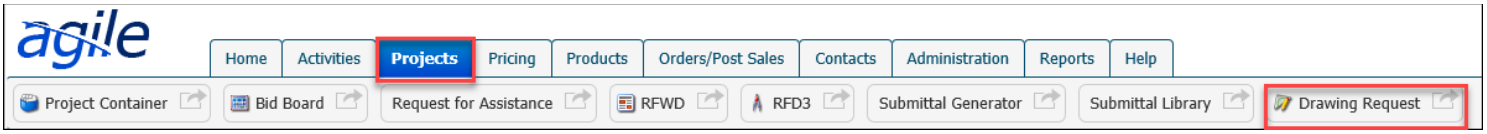
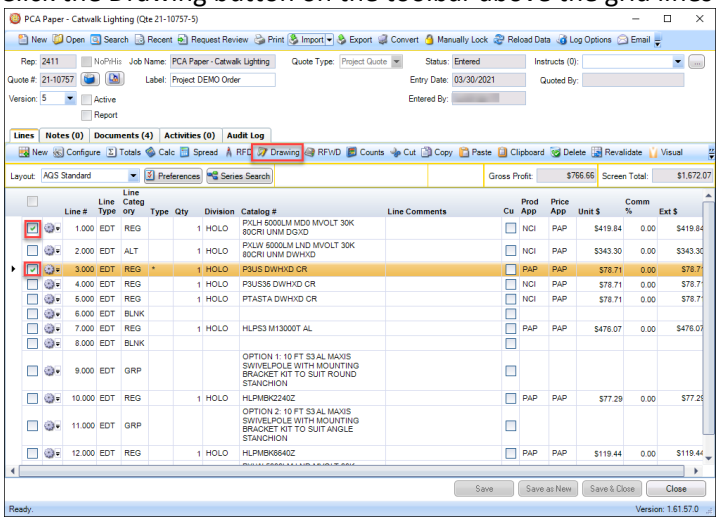
Drawing Request Quick Reference Guide

Access Drawing Reqeust

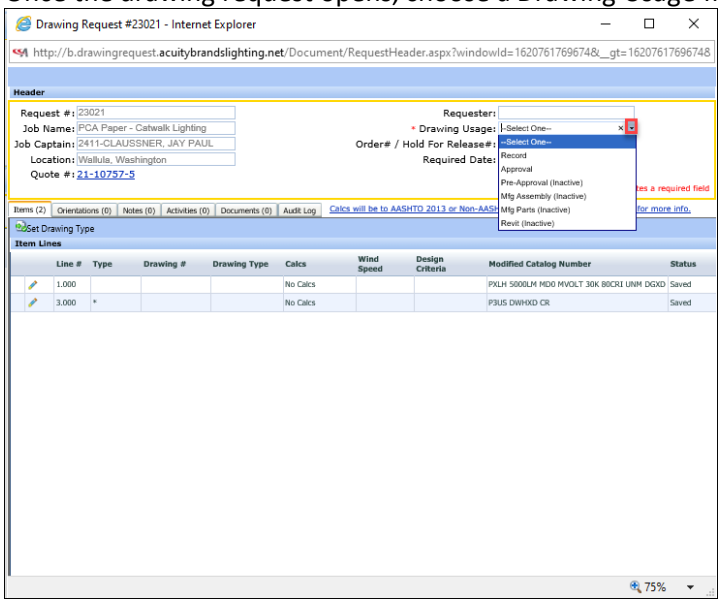
This application is used by Holophane Reps and Corporate Users. Access the application by selecting **Projects**, then select **Drawing Reqeust**



- Open a quote containing configured lines you would like to request drawings for.
- Click the checkbox next to each line you would like to submit a drawing request for(multiple lines can be selected).
- Click the Drawing button on the toolbar above the grid lines



- Once the drawing request opens, choose a Drawing Usage from the pull down in the header



