

DRAWING REVISIONS

Revisions are made to an individual Drawing. If a new Drawing Revision should be a part of an existing Package that the previous revision is linked to, the revision can be switched out in the Package.

To navigate this Quick Reference Guide, simply scroll down, or use the following hyperlinks to jump to a specific section.

[Create New Drawing Revision](#)

[View Revision List](#)

[Compare Revisions](#)

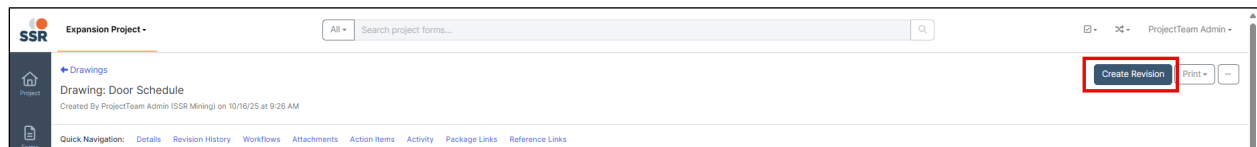
[Update the Package](#)

[References](#)

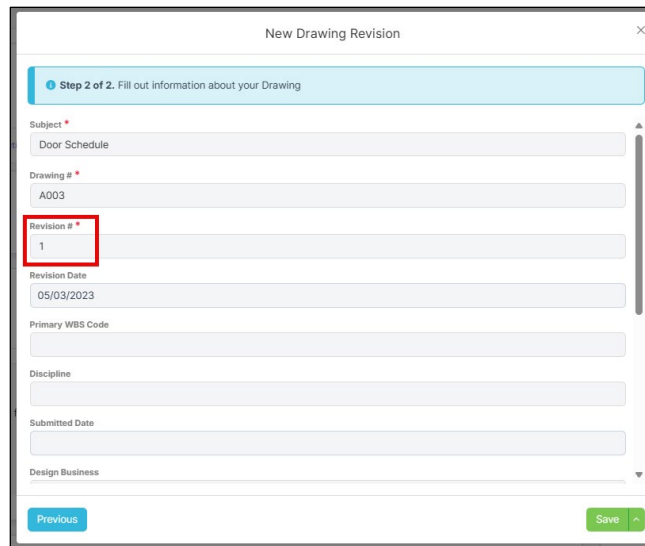
CREATE NEW DRAWING REVISION

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) **Upload** the revised drawing.
- 3) The *New Drawing Revision* window opens with all of the drawing information auto-populated and the **Revision Number** field will increase to the next revision number. **Update** any of the fields if necessary.



The form is titled "New Drawing Revision" and is labeled "Step 2 of 2. Fill out information about your Drawing". It contains the following fields:

- Subject: Door Schedule
- Drawing #: A003
- Revision #: 1 (highlighted with a red box)
- Revision Date: 05/03/2023
- Primary WBS Code: (empty)
- Discipline: (empty)
- Submitted Date: (empty)
- Design Business: (empty)

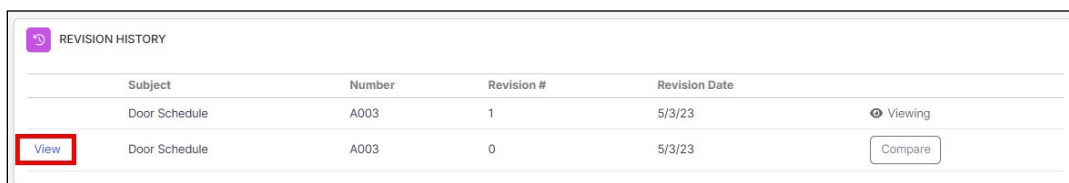
Buttons at the bottom: Previous (blue), Save (green).

- 4) **Save** your changes.
- 5) Update the corresponding Package, if necessary. **See [Update the Package](#) below.

NOTE: The revised documents are not automatically shared with users or share groups from the original drawing record. You must share each revision for appropriate users to have access to updated records.

VIEW REVISION LIST

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



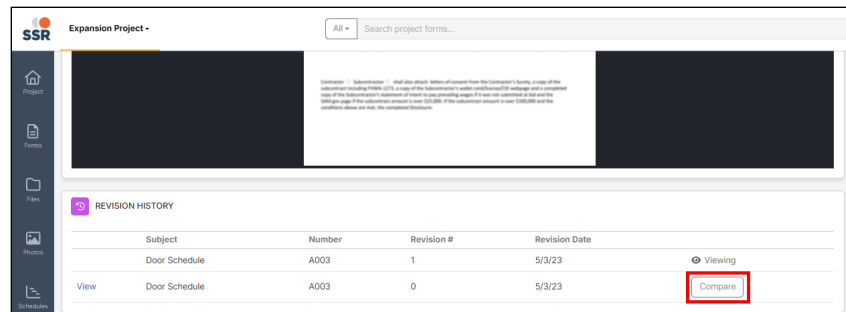
Subject	Number	Revision #	Revision Date	
Door Schedule	A003	1	5/3/23	Viewing
Door Schedule	A003	0	5/3/23	Compare

The "View" link in the first row is highlighted with a red box.

