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.

- Select **+ Area** located to the top right of the page and add **AREAS** to your selected projects, then click **Save**

- 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 **+ Create New** the tab where you will be taken to the following page.

Create Drawing Upload

Back   **Save**

Name * [   ]   Project * [Agency ▾]

Description [   ]   Revision * [   ]

Area * [▾]   Status [Draft ▾]

Type * [▾]

Number * [   ]

Date * [🗓]

Drawing **Upload file**

- **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]