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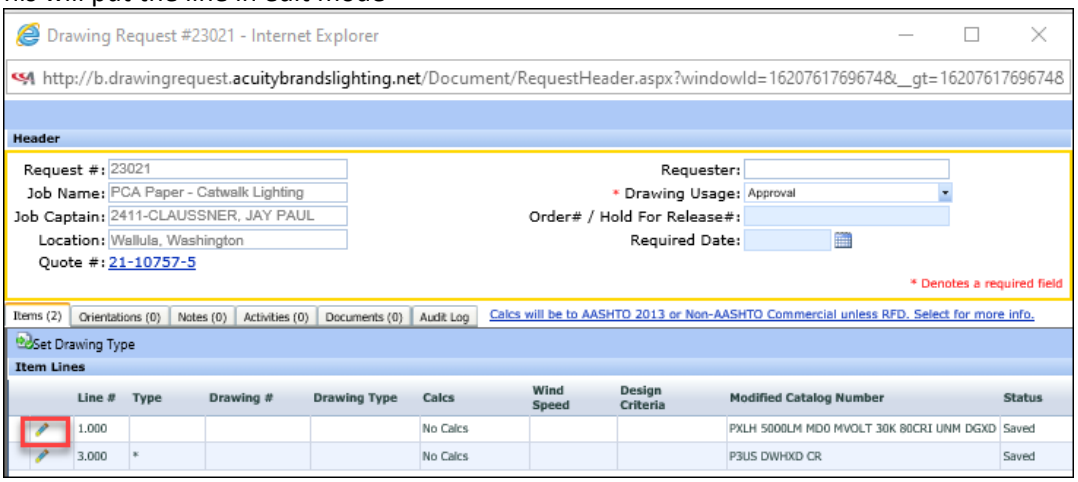
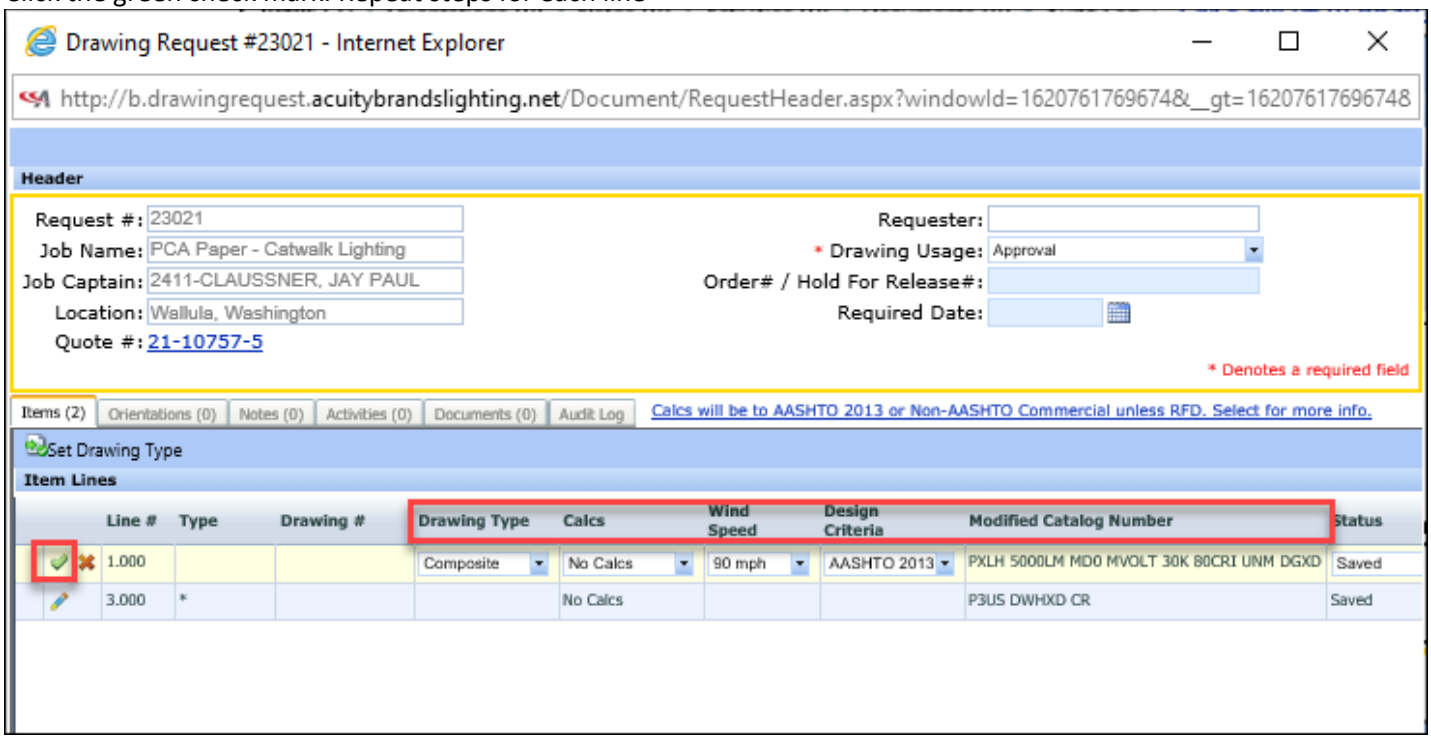
- In the bottom half of the window, click the pencil icon next to the first line the grid
- This will put the line in edit mode



- Choose a **Drawing Type**, **Calcs**, **Wind Speed**, or **Design Criteria** from the dropdown
- Click the green check mark. Repeat steps for each line



