DRPRO 2023.1
DRAWING REGISTER PROFESSIONAL

USER'S MANUAL

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Drawing Register Professional (DRPRO)

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DRPRO 2023.1
DRAWING REGISTER PROFESSIONAL

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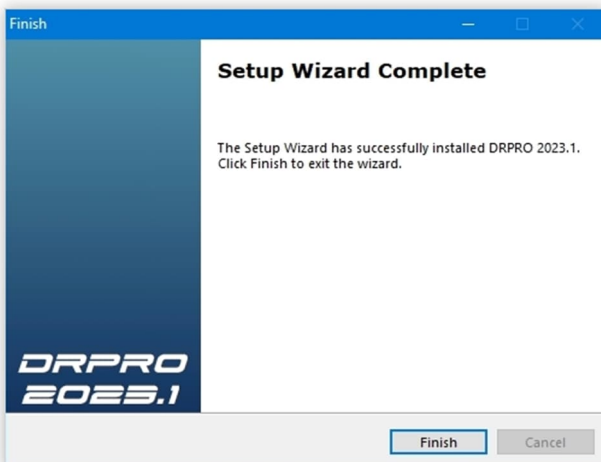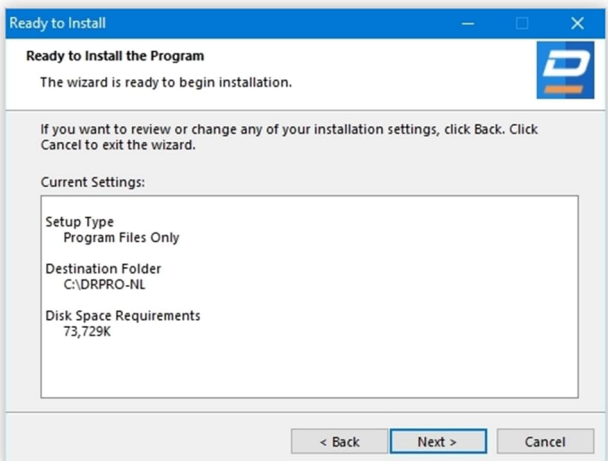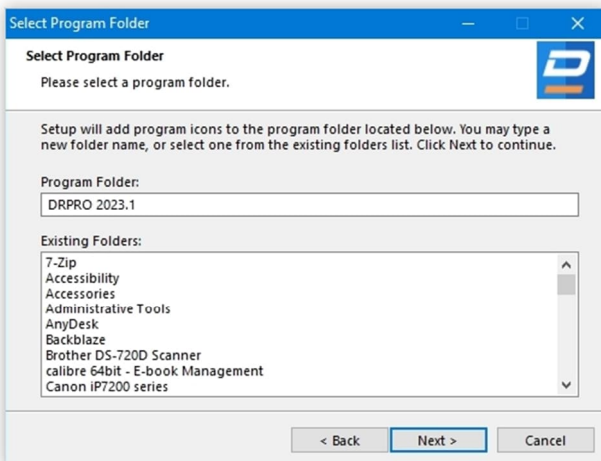
Please refer to our website for a PDF with detailed step-by-step instructions on how to install DRPRO-NL, whether it is for the first time, upgrading from a previous NL version or upgrading from an older Fixed Licence version.

Download the latest **Setup-Drpro-2023.1.zip** file from www.LDAcomputing.com web site, save it in a temporary folder in your computer or network location and *UNZIP* it to extract the installation file **Setup-Drpro-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!

3) **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":

Welcome to the DRPRO 2023.1 Setup Wizard.

The wizard will install DRPRO 2023.1 on your computer.

It is strongly recommended that you exit all Windows programs before running this Setup program.

Click Cancel to quit Setup and then close any programs you have running. Click Next to continue with the Setup program.

WARNING: This program is protected by copyright law and international treaties.

Next >   Cancel

License Agreement

Please read the following license agreement carefully.

**LDA COMPUTING
END-USER SOFTWARE LICENCE AGREEMENT FOR
DRAWING REGISTER PROFESSIONAL (DRPRO)**

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○ I accept the terms in the license agreement
○ I do not accept the terms in the license agreement

< Back   Next >   Cancel

Setup Type

Choose the setup type that best suits your needs.

Please select a setup type:

◉ Program Files Only
   Install PROGRAM Files Only on each local workstation.

○ Data Files Only
   Install DEMO DATA Files only. Use this option once only on a new install. WARNING! DO NOT install over existing data!

< Back   Next >   Cancel

Destination Folder

Click Next to install to this folder, or click Change to install into a different folder.

Please enter the location where you would like to install the program. You may type a new folder name or click the Change button to find a new location.

Install DRPRO 2023.1 to:

C:\DRPRO-NL   Change...

< Back   Next >   Cancel

Select Program Folder

Please select a program folder.

Setup will add program icons to the program folder located below. You may type a new folder name, or select one from the existing folders list. Click Next to continue.

Program Folder:

DRPRO 2023.1

Existing Folders:

7-Zip
Accessibility
Accessories
Administrative Tools
AnyDesk
Backblaze
Brother DS-720D Scanner
calibre 64bit - E-book Management
Canon iP7200 series

< Back   Next >   Cancel

Ready to Install the Program

The wizard is ready to begin installation.

If you want to review or change any of your installation settings, click Back. Click Cancel to exit the wizard.

Current Settings:

Setup Type
   Program Files Only

Destination Folder
   C:\DRPRO-NL

Disk Space Requirements
   73,729K

< Back   Next >   Cancel

Setup Wizard Complete

The Setup Wizard has successfully installed DRPRO 2023.1. Click Finish to exit the wizard.

Finish   Cancel

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.
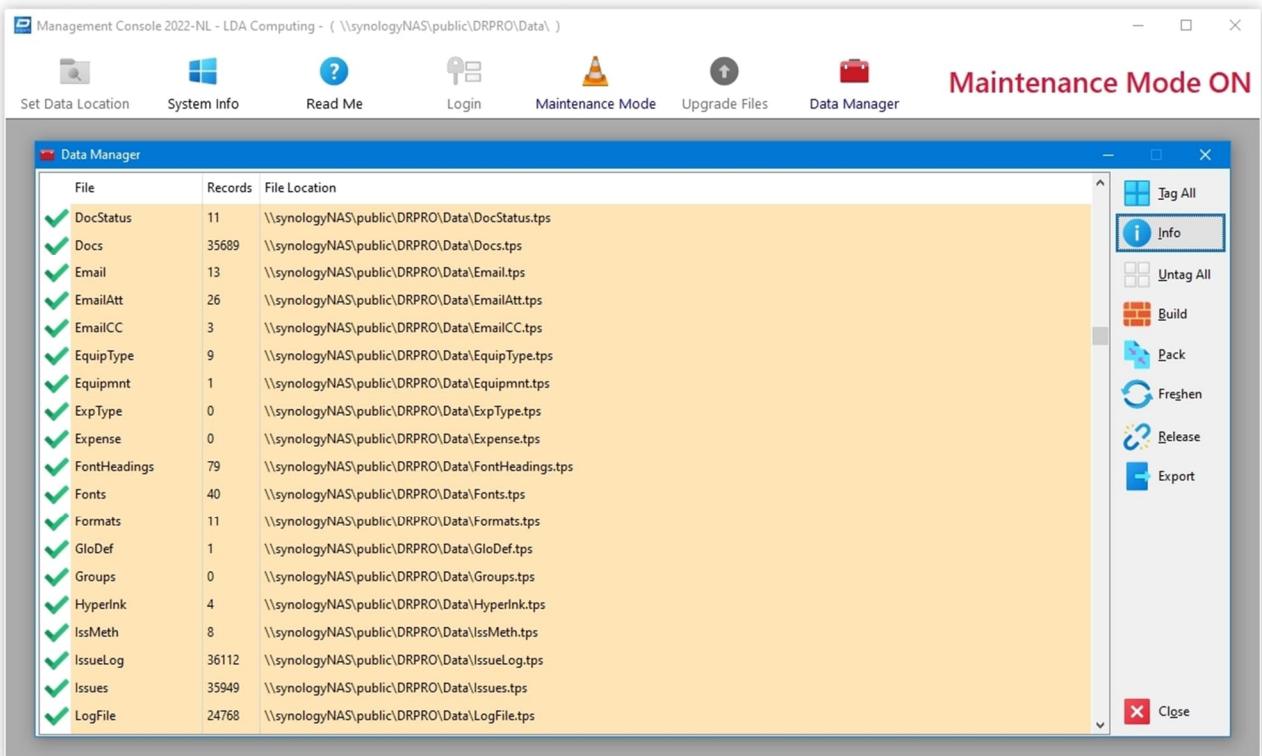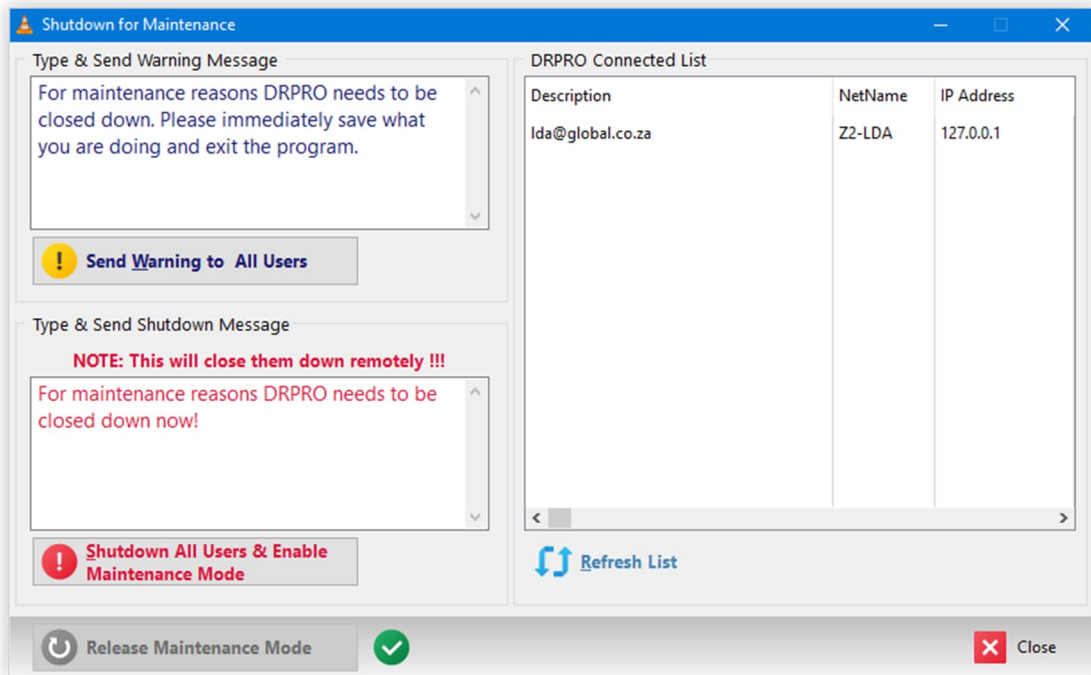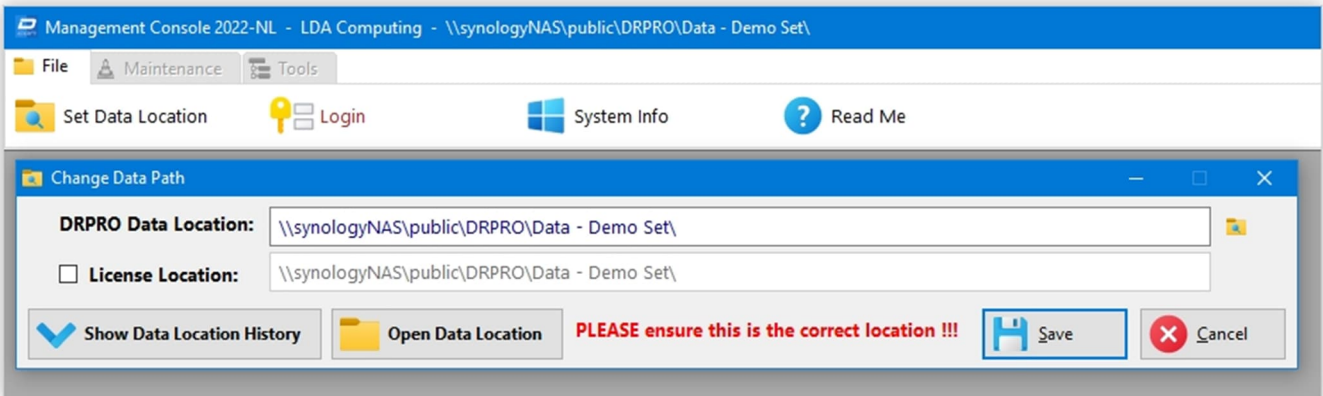
DRPRO-NL LOGIN FOR THE FIRST TIME:

The first time that **DRPRO** is accessed from any of the workstations, it will prompt you with several consecutive windows about a non-existing licence. That's to be expected. Simply click 'OK' each time and after Login you can activate the trial 90-day licence.
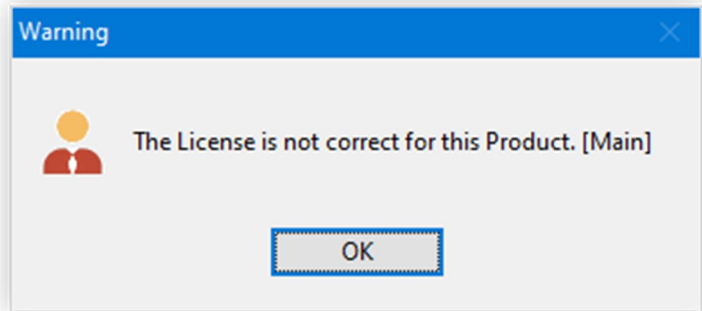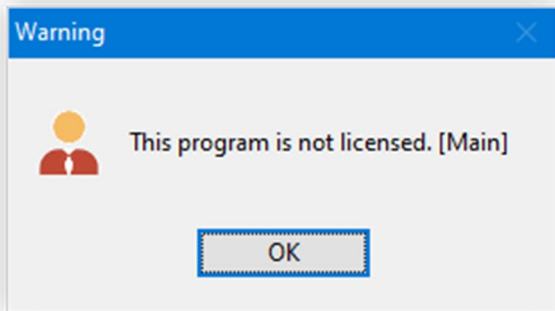
For first time access, please note that the username '**administrator**' must be used, with no password in the password field. You may need to press the '**tab**' key to activate the "**Proceed to Main Menu**" button!

Your Login name must be pre-entered in the 'Users List' for access to be granted. The password is optional, but it is recommended that anyone with 'Administrator' status has a password, or else, your DRPRO 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.
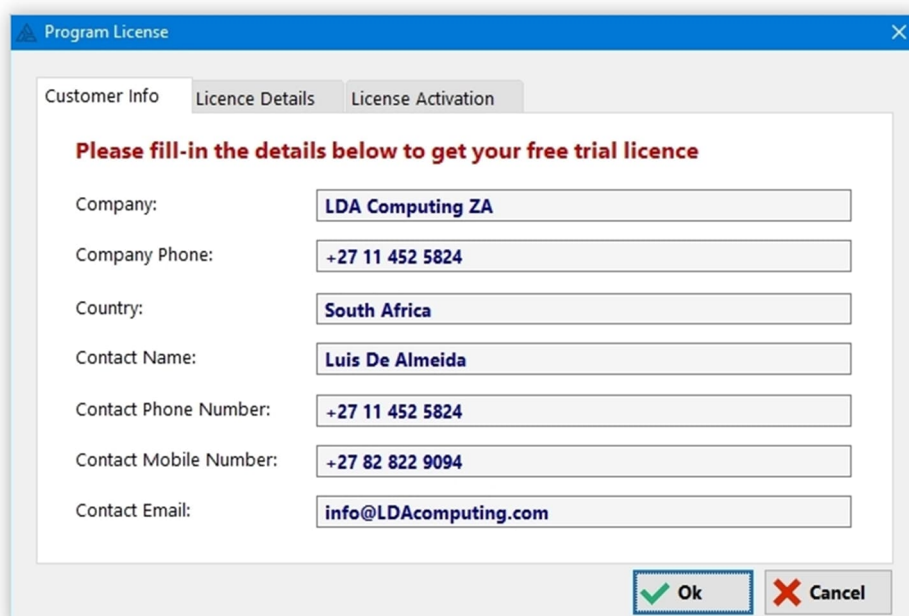
The **Annual Subscription** must be kept up-to-date. A renewal notification will be e-mailed to you about two months before the expiry date.

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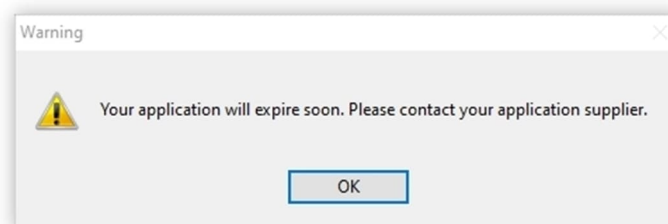
The Licence information is available from the 'Licence' icon on the top toolbar or the 'Licence Information' item on the Main Menu. After installing for the first time, please enter your company details in the 'Customer Info' tab to obtain a free 90 day trial licence:

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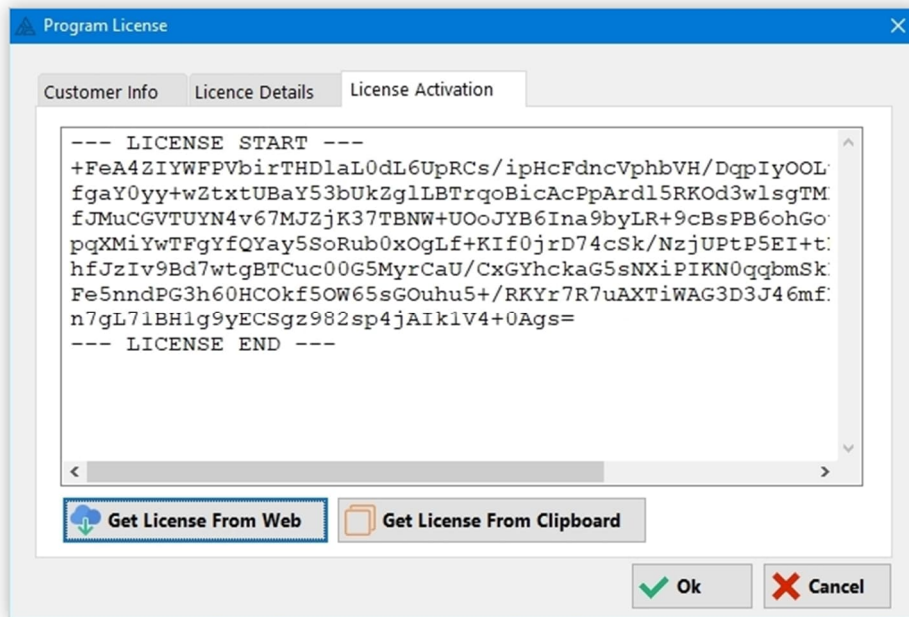
Now click 'OK', exit DRPRO and login again with a fully active 90 day licence.

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...
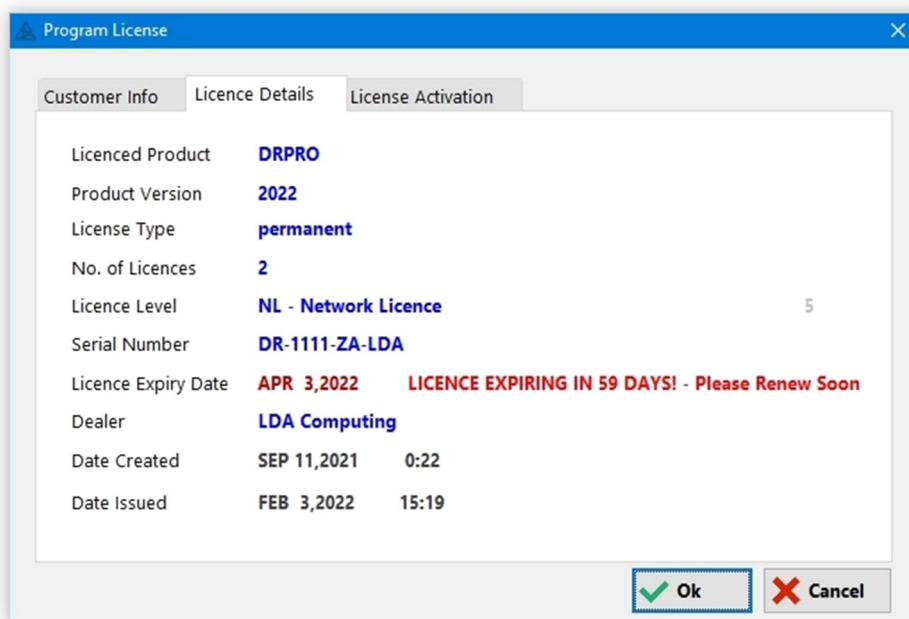
THE MAIN MENU

- A user name must be used to access the program. The user names are allocated by the system administrator and are accessible from the 'Administrator's' Button on the Main Menu.

- Access level of '**Administrator**' gives access to all functions of **DRPRO**, while '**Operator**' level blocks access to administrative functions.

- It is a good idea to give the administrator a password so as to keep proper control over the use of the program. It is recommended that at least two people have administrative rights in **DRPRO**, just in case one of them is not available.

