

# Document Control System, Scanning and CWPPRA Library

New Orleans, LA

Completed - 2014  
\$348,926 total project  
\$331,480 firm fee

**Owner** U.S. Army Corps of Engineers - New Orleans District

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MSMM helped create the CWPPRA Library website which is designed to make 20 years of CWPPRA documentation readily available and searchable down to the contents of each document.

- Flexibility and adaptability throughout the project by incorporating new and additional search criteria and document types.
- Software was developed and coded to incorporate ProjectWise documents.
- Significant software coding was performed to ensure adequate search functionality based on multiple criteria.
- Incorporated all scanned and digitized documents.
- Search functionality was incorporated into several hundred CWPPRA meeting audio files that were converted into MP3 format.
- Technologies used for database included .NET, MS SQL.
- The website was created with the ability to:
  - Edit fields in any given project
  - Ability to search projects by specific search terms
  - Ability to assign 'favorite' pages per user
  - Present a user-friendly site (separate tabs for document types such as cost share agreements, meeting minutes, etc.)
  - Ability to conduct real time search on 13,000 files and return the search results immediately.

USACE CWPPRA Library

Search Favorites Reference Lists Resources About Admin

General Search  
Search Projects  
Search Meetings  
Word Search  
Project Name  
Agency  
Project Number  
Description  
MIPR

Drop Down tabs for navigation

This bar can be used to sort the information by columns or to increase the width of the columns.

Search Fields, Insert information in these to narrow search

Name	File Name	NDR	Agency	Project Number	Description	PPL	Type
MYRTLE GROVE SP	1_0005 - Myrtle Grove.pdf		WHFS	84-24		5	REAL ESTATE
LAKE HERMITAGE M	(84-21) PP_15 Lake Hermitage.pdf		FWS	84-42	RESIDENTIAL PA	15	FACT SHEETS
	01-18-11 Tech Comm Transp - PPL.pdf				1-18-2011 TRANSC.		MEETING TRA.
	01-08-10 Tech Comm Transp - PPL.pdf				1-8-2010 TRANSC.		MEETING TRA.
	01-21-08 Tech Comm Transp - PPL.pdf				1-21-2008 TRANSC.		MEETING TRA.
BROWN LAKE	0364-04010000.pdf	WQ2-HM-81322	NRCS	CS-09	MONITORING	3	MIPR
AVOCA ISLAND DWR	01-116 SURVEY REPORT.pdf		COR	TS-49	SURVEY REPORT	13	
	01-19-2011 Technical Committee Minutes				4-19-2011 TECHN.		MEETING MIN.
	01-08-11 Tech Committee Transp - PPL				4-8-2011 TRANSC.		MEETING MIN.
	01-08-2011 Technical Committee Minutes				4-8-2011 TECHN.		MEETING MIN.
	01-15-09 Technical Committee - Minutes				4-15-2009 TECHN.		MEETING MIN.
	01-15-09 Technical Committee - Transp				4-15-2009		MEETING MIN.
	01-18-13 Tech Comm Transp - PPL				4-18-2013		MEETING MIN.
	01-20-10 Technical Committee Minutes P				4-20-2010 TECHN.		MEETING MIN.
	01-20-10 Technical Committee Transp				4-20-2010		MEETING MIN.
	06-20-08 Tech Comm Transp - Transp				6-20-2008 TRANSC.		MEETING MIN.
	06-20-11 Tech Comm Transp - PPL				6-20-2011 TRANSC.		MEETING MIN.
RAVEN POOLWAY BRN	0416-100410000.pdf	WQ2-HM-81322	NRCS	CS-09	RAVEN POOLWAY BRN	15	MIPR

## Objectives

- Scan and digitize 20 years of CWPPRA records
- Develop a searchable database
- Create a user friendly website to retrieve the digitized data

## Work Elements

- Record audio tapes to MP3 format
- Process the scanned files through ReadSoft software
- Upload scanned and processed documents to the website
- Upload indexed files from ReadSoft software to CWPPRA library staging website
- Compare the inventory of scanned files on storage media with those on the website
- Organize files into appropriate Projects and Document Types
- Associate Dates with corresponding minutes, transcripts and recordings
- Associate images with projects
- Create website for retrieval of more than 13,000 files with detailed and in-depth search criteria

## Primary Search Methods:

Document Type, Project Name, Project Number, PPL, File Name, MIPR, Agency, Meeting date, Meeting topic, Description, Status of the project

## Website Features:

Used ID and password required for access; Search Pages (General Search, Search Projects, Search Meetings, Search Images), Personalized Favorites section, Reference List, Administrator Access (Manage users, Manage projects, Manage meetings, Manage audio files, Manage images)