



ShareCat ProjectArena

Design As-Builts User Manual

Sakhalin II Offshore Facilities Project

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1 Definitions and Abbreviations

The following terms and initials have been used within this document and represent the following meanings.

AST	AMEC Site Team in Korea
AMEC Croydon	AMEC Project Team in Croydon
CCN	Construction Change Notice
DCC	Document Control Centre
DCN	Design Change Notice
FCN	Flowsheet Change Notice
FEC	Field Engineering Change
IE	Internet Explorer
IHOG	SEIC's Information Handover Guide
IHOG DCC	SEIC Doc Control Centre in Korea
IDC	Inter-disciplinary Check
L&T	Larsen and Toubro, India
SEIC	Sakhalin Energy Investment Company
SHI	Samsung Heavy Industries, Korea
SPA	ShareCat ProjectArena – a web based document review and approval repository

2 Introduction

The Sakhalin II Topsides project is currently undertaking the production of As-Built documentation for Design documents.

This process is outlined in the workflow in Appendix A, but is basically a two-stage process – review and approval of markup's received from Commissioning, followed by production, review and approval of as-built document revisions based on these mark-ups, plus any other design changes applicable to the documents.

The first part of the “markup review” process is being managed via email and spreadsheet. However, the second part of as-built production followed by review and approval will be managed through ShareCat Project Arena (SPA).

SPA is already being used to manage Vendor documentation on the project, and due to the requirement to manage the review and approval of design as-builts from multiple locations around the world it was decided to extend the use of SPA to handle as-built design documents as well.

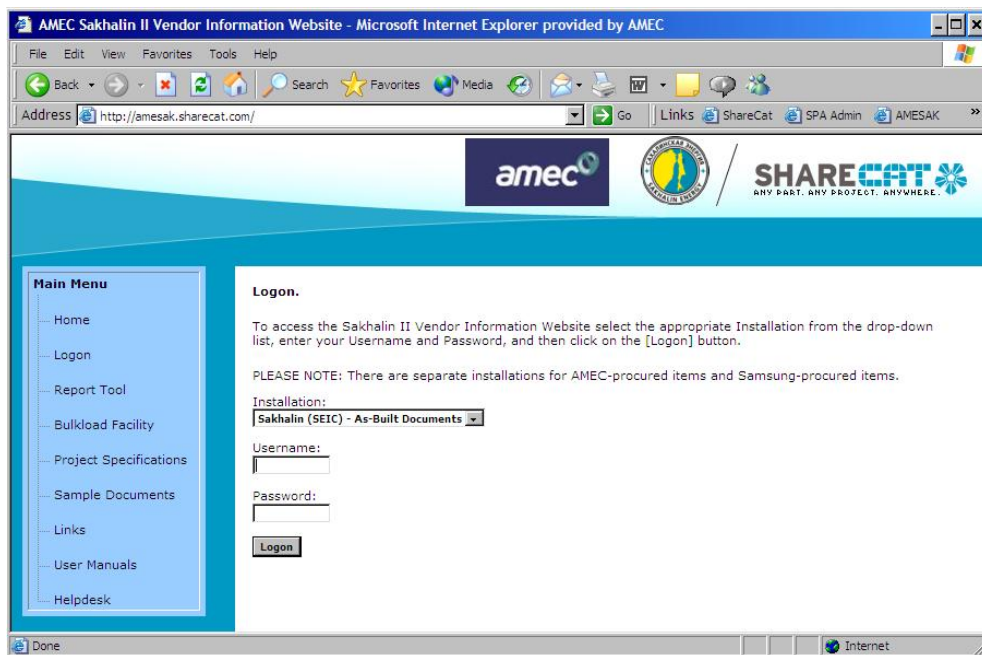
This issue of the user manual explains how all personnel involved in this process can use ShareCat ProjectArena for handling as-built design documents.

3 ShareCat Project Arena Overview

SPA has been configured so that markup packages can be loaded and viewed, as-built revisions produced and loaded, and these can then be reviewed and either rejected (with comments) or approved. The system manages the whole IDC cycle through to completion of an approved as-built revision. The following describes how to connect to SPA and some of the basic functionality.

3.1 System Home Page

SPA can be accessed from either of the existing project Vendor websites – amesak.sharecat.com or www.samsak.net. These provide the options and access to general project information as well as the help desk details.



Screenshot 1- Website Home page

Access to SPA requires a user name and password. This will be issued based on project authorization, your role and the rights and responsibilities you will need to perform your duties.

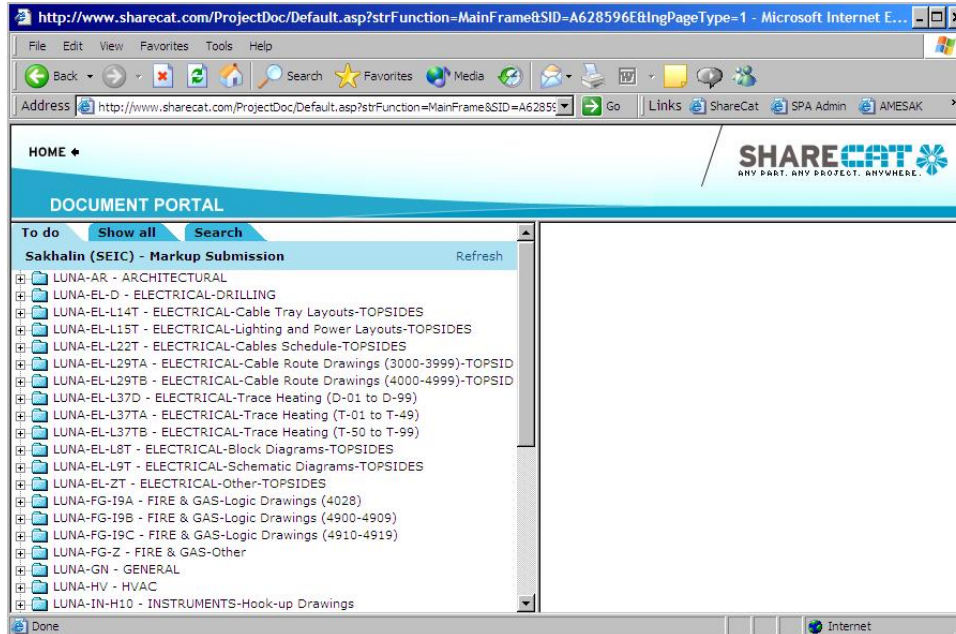
3.2 System Log-on

To log-on to the system, complete the following actions:

- Select the Logon option from the Main Menu on the Home Page
- Select the Installation from the drop-down box – The “Markup Submission” installation should be used by the IHOG DCC personnel for loading markup packages against each document. The “As-Built Documents” installation is then used by everyone else to upload, view and approve the As-Built document revisions.
- Enter your Username and Password and click on the “Logon” button.

3.3 System User Interface

Once you have successfully logged into SPA you will be presented with the following main screen:



Screenshot 2 - User interface

Due to the volume of required as-builts, the documents have been grouped into “packages” based on Discipline and SEIC Document Type. Some of the document types have been further sub-divided into ranges of document numbers.

As shown above, the screen is divided into 2 sides with a “tree” view of the Packages on the left, and a detail view on the right hand side which will be blank until you select a Package. These two sides can be re-sized to suit by moving the vertical bar left or right with the mouse.

There are three tabs within the left hand pane, as follows:

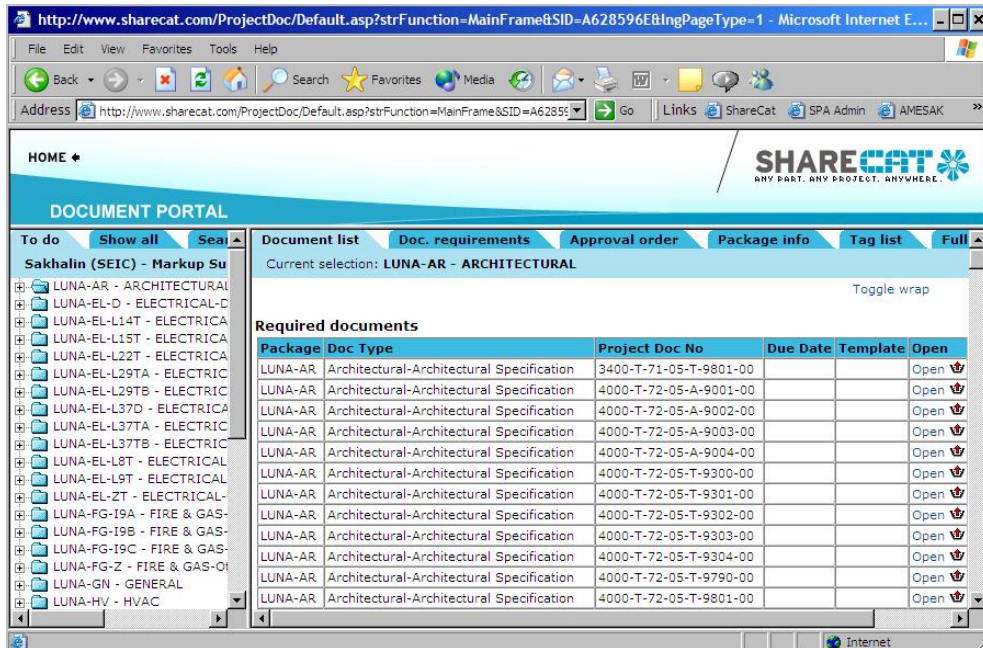
- To Do – This will show only if you have a responsibility in ShareCat for uploading or reviewing documents. This may also show a limited view of packages based on your current responsibility.
- Show All – This will show ALL packages, and all documents within each package
- Search – This will provide search options to show specific documents or groups of documents

The [+] sign to the left of each package or menu option allows you to drill down through the package to various sub-options, such as to the reporting menu, or to view just the “Approved” or “Rejected” documents within a Package, as shown below:



Screenshot 3 - Drill Down options

By clicking on a package in the left-hand pane, the right hand pane will then fill with information about that package, as shown below:



Screenshot 4 – Document list view

By default, the “Document List” tab will be shown in the right-hand pane listing the documents for that Package. If you click on the package from within your “To Do” list, then this will ONLY show documents that you have to complete actions for. If you click on the package from within the “Show All” list, this will show ALL documents in that package.

