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	View	View Pending	Add/ Edit/Revise	View Pre-Check &
		Required	equired Site		Drawings	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.

Released and Penc	ding			Pending (
LK DRAWING LIST (_							
Bulk Download List	Clear Bulk D	Download List Reset	Grid Description ⇒	REV	Rev Date	Status 	PDF	CAD	Author $\overline{\mathbf{v}}$	Product Line ≂
		Q	Q			Q			Q	Q
1)		01-0001	RIVET, Ø.25 X 1.875 SEMI TUBULAR OVAL HEAD	3	2/8/2017	Release	1	101	Eric Holmberg	Fasteners
2)		01-0005	RIVET, 1/4" X 11/32"	4	10/23/2012	Release	1	102	Eric Holmberg	Fasteners
3)		01-0014	Blind Rivet 1/8 x 1/16 - 1/8 GP	0	1/21/1999	Release	12	108	User not found.	Fasteners
4)		01-0015	RIVET, 1/4 X 19/64	0	2/17/2019	Release	12	105	Andrew Mansfield	Fasteners
5)		01-0050	RIVET, SEMI TUBULAR, 3/16 X 9/32	0	10/13/2005	Release	12	101	Doug Rechner	600 Series Stool
6)		01-0075	RIVET - 1/4" X 3/8"	3	5/14/2020	Release	12	11	Zach Doersch	Fasteners
7)		01-0075-tm	RIVET, 1/4 X 3/8	2	8/4/2008	Release	12	102	Mike Klein	Fasteners
8)		01-0080	RIVET, 1/4" X 1 1/4"	1	10/3/2007	Release	12	105	Doug Rechner	Fasteners
9)		01-0090	RIVET, 1/4 X 1 3/16	2	2/17/2019	Release	1	101	Andrew Mansfield	Duralite Table
10)		01-0104-N	RIVET, SEMI TUBULAR, 3/16 X 9/32	0	11/10/2005	Release	12	101	Doug Rechner	Fasteners
11)		01-0140	Rivet Flat Head Semi-Tubular Steel	1	1/21/1999	Release	1	108	Yung Tse	Fasteners
12)		01-0160	RIVET, 5/32 X 1/4-3/8 GRP, S/S BLIND	1	6/14/2018	Release	12	10E	Zach Doersch	Fasteners
13)		01-0170	Blind Rivet Stainless Steel 1/4	0	1/21/1999	Release	1	102	Yung Tse	Fasteners
14)		01-0190	Blind Rivet - 5/32 x 1/8-1/4	2	7/24/2002	Release	12	105	User not found.	Fasteners
15)		01-0255	Blind Rivet Cherry SSPQ-43 1/8 x 1/8	0	1/21/1999	Release	12	101	Yung Tse	Fasteners
16)		01-1060	RIVET, 1/4 X 7/16	0	8/4/2008	Release	12	112	Mike Klein	Fasteners
17)		01-1065	RIVET, 1/4" X 5/8"	2	8/4/2008	Release	12	11E	Mike Klein	Fasteners
18)		0-15001	ASSEMBLY, OTTOMAN FRAME	0	8/7/2017	Release	12	Multiple	Dianne Krause	Sela Lounge Collection
19)		0-15006	ASSEMBLY, SERIES II ARM	1	12/5/2012	Release	12	Multiple	Mark Dart	Soltice II Recliner
20)		0-15008	FRAME, LEFT FACING SERIES I.5 / II RECLINER ARM	3	2/23/2023	Release	1	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.

	Released and Pending		Released Only	Pending Onl	у		Obsolete	Only		Pre-Obsolete Only
	■ BULK DRAWING LIST (0)									
	Add to Bulk Download List Clear Bulk	Download List	leset Grid							
	# CLEAR	Drawing Number	Description =	REV	Rev Date	Status -	PDF	CAD	Author \Xi	Product Line 束
		Q	Q			Q			Q	۹
-	> 1)	0-15001	ASSEMBLY, OTTOMAN FRAME	0	8/7/2017	Release	R	Multiple	Dianne Krause	Sela Lounge Collection

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.

to Bulk Download List	Clear Bulk Download Li	st Reset Grid									
# CI	LEAR Drawing Number	$\overline{\overline{\gamma}}$ Description $\overline{\overline{\gamma}}$	REV	Rev Date	Status -	PDF	CAD	Author $=$	Product Line $=$		
	Q	Q			Q			Q	Q		
1)	01-0001	RIVET, Ø.25 X 1.875 SEMI TUBULAR O	VAL HEAD 3	2/8/2017	Release	ß	11	Eric Holmberg	Fasteners		î
Revisions Drawing Number	Descriț	tion	↓ Revision Number	Revision Crea	ted By Name	Draw	ing Control Nu	nber	Rev Date	PDF	
01-0001	RIVET, Ø. HEAD	25 X 1.875 SEMI TUBULAR OVAL	3	Eric Holmberg		D17-00	71		2/8/2017	2	
01-0001	RIVET, Ø. HEAD	25 X 1.875 SEMI TUBULAR OVAL	2	Eric Holmberg		D17-00	29		1/20/2017	2	
01-0001	Rivet, Do	and with	1	Yung Tse					1/21/1999	1	

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.

						KI D	r awings Log	jin
	Released and P	ending				Released	Only	Pending Only
	DOWNLOAD L	IST (4)						
Download Dr	rawings	A	dd to E	Bulk D)ownload Lis	t Clear Bulk	Download List	Reset Grid
	Dwg# 01-0001			#		CLEAR	Drawing Number	Description $=$
	01-0005				_			
	01-0050				•		Q	Q
	01-0080		>	1)			01-0001	RIVET, Ø.25 X 1.875 SEMI TUBULAR OVAL HEAD
			>	2)			01-0005	RIVET, 1/4" X 11/32"
			>	3)			01-0014	Blind Rivet 1/8 x 1/16 - 1/8 GP
			>	4)			01-0015	RIVET, 1/4 X 19/64
			>	5)	 Image: A set of the set of the		01-0050	RIVET, SEMI TUBULAR, 3/16 X 9/32
			>	6)			01-0075	RIVET - 1/4" X 3/8"
			>	7)			01-0075-tm	RIVET, 1/4 X 3/8
			>	8)			01-0080	RIVET, 1/4" X 1 1/4"

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: <u>https://designportal.ki.com/</u>. 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.

