

DRPRO 2024.1

DRAWING REGISTER PROFESSIONAL



USER'S MANUAL

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Nothing to see here! Move along...

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Drawing Register Professional (DRPRO)

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DRPRO 2024.1

DRAWING REGISTER PROFESSIONAL

INSTALLING DRPRO-NL

DRPRO has been developed to be as user friendly as possible, and most of the functions included are obvious to anyone involved in a drawing office and with some knowledge of how the Windows operating system works.

It is highly recommended that the person that will be responsible for the running and upkeep of this program in your office has a sound knowledge and understanding of Windows, computers, and networks.

Please refer to our website for a PDF with detailed step-by-step instructions on how to install **DRPRO-NL**, whether it is for the first time, upgrading from a previous NL version or upgrading from an older Fixed Licence version.

Download the latest **Setup-Drpro-2024.1.zip** file from www.LDAcomputing.com web site, save it in a temporary folder in your computer or network location and **UNZIP** it to extract the installation file **Setup-Drpro-2024.1.exe**.

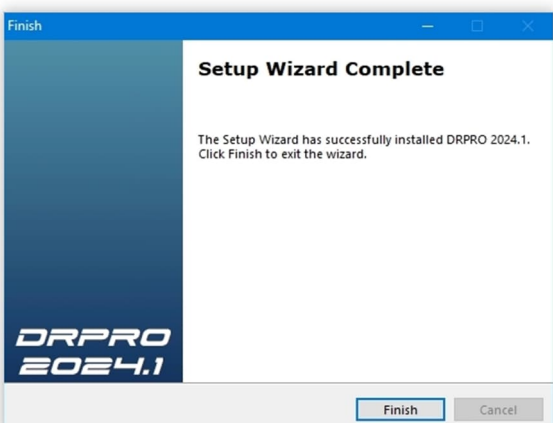
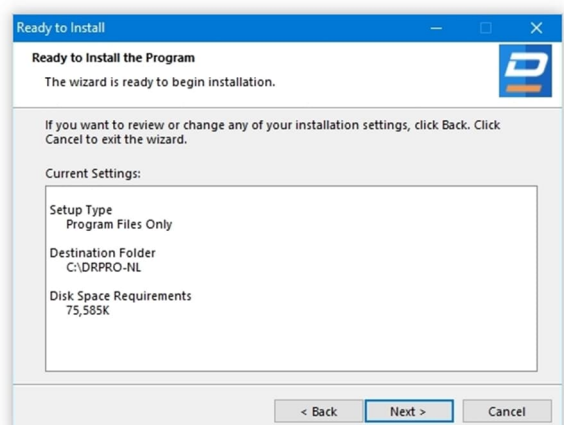
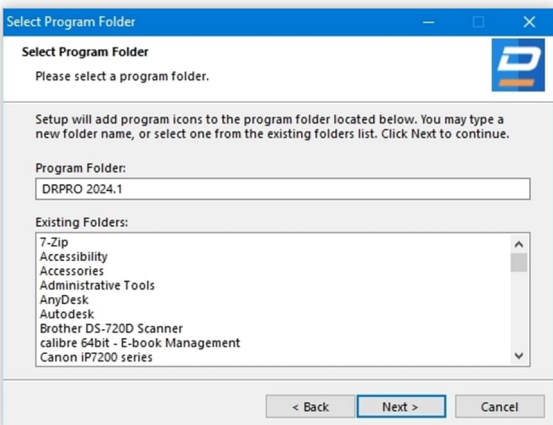
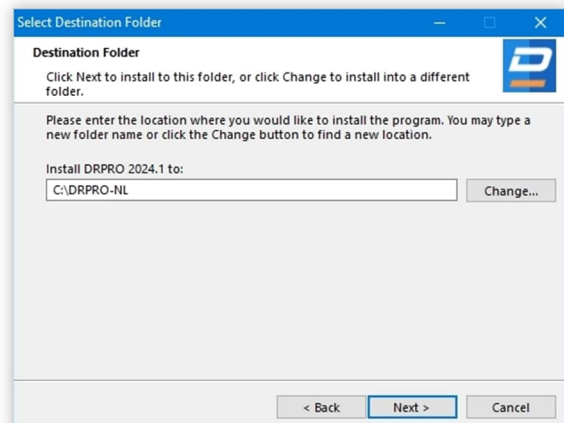
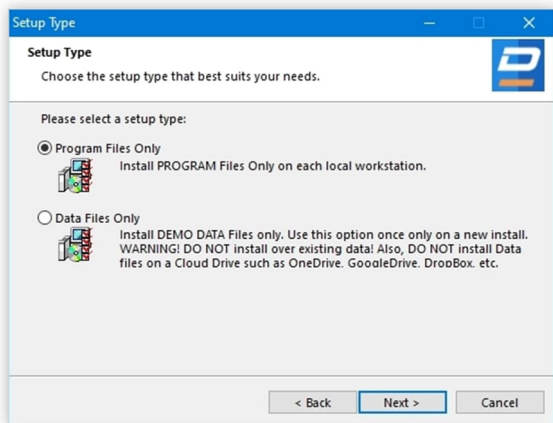
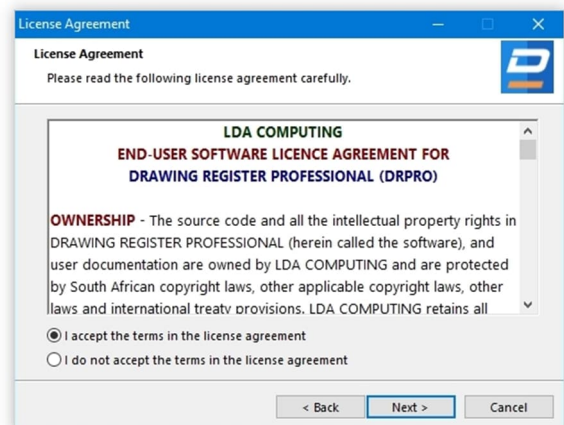
The installation of **DRPRO-NL** is divided into two stages:

- 1) **DATA FILES INSTALLATION:** First install the DATA files on a suitable location on a Server in your local network. Name that folder location as **DRPRO**. When running the installation file **Setup-Drpro-2024.1.exe**, select the **"Data Files Only"** option (the second option) and point it to the pre-prepared folder on the Server. The installation process will automatically create a subfolder named **DATA** with all the start-up demo data files. This step is done once only. DO NOT install over existing DATA!! Skip this step if you already have DRPRO DATA on your server from a previous version. Alternatively, you could install the Data locally on the C:Drive of your machine, then move it to a Server at a later stage.
- 2) **PROGRAM INSTALLATION:** The second installation step is done on each workstation that will host the **DRPRO** program files. Run the installation program **Setup-Drpro-2024.1.exe**, select the **"Program Files Only"** option and accept all other defaults. The program is usually installed on the C:Drive of each workstation. As from version 2023, the DRPRO program can be installed on a Server and run from there. The advantage is that there is one single update point when upgrading to a new version. The one disadvantage is that **DRPRO** will take a few extra seconds to startup as it needs to first be fetched from the Server into the local machine's memory. Alternatively, you could install the Program locally on the C:Drive of your machine, then move it to a Server at a later stage.

BEFORE YOU START DRPRO: Once the two steps above are complete and at least one workstation with the program installed, start first the **DRPRO CONSOLE**, specify the DATA location on the Server, then exit the CONSOLE and start **DRPRO 2024-NL**. The Data Location can only be specified in the Console.

ONLINE LICENCING: On first use, it will start a 90-day trial period. You will need to activate the trial period by clicking on the 'Licence Subscription' icon and entering your company details in the Customer Info tab, followed by the tab 'Licencing' and the button 'Get Licence from the Web'. At this point, exit DRPRO and login again to activate the newly obtained 90-day trial licence.

NETWORK ADMINISTRATORS: Please note that all **DRPRO** users must have **Full Read+Write** access to the Network Folder where the DATA files reside, and the correct permissions must be given by the network administrator (IT input required). The following images show the various installation screens in sequence for “Program Files Only”:

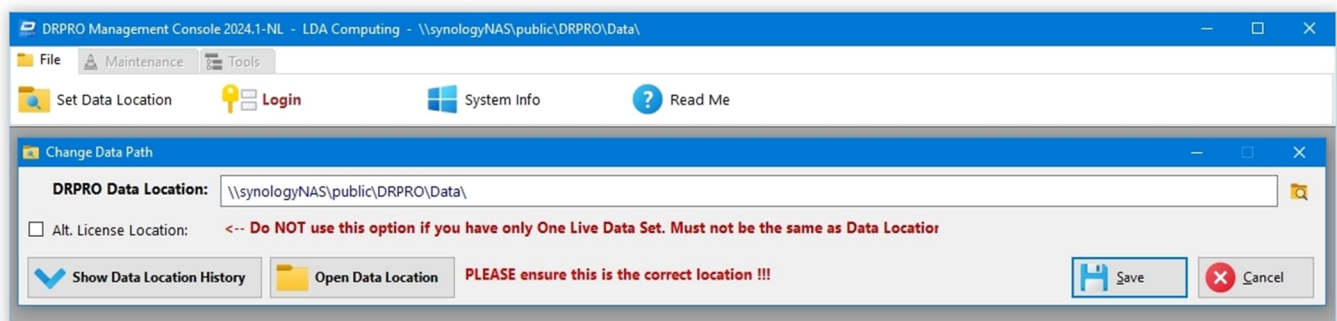


DRPRO MANAGEMENT CONSOLE

The DRPRO Management Console is the first “port of call” after a new version of DRPRO is installed. This separate utility intended for **Administrators only**. From this Management Console you can:

- Update DRPRO to a new Data Structure (e.g., when installing a new version)
- Initiate DRPRO Maintenance Mode (required for certain activities)
- View the Data Manager, which shows information about each data file.
- Change the Data Location (this only affects the Windows logged-in user)
- Re-assign all Drawings/Documents from one Discipline/Category to another.

NOTE: A DRPRO Network Licence is NOT required to use the Management Console. On first time use, use Login Name ‘administrator’ and no password.



When running the DRPRO Console for the first time after installation, you need to:

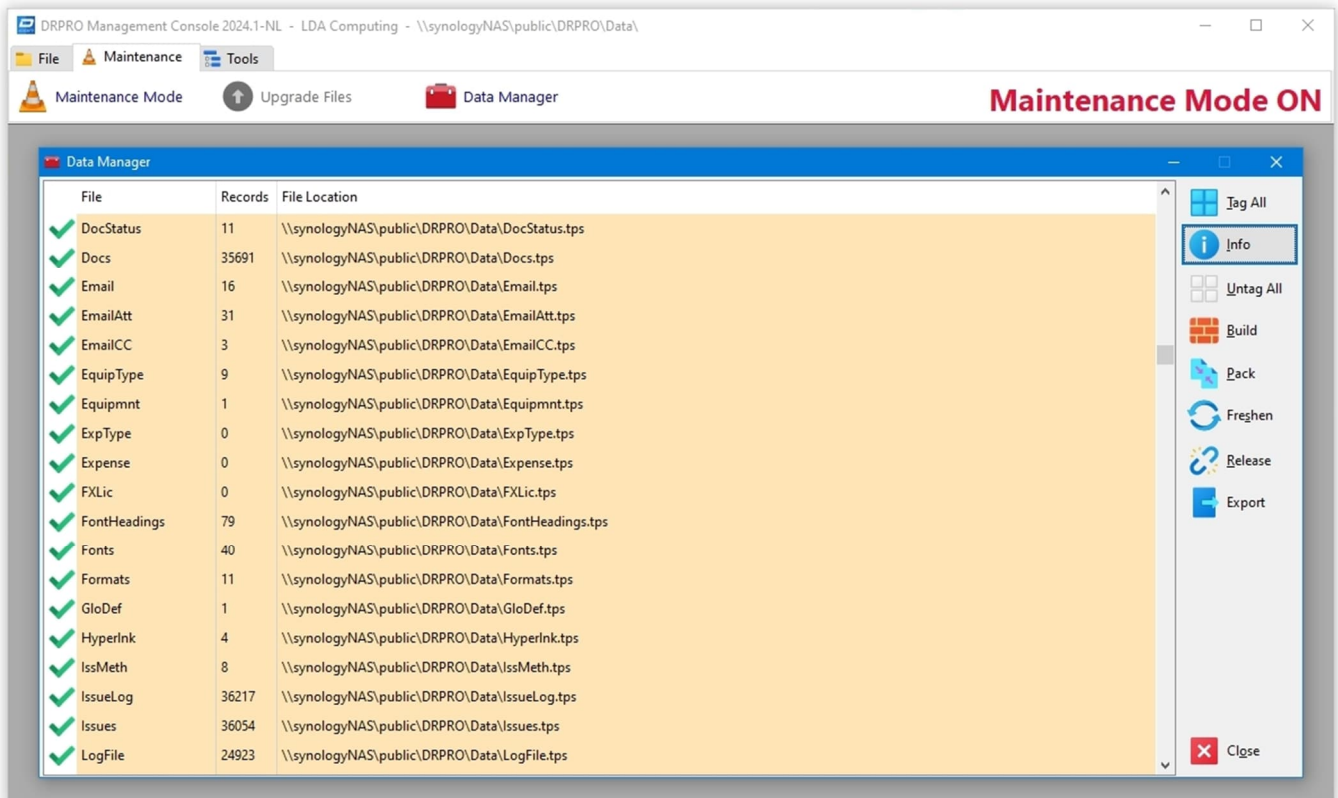
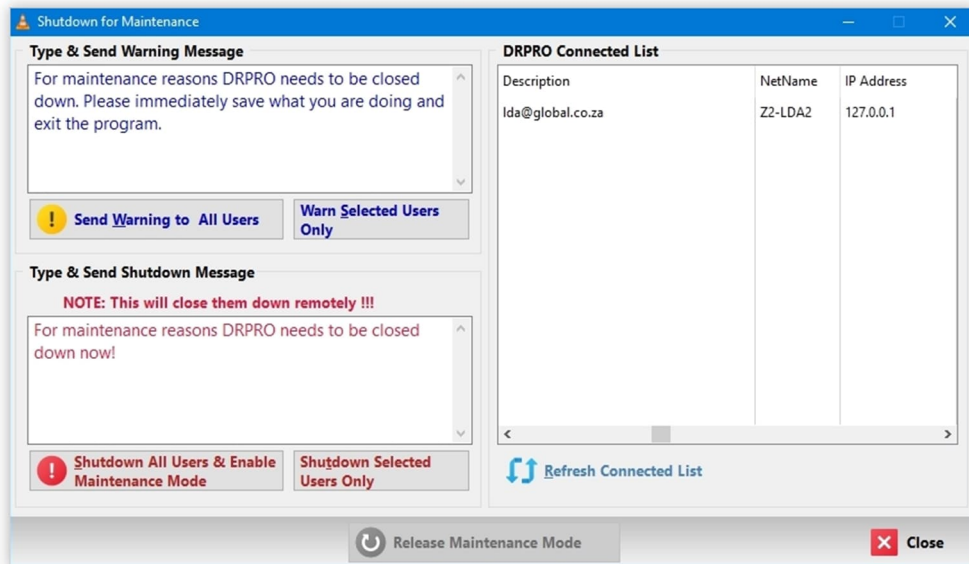
- Click ‘Set Data Location’.
- Do NOT tick the checkbox ‘Alt. Licence Location’ unless your organization has multiple Data Sets connected to a single instance of DRPRO, such as in a Windows VDI Solution.
- Click ‘Save’ and exit the Console.
- Start DRPRO 2024-NL from the desktop icon.
- The above process needs to be done on every workstation where DRPRO-NL has been installed (once-off).

When upgrading to a new version where the Data structures have changed, DRPRO-NL needs to upgrade the Data Files to match the new program version. To do this, follow these steps carefully, once off, from the first workstation:

- Start the **DRPRO-NL Console**
- Click ‘Set Data Location’ and verify that it is still the same, then click ‘Save’ or ‘Cancel’.
- Click ‘Login’ and enter your Login Name, Password and click ‘Login to Console’.
- Click the ‘Maintenance’ tab.
- Click ‘Maintenance Mode’.
- Click ‘Shutdown All Users and Enable Maintenance Mode’, Confirm with ‘Yes’, then ‘Close’.
- Anyone logged in has 2 minutes to exit their open DRPRO or they will be logged out automatically.
- Either wait out the 2 minutes or make sure no one is logged in.
- Click the ‘Upgrade Files’ tab and click ‘OK’ to confirm.
- If the files need upgrading, a backup of the ‘pre-upgrade’ Data Files folder will first be created in a subfolder, followed by the actual file upgrading process. Depending on the size of the database and the number of

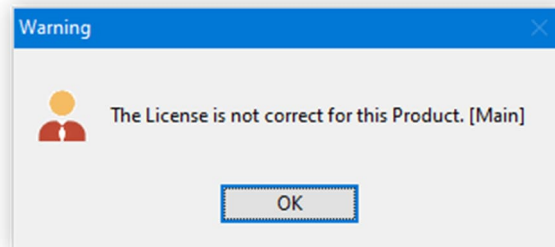
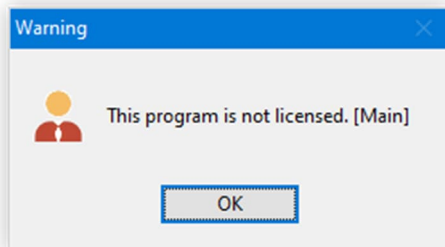
versions to be updated through, this process could take a while. DO NOT ABORT it, let it continue through to the end.

- Once the upgrade is complete, you may exit the Console by clicking on the red cross button on the top-right corner of the window and confirm exiting 'Maintenance Mode'.
- Now you’re ready to start DRPRO-NL from the desktop icon.
- The file upgrade process above DOES NOT need to be repeated on the other workstations, it’s a once off process.



DRPRO-NL LOGIN FOR THE FIRST TIME

The first time that **DRPRO** is accessed from any of the workstations, it will prompt you with several consecutive windows about a non-existing licence. That's to be expected. Simply click 'OK' each time and after Login you can activate the trial 90-day licence.



For first time access, please note that the username '**administrator**' must be used, with no password in the password field. You may need to press the '**tab**' key to activate the "**Proceed to Main Menu**" button!

The login screen for DRPRO-NL v2024.1-NL. It features the title "DRPRO-NL LOGIN" in large blue letters, followed by "v2024.1-NL" and "Licence Expires in 8 Months". There are two input fields: "Login Name:" with "administrator" entered, and "Password:" which is empty. Below the fields are two buttons: "Cancel Login & Exit" with a left arrow and "Proceed to Main Menu" with a right arrow. At the bottom, it says "SOFTWARE BY LDA COMPUTING".

Your Login name must be pre-entered in the 'Users List' for access to be granted. The password is optional, but it is recommended that anyone with 'Administrator' status has a password, or else, your DRPRO setup could be left open to anyone to 'fiddle' with the default parameters.

For obvious security reasons, if you lose your username and/or password, there is no backdoor way that you can use to get to this information. You'll have to email the file '**USERS.TPS**' (found in the DATA folder) to LDA Computing and we'll extract it for you and re-email the information back to you again.

NETWORK LICENCE ANNUAL SUBSCRIPTION

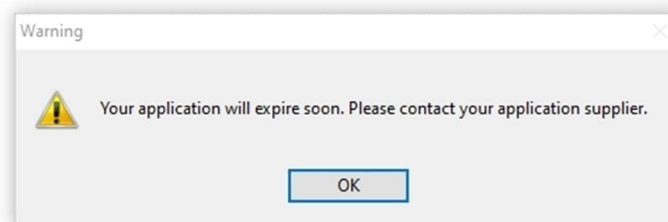
(IMPORTANT INFORMATION)

DRPRO-NL (Network Licence) must be active (not expired) for it to accept new entries into its database.

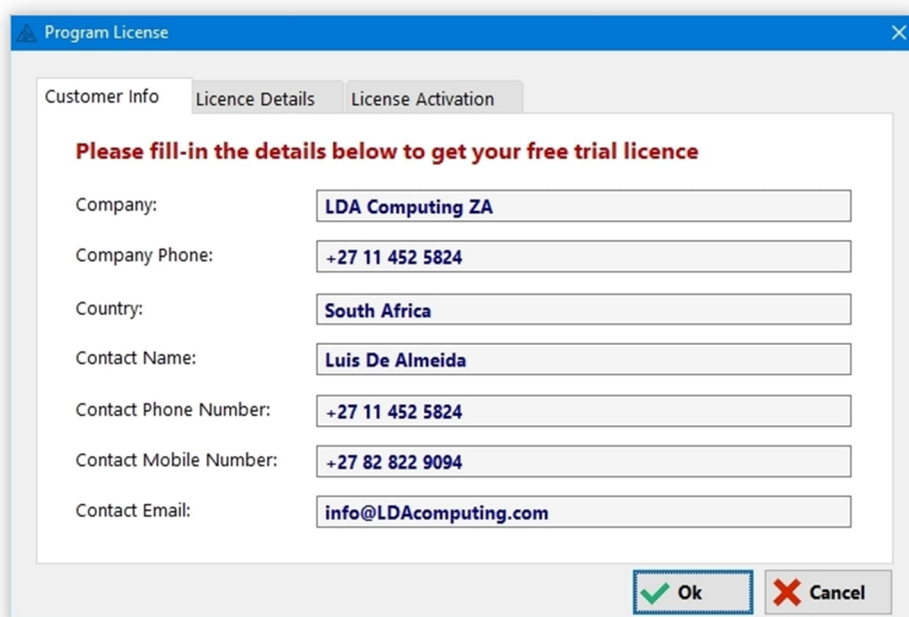
The **Annual Subscription** must be kept up to date. A renewal notification will be e-mailed to you about two months before the expiry date.

You may opt not to NOT renew the **Annual Subscription** when it expires. In that case, DRPRO will NOT stop working, BUT will not accept any new entries into its database. However, you will still have access to your existing data as View & Print. You can extract all Registers available, reprint Transmittals, view any drawings or documents by clicking on the associated hyperlinks, etc. i.e. you will NOT get locked out of your data. It's only the ability to enter new data that will stop. Should you decide to get back on board again at a later stage, simply purchase a new Annual Subscription for a period of one year.

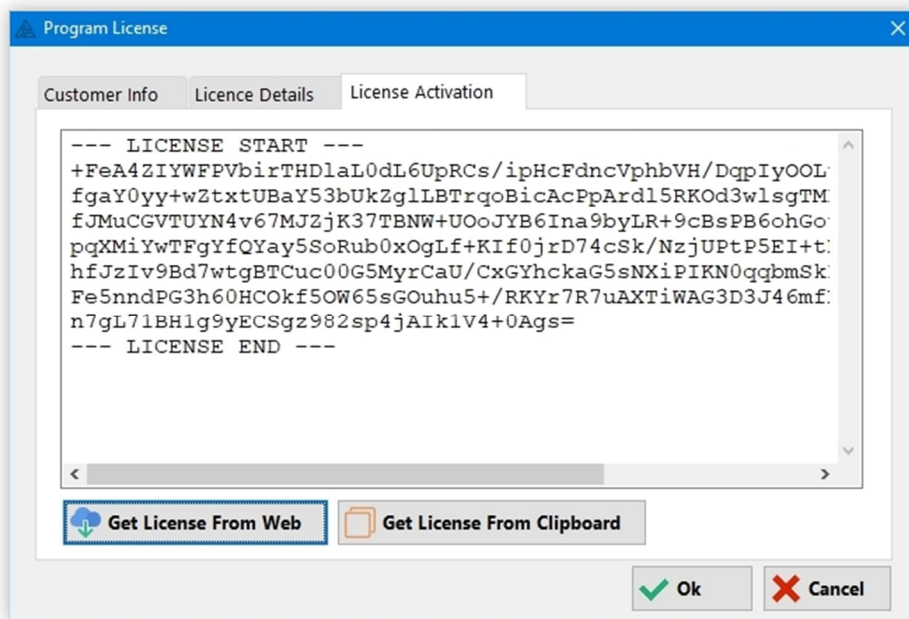
Two months before your DRPRO-NL (Network Licence) expiry date, a message window will appear:



The Licence information is available from the 'Licence' icon on the top toolbar or the 'Licence Information' item on the Main Menu. After installing for the first time, please enter your company details in the 'Customer Info' tab to obtain a free 90-day trial licence:

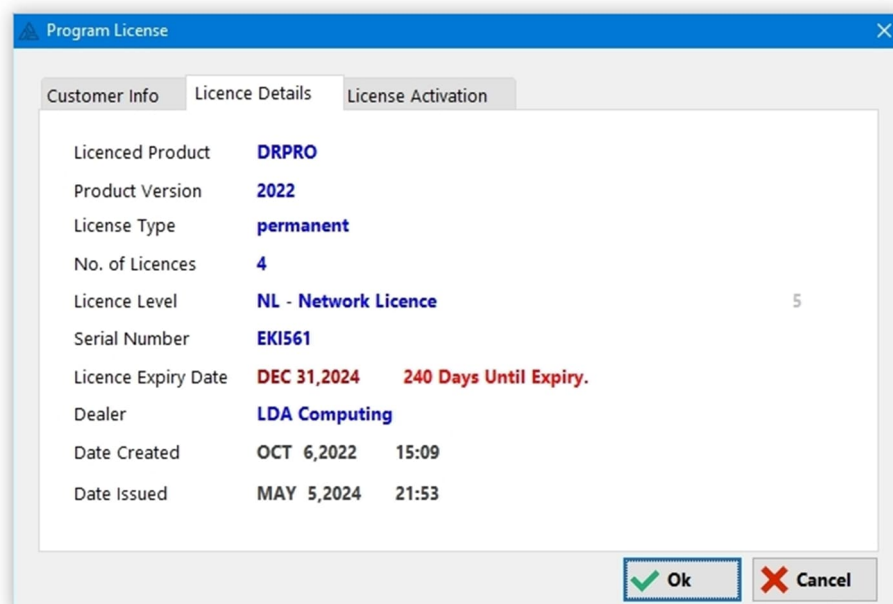
A "Program License" dialog box with three tabs: "Customer Info", "Licence Details", and "License Activation". The "Customer Info" tab is selected. The text reads: "Please fill-in the details below to get your free trial licence". Below this are several input fields with pre-filled text: Company: LDA Computing ZA; Company Phone: +27 11 452 5824; Country: South Africa; Contact Name: Luis De Almeida; Contact Phone Number: +27 11 452 5824; Contact Mobile Number: +27 82 822 9094; Contact Email: info@LDAcomputing.com. At the bottom right are "Ok" and "Cancel" buttons.

After entering your details, click on the ‘**Licence Activation**’ tab and ‘**Get Licence from the Web**’ button **TWICE!** The first time you click on it, it will display an error message. Click on it a second time and it should then display the licence details similar to the image below:



Now click ‘OK’, exit DRPRO and login again with a fully active 90-day licence.

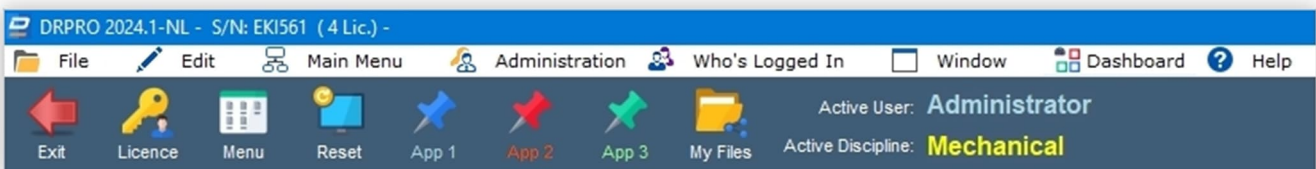
After an official order for the software is paid and processed, the licence file will be automatically updated online, but sometimes it may take up to a day for the updated licence to show up, which will be similar to the image below. Alternatively, you could do the licence activation manually by clicking on the ‘**Get Licence From Web**’ button in the Activation tab. However, it only be available after we enter the details online from our side...



THE MAIN MENU

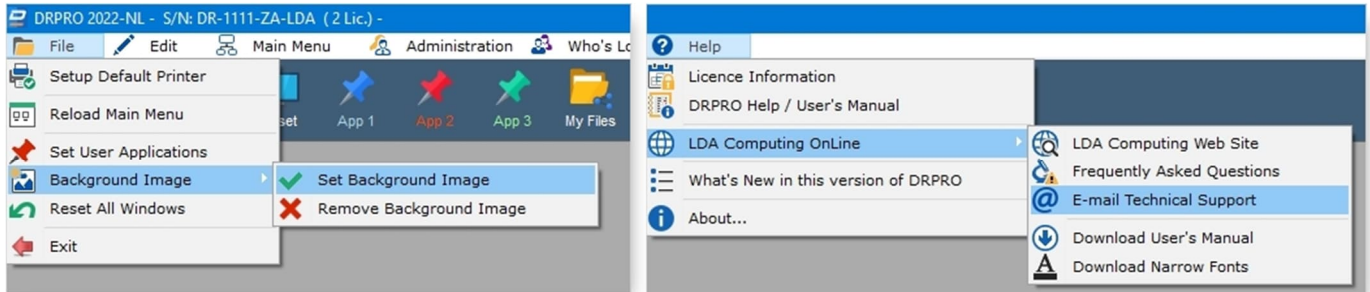


- A user name must be used to access the program. The user names are allocated by the system administrator and are accessible from the 'Administrator's' Button on the Main Menu.
- Access level of **Administrator** gives access to all functions of **DRPRO**, while **Operator** level blocks access to administrative functions.
- It is a good idea to give the administrator a password so as to keep proper control over the use of the program. It is recommended that at least two people have administrative rights in **DRPRO**, just in case one of them is not available.
- If the **Main Menu** is not visible on the screen (closed), it can be opened again by clicking on the **Menu** button on the Toolbar on top of the main screen.

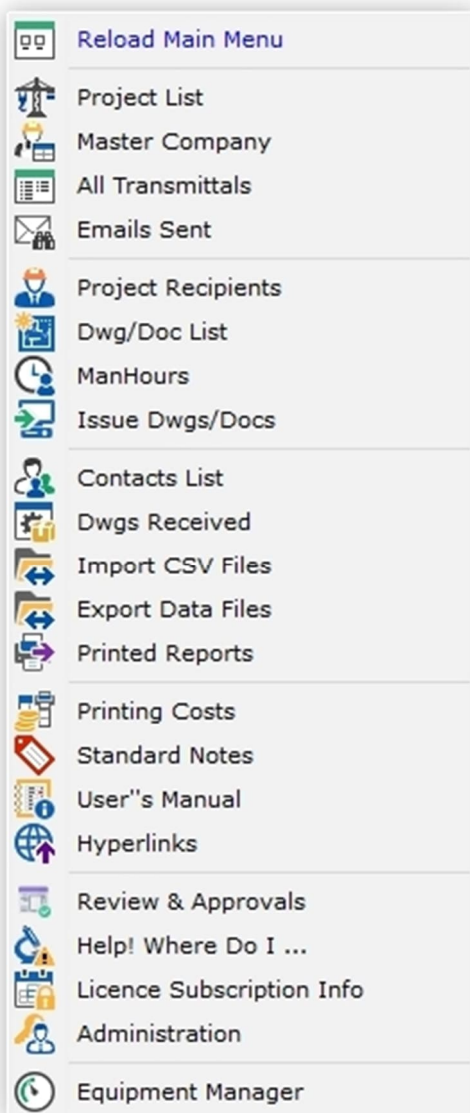


The Pull-Down Menus

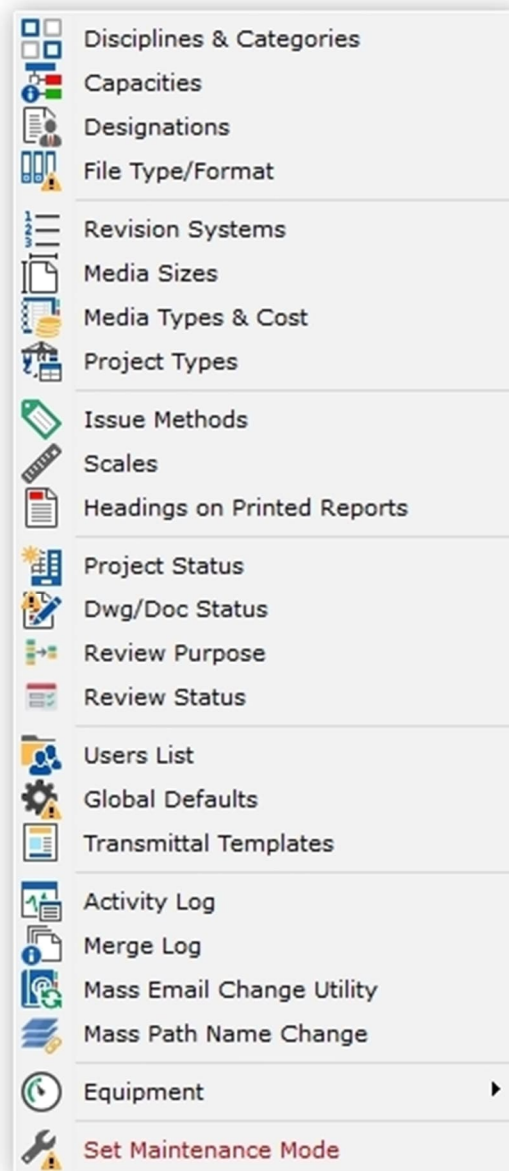
All of the functions available in the Main Menu are also available from the Pull-down Menus at the top of the screen. Below are various screenshots of the menus available as pull-downs:



Main Menu Pull-down:



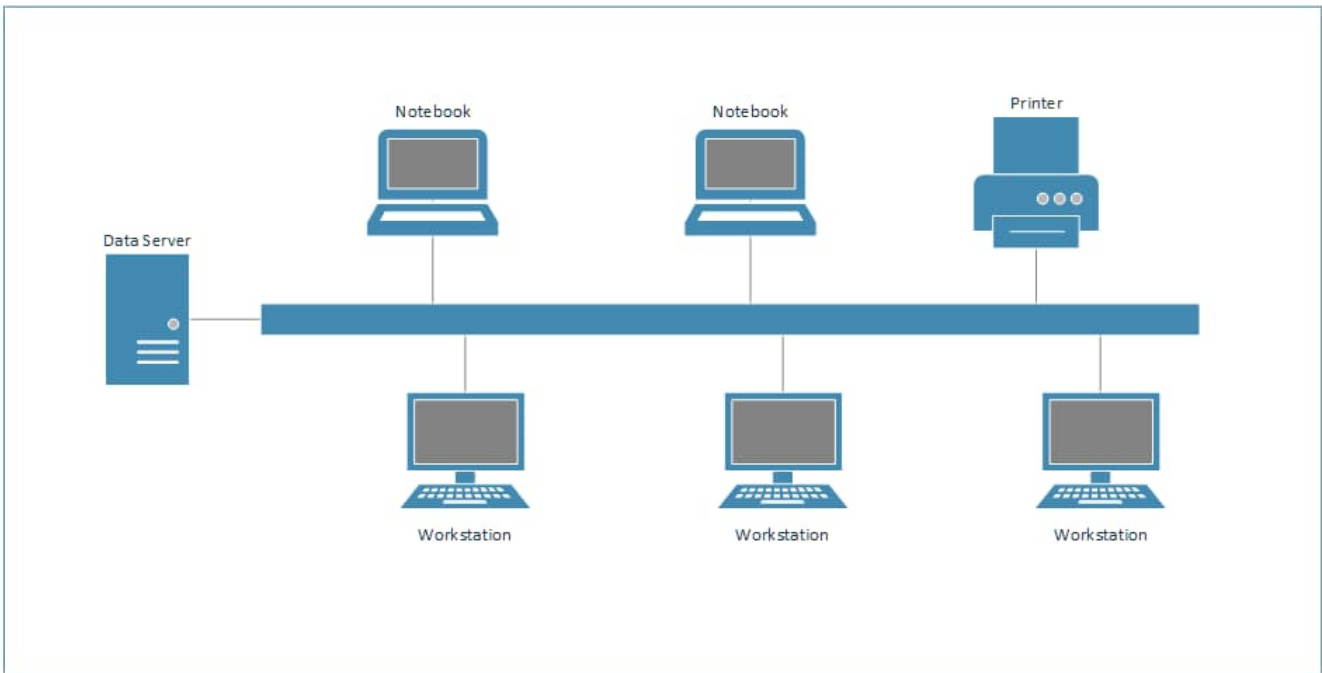
Administration Menu Pull-down:



The main program file (**DRPRO.EXE**) resides on each individual workstation (or optionally on the Server, as of v2023), while the data resides on a Data Server, which could be somewhere else on the Local Area Network or in the same computer, such as in single user cases. Each workstation fetches a licence from the Network Licence pool on the Server and releases it again when exiting DRPRO. They also have their own defaults about where the data files are located, the default printer to be used, etc.

NOTE: The DATA Files location MUST be the same for all workstations!

A typical **DRPRO** deployment on a network would look something like this:



As a general rule, all lists in DRPRO have 5 standard buttons either at the bottom of the list or on the side, depending on the layout of each window:



- Add** Add a new record to the list (Project, Drawing, Recipient, etc.)
- Change** Change the highlighted record to something else.
- Delete** Delete the highlighted record.
- Copy** Copy the details of the highlighted record to Add a new one.
- Send To** Send the contents of the list as displayed to PDF, Excel, Email, FTP, etc.



PROJECT LIST

This is where you keep your list of projects. It also allows you to divide a project into **Portions (or Areas or Zones)** as well as into **Sub-Portions (or Sub-Areas or Sub-Zones)**. Each project can have its own revision system. If the revision system of a project is modified half-way through the project, it may have an impact on the display sequence of past issues, so it is a good idea to decide beforehand which revision system is going to be used. It is also a good idea to adhere to an office standard in this respect, and not have each individual decide on how to sequence the revisions.


The screenshot shows the 'Project List' window for 'ABC MINING GLOBAL LLC'. The main table lists projects with columns for Lock, Actv, Project No, Project Name, Short Name, Last Trn #, Status, GPS, and City/Town. The project 'SP327 BLADE SPIKES' is highlighted in green and marked as 'Construction' in Pilbara. To the right, the 'AREAS' panel shows a list of area codes and descriptions, with '1000 Conceptual Design' selected. Below that, the 'ZONES' panel shows sub-zones like '1000-A Area 1000 - Zone A'. The interface includes various navigation and control icons at the bottom.

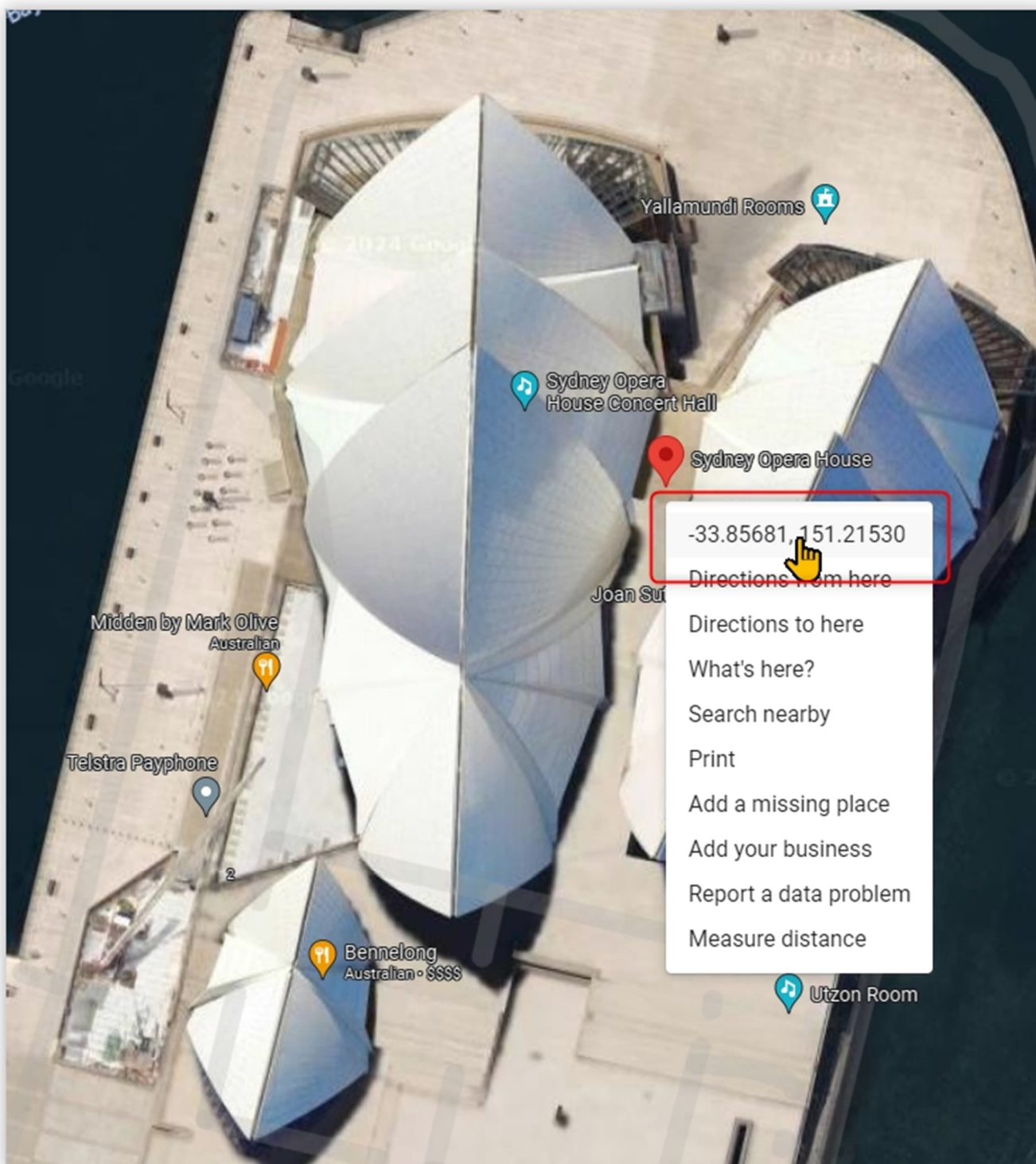
The screenshot shows the 'Project Entry Form' for project 'SP327 BLADE SPIKES'. It is divided into several sections:

- Project Basic Details:** Includes fields for Project No (SP327), Proj. Full Name (BLADE SPIKES), Proj. Short Name (BLADE SPIKES), Rev System (Demo Revision Set), and Project Status (Construction).
- Client's Info:** Client is ARENA, Client Proj No is GGX-000044-3714-CSM.
- Project Subdivision Wording:** Options to rename 'Portion' to 'Area' or 'Zone'.
- Project Location:** Country (Australia), State/Prov (WA), Town/City (Pilbara).
- GPS Geo-Tagging:** GPS Coords (-33.85657056989743, 151.2152108693122).
- Project Statistics:** Project Value (1,000,000,000), Project Type (Mining), Project Date (25-10-2023).
- Project Email Archive:** Auto Send Transmittals to Proj. Email Archive? (checked), Address: archive@mycompany.com.

