



APPENDIX A. FOLDER STRUCTURE AND WIZARD COMPANION

How to use this Guide

This Companion Document should be used as a guide for assigning attributes with the Advanced Document Creation Wizard in the Bridge File folders.

This document has two sections, one for the Bridge Data folders and another for the Bridge Quality Records folders. Both sections show the Document Types available in each subfolder, the suggested Freeform inputs (when applicable), and specific inputs that are applicable for each Document Type.

Users can begin at the left most column to identify the folder where a file will be uploaded. Once the file is uploaded, the first section covers the Advanced Document Creation Wizard Screen 1 which specifies which attributes are auto-populated, the Document Type drop-down options, and the input needed for the District (if applicable), Freeform, Document Date, and Serial Number.

The second section covers the Advanced Document Creation Wizard Screen 2.

For the Bridge Data folders, this section lists the auto-populated fields, and when applicable attributes should be reviewed for the Methodology, Attachment Number, and Identification Number.

For the Bridge Quality Records folders, this section lists the auto-populated fields, and when applicable, attributes should be reviewed for the Attachment Number, Month, and District inputs.

The third section details the File Name format for each of the Document Types. These are standardized and should only be used as a guide. The Advanced Document Creation Wizard is designed to rename a file, and the steps outlined in the BFP should always be followed when naming a file.

Bridge File Folder Structure



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BRIDGE DATA FOLDERS

Folders			Advanced Document Creation Wizard Screen 1					Advanced Document Creation Wizard Screen 2			Advanced Document Creation Wizard Screen 3
Level 1	Level 2	Level 3	Suggested Freeform inputs, where required, are noted in green. The "Generate" button should always be clicked to assure the correct serial number is assigned.					All fields in Wizard Screen 2 are auto-populated. Non "N/A" fields are highlighted in green.			Copy "New document name" field to "Description for the new document" field.
			Auto-Populated Fields	Document Type (Dropdown List)	Freeform (20)	Document Date	Serial Number	Auto-Populated Fields	Methodology	Attachment (#.#)	New document name / Description for the new document
Asset ID (AAAAA)	1 - General File	1 - Plans	Asset ID Upload Date	FoundationTesting - (Foundation Testing Plans)	(blank)	YYYY-MM-DD	Generate	Asset ID Upload Date District Route County Crossing Status Location	N/A	N/A	AAAAA-FoundationTesting-YYYY-MM-DD-###
				LabelDiagram - (Labeling Diagram)	(blank)	YYYY-MM-DD	Generate		N/A	N/A	AAAAA-LabelDiagram-YYYY-MM-DD-###
				PileLogs - (Pile logs)	(blank)	YYYY-MM-DD	Generate		N/A	N/A	AAAAA-PileLogs-YYYY-MM-DD-###
				Plans_95Review - (95% Review Plans)	(blank)	YYYY-MM-DD	Generate		N/A	N/A	AAAAA-Plans_95Review-YYYY-MM-DD-###
				Plans_AsBuilt - (As Built Plans)	<i>*See BFP for guidance</i>	YYYY-MM-DD	Generate		N/A	N/A	AAAAA-Plans_AsBuilt-YYYY-MM-DD-###
				Plans_AsLet - (As Let Plans)	(blank)	YYYY-MM-DD	Generate		N/A	N/A	AAAAA-Plans_AsLet-YYYY-MM-DD-###
				Plans_Misc - (Misc. Plans)	Widening SidewalkAdd LaneChange DDI <i>*See BFP for guidance</i>	YYYY-MM-DD	Generate		N/A	N/A	AAAAA-Plans_Misc-FREEFORM-YYYY-MM-DD-###
				Plans_Repair - (Repair/Rehab Plans)	DeckReplacement JointRepair Painting <i>*See BFP for guidance</i>	YYYY-MM-DD	Generate		N/A	N/A	AAAAA-Plans_Repair-FREEFORM-YYYY-MM-DD-###
				SchematicDwg - (Schematic Drawing)	(blank)	YYYY-MM-DD	Generate		N/A	N/A	AAAAA-SchematicDwg-YYYY-MM-DD-###
				ShopDwg - (Shop Drawings)	Bearings Cross-Frames Girders	YYYY-MM-DD	Generate		N/A	N/A	AAAAA-ShopDwg-FREEFORM-YYYY-MM-DD-###
	2 - Inventory Photographs			Photo_General - (File with multiple photos)	Short description of photos (if applicable)	YYYY-MM-DD	Generate	N/A	N/A	AAAAA-Photo_General-FREEFORM-YYYY-MM-DD-###	
	3 - Bridge Data			A5.1_BridgeData - (Bridge Data Form for RDS)	(blank)	YYYY-MM-DD	Generate	N/A	5.1	AAAAA-A5.1_BridgeData-YYYY-MM-DD-###	
				Bridge_CostReport - (Bridge_CostReport)	(blank)	YYYY-MM-DD	Generate	N/A	N/A	AAAAA-Bridge_CostReport-YYYY-MM-DD-###	
				Bridge_PileRecord - (Bridge_PileRecord)	(blank)	YYYY-MM-DD	Generate	N/A	N/A	AAAAA-Bridge_PileRecord-YYYY-MM-DD-###	
				ConstructionDoc - (Construction Related Document)	Descriptive Freeform (if applicable) Document File No.	YYYY-MM-DD	Generate	N/A	N/A	AAAAA-ConstructionDoc-FREEFORM-YYYY-MM-DD-###	
				LR_AssetIDReq - (Asset ID Request Form from LRGD)	(blank)	YYYY-MM-DD	Generate	N/A	N/A	AAAAA-LR_AssetIDReq-YYYY-MM-DD-###	
			LR_BridgeData - (Bridge Data Correction Form from LRGD)	(blank)	YYYY-MM-DD	Generate	N/A	N/A	AAAAA-LR_BridgeData-YYYY-MM-DD-###		