i≣ ⊦	Home pa	age - DesignPor	rtal × -	ł								-	٥
÷	G	2. design	portal.ki.com									*	
tand	dard Pro	duct 📔 He	ome page - Desig	🐼 Windchill - Hon Drawings Logi	ne 📀 Adobe Acrobat 📓 Ki DataHub 🅤 Winc	com Windchi	II 🗅 Auto	CAD Help 🗋 QA S	iites				
Re	leased	and Pending		Released Only	y Pending Only		Ob	solete Only		Pre-Obsole	ete Only	6/3/2024 9:50:53 PM	İ
d to	Bulk D	ownload List	Clear Bulk	Download List Re Drawing ≂ Number	eset Grid Description ∓	REV	Rev ↓ Date	Status ≂	PDF	CAD	Author =	Product Line रू	
				allic	Q		Date	Q			Q	Q	
>	1)												
				53-2541	ASSEMBLY, 18 COFFEE TABLE FRAME W/ HARDWARE'	0	5/31/2024	Pending			Zach Doersch	Barron Table	
>	2)			53-2541 53-2539	ASSEMBLY, 18 COFFEE TABLE FRAME W/ HARDWARE' WELDMENT, 18 COFFEE TABLE FRAME'	0	5/31/2024 5/31/2024	Pending Pending			Zach Doersch Zach Doersch	Barron Table Barron Table	-1
>	2) 3)												
> > >				53-2539	WELDMENT, 18 COFFEE TABLE FRAME"	0	5/31/2024	Pending			Zach Doersch	Barron Table	
> > > >	3)			53-2539 53-2538	WELDMENT, 18 COFFEE TABLE FRAME" TUBE, Ø1.75 X 14.716" X-BASE VERTICAL	0	5/31/2024 5/31/2024	Pending Pending			Zach Doersch Zach Doersch	Barron Table Barron Table Multiple System XXI Stack and	
> > > > > > >	3) 4)			53-2539 53-2538 TPUPS	WELDMENT, 18 COFFEE TABLE FRAME" TUBE, Ø1.75 X 14.716' X-BASE VERTICAL ASSEMBLY, FABRIC TILE, SEGMENT OR STACKER	0 0 3	5/31/2024 5/31/2024 5/30/2024	Pending Pending Pending			Zach Doersch Zach Doersch Evan BeVier	Barron Table Barron Table Multiple System XXI Stack and Tille Panel System Genius Architectural	
> > > > >	3) 4) 5)			53-2539 53-2538 TPUPS TPUPB	WELDMENT, 18 COFFEE TABLE FRAME" TUBE, 01.75 X 14.710' X-BASE VERTICAL" ASSEMBLY FABRIC TILE, SEGMENT OR STACKER ASSEMBLY, FABRIC TILE, BOTTOM OR MONOLITHIC FLOOR CHANNEL SASSEMBLY, DOUBLE GLASS TRANSOM CLEAR	0 0 3 3	5/31/2024 5/31/2024 5/30/2024 5/30/2024	Pending Pending Pending Pending	1	103	Zach Doersch Zach Doersch Evan BeVier Evan BeVier	Barron Table Barron Table Multiple System XXI Stack and Tille Panel System Genius Architectural Wall Genius Architectural	
> > > > >	3) 4) 5) 6)			53-2539 53-2538 TPUPS TPUPB FC00	WELDMENT, 18 COFFEE TABLE FRAME' TUBE, 01.75 X 14.710' X-BASE VERTICAL' ASSEMBLY, FABRIC TILE, SEGMENT OR STACKER ASSEMBLY, FABRIC TILE, BOTTOM OR MONOLITHIC FLOOR CHANNEL	0 0 3 3 1	5/31/2024 5/31/2024 5/30/2024 5/30/2024 5/30/2024	Pending Pending Pending Pending Pending		13	Zach Doersch Zach Doersch Evan BeVier Evan BeVier Evan Schultz	Barron Table Barron Table Multiple System XXI Stack and Tile Panel System Genius Architectural Wall	
> > > > > > >	3) 4) 5) 6) 7) 8)			53-2539 53-2538 TPUPS TPUPB FC00 49-0372	WELDMENT, 18 COFFEE TABLE FRAME' TUBE, 01.75 X 14.716' X-BASE VERTICAL' ASSEMBLY, FABRIC TILE, SEGMENT OR STACKER ASSEMBLY, FABRIC TILE, BOTTOM OR MONOLITHIC FLOOR CHANNEL ASSEMBLY, DOUBLE GLASS TRANSOM CLEAR OPENING TRANSTION CHANNEL	0 0 3 3 1 3	5/31/2024 5/31/2024 5/30/2024 5/30/2024 5/30/2024 5/30/2024	Pending Pending Pending Pending Pending Release		_	Zach Doersch Zach Doersch Evan BeVier Evan BeVier Evan Schultz Evan Schultz	Barron Table Barron Table Multiple System XXI Stack and Tile Panel System Genius Architectural Wall Genius Architectural Wall Unite System	
> > > >	3) 4) 5) 6) 7) 8) 9)			53-2539 53-2538 TPUPS TPUPS FC00 49-0372 48-0530 48-0008	WELDMENT, 18 COFFEE TABLE FRAME" TUBE, 01.75 X 14.716' X-BASE VERTICAL" ASSEMBLY, FABRIC TILE, SEGMENT OR STACKER ASSEMBLY, FABRIC TILE, SEGMENT OR STACKER FLOOR CHANNEL ASSEMBLY, STACKER OPENING TRANSITION CHANNEL ASSEMBLY, STACKA JANE TRANSOM CLEAR OPENING TRANSITION CHANNEL ASSEMBLY, STACKA JANE TRANSOM CLEAR CONNECTOR BLOCK, 90°	0 0 3 3 1 3 3 4	5/31/2024 5/31/2024 5/30/2024 5/30/2024 5/30/2024 5/30/2024 5/30/2024	Pending Pending Pending Pending Pending Release Pending Release	1	1	Zach Doersch Zach Doersch Evan BeVier Evan BeVier Evan Schultz Evan Schultz Kyle Kolb Evan BeVier	Barron Table Barron Table Multiple System XXI Stack and Garlus Architectural Wal Unite System Unite System System XXI Stack and System XXI Stack and	
> > > > > > >	3) 4) 5) 6) 7) 8)			53-2539 53-2538 TPUPS TPUPB FC00 49-0372 48-0530	WELDMENT, 18 COFFEE TABLE FRAME" TUBE, 01.75 X 14.710 'X-BASE VERTICAL" ASSEMBLY, FABRIC TILE, SEGMENT OR STACKER ASSEMBLY, FABRIC TILE, BOTTOM OR MONOLITHIC FLOOR CHANNEL ASSEMBLY, DOUBLE GLASS TRANSOM CLEAR OPENING TRANSTITION CHANNEL ASSEMBLY, STAND ALONE TABLE SUPPORT	0 3 3 1 3 4 7	5/31/2024 5/31/2024 5/30/2024 5/30/2024 5/30/2024 5/30/2024 5/30/2024	Pending Pending Pending Pending Pending Release Pending Release Pending		_	Zach Doersch Zach Doersch Evan BeVier Evan BeVier Evan Schultz Evan Schultz Kyle Kolb	Barron Table Barron Table Multiple System XXI Stack and Genius Architectural Wall Unite System Unite System System XXI Stack and System XXI Stack and	
> > > > > > >	3) 4) 5) 6) 7) 8) 9) 10) 11)			53-2539 53-2538 TPUPS TPUPB FC00 49-0372 48-0530 48-0530 49-0008 47-0515 47-0510	WELDMENT, 18 COFFEE TABLE FRAME" TUBE, 01.75 X 14.710' X-BASE VERTICAL" ASSEMBLY, FABRIC TILE, SEGMENT OR STACKER ASSEMBLY, FABRIC TILE, BOTTOM OR MONOLITHIC FLOOR CHANNEL ASSEMBLY, DOUBLE GLASS TRANSOM CLEAR OPENING TRANSITION CHANNEL ASSEMBLY, STAND ALONE TABLE SUPPORT CONNECTOR BLOCK, 90° ASSEMBLY, FABRIC TILE	0 3 3 1 3 4 7 7 7 6	5/31/2024 5/31/2024 5/30/2024 5/30/2024 5/30/2024 5/30/2024 5/30/2024 5/30/2024 5/30/2024	Pending Pending Pending Pending Pending Release Pending Release Pending Pending	12	11	Zach Doersch Zach Doersch Evan BeVier Evan Schultz Evan Schultz Kyle Kolb Evan Bevier Evan Bevier Evan Bevier	Barron Table Barron Table Multiple System XXI Stack and Genius Architectural Wall Unite System Unite System System XXI Stack and Tile Panel System System XXI Stack and Tile Panel System	
> > > > > > > > > > > > >	3) 4) 5) 6) 7) 8) 9) 10)			53-2539 53-2538 TPUPS TPUPS FC00 49-0372 48-0530 48-0008 47-0515	WELDMENT, 18 COFFEE TABLE FRAME" TUBE, 01.75 X 14710' X-BASE VERTICAL" ASSEMBLY, FABRIC TILE, SEGMENT OR STACKER ASSEMBLY, FABRIC TILE, SEDTOM OR MONOLITHIC FLOOR CHANNEL ASSEMBLY, FOULLE GLASS TRANSOM CLEAR OPENNS TRANSITION CHANNEL ASSEMBLY, STANDA LONE TABLE SUPPORT CONNECTOR BLOCK, 90° ASSEMBLY, BOTTOM TILE	0 3 3 1 3 4 7 7	5/31/2024 5/31/2024 5/30/2024 5/30/2024 5/30/2024 5/30/2024 5/30/2024 5/30/2024	Pending Pending Pending Pending Pending Release Pending Release Pending		_	Zach Doersch Zach Doersch Evan BeVier Evan BeVier Evan Schultz Evan Schultz Kyle Kolb Evan BeVier Evan BeVier	Barron Table Barron Table Multiple System XXI Stack and Genius Architectural Wall Unite System Unite System System XXI Stack and System XXI Stack and	