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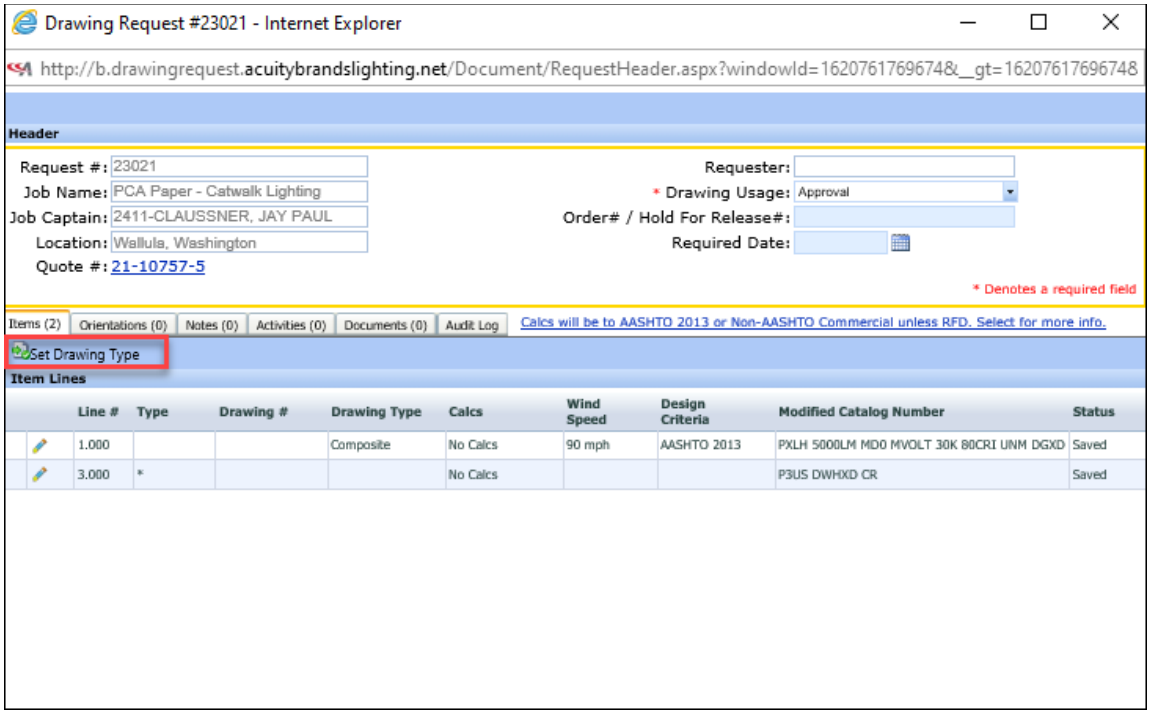
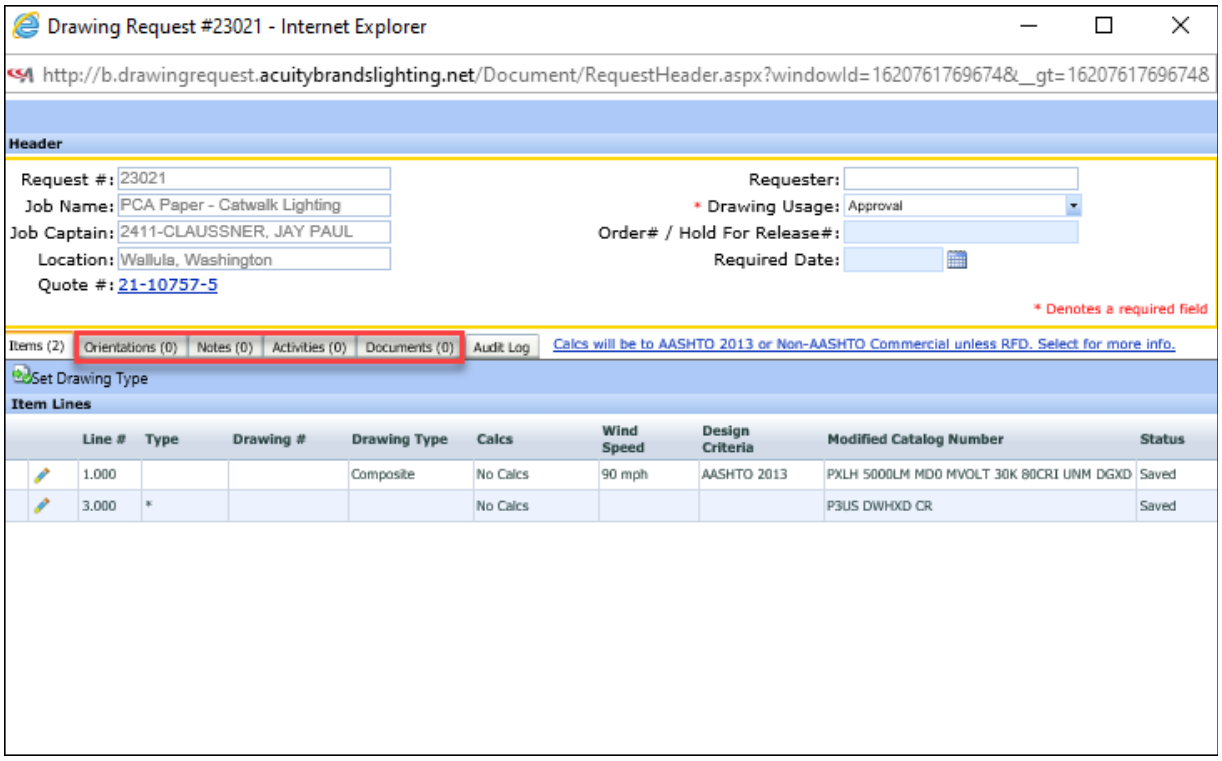
- If calcs are not required, you can quickly apply a drawing type to all lines on the request using the **Set Drawing Type** button at the top of the Items grid



- To specify orientation information or add notes, documents
- Select each Tab to add



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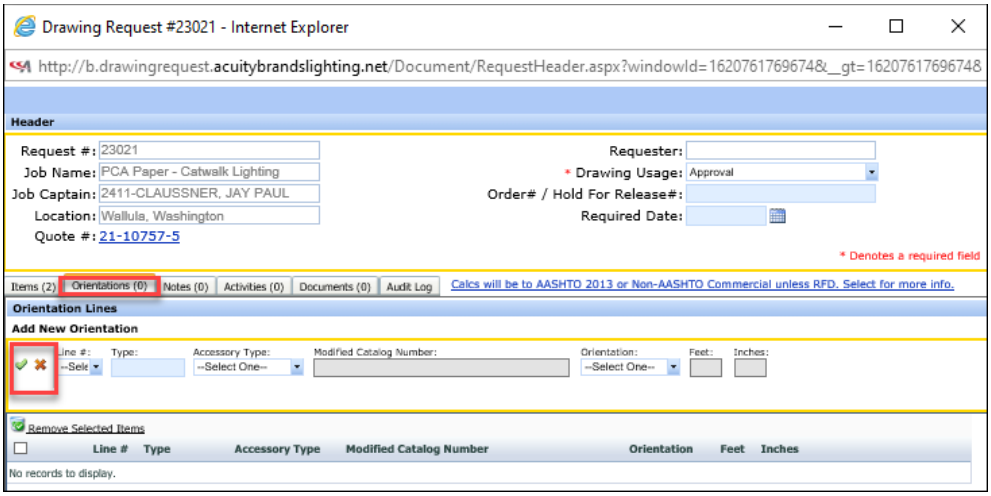
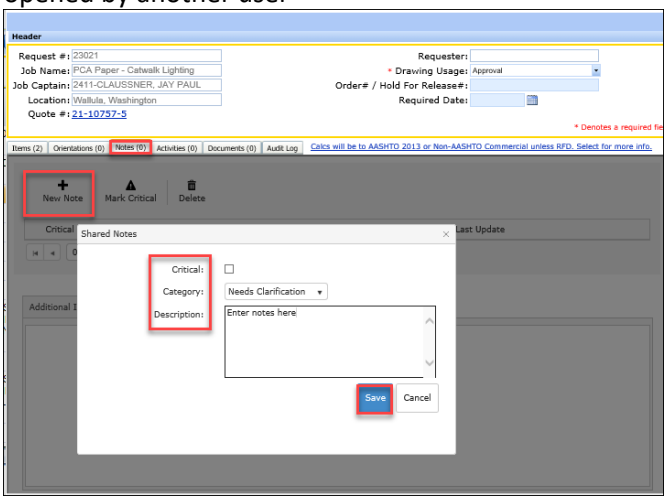
Orientations

