Section 5

New Document (File)

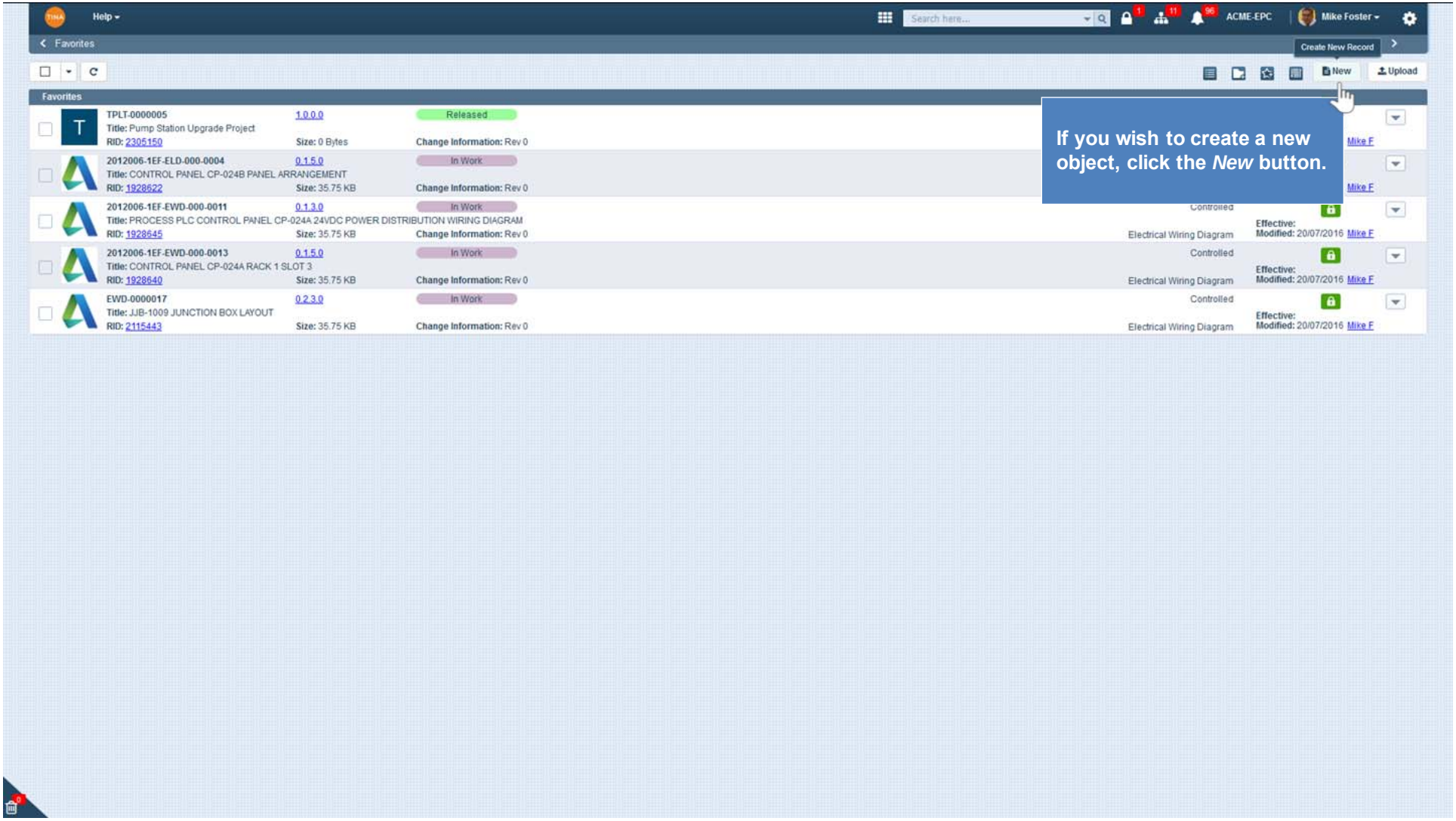
Create New Record Window
Creating New Document
Properties Tab
New Document (Hyperlink)
Action menu
Set Document as Template

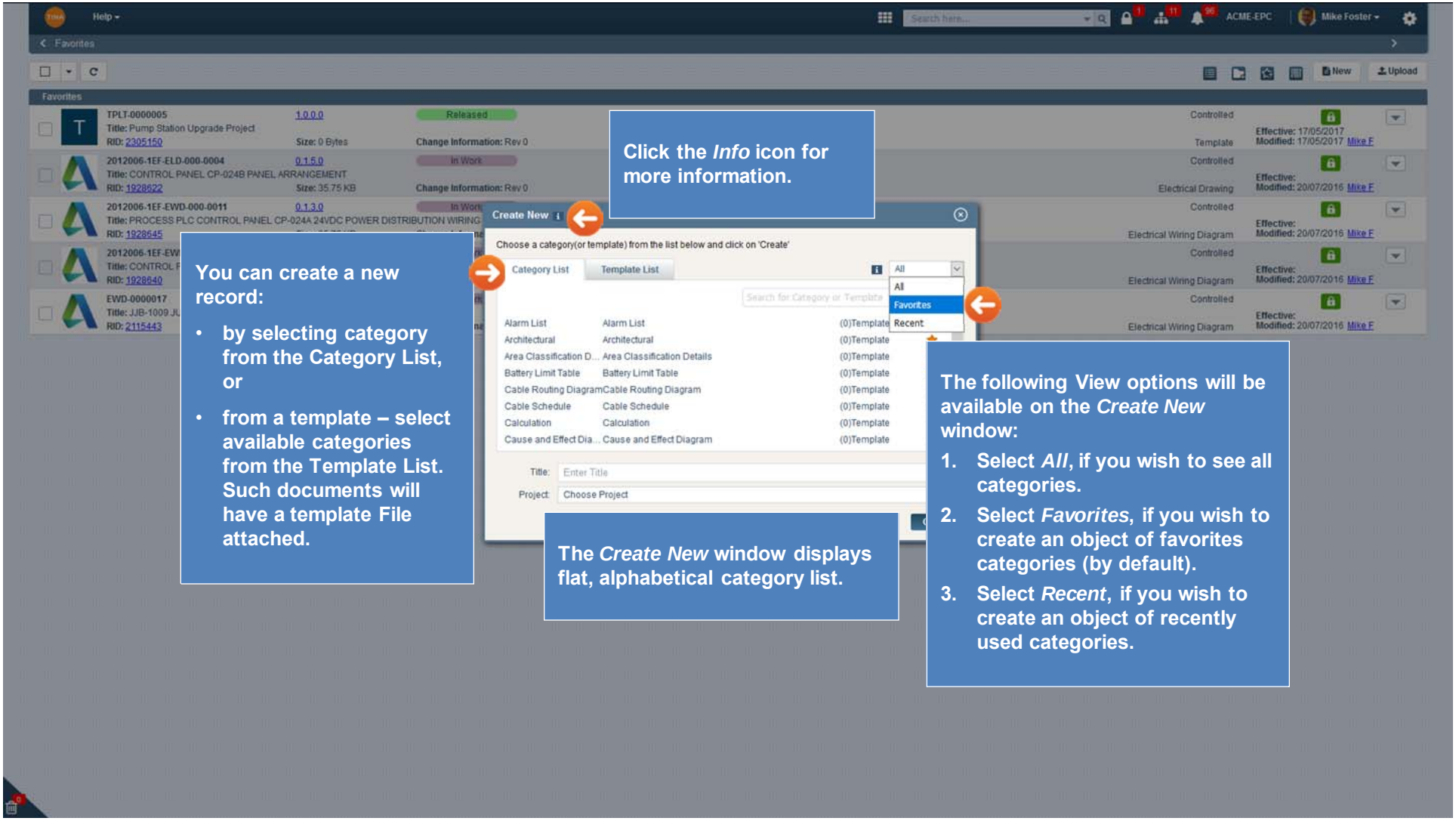
Download a File
Download File Locked by you
Upload a File
File Section Window
Time /Time Zone
Set as Latest
Delete All Older Versions
Upload Rendition
Sharing Data
Remove File
Set File as Viewable

Activity History

Menu
- Supporting Items
- Tree
- Where Used
- Workflow
- Version History
- Security
- Version Up
    - Select Files to Copy

Change Info rules
New lifecycle Released Submitted


Help
Search here...
ACME-EPC
Mike Foster
Favorites
Create New Record
New
Upload
Favorites
TPLT-0000005
Title: Pump Station Upgrade Project
RID: 2305150
1.0.0.0
Released
Size: 0 Bytes
Change Information: Rev 0
Mike F
2012006-1EF-ELD-000-0004
Title: CONTROL PANEL CP-024B PANEL ARRANGEMENT
RID: 1928622
0.1.5.0
In Work
Size: 35.75 KB
Change Information: Rev 0
Mike F
2012006-1EF-EWD-000-0011
Title: PROCESS PLC CONTROL PANEL CP-024A 24VDC POWER DISTRIBUTION WIRING DIAGRAM
RID: 1928645
0.1.3.0
In Work
Size: 35.75 KB
Change Information: Rev 0
Controlled
Electrical Wiring Diagram
Effective:
Modified: 20/07/2016 Mike F
2012006-1EF-EWD-000-0013
Title: CONTROL PANEL CP-024A RACK 1 SLOT 3
RID: 1928640
0.1.5.0
In Work
Size: 35.75 KB
Change Information: Rev 0
Controlled
Electrical Wiring Diagram
Effective:
Modified: 20/07/2016 Mike F
EWD-0000017
Title: JJB-1009 JUNCTION BOX LAYOUT
RID: 2115443
0.2.3.0
In Work
Size: 35.75 KB
Change Information: Rev 0
Controlled
Electrical Wiring Diagram
Effective:
Modified: 20/07/2016 Mike F
If you wish to create a new object, click the *New* button.



Click the *Info* icon for more information.

