

AS Archive User manual

Welcome, Bienvenue, Willkommen. . . .

First of all we would like to welcome you and to thank you for the purchase of the product **AS Archive**. We wish you success with the use of this software.



**Don't hesitate to ask us, if you have questions
of the installation
or the use of *AS ARCHIVE*.**

**Furthermore we will provide you with the latest information
for updates.**

Please consult our distributor for Europe:

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Fax: ++49 6322 62968
eMail: support @ gb-datenservice.de**

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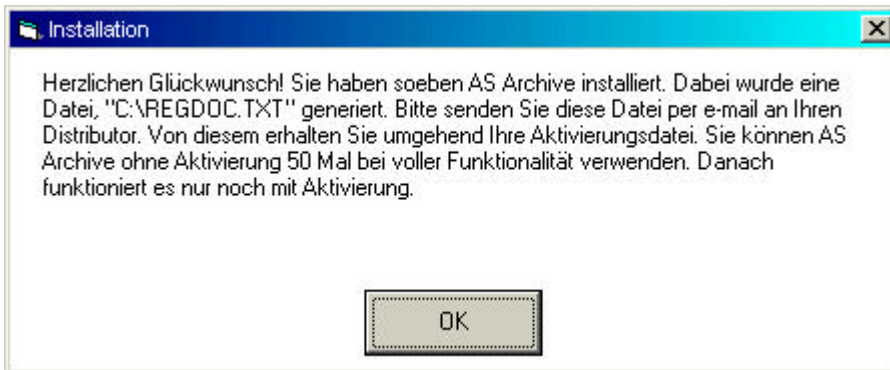
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1.) The initial start . . .

By double-clicking the program icon you start **AS Archive**.

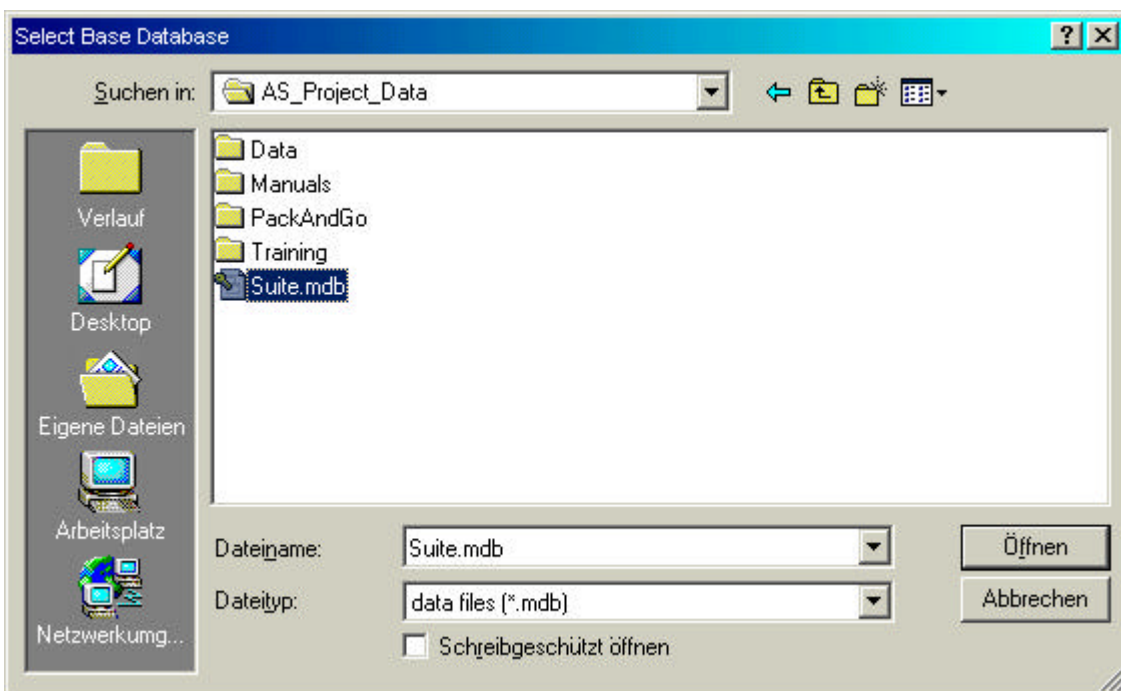


Initially, you receive a message, that in the directory 'C:\' a text file is located, which has to be submitted to your distributor.



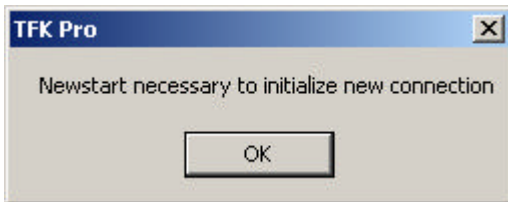
This file is needed to generate your activation code. The contents of this file we will discuss later in chapter 2) the activation.

You are asked to select the, accompanying, main database now. The file choice window listed below is displayed.



Please select the file „Suite.mdb“ in the directory „AS_Project_Data“ on your project drive and complete the process with "open".

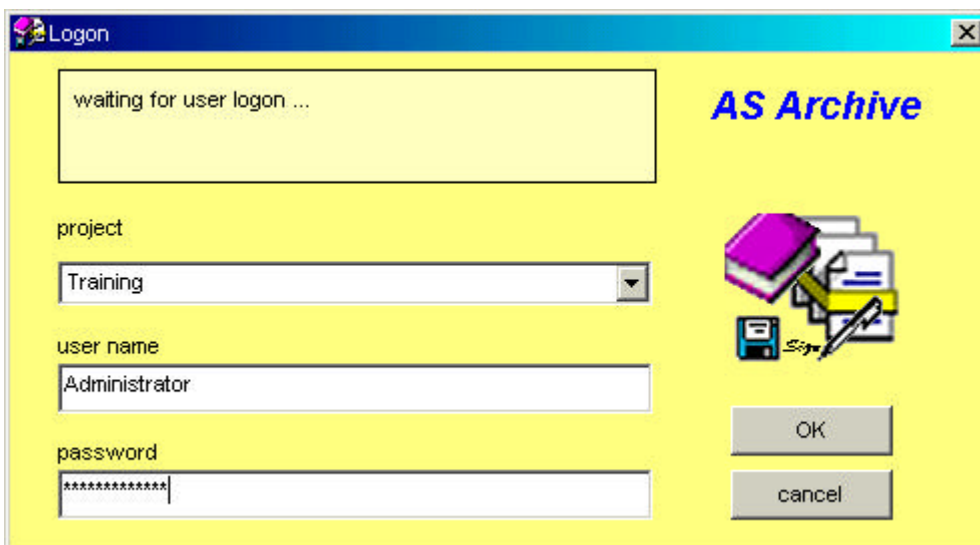
You will be asked to restart the program.



The restart is necessary to re-initialize the main database.

As long as **AS Archive** isn't activated yet, a message that shows you the remaining calls appears at program start. After activation having been carried out this message does not appear any more.

After restart having been carried out the "Logon window" opens



First you select the project in this window which shall be processed. After this the "user name" and the "password" are entered.

