Users Guide to the Online Database

Standards for the CWRU Architectural Services Department

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Purpose:

This guide will describe the process of using the Online Archive Database developed by the CWRU Architectural Services Department. Each page of the website will be described in detail, as well as the necessary steps for navigation and use of the site. For more information on the reasons for and development of the database, see the General Information for the Online Database green sheet.

Home Page:

Upon navigating to the Online Archive Database, the user will be required to log in using the CWRU Single Sign On service. Once logged in using a CWRU network ID and password, the home screen is the first page a user will see of the database. From this page, a user can navigate to all parts of the site by clicking on the appropriate tab at the top of the page. Additionally, the user can gather contact information for the Architectural Services Department from the Home page.
Site Navigation:

The above screenshot shows the database after the user has clicked on the “Architectural Projects” tab. The top of the page, however, remains constant throughout the site. The header of the site (from the tabs labeled 2 and above) can be used to navigate the database.

1 – Back: The back button can be used throughout the website to go to a previous page while navigating. Another method is to click on the desired tab. While web browsers have a built-in back button, this should never be used while navigating the database. Rather, only the “Back” button built into the website should be used to return to a previous page within the database.

2 – Tabs: The tabs are the main method of navigating the website. By clicking on each tab a new set of information is displayed, depending on which tab is selected. Each of the pages to which a user can navigate will be described in detail later in this guide. The page shown above is what appears when the “Architectural Projects” tab is selected.

3 – Top/Bottom: When a list of information is extremely long, these buttons allow a user to scroll to the very bottom or very top of the list. For pages such as the Architectural Projects and Buildings, this allows a user to quickly navigate the list.
4 – Logout: When a user is finished using the database, the logout button can be used to signed off of CWRU SSO, allowing the user to securely end the session and ensure that the database is not accessed by unauthorized users.

**Architectural Projects:**

The Architectural Projects Tab is useful for finding specific project information. This page contains a detailed list of all of the blueprints in the possession of the CWRU Architectural Services Department.

1 – Search: Above the table of information is a search bar. The user can type the desired information into the search bar and click the button labeled “search”. Above is an example of information when a user searches for “thwing”. The search function compiles the projects which contain the exact words, numbers, or phrases typed into the search bar. As such, please check all spelling and punctuation, as well as word order when considering phrases, when searching. The search can be used to search by Archive Number, Project Title, Project Description, CIP Number, Drawing Date (mm/dd/yyyy), Building Name, and Architectural Firm.
However, the search function currently only has the capability to search through one of these categories of information at a time. As such, when searching, the user should only type information that can be located in just one category. Otherwise, the search will return only results which have all of the words that were searched for in one category.

Tip: Most browsers have a built in search function that can be accessed by pressing Ctrl + F. By first using the search bar to narrow the results by filtering one category, the user can then search through a second column using the Ctrl + F command. In this sense, the user can search for a specific architectural firm in the search bar and then narrow the results by using the Ctrl + F function to search for a particular year of interest.

2 – Listings: Below the search bar is a brief summary of information available for each project returned by the search. By clicking on the header for a particular column (for example, “Project Title” or “Drawing Date”) the user can sort the listings by that column, either alphabetically or numerically, depending on the contents of the column.

3 – View: This button allows the user to view more detailed information about a specific project. Upon clicking on the button, the user will be directed to another page containing all of the known information for that particular project, including a reference list of drawings contained within the project.
Project Information Page:

The page above loads once the view button has been selected for a specific project. This page contains all of the information for a project, including sheet details and location information.

1 – Print: This button allows the user to print a printer-friendly version of this information page.

2 – Project Information: This block contains the core information about the project such as Archive Number, Project Title, and File Location. Most of the information contained within this box is searchable in the Architectural Projects list. If any electronic files are available for the project, a user can click the File Location link and open up a folder view to download the specific content. However, in order to access this content, the user must have access to the Architectural Network Drive (drive T), including that it be mapped on the user’s computer as an accessible storage space.

3 – Buildings Involved: This block lists all of the names of buildings involved with this specific project, as well as their Building Identification Number. Clicking on the Building Name will redirect the user to a page containing building information.
4 - Box Information: This block lists any boxes associated with the project and its content if available. These boxes are the Architectural Services Department’s system of organization for project documentation such as O&M Manuals, Specifications, and other such pieces of information.

5 – Book/CD: This block lists all of the CD backups associated with the project. These CDs are the Architectural Services Department’s means of retaining backups of all image and AutoCAD files. The Book information lists the binder of CDs in the Department’s office that contains the CD backup. The CD number gives the CD’s location within that binder.

