



ABS MYFREEDOM™ 客户端

图纸的提交

分步说明，指导您提交包含新图纸和版本的文件包

目录

一键链接到任何页面或者章节，轻松找到所需信息

图纸的提交

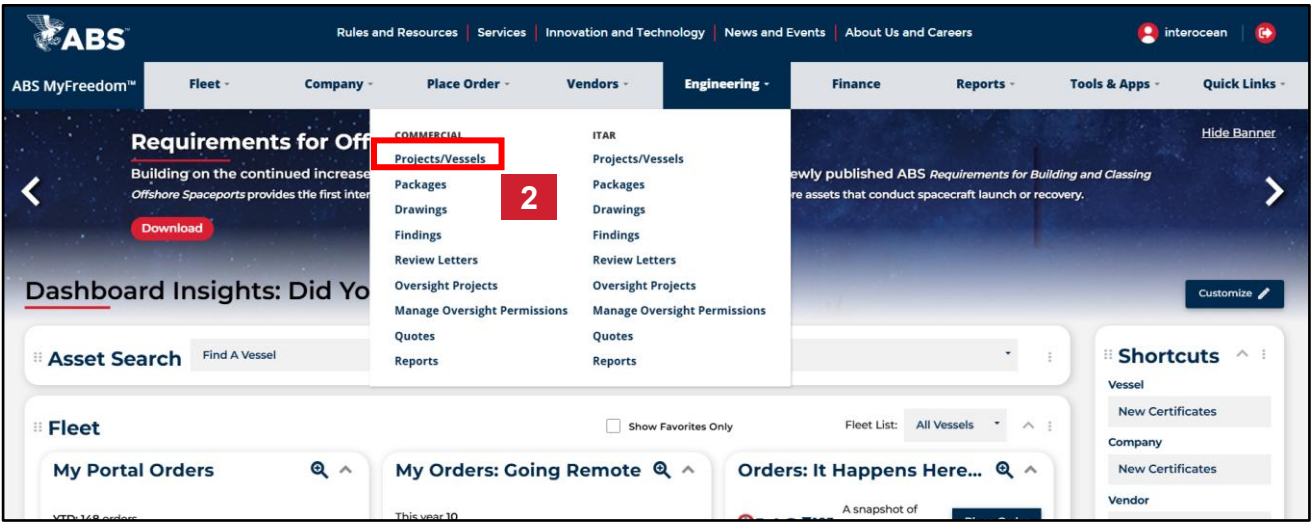
- | | |
|--|-----------|
| A. 提交审图图纸-创建文件包 | 03 |
| B. 提交升版图纸-通过创建文件包选项 | 10 |
| C. 提交升版图纸-通过上传升版选项 | 15 |

如有任何疑问，请发送邮件至ABSShanghaiO2E@eagle.org，抄送 ABSServiceDesk@eagle.org

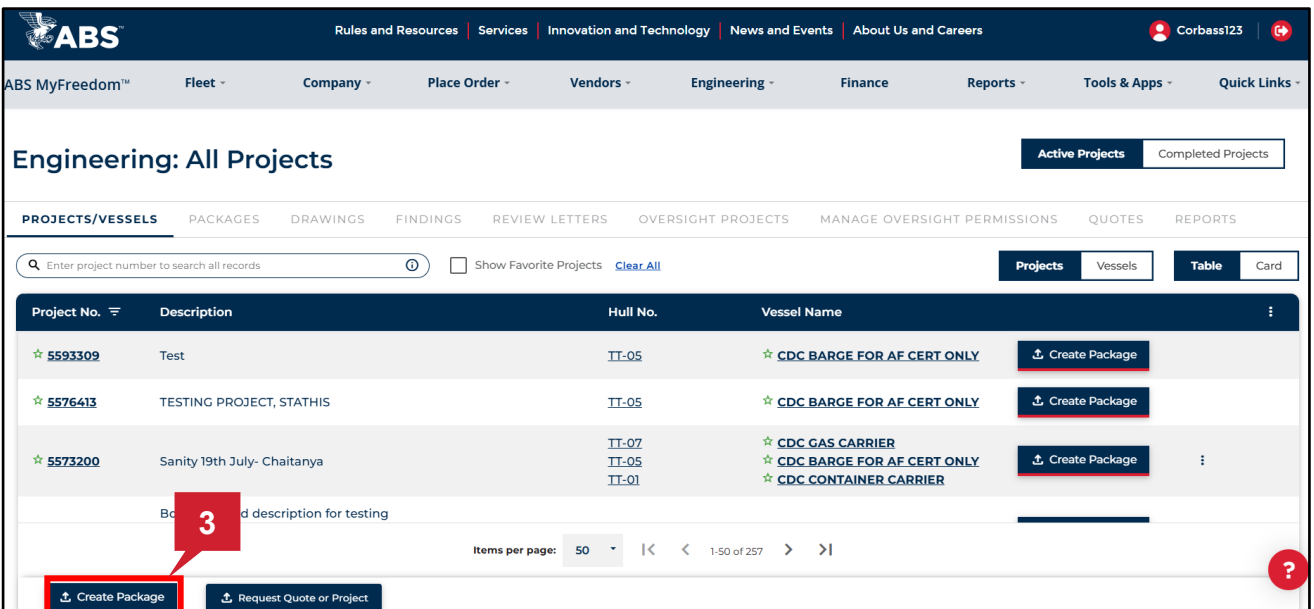
A) 提交审图图纸 - 创建文件包

以下步骤概述了使用创建文件包 **Create Package** 选项上传图纸的过程。以下例子通过项目/船舶 **Projects/Vessels** 栏, 不过创建文件包选项在文件包 **Packages** 和图纸 **Drawings** 栏下一样适用。

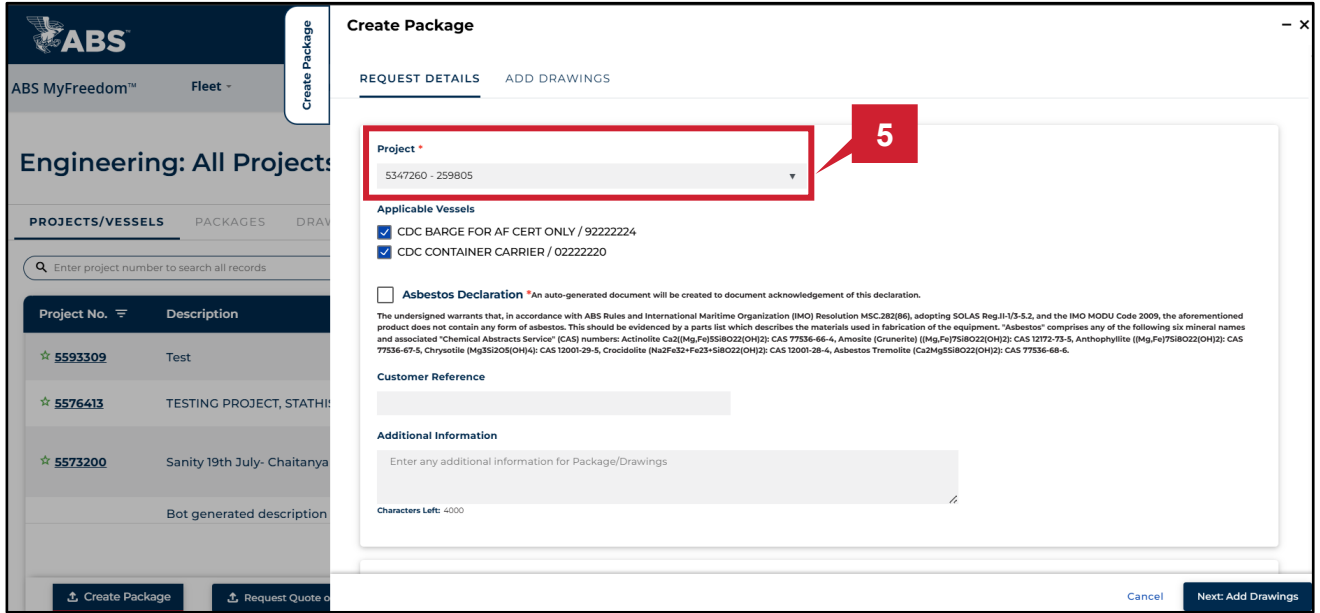
- 1 登录客户端
- 2 从工程 **Engineering** 的下拉选择中点击项目/船舶 **Projects/Vessels**