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Level 1	Level 2	Level 3	Suggested Freeform inputs, where required, are noted in green. The "Generate" button should always be clicked to assure the correct serial number is assigned.					All fields in Wizard Screen 2 are auto-populated. Non "N/A" fields are highlighted in green.			Copy "New document name" field to "Description for the new document" field.
			Auto-Populated Fields	Document Type (Dropdown List)	Freeform (20)	Document Date	Serial Number	Auto-Populated Fields	Methodology	Attachment (#.#)	New document name / Description for the new document
Asset ID (AAAAA)	2 - NBIS Inspection	1 - Reports		InspectReport_Complex - (Complex)	(blank)	YYYY-MM-DD	Generate	Asset ID Upload Date District Route County Crossing Status Location	N/A	N/A	AAAAA-InspectReport_Complex-YYYY-MM-DD-###
				InspectReport_Damage - (Damage)	*See BFP for guidance	YYYY-MM-DD	Generate		N/A	N/A	AAAAA-InspectReport_Damage-FREEFORM-YYYY-MM-DD-###
				InspectReport_FC - (Fracture Critical)	(blank)	YYYY-MM-DD	Generate		N/A	N/A	AAAAA-InspectReport_FC-YYYY-MM-DD-###
				InspectReport_Main - (Maintenance)	(blank)	YYYY-MM-DD	Generate		N/A	N/A	AAAAA-InspectReport_Main-YYYY-MM-DD-###
				InspectReport_Misc - (Miscellaneous)	*See BFP for guidance	YYYY-MM-DD	Generate		N/A	N/A	AAAAA-InspectReport_Misc-YYYY-MM-DD-###
				InspectReport_Routine - (Routine)	*See BFP for guidance	YYYY-MM-DD	Generate		N/A	N/A	AAAAA-InspectReport_Routine-YYYY-MM-DD-###
				InspectReport_Safety - (Safety)	(blank)	YYYY-MM-DD	Generate		N/A	N/A	AAAAA-InspectReport_Safety-YYYY-MM-DD-###
				InspectReport_Scour - (Scour)	(blank)	YYYY-MM-DD	Generate		N/A	N/A	AAAAA-InspectReport_Scour-YYYY-MM-DD-###
				InspectReport_SpecChannel - (Special Channel)	(blank)	YYYY-MM-DD	Generate		N/A	N/A	AAAAA-InspectReport_SpecChannel-YYYY-MM-DD-###
				InspectReport_SpecElec - (Special Electrical)	(blank)	YYYY-MM-DD	Generate		N/A	N/A	AAAAA-InspectReport_SpecElec-YYYY-MM-DD-###
				InspectReport_SpecFat - (Special Fatigue)	(blank)	YYYY-MM-DD	Generate		N/A	N/A	AAAAA-InspectReport_SpecFat-YYYY-MM-DD-###
				InspectReport_SpecMech - (Special Mechanical)	(blank)	YYYY-MM-DD	Generate		N/A	N/A	AAAAA-InspectReport_SpecMech-YYYY-MM-DD-###
				InspectReport_SpecMember - (Special Member)	(blank)	YYYY-MM-DD	Generate		N/A	N/A	AAAAA-InspectReport_SpecMember-YYYY-MM-DD-###
				InspectReport_SpecOther - (Special Other)	(blank)	YYYY-MM-DD	Generate		N/A	N/A	AAAAA-InspectReport_SpecOther-YYYY-MM-DD-###
				InspectReport_SpecPin - (Special Pin)	(blank)	YYYY-MM-DD	Generate		N/A	N/A	AAAAA-InspectReport_SpecPin-YYYY-MM-DD-###
				InspectReport_SpecReachAll - (Special Reach All)	(blank)	YYYY-MM-DD	Generate		N/A	N/A	AAAAA-InspectReport_SpecReachAll-YYYY-MM-DD-###
