

Berkshire Technology Solutions

User Manual

FOLDERS LITE

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CHAPTER 1. OVERVIEW

1.1 INTRODUCTION

Folders Lite is an optional piece of the DNC Professional system. It allows management to organize documents (part programs, drawings, text, etc.) into collections called folders.

Folders Lite enables you to do the following:

Create a new part program or other ASCII text file

Compare two files line by line

Inquire about the contents of (files included in) any folder, where those files have been copied, and in which work center's queues the folder has been placed.

View part programs, drawings, text, and other files that make up a folder.

Create new folders for any work center, or modify the contents of any job folder at any time.

Copy the files in a folder to any work center download directory.

Send and receive electronic messages to/from anybody using DNC e-mail.

Maintain default labels for graphics, part program, and text files.

Print files.

1.2 WHAT YOU NEED

To run this version of Folders Lite, you must have a PC running Windows XP, Windows 7, Server 2003, and Server 2008.

The user of Folders Lite should have a basic understanding of the operating system and user interface. This manual will not cover these topics; it is intended to explain the use of Folders

Lite only.

1.3 MANUAL CONVENTIONS

All [**CAPITALS**] enclosed in square braces indicates the name of a key on a standard keyboard. For example, [**ENTER**] represents the Enter or Return key.

Names in **bold** face type illustrate the names of documents, programs and other files.

When discussing input with a mouse, the word select, press, or click means to move the mouse cursor over the desired item and press the select (usually the left) mouse button.

1.4 INSTALLING AND RUNNING FOLDERS LITE

The instructions for installing the DNC Professional products can be found in Chapter 2 of the [DNC Professional & Folders Lite Guide](#). The name of the file you must execute to run Folders Lite is **foldlite.exe**.

For Folders Lite, depending on how your software was installed, you may see a Folders Lite icon, which you can double-click to start Folders Lite. Or you can choose the Start item from the menu in Windows' main menu bar, then Programs, and DNC Professional then FoldersLite.

Folders Lite has two run-time options that can be used in place of the environmental variables DNC_ROOT and DB_ROOT. Use -DNC_ROOT="`<path>`" for sending the path to the DNC_ROOT, and use -DB_ROOT="`<path>`" for sending the path to the DB_ROOT. (The quotes around the strings are only needed if the string includes spaces.)

Chapters 3 through 5 describe the choices found in the main menu bar of Folders Lite. To choose a menu item, click on it. Depending on your user interface you may also be able to select it using the underlined letter accelerator in the choice. The pull down menus in some of the options works in the same way.

1.5 DEFINITIONS OF FOLDERS TERMINOLOGY

A **Part Number** is a 40 character long label assigned to a specific thing you manufacture. It can use any characters - letters, numbers, and punctuation marks, even spaces. All letters will be converted to uppercase however.

An **Operation** is a specific step in the sequence of manufacturing a given part. In Folders, 6 character labels represent operations. Operations are sorted alphabetically, with 0-9 preceding the alphabet. For instance, operation "1A" comes before operations "A", "1B", and "2A", but after operations "0", "1", and "19".

A **Work Center** is a particular station at which an operation may be performed. Every operation must take place on a work center, so if for example there's an assembly operation used to make a given part, and that's normally performed on a workbench, that workbench is counted as a "work center". You might be able to run the same operation on a part on more than one work center, and a particular work center might be used for more than one operation in making a part.

A **Folder** is a set of computer files that are needed for a particular step in the manufacturing process. These files (also called documents) could be anything - part program files, setup sheets, tool lists, assembly drawings, pictures of clamping arrangements, or anything else relevant to this manufacturing step. A folder is uniquely identified by a combination of a part number, operation number, work center, and revision.

A **Revision** is a particular instance, or version, of a folder. A new revision might be created when a drawing is replaced because of a small change to the part or when a part program is updated. The folder with the highest revision number is always considered to be the current revision for that part.

The four identifying pieces of information (part, operation, work center, and revision) are organized like an upside-down tree structure. Each part usually requires more than one operation to manufacture it. Each operation may be run on one or more work center (especially in the case of multiple identical work centers). And the information used to do a certain operation on a certain part at a given work center may change over time, so you can have multiple revisions for each combination of part, operation, and work center.

Every "leaf" of this upside-down tree represents a folder - one for each unique combination of part, operation, work center, and revision. These unique combinations are represented

internally in Folders by a **Folder I.D. Number**. Folder I.D. numbers are 9 digit whole numbers automatically assigned by the system, and are never reused, even if the folder is destroyed.

An **Operation Description** is a 40-character text label that may be assigned to a folder to describe the operation beyond simply numbering it. It is not really related to the operation number in any way, and isn't used as criteria for anything. It is provided to help users identify folders more easily, and its use is optional.

A **Download Directory** or **Upload Directory** is a storage area on the fileserver that has been reserved for the use of one or more work centers. Each work center may be assigned up to 10 download directories and one upload directory. Download directories may be used to hold copies of folders' files. When accessing a folder's files from Controller, these download directories, in order, are the first places Controller looks. So if copies have been placed here, those copies, and not the original files, will be the ones Controller uses. Thus "working" copies may be segregated from "master" copies of files. Upload directories are used to receive part program files uploaded from work center tools.

1.6 PASSWORD PRIVILEGES

In order to use Folders Lite, you must set up (or have set up for you) a password entry. Password entries are setup in Configurator. Configurator is explained in chapter 3 of the [DNC Professional & Folders Lite Guide](#). You identify your password entry when you enter your password when starting a session (see Section 3.1). The password entry determines what privileges you will have in using the Folders Lite product. The password privileges and how they affect Folders Lite are listed below.

Edit Level. Controls what types of files you may edit. Your edit level must be greater than or equal to a file type's edit level in order for you to be allowed to edit it.

Modify Folders?. Controls whether the user can create, edit, and delete folders.

Distribute Folders?. Controls whether or not the user can add, remove, or release folders in a work center's queue.

Change Labels?. Controls whether or not the user can modify the descriptions for the default file types of Part Program, Text, and Graphics.

1.7 REGISTRY

Folders Lite uses the registry to save information concerning the last position of the Folders Window. The next time this window is opened it will appear in the same location it was last set when Folders Lite was used. Folders Lite also saves filters used to the registry. These filters are used to create the list of folders on the Folder Window (See Chapter 3). When the Folders Window is opened, if there is no folder filters saved to the registry, the Folder Filter Dialog will automatically be opened to enter filters. (See Section 3.2.25). When the filter dialog is exited, the filters applied will be saved to the registry. These same filters will be applied until they are edited on the filter dialog or the registry is reset. Folders Lite also saves information in the registry regarding where to get files from when adding files to a folder. You can choose to always search the file system when adding files. The information saved to the registry for Folders Lite can be reset under the Utility Menu of the Main Menu. When you reset the registry, Folders Lite will be opened in it's default position and all windows will be opened in a default position. All filters will be cleared so you will need to enter new ones when accessing the Folder Window.

