

Addendum

for all steps

Move a Document to Another SharePoint Library Manually

MAJOR CHANGE: DO NOT USE the “Move to” to move your document manually.

You will see that there is another column now in the SharePoint library called USP Status.

Open Properties ▾	USP Status ▾	Priority Level ▾	Due Date ▾	Section ▾
Open Properties	In progress	Low	10/12/2020	200

When the file arrives or you upload it in the SharePoint library the default message will be “**In Progress**”. To move the file to the next library (*next Step in the process*) you will open the properties and choose “**Move to next step**” then “**Save**”.

Save Cancel Copy link

USP Document Properties

All fields are required.

Due Date

2020-10-12T12:06:33Z

* USP Status

In progress ▾

Priority Level

Low ▾

* Section

200

* DES Number

5412589

* Contract Number

Please do not enter any spaces

R-54125

* Letting Date

12/20/2020

* USP Title

Testing

Save Cancel Copy link

USP Document Properties

All fields are required.

Due Date

2020-10-12T12:06:33Z

* USP Status

In progress ✕

In progress

In progress

Move to next step

* Section

200

* DES Number

5412589

* Contract Number

Please do not enter any spaces

R-54125

* Letting Date

12/20/2020

* USP Title

Testing

The USP Status will now read “**Move to next step**”. This moves the file and sends an email and a Teams notification out to the channel. Please allow several minutes for this process to complete.

Open Properties ▾	USP Status ▾	Priority Level ▾	Due Date ▾	Section ▾
Open Properties	Move to next step	Low	10/12/2020	200

Construction Management

Construction Management in Step 2 you will still choose the SMEs and then when you are ready to move the file choose **“Move to next step”**.

The screenshot shows the 'USP Document Properties' form. The 'USP Status' dropdown menu is open, showing options: 'In progress' (selected and highlighted in orange), 'Move to next step', and 'Move to 4_CM'. Other fields include: Due Date (2020-10-12T13:56:15Z), Priority Level (Low), Section (200), DES Number (5412589), Contract Number (R-54125), Letting Date (12/20/2020), USP Title (Testing), Project Manager (Habiq, Melanee), Designer (Habiq, Melanee), District (Seymour), Choose SMEs (Find items), File name with extension (Seymour.docx), and Comments (Place instruction for SME's here).

If there are **no SMEs needed** then you will choose **“Move to 4_CM”**.

The screenshot shows the 'USP Document Properties' form. The 'USP Status' dropdown menu is open, showing options: 'Move to 4_CM' (selected and highlighted in orange), 'Move to 4_CM', 'In progress', 'Move to next step', and 'Move to 4_CM'. Other fields include: Due Date (2020-10-12T14:05:18Z), Priority Level (Low), Section (200), DES Number (5412589), Contract Number (R-54125), Letting Date (12/20/2020), USP Title (Testing), Project Manager (Habiq, Melanee), Designer (Habiq, Melanee), District (Seymour), Choose SMEs (Find items), File name with extension (Seymour.docx), and Comments (Place instruction for SME's here).

Construction Management in Step 6 will have different choices. Choose your selection based on which district the USP file needs to go to and then click “**Save**”.

Save Cancel Copy link

USP Document Properties

All fields are required.

Due Date
2020-10-12T13:49:47Z

* USP Status

In progress X

In progress

In progress

* Move to 7_PM Crawfordsville

* Move to 7_PM Fort Wayne

* Move to 7_PM Greenfield

* Move to 7_PM LaPorte

* Move to 7_PM Seymour

* Move to 7_PM Vincennes

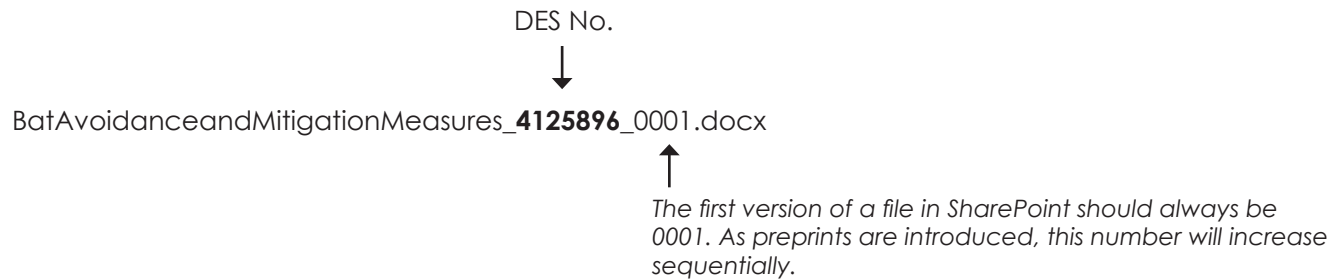


Using the “Move to” for LPA and Final USP Documents will NOT Change

Legal will still continue to use the “Move to” in Step 12 when moving all final USP documents to the USP_HOLD library. Designers and Project Managers as well will still continue to use the “Move to” to move LPA USP documents into the LPA_HOLD library.

File Naming Conventions

All file names will now **require** the DES number. Please follow these guidelines when naming your file. Failure to introduce documents to the SharePoint review process in this way may lead to overriding of yours or other files within the SharePoint system. Each filename should be unique, and no override of another file should ever be needed.



Do Not Use Special Characters

When naming your USP file be sure that your not using any of the following character in your filename.

- < (less than)
- > (greater than)
- : (colon)
- " (double quote)
- / (forward slash)
- \ (backslash)
- | (vertical bar or pipe)
- ? (question mark)
- * (asterisk)
- . (Period) **No period except as a file extension.**



Note

For questions regarding the new USP Preprint process, contact Elizabeth Thomas at ethomas2@indot.in.gov or @mention her in Teams.

Choosing a Priority Level

There is now a column named "Priority Level" all USPs will now need to have a priority level assigned. You can do that by choosing the level from the drop-down as shown in the figure below.

Pre-Print

High < 4 wks

Medium < 8 wks

Low

Pre-Print

Priority Level Defined

- **High < 4 wks** should be selected when a USP is less than 4 weeks away from a Letting.
- **Medium < 8 wks** should be selected when a USP is less than 8 weeks away from a Letting.
- **Low** should be selected when the USP is greater than 8 weeks.
- **Preprint has a special certain set of circumstances to be followed as outlined in the paragraph below.**

Projects Letting after November 10, 2020

USP preprints must be submitted as an expedited review no later than 7 days prior to the advertisement date. Missing this deadline, or neglecting to designate as a preprint within the meta-data, may lead to the requested modifications being submitted as a Revision post-advertisement.

1. Each USP document requiring changes should be annotated in accordance with directives in IDM 14-1.02(06) Item 2 (highlight and/or red ~~strike throughs~~). This annotation will be cleaned and removed at a later step in the process prior to completion of the review process (by others).
2. Submit preprint changes to USPs through SharePoint using the new INDOT_UniqueSpecialProvisions Teams review process.

- a) All USPs that have completed the original SharePoint review will need to be reintroduced in the 0_Designer [District] library. Its extension count must be increased sequentially. The priority level for these documents must be entered as "Preprint" within the project meta-data. All other elements of the filename should match that of the original submission.

Example:

Original file = WetlandRestoration_[DES No.]._0001.docx

Preprint resubmit = WetlandRestoration_[DES No.]._0002.docx

- b) On occasion, USPs have not yet completed the original SharePoint review that will require preprint changes before completion. If this is the case, the proposed modifications should be annotated (see Item 1) within 09_Designer or 11_Designer library. No reintroduction of a new file to SharePoint is required in this instance.

- 3.** Notify the Estimating Planners (Susan Languell, slanguell@indot.in.gov and Richi Martin, RicMartin@indot.in.gov) that a specific USP has been resubmitted or updated in the system for a preprint change. Briefly describe the change and include the filename of the modified document clearly in the body of the email.



Process

User Guide

by Melanee Habig

Revised 09/24/2020

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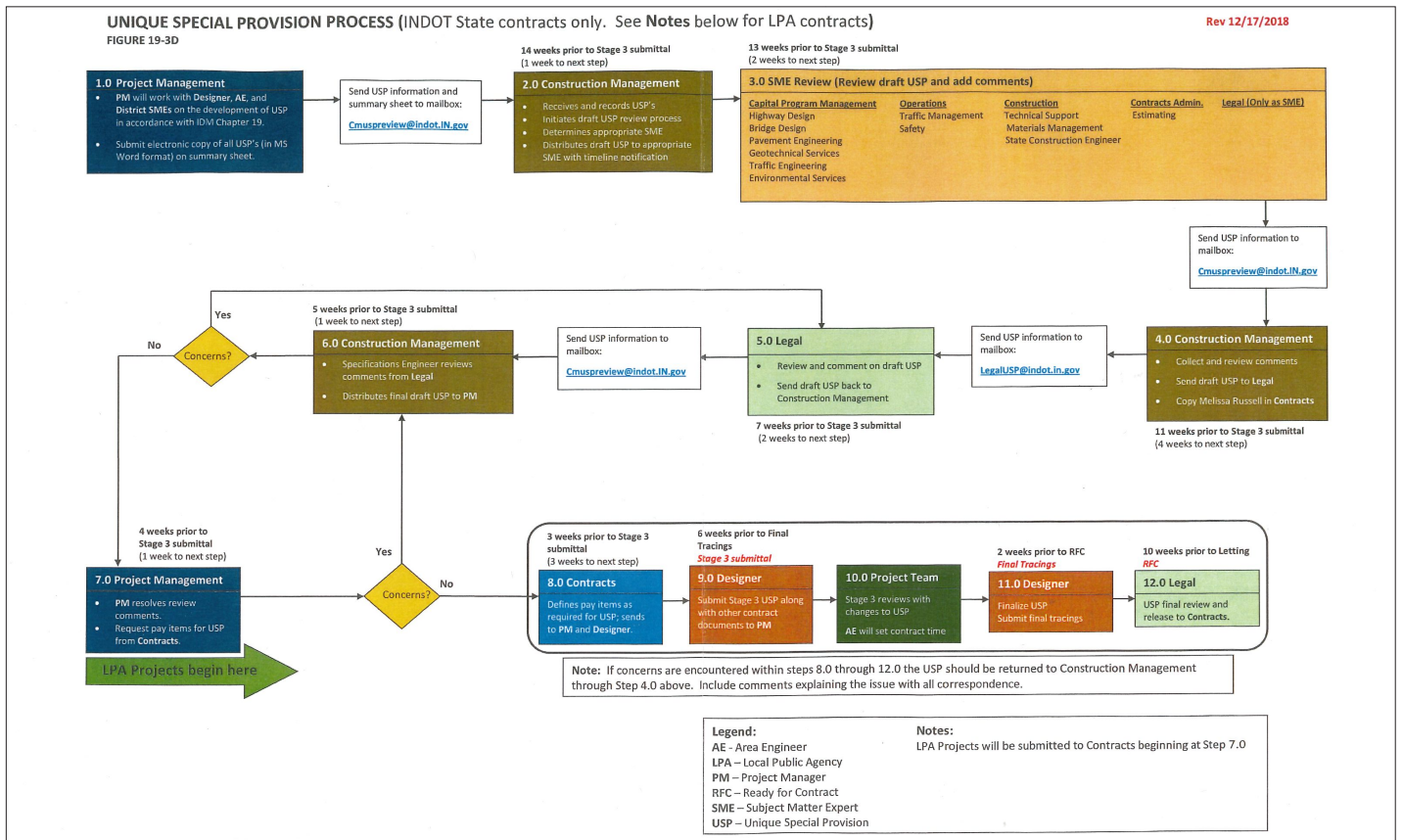
Available Training Material

INDOT_UniqueSpecialProvisions Team the training material below can be found in the **USP Training** channel in Microsoft Teams.

- USP Training Video
- Document Workflow Chart
- USP Process User Guide



USP Process Now



In the figure below, you can see how the USP documents are tracked manually in this spreadsheet. This will no longer be necessary. Currently, USP documents are sent back and forth through email, no timeline is followed, and multiple copies of the USP are produced, combined and lost or completely missed. SMEs currently make separate documents of the same USP, leaving Contract Management responsible for combining all of their changes. This will all change with the new USP Process.

[illegible]

What the New USP Process Looks Like

Some of the major changes are:

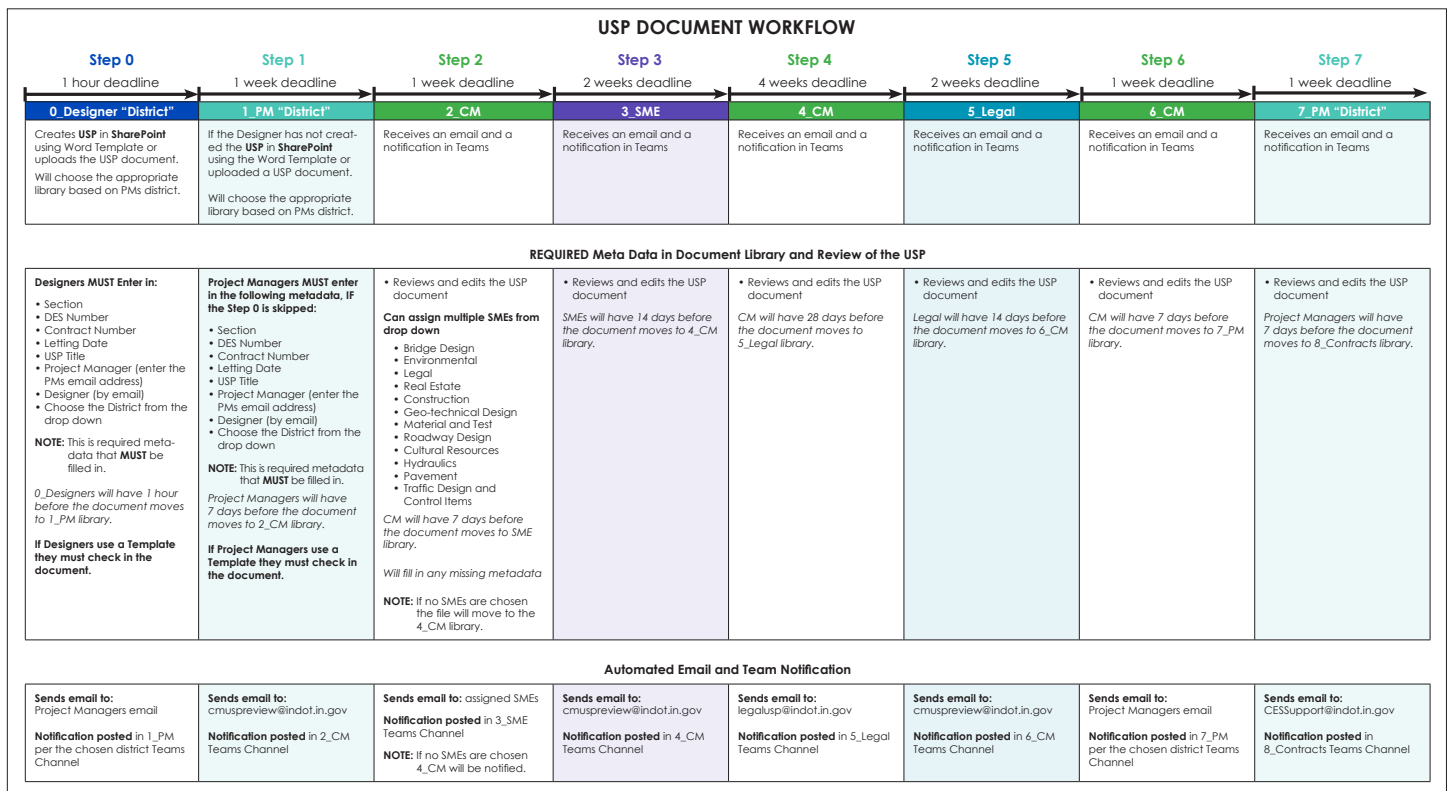
- You will now work in the **INDOT_UniqueSpecialProvisions Microsoft Team** and in SharePoint libraries.
- There will no longer be multiple copies of the same document floating around. The USP document will live in SharePoint libraries throughout the whole process. In SharePoint, all libraries have versioning turned on, which will save up to 500 versions of that document. This will definitely come in handy, if you ever need to go back to an older version.
- Construction Management will no longer need to keep track of the USPs in Excel. The USP document will move automatically based on the time allotted for each step.
- Emails and notifications of when the document is moving will be sent out automatically, so you will no longer have to send out the document in an email to the next person.
- Construction Management will no longer need to combine changes from the SMEs. SMEs will now be able to co-author and collaborate in the same document in Word.

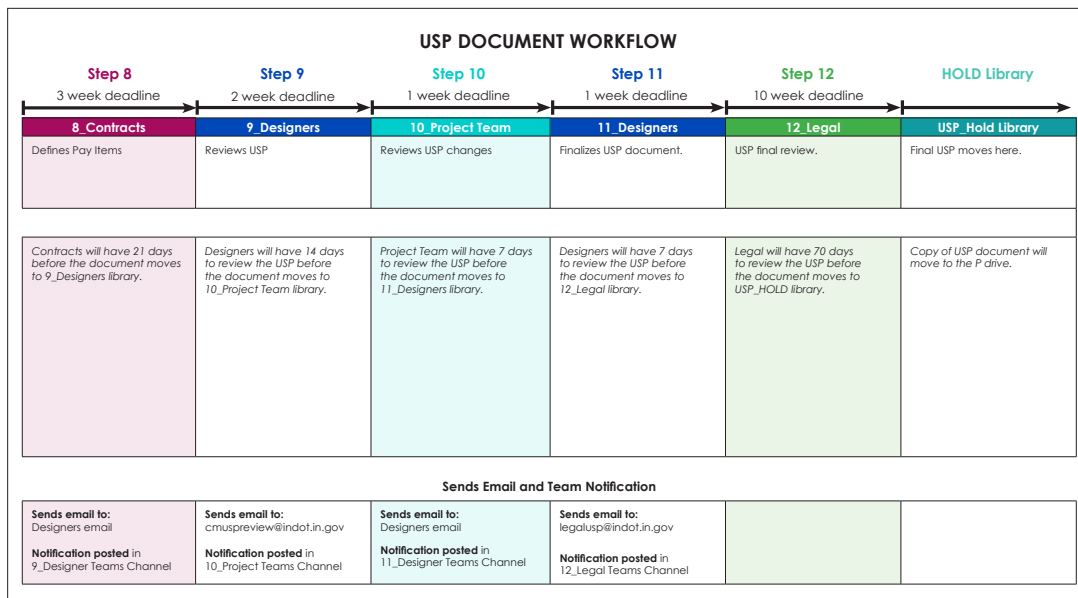


Note

If a USP document needs to be pushed through the process quickly, it can be moved manually from library to library.

If you look at the next two figures you will see the steps, the time allotted for each step, the required data that will need to be filled out, the email address and the Team channel of where the emails/notifications will be sent.





What is the USP Process

The USP Process consists of 13 Steps, starting with Step 0.

- | | |
|-------------------------------------|------------------------------|
| 1. Step 0 - Designers | 8. Step 7 - Project Managers |
| 2. Step 1 - Project Managers | 9. Step 8 - Contracts |
| 3. Step 2 - Construction Management | 10. Step 9 - Designers |
| 4. Step 3 - Subject Matter Experts | 11. Step 10 - Project Teams |
| 5. Step 4 - Construction Management | 12. Step 11 - Designers |
| 6. Step 5 - Legal | 13. Step 12 - Legal |
| 7. Step 6 - Construction Management | |

Each Step has it's own Library

SharePoint Libraries

You will notice that there are 6 Designer libraries and 6 Project Manager libraries named by district. These were created this way in order to allow a large number of people to be in each library at once. So, if you are a Designer and you have a USP that you're working on for the Fort Wayne district, then you will use the 0_Designer Fort Wayne library. Project Managers will choose the library based on their district. Also, note that **only** the Designers and the Project Managers have the option to create a new USP from a template. There are three templates to choose from.

- Restrictive Type USP
- ConstructiveUSPBig5
- USPtoDirectlyReviseStandardSpecifications



SharePoint Libraries by Name

- 0_Designers Crawfordsville
- 0_Designers Greenfield
- 0_Designers Fort Wayne
- 0_Designers LaPorte
- 0_Designers Seymour
- 0_Designers Vincennes
- 1_PM Crawfordsville
- 1_PM Greenfield
- 1_PM Fort Wayne
- 1_PM LaPorte
- 1_PM Seymour
- 1_PM Vincennes
- 2_CM
- 3_SME
- 4_CM
- 5_Legal
- 6_CM
- 7_PM Crawfordsville
- 7_PM Greenfield
- 7_PM Fort Wayne
- 7_PM LaPorte
- 7_PM Seymour
- 7_PM Vincennes
- 8_Contracts
- 9_Designers
- 10_Project Teams
- 11_Designers
- 12_Legal



Team Channels by Name

- 0_Designers
- 1_Project Manager Crawfordsville
- 1_Project Manager Greenfield
- 1_Project Manager Fort Wayne
- 1_Project Manager LaPorte
- 1_Project Manager Seymour
- 1_Project Manager Vincennes
- 2_Construction Management
- 3_SME
- 4_Construction Management
- 5_Legal
- 6_Construction Management
- 7_Project Manager Crawfordsville
- 7_Project Manager Greenfield
- 7_Project Manager Fort Wayne
- 7_Project Manager LaPorte
- 7_Project Manager Seymour
- 7_Project Manager Vincennes
- 8_Contracts
- 9_Designers
- 10_Project Teams
- 11_Designers
- 12_Legal

USP Process for Designers



Note: First, you must be logged into Office 365.

Team and Team Channels

You should have received a notification to join the INDOT_UniqueSpecialProvisions Microsoft Team. If you did not, then please email me at mhabig1@indot.in.gov, and I will get you added to the Team.

After you have joined the Team, please take a minute to look around and familiarize yourself with the channels and the SharePoint libraries.

Designers have three Team Channels:

- 0_Designer - used for Step 0
- 9_Designer - used for Step 9
- 11_Designer - used for Step 11

Channels are where you will find your notifications that a USP document is ready to be reviewed and where you can have discussions about USP documents. Please note, since Step 0 starts the process, no notifications are sent to the 0_Designer channel.

SharePoint Libraries

Designers have six SharePoint libraries in Step 0, one in Step 9 and one in Step 11:

- 0_Designer Crawfordsville
- 0_Designer Greenfield
- 0_Designer Fort Wayne
- 0_Designer LaPorte
- 0_Designer Seymour
- 0_Designer Vincennes
- 9_Designers
- 11_Designers



Time Limits

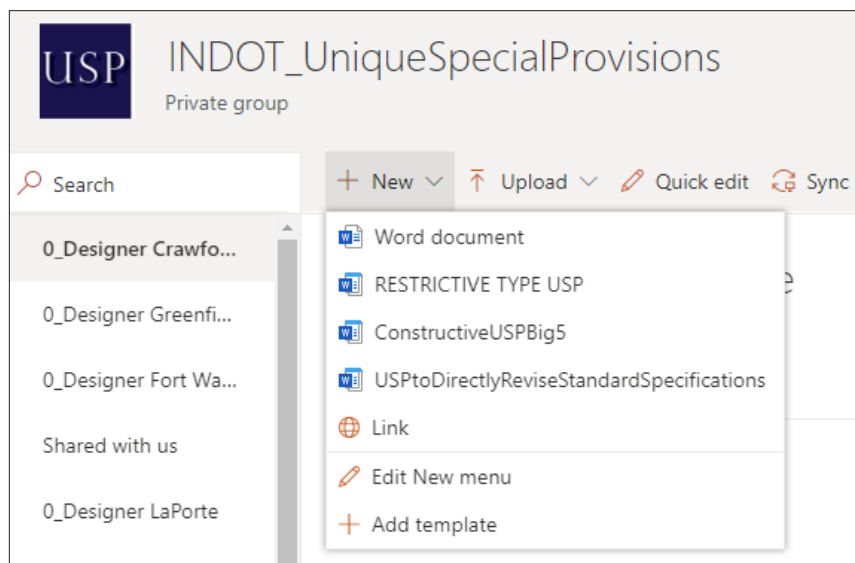
Please keep in mind that each Step in the process has a time limit on it, and after that period of time is up the document moves automatically to the next step.

- **Step 0** has 1 hour until the document moves to the Project Manager.
- **Step 9** has 14 days until the document moves to the Project Team.
- **Step 11** has 7 days until the document moves to Legal.

In Step 0, Designers can upload their USP documents or choose one of the three templates to work from.

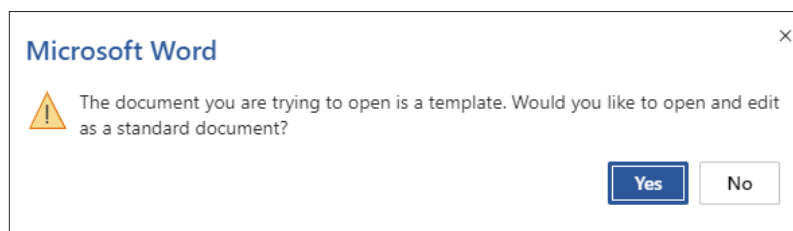
- Restrictive Type USP
- Constructive USP Big 5
- USP to Directly Revise Standard Specifications

These templates are only found in the 0_Designer "District" SharePoint libraries. To use a template go to "+ New" and select a template.