b. Creo User – Internal Browser

A Creo User can input the link (<u>https://designportal.ki.com/</u>) 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.

	C	reo Parametric - Creo Para	ametric Browser				- 🗆 X
Folder Browser 💽 Favorites	🖕 💿 💽 https://designportal.ki.com/				- tj	× 🕁 🖶 🗖	
😭 Add 🎦 Organiz		nmunity 3D CAD man 🗴	🚱 3DModelSpace 🗴 🔗	Punditas	× +		
 Personal Favorites Online Resources Upload Drawing Data to Web Site Home page - DesignPortal 	KI Drawings Login					-	*
	Released and Released Or Pending	ıly Pendi	ng Only Obsolete Only	Pre-Obsolet	e Only	6/3/2024 9:46:02 PM	
	■ BULK DRAWING LIST (0)						
	Add to Bulk Download List Clear Bulk	Download List	eset Grid				
	# CLEAR	Drawing 	Description ⊽	REV	Rev Date	Status -	
		Q	Q			Q	
	> 1)	01-0001	RIVET, Ø.25 X 1.875 SEMI TUBULAR OVAL HEAD	3	2/8/2017	Release	
	> 2)	01-0005	RIVET, 1/4" X 11/32"	4	10/23/2012	Release	
	> 3)	01-0014	Blind Rivet 1/8 x 1/16 - 1/8 GP	0	1/21/1999	Release	

KI Drawing Site

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.

	🔥 KI Dra	wings Home Drawing Cor	ntrol 🕶 Model	Shop▼ Wa	•			Hello	DesignUser! Logout
Released and Pending	Released O	nly	Pending Only	,		Obsolete	Only		Pre-Obsolete Only
E BULK DRAWING LIST (0)									
Add to Bulk Download List Clear Bulk	Download List Reset Grid								
# CLEAR	Drawing 	1 =	REV	Rev Date	Status –	PDF	CAD	Author –	Product Line $=$
	م م				Q			Q	Q
> 1)	0-15001 ASSEMBLY, 01	TOMAN FRAME	0	8/7/2017	Release	1	Multiple	Dianne Krause	Sela Lounge Collection
> 2)	0-15006 ASSEMBLY, SE	RIES II ARM	1	12/5/2012	Release	1	Multiple	Mark Dart	Soltice II Recliner
> 3)	0-15008 FRAME, LEFT	FACING SERIES I.5 / II RECLINER ARM	3	2/23/2023	Release	12	Multiple	Andrew Mansfield	Multiple
> 4)	0-15008-A FRAME, RIGHT	FACING SERIES I.5 / II RECLINER ARM	3	2/23/2023	Release	1	Multiple	Andrew Mansfield	Multiple
> 5)	0-15021 STEP, MODER	N RECLINER VACUUM FORM	0	1/8/2018	Release	1	DOXE	Dianne Krause	Affina Recliner
> 6)	0-15022 ASSEMBLY, SE	RIES II ARM	0	12/5/2012	Release	1	Multiple	Mark Dart	Three Sleeper Recliner
> 7)	0-15031 SHELL, PARLO	R CHAIR	2	7/18/2017	Release	12	Box E	Zach Doersch	Lyra Collection

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.

