Steps to Perform after Inserting an Existing DS Drawing

Standard Engineering Practices

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The following is a list of steps that need to be performed when bringing an existing drawing into your project.

1. **Save with your FileName.**
2. **Change the controller name and associated devices.**
3. **Perform an Update of Device and System Lists.**
4. **Re-assign parts to belong to your system.**
5. **Update the BOM.**
6. **Update the Title Block.**

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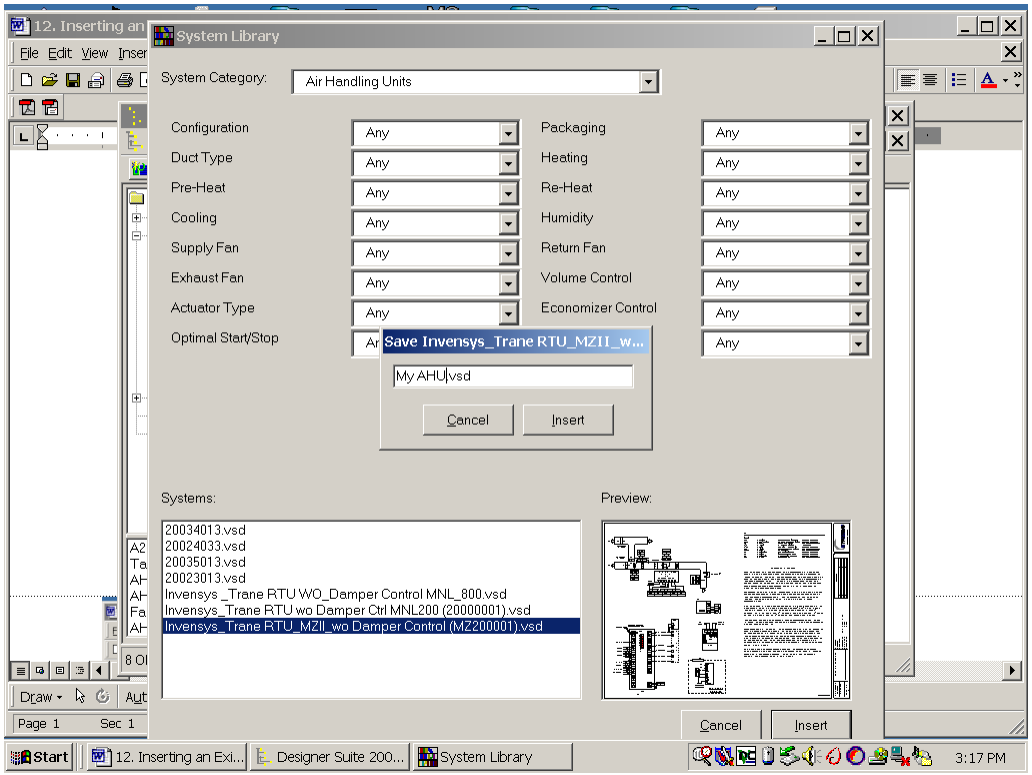
1. Save with your FileName.

When you bring in a drawing either from the system library or another project, change the name to your project's desired file name. (Ex: AHU8.VSD)

- You can do this as you are inserting the file from the systems library.



