

DRPRO

DRAWING REGISTER PROFESSIONAL 2018 + 2018 NL

Streamlining Drawing Offices for 26 years



USER'S MANUAL

(Updated October 2018 for Service Pack 1 – See Pages 89-93)



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Nothing to see here! Move along...

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Drawing Register Professional (DRPRO)

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PLEASE NOTE:

This User's Manual is for both **DRPRO 2018** (Fixed Licence Version) and **DRPRO 2018-NL** (Network Licence Version)

Although there are some differences between these two versions, the basic concept on how to use DRPRO is the same for both versions.

From this version onwards, most of the new development in DRPRO will be aimed at the NL version only. During this upgrade we came to the conclusion that maintaining both versions in parallel is just too time consuming and eats into our available resources, as almost every new feature added would have to be duplicated on two separate versions.

If you are still using the older Fixed Licence version, please consider upgrading to the newer Network Licence version. The Annual Subscription for the Network Licence version may be higher than what you're paying at the moment for the Fixed Licence version but has the major advantage that it can be installed on ALL computers in the office, so that everyone can have access to DRPRO from their own computers.

- **DRPRO 2018-NL** - One Single Network Licence can be shared by everyone, albeit one user at a time.
- **DRPRO 2018 (Fixed Licence)** – One Licence per computer - Can only be used where it is installed.

To put the DRPRO-NL Network Licence Annual Rental pricing into perspective, for this year (2018) it is equivalent to adding just 32 cents (ZAR) per hour to the salary of each user accessing DRPRO-NL (based on a team of 10 people in a drawing office sharing one Network Licence). This amount is probably about 1/1000th of their current salary... Less than the cost of One Cup of Coffee per person per day!

It's a NO-BRAINER!

DRPRO 2018 NL

DRAWING REGISTER PROFESSIONAL

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Check out www.LDAcomputing.com for future releases of this User's Manual

DRPRO has been designed 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.

INSTALLING DRPRO-NL:

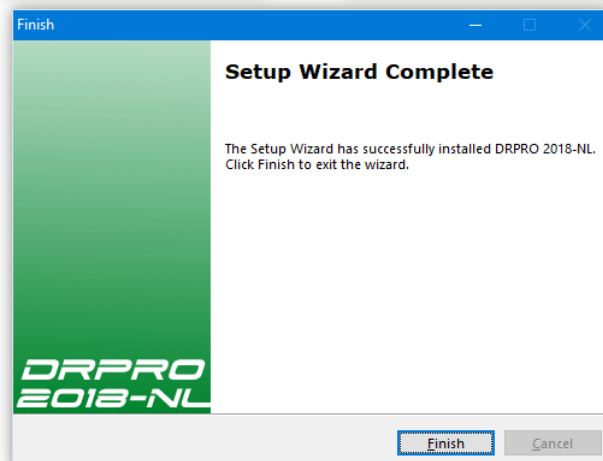
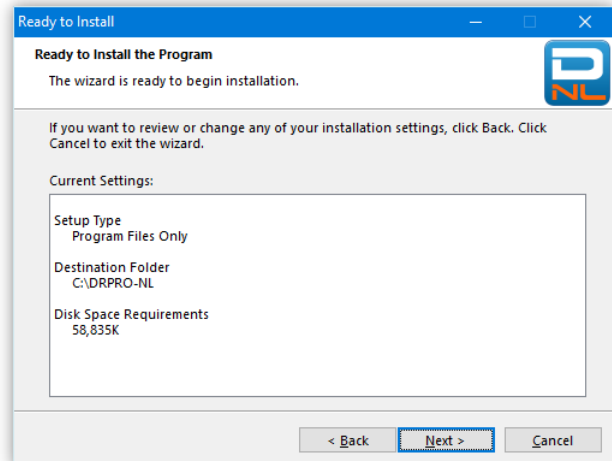
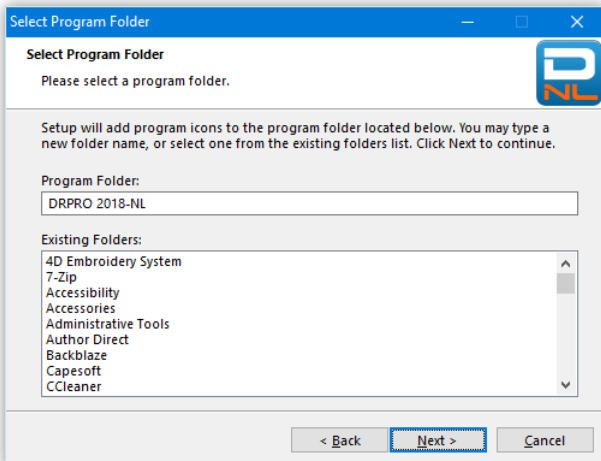
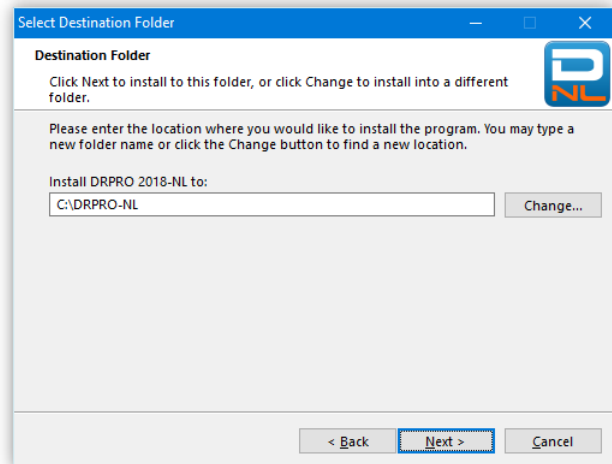
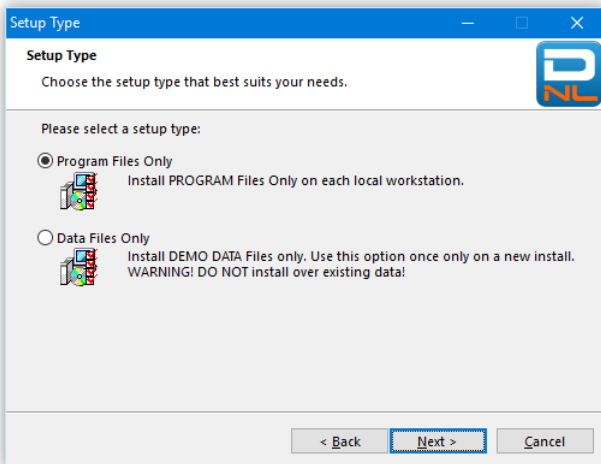
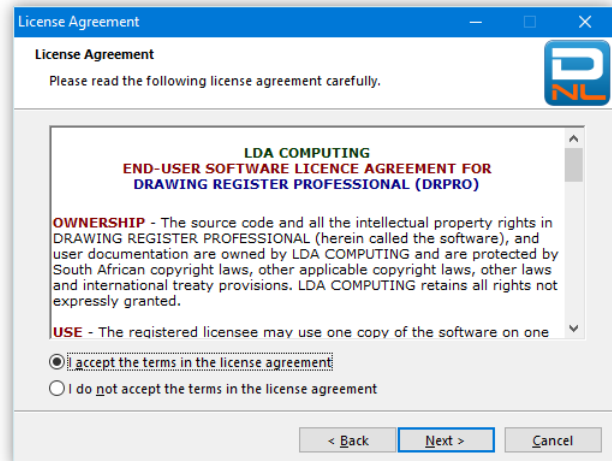
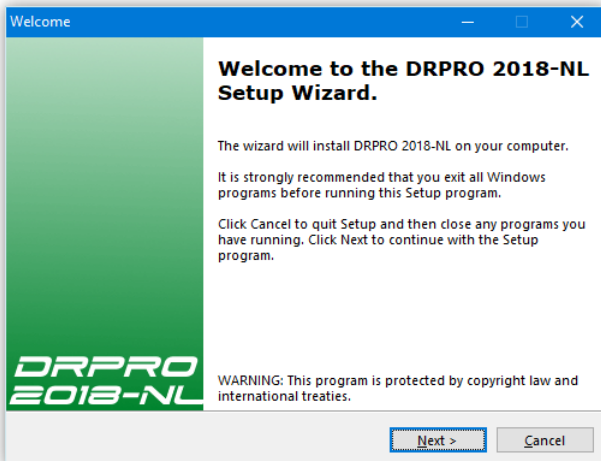
It is highly recommended that the person that will be responsible for the running and upkeep of this program in your office has a sound knowledge and understanding of Windows, computers and networks, as no support will be given by LDA Computing on the operating system software that you may be running in your office.

Download the latest **Setup-Drpro-2018-NL.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-2018-NL.exe**.

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

- 1) 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-2018-NL.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 startup 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.
- 2) The second installation step is done on each workstation that will host the **DRPRO** program files. Run the installation program **Setup-Drpro-2018-NL.exe**, select the "**Program Files Only**" option and accept all other defaults. The program must be installed on a local drive of each workstation. DO NOT install it on a Server!
- 3) 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 2018-NL**. You need to register the product to activate the number of Network Licences purchased. This is done by dragging & dropping the **REGFILE** emailed to you into the correct block in the Registration Window. You'll need to first save (or drag & drop) the **REGFILE** to the Desktop or a folder in Windows Explorer and then drag & drop into the Registration Window. From the Main Menu click 'Licence Information' and then 'Register Product'.
- 4) 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 images below show the various installation screens in sequence for "Program Files":

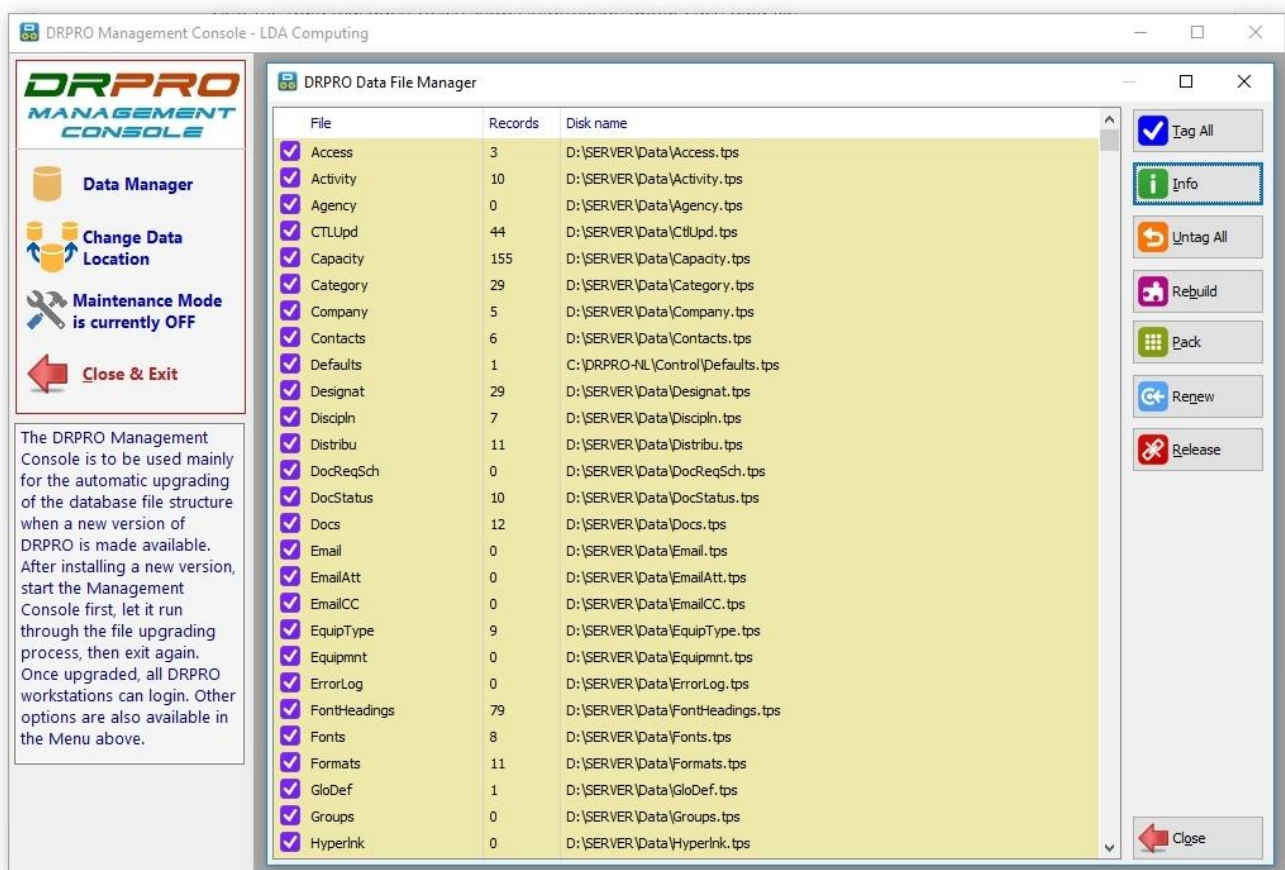


DRPRO Management Console

The DRPRO Management Console is the first “port of call” when a new update to DRPRO is made available. By simply running it, it will automatically update all the Data files to the new version being installed. This feature used to be built into DRPRO itself in previous versions, but from v2017-NL onwards it will be part of this separate utility intended for Administrators only. From this Management Console you can:

- Update DRPRO to a new Data Structure (done automatically when it starts)
- Initiate DRPRO Maintenance Mode
- View the Data Manager, which shows information about each data file
- Change the Data Location (this only affects the local workstation)

NOTE: A DRPRO Network Licence is NOT required to use the Management Console.



Logging into DRPRO for the first time:

The first time that **DRPRO** is accessed from any of the workstations, it will prompt you to select the location of your data files (on the network). Specify the required location, click the Save button and restart **DRPRO** again.

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 "GO" button!



The image shows the DRPRO-NL Login window. At the top, the title bar reads 'DRPRO-NL Login'. Below the title bar, the version and serial number are displayed: 'v2018-NL S/N: DR-9998-TEST-ZA'. A red message states 'Licence Expires in 33 Months'. The 'Login Name:' field contains 'administrator'. The 'Password:' field is empty, represented by red dots. Below the password field, a blue instruction reads: 'After Password, Press 'tab' to access 'Licence Manager' (Admin rights required !)'. There are two buttons: 'Abort & Exit' with a red left arrow and 'Proceed to Main Menu' with a blue right arrow. Below these buttons, the 'Workstation Name:' is 'Z2-LDA' and the 'DRPRO Default Printer:' is 'PrimoPDF'. The 'DATA Location:' is '\\SynologyNAS\Public\DRPRO\Data\'. A note says '(NOTE! Change this only if your Data has moved to another Folder or Server)'. There is a 'Change DATA Location' button with a folder icon. At the bottom, a green banner reads '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.

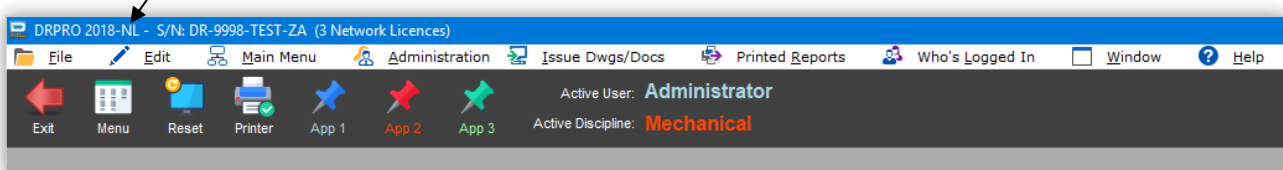
For obvious security reasons, if you lose your user name and/or password, there is no backdoor way that you can use to get to this information. You'll have to email the file '**USERS.TPS**' (found in the DATA folder) to LDA Computing and we'll extract it for you and re-email the information back to you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

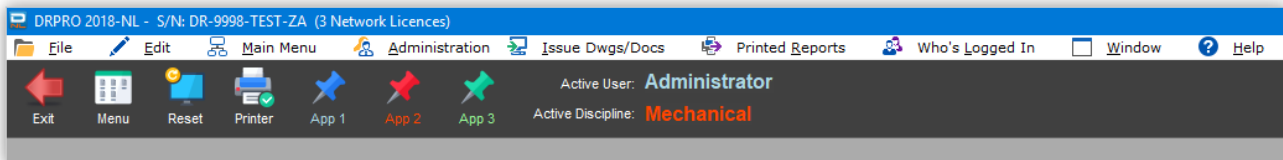
USING DRPRO:

The Main Menu

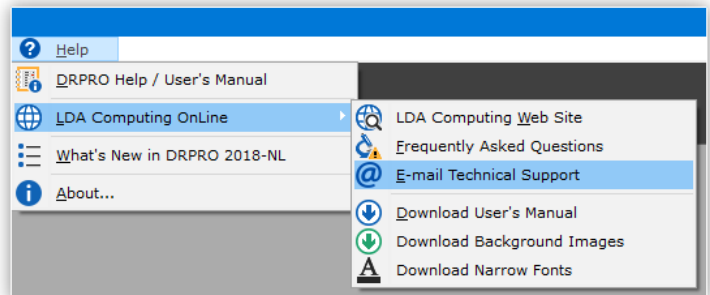
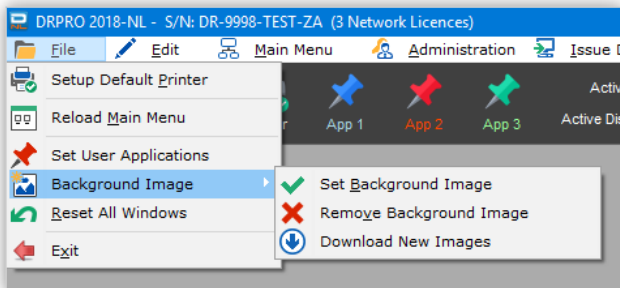


- A user name must be used to access the program. The user names are allocated by the system administrator and are accessible from the 'Administrator's' Button on the Main Menu.
- Access level of '**Administrator**' gives access to all functions of **DRPRO**, while '**Operator**' level blocks access 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.

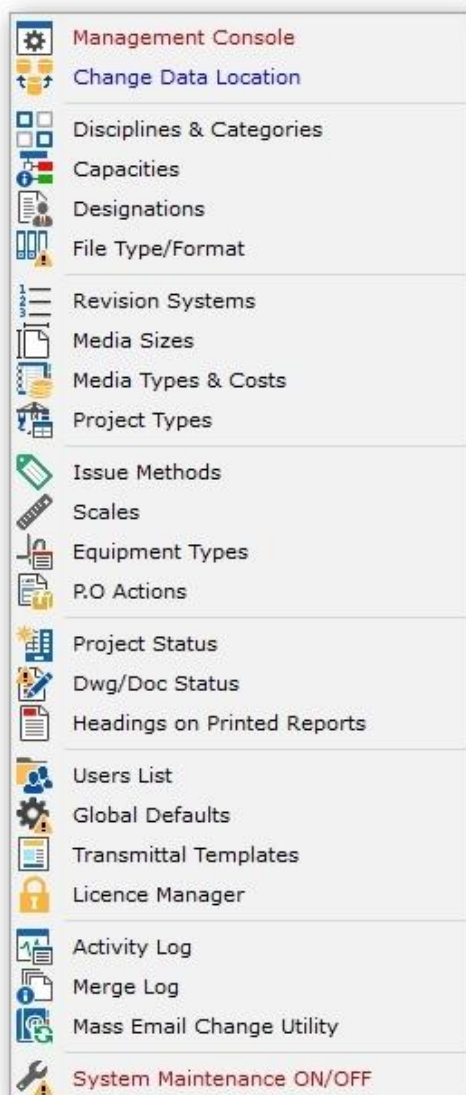




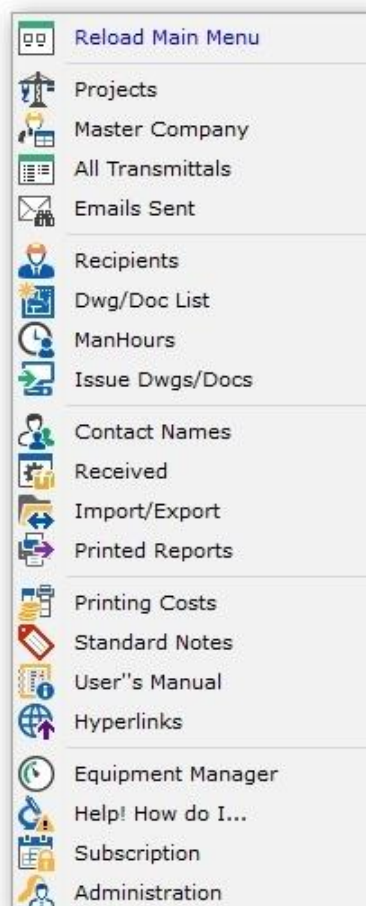
All of the functions available in the Main Menu are also available from the Pull-down Menus at the top of the screen. Below are various screenshots of the menus available as pull-downs:



Administration Menu Pull-down:



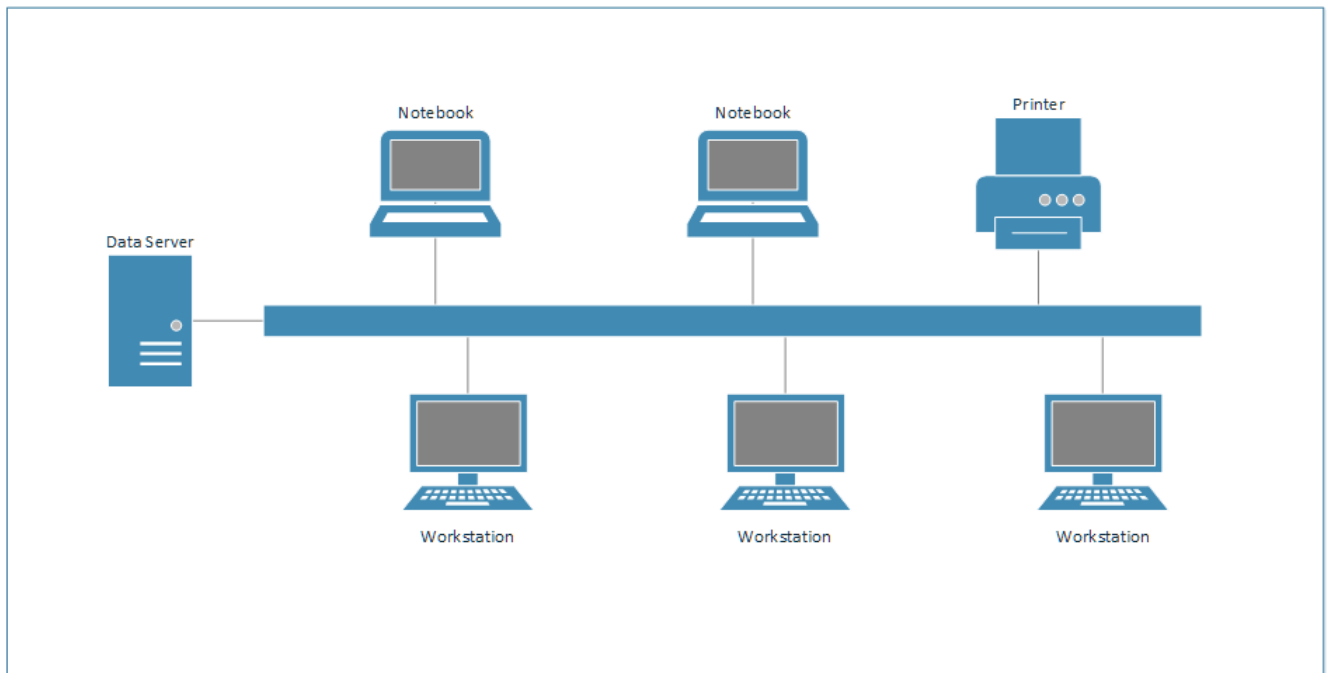
Main Menu Pull-down:



The main program file (**DRPRO.EXE**) resides on each individual workstation, 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 before hand 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.