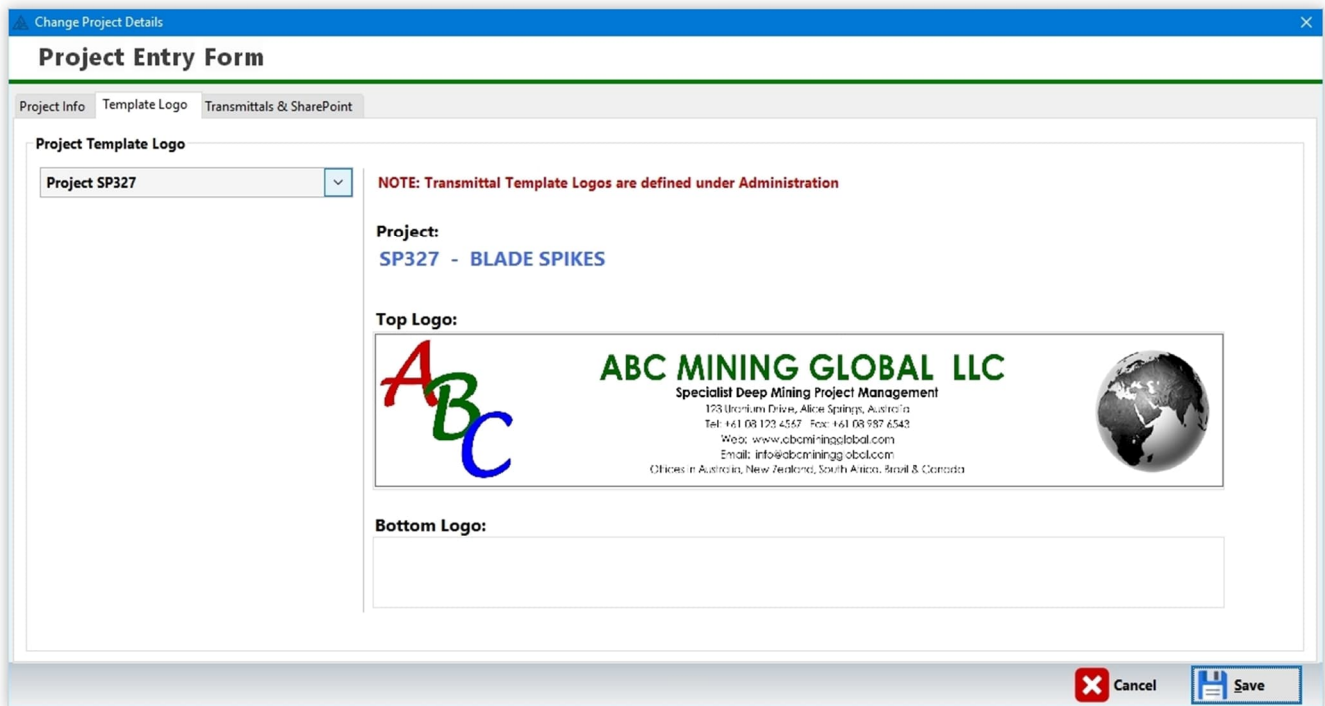
 The form includes 'Cancel' and 'Save' buttons at the bottom right.

Project Entry Form: Adding GPS Coordinates to a Project

To add a Project's GPS Coordinates, the easiest way would be to open Google Maps on <https://google.com/maps> then right-click your mouse at the centre of your project location and then left-click on the coordinates as shown below. Next step is to paste it into the GPS Coords field in the Project Entry Form. Also specify a Zoom Level by moving the slider horizontally. The Zoom Level specified will dictate the initial Zoom on the web page when you click on the Red Pin  on the main Project List or on the Test button on the Entry Form.



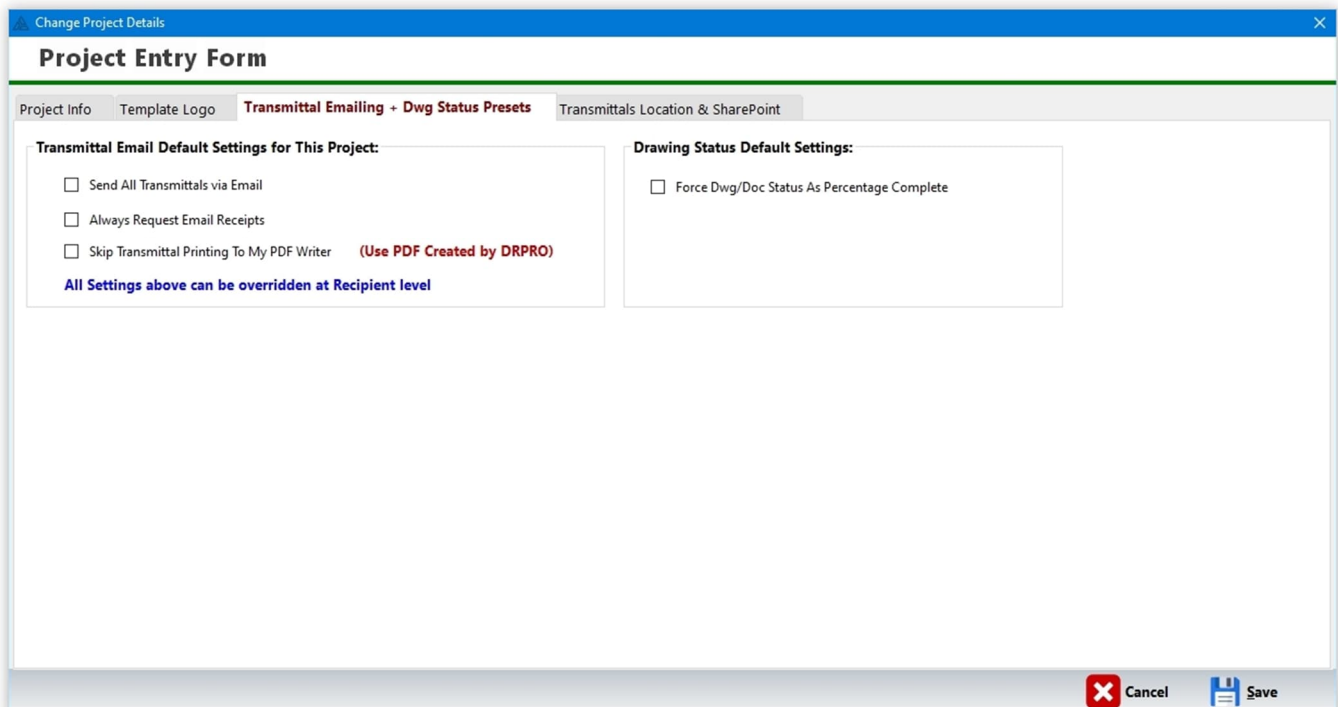
Project Entry Form: Specifying the Template Logo for the Project



As of version 2024.1 the Template Logo used for the Transmittals and other printed reports is now defined here, instead of on the Template page in Administration. Simply use the drop-down list and select the appropriate logo for each project. Most projects will use the "Default Template" but occasionally you may want to use a different Template Logo for a specific project.

You may also specify a bottom logo which will appear at the bottom of the Transmittal only.

Project Entry Form: Transmittals Emailing & Drawing Status Presets



Project Entry Form: Transmittals & SharePoint

SharePoint Target for Transmittal PDF:

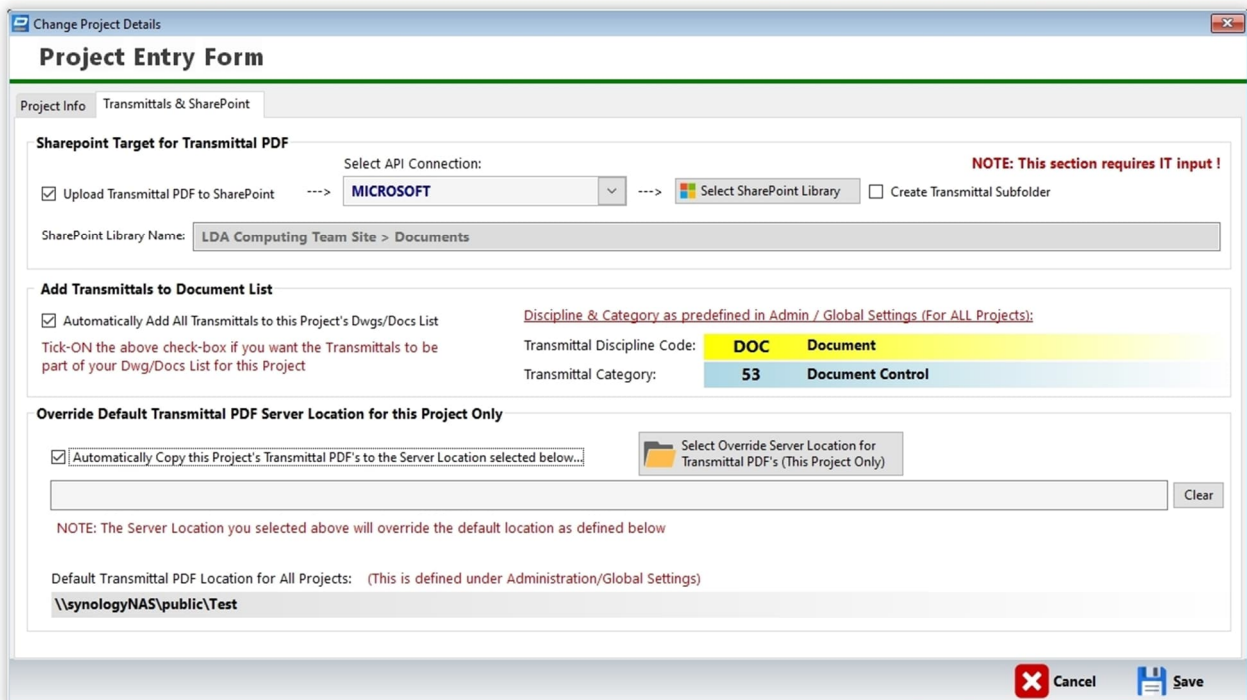
This section allows to activate the uploading of the PDF Transmittals to your Online SharePoint Server

Add Transmittal to Document List:

Tick this checkbox ON if you want the Transmittals to be added to your Drawings/Documents List as another document with a hyperlink to the created PDF. You may switch this feature ON/OFF on a Project-by-Project basis. The default Discipline and Category Codes must be pre-defined in the Global Settings (under Administration)

Override Default Transmittal PDF Server location for this Project Only:

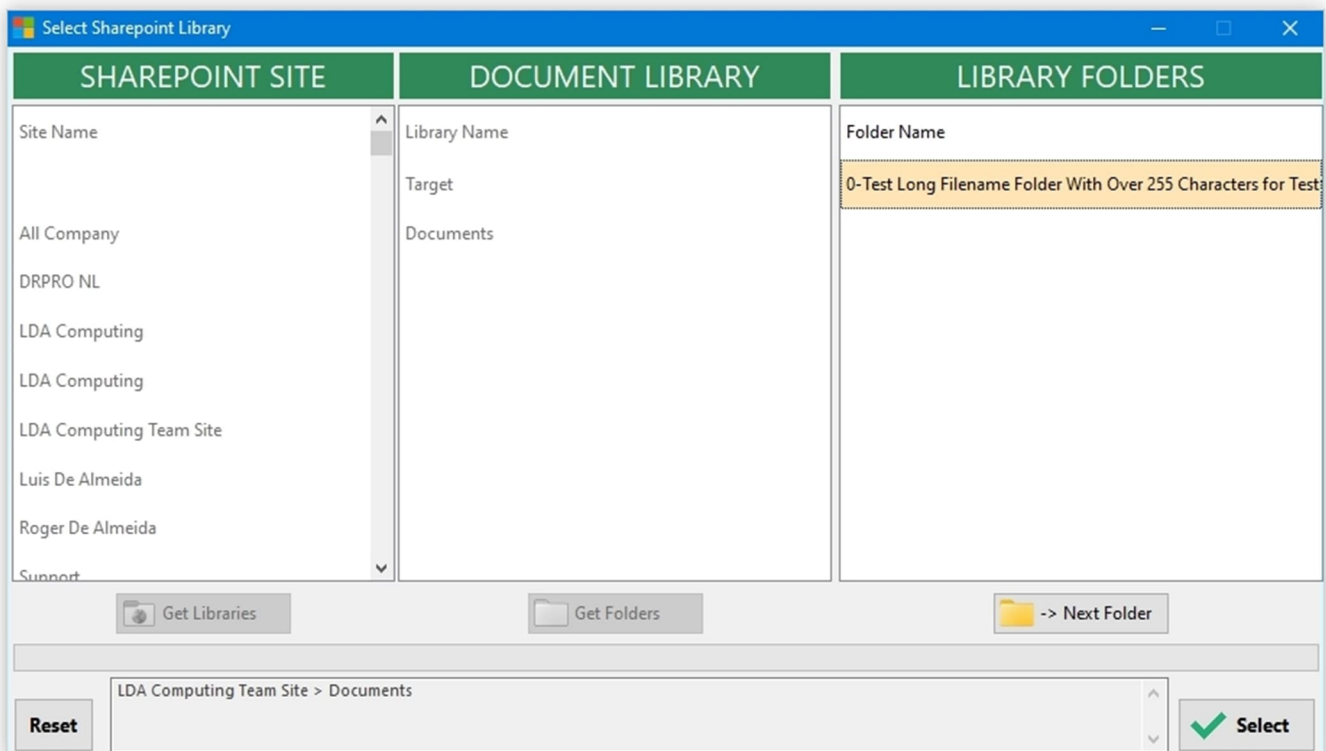
This section allows you to both activate the copying of Transmittal PDFs to a predefined Server location for this Project only. Additionally, you can also override the predefined Server location and use a different location for this Project only.



Project Entry Form: Selecting the SharePoint Library**Selecting the Online SharePoint Library:**

When this window appears, follow these steps:

- Wait for the Libraries to display under ‘SHAREPOINT SITE’.
- Select the desired Library and click on ‘Get Libraries’
- Libraries will display under ‘DOCUMENT LIBRARY’
- Select the desired Library and click ‘Get Folders’
- A List of Folders will display under ‘LIBRARY FOLDERS’
- Select the desired Folder by clicking ‘->Next Folder’.
- As sub-folders appear, continue selecting sub-folders by clicking ‘->Next Folder’.
- When you reach the desired sub-folder, click the ‘Select’ button at the bottom-right corner.
- The full SharePoint path will be displayed at the bottom of this window as the selection process progresses.



Master Company List

This is a list of ALL companies that you normally have dealings with, from which the individual recipients for a project will be extracted. A link is maintained between the company name and the recipient in a project, so you can display all projects that a particular company has worked on.

Master Company Database (ALL Companies)

Abbrev	Company Name	Contact Name	Capacity	Email
ABC	ABCSteel Limited	Peter Piper	Vendor	peter.piper@abcsteel.co.
ALESA	ALCAN ALESA TECHNOLOGIES LTD	Katia Meloni	Project Manager	katia.meloni@riobranco.
ACOC	Alumina and Coke Offshore Convey	Document Control	Client	
A-VENTIS	ANDREW VENTIS FURNACES	Magriet de Beer		
AVDW	Anton Van Der Westhuizen	Anton	Section Leader	a.westhuizen@abcdesigr
ARENA	ARENA	Simoni Di Laurentis	Client	simoni@arena.com
ATRM	ATRM	Al Moussa	Civil Engineer	al.moussa99@gmail.com
BALULA	Balula Technologies	Jacobus Balula		jacobus@balulatechnolo
BATSMAN	BATSMAN	Dizzie Gillespie	Engineering Infrastruc	dizzie.gillespie@batsmar
BEARMAN	Bearing & Rollers	Ernesto Albino	Vendor	bearings@bearman.co.z
B&B	Bed & Breakfast	Henrique Roque	Fabricator	
BJ&A	BJ & Associates	Brendan Johanssen	Civil & Structural Engi	bjassociates@gmail.co.z
BLEXICON	Blexicon Piping Specialists	Janus Von Blex	Fabricator	janus@blexiconpiping.cc

ARENA Details:
 Office Location: Modderfontein
 Contact Name: Simoni Di Laurentis
 Email: simoni@arena.com
 Cell No: 099 123 4567
 Address: 355 Mining Drv
 Modderfontein South Africa

10 Projects Worked On:

Date	Proj No	Proj Name
2008-01	SP347	ROOIKOP MIDI PROCESS PLANT
2007-10	SP314	DWABSE
2007-11	SP313	ROOIKOP PROJECT
2007-11	SP329	ROOIKOP MINI PROJECT
2008-02	SP325 EPCM	ROOIKOP - Maxi Heap Pad and R
2008-02	SP343 MBH	ROOIKOP - INPLANT CONVEYING
2008-04	SP360	MIDI PLANT - ALLOMERATION DR
2008-01	SP347	ROOIKOP MIDI PROCESS PLANT

Master Company Entry Form

Basic Details | Addresses & Tel/Fax Nos

Basic Details

Master Abbrev: **Must be a Unique Abbreviation, up to 8 Characters**

Company Name:

Capacity:

Office Location:

Contact Name:

Buttons: Cancel, Save

Master Company Entry Form

Basic Details | Addresses & Contact Details

Physical Address:

Line 1:
 Line 2:
 Line 3:

City:
 Country:

Postal Address:

Line 1:
 Line 2:
 Line 3:
 Line 4:
 Zip Code:

Company Contact Information:

Tel No: Cell No:
 Email: **Simoni Di Laurentis**

Buttons: Cancel, Save

List of All Transmittals

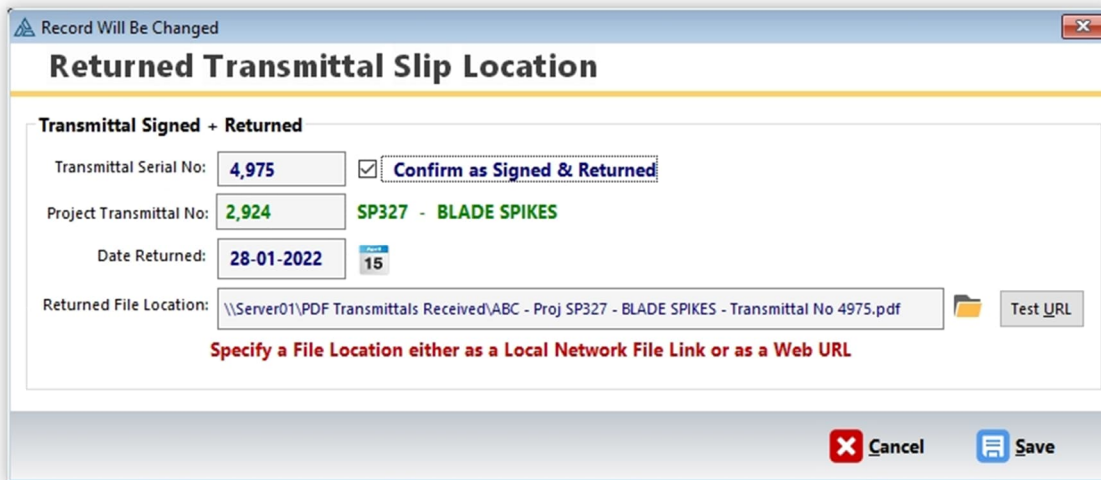
Ret	Link	X	Serial Trn No	Proj Trn No	Recip Trn No	Project No	Project Name	Issue Date	Time	Eml	Recipient	Attention	Issued By	Method	Items
			4,966	2,763	5	SP350	TEMPEST MAURITANIA - UPGRADE	10-10-2012	16:12		QTS	Nick Rogerson	Andy Harrison	Deliver	
			4,967	2,916	3	SP327	BLADE SPIKES	03-01-2017	17:29	✘	AGGREKO	Luis De Almeida	Administrator	E-Mail	
			4,968	2,917	1	SP327	BLADE SPIKES	03-01-2017	17:29		BOSWORTH	Annelize / Ryan Yo	Administrator	Collect	
			4,969	2,918	3	SP327	BLADE SPIKES	03-01-2017	17:29		CPM	Doug Fenner	Administrator	Courier	
			4,970	2,919	4	SP327	BLADE SPIKES	03-01-2017	17:30	✘	AGGREKO	Luis De Almeida	Administrator	E-Mail	
			4,971	2,920	2	SP327	BLADE SPIKES	03-01-2017	17:30		BOSWORTH	Annelize / Ryan Yo	Administrator	Collect	
			4,972	2,921	4	SP327	BLADE SPIKES	03-01-2017	17:30		CPM	Doug Fenner	Administrator	Courier	
			4,973	2,922	5	SP327	BLADE SPIKES	31-03-2018	14:22	✘	AGGREKO	Ziyaad Domingo	Administrator	E-Mail	3
			4,974	2,923	6	SP327	BLADE SPIKES	31-03-2018	16:01	✘	AGGREKO	Ziyaad Domingo	Administrator	E-Mail	2
			4,975	2,924	7	SP327	BLADE SPIKES	28-01-2022	16:11	✘	AGGREKO	Ziyaad Domingo	Willie Wessels	Email	11
			4,976	2,925	139	SP327	BLADE SPIKES	28-01-2022	16:11		COSTIRA	Gillard vd Klopp	Willie Wessels	Email	11
			4,977	2,926	5	SP327	BLADE SPIKES	28-01-2022	16:11		CPM	Doug Flanagan	Willie Wessels	Email	11

This list displays ALL Transmittals issued for ALL Disciplines together in one list. Clicking on the **'By Project No.'** tab or the **'By Project & Recipient'** tab you can filter the list to display only those Transmittals issued for the selected project or for the selected recipient within a project.

If a mistaken issue has been made, you can cancel it by clicking the **'Cancel/Uncancel Transmittal'** button. The whole line will switch to **Red**, and a red icon will show on the left column. DRPRO will not remove the Transmittal from the database, but it will tag it as cancelled and it will not include its contents in the printed reports. It will treat as if it does not exist.

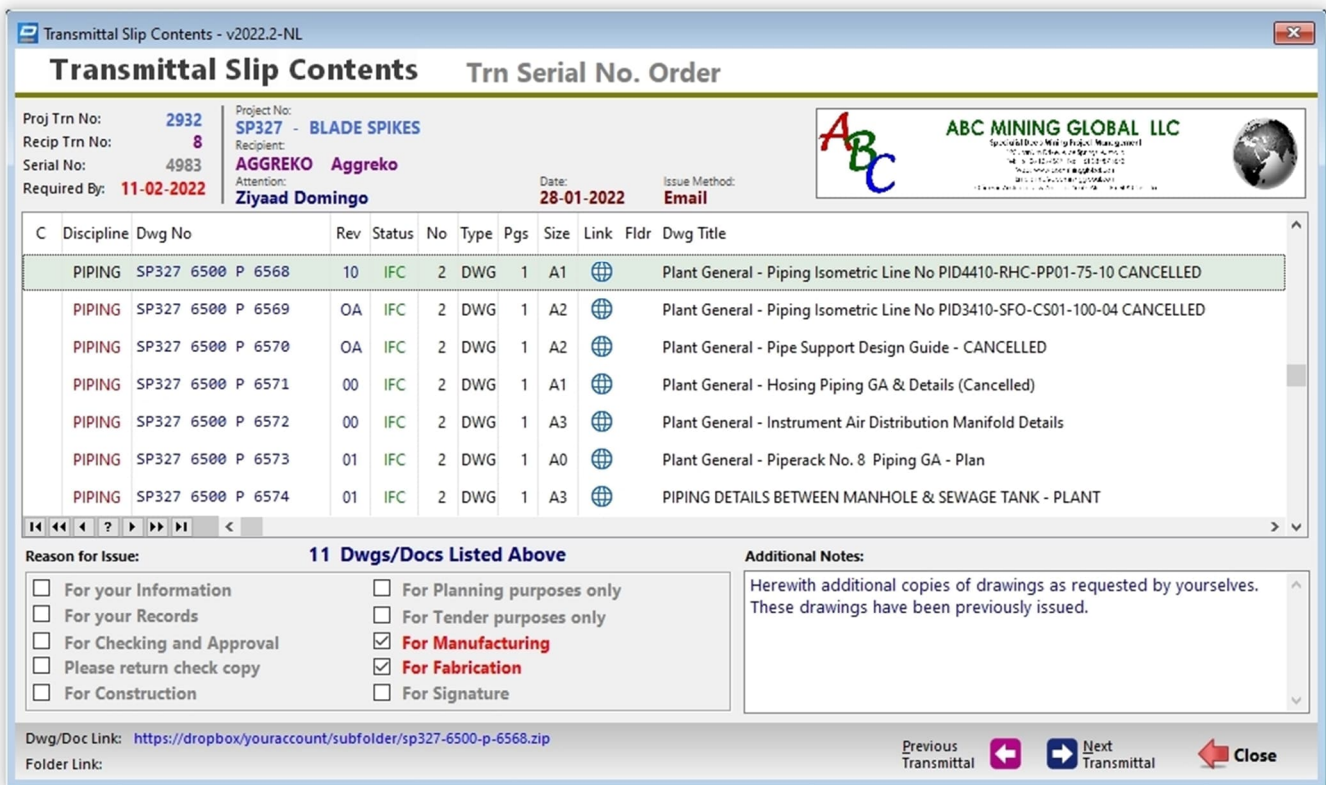
Should you have cancelled the wrong Transmittal by mistake, you can click on the **'Cancel/Uncancel Transmittal'** button to re-instate it again as a valid Transmittal.

You may also record the receipt of a signed Transmittal as proof of receipt by clicking on the ‘**Transmittal Returned**’ button and entering the details about it, including a link to the signed copy of the Transmittal.



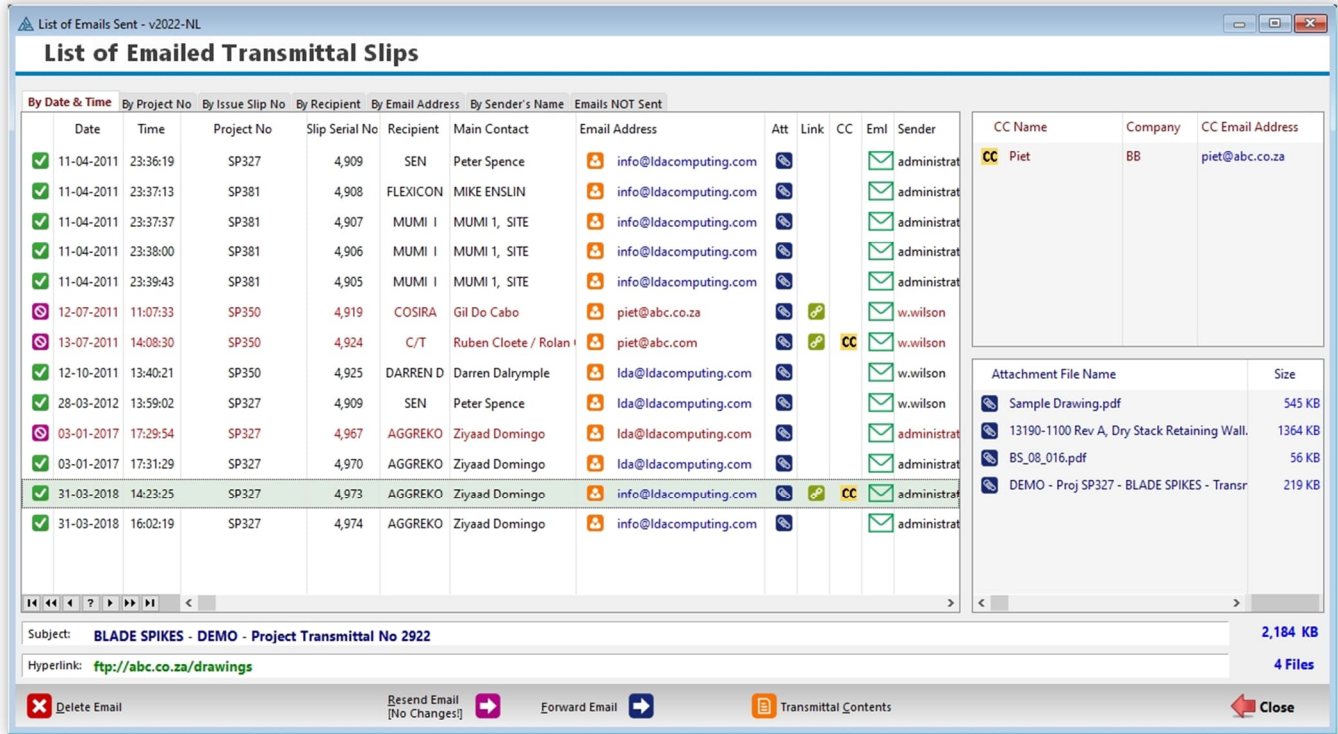
Transmittal Contents: While on the “List of All Transmittals”, clicking the button “**Transmittal Contents**” will display all the relevant details of what was included in that one Transmittal, allowing you to navigate to the “Next” and “Previous” Transmittals at the click of a button.

Alternatively, if you want to view the full graphical layout of the Transmittal and then print it again, then click on the “View & Reprint” button on the List of All Transmittals, select which printer you will use for this purpose (you may just view it and skip the printing part as well). An example is shown in the next page.



List of Emailed Transmittals

This list displays all transmittals slips that have been sent via email from within DRPRO. An internal database is maintained by DRPRO but does not include the actual attachments sent with the email. Only the attachment file name is recorded, as well as the CC names if any.



The **‘Resend Email’** button is intended to be used only in cases where the original email did not go out due to a communications error. Those emails will be displayed in **Red** on the list. DRPRO will take all the ingredients of that email and try to send it exactly as it was originally, without allowing you to change anything. If there are any attachments, they should still be in the same original folder for this operation to work.

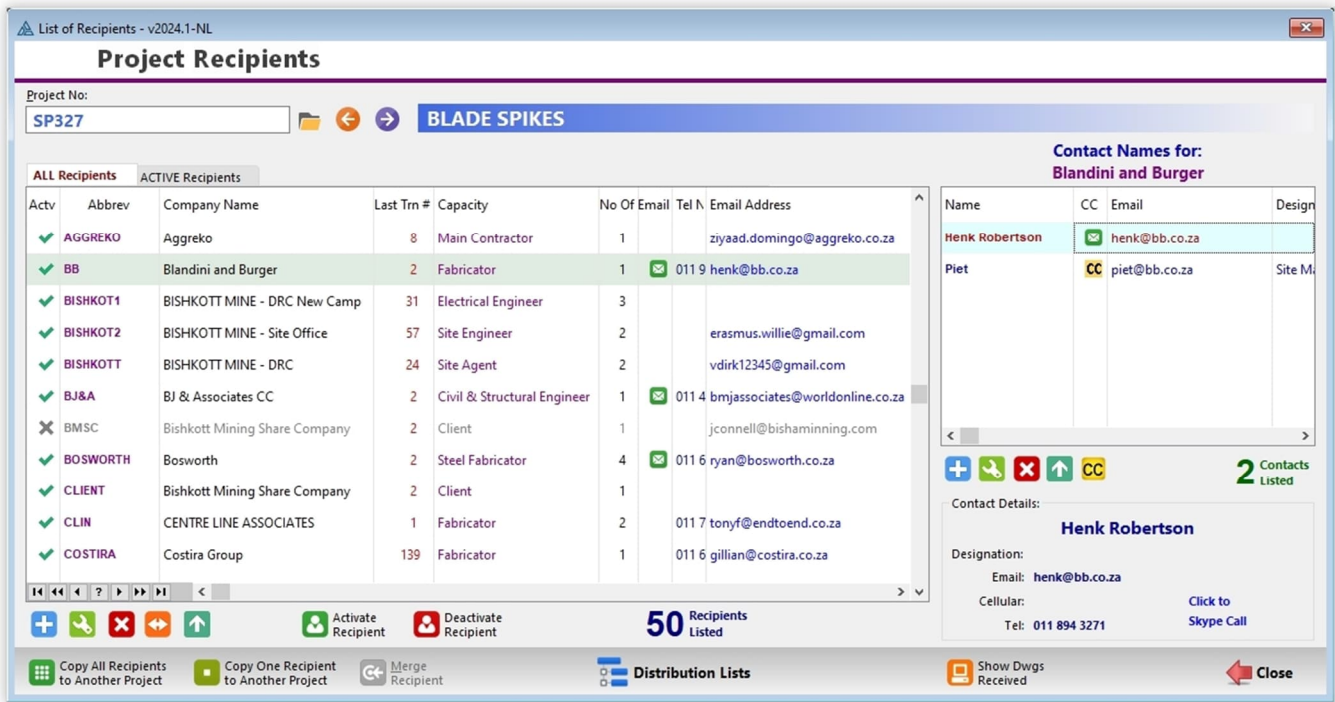
The **‘Forward Email’** button is identical, except that it will allow you to alter some details of the email, such as attachments and recipients, but not the Transmittal itself.

A NOTE about emailed Transmittals: If you send a copy of a Transmittal as a “CC” to another recipient, DRPRO will NOT record that as being an official issue to that recipient. They are simply getting a copy of a Transmittal that is addressed to someone else. If you need to keep an official record that this “CC’d” company has received the drawings/documents, then add them to the standard list of recipients for that specific project and include them in a normal issue.

A SECOND NOTE about emailed Transmittals: DRPRO prepares the whole email with all attachments and CC lists and forwards it to your Mail Server via either MS Office Outlook or the SMTP protocol for later sending out to the wide world out there. Once the Mail Server accepts the email from DRPRO, it gets ticked off as having been sent. Beyond this point DRPRO has no control over what happens between your Mail Server and the receiver’s Mail Server. There is always a (remote) possibility that the emailed Transmittal and all its attachments may get caught in spam filters and the like, and never reach its intended destination... **Please be aware of this important factor and plan accordingly!**

Project Recipients

This window displays a list of all the companies involved in a single project. Apart from some basic information about each company, you can also include addresses, telephone numbers as well as email address, default issue remarks and a list of contact names and numbers for individual persons within this company. Most of this information will be copied from the Master Company List when adding a new company, provided this information has been entered in the Master Company List.



On the right side of the window is the list of contact names for each recipient listed on the left. You can add more names to this list from this list or alternatively from the Recipients Entry Form as shown in the next images.

From this list, you can also “merge” all the issue records of two recipients. This is useful in cases when a recipient was added twice by mistake, with a different abbreviation to the original one, and now you need to get everything back together under one name.

You may also copy all recipients in the list (or one recipient only) to another project, where for example, the project team is almost identical to the original project, thus avoiding spending time building up the whole list of recipients again.

The yellow **CC** button on the right list is for the purpose of activating an automatic CC of every Transmittal that is emailed from DRPRO to this specific company.

Recipients Entry Form

Here you can enter many known details about each company on each of the four tabs available and pre-define others that will be used at issue time. As a general rule, the more information you enter here, the quicker your drawing issues are going to be. Pre-define as much as you can here, and it will make the issuing process a breeze!

Change Recipient's Details

Recipients Entry Form

Basic Information | Addresses & Contact Details | Preset Issue Reasons | Dwgs/Docs Received

SP327 - BLADE SPIKES

Linked To Master Company

From Master Company: **BJ & Associates**

Abbreviation Code: (Recipient Abbreviation Code for This Project only)

Recipient Name:

In What Capacity: Currently Active Recipient

Care Of (If Applicable):

Issue Method:

No of Copies:

Main Contact Details

Main Contact Name:

Main Contact Email:

Main Contact Cell No:

Transmittal Email Settings

- Send Transmittal via Email
- Request Email Receipt
- Skip Printing of Transmittal Slip

← Copy this Company's Details back to Master Company List ✖ Cancel

Change Recipient's Details

Recipients Entry Form

Basic Information | **Addresses & Contact Details** | Preset Issue Reasons | Dwgs/Docs Received

SP327 - BLADE SPIKES

BJ&A **BJ & Associates CC**

Physical Address

Line 1:

Line 2:

Line 3:

City:

Country:

Postal Address

Line 1:

Line 2:

Line 3:

Line 4:

Zip Code:

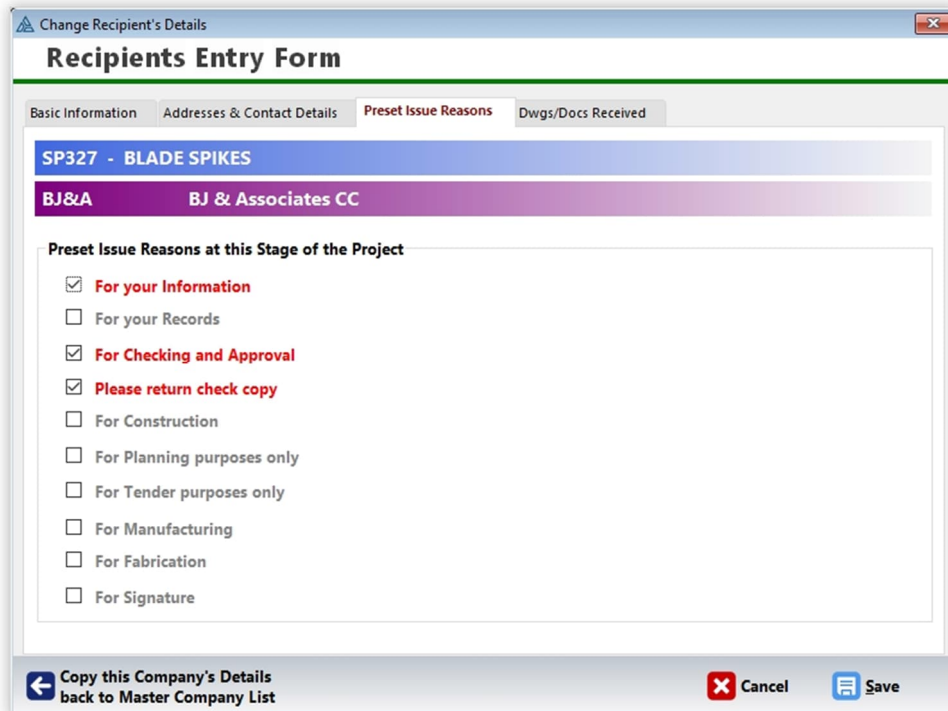
Company Contact Information

Tel No:

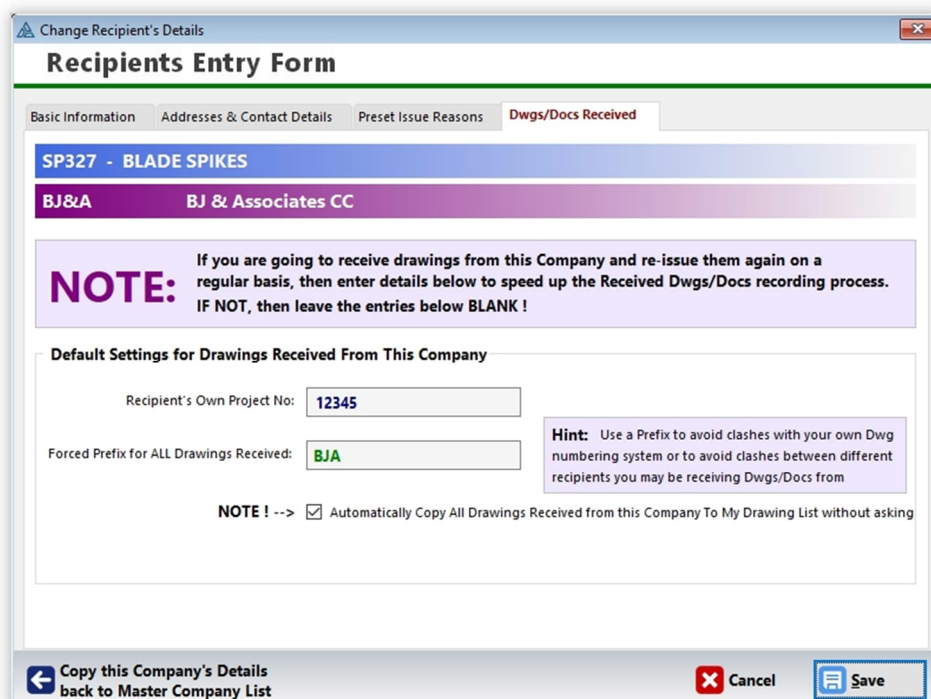
Fax No:

← Copy this Company's Details back to Master Company List ✖ Cancel

On the **3rd Tab**, you can pre-define up to 10 Reasons for Issue for each recipient, so that at issue time you don’t need to change them individually. Generally, you’ll find that these remarks tend to stay in the spot through most of a particular phase of the project, only changing when for example it goes from design to construction stage. When that happens, change the Issue Reasons to the new set and save again. These remarks can be changed at issue time.