CHAPTER 2. MAIN MENU

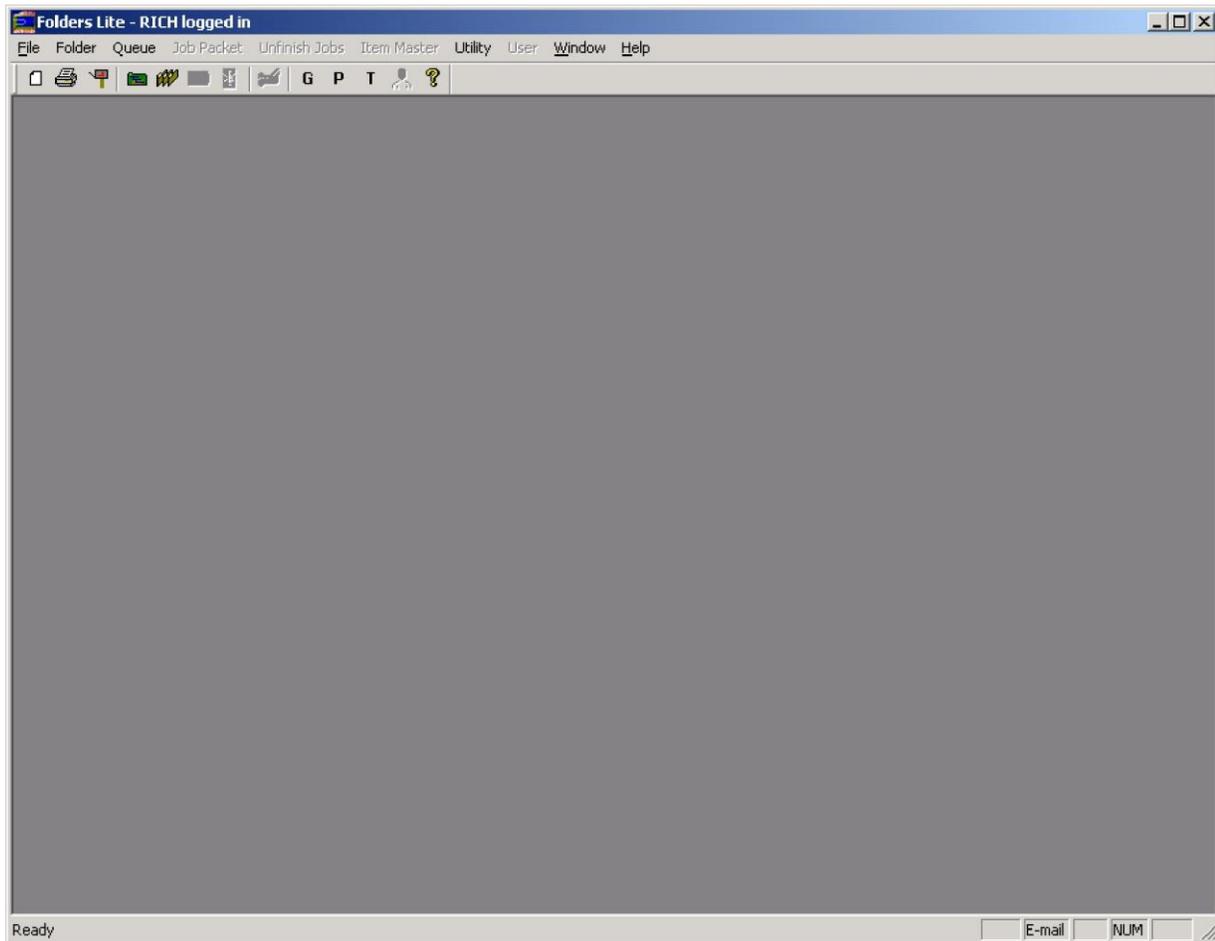


Figure 2-1 Main Menu

The Main Menu window appears in the background when logging in and for all subsequent operations. The main menu contains the following entries: File, Folder, Queue, Job Packet, Unfinish Jobs, Item Master, Utility, User, Window, and Help. All of these have pull down submenus associated with them. A toolbar is associated with the main menu and appears below it on the Main Menu window. Before most of the main menu is accessible, you are required to enter a valid password. If you close the password entry form, the program terminates. Upon entering a valid password, the password entry form disappears, and you can then use the main menu. Some of the choices may be "grayed-out" and inaccessible, depending on the rights associated with your user ID.

2.1 FILE

2.1.1 New

Create a new file using CIMNEdiT. First, select the file name and the directory in which to put the file using a File Save dialog. Next, select the work center for which the file is intended. CIMNEdiT uses the work center to setup its editing parameters.

2.1.2 Print

Print a file. Select the file to be printed from the Open file dialog.

2.1.3 Print Setup

Invoke the Print Setup Dialog to allow you to change printer attributes.

2.1.4 E-mail

Invoke the DNC E-mail program.

2.1.5 Exit

Quit FoldersLite.

2.2 FOLDER

2.2.1 Show Window

Opens the Folders Window or brings it to the top if the window is already open.

See Chapter 3 - Folders Window for information on the Folder Window and discussion on the

rest of the items in the Folder menu.

2.3 **QUEUE**

2.3.1 **Show Window**

Opens the Queue Window or brings it to the top if the window is already open.

See Chapter 4 - Queue Window for information on the Queue Window and discussion on the rest of the items in the Queue menu.

2.4 **PACKET**

This menu option is only available when running Folders.

2.5 **UNFINISH JOBS**

This menu option is only available when running Folders.

2.6 **ITEM MASTER**

This menu option is only available when running Folders.

2.7 **UTILITY**

2.7.1 **Labels**

2.7.1.1 **Graphics**

Opens the Default Labels for Graphics Files Dialog.

2.7.1.2 **Part Program**

Opens the Default Labels for Part Programs Files Dialog.

2.7.1.3 Text

Opens the Default Labels for Text Files Dialog.

2.7.2 Customer

This menu option is only available when running Folders.

2.7.3 Reset Registry

Deletes Folders Lite's entries from the registry. This allows you to go back to the default settings for Folders Lite.

2.7.4 Log View

Opens the Log View Dialog.

2.7.5 Log Delete

Opens the Log Delete Dialog.

2.8 USER

The entries in the user menu are customizable and are set up in Configurator. The user menu may have up to 15 entries in it.

Folders Lite

2.9 **WINDOW**

2.9.1 **Cascade**

Arrange the windows on top of each other so that you can see the title bars of the windows behind the top window.

2.9.2 **Tile**

Arrange the windows next to each other so that all windows can be seen.

2.9.3 **Arrange Icons**

Order the icons along the bottom of the main window.

Each open window is listed in the menu. Select the window to bring it to the top.

2.10 **HELP**

2.10.1 **Contents**

Invoke Folders Lite's help system.

2.10.2 **About**

Opens Folders Lite's About dialog.

CHAPTER 3. FOLDERS WINDOW

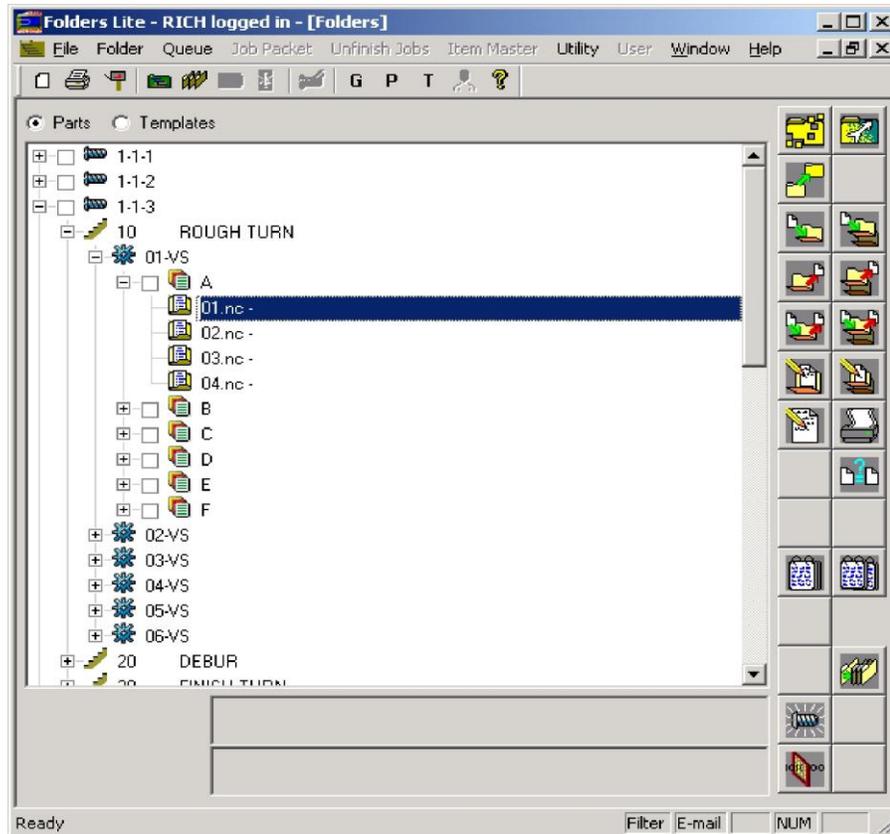


Figure 3-1 Folder Window

3.1 TREE OF FOLDERS

The Folders Window is used to perform maintenance on folders.

