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	Contact Details:
LDA	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
computing	Email: support@LDAcomputing.com Web Site: <u>www.LDAcomputing.com</u>

SOFTWARE LICENCE AGREEMENT Drawing Register Professional (DRPRO)

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INSTALLING DRPRO-NL:

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

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.

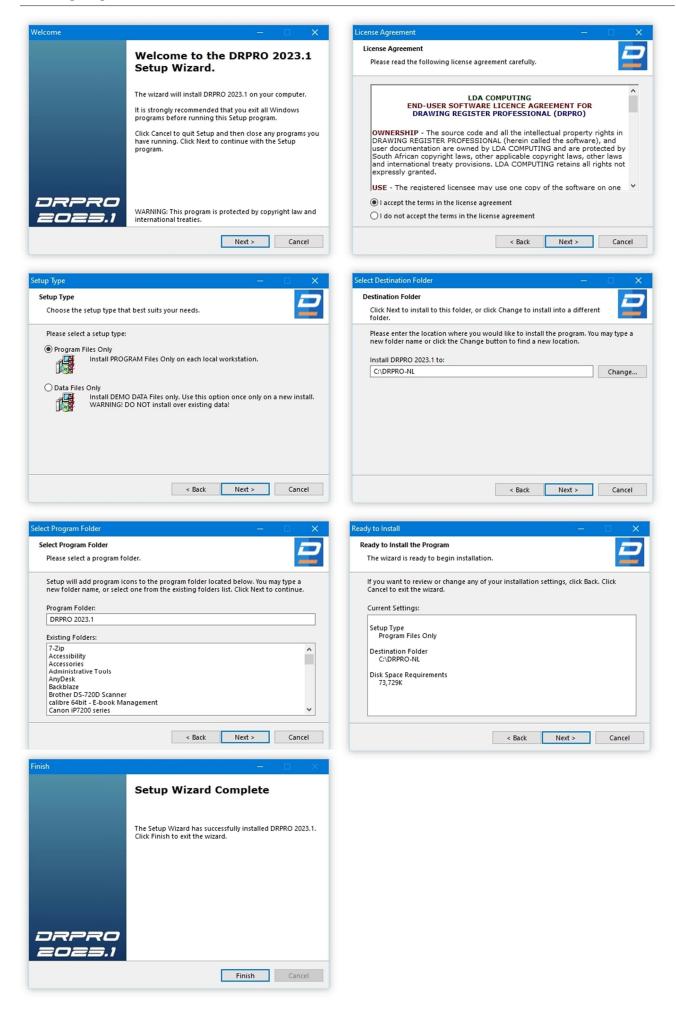
Please refer to our website for a PDF with detailed step-by-step instructions on how to install DRPRO-NL, whether it is for the first time, upgrading from a previous NL version or upgrading from an older Fixed Licence version.

Download the latest **Setup-Drpro-2023.1.zip** file from <u>www.LDAcomputing.com</u> web site, save it in a temporary folder in your computer or network location and **UNZIP** it to extract the installation file **Setup-Drpro-2023.1.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-2023.1.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.
- 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-2023.1.exe, select the "Program Files Only" option and accept all other defaults. The program must be installed on a local drive of each workstation. DO NOT install it on a Server!
- 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 2023-NL.
- 4) 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.
- 5) 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.

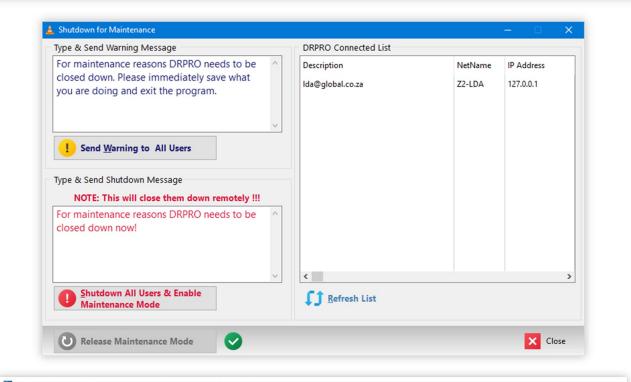
When running the DRPRO Console for the first time after installation, you need to:

- Click 'Set Data Location'.
- Do NOT tick the checkbox 'Licence Location' unless your organization has multiple Data Sets connected to a single instance of DRPRO in a Windows VDI Solution.
- Click 'Save' and exit the Console.
- Start DRPRO 2023-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.

Anagement Console 2022-NL - LDA Computing - \\synologyNAS\public\DRPRO\Data - Demo Set\									
File 🔬 Maintenance 🔚 Tools									
Set Data Location	🔒 Login 🛛 🗧 Syst	tem Info ? Read Me							
🔁 Change Data Path			– 🗆 X						
DRPRO Data Location:	\\synologyNAS\public\DRPRO\Data - De	emo Set\	2						
License Location: \\synologyNAS\public\DRPRO\Data - Demo Set\									
Show Data Location His	tory Open Data Location PLE	ASE ensure this is the correct location !!!	Save Cancel						



Anagement Console 2022-NL - LDA Computing - (\\synologyNAS\public\DRPRO\Data\) \times 98 8 A • 0, Maintenance Mode ON Set Data Location System Info Read Me Login Maintenance Mode Upgrade Files Data Manager 💼 Data Manage File Records File Location Tag All \\synologyNAS\public\DRPRO\Data\DocStatus.tps V DocStatus 11 1 Info V Docs 35689 \\synologyNAS\public\DRPRO\Data\Docs.tps 🗸 Email 13 \\synologyNAS\public\DRPRO\Data\Email.tps Untag All V EmailAtt 26 \\synologyNAS\public\DRPRO\Data\EmailAtt.tps <u>B</u>uild V EmailCC 3 \\synologyNAS\public\DRPRO\Data\EmailCC.tps <u>P</u>ack EquipType 9 \\synologyNAS\public\DRPRO\Data\EquipType.tps V Equipmnt \\synologyNAS\public\DRPRO\Data\Equipmnt.tps 1 C Fre<u>s</u>hen 🗸 ЕхрТуре 0 \\synologyNAS\public\DRPRO\Data\ExpType.tps 2 Release V Expense 0 \\synologyNAS\public\DRPRO\Data\Expense.tps V FontHeadings 79 \\synologyNAS\public\DRPRO\Data\FontHeadings.tps 📥 Export 40 \\synologyNAS\public\DRPRO\Data\Fonts.tps V Fonts V Formats 11 \\synologyNAS\public\DRPRO\Data\Formats.tps V GloDef \\synologyNAS\public\DRPRO\Data\GloDef.tps 1 V Groups 0 \\synologyNAS\public\DRPRO\Data\Groups.tps V HyperInk 4 \\synologyNAS\public\DRPRO\Data\HyperInk.tps V IssMeth 8 \\synologyNAS\public\DRPRO\Data\lssMeth.tps V IssueLog 36112 \\synologyNAS\public\DRPRO\Data\IssueLog.tps \\synologyNAS\public\DRPRO\Data\lssues.tps Issues 35949 × Cl<u>o</u>se 🗸 LogFile 24768 \\synologyNAS\public\DRPRO\Data\LogFile.tps

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.

Warning $ imes$	Warning ×
This program is not licensed. [Main]	The License is not correct for this Product. [Main]
ОК	ОК

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!

DRPRC	-NL LOGIN								
v2023.1-NL									
Licence Expires in 10 Months									
Login Name:	Login Name:								
adminis	strator								
Password:									
Abort & E <u>x</u> it	Proceed to Main Menu								
SOFTWARE BY	LDA COMPUTING								

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

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

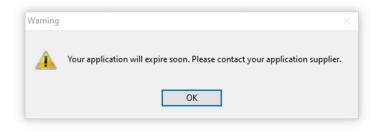
NETWORK LICENCE ANNUAL SUBSCRIPTION: (IMPORTANT INFORMATION)

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

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

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

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



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

ustomer Info	Licence Details	License Activation			
Please fill	-in the details	s below to get your free trial licence			
Company:	[LDA Computing ZA			
Company Ph	one:	+27 11 452 5824			
Country:	[South Africa			
Contact Nam	ne: [Luis De Almeida			
Contact Phor	ne Number:	+27 11 452 5824			
Contact Mob	oile Number:	+27 82 822 9094			
Contact Ema	il: [info@LDAcomputing.com			

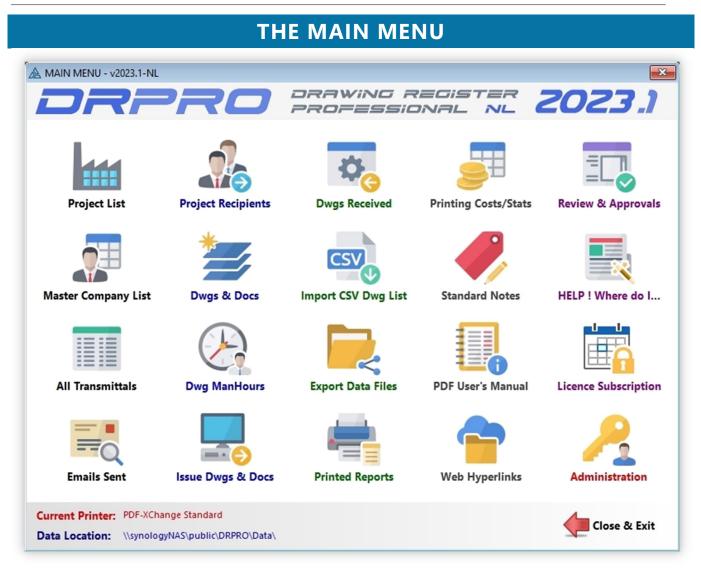
After entering your details, click on the '**Licence Activation**' tab and '**Get Licence from the Web**' button. It should then display the licence details similar to the image below:

Customer Info	Licence Details	License Activation		
+FeA4ZIY fgaY0yy+ fJMuCGVT pqXMiYwT hfJzIv9B Fe5nndPG n7gL71BH	wZtxtUBaY53 UYN4v67MJZj FgYfQYay5Sc d7wtgBTCuc0 3h60HCOkf5C	aL0dL6UpRCs/ig BUkZg1LBTrqoB K37TBNW+UOOJYI Rub0xOgLf+KIf 00G5MyrCaU/CxG W65sGOuhu5+/RI 2sp4jAIk1V4+0	icAcPpArdl5RKC B6Ina9byLR+9cE 0jrD74cSk/NzjU YhckaG5sNXiPIF KYr7R7uAXTiWAG	od3wlsgTM SsPB6ohGo JPtP5EI+t: KN0qqbmSk:

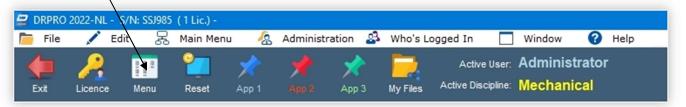
Now click 'OK', exit DRPRO and login again with a fully active 90 day licence.

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 the Web**' button. However, it only be available after we enter the details online from our side...

Customer Info Licen	ce Details Lice	nse Activation						
Licenced Product	DRPRO							
Product Version	2022	2022						
License Type	permanent							
No. of Licences	2							
Licence Level	NL - Network	Licence	5					
Serial Number	DR-1111-ZA-L	DA						
Licence Expiry Date	APR 3,2022	LICENCE EXPIRING IN 59 DAYS	! - Please Renew Soon					
Dealer	LDA Computi	Ig						
Date Created	SEP 11,2021	0:22						
Date Issued	FEB 3,2022	15:19						



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



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

2 D	DRPRO 2022-NL - S/N: DR-1111-ZA-LDA (2 Lic.) -													
	File	💉 Ed	it ,	몼	Main Me	nu 셨	Administ	ration 🗳	Who's Lo	0	Help			
-	Setup	Default P	rinter			-		-		Ē	Licence	Information		
00	Reload	Main Me	nu		set	App 1		Арр 3	My Files	6	DRPRO	Help / User's Manual		
*	Set Us	er Applica	ations								LDA Cor	nputing OnLine		LDA Computing Web Site
	Backgr	ound Ima	age			Set Backg	round Ima	ge		=	What's M	lew in this version of DRPRO	Ç,	Frequently Asked Questions
5	Reset /	All Windo	ws		×	Remove B	ackground	Image			About		@	E-mail Technical Support
٠	Exit										About		A	Download User's Manual Download Narrow Fonts
														Download Warrow Ponts

Main Menu Pull-down:

Administration Menu Pull-down:

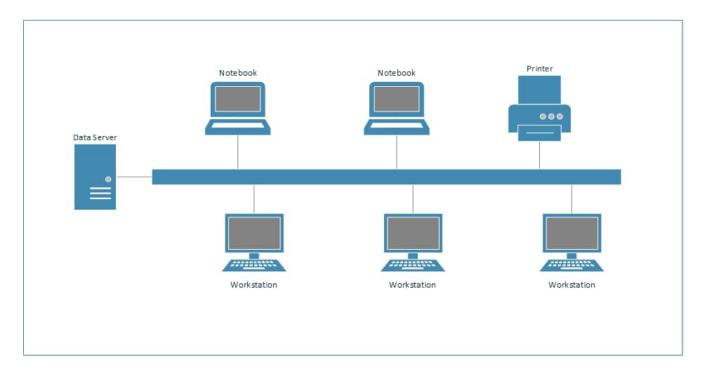
۲

00	Reload Main Menu	88	Disciplines & Categories
ŧ.	Project List	.	Capacities
2	Master Company		Designations
	All Transmittals		File Type/Format
	Emails Sent	1=	Revision Systems
-	Project Recipients	īß	Media Sizes
	Project Recipients		Media Types & Cost
	Dwg/Doc List	1	Project Types
9	ManHours		
24	Issue Dwgs/Docs	No.	Issue Methods
&	Contacts List	THE	Scales
÷.,	Dwgs Received		Headings on Printed Reports
A	Import CSV Files	勸	Project Status
la	Export Data Files	1	Dwg/Doc Status
ě,	Printed Reports		Review Purpose
		=	Review Status
8	Printing Costs Standard Notes	5	Users List
Ğ	User''s Manual		Global Defaults
		*	
₽	Hyperlinks		Transmittal Templates
1	Review & Approvals		Activity Log
Ĉ.	Help! Where Do I		Merge Log
i i i	Licence Subscription Info		Mass Email Change Utility
23	Administration	5	Mass Path Name Change
6	Equipment Manager	6	Equipment
		8	Set Maintenance Mode

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

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

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



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

Add	Add	Add a new record to the list (Project, Drawing, Recipient, etc.)
🔧 Change	Change	Change the highlighted record to something else.
Delete	Delete	Delete the highlighted record.
	Сору	Copy the details of the highlighted record to Add a new one.
A Send To	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.

		t No By Project Name By Loca	ation By Client By Entry Order [No Sortin	al						AREAS	
-	-	Project No		u Last Trn #	Status	City/Town	Suburb	State/F ^	Code		^
0	P0004		PORTNET - PHASE 1B	0	Complete				1000	Conceptual Design	
	~	Q1234	Project Q	0					1100	Primary Crushing, Stockpile and Re	
	~	SP000	GENERAL	0					1240	Anfo	
	~	SP313	ROOIKOP PROJECT	3,129					1250	Fuel farm	
	~	SP314	DWABSE	1,005					2100	Grinding	
	~	SP317	VINO TINTO	1,562					3100	Pre-Leach Thickening	
	~	SP325 EPCM	ROOIKOP - Maxi Heap Pad and Recovery	3,121		Pilbara					
	~	SP327	BLADE SPIKES	2,923	Construction	Pilbara			14 44 4	? • • • • • • • • • • • • • • • • • • •	~
	~	SP327 CIVIL	BLADE SPIKES - CIVIL	0						ZONES	
	~	SP327 FUEL	BLADE SPIKES - FUEL	5					Code	Description	
	~	SP327 IENG	BLADE SPIKES - INSTRUMENTATION ENGI	2,397					1000-A	Area 1000 - Zone A	
	~	SP327 PH I	BLADE SPIKES - PHASE I	0					1000-B	Area 1000 - Zone B	
	~	SP327 PH II	BLADE SPIKES - PHASE II COPPER	0					1000-C	Area 1000 - Zone C	
	~	SP329	ROOIKOP MINI PROJECT	3,134							
	~	SP329-A	ROOIKOP MINI PROJECT EXTENSIONS	3,134							
	~	SP331	MACUA MINE	0							
4 44	•	? • • • • •						> ~		? • • • • • • · · · · · · · · · · · · ·	

😑 Add New Project					×
Project E	ntry Form				
Project Info Transm	ittals & SharePoint				
Project Enquiry	Details			Project Locat	ion
Enquiry No:		NOTE: Enter Project End	uiry Number only if applicable. If not, leave it blank	Country:	Australia
Project Basic Det	tails			State / Prov:	WA
Project No:	SP327		Max. 24 chars I lock This Project. No more work allowed	Town / City:	Pilbara
Proj. Full Name:	BLADE SPIKES URANIUM M	INE	24 chars Lock This Project. No more work allowed	Suburb:	
Proj. Short Name:	BLADE SPIKES	Max. 20 chars	Proj. Short Name will be used in PDF Transmittal & CSV file names as well as Email Subject Line.	Stand No:	
Rev System:	Letters then Numbers		oject Status: Design Vell of Children Subject Children DES		
Client's Info				Project Statis	tics
Client:	ARENA	📂 🛛 Arena Resou	rces	Project Value:	600,000,000
Client Proj No:	ARE-00044-3197-BSUM	Activate Pr	inting of Client's Drawing Nos 🖌 🗸 Define Where	Project Type:	Mining 📂
NOTE: To activate	the printing of Client's Dwg Nos,	enter a Client's Proj. No. 1	irst, tick ON the next box & click Define Where.	Project Date:	05-10-2022
Project Subdivisi	ion Wording		Report Layout Options	Percentage (Complete:
Rename "Portion"	To: Area	10 chars max.	Always Use 40 Char Document No. Layouts	Percent Site:	40 Percent Office: 80 🔹
Rename "Sub Port	ion" To: Zone	10 chars max.			
			L		Cancel 💾 Save

Project Entry Form: Transmittals & SharePoint

SharePoint Target for Transmittal PDF:

This section allows to activate the uploading of the PDF Transmittal Slips 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 PDF's 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.

ect Info Transmittals & SharePoint						
harepoint Target for Transmittal PDF	F Select API Conr > MICROSOFT	nection:	> T Select ShareP	oint Library 🗌 Create Tran	NOTE: This section requires IT	ſ input
SharePoint Library Name: LDA Comput	ting Team Site > Docun	ients				
Add Transmittals to Document List	his Project's Dwgs/Docs List	Discipline & Ca	tegory as predefined in A	Admin / Global Settings (For A	LL Projects):	
Fick-ON the above check-box if you wa part of your Dwg/Docs List for this Proj	ant the Transmittals to be			Document Document Control		
verride Default Transmittal PDF Ser				erver Location for s (This Project Only)		C
NOTE: The Server Location you selec	ted above will override t	he default location as defined	l below			Clea
Default Transmittal PDF Location for A	All Projects: (This is def	ned under Administration/Glo	bal Settings)			
\\synologyNAS\public\Test						

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

n Select Sharepoint Library		– 🗆 X
SHAREPOINT SITE	DOCUMENT LIBRARY	LIBRARY FOLDERS
Site Name	Library Name	Folder Name
	Target	0-Test Long Filename Folder With Over 255 Characters for Test
All Company	Documents	
DRPRO NL		
LDA Computing		
LDA Computing		
LDA Computing Team Site		
Luis De Almeida		
Roger De Almeida		
Support		
Get Libraries	Get Folders	-> Next Folder
Reset	nts	Select

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.