- If the **'Main Menu'** is not visible on the screen (closed), it can be opened again by clicking on the '**Menu**' button on the Toolbar on top of the main screen.
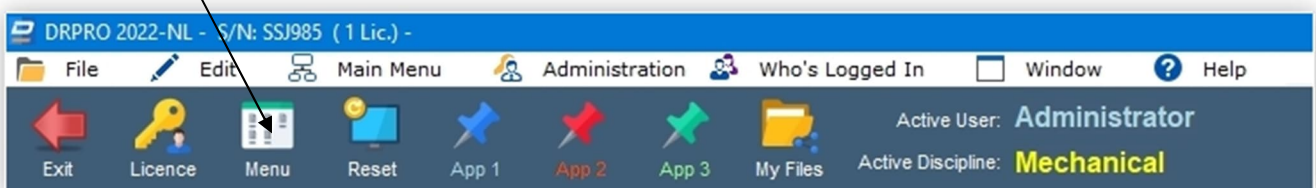
All of the functions available in the Main Menu are also available from the Pull-down Menus at the top of the screen. Below are various screenshots of the menus available as pull-downs:

Main Menu Pull-down:

- Reload Main Menu
- Project List
- Master Company
- All Transmittals
- Emails Sent
- Project Recipients
- Dwg/Doc List
- ManHours
- Issue Dwgs/Docs
- Contacts List
- Dwgs Received
- Import CSV Files
- Export Data Files
- Printed Reports
- Printing Costs
- Standard Notes
- User''s Manual
- Hyperlinks
- Review & Approvals
- Help! Where Do I …
- Licence Subscription Info
- Administration
- Equipment Manager
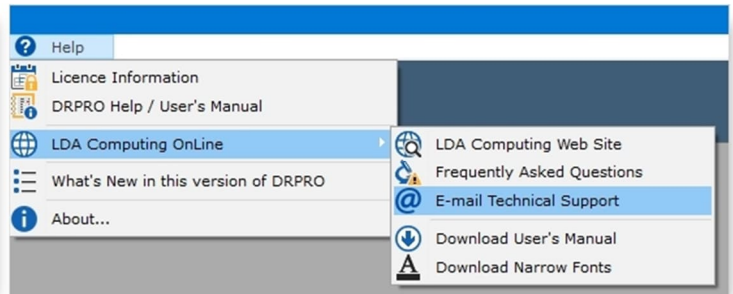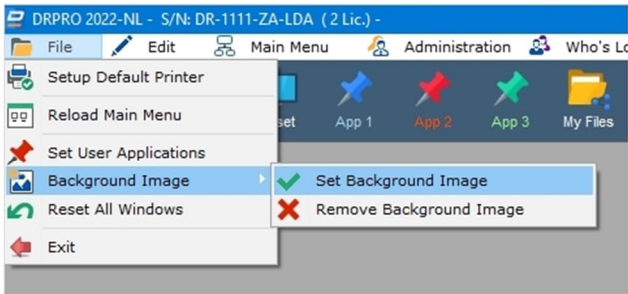
Administration Menu Pull-down:

- Disciplines & Categories
- Capacities
- Designations
- File Type/Format
- Revision Systems
- Media Sizes
- Media Types & Cost
- Project Types
- Issue Methods
- Scales
- Headings on Printed Reports
- Project Status
- Dwg/Doc Status
- Review Purpose
- Review Status
- Users List
- Global Defaults
- Transmittal Templates
- Activity Log
- Merge Log
- Mass Email Change Utility
- Mass Path Name Change
- Equipment ▶
- 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:
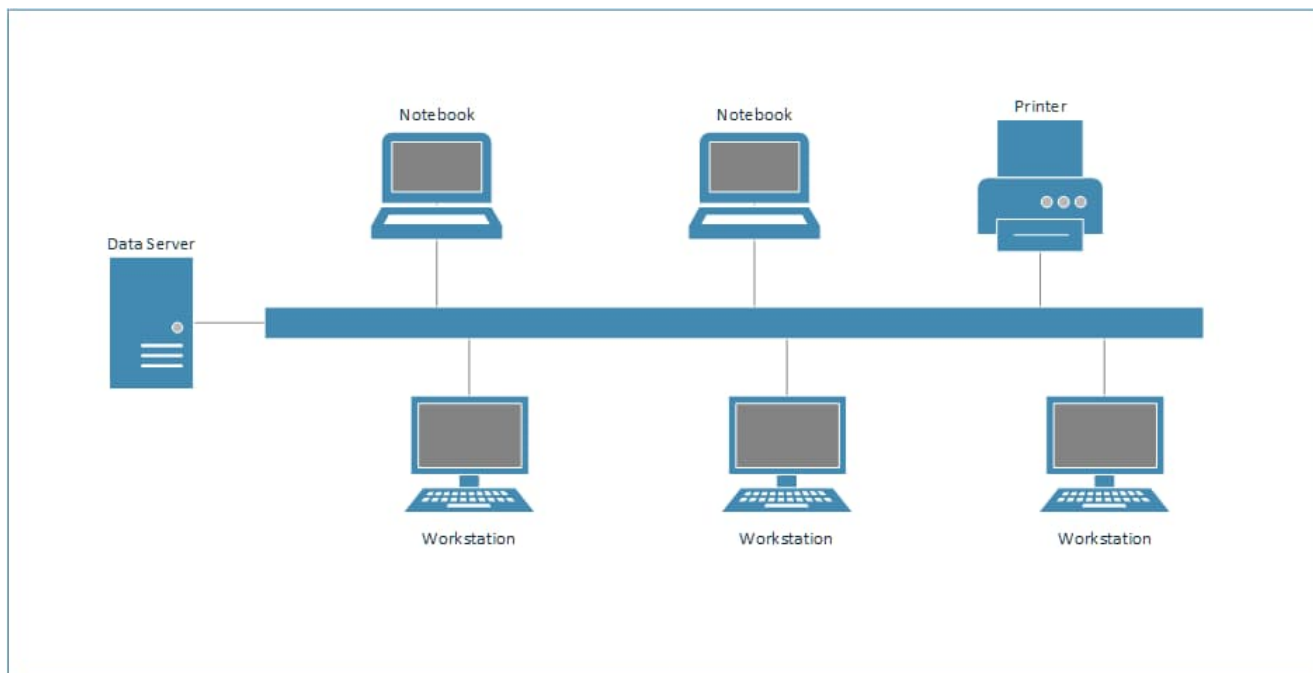
As a general rule, all lists in DRPRO have 5 standard buttons either at the bottom of the list or on the side, depending on the layout of each window:
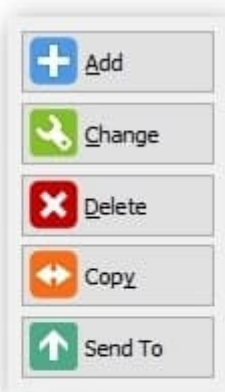
Add	Add a new record to the list (Project, Drawing, Recipient, etc.)
Change	Change the highlighted record to something else.
Delete	Delete the highlighted record.
Copy	Copy the details of the highlighted record to Add a new one.
Send To	Send the contents of the list as displayed to PDF, Excel, Email, FTP, etc.

Project List:

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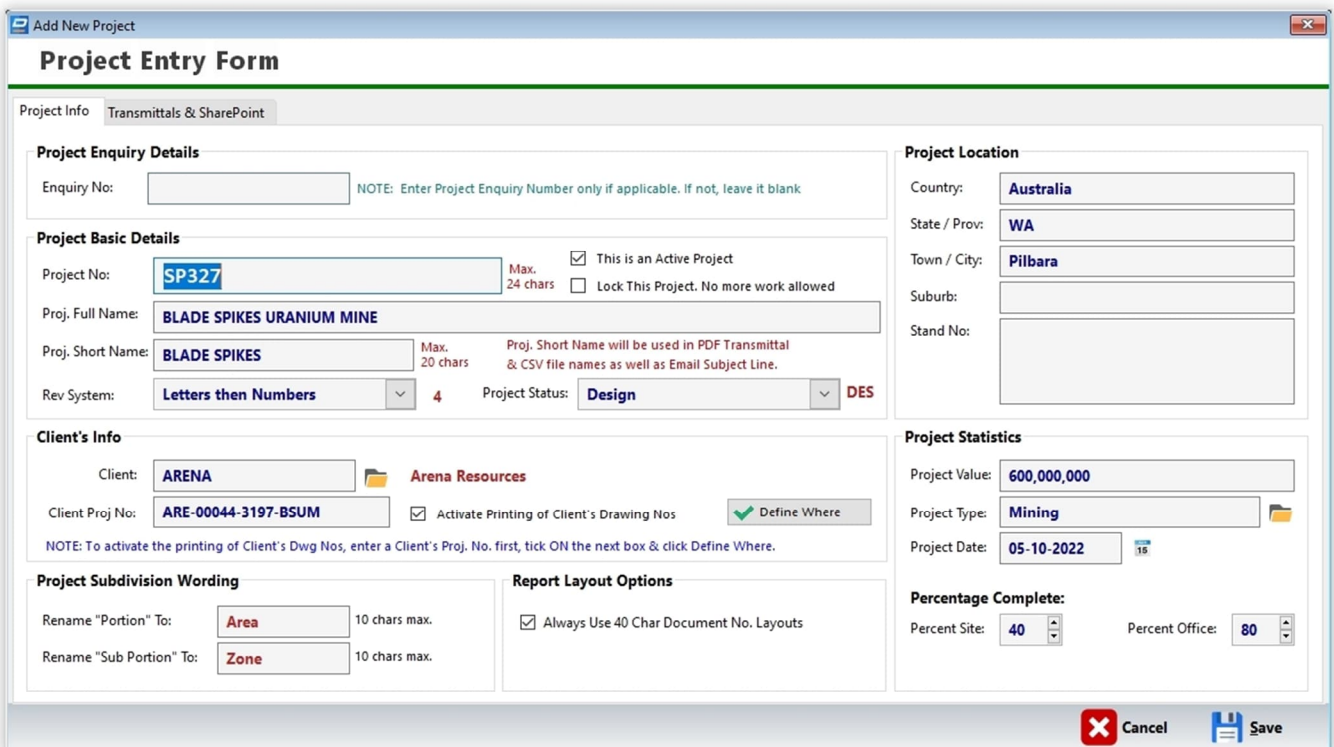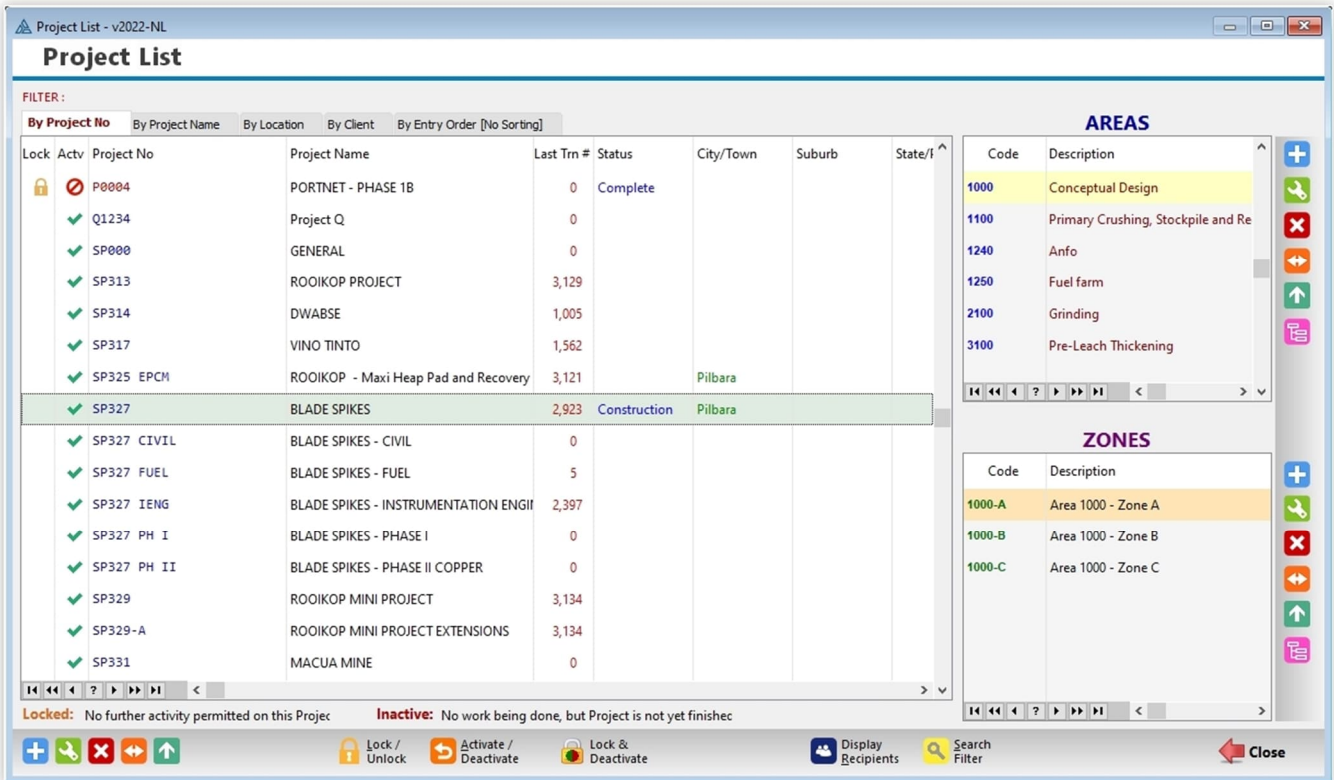
Project Entry Form: Transmittals & SharePoint

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.
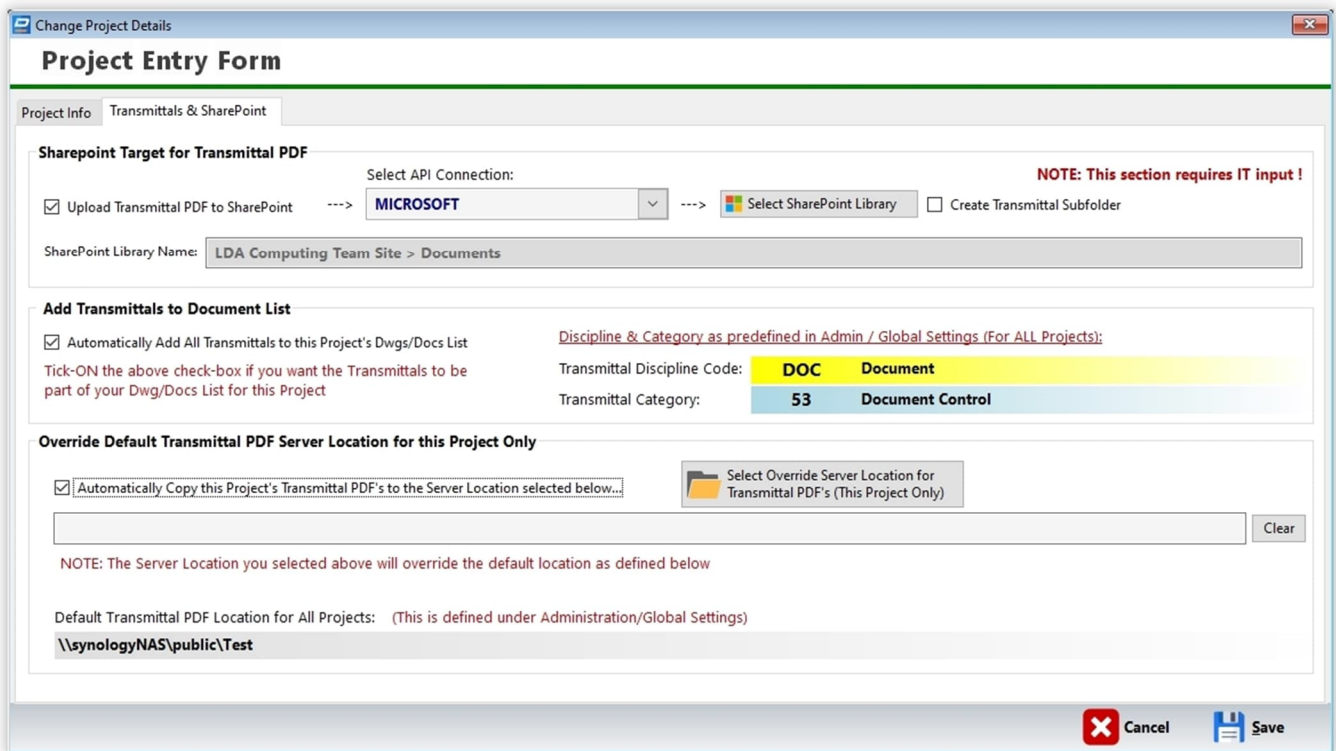
Project Entry Form: Selecting the SharePoint Library

Selecting the Online SharePoint Library:

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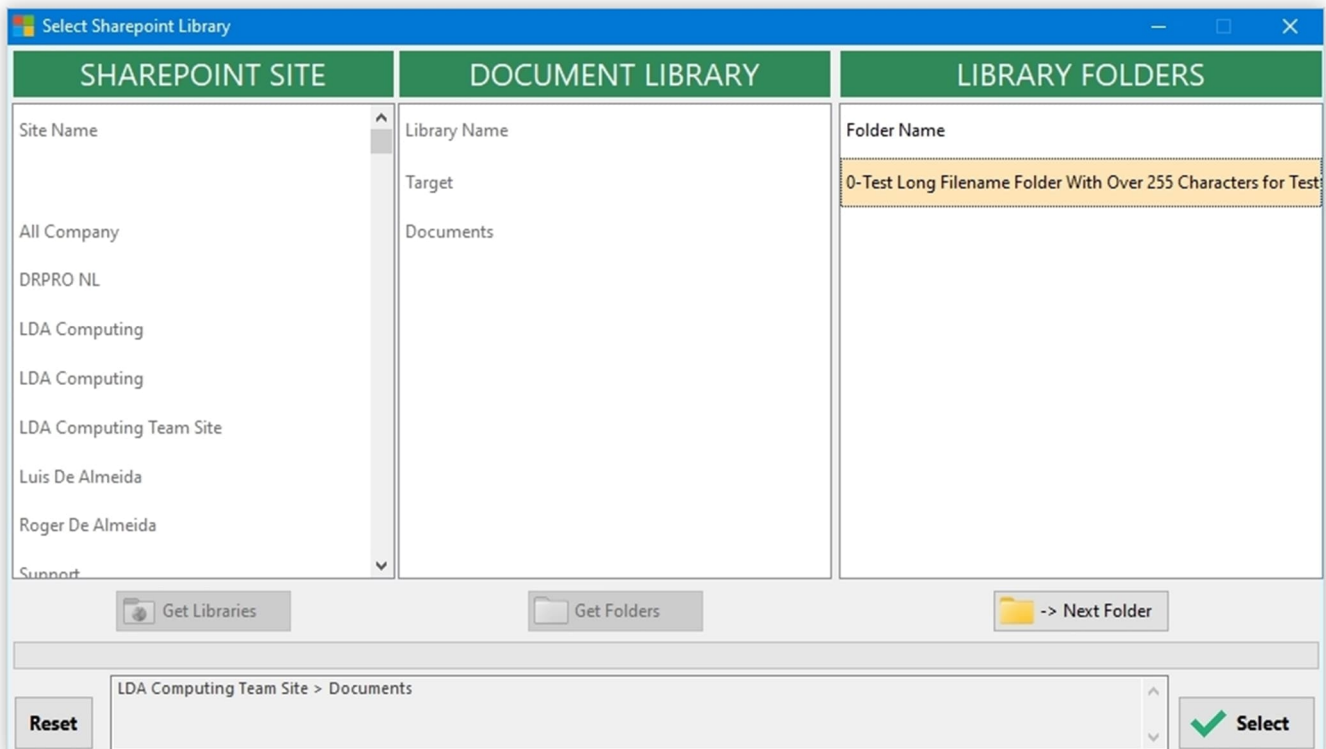
Master Company List

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

List of All Transmittals

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 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.

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.

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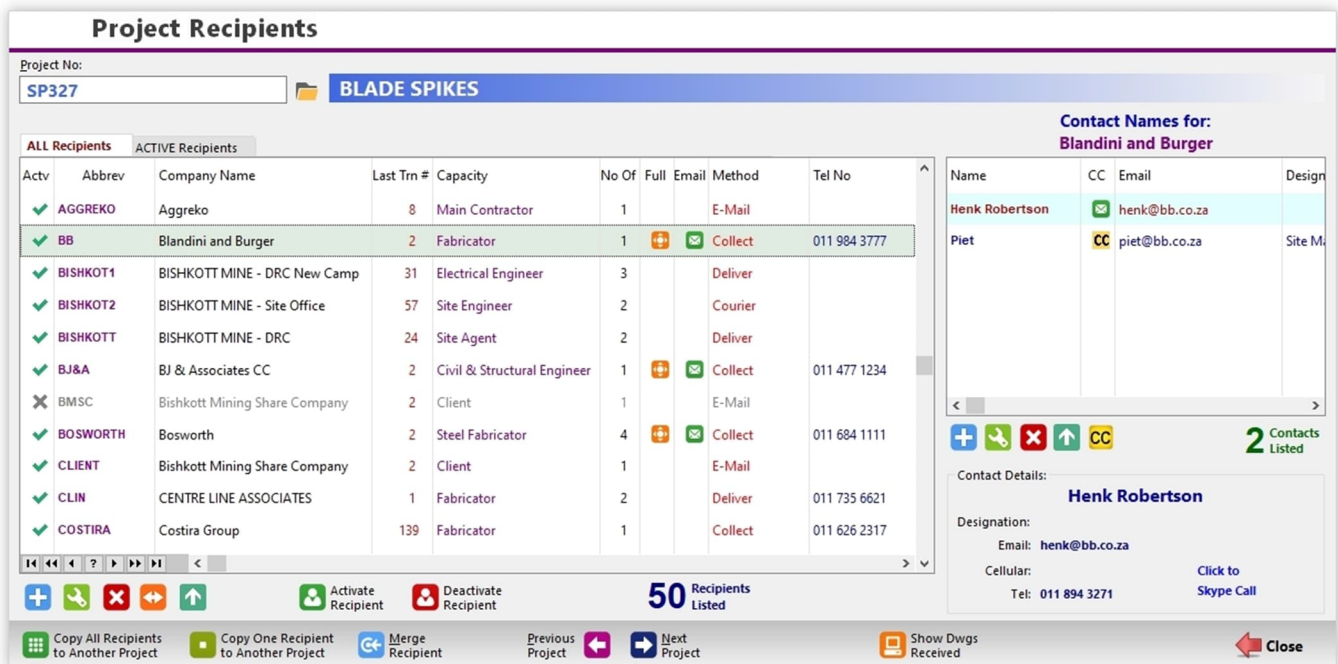
On the right side of the window is the list of contact names for each recipient listed on the left. You can add more names to this list from this list or alternatively from the Recipients Entry Form as shown in the next images.

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!

On the **3rd Tab**, you can pre-define up to 10 Reasons for Issue for each recipient, so that at issue time you don't need to change them individually. Generally, you'll find that these remarks tend to stay in the spot through most of a particular phase of the project, only changing when for example it goes from design to construction stage. When that happens, change the Issue Reasons to the new set and save again. These remarks can be changed at issue time.
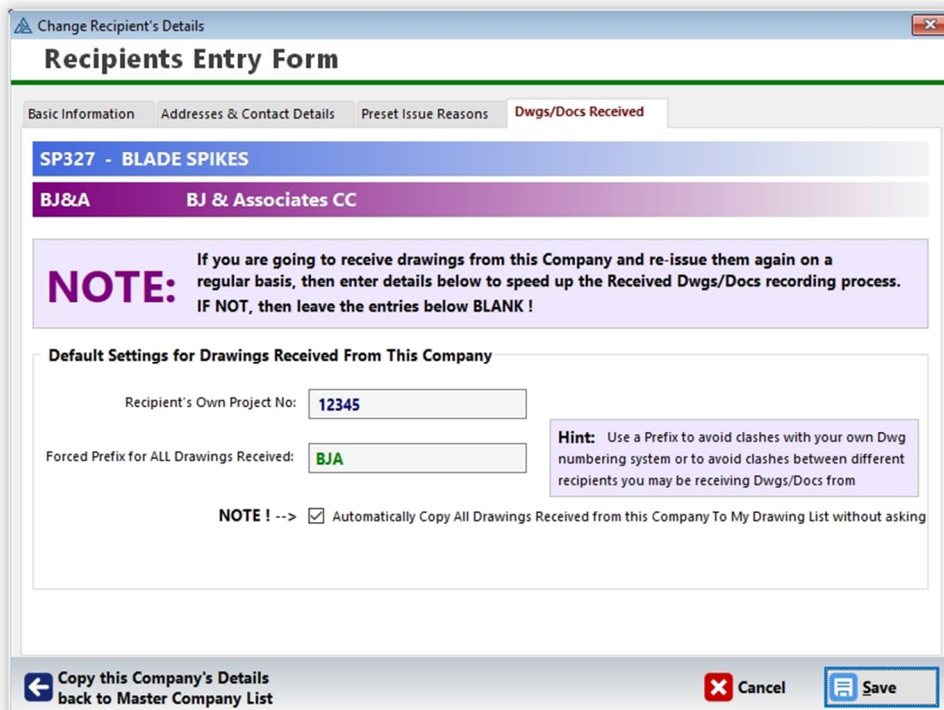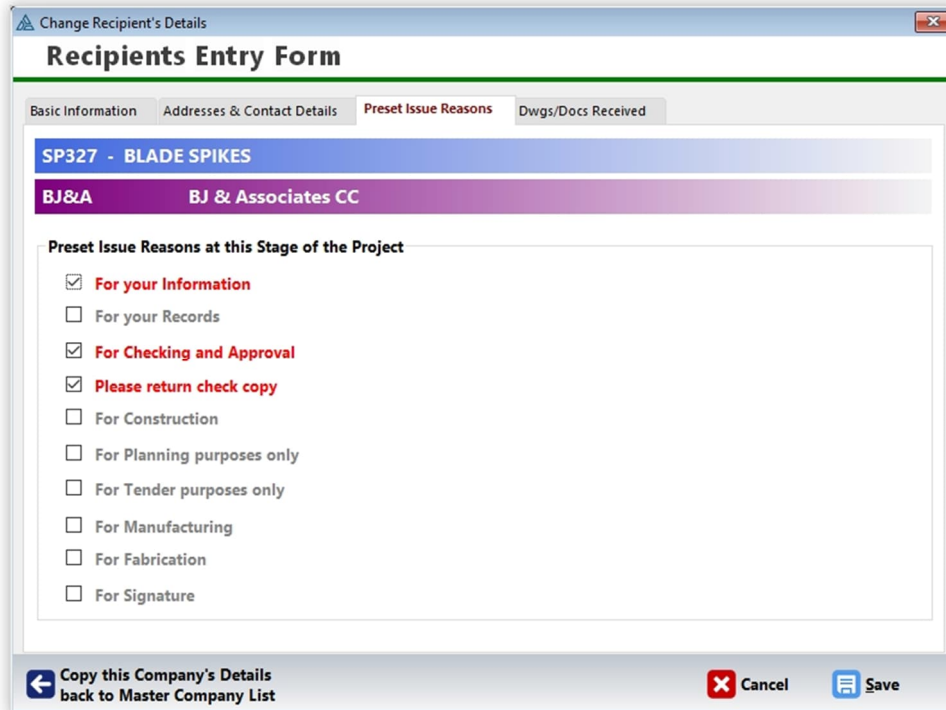
The **4th Tab** in the Recipients Entry Form above is used for the purpose of setting defaults on recording drawings received from a particular company. Enter the required details only if you are going to receive drawings from this company on a regular basis AND then re-issue them again. A typical application of this would be if you're a contractor that receives drawings from the team of consultants and then re-issue them to your subcontractors or site teams.