Released and Pending		Released Only	Pending Onl	ly		Obsolet	e Only		Pre-Obsolete Only
■ BULK DRAWING LIST (0)									
Add to Bulk Download List Clear Bul	k Download List	Reset Grid							
# CLEAR	# CLEAR Drawing = Description =		REV	Rev Date	Status -	PDF	CAD	Author =	Product Line =
	Q	Q			Q			Q	Q
> 1)	0-15001	ASSEMBLY, OTTOMAN FRAME	0	8/7/2017	Release	R	Multiple	Dianne Krause	Sela Lounge Collection

User Manual - Viewer/Author

6/03/2024 - Rev 1.0

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.

Drawing ⊽ Number	Description =	REV	Rev Date	Status 🔻	PDF	CAD	Author $\overline{\neg}$	Product Line =		
2	Q			Q			Q	Q		
01-0001	RIVET, Ø 25 X 1.875 SEMI TUBULAR OVAL HEAD	3	2/8/2017	Release	1	-	Eric Holmberg	Fasteners		
Description	↓ Revision I	Number	Revision Create	ed By Name	Drawin	ng Control Num	ber	Rev Date	PDF	
RIVET, 0.25 X 1.875 HEAD	SEMI TUBULAR OVAL	3	Eric Holmberg		D17-007	71		2/8/2017	12	
RIVET, 0.25 X 1.875 HEAD	SEMI TUBULAR OVAL	2	Eric Holmberg		D17-000	29		1/20/2017	1	
	Description River 0.25 x 1.875 HEAD River 0.25 x 1.875 HEAD River 0.25 x 1.875	Number Description 0:0001 Rivet, 0.25 x 1.875 Sexi TuBULAR OVAL HEAD Description J. Revision I Rivet o. 25 x 1.875 Sexi TuBULAR OVAL Revisit o. 25 x 1.875 Sexi TuBULAR OVAL	Number Description REV Description J Revision Number Revision Number Beyer or 25 x 1.875 SEM TUBULAR OVAL	Number Description Rev base 0 0 3 2/8/2017 0 0 3 2/8/2017 Description ↓ Revision Number Revision Create Revi to as X 1.875 SEM TUBULAR 0/44, HEAD 3 2/8/2017 Description ↓ Revision Number Revision Create Revi to as X 1.875 SEM TUBULAR 0/44, 3 Enc Holmberg	Number New New New Date Salus + Q Q Q 01-0001 RIVET, 0.25 X 1.875 SEMI TUBULAR OVAL HEAD 3 2/8/2017 Release Description J. Revision Number Revision Created By Name Rivet 0.25 X 1.875 SEMI TUBULAR OVAL 3 Exc Holmberg	Number Description RVET, 0.25 X 1.875 SEM TUBULAR OVAL HEAD 3 2/8/2017 Referse 2 Description J Revision Number Revision Created By Name Drawi RVET 0.25 X 1.875 SEM TUBULAR OVAL 3 Enc Helmberg 01740	Number Description Control Number Revision Created By Name Drawing Control Num Revision Number Revision Created By Name Drawing Control Num Revision Statistics By Name Drawing Control Num Revision Statistics By Name Drawing Control Num Revision Statistics By Name Drawing Control Num	Number Description Rev are view were value satures of PDP CHD Addition of Addi	Number Description Revision Number Revision Created By Name Drawing Control Number Rev Date Description 1 Revision Number Revision Created By Name Drawing Control Number Rev Date	Number Description V Rev Date Status V PDP CHD Aduition Province Line V Rev Date Status V PDP CHD Aduition Province Line V Rev Date C CHD Aduition V Aduition V Rev Date C CHD

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.

	•	K K	(I Drav	wings	Home	Drawing C	ontrol 🔻	Model Shop 🔻	Projects 🔻	Wall	-	
Release	ed and Pending			Relea	sed Only			Pending Only			Obsolete	e Only
	OWNLOAD LIST	(4)										
Download Dra	awings	Add [Drawing	Add	to Bulk Do	wnload List	Clear B	ulk Download List	Reset Grid			
	Dwg#		#		LEAR	Drawing Number	Ŧ	Description \Xi	R		Rev ↓ Date	Śtatus ≂
	13769 53-2541 53-2539		,	Ļ		Q	(2				Q
		>	1)	 Image: A second s	/	13768		ASSEMBLY, 29" DEPTH ⁻ W/ WOOD BACK BENCH		3	6/3/2024	Pre-Check
		>	2)	 	/	13769		ASSEMBLY, 29" DEPTH W/ WOOD BACK BENCH		3 (6/3/2024	Pre-Check
		>	3)		/	53-2541		ASSEMBLY, 18" COFFEE FRAME W/ HARDWARE	TABLE	0	5/31/2024	Pre-Check
		>	4)	~	/	53-2539		WELDMENT, 18" COFFE FRAME	E TABLE	0	5/31/2024	Pre-Check
		>	5)		1	53-2538		TUBE, Ø1.75" X 14.716" VERTICAL	X-BASE	0	5/31/2024	Pre-Check
		>	6)		1	48-0530		ASSEMBLY, STAND ALO TABLE SUPPORT	NE	4	5/30/2024	Pre-Check

KI Drawing Site 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.

				🔥 KI Drawin	i gs Home Drawing Control ▼ M	∕lodel Shop ▼	Projects 🔻	Wall 🔻			Hel	o DesignAuthor	^{r!} Logout	
Res	et C	Grid												
						Pre	-Check D	Drawings						
		#	CLEAR	Dwg# =	Description ≂	REV	Rev ↑ Date	Status =	PDF	CAD	STP	Revised ≂ By	Product Line ≂	PMR =
	>	1)	/ 1	51-5619	CORNER CAP, SCREEN	0	3/13/2024	Pre-Check	R	DIE		Matt Lancour	Passel Desking System	
	>	2)	/ 1	13767	ASSEMBLY, 29" DEPTH TUFTED W/ WOOD BACK BENCH, 48"	3	3/19/2024	Pre-Check	1	DXF		Dianne Krause	Kurv Bench	
	>	3)	/ 1	13767-BCO-TFTD	FOAM, 29" DEPTH TUFTED BENCH W/ WOOD BACK, 48"	3	3/19/2024	Pre-Check	1	DXF		Dianne Krause	Kurv Bench	
	>	4)	/ 1	13769-BCO-TFTD	FOAM, 29" DEPTH TUFTED BENCH W/ WOOD BACK, 78"	1	3/20/2024	Pre-Check	1	DXF		Dianne Krause	Kurv Bench	
	>	5)	/ 1	KRVT-29WT	ASSEMBLY, 29" DEPTH TUFTED BENCH W/ WOOD BACK	1	3/27/2024	Pre-Check	1	Multiple		Dianne Krause	Kurv Bench	

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.

