

DRPRO 2025.1

DRAWING REGISTER PROFESSIONAL



USER'S MANUAL

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Contact Details:

Tel: (RSA) 011 452 5824 (INTL) +27 11 452 5824
Mobile: 082 822 9094 (INTL) +27 82 822 9094
Postal: PO Box 256, Edenvale, 1610, South Africa
Email: support@LDAcomputing.com
Web Site: www.LDAcomputing.com

Nothing to see here! Move along...

TABLE OF CONTENTS:

SOFTWARE LICENCE AGREEMENT	5
INSTALLING DRPRO-NL.....	6
DRPRO MANAGEMENT CONSOLE	8
DRPRO-NL LOGIN FOR THE FIRST TIME	10
NETWORK LICENCE ANNUAL SUBSCRIPTION.....	11
THE MAIN MENU	13
<i>The Pull-Down Menus</i>	<i>14</i>
<i>Project List.....</i>	<i>16</i>
<i>Project Entry Form: Adding GPS Coordinates to a Project.....</i>	<i>17</i>
<i>Project Entry Form: Specifying the Template Logo for the Project.....</i>	<i>18</i>
<i>Project Entry Form: Transmittals & SharePoint</i>	<i>19</i>
<i>Project Entry Form: Selecting the SharePoint Library</i>	<i>20</i>
<i>Master Company List</i>	<i>21</i>
<i>List of All Transmittals.....</i>	<i>22</i>
<i>List of Emailed Transmittals</i>	<i>24</i>
<i>Project Recipients</i>	<i>25</i>
<i>Distribution Lists.....</i>	<i>28</i>
<i>Drawings & Documents List.....</i>	<i>29</i>
<i>Copying Drawings from One Project to Another.....</i>	<i>34</i>
<i>Drawing ManHours</i>	<i>35</i>
<i>Drawing COS Hours.....</i>	<i>36</i>
<i>Revisions & Hyperlinks.....</i>	<i>37</i>
<i>Issue Drawings</i>	<i>38</i>
<i>Secure Digital Signing</i>	<i>49</i>
<i>Contact Names</i>	<i>51</i>
<i>Printed Reports Menu</i>	<i>52</i>
<i>Keeping track of Printing Costs and Statistics</i>	<i>57</i>
<i>Standard Notes</i>	<i>58</i>
<i>Importing from a CSV file</i>	<i>59</i>

<i>CSV Import Rules</i>	60
<i>Export Data Files</i>	61
<i>Drawings Received</i>	62
<i>Web Folder Hyperlinks</i>	64
<i>How to Use the Review & Approvals Feature</i>	65
<i>Equipment Manager</i>	Error! Bookmark not defined.
<i>Select Printer</i>	67
<i>HELP! Where do I</i>	68
<i>The “Send To” Option</i>	69
<i>My Files</i>	70
<i>Column Management in DRPRO Lists</i>	71
STATISTICS DASHBOARD	72
ADMINISTRATION MENU	73
<i>Printed Report Headings</i>	76
<i>User’s List</i>	82
<i>How to put a JPG/PNG Signature image at the bottom of the Transmittal</i>	83
<i>View User Activity Log File</i>	85
<i>Mass Email & Domain Name Change</i>	86
<i>Mass Path Name Change</i>	87
<i>Global System Defaults / Settings</i>	88
<i>SharePoint and API Connections</i>	92
TYPICAL EMAIL ERROR CODES (SMTP)	93
CUSTOMIZING THE TRANSMITTAL TEMPLATE	94
SEARCH FILTERS	97
BACKING-UP DRPRO & PROTECTING YOUR VALUABLE DATA	98
DRPRO – GENERAL NOTES ON NETWORKS	100
HOW TO IMPLEMENT OUTLOOK EMAILING	101
INDEX TO USER’S MANUAL	102

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Drawing Register Professional (DRPRO)

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DRPRO 2025.1

DRAWING REGISTER PROFESSIONAL

INSTALLING DRPRO-NL

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

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

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

Download the latest **Setup-Drpro-2025.1.zip** file from www.LDAcomputing.com web site, save it in a temporary folder in your computer or network location and **UNZIP** it to extract the installation file **Setup-Drpro-2025.1.exe**.

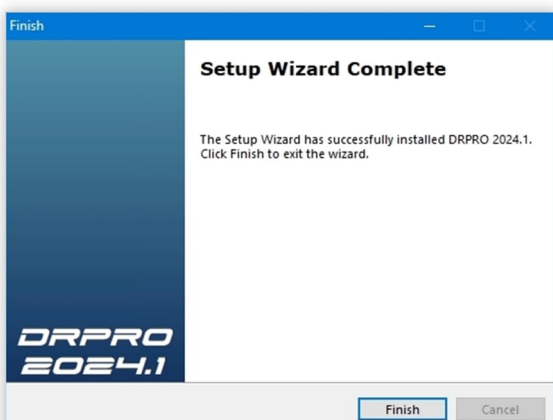
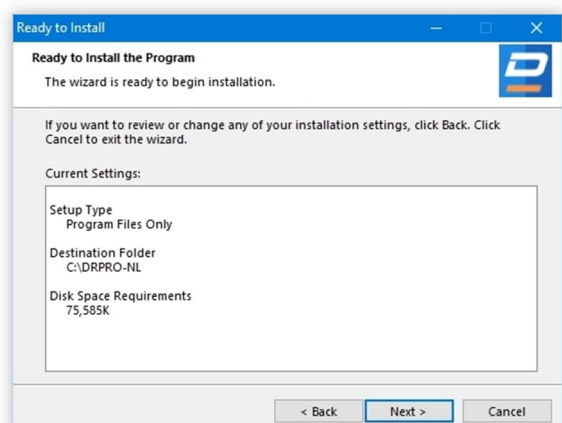
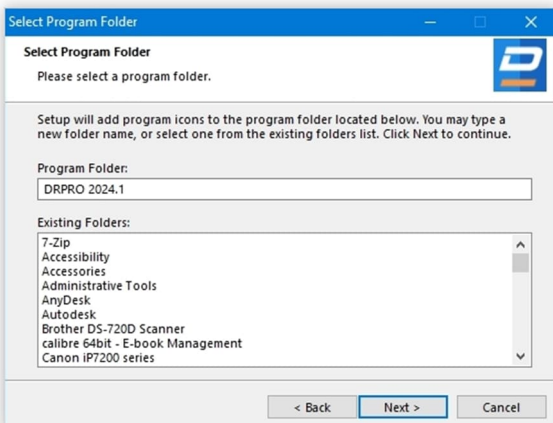
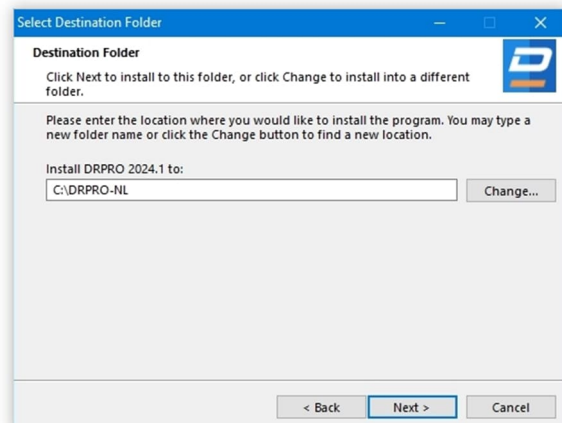
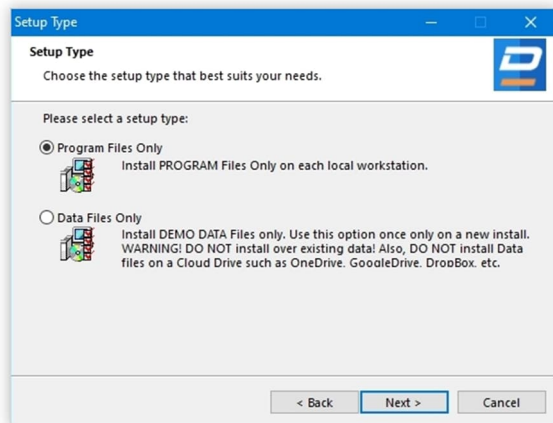
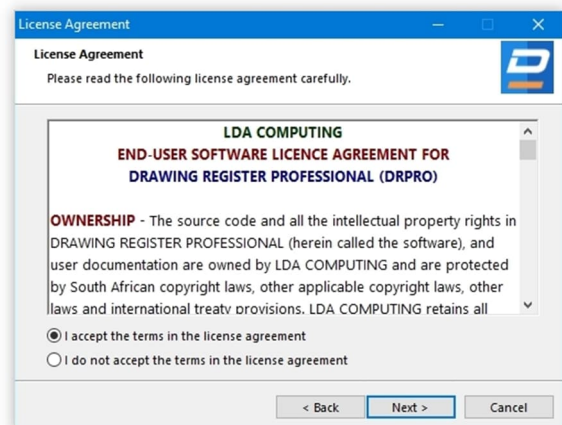
The installation of **DRPRO-NL** is divided into two stages:

- 1) **DATA FILES INSTALLATION:** First install the DATA files on a suitable location on a Server in your local network. Name that folder location as **DRPRO**. When running the installation file **Setup-Drpro-2025.1.exe**, select the **"Data Files Only"** option (the second option) and point it to the pre-prepared folder on the Server. The installation process will automatically create a subfolder named **DATA** with all the start-up demo data files. This step is done once only. DO NOT install over existing DATA!! Skip this step if you already have DRPRO DATA on your server from a previous version. Alternatively, you could install the Data locally on the C:Drive of your machine, then move it to a Server at a later stage.
- 2) **PROGRAM INSTALLATION:** The second installation step is done on each workstation that will host the **DRPRO** program files. Run the installation program **Setup-Drpro-2025.1.exe**, select the **"Program Files Only"** option and accept all other defaults. The program is usually installed on the C: Drive of each workstation. As from version 2023, the DRPRO program can be installed on a Server and run from there. The advantage is that there is one single update point when upgrading to a new version. The one disadvantage is that **DRPRO** will take a few extra seconds to startup as it needs to first be fetched from the Server into the local machine's memory. Alternatively, you could install the Program locally on the C: Drive of your machine, then move it to a Server at a later stage.

BEFORE YOU START DRPRO: Once the two steps above are complete and at least one workstation with the program installed, start first the **DRPRO CONSOLE**, specify the DATA location on the Server, then exit the CONSOLE and start **DRPRO 2025-NL**. The Data Location can only be specified in the Console.

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

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

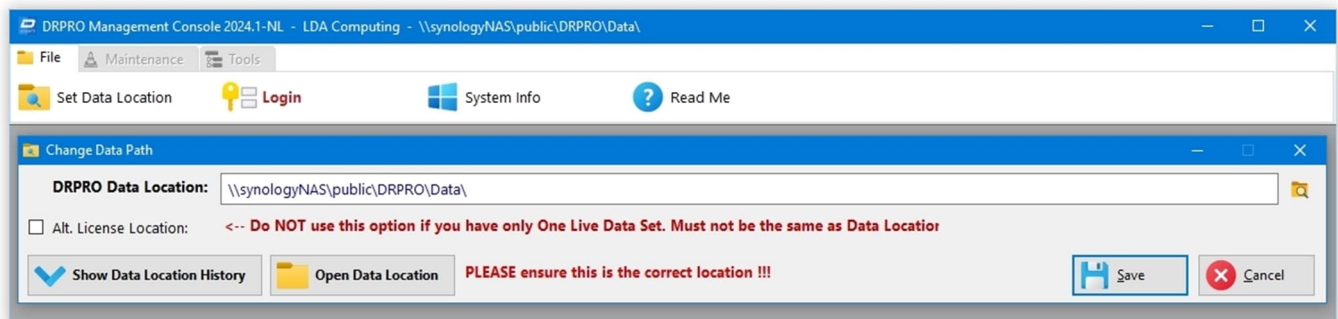


DRPRO MANAGEMENT CONSOLE

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

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

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



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

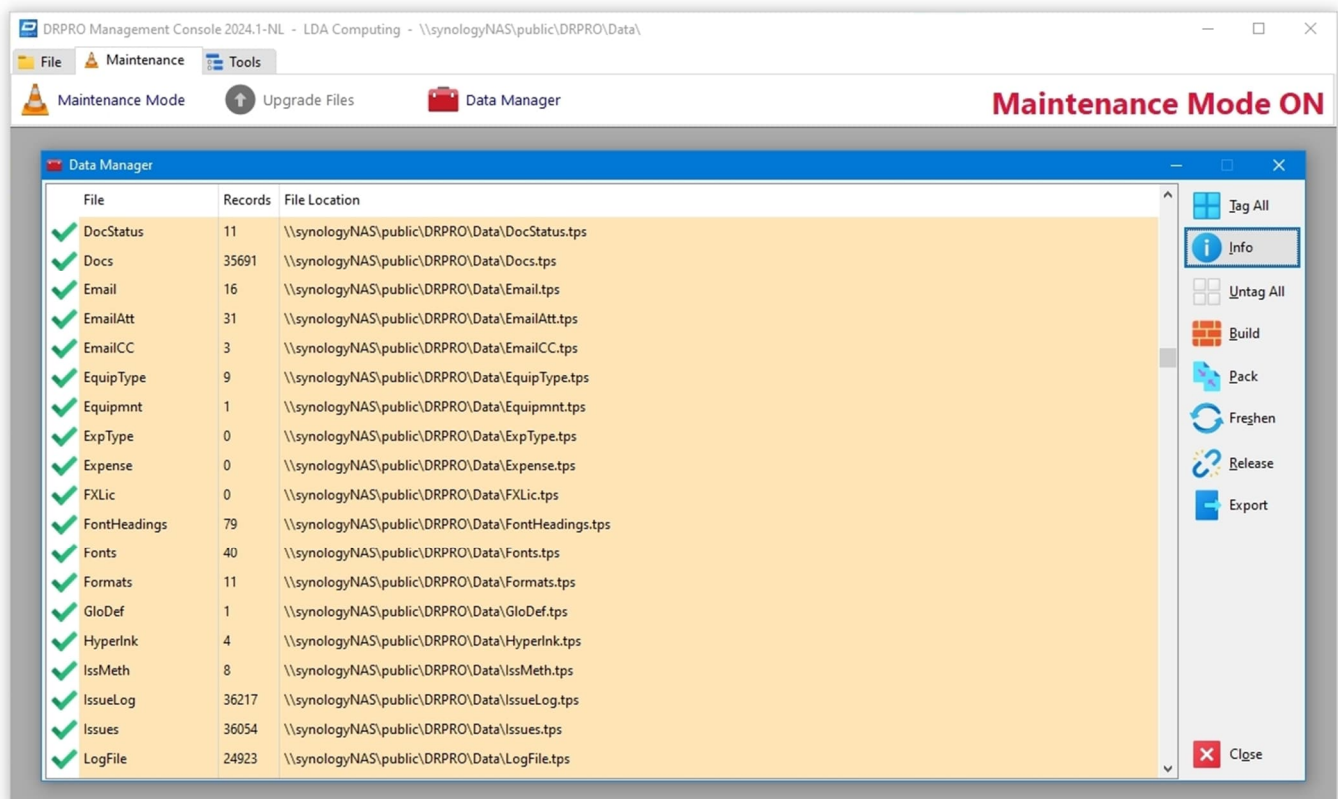
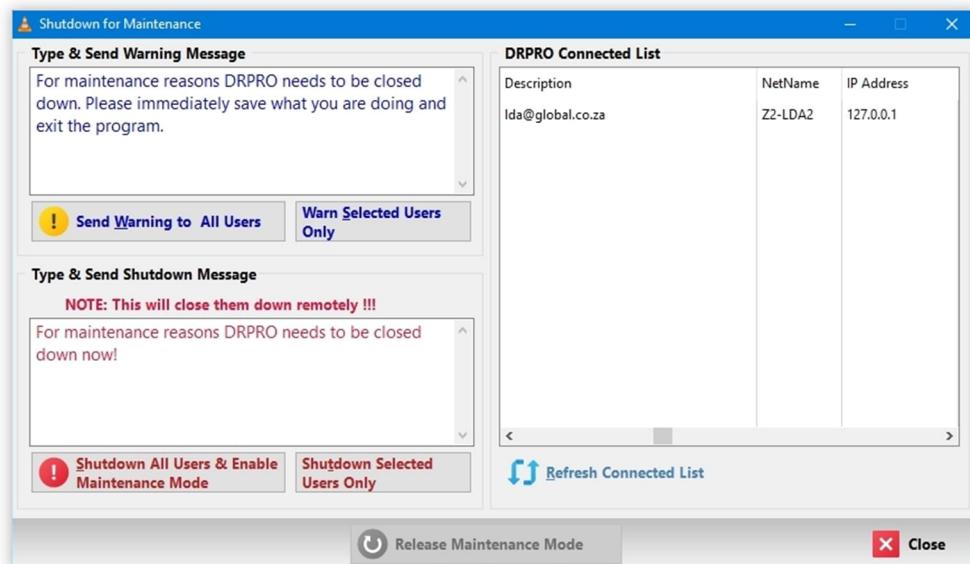
- Click ‘Set Data Location’.
- Do NOT tick the checkbox ‘Alt. Licence Location’ unless your organization has multiple Data Sets connected to a single instance of DRPRO, such as in a Windows VDI Solution.
- Click ‘Save’ and exit the Console.
- Start DRPRO 2025-NL from the desktop icon.
- The above process needs to be done on every workstation where DRPRO-NL has been installed (once-off).

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

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

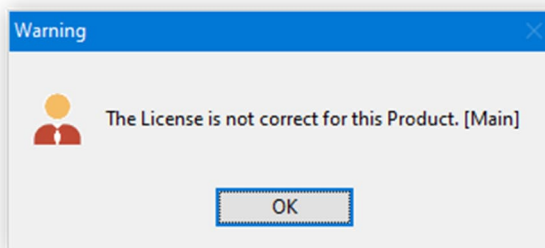
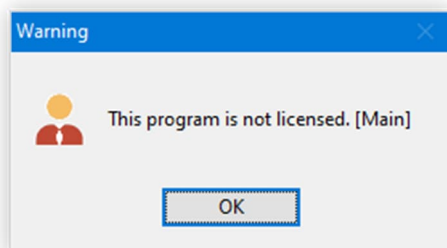
versions to be updated through, this process could take a while. DO NOT ABORT it, let it continue through to the end.

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



DRPRO-NL LOGIN FOR THE FIRST TIME

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



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



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 Administration setup could be left open to anyone to alter the default parameters.

For obvious security reasons, if you lose your username and/or password, there is no backdoor way that you can use to get to this information. In such circumstances, please contact LDA Computing for additional information.

NETWORK LICENCE ANNUAL SUBSCRIPTION

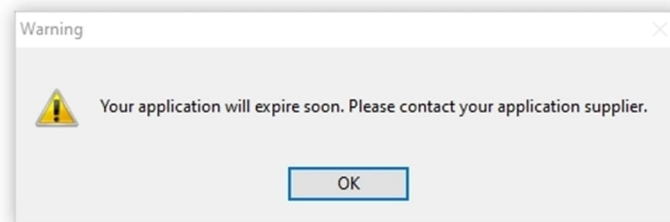
(IMPORTANT INFORMATION)

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

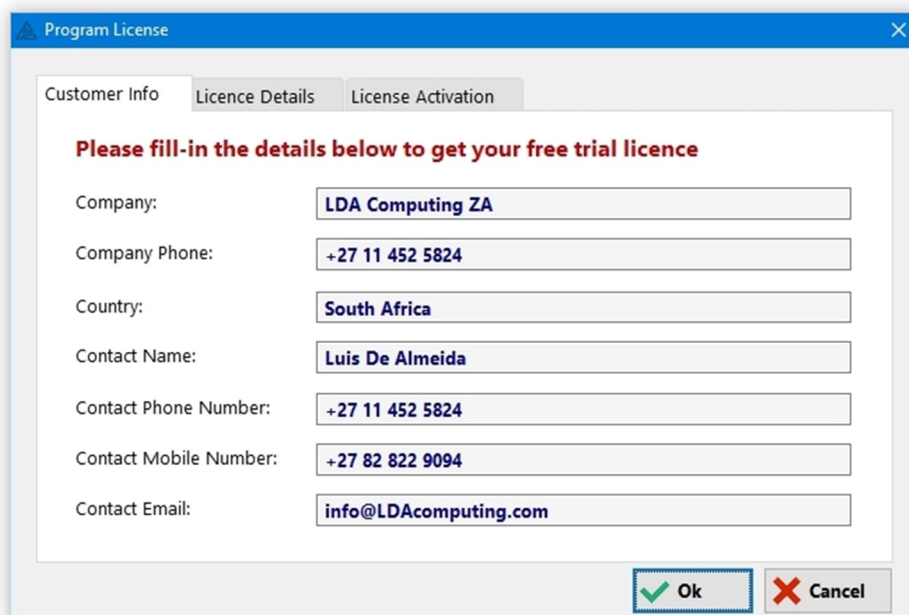
The **Annual Subscription** must be kept up to date. A renewal notification will be e-mailed to you about two months before the expiry date.

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

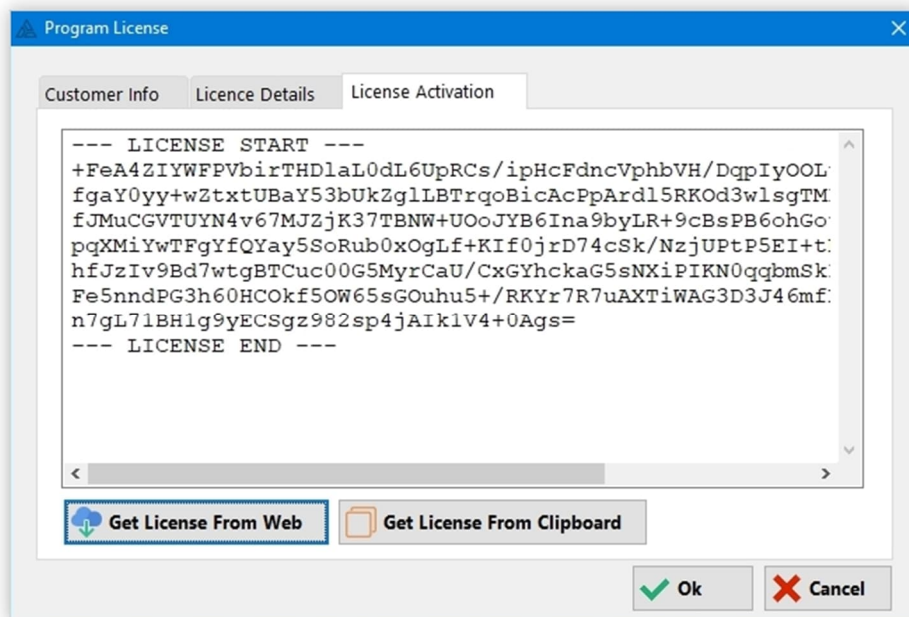
Two months before your DRPRO-NL (Network Licence) expiry date, a message window will appear:



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

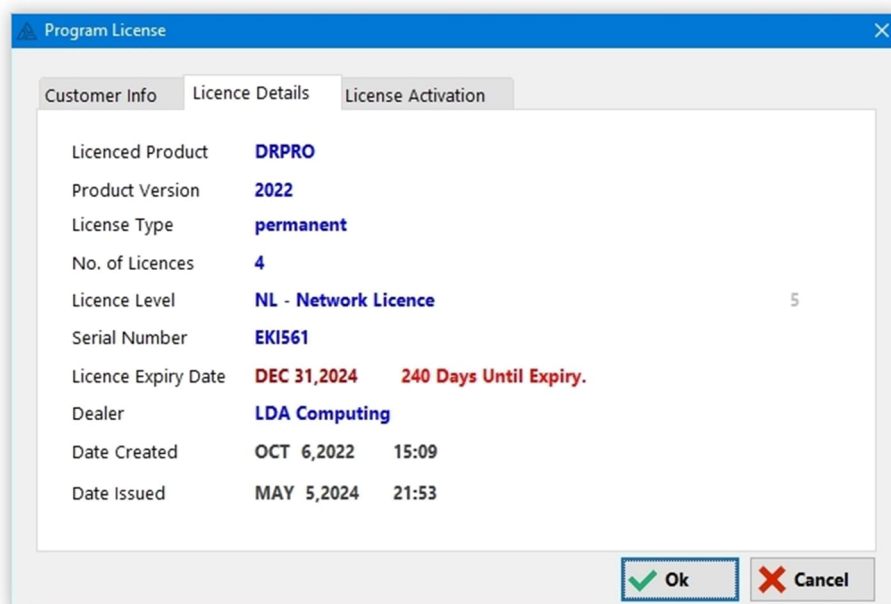
A "Program License" dialog box with three tabs: "Customer Info", "Licence Details", and "License Activation". The "Customer Info" tab is selected. It contains a red heading: "Please fill-in the details below to get your free trial licence". Below this are several input fields with pre-filled text: Company: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

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



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

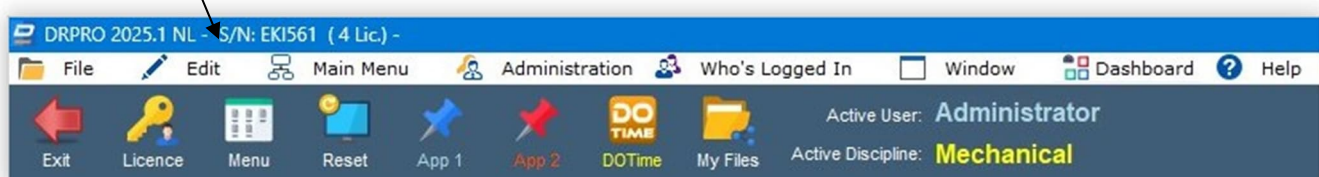
After an official order for the software is paid and processed, the licence file will be automatically updated online, but sometimes it may take up to a day for the updated licence to show up, which will be similar to the image below. Alternatively, you could do the licence activation manually by clicking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



