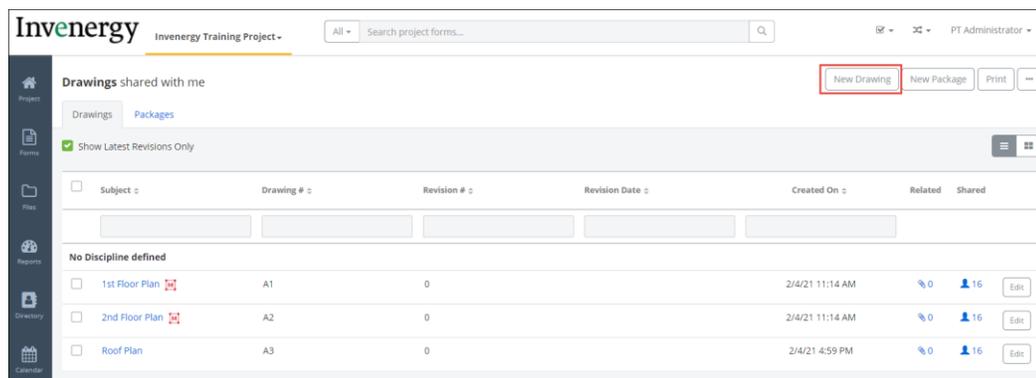


Drawings

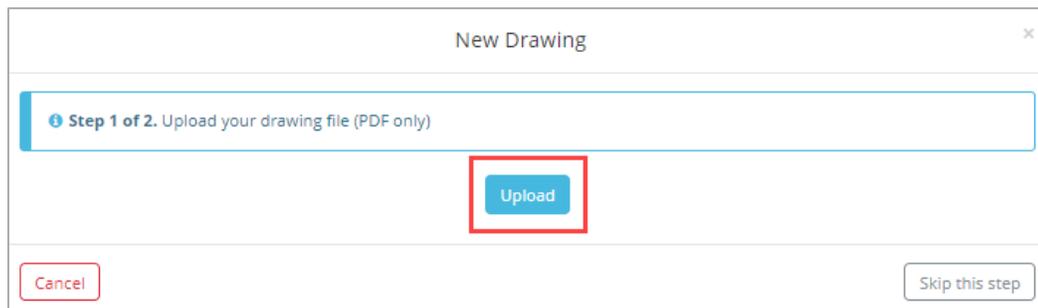
Drawings should be uploaded as single pages in PDF format.

Uploading a New Drawing

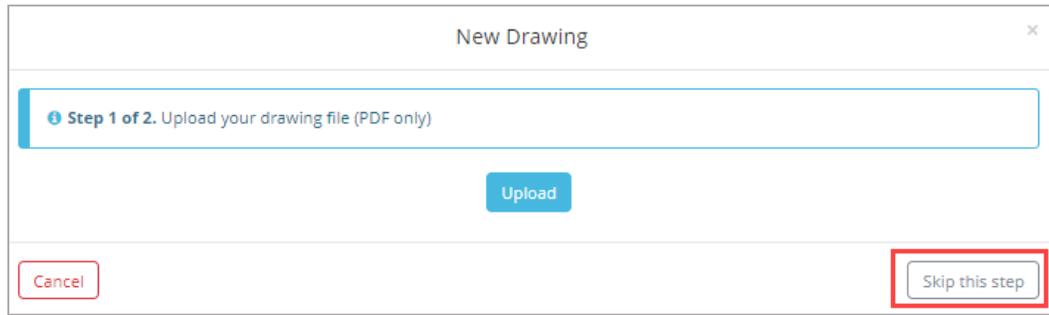
1. Navigate to the Drawing log within a project.
2. Click the **New Drawing** button on top of the Drawing log.