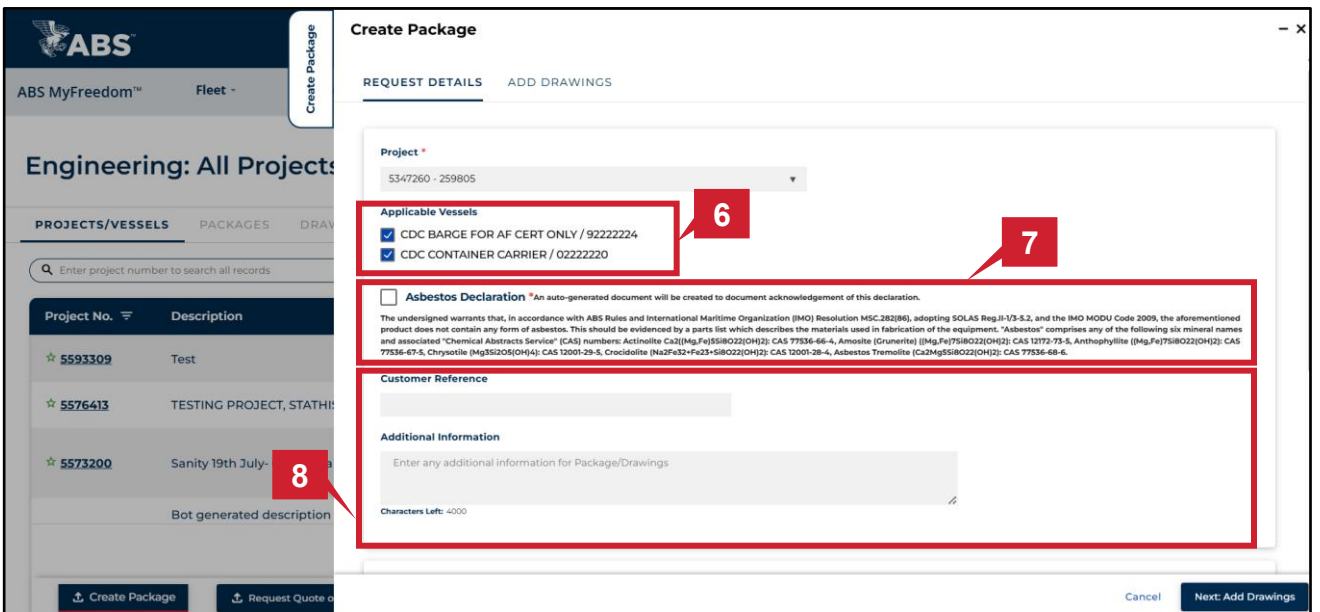
- 3 点击创建文件包 **Create Package**



- 4 创建文件包 **Create Package** 页面如图所示, 申请细节 **REQUEST DETAILS** 默认显示
- 5 项目 **Project** 下拉选项中, 选择所需的项目



- 6 确保该提交图纸的适用船只 **Applicable Vessels** 被正确选择
- 7 勾选无石棉声明 **Asbestos Declaration**
- 8 如果需要可以输入客户参考 **Customer Reference**, 任何附加信息 **Additional Information**



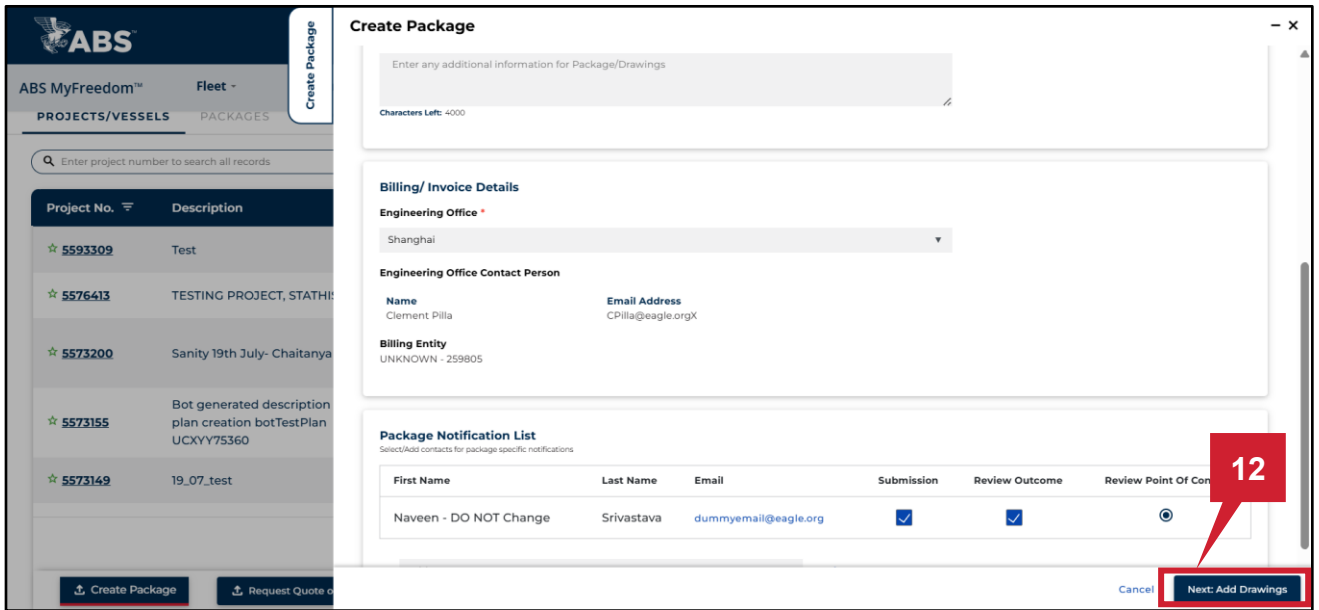
- 9** 查阅开票细节 **Billing/ Invoice Details**
- 10** 查阅文件包通知列表 **Package Notification List**
- 11** 选择添加新联系人 **Add New Person** 的下拉选项或者点击创建新联系人 **Create New Contact** 接收邮件通知

提示: 该联系人不在项目联系人列表中时, 才需要将邮箱地址加到此处的通知列表中。

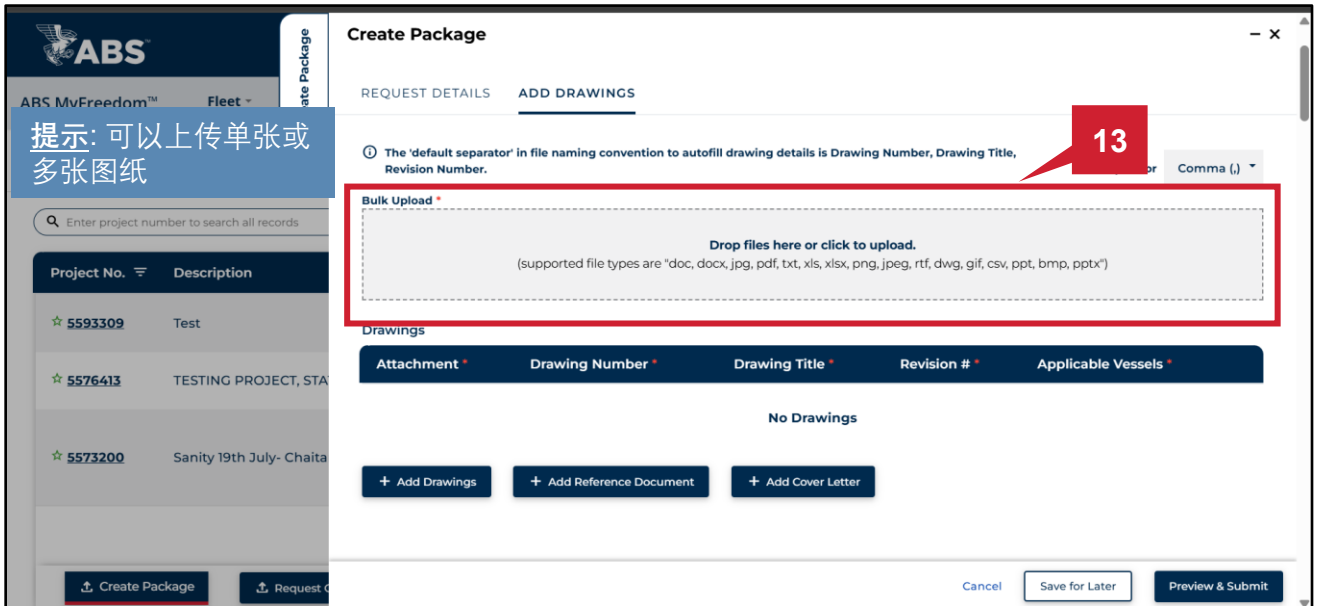
- 11a** 输入相关联系人细节 (名 **First Name**, 姓 **Last Name**, 和邮箱地址 **Email**)
- 11b** 点击保存抄送 **Save CC**
- 11c** 选择或添加联系人来接受具体的文件包邮件通知, 包含提交更新 **Submission updates** 和退审 **Review Outcomes**
- 11d** 如果有多个联系人, 请选择一位作为审图过程的联系人