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.
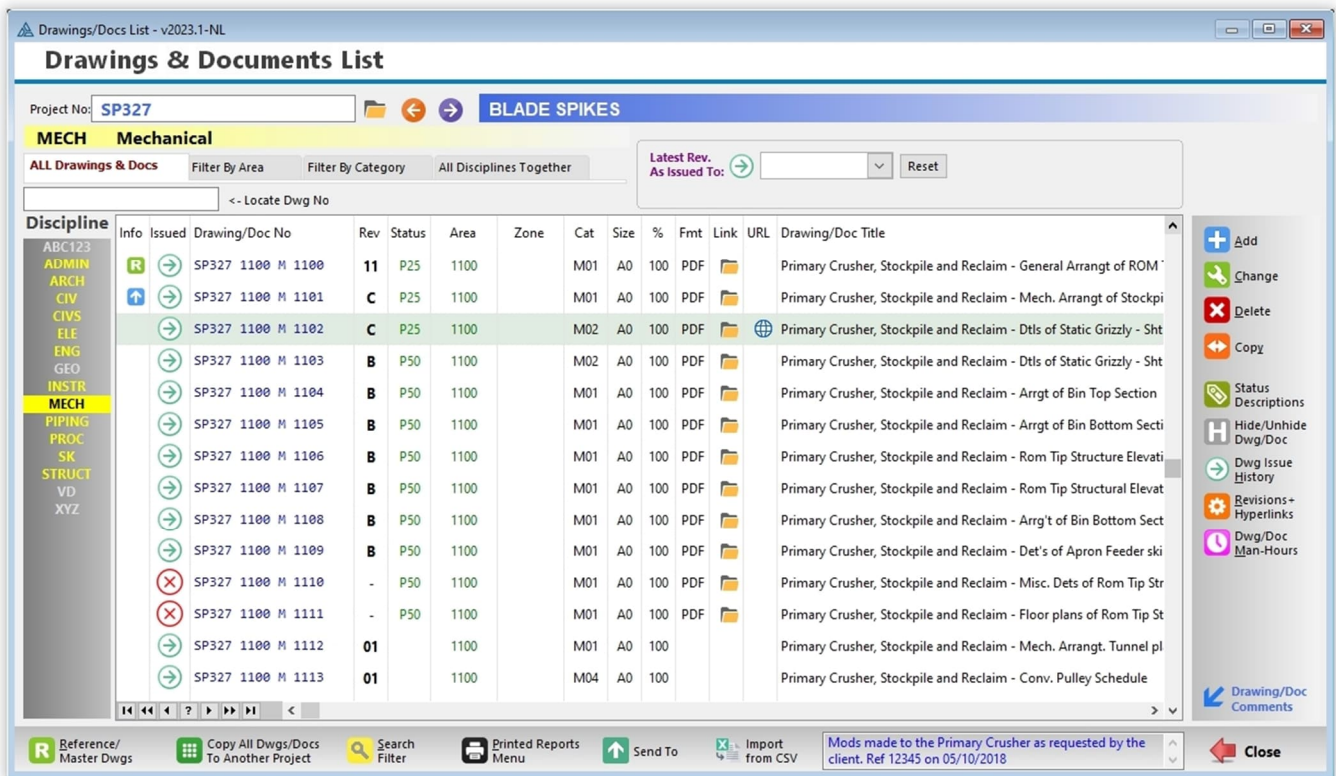
The green-arrow icon on the left column indicates that 'this drawing' and 'this revision' have been issued to at least one recipient. The red-cross icon indicates the opposite: Never issued to any recipient. To display these icons for a specific recipient, select the recipient from the drop-down above 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.

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 |

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

10| 20| 30| 40 | Chrs Max

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

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

(*) Revison: **C** ▾   Sheet **1** ▲▼ Of **1** ▲▼

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

Zone Code: ▾

(*) Dwg/Doc Size: **A0** ▾

Dwg/Doc Scale: **1:100** ▾

Dwg/Doc Date: **09-01-2008** 📅

Date Required: 📅

% Complete: **100** ▲▼ **%**   (100)

Dwg/Doc Ownership

Designed By: **Warren Bell** 📁
Drawn By: **Tim Harrison** 📁
Checked By: **Willie Wilson** 📁
Approved By: **Johann Strauss** 📁
Section Leader: **ADMIN-001** 📁 **Administrator**

Dwg/Doc Status

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

Progress 25

Reference Dwgs

☐ This Dwg Is a Reference (Master) Dwg
☐ Link This Dwg To a Reference Dwg

❌ Cancel   💾 Save

Changing a Drawing

Drawings & Documents Entry Form

Project No: **SP327 - BLADE SPIKES**
Discipline: **MECH   Mechanical**   91

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

Dwg No: **SP327 1100 M 1102**
Dwg Title: **Primary Crusher, Stockpile and Reclaim - Dtls of Static Grizzly - Sht 1**

Vendor Information

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

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

Multi Page
☐ Multi Page Document

Client's Drawing Information

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

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

Computer File Information

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

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

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

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

❌ Cancel   💾 Save

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

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

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

The **"History" Button** allows you to view the full issue history of any drawing in a project.
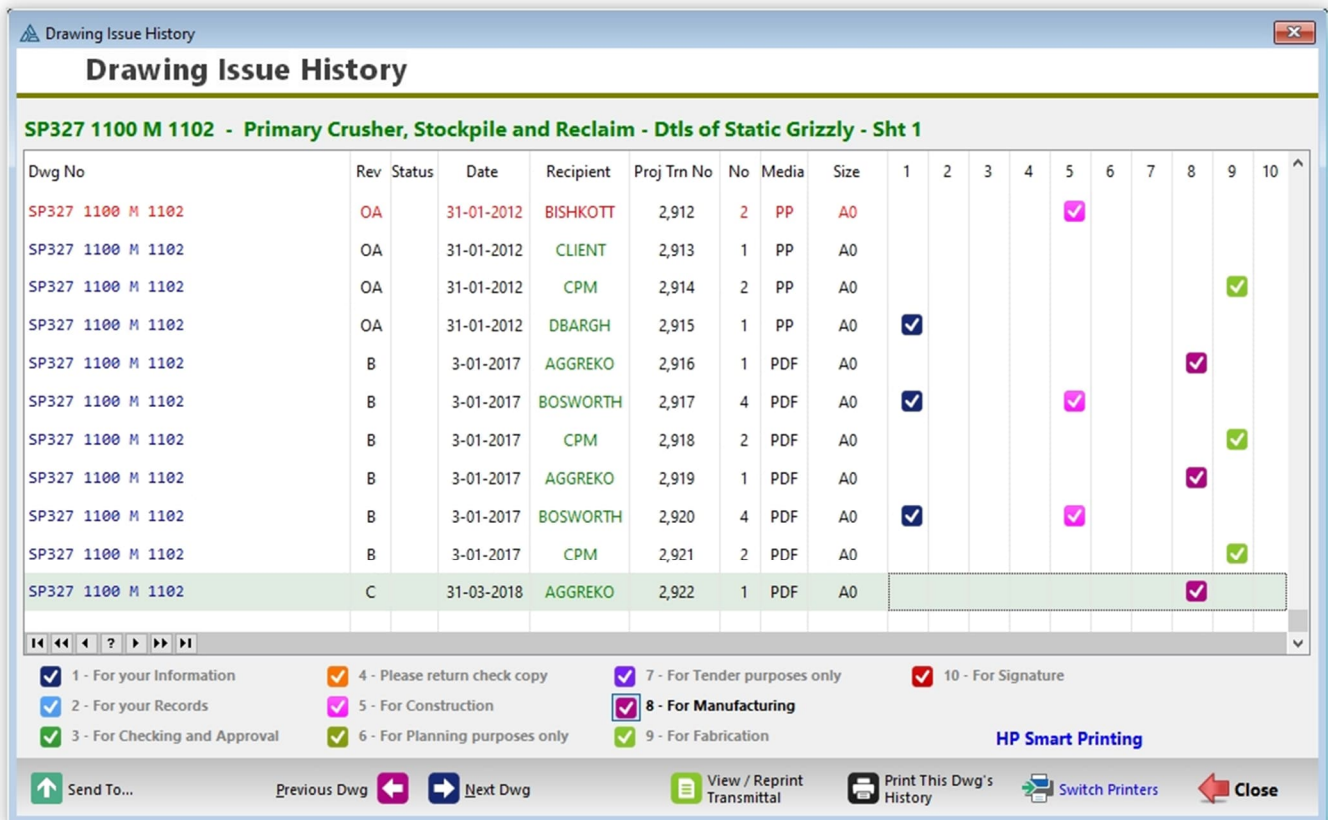
You may also print the listed issue history on paper or to PDF by clicking on the button '**Print This Dwg's History**', or view the original transmittal slip where this one particular drawing and revision was included by clicking on the button '**View / Reprint Transmittal**'.

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.

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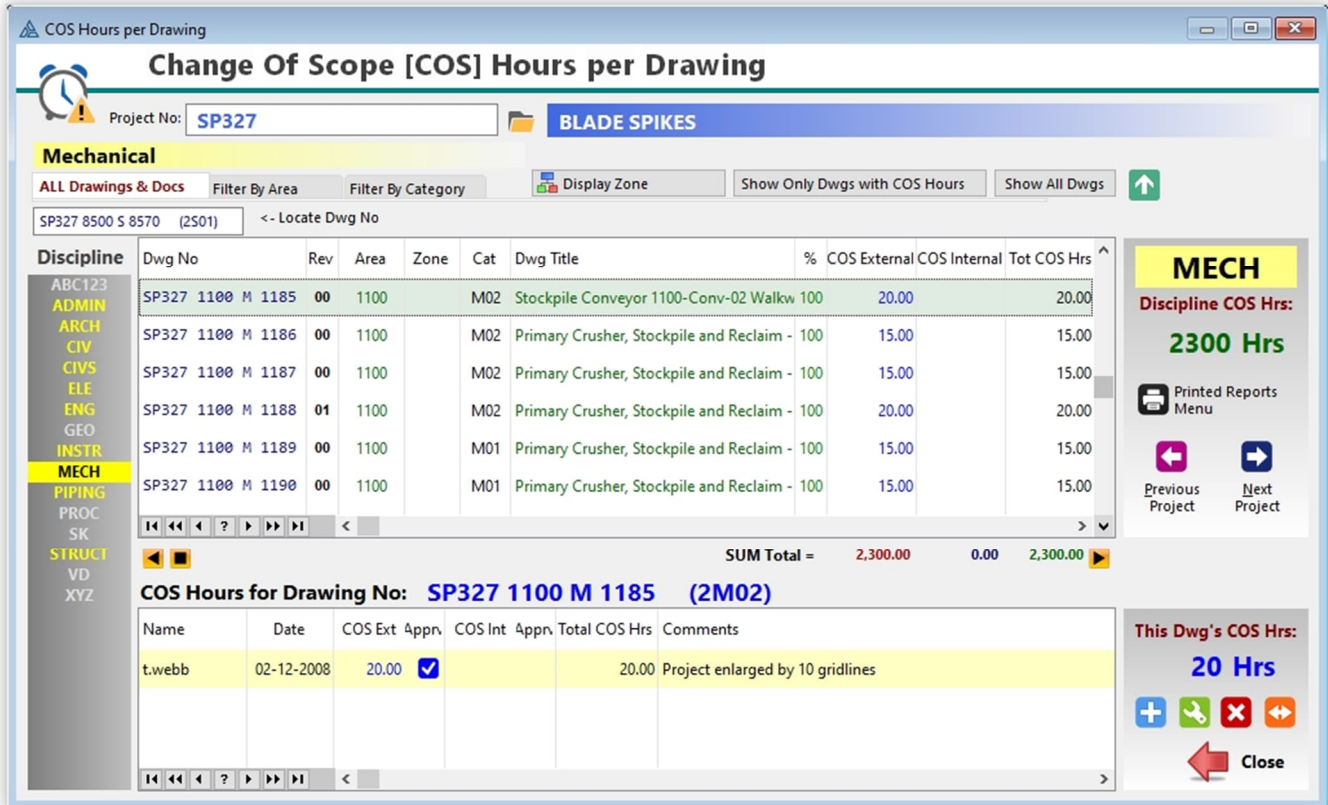
Furthermore, it also allows you to keep track of the approval of each COS Hours entry, together with a document reference for the approval.
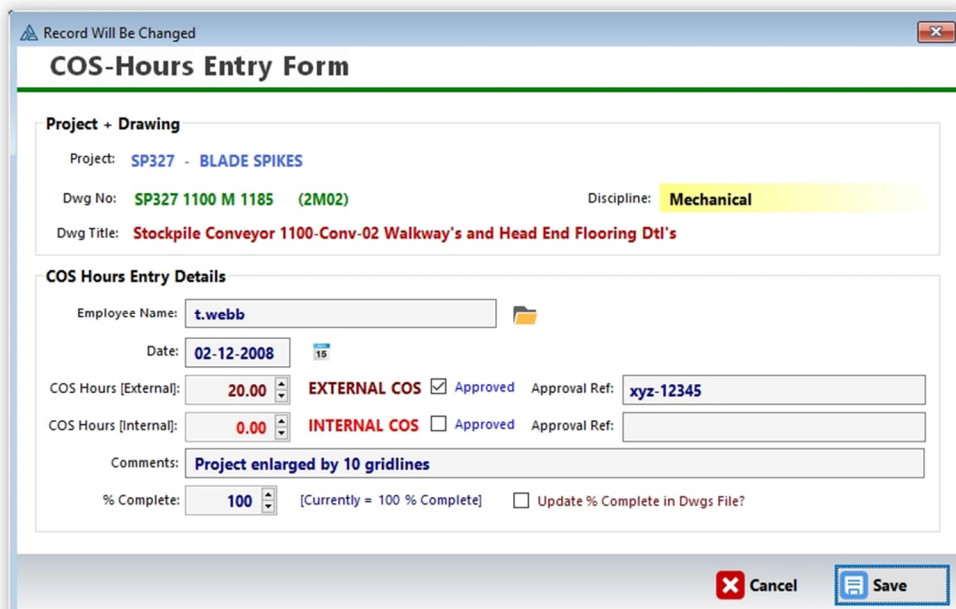
Revisions & Hyperlinks

This list is for the purpose of keeping track of revision text for any drawing, together with any other additional comments that go with the revision being done (like who's to blame for the change!).
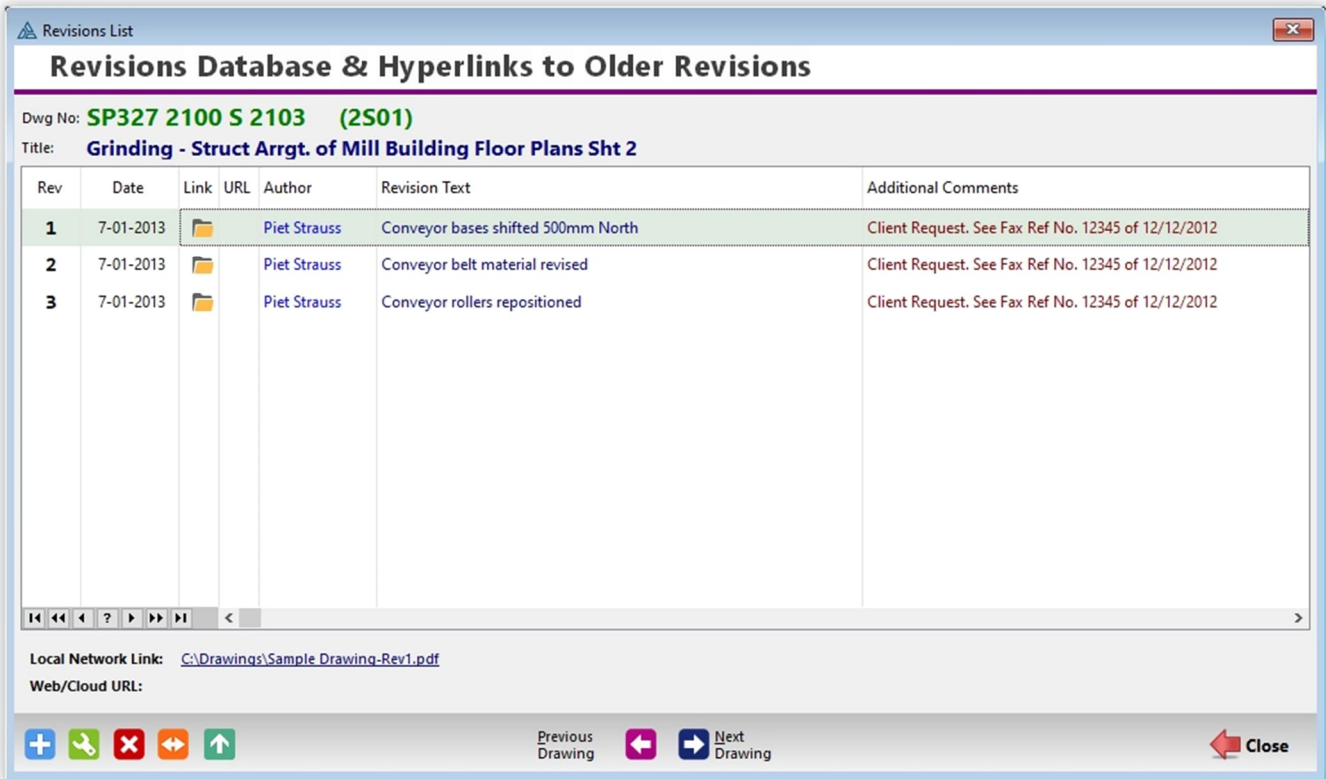
This list also keeps hyperlinks to the actual Documents/Drawings older revisions. You can specify the link to the current Dwg/Doc location on your local network and that link will become active by clicking on the yellow folder icon next to the revision as listed on the window.
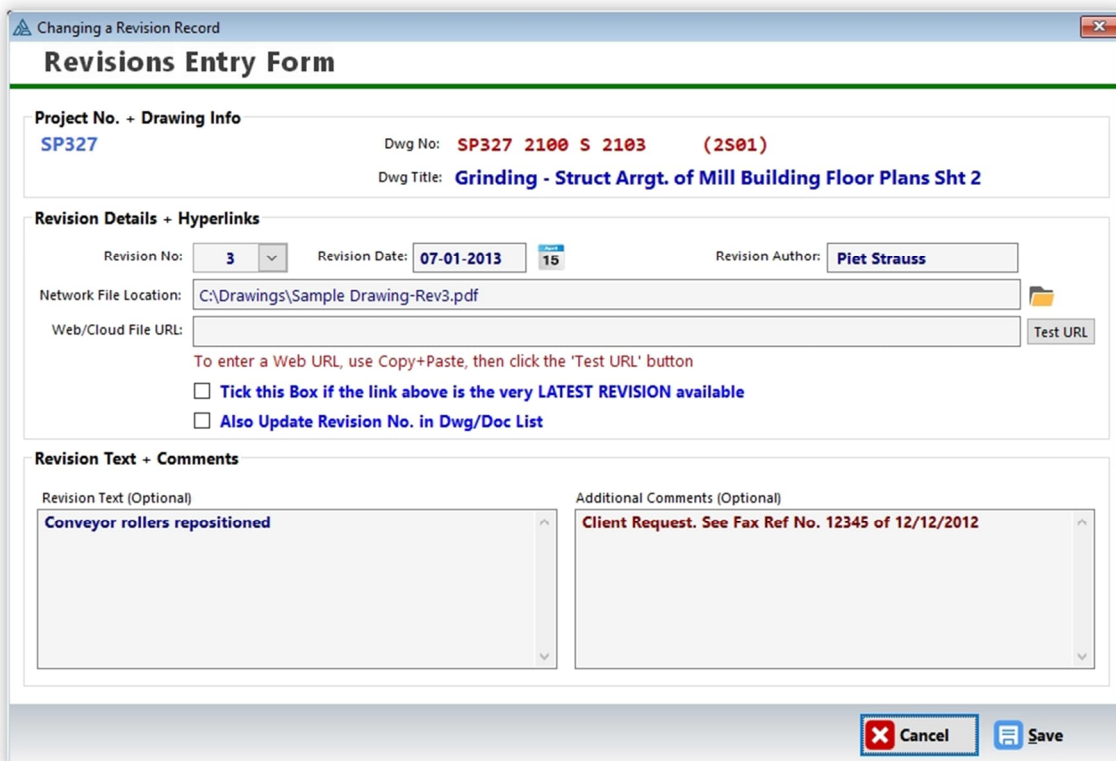
Issue Drawings

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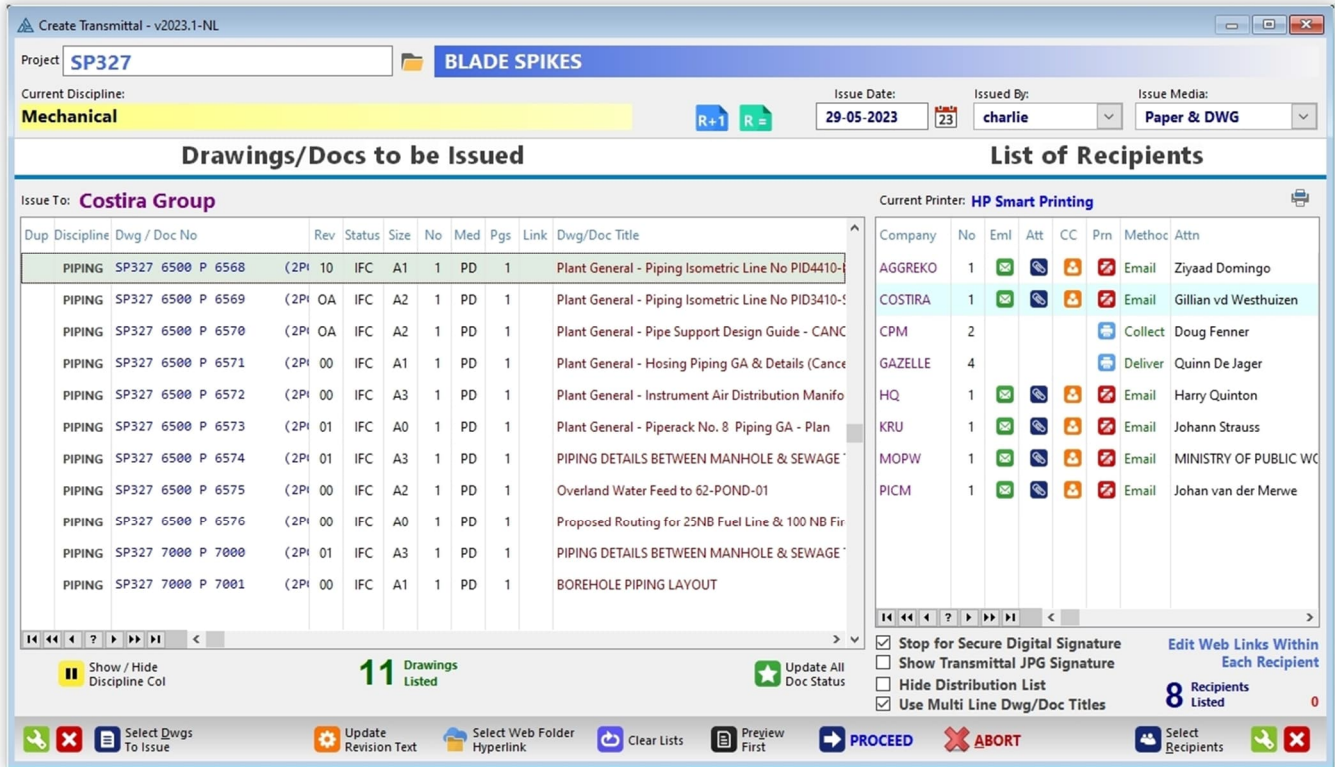
NOTE: A **red triangle** icon that may appear in the 'Dup' column indicates that that specific drawing and revision has already been issued to the company name as shown on top of the list (or highlighted on the opposite list. Essentially it means that you are duplicating something that has already been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

