



Construction Documentation Portal

Consumer User Guide

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Construction Documentation Portal

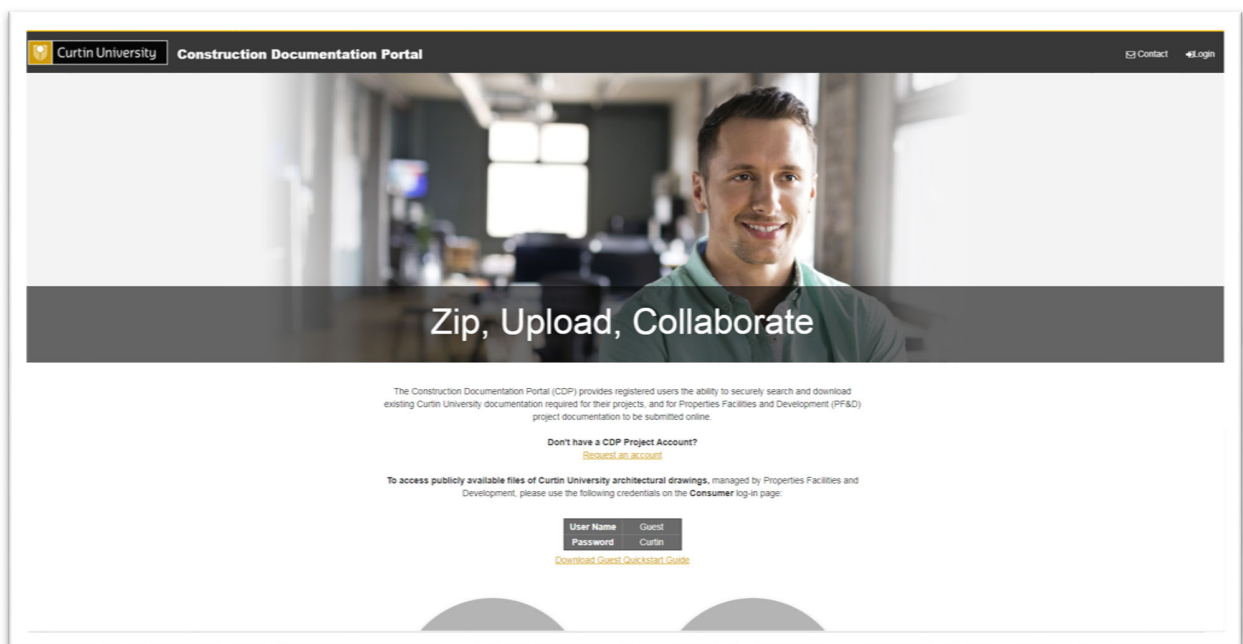
Construction Documentation Portal (CDP) – Consumer User Guide

Overview

The Construction Documentation Portal (CDP) provides registered users the ability to securely search and download existing Curtin University documentation required for their projects, and for Properties Facilities and Development (PF&D) project documentation to be submitted online.

Browser

The Construction Documentation Portal can be accessed from any web browser.



1. Open a new web browser and launch the portal using the following link:

<https://cdp.curtin.edu.au>

Account Registration

To log into the Construction Documentation Portal you will require a 'CDP Project Account'. If you already have a 'CDP Project Account' please skip this step and continue onto the Login section. Each new project with Properties Facilities and Development (PF&D) will require a separate registration for access.

The screenshot shows the 'Project Registration' page of the Curtin University Construction Documentation Portal. The page has a dark header with the Curtin University logo and 'Construction Documentation Portal' text. Below the header is a yellow bar with 'Project Registration'. The main content area is white and contains several sections: 'register project', 'Lead consultant details' (with fields for First Name, Last Name, Company, Email, Phone, and Mobile), 'Project management details' (with fields for Curtin Project Number and Curtin Responsible Officer), 'Project scope' (with fields for Campus, Building Number(s), and Disciplines), and 'Project Description'. There is a blue button labeled 'add disciplines to request' and a 'Project Description' field at the bottom.

Please ensure only the Lead Consultant or approved Contractor for the Curtin Project requests the account. They can then share the login or provide the requested drawings to the project team as required.

1. Select 'Request an account' from the CDP Home Page to begin the registration process.
2. Complete the 'Lead Consultant or approved Contractor Details' with your own personal information.
3. The 'Curtin Project Number' is issued by the relevant Curtin Internal Project Manager.
4. The 'Curtin Internal Project Manager' is the Curtin individual accountable for this Project.
5. Complete the relevant 'Project Scope' to include all Campuses, Building Numbers and Disciplines. Please note this will affect what drawings and documents you have access to in the CDP.
6. Also provide a brief description of works being carried out under this Curtin Project number to help ensure the appropriate drawings and documents will be available for access.

