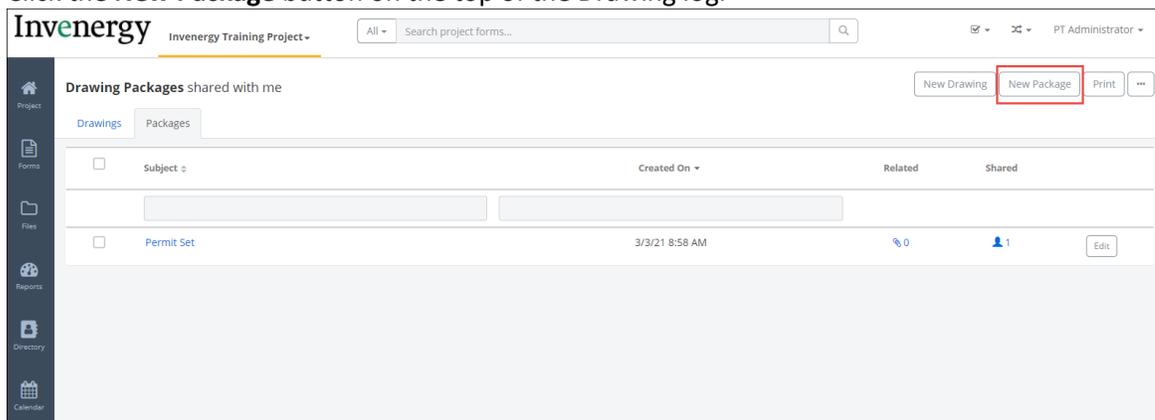


Drawing Packages

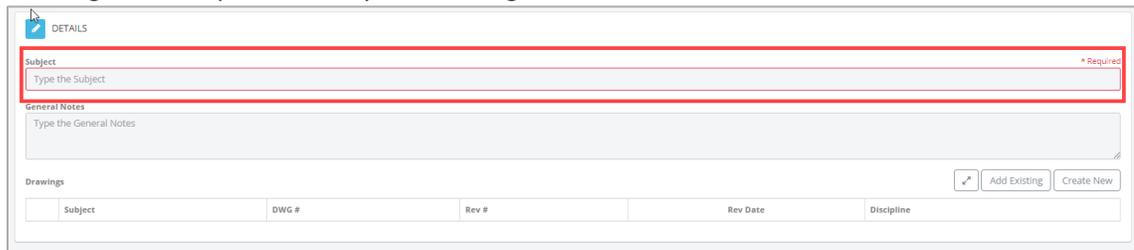
A drawing package is a group of one or more drawings representing a formal project submission such as 30% Design, Construction Set, As-Built, etc.

Creating a New Drawing Package

1. Navigate to the Drawing log within a project.
2. Click the **New Package** button on the top of the Drawing log.

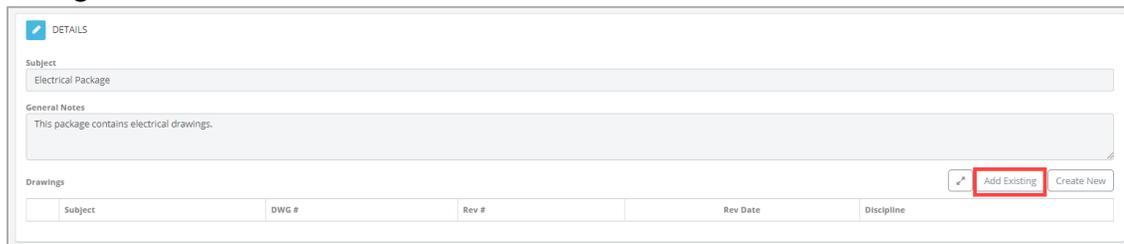


3. The Drawing Package form will open. Enter the required information in the **Subject** field. The General Notes field is optional, but the information captured in this field will be very helpful in creating robust reports about your drawings.



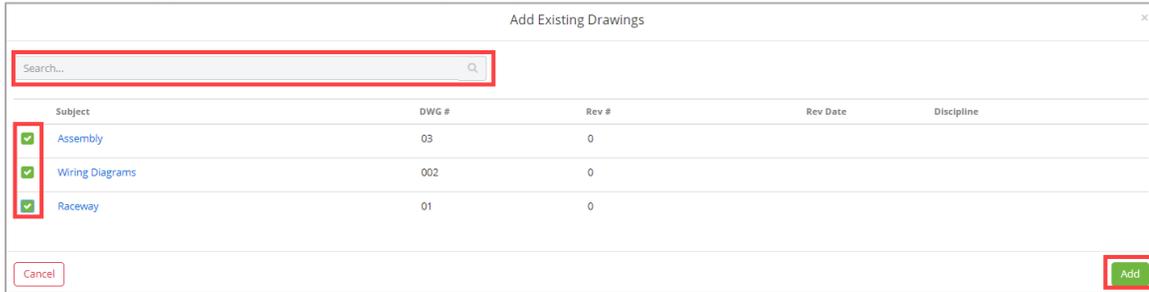
The screenshot shows the 'DETAILS' form for creating a new drawing package. The 'Subject' field is highlighted with a red box and contains the text 'Type the Subject'. Below it is the 'General Notes' field with the text 'Type the General Notes'. At the bottom, there is a table for 'Drawings' with columns for 'Subject', 'DWG #', 'Rev #', 'Rev Date', and 'Discipline'. The 'Add Existing' button is highlighted with a red box.