				InspectReport_SpecTempSupp - (Special Temporary Support)	(blank)	YYYY-MM-DD	Generate		N/A	N/A	AAAAA-InspectReport_SpecTempSupp-YYYY-MM-DD-###
				InspectReport_UW - (Underwater)	(blank)	YYYY-MM-DD	Generate		N/A	N/A	AAAAA-InspectReport_UW-YYYY-MM-DD-###
				A5.24_BridgeRe-Opening - (Closed Bridge Re-Opening Form)	(blank)	YYYY-MM-DD	Generate		N/A	5.24	AAAAA-A5.24_BridgeRe-Opening-YYYY-MM-DD-###
				A5.3_RRFlagging - (Railroad Flagging Service Form)	(blank)	YYYY-MM-DD	Generate		N/A	5.3	AAAAA-A5.3_RRFlagging-YYYY-MM-DD-###
		A5.4_AccessProcedures - (Access, BSIP and Equipment Form)	(blank)	YYYY-MM-DD	Generate	N/A	5.4		AAAAA-A5.4_AccessProcedures-YYYY-MM-DD-###		
		Plan_FC - (Fracture Critical Plans)	(blank)	YYYY-MM-DD	Generate	N/A	N/A		AAAAA-Plan_FC-YYYY-MM-DD-###		
		Plan_TrafficMgmt - (Traffic Management Plans)	(blank)	YYYY-MM-DD	Generate	N/A	N/A		AAAAA-Plan_TrafficMgmt-YYYY-MM-DD-###		
		Proc_Complex - (BSIP Complex Procedures)	(blank)	YYYY-MM-DD	Generate	N/A	5.28C		AAAAA-Proc_Complex-YYYY-MM-DD-###		
		Proc_FatigueDetails - (AASHTO Fatigue Details)	(blank)	YYYY-MM-DD	Generate	N/A	N/A		AAAAA-Proc_FatigueDetails-YYYY-MM-DD-###		
		Proc_FC - (BSIP for FCM Inspection)	(blank)	YYYY-MM-DD	Generate	N/A	5.28A		AAAAA-Proc_FC-YYYY-MM-DD-###		
		Proc_Maintenance - (Maintenance Manuals)	(blank)	YYYY-MM-DD	Generate	N/A	N/A		AAAAA-Proc_Maintenance-YYYY-MM-DD-###		
		Proc_UW - (Underwater Procedures)	(blank)	YYYY-MM-DD	Generate	N/A	5.28B		AAAAA-Proc_UW-YYYY-MM-DD-###		
		UW_ConfinedDivePlan - (Confined Dive Plan)	(blank)	YYYY-MM-DD	Generate	N/A	N/A		AAAAA-UW_ConfinedDivePlan-YYYY-MM-DD-###		
		UW_DivePlan - (Underwater Inspection Dive Plan)	(blank)	YYYY-MM-DD	Generate	N/A	N/A		AAAAA-UW_DivePlan-YYYY-MM-DD-###		
		UW_PenetrationDivePlan - (Penetration Dive Plan)	(blank)	YYYY-MM-DD	Generate	N/A	N/A		AAAAA-UW_PenetrationDivePlan-YYYY-MM-DD-###		
		A4.1_InspeCIRF - (Consultant Inspection Request Form)	(blank)	YYYY-MM-DD	Generate	N/A	4.1		AAAAA-A4.1_InspeCIRF-YYYY-MM-DD-###		
		A4.3_InspeOutofFreq - (Out-of-Frequency Form)	(blank)	YYYY-MM-DD	Generate	N/A	4.3		AAAAA-A4.3_InspeOutofFreq-YYYY-MM-DD-###		
		InspectMisc_Other - (Other)	Video Traffic_Count Non-Report_Notes	YYYY-MM-DD	Generate	N/A	N/A		AAAAA-InspectMisc_Other-FREEFORM-YYYY-MM-DD-###		
		InspectMisc_Photo - (Photographs)	RepairRec	YYYY-MM-DD	Generate	N/A	N/A		AAAAA-InspectMisc_Photo-FREEFORM-YYYY-MM-DD-###		
		InspectMisc_Sketch - (Sketches)	"Attachment #_Inspection Type" Attachments: A5.11, A5.12, A5.14, A5.15, A5.17, A5.18, A5.21, A5.22, A5.26 Inspection Types: Complex FractureCritical Underwater Routine Special Other	YYYY-MM-DD	Generate	N/A	N/A		AAAAA-InspectMisc_Sketch-FREEFORM-YYYY-MM-DD-###		

