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## DrawCon9

### Document & Drawing Control Procedure & Database

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IPS Project No.: 9000  
Document No.: 9000-0055-006-002  
Revision: 2  
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# Document & Drawing Control Procedure & Database

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1	Revised IPS Codes	08 May 2009	GFM
2	Revised IPS Codes	15 June 2010	GFM

*Recipients are responsible for eliminating all superseded documents in their possession.*



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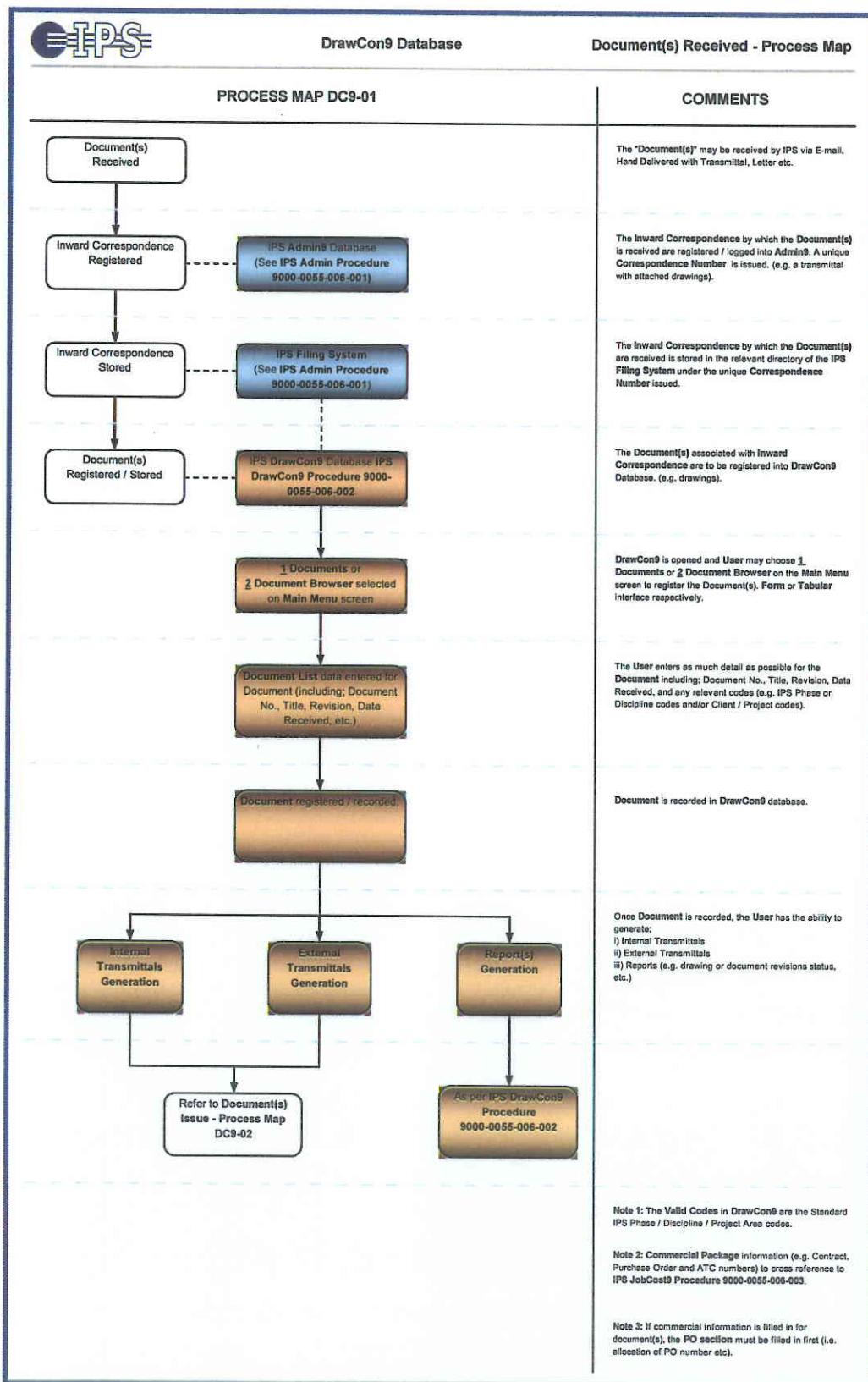
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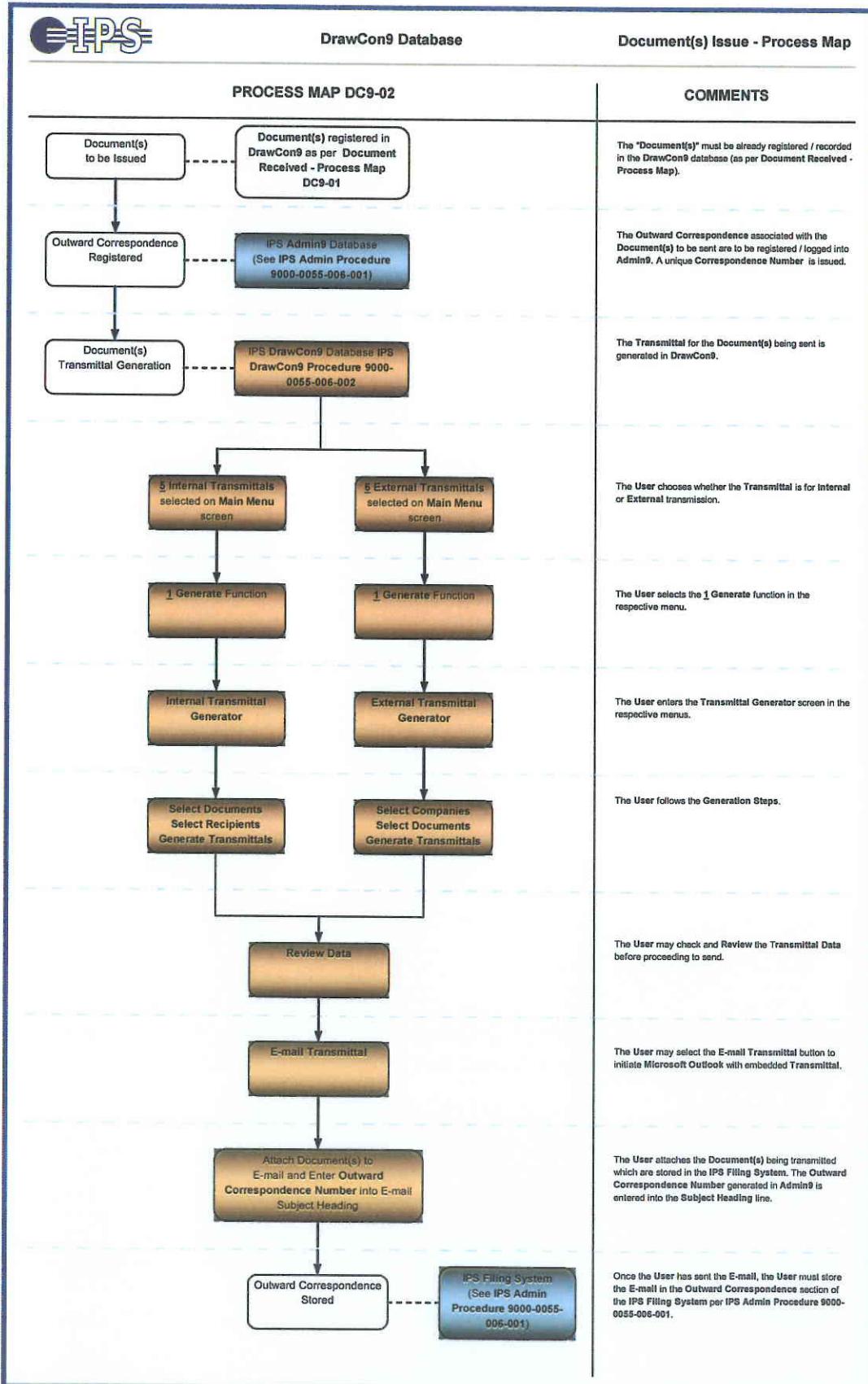
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## 1.0 PROCESS MAPS