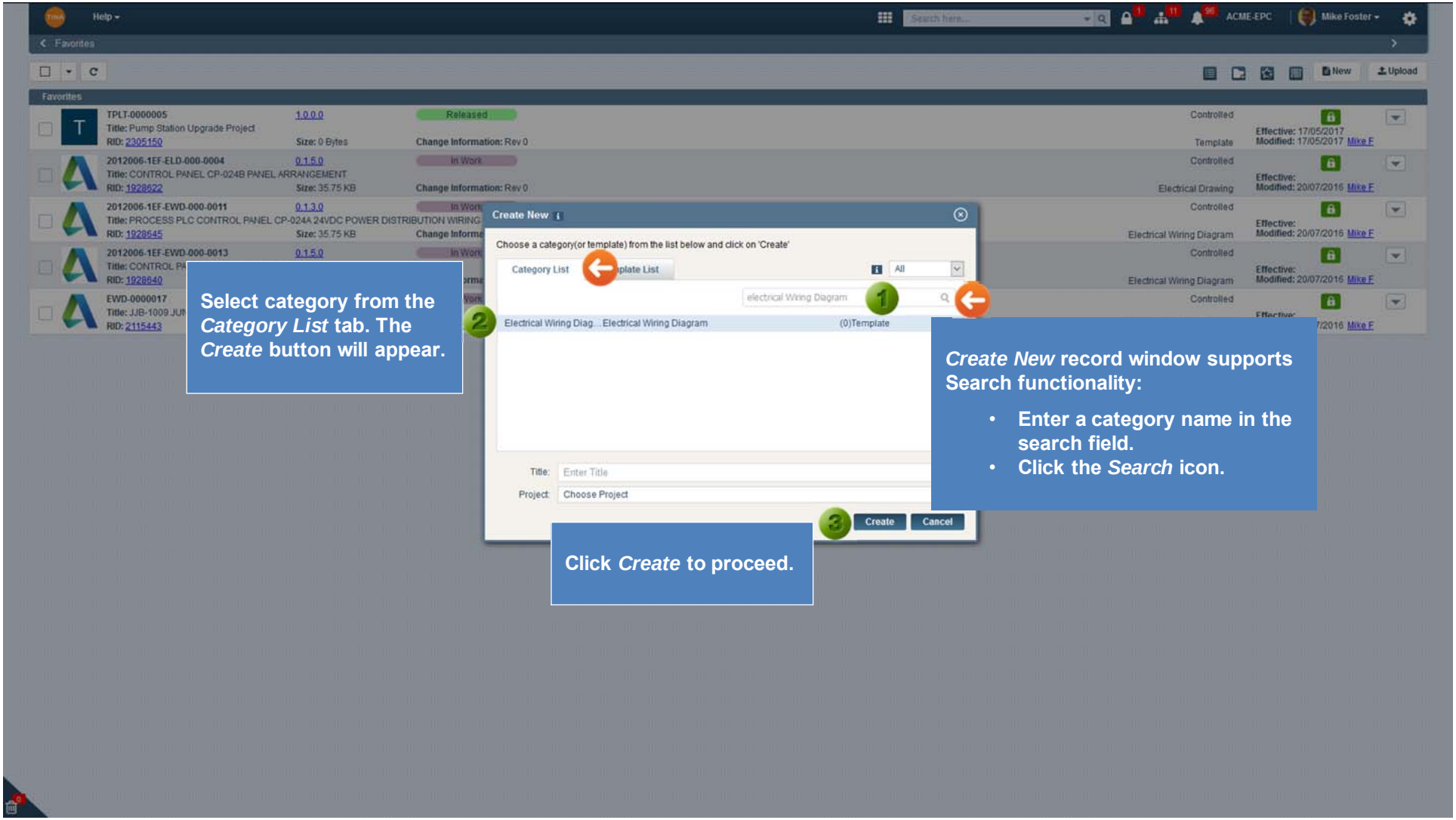
You can create a new record:

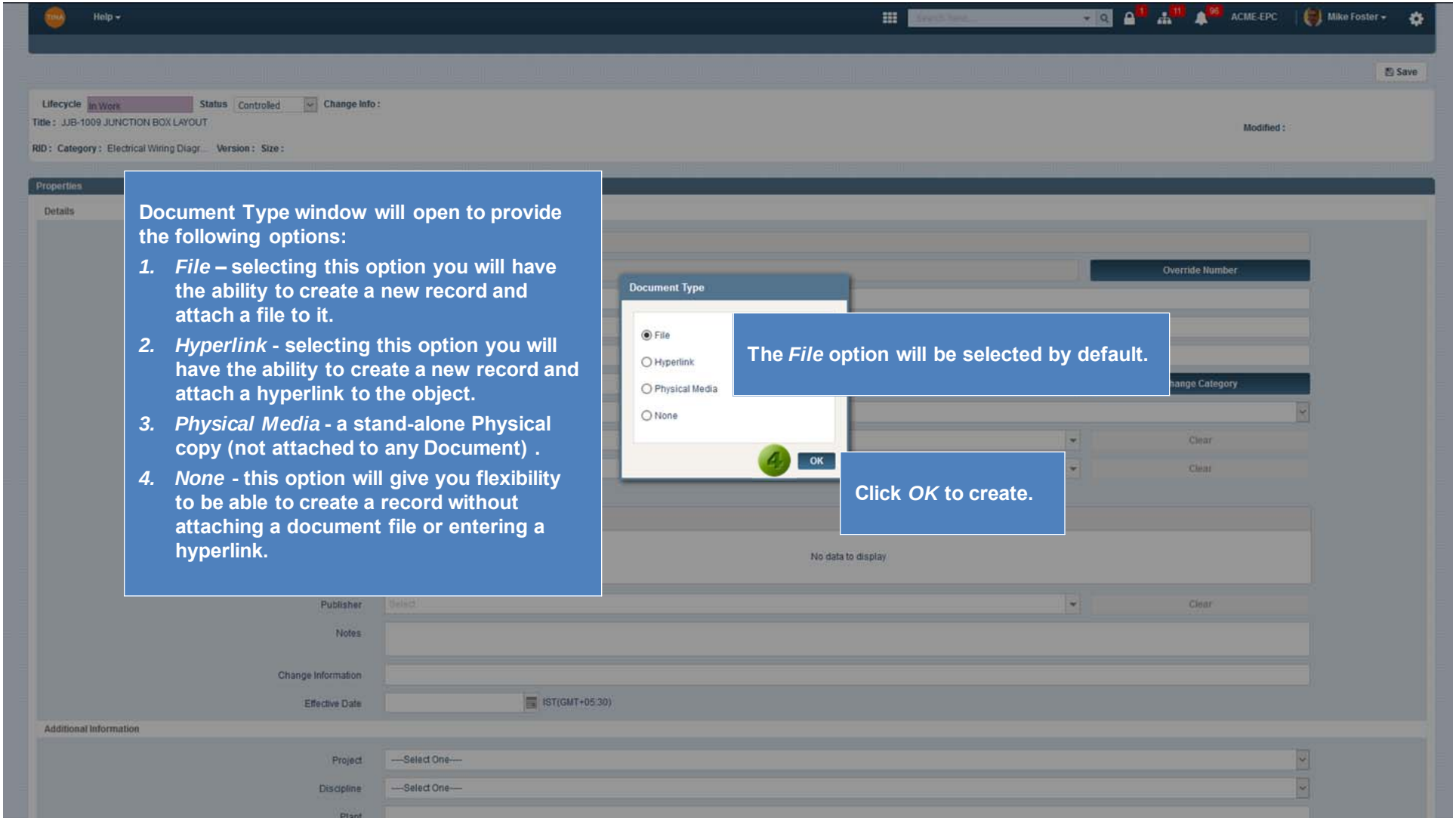
- by selecting category from the Category List, or
- from a template – select available categories from the Template List. Such documents will have a template File attached.

The *Create New* window displays flat, alphabetical category list.

The following View options will be available on the *Create New* window:

1. Select *All*, if you wish to see all categories.
2. Select *Favorites*, if you wish to create an object of favorites categories (by default).
3. Select *Recent*, if you wish to create an object of recently used categories.


Create New
Choose a category(or template) from the list below and click on 'Create'
Category List
Template List
All
electrical Wiring Diagram
Electrical Wiring Diag...Electrical Wiring Diagram
(0)Template
Title:
Enter Title
Project:
Choose Project
Create
Cancel
Select category from the *Category List* tab. The *Create* button will appear.
Create New record window supports Search functionality:
• Enter a category name in the search field.
• Click the *Search* icon.
Click *Create* to proceed.