4. To add individual drawings which already exist in ProjectTeam to the package, click the **Add Existing** button.



The screenshot shows the 'DETAILS' form for creating a new drawing package. The 'Subject' field contains 'Electrical Package'. The 'General Notes' field contains 'This package contains electrical drawings.'. At the bottom, there is a table for 'Drawings' with columns for 'Subject', 'DWG #', 'Rev #', 'Rev Date', and 'Discipline'. The 'Add Existing' button is highlighted with a red box.

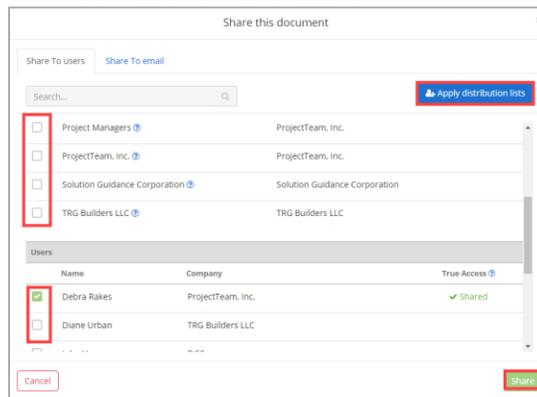
- If needed, use the **Search** box to locate a specific drawing in the list. Click the **checkbox** beside each drawing you wish to add to the package and click the **Add** button.



- If adding a drawing to the package which *does not* exist in ProjectTeam, click the **Create New** button, and reference the *Drawing QRG* for additional direction.



- Click the dropdown arrow beside the **Save & Share** button located in the top right corner. Click **Save & Share** to save the document and share with other team members or click the **Save** button to save without granting access to the drawing package.
- The Share this document modal window will open. Select the radio button to the left of the Share Group or User to share the Drawing Package with. The user can also use the **Apply distribution lists** if a distribution list has been created for sharing Drawing Packages. Click **Share** at the bottom of the modal window to share the record.

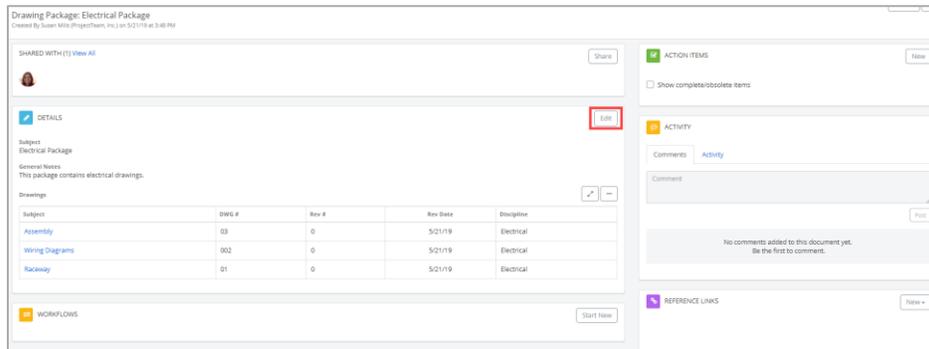


Edit the Drawing Package Record

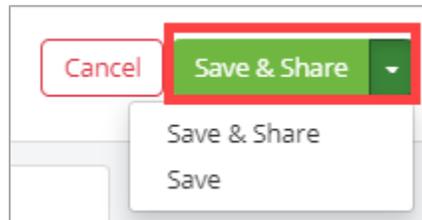
1. In the Drawing Package log, click a **drawing package title hyperlink** to open the document.



2. The drawing package document will open. To add additional information about the drawing, click the **Edit** button in the Details section.

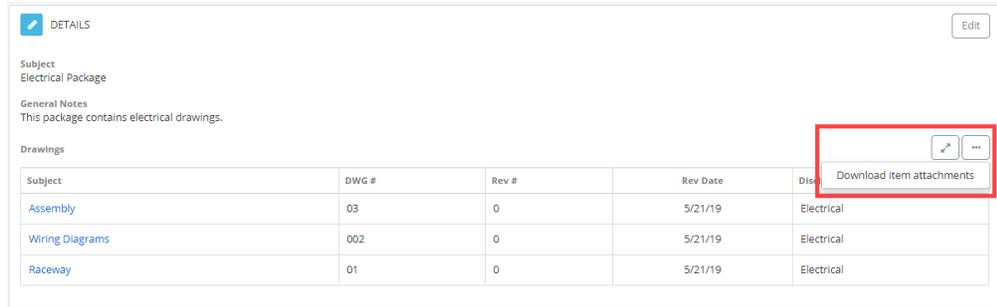


3. Click the dropdown arrow beside the **Save & Share** button located in the top right corner. Click **Save & Share** to save the document and share with other team members or click the **Save** button to save without granting access to the drawing package.



Download Drawings from the Package

1. Open the drawing package. In the Details section of the package, click the **ellipsis (three dot)** button above the drawings section and click **Download item attachments**.



2. The drawing documents will download in a zip file to your computer.