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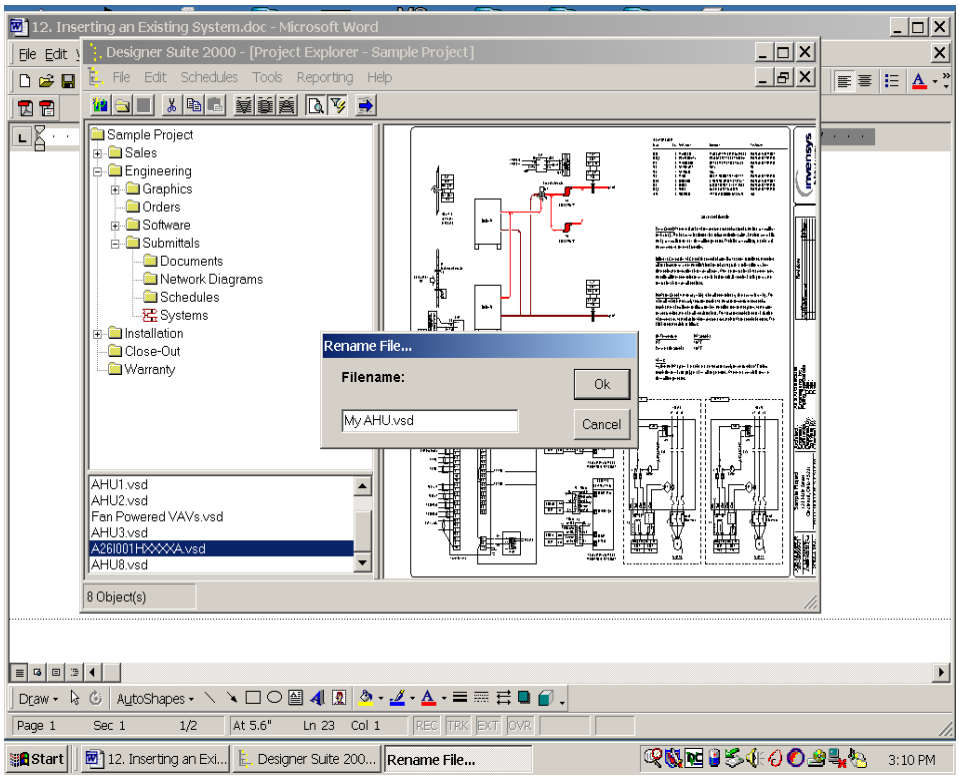
- You can edit the file name after it has been inserted into the project, by selecting it. Right click on the highlited file name and select “edit filename”. (remember to leave the .vsd extension)



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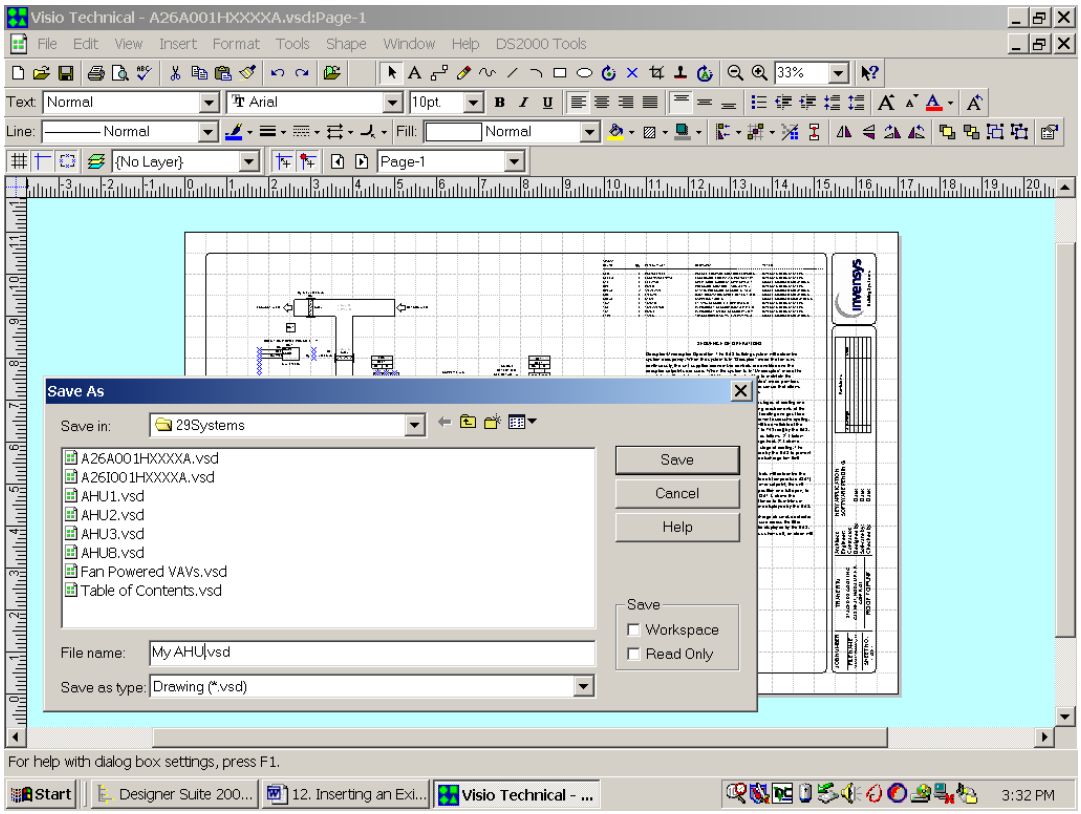
- You can open the drawing once inserted into your project and select "save as" in order to create an additional file for your system.



