

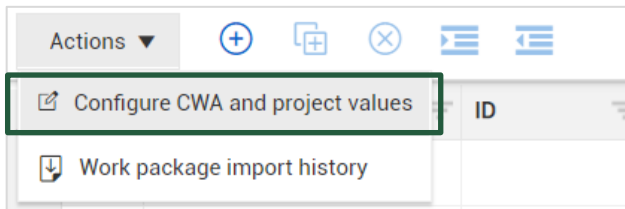
QUICK GUIDE – WORK PACKAGING

WORK PACKAGE SETUP



CREATE A CONSTRUCTION AREA

1. Select the **Action** drop-down and select **Configure CWA and project values**.

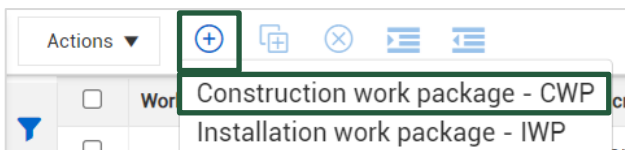


2. Select the **Add** icon.
3. Complete the Add area information slide out, then click **Save**.

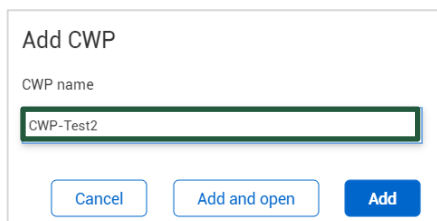


CREATE A CONSTRUCTION WORK PACKAGE (CWP)

1. Select the **Add** icon and select **Construction work package - CWP**.

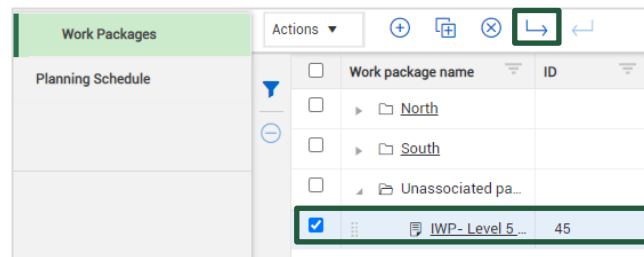


2. Name your CWP and click **Add**.

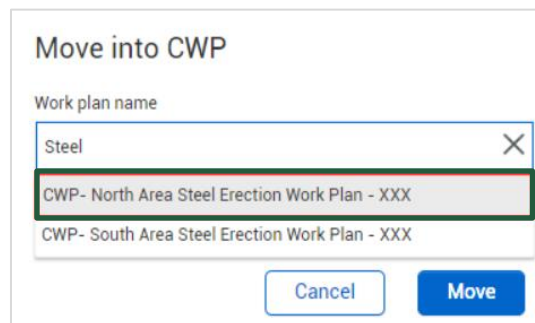


GROUP WORK PACKAGES

1. On the Work packaging page, select an installation work package and click the **Move into CWP** icon.



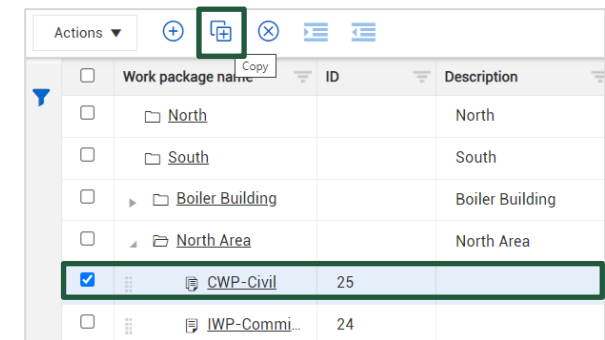
2. In the Move into CWP dialog box, start typing the name of your construction work package.



