

1.0 Introduction

The purpose of this manual is to provide the Contractor a step-by-step guide for using the AirTable Portal. Section 2 provides a brief outline of the process and Annex A is provided for the details regarding the AirTable portal and the data submission process. Users are recommended to review Annex A in detail. Links provided in this manual will be updated to contract specific links upon award.

2.0 AirTable Guide

1. Create a free AirTable account. An account can be provided if necessary. The following account can be used to view the sample AirTable Portal.
Username: Lukas.macdonnell@andrews.engineer
Password: AE_Sample
2. Access the AirTable Portal using the following link:
<https://airtable.com/appf3CpGCE7ExUDEj/pagXmBgc1I344JYA3>
3. Upload CCTV media files to Dropbox using the link provided. Multiple files can be submitted at the same time. <https://www.dropbox.com/request/klQVBbj03cnhJhDXo95m>
4. Verify CCTV media files were successfully uploaded using the link provided. Do not proceed until all videos are uploaded.
https://www.dropbox.com/scl/fo/zwoirqpvezfyr2pp52rmq/AHnU0O_Vk_089qBGlEpl00g?rlkey=z8a4q8a4earqrm9ocgo7mixb&st=bmtc47uk&dl=0
5. Upload the PACP database using the link provided. A separate form must be submitted for each CCTV version. All pipes uploaded to Dropbox in step 2 must be identified. Otherwise, it will not be considered as submitted. <https://airtable.com/appf3CpGCE7ExUDEj/pag9L9MGfAIKJdOee/form>
6. Upload QAQC files to Dropbox using the link provided. Multiple files can be submitted at the same time. <https://www.dropbox.com/request/9W6mrJlMlkyjDPGWVUpV>
7. Verify QAQC files were successfully uploaded using the link provided.
<https://www.dropbox.com/scl/fo/hpux5w3yjjwvfnn6oadog/AJGqADifuoPfmZp3uS09814?rlkey=yvdjkuv8o1ggoxkzmok3xpkcd&st=ufoizvbq&dl=0>
8. Regularly check AirTable Portal for the status of review. The reason for rejection can be found in the "AE Rejection Comments" field. Any necessary resubmissions shall be made using the links provided in step 2 and step 4.

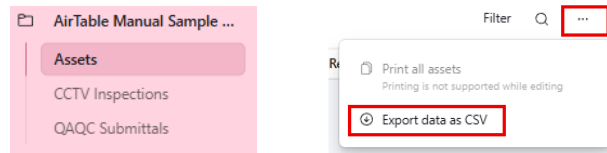
Note: In the event that the AirTable portal or data submission forms becomes unavailable, the Contractor shall notify the Contract Administrator immediately. The Contract Administrator can send the Contractor an offline copy of the data for reference. The Contract Administrator may also allow for media submissions using hard drives or database submission through email.

Annex A

1.0 In-depth Guide for AirTable Portal

1.1 AirTable Portal Repair List

The AirTable Portal can be viewed using the following link <https://airtable.com/appf3CpGCE7ExUDEj/pagXmBgc1l344lYA3>. In the AirTable Portal, there will be 3 tables/views – Assets, CCTV Inspections, and QAQC Submittals. The user can switch between the views by using the navigation bar on the left-hand side. The contents of the view can also be exported to CSV by clicking the ellipsis in the top-right corner and selecting “Export data as CSV”.



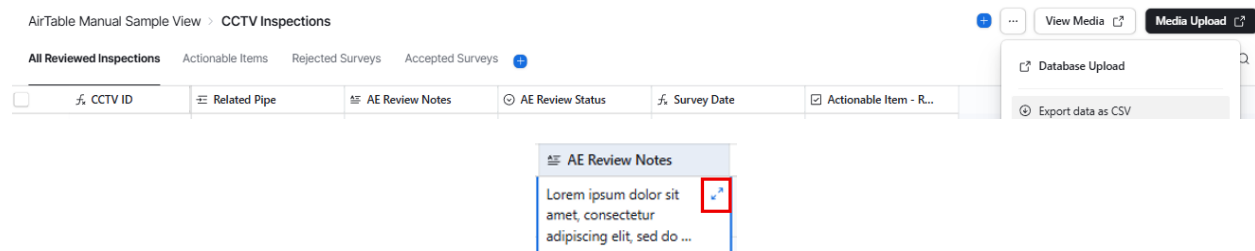
1.1.1 Assets View

The Assets view contain general asset information and the review status of the V1/V2/V3s. An overview of the rejection reason can be seen in the “AE Rejection Comments” field. Additional columns such as “Contractor ID” can be added upon request. The order of the columns can also be re-arranged upon request. Assets can be searched and rows can be filtered using the icons in the top-right corner. If there are any discrepancies between the Asset view and the Repair List provided in the Tender Documents, the Repair List will govern.