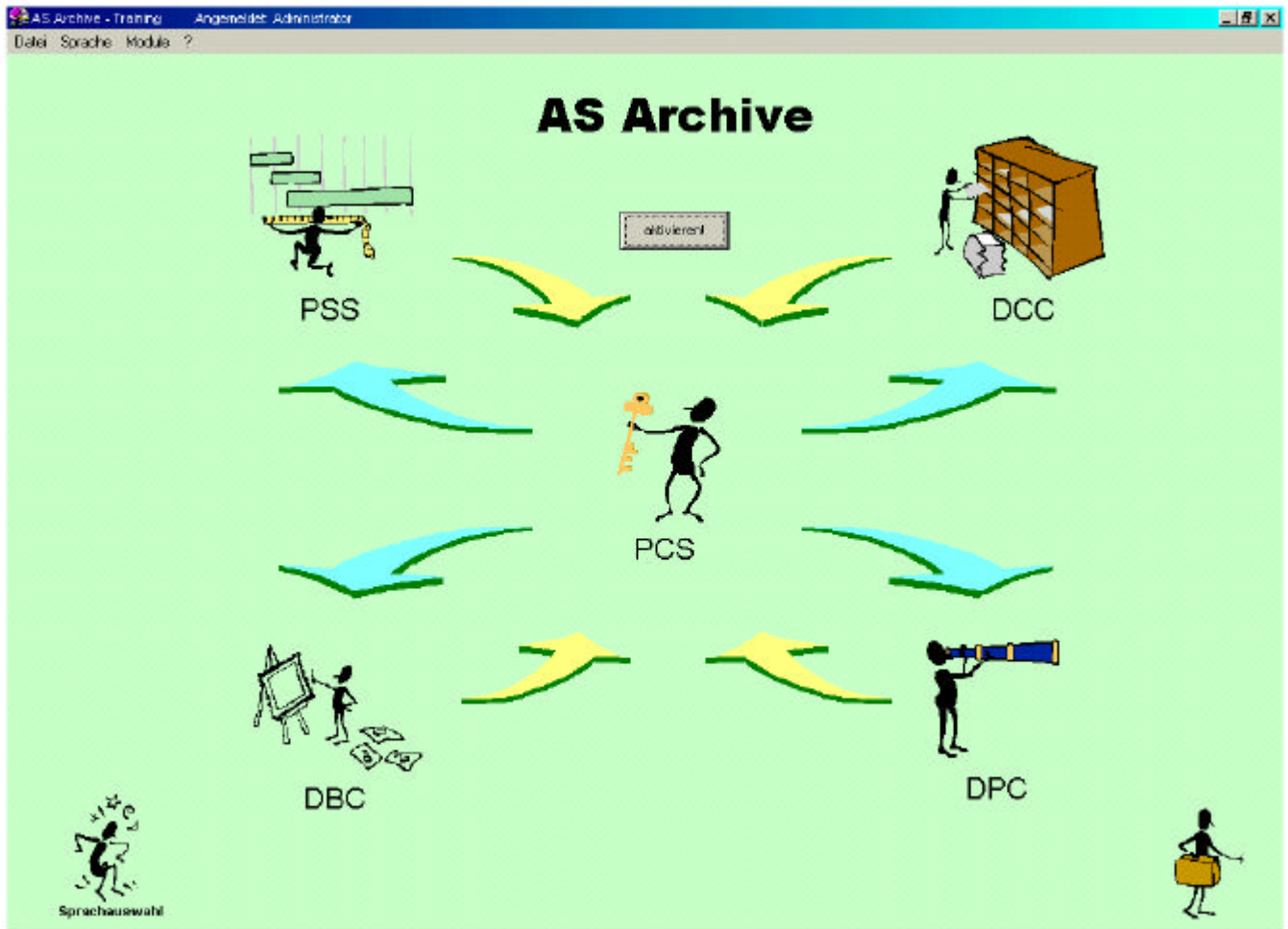
Note:

In the delivery condition there is a project "Training" with the user "Administrator" and the password "administrator" (please note this is case-sensitive)

After the installation the system administrator should add the users for this software, with their access rights. He should also open his own account for his administration's purposes and delete the user "administrator" after this.

We complete the process with a click on "OK".

Now the main window of **AS Archive** opens.



The different processing modules are active in the main window now:

- 1.) **AS Archive PCS** the project control system
- 2.) **AS Archive PSS** the project security system
- 3.) **AS Archive DBC** the data base control
- 4.) **AS Archive DPC** the document print center
- 5.) **AS Archive DCC** the document control center,

The language switchover is also active with which you can switch over to your processing language at any time. German and English are already implemented as processing languages, further language modules are in preparation.

The processing modules you can call-up with a mouse click on the respective symbol. For editors who are used to work with hierarchical menus the same functionality is available in menu form on the upper screen edge.

2.) The activation . . .

For the permanent use of AS Archive, it has to be activated. Here two licensing procedures are possible: The workstation- and the server license. In functionality, both procedures are the same. The difference is as follows:

With the workstation license AS Archive will be licensed for a certain Computer. It will work only on this Computer. It is meaningless, where your data is located, on your local harddisk, or in a network. You can access your data with an arbitrary numbers of workstations.

With the server license, AS Archive can be installed on an unrestricted numbers of workstations. These have to be connected to the network. The program counts how many users are accessing to the Network at the same time. When the maximum numbers of users has reached, the next user, who calls the program will be asked to wait until another user has logged out.

To activate **AS Archive** you proceed as follows:

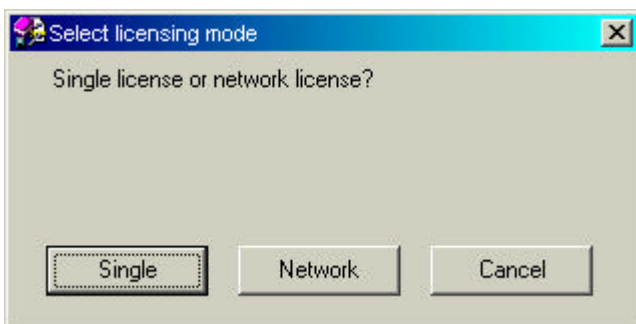
Take care, that the licensing file, you have got from your distributor is located in your system. The server license file always is named „Archive.ema“. It has to be placed in the network in the same directory, where the main database „Suite.mdb“ is located.

The workstation license file normally has the same name as the computer, for which it is dedicated. It's suffix is named “.ema”, as well.

Push the button „activate“ in the main window.



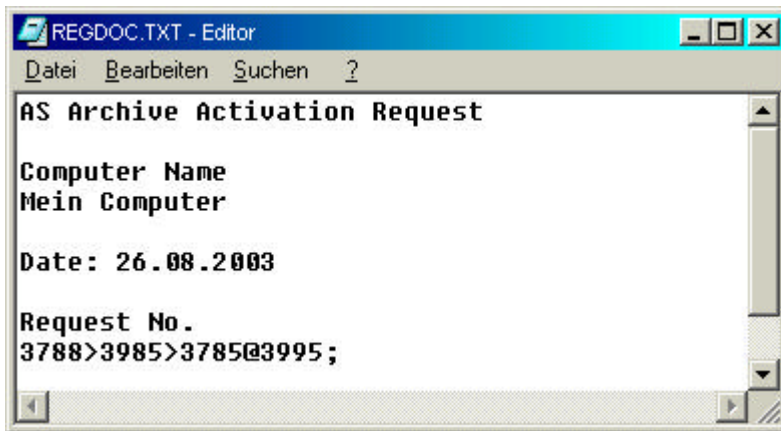
Select the licensing mode



For the workstation license, continue with 2. A) ,
for die serverlisense with 2. B)

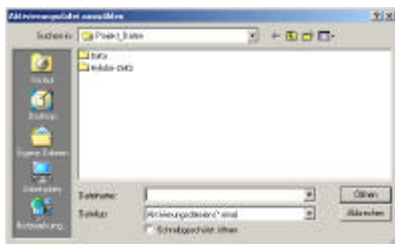
2. A) The workstation activation . . .

The contents of the activation request are represented in the following illustration:

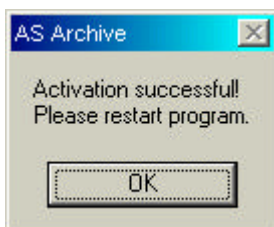


In this file the computer's name, the installation date and the request number will be submitted to the distributor. From this information the distributor will produce an activation file, which will be transmitted to you. The transmitted file has the file ending "*.ema". We recommend to copy this file into your program directory so that it can be found for activation.

The file selection window opens.



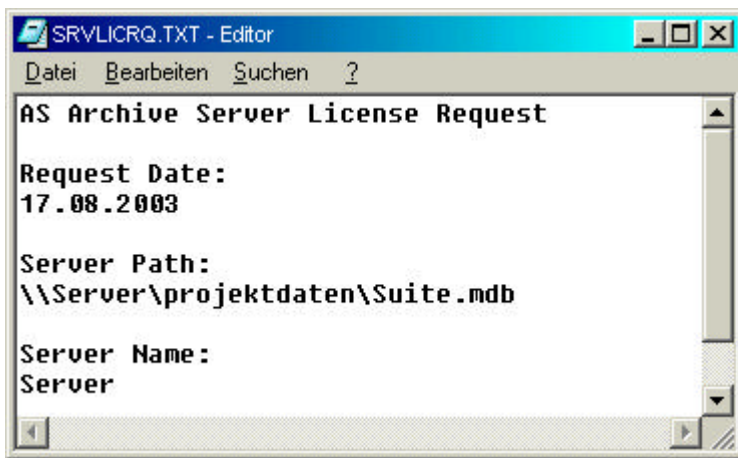
Here you are selecting the location of the transmitted activation file now. You complete the process with a click on the button "open".



To complete the activation you press "OK" . The program exits automatically and the license is updated on your computer now.

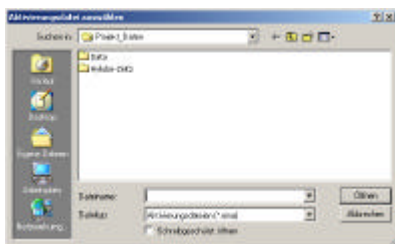
2. B) The server activation . . .

The contents of the activation request are represented in the following illustration:

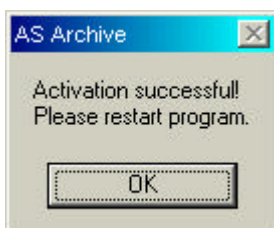


In this file the server's name, the installation date and the physical path to the main database will be submitted to the distributor. From this information the distributor will produce an activation file, which will be transmitted to you. The transmitted file always is named "Archive.ema". It has to be placed in the network in the same directory, where the main database "Suite.mdb" is located.

