

Online Documentation Management for MEA Performance Evaluation Forms

MEA has contracted with SecureDrawer to provide an easy way to access and submit Performance Evaluation Forms for MEA PEF Certificates. This document contains some basic information to get you started.

Once set up you will receive an email from SecureDrawer with login instructions. Please check your spam folder if you did not see the email in your inbox.

From: no-reply@securedrawer.com
Subject: SecureDrawer Guest User Setup

Initial Login

When you first login to SecureDrawer you will get a welcome screen. Select the **Guest Intro** option to get some basic instructions on Uploading/Downloading files. You can also get to the Guest Intro by selecting the following link: <http://www.securedrawer.com/how-it-works/GuestIntro.html>

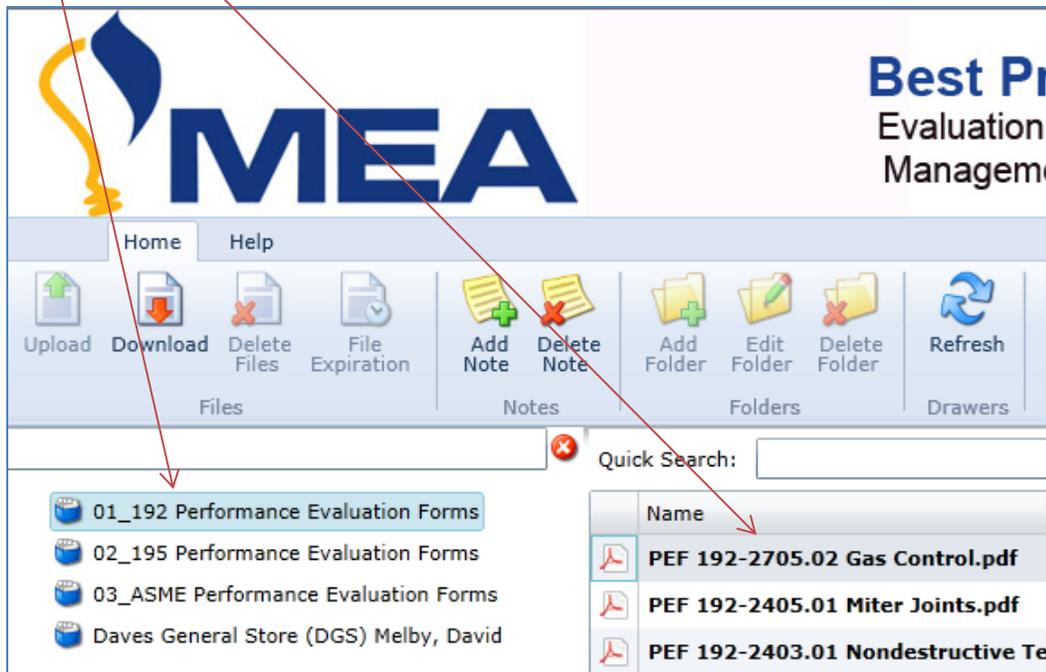


Downloading Evaluation Forms

You will have a file folder available for each library of forms you need access to.

Select the library (e.g., 192)

Select the form(s)