The “Toggle wrap” option toggles on and off the wrapping of the Document Type and Document Number fields to allow easier viewing of all information within the width of the screen.

The document list is grouped into the following sections:

- Required Documents – Documents that need to be uploaded
- Submitted Documents (or Documents for Approval when in the “To Do” list – Documents that have been loaded and are awaiting review
- Documents for re-submittal – Documents that have been rejected and need to be re-submitted
- Completed Documents – Documents that have been completed the review cycle

The other tabs in the right-hand pane show other configuration information, as follows:

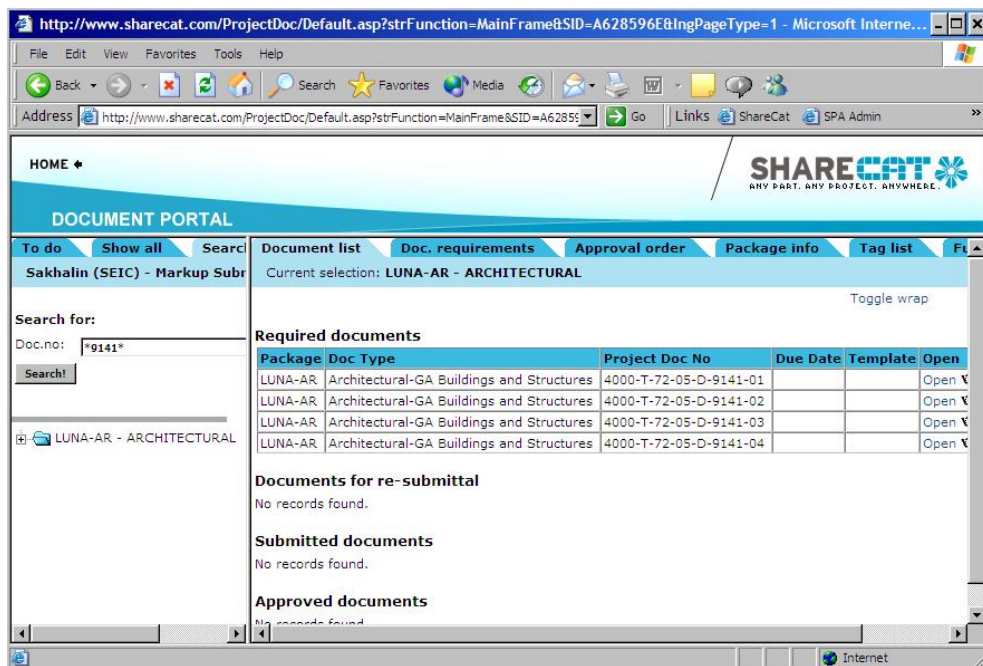
- Document Requirements – This will show the original register, or list of document requirements, per package (only when in the “Markup” installation)
- Approval Order – Shows the IDC cycle configured in ShareCat for the Package
- Package Info – Basic information about the package such as users and roles
- Tag List – Not used for this as-built process
- Full Document List - Not used for this as-built process

3.4 Using the “Search” Tab

The search tab in the left-hand pane can be used to filter the list of documents or to locate a specific document or document number range within the packages. This can be useful when loading documents, reviewing documents, or just searching for a document to see it’s current status.

To use, click on the search tab and you will be presented with a “Search for Doc. No” box. You can either enter the specific document number, or use wildcard (* or ?) searches to bring up ranges of documents.

Once entered, click on the “Search” button and this will present a list of packages in the left-hand pane where the document(s) were found. Click on each package and a filtered document list is show in the right hand pane just containing documents included in the search, as shown below:



Screenshot 5 – Filtered Document List using “Search” tab

4 Markup Package Submission

The first step in the workflow (as shown in Appendix A) is for the IHOG DCC to prepare and upload the Markup “Packages” into ShareCat.

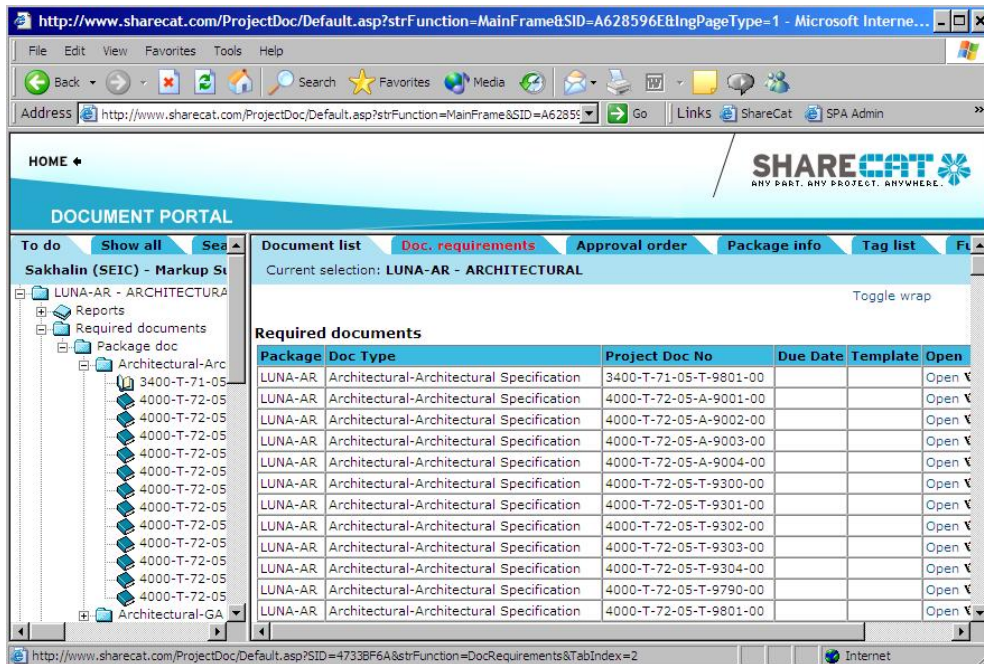
A Markup “Package” should be prepared for each document containing the current revision of the document in native (Word, Excel, AutoCAD, etc.) format, plus any commissioning redline markups, as well as any relevant FCN’s, CCN’s, FEC’s, SHI DCN’s, etc.

Once prepared, the files should be ZIP’d together into a single ZIP file per document and then uploaded into the “Markup Submission” installation of ShareCat using one of the following methods:

4.1 Individual Document Upload

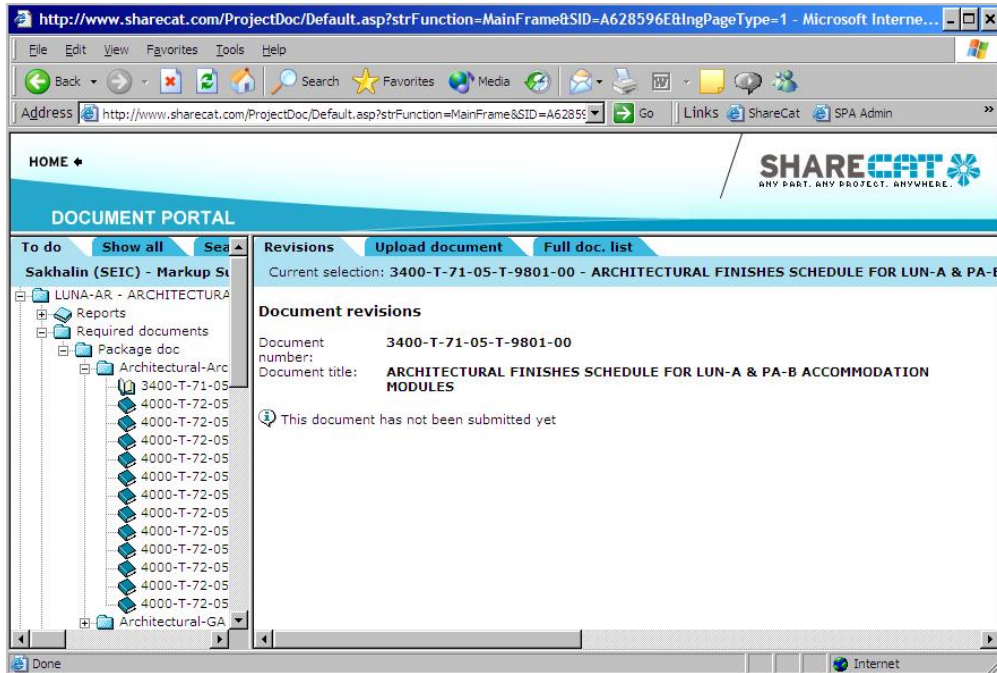
Login to ShareCat, select the relevant package containing the document being uploaded and locate the specific document within the document list. If necessary, use the “Search” tab to locate the document, as outlined above.