提示: 只能选择一个作为审图过程的联系人。

12 点击下一步：添加图纸 **Next: Add Drawings**



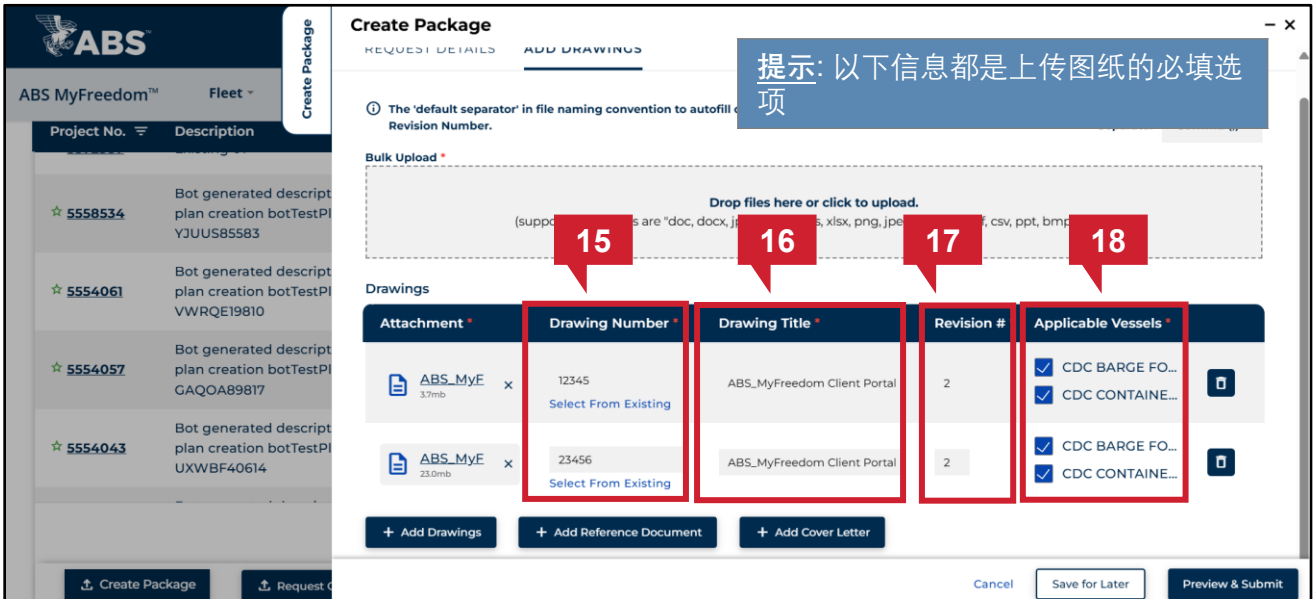
13 添加图纸 **ADD DRAWINGS** 页面如下所示。在批量上传 **Bulk Upload** 的框下，拖拽文件 **drop files** 或点击上传 **click to upload**



提示: 支持文件格式有 doc, docx, jpg, pdf, txt, xls, xlsx, png, jpeg, rtf, dwg, gif, csv, ppt, bmp, pptx 和 3d, 除了压缩 zip

可以参考 drawing number, drawing title, revision no. (图号, 图名, 版本) 的命名方式, 系统会自动识别并填充这些信息

- 14** 上传好的图纸会显示在图纸栏
- 15** 输入图名 **Drawing Number** 或者唯一的标识符 **unique identifier**, 不包括页码或者版本
- 16** 文件名 **Drawing Title** 一般默认与文件原本的命名一致, 如果需要可以编辑
- 17** 输入版本号 **Revision #**, 如果不需要标注版本号, 请输入连接号 (-)
- 18** 请确认该图纸的适用船只 **Applicable Vessels** 被正确选择



提示: 如果该项目已经添加过图纸上传计划, 从现有选项中选择要添加的图纸信息。更多详细步骤, 请参考提交图纸计划表的指导说明。

- 19** 点击添加解释信 **+ Add Cover Letter**，拖拽或者点击上传文件。在图纸编号处输入日期，在版本号处输入连接号 (-)
- 20** 点击添加参考文件 **+ Add Reference Document**，拖拽或者点击上传文件。在图纸编号处输入唯一的编号，在版本号处输入连接号 (-)
- 21** 点击添加图纸 **+ Add Drawings**
- 22** 完成后，点击预览与提交 **Preview & Submit**

提示: 以下信息都是上传图纸的必填选项。

The 'default separator' in file naming convention to autofill drawing details is Drawing Number, Drawing Title, Revision Number. Separator: Comma (,)

Drawings

Attachment *	Drawing Number *	Drawing Title *	Revision # *	Applicable Vessels *
ABS_MyE 3.7mb Select From Existing	12345	ABS_MyFreedom Client Portal	2	<input checked="" type="checkbox"/> CDC BARGE FO... <input checked="" type="checkbox"/> CDC CONTAINE...
ABS_MyE 23.0mb Select From Existing	23456	ABS_MyFreedom Client Portal	2	<input checked="" type="checkbox"/> CDC BARGE FO... <input checked="" type="checkbox"/> CDC CONTAINE...

+ Add Drawings
+ Add Reference Document
+ Add Cover Letter
22

Cancel
Save for Later
Preview & Submit

提示: 点击末端的删除图标，从文件包里移除图纸。这个操作只是从本次提交中移除了该文件，不影响与该项目相关的图纸计划表等。

- 23 提交文件包 **Submit Package** 页面如图所示
- 24 查阅文件包信息，都正确的话点击提交 **Submit**

Submit Package

Customer Reference: N/A
Project Name: 5347260 - 259805
Additional Information: N/A

Billing/ Invoice Details
Engineering Office: Shanghai
Engineering Office Contact Person
Name: Clement Pilla | Email Address: CPilla@eagle.orgX
Billing Entity: UNKNOWN - 259805

Review Submittal Items (2) Expand All Collapse All

ABS_MyFreedom Client Portal_User Guide_Selecting and Viewing Favorite Vessels or Companies (1)

ABS_MvFreedom Client Portal_User Guide_Granting and Modifying Oversight Permissions (1)

Create Package Request Edit Package Submit

提示: 在提交前需要更改, 请点击编辑文件包 Edit Package 来修改信息或文件。

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- 25 文件包创建成功的信息提醒弹出。
- 26 新创建的文件包会在文件包 **PACKAGES** 栏出现。 图纸提交者， 主账号管理者和项目联系人和后添加的联系人都会收到邮箱通知

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PROJECTS/VESSELS **PACKAGES** DRAWINGS FINDINGS REVIEW LETTERS OVERSIGHT PROJECTS QUOTES

Active Projects Completed Projects

Enter package number to search all records

Special characters ; , ' , / are not allowed.

Show All Collapse All Clear All

File(s) have been successfully uploaded, and Package #CR0000178683 has been created.