- Click the Orientations tab. All ship level lines will appear in the grid. From here youcan perform the following actions:
    - **Edit an existing ship level line:** Click the pencil icon next to a line and add theappropriate information. Click the green check mark when you are finished.
    - **Remove a ship level line:** Click the checkbox next to a line and click *RemoveSelected Items*.
    - **Add a new line:** Enter the appropriate information at the top of the grid andclick the green check mark



Notes

- Click the Notes tab
- Choose a Category
- Enter the Note Text
- If needed mark the note as critical. A critical note will display each time thedrawing request is opened by another user



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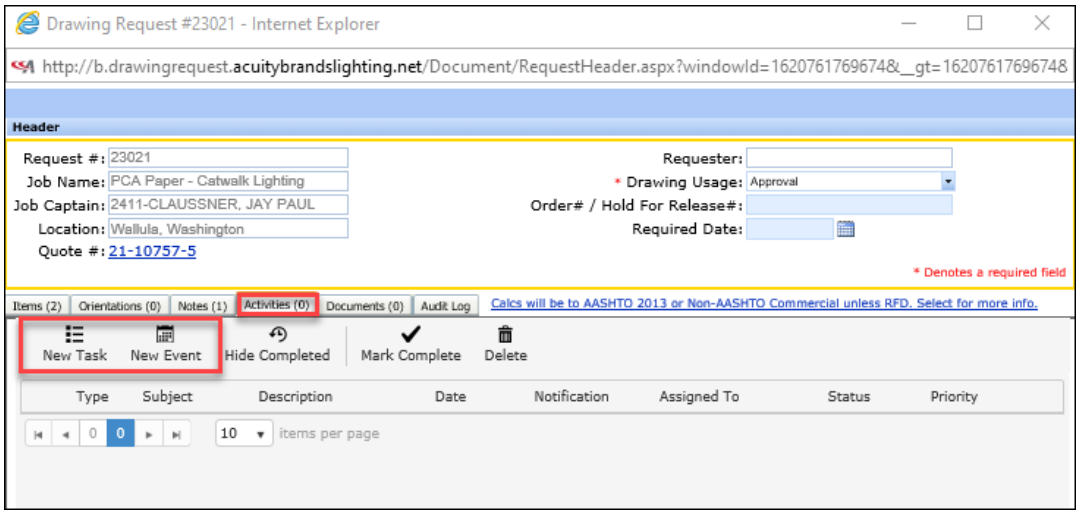
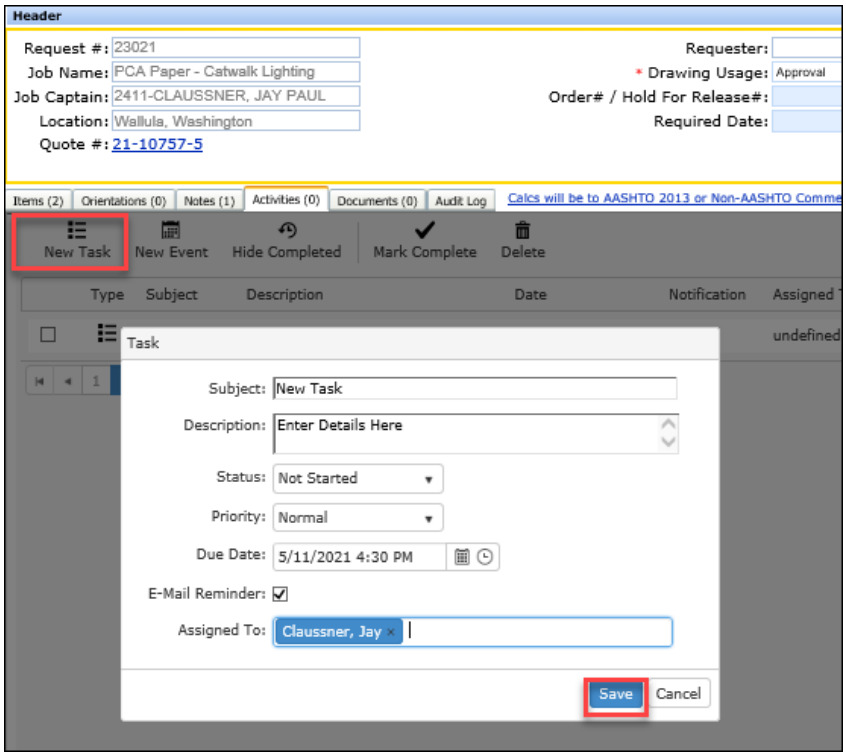
Activities

- Select **New Task** or **New Event**



Create Task

- Enter Subject, Description, Task Details
- Select Status, Due Date, set Email Reminder
- Assigned – Add any additional users



