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SharePoint Document Library Columns

Required columns are Underlined. Indexed Columns are *Italicized*.

- **Name**: The name of the scanned file, use underscores and not spaces so as to eliminate the %20 character used in place of a space in the URL. Name is a SharePoint default column. You do not have to create this column.
- **Document Title**: Create this column by re-naming the Title column. This a SharePoint default column. Change the name of the default Title column to Document_Title. This should be a shortened version of the Project column.
- **Project**: What are they building or working on? This should be the exact wording on the document. Use all the words and spell out abbreviations. (Single line text, 150 characters)
- **Facility**: What is the facility? Look under 'Our Offices/Centers' on the BLM.gov website. **This should be consistent across all scanned documents for that specific state**; (Single line text, 50 characters)
- **State**: The State in which the project is located. Add "--Select State--" to the top of the list and then Copy and Paste the states listed below; (Choice, drop-down menu)
- **Program**: Type of Program. Add "--Select Program--" to the top of the list and then Copy and Paste the programs listed below;; (Choice, drop-down menu)
- **District Office**: Use the [BLM organization chart](#) to figure out the District or Field office. You can also go to the [BLM Website](#) page for the specific State and search for "District Office" to get a list of that State's District Offices. This will also provide the name of each Field Office within that District Office. Name the column District_Office; (Single line text, 50 characters)
- **Field Office**: Use n/a as the default entry if it is not known. Name the column Field_Office; (Single line text, 50 characters)
- **Resource Area**: Use n/a as the default entry if it is not known. Name the column Resource_Area; (Single line text, 50 characters)
- **Month/Year**: If available, use mm/yyyy format; (Single line text, 7 characters).
- **Document Type**: See the [Document Types](#) Wiki page for choices. Name the column Document_Type; (Choice, drop-down menu)
- **Contract/Solicitation Number**: Number shown on scanned document, if available. Name the column Contract/Solicitation_Number; (Single line text, 25 characters)
- **Pages**: Number of Pages. (Number, no decimal places)
- **Separate Drawing**: Set default to No. Checkbox will default to No if there are no oversize drawings that were separated from the scanned document. Name the column Separate_Drawing.
- **File Size**: This shows the file size in kilobytes. To add this column, click Modify the view and add the File Size column.

States

- **AK - Alaska: Completed**
- AZ - Arizona
- CA - California
- **CO - Colorado: Completed**
- ID - Idaho
- **MT - Montana: Completed**
- NV - Nevada
- NM - New Mexico
- OR - Oregon
- UT - Utah
- WY - Wyoming

Program

- AE - Architecture and Engineering
- CA - CASHE (Compliance Assessment - Safety, Health, and Environment)
- DM - Data Management
- EP - Engineering Programs
- EW - Energy and Water
- FM - Folio management
- TS - Technical Services

[Wiki Home Page](#)

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