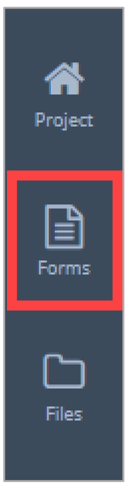
Drawings

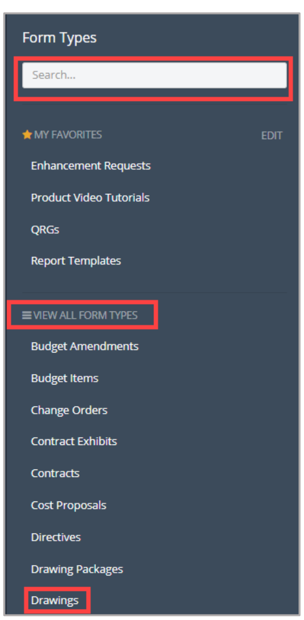
This is where all individual drawings and revisions are captured for the project. Drawings are created and submitted by the Designer of Record.

Creating a New Drawing

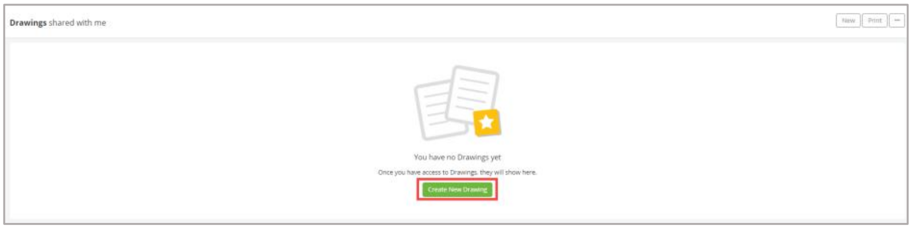
1. On the left navigation menu, click the **Forms** icon.



2. Enter "Drawings" in the **Search box** or click the **View All Forms Types** section to expand the list of form types. Scroll through the list and click **Drawings**.

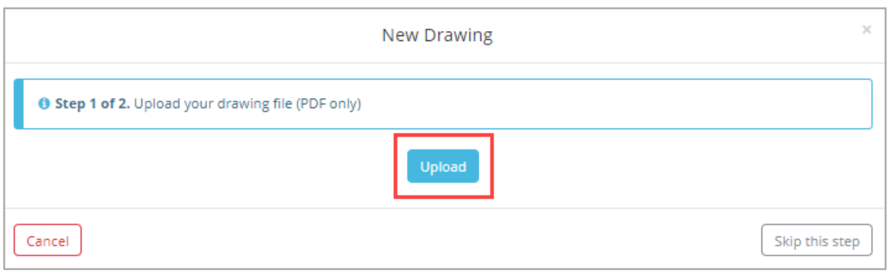


3. If this is the first drawing for the project, click the **Create New Drawing** button located in the middle of the drawing log page.

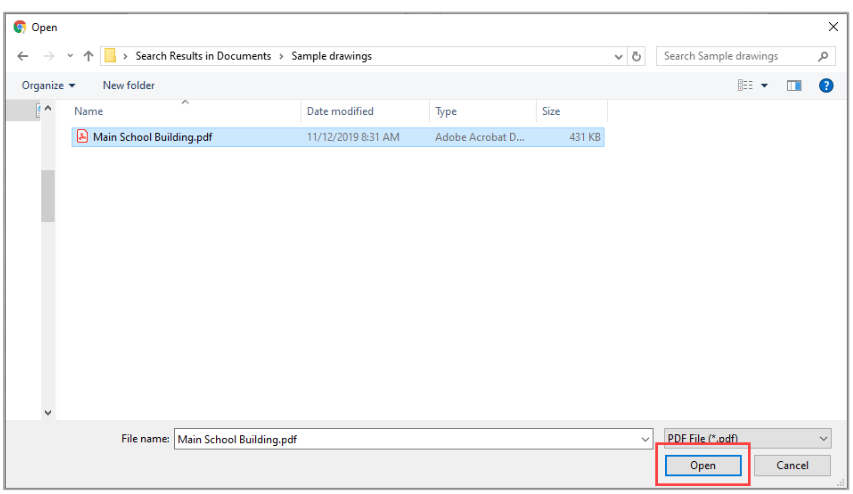


Otherwise, click the **New** button located in the top right corner.