The folders are displayed in a tree that has five levels: part, operation, work center, revision, and file. The tree has check boxes at the part and revision levels. The Delete Part/Folder command the Create Job Packet command work on all the checked parts and folders.

Checking a part will make that part available for deleting and adding to a job packet. Checking a revision will make that folder available for deleting and adding to a job packet.

Above the tree is a set of radio buttons. These radio buttons are used to determine which tree to display in the tree area. If the Parts radio button is marked, the tree will consist of all the folders that are not templates. Any folder filters entered will be applied. See Section 3.2.25 for information on changing the folder filters. If there are no folder filters entered, or if this is the

first time InfoMaN is run, the Folder Filter Dialog will automatically appear for folder filters to be entered. (See Figure 3-13) If the Templates radio button is marked, the tree will consist only of those folders that are templates. No filters will be applied to this tree.

Below the tree are two boxes for displaying the user-defined fields for a selected folder. On the right side of the window are command buttons. You can perform a command by pressing one of the command buttons, picking the command from the Folder menu, or by picking the command from a right-click menu.

3.2 COMMAND BUTTONS

3.2.1 Create Folder

You can create a new Folder in InfoMaN through the Folder Window. When the Create Folder button is pressed, the Folder Information Dialog appears in create mode (See Figure 3-2). The level of the tree you have selected when you press the Create Folder button determines how much of the Folder Information dialog will be filled in. If you have the Op level selected, the part number, operation number, and operation description will be filled in. If you have the revision or file level selected, the entire dialog will be filled in. The four main fields of part number, operation number, work center, and revision must be filled in and they must identify a unique folder for the OK button to become enabled. Once you have filled in all the information needed for the new folder, press the OK button to save the new folder.

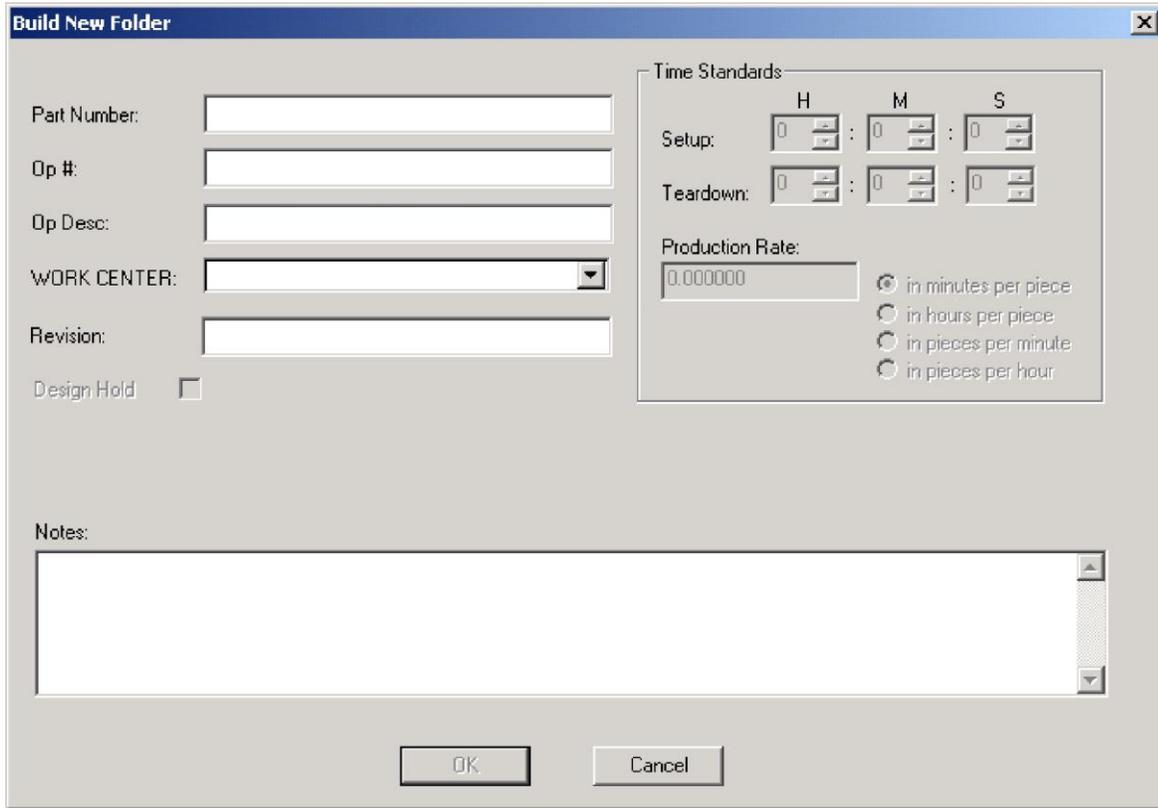


Figure 3-2 Folder Information Dialog in Create Mode

3.2.2 Edit Folder



This button is used when you want to edit the information for a folder. You must select the revision or file level of the folder for this button to be available. When you press the button, the Folder Information Dialog appears in edit mode. (See Figure 3- 3). When you have finished editing the folder information, press the OK button to save the changes. If you change one of the four identifying fields(part, op, work center revision), this will result in the creation of a new folder and deletion of the old one. When you have finished viewing a folder’s information, press cancel to dismiss the dialog.

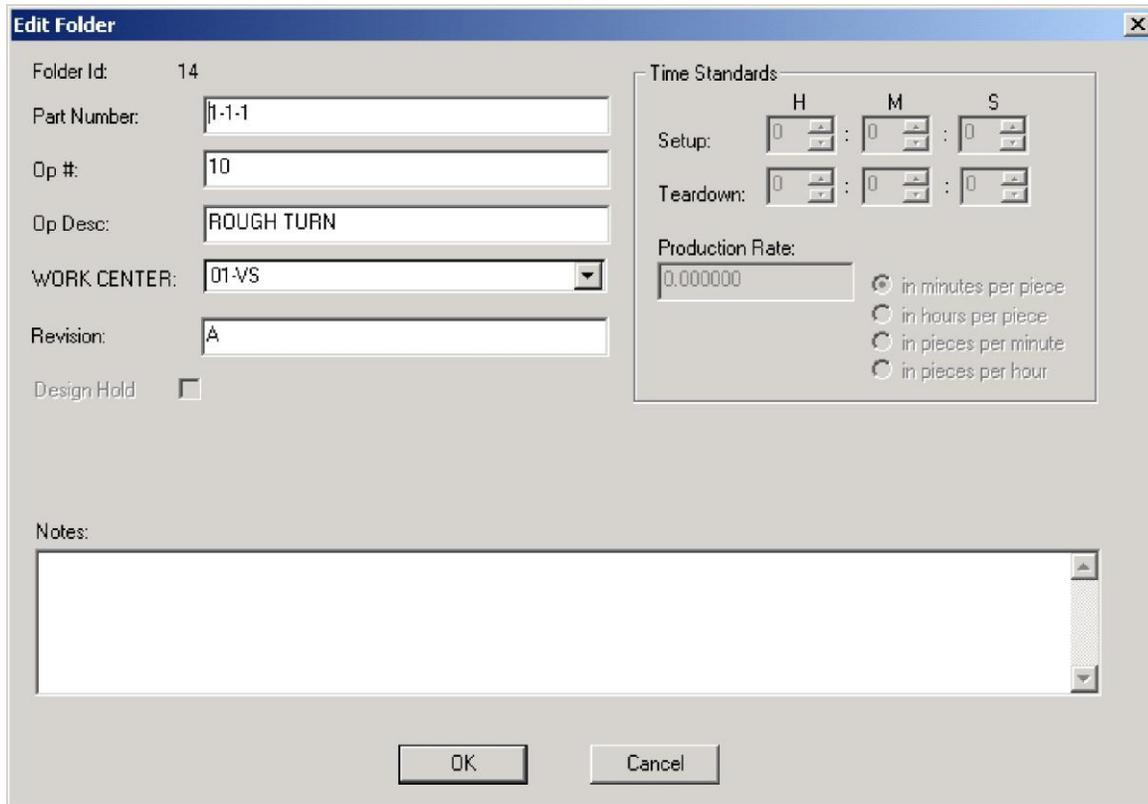


Figure 3-3 Folder Information Dialog in Edit Mode

3.2.3 Copy Folder



This button is used to copy a folder to a new folder. You must select the revision of file level of the tree for this button to be available. When you press this button, the Folder Information Dialog appears in copy mode. (See Figure 3-4). You must change the part number, operation number, work center, or revision to save the new folder. The new folder will contain the same files as the source folder.

