

Table Of Contents		
S.no	Content	Page no
1	Executive Summary	6
2	About this Document	7
2.1	Work Instructions for SSE	8
2.1.1.	Creation of Job sheet	10
2.1.2	Editing the Job sheet	16
2.1.3.	Review and Approve drawings	19
2.2	Work Instructions for Designer	25
2.2.1.	Creating Change Action	27
2.2.2.	Creating parts	30
2.2.3.	Attaching parts to change action	34
2.2.4.	Checking in drawings to 3Dexperience	37
2.2.4.1.	Checking in SolidWorks Drawings	39
2.2.4.2.	Checking in AutoCAD Drawings	43
2.2.4.2.a.	Checking in AutoCAD A1 Sheet Drawings	45
2.2.4.2.b.	Checking in AutoCAD Non-A1 Sheet Drawings	49
2.2.4.3.	Uploading External Drawings	55
2.2.5.	Freezing the Designs	60
2.2.6.	Attaching Job Sheet to Change Action	63
2.2.7.	Move Change Action for SSE approval	66
2.3	Work Instructions for AME	68
2.3.1.	Reviewing Drawings and approving job sheet	70
2.3.2.	Verifying the Digital signature in Drawings	76
2.3.3.	Downloading Job Sheet	79
	JOB SHEET	81
	THANK YOU	82