Ready to Release

Release Checklist

Search for uppermost asm

Promote

Update all files in Workspace

Open promoted DRW file

Is "Released:" cell showing "RELEASED"?

Hail Mary Pass <ctrl>-G

Make necessary changes

Offending Files Set back to WIP

Admin

Doh!

"RELEASED" now?

Doh!

Yippee! → **Make PDF**

Yippee!

Last PDF file of DRP package?

Doh!

Yippee!

Make Excel cover sheet

Combine all PDF's

Onward to ICMS

Legend

Commonspace Fn

Workspace Fn

Pro/E Fn

MS Excel Fn

Adobe Acrobat Fn
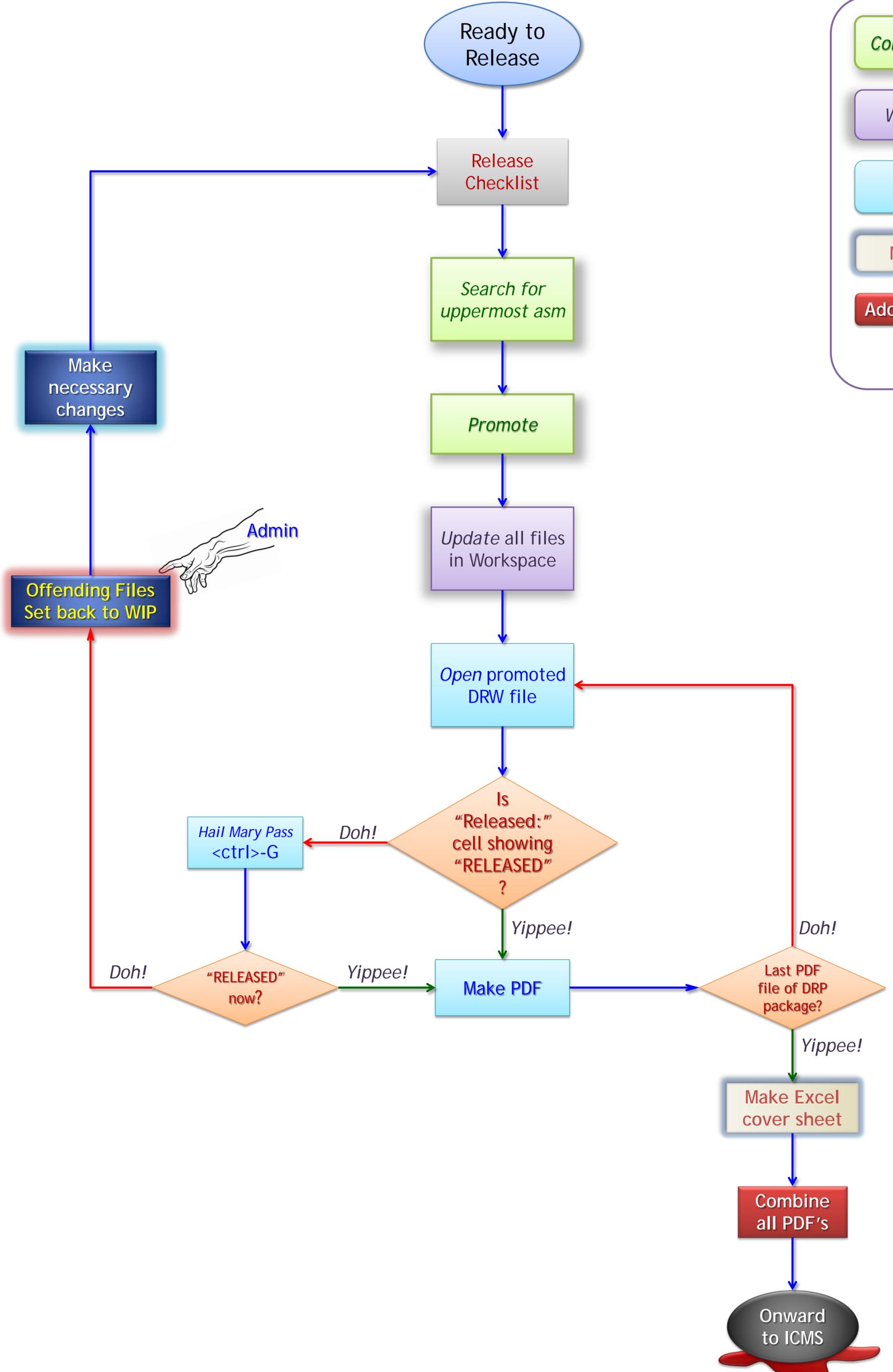
RELEASE Check List

Within *Pro/E*, did you . . .

