ADMINISTRATOR / EDITOR

Import KSS, drawings or Excel

Use one reviewed project ZIP to link materials, assemblies, PDF drawings and optional IFC models, or keep the mapped Excel workflow.

1 Choose the project and phase

Select the exact destination in Projects. Choose Import project ZIP on its dashboard. This is the single project ZIP upload location. Check Import target against KSS source; Excel imports remain available in their existing sections.

2 Prepare KSS, PDFs and optional IFC

Read the Tekla export guide. Include one metric Tekla KISS 1.0 KSS, a text-based one-page PDF per active mark and an optional matching phase IFC. Use A - MARK - Assembly.pdf or W - MARK - Description.pdf. IFC models link from this same ZIP. ZIP limit: 32 MB; PDF: 20 MB; IFC: 32 MB.

3 Review drawings and 3D previews

PDF first: check both lists, drawing previews, model previews and the model reference. Marks and quantities must match. Printed rounding retains history; real revisions block import until explicitly reviewed. Fasteners remain separate from cutting tonnage. A visual model does not confirm drilling requirements.

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Continue the workflow, then check the saved result.

4 Confirm and verify the combined import

The final checkbox does not approve revisions. For intended revisions, confirm Use revised PDF values and recheck. Resolve checks, then Import project & link all files. Wait for the Completed receipt: included PDFs and models verify before the lists and links save together.

5 Open models or use mapped Excel

Find saved models under Production → 3D models, Work allocation and current assigned worker lines. Changed linked drawings require model review. For Excel, match worksheet, headers, range, fields, units and weight basis; review before importing. Recheck routing after either method.

CHECK BEFORE YOU CONTINUE

Check the Completed receipt, saved counts, one material line, assembly, PDF and included model. Quantities must not be multiplied twice. Read the detailed 3D guide before using measurement tools.

IF SOMETHING DOES NOT MATCH

A preview or failed upload is not a completed import. Resolve unreadable tables and ambiguous identities. Confirm missing drawings as cancelled marks only after verifying cancellation. Models remain reference geometry; use issued PDF dimensions.