

Welcome to the KI Drawing Site Subscription Guide

Access the KI Drawing Site using this link: <https://designportal.ki.com/>

This manual is divided into three sections. Users should refer to the appropriate section for detailed information and instructions on a specific topic.

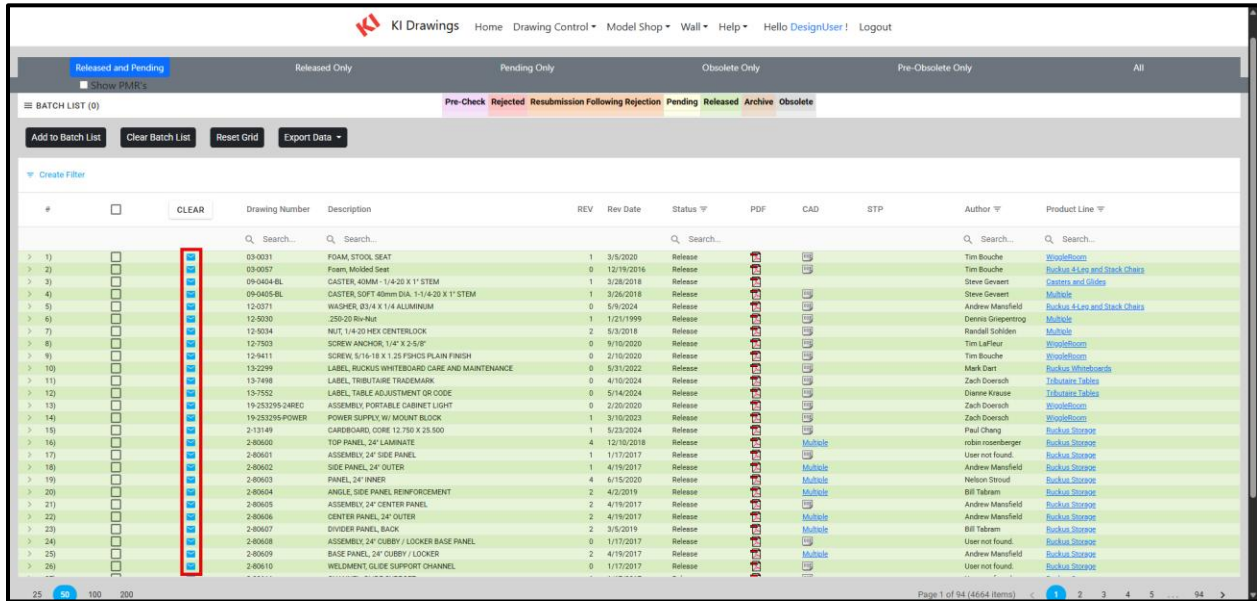
Section 1 – Creating Drawing Subscriptions