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			Auto-Populated Fields	Document Type (Dropdown List)	Freeform (20)	Document Date	Serial Number	Auto-Populated Fields	Methodology	Attachment (#.#)	New document name / Description for the new document
Asset ID (AAAAA)	3 - Load Rating	Asset ID Upload Date	A3.1_LRRequest - (Load Rating Request Form)		(blank)	YYYY-MM-DD	Generate	Asset ID Upload Date District Route County Crossing Status Location	N/A	3.1	AAAAA-A3.1_LRRequest-YYYY-MM-DD-###
			LR_BMOApprove - (BMO Approvals)		(blank)	YYYY-MM-DD	Generate		N/A	N/A	AAAAA-LR_BMOApprove-YYYY-MM-DD-###
			LR_BrR - (BrR Input File)		OSOW LR Model Fix	YYYY-MM-DD	Generate		N/A	N/A	AAAAA-LR_BrR-FREEFORM-YYYY-MM-DD-###
			LR_Non BrR - (Non BrR Input Files)		"Software" Larsa Excel Mathcad	YYYY-MM-DD	Generate		N/A	N/A	AAAAA-LR_Non BrR-FREEFORM-YYYY-MM-DD-###
			LR_Posting - (Posting Form)		Recission	YYYY-MM-DD	Generate		N/A	N/A	AAAAA-LR_Posting-FREEFORM-YYYY-MM-DD-###
			LR_QAList - (Quality Assurance Checklist)		(blank)	YYYY-MM-DD	Generate		N/A	N/A	AAAAA-LR_QAList-YYYY-MM-DD-###
			LR_QCList - (Quality Control Checklist)		(blank)	YYYY-MM-DD	Generate		N/A	N/A	AAAAA-LR_QCList-YYYY-MM-DD-###
			LR_SF_ASR - (Load Rating Summary Form ASR)		(blank)	YYYY-MM-DD	Generate		ASR	N/A	AAAAA-LR_SF_ASR-YYYY-MM-DD-###
			LR_SF_LFR - (Load Rating Summary Form LFR)		(blank)	YYYY-MM-DD	Generate		LFR	N/A	AAAAA-LR_SF_LFR-YYYY-MM-DD-###
			LR_SF_LRFR - (Load Rating Summary Form LRFR)		(blank)	YYYY-MM-DD	Generate		LRFR	N/A	AAAAA-LR_SF_LRFR-YYYY-MM-DD-###
			LR_SF_XLSX - (Excel Load Rating Summary Form)		(blank)	YYYY-MM-DD	Generate		N/A	N/A	AAAAA-LR_SF_XLSX-YYYY-MM-DD-###
			LR_SiteAssess - (Site Assessment Form)		(blank)	YYYY-MM-DD	Generate		N/A	N/A	AAAAA-LR_SiteAssess-YYYY-MM-DD-###
			LR_SuppCalcs - (Supplemental Calculation)		(blank)	YYYY-MM-DD	Generate		N/A	N/A	AAAAA-LR_SuppCalcs-YYYY-MM-DD-###
Asset ID (AAAAA)	4 - Critical Findings	Asset ID Upload Date	CriticalFinding - (Critical Findings Form)		Serious Restrictive Urgent	YYYY-MM-DD	Generate	Asset ID Upload Date District Route County Crossing Status Location	N/A	N/A	AAAAA-CriticalFinding-FREEFORM-YYYY-MM-DD-###