1. check for the latest Print_Rel relation in EACH model file
   a. Find in Tools / Relations…
   b. Script should be free of "PDMRL" variables
2. Update all drawing formats
   a. Print_Rel variable must be in "RELEASE LEVEL:" titled table cell
   b. Versions and revision variables must **not** start with "Proi"
   c. BOM Revision column variable must **not** start with "asm.member.proi…"

Within *Workspace*, did you . . .

1. Match metadata (attributes) from asm's or prt's to related drw's
   a. Choose files, Edit ˆ button – Attributes (files must be Checked-Out)
   b. En masse changes are possible
2. Do a Name-Check to make sure all THREE of each file's designations are the same for already checked-in files
   a. This is "Name", "Number", and "Filename"
      i. The variable Drawing_Number is metadata, not a file designation
   b. If files are brand new in WS, leave "Name" and "Number" untouched
      i. Windchill will fill these in appropriately upon check-in
         a) you can't erase entries once typed in, so if you DID touch them, make the names match "Filename" exactly! Right down to extension (.drw, .prt, .asm)
   c. If the three do NOT match, check-in files and seek admin help as regular users are not allowed to Rename
3. Check all files into Windchill

Within *Windchill*, did you . . .

1. Move files to proper directories (*Designer folders do **not** qualify…*)
   a. Regular users have ability to move files within APS Product context
   b. Hardware / Purchased parts must reside in Library context
      i. Regular users must seek admin help to move files between contexts
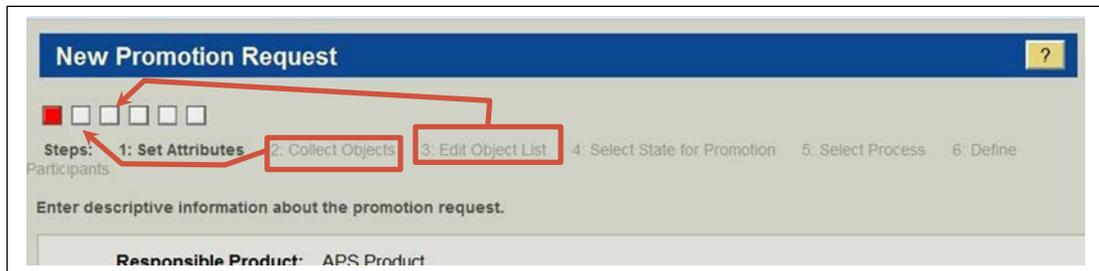
Back to Flowchart

SEARCH Function in Windchill

Search in windchill
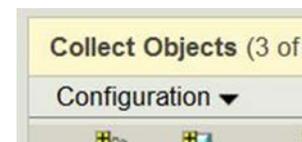
Hit the Search Button

When you find your uppermost assembly, click on the Actions link and Promote

The following all takes place in the New Promotion Request window…

The second and third boxes are the most important.

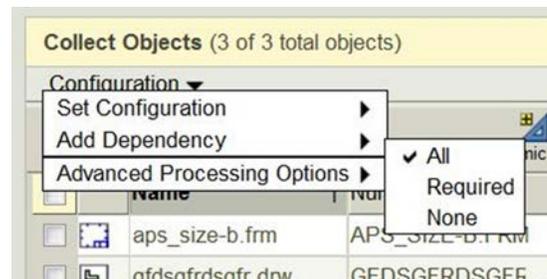The second box has the Configuration button at the top of your table.

Under this, you'll find the Add Dependency fly-out

Set this to All to get every little file associated with your models

In your list, promote ONLY the relevant files!