Click on the “Open” hyperlink next to the document and this will open the document in the tree view within the left-hand pane, as per below:



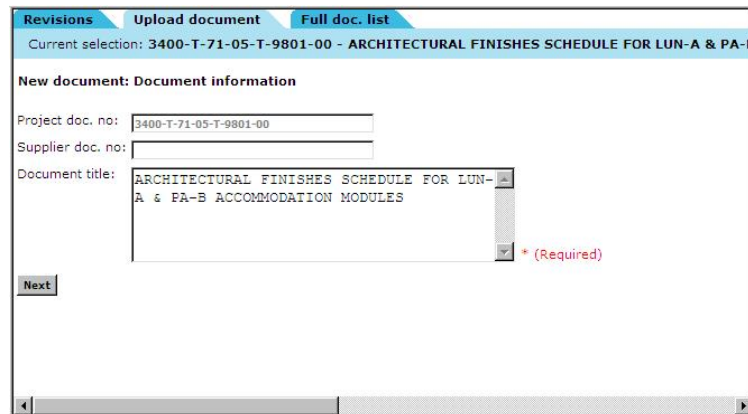
Screenshot 6 – Document submission

Click on the document in the left-hand pane will then present the following screen listing information about the current revision of the document selected:



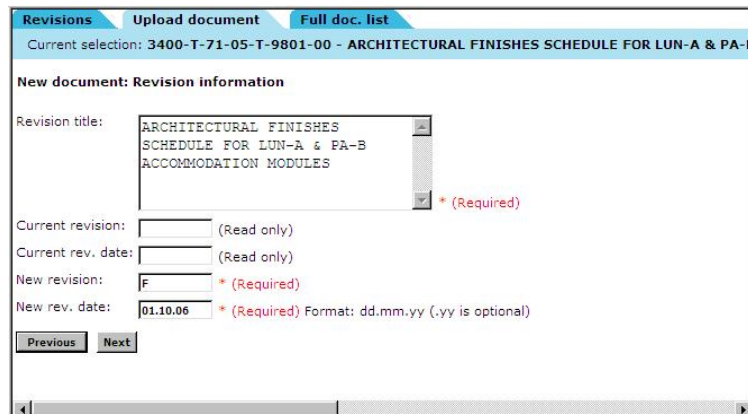
Screenshot 7 – Document Revision Information

Clicking on the “Upload Document” tab you will then be presented with the following information about the document number and title registered in the system, which can be changed if required:



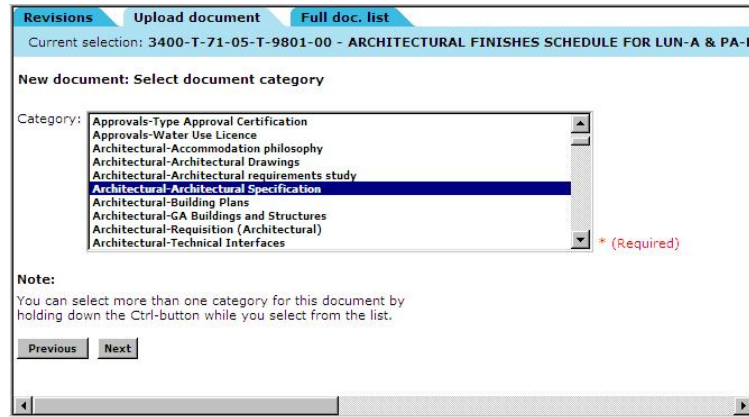
Screenshot 8 – Upload Document Information

Clicking on “Next” will then take you to the Revision screen, where you should enter the current document revision and revision issue date (which will default to today’s date if not known):



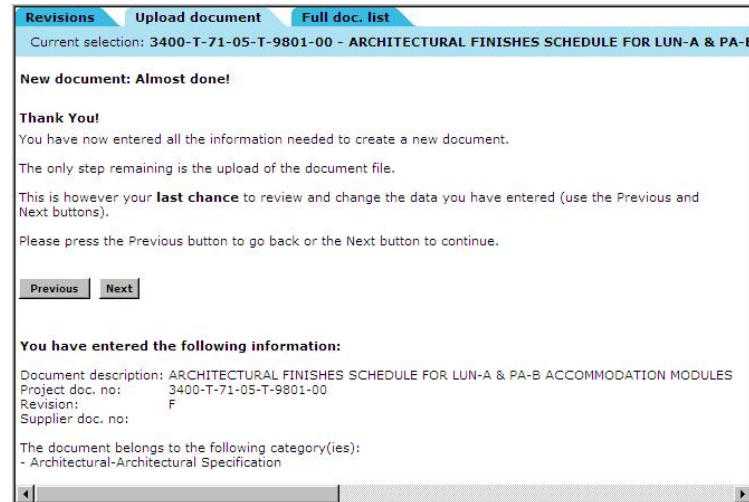
Screenshot 9 – Upload Revision Information

Clicking on “Next” will take you to the Document Category screen, where the assigned document category should already be selected, which can be changed at this time if required:



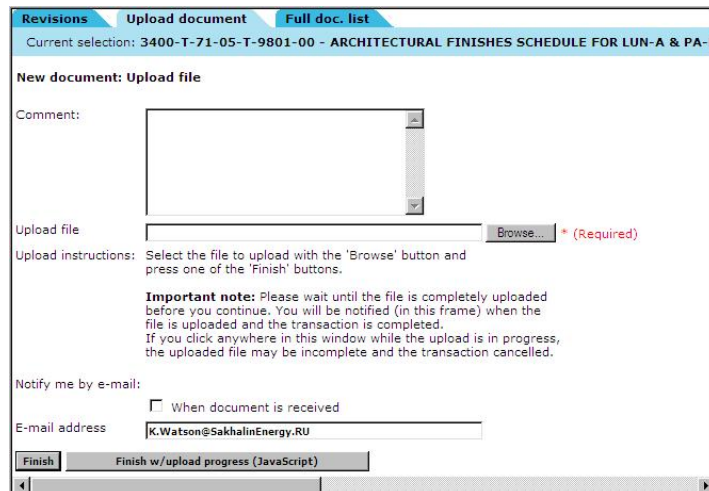
Screenshot 10 – Upload Document Category Information

Clicking on “Next” will take you to the Confirmation screen, where information entered to date is displayed. Clicking on “Previous” will take you back to the previous screens above if you need to re-enter any information.



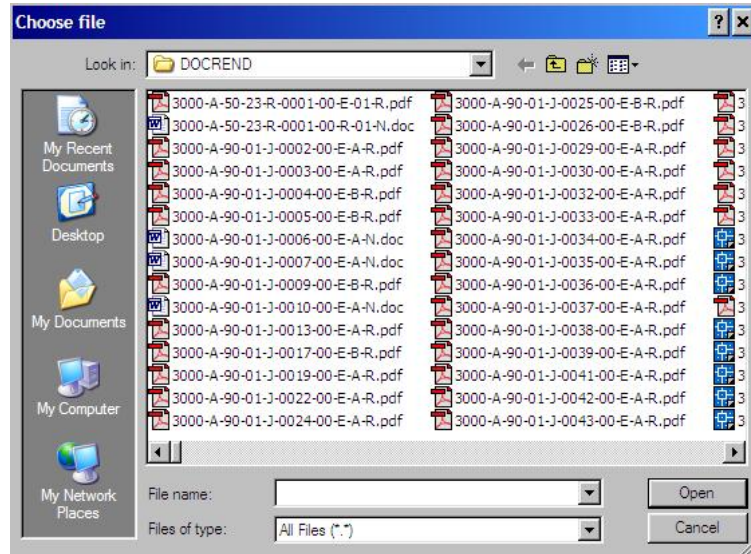
Screenshot 11 – Upload Confirmation

Clicking on “Next” will take you to the Upload File screen. Here you can enter any additional comments, and also flag whether you want to receive an email notification once the file has been uploaded into ShareCat, as shown below:



Screenshot 12 – Upload File

Clicking on “Browse” will present you with a standard Windows Browse screen that can be used to locate and identify the file being uploaded:



Screenshot 13 – Choose File

Once located, clicking on “Open” will return the full path and filename back to the “Upload File” screen. Clicking on the “Finish w/ Upload Progress” button will then upload the file and send the document for processing. Progress of this process will be displayed in a separate window, although this does require JavaScript to be allowed within your copy of Internet Explorer. If JavaScript is not allowed then just click on the “Finish” button, although this will not display the upload progress.

Once the file has been uploaded, the contents of the ZIP file will be unpacked and the document will be auto-processed into the “As-Built” Installation. The document will then be assigned to the as-built contractor for creation of an As-built revision.

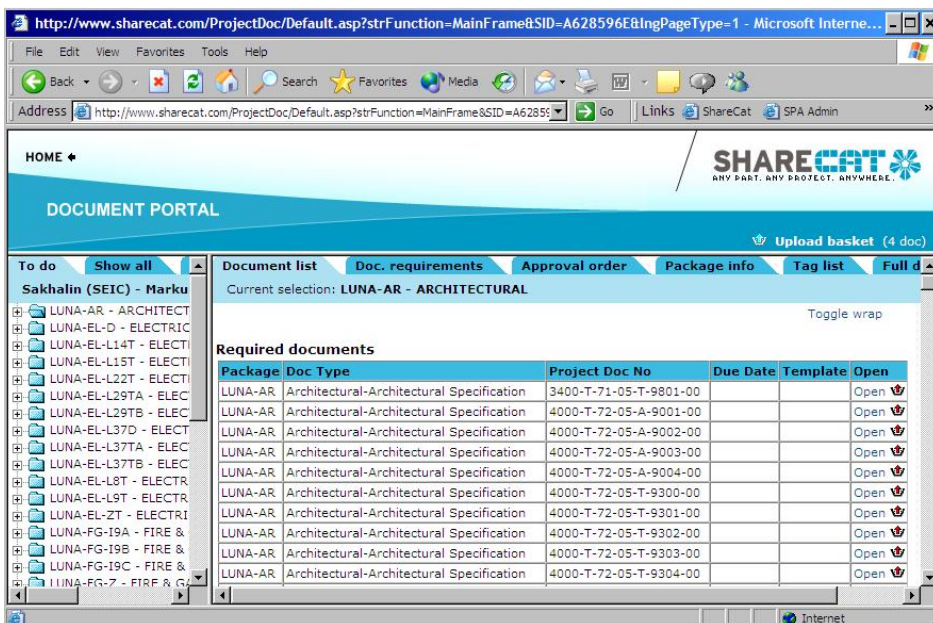
4.2 Multiple Document Upload

ShareCat allows the uploading of multiple document revisions with files all together as part of its “Upload Basket” functionality.