By Compar	Ny Name By Abbreviation By Cap	acity By Entry Order [N	o Sorting]			AREI
Abbrev	Company Name	Contact Name	Capacity	Email		ARENA
ABC	ABCSteel Limited	Peter Piper	Vendor	peter.piper@abcsteel.co.	Office Location:	MODDERFONTIEN
ALESA	ALCAN ALESA TECHNOLOGIES LTD	Katia Meloni	Project Manager	katia.meloni@riobranco.	Contact Name: Address:	Simoni Di Laurentis
ACOC	Alumina and Coke Offshore Convey	Document Control	Client			
-VENTIS	ANDREW VENTIS FURNACES	Magriet de Beer				
AVDW	Anton Van Der Westhuizen	Anton	Section Leader	a.westhuizen@abcdesigr	Tel: Fax:	
ARENA	ARENA	Simoni Di Laurentis	Client		Email:	
TRM	ATRM	Al Moussa	Civil Engineer	al.moussa99@gmail.com	10	Projects Worked On:
ALULA	Balula Technologies	Jacobus Balula		jacobus@balulatechnolo	Proj No	Proj Name
ATSMAN	BATSMAN	Dizzie Gillespie	Engineering Infrastruc	dizzie.gillespie@batsmar	SP347	ROOIKOP MIDI PROCESS PLAN
EARMAN	Bearing & Rollers	Ernesto Albino	Vendor	bearings@bearman.co.za	SP329 SP313	ROOIKOP MINI PROJECT ROOIKOP PROJECT
8(B	Bed & Breakfast	Henrique Roque	Fabricator		SP315 SP325 EPCM	ROOIKOP - Maxi Heap Pad an
J&A	BJ & Associates	Brendan Johanssen	Civil & Structural Engi	bjassociates@gmail.co.zi	SP343 MBH	ROOIKOP - INPLANT CONVEY
LEXICON	Blexicon Piping Specialists	Janus Von Blex	Fabricator	janus@blexiconpiping.co	SP360	MIDI PLANT - ALLOMERATION
BLV	BLV Switchboard	Selwyn Steenkamp		selwyn@blv.com	SP314 SP347	DWABSE
RESKO	Bresko Engineering	John Bresko	Vendor	peter@brelko.com	SP347 SP347	ROOIKOP MIDI PROCESS PLAN ROOIKOP MIDI PROCESS PLAN
4 44 4	? • •• • • <			> ~	SP000	GENERAL
				→	<	,

Master Company Entry Form		a Company Record Master Company	Entry For	m
sic Details Addresses & Tel/Fax Nos	Basic Details	Addresses & Contact Details		
Basic Details	Physical	Address:	Postal A	Address:
Master Abbrev: ARENA Must be a Unique Abbreviation, up to 8 Characters	Line 1:	355 Mining Drv	Line 1:	PO Box 12345
Company Name: ARENA	Line 2:		Line 2:	
	Line 3:		Line 3:	
Capacity:	City:	Modderfontein	Line 4:	Modderfontein
Capacity: Client	Country:	South AFrica	Zip Code:	6789
Contact Name: Simoni Di Laurentis	6	Contact Information:		
Smon of Ladrends		088 987 6543	Cell No:	099 123 4567
	icino.	000 307 0343		Simoni Di Laurentis
	Email:	simoni@arena.com		
X Cancel				Cancel

List of All Transmittals

Seria	al No (Order	By Project No	By Project & Recipient								HP Smart I	Printing	Switch P	rinters
Ret	Link	Х	Project No	Project Name	Proj Trn No	Recip Trn No	Serial Trn No	Issue Date	Time	Eml	Recipient	Attention	Issued By	Method	ltems
5	F		SP350	TEMPEST MAURITANIA - UPGRADE	2,763	5	4,966	10-10-2012	16:12		QTS	Nick Rogerson	Andy Harrison	Deliver	
Ь			SP327	BLADE SPIKES	2,916	3	4,967	03-01-2017	17:29		AGGREKO	Luis De Almeida	Administrator	E-Mail	
5	1		SP327	BLADE SPIKES	2,917	1	4,968	03-01-2017	17:29		BOSWORTH	Annelize / Ryan Yor	Administrator	Collect	
5	Ē		SP327	BLADE SPIKES	2,918	3	4,969	03-01-2017	17:29		CPM	Doug Fenner	Administrator	Courier	
5	Ē		SP327	BLADE SPIKES	2,919	4	4,970	03-01-2017	17:30		AGGREKO	Luis De Almeida	Administrator	E-Mail	
5	Ē		SP327	BLADE SPIKES	2,920	2	4,971	03-01-2017	17:30		BOSWORTH	Annelize / Ryan Yor	Administrator	Collect	
5	Ē		SP327	BLADE SPIKES	2,921	4	4,972	03-01-2017	17:30		СРМ	Doug Fenner	Administrator	Courier	
5	Ē		SP327	BLADE SPIKES	2,922	5	4,973	31-03-2018	14:22		AGGREKO	Ziyaad Domingo	Administrator	E-Mail	3
5	1		SP327	BLADE SPIKES	2,923	6	4,974	31-03-2018	16:01		AGGREKO	Ziyaad Domingo	Administrator	E-Mail	2
5	Ē		SP327	BLADE SPIKES	2,924	7	4,975	28-01-2022	16:11	2	AGGREKO	Ziyaad Domingo	Willie Wessels	Email	11
Ð	F	0	SP327	BLADE SPIKES	2,925	139	4,976	28-01-2022	16:11		COSTIRA	Gillard vd Klopp	Willie Wessels	Email	11
5	-		SP327	BLADE SPIKES	2,926	5	4,977	28-01-2022	16:11		CPM	Doug Flanagan	Willie Wessels	Email	11

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

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

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

Should you have cancelled the wrong transmittal slip by mistake, you can click on the '**Cancel/Uncancel Transmittal Slip**' button to re-instate it again as a valid transmittal slip. You may also record the receipt of a signed Transmittal Slip as proof of receipt by clicking on the '**Transmittal Slip Returned**' button and entering the details about it, including a link to the signed copy of the transmittal slip.

Transmittal Signed +		tal Slip Location	
Transmittal Serial No:	4,975	Confirm as Signed & Returned	
Project Transmittal No:	2,924	SP327 - BLADE SPIKES	
Date Returned:	28-01-2022	15	
Returned File Location:	\\Server01\PDF T	- ransmittals Received\ABC - Proj SP327 - BLADE SPIKES - Transmittal No 4975.pdf	Test <u>U</u> RL
s	pecify a File L	ocation either as a Local Network File Link or as a Web URL	

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

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

roj Tr	n No:	2932	Project No: SP327 -	BLADE				1.50	eria	1110.	Order
erial		8 4983 1-02-2022	Recipient: AGGREKO Attention: Ziyaad D						Date: 28-0	1-2022	Issue Method: Email
с	Discipline	Dwg No		Rev	Status	No	Туре	Pgs	Size	Link Fld	r 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	OA	IFC	2	DWG	1	A2	(Plant General - Piping Isometric Line No PID3410-SFO-CS01-100-04 CANCELLED
	PIPING	SP327 6500	P 6570	OA	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
14 44	4 ?)	H H	<								>
Reaso	n for Issue	:		11 Dw	gs/D	ocs l	isted	Ab	ove		Additional Notes:
	For your	Information	n		E Fo	or Pla	nning	pur	pose	only	Herewith additional copies of drawings as requested by yourselves.
	For your	Records			E Fo	or Te	nder p	urpo	oses o	only	These drawings have been previously issued.
_		king and Ap					nufac		ŋg		
		turn check o	сору		_		oricati				
	For Cons	truction			E Fo	or Sig	natur	e			

List of Emailed Transmittal Slips

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.

By D	ate & Time	By Project No	By Issue Slip No	By Recipient By	Email Addre	ss By Sender's Name	Emails	NOT Sent		_					_	
	Date	Time	Project No	Slip Serial No	Recipient	Main Contact	Email	Address	Att	Link	СС	Eml Sender	CC Name	Company	CC Email	Address
✓	11-04-2011	23:36:19	SP327	4,909	SEN	Peter Spence		info@ldacomputing.com	1			🖂 administrat	CC Piet	BB	piet@abo	.co.za
✓	11-04-2011	23:37:13	SP381	4,908	FLEXICON	MIKE ENSLIN		info@ldacomputing.com	1			🖂 administrat				
~	11-04-2011	23:37:37	SP381	4,907	MUMI I	MUMI 1, SITE		info@ldacomputing.com	1			🖂 administrat				
✓	11-04-2011	23:38:00	SP381	4,906	MUMI I	MUMI 1, SITE		info@ldacomputing.com	1			🖂 administrat				
✓	11-04-2011	23:39:43	SP381	4,905	MUMI I	MUMI 1, SITE		info@ldacomputing.com	۵			🖂 administrat				
0	12-07-2011	11:07:33	SP350	4,919	COSIRA	Gil Do Cabo		piet@abc.co.za	1	S		w.wilson				
0	13-07-2011	14:08:30	SP350	4,924	C/T	Ruben Cloete / Rolan		piet@abc.com	1	S	CC	w.wilson				
✓	12-10-2011	13:40:21	SP350	4,925	DARREN D	Darren Dalrymple	8	lda@ldacomputing.com	Ś			w.wilson	Attachment File Name			Size
✓	28-03-2012	13:59:02	SP327	4,909	SEN	Peter Spence		lda@ldacomputing.com	Ø			w.wilson	Sample Drawing.pd	f		545
0	03-01-2017	17:29:54	SP327	4,967	AGGREKO	Ziyaad Domingo	8	lda@ldacomputing.com	Ø			🖂 administrat	🔕 13190-1100 Rev A, E	ry Stack Retai	ning Wall.	1364
✓	03-01-2017	17:31:29	SP327	4,970	AGGREKO	Ziyaad Domingo	8	lda@ldacomputing.com	Ś			🖂 administrat	S_08_016.pdf			56
	31-03-2018	14:23:25	SP327	4,973	AGGREKO	Ziyaad Domingo	8	info@ldacomputing.com	8	8	CC	administrat	S DEMO - Proj SP327	- BLADE SPIKE	S - Transr	219
~	31-03-2018	16:02:19	SP327	4,974	AGGREKO	Ziyaad Domingo	8	info@ldacomputing.com	Ø			Madministrat				
1 1	1 ?)	FF FI <										>	<		>	
ubj	ect: BLA	DE SPIKES -	DEMO - Projec	t Transmittal	No 2922											2,184
	rlink: ftm.	//abc.co.za/	drawings												_	4 File

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

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

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

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

Project Recipients

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.

roje	t No:							_						
SP	327	📂 BL	ADE SP	PIKES										
ALL	Recipients A	CTIVE Recipients											t Names for: ni and Burger	
Actv	Abbrev	Company Name	Last Trn #	Capacity	No Of	Full	Email	Method	Tel No	^	Name	сс	Email	Desi
~	AGGREKO	Aggreko	8	Main Contractor	1			E-Mail			Henk Robertson		henk@bb.co.za	
~	BB	Blandini and Burger	2	Fabricator	1			Collect	011 984 3777		Piet	CC	piet@bb.co.za	Site
~	BISHKOT1	BISHKOTT MINE - DRC New Camp	31	Electrical Engineer	3			Deliver						
~	BISHKOT2	BISHKOTT MINE - Site Office	57	Site Engineer	2			Courier						
~	BISHKOTT	BISHKOTT MINE - DRC	24	Site Agent	2			Deliver						
~	BJ&A	BJ & Associates CC	2	Civil & Structural Engineer	1	۲		Collect	011 477 1234					
×	BMSC	Bishkott Mining Share Company	2	Client	1			E-Mail			<			
~	BOSWORTH	Bosworth	2	Steel Fabricator	4	۲	⊠	Collect	011 684 1111		+ 🕄 🗙 🕥	CC		2 Contac
~	CLIENT	Bishkott Mining Share Company	2	Client	1			E-Mail			Contact Details:			Listed
~	CLIN	CENTRE LINE ASSOCIATES	1	Fabricator	2			Deliver	011 735 6621		н	enk	Robertson	
~	COSTIRA	Costira Group	139	Fabricator	1			Collect	011 626 2317		Designation: Email: henk@	bb co		
4	({ ? } }	н «							>	~	Cellular:	00.00	Click to	
÷		🕁 🚹 🚺 🔂 Activa Recipi	te 🖸 🖸	Deactivate Recipient		50	C Re	cipients ted			Tel: 011 894	3271	Skype (Call

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

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

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

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

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!

sic Information	Addresses & Contact Details Preset Issue Reasons Dwgs/Docs Received	
SP327 - BLA		
Linked To Mas		
From Master Cor	BJ&A To BJ&A	
Abbreviation	n Code: BJ&A (Recipient Abbreviation Code for This Project only)	
Recipient	t Name: BJ & Associates CC	
In What Ca		
Care Of (If Appli	licable): Currently Active Recipient	
issue M	Method: Collect	
13500 11	🗛 🗸 Auto Include in Issue Registe	rs
No of Hard (Copies: 1	
Main Contact I		
Main Contact	t Name: Brendan Johanssen	
Main Contact	tt Email: bmjassociates@worldonline.co.za	
Main Contact C	Cell No: 082 222 3333	lip

🔏 Change Red				
Recip	pients Entry Form			
Basic Informa	tion Addresses & Contact Details	Preset Issue Reasons	Dwgs/D	ocs Received
SP327 -	BLADE SPIKES			
BJ&A	BJ & Associates C	С		
Physical	Address		Postal A	ddress
Line 1:	10 Patrick Duncan Avenue		Line 1:	PO Box 183154
Line 2:	Florida Park		Line 2:	Cresta
Line 3:			Line 3:	
City:	Randburg		Line 4:	
Country:	South Africa	Z	ip Code:	2118
Company	y Contact Information			
Tel No:	011 477 1234			
Fax No:	011 477 1235			
-				
Copy the back to	his Company's Details 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.

sic Information	Addresses & Contact I	Details	Preset Issue Reasons	Dwg	s/Docs Received			
5P327 - BL	ADE SPIKES							
BJ&A	BJ & Associa	ates CO	:					
Preset Issue F	Reasons at this Stage	of the	Project					
Por you	ur Information							
For you	ur Records							
For Che	ecking and Approval							
Please	return check copy							
For Cor	nstruction							
For Pla	nning purposes only							
For Ter	nder purposes only							
For Ma	nufacturing							
For Fak	prication							
For Sig	nature							
ange Recipient' Recipier	's Details 1ts Entry Fo	rm		_		_	_	
			Preset Issue Reasons	Dwgs	/Docs Received			
Recipier	Addresses & Contact De		Preset Issue Reasons	Dwgs	/Docs Received	1		
Recipier	Addresses & Contact De	etails	Preset Issue Reasons	Dwgs	/Docs Received			
Recipier c Information P327 - BLA	Addresses & Contact Di Addresses & Contact Di ADE SPIKES BJ & Associat	etails tes CC ig to rec	Preset Issue Reasons eeive drawings from ter details below to e entries below BLAI	this C speed	ompany and r		-	
Recipier Information P327 - BLA J&A NOTI	Addresses & Contact Di Addresses & Contact Di ADE SPIKES BJ & Associat	etails tes CC ig to rec then ent eave the	eive drawings from ter details below to e entries below BLAI	this C speed	ompany and r		-	
Recipier cinformation P327 - BLA J82A NOTI	Addresses & Contact Di Addresses & Contact Di ADE SPIKES BJ & Associat If you are goin regular basis, t IF NOT, then le	etails tes CC ig to rec then ent eave the	eive drawings from ter details below to e entries below BLAI om This Company	this C speed	ompany and r		-	
Recipier c Information P327 - BLA J82A NOTI Default Settin Reci	Addresses & Contact Dr Addresses & Contact Dr ADE SPIKES BJ & Associat If you are goin regular basis, t If NOT, then k gs for Drawings Rece pient's Own Project No:	etails tes CC then ent eave the	eive drawings from ter details below to e entries below BLAI om This Company	this C speed	ompany and r	ed Dwgs/D	ocs recordi	a ng process.
Recipier c Information P327 - BLA J82A NOTI Default Settin Reci	Addresses & Contact De Addresses & Contact De ADE SPIKES BJ & Associat If you are goin regular basis, t IF NOT, then k gs for Drawings Rece	etails tes CC then ent eave the	eive drawings from ter details below to e entries below BLAI om This Company	this C speed	iompany and r up the Receivi	ed Dwgs/D efix to avoid (m or to avoid	clashes with t	a ng process. your own Dwg ween different
Recipier c Information P327 - BLA J82A NOTI Default Settin Reci	Addresses & Contact Dr Addresses & Contact Dr ADE SPIKES BJ & Associat If you are goin regular basis, t If NOT, then R gs for Drawings Received: ALL Drawings Received:	etails tes CC ig to rec then ent eave the eived Fro 12345 BJA	eive drawings from ter details below to e entries below BLAI om This Company	this C speed NK !	Company and r up the Receive Hint: Use a Pr numbering syst recipients you m	efix to avoid (m or to avoid ay be receivir	clashes with y I clashes betting Dwgs/Doc	a a ng process. your own Dwg ween different s from

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.