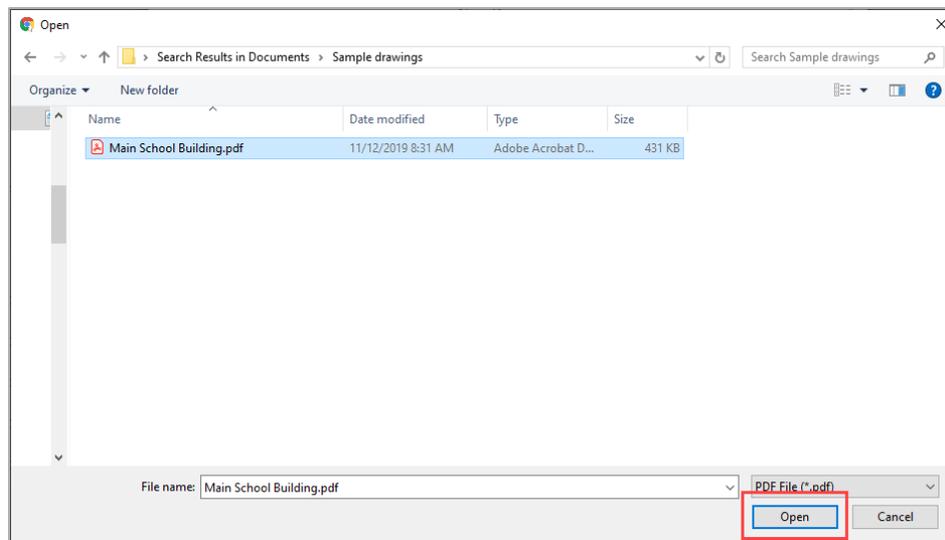
3. To upload the actual drawing file, click the **Upload** button located in the middle of the New Drawing modal window.



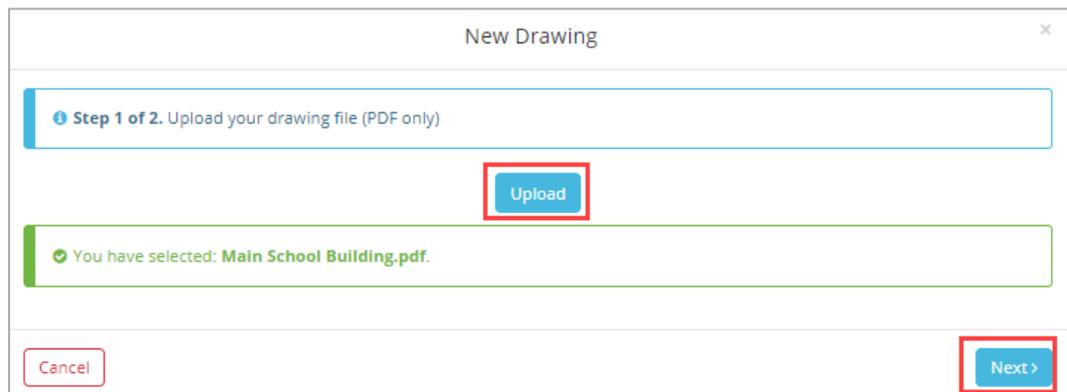
If you are not ready to upload the drawing file, click the **Skip this step** button located on the bottom right corner.



4. 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.



5. Click the **Next** button located in the bottom right corner.

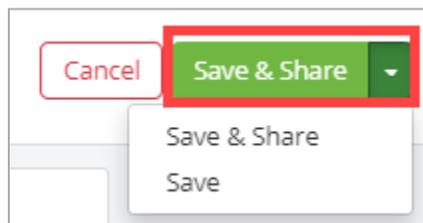


- The Drawing form will open. Enter the required information in the **Subject** and **Drawing #** fields. The remaining fields are optional but the information captured in these fields will be very helpful in creating robust reports about your drawings.