Project List - v2018-NL

Project List

FILTER: By Project No | By Project Name | By Location | By Client | By Entry Order [No Sorting]

Lock	Actv	Project No	Project Name	Last Trn #	Status	City/Town	Suburb	State/Province
		P0004	PORTNET - PHASE 1B	0	Complete			
		Q1234	Project Q	0				
		SP000	GENERAL	0				
		SP313	ROOIKOP PROJECT	3,129				
		SP314	DWABSE	1,005				
		SP317	VINO TINTO	1,562				
		SP325 EPCM	ROOIKOP - Maxi Heap Pad and Recovery Pla	3,121		Pilbara		
		SP327	BLADE SPIKES	2,921	Construction	Pilbara		
		SP327 CIVIL	BLADE SPIKES - CIVIL	0				
		SP327 FUEL	BLADE SPIKES - FUEL	5				
		SP327 IENG	BLADE SPIKES - INSTRUMENTATION ENGINE	2,397				
		SP327 PH I	BLADE SPIKES - PHASE I	0				
		SP327 PH II	BLADE SPIKES - PHASE II COPPER	0				
		SP329	ROOIKOP MINI PROJECT	3,134				
		SP329-A	ROOIKOP MINI PROJECT EXTENSIONS	3,134				
		SP331	MACUA MINE	0				
		SP336	JAMINA GOLD MINE	0				

AREAS

Code	Description
1000	Conceptual Design
1100	Primary Crushing, Stockpile and Re
1240	Anfo
1250	Fuel farm
2100	Grinding
3100	Pre-Leach Thickening
3200	C.I.L.

ZONES

Code	Description
1000-A	Area 1000 - Zone A
1000-B	Area 1000 - Zone B
1000-C	Area 1000 - Zone C

Locked: No further activity permitted on this Project **Inactive:** No work being done, but Project is not yet finished

Lock / Unlock Activate / Deactivate Lock & Deactivate Display Recipients Search Filter Close

Change Project Details

Project Entry Form

Project Enquiry Details

Enquiry No: NOTE: Enter Project Enquiry Number only if applicable. If not, leave it blank

Project Basic Details

Project No: ☒ This is an Active Project ☐ Lock This Project. No more work allowed

Project Name:

Project Status: **CON**

Rev System: **4**

Client's Info

Client: **ARENA**

Client's Proj No: ☒ Activate Printing of Client's Drawing Nos ☒ Define Where

NOTE: To activate the printing of Client's Dwg Nos, enter a Client's Proj. No. first, tick ON the next box & click Define Where.

Project Subdivision Renaming

Rename "Portion" To: 10 chars max.

Rename "Sub Portion" To: 10 chars max.

Report Layout Options

☒ Always Use 40 Char Dwg/Doc No. Layouts

Project Location

Country:

State:

City/Town:

Suburb:

Stand No:

Project Statistics

Project Value:

Project Type:

Project Date: 15

Percentage Completed

On Site: In the Office:

Cancel **Save**

Master Company List 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.

Company Master List

Master Company Database (ALL Companies)

By Company Name | By Abbreviation | By Capacity | By Entry Order [No Sorting]

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@abcdesignr
ARENA	ARENA	Simoni Di Laurentis	Client	
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.za
B&B	Bed & Breakfast	Henrique Roque	Fabricator	
BJ&A	Bernie Jackson & Associates	Bernie Jackson	Civil & Structural Engi	bjassociates@gmail.co.z
BLEXICON	Blexicon Piping Specialists	Janus Von Blex	Fabricator	janus@blexiconpiping.cc
BLV	BLV Switchboard	Selwyn Steenkamp		selwyn@blv.com
BRESKO	Bresko Engineering	John Bresko	Vendor	peter@brelko.com

ARENA

Office Location: **MODDERFONTIEN**
Contact Name: **Simoni Di Laurentis**
Address:

Tel:
Fax:
Email:

10 Projects Worked On:

Proj No	Proj Name
SP347	ROOIKOP MIDI PROCESS PLANT
SP329	ROOIKOP MINI PROJECT
SP313	ROOIKOP PROJECT
SP325 EPCM	ROOIKOP - Maxi Heap Pad and Re
SP343 MBH	ROOIKOP - INPLANT CONVEYING
SP360	MIDI PLANT - ALLOMERATION DR
SP314	DWABSE
SP347	ROOIKOP MIDI PROCESS PLANT
SP347	ROOIKOP MIDI PROCESS PLANT
SP000	GENERAL

Merge Company | Print this Company's Details | Print Master List | Search Filter | Close

Changing a Company Record

Master Company Entry Form

Basic Details | Addresses & Tel/Fax Nos

Basic Details

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

Company Name: **ARENA**

Capacity: **Client**

Office Location: **MODDERFONTIEN**

Contact Name: **Simoni Di Laurentis**

Cancel | Save

Changing a Company Record

Master Company Entry Form

Basic Details | Addresses & Tel/Fax Nos

Physical Address:

Line 1: **ST 1234**

Line 2:

Line 3:

City: **Nouakchott**

Country: **Mauritanie**

Postal Address:

Line 1:

Line 2:

Line 3:

Line 4:

Zip Code: **RC 1234 ND**

Company Contact Information:

Tel No: **00 (222) 529 1234**

Fax No: **00 (222) 525 5678**

Email: **al.moussa99@gmail.com**

Cell No: **00 (222) 638 9876**
For Contact Name Specified.

Cancel | Save

List of Emailed Transmittal Slips – This list displays all transmittal 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.

List of Emailed Transmittal Slips										
By Date & Time	By Project No	By Issue Slip No	By Recipient	By Email Address	By Sender's Name	Emails NOT Sent				
Date	Time	Project No	Slip Serial No	Recipient	Main Contact	Email Address	Att	Link	CC	Sender
11-04-2011	23:36:19	SP327	4,909	SEN	Peter Spence	info@ldacomputing.com				administrator
11-04-2011	23:37:13	SP381	4,908	FLEXICON	MIKE ENSLIN	info@ldacomputing.com				administrator
11-04-2011	23:37:37	SP381	4,907	MUMI I	MUMI 1, SITE	info@ldacomputing.com				administrator
11-04-2011	23:38:00	SP381	4,906	MUMI I	MUMI 1, SITE	info@ldacomputing.com				administrator
11-04-2011	23:39:43	SP381	4,905	MUMI I	MUMI 1, SITE	info@ldacomputing.com				administrator
12-07-2011	11:07:33	SP350	4,919	COSIRA	Gil Do Cabo	piet@abc.co.za				w.wilson
13-07-2011	14:08:30	SP350	4,924	C/T	Ruben Cloete / Rolan	piet@abc.com			CC	w.wilson
12-10-2011	13:40:21	SP350	4,925	DARREN D	Darren Dalrymple	lda@ldacomputing.com				w.wilson
28-03-2012	13:59:02	SP327	4,909	SEN	Peter Spence	lda@ldacomputing.com				w.wilson
03-01-2017	17:29:54	SP327	4,967	AGGREKO	Ziyaad Domingo	lda@ldacomputing.com				administrator
03-01-2017	17:31:29	SP327	4,970	AGGREKO	Ziyaad Domingo	lda@ldacomputing.com				administrator
31-03-2018	14:23:25	SP327	4,973	AGGREKO	Ziyaad Domingo	info@ldacomputing.com			CC	administrator

CC Name	Company	CC Email Address
CC Piet	BB	piet@abc.co.za

Attachment File Name	Size
Sample Drawing.pdf	545 KB
13190-1100 Rev A, Dry Stack Retaining Wall.pdf	1364 KB
BS_08_016.pdf	56 KB
DEMO - Proj SP327 - BLADE SPIKES - Transmittal	219 KB

Subject: **BLADE SPIKES - DEMO - Project Transmittal No 2922** 2,184 KB

Hyperlink: <ftp://abc.co.za/drawings> 4 Files

Delete Email
 Resend Email [No Changes]
 Forward Email
 Issue Slip Contents
 Close

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 slip itself.

A NOTE about emailed Transmittal Slips: If you send a copy of a Transmittal Slip 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 Slip 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 Transmittal Slips: DRPRO prepares the whole email with all attachments and CC lists and forwards it to your Mail Server via the universal 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 Slip 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 gives you 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 and fax 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.

List of Recipients - v2018-NL

Project Recipients

Project No: **SP327** **BLADE SPIKES**

ALL Recipients **ACTIVE Recipients**

Actv	Abbrev	Company Name	Last Trn #	Capacity	No Of	Full	Email	Method	Tel No	Fax No
✓	AGGREKO	Aggreko	5	Main Contractor	1			E-Mail		
✓	BB	Blandini and Burger	2	Fabricator	1			Collect	011 984 3777	
✓	BISHKOT1	BISHKOTT MINE - DRC New	31	Electrical Engineer	3			Deliver		
✓	BISHKOT2	BISHKOTT MINE - Site Office	57	Site Engineer	2			Courier		
✓	BISHKOTT	BISHKOTT MINE - DRC	24	Site Agent	2			Deliver		
✓	BJ&A	BJ & Associates CC	2	Civil & Structural Engi	1			Collect	011 477 1234	011 477 1235
✗	BMSC	Bishkott Mining Share Com	2	Client	1			E-Mail		
✓	BOSWORTH	Bosworth	2	Steel Fabricator	4			Collect	011 684 1111	011 909 4444
✓	CLIENT	Bishkott Mining Share Com	2	Client	1			E-Mail		
✓	CLIN	CENTRE LINE ASSOCIATES	1	Fabricator	2			Deliver	011 735 6621	011 735 6622
✓	COSTIRA	Costira Group	138	Fabricator	1			Collect	011 626 2317	011 626 1437

Contact Names for: Blandini and Burger

Name	CC	Email	Design
Henk Robertson	✗	henk@bb.co.za	
Piet	✓	piet@bb.co.za	Site M

2 Contacts Listed

Contact Details:

Henk Robertson

Designation:

Email: henk@bb.co.za

Cellular:

Tel: 011 894 3271 [Click to Skype Call](#)

Fax:

50 Recipients Listed

Copy All Recipients to Another Project **Copy One Recipient to Another Project** **Merge Recipient** **Previous Project** **Next Project** **Show Dwg Received** **Close**

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 slip that is emailed from DRPRO to this particular company.

In the **Recipients Entry Form**, 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!

The screenshot shows the 'Recipients Entry Form' with the 'Basic Information' tab selected. The form is for a recipient named 'BJ & Associates CC' (SP327 BLADE SPIKES). It includes fields for 'Linked To Master Company' (BJ&A), 'Abbreviation Code' (BJ&A), 'Recipient Name' (BJ & Associates CC), 'In What Capacity' (Civil & Structural Engineer), 'Care Of (If Applicable)', 'Issue Method' (Collect), and 'No of Hard Copies' (1). There are also checkboxes for 'Currently Active Recipient', 'Auto Include in Issue List', 'Auto Include in Issue Registers', 'Send Transmittal via Email', 'Request Email Receipt', and 'Skip Printing of Transmittal Slip'. At the bottom, there are buttons for 'Copy this Company's Details back to Master Company List', 'Cancel', and 'Save'.

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&A** **BJ & Associates**

Abbreviation Code: **BJ&A** (Recipient Abbreviation Code for This Project only)

Recipient Name: **BJ & Associates CC**

In What Capacity: **Civil & Structural Engineer**

Care Of (If Applicable):

Issue Method: **Collect**

No of Hard Copies: **1**

Main Contact Details

Main Contact Name: **Brendan Johanssen**

Main Contact Email: **brendan@bj.co.za**

Main Contact Cell No: **083 222 3333**

- ☒ **Currently Active Recipient**
- ☒ **Auto Include in Issue List**
- ☒ **Auto Include in Issue Registers**
- ☒ **Send Transmittal via Email**
- ☒ **Request Email Receipt**
- ☒ **Skip Printing of Transmittal Slip**

Copy this Company's Details back to Master Company List **Cancel** **Save**

The screenshot shows the 'Recipients Entry Form' with the 'Addresses & Contact Details' tab selected. The form is for a recipient named 'BJ & Associates CC' (SP327 BLADE SPIKES). It includes fields for 'Physical Address' (Line 1: 10 Patrick Duncan Avenue, Line 2: Florida Park, Line 3: , City: Randburg, Country: South Africa), 'Postal Address' (Line 1: PO Box 183154, Line 2: Cresta, Line 3: , Line 4: , Zip Code: 2118), and 'Company Contact Information' (Tel No: 011 477 1234, Fax No: 011 477 1235). At the bottom, there are buttons for 'Copy this Company's Details back to Master Company List', 'Cancel', and 'Save'.

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: **10 Patrick Duncan Avenue**

Line 2: **Florida Park**

Line 3:

City: **Randburg**

Country: **South Africa**

Postal Address

Line 1: **PO Box 183154**

Line 2: **Cresta**

Line 3:

Line 4:

Zip Code: **2118**

Company Contact Information

Tel No: **011 477 1234**

Fax No: **011 477 1235**

Copy this Company's Details back to Master Company List **Cancel** **Save**

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.

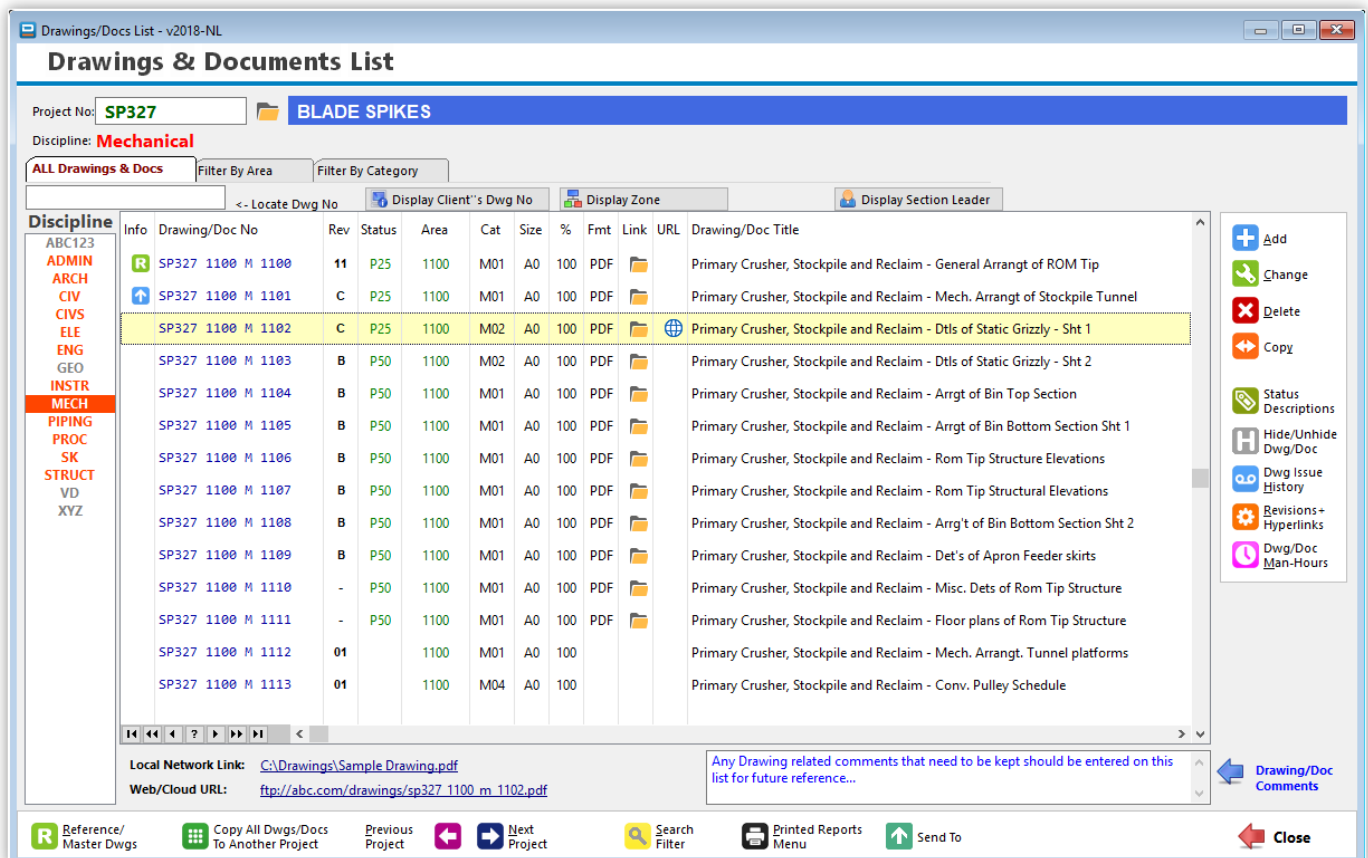
The screenshot shows the 'Recipients Entry Form' with the 'Preset Issue Reasons' tab selected. The form displays the recipient's details: SP327 BLADE SPIKES and BJ&A BJ & Associates CC. Below this, there is a section titled 'Preset Issue Reasons at this Stage of the Project' with a list of checkboxes. The checked options are 'For your Information', 'For Checking and Approval', and 'Please return check copy'. Other options include 'For your Records', 'For Construction', 'For Planning purposes only', 'For Tender purposes only', 'For Manufacturing', 'For Fabrication', and 'For Signature'. At the bottom, there are buttons for 'Copy this Company's Details back to Master Company List', 'Cancel', and 'Save'.

The **4th Tab** in the Recipients Entry Form 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.

The screenshot shows the 'Recipients Entry Form' with the 'Dwgs/Docs Received' tab selected. The form displays the recipient's details: SP327 BLADE SPIKES and BJ&A BJ & Associates CC. Below this, there is a green box with a **NOTE:** 'If you are going to receive drawings from this Company and re-issue them again on a regular basis, then enter details below to speed up the Received Dwgs/Docs recording process. IF NOT, then leave the entries below BLANK !'. Underneath, there is a section titled 'Default Settings for Drawings Received From This Company' with input fields for 'Recipient's Own Project No:' (12345) and 'Forced Prefix for ALL Drawings Received:' (BJA-). A **Hint:** box suggests using a prefix to avoid clashes with the user's own drawing numbering system. At the bottom, there is a **NOTE ! -->** checkbox labeled 'Automatically Copy All Drawings Received from this Company To My Drawing List without asking'. At the bottom of the form, there are buttons for 'Copy this Company's Details back to Master Company List', 'Cancel', and 'Save'.

Drawings & Documents List 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 category (each Discipline has its own set of categories. (See Disciplines).

To view the drawings belonging to another discipline, select the discipline from the list on the left and they will be displayed.



