

## Welcome to the user manual for the KI Drawing Site!

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

This document is divided into 3 sections applicable to the 3 types of users with varying capabilities. Find your user type in the table below and go to the appropriate section of the manual for more information.

Section	User Type	Login Required	View Site	View Pending Files	Add/ Edit/Revise Drawings	View Pre-Check & Drawing Control
1	General Viewer	No	Yes	No	No	No
2	Pending Viewer	Yes	Yes	Yes	No	Yes
3	Author	Yes	Yes	Yes	Yes	Yes

### Section 1 – General Viewer

1. Home Page
  - a. Layout
  - b. Filters and Sorting
  - c. View Drawing History
  - d. Bulk Drawing List

### Section 2 – Pending Viewer

1. Login Process
  - a. External Browser
  - b. Creo User – Internal Browser
2. Home Page
  - a. Layout
  - b. Filters and Sorting
  - c. View Drawing History
  - d. Bulk Drawing List
3. Drawing Control
  - a. Pre-Check Drawing List
  - b. Drawing Control Requests

### Section 3 – Author

1. Login Process
  - a. External Browser
  - b. Creo User – Internal Browser
2. Home Page
  - a. Layout
  - b. Filters and Sorting
  - c. View Drawing History
  - d. Add Drawing
    - i. External Browser
    - ii. Creo User – Internal Browser
  - e. Bulk Drawing List
3. Drawing Control
  - a. Pre-Check Drawing List
  - b. Drawing Control Requests

## Section 1 – General Viewer

### 1. Home Page

When arriving at the KI Drawing Site, the Home page is the first page accessed. From the Home page a user can navigate and view the Database of KI Drawings.

#### a. Layout

The Home page is divided into two main areas, the Upper Menu Bar (green box) and the Drawing Database (purple box). The Upper Menu Bar offers access to the Home button (Click KI Drawings to reload the home page) and the Login button (for users with login credentials). The Drawing Database area shows information and downloadables of KI Drawings, Filters and Sorting options, and access to the Bulk Drawing List.

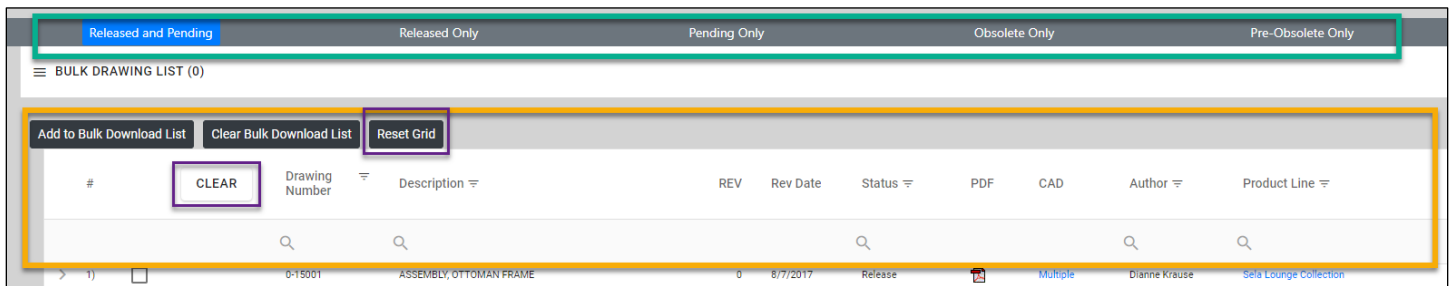
The screenshot displays the 'KI Drawings' website interface. At the top, there is a navigation bar with the 'KI Drawings' logo and a 'Login' button. Below this is a filter bar with tabs for 'Released and Pending', 'Released Only', 'Pending Only', 'Obsolete Only', and 'Pre-Obsolete Only'. The main content area is titled 'BULK DRAWING LIST (0)' and contains several buttons: 'Add to Bulk Download List', 'Clear Bulk Download List', and 'Reset Grid'. A 'CLEAR' button is also present above the table headers. The table lists drawing information with columns for #, Drawing Number, Description, REV, Rev Date, Status, PDF, CAD, Author, and Product Line. The table contains 20 rows of data, each with a checkbox in the first column. At the bottom, there is a pagination bar showing 'Page 1 of 209 (20821 items)' and a set of page numbers (1, 2, 3, 4, 5, ..., 209).

#	Drawing Number	Description	REV	Rev Date	Status	PDF	CAD	Author	Product Line
> 1)	01-0001	RIVET, Ø.25 X 1.875 SEMI TUBULAR OVAL HEAD	3	2/8/2017	Release			Eric Holmberg	Fasteners
> 2)	01-0005	RIVET, 1/4" X 11/32"	4	10/23/2012	Release			Eric Holmberg	Fasteners
> 3)	01-0014	Blind Rivet 1/8 x 1/16 - 1/8 GP	0	1/21/1999	Release			User not found.	Fasteners
> 4)	01-0015	RIVET, 1/4 X 19/64	0	2/17/2019	Release			Andrew Mansfield	Fasteners
> 5)	01-0050	RIVET, SEMI TUBULAR, 3/16 X 9/32	0	10/13/2005	Release			Doug Rechner	600 Series Stool
> 6)	01-0075	RIVET - 1/4" X 3/8"	3	5/14/2020	Release			Zach Doersch	Fasteners
> 7)	01-0075-tm	RIVET, 1/4 X 3/8	2	8/4/2008	Release			Mike Klein	Fasteners
> 8)	01-0080	RIVET, 1/4" X 1 1/4"	1	10/3/2007	Release			Doug Rechner	Fasteners
> 9)	01-0090	RIVET, 1/4 X 1 3/16	2	2/17/2019	Release			Andrew Mansfield	Duralite Table
> 10)	01-0104-N	RIVET, SEMI TUBULAR, 3/16 X 9/32	0	11/10/2005	Release			Doug Rechner	Fasteners
> 11)	01-0140	Rivet Flat Head Semi-Tubular Steel	1	1/21/1999	Release			Yung Tse	Fasteners
> 12)	01-0160	RIVET, 5/32 X 1.4-3/8 GRP, S/S BLIND	1	6/14/2018	Release			Zach Doersch	Fasteners
> 13)	01-0170	Blind Rivet Stainless Steel 1/4	0	1/21/1999	Release			Yung Tse	Fasteners
> 14)	01-0190	Blind Rivet - 5/32 x 1/8-1/4	2	7/24/2002	Release			User not found.	Fasteners
> 15)	01-0255	Blind Rivet Cherry SSPQ-43 1/8 x 1/8	0	1/21/1999	Release			Yung Tse	Fasteners
> 16)	01-1060	RIVET, 1/4 X 7/16	0	8/4/2008	Release			Mike Klein	Fasteners
> 17)	01-1065	RIVET, 1/4" X 5/8"	2	8/4/2008	Release			Mike Klein	Fasteners
> 18)	0-15001	ASSEMBLY, OTTOMAN FRAME	0	8/7/2017	Release		Multiple	Dianne Krause	Sela Lounge Collection
> 19)	0-15006	ASSEMBLY, SERIES II ARM	1	12/5/2012	Release		Multiple	Mark Dart	Solstice II Recliner
> 20)	0-15008	FRAME, LEFT FACING SERIES I.5 / II RECLINER ARM	3	2/23/2023	Release		Multiple	Andrew Mansfield	Multiple

## b. Filters and Sorting

The Drawing Database area has five main filter options listed underneath the Upper Menu Bar in this order: Released and Pending, Released Only, Pending Only, Obsolete Only, and Pre-Obsolete Only. Each main filter will limit the drawing results to the selected status.

The list of drawings shown has 11 columns: Row Number, Selection Check-box, Drawing Number, Description, REV, Rev Date, Status, PDF, CAD, Author, and Product Line. Each column can be further searched using the area next to the column's magnifying glass. Click the magnifying glass to show wildcard search options: Contains, Does Not Contain, Starts With, Ends With, Equals, Does Not Equal, and Reset. Each column order can be sorted by clicking the corresponding column title. Some column widths can be manually adjusted. To reset the column widths and search filters, click the Reset Grid button. To clear only the search filters, click the Clear button.