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 category (each Discipline has its own set of categories. (See Disciplines).

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

roject No: S	P327			G	Ð	BLADE S	SPIKE	S						
MECH	Mechan	ical												
LL Drawings	& Docs	Filter By Area Filter	By Categ	ory	All Disci	plines Togeth	er			st Rev		€	✓ Reset	
		<- Locate Dwg No												
ABC123	Info Issued	d Drawing/Doc No	Rev	Status	Area	Zone	Cat	Size	%	Fmt	Link	UR	RL Drawing/Doc Title	bt
ADMIN ARCH	R 🔿	SP327 1100 M 1100	11	P25	1100		M01	A0	100	PDF	1		Primary Crusher, Stockpile and Reclaim - General Arrangt of ROM	
	[] []	SP327 1100 M 1101	с	P25	1100		M01	A0	100	PDF	1		Primary Crusher, Stockpile and Reclaim - Mech. Arrangt of Stockpi	
	\supset	SP327 1100 M 1102	с	P25	1100		M02	A0	100	PDF	-	€	Primary Crusher, Stockpile and Reclaim - Dtls of Static Grizzly - Sht	
ENG GEO	\supset	SP327 1100 M 1103	в	P50	1100		M02	A0	100	PDF	Ē		Primary Crusher, Stockpile and Reclaim - Dtls of Static Grizzly - Sht	py
INSTR MECH	\supset	SP327 1100 M 1104	в	P50	1100		M01	A0	100	PDF	Ē		Primary Crusher, Stockpile and Reclaim - Arrgt of Bin Top Section	atus escription
PIPING PROC	\supset	SP327 1100 M 1105	В	P50	1100		M01	A0	100	PDF	1			ide/Unhid wa/Doc
	\supset	SP327 1100 M 1106	В	P50	1100		M01	A0	100	PDF	1		Primary Crusher, Stockpile and Reclaim - Rom Tip Structure Elevati	wg Issue
	\supset	SP327 1100 M 1107	В	P50	1100		M01	A0	100	PDF	Ē		Primary Crusher, Stockpile and Reclaim - Rom Tip Structural Elevat	istory evisions+
	()	SP327 1100 M 1108	в	P50	1100		M01	A0	100	PDF	E		Primary Crusher, Stockpile and Reclaim - Arrg't of Bin Bottom Sect	perlinks
	()	SP327 1100 M 1109	В	P50	1100		M01	A0	100	PDF	1		Primary Crusher, Stockpile and Reclaim - Det's of Apron Feeder ski	an-Hours
	\otimes	SP327 1100 M 1110		P50	1100		M01	A0	100	PDF			Primary Crusher, Stockpile and Reclaim - Misc. Dets of Rom Tip Str	
	\otimes	SP327 1100 M 1111	-	P50	1100		M01	A0	100	PDF	1		Primary Crusher, Stockpile and Reclaim - Floor plans of Rom Tip St	
	\supset	SP327 1100 M 1112	01		1100		M01	A0	100				Primary Crusher, Stockpile and Reclaim - Mech. Arrangt. Tunnel pl	
	\supset	SP327 1100 M 1113	01		1100		M04	A0	100				Primary Crusher, Stockpile and Reclaim - Conv. Pulley Schedule	awing/Do

The green-arrow icon on the left column indicates that 'this drawing' and 'this revision' have been issued to at least one recipient. 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.

The category will define if the Drawing Number is alpha-numeric or if it follows a numeric sequence which can be generated in batches, plus a user defined prefix. The document number is upper case only, up to 40 characters long, is alpha numeric and follows the normal computer (ASCII) sequencing for alpha numeric characters, which is not the same as a purely numeric sequence.

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.

A Changing a Drawin	g				
Drawing	s & Docume	nts Entry For	m		
Project No: SP32	7 - BLADE SPIKES				
Discipline: MECH	Mechanical				91
Basic Info Additi	onal Info Budget Hou	irs & Date Milestones Cor	nments		
(*) Discipline:	MECH ~	Category: M02 🗸	Sections & Dets.		
	10	1 20]	30 40 Ch	rs Max	
(*) Dwg/Doc No:		M 1102			Hide This Dwg from Printed Reports
(*) Dwg/Doc Title: Max 150 Chrs	Primary Crusher, Sto	ckpile and Reclaim - Dtl	s of Static Grizzly - Sht 1		
	-			1 🗘	
(*) Revison:	C ~	1	Sheet 1 🔹 Of	•	Dwg/Doc Status
Area Code:	1100 ~	Primary Crushing, Sto	ckpile and Reclaim		Dwg/Doc Status
Zone Code:	~	Dwg/Doc Ow	nership	ß	Progress 25
(*) Dwg/Doc Size:	A0 ~	Designed By:	Warren Bell	~	Reference Dwgs
Dwg/Doc Scale:	1:100 ~	Drawn By:	Tim Harrison		This Dwg Is a Reference (Master) Dwg
Dwg/Doc Date:	09-01-2008	Checked By:	Willie Wilson		Link This Dwg To a Reference Dwg
Date Required:	15	Approved By:	Johann Strauss		
% Complete:	100 🗘 %	(100) Section Leader:	ADMIN-001 🛅 Administrato	r	
					Cancel Save

Changing a Drawing		
Drawings 8	k Documents Entry Form	
roject No: SP327 -	BLADE SPIKES	
scipline: MECH N	lechanical lechanical	\$
asic Info Additional In	nfo 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	<u>م</u>	Multi Page 🖌 🖌
Vendor's Dwg/Doc No:	1234	Multi Page Document
Vendor's Name:	QTS Vulity Tube Services CC	
Client's Drawing Info	ormation	Ľ
Client's Dwg/Doc No:	JHJ7-ASI-F1234 Allow Dup	plicate
	NOTE: You may use the Client's Dwg No. on all printed documentation. Must first be activated in the Project Entry Form for this	s Project No.
Computer File Inform	nation	Ľ
File Type/Format:	PDF Acrobat Reader Network File Location refers to a \file\ that is only available within your Local Network	(Max 255 Characters)
\Network File Location: Copy Link	C:\Drawings\Sample Drawing.pdf	0
//Web/Cloud File URL: Copy URL	ftp://abc.com/drawings/sp327_1100_m_1102.pdf	C Test URL
	NOTE: For Web/Cloud URL, Copy from the source and Paste into this entry field, then verify w Web/Cloud URL is a link that can be accessed from anywhere, pointing to Share Point	
		Cancel 💾 Save

🛦 Changing a Drawing						×
Drawings & Documents	Entry	Form				
Project No: SP327 - BI ADE SPIKES	-					
of ber bende of med						
Discipline: MECH Mechanical Basic Info Additional Info Budget Hours & Da	e Mileston	es Comments				91
		comments				1
Dwg No: SP327 1100 M 110	2					
Dwg Title: Primary Crusher, Stockpile an	d Reclaiı	m - Dtls of Static Gr	izzly - Sht 1			
Date Milestones:	5	Budgeted Hours & N	ManHours Already S	Spent: 🖉		
Actual Start Date: 07-01-2013	15	Budgeted Hours:	30.00 🗘	Hrs		
Forecast Completion Date: 25-01-2013	15	Actual Hours Spent:	0.00	Hrs		
Actual Completion Date: 22-01-2013	15	COS Hours (External):	0.00	Hrs [COS = Change Of Scope]		
Squad Check Dates:	5	COS Hours (Internal):	0.00	Hrs		
Date Sent for Squad Check: 28-01-2013	15		0.00			
Date Required from Squad Check: 31-01-2013	15					
Date Returned from Squad Check: 30-01-2013	15					
Supplier Related Dates:	5					
Date Received From Supplier:	15					
Date Returned To Supplier:	15					
Date Reqd For Resubmission:	15					
					Cancel	Save

A Changing a Drawing		×
Drawings & Documents Entry Form		
Project No: SP327 - BLADE SPIKES		
Discipline: MECH Mechanical		91
Basic Info Additional Info Budget Hours & Date Milestones Comments		
Dwg No: SP327 1100 M 1102		
Dwg Title: Primary Crusher, Stockpile and Reclaim - Dtls of Static Grizzly - Sht 1		
Comments: (4,000 characters max.) NOTE: Part of 1st line of comments is printed in 'Drawing Register with Comments' Report	104 Characters used	Update 🍘
Any Drawing related comments that need to be kept should be entered on this list for future reference		^
		~
	Cancel	Save
	Cancer	

ject No: SP32	7 - BLADE SPIK	ES					
cipline: MECH	Mechanical						
sic Info Addit	onal Info Budget H	lours & Date Milestones	Comments				
(*) Discipline:	MECH ~	Category: M06	 Platework 		🗹 Auto Generate	How Many? 10	
No Of Digits:	4 🖨 Numerio	: Upper Limit: 9,999	Fixed Prefix:	SP327 1100 M-			
	. 1	0 20	1 30]	40 Chrs Max			
Starting No:	SP327 110	0 M-			*	Hide This Dwg from Printed	Report
) Dwg/Doc Title: Max 150 Chrs	Test Detail Drawin	g					
(*) Revison:	- ~	🗹 Auto Shee	t Numbering?				
Area Code:	1100	Primary Crushing	Stockpile and Reclain	n	Dwg/Doc Sta		Ľ
Zone Code:		~			Dwg/Doc Statu:		mplete
*) Dwg/Doc Size:	A0 ~	-	c Ownership		n N	Not Started	
Dwg/Doc Scale:		Designe	By: Andy Handy		Reference Dw	gs	-
	1:10 ~	Draw	n By: Barnie Bear	F	This Dwg Is	a Reference (Master) Dwg	
Dwg/Doc Date:	28-01-2022	Checke	d By:	<u> </u>	Link This D	wg To a Reference Dwg	
Date Required:	06-04-2018	Approve	d By:	—			
	0 🗘 %		der:				

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

Project No: S	P327			G	Ð	BLADE	SPIKE	S							
MECH ALL Drawings	Mechan & Docs		By Cates	gory	All Disci	plines Togeth	er		Late As Is	st Rev. isued 1	ro: 🖯		✓ Reset		
iscipline	Info Issue	d Drawing/Doc No	Rev	Status	Area	Zone	Cat	Size	%	Fmt	Link	URL	Drawing/Doc Title	^	Add
ABC123 ADMIN ARCH CIV CIVS ELE ENG ENG HNSTR MECH PIPING PROC SK STRUCT VD XVZ	××××××××××××××××××××××××××××××××××××××	SP327 1100 M-1201 SP327 1100 M-1202 SP327 1100 M-1203 SP327 1100 M-1204 SP327 1100 M-1205 SP327 1100 M-1205 SP327 1100 M-1206 SP327 1100 M-1206 SP327 1100 M-1206 SP327 1100 M-1208		NST NST NST NST NST NST NST NST	1100 1100 1100 1100 1100 1100 1100 110		M06 M06 M06 M06 M06 M06 M06 M06 M06	 A0 <					Test Detail Drawing Test Detail Drawing		
Reference	() () () () () () () () () () () () () (SP327 2100 M 2100 SP327 2100 M 2101 SP327 2100 M 2101 SP327 2100 M 2102 SP327 2100 M 2103 7 P P 1 < Copy All Dwgs/Docs	04 06 00 01		2100 2100 2100 2100	Printed Rep Menu	M01 M01 M01 M01	A0 A0 A0 A0	100 100 100 100				Grinding - Conv. 21-Conv-01 Mech. Arrgt. Grinding - Conv. 21-Conv-02 Mech. Arrgt. Grinding - Mech. Arrgt. of Mill Building Floor plans Grinding - Mech. Arrgt. of Mill Building Elevations Sections	> v	Comments

The red-cross icon indicates that this newly created batch of drawings has never issued to any recipient, obviously.

SP327 1100 M 1102 - Prima	ry Crush	er, St	ockpile a	nd Reclair	n - Dtls of	Sta	tic Gri	zzly - S	Sht 1									
Dwg No	Rev	Status	Date	Recipient	Proj Trn No	No	Media	Size	1	2	3	4	5	6	7	8	9	10
SP327 1100 M 1102	OA		31-01-2012	BISHKOTT	2,912	2	PP	A0										
SP327 1100 M 1102	OA		31-01-2012	CLIENT	2,913	1	РР	A0										
SP327 1100 M 1102	OA		31-01-2012	CPM	2,914	2	PP	A0										
SP327 1100 M 1102	OA		31-01-2012	DBARGH	2,915	1	PP	A0										
SP327 1100 M 1102	в		3-01-2017	AGGREKO	2,916	1	PDF	A0								•		
SP327 1100 M 1102	в		3-01-2017	BOSWORTH	2,917	4	PDF	A0										
SP327 1100 M 1102	в		3-01-2017	CPM	2,918	2	PDF	A0										
SP327 1100 M 1102	в		3-01-2017	AGGREKO	2,919	1	PDF	A0										
SP327 1100 M 1102	в		3-01-2017	BOSWORTH	2,920	4	PDF	A0										
SP327 1100 M 1102	в		3-01-2017	CPM	2,921	2	PDF	AO										
SP327 1100 M 1102	С		31-03-2018	AGGREKO	2,922	1	PDF	A0										
14 44 4 ? > >> >1																		
✓ 1 - For your Information	🗹 4 - P	lease re	eturn check co	ору	7 - For Ten	der p	urposes o	only	 ✓ 	10 -	For Si	gnatı	ıre					
2 - For your Records	🗸 5 - F	or Con	struction		🖌 8 - For Ma	nufact	turing											

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

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

Drawing ManHours

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

Proje	ct No: SP327				📁 BLADE SPIKES									
STRUCT	Structural													
ALL Drawings	& Docs Filter By Area F	ilter By	Category		ᡖ Display Zone 🛄 Displa	ay Dat	e Columns			Man Hou			ving N	lo:
SP327 8500 S 85	570 (2S01) <- Locate	Dwg N	lo			<	Line up '%	with this I	ine	SP327 1100	S 1102	(2501)		
Discipline	Dwg No	Rev	Area	Cat	Dwg Title	%	Budget H	Normal H	COS Hrs ^	Name	Date	Normal H C	OS Hrs	Re
ABC123 ADMIN	BOS-ABC-001	в	2100	SHOP	fdhsg bvnbvnvnbn					r.maddison	16-05-2008	5.50	0.00	
ARCH CIV	SP327 1100 5 1100	OB	1100	S01	Primary Crusher, S/pile & Reclaim - Struct. Arrgt of R	100	70.00	31.50		r.maddison	13-06-2008	1.00	0.00	
	SP327 1100 S 1101	ОВ	1100	S01	Primary Crusher, S/pile & Reclaim - Struct. Arrgt of R	100	9.00	8.50		r.deklerk	08-08-2008	6.00	0.00	
ENG GEO	SP327 1100 S 1102	03	1100	S01	Primary Crusher, S/pile & Reclaim - Struct. Arrgt of R	100	45.00	18.50		r.maddison	19-09-2008	4.00	0.00	
	SP327 1100 S 1103	03	1100	S01	Primary Crusher, S/pile & Reclaim - Struct. Arrgt of R	100	31.00	10.50		r.maddison	12-12-2008	2.00	0.00	
MECH PIPING	SP327 1100 S 1104	01	1100	S01	Prim Crush., St/pile & Recl 11-Conv-02 - Struct Arr	100	5.00	18.50						
PROC SK	SP327 1100 S 1105	02	1100	S01	Prim Crush., St/pile & Recl.(1100)- Dtl's of Trans. Stat	100	26.00	6.00						
STRUCT VD	SP327 1100 S 1106	OA	1100	S01	Primary Crusher, Stockpile & Reclaim -ROM Tip 3D M	95	250.00	344.00						
	SP327 1100 S 1110	02	1100	S01	Primary Crusher, S/pile & Reclaim -ROM Tip Grizzly F	100	44.00	48.50						
	SP327 2100 M 2108	OA	2100		Grinding - Mech. Arrgt. of Transfer Structure									
	SP327 2100 5 2102	09	2100	S01	Grinding - Struct Arrgt. of Mill Building Floor plans St	100	30.00	151.75						
	SP327 2100 S 2103	06	2100	S01	Grinding - Struct Arrgt. of Mill Building Floor Plans St	100	35.00	102.50						
	SP327 2100 S 2104	02	2100	S01	Grinding - Struct Arrgt. of Mill Building - Elevations S	100	45.00	121.75						
	14 44 4 ? > >> >>								~	14 44 4 ? >	H ++			
					Recalculate Sum Totals	>	Budget	H Normal I	H COS Hrs			Normal H	COS Hrs	

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.