The file selection window opens.



Here you are selecting the location of the transmitted activation file now. You complete the process with a click on the button "open".



To complete the activation you press "OK" . The program exits automatically and the license is updated on your computer now.

3.) Functions in the PCS - Module . . .

After clicking the „PCS“ symbol the PCS window opens.



There are four different symbols in the PCS main window.

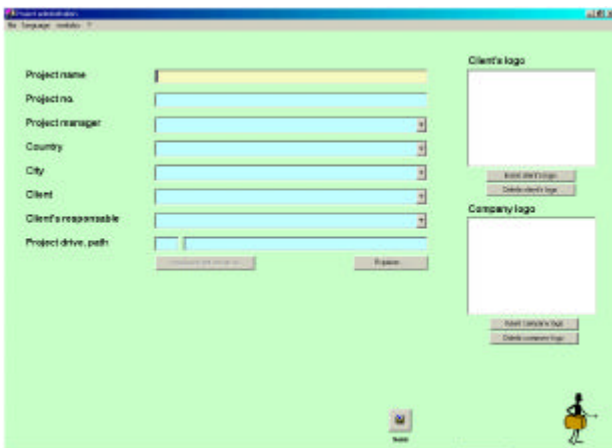
- A.) Project administration
- B.) Unit administration
- C.) Document structure administration
- D.) List of open points

In the following chapters 3.A) to 3.D) the individual functions of the modules are explained.

3 A.) The Project administration . . .

The base of **AS Archive** always is a project. With **AS Archive** you can manage several projects at the same time. To create and register a new project you proceed as follows:

With a click on the symbol "project administration" the project administration window is opened.

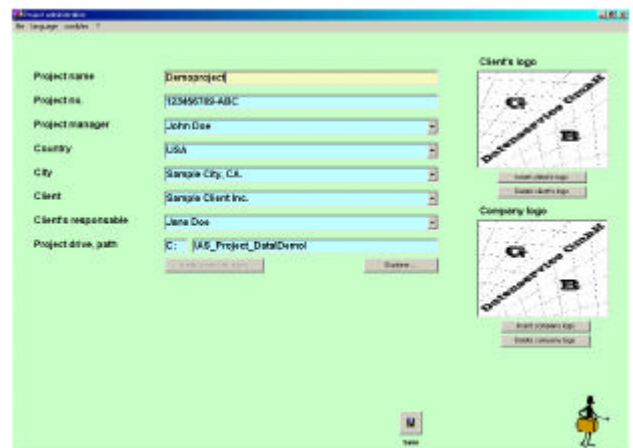


Here you press the "new" - button. An accompanying window opens. Here you fill out all data fields as far as the information is known.

Note:

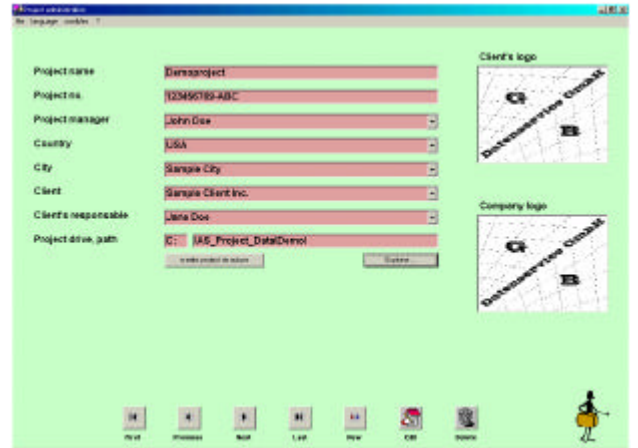
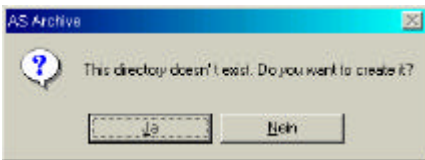
The project name, the project disk drive and the path must be entered. Where a new project can be structured. The remaining information also can be added later with a corresponding access right.

After all necessary information is entered, you press „save“.

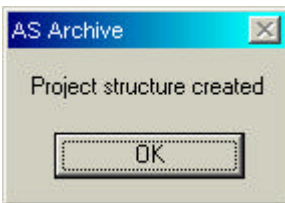


The button „create structure“ will be active after that. Now the program is prepared to lay out the structure, necessary for the new project. Press this button to create the new project structure.

Since the structure doesn't exist yet, you receive a message:



Press „Yes“ to outlay the new structure.



If the process is completed, you receive a message, which you confirm with "OK". So that you can carry out further definitions in this project, it is necessary to define a new "user" who is equipped with corresponding "user rights".

To define a new user, you change to the PSS module. Simply click in the menu on the upper screen edge on modules, then on PSS.

Through this you jump directly into the user administration.

By clicking the button „New“ a new user will be defined.

First you select the new project now. After this you enter the user name, the initials and the network identification.

Then you allocate a password which is changed by the user later.

Note:

The administrator, only, can reset a user's password. He is not able to read it, because the program encrypts it.



After you have defined all access rights, you complete with "save". After this you finish the processing and leave the user administration through the symbol



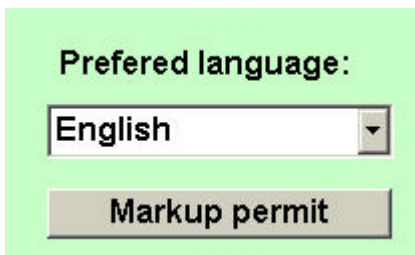
„Close window or end program“.

We have created and defined a new project now and defined a user for this project who has the right to carry out the further processing. Other users can be entered by this user now.

Note:

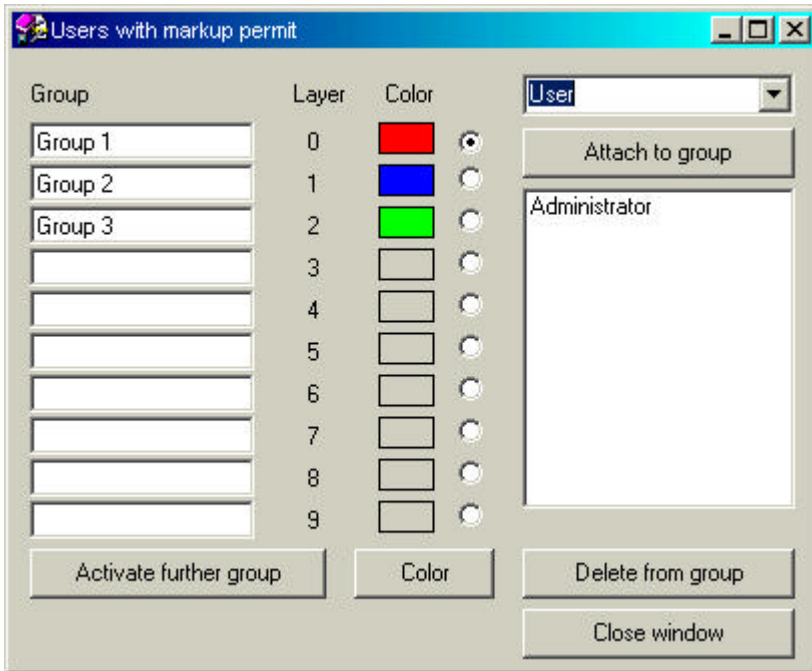
Other users only can be entered by a user with "administrator rights". With all other users when clicking on the user administration the window for changing the password opens. If in a project no administrator is defined and fixed, the system administrator must take on certain work or specifications.

You can allow up to 10 usergroups per project, to add comments or so-called redlines to the recorded documents. The respective window you open with the button "Markup permit".

A screenshot of a user interface element. It features a light green background. At the top, the text "Preferred language:" is displayed in bold. Below this is a dropdown menu with "English" selected. At the bottom of the green area is a grey button with the text "Markup permit".

Further informations about the markup functions you will find in the chapter 5, The DCC-Module.

Here you are administering those user groups who are permitted to add comments.



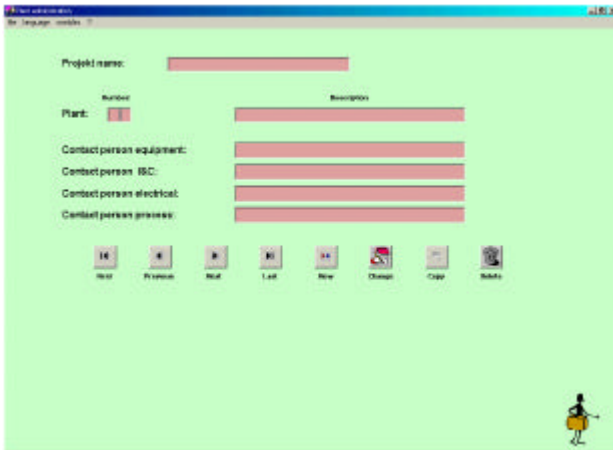
For each user group will be defined a layer in an external file. To distinct between the layers, you can assign different colors to each layer. Black in most cases is used for font or drawing color. Therefore it is not possible to use it as a layer color. Each authorized user group can only his own entries. For this purpose it is not possible to delete a user group from this table. You can move users between groups by attaching them to another group or delete them from a group, as well.