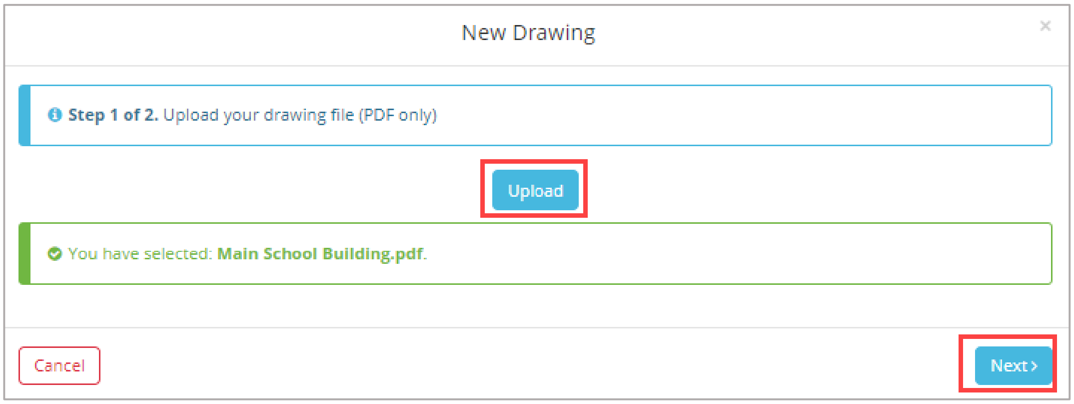
4. To upload the actual drawing file, click the **Upload** button located in the middle of the New Drawing modal window.



5. Locate and click the drawing title to select the document and click the **Open** button located on the bottom right corner of the Files window.



6. Additional drawing files may be added by selecting the **Upload** button and following steps 4 and 5 above. Once the uploads are complete, click the **Next** button located in the bottom right corner.



7. The Drawing form will open. Enter the title of the drawing in the **Subject** field.

8. Enter a **Drawing** number.

9. The **Revision No** field will automatically populate with 0 for the first revision of the drawing. If new revisions of the drawing are created, the Revision No field will update with the next sequential number. There is no need to update this field unless the drawing revision number is different from the one entered.

10. Click inside the **Revision Date** field and select the date of the drawing revision.

11. Click inside the **Discipline** field and select a discipline from the list.

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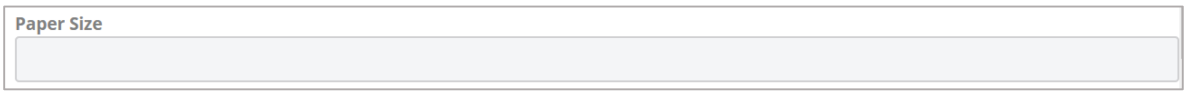
12. Click inside the **Design Business** field and select the designer of record.

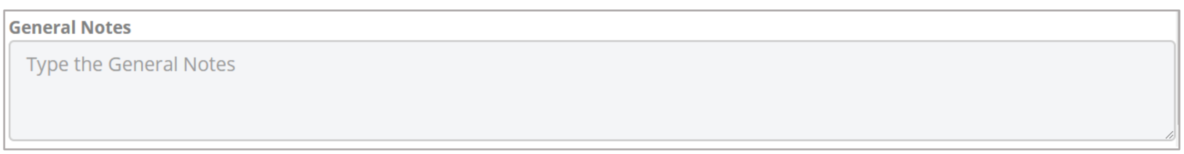
13. Click inside the **Design Contact** field and select the contact from the list.