Pro	ject No: SP32	7			1	BLADE SP	IKES				
Mechanie						📇 Display Zone	Show On	ly Dwgs with CO	S Hours Show All Dwgs		
ALL Drawings		By Area	Filte te Dwg No	By Catego	ory	Display Zone	Show On	ly Dwgs with CO	show All Dwgs		
SP327 8500 S				-							
Discipline	Dwg No		Rev Are	a Zone	Cat	Dwg Title		% COS External	COS Internal Tot COS Hrs	MEC	CH
ABC123 ADMIN	SP327 1100	M 1185	00 110	0	M02	Stockpile Conveyor 1	1100-Conv-02 Walkw 1	00 20.00	20.00	Discipline (OS Hrs:
ARCH CIV	SP327 1100 1	M 1186	00 110	D	M02	Primary Crusher, Sto	ckpile and Reclaim - 1	00 15.00	15.00	2300	Hrs
CIVS ELE	SP327 1100 /	M 1187	00 110	D	M02	Primary Crusher, Sto	ckpile and Reclaim - 1	00 15.00	15.00	_	
ENG GEO	SP327 1100 1	M 1188	01 110	D	M02	Primary Crusher, Sto	ckpile and Reclaim - 1	00 20.00	20.00	Printed F Menu	Reports
INSTR	SP327 1100 1	M 1189	00 110	0	M01	Primary Crusher, Sto	ckpile and Reclaim - 1	00 15.00	15.00	•	
MECH PIPING PROC	SP327 1100 1	M 1190	00 110	D	M01	Primary Crusher, Sto	ckpile and Reclaim - 1	00 15.00	15.00	<u>P</u> revious Project	<u>N</u> ext Project
SK	14 44 4 ?))))	<						> ~		
STRUCT VD	•						SUM Total	= 2,300.00	0.00 2,300.00		
XYZ	COS Hours	for Dr	awing N	lo: SF	7327 1	100 M 1185	(2M02)				
	Name	Date	COSE	xt Appr	COS Int	Appr. Total COS Hrs	Comments			This Dwg's	COS Hrs
	t.webb	02-12-2	008 20	.00 🔽		20.00	Project enlarged by 1	0 gridlines		20	Hrs

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

Project + Drawing	
Dwg No: SP327 1	- BLADE SPIKES 1100 M 1185 (2M02) Discipline: Mechanical
	ile Conveyor 1100-Conv-02 Walkway's and Head End Flooring Dtl's
Dwg fille: Stockpi	le Conveyor 1100-Conv-02 walkway's and Head and Flooring Dit s
COS Hours Entry D	etails
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?

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!).

A Revis	ions List						×
Re	evision	s Dat	tabase 8	Hyperlinks to Older ال	Revisions		
Dwg No Title:	SP327 2 Grinding			S01) ill Building Floor Plans Sht 2			
Rev	Date	Link UF	L 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	
з	7-01-2013		Piet Strauss	Conveyor rollers repositioned		Client Request. See Fax Ref No. 12345 of 12/12/2012	
	4 ?)))						>
Local N			ngs\Sample Drawi	ng-Rev1.pdf			
•	3 🛛 🕻	2		Previous Drawing	Next Drawing		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				
	s SP327 2100 S Grinding - Struc	2103 (2S01) t Arrgt. of Mill Building	Floor Plans Sht 2	
Revision Details + Hyperlinks Revision No: 3 Revision Date: 0 Network File Location: C:\Drawings\Sample Drawing-Re Web/Cloud File URL:		Revision Author:	Piet Strauss	Test URL
To enter a Web URL, use Copy+F Tick this Box if the link abo Also Update Revision No. in Revision Text + Comments	ve is the very LATEST			
Revision Text (Optional) Conveyor rollers repositioned		litional Comments (Optional) i <mark>ent Request. See Fax Ref No.</mark>	12345 of 12/12/2012	^
	~			~
			Cancel	Save

Issue Drawings

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

Project SP32	27							BLAI	DE S	SPII	(ES									
Current Disciplin	e:										Issue	e Dat			sued B	y:			Issue	Media:
Mechanical	1										R+1 R = 29-05	5-20	23		charli	e		\sim	Pap	ver & DWG
		Draw	ings/	Do	cs t	o I	be	lssı	led	I					Lis	t o	of R	lec	ipie	nts
ssue To: COS	tira Gi	oup										(Current Print	er: H	P Sma	nrt Pr	intin	g		ę
Dup Discipline	Dwg / Do	: No		Rev	Status	Size	No	Med	Pgs	Link	Dwg/Doc Title		Company	No	Eml	Att	сс	Prn	Method	Attn
PIPING	SP327 65	00 P 6568	(2P	10	IFC	A1	1	PD	1		Plant General - Piping Isometric Line No PID4410-		AGGREKO	1		1		0	Email	Ziyaad Domingo
PIPING	SP327 65	00 P 6569	(2P	OA	IFC	A2	1	PD	1		Plant General - Piping Isometric Line No PID3410-5		COSTIRA	1		1			Email	Gillian vd Westhuizen
PIPING	SP327 65	00 P 6570	(2P	OA I	IFC	A2	1	PD	1		Plant General - Pipe Support Design Guide - CANC		СРМ	2				۲	Collect	Doug Fenner
PIPING	SP327 65	00 P 6571	(2P	00	IFC	A1	1	PD	1		Plant General - Hosing Piping GA & Details (Cance		GAZELLE	4				۲	Deliver	Quinn De Jager
PIPING	SP327 65	00 P 6572	(2P	00	IFC	A3	1	PD	1		Plant General - Instrument Air Distribution Manifo		HQ	1		1		2	Email	Harry Quinton
PIPING	SP327 65	00 P 6573	(2P	01	IFC	A0	1	PD	1		Plant General - Piperack No. 8 Piping GA - Plan	þ	KRU	1		۲		2	Email	Johann Strauss
PIPING	SP327 65	00 P 6574	(2P	01	IFC	A3	1	PD	1		PIPING DETAILS BETWEEN MANHOLE & SEWAGE	1	MOPW	1		1			Email	MINISTRY OF PUBLIC
PIPING	SP327 65	00 P 6575	(2P	00	IFC	A2	1	PD	1		Overland Water Feed to 62-POND-01	F	PICM	1		۲			Email	Johan van der Merwe
PIPING	SP327 65	00 P 6576	(2P	00	IFC	A0	1	PD	1		Proposed Routing for 25NB Fuel Line & 100 NB Fir									
PIPING	SP327 70	000 P 7000	(2P	01	IFC	A3	1	PD	1		PIPING DETAILS BETWEEN MANHOLE & SEWAGE									
PIPING	SP327 70	000 P 7001	(2P	00	IFC	A1	1	PD	1		BOREHOLE PIPING LAYOUT									
													14 44 4 ?		•• ••	<				
14 44 4 ?)	• •• •1	<									> v		Stop for						2	Edit Web Links With
II Shov Disci	w / Hide pline Col				1		rawing sted	IS			Doc Status		Show Tr Hide Dis Use Mul	strib	ution	List	-			Each Recipie Recipients Listed

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.

roject:	SP	327	BLA	DE SF	IKES						
LL Drawings/	Docs	Filter By Area	Fil	ter By Cat	egory						
iping										Display Zone	
Discipline	Tag	Dwg/Doc No		Rev	Status	Area	Cat	Size	Link	Dwg/Doc Title	Add
ABC123 ADMIN		SP327 6500 F	6568	OA		6500	P04	A2		Plant General - Piping Isometric Line No PID4410-RHC-PP01-75-10 CANCELL	Add
ARCH		SP327 6500 F	6569	OA		6500	P04	A2		Plant General - Piping Isometric Line No PID3410-SFO-CS01-100-04 CANCELI	🔧 Change
											Сору
ELE		SP327 6500 F		OA		6500	P08	A2		Plant General - Pipe Support Design Guide - CANCELLED	
ENG GEO		SP327 6500 F	6571	00		6500	P01	A1		Plant General - Hosing Piping GA & Details (Cancelled)	5 <u>H</u> istory
INSTR		SP327 6500 P	6572	00		6500	P02	A3		Plant General - Instrument Air Distribution Manifold Details	Search
MECH	0	SP327 6500 F	P 6573	01		6500	P01	A0		Plant General - Piperack No. 8 Piping GA - Plan	
PROC SK		SP327 6500 F	6574	01		6500	P02	A3		PIPING DETAILS BETWEEN MANHOLE & SEWAGE TANK - PLANT	
SK	0	SP327 6500 F	6575	00		6500	P01	A2		Overland Water Feed to 62-POND-01	
VD XYZ											
AIL		SP327 6500 F		00		6500	P01	A0		Proposed Routing for 25NB Fuel Line & 100 NB Fire Water Line	
	⊘	SP327 7000 F	P 7000	01		7000	P02	A3		PIPING DETAILS BETWEEN MANHOLE & SEWAGE TANK	
	0	SP327 7000 F	9 7001	00		7000	P02	A1		BOREHOLE PIPING LAYOUT	
		SP327 9000 F	P 6732	OA		9000	P01	A0		GA of Tailings Return Water System	
		SP327 9000 P	P 6733	OA		9000	P01	A0		Tailings Return Water System - Views & Details	de Close
	14 4	4 4 ? > >>	H (c						> v	Close

Similarly for 'Select Recipients'. If a full issue is required, (recipients pre-defined to be included in every issue), click on the 'Full Issue' button and they will all be automatically marked. You may then select more recipients or deselect those not required for this issue.

	_	P327	BLADE SPIKES						
		cipients Only Abbrev	ALL Recipients Company Name	Capacity	Fax	Eml	Contact Name	Nc ^	-
Ø		GAZELLE	Gazelle Engineering (Pty) Ltd	Fabricator	T UX		Quinn De Jager	2	H Add
v	Ľ	GAZELLE	Gazelle Engineering (Pty) Ltd	rapricator			David Foster		🔧 Change
								1	Сору
⊘	*	HQ	Harry Quinton				Harry Quinton	1	Copy
	*	JCORNISH	Senet				Jim Cornish	1	
	*	JMP	JMP - Neoprene Gaskets	Fabricator			Renata	2	
0	~	KRU	KRU Detailing CC				Johann Strauss	1	
	~	LINENG	Linrose Engineering	Fabricator			Jorge Pereira	2	
	~	LORBRAND	Lorbrand Conveyor Systems & Componen				Michael	2	
	~	LVSB	L.V. Switchboards				Stephan Smit	1	
0	~	MOPW	MINISTRY OF PUBLIC WORK					1	
									de Close

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

cipient Iss	ue Reasons	Review Purpose	Email Attachments	Email CC List	Folder Weblinks	Dwg/Doc Weblinks	
ecipient:	Aggrek	0					
or Attention:	Ziyaad Do	mingo		—			
are Of:							
sue Method:	Email	~	No of Copies:	1	Required By D	ate: 11-02-2022	15
	Skip Print	ing of Transmittal SI	ip ?		This Date will	be printed in red on the	Transmittal Slip
	Send Trar	nsmittal via Email ?	🗹 Request E	mail Receipt ?	✓ Stop for	Secure Digital Signa	ature ?
mail Address:	ziyaad.don	ningo@aggreko.c	o.za				
ubject Line Werride:							
	🚺 Use Sa	me Subject Line	Override for ALL Red	ipients			
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	Issue Reasons	Review Purpose	Email Attachments	Email CC List	Folder Weblinks	Dwg/Doc Weblinks	
Recipient:	Aggrel	0					
		If Dwgs/I	Docs are be	ing sent	OUT for A		
Review	Purpose						
🗹 Re	cord Dwgs/Doc	being issued nov	v to this Recipient in	the Review & A	provals Database	2	
Revie	ew Purpose: IFA	✓ Issu	ed For Approval				
Requir	red By Date: 11-	02-2022 15					
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Recipient	Issue Reasons Rev	view Purpose	Email Attachments	Email CC List	Folder Weblinks	Dwg/Doc Weblinks	
Recipient	Aggreko						
		Issu	e Reasons	for this R	ecipient (Only	
	For your Information						
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Recipient	Issue Reasons	Review Purpose	Email Attachments	Email CC List F	Folder Weblinks	Dwg/Doc Weblinks	
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	Add	Your Email (CC's Here		
CC Recipient	Company Em	ail Address			
Henk Robertson	BB her	nk@bb.co.za			
Doug Flanagan	CPM do	ug@cpm.co.za			
Jim Cornwell	JCORN jim	.cornwell@abcdesign.co.	za		
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Recipient Issue Rea	ons Review Purpose	Email Attachments	Email CC List	Folder Weblinks	Dwg/Doc Weblinks	
Recipient: Ag	greko					
S	elect a Folde	r Location f	for ALL D	wgs/Docs	being issu	ied
NOTE: If the Dwgs/	Docs being issued have	individual Web Lin	ks, please 'CLEAF	R Folder Link' and	use the next tab to	specify them.
Folder Link	k < Click this button to	select a Local Folder on	your Network - (NO	TE: NOT accessible ou	tside of this Network!)	
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		ste the Web Folder Link	-	t Box below:		
	Dropbox, OneDrive, Go	ogleDrive, SharePoint, F	TP, www/, etc.			
Click Here to Verify Folder Lin		vings			< >	Click Here to CLEAR Folder Link
	NOTE 1: Please ens	ure that ALL Dwgs/[Docs listed in thi	s Transmittal Slip	are uploaded to this	s Folder Link
	NOTE 2: The Link s	pecified above will b	e included in th	e PDF Transmittal	Slip as a clickable L	ive Link
	NOTE 3: This Folde	r Link will be applied	d to ALL Recipier	nts listed		
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Edit Individual Dwg/Doc Web Links Here
URL
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tps://dropbox/youraccount/subfolder/sp327-6500-p-6569.zip
tps://dropbox/youraccount/subfolder/sp327-6500-p-6570.zip
tps://dropbox/youraccount/subfolder/sp327-6500-p-6571.zip
tps://dropbox/youraccount/subfolder/sp327-6500-p-6572.zip
tps://dropbox/youraccount/subfolder/sp327-6500-p-6573.zip
tps://dropbox/youraccount/subfolder/sp327-6500-p-6570.zip
>
//dropbox/youraccount/subfolder/sp327-6500-p-6568.zip

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

🛦 Create Transmittal - v2023.1-NL						
Project SP327 🔂 BLADE SPIKES						
Current Discipline:			Issue D			Media:
Mechanical			29-05-2	023 23 charlie	✓ Pap	er & DWG 🗸 🗸
Drawings/Docs to be Issued List of Recipients						
Issue To: Aggreko				Current Printer: HP Smart Printing		
Dup Discipline Dwg / Doc No	Rev Status Size No	Med Pgs Link Dwg/DocTitle	^	Company No EmI A	Att CC Prn Method	Attn
A PIPING SP327 6500 P 6568 (28	PI 10 IFC A1 1	PD 1 合 Plant General -	Piping Isometric Line No PID4410-F	AGGREKO 1 🔯	🕙 🔼 🔀 Email	Ziyaad Domingo
A PIPING SP327 6500 P 6569 (28	PI OA IFC A2 1	PD 1 🕋 Plant General -	Piping Isometric Line No PID3410-5	COSTIRA 1 🛛	🔕 🔼 🜠 Email	Gillian vd Westhuizen
A PIPING SP327 6500 P 6570 (28	PIOA IFC A2 1	PD 1 🕋 Plant General -	Pipe Support Design Guide - CANC	CPM 2	🗟 Collect	Doug Fenner
A PIPING SP327 6500 P 6571 (28	PI 00 IFC A1 1	PD 1 合 Plant General -	Hosing Piping GA & Details (Cance	GAZELLE 4	🗟 Deliver	Quinn De Jager
A PIPING SP327 6500 P 6572 (28	PI 00 IFC A3 1	PD 1 合 Plant General -	Instrument Air Distribution Manifo	HQ 1 🖾	🔕 🔼 🔀 Email	Harry Quinton
A PIPING SP327 6500 P 6573 (28	PI 01 IFC A0 1	PD 1 👕 Plant General -	Piperack No. 8 Piping GA - Plan	KRU 1 🖾	🕙 🔼 🜠 Email	Johann Strauss
A PIPING SP327 6500 P 6574 (28	PI 01 IFC A3 1	PD 1 👕 PIPING DETAIL	S BETWEEN MANHOLE & SEWAGE	MOPW 1 🛛	🔕 🔼 🜠 Email	MINISTRY OF PUBLIC WC
A PIPING SP327 6500 P 6575 (2F	PI 00 IFC A2 1	PD 1 合 Overland Wate	r Feed to 62-POND-01	PICM 1 🛛	🕙 🔼 🜠 Email	Johan van der Merwe
A PIPING SP327 6500 P 6576 (21	PI 00 IFC A0 1	PD 1 合 Proposed Rout	ing for 25NB Fuel Line & 100 NB Fir			
A PIPING SP327 7000 P 7000 (2F	PI 01 IFC A3 1	PD 1 🕋 PIPING DETAIL	S BETWEEN MANHOLE & SEWAGE			
A PIPING SP327 7000 P 7001 (21	PI 00 IFC A1 1	PD 1 🕋 BOREHOLE PIP	ING LAYOUT			
				14 44 4 ? > >> >1	<	>
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11 Drawings Show Transmittal JPG Signature Each Recipient Listed Hide Distribution List Recipients Use Multi Line Dwg/Doc Titles 8 Listed 0						
Nevision Text Select Web Folder 🕐 Clear Lists 🕒 Proview Proceed 💥 ABORT Select Sele						

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.

rg No: SP327 6500 P 6568 (2P04) rg Title: Plant General - Piping Isometric Line No P	As Issued To: AGGREM
10 Select New Rev No. to be Issued	NOTE: Recipients Must be pre-selected for any of the Overrides to work !
No Of Copies	Media Type
✓ Override 2	✓ Override DWG ✓
Apply to ALL Dwgs & ALL Recipients	Apply to ALL Dwgs & ALL Recipients
Apply to ALL Dwgs (This Recipient ONLY)	☑ Apply to ALL Dwgs (This Recipient ONLY)
Apply to ALL Recipients (This Dwg ONLY)	□ Apply to ALL Recipients (This Dwg ONLY)
No of Pages	Media Size
Override 1 No of Pages	✓ Override A1 ✓
This Override is automatically applied to ALL Recipients	Apply to ALL Dwgs & ALL Recipients
Also Update No Of Pages In Dwg List to No. Above	Apply to ALL Dwgs (This Recipient ONLY)
Also optimize no of Pages in Dwg List to No. Above	Apply to ALL Recipients (This Dwg ONLY)