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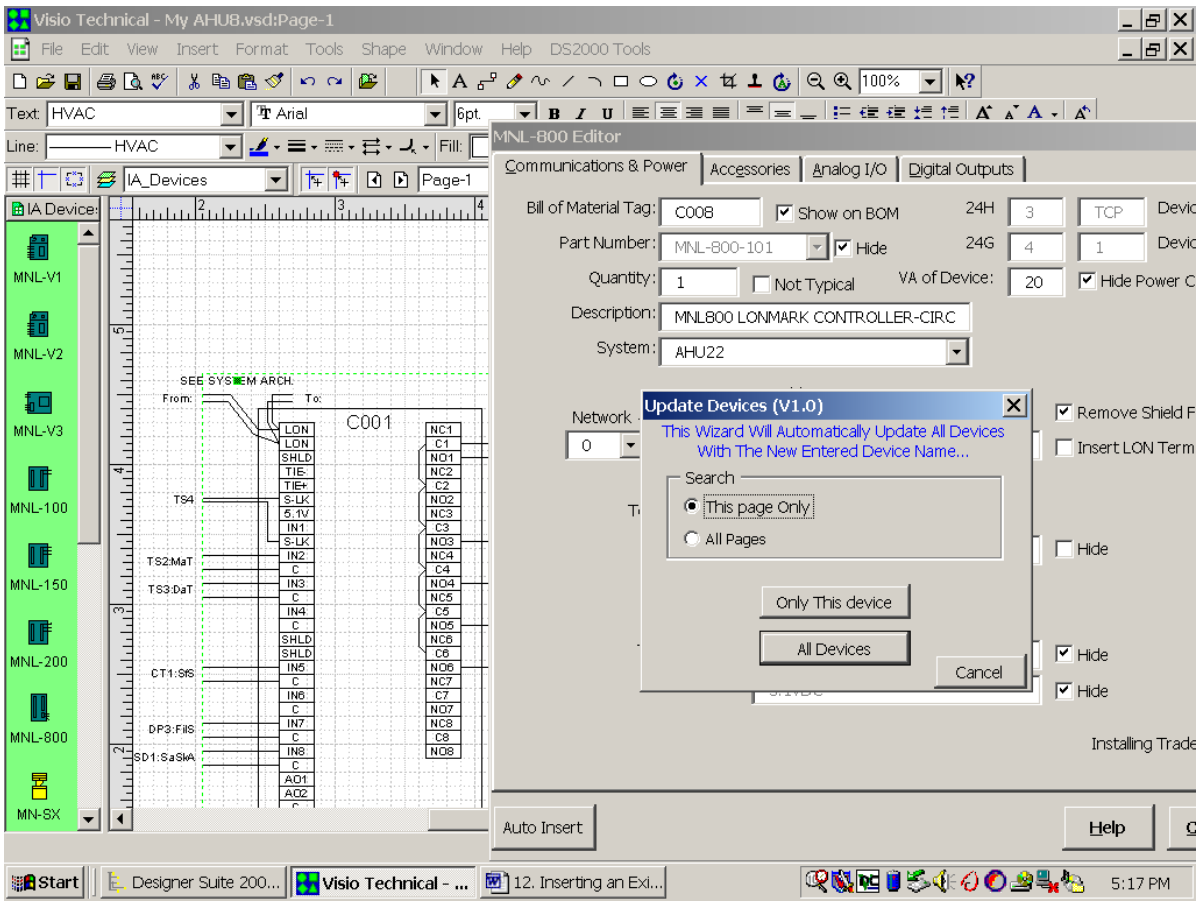
2. Change the controller name and associated devices.

When you bring in a drawing with a DDC controller, it is unlikely that the controller name will match your project's. If it does however you can skip this step.