The category will define if the Drawing Number is alpha-numeric or if it follows a numeric sequence which can be generated in batches, plus a user defined prefix. The 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. In numeric sequence you have:

1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, etc.

But in alphanumeric sequence the sorting would be:

1, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 2, 20, 3, 4, 5, 6, 7, 8, 9.

To get this properly sequenced you would need to renumber your drawings as:

01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, etc. to get the correct display sequence.

If your numbering system goes into three characters then use **001, 002, 003, 004, etc.**

Changing a Drawing

Drawings & Documents Entry Form

Project No: **SP327** **BLADE SPIKES**

Discipline: **Mechanical** 91

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 Dwgs

☐ 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: **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**

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: **C:\Drawings\Sample Drawing.pdf**

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

NOTE: Network File Location refers to a file that is only available within your Local Network
Web/Cloud URL is a link that can be accessed from anywhere, such as MS Share Point / Web / FTP / Cloud
For Web/Cloud URL, Copy from the source and Paste into this entry field, then verify with 'Test URL'

Multi Page

☐ Multi Page Document

Cancel **Save**

Changing a Drawing

Drawings & Documents Entry Form

Project No: **SP327** **BLADE SPIKES**

Discipline: **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: **07-01-2013** **15**

Forecast Completion Date: **25-01-2013** **15**

Actual Completion Date: **22-01-2013** **15**

Squad Check Dates:

Date Sent for Squad Check: **28-01-2013** **15**

Date Required from Squad Check: **31-01-2013** **15**

Date Returned from Squad Check: **30-01-2013** **15**

Supplier Related Dates:

Date Received From Supplier: **15**

Date Returned To Supplier: **15**

Date Req'd For Resubmission: **15**

Budgeted Hours & ManHours Already Spent:

Budgeted Hours: **30.00** **Hrs**

Actual Hours Spent: **0.00** **Hrs**

COS Hours (External): **0.00** **Hrs** [COS = Change Of Scope]

COS Hours (Internal): **0.00** **Hrs**

Cancel **Save**

Changing a Drawing

Drawings & Documents Entry Form

Project No: **SP327** **BLADE SPIKES**

Discipline: **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 **Update**

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:

Adding a New Drawing

Drawings & Documents Entry Form

Project No: **SP327** **BLADE SPIKES**

Discipline: **Mechanical**

Basic Info Additional Info Budget Hours & Date Milestones Comments

(*) Discipline: **MECH** Category: **M06** **Platwork** ☒ Auto Generate? How Many? **10**

No Of Digits: **4** Numeric Upper Limit: **9,999** Fixed Prefix: **SP327 1100 M-**

Starting No: **SP327 1100 M-1200** ☐ Hide This Dwg from Printed Reports

(*) Dwg/Doc Title: **Test Detail Drawing**

Max 150 Chrs

(*) Revision: **-** ☒ Auto Sheet Numbering?

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

Zone Code:

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

Dwg/Doc Scale: **1:10**

Dwg/Doc Date: **31-03-2018** **15**

Date Required: **06-04-2018** **15**

% Complete: **0** %

Dwg/Doc Ownership

Designed By: **Andy Handy**

Drawn By: **Barnie Bear**

Checked By:

Approved By:

Section Leader:

Dwg/Doc Status

Dwg/Doc Status: **NST** ☐ Force % Complete

Not Started

Reference Dwgs

☐ This Dwg Is a Reference (Master) Dwg

☐ Link This Dwg To a Reference Dwg

Generate **Cancel**

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

Drawings & Documents List

Project No: **SP327** **BLADE SPIKES**

Discipline: **Mechanical**

ALL Drawings & Docs Filter By Area Filter By Category

<- Locate Dwg No Display Client's Dwg No Display Zone Display Section Leader

Discipline	Info	Drawing/Doc No	Rev	Status	Area	Cat	Size	%	Fmt	Link	URL	Drawing/Doc Title
MECH		SP327 1100 M-1200	-	NST	1100	M06	A0	0				Test Detail Drawing
		SP327 1100 M-1201	-	NST	1100	M06	A0	0				Test Detail Drawing
		SP327 1100 M-1202	-	NST	1100	M06	A0	0				Test Detail Drawing
		SP327 1100 M-1203	-	NST	1100	M06	A0	0				Test Detail Drawing
		SP327 1100 M-1204	-	NST	1100	M06	A0	0				Test Detail Drawing
		SP327 1100 M-1205	-	NST	1100	M06	A0	0				Test Detail Drawing
		SP327 1100 M-1206	-	NST	1100	M06	A0	0				Test Detail Drawing
		SP327 1100 M-1207	-	NST	1100	M06	A0	0				Test Detail Drawing
		SP327 1100 M-1208	-	NST	1100	M06	A0	0				Test Detail Drawing
		SP327 1100 M-1209	-	NST	1100	M06	A0	0				Test Detail Drawing
MECH		SP327 2100 M 2100	04		2100	M01	A0	100				Grinding - Conv. 21-Conv-01 Mech. Arrgt.
		SP327 2100 M 2101	06		2100	M01	A0	100				Grinding - Conv. 21-Conv-02 Mech. Arrgt.
		SP327 2100 M 2102	00		2100	M01	A0	100				Grinding - Mech. Arrgt. of Mill Building Floor plans
		SP327 2100 M 2103	01		2100	M01	A0	100				Grinding - Mech. Arrgt. of Mill Building Elevations Sections

Local Network Link:

Web/Cloud URL:

Generate **Cancel**

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

Drawing Issue History

Drawing Issue History

SP327 1100 M 1102 - Primary Crusher, Stockpile and Reclaim - Dtls of Static Grizzly - Sht 1

Dwg No	Rev	Status	Date	Recipient	Proj Trn No	No	Media	Size	1	2	3	4	5	6	7	8	9	10
SP327 1100 M 1102	OA		31-01-2012	BISHKOTT	2,912	2	PP	A0					✓					
SP327 1100 M 1102	OA		31-01-2012	CLIENT	2,913	1	PP	A0										
SP327 1100 M 1102	OA		31-01-2012	CPM	2,914	2	PP	A0									✓	
SP327 1100 M 1102	OA		31-01-2012	DBARGH	2,915	1	PP	A0	✓									
SP327 1100 M 1102	B		3-01-2017	AGGREKO	2,916	1	PDF	A0								✓		
SP327 1100 M 1102	B		3-01-2017	BOSWORTH	2,917	4	PDF	A0	✓				✓					
SP327 1100 M 1102	B		3-01-2017	CPM	2,918	2	PDF	A0									✓	
SP327 1100 M 1102	B		3-01-2017	AGGREKO	2,919	1	PDF	A0								✓		
SP327 1100 M 1102	B		3-01-2017	BOSWORTH	2,920	4	PDF	A0	✓				✓					
SP327 1100 M 1102	B		3-01-2017	CPM	2,921	2	PDF	A0									✓	
SP327 1100 M 1102	C		31-03-2018	AGGREKO	2,922	1	PDF	A0								✓		

1 - For your Information

2 - For your Records

3 - For Checking and Approval

4 - Please return check copy

5 - For Construction

6 - For Planning purposes only

7 - For Tender purposes only

8 - For Manufacturing

9 - For Fabrication

10 - For Signature

PrintoPDF

Send To...

Previous Dwg

Next Dwg

View / Reprint Transmittal

Print This Dwg's History

Switch Printers

Close

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 slip where this one particular drawing and revision was included by clicking on the button '**View / Reprint Transmittal**'.

Drawing ManHours is used for the purpose of recording time 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 displays the 'Drawing ManHours' software interface. The main window is titled 'Drawing ManHours' and shows a project named 'SP327' with the category 'BLADE SPIKES'. The interface is divided into several sections:

- Discipline List:** A vertical list on the left side showing various disciplines: ABC123, ADMIN, ARCH, CIV, CIVS, ELE, ENG, GEO, INSTR, MECH, PIPING, PROC, SK, STRUCT (highlighted in orange), VD, and XYZ.
- Drawings/Docs ManHours List:** A table with columns: Discipline, Dwg No, Rev, Area, Cat, Dwg Title, %, Budget H, Norm Hrs, and COS Hrs. The table lists several drawings, including 'BOS-ABC-001', 'SP327 1100 S 1100', 'SP327 1100 S 1101', 'SP327 1100 S 1102', 'SP327 1100 S 1103', 'SP327 1100 S 1104', 'SP327 1100 S 1105', 'SP327 1100 S 1106', 'SP327 1100 S 1110', 'SP327 2100 M 2108', 'SP327 2100 S 2102', 'SP327 2100 S 2103', and 'SP327 2100 S 2104'.
- Man Hours Logged for Drawing No:** A table on the right side showing logged hours for drawing 'SP327 1100 S 1102 (2S01)'. It includes columns for Name, Date, Norm Hrs, COS Hrs, and Rev. The table lists entries for 'r.maddison' and 'r.deklerk'.
- Summary:** At the bottom, there is a summary section with buttons like 'Recalculate Sum Totals', 'Budget Hrs', 'Norm Hrs', 'COS Hrs', and 'Total Dwg ManHours'.

Drawing COS Hours 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.

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

Change Of Scope [COS] Hours per Drawing

Project No: **SP327** **BLADE SPIKES**

Drawings/Docs COS Hours List:

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 Hrs
MECH	SP327 1100 M 1185	00	1100		M02	Stockpile Conveyor 1100-Conv-02 Walkw	100	20.00		20.00
	SP327 1100 M 1186	00	1100		M02	Primary Crusher, Stockpile and Reclaim -	100	15.00		15.00
	SP327 1100 M 1187	00	1100		M02	Primary Crusher, Stockpile and Reclaim -	100	15.00		15.00
	SP327 1100 M 1188	01	1100		M02	Primary Crusher, Stockpile and Reclaim -	100	20.00		20.00
	SP327 1100 M 1189	00	1100		M01	Primary Crusher, Stockpile and Reclaim -	100	15.00		15.00
	SP327 1100 M 1190	00	1100		M01	Primary Crusher, Stockpile and Reclaim -	100	15.00		15.00

SUM Total = 2,300.00 0.00 2,300.00

COS Hours for Drawing No: SP327 1100 M 1185 (2M02)

Name	Date	COS Ext	Apprv	COS Int	Apprv	Total COS Hrs	Comments
t.webb	02-12-2008	20.00				20.00	

MECH Discipline COS Hrs: 2300 Hrs

Printed Reports Menu

Previous Project Next Project

This Dwg's COS Hrs: 20 Hrs

Close

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 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!) Please note that these additional comments are NOT included in the information sent to others when creating a DRPRO READER file.

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.

Revisions List

Revisions Database & Hyperlinks to Older Revisions

Dwg No: **SP327 2100 S 2103 (2S01)**

Title: **Grinding - Struct Arrgt. of Mill Building Floor Plans Sht 2**

Rev	Date	Link	URL	Author	Revision Text	Additional Comments
1	7-01-2013			Piet Strauss	Conveyor bases shifted 500mm North	Client Request. See Fax Ref No. 12345 of 12/12/2012
2	7-01-2013			Piet Strauss	Conveyor belt material revised	Client Request. See Fax Ref No. 12345 of 12/12/2012
3	7-01-2013			Piet Strauss	Conveyor rollers repositioned	Client Request. See Fax Ref No. 12345 of 12/12/2012

Local Network Link: <C:\Drawings\Sample Drawing-Rev3.pdf>

Web/Cloud URL:

Previous Drawing Next Drawing

Close

Changing a Revision Record

Revisions Entry Form

Project + Drawing

Project: **DEMO-1** Dwg No: **5001**

Dwg Title: **1:200 Foundation Layout**

Revision Details + Hyperlinks

Revision No: **C** Revision Date: **07-06-2006** Revision Author: **LDA**

Network File Location: **W:\Drawings\5001-Foundation Layout - Rev C.pdf**

Web/Cloud File URL:

To enter a Web URL, use Copy+Paste, then click the 'Test URL' button

☒ Tick this Box if the link above is the very LATEST REVISION available

Revision Text + Comments

Revision Text (Optional): **North East Corner Put on hold. Awaiting revised architects layout**

Additional Comments (Optional): **As per architect's fax 29/03/2009**

Issue Drawings is where you prepare and print the transmittal slips. 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.

The screenshot shows the 'Issue Drawings - v2018-NL' window. The project is 'SP327' with the title 'BLADE SPIKES'. The current discipline is 'Piping'. The issue date is '31-03-2018' and the issued by is 'administrator'. The issue media is 'PDF Copy'.

The main section is titled 'Drawings/Docs to be Issued'. It shows a list of drawings with columns: Dup, Discipline, Dwg / Doc No, Rev, Status, Size, No, Med, Pgs, Hyp, and Dwg/Doc Title. The list includes 11 drawings, with the first one highlighted in yellow.

The right section is titled 'List of Recipients'. It shows a list of recipients with columns: Company, No, Eml, Att, CC, Ptn, Method, Attn, and Email. The list includes 8 recipients, with the first one highlighted in yellow.

The bottom status bar shows '11 Drawings Listed' and '8 Recipients Listed'. It also includes buttons for 'Show / Hide Discipline Col', 'Update Revision Text', 'Update All Doc Status', 'Uploaded Hyperlinks', 'Clear Lists', 'Preview First', 'PROCEED', 'ABORT', 'Select Dwgs To Issue', 'Select Recipients', and 'Transmittal Signature?'.

Dup	Discipline	Dwg / Doc No	Rev	Status	Size	No	Med	Pgs	Hyp	Dwg/Doc Title
	PIPING	SP327 6500 P 6568	OA	CMP	A2	1	PDF	1		Plant General - Piping Isometric Line No PID4410-RHC-PP01
	PIPING	SP327 6500 P 6569	OA	CMP	A2	1	PDF	1		Plant General - Piping Isometric Line No PID3410-SFO-CS01
	PIPING	SP327 6500 P 6570	OA	CMP	A2	1	PDF	1		Plant General - Pipe Support Design Guide - CANCELLED
	PIPING	SP327 6500 P 6571	00	CMP	A1	1	PDF	1		Plant General - Hosing Piping GA & Details (Cancelled)
	PIPING	SP327 6500 P 6572	00	CMP	A3	1	PDF	1		Plant General - Instrument Air Distribution Manifold Details
	PIPING	SP327 6500 P 6573	01	CMP	A0	1	PDF	1		Plant General - Piperack No. 8 Piping GA - Plan
	PIPING	SP327 6500 P 6574	01	CMP	A3	1	PDF	1		PIPING DETAILS BETWEEN MANHOLE & SEWAGE TANK - PL
	PIPING	SP327 6500 P 6575	00	CMP	A2	1	PDF	1		Overland Water Feed to 62-POND-01
	PIPING	SP327 6500 P 6576	00	CMP	A0	1	PDF	1		Proposed Routing for 25NB Fuel Line & 100 NB Fire Water Li
	PIPING	SP327 7000 P 7000	01	CMP	A3	1	PDF	1		PIPING DETAILS BETWEEN MANHOLE & SEWAGE TANK
	PIPING	SP327 7000 P 7001	00	CMP	A1	1	PDF	1		BOREHOLE PIPING LAYOUT

Company	No	Eml	Att	CC	Ptn	Method	Attn	Email
AGGREKO	1					E-Mail	Ziyaad Domingo	ziyaa
COSTIRA	1					E-Mail	Gillian vd Westhuizen	gillia
CPM	2					E-Mail	Doug Flanagan	doug
GAZELLE	2					Courier	Quinn De Jager	
HQ	1					Collect	Harry Quinton	
KRU	1					E-Mail	Johann Strauss	jstrau
MOPW	1					Deliver		
PICM	1					E-Mail	Johan van der Joost	johan

NOTE: The **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.

Select Drawings to Issue

Project: SP327

BLADE SPIKES

ALL Drawings/Docs

Filter By Area

Filter By Category

Piping

Display Zone

Discipline

ABC123

ADMIN

ARCH

CIV

CIVS

ELE

ENG

GEO

INSTR

MECH

PIPING

PROC

SK

STRUCT

VD

XYZ

Tag	Dwg/Doc No	Rev	Status	Area	Cat	Size	Link	Dwg/Doc Title
✓	SP327 6500 P 6568		OA	6500	P04	A2		Plant General - Piping Isometric Line No PID4410-RHC-PP01-75-10 CANCEL
✓	SP327 6500 P 6569		OA	6500	P04	A2		Plant General - Piping Isometric Line No PID3410-SFO-CS01-100-04 CANCEL
✓	SP327 6500 P 6570		OA	6500	P08	A2		Plant General - Pipe Support Design Guide - CANCELLED
✓	SP327 6500 P 6571		00	6500	P01	A1		Plant General - Hosing Piping GA & Details (Cancelled)
✓	SP327 6500 P 6572		00	6500	P02	A3		Plant General - Instrument Air Distribution Manifold Details
✓	SP327 6500 P 6573		01	6500	P01	A0		Plant General - Piperack No. 8 Piping GA - Plan
✓	SP327 6500 P 6574		01	6500	P02	A3		PIPING DETAILS BETWEEN MANHOLE & SEWAGE TANK - PLANT
✓	SP327 6500 P 6575		00	6500	P01	A2		Overland Water Feed to 62-POND-01
✓	SP327 6500 P 6576		00	6500	P01	A0		Proposed Routing for 25NB Fuel Line & 100 NB Fire Water Line
✓	SP327 7000 P 7000		01	7000	P02	A3		PIPING DETAILS BETWEEN MANHOLE & SEWAGE TANK
✓	SP327 7000 P 7001		00	7000	P02	A1		BOREHOLE PIPING LAYOUT
	SP327 9000 P 6732		OA	9000	P01	A0		GA of Tailings Return Water System
	SP327 9000 P 6733		OA	9000	P01	A0		Tailings Return Water System - Views & Details

+

 Add

↺

 Change

↔

 Copy

🕒

 History

🔍

 Search

←

 Close

✓

Select One Dwg/Doc

📊

Select All Dwgs/Docs

✖

Unselect All Dwgs/Docs

11

Dwgs/Docs Selected

Copy To Issue List

➤

Select Recipients

Select Recipients for This Issue

Project: SP327

BLADE SPIKES

ACTIVE Recipients Only

ALL Recipients

Tag	Act	Abbrev	Company Name	Capacity	Fax	Eml	Contact Name	Nc
✓	✓	GAZELLE	Gazelle Engineering (Pty) Ltd	Fabricator			Quinn De Jager	2
	✓	GBM	GBM				David Foster	1
✓	✓	HQ	Harry Quinton				Harry Quinton	1
	✓	JCORNISH	Senet				Jim Cornish	1
	✓	JMP	JMP - Neoprene Gaskets	Fabricator			Renata	2
✓	✓	KRU	KRU Detailing CC				Johann Strauss	1
	✓	LINENG	Linrose Engineering	Fabricator			Jorge Pereira	2
	✓	LORBRAND	Lorbrand Conveyor Systems & Componen				Michael	2
	✓	LVSb	L.V. Switchboards				Stephan Smit	1
✓	✓	MOPW	MINISTRY OF PUBLIC WORK					1

+

 Add

⚙️

 Change

📄

 Copy

⬅️

 Close

✓

 Select One Recipient

⌵

 Select All Recipients

⌵

 Unselect All Recipients

🔍

 Pre-Selected Recipients

Copy to Issue List

➡️

Once again, click on ' **Copy to Issue List** '. You may then go to each individual company name on the Issue Slip 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 | Email Attachments | Email CC List

Company Name: **Aggreko**

For Attention: **Ziyaad Domingo**

Care Of: **Ziyaad Domingo**

Issue Method: **E-Mail** No of Copies: **1**

☒ Skip Printing of Transmittal Slip ?

☒ Send Transmittal via Email ? ☒ Request Email Receipt ?

Email Address: **ziyaad.domingo@aggreko.co.za**

Subject Line Override:

☒ Use Same Subject Line Override for ALL Recipients

Additional Notes: **Herewith additional copies of drawings as requested by yourselves. These drawings have been previously issued.**

4 Lines Max!

☒ Use Same Note for ALL Recipients

Cancel Save

List of Standard Notes

Changing a TmpNames Record

Change Recipient's Issue Details

Recipient | Issue Reasons | Email Attachments | Email CC List

Company Name: **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 **Email Attachments** Email CC List

Company Name: **Aggreko**

-- Add Your File Attachments Here --

Link	File Name	File Size
	13190-1100 Rev A, Dry Stack Retaining Wall.pdf	1364 KB
	BS_08_016.pdf	56 KB
	Sample Drawing.pdf	545 KB
	Sample Issue Register - Latest Revisions.pdf	466 KB

C:\Drawings\13190-1100 Rev A, Dry Stack Retaining Wall.pdf

Auto Attach By Hyperlink
 Add Files Manually
 Remove File
 Use Same Attachments for ALL Recipients
 2,431 KB

Cancel Save

Changing a TmpNames Record

Change Recipient's Issue Details

Recipient Issue Reasons Email Attachments **Email CC List**

Company Name: **Aggreko**

-- Add Your Email CC's Here --

CC Recipient	Company	Email Address
Ziyaad Domingo	AGGREKO	ziyaad.domingo@aggreko.co.za
Henk Robertson	BB	henk@bb.co.za
Doug Flanagan	CPM	doug@cpm.co.za

Add CC Company
 Add CC Individual
 Add CC Manually
 Edit CC
 Remove CC

Cancel Save

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.