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Package No.	Customer Reference	Project No.	Submission Date	Submitter
CR0000178680 1 Drawings	test	5295740	12-Sep-2025	UNKNOWN (259805)
CR0000178681 1 Drawings	test	5295740	12-Sep-2025	UNKNOWN (259805)
CR0000178682 1 Drawings	N/A	5295740	12-Sep-2025	UNKNOWN (259805) Received
CR0000178683 1 Drawings	N/A	5249519	12-Sep-2025	UNKNOWN (259805) Received

Items per page: 50 | 1-50 of 1421

Create Package Request Quote or Project Download Packages (Selected 0) Schedule Drawing List

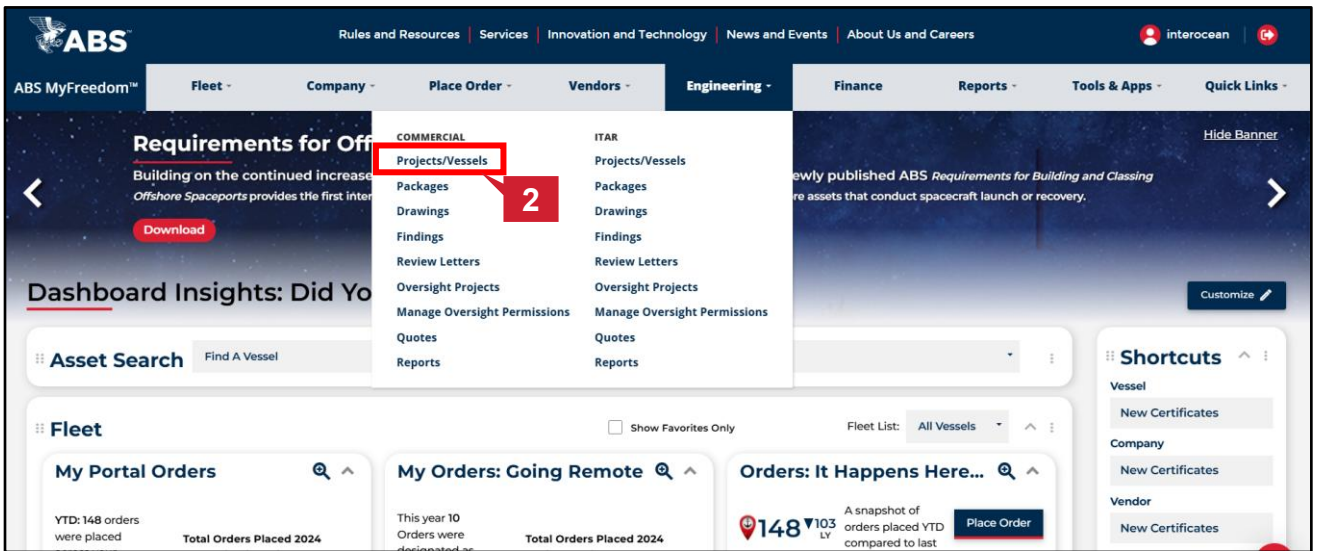
提示: 如果您上传并保存了一个文件包, 但未提交图纸, 文件包的状态会是草稿 Draft

B) 提交升版图纸 – 通过创建文件包选项

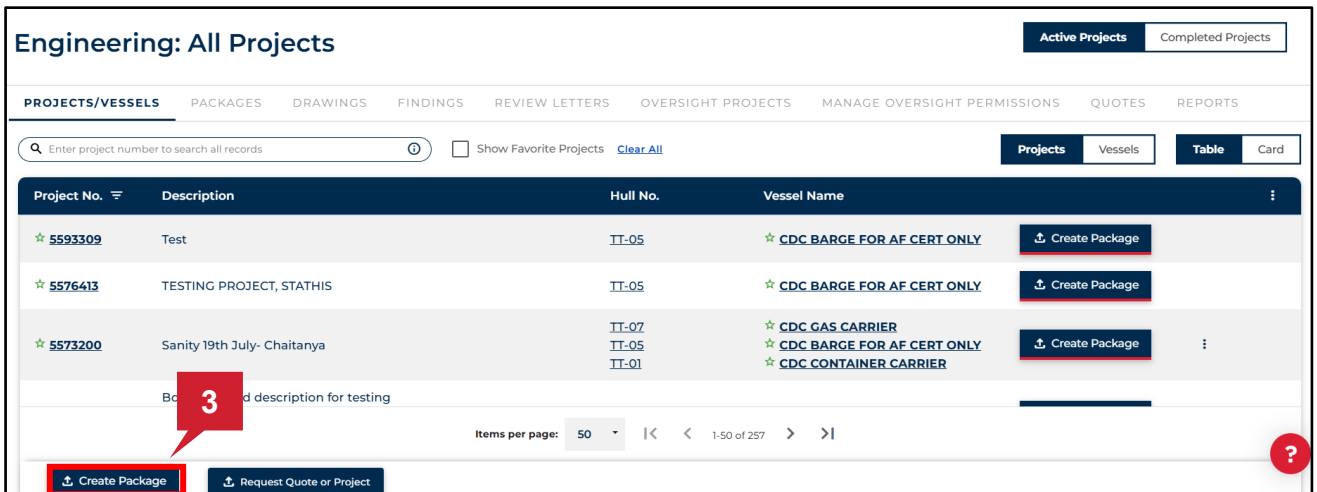
以下步骤概述了使用创建文件包 **Create Package** 选项上传升版图纸的过程。上传升版在文件包 **Packages** 和图纸 **Drawings** 栏下选择升版图纸 **Upload Revisions**

添加升版图纸

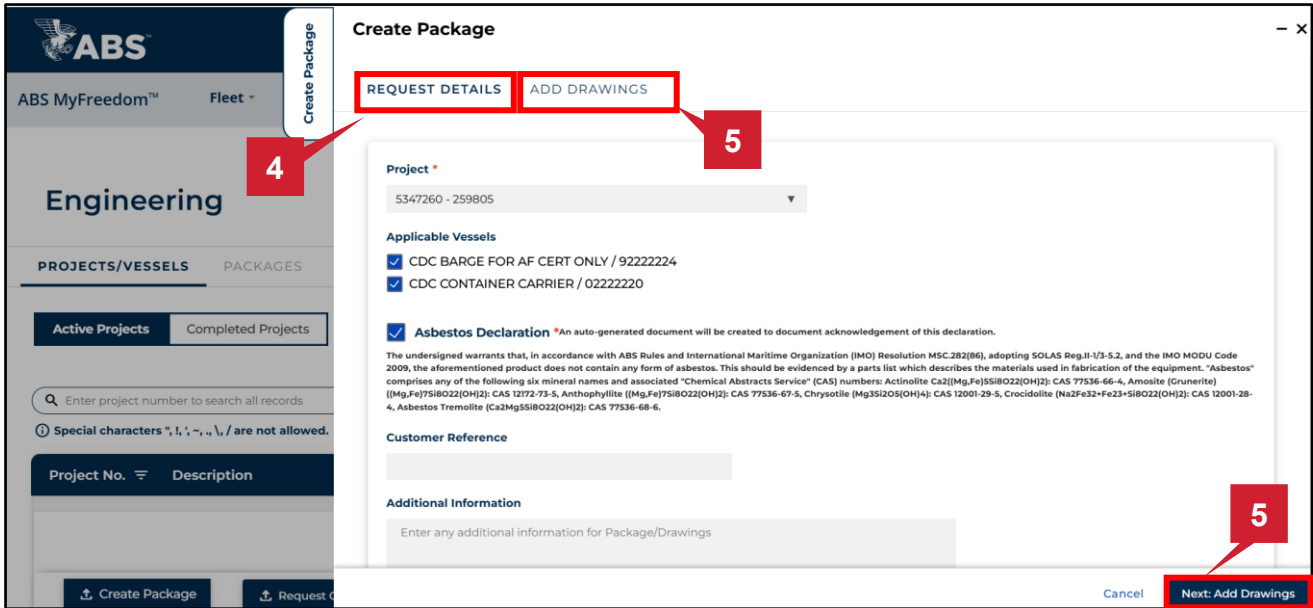
- 1 升版图纸可以通过创建文件包 **Create Package** 或者 上传升版 **Upload Revision** 的选项
- 2 从工程 **Engineering** 的下拉选择中点击项目/船舶 **Projects/Vessels**