- Edit the Controllers properities, and change to the desired Bill of Material tag. A message will pop-up and allow you to change your I/O points that had the previous controller ID. It will change I/Os on the current page only, or all pages of the drawing, depending upon your selection. If you do not wish to update I/O points, select "Only This device". Otherwise select "All Devices".



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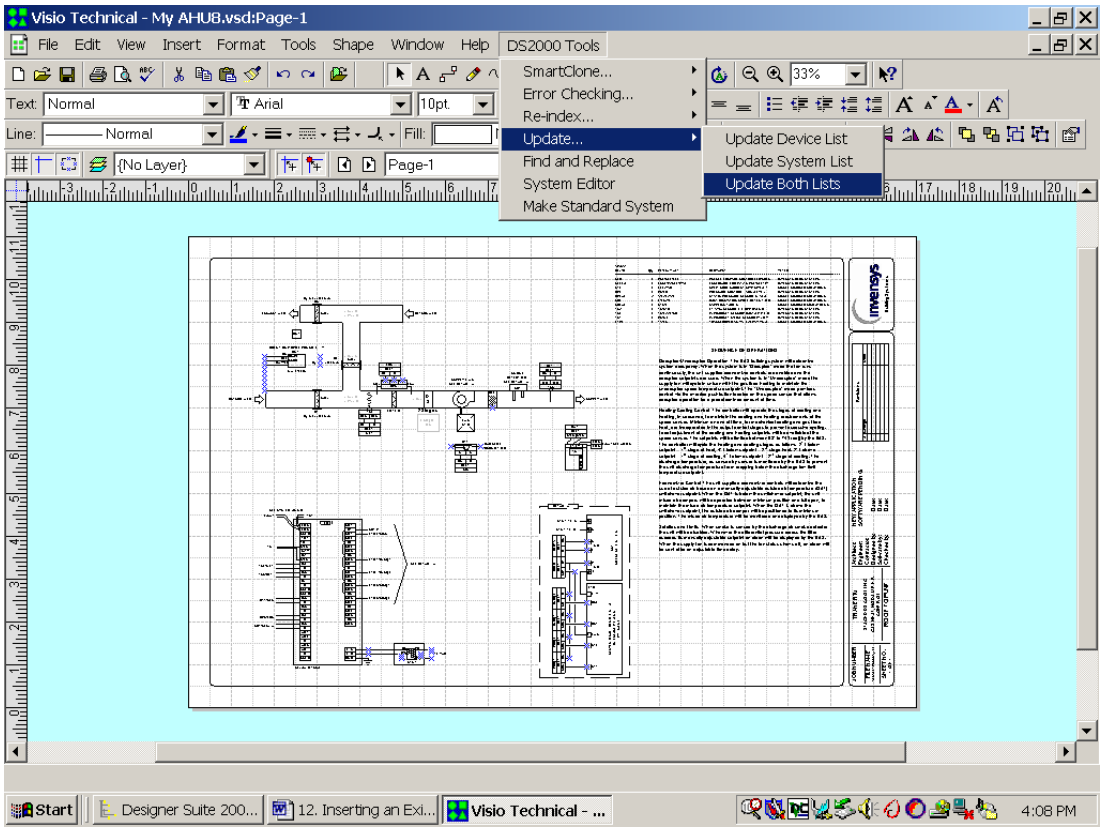
3. Perform an Update of Device and System Lists.

Once the drawing has had it's controller name changed, perform an update of both Device and System lists.



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4. Re-assign parts to belong to your system.

Each shape belongs to a system. (Ex: AHU-1) You must change the devices so that they belong to the correct system.

- Select the devices you wish to change or use the shortcut keys “Ctrl A” to select the entire page.
- Select “DS2000 Tools”
- Select “Find & Replace”
- Enter your new System Name (Ex: AHU-8)
- Confirm that you want to insert this system into selected shapes.

On drawings with multiple pages, the above steps will be necessary on each page.

5. Update the BOM

Remember your System BOM is a snap shot of the shapes brought onto your drawing. Anytime you add shapes to your drawing or edit shapes (Qty’s, System, etc.) you should update the BOM.

Since your shapes have been assigned to a new system, you should update the BOM so that it indicates correctly.