Login to ShareCat, select the relevant package and locate the document(s) within the document list. If necessary, use the “Search” tab to locate the document(s), as outlined above.

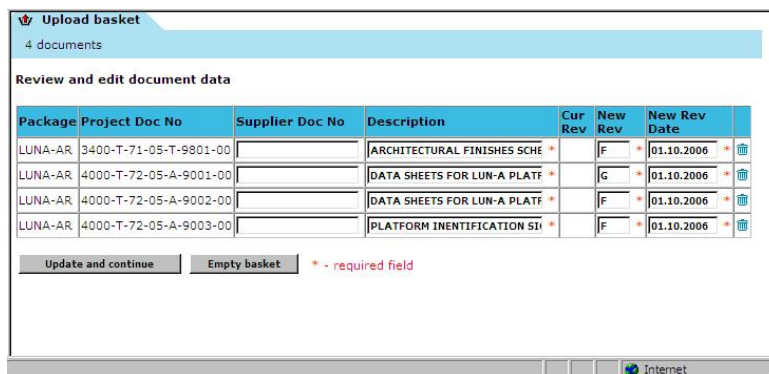
Next to each document in the document list is the “Upload Basket” icon - 

Clicking on this icon for the specific documents required will add those documents to the “Upload Basket” which will then be shown at the top of the screen as shown below:



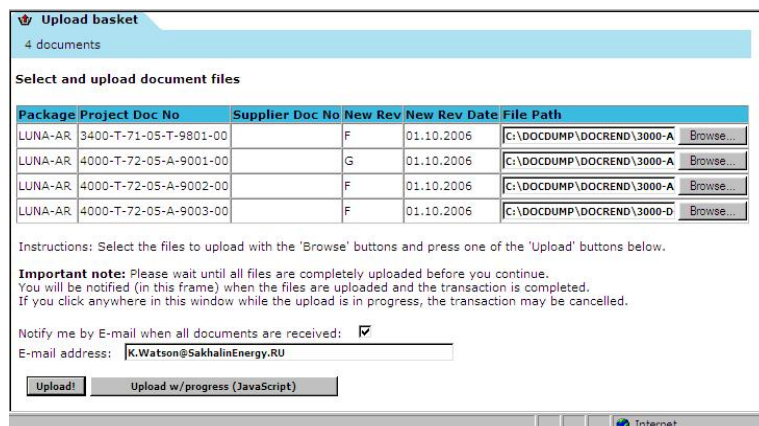
Screenshot 14 – Adding Documents to Upload Basket

Once you have selected all of the documents required, click on the “Upload Basket” link will then open the “Upload Basket” in the right-hand pane:



Screenshot 15 – Upload Basket Document Data

The documents will be listed together with information about their Title and Current Revision. Enter the New Revision and New Revision date for all documents being uploaded. If required, individual documents can be removed from the list by clicking on the dustbin icon next to the document. Alternatively, the whole upload basket can be emptied by clicking on “Empty Basket”. Once complete, click on “Update and Continue” to bring up the Upload Basket File Selection screen:



Screenshot 16 – Upload Basket File Selection

Click on "Browse" next to each document being uploaded to identify the full path and filename of the document file being attached.

Once complete, click on the "Upload w/ Progress" button to upload each file and send each document for processing. Progress of this process will be displayed in a separate window, although this does require JavaScript to be allowed within your copy of Internet Explorer. If JavaScript is not allowed then just click on the "Finish" button, although this will not display the upload progress.

Once the files have been uploaded, the contents of any ZIP files will be unpacked and the documents will be auto-processed into the "As-Built" Installation. The documents will then be assigned to the as-built contractor for creation of an As-built revision.

4.3 Bulk Document Upload

For large volumes of documents, ShareCat does have a Bulkload loading facility.

Separate files should be prepared for each document in the Bulkload batch. A metadata spreadsheet should then be prepared listing all files within the batch, and the Document Number, Revision, Revision Date and Title of each Document, as per the ShareCat-supplied template.

All of the files, plus the completed spreadsheet should then be ZIP'd together and loaded onto the Tektonisk FTP server, where they will be processed and bulkloaded into ShareCat.

Please contact the ShareCat helpdesk to set up this facility if required.

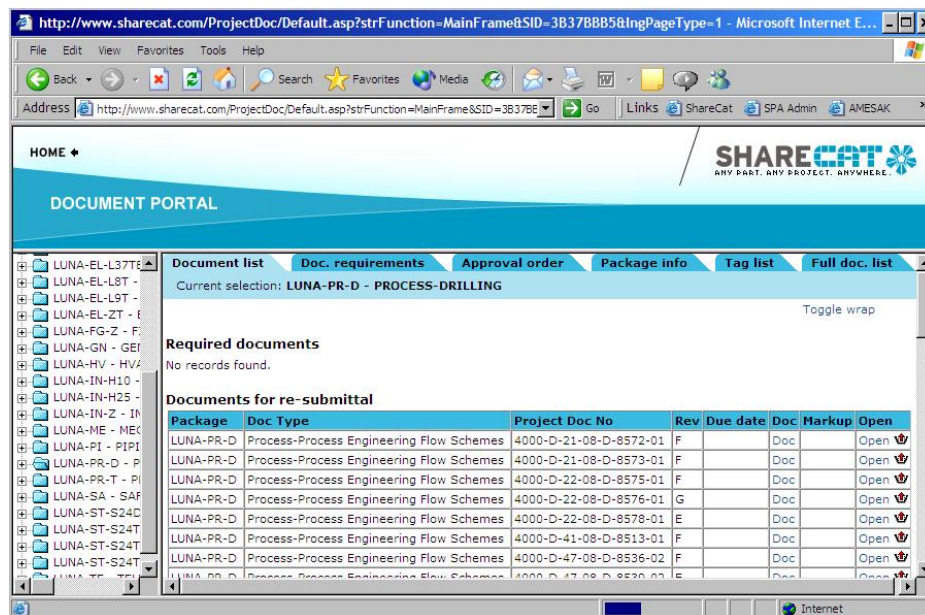
5 As-Built Document Submission

Once a “Markup Package” has been loaded into ShareCat, this will automatically be transferred to the “As Built” installation for creation of the as-built revision. The document will be delivered under the “Documents for re-submittal” section. This document should be reviewed, and an as-built revision created and uploaded into ShareCat for onward review and approval by AMEC.

In addition, if AMEC have rejected a previously issued as-built revision these will also appear under the “Documents for re-submittal” section.

5.1 Document Review and Download

Login to ShareCat, select the relevant package and locate the specific document within the document list. If necessary, use the “Search” tab to locate the document, as outlined above. This will present the following screen:

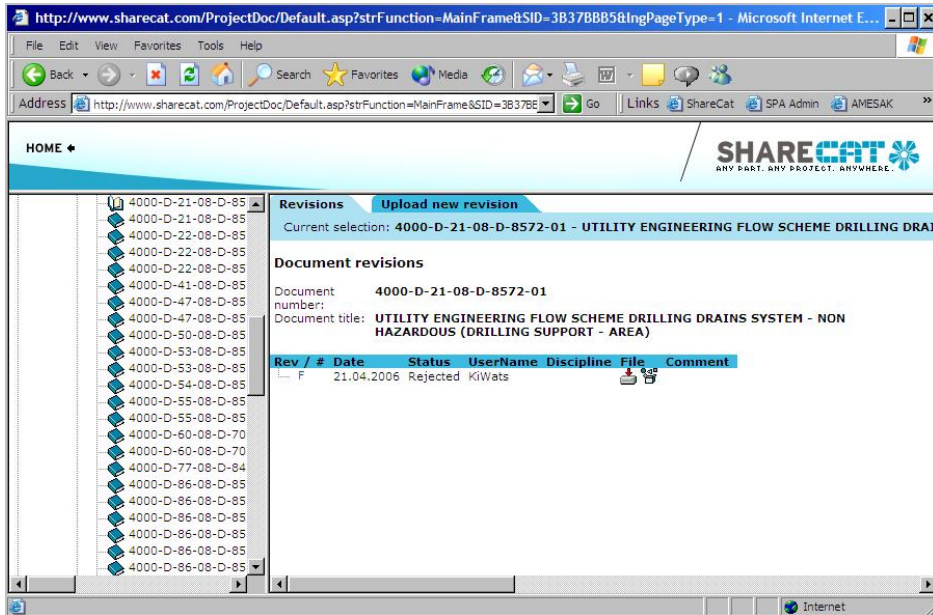


Screenshot 17 – Document Review and Download

To view or download the file attached to the document:



- Left-click on the “Doc” hyperlink next to the document and this will open the document in a new Internet Explorer Window
- Right-click on the “Doc” hyperlink next to the document and select “Save Target As”. This will allow you to download the document to your local PC/Network

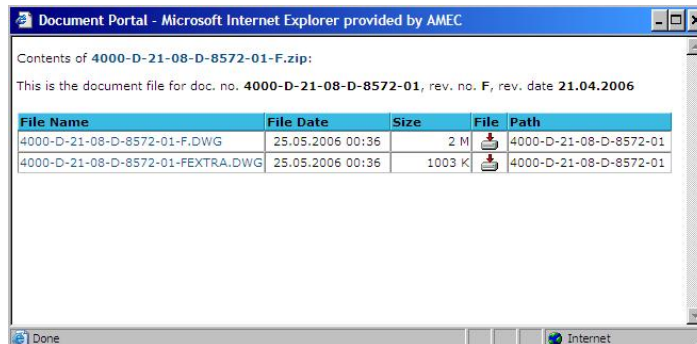
Alternatively, click on the “Open” hyperlink next to the document and this will open the document in the tree view within the left-hand pane. Then, click on the document in the left-hand pane and this will present the following screen listing information about the current revision of the document selected:



Screenshot 18 – Document Revision Review and Download

To view or download the file(s) attached to the document:

- Right-click on the “File” icon  and select “Save Target As”. This will allow you to download the document to your local PC/Network
- Left-click on the “Composite Doc” icon  which will show for any ZIP file attachments. This will open a new window showing the contents of any ZIP files as separate files. Each file can then be opened or downloaded individually as required:



Screenshot 19 – Document ZIP Review and Download

5.2 Individual As-Built Revision Upload

Complete the following actions to upload an individual as-built document revision.