- 3 点击创建文件包 **Create Package**

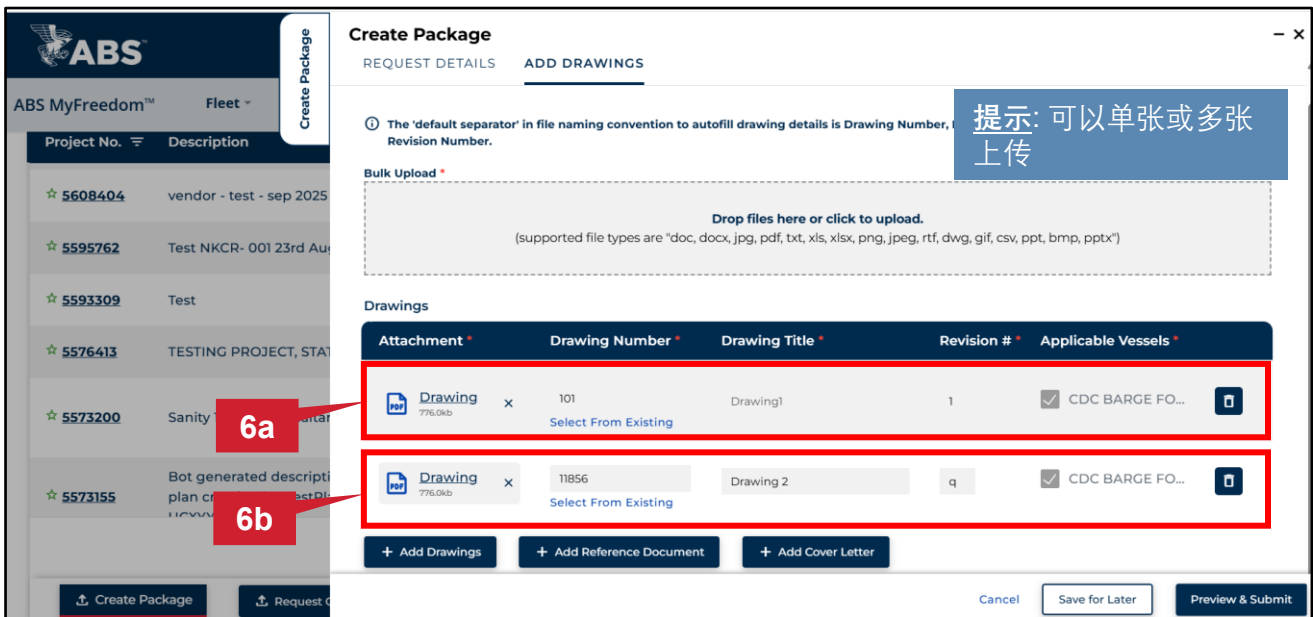


- 4 补充申请细节 **REQUEST DETAILS** 的必填项
- 5 点击添加图纸 **ADD DRAWINGS** 或者点击下一步: 添加图纸 **Next: Add Drawings**

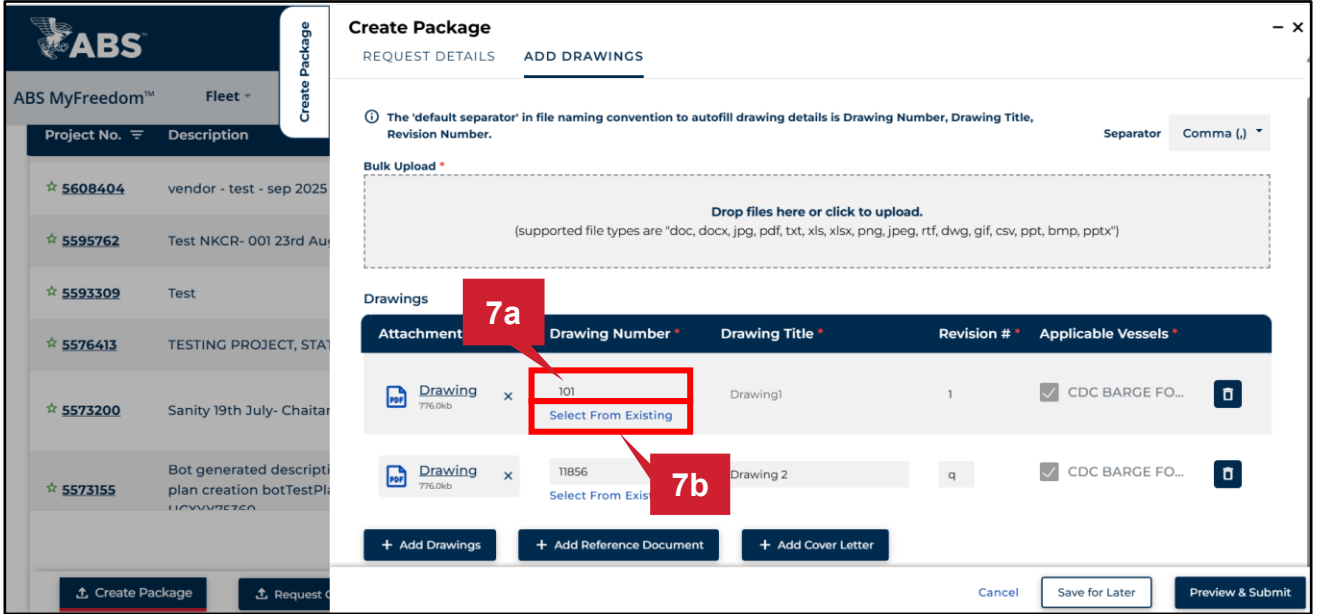


6a 通过批量上传 **Bulk Upload** 添加图纸并且输入版本号 **Revision #** .如果图纸出现相同的图号在该项目中, 并且适用于相同的船只, 系统会自动认为这次提交是以此升版图纸的提交, 如下所示的图纸 101

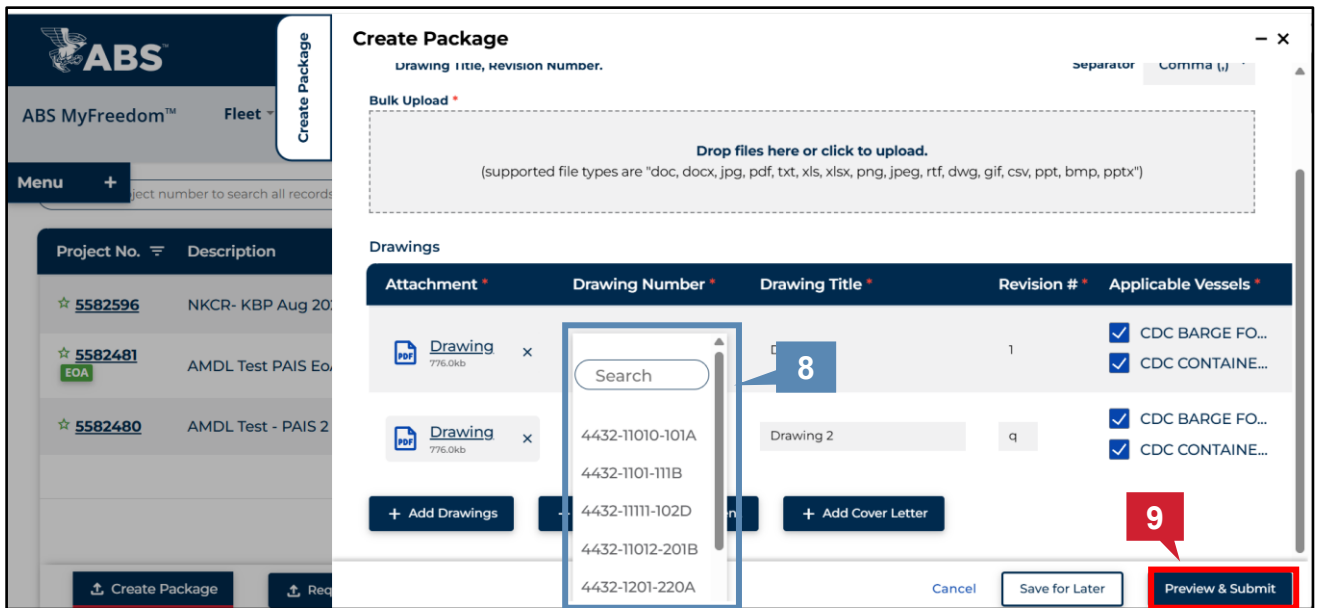
6b 如果图号不曾存在该项目中有过图纸, 则会默认是一张新的图纸。如下所示的图纸 112344



