If you have access to other modules within SIMS, you will not automatically be directed to the Archived Projects module. If that is the case, choose Archived Projects from the menu at the top left of the screen.

Click here:

Archived Projects							
Ŧ	₫ .						
	File Type	Building/Asset	Project Number				

Choose the Archived Projects module.



## **Searching for Documents**

To search for documents, open the Filter pane on the left hand side of the screen.





In this pane, you can add filters on any available field. The default filters are listed below.

Filters		
Current View:		
All Documents	\$	
File Type	*	
Building/Asset		*
Project Number		*
Sheet Name		*
Sheet Number		•
Apply	Clear	

## **Finding Building Design Standard Documents**

Certain portions of the Building Design Standards are located in Archived Projects. To search for these documents, enter "Building Design Standards" in Project Number and click Apply. See below for a screenshot of the results.

Filters	Ŧ	008	♂ 🛨 :		
Current View:		File Type	Building/Asset	Project Number	Sheet Name
All Documents 👻 🖸	12	pdf	000X	Building Design Standards	Appendix M - The Ohio State University Communications Cabling Standard
File Type 🔹	2	pdf	000X	Building Design Standards	Building Design Standards
	2	pdf	000X	Building Design Standards	Division 08 - Openings
Building/Asset 👻	2	pdf	000X	Building Design Standards	Medical Center Special Requirements For Division 08 - Openings
	2	pdf	000X	Building Design Standards	Division 28 - Electronic Safety And Security
Project Number 👻	2	pdf	000X	Building Design Standards	Medical Center Special Requirements For Division 28 - Electronic Safety $\ldots$
Building Design Standards		pdf	000X	Building Design Standards	Division 33 - Utilities
Sheet Name 👻					
Sheet Number 👻					



For additional questions, contact: Sean Moodie Architectural Systems Coordinator Facilities Information and Technology Services Office: 614.247.1671 moodie.5@osu.edu

