



# Construction Documentation Portal

## Contributor User Guide

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# Construction Documentation Portal

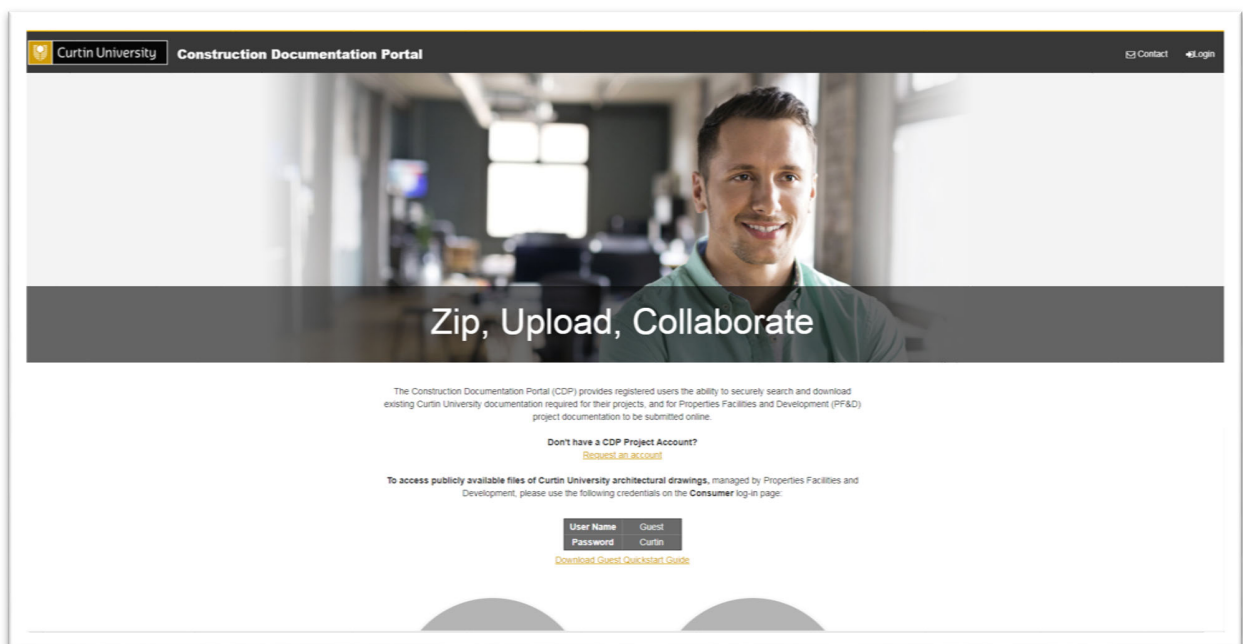
## Construction Documentation Portal (CDP) – Contributor User Guide