**Row Number** – shows how many drawings are on a page. The number of pages is shown at the bottom right of the Home page. The amount of drawings shown per page is on the lower left of the Home page (list 25, 50, or 100 drawings per page)

**Selection Check-Box** – used to select drawings to be added to the Bulk Drawing List. Once a drawing(s) is selected, the user can click Add to Bulk Download List to add those drawings to the Bulk Drawing List. This functionality is explained further in the Bulk Drawing List section.

**Drawing Number, Description** – these columns show the drawing's number and corresponding drawing description.

**REV, Rev Date** – these columns show a drawing's revision and the date on which that revision was made.

**Status** – a drawing's status can vary along its lifecycle: Pre-Check, Pending, Released, Pre-Obsolete, and Obsolete.

**PDF, CAD** – these columns show icons to click and download the file format of the corresponding drawing. In the CAD column, clicking Multiple will show downloadables for individual drawing sheets.

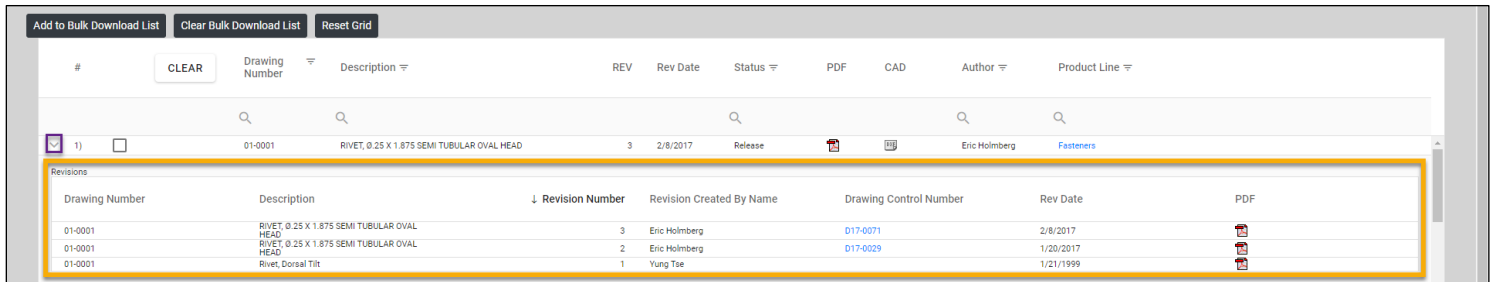
**Note:** *General Viewer users cannot see the PDF files of Pending Drawings.*

**Author** – this is the user who added the drawing to the KI Drawing Site. Author name is specific to each drawing revision and may change.

**Product Line** – a drawing's product line is shown here. Clicking the word Multiple will show the various Product Lines to which that drawing is related.

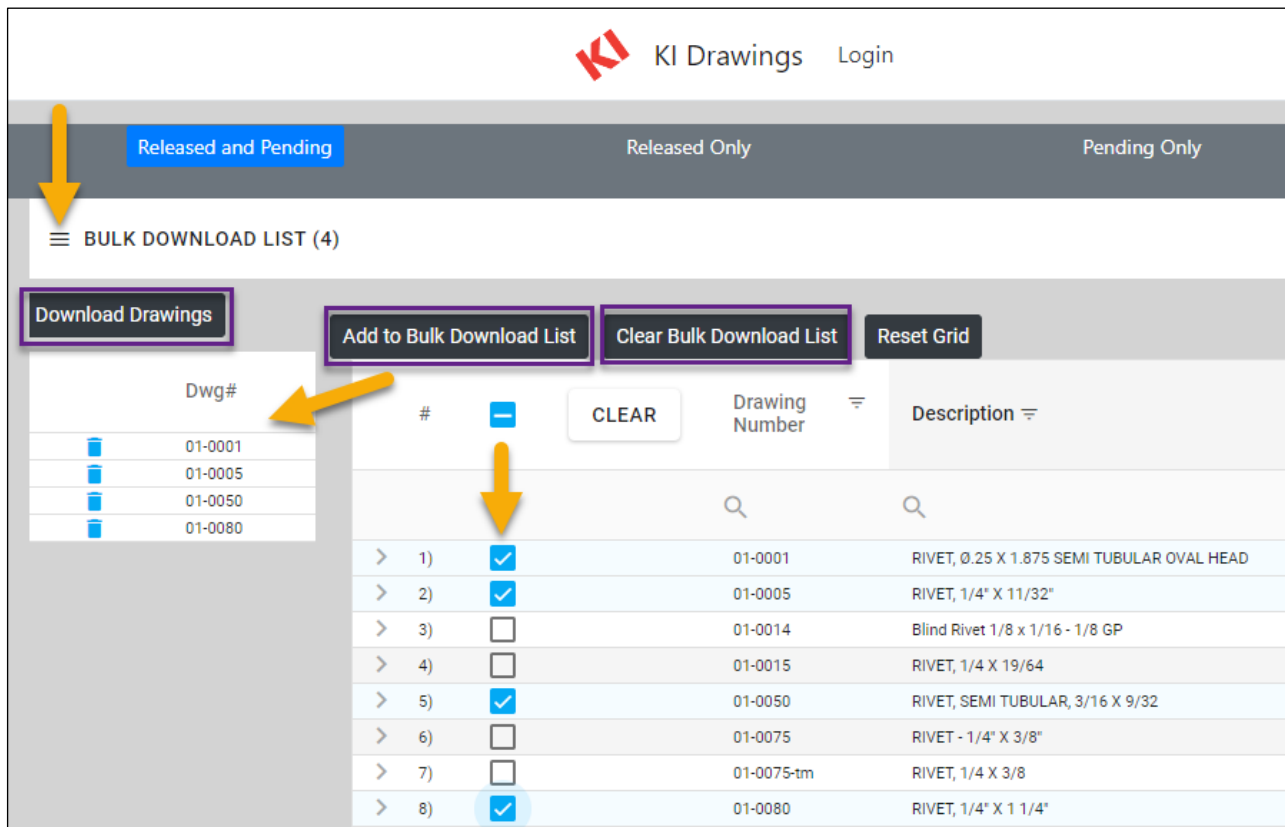
**c. View Drawing History**

To view the revision/lifecycle history of a drawing, click the carrot (>) on the far left-hand column of the Home page. A table will drop down showing previous revisions of the selected drawing. In the far right-hand column of the table, a PDF file can be viewed of each drawing revision.



**a. Bulk Drawing List**

To access the Bulk Drawing List, click the burger menu (stack of three lines), on the left-hand side of the website just below the main filter options. This list allows a user to download multiple drawings at once. Check the box near the Row Number for each drawing to be downloaded. Click Add to Bulk Download List just above the column of checkboxes. If the drawings are no longer needed in the Bulk Drawing List, click Clear Bulk Download List to remove them. Once the desired drawings are added, click Download Drawings. Drawings are downloaded in a zip folder to the browser’s preset save location.