Update Revision & Overrides

Dwg No: **SP327 6500 P 6568 (2P04)** As Issued To: **AGGREKO**

Dwg Title: **Plant General - Piping Isometric Line No PID4410-RHC-PP01-75-10 CANCELLED**

Revision
 10 Select New Rev No. to be Issued

No Of Copies
☒ **Override** 2
☐ Apply to ALL Dwgs & ALL Recipients
☒ Apply to ALL Dwgs (This Recipient ONLY)
☐ Apply to ALL Recipients (This Dwg ONLY)

No of Pages
☐ **Override** 1 No of Pages per Document
 This Override is automatically applied to ALL Recipients
☐ Also Update No Of Pages In Dwg List to No. Above

Media Type
☒ **Override** PDF
☐ Apply to ALL Dwgs & ALL Recipients
☒ Apply to ALL Dwgs (This Recipient ONLY)
☐ Apply to ALL Recipients (This Dwg ONLY)

Media Size
☒ **Override** A1
☐ Apply to ALL Dwgs & ALL Recipients
☐ Apply to ALL Dwgs (This Recipient ONLY)
☒ Apply to ALL Recipients (This Dwg ONLY)

IMPORTANT NOTE: Overrides are applied to this one Drawing & one Recipient only, unless specifically ticked ON in the 'Apply to' check-boxes.

Cancel Save

To change the revision numbers of each drawing, there is a faster way: Click on the red 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.

Issue Drawings - v2018-NL

Project: **SP327** **BLADE SPIKES**

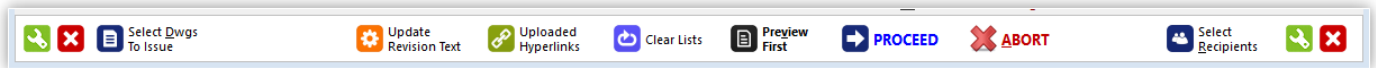
Current Discipline: **Piping** Issue Date: **31-03-2018**

Drawings/Docs to be Issued

Issue To: **Aggreko** Current Printe

Dup	Discipline	Dwg / Doc No	Rev	Status	Size	No	Med	Pgs	Hyp	Dwg/Doc Title	Company
	PIPING	SP327 6500 P 6568	11		A1	2	PDF	1		Plant General - Piping Isometric Line No PID4410-RHC-PP01	AGGREKO
	PIPING	SP327 6500 P 6569	OA		A2	2	PDF	1		Plant General - Piping Isometric Line No PID3410-SFO-CS01-	COSTIRA
	PIPING	SP327 6500 P 6570	OA		A2	2	PDF	1		Plant General - Pipe Support Design Guide - CANCELLED	GAZELLE
	PIPING	SP327 6500 P 6571	00		A1	2	PDF	1		Plant General - Hosing Piping GA & Details (Cancelled)	HQ
	PIPING	SP327 6500 P 6572	00		A3	2	PDF	1		Plant General - Instrument Air Distribution Manifold Details	KRU
	PIPING	SP327 6500 P 6573	01		A0	2	PDF	1		Plant General - Piperack No. 8 Piping GA - Plan	MOPW
	PIPING	SP327 6500 P 6574	01		A3	2	PDF	1		PIPING DETAILS BETWEEN MANHOLE & SEWAGE TANK - PL	

Before you **'Proceed'** to the final stage of recording your issue in the database and printing out the transmittal slips 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 previous versions:



Please note: Once you click the **'PROCEED'** button, DRPRO will start recording everything in its database, send out emails (if applicable), print out all transmittal slips 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 issue slips individually (See List of All Transmittals) and re-issue again.

Send Email - v2018-NL

Sending Email...

To: **Aggreko <info@ldacomputing.com>**

From: **ABC Mining Global <Ida@ldacomputing.com>**

Subject: **BLADE SPIKES - DEMO - Project Transmittal No 2923**

Server: **smtp.hypermart.net** Port No: **25**

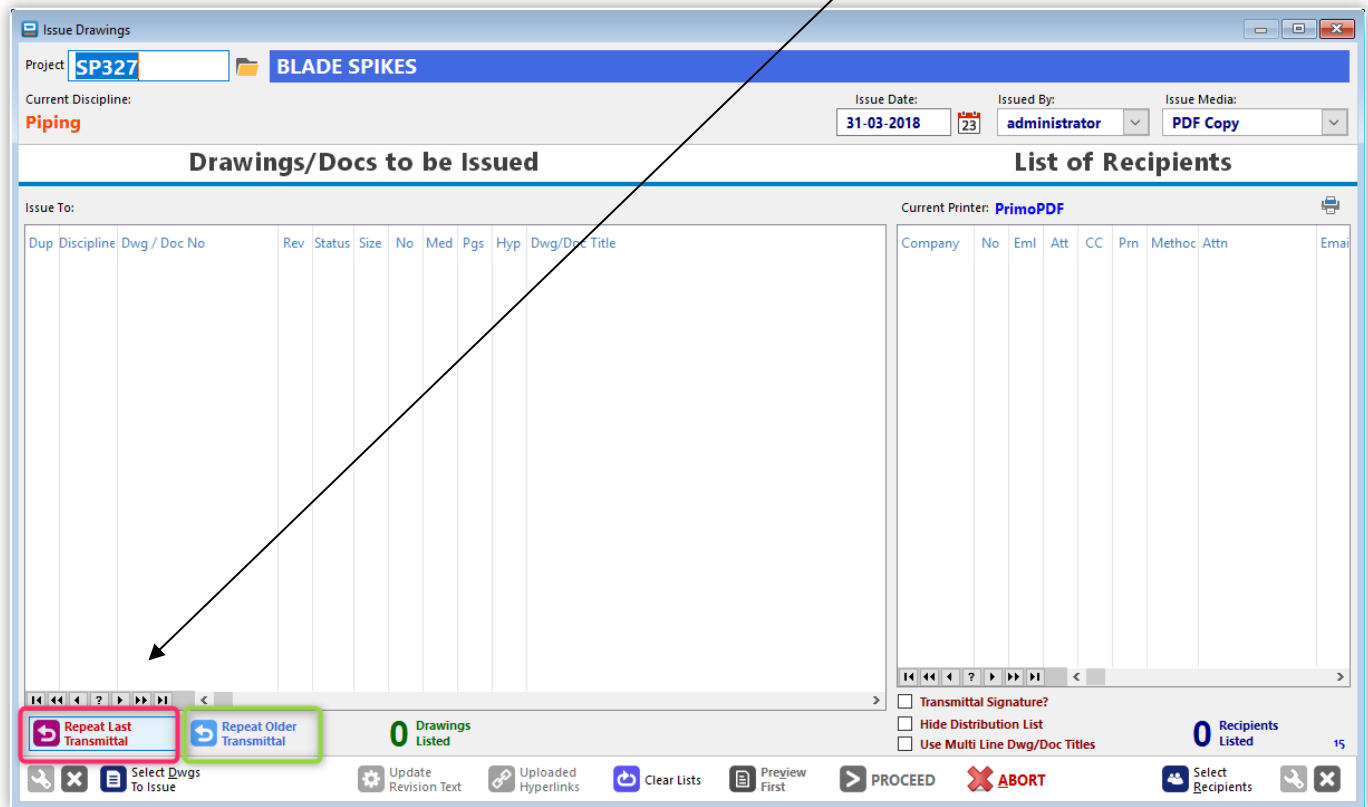
SENDING EMAIL - PLEASE WAIT...

Attachments: 8

13190-1100 Rev A, Dry Stack Retaining Wall.pdf	1364 KB
BS_08_016.pdf	56 KB
Sample Drawing.pdf	545 KB
DEMO - Proj SP327 - BLADE SPIKES - Transmittal No 2923.pdf	210 KB

2,175 KB

Another useful feature of DRPRO when re-issuing drawings is the ability to re-select the previous transmittal slip, 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 button **'Repeat Older Transmittal'**, which allows you to go back to any previously issued transmittal slip and load the same drawing list for re-issue. The list of recipients will have to be re-selected in this case.

Select Transmittal Slip No.

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

Recipient: **BROWN&SP** **Brown & Spears Building**


Serial No: **1,026** Attention: **Doug Lester** Issue Method: **Collect**

Tag	Proj Trn No	Date	Recipient
	310	30-03-2018	WILLMING
	311	30-03-2018	BROWN&SP
	312	30-03-2018	GLPA
	313	30-03-2018	NW&A
	314	30-03-2018	WILLMING
	315	30-03-2018	BROWN&SP
	316	30-03-2018	GLPA
	317	30-03-2018	NW&A
	318	30-03-2018	WILLMING

C	Discipline	Dwg No	Rev	No	Type	Pgs	Size	Dwg Title
	STRUCT	5001	07	1	PDF	1	A0	1:200 Foundation Layout
	STRUCT	5003	07	1	PDF	1	A0	1:200 Piling Layout & Tables
	STRUCT	5004	07	1	PDF	1	A0	First Floor Layout, Sections & Details
	STRUCT	5005	07	1	PDF	1	A0	Second Floor Layout, Sections & Details
	STRUCT	5006	07	1	PDF	1	A0	Third Floor Layout, Sections & Details
	STRUCT	5007	06	1	PDF	1	A0	Roof Layout, Sections & Details
	STRUCT	5008	8	1	PDF	1	A0	Roof Drainage Layout & Details
	STRUCT	5009	06	1	PDF	1	A0	Site Plan
	STRUCT	5010	05	1	PDF	1	A0	Coordination Plan

☒ Select Transmittal ☐ Unselect All

☒ For your Information ☒ For Coordination purposes
☐ For your Records ☐ For Fabrication/Manufacturing
☒ For Checking and Approval ☐ For Construction
☒ For Planning purposes only ☐ For Squad Check
☐ For Tender purposes only ☐ Please return Check Copy

☒ Cancel Copy To New Transmittal 

12 Dwgs/Docs Listed Above

Additional Notes:

List of All Transmittals displays all the transmittals produced up to date, with the option to view and reprint. Please note that only the issue slips relevant to the current discipline are displayed. You can filter the list by project:

Transmittal Slips List - v2018-NL

List of All Transmittals

Discipline: **ALL DISCIPLINES**

Serial No Order By Project No By Project & Recipient

PrimoPDF Switch Printers

Ret	Link	X	Serial No	Project No	Project Name	Issue Date	Time	Eml	Recipient	Attention	Issued By	Method	Items	Proj Trn	Recip Trn
			1,015	DEMO-1	Riverside Shopping Centre	30-03-2018	02:06		GLPA	Gerard Gunther	Administrator	Deliver	1	304	22
			1,016	DEMO-1	Riverside Shopping Centre	30-03-2018	02:06		NW&A	Steven Albert	Administrator	Deliver	1	305	12
			1,017	DEMO-1	Riverside Shopping Centre	30-03-2018	02:06		WILLMING	Roland Vincent	Administrator	Collect	1	306	4
			1,018	DEMO-1	Riverside Shopping Centre	30-03-2018	02:11		BROWN&SP	Doug Lester	Administrator	Collect	1	307	37
			1,019	DEMO-1	Riverside Shopping Centre	30-03-2018	02:11		GLPA	Gerard Gunther	Administrator	Deliver	1	308	23
			1,020	DEMO-1	Riverside Shopping Centre	30-03-2018	02:11		NW&A	Steven Albert	Administrator	Deliver	1	309	13
			1,021	DEMO-1	Riverside Shopping Centre	30-03-2018	02:11		WILLMING	Roland Vincent	Administrator	Collect	1	310	5
			1,022	DEMO-1	Riverside Shopping Centre	30-03-2018	03:08		BROWN&SP	Doug Lester	Administrator	Collect	1	311	38
			1,023	DEMO-1	Riverside Shopping Centre	30-03-2018	03:08		GLPA	Gerard Gunther	Administrator	Deliver	1	312	24
			1,024	DEMO-1	Riverside Shopping Centre	30-03-2018	03:08		NW&A	Steven Albert	Administrator	Deliver	1	313	14
			1,025	DEMO-1	Riverside Shopping Centre	30-03-2018	03:08		WILLMING	Roland Vincent	Administrator	Collect	1	314	6
			1,026	DEMO-1	Riverside Shopping Centre	30-03-2018	03:11		BROWN&SP	Doug Lester	Administrator	Collect	1	315	39
			1,027	DEMO-1	Riverside Shopping Centre	30-03-2018	03:11		GLPA	Gerard Gunther	Administrator	Deliver	1	316	25
			1,028	DEMO-1	Riverside Shopping Centre	30-03-2018	03:11		NW&A	Steven Albert	Administrator	Deliver	1	317	15
			1,029	DEMO-1	Riverside Shopping Centre	30-03-2018	03:11		WILLMING	Roland Vincent	Administrator	Collect	1	318	7

☐ Use Multi Line Dwg/Doc Titles in Transmittal Slip
 ☐ Hide Distribution List if Reprinting or Emailing [For Tender Purposes]

Transmittal Slip Returned Cancel / Uncancel Transmittal Slip View / Reprint Transmittal Create PDF Transmittal & Send Via Email View Contents of Transmittal Slip Search Filter Close

This list displays ALL Transmittal Slips 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 transmittal slips 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 Slip'** button. The whole line will switch to **Red** and a red icon will show on the left column. DRPRO will not remove the transmittal slip 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 slip by mistake, you can click on the **'Cancel/Uncancel Transmittal Slip'** button to re-instate it again as a valid transmittal slip.

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

Transmittal Slip Contents

Serial No: **4966** Project No: **SP350** **TEMPEST MAURITANIA - UPGRADE**
 Date: **10-10-2012** Recipient: **QTS** **Quality Tube Services CC**
 Discipline: **MECH** Attention: **Nick Rogerson** Issue Method: **Deliver**

C	Discipline	Dwg No	Rev	Status	No	Type	Pgs	Size	Dwg Title
	PIPING	P-ABC-005	01		1	PDF	1	A2	kldsgjnbdflgjlldkfjldfkj
	PIPING	P-ABC-006	01		1	PDF	1	A2	kldsgjnbdflgjlldkfjldfkj
	PIPING	P-ABC-007	01		1	PDF	1	A2	kldsgjnbdflgjlldkfjldfkj
	PIPING	P-ABC-008	01		1	PDF	1	A2	kldsgjnbdflgjlldkfjldfkj
	PIPING	P-ABC-009	01		1	PDF	1	A2	kldsgjnbdflgjlldkfjldfkj
	PIPING	P-ABC-010	01		1	PDF	5	A2	kldsgjnbdflgjlldkfjldfkj

Issue Remarks: **19 Dwgs/Docs Listed Above**

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

Additional Notes:
 Herewith additional copies of drawings as requested by yourselves. These drawings have been previously issued.

Previous Transmittal Next Transmittal Close

Alternatively, if you want to view the full graphical layout of the transmittal slip 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.



Contact Names displays a list of 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, fax or cell number directly if your computer is properly connected to a modem and a telephone or fax is also connected. Refer to the experts on how to connect these items. You may also send an email by clicking on the email address at the bottom of the screen (if available).

Contacts Database

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]

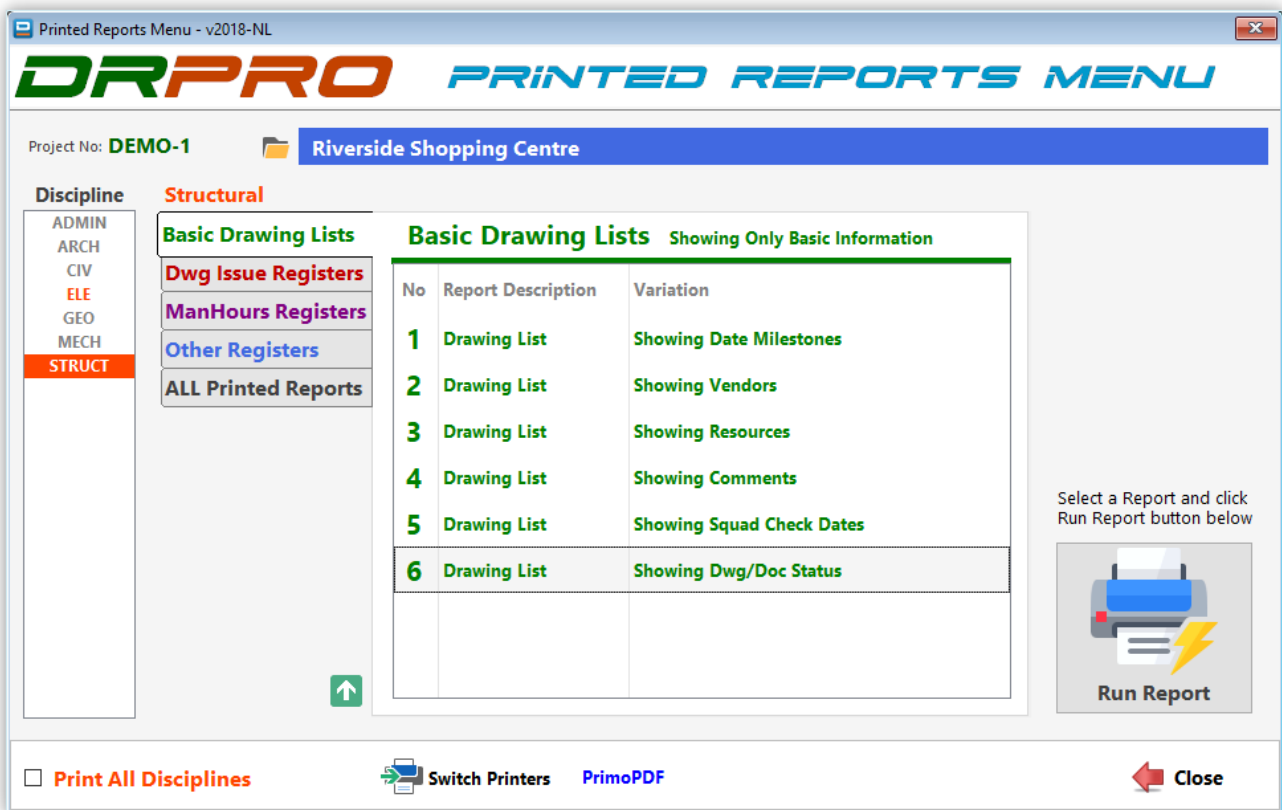
Name	Designation	Abbrev	Company Name	Project No	Project Name	Email	Cell No
Doug Lester	Contracts Manager	BROWN&SP	Brown & Spears Building	DEMO-1	Riverside Shopping Centre	dlester@brownspears.com	082 987-5544
John Barry	Contracts Manager	BROWN&SP	Brown & Spears Building	DEMO-1	Riverside Shopping Centre	jbarry@brownspears.com	082 876-1155
Nick Crossman	Site Engineer	BROWN&SP	Brown & Spears Building	DEMO-1	Riverside Shopping Centre	ncrossman@brownspears.c	082 987-5322
Gerard Gunther	Project Manager	GLPA	Gerard Louis Preston Associates	DEMO-1	Riverside Shopping Centre	ggunther@glpa.co.uk	083 876-1155
Steven Albert	Chief Architect	NW&A	Norton Wills & Albert Architects	DEMO-1	Riverside Shopping Centre		081 321-9876
Roland Vincent	Steel Fabricator	WILLMING	Willmington Steel	DEMO-1	Riverside Shopping Centre	rvisser@willmington.co.uk	082 549-0198

Mobile No: (Click to Skype) **082 987-5322** | Tel No: (Click to Skype) **016 123-6514** | Email: **ncrossman@brownspears.com**

Search Filter

Close

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.



Printed Reports Menu - v2018-NL

DRPRO PRINTED REPORTS MENU


Project No: DEMO-1 Riverside Shopping Centre



Discipline: ADMIN, ARCH, CIV, ELE, GEO, MECH, **STRUCT**

Structural
Basic Drawing Lists
Dwg Issue Registers
ManHours Registers
Other Registers
ALL Printed Reports

ManHours Registers 'Supervisor' Access Level required

No	Report Description	Variation
1	Man-Hours	Detailed - By Dwg - Plain
2	Man-Hours	Detailed - By Dwg + Resources
3	Man-Hours	Detailed - By Dwg + Date Milestones
4	Man-Hours	Detailed - By Dwg - Between 2 Dates
5	Man-Hours	Detailed - By Dwg - COS Hours Only
6	Man-Hours	Summary - By Area
7	Man-Hours	Summary - By Area + Sub-Area
8	Man-Hours	Summary - By Area - Between 2 Dates

Select a Report and click Run Report button below


☐ Print All Disciplines
 Switch Printers
PrimoPDF
 Close

Printed Reports Menu - v2018-NL

DRPRO PRINTED REPORTS MENU

Project No: DEMO-1 Riverside Shopping Centre

Discipline: ADMIN, ARCH, CIV, ELE, GEO, MECH, **STRUCT**

Structural
Basic Drawing Lists
Dwg Issue Registers
ManHours Registers
Other Registers
ALL Printed Reports

Other Registers Other Types of Printed Reports

No	Report Description	Variation
1	Project Register	All Projects on Record
2	Recipients Register	For One Project
3	Drawings Received	For One Project & Recipient
4	Project Directory	Company Details Only
5	Project Directory	All Contact Names
6	Transmittals List	By Project / Recipient / Date

Select a Report and click Run Report button below


☐ Print All Disciplines
 Switch Printers
PrimoPDF
 Close

- **Basic Drawing Lists:**

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.