Back to Flowchart

UPDATE Function in Workspace

Update in Workspace

Synchronize in Workspace

Combine release PDF's into a Single PDF

1. PDF's are converted to single package using Adobe PDF, COVER page is sheet one in the combined PDF. (DRP-WBS-LDN-CVR).
2. COMBINE by SELECTING files to be released in the "DRP Release Packages" directory.
3. RIGHT CLICK on one of the selected file, SELECT "Combine Supported files in Acrobat".
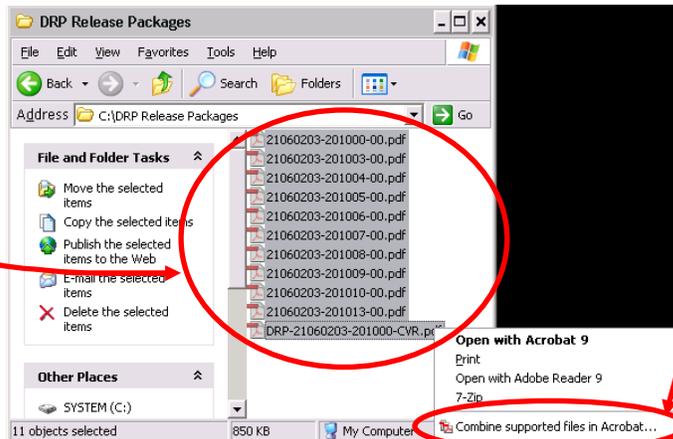
4. Inside the "Combine Files" window ARRANGE the PDF's by MOVING them up and down.
   4.1. The first file is the Combined PDF is the Cover Page
   4.2. Then arrange the drawings in numerical order.
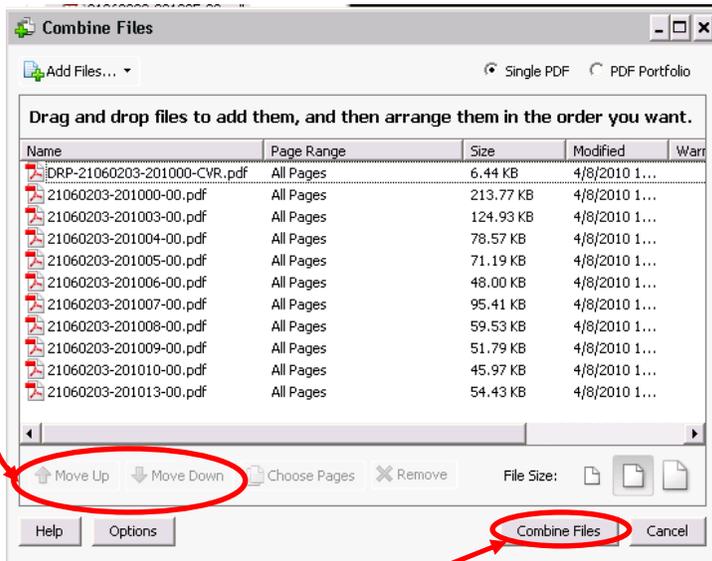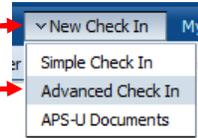

5. Then select combine file.
6. Name the combined file as the top level assembly "DRP-WBS-LDN-REV".

DRP Alternate Release Process
Graphical Steps

ICMS Release Package Submittal

1. SELECT New Check In
2. SELECT Advanced Check In
3. FILL IN As Appropriate

New Check In | My
Simple Check In
Advanced Check In
APS-U Documents

Content Check In Form for Advanced Check In

Standard Fields   [Hide]

* Document Type   Form
* Title   DRP-WBS-LDN-REV
Document Date   [   ] Ex: 9/22/10

Security Fields   [Hide]

* Security Group   APS
Secure To   [   ]

Do this first, SELECT FILE NAME AS FILLED IN PASTE NAME ABOVE and REMOVE THE .PDF

* Primary File   C:\DRP Package\Select DRP PDF   Browse...
Alternate File   [   ]   Browse...

Source Information   [Hide]

Author(s)   [   ]   Find... Clear...
Contributor   Brianr
Recipient(s)   [   ]   Find... Clear...
Institution(s)   [   ]   Find... Clear...

Comments and Keywords   [Hide]

Comments/Keywords   DRP Package for WBS-LDN

Relevant Individuals   [Hide]

Requester(s)   [   ]   Find... Clear...
Designer   Fill Your Name Here   [   ]
Responsible Engineer(s) Engineers Name Here   Find... Clear...
Group Leader   [   ]

FILL IN ALL FIELDS YOU CAN

Sys Eng / Sys Mgr(s)   [   ]   Find... Clear...
Principal Investigator(s) [   ]   Find... Clear...