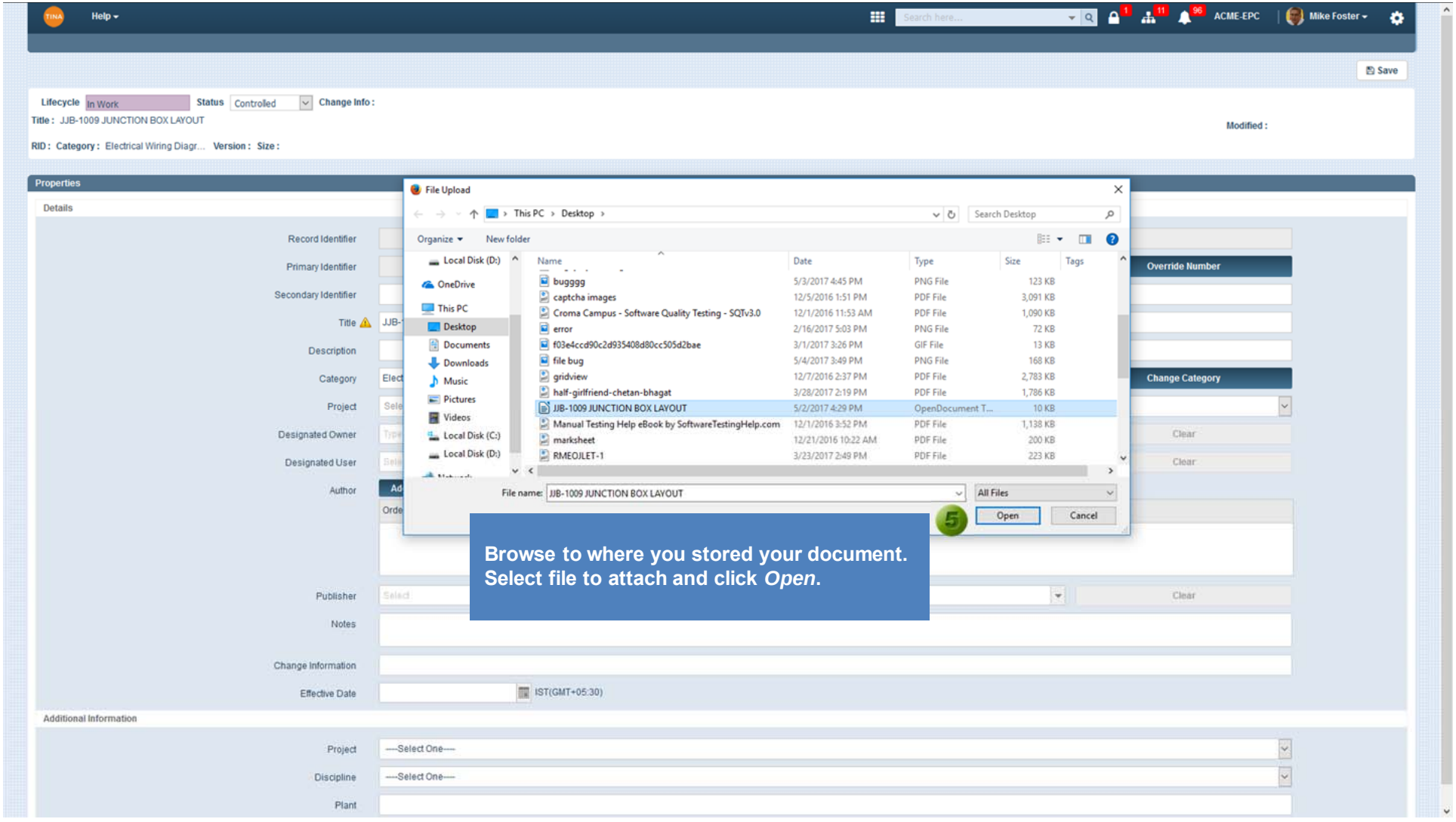


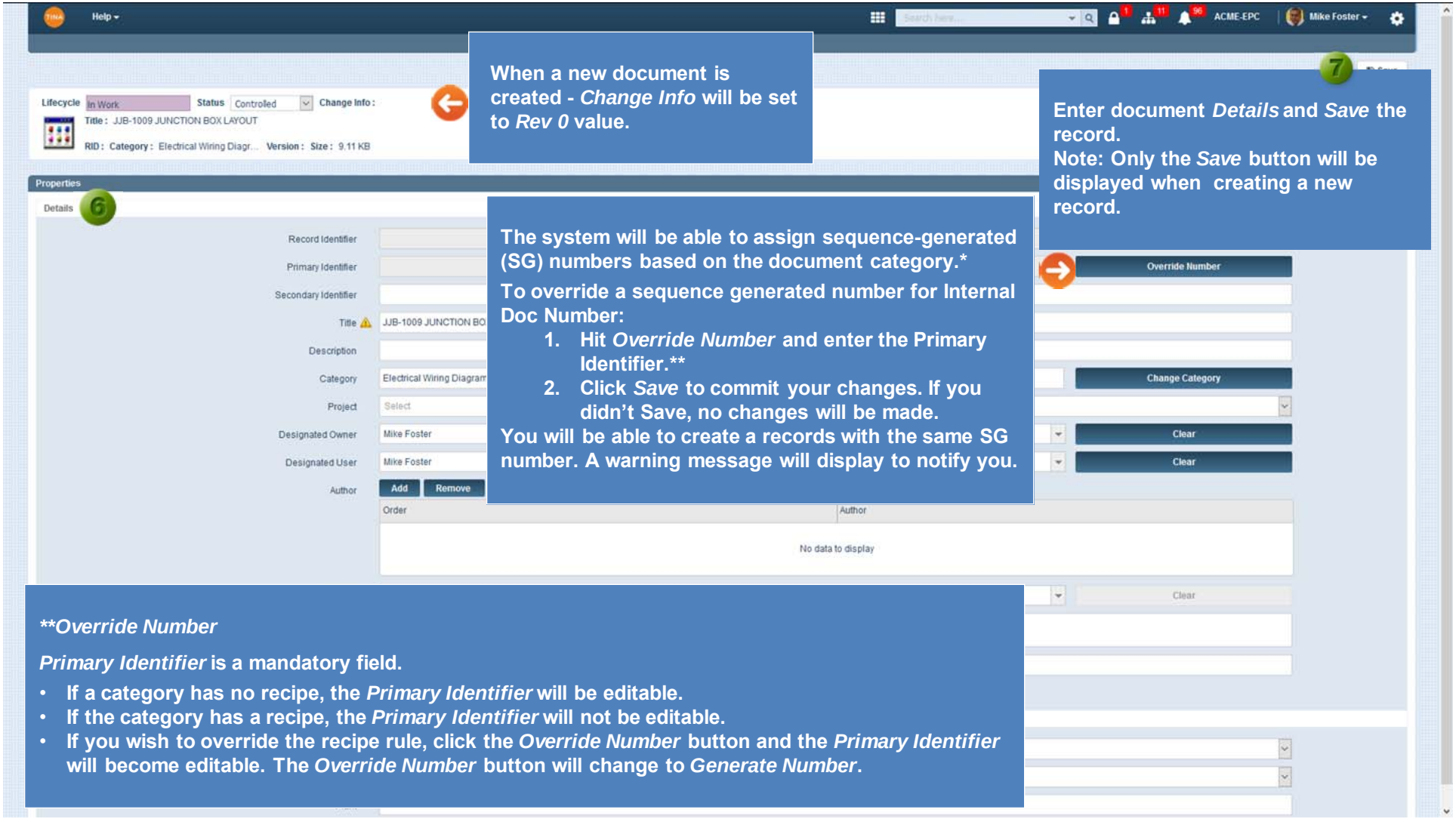
Document Type window will open to provide the following options:

1. *File* – selecting this option you will have the ability to create a new record and attach a file to it.
2. *Hyperlink* - selecting this option you will have the ability to create a new record and attach a hyperlink to the object.
3. *Physical Media* - a stand-alone Physical copy (not attached to any Document) .
4. *None* - this option will give you flexibility to be able to create a record without attaching a document file or entering a hyperlink.

The *File* option will be selected by default.

Click *OK* to create.


Help
ACME-EPC
Mike Foster
Save
Lifecycle In Work
Status Controlled
Change Info :
Title : JJB-1009 JUNCTION BOX LAYOUT
Modified :
RID : Category : Electrical Wiring Diagr... Version : Size :
Properties
Details
Record Identifier
Primary Identifier
Secondary Identifier
Title
Description
Category
Project
Designated Owner
Designated User
Author
Publisher
Notes
Change Information
Effective Date
IST(GMT+05:30)
Override Number
Change Category
Clear
Additional Information
Project
Discipline
Plant
---Select One---
File Upload
This PC › Desktop ›
Search Desktop
Organize
New folder
Local Disk (D:)
OneDrive
This PC
Desktop
Documents
Downloads
Music
Pictures
Videos
Local Disk (C:)
Local Disk (D:)
Name
Date
Type
Size
Tags
bugggg 5/3/2017 4:45 PM PNG File 123 KB
captcha images 12/5/2016 1:51 PM PDF File 3,091 KB
Croma Campus - Software Quality Testing - SQTv3.0 12/1/2016 11:53 AM PDF File 1,090 KB
error 2/16/2017 5:03 PM PNG File 72 KB
f03e4ccd90c2d935408d80cc505d2bae 3/1/2017 3:26 PM GIF File 13 KB
file bug 5/4/2017 3:49 PM PNG File 168 KB
gridview 12/7/2016 2:37 PM PDF File 2,783 KB
half-girlfriend-chetan-bhagat 3/28/2017 2:19 PM PDF File 1,786 KB
JJB-1009 JUNCTION BOX LAYOUT 5/2/2017 4:29 PM OpenDocument T... 10 KB
Manual Testing Help eBook by SoftwareTestingHelp.com 12/1/2016 3:52 PM PDF File 1,138 KB
marksheet 12/21/2016 10:22 AM PDF File 200 KB
RMEOJLET-1 3/23/2017 2:49 PM PDF File 223 KB
File name: JJB-1009 JUNCTION BOX LAYOUT
All Files
Open
Cancel
5
Browse to where you stored your document.
Select file to attach and click Open.



When a new document is created - *Change Info* will be set to *Rev 0* value.

Enter document *Details* and *Save* the record.
Note: Only the *Save* button will be displayed when creating a new record.

The system will be able to assign sequence-generated (SG) numbers based on the document category.*

To override a sequence generated number for Internal Doc Number:

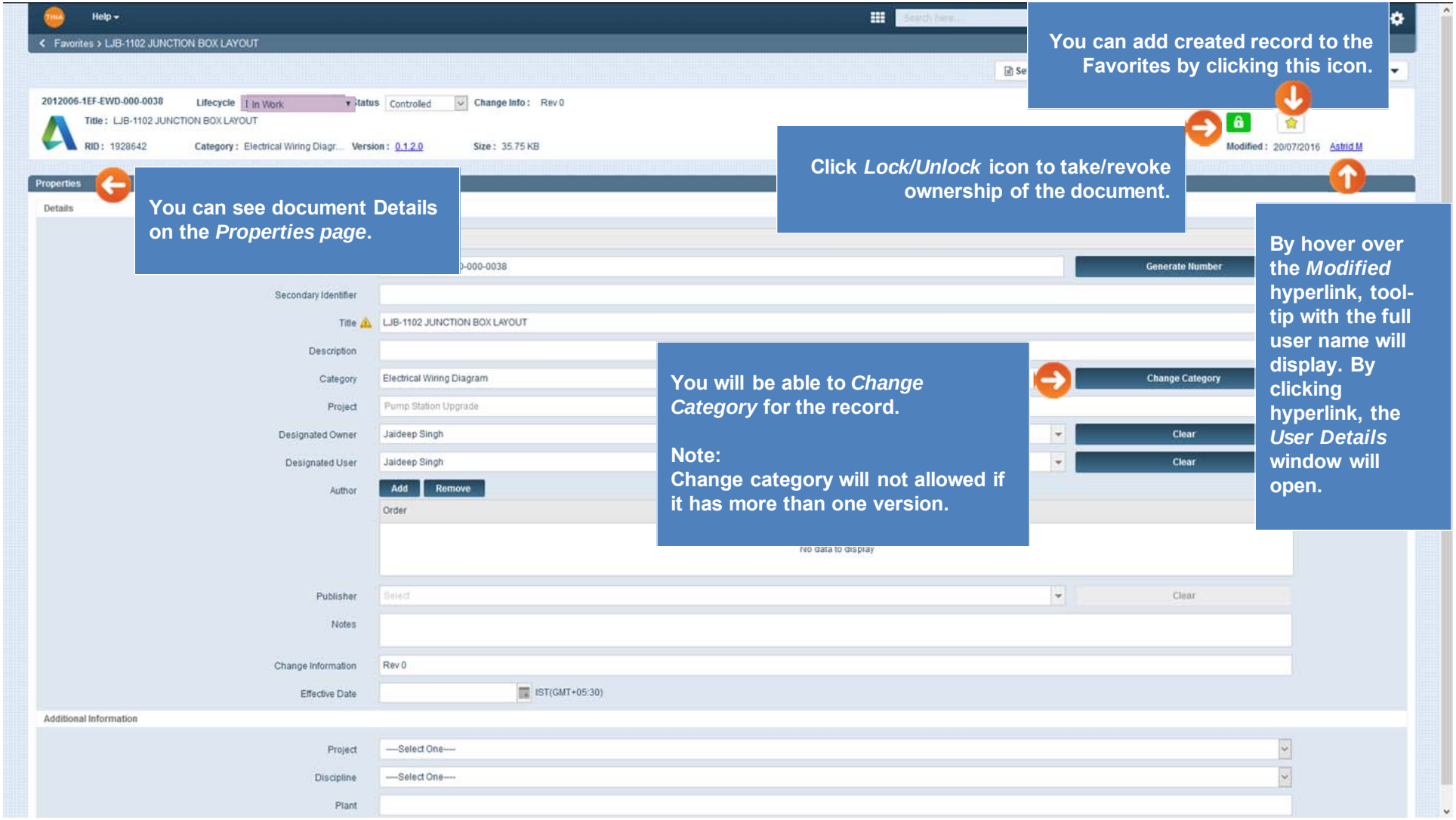
1. Hit *Override Number* and enter the Primary Identifier.**
2. Click *Save* to commit your changes. If you didn't Save, no changes will be made.

You will be able to create a records with the same SG number. A warning message will display to notify you.

***Override Number*

Primary Identifier is a mandatory field.

- If a category has no recipe, the *Primary Identifier* will be editable.
- If the category has a recipe, the *Primary Identifier* will not be editable.
- If you wish to override the recipe rule, click the *Override Number* button and the *Primary Identifier* will become editable. The *Override Number* button will change to *Generate Number*.



You can add created record to the Favorites by clicking this icon.

Click *Lock/Unlock* icon to take/revoke ownership of the document.

You can see document Details on the *Properties page*.

By hover over the *Modified* hyperlink, tool-tip with the full user name will display. By clicking hyperlink, the *User Details* window will open.

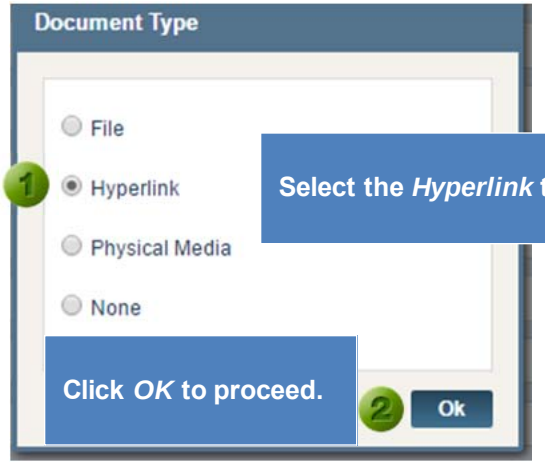
You will be able to *Change Category* for the record.

Note:
Change category will not allowed if it has more than one version.

