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From: Boteler, Keith

Sent: Monday, December 04, 2000 1:44 PM

To: Roadway CADD Users

Subject: Revisions to Consultant CADD files.

There are times when Roadway Design revises Final Plans which were prepared by consultants. Sometimes the Section Leader himself makes these revisions and sometimes he asks a Design Team Leader or Member to make these changes.

Any revisions made to consultant CADD files should be made in the appropriate directory on the projects server (\\rwdsrv001\projects\construction\project_directory or \\rwdsrv001\projects\row\project_directory) or copied back to the server if the modification was made on your computer. This will ensure that we have one central location for these files & the revisions you make are included in possible future revisions which could be made by someone else.

All Section Leaders have been given Change permissions on these project directories. If a squad needs Change permissions granted to make changes on consultant CADD files, contact Mark Case or Keith Boteler.

Please pass this information on to employees under your supervision who do not have email.