



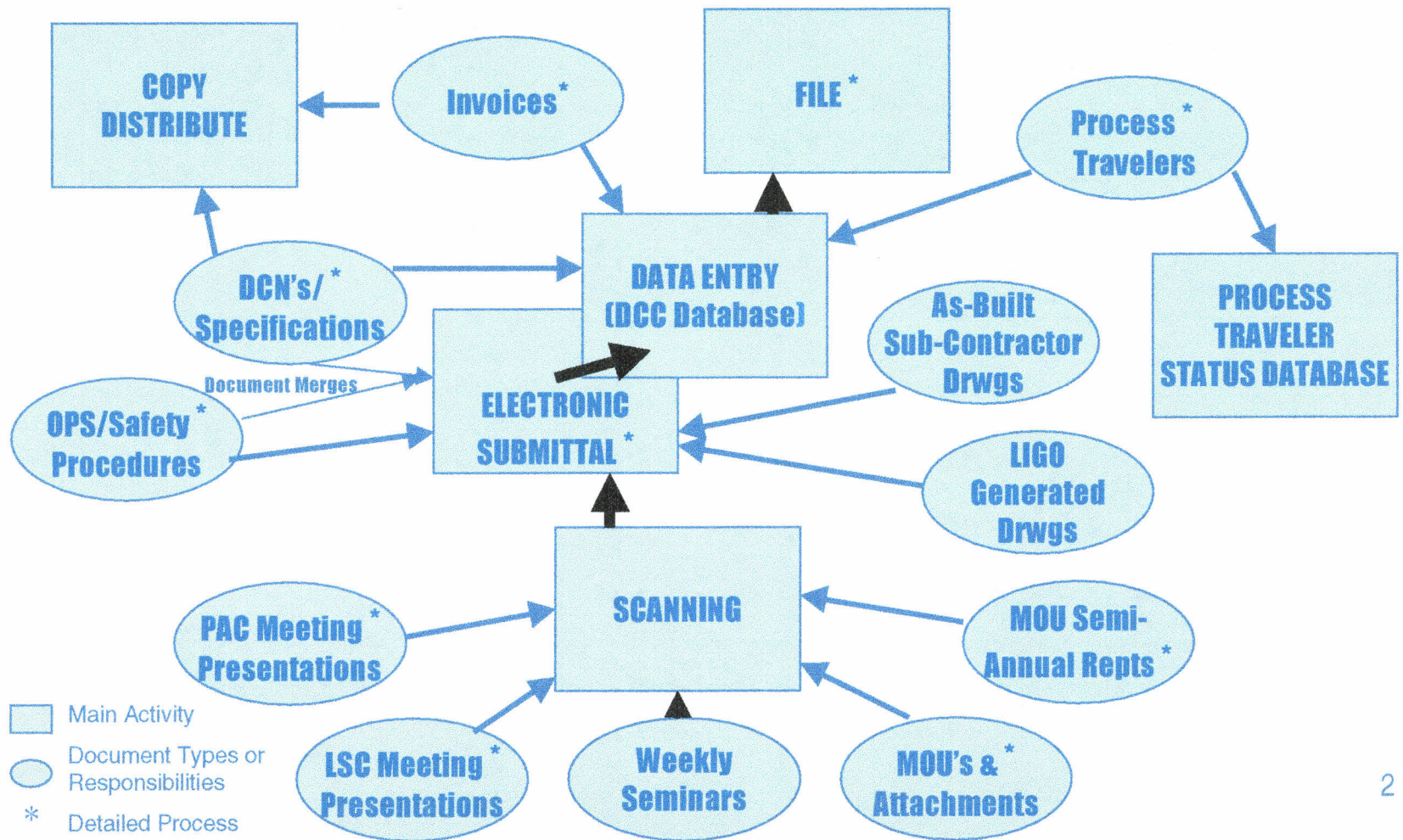
DCC Workflow and Processes

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DCC Workflow Process





Filing and Retrieval

Filing

- Folder preparation
- Physical filing of hardcopy

Retrieval

- Copying
- Distribution to requestor



Electronic Submittals

○ Verification

- **Every page readable?**
- **Document number and file name match?**
- **Unique document number? Revision?**

○ Data Entry

○ On-line Availability

- **By copying, change ownership to DCC**
- **Change permissions to read only**
- **transfer to on-line directory**
- **add to DCC home page listing & notify author**



DCN's & Specifications

• Verification

- Revision consistency
- All referenced documents submitted to DCC?

• Data Entry

• DCC Approval

• Copy & Distribute

• Filing

- Original DCN
- Copy of DCN into each referenced document's file
- If referenced document is electronic, merge DCN into file as first page indicating its release



Process Travelers

- **Data Entry**
- **Verify that drawings referenced have been submitted to and released by the DCC**
- **Add status, quantity and parts to Process Traveler database**
- **Generate status report and distribute (4-6 times per year)**



Scanning

Scanning procedures are specific to each project. However, once a document is scanned and in an electronic format, it requires the same processing previously outlined for electronic submittals.



Scanning

LSC/PAC MEETING PRESENTATIONS

- **Assign umbrella DCC number to complete meeting package**
- **Increment umbrella number for each individual's presentation, providing a unique identifier**



Scanning

LSC/PAC MEETING PRESENTATIONS (continued)

- **Electronically render these individual numbers to agenda**
- **Scan or convert to .PDF**
- **Add assigned number to file and save**



Scanning

LSC/PAC MEETING PRESENTATIONS (continued)

- **Submit into the DCC and process as an electronic document**
- **With hyperlinks, create interactive agenda**
- **Notify webmaster for inclusion on web**



Scanning

OPERATIONAL & SAFETY PROCEDURES

- **Data entry**
- **Initiate electronic submittal process**
- **When received, scan and merge signature page to electronic file**
- **Notify webmaster for inclusion on web**



MOU's & Attachments

• **MOU's & Attachments**

- **Scan signed copies**
- **Continue electronic submittal process**

• **MOU Semi-Annual Reports**

- **Receive completed electronic reports from Irena**
- **Assign DCC number rendering it into document**
- **Continue electronic submittal process**



Invoices (Sub-contracts only)

- **Assign number**
- **Date stamp copies for DCC and Dot**
- **Copy and distribute with cover sheet**