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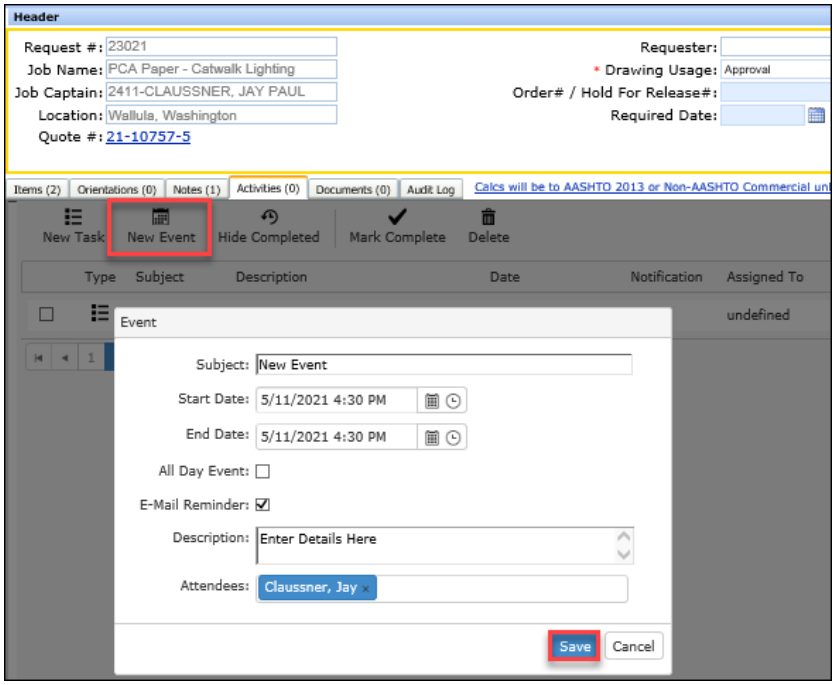
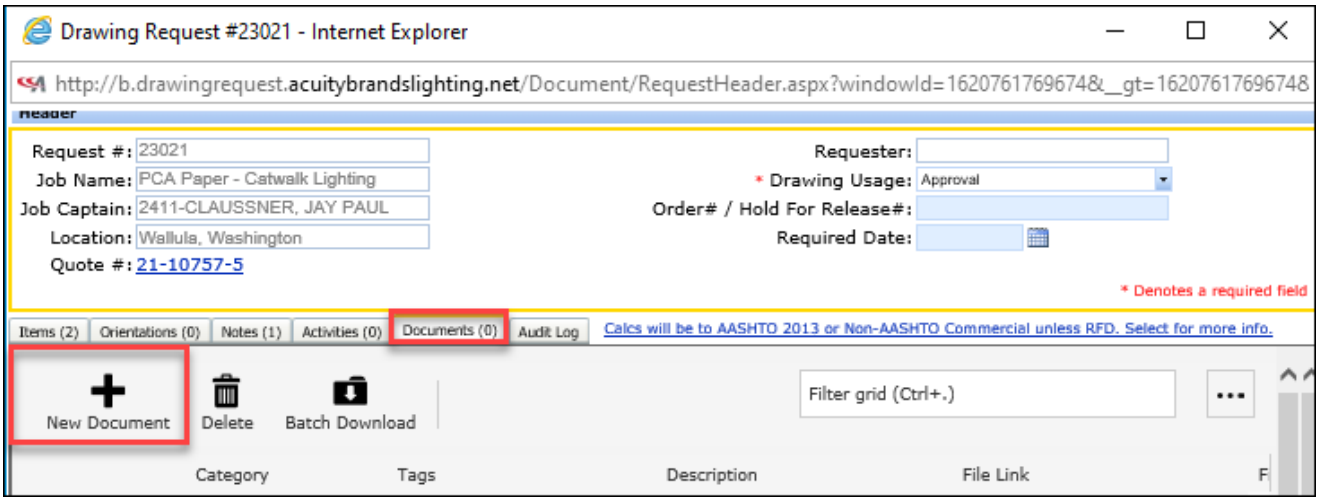
Create Event

- Enter Subject, Description, Event Details
- Select Status, Due Date, set Email Reminder
- Assigned – Add any additional users



