

Accepting Draft Items in a Workpack

CAMP Integration

Reference	Revision	Date
TL-UGD-CMP-006	1.0	7th October 2026

Overview

This guide explains how to identify and accept **Draft** items in a workpack on the Tech Log Web Dashboard, so that every item is ready for sign-off and the workpack can be released without a duplicate workpack being created.

When a workpack first comes into Tech Log from CAMP, it is set as **Draft** (see **TL-UGD-CMP-005 Importing Workpacks (CAMP Integration)**). When you make it **Active**, every item already in the workpack becomes active and ready for sign-off.

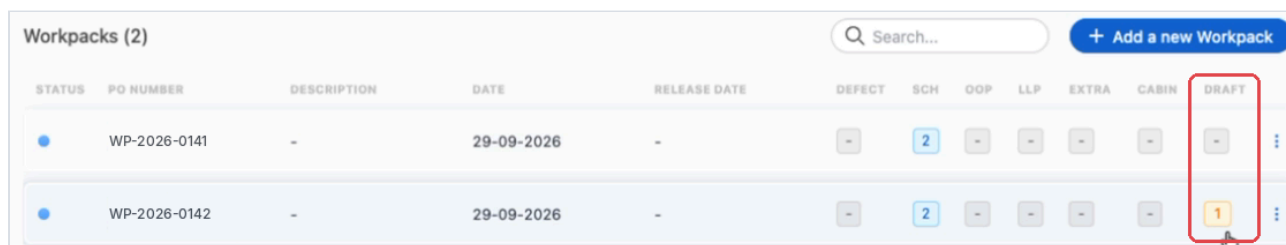
If a task (typically a non-routine task) is added to the same workpack in CAMP *after* it has been made Active, that item comes through to Tech Log but stays in **Draft**. Draft items are known to the system but are not active, so they cannot be signed off. If the workpack is released while it still contains Draft items, a duplicate workpack is created to carry them.

Note: Draft items are shown in their own **Draft items** section of the workpack view, each with a **Draft** label, so you can see exactly what is ready to sign off and what isn't. Always check for Draft items before releasing a workpack.

Accepting Draft Items

Step 1 of 4: Check for Draft Items

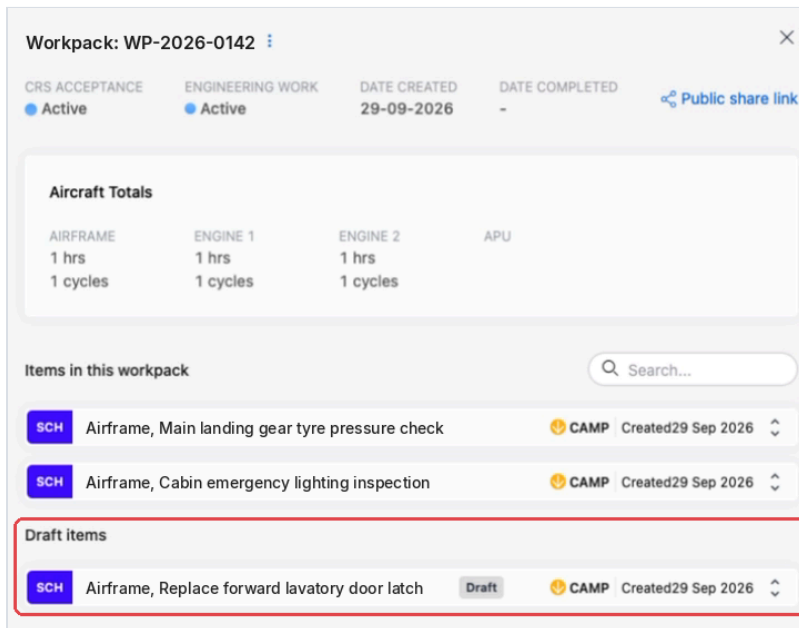
1. Navigate to the **Workpacks** page for the aircraft.
2. Check the **Draft** column. This shows how many Draft items each workpack contains:



The screenshot shows a table titled 'Workpacks (2)' with columns: STATUS, PO NUMBER, DESCRIPTION, DATE, RELEASE DATE, DEFECT, SCH, OOP, LLP, EXTRA, CABIN, and DRAFT. Two workpacks are listed. The first workpack (WP-2026-0141) has 2 draft items in the SCH column and 0 in the DRAFT column. The second workpack (WP-2026-0142) has 2 draft items in the SCH column and 1 in the DRAFT column. A red box highlights the DRAFT column header and the '1' in the second row.

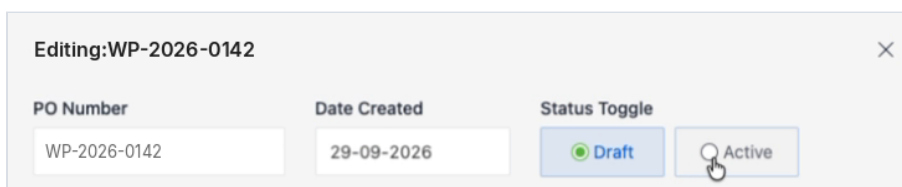
STATUS	PO NUMBER	DESCRIPTION	DATE	RELEASE DATE	DEFECT	SCH	OOP	LLP	EXTRA	CABIN	DRAFT
●	WP-2026-0141	-	29-09-2026	-	-	2	-	-	-	-	-
●	WP-2026-0142	-	29-09-2026	-	-	2	-	-	-	-	1

- Open the workpack. Any Draft items are listed under **Draft items**, below **Items in this workpack**:



Step 2 of 4: Set the Workpack to Active

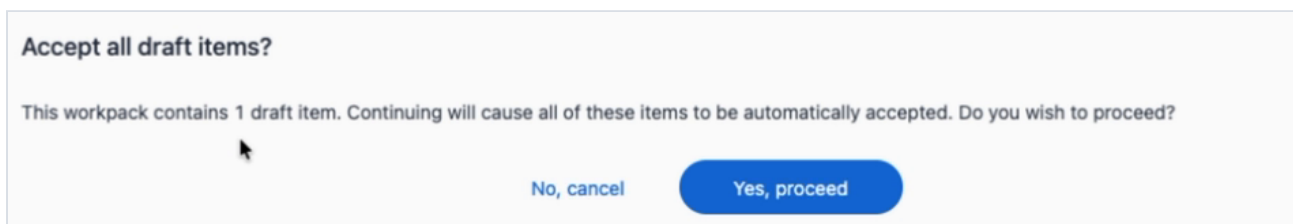
- Select the menu (⋮) next to the workpack name and choose **Edit**.
- Set the **Status Toggle** to **Active**.
- Select **Save**:



Note: If the workpack is already **Active**, set it to **Draft** and select **Save** first, then repeat this step to set it back to **Active**.

Step 3 of 4: Accept the Draft Items

- You will be asked to confirm with the message **Accept all draft items?**
- Select **Yes, proceed** to accept all Draft items into the workpack:



Step 4 of 4: Release the Workpack

1. Check that all items now sit together under **Items in this workpack** and that the **Draft items** section is no longer shown.
2. Release the workpack as normal. All items are ready for sign-off and no duplicate workpack is created.

If you have any questions, or still see a duplicate workpack after following these steps, please [Contact Support](#).