## Section 2 – Pending Viewer

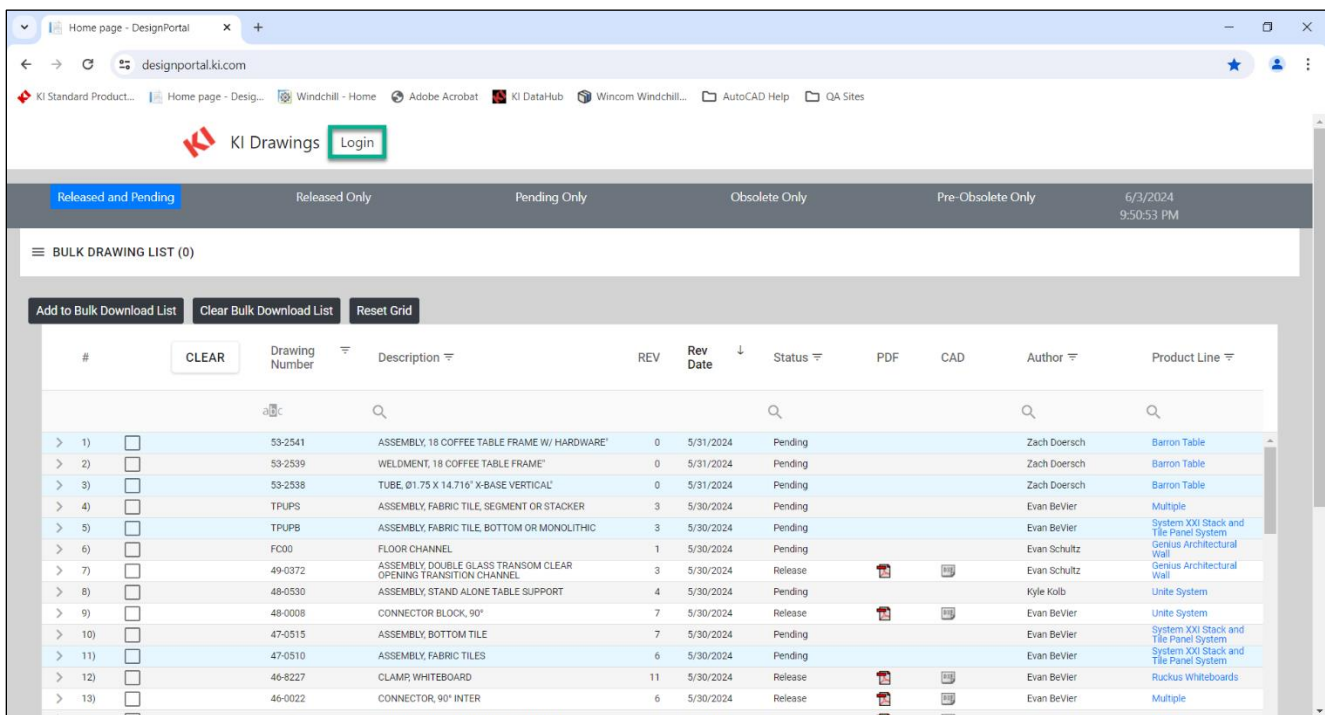
### 1. Login Process

The KI Drawing Site is designed to be accessed from an external browser (Chrome, Edge, etc.) or within Creo using the Internal Creo Browser.

#### a. External Browser

Access the KI Drawing site using the link: <https://designportal.ki.com/> . Click the Login button on the top of the page. The user’s username and password are the same as their KI Network Credentials.

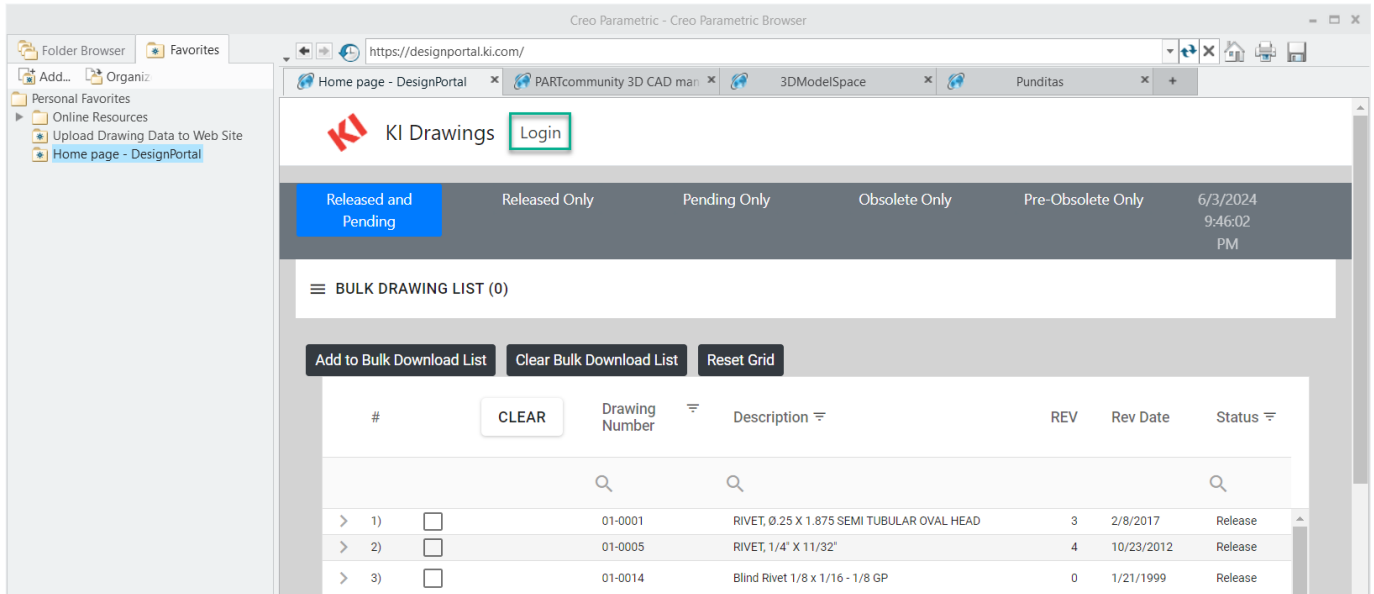
**Note:** Without logging in, a user can still view the drawings of all Released, Pre-Obsolete, and Obsolete drawings.



**b. Creo User – Internal Browser**

A Creo User can input the link (<https://designportal.ki.com/>) into their Internal Browser. Click the Login button on the top of the page. The user’s username and password are the same as their KI Network Credentials.

Using the Internal Browser is the quickest way to add new and revised drawings to the drawing site. This will be explained in the Add Drawing section of the manual.

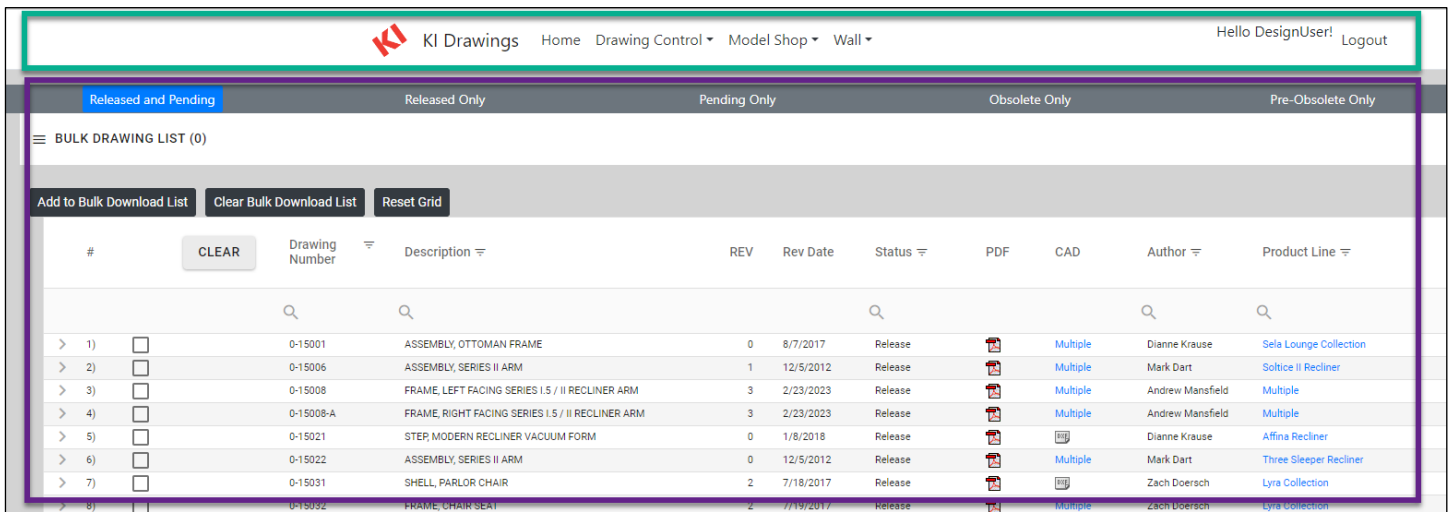


2. Home Page

When arriving at the KI Drawing Site, the Home page is the first page accessed. From the Home page a user can navigate to various areas on the top menu bar and view the Database of KI Drawings.

