Functional Overview

For

Drawing Register

The Workbench Drawing Register provides a formal process for the management of all project based drawings and technical files where strict version control and transmittal administration is required.
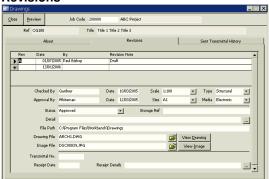
Features include:

- ❑ Maintain an unlimited number of Drawings and Revisions per job.

- ❑ Link to electronic file and view using the native application or a compatible viewer.

- ❑ Store and Retrieve drawings with an extensive range of user defined criteria including:
    - o Job Code
    - o Drawing Reference
    - o Drawing Set
    - o Drawing Title
    - o Drawing Type
    - o Author Company
    - o Author
    - o File Name
    - o Key Words
    - o Date Range
    - o Revision Number
    - o Revision Status
    - o Checked By
    - o Approved By
    - o Media
    - o Scale
    - o Size

- ❑ Extensive search functions on the Workbench database for:
    - o Jobs
    - o Companies
    - o People

- ❑ Link drawing revisions to Job Issues, Actions and Documents

- ❑ Record any number of Transmittals per drawing revision.

- ❑ Associate multiple drawings to a single transmittal.

- ❑ Record drawing formats and number of copies per transmittal.

- ❑ Register Inbound hardcopy drawings and record physical file location.

Drawings

Revisions

Transmittals