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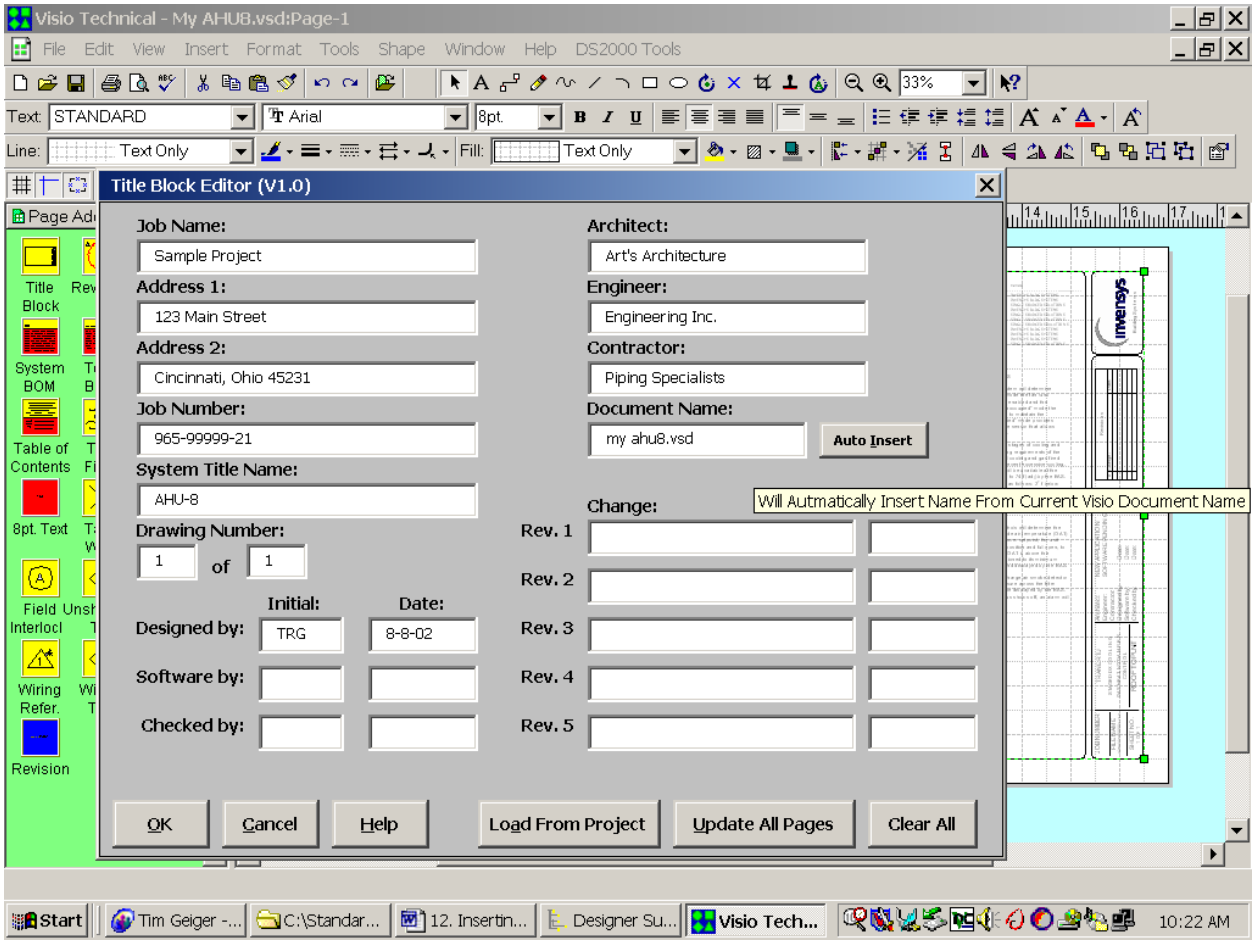
6. Update the Title Block

If you have brought the drawing in from the system library, and you have customized your Title Block stencil (company name, address etc), it will be necessary to delete and bring in a new Title Block.

You can update your Title Block now by selecting “Load from Project”, or you can wait and do this as a global command later when running your Page Wizard.

Select “Auto Insert” for the “Document Name” and enter the “Designed by” since these can not be updated globally.



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