New Document (Hyperlink)

Document Type window:

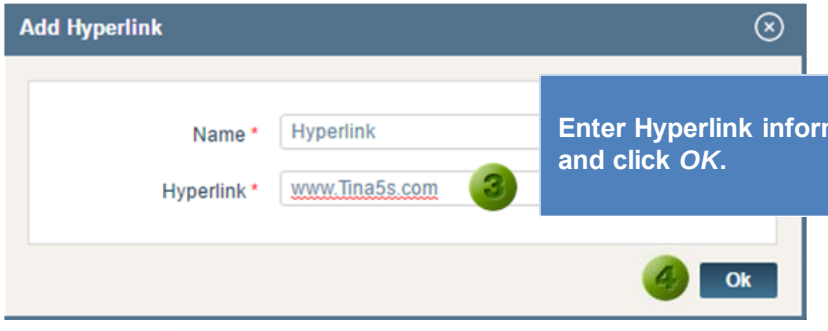
- **Hyperlink - selecting this Document Type you will have the ability to create a new record and attach a hyperlink to the object.**



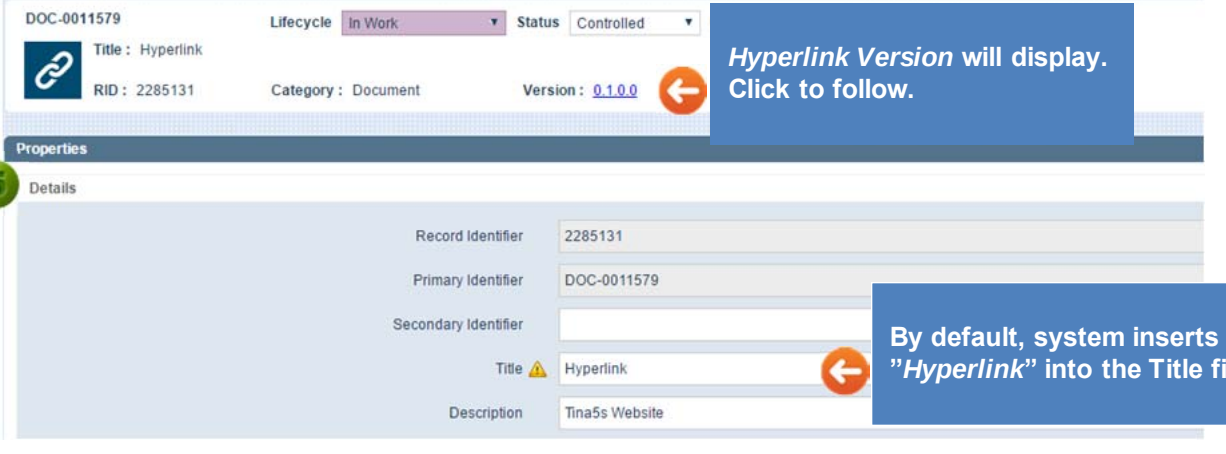
Select the *Hyperlink* type.

Click *OK* to proceed.

The *Add Hyperlink* window will open.



Enter Hyperlink information and click *OK*.



***Hyperlink Version* will display. Click to follow.**

Enter document Details and click *Save* . Document "Hyperlink" has been created.

By default, system inserts "*Hyperlink*" into the Title field.

The following buttons will be available for the Owner.

Action menu

Depends on Security settings, the *Action* button will provide the following options:

- *Copy* - create a Copy of existing record.
- *Delete* – delete this record.
- *Upload* – you will be able to upload a file from the Properties page.

The record can be *Set as Template*.

Help

Favorites › CONTROL PANEL CP-024B PANEL ARRANGEMENT

ACME-EPC | Mike Foster

Set as Template | Save | Correction Mode | Cancel | Action

EWD-0000020 Lifecycle In Work Status Controlled Change Info : Rev 0

Title : CONTROL PANEL CP-024B PANEL ARRANGEMENT

RID : 2305179 Category : Electrical Wiring Diagr... Version : 0.2.0.0 Size : 35.75 KB

Modified : 17/05/2017 Mike F

Properties

Details

Record Identifier	2305179
Primary Identifier	EWD-0000020 [Generate Number]
Secondary Identifier	
Title	CONTROL PANEL CP-024B PANEL ARRANGEMENT
Description	
Category	Electrical Wiring Diagram [Change Category]
Project	Select
Designated Owner	Type and Find [Clear]
Designated User	Select [Clear]
Author	Add Remove

Order	Author
No data to display	

Publisher	Select [Clear]
Notes	
Change Information	Rev 0
Effective Date	IST(GMT+05:30)

Additional Information

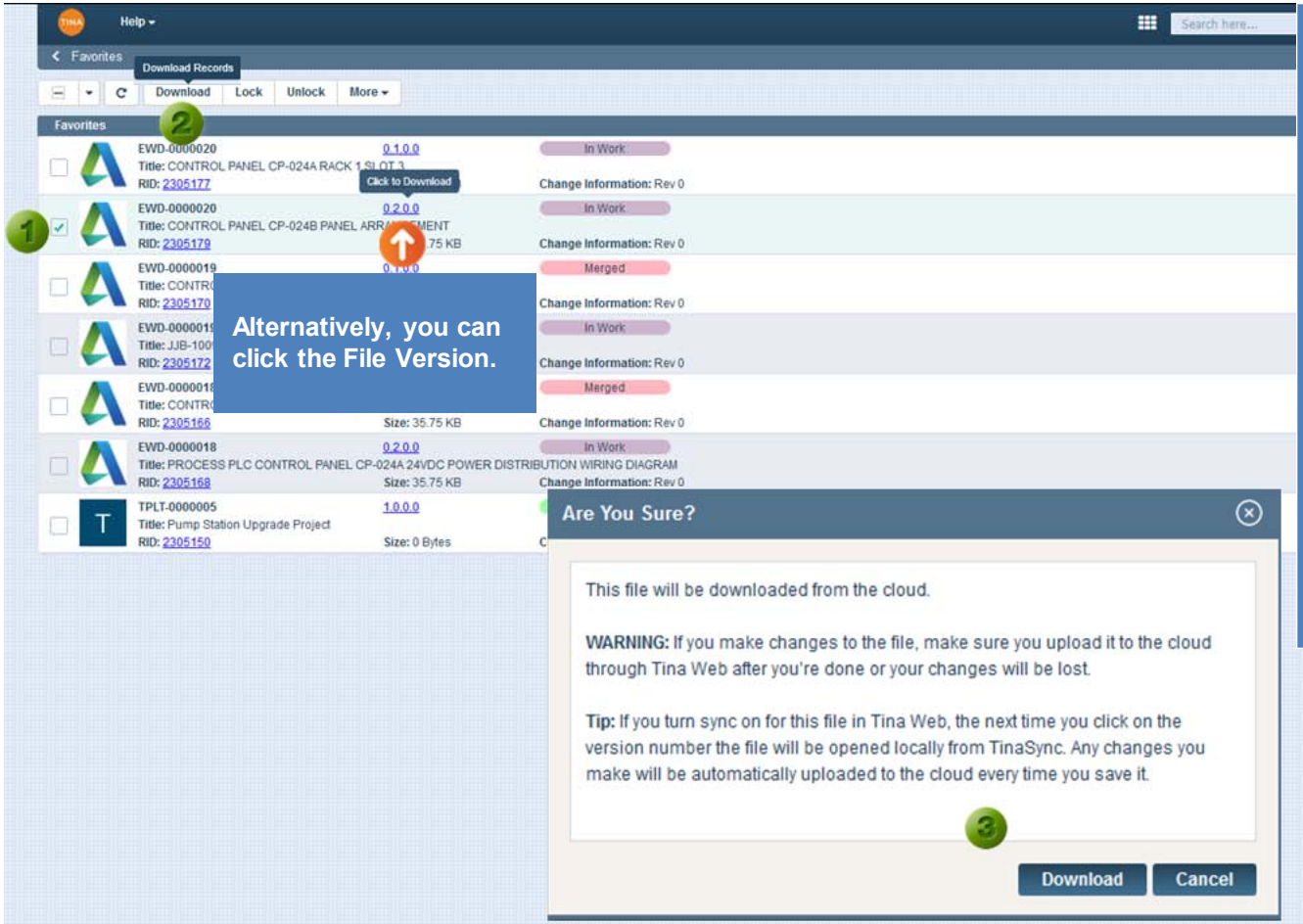
Project	2012006
Discipline	1EF - Electrical instrumentation & Controls Eng.
Plant	000

The *Template Information* window will open. Enter Template Description.

Click *Save* to complete.

Note:

After creating a Template, it should be set to Released Lifecycle state in order to see it in the *Create New from Template* list.
More information can be found in [Section 16: Create a New Document Template](#) of this manual.



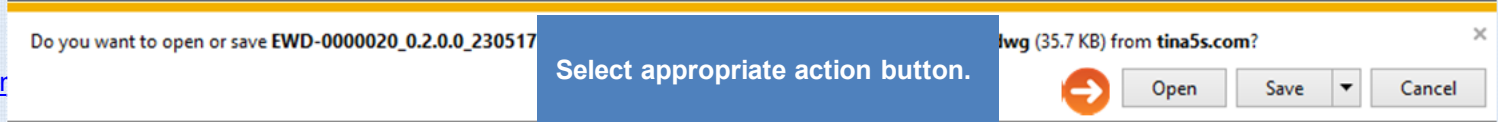
Download File

From the *Favorites Tab*, you will have the ability to download attached file.

1. **Checkmark the box.**
2. **Click the *Download* button.**
3. **If your Sync is OFF, the warning message that this file will be downloaded from the cloud will display: "Are You Sure?".**

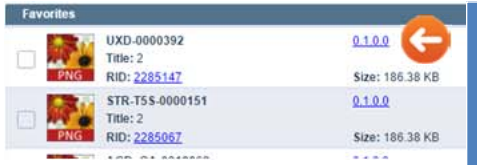
Note: If you make changes to the file, make sure you upload it to the cloud through Tina Web after you're done or your changes will be lost.

4. **Click the *Download* button.**
5. **The download options will display.**

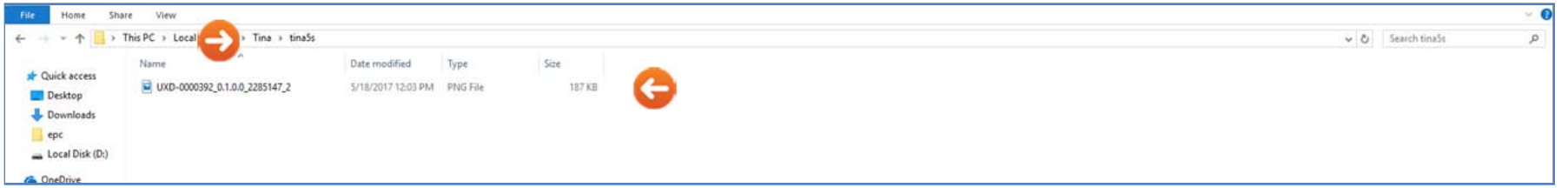


Select appropriate action button.

