

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-Builts, 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.

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	Drawings	Packages					
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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.

	DETAILS								
Subjec	Subject *Regulard								
Туре	Type the Subject								
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Type	ule dellerar hotes								
Drawin	Drawings // Add Existing Create New								
	Subject	DWG #	Rev #	Rev Date	Discipline				

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

	DETAILS							
Subjec	t							
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Gener	al Notes							
This	This package contains electrical drawings.							
Drawl	ngs				Add Existing Create New			
	Subject	DWG #	Rev #	Rev Date	Discipline			



5. 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.

	Add Existing Drawings ×						
Sear	ch	٩					
	Subject	DWG #	Rev #	Rev Date	Discipline		
	Assembly	03	0				
	Wiring Diagrams	002	0				
	Raceway	01	0				
Can	el					Add	

6. 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.

Drawin	Drawings Add Existing Create New						
	Subject	DWG #	Rev #	Rev Date	Discipline		
	Assembly	03	0	5/21/19	Electrical		
-	Wiring Diagrams	002	0	5/21/19	Electrical		
-	Raceway	01	0	5/21/19	Electrical		

- 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.
- 8. 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.

Share this document							
Share	e To users Share To ema	il.					
Sea	irch			Apply distributio	n lists		
	Project Managers 🕐		ProjectTeam, Inc.		^		
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	Debra Rakes	ProjectTeam, Inc.		✓ Shared			
	Diane Urban	TRG Builders LLC					
_					*		
Cance	21				Share		



Edit the Drawing Package Record

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

Drawing Pa	ckages shared with me			New Print =
	Subject ÷	Created On *	Shared	
	Electrical Package	5/21/19.348 PM	1 1	Edit

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

Drawing Package: Electrical Package Srested By Susan Mills (ProjectTeam, Inc.) on 5/21/19 at 3:48 PM							
SHARED WITH (1) View All					Share	ACTION ITEMS	New
4						Show complete/obsolete items	
DETAILS					Edit		
Subject Electrical Package						Comments Activity	
General Notes This package contains electrical drawings.						Comment	
Drawings					-		
Subject	DWG #	Rev #	Rev Date	Discipline			
Assembly	03	0	5/21/19	Electrical			
Wiring Diagrams	002	0	5/21/19	Electrical		No comments added to this document yet. Be the first to comment.	
Raceway	01	0	5/21/19	Electrical			
WORKFLOWS					Start New	REFERENCE LINKS	New +

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.

Cancel	Save & Share	-
	Save & Share	
	Save	



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**.

DETAILS				Edit			
Subject Electrical Package							
General Notes This package contains electrical drawings.							
Drawings							
Subject	DWG #	Rev #	Rev Date	Disel Download item attachments			
Assembly	03	0	5/21/19	Electrical			
Wiring Diagrams	002	0	5/21/19	Electrical			
Raceway	01	0	5/21/19	Electrical			

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