Asset ID (AAAAA)	5 - Maintenance	Asset ID Upload Date	A5.6_RepairRec - (Repair Recommendation)		(blank)	YYYY-MM-DD	Generate	Asset ID Upload Date District Route County Crossing Status Location	N/A	5.6	AAAAA-A5.6_RepairRec-YYYY-MM-DD-###
			A5.27_PileStudUpReq - (Pile Stud-Up Planning Form)		(blank)	YYYY-MM-DD	Generate		N/A	5.27	AAAAA-A5.27_PileStudUpReq-YYYY-MM-DD-###
			Lighting_Record - (Record of Lighting Work)		(blank)	YYYY-MM-DD	Generate		N/A	N/A	AAAAA-Lighting_Record-YYYY-MM-DD-###
			Maint_Contract - (Maintenance contract documents)		Related Incident Name Type of Contract	YYYY-MM-DD	Generate		N/A	N/A	AAAAA-Maint_Contract-FREEFORM-YYYY-MM-DD-###
			Maint_Photo - (Photographs)		Associated Event	YYYY-MM-DD	Generate		N/A	N/A	AAAAA-Maint_Photo-FREEFORM-YYYY-MM-DD-###
			Maint_Record - (Maintenance Record)		(blank)	YYYY-MM-DD	Generate		N/A	N/A	AAAAA-Maint_Record-YYYY-MM-DD-###
			Maint_SuppCalcs - (Supplemental Calculations)		Associated Event	YYYY-MM-DD	Generate		N/A	N/A	AAAAA-Maint_SuppCalcs-FREEFORM-YYYY-MM-DD-###
			MaintofTraffic - (Maintenance of Traffic documents)		Event Name Incident Name	YYYY-MM-DD	Generate		N/A	N/A	AAAAA-MaintofTraffic-FREEFORM-YYYY-MM-DD-###
			Opening_Log - (Moveable bridge opening log)		(blank)	YYYY-MM-DD	Generate		N/A	N/A	AAAAA-Opening_Log-YYYY-MM-DD-###
Sweeping_Record - (Record of Sweeping Activities)		(blank)	YYYY-MM-DD	Generate	N/A	N/A	AAAAA-Sweeping_Record-YYYY-MM-DD-###				
Asset ID (AAAAA)	6 - Testing	Asset ID Upload Date	A4.4_NDTRequest - (NDT Request Form)		(blank)	YYYY-MM-DD	Generate	Asset ID Upload Date District Route County Crossing Status Location	N/A	4.4	AAAAA-A4.4_NDTRequest-YYYY-MM-DD-###
			Testing_Load - (Load Testing)		(blank)	YYYY-MM-DD	Generate		N/A	N/A	AAAAA-Testing_Load-YYYY-MM-DD-###
			Testing_Matl - (Material Testing)		ConcreteCores SteelTab Bolts	YYYY-MM-DD	Generate		N/A	N/A	AAAAA-Testing_Matl-FREEFORM-YYYY-MM-DD-###