### 1.1 Process Map DC9-01 - Document(s) Received



## 1.2 Process Map DC9-02 - Document(s) Issue



## 2.0 DOCUMENTS

The **1 Documents** function can be selected from the **Main Menu** page in DrawCon9 (see **Figure 1**), and is where document data details are entered / registered into the database using the **Document List** form interface (see **Figure 3** in **Section 2.2**). The **1 Documents** function also provides a means by which to search and/or filter for a document or list of documents given a particular set of criteria (e.g. phase or discipline codes) using the **Select Document Criteria** form window interface (see **Figure 2** in **Section 2.1**).

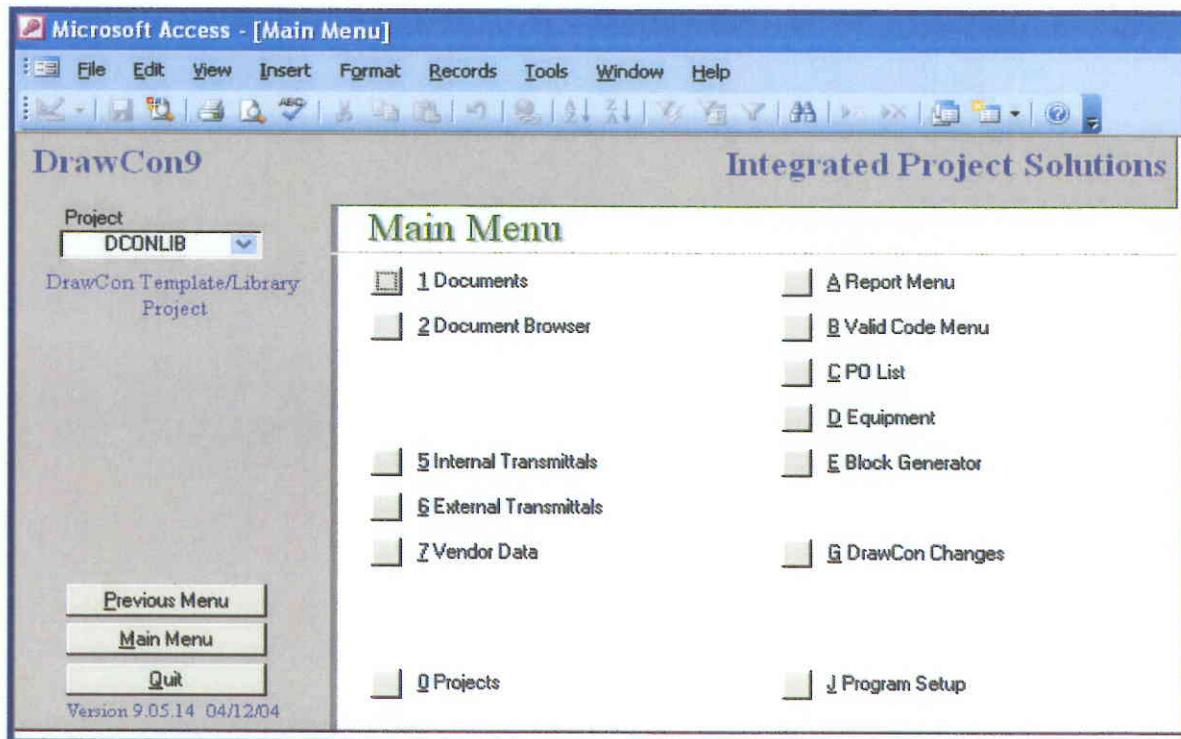


Figure 1: Main Menu Screen Dump

The **1 Documents** function document data can also be viewed in a table format instead of a form format in **2 Document Browser** (see **Section 3.0**).

The **1 Documents** function document is the base data contained within DrawCon9. This data is required for all other major functions of DrawCon9 – for example, transmittal generation.