COMPARE REVISIONS

Drawing revisions can be compared to the original drawing within ProjectTeam. Users can upload a Drawing revision to a Drawing Package, and compare that revision to the original drawing. This feature allows users to see the differences between the original and revised plans with different colored text for each revision.

- 2) From the **Revision History** panel, select **Compare** next to the Revision you want to compare to the open Revision.



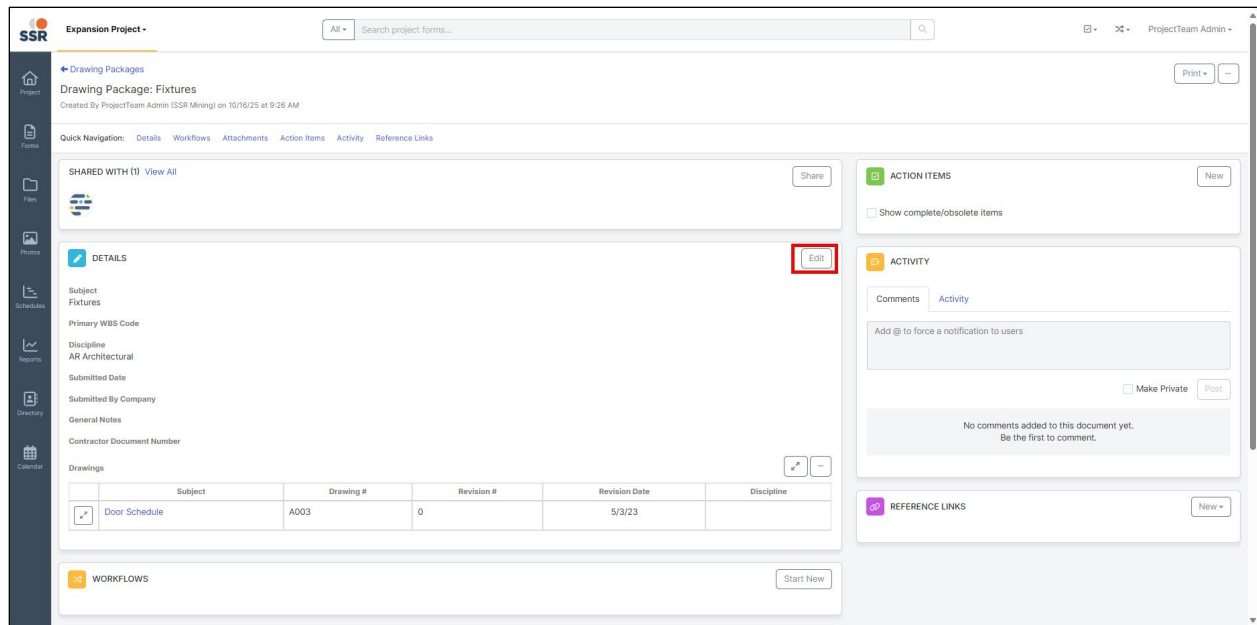
- 3) This will open up the original and the revised drawings by overlapping the two. The original file will show red text, while the revised drawing will show blue text. Any overlapping data that remains the same across both drawings will populate with black text.



UPDATE THE PACKAGE

If the new revision should be a part of an existing **Package** that the previous revision is linked to, the Drawing will need updated in the Package.

- 1) Open the **Package**.
- 2) Click **Edit**.



Expansion Project -

Search project forms...

ProjectTeam Admin

Drawing Package: Fixtures

Created By ProjectTeam Admin (SSR Mining) on 10/10/25 at 9:26 AM

Quick Navigation: Details Workflows Attachments Action Items Activity Reference Links

SHARED WITH (1) View All

Share

ACTION ITEMS

Show complete/obsolete items

Activity

Comments

Add @ to force a notification to users

Make Private Post

No comments added to this document yet. Be the first to comment.

