Drawing Package

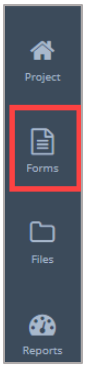
A Drawing Package is a collection of drawings grouped together for a purpose. This can be a drawing package for submission and review (i.e., SD submission, 50% DD Submission, 100% CD Submission), a drawing package for issue (i.e., Permit Set, Issued for Bid Set, Bulletin #2, ASI #1) or a drawing package for a specific trade or subcontractor (I.e., Plumbing, Electrical, Mechanical, Civil).

Drawing Packages can be created manually by grouping multiple individual drawings from the ProjectTeam Drawings module together or automatically using a single PDF file and the Text Extraction Tool in ProjectTeam. Instructions for the manual method are included below. Instructions for using the Text Extraction Tool are available here.

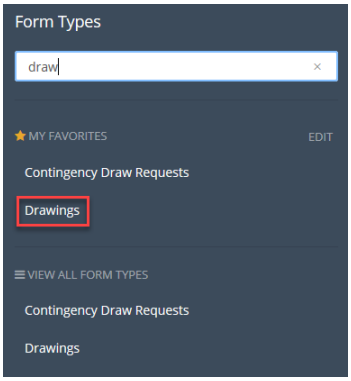
NOTE: The individual drawings that will be added to the Drawing Package you are creating must already exist in the Drawings module in Projectteam prior to creation of the Drawing Package. Refer to the Drawings QRG for instructions on creating drawings in ProjectTeam.

Creating a Drawing Package

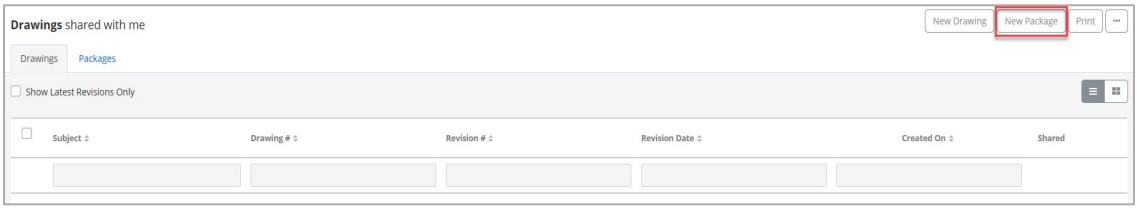
1. Within the project, click the **Forms** icon on the left navigation pane.



2. In the search field, begin typing **Draw** and the form will appear in the forms list. Click **Drawings** to open.



3. The Drawings register will open. Click the **New package** button.

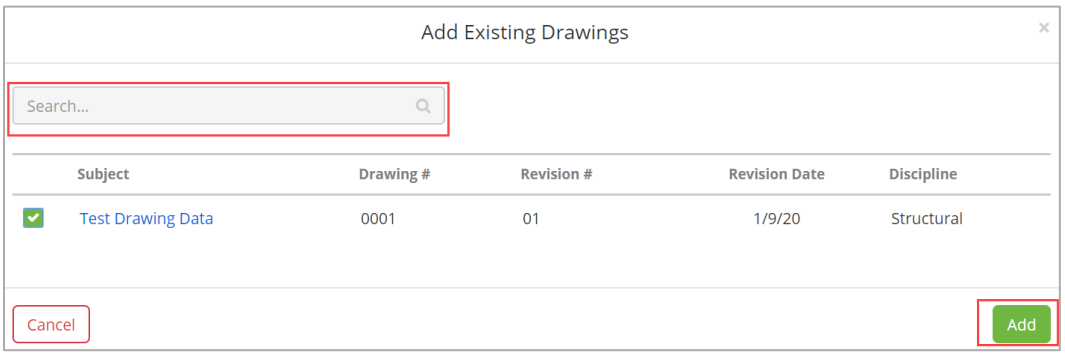


4. Enter the title of the Drawing Package in the **Subject** field.

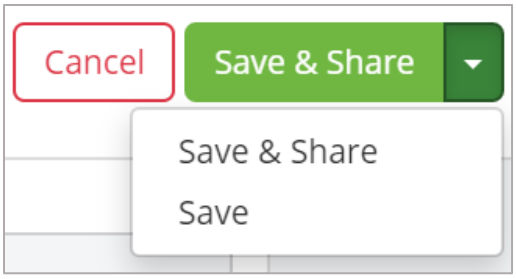
5. Enter any applicable information in the **General Notes** field.