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

You may select a batch of drawings by clicking on the 'Tag' column in the browse list, by using the space bar, or by highlighting the first drawing and then clicking '**Select One Dwg'** repetitively. When the whole list of drawings has been marked, click on **'Copy to Issue List'**. This returns you back to the Issue Drawings window.
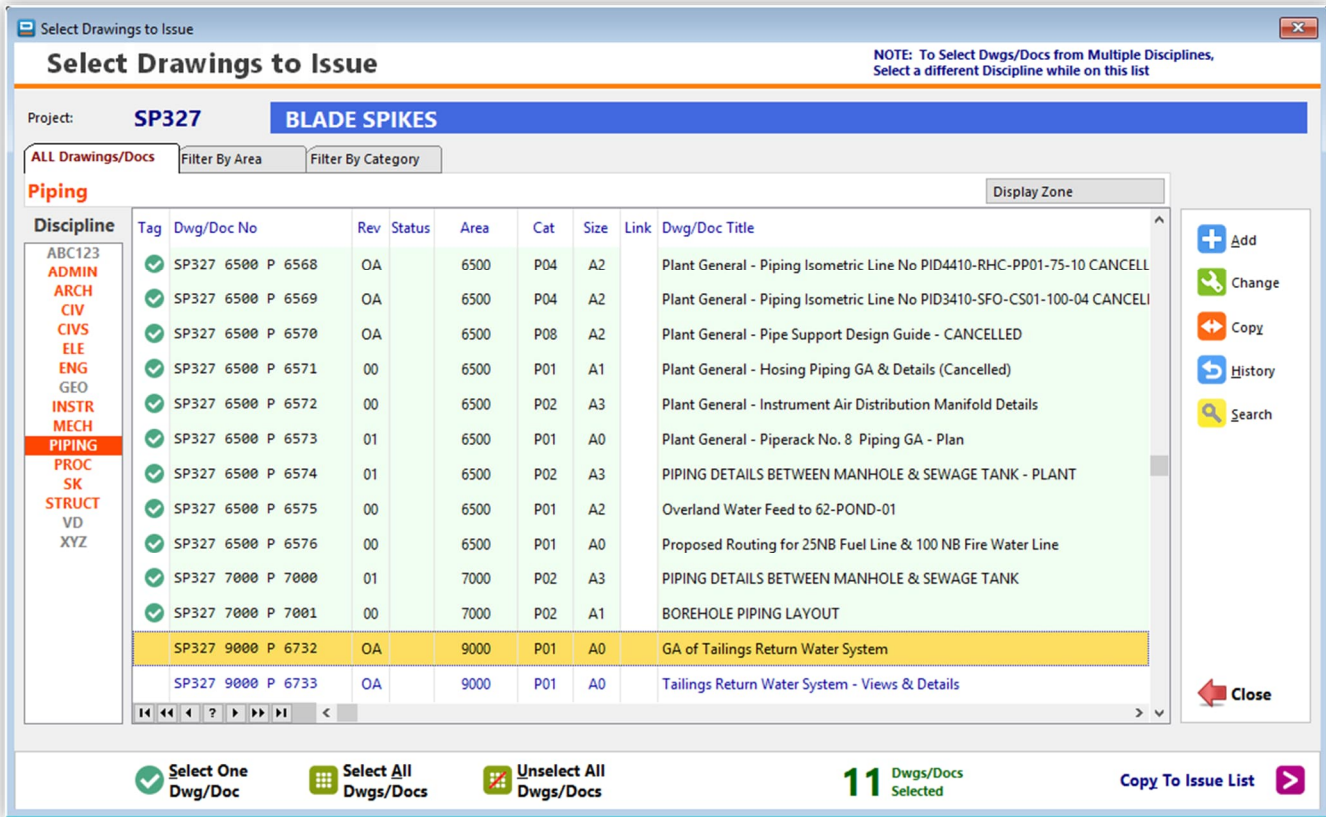
Similarly for '**Select Recipients'**. If a full issue is required, (recipients pre-defined to be included in every issue), click on the 'Full Issue' button and they will all be automatically marked. You may then select more recipients or deselect those not required for this issue.
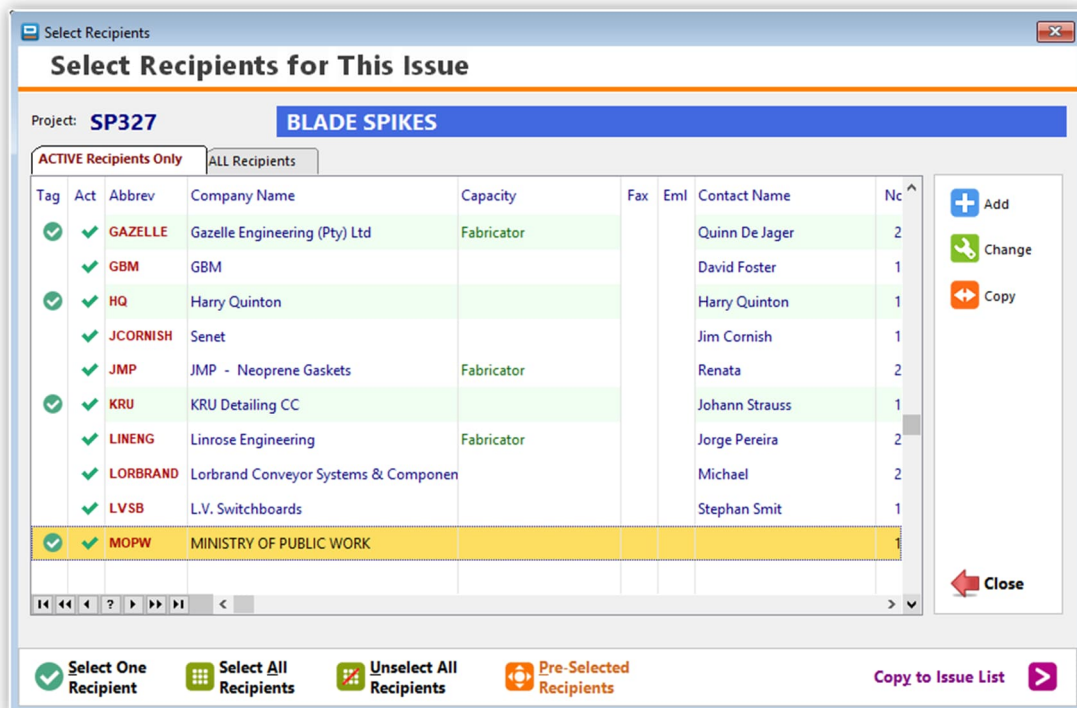
Once again, click on ' **Copy to Issue List'**. You may then go to each individual company name on the Issue Slip and modify the details for this issue only, such as attention names, issue methods, number of copies, issue remarks and additional notes.

Once you click 'Save', the List of Drawings will display a cloud-like icon next to each drawing with a web link.
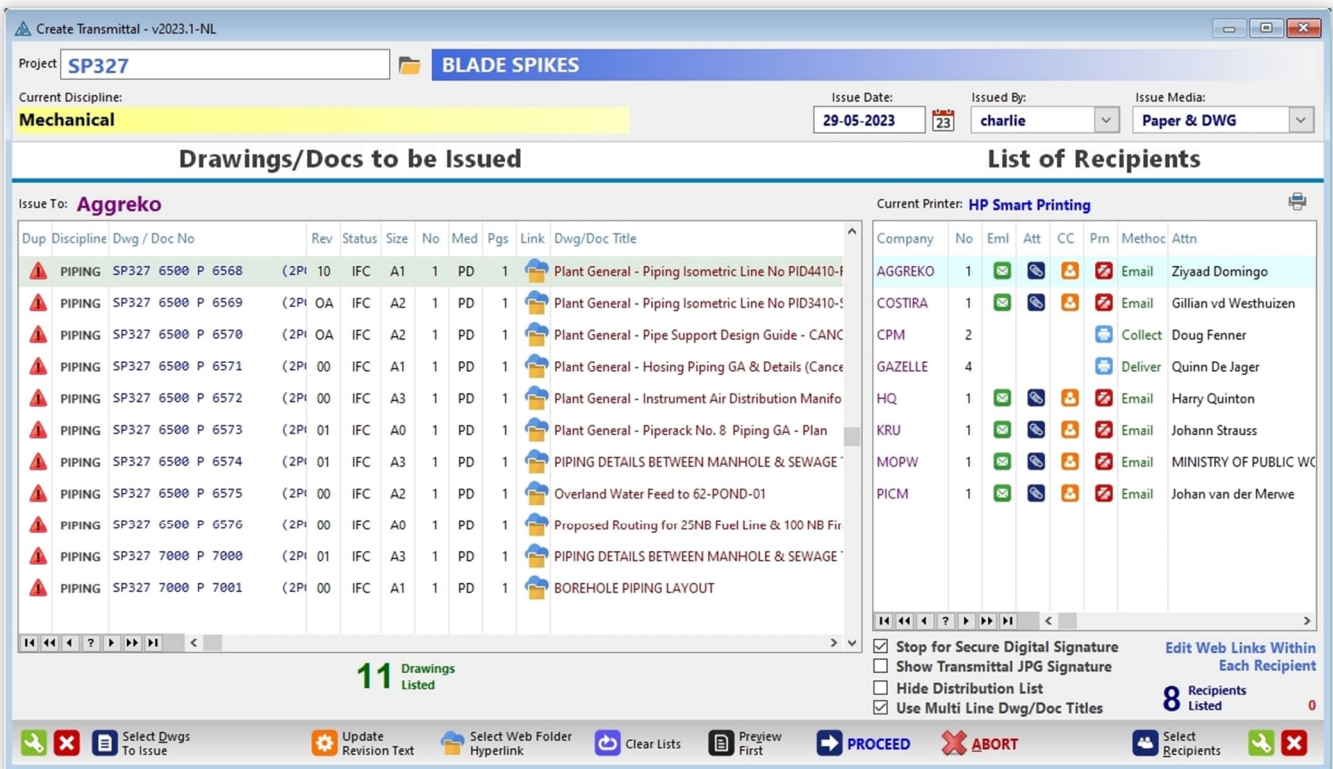
You may also change some of the details relating to each individual drawing by double-clicking on it. In the Update Form you may then override some of the default parameters. Please note that these overrides are applicable to only the highlighted drawing and for the highlighted recipient on the other list.

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.

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:
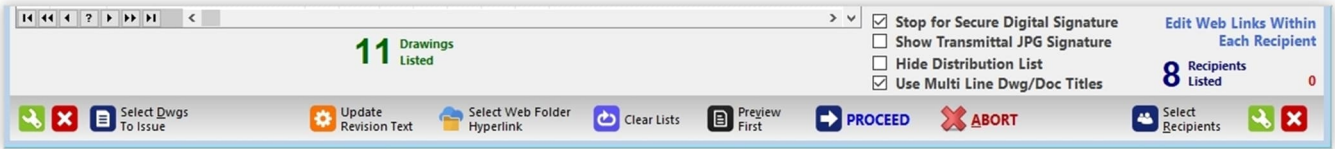
Before proceeding, you may want to update the Dwg Status by clicking the 'Update All Dwg Status' button.
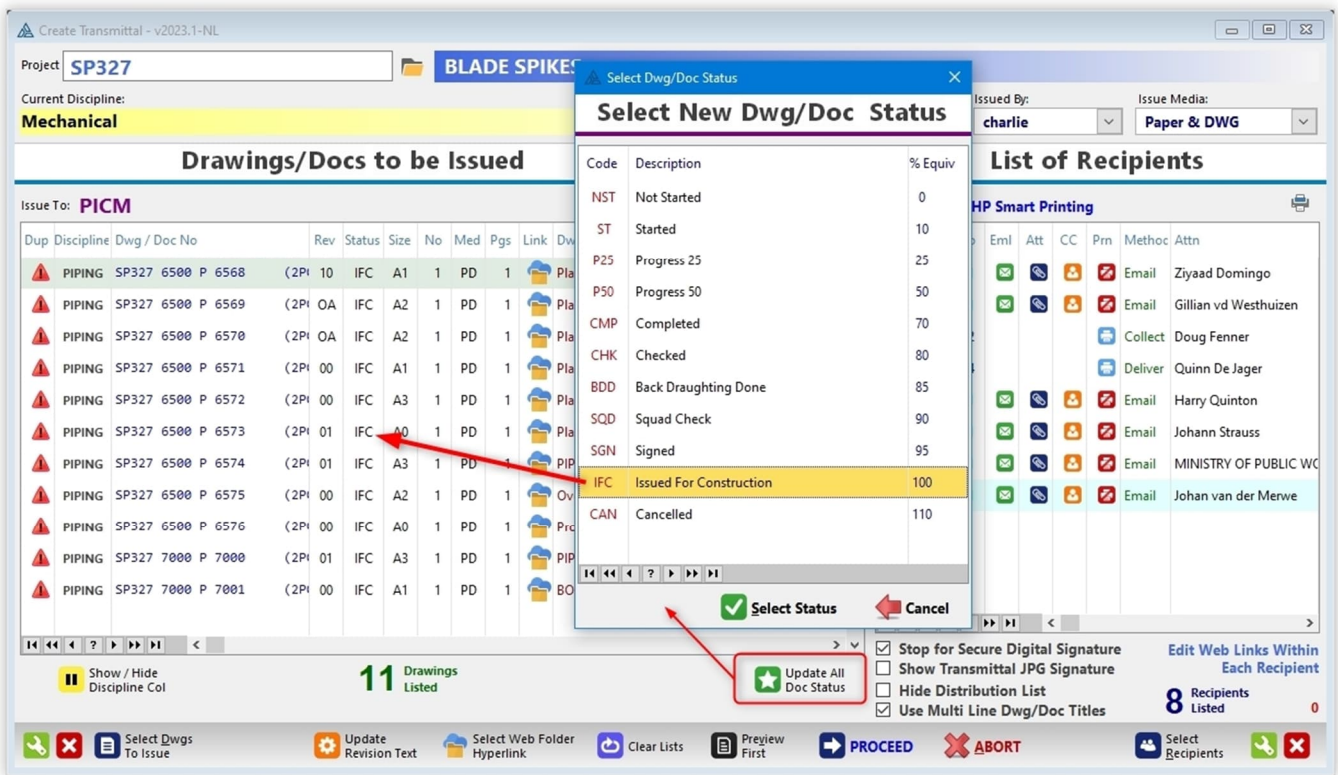
Please note: Once you click the '**PROCEED**' button, DRPRO will start recording everything in its database, send out emails (if applicable), print out all transmittal slips and update the revision numbers in the drawing list to the new ones just issued. After this there is no going back to change the issue details. The only way around it is to cancel the issue slips individually (See List of All Transmittals) and re-issue again.
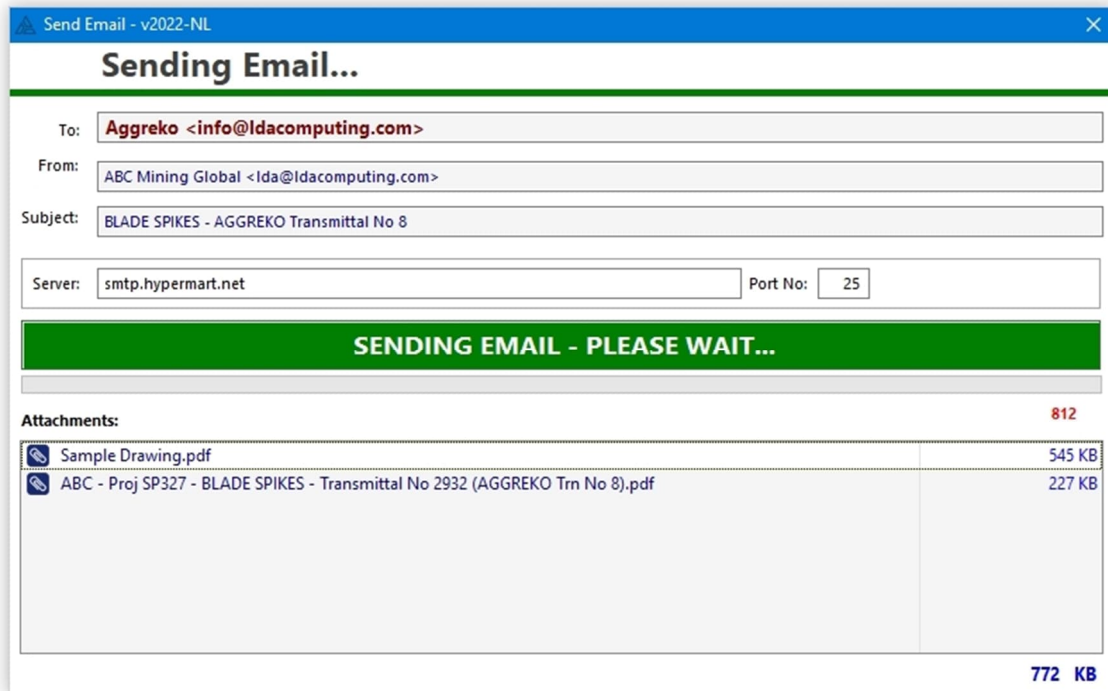
Another useful feature of DRPRO when re-issuing drawings is the ability to re-select the previous transmittal slip, change which side is different for the new issue (Drawings or Recipients) and re-issue it again without having to re-select everything all over again. To access this feature, click the button labelled '**Repeat Last Transmittal**' before clicking on 'Select Drawings' or 'Select Recipients':
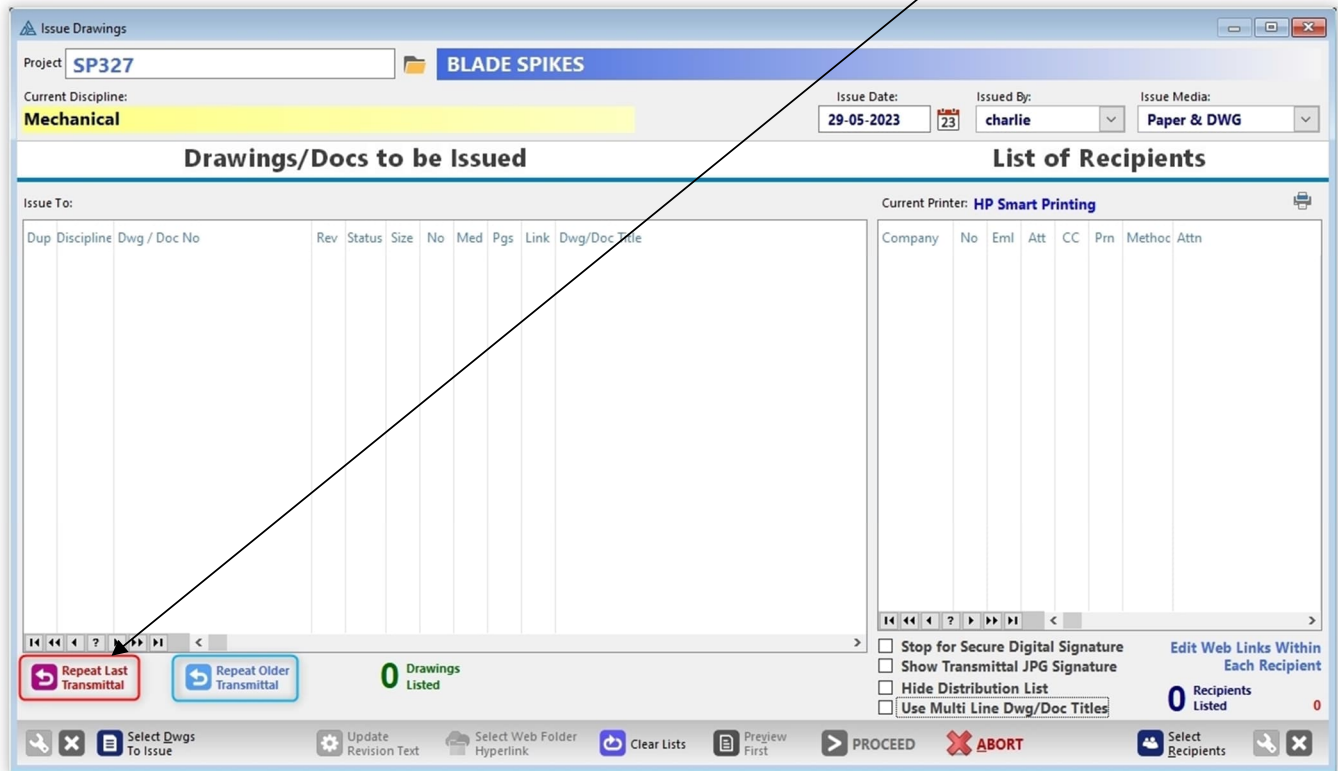
Once you've completed an issue and press the '**Clear Lists**' button, the '**Repeat Last Transmittal**' will become available again at the start of a new issue, in case you need to repeat the previous issue but to a different set of companies (or vice-versa, a different set of drawings to exactly the 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.
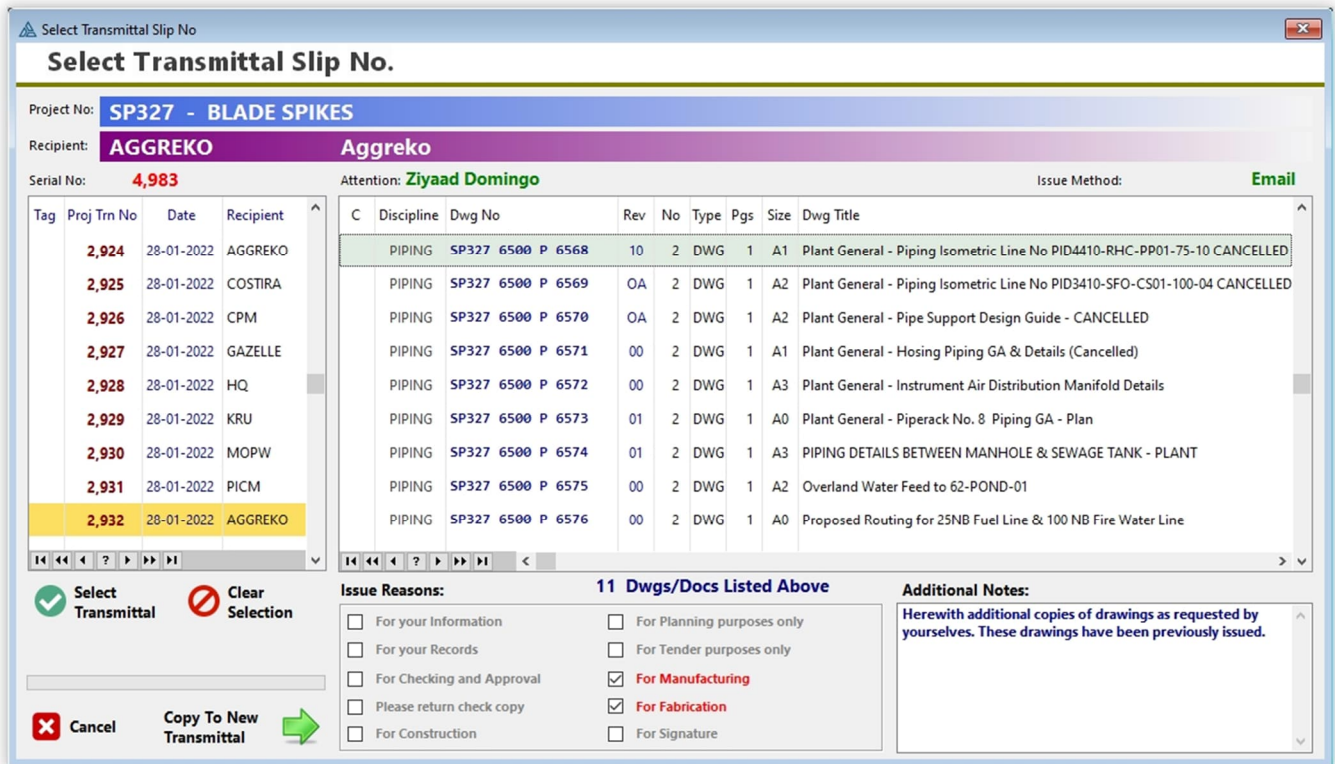
You may select one or more transmittals from the left list. DRPRO will automatically exclude duplicate drawings from the combined list and use the latest revisions issued. Once the selection is complete, click the '**Copy to New Transmittal**' button.