THE MAIN MENU

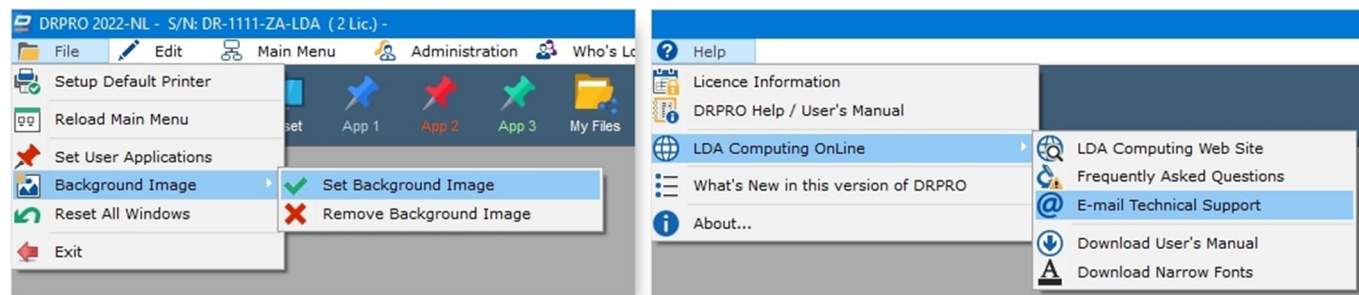


- A username must be used to access the program. The usernames are allocated by the system administrator and are accessible from the 'Administrator's' Button on the Main Menu.
- Access level of '**Administrator**' gives access to all functions of **DRPRO**, while '**Operator**' level blocks access to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

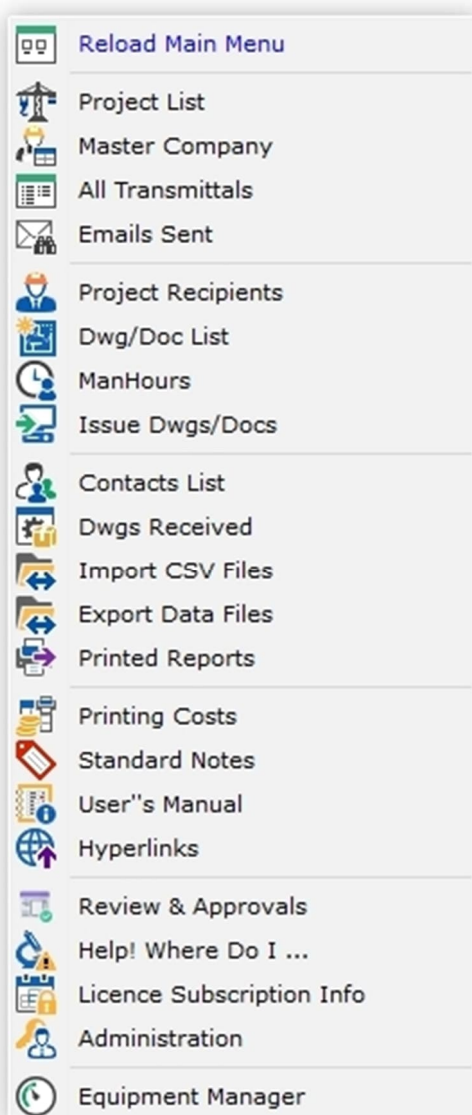


The Pull-Down Menus

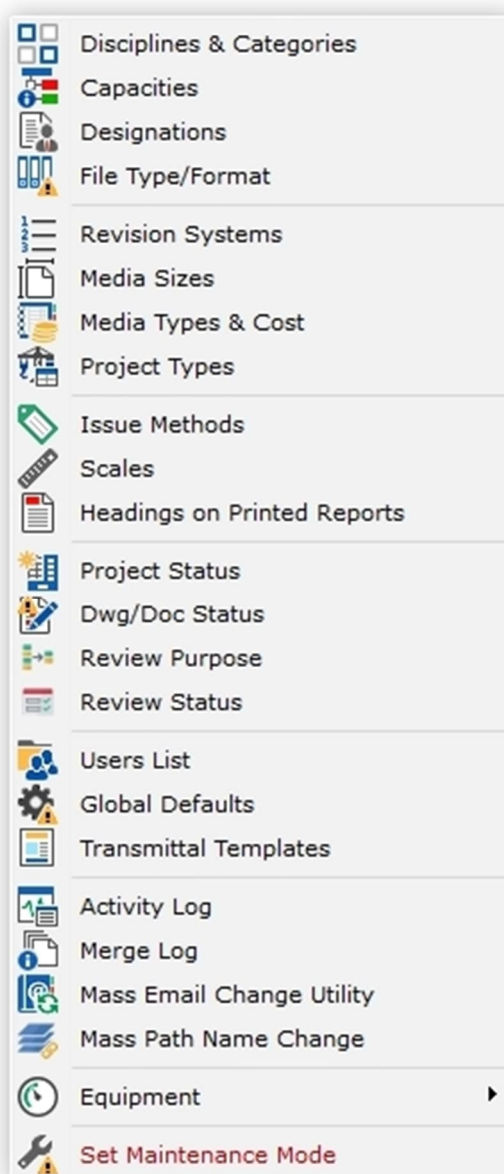
All of the functions available in the Main Menu are also available from the Pull-down Menus at the top of the screen. Below are various screenshots of the menus available as pull-downs:



Main Menu Pull-down:



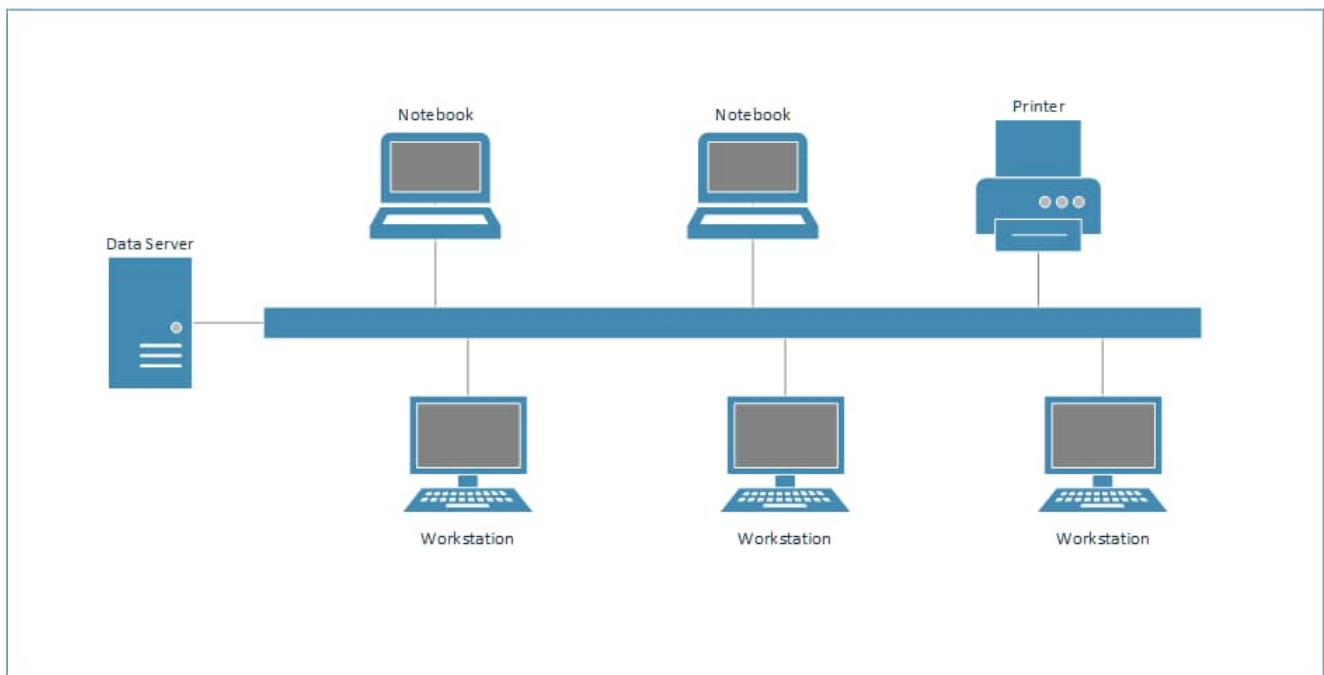
Administration Menu Pull-down:



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

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

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



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



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



PROJECT LIST

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

Project List - v2025.1 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	Short Name	Last Trn #	Status	GPS	City/Town
		P0004	PORTNET - PHASE 1B	PORTNET - PHASE 1B	0	Complete		
		Q1234	Project Q	Project Q	0			
		SP000	GENERAL	GENERAL	0			
		SP313	ROOIKOP PROJECT	ROOIKOP	3,129			
		SP314	DWABSE	DWABSE	1,005			
		SP317	VINO TINTO	VINO TINTO	1,562			
		SP325	ROOIKOP - Maxi Heap Pad and Recovery	ROOIKOP - Maxi Heap	3,121		Pilbara	
		SP327	BLADE SPIKES	BLADE SPIKES	2,932	Construction	Pilbara	
		SP327 CIVIL	BLADE SPIKES - CIVIL	BLADE SPIKES - CIVIL	0			
		SP327 FUEL	BLADE SPIKES - FUEL	BLADE SPIKES - FUEL	5			
		SP327 IEENG	BLADE SPIKES - INSTRUMENTATION ENGINEERING	BLADE SPIKES - INSTR	2,397			
		SP327 PH I	BLADE SPIKES - PHASE I	BLADE SPIKES - PH1	0			
		SP327 PH II	BLADE SPIKES - PHASE II COPPER	BLADE SPIKES - PH2	0			
		SP329	ROOIKOP MINI PROJECT	ROOIKOP MINI	3,134			
		SP329-A	ROOIKOP MINI PROJECT EXTENSIONS	ROOIKOP MINI EXT	3,134			
		SP331	MACUA MINE	MACUA 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 Info **Template Logo** **Transmittal Emailing + Dwg Status Presets** **Transmittals Location & SharePoint**

Project Basic Details

Project No: Max. 24 chars ☒ This is an Active Project ☐ Lock This Project. No more work allowed

Proj. Full Name:

Proj. Short Name: Max. 20 chars Proj. Short Name will be used in PDF Transmittal & CSV file names as well as Email Subject Line.

Rev System: 7 Project Status: CON

Client's Info

Client: ARENA

Client 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 Wording

Rename "Portion" To: 10 chr

Rename "Sub Portion" To: 10 chr

%age Completed

Percent Site:

Percent Office:

Project Enquiry Details

Enquiry No:

NOTE: Enter Project Enquiry Number only if applicable. If not, leave it blank

Project Email Archive

☒ Auto Send Transmittals to Proj. Email Archive ? Project Email Archive Address:

Project Location

Country:

State / Prov:

Town / City:

Suburb:

Stand No:

GPS Geo-Tagging

Copy + Paste GPS Coords:

Zoom Level: ☒ Test

Project Statistics


Project Value:

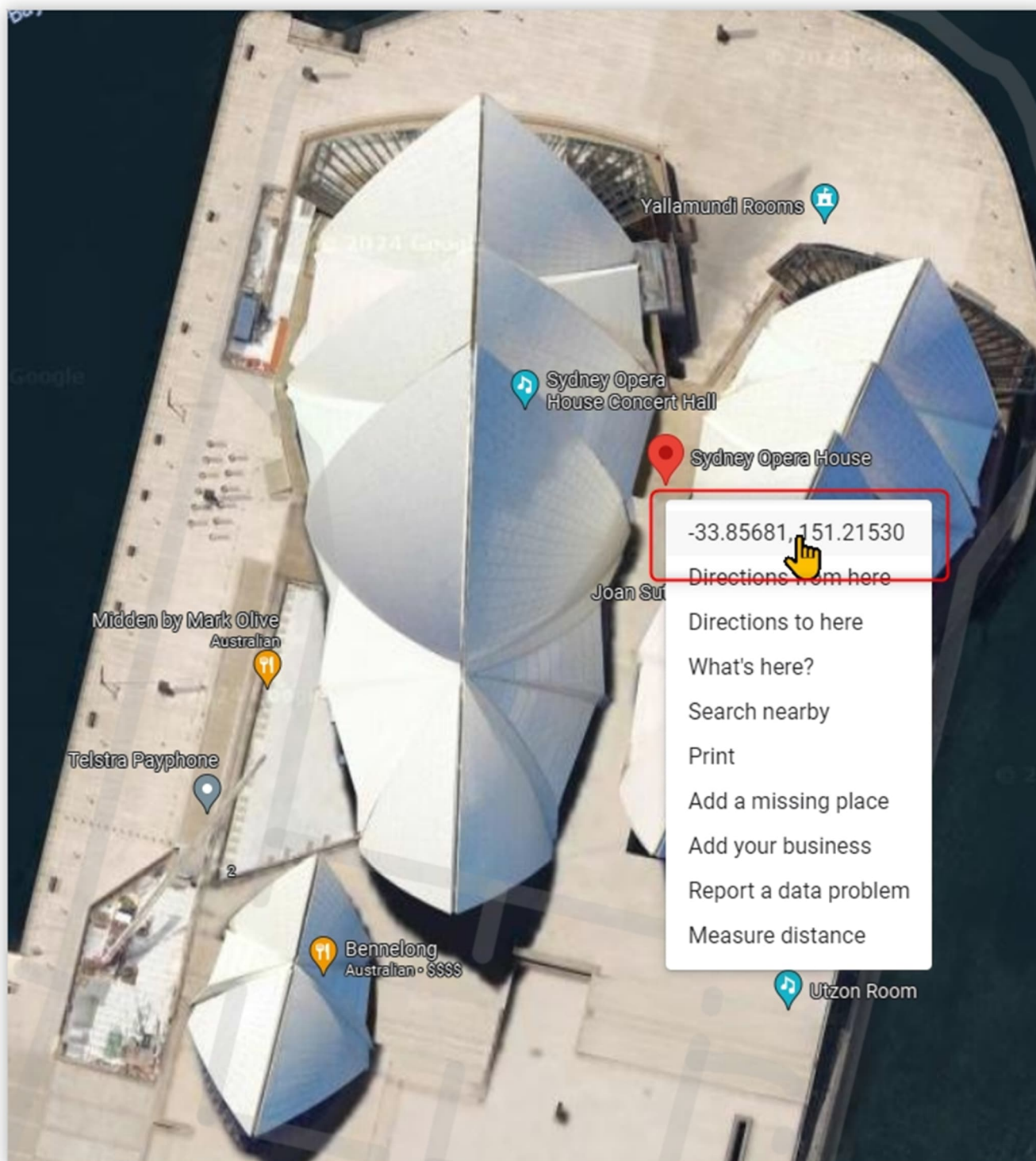
Project Type:

Project Date: 15

Cancel **Save**

Project Entry Form: Adding GPS Coordinates to a Project

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



Project Entry Form: Specifying the Template Logo for the Project

The screenshot shows the 'Project Entry Form' window with the 'Template Logo' tab selected. The 'Project Template Logo' dropdown is set to 'Project SP327'. A note states: 'NOTE: Transmittal Template Logos are defined under Administration'. The 'Project' is 'SP327 - BLADE SPIKES'. The 'Top Logo' section displays the 'ABC MINING GLOBAL LLC' logo, which includes the text 'Specialist Deep Mining Project Management', '173 Urrum Drive, Alice Springs, Australia', 'Tel: +61 08 129 4547 Fax: +61 08 987 4543', 'Web: www.abcminingglobal.com', 'Email: info@abcminingglobal.com', and 'Offices in Australia, New Zealand, South Africa, Brazil & Canada'. The 'Bottom Logo' section is empty. The window has 'Cancel' and 'Save' buttons at the bottom right.

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

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

Project Entry Form: Transmittals Emailing & Drawing Status Presets

The screenshot shows the 'Project Entry Form' window with the 'Transmittal Emailing + Dwg Status Presets' tab selected. The 'Transmittal Email Default Settings for This Project' section includes three checkboxes: 'Send All Transmittals via Email', 'Always Request Email Receipts', and 'Skip Transmittal Printing To My PDF Writer (Use PDF Created by DRPRO)'. Below these is the text 'All Settings above can be overridden at Recipient level'. The 'Drawing Status Default Settings' section includes one checkbox: 'Force Dwg/Doc Status As Percentage Complete'. The window has 'Cancel' and 'Save' buttons at the bottom right.

Project Entry Form: Transmittals & SharePoint

SharePoint Target for Transmittal PDF:

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

Add Transmittal to Document List:

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

Override Default Transmittal PDF Server location for this Project Only:

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

Change Project Details

Project Entry Form

Project Info | Transmittals & SharePoint

Sharepoint Target for Transmittal PDF

Select API Connection: ☒ Upload Transmittal PDF to SharePoint ---> **MICROSOFT** ---> ☐ Create Transmittal Subfolder

SharePoint Library Name: LDA Computing Team Site > Documents

NOTE: This section requires IT input !

Add Transmittals to Document List

☒ Automatically Add All Transmittals to this Project's Dwgs/Docs List

Discipline & Category as predefined in Admin / Global Settings (For ALL Projects):

Transmittal Discipline Code: **DOC** Document

Transmittal Category: **53** Document Control

Override Default Transmittal PDF Server Location for this Project Only

☒ Automatically Copy this Project's Transmittal PDF's to the Server Location selected below...

Clear

NOTE: The Server Location you selected above will override the default location as defined below

Default Transmittal PDF Location for All Projects: (This is defined under Administration/Global Settings)

\\synologyNAS\public\Test

Cancel Save

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

When this window appears, follow these steps:

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

The screenshot shows a window titled "Select Sharepoint Library" with three main panels: "SHAREPOINT SITE", "DOCUMENT LIBRARY", and "LIBRARY FOLDERS".

- SHAREPOINT SITE:** A list of site names including "All Company", "DRPRO NL", "LDA Computing", "LDA Computing", "LDA Computing Team Site", "Luis De Almeida", "Roger De Almeida", and "Support".
- DOCUMENT LIBRARY:** A list of library names including "Library Name", "Target", and "Documents".
- LIBRARY FOLDERS:** A list of folder names including "Folder Name" and "0-Test Long Filename Folder With Over 255 Characters for Test".

At the bottom of the window, there are three buttons: "Get Libraries", "Get Folders", and "-> Next Folder". Below these buttons is a text field displaying the selected path: "LDA Computing Team Site > Documents". To the left of the text field is a "Reset" button, and to the right is a "Select" button with a green checkmark icon.

Master Company List

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

Master Company List - v2024.1-NL

Master Company Database (ALL Companies)

By Company NameBy AbbreviationBy CapacityBy 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@abcdesigr
ARENA	ARENA	Simoni Di Laurentis	Client	simoni@arena.com
ATRM	ATRM	Al Moussa	Civil Engineer	al.moussa99@gmail.com
BALULA	Balula Technologies	Jacobus Balula		jacobus@balulatechnolo
BATSMAN	BATSMAN	Dizzie Gillespie	Engineering Infrastruc	dizzie.gillespie@batsmar
BEARMAN	Bearing & Rollers	Ernesto Albino	Vendor	bearings@bearman.co.z
B&B	Bed & Breakfast	Henrique Roque	Fabricator	
BJ&A	BJ & Associates	Brendan Johanssen	Civil & Structural Engi	bjassociates@gmail.co.z
BLEXICON	Blexicon Piping Specialists	Janus Von Blex	Fabricator	janus@blexiconpiping.co

ARENA

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

Modderfontein
South Africa

10 Projects Worked On:

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

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 & Contact Details

Physical Address:

Line 1: 355 Mining Drv

Line 2:

Line 3:

City: Modderfontein

Country: South Africa

Postal Address:

Line 1: PO Box 12345

Line 2:

Line 3:

Line 4: Modderfontein

Zip Code: 6789

Company Contact Information:

Tel No: 088 987 6543

Cell No: 099 123 4567

Simoni Di Laurentis

Email: simoni@arena.com

Cancel

Save

List of All Transmittals

Transmittals List - v2024.1-NL

List of All Transmittals

Microsoft Print to PDF Switch Printers

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

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

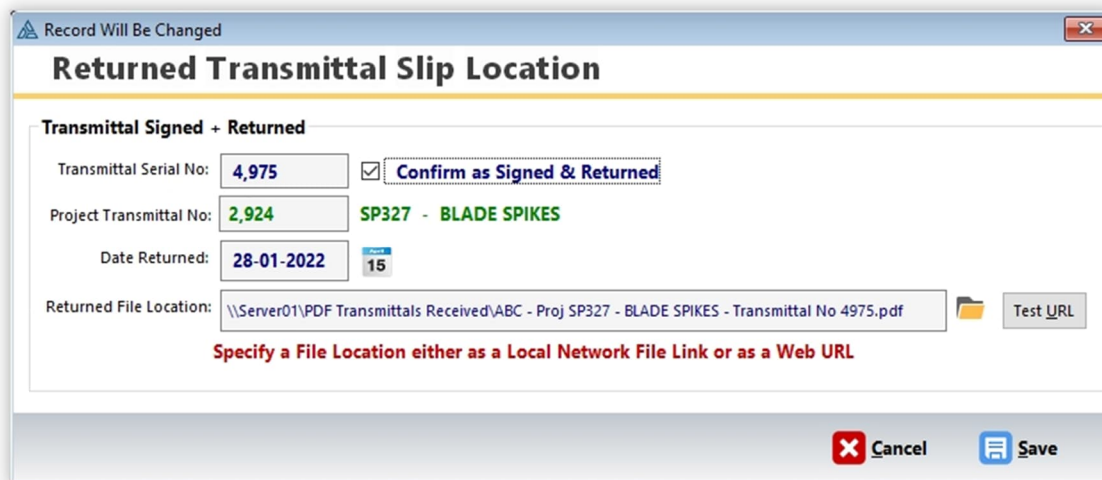
Confirm Transmittal Signed & Returned
 Cancel / Uncancel Transmittal
 View / Reprint Transmittal
 Send Copy of PDF Transmittal Via Email
 View Transmittal Contents
 Search Filter
 Close

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

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

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

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



Record Will Be Changed

Returned Transmittal Slip Location

Transmittal Signed + Returned

Transmittal Serial No: ☒ **Confirm as Signed & Returned**

Project Transmittal No: **SP327 - BLADE SPIKES**

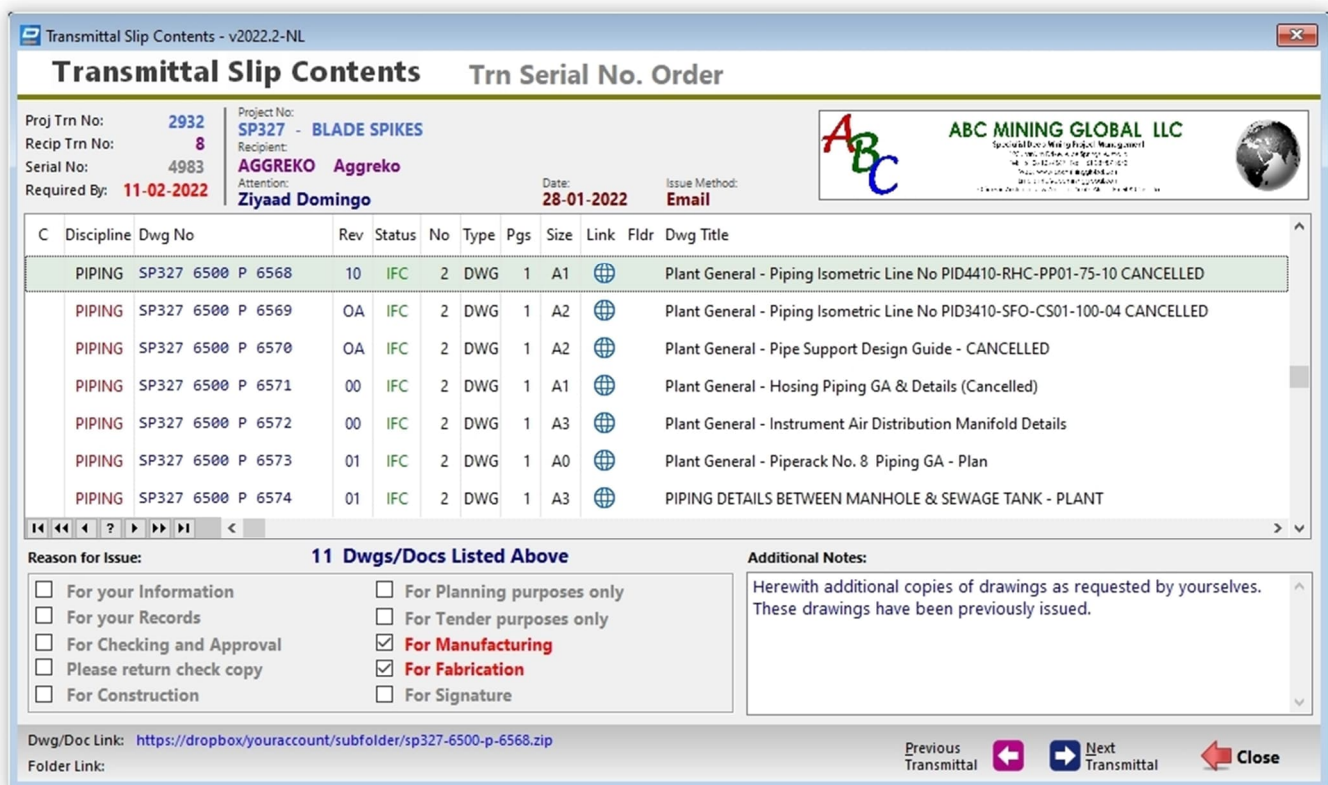
Date Returned:

Returned File Location:

Specify a File Location either as a Local Network File Link or as a Web URL

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

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



Transmittal Slip Contents Trn Serial No. Order

Proj Trn No: **2932** Project No: **SP327 - BLADE SPIKES**

Recip Trn No: **8** Recipient: **AGGREKO Aggreko**

Serial No: **4983** Attention: **Ziyaad Domingo**

Required By: **11-02-2022** Date: **28-01-2022** Issue Method: **Email**

ABC MINING GLOBAL LLC

C	Discipline	Dwg No	Rev	Status	No	Type	Pgs	Size	Link	Fldr	Dwg Title
	PIPING	SP327 6500 P 6568	10	IFC	2	DWG	1	A1			Plant General - Piping Isometric Line No PID4410-RHC-PP01-75-10 CANCELLED
	PIPING	SP327 6500 P 6569	0A	IFC	2	DWG	1	A2			Plant General - Piping Isometric Line No PID3410-SFO-CS01-100-04 CANCELLED
	PIPING	SP327 6500 P 6570	0A	IFC	2	DWG	1	A2			Plant General - Pipe Support Design Guide - CANCELLED
	PIPING	SP327 6500 P 6571	00	IFC	2	DWG	1	A1			Plant General - Hosing Piping GA & Details (Cancelled)
	PIPING	SP327 6500 P 6572	00	IFC	2	DWG	1	A3			Plant General - Instrument Air Distribution Manifold Details
	PIPING	SP327 6500 P 6573	01	IFC	2	DWG	1	A0			Plant General - Piperack No. 8 Piping GA - Plan
	PIPING	SP327 6500 P 6574	01	IFC	2	DWG	1	A3			PIPING DETAILS BETWEEN MANHOLE & SEWAGE TANK - PLANT

Reason for Issue: **11 Dwgs/Docs Listed Above**

☐ 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

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

Dwg/Doc Link: <https://dropbox/youraccount/subfolder/sp327-6500-p-6568.zip>

Folder Link:

Previous Transmittal Next Transmittal

List of Emailed Transmittals

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

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
11-04-2011 23:36:19	SP327	4,909	SEN	Peter Spence	info@ldacomputing.com	
11-04-2011 23:37:13	SP381	4,908	FLEXICON	MIKE ENSLIN	info@ldacomputing.com	
11-04-2011 23:37:37	SP381	4,907	MUMI I	MUMI 1, SITE	info@ldacomputing.com	
11-04-2011 23:38:00	SP381	4,906	MUMI I	MUMI 1, SITE	info@ldacomputing.com	
11-04-2011 23:39:43	SP381	4,905	MUMI I	MUMI 1, SITE	info@ldacomputing.com	
12-07-2011 11:07:33	SP350	4,919	COSIRA	Gil Do Cabo	piet@abc.co.za	
13-07-2011 14:08:30	SP350	4,924	C/T	Ruben Cloete / Rolan	piet@abc.com	
12-10-2011 13:40:21	SP350	4,925	DARREN D	Darren Dalrymple	lda@ldacomputing.com	
28-03-2012 13:59:02	SP327	4,909	SEN	Peter Spence	lda@ldacomputing.com	
03-01-2017 17:29:54	SP327	4,967	AGGREKO	Ziyaad Domingo	lda@ldacomputing.com	
03-01-2017 17:31:29	SP327	4,970	AGGREKO	Ziyaad Domingo	lda@ldacomputing.com	
31-03-2018 14:23:25	SP327	4,973	AGGREKO	Ziyaad Domingo	info@ldacomputing.com	
31-03-2018 16:02:19	SP327	4,974	AGGREKO	Ziyaad Domingo	info@ldacomputing.com	

Subject: **BLADE SPIKES - DEMO - Project Transmittal No 2922**

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

Attachment File Name | Size

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

2,184 KB
4 Files

Buttons: Delete Email, Resend Email [No Changes], Forward Email, Transmittal 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 itself.

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

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

Project Recipients

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

List of Recipients - v2024.1-NL

Project Recipients

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

ALL Recipients	ACTIVE Recipients	Actv	Abbrev	Company Name	Last Trn #	Capacity	No Of Email	Tel N	Email Address
✓	AGGREKO	Aggreko	8	Main Contractor	1				ziyaad.domingo@aggreko.co.za
✓	BB	Blandini and Burger	2	Fabricator	1		011 9		henk@bb.co.za
✓	BISHKOT1	BISHKOTT MINE - DRC New Camp	31	Electrical Engineer	3				
✓	BISHKOT2	BISHKOTT MINE - Site Office	57	Site Engineer	2				erasmus.willie@gmail.com
✓	BISHKOTT	BISHKOTT MINE - DRC	24	Site Agent	2				vdirk12345@gmail.com
✓	BJ&A	BJ & Associates CC	2	Civil & Structural Engineer	1		011 4		bmjassociates@worldonline.co.za
✗	BMSC	Bishkott Mining Share Company	2	Client	1				jconnell@bishamining.com
✓	BOSWORTH	Bosworth	2	Steel Fabricator	4		011 6		ryan@bosworth.co.za
✓	CLIENT	Bishkott Mining Share Company	2	Client	1				
✓	CLIN	CENTRE LINE ASSOCIATES	1	Fabricator	2		011 7		tonyf@endtoend.co.za
✓	COSTIRA	Costira Group	139	Fabricator	1		011 6		gillian@costira.co.za

Contact Names for: Blandini and Burger

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

Contact Details:

Henk Robertson

Designation:

Email: henk@bb.co.za

Cellular:

Tel: 011 894 3271

[Click to Skype Call](#)

50 Recipients Listed

2 Contacts Listed

Copy All Recipients to Another Project **Copy One Recipient to Another Project** **Merge Recipient** **Distribution Lists** **Show Dwgs 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 that is emailed from DRPRO to this specific company.

Recipients Entry Form

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

Change Recipient's Details

Recipients Entry Form

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

SP327 - BLADE SPIKES

Linked To Master Company

From Master Company: **BJ&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** ☒ ☒ Currently Active Recipient

Care Of (If Applicable):

Issue Method: **Collect**

No of Copies: **1**

Main Contact Details

Main Contact Name: **Brendan Johanssen**

Main Contact Email: **bmjassociates@worldonline.co.za**

Main Contact Cell No: **082 222 3333**

Transmittal Email Settings

☒ Send Transmittal via Email

☒ Request Email Receipt

☒ Skip Printing of Transmittal Slip

Copy this Company's Details back to Master Company List **Cancel** **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 'Change Recipient's Details' window with the 'Recipients Entry Form' title. The 'Preset Issue Reasons' tab is active. The form displays the recipient name 'BJ&A' and company 'BJ & Associates CC'. Below, a list of reasons for issue is shown with checkboxes:

- ☒ 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

At the bottom, there are buttons: 'Copy this Company's Details back to Master Company List', 'Cancel', and 'Save'.

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

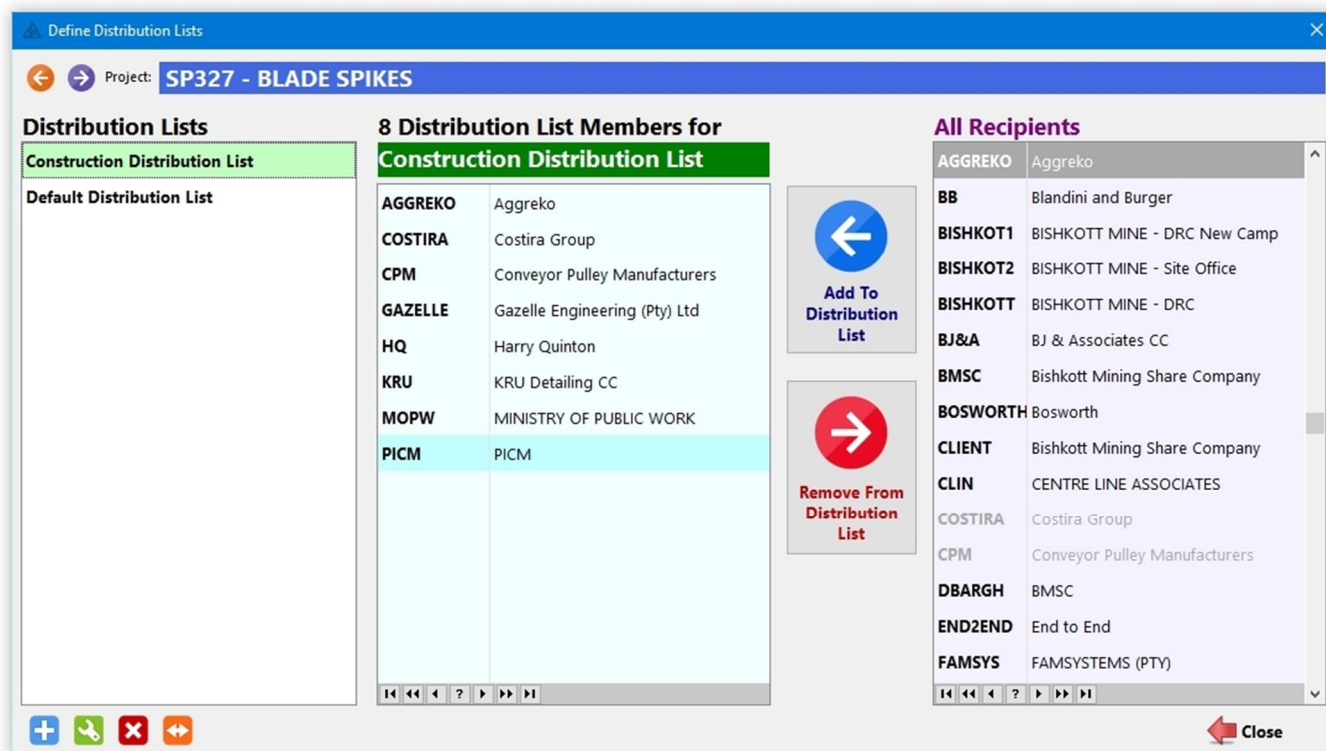
The screenshot shows the 'Change Recipient's Details' window with the 'Recipients Entry Form' title. The 'Dwgs/Docs Received' tab is active. A purple box contains a note: 'NOTE: If you are going to receive drawings from this Company and re-issue them again on a regular basis, then enter details below to speed up the Received Dwgs/Docs recording process. IF NOT, then leave the entries below BLANK !'. Below this, the 'Default Settings for Drawings Received From This Company' section includes:

- Recipient's Own Project No:
- Forced Prefix for ALL Drawings Received:

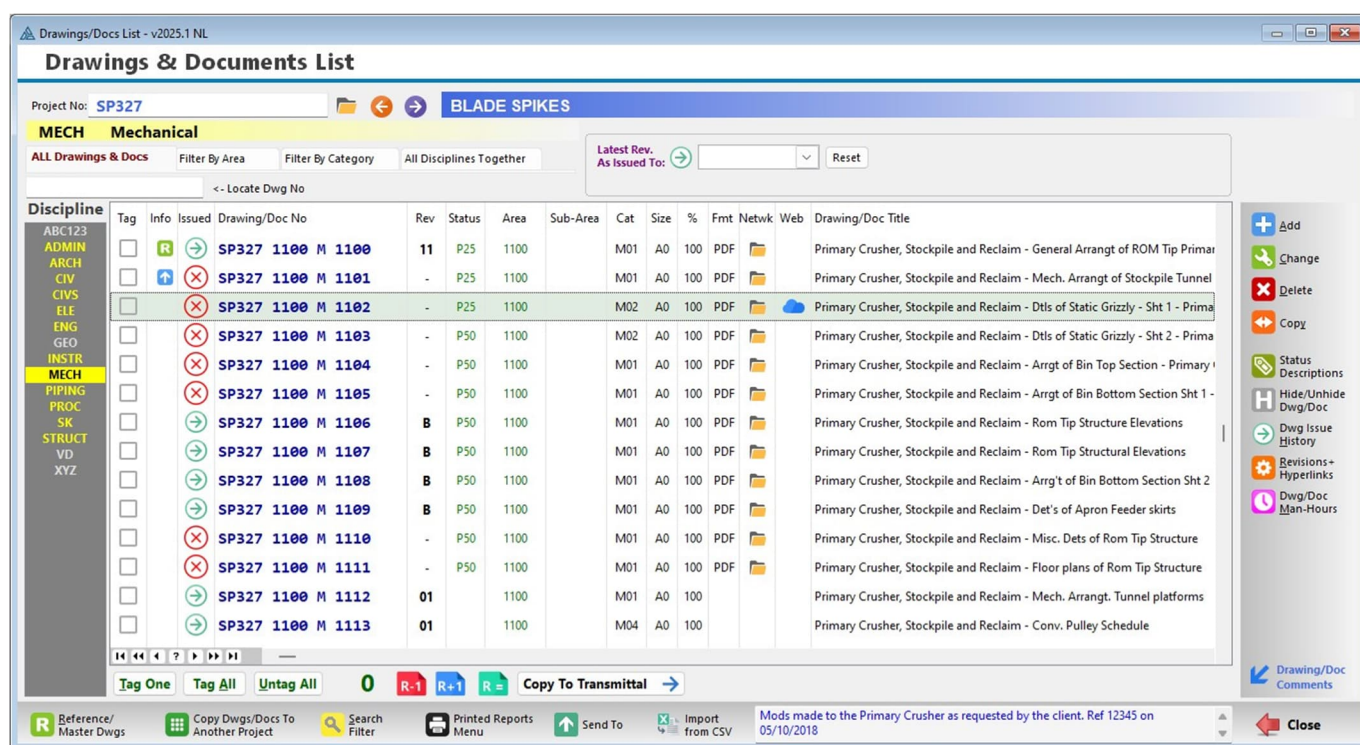
A hint box states: 'Hint: Use a Prefix to avoid clashes with your own Dwg numbering system or to avoid clashes between different recipients you may be receiving Dwgs/Docs from'. A note at the bottom says: 'NOTE ! --> ☒ Automatically Copy All Drawings Received from this Company To My Drawing List without asking'. At the bottom, there are buttons: 'Copy this Company's Details back to Master Company List', 'Cancel', and 'Save'.

Distribution Lists

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



Drawings & Documents List





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

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

The last few digits of your Drawing Number are important:

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

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

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

As of v2025.1 you can initiate the issuing process directly from the Drawing List. Select the drawings to be issued (use space-bar or click 'Tag One'), then update the Rev No. if applicable, with **R+1**, **R-1** or **R=** coloured buttons, and finally click 'Copy to Transmittal'.

Changing a Drawing

Drawings & Documents Entry Form

Project No: **SP327 - BLADE SPIKES**

Discipline: **MECH Mechanical**

Basic Info Additional Info Budget Hours & Date Milestones Comments

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

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

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

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

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

Zone Code:

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

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

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

Date Required: 15

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

Dwg/Doc Ownership

Designed By: **Warren Bell**

Drawn By: **Tim Harrison**

Checked By: **Willie Wilson**

Approved By: **Johann Strauss**

Section Leader: **ADMIN-001** Administrator

Dwg/Doc Status

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

Progress 25

Reference 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: **MECH Mechanical**

Basic Info Additional Info Budget Hours & Date Milestones Comments

Dwg No: **SP327 1100 M 1102**

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

Vendor Information

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

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

Multi Page

☐ Multi Page Document

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** Network File Location refers to a \file\ that is only available within your Local Network (Max 255 Characters)

Copy Link

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

Copy URL

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

Cancel **Save**

Changing a Drawing

Drawings & Documents Entry Form

Project No: **SP327 - BLADE SPIKES**


Discipline: **MECH Mechanical**


Basic Info Additional Info Budget Hours & Date Milestones Comments


Dwg No: **SP327 1100 M 1102**

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


Date Milestones:


Actual Start Date: 


Forecast Completion Date: 

Actual Completion Date: 


Squad Check Dates:


Date Sent for Squad Check: 


Date Required from Squad Check: 

Date Returned from Squad Check: 

Supplier Related Dates:

Date Received From Supplier: 

Date Returned To Supplier: 

Date Req'd For Resubmission: 



Budgeted Hours & ManHours Already Spent:

Budgeted Hours: **Hrs**

Actual Hours Spent: **Hrs**

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

COS Hours (Internal): **Hrs**

 Cancel  Save

Changing a Drawing

Drawings & Documents Entry Form



Project No: **SP327 - BLADE SPIKES**

Discipline: **MECH Mechanical**



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: **MECH Mechanical**

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

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

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

Starting No: **SP327 1100 M-** ☐ 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: **28-01-2022** **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

NOTE: Some Fields were reset to Zero or Null. Please check before saving!

Generate **Cancel**

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

Drawings & Documents List

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

MECH Mechanical


ALL Drawings & Docs | Filter By Area | Filter By Category | All Disciplines Together

Latest Rev. As Issued To: **Reset**

<- Locate Dwg No

Discipline	Info	Issued	Drawing/Doc No	Rev	Status	Area	Zone	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

Reference/ Master Dwgs **Copy All Dwgs/Docs To Another Project** **Search Filter** **Printed Reports Menu** **Send To** **Import from CSV** **Close**

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

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

Drawing Issue History

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

Dwg No	Rev	Disc	Cat	Status	Issue Date	Recipient	Trn S/No	Proj Trn No	No	Media	Size	1	2	3	4	5	6	7	8	9	10
SP327 1100 M 1102	OA	MECH	M02		31-01-2012	BISHKOTT	4,934	2,912	2	PP	A0										
SP327 1100 M 1102	OA	MECH	M02		31-01-2012	CLIENT	4,935	2,913	1	PP	A0										
SP327 1100 M 1102	OA	MECH	M02		31-01-2012	CPM	4,936	2,914	2	PP	A0										
SP327 1100 M 1102	OA	MECH	M02		31-01-2012	DBARGH	4,937	2,915	1	PP	A0										
SP327 1100 M 1102	B	MECH	M02		03-01-2017	AGGREKO	4,967	2,916	1	PDF	A0										
SP327 1100 M 1102	B	MECH	M02		03-01-2017	BOSWORTH	4,968	2,917	4	PDF	A0										
SP327 1100 M 1102	B	MECH	M02		03-01-2017	CPM	4,969	2,918	2	PDF	A0										
SP327 1100 M 1102	B	MECH	M02		03-01-2017	AGGREKO	4,970	2,919	1	PDF	A0										
SP327 1100 M 1102	B	MECH	M02		03-01-2017	BOSWORTH	4,971	2,920	4	PDF	A0										
SP327 1100 M 1102	B	MECH	M02		03-01-2017	CPM	4,972	2,921	2	PDF	A0										
SP327 1100 M 1102	C	MECH	M02	P25	31-03-2018	AGGREKO	4,973	2,922	1	PDF	A0										

1 - For your Information 4 - Please return check copy 7 - For Tender purposes only 10 - For Signature
 2 - For your Records 5 - For Construction 8 - For Manufacturing
 3 - For Checking and Approval 6 - For Planning purposes only 9 - For Fabrication

Microsoft Print to PDF

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

Copying Drawings from One Project to Another

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

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

Select What to Copy

Select What to Copy

From Project No: **SP313**
To Project No: **SP314**

Discipline / Category / Zone Filtering:

Select One Discipline: **MECH** or ☒ **All Disciplines**

Select One Category: **M00** or ☒ **All Categories**

Select One Zone: or ☒ **All Zones**

NOTE: Only Drawings/Docs matching the filters set here will be copied!

☒ **And Replicate All Zones in New Project**

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

From this String: **SP313**

To this String: **SP314**

Use this feature in cases where the Project Number is embedded within the Dwg/Doc Number.

Leave this blank if Drawing Numbers are to remain exactly the same.

Resetting of Revision Numbers:

☒ **Reset All Revision Numbers back to Zero or Blank**

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


Resetting of All Other Details:


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

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

☐ **Leave All Other Details Untouched (Note: Previous Issue History will NOT be Copied to the New Project)**

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

 **Cancel / Do Not Copy**

Proceed 

Drawing ManHours

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

Dwg/Doc Manhours List - v2024.1-NL

Drawing Man-Hours

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

STRUCT Structural

ALL Drawings & Docs Filter By Area Filter By Category Display Zone Display Date Columns

SP327 1100 M 1102 <- Locate Dwg No

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

Man Hours Logged for Drawing No: **SP327 1100 S 1102 (2S01)**

Name	Date	Normal H	COS Hrs	Rev
r.maddison	16-05-2008	5.50	0.00	
r.maddison	13-06-2008	1.00	0.00	
r.deklerk	08-08-2008	6.00	0.00	
r.maddison	19-09-2008	4.00	0.00	
r.maddison	12-12-2008	2.00	0.00	

Recalculate Sum Totals -->

[STRUCT] Total Project ManHours = Budget H 3,275.00 Normal H 5,173.50 COS Hrs 238.00

Total Dwg ManHours = Normal H 18.50 COS Hrs 0.00

Change % Complete or Budget Hours Previous Project Next Project Recalculate All Project ManHours Warning: Could Take a While! COS Hours Close

Record Will Be Changed

Man-Hours Entry Form

Project + Drawing

Project: **SP327 - BLADE SPIKES**

Dwg No: **SP327 1100 S 1102 (2S01)** Discipline: **Structural**

Dwg Title: **Primary Crusher, S/pile & Reclaim - Struct. Arrgt of ROM Tip Bin Structure Sht 1**

Time Entry Details

Name: **r.maddison**

Date: **16-05-2008** 15

Normal Hours: **5.50** 0h 2h 4h 6h 8h

Revision: **-**

Comments:

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

Cancel Save

Drawing COS Hours

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

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

COS Hours List - v2024.1-NL

Change Of Scope [COS] Hours per Drawing

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

Mechanical

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

SP327 1100 M 1102 <- Locate Dwg No

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

SUM Total = 2,300.00 0.00 2,300.00

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

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

MECH
Discipline COS Hrs: **2300 Hrs**

Printed Reports Menu

Previous Project Next Project

This Dwg's COS Hrs: **15 Hrs**

Close

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

COS-Hours Entry Form

Record Will Be Changed

Project + Drawing

Project: **SP327 - BLADE SPIKES**

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

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

COS Hours Entry Details

Employee Name: **t.webb**

Date: **02-12-2008**

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

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

Comments: **Project enlarged by 10 gridlines**

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

Cancel Save

Revisions & Hyperlinks

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

Revisions List

Revisions Database & Hyperlinks to Older Revisions

Doc No	Last Rev	Doc Title
SP327 2100 S 2102 (2S01)	09	Grinding - Struct Arrgt. of Mill Building Floor plans Sht 1
SP327 2100 S 2103 (2S01)	06	Grinding - Struct Arrgt. of Mill Building Floor Plans Sht 2
SP327 2100 S 2104 (2S01)	02	Grinding - Struct Arrgt. of Mill Building - Elevations Sht 3
SP327 2100 S 2105 (2S01)	04	Grinding - Struct Arrgt. of Mill Building - Elevations Sht 4
SP327 2100 S 2106 (2S01)	09	Grinding - Struct Arrgt. of Mill Building - Elevations Sht 5

Revision Links & Details as Issued

Rev	Date	Netwk	Web	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

Close

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.