Add Documents

- Click Documents TAB
- Select New Document



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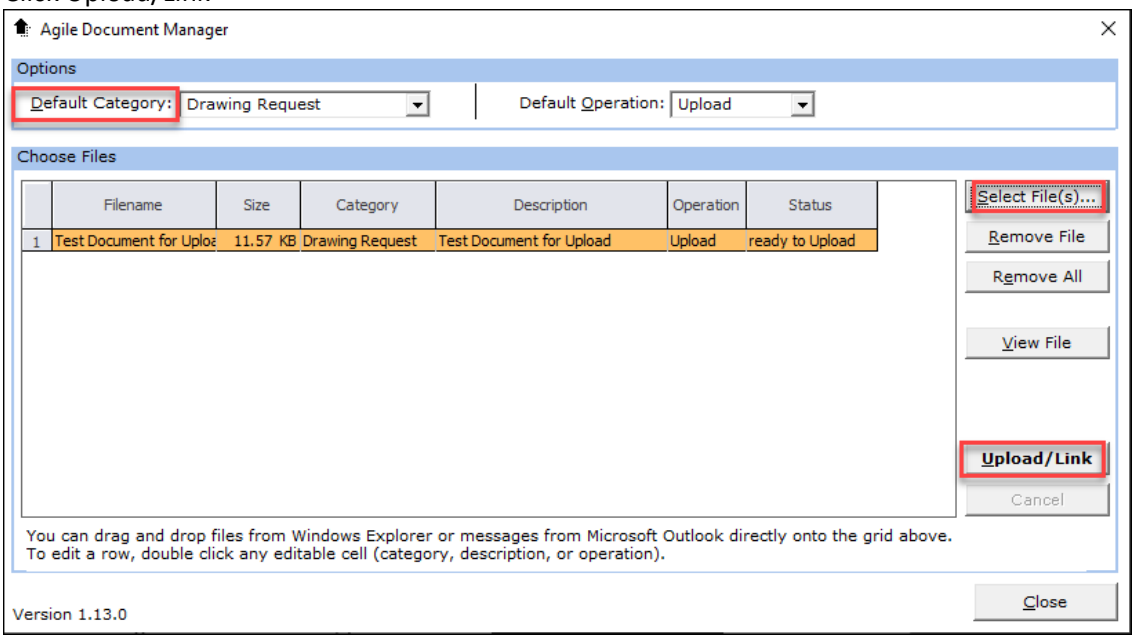
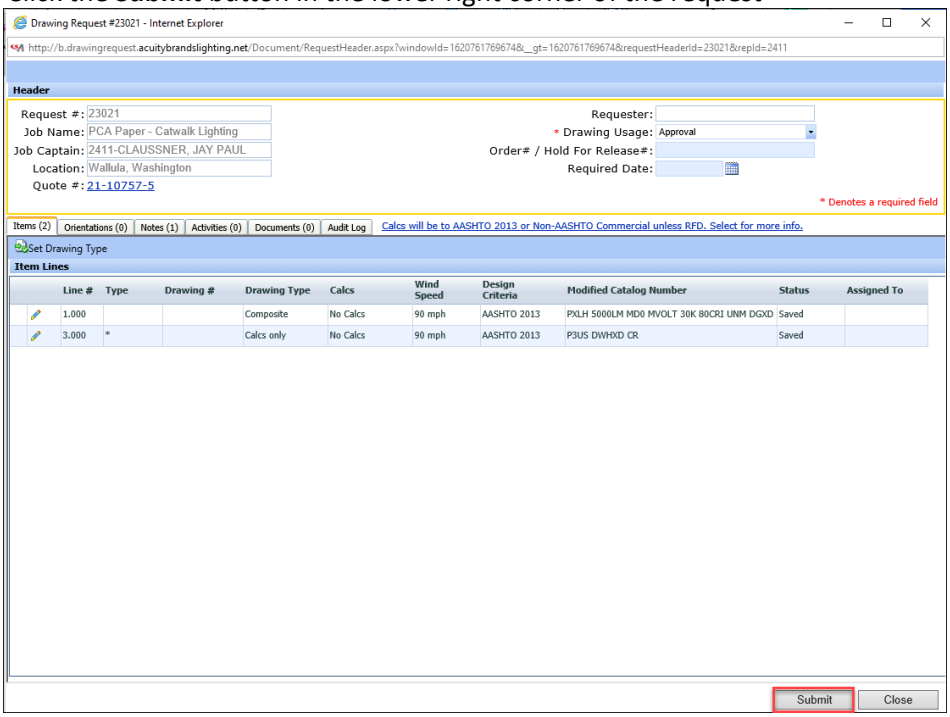
- Select Default Category
- Click Select Files, locate file
- Click Upload/Link



Submit the Drawing Request

- Click the **Submit** button in the lower right corner of the request



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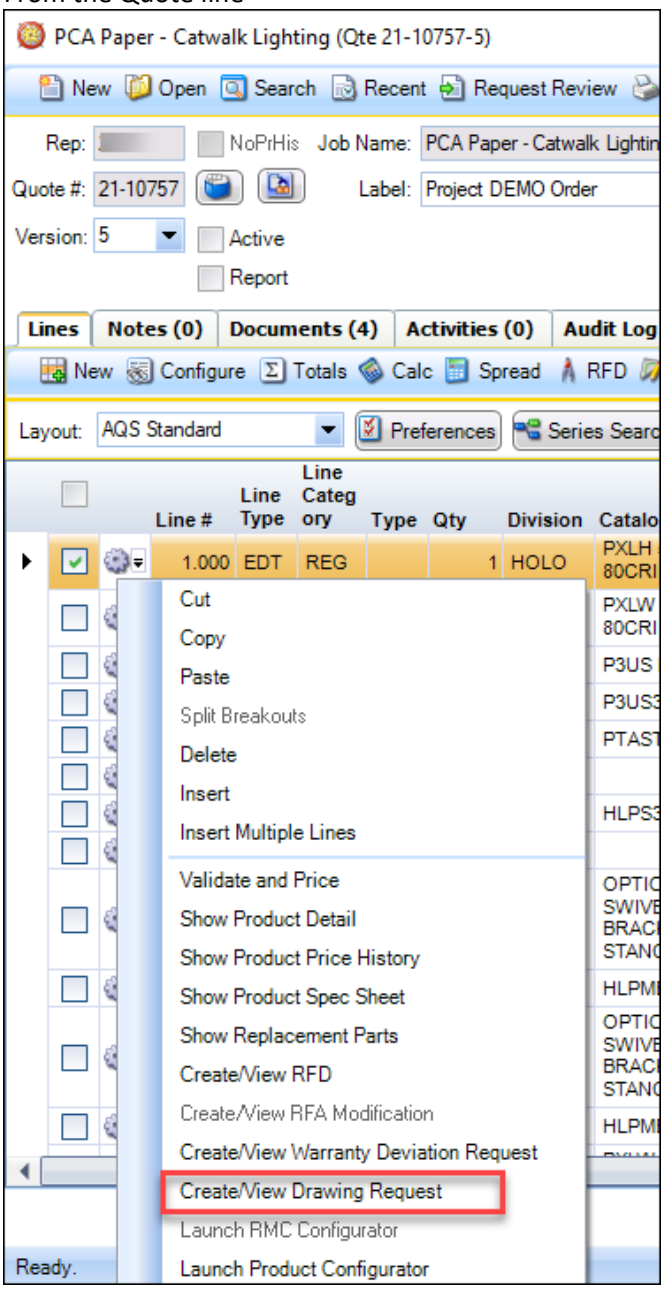
Opening Existing and Completed Requests

Existing Drawing Requests can be viewed from the Project or Quote they are associated with