Login to ShareCat and locate the relevant document being uploaded as described in section 5.1 above. Click on the “Open” hyperlink next to the document in the document list and this will open the document in the left-hand tree view. Clicking on the document in the left-hand pane will then present Screenshot 18 shown above.

Clicking on the “Upload New Revision” tab you will then be presented with the following information about the document number and title registered in the system, which can be changed if required:

Screenshot 20 – Upload New Revision Document Information

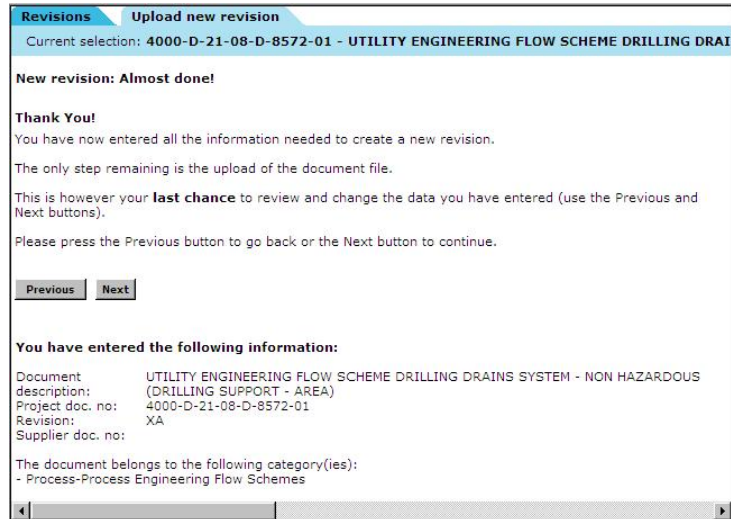
Clicking on “Next” will then take you to the Revision screen, where you should enter the new document revision and revision issue date (which will default to today’s date):

Screenshot 21 – Upload New Revision Information

Clicking on “Next” will take you to the Document Category screen, where the assigned document category should already be selected, which can be changed at this time if required:

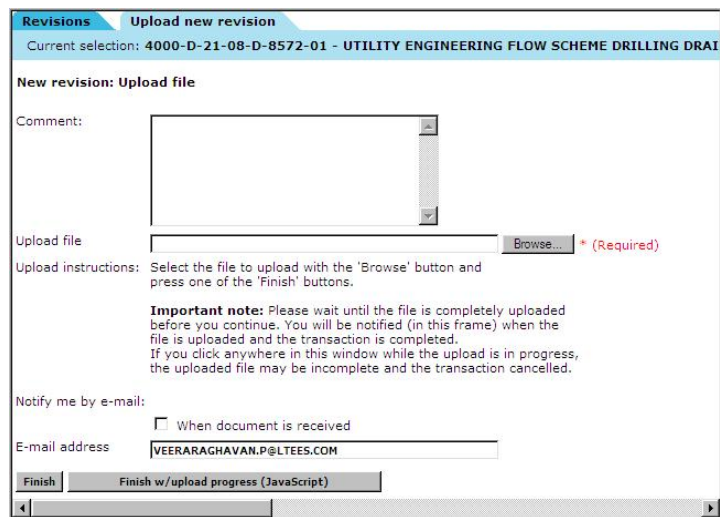
Screenshot 22 – Upload New Revision Category Information

Clicking on “Next” will take you to the Confirmation screen, where information entered to date is displayed. Clicking on “Previous” will take you back to the previous screens above if you need to re-enter any information.



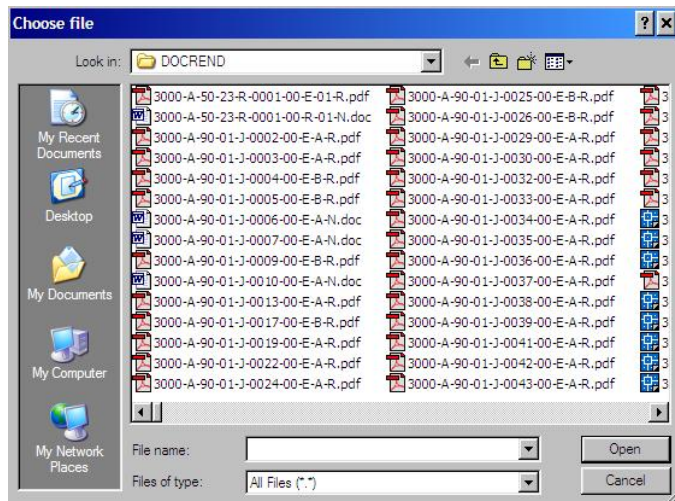
Screenshot 23 – Revision Upload Confirmation

Clicking on “Next” will take you to the Upload File screen. Here you can enter any additional comments, and also flag whether you want to receive an email notification once the file has been uploaded into ShareCat, as shown below:



Screenshot 24 – Upload Revision File

Clicking on “Browse” will present you with a standard Windows Browse screen that can be used to locate and identify the file being uploaded:



Screenshot 25 – Choose Revision File

Once located, clicking on “Open” will return the full path and filename back to the “Upload File” screen. Clicking on the “Finish w/ Upload Progress” button will then upload the file and send the document for processing. Progress of this process will be displayed in a separate window, although this does require JavaScript to be allowed within your copy of Internet Explorer. If JavaScript is not allowed then just click on the “Finish” button, although this will not display the upload progress.

Once the file has been uploaded the document will then be issued to AMEC for review and approval.

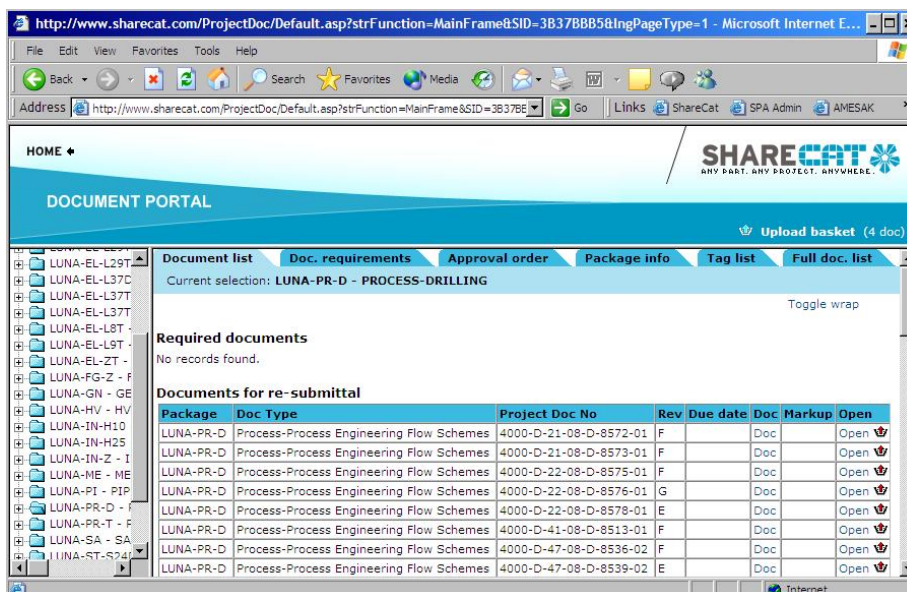
5.3 Multiple As-Built Revision Upload

ShareCat allows the uploading of multiple document revisions with files all together as part of its “Upload Basket” functionality.

Login to ShareCat, select the relevant package and locate the document(s) within the document list. If necessary, use the “Search” tab to locate the document(s), as outlined above.