REFERENCE LINKS

New

DETAILS

Subject: Fixtures

Primary WBS Code

Discipline: AR Architectural

Submitted Date

Submitted By Company

General Notes

Contractor Document Number

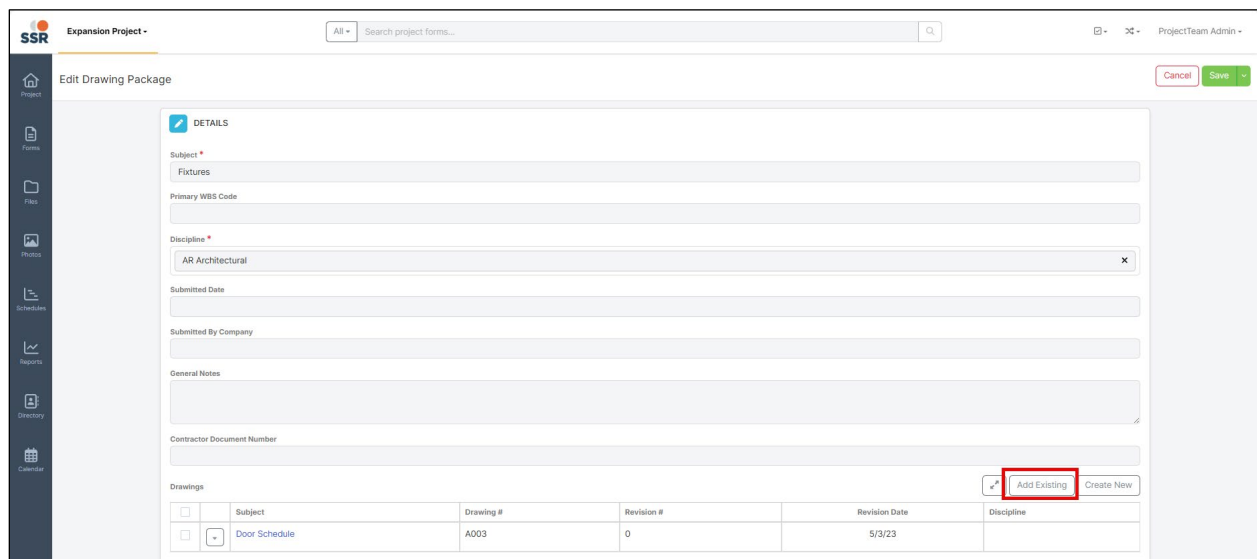
Drawings

	Subject	Drawing #	Revision #	Revision Date	Discipline
☒	Door Schedule	A003	0	5/3/23	

WORKFLOWS

Start New

3) Select **Add Existing** above the Drawings collection.



Expansion Project -

Search project forms...

ProjectTeam Admin

Edit Drawing Package

Cancel Save

DETAILS

Subject: Fixtures

Primary WBS Code

Discipline: AR Architectural

Submitted Date

Submitted By Company

General Notes

Contractor Document Number

Drawings

Add Existing Create New

	Subject	Drawing #	Revision #	Revision Date	Discipline
☐	Door Schedule	A003	0	5/3/23	

4) **Select** and **Add** the new revision of the Drawing from the Add Existing Drawings modal.

Add Existing Drawings

Subject	Drawing #	Revision #	Revision Date	Discipline
☒ Door Schedule	A003	1	5/3/23	
☐ SUBJECT NOT FOUND 1.0	DRAWING # NOT FOUND 1.0	0		
☐ SUBJECT NOT FOUND 1.5	DRAWING # NOT FOUND 1.5	0		
☐ Cover Page	00	0		
☐ Weekly Map	1.2	0		
☐ SUBJECT NOT FOUND 1.3	DRAWING # NOT FOUND 1.3	0		
☐ SUBJECT NOT FOUND 1.4	DRAWING # NOT FOUND 1.4	0		
☐ SUBJECT NOT FOUND 1.6	DRAWING # NOT FOUND 1.6	0		
☐ SUBJECT NOT FOUND 1.8	DRAWING # NOT FOUND 1.8	0		
☐ SUBJECT NOT FOUND 1.10	DRAWING # NOT FOUND 1.10	0		
☐ SUBJECT NOT FOUND 1.7	DRAWING # NOT FOUND 1.7	0		
☐ The Sample Drawings	000	0		

Cancel Add

5) **Remove** the previous revision.

Drawings						Add Existing Create New	
☐	Subject	Drawing #	Revision #	Revision Date	Discipline		
☐	Door Schedule	A003	0	5/3/23			
☐	Remove	A003	1	5/3/23			

6) **Save.**

RELATED RESOURCES

- **Help Pages:**
 - [Create a Drawing Revision](#)
 - [Compare Drawing Revisions](#)
- **Related QRGs:**
 - Sharing Records
 - Viewing and Marking Up Drawings
 - Creating Drawings and Packages