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			Auto-Populated Fields	Document Type (Dropdown List)	Freeform (20)	Document Date	Serial Number	Auto-Populated Fields	Methodology	Attachment (#.#)	New document name / Description for the new document
Asset ID (AAAAA)	7 - Scour-Waterway	Asset ID Upload Date	A4.2_113ReEval - (Bridge Scour_Item 113 ReEvaluation Form)		(blank)	YYYY-MM-DD	Generate	Asset ID Upload Date District Route County Crossing Status Location	N/A	4.2	AAAAA-A4.2_113ReEval-YYYY-MM-DD-###
			A5.7_Scour_Profile - (Stream/Ground Profile)		(blank)	YYYY-MM-DD	Generate		N/A	5.7	AAAAA-A5.7_Scour_Profile-YYYY-MM-DD-###
			Scour_Assess - (Scour Assessment)		(blank)	YYYY-MM-DD	Generate		N/A	N/A	AAAAA-Scour_Assess-YYYY-MM-DD-###
			Scour_DetChannelProf - (Detailed Channel Profile)		(blank)	YYYY-MM-DD	Generate		N/A	N/A	AAAAA-Scour_DetChannelProf-YYYY-MM-DD-###
			Scour_DrainageArea - (Shape file from ESP (same as BridgeWatch))		(blank)	YYYY-MM-DD	Generate		N/A	N/A	AAAAA-Scour_DrainageArea-YYYY-MM-DD-###
			Scour_Input - (Input Files)	"Software"	Excel	YYYY-MM-DD	Generate		N/A	N/A	AAAAA-Scour_Input-FREEFORM-YYYY-MM-DD-###
			Scour_Model1D - (1 Dimensional Model ex: HEC RAS)	"Software"	HEC2 HECRAS HY8 WSPRO	YYYY-MM-DD	Generate		N/A	N/A	AAAAA-Scour_Model1D-FREEFORM-YYYY-MM-DD-###
			Scour_Model2D - (2 Dimensional Model ex: SRH-2D or ADCIRC)	"Software"	ADH ADCIRC FESWMS FLOW2D HECRAS2D RMA2 SRH2D	YYYY-MM-DD	Generate		N/A	N/A	AAAAA-Scour_Model2D-FREEFORM-YYYY-MM-DD-###
			Scour_MonitorDeviceOutput - (Output from any instrument attached to bridge)	"Parameter Collected"	FlowRate WaterSurfaceElev StructDisplacement	YYYY-MM-DD	Generate		N/A	N/A	AAAAA-Scour_MonitorDeviceOutput-FREEFORM-YYYY-MM-DD-###
			Scour_MonitorPlan - (Documentation of responsible entity for monitoring)		(blank)	YYYY-MM-DD	Generate		N/A	N/A	AAAAA-Scour_MonitorPlan-YYYY-MM-DD-###
			Scour_POA - (Plan of Action)		(blank)	YYYY-MM-DD	Generate		N/A	N/A	AAAAA-Scour_POA-YYYY-MM-DD-###
			Scour_ReAssess - (Item 113 Re-Evaluations)		(blank)	YYYY-MM-DD	Generate		N/A	N/A	AAAAA-Scour_ReAssess-YYYY-MM-DD-###
Scour_SummaryCoverSheet - (Summary Coversheet Form)		(blank)	YYYY-MM-DD	Generate	N/A	N/A	AAAAA-Scour_SummaryCoverSheet-YYYY-MM-DD-###				
Scour_SuppCalcs - (Supplemental Calculations)		(blank)	YYYY-MM-DD	Generate	N/A	N/A	AAAAA-Scour_SuppCalcs-YYYY-MM-DD-###				
