

Design Documents Creation Wizard

What is the Design Documents Creation Wizard?

The Design Documents Creation Wizard is used to create up to 500 design documents at a time. This wizard is available by clicking **Tools** in the design documents register. Documents created in this way will appear as normal in the registers.

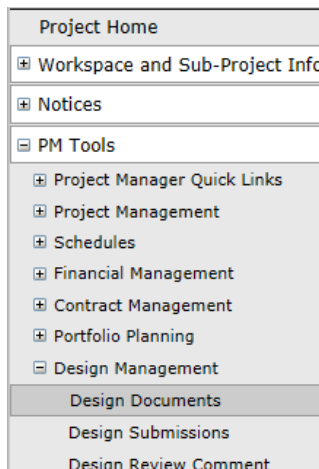
Follow the instructions on the wizard to create the documents. When the wizard is complete, the user can edit the documents to add more information, or run the wizard again to add more documents.

Who Will Use This?

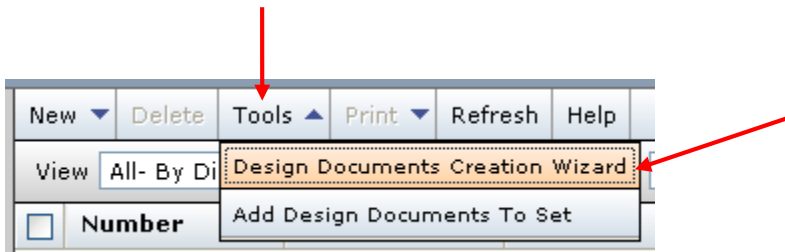
- ✓ Construction Manager
- ✓ Architect/Engineer
- ✓ Project Manager

Using the Design Documents Creation Wizard

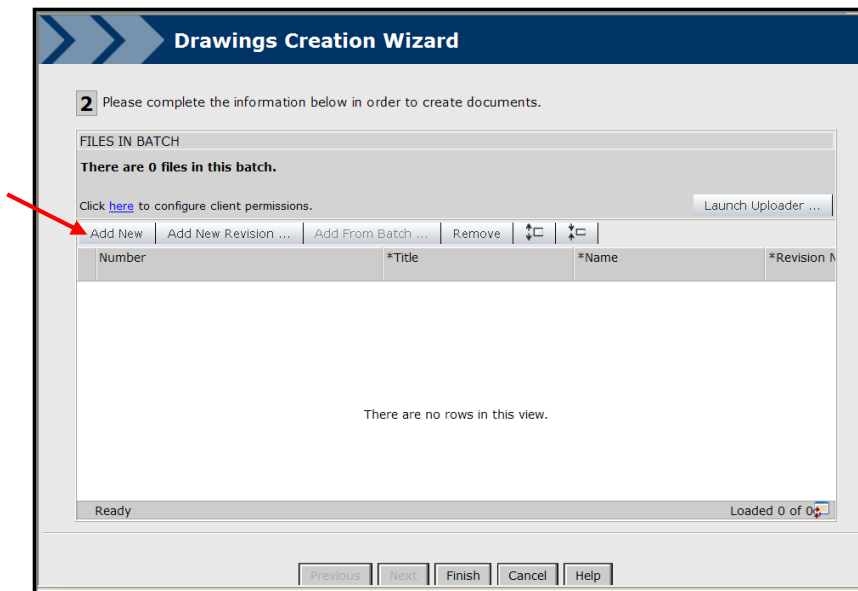
1. Log into ePM as a user who can create Design Documents, and then navigate to the appropriate project.
2. Navigate to PM Tools > Design Management > Design Documents to display the Design Documents Register.



- Click the 'Tools' button and select 'Design Documents Creation Wizard' to launch the wizard.



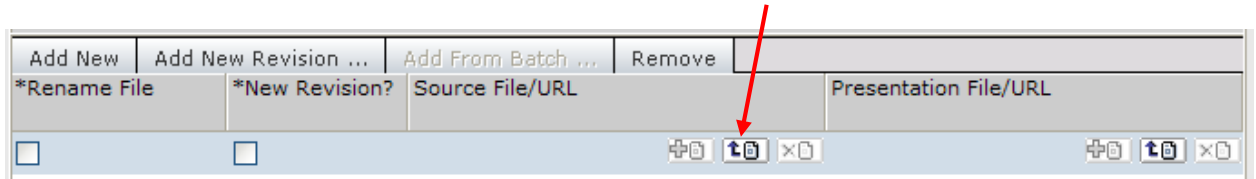
- Select 'Design Documents' and click Next.
- Click the 'Add New' button to add a row or click multiple times to add multiple rows to the grid.