Changing a Revision Record

Revisions Entry Form

Project No. + Drawing Info

Project No.: **SP327**

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

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

Revision Details + Hyperlinks

Revision No.: **-** Revision Date: **07-01-2013** Revision Author: **Piet Strauss**

Network File Location: **C:\Drawings\Sample Drawing-Rev1.pdf**

Web/Cloud File Link:

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

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

☒ Also Update Revision No. in Dwg/Doc List

Revision Text + Comments

Revision Text (Optional): **Conveyor bases shifted 500mm North**

Additional Comments (Optional): **Client Request. See Fax Ref No. 12345 of 12/12/2012**

Cancel Save

Issuing Drawings

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

Project: SP327 **BLADE SPIKES**

Current Discipline: Piping

Issue Date: 28-02-2025 **Issued By:** z.smit **Issue Media:** PDF

Drawings/Docs to be Issued

Dup	Discipline	Dwg / Doc No	Rev	Status	Size	No	Med	Pgs	Link	Dwg/Doc Title
	PIPING	SP327 4100 P 4133	00		A2	1	PDF	1		Acid Wash - Piping Isometric - Line No PID4420-WPW-C
	PIPING	SP327 4100 P 4134	00		A2	1	PDF	1		Acid Wash - Piping Isometric - Line No PID4410-WPW-C
	PIPING	SP327 4200 P 4200	00		A0	1	PDF	1		Elution 2 - Piping GA
	PIPING	SP327 4200 P 4201	01		A0	1	PDF	1		Elution - Equipment (Modeling)
	PIPING	SP327 4200 P 4202	01		A0	1	PDF	1		Elution - Thermic Oil Circuit Piping GA
	PIPING	SP327 4200 P 4203	01		A0	1	PDF	1		Elution - Pipe Support Details
	PIPING	SP327 4200 P 4204	01		A0	1	PDF	1		Elution - Piping Isometric (Cancelled)
	PIPING	SP327 4200 P 4205	00		A0	1	PDF	1		Elution 1 - Piping GA
	PIPING	SP327 4200 P 4206	00		A2	1	PDF	1		Elution - Piping Isometric - Line No PID4210-PEL-SS01-8
	PIPING	SP327 4200 P 4207	00		A2	1	PDF	1		Elution - Piping Isometric - Line No PID4210-PEL-SS01-1

List of Recipients

Company	No	Eml	Att	CC	Pm	Methoc	Attn	Email Address
AGGREKO	1					Email	Ziyaad Domingo	ziyaad.domingo@aggreko.co.za
COSTIRA	1					Email	Gillian vd Westhuizen	gillian@costira.co.za
CPM	2					Email	Doug Fenner	a@b.c
GAZELLE	1					Email	Quinn De Jager	test@abc.co.za

Current Printer: Microsoft Print to PDF

Issue To: Aggreko

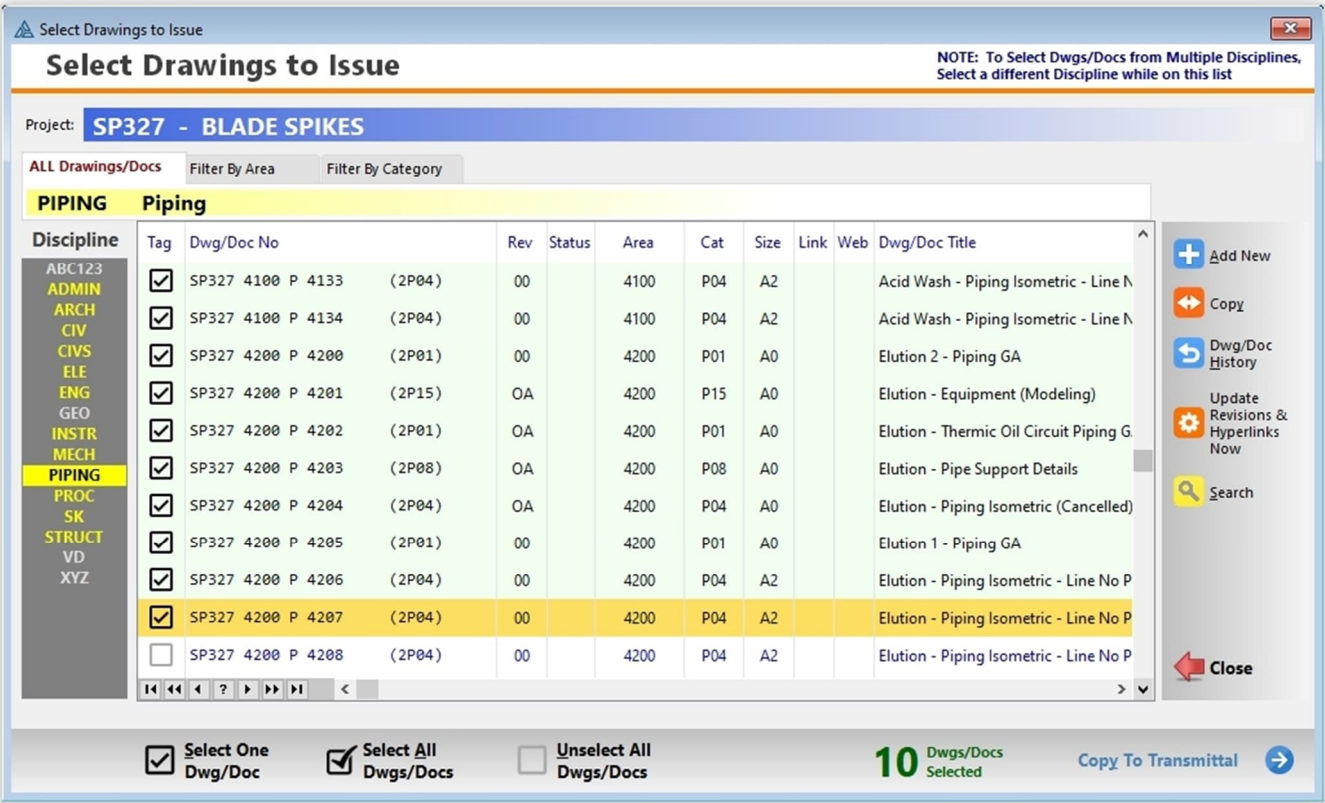
10 Drawings Listed

4 Recipients Listed

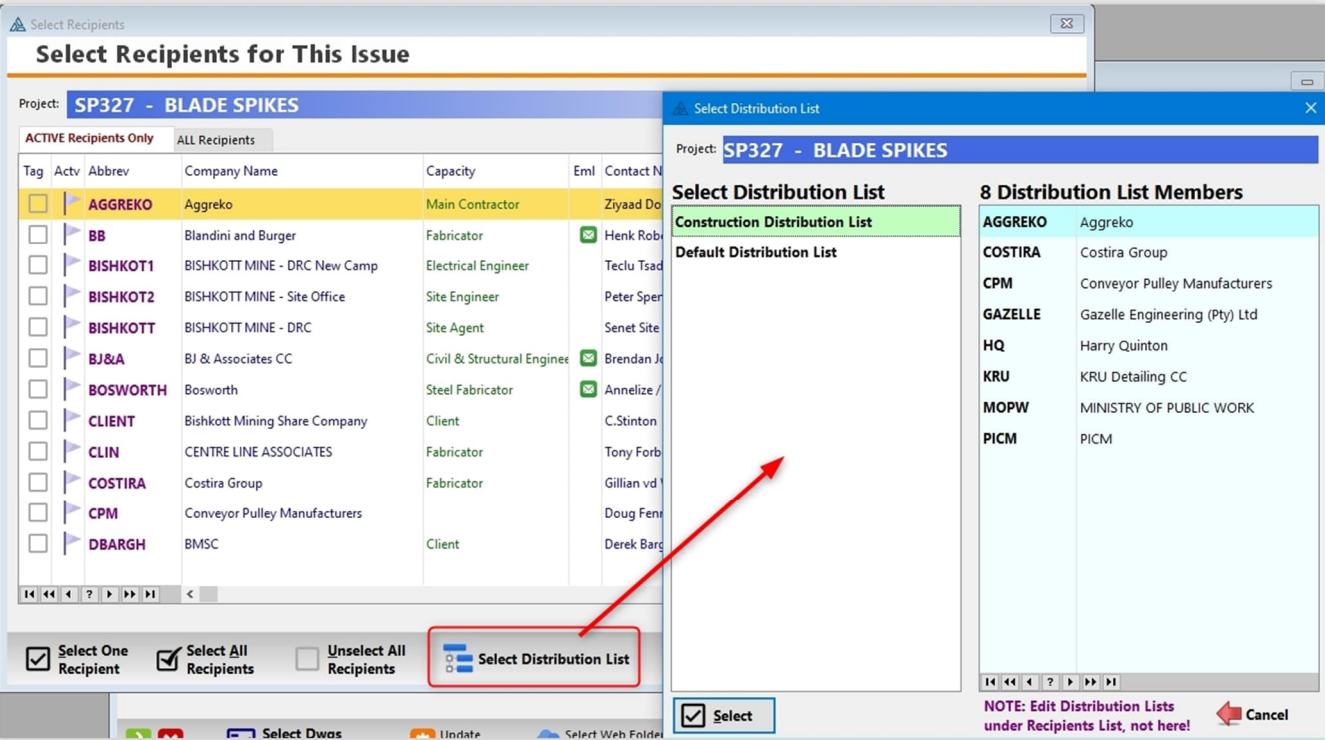
Buttons: Select Dwgs To Issue, Select Web Folder Link, Clear Lists, Preview First, PROCEED, CANCEL, Select Recipients

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

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



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



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

Select Recipients

Select Recipients for This Issue

Project: **SP327 - BLADE SPIKES**

ACTIVE Recipients Only | ALL Recipients

Tag	Actv	Abbrev	Company Name	Capacity	Eml	Contact Name	No	Care Of
<input checked="" type="checkbox"/>		AGGREKO	Aggreko	Main Contractor		Ziyaad Domingo	1	Ziyaad Domingo
<input type="checkbox"/>		BB	Blandini and Burger	Fabricator	<input checked="" type="checkbox"/>	Henk Robertson	1	
<input type="checkbox"/>		BISHKOT1	BISHKOTT MINE - DRC New Camp	Electrical Engineer		Teclu Tsada	3	
<input type="checkbox"/>		BISHKOT2	BISHKOTT MINE - Site Office	Site Engineer		Peter Spence	2	Darren Dalrymple
<input type="checkbox"/>		BISHKOTT	BISHKOTT MINE - DRC	Site Agent		Senet Site	2	Dirk Venter
<input type="checkbox"/>		BJ&A	BJ & Associates CC	Civil & Structural Engineer	<input checked="" type="checkbox"/>	Brendan Johanssen	1	
<input type="checkbox"/>		BOSWORTH	Bosworth	Steel Fabricator	<input checked="" type="checkbox"/>	Annelize / Ryan York	4	
<input type="checkbox"/>		CLIENT	Bishkott Mining Share Company	Client		C.Stinton	1	
<input type="checkbox"/>		CLIN	CENTRE LINE ASSOCIATES	Fabricator		Tony Forbes	2	Johan Blimey
<input checked="" type="checkbox"/>		COSTIRA	Costira Group	Fabricator		Gillian vd Westhuizen	1	
<input checked="" type="checkbox"/>		CPM	Conveyor Pulley Manufacturers			Doug Fenner	2	
<input type="checkbox"/>		DBARGH	BMSC	Client		Derek Bargh	1	

☒ Select One Recipient
 ☒ Select All Recipients
 ☐ Unselect All Recipients
 ☒ Select Distribution List
 [Copy to Transmittal](#)

[Add](#)
[Change](#)
[Copy](#)
[Close](#)

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

Changing a TmpNames Record

Change Recipient's Issue Details

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

Recipient: **Aggreko**

For Attention: **Ziyaad Domingo**

Care Of:

Issue Method: **Email** No of Copies: **1** Required By Date: **11-02-2022** **15**

☒ Skip Printing of Transmittal Slip ?
 ☒ Send Transmittal via Email ?
 ☒ Request Email Receipt ?
 ☒ Stop for Secure Digital Signature ?

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

Subject Line Override:

☒ Use Same Subject Line Override for ALL Recipients

Additional Notes: **Herewith your shop detail drawings checked and returned. All drawings are approved except where comments are shown.**

4 Lines Max!

☒ Use Same Note for ALL Recipients

[Click for List of Standard Notes](#)

[Cancel](#)
[Save](#)

Changing a TmpNames Record

Change Recipient's Issue Details



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

Recipient: **Aggreko**

-- Issue Reasons for this Recipient Only --

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

☒ **Use Same Reasons for ALL Recipients**

 Cancel  Save

Changing a TmpNames Record

Change Recipient's Issue Details

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

Recipient: **Aggreko**

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

Review Purpose



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

Review Purpose: **IFA** **Issued For Approval**

Required By Date: **11-02-2022** **15**

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

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

 Cancel  Save

Changing a TmpNames Record

Change Recipient's Issue Details

Recipient: **Aggreko**

-- Add Your Email Attachments Here --

Dwg/Doc No	Link	File Name	File Size
		13190-1100 Rev A, Dry Stack Retaining Wall.pdf	1364 KB
		BS_08_016.pdf	56 KB
		Demo Drawing 5001.dwg	0 KB
		Sample Drawing.pdf	545 KB

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

Auto Attach By Hyperlink Attach Files Manually Remove Attachment Use Same Attachments for ALL Recipients **1,965 KB**

Cancel Save

Changing a TmpNames Record

Change Recipient's Issue Details

Recipient: **Aggreko**

-- Add Your Email CC's Here --

CC Recipient	Company	Email Address
Henk Robertson	BB	henk@bb.co.za
Doug Flanagan	CPM	doug@cpm.co.za
Jim Cornwell	JCORN	jim.cornwell@abcdesign.co.za

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

Cancel Save

Changing a TmpNames Record

Change Recipient's Issue Details

Recipient: **Aggreko**

-- Select a Folder Location for ALL Dwgs/Docs being issued --

NOTE: If the Dwgs/Docs being issued have individual Web Links, please 'CLEAR Folder Link' and use the next tab to specify them.

Local Network Folder Link <-- Click this button to select a Local Folder on your Network - (NOTE: NOT accessible outside of this Network!)

Web Folder Link <-- OR: Click this button to select a Pre-Defined Web Folder Link (NOT on your Network)

Alternatively, Copy+Paste the Web Folder Link directly into the Text Box below:
Dropbox, OneDrive, GoogleDrive, SharePoint, FTP, www/..., etc.

Click Here to Verify Folder Link

<ftp://abc.co.za/drawings>

Click Here to CLEAR Folder Link

NOTE 1: Please ensure that ALL Dwgs/Docs listed in this Transmittal Slip are uploaded to this Folder Link

NOTE 2: The Link specified above will be included in the PDF Transmittal Slip as a clickable Live Link

NOTE 3: This Folder Link will be applied to ALL Recipients listed

Cancel Save

Changing a TmpNames Record

Change Recipient's Issue Details

Recipient: **Aggreko**

-- Edit Individual Dwg/Doc Web Links Here --

Dwg/Doc No	Web Link URL
SP327 6500 P 6568	https://dropbox/youraccount/subfolder/sp327-6500-p-6568.zip
SP327 6500 P 6569	https://dropbox/youraccount/subfolder/sp327-6500-p-6569.zip
SP327 6500 P 6570	https://dropbox/youraccount/subfolder/sp327-6500-p-6570.zip
SP327 6500 P 6571	https://dropbox/youraccount/subfolder/sp327-6500-p-6571.zip
SP327 6500 P 6572	https://dropbox/youraccount/subfolder/sp327-6500-p-6572.zip
SP327 6500 P 6573	https://dropbox/youraccount/subfolder/sp327-6500-p-6573.zip
SP327 6500 P 6574	https://dropbox/youraccount/subfolder/sp327-6500-p-6570.zip

Click Web Link to Test --> <https://dropbox/youraccount/subfolder/sp327-6500-p-6568.zip>

Change WebLink **Clear All Web Links** **Double-Click on a Web Link to Edit it. Use Copy+Paste if new Link**
Web Links listed above are applied to ALL Recipients

Cancel Save

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

The screenshot shows the 'Drawings/Docs to be Issued' window. The top bar indicates the project is 'SP327' and the current discipline is 'Piping'. The issue date is '06-05-2024', issued by 'charlie', and the issue media is 'PDF'. The window is divided into two main sections: 'Drawings/Docs to be Issued' on the left and 'List of Recipients' on the right.

Drawings/Docs to be Issued:

Dup	Discipline	Dwg / Doc No	Rev	Status	Size	No	Med	Pgs	Link	Dwg/Doc Title
PIPING	SP327 4100 P 4133	00	IFC	A2	1	PDF	1			Acid Wash - Piping Isometric - Line No PID4420-WPW-
PIPING	SP327 4100 P 4134	A	IFC	A2	1	PDF	1			Acid Wash - Piping Isometric - Line No PID4410-WPW-
PIPING	SP327 4200 P 4200	00	IFC	A0	1	PDF	1			Elution 2 - Piping GA
PIPING	SP327 4200 P 4201	0A	IFC	A0	1	PDF	1			Elution - Equipment (Modeling)
PIPING	SP327 4200 P 4202	0A	IFC	A0	1	PDF	1			Elution - Thermic Oil Circuit Piping GA
PIPING	SP327 4200 P 4203	0A	IFC	A0	1	PDF	1			Elution - Pipe Support Details
PIPING	SP327 4200 P 4204	0A	IFC	A0	1	PDF	1			Elution - Piping Isometric (Cancelled)
PIPING	SP327 4200 P 4205	00	IFC	A0	1	PDF	1			Elution 1 - Piping GA
PIPING	SP327 4200 P 4206	00	IFC	A2	1	PDF	1			Elution - Piping Isometric - Line No PID4210-PEL-SS01-
PIPING	SP327 4200 P 4207	00	IFC	A2	1	PDF	1			Elution - Piping Isometric - Line No PID4210-PEL-SS01-

List of Recipients:

Company	No	Eml	Att	CC	Prn	Methoc	Attn
AGGREKO	1					Email	Ziyaad Domingo
COSTIRA	1					Email	Gillian vd Westhuizen
CPM	2					Email	Doug Fenner
GAZELLE	2					Email	Quinn De Jager
HQ	1					Email	Harry Quinton
KRU	1					Email	Johann Strauss
MOPW	1					Email	
PICM	1					Courier	Johan van der Merwe

The bottom of the window shows a status bar with '10 Drawings Listed' and various action buttons like 'Show / Hide Discipline Col', 'Update All Doc Status', 'Select Dwg To Issue', 'Update Revision Text', 'Select Web Folder Hyperlink', 'Clear Lists', 'Preview First', 'PROCEED', 'CANCEL', 'Select Recipients', and 'Edit Web Links Within Each Recipient'.

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

The screenshot shows the 'Update Revision & Issue Overrides' window. The top bar indicates the drawing is 'SP327 4100 P 4133 (2P04)' and the issue media is 'PDF'. The window is divided into several sections for overriding parameters.

Revision:

Revision: **00** (Select New Rev No. to be Issued)

Dwg/Doc Status:

Dwg/Doc Status: **CMP** (Completed)

IMPORTANT NOTE:

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

Override No of Copies:

☐ Override **1**

☐ Apply to ALL Dwg & ALL Recipients

☐ Apply to ALL Dwg (This Recipient ONLY)

☐ Apply to ALL Recipients (This Dwg ONLY)

Override No of Pages in Document:

☐ 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

Override Media Type:

☐ Override **PDF**

☐ Apply to ALL Dwg & ALL Recipients

☐ Apply to ALL Dwg (This Recipient ONLY)

☐ Apply to ALL Recipients (This Dwg ONLY)

Override Media Size:

☐ Override **A2**

☐ Apply to ALL Dwg & ALL Recipients

☐ Apply to ALL Dwg (This Recipient ONLY)

☐ Apply to ALL Recipients (This Dwg ONLY)

Network and/or Web Links:

\\ Network File Location: Available for Attaching

Live Link to be included in Transmittal PDF:

Buttons: Copy, Test Link, Save, Cancel

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

Issue Drawings

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

Current Discipline: **Piping**

Issue Date: **28-01-2022**

Drawings/Docs to be Issued

Issue To: **Aggreko**

Dup	Discipline	Dwg / Doc No	Rev	Status	Size	No	Med	Pgs	Link	Dwg/Doc Title	Company
	PIPING	SP327 6500 P 6568	10		A1	2	DWG	1		Plant General - Piping Isometric Line No PID4410-RHC-PP01-	AGGREKO
	PIPING	SP327 6500 P 6569	OA		A2	2	DWG	1		Plant General - Piping Isometric Line No PID3410-SFO-CS01-	COSTIRA
	PIPING	SP327 6500 P 6570	OA		A2	2	DWG	1		Plant General - Pipe Support Design Guide - CANCELLED	CPM
	PIPING	SP327 6500 P 6571	00		A1	2	DWG	1		Plant General - Hosing Piping GA & Details (Cancelled)	GAZELLE
	PIPING	SP327 6500 P 6572	00		A3	2	DWG	1		Plant General - Instrument Air Distribution Manifold Details	HQ
	PIPING	SP327 6500 P 6573	01		A0	2	DWG	1		Plant General - Piperack No. 8 Piping GA - Plan	KRU
	PIPING	SP327 6500 P 6574	01		A3	2	DWG	1		PIPING DETAILS BETWEEN MANHOLE & SEWAGE TANK - PLA	MOPW

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

10 Drawings Listed

Update All Doc Status

Stop for Secure Digital Signature

Show Transmittal JPG Signature

Hide Distribution List

Use Multi Line Dwg/Doc Titles

Edit Web Links Within Each Recipient

8 Recipients Listed

0

Select Dwg To Issue

Update Revision Text

Select Web Folder Hyperlink

Clear Lists

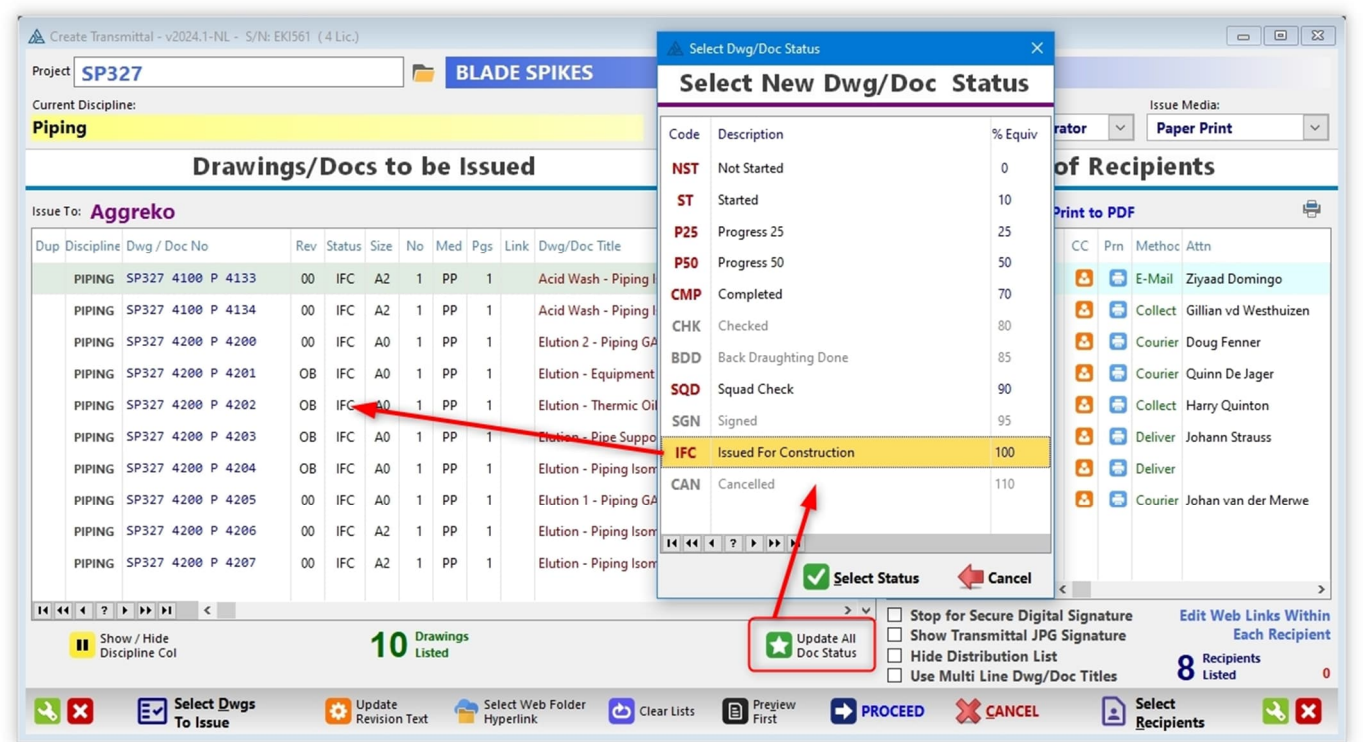
Preview First

PROCEED

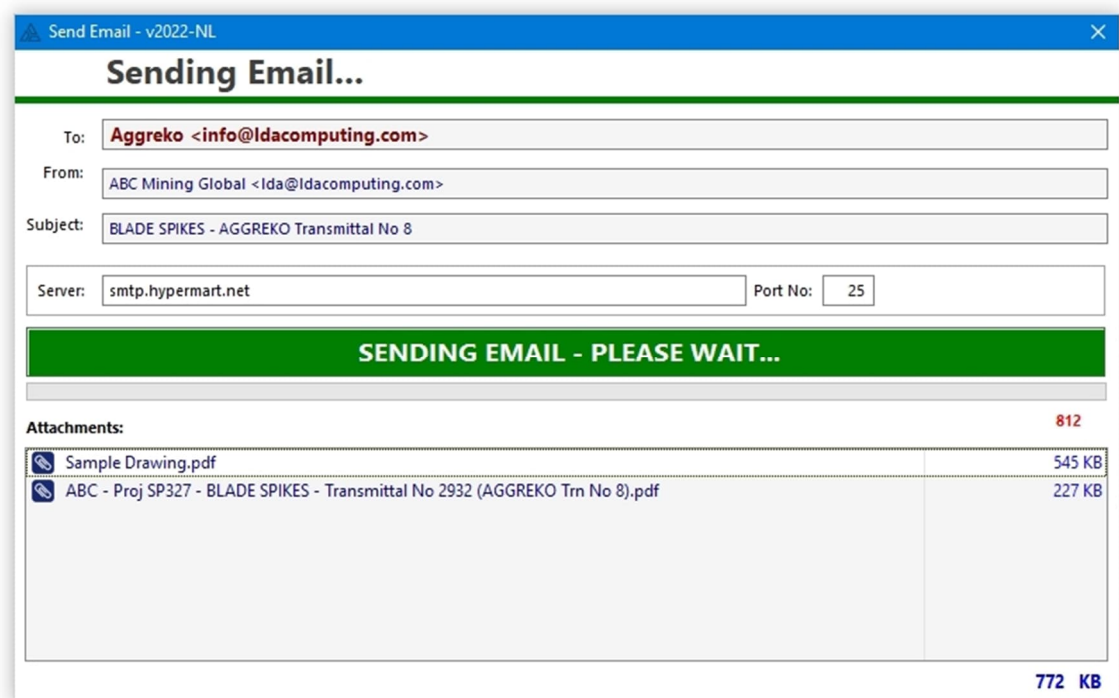
CANCEL

Select Recipients

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

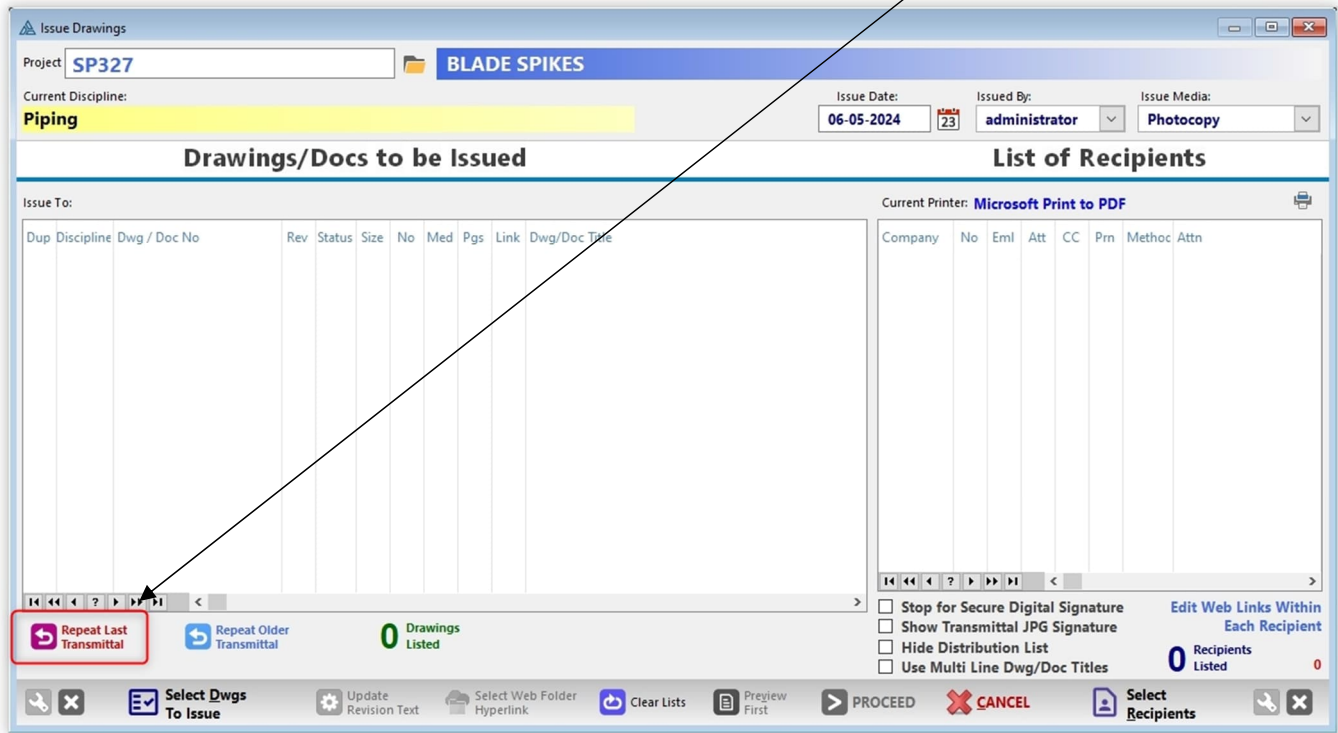


Please note: Once you click the '**PROCEED**' button, DRPRO will start recording everything in its database, send out emails (if applicable), print out all Transmittals and update the revision numbers in the drawing list to the new ones just issued. After this there is no going back to change the issue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



Green Bar = SMTP Blue Bar = MS Office Outlook

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



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

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

Select Transmittal Slip No.