Asset ID (AAAAA)	8 - Correspondence	Asset ID Upload Date	A2.1_Misc_Corr - (Insp. Report Letter No Repair or Critical Findings)		Topic	YYYY-MM-DD	Generate	Asset ID Upload Date District Route County Crossing Status Location	N/A	2.1	AAAAA-A2.1_Misc_Corr-FREEFORM-YYYY-MM-DD-###
			A2.2_Misc_Corr - (Insp. Report Letter Repair Rec.)		Topic	YYYY-MM-DD	Generate		N/A	2.2	AAAAA-A2.2_Misc_Corr-FREEFORM-YYYY-MM-DD-###
			A2.3_Misc_Corr - (Receiving Closed Bridge Inspection Letter)		Topic	YYYY-MM-DD	Generate		N/A	2.3	AAAAA-A2.3_Misc_Corr-FREEFORM-YYYY-MM-DD-###
			A2.4_Misc_Corr - (Critical Finding Memo)		Topic	YYYY-MM-DD	Generate		N/A	2.4	AAAAA-A2.4_Misc_Corr-FREEFORM-YYYY-MM-DD-###
			A2.5_Misc_Corr - (Critical Finding Reminder Memo)		Topic	YYYY-MM-DD	Generate		N/A	2.5	AAAAA-A2.5_Misc_Corr-FREEFORM-YYYY-MM-DD-###
			A2.6_Misc_Corr - (Critical Findings SCDOT Action)		Topic	YYYY-MM-DD	Generate		N/A	2.6	AAAAA-A2.6_Misc_Corr-FREEFORM-YYYY-MM-DD-###
			A2.8_Misc_Corr - (Bridge Removed from Inventory Letter)		Topic	YYYY-MM-DD	Generate		N/A	2.8	AAAAA-A2.8_Misc_Corr-YYYY-MM-DD-###
			A5.2_Misc_Corr - (Bridge Inspection Preparation Request)		Topic	YYYY-MM-DD	Generate		N/A	5.2	AAAAA-A5.2_Misc_Corr-FREEFORM-YYYY-MM-DD-###
			A5.3_Misc_Corr - (Railroad Flagging Service Form)		Topic	YYYY-MM-DD	Generate		N/A	5.3	AAAAA-A5.3_Misc_Corr-FREEFORM-YYYY-MM-DD-###
			ED-18_A - (Bridge File Access for Bridges/CSBs)		Tracking Number	YYYY-MM-DD	Generate		N/A	N/A	AAAAA-ED-18_A-FREEFORM-YYYY-MM-DD-###
			ED-18_B - (Bridge File Access for Bridges/CSBs)		Tracking Number	YYYY-MM-DD	Generate		N/A	N/A	AAAAA-ED-18_B-FREEFORM-YYYY-MM-DD-###
			GeneralFile_Corr - (General File)	Summary Agreement	RRCoordination	YYYY-MM-DD	Generate		N/A	N/A	AAAAA-GeneralFile_Corr-FREEFORM-YYYY-MM-DD-###
			Inspec_Corr - (Inspection)		Topic	YYYY-MM-DD	Generate		N/A	N/A	AAAAA-Inspec_Corr-FREEFORM-YYYY-MM-DD-###
			LR_Corr - (Load Rating)		Topic	YYYY-MM-DD	Generate		N/A	N/A	AAAAA-LR_Corr-FREEFORM-YYYY-MM-DD-###
			Maint_Corr - (Maintenance)		Topic	YYYY-MM-DD	Generate		N/A	N/A	AAAAA-Maint_Corr-FREEFORM-YYYY-MM-DD-###
			Scour_Corr - (Scour-Waterway)		Topic	YYYY-MM-DD	Generate		N/A	N/A	AAAAA-Scour_Corr-FREEFORM-YYYY-MM-DD-###
			Testing_Corr - (Testing)		Topic	YYYY-MM-DD	Generate		N/A	N/A	AAAAA-Testing_Corr-FREEFORM-YYYY-MM-DD-###