### 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.

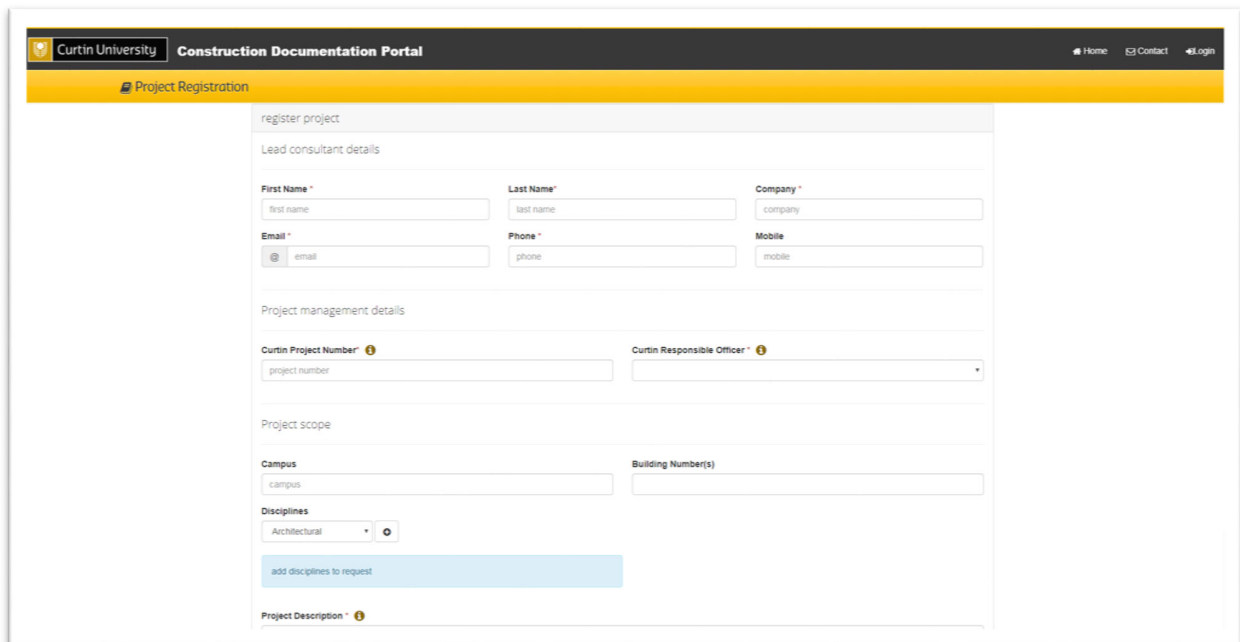


1. Open a new web browser and launch the portal using the following link:

<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' form on the Curtin University Construction Documentation Portal. The form is titled 'register project' and is divided into several sections:

- Lead consultant details:** Includes fields for First Name, Last Name, Company, Email, Phone, and Mobile.
- Project management details:** Includes a dropdown for Curtin Project Number and a dropdown for Curtin Responsible Officer.
- Project scope:** Includes fields for Campus and Building Number(s).
- Disciplines:** Includes a dropdown menu currently set to 'Architectural' and a button labeled 'add disciplines to request'.
- Project Description:** A text area for providing a brief description of the project.

**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 *'Contributor'* to submit your project documentation for approval by Curtin University.

**You are about to access a RESTRICTED I.T. System**  
Access to this IT system (including equipment, network devices and internet access) and accounts is for expressly authorised and properly issued users only. Access must only occur using your personally issued account. The credentials for your personal account must not be shared with any other party. Any access not authorised, is considered unauthorised. Unauthorised access to this network, including the authorised modification, impairment or disclosure of information communicated or held by IT systems may result in administrative, civil, criminal or other adverse action being taken against you. Access is subject to all applicable terms of use. These include the terms of your employment or engagement with the Organisation, including the Code of Conduct and Corporate Policies and Procedures (particularly IT Security, IT Terms of Use and Workplace Surveillance). The Organisation operates a wide range of automated system and user activity monitoring which may be recorded and audited for lawful purposes. These logs may be called upon in support of official inquiries and investigations. By progressing beyond this point you acknowledge that you understand and agree to these terms.

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Design by Curtin Design

1. Select 'Login' from the header menu or alternatively select the 'Contributor' 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 'Contributor' icon or if you've already selected this please proceed.

## Book In Request

Once you are logged in as a 'Contributor' you will be taken to the 'Create Book In Request' page.

**Only the Document Contributor once approved by the Nominated External Project Manager is authorised to submit project documentation to Curtin University. If you are not authorised please sign out immediately and contact the Nominated External Project Manager to submit a single documentation package once finalised.**

Prior to submitting your project documentation for approval by Curtin University you will need to ensure;

- The latest 'Book In Cover Sheet' is completed. **DO NOTE RENAME THIS FILE**
- All drawings are submitted in both AutoCAD DWG and PDF formats. (Tender and As Constructed only)
- All drawing files are named to [Curtin CAD Standards](#).
- Only one building/structure and one sheet per drawing file.
- All drawings issued to Curtin must be in AutoCAD DWG, revision 2010 or earlier.
- Bind all XREF's when exporting DWG files.
- Operations & Maintenance Manuals have been consolidated into one singular PDF per volume.