Section 2 – Creating Product Line Subscriptions

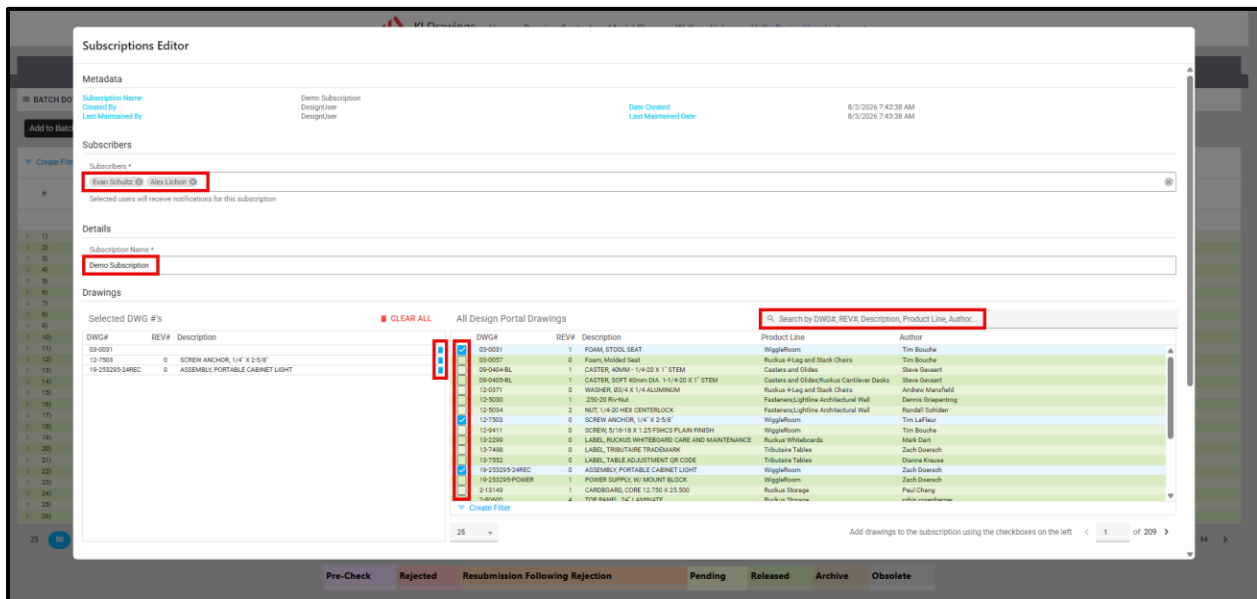
Section 3 – Editing Subscriptions

Section 1 – Creating Drawing Subscriptions

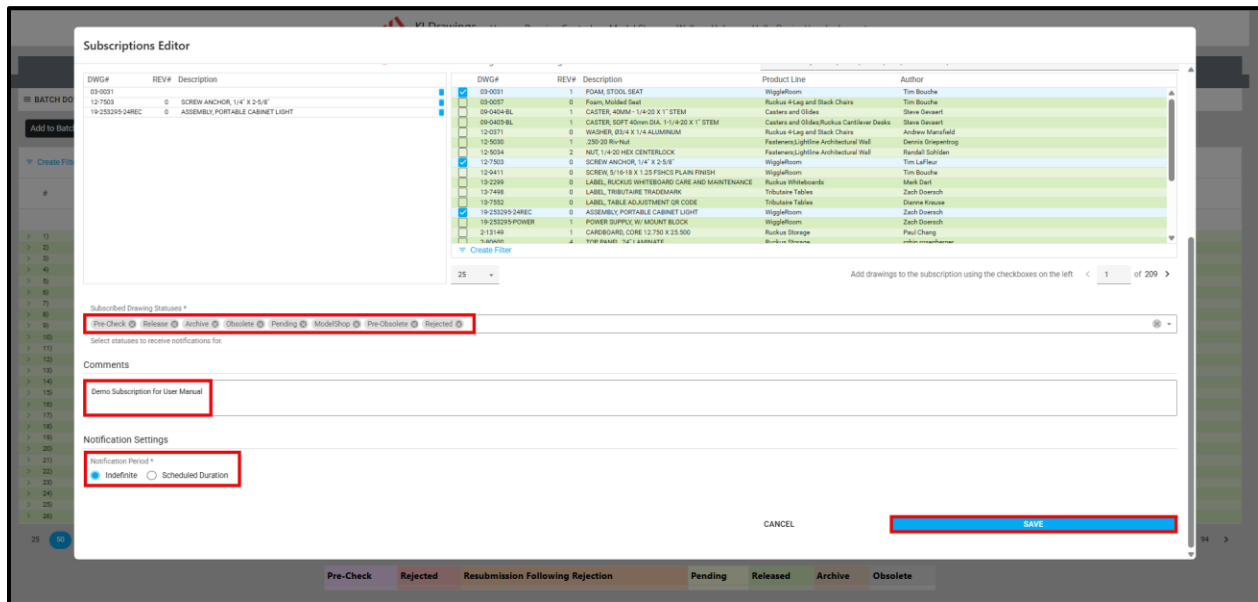
When arriving at the KI Drawing Site, the Home page is the first page accessed. Users can create subscriptions to individual drawings by clicking the mail envelope button next to the drawing they would like to subscribe to.



The Subscriptions Editor window will pop up. On this window users can select the subscribers they would like added to the subscription, create a subscription name, and add various drawings using the check boxes under the All Design Portal Drawings menu. Users can search for specific drawings they would like to add by using the search box in the top right corner of the All Design Portal Drawings menu. Additionally, users can delete selected drawings by using the trash can icon under the Selected DWG #'s menu.