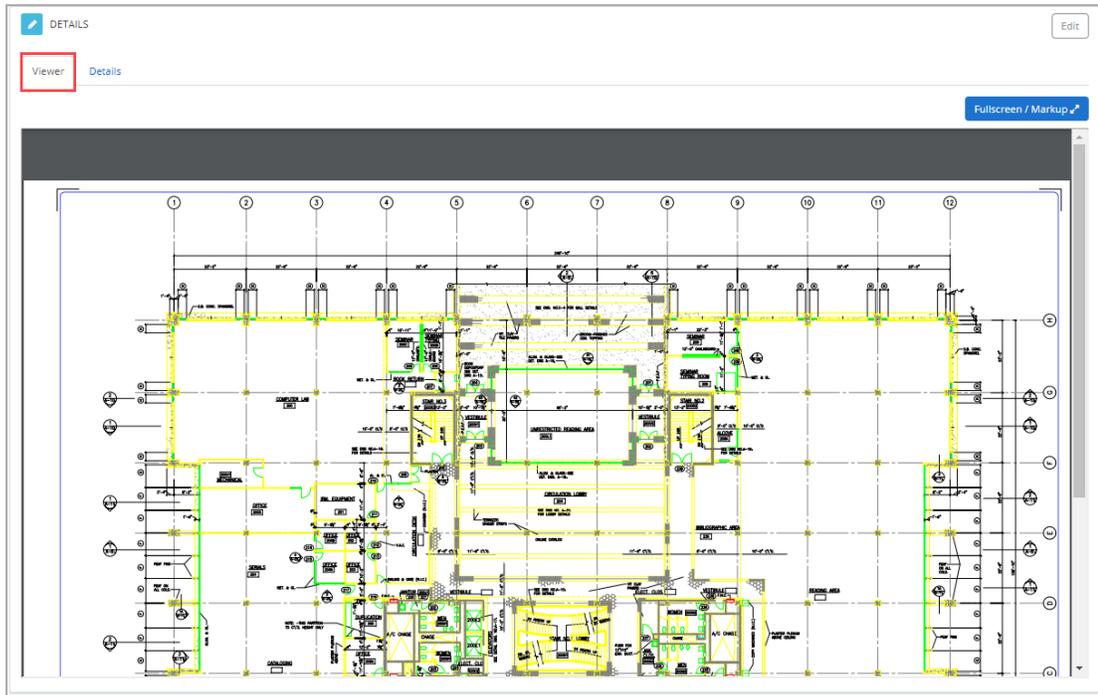
The screenshot shows a 'DETAILS' form with the following fields:

- Subject** (Required): Type the Subject
- Drawing #** (Required): Type the Drawing #
- Revision #**: 0
- Revision Date**
- Discipline** (Dropdown menu)
- Design Business**
- Design Contact**
- Paper Size** (Dropdown menu)
- Drawing Scale**: Type the Drawing Scale
- General Notes**: Type the General Notes

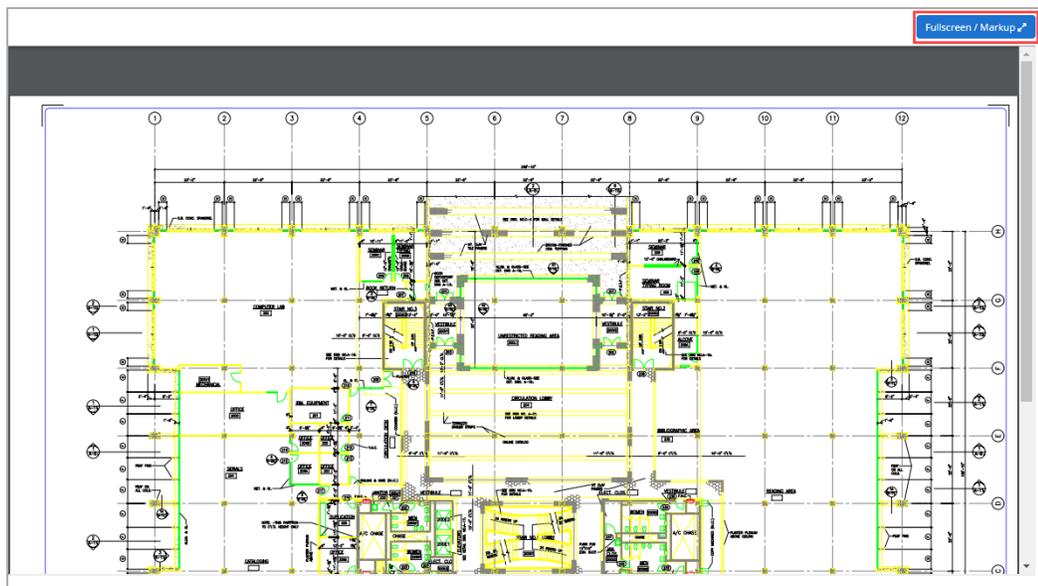
- Click the dropdown arrow beside the **Save & Share** button located in the top right corner. Click **Save & Share** to save the document and share with other team members or click the **Save** button to save without granting access to the drawing.