14. Click inside the **Paper Size** field and select the size.

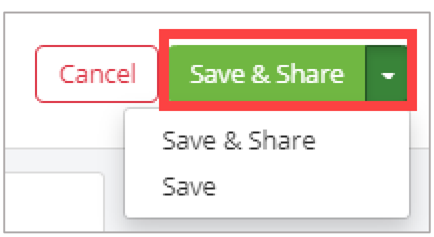


15. Enter the **Drawing Scale**.

16. Enter any additional information in the **General Notes** field.



17. Click the dropdown arrow beside the **Save & Share** button located in the top right corner and share the drawings with the applicable groups.



18. Another option to create drawings is to use the **Batch Import** feature. This will allow a user to create multiple drawings at one time. Refer to the **Batch Import Quick Reference Guide** for more information.

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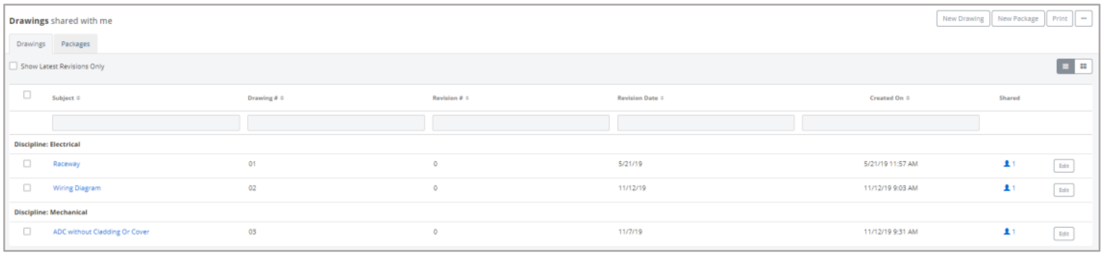
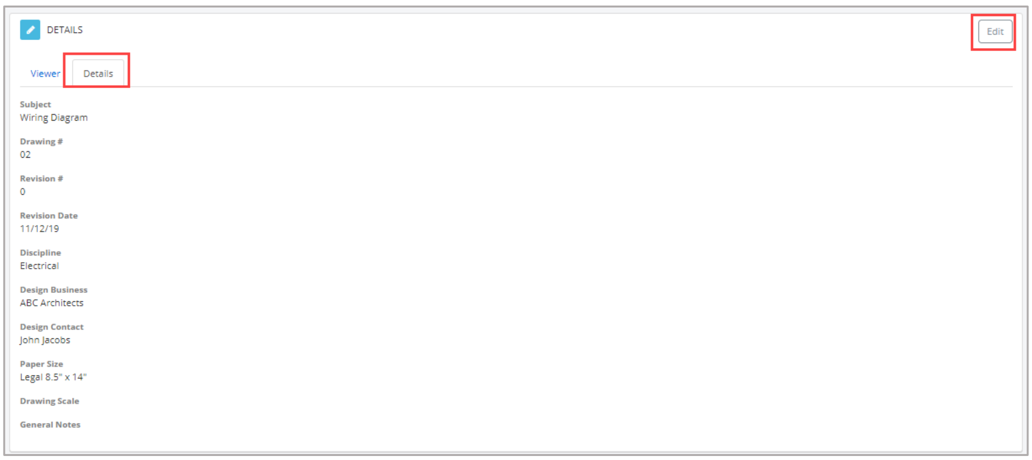
Edit a Drawing

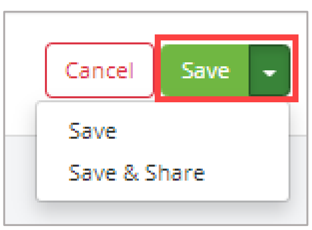
1. Open the Drawing Log and click the title of the drawing to open the record.