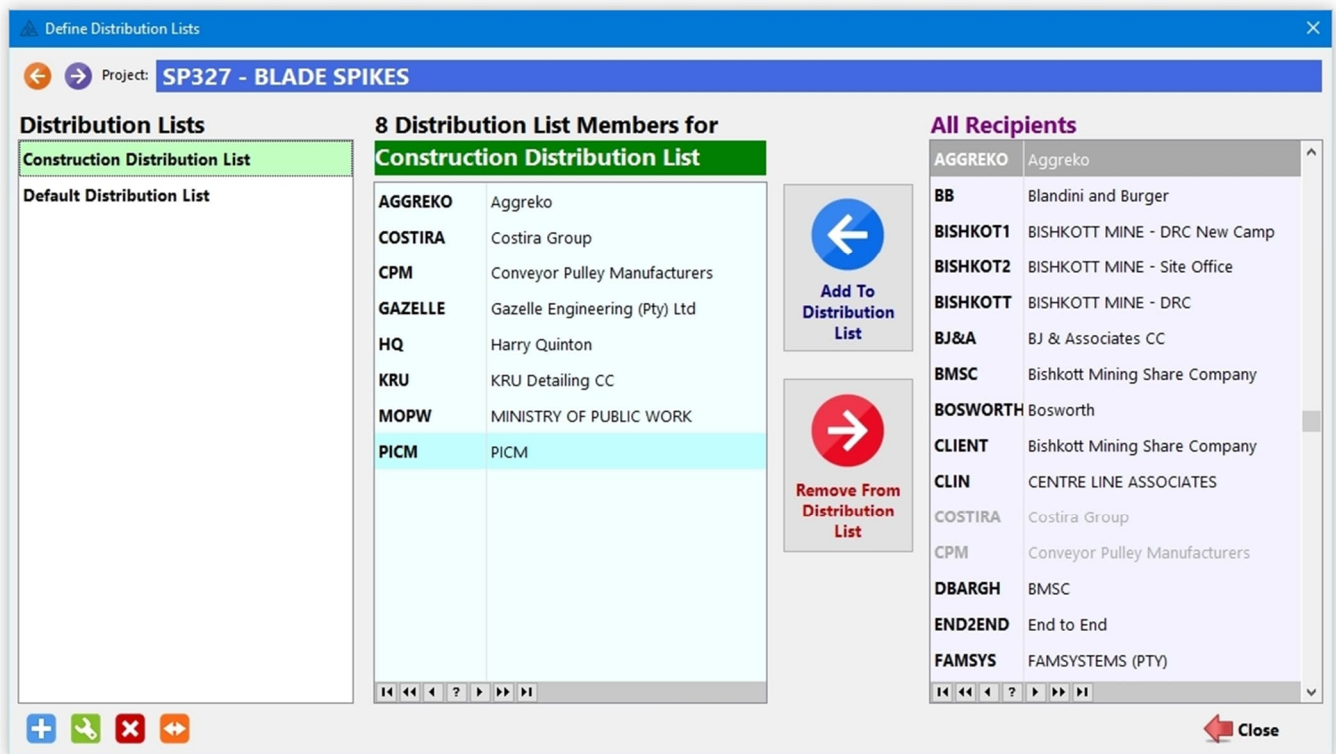


The **4th Tab** in the Recipients Entry Form above is used for the purpose of setting defaults on recording drawings received from a particular company. Enter the required details only if you are going to receive drawings from this company on a regular basis AND then re-issue them again. A typical application of this would be if you’re a contractor that receives drawings from the team of consultants and then re-issue them to your subcontractors or site teams.

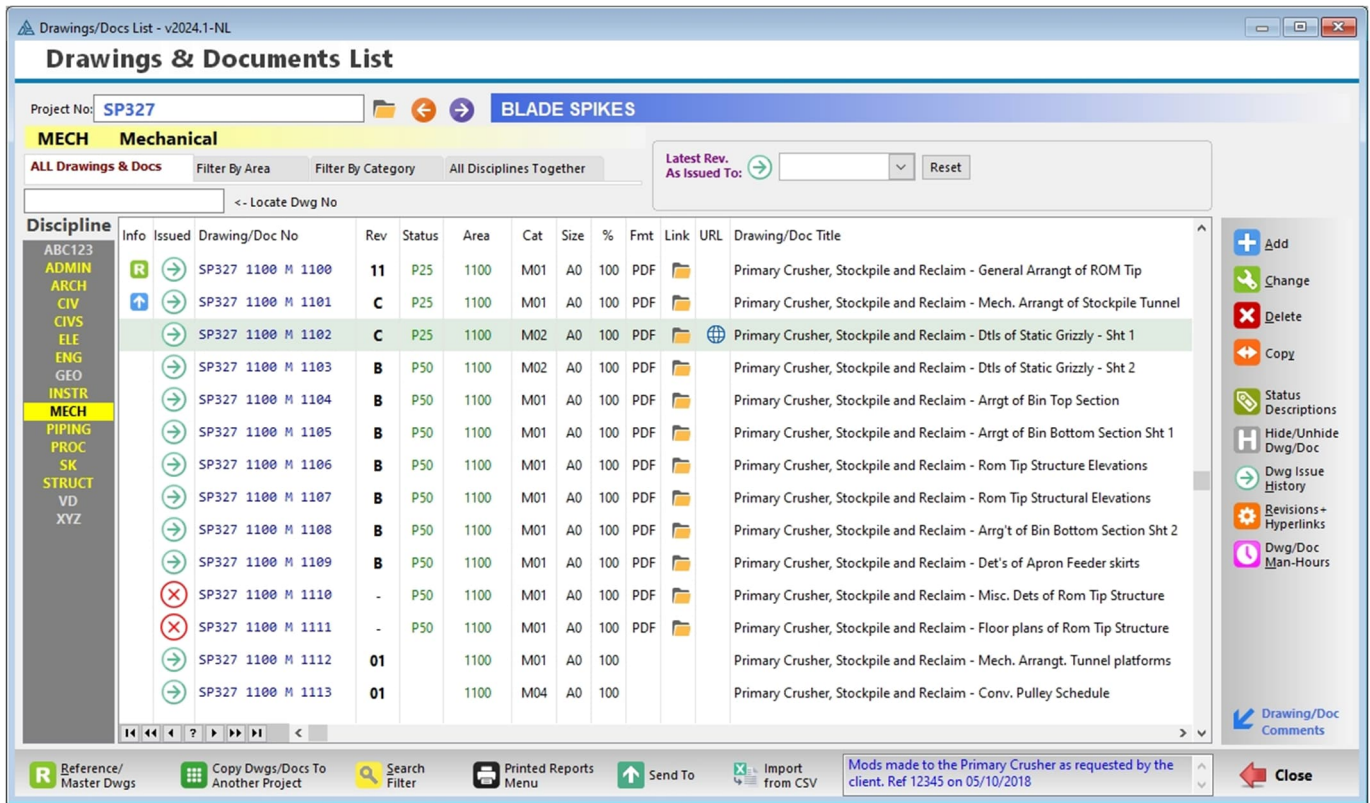


Distribution Lists

As of version 2024, multiple **Distribution Lists** for specific purposes can be created. Give each list a unique name on the left side, then select from the right side which companies are members of that Distribution List, which is displayed in the middle. Each company recipient can be added to multiple lists. Having pre-defined Distribution Lists will speed-up the issuing process as just one-click will bring all members of a Distribution List into the issue window. Manual selection for issuing will still be available, as before.



Drawings & Documents List





This is the main repository of all Drawings and/or Documents for each project. A drawing or document can be a single sheet, such as a drawing, or a multi-page bound document. Each drawing belongs to a user defined **Discipline** and each Discipline is further sub-divided into **Categories**. (See Disciplines, in Administration). To view the drawings belonging to another discipline, select the Discipline from the list on the left.

The **Dwg/Document Number** is upper case only, up to 40 characters long, is alpha numeric and follows the normal computer (ASCII) sequencing for alpha numeric characters, which is not the same as a purely numeric sequence.

The last few digits of your Drawing Number are important:

- SP327 1100 M 01** will sequence correctly up to **99**
- SP327 1100 M 001** will sequence correctly up to **999**
- SP327 1100 M 0001** will sequence correctly up to **9999**

It is important to plan-ahead how many digits will be required (i.e. how many drawings will be created) so that the drawing numbering will display and print in its correct sequence.

The **green-arrow**  icon on the left column indicates that ‘this drawing’ **and** ‘this revision’ has been issued to at least one recipient (but not necessarily to everyone that needs it). The **red-cross**  icon indicates the opposite: **Never** issued to any recipient. To display these icons for a specific recipient, select the recipient from the drop-down above the Drawing List. ‘Reset’ will clear the recipient.

Changing a Drawing

Drawings & Documents Entry Form

Project No: **SP327 - BLADE SPIKES**

Discipline: **MECH Mechanical**

Basic Info | Additional Info | Budget Hours & Date Milestones | Comments

(*) Discipline: **MECH** Category: **M02 Sections & Dets.**

(*) Dwg/Doc No: **SP327 1100 M 1102** Hide This Dwg from Printed Reports

(*) Dwg/Doc Title: **Primary Crusher, Stockpile and Reclaim - Dtls of Static Grizzly - Sht 1**
Max 150 Chrs

(*) Revision: **C** Sheet **1** Of **1**

Area Code: **1100 Primary Crushing, Stockpile and Reclaim**

Zone Code:

(*) Dwg/Doc Size: **A0**

Dwg/Doc Scale: **1:100**

Dwg/Doc Date: **09-01-2008** **15**

Date Required: **15**

% Complete: **100** % (100)

Dwg/Doc Ownership

Designed By: **Warren Bell**

Drawn By: **Tim Harrison**

Checked By: **Willie Wilson**

Approved By: **Johann Strauss**

Section Leader: **ADMIN-001 Administrator**

Dwg/Doc Status

Dwg/Doc Status: **P25** Force % Complete

Progress 25

Reference Dwg

This Dwg Is a Reference (Master) Dwg

Link This Dwg To a Reference Dwg

Cancel Save

Changing a Drawing

Drawings & Documents Entry Form

Project No: **SP327 - BLADE SPIKES**

Discipline: **MECH Mechanical**

Basic Info | Additional Info | Budget Hours & Date Milestones | Comments

Dwg No: **SP327 1100 M 1102**

Dwg Title: **Primary Crusher, Stockpile and Reclaim - Dtls of Static Grizzly - Sht 1**

Vendor Information

Vendor's Dwg/Doc No: **1234**

Vendor's Name: **QTS Quality Tube Services CC**

Client's Drawing Information

Client's Dwg/Doc No: **JHJ7-ASI-F1234** Allow Duplicate

NOTE: You may use the Client's Dwg No. on all printed documentation. Must first be activated in the Project Entry Form for this Project No.

Computer File Information

File Type/Format: **PDF Acrobat Reader** Network File Location refers to a \\file\ that is only available within your Local Network (Max 255 Characters)

\\Network File Location: **C:\Drawings\Sample Drawing.pdf**

//Web/Cloud File URL: **ftp://abc.com/drawings/sp327_1100_m_1102.pdf**

NOTE: For Web/Cloud URL, Copy from the source and Paste into this entry field, then verify with 'Test URL' button Web/Cloud URL is a link that can be accessed from anywhere, pointing to Share Point / Web / FTP / Cloud

Multi Page

Multi Page Document

Cancel Save

Changing a Drawing

Drawings & Documents Entry Form

Project No: **SP327 - BLADE SPIKES**


Discipline: **MECH Mechanical** 91


Basic Info Additional Info Budget Hours & Date Milestones Comments


Dwg No: **SP327 1100 M 1102**

Dwg Title: **Primary Crusher, Stockpile and Reclaim - Dtls of Static Grizzly - Sht 1**


Date Milestones:


Actual Start Date:  15


Forecast Completion Date:  15

Actual Completion Date:  15


Squad Check Dates:


Date Sent for Squad Check:  15


Date Required from Squad Check:  15

Date Returned from Squad Check:  15

Supplier Related Dates:

Date Received From Supplier:  15

Date Returned To Supplier:  15

Date Reqd For Resubmission:  15



Budgeted Hours & ManHours Already Spent:

Budgeted Hours: Hrs

Actual Hours Spent: Hrs

COS Hours (External): Hrs [COS = Change Of Scope]

COS Hours (Internal): Hrs

 Cancel  Save

Changing a Drawing

Drawings & Documents Entry Form


Project No: **SP327 - BLADE SPIKES**

Discipline: **MECH Mechanical** 91



Basic Info Additional Info Budget Hours & Date Milestones Comments

Dwg No: **SP327 1100 M 1102**

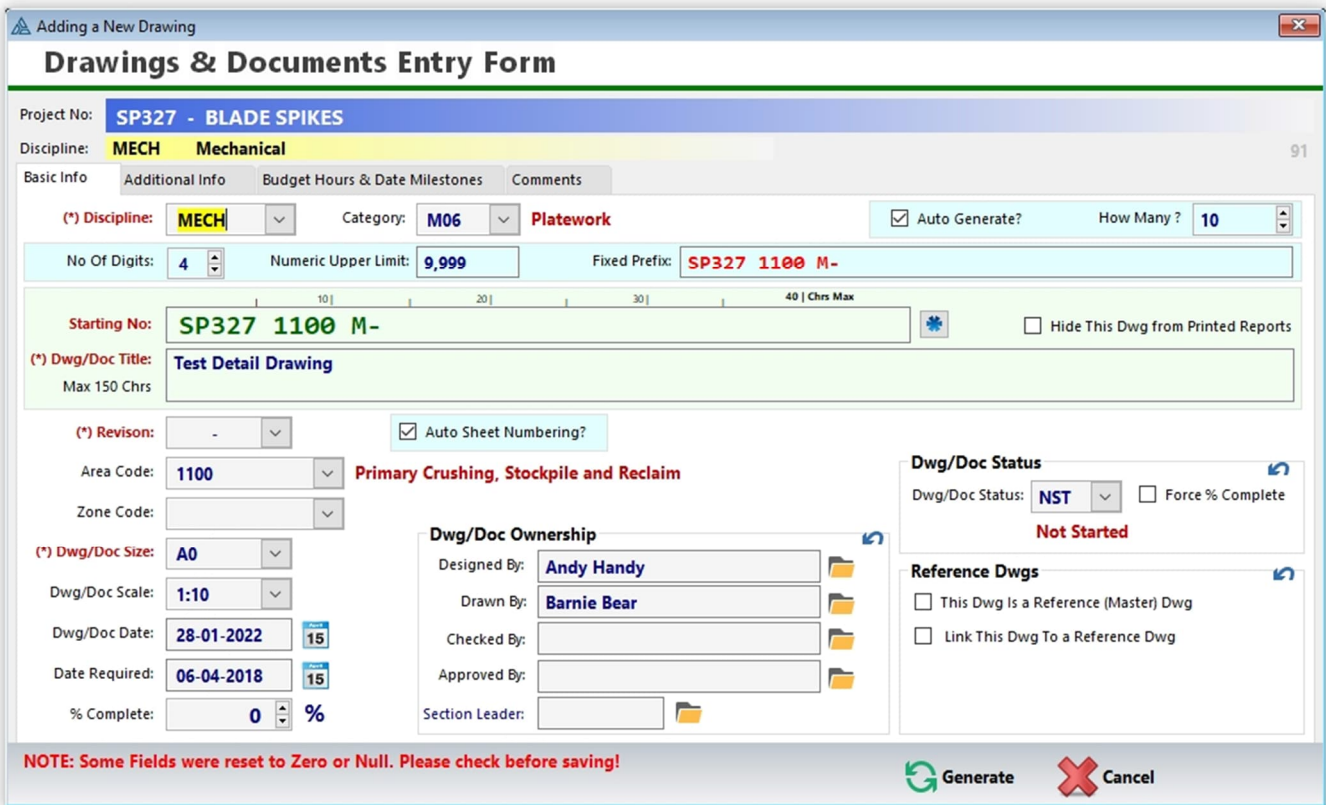
Dwg Title: **Primary Crusher, Stockpile and Reclaim - Dtls of Static Grizzly - Sht 1**

Comments: (4,000 characters max.) NOTE: Part of 1st line of comments is printed in 'Drawing Register with Comments' Report **104** Characters used 

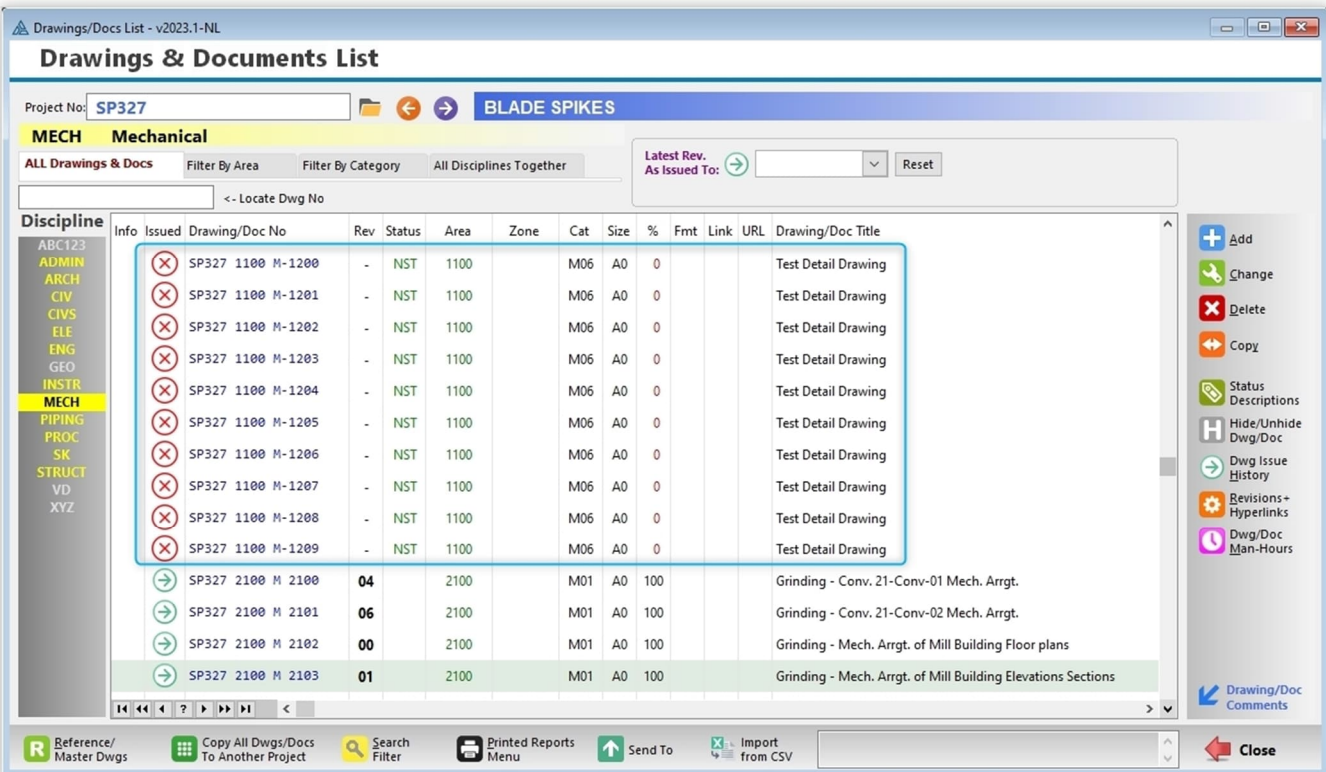
Any Drawing related comments that need to be kept should be entered on this list for future reference...

 Cancel  Save

Using the **Auto-Generate** feature to generate a series of drawings in one operation:

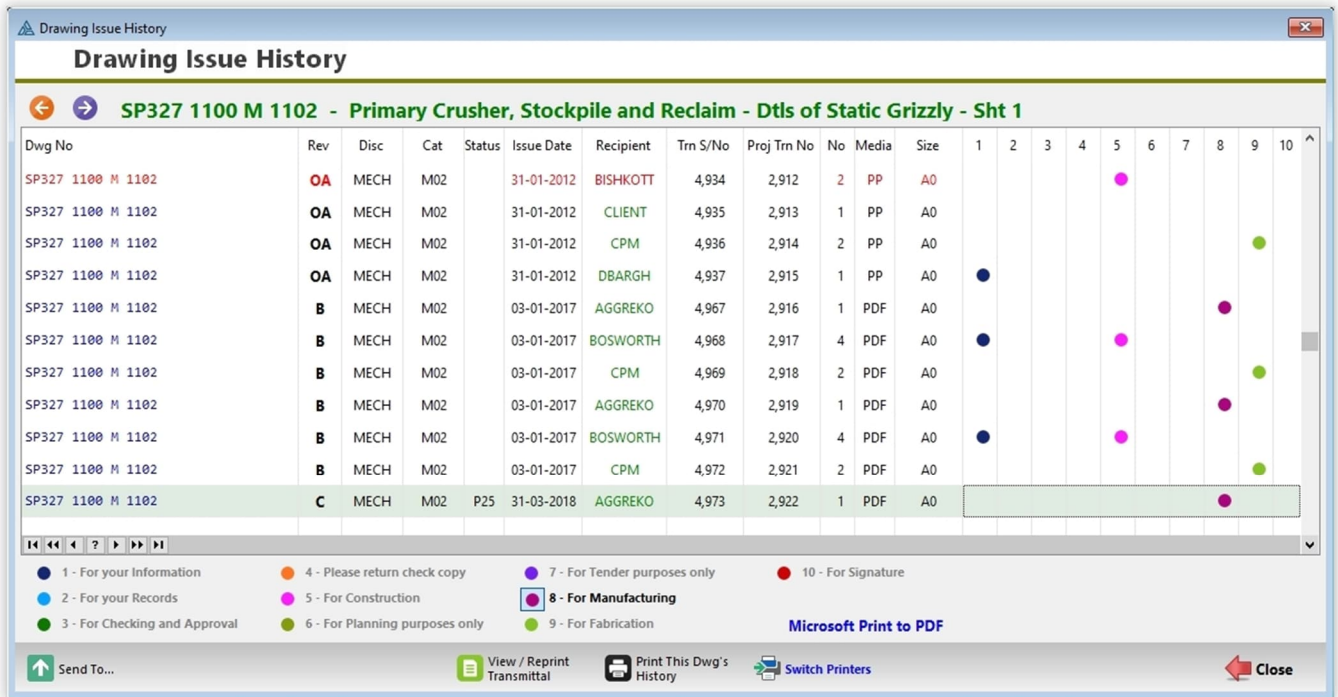


After clicking the 'Generate' button, the end result would look like this:



The red-cross ⊗ icon indicates that this newly created batch of drawings has never issued to any recipient, obviously, as these drawing numbers have just been generated.

The **“History” Button** allows you to view the full issue history of any drawing in a project.



You may also print the listed issue history on paper or to PDF by clicking on the button **‘Print This Dwg’s History’**, or view the original Transmittal where this one particular drawing and revision was included by clicking on the button **‘View / Reprint Transmittal’**.

Copying Drawings from One Project to Another

Clicking on the button “Copy Dwg/Docs to Another Project” will open another window where you can select what to copy. You can copy ALL Drawings in ALL Disciplines or select a filtered option by Discipline and/or Category and/or Portion (Area).

Additionally, there is also the option to replicate the new Portions (Areas) from one Project to another if they are not listed in the new Project.

Select What to Copy

Select What to Copy

From Project No: **SP313**

To Project No: **SP314**

Discipline / Category / Zone Filtering:

Select One Discipline	<input type="text" value="MECH"/>	or	<input checked="" type="checkbox"/> All Disciplines	<p>NOTE: Only Drawings/Docs matching the filters set here will be copied!</p> <p><input checked="" type="checkbox"/> And Replicate All Zones in New Project</p>
Select One Category	<input type="text" value="M00"/>	or	<input checked="" type="checkbox"/> All Categories	
Select One Zone	<input type="text"/>	or	<input checked="" type="checkbox"/> All Zones	

Change the following on-the-fly within every Drawing/Doc Number being copied:

From this String:	<input type="text" value="SP313"/>	<p>Use this feature in cases where the Project Number is embedded within the Dwg/Doc Number.</p>
To this String:	<input type="text" value="SP314"/>	<p>Leave this blank if Drawing Numbers are to remain exactly the same.</p>

Resetting of Revision Numbers:

Reset All Revision Numbers back to Zero or Blank

Leave All Revision Numbers as they are in the Original Drawing / Document

Resetting of All Other Details:

Reset All Other Details to Zero or Blank (As if it is a new clean Drawing / Document)

And Copy Budget Hours per Drawing From the Old project To the New Project

Leave All Other Details Untouched (Note: Previous Issue History will NOT be Copied to the New Pr

Also Copy All existing Man-Hours Logged on the Old project To The New Project

Cancel / Do Not Copy

Proceed

Drawing ManHours

The **Drawing Man-Hours** list is used for the purpose of recording time spent against drawings. As each employee spends time on a particular drawing, this time is then recorded daily against each drawing. Each drawing also has a certain number of budgeted hours allocated to it. The dates displayed will change colour depending on the time stats of each drawing. A printed report will then show calculated columns indicating whether each drawing is running on target, as well as grand totals for each discipline as a whole.

The screenshot shows the 'Drawing Man-Hours' application window. At the top, it displays 'Project No: SP327' and 'BLADE SPIKES'. Below this, there are filters for 'ALL Drawings & Docs', 'Filter By Area', and 'Filter By Category'. A search bar contains 'SP327 1100 M 1102'. The main area is a table with columns: Discipline, Dwg No, Rev, Area, Cat, Dwg Title, % (with a tooltip '<-- Line up % with this line'), Budget H, Normal H, and COS Hrs. The 'STRUCT' discipline is selected in the left sidebar. A summary table on the right shows 'Man Hours Logged for Drawing No: SP327 1100 S 1102 (2S01)' with columns for Name, Date, Normal H, COS Hrs, and Rev. At the bottom, there are buttons for 'Recalculate Sum Totals -->', 'Budget H', 'Normal H', 'COS Hrs', and a status bar showing 'Total Project ManHours = 3,275.00 5,173.50 238.00' and 'Total Dwg ManHours = 18.50 0.00'.

Discipline	Dwg No	Rev	Area	Cat	Dwg Title	%	Budget H	Normal H	COS Hrs
ABC123	BOS-ABC-001	B	2100	SHOP	fdhsg bvnbnvnb				
ADMIN	SP327 1100 S 1100	OB	1100	S01	Primary Crusher, S/pile & Reclaim - Struct. Arrgt of RO	100	70.00	31.50	
ARCH	SP327 1100 S 1101	OB	1100	S01	Primary Crusher, S/pile & Reclaim - Struct. Arrgt of RO	100	9.00	8.50	
CIV	SP327 1100 S 1102	03	1100	S01	Primary Crusher, S/pile & Reclaim - Struct. Arrgt of RO	100	45.00	18.50	
CIVS	SP327 1100 S 1103	03	1100	S01	Primary Crusher, S/pile & Reclaim - Struct. Arrgt of RO	100	31.00	10.50	
ELE	SP327 1100 S 1104	01	1100	S01	Prim Crush, St/pile & Recl. - 11-Conv-02 - Struct Arrgt	100	5.00	18.50	
ENG	SP327 1100 S 1105	02	1100	S01	Prim Crush, St/pile & Recl.(1100)- Dh's of Trans. Static	100	26.00	6.00	
GEO	SP327 1100 S 1106	0A	1100	S01	Primary Crusher, Stockpile & Reclaim -ROM Tip 3D Mc	95	250.00	344.00	
INSTR	SP327 1100 S 1110	02	1100	S01	Primary Crusher, S/pile & Reclaim -ROM Tip Grizzly Fe	100	44.00	48.50	
MECH	SP327 2100 M 2108	0A	2100		Grinding - Mech. Arrgt. of Transfer Structure				
PIPING	SP327 2100 S 2102	09	2100	S01	Grinding - Struct Arrgt. of Mill Building Floor plans Sht	100	30.00	151.75	
PROC	SP327 2100 S 2103	06	2100	S01	Grinding - Struct Arrgt. of Mill Building Floor Plans Sht	100	35.00	102.50	
SK									
STRUCT									
VD									
XYZ									

The screenshot shows the 'Man-Hours Entry Form' window. It has a title bar 'Record Will Be Changed'. The form is divided into sections: 'Project + Drawing' with fields for Project (SP327 - BLADE SPIKES), Dwg No (SP327 1100 S 1102 (2S01)), and Discipline (Structural); 'Time Entry Details' with fields for Name (r.maddison), Date (16-05-2008), Normal Hours (5.50), Revision (-), Comments, and % Complete (100). A status bar at the bottom shows 'Currently = 100 % Complete' and an 'Update % Complete in Dwgs File?' checkbox. Buttons for 'Cancel' and 'Save' are at the bottom right.

Drawing COS Hours

This refers to ‘**Change Of Scope**’ hours, such as when the scope of the project has changed significantly that additional hours will be required to produce a certain number of drawings. DRPRO allows you to keep track of these COS Hours. There are two types of COS Hours:

1. **Internal COS Hours** – Due to design changes initiated by your own company.
2. **External COS Hours** – Due to changes initiated by your client.

Change Of Scope [COS] Hours per Drawing

Project No: SP327 BLADE SPIKES

Mechanical

ALL Drawings & Docs Filter By Area Filter By Category Display Zone Show Only Dwgs with COS Hours Show All Dwgs

SP327 1100 M 1102 <- Locate Dwg No

Discipline	Dwg No	Rev	Area	Zone	Cat	Dwg Title	% COS External	COS Internal	Tot COS H
MECH	SP327 1100 M 1	11	1100		M01	Primary Crusher, Stockpile and Reclaim - 100	100	15.00	15.00
	SP327 1100 M 1	C	1100		M01	Primary Crusher, Stockpile and Reclaim - 100	100		
	SP327 1100 M 1	C	1100		M02	Primary Crusher, Stockpile and Reclaim - 100	100		
	SP327 1100 M 1	B	1100		M02	Primary Crusher, Stockpile and Reclaim - 100	100		
	SP327 1100 M 1	B	1100		M01	Primary Crusher, Stockpile and Reclaim - 100	100		
	SP327 1100 M 1	B	1100		M01	Primary Crusher, Stockpile and Reclaim - 100	100		

SUM Total = 2,300.00 0.00 2,300.00

COS Hours for Drawing No: SP327 1100 M 1100 (2M01)

Name	Date	COS Ext Apprv	COS Int Apprv	Total COS Hrs	Comments
d.cain	18-12-2008	15.00		15.00	

MECH
Discipline COS Hrs: 2300 Hrs

Printed Reports Menu

Previous Project Next Project

This Dwg's COS Hrs: 15 Hrs

Close

Furthermore, it also allows you to keep track of the approval of each COS Hours entry, together with a document reference for the approval.

COS-Hours Entry Form

Record Will Be Changed

Project + Drawing

Project: SP327 - BLADE SPIKES

Dwg No: SP327 1100 M 1185 (2M02) Discipline: Mechanical

Dwg Title: Stockpile Conveyor 1100-Conv-02 Walkway's and Head End Flooring Dtl's

COS Hours Entry Details

Employee Name: t.webb

Date: 02-12-2008

COS Hours [External]: 20.00 EXTERNAL COS Approved Approval Ref: xyz-12345

COS Hours [Internal]: 0.00 INTERNAL COS Approved Approval Ref:

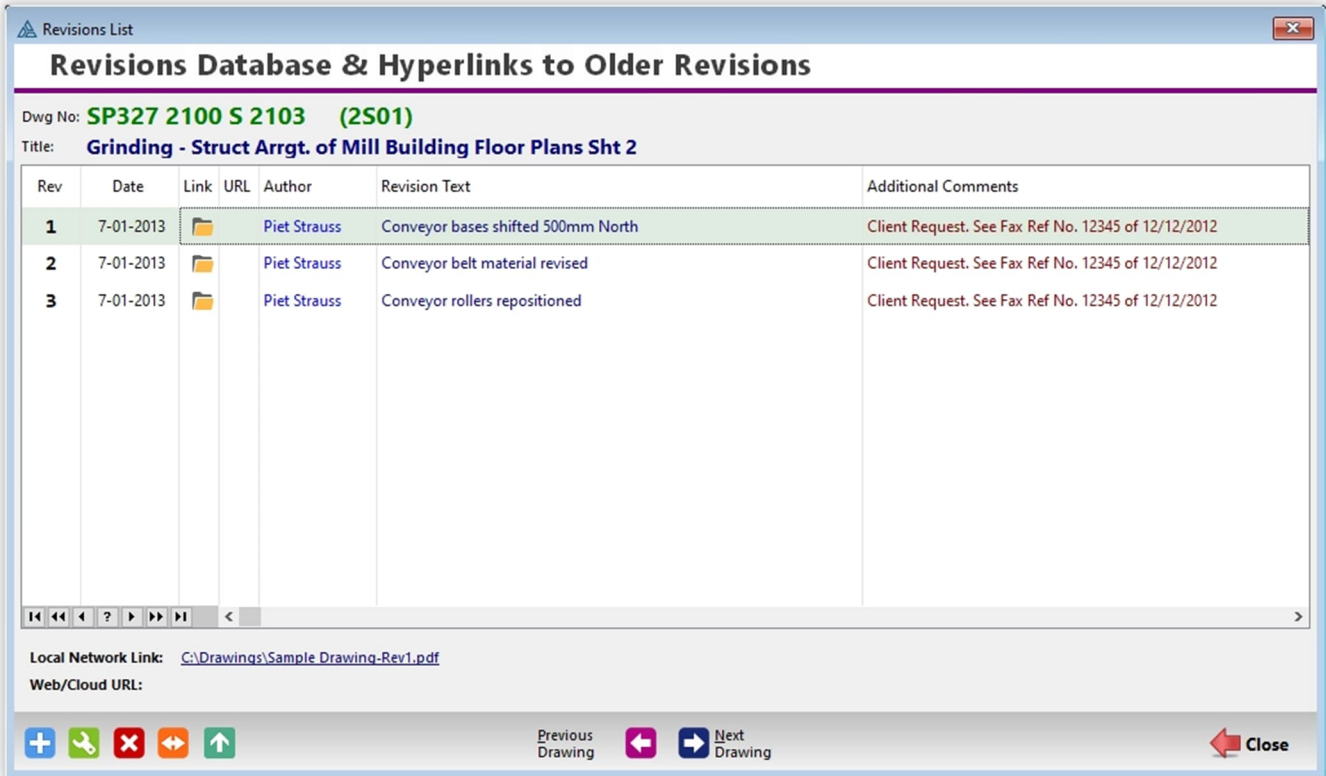
Comments: Project enlarged by 10 gridlines

% Complete: 100 [Currently = 100 % Complete] Update % Complete in Dwgs File?

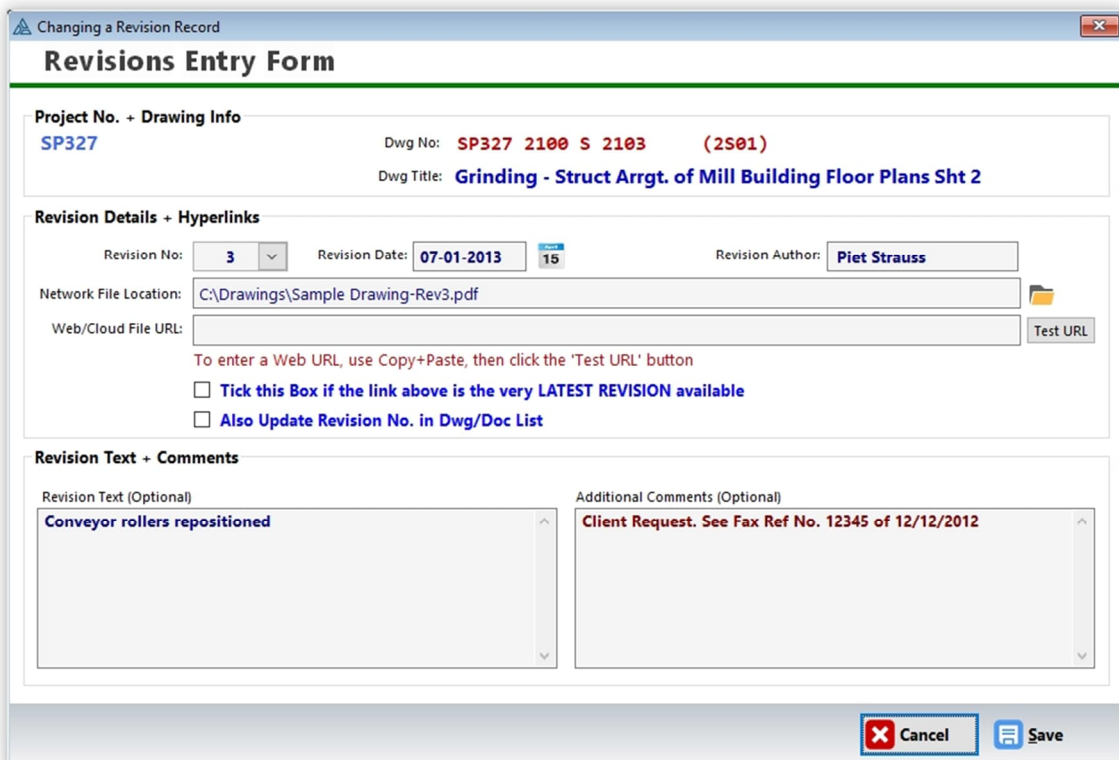
Cancel Save

Revisions & Hyperlinks

This list is for the purpose of keeping track of revision text for any drawing, together with any other additional comments that go with the revision being done (like who’s to blame for the change!).

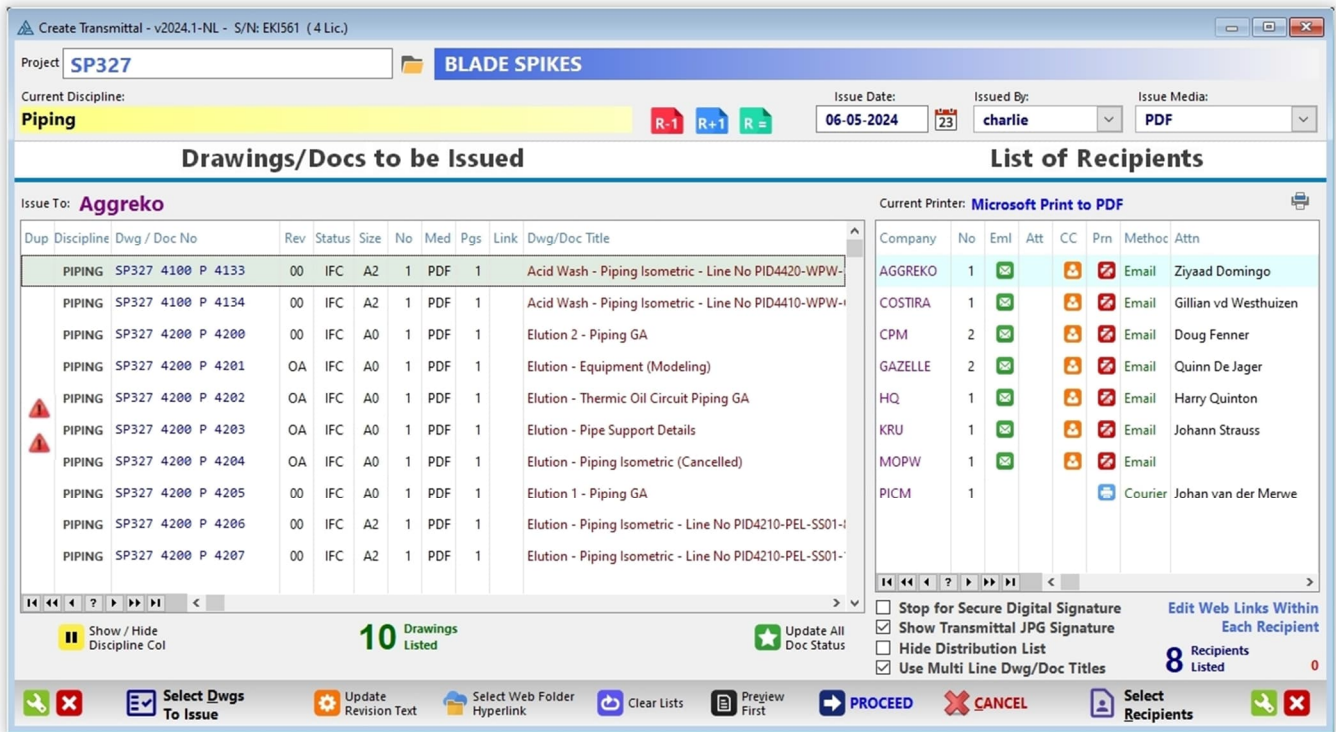


This list also keeps hyperlinks to the actual Documents/Drawings older revisions. You can specify the link to the current Dwg/Doc location on your local network and that link will become active by clicking on the yellow folder icon next to the revision as listed on the window.



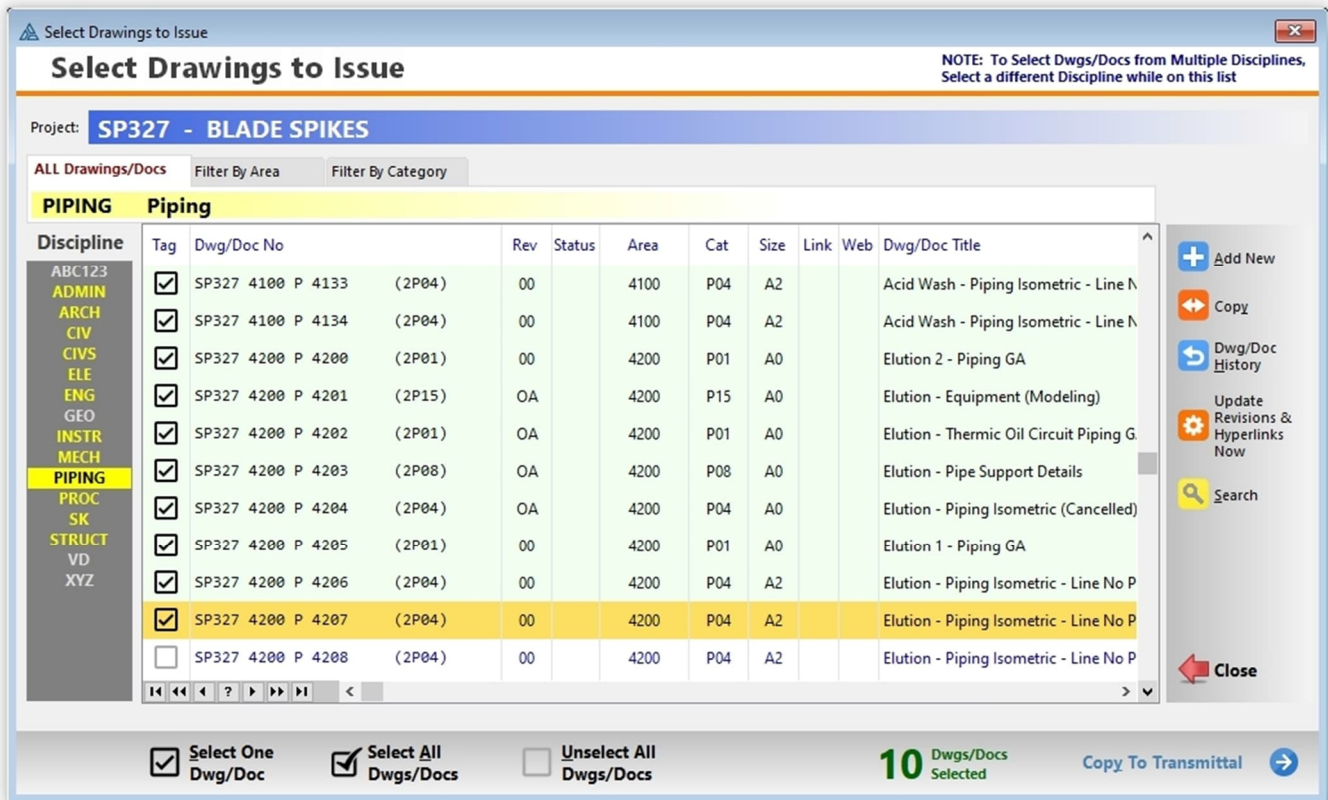
Issuing Drawings

This is where you prepare and print the Transmittals. First select the project number and then click on the 'Select Dwgs To Issue' button to select the drawings to be issued from a separate list.

