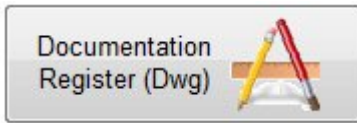# Category 6

6.1   Documentation Register

The purpose of this window is to track the documentation such as drawing's Electronic and Hard Copies as well as spread sheets and PDF files. The information can then be distributed via electronic means such as email with auto generated transmittals. It allows the user to know when documents were received and by whom. It also is used for registering electronic documentation in a data base such as drawings in portable document format (PDF), Word documents and or Excel spreadsheets etc.
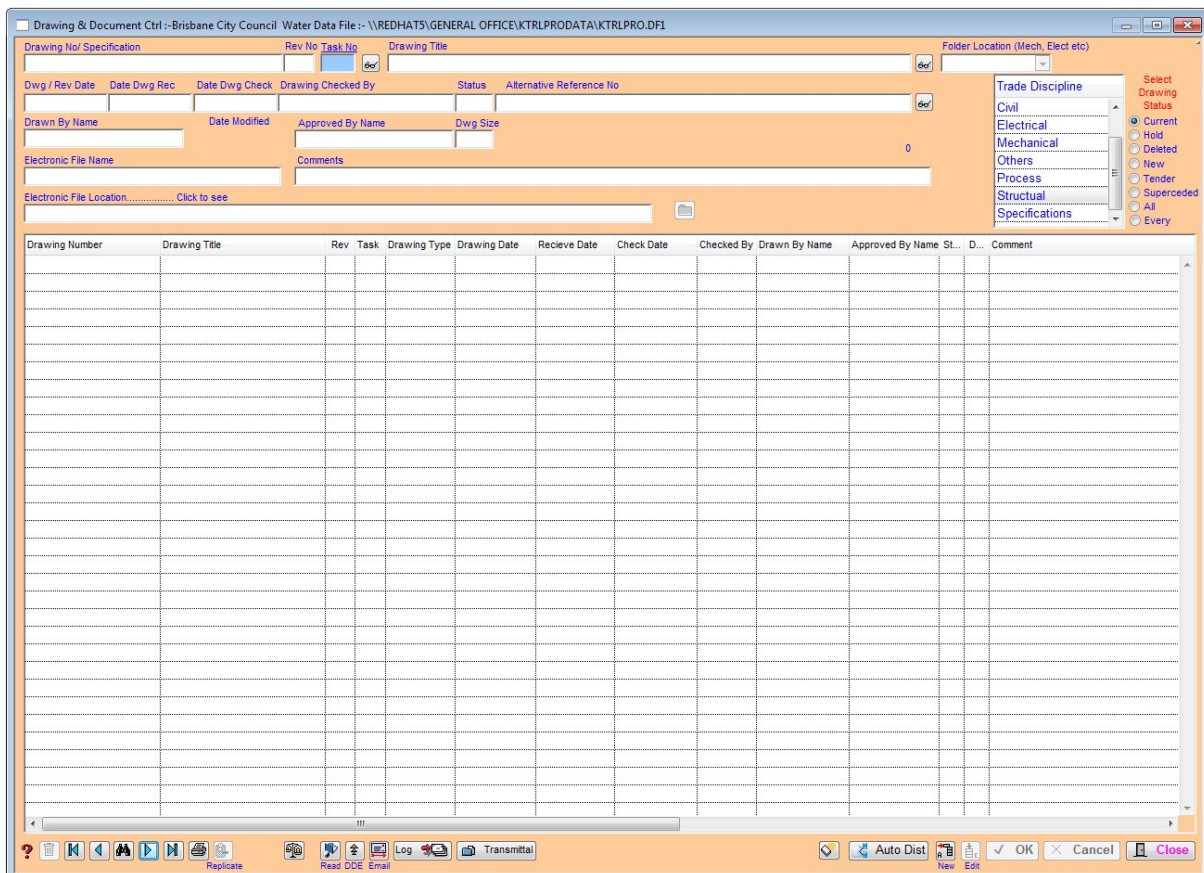
The system can also keep track of electronic files automatically, however the system has few rules that must adhered to and setup in the following way to work successfully. Please see below a naming example of a file:-
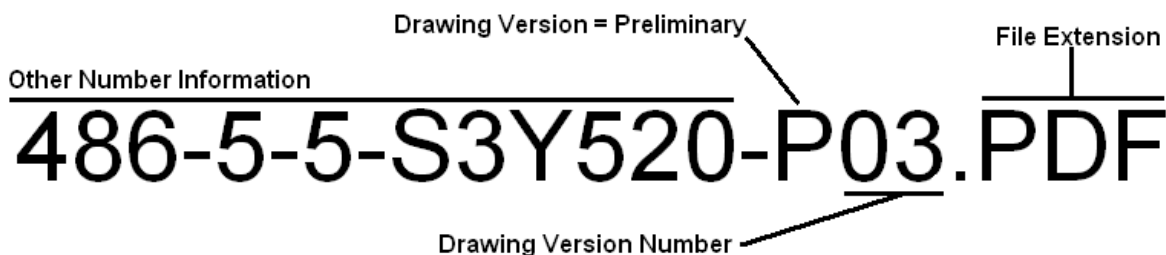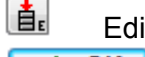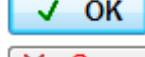
The electronic file must be arranged so that the last 3 characters before the file extension full stop are the version number. The letter P is often used as preliminary and T is sometimes is used for Tender. The letter C is sometimes used for construction or 003. When the project is

complete they often use A for as built. The other number information is not used by Kontrol Pro. See the button automatic function "Read" detailed below.