2. To view the drawing information, click the **Details** tab. To edit the record, click the **Edit** button.



3. Once edits are complete, click the **Save** button and choose **Save & Share** to share with other team members or **Save** without sharing.



4. To return to the Drawing Log, click the **Drawings link** located in the top left corner of the drawing document.

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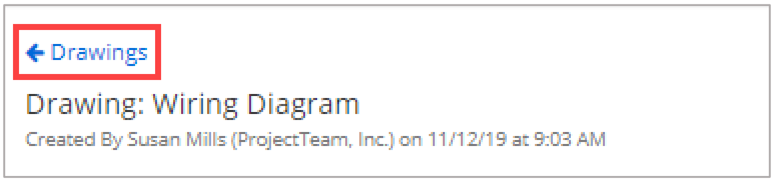
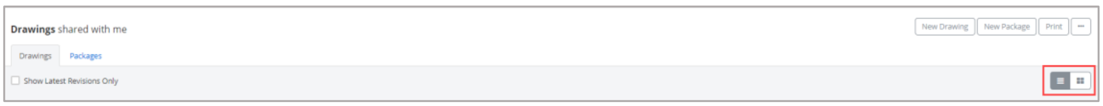
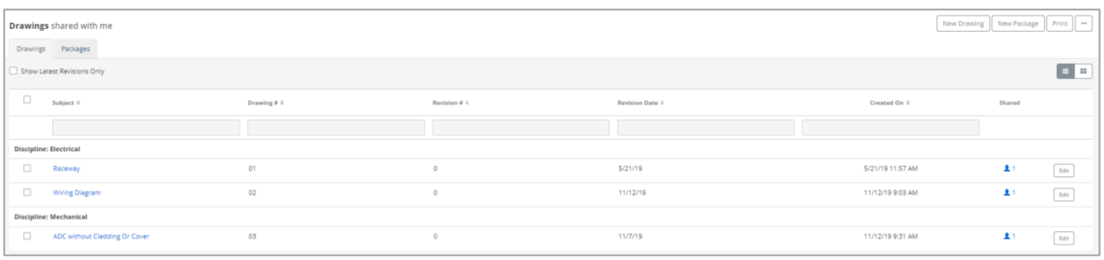


Viewing Records in the Drawing Log

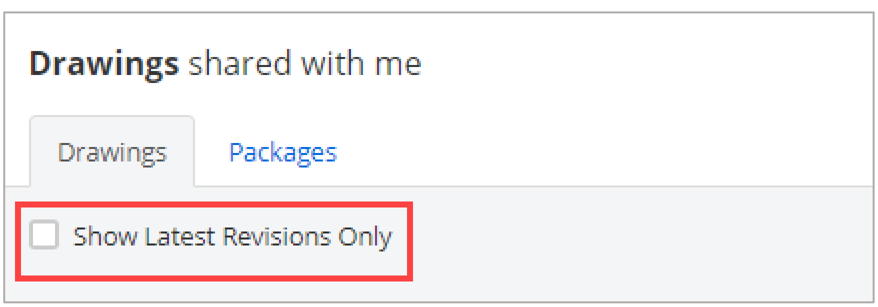
1. There are two options to view the list of drawing records in the project. To switch between the views, click the **toggle button** located on the top right corner of the log.



List View allows the user to see a list of records. This list can be configured to show different fields in the grid. To learn more about customizing a documents log, please refer to the *Configure Log QRG.*



Note: Click the **checkbox** above the grid to view the latest revisions of each document.



Thumbnail View allows the user to see small images of the drawing documents listed by Discipline. To open a drawing click the thumbnail.

