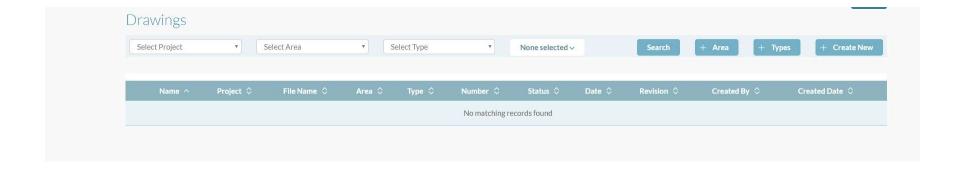
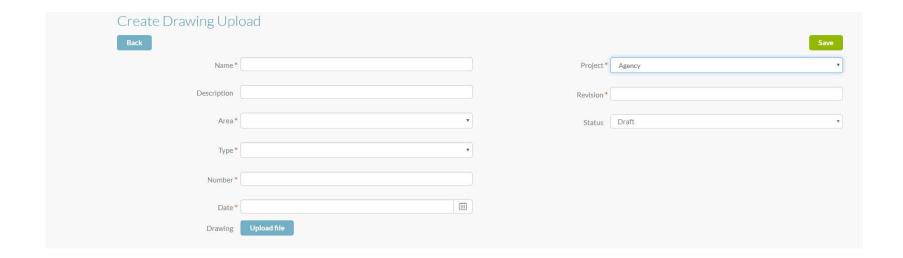
SPUD Start Processing Useful Data	Drawings	
ISSUE REFERENCE:	SC DCI-0001	
Doc. No. SNTR-09	Issue No: 01	Issue Date: 01.06.19

Documents / Drawings



- Before Creating a Drawing, you first need to set up AREAS and TYPES, this is so that you can better organise your Drawings.
- You will then need to select the TYPES tab and enter the types of drawings you would like to place your drawings under. For example, drainage, rebar etc.
- Now that you have added your Areas and Types you are now ready to create a drawing. You will need to do this by clicking will be taken to the following page.

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- NAME Add the drawing title.
- **DESCRIPTION** Then the next box is to put in DESCRIPTION, you can add a brief description.
- AREA Then select the area of the project the drawing is related to.
- TYPE Then you need to enter TYPE this is TYPE of drawing, e.g. rebar, drainage.
- **NUMBER** The drawing reference issued for the drawing.
- DATE Then you need to enter the issue DATE.
- PROJECT This drop-down menu lets you select a project out of a list of the projects that you have created.
- **REVISION** Add the current revision A, 01 etc.
- STATUS Set the current status of the drawing
- UPLOAD FILE Now upload the drawing and
 Save