



## **Purpose**

Inform project office staff that InfoPath will not be supported for use after April 2023, and provide guidance for:

- Documents saved on existing SharePoint sites
- Active projects that will extend beyond April 2023 to decide if they will need to begin using Unifier to complete required paperwork
- Projects with litigation holds

## **Guidance**

All documents currently stored in InfoPath format (.xml) must be converted to PDFs prior to April 2023. Active projects not using Unifier will need to convert all Inspector Daily Records (IDR), Field Note Records (FNR) and any other InfoPath files to PDF format before this deadline. It is recommended that converted documents be moved directly into the Enterprise Content Management (ECM).

Documents saved to a location other than the ECM must still be converted to PDFs prior to April 2023. Any document still in InfoPath format after the April deadline will not be accessible by WSDOT staff for inclusion in temporary or permanent final records. Any InfoPath documents left on the current version of SharePoint will be permanently lost.

Active projects that will extend past April 2023 should contact HQ Construction for best options.

## **Background**

SharePoint sites are supported by software that will be discontinued in April 2023. The software's successor, SharePoint Online (SPO) does not support InfoPath forms. IDRs and FNRs saved in InfoPath format will not be accessible after April 2023.

## **Resources**

[InfoPath to PDF Conversion Tool](#)

Instructions to Archive InfoPath files (.xml) and InfoPath template (.xsn) - Attached

## **Implementation Plan**

Moving forward, all new projects are required to use Unifier.

All InfoPath documents stored on existing SharePoint sites for projects that have already been completed must be converted to PDFs and moved to the ECM prior to migration to SharePoint Online scheduled for **December 31, 2022**.

Project offices that have active projects with documents stored on a SharePoint site that will not be finished before April 2023 should reach out to HQ Construction for guidance on whether the project



should be moved into Unifier or if remaining IDRs and FNRs should be completed using PDF fillable forms. Existing InfoPath files still need to be converted to PDF prior to **April 1, 2023**.

InfoPath IDRs/FNRs on SharePoint sites for projects that finish between December 31st & April:

- If the site is migrating to the new SharePoint Online, every document must be converted to a PDF by **March 1, 2023**.
- If the site is not migrating to the new SharePoint Online, the files must be converted to PDF and moved either to the project file or ECM before **April 1, 2023**.
- Projects under litigation must convert files to PDF and moved to the ECM along with saving a copy of the .xml files and InfoPath template in a folder on the office drive before **April 1, 2023**.

### Contact Information

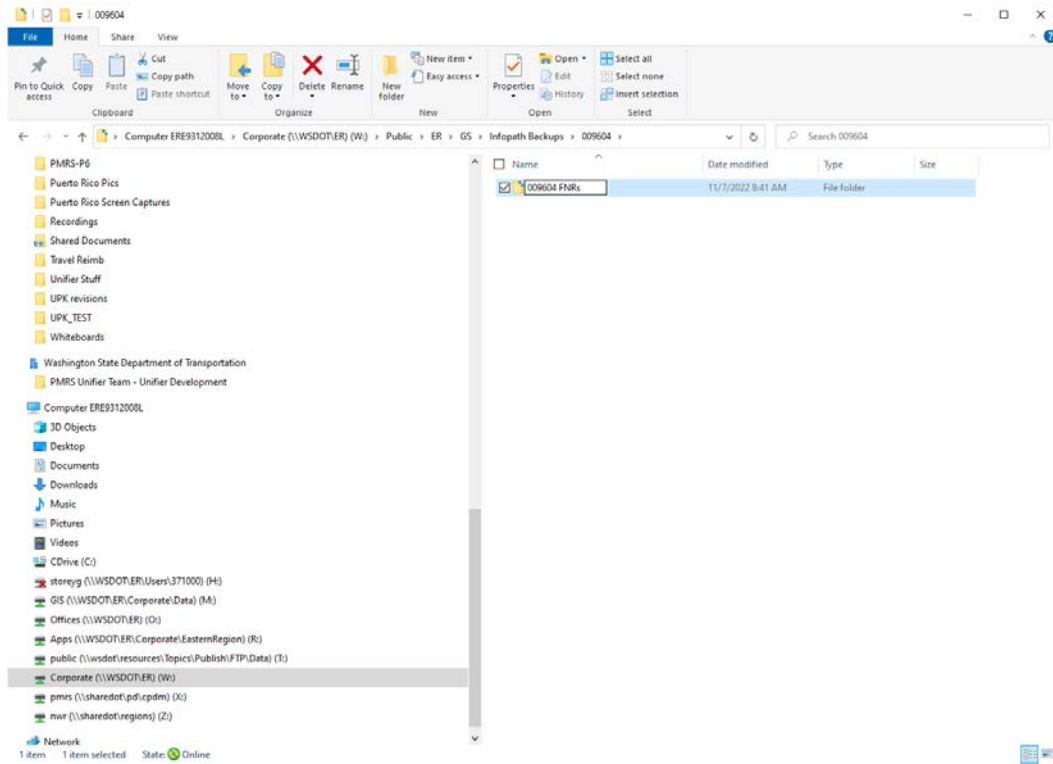
[Cecilia McNeil-Hardwick](#), [Wendy Stroschein](#), [Heidi Jensen](#), [Phil Dobson](#)