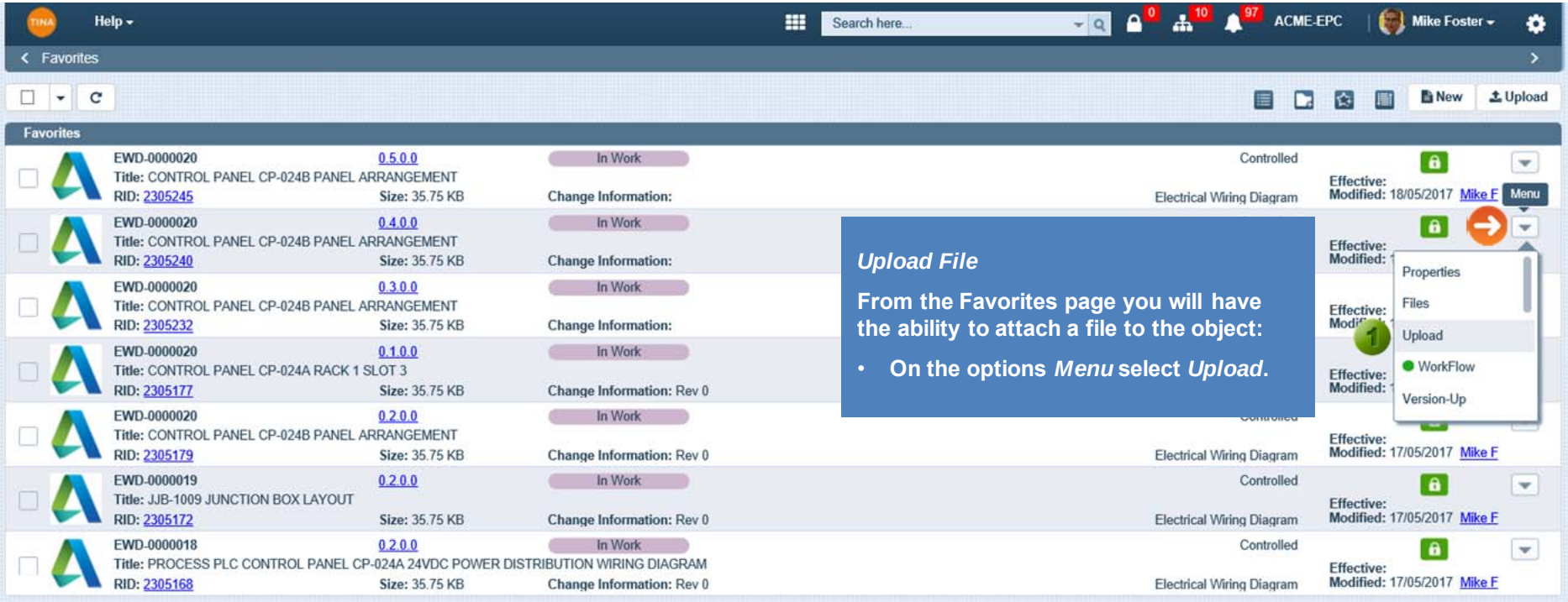
Go back to Section 5: New Docur



If the file you'd like to download locked by you and has Sync turned on, by clicking document version number, the file will be opened from your Tina folder.



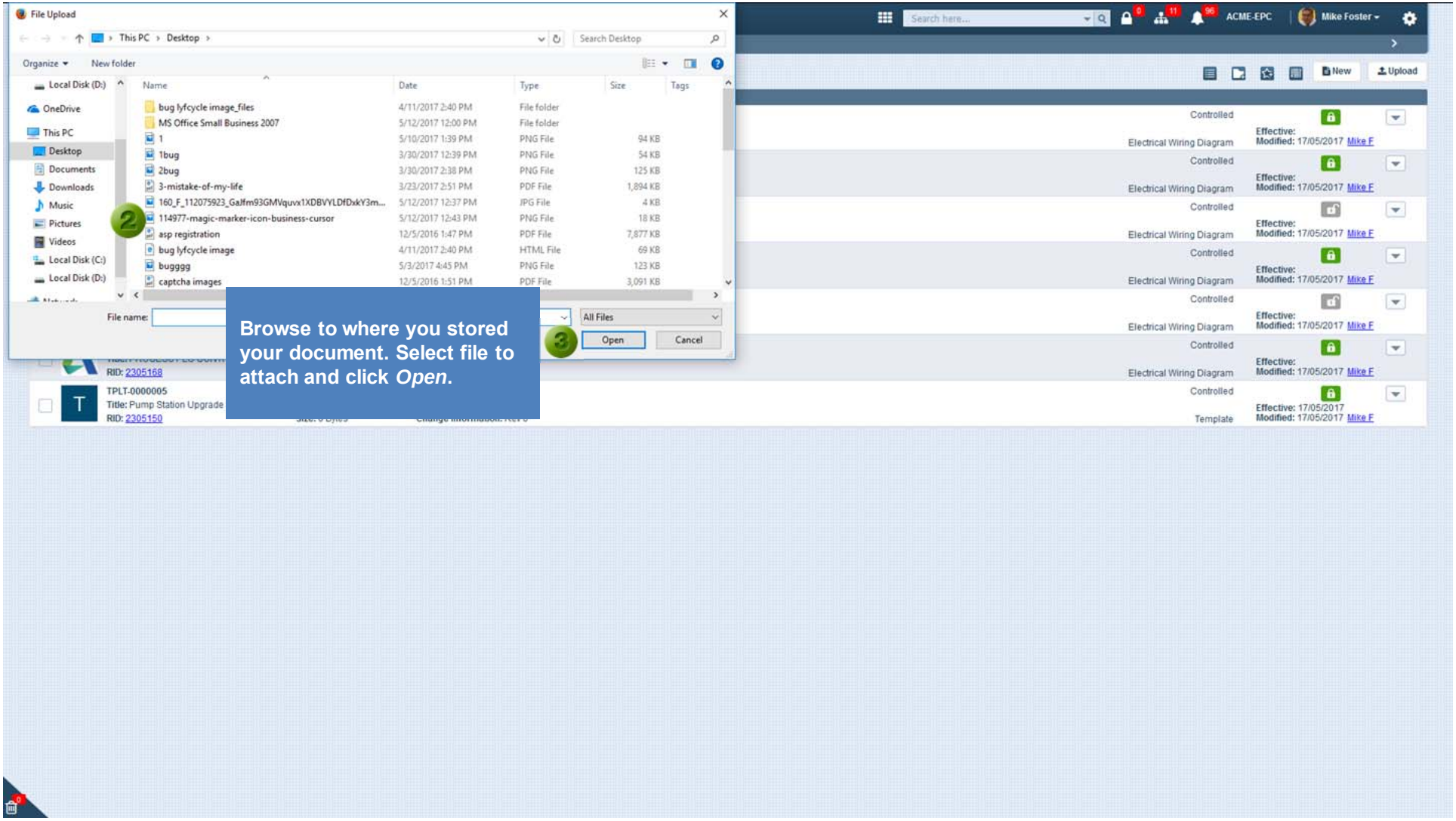
Or you can go to Tina folder and open File directly from there.

