

## SCDOT - Office of Alternative Delivery: ATC Upload Process

In the past, ATCs were dropped into consultant folders as one folder that contained all ATCs and attachments. The new ATC database will now require each ATC to be uploaded separately, such that information can be given for each ATC. The following guide will cover the steps of the upload process.

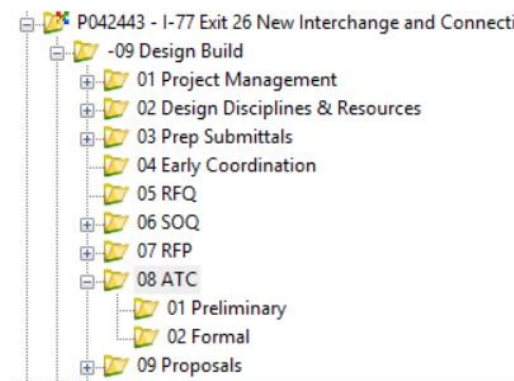
Each ATC must be associated with only 1 document within ProjectWise. This aids in the review process and organization of the ATCs. As a result, each ATC submittal form, and all of its attachments, must be contained in one document as shown below (Figure 1).

Figure 1

Name	Date modified	Type	Size
FATC 1	10/22/2018 3:40 PM	PDF Document	8,036 KB
FATC 2	10/22/2018 3:40 PM	PDF Document	8,036 KB
FATC 3	10/22/2018 3:40 PM	PDF Document	8,036 KB
FATC 4	10/22/2018 3:40 PM	PDF Document	8,036 KB
FATC 5	10/22/2018 3:40 PM	PDF Document	8,036 KB

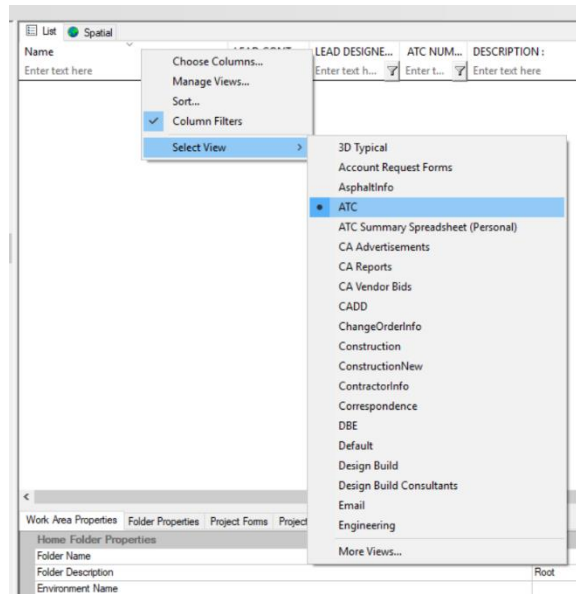
All ATCs will be placed into their respective project ATC folder in ProjectWise, under either Preliminary or Formal depending on the type of ATC. The contents of this folder are found in the ATC environment, which allows ATC information to be input and displayed in ProjectWise. See Figure 2.

Figure 2



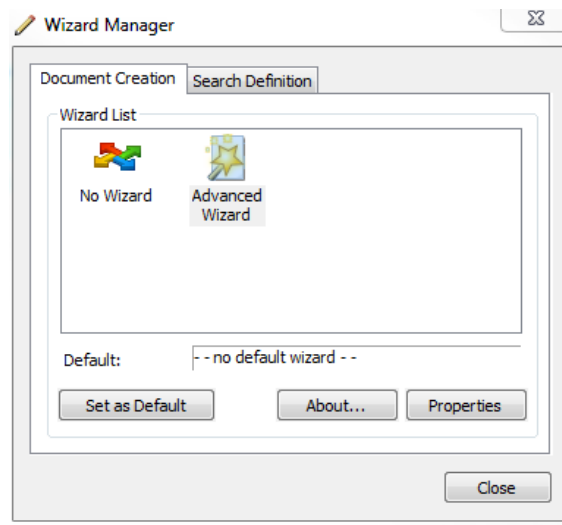
To begin the upload process, ensure that ProjectWise is in ATC view. This allows inputted information to be visible. To do this, right-click in the “Name” heading, click “Select View”, then click “ATC” (Figure 3).