### Comments

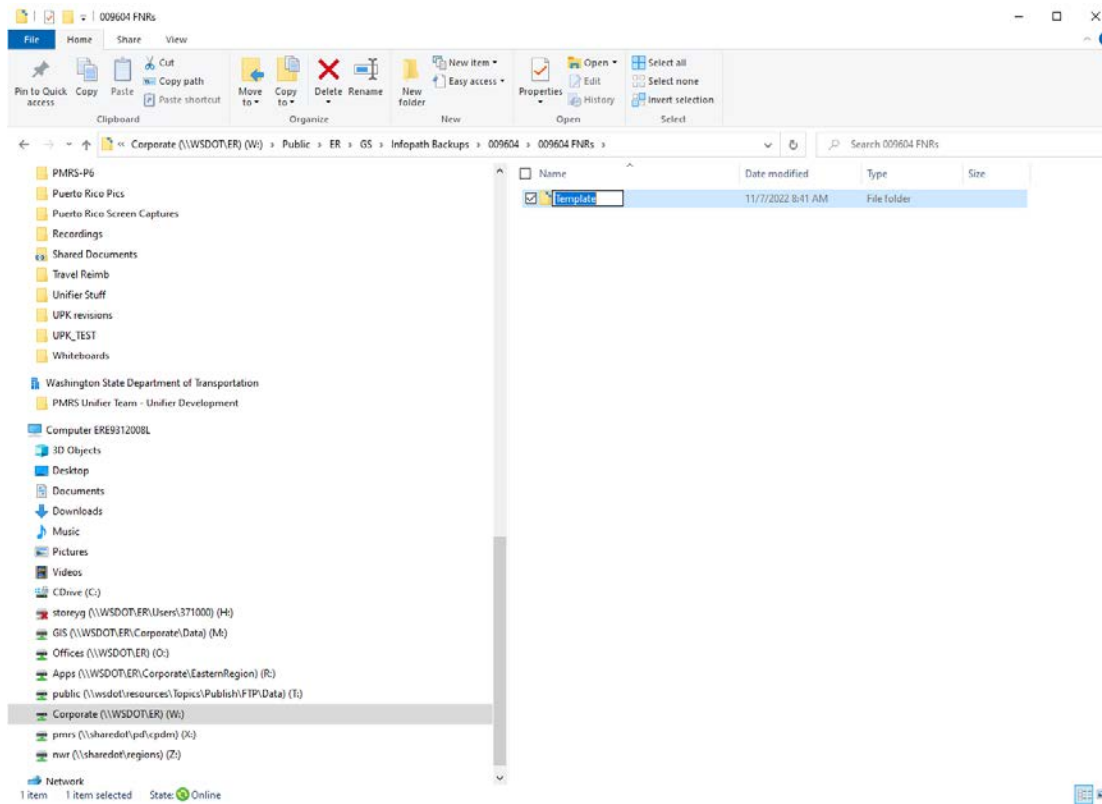
The InfoPath to PDF Conversion Tool may have issues when converting documents with jpeg attachments. They may need to be manually combined with the PDF files after conversion. Contact HQ Construction if assistance is needed.