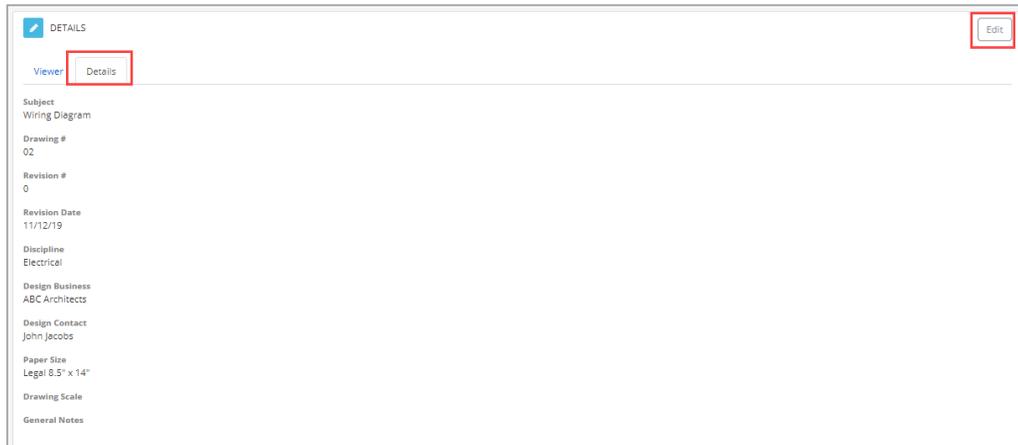
- The drawing will open. If a drawing file was uploaded, the drawing will display on the **Viewer** tab.



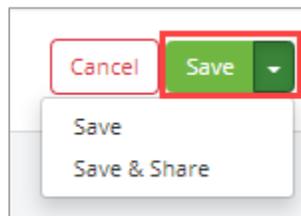
- To view the document in full screen or markup the drawing, click the **Fullscreen/Markup** button located in the top right corner of the Viewer screen. For more information on the File Markup Utility, search ProjectTeam help for *File Markups and Annotations QRG*.



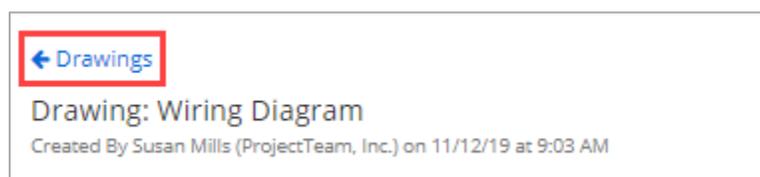
- To view the drawing information, click the **Details** tab. To edit the record, click the **Edit** button.



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

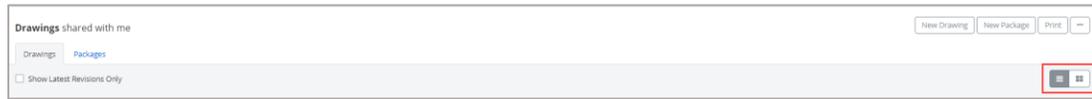


- To return to the Drawing Log, click the **Drawings** link located in the top left corner of the drawing document.