6 – Project Sheets: This block displays the Sheet Numbers, Sheet Descriptions, and Availability of each sheet associated with the project. The right-most three columns show the availability of each drawing sheet. If there is an electronic image available, the “Image” category will be marked with a “YES”. The same applies for the availability of an AutoCAD document listed under “CAD” and for physical drawings located in the Architectural Services Office listed under “Hardcopy”. When searching for drawings, it is important to make note of the drawing type that is required and to check the availability of that type in the database.

Box List:
The next tab in the navigation bar is the Box List tab. The above page loads when the Box List tab is selected. This page contains information about all of the boxes used to store project close out materials, such as O&M manuals and specifications.

1 – Listing: All of the information for every box linked to a project in the database is listed below. An easy link to the specific project associated with a box is available by clicking the hyperlinked number in the column labeled “Archive”. The “Contents” column contains a description of each piece of documentation contained in that particular box. On the far right of the page, the “Flagged” column shows which user claimed a particular box for use with the associated project.

Flagging a box is part of the project closeout procedure. For more information on this procedure please see the Close Out Procedure green sheet. When a user creates a set of boxes to add to the archive, the database captures the login ID associated with the user and reserves the set number of boxes. See below for more information on Flagging Boxes.

2 – Print Label: This button allows the user to print a box label for the desired box. When a box is added to the archive, it must be properly labeled for organization and identification purposes. By clicking the “Print Label” button, all of the necessary information about the project and box contents is automatically exported to an interactive PDF, where the necessary information will fill the proper fields. The PDF can then be printed and applied to the box.
Flag Boxes:

This page loads when a user click the “Flag Boxes” tab. The page can be used to reserve boxes for project close out documentation. When a user has such documentation which needs to be added to the archive, the user must navigate to this page to gain a place in the archive into which the documentation can be added.

1 – Flag Boxes: To flag a box, the user must fill out this required information. Flagging a box is part of the Project Closeout Procedure. More information on the Project Closeout Procedure can be found in the Close Out Procedure green sheet. In order for project documentation to be added to the archive, the user must reserve, or flag, a box for that documentation by using this page.

2- Print Labels: Remember, once a box has been flagged, it will need a label. Before any box goes into the storage area in the Cedar Avenue Service Center, the label must be affixed to the front of the box. More information on archiving the box can be found in the Close Out Procedure green sheet. To print the label, click the Box List tab and click “Print Label” (see above for more details).
Buildings:

The above page loads when the Buildings Tab is clicked. This page displays a list of all the Buildings associated with CWRU, as well as their addresses and other related information. The page is organized and functions just as the Architectural Projects page, such that more detailed information about a particular building can be accessed by clicking the “View” button.

1 – Search: The list of buildings searchable by means of using the search bar. This search bar works the same as the Architectural Projects search bar. Simply type a word that is associated with the project and hit the “search” button. Please be careful with spelling because the search bar will only return results that have the same syntax and grammar. Again, as with the Architectural Projects search, only one column can be searched at a time, though the Ctrl + F function can be used to perform more detailed searches.
Building Information Page:

The above page is displayed when a specific building (in this case, Thwing) is selected by clicking "View" for a project in the Buildings list. The information for each building is located in the same place on each page.

1 – Print: The print button enables a user to print a printer friendly version of this page.
2 – Buildings: All of the important building information is displayed in this block, including identification, size, and location information, as well as a link to the Case Wiki, where more information on the building may be available.

3 – Parcel: The Parcel Numbers, if available, will be displayed in this area.

4 – Extra Names: Some Buildings have changed names in the past while others are known by alternative names. This section lists all of the Extra Names, if available, of the Building. In some cases, these names are just abbreviations or shortenings. Because many buildings are referred to by multiple names, this information block is often useful for disambiguation.

5 – LDAP Names: This block displays any LDAP Names for the selected Building.

6 – Subgroups: This block displays any Subgroups in which the selected Building resides. These subgroups (such as Mather Dormitories) contain buildings which are usually built as part of the same project or for the same purpose.

7 – Entities: This block displays any Entities within the selected Building. These entities could be, for example, departments, organizations, or businesses which occupy a portion of the selected building.
FAQ Page:

The final tab, FAQ, displays the above page when selected. This is a list of general questions that users may have about the Online Database. A user must simply click a question to view its answer. In the event that a user has a question that is not answered by the FAQ page, he or she should contact the Architectural Services Department (which can be reached at ArchitecturalServices@case.edu) or Ken Schafer (kps27@case.edu).

Security and Logging Out:

In order to keep the information contained in the database secure, the user should log out at the end of each session. This can be done by clicking the “Logout” button in the header at the top of the page. Additionally, the user will be automatically logged out whenever the entire browser used to view the Online Database is closed.