Lab

2 results Download CSV Report Download Checked Documents

File	Building Number	Plan Description	Focus Description	Year of File	
A4171985003.PDF	417	Working Drawing - Third Stage, Plans.	Architecture	1985	
A4171985004.PDF	417	New Furnishings To Professor's Office.	Architecture	1985	

( 1 )

## Download CSV Report

This report is an extract of the search results displayed on screen.

## Download Documents

Download of Documents (Drawings) and Renditions (PDF) is available individually or as a batch of selected items.



## Online Drawing Package Submission (Book-In)

Contractors submit a package of files using the following process:

- Login with unique approved contractor credentials.
- Upload a zipped package consisting of drawings and an associated Excel spreadsheet.
- Await email notification stating the approval status of the package.

All of the files in the package are then automatically imported into a pre-defined folder in the Meridian Enterprise system for review and approval.

**Meridian As-built Portal**SearchRequestsBook In RequestsAdminContactLogout

### Create Book In Request

Upload a zip file book-in package. The zip file should contain the following items:

- An [excel file](#) listing all of the documents to be imported with the relevant information filled in.
- A DWG file for each entry in the spreadsheet.
- A corresponding PDF for each DWG.

A sample ZIP file package in the required format can be downloaded [here](#).

download sample book-in (ZIP)

download sample (XLS)

Upload

Please upload your Book-In Request package.

+ Add files

Start upload

Clear Queue

File Name	Size	Progress	Status
-----------	------	----------	--------



## Step 1 – Upload a Book-In ZIP Package

### Book-In Package

Book-In ZIP packages include the following items:

- A DWG or PDF file for every drawing submitted as a part of the request
- A corresponding PDF file for each DWG file. The PDF file must have the same name as the DWG file.
- A Melbourne University Book-In Spreadsheet listing each of the drawings and the required drawing classification data (as seen in the sample spreadsheet downloadable from the Meridian Projects website).

### Steps

1. Click the *Add Files* button to select the Book-In ZIP file package.

## Create Book In Request

Upload a zip file book-in package. The zip file should contain the following items:

- An [excel file](#) listing all of the documents to be imported with the relevant information filled in.
- A DWG file for each entry in the spreadsheet.
- A corresponding PDF for each DWG.

A sample ZIP file package in the required format can be downloaded [here](#).

Upload

Please upload your Book-In Request package.

+ Add files

⌂ Start upload

⌂ Clear Queue

File Name	Size	Progress	Status
-----------	------	----------	--------

- Click the *Start upload* button to upload the file to the website

Upload

Please upload your Book-In Request package.

+ Add files

⌚ Start upload

✖ Clear Queue

File Name	Size	Progress	Status
Sample Book In.zip	11 KB	<div></div>	Queued

- Review upload status

Upload Documents

Please upload your Book-In Request package.

+ Add files

⌚ Start upload

File Name	Size	Progress	Status
Sample Book In.zip	11 KB	<div></div>	Succeeded

Upload & validation progress

Preparing upload for validation	✓
Retrieving details of the request	✓
Retrieving details of the documents to book in	✓
Matching documents to contents of the zip file	✓
Validating entire submission	✓
Saving the request's current progress	✓

- Review the uploaded documents and submit the Book-In request

Upload Documents

Book In Documents

Name	Campus	Building	Focus	Description	
H001.dwg	Parkville	104	Hydraulic	Basement - Sprinkler layout	
H002.dwg	Parkville	104	Hydraulic	Ground - Sprinkler layout	
H003.dwg	Parkville	104	Hydraulic	level 1 - Sprinkler layout	
H004.dwg	Parkville	104	Hydraulic	level 2 - Sprinkler layout	
H005.dwg	Parkville	104	Hydraulic	level 3 - Sprinkler layout	
H006.dwg	Parkville	104	Hydraulic	level 4 - Sprinkler layout	
H007.dwg	Parkville	104	Hydraulic	level 5 - Sprinkler layout	
H008.dwg	Parkville	104	Hydraulic	level 6 - Sprinkler layout	
H009.dwg	Parkville	104	Hydraulic	Basement - Sanitary & water services	
H010.dwg	Parkville	104	Hydraulic	Ground - Sanitary & water services	

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Submit

## 5. Review the receipt

### Book In Receipt #12

Below is your Book In Request Receipt. Please quote your receipt number when enquiring about this Book In Request. An email of this receipt will be sent to your inbox. It may take up to fifteen minutes to arrive.

---

<b>Receipt #</b>	12
<b>UserName</b>	fjones
<b>Date Created</b>	3/6/2014 10:29:27 AM
<b>Comment</b>	

## 6. Review email notification

THE UNIVERSITY OF  
MELBOURNE

**A Book In Request has been created, and is pending approval.**

[View/action this request](#)

#### Request Details

<b>Request ID</b>	12
<b>Date Created</b>	3/6/2014 10:29:27 AM
<b>Status</b>	Awaiting Transfer

#### Submitter Details

<b>Name</b>	Fred Jones
<b>Company Name</b>	Drafting Services
<b>Email Address</b>	<a href="mailto:contractor@onset.com.au">contractor@onset.com.au</a>
<b>Phone</b>	
<b>Mobile</b>	

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## Step 2 – Await Book-In Approval

You will receive an email notification once the Book-In has been reviewed and approved by The University of Melbourne drawing office.

THE UNIVERSITY OF  
MELBOURNE

**Your Book In Request has been approved.**

### Request Details

<b>Request ID</b>	12
<b>Date Created</b>	3/6/2014 10:29:27 AM
<b>Comment</b>	Approved on 05/03/2014 23:41

### Submitter Details

<b>Name</b>	Fred Jones
<b>Company Name</b>	Drafting Services
<b>Email Address</b>	<a href="mailto:contractor@onset.com.au">contractor@onset.com.au</a>
<b>Phone</b>	
<b>Mobile</b>	