- **Dwg Issue Registers:**

1. **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.
2. **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).
3. **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!
4. **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.
5. **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.
6. **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.
7. **Issue Register – All Revs – All Dwgs + Issue Reason** – As per No. 3 above, but for All Revisions, including repeat issues.
8. **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)

- **ManHours Registers:**

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.

- **Other Registers:**

1. **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)
2. **Recipients Register – For One Project** - Prints a list of all recipients for the selected project, including some basic information about each recipient.
3. **Drawings Received – For One Project & Recipient** - Prints a list of drawings received for one project and one recipient as selected by the user.
4. **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.
5. **Project Directory – All Contact Names** - Single line list of all individual names within each of the recipient companies for one project, that could be also be used as a telephone/fax directory.
6. **Transmittals List – By Project / Recipient / Date** - A printed list of all transmittal slips issued for any project, recipient, date or a combination of the three filters. This report will also highlight which transmittal slips have been signed, scanned and returned back to your office for archiving as proof of delivery.

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.

This screenshot below shows all the different options available, but only some will be available for each report:

[illegible]

Standard Notes is a list of notes that you would normally add at the end of a transmittal slip. 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.

Heading	Description
AS BUILT DRAWINGS	AS BUILT DRAWINGS
As Requested	Herewith additional copies of drawings as requested by yourselves. These drawings have been previously issued.
CERTIFIED	CERTIFIED FOR INTERFACE
Client Approval	FOR CLIENT APPROVAL
Dup Transmittal	Duplicate copy of Transmittal to be signed and returned to Senet A.S.A.P.
For Approval	Please Approve Drum Drilling 4 Your Lining Installation
Material Ordering	Material Ordering
MATERIAL TAKE-OFF	DRAWINGS ISSUED FOR MATERIAL TAKE-OFF ONLY
Shop Details	Herewith your shop detail drawings checked and returned. All drawings are approved except where comments are shown.

Standard Notes Entry Form

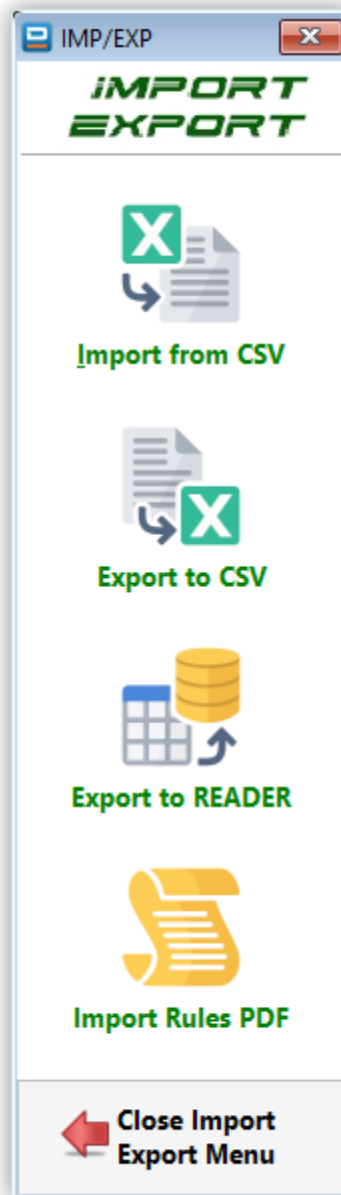
Transmittal Notes Entry

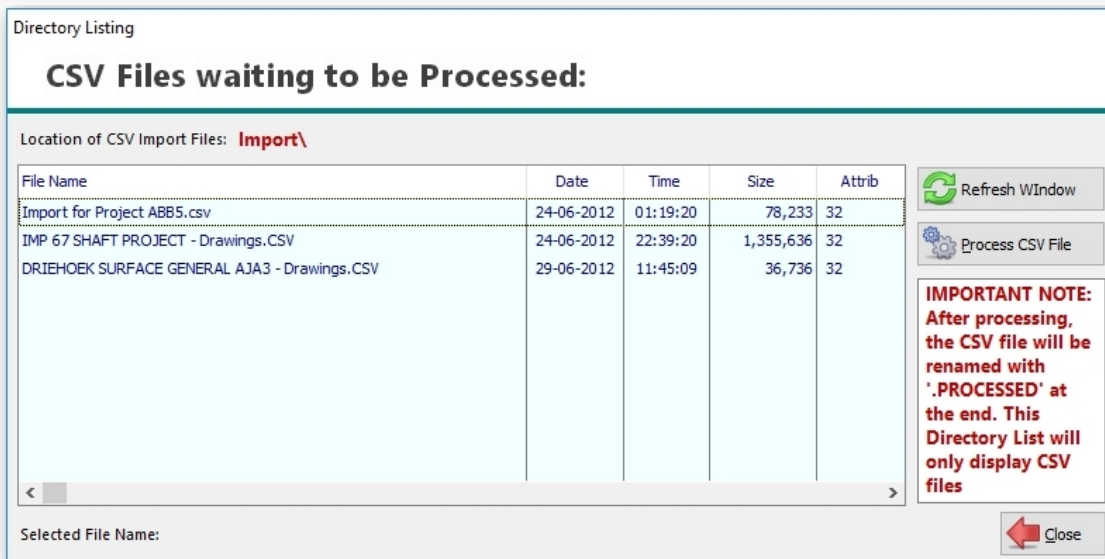
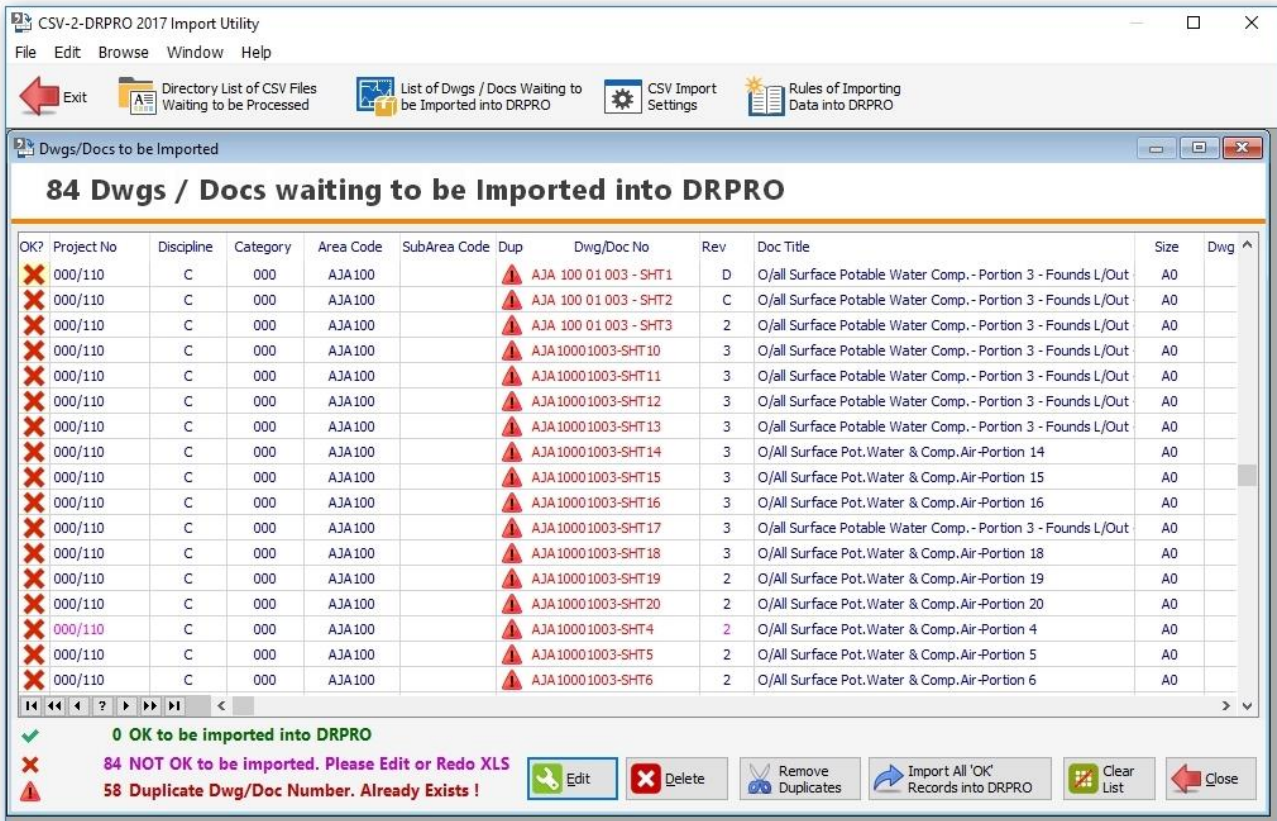
Heading:

Description:

4 Lines Max!

IMPORT / EXPORT MENU



Import from CSV:

Export to MS Excel 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.

Export To Spreadsheet File (MS Excel)

Select a Project **SP313** **ROOIKOP PROJECT**

☐ Include ALL Projects
☐ Include Hidden Dwgs

☒ Include ALL Disciplines ☐ Create Separate Files for each Discipline (Not Applicable to ALL Files!)
☐ Single Discipline Only

Select Files to Create:

- ☒ Drawings File
- ☒ Drawings/Equip File
- ☒ Issues File
- ☒ Issue Summary
- ☒ Slips File
- ☒ Recipients File
- ☒ Man Hours File
- ☒ Dwgs Received File
- ☐ Equipment File
- ☒ Vendor File
- ☒ Projects File
- ☒ Master Company File

Specify Spreadsheet File Names: (.CSV will be added to All files created)

ABC - ROOIKOP PROJECT - Drawings	
ABC - ROOIKOP PROJECT - Drawings & Equip	
ABC - ROOIKOP PROJECT - Issues	
ABC - ROOIKOP PROJECT - Issue Summary	
ABC - ROOIKOP PROJECT - Slips	
ABC - ROOIKOP PROJECT - Recipients	
ABC - ROOIKOP PROJECT - ManHours	
ABC - ROOIKOP PROJECT - Dwgs Received	
ABC - ROOIKOP PROJECT - Vendor	
ABC - All Projects	
ABC - Master Company	

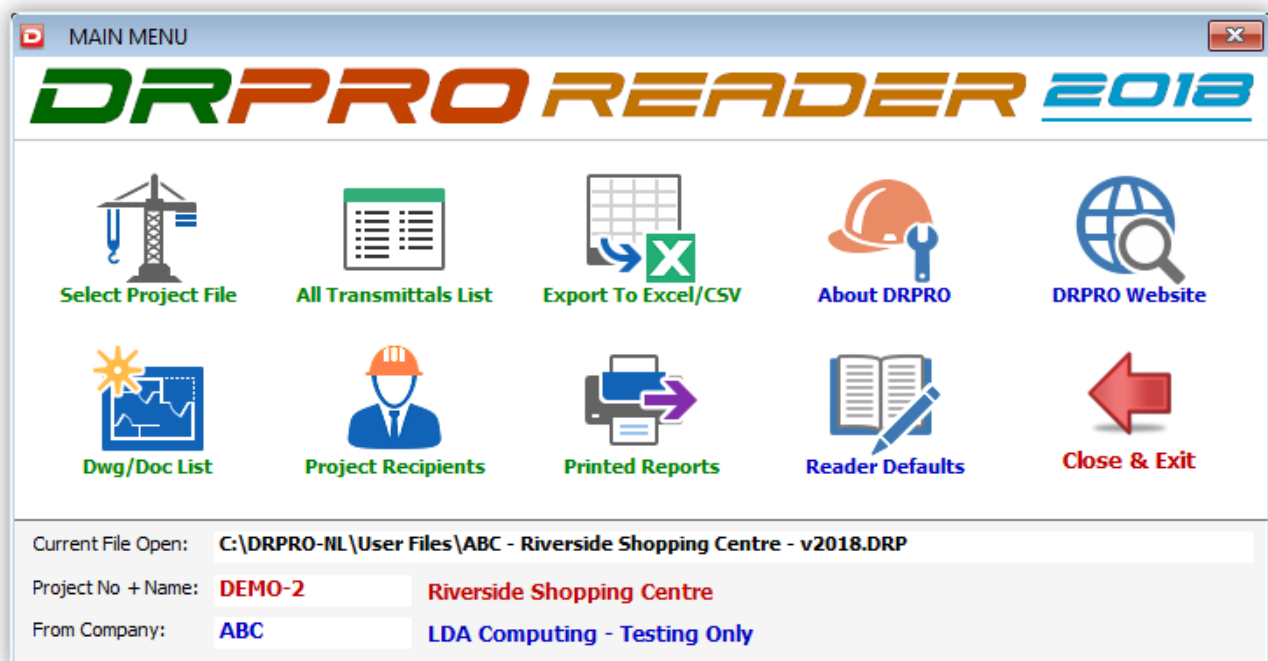
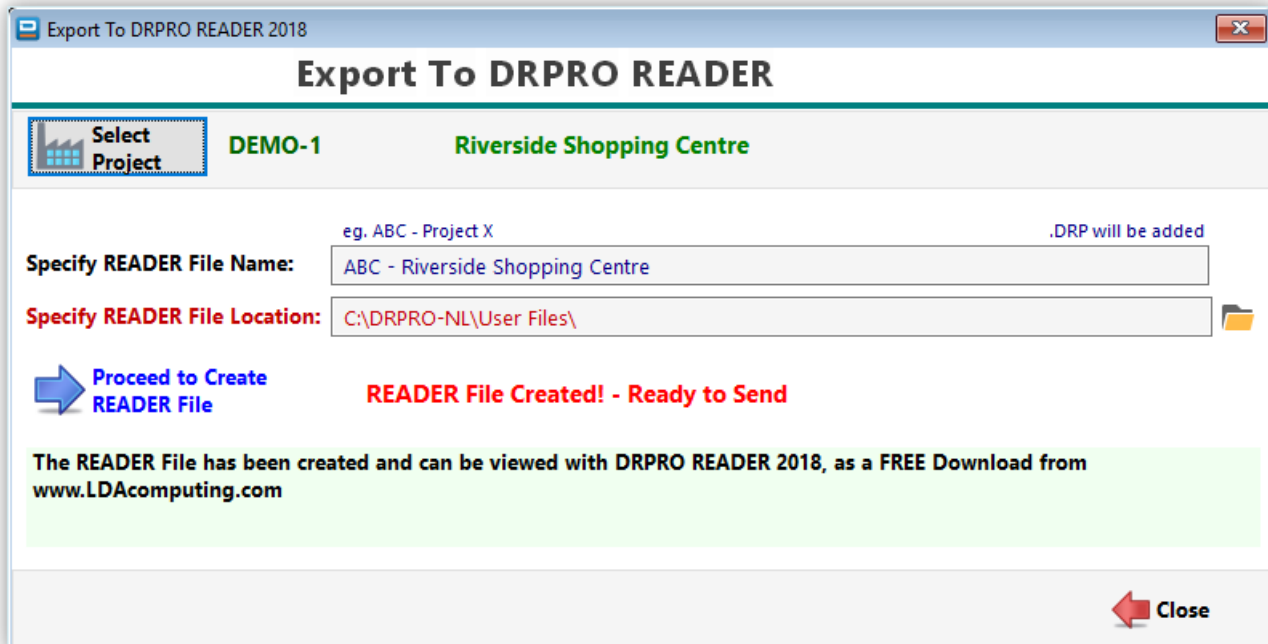
Complete file will be exported.

Specify File Location ---> **C:\DRPRO-NL\User Files**

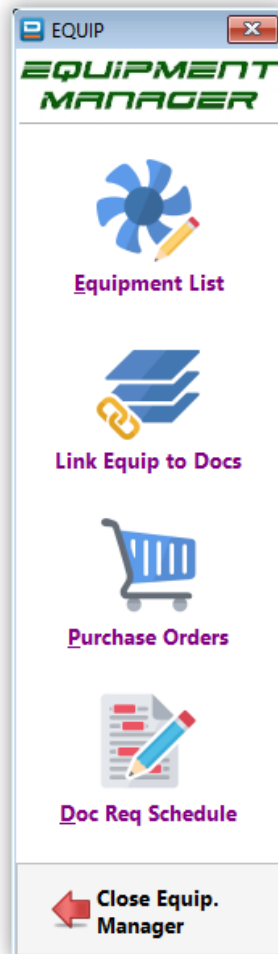
Proceed to Create Files **Spreadsheet Files Created! - Ready to Send** **Call Up Email Window & SEND** **Close**

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.

Export to Reader allows you to create a file containing a complete set of drawing and issue information for one selected project. This file is then sent via email, ftp, disk, CD or any other electronic method to the other parties involved in the same project for their perusal. From their side, all they need to view the information contained in the file is DRPRO READER, a companion program to DRPRO, available for FREE from our web site at www.LDAcomputing.com



EQUIPMENT MANAGER MENU:



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.

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.

Equipment List

Equipment List & Tag Nos.

Project No: 000.110
TEST PROJECT

Equipment List:

Doc Lnk	Equip Tag No	Rev	Equipment Description	Type
✓	21-APRF-01	A	ROM Apron Feeder	A-FEED
✓	21-CONV-01	A	Crushed Ore Conveyor	CONV
✓	21-CRUJ-01	B	Primary Crusher	PCRUSH
✓	21-FAN-09	B	Apron Feeder Cooling Fan	A-FEED
✓	21-FEDG-01		Vibrating Grizzly Feeder	V-FEED
✗	21-GRIZ-01		Static Grizzly	
✓	21-PMPJ-01		Apron Feeder Hydraulic Pump	
✓	21-ROMT-01		ROM Bin 1	
✓	21-ROMT-02		ROM Bin 2	
✓	24-APRF-01		Crushed Ore Apron Feeder	
✓	24-BIND-01		Crushed Ore Storage Bin	
✓	24-CHUT-01		Apron Feeder Discharge Chute 1	
✓	24-CHUT-02		Apron Feeder Discharge Chute 2	
✓	24-CHUT-03		Apron Feeder Discharge Chute 3	

Equipment Tag No. is Linked to Document Nos:

Doc/Dwg No	Portion	Sub Portion	Purchase Order No
AJA101-TEST DWG	AJA100	AJA100-1	
AJA102-TEST DWG	AJA100	AJA100-1	
AJA101-TEST DWG PIP	AJA100	AJA100-1	000/110-ABC-20011
AJA102-TEST DWG PIP	AJA100	AJA100-1	

Linked to Purchase Order Nos:

Purchase Order No	Order Description	Action	Recipient
000/110-ABC-20011	ROM Bin Manufacturing	MANUF	G5-M

+
↶
✗
↷
↑

Cancel Equip Tag No
Link Equipment To Documents
Print Equipment List
Doc Requirement Schedule [DRS]
Close

Record Will Be Added

Equipment Schedule Entry Form

Project
Project: DEMO-1

Equipment Tag Info

Equipment Tag No: 21-APRF-01

Description: ROM Apron Feeder

Equipment Type: A-FEED Apron Feeder

Revision: A

☐ Cancel This Tag No

✗ Cancel

Save

Linking of Equipment Tags to Documents

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-GRIZ-01		Static Grizzly
✓	21-PMPJ-01		Apron Feeder Hydraulic P
✓	21-ROMT-01		ROM Bin 1
✓	21-ROMT-02		ROM Bin 2

Refresh Window
Activate Linking
Link Equip Tag No. to Selected Document

(2) Full Document List: **Mechanical**

Linkd	Doc/Dwg No	Rev	Cat	Portion	Title
	ABC-XXX-009	-	006		fsdfdsf
	ABC-XXX-010	-	006		fsdfdsf
+	AJA101-TEST DWG	F	001	AJA100	Crushed Ore Storage Facilities Apron
+	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 - Founda

Discipline: A, ADMIN, C, CS, D, DOC, E, ENVIRO, G, GEN., GEO, I, INFRA, **M**, N, P, PIPE, QA, S, STRUCT, TEST, V, W, Z999

(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-10001
↑	24-CHUT-01		Apron Feeder Discharge Chute 1	000/110-ABC-20011
↑	24-CHUT-02		Apron Feeder Discharge Chute 2	000/110-ABC-20012
↑	24-CHUT-03		Apron Feeder Discharge Chute 3	000/110-ABC-20013
↑	24-CHUT-04		Apron Feeder Discharge Chute 4	000/110-ABC-20014
↑	24-CHUT-05		Apron Feeder Discharge Chute 5	000/110-ABC-20015
↑	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	MANU
000/110-ABC-10002	Grizzly Feeder Site Insta	INST
000/110-ABC-10003	Grizzly Feeder Testing ar	COM
000/110-ABC-20011	ROM Bin Manufacturing	MANU
000/110-ABC-20012	ROM Bin Maintenance Sy	MAINT

Remove Equip Tag No. Link to Document
Link Equip Tag No. to Purch. Order No
Remove Equip Tag No. from Purch. Order
Close

Purchase Orders [Equipment]

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:

Record Will Be Added

Purchase Orders Entry Form

Project

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

Purchase Order Details

Purchase Order No: **000/110-ABC-10001** ☐ Cancel This Order

Order Description: **Grizzly Feeder Manufacturing**

Purchase Order Action: **MANUF** **Manufacturing**



Mod No: **0**

Recipient Abbrev: **BROWN&SP** **Brown & Spears Building**

Order Date: **01-03-2018** **15**

Date Required: **31-03-2018** **15**

Modification History

 **Cancel**  **Save**

Document Requirement Schedule

DRS - Document Requirement Schedule

Project: **000.110** **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 Chute:
AJA101-TEST DWG	F	001	AJA100	Crushed Ore Storage Facilities Apron Feeder Chute:
AJA101-TEST DWG	F	001	AJA100	Crushed Ore Storage Facilities Apron Feeder Chute:
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

Drawings Received 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.

