WFLHD Construction OneNote - FAQ

General Questions

- ***What do I do with the paper copies that are turned in by the contractor?***
    - *If an electronic copy has <u>not</u> already been added to OneNote then scan in the document and place the scan in the corresponding OneNote file. <u>**Until Further notice,**</u> all paper copies are to be saved in a box which needs to be marked "paper copies". This box will need to be sent in with the final closeout box(s). One the project is completed please ship the on-site project records (i.e. picture DVDs, pst file DVDs, paper as-builts, as-built CD, Schedules, etc.) in a separate box from the 'paper copies' box.*

- ***How Often do I need to sync with the I:Drive?***
    - *Best practice is to sync daily (beginning or end of each day), but sync the OneNote file a minimum of weekly. If a lot of files get added between syncing then the process will take longer to get the parent file updated, i.e., you sync daily, the less time it will take to sync.*

- ***What type of Internet speed is needed to sync?***
    - *There is no minimum speed. The slower the internet speed the slower the data transfer will be. If a lot of files get added between syncing then the syncing process will take longer.*

- ***Where and when are photos to be saved in OneNote?***
    - *You should be saving only the award photos into OneNote. Put the project award photos in a zip file and place the zip file in the 'Project Diaries' tab under the 'Award Photos' page.*

- ***What do I do with all of my other photos?***
    - *Upon completion of the project all project photos including award photos will still be burnedonto a DVD and sent in with project emails CD/DVD, paper as-builts, paper schedules, etc.*

- ***Where and when are emails (pst files) to be saved in OneNote?***
    - *The pst files do not need to be copied over to OneNote. The pst files from the project staff should be burned onto a CD/DVD and sent in with Photos DVD, paper as-builts, paper schedules, etc.*

- ***What documents need to be sent into central files?***

- o *Central Files has access to read our OneNote files, therefore, documents do not need to be physically sent to Central Files. The documents need to be added as pdfs to OneNote and the file synced.*

- **What format are the files supposed to be that are saved into OneNote ?**
  - o *All documents place in OneNote should be in pdf format. Drag and drop the pdf file. When prompted for the 'Insert File Option' choose "Insert Copy of file onto page".*

- **What if I have saved my pdf to one OneNote and choose the wrong option for the 'Insert File Option'?**
  - o *With your computer cursor select the "Inserted From "link and delete it.*
  - o *Also if you have inadvertently inserted the printout of the file select all the printout pages and delete them as well. There will be exceptions to   is if your COE prefers to have the daily diary placed in the file as a printout*

General Estimate and Paynote Questions

- **Do I need to save each progress estimates in OneNote?**
  - o *No, Final Review will add each approved progress estimate into the project OneNote files.*

- **Do I need to save the .mdb file in OneNote?**
  - o *No, only the final pdf of estimates will go into OneNote.*

- **When do paynotes need to entered into OneNote?**
  - o *After the progress estimate has been approved all paynotes relative to that estimate need to be saved into OneNote. However, it is best practice to put the paynotes into OneNote as they are scanned.*

General CM Questions

- **Does the project engineer need to save contract modifications in OneNote?**
  - o *No, Final Review will add each approved Contract Modification into the project OneNote files.*

- **Can I use the OneNote CM tab to prepare my IGE and Memo for a Contract Modification?**
  - o *No, OneNote is not to be used as a working file. Use your laptop windows folders to prepare any documentation. Only final documents are to be placed*

within OneNote. OneNote is only a replacement for the Final Project Books (Binders).