How to Use

To make a new entry select a Trade Discipline for the table in the top right corner of the screen. The Trade Discipline will be things like: Civil, Electrical, Mechanical, Structural and so on. When the Trade Discipline has been selected click the new button. Enter the data into the fields and click the ok button. When a new entry is created it is given a status. This will be either: Current, Hold, Tender or new. The status will be automatically generated to new when the entry is first created but can later be modified.

To edit an existing entry select the entry and click the edit button. Modify the data in the fields and click the ok button. The drawing 'Status' allows active or current documents to be displayed.   Documents can be displayed as: - Current, Hold, Deleted, Tender, New, Superseded, All or Every. Depending on which mails you wish to view select a status to display a list in the table. A total of all entries in each status will be shown when the status is changed. This will be shown in blue above the comments field.

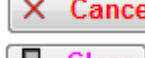| Icon	Description
🗑	Deletes a selected entry
⏮	Finds the first entry
◀	Steps the record back to previous entry
🔍	Allows you to search for a specific entry
▶	Steps the record forward to the next entry
⏭	Finds the last entry
🖨	Print
	Duplicate current record
	Checks through the current displayed list to discover if the electronic file still exists and if not enters a comment into the comment field
	Emails the selected lines
Log ➡	Opens email log window and displays all emails that have been sent
◇	Clears selected lines from list for clarity
Auto Dist	**Ask Chris**
	Add new entry
	Edit an existing entry
✓ OK	Records new entries and modifications
✗ Cancel	Cancels the recording of new entries and modifications
Close	Exit window
60°	Does a search based on drawing title
📁	Prompts for a drawing folder location

This function enables the user to automatically read in the electronic files names from the appropriate folder for the applicable trade such as "Architectural". This is done by first locating the folder called Architectural within the path name for example:-

\\Atad-server2\Data\Project Ctrl\PROJECT110\Drawing\Architectual

Then by placing all the electronic files in this location and then selecting the Transmittal button with Architectural, this system will strip any unwanted file characters out such as spaces and under scores and rename the file.

The procedure will then search for an existing file name in the data base and if not found make a new entry into the data file or just update the existing. When the entry is read and the file name is dissected and the revision number read in it is automatically added.

 This procedure allows Kontrol Pro to import via the DDE (Dynamic Data Exchange) channel facility in Microsoft Excel a drawing register already in a spread sheet format. The information must conform to some basic criteria such as the following:-

- The procedure starts looking for information starting on the third row of the spreadsheet.

- There must be no gaps in the drawing number column, as this will terminate the import process.

- The information must be contained on the first work sheet.

You must have the spread sheet open in Excel, you will prompted for a file name of the spread sheet, this is necessary so the programme knows where to read the information from. Select the file and press "OK" this will read in the records.
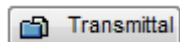
 This generates the first part of a document transmittal. By selecting the required documents, and if applicable related electronic files from the document table. Then by clicking on this button the user will be prompted for folder location, a folder will be created and called "Document Transmittal July 10 2012" for example.

Any electronic files then will be copied across to the newly created folder. The next step that happens is new document is created in the Document Generator, listing all the documents.

The next step to do is close this window, and open to the "Document Generator" window. Find the last document number and by using the "Edit" function to add the appropriate names addresses.

The final next step would be to copy the contents of the folder on to a CD ROM; the transmittal would then be complete.

Displayed Electronic file names.

The file names displayed are not stored, they are calculated using the project number and base data file location along with assumed positions of folders. This then allows for the user to transport for example the whole project to head office or another location without having to rename or recalculate the path name.

Drawing / Specification Number

Should the Drawing or Document need to be updated, modified or amended in any way the Drawing Number must be changed to indicate an amendment and how many times the drawing/document has been revised. This can be done by using alpha or numerical and can be prefixed with a "P" for preliminary. i.e. R7H300-P2

When the Drawing/Specification Number is changed the 'Electronic File Name' will also change creating a new electronic file.
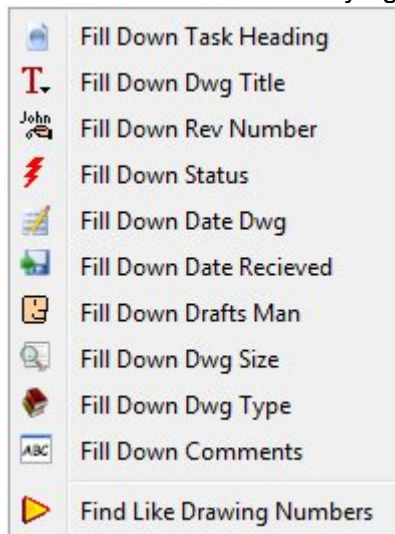
Other Features
If the user clicks on the field called "Electronic File Location" when not in the data entry mode, the system will open the file with appropriate executable file such as Acrobat Reader for file extension .PDF; this is handy for opening the files without having to close down and remember the file names.

If the user changes the electronic file name in this window the operator is asked if they want to change the electronic file name as well, a yes will do so this saves drilling down into the file structures.

Right Click Function
This menu can be found by right clicking in the table in the window.

📄	Fill Down Task Heading
T.	Fill Down Dwg Title
John	Fill Down Rev Number
⚡	Fill Down Status
✎	Fill Down Date Dwg
📥	Fill Down Date Recieved
📒	Fill Down Drafts Man
🔍	Fill Down Dwg Size
❤	Fill Down Dwg Type
ABC	Fill Down Comments
▷	Find Like Drawing Numbers

The fill down functions allow you to fill down a certain field of highlighted lines so that all highlighted lines have the same data in the field. The find like drawing numbers function allows you to