Once your registration has been approved by the Curtin Internal Project Manager and Drawing Services you will be sent an email with your login details for the Construction Documentation Portal.

Login Page

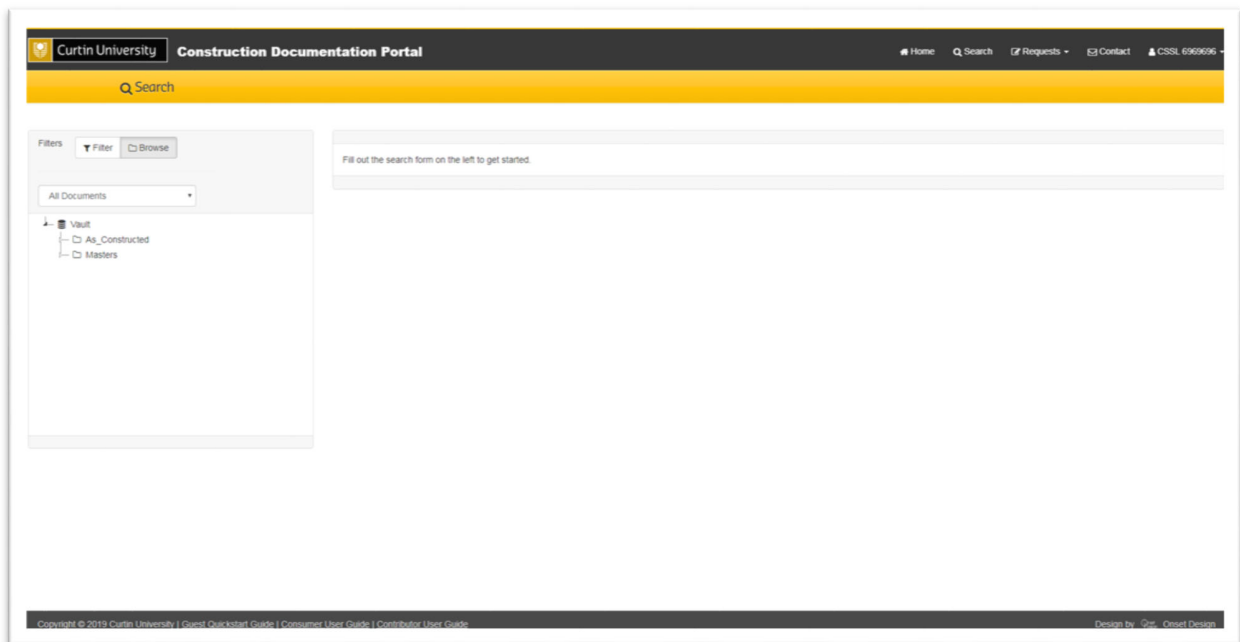
Once you have a CDP Project Account you will be able to login as a ‘Consumer’ to search, browse and download existing Curtin University documentation.

The screenshot shows the login page of the Curtin University Construction Documentation Portal. The header includes the Curtin University logo and the portal name. A yellow bar with 'Log in' is prominent. The login form consists of two input fields for 'User Name' and 'Password', followed by a 'log in' button. Below the button are links for 'Get a reminder' (for username), 'Reset it' (for password), and 'Request an account' (for new users). A disclaimer section titled 'You are about to access a RESTRICTED I.T. System' is present, detailing access restrictions and terms of use. The footer contains copyright information and a design credit.

1. Select ‘Login’ from the header menu or alternatively select the ‘Consumer’ icon to go to the Login Page.
2. Enter your ‘User Name’ and ‘Password’ as requested. Note the login details are case-sensitive.
 - a. If you have forgotten your ‘Username’ or ‘Password’ please follow the prompts on the Login Page to recover these details.
3. If you logged in via the header menu please select the ‘Consumer’ icon or if you’ve already selected this please proceed.
4. Once you have successfully logged in and gone to the ‘Consumer’ portal you will have a ‘Consumer Download Disclaimer’ to read and accept to be able to proceed.

Search, Browse & Download

With permissions set in place at the project account registration stage you are free to search or browse documents. Only the content matching the assigned campus, buildings and disciplines are shown in the browse structure and search results, ensuring secure managed content is available only to approved accounts.



As Constructed Drawings: Documents within the “As Constructed” folder are for reference only, are not compliant to the Curtin CAD standards, and do not come with any assurances, assumptions or guarantees that the data and information included is accurate or complete.