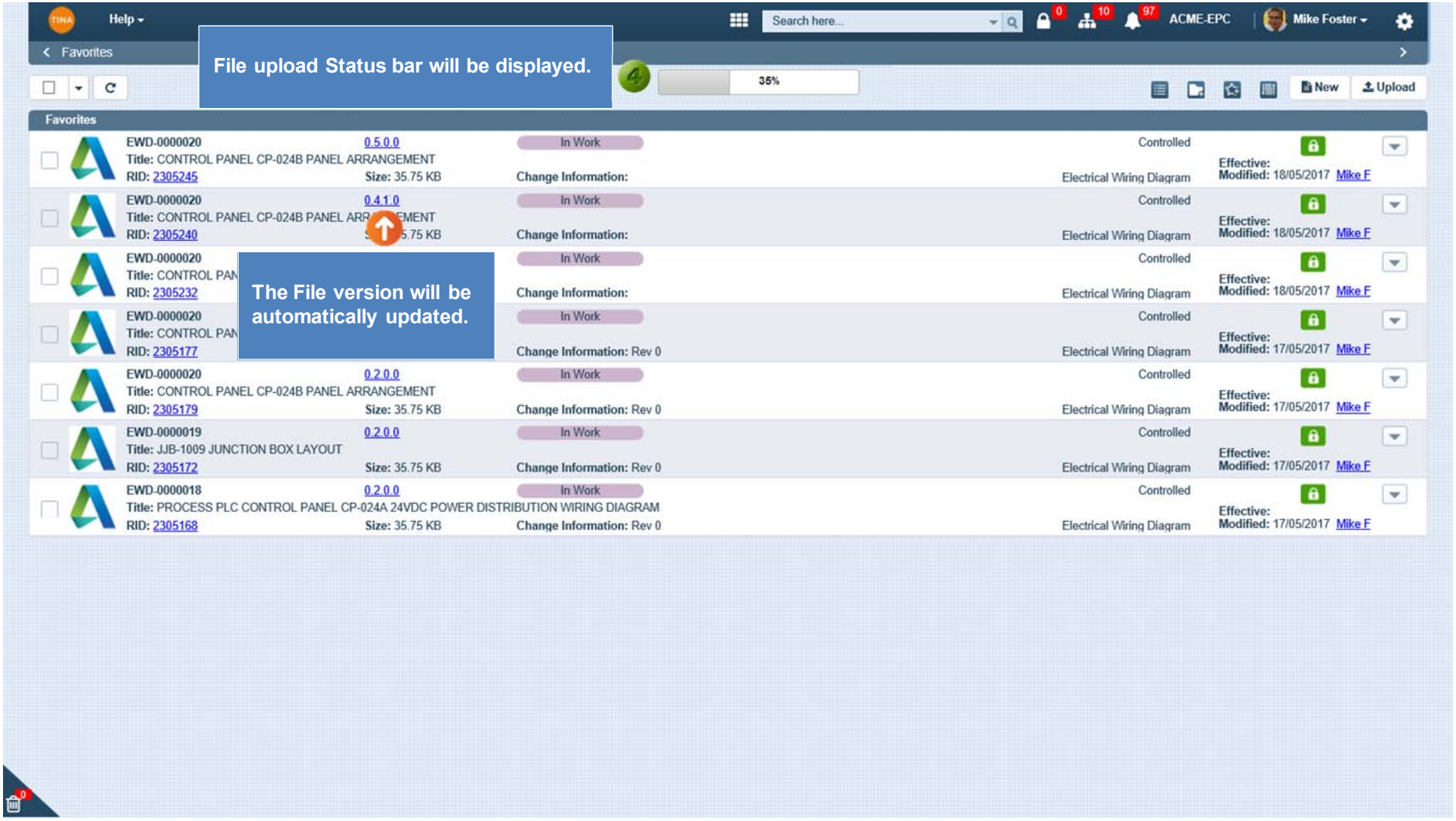


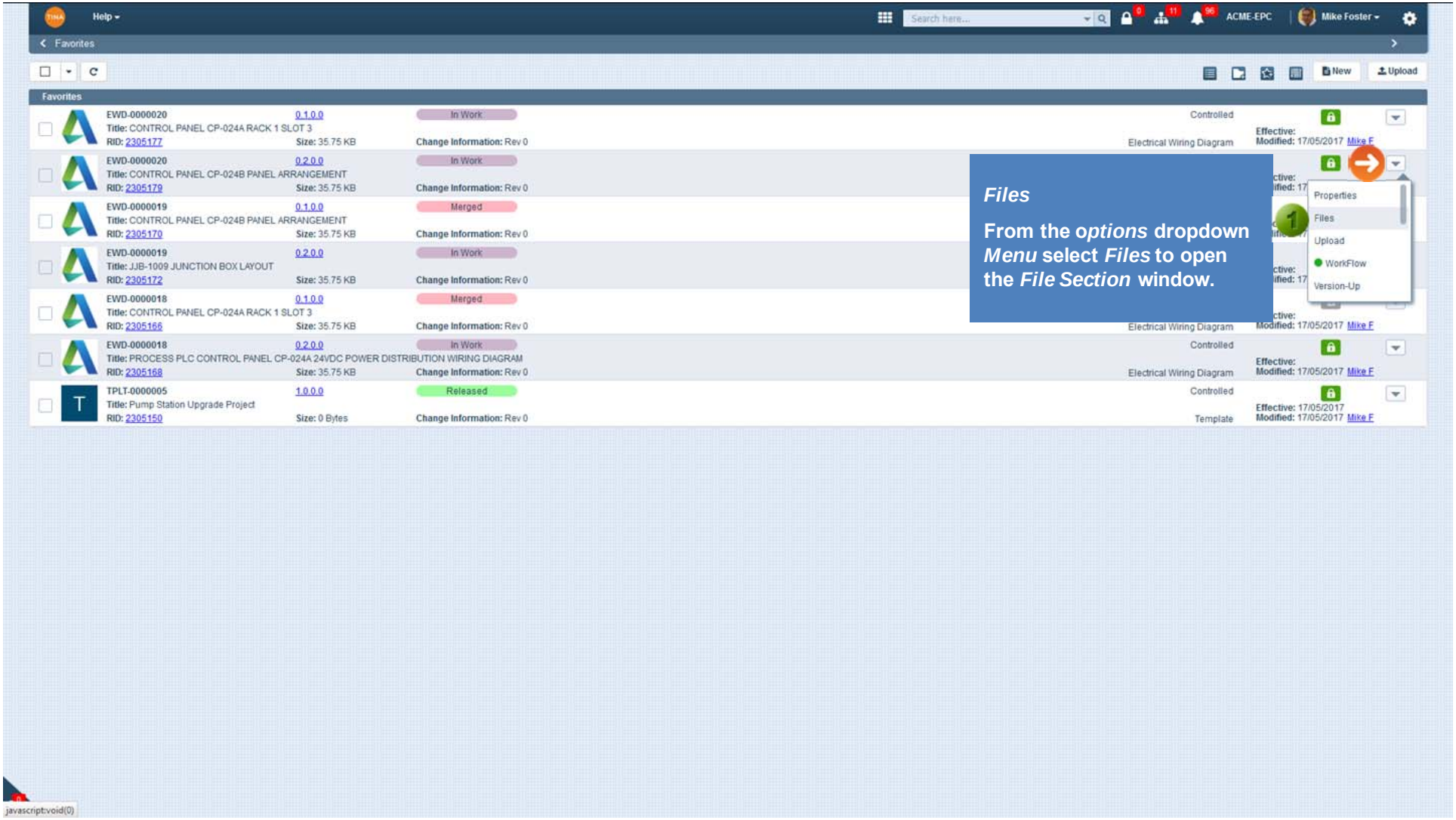
Upload File

From the Favorites page you will have the ability to attach a file to the object:

- **On the options *Menu* select *Upload*.**


File Upload
This PC › Desktop ›
Search Desktop
Organize
New folder
Name
Date
Type
Size
Tags
bug lyfcycle image_files
MS Office Small Business 2007
1
1bug
2bug
3-mistake-of-my-life
114977-magic-marker-icon-business-cursor
asp registration
bug lyfcycle image
bugggg
captcha images
File name:
All Files
Open
Cancel
2
3
Browse to where you stored your document. Select file to attach and click *Open*.
ACME-EPC
Mike Foster
New
Upload
Controlled
Electrical Wiring Diagram
Effective:
Modified: 17/05/2017 Mike F
TPLT-0000005
Title: Pump Station Upgrade
RID: 2305150
Template


Help
Search here...
ACME-EPC
Mike Foster
Favorites
File upload Status bar will be displayed.
35%
New
Upload
Favorites
EWD-0000020 0.5.0.0 In Work Controlled
Title: CONTROL PANEL CP-024B PANEL ARRANGEMENT
RID: 2305245 Size: 35.75 KB Change Information: Electrical Wiring Diagram
Effective:
Modified: 18/05/2017 Mike F
EWD-0000020 0.4.1.0 In Work Controlled
RID: 2305240 Change Information: Electrical Wiring Diagram
Effective:
Modified: 18/05/2017 Mike F
EWD-0000020 In Work Controlled
RID: 2305232 Change Information: Electrical Wiring Diagram
Effective:
Modified: 18/05/2017 Mike F
The File version will be automatically updated.
EWD-0000020 In Work Controlled
RID: 2305177 Change Information: Rev 0 Electrical Wiring Diagram
Effective:
Modified: 17/05/2017 Mike F
EWD-0000020 0.2.0.0 In Work Controlled
Title: CONTROL PANEL CP-024B PANEL ARRANGEMENT
RID: 2305179 Size: 35.75 KB Change Information: Rev 0 Electrical Wiring Diagram
Effective:
Modified: 17/05/2017 Mike F
EWD-0000019 0.2.0.0 In Work Controlled
Title: JJB-1009 JUNCTION BOX LAYOUT
RID: 2305172 Size: 35.75 KB Change Information: Rev 0 Electrical Wiring Diagram
Effective:
Modified: 17/05/2017 Mike F
EWD-0000018 0.2.0.0 In Work Controlled
Title: PROCESS PLC CONTROL PANEL CP-024A 24VDC POWER DISTRIBUTION WIRING DIAGRAM
RID: 2305168 Size: 35.75 KB Change Information: Rev 0 Electrical Wiring Diagram
Effective:
Modified: 17/05/2017 Mike F

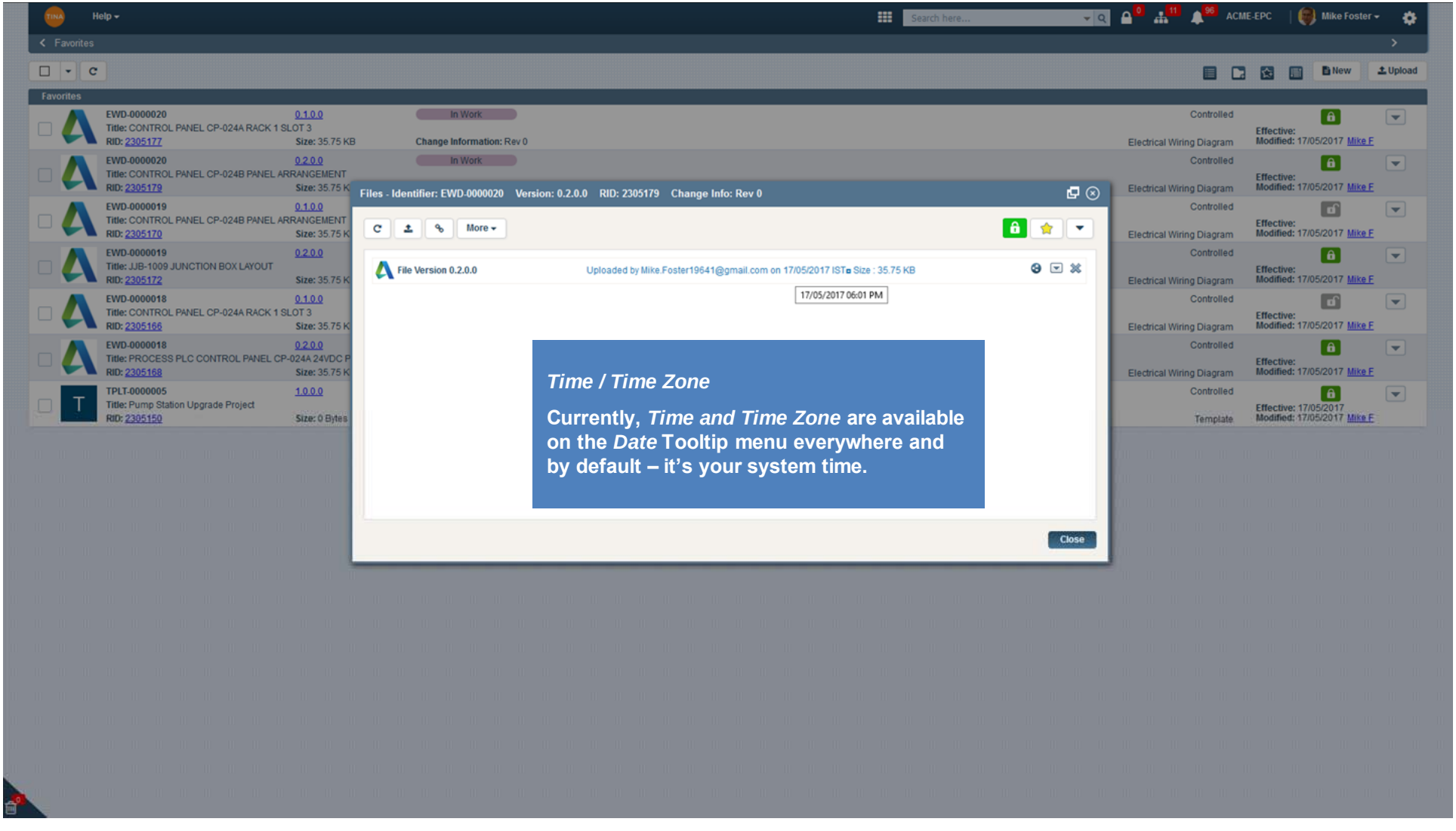


Files

From the *options* dropdown *Menu* select *Files* to open the *File Section* window.

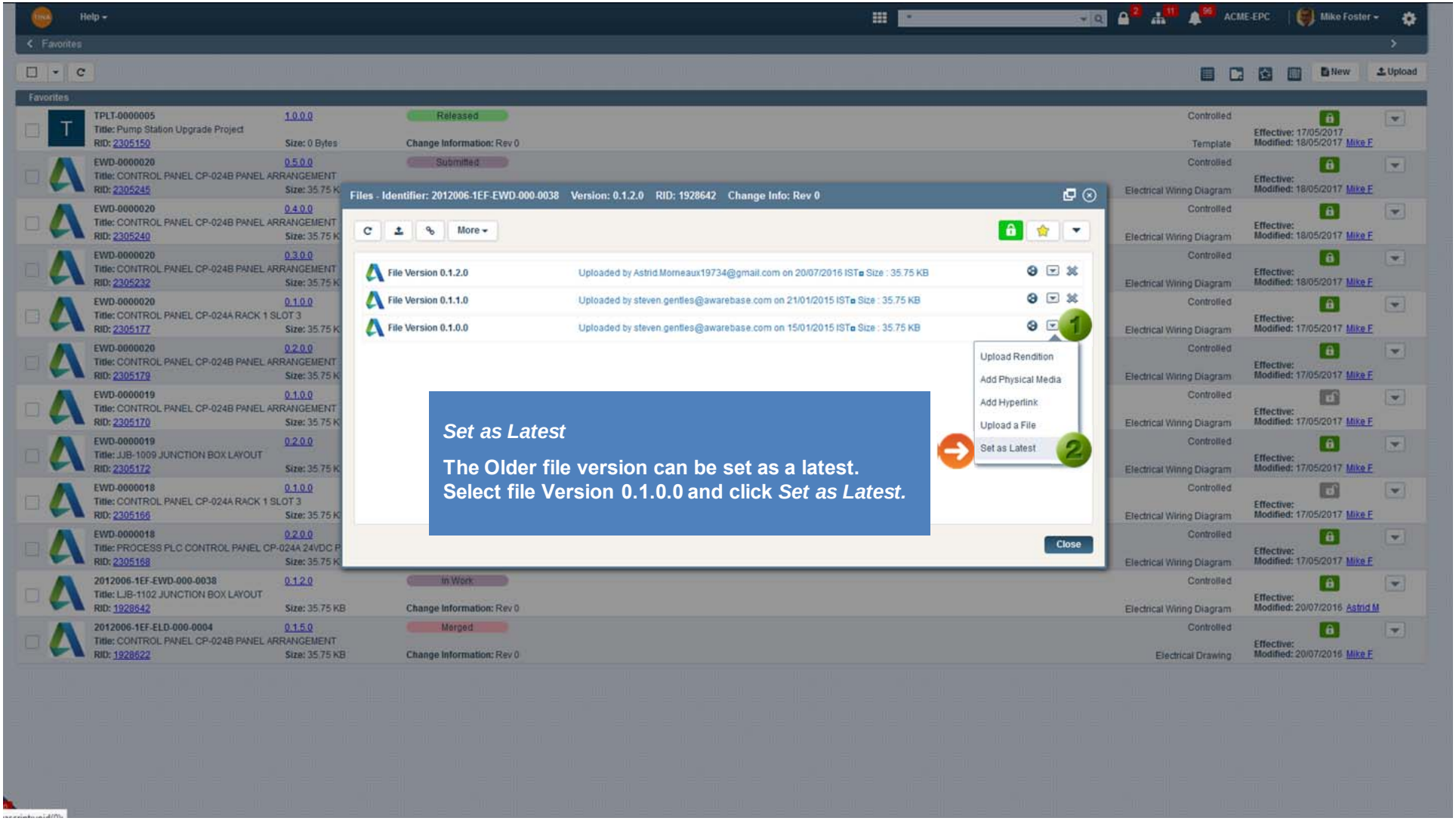
When you Lock the record, the following buttons will be available for you.