- 7a** 输入与上一版图纸编号相同的图号 **Drawing Number**
- 7b** 或者点击从现有中选择 **Select From Existing** 的选项找到所需要升版的图号



- 8** 该项目的现有图纸会在列表中，方便升版图纸。
- 9** 点击预览和提交 **Preview and Submit**



10

所选的船只已经存在同样图号的图纸，会有一个消息提醒的弹框，点击确认 **Yes** 进行下一步

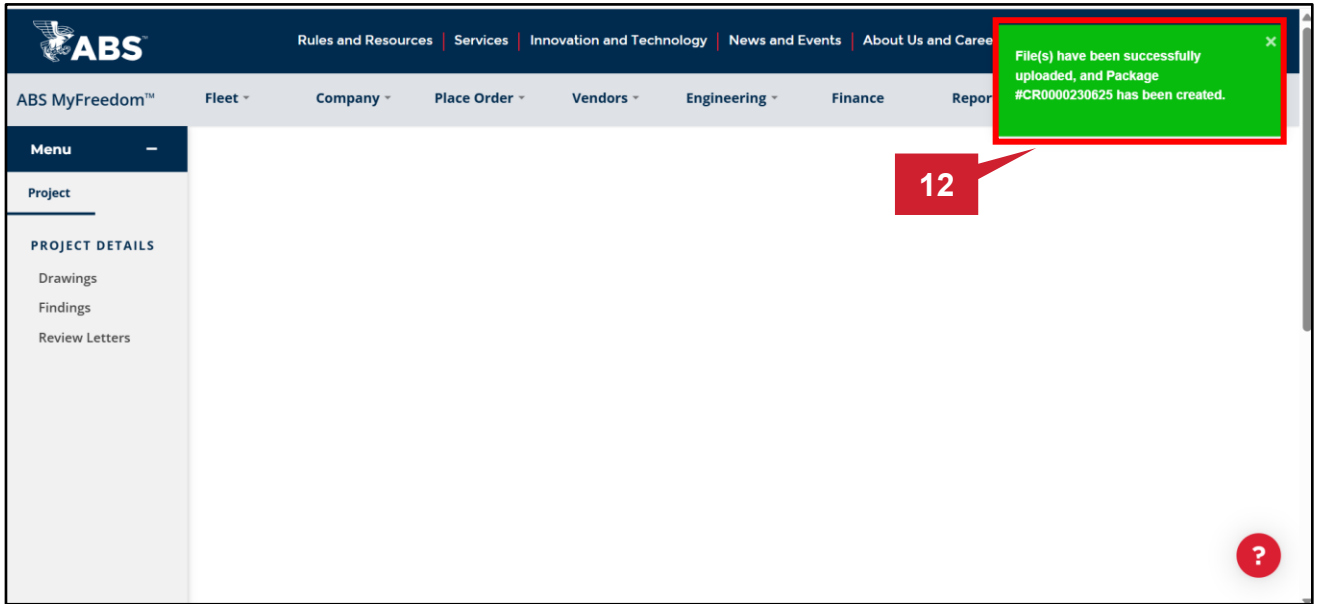
The screenshot shows the 'Create Package' interface with the 'ADD DRAWINGS' tab selected. A modal dialog titled 'Uploading a revision?' is displayed in the center. The dialog contains the text: 'A drawing having the number(101) already exists for the selected applicable vessel(s). Do you want to upload a revision for the existing drawing?'. Below the text are two buttons: 'Yes' and 'No'. A red callout box with the number '10' points to the 'Yes' button. The background interface shows a list of projects on the left and drawing upload options on the right.

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查阅信息并点击提交 **Submit**

The screenshot shows the 'Submit Package' interface. It displays project details including 'Customer Reference: N/A', 'Project Name: 5593309 - Test', and 'Additional Information: N/A'. Under 'Billing/ Invoice Details', it shows 'Engineering Office: Houston' and 'Engineering Office Contact Person' with fields for 'Name' (Clement Pilla) and 'Email Address' (CPilla@eagle.orgX). Below this is 'Billing Entity: UNKNOWN - 259805'. A section titled 'Review Submittal Items (2)' is visible, with a dropdown arrow. At the bottom right, there are two buttons: 'Edit Package' and 'Submit'. A red callout box with the number '11' points to the 'Submit' button. The left sidebar shows a list of projects.