To work on the new project, leave **AS Archive** now and log in to the new project, in which you use a user to which you have assigned administrator rights.

3 B.) The unit administration . . .

In every project at least one unit or plant must be laid out. Several units also can be managed in the same project. The choice of the appropriate unit is then carried out in the processing masks relevant for it. We will lay out a new unit together here now.

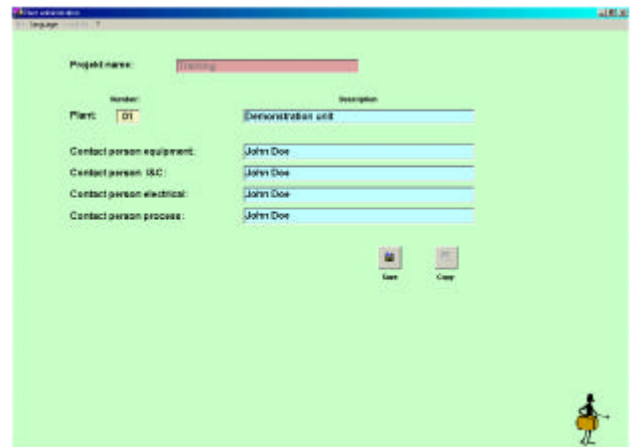
We select the symbol of the unit administration from the PCS main window to this. The "unit administration window" opens in this, after that we lay out our new unit.



Press the „New“ – button, to define a new unit.

We enter the unit number and description, the contact persons for I&C, equipment, electrical and process here now.

Note:
Only the entry of the unit number is necessary in this part of the unit administration. The remaining data fields can be processed at a later time.



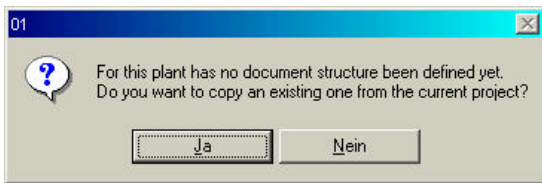
The processing is completed with a click on "save".

3 C.) The Document structure administration . . .

To manage documents, we need a structure first. This structure can individually be adapted on the need or the interests of the project.

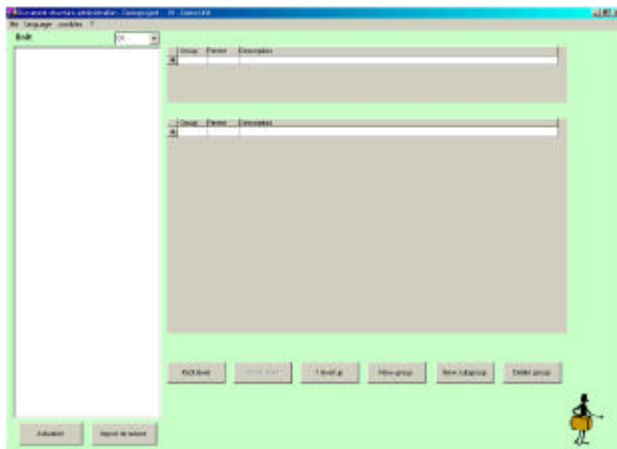
In the PCS-module click on the symbol „Administration of document structure“

AS Archive checks now whether a structure was already defined for the current plant. Since no structure exists yet, the following message appears.



If you have laid out several units in your project, then you can copy and adapt for the new unit the document structure, which you have defined in the current project for another unit.

In this case you choose "no" since no structure exists yet.



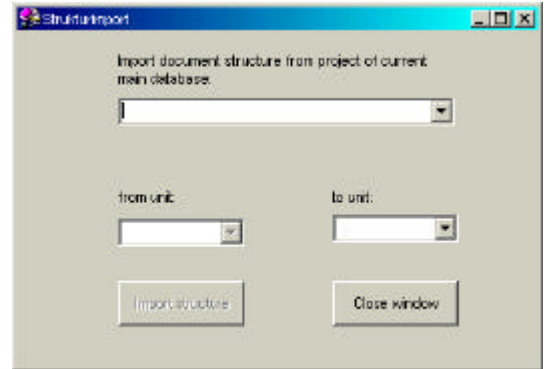
The document structure administration window opens.

Now you have the possibility:
To define a structure, or
to import a structure from an available project.

3 C.1) Importing a document structure ...

The structure import window will be displayed with click on the "import structure" button.

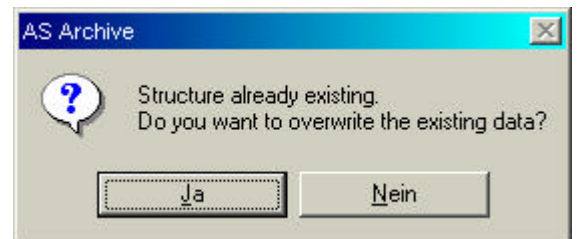
You select one project from the projects already known in the base database from here. After this the field "from unit" becomes active. All units of the chosen source project are listed here. As soon as you have selected a unit, the field "to plant" becomes active. The units in the current project are listed here. Also there is a button "import structure". This triggers the structure import.



The program confirms a successful structure import.



Assumed, that a document structure already exists in the current plant, you are asked whether you would like to overwrite it. This and at all of a structure import is only possibly when no documents were filed in the target structure yet.

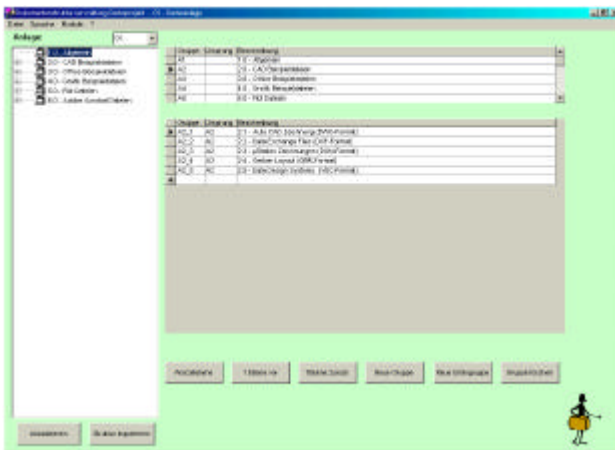
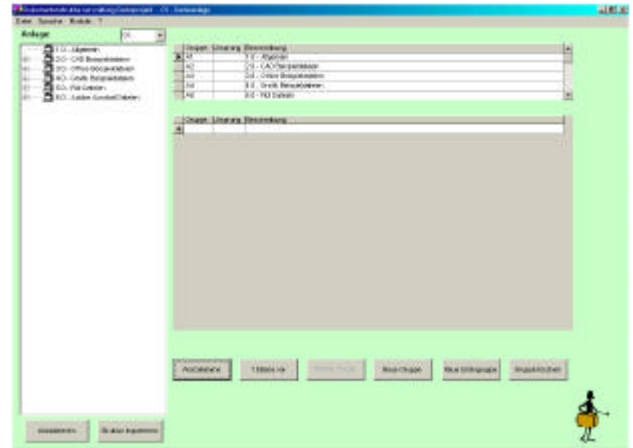


After you have closed the structure import window you update the contents of the structure administration window with the button "actualize".

3 C.2) Defining/editing a document structure...

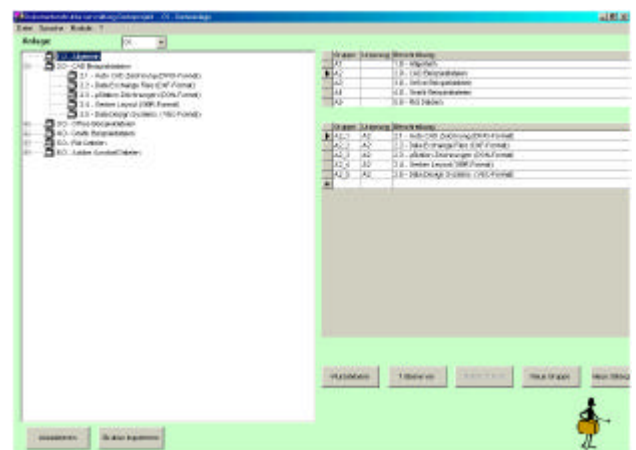
Since definition and processing of the document structure contain the same steps, we choose the processing of the imported structure here.

As an example we choose the group "A2", CAD example files. To fix the group "A2", at first we click in the record set field. With another click on the record set field we activate the 1st detail layer of A2.