The *File Section* window will open.



Time / Time Zone

Currently, *Time and Time Zone* are available on the *Date* Tooltip menu everywhere and by default – it's your system time.


Help
Favorites
ACME-EPC
Mike Foster
New
Upload
Files - Identifier: 2012006-1EF-EWD-000-0038 Version: 0.1.2.0 RID: 1928642 Change Info: Rev 0
More
File Version 0.1.2.0
Uploaded by Astrid.Morneaux19734@gmail.com on 20/07/2016 IST Size : 35.75 KB
File Version 0.1.1.0
Uploaded by steven.gentles@awarebase.com on 21/01/2015 IST Size : 35.75 KB
File Version 0.1.0.0
Uploaded by steven.gentles@awarebase.com on 15/01/2015 IST Size : 35.75 KB
1
Upload Rendition
Add Physical Media
Add Hyperlink
Upload a File
Set as Latest
2
Close
Set as Latest
The Older file version can be set as a latest.
Select file Version 0.1.0.0 and click Set as Latest.

Document version number has been updated accordingly.

Selected file has been shifted up. File version has been updated to the next sequential number (0.1.5.0) and set as a *Latest.*

You can Delete All Older Versions.

Files - Identifier: 2012006-1EF-EWD-000-0038 Version: 0.1.2. 1928642 Change Info: Rev 0

More

Delete All Older Versions

3

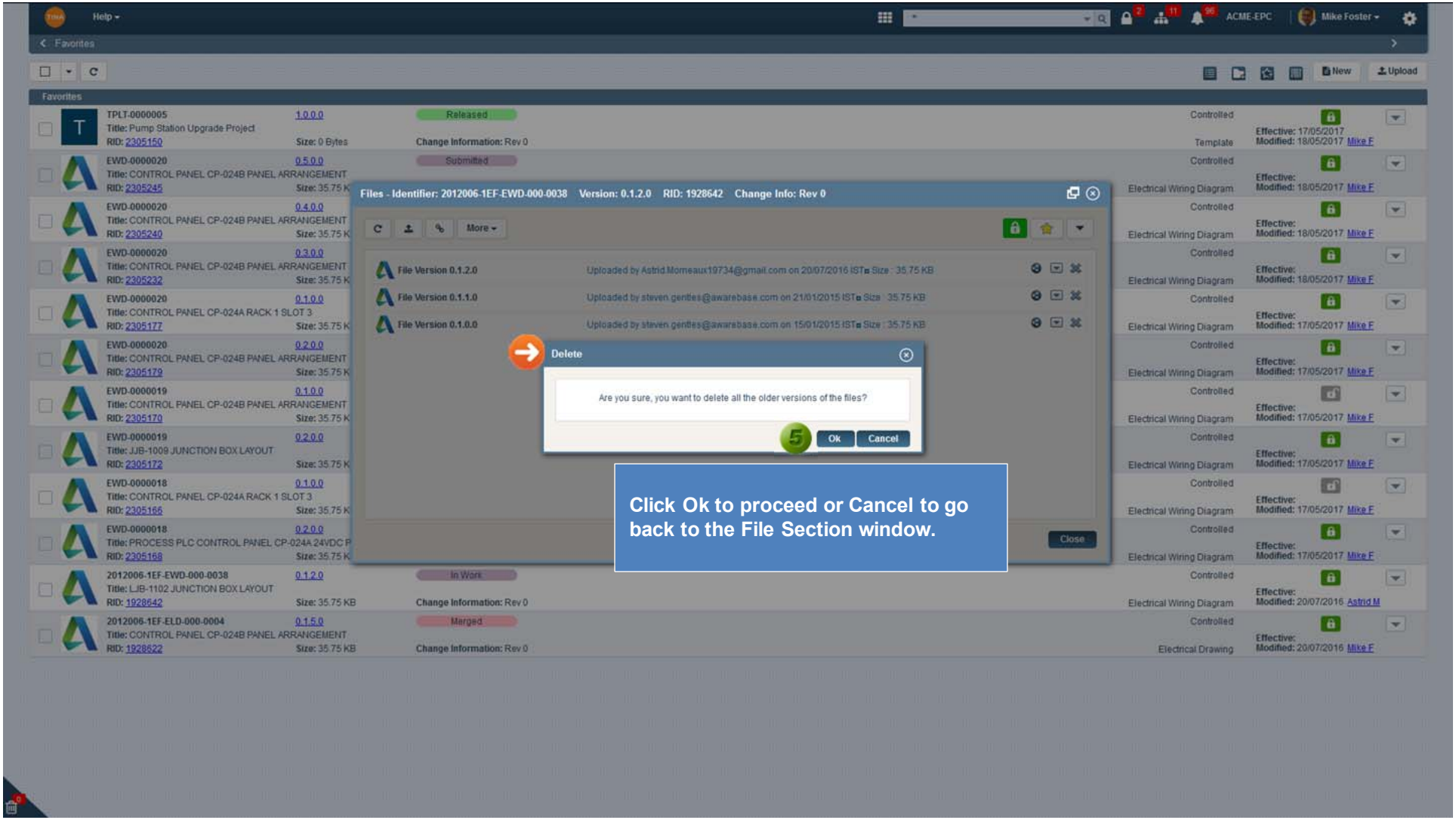
4

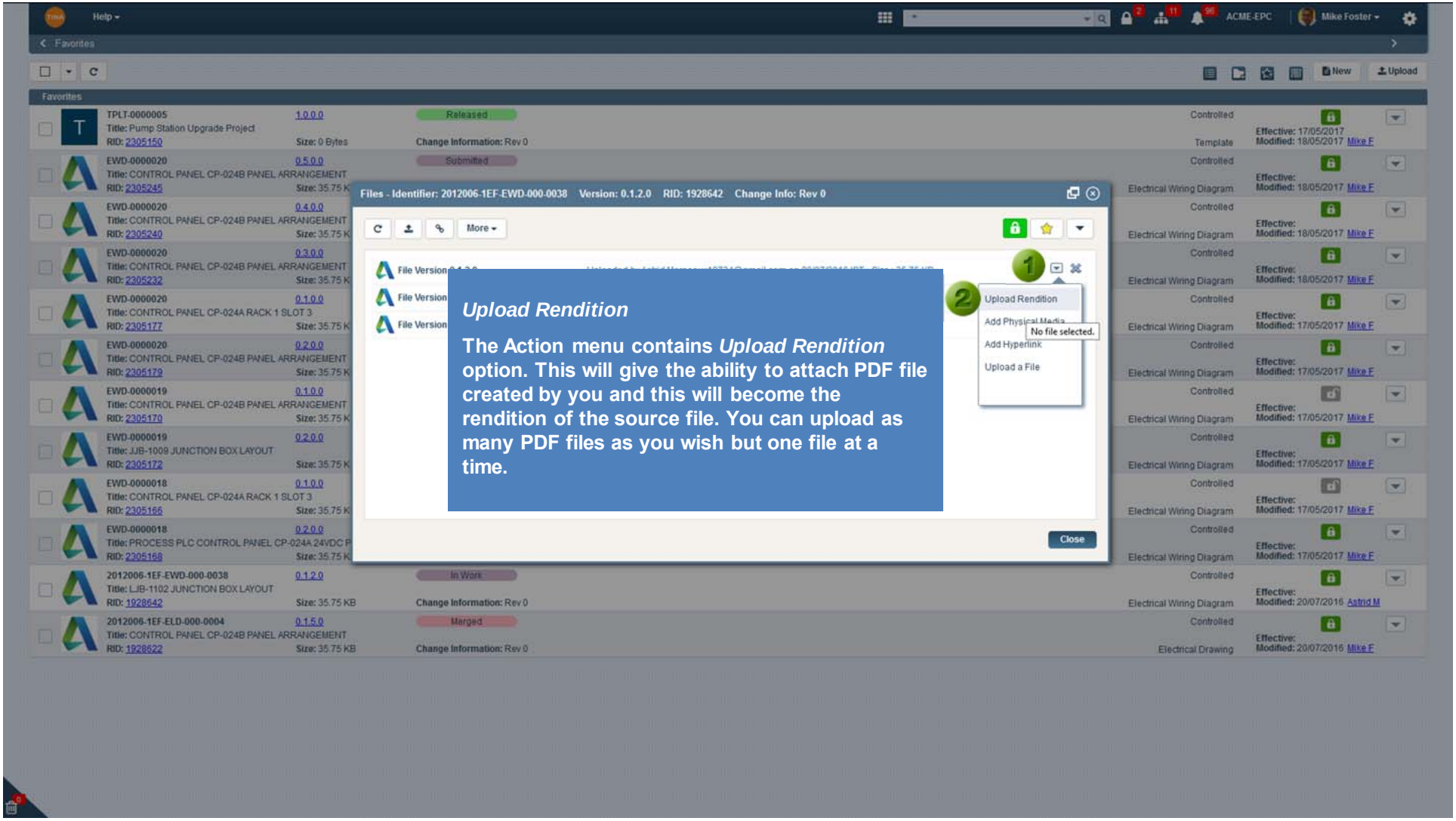
File Version 0.1.2.0 Uploaded by Astrid Morne