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

Projec	t SP32	27					1		BL/	ADE	SPIKES	
Curre	nt Disciplin	ie:									Issue	
Pipi	ng										R-1 R+1 R= 28-01-	2022
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lssue	o: Agg	greko										Current Prin
Dup	Discipline	Dwg / Doc N	0	Rev	Status	Size	No	Med	Pgs	Link	Dwg/Doc Title	Company
	PIPING	SP327 6500	P 6568	10		A1	2	DWG	1	0	Plant General - Piping Isometric Line No PID4410-RHC-PP01-	AGGREKO
												AGORERO
	PIPING	SP327 6500	P 6569	OA		A2	2	DWG	1	•	Plant General - Piping Isometric Line No PID3410-SFO-CS01-	COSTIRA
		SP327 6500 SP327 6500		0A 0A		A2 A2		DWG DWG		-		
	PIPING		P 6570				2		1	1	Plant General - Piping Isometric Line No PID3410-SFO-CS01-	COSTIRA
	PIPING	SP327 6500	P 6570 P 6571	OA		A2	2 2	DWG	1 1	00	Plant General - Piping Isometric Line No PID3410-SFO-CS01- Plant General - Pipe Support Design Guide - CANCELLED	COSTIRA CPM
	PIPING PIPING PIPING	SP327 6500 SP327 6500	P 6570 P 6571 P 6572	0A 00		A2 A1	2 2 2	DWG DWG	1 1 1	00	Plant General - Piping Isometric Line No PID3410-SFO-CS01- Plant General - Pipe Support Design Guide - CANCELLED Plant General - Hosing Piping GA & Details (Cancelled)	COSTIRA CPM GAZELLE

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

Select Dwgs	Update Revision Text	Select Web Folder Hyperlink	改 Clear Lists	Pre <u>v</u> iew First		Multi Line Dwg/Doc Titles	Select Recipients	0
II (({ ? }))) ((11 Draw Liste				Show	for Secure Digital Signature w Transmittal JPG Signature Distribution List		Links Within ch Recipient

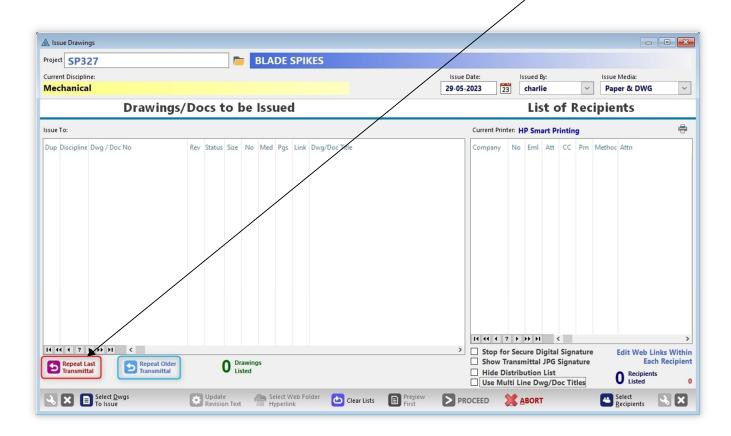
Before proceeding, you may want to update the Dwg Status by clicking the 'Update All Dwg Status' button.

A Create Transmittal - v2023.1-NL																	83
Project SP327			BL	AD	E SPI	KE:	🛦 Sel	ect Dwg/Doc Status		×							
Current Discipline: Mechanical							Se	lect New Dwg/Doc	Statu	JS	Issued E			~	1	Media: er & DWG	~
Drawing	gs/Docs	to b	e Is	su	ed		Code	Description	% [Equiv	Lis	st o	of F	٩ec	ipie	nts	
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A PIPING SP327 6500 P 6569	(2PI OA IFI			PD		Pla	P50	Progress 50	50			8	A	0	Email	Gillian vd Westhuiz	zen
A PIPING SP327 6500 P 6570	(2PLOA IF			PD		Pla	CMP	Completed	70		-	-	-			Doug Fenner	
A PIPING SP327 6500 P 6571	(2PI 00 IFI			PD	_	Pla	CHK	Checked	80							Quinn De Jager	
A PIPING SP327 6500 P 6572	(2PI 00 IFI			PD		Pla	BDD	Back Draughting Done	85	5		1				Harry Quinton	
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Please note: Once you click the '**PROCEED**' button, DRPRO will start recording everything in its database, send out emails (if applicable), print out all transmittal slips and update the revision numbers in the drawing list to the new ones just issued. After this there is no going back to change the issue details. The only way around it is to cancel the issue slips individually (See List of All Transmittals) and re-issue again.

🔬 Send B	mail - v2022-NL	×
	Sending Email	
To:	Aggreko <info@ldacomputing.com></info@ldacomputing.com>	
From:	ABC Mining Global <ida@idacomputing.com></ida@idacomputing.com>	
Subject:	BLADE SPIKES - AGGREKO Transmittal No 8	
Server:	smtp.hypermart.net Port No: 25	
	SENDING EMAIL - PLEASE WAIT	
Attachme	nts:	812
🔕 Sam	ple Drawing.pdf	545 KB
S ABC	- Proj SP327 - BLADE SPIKES - Transmittal No 2932 (AGGREKO Trn No 8).pdf	227 KB
		772 KB

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



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

Additionally, you may also use the button '**Repeat Older Transmittal**', which allows you to go back to any previously issued transmittal slip and load the same drawing list for re-issue. The list of recipients will have to be re-selected in this case.

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	GREKO				greko							
erial No: 4	,983		_	Atten	tion: Ziyaa	ad Domingo		_	_		_	Issue Method: Email
ag Proj Trn No	Date	Recipient	^	С	Discipline	Dwg No	Rev	No	Туре	Pgs	Size	e Dwg Title
2,924	28-01-2022	AGGREKO			PIPING	SP327 6500 P 6568	10	2	DWG	1	A1	Plant General - Piping Isometric Line No PID4410-RHC-PP01-75-10 CANCELLED
2,925	28-01-2022	COSTIRA			PIPING	SP327 6500 P 6569	OA	2	DWG	1	A2	Plant General - Piping Isometric Line No PID3410-SFO-CS01-100-04 CANCELLED
2,926	28-01-2022	СРМ			PIPING	SP327 6500 P 6570	OA	2	DWG	1	A2	Plant General - Pipe Support Design Guide - CANCELLED
2,927	28-01-2022	GAZELLE			PIPING	SP327 6500 P 6571	00	2	DWG	1	A1	Plant General - Hosing Piping GA & Details (Cancelled)
2,928	28-01-2022	HQ			PIPING	SP327 6500 P 6572	00	2	DWG	1	A3	Plant General - Instrument Air Distribution Manifold Details
2,929	28-01-2022	KRU			PIPING	SP327 6500 P 6573	01	2	DWG	1	A0	Plant General - Piperack No. 8 Piping GA - Plan
2,930	28-01-2022	MOPW			PIPING	SP327 6500 P 6574	01	2	DWG	1	A3	PIPING DETAILS BETWEEN MANHOLE & SEWAGE TANK - PLANT
2,931	28-01-2022	PICM			PIPING	SP327 6500 P 6575	00	2	DWG	1	A2	2 Overland Water Feed to 62-POND-01
2,932	28-01-2022	AGGREKO			PIPING	SP327 6500 P 6576	00	2	DWG	1	A0) Proposed Routing for 25NB Fuel Line & 100 NB Fire Water Line
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					For your Re			-	der pu			

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.

Please note that only the Drawing List will be copied, not the Recipient's List. A new one will need to be compiled at issue time.

	DF						E	Fax E-mail : info@LD	+27 11 452-582 +27 86 613 417
To: Attention:	Highbar Galva	nizers			Recipi	ent Trn No:	00 120	Project	Transmittal No 00 28
Address:					Mobile Tel: Fax: E-mai	e: I: Ida@Idacompu	uting.com	Date: Time: Method:	31-08-202 17:32:3 Colle
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Doc No:	-	Rev:		Size + Type:		Description:		_	
TEST-01		01		A0 - PDF	1		- Sample Drawing.pd	df	
TEST-02		01		A0 - PDF	1		- DRPRO Users Mar		
TEST-03		01		A0 - PDF	1	Test Doc No. 03	- DRPRO Import Ru	les.pdf	
TEST-04		01		A0 - PDF	1	Test Doc No. 04	- DRPRO 2018-NL S	SP3 - All New Feature	s.pdf
TEST-05		01		A0 - PDF	1	Test Doc No. 05	- DRPRO 2018-NL F	Presentation.pdf	
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Secure Digital Signing:

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.

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

Click button 1 below to initiat	the 'Secure Digital Signing' process. The current PDF Transmittal will be displayed on your defau
PDF Reader or speci	ic Digital Signing software. The signing process happens outside of the control of DRPRO.
	Proceed to Digital Signing Software
ABC - F	roj SP327 - BLADE SPIKES - Transmittal No 2933 (AGGREKO Trn No 9).pdf
fter it has been digitally signe	d, please SAVE it to your preferred folder location and TAKE NOTE of the folder where it was sav
DRPRO will ask yo	to specify that folder when you click on button 2 below, before attaching and emailing.
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rre Digital Signing Secure Digital S Click button 1 below to initiat PDF Reader or speci ABC - F fter it has been digitally signed	gning et he 'Secure Digital Signing' process. The current PDF Transmittal will be displayed on your defaultic Digital Signing software. The signing process happens outside of the control of DRPRO. 1 Image: Proceed to Digital Signing Software roj SP327 - BLADE SPIKES - Transmittal No 2933 (AGGREKO Trn No 9).pdf d, please SAVE it to your preferred folder location and TAKE NOTE of the folder where it was save

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

Contacts Database							
All Co	ontact Nam	es					
By Project & Name	By Company - For ONE Pr	oject By Co	mpany - For ALL Projects By Nam	e - For ALL P	rojects By Entry Order [No Sorting]		
Name	Designation	Abbrev	Company Name	Project No	Project Name	Email	Cell No
Doug Lester	Contracts Manager	BROWN&SF	Brown & Spears Building	DEMO-1	Riverside Shopping Centre	dlester@brownspears.com	082 987-5
John Barry	Contracts Manager	BROWN&SF	Brown & Spears Building	DEMO-1	Riverside Shopping Centre	jbarry@brownspears.com	082 876-1
Nick Crossman	Site Engineer	BROWN&SF	Brown & Spears Building	DEMO-1	Riverside Shopping Centre	ncrossman@brownspears.c	082 987-5
Gerard Gunther	Project Manager	GLPA	Gerard Louis Preston Associates	DEMO-1	Riverside Shopping Centre	ggunther@glpa.co.uk	083 876-1
Steven Albert	Chief Architect	NW&A	Norton Wills & Albert Architects	DEMO-1	Riverside Shopping Centre		081 321-9
Roland Vincent	Steel Fabricator	WILLMING	Willmington Steel	DEMO-1	Riverside Shopping Centre	rvisser@willmington.co.uk	082 549-0
14 44 4 ? > >>	1 <						>
	Mobile No: (C		Tel No: (Click to Skype)		Email:		
	082 987-554	4	016 123-6789		dlester@brownspears.com		
🛨 🕓 🔀 🚭			🔍 <u>S</u> ear	ch Filter		(Close

A Printed Reports Menu - v2022-NL i N T \equiv \Box r e i - *o r t s* Project No: DEMO-1 Riverside Shopping Centre Discipline Structural **Basic Drawing Lists** Basic Drawing Lists Showing Only Basic Information **Dwg Issue Registers** No Report Description Variation **ManHours Registers** GEO MECH 1 Drawing List Showing Date Milestones **Other Registers** STRUCT 2 Drawing List Showing Vendors **ALL Printed Reports** 3 Drawing List Showing Resources 4 **Drawing List** Showing Comments Select a Report and click Run Report button below 5 **Drawing List** Showing Squad Check Dates 6 **Drawing List** Showing Dwg/Doc Status $\mathbf{\uparrow}$ **Run Report** Switch Printers Close Print All Disciplines **PDF-XChange Standard**

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.

- 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.
- Drawing List Showing Vendors Printed Drawing List that also shows the vendor's name next to each drawing.
- 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.

ject No: DE	MO-1		📄 Riverside S	hopping Centre		
iscipline	Structural					
ADMIN ARCH	Basic Drawing Lists	D	wg Issue Regist	ters Showing Actual Issue Dates		
	Dwg Issue Registers ManHours Registers	No	Report Description	Variation	^	
GEO MECH	Other Registers	1	Issue Register	All Revs - All Dwgs		
STRUCT	ALL Printed Reports	2	Issue Register	All Revs - Issued Between 2 Dates Only		
		3	Issue Register	Latest Revs - All Dwgs		
		4	Issue Register	Latest Revs - All Dwgs + Issue Reason		Select a Report and clic
		5	Issue Register	Latest Revs vs Last Revs Issued		Run Report button belo
		6	Issue Register	Received & Re-Issued Dates		
		7	Issue Register	All Revs - All Dwgs + Issue Reason		
	1	8	Issue Register	All Projects - All Dwgs Between 2 Dates]	

- Issue Register All Revs All Dwgs This printed register will print the issue date of every revision of every drawing on record (subject to the filters selected). It prints one set of pages for each recipient selected to be included in the report.
- 2. Issue Register All Revs Issued Between 2 Dates Only Similar to the ALL Revisions above, but with one difference: It will include only the drawings actually issued between the two selected dates (from & to).
- 3. Issue Register Latest Revs All Dwgs This printed register is probably the most useful of the batch. It's a more condensed report, showing the company names (recipients) on the top of each column and the issue date of the "latest" revision only. If you spot any empty cells in this report, then it's because that recipient did not get the latest revision of that drawing. They may have received the previous revision, but not the very latest!
- 4. Issue Register Latest Revs All Dwgs +Issue Reason Identical to the register above, except that it will print issue dates for one recipient on each set of pages, and will also show a series of coloured icons and numbered columns indicating the reason for issue, the issue method and if an email was sent.
- 5. Issue Register Latest Revs vs Last Revs Issued A very useful register that will highlight in red if a drawing's last revision issued to a specific company is lagging behind the latest revision available.
- **6. Issue Register Received and Re-Issued Dates** Use this register to show when a drawing has been received as well as the subsequent issue dates of the same drawing.
- 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"

oject No: DE	MO-1		📄 Riverside S	hopping Centre		
iscipline	Structural					
ADMIN ARCH	Basic Drawing Lists	М	anHours Regis	ters 'Supervisor' Access Level required		
CIV ELE GEO	Dwg Issue Registers ManHours Registers	No	Report Description	Variation	^	
MECH	Other Registers	1	Man-Hours	Detailed - By Dwg - Plain		
STRUCT	ALL Printed Reports	2	Man-Hours	Detailed - By Dwg + Resources		
		3	Man-Hours	Detailed - By Dwg + Date Milestones		
		4	Man-Hours	Detailed - By Dwg - Between 2 Dates		
		5	Man-Hours	Detailed - By Dwg - COS Hours Only		Select a Report and clic Run Report button belo
		6	Man-Hours	Summary - By Area		
		7	Man-Hours	Summary - By Area + Sub-Area		
		8	Man-Hours	Summary - By Area - Between 2 Dates		

- 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.
- 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.
- ManHours Summary By Area Between 2 Dates Print only the hours spent between two specific dates and grouped by Area.

ject No: DE	MO-1		📄 Riverside Sl	hopping Centre	
iscipline	Structural				
ADMIN ARCH	Basic Drawing Lists		Other Register	S Other Types of Printed Reports	
CIV ELE	Dwg Issue Registers ManHours Registers	No	Report Description	Variation	
GEO MECH STRUCT	Other Registers	1	Project Register	All Projects on Record	
STRUCT	ALL Printed Reports	2	Recipients Register	For One Project	
		3	Drawings Received	For One Project & Recipient	
		4	Project Directory	Company Details Only	Select a Report and clic
		5	Project Directory	All Contact Names	Run Report button belo
		6	Transmittals List	By Project / Recipient / Date	
					Run Report

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

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

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

Select Printing Parameters	
Select Printing Parameters	
Select ALL: or Select ONE: All Areas Al	Print All Disciplines Together in One Report Area 1
All Categories	ALL
All Issue Reasons	ALL
Select Page Orientation Image: Select Page Orientation <	Select Date Range From Date: 01-06-2005 15 To Date: 31-03-2018 This Last Last 12 Month Month Months From Beginning of Project
Select Recipients to be included in This Report Select Starting Revision No. for Issue Report> 00	~
Preview Before Printing Switch Printers PrimoPDF	Proceed to Print / PDF

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

Select ALL:	or Select	ONE:	Print All Disciplines Together in One Report
All Portions		~	***************************************
All Sub Portions		~	***************************************
All Categories		×	***************************************
All Issue Reasons		~	*****
elect Page Orientation	⊖ Portrait	Select Portrait Date Columns	Select Date Range From Date: ##-##-#### 15 To Date: This Last
Include Hidden Dw Use Client's Dwg N	-	elect How to Print	Month Month From Beginning of Project
Print % Complete	-		Select Zero or Blank Cell Display O Show Zeros as 0.000 O Show Zeros as Blank Cells
Select Recipients to Select Starting Revision			Select Dwgs with COS Hours Only ? Skip Man Hours Recalculation

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!