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.

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VAT Reg No: 4300238856

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

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

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

D R A W I N G   T R A N S M I T T A L

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

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

		Distribution List:
☐ For your information.	☐ For Enquiry	286 - Highbar Galvanizers (The Manager)
☐ For your records.	☑ **For Tender purposes only.**	287 - Impala Platinum Projects (Len Lagendijk)
☐ For Checking and Approval.	☐ For your Comments	
☐ Please return checked copy.	☐ -	
☐ For Construction.	☐ .	

Additional Notes:

_____   Sign Here

Issued By:	**Administrator**	Received By:	_____
For: KWERTY Consulting (Pty) Ltd		Date Received:	

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Page 1   of 1   *Transmittal S/N 114658   (8 Items Listed)*   ↓ *Web Link*   📁 *Network Link*   *ISO Reference LDA-001-X999 Rev 2*

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.
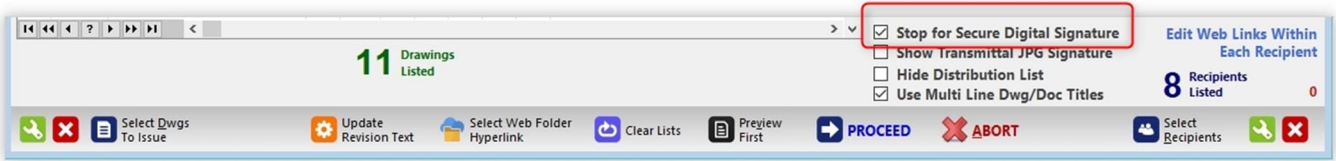
Follow the instructions provided on the next window for the secure signature process to be successful.
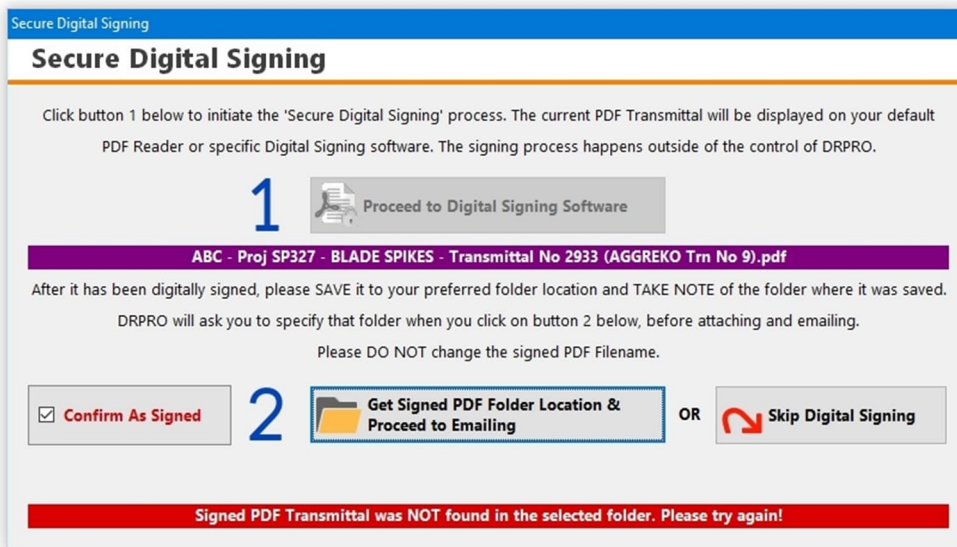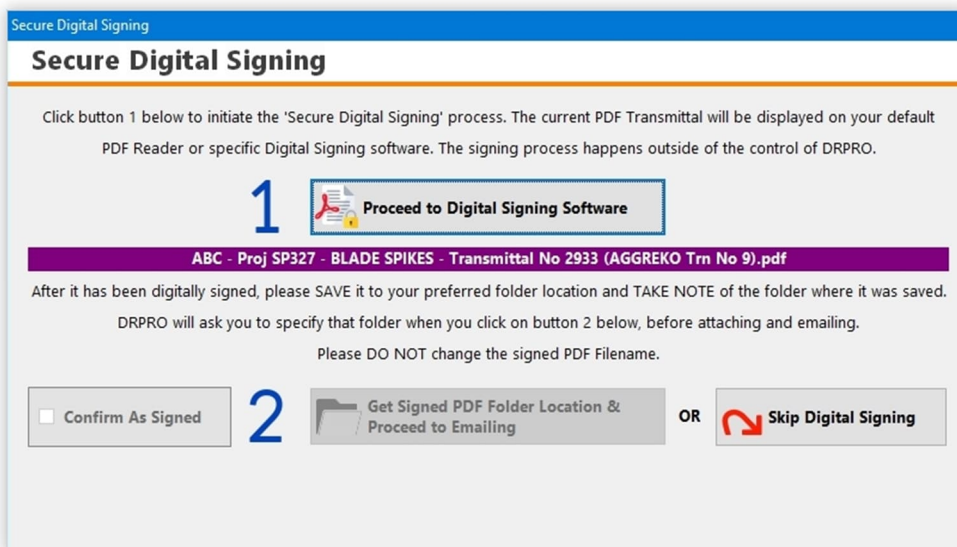
If the incorrect folder where you saved the signed PDF Transmittal is selected, an error message will be displayed in the **red line** as shown above. This could also be due to the PDF file name being changed when saving.

Contact Names

This list displays the names of all the people involved in all the projects on record, sorted by name or by project and recipient. From this list you can dial the contact's telephone, 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).

Printed Reports Menu

The **Printed Reports Menu** gives you the option of choosing from various different reports.

Each one of these will prompt you for additional information to fine-tune your request.

1. **Drawing List – Showing Date Milestones** - Printed Drawing List showing some basic information about each drawing. Does not show concrete issue dates. For that purpose rather use one of the "Issue Registers" as described below.

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

3. **Drawing List – Showing Resources** – Printed Drawing List together with the names of the people doing the drawings.

4. **Drawing List – Showing Comments** – Printed Drawing List showing a one line comment about each drawing. This comment is the first few words of what you enter in the 'Comments' tab of the 'Drawing Entry Form'.

5. **Drawing List – Showing Squad Check Dates** – Printed Drawing List showing squad check dates as entered for each drawing in the Entry Form.

6. **Drawing List – Showing Dwg/Doc Status** – Printed Drawing List showing the Drawing / Document Status for each drawing recorded.

1. **Issue Register - All Revs – All Dwgs** – This printed register will print the issue date of every revision of every drawing on record (subject to the filters selected). It prints one set of pages for each recipient selected to be included in the report.

2. **Issue Register - All Revs – Issued Between 2 Dates Only** – Similar to the ALL Revisions above, but with one difference: It will include only the drawings actually issued between the two selected dates (from & to).

3. **Issue Register – Latest Revs – All Dwgs** – This printed register is probably the most useful of the batch. It's a more condensed report, showing the company names (recipients) on the top of each column and the issue date of the "latest" revision only. If you spot any empty cells in this report, then it's because that recipient did not get the latest revision of that drawing. They may have received the previous revision, but not the very latest!

4. **Issue Register – Latest Revs – All Dwgs +Issue Reason** – Identical to the register above, except that it will print issue dates for one recipient on each set of pages, and will also show a series of coloured icons and numbered columns indicating the reason for issue, the issue method and if an email was sent.

5. **Issue Register – Latest Revs vs Last Revs Issued** – A very useful register that will highlight in red if a drawing's last revision issued to a specific company is lagging behind the latest revision available.

6. **Issue Register – Received and Re-Issued Dates** – Use this register to show when a drawing has been received as well as the subsequent issue dates of the same drawing.

7. **Issue Register – All Revs – All Dwgs + Issue Reason** – As per No. 3 above, but for All Revisions, including repeat issues.

8. **Issue Register – All Projects – All Dwgs Between 2 Dates** – A list of all drawings/docs from All Projects issued in one single day (or between any two dates) – Also known as "**The Boss's Daily Report**"
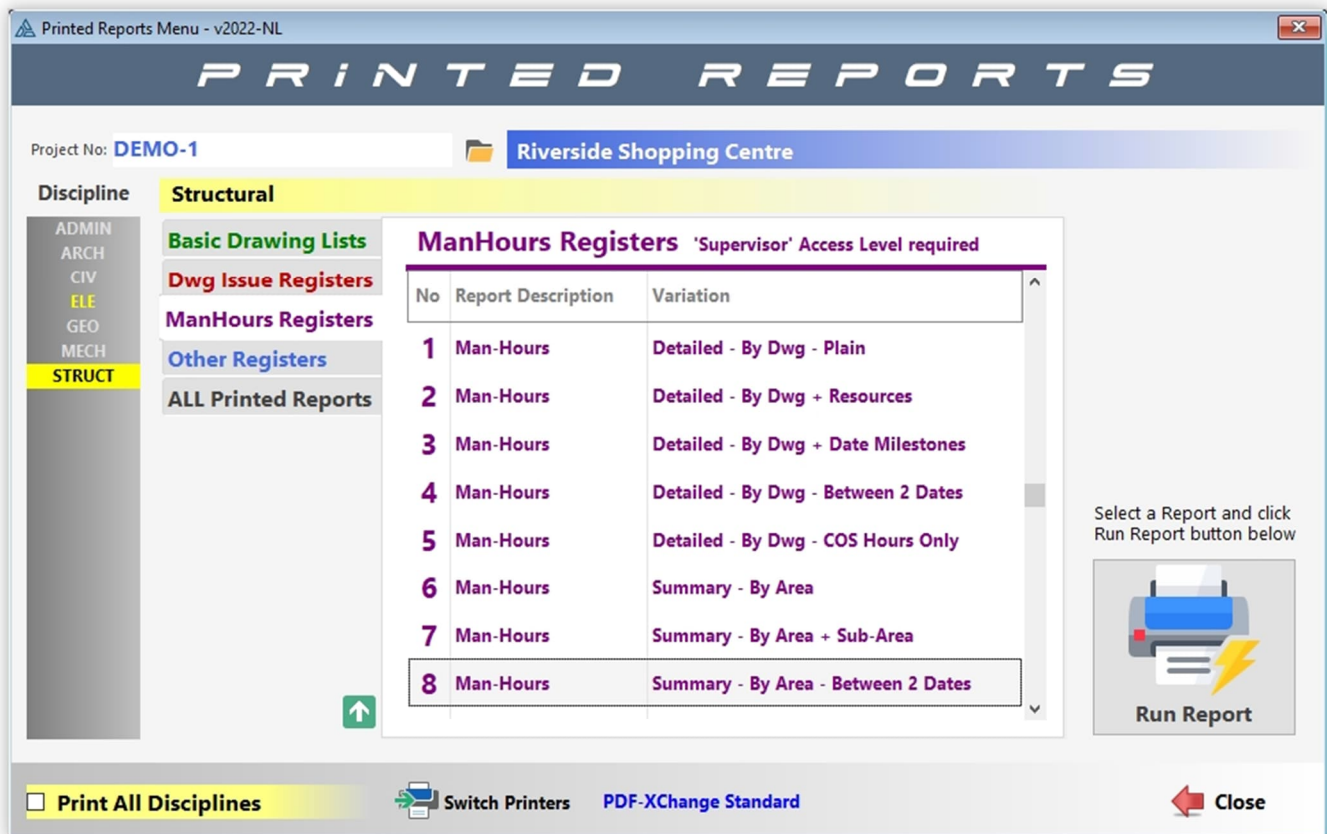
1. **ManHours - Detailed - By Dwg - Plain** - This report will print a calculated page (or pages) showing how each drawing is performing regarding the number of budgeted hours allocated to it vs. the actual number of hours spent on each drawing.

2. **ManHours - Detailed - By Dwg - Resources** – This report will print a calculated page (or pages) showing how each drawing is performing regarding the number of budgeted hours allocated to it vs. the actual number of hours spent on each drawing. It will also show the resources allocated to each drawing.

3. **ManHours - Detailed - By Dwg + Date Milestones** – Similar to the above report, this report will print a calculated page (or pages) showing how each drawing is performing regarding the number of budgeted hours allocated to it vs. the actual number of hours spent on each drawing. It will also show certain key milestone dates for each drawing.

4. **ManHours - Detailed - By Dwg - Between 2 Dates** – Print only the hours spent between two specific dates.

5. **ManHours - Detailed – By Dwg - COS Hours Only** – This report will show only the COS (Change Of Scope) Hours for each of the drawings listed.

6. **ManHours – Summary – By Area** – Similar to the detailed report above, but with all the drawings for each 'Portion' (or 'Area') of the project condensed in one line.

7. **ManHours – Summary – By Area + Sub-Area** – Similar to the Grouped by Portion report above, but with all the drawings for each 'Sub-Portion' (or 'Sub-Area') of the project condensed in one line.

8. **ManHours – Summary – By Area – Between 2 Dates** – Print only the hours spent between two specific dates and grouped by Area.
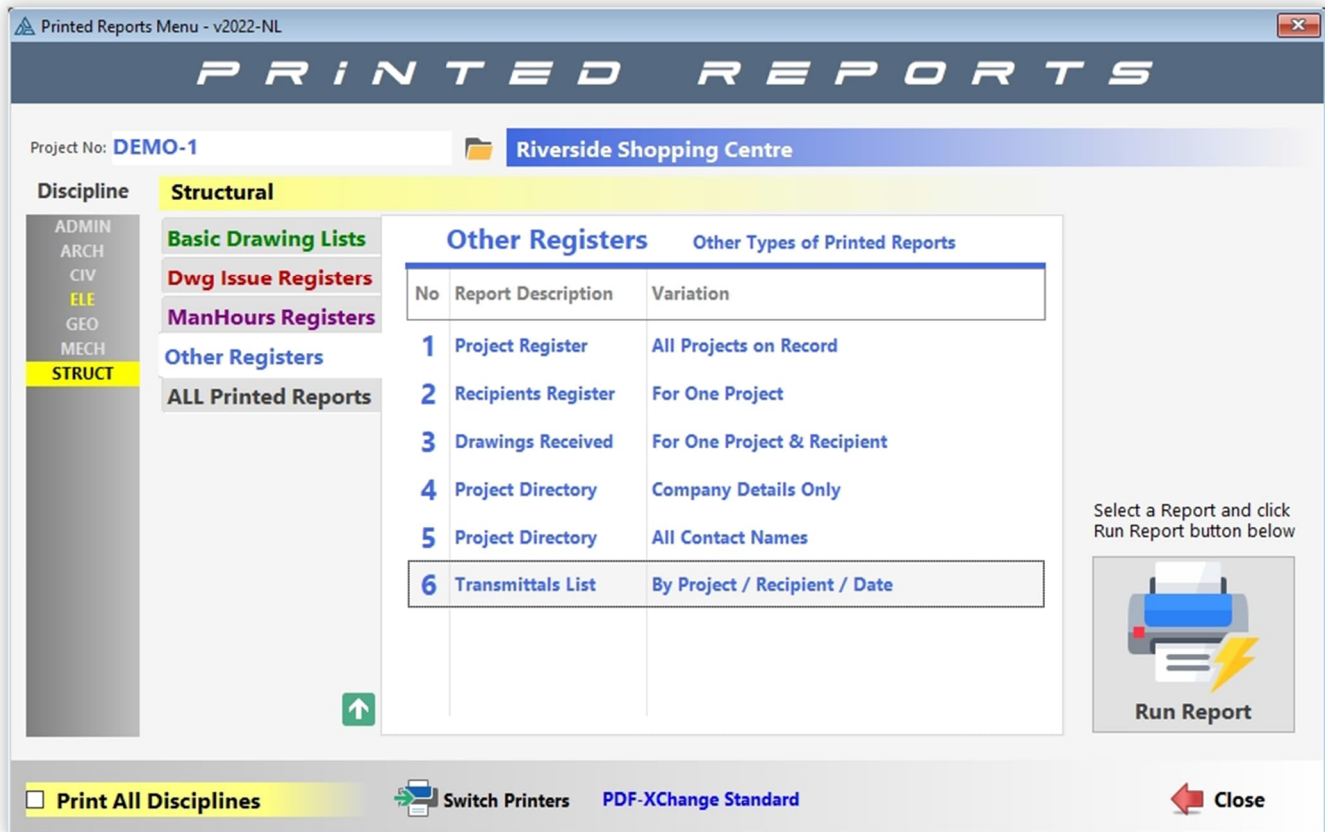
1. **Projects Register – All Projects on Record** – Prints a list of all projects on file, either in numerical order (by project number) or alphabetical order (by project name)

2. **Recipients Register – For One Project** – Prints a list of all recipients for the selected project, including some basic information about each recipient.

3. **Drawings Received – For One Project & Recipient** – Prints a list of drawings received for one project and one recipient as selected by the user.

4. **Project Directory – Company Details Only** – Single line list of all recipients for one project, at company level that could be used as a telephone/fax directory.

5. **Project Directory – All Contact Names** - Single line list of all individual names within each of the recipient companies for one project, that could be also be used as a telephone/fax directory.

6. **Transmittals List – By Project / Recipient / Date** – A printed list of all transmittal slips issued for any project, recipient, date or a combination of the three filters. This report will also highlight which transmittal slips have been signed, scanned and returned back to your office for archiving as proof of delivery.

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

A new option has been introduced in version 2017, where you can select the '**All Disciplines**' tick-box to print a complete report of all disciplines together separated by a heading reflecting each discipline.
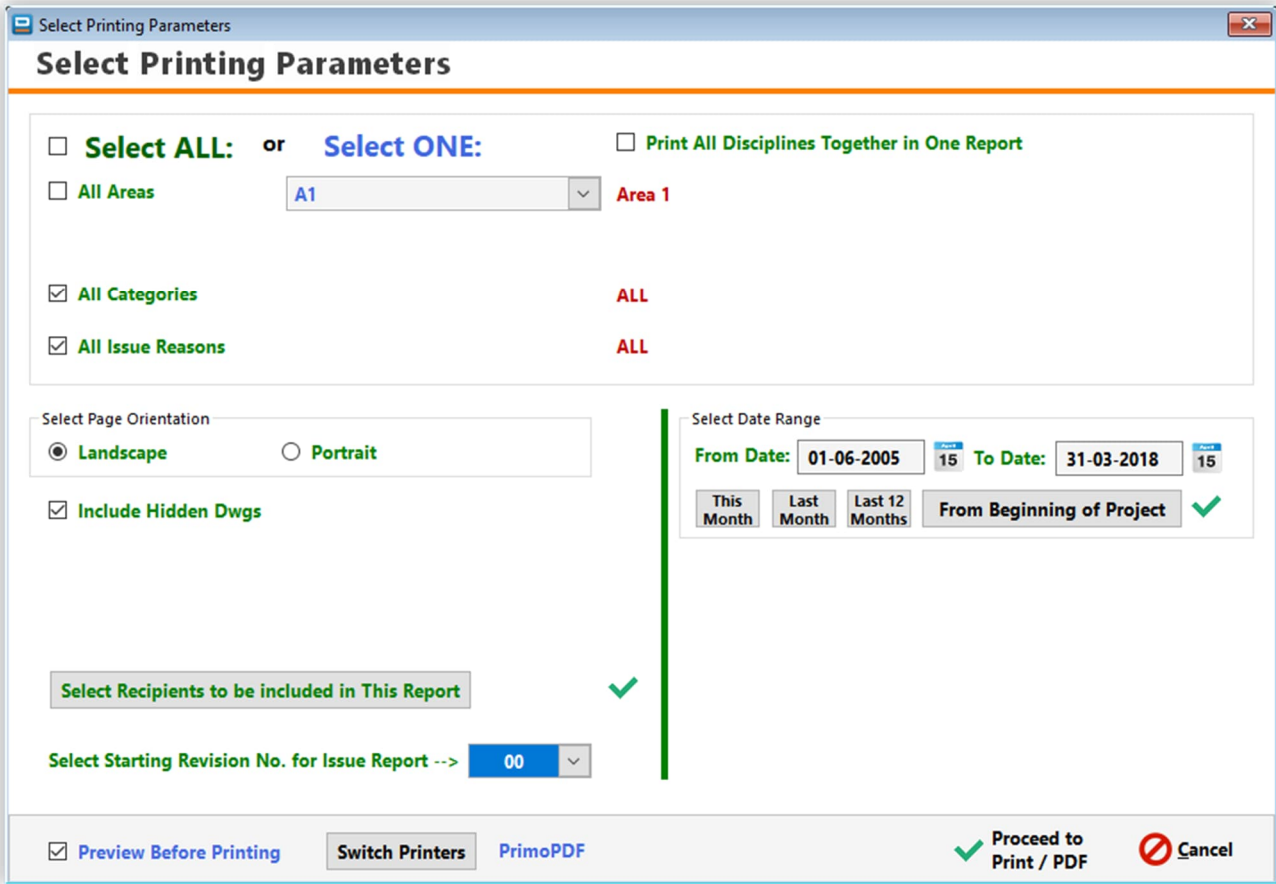
This screenshot below shows all the different options available, but only some will be available for each report:
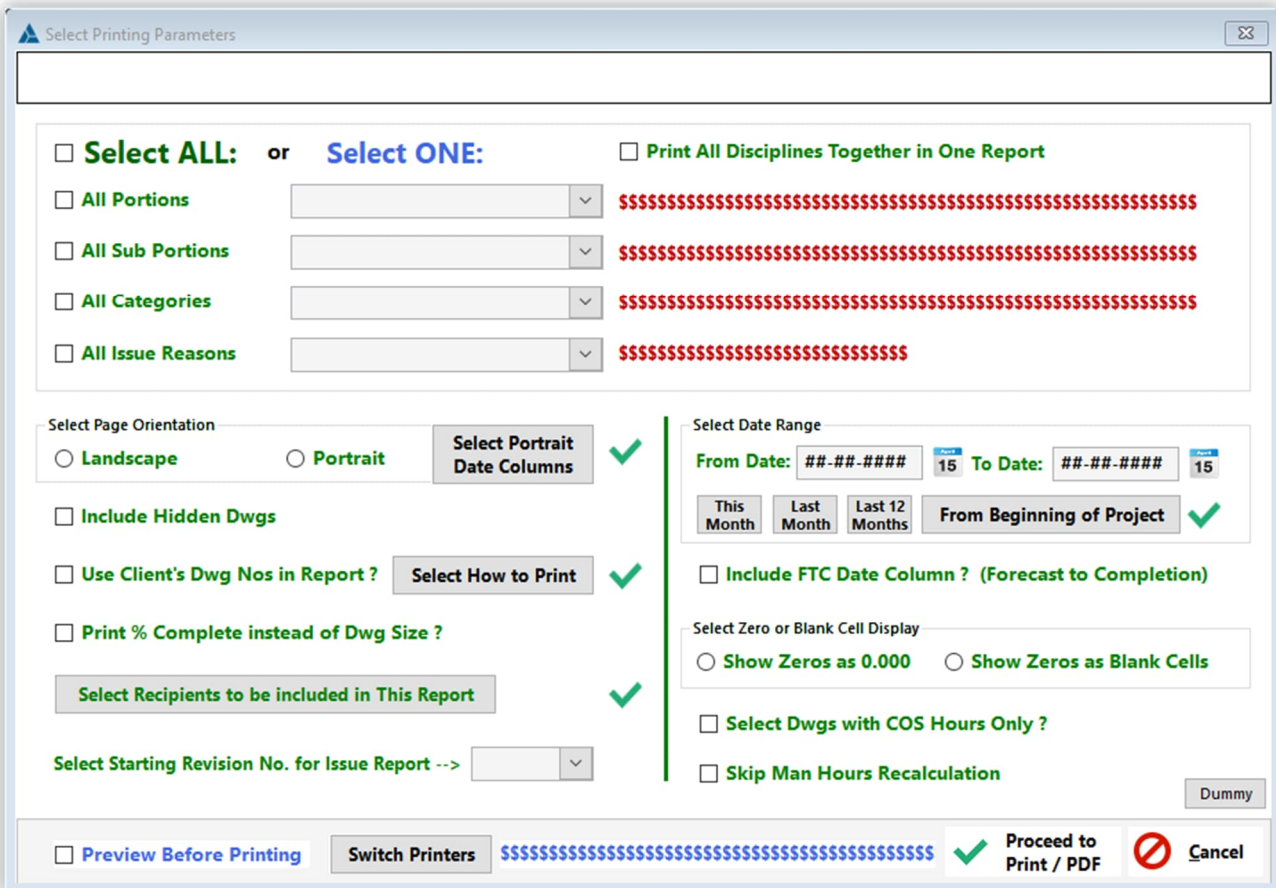
Keeping track of PRINTING COSTS and STATISTICS