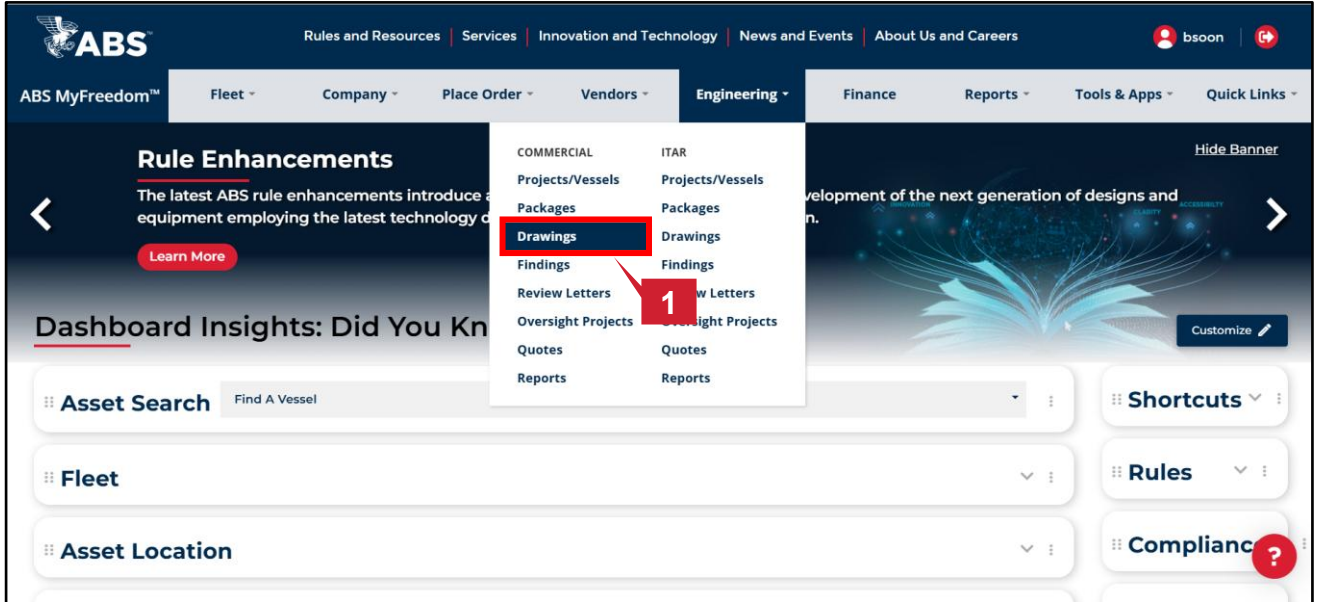
12 文件包成功创建的消息提醒弹出



C) 提交升版图纸 – 通过上传升版选项

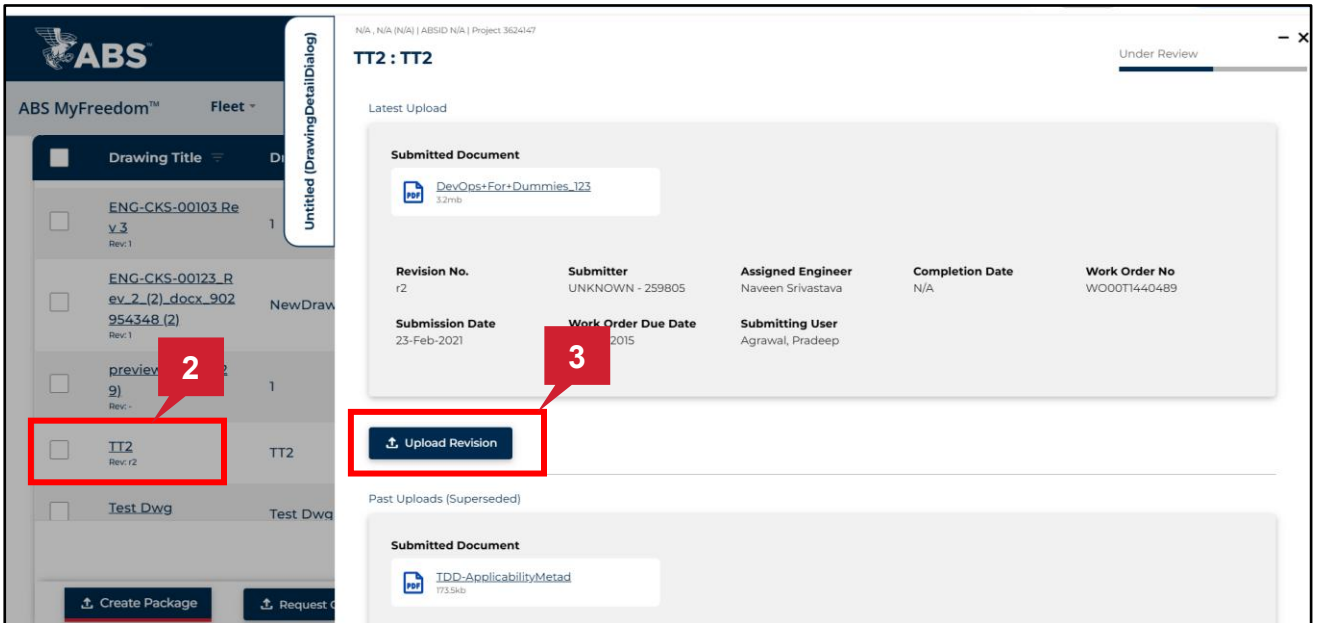
给一张图上传升版图纸

1 从工程 **Engineering** 的下拉选择中点击图纸 **Drawings**

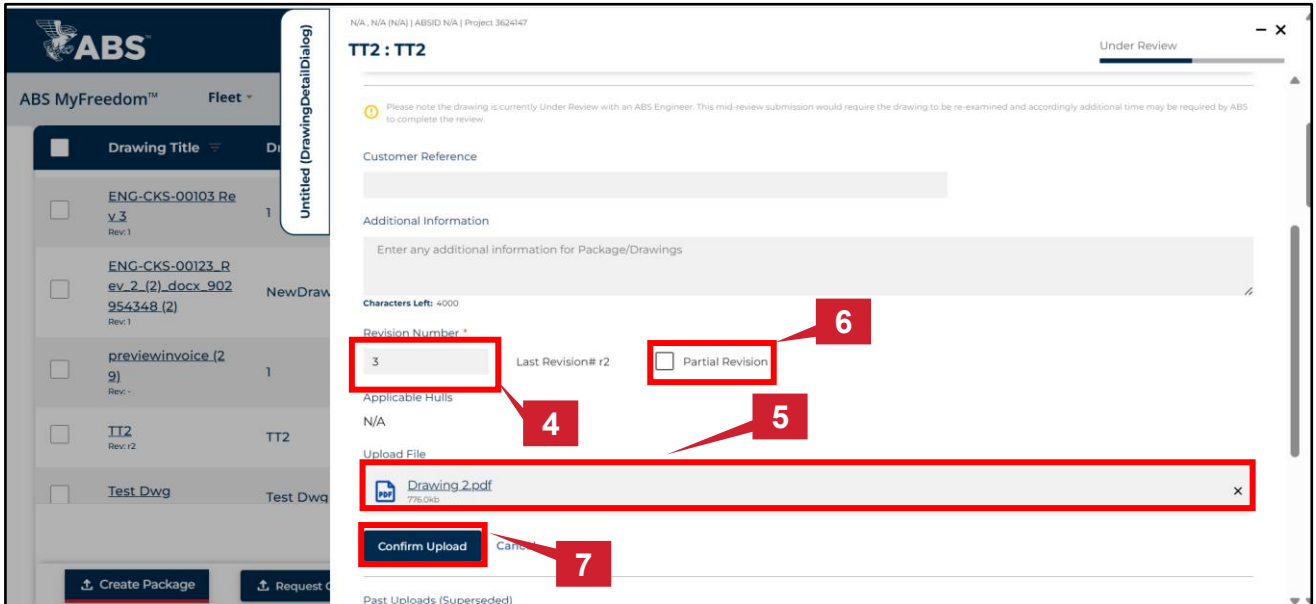


2 搜索该图，点击图名 **Drawing Title** 查看图纸详情

3 点击上传升版 **Upload Revision**



- | | |
|---|---|
| 4 | 输入升版的版本号 Revision Number |
| 5 | 如果要上传升版请提交图纸 |
| 6 | 如果您只打算提交该图纸的特定部分或者页面，选择部分升版 Partial Revision |
| 7 | 点击确认上传 Confirm Upload |



拖拽文件或者点击上传文件至此上传升版

Upload File

Drop a file here or click to upload.

(supported file types are "doc, docx, jpg, pdf, txt, xls, xlsx, png, jpeg, rtf, dwg, gif, csv, ppt, bmp, pptx")

8 查阅信息，点击提交 **Submit** 升版

N/A, N/A (N/A) | ABSID N/A | Project 3624147

TT2 : TT2 Under Review

ⓘ Please be advised that ABS cannot stamp password-protected or secure documents. Kindly ensure that all files are accessible and not secured.

Customer Reference: N/A
Project Name: 3624147 - Test project for JDK upgrade
Additional Information: N/A

Review Submittal Items (1) Expand All Collapse All

Revision #	File Name	Drawing Number	Applicable Vessels
3	Drawing 2.pdf	TT2	N/A

[Edit Package](#) Submit

9 成功提交后，会有上传成功的消息提醒弹出

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File(s) have been successfully uploaded, and Package #CR0000230626 has been created.

1776 Total Drawings
Number of Drawings

Drawings In

- 125 Action Required
- 4 Need More Info
- 243 Under Review
- 60 Received
- 349 Published
- 17 Draft
- 962 Deleted
- 16 Retained (Migrated)

Enter drawing number to search all records

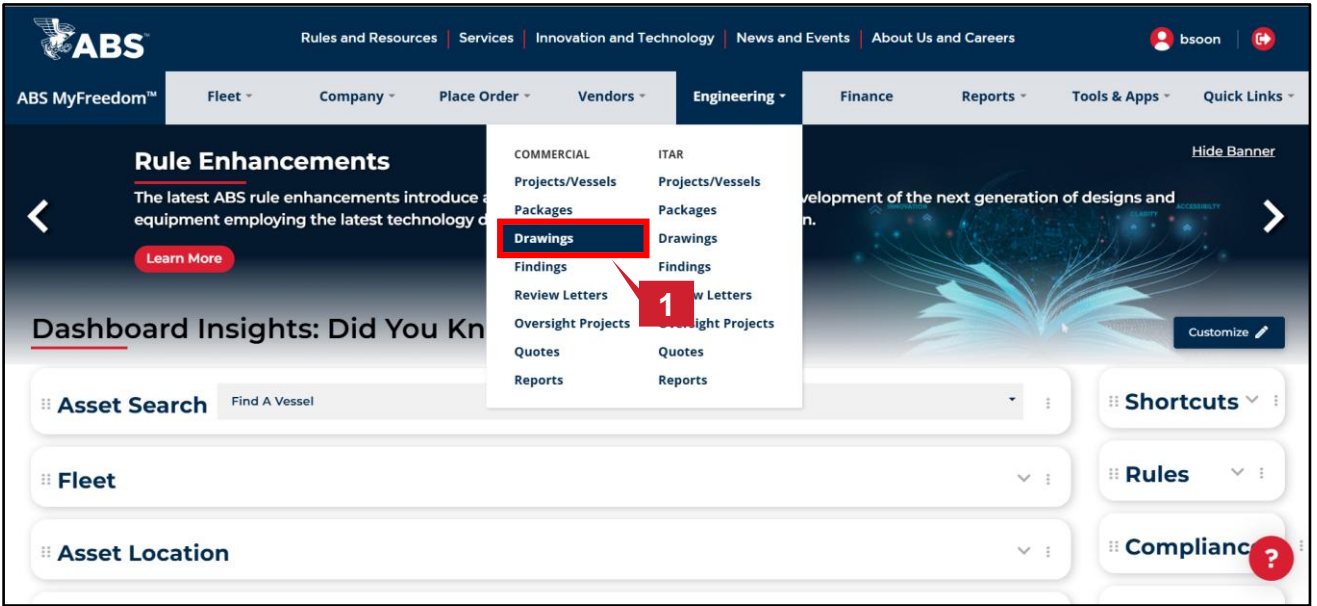
ⓘ Special characters ", !, ' , - , . , \ , / are not allowed.