a. Layout

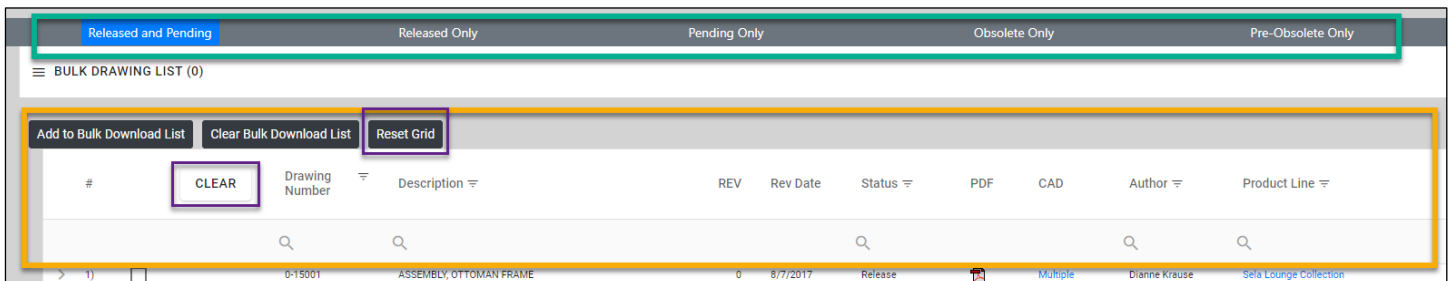
The Home page is divided into two main areas, the Upper Menu Bar (green box) and the Drawing Database (purple box). The Upper Menu Bar offers access to the Home button (Click KI Drawings to reload the home page) and the Login button (for users with login credentials). The Drawing Database area shows information and downloadables of KI Drawings, Filters and Sorting options, and access to the Bulk Drawing List.



b. Filters and Sorting

The Drawing Database area has five main filter options listed underneath the Upper Menu Bar in this order: Released and Pending, Released Only, Pending Only, Obsolete Only, and Pre-Obsolete Only. Each main filter will limit the drawing results to the selected status.

The list of drawings shown has 11 columns: Row Number, Selection Check-box, Drawing Number, Description, REV, Rev Date, Status, PDF, CAD, Author, and Product Line. Each column can be further searched using the area next to the column’s magnifying glass. Click the magnifying glass to show wildcard search options: Contains, Does Not Contain, Starts With, Ends With, Equals, Does Not Equal, and Reset. Each column order can be sorted by clicking the corresponding column title. Some column widths can be manually adjusted. To reset the column widths and search filters, click the Reset Grid button. To clear only the search filters, click the Clear button.



**Row Number** – shows how many drawings are on a page. The number of pages is shown at the bottom right of the Home page. The amount of drawings shown per page is on the lower left of the Home page (list 25, 50, or 100 drawings per page)

**Selection Check-Box** – used to select drawings to be added to the Bulk Drawing List. Once a drawing(s) is selected, the user can click Add to Bulk Download List to add those drawings to the Bulk Drawing List. This functionality is explained further in the Bulk Drawing List section.

**Drawing Number, Description** – these columns show the drawing's number and corresponding drawing description.

**REV, Rev Date** – these columns show a drawing's revision and the date on which that revision was made.

**Status** – a drawing's status can vary along its lifecycle: Pre-Check, Pending, Released, Pre-Obsolete, and Obsolete.

**PDF, CAD** – if a user has proper access, these columns will show icons to click and download the file format of the corresponding drawing. In the CAD column, clicking Multiple will show downloadables for individual drawing sheets.

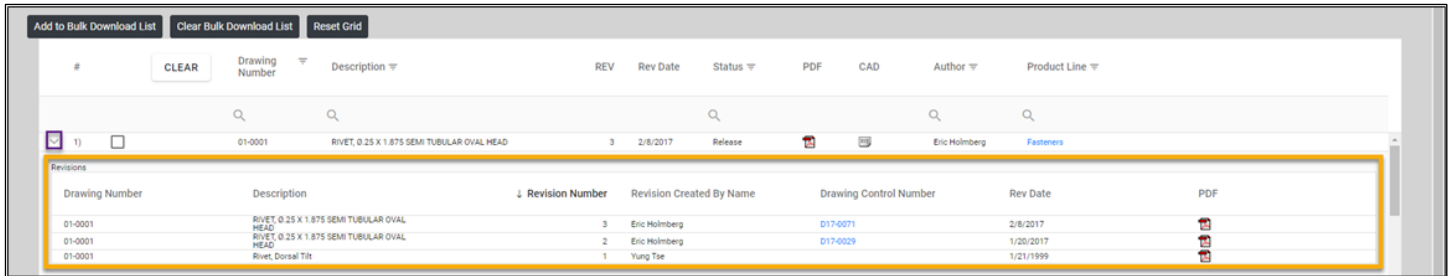
**Author** – this is the user who added the drawing to the KI Drawing Site. Author name is specific to each drawing revision and may change.

**Product Line** – a drawing's product line is shown here. Clicking the word Multiple will show the various Product Lines to which that drawing is related.