Colored Development				Selected Printer:
Select Project	Select ALL Projects			Selected Printer: PDF-XChange Standard
From Project	SP350	Cost & Charge Rep	orts	
To Project	SP350	1 Summary by Project	4. Intermediate Report	7 Detailed Cost Report
Select Disciplin	2			
O ALL Discipl	ines Select Discipline MECH ~	2 Summary by Slip No.	5 Intermediate by Recipient	B Detailed Cost Report For One Recipient
Single Disc	ipline Mechanical	Summary by	C Intermediate Report	
Select Date Ran	ge	3 Recipient	6 For All Projects	
From Date 10	-04-2008 23 To Date 29-01-2022 23			
This Last	Last 12 From Beginning of Project V	Charge Only Repor	rts	[7] Set Invoice Numbering O
Month Month	Months	Summary by Project	4 Intermediate Report	7 Detailed Charge Report
Select Charge R				Detailed Charge
Charge Rat	e 1 O Charge Rate 2	2 Summary by Slip No.	5 Intermediate by Recipient	8 Report For One Recipient
Print Zero C	Cost Items ? Calculate	Summary by	C Intermediate Report	
Preview Bef	ore printing ?	S Recipient	• For All Projects	

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

😑 List of Standard Note	s
Stand	lard Notes
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.
	< >
14 44 4 ? } }	
🗄 🕄 🗶 🚭	Close

Change Note	×
St	andard Notes Entry Form
Transmittal N	Notes Entry
Heading:	As Requested
<u>D</u> escription:	Herewith additional copies of drawings as requested by yourselves. These drawings have been previously issued.
4 Lines Max!	~ ·
	🗙 Cancel 📃 Save

Importing from a CSV file:

1	17 Dwgs/	Docs li	sted	to be I	mporte	ed into DRPRO	2	CSV File List CSV Processed to Import Sile List	+†+	CSV Imp Settings	ort	Rules	PDF
DK?	Project No	Discipline	Category	Area Code	SubArea Code	Dup Dwg/Doc No	Rev	Doc Title	Size	Dwg Scale	Sheet No	Sheet No Of	No Of Pa
~	040610-A	м	002	440		440 04 003 01	1	Flotation Tail Sump 440-SU-004 & 005	A0		1	1	1
~	040610-A	м	001	440		440 04 004 01	1	Rougher Cell Launders General Arrangement	A1		1	1	1
~	040610-A	м	008	440		440 04 005 01	1	Flotation Area Final Cleaners - Final Tails Sump 440-SU-01-	A1		1	1	1
~	040610-A	м	008	440		440 04 006 01	1	Flotation Area Final Cleaners Final Tails Sumps 440-SU-01	AO		1	1	1
~	040610-A	м	001	440		440 04 007 01	0	Flotation Cleaners GA Plan & Elevation	A0		1	1	1
~	040610-A	м	001	440		440 04 008 01	0	Flotation Scavengers Cleaners & Re-cleaners GA Plan & El	A0		1	1	1
~	040610-A	м	001	440		440 04 009 01	0	Flotation Final Cleaners General Arrangement, Plan and El	A0		1	1	1
~	040610-A	м	002	440		440 04 010 01	0	Final Concentrate Sumps 440-SU-017 Scavenger Froth Sun	A0		1	1	1
~	040610-A	м	002	440		440 04 011 01	0	440-TK-001 Platework GA and Details	AO		1	1	1
×	040610-A	м	008	440		440 04 012 01	0	Flotation Area Tailings Sump Support Steelwork For Pump	AO		1	1	1
×	040610-A	м	001	440		453 04 001 01	A	MCC GA (Plan Elevation)	AO		1	1	1
×	040610-A	м	001	455		455 04 001 01	A	Blowers General Arrangement (Plan Elevations)	AO		1	1	1
×	040610-A	м	001	486		486 04 001 01	A	Reagents GA (Plan Elevation)	AO		1	1	1
•	4 4 ? } } }	<											>

🙈 Record Will Be	Changed	—
Chang	e CSV Import Settings	5
Location of CSV Fi	les to be Imported:	
C:\Users\Ida\[Documents\LDA Computing\DRPRO\My F	iles\Import CSV\ 🛛 📁
Default Discipline	if Empty in CSV Import:	
Default Media Size	if Empty in CSV Import:	Save
		Cancel

C:\Users\Ida\Documents\LDA Computing\DRPR	O\My Files\Import	CSV\		
ile Name	Date	Time	Size	Attrib
aipan Concentrator Plant Extension - Drawing List (M) 2022-01-29 at 22-29.CSV	29-01-2022	22:29:20	7,785	32
aipan Concentrator Plant - Drawings (M) 2022-01-29 at 22-22.CSV	29-01-2022	22:22:44	8,033	32
۲	D' at the end. This			ort CSV

CSV Import Rules:

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

Export Data Files

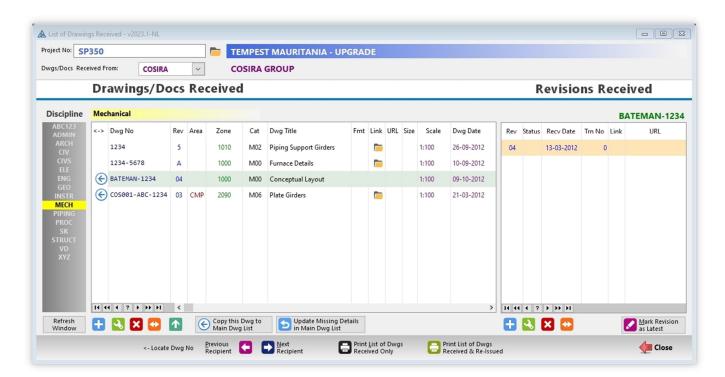
This window allows you to create text files that are compatible with spreadsheet programs such as MS Excel[™] or OpenOffice. Once in CSV format, these files can be re-sorted and manipulated by the end user at their discretion.

A Export Raw Data File To Spreadshe	eet	×
Export Data F	iles To CSV Format	
Select a Project	EMO-1 - Riverside Shopping Centre	
Include Hidden Dwgs	O Single Discipline Only	
	Include ALL Disciplines Create Separate Files for each Discipline (Applicable to Blue Labelled Files!) - Select ON	IE Export File Only!
Select Files to Create:	Specify Spreadsheet File Names: (.CSV extension will be added to All files created + Date & Time stamp)	
Drawings File	ABC - Riverside Shopping Centre - Drawing List	
Drawings/Equip File	ABC - Riverside Shopping Centre - Drawings & Equipment List	
Vendor Dwgs File	ABC - Riverside Shopping Centre - Vendor	
✓ Issues File	ABC - Riverside Shopping Centre - All Drawings Issued	
Summary	ABC - Riverside Shopping Centre - Issue Summary	Date Range
☑ Transmittals File	ABC - Riverside Shopping Centre - Transmittal Slip Shell	can be specified for
Dwgs Received File	ABC - Riverside Shopping Centre - Dwgs Received List	these files
Man Hours File	ABC - Riverside Shopping Centre - All ManHours Entries	
Recipients File	ABC - Riverside Shopping Centre - Recipients List	Not Discipline
🗹 Equipment File	ABC - Riverside Shopping Centre - Equipment List	dependent
Projects File	ABC - All Projects - Project List	Exports the
Master Company File	ABC - Master Company List	Complete file
Specify CSV File Location>	C:\Users\Ida\Documents\LDA Computing\DRPRO\My Files\Export CSV\	<u> </u>
Proceed to Create Files	Copen CSV File	Cloro

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

Drawings Received

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



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

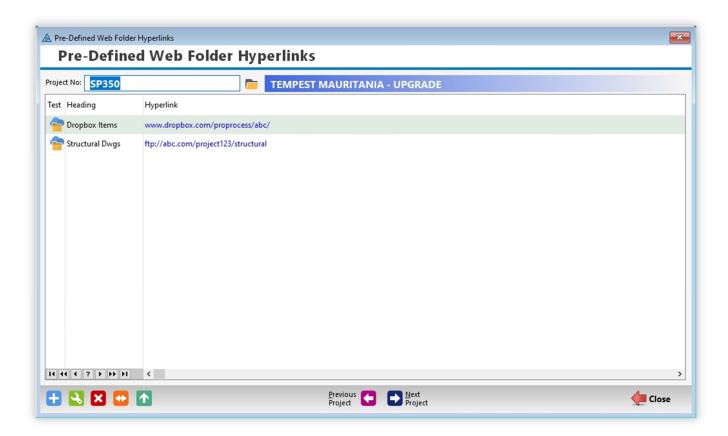
Project + Recipient	TEMPEST MAURITANIA - UPGRADE
Received From:	
Drawing Received	nfo
Recipient's Project No:	COS-001
Discipline:	MECH V Mechanical Category: M06 V Platework
Drawing No:	COSIRA-COS001-ABC-1234
Drawing Title:	Details of Plate Girder 2
Area:	2090 V ORE STORAGE
Zone:	
Drawing Date:	21-03-2012 Drawing Size: A0 V Drawing Scale: 1:100 V
File Location:	C:\Drawings\Sample Drawing.pdf
File Web URL:	Test URL
	To enter a Web URL, use Copy+Paste, then click the 'Test URL' button

Transmittal S/No: No of: How Received:
Test UF
opy+Paste, then click the 'Test URL' button
20

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):

- 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:

ecipient	Issue Reasons	Review Purpose	Email Attachments	Email CC List	Folder Weblinks	Dwg/Doc Weblinks	
Recipient:	Aggre						
		· If Dwgs/l	Docs are be	eing sent	OUT for A	Approval	
Review	/ Purpose						
R	ecord Dwgs/Doc	s being issued nov	w to this Recipient in	n the Review & A	pprovals Databas	2	
Revi	ew Purpose: IFA	v Issu	ed For Approval				
Requi	ired By Date: 11	-02-2022 15					
	and that follo	w the '> Informa	ation> Approval -	-> Construction'	cycle.	T essentially for Appro	
A130,	to avoia contas	ion, prease materi	the issue neason se	ierea in the pres		incrient ruipose seree	

Project No:	SP327		BLADE SPIKES											
Company:	AGGREKO	>	Aggreko											
PIPING	Piping													
Discipline	Latest Reve	Only All Dwgs/Docs	Filter By Dwg/Doc No Filter By Re	view Purpose	Filter B	y Revie	w Status	Filter By Ar	rea - La	test Revs				
ABC123 ADMIN	Company	Dwg/Doc No	Dwg/Doc Title	Category	Area	Rev	Subm Review	w Purpose	Status	Tracking Re	esubm Date Submitted	Date Required	Date Received	
ARCH CIV	AGGREKO	SP327 6500 P 6569	Plant General - Piping Isometric Line No P	P04	6500	OA		IFA		0	28-01-2022	11-02-2022		
	AGGREKO	SP327 6500 P 6569	Plant General - Piping Isometric Line No P	P04	6500	OA		IFA		0	28-01-2022	11-02-2022		
	AGGREKO	SP327 6500 P 6570	Plant General - Pipe Support Design Guid	e PO8	6500	OA		IFA		0	28-01-2022	11-02-2022		
GEO INSTR	AGGREKO	SP327 6500 P 6570	Plant General - Pipe Support Design Guid	e PO8	6500	OA		IFA		0	28-01-2022	11-02-2022		
MECH PIPING	AGGREKO	SP327 6500 P 6571	Plant General - Hosing Piping GA & Detai	I P01	6500	00	—	IFA	A		28-01-2022	11-02-2022	12-02-2022	
PROC SK	AGGREKO	SP327 6500 P 6571	Plant General - Hosing Piping GA & Detai	I P01	6500	00	—	IFA	с	0	28-01-2022	11-02-2022	12-02-2022	
STRUCT VD	AGGREKO	SP327 6500 P 6572	Plant General - Instrument Air Distribution	n P02	6500	00	—	IFA		0	28-01-2022	11-02-2022		
	AGGREKO	SP327 6500 P 6572	Plant General - Instrument Air Distribution	n P02	6500	00	<u> </u>	IFA	с	0	28-01-2022	11-02-2022	12-02-2022	
	AGGREKO	SP327 6500 P 6573	Plant General - Piperack No. 8 Piping GA	- P01	6500	01		IFA		0	28-01-2022	11-02-2022		
	AGGREKO	SP327 6500 P 6573	Plant General - Piperack No. 8 Piping GA	- P01	6500	01	—	IFA		0	28-01-2022	11-02-2022		

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

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



EQUIPMENT MANAGER:

The Equipment Manager is intended for the purpose of keeping a database of pieces of equipment in a project and linking them to Drawings/Documents. Each piece of equipment is identified by a 'TAG Number' which is unique throughout the project.

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

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

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

roject	No: 000.110	_	TEST PROJECT							
qui	pment List:				Equipment Tag No. is	Linked t	o Docum	ent No	s:	
oc Lni	c Equip Tag No	Rev	Equipment Description	Туре ^	Doc/Dwg No	Portion	Sub Portion	Purchase	Order No	
~	21-APRF-01	А	ROM Apron Feeder	A-FEED	AJA 101-TEST DWG	AJA100	AJA100-1			
~	21-CONV-01	А	Crushed Ore Conveyor	CONV	AJA102-TEST DWG	AJA 100	AJA100-1			
1	21-CRUJ-01	в	Primary Crusher	PCRUSH	AJA101-TEST DWG PIP	AJA100	AJA100-1	000/110-/	ABC-20011	
1	21-FAN-09	в	Apron Feeder Cooling Fan	A-FEED	AJA102-TEST DWG PIP	AJA100	AJA100-1			
1	21-FEDG-01		Vibrating Grizzly Feeder	V-FEED						
୭	21-GRIZ-01		Static Grizzly							
1	21-PMPJ-01		Apron Feeder Hydraulic Pump		14 44 4 ? } } } }) (Note
1	21-ROMT-01		ROM Bin 1					-		
1	21-ROMT-02		ROM Bin 2		Linked to Purchase Or					_
1	24-APRF-01		Crushed Ore Apron Feeder			r Description		Action	Recipient	
~	24-BIND-01		Crushed Ore Storage Bin		000/110-ABC-20011 ROM	Bin Manufac	turing	MANUF	G5-M	
×	24-CHUT-01		Apron Feeder Discharge Chute 1							
1	24-CHUT-02		Apron Feeder Discharge Chute 2							
1	24-CHUT-03		Apron Feeder Discharge Chute 3							
					14 44 4 ? > >>>> >> >>>>>>>>>>>>>>>>>>>>					

😑 Record Will Be Adde	d 🗾
Equipmer	nt Schedule Entry Form
Project Project: DEMO-	1
Equipment Tag In	fo
Equipment Tag No:	21-APRF-01
Description:	ROM Apron Feeder
Equipment Type:	A-FEED V Apron Feeder
Revision:	Α
	Cancel This Tag No
	Save Cancel

Project: 000.110)	test f	PROJECT								
(1) Full Equi	pme	ent List:	Contraction Refresh Window	(2)	Full Docume	nt L	.ist:			Mechanica	l
inkd Equip Tag No	Rev	Description ^	Activate	Linkd	Doc/Dwg No	Rev	Cat	Portion	Title	^	Discipline
21-APRF-01	А	ROM Apron Feeder	Linking		ABC-XXX-009	-	006		fsdfdsf		ADMI
21-CONV-01	A	Crushed Ore Conveyor			ABC-XXX-010		006		fsdfdsf		C
🗹 21-CRUJ-01	в	Primary Crusher	Link Equip Tag		AJA101-TEST DWG	F	001	AJA 100	Crushed Ore St	torage Facilities Apro	CS D
21-FAN-09	в	Apron Feeder Cooling Far	No. to Selected >	D	AJA102-TEST DWG	F	001	AJA 100	2-ROM Apron F	Feeder Side Walls	DOC
21-FEDG-01		Vibrating Grizzly Feeder	Document		AJA201-TEST DWG	6	001	AJA200	Apron Feeder (Chutes 1-5 Supportir	E
21-GRIZ-01		Static Grizzly		Ð	AJA202-TEST DWG	6	904	AJA200	Apron Feeder 7	7 Portion 2 - Founds	G
21-PMPJ-01		Apron Feeder Hydraulic P		14	44 4 2 5 55 51	۲				> ~	GEN. GEO
21-ROMT-01		ROM Bin 1		(3)	List of Equipn	nen	t Link	ed to E	ach Docu	ument Above	I
21-ROMT-02		ROM Bin 2	Remove Equip	Linkd	Equip Tag No	Rev	Equipment	t Description		Purch Order No	INFRA
14 44 4 ? > >>	H	< > v	Document	0	24-BIND-01		Crushed 0	Dre Storage B	lin	000/110-ABC-10	N
(4) Full Pure	has	e Order List:	-	0	24-CHUT-01		Apron Fee	eder Discharg	e Chute 1	000/110-ABC-20	PIPE
Purch Order No		er Description Actic ^	1 🚺	0	24-CHUT-02		Apron Fee	eder Discharg	e Chute 2	000/110-ABC-20	QA
000/110-ABC-10001		zly Feeder Manufact MAN	Link Equip Tag	0	24-CHUT-03		Apron Fee	eder Discharg	e Chute 3	000/110-ABC-20	STRUC
000/110-ABC-10001 000/110-ABC-10002		zly Feeder Site Insta INST	No. to Purch. Order No	0	24-CHUT-04		Apron Fee	eder Discharg	e Chute 4	000/110-ABC-20	TEST
000/110-ABC-10002 000/110-ABC-10003		zly Feeder Testing ar COM		0	24-CHUT-05		Apron Fee	eder Discharg	e Chute 5	000/110-ABC-20	V
000/110-ABC-10003		Bin Manufacturing MAN	Remove Equip Tag No. from	0	24-CHUT-05-ABC-12345		Apron Fee	eder Discharg	e Chute 5A		Z999
000/110-ABC-20011 000/110-ABC-20012		Bin Maintenance Sy MAIN	Purch. Order		24-CHUT-06		Apron Fee	eder Discharg	e Chute 6		

nc	Purchase Order No	Mod	Order Description	Action	Recipient	Order Date	Date Required
	000/110-ABC-10001	0	Grizzly Feeder Manufacturing	MANUF	G5-M	21-10-2011	31-10-2011
	000/110-ABC-10002	0	Grizzly Feeder Site Installation	INSTAL	VENDOR2	31-10-2011	21-11-2011
9	000/110-ABC-10003	0	Grizzly Feeder Testing and Commissioning	COMM	PCC - M	21-11-2011	30-11-2011
	000/110-ABC-20011	0	ROM Bin Manufacturing	MANUF	G5-M	14-10-2011	28-10-2011
9	000/110-ABC-20012	0	ROM Bin Maintenance Systems	MAINT	PCC - M	31-10-2011	11-11-2011
	000/110-ABC-20013	0	ROM Bin Site Installation	INSTAL	VENDOR2	14-11-2011	30-11-2011
	000/110-ABC-20014	0	ROM Bin Testing and Commissioning	COMM	PCC - M	30-11-2011	09-12-2011
	000/110-ABC-20015	0	Apron Feeder Manufacturing	MANUF	PCC - M	30-11-2011	09-12-2011
	000/110-ABC-20016	0	Apron Feeder Site Installation	INSTAL	VENDOR2	30-11-2011	09-12-2011
	(4 4 ?))))) History:	<					