6. Use the **Add Existing** option to add drawings to your drawing package.

   a. You may use the **search feature** to quickly locate a drawing in the drawing list. Click the **checkbox(es) beside each drawing** you would like to add to the package and click the **Add** button.

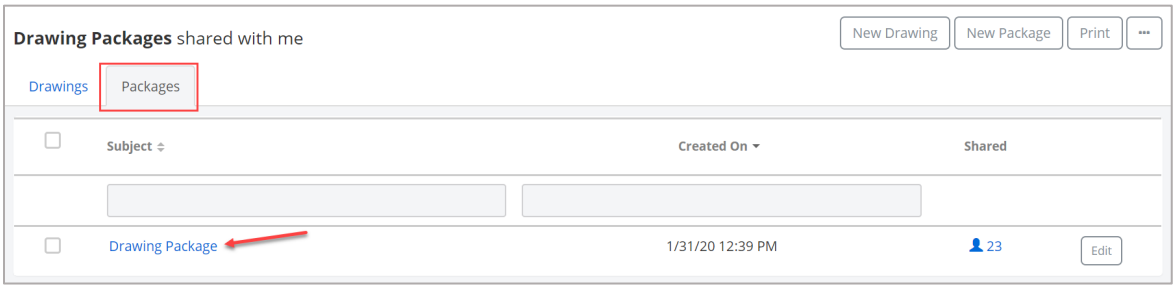


7. Once the Drawing Package is complete, click the **Save and Share** button and share the drawing package with the applicable groups.

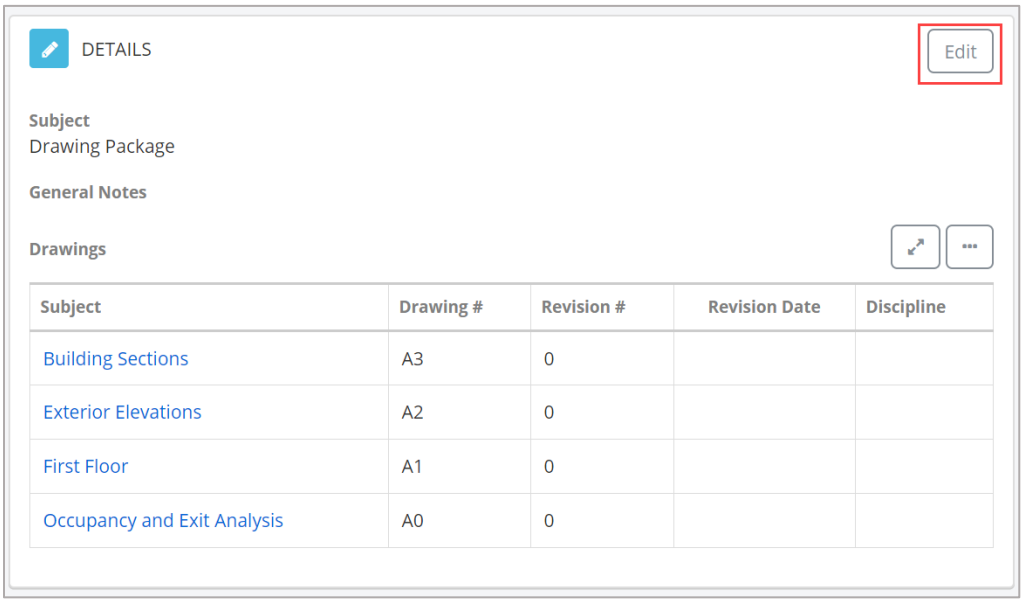


Editing a Drawing Package

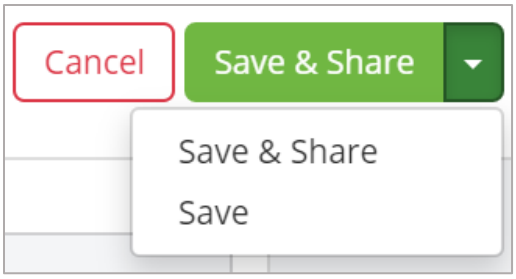
1. Open the Drawings register and click the Drawing Packages tab to see the list of Drawing Packages you have created, or the packages shared with you. Click **the title of the drawing package** you would like to edit.



2. Click the **Edit** button in the Details section to add any additional information, including additional drawings.



3. Once the edits to the Drawing Package are complete, click the **Save and Share** button and select **Save.**


Cancel
Save & Share
Save & Share
Save