		🔥 ki d	Hello DesignAuth	^{nor!} Logout					
		All Requests	Open Requests	6/3/2024	10:45:20 PM				
	_		Drawing	g Control Re	quests				
#	CLEAR	Request Number	Request Title	CN Number	Product Group	Requested Comp	Status	Created Date	e
1) 2) 3) 4)		Q D23-0433 D23-0434 D23-0454 D24-0130	Q Set Up Portico Fixed T and TT Leg Rectangular Tables with Modesty Panels Redraw Top Drill Drawings in Greo Audit 700 Series Desking Add new Thibutarie Lectern Gildie Cut Drawing	Q 034646 72269 034646 79437 033786 70152 033948 84932	Q Portico Table Top Drill 700 Series Desking Tributare Lectern	12/29/2023 10/27/2023 12/29/2023 3/18/2024	Open Open Open Open	9/22/2023 9/22/2023 10/5/2023 3/18/2024	Ċ
)))) 0)		D24-0158 D24-0164 D24-0170 D24-0171 D24-0173 D24-0174	24 ⁴ depth Kurv updates audt Audt All Terain Components and WTParts, 2-80201 thru 2-80252 Passel Beam Component Renumbering Tributaria Lectren – Pro-Fab request change for easier welding of assembly Obsolete Ruckus Stacking Drawings Audt All Terrain Components and WTParts, 2-80341 thru 2-80380	034631 85253 038906 83663 038399 85562 040518 86293 035287 86944 038906 83897	Kurv Bench All Terrain Storage Passel Desking System Tributaire Lectern Ruckus Stacking Desks All Terrain Storage	4/11/2024 4/26/2024 5/1/2024 5/10/2024 5/23/2024 5/23/2024 5/29/2024	Open Open Open Open Open Open Open	5/7/2024 5/7/2024 5/7/2024 5/8/2024 5/23/2024 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: <u>https://designportal.ki.com/</u>. 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.