Project Project No:	DEMO-1	Riverside Shopping Centre	
Purchase Order Deta	ile		
Purchase Order No:			
Purchase Order No:	000/110-ABC-100	01	Cancel This Order
Order Description:	Grizzly Feeder Ma	anufacturing	
Purchase Order Action:	MANUF	✓ Manufacturing	
Mod No:	0		
Recipient Abbrev:	BROWN&SP	Srown & Spears Building	
Order Date:	01-03-2018	15	
Date Required:	31-03-2018	15	
Modification History			
			^

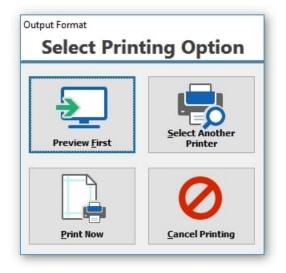
Project: 000.110		1	TES	TPROJECT							
(PO) Purchase	e Ord	lers	:					Equipment In	ICL	Ided in this PO:	
Purchase Order No	Mod	Orde	r Description	4	Action	Recipient	^	Equip Tag No	Rev	Equipment Description	Туре
000/110-ABC-10001	0	Grizz	ly Feeder Ma	nufacturing	MANUF	G5-M		21-CONV-01	А	Crushed Ore Conveyor	CONV
000/110-ABC-10002	0	Grizz	ly Feeder Site	e Installation	INSTAL	VENDOR2		21-FEDG-01		Vibrating Grizzly Feeder	V-FEED
000/110-ABC-10003	0	Grizz	ly Feeder Te	sting and Commissionin	COMM	PCC - M		24-APRF-01		Crushed Ore Apron Feeder	
000/110-ABC-20011	0	ROM	Bin Manufac	turing	MANUF	G5-M	- 1	24-BIND-01		Crushed Ore Storage Bin	
000/110-ABC-20012	0	ROM	Bin Maintena	ince Systems	MAINT	PCC - M		24-CHUT-05-ABC-12345		Apron Feeder Discharge Chute	
000/110-ABC-20013	0	ROM	Bin Site Insta	allation	INSTAL	VENDOR2		24-CHUT-06		Apron Feeder Discharge Chute	
I4 44 4 ? > >> > I <							> v	24-CHUT-07		Apron Feeder Discharge Chute	
Documents Re	equir	ed	with PC	above:							
Doc/Dwg No F	Rev	Cat	Portion	Title			^				
AJA 101-TEST DWG	F	001	AJA 100	Crushed Ore Storage	Facilities A	pron Feeder C	hute:				
AJA101-TEST DWG	F	001	AJA100	Crushed Ore Storage	Facilities A	pron Feeder C	hutes				
AJA101-TEST DWG	F	001	AJA 100	Crushed Ore Storage	Facilities A	pron Feeder C	hutes				
AJA205-TEST DWG	6	904	AJA200	Vibrating Grizzly Feed	er Support	Structure Port	ion 5				
			AJA200	Vibrating Grizzly Feeder Support Structure Portion 5 Vibrating Grizzly Feeder Support Structure Portion 5							

Select Printer

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

Select Printer				×
Printer				
Name:	HP LaserJet 400 MFP M4	425 PCL 6	~ Pr	roperties
Status: Type: Where: Comment:	Ready HP LaserJet 400 MFP M4 USB003	25 PCL 6	D Pr	int to file
Print range	from: to:	Copies Numbe	er of copies: 3 123	1 💼
		E	ОК	Cancel

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:

A Where do I	
HELP ! Where do I	
[1] Add a New Project to the Database	[12] Issue Drawings to One or More Recipients
[2] Subdivide a Project into Areas or Zones	[13] View a List of All Transmittal Slips done up to now
[3] Add a new Company to my Master List	[14] View a List of All Emails sent up to now
[4] Add a new Recipient Company to a Project	[15] Export Data Files to a Spreadsheet / CSV File
[5] Add a new Contact Name to a Recipient Company	[16] Create a List of Dwgs Received from other Companies
[6] Add a new Drawing to a Project	[17] Add an Hyperlink to a Web Location (e.g. Dropbox)
[7] View a List of All Different Printed Registers Available	[18] Calculate Printing Costs for One or More Projects
[8] Print a Basic Drawing List for Internal Use	[19] Create a List of Regular Notes used in Transmittal Slips
[9] Print a Drawing Register with Actual Issue Dates	[20] View a List of Projects Worked on by a Company
[10] Print a Transmittals List for a Project	[21] View the Complete Issue History of One Dwg Only
[11] Put a Background Image in DRPRO	[22] Track Drawings Sent Out for Review & Approval
	Close



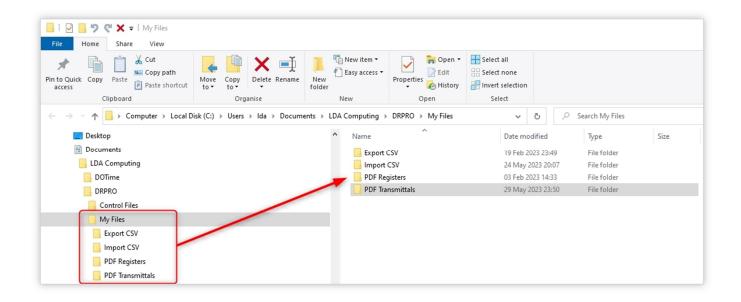
In almost all of the windows with a list there is a button with a green arrow pointing up and labelled '**Send To**'. This button will send the contents of the list 'as is' to one of the options listed in the next screen shot:

Send To	File Format		
○ <u>P</u> rinter	PDF		
• <u>F</u> ile	⊖ HTML		
○ <u>E</u> mail	O Excel (xml)	O Excel (xls)	O Excel (CSV)
○ F <u>T</u> P	○ Word		
○ <u>C</u> lipboard	⊖ csv		
	○ XML (formatted)	O XML (plain)	
Preview	Width (in pages) of rep	port:	
General Options	Printer Options		
	Calculate Automatic		
Greenbar	O Fixed	any	
☑ Greenbar	Orixed		
Files\Issue Histe	ory for Project No SP327 Dwg Doc	No SP327 1100 S 11	03 2S01.pdf 🤚

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:

File		Edit X	Main Menu		Administ	ration 🕹	Who's Lo		Window Administ	B Dashboard	0	Help
Exit	Licence	Menu	Reset	App 1	App 2	App 3	My Files	Active Discipline:	Mechani	cal		
							T					



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 sampe 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:

oject No: S	P327	7			G	Ð	BLADE S	PIKE	S					
MECH		<mark>hani</mark> s		By Categ	ory	All Disci	plines Togeth	er			est Re	List Column Selector		
	_		<- Locate Dwg No							A5 1	ssuce	Check the columns that you would like visible in this view. Use the move Up and Move Down buttons to reorder the		
iscipline	Info	lssued	Drawing/Doc No	Rev	Status	Area	Zone	Cat	Size	%	Fm	columns however you like.	^	Add
ABC123 ADMIN	R	$\overline{}$	SP327 1100 M 1100	11	P25	1100	1	M01	A0	100	PD	V Info Move Up	ngt of ROM	
ARCH	Ω	$\overline{\mathfrak{B}}$	SP327 1100 M 1101	с	P25	1100	1	M01	A0	100	PD	Disc Move Down	gt of Stockpi	Change
CIVS		\ni	SP327 1100 M 1102 Righ	t-clic	k on	the 1	neader a	M02	of a	100	PD	Drawing/Doc No Clients Dwg No Lock	Grizzly - Sht	
ENG GEO		\bigcirc	SP327 1100 M 118t t	о ор	en ⁵ th	e "120				100	PD	Vendors Dwg No	Grizzly - Sht	Cobi
INSTR MECH		(\mathbf{i})	SP327 1100 M Sale	ctor"	win	dow		NOT	AU	100	-	VRev I Unlock	op Section	Status Description
PIPING PROC		\ni	SP327 1100 M 1105	в	P50	1100		M01	A0	100	PD	V Status V Area Select All	Bottom Secti	Hide/Unhid
SK		$\overline{\ }$	SP327 1100 M 1106	В	P50	1100		M01	A0	100	PD	 ✓ Zone ✓ Cat ✓ Select None 	cture Elevati	Dwg Issue
		\bigcirc	SP327 1100 M 1107	В	P50	1100		M01	A0	100	PD	V Cat	ctural Elevat	- History
		\ni	SP327 1100 M 1108	в	P50	1100		M01	A0	100	PD	♥ % Reset	Bottom Sect	Hyperlinks
		\ni	SP327 1100 M 1109	в	P50	1100		M01	A0	100	PD	V Fmt	n Feeder ski	Dwg/Doc Man-Hours
		\otimes	SP327 1100 M 1110	-	P50	1100		M01	A0	100	PD	 ✓ Link ✓ URL 	Rom Tip Str	
		\otimes	SP327 1100 M 1111	-	P50	1100		M01	A0	100	PD	✓ Drawing/Doc Title	f Rom Tip St	
		$\overline{\ }$	SP327 1100 M 1112	01		1100		M01	A0	100		Section Leader	gt. Tunnel pl	
		(\rightarrow)	SP327 1100 M 1113	01		1100		M04	A0	100		Vendor Cancel	Schedule	Drawing/Do

STATISTICS DASHBOARD:



Drawings 35,691	Transmittals Issued 3,465	Dwg Revisions Issued 36,054	Transmittal Emails Sent 16	Transmittal CC's Sent
Attachments Sent	Master Companies	Projects 76	Recipients 364	Contacts 454
Drawings Received 44	Transmittals Returned	Logfile Entries 24,874	Reviewed Drawings 22	Disciplines 16

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.

Å	A Discipline	s & Categories				×
	0	Discipline List		Dwg / Doc Ca	tegories	
	Code	Description		Architect	tural	
	ADMIN	Administration	Cat Code	Description	Num Fixed Prefix Di	igits
	ARCH	Architectural	A00	Floor Plans L/Out		
	CIV	Civil	A01	Roof Plan & Elevations		
	CIVS	Civil Services	A02	Sections & Dets.		
	ELE	Electrical	A04	Door & Window Sched.		
	ENG	Engineering	A15	3D Modeling		
	GEO	Geotechnical				
	INSTR	Instrumentation				
l	MECH	Mechanical				
l	PIPING	Piping				
	PROC	Process Engineering				
	SK	Sketches				
	STRUCT	Structural	14 44 4	? • • • • • • •		>
	VD	Vendor		ANT NOTE ABOUT DISCIPLINES		
	XYZ	Testing	they are re	mended that these be set once, whe plicated in almost each and every file	e, changing them is time consumi	ing
	14 44 4 ?		and there	is always a possibility of some not be	ing changed if the process is abor	rted.
	H	🗙 🚭 🚹	🕂 🛃	X 🔂 🚹 🔚	here Clos	e

😑 List of Capacities 🛛 💌	Professional Designations	E File Types/Formats
Capacities	Designations	File Types/Formats
Drainage Subcontractor	Architect	Type Description
Drawing Office Manager	CAD Operator	DOC MS Word
Dust Control Plant and Equipment	Checker	DRW Caddie Drawing
Earthworks Subcontractor	Chemical Engineer	DWF Autocad Web Format
Earthwortks Consultant	Chief Architect	DWG Autocad Drawing
Ecology Consultant	Chief Electrical Eng	DXF Autocad DXF
Elect. Project Engineer	Civil Engineer	HND Hand Drawing
Electrical Engineer	Construction Manager	JPG JPeg Image
Elevator Consultant	Contracts Manager	MIC MS Image Composer
Elevator Subcontractor	Design Piping Eng.	PCX MS Paint
Engineer	Designer	PDF Acrobat Reader
Engineering	Director Engineering	
14 44 4 ? F FF FI	I	14 44 4 ? > >>>>
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evi	🖻 Revision Systems & Sequences 🗾 🗠						
Re	ev System	Rev Se	equence				
System	Description	Sequence	Rev Label ^				
1	Numbers Only	0	-				
2	Letters Only	1	Α				
3	Numbers then Letters	2	В				
4	Letters then Numbers	3	с				
5	User Defined - 1	4	D				
6	User Defined - 2	5	E				
7	Demo	6	F				
8	MMD	7	G				
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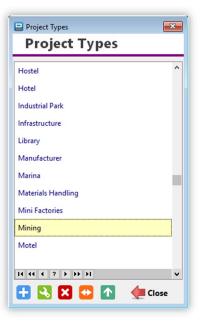
😑 Media Sizes	×
Media Sizes	
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IV	ieala	a Types		IVIE	dia Cost	sæc	narge R	ates
lide	Туре	Description	^		Pa	per Pr	int	
	DWF	AutoCad DWF		Sort By Size	Sort By Date			
	DWG	AutoCad DWG		Size	From Date	My Cost	Charge Rate1	Charge Rate2
0	DXF	AutoCad DXF		AO	01-01-2012	10.000	20.000	18.000
	EC	Electronic Copy		A1	01-01-2012	5.000	10.000	8.000
	EM	Email		A2	01-01-2012	1.650	3.300	4.500
	FTP	FTP Site		A3	01-01-2012	0.900	1.750	2.500
	PD	Paper & DWG		A4	01-01-2012	0.500	1.200	2.000
	PDF	PDF Copy						
	PH	Photocopy						
0	PLF	Plastic Film						
	PLP	Plastic Plot						
	PP	Paper Print						
14 44	1 1 ?	> >> >1	~	14 44 4 ?	F FF FI			

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

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			

×
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0
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50
70
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85
90
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100
110
~
🖕 Close



Project Status					
Pr	oject Status				
Code	Description	% Equi ^			
ENQ	Enquiry	0			
FSB	Feasibility	10			
PRL	Preliminary	20			
DES	Design	40			
TEN	EN Tender 50				
CON	Construction	90			
FIN	Final Inspection	95			
HND	Handover	99			
CPL	Complete	100			
MNT	Maintenance	110			
14 44	4 ? } }	~			
•	3 🛛 🕶 🚹 🛛 🦛	Close			

Collect		^
Courier		
Deliver		
E-Mail		
E-Mail & Deli	iver	
FTP Site		
Lotus Notes		
Post		
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Scales		
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1:100		
1:1000		
1:10000		
1:12.5		
1:125		
1:1250		
1:12500		
1:15		
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Printed Report Headings:

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

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

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

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

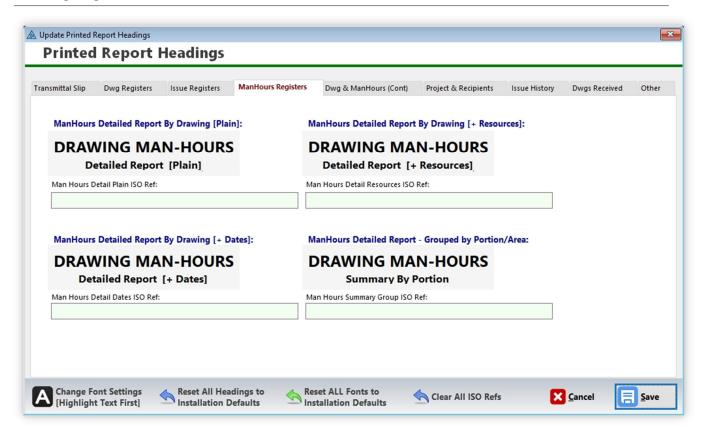
The following pages show screenshots of all the different headings available for editing.

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

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nsmittal Slip	Dwg Registers	Issue Registers	ManHours Registers	Dwg & ManHours (Cont)	Project & Recipients	Issue History	Dwgs Received	Othe
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User's List

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	Act	Login Nan	ne	User's	Full Name	Discipline	Access Level	Designation	Emp Number	Sign	Email Address
	~	administra	tor	Admin	istrator	Structural	Administrator	lt Manager	A-001	Ø	admin@abcdesign.com
	~	jeff		Jeffrey	Van Dongen	Structural	Operator	Draughtsman	J0-0991		jeffrey@abcdesign.com
	*	john		John D	oe	Mechanical	Operator	Designer	D-001		john@abcdesign.com
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Discipline: X	Mechanical ×		
Designation:	Designer 🗸		
Qualifications:			
Access Level: 🗙	Operator ~		
Password: 🖳			~
Employee Number: 🗙	D-001	> Must be a Unique Code for each Employee, e.g. 'A-001'	
Active User:	\checkmark	x = Required Entry	
Email Address:	john@abcdesign.com		
User Timesheet Info			
		Cancel 🔛 Save	

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

Once created, the signature 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 slip. 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" above, on page 43.