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

Because DRPRO can also keep track of historical price changes in the printing media, every time there is a price change in the printing media you need to ADD a new line with the new price for each size, as well as the date from which that new price is applicable. DO NOT simply change the Cost and Charge prices that are already there, as that would result in all printing being calculated based on the more recent price only!
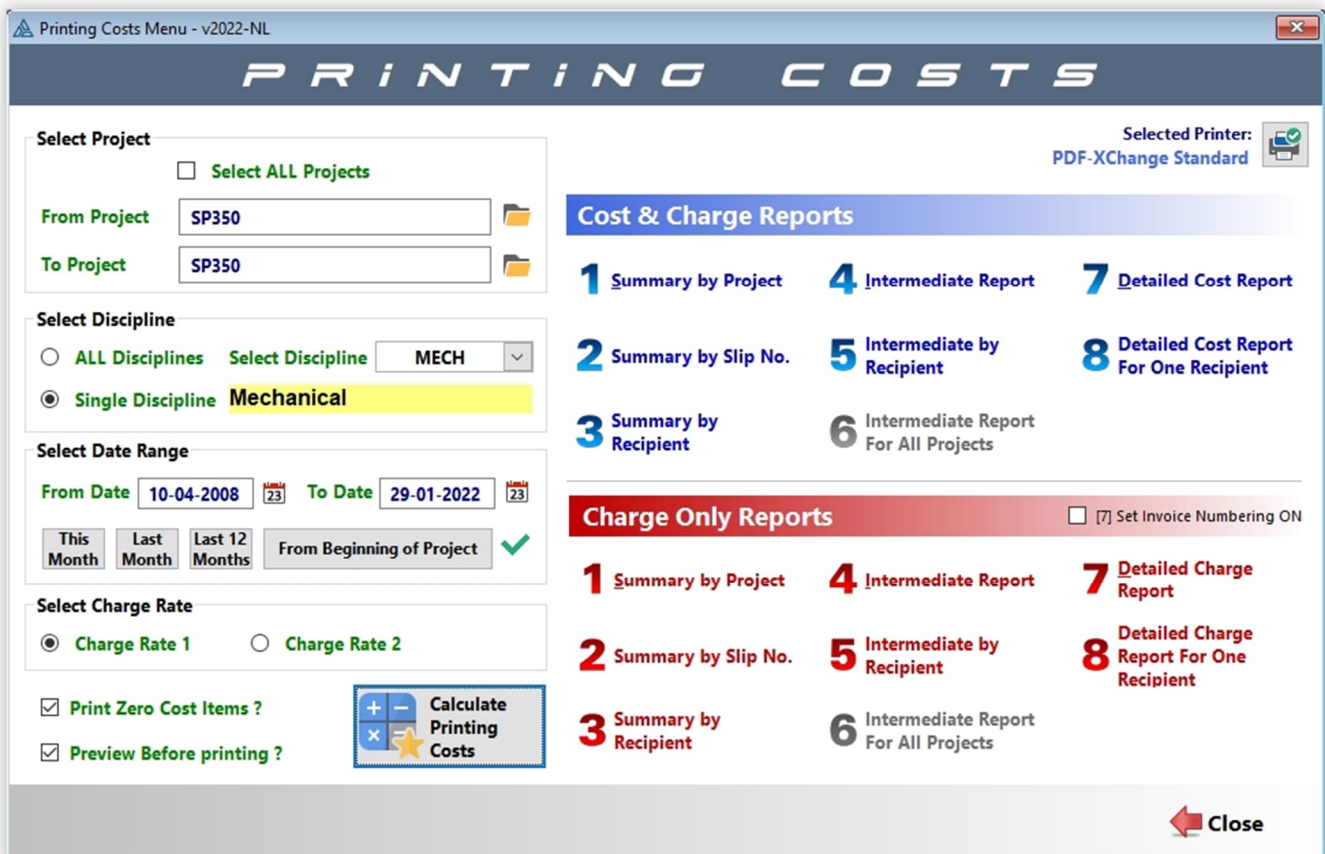
To calculate the printing costs, select the "**Printing Costs**" button in the Main Menu. Once the Printing Costs Window is open, enter the required details on the left side of the window and then click the '**Calculate Costs**' button.

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

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

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

Standard Notes

This is a list of notes that you would normally add at the end of a transmittal 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.
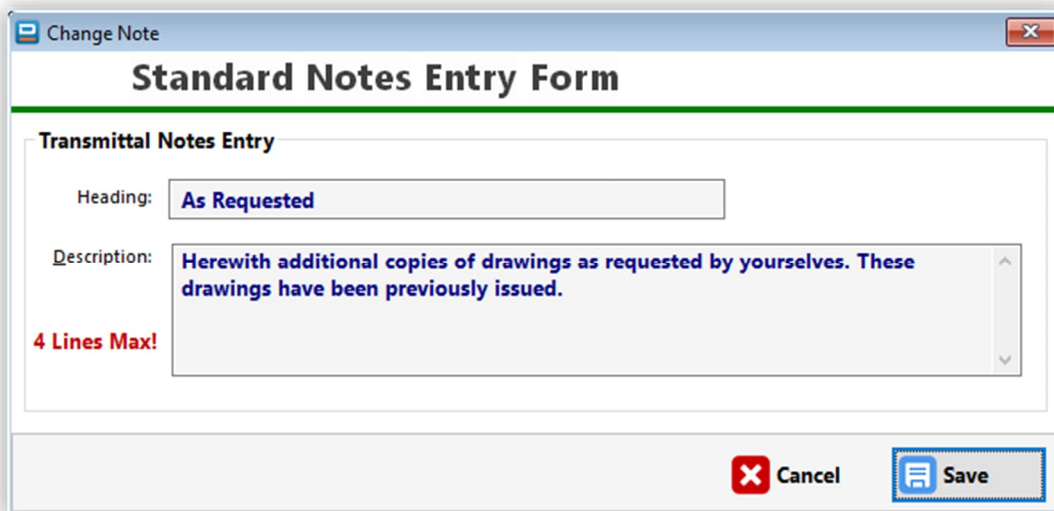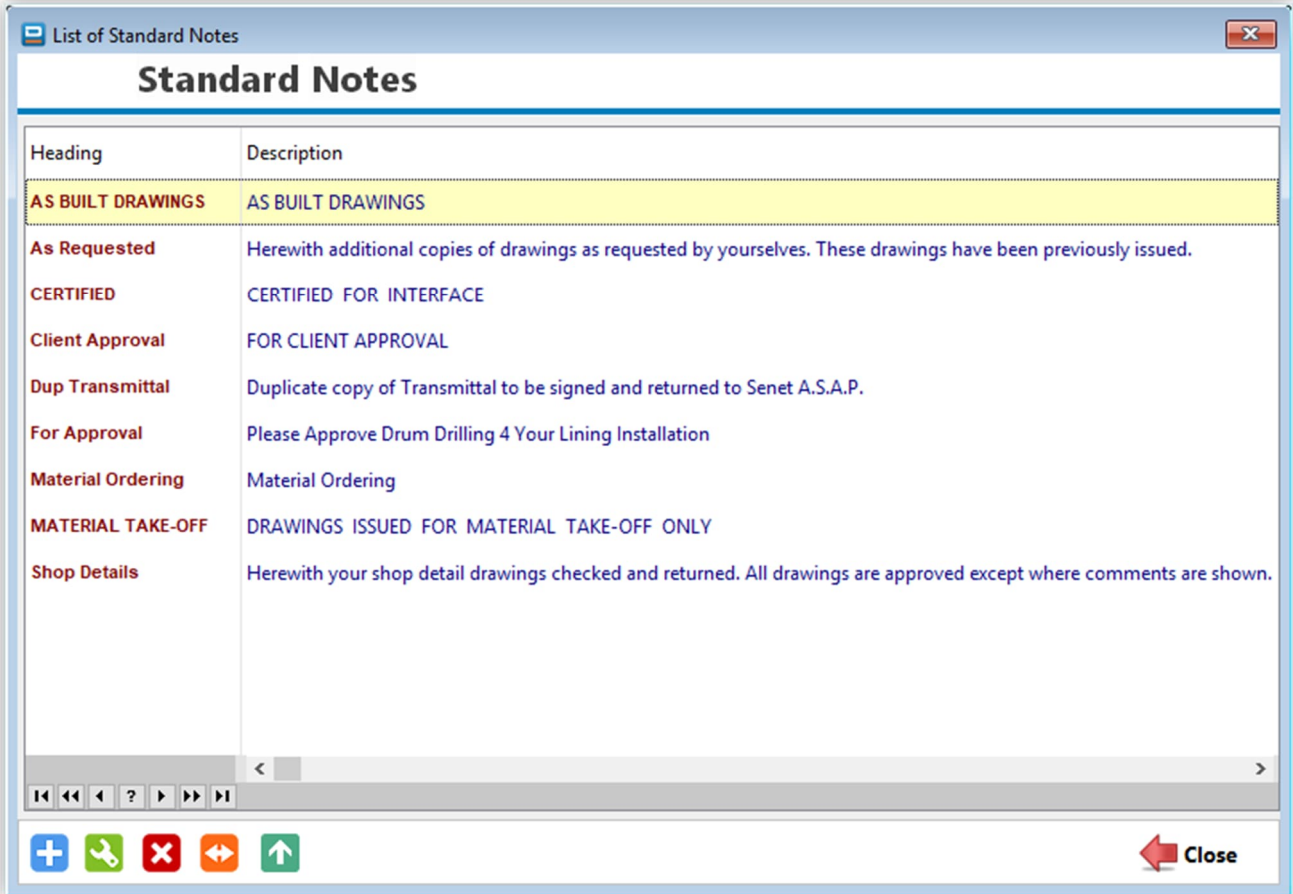
Importing from a CSV file:

17 Dwgs/Docs listed to be Imported into DRPRO

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

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

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

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

Change CSV Import Settings

Record Will Be Changed

Location of CSV Files to be Imported:

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

Default Discipline if Empty in CSV Import:

ADMIN

Default Media Size if Empty in CSV Import:

A1

Save

Cancel

CSV File List

CSV Directory Listing

Refresh WIndow

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

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

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

Import CSV File - Step 1

Selected File:

Close

CSV Import Rules:

- 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 re-import it again into another DRPRO without any changes. It would not re-import into the same DRPRO Data set as they would all be duplicates. Please remember that if you read the exported CSV file into Excel, it will mangle some of the data as already noted above.

- If you notice that the imported file has crammed all the spreadsheet columns into one column, then look at your Windows Regional Settings and make sure the separator is set to a comma'.

Export Data Files

This window allows you to create text files that are compatible with spreadsheet programs such as MS Excel™ or OpenOffice. Once in CSV format, these files can be re-sorted and manipulated by the end user at their discretion.
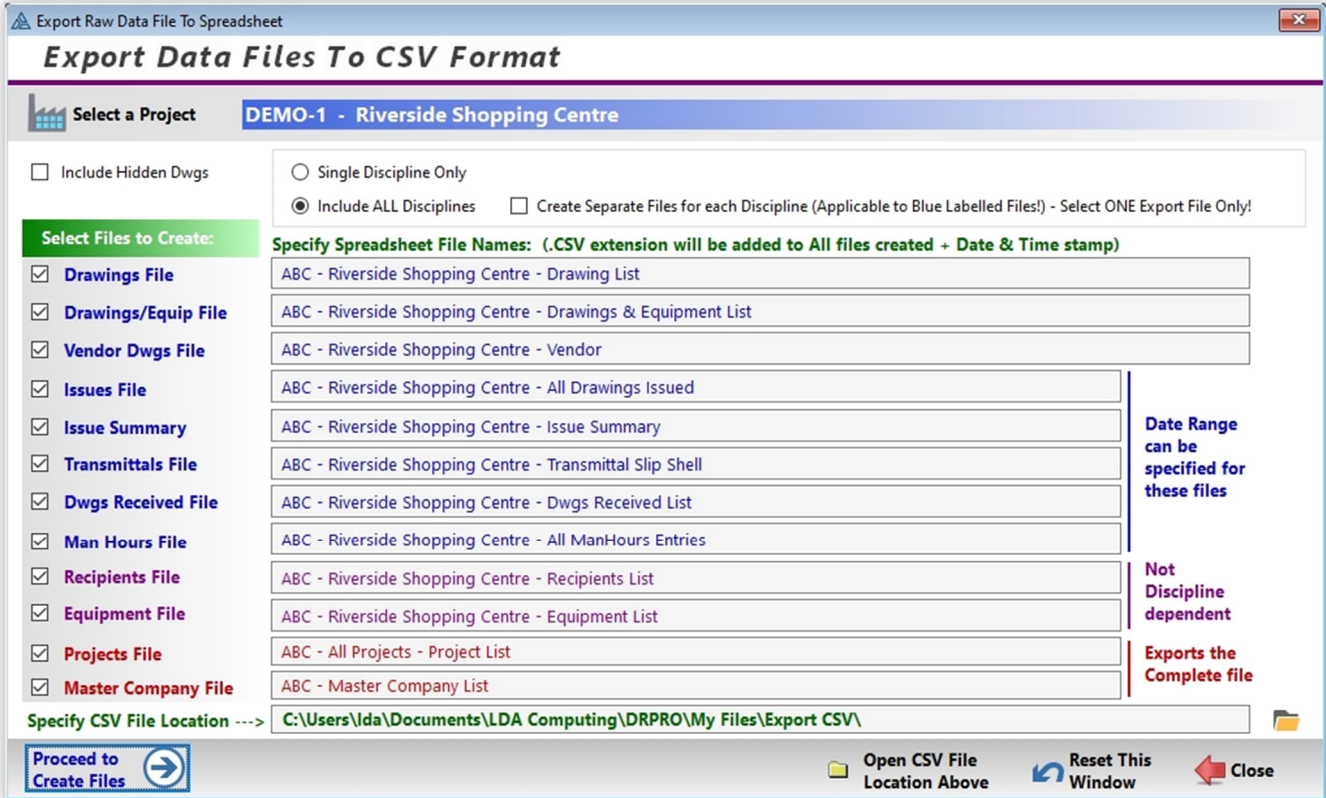
Once the files have been created, an 'MS Excel' icon will appear on the right of each file name. Click that button to open the file just created. If MS Excel is installed in your computer, it will automatically start and open the CSV file at the same time. Alternatively, you could also use other spreadsheet applications such as the freely available "Open Office" or "Libre Office" to open these CSV files.

Drawings Received

This list is a database of drawings received from any of the recipients listed in your Recipients database. The drawing information only needs to be entered once. Thereafter, only the revision information has to be entered for every new revision received for each drawing. A printout of this list is also available.
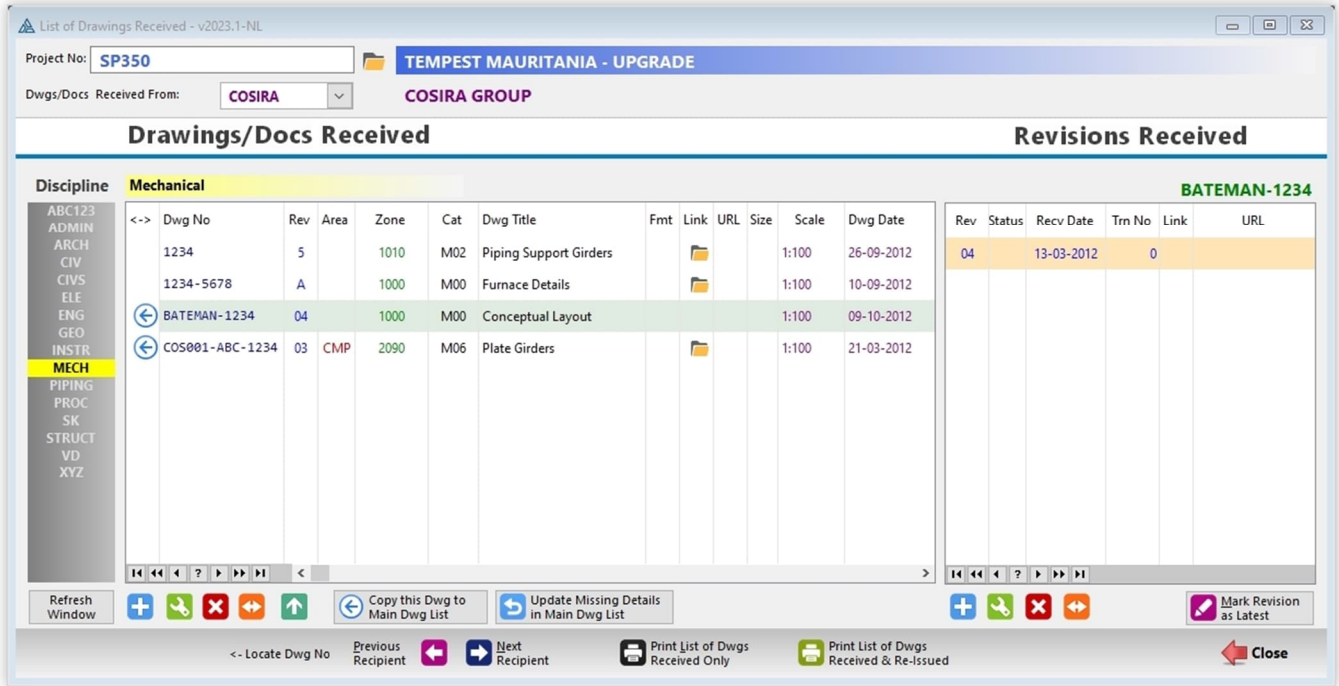
Each drawing received needs to be entered once only on the left list and the first revision received on the right. Thereafter, if the same drawing is received again, but with a new revision, then only the new revision needs to be added to the list on the right side and at the same time click the button '**Mark Revision as Latest**'. You need to do this step, because DRPRO does not know if the latest revision available for that drawing, due to the many different Revision Systems in use out there, which may not be the same as the one you are using for this specific project.

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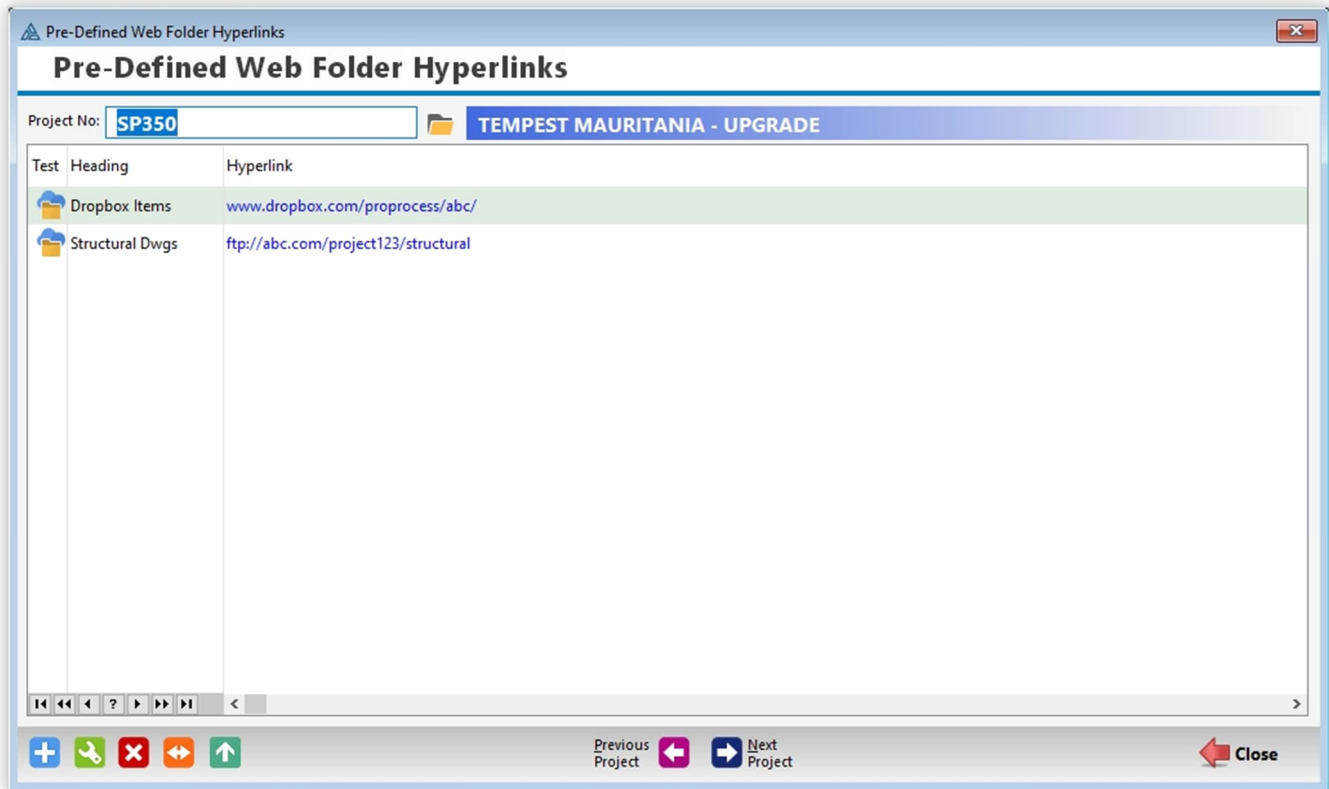
PLEASE NOTE: DRPRO does not do uploading of drawings and documents to any location on the web. That process needs to be done by the end user using software specific for that purpose.

