



ATLAS Frequently Asked Questions

ATLAS Workbench

Contents

ATLAS Frequently Asked Questions	1
ATLAS Workbench	1
Uploading Files.....	2
Who should upload documents to the ATLAS Workbench?	2
Which deliverables are supposed to be uploaded to the ATLAS Workbench?	2
Do I need to upload documents to the ATLAS Workbench and SharePoint?	2
What happens when I re-upload a file to the ATLAS Workbench?	2
Is there a way in SharePoint to know a document was uploaded through Workbench?	2
Should older, finalized, deliverables be uploaded through the ATLAS Workbench?	2
Troubleshooting.....	2
How do I use the “Check Status” function?	2
How do I get clarification on a Workbench qualitative question?	2
Other	3
Can the ATLAS Workbench “talk” with the other project management tools (e.g. submittal tracker)?	3
Can I get to the Scoping/Express Design documents through Workbench?	3



Uploading Files

Who should upload documents to the ATLAS Workbench?

The person responsible for approving the document should either upload the document or assign the responsibility to the person who produced the document (NCDOT or consultant).

Which deliverables are supposed to be uploaded to the ATLAS Workbench?

The final version of deliverables that are part of the project record should be uploaded through the Workbench. Deliverables that should be uploaded through the Workbench that are also listed in the PDN are identified with an “A” in the PDN deliverables tables. All deliverables are also listed in the *ATLAS Standards Document* on the [ATLAS Resources page](#).

Do I need to upload documents to the ATLAS Workbench and SharePoint?

No, files uploaded through the ATLAS Workbench are stored in SharePoint. The recommended process is to upload draft documents to SharePoint, and to upload final documents via the ATLAS Workbench.

What happens when I re-upload a file to the ATLAS Workbench?

The prior version of the file will still be available through SharePoint, but the link that appears in the project’s Workbench page will be the most recently uploaded version.

Is there a way in SharePoint to know a document was uploaded through Workbench?

Yes, all project documents uploaded through ATLAS are stored in an ATLAS-specific folder in SharePoint (under Disciplines/ATLAS Deliverables). In addition, you can a link to the same files in the discipline-specific folders, with “Service – GisWsAtlasPmpP01” in the “Modified By” column. These are available for reference or download only.

Should older, finalized, deliverables be uploaded through the ATLAS Workbench?

The ATLAS team recommends uploading finalized documents for any project currently still in the preconstruction phase. Uploading GIS files for older projects would also help build the statewide geographic database for reference in future studies.

Troubleshooting

How do I use the “Check Status” function?

When a user clicks the “Check Status” button, the check marks next to each discipline tab will change color depending on the completeness of the items in that tab.

How do I get clarification on a Workbench qualitative question?

For any questions, please contact the ATLAS team at ATLAS@ncdot.gov.



Other

Can the ATLAS Workbench “talk” with the other project management tools (e.g. submittal tracker)?

The ASI system integration team is addressing this larger request, and both NCDOT and NCDIT are working collaboratively to improve communication among the tools.

Can I get to the Scoping/Express Design documents through Workbench?

Yes, you can move back and forth between the Scoping Workbench and Preconstruction Workbench by clicking on the Project ID in the top left corner of Workbench. NCDOT staff can access all projects, and consultants can access projects they have been assigned. Email ATLAS@ncdot.gov if you cannot access a folder as expected.