	nome pe	age - DesignPor	rtal × -	+								-	- 0	3
÷	G	😄 design	portal.ki.com										*	4
	daved Dave	a	ome page - Desig	The second shall be	ne 🚱 Adobe Acrobat 🛛 📓 KI DataHub 🕥 Wir	and the state		AD Help 🗀 QA S						
lan	Gard Pro	duct 🔝 He	ome page - Desig	windchili - Hor	Adobe Acrobat	icom windchi	III 🗋 AGLOCA		Siles					
			KIL	Drawings Logi										
														l
Re	eleased	and Pending		Released Onl	y Pending Only		Obs	olete Only		Pre-Obsole	te Only			
												9:50:53 PM		l
			(0)											
BU	LK DRA	AWING LIST	(0)											
	. Dull D	ownload List		Download List R	eset Grid									
a (c	D BUIK D	ownload List	Clear Bulk		eset Grid									
				Description —			Devi							
	#		CLEAR	Drawing = Number	Description =	REV	Rev ↓ Date	Status =	PDF	CAD	Author =	Product Line 3	7	
				- [9] -	0			0			0	0		
				allo	Q			Q			Q	Q		
>	1)			allC 53-2541	Q ASSEMBLY, 18 COFFEE TABLE FRAME W/ HARDWARE'	0	5/31/2024	Q. Pending			Q Zach Doersch	Q Barron Table		
>	1) 2)					0	5/31/2024 5/31/2024						-	
>				53-2541	ASSEMBLY, 18 COFFEE TABLE FRAME W/ HARDWARE'			Pending			Zach Doersch	Barron Table	ĺ	
> > >	2)			53-2541 53-2539	ASSEMBLY, 18 COFFEE TABLE FRAME W/ HARDWARE' WELDMENT, 18 COFFEE TABLE FRAME''	0	5/31/2024	Pending Pending			Zach Doersch Zach Doersch	Barron Table Barron Table		
> > > >	2) 3) 4)			53-2541 53-2539 53-2538	ASSEMBLY, 18 COFFEE TABLE FRAME W/ HARDWARE' WELDMENT, 18 COFFEE TABLE FRAME' TUBE, 01.75 X 14.716' X-BASE VERTICAL' ASSEMBLY, FABRIC TILE, SEGMENT OR STACKER	0 0	5/31/2024 5/31/2024	Pending Pending Pending Pending			Zach Doersch Zach Doersch Zach Doersch	Barron Table Barron Table Barron Table Barron Table Multiple System XXI Stack	and	
> > > >	2) 3) 4) 5)			53-2541 53-2539 53-2538 TPUPS TPUPB	ASSEMBLY, 18 COFFEE TABLE FRAME W/ HARDWARE' WELDMENT, 18 COFFEE TABLE FRAME' TUBE, 01.75 X 14.716'X-BASE VERTICAL' ASSEMBLY, FABRIC TILE, SEGMENT OR STACKER ASSEMBLY, FABRIC TILE, BOTTOM OR MONOLITHIC	0 0 3	5/31/2024 5/31/2024 5/30/2024 5/30/2024	Pending Pending Pending Pending Pending			Zach Doersch Zach Doersch Zach Doersch Evan BeVier Evan BeVier	Barron Table Barron Table Barron Table Barron Table Multiple System XXI Stack Tile Panel System		
> > > > >	2) 3) 4) 5) 6)			53-2541 53-2539 53-2538 7PUPS 7PUPB FC00	ASSEMBLY, 18 COFFEE TABLE FRAME W/ HARDWARE' WELDMENT, 18 COFFEE TABLE FRAME' TUBE, 01.75 X 14.716' X-BASE VERTICAL' ASSEMBLY, FABRIC TILE, SEGMENT OR STACKER ASSEMBLY, FABRIC TILE, BOTTOM OR MONOLITHIC FLOOR CHANNEL ASSEMBLY, DOLLE GLASS TRANSOM CLEAR	0 0 3 3 1	5/31/2024 5/31/2024 5/30/2024 5/30/2024 5/30/2024	Pending Pending Pending Pending Pending Pending		8	Zach Doersch Zach Doersch Zach Doersch Evan BeVier Evan BeVier Evan Schultz	Barron Table Barron Table Barron Table Multiple System XXI Stack Tile Panel System Genius Architectu Wall Genius Architectu	ral	
> > > > > > > >	2) 3) 4) 5) 6) 7)			53-2541 53-2539 53-2538 TPUPS TPUPB FC00 49-0372	ASSEMBLY, 18 COFFEE TABLE FRAME W/ HARDWARE' WELDMENT, 18 COFFEE TABLE FRAME' TUBE, 01.75 X 14.710' X BASE VERTICAL' ASSEMBLY, FABRIC TILE, SEGMENT OR STACKER ASSEMBLY, FABRIC TILE, BOTTOM OR MONOLITHIC FLOOR CHANNEL ASSEMBLY, DOUBLE GLASS TRANSOM CLEAR OPENNIS TRANSITION CHANNEL	0 0 3 3 1 3	5/31/2024 5/31/2024 5/30/2024 5/30/2024 5/30/2024 5/30/2024	Pending Pending Pending Pending Pending Pending Release	1		Zach Doersch Zach Doersch Zach Doersch Evan BeVier Evan BeVier Evan Schultz Evan Schultz	Barron Table Barron Table Barron Table Multiple System XXI Stack Tile Panel System Genius Architectu Wall Cenius Architectu Wall	ral	
>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	2) 3) 4) 5) 6) 7) 8)			53-2541 53-2543 53-2539 53-2538 TPUPS TPUPB FC00 49-0372 48-0530	ASSEMBLY, 18 COFFEE TABLE FRAME W/ HARDWARE' WELDMENT, 18 COFFEE TABLE FRAME' TUBE, 01.75 X 14.710' X-BASE VERTICAL' ASSEMBLY, FABRIC TILE, SEGMENT OR STACKER ASSEMBLY, FABRIC TILE, BOTTOM OR MONOLITHIC FLOOR CHANNEL ASSEMBLY DOJIELE GLASS TRANSOM CLEAR OPENING TRANSTION CHANNEL ASSEMBLY, STAND ALONE TABLE SUPPORT	0 0 3 3 1 3 4	5/31/2024 5/31/2024 5/30/2024 5/30/2024 5/30/2024 5/30/2024 5/30/2024	Pending Pending Pending Pending Pending Pending Release Pending			Zach Doersch Zach Doersch Zach Doersch Evan Bevier Evan Bevier Evan Schultz Evan Schultz Evan Schultz Kyle Kolb	Barron Table Barron Table Barron Table Mutitple System XXI Stack Tile Panel System Genius Architectu Wall Genius Architectu Wall Unite System	ral	
> > > > > > > >	2) 3) 4) 5) 6) 7) 8) 9)			53-2541 53-2539 53-2538 TPUPS TPUPS FC00 49-0372 48-0530 48-0008	ASSEMBLY, 18 COFFEE TABLE FRAME W/ HARDWARE' WELDMENT, 18 COFFEE TABLE FRAME' TUBE, 01.75 X 14.716' X-BASE VERTICAL' ASSEMBLY, FABRIC TILE, SEGMENT OR STACKER ASSEMBLY, FABRIC TILE, BOTTOM OR MONOLITHIC FLOOR CHANNEL ASSEMBLY, DOUBLE GLASS TRANSOM CLEAR OFENNIG TRANSTOR CHANNEL ASSEMBLY, STAND ALONE TABLE SUPPORT CONNECTOR BLOCK, 90'	0 0 3 3 1 3 4 7	5/31/2024 5/31/2024 5/30/2024 5/30/2024 5/30/2024 5/30/2024 5/30/2024 5/30/2024	Pending Pending Pending Pending Pending Pending Release Pending Release			Zach Doersch Zach Doersch Zach Doersch Evan Bevier Evan Bevier Evan Schultz Evan Schultz Evan Schultz Kyle Kolb Evan Bevier	Barron Table Barron Table Barron Table Multiple System X01 Stack Tife Falmet System Genius Architectu Wall Unite System Unite System	ral	
> > > > > > > > > >	2) 3) 4) 5) 6) 7) 8) 9) 10)			53-2541 53-2539 53-2538 TPUPS TPUPS TPUPB FC00 49-0372 48-0530 48-0008 48-0008	ASSEMBLY, 18 COFFEE TABLE FRAME W/ HARDWARE' WELDMENT, 18 COFFEE TABLE FRAME' TUBE, 01.75 X 14.716'X-BASE VERTICAL' ASSEMBLY, FABRIC TILE, SEGMENT OR STACKER ASSEMBLY, FABRIC TILE, BOTTOM OR MONOLITHIC FLOOR CHANNEL ASSEMBLY, DOUBLE GLASS TRANSOM CLEAR OPENING TRANSITION CHAINEL ASSEMBLY, BOTHOR TABLE SUPPORT CONNECTOR BLOCK, 90' ASSEMBLY, BOTTOM TILE	0 0 3 3 1 3 4 7 7 7	5/31/2024 5/31/2024 5/30/2024 5/30/2024 5/30/2024 5/30/2024 5/30/2024 5/30/2024 5/30/2024	Pending Pending Pending Pending Pending Pending Release Pending Release Pending			Zach Doersch Zach Doersch Zach Doersch Evan BeVier Evan Selvier Evan Schultz Evan Schultz Kyle Kolb Evan BeVier Evan BeVier	Barron Table Barron Table Barron Table Multiple System XXI Stack Tille Panel System Genius Architectu Wall Unite System Unite System System XXI Stack Tille Panel System	and	
>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	2) 3) 4) 5) 6) 7) 8) 9) 10) 11)			53-2541 53-2539 53-2538 TPUPS TPUPS FC00 49-0372 48-0030 48-0038 44-0038 44-00515 47-0515	ASSEMBLY, 18 COFFEE TABLE FRAME W/ HARDWARE' WELDMENT, 18 COFFEE TABLE FRAME' TUBE, 01.75 X 14.716'X-BASE VERTICAL' ASSEMBLY, FABRIC TILE, SEGMENT OR STACKER ASSEMBLY, FABRIC TILE, BOTTOM OR MONOLITHIC FLOOR CHANNEL ASSEMBLY, STAND ALONE TABLE SUPPORT CONNECTOR BLOCK, 90' ASSEMBLY, SOTTOM TILE ASSEMBLY, BOTTOM TILE	0 0 3 3 1 3 4 7 7 7 6	5/31/2024 5/31/2024 5/30/2024 5/30/2024 5/30/2024 5/30/2024 5/30/2024 5/30/2024 5/30/2024	Pending Pending Pending Pending Pending Pending Pending Release Pending Pending Pending	1	812	Zach Doersch Zach Doersch Zach Doersch Evan Bevler Evan Bevler Evan Schultz Kyle Kolb Evan Bevler Evan Bevler Evan Bevler	Barron Table Barron Table Barron Table Multiple System XXI Stack Tife Panel System Genius Architectu Wall Unite System Unite System System XXI Stack Tife Panel System System XXI Stack Tife Panel System	and	
> > > > > > >	2) 3) 4) 5) 6) 7) 8) 9) 10)			53-2541 53-2539 53-2538 TPUPS TPUPS TPUPB FC00 49-0372 48-0530 48-0008 48-0008	ASSEMBLY, 18 COFFEE TABLE FRAME W/ HARDWARE' WELDMENT, 18 COFFEE TABLE FRAME' TUBE, 01.75 X 14.716'X-BASE VERTICAL' ASSEMBLY, FABRIC TILE, SEGMENT OR STACKER ASSEMBLY, FABRIC TILE, BOTTOM OR MONOLITHIC FLOOR CHANNEL ASSEMBLY, DOUBLE GLASS TRANSOM CLEAR OPENING TRANSITION CHAINEL ASSEMBLY, BOTHOR TABLE SUPPORT CONNECTOR BLOCK, 90' ASSEMBLY, BOTTOM TILE	0 0 3 3 1 3 4 7 7 7	5/31/2024 5/31/2024 5/30/2024 5/30/2024 5/30/2024 5/30/2024 5/30/2024 5/30/2024 5/30/2024	Pending Pending Pending Pending Pending Pending Release Pending Release Pending			Zach Doersch Zach Doersch Zach Doersch Evan BeVier Evan Selvier Evan Schultz Evan Schultz Kyle Kolb Evan BeVier Evan BeVier	Barron Table Barron Table Barron Table Multiple System VOI Stack Tile Panel System Unite System Unite System Unite System Unite System System Son Stack	and	