## Step 2 – Create a Sub folder for FNRs.



## Step 3 – Create another Sub folder for the template



## Step 4 – Browse and Open the InfoPath Library

Washington State Department of Transportation  
C9604 FNR

new document or drag files here

All Documents My Documents Need Caps Entry ... Find a file

Name	Item Num	Item Description	Item Group	Item Quantity	Item Unit	Modified	Modified By	Checked Out To	Work Started Date	Work Complete Y
<b>Count= 326</b>										
2021-04-24T10_53_57	0004	REMOVING GUARDRAIL	2	694	L.F.	April 29, 2021	Fletcher, Deborah		4/19/2021	No
2021-04-24T11_07_35	0051	HIGH VISIBILITY SILT FENCE	2	1432	L.F.	April 29, 2021	Fletcher, Deborah		4/12/2021	No
2021-04-24T11_10_11	0090	PORTABLE CHANGEABLE MESSAGE SIGN	2	545	HR	April 29, 2021	Fletcher, Deborah		4/5/2021	No
2021-04-27T08_11_22	0091	PROJECT TEMPORARY TRAFFIC CONTROL	2	10066.00	L.S.	April 29, 2021	Fletcher, Deborah		4/12/2021	No
2021-04-27T21_25_34	0086	ITS #2 - EB LOOP RAMP METER	3	17474.13	L.S.	April 29, 2021	Fletcher, Deborah		4/13/2021	No
2021-04-27T21_37_42	0075	PERMANENT SIGNING	2	12070.98	L.S.	April 29, 2021	Fletcher, Deborah		4/19/2021	No
2021-04-27T21_41_08	0085	ITS #1	3	1775.93	L.S.	April 29, 2021	Fletcher, Deborah		4/20/2021	No
			3	-1775.93	L.S.					
			3	1775.93	L.S.					

## Step 5 – Open the Library tab in the ribbon and click the 'Open with Explorer' button

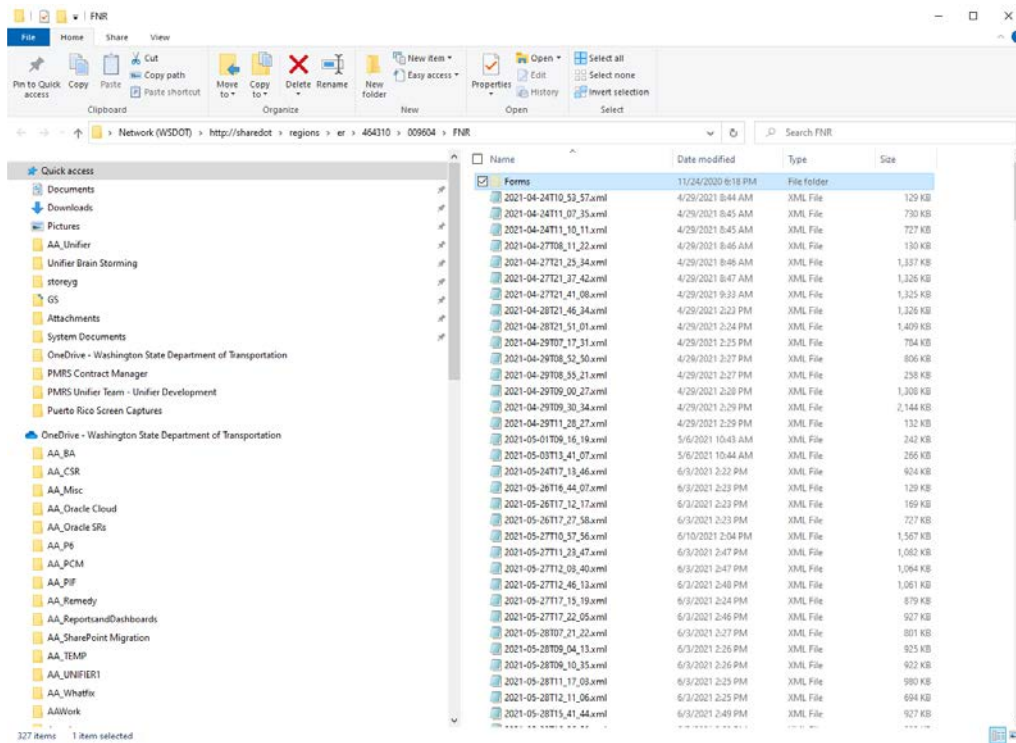
Washington State Department of Transportation  
C9604 FNR