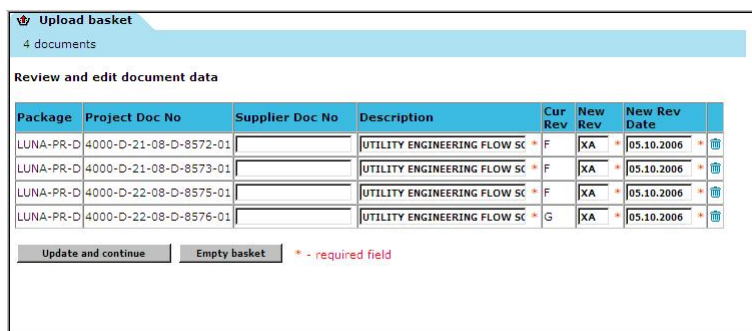
Next to each document in the document list is the “Upload Basket” icon - 

Clicking on this icon for the specific documents required will add those documents to the “Upload Basket” which will then be shown at the top of the screen as shown below:



Screenshot 26 – Adding Revisions to Upload Basket

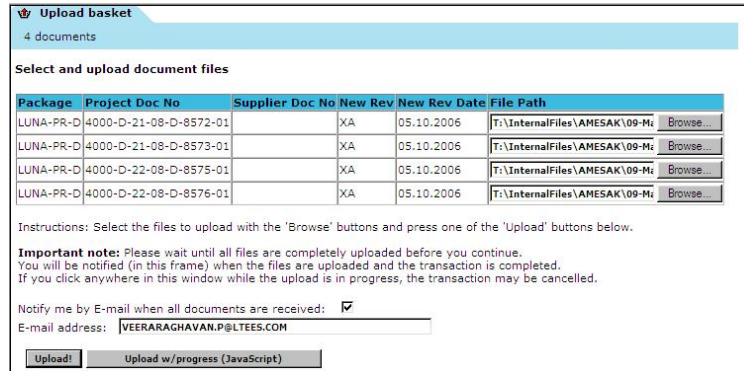
Once you have selected all of the documents required, click on the “Upload Basket” link will then open the “Upload Basket” in the right-hand pane:



Screenshot 27 – Upload Basket Document Revision Data

The documents will be listed together with information about their Title and Current Revision. Enter the New Revision and New Revision date for all documents being uploaded. If required, individual documents can be removed from the list by clicking on the dustbin icon next to the

document. Alternatively, the whole upload basket can be emptied by clicking on “Empty Basket”. Once complete, click on “Update and Continue” to bring up the Upload Basket File Selection screen:



Screenshot 28 – Upload Basket Revision File Selection

Click on “Browse” next to each document revision being uploaded to identify the full path and filename of the document file being attached.

Once complete, click on the “Upload w/ Progress” button to upload each file and send each document for processing. Progress of this process will be displayed in a separate window, although this does require JavaScript to be allowed within your copy of Internet Explorer. If JavaScript is not allowed then just click on the “Finish” button, although this will not display the upload progress.

Once the files have been uploaded the documents will then be issued to AMEC for review and approval.

5.4 Bulk As-Built Revision Upload

For large volumes of documents, ShareCat does have a Bulkload loading facility.

Separate files should be prepared for each document revision in the Bulkload batch. A metadata spreadsheet should then be prepared listing all files within the batch, and the Document Number, Revision, Revision Date and Title of each Document, as per the ShareCat-supplied template.

All of the files, plus the completed spreadsheet should then be ZIP'd together and loaded onto the Tektonisk FTP server, where they will be processed and bulkloaded into ShareCat.

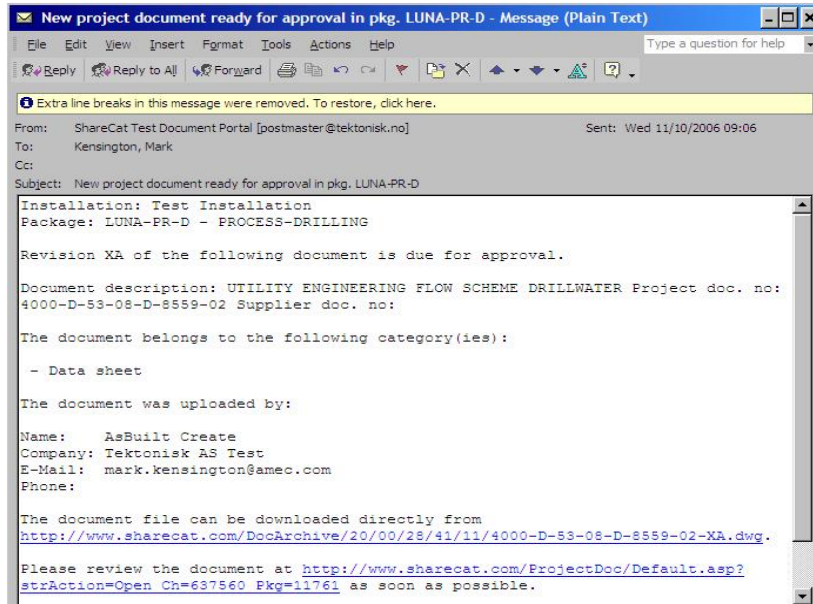
Please contact the ShareCat helpdesk to set up this facility if required.

6 As-Built Revision Review

Once an as-built revision has been uploaded into ShareCat, this will automatically be transferred to the “To Do” list of the relevant AMEC engineer performing the review and approval process.

6.1 As-Built Review

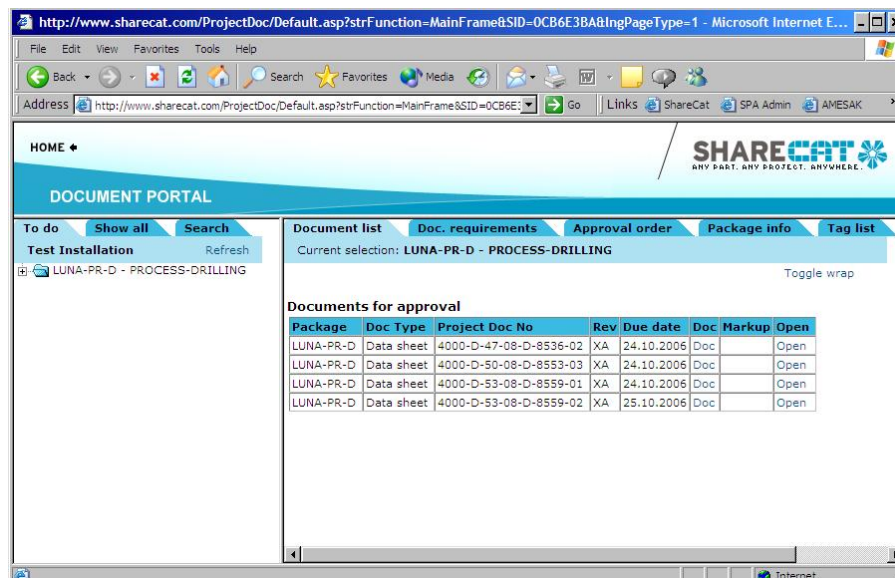
The system will normally generate an email advising the engineer that a new document has been uploaded ready for review, similar to the following:



Screenshot 29 – As-Built Review Email Notification

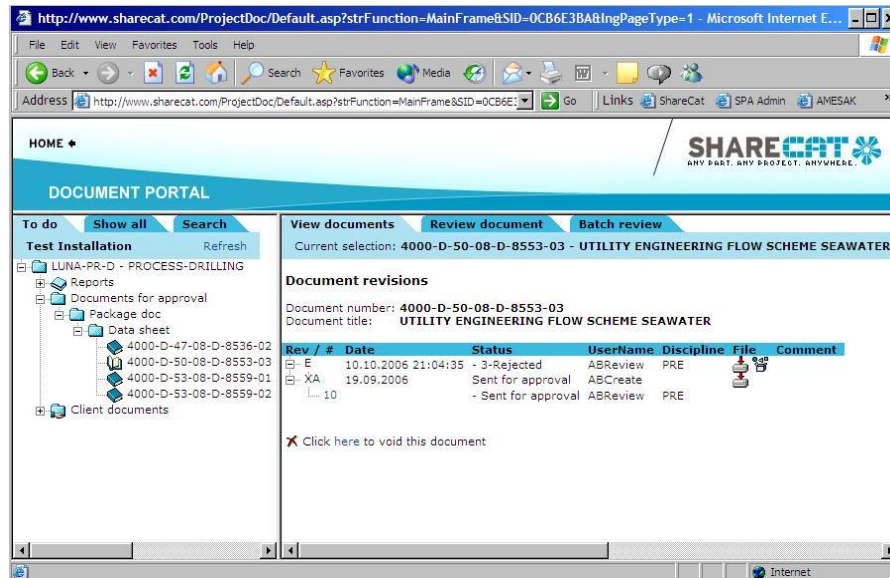
By clicking on the “Please review document at” hyperlink you will be asked to enter your ShareCat username and password and will then be taken directly to the “Review Document” section for this specific document.

Alternatively, you can login to ShareCat as normal, select the relevant package and locate the specific document within the document list. If necessary, use the “Search” tab to locate the document, as outlined above. This will present the following screen:



Screenshot 30 – As-Built Review

Click on the “Open” hyperlink next to the document and this will open the document in the tree view within the left-hand pane. Then, click on the document in the left-hand pane and this will present the following screen listing information about the current revision of the document selected:

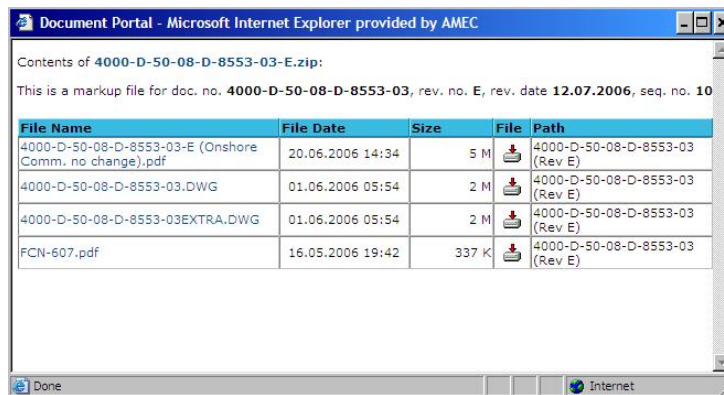


Screenshot 31 – As-Built Revision Review and Download

The above shows two revisions for the selected document. The first revision shown (E) is the latest revision passed to the As-Built contractor for update. The second revision shown (XA) refers to the actual as-built revision uploaded for review and approval.