## 2.1 Select Document Criteria

The **Select Document Criteria** form window interface (see **Figure 2**) is initialised automatically when entering the **1 Documents** function. The **Select Document Criteria** window serves the purpose of providing a set of filtering fields to search for a document(s) in the document list database or gives the option of continuing straight through to the **Document List** form for data entry and/or editing of existing document list data.

**Figure 2: Select Document Criteria Form Interface Screen Dump**

The document data filtering criteria has a number of different fields to choose from.

More than one filter critique can be selected.

The filtering criteria selected can be reset to blank for no filtering function.

For normal data entry, the user can proceed directly to the **Document List** by selecting the **Continue** button.

## 2.2 Document List

The **Document List** in **1 Documents** is a form interface whereby documents are entered / registered into the DrawCon9 Database (see **Figure 3**).

All relevant details of the document being registered are entered into this form. The **Document** field is mandatory i.e. Drawing Number. All other fields can be manually filled in or selected from a drop down list which have standard IPS codes that have been entered via the **B Valid Code Menu** function. The more information and details entered, the more useful the reporting / filtering functions will be when producing project reports.



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The screenshot shows a Microsoft Access application window titled "Microsoft Access - [Project DCONLIB Docs]". The main title bar has "File Edit View Insert Format Records Tools Window Help" and a "Find DI-009397" button. The menu bar includes "File Edit View Insert Format Records Tools Window Help". The toolbar has standard icons for file operations.

The form is titled "Document List" and contains the following fields:

- Document: DI-009397
- Rev: 02
- Received: [ ]
- Status: INF
- Alt. No.: [ ]
- IncStat: INF
- VendStat: [ ]
- NextDue: [ ]
- Title: Area 60 - Desalination Plant P&ID Process Flow Diagram 600-1107
- Area: [ ]
- DocType: DWG-PFD
- Disc: 022
- DocSize: A3
- DocResp: [ ]
- IPS Phases: [ ]
- Client Areas: A60-P&ID
- Priority: [ ]
- InHouse:
- Vendor Data:
- Controlled:
- Deliverable:
- Cancelled:
- Superseded:
- Originator/Vendor Information:
  - Name: [ ]
  - Ref: [ ]
  - PO: [ ]
- Reserved By: [ ]
- Doc Id: 4
- LastVer: [ ]

Below the form is a table titled "Revisions" with columns: Rev, Received, RevDate, RecTran, InDate, IncStat, IntTran, IntDue, IntReturn, VendStat, ExtStat, RetTran, RetDate. The first row shows Rev: 1, Received: 29/03/2009, RecTran: [Cloud 1], InDate: INF, IncStat: INF.

At the bottom of the form is a "Comments" text area and a toolbar with icons for trash, back, forward, search, exit, and "Dupe Doc". A green arrow icon labeled "Cloud 2" is positioned above the toolbar.

Figure 3: Document List Form Interface Screen Dump

The RecTran (*Cloud 1*) field under Revisions tab can be completed with the inward correspondence number issued to the relevant correspondence by which the document was received (See also IPS Admin Procedure 9000-0055-006-001).

Document data/information can be edited in this form.

Document Revision history can be maintained and latest revision information updated in this form for the relevant document.

Once document information has been entered, the green arrow facing the right (*Cloud 2*) is pressed to log in the information and moves to next document form, blank or otherwise.



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There are a set of tabs within this interface which enables additional data to be stored (displayed in form format);

- i) Revisions: Revision history of a drawing may be stored by date etc. in this area. Updated revisions are also entered in this tab including updated revision date.
- ii) Files: Can enter File Disk data.
- iii) Deset: User allocates Criteria Sets for distributing to selected groups.
- iv) Int Tran: Stores the Document Internal Transmittal history and status.
- v) Ext Tran: Stores the Document External Transmittal history and status.
- vi) XRef: Field in which a Reference can be made to other documents if it is "XRef" in that document.
- vii) Equip: Can allocate relevant equipment no., description and PO number related to the particular document. It is an additional field for filtering and searching for a particular document directly related to a particular piece of equipment.