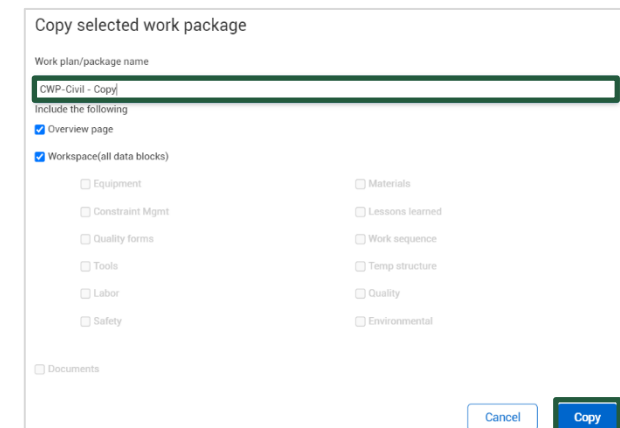
3. Select the CWP you want to move it to, then click **Move** to move the package and finish grouping your packages.

COPY A WORK PACKAGE

1. On the Work packaging page, select a work package and click the **Copy** icon.



2. Rename the work plan.
3. Check/uncheck **Overview page** and **Workspace (all data blocks)** as needed.
4. Click **Copy** to finish creating your new work package.



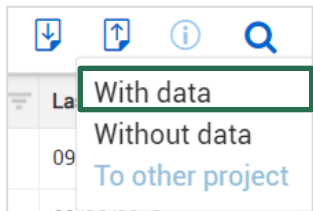
QUICK GUIDE – WORK PACKAGING

WORK PACKAGE SETUP



CREATE WORK PACKAGES FROM EXCEL IMPORT

1. On the Work plans/packages page, click on the **Export** icon, and select to export **With Data** and open the export file.



2. Open the export file and input information into your template to be uploaded.

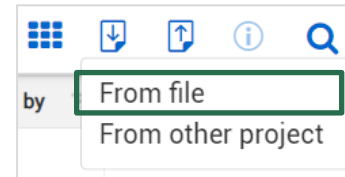
English	User Selected Language			
REQUIRED	Field is required for import			
OPTIONAL	Field is optional for import			
VALIDATED	Field must match master data available in application			
IGNORED	Field not to be populated			
Name	Package Type	Description	ID	CWP ID
Alphanumeric	CWP/IWP/EWP	Alphanumeric	Numeric	Numeric
50	3	1000	200	100
IWP- Steel Erection - Module 001	IWP	Steel erection of Module 001	35734	35732
CWP- South Area Steel Work plan	CWP	Work Package for the structural steel of the North	35733	
CWP- North Area Steel Work plan	CWP	Work Package for the structural steel of the North	35732	
IWP- Steel Erection Upper Deck - Module 001	IWP	Upper rack steel erection		35733

3. Delete all the work packages that came with template.

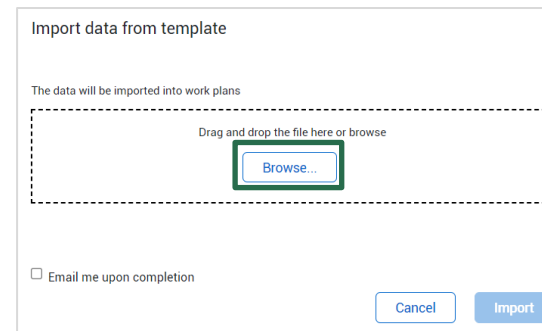
English	User Selected Language			
REQUIRED	Field is required for import			
OPTIONAL	Field is optional for import			
VALIDATED	Field must match master data available in application			
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IWP- Steel Erection - Module 001	IWP	Steel erection of Module 001	35734	35732
CWP- South Area Steel Work plan	CWP	Work Package for the structural steel of the North	35733	
CWP- North Area Steel Work plan	CWP	Work Package for the structural steel of the North	35732	
IWP- Steel Erection Upper Deck - Module 001	IWP	Upper rack steel erection		35733

4. Save Excel file to desktop.

5. On the work plans/packages page, click the **Import** icon and select **From file**.



6. Click **Browse** to find your saved template.



8. Click **Import**.

9. Click **Close**.

NEED SOME MORE HELP?



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