To view or download the file(s) attached to either of these revisions:

- Left-click on the “File” icon next to the revision will open the file for view within Internet Explorer. This is not normally recommended as there are limited viewing capabilities within Internet Explorer
- Right-click on the “File” icon next to the revision and select “Save Target As”. This will allow you to download the document to your local PC/Network for review using any local viewing applications, such as AutoCAD, Voloview, Word, etc.
- Left-click on the “Composite Doc” icon which will show for any ZIP file attachments. This will open a new window showing the contents of any ZIP files as separate files. Each file can then be opened or downloaded individually as required:



Screenshot 32 – Document ZIP Review and Download

It is anticipated that the AMEC engineer will review the file attached to the as-built revision against the markups issued to the As-Built contractor against the latest revision. Project procedures are being produced to confirm the extent of this review process.

6.2 As-Built Status Setting – Individual Documents

Once you are ready to set the status of the specific as-built revision, locate the document as above and this time click on the “Review Document” tab shown in screenshot 31 above. This will present the following screen:

Screenshot 33 – As-Built Individual Approval/Rejection

This gives you the option to set the as-built revision status to one of the following options:

- Approved – The as-built revision is approved
- Rejected – The as-built revision has been rejected and should be ammended and re-submitted by the as-built contractor
- Not Applicable – The document should not have been up-revd to an as-built revision as it is not applicable to the as-built scope
- Start full review sequence – This is effectively a “Quarantine” status that should be used if the as-built revision has issues that require further clarification.

If Approving the revision, a hardcopy format of the as-built revision should be printed, wet signed and sent to DCC for scanning, uploading into ShareCat and handing over to SEIC.

If Rejecting the revision, additional comments should be added to the “Comment” box advising why the revision has been rejected. If the comments are more complex a scanned markup file can be produced by printing the document, marking it up by hand, and scanning (via DCC) the marked-up document to PDF file. This can then be attached via the “Upload Redmark File” option, clicking on the “Browse” button, and selecting the scanned PDF markup file to be attached.

If marking the document as “Not Applicable” additional comments should be added to the “Comment” box advising why the document is considered not applicable for as-building. There is no requirement to print and wet sign a “Not Applicable” as-built revision.

If marking the document as “Start full review sequence” additional comments should be added to the “Comment” box advising what issues require resolution. If the comments are more complex a scanned markup file can be produced and attached as outlined under the “Rejected” option above.

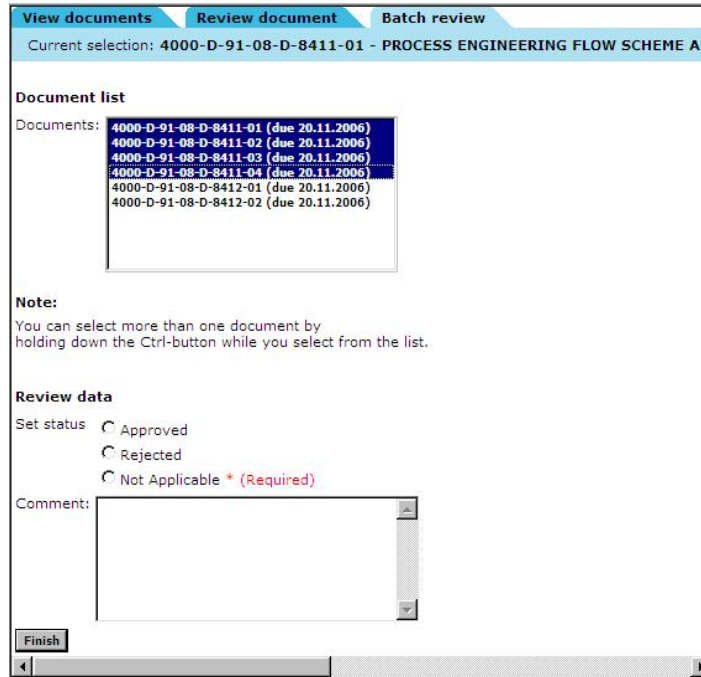
Once the status has been set, and any comments/markup files attached, click on the “Finish” button to complete the review process. This will remove the document from your “To Do” list and either forward it to DCC for processing, or return it to the as-built contractor for re-drafting.

6.3 As-Built Approval/Rejection – Batch Review

There is also a batch review option that will allow you to set the review status of multiple documents in one process. However, please note the following restrictions when using this:

- No markup file can be attached during this batch review process
- All documents selected will be set to the SAME status and given the SAME comments

Once you are ready to approve or reject the batch of as-built revisions, locate one of the documents in the batch as above and this time click on the “Batch Review” tab shown in screenshot 31 above. This will present the following screen:



Screenshot 34 – As-Built Batch Approval/Rejection

The Document List will show all documents awaiting review/approval. You can select multiple documents by holding down the “Ctrl” key and left-clicking on each document you want to include or exclude.

Once you have selected all the documents required, set the as-built revision status to one of the following options:

- Approved – The as-built revisions are approved
- Rejected – The as-built revisions have been rejected and should be ammended and re-submitted by the as-built contractor
- Not Applicable – The documents should not have been up-revd to an as-built revision as they are not applicable to the as-built scope

If Approving the revisions, a hardcopy format of each as-built revision should be printed, wet signed and sent to DCC for scanning, uploading into ShareCat and handing over to SEIC.

If Rejecting the revisions, additional comments can be added to the “Comment” box advising why the revisions have been rejected. This comment will be noted against ALL documents in the batch.

If marking the documents as “Not Applicable” additional comments can be added to the “Comment” box advising why the documents are considered not applicable for as-building. There is no requirement to print and wet sign any of the “Not Applicable” as-built revisions.

Once the status has been set, and any comments added, click on the “Finish” button to complete the review process. This will remove the documents from your “To Do” list and either forward them to DCC for processing, or return them to the as-built contractor for re-drafting.

6.4 As-Built Quarantine Review

Any documents that have been set to the Quarantine status of “Start Full Review Sequence” through the above process will be sent to the Quarantine Co-ordinator for review and resolution. Standard email notifications, together with any comments/markup files explaining why the document has been quarantined, will be sent to the co-ordinator who will need to resolve the outstanding issues.

Once resolved, the co-ordinator can then move the document back to Engineering Review with any additional comments/markup files to outline the resolution.

Once the co-ordinator is ready to set the status of the specific as-built revision, locate the document as above and this time click on the “Review Document” tab shown in screenshot 31 above. This will present the following screen:

Screenshot 35 – As-Built Quarantine Review

Set the status of the as-built revision to “Comment” and insert any additional comments in the “Comment” box advising how the issue has been resolved. If the comments are more complex a scanned markup file can be attached via the “Upload Redmark File” option, clicking on the “Browse” button, and selecting the scanned PDF markup file to be attached.

Once the status has been set, and any comments/markup files attached, click on the “Finish” button to complete the review process. This will remove the document from the co-ordinators “To Do” list and return it to the reviewing Engineer for processing as per Section 6.2 above.

If resolution of the problem requires the document revision to be returned to the as-built contractor for re-drafting, or to set the document as “Not Applicable”, it will still need to be commented as above and then the reviewing Engineer should set the correct status.

7 As-Built Approved Document Upload

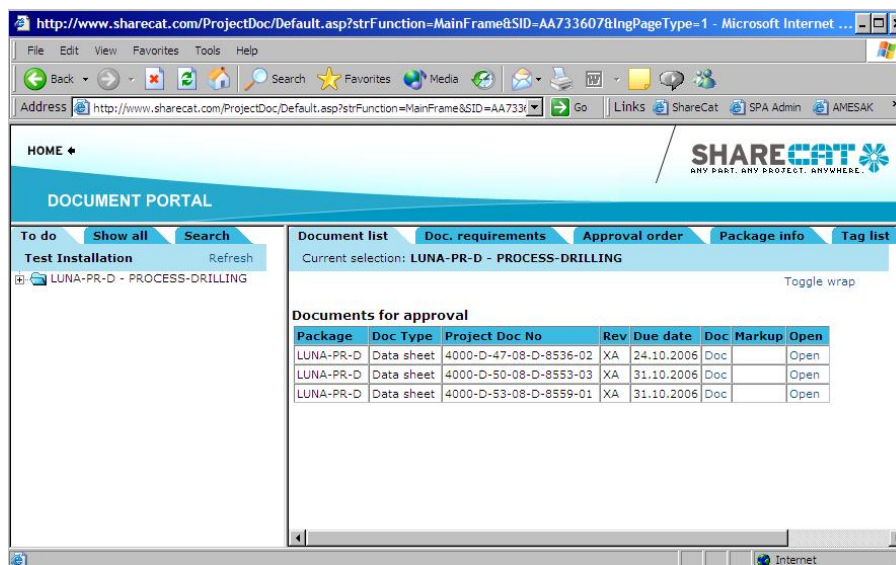
Once an as-built revision has been set to either “Approved” or “Not Applicable” status it will then be moved to the “To Do” list for DCC.

For “Approved” revisions a wet signed hardcopy of the revision should also be forwarded to DCC. This should be scanned to PDF and then the paper copy filed for hardcopy handover purposes.