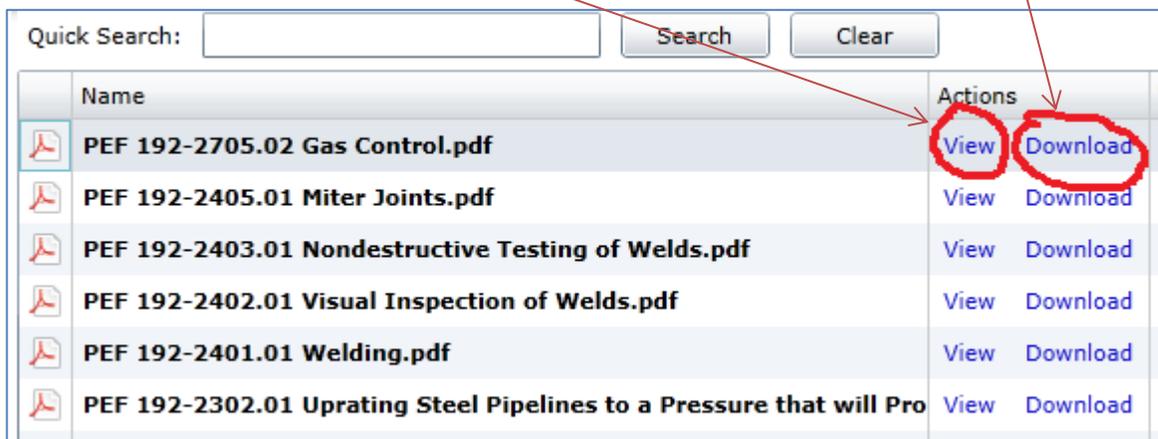


The screenshot shows the MEA (Mechanical Evaluation and Management) interface. At the top left is the MEA logo. To the right, it says "Best Practice Evaluation Management". Below the logo is a navigation bar with "Home" and "Help" tabs. Underneath are several action buttons: Upload, Download, Delete Files, File Expiration, Add Note, Delete Note, Add Folder, Edit Folder, Delete Folder, and Refresh. Below these are sections for "Files", "Notes", "Folders", and "Drawers". A "Quick Search" box is visible. The main content area shows a list of libraries on the left and a list of files on the right. The file list includes:

Name
PEF 192-2705.02 Gas Control.pdf
PEF 192-2405.01 Miter Joints.pdf
PEF 192-2403.01 Nondestructive Testing of Welds.pdf
PEF 192-2402.01 Visual Inspection of Welds.pdf
PEF 192-2401.01 Welding.pdf
PEF 192-2302.01 Upgrading Steel Pipelines to a Pressure that will Pro

Click **Download** to download the file for saving a copy locally.

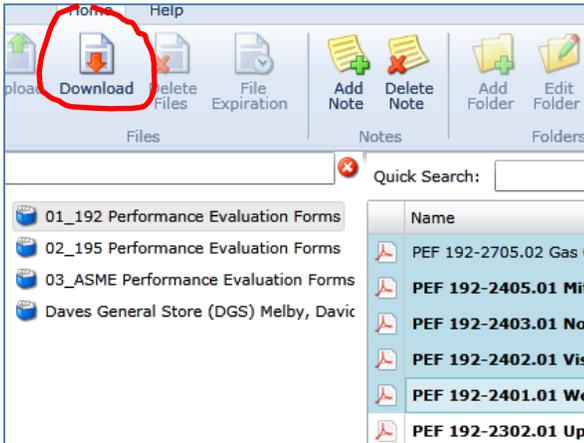
Click **View** to open the PDF file for viewing.



This is a close-up of the file list from the previous screenshot. The "Quick Search" box is at the top with "Search" and "Clear" buttons. The table below shows the file list with "View" and "Download" buttons for each file. The "View" and "Download" buttons for the first file, "PEF 192-2705.02 Gas Control.pdf", are circled in red.

Name	Actions
PEF 192-2705.02 Gas Control.pdf	View Download
PEF 192-2405.01 Miter Joints.pdf	View Download
PEF 192-2403.01 Nondestructive Testing of Welds.pdf	View Download
PEF 192-2402.01 Visual Inspection of Welds.pdf	View Download
PEF 192-2401.01 Welding.pdf	View Download
PEF 192-2302.01 Upgrading Steel Pipelines to a Pressure that will Pro	View Download

NOTE: Dragging and dropping files *from* SecureDrawer to your computer is not currently supported.



To download all files, select the first file, hold the **Shift** key and select the last file. All files will be highlighted blue. Click the **Download** button on the menu bar.

To download multiple files, hold the **Control** key and select each of the files you wish to download. Selected files for downloading will be highlighted blue. Click the **Download** button on the menu bar.