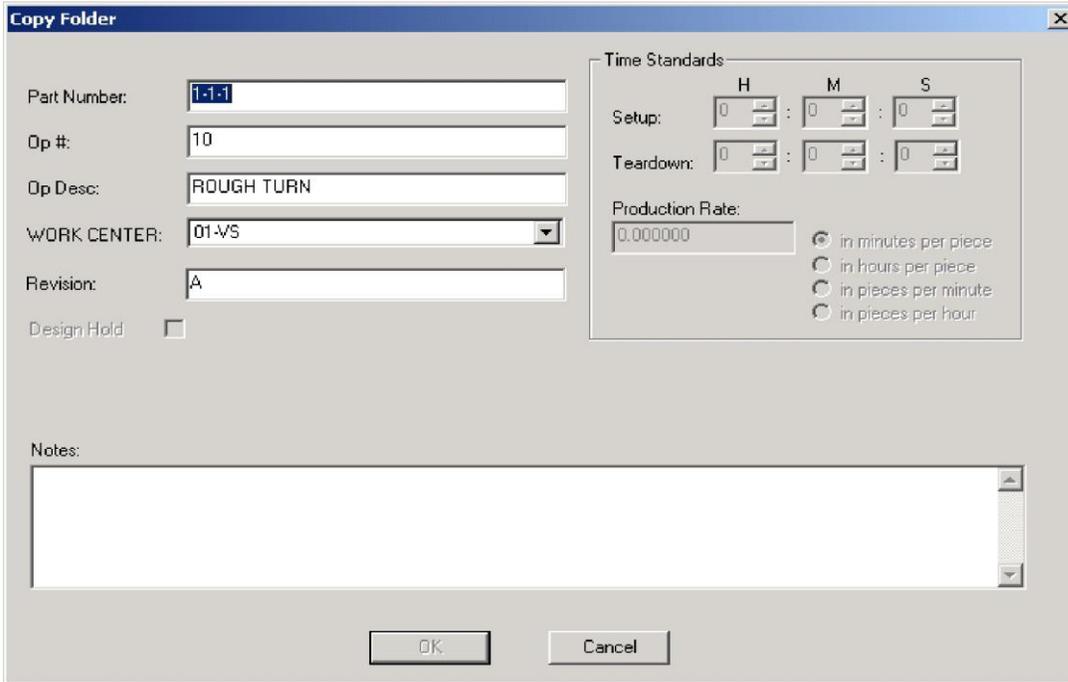


Figure 3-4 Folder Information Dialog in Copy Mode

3.2.4 Delete Parts/Folders



This button is used to delete all the checked parts and folders. You must check at least the part of folder for this button to be available.

3.2.5 Add File to Folder



This button is used to add files and URLs to the selected folder. It becomes enabled when the revision or file level of the tree is selected. When pressed, the Select a File Dialog appears. (See Figure 3-5). If you are choosing files from the file system, an Open File dialog appears. Select one or more files from this dialog and press open. The File Information dialog appears. (See Figure 3-6). The File Information Dialog contains a data table that lists the file name, the file path, the file type and the file description. If a default file type and file description can be determined for the file, these fields will be set. Otherwise, they will be empty and you can set them from drop down lists attached to the cell. You must set a type for each of the files you are adding to the folder. Once a type is set, a list of default descriptions will be created. You can either select one of these descriptions, type in your own description or leave the description blank. Once all files have a type set, the Add Files to Folder button will become enabled. When you press this button, all the files will be added to the folder. If you are choosing files from a

web site (URL), a Select a Website Dialog appears (See Figure 3-7). Enter the Web Site location, the type of File and a brief description. Once you have done this, the Add Location button will become enabled. When you press this button, the URL will be added to the folder.

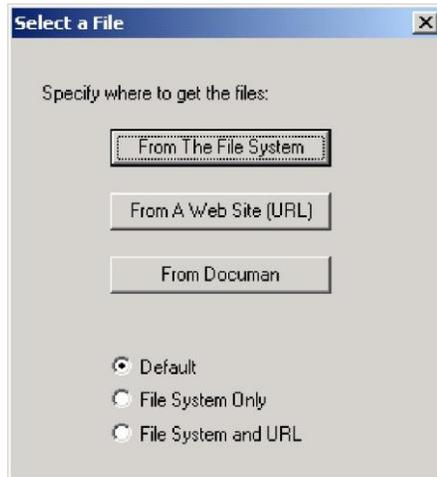


Figure 3-5 Select File Dialog

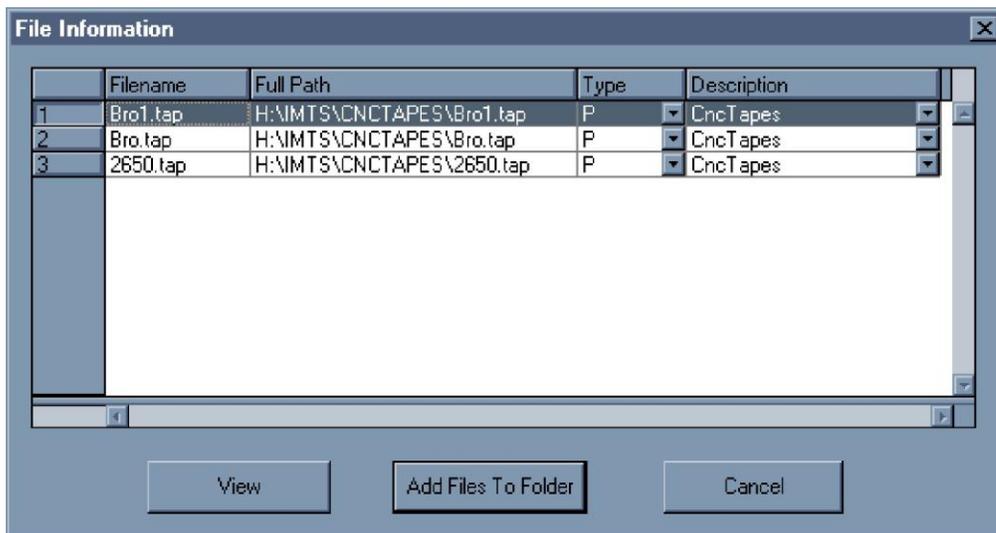


Figure 3-6 File Information Dialog

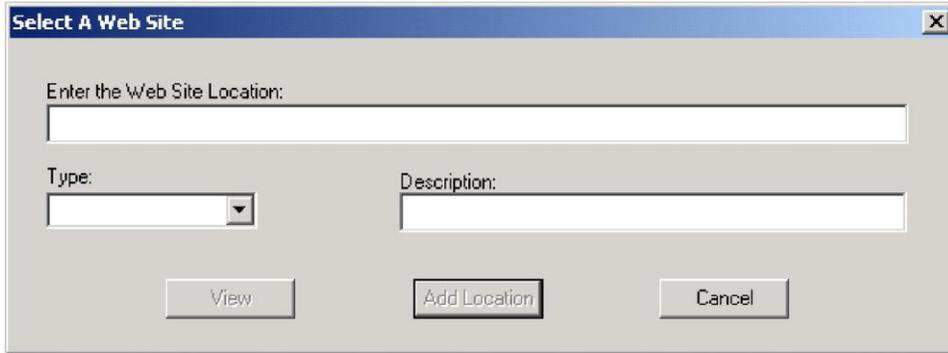


Figure 3-7– Select A Web Site Dialog

3.2.6 Add File to All Folders



This button is used to add files to all the folders for the selected part. You must have the part, operation, work center, or revision level of the tree selected for this button to be available. When you press this button, the Select File Dialog appears. (See Figure 3-5). If you are choosing files from the file system, an Open File Dialog appears. Select one or more files from this dialog and press Open. The File Information Dialog appears. (See Figure 3-6). The File Information Dialog contains a data table that lists the file name, the file path, the file type and the file description. If a default file type and file description can be determined for the file, these fields will be set. Otherwise, they will be empty and you can set them from drop down lists attached to the cell. You must set a type for each of the files you are adding to the folder. Once a type is set, if it is of type P, G, or T, a list of default descriptions will be created. You can either select one of these descriptions, type in your own description, or leave the description blank. Also, once you set a type for a file, that file can be viewed using the View button the File Information Dialog. When you push this, the default viewer will be opened displaying the selected file. Once all files have a type set, the Add Files to Folder button will become enabled. When you press this button, all the files will be added to all the folders for the selected part. If you are choosing files from a web site (URL), a Select a Website Dialog appears (See Figure 3-7). Enter the Web Site location, the type of File and a brief description. Once you have done this, the Add Location button will become enabled. When you press this button, the URL will be added to all the folders for the selected part.

