



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.

Drawings shared with me	aw Print -
You have no Drawings yet	
Oner you't have accessed to Downeys, they will find them here.	

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.

Ĩ	New Drawing	×
• Step 1 of 2. Upload your drawing file (PDF only)		ן
	Upload	
Cancel	Skip this step	,

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.

← → < ↑ → Search Sample drawings ✓ Õ Search Sample drawings Organize New folder Image: Search Sample drawings Image: Search Sample drawings	wings	ې 2
Organize New folder	•	2
A Name A Date medified Tune Size		-
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Adobe Acrobat D 431 KB		
•		
File name: Main School Building.pdf		\sim
Open	Cancel	

 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.

New Drawing	×
Step 1 of 2. Upload your drawing file (PDF only)	
Upload	
You have selected: Main School Building.pdf.	
Cancel	Next>

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

Subject	* Required
Type the Subject	

8. Enter a **Drawing** number.

Drawing #	* Required
Type the Drawing #	

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.

Revision #	
0	

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.

Discipline

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

Design Business

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

Design Contact	

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

Paper Size

15. Enter the Drawing Scale.

Drawing Scale
Type the Drawing Scale

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

General Notes	
Type the General Notes	

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.

Edit a Drawing

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

Drawings shared with me New Drawing New Package Proc -							
Show L	atest Revisions Only						
	Subject ©	Drawing # ≎	Revision # =	Revision Date =	Created On ≎	Shared	
Biscipline: Electrical							
	Raceway	01	0	5/21/19	5/21/19 11:57 AM	L 1	Edit
	Wiring Diagram	02	0	11/12/19	11/12/19 9:03 AM	1 1	Edit
Disciplin	Discipline: Mechanical						
	ADC without Cladding Or Cover	03	0	11/7/19	11/12/19 9:31 AM	±1	Edit

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

Z DETAILS	Edit
Viewer Details	
Subject Wiring Diagram	
Drawing # 02	
Revision # 0	
Revision Date 11/12/19	
Discipline Electrical	
Design Business ABC Architects	
Design Contact John Jacobs	
Paper Size Legal 8.5" x 14"	
Drawing Scale	
General Notes	

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.



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.*

Drawing	Drawings shared with me Testage Print -						
Show L	9 Pour Leest Residons Only						
	Subject ©	Drawing # 0	Revision # =	Revision Date =	Created On ©	Shared	
Discipline: Electrical							
	Raceway	01	0	5/21/19	5/21/19 11:57 AM	11	Edit
	Wiring Diagram	02	0	11/12/19	11/12/19 9:03 AM	±1	Edit
Discipline: Mechanical							
	ADC without Cledding Or Cover	03	0	11/7/19	11/12/19 9:31 AM	1	Edit

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

Drawings shared with me				
Drawings	Packages			
Show Late	st Revisions Only			

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

Drawings shared with me		
Drawings Packages		
Filter: All Disciplines 🔻 🗌 Show Latest Rev	isions Only	
Discipline: Electrical		
Raceway 01 Revision 0	Wiring Diagram	
Discipline: Mechanical		
ADC without Cladding Or Cover 03 Revision 0		

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

Drawings shared with me		shared with me
Draw	ings	Packages
Filter:	All C	Disciplines 🔻 🗌 Show Latest Revisions Only

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.

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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.

Z DETALS	1
Subject	
Assembly	
Drawing #	
03	
Revision #	Ш
1	I
Revision Date	1
05/21/2019	
Discipline	
Eecrical × -	
Design Business	
Projecteam, Inc.	
Design Contact	
Brian Rothery (ProjectTeam, Inc.)	
Paper Stee	
Letter 8.5" x 11" X -	
Drawing Scale	
Type the Drawing Scale	
General Notes	
Type the General Notes	

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.

Cancel	Save	·
Save		
Save & Share		

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.

TREVISION HISTORY	REVISION HISTORY		
	Revision #	Revision Date	
View	0	5/21/19	
View	1	5/21/19	