Project No: **SP327 - BLADE SPIKES**
 Recipient: **BISHKOTT** **BISHKOTT MINE - DRC**
 Serial No: **4,932** Attention: **Senet Site** Issue Method: **Deliver** Issued By: **Willie Wilson**

Tag	Batch No.	Proj Trn No	Date	Link	Att	Recipient
<input type="checkbox"/>	732	2,902	05-06-2010			SEN
<input type="checkbox"/>	733	2,903	05-06-2010			SEN
<input type="checkbox"/>	734	2,904	05-06-2010			SEN
<input type="checkbox"/>	735	2,905	07-06-2010			PICM
<input type="checkbox"/>	736	2,906	09-06-2010			FLEXICON
<input type="checkbox"/>	737	2,907	11-06-2010			SEN
<input checked="" type="checkbox"/>	738	2,908	16-07-2011			AGGREKO
<input type="checkbox"/>	738	2,909	16-07-2011			BB
<input type="checkbox"/>	738	2,910	16-07-2011			BISHKOTT

PLEASE NOTE:
Original Attachments and Web Hyperlinks will NOT be included!

Issue Reasons: 6 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:

☒ **Select Transmittal** ☐ **Clear Selection**
☐ **Include Original Distribution Batch**

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

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


LDA COMPUTING

PO Box 256, Edenvale, 1610, ZA
 Tel +27 11 452-5824
 Fax +27 86 613 4178
 E-mail : info@LDAcomputing.com
 VAT Reg No: 4300238856

To: **Highbar Galvanizers** Project Transmittal No: **00 286**
 Attention: **The Manager** Recipient Trn No: **00 120**

Address: Mobile: **31-08-2020**
 Tel: **17:32:39**
 Fax: **Collect**
 E-mail: lda@ldacomputing.com Method:

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

DRAWING TRANSMITTAL

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

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

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

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

Additional Notes:

Sign Here

Issued By: **Administrator**

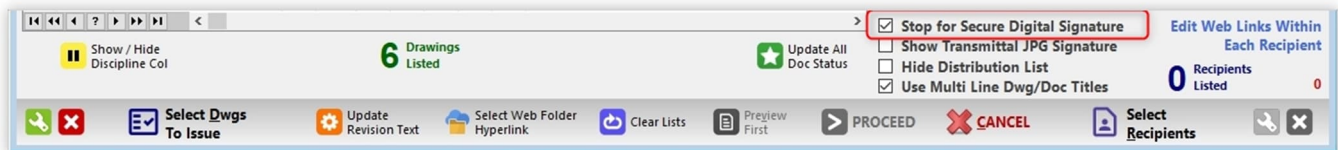
Received By: _____

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

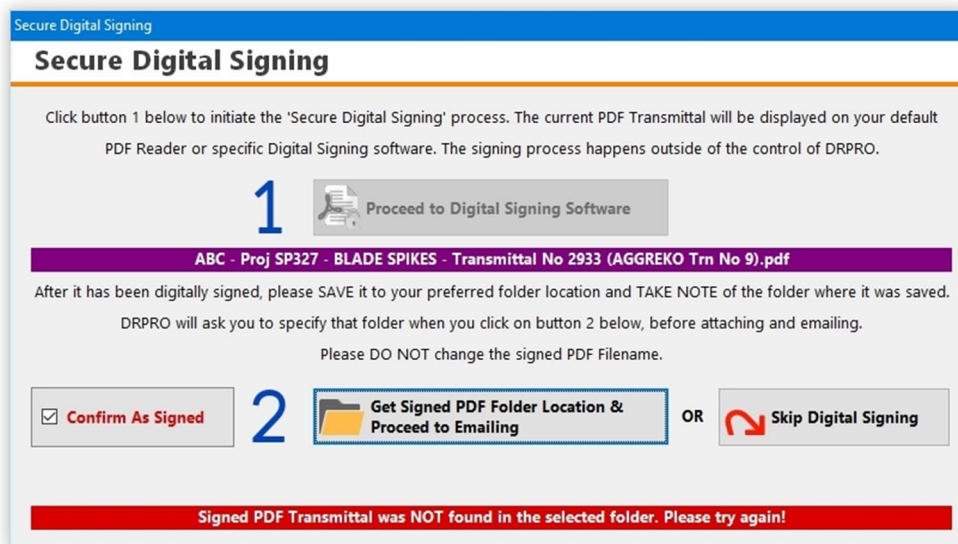
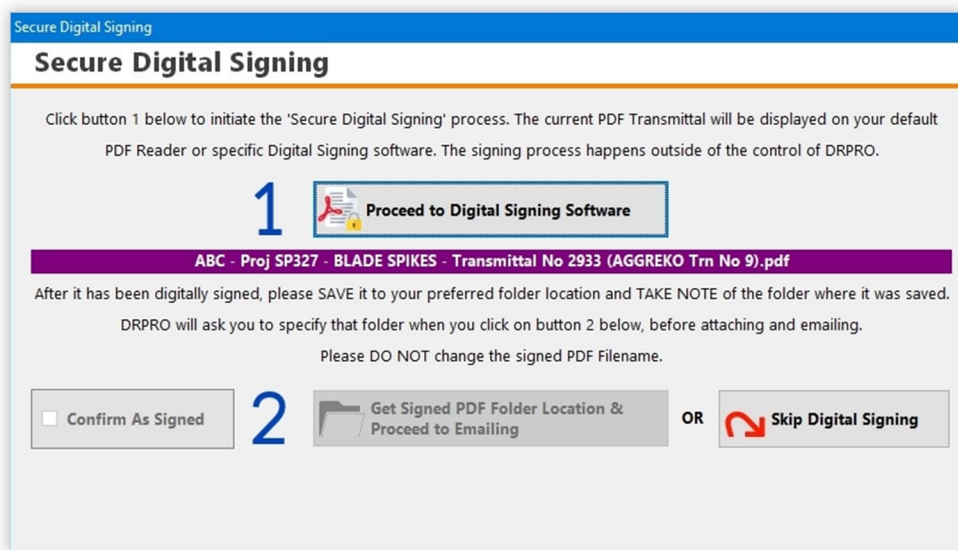
Date Received: _____

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

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



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



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

Contact Names

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

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	082 987-55
John Barry	Contracts Manager	BROWN&SP	Brown & Spears Building	DEMO-1	Riverside Shopping Centre	jbarry@brownspears.com	082 876-11
Nick Crossman	Site Engineer	BROWN&SP	Brown & Spears Building	DEMO-1	Riverside Shopping Centre	ncrossman@brownspears.com	082 987-53
Gerard Gunther	Project Manager	GLPA	Gerard Louis Preston Associates	DEMO-1	Riverside Shopping Centre	ggunther@glpa.co.uk	083 876-11
Steven Albert	Chief Architect	NW&A	Norton Wills & Albert Architects	DEMO-1	Riverside Shopping Centre		081 321-98
Roland Vincent	Steel Fabricator	WILLMING	Wilmington Steel	DEMO-1	Riverside Shopping Centre	rvisser@willmington.co.uk	082 549-01

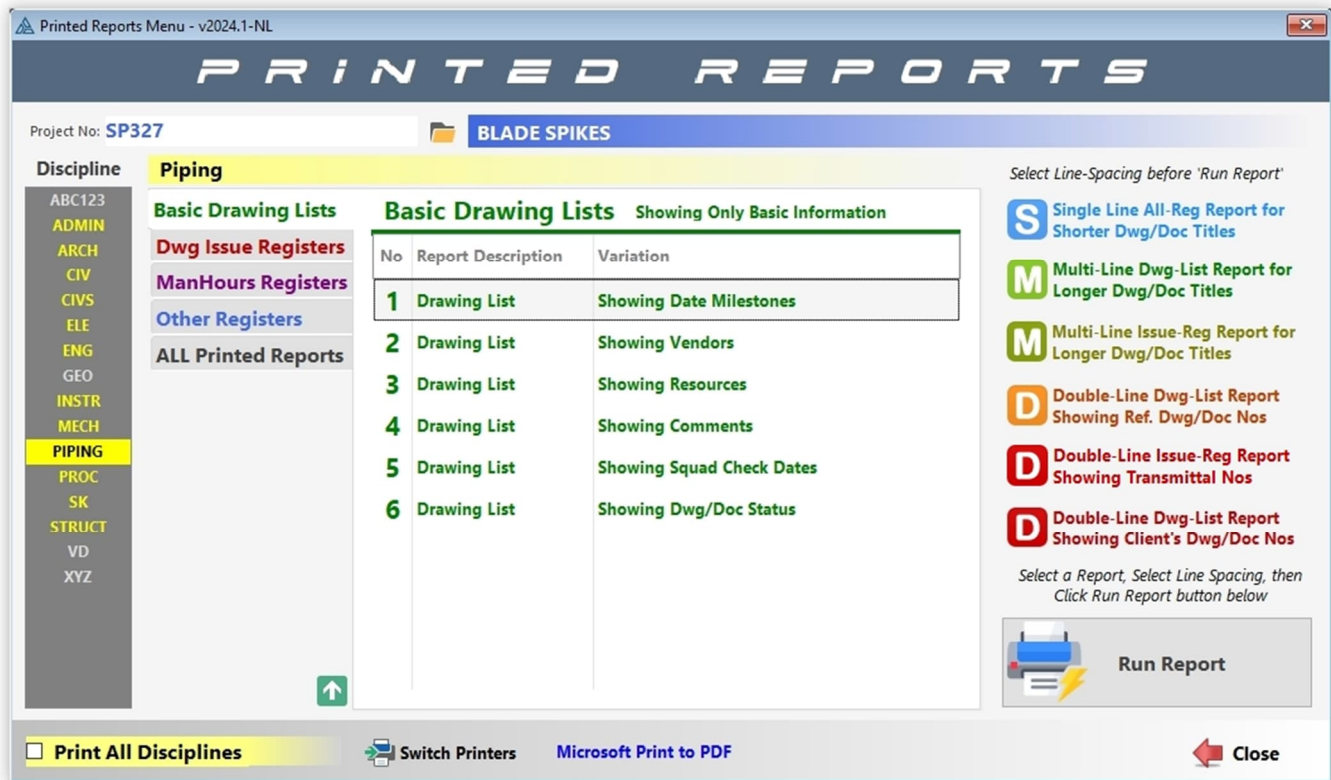
Mobile No: (Click to Skype) **082 987-5544** | Tel No: (Click to Skype) **016 123-6789** | Email: dlester@brownspears.com

Search Filter

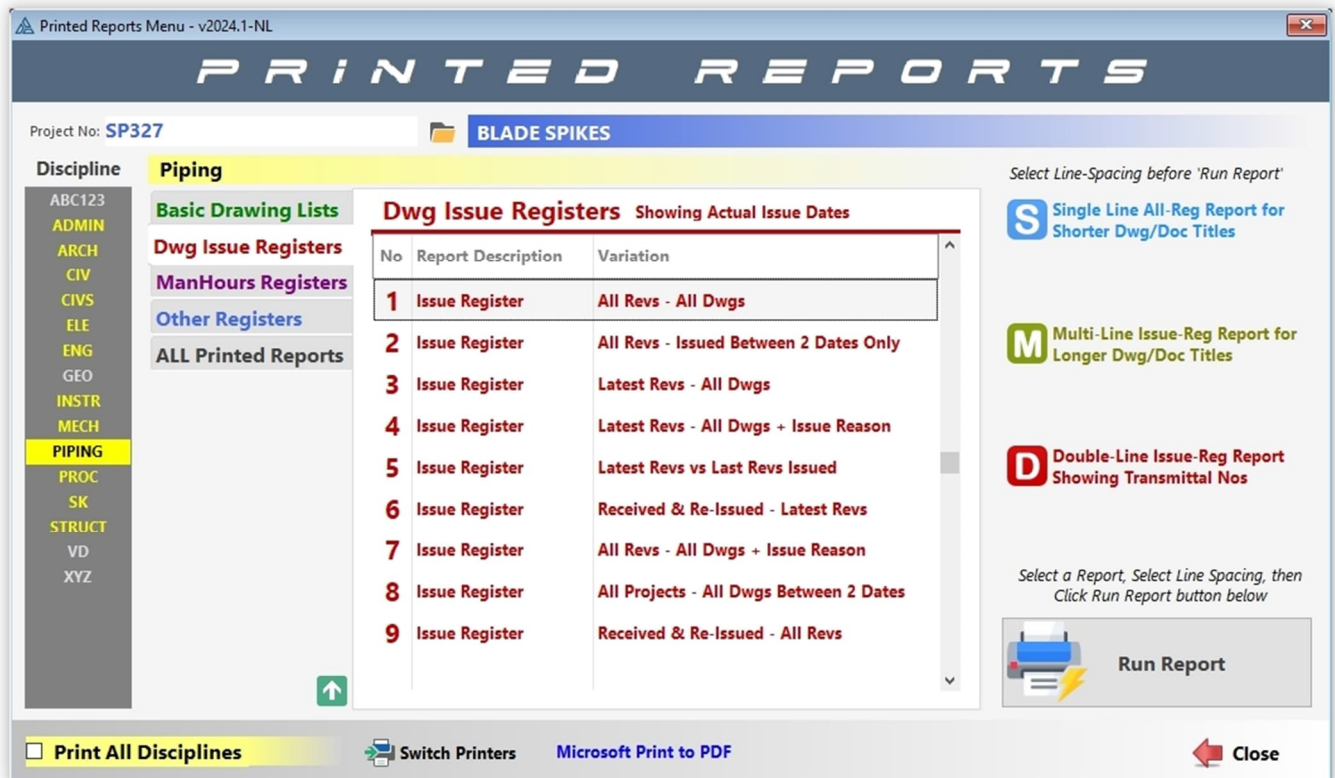
Close

Printed Reports Menu

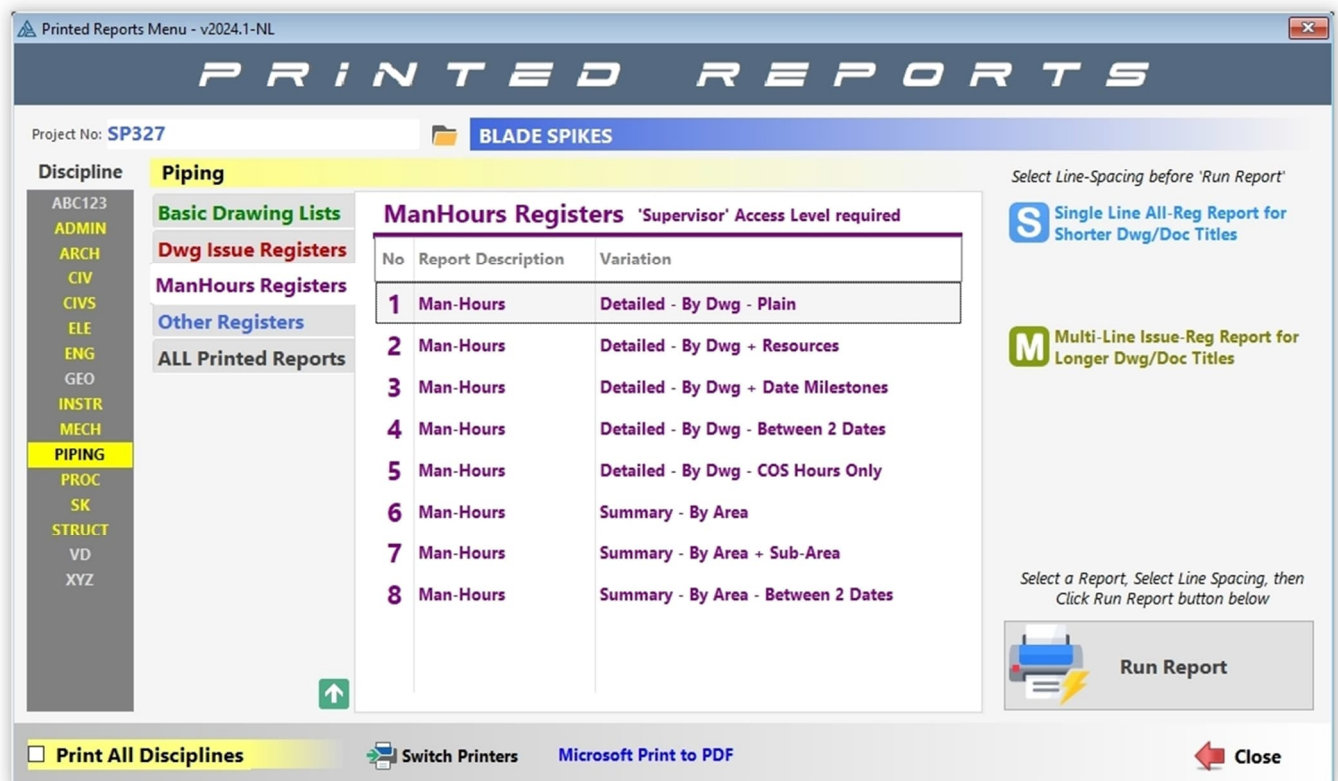
The **Printed Reports Menu** gives you the option of choosing from various different reports. Each one of these will prompt you for additional information to fine-tune your request.



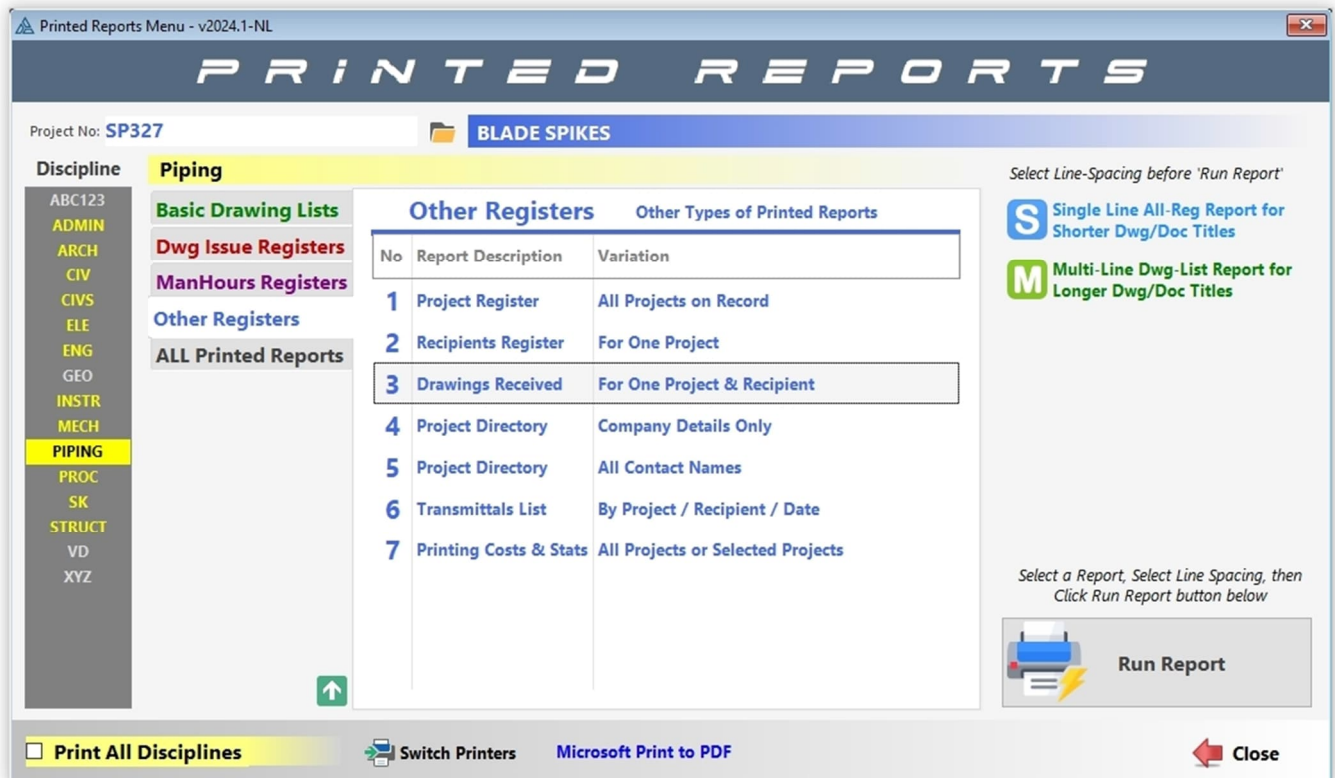
1. **Drawing List – Showing Date Milestones** - Printed Drawing List showing some basic information about each drawing. Does not show concrete issue dates. For that purpose, rather use one of the "Issue Registers" as described below.
2. **Drawing List – Showing Vendors** – Printed Drawing List that also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



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



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



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 also be used as a telephone/fax directory.
6. **Transmittals List – By Project / Recipient / Date** – A printed list of all Transmittals issued for any project, recipient, date or a combination of the three filters. This report will also highlight which Transmittals have been signed, scanned and returned back to your office for archiving as proof of delivery.
7. **Printing Costs & Stats** - Same item as directly accessible from the Main Menu. Will create a full report of costs and statistics based on the parameters entered. See next section for further details.

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

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

Select Printing Parameters

Project SP327 - BLADE SPIKES

☐ **Select ALL:**

☐ All Areas
 ☒ All Zones
 ☒ All Categories
 ☒ All Issue Reasons

or

Select EACH ONE:

1000

▼

☐ **Print All Disciplines Together in One Report**

Conceptual Design

ALL

ALL

ALL

Select Page Orientation

☒ Landscape
 ☐ Portrait

☒ Include Hidden Dwg's
 ☒ Use Client's Dwg Nos in Report ?