**\*\*\* A maximum 2GB ZIP file is currently supported, anything larger shall be broken down into disciplines \*\*\***

The screenshot shows the 'Create Book In Request' page on the Curtin University Construction Documentation Portal. The page is divided into several sections:

- Upload a zip file book in package:** The zip file should contain the following items:
  - Only the Lead Consultant is authorised to submit project documentation to Curtin University. If you are not authorised please sign out immediately and contact the Lead Consultant to submit a single documentation package once finalised.
- Prior to submitting your project documentation for approval by Curtin University please ensure:**
  - The latest 'Book In Cover Sheet' is completed
  - All drawings are submitted in both AutoCAD DWG and PDF formats. (Tender and As Constructed only)
  - All drawing files are named to [Curtin CAD Standards](#)
  - Only one building/structure and one sheet per drawing file.
  - All drawings issued to Curtin must be in AutoCAD DWG, revision 2010 or earlier.
  - Bind all XREF's when exporting DWG files.
  - Operations & Maintenance Manuals have been consolidated into one singular PDF per volume.
- Validation Errors**
  - To view any validation errors that occur during your submission, please follow these instructions:
    - Select the 'Documents' tab adjacent to the 'Upload' tab on the submission panel.
    - You will now see a list of all the documents submitted and those that have validation errors have a red cross.
    - Select the 'Details' icon adjacent to the red cross to view the validation error.
    - A pop up will now display the document details including the 'Validation Messages'.
  - To download a complete list of all the validation errors on an .Excel file for easy distribution, please view the [Contributor User Guide](#).
- Successful Submission**
  - Please note the documentation is now pending review by Drawing Services for Curtin CAD Compliance and correspondence will follow from your Responsible Officer on the outcome of this matter.
- Download the 'Sample Book in Package' in .Zip or the latest 'Book In Cover Sheet' .Excel file.**
  - A sample ZIP file package in the required format can be downloaded [here](#).
  - Buttons: [download sample book in \(ZIP\)](#), [download sample \(XLS\)](#)
- Upload**
  - Please upload your Book In Request package.
  - Form:
  - Field: **Curtin Project Responsible Officer**
    - Choose a book-in package Curtin Project Responsible Officer

## Book In Cover Sheet

The latest 'Book In Cover Sheet' in .Excel format is required to be completed and included with your Book In Request. The download link is located on the 'Create Book In Request' page or;

<https://cdp.curtin.edu.au/site/Plugins/Curtin/Files/Book%20In%20Cover%20Sheet.xlsx>