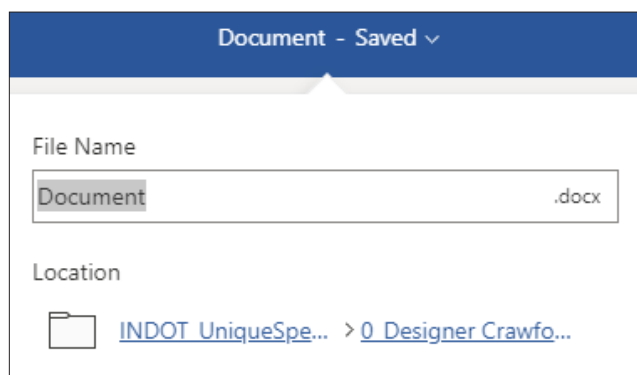


Note: If you use a template from the SharePoint library you have to "**Check in**" the document. Please follow this order when using a template.

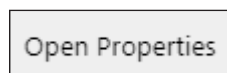
1. After you choose your template, it will open in Word online. Choose "**Yes.**"



2. Next name your USP document by selecting "v" and then close the Word document by clicking on the "X" on the tab.



3. Choose "**Open Properties**" button and fill in all the required properties. **THIS INFORMATION MUST BE FILLED OUT BY ALL DESIGNERS.** If the Open Properties button is not there, refer to page 9.



Save Cancel Copy link Edit form

Document.docx

Section
Enter value here

DES Number *
000000

Contract Number
Enter value here

Letting Date *
11/14/2018

USP Title *
Enter value here

Project Manager *
Enter a name or email address

Designer
Enter a name or email address

District *
Crawfordsville

Name *
Document.docx

Save Cancel



Note

Please make sure you enter ALL the data correctly. This information is REQUIRED.

- Section Number
- DES Number
- Contract Number
- Letting Date
- USP Title or Description
- Project Managers email address
- Designers email address
- District *(the default district for that particular library is already filled in)*
- Name, this is the name of the USP file and will not have to be filled in.

If you don't see the **"Open Properties"** button after you have uploaded your document, then choose **"Open the details pane,"** which can be found by clicking on the . Next, click **"Edit all"** and fill out all the required properties.

1 selected All Documents

Document.docx

RESTI

A short description of addit
the Contractor. This will not def.

Has access


Manage access




Properties Edit all

This file is missing required information





Edit all


Next you will need to **Check in** the document. If you see this  your document has not been checked in. If your document has not been checked in, it will not move automatically to the next step.


District ▾	Name ▾	
Crawfordsville	 Document.docx	 

4. Hover over the top of the Document file name or the ellipsis and then select “**Check in.**”

 Document

 [See details](#)

 This item was created 23m ago by You.

 You checked out this item, so others cannot edit.
[Check in](#) or [Discard check out](#)

No comments are necessary, select “**Check in.**”

Check in Document.docx

Comment

Type comments describing what has changed in this version.

[Check in](#)

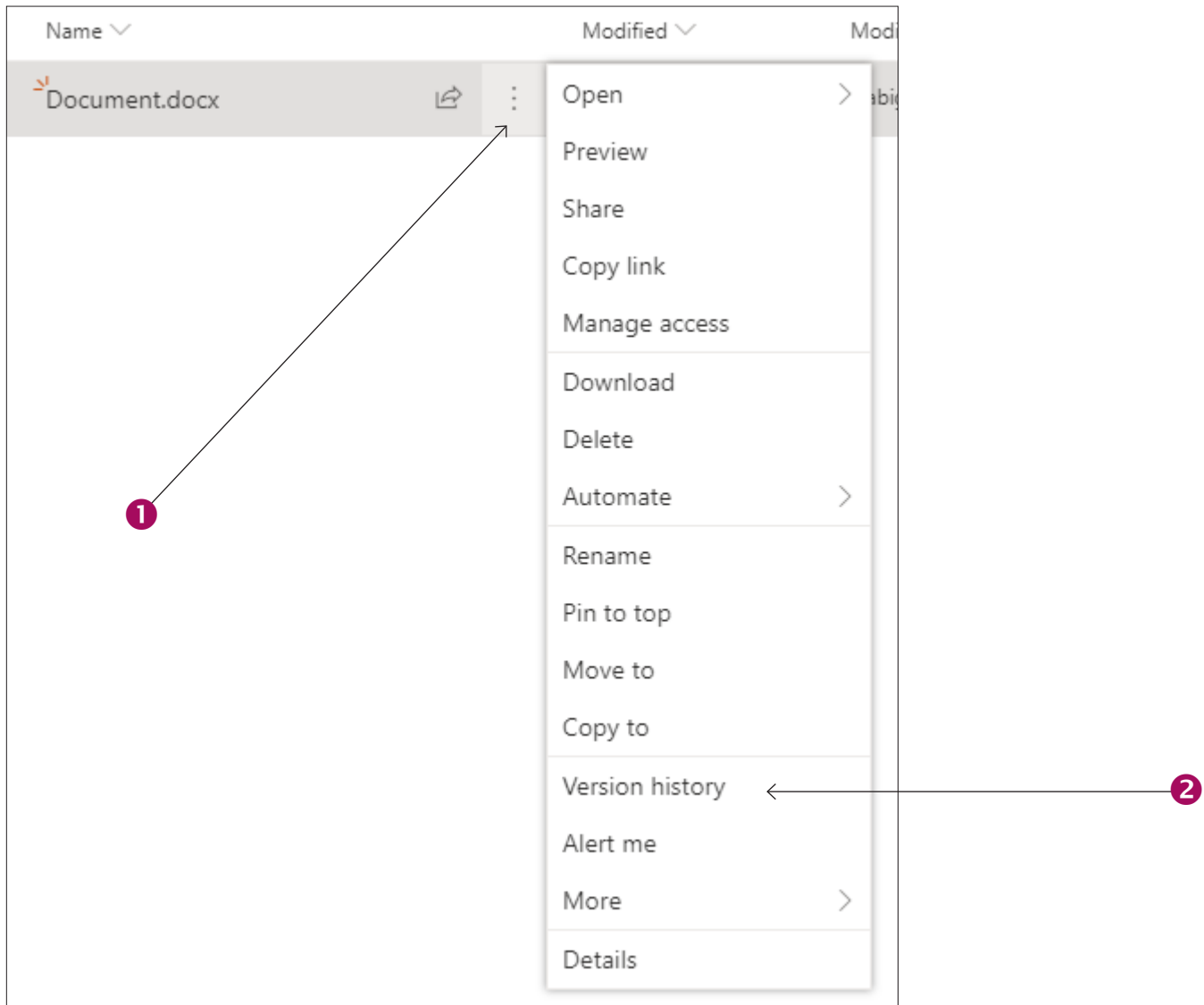
5. Now you can re-open your document by clicking on the file name. This will now open the document in the application Word, continue working on your document.

Project Manager ▾	Designer ▾	District ▾	Name ▾
MHAbig1@indot.IN.gov	MHAbig1@indot.IN.gov	Crawfordsville	 Crawfordsville11.docx

SharePoint Libraries

How to View Version History

Go to the document you wish to review the version history on and click on the “**ellipsis**.” Then choose **Version history**.



Version history

Delete All Versions

No. ↓	Modified	Modified By	Size	Comments
1.0	7/7/2020 11:02 AM	<input type="checkbox"/> Habig, Melanee	26.1 KB	
	DES Number	000000		
	Letting Date	11/14/2018		
	District	Crawfordsville		

Select the date and time to view or restore that version. SharePoint is set up to keep as many as 500 major versions of each document.

Version history

Delete All Versions

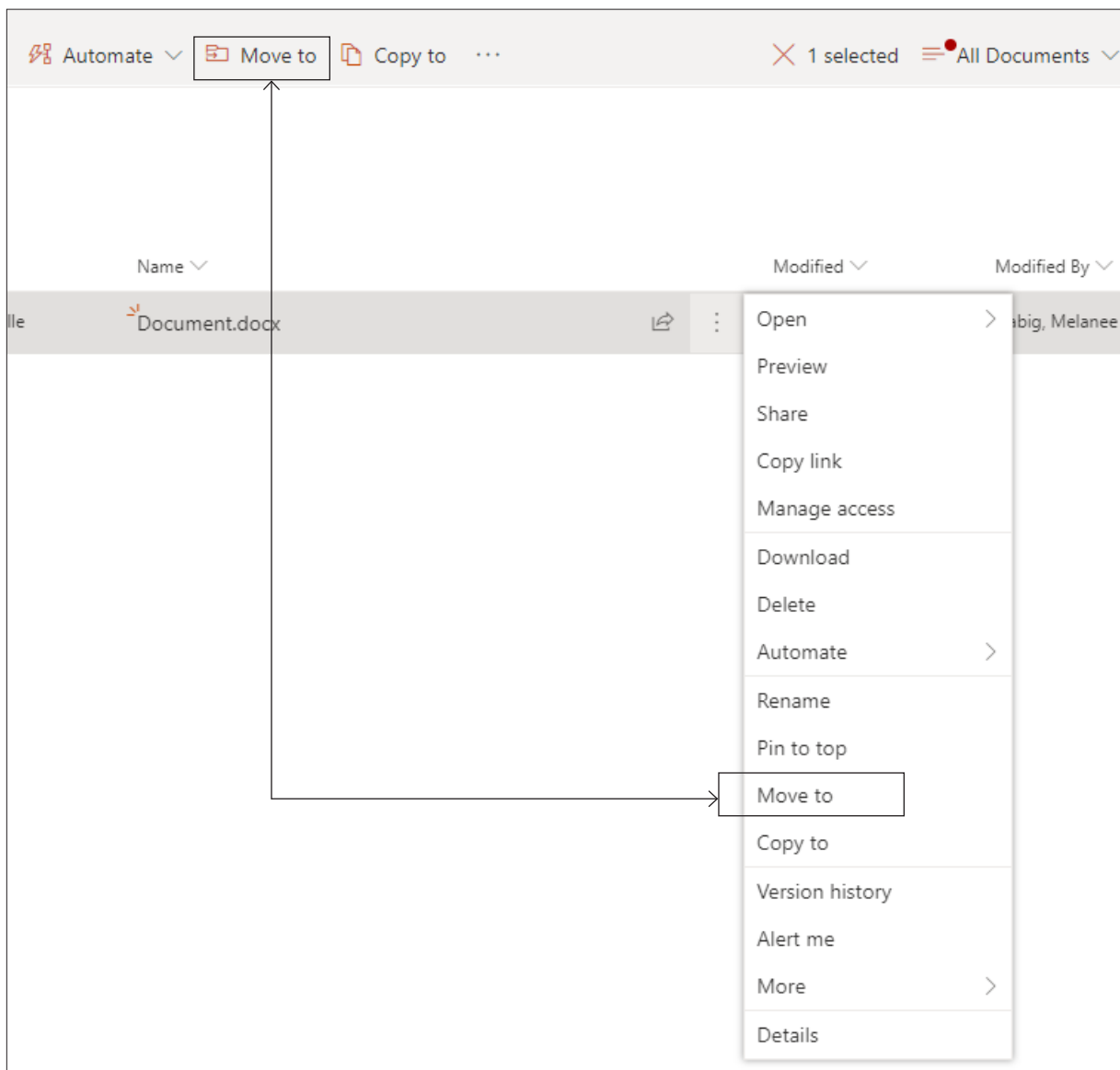
No. ↓	Modified	Modified By	Size	Comments
1.0	7/7/2020 11:02 AM	<input type="checkbox"/> Habig, Melanee	26.1 KB	
	DES Number	0000		
	Restore	14/2018		
	District	Crawfordsville		

USP documents at this time are not required to be checked in and out of the SharePoint libraries. If you do need to make a comment on a specific version, you will need to check out the document, make your comments in versioning and then check it back in. See page 10 for more information on how to check documents in and out of a SharePoint library.

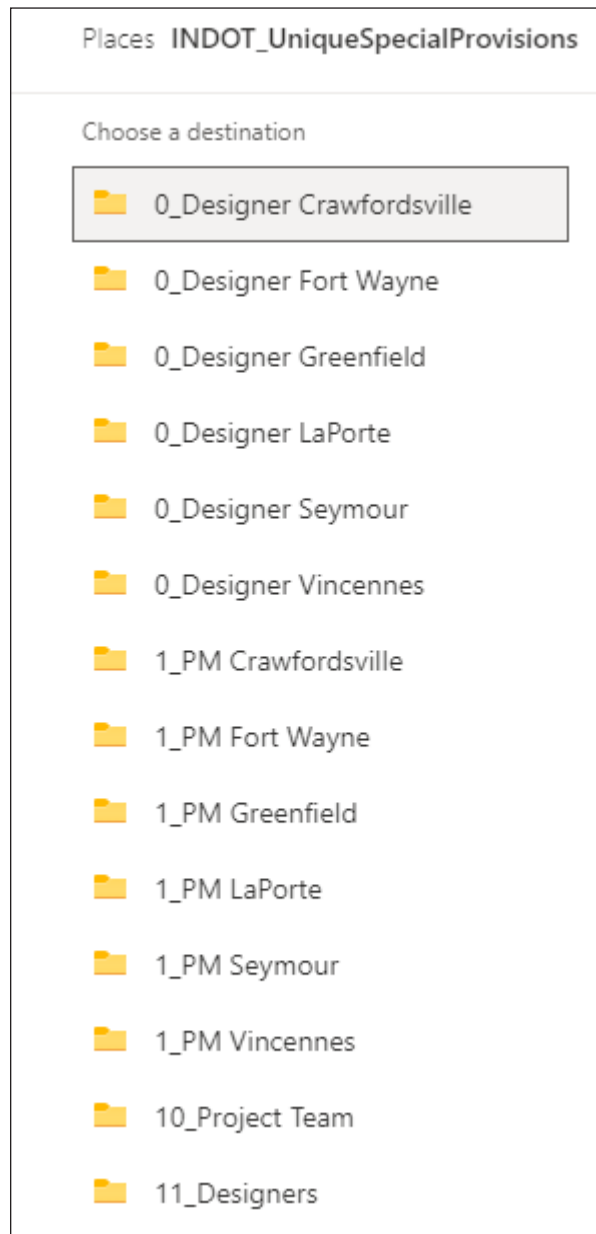
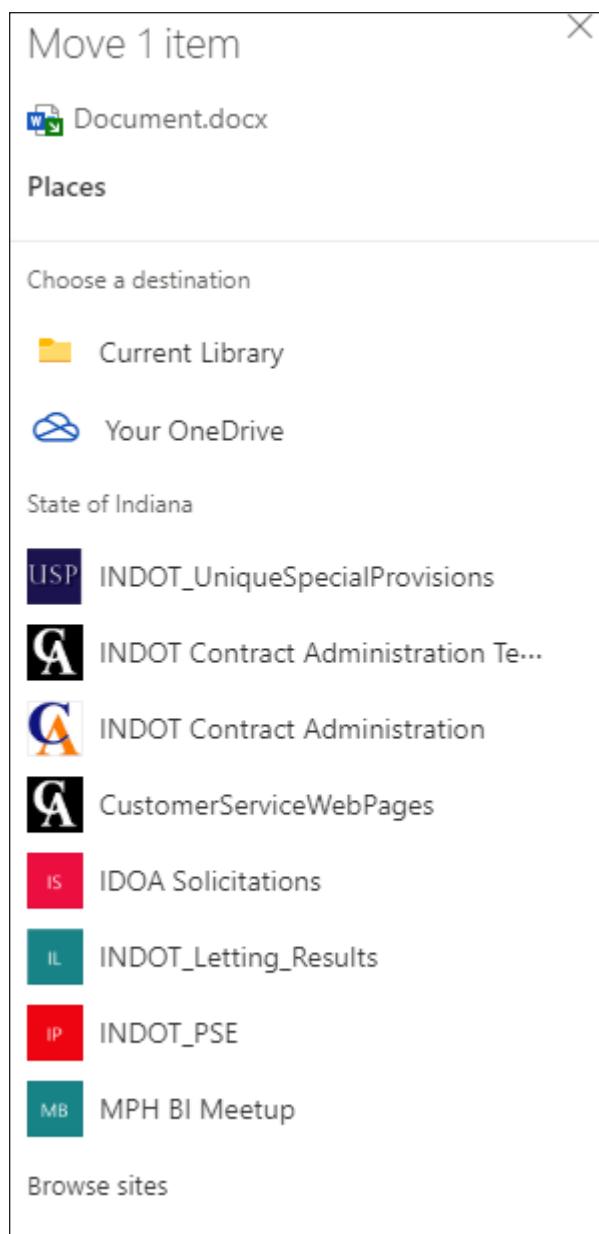
SharePoint Libraries (continued)

Move a Document to Another SharePoint Library Manually

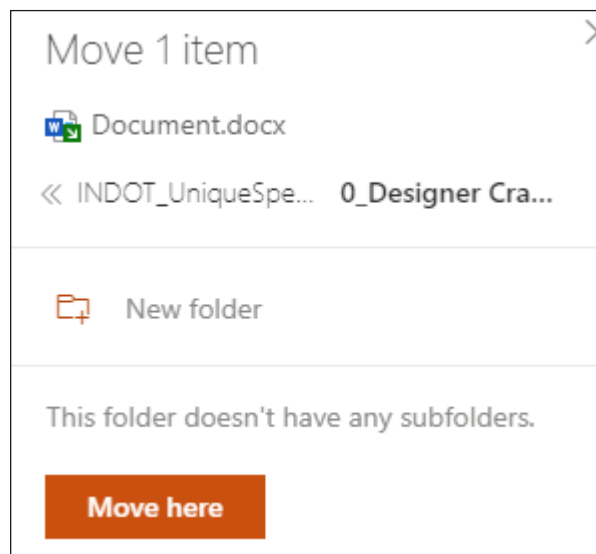
Select the document you want to move. **"Move to"** can be found in two locations, under the ellipsis or at the top.



Next select the INDOT_UniqueSpecialProvisions site ► then choose a designation.



Then click **"Move here."**



SharePoint Libraries (continued)

Uploading or Drag/Drop One File or Multiple Files

1. Upload or drag/drop the USP document (multiple files can be done at once).
2. Click “**Open Properties**” button and fill in all the required properties. **THIS IS REQUIRED**
 - **Under Project Manager and Designer, you must put in the email address of the Project Manager and the Designer. There are no exceptions. This is an important step!**

Notice you can do Bulk Editing Properties. To do this select all of the documents which have common properties, then fill out the property sections that are alike and save.

The screenshot shows a SharePoint library named '0_Designer Crawfordsville'. It contains a table with 6 items selected. The table has columns for 'Open Properties', 'Section', 'DES Number', 'Contract Number', 'Letting Date', 'USP Title', and 'Project Manager'. The 'Open Properties' column has a dropdown menu with 'Open Properties' selected. The 'Section' column has a dropdown menu with 'Section' selected. The 'DES Number' column has a dropdown menu with 'DES Number' selected. The 'Contract Number' column has a dropdown menu with 'Contract Number' selected. The 'Letting Date' column has a dropdown menu with 'Letting Date' selected. The 'USP Title' column has a dropdown menu with 'USP Title' selected. The 'Project Manager' column has a dropdown menu with 'Project Manager' selected. To the right of the table is a 'Bulk edit properties' sidebar. It contains a warning message: 'This file is missing required information'. Below the warning are input fields for 'Section', 'DES Number', 'Letting Date', 'USP Title', 'Project Manager', and 'Designer'. Each field has a label and a placeholder text. At the bottom of the sidebar is a 'Save' button.

Open Properties	Section	DES Number	Contract Number	Letting Date	USP Title	Project Manager
Open Properties		6547890		12/9/2019	Required info	Required info
Open Properties		4562533		1/14/2020	Required info	Required info
Open Properties		7896543		12/18/2019	Required info	Required info
Open Properties		6547899		12/9/2019	Required info	Required info
Open Properties		6549875		12/9/2019	Required info	Required info
Open Properties		0004565		12/9/2019	Required info	Required info

Bulk edit properties

This file is missing required information

Section
Enter value here

DES Number *
Enter value here

Letting Date *
Enter a date

USP Title *
Enter value here

Project Manager *
Enter a name or email address

Designer
Enter a name or email address

District *
Select an option

Save

Notifications / Emails for Designers in Steps 9 and 11

When the USP document is ready for you to review in Steps 9 and 11, you will receive an email in Outlook and a notification in your Team channel. For Step 9 your notification will show up in the 9_Designer channel.

The screenshot shows a Microsoft Teams chat conversation. It starts with a header 'INDOT Contract Administration Yesterday 10:53 AM'. The first message says 'Please be advised that Contract T-54125/DES 0900080/BEARING ASSEMBLIES.docx from the Greenfield District is ready to be reviewed in the 9_Designer Library.' Below the message is a 'Reply' button. The second message, also from 'INDOT Contract Administration Yesterday 10:53 AM', says 'Step 9_Designer: 0900080 /T-54125/BEARING ASSEMBLIES.docx is ready to be reviewed in the 9_Designers library. Moved manually.' Below this message is also a 'Reply' button.

INDOT Contract Administration Yesterday 10:53 AM

Please be advised that Contract T-54125/DES 0900080/BEARING ASSEMBLIES.docx from the Greenfield District is ready to be reviewed in the 9_Designer Library.

← Reply

INDOT Contract Administration Yesterday 10:53 AM

Step 9_Designer: 0900080 /T-54125/BEARING ASSEMBLIES.docx is ready to be reviewed in the 9_Designers library. Moved manually.

← Reply

For Step 11 you will receive a notification in 11_Designer channel.

INDOT Contract Administration Yesterday 10:58 AM
Please be advised that Contract T-54125/DES 0900080/BEARING ASSEMBLIES.docx from the Greenfield District is ready to be reviewed in the [11_Designers Library](#).

INDOT Contract Administration Yesterday 10:58 AM
Step 11_Designer: 0900080 /T-54125/BEARING ASSEMBLIES.docx is ready to be reviewed in the [11_Designers](#) library. **Moved manually.**

If you look at the notifications in the figure above, you will notice that one of the notifications is marked, **“Moved manually.”** You will receive this type of notification from time to time, if someone chooses to move the document manually to the next step. USP documents that move automatically will not be noted in this way.

Step 11_Designers: 44444444/R12345-B

INDOT Contract Administration
To: Habig, Melanee
This message was sent with High importance.

Please be advised that Contract R12345-B/DES 44444444/testing.docx from the Crawfordville District is ready to be reviewed in the [11_Designers Library](#).

Step 11 Designer: 44444444 / R12345-B

INDOT Contract Administration
To: Habig, Melanee
This message was sent with Low importance.

44444444 /R12345-B/testing.docx is ready to be reviewed in the [11_Designers](#) library. **Moved manually.**

Note

Team channel notifications and emails will contain a direct link to the library where the document can be found. You can use these links to save time.

USP Process for Project Managers

Steps 1 and 7

Note: First, you must be logged into Office 365.

Team and Team Channels

You should have received a notification to join the INDOT_UniqueSpecialProvisions Microsoft Team. If you did not, then please email me at mhabig1@indot.in.gov, and I will get you added to the Team.

After you have joined the Team, please take a minute to look around and familiarize yourself with the channels and the SharePoint libraries.

Project Managers have twelve Team Channels:

- 1_Project Manager Crawfordsville
- 1_Project Manager Fort Wayne
- 1_Project Manager Greenfield
- 1_Project Manager LaPorte
- 1_Project Manager Seymour
- 1_Project Manager Vincennes
- 7_Project Manager Crawfordsville
- 7_Project Manager Fort Wayne
- 7_Project Manager Greenfield
- 7_Project Manager LaPorte
- 7_Project Manager Seymour
- 7_Project Manager Vincennes

Channels are where you will find your notifications that a USP document is ready to be reviewed and where you can have discussions about USP documents.

SharePoint Libraries

Project Managers have a total of twelve SharePoint libraries, six in Step One and six in Step Seven:

- 1_PM Crawfordsville
- 1_PM Greenfield
- 1_PM Fort Wayne
- 1_PM LaPorte
- 1_PM Seymour
- 1_PM Vincennes
- 7_PM Crawfordsville
- 7_PM Greenfield
- 7_PM Fort Wayne
- 7_PM LaPorte
- 7_PM Seymour
- 7_PM Vincennes



Time Limits

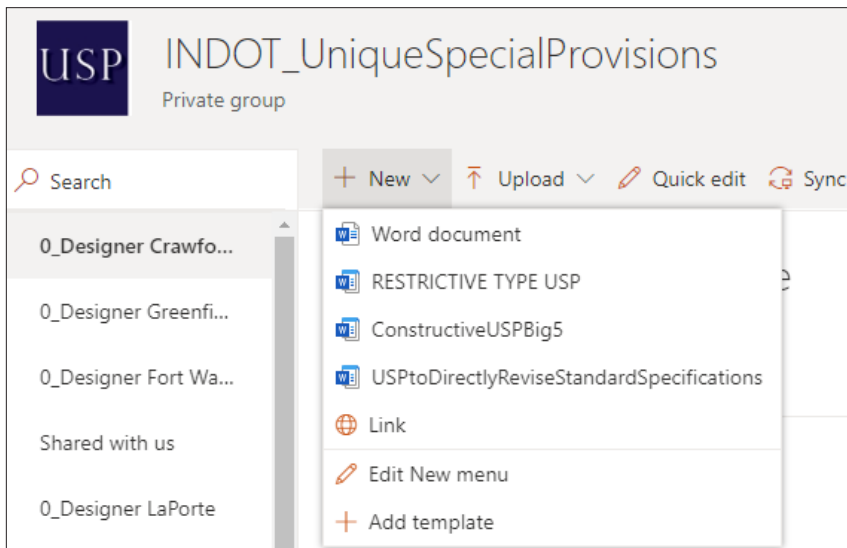
Please keep in mind that each step in the process has a time limit. After that time has expired, the document will move automatically to the next step.