Select How to Print

Select Recipients to be included in This Report

✓

Select Starting Revision No. for Issue Report -->

00

▼

Select Date Range

From Date:

26-06-2008

15

To Date:

06-05-2024

15

This Month

Last Month

Last 12 Months

From Beginning of Project

✓

☒ Preview Before Printing

Switch Printers

Microsoft Print to PDF

✓

Proceed to Print / PDF

⊘

Cancel

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

[illegible]

Keeping track of PRINTING COSTS and STATISTICS

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

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

Printing Costs Menu - v2022-NL

PRINTING COSTS

Select Project

☐ Select ALL Projects

From Project SP350

To Project SP350

Select Discipline

☐ ALL Disciplines **Select Discipline** MECH

☒ **Single Discipline** **Mechanical**

Select Date Range

From Date 10-04-2008 **To Date** 29-01-2022

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 Printing Costs

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

3 Summary by Recipient **6** Intermediate Report For All Projects

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

3 Summary by Recipient **6** Intermediate Report For All Projects

Close

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

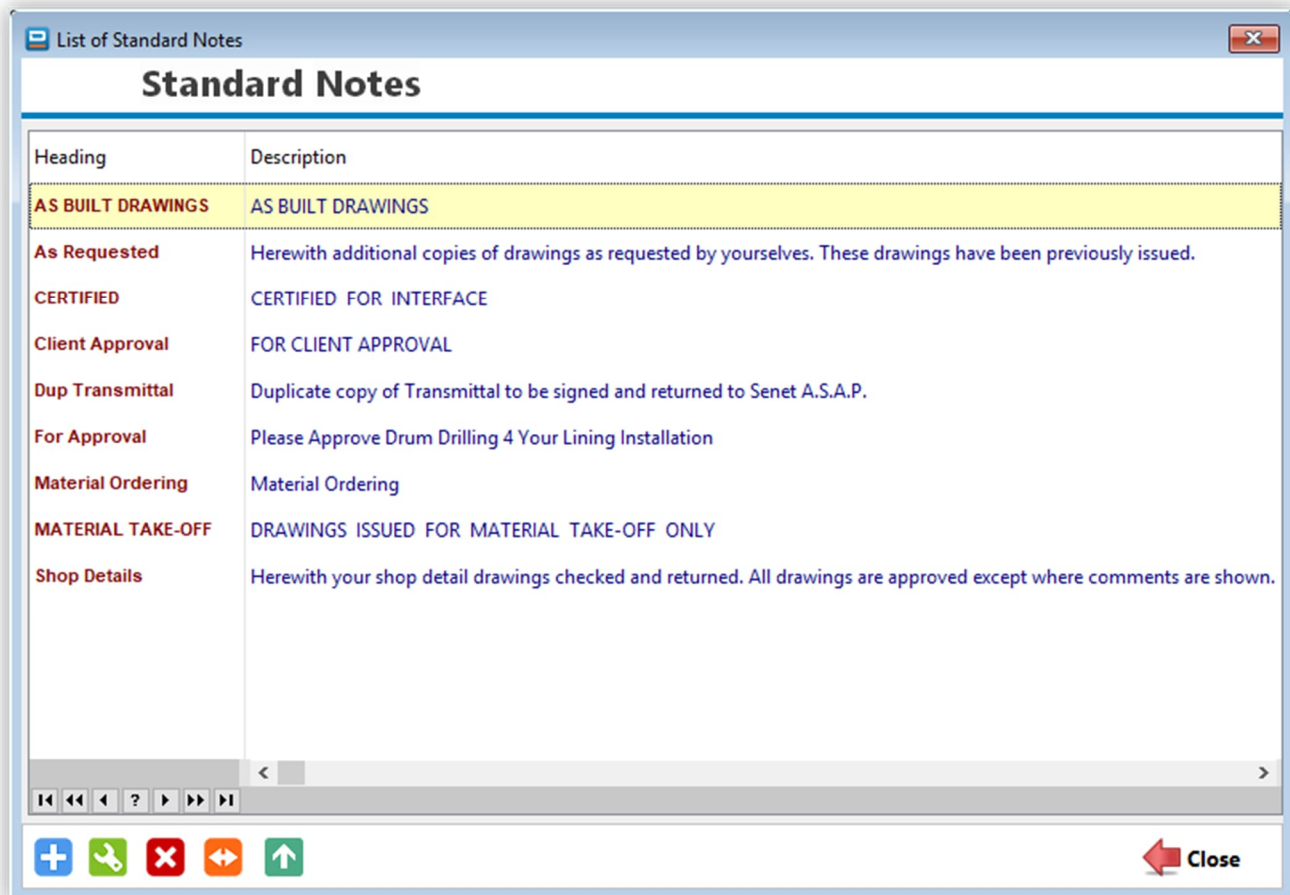
After this, DRPRO will start a scanning process to identify which records in the database match the parameters requested and will create a temporary Cost file in the local machine. When the scanning process is complete, the numbered buttons on the right side of the window will become live.

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

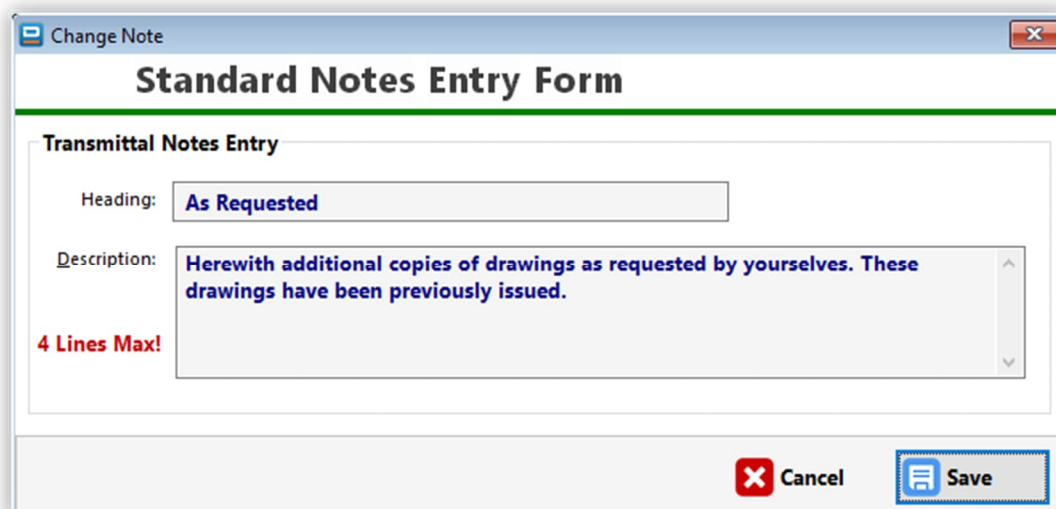
Once you exit this menu, the temporary file in your local computer will be deleted and a new one will need to be created again for the next 'Printing Costs' calculation.

Standard Notes

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



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!

Importing from a CSV file

Dwgs/Docs to be Imported

17 Dwgs/Docs listed to be Imported into DRPRO

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

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

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

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

Record Will Be Changed

Change CSV Import Settings

Location of CSV Files to be Imported:

C:\Users\lda\Documents\LDA Computing\DRPRO\My Files\Import CSV\

Default Discipline if Empty in CSV Import:

ADMIN

Default Media Size if Empty in CSV Import:

A1

Save | Cancel

CSV Directory Listing

CSV File List

Refresh Window

Change CSV Import Folder C:\Users\lda\Documents\LDA Computing\DRPRO\My Files\Import CSV\

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

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

Import CSV File - Step 1

Selected File: | Close

CSV Import Rules

1. Use the file **Import CSV-DRPRO Sample.xlsx** as a starting point.
2. NOTE: The file **Import CSV-DRPRO Template.xlsx** is identical to the one above. Keep it as a backup.
3. Do not remove the top three rows in the spreadsheet XLSX file.
4. Remove the sample data in the next 3 rows.
5. Do not re-arrange the order of the columns in the XLSX Sample file.
6. There are 6 columns that are compulsory (marked **Reqd** in the top row). All the others are optional.
7. Copy and paste your data from your spreadsheet into the one above, one column at a time, making sure that the rows align correctly.
8. Replicate the Project Number and the Discipline Code into all rows. Don't leave them blank.
9. Check that the Project Number is already recorded in DRPRO before importing.
10. Check that the Discipline Codes and Category Codes used in the XLSX file already exist in DRPRO before importing.
11. Check that the Revision Nos. being imported match the revision system specified for that project. There is a difference between Rev **1** and Rev **01**. Check which system your DRPRO uses.
12. Make all cells in Excel formatted as 'Text'.
13. Enter all dates as 'YYYY-MM-DD' and format the cell as 'Text'.
14. When pasting Dates from another spreadsheet, use 'Paste Special' and select 'Text'.
15. Convert all date cells to 'Text' if formatted otherwise.
16. When you're happy with your newly entered data, 'Save As' an XLSX file, renaming it to match your project info.
17. Do not just click 'Save' as it will overwrite the original Sample file.
18. Additionally, 'Save As' a CSV file, selecting 'CSV (Comma delimited)' from the pull-down menu of file types.
19. Please note that only the first Tab of the spreadsheet will be saved as a CSV file. Additional tabs will be ignored.
20. After the CSV file is created and saved, copy it to the **...\My Files\Import CSV** folder. The import procedure will automatically scan this folder for CSV files only.
21. If you need to change anything, go back to the XLSX file (NOT the CSV file), do your changes and remember to re-save it again as an XLSX file and once again as a CSV file, as explained above.
22. Do not modify the CSV file. Rather modify the original XLSX file and save again as a CSV file. Opening a CSV file in MS Excel will generally mess up any numerical entries with leading zeros and drop the zeros, and scales like 1:100 will be read as something like 0.11111. (Newer versions of Excel may popup a window asking to either 'Convert' or 'Do Not Convert'. Use the **'Do Not Convert'** option!)
23. You are now ready to import the CSV file into DRPRO.
24. Click on the 'Export to CSV' button, then click "CSV File List", select the file from the list followed by the "Import CSV File – Step 1" and "Close" the Import window.
25. DRPRO will do a check on the data being imported and anything in red or pink indicates that those records failed the check and cannot be imported.
26. You can edit/correct the details on that list if there's only a small number of them to fix. Otherwise, go back to the saved original XLSX file and edit it there. Remember to follow the procedure outlined above.
27. If everything is fine (all rows have green ticks on the first column), click on the button "Import all OK records into DRPRO – Step 2" and the import process is complete!
28. NOTE: If your CSV file shows all columns bunched up into one column only, then there's a Regional Setting that needs to be changed in your version of Windows. This is outside of the scope of DRPRO but please let us know about it and we can assist with the steps required. Windows 10 and 11 have it in different places...

Export Data Files

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

Export Raw Data File To Spreadsheet - v2025.1 NL

Export Data Files To CSV Format

Select a Project: **SP327 - BLADE SPIKES**

☐ Include Hidden Dwgs

☒ Single Discipline Only **PIPING** **Piping**

☐ Include ALL Disciplines ☐ Create Separate Files for each Discipline (Applicable to Blue Labelled Files!) - Select ONE Export File Only!

Select Files to Create:

- ☒ Drawings File
- ☒ Vendor Dwgs File
- ☒ Issues File
- ☒ Issue Summary
- ☒ Transmittals File
- ☒ Dwgs Received File
- ☒ Man Hours File
- ☒ Recipients File
- ☒ Projects File
- ☒ Master Company File

Specify Spreadsheet File Names: (.CSV extension will be added to All files created + Discipline + Date & Time stamp)

ABC - BLADE SPIKES - Drawing List	Date Range can be specified for these files
ABC - BLADE SPIKES - Vendor	
ABC - BLADE SPIKES - All Drawings Issued	
ABC - BLADE SPIKES - Issue Summary	
ABC - BLADE SPIKES - Transmittal Slip Shell	
ABC - BLADE SPIKES - Dwgs Received List	
ABC - BLADE SPIKES - All ManHours Entries	Not Discipline dependent
ABC - BLADE SPIKES - Recipients List	
ABC - All Projects - Project List	Exports the Complete file
ABC - Master Company List	

Specify CSV File Location ---> C:\Users\lda\Documents\LDA Computing\DRPRO\My Files\Export CSV\ Use 'My Files' or ->

Proceed to Create Files **Open CSV File Location Above** **Reset This Window** **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.

Drawings Received

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

The screenshot shows the 'List of Drawings Received' window for project 'SP327' and recipient 'AGGREKO'. The window is divided into two main sections: 'Drawings/Docs Received' on the left and 'Revisions Received' on the right.

Drawings/Docs Received:

Discipline	Dwg No	CRLF	Rev	Status	Area	Cat	Dwg Title	Fmt	Link
CIVIL	AGG-ABC-123-001		01	CMP	3100	A00	Plate Girder Conceptual Layout		
	AGG-ABC-123-002		C		3100	A00	Details of Plate Girder #1		
	AGG-ABC-123-003		B		3100	A00	Details of Plate Girder #2		

Revisions Received:

Rev	Status	Rev Date	Recv Date	Trn No	Link	URL
A		11-10-2011	12-10-2011	0		
01	CMP	11-10-2023	12-10-2023	0		

The window includes a sidebar for selecting disciplines (CIV, CIVS, ELE, ENG, GEO, INSTR, MECH, PIPING, PROC, SK, STRUCT, VD, XYZ) and a bottom toolbar with buttons for Refresh Window, Copy this Dwg to Main Dwg List, Update Missing Details in Main Dwg List, Search Filter, Print List of Dwg Received Only, Print List of Dwg Received & Re-Issued, Mark Revision as Latest, and 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.

The screenshot shows the 'Drawings Received Entry Form' window. It contains the following fields and sections:

- Project + Recipient:**
 - Project No: **BLADE SPIKES**
 - Received From: **BOSWORTH** (Bosworth)
- Drawing Received Info:**
 - Recipient's Project No: **12345**
 - Discipline: **STRUCT** (Structural)
 - Category: **S01** (Gen. Arrangement)
 - Drawing No: **BOS-ABC-001**
 - Drawing Title: **Test Drawing 001**
 - Area: **2100** (Grinding)
 - Zone: (empty)
 - Drawing Date: **05-03-2012**
 - Drawing Size: **A0**
 - Drawing Scale: **1:100**
 - Network File Location: **C:\Drawings\Sample Drawing.pdf**
 - File Web URL: (empty)
- Buttons:** Test URL, Cancel, Save
- Footer:** This Dwg/Doc WILL BE automatically added to the Main Drawing List as:

Record Will Be Changed

Revisions Entry Form

Received Drawing No: **BOS-ABC-001**

Received Revision Details

Revision:	Dwg Status:	Revision Date:	Received Date:	Media Type:	Size:	Transmittal S/No:	No of:	How Received:
01	CMP	02-03-2012 15	05-03-2012 15	AutoCad DWG	A0	0	1	Email

☐ Show Revision Drop Down

\\File Location: \\synologynas\public\Drawings\Sample Drawing.pdf

//File Web URL:

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

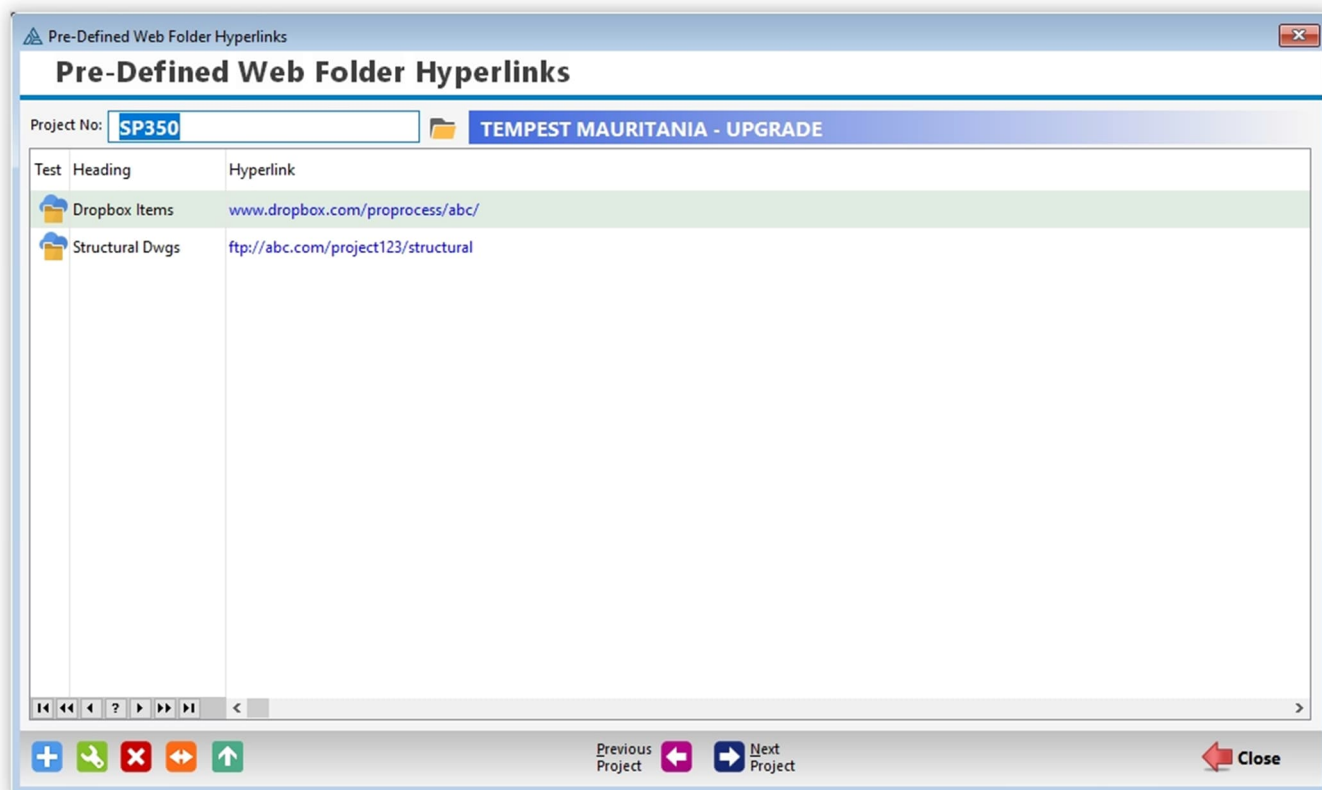
☒ **Mark this Revision as Latest** ☐ **But Do NOT Update Revision in Main Drawing List - (I will do it manually)**

☒ **Test URL**

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

WEB Folder Hyperlinks

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



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

HOW TO USE THE REVIEW & APPROVALS FEATURE

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

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

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

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

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

And for the following **Review Statuses**:

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

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

Changing a TmpNames Record

Change Recipient's Issue Details

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

Recipient: **Aggreko**

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

Review Purpose

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

Review Purpose: **IFA** Issued For Approval

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

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

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

Cancel **Save**

Review & Approvals List - v2024.1-NL

Drawing / Document Review & Approval

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

Filter by Recipient: **Aggreko** **Clear Filter**

PIPING **Piping**

Discipline	All Revisions	Latest Revs Only	Filter By Dwg/Doc No	Filter By Review Purpose	Filter By Review Status	Filter By Area - Latest Revs	Category	Portion	Rev	Sent	Recvd	Review Purpose	Status	Resubm	Status Tracking	Date Submitted	Date Required	Date Received	Resubmit By
ADMIN	AGGREKO	SP327 6500 P 6571	Plant General - Hosing Piping GA & Details (Cancelled)				P01	6500	00			IFA	+			28-01-2022	11-02-2022	12-02-2022	- -
ARCH	AGGREKO	SP327 6500 P 6571	Plant General - Hosing Piping GA & Details (Cancelled)				P01	6500	00			IFA	+			28-01-2022	11-02-2022	12-02-2022	- -
CIV	AGGREKO	SP327 6500 P 6572	Plant General - Instrument Air Distribution Manifold Deta				P02	6500	00			IFA	+			28-01-2022	11-02-2022	12-02-2022	15-02-2022
CIVS	AGGREKO	SP327 6500 P 6572	Plant General - Instrument Air Distribution Manifold Deta				P02	6500	00			IFA	+			28-01-2022	11-02-2022	- -	- -
ELE	AGGREKO	SP327 6500 P 6573	Plant General - Piperack No. 8 Piping GA - Plan				P01	6500	01			IFA	+			28-01-2022	11-02-2022	- -	- -
ENG	AGGREKO	SP327 6500 P 6573	Plant General - Piperack No. 8 Piping GA - Plan				P01	6500	01			IFA	+			28-01-2022	11-02-2022	- -	- -
GEO	AGGREKO	SP327 6500 P 6573	Plant General - Piperack No. 8 Piping GA - Plan				P01	6500	01			IFA	+			28-01-2022	11-02-2022	- -	- -
INSTR	AGGREKO	SP327 6500 P 6573	Plant General - Piperack No. 8 Piping GA - Plan				P01	6500	01			IFA	+			28-01-2022	11-02-2022	- -	- -
MECH	AGGREKO	SP327 6500 P 6574	PIPING DETAILS BETWEEN MANHOLE & SEWAGE TANK -				P02	6500	01			IFA	+			28-01-2022	11-02-2022	- -	- -
PROC	AGGREKO	SP327 6500 P 6574	PIPING DETAILS BETWEEN MANHOLE & SEWAGE TANK -				P02	6500	01			IFA	+			28-01-2022	11-02-2022	- -	- -
SK	AGGREKO	SP327 6500 P 6575	Overland Water Feed to 62-POND-01				P01	6500	00			IFA	+			28-01-2022	11-02-2022	- -	- -
STRUCT	AGGREKO	SP327 6500 P 6575	Overland Water Feed to 62-POND-01				P01	6500	00			IFA	+			28-01-2022	11-02-2022	- -	- -
VD	AGGREKO	SP327 6500 P 6576	Proposed Routing for 25NB Fuel Line & 100 NB Fire Wate				P01	6500	00			IFA	+			28-01-2022	11-02-2022	- -	- -
XYZ	AGGREKO	SP327 6500 P 6576	Proposed Routing for 25NB Fuel Line & 100 NB Fire Wate				P01	6500	00			IFA	+			28-01-2022	11-02-2022	- -	- -
	AGGREKO	SP327 7000 P 7000	PIPING DETAILS BETWEEN MANHOLE & SEWAGE TANK				P02	7000	01			IFA	+			28-01-2022	11-02-2022	- -	- -
	AGGREKO	SP327 7000 P 7000	PIPING DETAILS BETWEEN MANHOLE & SEWAGE TANK				P02	7000	01			IFA	+			28-01-2022	11-02-2022	- -	- -

Tracking Key Update Review Info Print Report Close

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

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

Review Tracking

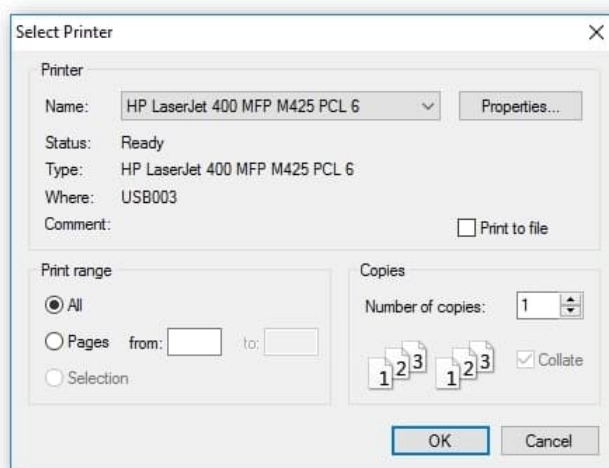
REVIEW TRACKING KEY:

✓	-A- Approved for Construction / Manuf.
✓	-B- Approved with Comments
✗	-C- Not Approved / To be Resubmitted
➡	Submitted - Awaiting Review / Approval
➡	Resubmitted with Later Revision
i	Issued for Information
C	Issued for Construction / Manuf.
?	Inconclusive !

Close

Select Printer

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

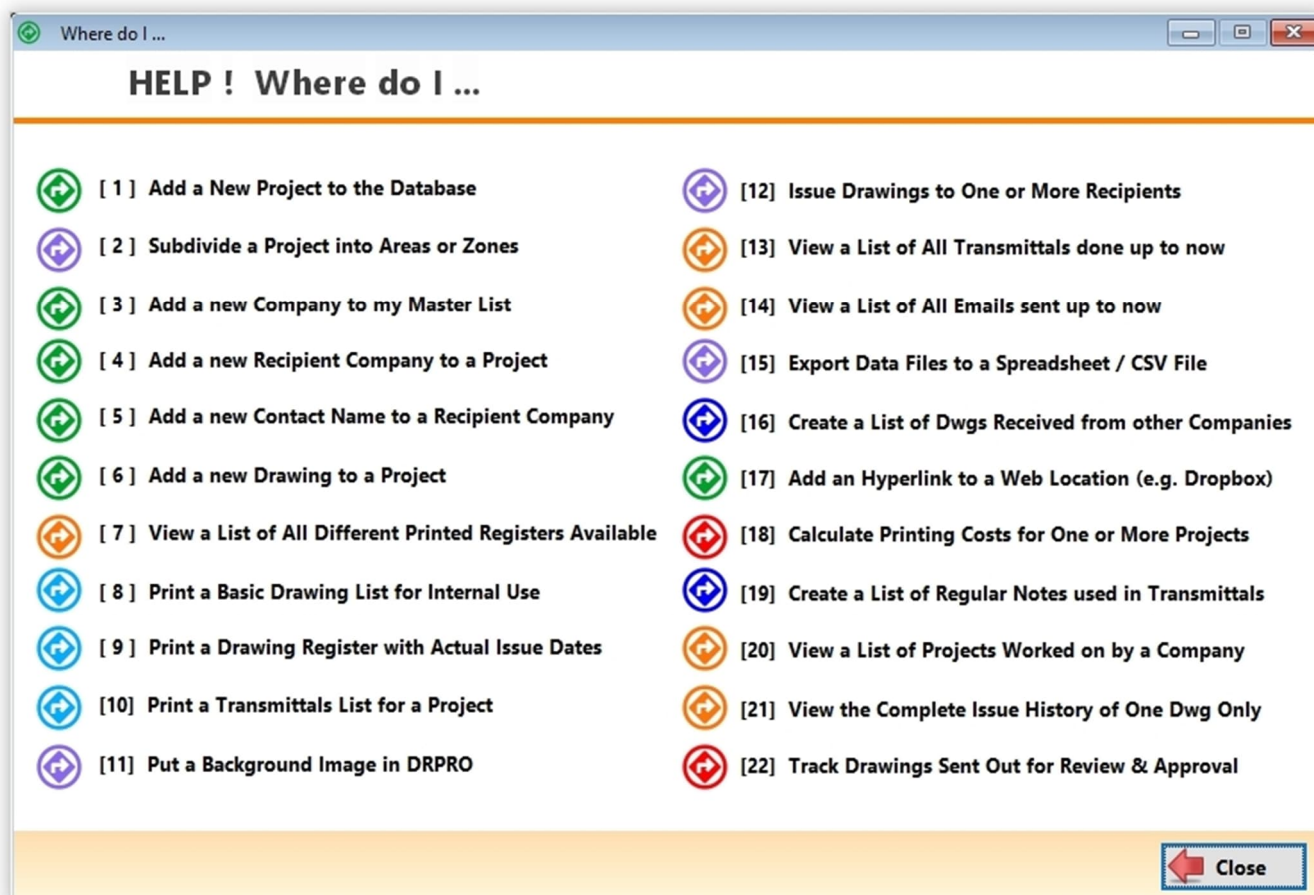


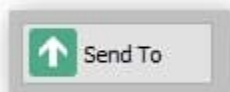
Depending on which report is being printed, in some cases it may prompt you with the following options:



HELP! Where do I...