List of Drawings Received

Project No: SP350

TEMPEST MAURITANIA - UPGRADE

Source: COSIRA

COSIRA GROUP

Drawings/Docs Received

Revisions Received

Discipline

ABC123

ADMIN

ARCH

CIV

CIVS

ELE

ENG

GEO

INSTR

MECH

PIPING

PROC

SK

STRUCT

VD

XYZ

Dwg No	Rev	Status	Area	Dwg Title	Fmt	Link	URL	Size	Scale	Dwg Date
1234	5		1010	Piping Support Girders				A0	1:100	26-09-2012
1234-5678	A		1000	Furnace Details				A0	1:100	10-09-2012
BATEMAN-1234	4		1000	Conceptual Layout				A0	1:100	09-10-2012
COS001-ABC-1234	B		2090	Plate Girders				A0	1:100	21-03-2012

Rev	Status	Rev Date	Recv Date	Trn No	Link	URL
4		05-03-2012	13-03-2012	0		
5		27-09-2012	27-09-2012	0		

Refresh Window

+

+

+

+

+

Copy this Dwg to Main Dwg List

End of File Reached !

+

+

+

+

+

Mark Revision as Latest

Locate Dwg No

Previous Recipient

Next Recipient

Print List of Dwgs Received Only

Print List of Dwgs Received & Re-Issued

Close

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

Drawings Received Entry Form

Project + Recipient

Project No: **SP350** **TEMPEST MAURITANIA - UPGRADE**

Received From: **COSIRA** **COSIRA GROUP**

Drawing Received Info

Recipient's Project No: **COS-001**

Discipline: **MECH** **Mechanical** Category: **M06** **Platework**

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

Drawing Title: **Plate Girders**

Area: **2090** **ORE STORAGE**

Zone:

Drawing Date: **21-03-2012** **15** Drawing Size: **A0** Drawing Scale: **1:100**

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

File Web URL: **Test URL**

To enter a Web URL, use Copy+Paste, then click the 'Test URL' button

Cancel **Save**

Record Will Be Changed

Revisions Entry Form

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

Received Revision Details

Revision:	Status:	Revision Date:	Received Date:	Media Type:	Size:	Issue Slip No:	No of:	How Received:
B	CMP	12-03-2012	12-03-2012	AutoCad DWG	A0	0	1	E-Mail

File Location: **W:\Drawings\13190-1100 Rev A, Dry Stack Retaining Wall.pdf**

File Web URL: **Test URL**

To enter a Web URL, use Copy+Paste, then click the 'Test URL' button

☒ **Mark this Revision as Latest**

Cancel **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 this list. If you need to re-issue a drawing received, then click on the button '**Copy this Dwg to Main Dwg List**' and a new window will appear asking you some more detail before saving it in your own list of drawings. We suggest placing these drawings under a different 'Category' and also give each drawing a specific prefix for ease of identification. By default, DRPRO will prompt you with the same prefix as the recipient company you received these drawings from.

Copy Drawing Received

Copy Drawing Received to Main Drawing List

Project + Recipient

Project No: **SP350** **TEMPEST MAURITANIA - UPGRADE**
Originator: **COSIRA** **COSIRA GROUP**

Copy Drawing Details

Discipline: **MECH** **Mechanical** Category: **M06** **Platework**

Optional Prefix + Dwg/Doc No:

New Dwg No: **COSIRA-COS001-ABC-1234**

No Of Pages: **1** Sheet No: **1** Of: **1**

Dwg Title: **Plate Girders**

Revision: **B** Size: **A0**

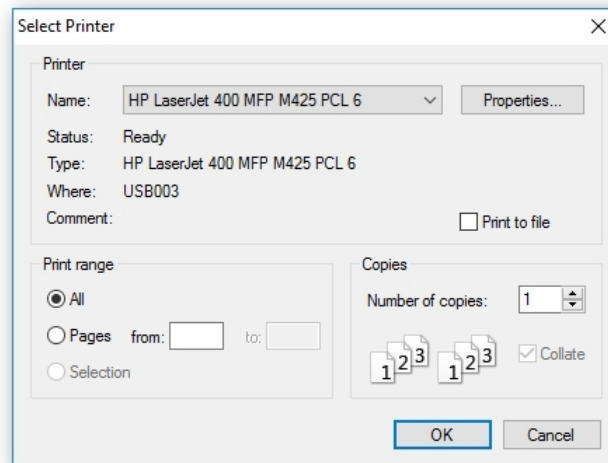
Portion Code: **2090** Scale: **1:100**

Sub Portion Code: Drawn By: **COSIRA**

Doc Date: **12/03/2012**

Cancel **Confirm Copy**

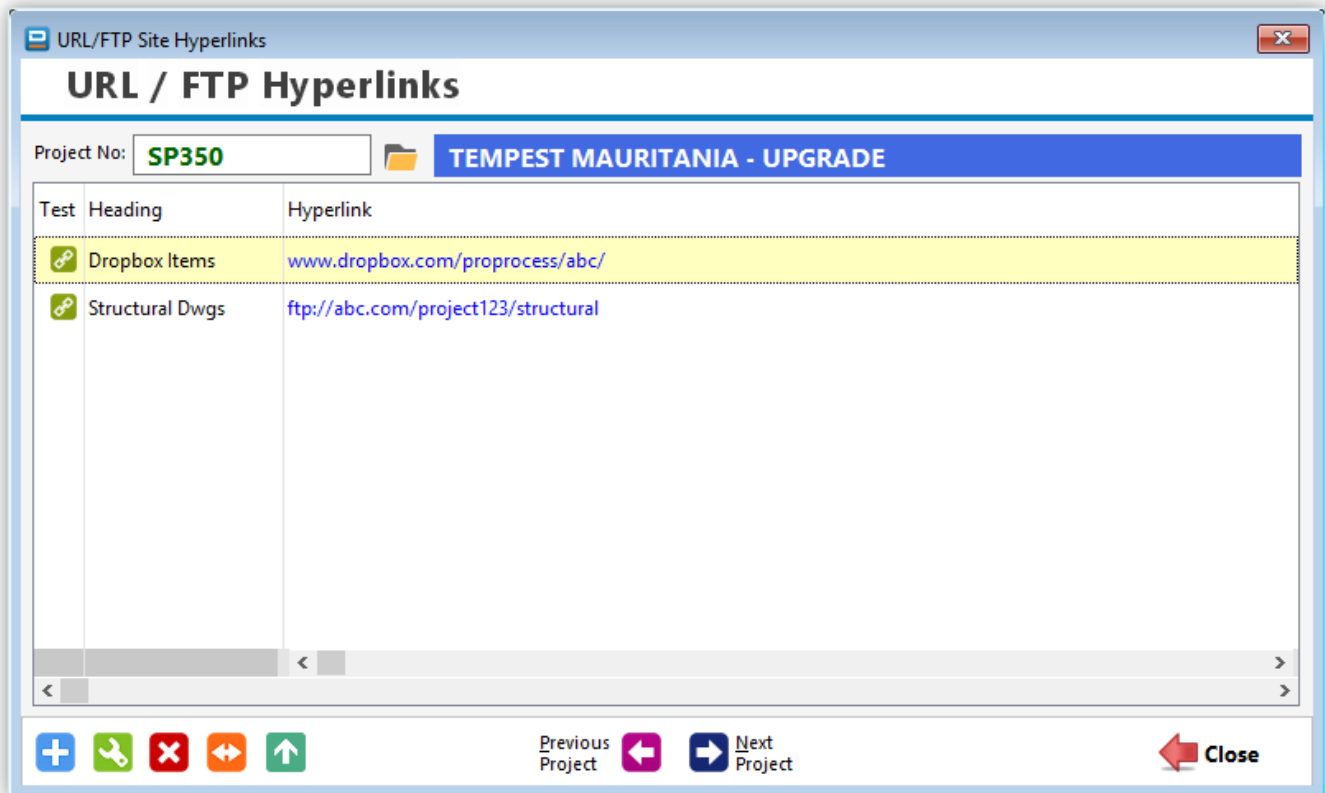
Select Printer allows you to obviously select which printer to be used. The "Printer" icon on the toolbar at the top of the screen will set which printer will be used as the default printer just for DRPRO only, regardless of which printer is used as the default Windows Printer. Obviously, they can both 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.



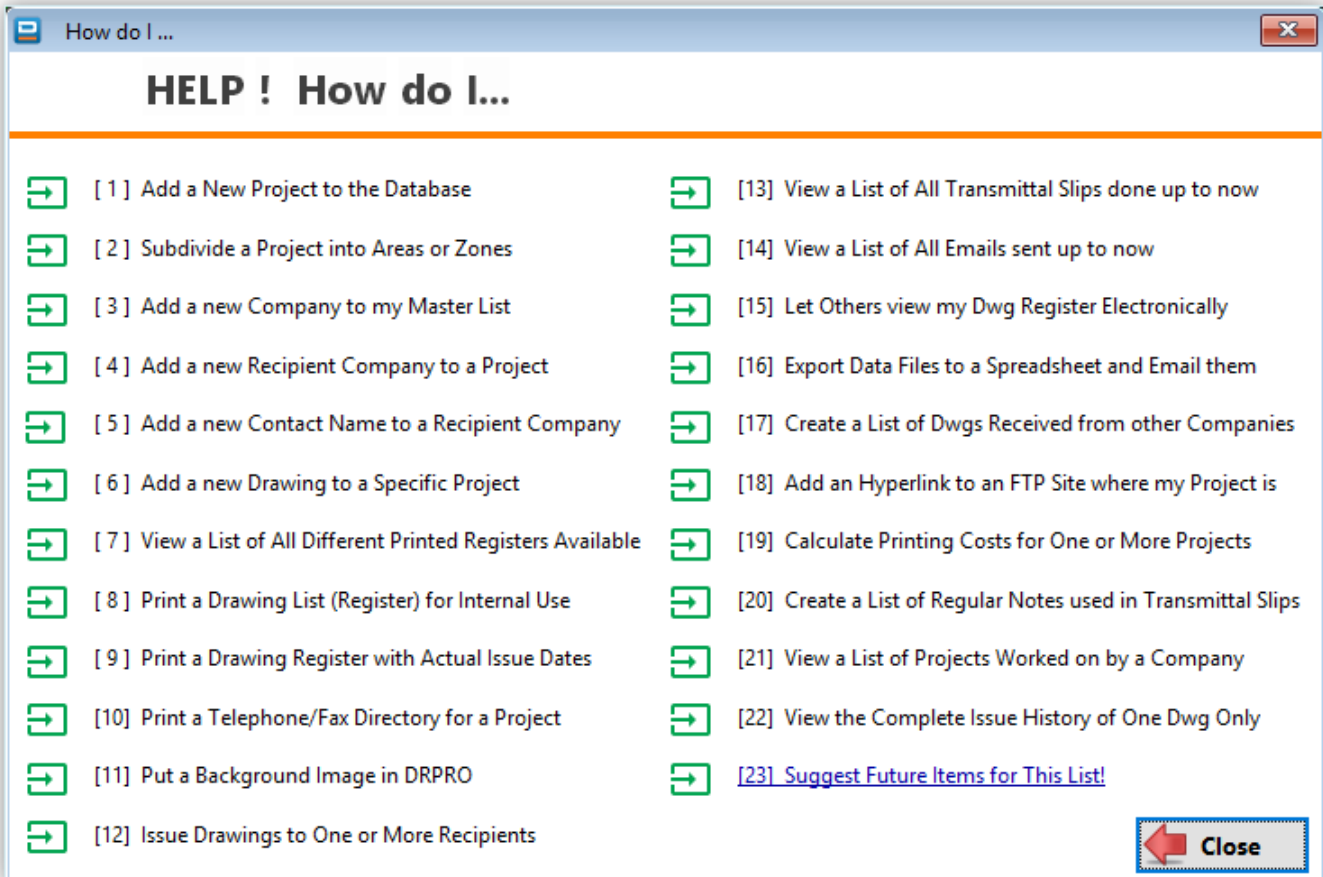
Depending on which report is being printed, in most cases it will prompt you with the following options:



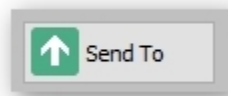
FTP Hyperlinks is a user defined list of links to FTP sites where you upload your drawings to. Each hyperlink should ideally be copied and pasted here to maintain accuracy. The '**Test**' icon is for the purpose of checking the validity of each hyperlink.



HELP! How 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:

The 'Send To....' dialog box is shown. It has a title bar with a close button. The main area is divided into three sections: 'Send To', 'File Format', and 'Options'.
- 'Send To' section: Radio buttons for Printer, File (selected), Email, FTP, and Clipboard.
- 'File Format' section: Radio buttons for PDF (selected), HTML, Excel (xml), Excel (xls), Excel (CSV), Word, CSV, XML (formatted), XML (plain), and JSON.
- 'Options' section: Two sub-sections. 'General Options' has checkboxes for Preview and Greenbar, both checked. 'Printer Options' has a label 'Width (in pages) of report:' and radio buttons for Calculate Automatically (selected) and Fixed.
At the bottom, there is a 'File Name:' field containing 'Files\Issue History for Project No SP327 Dwg Doc No SP327 1100 S 1103 2501.pdf'. To the right of the field is a folder icon. At the bottom right are 'Save' and 'Cancel' buttons.

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.

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

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

Dwg / Doc Categories

Structural

Cat Code	Description	Num	Fixed Prefix	Digits
BS	Bending Schedules	✓	BS-	4
S00	Conceptual Layout			
S01	Gen. Arrangement			
S02	Sections & Dets.			
S07	Flooring			
S11	Platforms & Support Stlwork.			
S15	3D Modeling			
SHOP	Shop Detail Dwgs			

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 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
- Engineering

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
MIC	MS Image Composer
PCX	MS Paint
PDF	Acrobat Reader

Close

Revision Systems & Sequences

Rev System		Rev Sequence	
System	Description	Sequence	Rev Label
1	Numbers Only	0	-
2	Letters Only	1	A
3	Numbers then Letters	2	B
4	Letters then Numbers	3	C
5	User Defined - 1	4	D
6	User Defined - 2	5	E
7	Demo	6	F
8	MMD	7	G
		8	H
		9	I
		10	J
		11	K

Media Sizes

Media Sizes
A0
A1
A2
A3
A4
A5

Media Types & Costs

Media Types			Media Costs & Charge Rates						
Hide	Type	Description	Paper Print						
			Sort By Size	Sort By Date	Size	From Date	My Cost	Charge Rate1	Charge Rate2
	DWF	AutoCad DWF			A0	01-01-2012	10.000	20.000	18.000
	DWG	AutoCad DWG			A1	01-01-2012	5.000	10.000	8.000
	DXF	AutoCad DXF			A2	01-01-2012	1.650	3.300	4.500
	EC	Electronic Copy			A3	01-01-2012	0.900	1.750	2.500
	EM	Email			A4	01-01-2012	0.500	1.200	2.000
	FTP	FTP Site							
	PD	Paper & DWG							
	PDF	PDF Copy							
	PH	Photocopy							
	PLF	Plastic Film							
	PLP	Plastic Plot							
	PP	Paper Print							

Purchase Order Actions

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

Close

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

Close

Dwg / Doc Status

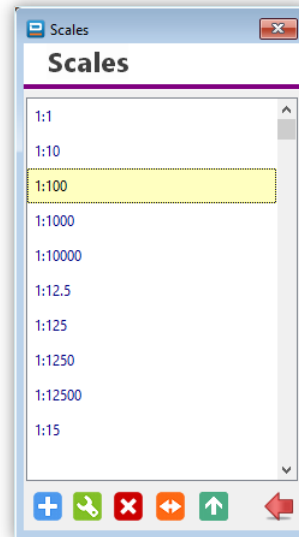
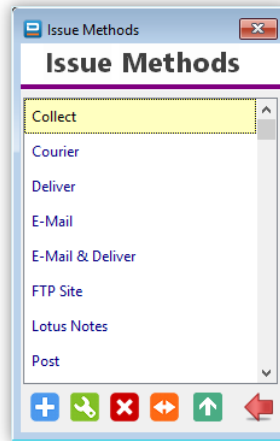
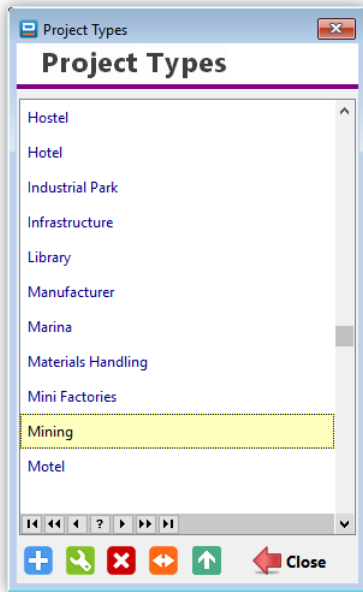
Code	Description	% Equip
NST	Not Started	0
ST	Started	10
P25	Progress 25	25
P50	Progress 50	50
CMP	Completed	70
CHK	Checked	80
BDD	Back Draughting Done	85
SQD	Squad Check	90
SGN	Signed	95
IFC	Issued For Construction	100
CAN	Cancelled	110

Close

Project Status

Code	Description	% Equip
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

Close



Printed Report Headings:

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

Transmittal Slip:

Drawing Transmittal

Transmittal Slip ISO Ref:
Ref ISO-12345-A1

Change Font Settings [Highlight Text First] | **Reset All Headings to Installation Defaults** | **Reset All ISO Refs to Installation Defaults** | **Reset ALL Fonts to Installation Defaults** | **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

Drawing Register [Plain]:

Document Register

Dwg Reg Plain ISO Ref:

ISO Ref 12345-A1

Drawing Register [Showing Resources]:

Drawing Register
Showing Resources

Dwg Reg Resources ISO Ref:

ISO Ref 12345-A2

Drawing Register [Showing Status]:

Drawing Register
Showing Dwg/Doc Status

Dwg Reg Status ISO Ref:

ISO Ref 12345-A3

Drawing Register [Showing Vendors]:

Drawing Register
Showing Vendor's Name

Dwg Reg Vendors ISO Ref:

ISO Ref 12345-A4

Drawing Register [Showing Comments]:

Drawing Register
Showing Comments

Dwg Reg Comments ISO Ref:

ISO Ref 12345-A5

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

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 ISO Refs to Installation Defaults Reset ALL Fonts to Installation Defaults 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 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:

Change Font Settings

[Highlight Text First]

Reset All Headings to

Installation Defaults

Reset All ISO Refs to

Installation Defaults

Reset ALL Fonts to

Installation Defaults

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

Drawing Register [With Squad Check dates]:

Drawing Register

Showing Squad Check Dates

Dwg Reg Squad Check ISO Ref:

ManHours Detailed Report - COS Hours Only:

Drawing Man-Hours

COS Hours Only [+ Resources]

Man Hours COS ISO Ref:

Change Font Settings

[Highlight Text First]

Reset All Headings to

Installation Defaults

Reset All ISO Refs to

Installation Defaults

Reset ALL Fonts to

Installation Defaults

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 ISO Refs to Installation Defaults** **Reset ALL Fonts to Installation Defaults** **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 ISO Refs to Installation Defaults** **Reset ALL Fonts to Installation Defaults** **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 Drawings Received


DwgsReceived ISO Ref:


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


**Register of Dwgs Received
And Re-Issued Again
LATEST REVISIONS**


Dwgs Received _Issued ISO Ref:


 **Change Font Settings**
[Highlight Text First]

 **Reset All Headings to
Installation Defaults**

 **Reset All ISO Refs to
Installation Defaults**

 **Reset ALL Fonts to
Installation Defaults**

 **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]:

Tel/Fax Directory

Tel Fax Dir 1 ISO Ref:

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

Tel/Fax 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:


 **Change Font Settings**
[Highlight Text First]

 **Reset All Headings to
Installation Defaults**

 **Reset All ISO Refs to
Installation Defaults**

 **Reset ALL Fonts to
Installation Defaults**

 **Cancel**

 **Save**

Record Will Be Changed

Change Data Files Location

Drawing Register Professional

DRPRO 'DATA' Folder Location:

W:\DRPRO\Data\

Please Read These Instructions Carefully !!!

This is where your DRPRO DATA files are located.

If the DATA is to be on this workstation, it will default to C:\DRPRO\DATA

If the DATA is to be on a Server (recommended) you can use a Drive Letter, e.g. Z:\DRPRO\DATA

Alternatively, you could use UNC Notation, e.g. \\Servername\FolderA\DRPRO\DATA

The DATA Location Must be the same for all workstations in a Network ! Check the other workstations !!!

PLEASE REMEMBER TO BACKUP YOUR DATA DAILY !