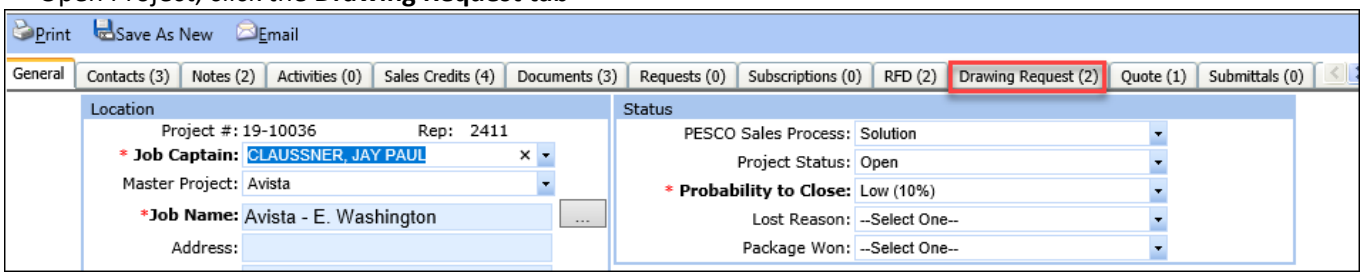
- From the Quote line



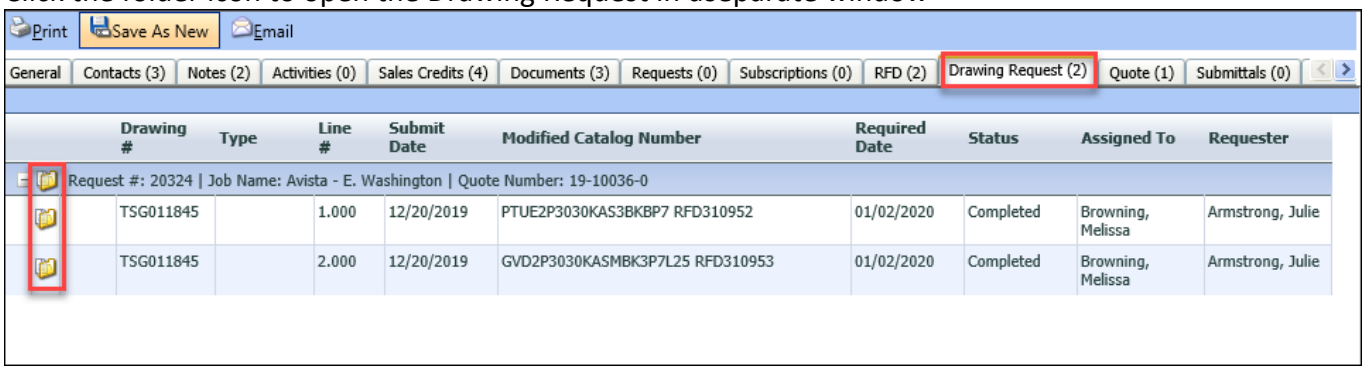
Drawing Request Quick Reference Guide

From the Project

- Open Project, click the **Drawing Request tab**

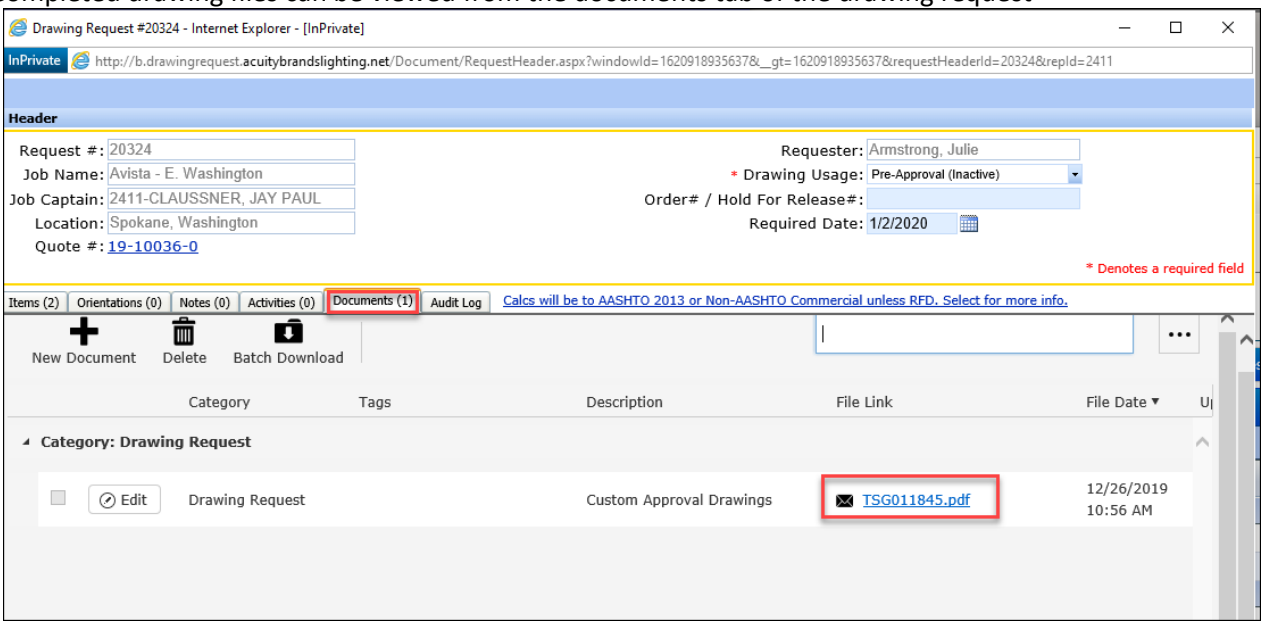


- Click the folder icon to open the Drawing Request in aseparate window



Download and Completed Drawing Files

- Completed drawing files can be viewed from the documents tab of the drawing request