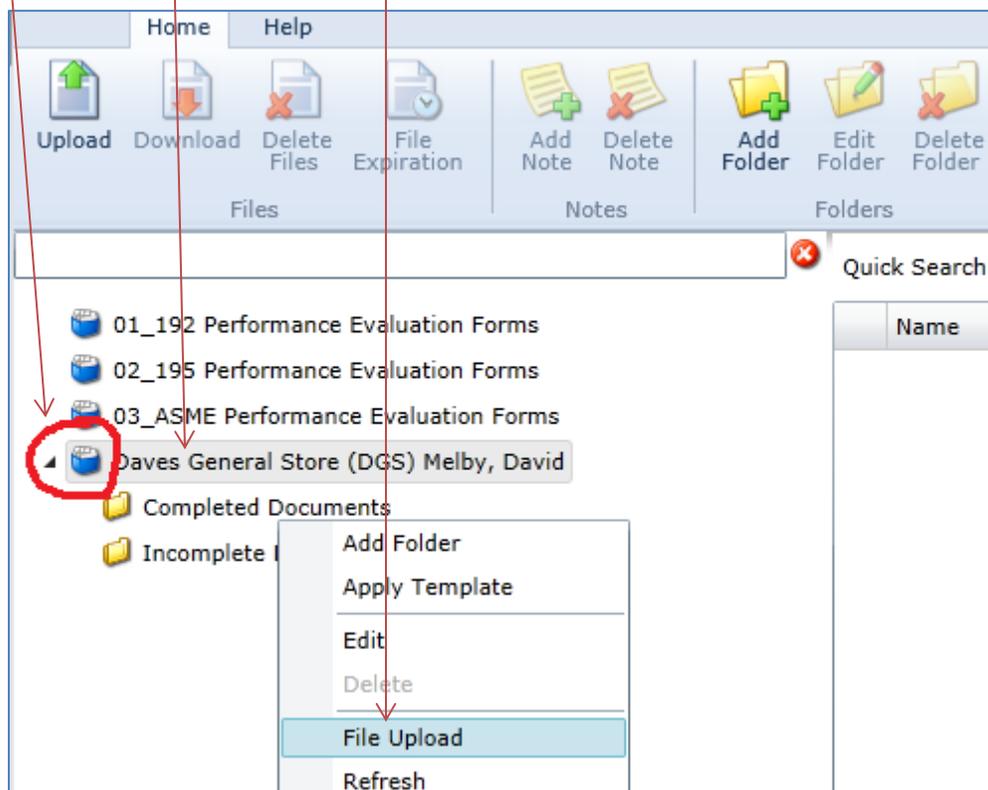
Uploading Completed Evaluation Documents

Within SecureDrawer is a drawer with your company name.

Within the company drawer is a Completed Documents folder and an Incomplete Documents folder.

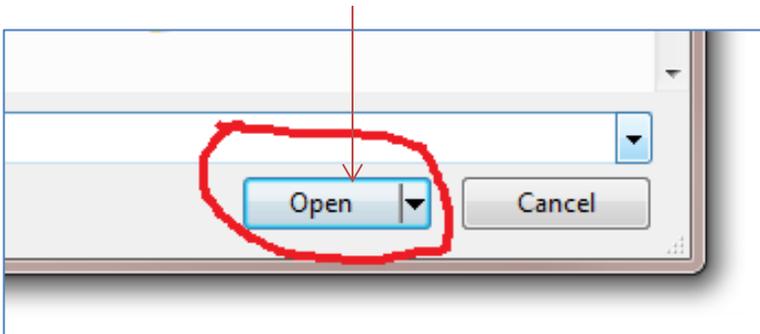
Right-click on the **Completed Documents** folder

Select **File Upload** from the popup menu

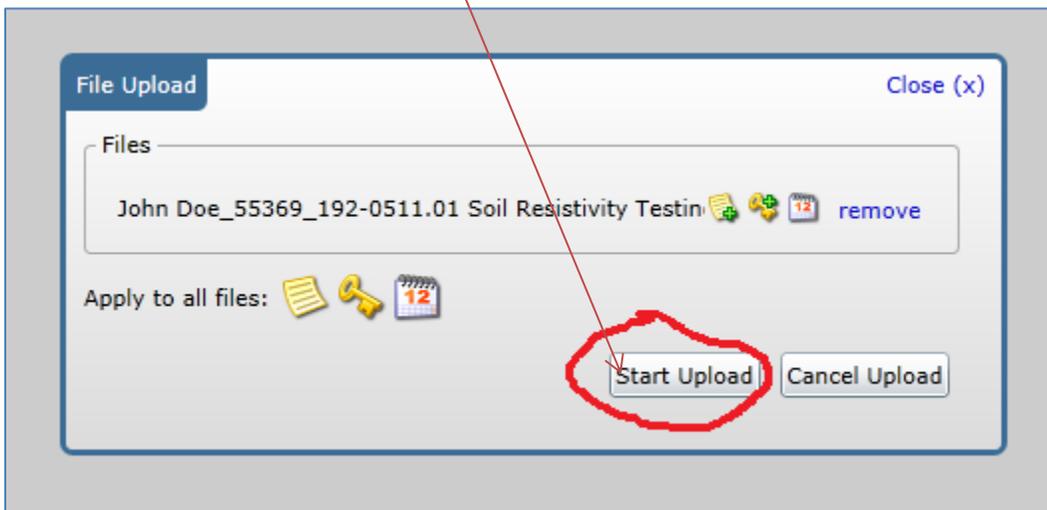


A Windows Explorer box appears that allows you to select a file on your computer to upload

Select the desired file(s) then select **Open**



In the pop-up window, chose **Start Upload**



If the file is large, or if you are uploading several files, you will see the progress at the bottom of the screen.

MEA will be notified once the files are uploaded into your company drawer. Files will be processed daily.