new document or drag files here

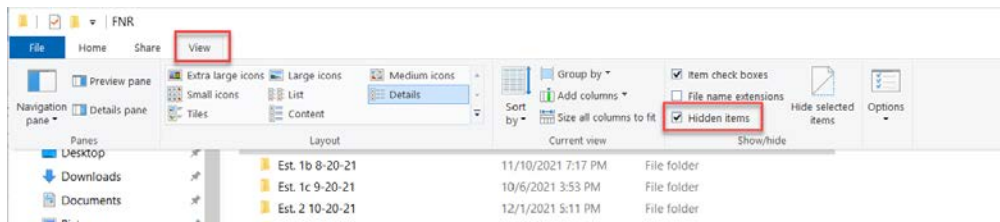
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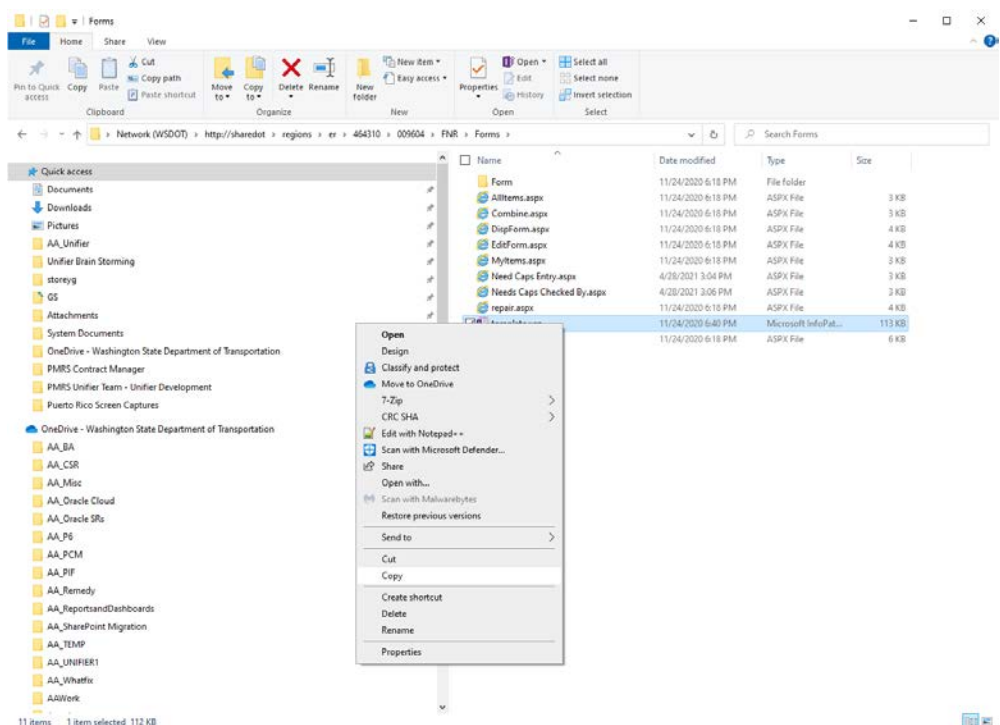
## Step 6 – Open the Forms folder