These files are what Drawing Services receives from Curtin Project Teams during stages of a project.

Master Drawings: AutoCAD drawings within the Masters folder are compliant to the Curtin CAD standards and suitable for immediate use on project documentation. Use of Master AutoCAD drawings for all project works can reduce efforts towards compliance at project submission stages.

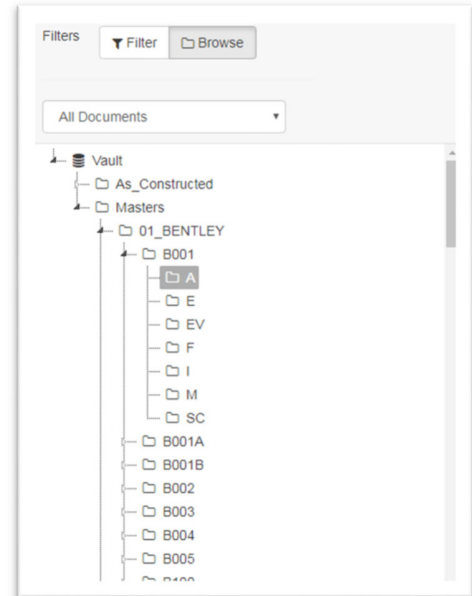
These files are maintained by Drawing Services and are the most current drawings available.

Browse

The 'Browse' interface allows you to refine your search results by selecting;

1. **Folder**
2. **Campus Name**
3. **Building Number**
4. **Discipline**

The 'Results' list will update in real-time dependent on your selection in the 'Browse' interface to help you find the required drawings and documents.



Filter











The 'Filter' interface allows you to refine your search results by selecting;

1. **Campus Name**
2. **Building Number**
3. **Level**
4. **Discipline**
5. **Plan Type**
6. **Title**

The 'Results' tab will update once you select 'Search' in the 'Filter' interface to help you find the required drawings and documents.


Results


The *'Results'* interface will give you a list of documents and drawings available depending on your selected search criteria. The basic information displayed for each document and drawing will be the *'File Name, Title, Drawing Type and Floor Level'* associated.

5 results					Download CSV Report	Download Checked Documents	Download Checked PDF Renditions	Download All Natives
File	Title	Type	Level					
11B001-A-EL0001.dwg	BENTLEY CAMPUS BUILDING 001 BLDG 001 ARCHITECTURAL ELEVATIONS	Masters	No Level	 				
11B001-A-EL0002.dwg	BENTLEY CAMPUS BUILDING 001 BLDG 001 ARCHITECTURAL ELEVATIONS	Masters	No Level	 				
11B001-A-FP0101.dwg	BENTLEY CAMPUS TELECOMMUNICATIONS BUILDING BLDG 001 LEVEL 1 ARCHITECTURAL FLOOR PLAN	Masters	Level 01	 				
11B001-A-RP0101.dwg	BENTLEY CAMPUS TELECOMMUNICATIONS BUILDING BLDG 001 ARCHITECTURAL ROOF PLAN	Masters	No Level	 				
11B001-A-SA0101.dwg	BENTLEY CAMPUS TELECOMMUNICATIONS BUILDING BLDG 001 FALL PREVENTION ROOF PLAN	Masters	Level 01	 				

To get **more in depth information** about any of the files available from the search results select the *'File Name'* and you will be redirected to the *'File Details'* tab which will include all the information available associated to the specific file. You will also be able to download the selected file as either a PDF drawing or AutoCAD drawing directly from this page.


01B001-A-EL0001.dwg

 download

 download

details

Name	01B001-A-EL0001.dwg
Revision Type	
CampusName	Bentley
BuildingNumber	B001
BuildingName	Building 001
Level	No Level
Discipline	Architectural
Plan Type	Elevation
ProjectNumber	Master
Title	BENTLEY CAMPUS BUILDING 001 BLDG 001 ARCHITECTURAL ELEVATIONS
RevisionValue	
Document Type	Master Drawing
Type	Masters

 back

Download CSV Report















The 'Download CSV Report' downloads a complete list of all the in depth information associated to each file displayed in the 'Results' tab in an Excel .CSV File.