- **Step 1** has 7 days until the document moves to Construction Management.
- **Step 7** has 7 days until the document moves to Contracts.

In Step 1, Project Managers can upload their USP documents or choose one of the three templates to work from.

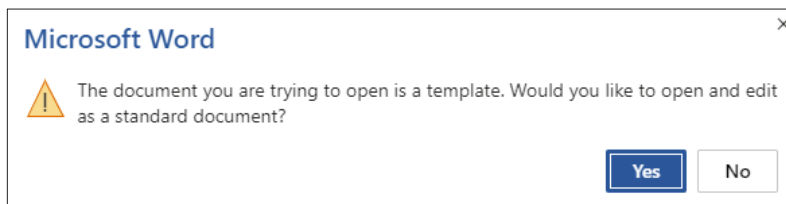
- Restrictive Type USP
- Constructive USP Big 5
- USP to Directly Revise Standard Specifications

These templates can be found in the 1_PM "District" SharePoint libraries. To use a template go to **" + New"** and select a template.

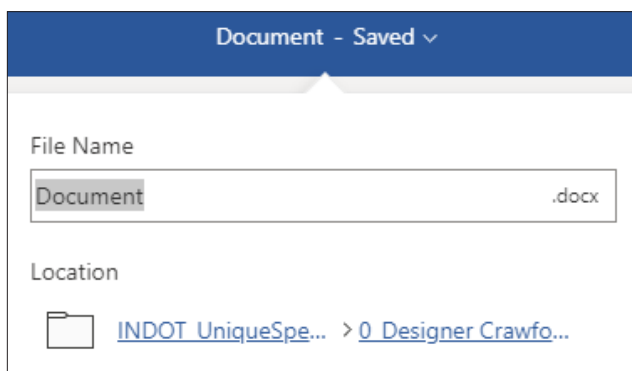


Note: If you use a template from the SharePoint library is you have to **"Check in"** the document. Please follow this order when using a template.

1. After you choose your template, it will open in Word online. Choose **"Yes."**



2. Next name your USP document by selecting "v" and then close the Word document by clicking on the **"X"** on the tab.



Choose “**Open Properties**” button in SharePoint and fill in all the required properties. **IF THIS INFORMATION HAS NOT BEEN FILLED OUT BY A DESIGNER THEN IT MUST BE FILLED OUT BY THE PROJECT MANAGER.**

Open Properties


Note




Please make sure you enter **ALL** the data correctly. This information is **REQUIRED**.

- Section Number
- DES Number
- Contract Number
- Letting Date
- USP Title or Description
- Project Managers email address
- Designers email address
- District *(the default district for that particular library is already filled in)*
- Name, this is the name of the USP file and will not have to be filled in.


If you don't see the “**Open Properties**” button after you have uploaded your document, then choose “**Open the details pane,**” which can be found by clicking on the ⓘ. Next, click “**Edit all**” and fill out all the required properties.


Edit all


3. Next you will need to **Check in** the document. If you see this  your document has not been checked in. If your document has not been checked in, it will not move automatically to the next step.


District ▾	Name ▾	
Crawfordsville	 Document.docx	 

4. Hover over the top of the Document file name or the ellipsis and then select “**Check in.**”

 Document

 [See details](#)

 This item was created 23m ago by You.

 You checked out this item, so others cannot edit.
[Check in](#) or [Discard check out](#)

No comments are necessary, select “**Check in.**”

Check in Document.docx

Comment

Type comments describing what has changed in this version.

Check in

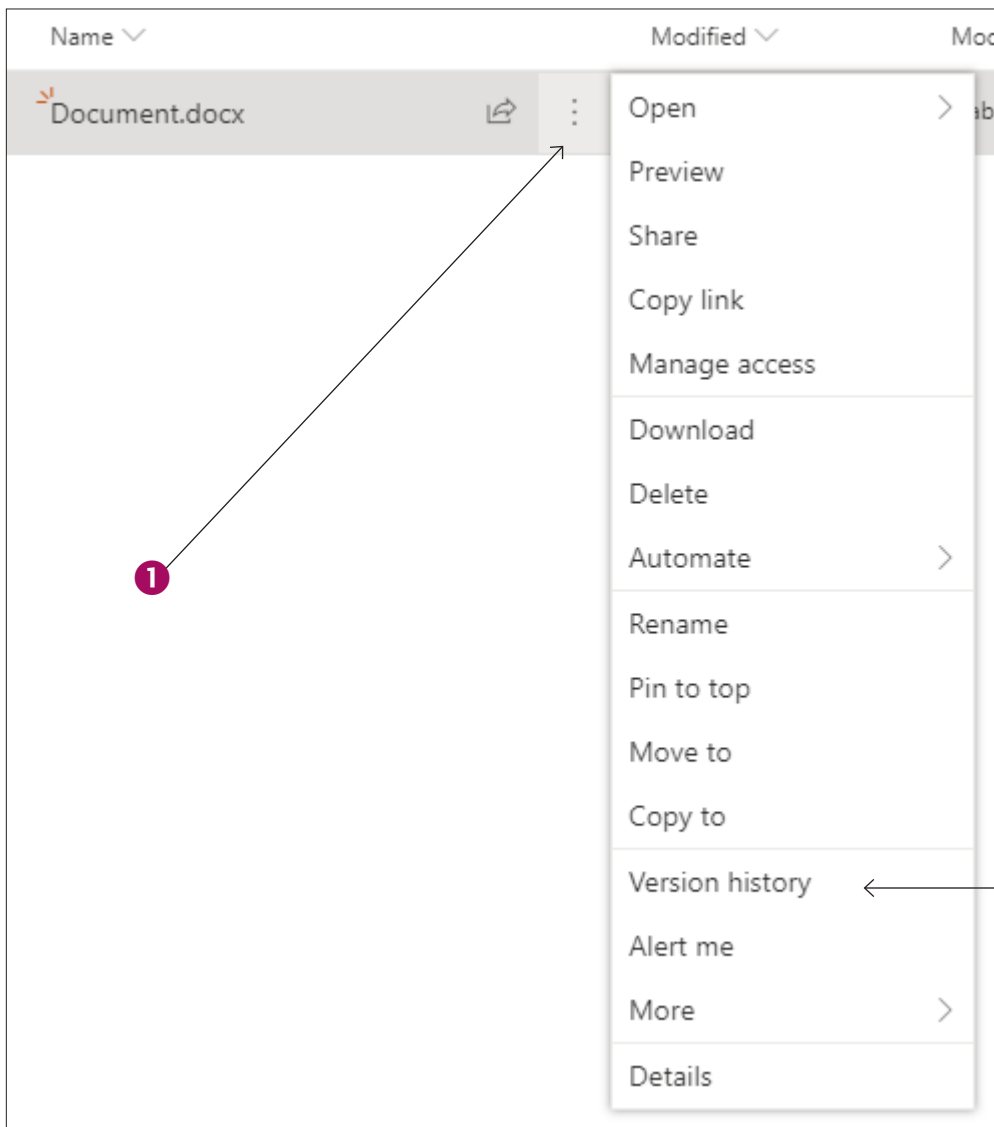
5. Now you can re-open your document by clicking on the file name. This will now open the document in the application Word, continue working on your document.

Project Manager ▾	Designer ▾	District ▾	Name ▾
MHabit1@indot.IN.gov	MHabit1@indot.IN.gov	Crawfordsville	 Crawfordsville11.docx

SharePoint Libraries

How to View Version History

Go to the document you want to review the version history on and click on the “**ellipsis**.” Then choose “**Version history**.”



Version history

Delete All Versions

No. ↓	Modified	Modified By	Size	Comments
1.0	7/7/2020 11:02 AM	<input type="checkbox"/> Habig, Melanee	26.1 KB	
	DES Number	000000		
	Letting Date	11/14/2018		
	District	Crawfordsville		

Select the date and time to view or restore that version. SharePoint is set up to keep as many as 500 major versions of each document.

Version history

Delete All Versions

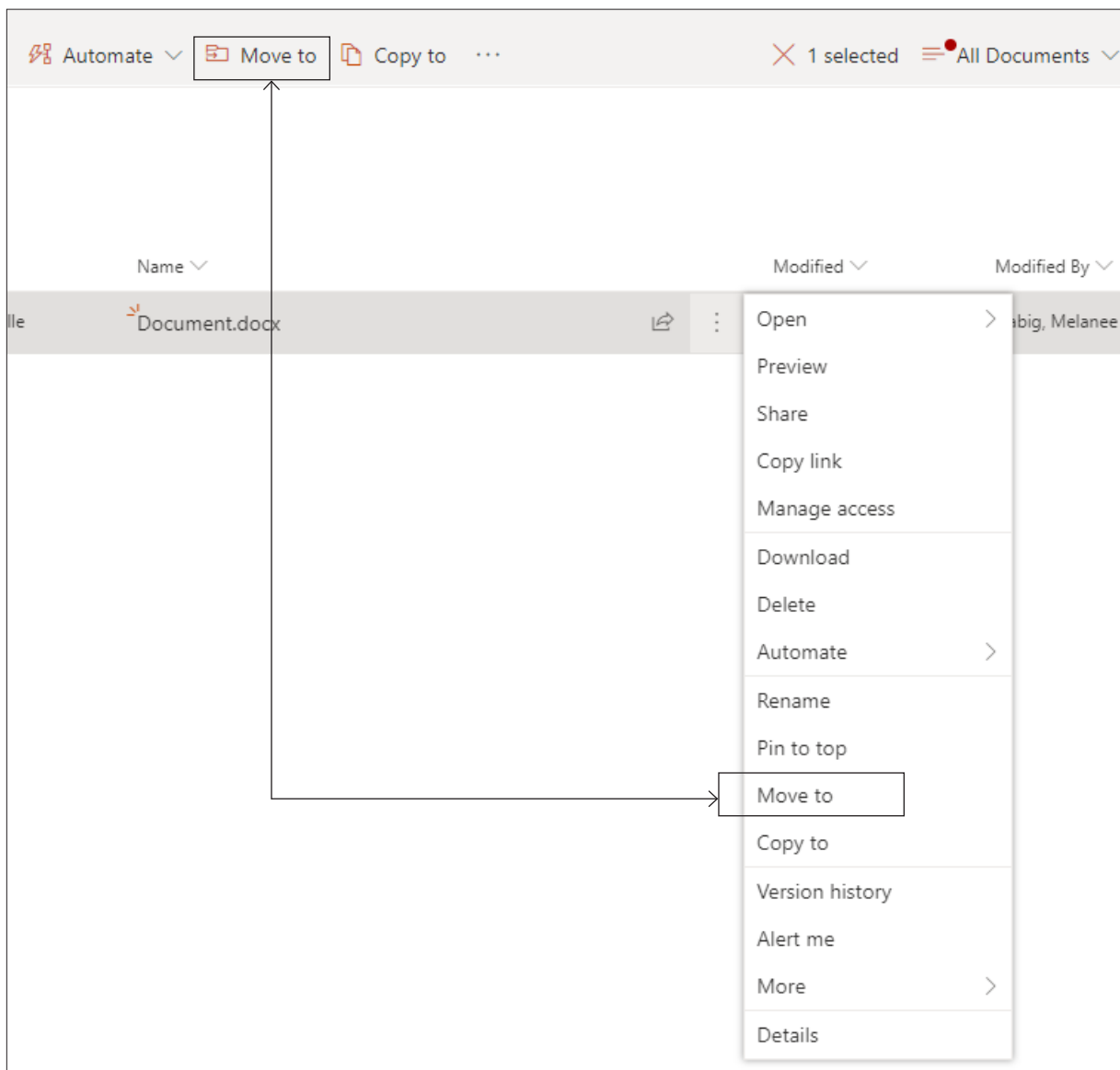
No. ↓	Modified	Modified By	Size	Comments
1.0	7/7/2020 11:02 AM	<input type="checkbox"/> Habig, Melanee	26.1 KB	
	DES Number	0000		
	Restore	14/2018		
	District	Crawfordsville		

USP documents at this time are not required to be checked in and out of the SharePoint libraries, so if you do need to make a comment on a specific version, you will need to check out the document, make your comments in versioning and then check it back in. See page 21 for more information on how to check documents in and out of a SharePoint library.

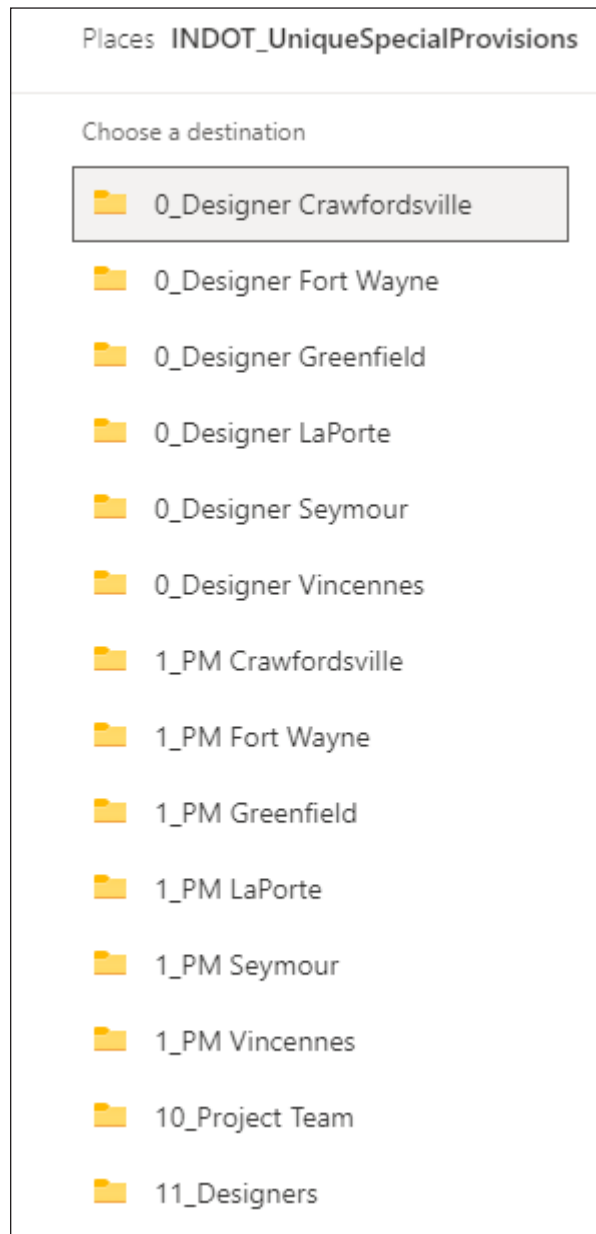
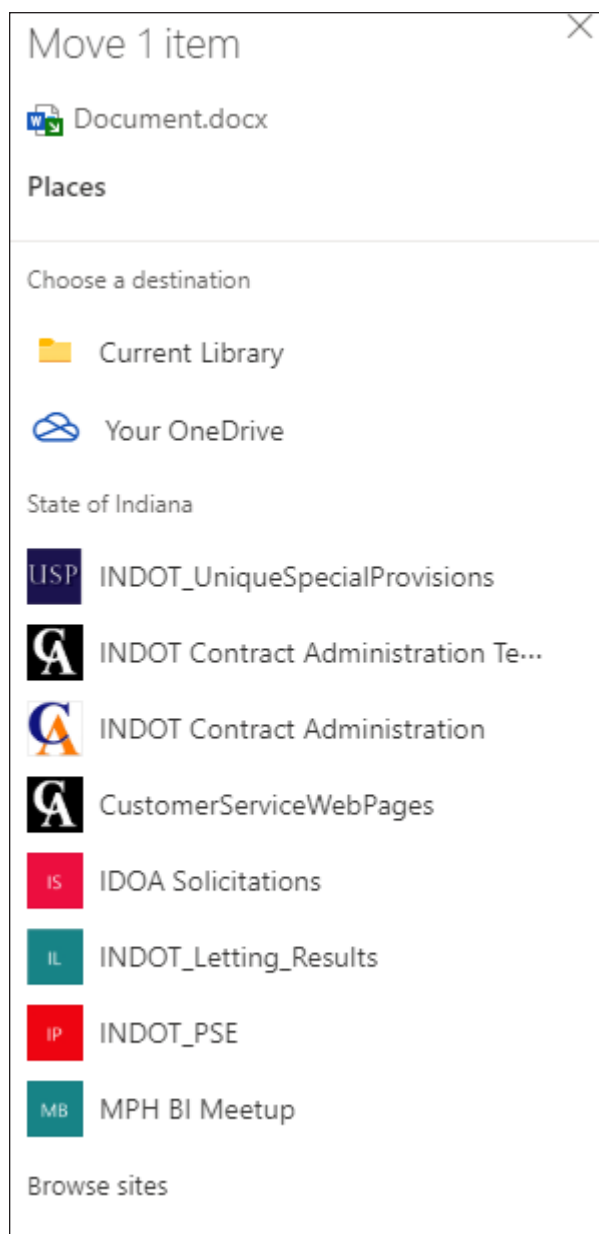
SharePoint Libraries *(continued)*

Move a Document to Another SharePoint Library Manually

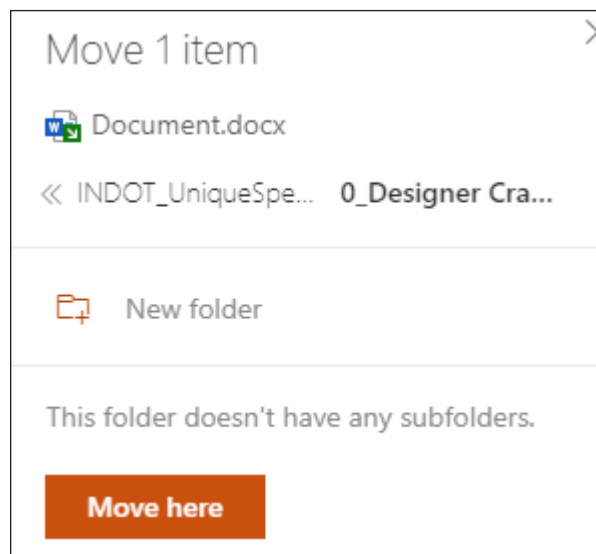
Select the document you want to move. **“Move to”** can be found in two locations, under the ellipsis or at the top.



Next select the INDOT_UniqueSpecialProvisions site ► then choose a designation.



Then click **"Move here."**



SharePoint Libraries *(continued)*

Uploading or Drag/Drop One File or Multiple Files

1. Upload or drag/drop the USP document *(multiple files can be done at once)*.
2. Click “**Open Properties**” button and fill in all the required properties. **THIS IS REQUIRED**
 - **Under Project Manager and Designer, you must put in the email address of the Project Manager and the Designer. There are no exceptions. This is an important step!**

Note you can do Bulk Editing Properties. To do this select all of the documents which have common properties, then fill out the property sections that are alike and save.

The screenshot shows a SharePoint library view for '0_Designer Crawfordsville'. The table contains 6 items, each with a checkmark in the first column and a button labeled 'Open Properties'. The columns are: Open Properties, Section, DES Number, Contract Number, Letting Date, USP Title, and Project Manager. The 'Open Properties' button is highlighted in orange. To the right, a sidebar titled 'Bulk edit properties' is open, showing a warning: 'This file is missing required information'. The sidebar lists the following properties: Section, DES Number, Letting Date, USP Title, Project Manager, Designer, and District. Each property has a text input field. The 'District' property has a dropdown menu. A 'Save' button is at the bottom of the sidebar.

	Open Properties	Section	DES Number	Contract Number	Letting Date	USP Title	Project Manager
✓	Open Properties		6547890		12/9/2019	Required info	Required info
✓	Open Properties		4562533		1/14/2020	Required info	Required info
✓	Open Properties		7896543		12/18/2019	Required info	Required info
✓	Open Properties		6547899		12/9/2019	Required info	Required info
✓	Open Properties		6549875		12/9/2019	Required info	Required info
✓	Open Properties		0004565		12/9/2019	Required info	Required info

Bulk edit properties

⚠ This file is missing required information

Section
Enter value here

DES Number *
Enter value here

Letting Date *
Enter a date

USP Title *
Enter value here

Project Manager *
Enter a name or email address

Designer
Enter a name or email address

District *
Select an option

Save

Notifications / Emails for Project Managers in Steps 1 and 7

When the USP document is ready for you to review in Steps 1 and 7, you will receive an email in Outlook and a notification in your Team channel. For Step 1 your notification will show up in the 1_Project Manager “District” channel.

The screenshot shows an email and a Teams notification. The email is from 'INDOT Contract Administration' dated 6/24 12:06 PM, with the subject 'Crawfordsville' and the email address 'MHabig1@indot.IN.gov'. The body of the email states: '5625452/34558/TestingRestrictiveType.001.docx is ready to be reviewed in the 1_PM Crawfordsville library.' Below the email is a 'Reply' button. The Teams notification is also from 'INDOT Contract Administration' dated 6/24 12:06 PM, with the subject 'Step 1_PM: 5625452 /34558/TestingRestrictiveType.001.docx is ready to be reviewed in the 1_PM Crawfordsville library.' and the text 'Moved manually.'


INDOT Contract Administration 6/24 12:06 PM
Crawfordsville
MHabig1@indot.IN.gov,

5625452/34558/TestingRestrictiveType.001.docx is ready to be reviewed in the 1_PM Crawfordsville library.

← Reply


INDOT Contract Administration 6/24 12:06 PM
Step 1_PM: 5625452 /34558/TestingRestrictiveType.001.docx is ready to be reviewed in the 1_PM Crawfordsville library.
Moved manually.

For Step 7 you will receive a notification in 7_Project Manager "District" channel.



INDOT Contract Administration Yesterday 10:58 AM
Please be advised that Contract T-54125/DES 0900080/BEARING ASSEMBLIES.docx from the Greenfield District is ready to be reviewed in the [11_Designers Library](#).

← Reply





INDOT Contract Administration Yesterday 10:58 AM
Step 11_Designer: 0900080 /T-54125/BEARING ASSEMBLIES.docx is ready to be reviewed in the [11_Designers](#) library. **Moved manually.**





← Reply

If you look at the notifications in the figure above, you will notice that one of the notifications is marked, **"Moved manually."** You will receive this type of notification from time to time, if someone chooses to move the document manually to the next step. USP documents that move automatically will not be noted in this way.

Step 7_PM: 5487512/R-8745




INDOT Contract Administration
To  Habig, Melanee


 Reply  Reply All  Forward 





Thu 6/18/2020 2:17 PM

Please be advised that Contract R-8745/DES 5487512/BEARING ASSEMBLIES.docx from the Greenfield District is ready to be reviewed in the [7_PM Greenfield Library](#).


Step 7_PM: 0900080/T-54125



INDOT Contract Administration
To  Habig, Melanee

 Reply  Reply All  Forward 

Mon 7/6/2020 10:50 AM

 This message was sent with Low importance.

0900080/T-54125/BEARING ASSEMBLIES.docx is ready to be reviewed in the [7_PM Greenfield](#) library. **Moved manually.**

Note

Team channel notifications and emails will contain a direct link to the library where the document can be found. You can use these links to save time.

USP Process for Construction Management

Steps 2, 4, and 6

Note: First, you must be logged into Office 365.

Team and Team Channels

You should have received a notification to join the *INDOT_UniqueSpecialProvisions Microsoft Team*. If you did not, then please email me at *mhabig1@indot.in.gov*, and I will get you added to the Team.

After you have joined the Team, please take a minute to look around and familiarize yourself with the channels and the SharePoint libraries.

Construction Management has three Team Channels:

- 2_Construction Management - used for Step 2
- 4_Construction Management - used for Step 4
- 6_Construction Management - used for Step 6

Channels are where you will find your notifications that a USP document is ready to be reviewed and where you can have discussions about USP documents.

SharePoint Libraries

Construction Management has three SharePoint libraries, one in Step 2, Step 4 and Step 6:

- 2_CM
- 4_CM
- 6_CM



Time Limits

Please keep in mind that each step in the process has a time limit. After that time has expired, the document will move automatically to the next step.

- **Step 2** has 7 days until the document moves to either the Subject Matter Experts or if no SMEs are chosen, then the document moves to 4_CM. **Change:** CM will always move their files manually.
- **Step 4** has 28 days until the document moves to the 5_Legal.
- **Step 6** has 7 days until the document moves to 7_PM.



Don't Wait

Don't wait until your due date. If you're done reviewing your USP document, go ahead and move it manually.

Notifications / Emails for Construction Management in Steps 2, 4, and 6

When the USP document is ready for you to review in Steps 2, 4 and 6, you will receive an email in Outlook and a notification in your Team channel.

Example of a notification sent to the 2_CM channel.

The screenshot shows two notifications in a Teams channel. The first notification, from 'IA' (INDOT Contract Administration), is titled 'Step 2 - Construction Management' and states: 'Please be advised that Contract T-54125/DES 0900080/BEARING ASSEMBLIES.docx from the GreenfieldDistrict is ready to be reviewed in the CM_2 Library.' Below it is a 'Reply' button. The second notification, also from 'IA', is titled 'Step 2_CM: 0900080 /T-54125/BEARING ASSEMBLIES.docx is ready to be reviewed in the 2_CM library. Moved manually.' The text 'Moved manually' is in red.

If you look at the notifications in the figure above, you will notice that one of the notifications is marked, **"Moved manually."** You will receive this type of notification from time to time, if someone chooses to move the document manually to the next step. USP documents that move automatically will not be noted in this way.