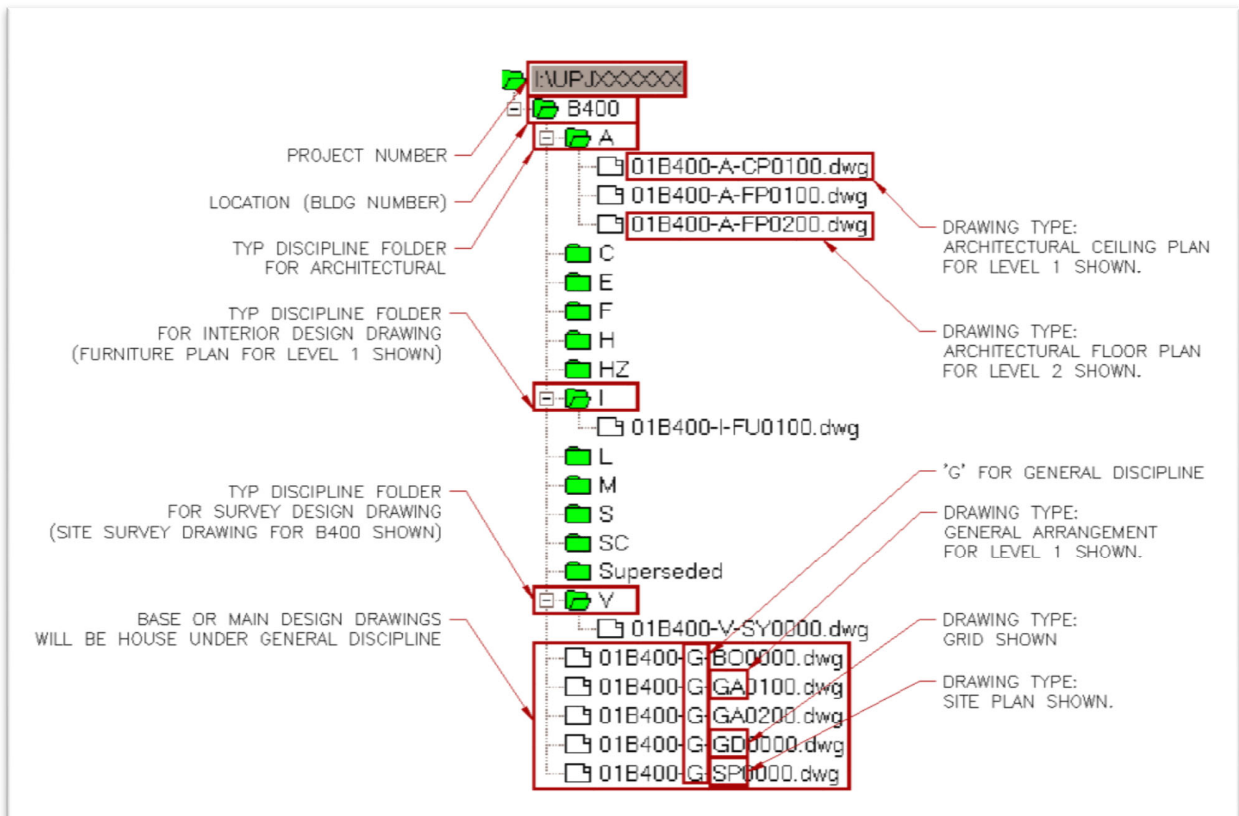
### DO NOT RENAME THIS FILE

1. **File Name** – Enter in the file name. The file name must contain the file extension (pdf, dwg, doc, etc). *Example: A100-55-E.pdf*
2. **Campus Name** – Select the campus from the drop down list.
3. **Building Number** – Enter in the building number. *Example: B109, SITE*
4. **Project Number** – Enter in the project number. This is a unique 'Curtin University' number assigned to all projects. Please contact your Curtin Internal Project Manager for the relevant number. *Example: CSSL 10040*
5. **Project Revision** – Select the project revision from the drop down list.
6. **Discipline** – Select the discipline from the drop down list.
7. **Year** – Select the year the drawings were completed from the drop down list.
8. **Title** – Enter in the title of the drawing, document or manual as shown on the titleblock/cover page. *Example: Curtin University Bentley Campus Building 109 Architectural Floor Plan*
9. **Drawing Type** – Select the drawing type from the drop down list.
10. **Level/Elev** – Select the level/elevation from the drop down list.
11. **Document Type** – Use 'As-Constructed Drawing' for all project drawings regardless of the project revision.