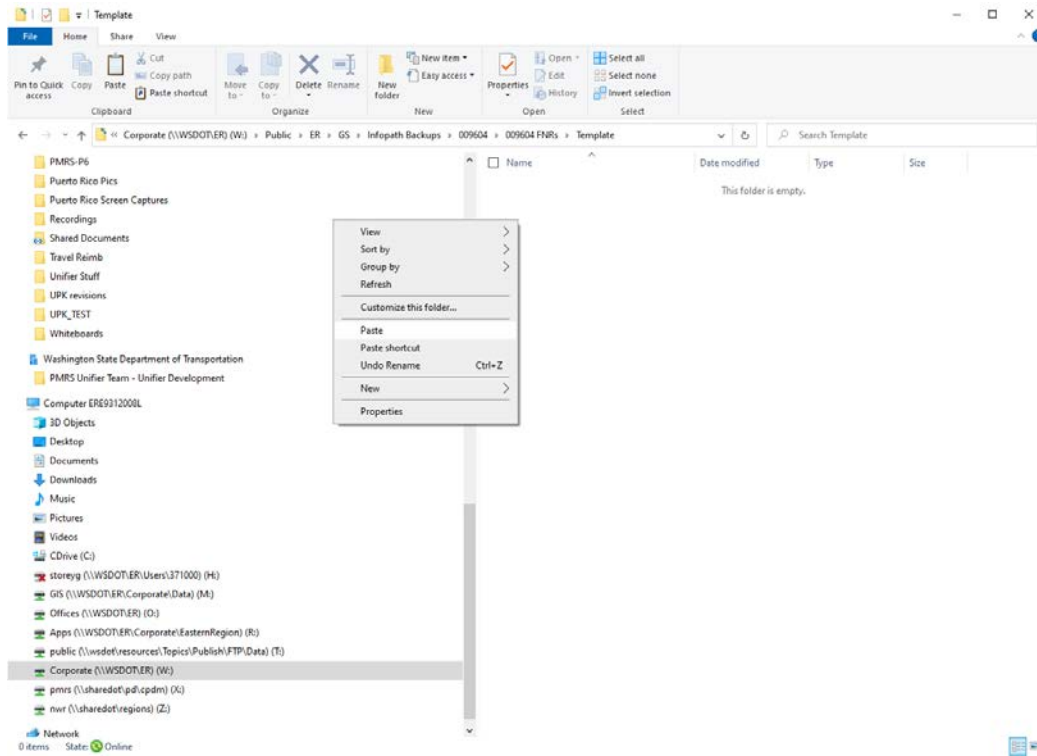
**Note: If the Forms folder is hidden, you can find it by a checkbox under View.**