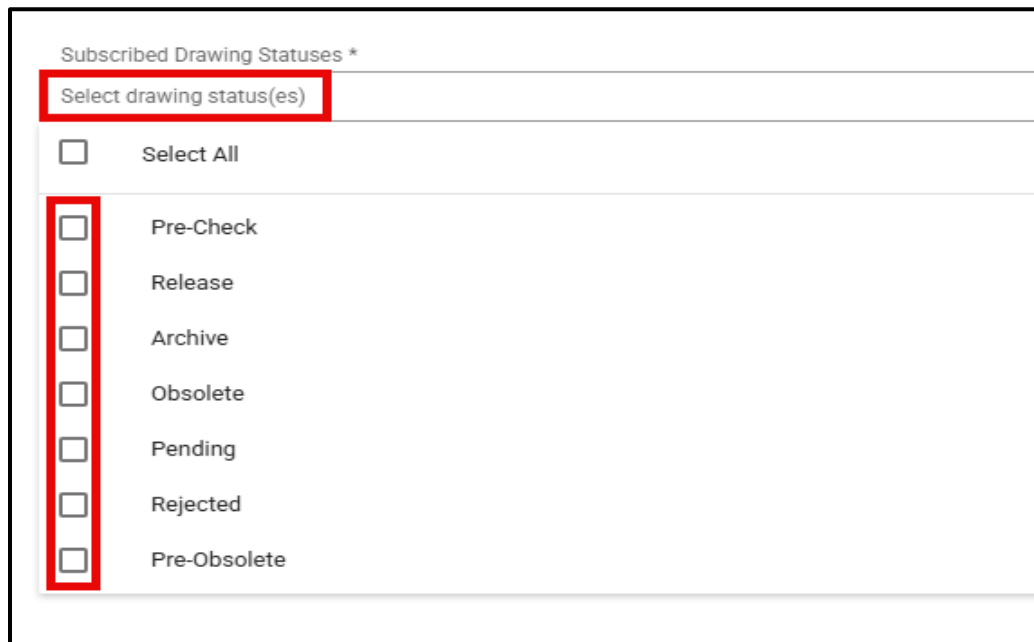


After selecting the drawings for the subscription, users can scroll down within the Subscriptions Editor pop up window and select the Subscribed Drawing Statuses they would like to be subscribed to, add comments to the subscription, and selected the Notification Period.



Users can choose the drawing statuses they want to subscribe to from the Subscribed Drawing Statuses drop-down menu. From here users can select from the following:

- **Pre-Check** – Drawings that have been submitted the first time.
- **Release** – Drawings that have passed final review.
- **Archive** – Drawings that are for reference and archival purposes only.
- **Obsolete** – Drawings that are no longer used for production or reference.
- **Pending** – Drawings that have been approved and passed pre-check.
- **Rejected** – Drawings that have been rejected during pre-check.
- **Pre-Obsolete** – Drawings that are waiting to be obsoleted.



Subscriptions Editor

ID	Status	Description	Category	Manufacturer	Author
12-7503	☐	SCREW ANCHOR, 1/4" X 3-5/8"	Ruckus	Krag and Stack Chairs	Tim Bouche
19-235205-24REC	☒	ASSEMBLY PORTABLE CABINET LIGHT	WiggleRoom		Steve Stewart
09-0087	☐	Foam, Molded Seat	Ruckus	Krag and Stack Chairs	Andrew Marshfield
09-0404-BL	☐	CATER, 40MM - 1/4-20 X 1" STEM	Ruckus	Krag and Stack Chairs	Dennis Grogan
09-0404-BL	☐	CATER, 50FT - 50mm DIA., 1/4-20 X 1" STEM	Ruckus	Krag and Stack Chairs	Randall Sullivan
12-0371	☐	WASHER, Ø3/8 X 1/4 ALUMINUM	Ruckus	Krag and Stack Chairs	Tim LaFaur
12-5030	☐	200-20 Pin-Rail	Fastenings/Lighting Architectural Wall		Mark Dert
12-5034	☐	NUT, 1/4-20 HEX CENTERLOCK	Fastenings/Lighting Architectural Wall		Zach Dorschner
12-7503	☒	SCREW ANCHOR, 1/4" X 3-5/8"	WiggleRoom		Dianne Kriuse
12-9411	☐	SCREW, S 10 X 8 X 1.25 FISHES PLAN FINISH	WiggleRoom		Zach Dorschner
12-2299	☐	LABEL, RUCKUS WHITEBOARD CARE AND MAINTENANCE	Ruckus Whiteboards		Paul Chang
12-7468	☐	LABEL, TRIBUTE TABLE DIMENSION	Tribute Tables		Jeffrey Hargreaves
19-7502	☐	ASSEMBLY ADJUSTMENT DR CODE	Tribute Tables		
19-235205-24REC	☒	ASSEMBLY PORTABLE CABINET LIGHT	WiggleRoom		
19-235205-PPOWER	☐	POWER SUPPLY W/ MOUNT BRACKET	WiggleRoom		
2-13140	☐	CARDBOARD CORE 12 750 X 25 500	Ruckus Storage		
NAPOKIM	☐	TOP PLATE, 1/4" X 1/4" ALUMINUM	Ruckus Storage		

