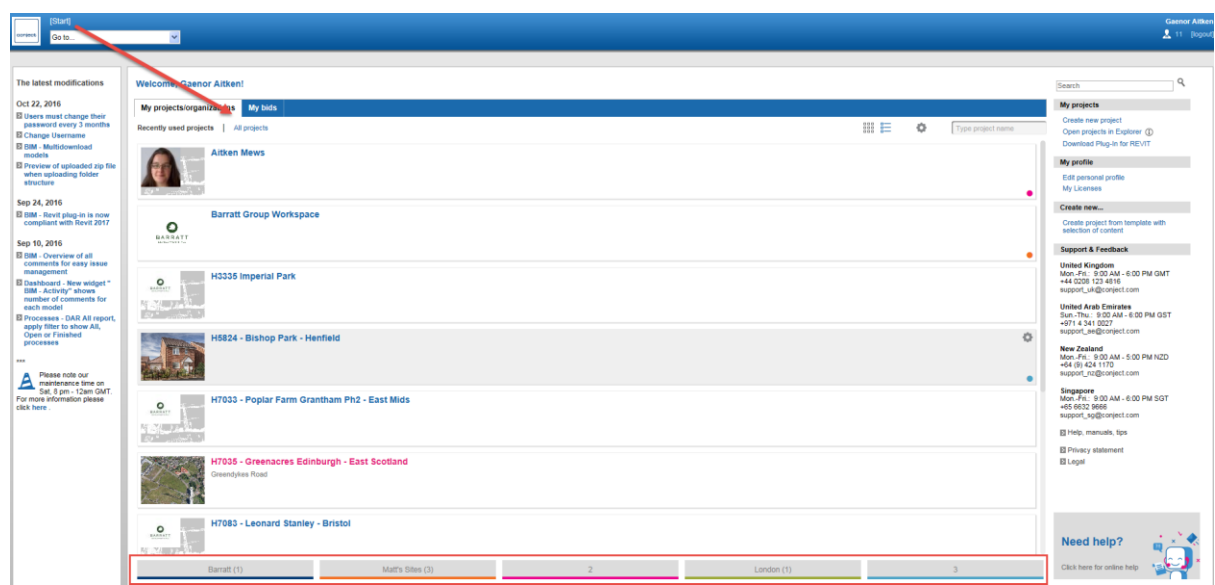


The Drawing Portal – The Home Page

The Home Page can be accessed by pressing the *Start* button at the top left of your screen:



The Home Page shows you all the sites to which you currently have access. Once on the Home page, click into the required site in the middle pane:



If you have loaded multiple sites you can “file” these by dragging to the coloured boxes at the foot of the middle pane, as shown above.

You can give each of the boxes a name, such as *Barratt* or *DWH* if you are a dual-branded office:

- Press the cog icon at the top of the middle pane



- On the dialogue box that appears, enter names for your filing boxes:

SETTINGS

COLOR LABELS

For easier navigation you can give each color label its own name:

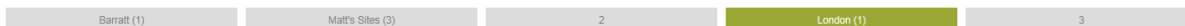
	Barratt
	Matt's Sites
	type name here
	London
	type name here

[Cancel] Save



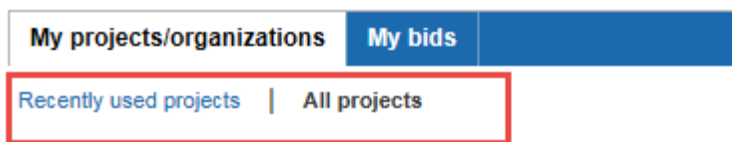
- Press Save

Your filing boxes will now be named:

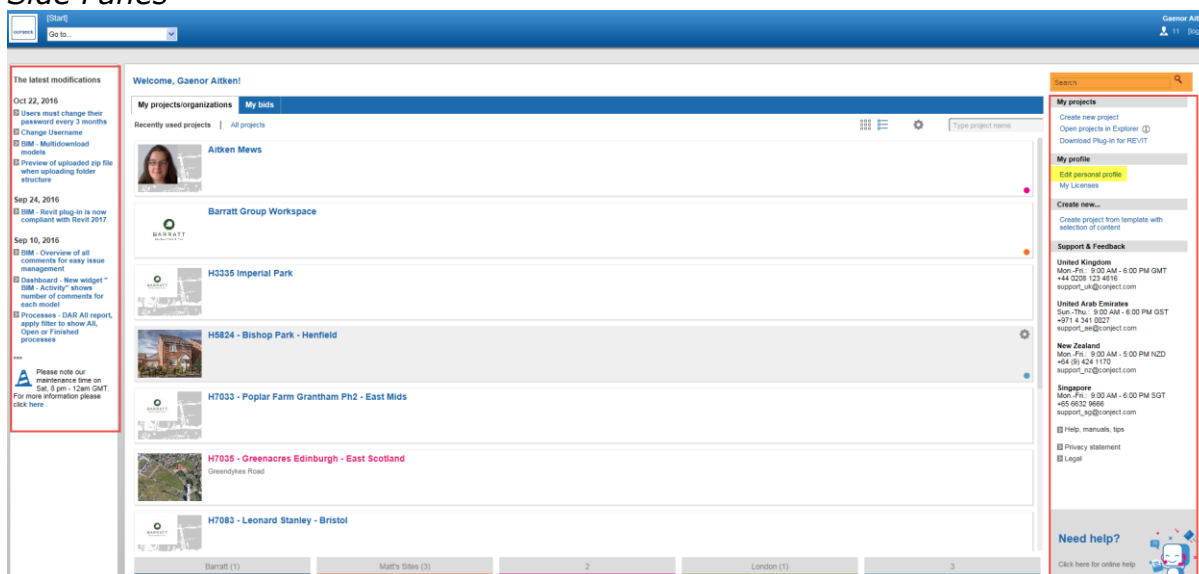


If you cannot find one of your sites, remember to check if you are looking *Recent Site* or *All Sites* at the top of this pane.

Welcome, Gaenor Aitken!



Side Panes



It is unlikely that you will need to use the side panes. The left pane contains information from the supplier. However *Commercial Support* will inform you of any changes to the system in the first instance.

The pane on the left details support contacts. Again, this process is being managed in-house so you will not be required to use these.

When you first log into the Drawing Portal, you will set up your personal profile. This is highlighted above in yellow. *Please see additional note on this.*

The only other useful feature on this page is the *Search* function (highlighted in orange). Entering your search term here will search across all of your sites, which can be helpful if you want to know where a particular drawing has been used.