Drawing Title	Drawing Number	Package/Reference No.	Project No.	Submission Date	Completion Date	Status
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?

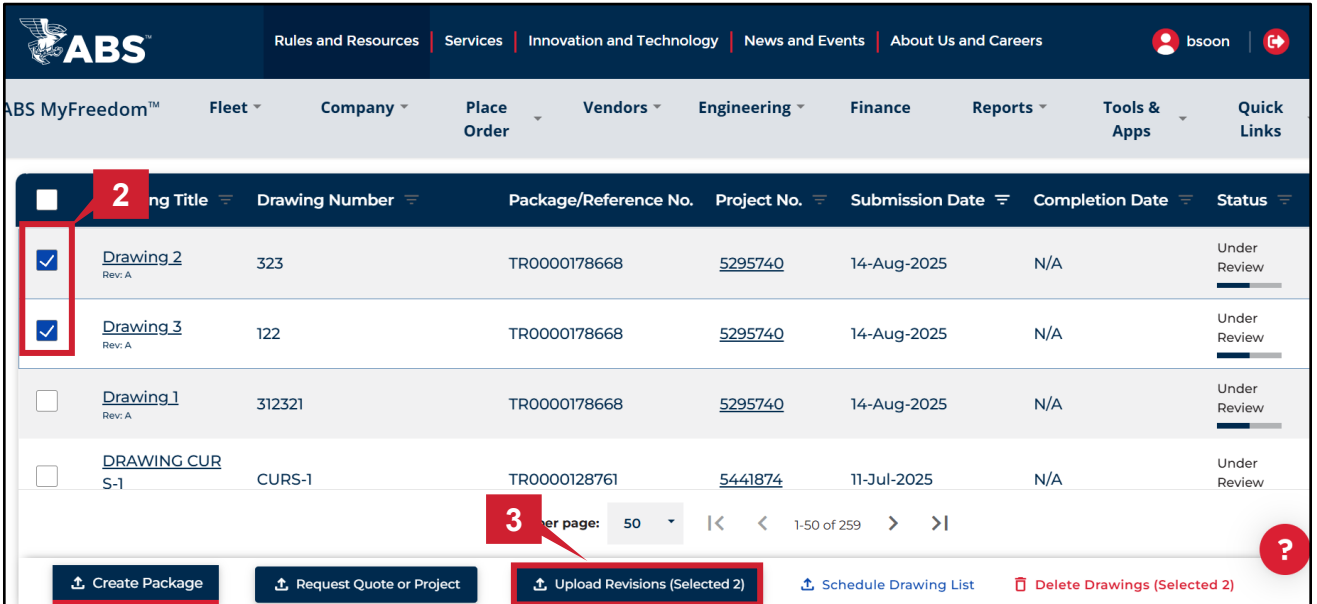
给多张图纸上传升版文件

1 找到图纸 Drawings 栏



2 勾选所需要升版的图纸前面的选框

3 点击上传升版 Upload Revisions



- 4 如果需要，请输入客户参考 **Customer Reference** 和附加信息 **Additional Information**
- 5 给每张图纸输入版本号 **Revision #**
- 6 如果您只打算提交该图纸的特定部分或者页面，选择部分升版 **Partial Revision**
- 7 拖拽文件至此或者点击上传 **Drop a file here or click to upload** 来上传图纸
- 8 如果需要，点击添加解释信 **+ Add Cover Letter** 和添加参考文件 **+ Add Reference Document**
- 9 点击预览与提交 **Preview & Submit**，在正式提交前查阅所有信息

Upload Revision

Customer Reference

Additional Information
Enter any additional information for Package/Drawings

Characters Left: 4000

Upload Revision

Drawing Number	Drawing Title	Revision #	Applicable Vessels *	Partial Revision	Attachment
323	Drawing 2	1 Last Rev# A	✓ TT-05	✓	WorkPackage_657059 231.2kb
122	Drawing 3	# Last Rev# A	✓ TT-05	<input type="checkbox"/>	Drop a file here or click to upload.

+ Add Cover Letter | + Add Reference Document

Cancel | **Preview & Submit**

- 10 查阅信息，点击提交 **Submit** 新版本

Upload Revision

Please be advised that ABS cannot stamp password-protected or secure documents. Kindly ensure that all files are accessible and not secured.

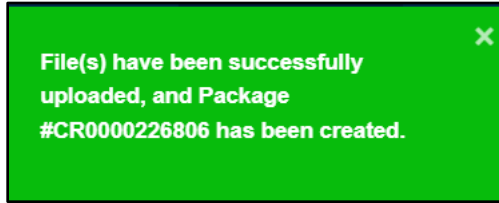
Customer Reference: N/A
Project Name: 5295740 - testsanity_kp
Additional Information: N/A

Review Submittal Items (2) Expand All Collapse All

- Drawing 2
- Drawing 3

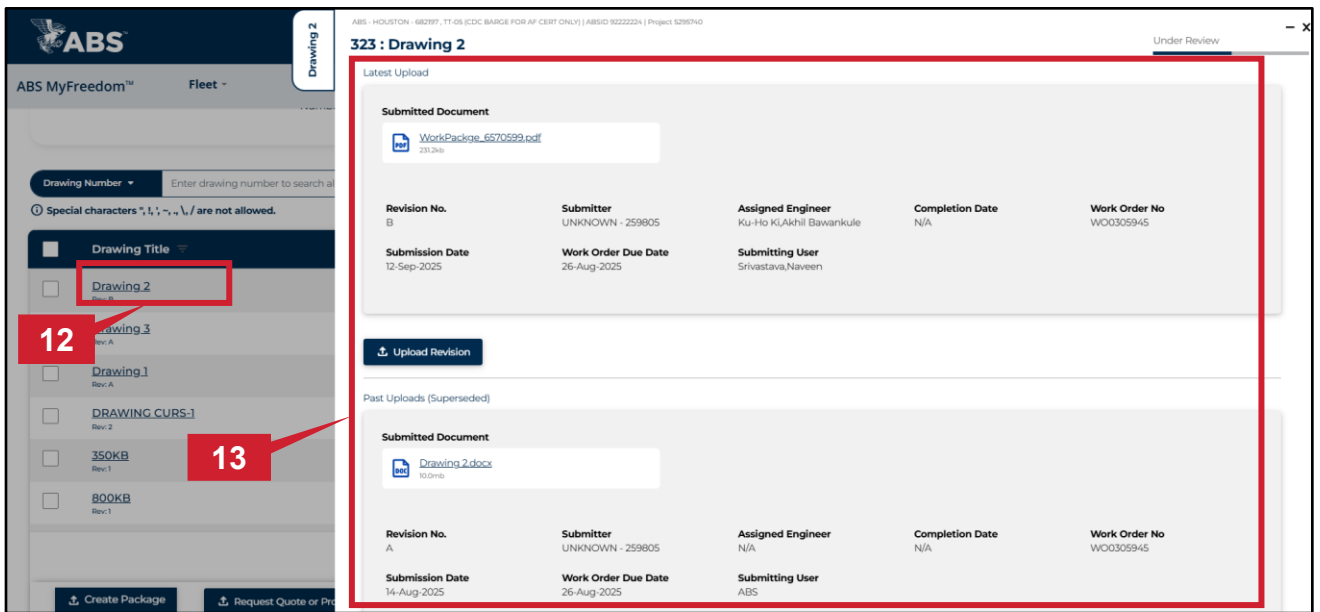
Edit Package | **Submit**

11 成功提交后，提交成功的消息提醒会弹出



12 点击工程 **Engineering** 下的图纸 **Drawings** 栏查看相关上传的图纸

13 最新上传的图纸和之前的版本都会如图显示



提示: 如需直接升版整个之前提交过的文件包里的图纸，请参考升版文件包的指导说明。