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Add drawings to the subscription using the checkboxes on the left

Subscription Drawing Statuses +

[Pre-Check] [Release] [Archive] [Obsolete] [Pending] [Modelshop] [Pre-Obsolete] [Rejected]

Select statuses to receive notifications for.

Comments

Demo Subscription for User Manual

Notification Settings

Notification Period +

☐ Indefinite ☒ Scheduled Duration

Start Date: 8/3/2028 → End Date: 8/31/2028

CANCEL SAVE

Pre-Check Rejected Resubmission Following Rejection Pending Released Archive Obsolete

KI Drawings Home Drawing Control ▾ Model Shop ▾ Wall ▾ Help ▾ Hello DesignUser! | Logout

Released and Pending Released Only Pending Only Obsolete Only

☐ Show PMR's

BATCH LIST (5) Pre-Check Rejected Resubmission Following Rejection Pending Released Archive Obsolete

Download Subscribe Add to Batch List Clear Batch List Reset Grid Export Data ▾

Dwg#

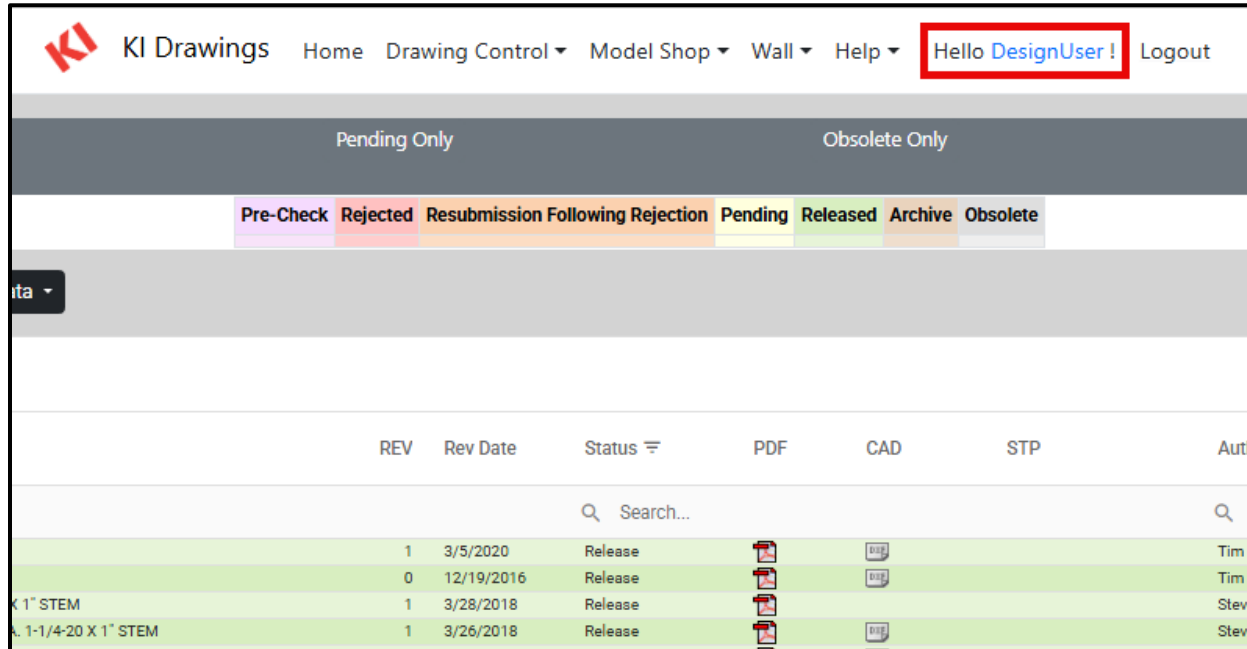
- 03-0031
- 09-0404-BL
- 12-5030
- 2-13149
- 2-80607