Below is an example of the email that is sent out.

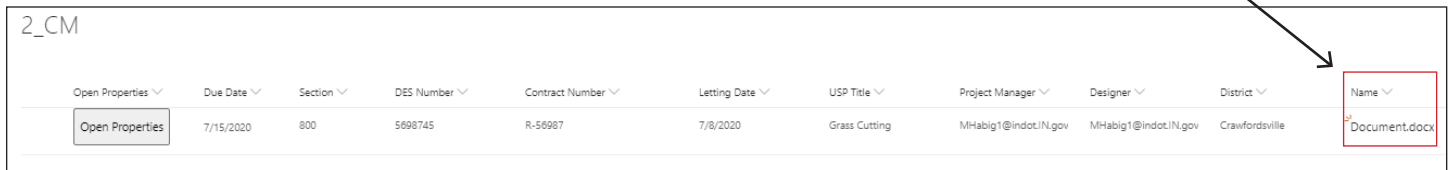
The screenshot shows an email notification. At the top, it says 'Step 6_CM: 4565265/R-45878'. Below this is the sender's information: 'INDOT Contract Administration' with a profile picture 'IC' and 'To: Habig, Melanee'. A note indicates 'This message was sent with Low importance.' On the right side, there are buttons for 'Reply', 'Reply All', 'Forward', and a three-dot menu. The bottom of the email states: '4565265/R-45878/questions.docx is ready to be reviewed in the 6_CM library. Moved early.' The text 'Moved early' is in red. The date and time 'Fri 7/10/2020 8:37 AM' are in the bottom right corner.

Note

Team channel notifications and emails will contain a direct link to the library where the document can be found. You can use these links to save time.

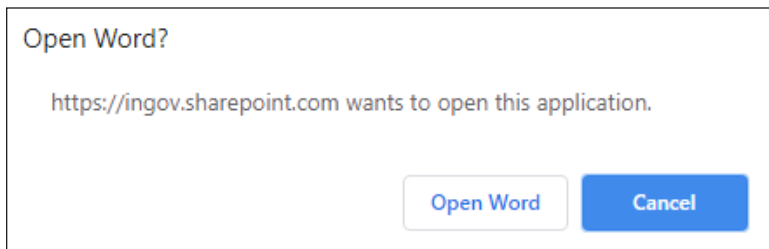
How to Open a USP Document

First, **you will not download the USP document to work on it.** You will be working on it in the SharePoint library. Go to the SharePoint library your document is in. Select the document under the Name column and click on the document.



2_CM										
Open Properties ▾	Due Date ▾	Section ▾	DES Number ▾	Contract Number ▾	Letting Date ▾	USP Title ▾	Project Manager ▾	Designer ▾	District ▾	Name ▾
Open Properties	7/15/2020	800	5698745	R-56987	7/8/2020	Grass Cutting	MrHabit1@indot.IN.gov	MrHabit1@indot.IN.gov	Crawfordsville	Document.docx

Then choose **“Open Word.”** Do your review or edits.

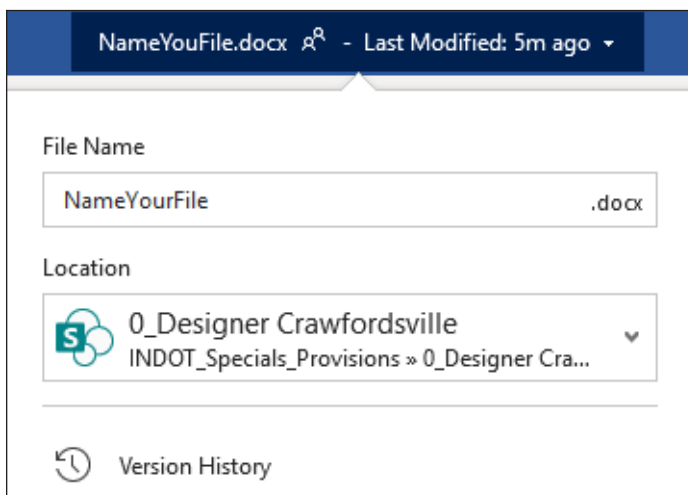


Open Word?

<https://ingov.sharepoint.com> wants to open this application.

Open Word Cancel

Tip: Click “v” in the dark blue box. This will show you the SharePoint library you’re in and another place where you can view the Version History.



NameYourFile.docx ⓘ - Last Modified: 5m ago ▾

File Name

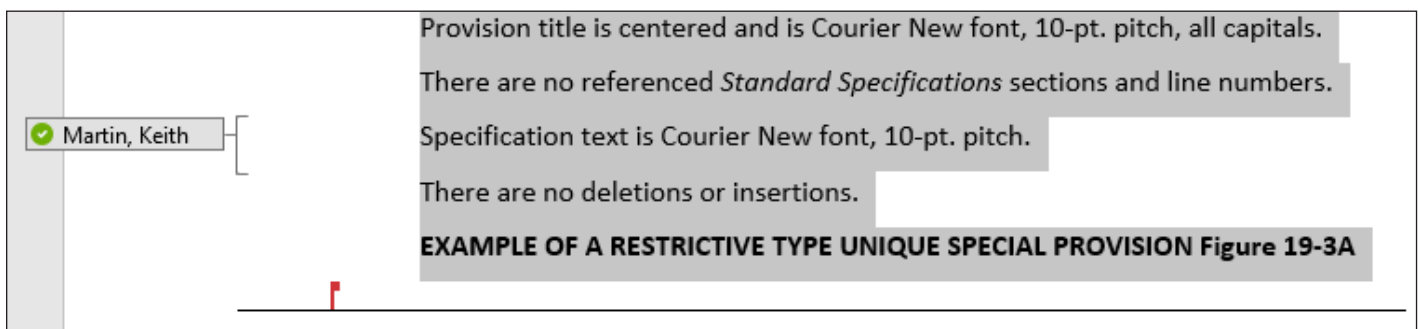
NameYourFile .docx

Location

0_Designer Crawfordsville
INDOT_Specials_Provisions » 0_Designer Cra...

Version History

If someone else is in the document when you open it, you will see their name and what part they’re working on.



✓ Martin, Keith

Provision title is centered and is Courier New font, 10-pt. pitch, all capitals.

There are no referenced *Standard Specifications* sections and line numbers.

Specification text is Courier New font, 10-pt. pitch.

There are no deletions or insertions.

EXAMPLE OF A RESTRICTIVE TYPE UNIQUE SPECIAL PROVISION Figure 19-3A

Step 2 - Construction Management Choosing SMEs

After Construction Management has reviewed or edited their USP document, they will then need to choose a SME. To do this click on the **"Open Properties"** button and the form will come up. Go to **"Choose SMEs"** from the drop down and select all the SMEs you want to review the document. Comments can be added at this time as well. Click **"Save."**

Note: If you need to move your document manually, select the SMEs first, then move the document.

Save Cancel Copy link Customize with Power Apps

USP Document Properties

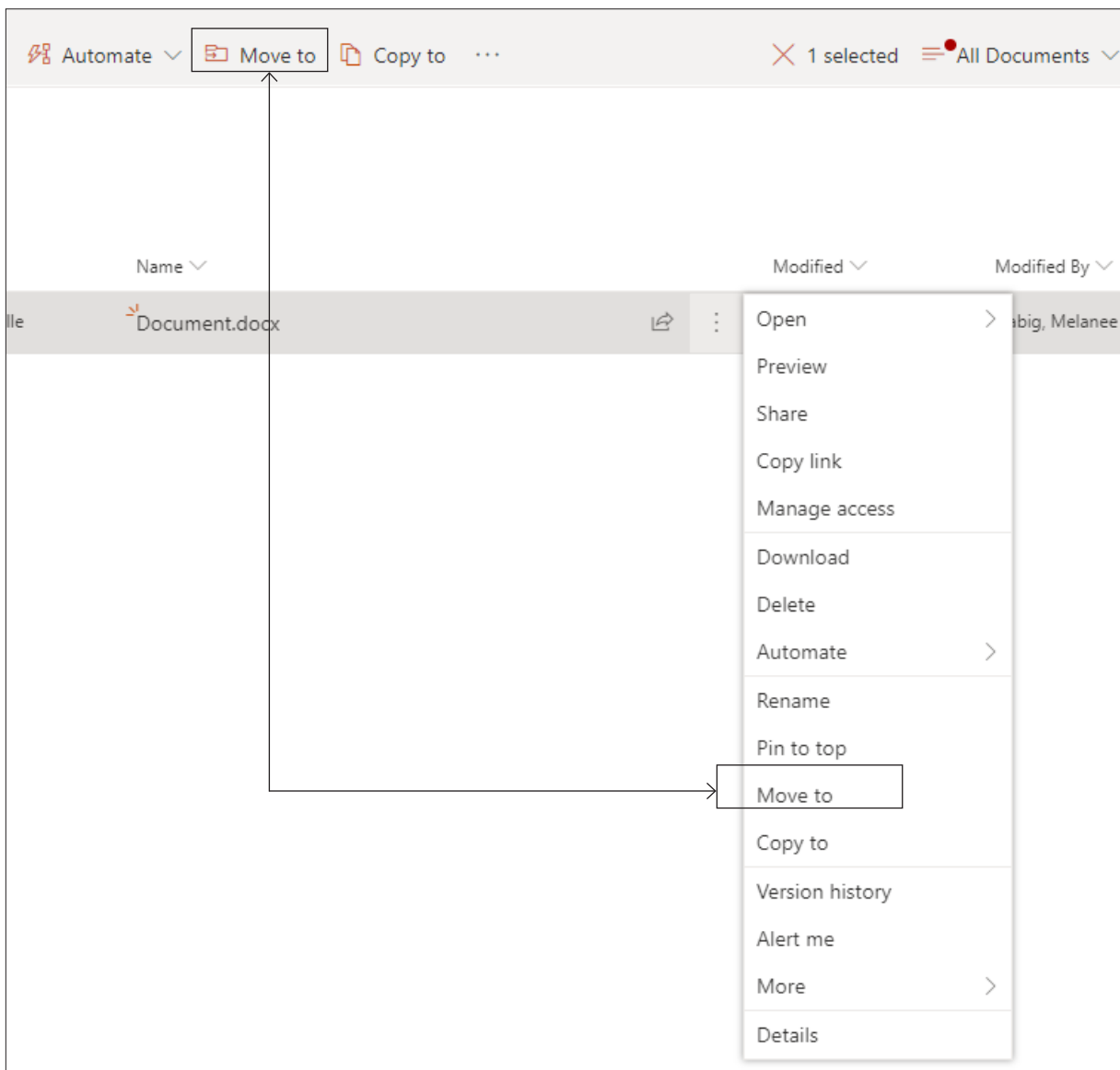
Construction Management, please choose all the SME's that need to reiew this document. Select ALL that apply. Any instructions for the SME's can be placed in the comment box below.

Due Date 2020-07-01T16:59:33Z	* Section 600	* DES Number 3546526
Contract Number 39110	* Letting Date 7/10/2020	USP Title Bridge Design
* Project Manager Habiq, Melanee	Designer Habiq, Melanee	* District Vincennes
File name with extension BridgeDesign.docx	Choose SMEs Find items	
Comments Place instruction for SME's here.		

If no SME is needed then you will not need to select anything.

Move a Document to Another SharePoint Library Manually

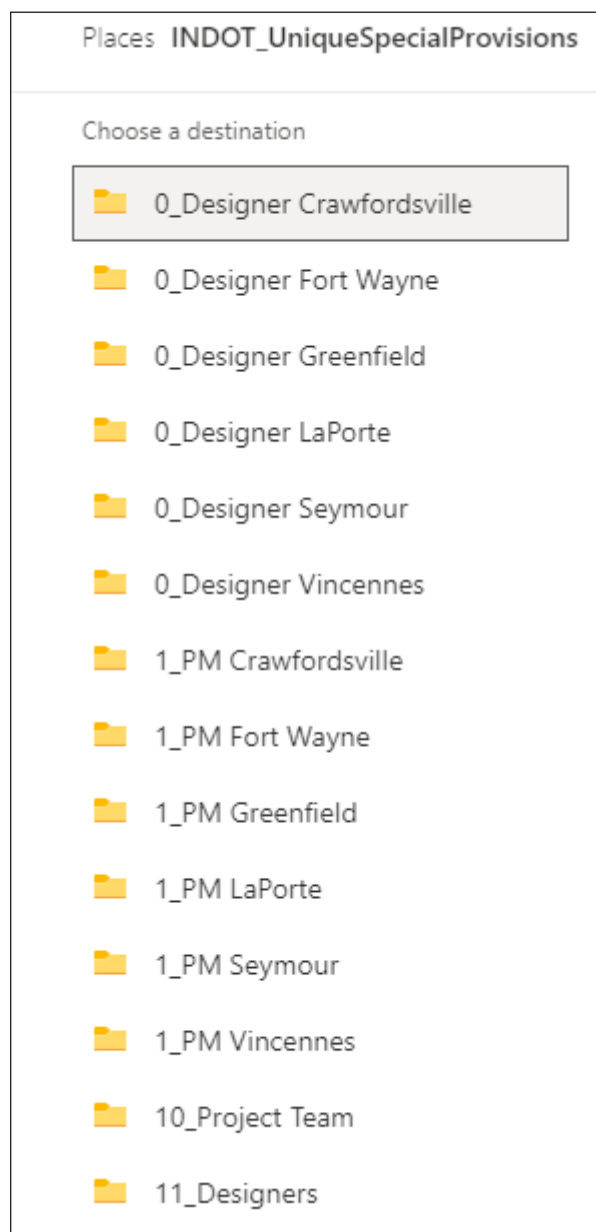
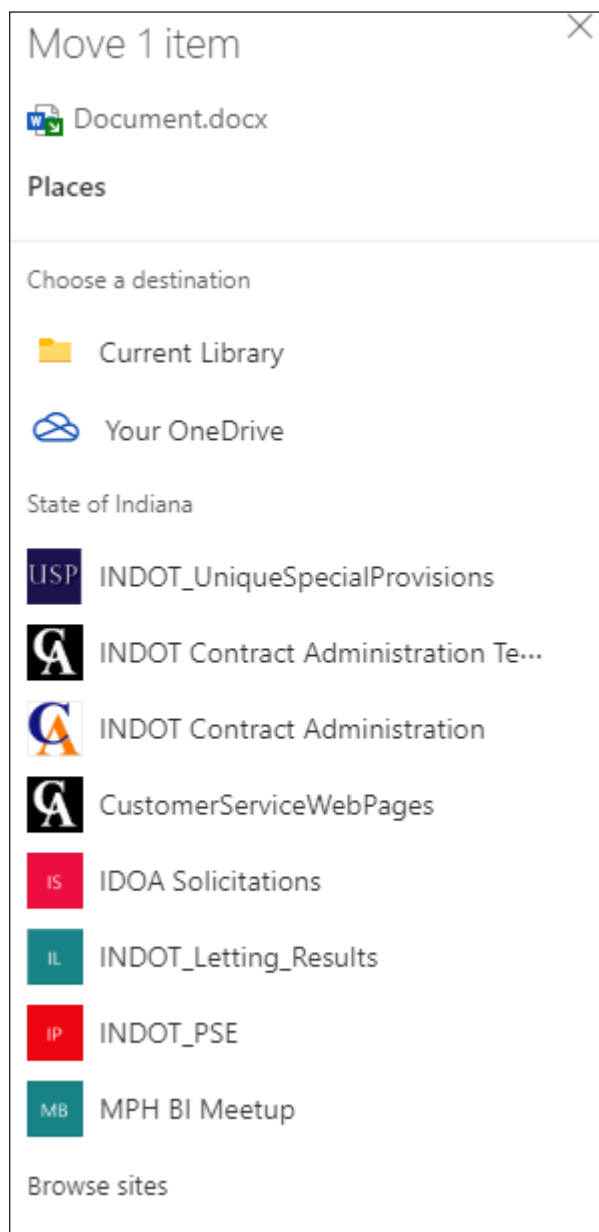
Select the document you want to move. “**Move to**” can be found in two locations, under the ellipsis or at the top.



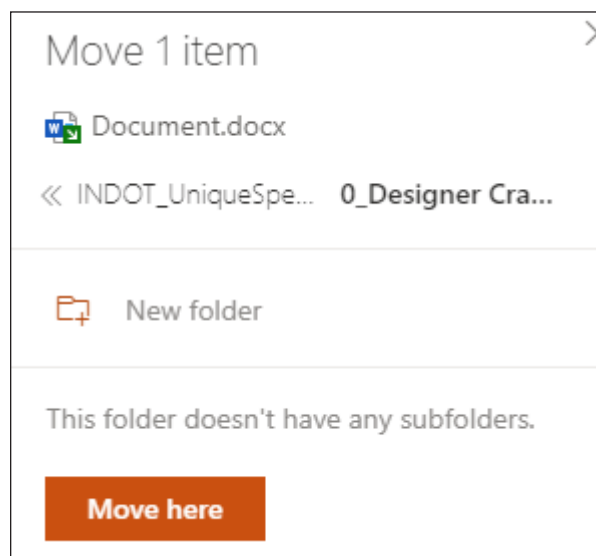
Don't Wait

Don't wait until your due date. If you're done reviewing your USP document, go ahead and move it manually.

Next select the INDOT_UniqueSpecialProvisions site ► then choose a designation.

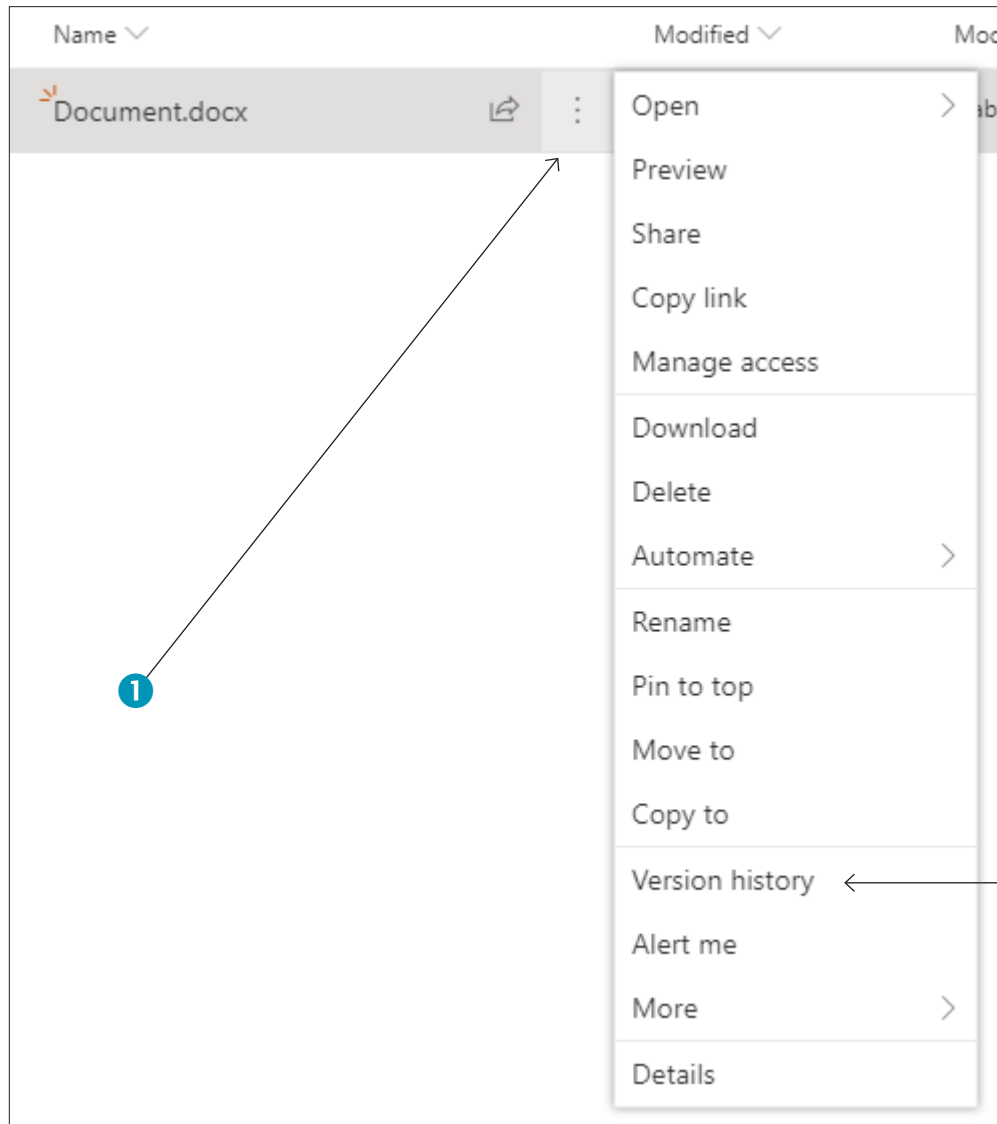


Then click "**Move here.**"



How to View Version History in a SharePoint Library

Go to the document you want to review the version history on and click on the “**ellipsis**.” Then choose “**Version history**.”



Version history

Delete All Versions

No. ↓	Modified	Modified By	Size	Comments
1.0	7/7/2020 11:02 AM	<input type="checkbox"/> Habig, Melanee	26.1 KB	
	DES Number	000000		
	Letting Date	11/14/2018		
	District	Crawfordsville		

Select the date and time to view or restore that version. SharePoint is set up to keep as many as 500 major versions of each document.

Version history

Delete All Versions

No. ↓	Modified	Modified By	Size	Comments
1.0	7/7/2020 11:02 AM	<input type="checkbox"/> Habig, Melanee	26.1 KB	
	View	DES Number	000000	
	Restore	Letting Date	11/14/2018	
		District	Crawfordsville	

USP Process for Subject Matter Experts

Step 3

Note: First, you must be logged into Office 365.

Team and Team Channels

You should have received a notification to join the INDOT_UniqueSpecialProvisions Microsoft Team. If you did not, then please email me at mhabig1@indot.in.gov, and I will get you added to the Team.

After you have joined the Team, please take a minute to look around and familiarize yourself with the channels and the SharePoint libraries.

Subject Matter Experts have one Team Channel:

- ■ 3_SME - used for Step 3

Channels are where you will find your notifications that a USP document is ready to be reviewed and where you can have discussions about USP documents.

SharePoint Libraries

Subject Matter Experts have one SharePoint library in Step 3:

- ■ 3_SME



Time Limits

Please keep in mind that each step in the process has a time limit. After that time has expired, the document will move automatically to the next step.

- **Step 3** has 14 days until the document moves to the 4_CM library.



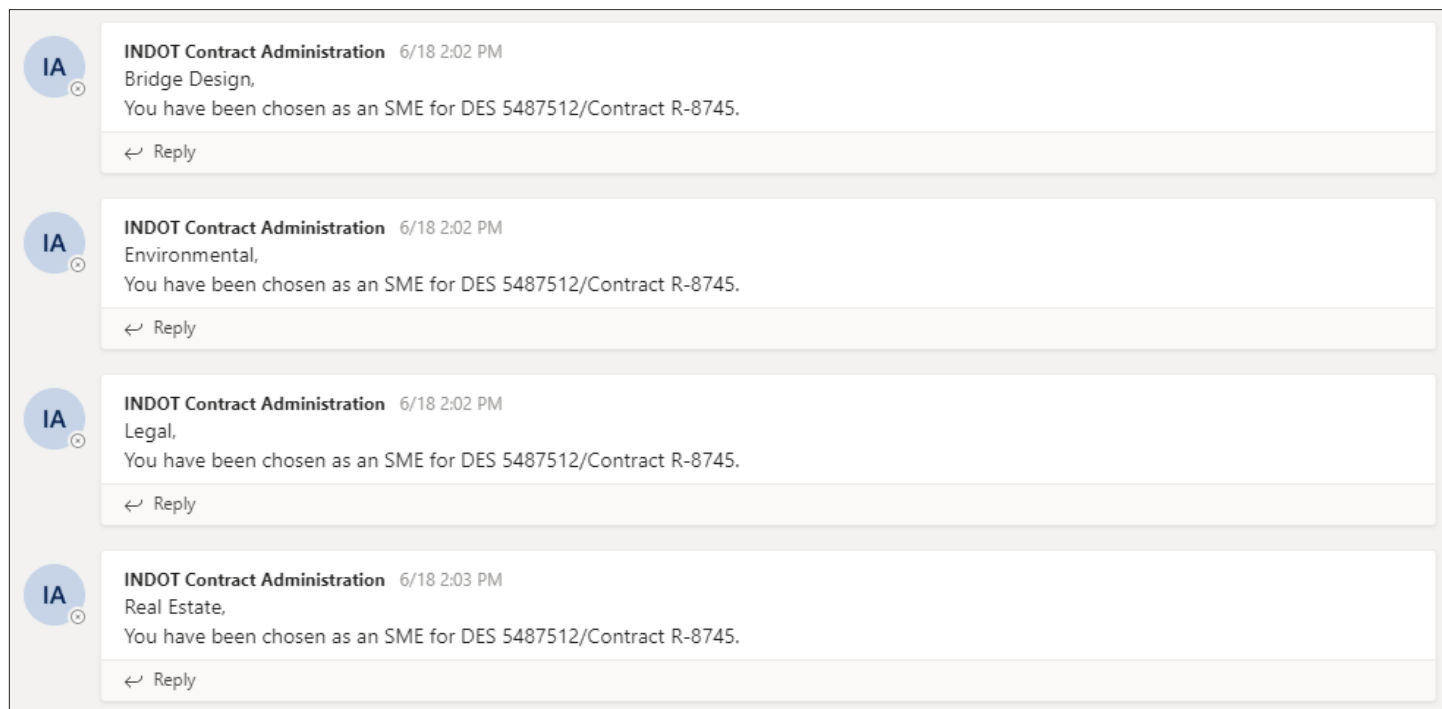
Don't Wait

Don't wait until your due date. If you're done reviewing your USP document, go ahead and move it manually.