3.2.7 Remove File from Folder



This button is used to remove the selected file from its folder. You must have a file selected for this button to be available.

3.2.8 Remove File from All Folders



This button is used to remove a selected file from all folders for the selected part. You must have a file selected for this button to be available.

3.2.9 Replace File in Folder



This button is used to replace the selected file with another file in this folder. It becomes enabled when a file is selected. When you press this button, the Open File dialog appears to allow you to select the new file. Select a file and press the Open button. The new file will be put into the folder and the selected file will be removed from the folder. The new file will have the same file information as the selected file.

3.2.10 Replace File in All Folders



This button is used to replace the selected file with another file in all the folders for the part. The button becomes available when a file is selected. When you press the button, the Open File dialog appears to allow you to select the new file. Select a file and press the Open button. The new file will be put into all folders for the part that contains the selected file, and the selected file will be removed from those folders. The new file will have the same file information as the selected file.

3.2.11 Edit File Information



This button is used to edit the file information for the selected file in this folder. A file must be selected and you must have permission to edit file information in order for this button to become enabled. When you press this button, the File Information Dialog appears. (See Figure 3-6). Use this dialog to change the file's type or description.

3.2.12 Edit File Information for All Folders



This button is used to edit the file information for the selected file in all the folders for the part. A file must be selected and you must have permission to edit file information in order for this button to become enabled. When you press the button, the File Information Dialog appears. (See Figure 3-6). Use this dialog to change the file's type or description.

3.2.13 Edit File



This button is used to invoke the editor for the currently selected file. The highlighted file must be of a type which has an editor defined for it, and you must have permission to edit files of that type for this button to be available.

3.2.14 Print File



This button is used to print the currently selected file. The highlighted file must be of type Part Program or Text for this button to be available.

3.2.15 Overwrite File



This button is used to overwrite the contents of the selected file with another file. A file must be selected and you must have permission to modify folders for this button to become enabled. When you press this button, a File Open dialog appears. Pick a file and select Open. The contents of the file you pick will be copied over the contents of the selected file. The file information, including the path, type, and description, will not be changed.

3.2.16 Compare



This button is used to compare the contents of the selected file with the contents of another file. CIMNEdiT must be in your path for this button to be available. When you press this button, a file open dialog will appear. Select the second file for the compare, and press Open. CIMNEdiT will start to compare the two files and display the results.

3.2.17 Copy Contents



This button is used to copy the files in the selected folder to one or more download directories, or to remove copied files in the selected folder from one or more download directories. You must have permission to copy the contents of a folder and the folder may not have files that have the same file name for this button to be available. When you press the button, the Copy/Un-copy Contents Dialog appears. (See Figure 3-8). On this dialog are two lists. The first contains the download directories in which the contents of the folder have not yet been copied,

and the second contains the list of download directories to which the contents of the folder have been copied. To copy the contents of the folder, you must select at list one directory from the left hand list. The Copy button will then become enabled. When you push it, the contents of the folder will be copied to all the download directories highlighted in the left hand list, and these directories will be moved to the right hand list. If the file already exists in this directory, you will be prompted as to whether or not you want to overwrite the current copy of the file. To uncopy the contents of folder, you must select at least one download directory from the right hand list. When you do, the Uncopy button will become enabled. When you press it, the contents of the folder will be uncopied from that download directory if there are no other folders with that same file copied to that download directory, and the directory will be moved to the left hand list. When you are done, simply press the Done button to dismiss the dialog.

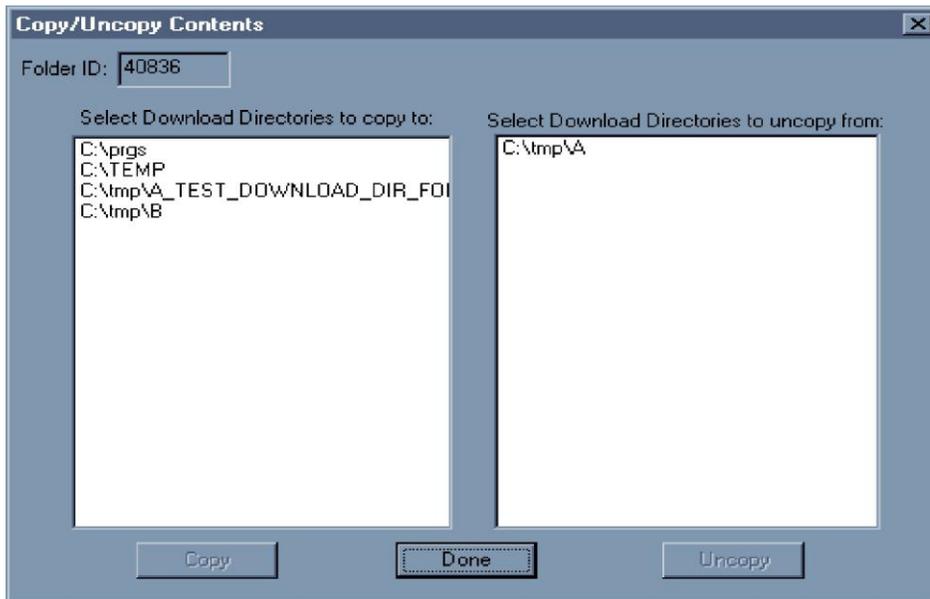


Figure 3-8 Copy/Uncopy Contents Dialog

3.2.18 **Verify the Part Program**



If available, this button is used to verify a part program using the NC Verify program. It becomes available when a part program is selected. You will need to specify the job file to use for verifying the program. If a job file exists with the same name as the selected file, you will be asked if you want to use the existing job file. If a job file does not exist, you will have to select a name for the new job file. The Select Job File... dialog appears to allow you to select the directory and enter the file name for the new job file. (See figure 3- 9). If the file being verified is in a folder built for a group, you will need to select one of the machines in the group to use to verify the program. Once the job file is built, NC Verify will be called to verify the part program.

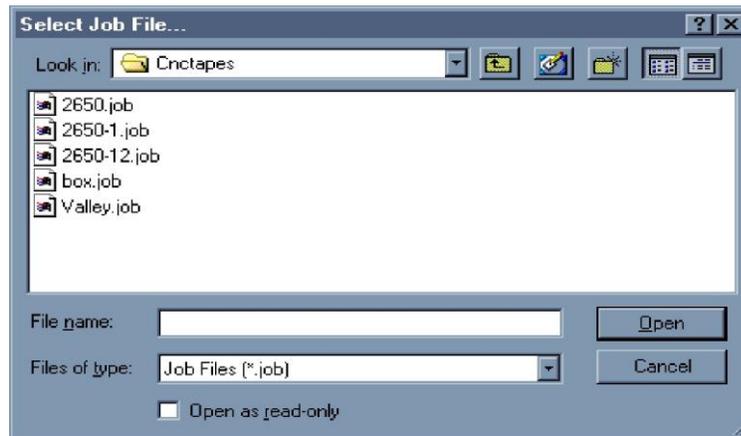


Figure 3-9 Select Job File... Dialog

3.2.19 Append Note To Folder



This button is used to add text to the notes of the selected folder. You must have modify folder permission and have a revision or folder file selected for this button to be enabled. When you press this button, the Append Notes Dialog appears to allow you to type the text. (See Figure 3-10). Press the Append button to add the new text to the folder's notes. You cannot edit existing notes for the folder with this option. You must use the Edit a Folder button to edit existing notes (See Section 3.2.2).