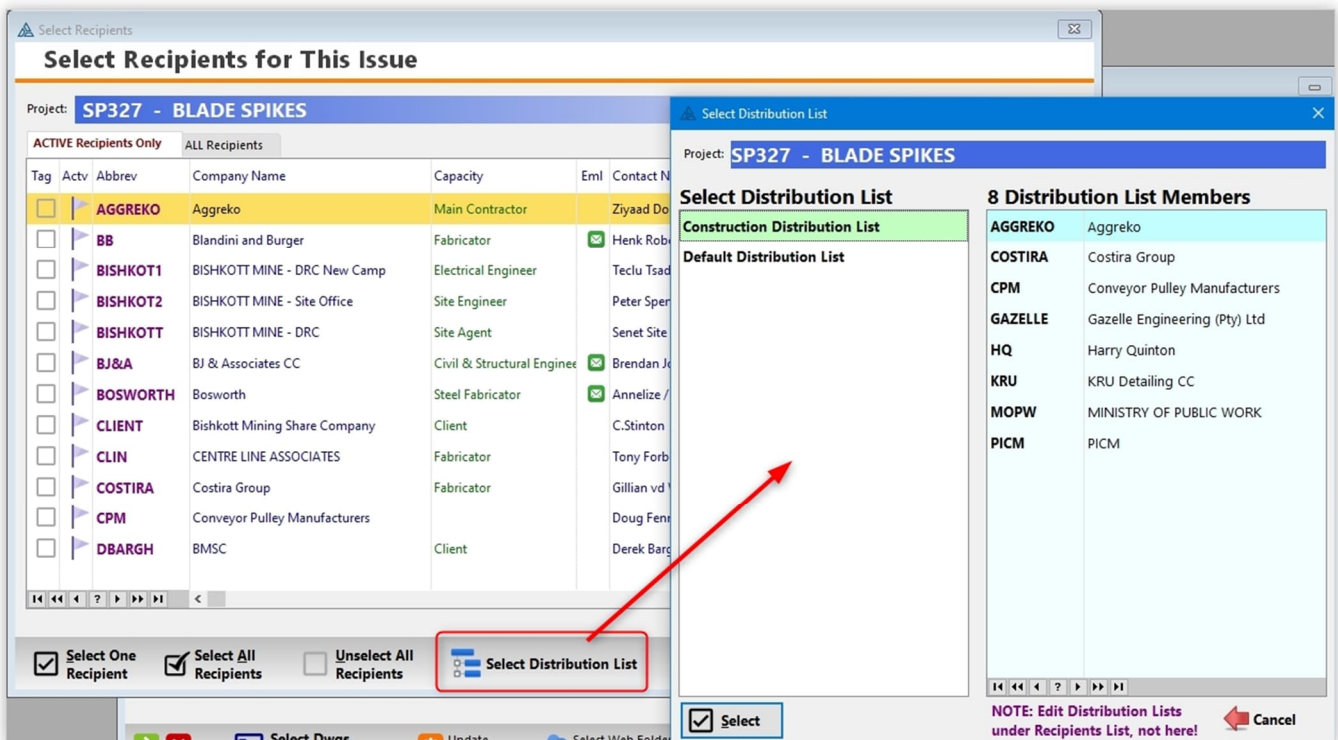


NOTE: A red triangle ⚠ icon that may appear in the 'Dup' column indicates that that specific drawing and revision has already been issued to the company name as shown on top of the list (or highlighted on the opposite list). Essentially it means that you are duplicating something that has already been done in the past.

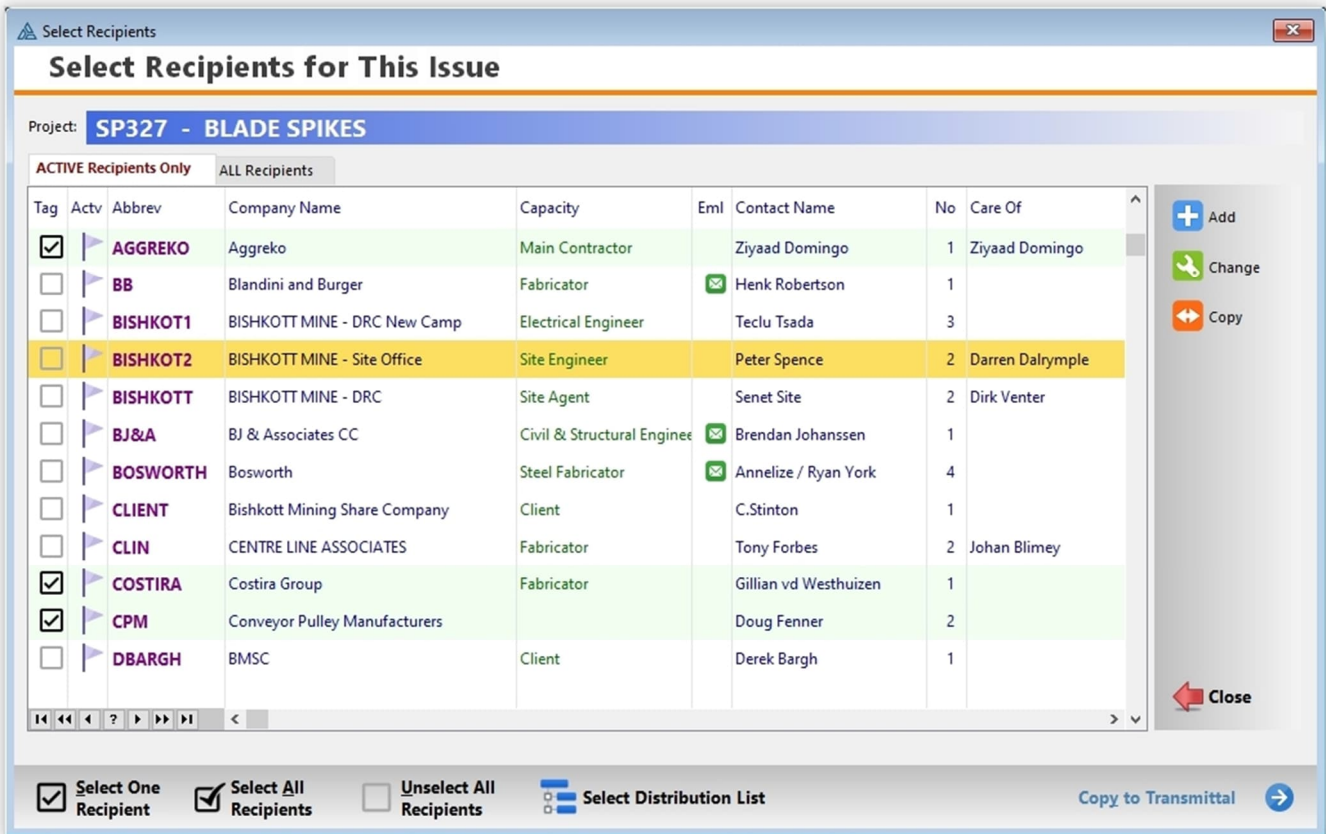
However, please bear in mind that in the printed **Issue Registers**, DRPRO will always show the issue date of the first time this drawing and this revision was issued, not the date of the subsequent repeat issues.



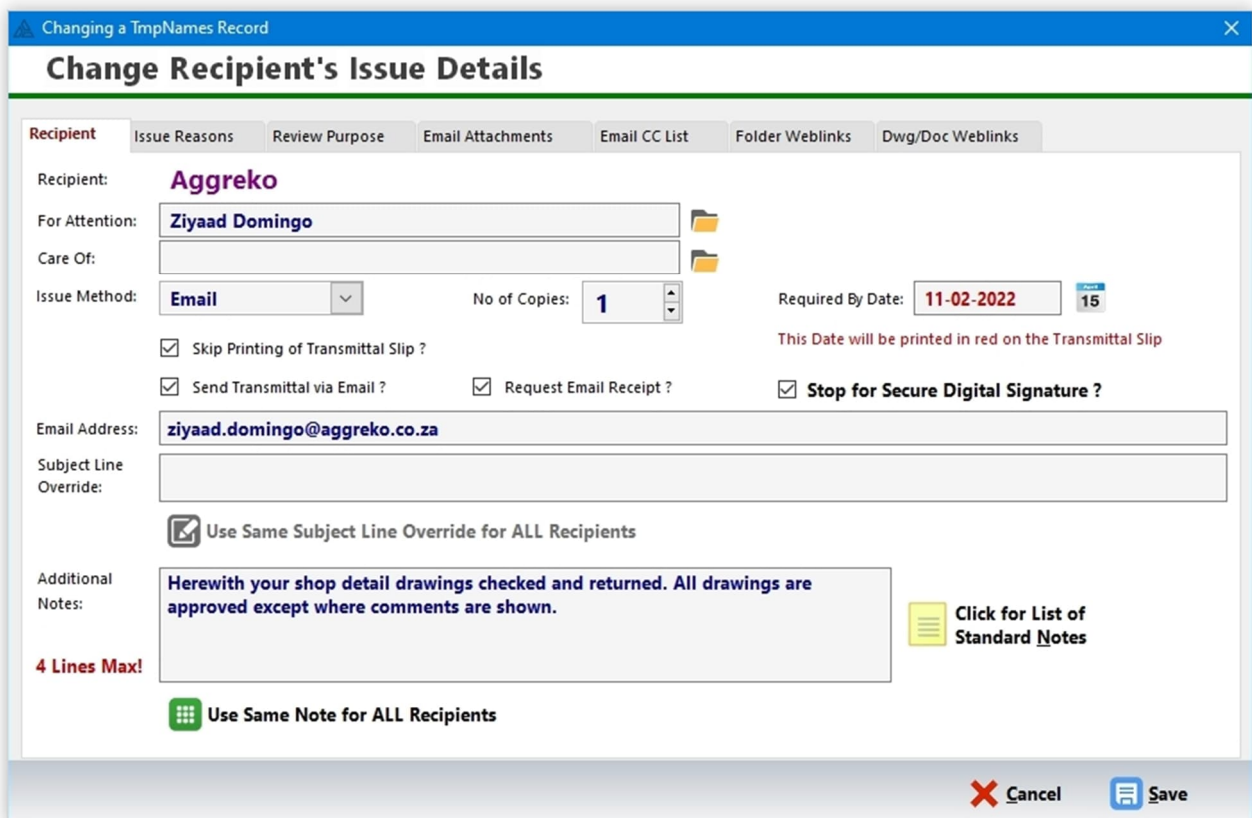
You may select a batch of drawings by clicking on the 'Tag' column in the browse list, by using the space bar, or by highlighting the first drawing and then clicking '**Select One Dwg**' repetitively. When the whole list of drawings has been marked, click on '**Copy to Issue List**'. This returns you back to the Issue Drawings window.



Similarly, for '**Select Recipients**'. You can either select manually from the recipients list or select a specific **Distribution List** with pre-defined recipients, and they will all be automatically marked. You may then select more recipients or deselect those not required for this issue.



Once again, click on 'Copy to Issue List'. You may then go to each individual company name on the Transmittal and modify the details for this issue only, such as attention names, issue methods, number of copies, issue remarks and additional notes.



Changing a TmpNames Record

Change Recipient's Issue Details

Recipient **Issue Reasons** Review Purpose Email Attachments Email CC List Folder Weblinks Dwg/Doc Weblinks

Recipient: **Aggreko**

-- Issue Reasons for this Recipient Only --

- For your Information
- For your Records
- For Checking and Approval
- Please return check copy
- For Construction
- For Planning purposes only
- For Tender purposes only
- For Manufacturing**
- For Fabrication**
- For Signature

Use Same Reasons for ALL Recipients

Cancel Save

Changing a TmpNames Record

Change Recipient's Issue Details

Recipient Issue Reasons **Review Purpose** Email Attachments Email CC List Folder Weblinks Dwg/Doc Weblinks

Recipient: **Aggreko**

-- If Dwgs/Docs are being sent OUT for Approval --

Review Purpose

Record Dwgs/Docs being issued now to this Recipient in the Review & Approvals Database

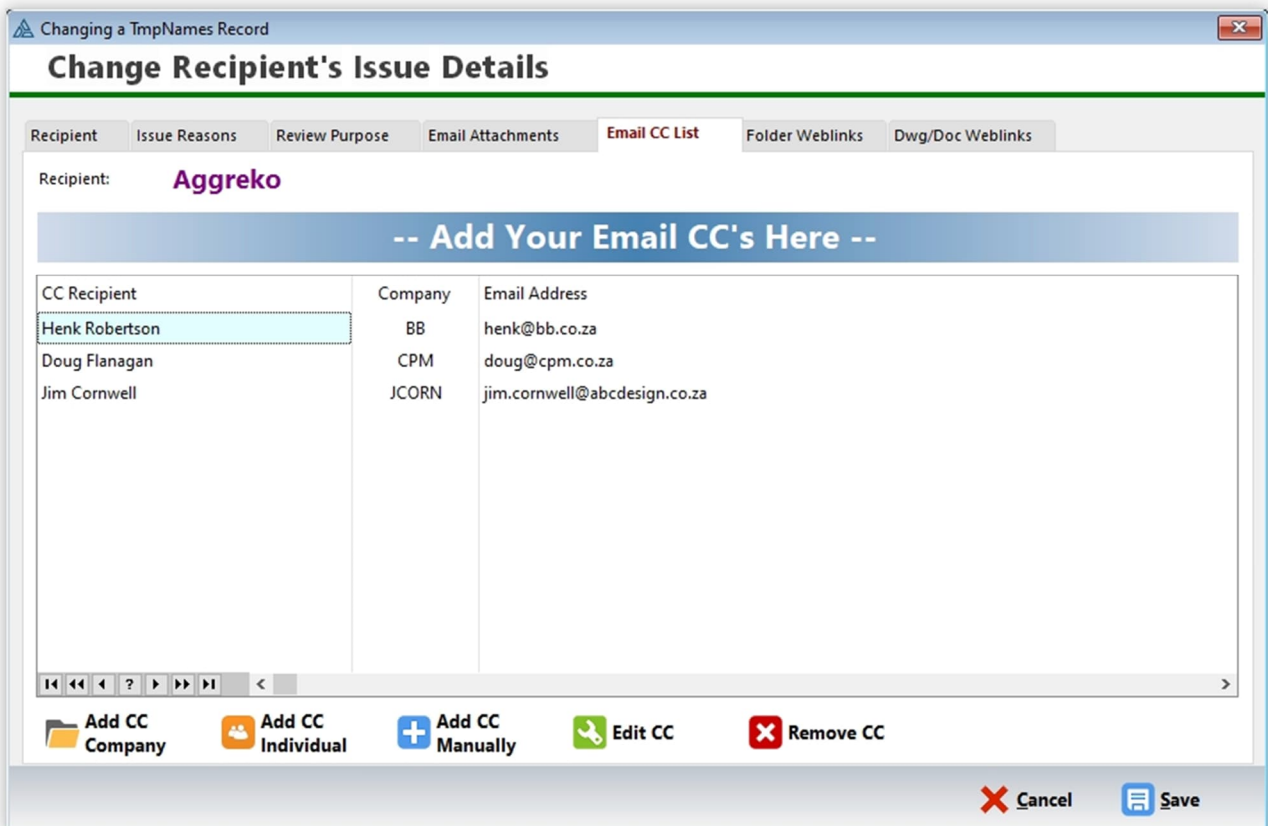
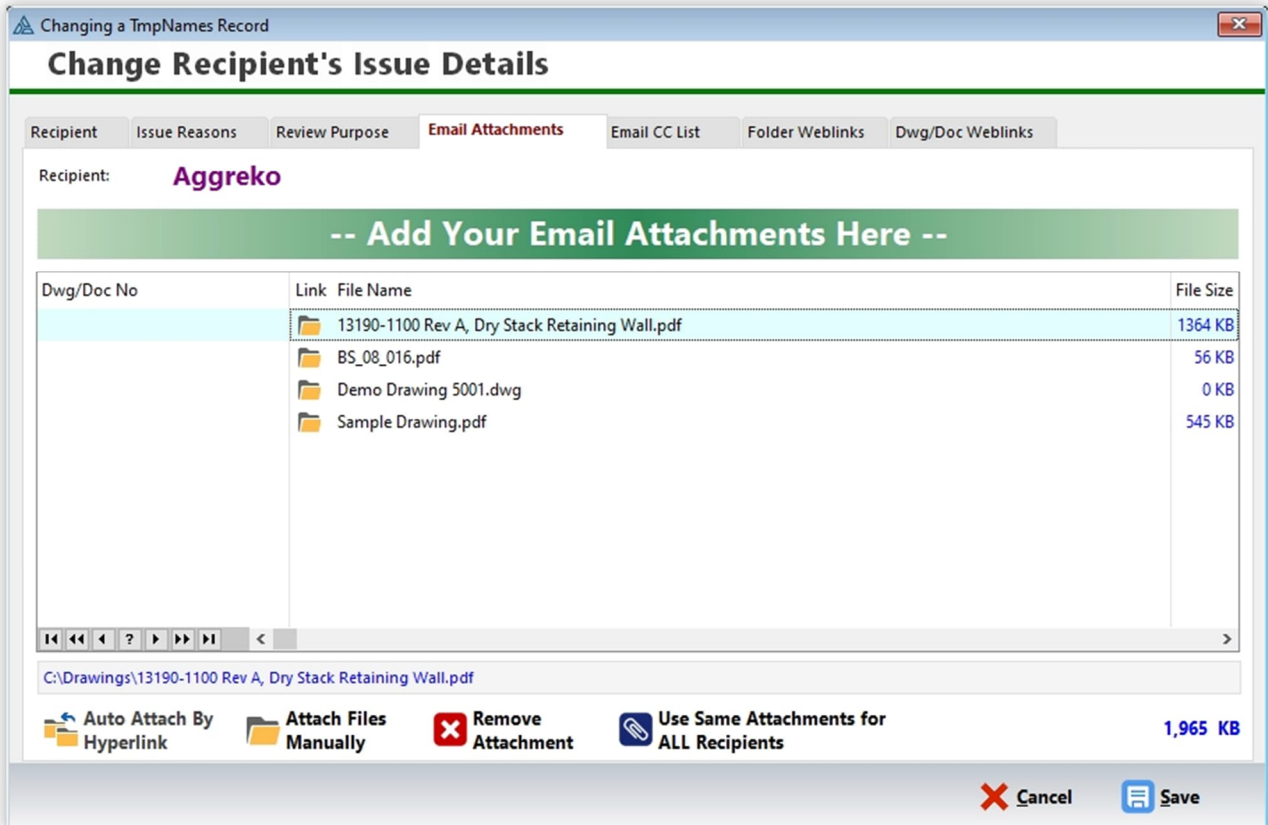
Review Purpose: IFA **Issued For Approval**

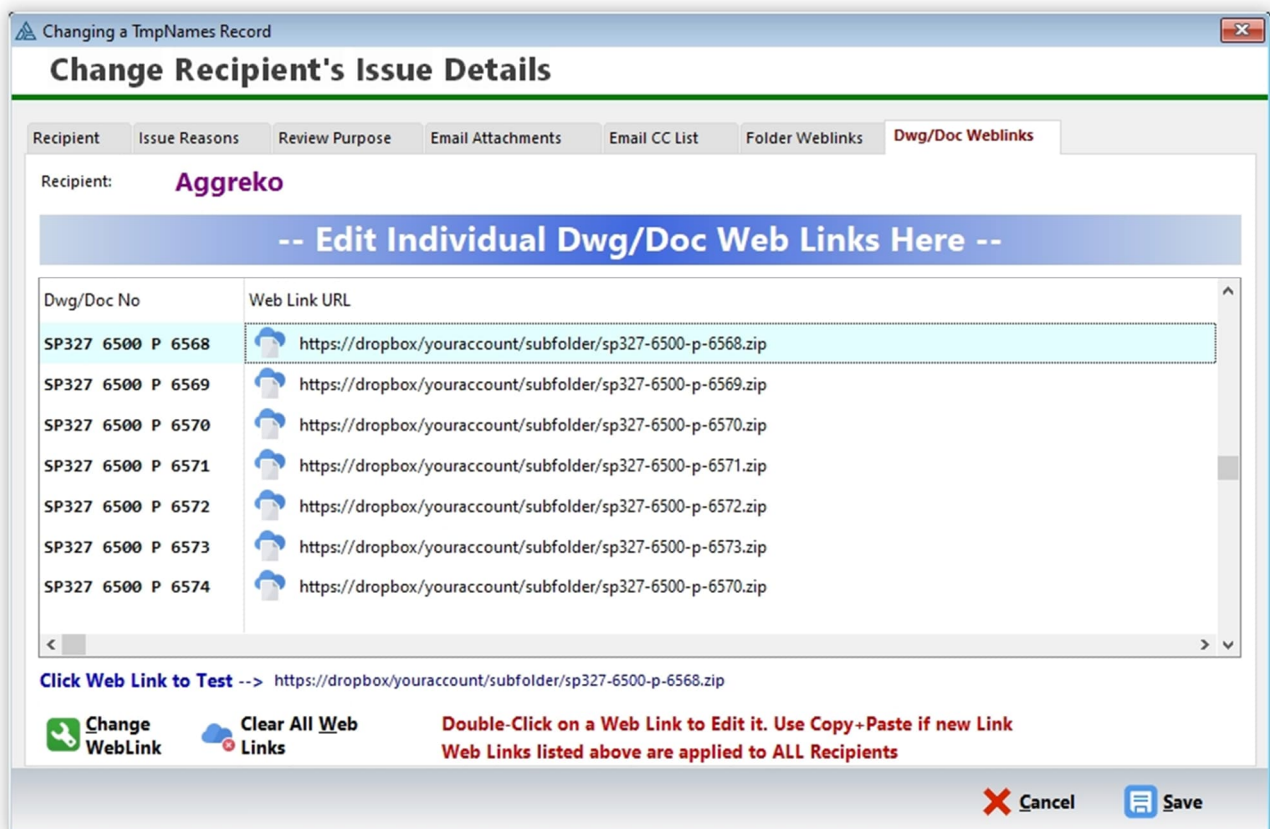
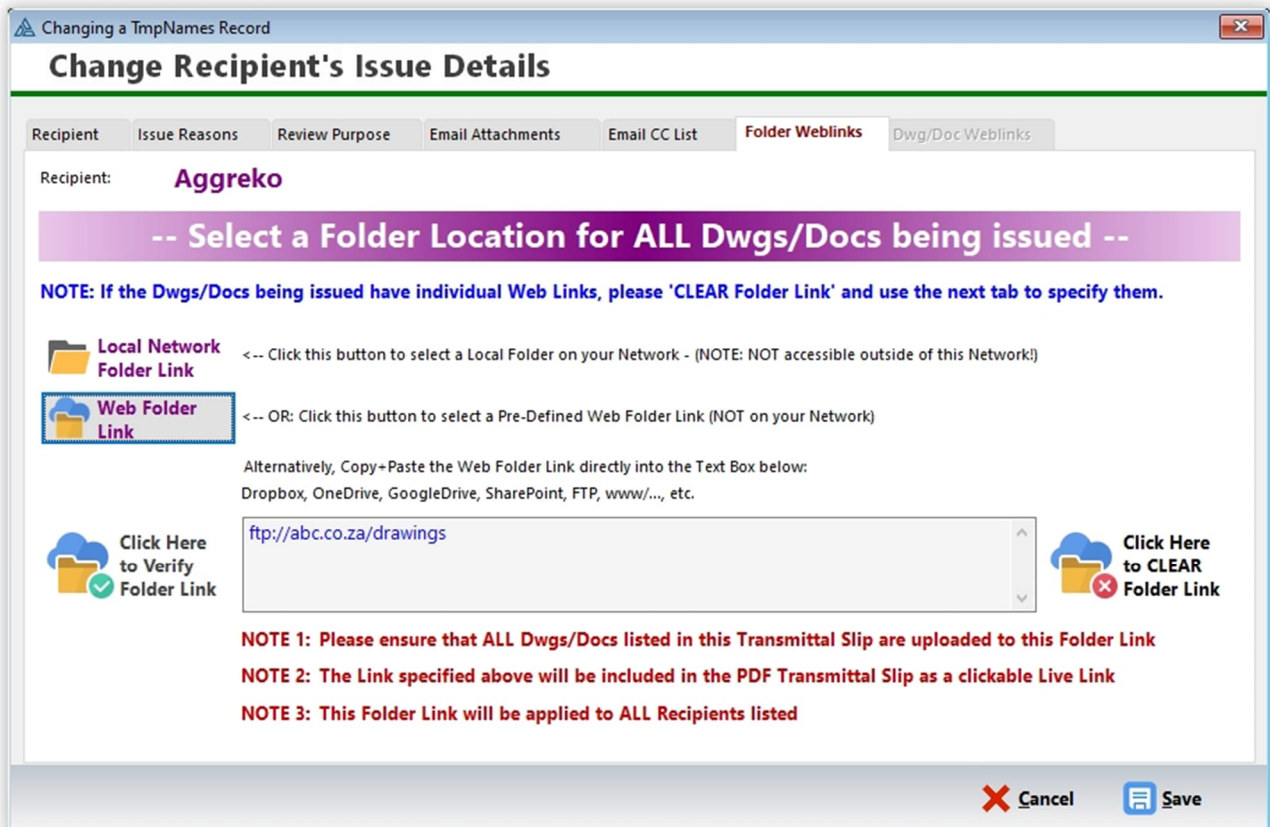
Required By Date: 11-02-2022 15

NOTE: The Review & Approvals Database in DRPRO caters only for Dwgs/Docs being sent OUT essentially for Approval purposes and that follow the ' --> Information --> Approval --> Construction' cycle.

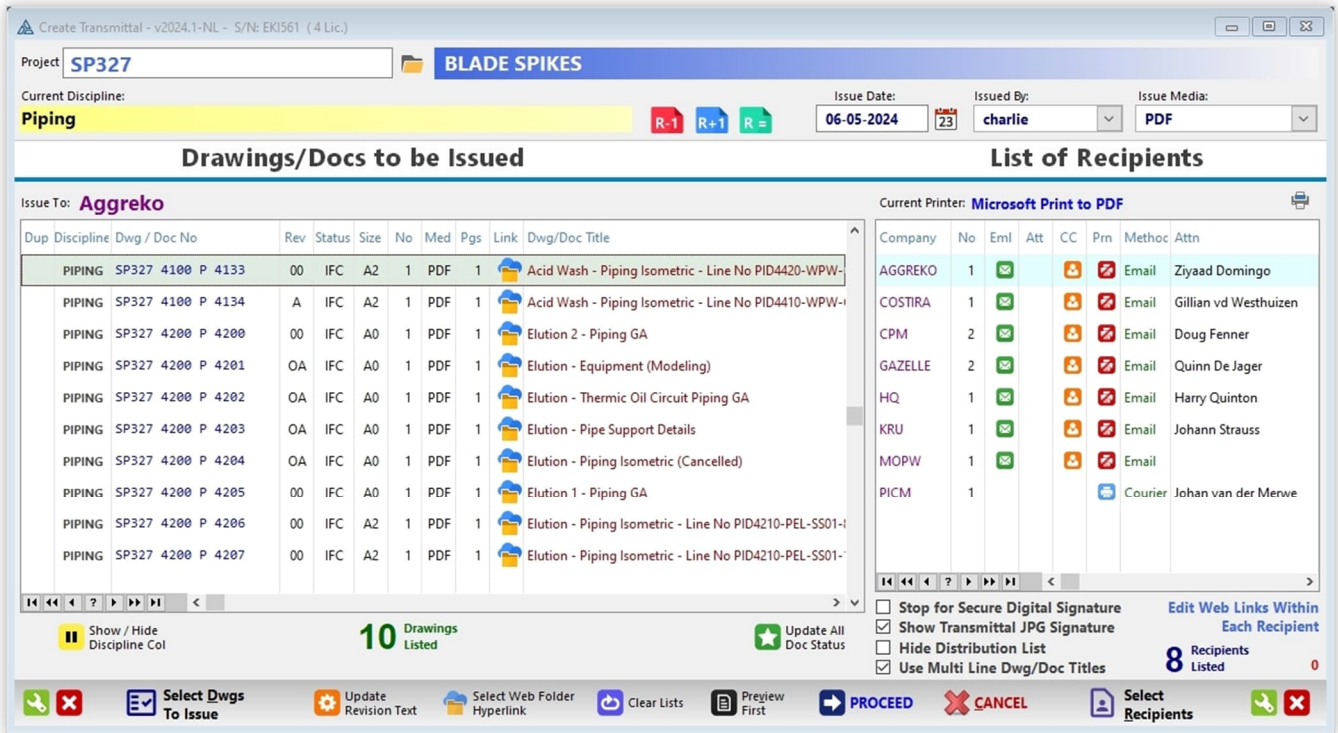
Also, to avoid confusion, please match the Issue Reason selected in the previous Tab with the Review Purpose selected above!

Cancel Save

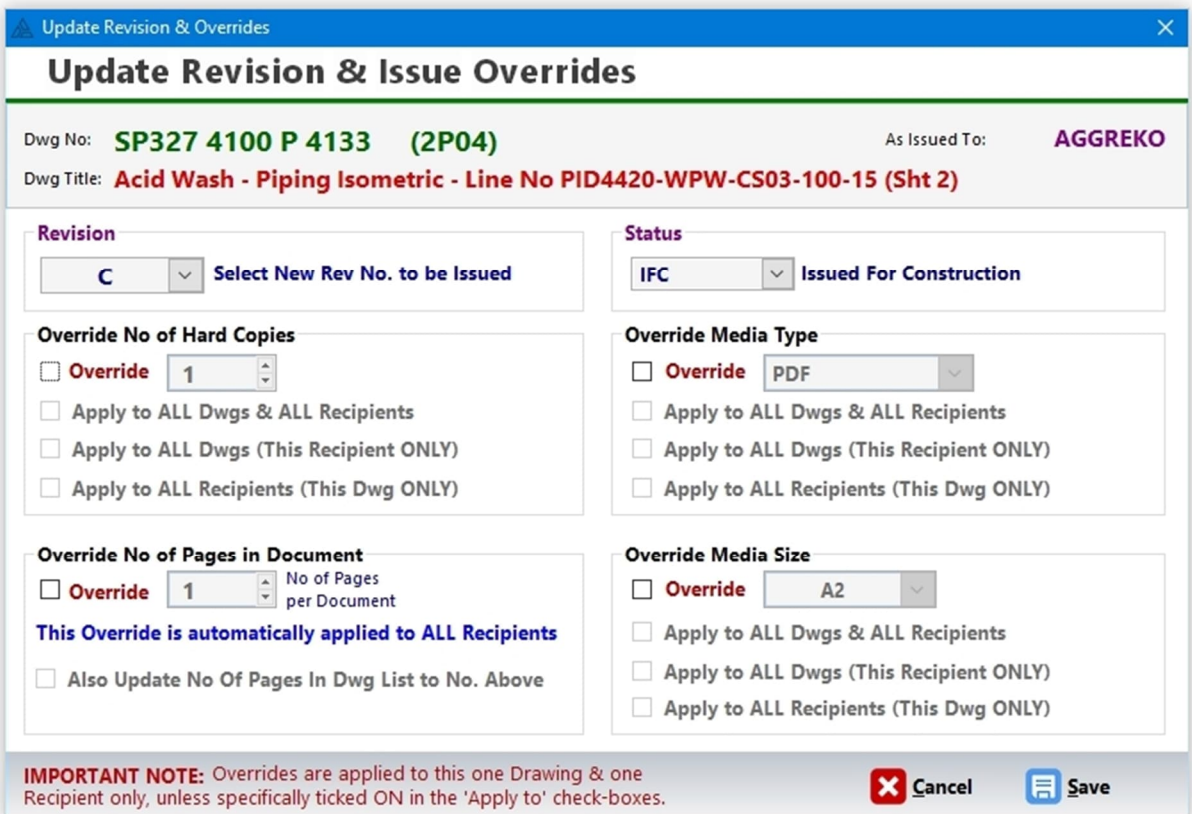




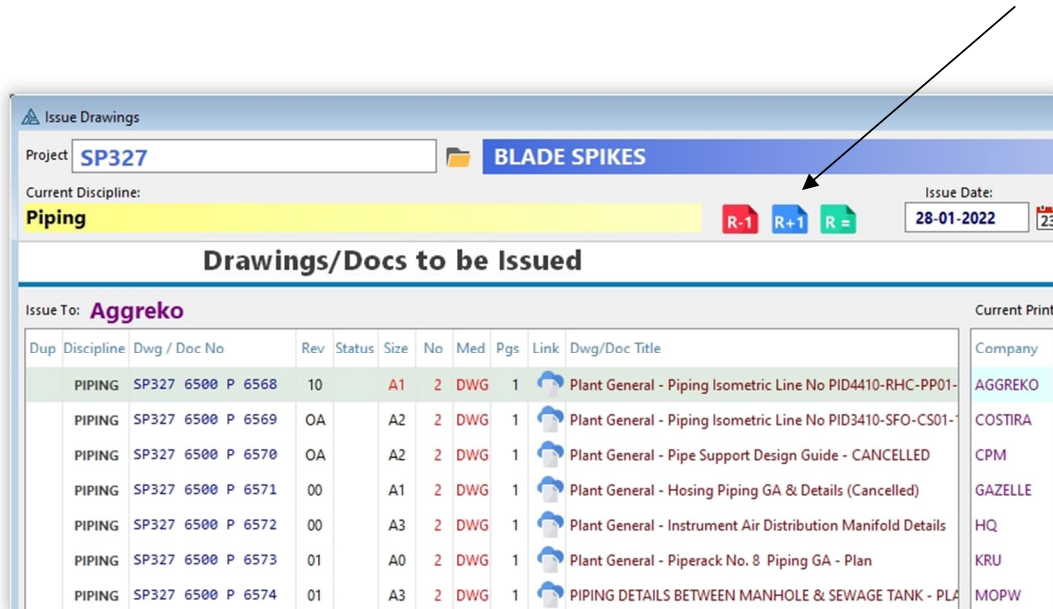
Once you click ‘Save’, the List of Drawings will display a cloud-like icon next to each drawing with a web link.



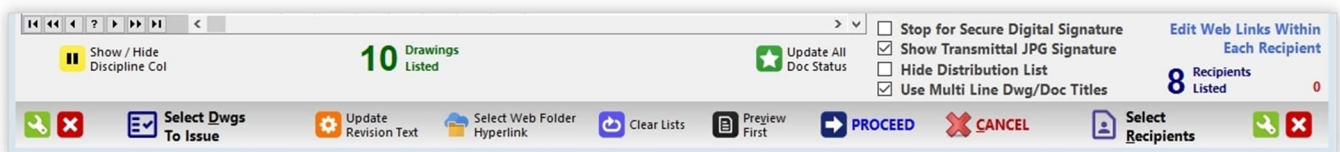
You may also change some of the details relating to each individual drawing by double-clicking on it. In the Update Form you may then override some of the default parameters. Please note that these overrides are applicable to only the highlighted drawing and for the highlighted recipient on the other list. The Drawing Status for each drawing can be changed in this window too.



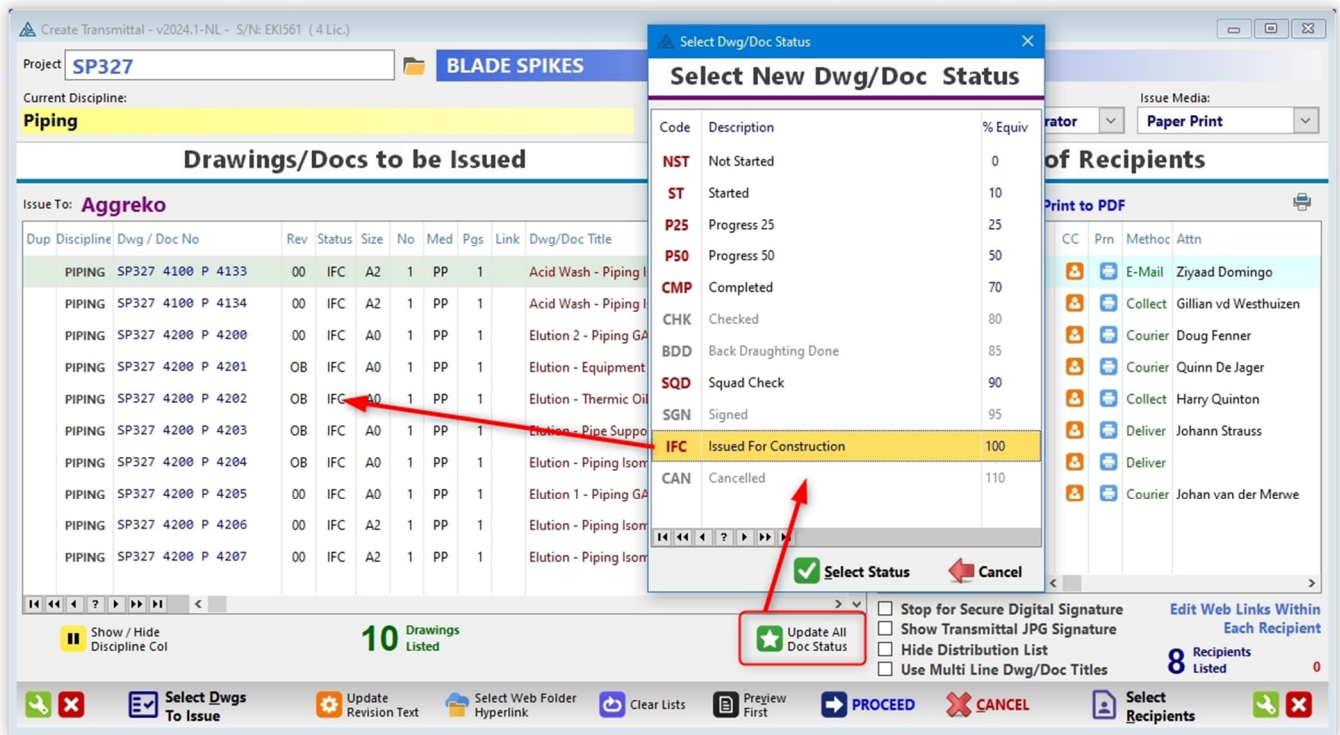
To change the revision numbers of each drawing, there is a faster way: Click on the blue button labelled “**R+1**” and all revisions listed will be increased by a factor of 1, either from 1 to 2 or from A to B, depending on the revision system specified for the project. The “**R=**” button will make all revisions the same (you define what it is), and the “**R-1**” button will obviously go back one revision number or letter, but it’s only active after you’ve pressed the ‘**R+1**’ button.



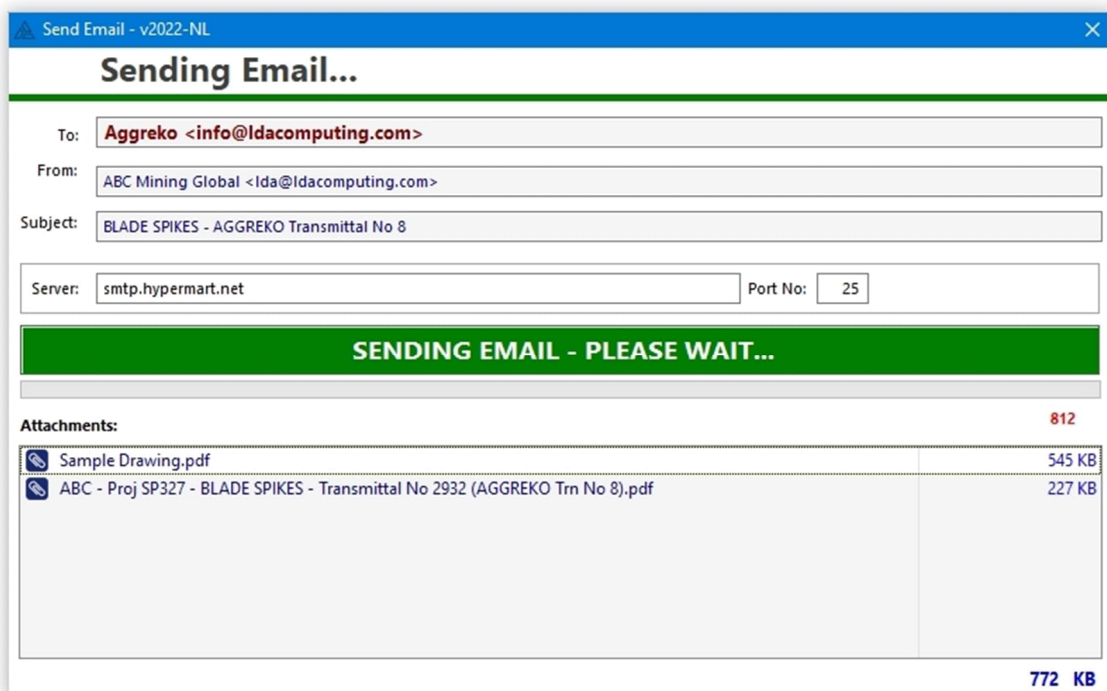
Before you ‘**Proceed**’ to the final stage of recording your issue in the database and printing out the Transmittals and emailing them you can preview what is being issued before committing to the database. Click on the “**Preview First**” button, at the bottom of the Issue Window. The ‘**Clear Lists**’ button will clear the issue window and reset everything back to ‘zero’ for the start of a new issue. No need to exit the issue window and get back in again as in older versions of DRPRO:



Before proceeding, you may also want to update the Dwg Status of ALL drawings by clicking the ‘Update All Dwg Status’ button. Alternatively, you can change the Status of each drawing individually, as explained above.