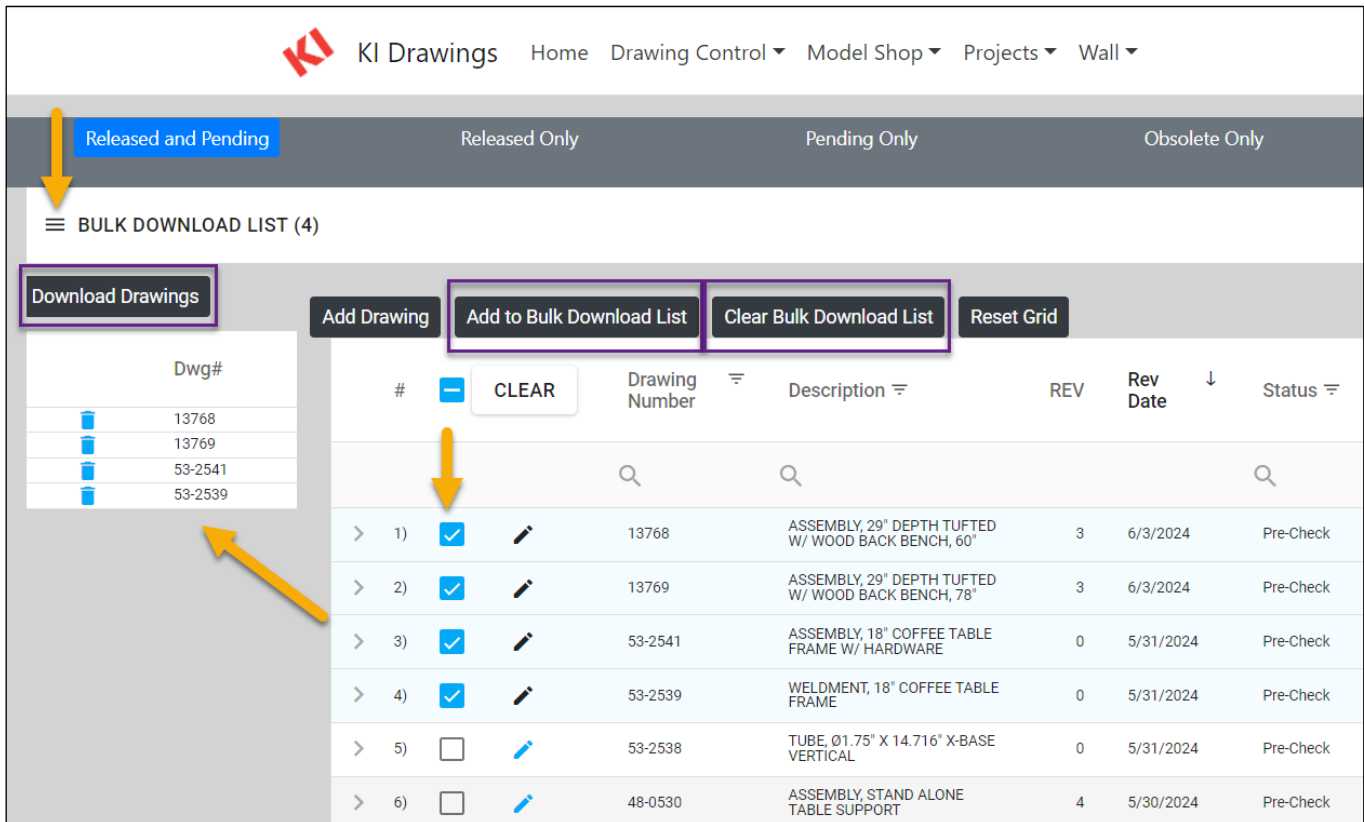
**c. View Drawing History**

To view the revision/lifecycle history of a drawing, click the carrot (>) on the far left-hand column of the Home page. A table will drop down showing previous revisions of the selected drawing. In the far right-hand column of the table, a PDF file can be viewed of each drawing revision.



**d. Bulk Drawing List**

To access the Bulk Drawing List, click the burger menu (stack of three lines), on the left-hand side of the website just below the main filter options. This list allows a user to download multiple drawings at once. Check the box near the Row Number for each drawing to be downloaded. Click Add to Bulk Download List just above the column of checkboxes. If the drawings are no longer needed in the Bulk Drawing List, click Clear Bulk Download List to remove them. Once the desired drawings are added, click Download Drawings. Drawings are downloaded in a zip folder to the browser’s preset save location.



3. Drawing Control

a. Pre-Check Drawing List

This page lists all the drawings waiting to be pre-checked. If a drawing update is made (before drawing pre-check), the pencil icon in the left-hand column can be clicked to Edit and replace the old drawing PDF and DXF files. The trashcan icon right of the pencil icon can be used to remove an un-checked drawing from the list.

#	CLEAR	Dwg#	Description	REV	Rev Date	Status	PDF	CAD	STP	Revised By	Product Line	PMR
> 1)		51-5619	CORNER CAP, SCREEN	0	3/13/2024	Pre-Check				Matt Lancour	Passel Desking System	<input type="checkbox"/>
> 2)		13767	ASSEMBLY, 29" DEPTH TUFTED W/ WOOD BACK BENCH, 48"	3	3/19/2024	Pre-Check				Dianne Krause	Kurv Bench	<input type="checkbox"/>
> 3)		13767-BCO-TFTD	FOAM, 29" DEPTH TUFTED BENCH W/ WOOD BACK, 48"	3	3/19/2024	Pre-Check				Dianne Krause	Kurv Bench	<input type="checkbox"/>
> 4)		13769-BCO-TFTD	FOAM, 29" DEPTH TUFTED BENCH W/ WOOD BACK, 78"	1	3/20/2024	Pre-Check				Dianne Krause	Kurv Bench	<input type="checkbox"/>
> 5)		KRVT-29WT	ASSEMBLY, 29" DEPTH TUFTED BENCH W/ WOOD BACK	1	3/27/2024	Pre-Check		Multiple		Dianne Krause	Kurv Bench	<input type="checkbox"/>

b. Drawing Control Requests

This page shows the drawings requested to be controlled. There are two main filter options: All Requests and Open Requests. A request is given a number starting with D, as seen in the Request Number column. Select a Request Number (blue and underlined link) and a page opens showing information about the Request. Click the Drawings drop-down at the bottom of the page to view the drawings contained in the Request.

#	CLEAR	Request Number	Request Title	CN Number	Product Group	Requested Comp...	Status	Created Date
1)		<a href="#">D23-0433</a>	Set Up Portico Fixed T and TT Leg Rectangular Tables with Modesty Panels	034646 72269	Portico Table	12/29/2023	Open	9/22/2023
2)		<a href="#">D23-0434</a>	Redraw Top Drill Drawings in Creo	034646 79457	Top Drill	10/27/2023	Open	9/22/2023
3)		<a href="#">D23-0454</a>	Audit 700 Series Desking	033786 70152	700 Series Desking	12/29/2023	Open	10/5/2023
4)		<a href="#">D24-0130</a>	Add new Tributaire Lectern Glide Cut Drawing	033948 84932	Tributaire Lectern	3/18/2024	Open	3/18/2024
5)		<a href="#">D24-0158</a>	24" depth Kurv updates audit	034631 85253	Kurv Bench	4/11/2024	Open	5/7/2024
6)		<a href="#">D24-0164</a>	Audit All Terrain Components and WTParts, 2-80201 thru 2-80252	038906 83663	All Terrain Storage	4/26/2024	Open	5/7/2024
7)		<a href="#">D24-0170</a>	Passel Beam Component Renumbering	038339 85562	Passel Desking System	5/1/2024	Open	5/7/2024
8)		<a href="#">D24-0171</a>	Tributaire Lectern - Pro-Fab request change for easier welding of assembly	040518 86293	Tributaire Lectern	5/10/2024	Open	5/8/2024
9)		<a href="#">D24-0173</a>	Obsolete Ruckus Stacking Drawings	035287 86944	Ruckus Stacking Desks	5/23/2024	Open	5/23/2024
10)		<a href="#">D24-0174</a>	Audit All Terrain Components and WTParts, 2-80341 thru 2-80380	038906 83897	All Terrain Storage	5/29/2024	Open	5/29/2024

## Section 3 – Author

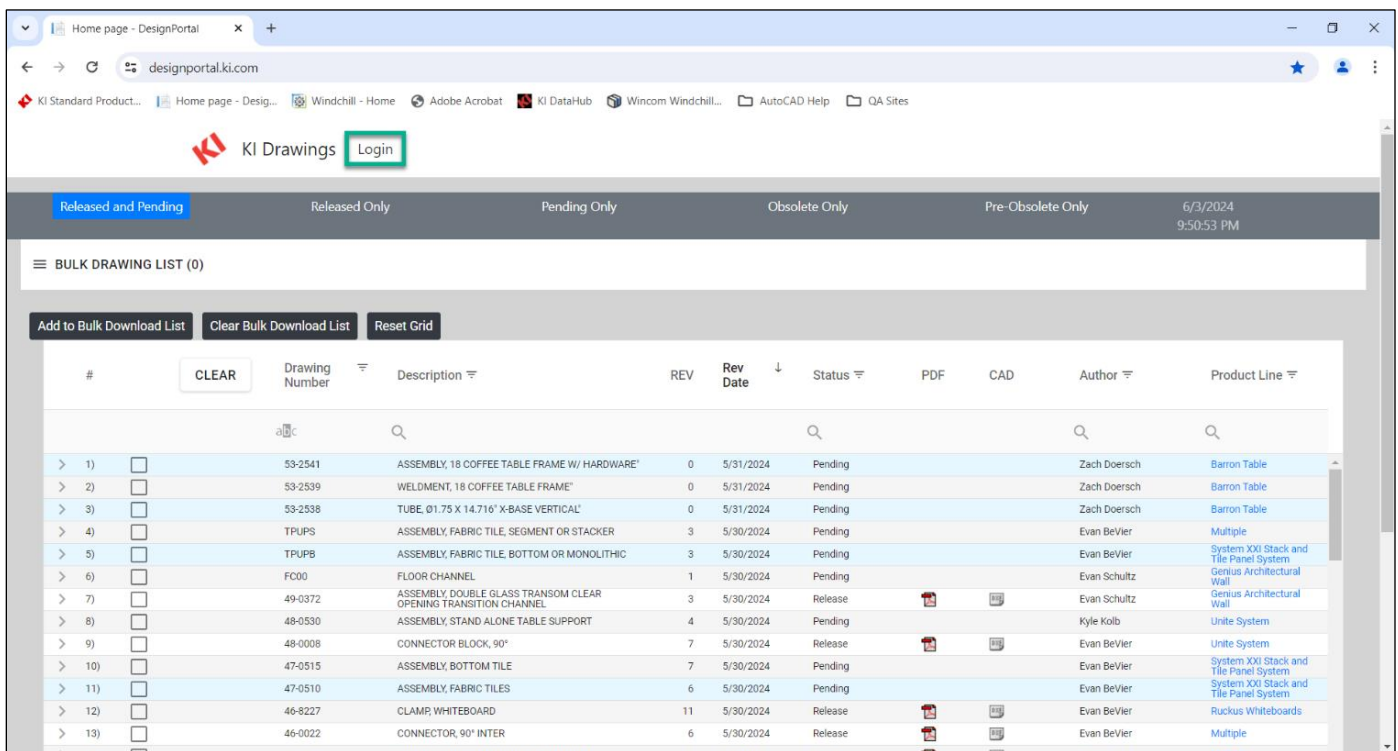
### 1. Login Process

The KI Drawing Site is designed to be accessed from an external browser (Chrome, Edge, etc.) or within Creo using the Internal Creo Browser.