Figure 3-10 Append To Notes Dialog

3.2.20 Append Note to All Folders



This button is used to add text to the notes of all the folders for the selected part. You must have permission to modify folders and have a part or one of its leaves selected for this button to be enabled. When you press this button, the Append Notes to All dialog appears to allow you to type the text. (See Figure 3- 10). Press the Append button to add the new text to the folders' notes. You can not edit existing notes for the folders with this option. You must use the Edit a Folder button to edit existing notes. (See Section 3.2.2).

3.2.21 List Where Queued

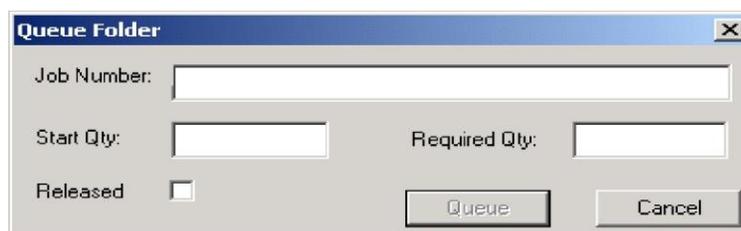


Only available in Folders.

3.2.22 Queue Folder



This button queues the selected folder. You must have modify folder permission and have a revision or folder file selected for this button to be enabled. When you press this button, the Queue Folder Dialog appears. (See Figure 3-11). Type in the information needed, and then press the Queue button to add this folder to the queue.



The dialog box titled "Queue Folder" contains the following fields and controls:

- Job Number: [Text Input Field]
- Start Qty: [Text Input Field]
- Required Qty: [Text Input Field]
- Released:
- Buttons: Queue, Cancel

Figure 3-11– Queue Folder Dialog

3.2.23 Create Part/Template from an Existing Part/Template



This button is used to create a new part or template by copying the folders for an existing part or template. You must have a part or template selected and you must have permission to create folders for this button to be enabled. When you press this button, the Create New Part/Template Dialog appears. (See Figure 3-12) . The part number will default to that of the

selected part. You can use the existing name as a base for the new name or you can type over the existing name to create a completely different name.. There is also a New Template check box on dialog. If you check this box, the part being created will create a new template for that part. Once you have entered a unique part number, press the OK button and the new part or template will be created containing all of the same folders as the selected folder using the new part number.

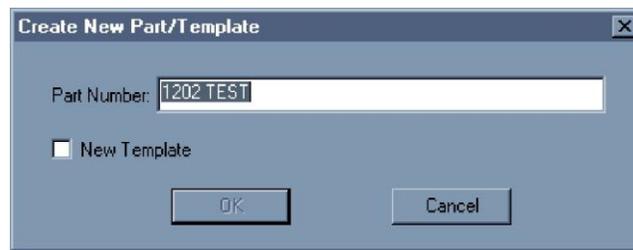


Figure 3-12 Create New Part/Template Dialog

3.2.24 Create Job Packet



Only available in Folders.

3.2.25 Open Folder Filter Dialog



This button is used to open the Enter Folder Filters Dialog. (See Figure 3- 13). Use this dialog to limit the number of folders shown in the tree. To do so, fill in a filter for any of the folder fields that can be used to identify those folders which you wish to be present in the folder tree. You may use a wildcard to match up part of a filter. For instance, Test% in the part number would filter the folder list to only show those parts that begin with the word Test. Once you have entered all of the filters you wish to use, click the apply button and the filters will be used to rebuild the folder tree on the Folder Window. If you do not wish to change any of the current filters, select Cancel. To Clear all of the current filters, use the Clear button. The filters used will be saved in the registry and used each time the Folder Window is opened to build the folder tree. These filters are only applied when the parts tree is showing, and not when the templates tree is being used.

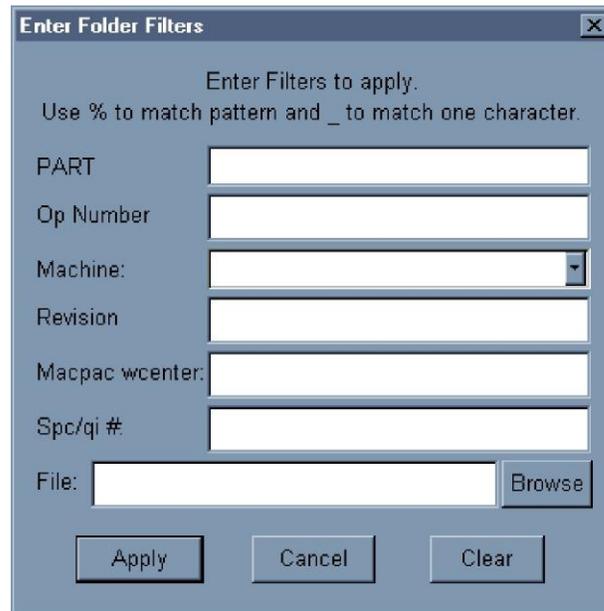


Figure 3-13 Folder Filter Dialog

3.2.26 Clear All Checks



This button is used to remove the checks from the parts and/or folders. You must have at least one part and/or folder checked for this button to be enabled.

3.3 FOLDER MENU

All the command buttons have a corresponding entry in the Folder Menu choice in the main menu bar. The Folder menu has one additional entry at the top of the menu called Show Window. Select the Show Window option to display the Folders Window or to bring the Folders window to the front if it is already open.

3.4 CONTEXT-SENSITIVE MENUS

Each level of the Folders tree has an associated context -sensitive menu that you can get by pressing the right mouse button when the cursor is over top of the desired level in the tree. Each context-sensitive menu has entries that correspond to command buttons that can be used at that level of the tree. Each context-sensitive menu also has two entries to allow you to rename the selected entry or to delete the selected entry. If you choose to delete an entry, all the folders in the tree under the entry will be deleted. If you right click on an operation and

choose the Delete Op, all folders for that part and operation combination will be deleted.

