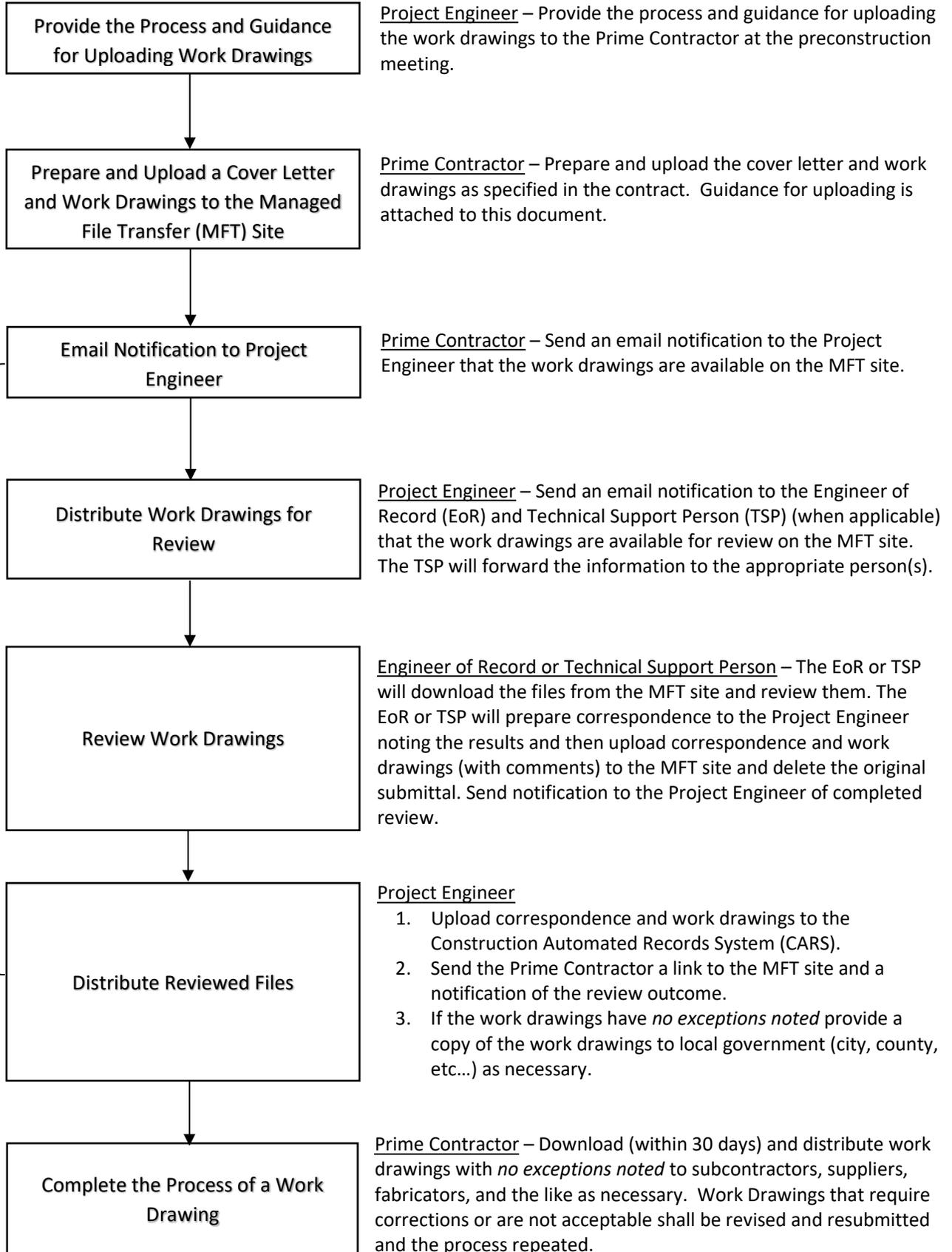


GUIDANCE FOR PROCESSING WORK DRAWINGS ELECTRONICALLY



Guidance for Uploading Work Drawings

The following guidance is for uploading work drawings.

1. All documents are to be in portable document format (**.pdf**) file format.
2. The documents shall use the following naming convention:

NDDOT Project Number_Name of Work Drawing_Submission Number.pdf

Example: SER-7-073(011)008_Concrete ECB_#1.pdf

3. Login to the Managed File Transfer (MFT) Site:
 - a. <https://mft.nd.gov>
 - b. Username: workingdrawings
 - c. Password: Drawings2017
4. Click on “Folders”
5. Navigate through the folder structure:
 - a. Home -> doteng -> Engineering -> workingdrawings
 - b. Place documents in the month that corresponds with the submittal date.