Notifications / Emails for SMEs, Step 3

When the USP document is ready for you to review in Step 3, you will receive an email in Outlook and a notification in your Team channel.

Example of notifications sent to the 3_SME channel.



IA INDOT Contract Administration 6/18 2:02 PM
Bridge Design,
You have been chosen as an SME for DES 5487512/Contract R-8745.
← Reply

IA INDOT Contract Administration 6/18 2:02 PM
Environmental,
You have been chosen as an SME for DES 5487512/Contract R-8745.
← Reply

IA INDOT Contract Administration 6/18 2:02 PM
Legal,
You have been chosen as an SME for DES 5487512/Contract R-8745.
← Reply

IA INDOT Contract Administration 6/18 2:03 PM
Real Estate,
You have been chosen as an SME for DES 5487512/Contract R-8745.
← Reply

Below is an example of the email that is sent out.



4589652/T-85412

IC INDOT Contract Administration
To: Habig, Melanee
This message was sent with Low importance.

Construction,
You have been chosen as an SME for DES 4589652/Contract T-85412/ can be found in the [3 SME](#) library.

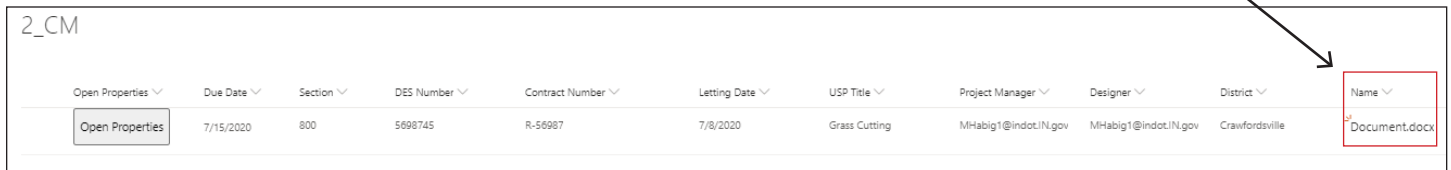
Reply Reply All Forward
Wed 7/22/2022



Team channel notifications and emails will contain a direct link to the library where the document can be found. You can use these links to save time.

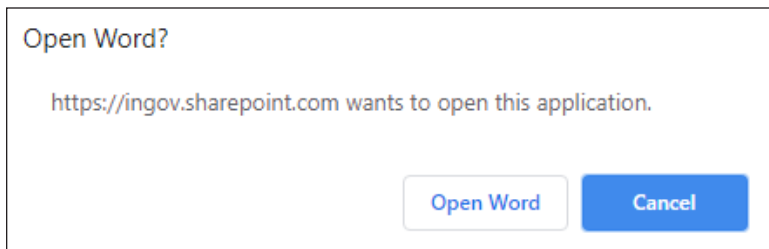
How to Open a USP Document

First, **you will not download the USP document to work on it.** You will be working on it in the SharePoint library. Go to the SharePoint library your document is in. Select the document under the Name column and click on the document.

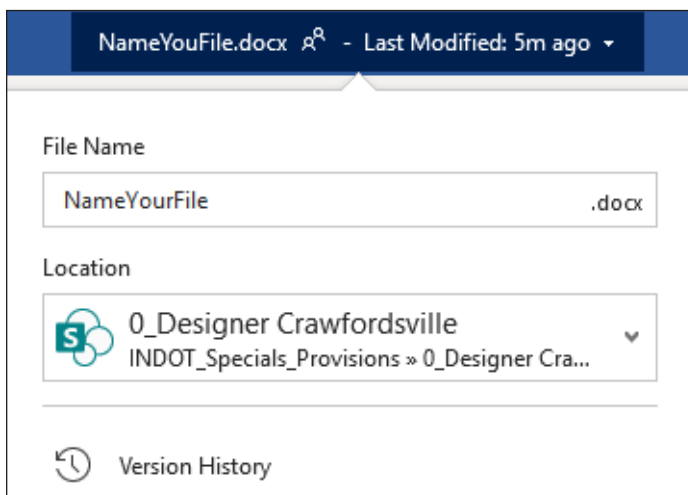


2_CM										
Open Properties ▾	Due Date ▾	Section ▾	DES Number ▾	Contract Number ▾	Letting Date ▾	USP Title ▾	Project Manager ▾	Designer ▾	District ▾	Name ▾
Open Properties	7/15/2020	800	5698745	R-56987	7/8/2020	Grass Cutting	MiHabit1@indot.IN.gov	MiHabit1@indot.IN.gov	Crawfordsville	Document.docx

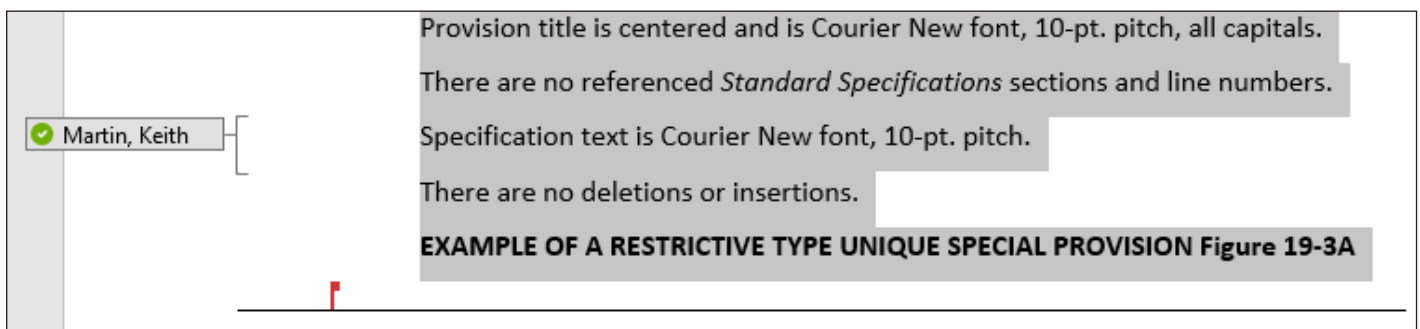
Then choose “**Open Word.**” Do your review or edits.



Tip: Click “v” in the dark blue box. This will show you the SharePoint library you’re in and another place where you can view the Version History.

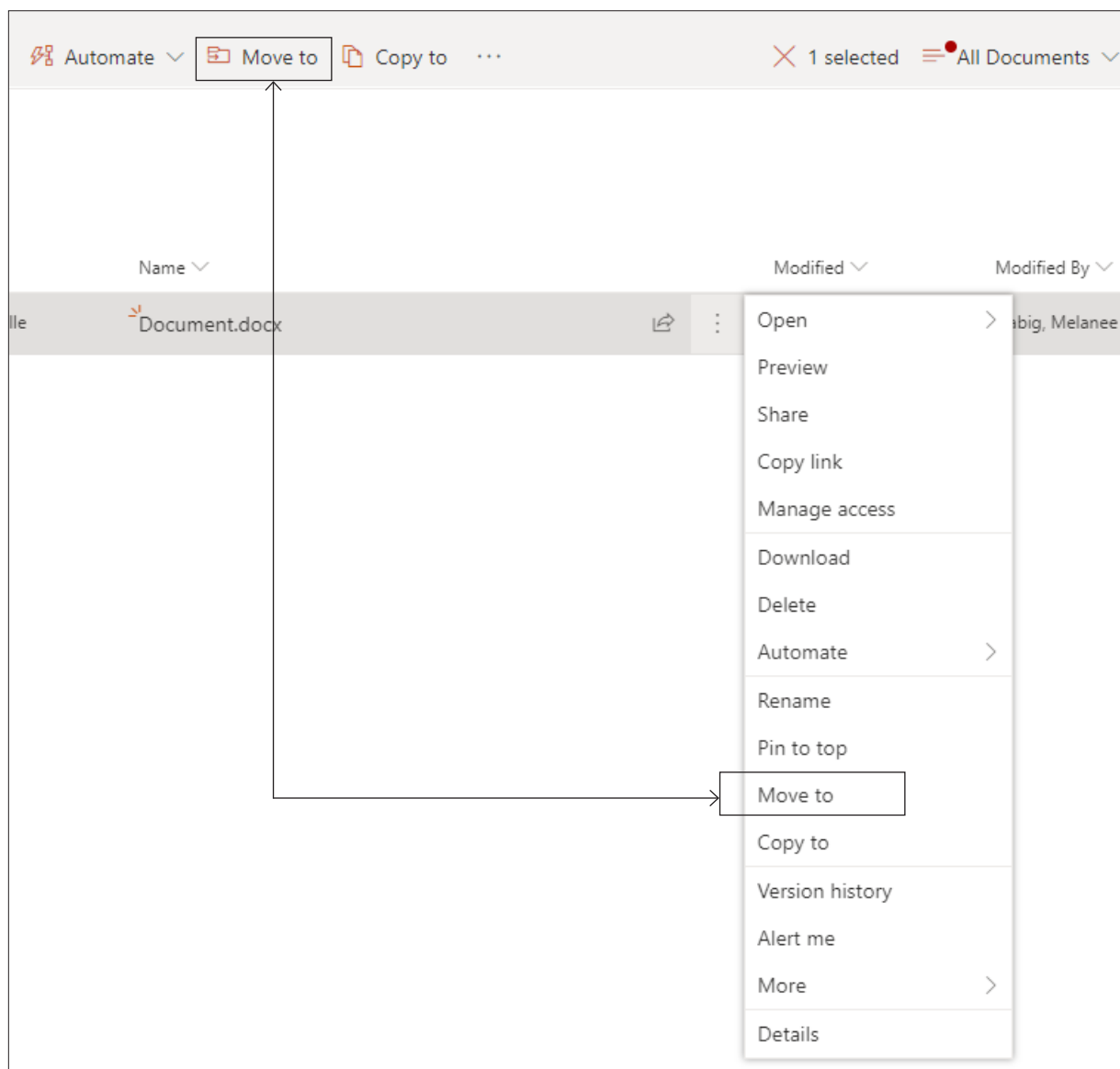


If someone else is in the document when you open it, you will see their name and what part they’re working on.



Move a Document to Another SharePoint Library Manually

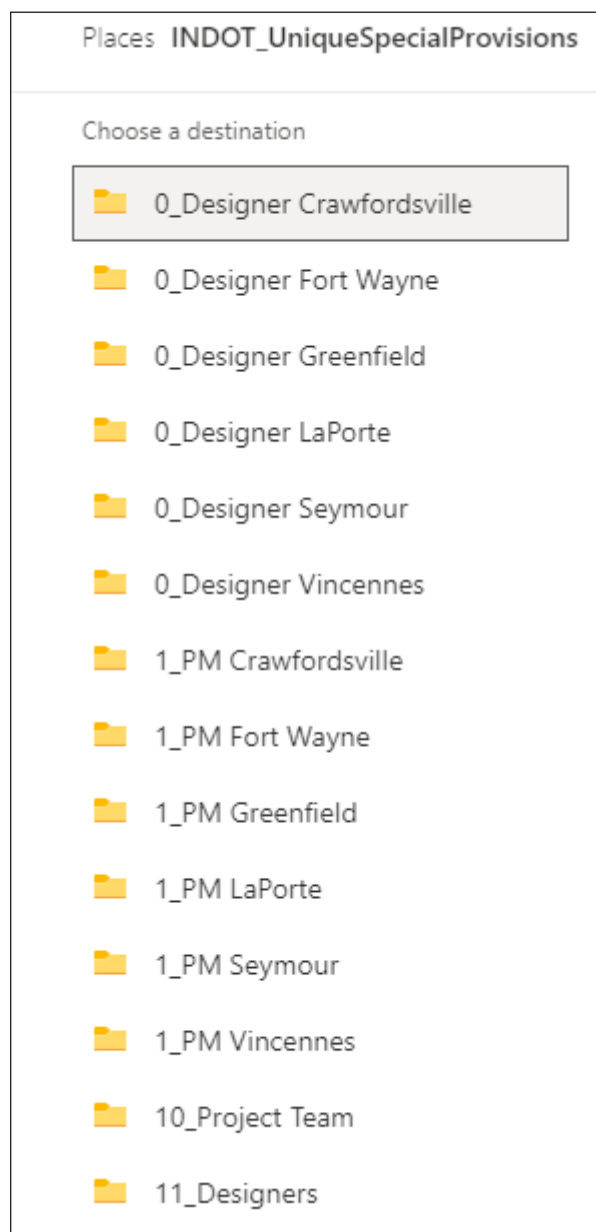
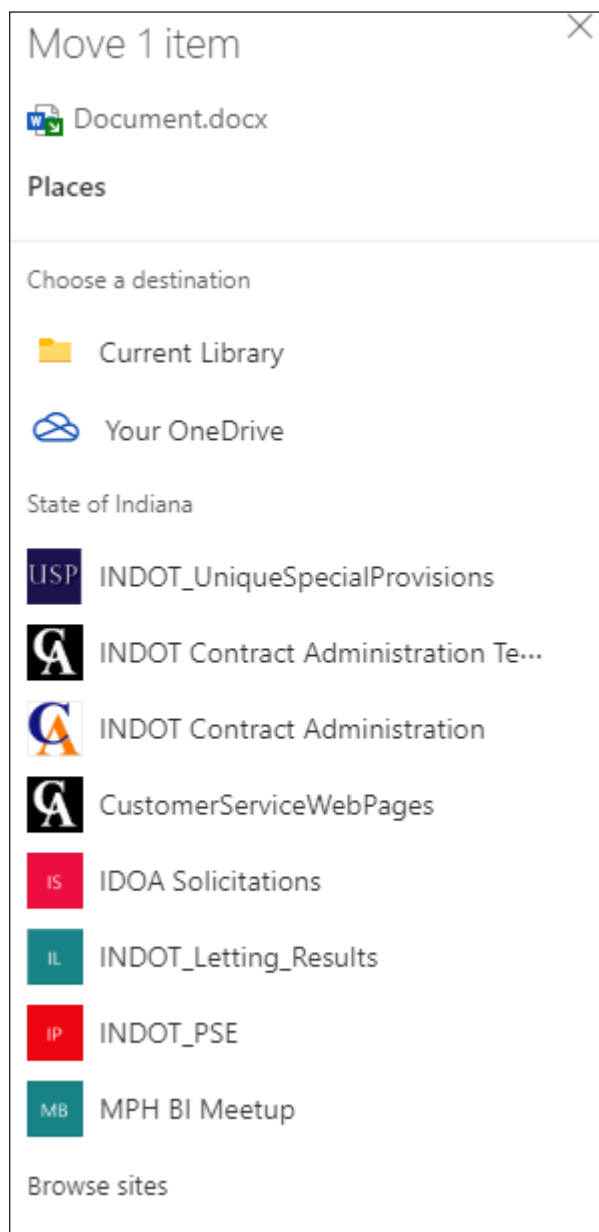
Select the document you wish to move. “**Move to**” can be found in two locations, under the ellipsis or at the top.



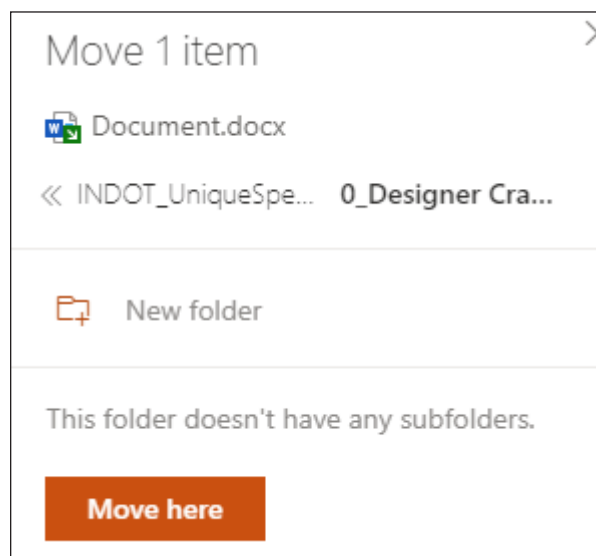
Don't Wait

Don't wait until your due date. If you're done reviewing your USP document, go ahead and move it manually.

Next select the INDOT_UniqueSpecialProvisions site ► then choose a designation.

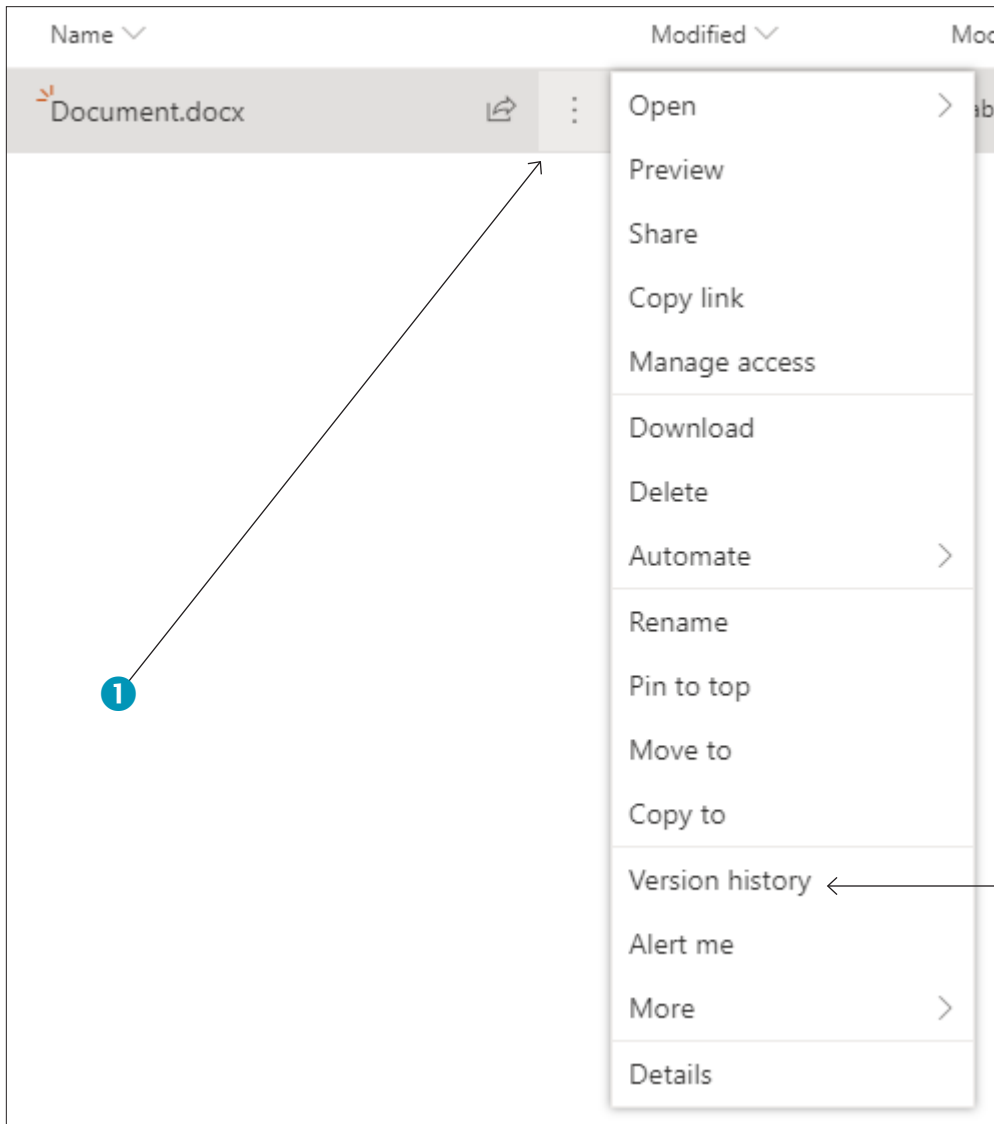


Then click **"Move here."**



How to View Version History in a SharePoint Library

Go to the document you want to review the version history on and click on the “**ellipsis**.” Then choose “**Version history**.”



Version history

Delete All Versions

No. ↓	Modified	Modified By	Size	Comments
1.0	7/7/2020 11:02 AM	<input type="checkbox"/> Habig, Melanee	26.1 KB	
	DES Number	000000		
	Letting Date	11/14/2018		
	District	Crawfordsville		

Select the date and time to view or restore that version. SharePoint is set up to keep as many as 500 major versions of each document.

Version history

Delete All Versions

No. ↓	Modified	Modified By	Size	Comments
1.0	7/7/2020 11:02 AM	<input type="checkbox"/> Habig, Melanee	26.1 KB	
	View	DES Number	000	
	Restore	Letting Date	14/2018	
		District	Crawfordsville	

USP Process for Legal

Steps 5 and 12

Note: First, you must be logged into Office 365.

Team and Team Channels

You should have received a notification to join the INDOT_UniqueSpecialProvisions Microsoft Team. If you did not, then please email me at mhabig1@indot.in.gov, and I will get you added to the Team.

After you have joined the Team, please take a minute to look around and familiarize yourself with the channels and the SharePoint libraries.

Legal has two Team Channels:

- 5_Legal - used for Step 5
- 12_Legal - used for Step 12

Channels are where you will find your notifications that a USP document is ready to be reviewed and where you can have discussions about USP documents.

SharePoint Libraries

Legal has two SharePoint libraries, one in Step 5 and Step 12:

- 5_Legal
- 12_Legal



Time Limits

Please keep in mind that each step in the process has a time limit. After that time has expired, the document will move automatically to the next step.

- **Step 5** has 14 days until the document moves to the 6_CM.
- **Step 12** has 30 days until the document moves to the USP_HOLD library.



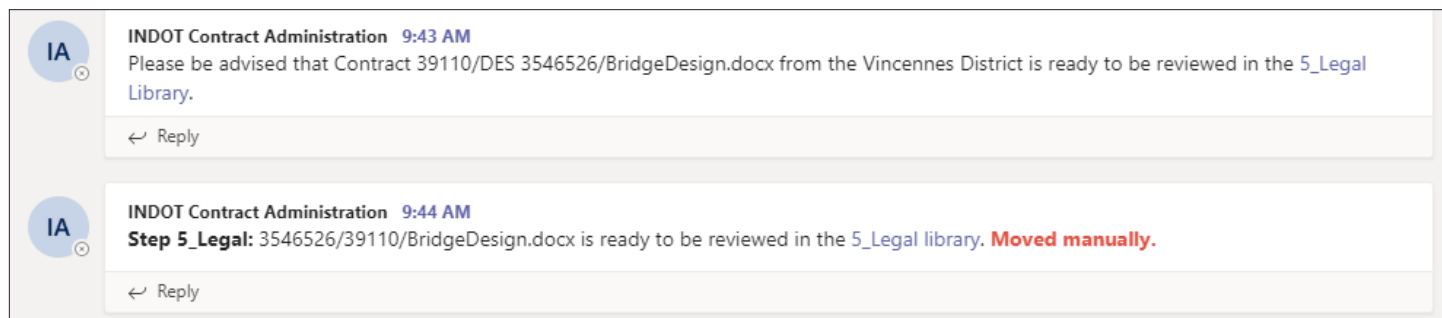
Don't Wait

Don't wait until your due date. If you're done reviewing your USP document, go ahead and move it manually.

Notifications / Emails for Legal in Steps 5 and 12

When the USP document is ready for you to review in Steps 5 and 12, you will receive an email in Outlook and a notification in your Team channel.

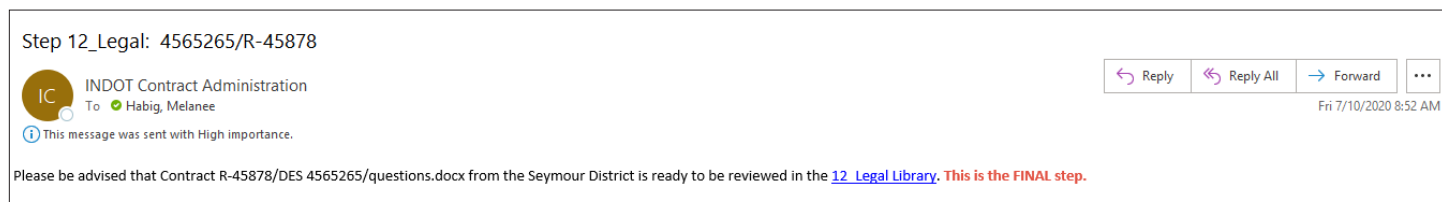
Example of a notification sent to the 5_Legal channel.



The screenshot shows two notifications in a Microsoft Teams channel. The first notification, at 9:43 AM, states that Contract 39110/DES 3546526/BridgeDesign.docx is ready for review in the 5_Legal Library. The second notification, at 9:44 AM, states that the same document is ready for review in the 5_Legal library, but it is marked as "Moved manually." Both notifications include a "Reply" button.

If you look at the notifications in the figure above, you will notice that one of the notifications is marked, **"Moved manually."** You will receive this type of notification from time to time, if someone chooses to move the document manually to the next step. USP documents that move automatically will not be noted in this way.

Below is an example of the email that is sent out.