With a click on "1 level down" we can activate the next level. The amount of levels deep for the documentation is not limited

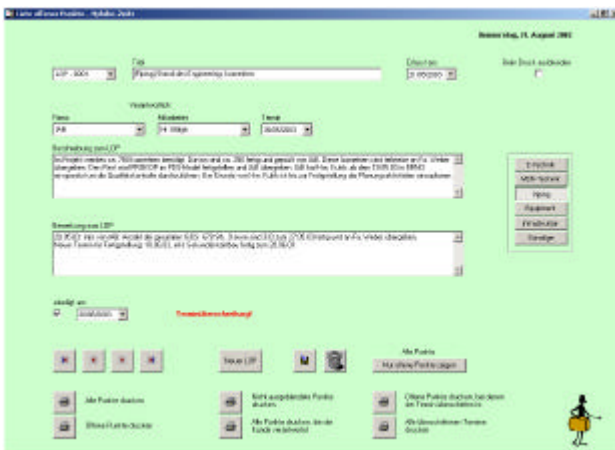
Beautifully recognizable, as our example here, an arbitrary path or list structures can be laid out. By a click with the right mouse button in the tree structure area we move the indicating range to the right. We can make the complete document structure path visible through this. To leave the window, we use our exit symbol.



3 D.) List of open points . . .

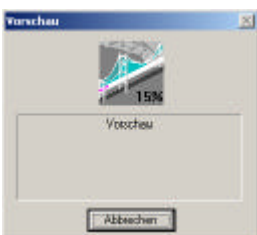
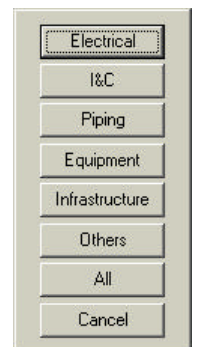
In every project there are activities, clarifications etc. that have to be handled responsibly. In one case it is the customer, in the other one a partner who collaborates in the project. A processing mask is implemented in **AS Archive** which was fitted on exactly these processes.

The processing window of the "LoP list" is opened by a click on the corresponding symbol.

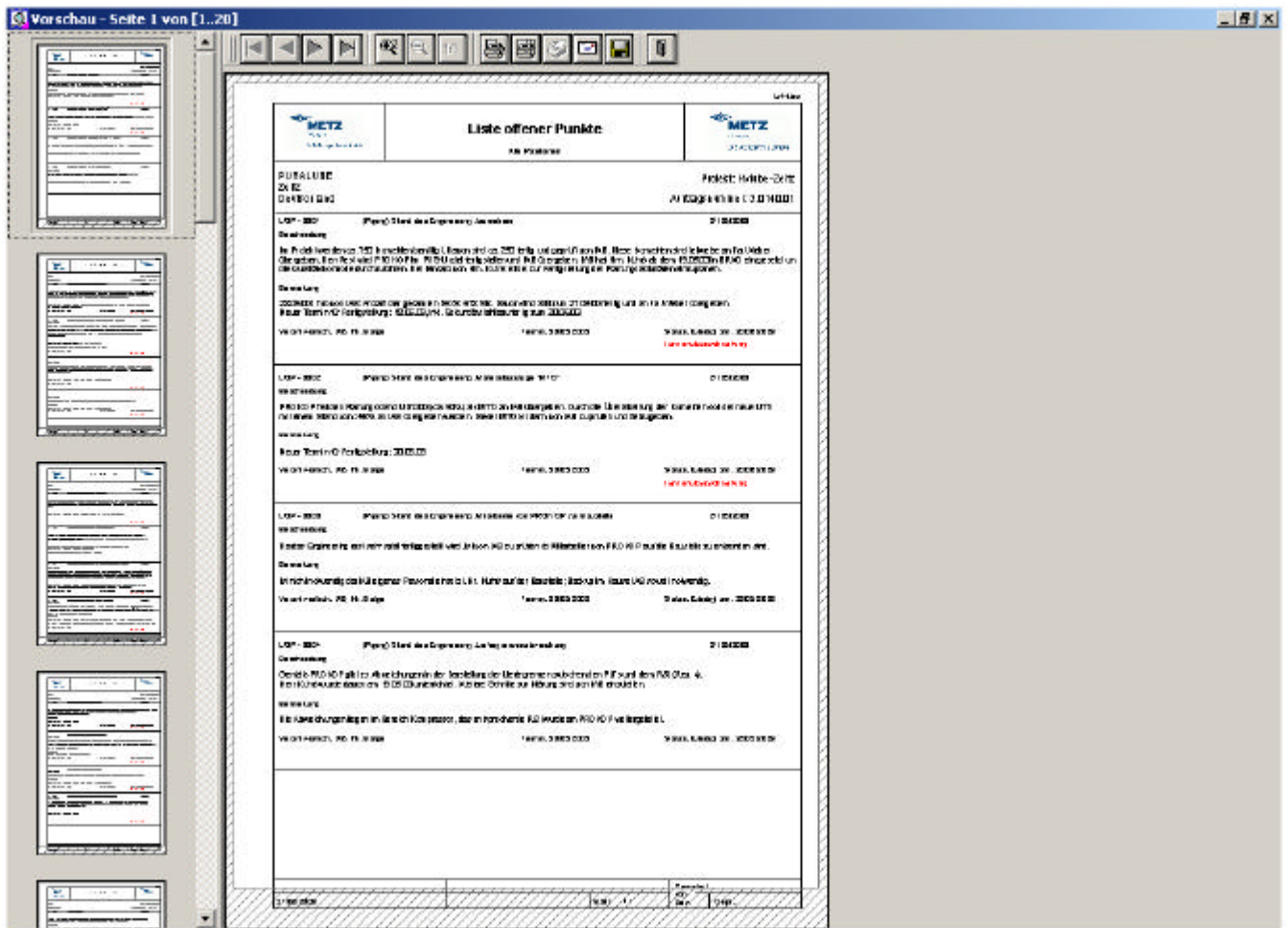


To show a current "Lop", you use the navigation buttons or the corresponding "pull down" with the LoPs. To include a new LoP, you use the button "new LoP." The serial counting number is allocated by the system. You include the topic, the responsibility, the target date appointment, the description and if necessary a remark. After this you select a main area which contains the LoP. You complete your processing with a click on the symbol "save". If a LoP is finished, you select this and put a "hook" to the field provided for it. A date choice window opens after that to select the completion date.

The LoPs can be listed with seven different print instructions depending on your need. If one of the print symbols is pressed, the choice of the main areas appear. In this window select an area and the program arranges all information in a print preview.



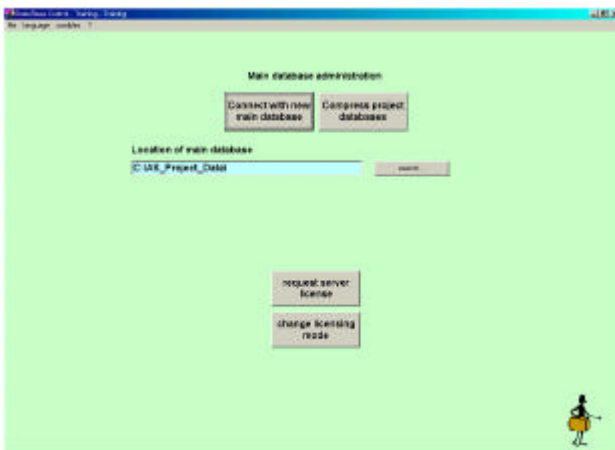
During the composition you can see it's status, as shown in the accompanying window.



You can now navigate or print in the preview window. As you can recognize by the "red entries", exceeded appointments are expelled separately.

4.) Functions in the DBC – module ...

By selecting the "DBC" symbol or choosing the function in the menu bar the main database window opens.



Here you have the possibility of changing the main database and to compress the project databases.

Furthermore, you can create the server license request and adjust the licensing mode.

Which licensing mode is selected, you can see on the button "request server license". It is only visible, if the single license mode is active or, if AS Archive is not yet activated. If the server license is adjusted, then the button is not visible.

4. A) Requesting a server license . . .

With the button „request server license, the server license request form opens.

Step 1:

With the button "Path to main database" you select the physical path to the file "Suite.mdb" in your project directory.

That means not X:\AS_Project_Data\Suite.mdb, but

i. e.: \\SERVER\Projects\Shared\AS_Project_Data\Suite.mdb

If you are not sure, then consult your network administrator.

Step 2:

Check the name of your file server in the field "Server".

Step 3:

The button "Create request" creates the file "SRVLICRQ.TXT" in the root directory of your drive C:. This text file können you can view and print with any text editor.

Attach the file, or a printout, to your order form.

\\Server\projektdaten\Suite.mdb

Server

Path to main database Create request Close window

First you press „Path to main database“, which opens the file selection window. Here you select through „My Network Places“ the Server and the share name of your project drive. In our example the logical drive X: is shared as „projektdaten“ on the Server „Server“. For verifying purposes, the name of the server will be displayed in the field below. The physical path is necessary later for the unique identification of the licensing file.