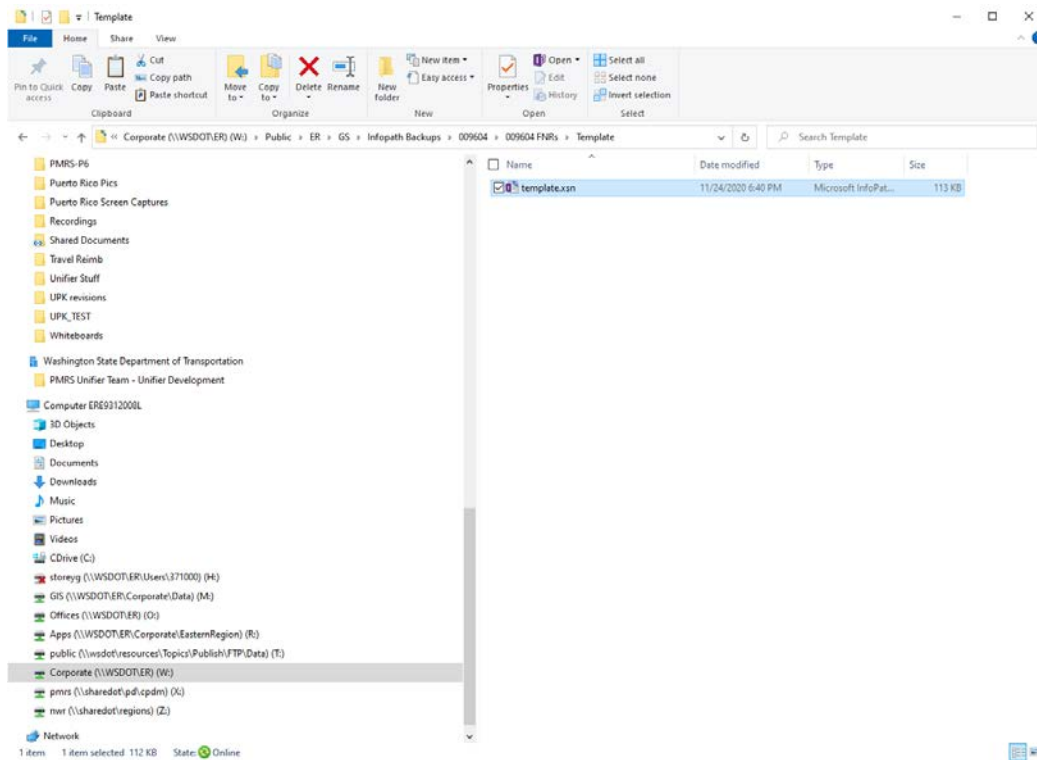
## Step 7 – Copy the template



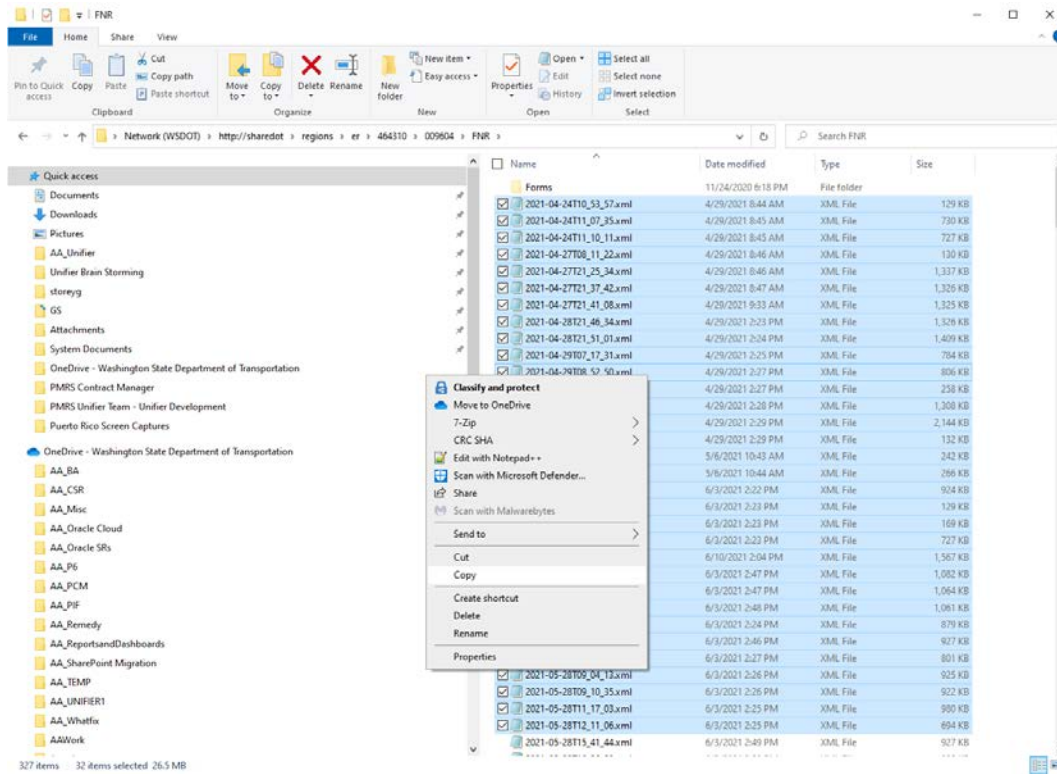
## Step 8 – Browse to the template folder on the office drive