Create Filter

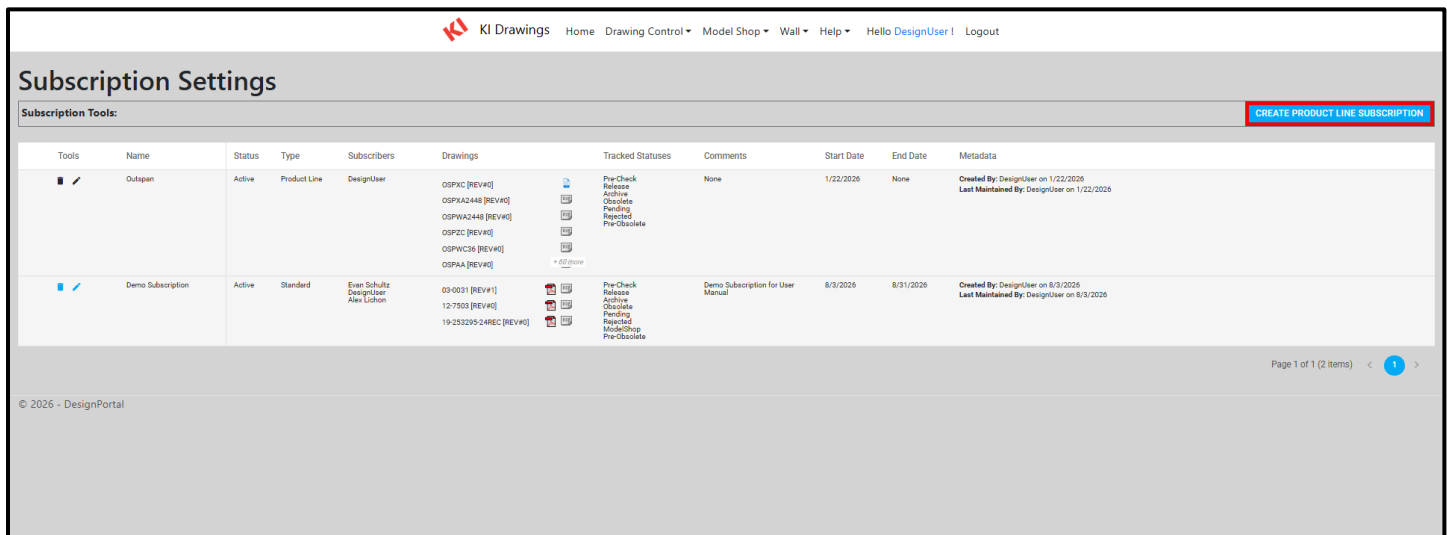
#		CLEAR	Drawing Number	Description	REV	Rev Date	Status	PD
> 6)	☒	☒	12-5030	250-20 Riv-Nut	1	1/21/1999	Release	
> 7)	☐	☒	12-5034	NUT, 1/4-20 HEX CENTERLOCK	2	5/3/2018	Release	
> 8)	☐	☒	12-7503	SOREW ANCHOR, 1/4" X 2-5/8"	0	9/10/2020	Release	
> 9)	☐	☒	12-9411	SOREW, 5/16-18 X 1.25 FSHOS PLAIN FINISH	0	2/10/2020	Release	
> 10)	☐	☒	13-2299	LABEL, RUCKUS WHITEBOARD CARE AND MAINTENANCE	0	5/31/2022	Release	
> 11)	☐	☒	13-7498	LABEL, TRIBUTAIRE TRADEMARK	0	4/10/2024	Release	
> 12)	☐	☒	13-7552	LABEL, TABLE ADJUSTMENT QR CODE	0	5/14/2024	Release	
> 13)	☐	☒	19-253295-24REC	ASSEMBLY, PORTABLE CABINET LIGHT	0	2/20/2020	Release	
> 14)	☐	☒	19-253295-POWER	POWER SUPPLY, W/ MOUNT BLOCK	1	3/10/2023	Release	
> 15)	☒	☒	2-13149	CARDBOARD, CORE 12.750 X 25.500	1	5/23/2024	Release	
> 16)	☐	☒	2-80600	TOP PANEL, 24" LAMINATE	4	12/10/2018	Release	
> 17)	☐	☒	2-80601	ASSEMBLY, 24" SIDE PANEL	1	1/17/2017	Release	
> 18)	☐	☒	2-80602	SIDE PANEL, 24" OUTER	1	4/19/2017	Release	
> 19)	☐	☒	2-80603	PANEL, 24" INNER	4	6/15/2020	Release	
> 20)	☐	☒	2-80604	ANGLE, SIDE PANEL REINFORCEMENT	2	4/2/2019	Release	
> 21)	☐	☒	2-80605	ASSEMBLY, 24" CENTER PANEL	2	4/19/2017	Release	
> 22)	☐	☒	2-80606	CENTER PANEL, 24" OUTER	2	4/19/2017	Release	
> 23)	☒	☒	2-80607	DIVIDER PANEL, BACK	2	3/5/2019	Release	
> 24)	☐	☒	2-80608	ASSEMBLY, 24" CUBBY / LOCKER BASE PANEL	0	1/17/2017	Release	
> 25)	☐	☒	2-80609	BASE PANEL, 24" CUBBY / LOCKER	2	4/19/2017	Release	
> 26)	☐	☒	2-80610	WELDMENT, GLIDE SUPPORT CHANNEL	0	1/17/2017	Release	
> 27)	☐	☒	2-80611	CHANNEL, GLIDE SUPPORT	1	1/17/2017	Release	
> 28)	☐	☒	2-80612	PLATE, GLIDE SUPPORT	0	1/17/2017	Release	
> 29)	☐	☒	2-80613	SHELF, 12" FIXED	4	10/7/2019	Release	
> 30)	☐	☒	2-80614	WELDMENT, 16.250 LOCKING DOOR	1	1/17/2017	Release	
> 31)	☐	☒	2-80615	DOOR, 16.250 LOCKING	1	1/17/2017	Release	