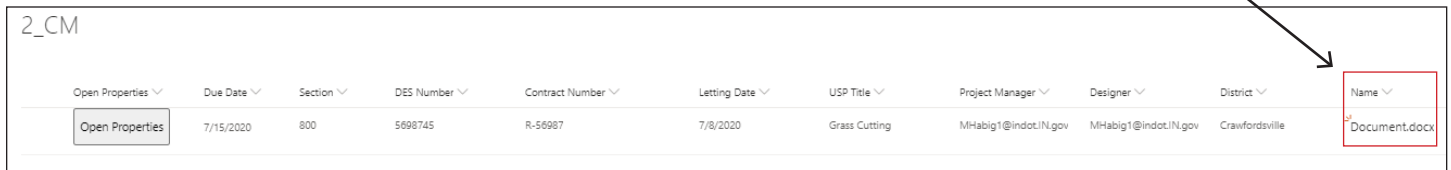
The screenshot shows an email notification from INDOT Contract Administration. The subject is "Step 12_Legal: 4565265/R-45878". The email is addressed to Melanie Habig. It states that Contract R-45878/DES 4565265/questions.docx is ready for review in the 12_Legal Library, and it is marked as "This is the FINAL step." The email includes standard Outlook action buttons: Reply, Reply All, Forward, and a menu icon. The timestamp is "Fri 7/10/2020 8:52 AM".

Note

Team channel notifications and emails will contain a direct link to the library where the document can be found. You can use these links to save time.

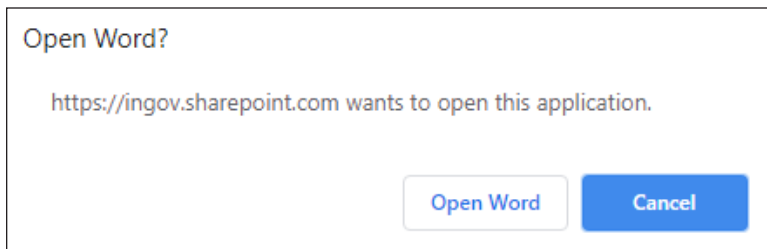
How to Open a USP Document

First, **you will not download the USP document to work on it.** You will be working on it in the SharePoint library. Go to the SharePoint library your document is in. Select the document under the Name column and click on the document.



2_CM										
Open Properties ▾	Due Date ▾	Section ▾	DES Number ▾	Contract Number ▾	Letting Date ▾	USP Title ▾	Project Manager ▾	Designer ▾	District ▾	Name ▾
Open Properties	7/15/2020	800	5698745	R-56987	7/8/2020	Grass Cutting	MiHabit1@indot.IN.gov	MiHabit1@indot.IN.gov	Crawfordsville	Document.docx

Then choose **“Open Word.”** Do your review or edits.

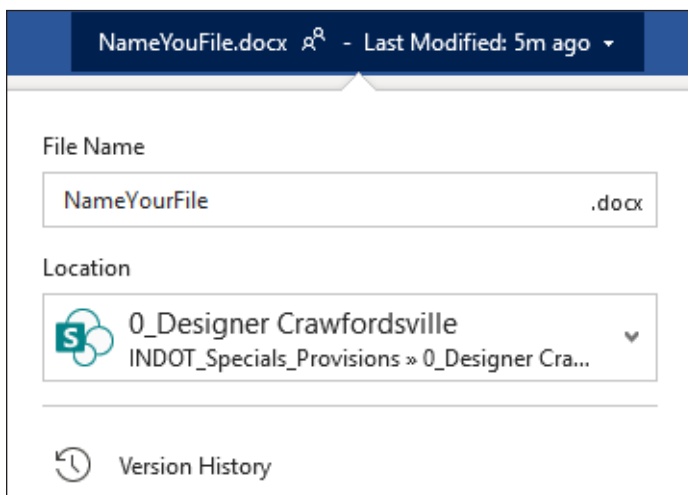


Open Word?

<https://ingov.sharepoint.com> wants to open this application.

Open Word Cancel

Tip: Click “v” in the dark blue box. This will show you the SharePoint library you’re in and another place where you can view the Version History.



NameYourFile.docx ⓘ - Last Modified: 5m ago ▾

File Name

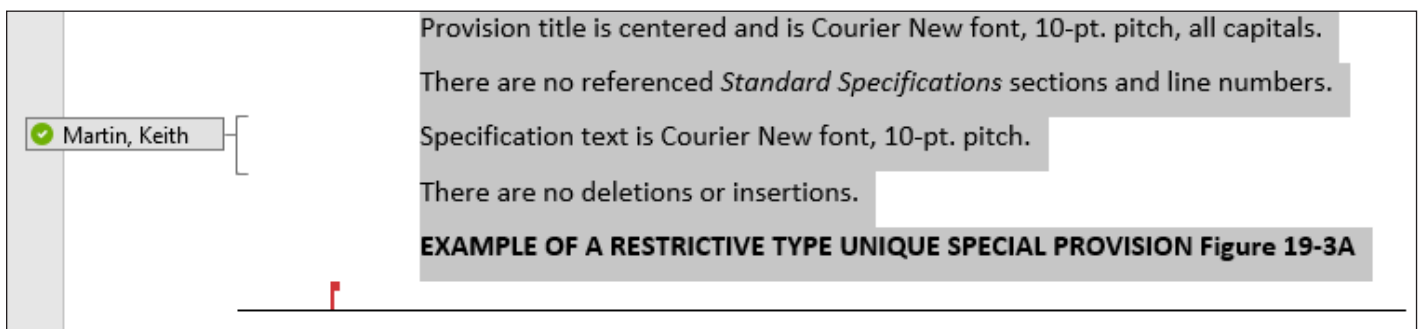
NameYourFile .docx

Location

0_Designer Crawfordsville
INDOT_Specials_Provisions » 0_Designer Cra...

Version History

If someone else is in the document when you open it, you will see their name and what part they’re working on.



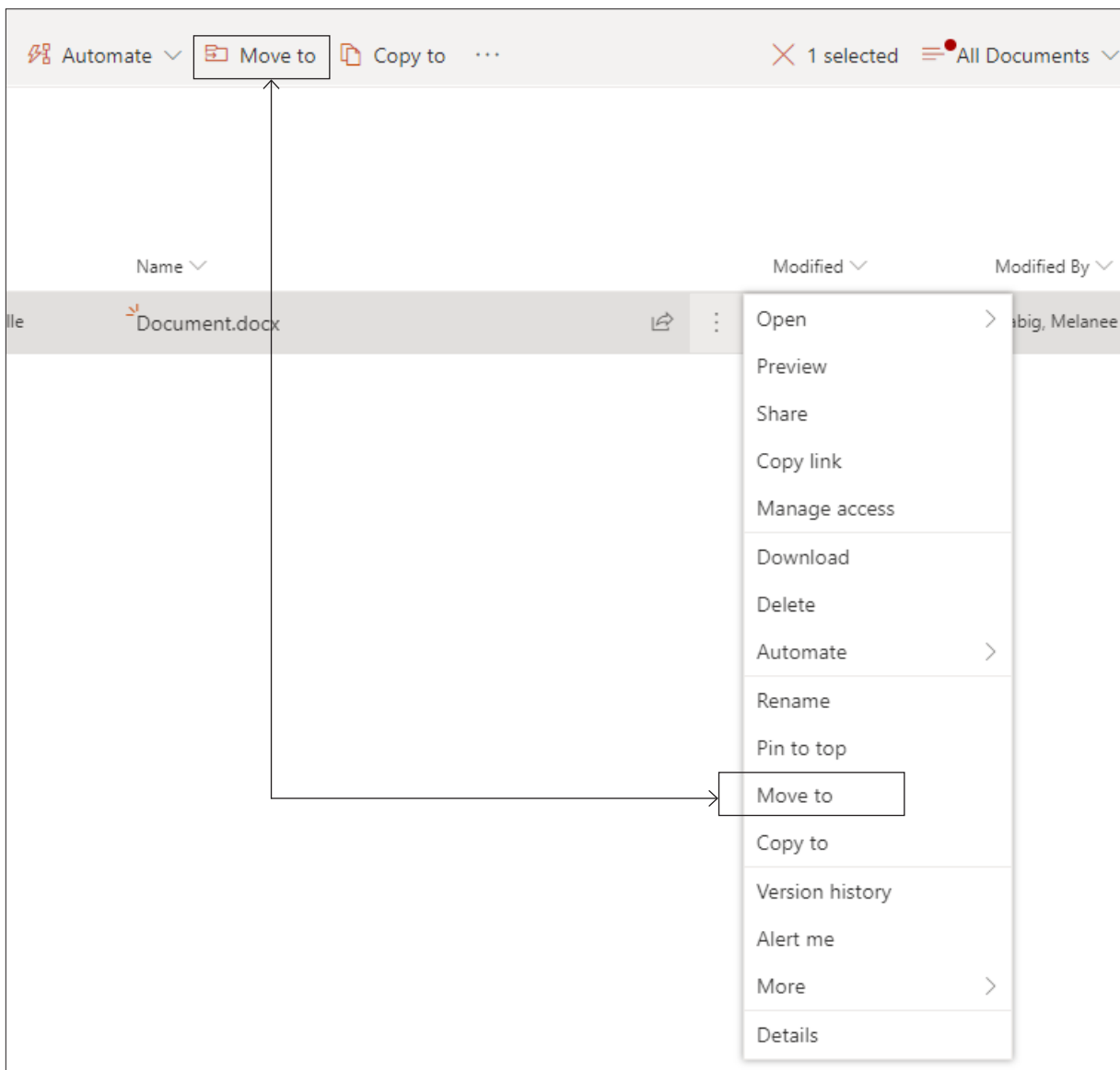
✓ Martin, Keith

Provision title is centered and is Courier New font, 10-pt. pitch, all capitals.
There are no referenced *Standard Specifications* sections and line numbers.
Specification text is Courier New font, 10-pt. pitch.
There are no deletions or insertions.

EXAMPLE OF A RESTRICTIVE TYPE UNIQUE SPECIAL PROVISION Figure 19-3A

Move a Document to Another SharePoint Library Manually

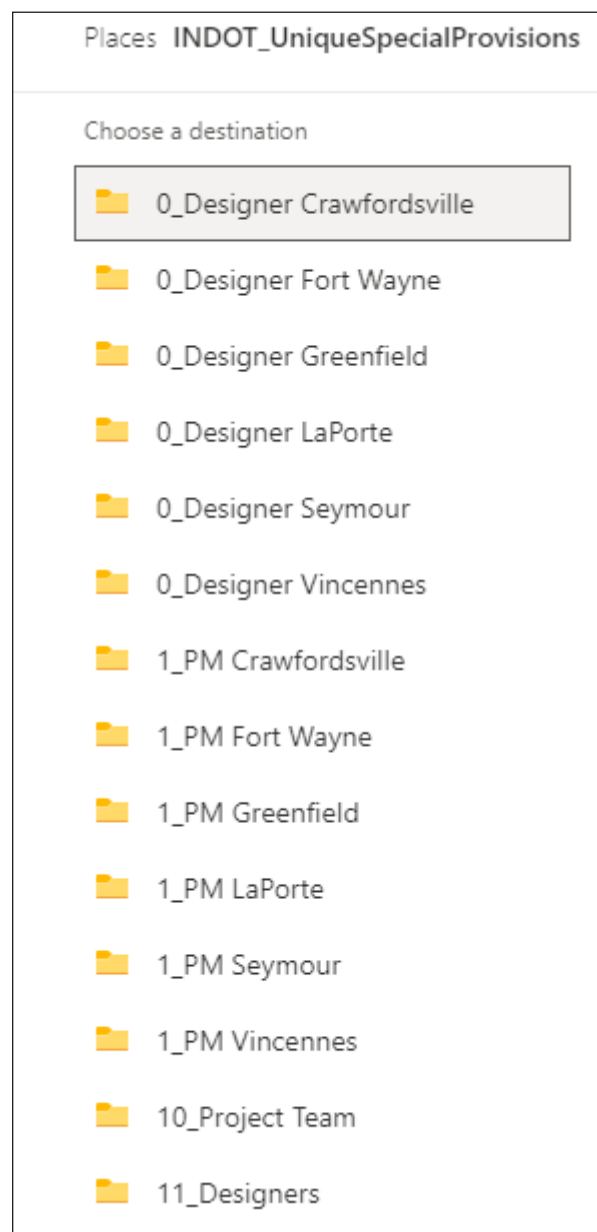
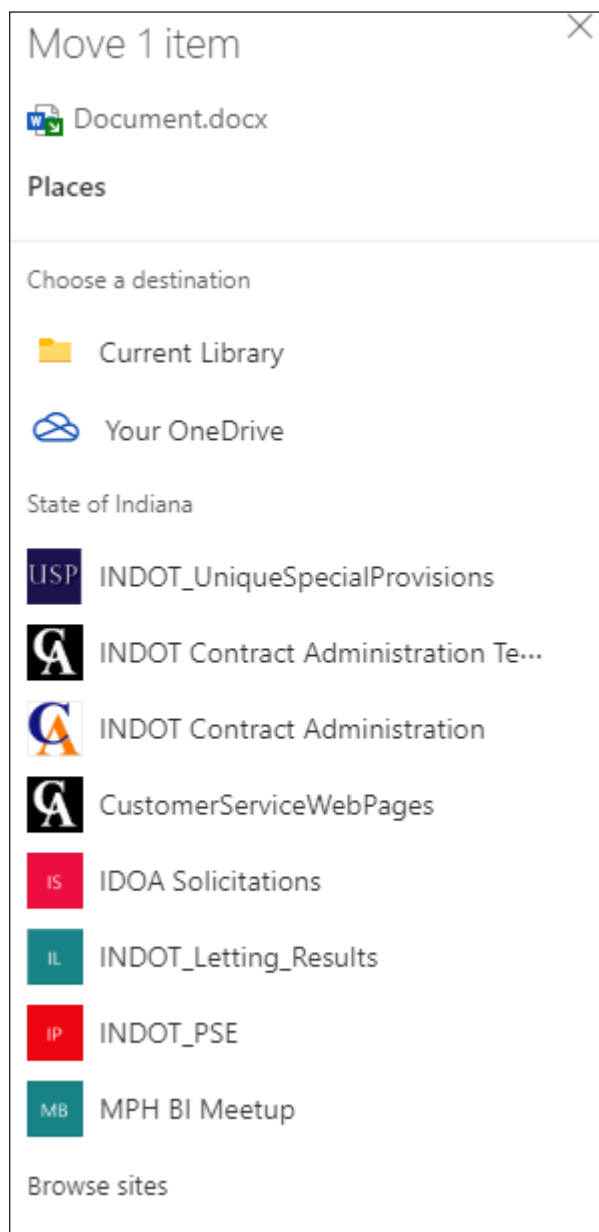
Select the document you want to move. “**Move to**” can be found in two locations, under the ellipsis or at the top.



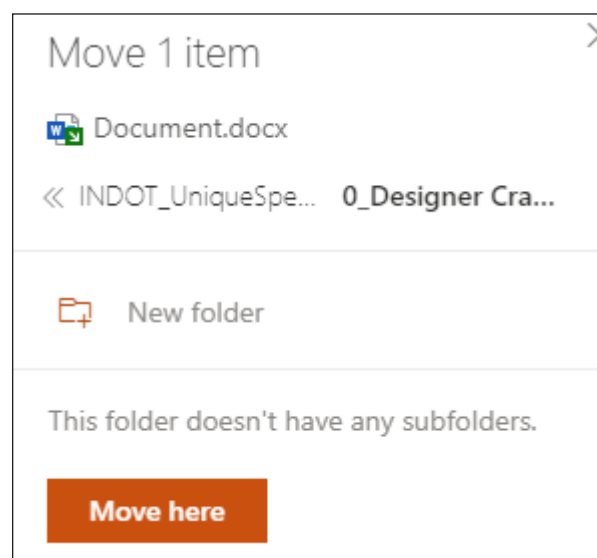
Don't Wait

Don't wait until your due date. If you're done reviewing your USP document, go ahead and move it manually.

Next select the INDOT_UniqueSpecialProvisions site ► then choose a designation.

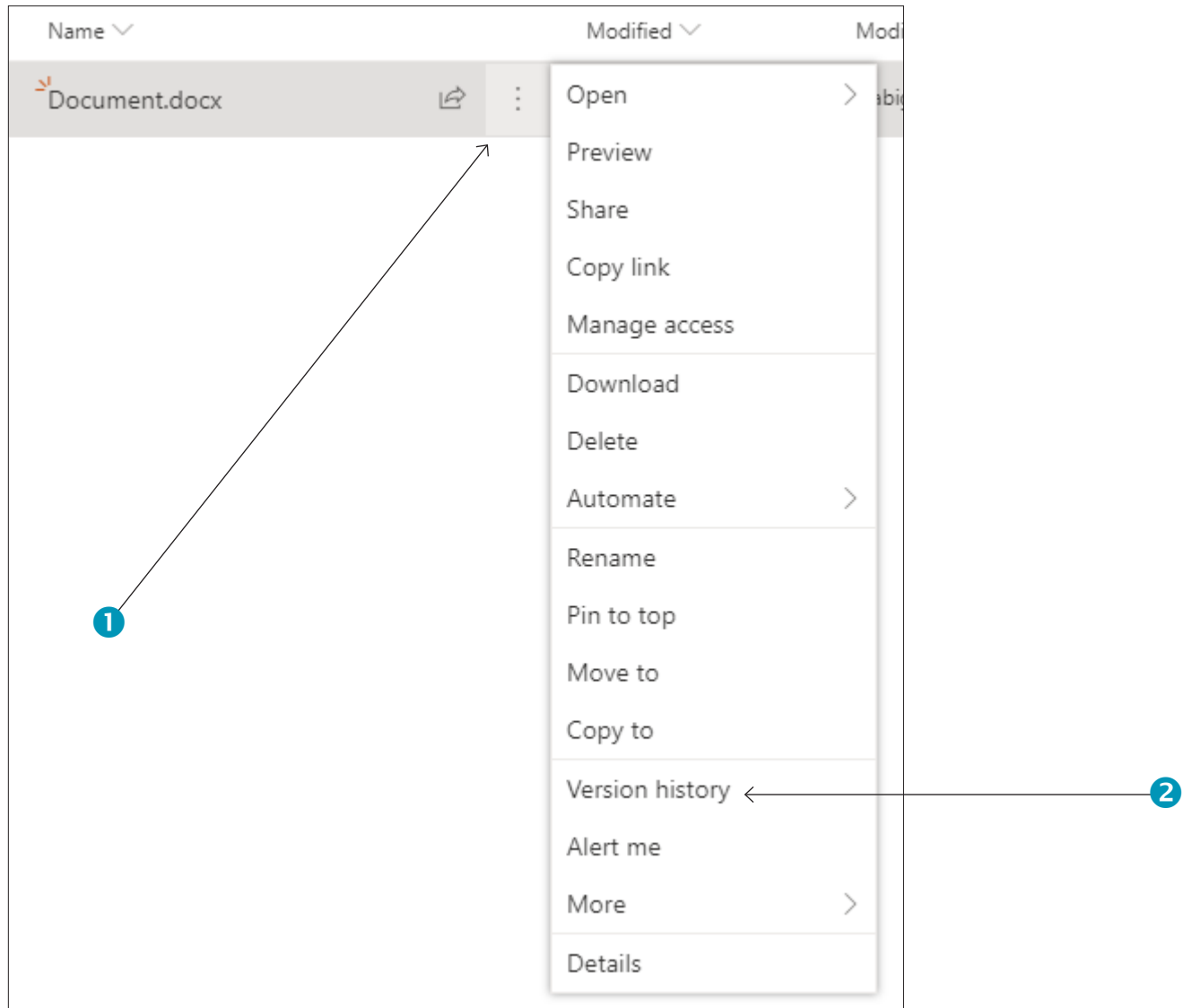


Then click **“Move here.”**



How to View Version History in a SharePoint Library

Go to the document you want to review the version history on and click on the “**ellipsis**.” Then choose “**Version history**.”



Version history

Delete All Versions

No. ↓	Modified	Modified By	Size	Comments
1.0	7/7/2020 11:02 AM	<input type="checkbox"/> Habig, Melanee	26.1 KB	
	DES Number	000000		
	Letting Date	11/14/2018		
	District	Crawfordsville		

Select the date and time to view or restore that version. SharePoint is set up to keep as many as 500 major versions of each document.

Version history

Delete All Versions

No. ↓	Modified	Modified By	Size	Comments
1.0	7/7/2020 11:02 AM	<input type="checkbox"/> Habig, Melanee	26.1 KB	
	DES Number	000000		
	Letting Date	11/14/2018		
	District	Crawfordsville		

USP Process for Contracts

Step 8

Note: First, you must be logged into Office 365.

Team and Team Channels

You should have received a notification to join the INDOT_UniqueSpecialProvisions Microsoft Team. If you did not, then please email me at mhabig1@indot.in.gov, and I will get you added to the Team.

After you have joined the Team, please take a minute to look around and familiarize yourself with the channels and the SharePoint libraries.

Contracts has one Team Channel:

- ■ 8_Contracts - used for Step 8

Channels are where you will find your notifications that a USP document is ready to be reviewed and where you can have discussions about USP documents.

SharePoint Libraries

Contracts has one SharePoint library in Step 8:

- ■ 8_Contracts



Time Limits

Please keep in mind that each step in the process has a time limit. After that time has expired, the document will move automatically to the next step.

- **Step 8** has 21 days until the document moves to the 9_Designer library.



Don't Wait

Don't wait until your due date. If you're done reviewing your USP document, go ahead and move it manually.

Notifications / Emails for Contracts, Step 8

When the USP document is ready for you to review in Step 8, you will receive an email in Outlook and a notification in your Team channel.

Example of a notification sent to the 8_Contracts channel.

IA INDOT Contract Administration 9:51 AM
Please be advised that Contract 39110/DES 3546526/BridgeDesign.docx from the Vincennes District is ready to be reviewed in the [8_Contracts Library](#). Define Pay Items.
← Reply

IA INDOT Contract Administration 9:51 AM
Step 8_Contracts: 3546526/39110/BridgeDesign.docx is ready to be reviewed in the [8_Contracts](#) library. **Moved manually.**
← Reply

If you look at the notifications in the figure above, you will notice that one of the notifications is marked, **“Moved manually.”** You will receive this type of notification from time to time, if someone chooses to move the document manually to the next step. USP documents that move automatically will not be noted in this way.

Below is an example of the email that is sent out.

Step 8_Contracts: 3546526/39110

IC INDOT Contract Administration
To: Habig, Melanee

This message was sent with Low importance.

Please be advised that Contract 39110/DES 3546526/BridgeDesign.docx from the Vincennes District is ready to be reviewed in the [8_Contracts Library](#). Define Pay Items.

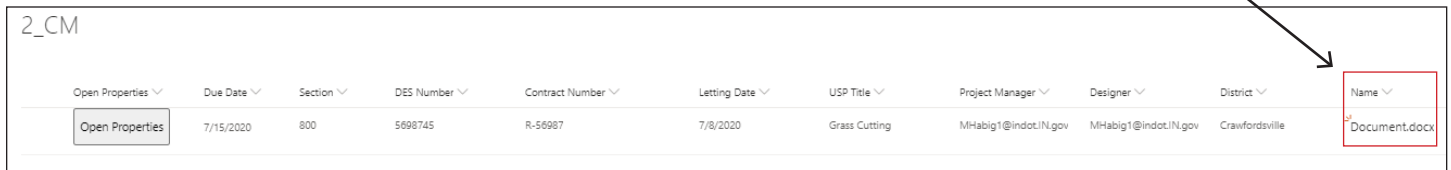
Reply Reply All Forward ...
Fri 7/10/2020 9:52 AM

Note

Team channel notifications and emails will contain a direct link to the library where the document can be found. You can use these links to save time.

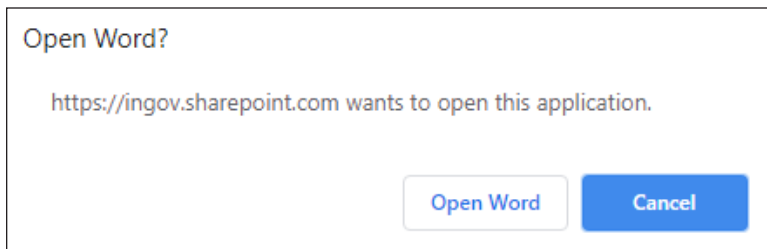
How to Open a USP Document

First, **you will not download the USP document to work on it.** You will be working on it in the SharePoint library. Go to the SharePoint library your document is in. Select the document under the Name column and click on the document.



2_CM										
Open Properties ▾	Due Date ▾	Section ▾	DES Number ▾	Contract Number ▾	Letting Date ▾	USP Title ▾	Project Manager ▾	Designer ▾	District ▾	Name ▾
Open Properties	7/15/2020	800	5698745	R-56987	7/8/2020	Grass Cutting	MiHabit1@indot.IN.gov	MiHabit1@indot.IN.gov	Crawfordsville	Document.docx

Then choose **“Open Word.”** Do your review or edits.