CHAPTER 4. QUEUE WINDOW

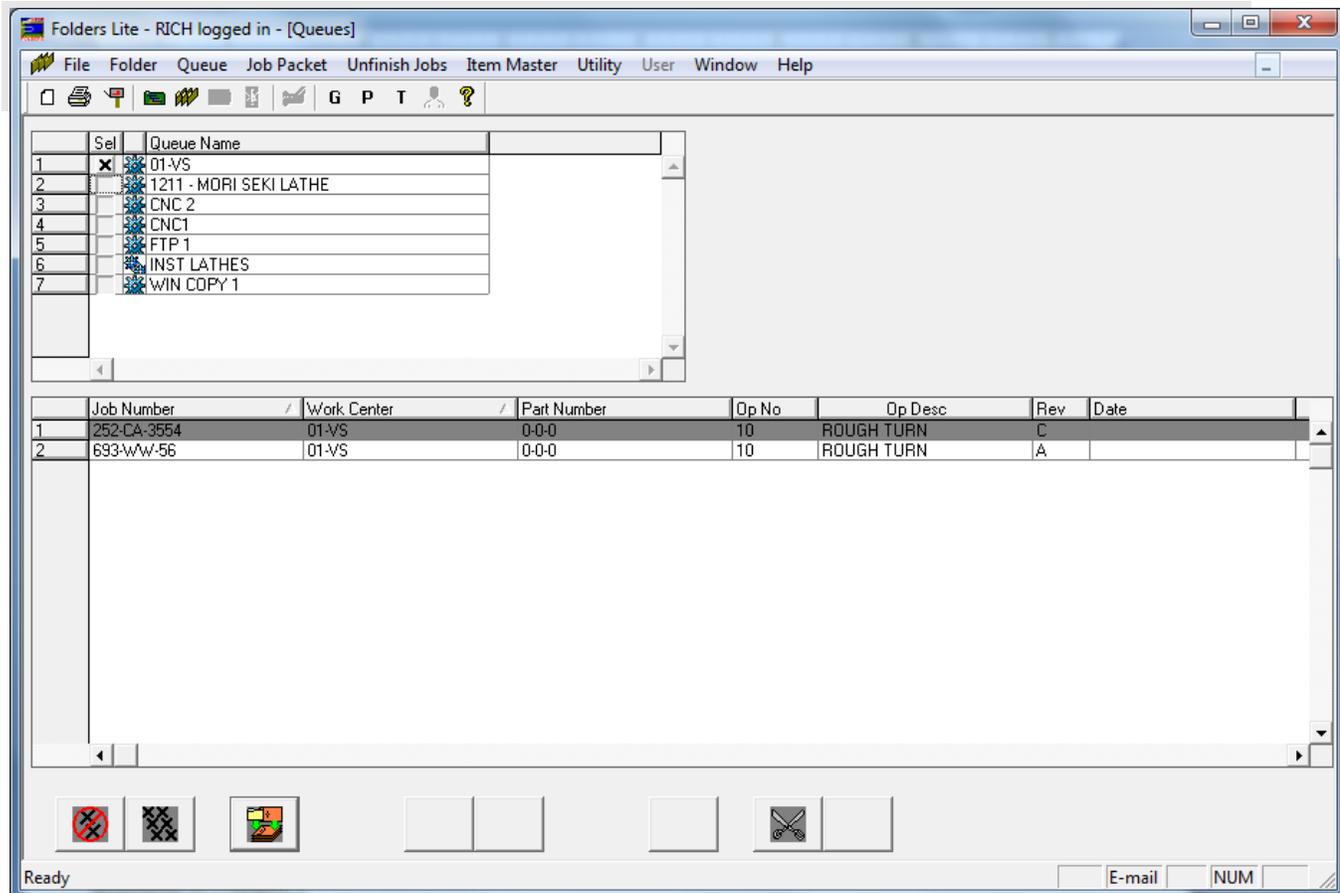


Figure 4-1 Queue Window

The Queue window consists of a Queue Name Data Table, a Queue Contents Data Table, a series of buttons (Queue Folder, Unqueue Folder, Print Queue, Cut, Paste, Clear All Queues and Display Group of Queues). Most of these buttons can also be accessed from the Queue Menu. (Queue Job Packet, Unqueue Job Number/Part and Unqueue Job Number are only available in Folders.)

4.1 QUEUE NAME DATA TABLE

The Queue Name Data Table, the upper data table in the Queue window, lists all work centers and all work center groups in alphabetical order. An icon within the list indicates whether the entry is a specific work center or a work center group. Individual work centers have an icon showing a single gear, whereas work center groups are denoted with an icon showing a pair of

gears.

Each entry in the Queue Name Data Table may be marked by clicking within the checkbox in the first column of the list. Marking a queue causes the entire contents of the queue to be listed in the lower (Queue Contents) data table. Clicking on a marked queue name clears the checkbox and removes the queue's contents from the lower data table. When an empty queue is marked, it is displayed in orange. In this case, no data is loaded into the lower data table.

To facilitate the selection of multiple queues, two buttons, Clear All Queues and Display Group of Queues, are provided. These are located just below the Queue Contents Data Table.

4.2 QUEUE CONTENTS DATA TABLE

This data table contains the following columns: Work Center, Part Number, Op Number, Revision, Date and Time. The data displayed in this table corresponds to those queues which are marked in the Queue Names Data Table. Sessions which are currently in process are displayed in green. Double clicking an entry will pop up a dialog showing who queued the folder, the date and time when the folder was queued, the Folder ID and the original work center.

The data in the Queue Contents Data Table may be sorted by up to three columns. To adjust the primary sort order, click on the column heading by which sorting is desired. An up arrow within a column indicates sorting in ascending order; a down arrow indicates sorting in descending order. To alternate between ascending and descending primary sort order, click a column heading again to toggle between the two orders. To set secondary and tertiary sort orders, hold the CTRL key down when clicking on a column heading. CTRL-clicking repeatedly on a column used for secondary or tertiary sorting alternates between ascending and descending sort orders. The sort order will be saved for the user automatically when the user exits the Queue Window, and will be reset the next time that user reenters the window.

Entries may be moved to a different location in the queue, or to a different queue, by cutting and pasting. To cut an entry, select it in the Queue Contents Data Table and either press the Cut button, select 'Cut' from the Queue Menu or press CTRL -C. In-process sessions (displayed in green) may not be cut. The session that has been cut is displayed in gray. To cancel the cut, select cut (either by button, menu or CTRL-C) again.

Once an entry has been cut, it may be moved to a different location within the same queue, or

to a new queue. An entry may not be pasted prior to an in- process operation. To paste a cut entry, select the session where the entry is to be moved to, and either press the Paste button, select Paste from the Queue Menu or press CTRL-V.

Since there are no entries displayed in the Queue Contents Data Table for empty queues, pasting to an empty queue works a little differently. To paste to an empty queue, select the queue (which must be marked and will be displayed in orange) in the upper data table. Then press the Paste button, select Paste from the Queue Menu or press CTRL-V. The cut session will be moved to the empty queue. That queue will no longer be displayed in orange, since it will no longer be empty.

4.3 COMMAND BUTTONS

4.3.1 Clear All Queues



Pressing this button causes all entries in the Queue Name Data Table to be unmarked. All data in the Queue Contents Data Table is cleared.

4.3.2 Display Group of Queues



Pressing this button brings up a Work Center Group selection dialog. This dialog lists all work center groups, and also contains an entry labeled '*** All Queues ***'. If '*** All Queues

***' is selected, upon pressing the 'OK' button, every queue listed in the Queue Name Data Table will be marked and all data for all queues will be loaded into the Queue Contents Data Table. This option should be used with care if a large amount of data is stored in the Jobs in Process Database, since a significant amount of time will be required to load all of the data.

Alternatively, one or more work center groups may be marked. Upon pressing the 'OK' button, all queues associated with the selected groups will be marked and loaded into the Queue Contents Data Table.

4.3.3 Queue Folder



Pressing the Queue Folder Button calls up the Folder Window.

4.3.4 Unqueue Folder



Pressing this button deletes the session currently selected in the Queue Contents Data Table.

4.3.5 Print Queue



Pressing the Print Queue Button allows all queues which are marked in the Queue Name Data Table to be printed. Printing may optionally include a listing of the files associated with each folder for each queue entry.

4.3.6 Cut and Paste



These buttons allow queue entries to be moved, as described in the Queue Contents Data Table section.

4.4 CONTEXT-SENSITIVE MENUS

Right clicking on the queue window will bring up a context -sensitive menu. The options on these menus work identically to those same options in the Queue Menu except for Cut and Paste. If a row in the Queue Contents Data Table is right-clicked, the option to Cut that session will be provided. If Cut is chosen, the row that was right-clicked upon will be selected and cut. Similarly, if a queue entry has already been cut, and a row in the Queue Contents Data Table is right-clicked upon, the Paste option will be available. Choosing Paste from the context-sensitive menu will cause the entry to be moved either before or after (depending on the Before/After radio buttons) the entry which was right-clicked upon. Alternatively, a selected empty queue (displayed in orange) in the Queue Name Data Table may be right-clicked upon to allow an entry which had been cut to be moved into an empty queue.

CHAPTER 5. DEFAULT LABEL DIALOGS

5.1 GRAPHICS FILE LABELS

This dialog is used to add, edit, or delete default labels for file type G. You add a label by typing the label in a blank edit field. Delete a label by erasing all the text for the label. Press OK to save your changes.