IMPORTANT NOTE ON NAMING FILES – Make sure to use the proper naming convention for uploaded files. The file name must include the employee id, company id, certificate number and date as follows:

EMPID_COID_MEAxxx_MMDDYYYY

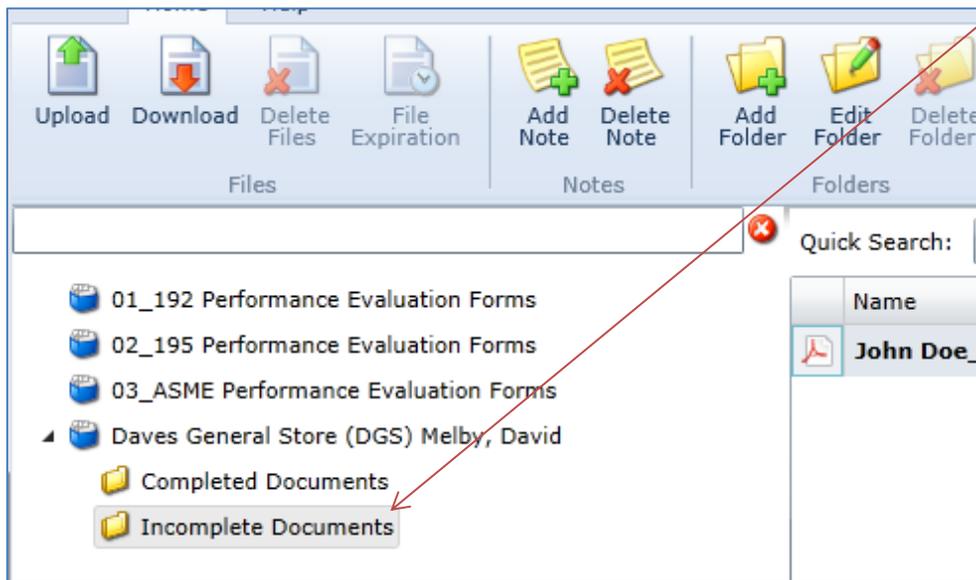
Example: Employee ID 4576 works for National Pipe and was qualified on certificate number MEA1234 on January 6, 2014. In this case, the file should be named:

4576_NATP_MEA1234_01062014

Incomplete Documents

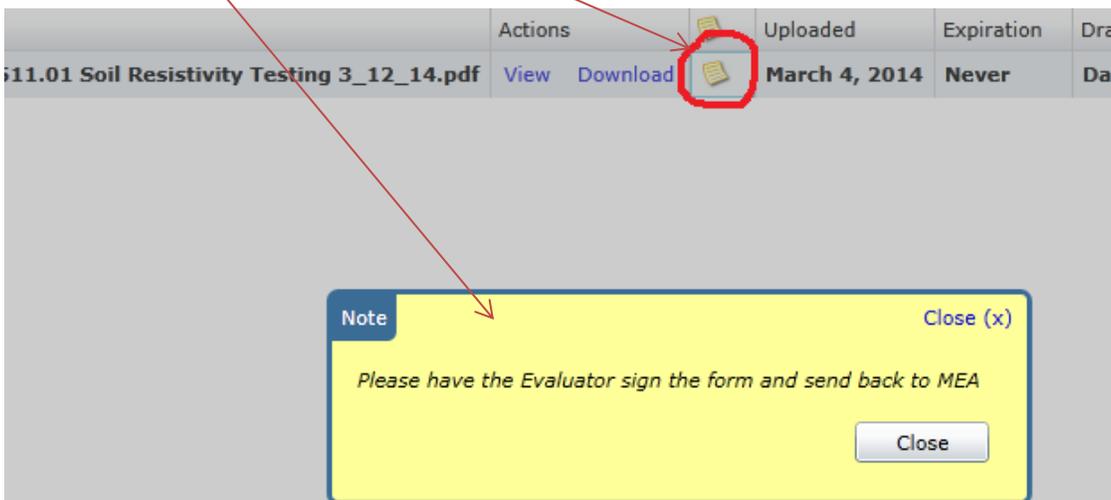
If MEA determines there was a problem with the document (e.g., missing signature, missing information, invalid evaluator, etc.), the evaluation will not be processed or approved. A note will be attached to incomplete forms, the document will be placed in the Incomplete Documents folder, and you will receive an email notification from SecureDrawer.

To review incomplete documents, login to SecureDrawer and select the **Incomplete Documents** folder



Click the **Note** icon

Follow instructions in the Note



Resubmit corrected documents by uploading them to the **Completed Documents** folder.