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:

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.
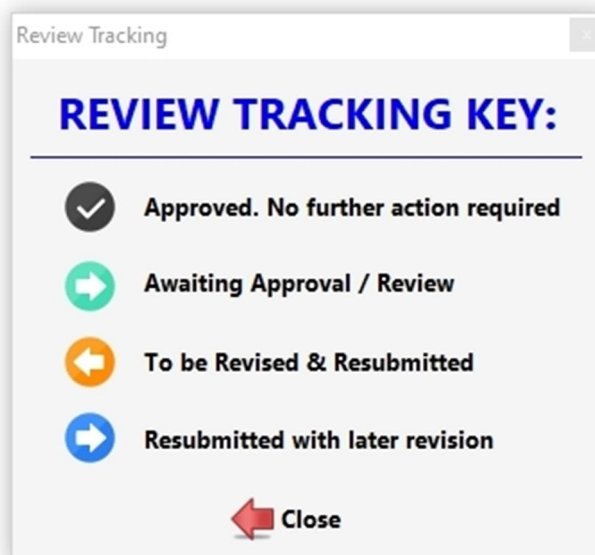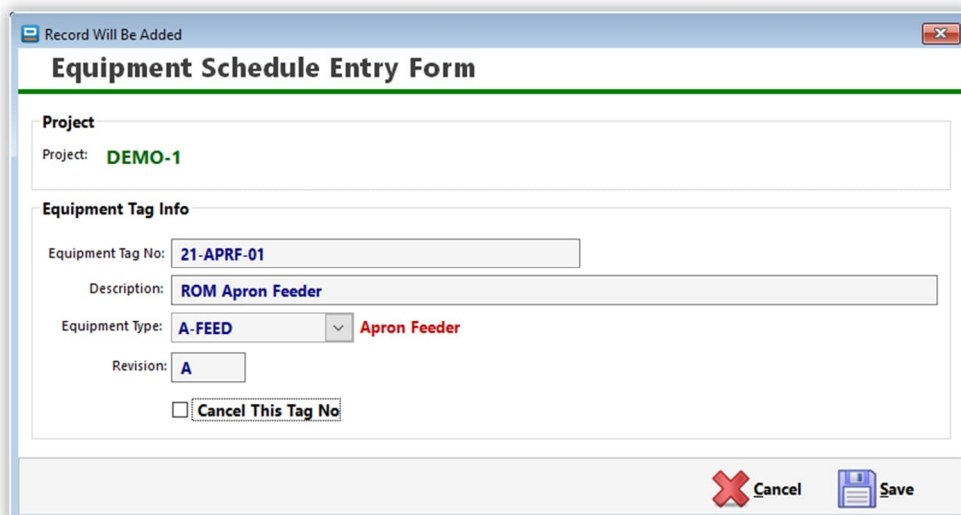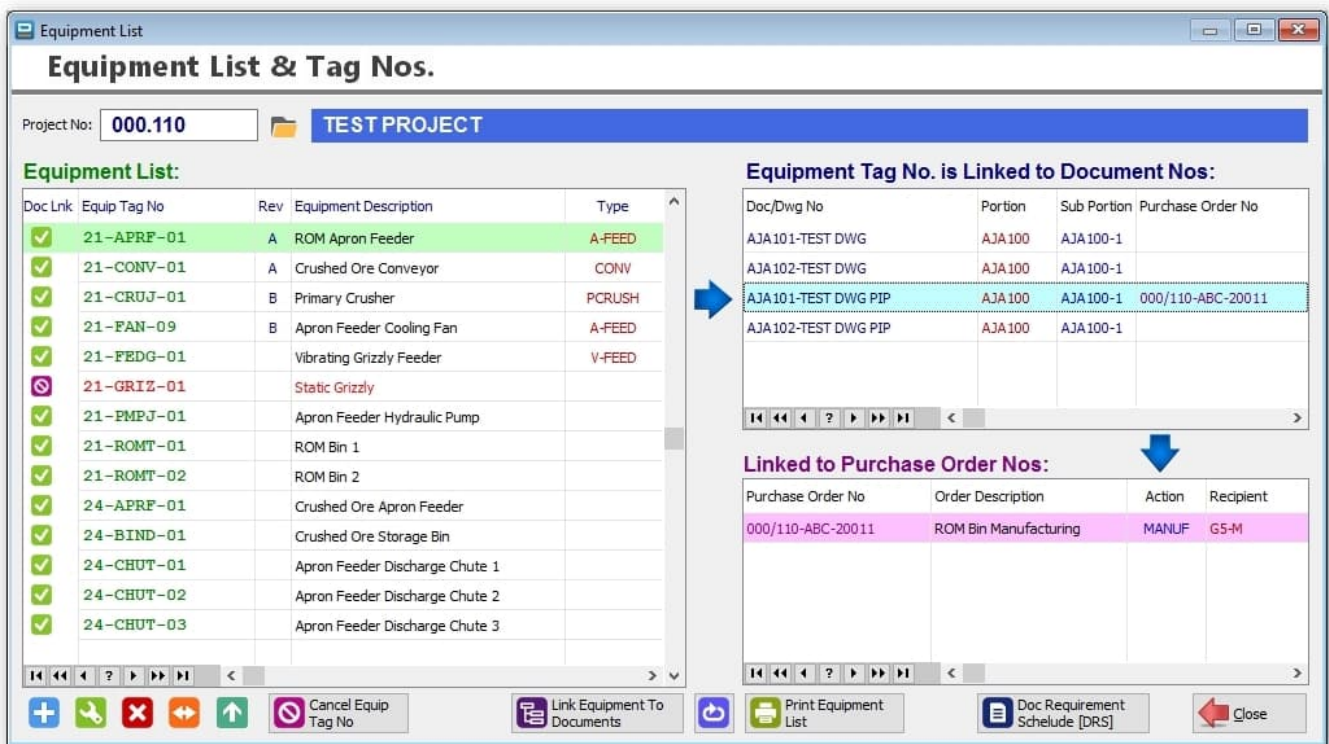
EQUIPMENT MANAGER:

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.

Purchase Orders Entry Form

Project

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

Purchase Order Details

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

Order Description: **Grizzly Feeder Manufacturing**

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

Mod No: **0**

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

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

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

Modification History

Cancel   Save

DRS - Document Requirement Schedule

Project: **000.110**   📁 **TEST PROJECT**

(PO) Purchase Orders:

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

Equipment Included in this PO:

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

Documents Required with PO above:

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

Display List of Purchase Orders   Refresh Window   Display List of All Equipment   Close

Select Printer

This allows you to select which printer to be used. The "Printer" icon on the toolbar at the top of the screen will set which printer will be used as the default printer just for DRPRO only, regardless of which printer is used as the default Windows Printer. Obviously, they can both be the same. Under the Reports Menu, you can select an alternative printer just for this DRRO session only. When restarting, DRPRO will revert back to the printer as originally setup on the top printer icon.
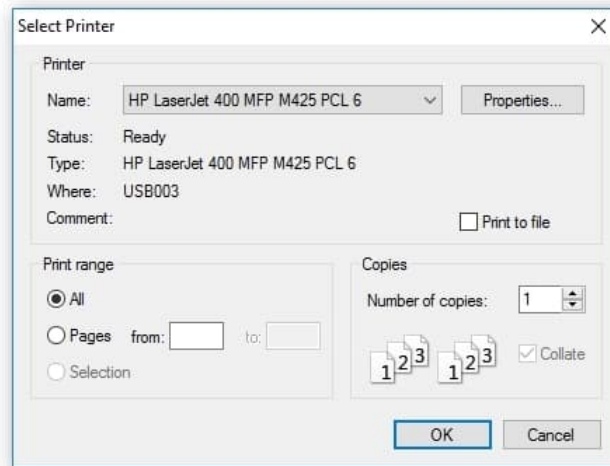
Depending on which report is being printed, in some cases it may prompt you with the following options:

HELP! Where do I...

Where Do I is designed to guide you to the correct window in the program, depending on what you want to do. The screenshot below shows the current contents, which no doubt will be expanded in the future. To access any of the items listed, click on the button on the left side:
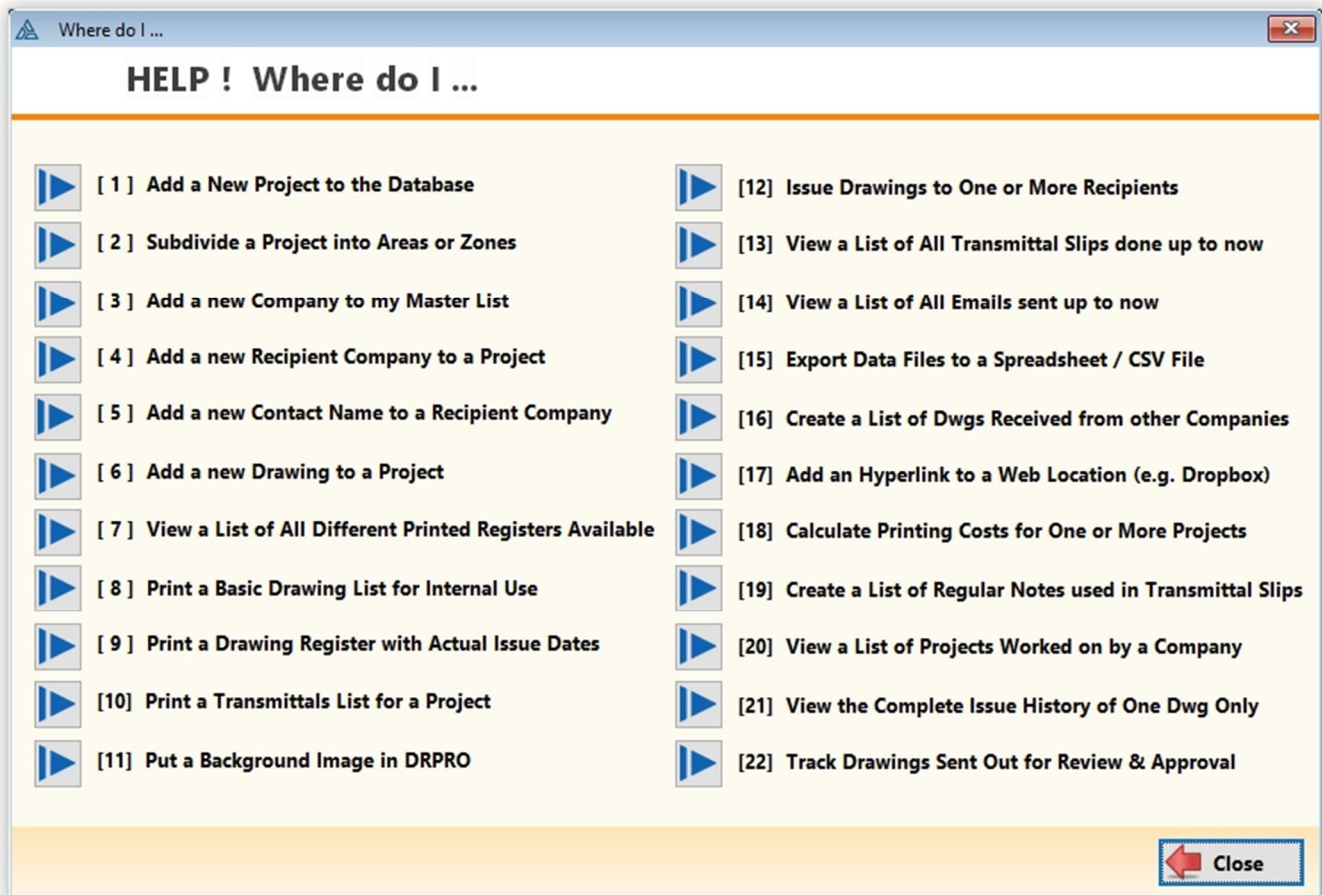
The SEND TO Option:
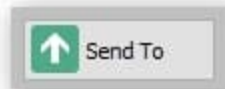
In almost all of the windows with a list there is a button with a green arrow pointing up and labelled '**Send To**'. This button will send the contents of the list 'as is' to one of the options listed in the next screen shot:
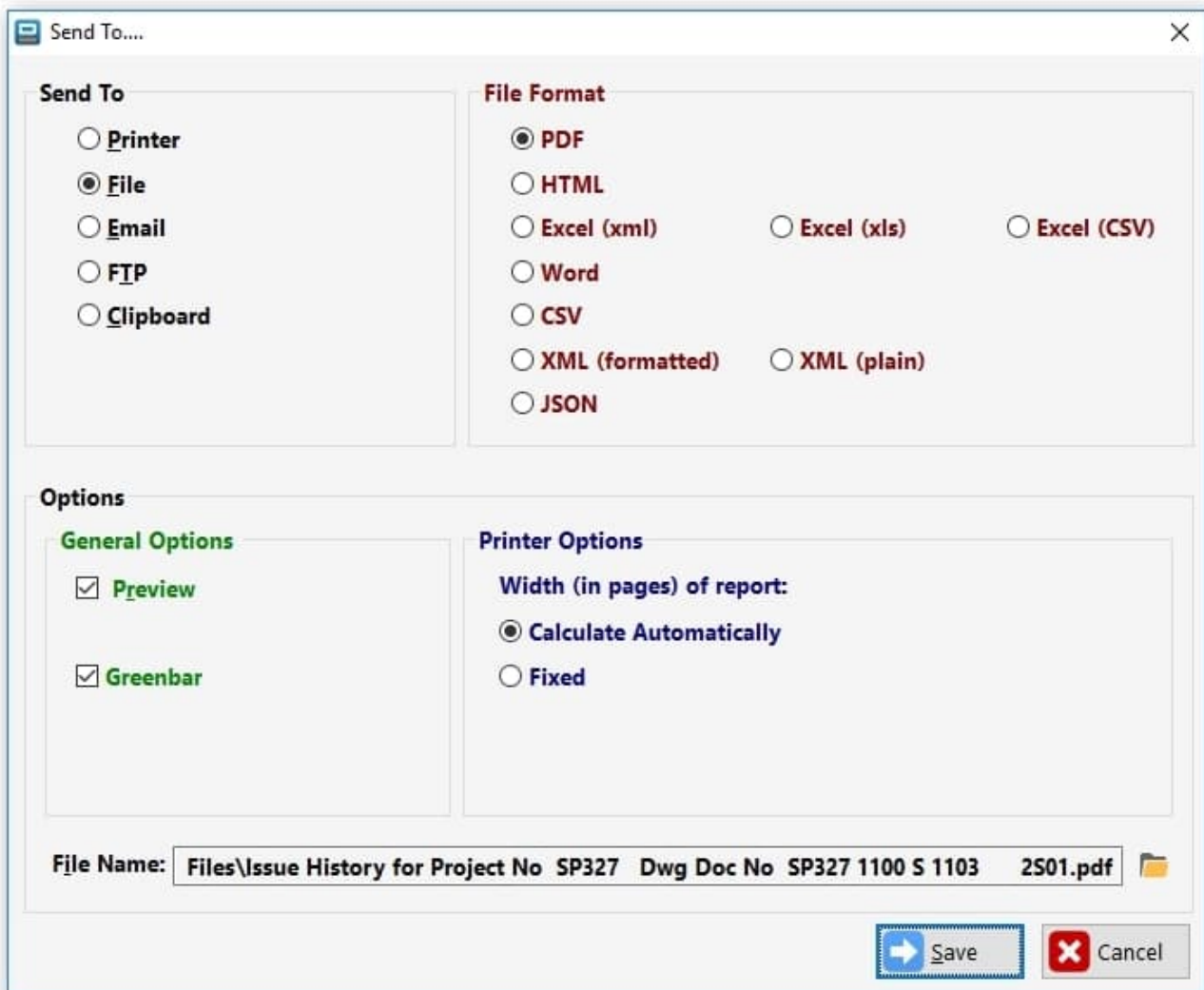
Select a suitable file name at the bottom of the window (DRPRO will remember it for future cases) and the file will be automatically created for you.

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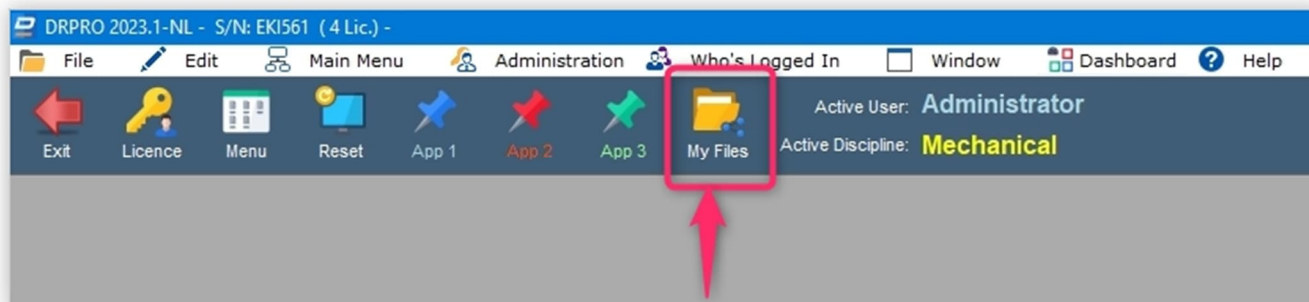
The "**My Files**" button directs you to a special folder within your Windows Profile, where you can save any DRPRO related files:

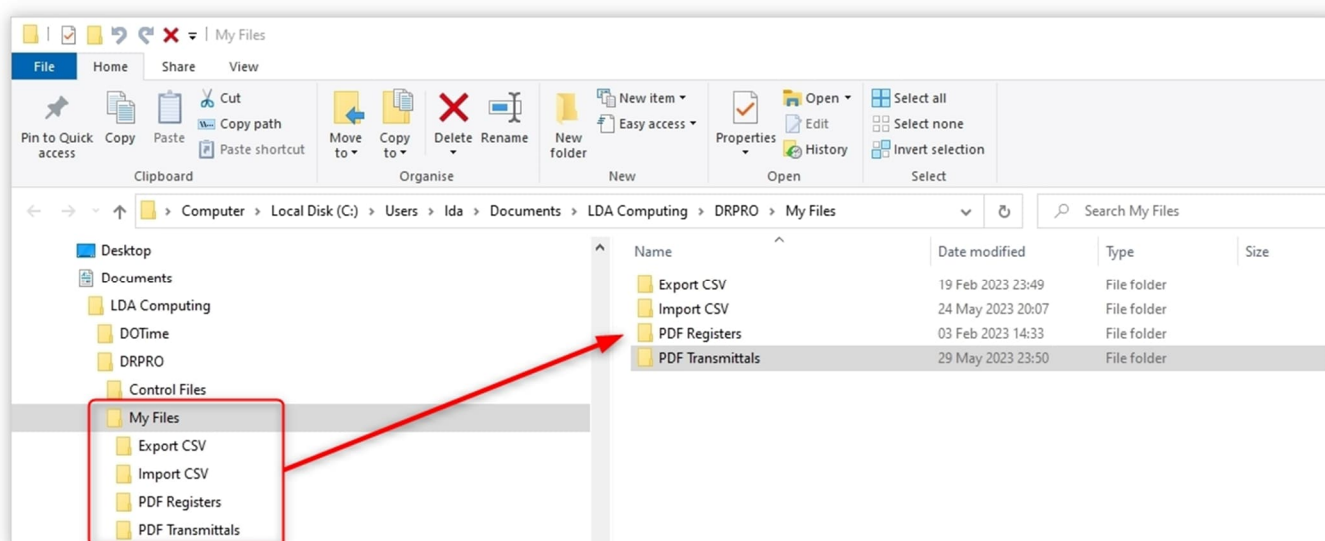|	
Export CSV	To save CSV's exported from DRPRO
Import CSV	To save CSV's to be imported into DRPRO. Also contains a sampe XLSX file of how the import file should be structured
PDF Registers	To save your own created registers from DRPRO
PDF Transmittals	A PDF of all transmittals you create is automatically 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:

STATISTICS DASHBOARD:

ADMINISTRATION MENU:

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

Disciplines & Categories

Discipline List

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

Dwg / Doc Categories

Architectural

Cat Code	Description	Num	Fixed Prefix	Digits
A00	Floor Plans L/Out			
A01	Roof Plan & Elevations			
A02	Sections & Dets.			
A04	Door & Window Sched.			
A15	3D Modeling			

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

Close

Capacities

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

Close

Designations

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

Close

File Types/Formats

Type	Description
DOC	MS Word
DRW	Caddie Drawing
DWF	Autocad Web Format
DWG	Autocad Drawing
DXF	Autocad DXF
HND	Hand Drawing
JPG	JPeg Image
MIC	MS Image Composer
PCX	MS Paint
PDF	Acrobat Reader

Close

Rev System / Rev Sequence

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

Media Sizes

A0
A1
A2
A3
A4
A5

Media Types

Hide	Type	Description
	DWF	AutoCad DWF
	DWG	AutoCad DWG
🚫	DXF	AutoCad DXF
	EC	Electronic Copy
	EM	Email
	FTP	FTP Site
	PD	Paper & DWG
	PDF	PDF Copy
	PH	Photocopy
🚫	PLF	Plastic Film
	PLP	Plastic Plot
	PP	Paper Print

Media Costs & Charge Rates

Paper Print

Sort By Size | Sort By Date

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

Hide Media Type

Close

Purchase Order Actions

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

Equipment Types

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

Dwg / Doc Status

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

Project Status

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

Project Types

- Hostel
- Hotel
- Industrial Park
- Infrastructure
- Library
- Manufacturer
- Marina
- Materials Handling
- Mini Factories
- Mining
- Motel

Issue Methods

- Collect
- Courier
- Deliver
- E-Mail
- E-Mail & Deliver
- FTP Site
- Lotus Notes
- Post

Scales

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

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! …
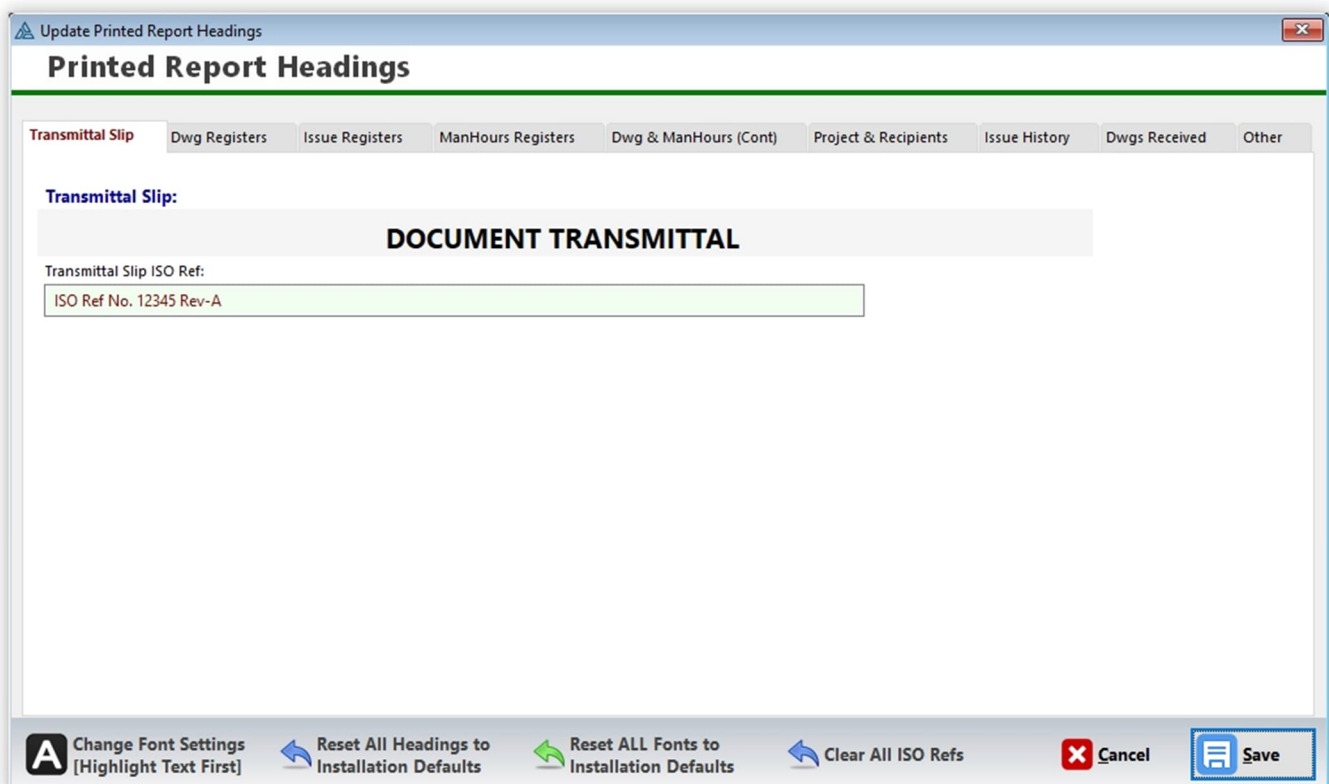
Printed Report Headings

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

Issue Register - ALL Revisions:

ISSUE REGISTER

All Revisions

Iss Reg All ISO Ref:

Issue Register - LATEST Revisions:

ISSUE REGISTER

Latest Revisions

Iss Reg Latest ISO Ref:

Issue Register - NEW Revisions:

ISSUE REGISTER

Between 2 Dates

Iss Reg New ISO Ref:

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

ISSUE REGISTER

Latest Revisions

SHOWING REASON FOR ISSUE

Iss Reg Latest Reason ISO Ref:

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

---

Printed Report Headings

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

Drawing Register [Plain]:

DRAWING REGISTER

Dwg Reg Plain ISO Ref:

Drawing Register [Showing Resources]:

DRAWING REGISTER

Showing Resources

Dwg Reg Resources ISO Ref:

Drawing Register [Showing Status]:

DRAWING REGISTER

Showing Dwg/Doc Status

Dwg Reg Status ISO Ref:

Drawing Register [Showing Vendors]:

DRAWING REGISTER

Showing Vendor's Name

Dwg Reg Vendors ISO Ref:

Drawing Register [Showing Comments]:

DRAWING REGISTER

Showing Comments

Dwg Reg Comments ISO Ref:

Drawing Register [With Squad Check dates]:

DRAWING REGISTER

Showing Squad Check Dates

Dwg Reg Squad Check ISO Ref:

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

Printed Report Headings

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

ManHours Detailed Report By Drawing [Plain]:

DRAWING MAN-HOURS
Detailed Report [Plain]

Man Hours Detail Plain ISO Ref:

ManHours Detailed Report By Drawing [+ Resources]:

DRAWING MAN-HOURS
Detailed Report [+ Resources]

Man Hours Detail Resources ISO Ref:

ManHours Detailed Report By Drawing [+ Dates]:

DRAWING MAN-HOURS
Detailed Report [+ Dates]

Man Hours Detail Dates ISO Ref:

ManHours Detailed Report - Grouped by Portion/Area:

DRAWING MAN-HOURS
Summary By Portion

Man Hours Summary Group ISO Ref:

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

---

Printed Report Headings

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

ManHours Detailed Report - COS Hours Only:

DRAWING MAN-HOURS
COS Hours Only [+ Resources]

Man Hours COS ISO Ref:

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

Update Printed Report Headings

Printed Report Headings

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

Projects Register - Alphabetical Order:

PROJECTS REGISTER
Alphabetical Order

Proj Reg Alpha ISO Ref:

Projects Register - Project Number Order:

PROJECTS REGISTER
Project Number Order

Proj Reg Num ISO Ref:

Recipients Register:

RECIPIENTS REGISTER

Recipient Reg ISO Ref:

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

---

Update Printed Report Headings

Printed Report Headings

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

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

DRAWING / DOCUMENT
Issue History

SHOWING REASON FOR ISSUE

Iss History Reason ISO Ref:

Single Drawing Issue History (Portrait):

DRAWING / DOCUMENT HISTORY

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

Update Printed Report Headings

Printed Report Headings

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

Drawings Received (Portrait Report):

LIST OF DWGS RECEIVED

DwgsReceived ISO Ref:

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

LIST OF DWGS RECEIVED
And Re-Issued Again

LATEST REVISIONS

Dwgs Received _Issued ISO Ref:

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

Update Printed Report Headings

Printed Report Headings

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

Telephone & Fax Directory [Showing Company Names Only]:

PROJECT DIRECTORY

Tel Fax Dir 1 ISO Ref:

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

PROJECT DIRECTORY

Tel Fax Dir 2 ISO Ref:

Master Company Details:

MASTER COMPANY DETAILS

Company Details ISO Ref:

Master Company Directory:

MASTER COMPANY DIRECTORY

Company Directory ISO Ref:

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

User's List

List of User Names

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

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

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

✔ = Active
✖ = Inactive

Activate / Deactivate   User Signatures   Close

Changing a Users Record

User Entry Form

User Info

Login Name: x	john	✅ [Copy Login Name to First Name]
First Name: x	John	Additional Comments about this user:
Surname:	Doe	
Discipline: x	Mechanical ⌄	
Designation:	Designer ⌄	
Qualifications:		
Access Level: x	Operator ⌄	
Password: 🔒		
Employee Number: x	D-001	--> Must be a Unique Code for each Employee, e.g. 'A-001'
Active User:	☑	**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 back-door) 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.
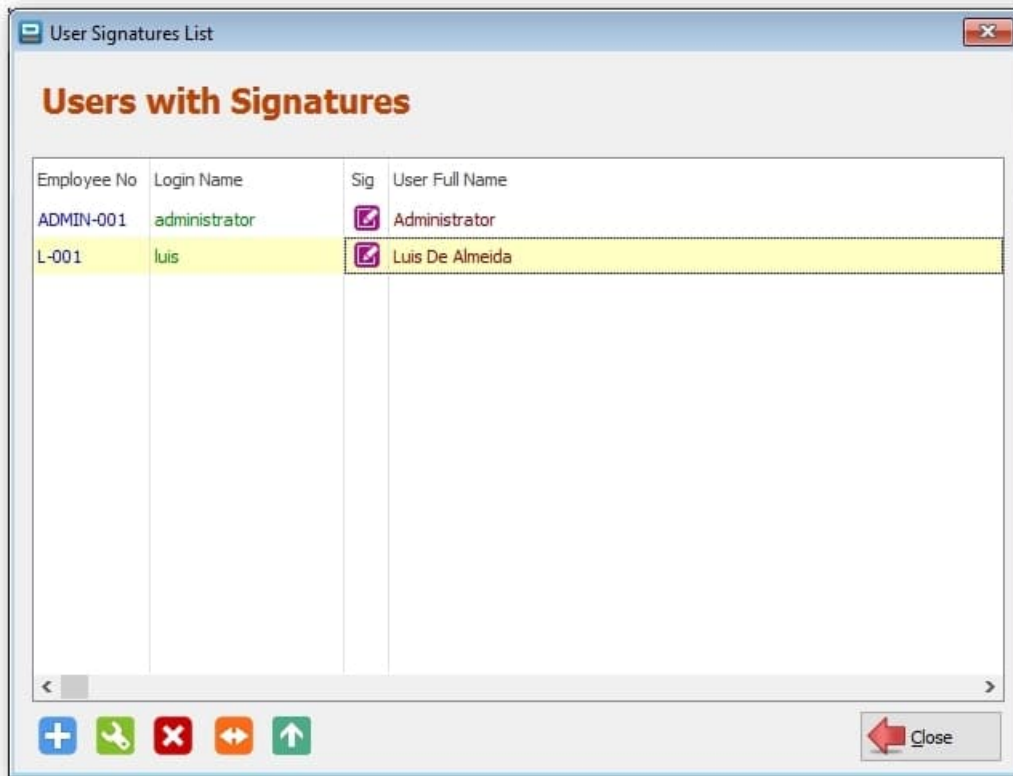
View User Activity Log File

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.

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.

GLOBAL SYSTEM DEFAULTS / SETTINGS

This window is used to define global parameters that affect the operation of DRPRO across the whole network.
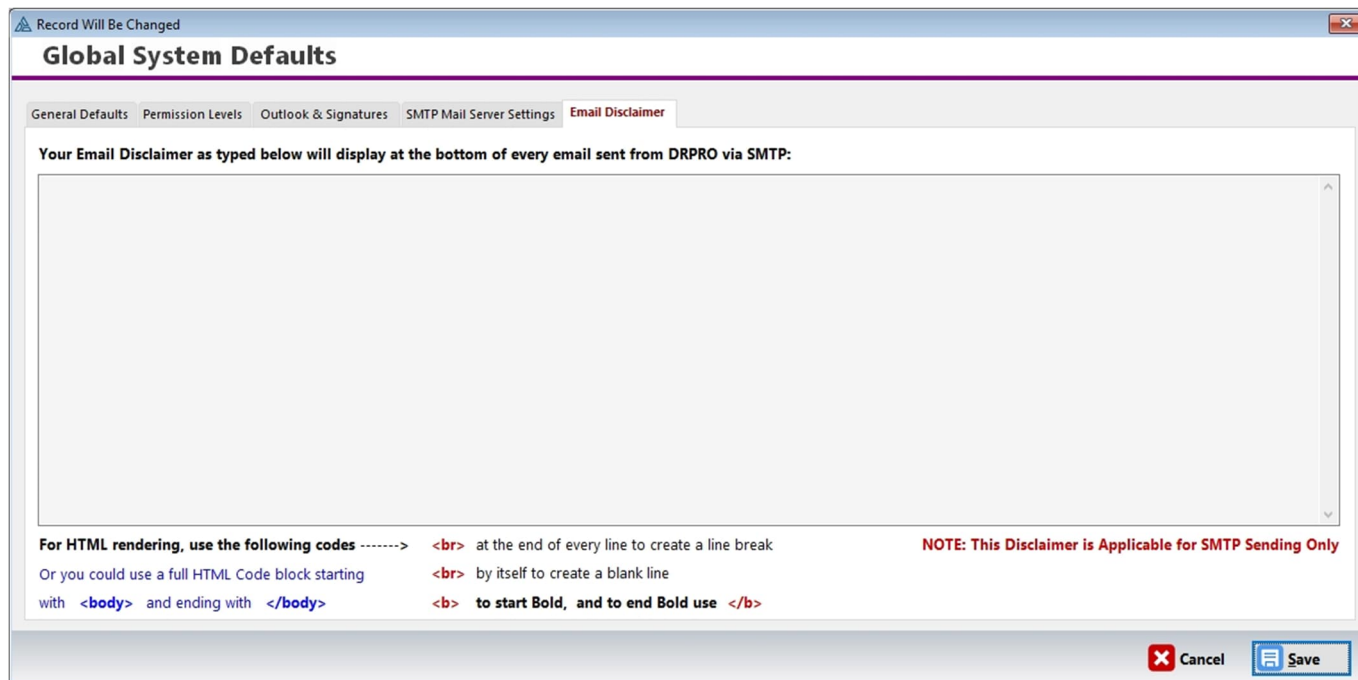
The screenshots above shows the information required to enable emailing of transmittal slips from within DRPRO. DRPRO has its own built-in email engine and does not rely on external emailing software such as Outlook or Outlook Express to send emails.

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.


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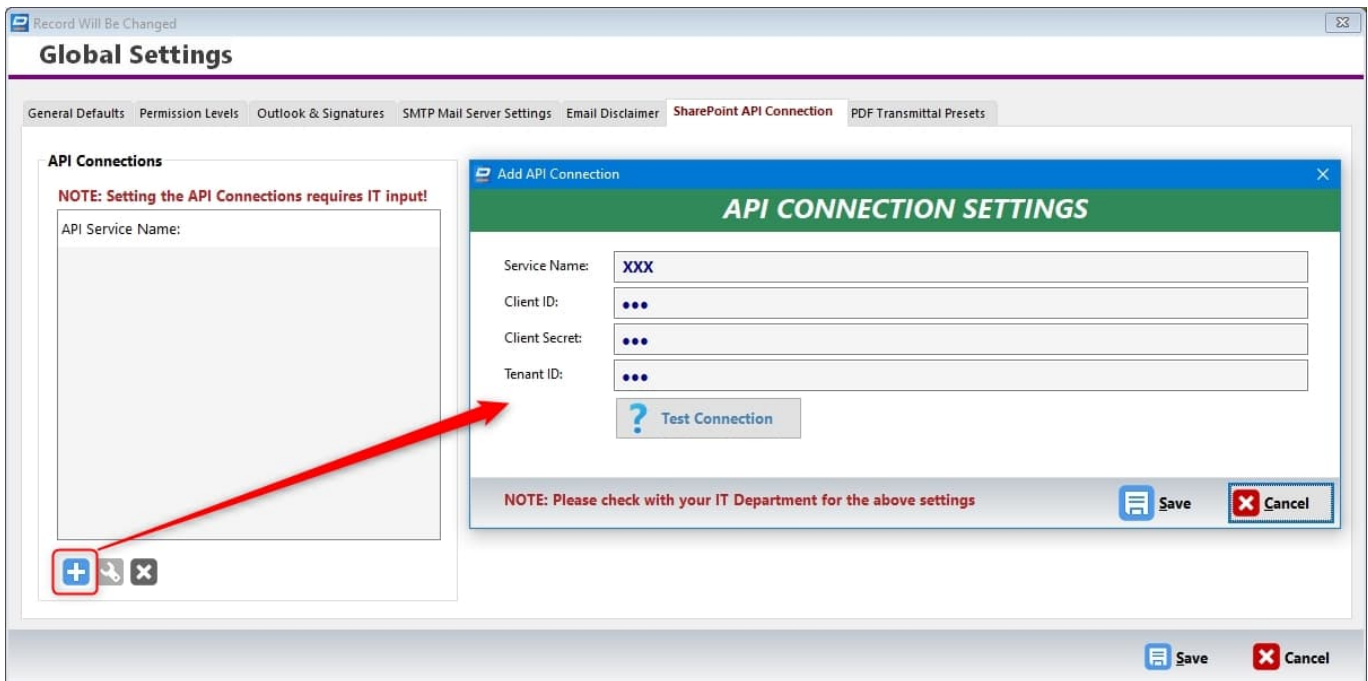
The PDF Transmittal Pre-sets tab allows you to choose whether to add each auto-generated PDF Transmittal Slip to your Drawings/Documents List as if it were another document. It will also create a hyperlink to the PDF Transmittal.

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.
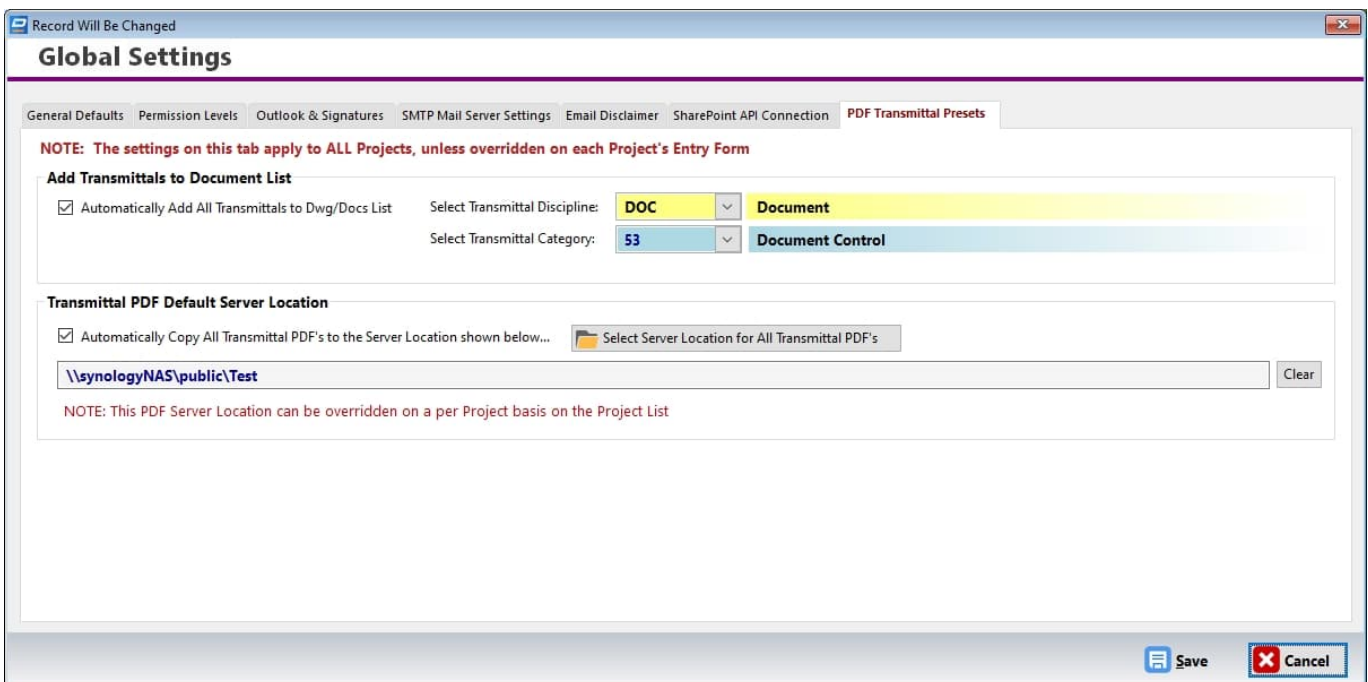
CUSTOMIZING THE TRANSMITTAL SLIP TEMPLATE:

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)

Update the Template File

⚠ Template Will Be Changed

Template Name: **Default Template**　　Specific for Project No: **0**　　📁 **DO NOT DELETE - Your Default Transmittal Layout**

NOTE: There must always be a 'Default Template' specific for Project No. '0', which is a General Purpose Template

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

Transmittal Issue Reasons:

☑ For your Information　　☑ For Planning purposes only

☑ For your Records　　☑ For Tender purposes only

☑ For Checking and Approval　　☑ For Manufacturing

☑ Please return check copy　　☑ For Fabrication

☑ For Construction　　☑ For Signature

Important Note:

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

❌ Cancel　💾 Save

Update the Template File

⚠ Template Will Be Changed

Template Name: **Default Template**　　Specific for Project No: **0**　　📁 **DO NOT DELETE - Your Default Transmittal Layout**

NOTE: There must always be a 'Default Template' specific for Project No. '0', which is a General Purpose Template

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

D R A W I N G   T R A N S M I T T A L

A Change Line A Colour --->　A

B Change Line B Colour --->　B

🟧 Change Background Colour

ABC MINING GLOBAL LLC

Alice Springs, Australia

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

ABC Mining Global LLC

NOTE: The Email Heading above will be used for ALL Projects that do not have a specific Template:

❌ Cancel　💾 Save

Update the Template File

⚠ Template Will Be Changed

Template Name: **Default Template**　　Specific for Project No: **0**　　📁 **DO NOT DELETE - Your Default Transmittal Layout**

NOTE: There must always be a 'Default Template' specific for Project No. '0', which is a General Purpose Template

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

Transmittal Slip editable text:　Use the TAB key on the keyboard to navigate

To: ACME Construction Company

Attention: Willy E. Coyote

Care Of: Beep Beep The Road Runners　　**Date:**

Address: Address Lines...　　**Time:**

Project: 123456 - Arizona Hills Shopping Centre　　**Method:**

Headings for the list of Drawings/Documents:

Discipline: **Doc No:** **Rev:** Status: Size+Type: **No:** **Description:**

Bottom of Transmittal Slip:

Issued By: John Smith　　**Received By:** _____

Enter your company name here --->　**For: ABC Mining Global LLC**　　**Date Received:** _____

❌ Cancel　💾 Save

SEARCH FILTERS:

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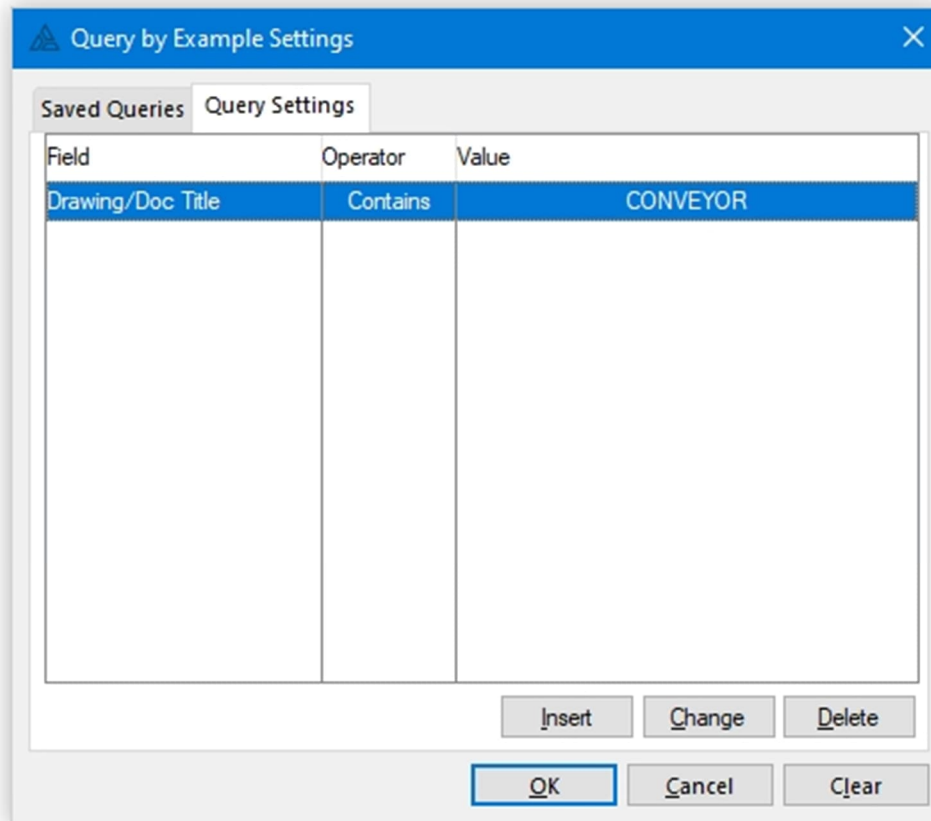
BACKING-UP DRPRO & PROTECTING YOUR VALUABLE DATA

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

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

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

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

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

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

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

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

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

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

DRPRO - GENERAL NOTES ON NETWORKS

How DRPRO Network Installation Works:

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

Network Installation Notes:

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

   Drive Letter Option: "W:\DRPRO\"
   UNC Naming Option: "\\SERVER1\DRPRO\"

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

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

2. **DRPRO** users must have FULL Read-Write access to the network shared directory as well as the necessary user permissions. Please consult your network administrator in this respect.

3. **DRPRO** installation program offers the user a choice of various installation types. Run the installation program more than once to install various parts of the program. The "Program Files Only" installation option must be done locally from each workstation that will access the shared **DRPRO** data on the server.

4. 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.
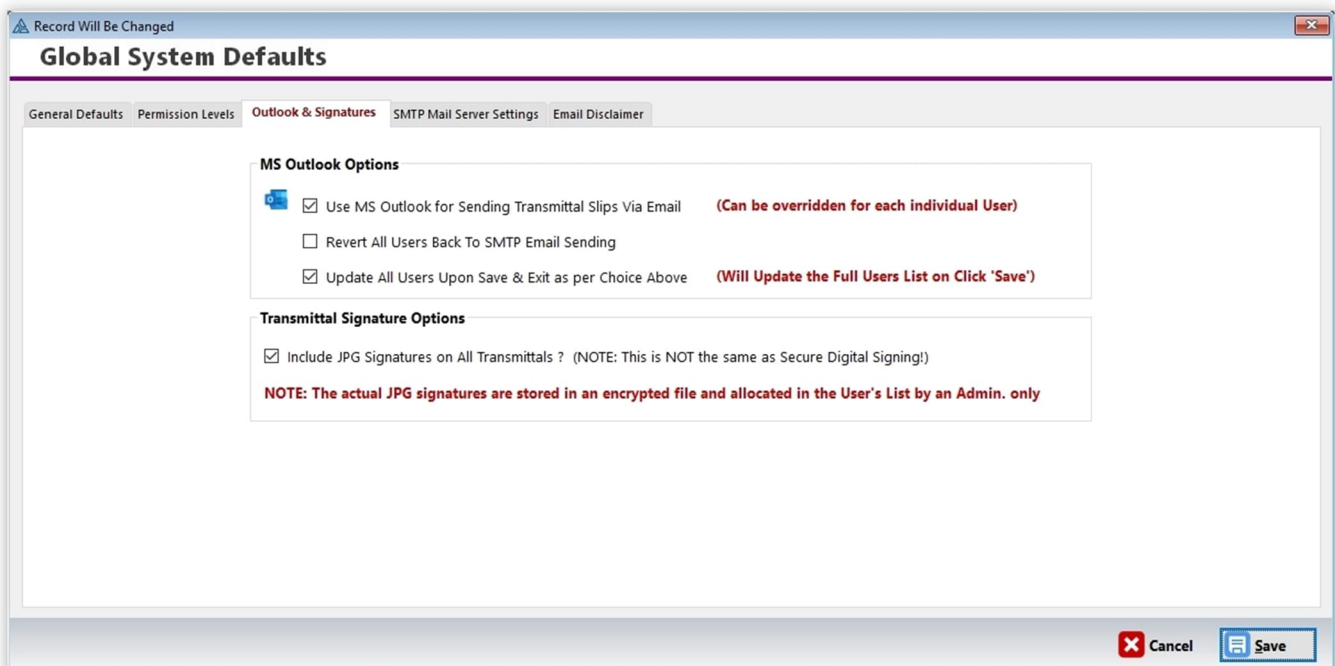
HOW TO IMPLEMENT OUTLOOK EMAILING

DRPRO 20123.1

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.

⚠ Record Will Be Changed

Global System Defaults

General 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 Signing!)

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

❌ Cancel   💾 Save

INDEX TO USER'S MANUAL

Nothing to see here! Move along...