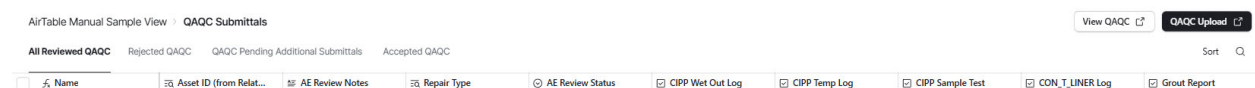
1.1.2 CCTV Inspections View

The CCTV Inspections view contains all the reviewed inspections as well as the review status and any AE review notes. Separate tabs with preset filters for Actionable Items, Rejected Surveys and Accepted Surveys have also been made available. Description for the actionable item and the reason for rejection can be found in the “AE Review Notes” field. If the text is too long, the cell can be expanded by clicking the arrow button. A shortcut to the CCTV inspection media upload and viewing folder can be seen in the top-right corner. A shortcut to the PACP database upload form can be found by clicking the ellipsis in the top-right corner. The Contractor is encouraged to check the Actionable Items and Rejected Surveys tab on a regular basis.



1.1.3 QAQC Submittals View

The QAQC Submittals view contains all the reviewed QAQC Submittals as well as the review status and any AE review notes. Separate tabs with preset filters for Rejected QAQC, QAQC Pending Additional Submittals and Accepted QAQC have also been made available. The reason for rejection and the list of missing submittals can be found in the “AE Review Notes” field. If the text is too long, the cell can be expanded by clicking the arrow button. A shortcut to the QAQC upload and viewing folder can be seen in the top-right corner. The Contractor is encouraged to check the Rejected QAQC tab and the QAQC Pending Additional Submittals tab on a regular basis.



1.2 Data Submission

The following section provides the procedure for submitting CCTV inspections associated with rehabilitation work. All submissions must be documented through the AirTable Portal.

1.2.1 CCTV Inspection - Media Upload

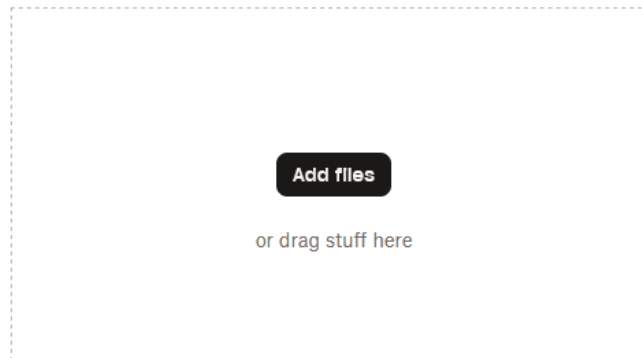
CCTV inspection videos recorded following TS 409 shall be uploaded to the following Dropbox link:
<https://www.dropbox.com/request/kIQVBbj03cnhJhDXo95m>

A series of screenshots demonstrating how to upload files using the link provided is shown below.

1. Drag and drop the video file into the identified area or click “Add files” to select the video file through the file explorer. The files uploaded must be named properly according to TS409 requirements prior to clicking “Upload”. Multiple files can be added at a time.

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Sample Media Submission (Public)
Sample Folder



2. Input the name of the person uploading the files as well as their email address. Click “Upload” to begin the upload.

3. The following link can be used to check if the files have successfully uploaded and to view previously uploaded files:
https://www.dropbox.com/sc/fo/zwoirqpvezfyr2pp52rmq/AHnU0O_Vk_089qBGlEpl00g?rlkey=z8a4q8a4earqrm9ocgo7mixb&st=bmtc47uk&dl=0

The contractor is expected to upload media on a regular basis to avoid long upload times associated with large batches of videos.

1.2.2 CCTV Inspection – PACP Database Upload

The PACP database for the CCTV inspections shall be uploaded using the following link:

