

How to look up drawings using **WEB** version Electronic Job Ticket:

1. Open Electronic Job ticket.

Electronic Job Ticket for the Web

Vault Search | Job Ticket | Job Status | User Settings

Vault Search

Class Search

Class: **JLab Drawings**

Display Latest Revision

Display Attributes

Category

Document_Number

Document_Revision

SheetNum

Class Name
JLab Drawings
JLab Specifications

2. Make sure your search box on the left has the X all the way to the left. This will allow the software to search all drawing in the vault.

Document_

3. When you type in a number and the Job ticket doesn't recognize the number, it will give you a message like the one below.

Class: **JLab Drawings**

Display Latest Revision

Display Attributes

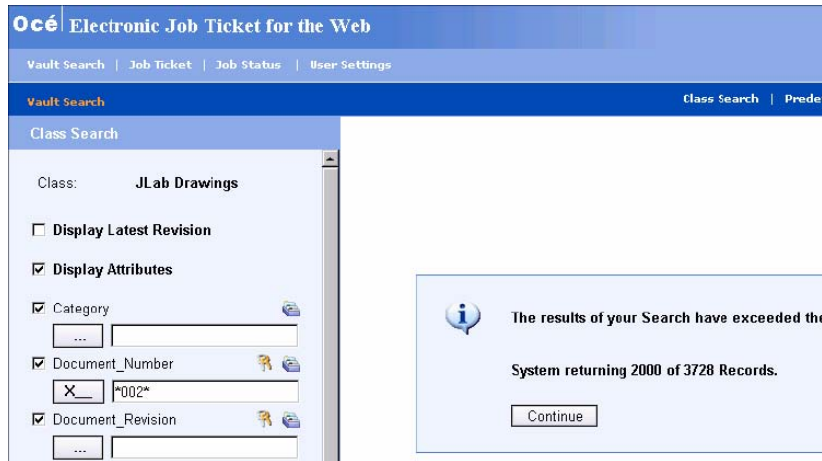
Category

Document_Number

Document_Revision

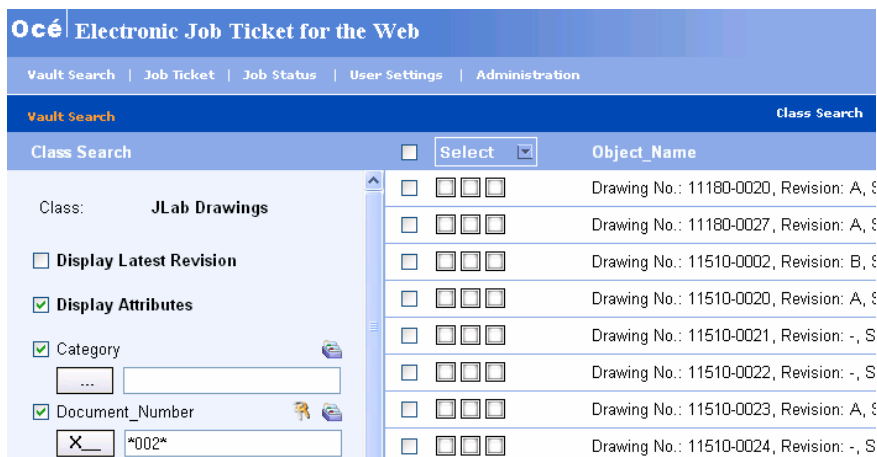


- Next use the wild card search. By putting a star (*) before and after the number you are looking up (*002*), the Electronic Job Ticket will give all numbers stored in the vault with that number sequence in it.



Click **Continue**.

- And all the drawings will show up on the right.



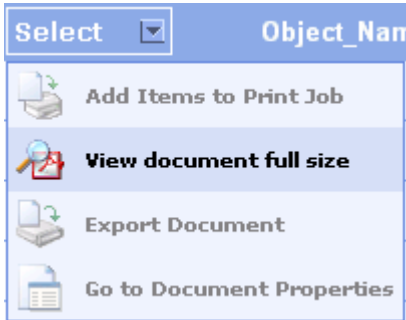
- This also works with partial words in the **Document Title Block**. Example: *he* will return ALL titles such as heat, Helium etc, etc.



- Once you have found the Drawing go to the top of the page and click on the drop down menu with the word **Select** in it.



- In the drop down menu select. **View documents full size**



- A new window will open up which will allow you to view the document or save it to your desk top.