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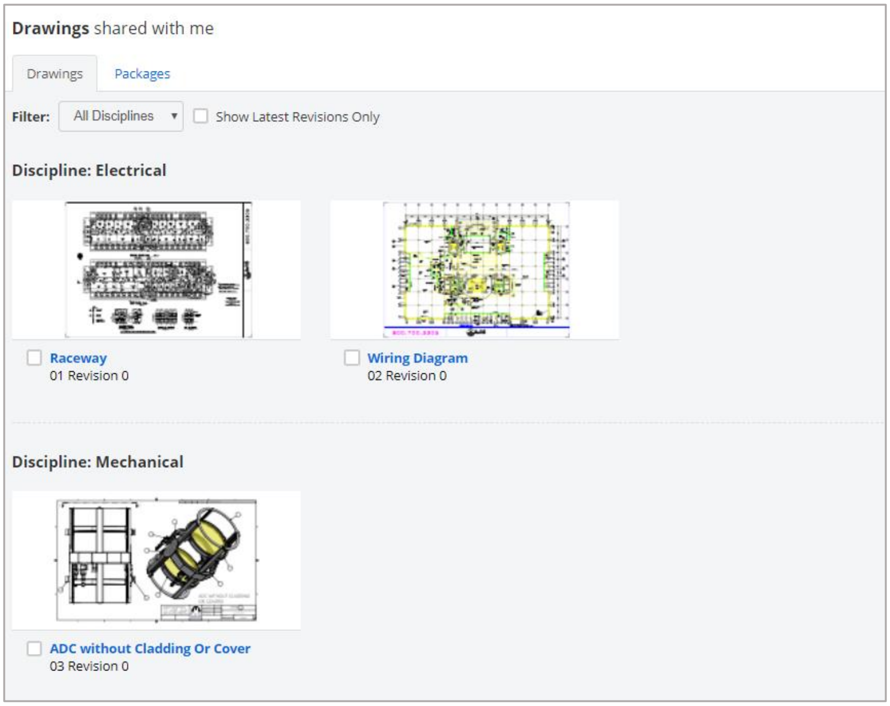
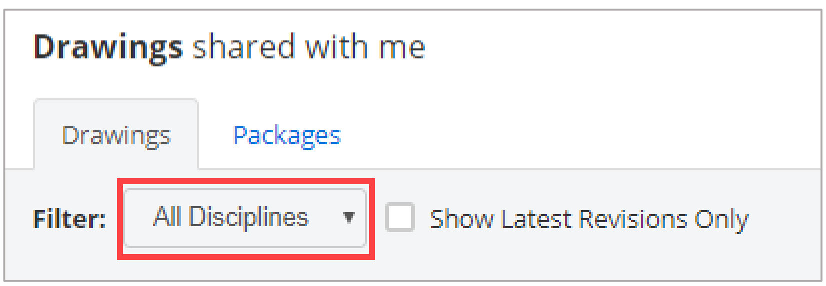


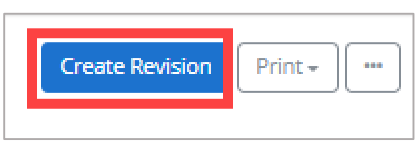
To filter by Discipline, click the **dropdown arrow** for the discipline filter field.



Create New Revision

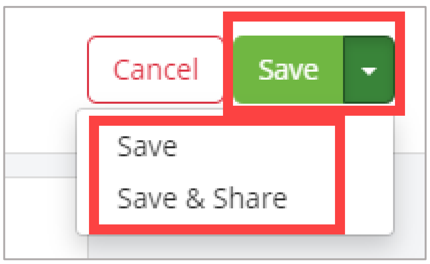
A new revision of the drawing can easily be created from within the drawing document.

1. With a drawing document open, click the **Create Revision** button located in the top right corner.



2. A new drawing will open. All of the drawing information will auto-populate and the Revision Number field will increment to the next revision number. Update any of the fields if necessary.

3. Click the **Save** button located on the top right corner and select **Save & Share** to save with other team members or click the **Save** button to save without granting access to anyone.



View Revision List

1. To review the revision list for a specific drawing, open the drawing record and scroll to view the Revision History pane. Click the **view** link beside a revision to open the record.