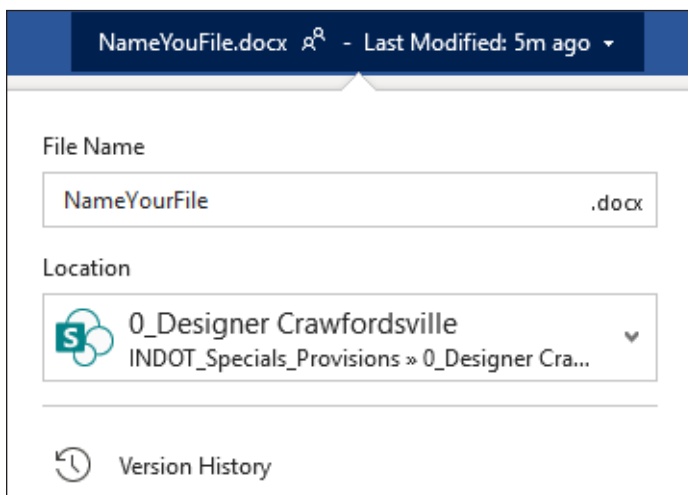


Open Word?

https://ingov.sharepoint.com wants to open this application.

Open Word Cancel

Tip: Click “v” in the dark blue box. This will show you the SharePoint library you’re in and another place where you can view the Version History.



NameYourFile.docx - Last Modified: 5m ago ▾

File Name

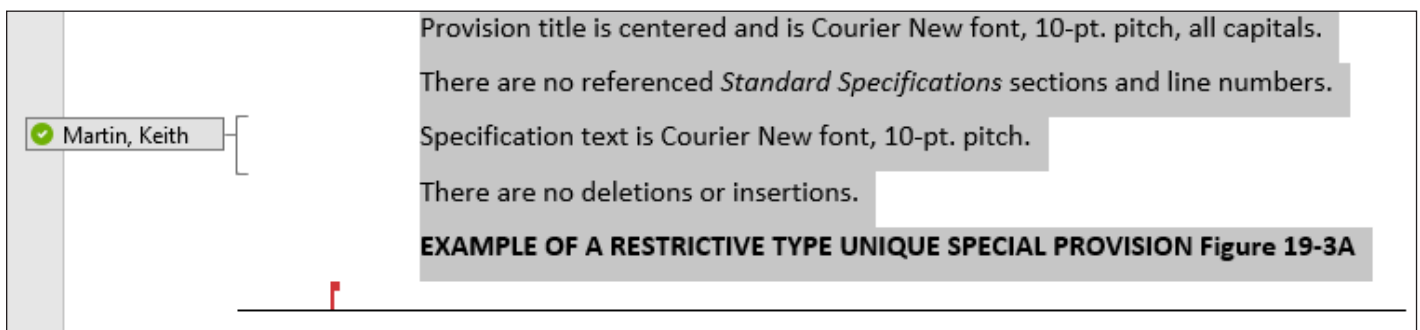
NameYourFile .docx

Location

0_Designer Crawfordsville
INDOT_Specials_Provisions » 0_Designer Cra...

Version History

If someone else is in the document when you open it, you will see their name and what part they’re working on.



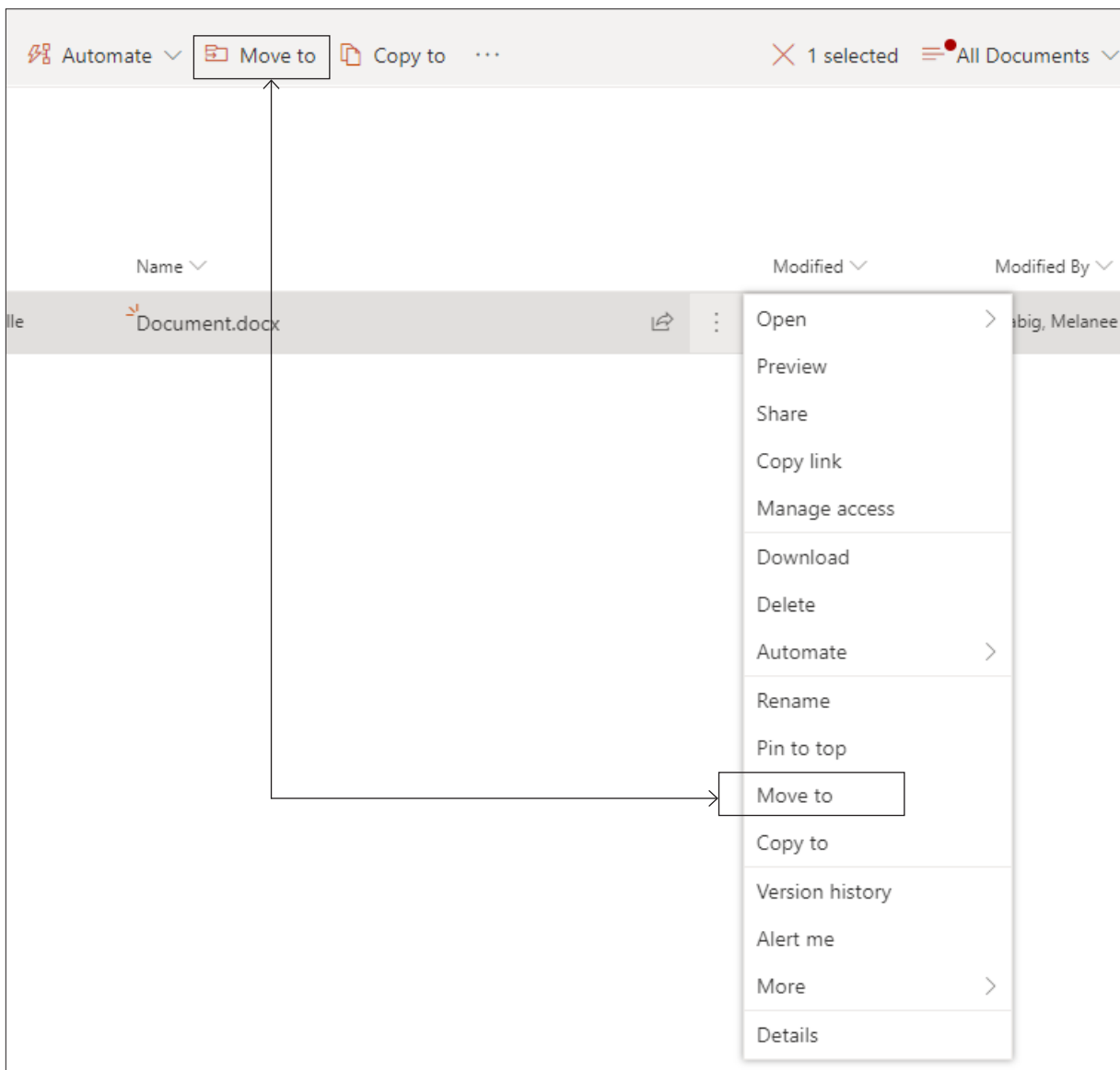
✓ Martin, Keith

- Provision title is centered and is Courier New font, 10-pt. pitch, all capitals.
- There are no referenced *Standard Specifications* sections and line numbers.
- Specification text is Courier New font, 10-pt. pitch.
- There are no deletions or insertions.

EXAMPLE OF A RESTRICTIVE TYPE UNIQUE SPECIAL PROVISION Figure 19-3A

Move a Document to Another SharePoint Library Manually

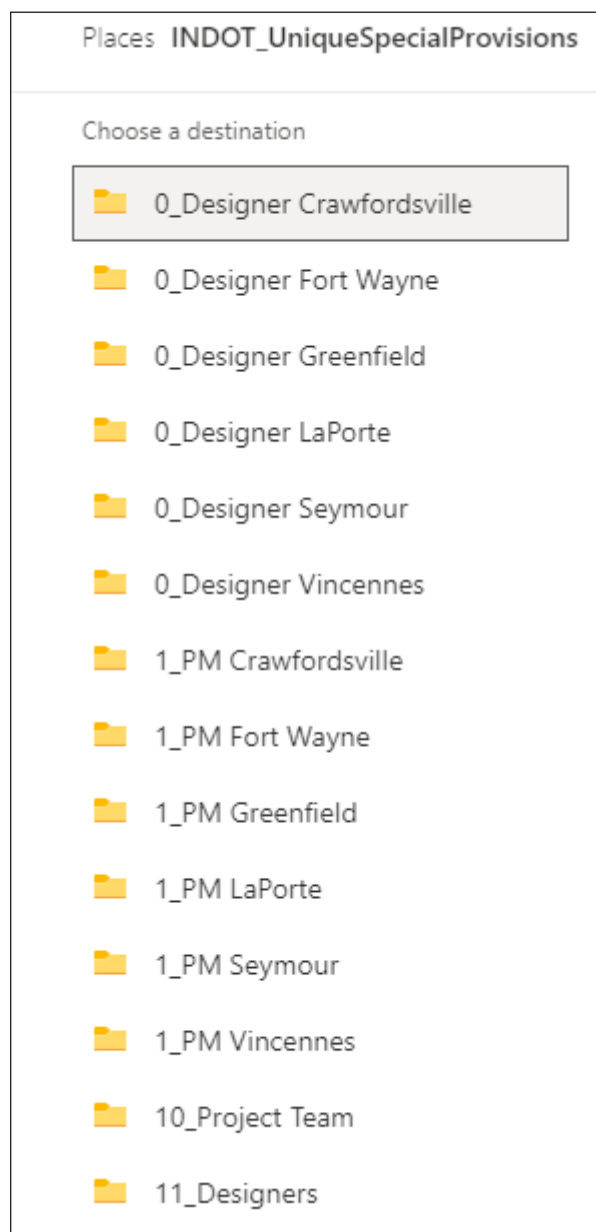
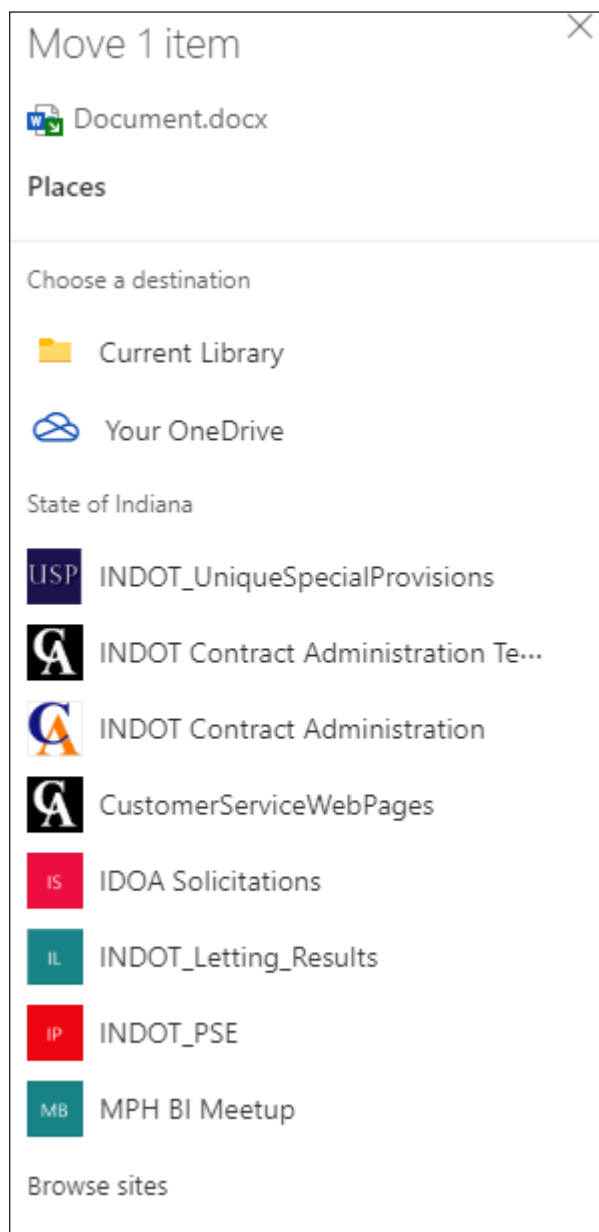
Select the document you want to move. “**Move to**” can be found in two locations, under the ellipsis or at the top.



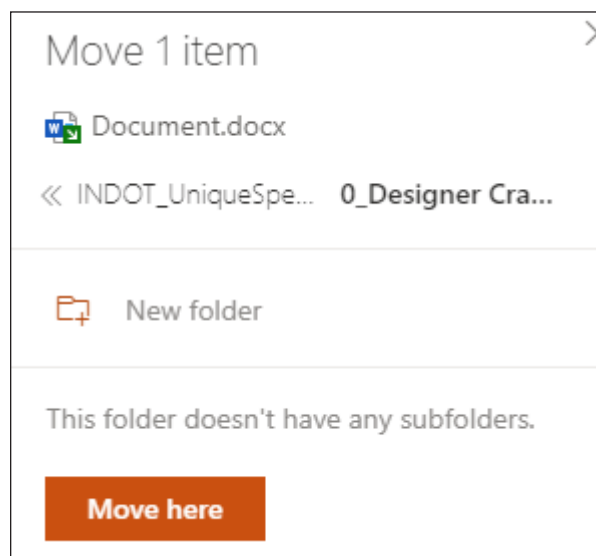
Don't Wait

Don't wait until your due date. If you're done reviewing your USP document, go ahead and move it manually.

Next select the INDOT_UniqueSpecialProvisions site ► then choose a designation.

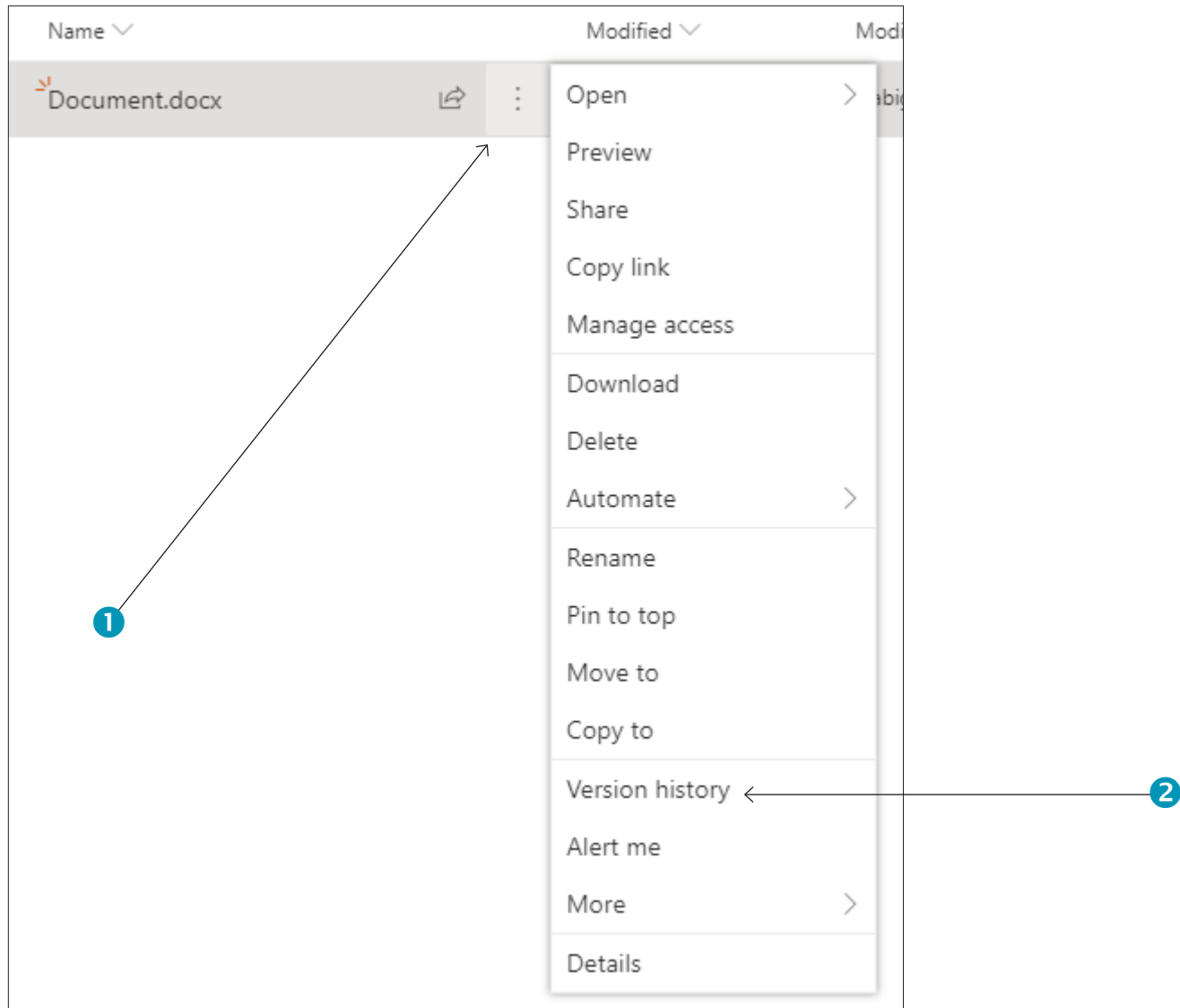


Then click **“Move here.”**



How to View Version History in a SharePoint Library

Go to the document you want to review the version history on and click on the “**ellipsis**.” Then choose “**Version history**.”



Version history

Delete All Versions

No. ↓	Modified	Modified By	Size	Comments
1.0	7/7/2020 11:02 AM	<input type="checkbox"/> Habig, Melanee	26.1 KB	
	DES Number	000000		
	Letting Date	11/14/2018		
	District	Crawfordsville		

Select the date and time to view or restore that version. SharePoint is set up to keep as many as 500 major versions of each document.

Version history

Delete All Versions

No. ↓	Modified	Modified By	Size	Comments
1.0	7/7/2020 11:02 AM	<input type="checkbox"/> Habig, Melanee	26.1 KB	
	DES Number	000000		
	Letting Date	11/14/2018		
	District	Crawfordsville		

USP Process for Project Team

Step 10

Note: First, you must be logged into Office 365.

Team and Team Channels

You should have received a notification to join the INDOT_UniqueSpecialProvisions Microsoft Team. If you did not, then please email me at mhabig1@indot.in.gov, and I will get you added to the Team.

After you have joined the Team, please take a minute to look around and familiarize yourself with the channels and the SharePoint libraries.

Project Team has one Team Channel:

- ■ 10_Project Team - used for Step 10

Channels are where you will find your notifications that a USP document is ready to be reviewed and where you can have discussions about USP documents.

SharePoint Libraries

Project Team has one SharePoint library in Step 10:

- ■ 10_Project Team



Time Limits

Please keep in mind that each step in the process has a time limit. After that time has expired, the document will move automatically to the next step.

- **Step 10** has 7 days until the document moves to the 11_Designer library.



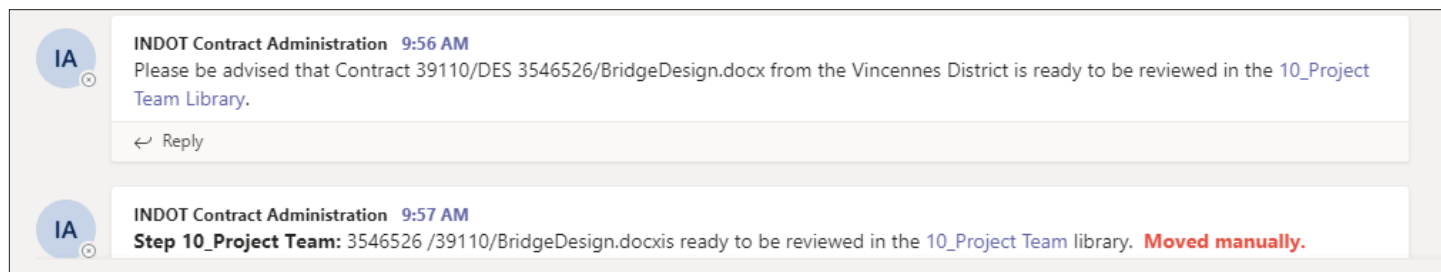
Don't Wait

Don't wait until your due date. If you're done reviewing your USP document, go ahead and move it manually.

Notifications / Emails for Project Team, Step 10

When the USP document is ready for you to review in Step 10, you will receive an email in Outlook and a notification in your Team channel.

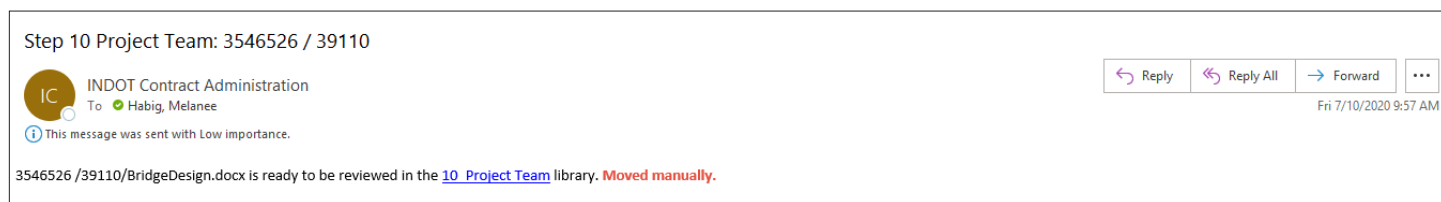
Example of a notification sent to the 10_Project Team channel.



The screenshot shows two notifications in a Teams channel. The first notification, from 'INDOT Contract Administration' at 9:56 AM, states: 'Please be advised that Contract 39110/DES 3546526/BridgeDesign.docx from the Vincennes District is ready to be reviewed in the 10_Project Team Library.' Below it is a 'Reply' button. The second notification, from 'INDOT Contract Administration' at 9:57 AM, states: 'Step 10_Project Team: 3546526 /39110/BridgeDesign.docxis ready to be reviewed in the 10_Project Team library. Moved manually.' The text 'Moved manually.' is in red.

If you look at the notifications in the figure above, you will notice that one of the notifications is marked, **"Moved manually."** You will receive this type of notification from time to time, if someone chooses to move the document manually to the next step. USP documents that move automatically will not be noted in this way.

Below is an example of the email that is sent out.



The screenshot shows an email notification. The subject line is 'Step 10 Project Team: 3546526 / 39110'. The sender is 'INDOT Contract Administration' with a profile picture 'IC'. The recipient is 'To Habig, Melanee'. A status icon indicates 'This message was sent with Low importance.' On the right, there are buttons for 'Reply', 'Reply All', 'Forward', and a three-dot menu. The date and time 'Fri 7/10/2020 9:57 AM' are shown. The main body of the email states: '3546526 /39110/BridgeDesign.docx is ready to be reviewed in the 10 Project Team library. Moved manually.' The text 'Moved manually.' is in red.

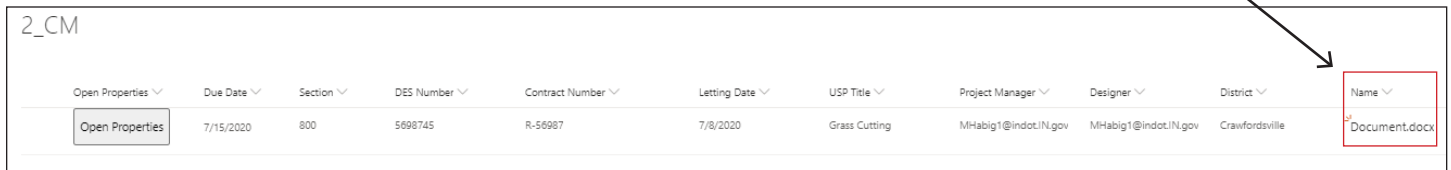


Note

Team channel notifications and emails will contain a direct link to the library where the document can be found. You can use these links to save time.

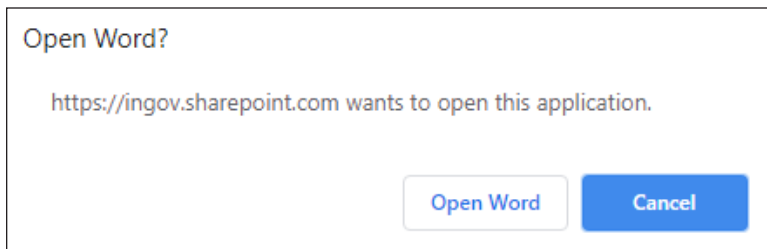
How to Open a USP Document

First, **you will not download the USP document to work on it.** You will be working on it in the SharePoint library. Go to the SharePoint library your document is in. Select the document under the Name column and click on the document.



2_CM										
Open Properties ▾	Due Date ▾	Section ▾	DES Number ▾	Contract Number ▾	Letting Date ▾	USP Title ▾	Project Manager ▾	Designer ▾	District ▾	Name ▾
Open Properties	7/15/2020	800	5698745	R-56987	7/8/2020	Grass Cutting	MiHabit1@indot.IN.gov	MiHabit1@indot.IN.gov	Crawfordsville	Document.docx

Then choose “**Open Word.**” Do your review or edits.

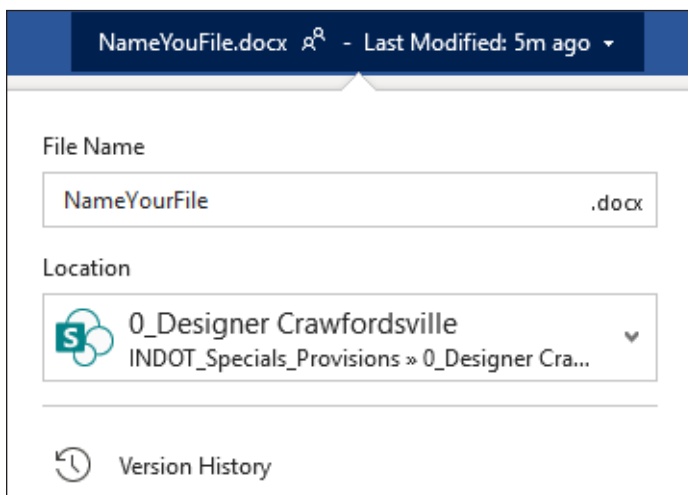


Open Word?