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

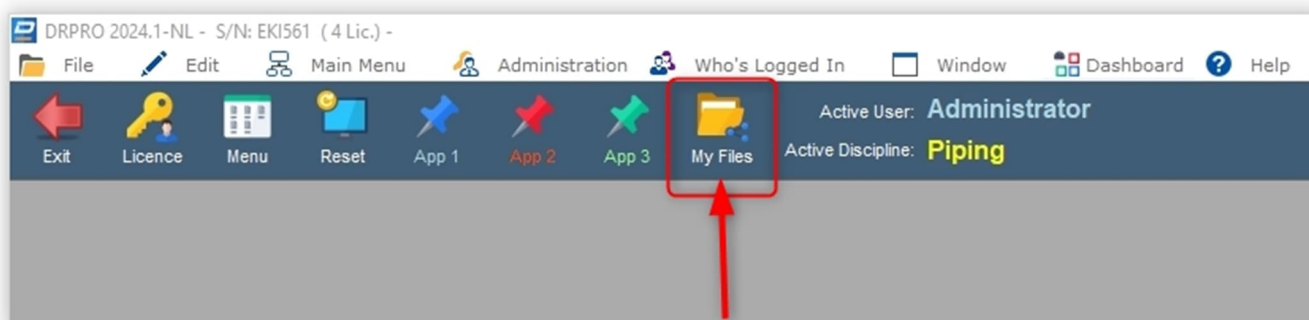


The SEND TO Option

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

A dialog box titled 'Send To....' with a close button (X) in the top right corner. It is divided into three main sections. The top section is split into two columns: 'Send To' on the left and 'File Format' on the right. The 'Send To' column has five radio button options: 'Printer', 'File' (which is selected), 'Email', 'FTP', and 'Clipboard'. The 'File Format' column has ten radio button options: 'PDF' (selected), 'HTML', 'Excel (xml)', 'Excel (xls)', 'Excel (CSV)', 'Word', 'CSV', 'XML (formatted)', 'XML (plain)', and 'JSON'. The bottom section is titled 'Options' and is also split into two columns: 'General Options' on the left and 'Printer Options' on the right. 'General Options' has two checked checkboxes: 'Preview' and 'Greenbar'. 'Printer Options' has a label 'Width (in pages) of report:' followed by two radio button options: 'Calculate Automatically' (selected) and 'Fixed'. At the bottom of the dialog is a 'File Name:' field containing the text 'Files\Issue History for Project No SP327 Dwg Doc No SP327 1100 S 1103 2S01.pdf'. To the right of the text is a folder icon. At the very bottom right are two buttons: 'Save' with a blue arrow icon and 'Cancel' with a red X icon.

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

My Files

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

Export CSV

To save CSV's exported from DRPRO.

Import CSV

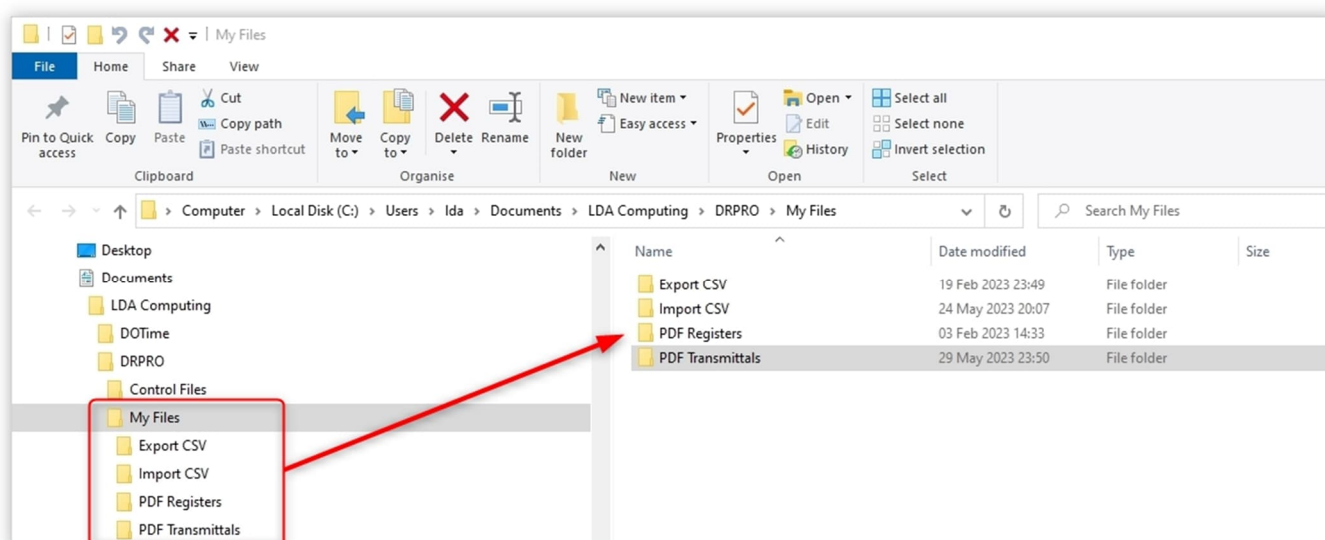
To save CSV's to be imported into DRPRO. Also contains a sample XLSX file of how the import file should be structured.

PDF Registers

To save your own created registers from DRPRO.

PDF Transmittals

A PDF of all transmittals you create is automatically saved to this folder and then attached to the email from here. No user intervention required. There is also no need to create your own PDF of a transmittal.

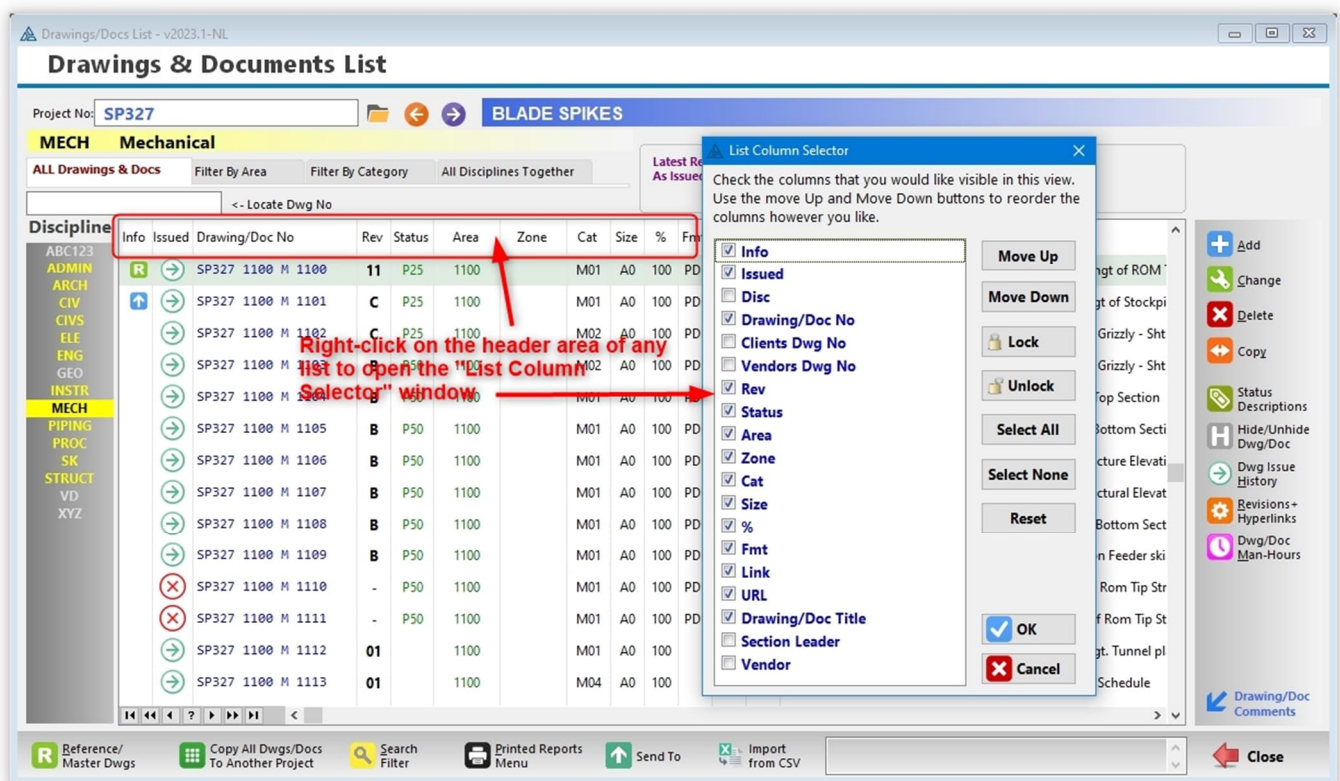


Column Management in DRPRO Lists

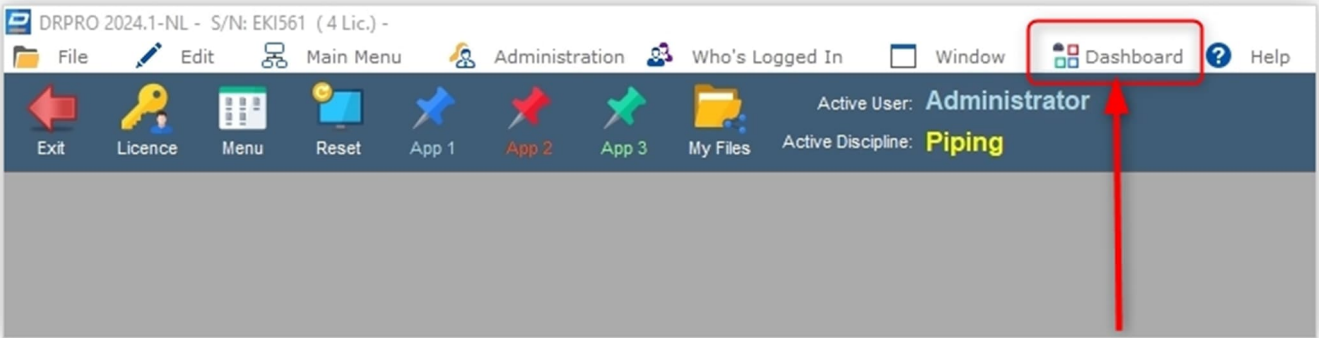
To re-arrange and resize headers in (almost) all lists displayed in DRPRO, right-click on any of the headers and select from the pop-up window what you want done. You can:

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

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



STATISTICS DASHBOARD



Dashboard

DASHBOARD

Statistics Dashboard

<div>Drawings</div> <div>35,694</div>	<div>Transmittals Issued</div> <div>3,466</div>	<div>Dwg Revisions Issued</div> <div>36,055</div>	<div>Transmittal Emails Sent</div> <div>17</div>	<div>Transmittal CC's Sent</div> <div>3</div>
<div>Attachments Sent</div> <div>32</div>	<div>Master Companies</div> <div>129</div>	<div>Projects</div> <div>77</div>	<div>Recipients</div> <div>365</div>	<div>Contacts</div> <div>456</div>
<div>Drawings Received</div> <div>44</div>	<div>Transmittals Returned</div> <div>12</div>	<div>Logfile Entries</div> <div>25,226</div>	<div>Reviewed Drawings</div> <div>22</div>	<div>Disciplines</div> <div>16</div>

DRPRO 2025.1

DRAWING REGISTER PROFESSIONAL

Close

ADMINISTRATION MENU



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

Disciplines & Categories

Discipline List

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

Dwg / Doc Categories

Instrumentation

Cat Code	Description	Num	Fixed Prefix	Digits
I00	Instr.Location Layout			
I01	PLC - Marshalling Layout			
I02	Hookup			
I04	Instrument Cable Schedules			
I08	Racking Layout			
I15	3D Modeling			
I19	Wiring / Termination Schedule			
I23	Control Logic			
I24	Instr. Block Diagram			
I25	Loop Diagrams			
I26	General Arrangements JB's			

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

Close

List of Capacities

Capacities

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

Close

Professional Designations

Designations

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

Close

File Types/Formats

File Types/Formats

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

Close

Revision Systems & Sequences

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

Duplicate Rev System

Close

Media Sizes

Size
A0
A1
A2
A3
A4
A5

Close

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					
	PH	Photocopy					
	PLF	Plastic Film					
	PLP	Plastic Plot					
	PP	Paper Print					

Hide Media Type

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

Purchase Order Actions

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

Close

Project Types

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

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

Close

Scales

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

Close

Issue Methods

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

Close

Review Purposes

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

Close

Review Status

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

Close

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! ...

The screenshot shows a software window titled "Update Printed Report Headings". Inside, there's a tabbed interface with "Transmittal Slip" selected. The main heading is "DOCUMENT TRANSMITTAL". Below it, there's a field for "Transmittal Slip ISO Ref:" with the value "ISO Ref No. 12345 Rev-A". At the bottom, there's a toolbar with several buttons: "Change Font Settings [Highlight Text First]", "Reset All Headings to Installation Defaults", "Reset ALL Fonts to Installation Defaults", "Clear All ISO Refs", "Cancel", and "Save".

Transmittal Slip	Dwg Registers	Issue Registers	ManHours Registers	Dwg & ManHours (Cont)	Project & Recipients	Issue History	Dwgs Received	Other
Transmittal Slip:								
DOCUMENT TRANSMITTAL								
Transmittal Slip ISO Ref:								
ISO Ref No. 12345 Rev-A								

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

Update Printed Report Headings

Printed Report Headings

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

Issue Register - ALL Revisions:

ISSUE REGISTER

All Revisions

Iss Reg All ISO Ref:

Issue Register - LATEST Revisions:

ISSUE REGISTER

Latest Revisions

Iss Reg Latest ISO Ref:

Issue Register - NEW Revisions:

ISSUE REGISTER

Between 2 Dates






Iss Reg New ISO Ref:

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

ISSUE REGISTER

Latest Revisions
SHOWING REASON FOR ISSUE

Iss Reg Latest Reason ISO Ref:

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

Update Printed Report Headings

Printed Report Headings

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

Drawing Register [Plain]:

DRAWING REGISTER

Dwg Reg Plain ISO Ref:

Drawing Register [Showing Resources]:

DRAWING REGISTER

Showing Resources

Dwg Reg Resources ISO Ref:

Drawing Register [Showing Status]:

DRAWING REGISTER

Showing Dwg/Doc Status

Dwg Reg Status ISO Ref:

Drawing Register [Showing Vendors]:

DRAWING REGISTER

Showing Vendor's Name

Dwg Reg Vendors ISO Ref:

Drawing Register [Showing Comments]:

DRAWING REGISTER

Showing Comments






Dwg Reg Comments ISO Ref:

Drawing Register [With Squad Check dates]:

DRAWING REGISTER

Showing Squad Check Dates

Dwg Reg Squad Check ISO Ref:

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

Clear All ISO Refs

Cancel

Save

Update Printed Report Headings

Printed Report Headings

Transmittal Slip

Dwg Registers

Issue Registers

ManHours Registers

Dwg & ManHours (Cont)

Project & Recipients

Issue History

Dwgs Received

Other

ManHours Detailed Report - COS Hours Only:

DRAWING MAN-HOURS

COS Hours Only [+ Resources]

Man Hours COS ISO Ref:

Change Font Settings [Highlight Text First]

Reset All Headings to Installation Defaults

Reset ALL Fonts to Installation Defaults

Clear All ISO Refs

Cancel

Save

Update Printed Report Headings

Printed Report Headings

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

Projects Register - Alphabetical Order:

PROJECTS REGISTER

Alphabetical Order

Proj Reg Alpha ISO Ref:

Projects Register - Project Number Order:

PROJECTS REGISTER






Project Number Order

Proj Reg Num ISO Ref:

Recipients Register:

RECIPIENTS REGISTER

Recipient Reg ISO Ref:

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

Update Printed Report Headings

Printed Report Headings

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

Single Drawing Issue History - Showing Reason for Issue (Landscape):

DRAWING / DOCUMENT






Issue History

SHOWING REASON FOR ISSUE

Iss History Reason ISO Ref:

Single Drawing Issue History (Portrait):

DRAWING / DOCUMENT HISTORY

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

Update Printed Report Headings

Printed Report Headings

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

Drawings Received (Portrait Report):






LIST OF DWGS RECEIVED

DwgsReceived ISO Ref:

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

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

Dwgs Received_Issued ISO Ref:

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

Update Printed Report Headings

Printed Report Headings

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

Telephone & Fax Directory [Showing Company Names Only]:

PROJECT DIRECTORY

Tel Fax Dir 1 ISO Ref:

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

PROJECT DIRECTORY

Tel Fax Dir 2 ISO Ref:

Master Company Details:






MASTER COMPANY DETAILS

Company Details ISO Ref:

Master Company Directory:

MASTER COMPANY DIRECTORY

Company Directory ISO Ref:

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

User's List

Users List

List of User Names

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

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

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

✓ = Active
 ✗ = Inactive

Activate / Deactivate
 User Signatures
 Close

Changing a Users Record

User Entry Form

User Info

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

☒ Active User:
 Additional Comments about this user:

☒ Use Outlook Email Sending for this User

User Timesheet Info

Timesheet Access Level:
 From Contract Agency:

Cancel Save

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

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

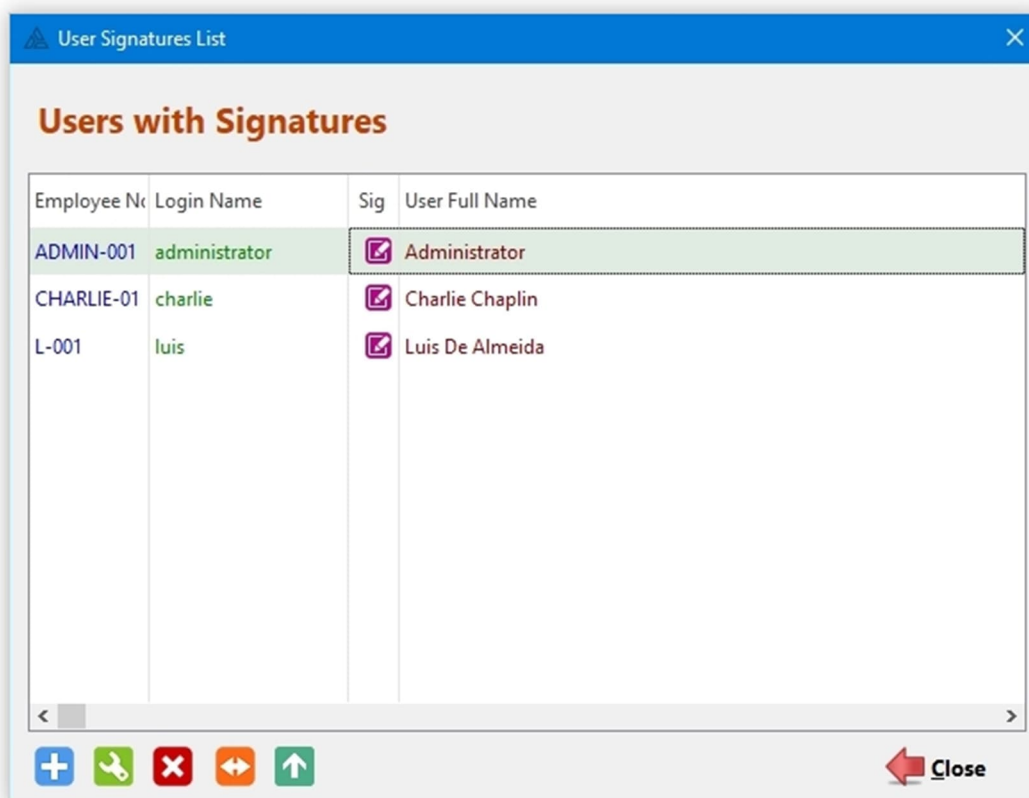
1. In your **C:\DRPRO-NL\DOCS** folder you'll find a file named **"DRPRO Signature Blocks.pdf"**
2. Print it to paper, keeping the margins to a minimum.
3. Put your regular signature in one of the blocks.
4. Try to keep the bulk of your signature within the middle third as per sample image on next page.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

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

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

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

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



View User Activity Log File

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

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



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 utility window titled "Mass Email & Domain Name Change Utility". The window has a blue header bar with the text "Mass Email & Domain Name Change". Below the header, the title "Mass Email & Domain Name Change Utility" is displayed in a large, bold, black font. The main area of the window is divided into several sections. On the left, under the heading "Select One Option:", there are two checkboxes. The first checkbox, "Apply Email Changes To Current Projects Only !", is checked. The second checkbox, "Apply Email Changes To ALL Projects Regardless !", is unchecked. Below these checkboxes, a note in red text states: "NOTE: Email addresses inside emailed Transmittal Slips will not change. But contact details will be changed even if it is an old completed project !". On the right, under the heading "Select Which Files to Change:", there are four checkboxes, all of which are checked: "Change Master Company File", "Change Contact Names File", "Change Project Recipients File", and "Change Local Users File". Below these sections, there are two main options. The first option, "Single Email Address Change", is unchecked. It includes a sub-section "Single Email Address Change:" with two text input fields: "From Email:" and "To Email:". To the right of these fields is a button labeled "START Email Change" with a right-pointing arrow. The second option, "Domain Name Change", is checked. It includes a sub-section "Domain Name Change:" with two text input fields: "From Domain:" and "To Domain:". The "From Domain:" field contains the text "anyname@ abcdesign.co.za" and the "To Domain:" field contains the text "anyname@ abcdesign.com". To the right of these fields is a button labeled "START Domain Change" with a right-pointing arrow. At the bottom right of the window, there is a red button labeled "Exit" with a left-pointing arrow.

Mass Email & Domain Name Change

Mass Email & Domain Name Change Utility

Select One Option:

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

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

Select Which Files to Change:

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

☐ **Single Email Address Change**

Single Email Address Change:

From Email:

To Email:

START Email Change →

☒ **Domain Name Change**

Domain Name Change:

From Domain: anyname@

To Domain: anyname@

START Domain Change →

Exit

Mass Path Name Change

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

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

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

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

Mass Path Name Change

Mass Path Name Change Utility

Current Project:
SP327 - BLADE SPIKES

Select One Option:
☐ Apply Path Name Changes To Current Project Only !
☒ Apply Path Name Changes To ALL Projects !
NOTE: This process could take a while! DO NOT Abort !!!

Select Which Files to Change:
☒ Dwg/Docs + Revisions File
☒ Received Dwg/Docs + Revisions File
☒ Marked-Up Review Dwg/Docs File
☒ Submitted Review Dwg/Docs File

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

Specify Path Name Changes:
FROM Path Name:
TO Path Name:

NOTE: Remember to put DRPRO in Maintenance Mode first !

START Path Name Changes

Close

GLOBAL SYSTEM DEFAULTS / SETTINGS

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

Record Will Be Changed

Global Settings

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

Basic Default Settings

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

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

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

Default Revision System: Your Company's Standard Revision System

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

Company Abbreviation: An 8 Character Abbreviation that defines your company

Date Format

☐ DD-MM-YY
☒ DD-MM-YYYY
☐ MM-DD-YY
☐ MM-DD-YYYY
☐ YY-MM-DD
☐ YYYY-MM-DD

Date Separator

☐ Dot
☒ Dash
☐ Space
☐ Slash

Transmittal Design

☒ Horizontal Line

Default Paper Size

☒ A4

Transmittal Layout Options

☒ Print Discipline Column In Transmittal Slip
☒ Use Double Spaced Characters in Transmittal Slip Heading
☐ Force Multi-Line Dwg/Doc Titles allowing up to 150 Characters
☒ Print Transmittal Serial No. On Top of the page

Project Short Name (20 Chars)

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

Database Name

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

06-05-2024

The Project Short Name can be edited in the Entry Form

Save Cancel

Record Will Be Changed

Global Settings

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

Access Permission Levels

Project List: **Administrator** Specify Permission Level for Project List Entries

Master Company List: **Operator** Specify Permission Level for Master Company List Entries

Recipients List: **Operator** Specify Permission Level for Recipients List Entries

Distribution Lists: **Administrator** Specify Permission Level for Creating Distribution Lists

Man Hours Entries: **Supervisor** Specify Permission Level for ManHours Time Entries

Merging Recipients: **Administrator** Specify Permission Level for Recipient Merging

Transmittal Serial No. Usage

☒ Use Transmittal Serial No. in PDF File Names
☒ Use Transmittal Serial No. in Email Subject Lines
☒ Use Transmittal Serial No. in PDF Reports

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

Save Cancel

Record Will Be Changed

Global Settings

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

MS Outlook Options

☒ Use MS Outlook for Sending Transmittal Slips Via Email (Can be overridden for each individual User)

☐ Revert All Users Back To SMTP Email Sending

☒ Update All Users Upon Save & Exit as per Choice Above (Will Update the Full Users List on Click 'Save')

Transmittal Signature Options

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

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

No Duplicate Dwg/Doc Nos Across Disciplines

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

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

Save Cancel

Record Will Be Changed

Global Settings

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

Mail Server Settings (SMTP Only)

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 entered in the User's List

Email Security Settings (SMTP Only)

☐ 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:

It is recommended 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.