File Name	Revision Number	Creation Date	Modified Date	CampusFolder	BuildingFolder	Type	ProjectNumber	RevisionType	RevisionValue	DisciplineCode	Title
018001-A-5A0101.dwg	2	7/07/2015 10:48:53 AM	30/07/2015 10:14:39 AM	01_BENTLEY	B001	Masters Master				A	BENTLEY CAMPUS TELECOMMUNICATIONS BUILDING BLDG 001 FALL PREVENTION ROOF PLAN
018001-A-RP0101.dwg	2	7/07/2015 9:58:45 AM	30/07/2015 10:13:34 AM	01_BENTLEY	B001	Masters Master				A	BENTLEY CAMPUS TELECOMMUNICATIONS BUILDING BLDG 001 ARCHITECTURAL ROOF PLAN
018001-A-FP0101.dwg	9	13/08/2014 7:51:28 PM	22/04/2016 8:49:51 AM	01_BENTLEY	B001	Masters Master				A	BENTLEY CAMPUS TELECOMMUNICATIONS BUILDING BLDG 001 LEVEL 1 ARCHITECTURAL FLOOR PLAN
018001-A-EL0002.dwg	1	22/04/2016 11:19:24 AM	22/04/2016 11:19:05 AM	01_BENTLEY	B001	Masters Master				A	BENTLEY CAMPUS BUILDING 001 BLDG 001 ARCHITECTURAL ELEVATIONS
018001-A-EL0001.dwg	4	18/03/2016 12:49:01 PM	22/04/2016 11:17:56 AM	01_BENTLEY	B001	Masters Master				A	BENTLEY CAMPUS BUILDING 001 BLDG 001 ARCHITECTURAL ELEVATIONS

1. Search for documents and drawings using the 'Browse' or 'Filter' interface.
2. Once you search is complete select the 'Download CSV Report' and an automatic download will start.
3. Once complete open up the folder your download was directed to.
4. Open up the Excel .CSV file in an associated program to view all the information related to each file.

Download All Natives

The 'Download All Natives' will create a .ZIP file containing all the files in the 'Results' tab in their native format. This will mean that any file that was originally uploaded as a .JPG, .PDF or .DWG file for example will remain in the same format once downloaded. To download a .DWG file as a .PDF file for viewing you will need to follow the steps under 'Download Checked PDF Renditions'.

Name	Date modified	Type	Size
 001 L1.jpg	15/08/2012 3:23 PM	JPEG image	112 KB
 01B001-A-SA0101.pdf	28/01/2015 3:27 PM	Adobe Acrobat D...	146 KB
 1_001_14 Layout1 (1).pdf	31/07/2007 1:29 PM	Adobe Acrobat D...	214 KB
 1_001_14.dwg	31/07/2007 1:29 PM	DWG File	206 KB
 1-001-03-E1.dwg	21/05/2007 11:33 ...	DWG File	390 KB
 1-001-03-E3.dwg	29/06/2001 3:50 PM	DWG File	472 KB
 1-001-03-Sk1.dwg	2/04/2001 11:11 AM	DWG File	211 KB
 1-001-03-Sk2.dwg	2/04/2001 11:12 AM	DWG File	577 KB
 1-001-03-Sk3.dwg	2/04/2001 11:12 AM	DWG File	146 KB
 1-001-04.DWG	3/09/1998 1:08 PM	DWG File	1,489 KB
 1-001-04-E2.dwg	23/08/2011 2:39 PM	DWG File	185 KB
 1-001-08.dwg	16/12/1997 8:35 AM	DWG File	352 KB
 1-001-09.dwg	2/04/2001 11:10 AM	DWG File	359 KB
 1-001-10.dwg	12/07/1999 9:25 AM	DWG File	221 KB

1. Search for documents and drawings using the 'Browse' or 'Filter' interface.
2. Once your search is complete select the 'Download All Natives' and an automatic download will start.
3. Once complete open up the folder your download was directed to.
4. Extract the .ZIP file in an associated program to view all the native files downloaded.

Download Checked Documents
















To download only specific files from the 'Results' tab in their native format you will need to use the 'Download Checked Documents'. This will mean that any file that was originally uploaded as a .JPG, .PDF or .DWG file for example will remain in the same format once downloaded. To download a .DWG file as a .PDF file for viewing you will need to follow the steps under 'Download Checked PDF Renditions'.