b. Creo User – Internal Browser

A Creo User can input the link (<u>https://designportal.ki.com/</u>) 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.

	с	reo Parametric - Creo Par	ametric Browser				- 🗆 X
🔁 Folder Browser 🛛 😧 Favorites	🖡 💌 💽 https://designportal.ki.com/				- t)	× 🟠 🖶 🖥	
Add 🎦 Organiz	🔗 Home page - DesignPortal 🛛 🗶 🌈 PARTcon	mmunity 3D CAD man 🗴	🚱 3DModelSpace 🗙 🏈	Punditas	× +		
 Personal Favorites Online Resources Upload Drawing Data to Web Site Home page - DesignPortal 	KI Drawings Login						*
	Released and Released Or Pending	nly Pendi	ng Only Obsolete Only	Pre-Obsolete	e Only	6/3/2024 9:46:02 PM	
	≡ BULK DRAWING LIST (0)						
	Add to Bulk Download List Clear Bulk	Download List	eset Grid				
	# CLEAR	Drawing 	Description ≂	REV	Rev Date	Status -	
		Q	Q			Q	
	> 1)	01-0001	RIVET, Ø.25 X 1.875 SEMI TUBULAR OVAL HEAD	3	2/8/2017	Release	^
	> 2)	01-0005	RIVET, 1/4" X 11/32"	4	10/23/2012	Release	
	> 3)	01-0014	Blind Rivet 1/8 x 1/16 - 1/8 GP	0	1/21/1999	Release	

KI Drawing Site

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.

	KI Drawings Home Drawing Control • Model Shop • Projects • W										Hello	DesignAuthor! Logout	
Rele	Released and Pending			Released Only	Pending Onl	у		Obsolet	e Only	Pre-Obsolete Only			
	AWING LIST (0)												
			_										
Add Drawing	Add to Bulk Dov	vnload Lis	st Clear Bulk	Download List Reset Grid									
#	CLE	AR	Drawing = Number	Description =		REV	Rev Date	Status -	PDF	CAD	Author $=$	Product Line $=$	
			Q	Q				Q			Q	Q	
> 1)	+	≠	0-15021-5	STEP, MODERN RECLINER +5 VACU	IUM FORM	0	1/8/2018	Release	1	nxE	Dianne Krause	Affina Recliner	
> 2)	+	≠	0-15033	FRAME, LOVESEAT SEAT		2	7/19/2017	Release	1	Multiple	Zach Doersch	Lyra Collection	
> 3)	+	¥	0-15037	FRAME, LOVESEAT BACKREST		2	7/19/2017	Release	1	Multiple	Zach Doersch	Lyra Collection	
> 4)	+	≠	0-15039	FRAME, LF CHAIR ARM		2	7/19/2017	Release	1	Multiple	Zach Doersch	Lyra Collection	
> 5)	+	¥	0-15040	FRAME, RF CHAIR ARM		2	7/19/2017	Release	1	Multiple	Zach Doersch	Lyra Collection	
> 6)	+	≠	0-15042	FRAME, RIGHT FACING LOVESEAT,	/ SOFA ARM	4	10/11/2023	Release	1	Multiple	Alex Lichon	Lyra Collection	
N 70		/	0.15040	DOTTOM DANIEL OLIVID		-	4/0/2020	Deleger	-	[aug]	Zeeb Derrech	Luce Collection	_

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.

	Relea	ased and Pe	ending		Released Only	Pending On	ly		Obsolet	e Only		Pre-Obsolete Only	
	BULK DRA	WING LIS	Г (0)										
	Add to Bulk D	ownload Lis	st Clear Bulk	Download List	Reset Grid								
	#	[CLEAR	Drawing - Number	¯ Description ⊽	REV	Rev Date	Status হ	PDF	CAD	Author -	Product Line $=$	
				Q	٩			Q			Q	Q	
-	> 1)			0-15001	ASSEMBLY, OTTOMAN FRAME	0	8/7/2017	Release	1	Multiple	Dianne Krause	Sela Lounge Collection	_

User Manual - Viewer/Author

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.

1	Use this button to update the data of an existing drawing.
+	Use this button to add a Revision to an existing drawing.
\neq	Use this button to move the existing drawing to Pre-Obsolete status.
Î	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.