Set Default Printer for DRPRO Only:

PrimoPDF

NOTE: You must restart DRPRO if the Data Location is changed.

Cancel

Save Data File Location

Maintenance Mode

Activate Maintenance Mode

Maintenance Mode is currently OFF

If you set Maintenance Mode ON, remember to wait up to 5 minutes for everybody to exit DRPRO before proceeding with Maintenance Work!

Remember to Set Maintenance Mode back to OFF again when finished!

Proceed with setting Maintenance Mode ON ?

Yes

No

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: ✗ [Copy Login Name to First Name]

First Name: ✗

Surname:

Discipline: ✗

Designation:

Qualifications:

Access Level: ✗

Password:

Employee Number: ✗ --> Must be a Unique Code for each Employee, e.g. 'A-001'

Active User: ☒

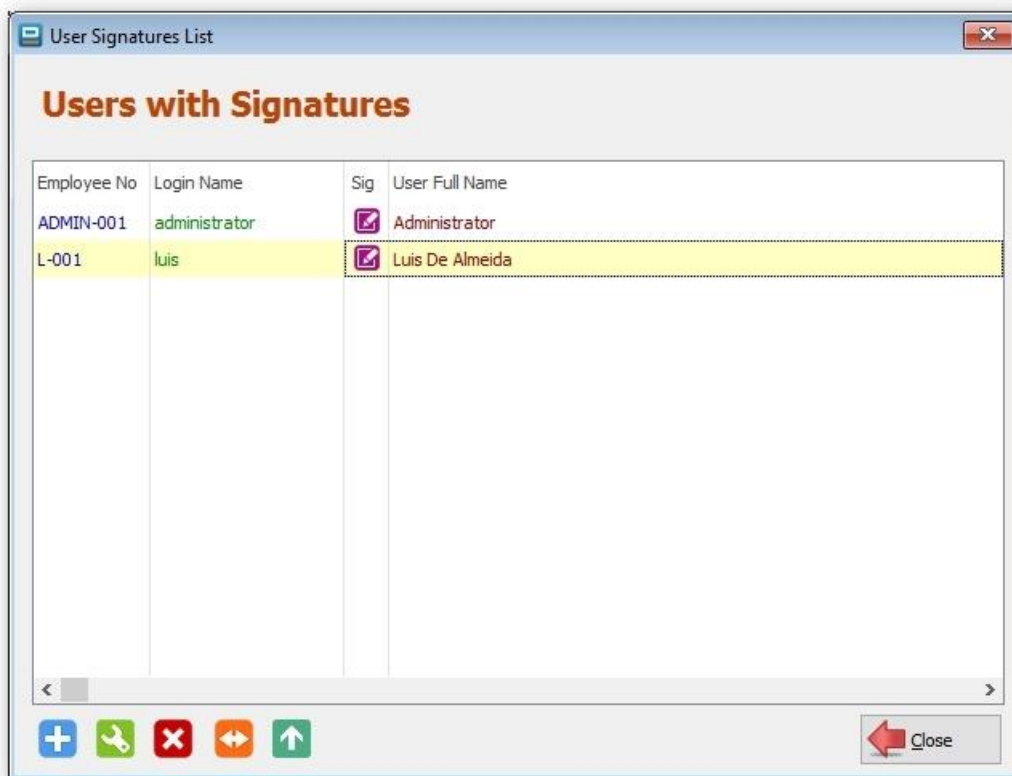
Email Address:

x = Required Entry

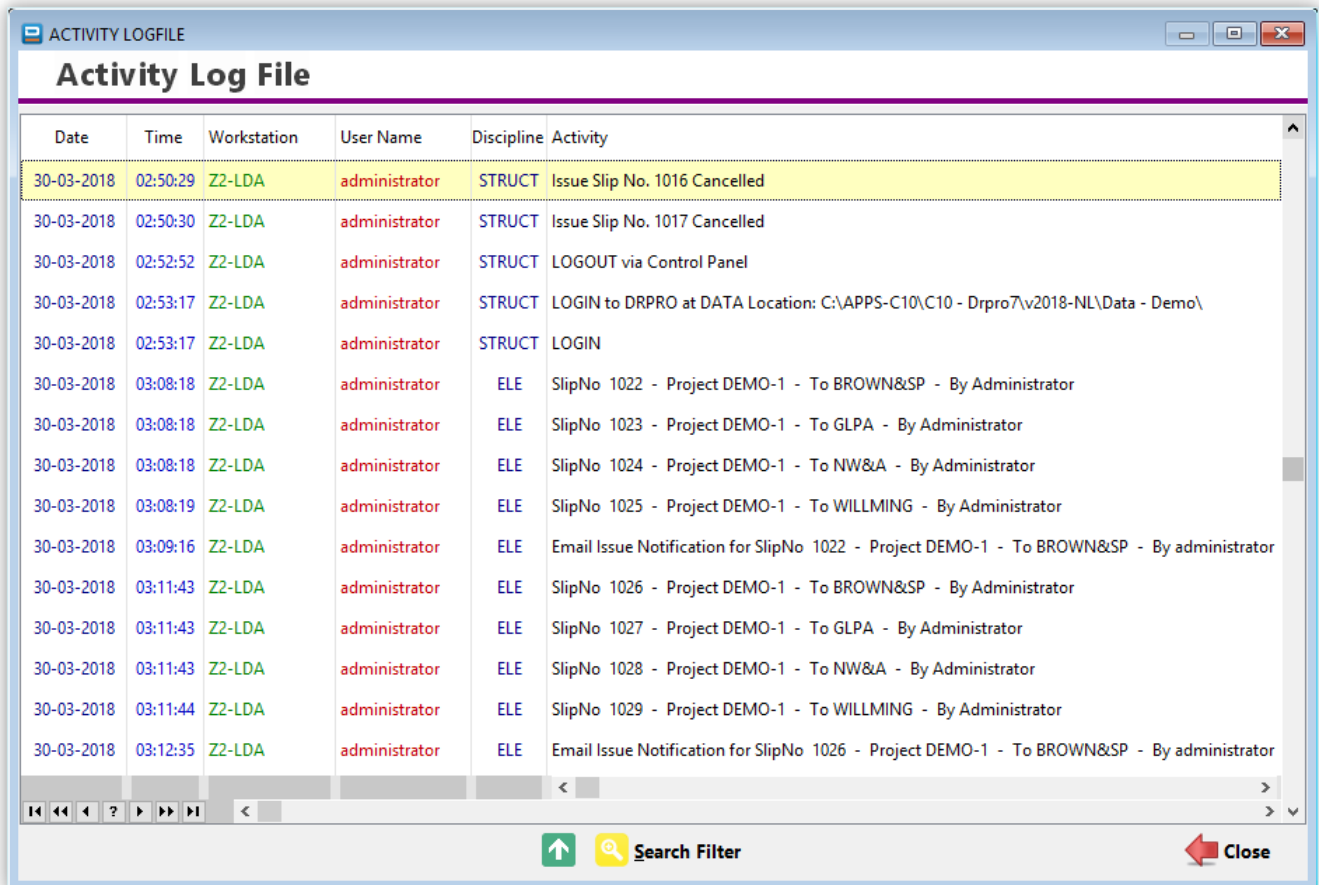
Additional Comments about this user:

User Timesheet Info

Cancel
 Save



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 slip emails, etc.



Activity Log File

Date	Time	Workstation	User Name	Discipline	Activity
30-03-2018	02:50:29	Z2-LDA	administrator	STRUCT	Issue Slip No. 1016 Cancelled
30-03-2018	02:50:30	Z2-LDA	administrator	STRUCT	Issue Slip No. 1017 Cancelled
30-03-2018	02:52:52	Z2-LDA	administrator	STRUCT	LOGOUT via Control Panel
30-03-2018	02:53:17	Z2-LDA	administrator	STRUCT	LOGIN to DRPRO at DATA Location: C:\APPS-C10\C10 - Drpro7\v2018-NL\Data - Demo\
30-03-2018	02:53:17	Z2-LDA	administrator	STRUCT	LOGIN
30-03-2018	03:08:18	Z2-LDA	administrator	ELE	SlipNo 1022 - Project DEMO-1 - To BROWN&SP - By Administrator
30-03-2018	03:08:18	Z2-LDA	administrator	ELE	SlipNo 1023 - Project DEMO-1 - To GLPA - By Administrator
30-03-2018	03:08:18	Z2-LDA	administrator	ELE	SlipNo 1024 - Project DEMO-1 - To NW&A - By Administrator
30-03-2018	03:08:19	Z2-LDA	administrator	ELE	SlipNo 1025 - Project DEMO-1 - To WILLMING - By Administrator
30-03-2018	03:09:16	Z2-LDA	administrator	ELE	Email Issue Notification for SlipNo 1022 - Project DEMO-1 - To BROWN&SP - By administrator
30-03-2018	03:11:43	Z2-LDA	administrator	ELE	SlipNo 1026 - Project DEMO-1 - To BROWN&SP - By Administrator
30-03-2018	03:11:43	Z2-LDA	administrator	ELE	SlipNo 1027 - Project DEMO-1 - To GLPA - By Administrator
30-03-2018	03:11:43	Z2-LDA	administrator	ELE	SlipNo 1028 - Project DEMO-1 - To NW&A - By Administrator
30-03-2018	03:11:44	Z2-LDA	administrator	ELE	SlipNo 1029 - Project DEMO-1 - To WILLMING - By Administrator
30-03-2018	03:12:35	Z2-LDA	administrator	ELE	Email Issue Notification for SlipNo 1026 - Project DEMO-1 - To BROWN&SP - By administrator

Search Filter

Close

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.

The screenshot shows a software window titled "Mass Email & Domain Name Change" with a subtitle "Mass Email & Domain Name Change Utility". The window is divided into several sections:

- Select One Option:**
 - ☒ **Apply Email Changes To Current Projects Only** (highlighted with a yellow dashed border)
 - ☐ **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:
 - To Email:
 - START Email Change** with a right arrow icon.
- ☒ **Domain Name Change**
 - Domain Name Change:**
 - From Domain: **anyname@**
 - To Domain: **anyname@**
 - START Domain Change** with a right arrow icon.

At the bottom right, there is a red left arrow icon and the text **Exit**.

Keeping track of PRINTING COSTS

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.

Printing Costs Menu - v2018-NL

DRPRO PRINTING COSTS

Select Project

☐ Select ALL Projects

From Project DEMO-1

To Project DEMO-1

Select Discipline

☒ ALL Disciplines

☐ Single Discipline

Select Date Range

From Date 01-06-2005 **To Date** 01-04-2018

This Month **Last Month** **Last 12 Months** **From Beginning of Project** ✓

Select Charge Rate

☒ Charge Rate 1 ☐ Charge Rate 2

☐ Print Zero Cost Items ?

☒ Preview Before printing ?

Calculate Costs

Selected Printer: PrimoPDF

Cost & Charge Reports

1 Summary by Project 4 Intermediate Report 7 Detailed Cost Report

2 Summary by Slip No. 5 Intermediate by Recipient 8 Detailed Cost Report For One Recipient Only

3 Summary by Recipient 6 Intermediate Report For All Projects Together

Charge Only Reports

☐ [7] Set Invoice Numbering ON

1 Summary by Project 4 Intermediate Report 7 Detailed Charge Report

2 Summary by Slip No. 5 Intermediate by Recipient 8 Detailed Charge Report For One Recipient Only

3 Summary by Recipient 6 Intermediate Report For All Projects Together

Close

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.

GLOBAL SYSTEM DEFAULTS

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

Record Will Be Changed

Global System Defaults

General Defaults | Signatures & Logging | Email Server Settings | Email Disclaimer

Basic Default Settings

No of Issue Slips to Print: How many hard copies of the Transmittal Slip to be printed by default

Issue Slip Starting No: To avoid clashing with a possible existing/old numbering 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

Project Manipulation: Specify Level of Authority to Manipulate the Project List

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

Transmittal Slip 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
☒ Hide Transmittal Slip Serial Number in Printout

Transmittal Slip Layout

☒ Horizontal Line Layout

Default Paper Size

☒ A4 ☐ Letter (8.5"x11")

01-04-2018

Record Will Be Changed

Global System Defaults

General Defaults | **Signatures & Logging** | Email Server Settings | Email Disclaimer

Signature Options

☒ Force Signatures on All Transmittals ?

NOTE: The actual signatures are stored in an encrypted file and editable only in the User's List

Background Logging

☐ Disable Logging to Background LogFile

The screenshot shows a window titled "Record Will Be Changed" with a close button. The main title is "Global System Defaults". There are four tabs: "General Defaults", "Signatures & Logging", "Email Server Settings" (which is selected), and "Email Disclaimer".

Mail Server Settings

SMTP Server Address: Port No:

Company Name:

Company Email Address:

NOTE: DRPRO will use this email address only if the logged in user does not have an email address.

Email Security Settings

☒ SSL Security Check with IT Dept. if required

☐ StartTLS Check with IT Dept. if required

☒ Email Authentication Required ? Use Only if your SMTP Server requires Authentication

Authorised Email User Name:

Authorised Email Password:

We recommend that you create a new Email Account on your Mail Server just for DRPRO use only, and then enter its Email Username and Password details above.

If you get any error messages while sending email, please refer to the Users Manual for the meaning of those error messages.

At the bottom right, there are "Cancel" and "Save" buttons.

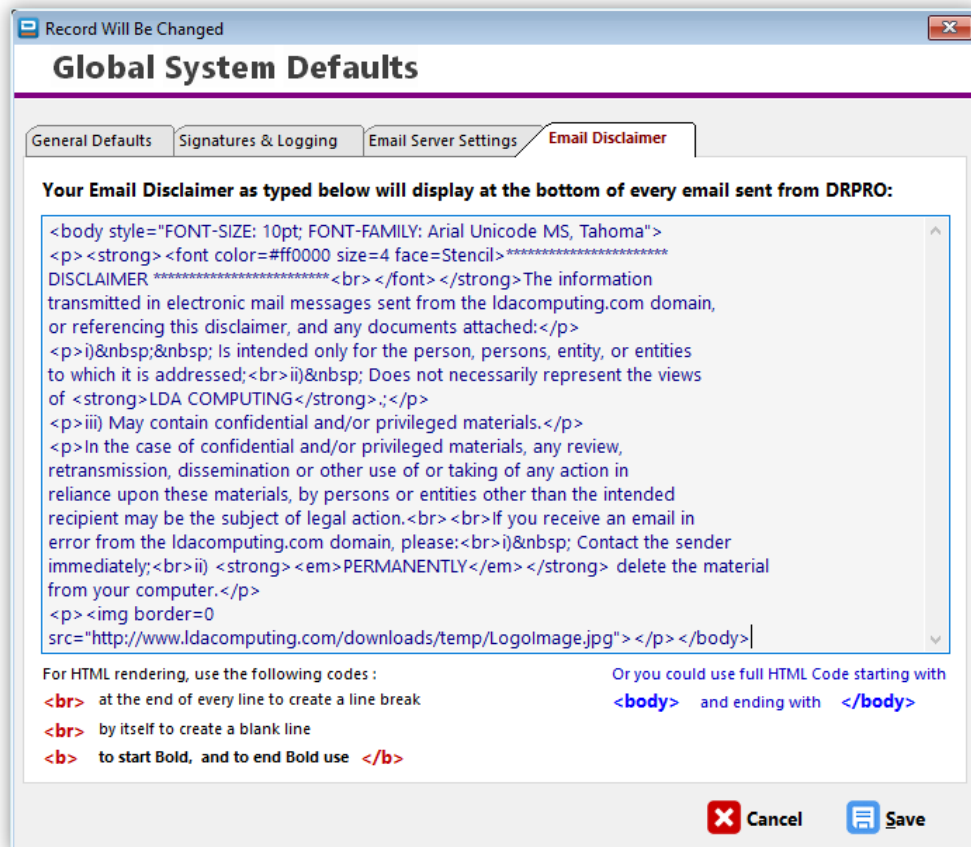
The screenshot above shows the information required to enable emailing of transmittal slips from within DRPRO. DRPRO has its own built-in email engine and does not rely on external emailing software such as Outlook or Outlook Express to send emails.

PLEASE NOTE: These email settings need to be setup before you can start sending out Transmittal Slips via DRPRO. Please contact your system administrator or ISP provider for the necessary information as required above.

NOTE: The item "**Authorised Login Required**" in the Email Security tab 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 slip) 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 User Name" enter the email user name 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 transmittal slips.



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 Slip. Based on the information below you may then adjust your email setup accordingly.

Typical Email Error Codes

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 black list 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 SLIP TEMPLATE:

Under **Transmittal Slip Templates**, you may design your own transmittal slip 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 slip. 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)



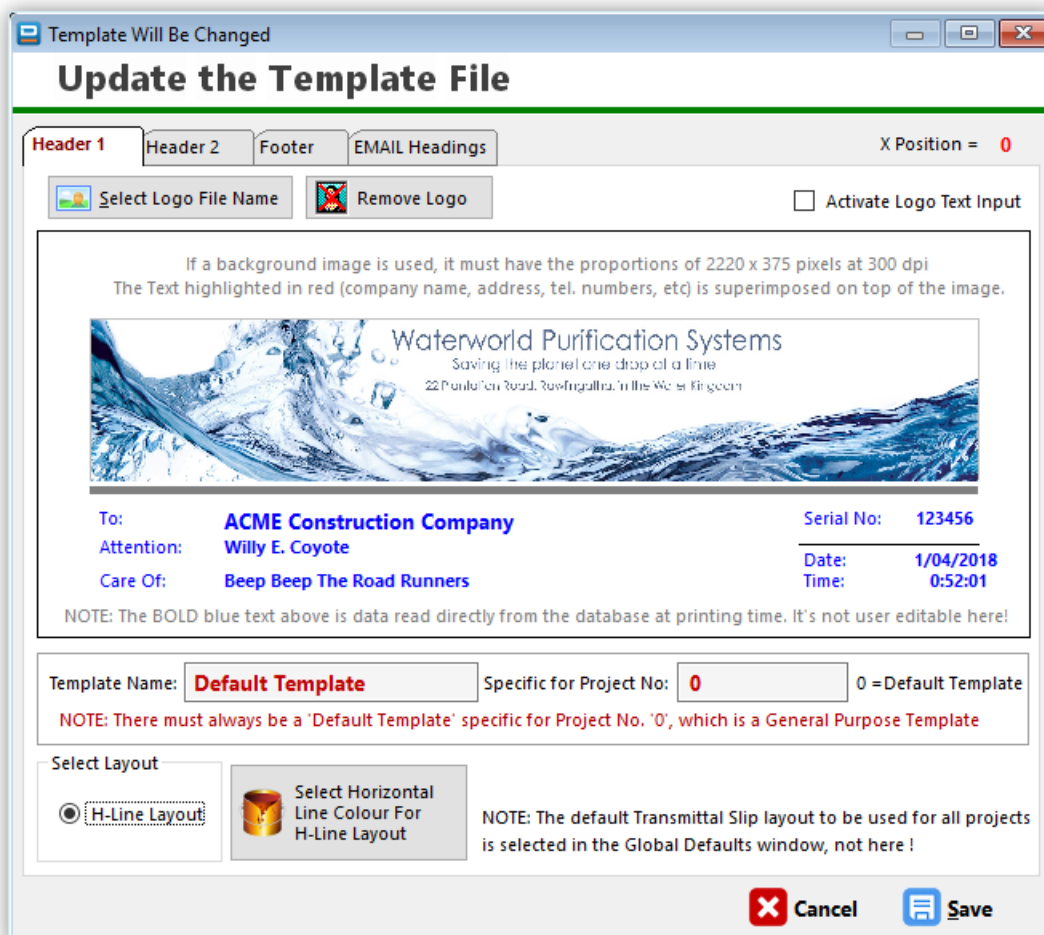
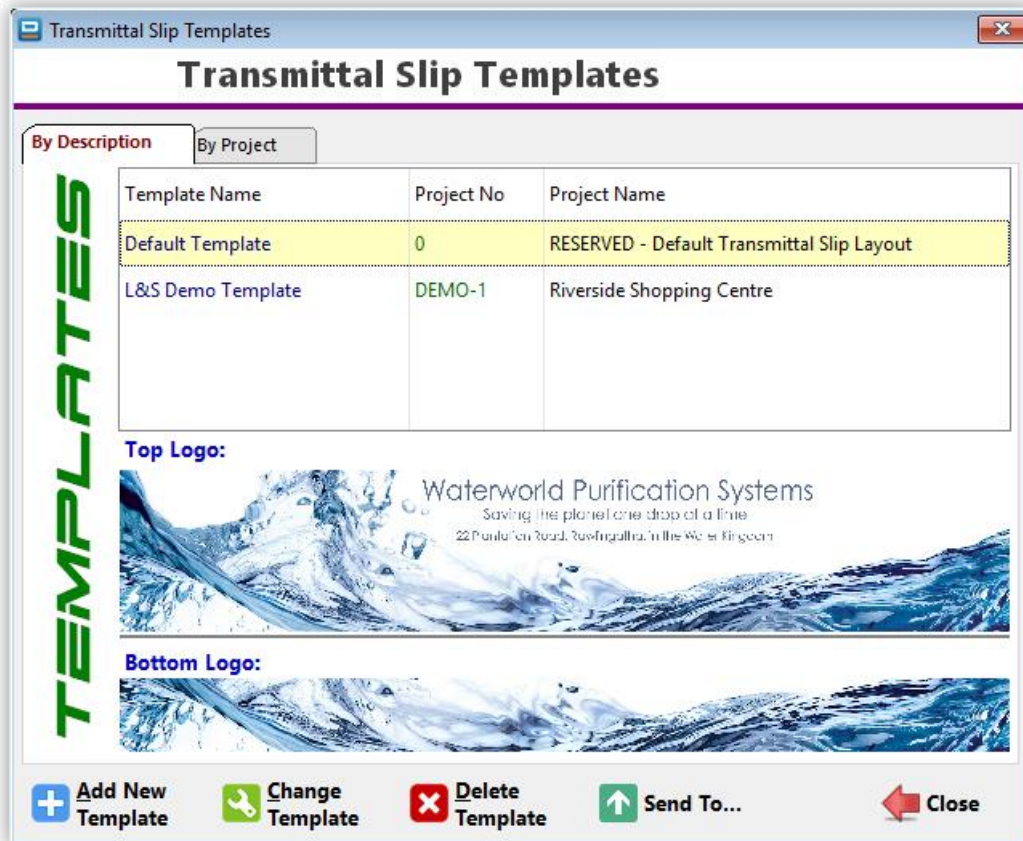
Please note that if your graphics company logo is to occupy only a small area of the allocated image size, you must still create a blank image canvas of the size described above and then put your logo anywhere in this space. The text part of it (company name, addresses, contact details, etc.) must also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





Template Will Be Changed

Update the Template File

Header 1 **Header 2** Footer EMAIL Headings



Use the TAB key on the keyboard to navigate

To:	ACME Construction Company	Serial No:
Attention:	Willy E. Coyote	
Care Of:	Beep Beep The Road Runners	Project Slip No:
Address:	Address Line 1...	Recipient Slip No:
	Address Line 2...	
	Address Line 3...	Date:
		Time:
Project:	123456 - Arizona Hills Shopping Centre	Method:

Drawing Transmittal

Doc No:	Rev:	Size:	Type:	No:	Description:
A101-527-W	F	A0	Paper	5	Parking Layout - Sheet #1



NOTE: The blue text above is data read directly from the database at printing time. It's not user editable here!