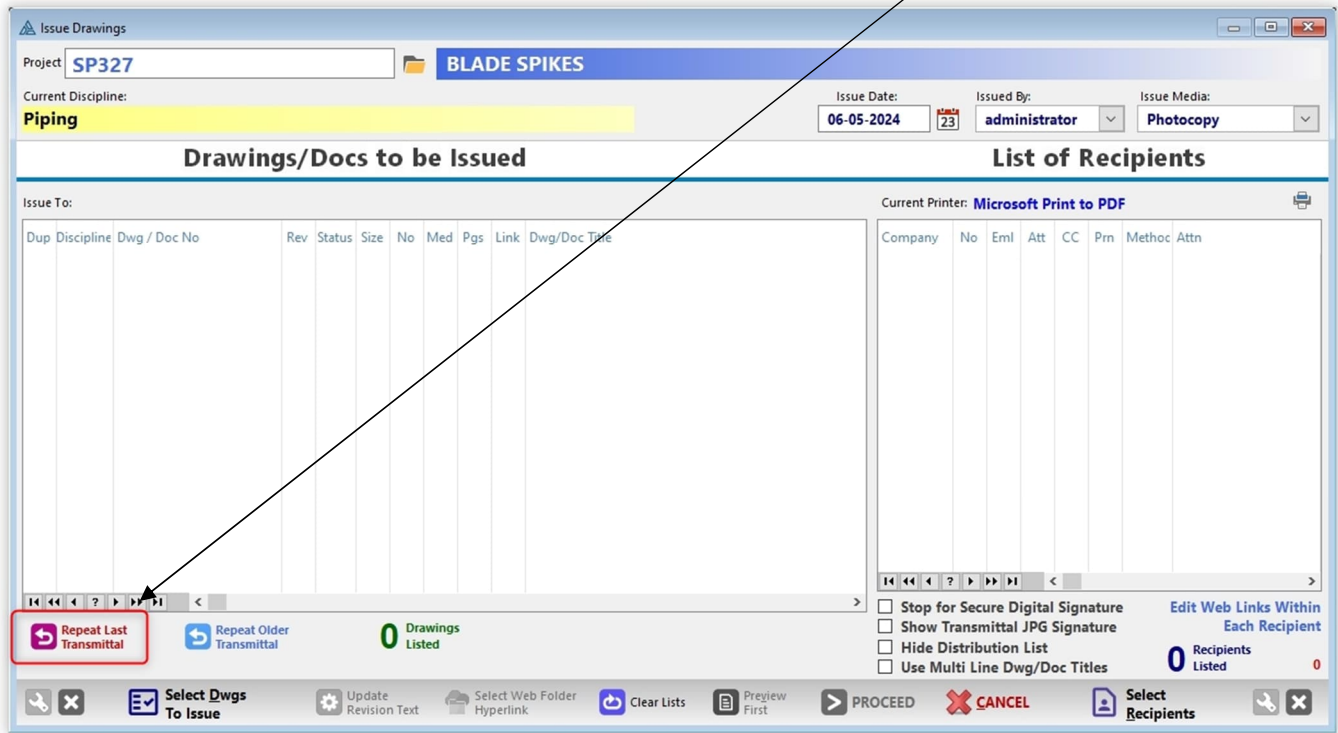


Please note: Once you click the ‘**PROCEED**’ button, DRPRO will start recording everything in its database, send out emails (if applicable), print out all Transmittals and update the revision numbers in the drawing list to the new ones just issued. After this there is no going back to change the issue details. The only way around it is to cancel the Transmittals individually (See List of All Transmittals) and re-issue again with the correct info.



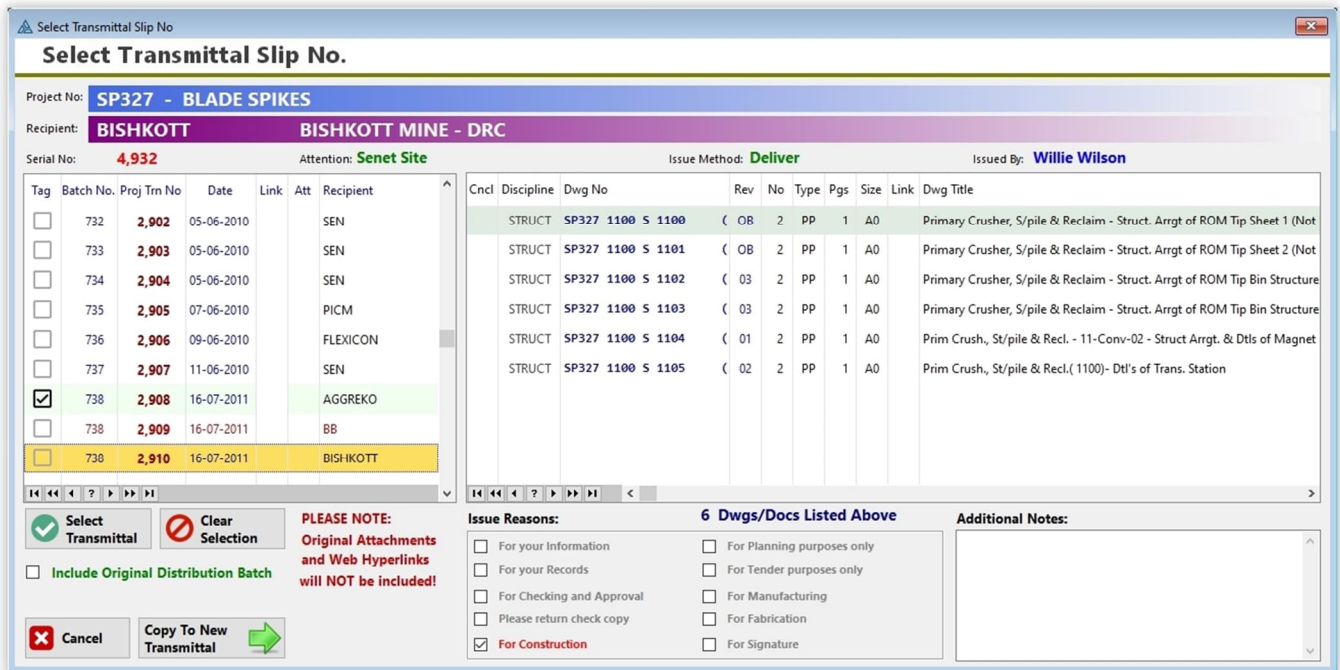
Green Bar = SMTP Blue Bar = MS Office Outlook

Another useful feature of DRPRO when re-issuing drawings is the ability to re-select the previous Transmittal, change which side is different for the new issue (Drawings or Recipients) and re-issue it again without having to re-select everything all over again. To access this feature, click the button labelled **'Repeat Last Transmittal'** before clicking on 'Select Drawings' or 'Select Recipients':



Once you’ve completed an issue and press the **'Clear Lists'** button, the **'Repeat Last Transmittal'** will become available again at the start of a new issue, in case you need to repeat the previous issue but to a different set of companies (or vice-versa, a different set of drawings to exactly the same group of companies).

Additionally, you may also use the adjacent button **'Repeat Older Transmittal'**, which allows you to go back to any previously issued Transmittal and load the same drawing list for re-issue.



You may select one or more transmittals from the left list. DRPRO will automatically exclude duplicate drawings from the combined list and use the latest revisions issued. Once the selection is complete, click the **'Copy to New Transmittal'** button. In this case, you will need to re-select the Recipients again on the Issue window.

Please note that to add the original Recipient(s) to the new Issue window, you need to tick-ON the box **'Include Original Distribution Batch'**, even if it was issued to just one Recipient. If this tick-box is left OFF, then only the Drawing List will be copied, not the Recipient’s List. A new one will then need to be created on the Issue window after the drawings are copied over.



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 Tel +27 11 452-5824
 Fax +27 86 613 4178
 E-mail : info@LDAcomputing.com
 VAT Reg No: 4300238856

To: Highbar Galvanizers	Project Transmittal No:
Attention: The Manager	00 286
Address:	Recipient Trn No: 00 120
Mobile:	Date: 31-08-2020
Tel:	Time: 17:32:39
Fax:	Method: Collect
E-mail: lda@ldacomputing.com	

Project: **030/990** **IMPI-CONS MAIN SHAFT PROJECT**

DRAWING TRANSMITTAL

Doc No:	Rev:	Status:	Size + Type:	No:	Description:
TEST-01	01		A0 - PDF	1	Test Doc No. 01 - Sample Drawing.pdf
TEST-02	01		A0 - PDF	1	Test Doc No. 02 - DRPRO Users Manual 2018.pdf
TEST-03	01		A0 - PDF	1	Test Doc No. 03 - DRPRO Import Rules.pdf
TEST-04	01		A0 - PDF	1	Test Doc No. 04 - DRPRO 2018-NL SP3 - All New Features.pdf
TEST-05	01		A0 - PDF	1	Test Doc No. 05 - DRPRO 2018-NL Presentation.pdf
TEST-06	01		A0 - PDF	1	Test Doc No. 06 - DRPRO 2017 and MS SHARE POINT.pdf
TEST-07	0B		A0 - PDF	1	Test Doc No.-- - Sample Drawing.pdf
TEST-08	0B		A0 - PDF	1	Test Doc No.-- - Sample Drawing.pdf

Each one of these is a drawing/document live link to a web location, but only if it's an original created by DRPRO

- | | |
|--|--|
| <input type="checkbox"/> For your information. | <input type="checkbox"/> For Enquiry |
| <input type="checkbox"/> For your records. | <input checked="" type="checkbox"/> For Tender purposes only. |
| <input type="checkbox"/> For Checking and Approval. | <input type="checkbox"/> For your Comments |
| <input type="checkbox"/> Please return checked copy. | <input type="checkbox"/> - |
| <input type="checkbox"/> For Construction. | <input type="checkbox"/> . |

Distribution List:
 286 - Highbar Galvanizers (The Manager)
 287 - Impala Platinum Projects (Len Legendijk)

Additional Notes:

Sign Here

Issued By: **Administrator**

Received By: _____

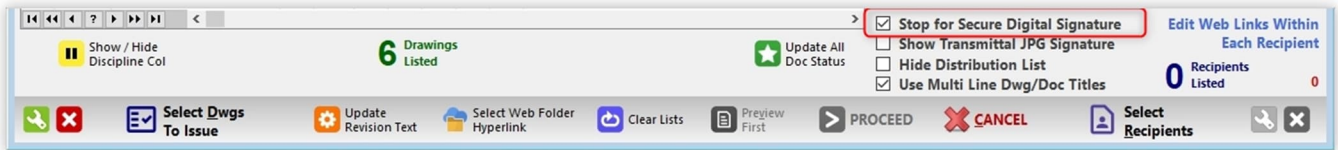
For: **KWERTY Consulting (Pty) Ltd**

Date Received: _____

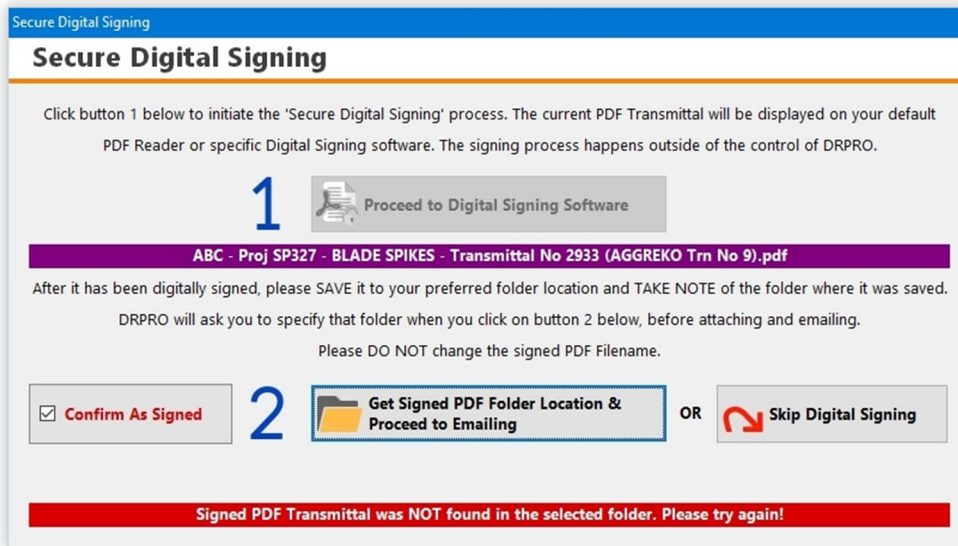
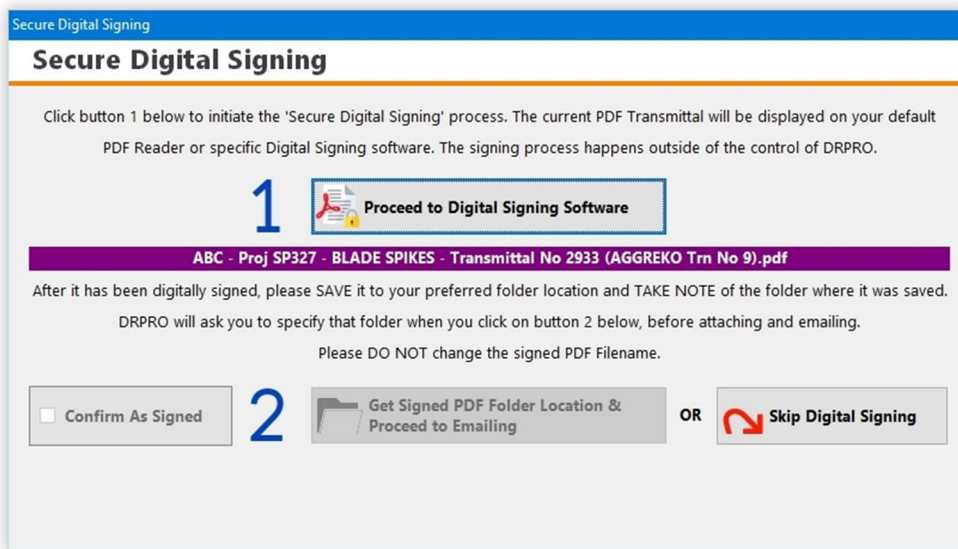
DRPRO v2021-NL - Copyright 'LDA Computing' - All rights reserved worldwide - www.LDAcomputing.com - Licenced To: - -



If the ‘**Stop for Secure Digital Signing**’ tick-box is ticked-ON during the creation of a transmittal, DRPRO will stop before emailing and ask you to proceed to your Digital Signing software before returning back to DRPRO and then auto-attaching the newly signed transmittal.



Follow the instructions provided on the next window for the secure signature process to be successful.



If the incorrect folder where you saved the signed PDF Transmittal is selected, an error message will be displayed in the **red line** as shown above. This could also be due to the PDF file name being changed when saving.

Contact Names

This list displays the names of all the people involved in all the projects on record, sorted by name or by project and recipient. From this list you can dial the contact’s telephone or cell number directly if your computer is properly setup for internet communication. Refer to your IT Dept. for guidelines on how to connect these items. You may also send an email by clicking on the email address at the bottom of the screen.

All Contact Names

By Project & Name | By Company - For ONE Project | By Company - For ALL Projects | By Name - For ALL Projects | By Entry Order [No Sorting]

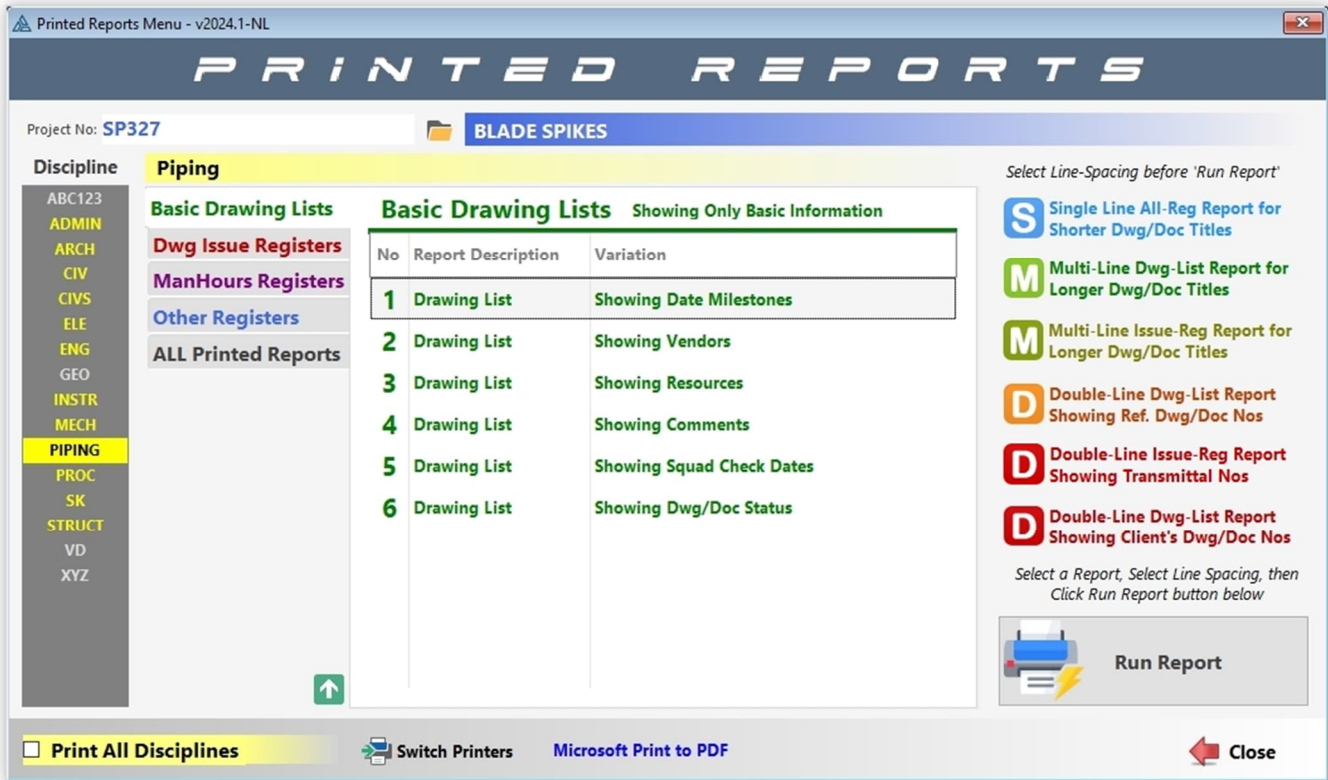
Name	Designation	Abbrev	Company Name	Project No	Project Name	Email	Cell No
Doug Lester	Contracts Manager	BROWN&SP	Brown & Spears Building	DEMO-1	Riverside Shopping Centre	dlester@brownspears.com	082 987-55
John Barry	Contracts Manager	BROWN&SP	Brown & Spears Building	DEMO-1	Riverside Shopping Centre	jbarry@brownspears.com	082 876-11
Nick Crossman	Site Engineer	BROWN&SP	Brown & Spears Building	DEMO-1	Riverside Shopping Centre	ncrossman@brownspears.c	082 987-53
Gerard Gunther	Project Manager	GLPA	Gerard Louis Preston Associates	DEMO-1	Riverside Shopping Centre	ggunther@glpa.co.uk	083 876-11
Steven Albert	Chief Architect	NW&A	Norton Wills & Albert Architects	DEMO-1	Riverside Shopping Centre		081 321-98
Roland Vincent	Steel Fabricator	WILLMING	Willmington Steel	DEMO-1	Riverside Shopping Centre	rvisser@willmington.co.uk	082 549-01

Mobile No: (Click to Skype) **082 987-5544** | Tel No: (Click to Skype) **016 123-6789** | Email: **dlester@brownspears.com**

Search Filter [] Close

Printed Reports Menu

The **Printed Reports Menu** gives you the option of choosing from various different reports. Each one of these will prompt you for additional information to fine-tune your request.



1. **Drawing List – Showing Date Milestones** - Printed Drawing List showing some basic information about each drawing. Does not show concrete issue dates. For that purpose, rather use one of the “Issue Registers” as described below.
2. **Drawing List – Showing Vendors** – Printed Drawing List that also shows the vendor’s name next to each drawing.
3. **Drawing List – Showing Resources** – Printed Drawing List together with the names of the people doing the drawings.
4. **Drawing List – Showing Comments** – Printed Drawing List showing a one-line comment about each drawing. This comment is the first few words of what you enter in the ‘Comments’ tab of the ‘Drawing Entry Form’.
5. **Drawing List – Showing Squad Check Dates** – Printed Drawing List showing squad check dates as entered for each drawing in the Entry Form.
6. **Drawing List – Showing Dwg/Doc Status** – Printed Drawing List showing the Drawing / Document Status for each drawing recorded.

Printed Reports Menu - v2024.1-NL

PRINTED REPORTS

Project No: SP327 **BLADE SPIKES**

Discipline: **Piping**

ABC123
ADMIN
ARCH
CIV
CIVS
ELE
ENG
GEO
INSTR
MECH
PIPING
PROC
SK
STRUCT
VD
XYZ

Dwg Issue Registers Showing Actual Issue Dates

No	Report Description	Variation
1	Issue Register	All Revs - All Dwgs
2	Issue Register	All Revs - Issued Between 2 Dates Only
3	Issue Register	Latest Revs - All Dwgs
4	Issue Register	Latest Revs - All Dwgs + Issue Reason
5	Issue Register	Latest Revs vs Last Revs Issued
6	Issue Register	Received & Re-Issued - Latest Revs
7	Issue Register	All Revs - All Dwgs + Issue Reason
8	Issue Register	All Projects - All Dwgs Between 2 Dates
9	Issue Register	Received & Re-Issued - All Revs

Select Line-Spacing before 'Run Report'

S Single Line All-Reg Report for Shorter Dwg/Doc Titles

M Multi-Line Issue-Reg Report for Longer Dwg/Doc Titles

D Double-Line Issue-Reg Report Showing Transmittal Nos

Select a Report, Select Line Spacing, then Click Run Report button below

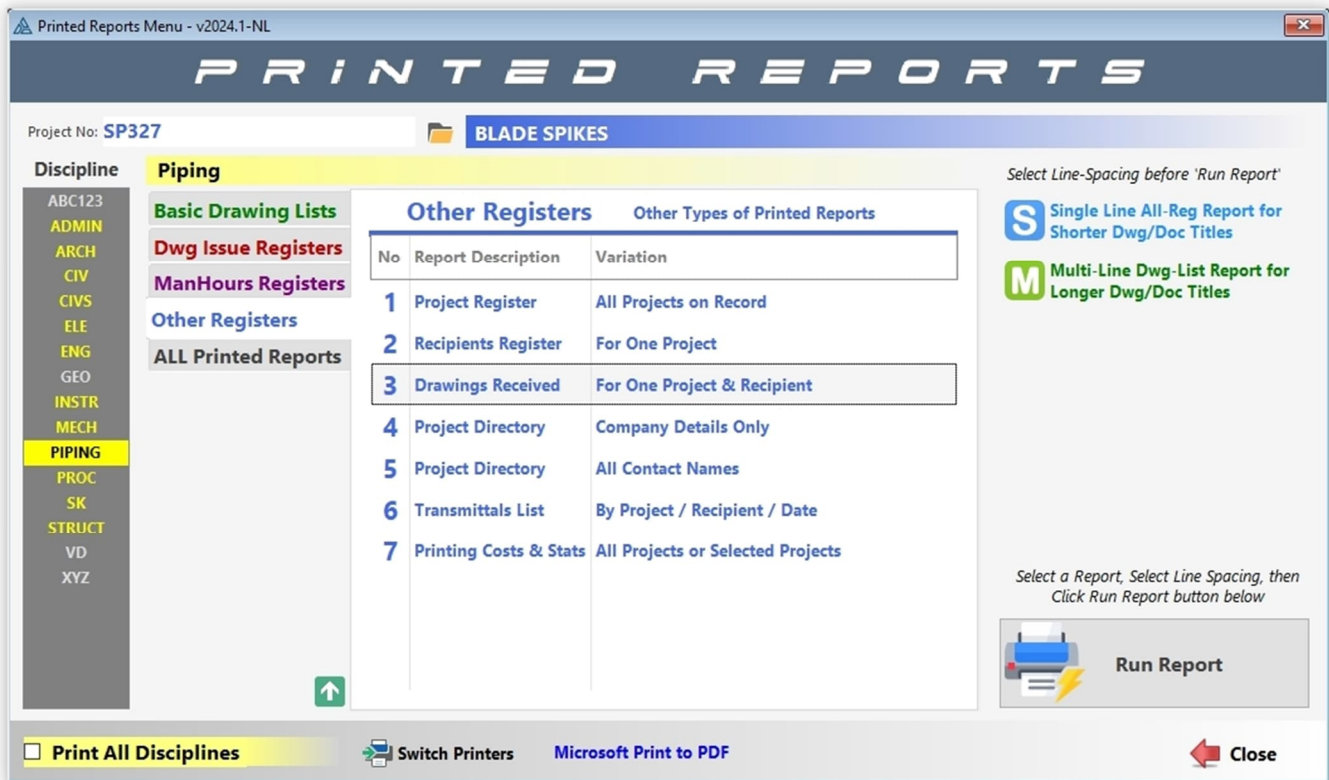
Run Report

Print All Disciplines Switch Printers Microsoft Print to PDF **Close**

- Issue Register - All Revs – All Dwgs** – This printed register will print the issue date of every revision of every drawing on record (subject to the filters selected). It prints one set of pages for each recipient selected to be included in the report.
- Issue Register - All Revs – Issued Between 2 Dates Only** – Similar to the ALL Revisions above, but with one difference: It will include only the drawings actually issued between the two selected dates (from & to).
- Issue Register – Latest Revs – All Dwgs** – This printed register is probably the most useful of the batch. It’s a more condensed report, showing the company names (recipients) on the top of each column and the issue date of the “latest” revision only. If you spot any empty cells in this report, then it’s because that recipient did not get the latest revision of that drawing. They may have received the previous revision, but not the very latest!
- Issue Register – Latest Revs – All Dwgs + Issue Reason** – Identical to the register above, except that it will print issue dates for one recipient on each set of pages, and will also show a series of coloured icons and numbered columns indicating the reason for issue, the issue method and if an email was sent.
- Issue Register – Latest Revs vs Last Revs Issued** – A very useful register that will highlight in red if a drawing's last revision issued to a specific company is lagging behind the latest revision available.
- Issue Register – Received and Re-Issued Dates** – Use this register to show when a drawing has been received as well as the subsequent issue dates of the same drawing.
- Issue Register – All Revs – All Dwgs + Issue Reason** – As per No. 3 above, but for All Revisions, including repeat issues.
- Issue Register – All Projects – All Dwgs Between 2 Dates** – A list of all drawings/docs from All Projects issued in one single day (or between any two dates) – Also known as **“The Boss’s Daily Report”**.
- Issue Register – Received and Re-Issued – All Revs** – This report will create a double-line Issue Register showing Transmittal numbers, as received from one company and then and re-issued to one or multiple companies.



- 1. ManHours - Detailed - By Dwg - Plain** - This report will print a calculated page (or pages) showing how each drawing is performing regarding the number of budgeted hours allocated to it vs. the actual number of hours spent on each drawing.
- 2. ManHours - Detailed - By Dwg - Resources** – This report will print a calculated page (or pages) showing how each drawing is performing regarding the number of budgeted hours allocated to it vs. the actual number of hours spent on each drawing. It will also show the resources allocated to each drawing.
- 3. ManHours - Detailed - By Dwg + Date Milestones** – Similar to the above report, this report will print a calculated page (or pages) showing how each drawing is performing regarding the number of budgeted hours allocated to it vs. the actual number of hours spent on each drawing. It will also show certain key milestone dates for each drawing.
- 4. ManHours - Detailed - By Dwg - Between 2 Dates** – Print only the hours spent between two specific dates.
- 5. ManHours - Detailed – By Dwg - COS Hours Only** – This report will show only the COS (Change Of Scope) Hours for each of the drawings listed.
- 6. ManHours – Summary – By Area** – Similar to the detailed report above, but with all the drawings for each 'Portion' (or 'Area') of the project condensed in one line.
- 7. ManHours – Summary – By Area + Sub-Area** – Similar to the Grouped by Portion report above, but with all the drawings for each 'Sub-Portion' (or 'Sub-Area') of the project condensed in one line.
- 8. ManHours – Summary – By Area – Between 2 Dates** – Print only the hours spent between two specific dates and grouped by Area.



- Projects Register – All Projects on Record** – Prints a list of all projects on file, either in numerical order (by project number) or alphabetical order (by project name)
- Recipients Register – For One Project** – Prints a list of all recipients for the selected project, including some basic information about each recipient.
- Drawings Received – For One Project & Recipient** – Prints a list of drawings received for one project and one recipient as selected by the user.
- Project Directory – Company Details Only** – Single line list of all recipients for one project, at company level that could be used as a telephone/fax directory.
- Project Directory – All Contact Names** - Single line list of all individual names within each of the recipient companies for one project, that could also be used as a telephone/fax directory.
- Transmittals List – By Project / Recipient / Date** – A printed list of all Transmittals issued for any project, recipient, date or a combination of the three filters. This report will also highlight which Transmittals have been signed, scanned and returned back to your office for archiving as proof of delivery.
- Printing Costs & Stats** - Same item as directly accessible from the Main Menu. Will create a full report of costs and statistics based on the parameters entered. See next section for further details.

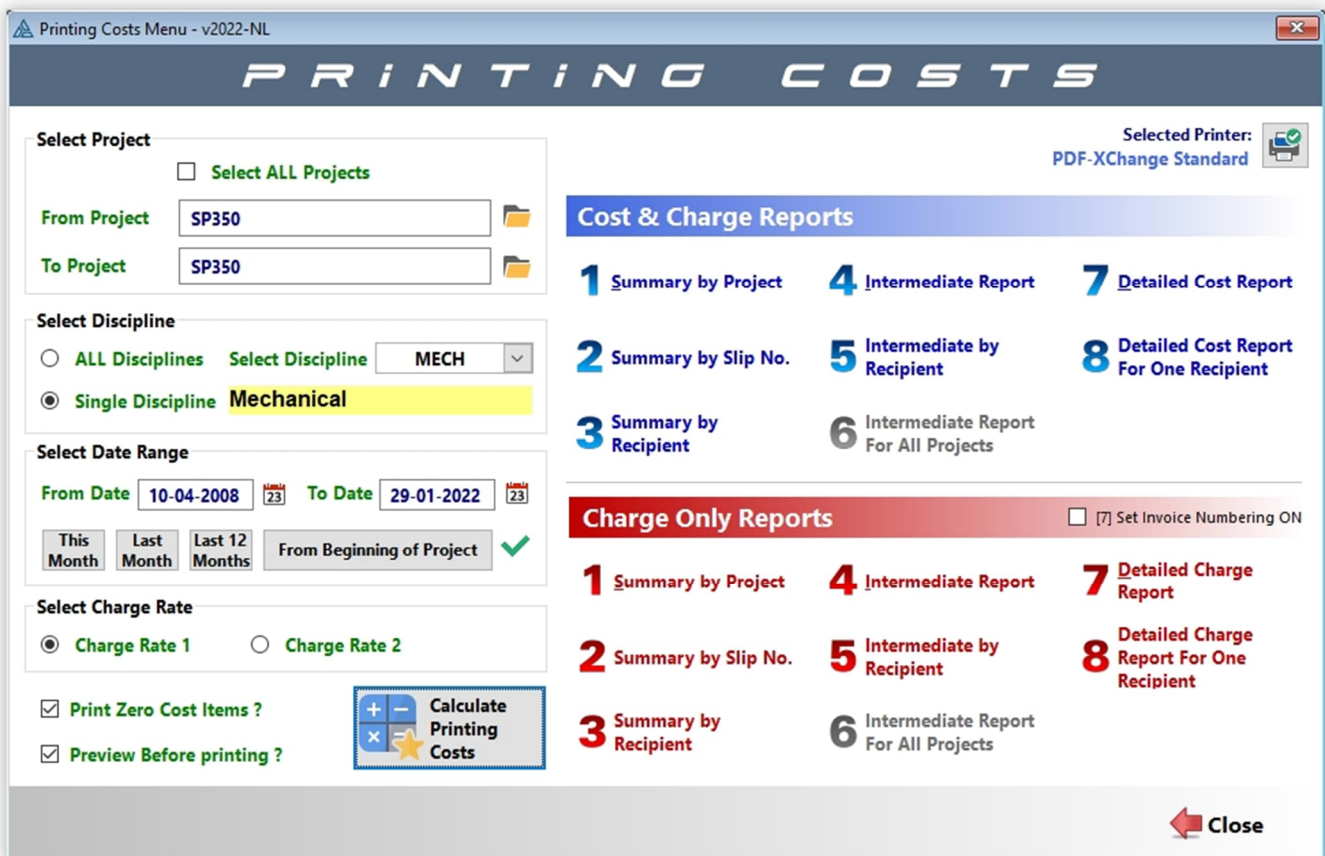
IMPORTANT NOTE ON PRINTED REPORTS: By default, DRPRO will print each report for one discipline only, the one displayed on the toolbar at the top of the screen. For additional disciplines, you’ll need to repeat the same report for each after re-selecting it from the discipline list on the left of the Printed Reports Menu, or alternatively from the **‘Select Discipline’** list on the left of the Printed Reports Menu.

A new option has been introduced in version 2017, where you can select the **‘All Disciplines’** tick-box to print a complete report of all disciplines together separated by a heading reflecting each discipline.

Keeping track of PRINTING COSTS and STATISTICS

DRPRO can track printing costs of all drawings and documents issued through it. For that, it needs to know the pricing parameters of the various different types of Printing Media regularly used in your office for each size available. The “Media Types and Costs” screenshot above show how this information is displayed.

Because DRPRO can also keep track of historical price changes in the printing media, every time there is a price change in the printing media you need to ADD a new line with the new price for each size, as well as the date from which that new price is applicable. DO NOT simply change the Cost and Charge prices that are already there, as that would result in all printing being calculated based on the more recent price only!



To calculate the printing costs, select the “**Printing Costs**” button in the Main Menu. Once the Printing Costs Window is open, enter the required details on the left side of the window and then click the ‘**Calculate Costs**’ button.

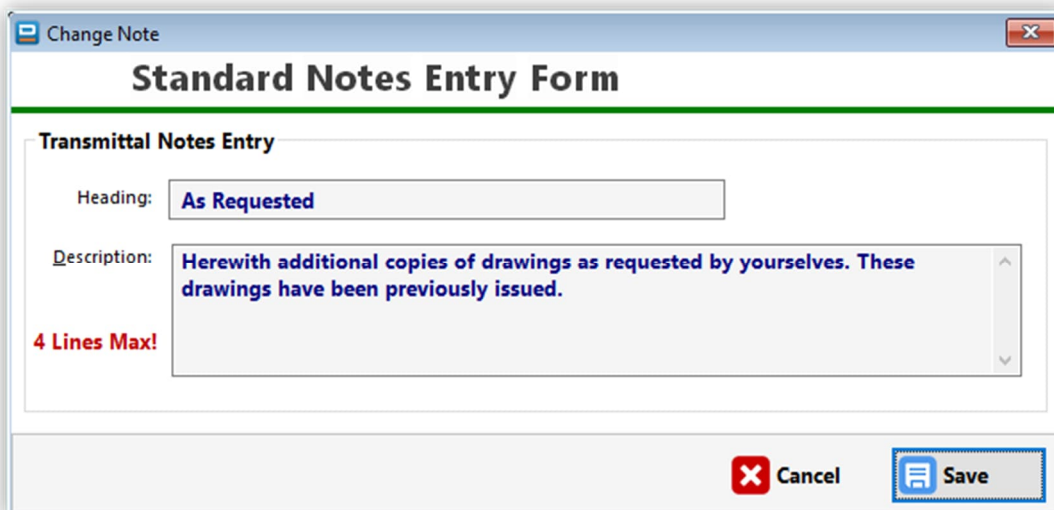
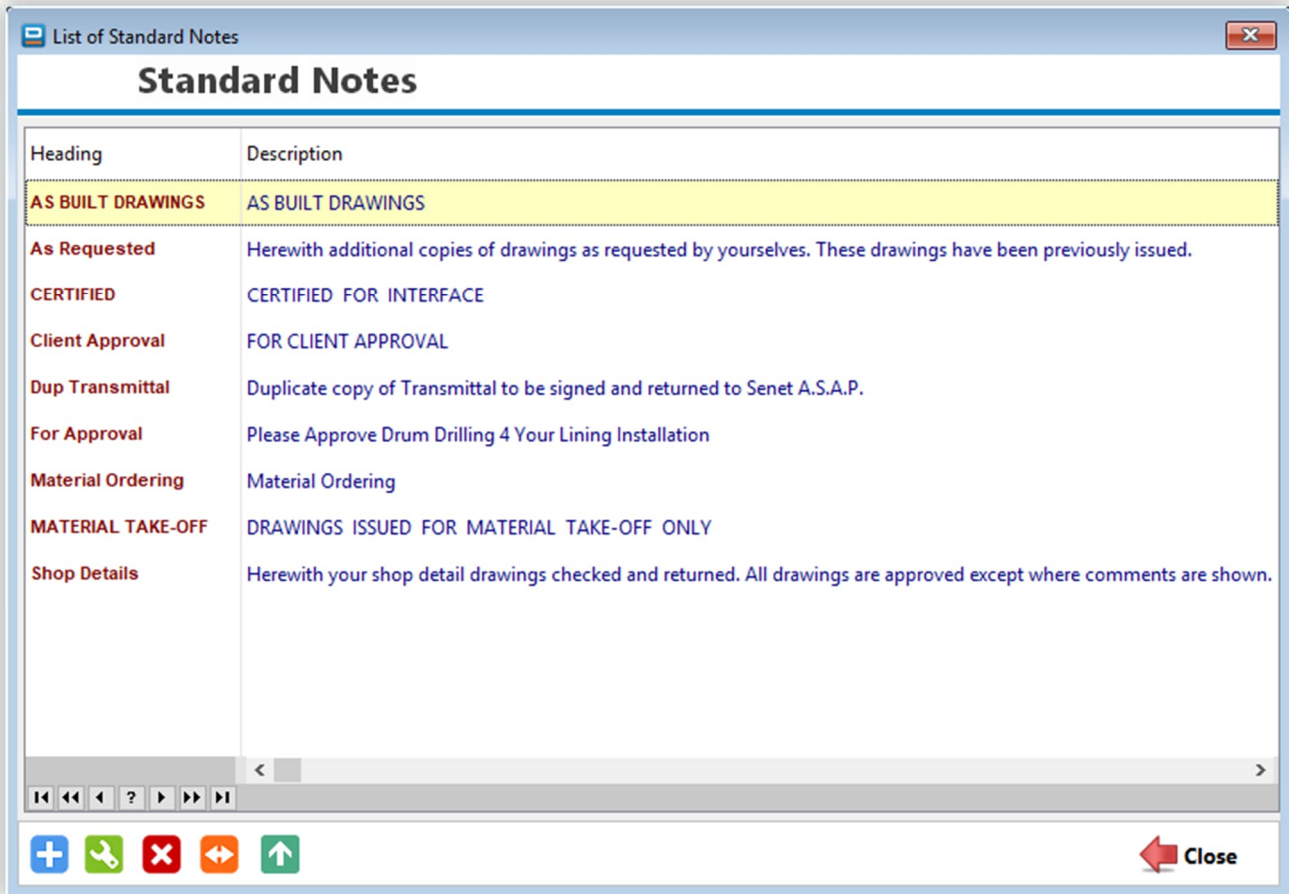
After this, DRPRO will start a scanning process to identify which records in the database match the parameters requested and will create a temporary Cost file in the local machine. When the scanning process is complete, the numbered buttons on the right side of the window will become live.

The set of eight buttons at the top will print the Cost and Charge reports showing both the ‘Cost’ figures as well as the ‘Charge’ figures on the same page. The buttons at the bottom will print an identical set of reports as the left, except that the ‘Cost’ column is blanked out, i.e. it only prints the ‘Charge’ figures. This would be the report you would normally give your client to claim for disbursements.

Once you exit this menu, the temporary file in your local computer will be deleted and a new one will need to be created again for the next ‘Printing Costs’ calculation.

Standard Notes

This is a list of notes that you would normally add at the end of a Transmittal. The purpose of this list is to keep a record of those notes most often used, so you don't have to retype them every time an issue is done. These notes would be added to each individual recipient when doing an issue.



Importing from a CSV file

Dwgs/Docs to be Imported

17 Dwgs/Docs listed to be Imported into DRPRO

CSV File List to Import | CSV Processed File List | CSV Import Settings | CSV Import Rules PDF

OK?	Project No	Discipline	Category	Area Code	SubArea Code	Dup	Dwg/Doc No	Rev	Doc Title	Size	Dwg Scale	Sheet No	Sheet No Of	No Of Pa
✓	040610-A	M	002	440			440 04 003 01	1	Flotation Tail Sump 440-SU-004 & 005	A0		1	1	1
✓	040610-A	M	001	440			440 04 004 01	1	Rougher Cell Launderers General Arrangement	A1		1	1	1
✓	040610-A	M	008	440			440 04 005 01	1	Flotation Area Final Cleaners - Final Tails Sump 440-SU-01	A1		1	1	1
✓	040610-A	M	008	440			440 04 006 01	1	Flotation Area Final Cleaners Final Tails Sumps 440-SU-01	A0		1	1	1
✓	040610-A	M	001	440			440 04 007 01	0	Flotation Cleaners GA Plan & Elevation	A0		1	1	1
✓	040610-A	M	001	440			440 04 008 01	0	Flotation Scavengers Cleaners & Re-cleaners GA Plan & El	A0		1	1	1
✓	040610-A	M	001	440			440 04 009 01	0	Flotation Final Cleaners General Arrangement, Plan and El	A0		1	1	1
✓	040610-A	M	002	440			440 04 010 01	0	Final Concentrate Sumps 440-SU-017 Scavenger Froth Sun	A0		1	1	1
✓	040610-A	M	002	440			440 04 011 01	0	440-TK-001 Platework GA and Details	A0		1	1	1
✗	040610-A	M	008	440		▲	440 04 012 01	0	Flotation Area Tailings Sump Support Steelwork For Pump	A0		1	1	1
✗	040610-A	M	001	440		▲	453 04 001 01	A	MCC GA (Plan Elevation)	A0		1	1	1
✗	040610-A	M	001	455		▲	455 04 001 01	A	Blowers General Arrangement (Plan Elevations)	A0		1	1	1
✗	040610-A	M	001	486		▲	486 04 001 01	A	Reagents GA (Plan Elevation)	A0		1	1	1

✓ 13 OK to be imported into DRPRO
 ✗ 4 NOT OK to be imported. Please Edit or Redo Spreadsheet
 ▲ 4 Duplicate Dwg/Doc Number. Already Exists !

