

3.1.1.7. Drawings and Approvals

This tab allows the user to track **project documentation** — specifically **drawings, schematics, designs** etc and their **approval process**.

#	Drawing / Approval	Prepared	Prepared by	Prepared Date	Approved	Approved by	Approved Date
1	2d design	<input checked="" type="checkbox"/>	Administrator	5/24/2025	<input checked="" type="checkbox"/>	Administrator	5/24/2025

The columns indicate the following workflow:

- **#** - Auto-numbering or manual numbering of the drawing/document.
- **Drawing / Approval**- Name or description of the drawing or the document.
- **Prepared** - Checkbox to indicate if the drawing has been prepared. If this checkbox is enabled, the system will automatically fill in the **Prepared by** (the user who clicked it) and the **Prepared Date** (the date and time when it was clicked).
- **Approved** - Checkbox to indicate if the drawing has been approved. Similarly to the **Prepared** checkbox, when **Approved** is ticked, the system will automatically populate the **Approved by** (the user who approved it) and the **Approved Date** (the approval date).