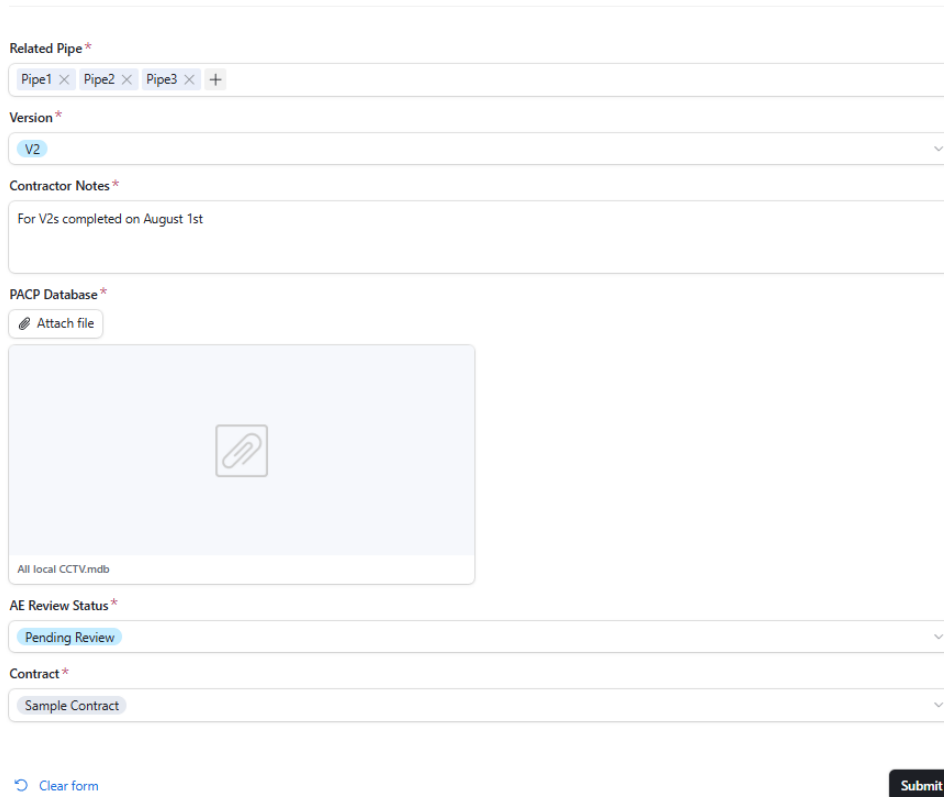
<https://airtable.com/appf3CpGCE7ExUDEj/pag9L9MGfAIKIdOee/form>

The videos must be fully uploaded before submitting the form. The following information must be filled in for the database submission form. All pipes uploaded to Dropbox must be identified. Otherwise, it will not be considered submitted.

- Pipe (mandatory) – list of all the pipes submitted
- Version (mandatory) – V1/V2/V3/V4. A separate form must be submitted for each different version.
- Contractor notes (mandatory) – information relevant to the pipes being submitted including but not limited to date range of work being submitted
- PACP Database (mandatory) – Microsoft Access database in accordance with NASSCO PACP for all the pipes being submitted
- AE Review Status (mandatory) – Prefilled as “Pending Review”.
- Contract Number (mandatory) – Prefilled as the contract number.

An example of a properly populated form can be seen below

AirTable PACP Database Upload Form



The screenshot shows the AirTable PACP Database Upload Form. It includes the following fields:

- Related Pipe ***: A multi-select dropdown with options "Pipe1", "Pipe2", "Pipe3", and a "+" button to add more.
- Version ***: A dropdown menu with "V2" selected.
- Contractor Notes ***: A text area containing "For V2s completed on August 1st".
- PACP Database ***: A file upload section with an "Attach file" button and a large light blue area with a paperclip icon. Below this area, the text "All local CCTV.mdb" is visible.
- AE Review Status ***: A dropdown menu with "Pending Review" selected.
- Contract ***: A dropdown menu with "Sample Contract" selected.

At the bottom left, there is a "Clear form" link. At the bottom right, there is a "Submit" button.

1.2.3 QAQC Submittals Upload

The QAQC documents shall be uploaded to the following Dropbox Link:

<https://www.dropbox.com/request/9W6mrJlMkyjDPGWVUpV>

A series of screenshots demonstrating how to upload files using the link provided is shown below.

1. Drag and drop the QAQC file into identified area or click “Add files” to select the file through the file explorer. The type of document (Wetout/Temperature Log/CIPP Sample) must be identified as well as the associated asset ID. Multiple files can be added at a time.

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Sample QAQC Submission (Public)
Sample Folder

Add files

or drag stuff here

2. Input the name of the person uploading the files as well as their email address. Click “Upload” to begin the upload.

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Sample QAQC Submission (Public)
Sample Folder

PDF SL1471077 TL.pdf

PDF SL1470955 TL.pdf

⊕ Add more files

Your name

Your email address

Upload

3. The following link can be used to check if the files have successfully uploaded and to view previously uploaded files:
<https://www.dropbox.com/sc/fo/hpux5w3yjwvfnrn6oadog/AJGqADifuoPfmZp3uS09814?rlkey=yvdikuv8o1ggokzmk03xpkcd&st=ufoizvbq&dl=0>

1.3 Service Disruption

In the event that the AirTable portal or data submission forms becomes unavailable, the contractor shall notify the Contract Administrator immediately. The Contract Administrator can send the contractor an offline copy of the data for reference. The Contract Administrator may also allow for media submissions using hard drives or database submission through email. Any changes or status updates must be made in the AirTable portal when it becomes available again.