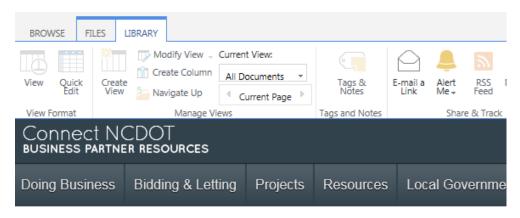# Questions and Answers

Session #3: Preconstruction Project Sites (SharePoint)

December 6 & 8, 2016

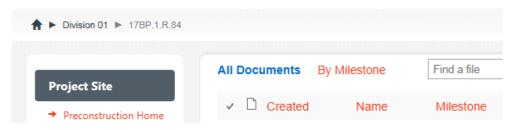**Q.** **Can you set up alerts across multiple projects based on a certain document type? For example, if a PCE has been completed, signed, and uploaded, you would get an alert.**

A. *No. However, you can set up alerts to notify you when libraries have been modified (see next question and response).*

Q. **Is there a way to get notification when files are uploaded to site?**

A. *If you want to find out if something has changed or been added within a given library or list, you can set up an alert for it. For example, you may want to be alerted when a consultant uploads a file into the "To DOT" library. The following describes the steps to set up an alert:*

To set an alert for changes to the "To DOT" library for a certain project, click on "To DOT". In the upper left corner, click on the "Library" tab. In about the middle of the top bar, click below the gold bell that reads "Alert Me". You can set an alert and manage the alerts from this pulldown.

When you set an alert, the default name is the name of the folder (To DOT in this case) which is not always desirable. It is recommended that you change this name to be the STIP number or the project name in order for you to be aware of what the alert is for.

Q.   **Can a consultant give access to a subconsultant? And, if so, is it only for that specific project?**

A.   *No, only NCDOT can grant access to a firm.   If there are subs on a project, however, the PEF can request that NCDOT grant access to them, and the NCDOT contact is free to grant access to any prequalified firms working on the project. If you find that a firm is not listed on the pulldown when granting access, send an email to DOTHelp to get them added.*

Q.   **What is the purpose of "From DOT" and "To DOT"? What kind of information do we put there?**

A.   *The idea is that the combination of these Preconstruction Project sites and another tool called ProjectWise (which will manage CADD files) will ultimately replace Project Store, but we are not quite there yet. We are rolling out the functionality piece by piece, and the From DOT and To DOT libraries are the "catch-all" libraries for the disciplines not yet rolled out.   Libraries are available now in each project site for Human Environment, Natural Environment, and Project Development disciplines. If you want to exchange files with a consultant in another discipline besides the three listed above (i.e., Roadway Design, Geotechnical, Hydraulics), you can grant them access with the "Other Discipline" role. That will give them the ability to upload to the "To DOT" library and you can use the "From DOT" library to transmit information to them. Note that any consultant with any kind of access to the project will have read access to all of the libraries for the project. In general, information uploaded to any of the project libraries will remain there indefinitely for anyone with permission to access it, as opposed to the File Transfer System (fts) which is only between two people and the files are only visible for a certain period of time.*

Q.   **Is there a limit to the file size that can be uploaded?**

A.   *Each individual file is limited to 150 MB. We recommend that sets of CADD files be compressed into a .zip file before uploading, to preserve their file structure for reference purposes.*