#### a. External Browser

Access the KI Drawing site using the link: <https://designportal.ki.com/>. Click the Login button on the top of the page. The user’s username and password are the same as their KI Network Credentials.

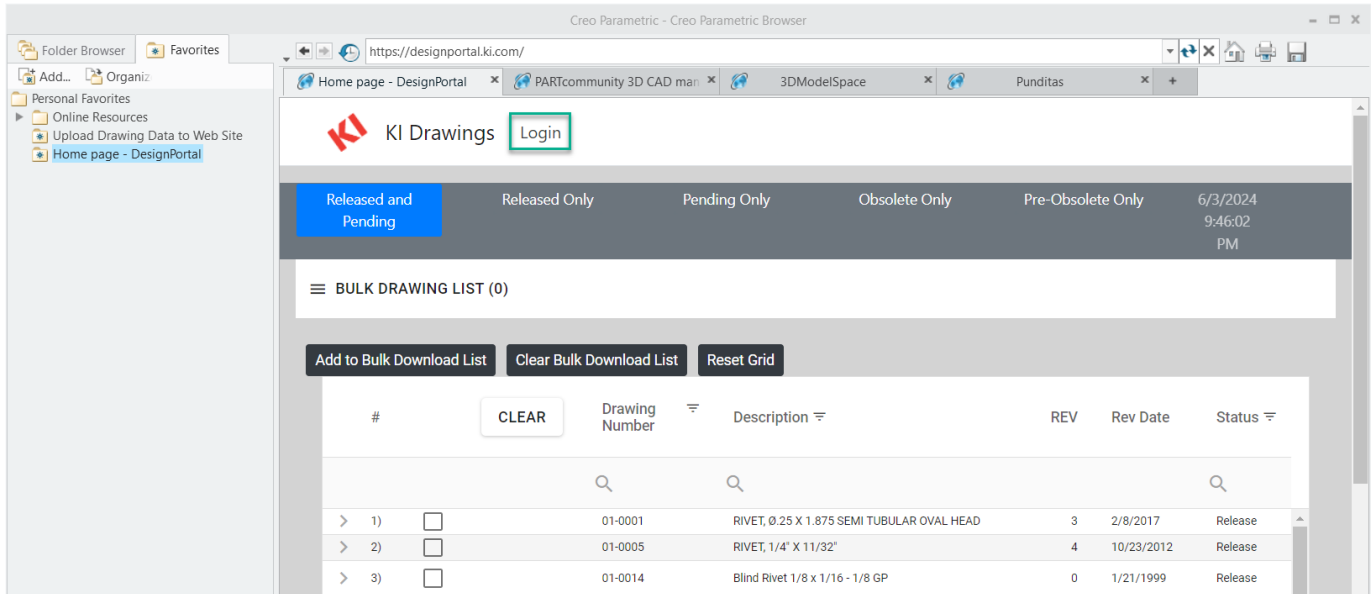
**Note:** Without logging in, a user can still view the drawings of all Released, Pre-Obsolete, and Obsolete drawings.



**b. Creo User – Internal Browser**

A Creo User can input the link (<https://designportal.ki.com/>) into their Internal Browser. Click the Login button on the top of the page. The user’s username and password are the same as their KI Network Credentials.

Using the Internal Browser is the quickest way to add new and revised drawings to the drawing site. This will be explained in the Add Drawing section of the manual.

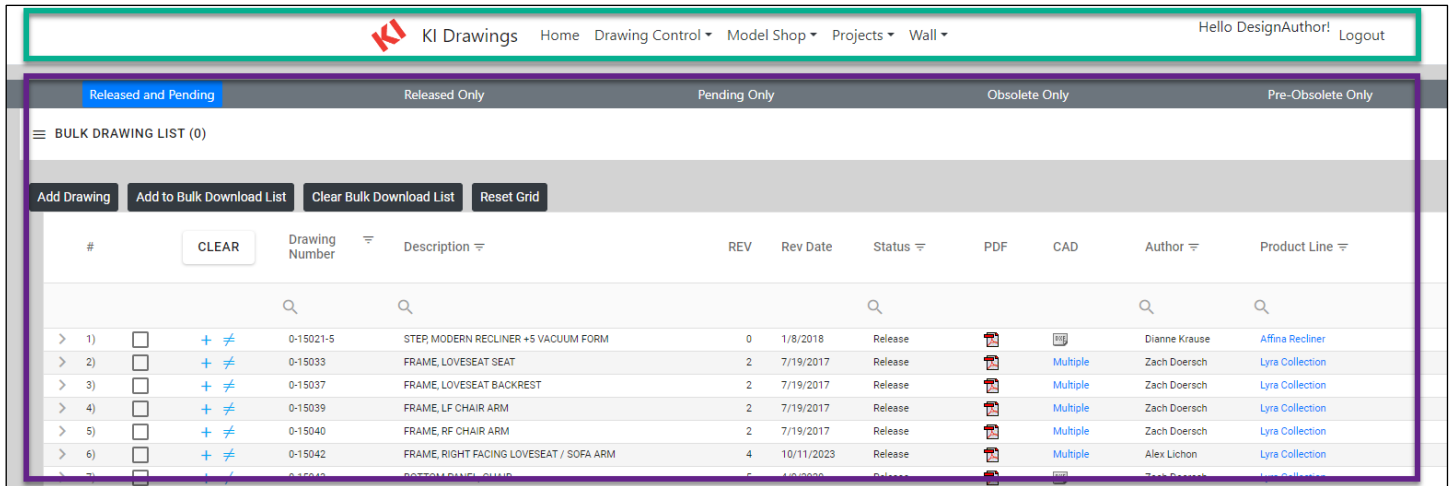


2. Home Page

When arriving at the KI Drawing Site, the Home page is the first page accessed. From the Home page a user can navigate to various areas on the top menu bar and view the Database of KI Drawings.

a. Layout

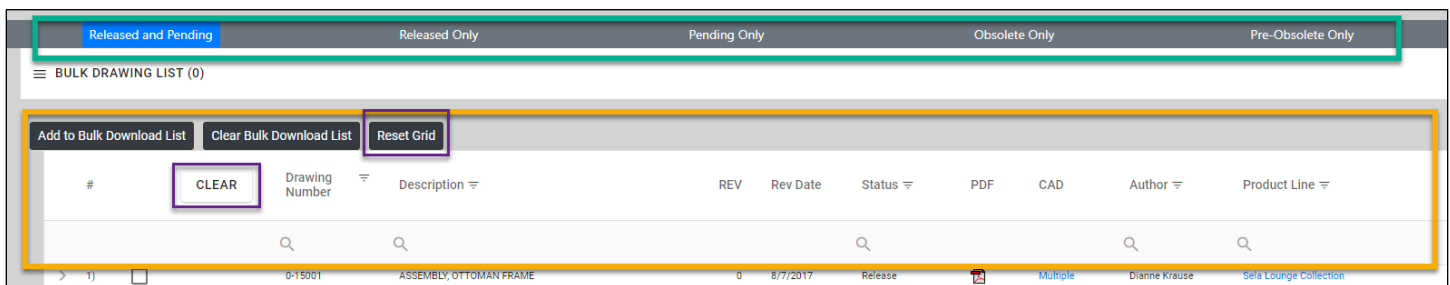
The Home page is divided into two main areas, the Upper Menu Bar (green box) and the Drawing Database (purple box). The Upper Menu Bar offers access to the Home button (Click KI Drawings to reload the home page) and the Login button (for users with login credentials). The Drawing Database area shows information and downloadables of KI Drawings, Filters and Sorting options, and access to the Bulk Drawing List.



b. Filters and Sorting

The Drawing Database area has five main filter options listed underneath the Upper Menu Bar in this order: Released and Pending, Released Only, Pending Only, Obsolete Only, and Pre-Obsolete Only. Each main filter will limit the drawing results to the selected status.