BRIDGE FILE POLICY
APPENDIX A. FOLDER STRUCTURE AND WIZARD COMPANION
BRIDGE QUALITY RECORDS FOLDERS

Folders		Advanced Document Creation Wizard Screen 1					Advanced Document Creation Wizard Screen 2				Advanced Document Creation Wizard Screen 3
Level 1	Level 2	The "District" field must be filled out first. For Statewide documents input a "0". Suggested Freeform inputs, where required, are noted in green. The "Generate" button should always be clicked to assure the correct serial number is assigned.					Wizard Screen 2 fields should be reviewed to confirm the auto-populated fields and selection of the Month and Quarter.				Copy "New document name" field to "Description for the new document" field.
		District	Document Type (Dropdown List)	Freeform (20)	Document Date	Serial Number	Auto-Populated Fields	Attachment	Month	Quarter	New document name / Description for the new document
Correspondence	[Year]	input	Misc_Corr - (Miscellaneous)	Topic	YYYY-MM-DD	Generate	Category Year District	N/A	N/A	N/A	D-Misc_Corr-YYYY-MM-DD-###
QA	[Year]	input	A3.2_ExemptBITLForm - (Exemption BITL Status Form)	(blank)	YYYY-MM-DD	Generate	Category Year District	3.2	N/A	N/A	D-A3.2_ExemptBITLForm-YYYY-MM-DD-###
		input	A3.5_LR_QATracker - (Load Rating QA Tracking Spreadsheet)	(blank)	YYYY-MM-DD	Generate		3.5	input	N/A	D-A3.5_LR_QATracker-YYYY-MM-DD-###
		input	A9.6_InspecQATracker - (Bridge Inspection QA Tracking Spreadsheet)	(blank)	YYYY-MM-DD	Generate		9.6	input	N/A	D-A9.6_InspecQATracker-YYYY-MM-DD-###
		input	A9.7_InspecQAForm - (Bridge Inspection QA Form)	(blank)	YYYY-MM-DD	Generate		9.7	N/A	N/A	D-A9.7_InspecQAForm-YYYY-MM-DD-###
		input	AnnualQAMinutes - (Annual Quality Assurance Meeting Notes)	(blank)	YYYY-MM-DD	Generate		N/A	N/A	N/A	D-AnnualQAMinutes-YYYY-MM-DD-###
		input	AnnualQAReport - (Annual Quality Assurance Report)	(blank)	YYYY-MM-DD	Generate		N/A	N/A	N/A	D-AnnualQAReport-YYYY-MM-DD-###
		input	CriticalFindReport - (Critical Findings Report)	(blank)	YYYY-MM-DD	Generate		N/A	N/A	N/A	D-CriticalFindReport-YYYY-MM-DD-###
		input	FHWAAuditRev - (FHWA Audits and Review Findings)	(blank)	YYYY-MM-DD	Generate		N/A	N/A	N/A	D-FHWAAuditRev-YYYY-MM-DD-###
		input	QA_HoldNotice - (Quality Hold Notices)	(blank)	YYYY-MM-DD	Generate		N/A	N/A	N/A	D-QA_HoldNotice-YYYY-MM-DD-###
		input	QAMisc - (Miscellaneous)	(blank)	YYYY-MM-DD	Generate		N/A	N/A	N/A	D-QAMisc-YYYY-MM-DD-###
QC	[Year]	input	A9.1_InspTeamQual - (Inspection Team Qualification Tracking)	(blank)	YYYY-MM-DD	Generate	Category Year District	9.1	N/A	N/A	D-A9.1_InspTeamQual-YYYY-MM-DD-###
		input	A9.2_FieldQualReview - (Field Review Quality Form)	(blank)	YYYY-MM-DD	Generate		9.2	N/A	N/A	D-A9.2_FieldQualReview-YYYY-MM-DD-###
		input	A9.3_IndepInspCheck - (Independent Inspection Check Form)	(blank)	YYYY-MM-DD	Generate		9.3	N/A	N/A	D-A9.3_IndepInspCheck-YYYY-MM-DD-###
		input	A9.4_DistrictQualMtg - (District Quality Meeting Form)	(blank)	YYYY-MM-DD	Generate		9.4	N/A	input	D-A9.4_DistrictQualMtg-YYYY-MM-DD-###
		input	A9.5_QCTracking - (Quality Control Tracking Spreadsheet)	(blank)	YYYY-MM-DD	Generate		9.5	input	N/A	D-A9.5_QCTracking-YYYY-MM-DD-###
		input	InspectCerts - (Certification Records of Inspection Staff)	Consultant	YYYY-MM-DD	Generate		N/A	N/A	N/A	D-InspectCerts-FREEFORM-YYYY-MM-DD-###
		input	QC_Plan - (Consultant Quality Control Plan)	Consultant	YYYY-MM-DD	Generate		N/A	N/A	N/A	D-QC_Plan-FREEFORM-YYYY-MM-DD-###