

**Digital Document Submittal Assistant**

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# Digital Document Submittal Assistant

## Introduction:

The Digital Document Submittal Assistant helps you streamline document submittals. You can download this Assistant from <http://cagisperm.hamilton-co.org/docimport/> and install it on your computer.

This application will help you describe each document in a standard format. This helps to speed the process of accepting documents and subsequent review. All of the information about the documents to be submitted will be saved into a standardized submittal file format. You can then prepare these set of documents along with the standard submittal file for submittal using appropriate media like CD, DVD's, etc.

The standardized submittal file along with the documents submitted will then be used by the receiving agency to link the submitted document to your project and import them into their document management system. The documents will then be available to all parties involved in the permitting process.

## System Requirements:

- Windows 98 Second Edition, Windows 2000 with Service Pack2, Windows XP with latest Service Packs.
- 256 MB RAM
- 30 MB of available hard-disk space
- Internet connection is preferable. If no internet access is available a CD is available for installations. The CD is a snapshot of the current state of

## Software Needed to Run Application

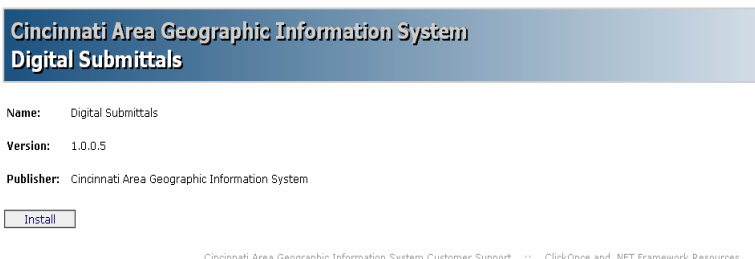
- .Net Framework 1.1 (If not installed the website will install for you)
- .Net Framework 2.0 (If not installed the website will install for you)

## Installation:

- This is a one time install to start using Digital Submissions.
- The web site to install Digital Submittals is <http://cagisperm.hamilton-co.org/docimport/>

## Installing the Application onto you local hard drive:

- Clicking the 'Install' button on the web page will install/update the software and run the application.



- After the one-time installation you can either use the same location or the shortcut that was created in 'All Programs\Cincinnati Area Geographic Information System\Digital Submissions.

## Contact Us:

- Please contact Jay Erndt (513) 352-1652 or via e-mail at [jay.erndt@cincinnati-oh.gov](mailto:jay.erndt@cincinnati-oh.gov)
- Or Raj Chundur (513) 352-4662 or via e-mail at [Raj.Chundur@cincinnati-oh.gov](mailto:Raj.Chundur@cincinnati-oh.gov)

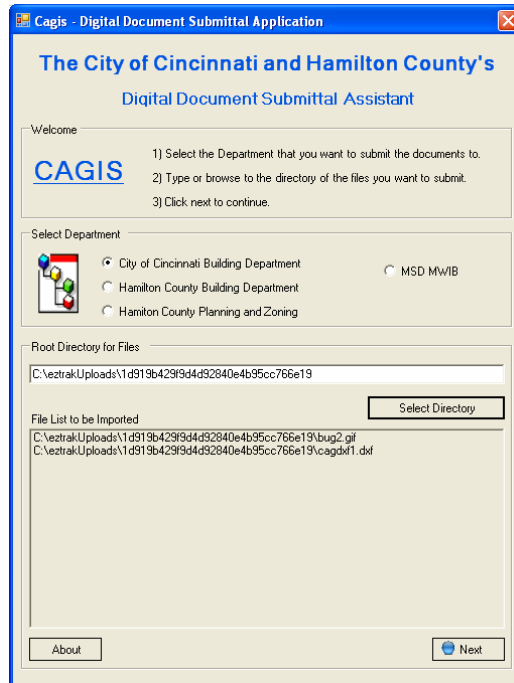
# Digital Document Submittal Assistant

## Getting Started:

- Copy all of the documents into a directory that you have read/write access to somewhere on your computer. A few of the accepted file types are DWG, DXF, JPEG, GIF, TIFF, Word Documents, PDF's and many more. Exe and zip files will not be accepted. For a complete list of document types for City of Cincinnati Building Department types please go to [http://www.cincinnati-oh.gov/bldginsp/downloads/bldginsp\\_eps9697.pdf](http://www.cincinnati-oh.gov/bldginsp/downloads/bldginsp_eps9697.pdf).

## Starting the Application:

- Click the shortcut that was created during the installation. 'All Programs\Cincinnati Area Geographic Information System\Digital Submissions.'



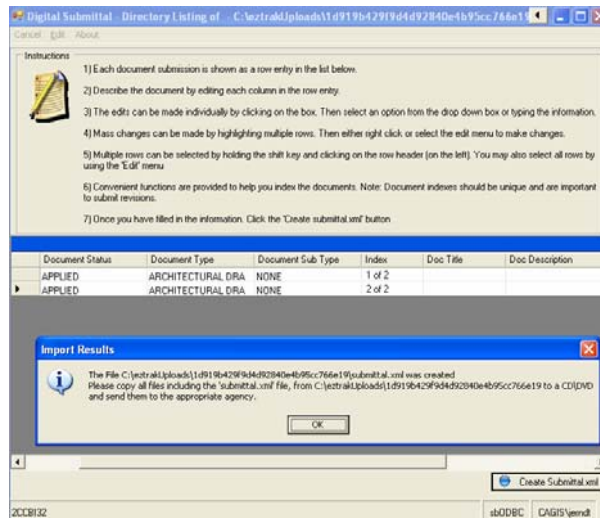
Follow the instructions on the screen.

- 1) Select the department you want to submit the documents to.
- 2) Type or browse to the directory of the files you want to submit. This is the location of where the documents you want to submit. The submittal.xml file will be written to this directory.
- 3) Click next to continue.

## Digital Document Submittal Assistant

Describe each document:

A list of Status, Types and Sub Types are provided by each department. Just click on each individual field and a dropdown list will appear.



Many functions are available to make filling these fields easy. These are also functions to fill in multiple rows at once. Hit the right mouse button or select the 'Edit' menu item, to choose the appropriate option.

You must fill in the following information for each document

- Document Status
- Document Type
- Document Sub Type
- \*Index (1 of 5, 2 of 5, 3 of 5 etc...)

\*Indexes are a unique field in the database and must not be duplicated. If you have 2 Site Plan Documents and 2 Electrical Documents you should make the indexes unique (Example: SP1 of 2, SP2 of 2 and E1 of 2, E2 of 2).

Document Revisions – To turn in a revision you match the original documents 'Document Index', file name and file modified date.

Optional Items:

- Doc Title - give
- Doc Description – describe the document

Once you have filled out the above items hit the 'Create Submittal.xml' button.

This will create a submittal.xml file in the folder the documents are contained.

Create the submittal packet on CD/DVD:

- Burn a CD/DVD of this directory and deliver/send the CD to the appropriate agency.

These file(s) will be reviewed and imported into the corresponding document imaging system. The files will be associated with the Project Number (permit) during this process so that anyone reviewing the Project (permit) can access the documents.