<https://ingov.sharepoint.com> wants to open this application.

Open Word Cancel

Tip: Click “v” in the dark blue box. This will show you the SharePoint library you’re in and another place where you can view the Version History.



NameYourFile.docx ⓘ - Last Modified: 5m ago ▾

File Name

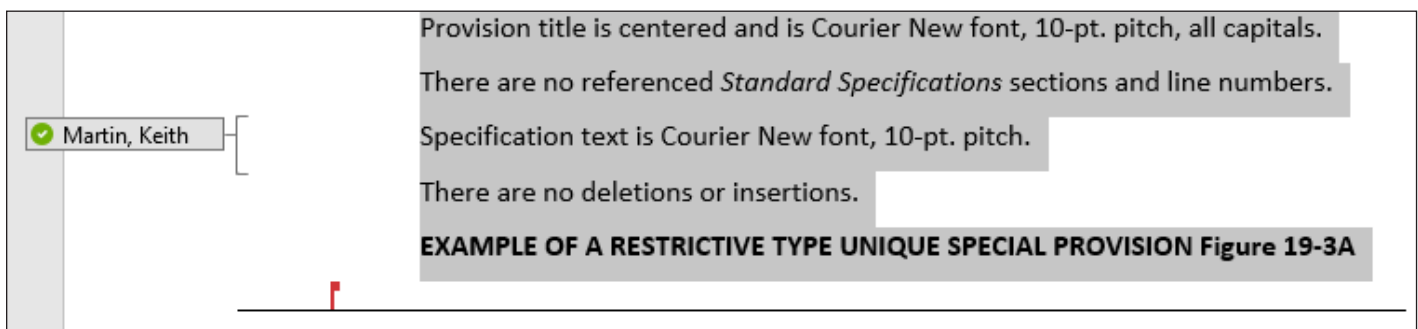
NameYourFile .docx

Location

0_Designer Crawfordsville
INDOT_Specials_Provisions » 0_Designer Cra...

Version History

If someone else is in the document when you open it, you will see their name and what part they’re working on.



Provision title is centered and is Courier New font, 10-pt. pitch, all capitals.

There are no referenced *Standard Specifications* sections and line numbers.

Specification text is Courier New font, 10-pt. pitch.

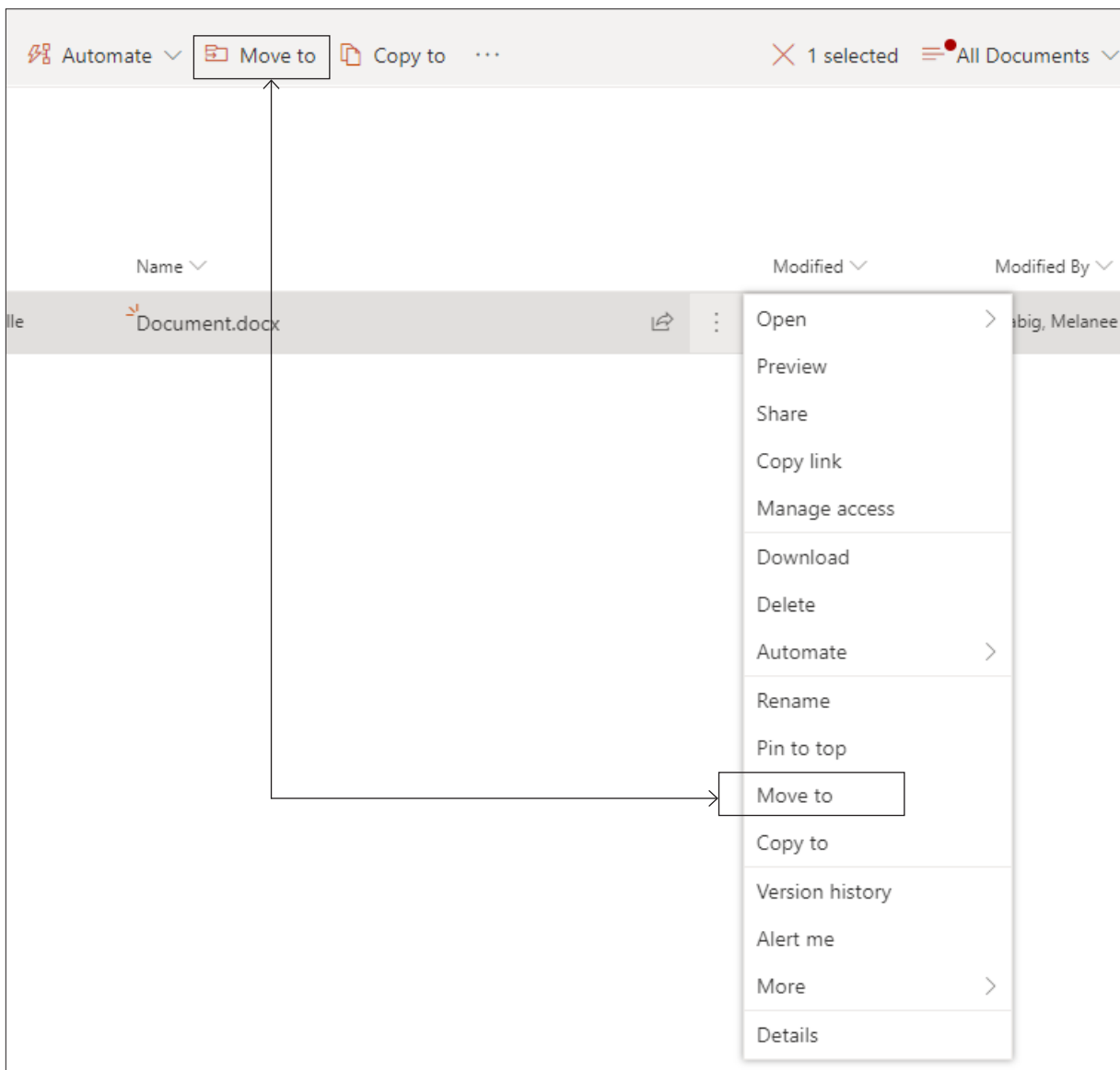
There are no deletions or insertions.

EXAMPLE OF A RESTRICTIVE TYPE UNIQUE SPECIAL PROVISION Figure 19-3A

✓ Martin, Keith

Move a Document to Another SharePoint Library Manually

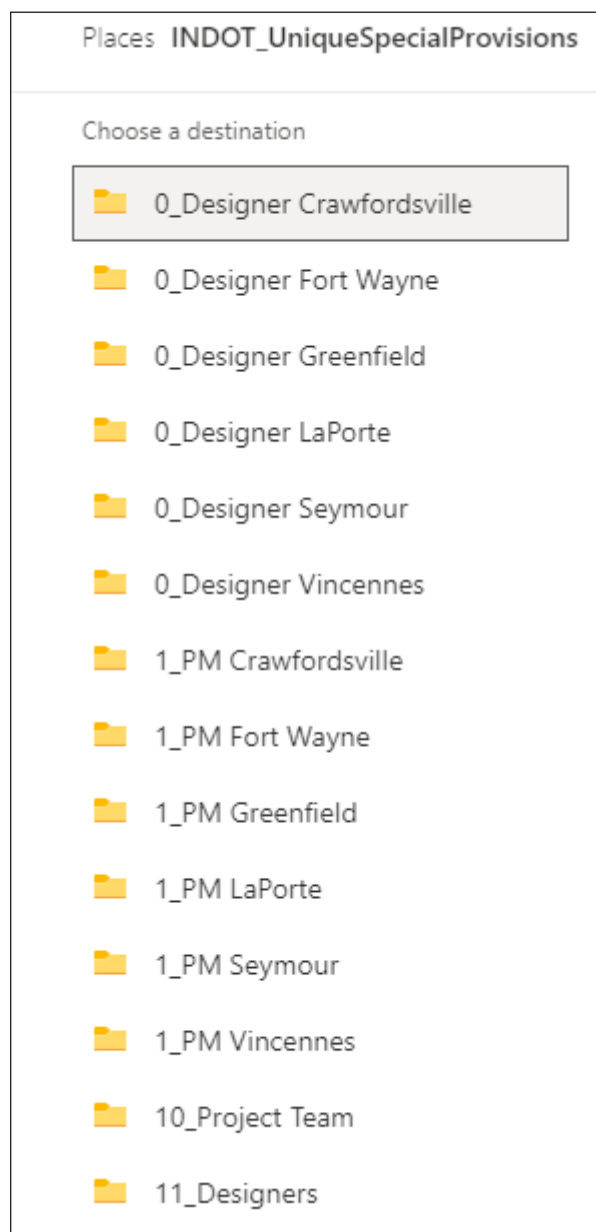
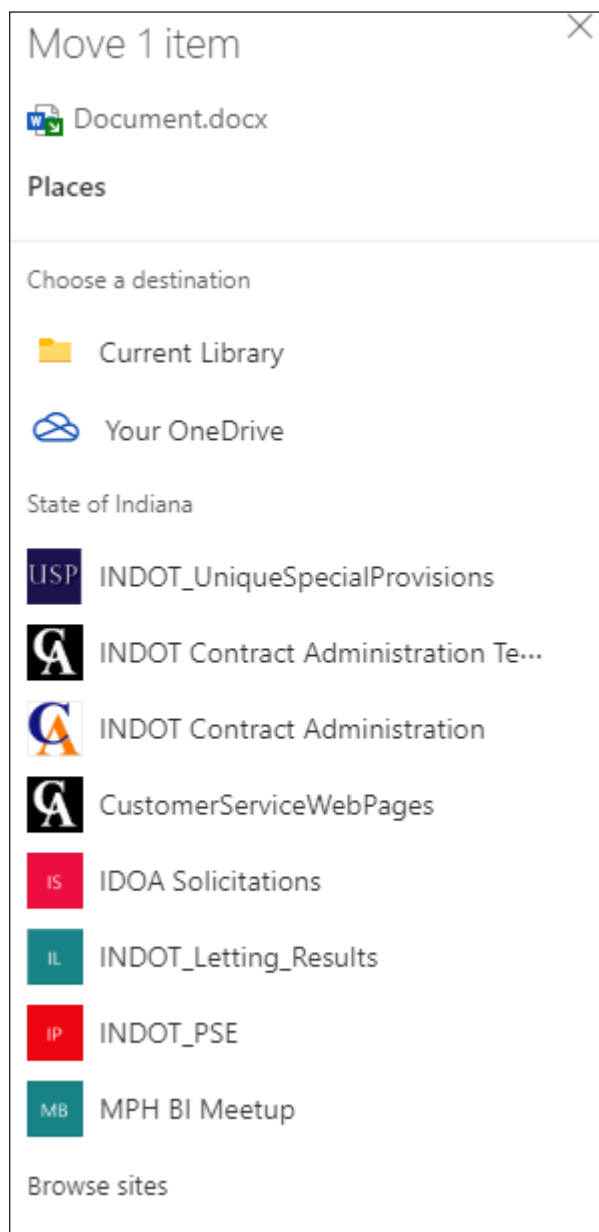
Select the document you want to move. “**Move to**” can be found in two locations, under the ellipsis or at the top.



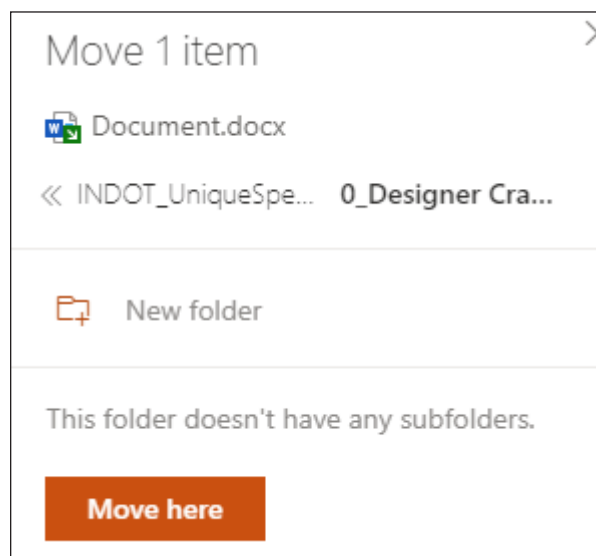
Don't Wait

Don't wait until your due date. If you're done reviewing your USP document, go ahead and move it manually.

Next select the INDOT_UniqueSpecialProvisions site ► then choose a designation.

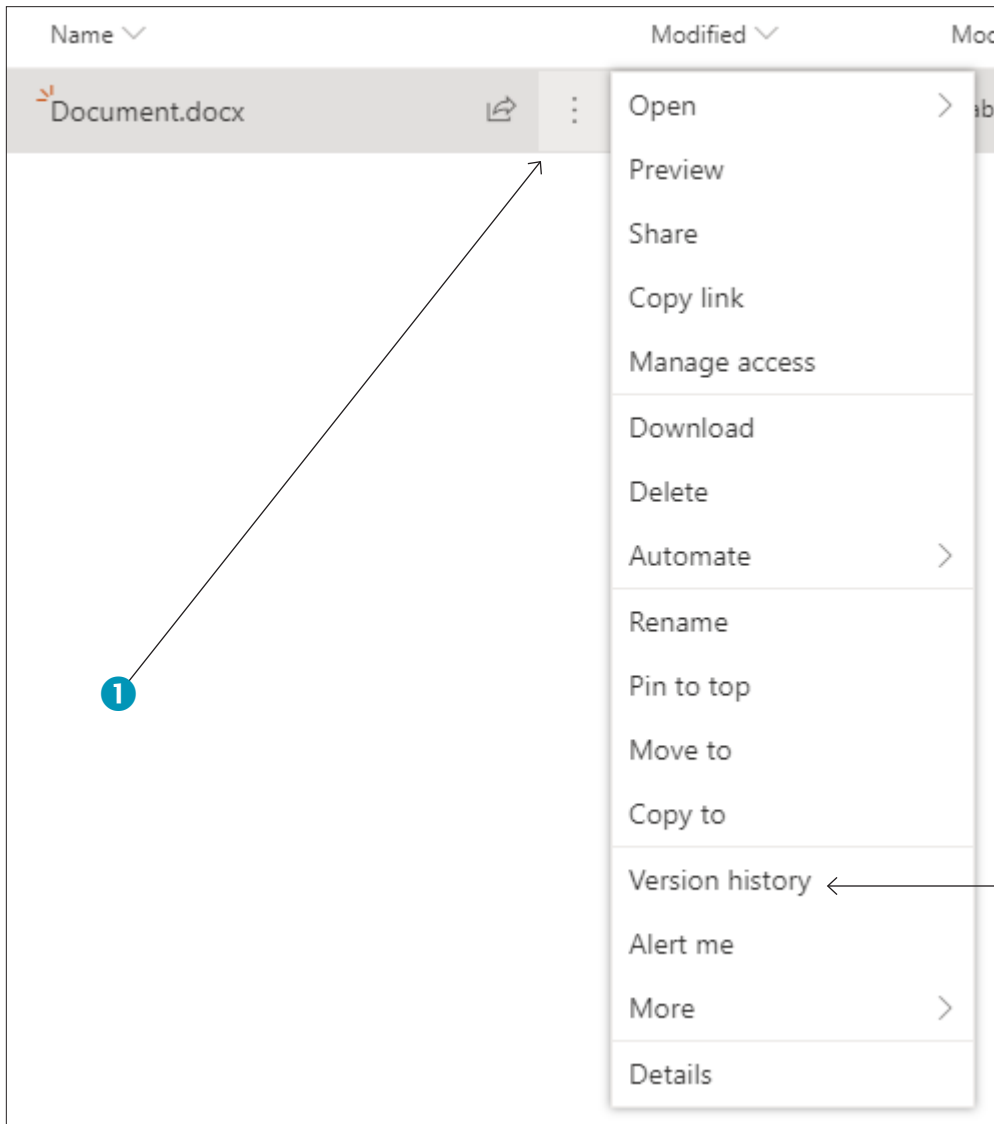


Then click "**Move here.**"



How to View Version History in a SharePoint Library

Go to the document you want to review the version history on and click on the “**ellipsis**.” Then choose “**Version history**.”



Version history

Delete All Versions

No. ↓	Modified	Modified By	Size	Comments
1.0	7/7/2020 11:02 AM	<input type="checkbox"/> Habig, Melanee	26.1 KB	
	DES Number	000000		
	Letting Date	11/14/2018		
	District	Crawfordsville		

Select the date and time to view or restore that version. SharePoint is set up to keep as many as 500 major versions of each document.

Version history

Delete All Versions

No. ↓	Modified	Modified By	Size	Comments
1.0	7/7/2020 11:02 AM	<input type="checkbox"/> Habig, Melanee	26.1 KB	
	View	DES Number	000	
	Restore	Letting Date	14/2018	
	District	Crawfordsville		

Team Channel Notifications & Emails



Note: First, you must be logged into Office 365.



Teams Notifications/Emails


Approaching Due Date


All libraries for Steps 1-12 are checked daily for an approaching due date. If your USP file has not been moved prior to that due date you will receive an email letting you know you have 3 days until the file moves automatically.


Example


RS-54125 /5412589 has an APPROACHING DUE DATE of 2020-08-10T14:04:07Z


 INDOT Contract Administration
To  Habig, Melanee

 This message was sent with High importance.

 Reply

 Reply All

 Forward



Mon 8/3/2020 11:04 AM

If you've not reviewed RS-54125/5412589 , please do so, you have 3 days left until the file will move to the 2_CM library.

Note



Construction Management even though your files in Step 2 will not move automatically, you will still receive an email letting you know that you have an approaching due date and that you need to move your file.


Letting Dates


At any step, if the USP is less than 6 weeks away from the Letting date, an email will be sent out automatically alerting the Project Manager and the Planner.


Example


Y-54897 /5489654

 INDOT Contract Administration
To  Habig, Melanee

 This message was sent with High importance.

 Reply

 Reply All

 Forw


Thu 8/13/

Testing3.docx is less than 6 weeks away from Letting. This file is at Step 12 and can be found in the 12_Legal library.

Completed USPs


Once the USP has completed the process a notification is posted in the Teams Completed USP channel.

Example



INDOT Contract Administration Yesterday 12:08 PM

T-54125/54712368 for Seymour has completed the USP Process.

 Reply

To view the list of all completed USPs go to the SharePoint navigation where the list can be found under **Completed USPs**.

LPA_HOLD

USP_HOLD

Completed USPs

Recycle Bin

LPA Process for Designers/Project Managers

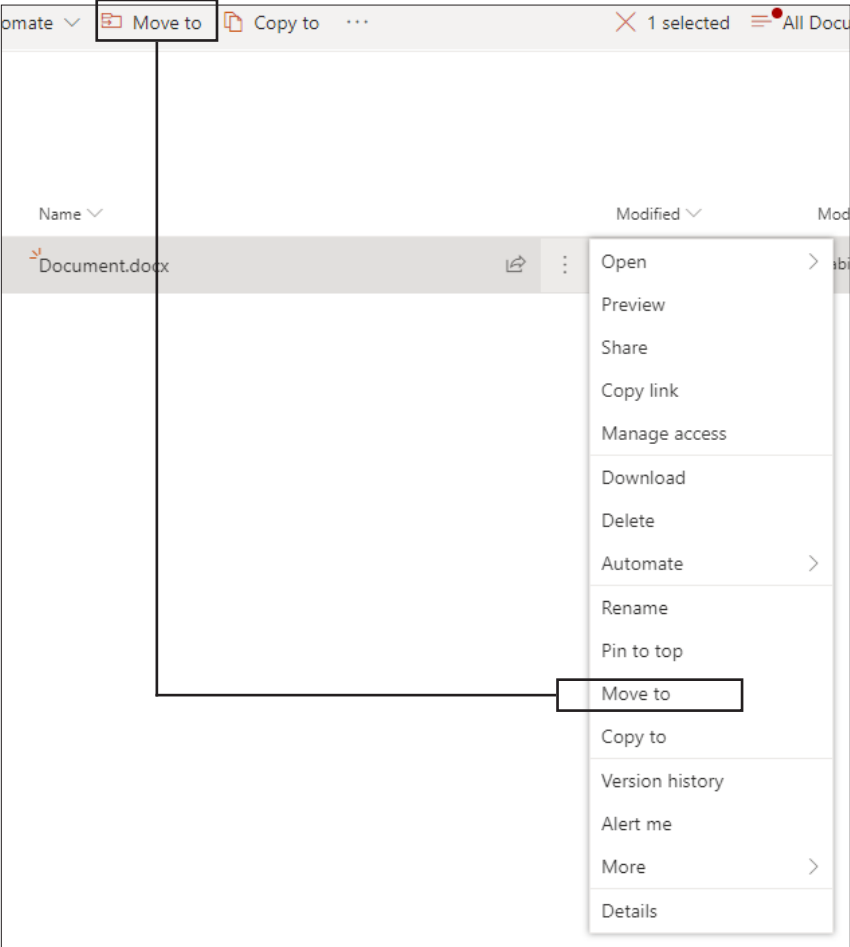
Steps 0 and 1

Note: First, you must be logged into Office 365.

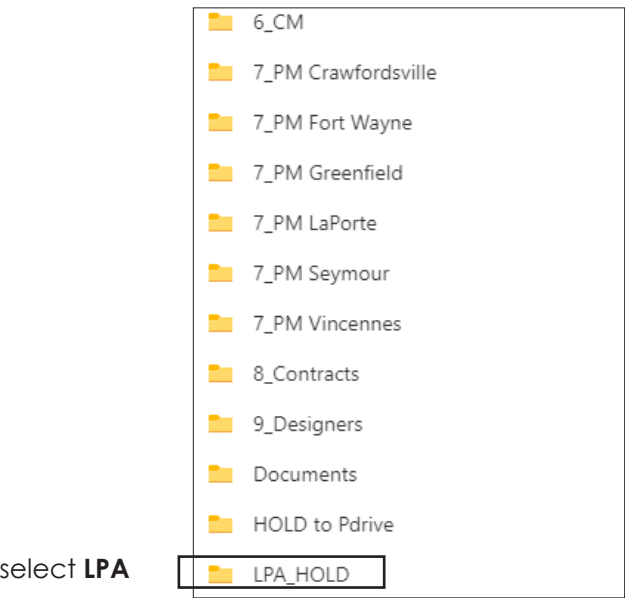
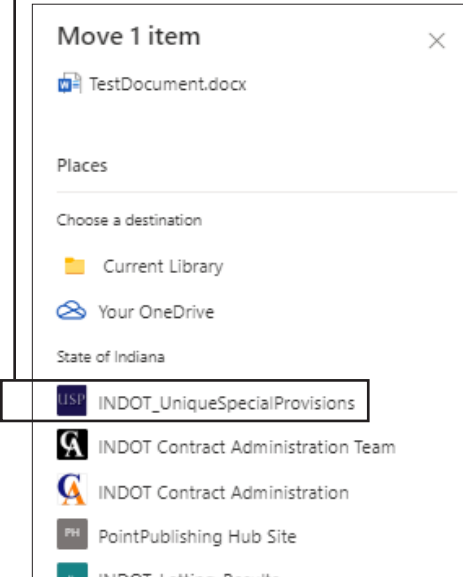
Designers and Project Managers

If you have a USP for LPA you will manually move it to the LPA library. Follow the same instructions for creating or uploading a USP but when your finished with the document move it to the LPA library manually.

Select the USP document then choose **“Move to”**.

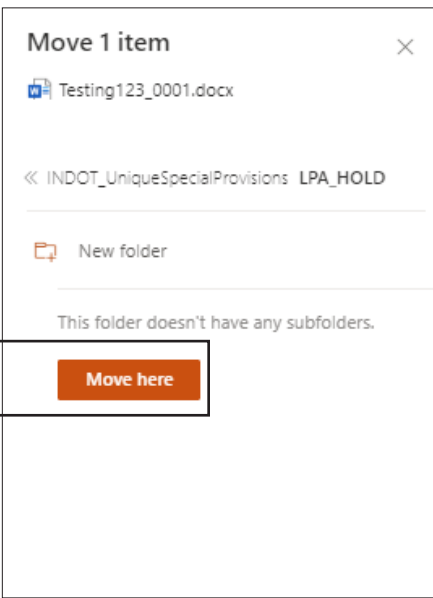


select **INDOT_UniqueSpecialProvisions**



select **LPA**

click



Tips

- Make sure you're in the correct library. If you see the word "**Document >**" before the name of the library you're in the wrong place.
- SharePoint libraries can easily be found in the navigation pane.
- Email address's of Project Managers or Designers can be changed before Step 7.
- Do not download the USP document to work on it.
- Designers and Project Managers in Steps 0 and 1, do not move your document until you have checked it in.
- Do not make copies of the document, there should be only one copy.
- Do not create sub-folders in the libraries.
- Proper file naming is important.

Examples of USP file names:

Tree trimming, clearing and grubbing_0001.docx

Tree trimming, clearing and grubbing_0002.docx

Tree trimming, clearing and grubbing_0003.docx

Clay lined ditches _0001.docx

If you have a USP in a older version of word, change the file extension from .doc to .docx before you upload it into SharePoint library.

- Make sure ALL the metadata is filled out.
- Construction Management, remember if you do not choose a SME then the document will move to Step 4. Multiple selections can be made.
- Make sure your logged into Office365.com before starting.

Additional Resources

To learn more about Teams, Word or real time co-authoring check out the links below.

- Teams go here.
- Need help in Word go here.
- Learn more about real time co-authoring here.