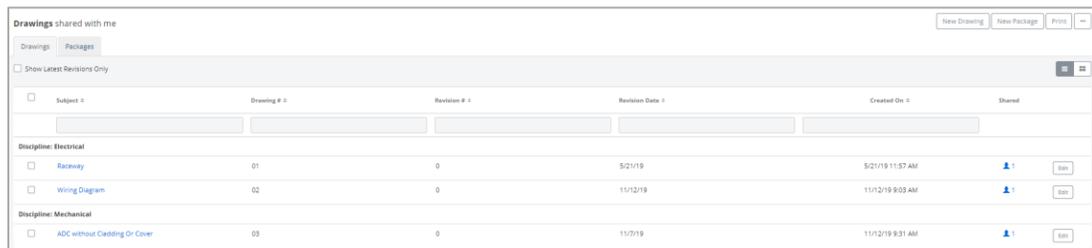


Viewing Records in the Drawing Log

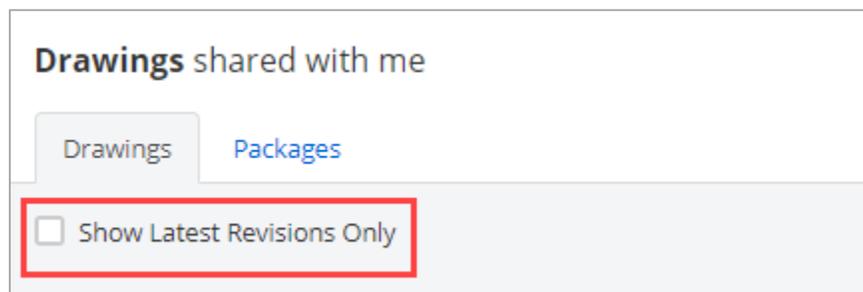
1. There are two options to view the list of drawing records in the project. To switch between the views, click the **toggle button** located on the top right corner of the log.



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, search ProjectTeam help for *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.

The screenshot shows the 'Drawings shared with me' interface. At the top, there are tabs for 'Drawings' and 'Packages'. Below the tabs is a 'Filter:' section with a dropdown menu set to 'All Disciplines' and a checkbox for 'Show Latest Revisions Only'. The interface is divided into two sections: 'Discipline: Electrical' and 'Discipline: Mechanical'. Under 'Discipline: Electrical', there are two drawing thumbnails: 'Raceway 01 Revision 0' and 'Wiring Diagram 02 Revision 0'. Under 'Discipline: Mechanical', there is one drawing thumbnail: 'ADC without Cladding Or Cover 03 Revision 0'. Each drawing has a small checkbox to its left.

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

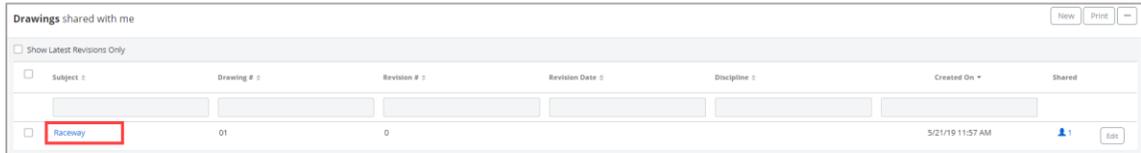
This is a close-up screenshot of the 'Filter:' section. The dropdown menu is open, showing 'All Disciplines' with a small downward arrow. A red rectangular box highlights the dropdown menu.

Click the **checkbox** to Show the Latest Revisions Only.

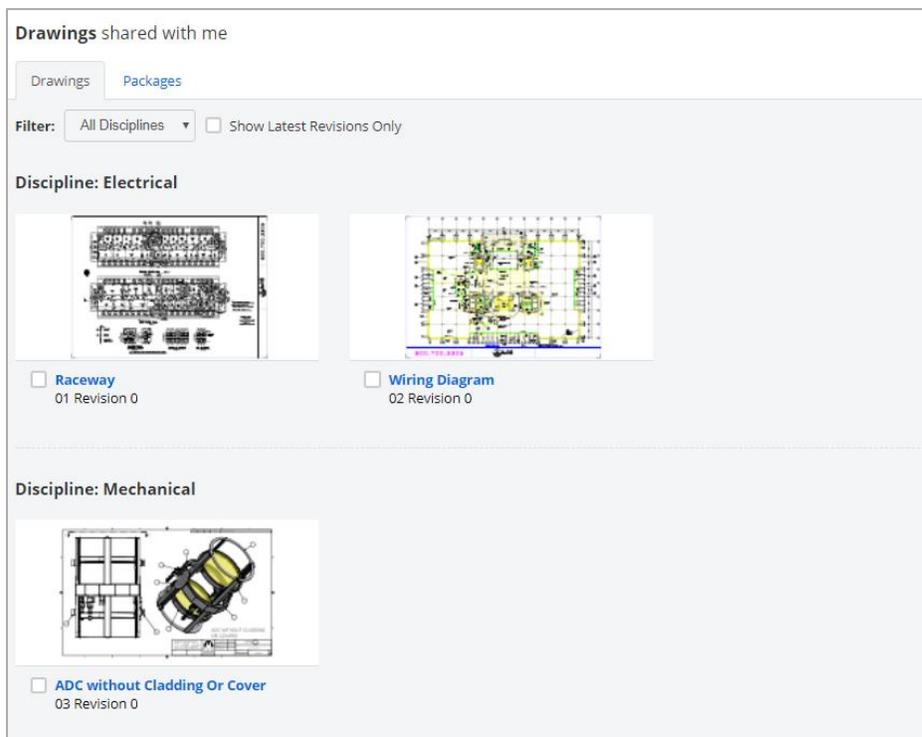
This is a close-up screenshot of the 'Filter:' section. The checkbox for 'Show Latest Revisions Only' is highlighted with a red rectangular box.