Edit | Delete | Clear List | Remove Duplicates | Import All 'OK' Records into DRPRO - Step 2 | Close

Record Will Be Changed

Change CSV Import Settings

Location of CSV Files to be Imported:

Default Discipline if Empty in CSV Import:

Default Media Size if Empty in CSV Import:

Save | Cancel

CSV Directory Listing

CSV File List

Refresh Window

Change CSV Import Folder

File Name	Date	Time	Size	Attrib
Saipan Concentrator Plant Extension - Drawing List (M) 2022-01-29 at 22-29.CSV	29-01-2022	22:29:20	7,785	32
Saipan Concentrator Plant - Drawings (M) 2022-01-29 at 22-22.CSV	29-01-2022	22:22:44	8,033	32

NOTE: After a CSV file is processed, it will be renamed with '.PROCESSED' at the end. This Folder List is filtered for CSV files only. Click 'Close' when all CSV files have been imported.

Import CSV File - Step 1 | Close

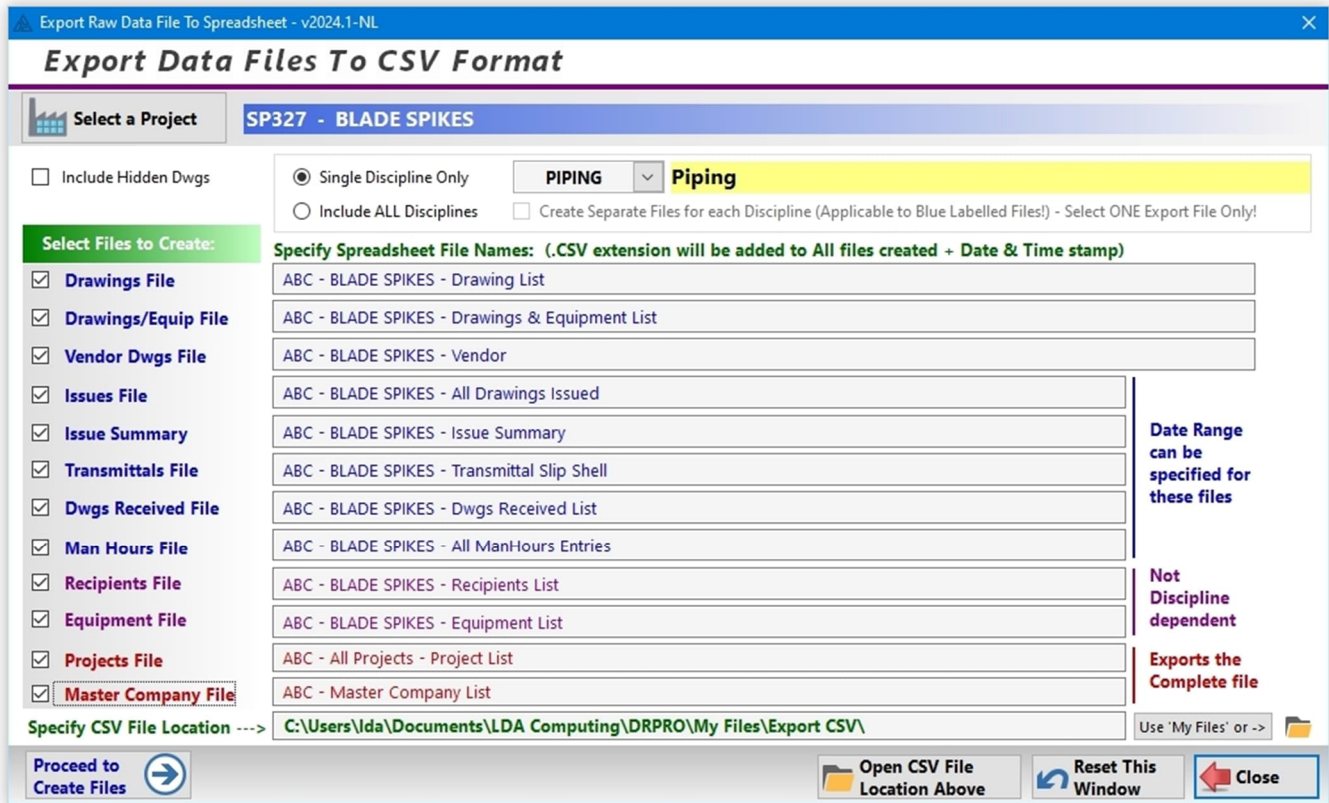
Selected File:

CSV Import Rules

- Use the Sample spreadsheet file under **'My Files' / 'Import CSV'** as the basis for your drawing information to be imported into DRPRO. Copy+Paste into each column as required. All columns in **RED** are required, all the columns in **GREEN** are optional. Please note that past issue history will not be imported.
- Make all cells in Excel formatted as 'Text'.
- Do not remove the top three rows in the XLSX file.
- Do not re-arrange the order of the columns in the XLSX Template file.
- Make sure all entries are 'legal' for import into DRPRO before proceeding with the final import into DRPRO.
- Check that the Project Number is already recorded in DRPRO before importing.
- Check that the Discipline Codes and Category Codes used in the XLSX file already exist in DRPRO before importing.
- Check that the Revision Nos. being imported match the revision system specified for that project.
- In the intermediate import list, any entry shown in **'Red'** means that there is no match in DRPRO and therefore cannot be imported.
- Enter all dates as 'YYYY-MM-DD' and format the cell as 'Text'
- Convert all date cells to 'Text' if formatted otherwise.
- Always keep a backup the original XLSX Template file.
- We recommend you use the folder 'My Files' / 'Import CSV' for all your CSV files to be used in DRPRO. The import program will automatically scan this folder for CSV files only.
- When ready to save a file in the CSV format in Excel, use 'Save As' then select 'CSV (Comma delimited)' from the pull-down menu of file types. Do not use 'CSV (Macintosh)'
- In the XLSX file, only the first Tab will be saved as a CSV file.
- When pasting Dates from another spreadsheet, use 'Paste Special' and select 'Text'.
- If you change anything in the XLS file, remember to re-save it again as an XLS, either before or just after saving as a CSV file.
- Do not modify the CSV file. Rather modify the original XLSX file and save again as a CSV file. Opening a CSV file directly in MS Excel will mess up any numerical entries with leading zeros and drop the zeros, and scales like 1:100 will be read as something like 0.11111.
- In the XLSX Template file, all columns marked 'Required' must have data in them, otherwise the import will not be done.
- From within DRPRO, in the 'Export to CSV' menu, you can export the Drawings file to a CSV file and then re-import it again into another DRPRO without any changes. It would not re-import into the same DRPRO Data set as they would all be duplicates. Please remember that if you read the exported CSV file into Excel, it will mangle some of the data as already noted above.
- If you notice that the imported file has crammed all the spreadsheet columns into one column, then look at your Windows Regional Settings and make sure the separator is set to a comma'.

Export Data Files

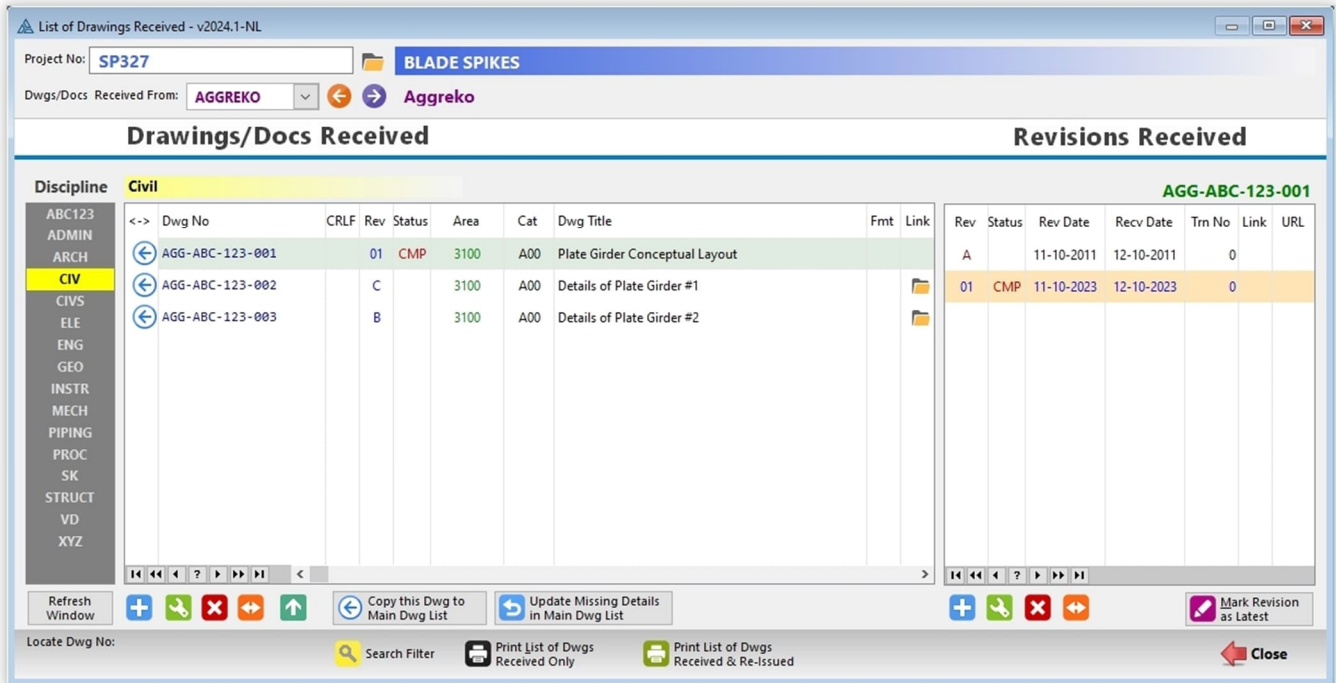
This window allows you to create text files that are compatible with spreadsheet programs such as MS Excel™ or OpenOffice. Once in CSV format, these files can be re-sorted and manipulated by the end user at their discretion.



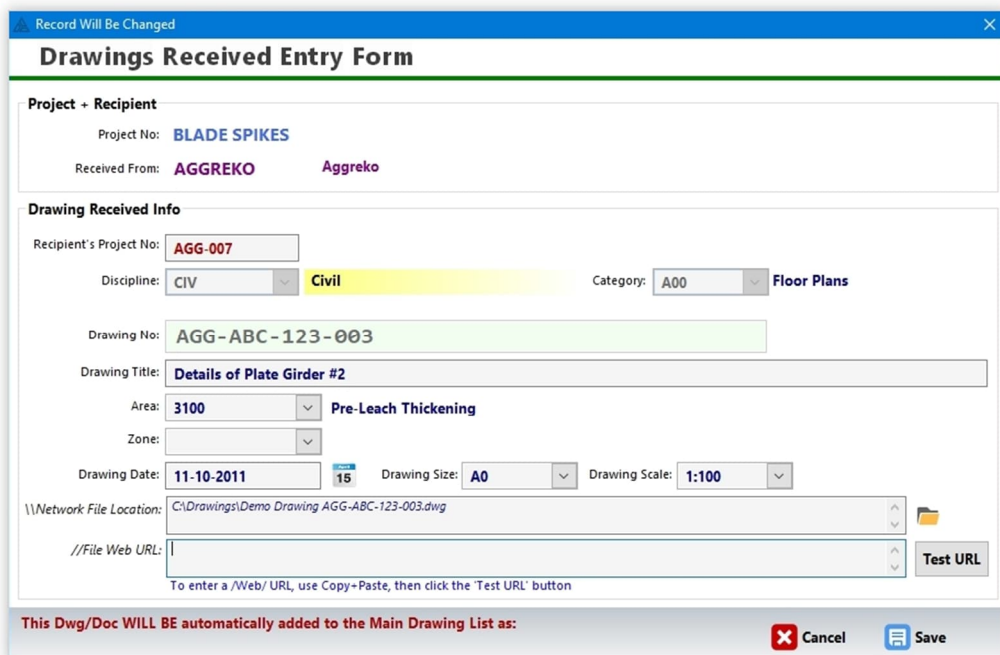
Once the files have been created, an 'MS Excel' icon will appear on the right of each file name. Click that button to open the file just created. If MS Excel is installed in your computer, it will automatically start and open the CSV file at the same time. Alternatively, you could also use other spreadsheet applications such as the freely available "Open Office" or "Libre Office" to open these CSV files.

Drawings Received

This list is a database of drawings received from any of the recipients listed in your Recipients database. The drawing information only needs to be entered once. Thereafter, only the revision information has to be entered for every new revision received for each drawing. A printout of this list is also available.



Each drawing received needs to be entered once only on the left list and the first revision received on the right. Thereafter, if the same drawing is received again, but with a new revision, then only the new revision needs to be added to the list on the right side and at the same time click the button 'Mark Revision as Latest'. You need to do this step, because DRPRO does not know if the latest revision available for that drawing, due to the many different Revision Systems in use out there, which may not be the same as the one you are using for this specific project.



Record Will Be Changed
✕

Revisions Entry Form

Received Drawing No: **COS001-ABC-1234**

Received Revision Details

Revision:	Dwg Status:	Revision Date:	Received Date:	Media Type:	Size:	Transmittal S/No:	No of:	How Received:
03	CMP	12-03-2012	12-03-2012	AutoCad DWG	A0	12345	1	Email

Show Revision Drop Down

03 Select Rev Label from Drop-Down List. Must match the Rev System assigned for this Project if to be copied to Main Dwg List !

//File Location:

//File Web URL: Test URL

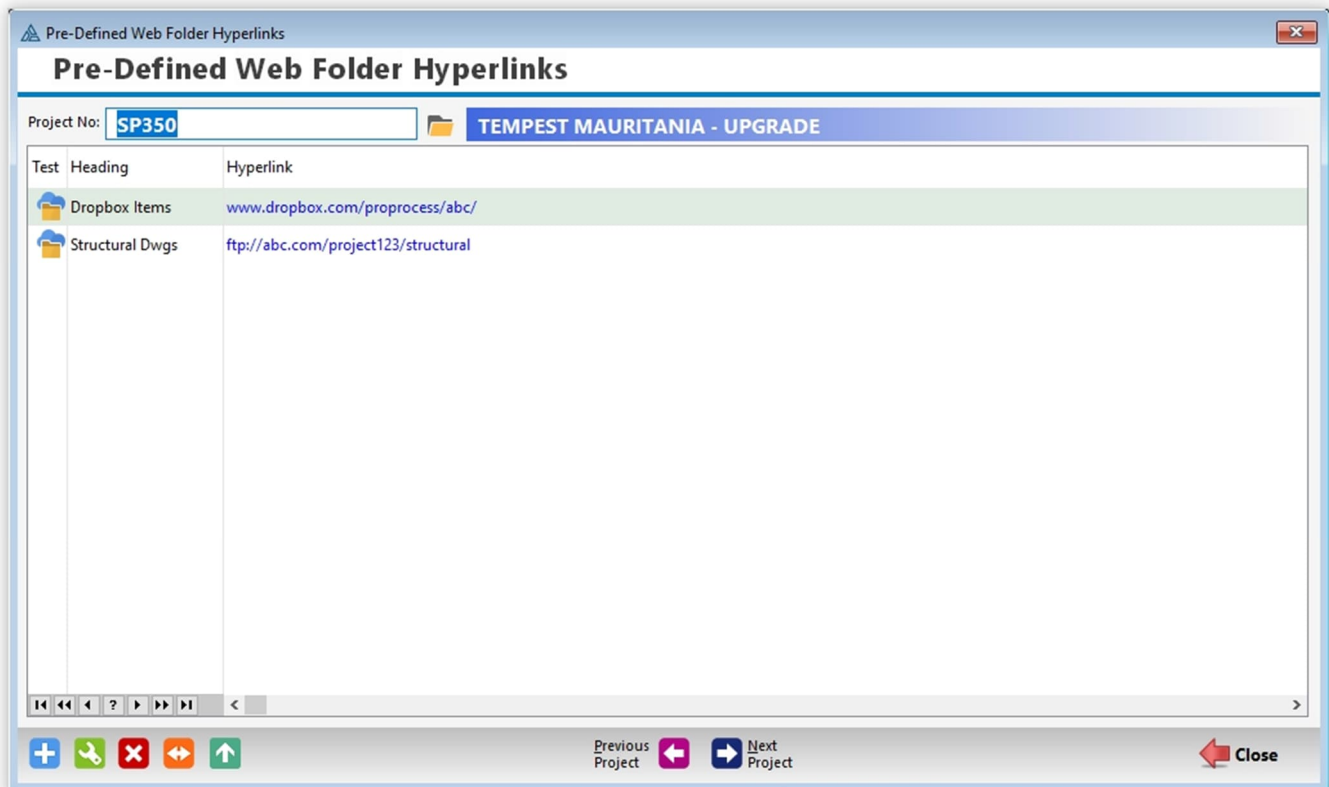
Mark this Revision as Latest To enter a /Web/ URL, use Copy+Paste, then click the 'Test URL' button

✕ Cancel
S Save

IMPORTANT NOTE: The List of Drawings Received has a different record structure to the list where you keep your own list of drawings, therefore you cannot issue out of Drawings Received list. If you need to re-issue a drawing received, then click on the button '**Copy this Dwg to Main Dwg List**' and all data about the drawing will be copied over. DRPRO will display a warning window if a duplicate is detected and prompt you to first renumber the drawing received before copying again.

WEB Folder Hyperlinks

This is a user defined list of links to Web locations where you upload your drawings to before creating a transmittal. Each hyperlink should ideally be copied and pasted here to maintain accuracy. The **‘Test’** icon is for the purpose of checking the validity of each hyperlink.



PLEASE NOTE: DRPRO does not do uploading of drawings and documents to any location on the web. That process needs to be done by the end user using software specific for that purpose.

HOW TO USE THE REVIEW & APPROVALS FEATURE

To make any Drawings or Documents appear in the Review & Approvals list is a process that must start at issue time in the **Issue Drawings window** (usually as sent to one recipient only, but could be more):

- Double-click on the Recipient that is tasked with approving your drawings.
- Select the 'Review Purpose' tab.
- Tick the checkbox
- Select the Review Purpose from the drop-down list .
- Enter the 'Required by Date'
- While there, please read the notes within the same tab and act on them.
- Click 'Save'
- Proceed with the issuing process.

The screenshot below is an extract from the Issuing process discussed earlier in this User's Manual:

DRPRO will track all info for the following **Review Purposes**:

IFA (Issued for Approval), **IFI** (Issued for Information) and **IFC** (Issued for Construction)

And for the following **Review Statuses**:

A (Approved), **B** (Approved with Comments) & **C** (Not Approved)

Any other Review Purpose and Review Status used will show the '**Inconclusive**' icon on screen and on the printed reports.

Changing a TmpNames Record

Change Recipient's Issue Details

Recipient Issue Reasons **Review Purpose** Email Attachments Email CC List Folder Weblinks Dwg/Doc Weblinks

Recipient: **Aggreko**

-- If Dwgs/Docs are being sent OUT for Approval --

Review Purpose

Record Dwgs/Docs being issued now to this Recipient in the Review & Approvals Database

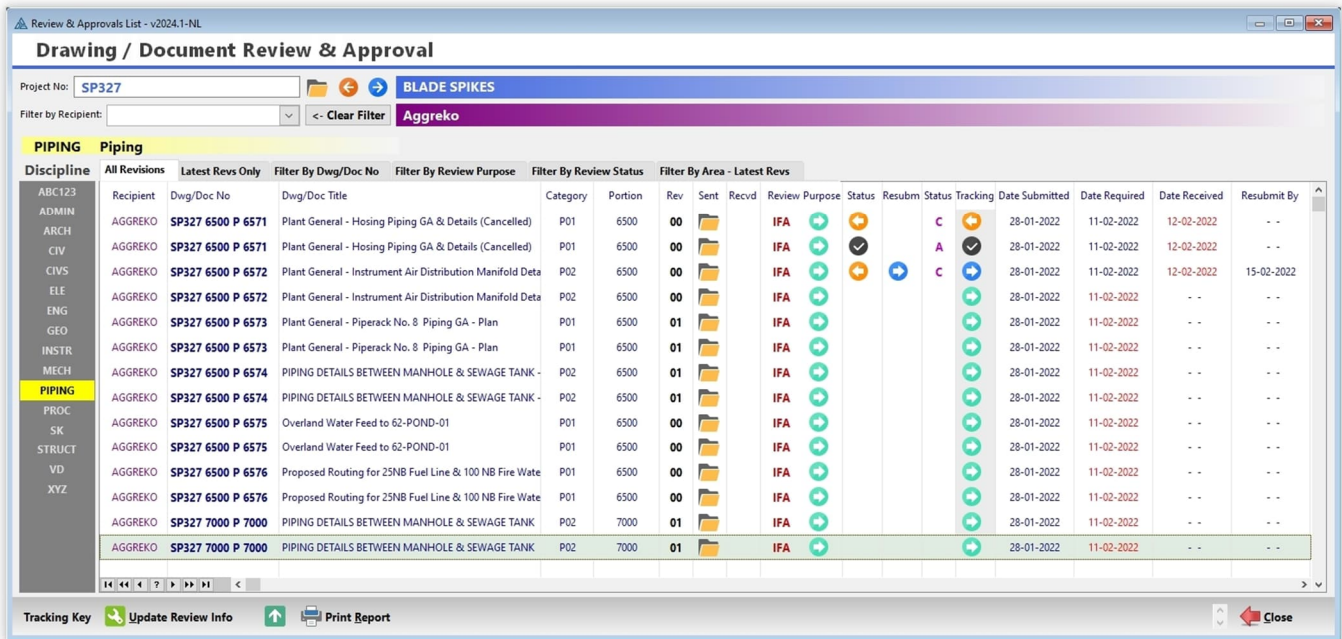
Review Purpose: **IFA** Issued For Approval

Required By Date: **11-02-2022**

NOTE: The Review & Approvals Database in DRPRO caters only for Dwgs/Docs being sent OUT essentially for Approval purposes and that follow the ' --> Information --> Approval --> Construction' cycle.

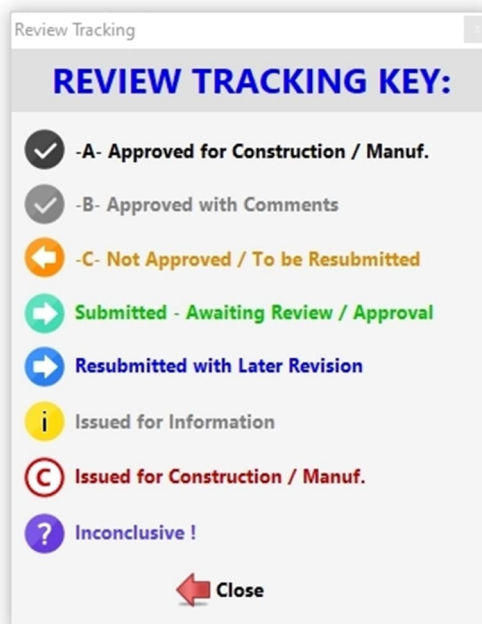
Also, to avoid confusion, please match the Issue Reason selected in the previous Tab with the Review Purpose selected above!

Cancel Save



After you click on the Review & Approvals button on the Main Menu, you need to first select the Project and Discipline (which will be remembered next time you use it):

- When a Drawing returns back to you Approved / Not Approved or with comments, select the Drawing from the list, click on the 'Update Review Info' button and enter the details of the approval (or non-approval) results, as well as the file hyperlinks to the original drawing sent and the reviewed, red-lined drawing.
- The yellow folder icons on the Review & Approvals list will give one-click access to both drawings/documents (preferably PDF's).
- You may select a filtered view of the list by selecting one of the tabs on top. Play around with them to see what is displayed.
- The 'Print Report' button will generate a report based on what is currently listed in the filtered selected tab.
- For the meaning of the coloured arrow icons on the screen list and printed report, look at the bottom of any of the printed reports for a key and explanation of each icon.



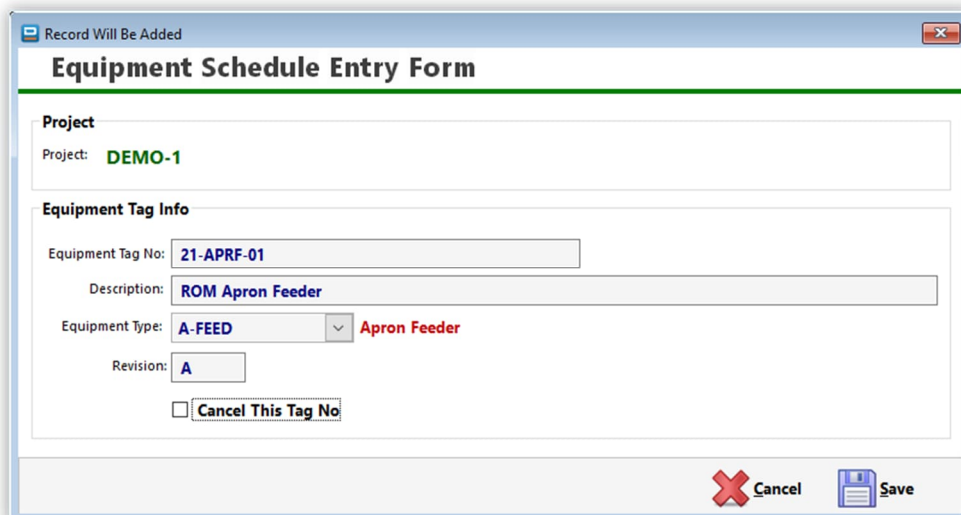
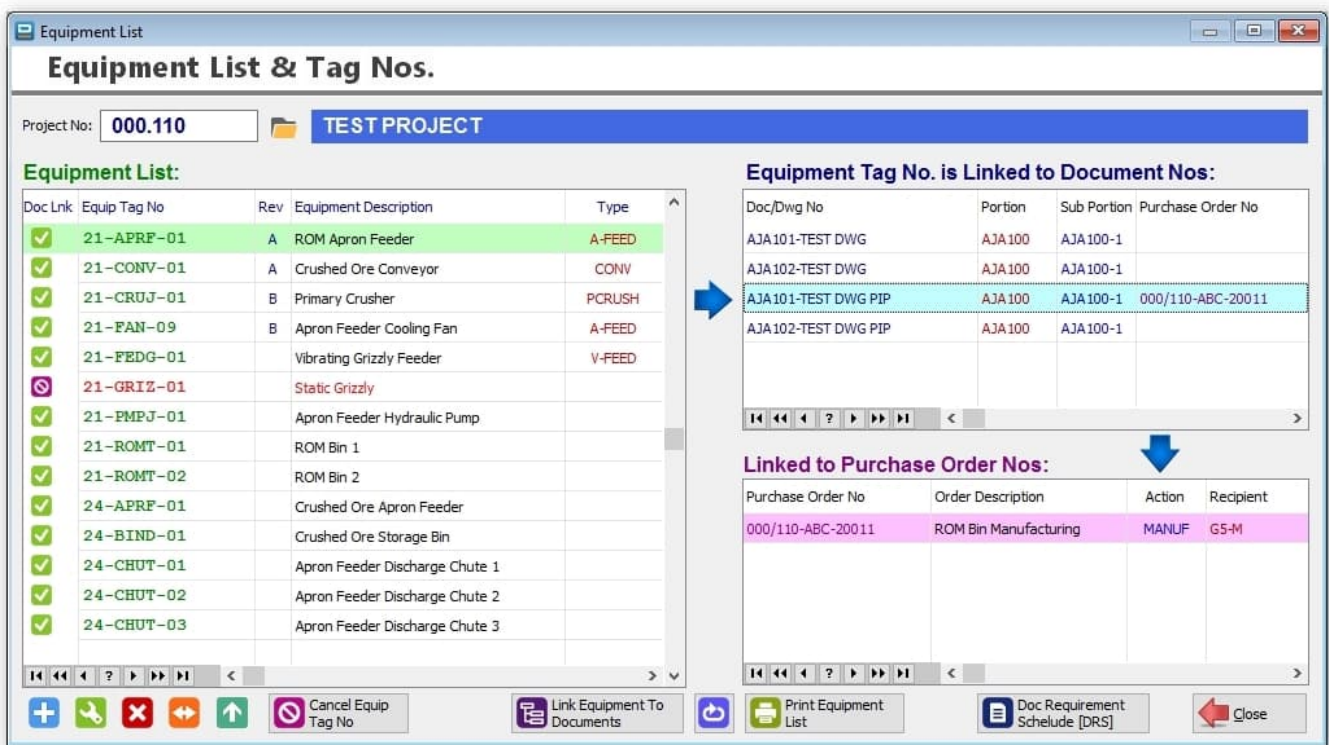
Equipment Manager

The Equipment Manager is intended for the purpose of keeping a database of pieces of equipment in a project and linking them to Drawings/Documents. Each piece of equipment is identified by a ‘TAG Number’ which is unique throughout the project. This option is only available from the Main Menu drop-down at the top of the screen.

You can also link pieces of equipment to Purchase Orders and create a document that defines either:

1. Which pieces of equipment are included in a particular Drawing/Document
2. Which Drawings/Documents are linked to a specific piece of equipment

This will enable you to extract a report listing all Drawings/Documents required for ordering a specific piece of equipment.



Linking of Equipment Tag Nos to Documents & Purchase Orders

Project: **000.110** TEST PROJECT

(1) Full Equipment List:

Linkd	Equip Tag No	Rev	Description
✓	21-APRF-01	A	ROM Apron Feeder
✓	21-CONV-01	A	Crushed Ore Conveyor
✓	21-CRUJ-01	B	Primary Crusher
✓	21-FAN-09	B	Apron Feeder Cooling Fan
✓	21-FEDG-01		Vibrating Grizzly Feeder
⊗	21-CRIZ-01		Static Grizzly
✓	21-PMPJ-01		Apron Feeder Hydraulic P
✓	21-ROMT-01		ROM Bin 1
✓	21-ROMT-02		ROM Bin 2

(2) Full Document List: Mechanical

Linkd	Doc/Dwg No	Rev	Cat	Portion	Title
	ABC-XXX-009	-	006		fsdfsf
	ABC-XXX-010	-	006		fsdfsf
+	AJA101-TEST DWG	F	001	AJA100	Crushed Ore Storage Facilities Apr
+	AJA102-TEST DWG	F	001	AJA100	2-ROM Apron Feeder Side Walls
	AJA201-TEST DWG	6	001	AJA200	Apron Feeder Chutes 1-5 Supportir
+	AJA202-TEST DWG	6	904	AJA200	Apron Feeder 7 Portion 2 - Foundr

(3) List of Equipment Linked to Each Document Above

Linkd	Equip Tag No	Rev	Equipment Description	Purch Order No
+	24-BIND-01		Crushed Ore Storage Bin	000/110-ABC-10
+	24-CHUT-01		Apron Feeder Discharge Chute 1	000/110-ABC-20
+	24-CHUT-02		Apron Feeder Discharge Chute 2	000/110-ABC-20
+	24-CHUT-03		Apron Feeder Discharge Chute 3	000/110-ABC-20
+	24-CHUT-04		Apron Feeder Discharge Chute 4	000/110-ABC-20
+	24-CHUT-05		Apron Feeder Discharge Chute 5	000/110-ABC-20
+	24-CHUT-05-ABC-12345		Apron Feeder Discharge Chute 5A	
+	24-CHUT-06		Apron Feeder Discharge Chute 6	
+	24-CHUT-07		Apron Feeder Discharge Chute 7	

(4) Full Purchase Order List:

Purch Order No	Order Description	Action
000/110-ABC-10001	Grizzly Feeder Manufact MANI	
000/110-ABC-10002	Grizzly Feeder Site Insta INST	
000/110-ABC-10003	Grizzly Feeder Testing at COM	
000/110-ABC-20011	ROM Bin Manufacturing MANI	
000/110-ABC-20012	ROM Bin Maintenance Sy MAI	

Discipline List:

- A
- ADMIN
- C
- CS
- D
- DOC
- E
- ENVIRO
- G
- GENL
- GEO
- I
- INFRA
- M**
- N
- P
- PIPE
- QA
- S
- STRUCT
- TEST
- V
- W
- Z999

Purchase Orders [Equipment]

Project No: **000.110** TEST PROJECT

Cnc	Purchase Order No	Mod	Order Description	Action	Recipient	Order Date	Date Required
	000/110-ABC-10001	0	Grizzly Feeder Manufacturing	MANUF	G5-M	21-10-2011	31-10-2011
	000/110-ABC-10002	0	Grizzly Feeder Site Installation	INSTAL	VENDOR2	31-10-2011	21-11-2011
⊗	000/110-ABC-10003	0	Grizzly Feeder Testing and Commissioning	COMM	PCC - M	21-11-2011	30-11-2011
	000/110-ABC-20011	0	ROM Bin Manufacturing	MANUF	G5-M	14-10-2011	28-10-2011
⊗	000/110-ABC-20012	0	ROM Bin Maintenance Systems	MAINT	PCC - M	31-10-2011	11-11-2011
	000/110-ABC-20013	0	ROM Bin Site Installation	INSTAL	VENDOR2	14-11-2011	30-11-2011
	000/110-ABC-20014	0	ROM Bin Testing and Commissioning	COMM	PCC - M	30-11-2011	09-12-2011
	000/110-ABC-20015	0	Apron Feeder Manufacturing	MANUF	PCC - M	30-11-2011	09-12-2011
	000/110-ABC-20016	0	Apron Feeder Site Installation	INSTAL	VENDOR2	30-11-2011	09-12-2011

Mod History:

+
↶
✗
↷
↑
⊗ Cancel Order
🖨 Print Purchase Order Details
🔗 Link Items to Purchase Orders
📄 Doc Requirement Schelude [DRS]
↻
➡ Close

Record Will Be Added

Purchase Orders Entry Form

Project
 Project No: **DEMO-1** **Riverside Shopping Centre**

Purchase Order Details

Purchase Order No: **Cancel This Order**

Order Description:

Purchase Order Action: **Manufacturing**

Mod No:

Recipient Abbrev: **Brown & Spears Building**

Order Date:

Date Required:

Modification History

Cancel **Save**

Document Requirement Schedule

DRS - Document Requirement Schedule

Project: **TEST PROJECT**

(PO) Purchase Orders:

Purchase Order No	Mod	Order Description	Action	Recipient
000/110-ABC-10001	0	Grizzly Feeder Manufacturing	MANUF	G5-M
000/110-ABC-10002	0	Grizzly Feeder Site Installation	INSTAL	VENDOR2
000/110-ABC-10003	0	Grizzly Feeder Testing and Commissionin	COMM	PCC - M
000/110-ABC-20011	0	ROM Bin Manufacturing	MANUF	G5-M
000/110-ABC-20012	0	ROM Bin Maintenance Systems	MAINT	PCC - M
000/110-ABC-20013	0	ROM Bin Site Installation	INSTAL	VENDOR2

Equipment Included in this PO:

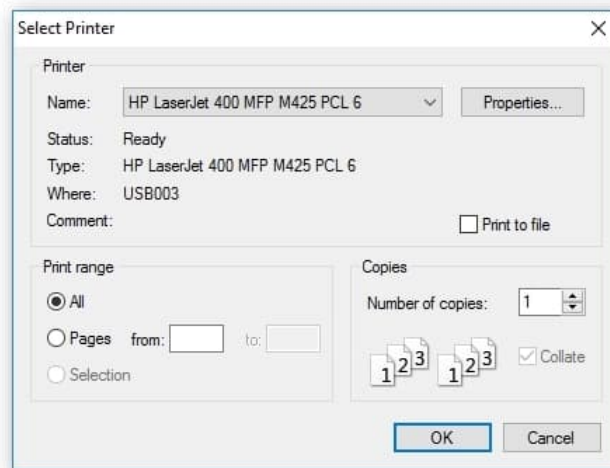
Equip Tag No	Rev	Equipment Description	Type
21-CONV-01	A	Crushed Ore Conveyor	CONV
21-FEDG-01		Vibrating Grizzly Feeder	V-FEED
24-APRF-01		Crushed Ore Apron Feeder	
24-BIND-01		Crushed Ore Storage Bin	
24-CHUT-05-ABC-12345		Apron Feeder Discharge Chute	
24-CHUT-06		Apron Feeder Discharge Chute	
24-CHUT-07		Apron Feeder Discharge Chute	

Documents Required with PO above:

Doc/Dwg No	Rev	Cat	Portion	Title
AJA101-TEST DWG	F	001	AJA100	Crushed Ore Storage Facilities Apron Feeder Chutes
AJA101-TEST DWG	F	001	AJA100	Crushed Ore Storage Facilities Apron Feeder Chutes
AJA101-TEST DWG	F	001	AJA100	Crushed Ore Storage Facilities Apron Feeder Chutes
AJA205-TEST DWG	6	904	AJA200	Vibrating Grizzly Feeder Support Structure Portion 5
AJA205-TEST DWG	6	904	AJA200	Vibrating Grizzly Feeder Support Structure Portion 5

Select Printer

This allows you to select which printer to be used. The “Printer” icon on the toolbar at the top of the screen will set which printer will be used as the default printer just for DRPRO only, regardless of which printer is used as the default Windows Printer. Obviously, they can both be the same. Under the Reports Menu, you can select an alternative printer just for this DRRO session only. When restarting, DRPRO will revert back to the printer as originally setup on the top printer icon.

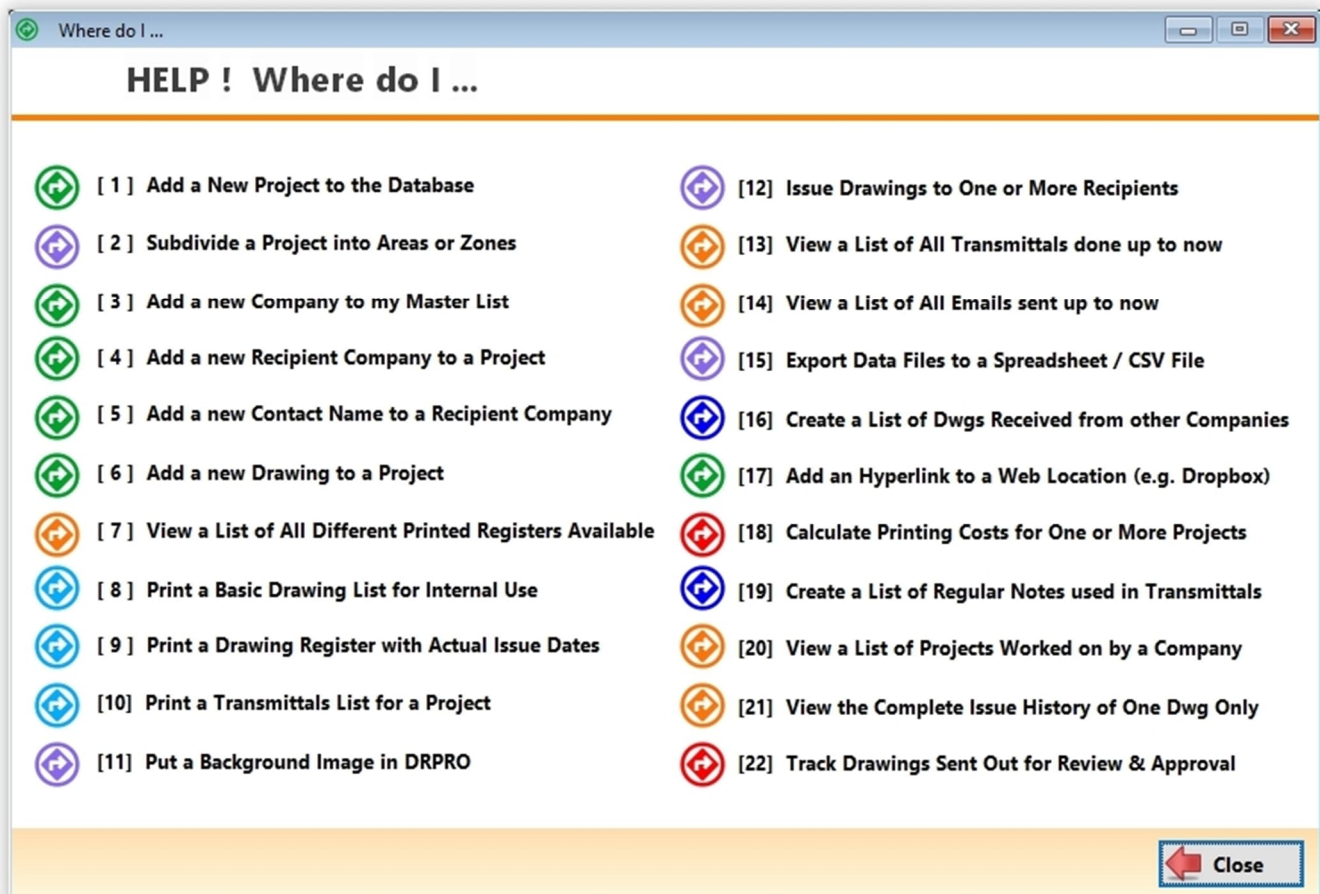


Depending on which report is being printed, in some cases it may prompt you with the following options:

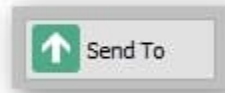


HELP! Where do I...