File Name	Campus Name	Building Number	Project Number	Project Revision	Discipline	Year	Title	Drawing Type	Level/Elev	Document Type
528013-A-AC0001.dwg	Other	8013	CSSL 99999	As Constructed	Architectural	1950	As Constructed Architectural Airconditioning (HVAC) Schematic All Building or No Airconditioning	All Building	As Constructed	As Constructed Drawing
528013-A-AV0002.dwg	Other	8013	CSSL 99999	As Constructed	Architectural	1951	As Constructed Architectural Audio/ Video All Building or No Level As Constructed Audio/ Video	All Building	As Constructed	As Constructed Drawing
528013-AV-BP0003.dwg	Other	8013	CSSL 99999	As Constructed	Audio Visual	1952	As Constructed Audio Visual Block Plan All Building or No Level As Constructed Block Plan	All Building	As Constructed	As Constructed Drawing
528013-AV-BW0104.dwg	Other	8013	CSSL 99999	As Constructed	Audio Visual	1953	As Constructed Audio Visual Builders Work Level 01 As Constructed Scan	Builders Work	Level 01	As Constructed Drawing
528013-AV-CC0105.dwg	Other	8013	CSSL 99999	As Constructed	Audio Visual	1954	As Constructed Audio Visual Curtin CAD Standard Level 01 As Constructed Scan	Curtin CAD Stan	Level 01	As Constructed Drawing
528013-C-CM0106.dwg	Other	8013	CSSL 99999	As Constructed	Civil	1955	As Constructed Civil Communication Level 01 As Constructed Scan	Communication	Level 01	As Constructed Drawing
528013-C-CP0207.dwg	Other	8013	CSSL 99999	As Constructed	Civil	1956	As Constructed Civil Ceiling Plan Level 02 As Constructed Scan	Ceiling Plan	Level 02	As Constructed Drawing
528013-C-CP0208.dwg	Other	8013	CSSL 99999	As Constructed	Civil	1957	As Constructed Civil Ceiling Plan Level 02 As Constructed Security Drawing	Ceiling Plan	Level 02	As Constructed Drawing
528013-C-CS0209.dwg	Other	8013	CSSL 99999	As Constructed	Civil	1958	As Constructed Civil Cover Sheet Level 02 As Constructed Security Drawing	Cover Sheet	Level 02	As Constructed Drawing
528013-C-CT0310.dwg	Other	8013	CSSL 99999	As Constructed	Civil	1959	As Constructed Civil Contours Level 03 As Constructed Security Drawing	Contours	Level 03	As Constructed Drawing
528013-CP-C20311.dwg	Other	8013	CSSL 99999	As Constructed	Campus Planni	1960	As Constructed Campus Planning Construction Zones/Builders Enclosures Level 01 Construction Zo	Level 03	As Constructed	As Constructed Drawing
528013-CP-D80312.dwg	Other	8013	CSSL 99999	As Constructed	Campus Planni	1961	As Constructed Campus Planning Distribution Boards Level 03 Building Services Ph Distribution Bo	Level 03	As Constructed	As Constructed Drawing
528013-DG-DO0413.dwg	Other	8013	CSSL 99999	As Constructed	Dangerous Goo	1962	As Constructed Dangerous Goods Diagrams/ Images Level 04 Building Services Ph Diagrams/ Imag	Level 04	As Constructed	As Constructed Drawing
528013-DG-DN0414.dwg	Other	8013	CSSL 99999	As Constructed	Dangerous Goo	1963	As Constructed Dangerous Goods Drainage Level 04 Building Services Photograph Drainage	Level 04	As Constructed	As Constructed Drawing
528013-DG-DP0415.dwg	Other	8013	CSSL 99999	As Constructed	Dangerous Goo	1964	As Constructed Dangerous Goods Demolition Level 04 Evacuation Diagram	Demolition	Level 04	As Constructed Security C
528013-E-070516.dwg	Other	8013	CSSL 99999	As Constructed	Electrical	1965	As Constructed Electrical Details Level 05 Evacuation Diagram	Details	Level 05	As Constructed Security C
528013-E-DW0517.dwg	Other	8013	CSSL 99999	As Constructed	Electrical	1966	As Constructed Electrical Detection/ Warning Level 05 Evacuation Diagram	Detection/ War	Level 05	As Constructed Security C
528013-EV-EL0518.dwg	Other	8013	CSSL 99999	Issued for Constr	Evacuation	1967	Issued for Construction Evacuation Elevation Level 05 External Document	Elevation	Level 05	As Constructed Security C
528013-EV-EM0619.dwg	Other	8013	CSSL 99999	Issued for Constr	Evacuation	1968	Issued for Construction Evacuation Emergency Lighting Level 06 External Docume	Emergency Light	Level 06	As Constructed Security C
