



Creating Drawings and Packages

Drawings are used to develop and communicate ideas about a developing design. A Drawing Package is a group of one or more drawing items.

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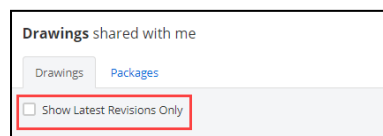
Viewing Drawing Log

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.**

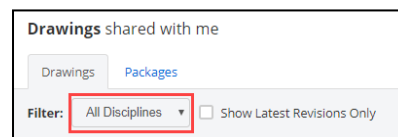


- **List View** allows the user to see a list of records. This list can be configured to show different fields in the grid. To learn more about customizing a documents log, please refer to the *Configure Log QRG*.

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



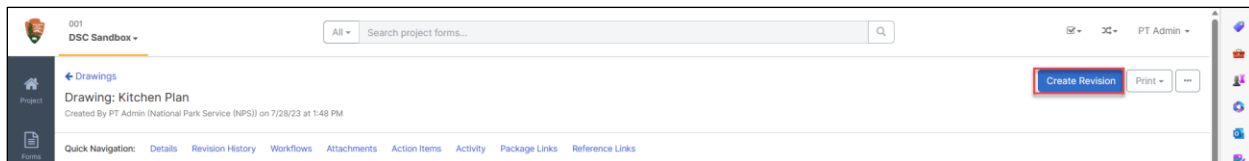
- **Thumbnail View** allows the user to see small images of the drawing documents listed by Discipline. To open a drawing click the thumbnail. To filter by Discipline, click the **dropdown arrow** for the discipline filter field.



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.



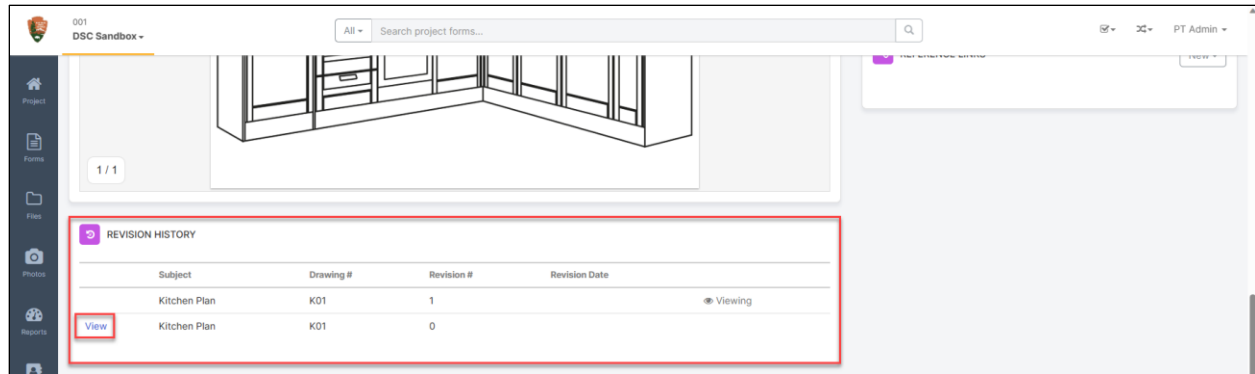
2. **Upload** the revised drawing.
3. The *New Drawing Revision* window opens with all of the drawing information auto-populated and the **Revision Number** field will increment to the next revision number. **Update** any of the fields if necessary.

A screenshot of a 'New Drawing Revision' window. The window title is 'New Drawing Revision'. It contains a form with the following fields: 'Subject' (Kitchen Plan), 'Drawing #' (K01), 'Revision #' (1), 'Revision Date', 'Discipline', and 'Design Business'. The 'Revision #' field is highlighted with a red box. At the bottom, there are 'Previous' and 'Save & Share' buttons. A blue banner at the top of the form reads 'Step 2 of 2. Fill out information about your Drawing'.

4. **Save** your changes.
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

5. 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.



References

- **Help Center Links**
 - [Create a Drawing Revision \(projectteam.com\)](https://projectteam.com)
- **Quick Reference Guides (QRGs) and Training Videos**
 - Sharing Records
 - Initiating and Completing a Workflow
 - Creating Action Items
 - Making Comments
 - Adding Reference links
 - Running Reports
 - File Management Overview
 - Photo Management
 - Creating RFIs
 - Creating Submittals
 - Creating Drawings and Packages
 - Viewing and Marking Up Drawings
 - Revising Drawings and Packages
 - Creating Meeting Minutes
 - Creating Daily Reports
 - Creating Punchlists