The list of drawings shown has 12 columns: Row Number, Selection Check-box, Edit Buttons, Drawing Number, Description, REV, Rev Date, Status, PDF, CAD, Author, and Product Line. Each column can be further searched using the area next to the column’s magnifying glass. Click the magnifying glass to show wildcard search options: Contains, Does Not Contain, Starts With, Ends With, Equals, Does Not Equal, and Reset. Each column order can be sorted by clicking the corresponding column title. Some column widths can be manually adjusted. To reset the column widths and search filters, click the Reset Grid button. To clear only the search filters, click the Clear button.



**Row Number** – shows how many drawings are on a page. The number of pages is shown at the bottom right of the Home page. The amount of drawings shown per page is on the lower left of the Home page (list 25, 50, or 100 drawings per page)

**Selection Check-Box** – used to select drawings to be added to the Bulk Drawing List. Once a drawing(s) is selected, the user can click Add to Bulk Download List to add those drawings to the Bulk Drawing List. This functionality is explained further in the Bulk Drawing List section.

**Edit Buttons** – used for editing and adding a drawing revision to the corresponding drawing. The drawing revision process is explained in the Add Drawing section. The icons in the table appear in the column below the Clear button.

	Use this button to update the data of an existing drawing.
	Use this button to add a Revision to an existing drawing.
	Use this button to move the existing drawing to Pre-Obsolete status.
	Use this button to delete drawings from Pre-Check List or from Bulk Drawing Download List

**Drawing Number, Description** – these columns show the drawing's number and corresponding drawing description.

**REV, Rev Date** – these columns show a drawing's revision and the date on which that revision was made.

**Status** – a drawing's status can vary along its lifecycle: Pre-Check, Pending, Released, Pre-Obsolete, and Obsolete.

**PDF, CAD** – if a user has proper access, these columns will show icons to click and download the file format of the corresponding drawing. In the CAD column, clicking Multiple will show downloadables for individual drawing sheets.

**Author** – this is the user who added the drawing to the KI Drawing Site. Author name is specific to each drawing revision and may change.

**Product Line** – a drawing's product line is shown here. Clicking the word Multiple will show the various Product Lines to which that drawing is related.

### c. View Drawing History

To view the revision/lifecycle history of a drawing, click the carrot (>) on the far left-hand column of the Home page. A table will drop down showing previous revisions of the selected drawing. In the far right-hand column of the table, a PDF file can be viewed of each drawing revision. Clicking the carrot (>) on each drawing revision row will show that drawing's status at the corresponding revision level.

#	Drawing Number	Description	REV	Rev Date	Status	PDF	CAD	STP	Author	Product Line	PMR
1)	13768	ASSEMBLY, 29" DEPTH TUFTED W/ WOOD BACK BENCH, 60"	3	6/3/2024	Pre-Check				Dianne Krause	Kurv Bench	<input type="checkbox"/>

Revisions						
Drawing Number	Description	Revision Number	Revision Created By Name	Drawing Control Number	Rev Date	PDF
13768	ASSEMBLY, 29" DEPTH TUFTED W/ WOOD BACK BENCH, 60"	3	Dianne Krause		6/3/2024	

Status History			
Status From	Status To	Created Date	Comment
	Pre-Check	6/3/2024	Initial Create

>	13768	FOAM, 60" TUFTED BENCH W/ BACK	2	Eric Holmberg	D18-0335	12/3/2018	
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### d. Add Drawing

Adding a new or revised drawing can be done two ways. The quickest is using the Internal Browser within Creo (requiring access to Creo). The second way is using an External Browser such as Chrome or Edge. Drawings can only be added using PDF and DXF file formats.

#### i. Creo User – Internal Browser

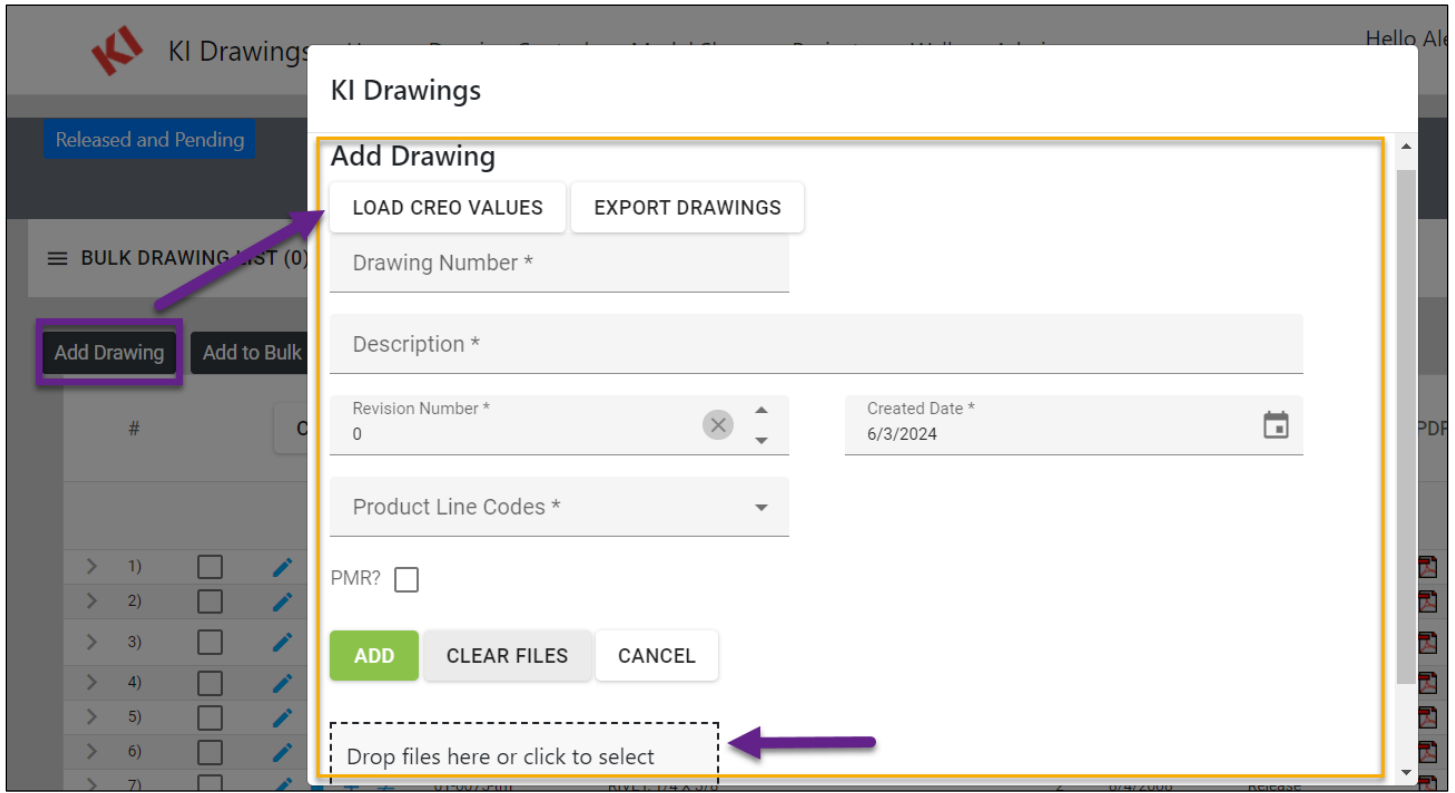
Once Creo is opened, a user can access the Drawing Site by copying the link (<https://designportal.ki.com/>) into the address bar in the Creo Internal Browser. The link can be saved as a Favorite for future use. After logging into the site (same login credentials as KI computer login), click the Add Drawing button above the Number column. A window will pop-up to add the new drawing.