Section 2 – Creating Product Line Subscriptions

Users can create subscriptions for entire product lines, which allows them to receive updates for all drawings included in that product line instead of selecting each drawing individually. From the Home Page, users will click on their name in the Upper Menu bar.



The Subscription Settings page will open, where users can select the Create Product Line Subscription button in the top right corner.



The Subscriptions Editor window opens, where users can add subscribers, enter a subscription name, choose subscribed drawing statuses, add comments, and set the notification period, like creating a drawing subscription.

Subscriptions Editor

Metadata

Subscription Name: Demo Product Line Subscription
 Created By: DesignUser
 Last Maintained By: DesignUser

Subscribers

Subscribers *
 Evan Schultz (X) / Alex Lichon (X)
 Selected users will receive notifications for this subscription

Details

Subscription Name *
 Demo Product Line Subscription

Drawings

Product Lines *
 Select product line(s)

Subscribed Drawing Statuses *
 Pre-Check (X) Release (X) Archive (X) Obsolete (X) Pending (X) Rejected (X) ModelShop (X) Pre-Obsolete (X)
 Select statuses to receive notifications for.

Comments

Product Line Subscription for Demo

Notification Settings

Notification Period *
☒ Indefinite ☐ Scheduled Duration

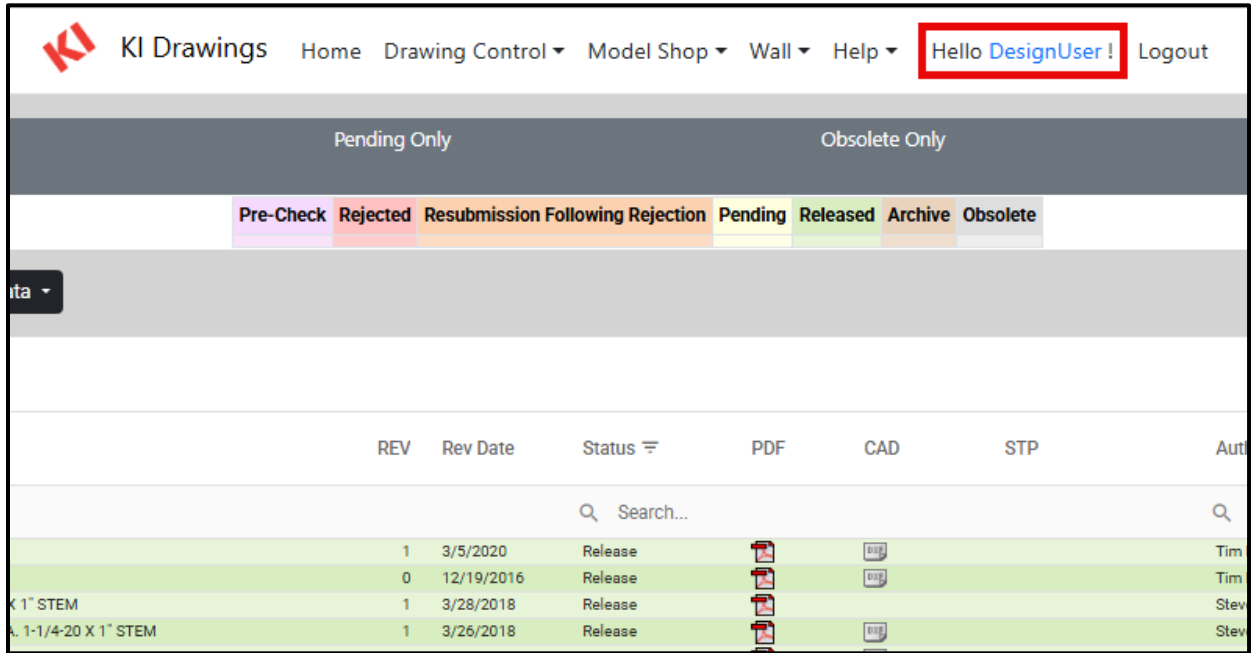
On this same page, users can choose the product lines they want to include in the subscription by opening the Select Product Lines drop-down menu. Users may select one product line or add multiple product lines to the same subscription. After selecting the product lines and confirming the subscription details, click the Save button to create the subscription.

100 Series Folding Chair
 1000 Series Stack Chair
 300 Series Folding Chair
 360 Degree Classroom Furniture
 400 Series Folding Chair
 5-Blade Base
 600 Series Folding Chair
 600 Series Stool
 6000 Series Chairs
 700 Series Desking
 700 Series Files and Storage
 700 Series Folding Chair
 700 Series Stool
 800 Series Stool
 810 Electrical System
 900 Series Files and Storage
 Select product line(s)

Subscribed Drawing Statuses *
 Pre-Check (X) Release (X) Archive (X) Obsolete (X) Pending (X) Rejected (X) ModelShop (X) Pre-Obsolete (X)
 Select statuses to receive notifications for.

Section 3 - Editing Subscriptions

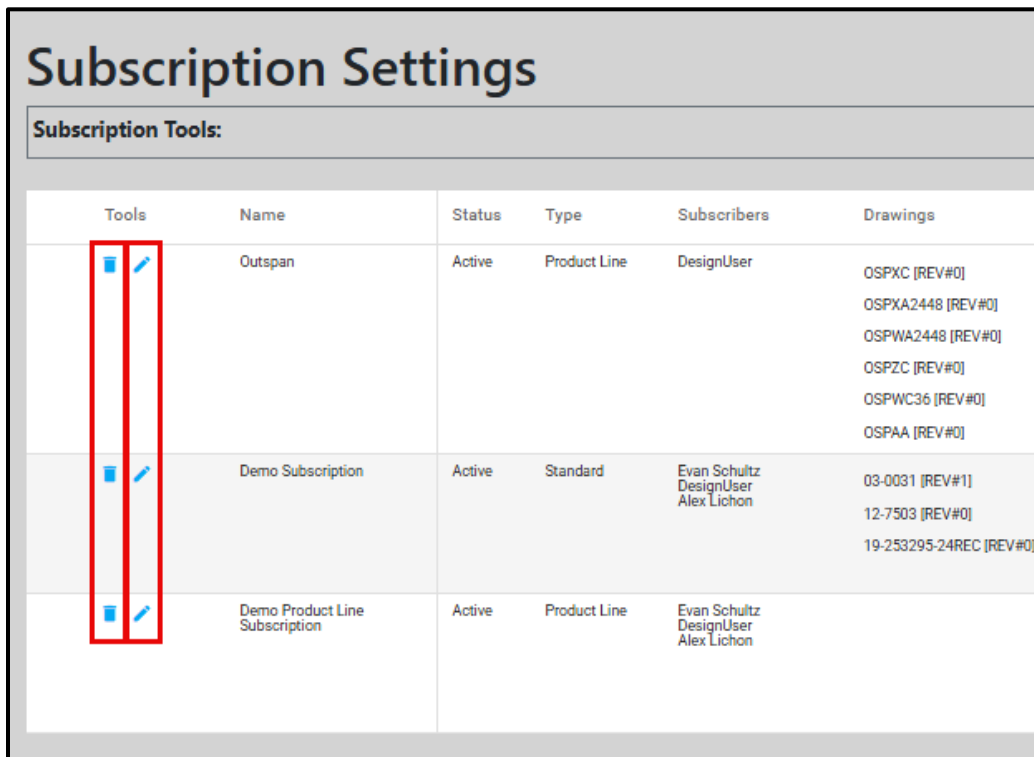
Users can manage their drawing and product line subscriptions by editing or deleting existing subscriptions. To access these options, users will navigate to the Home Page and click their name in the Upper Menu bar.