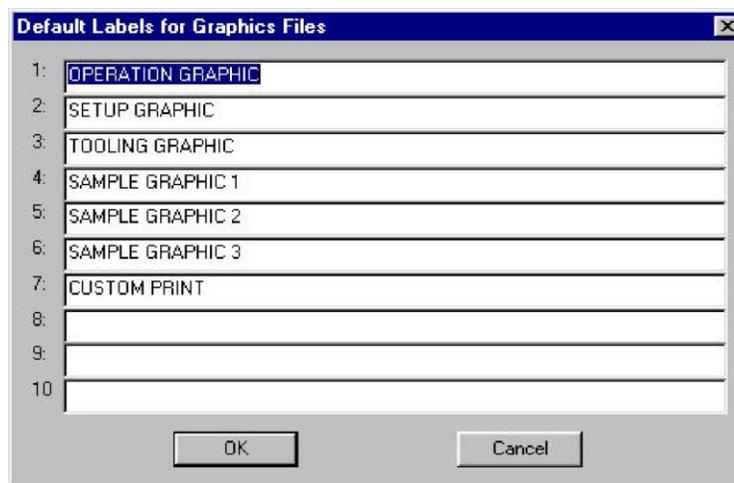


Figure 5-1 Graphics File Labels

5.2 PART PROGRAMS FILE LABELS

This dialog is used to add, edit, or delete default labels for file type P. You add a label by typing the label in a blank edit field. Delete a label by erasing all the text for the label. Press OK to save your changes.

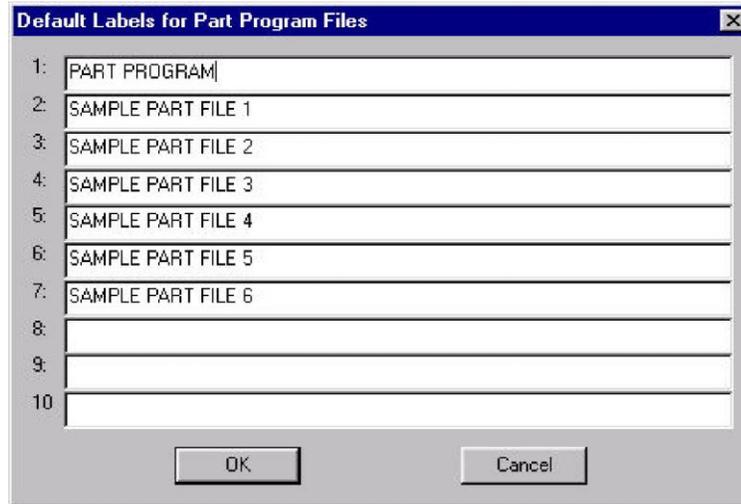


Figure 5-2 Part Programs File Labels

5.3 TEXT FILE LABELS

This dialog is used to add, edit, or delete default labels for file type T. You add a label by typing the label in a blank edit field. Delete a label by erasing all the text for the label. Press OK to save your changes.

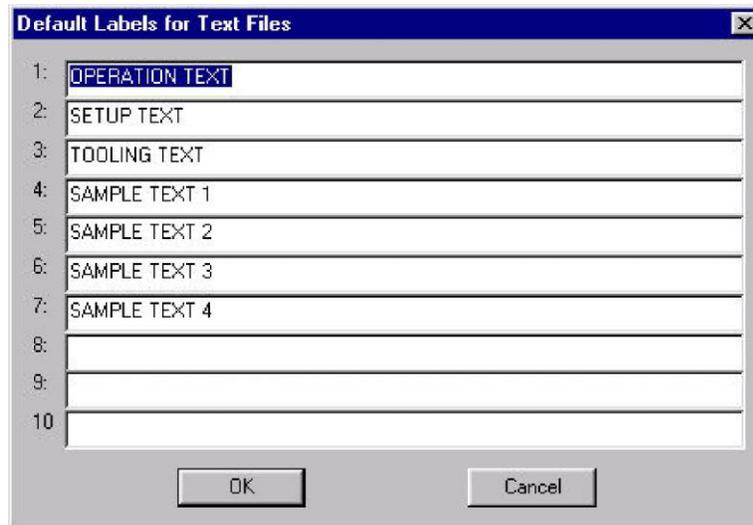


Figure 5-3 Text File Labels

CHAPTER 6. DNC LOG

6.1 VIEWING LOG FILE ENTRIES

To view the DNC log, select Log View from the Utility submenu. The View Log File Entries Dialog will appear (See Figure 6-1). First, you select a date range using the From Date and To Date date pickers. You can uncheck either of the date pickers to not use the date as a query limit. You can also select a work center to use as a query limit from the work center drop down list. After you have set the query limits, press the update to see the log entries for the entered date range. Each time you change one of the query limits, press the Update button to update the list of log file entries. Entries that were aborted are shown in red. You can get a print out of the displayed log entries by simply pressing the Print button. Press Cancel to dismiss the dialog.

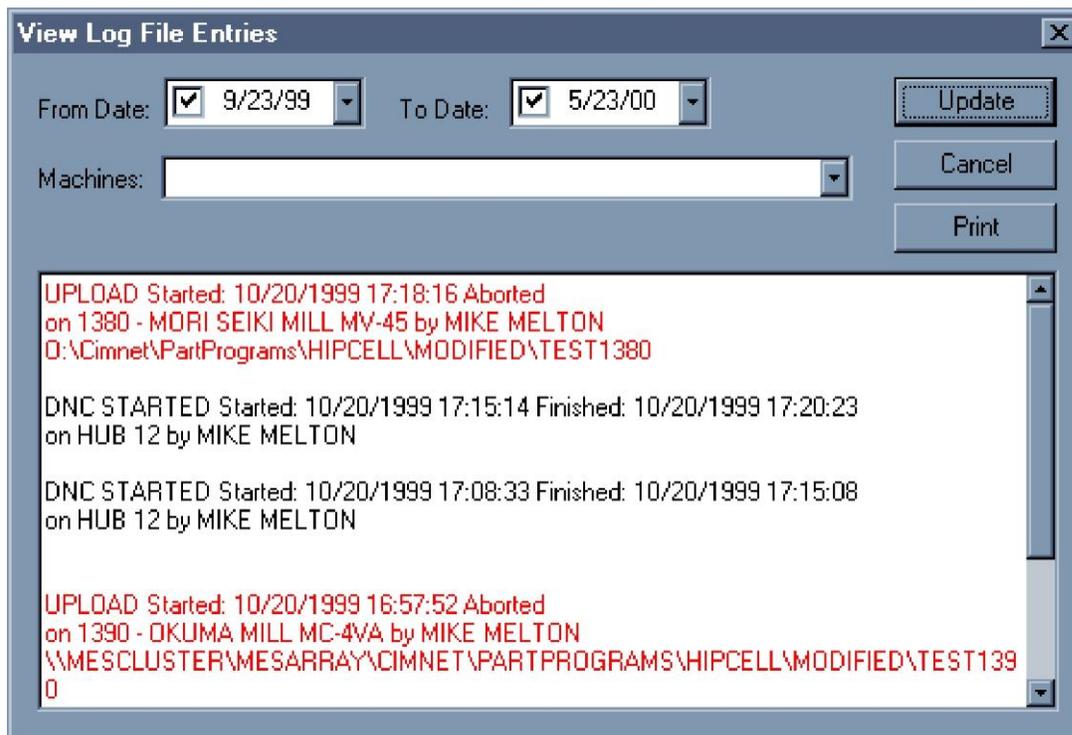


Figure 6-1 View Log File Entries Dialog

6.2 DELETING LOG ENTRIES

To delete entries from the DNC log, select Log Delete from submenu of the Utility Menu. The Delete Log Entries Dialog will appear. (See Figure 6-2) Use the From Date and To Date date pickers to select a date range. Once you have a date range selected, press the Delete button to remove all the entries in that date range. You can uncheck either the From Date or To Date to not use the date as a query limit.



Figure 6-2 Delete Log Entries Dialog

CHAPTER 7. **HELP**

The Help main menu choice contains two items, Contents and About.

7.1 **HELP**

The Help Topics dialog is first window you will get in the help system. It contains the table of contents for the help system under the Contents tab. You can select a topic from the list and push the Open button to get the text for that item. This will open a Help Text window with the text for that topic in it. If you pick another topic and press the Open button, the text in the Help Text window will be replaced with the text of the new topic.

The Help also contains an Index tab. You can use this tab to search for help using a key word or words.

The last tab is a Find tab. It allows you to search for a certain word or words in the help system.

When you are finished with the help system, you can press the Cancel button on the Help Topics dialog. Doing this will close all open topic windows.

7.2 **ABOUT**

This menu choice displays the About box for Folders Lite. It contains a copyright notice and the version number of the program.