528013-EV-EQ0620.dwg	Other	8013	CSSL 99999	Issued for Constr	Evacuation	1969	Issued for Construction Evacuation Equipment Level 06 External Document	Equipment	Level 06	As Constructed Security C
528013-F-ER0621.dwg	Other	8013	CSSL 99999	Issued for Constr	Fire Services	1970	Issued for Construction Fire Services Earthing Level 06 External Document	Earthing	Level 06	As Constructed Security C
528013-F-EV0722.dwg	Other	8013	CSSL 99999	Issued for Constr	Fire Services	1971	Issued for Construction Fire Services Evacuation Level 07 GIS Drawing	Evacuation	Level 07	As Constructed Security C
528013-F-FW0723.dwg	Other	8013	CSSL 99999	Issued for Constr	Fire Services	1972	Issued for Construction Fire Services EarthWorks Level 07 GIS Drawing	EarthWorks	Level 07	As Constructed Security C
528013-F-FP0724.dwg	Other	8013	CSSL 99999	Issued for Constr	Fire Services	1973	Issued for Construction Fire Services Floor/ Floor Plan Level 07 GIS Drawing	Floor/ Floor Pla	Level 07	As Constructed Security C
528013-F-FU0825.dwg	Other	8013	CSSL 99999	Issued for Constr	Fire Services	1974	Issued for Construction Fire Services Furniture Level 08 Lands Document	Furniture	Level 08	As Constructed Security C
528013-GA-GA0826.dwg	Other	8013	CSSL 99999	Issued for Constr	General	1975	Issued for Construction General General Arrangement Level 08 Lands Document	General Arrang	Level 08	As Constructed Security C
528013-GI-GD0827.dwg	Other	8013	CSSL 99999	Issued for Constr	General	1976	Issued for Construction General Grid Level 08 Lands Document	Grid	Level 08	As Constructed Security C
528013-GI-GN0928.dwg	Other	8013	CSSL 99999	Issued for Constr	GIS	1977	Issued for Construction GIS General Notes & Legend Level 09 Lands Document	General Notes	Level 09	Building Manual
528013-GI-GS0929.dwg	Other	8013	CSSL 99999	Issued for Constr	GIS	1978	Issued for Construction GIS Gas Level 09 Master Data Document	Gas	Level 09	Building Manual
528013-GI-HC0930.dwg	Other	8013	CSSL 99999	Issued for Constr	GIS	1979	Issued for Construction GIS Hot & Cold Water Level 09 Master Data Document	Hot & Cold Wat	Level 09	Building Manual
528013-HV-HV1031.dwg	Other	8013	CSSL 99999	Issued for Constr	Hydraulics	1980	Issued for Construction Hydraulics High Voltage Level 10 Master Data Document	High Voltage	Level 10	Building Manual
528013-HI-HI1032.dwg	Other	8013	CSSL 99999	Issued for Constr	Hydraulics	1981	Issued for Construction Hydraulics Irrigation Level 10 Master Drawing	Irrigation	Level 10	Building Manual
528013-HI-HI1033.dwg	Other	8013	CSSL 99999	Issued for Constr	Hydraulics	1982	Issued for Construction Hydraulics Joinery Level 10 Master Drawing	Joinery	Level 10	Building Manual
528013-H-KP1M34.dwg	Other	8013	CSSL 99999	Issued for Constr	Hydraulics	1983	Issued for Construction Hydraulics Key Plan/ Location Plan Mezzanine 01 Master C Key Plan/ Loca	Mezzanine Building	Manual	
528013-H-LP1M35.dwg	Other	8013	CSSL 99999	Tender	Hydraulics	1984	Tender Hydraulics Leasing Plan Mezzanine 01 Master Drawing	Leasing Plan	Mezzanine Building	Manual
528013-HZ-LI1M36.dwg	Other	8013	CSSL 99999	Tender	Hazardous Mat	1985	Tender Hazardous Materials LIFT Services Mezzanine 01 Master Graphic	LIFT Services	Mezzanine Building	Manual
528013-HZ-LI1M37.dwg	Other	8013	CSSL 99999	Tender	Hazardous Mat	1986	Tender Hazardous Materials Lighting Mezzanine 02 Master Graphic	Lighting	Mezzanine Building	Manual
528013-I-LV1M38.dwg	Other	8013	CSSL 99999	Tender	Interiors	1987	Tender Interiors Low Voltage Mezzanine 02 Master Graphic	Low Voltage	Mezzanine Building	Manual
528013-I-MA1M39.dwg	Other	8013	CSSL 99999	Tender	Interiors	1988	Tender Interiors Maintenance Manual Mezzanine 02 Master Inground Service Dra	Maintenance M	Mezzanine Building	Manual
528013-I-NV1M40.dwg	Other	8013	CSSL 99999	Tender	Interiors	1989	Tender Interiors Navigation Mezzanine 03 Master Inground Service Drawing	Navigation	Mezzanine Building	Manual