The screenshot shows the KI Drawings Home Page. The top navigation bar includes the KI logo, the text "KI Drawings", and links for Home, Drawing Control, Model Shop, Wall, Help, and a user menu. The user menu is highlighted with a red box and contains the text "Hello DesignUser!" and a Logout link. Below the navigation bar, there are two tabs: "Pending Only" and "Obsolete Only". A table with subscription status filters is shown: Pre-Check, Rejected, Resubmission Following Rejection, Pending, Released, Archive, and Obsolete. Below this is a table with columns: REV, Rev Date, Status, PDF, CAD, STP, and Aut. The table contains four rows of subscription data.

REV	Rev Date	Status	PDF	CAD	STP	Aut
1	3/5/2020	Release				Tim
0	12/19/2016	Release				Tim
1	3/28/2018	Release				Stev
1	3/26/2018	Release				Stev

This will open the Subscription Settings page, where users can manage their existing subscriptions. To delete an active subscription, click the trash can icon located on the left side of the page under the Tools column. To modify an existing subscription, click the pencil icon.



The screenshot shows the Subscription Settings page. The title "Subscription Settings" is at the top. Below it is a section titled "Subscription Tools:". A table lists subscriptions with columns: Tools, Name, Status, Type, Subscribers, and Drawings. The Tools column contains icons for deleting (trash can) and editing (pencil). The first subscription is "Outspan", which is active and a Product Line subscription for DesignUser. The second is "Demo Subscription", which is active and a Standard subscription for Evan Schultz, DesignUser, and Alex Lichon. The third is "Demo Product Line Subscription", which is active and a Product Line subscription for Evan Schultz, DesignUser, and Alex Lichon. The first two rows of the table are highlighted with a red box.

Tools	Name	Status	Type	Subscribers	Drawings
	Outspan	Active	Product Line	DesignUser	OSPXC [REV#0] OSPXA2448 [REV#0] OSPWA2448 [REV#0] OSPZC [REV#0] OSPWC36 [REV#0] OSPAA [REV#0]
	Demo Subscription	Active	Standard	Evan Schultz DesignUser Alex Lichon	03-0031 [REV#1] 12-7503 [REV#0] 19-253295-24REC [REV#0]
	Demo Product Line Subscription	Active	Product Line	Evan Schultz DesignUser Alex Lichon	

The Subscription Editor window opens, allowing users to update their subscription details. When editing a subscription, a new section called Notification Status is displayed. In this section, users can choose to enable or disable notifications. This feature allows users to temporarily pause email notifications or resume them at any time without modifying their subscription settings. Click the Save button once the changes are made.

Subscribed Drawing Statuses *

Pre-Check

Release

Archive

Obsolete

Pending

Rejected

ModelShop

Pre-Obsolete

Select statuses to receive notifications for.

Comments

Product Line Subscription for Demo

Notification Settings

Notification Period *

☒ Indefinite

☐ Scheduled Duration

Notification Status *

☒ Enabled

☐ Disabled