 **Cancel**  **Save**

Template Will Be Changed

Update the Template File

Header 1 Header 2 **Footer** EMAIL Headings

 Select Bottom Logo  Remove Bottom Logo Use the TAB key on the keyboard to navigate

A101-547-W	C	A0	Paper	5	1:200 Tenant Layout - Sheet #3
-------------------	----------	-----------	--------------	----------	---------------------------------------

<input checked="" type="checkbox"/> For your Information	<input checked="" type="checkbox"/> For Coordination purposes	Distribution List: 123456 - ACME Construction Company 123457 - ABC Consultants 123458 - KLM Quantity Surveyors 123459 - XYZ Architects
<input checked="" type="checkbox"/> For your Records	<input checked="" type="checkbox"/> For Fabrication/Manufacturing	
<input checked="" type="checkbox"/> For Checking and Approval	<input checked="" type="checkbox"/> For Construction	
<input checked="" type="checkbox"/> For Planning purposes only	<input checked="" type="checkbox"/> For Squad Check	
<input checked="" type="checkbox"/> For Tender purposes only	<input checked="" type="checkbox"/> Please return Check Copy	


Additional Notes:



Sign Here _____ Sign Here _____

Issued By: _____ Received By: _____

For: **Waterworld Purification Systems** Date Received: _____

LDA Computing Copyright Notice



 **Cancel**  **Save**

Template Will Be Changed

Update the Template File

Header 1 Header 2 Footer **EMAIL Headings**




Template Name: **Default Template**
For Project No: **0**

NOTE: The Heading below will be used for ALL Projects that do not have a specific template:

DRAWING TRANSMITTAL

A
B



Waterworld Purification Systems
Offices in London, Cape Town & Sao Paulo

 Change Background Colour  Change Line A Colour  Change Line B Colour

Sent To: **XYZ Construction** For Attention: **John Doe**
Date: **01-04-2018** Transmittal No: **00-123456**
Project: **Neighbourhood Shopping Centre**

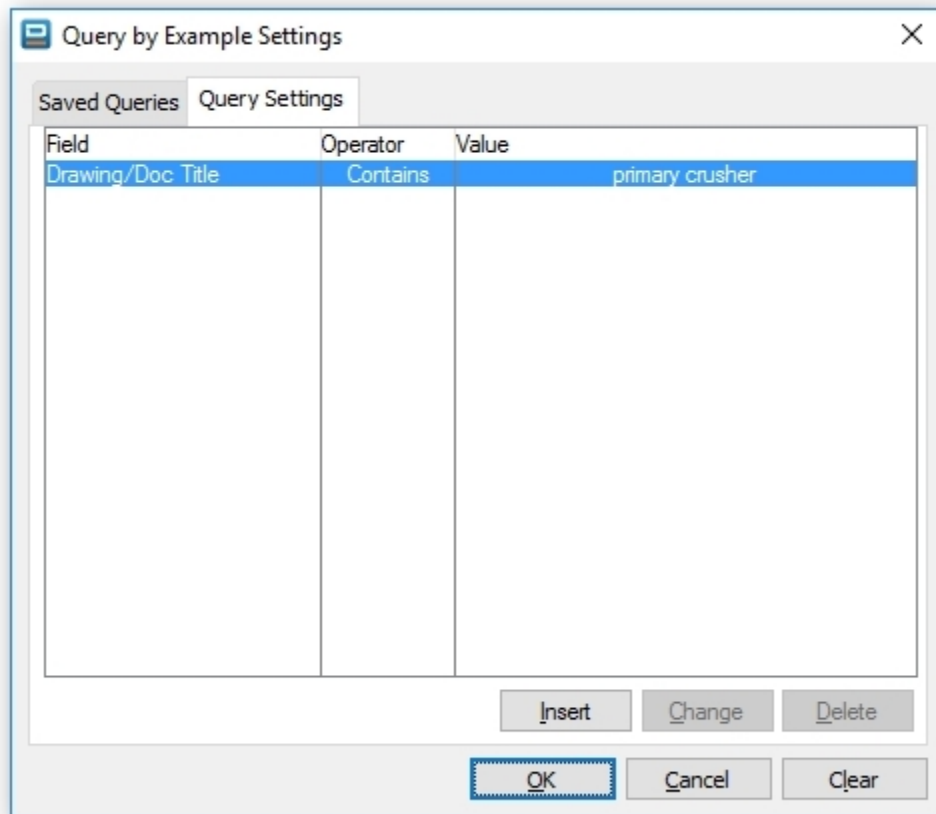
Company Name to be used as the Email Sender for the above Company Heading:
Waterworld Purification Systems

Specify your own Email Header colours above!

 Cancel  Save

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, delete all entries in the Query List.



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 year's 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.

PLEASE READ THE FOLLOWING DOCUMENTS INCLUDED IN THE DRPRO\DOCS FOLDER:

- **Resolving network and other file problems with Topspeed.pdf**
- **Opportunistic Locking and Read Caching on MS Windows Networks.pdf**
- **Advice from those who have lost everything.pdf**
- **Causes of General Protection Faults and Troubleshooting Tips.pdf**

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.
- Power problems (PLEASE protect your systems with a **UPS**, power problems are one of the biggest troublemakers we know of. Yes, a UPS might cost \$79 to \$450 depending on how big a unit you buy, but how much is your computer and a day's worth of business worth? 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>

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).

Having backups is a responsibility you must take VERY seriously.

For more detailed information on the above items, please read the file **Resolving network and other file problems with Topspeed.pdf** . This file is included in the **C:\DRPRO-NL\DOCS** folder on your local workstation.

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

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. One license per workstation is required.

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 in each workstation.
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. On a network, the Data installation must be completed BEFORE users can install the "Program Files Only" option on the local workstations.
5. If a local version of **DRPRO** has been installed followed by a subsequent network client install, the user's menu system and window's **DRPRO** shortcuts will be updated to reflect the shared database location. Thus, they will have to be manually adjusted including the new "Target Path" and "Start in:" folder setting for each shortcut.
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 Cards** - In not so rare cases, database corruption on shared databases have been shown to be caused by faulty or noisy network cards. 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 card on the network is effective.

NETWORK LICENCE ANNUAL RENTAL: (IMPORTANT INFORMATION)

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

The **Annual Rental** 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 Rental** 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 Transmittal Slips, 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 Rental for a period of one year.

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



PLEASE NOTE: To access this window, click on "Licence Information" on the Main Menu. Should you need assistance or clarification, please give us a call.

You need to **Register the Product** to activate the number of Network Licences purchased. This is done by dragging & dropping the **REGFILE** emailed to you into the correct block in the Registration Window. You'll need to first save (or drag & drop) the **REGFILE** to the Desktop or a folder in Windows Explorer and then drag & drop into the Registration Window. From the Main Menu click 'Licence Information' and then 'Register Product'.

Licence Registration

First save the emailed REGFILE to your Windows Desktop, then Drag & Drop it into this box. OR Click the "Select File" button below & fetch it from there.

General Details:

Company Name:

Serial Number:

Network Licences:

Level

☐ Demo

☐ Lite

☐ Standard

☒ Professional

☐ Enterprise

Who's Logged In

DRPRO - Who's Logged In

Workstation Name	Username	Start Date	Start Time	Time Elapsed
WKS-LDA	administrator	12-01-2017	1:46:59	0:20:48

Licensed To: **LDA Computing**

Serial Number: **DR-1234-ZA-LDA**

Next Renewal Date: **December 31, 2017**

of Network Licences: **5**

The window above will display who is logged in at any stage. Click 'Who's Logged In' from the top pull-down menu

DRPRO 2018-NL SP1

DRPRO 2018 SP1 (Service Pack 1) FEATURES:

- Emailing directly from MS Outlook. SMTP sending still available if no Outlook installed.
- [Mass Path Changes to Dwg/Doc hyperlinks. \(NL only\)](#)
- [Keep track of Dwgs/Docs sent out for Review & Approval \(still in testing phase\). \(NL only\)](#)
- Added Admin Permissions for Recipients and Master Company list.
- One specific Dwg Register can now be sorted by 'Last Issue Date'.
- DRPRO is now 'Code Signed' by a Software Certification Authority in the US, meaning greater security when installing and running the program in Windows.

DRPRO 2018 NEW FEATURES:

- Completely redesigned Reports Menu. Much quicker to get to the final report.
- Transmittal Slip redesigned with the focus now on the Project Transmittal No.
- Cosmetic redesign of all the other printed reports.
- [Ability to re-issue drawings based on older multiple transmittal slips at once. \(NL only\)](#)
- Disclaimer section added to emailed transmittal slip.
- Attachment Sizes (individual & total) displayed on Issue window.
- [One-click Auto-attachments using the Dwg/Doc pre-defined hyperlinks. \(NL only\)](#)
- [Issue Report of All Dwgs in All Projects issued in one day \(or between 2 dates\). \(NL only\)](#)
- Dwg Status now stored with every Dwg/Doc issued.
- Fixed problem with ManHours reports between 2 dates (was ignoring the dates...).
- One-click Skype Call on phone numbers in the Contacts List.
- Auto-Generate multiple Drawings/Docs without having to predefine it by Category.
- [New minimum screen size of 1366 x 768. Wider windows with more space to view. \(NL only\)](#)
- All List windows and Entry Forms redesigned with one uniform look & feel, with entry fields grouped together by type.
- New modern Segoe UI font used on all windows.

Why Upgrade to DRPRO-NL (Network Licence) ?

- A Network Licence is like a Floating Licence. Jumps from machine to machine as needed.
- Can be installed on ALL workstations in the office and accessed by everyone.
- No need to ask someone else to issue drawings or to check on the status of any drawing.
- The number of simultaneous users is limited to the number of floating Network Licences.
- One-click access to a PDF copy of any Drawing or Document, including historical revisions.
- One-click auto-attachments of ALL drawings to be issued.
- Tracking of Drawings or Documents sent out for Review & Approval.
- More printed reports available (and more coming).
- Most of the new DRPRO development is now concentrated on the NL version only.
- The cost? R2.56/User/Working Day (based on 10 Users sharing 1 Network Licence, as of 2018)

DRPRO 2018-NL SP1

HOW TO IMPLEMENT MS OUTLOOK EMAILING OF TRANSMITTAL SLIPS:

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

- 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 re-start again

The screenshot shows a window titled 'Record Will Be Changed' with a close button. The main title is 'Global System Defaults'. There are five tabs: 'General Defaults', 'Permission Levels', 'Outlook, Signatures & Logging' (which is selected), 'Mail Server Settings', and 'Email Disclaimer'. The 'MS Outlook Options' section is highlighted with a red border and contains two checked options: 'Use MS Outlook for Sending Transmittal Slips Via Email' with a red note '(Can be overridden for each individual User)', and 'Update All Users for Outlook Upon Save & Exit' with a red note '(Will Update the Full Users List)' and a red warning 'Use this option once only!'. Below this is the 'Signature Options' section with an unchecked option 'Force Signatures on All Transmittals ?' and a red note: 'NOTE: The actual signatures are stored in an encrypted file and editable only in the User's List'. The 'Background Logging' section has an unchecked option 'Disable Logging to Background LogFile (NOT recommended)'. At the bottom right are 'Cancel' and 'Save' buttons.

Record Will Be Changed

Global System Defaults

General Defaults | Permission Levels | **Outlook, Signatures & Logging** | Mail Server Settings | Email Disclaimer

MS Outlook Options

- ☒ Use MS Outlook for Sending Transmittal Slips Via Email (Can be overridden for each individual User)
- ☒ Update All Users for Outlook Upon Save & Exit (Will Update the Full Users List)
Use this option once only!

Signature Options

- ☐ Force Signatures on All Transmittals ?

NOTE: The actual signatures are stored in an encrypted file and editable only in the User's List

Background Logging

- ☐ Disable Logging to Background LogFile (NOT recommended)

Cancel Save

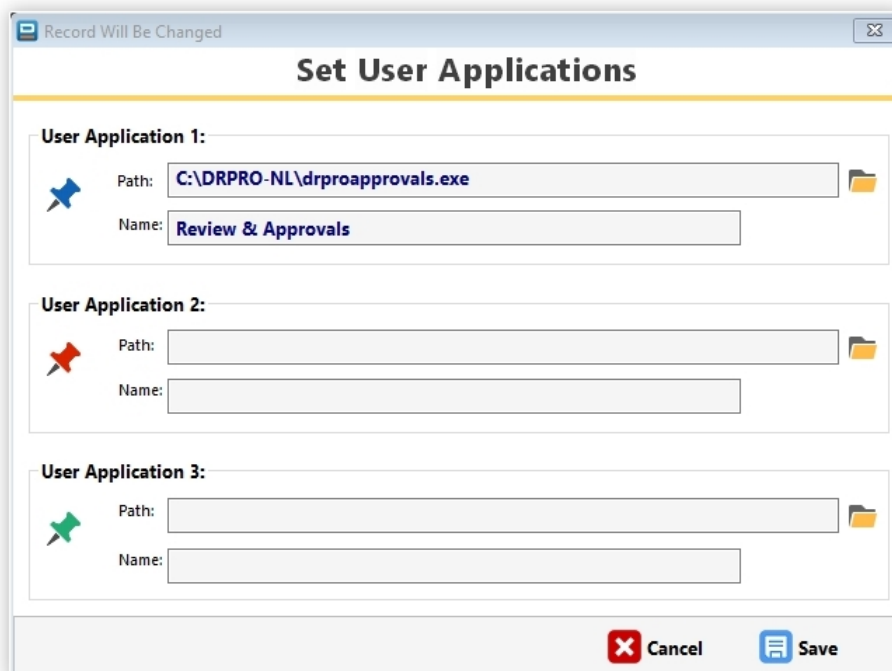
- The SMTP Mail Server Settings in the next tab will be ignored from now on.
- That's it! Do the above once only, after upgrading the first workstation.

DRPRO 2018-NL SP1

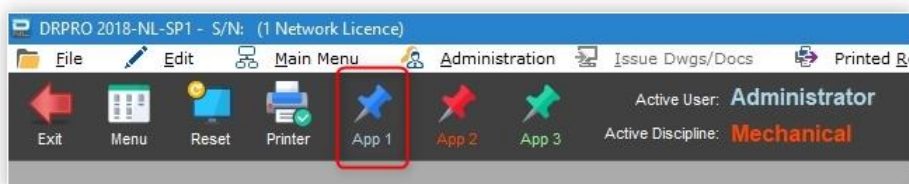
HOW TO IMPLEMENT THE REVIEW & APPROVALS FEATURE:

NOTE: THIS FEATURE IS ONLY AVAILABLE IN THE NL (NETWORK LICENCE) VERSION

- From the Main Menu, click 'File'/'Set User Applications'
- Under 'User Application 1' click the yellow folder icon and fetch the 'drproapprovals.exe' file from the C:\DRPRO-NL folder on your workstation.
- In the 'Name' entry field, enter 'Review & Approvals'.
- Click 'Save'.



- The above is done only once per workstation and will link the 'Review & Approvals' program to the Blue 'App 1' icon on the top toolbar. You may also choose App 2 or App 3.



- To make any Drawings or Documents appear in the Review & Approvals list, that must be done at issue time in the Issue Drawings window (usually sent to one recipient only):
 - Double-click on the Recipient that is tasked with approving your drawings
 - Select the 'Review Purpose' tab
 - Tick the check-box
 - 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

Changing a TmpNames Record

Change Recipient's Issue Details

Recipient: **Squad Check Review**

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: **24-10-2018** 15

NOTE: The Review & Approvals Database in DRPRO is still in Beta Testing and caters only for Dwgs/Docs being sent OUT for Approval. Final release is planned for the DRPRO 2019 version

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

Cancel **Save**

- Once the issue is processed, click the blue 'App1' icon on the top toolbar and the drawings issued will appear (or be added to) the Review & Approvals List. You may need to first select the Project, Recipient and Discipline (which will be remembered next time you use it):

DRPRO 2018 - Submittal Approvals - [ReviewDocs file]

File Edit Browse Reports Window Help

Drawing / Document Reviews & Approvals

Project No: **000.110** TEST PROJECT

Company: **SC** Squad Check Review

Display Client's Doc No Display Sub Area

Discipline	Latest Revs	All Dwgs/Docs	Filtered By Dwg/Doc No	Filtered By Purpose	Filtered By Status	Filter By Area - Latest Revs	Company	Dwg/Doc No	Dwg/Doc Title	Category	Area	Rev	Subm	Review Purpose	Status	Tracking	Resubm	Date Submitted	Date Required	Date Received
C							SC	PCC - M-123-456789	Test Drawing 56789	003	AJA100	3		IFA		→		11-08-2018	17-08-2018	-
CS							SC	TEST DWG AJA-101	Crushed Ore Storage Facilities Apron Feed	001	AJA100	D		IFA		→		11-08-2018	17-08-2018	-
D							SC	TEST DWG AJA-102	ROM Apron Feeder Side Walls	001	AJA100	D		IFA		→		11-08-2018	17-08-2018	-
DOC							SC	TEST DWG AJA-103	Crushed Ore Storage Facilities Apron Feed	001	AJA100	A		IFA		→		11-08-2018	17-08-2018	-
E							SC	TEST DWG AJA-201	Apron Feeder Chutes 1-5 Supporting Struc	001	AJA200	6		IFA	B	←		11-08-2018	17-08-2018	14-08-2018
ELE							SC	TEST DWG AJA-202	Apron Feeder 7 Portion 2 - Founds Layout	904	AJA200	6		IFA	B	←		11-08-2018	17-08-2018	12-08-2018
ENVIRO							SC	TEST DWG AJA-203	Crushed Ore Surface Bed Portion 3 - Piling	904	AJA200	6		IFA	A	✓		11-08-2018	17-08-2018	14-08-2018
G							SC	TEST DWG AJA-204	Primary Crusher Portion 4 - Steel Roof Stru	904	AJA200	6		IFA		→		11-08-2018	17-08-2018	-
GEN.							SC	TEST DWG AJA-205	Vibrating Grizzly Feeder Support Structure	904	AJA200	6		IFA		→		11-08-2018	17-08-2018	-
I							SC	TEST DWG AJA-206	Vibrating Grizzly Feeder Support Structure	904	AJA200	6		IFA		→		11-08-2018	17-08-2018	-
GEO							SC	TEST DWG AJA-207	Vibrating Grizzly Feeder Support Structure	904	AJA200	6		IFA		→		11-08-2018	17-08-2018	-
INFRA							SC	TEST DWG AJA-208	Vibrating Grizzly Feeder Support Structure	904	AJA200	5		IFA		→		11-08-2018	17-08-2018	-
M																				
N																				
P																				
PIPE																				
QA																				
S																				
STRUCT																				
TEST																				
V																				
W																				
Z999																				

Update Review Info Print Report Close

- When the Drawing returns back to you with comments, select the Dwg, 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.
- As mentioned in the v2018-SP1 release email, this feature is still in testing phase and may still have a few gremlins. Should you find anything that you feel needs adjustment, please contact us via email and include screenshots of your findings/opinions.

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Nothing to see here! Move along...