Save Cancel

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

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

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

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

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

The screenshot shows the 'Global Settings' window with the 'Email Disclaimer' tab selected. The window title is 'Record Will Be Changed'. The tab bar includes: General Defaults, Permission Levels & Transmittal SN's, Outlook, Signatures & Duplicates, SMTP Mail Server Settings, **Email Disclaimer**, SharePoint API Connection, PDF Transmittal Presets, and Branch Offices. The main content area has a heading: 'Your Email Disclaimer as typed below will display at the bottom of every email sent from DRPRO via SMTP:'. Below this is a large text area containing a sample disclaimer: 'Copyright <Insert your company name here>. All rights reserved. <Insert your company name here> email disclaimer and confidentiality note: This email, its attachments and any rights attaching hereto are, unless the context clearly indicates otherwise, the property of <Insert your company name here> and are confidential, private and intended for the addressee only. <Insert your company name here> treats all personal information as private and confidential in line with its privacy statement.' Below the text area, there are instructions for HTML rendering: 'For HTML rendering, use the following codes ----->
 at the end of every line to create a line break. Or you could use a full HTML Code block starting with <body> and ending with </body>
 by itself to create a blank line to start Bold, and to end Bold use '. A red note on the right states: 'NOTE: This Disclaimer is Applicable for SMTP Sending Only'. At the bottom right are 'Save' and 'Cancel' buttons.

The screenshot shows the 'Global Settings' window with the 'SharePoint API Connection' tab selected. The window title is 'Record Will Be Changed'. The tab bar includes: General Defaults, Permission Levels & Transmittal SN's, Outlook, Signatures & Duplicates, SMTP Mail Server Settings, Email Disclaimer, **SharePoint API Connection**, PDF Transmittal Presets, and Branch Offices. The main content area has a heading: 'API Connections'. Below this is a red note: 'NOTE: Setting the API Connections requires IT input!'. Under the note is a text input field labeled 'API Service Name:'. Below the input field is a large empty rectangular area. At the bottom left of this area are three icons: a plus sign, a refresh/circular arrow, and a close 'X' button. At the bottom right of the window are 'Save' and 'Cancel' buttons.

The screenshot shows the 'Global Settings' dialog box with the 'PDF Transmittal Presets' tab selected. The dialog has a title bar 'Record Will Be Changed' and a close button. The 'PDF Transmittal Presets' tab is active, showing a note: 'NOTE: The settings on this tab apply to ALL Projects, unless overridden on each Project's Entry Form'. Below the note, there are two sections. The first section, 'Add Transmittals to Document List', contains a checked checkbox 'Automatically Add All Transmittals to Dwg/Docs List', a 'Select Transmittal Discipline:' dropdown set to 'ADMIN', and a 'Select Transmittal Category:' dropdown set to '900'. The second section, 'Transmittal PDF Default Server Location', contains a checked checkbox 'Automatically Copy All Transmittal PDF's to the Server Location shown below...', a folder selection button 'Select Server Location for All Transmittal PDF's', and a text field containing the path '\\Server01\Folder-A\Projects\Transmittals\' with a 'Clear' button. At the bottom right, there are 'Save' and 'Cancel' buttons.

Record Will Be Changed

Global Settings

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

NOTE: The settings on this tab apply to ALL Projects, unless overridden on each Project's Entry Form

Add Transmittals to Document List

☒ Automatically Add All Transmittals to Dwg/Docs List

Select Transmittal Discipline: **ADMIN**

Select Transmittal Category: **900** **Transmittals**

Transmittal PDF Default Server Location

☒ Automatically Copy All Transmittal PDF's to the Server Location shown below...

Select Server Location for All Transmittal PDF's

\\Server01\Folder-A\Projects\Transmittals\ Clear

NOTE: This PDF Server Location can be overridden on a per Project basis on the Project List

Save Cancel

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

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

SHAREPOINT AND API CONNECTIONS

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

The screenshot shows the 'Global Settings' window with the 'SharePoint API Connection' tab selected. On the left, the 'API Connections' section has a note: 'NOTE: Setting the API Connections requires IT input!' and a list of API Service Names. A red arrow points from the '+ Add' button in this list to a dialog box titled 'Add API Connection'. The dialog box contains the following fields:

- Service Name: XXX
- Client ID: ...
- Client Secret: ...
- Tenant ID: ...

Below these fields is a 'Test Connection' button with a question mark icon. At the bottom of the dialog box, there is a note: 'NOTE: Please check with your IT Department for the above settings' and 'Save' and 'Cancel' buttons.

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

TYPICAL EMAIL ERROR CODES (SMTP)

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

CUSTOMIZING THE TRANSMITTAL TEMPLATE

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

- **Top Logo size in Pixels:**

2220 x 375 (At 300dpi) - Recommended - sharp resolution – Good for including text in the logo as well)

Examples of Template Logos in DRPRO:



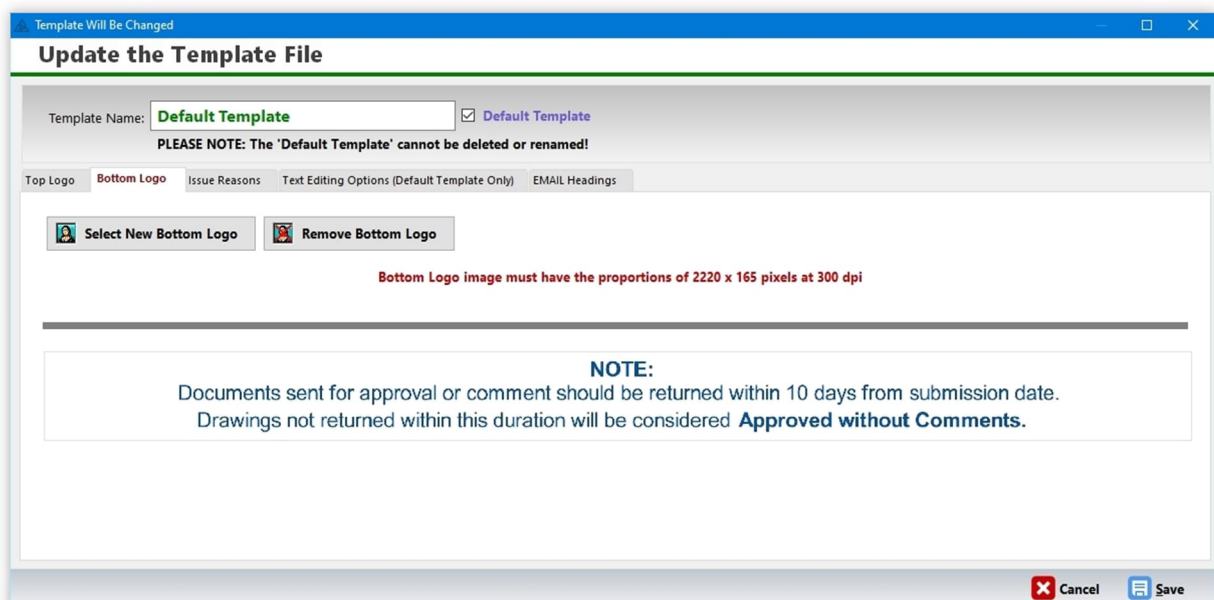
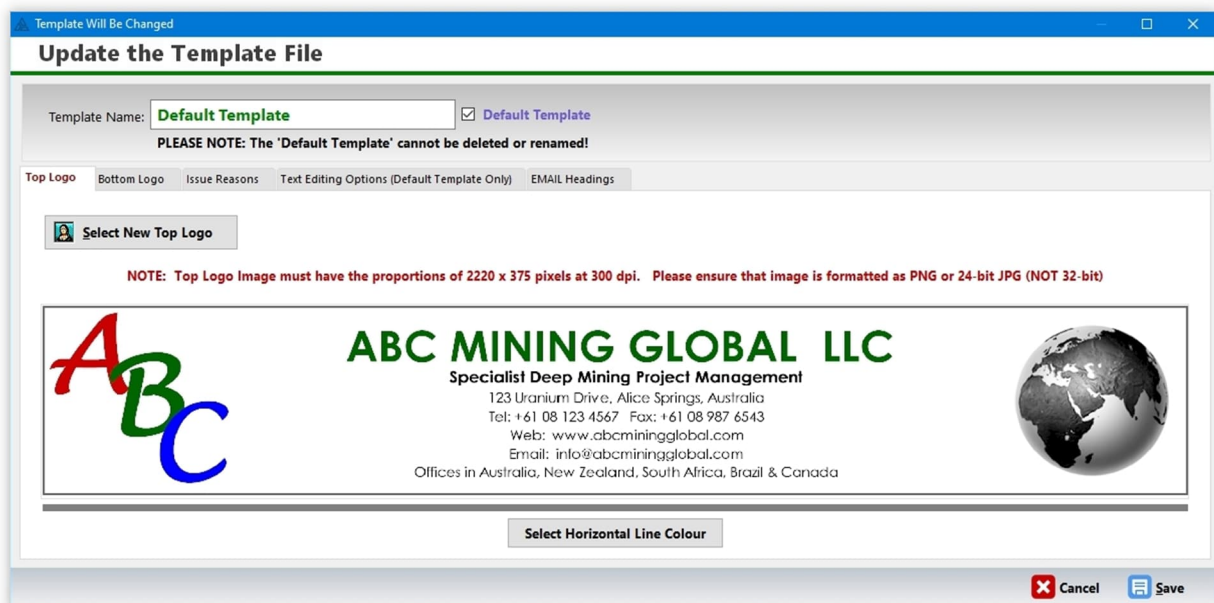
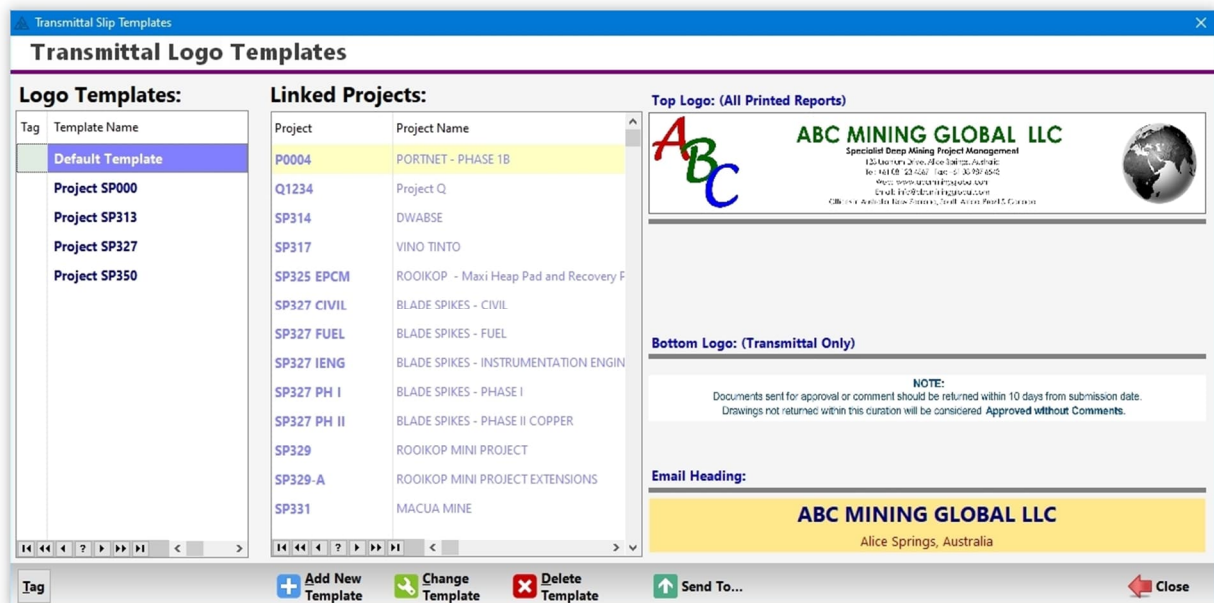
Please note that if the graphic (image) part of your company logo is to occupy only a small area of the allocated image size, you must still create a blank image canvas of the size described above and then put your logo anywhere in this space. The text part of it (company name, addresses, contact details,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

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

- **Bottom Logo size in Pixels:**

2220 x 165 (At 300dpi) - Recommended - sharp resolution – Good for including text in the logo as well)





Template Will Be Changed

Update the Template File

Template Name:

☒ Default Template

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

Top Logo

Bottom Logo

Issue Reasons

Text Editing Options (Default Template Only)

EMAIL Headings

Transmittal Issue Reasons:

☒ 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

Important Note:

Please do not change the sequence of the Transmittal Issue Reason on this list once they have been set. Please contact LDA Computing should you need to change them.

Cancel

Save

Template Will Be Changed

Update the Template File

Template Name:

☒ Default Template

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

Top Logo

Bottom Logo

Issue Reasons

Text Editing Options (Default Template Only)

EMAIL Headings

Transmittal Slip editable text:

Use the TAB key on the keyboard to navigate

To:

Attention:

Care Of:

Date:

Address:

Time:

Project:

Method:

Headings for the list of Drawings/Documents:

Discipline:

Rev:

Size:

Description:

Bottom of Transmittal Slip:

Issued By:

Received By:

For:

Date Received:

Enter your company name here -->

Cancel

Save

Template Will Be Changed

Update the Template File

Template Name:

☒ Default Template

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

Top Logo

Bottom Logo

Issue Reasons

Text Editing Options (Default Template Only)

EMAIL Headings

A Change Line A Colour -->

B Change Line B Colour -->

Change Background Colour

A

B

ABC MINING GLOBAL LLC

Alice Springs, Australia

Company Name to be used as the Email Sender for the above Company Heading: (If sending via SMTP)

NOTE: The Email Heading above will be used for Projects NOT Linked to a specific Template

Template Linked Projects:

Project

Project Name

0 DO NOT DELETE - Your Default Tr

P0004 PORTNET - PHASE 1B

Q1234 Project Q

SP314 DWABSE

SP317 VINO TINTO

SP325 EPCM ROOIKOP - Maxi Heap Pad and R

SP327 CIVIL BLADE SPIKES - CIVIL

SP327 FUEL BLADE SPIKES - FUEL

SP327 IENG BLADE SPIKES - INSTRUMENTATION

SP327 PH I BLADE SPIKES - PHASE I

SP327 PH II BLADE SPIKES - PHASE II COPPER

SP329 ROOIKOP MINI PROJECT

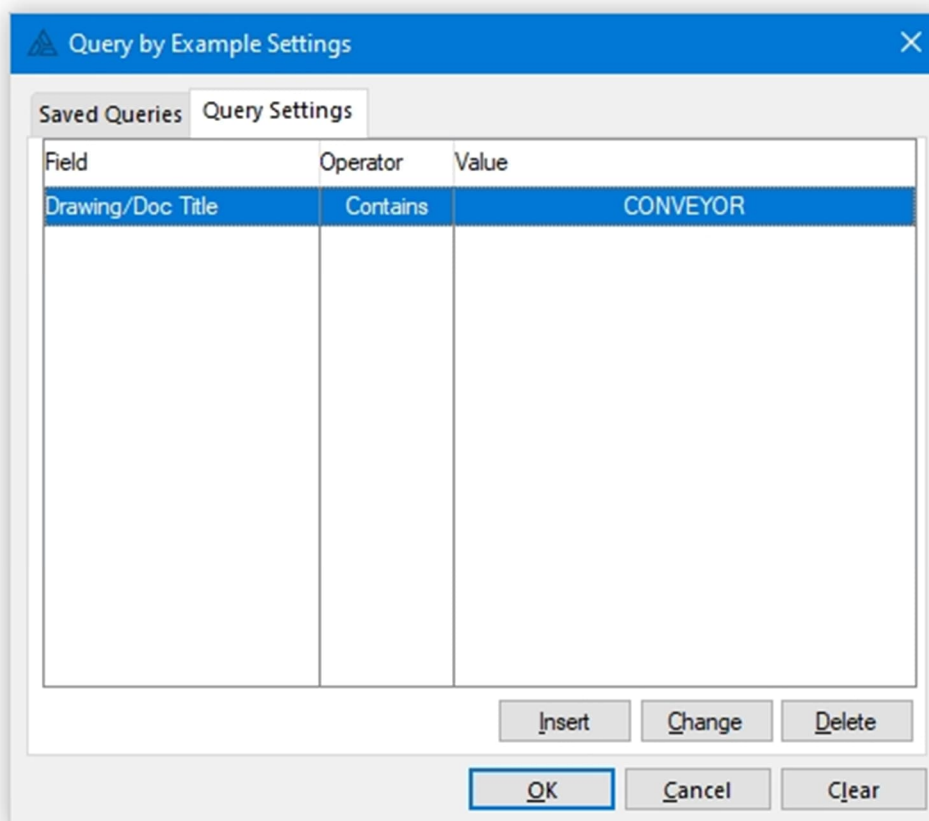
SP329-A ROOIKOP MINI PROJECT EXTENSIC

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, open the 'Search Filter' again and click the 'Clear' button.



The image shows a dialog box titled "Query by Example Settings" with a close button (X) in the top right corner. It has two tabs: "Saved Queries" and "Query Settings", with "Query Settings" currently selected. The main area is a table with three columns: "Field", "Operator", and "Value". The first row is highlighted in blue and contains the text "Drawing/Doc Title", "Contains", and "CONVEYOR". Below the table are three buttons: "Insert", "Change", and "Delete". At the bottom of the dialog are three buttons: "OK", "Cancel", and "Clear".

Field	Operator	Value
Drawing/Doc Title	Contains	CONVEYOR

Insert Change Delete

OK Cancel Clear

BACKING-UP DRPRO & PROTECTING YOUR VALUABLE DATA

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

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

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

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

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

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

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

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

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

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

DRPRO - GENERAL NOTES ON NETWORKS

How DRPRO Network Installation Works:

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

Network Installation Notes:

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

Drive Letter Option: "W:\DRPRO\"

UNC Naming Option: "[\\SERVER1\DRPRO\](#)"

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

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

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

HOW TO IMPLEMENT OUTLOOK EMAILING



HOW TO IMPLEMENT MS OUTLOOK EMAILING OF TRANSMITTALS:

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

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

The screenshot shows the 'Global Settings' window with the 'Outlook, Signatures & Duplicates' tab selected. The 'MS Outlook Options' section is highlighted with a red box. It contains three checkboxes: 'Use MS Outlook for Sending Transmittal Slips Via Email' (checked), 'Revert All Users Back To SMTP Email Sending' (unchecked), and 'Update All Users Upon Save & Exit as per Choice Above' (checked). Below this is the 'Transmittal Signature Options' section with a checkbox 'Include JPG Signatures on All Transmittals ?' (checked). At the bottom is the 'No Duplicate Dwg/Doc Nos Across Disciplines' section with a checkbox 'Dwg/Doc Numbers must be Unique within a Project (i.e. No Duplicates across Disciplines)' (checked). The window has a blue title bar with 'Record Will Be Changed' and a close button. The bottom right has 'Save' and 'Cancel' buttons.

Record Will Be Changed

Global Settings

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

MS Outlook Options

☒ Use MS Outlook for Sending Transmittal Slips Via Email (Can be overridden for each individual User)

☐ Revert All Users Back To SMTP Email Sending

☒ Update All Users Upon Save & Exit as per Choice Above (Will Update the Full Users List on Click 'Save')

Transmittal Signature Options

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

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

No Duplicate Dwg/Doc Nos Across Disciplines

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

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

Save Cancel

INDEX TO USER'S MANUAL

Abort Issue Slip	45	Disciplines	77
Access level	13	Disciplines & Categories	77
Activity Log File	88	Document Requirement Schedule	69
Add	15	Drawing Categories	77
ADMINISTRATION MENU	76	Drawing Comments	32, 52
administrator	10	Drawing COS Hours	36
Administrator	13	Drawing Database	28, 29
All Disciplines	55	Drawing Issue History	29, 33
ALL Revisions	53	Drawing ManHours	34, 35
ANNUAL subscription	11	Drawing Number	29
Authorised Login Required	92	Drawing Register	52
Auto-Generate Drawing Numbers	32	drawings received	27
BACKING-UP DRPRO	101	Drawings Received	55, 62
backup	101	Drawings Received and Re-Issued Again	53
backups	101	Email Authentication	92
Budget Hours per Drawing	29	Email Error Codes	96
Cancel Transmittal Slip	22	Email Error Messages	96
Capacities	77	Email Server Settings	92
Categories	77	Email Transmittal Slip	46
CC	24	emailed Transmittal Slips	24
CC button	25	Emailed Transmittal Slips	24
Change	15	emailing of transmittal slips	92
Change Of Scope	36	emails	46
Clear Lists	45, 47	EQUIPMENT MANAGER	67
Column Management	74	Error 550	92
Contact Details	1	Excel	61
Contact Names	25, 51	Export Data Files	61
Copy	15	Faulty Network Interface cards	103
Copy to Issue Slip	39, 40	First time login	10
CSV Import Rules	60	Forward Email	24
DASHBOARD	75	FTP Hyperlinks	64
Data Manager	8	General notes on networks	103
Date Milestones	29	'Generate' buton	32
Delete	15	GLOBAL DEFAULTS	91
Designations	77	HELP! Where do I	71
disbursements	57	History	33

Hyperlinks.....	37, 64	ONLINE LICENCING.....	6
Import from CSV.....	59	Open Office	61
installation.....	6	OpenOffice	61
installation program	103	Operator	13
INSTALLING DRPRO-NL.....	6	OUTLOOK EMAILING	104
ISO Reference Codes	80	OUTLOOK EMAILING	104
Issue Drawings.....	38	password.....	10
Issue Slip Remarks	26	Portions.....	16
LATEST Revisions.....	53, 55	power	101
LICENCE AGREEMENT.....	5	Preview First	45
List of All Transmittals	22	previous transmittal slip.....	47
Logging into DRPRO.....	10	Printed Report Headings.....	80
Logo sizes	97	Printed Reports	52
Logos in Transmittal Slips	97	PRINTING COSTS	57
Mail Server	93	Printing Costs Menu.....	57
Mail Server Settings.....	92	Proceed	45
Main Menu	13	Project List	14, 16, 17, 19, 20
'Main Menu.....	13	Project Types	78
Maintenance Mode.....	8	Projects Register	55
Management Console	8	Pull-down Menus.....	14
ManHours Report with COS Hours Only.....	54	Purchase Orders.....	67, 69
Man-Hours Spent on a Drawing	29	Reason for Issue.....	53
Mark Dwg for Issue.....	39	Reasons for Issue	27
Mark Revision as Latest.....	62	Recipients Database.....	25
Mass Email & Domain Name Change	89, 90	Recipients Entry Form	26
Master Company List.....	21	Recipients Register	55
Media Costs	78	red triangle	38
Media Sizes	78	re-issuing drawings	47
Media Types	78	Repeat Last Transmittal.....	47
merge	25	Repeat Older Transmittal.....	48
MS Excel	61	Repeat Previous Issue	47
My Files	73	Resend Email	24
Network Data Folder	7	Resources.....	52
Network Deployment	15	REVIEW & APPROVALS.....	65
<u>Network Installation Notes</u>	103	revision numbers	44, 46
Network Licence.....	11	revision system.....	16
networks.....	103, 104	Revision Systems	78
NEW Revisions.....	53	Revisions	37

Search Filters.....	100	Tel/Fax Directory.....	55
SEARCH FILTERS.....	100	Templates	98
Secure Digital Signing	50	Transmittal Slip Contents.....	23
Select Discipline	55	Transmittal Slip Layout.....	49
Select Drawings for Issue	39	Transmittal Slip Remarks	26
'Select Dwgs.....	38	Transmittal Slip Returned	23
Select Printer	70	Transmittal Slip Sample	49
Select Printing Option	70	Transmittal Slip template.....	97
Select Recipients	39	Transmittal Slip Template	98
Send To	15	Transmittals	22
SEND TO	72	Uncancel Transmittal Slip	22
Setup.File.....	6	Update Data Location	8
SHAREPOINT AND API CONNECTIONS.....	95	Update Data Structure	8
Signature image.....	86	upgrading to a new version	8
Signatures	87	UPS	101
SMTP Server Address	91	User Names	79
SOFTWARE LICENCE AGREEMENT.....	5	username	10
spreadsheet	61	Vendors.....	52
Squad Check.....	52	View & Reprint.....	23
Standard Notes.....	57	View History	33
Sub-Portions.....	16	View Revisions	37

Nothing to see here! Move along...