

elecworks™ Tips & Tricks

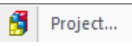
Assigning Revision Information

Revision information can often be defined by clients in several ways. Some clients will prefer to up-issue an entire set of drawings whereas some will prefer to up-issue selected drawings or an individual drawing.

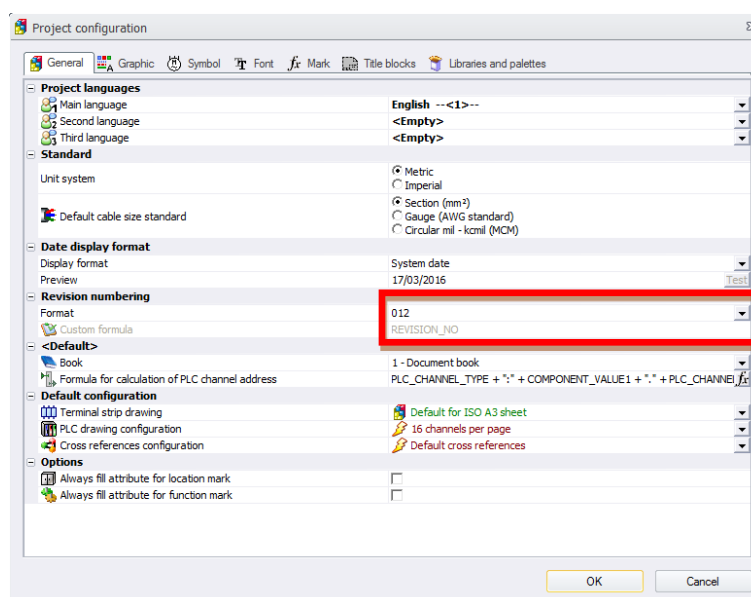
elecworks™ has functionality to cater for all requirements.

A *Document Book* has to have its revision raised first before a revision can be assigned to a specific document, selected documents or the entire set of documents within a book.

The Revision numbering convention can be defined within your company standard template (so that all new projects adhere to the numbering convention) or indeed within the current project.

Right click over the project and select *Configurations* > 

The following dialogue will be shown:

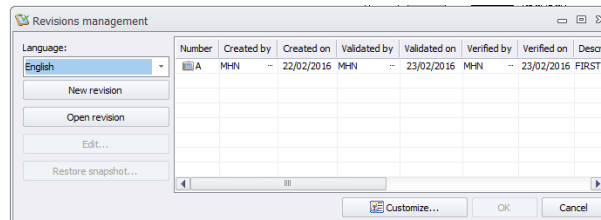


Choose the appropriate *Revision numbering* system for your companies' requirements.

In this example select ↓ ABC

Select 

Right click over the *Document Book* and select  **Revisions**



A *Description* can be assigned to the revision

Type *FIRST ISSUE* in the *Description* field

A revision must be **Validated** and **Verified**

The name assigned to the validation or verification is the user(s) who logs into elecworks™. This name can be manually changed or the windows login name changed in the elecworks™ settings

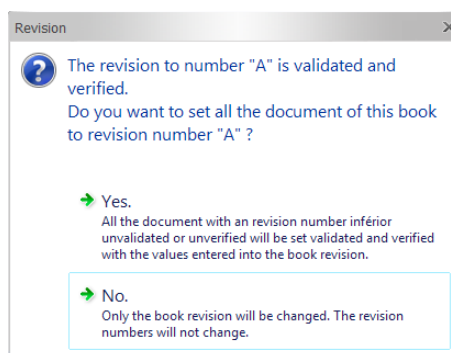
If required, the user who is validating should login to the project

Select

If required, the user who is verifying should login to the project

Select

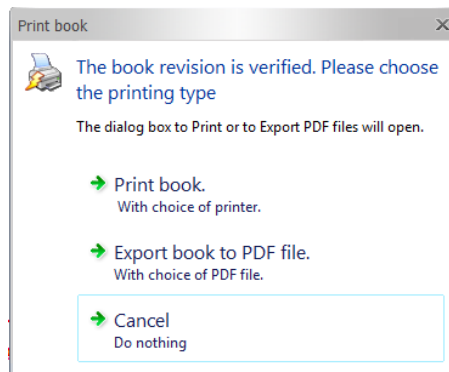
The following dialogue will appear



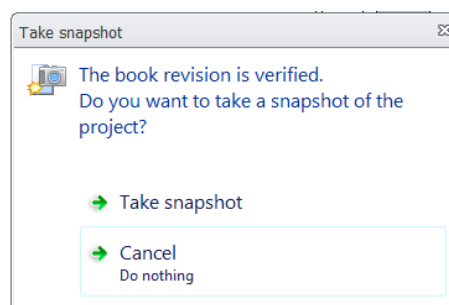
For the first issue of the document book, it is usual that the document book revision number is assigned to all documents within the document book.

Select → Yes

Select 



Select → Cancel

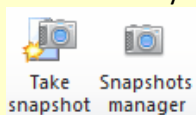


Select → Cancel


The revision number will now have been copied to all documents/drawings within the document book. The revised information will automatically be annotated into the title border

However elecworks™ does not copy the revision description to all documents as these descriptions could be different on a per document/drawing basis

A snapshot is basically a restore point at a specific time. It enables the user to revert back to a previous snapshot. Snapshots can also be taken at any other time and the commands are available from the *Process* ribbon tab >




Management panel

Right click over a specific document within the document book and select  Revisions

Define a *Description* as required

Raising the issue of an individual document or selected documents

The document book has to have its revision raised before an individual document or selected documents can have their revision raised

Right click over the document book within the current project and select  Revisions

Select

Add a *Description* and and

A *description* may be a DCN (design change note) or ECN (engineering change note) number rather than an explanation of the change

In this instance, as the revision is only for an individual document or selected documents...

Select → No

Select

Right click over each specific document within the document book and select  Revisions

Select

Add a *Description* and and

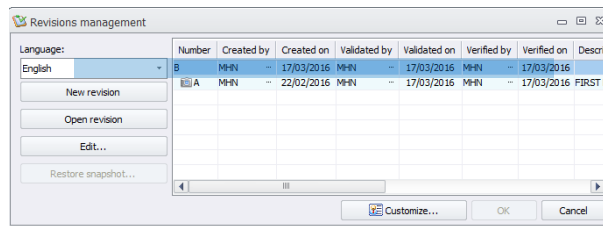
Repeat in turn for each document in the document book that needs revising

How do you delete a revision if you have made a mistake?

This can either be done at an individual document level or at document book level

In this instance, try this out on the last document that had the revision status changed (2nd issue upwards)

Highlight the revision that you wish to edit as shown



Select

Select

Select

If a revision is opened, then the validation and the verification are removed Select to cancel any changes IF this is an error