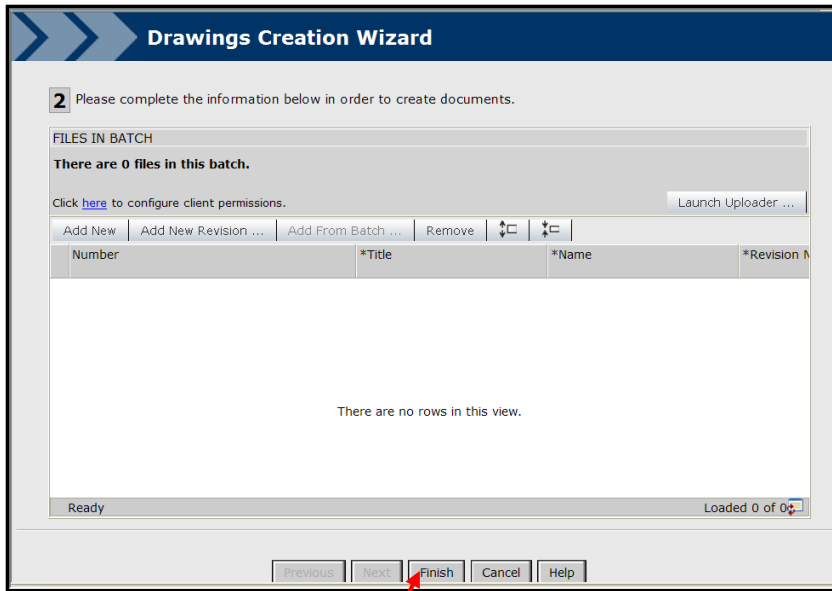
- In the 'Title' field, enter the name of the drawing.
- In the 'Name' field enter the sheet number of the drawing
- In the 'Revision Number' enter or update the revision of the drawing. Note: this field will default to R00.

Number	*Title	*Name	*Revision Number
<input type="text"/>	<input type="text" value="R00 Title Sheet"/>	<input type="text" value="T100"/>	<input type="text" value="R00"/>

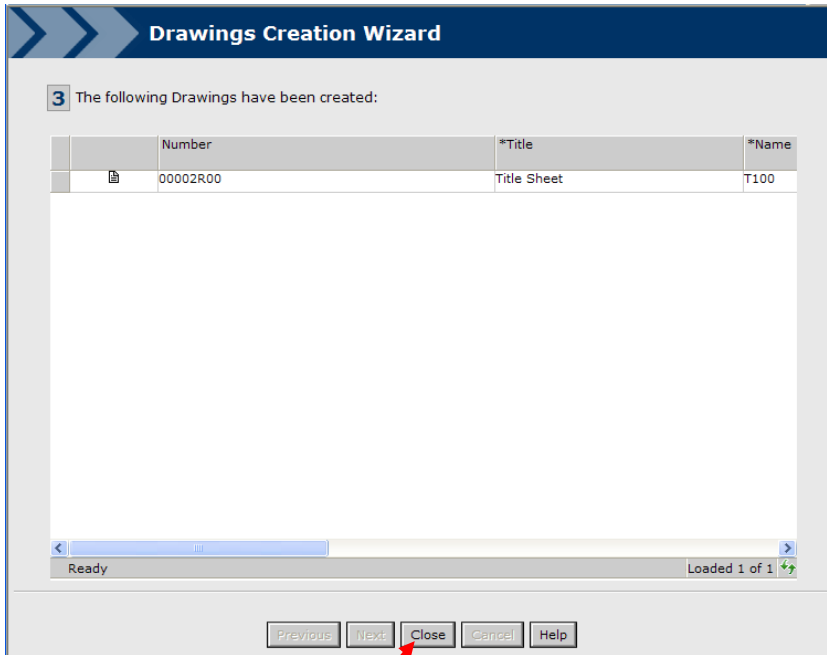
9. In the 'Source File/URL' section, click upload and browse to the related document (pdf file, etc).



10. Click the 'Finish' button.




11. Click Close to finish the wizard. Closing the wizard returns the user to the register view and displays the new records.



Tips

- ✓ Required fields are marked with an asterisk.

- ✓ Clicking the 'Online Help' button provides generic help related to Drawings, NOT for the specific uses of GSA's Design Documents.


- ✓ If the Design Document requires more attachments than what can be attached in the 'File/URL Information' section, use the 'Attachments' tab, which appears after saving the Design Document.

- ✓ For additional help and support, contact your GSA Regional Point of Contact.