The completed as-built revision should then be processed through ShareCat as follows:

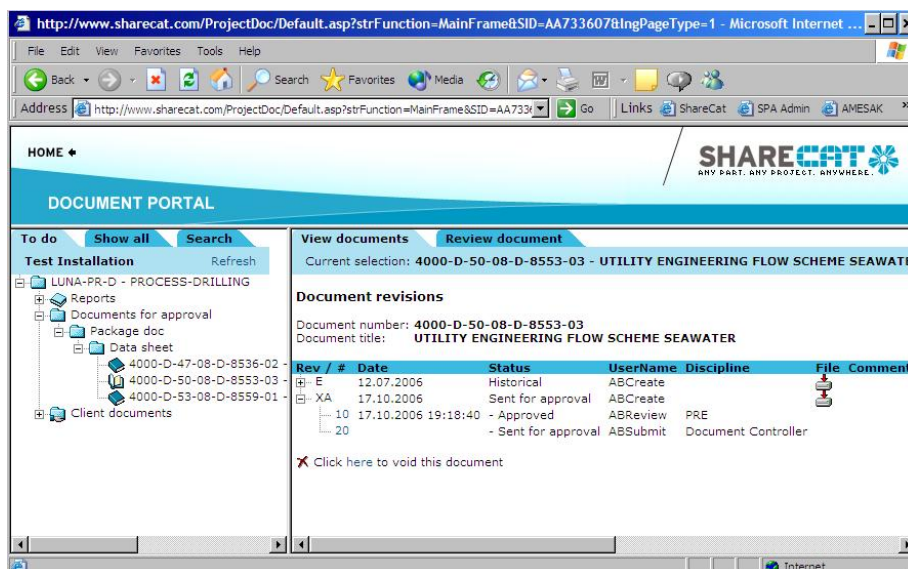
7.1 Approved Document Loading

Login to ShareCat as normal, select the relevant package and locate the specific document within the document list. If necessary, use the “Search” tab to locate the document, as outlined above. This will present the following screen:



Screenshot 36 – Completed As-Built Documents

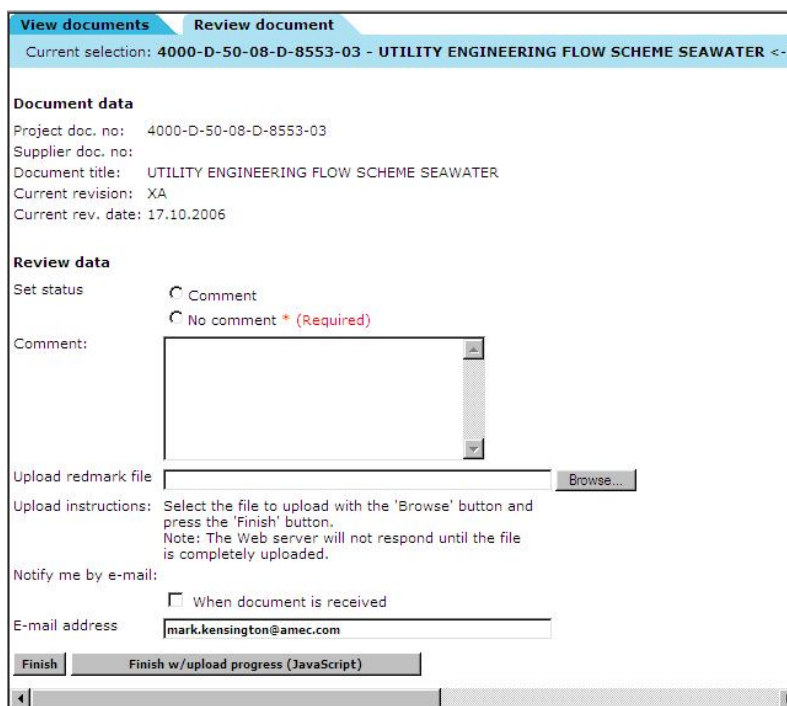
Click on the “Open” hyperlink next to the document and this will open the document in the tree view within the left-hand pane. Then, click on the document in the left-hand pane and this will present the following screen listing information about the current revision of the document selected:



Screenshot 37 – Completed As-Built Revision Information

NOTE that the “Status” of the As-built revision will either be set to “Approved” or “Not Applicable” based on the engineers review.

Click on the “Review Document” tab and this will present the following screen:

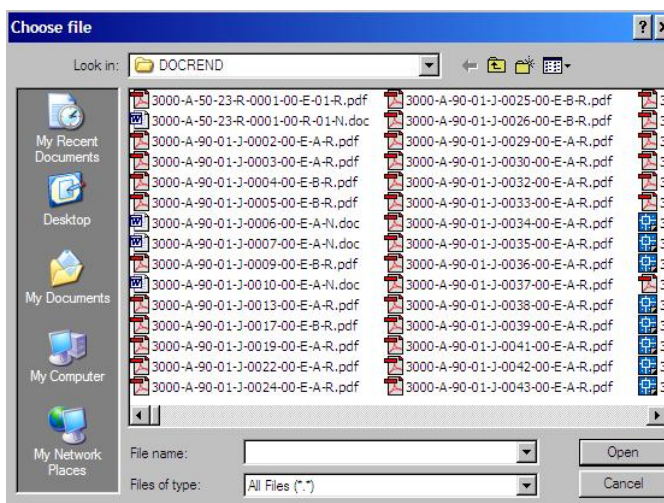


Screenshot 38 – Completed As-Built Upload

The status should normally be set to “No Comment” unless you want to add any comments, in which case set the status to “Comment” and enter the relevant details in the “Comment:” box.

For documents with a status of “Not Applicable” there is NO requirement to upload a PDF markup file, as there will be no signed as-built revision available to PDF. Click on “No Comment” and then the “Finish” button to complete the review process.

For documents with a status of “Approved”, click on “Browse” and this will present you with a standard Windows Browse screen that can be used to locate the scanned PDF file of the approved as-built revision:



Screenshot 39 – Choose Markup File

Once located, clicking on “Open” will return the full path and filename back to the “Review Document” screen. Clicking on the “Finish w/ Upload Progress” button will then upload the PDF file and complete the review process. Progress of this process will be displayed in a separate window, although this does require JavaScript to be allowed within your copy of

Internet Explorer. If JavaScript is not allowed then just click on the "Finish" button, although this will not display the upload progress.

Once the file has been uploaded the document will be moved to the "Completed" documents section and no further actions are required.

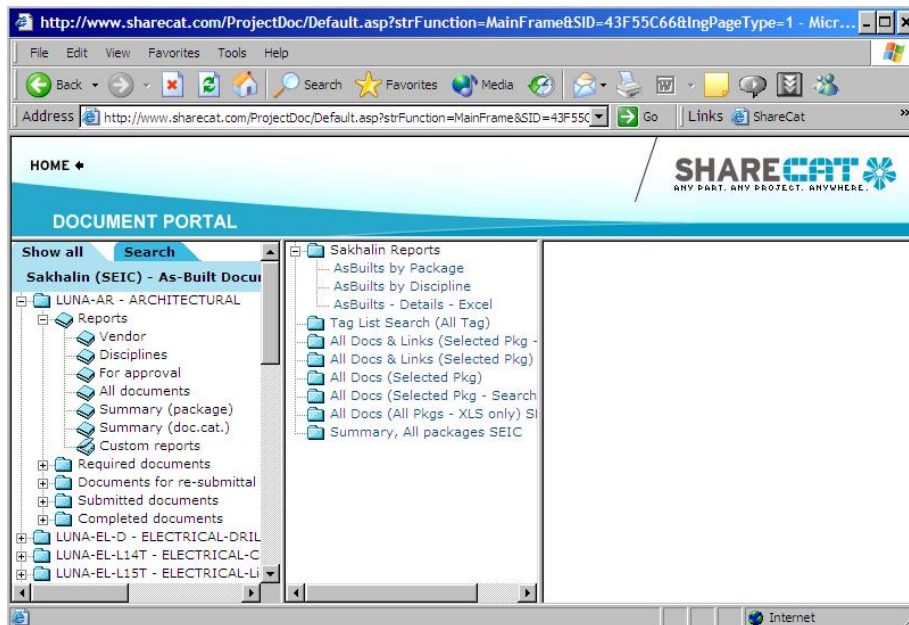
8 Reports

There are a number of standard reports that can be run to assist in reviewing document status, package status and overall project status.

In addition, custom reports have been developed to provide a summary of all documents by package and status, and also a detailed list of all documents being as-built.

To access the reports menu, login to ShareCat as normal, click on the plus (+) sign next to one of the packages, and then click on the plus (+) sign next to the "Reports" option. This will then list the standard ShareCat reports which can be run by clicking on the relevant report.

To access the custom reports, click on the "Custom Reports" option and then click on the plus (+) sign next to "Sakhalin Reports" and this will list the following screen of custom reports:



Screenshot 40 - Report Selection

Click on the relevant report to produce the following:

- AsBuilts by Package – This will provide a summary report listing the total number of documents per “Package” broken down by current status.
- AsBuilts by Discipline – This will provide a summary report listing the total number of documents per “Discipline” broken down by current status.
- AsBuilts - Details - Excel – This will produce a full export of all information for ALL documents in the whole as-built installation. Due to the size of this report this will only be produced in an Excel downloadable format.

Once each of the reports has been run, the results will be displayed in the right-hand screen. At the end of all reports is a hyperlink to the Excel version of the report produced. This can be downloaded by right-clicking on the report hyperlink, selecting “Save Target As” and then selecting the destination to save the Excel report to.

9 Helpdesk

If you should have any questions regarding the use of ShareCat ProjectArena or this user manual, please contact the Helpdesk as detailed below.

9.1 How to Contact

To contact the helpdesk, please use the following:

Telephone: +44 (0)8707 606684

Fax: +44 (0)8700 115391

Email: amesak@sharecat.com

9.2 Hours of operation

Operational Hours are: 07.00 - 17.30 (UK time).

The Helpdesk will provide an after-hours answering service to record enquiries which will be followed-up on first business day following receipt.

If calling out of hours, please leave a message of your contact details, and the Helpdesk will return your call. Alternatively the fax and e-mail service can be used.

Appendix A – Workflow

The following shows the workflow being used for the design document as-built preparation, submission, review and approval process. ShareCat is being used to manage the part of the process highlighted in blue.