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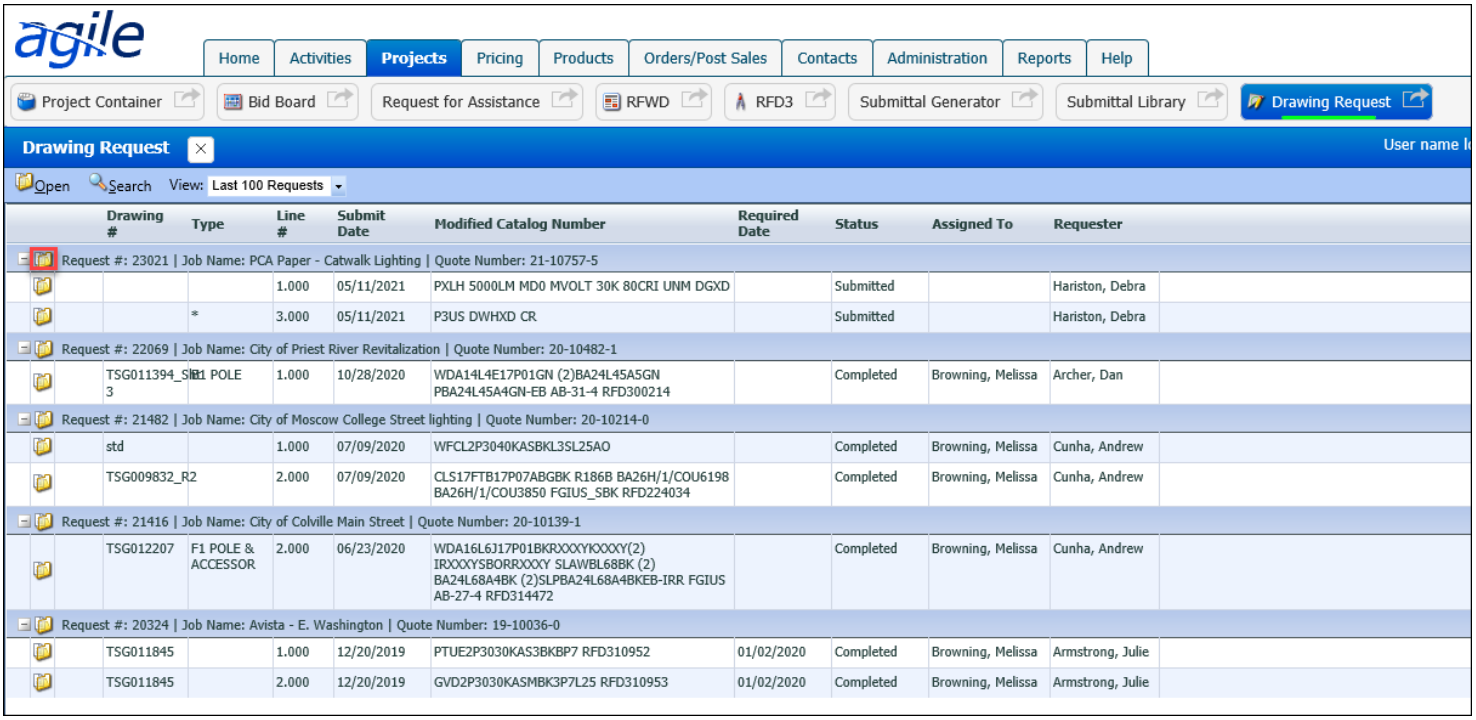
Dashboard View

The dashboard view displays drawing request details, you can open a request by selecting the folder



Drawing #	Type	Line #	Submit Date	Modified Catalog Number	Required Date	Status	Assigned To	Requester
Request #: 23021 | Job Name: PCA Paper - Catwalk Lighting | Quote Number: 21-10757-5								
		1.000	05/11/2021	PXLH 5000LM MD0 MVOLT 30K 80CRI UNM DGXD		Submitted		Hariston, Debra
	*	3.000	05/11/2021	P3US DWHXD CR		Submitted		Hariston, Debra
Request #: 22069 | Job Name: City of Priest River Revitalization | Quote Number: 20-10482-1								
TSG011394_Sht 3	F1 POLE	1.000	10/28/2020	WDA14L4E17P01GN (2)BA24L45A5GN PBA24L45A4GN-EB AB-31-4 RFD300214		Completed	Browning, Melissa	Archer, Dan
Request #: 21482 | Job Name: City of Moscow College Street lighting | Quote Number: 20-10214-0								
std		1.000	07/09/2020	WFCL2P3040KASBKL3SL25AO		Completed	Browning, Melissa	Cunha, Andrew
TSG009832_R2		2.000	07/09/2020	CLS17FTB17P07ABGBK R186B BA26H/1/COU6198 BA26H/1/COU3850 FGIUS_SBK RFD224034		Completed	Browning, Melissa	Cunha, Andrew
Request #: 21416 | Job Name: City of Colville Main Street | Quote Number: 20-10139-1								
TSG012207	F1 POLE & ACCESSOR	2.000	06/23/2020	WDA16L6J17P01BKRXXXYKXXXY(2) IRXXXYSBORRXXXY SLAWBL68BK (2) BA24L68A4BK (2)SLPBA24L68A4BKEB-IRR FGIUS AB-27-4 RFD314472		Completed	Browning, Melissa	Cunha, Andrew
Request #: 20324 | Job Name: Avista - E. Washington | Quote Number: 19-10036-0								
TSG011845		1.000	12/20/2019	PTUE2P3030KAS3BKBP7 RFD310952	01/02/2020	Completed	Browning, Melissa	Armstrong, Julie
TSG011845		2.000	12/20/2019	GVD2P3030KASMBK3P7L25 RFD310953	01/02/2020	Completed	Browning, Melissa	Armstrong, Julie