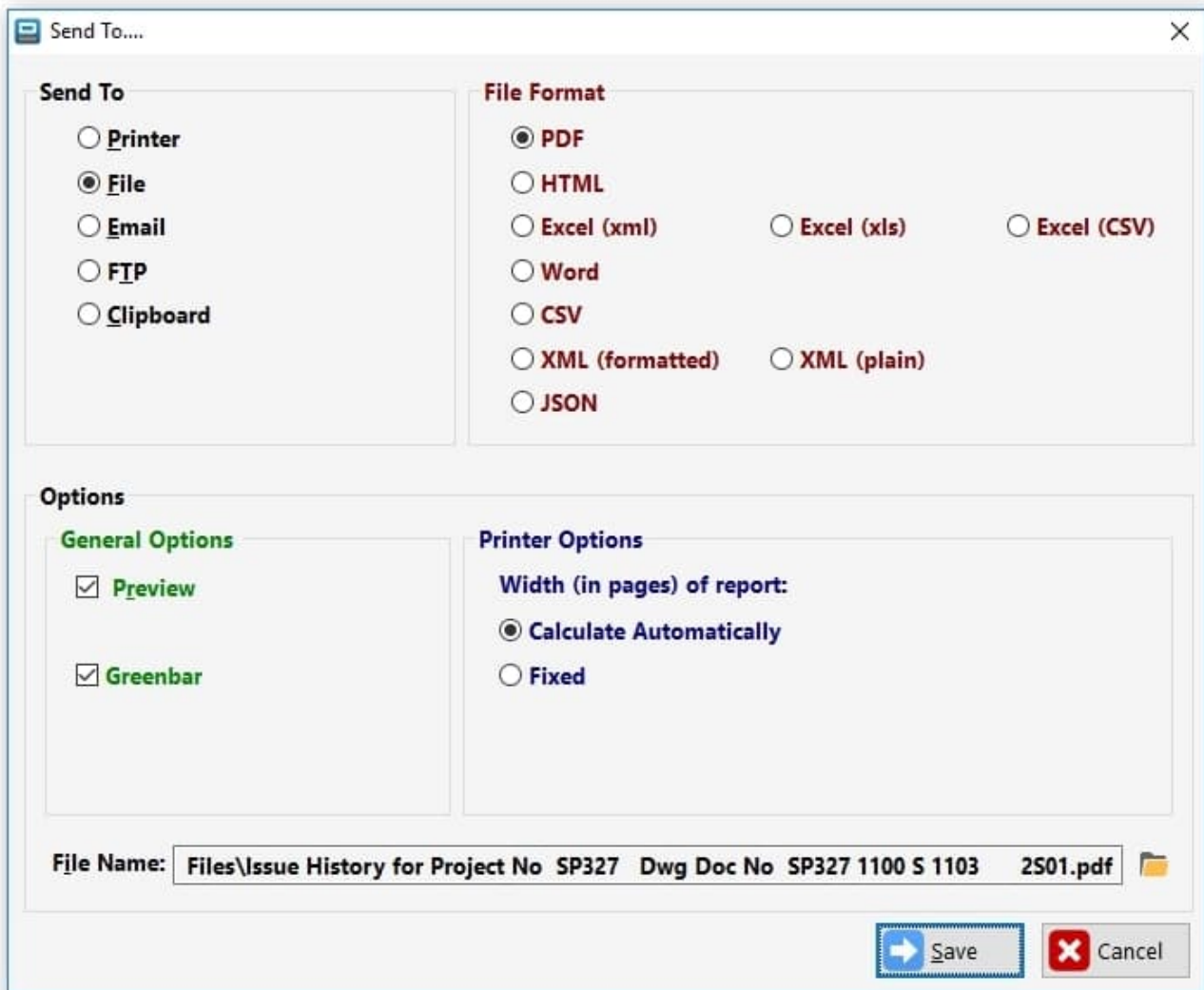
Where Do I is designed to guide you to the correct window in the program, depending on what you want to do. The screenshot below shows the current contents, which no doubt will be expanded in the future. To access any of the items listed, click on the button on the left side:



The SEND TO Option

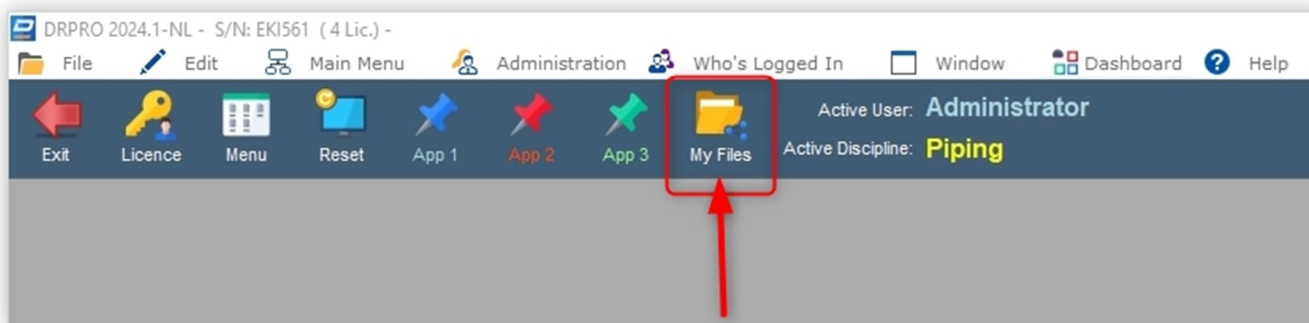


In almost all of the windows with a list there is a button with a green arrow pointing up and labelled '**Send To**'. This button will send the contents of the list 'as is' to one of the options listed in the next screen shot:



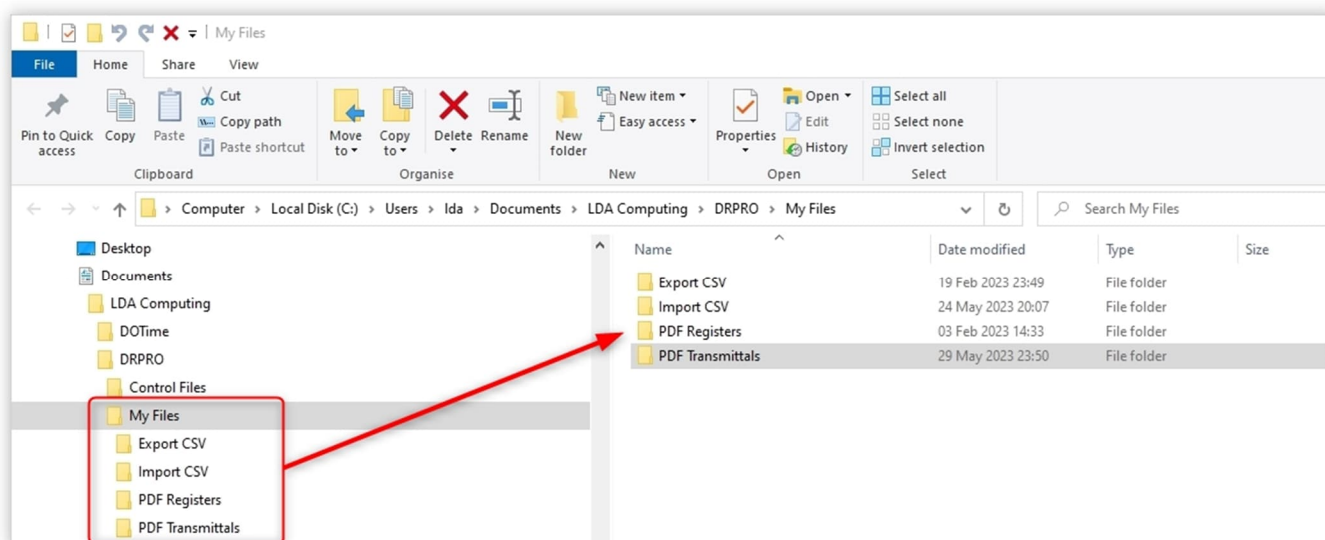
Select a suitable file name at the bottom of the window (DRPRO will remember it for future cases) and the file will be automatically created for you.

My Files



The “**My Files**” button directs you to a special folder within your Windows Profile, where you can save any DRPRO related files:

- Export CSV** To save CSV’s exported from DRPRO.
- Import CSV** To save CSV’s to be imported into DRPRO. Also contains a sample XLSX file of how the import file should be structured.
- PDF Registers** To save your own created registers from DRPRO.
- PDF Transmittals** A PDF of all transmittals you create is automatically saved to this folder and then attached to the email from here. No user intervention required. There is also no need to create your own PDF of a transmittal.

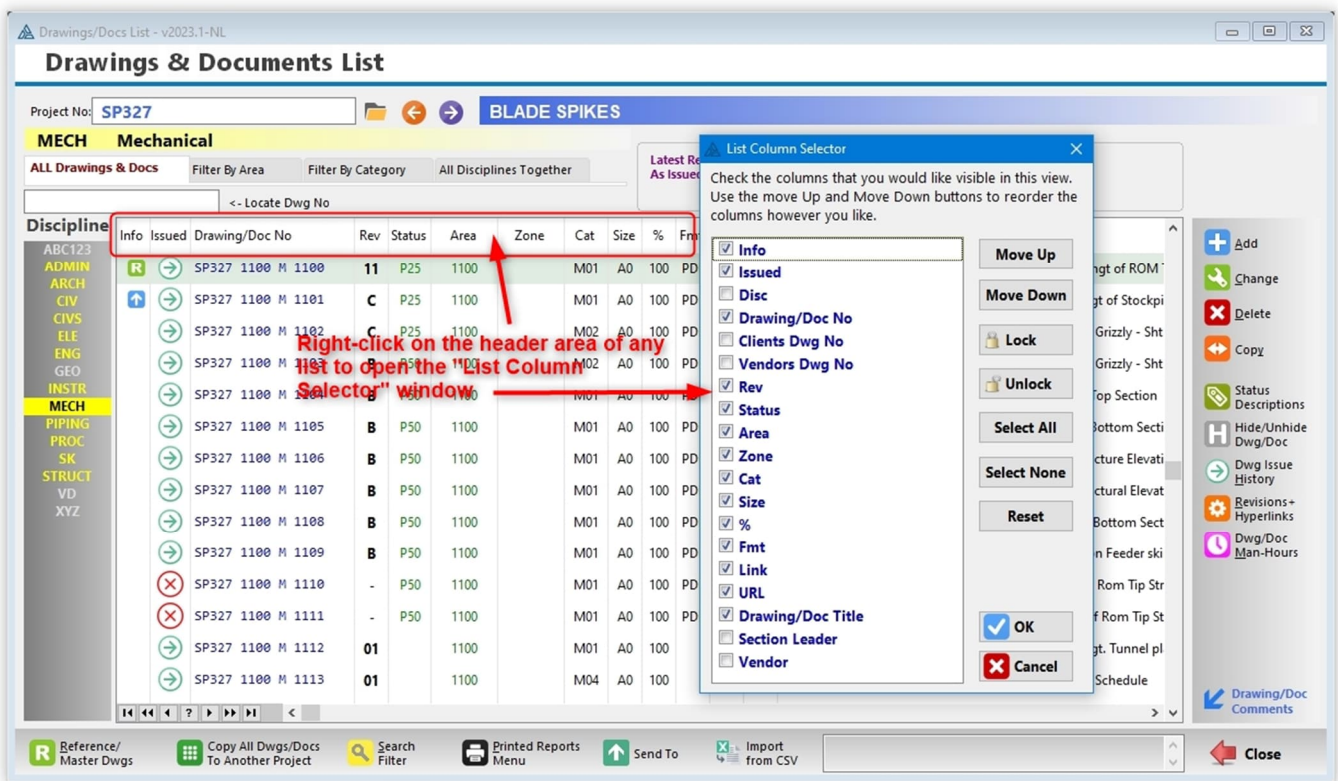


Column Management in DRPRO Lists

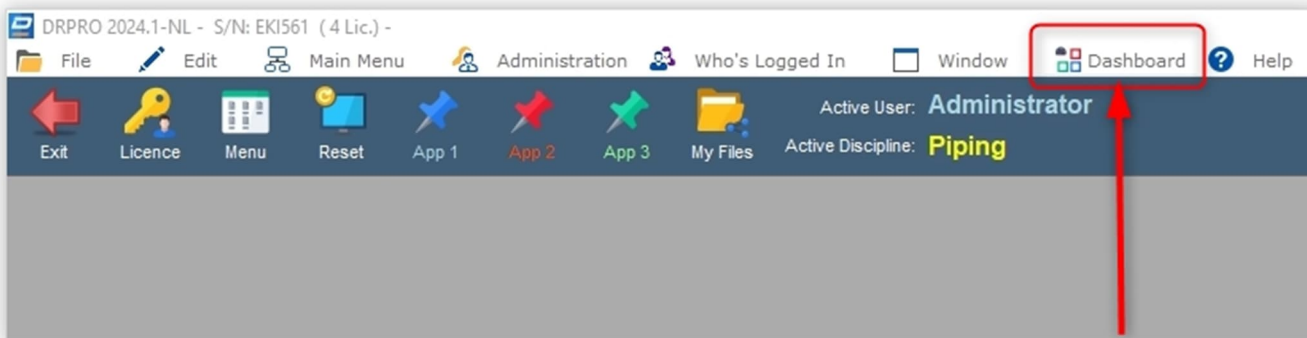
To re-arrange and resize headers in (almost) all lists displayed in DRPRO, right-click on any of the headers and select from the pop-up window what you want done. You can:

- Move the columns around
- Lock and unlock their position and size
- Mark them visible or invisible
- Reset the list to its original defaults

In some of the lists, certain columns are marked invisible by default. You can switch them to visible using the above method. DRPRO will remember each list’s column settings next time it’s open.



STATISTICS DASHBOARD



Dashboard
×

DASHBOARD

Statistics Dashboard

<i>Drawings</i> 35,693	<i>Transmittals Issued</i> 3,465	<i>Dwg Revisions Issued</i> 36,054	<i>Transmittal Emails Sent</i> 16	<i>Transmittal CC's Sent</i> 3
<i>Attachments Sent</i> 31	<i>Master Companies</i> 129	<i>Projects</i> 76	<i>Recipients</i> 364	<i>Contacts</i> 454
<i>Drawings Received</i> 44	<i>Transmittals Returned</i> 12	<i>Logfile Entries</i> 24,953	<i>Reviewed Drawings</i> 22	<i>Disciplines</i> 16

Close

ADMINISTRATION MENU



The following pages will show a screenshot of each of these Menu options. Most are self-explanatory, and others have additional explanations about them.

Disciplines & Categories
✕

Discipline List

Dwg / Doc Categories

Code	Description
ABC123	ABC ...
ADMIN	Administration
ARCH	Architectural
CIV	Civil
CIVS	Civil Services
ELE	Electrical
ENG	Engineering
GEO	Geotechnical
INSTR	Instrumentation
MECH	Mechanical
PIPING	Piping
PROC	Process Engineering
SK	Sketches
STRUCT	Structural
VD	Vendor
XYZ	Testing...

Instrumentation

Cat Code	Description	Num	Fixed Prefix	Digits
100	Instr.Location Layout			
101	PLC - Marshalling Layout			
102	Hookup			
104	Instrument Cable Schedules			
108	Racking Layout			
115	3D Modeling			
119	Wiring / Termination Schedule			
123	Control Logic			
124	Instr. Block Diagram			
125	Loop Diagrams			
126	General Arrangements JB's			

IMPORTANT NOTE ABOUT DISCIPLINES & CATEGORIES:
It is recommended that these be set once, when first setting up DRPRO. Because they are replicated in almost each and every file, changing them is time consuming and there is always a possibility of some not being changed if the process is aborted.

+ ↶ ✕ ↷ ↑

+ ↶ ✕ ↷ ↑ ☰

← Close

List of Capacities
✕

Capacities

- Drainage Consultant
- Drainage Subcontractor
- Drawing Office Manager
- Dust Control Plant and Equipment
- Earthworks Subcontractor
- Earthworks Consultant
- Ecology Consultant
- Elect. Project Engineer
- Electrical Engineer
- Elevator Consultant
- Elevator Subcontractor
- Engineer

+ ↶ ✕ ↷ ↑

← Close

Professional Designations
✕

Designations

- Architect
- CAD Operator
- Checker
- Chemical Engineer
- Chief Architect
- Chief Electrical Eng
- Civil Engineer
- Construction Manager
- Contracts Manager
- Design Piping Eng.
- Designer
- Director Engineering

+ ↶ ✕ ↷ ↑

← Close

File Types/Formats
✕

File Types/Formats

Type	Description
DOC	MS Word
DRW	Caddie Drawing
DWF	Autocad Web Format
DWG	Autocad Drawing
DXF	Autocad DXF
HND	Hand Drawing
JPG	Jpeg Image
PDF	Acrobat Reader
RVT	Revit Model
TXT	Text File

+ ↶ ✕ ↷ ↑

← Close

Revision Systems & Sequences

Rev System		Rev Sequence		Projects where used:	
System	Description	Sequence	Rev Label	Project	Project Name
1	Numbers Only	0	-	Q1234	Project Q
2	Letters Only	10	OA	SP000	GENERAL
3	Numbers then Letters	20	OB	SP313	ROOIKOP PROJECT
4	Letters then Numbers	30	OC	SP314	DWABSE
7	Demo Revision Set	40	OD	SP317	VINO TINTO
		50	OE	SP325 EPCM	ROOIKOP - Maxi Heap Pad and Recovery Plant
		60	OF	SP327	BLADE SPIKES
		70	OG	SP327 CIVIL	BLADE SPIKES - CIVIL
		80	OH	SP327 FUEL	BLADE SPIKES - FUEL
		90	OI	SP327 IENG	BLADE SPIKES - INSTRUMENTATION ENGINEERING
		100	OJ	SP327 PH I	BLADE SPIKES - PHASE I
		110	OK	SP327 PH II	BLADE SPIKES - PHASE II COPPER

Media Sizes

A0
A1
A2
A3
A4
A5

Media Types & Costs

Hide	Type	Description
	DWF	AutoCad DWF
	DWG	AutoCad DWG
<input checked="" type="checkbox"/>	DXF	AutoCad DXF
	EC	Electronic Copy
	EM	Email
	FTP	FTP Site
	PD	Paper & DWG
	PDF	PDF
	PH	Photocopy
<input checked="" type="checkbox"/>	PLF	Plastic Film
	PLP	Plastic Plot
	PP	Paper Print

Media Costs & Charge Rates

Paper Print

Sort By Size | Sort By Date

Size	From Date	My Cost	Charge Rate1	Charge Rate2
A0	01-01-2012	10.000	20.000	18.000
A1	01-01-2012	5.000	10.000	8.000
A2	01-01-2012	1.650	3.300	4.500
A3	01-01-2012	0.900	1.750	2.500
A4	01-01-2012	0.500	1.200	2.000

Media Sizes

A0
A1
A2
A3
A4
A5

Media Types & Costs

Hide	Type	Description
	DWF	AutoCad DWF
	DWG	AutoCad DWG
<input checked="" type="checkbox"/>	DXF	AutoCad DXF
	EC	Electronic Copy
	EM	Email
	FTP	FTP Site
	PD	Paper & DWG
	PDF	PDF
	PH	Photocopy
<input checked="" type="checkbox"/>	PLF	Plastic Film
	PLP	Plastic Plot
	PP	Paper Print

Media Costs & Charge Rates

Paper Print

Sort By Size | Sort By Date

Size	From Date	My Cost	Charge Rate1	Charge Rate2
A0	01-01-2012	10.000	20.000	18.000
A1	01-01-2012	5.000	10.000	8.000
A2	01-01-2012	1.650	3.300	4.500
A3	01-01-2012	0.900	1.750	2.500
A4	01-01-2012	0.500	1.200	2.000

Hide Media Type

Equipment Types

Code	Description
A-FEED	Apron Feeder
CONV	Conveyor
D-CHUT	Discharge Chute
FAN	Cooling Fan
H-PUMP	Hydraulic Pump
PCRUSH	Primary Crusher
ROMBIN	ROM Bin
ST-BIN	Storage Bin
V-FEED	Vibrating Feeder

Purchase Order Actions

Code	Description
COMM	Commissioning
FAB	Fabrication
INSTAL	Installation
MAINT	Maintenance
MANUF	Manufacturing
SUPPLY	Supply Equipment
TEST	Testing
TRANS	Transportation

Project Types

- Materials Handling
- Mini Factories
- Mining**
- Motel
- Motor Mall
- Office Block
- Office Park
- Offshore Oil Rig
- Parkade
- Parking
- Petrochemical Plant

Dwg / Doc Status

Code	Description	% Equip
NST	Not Started	0
ST	Started	10
P25	Progress 25	25
P50	Progress 50	50
CMP	Completed	70
CHK	Checked	80
BDD	Back Draughting Done	85
SQD	Squad Check	90
SGN	Signed	95
IFC	Issued For Construction	100
CAN	Cancelled	110

Project Status

Code	Description	Sequence
ENQ	Enquiry	0
FSB	Feasibility	10
PRL	Preliminary	20
DES	Design	40
TEN	Tender	50
CON	Construction	90
FIN	Final Inspection	95
HND	Handover	99
CPL	Complete	100
MNT	Maintenance	110

Scales

- 1:1
- 1:10
- 1:100**
- 1:1000
- 1:10000
- 1:12.5
- 1:125
- 1:1250
- 1:12500
- 1:15
- 1:150

Issue Methods

- Collect
- Courier
- Deliver
- Dropbox
- Email
- FTP Upload
- Google Drive**
- OneDrive
- SharePoint
- Synergy Upload

Review Purposes

Code	Description
IFA	Issued For Approval
IFC	Issued For Construction
IFI	Issued For Information

Review Status

Code	Description
A	Approved - Proceed with Manuf
B	Approved with Comments
C	Not Approved - Resubmit

With this utility, you can override the default headings for most printed reports. You can change the Font Settings (Style, Size and Colour). Simply highlight the text heading you want to change (one line at a time), then click on the button labelled “Change Font Settings”. When complete, click ‘Save’ to exit back to the Administrator’s Menu. You may need to wait until all changes are implemented.

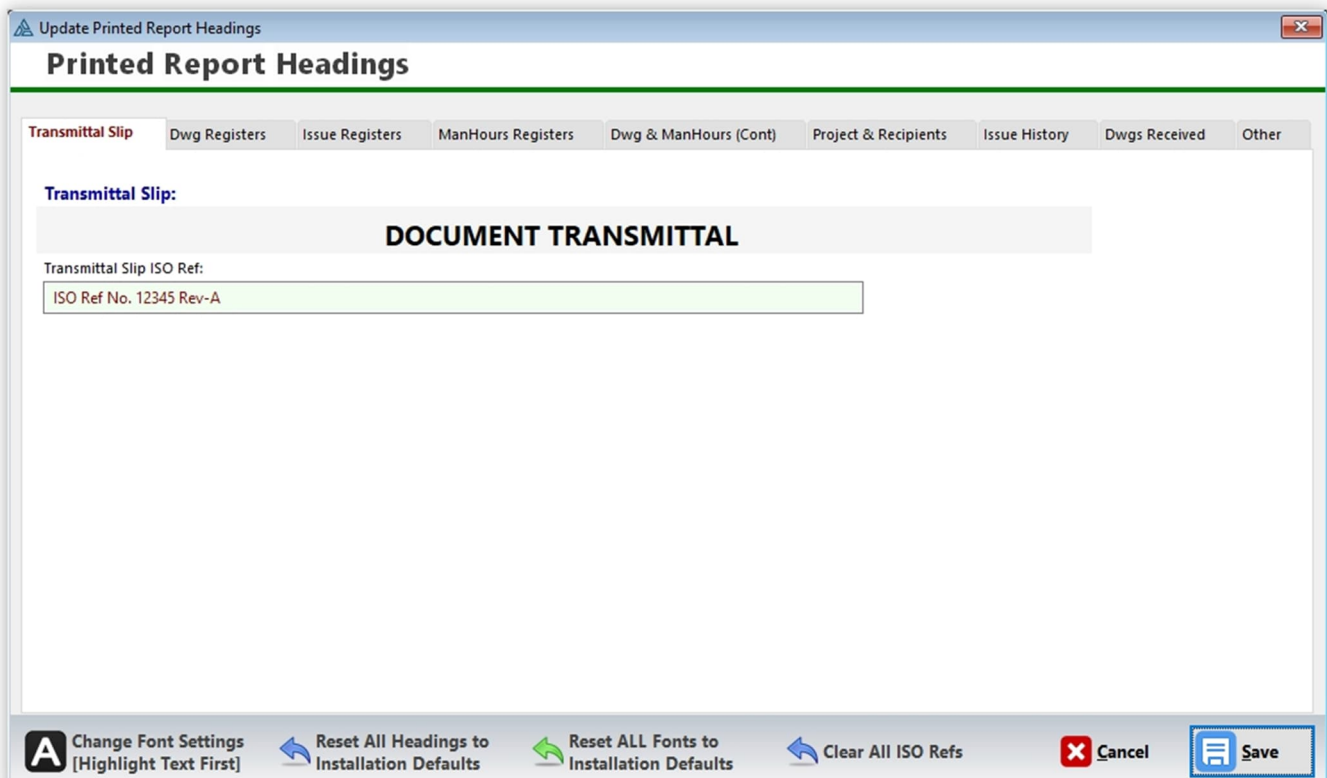
You can also define **ISO Reference Codes** to each printed report on the entry line below each heading. These ISO Reference Codes will print on the bottom right-hand corner of the printed page. You can also change the Font Settings (Style, Size and Colour) of the ISO Reference Codes.

There is an option to reset all headings (the text only) to installation defaults (you will lose all your changes!), as well as for resetting all heading Fonts (Style, Size and Colour) to installation defaults.

You can also reset all the ISO Reference Codes to installation defaults, which essentially means that they will be cleared. A warning window will appear first before it is cleared.

The following pages show screenshots of all the different headings available for editing.

PLEASE NOTE: If you change any headings, please DO NOT change the meaning of what is being printed! ...



Update Printed Report Headings
✕

Printed Report Headings

Transmittal Slip
Dwg Registers
Issue Registers
ManHours Registers
Dwg & ManHours (Cont)
Project & Recipients
Issue History
Dwgs Received
Other

Issue Register - ALL Revisions:

ISSUE REGISTER

All Revisions

Iss Reg All ISO Ref:

Issue Register - LATEST Revisions:

ISSUE REGISTER

Latest Revisions

Iss Reg Latest ISO Ref:

Issue Register - NEW Revisions:

ISSUE REGISTER

Between 2 Dates

Iss Reg New ISO Ref:

Issue Register - LATEST Revisions (Showing Reason for Issue):

ISSUE REGISTER

Latest Revisions

SHOWING REASON FOR ISSUE

Iss Reg Latest Reason ISO Ref:

A
Change Font Settings
[Highlight Text First]

↶
Reset All Headings to
Installation Defaults

↶
Reset ALL Fonts to
Installation Defaults

↶
Clear All ISO Refs

✕ Cancel
S Save

Update Printed Report Headings
✕

Printed Report Headings

Transmittal Slip
Dwg Registers
Issue Registers
ManHours Registers
Dwg & ManHours (Cont)
Project & Recipients
Issue History
Dwgs Received
Other

Drawing Register [Plain]:

DRAWING REGISTER

Dwg Reg Plain ISO Ref:

Drawing Register [Showing Resources]:

DRAWING REGISTER

Showing Resources

Dwg Reg Resources ISO Ref:

Drawing Register [Showing Status]:

DRAWING REGISTER

Showing Dwg/Doc Status

Dwg Reg Status ISO Ref:

Drawing Register [Showing Vendors]:

DRAWING REGISTER

Showing Vendor’s Name

Dwg Reg Vendors ISO Ref:

Drawing Register [Showing Comments]:

DRAWING REGISTER

Showing Comments

Dwg Reg Comments ISO Ref:

Drawing Register [With Squad Check dates]:

DRAWING REGISTER

Showing Squad Check Dates

Dwg Reg Squad Check ISO Ref:

A
Change Font Settings
[Highlight Text First]

↶
Reset All Headings to
Installation Defaults

↶
Reset ALL Fonts to
Installation Defaults

↶
Clear All ISO Refs

✕ Cancel
S Save

Update Printed Report Headings

Printed Report Headings

Transmittal Slip Dwg Registers Issue Registers **ManHours Registers** Dwg & ManHours (Cont) Project & Recipients Issue History Dwgs Received Other

ManHours Detailed Report By Drawing [Plain]:
DRAWING MAN-HOURS
Detailed Report [Plain]
Man Hours Detail Plain ISO Ref:

ManHours Detailed Report By Drawing [+ Resources]:
DRAWING MAN-HOURS
Detailed Report [+ Resources]
Man Hours Detail Resources ISO Ref:

ManHours Detailed Report By Drawing [+ Dates]:
DRAWING MAN-HOURS
Detailed Report [+ Dates]
Man Hours Detail Dates ISO Ref:

ManHours Detailed Report - Grouped by Portion/Area:
DRAWING MAN-HOURS
Summary By Portion
Man Hours Summary Group ISO Ref:

A Change Font Settings [Highlight Text First] Reset All Headings to Installation Defaults Reset ALL Fonts to Installation Defaults Clear All ISO Refs Cancel Save

Update Printed Report Headings

Printed Report Headings

Transmittal Slip Dwg Registers Issue Registers ManHours Registers **Dwg & ManHours (Cont)** Project & Recipients Issue History Dwgs Received Other

ManHours Detailed Report - COS Hours Only:
DRAWING MAN-HOURS
COS Hours Only [+ Resources]
Man Hours COS ISO Ref:

A Change Font Settings [Highlight Text First] Reset All Headings to Installation Defaults Reset ALL Fonts to Installation Defaults Clear All ISO Refs Cancel Save

Update Printed Report Headings

Printed Report Headings

Transmittal Slip | Dwg Registers | Issue Registers | ManHours Registers | Dwg & ManHours (Cont) | **Project & Recipients** | Issue History | Dwgs Received | Other

Projects Register - Alphabetical Order:
PROJECTS REGISTER
Alphabetical Order

Proj Reg Alpha ISO Ref:

Projects Register - Project Number Order:
PROJECTS REGISTER
Project Number Order

Proj Reg Num ISO Ref:

Recipients Register:
RECIPIENTS REGISTER

Recipient Reg ISO Ref:

A Change Font Settings [Highlight Text First] | Reset All Headings to Installation Defaults | Reset ALL Fonts to Installation Defaults | Clear All ISO Refs | Cancel | Save

Update Printed Report Headings

Printed Report Headings

Transmittal Slip | Dwg Registers | Issue Registers | ManHours Registers | Dwg & ManHours (Cont) | Project & Recipients | **Issue History** | Dwgs Received | Other

Single Drawing Issue History - Showing Reason for Issue (Landscape):
DRAWING / DOCUMENT
Issue History
SHOWING REASON FOR ISSUE

Iss History Reason ISO Ref:

Single Drawing Issue History (Portrait):
DRAWING / DOCUMENT HISTORY

A Change Font Settings [Highlight Text First] | Reset All Headings to Installation Defaults | Reset ALL Fonts to Installation Defaults | Clear All ISO Refs | Cancel | Save

Update Printed Report Headings

Printed Report Headings

Transmittal Slip Dwg Registers Issue Registers ManHours Registers Dwg & ManHours (Cont) Project & Recipients Issue History **Dwgs Received** Other

Drawings Received (Portrait Report):

LIST OF DWGS RECEIVED

DwgsReceived ISO Ref:

Drawings Received & Re-Issued Again: (Landscape Report)

**LIST OF DWGS RECEIVED
And Re-Issued Again
LATEST REVISIONS**

Dwgs Received _Issued ISO Ref:

A Change Font Settings [Highlight Text First] Reset All Headings to Installation Defaults Reset ALL Fonts to Installation Defaults Clear All ISO Refs Cancel Save

Update Printed Report Headings

Printed Report Headings

Transmittal Slip Dwg Registers Issue Registers ManHours Registers Dwg & ManHours (Cont) Project & Recipients Issue History Dwgs Received **Other**

Telephone & Fax Directory [Showing Company Names Only]:

PROJECT DIRECTORY

Tel Fax Dir 1 ISO Ref:

Telephone & Fax Directory [Showing Individual’s Names]:

PROJECT DIRECTORY

Tel Fax Dir 2 ISO Ref:

Master Company Details:

MASTER COMPANY DETAILS

Company Details ISO Ref:

Master Company Directory:

MASTER COMPANY DIRECTORY

Company Directory ISO Ref:

A Change Font Settings [Highlight Text First] Reset All Headings to Installation Defaults Reset ALL Fonts to Installation Defaults Clear All ISO Refs Cancel Save

User’s List

Users List

List of User Names

NOTE: This List should contain everybody’s names in the office, not just those that have access to DRPRO !

By User Name | By Discipline | By Access Level | By Designation | Active Users Only

Act	Login Name	User’s Full Name	Discipline	Access Level	Designation	Emp Number	Sign	Email Address
✓	administrator	Administrator	Structural	Administrator	It Manager	A-001		admin@abcdesign.com
✓	jeff	Jeffrey Van Dongen	Structural	Operator	Draughtsman	J0-0991		jeffrey@abcdesign.com
✓	john	John Doe	Mechanical	Operator	Designer	D-001		john@abcdesign.com

= Active
 = Inactive

Activate / Deactivate
 User Signatures
 Close

Changing a Users Record

User Entry Form

User Info

Login Name: **x** [Copy Login Name to First Name] **x = Required Entry**
 First Name: **x** Active User:
 Surname:
 Discipline: **x**
 Designation:
 Qualifications:
 Access Level: **x**
 Password:
 Employee Number: **x** --> Must be a Unique Code for each Employee, e.g. 'A-001'
 Branch Office: Use Outlook Email Sending for this User
 Email Address:

Additional Comments about this user:

User Timesheet Info

Timesheet Access Level:
 From Contract Agency:

Cancel Save

How to put a JPG/PNG Signature image at the bottom of the Transmittal

Once created, the signature image will be copied into an encrypted data file (so no one else can access it via the backdoor) and it's used only to place the signature image on the Transmittal. Follow these steps:

1. In your **C:\DRPRO-NL\DOCS** folder you'll find a file named "**DRPRO Signature Blocks.pdf**"
2. Print it to paper, keeping the margins to a minimum.
3. Put your regular signature in one of the blocks.
4. Try to keep the bulk of your signature within the middle third as per sample image on next page.
5. Scan the whole page in 600 dpi resolution to a JPG or PNG image format.
6. Crop the image to include only the block where you signed.
7. Exclude the black border line but crop to as close to it as possible.
8. Now save the cropped image (your signature) to a temporary folder somewhere.
9. In DRPRO, go to Administration, then Users List.
10. Click the 'User JPEG Signatures' button at the bottom.
11. On the new window click the blue 'Add' button.
12. Next to 'Employee No.'" click the yellow folder icon and select your name from the list.
13. Now click the 'Select New Signature Image orange button and fetch the image you've just scanned and saved.
14. Click 'Save'.
15. Once the signature is saved to DRPRO, you may want to delete the original signature image(s) from your machine...
16. Repeat the same process for additional signatures.

Now, if you want it to automatically include a signature every time a Transmittal is created:




1. In the Administration Menu, click 'Global Settings'.
2. Click the 'Outlook & Signatures' tab.
3. Tick 'ON' the 'Include JPG signatures on All Transmittals' tick-box.
4. Click 'Save'.

That's it! You may need to exit DRPRO and login again to activate the signature at login stage.

Please NOTE: The above is **not** the same as a '**Secure Digital Signature**', which is done electronically via a number of signature verification providers out there. Refer to section "Secure Digital Signing" already covered above.

User Signatures List

Users with Signatures

Employee No	Login Name	Sig	User Full Name
ADMIN-001	administrator		Administrator
CHARLIE-01	charlie		Charlie Chaplin
L-001	luis		Luis De Almeida

Close

Record Will Be Changed

Update User Signature

Employee No:  Charlie Chaplin

Signature Image: (JPG Pixel Size = 400x250 or same proportion)



 **Select New Signature Image**

Main body of signature should be within these two lines

 Save

 Cancel

View User Activity Log File

Displays a background log that DRPRO keeps of all important activities, such as logging in and out, issuing drawings, deleting projects and drawings, sending out Transmittal emails, etc.

Date	Time	Workstation	Login Name	Full Name	Activity	Version	EXE Name	EXE Date
22-01-2022	22:48:54	Z2-LDA	administrator	Administrator	LOGIN to DRPRO 2022-NL	2022-NL	DRPRO.EXE	22-01-2022
22-01-2022	22:48:54	Z2-LDA	administrator	Administrator	LOGGED IN to DRPRO at DATA Location: \\synology\NAS\public\DRPRO\Data\	2022-NL	DRPRO.EXE	22-01-2022
22-01-2022	23:12:00	Z2-LDA	administrator	Administrator	DRPRO Session Time = 00:23:05	2022-NL	DRPRO.EXE	22-01-2022
22-01-2022	23:12:00	Z2-LDA	administrator	Administrator	LOGOUT	2022-NL	DRPRO.EXE	22-01-2022
24-01-2022	12:50:41	Z2-LDA	administrator	Administrator	LOGIN to DRPRO 2022-NL	2022-NL	DRPRO.EXE	22-01-2022
24-01-2022	12:50:41	Z2-LDA	administrator	Administrator	LOGGED IN to DRPRO at DATA Location: \\synology\NAS\public\DRPRO\Data\	2022-NL	DRPRO.EXE	22-01-2022
24-01-2022	13:43:05	Z2-LDA	administrator	Administrator	DRPRO Session Time = 00:52:24	2022-NL	DRPRO.EXE	22-01-2022
24-01-2022	13:43:05	Z2-LDA	administrator	Administrator	LOGOUT	2022-NL	DRPRO.EXE	22-01-2022
25-01-2022	17:35:27	Z2-LDA	administrator	Administrator	LOGIN to DRPRO 2022-NL	2022-NL	DRPRO.EXE	22-01-2022
25-01-2022	17:35:27	Z2-LDA	administrator	Administrator	LOGGED IN to DRPRO at DATA Location: \\synology\NAS\public\DRPRO\Data\	2022-NL	DRPRO.EXE	22-01-2022
25-01-2022	17:46:39	Z2-LDA	administrator	Administrator	DRPRO Session Time = 00:11:12	2022-NL	DRPRO.EXE	22-01-2022
25-01-2022	17:46:39	Z2-LDA	administrator	Administrator	LOGOUT	2022-NL	DRPRO.EXE	22-01-2022
25-01-2022	21:52:58	Z2-LDA	administrator	Administrator	LOGIN to DRPRO 2022-NL	2022-NL	DRPRO.EXE	25-01-2022
25-01-2022	21:52:58	Z2-LDA	administrator	Administrator	LOGGED IN to DRPRO at DATA Location: \\synology\NAS\public\DRPRO\Data\	2022-NL	DRPRO.EXE	25-01-2022
25-01-2022	21:58:24	Z2-LDA	administrator	Administrator	DRPRO Session Time = 00:05:25	2022-NL	DRPRO.EXE	25-01-2022
25-01-2022	21:58:24	Z2-LDA	administrator	Administrator	LOGOUT	2022-NL	DRPRO.EXE	25-01-2022
27-01-2022	22:23:29	Z2-LDA	administrator	Administrator	LOGIN to DRPRO 2022-NL	2022-NL	DRPRO.EXE	27-01-2022
27-01-2022	22:23:29	Z2-LDA	administrator	Administrator	LOGGED IN to DRPRO at DATA Location: \\synology\NAS\public\DRPRO\Data\	2022-NL	DRPRO.EXE	27-01-2022
27-01-2022	23:16:38	Z2-LDA	administrator	Administrator	DRPRO Session Time = 00:53:08	2022-NL	DRPRO.EXE	27-01-2022
27-01-2022	23:16:38	Z2-LDA	administrator	Administrator	LOGOUT	2022-NL	DRPRO.EXE	27-01-2022
28-01-2022	13:37:54	Z2-LDA	administrator	Administrator	LOGIN to DRPRO 2022-NL	2022-NL	DRPRO.EXE	27-01-2022

Mass Email & Domain Name Change

This utility is used only in the rare cases where a company’s internet and/or email domain name has changed, and you need to modify all instances of the old domain name in the DRPRO database to the new one.

Various options are available depending on how you want the change to be done. Tick the appropriate boxes as show below.

Due to its nature, this process could take a while to complete, depending on how many records are affected by the change.

Mass Email & Domain Name Change Utility

Select One Option:

- Apply Email Changes To Current Projects Only !
- Apply Email Changes To ALL Projects Regardless !

NOTE: Email addresses inside emailed Transmittal Slips will not change. But contact details will be changed even if it is an old completed project !

Select Which Files to Change:

- Change Master Company File
- Change Contact Names File
- Change Project Recipients File
- Change Local Users File

Single Email Address Change

Single Email Address Change:

From Email: **START Email Change** →

To Email:

Domain Name Change

Domain Name Change:

From Domain: anyname@ **START Domain Change** →

To Domain: anyname@

← **Exit**

Mass Path Name Change

This utility is used only in the cases where the Server Name or folder locations have been changed or moved, hence causing all or most of the links specified in DRPRO to be broken. Remember that DRPRO does not manipulate folders or files in your IT infrastructure, it simply has links to where the Drawings and other Documents are located.

Working in conjunction with your IT dept. you need to first establish what exactly has changed so that the options shown below will do the folder renaming correctly. Specify only the wording that has changed, starting from the left. Anything in the file path to the right of the last character specified below will remain intact.

As an example, let’s say that everything has been moved from an old server named **Server01** to a newly installed Server named **Server02**. The folder structures remain exactly the same as before, only the server’s name has changed.

As shown in the screenshot below, DRPRO will scan through all file paths in its database and look for a matching **\\server01** string anywhere within the file path and automatically change it on the fly to **\\server02** and re-save it again.

Mass Path Name Change

Mass Path Name Change Utility

Current Project:
SP327 - BLADE SPIKES

Select One Option:

- Apply Path Name Changes To Current Project Only !
- Apply Path Name Changes To ALL Projects !
NOTE: This process could take a while! DO NOT Abort !!!

Select Which Files to Change:

- Dwg/Docs + Revisions File
- Received Dwg/Docs + Revisions File
- Marked-Up Review Dwg/Docs File
- Submitted Review Dwg/Docs File

PLEASE NOTE!
Use Copy+ Paste to enter FROM & TO Path Names below. Please check carefully!
This process will NOT move any Drawings/Documents on your Network, it will simply change the Path Names in the Database. Actual File Names will NOT change.

Specify Path Name Changes:

FROM Path Name:
TO Path Name:

NOTE: Remember to put DRPRO in Maintenance Mode first !

START Path Name Changes

Close

GLOBAL SYSTEM DEFAULTS / SETTINGS

This window is used to define global parameters that affect the operation of DRPRO across the whole network.