Click Load Creo Values to automatically fill the Drawing Number, Description, Revision Number, and Created Date fields with information from the Active Creo Drawing. The Product Line Code needs to be manually filled via the drop-down menu. Multiple Product Line Codes can be selected for a single drawing. Click the box next to PMR? if the drawing is part of a Product Modification Request.

Click Export Drawings to create PDF and DXF files of the drawing. The files are exported to the user's Downloads folder (ex. C:\Temp)

If the Downloads folder is already open, files can be dragged and dropped into the hash-marked rectangular box. Files can be dragged and dropped in batches (no need to drag one file at a

time). Alternatively, clicking the hash-marked box makes a pop-up appear to navigate to the Downloads folder and select the newly exported drawings. If the incorrect files are added, clicking Clear Files will remove all added files from the hash-marked box.



## ii. External Browser

After logging into the site (same login credentials as KI computer login), click the Add Drawing button above the Number column. A window will pop-up to add the new drawing.

The Drawing Number, Description, Revision Number, and Created Date fields will need to be manually entered. The Product Line Code needs to be manually filled via the drop-down menu. Multiple Product Line Codes can be selected for a single drawing. Click the box next to PMR? if the drawing is part of a Product Modification Request.

The drawing to be added will need to be exported into PDF and DXF formats. Choose a desired process to make that export and save the files in a common area. The files can be dragged and dropped into the hash-marked rectangular box. Files can be dragged and dropped in batches (no need to drag one file at a time). Alternatively, clicking the hash-marked box makes a pop-up appear to navigate to the location of the files and select the newly exported drawings. If the incorrect files are added, clicking Clear Files will remove all added files from the hash-marked box.



**e. Bulk Drawing List**

To access the Bulk Drawing List, click the burger menu (stack of three lines), on the left-hand side of the website just below the main filter options. This list allows a user to download multiple drawings at once. Check the box near the Row Number for each drawing to be downloaded. Click Add to Bulk Download List just above the column of checkboxes. If the drawings are no longer needed in the Bulk Drawing List, click Clear Bulk Download List to remove them. Once the desired drawings are added, click Download Drawings. Drawings are downloaded in a zip folder to the browser’s preset save location.

Released and Pending Released Only Pending Only Obsolete Only

≡ BULK DOWNLOAD LIST (4)

Download Drawings Add Drawing Add to Bulk Download List Clear Bulk Download List Reset Grid

#	<input type="checkbox"/>	CLEAR	Drawing Number	Description	REV	Rev Date	Status
> 1)	<input checked="" type="checkbox"/>		13768	ASSEMBLY, 29" DEPTH TUFTED W/ WOOD BACK BENCH, 60"	3	6/3/2024	Pre-Check
> 2)	<input checked="" type="checkbox"/>		13769	ASSEMBLY, 29" DEPTH TUFTED W/ WOOD BACK BENCH, 78"	3	6/3/2024	Pre-Check
> 3)	<input checked="" type="checkbox"/>		53-2541	ASSEMBLY, 18" COFFEE TABLE FRAME W/ HARDWARE	0	5/31/2024	Pre-Check
> 4)	<input checked="" type="checkbox"/>		53-2539	WELDMENT, 18" COFFEE TABLE FRAME	0	5/31/2024	Pre-Check
> 5)	<input type="checkbox"/>		53-2538	TUBE, Ø1.75" X 14.716" X-BASE VERTICAL	0	5/31/2024	Pre-Check
> 6)	<input type="checkbox"/>		48-0530	ASSEMBLY, STAND ALONE TABLE SUPPORT	4	5/30/2024	Pre-Check

Dwg#

	13768
	13769
	53-2541
	53-2539

3. Drawing Control

f. Pre-Check Drawing List

This page lists all the drawings waiting to be pre-checked. If a drawing update is made (before drawing pre-check), the pencil icon in the left-hand column can be clicked to Edit and replace the old drawing PDF and DXF files. The trashcan icon right of the pencil icon can be used to remove an un-checked drawing from the list.

#	CLEAR	Dwg#	Description	REV	Rev Date	Status	PDF	CAD	STP	Revised By	Product Line	PMR
> 1)		51-5619	CORNER CAP, SCREEN	0	3/13/2024	Pre-Check				Matt Lancour	Passel Desking System	<input type="checkbox"/>
> 2)		13767	ASSEMBLY, 29" DEPTH TUFTED W/ WOOD BACK BENCH, 48"	3	3/19/2024	Pre-Check				Dianne Krause	Kurv Bench	<input type="checkbox"/>
> 3)		13767-BCO-TFTD	FOAM, 29" DEPTH TUFTED BENCH W/ WOOD BACK, 48"	3	3/19/2024	Pre-Check				Dianne Krause	Kurv Bench	<input type="checkbox"/>
> 4)		13769-BCO-TFTD	FOAM, 29" DEPTH TUFTED BENCH W/ WOOD BACK, 78"	1	3/20/2024	Pre-Check				Dianne Krause	Kurv Bench	<input type="checkbox"/>
> 5)		KRVT-29WT	ASSEMBLY, 29" DEPTH TUFTED BENCH W/ WOOD BACK	1	3/27/2024	Pre-Check		Multiple		Dianne Krause	Kurv Bench	<input type="checkbox"/>

g. Drawing Control Requests

This page shows the drawings requested to be controlled. There are two main filter options: All Requests and Open Requests. A request is given a number starting with D, as seen in the Request Number column. Select a Request Number (blue and underlined link) and a page opens showing information about the Request. Click the Drawings drop-down at the bottom of the page to view the drawings contained in the Request.

#	CLEAR	Request Number	Request Title	CN Number	Product Group	Requested Comp...	Status	Created Date
1)		<a href="#">D23-0433</a>	Set Up Portico Fixed T and TT Leg Rectangular Tables with Modesty Panels	034646 72269	Portico Table	12/29/2023	Open	9/22/2023
2)		<a href="#">D23-0434</a>	Redraw Top Drill Drawings in Creo	034646 79457	Top Drill	10/27/2023	Open	9/22/2023
3)		<a href="#">D23-0454</a>	Audit 700 Series Desking	033786 70152	700 Series Desking	12/29/2023	Open	10/5/2023
4)		<a href="#">D24-0130</a>	Add new Tributaire Lectern Glide Cut Drawing	033948 84932	Tributaire Lectern	3/18/2024	Open	3/18/2024
5)		<a href="#">D24-0158</a>	24" depth Kurv updates audit	034631 85253	Kurv Bench	4/11/2024	Open	5/7/2024
6)		<a href="#">D24-0164</a>	Audit All Terrain Components and WTParts, 2-80201 thru 2-80252	038906 83663	All Terrain Storage	4/26/2024	Open	5/7/2024
7)		<a href="#">D24-0170</a>	Passel Beam Component Renumbering	038339 85562	Passel Desking System	5/1/2024	Open	5/7/2024
8)		<a href="#">D24-0171</a>	Tributaire Lectern - Pro-Fab request change for easier welding of assembly	040518 86293	Tributaire Lectern	5/10/2024	Open	5/8/2024
9)		<a href="#">D24-0173</a>	Obsolete Ruckus Stacking Drawings	035287 86944	Ruckus Stacking Desks	5/23/2024	Open	5/23/2024
10)		<a href="#">D24-0174</a>	Audit All Terrain Components and WTParts, 2-80341 thru 2-80380	038906 83897	All Terrain Storage	5/29/2024	Open	5/29/2024