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Using the DocElite Web Interface

Document Number Prefixes

Design teams and other document originators sometimes take the trouble to develop document numbering systems that can help a well informed user narrow down the lists of documents that DocElite presents.

It is almost impossible to predict the kind of numbering systems that might be used – but one of the most obvious is the use of prefixes to indicate the area covered, content or type of document.

An architect might, for instance, start all their own documents with a project or contract reference and then use the next three or four characters to denote the general content/context:

Document no.	Title
1443(G10)001	STRUCTURAL STEEL SETTING OUT DETAILS - LOWER GROUND FLOOR BUILDING 5&6
1443(G10)002	STRUCTURAL STEEL SETTING OUT DETAILS - LOWER GROUND FLOOR
1443(G10)003	STRUCTURAL STEEL SETTING OUT DETAILS - LOWER GROUND FLOOR BUILDING 7
1443(G10)004	STRUCTURAL STEEL SETTING OUT DETAILS - LOWER GROUND FLOOR BUILDING 9&10

In the above example the architect has used a project number of **1443** followed by **(G10)** to separate out all the ***Steel Setting Out*** drawings.

Document no.	Title	Doc. Type
1443(H62)010	TYPICAL MANSARD KNEE DETAIL GROSVENOR CRESCENT FACADE	DRAWING
1443(H62)011	TYPICAL MANSARD KNEE DETAIL WILTON ROW FACADE	DRAWING
1443(H62)012	TYPICAL MANSARD KNEE DETAIL GROSVENOR CRESCENTFACADE	DRAWING
1443(H62)013	TYPICAL MANSARD KNEE DETAIL WILTON ROW FACADE	DRAWING
1443(H62)014	TYPICAL DETAIL OF MANSARD KNEE WILTON ROW FACADE	DRAWING
1443(H62)015	TYPICAL DETAIL OF MANSARD KNEE WILTON ROW FACADE	DRAWING
1443(H62)016	TYPICAL DETAIL OF MANSARD KNEE WILTON ROW FACADE	DRAWING

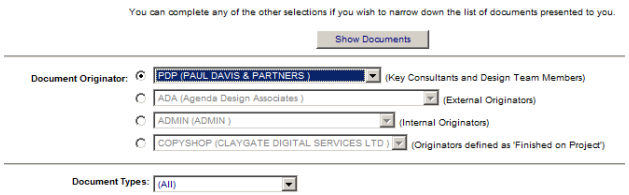
Similarly, in the example above you can see that the architect has used the same project number (**1443**) followed by **(G62)** to denote all the mansard details.

DocElite itself cannot make reasoned guesses about the meaning of document number prefixes, but can help identify them – and, where resources permit, administrators can complete the explanations to help users make the best use of the information available.

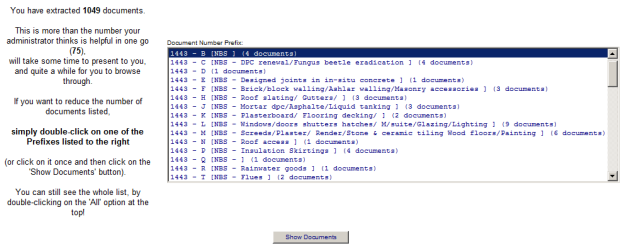
DocElite will, by default, offer up identifiable document number prefixes when more than 75 documents are selected by the user in the main document register. This number is easily adjusted by the administrator and can differ from originator to originator.

By default, again, DocElite will anticipate four character prefix to the document number, and again this is easily adjusted by the administrator both for the project as a whole and for individual document originators.

When a user selects the main document register, and having completed their selection criteria, and clicked on the 'Show Documents' button DocElite will examine the results before presenting them.



Should there be more documents selected than the maximum (normally 75) then DocElite scans the results and tries to identify prefixes. Where these are found, DocElite presents the user with a form like the one below:

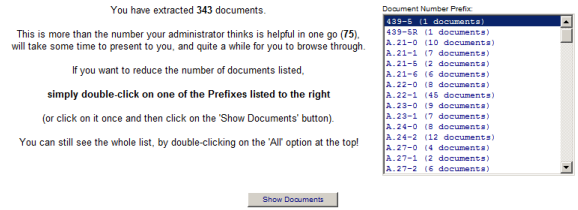


In the above example, DocElite has been set up to identify eight character prefixes for the specified originator – and the administrator has entered explanations as to what the prefix means in most cases (note that there is no explanation for the prefix '1443 – D' shown).

DocElite also counts the number of documents that match the selection criteria for each of the prefixes – this too helps narrow down the search for specific documents.

All the user need do is scroll down the list to find the prefix of interest and double-click on it, or scroll up to the top (not shown) and double-click on the 'All' entry.
Alternatively, the user can click once on the entry of choice and then click on the 'Show Documents' button.

Where the administrator has not entered explanations for each of the prefixes, the list can still be very useful – see the example below:



In the above example, the architect has clearly broken their documents down using a prefix system, DocElite has listed each prefix and counted the number of documents matching each one.

Even without the explanations, the pattern is fairly clear and a basic knowledge of the system will help the user locate the documents of interest to them.

If you are a document originator, and you are using a document number prefix system, you can help the DocElite administrator (and the rest of the project team) by providing a list of your prefixes and what they mean – in an email or simply on a spreadsheet, like the one below (based on the examples at the beginning of this document:

A1 = Prefix

	A	B
1	Prefix	Description / Explanation
2	1443(00)	GA Plans/Elevations/ Sections/ Ceiling plans//
3	1443(C45	Injected dpc
4	1443(C52	Dry rot locations/notes
5	1443(F10	Masonry GA Plans sections/details
6	1443(F21	Stone components /cills
7	1443(F30	Chimneys
8	1443(G10	Steel setting out
9	1443(H00	Structural steel sections
10	1443(H62	Mansard details
11	1443(H71	Lead roof details
12	1443(H75	Gutter profiles
13	1443(J10	Waterproof render
14	1443(J21	Mastic Asphalte
15	1443(J40	Waterproofing details
16	1443(K10	Dry lining plans & details
17	1443(K21	Door details,thresholds,floor build ups
18	1443(L10	Window schedule & details
19	1443(L20	Door schedules & details
20	1443(L30	Stairs
21	1443(M)0	Finishes schedules /
22	1443(M)1	Floor build ups
23	1443(M10	Screeds
24	1443(M20	Fibrous plaster ceiings/mouldings

Created by Martin Griffin