Figure 3



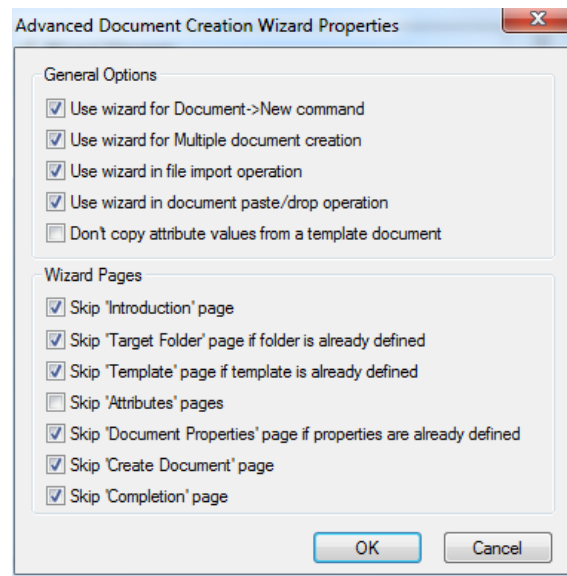
Next, click “Tools” at the top of the screen, and click “Wizard Manager” (Figure 4). It is important to note, that within the “Wizard Manager”, the default wizard can be set, changed, or removed. The default wizard can be set at point; however, the only place to remove or change the default selection is within the “Wizard Manager”. Select the “Advanced Wizard” as the default.

Figure 4



In the “Wizard Manager”, click “Advanced Wizard”, then click “Properties”. It is recommended that the boxes shown in Figure 5 are all checked. These settings will save time and help avoid confusion by preventing non-relevant from being shown.

Figure 5

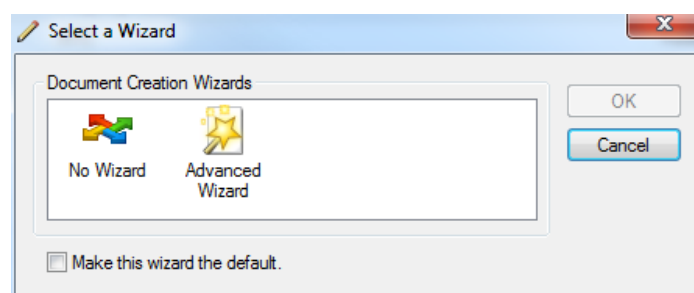


Once the boxes shown in Figure 5 have been checked, click “OK” then click “Close”.

Next, drag the desired ATC to be uploaded into the appropriate folder (Preliminary or Formal). The wizard selection screen will pop up if a default wizard has not been selected.

In the popup, click “Advanced Wizard” as shown in Figure 6, and click “OK”. The “Advanced Wizard” can be set as the default wizard before pressing “OK” by checking the box labeled “Make this wizard the default” if not set previously. If the ATC uploads with no popup, “No Wizard” is set as the default and must be changed in the “Wizard Manager”.

Figure 6



Next, the wizard will be displayed as shown in Figure 7. Fill each box with the appropriate information. Some boxes have dropdown menus for ease of use. Ensure to select either FATC or PATC to specify the ATC as either Preliminary or Formal.

Figure 7

Advanced Document Creation Wizard

**Define Document Code**  
You should define (generate) unique document code.

Document Unique Identifier

**PROJECT ID:** P012345

**LEAD CONTRACTOR :** - Contractor Name

**STAGE :** - FATC

**ATC NUMBER** - 1

**SERIAL NUMBER** - 1

Generate

Next available

P012345-Contractor Name-FATC-1-1

Show Advanced Generate Options

< Back Next > Cancel

Next, click the “Generate” button next to the “SERIAL NUMBER” box. This ensures that the ATC will be labeled as the newest version of the file. Failure to do so will result in the ATC being labeled incorrectly. Click “Next”.

On the next screen of the Wizard (Figure 8), some information will be auto-populated based on inputted information from the previous screen (Figure 7). Fill in the fields missing information as shown in Figure 8. The fields left blank will be populated by SCDOT. For consistency, use the dropdown menus when available to populate the fields. Click “Next”.

Figure 8

The ATC has now been uploaded to ProjectWise, associated and titled with all of the information entered into the wizard. Attributes can be edited by highlighting them, pressing the spacebar, and clicking the “Attributes” tab; however, information entered on the first page of the “Advanced Wizard” (Figure 7) is not editable as it is associated with the ATC’s file name. See Figure 9 for an example of an uploaded ATC file.

Figure 9

Name	LEAD CONTRACTOR :	LEAD DESIGNER :	ATC NUMBER	DESCRIPTION :	STAGE :	SUB STAGE :	A...	E...	L...	L...	DISCIPLINE :	SUB DISCIPLINE :	SUB SUB DISCIPLINE :
P012345-Contractor Name-FATC-1-1	Contractor Name	Consultant Name	1	Description of ATC (100 C...	FATC	In Review	0	0			Structures		

Repeat this process for all ATCs to be uploaded. Below is a list of each attribute required for the process with a brief description for quick reference during the upload process.

- Project ID
- Lead contractor
- Stage – PATC or FATC, Preliminary ATC or Formal ATC
- ATC Number – ATC Number from submittal form
- Serial Number – denotes the ATC submittal version
- Lead Designer
- Description (of ATC)
- Sub Stage – denotes response for the ATC, or if it is still in review
- Discipline – denotes the main discipline for the ATC