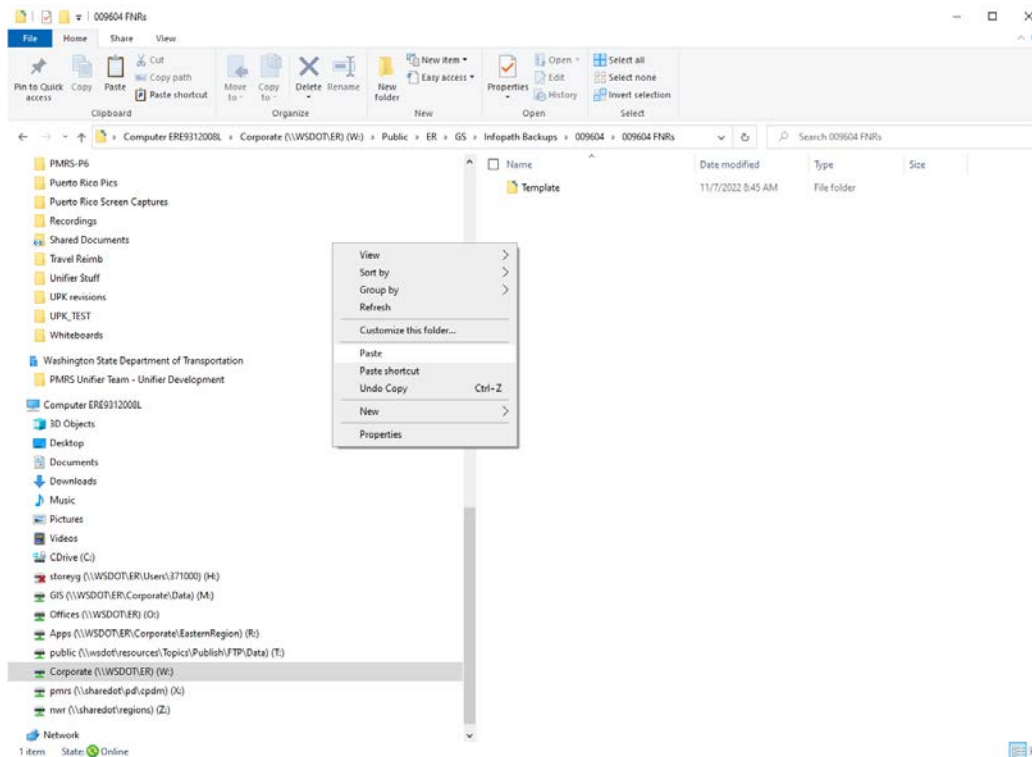
## Step 9 – Paste the template into the template folder



## Step 10 – Go back up to the main folder select all the xml files and copy

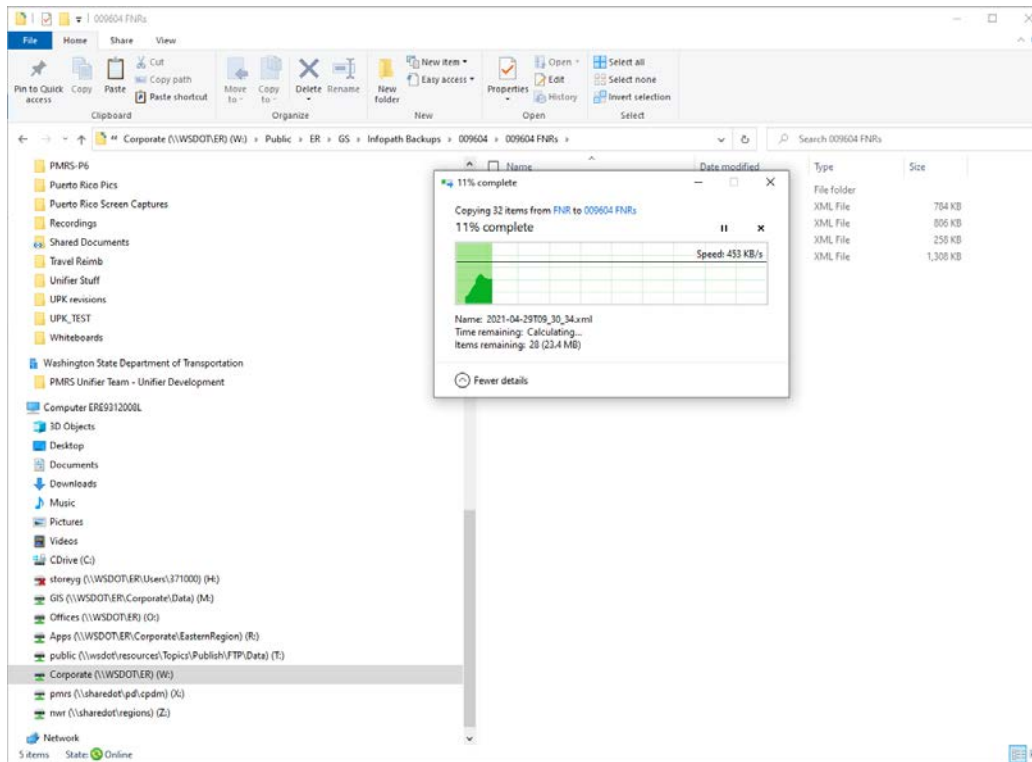


## Step 11 – Browse up to the main folder on the office drive and paste the xml files here





## Step 12 – Wait for file transfer to complete



## Step 13 – Complete