## Package Folder Structure

Once the *'Book In Cover Sheet'* is completed the next step is to package the drawings together in a logical folder structure. The folder structure Curtin University suggests is hierarchical commencing with the Building Number at the highest level and manages its drawings under as an example shown below:



Before you can upload your project documentation for approval by Curtin University you must create a ZIP file including the *'Book In Cover Sheet'*.

**Curtin University suggests the ZIP file is named 'Curtin Project Number - Revision' eg. CSSL10040AC.zip**

## Upload

**Prior to submitting your project documentation for approval by Curtin University please ensure;**

- The latest 'Book In Cover Sheet' is completed. **DO NOT RENAME THIS FILE**
  - All drawings are submitted in both AutoCAD DWG and PDF formats. (Tender and As Constructed only)
  - All drawing files are named to [Curtin CAD Standards](#).
  - Only one building/structure and one sheet per drawing file.
  - All drawings issued to Curtin must be in AutoCAD DWG, revision 2010 or earlier.
  - Bind all XREF's when exporting DWG files.
  - Operations & Maintenance Manuals have been consolidated into one singular PDF per volume.
1. **Choose a Book In Request Curtin Internal Project Manager**
  2. **Click the 'Add Files' button to select the Book In ZIP file package**
  3. **Click the 'Start upload' button to upload the file to the website**

Upload

Please upload your Book In Request package.

Curtin Project Responsible Officer \* Alan West (Curtin University)

+ Add files Start upload Clear Queue

File Name	Size	Progress	Status
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4. **Review upload status**
  - a. **If there are any errors these must be fixed and the package re-submitted before proceeding any further**
5. **Review the uploaded documents and submit the Book-In request**

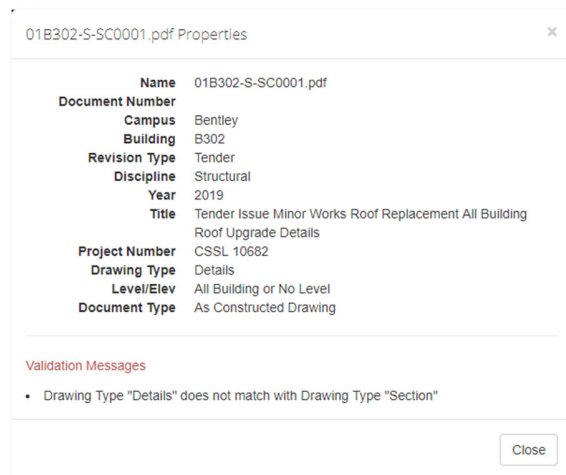
Once a successful Book In Request has been uploaded a receipt will be sent to yourself confirming the upload is complete. The Curtin Internal Project Manager will then need to review the package to ensure it is a complete package before Drawing Services received the documents for the Curtin CAD Compliance check.



## Validation Errors

To view any validation errors that occur during your submission, please follow these instructions;

1. Select the 'Documents' tab adjacent to the 'Upload' tab on the submission panel.
2. You will now see a list of all the documents submitted and those that have validation errors have a red cross.
3. Select the 'Details' icon adjacent to the red cross to view the validation error.
4. A pop up will now display the document details including the 'Validation Messages'.



To download a complete list of all the validation errors on an .Excel file for easy distribution, please follow these instructions;

1. Select your 'User Name' from the header menu and a drop down list will appear.
2. Select 'My Book In Requests' from the list.
3. Click the Book In Request you require the list of validation errors for.
4. Click the 'download result' button and an .Excel file will download automatically.

details #1194 ⚠ validation failed

Request created by John Smith (Building Co) on 14/08/2019 09:43

Your book-in request failed automated validation. Please review the validation errors and [re-upload](#) your corrected book-in package.

We found some issues with your book-in package

✘ 4 of the documents failed validation.

[download result](#)

Name	Campus	Building	Discipline	Project Number	Details
01B302-S-SC0001.pdf	Bentley	B302	Structural	CSSL 10682	<span style="color: red;">✘</span>
01B302-A-RP0101.pdf	Bentley	B302	Architectural	CSSL 10682	<span style="color: red;">✘</span>
01B302-A-DT0201.pdf	Bentley	B302	Architectural	CSSL 10682	<span style="color: red;">✘</span>
01B302-A-DP0101.pdf	Bentley	B302	Architectural	CSSL 10682	<span style="color: red;">✘</span>

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[← back](#)