User Signat	ures List			.
Users	with Sign	ature	IS	
Employee No ADMIN-001	Login Name administrator	Sig	User Full Name Administrator	
L-001	luis		Luis De Almeida	
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Select New Signature Image
Main body of signature should be within these two lines
E Save

View User Activity Log File

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

30-03-201802:50:29Z2-LDAadministratorSTRUCTIssue Slip No. 1016 Cancelled30-03-201802:50:30Z2-LDAadministratorSTRUCTIssue Slip No. 1017 Cancelled30-03-201802:52:52Z2-LDAadministratorSTRUCTLOGOUT via Control Panel30-03-201802:53:17Z2-LDAadministratorSTRUCTLOGIN to DRPRO at DATA Location: C:\APPS-C10\C10 - Drpro7\v2018-NL\Data - Demo\30-03-201802:53:17Z2-LDAadministratorSTRUCTLOGIN30-03-201803:08:18Z2-LDAadministratorELESlipNo30-03-201803:08:18Z2-LDAadministratorELESlipNo30-03-201803:08:18Z2-LDAadministratorELESlipNo30-03-201803:08:19Z2-LDAadministratorELESlipNo30-03-201803:08:19Z2-LDAadministratorELESlipNo30-03-201803:08:19Z2-LDAadministratorELESlipNo30-03-201803:08:19Z2-LDAadministratorELESlipNo30-03-201803:09:16Z2-LDAadministratorELESlipNo30-03-201803:09:16Z2-LDAadministratorELESlipNo30-03-201803:11:43Z2-LDAadministratorELESlipNo30-03-201803:11:43Z2-LDAadministratorELESlipNo30-03-201803:11:43Z2-LDAadministratorELESlipNo30-03-201803:11:4	Date	Time	Workstation	User Name	Discipline	Activity
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0-03-2018 03:11:43 Z2-LDA administrator ELE SlipNo 1026 - Project DEMO-1 - To BROWN&SP - By Administrator 0-03-2018 03:11:43 Z2-LDA administrator ELE SlipNo 1027 - Project DEMO-1 - To GLPA - By Administrator	0-03-2018	03:08:19	Z2-LDA	administrator	ELE	SlipNo 1025 - Project DEMO-1 - To WILLMING - By Administrator
0-03-2018 03:11:43 Z2-LDA administrator ELE SlipNo 1027 - Project DEMO-1 - To GLPA - By Administrator	0-03-2018	03:09:16	Z2-LDA	administrator	ELE	Email Issue Notification for SlipNo 1022 - Project DEMO-1 - To BROWN&SP - By administrator
	0-03-2018	03:11:43	Z2-LDA	administrator	ELE	SlipNo 1026 - Project DEMO-1 - To BROWN&SP - By Administrator
0-03-2018 03:11:43 Z2-LDA administrator ELE SlipNo 1028 - Project DEMO-1 - To NW&A - By Administrator	0-03-2018	03:11:43	Z2-LDA	administrator	ELE	SlipNo 1027 - Project DEMO-1 - To GLPA - By Administrator
	0-03-2018	03:11:43	Z2-LDA	administrator	ELE	SlipNo 1028 - Project DEMO-1 - To NW&A - By Administrator
0-03-2018 03:11:44 Z2-LDA administrator ELE SlipNo 1029 - Project DEMO-1 - To WILLMING - By Administrator	0-03-2018	03:11:44	Z2-LDA	administrator	ELE	SlipNo 1029 - Project DEMO-1 - To WILLMING - By Administrator
0-03-2018 03:12:35 Z2-LDA administrator ELE Email Issue Notification for SlipNo 1026 - Project DEMO-1 - To BROWN&SP - By administrator	0-03-2018	03:12:35	Z2-LDA	administrator	ELE	Email Issue Notification for SlipNo 1026 - Project DEMO-1 - To BROWN&SP - By administrator

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.

	L Projects Regardless ! mailed Transmittal Slips will not change. nged even if it is an old completed project !	Change Conta	r Company File ct Names File t Recipients File
Ingle Email Address Char From Email: To Email: Domain Name Change	ge:		START Email Change
Domain Name Change: From Domain: anyname@ To Domain: anyname@	abcdesign.co.za abcdesign.com		START Domain Change

GLOBAL SYSTEM DEFAULTS / SETTINGS

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

neral Defaults Permission Leve	els Outlook & Signatures SMTP Mail S	Server Settings Email D	sclaimer SharePoint API Connection PDF Transmittal P	resets	
Basic Default Settings				Date Format	Date Separator
No of Transmittal Copies:	1	How many Hard Cop	ies of the Transmittal Slip to be printed by default	O DD-MM-YY	⊖ Dot
Transmittals Starting No:	10,001	Start from a higher n	umber to avoid a clash with an existing system	DD-MM-YYYY	Dash
Default Media Type:	PDF Copy	The Media Type that	will be the first choice for every issue	O MM-DD-YY	⊖ Space
Default Revision System:	Numbers then Letters	Your Company's Star	dard Revision System	O MM-DD-YYYY	⊖ Slash
Base Discipline:	Structural 🗸	The Discipline that's	most common within the company	O YY-MM-DD	
Company Abbreviation:	LDA	An 8 Character Abbr	eviation that defines your company	O YYYY-MM-DD	07-10-2022
Transmittal Slip Layout O	otions		Transmittal Slip Layout	Database Name	
Print Discipline Column In Transmittal Slip			Horizontal Line Layout	Structures	
Use Double Spaced Characters in Transmittal Slip Heading					
☑ Force Multi-Line Dwg/Doc Titles allowing up to 150 Characters		A4	For ease of identification when more than One Data Set exists within the same Network (e.g. Multi-Dept. Offices)		

neral Defaults Permission Levels	Outlook & Signatures SMTP Mail Server Settings Email Disclaimer				
	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 Signi	ng!)		
	NOTE: The actual JPG signatures are stored in an encrypted file	and allocated in the User's Lis	t by an Admin. only		
				_	Destruction
				X Cancel	E Save
ilobal System De	efaults Outlook & Signatures SMTP Mail Server Settings Email Disclaimer			Cancel	Save
eral Defaults Permission Levels	Outlook & Signatures SMTP Mail Server Settings Email Disclaimer	Email Security Settings (SMT	P Only)	Cancel	E Save
and Defaults Permission Levels	Outlook & Signatures SMTP Mail Server Settings Email Disclaimer	Email Security Settings (SMT	P Only) Check with IT Dept. if		E Save
eral Defaults Permission Levels	Outlook & Signatures SMTP Mail Server Settings Email Disclaimer			frequired	E Save
and Defaults Permission Levels Anil Server Settings (SMTP O SMTP Server Address: smt	Outlook & Signatures SMTP Mail Server Settings Email Disclaimer Only) tp.servername.com 25	 □ SSL Security ✓ StartTLS 	Check with IT Dept. il	f required f required	
eral Defaults Permission Levels Mail Server Settings (SMTP O SMTP Server Address: smt Port No: Company Name: LD	Outlook & Signatures SMTP Mail Server Settings Email Disclaimer Only) tp.servername.com 25 A Computing ZA	 □ SSL Security ☑ StartTLS ☑ Email Authentication Requi 	Check with IT Dept. if Check with IT Dept. if red ? Use Only if your SM	f required f required TP Server requires	
eral Defaults Permission Levels Mail Server Settings (SMTP O SMTP Server Address: smt Port No: Company Name: LDA Company Email Address: infe	Outlook & Signatures SMTP Mail Server Settings Email Disclaimer Only) tp.servername.com 25 A Computing ZA	 □ SSL Security ☑ StartTLS ☑ Email Authentication Requi Authorised Email User Name: 	Check with IT Dept. it Check with IT Dept. it red ? Use Only if your SMT info@LDAcomputing.com	f required f required TP Server requires	
eral Defaults Permission Levels Mail Server Settings (SMTP O SMTP Server Address: smt Port No: Company Name: LD/ Company Email Address: info	Outlook & Signatures SMTP Mail Server Settings Email Disclaimer Only) tp.servername.com 25 A Computing ZA p@LDAcomputing.com	SSL Security StartTLS Enail Authentication Requi Authorised Email User Name: Authorised Email Password:	Check with IT Dept. if Check with IT Dept. if red ? Use Only if your SMT info@LDAcomputing.com	f required f required TP Server requires	Authenticati
Mail Server Settings (SMTP O SMTP Server Address: smt Port No: Company Name: LD/ Company Email Address: info NOT	Outlook & Signatures SMTP Mail Server Settings Email Disclaimer Only) Email Disclaimer 25 A A Computing ZA Delubacomputing.com E: DRPRO will use this email address only if the logged in user	 □ SSL Security ☑ StartTLS ☑ Email Authentication Requi Authorised Email User Name: 	Check with IT Dept. if Check with IT Dept. if red ? Use Only if your SMT info@LDAcomputing.com eate an new Email Account	f required f required TP Server requires	Authenticati
eral Defaults Permission Levels Mail Server Settings (SMTP O SMTP Server Address: smt Port No: Company Name: LD/ Company Email Address: info	Outlook & Signatures SMTP Mail Server Settings Email Disclaimer Only) Email Disclaimer 25 A A Computing ZA Delubacomputing.com E: DRPRO will use this email address only if the logged in user	 □ SSL Security ☑ StartTLS ☑ Email Authentication Requi Authorised Email User Name: Authorised Email Password: We recommend that you created that you	Check with IT Dept. if Check with IT Dept. if red ? Use Only if your SMT info@LDAcomputing.com eate an new Email Account enter its Email Username an es while sending email, ple	f required f required TP Server requires n on your Mail Serv id Password detail	Authenticati

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

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

NOTE: The item **"Email Authentication Required**" in the Email Security 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 slip) with this setting OFF. If you get an error message with an error code along the lines of "Error 550 – Relay prohibited", then you will need to set this item ON.

In the line "Authorised Email User Name" enter the email user name of one of the users registered with your mail server. Similarly, for the password below.

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

cord Will Be Changed		
Global System Defaults		
neral Defaults Permission Levels Outlook & Signatures SI	ATP Mail Server Settings Email Disclaimer	
-	in the second second	
our Email Disclaimer as typed below will display at t	he bottom of every email sent from DRPRO via SMTP:	
r HTML rendering, use the following codes>	> at the end of every line to create a line break	NOTE: This Disclaimer is Applicable for SMTP Sending (
you could use a full HTML Code block starting	 by itself to create a blank line	
th <body> and ending with </body>	 to start Bold, and to end Bold use 	
and ending with Croody?		

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

TYPICAL EMAIL ERROR CODES

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

SHAREPOINT AND API CONNECTIONS

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

	😅 Add API Connecti	ion
NOTE: Setting the API Connections requires IT input!		API CONNECTION SETTINGS
	Service Name: Client ID: Client Secret: Tenant ID:	XXX
	NOTE: Please of	check with your IT Department for the above settings

The PDF Transmittal Pre-sets tab allows you to choose whether to add each auto-generated PDF Transmittal Slip 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.

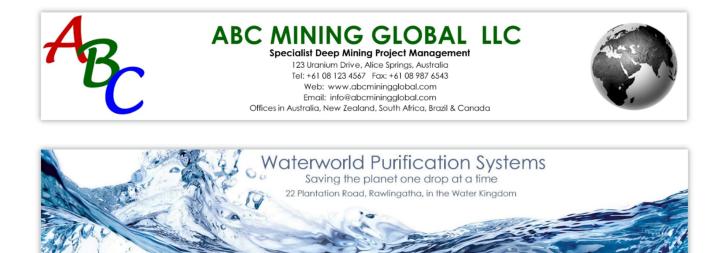
ecord Will Be Changed Global Settings neral Defaults Permission Levels Outlook & Signatures S	MTP Mail Server Settings Email D	lisclaimer Sh	arePoint /	Pl Connection PDF Transmittal Presets	
NOTE: The settings on this tab apply to ALL Projects					
Automatically Add All Transmittals to Dwg/Docs List	Select Transmittal Discipline:	DOC	~	Document	
	Select Transmittal Category:	53	~	Document Control	
\\synologyNAS\public\Test	n a nar Draiast basis on the D	rais et list			Clea
NOTE: This PDF Server Location can be overridden o	on a per Project basis on the P	rojéct List			

CUSTOMIZING THE TRANSMITTAL SLIP TEMPLATE:

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

• Top Logo size in Pixels:

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



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

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

• Bottom Logo size in Pixels:

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



🔈 Transmittal Slip Templates				
Transm	nittal Slip 1	Femplates		
By Project By Template Nam	e		Top Logo:	
Template Name	Project No	Project Name	ABC MINING GLOBAL LLC	
Default Template	0	DO NOT DELETE - Your Default Transmittal Layout	Specialist Deep Mining Project Management 13 Juor un Xve, Alee Ising Transford	
Project SP000	SP000	GENERAL	de se ante da se de se d	
Project SP313	SP313	ROOIKOP PROJECT	CHEASE A MERINA MARKANI AND	
Project SP327	SP327	BLADE SPIKES		
Project SP350	SP350	TEMPEST MAURITANIA - UPGRADE		
			Bottom Logo:	
			LDA Computing Copyright Notice & Licence Information	
			Email Heading:	
			ABC MINING GLOBAL LLC	
			Alice Springs, Australia	
	nge De nplate Ter	lete 🕥 Send To	Close 🦕	

🛦 Template Will Be Changed
Update the Template File
Template Name: Default Template Specific for Project No: 0 DO NOT DELETE - Your Default NOTE: There must always be a "Default Template' specific for Project No: 0", which is a General Purpose Template Transmittal Layout Top Logo Bottom Logo Issue Reasons Text Editing Options (Default Template Only) EMAIL Headings
Remove Top Logo Select Logo File Name NOTE: Top Logo Image must have the proportions of 2220 x 375 pixels at 300 dpi. Please ensure that image is formatted as PNG or 24-bit JPG (NOT 32-bit)
ABC MINING GLOBAL LLC Specialist Deep Mining Project Management 123 Uranium Drive, Alice Spring, Australio Tel: +61 08 123 4567 Fox: +61 08 987 6543 Web: www.obcrniningglobal.com Email: into®abcrniningglobal.com Offices in Australio, New Zealand, South Africa, Brazil & Canada
Select Horizontal Line Colour
Cancel 📃 Save

A Template Will Be Changed	
Update the Template File	
Specific for Projectivo.	DELETE - Your Default tal Layout
DRPRO Copyright Notice + Licence information	
	Cancel 📃 Save

🛦 Template Will Be Changed			
Update the Template File			
Template Name: Default Template NOTE: There must always be a 'Default Template' specific for Top Logo Bottom Logo Issue Reasons Text Editing Options (Default Temp			DO NOT DELETE - Your Default Transmittal Layout
Tra	nsmittal Issue	Reasons:	Important Note:
For your Information	F	or Planning purposes only	Please do not change the sequence of the Transmittal Issue Reason on this list
For your Records	F	or Tender purposes only	once they have been set. Please contact LDA Computing should you need to
For Checking and Approva	al 🖌 F	or Manufacturing	change them
Please return check copy	F	or Fabrication	
For Construction	F	or Signature	
			🔀 Cancel 🛛 📃 Save
A Template Will Be Changed			- • •
Update the Template File			

opunto in	e i empine		
Template Name:	Default Templ	te Specific for Project No: 0 Complete Specific for Project No: 0 Complete Specific for Project No: 0', which is a General Purpose Template	DO NOT DELETE - Your Default Transmittal Layout
Top Logo Bottom Lo	go Issue Reasons	Text Editing Options (Default Template Only) EMAIL Headings	
		DRAWING TRANSMITTAL	
A Change Line		A ABC MINING GLOBAL LLC Alice Springs, Australia	
E Change Back	kground Colour		
		Company Name to be used as the Email Sender for the above Company Heading: (If sending via SMTP)	
		ABC Mining Global LLC	
		NOTE: The Email Heading above will be used for ALL Projects that do not have a specific Template:	
			🗙 Cancel 🔲 Save

A Template Will Be Char Update th	e Template	File
Template Name:	Default Templat	te Specific for Project No: 0 DO NOT DELETE - Your Default to a 'Default Template' specific for Project No. '0, which is a General Purpose Template Transmittal Layout
Top Logo Bottom Lo	go Issue Reasons	Text Editing Options (Default Template Only) EMAIL Headings
		Transmittal Slip editable text: Use the TAB key on the keyboard to navigate To: ACME Construction Company Attention: Willy E. Coyote Care Of: Beep Beep The Road Runners Address: Address Lines Address: Address Lines Project: 123456 - Arizona Hills Shopping Centre Headings for the list of Drawings/Documents: Discipline: Doc No: Rev: Status: Size + Type: No: Description:
Enter y	our company name he	Issued By: John Smith Received By:
		Cancel 📃 Save

SEARCH FILTERS:

Some of the Windows described above have a button called '**Search Filters**'. This button allows you to do a search for a subset of information to be displayed. Depending on how complex the query is, it could take a while for it to be displayed. To return the list back to the original display, delete all entries in the Query List.

🛓 Query by Example	Settings	>
Saved Queries Query	Settings	
Field	Operator	Value
Drawing/Doc Title	Contains	CONVEYOR
		Insert Change Delete
		<u>O</u> K <u>C</u> ancel C <u>l</u> ear

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 <u>http://support.microsoft.com/kb/297684</u>

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:

 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: "<u>\\SERVER1\DRPRO\</u>"

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. DO NOT install the program on a Server and have everyone run it from there! It's not designed to operate that way and will cause licencing errors and frustration...

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 Cards - In not so rare cases, database corruption on shared databases have been shown to be caused by faulty or 'noisy' network cards. This situation can be extremely difficult to diagnose. Experience has shown that using the process of elimination to take network cards off-line to locate the offending card on the network is effective.

HOW TO IMPLEMENT OUTLOOK EMAILING



HOW TO IMPLEMENT MS OUTLOOK EMAILING OF TRANSMITTAL SLIPS:

(NOTE: MS 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.

A Record Will Be Changed			×
Global System D	efaults		
Global System D	Outlook & Signatures SMTP Mail Server Settings Email Disclaimer MS Outlook Options Image: Can be overridden for each individual User) Revert All Users Back To SIMTP 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		
		_	
		X Cancel	📑 Save

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Nothing to see here! Move along...