Edit the Drawing Record

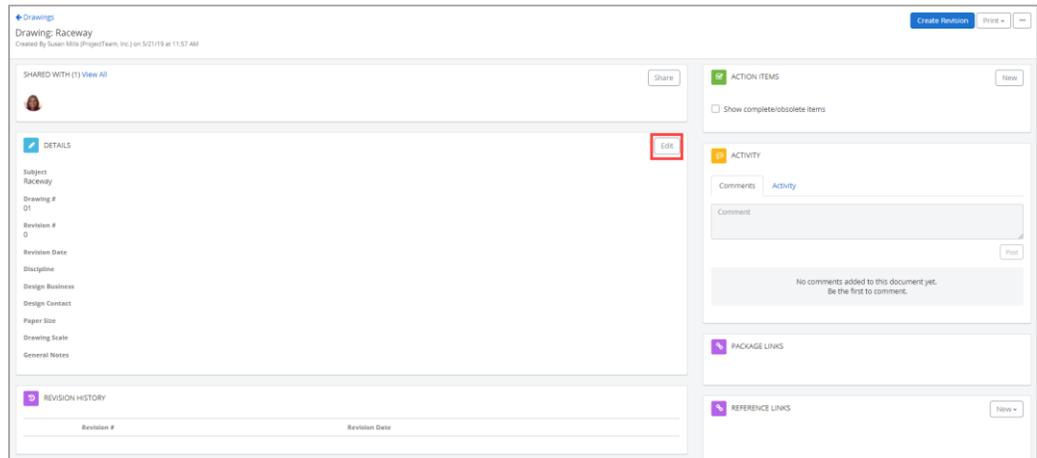
1. In the Drawing log List View option, click a **drawing title hyperlink** to open the document.



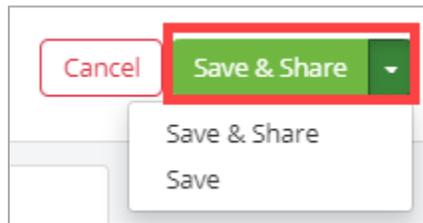
To open a document via the Thumbnail view, click the **image of the drawing** you wish to open.



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



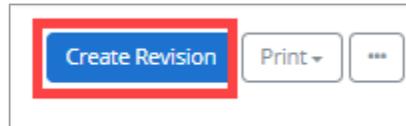
3. Click the dropdown arrow beside the **Save & Share** button located in the top right corner. Click **Save & Share** to save the document and share with other team members or click the **Save** button to save without granting access to the drawing.



Create New Revision

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

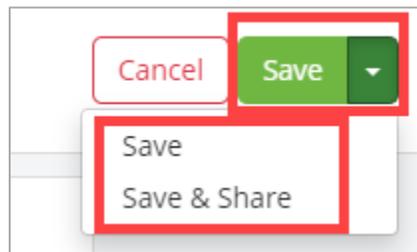
1. With a drawing document open, click the **Create Revision** button located in the top right corner.



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 view 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.

	Revision #	Revision Date
View	0	5/21/19
View	1	5/21/19