Organizational Classification   [Hide]

Organizational Classification		[Hide]
Division	AES ▾	**THIS IS THE DIVISION YOU ARE WORKING FOR "MED" "RF"**
Ownership Group	MED ▾	
Applies to Division	AES-DD ▾ AES-DD✖	**ADD AS MANY REFERENCE POINT THAT YOU CAN**
Project	▾	**OUR GROUP IS ALWAYS THERE, ADD SECTORS, AND ANY OTHER GROUPS THAT MAY BE LOOKING FOR THIS WORK**

Web Content	[Show]

Document Classification	[Hide]

Content Topic Values

[Add new] [Remove]

Sector Identification		[Hide]
Sector Acronym(s)	Fill In As Appropriate ▾	
Sector Number(s)	Fill In As Appropriate ▾	**IF THIS IS FOR A SECTOR ADD THE REFERENCE HERE**
X-Ray Source Type(s)	Fill In As Appropriate ▾	
Station(s)	Fill In As Appropriate ▾	

Engineering		[Hide]
Technical System	Storage Ring Installation ▾	
System	Mechanical Assembly ▾	
Subsystem	Mechanical Installation ▾	**FILL THIS IN AS MUCH AS POSSIBLE INCLUDING WBS REFERENCE**
Component/Equipment	▾	
WBS Number	X.1.4.1 [Find...] [Clear...]	
LDN Number	Fill In As Appropriate	

Model/Drawing Information	[Show]

Workflow				[Hide]
Workflow ID	AdHoc_Workflow ▾			
Review 1	fallin	**RESPONSIBLE PERSON**	[Find...]	[Clear...]
Review 2	erdmann	**DaD QUALITY ASSURANCE**	[Find...]	[Clear...]
Review 3	denharto	**RESPONSIBLE ENGINEER**	[Find...]	[Clear...]
Review 4	Brianr	**ENGINEERS GROUP LEADER**	[Find...]	[Clear...]
Review 5		**DaD GROUP LEADER**	[Find...]	[Clear...]
Review 6			[Find...]	[Clear...]
Final Review / Edit	ross	**DOCUMENT CONTROL** [Find...] [Clear...]		
Review Step (# of Days)	7 ▾	**CHANGE REVIEW STEP TO 2 DAYS**		
Review Period (Months)	12 ▾	**CHANGE REVIEW PERIOD TO BLANK**		

Finance	[Show]

Finance	[Show]
Human Resources	[Show]
Other Dates	[Hide]

Review or Event Date		Ex: 9/22/10
Fiscal Year		Ex: 9999
* Release Date	9/22/10 1:12 PM	Ex: 9/22/10
Delete Date		Ex: 9/22/10

(HTML) [Check In] Reset Quick Help

FINAL STEP ALMOST DONE!!!

1. SELECT "My Content Server"
2. SELECT "My Workflow Assignments"
3. SELECT the workflow review Icon
   For the DRP you just entered.

∨ My Content Server   ∨ Web Sit

My URLs ▸
My Saved Queries ▸
My Profile
My Workflow Assignments
My Subscriptions
My Checked-Out Content
My Search Result Templates
My Baskets ▸
Folder Configuration for Brianr ▸

Configure visible columns

Workflow In Queue for Brianr   Quick Help
All Active Workflows --> My Workflow Assignments

1 Workflow Content Item In Queue

Content ID	Title	Workflow	Step Name	Revision	Actions
APS_1414023	DRP-21060203-201000	AdHoc_Workflows	StepOne	1	

4. SELECT "Approve" to approve for designer level.
5. SELECT "Approve" to submit to the other
   Approvers.

Approve Content ID:APS_1414023

Workflow:	AdHoc_Workflows
Content ID:	APS_1414023
Title:	DRP-21060203-201000 Test
Type:	Form
Author:	Brianr
Security Group:	APS
Format:	application/pdf
Revision:	1

Add comments for your approval

[Approve]

Workflow Review

Instructions:
You may review this workflow item in the window to the right, then use the action links below to approve or reject the item.

Tasks:
[Approve] [Reject]

Renditions:
• Web-Viewable File
• Native File

THIS ROUTES THE DRP TO THE ENGINEER AND
THE REST OF THE APPROVERS….DONE!!

Resubmitting Rejected IDP's

1. Correct the drawings that have issues.
2. Reprint the PDF files of the corrected drawings using the process above.
3. Replace the EXCEL cover page to show the new versions using the process above.
4. Recombine the files in a combined PDF using the process above.
5. Resubmit the ICMS content by:
   - 5.1. SELECT "My Content Server"
   - 5.2. SELECT "My Workflow Assignments"
   - 5.3. SELECT "Actions"
   - 5.4. SELECT "Check Out"

   - 5.5. Immediately after the "Check Out Confirmation" SELECT "Check In"
   - 5.6. SELECT new "Primary File" created above.
   - 5.7. SELECT "Check In" at the bottom.
6. DONE…