14 results					Download CSV Report		Download Checked Documents		Download Checked PDF Renditions		Download All Natives	
File	Title	Type	Level									
001_L1.jpg	IMAGE OF FLOOR PLAN	As_Constructed										
01B001-A-SA0101.pdf	PART SITE PLAN	As_Constructed	Level 01									
1_001_14 Layout1 (1).pdf	BLG 001 POSTGRAD AREA SCHOOL OF ENGINEERING PLAN SECTION AND DETAILS	As_Constructed										
1_001_14.dwg	BLG 001 POSTGRAD AREA SCHOOL OF ENGINEERING PLAN SECTION AND DETAILS	As_Constructed										
1-001-03-E1.dwg	THE TELECOMMUNICATIONS INSTITUTE ELECTRICAL INSTALLATION	As_Constructed										
1-001-03-E3.dwg	TELECOMMUNICATIONS INSTITUTE NEW TRANSPORTABLE BUILDINGS ELECTRICAL SITE PLAN	As_Constructed										
1-001-03-Sk1.dwg	TELECOMMUNICATIONS GROUP FACILITY ROOM NO	As_Constructed										
1-001-03-Sk2.dwg	BUILDING 001, 523, 524 FLOOR PLANS	As_Constructed										
1-001-03-Sk3.dwg	PROPOSED WORKS ADJACENT BUILDING 001	As_Constructed										
1-001-04.DWG	PROPOSED RESEARCH AND DEVELOPMENT TRANSPORTABLE ADJACENT BUILDING 001	As_Constructed										
1-001-04-E2.dwg	TRANSPORTABLE BUILDING FOR RESEARCH AND DEVELOPMENT SCHEMATIC DIAGRAM	As_Constructed										
1-001-08.dwg	ALTERATIONS TO SECRETARY OFFICE BLD 001	As_Constructed										
1-001-09.dwg	ALTERATIONS TO SECRETARY AND MEETING ROOM FLOOR PLAN	As_Constructed										
1-001-10.dwg	NEW PROFESSOR'S OFFICE ATRI-CRC BUILDING 001C, BENTLEY CAMPUS	As_Constructed										

1. Search for documents and drawings using the 'Browse' or 'Filter' interface.
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3. The 'Download Checked Documents' will now become available.
4. Select the 'Download Checked Documents' and an automatic download will start.
5. Once complete open up the folder your download was directed to.
6. Extract the .ZIP file in an associated program to view all the native files downloaded.

Download Checked PDF Renditions

To download only specific files from the 'Results' tab in PDF format you will need to use the 'Download Checked PDF Renditions'. This will mean that any file that was originally uploaded as a .DWG file for example will be available as a PDF format download. Please note not all AutoCAD .DWG files are available as a PDF Rendition. The files available will be shown with a PDF symbol next to the download symbol.

5 results					Download CSV Report Download Checked Documents Download Checked PDF Renditions Download All Natives			
File	Title	Type	Level					
21B001-A-EL0001.dwg	BENTLEY CAMPUS BUILDING 001 BLDG 001 ARCHITECTURAL ELEVATIONS	Masters	No Level					
21B001-A-EL0002.dwg	BENTLEY CAMPUS BUILDING 001 BLDG 001 ARCHITECTURAL ELEVATIONS	Masters	No Level					
21B001-A-FP0101.dwg	BENTLEY CAMPUS TELECOMMUNICATIONS BUILDING BLDG 001 LEVEL 1 ARCHITECTURAL FLOOR PLAN	Masters	Level 01					
21B001-A-RP0101.dwg	BENTLEY CAMPUS TELECOMMUNICATIONS BUILDING BLDG 001 ARCHITECTURAL ROOF PLAN	Masters	No Level					
21B001-A-SA0101.dwg	BENTLEY CAMPUS TELECOMMUNICATIONS BUILDING BLDG 001 FALL PREVENTION ROOF PLAN	Masters	Level 01					

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6. Extract the .ZIP file in an associated program to view all the PDF files downloaded.

Need more Buildings or Disciplines?

If the relevant drawings and documents aren't available via the Consumer Portal you may request your access rights to be increased for those files. This allows for any '*Campuses, Buildings or Disciplines*' missed at registration to be added to those files available or in some circumstances if the Project Scope is increased to include further works more drawings and documentation will be required for viewing.

Apply for access rights

ProjectNumber* Select ProjectNumber + add
 ||ALL_PROPERTY_VALUES|| ✓ Approved
 CSSL 10673 Remove ! Applied

BuildingNumber* Select BuildingNumber + add
 ||ALL_PROPERTY_VALUES|| ✓ Approved
 B101 Remove ! Applied

Discipline* Select Discipline + add
 ||ALL_PROPERTY_VALUES|| ✓ Approved
 Architectural Remove ! Applied

Cancel Apply

1. Select your 'User Name' from the header menu and a drop down list will appear.
2. Select 'Access Rights' from the list.
3. You will now be shown a list of your available access rights which you can modify.
4. Click the '+Apply' button to begin a request.
5. Select the relevant;
 - a. Project Number
 - b. Building Number
 - c. Discipline
6. Click the '+Apply' button and your request will be sent to the Curtin Internal Project Manager and Drawing Services.

Once your request has been approved by the Curtin Internal Project Manager and Drawing Services you will be sent an email with your new user access right details for the Construction Documentation Portal.