Whith the button „Create request“ the license request file „SRVLICRQ.TXT“ will be written into the root directory of your drive C:.

Please attach this file to the ordering request of the server license.

Note:

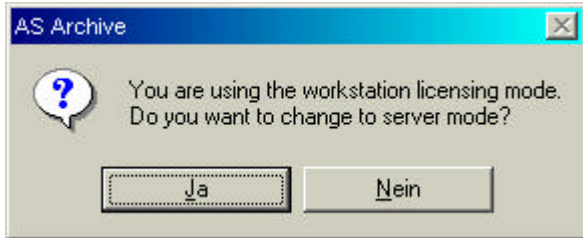
The physical location of the licensing file or the base data must not be changed.

If you reorganize your network and physically move your base data files you have to renew your sever license.

4. B) Changing the licensing mode . . .

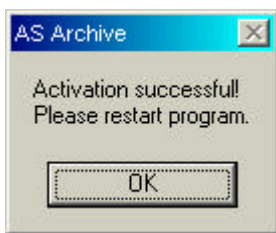
With the button „change licensing mode“ you can switch between server and workstation license.

If AS Archive is not yet activated on your computer, it is turned to workstation mode. If workstation mode is adjusted (or AS Archive is not activated) you will be asked by the system whether you want to change to server mode.



Take care, that the licensing file, you have got from your distributor is located in your system. The server license file always is named „Archive.ema“. It has to be placed in the network in the same directory, where the main database "Suite.mdb" is located.

Now the file selection window opens. You select the file „Archive.ema“. You complete the process with a click on the button "open".

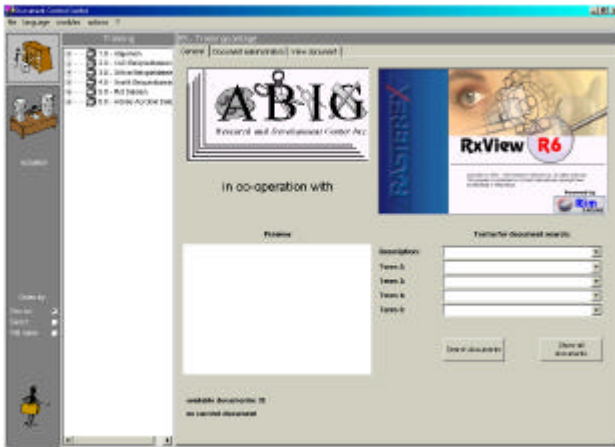


To complete the activation you press "OK". The program exits automatically and the license is updated on your computer now.

While switching from server to workstation mode, the server mode will be de-activated. If this computer has been activated for workstation before, you continue working in workstation mode. Has AS Archive been activated directly into the server license, then the testing mode is valid again. In this case you can use the test calls, you have left over.

5.) The DCC - module . . .

The „Heart“ of **AS Archive** is the Document Control Center, shortly called the DCC-module. You arrive here by electing the accompanying symbol or through the menu on the upper screen edge. The DCC module is only available if at least one unit and the accompanying document structure are laid out. If this is not the case, then this is pointed out to it by **AS Archive**.



Here you find again the document structure, which we have already discussed in the chapter 3. C).

In the general part of the DCC-module documents can be searched or masked out explicit by key phrasing.

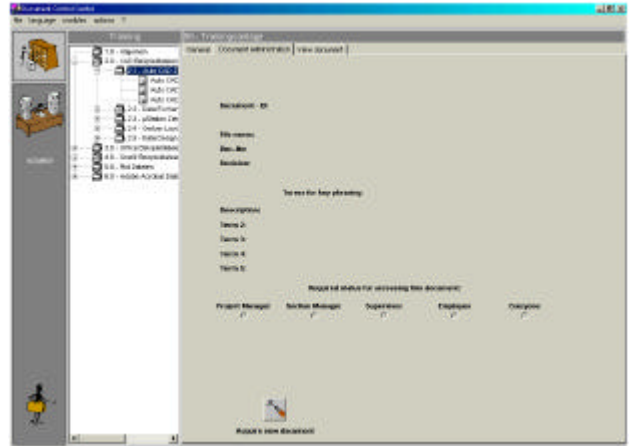
By clicking a document in the directory tree it will be shown in the preview window.

The sort order of the directory tree can be: by Document-no., by description or by file name. To change the sort order you select the sort criteria and click the "actualize"-symbol. The default sort order, when opening the window, is by document no.



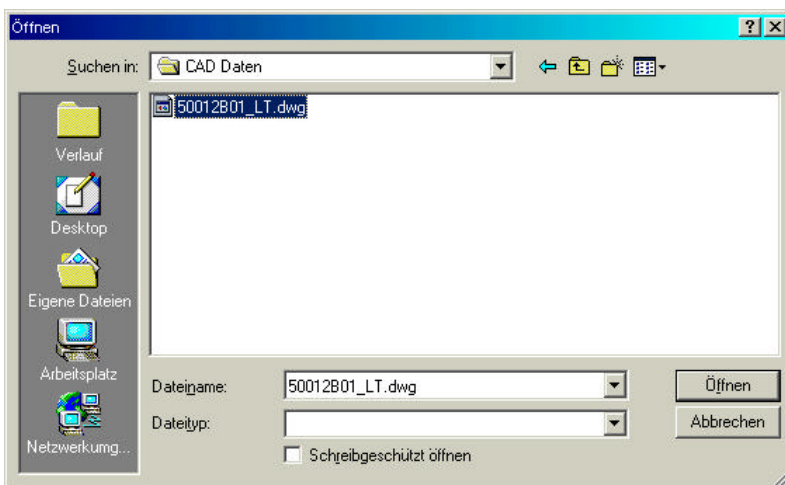
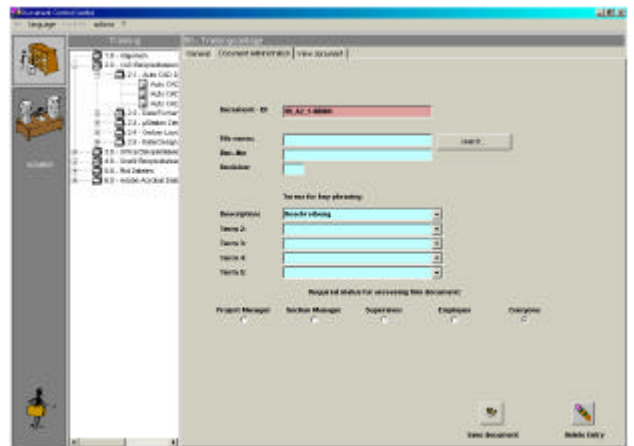
5. A) Acquiring documents ...

With a click on a document category in the directory tree and choice of the latch "document administration" the document recording is activated. If the branch in the directory tree is assigned to a file directory, the recording mode gets active. If the branch describes a document, then the corresponding record can be edited.



With the button "acquire new document", a new record is included in the document database.

The document ID which obviously indicates the document is allocated by the system and isn't editable. The description of the document is preset by the word "Beschreibung" and of course should be amended correspondingly. Additional 4 terms for the key phrasing can be recorded. If the document has a document number, you type it in. The revision status of the document also is entered in the appropriate field. If you leave it empty, then the system types in "0" automatically when storing.



You select the desired document file in the file choice window.

Note:

The path for the initial file shouldn't have more than 255 letters since Windows cannot interpret a longer character string when copying.

The access rights are allocated for the document now:

Required status for accessing this document:

Project Manager	Section Manager	Supervisor	Employee	Everyone
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

When defining a user an access status is assigned to him as described in chapter 3. A).

If you mark, for example the options button "Supervisor", then the users with the status "Supervisor", "Section Manager" and "Project Manager" can see document.

For all others the document doesn't appear in the directory tree either.

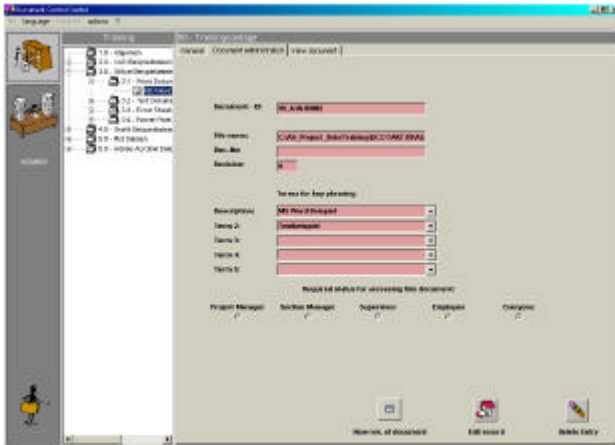
Until this time, you are still able to stop the process, by pressing "delete". **AS Archive** deletes the record after that.

But we would like to record the document. With the button "save" the process is completed. The program now copies the document files physically into the designated directory.