*	KI Drawings	s Home Drawing Con	trol 🔻 Mo	del Shop •	 Projects 	Wall 🔻			Hello Des	signAuthor! l	ogout	
Released and Pending	Rele	eased Only	Pen	ding Only		Obso	lete Only		Pre-Obsolete	Only	6/3/2024 9:59:54 PM	
BULK DRAWING LIST (0)												
dd Drawing Add to Bulk Do	ownload List Clea	r Bulk Download List Res	et Grid									
# CLEAR	Drawing	Description =	REV	Rev Date	↓ Status =	PDF	CAD	STP	Author =	Product Line	÷	PMR ∓
	Q	Q			Q				Q	Q	(All)	
1) 🗌 🧪	13768	ASSEMBLY, 29" DEPTH TUFTED W/ WOOD BACK BENCH, 60"	3	6/3/2024	Pre-Check	1	ROLE		Dianne Krause	Kurv Bench		
Revisions Drawing Number	Descripti	ion	↓ Revisior	n Number	Revision Creat	ed By Name	Drawing	Control Numbe	er Rev Date		PDF	
13768	ASSEMBLY, W/ WOOD E	; 29" DEPTH TUFTED BACK BENCH, 60"		3	Dianne Krause				6/3/2024		1	
Status History												
Status From		Status To			(Created Date			Com	ment		
		Pre-Check			6	6/3/2024			Inital C	Create		
> 13768	F0AM, 60"	TUFTED BENCH W/		2	Eric Holmberg		D18-0335		12/3/2018		1	

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 (<u>https://designportal.ki.com/</u>) 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

KI Drawing Site

User Manual - Viewer/Author

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.

KI Drawings	KI Drawings	Hello, Al
Released and Pending	Add Drawing	^ ^
	LOAD CREO VALUES EXPORT DRAWINGS	
■ BULK DRAWING ST (0)	Drawing Number *	- 11
Add Drawing Add to Bulk	Description *	
# C	Revision Number * Created Date * 6/3/2024	PDI
	Product Line Codes *	- 11
> 1)	PMR?	2
> 2)		
> 3) 📄 🧪	ADD CLEAR FILES CANCEL	2
> 4) 🧷 🧪		2
> 5) 🧷 🧪		2
> 6) > 7)	Drop files here or click to select	2

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.

4	🔖 KI Drawi	ings Home	Drawing Con	ntrol 🔻 Model Shop 🔻 Proje	ects ▼ Wal	•	
Released and Pending		Released Only		Pending Only		Obsolete O	nly
BULK DOWNLOAD LIST (4)						
Download Drawings	Add Drawing	Add to Bulk Dov	wnload List	Clear Bulk Download List	et Grid		
Dwg#	# =	CLEAR	Drawing . Number	÷ Description ÷	REV	Rev ↓ Date	Status \Xi
13768							
53-2541 53-2539		,	Q	Q			Q
	> 1)	2	13768	ASSEMBLY, 29" DEPTH TUFTED W/ WOOD BACK BENCH, 60"	3	6/3/2024	Pre-Check
	> 2) 🗸	2 🖍	13769	ASSEMBLY, 29" DEPTH TUFTED W/ WOOD BACK BENCH, 78"	3	6/3/2024	Pre-Check
	> 3)	 × 	53-2541	ASSEMBLY, 18" COFFEE TABLE FRAME W/ HARDWARE	0	5/31/2024	Pre-Check
	> 4) 🗸	2 🖍	53-2539	WELDMENT, 18" COFFEE TABLE FRAME	0	5/31/2024	Pre-Check
	> 5)] 🧪	53-2538	TUBE, Ø1.75" X 14.716" X-BASE VERTICAL	0	5/31/2024	Pre-Check
	> 6)] 🧪	48-0530	ASSEMBLY, STAND ALONE TABLE SUPPORT	4	5/30/2024	Pre-Check

KI Drawing Site 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.

		•	🚯 KI Drawin	gs Home Drawing Control ▼ M	1odel Shop 🔻	Projects 🔻	Wall 🔻			Hel	lo DesignAuthor	[!] Logout	
Reset Gr	id												
					Pre	-Check [Drawings						
	#	CLEAR	Dwg# =	Description =	REV	Rev ↑ Date	Status -	PDF	CAD	STP	Revised ≂ By	Product Line 束	PMR =
>	1)	/ 1	51-5619	CORNER CAP, SCREEN	0	3/13/2024	Pre-Check	1	0.25		Matt Lancour	Passel Desking System	
>	2)	/ 1	13767	ASSEMBLY, 29" DEPTH TUFTED W/ WOOD BACK BENCH, 48"	3	3/19/2024	Pre-Check		DIF		Dianne Krause	Kurv Bench	
>	3)	/ 1	13767-BCO-TFTD	FOAM, 29" DEPTH TUFTED BENCH W/ WOOD BACK, 48'	3	3/19/2024	Pre-Check		D32		Dianne Krause	Kurv Bench	
>	4)	1	13769-BCO-TFTD	FOAM, 29" DEPTH TUFTED BENCH W/ WOOD BACK, 78"	1	3/20/2024	Pre-Check		0.00		Dianne Krause	Kurv Bench	
>	5)	/ 1	KRVT-29WT	ASSEMBLY, 29" DEPTH TUFTED BENCH W/ WOOD BACK	1	3/27/2024	Pre-Check		Multiple		Dianne Krause	Kurv Bench	

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.

		hor! Logout							
	All Req	quests	Open Requests	6/3/2024 1	0:45:20 PM				
			Drav	ving Control Red	quests				
#	CLEAR	quest Number Request Title		CN Number	Product Group	Requested Com	p Status	Created Date	e
1) 2) 3)	D23	-0434 Redraw Top Drill Dr -0454 Audit 700 Series Dr	esking	Q els 034646 72269 034646 79437 033786 70152	Q Portico Table Top Drill 700 Series Desking	Q 12/29/2023 10/27/2023 12/29/2023	Dpen Open Open	Q 9/22/2023 9/22/2023 10/5/2023	Ċ
4) 5) 6) 7) 8) 9) 10)	D24 D24 D24 D24 D24 D24 D24	Holiso Add new Tributaire 10158 24" depth Kurv upd 00164 Audit All Terrain Cc 10170 Passel Beam Comp 10171 Tributaire Lectern 10173 Obsolete Ruckus S	Lectern Glide Cut Drawing lates audit mponents and WTParts, 2-80201 thru 2-80252 sonent Renumbering Pro-Fab request change for easier welding of assem	033948 84932 034631 85253 038906 83663 038339 85562	Tributaire Lectern Kurv Bench All Terrain Storage Passel Desking System Tributaire Lectern Ruckus Stacking Desks All Terrain Storage	3/18/2024 4/11/2024 4/26/2024 5/1/2024 5/12/024 5/23/2024 5/23/2024	Open Open Open Open Open Open Open	3/18/2024 5/7/2024 5/7/2024 5/7/2024 5/8/2024 5/23/2024 5/23/2024 5/29/2024	