Record Will Be Changed
✕

Global Settings

General Defaults
Permission Levels & Transmittal SN's
Outlook, Signatures & Duplicates
SMTP Mail Server Settings
Email Disclaimer
SharePoint API Connection
PDF Transmittal Presets
Branch Offices

Basic Default Settings

No of Transmittal Copies: How many Hard Copies of the Transmittal Slip to be printed by default

Transmittals Starting No: Start from a higher number to avoid a clash with an existing system

Default Media Type: The Media Type that will be the first choice for every issue

Default Revision System: Your Company's Standard Revision System

Base Discipline: The Discipline that's most common within the company

Company Abbreviation: An 8 Character Abbreviation that defines your company

Date Format

DD-MM-YY

DD-MM-YYYY

MM-DD-YY

MM-DD-YYYY

YY-MM-DD

YYYY-MM-DD

Date Separator

Dot

Dash

Space

Slash

06-05-2024

Transmittal Layout Options

Print Discipline Column In Transmittal Slip

Use Double Spaced Characters in Transmittal Slip Heading

Force Multi-Line Dwg/Doc Titles allowing up to 150 Characters

Print Transmittal Serial No. On Top of the page

Project Short Name (20 Chars)

Use Project Short Name in PDF Transmittal File Names, CSV File Names && Email Subject Lines

The Project Short Name can be edited in the Entry Form

Database Name

Mechanical

For ease of identification when more than One Data Set exists within the same Network (e.g. Multi-Dept. Offices)

Save
 Cancel

Record Will Be Changed
✕

Global Settings

General Defaults
Permission Levels & Transmittal SN's
Outlook, Signatures & Duplicates
SMTP Mail Server Settings
Email Disclaimer
SharePoint API Connection
PDF Transmittal Presets
Branch Offices

Access Permission Levels

Project List:	<input type="text" value="1"/>	Administrator	Specify Permission Level for Project List Entries
Master Company List:	<input type="text" value="3"/>	Operator	Specify Permission Level for Master Company List Entries
Recipients List:	<input type="text" value="3"/>	Operator	Specify Permission Level for Recipients List Entries
Distribution Lists:	<input type="text" value="1"/>	Administrator	Specify Permission Level for Creating Distribution Lists
Man Hours Entries:	<input type="text" value="2"/>	Supervisor	Specify Permission Level for ManHours Time Entries
Merging Recipients:	<input type="text" value="1"/>	Administrator	Specify Permission Level for Recipient Merging

Transmittal Serial No. Usage

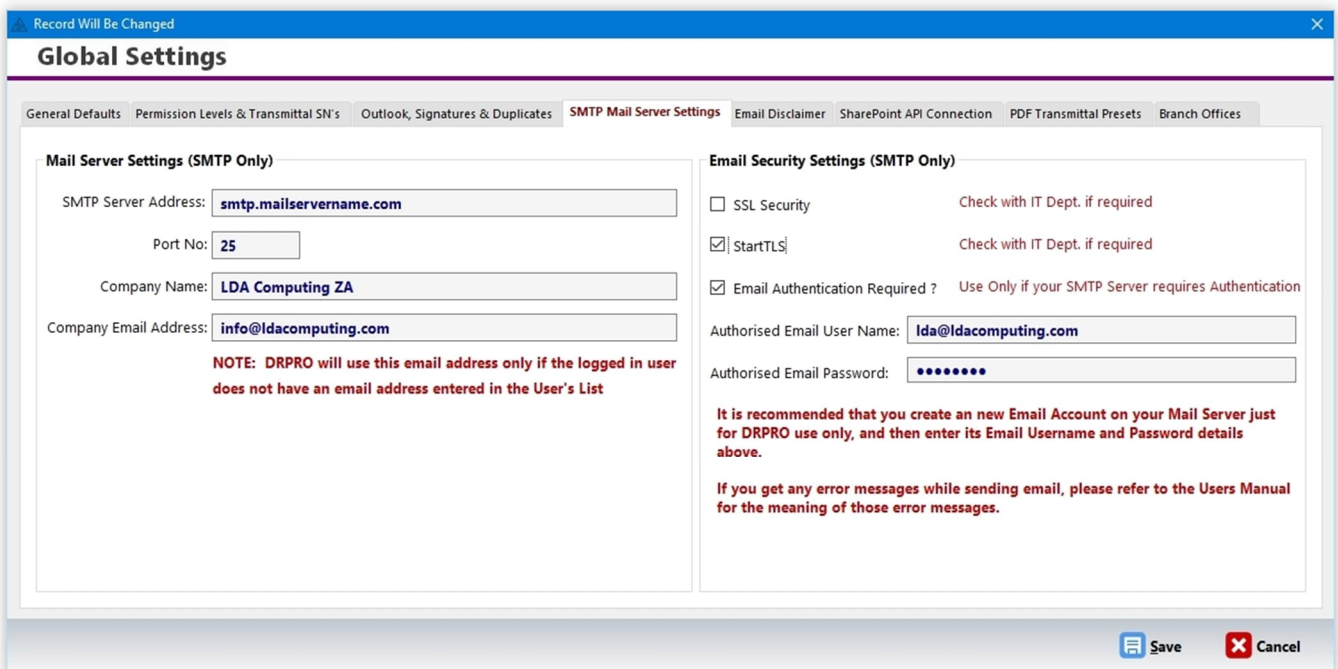
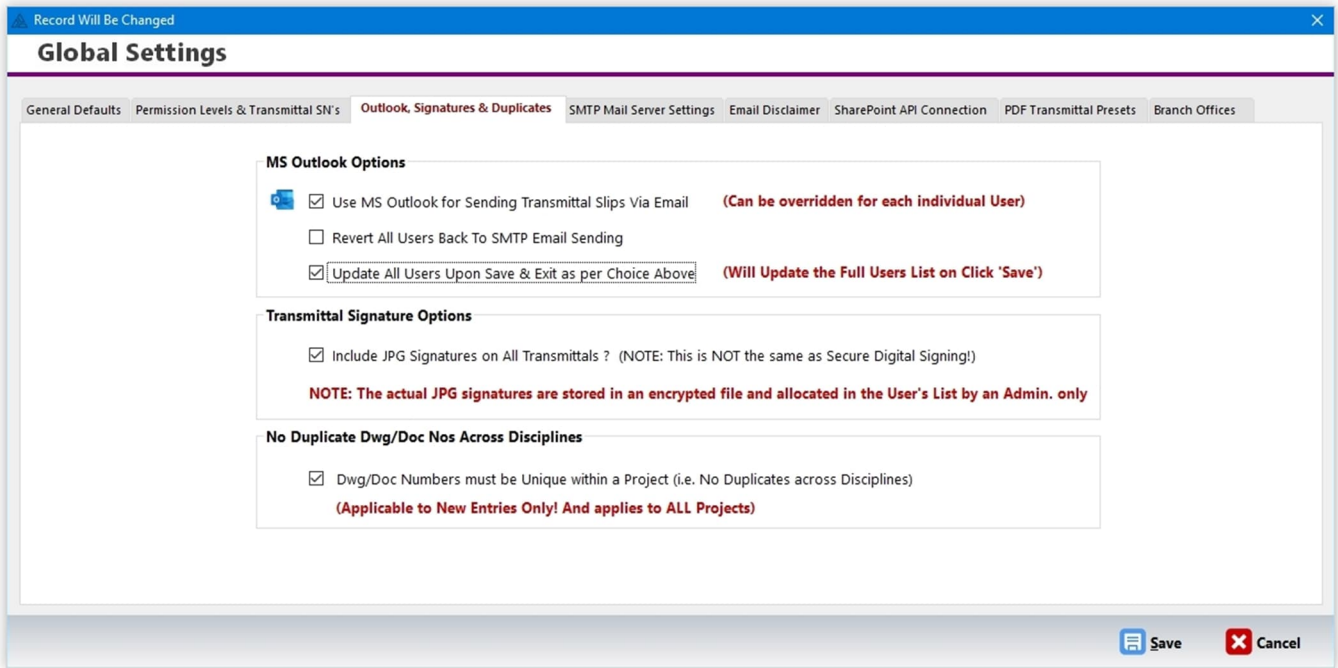
Use Transmittal Serial No. in PDF File Names

Use Transmittal Serial No. in Email Subject Lines

Use Transmittal Serial No. in PDF Reports

NOTE: By default, DRPRO uses the Project Transmittal No. (NOT the Serial No.) for these items. You may override them here

Save
 Cancel



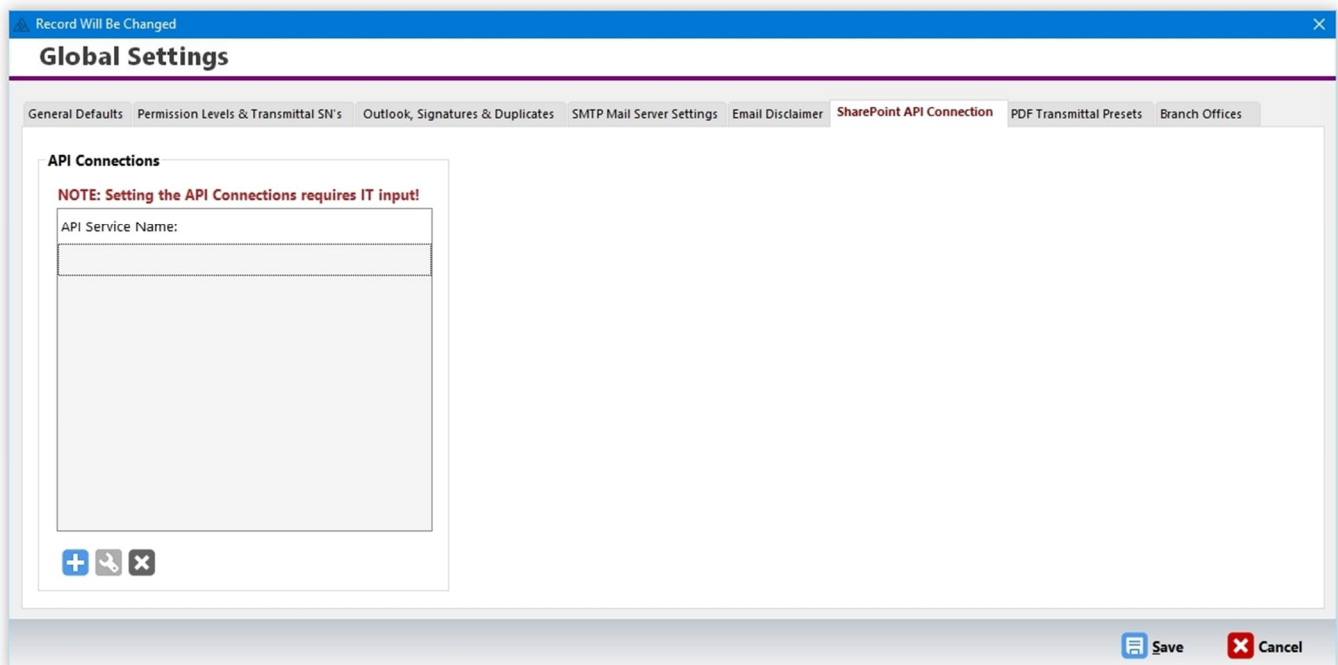
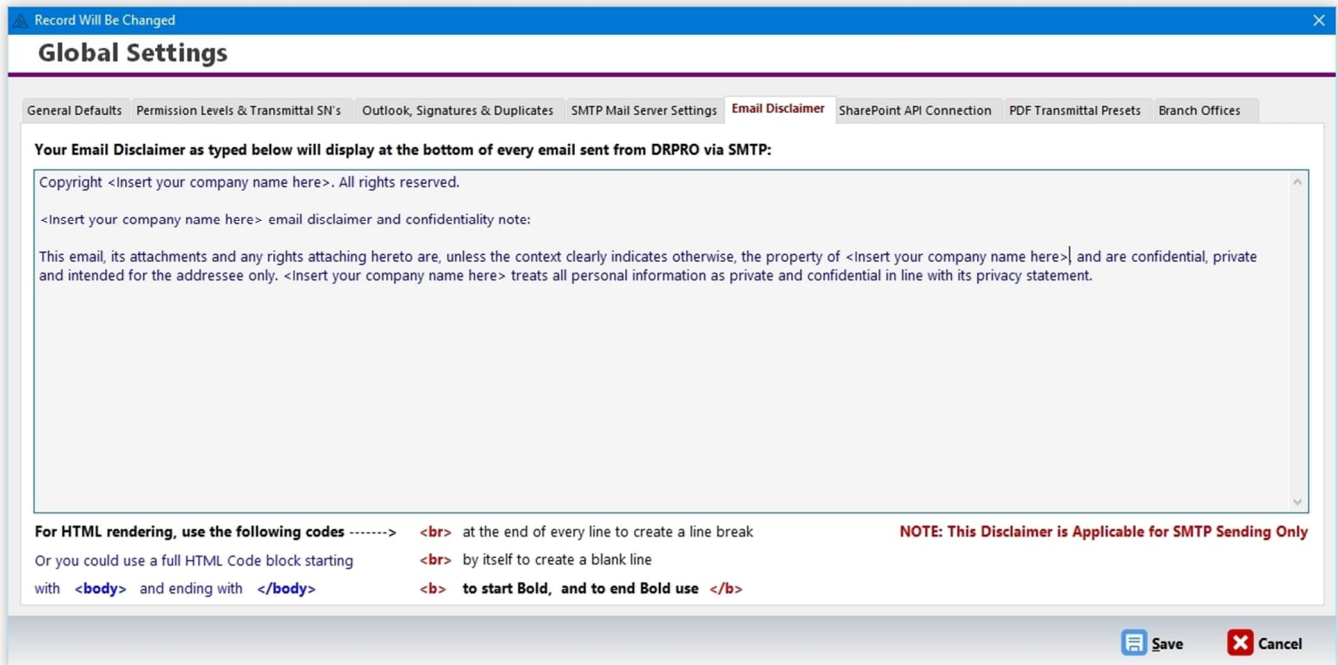
The two screenshots above show the information required to enable emailing of Transmittals from within DRPRO.

PLEASE NOTE: These email settings need to be setup before you can start sending out Transmittals via DRPRO whether using SMTP or MS Office Outlook. Please contact your system administrator or ISP provider for the necessary information as required above. Please note that the recently released “New Outlook” will not work with the Outlook option above as it is not part of MS Office. If you are using the “New Outlook”, then SMTP must be configured.

NOTE: The item “**Email Authentication Required**” in the ‘SMTP Mail Server Settings’ section is only required to be activated if you (or your IT department) have heavy security settings switched ON in your Mail Server, typically with ‘MS Exchange Server’ as an example, but also with other mail server software. As a general rule, first try sending out an email (Transmittal) with this setting OFF. If you get an error message with an error code along the lines of “Error 550 – Relay prohibited”, then you will need to set this item ON.

In the line “Authorised Email Username” enter the email username of one of the users registered with your mail server. Similarly, for the password below.

It is recommended that you rather create a new email account within your Mail Server just for DRPRO only, so there is no danger of this email account being disabled or deleted if somebody else’s details are used and that person leaves the company, which would lead to DRPRO not being able to send out emailed Transmittals.



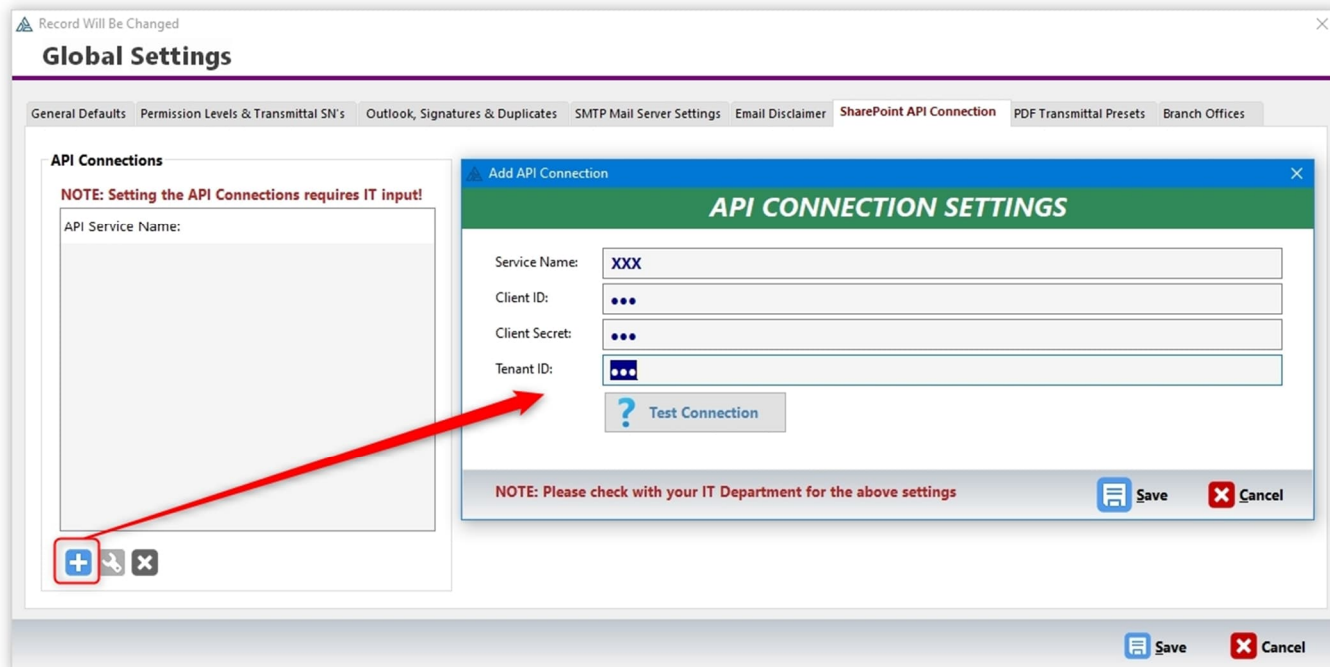
The screenshot shows the 'Global Settings' dialog box with the 'PDF Transmittal Presets' tab selected. The window title is 'Record Will Be Changed'. The dialog has several tabs: 'General Defaults', 'Permission Levels & Transmittal SN's', 'Outlook, Signatures & Duplicates', 'SMTP Mail Server Settings', 'Email Disclaimer', 'SharePoint API Connection', 'PDF Transmittal Presets', and 'Branch Offices'. A note states: 'NOTE: The settings on this tab apply to ALL Projects, unless overridden on each Project's Entry Form'. Under the heading 'Add Transmittals to Document List', there is a checked checkbox 'Automatically Add All Transmittals to Dwg/Docs List'. To its right, 'Select Transmittal Discipline:' is set to 'ADMIN' and 'Select Transmittal Category:' is set to '900'. Below this, under 'Transmittal PDF Default Server Location', there is a checked checkbox 'Automatically Copy All Transmittal PDF's to the Server Location shown below...'. To its right is a button 'Select Server Location for All Transmittal PDF's'. Below that, a text box contains the path '\\Server01\Folder-A\Projects\Transmittals\' and a 'Clear' button. At the bottom right, there are 'Save' and 'Cancel' buttons. A note at the bottom states: 'NOTE: This PDF Server Location can be overridden on a per Project basis on the Project List'.

The PDF Transmittal Pre-sets tab allows you to choose whether to add each auto-generated PDF Transmittal to your Drawings/Documents List as if it were another document. It will also create a hyperlink to the PDF Transmittal.

Additionally, you can also define if and where DRPRO-NL will create a copy of the PDF Transmittal on a central location on your Server. This setting needs to be activated on a Project-by-Project basis in the Projects List.

SHAREPOINT AND API CONNECTIONS

The “SharePoint API Connection” tab allows you to connect DRPRO-NL to your Online SharePoint Server. Please note that this section requires input from your IT Support Department.



The table on the next page shows most of the typical email related errors you may get if an email connection hasn’t been established by DRPRO while trying to send a Transmittal. Based on the information below you may then adjust your email setup accordingly.

TYPICAL EMAIL ERROR CODES (SMTP)

Code	Enh. Code	Message	Description
500	5.5.1	Command unrecognized	The SMTP command currently used was unrecognized or is not supported by your MailServer.
501	5.5.2	Domain name required	Sender has no domain specified (usually in MAIL FROM)
501	5.5.2	Unbalanced	SMTP session syntax invalid. (usually unbalanced brackets)
501	5.5.4	Syntax error in parameters scanning	Common syntax error. You probably mistyped last command or last string is invalid.
501	5.5.1	HELO/EHLO requires domain address	Usually when there was blank or invalid string sequence after HELO/EHLO command.
501	5.0.0	Authentication cancelled	The process of authentication was cancelled for any reason.
501	5.7.0	Authentication failed	The username/password combination provided during authentication was invalid.
501	5.7.1		You are not allowed to send.
502	5.5.1	Sorry, we do not support this operation	This operation is not allowed.
503	5.5.1	Incorrect command sequence	A supported command was issued out of sequence. For example, command RCPT TO used before MAIL FROM or DATA command used when RCPT TO command was not accepted.
503	5.5.1	Authentication already done	Error occurs by re-authentication.
503	5.5.1	HELO/EHLO command required	Greeting error. HELO/EHLO command is required.
503	5.5.1	HELO/EHLO already specified	Greeting used again.
504	5.7.6	Unrecognized authentication type	Invalid authentication type. Incorrect or none type of AUTH specified.
530	5.7.1	Authentication required [AUTH]	Authentication with command AUTH is required.
550	5.7.1	We do not relay	Server is not open for relay.
550	5.7.1	We do not relay, account limits apply	
550	5.7.1	You have rights to send mail to local domains only	The user who gets this error is allowed to send mail only to local domains.
550	5.7.1	Access not allowed	1) MailServer is blocking access by a blacklist filter. Or 2) Reject if originator's domain is local and not authorized option turned on. Or 3) Sending to a mailing list set to members only.
550	5.7.1	Permission denied	
550	5.1.1	Unknown user local	
550	5.1.1	Unknown user; rejecting	Unknown user account. The recipient is not local, thus reject the message.
551	5.1.1	No such user found	User account is not local.
551	5.1.1	No such mailing list found	Mailing list is not local.
552	5.5.3	Too many recipients	The number of recipients exceeds the maximum of allowed recipients.
554	5.3.4	Message size exceeds fixed maximum message size	Too much data was sent by the user. User account has an amount limitation.
554	5.7.1	Message cannot be accepted, virus found	Virus was found in the message body or in the message attachment.
554	5.7.1	Message cannot be accepted, content filter rejection	Content filter applied and the message was rejected.
554	5.7.1	Message cannot be accepted, spam filter rejection	Message is probably spam.
554	5.2.2		Maximum size exceeded.
554	5.3.1		Maximum message size exceeded.
554	5.7.1	Message cannot be accepted, filter rejection	The message was rejected.

CUSTOMIZING THE TRANSMITTAL TEMPLATE

Under **Transmittal Templates**, you may design your own Transmittal headings, logo, and wording. The top portion is reserved for a logo occupying the size of 7.4" x 1.25" (188mm x 32mm) or in the same proportion. This logo is user defined and can be of any of the following formats: **BMP, JPG, PNG**. The JPG or PNG formats are preferred because they are usually smaller in size and reduce the time taken to print each Transmittal. Below are examples of both Top and Bottom Logos.

- **Top Logo size in Pixels:**
2220 x 375 (At 300dpi) - Recommended - sharp resolution – Good for including text in the logo as well)

Examples of Template Logos in DRPRO:



Please note that if the graphic (image) part of your company logo is to occupy only a small area of the allocated image size, you must still create a blank image canvas of the size described above and then put your logo anywhere in this space. The text part of it (company name, addresses, contact details, etc.) must also be included as part of the complete the logo image to be used in DRPRO.

The Bottom Logo option is only applicable to the Transmittal itself. You may leave it blank or use it for whatever purpose you want to, such as director's names, advertising, additional notes, etc.

- **Bottom Logo size in Pixels:**
2220 x 165 (At 300dpi) - Recommended - sharp resolution – Good for including text in the logo as well)



Transmittal Slip Templates

Transmittal Logo Templates


Logo Templates:

Tag	Template Name
	Default Template
	Project SP000
	Project SP313
	Project SP327
	Project SP350

Linked Projects:

Project	Project Name
P0004	PORTNET - PHASE 1B
Q1234	Project Q
SP314	DWABSE
SP317	VINO TINTO
SP325 EPCM	ROOIKOP - Maxi Heap Pad and Recovery F
SP327 CIVIL	BLADE SPIKES - CIVIL
SP327 FUEL	BLADE SPIKES - FUEL
SP327 IENG	BLADE SPIKES - INSTRUMENTATION ENGIN
SP327 PH I	BLADE SPIKES - PHASE I
SP327 PH II	BLADE SPIKES - PHASE II COPPER
SP329	ROOIKOP MINI PROJECT
SP329-A	ROOIKOP MINI PROJECT EXTENSIONS
SP331	MACUA MINE

Top Logo: (All Printed Reports)



Bottom Logo: (Transmittal Only)

NOTE:
Documents sent for approval or comment should be returned within 10 days from submission date. Drawings not returned within this duration will be considered **Approved without Comments**.

Email Heading:

ABC MINING GLOBAL LLC
Alice Springs, Australia

Tag
+ Add New Template
↻ Change Template
✖ Delete Template
➦ Send To...
⌵ Close

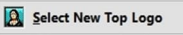
Template Will Be Changed

Update the Template File


Template Name: Default Template

PLEASE NOTE: The 'Default Template' cannot be deleted or renamed!

Top Logo
 Bottom Logo
 Issue Reasons
 Text Editing Options (Default Template Only)
 EMAIL Headings



NOTE: Top Logo Image must have the proportions of 2220 x 375 pixels at 300 dpi. Please ensure that image is formatted as PNG or 24-bit JPG (NOT 32-bit)





Template Will Be Changed

Update the Template File

Template Name: Default Template

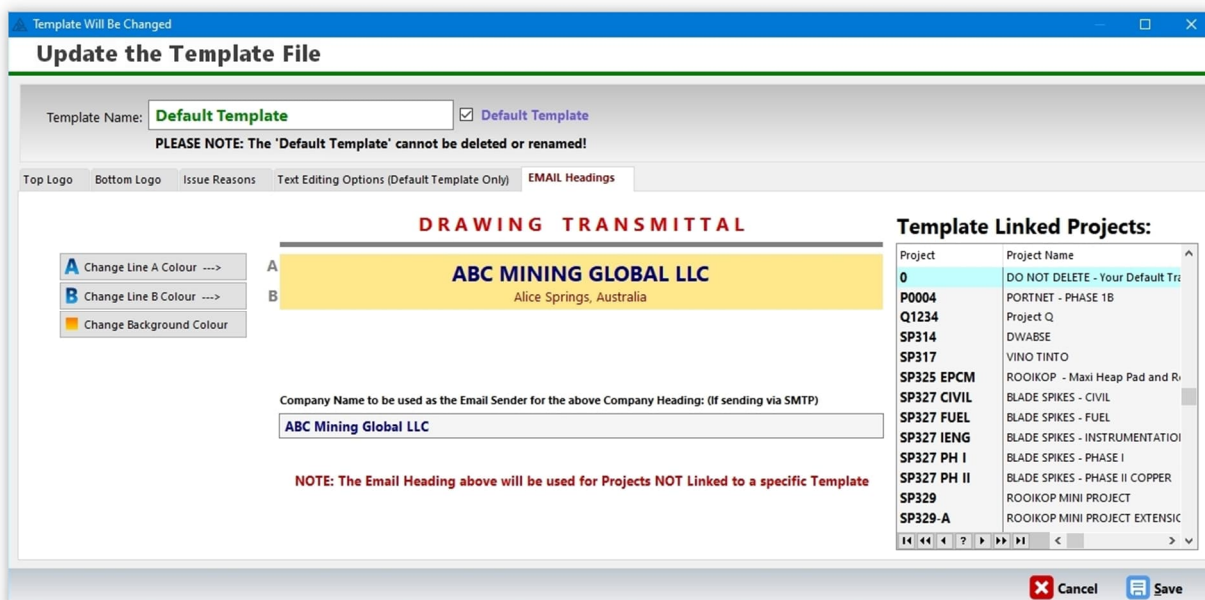
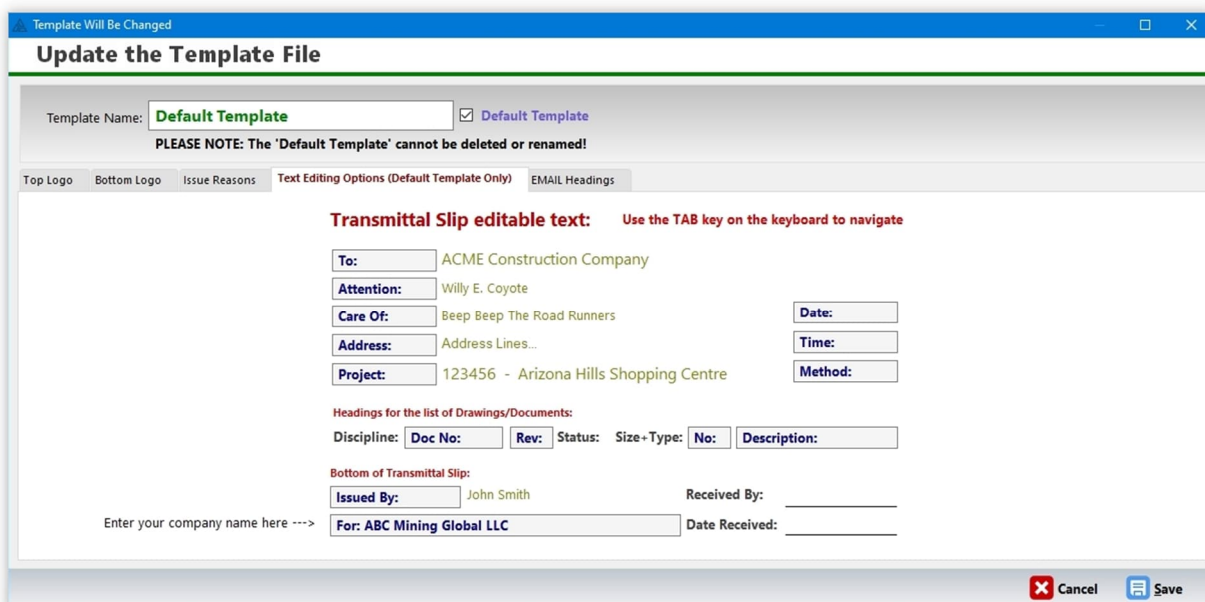
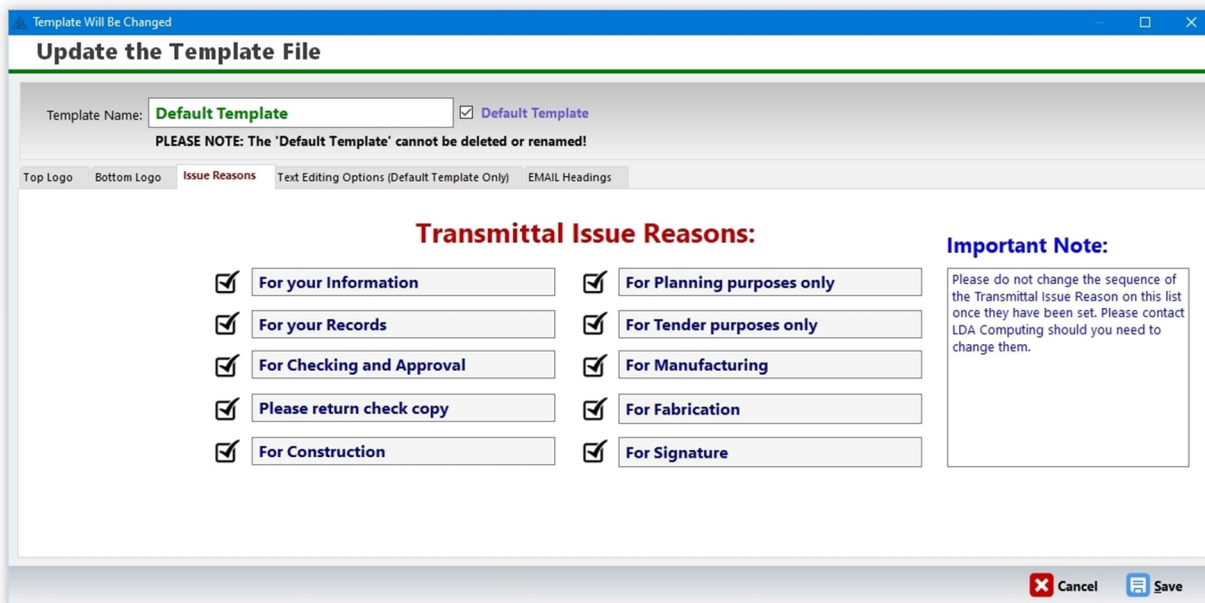
PLEASE NOTE: The 'Default Template' cannot be deleted or renamed!

Top Logo
 Bottom Logo
 Issue Reasons
 Text Editing Options (Default Template Only)
 EMAIL Headings

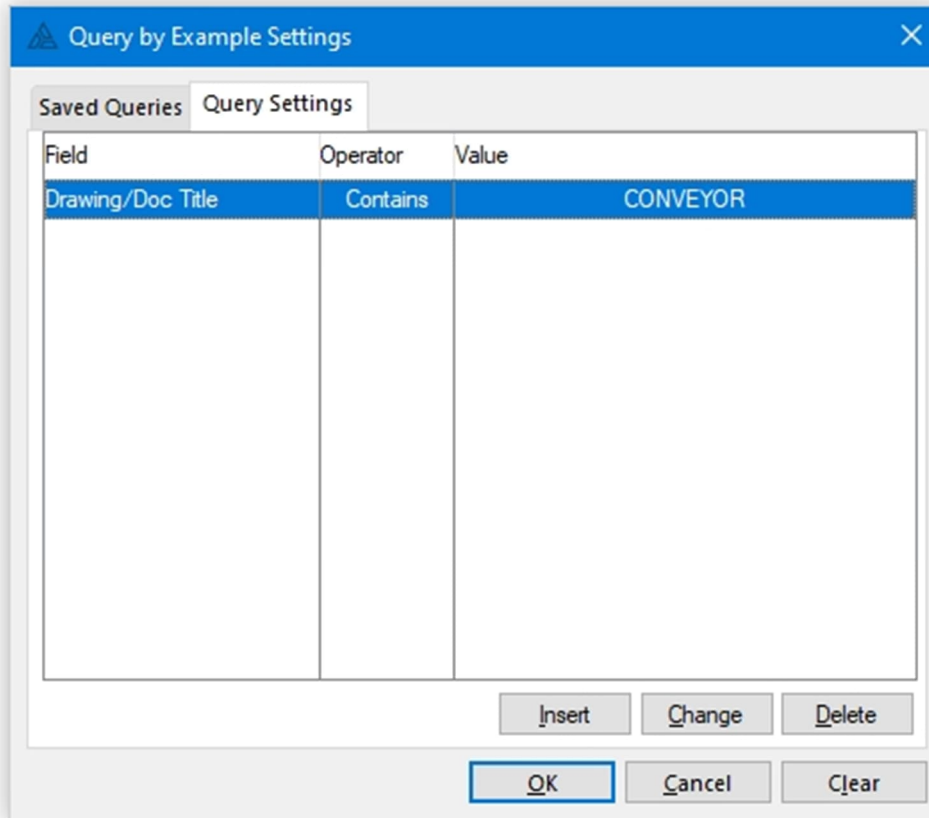
Bottom Logo image must have the proportions of 2220 x 165 pixels at 300 dpi

NOTE:
Documents sent for approval or comment should be returned within 10 days from submission date. Drawings not returned within this duration will be considered **Approved without Comments**.



SEARCH FILTERS

Some of the Windows described above have a button called '**Search Filters**'. This button allows you to do a search for a subset of information to be displayed. Depending on how complex the query is, it could take a while for it to be displayed. To return the list back to the original display, open the 'Search Filter' again and click the 'Clear' button.



BACKING-UP DRPRO & PROTECTING YOUR VALUABLE DATA

It is your responsibility to keep proper backups of your data. Computers and software are inherently complex and data can get corrupted due to a variety of reasons, namely, power fluctuations or failures, faulty components in a PC, especially network cards, operating system hiccups, such as closing files before being instructed to do so by the client software, thus causing possible file truncation and therefore data loss, and many other causes (such as bugs, we admit). Although we have attempted our best to keep your data clean and the referential integrity maintained between the files, we cannot however guarantee 100% that no corruption will ever occur. Therefore, we recommend that you keep a rotating set of backups of the DRPRO data files in case of emergency. At worst, you could lose a day's worth of information, which could at least be partly reinstated if your memory is in good nick, but not years' worth of it.

Please remember that **LDA Computing** cannot be held responsible for loss of data due to lack of backups or due to any of the reasons mentioned above.

If you want to backup the data files only, then only the **DATA** folder needs to be backed up, as it contains ALL the data generated by **DRPRO**. First prize would be to backup your data every day, and keeping a rotating set of backup media, so that you can go back to an older set of data if need be.

However, if you are running DRPRO as a single-user system (Program and Data both in the same computer), then it is recommended that the whole of DRPRO be backed up as a complete unit, with all its sub-folders, so that in case all is lost and you need to re-instate your information, there is no need to re-install DRPRO and re-enter the registration file again (which could very well be also lost!).

Another strong recommendation is that you have your workstations and Server connected to a decent **UPS (Uninterruptible Power Supply)**, as any sort of power hiccup can cause data corruption, as stated above, which is beyond the control of DRPRO.

Network / file problems, such as those with symptoms like error 1477 and 2172, can take many forms. They can be caused by one or more of the following:

- Kinked or damaged network cable - just because it looks ok doesn't mean it is - test it or swap it out for another one you may have.
- Cable running close to a fluorescent light ballast (fixture).
- Loose connector/plug on a network cable.
- Old "worn out" cables, particularly coax cables that have been around for years.
- Out of date drivers.
- Bad hub or a bad port on a hub.
- Failed/failing network card.
- **Load Shedding!** – This has become a major culprit in corrupting data files.
- PLEASE protect your systems with a **UPS**, power problems are one of the biggest troublemakers we know of. Yes, a UPS might cost a little or a lot, depending on how big a unit you buy, but how much is your computer and a day's worth of business? Consider it much less than the time to fix a power-caused mess.
- Network setup and/or configuration problems.
- Inadvertent shutdowns.
- Shutting down servers while workstations are still in the program.
- Out of date network drivers (even those right out of the box are sometimes a problem).
- Improper or less than desirable network bindings/settings.
- Loss of network connections caused by server-management-induced timeouts.
Check out <http://support.microsoft.com/kb/297684> for further info.

NOTE: Remember that having backups is a saving grace in the face of file/network problems. Network problems can corrupt your files in a heartbeat. If you have no backups, you are in big trouble (future or present - trouble will occur).

[Special thanks to Mark Riffey of RescueMarketing.com for the above information. This information was extracted from <http://www.rescuemarketing.com/network.htm>]

Having DATA Backups is a responsibility you must take VERY seriously.

DRPRO - GENERAL NOTES ON NETWORKS

How DRPRO Network Installation Works:

The **DRPRO** network installation process places the **DRPRO** DATA files in the server or shared network folder. **DRPRO** users execute the program from their local workstations, with the data files in the server being shared among multiple **DRPRO** users.

Network Installation Notes:

1. **DRPRO** requires that the workstation have a drive letter mapped to the directory, which contains the **DRPRO** data, or alternatively the UNC (Universal Naming Convention) equivalent. Note: The drive letter may be assigned to a parent directory -- the only requirement is that **DRPRO** on the user's machine points to the data using a drive letter. e.g.

Drive Letter Option: "W:\DRPRO\"

UNC Naming Option: "\\SERVER1\DRPRO\"

This information is stored locally within each workstation, under the user's profile (My Documents\LDA Computing\DRPRO\Control Files\).

NOTE: As from version 2018-SP1, a Drive Letter path will be automatically converted to UNC before saving the information to the database.

2. **DRPRO** users must have FULL Read-Write access to the network shared directory as well as the necessary user permissions. Please consult your network administrator in this respect.
3. **DRPRO** installation program offers the user a choice of various installation types. Run the installation program more than once to install various parts of the program. The "Program Files Only" installation option must be done locally from each workstation that will access the shared **DRPRO** data on the server.
4. As from version 2023, the DRPRO program can be installed on a Server and have everyone run it from there! This has the advantage of having one single update point when a new version is released.
5. On a network, the Data installation (on either a Server or local C: Drive) should be completed BEFORE running the "Program Files Only" installation option on the local workstations.
6. **DRPRO's** Uninstall only works for workstation installations, not for the Data portion of the program. This prevents a network client user from inadvertently erasing the database.
7. **Faulty Network Port/Card** - In not so rare cases, database corruption on shared databases have been shown to be caused by a faulty or 'noisy' network port/card. This situation can be extremely difficult to diagnose. Experience has shown that using the process of elimination to take network cards off-line to locate the offending port/card on the network is effective.

HOW TO IMPLEMENT OUTLOOK EMAILING

DRPRO 2024.1

HOW TO IMPLEMENT MS OUTLOOK EMAILING OF TRANSMITTALS:

(NOTE: MS OFFICE OUTLOOK MUST BE INSTALLED, ACTIVATED AND RUNNING!)

- From the Main Menu, click 'Administration'/'Global Settings'.
- Select the 'Outlook, Signatures & Logging' tab.
- Tick the applicable check-boxes as shown below.
- Click 'Save', exit DRPRO and login again.
- The SMTP Mail Server Settings in the next tab (if any) will be ignored from now on.
- That's it! Do the above once only, after upgrading the first workstation.

Record Will Be Changed

Global Settings

General Defaults | Permission Levels & Transmittal SN's | **Outlook, Signatures & Duplicates** | SMTP Mail Server Settings | Email Disclaimer | SharePoint API Connection | PDF Transmittal Presets | Branch Offices

MS Outlook Options

- Use MS Outlook for Sending Transmittal Slips Via Email (Can be overridden for each individual User)
- Revert All Users Back To SMTP Email Sending
- Update All Users Upon Save & Exit as per Choice Above (Will Update the Full Users List on Click 'Save')

Transmittal Signature Options

- Include JPG Signatures on All Transmittals ? (NOTE: This is NOT the same as Secure Digital Signing!)

NOTE: The actual JPG signatures are stored in an encrypted file and allocated in the User's List by an Admin. only

No Duplicate Dwg/Doc Nos Across Disciplines

- Dwg/Doc Numbers must be Unique within a Project (i.e. No Duplicates across Disciplines)

(Applicable to New Entries Only! And applies to ALL Projects)

Save Cancel

INDEX TO USER’S MANUAL

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