Note:

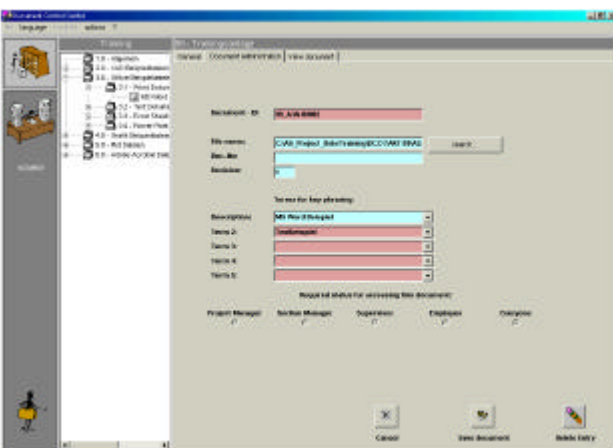
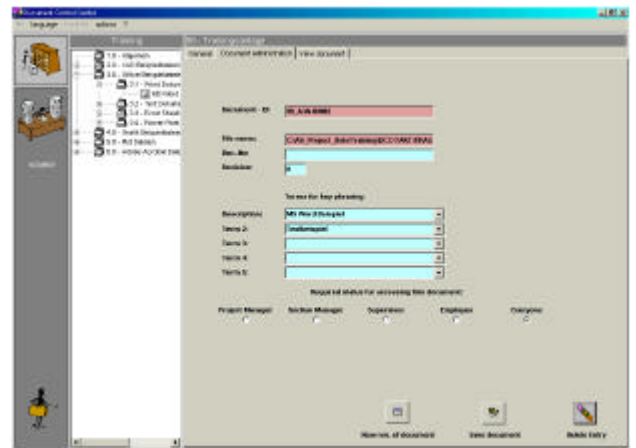
When deleting already recorded documents only the record in the database is deleted. The document file is overwritten when including a document into this category with the new document file.

5. B) Revising documents ...



If the branch in the directory tree is assigned to a document, when selected, the editing mode is activated.

You can change the file description, the document number, the search terms or the access right for this document now...



... or you are able to include a new revision of the document.

Here you proceed as described in 5. A).

The revision remark increases automatically.

The current document is saved with its revision status in the revision directory.

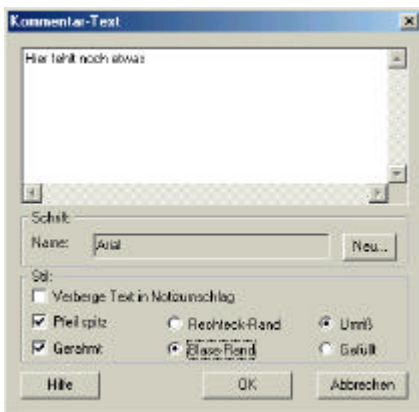
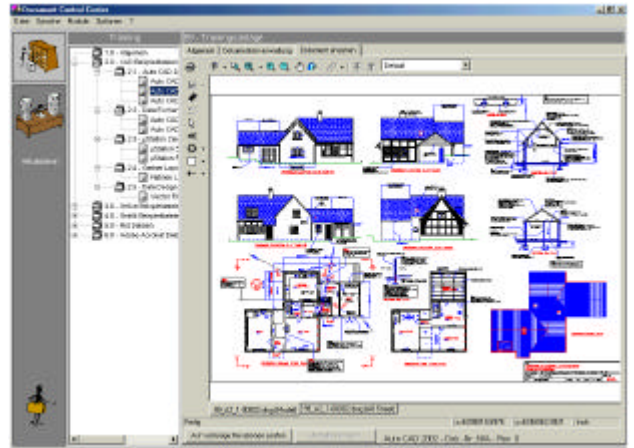
Note:

Previous revisions cannot be deleted any more.


With "save" you complete the process respectively.

5. C) Viewing documents ...

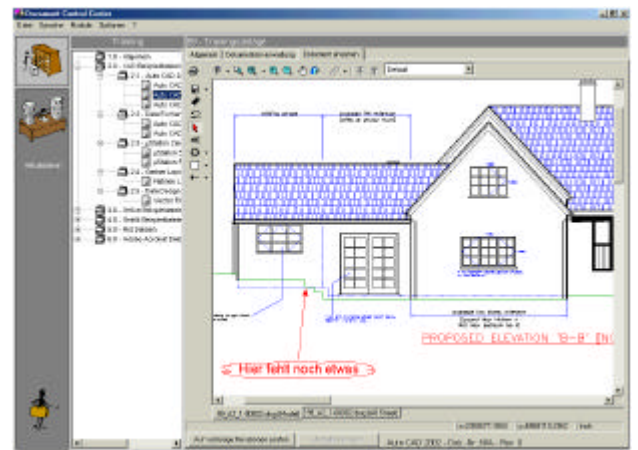
With click on the latch "view document" the document viewer opens. With this you are able to view and to print documents of most different formats without having to install the corresponding programs on the computer. In our example you see an AutoCAD 2002 drawing.



You will find redlining and comment functions on the left edge of the viewer.

With a click on the comment symbol  the comment window opens. You enter a comment here, select the arrow type and the type of the marking and put your comment in the drawing.

The comment is saved in addition to your document in an external file so that the real document file remains untouched.

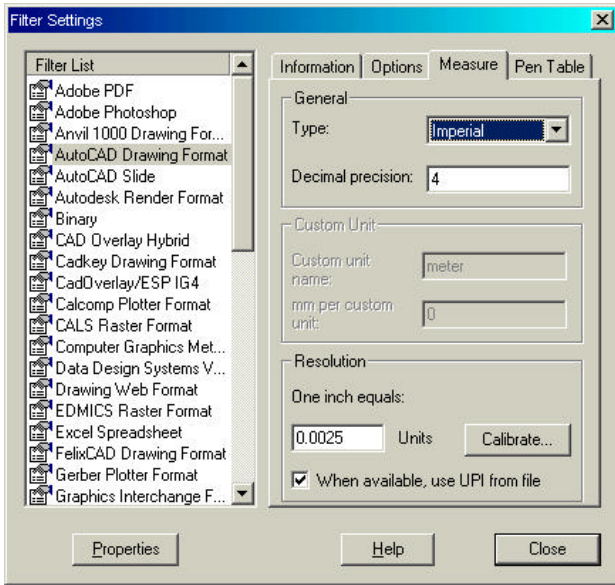


With the buttons ,Layer' and ,User' the display of the markup layers will be switched on or off.

The redlining and comment functions are only available to authorized users. All other users can switch on and off the display of comments.

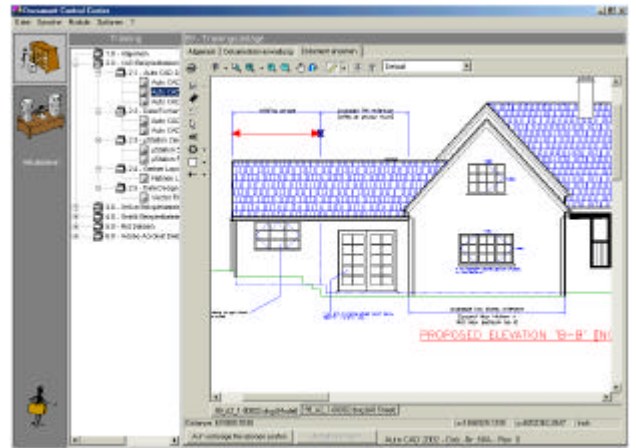
Further information you will find in the chapter user administration.

Measuring distances and areas is also possible. To do this, a small preparation has to be made, though: You select "file filter" in the menu "options" on the upper screen edge.

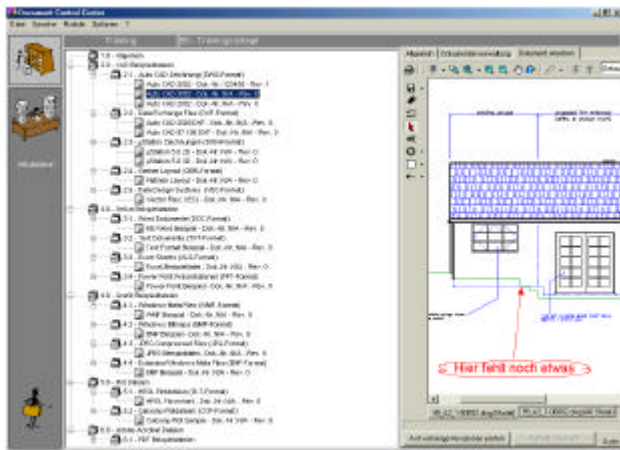


Now you select the format of your document file, and the drawing units, in which it has been created, (i.e.: metric or imperial).

With the button "calibrate" you measure a line in your drawing, whose length you know and enter the result.



