

Drawing Package

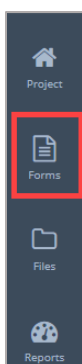
A Drawing Package is a collection of drawings grouped together for a purpose. This can be a drawing package for submission and review (i.e., SD submission, 50% DD Submission, 100% CD Submission), a drawing package for issue (i.e., Permit Set, Issued for Bid Set, Bulletin #2, ASI #1) or a drawing package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

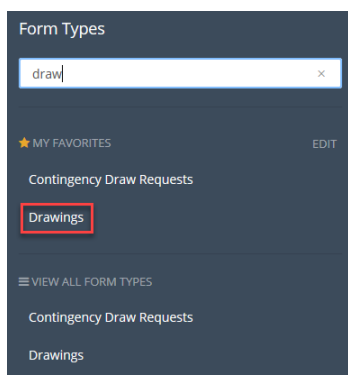
NOTE: The individual drawings that will be added to the Drawing Package you are creating must already exist in the Drawings module in Projectteam prior to creation of the Drawing Package. Refer to the [Drawings](#) QRG for instructions on creating drawings in ProjectTeam.

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.

The screenshot shows the 'Drawings shared with me' interface. At the top right, there are buttons for 'New Drawing', 'New Package' (highlighted with a red box), and 'Print'. Below these are tabs for 'Drawings' and 'Packages'. A checkbox for 'Show Latest Revisions Only' is visible. Below that is a table with columns: Subject, Drawing #, Revision #, Revision Date, Created On, and Shared. The table is currently empty.

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

The screenshot shows the 'Subject' field. The label 'Subject' is at the top left, and '* Required' is at the top right. The input field contains the placeholder text 'Type the Subject' and is highlighted with a red border.

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

The screenshot shows the 'General Notes' field. The label 'General Notes' is at the top left. The input field contains the placeholder text 'Type the General Notes' and is highlighted with a red border.

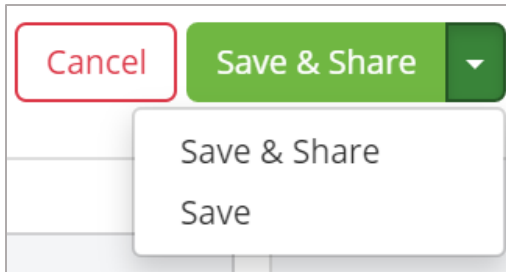
6. Use the **Add Existing** option to add drawings to your drawing package.

The screenshot shows the 'Drawings' interface. At the top right, there are buttons for 'Add Existing' (highlighted with a red box) and 'Create New'. Below these is a table with columns: Subject, Drawing #, Revision #, Revision Date, and Discipline. The table is currently empty.

- 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.

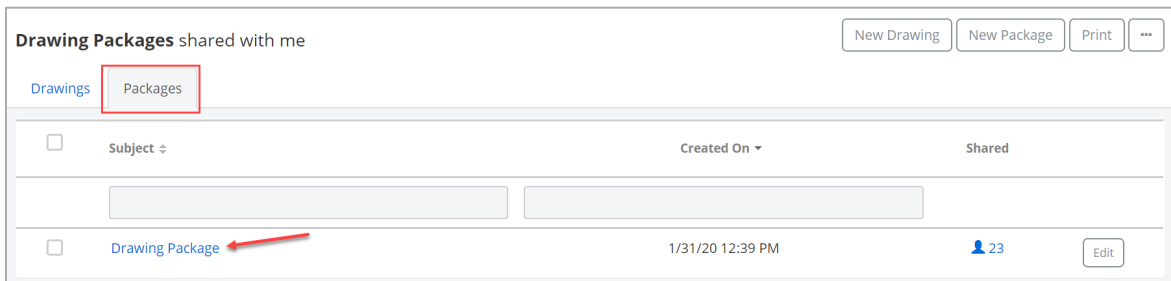
The screenshot shows the 'Add Existing Drawings' dialog box. At the top is a search bar with the placeholder text 'Search...' and a magnifying glass icon, highlighted with a red box. Below the search bar is a table with columns: Subject, Drawing #, Revision #, Revision Date, and Discipline. The table contains one row with a green checkmark in the first column, 'Test Drawing Data' in the Subject column, '0001' in the Drawing # column, '01' in the Revision # column, '1/9/20' in the Revision Date column, and 'Structural' in the Discipline column. At the bottom left is a 'Cancel' button, and at the bottom right is an 'Add' button, both highlighted with red boxes.

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

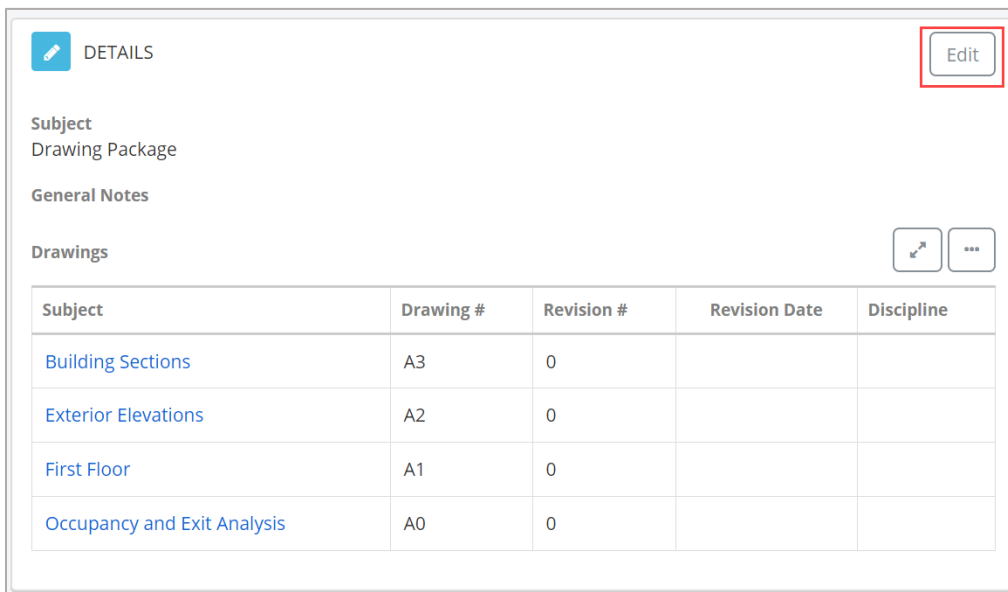


Editing a Drawing Package

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**.