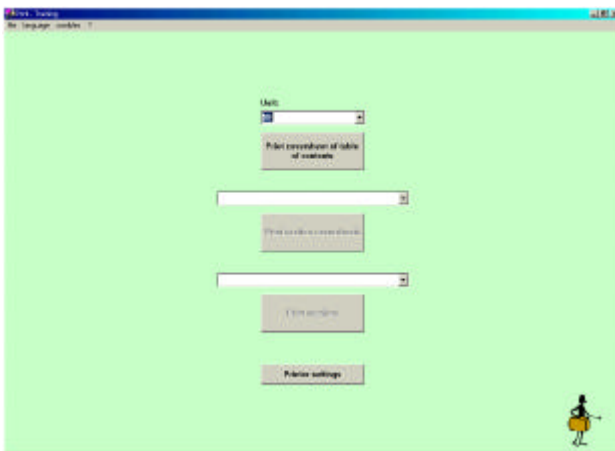
The document is calibrated after this and you can measure arbitrary areas and lengths, which were drawn in the same scale.



Of course you can shift the tree structure with a "right click" also here to the right for the view window to be able to look at the complete structure.

6.) Printing with the DPC – Module ...

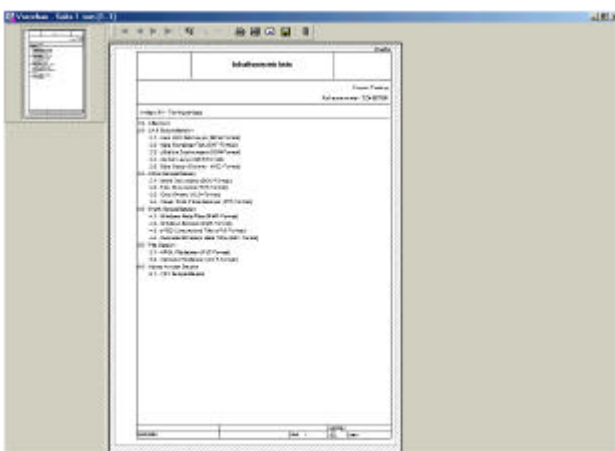
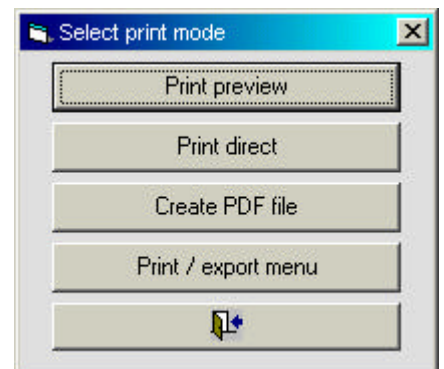
With a click on the "DPC" symbol or over in the menu you reach the DPC module.



You receive the available units shown in a "pull-down menu" here first.

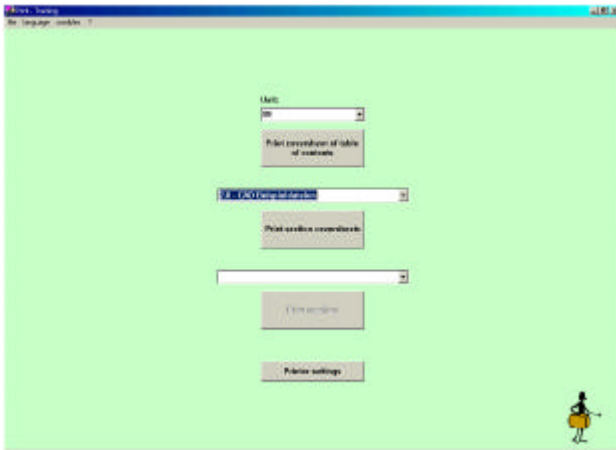
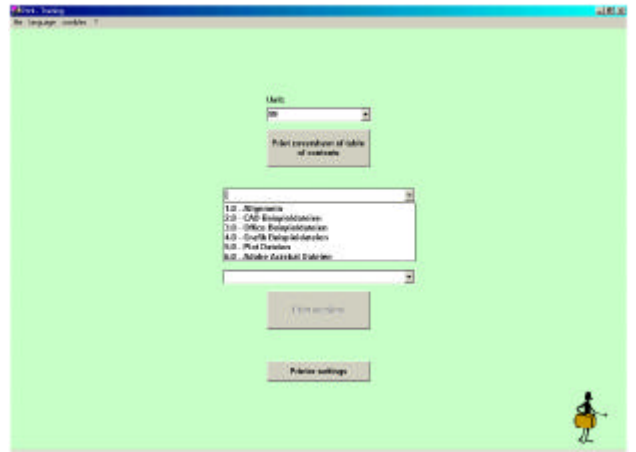
You can now print the cover sheet of the table of contents or adjust your system printer, all other buttons are inactive.

You trigger the print with the button "print cover sheet of table of contents". Here you have the possibility to view a print preview, to create a .PDF file, to print directly to your system printer, or to export the file into another format.



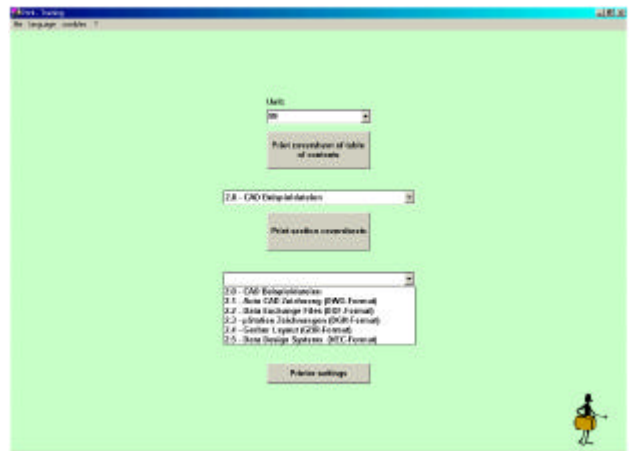
The print preview now shows the table of contents' cover sheet for the selected unit.

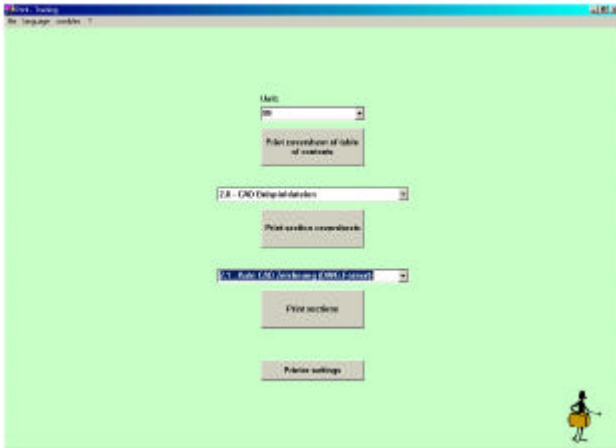
Now you select the section or chapter, whose table of contents you want to print ...



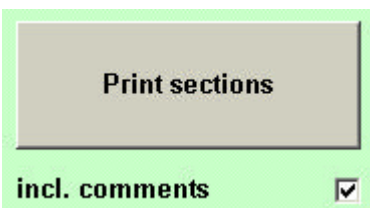
... whereupon the button „print section coversheets“ becomes active.

After you have printed the cover sheets, you select the respective chapter ...



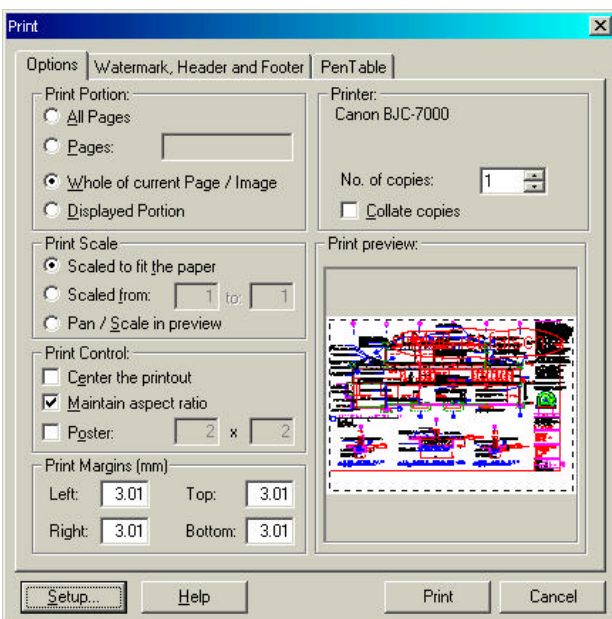


... and the button „print sections“ becomes active.



By marking, or unmarking, "incl. comments" you decide, if you want to have the comments displayed in the printouts, or not.

Every document in this chapter is now shown explicitly and the print is confirmed.



Since the documents can have different formats, a printer configuration window is shown for any document whose print was confirmed. After you have checked the print alignments, you trigger the real printing with the button "print".