File Version 0.1.1.0 Uploaded by steven.gentil

File Version 0.1.0.0 Uploaded by steven.gentil

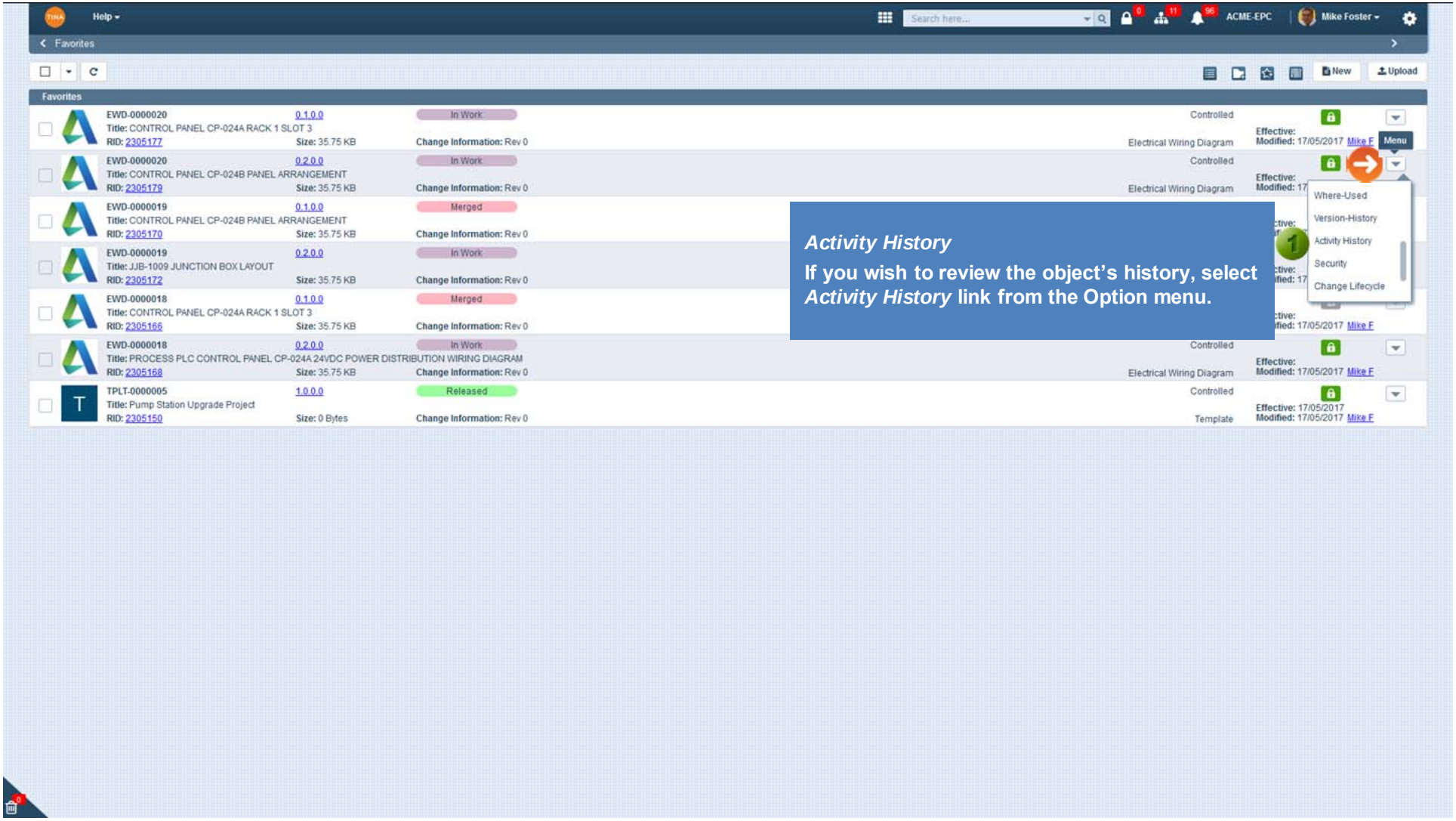
Close


Help
ACME-EPC
Mike Foster
Favorites
New
Upload
Files - Identifier: 2012006-1EF-EWD-000-0038 Version: 0.1.2.0 RID: 1928642 Change Info: Rev 0
More
File Version 0.1.2.0
File Version 0.1.1.0
File Version 0.1.0.0
Delete
Are you sure, you want to delete all the older versions of the files?
5
Ok
Cancel
Close
Click Ok to proceed or Cancel to go back to the File Section window.



Upload Rendition

The Action menu contains *Upload Rendition* option. This will give the ability to attach PDF file created by you and this will become the rendition of the source file. You can upload as many PDF files as you wish but one file at a time.



Activity History

If you wish to review the object's history, select *Activity History* link from the Option menu.

Help

Search here...

ACME-EPC

Mike Foster

Favorites

New

Upload

Favorites

EWD-0000020 0.1.0.0 In Work Controlled
Title: CONTROL PANEL CP-024A RACK 1 SLOT 3
RID: 2305177 Size: 35.75 KB Change Information: Rev 0 Electrical Wiring Diagram Effective: Modified: 17/05/2017 Mike F

EWD-0000020 0.2.0.0 In Work Controlled
Title: CONTROL PANEL CP-024B PANEL ARRANGEMENT
RID: 2305179 Size: 35.75 K Electrical Wiring Diagram Effective: Modified: 17/05/2017 Mike F

EWD-0000019 0.1.0.0 Controlled
Title: CONTROL PANEL CP-024B PANEL ARRANGEMENT
RID: 2305170 Size: 35.75 K Electrical Wiring Diagram Effective: Modified: 17/05/2017 Mike F

EWD-0000019 0.2.0.0 Controlled
Title: JJB-1009 JUNCTION BOX LAYOUT
RID: 2305172 Size: 35.75 K Electrical Wiring Diagram Effective: Modified: 17/05/2017 Mike F

EWD-0000018 0.1.0.0 Controlled
Title: CONTROL PANEL CP-024A RACK 1 SLOT 3
RID: 2305166 Size: 35.75 K Electrical Wiring Diagram Effective: Modified: 17/05/2017 Mike F

EWD-0000018 0.2.0.0 Controlled
Title: PROCESS PLC CONTROL PANEL CP-024A 24VDC P
RID: 2305168 Size: 35.75 K Electrical Wiring Diagram Effective: Modified: 17/05/2017 Mike F

TPLT-0000005 1.0.0.0 Controlled
Title: Pump Station Upgrade Project
RID: 2305150 Size: 0 Bytes Template Effective: 17/05/2017 Modified: 17/05/2017 Mike F

Activity History - Identifier: EWD-0000020 Version: 0.2.0.0 RID: 2305179 Change Info: Rev 0

Save Layout | Options

Export
Excel
PDF
CSV
Word

Version Number	Lifecycle	Change Info	Event	By Who	Date	rmation
0.2.0.0	In Work	Rev 0	Record Create	Mike Foster	17/05/201	cord created th
0.2.0.0	In Work	Rev 0	File Download	Mike Foster	18/05/201	file has been
0.2.0.0	In Work	Rev 0	File Download	Mike Foster	18/05/201	file has been

Close

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New

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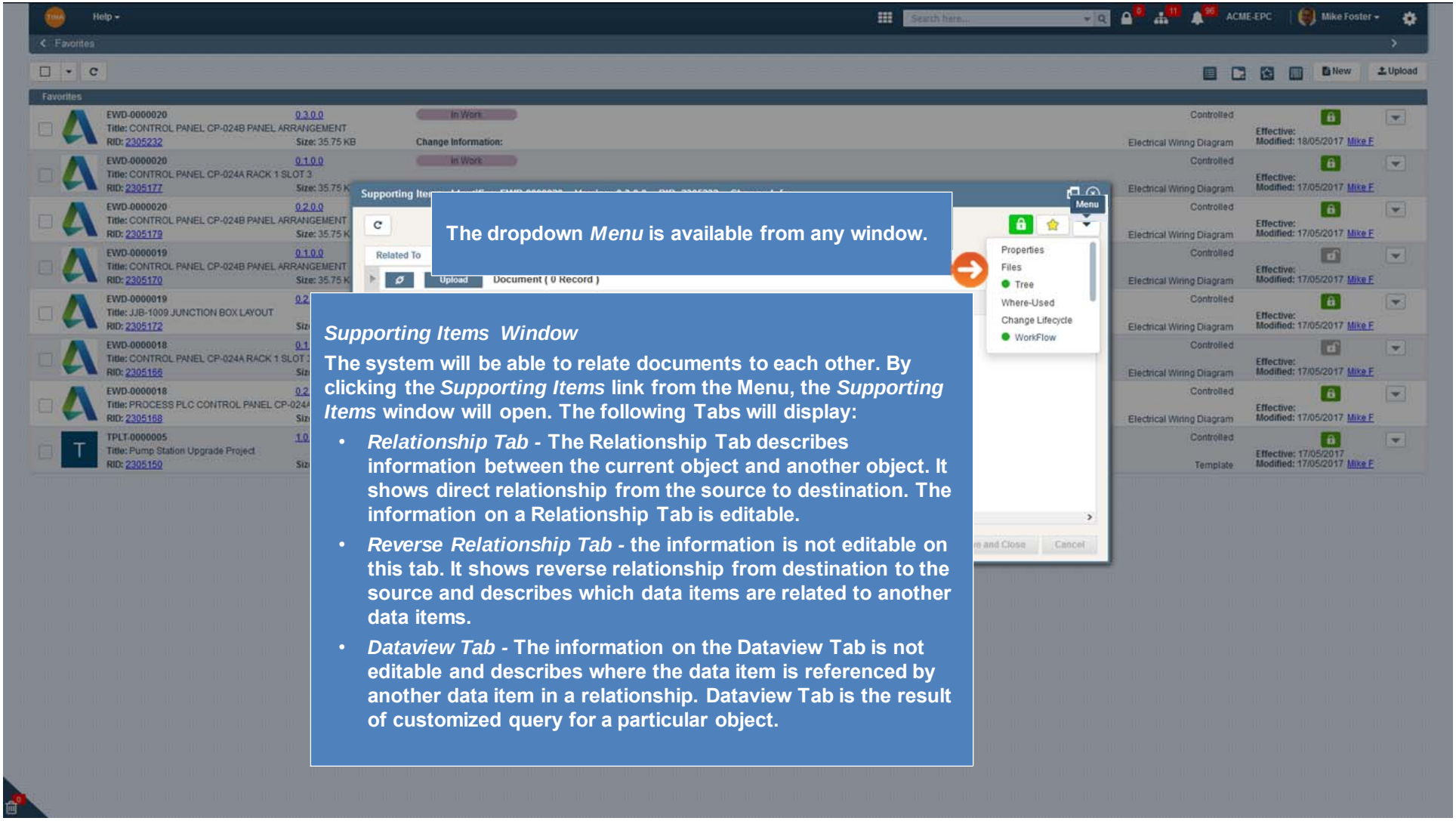
EWD-0000020 Title: CONTROL PANEL CP-024B PANEL ARRANGEMENT RID: 2305240	0.4.0.0 Size: 35.75 KB	In Work Change Information:	Controlled Electrical Wiring Diagram	Effective: Modified: 18/05/2017 Mike F	
EWD-0000020 Title: CONTROL PANEL CP-024B PANEL ARRANGEMENT RID: 2305232	0.3.0.0 Size: 35.75 KB	In Work Change Information:	Controlled Electrical Wiring Diagram	Effective: Modified: 18/05/2017 Mike F	
EWD-0000020 Title: CONTROL PANEL CP-024A RACK 1 SLOT 3 RID: 2305177	0.1.0.0 Size: 35.75 KB	In Work Change Information: Rev 0	Controlled Electrical Wiring Diagram	Effective: Modified: 17/05/2017 Mike F	
EWD-0000020 Title: CONTROL PANEL CP-024B PANEL ARRANGEMENT RID: 2305179	0.2.0.0 Size: 35.75 KB	In Work Change Information: Rev 0	Controlled Electrical Wiring Diagram	Effective: Modified: 17/05/2017 Mike F	
EWD-0000019 Title: CONTROL PANEL CP-024B PANEL ARRANGEMENT RID: 2305170	0.1.0.0 Size: 35.75 KB	Merged Change Information: Rev 0	Controlled Electrical Wiring Diagram	Effective: Modified: 17/05/2017 Mike F	
EWD-0000019 Title: JJB-1009 JUNCTION BOX LAYOUT RID: 2305172	0.2.0.0 Size: 35.75 KB	In Work Change Information: Rev 0	Controlled Electrical Wiring Diagram	Effective: Modified: 17/05/2017 Mike F	
EWD-0000018 Title: CONTROL PANEL CP-024A RACK 1 SLOT 3 RID: 2305166	0.1.0.0 Size: 35.75 KB	Merged Change Information: Rev 0	Controlled Electrical Wiring Diagram	Effective: Modified: 17/05/2017 Mike F	Menu
EWD-0000018 Title: PROCESS PLC CONTROL PANEL CP-024A 24VDC POWER DISTRIBUTION WIRING DIAGRAM RID: 2305168	0.2.0.0 Size: 35.75 KB	In Work Change Information: Rev 0	Controlled Electrical Wiring Diagram	Effective: Modified: 17	
TPLT-0000005 Title: Pump Station Upgrade Project RID: 2305150	1.0.0.0 Size: 0 Bytes	Released Change Information: Rev 0			

WorkFlow
Version-Up
Supporting Items
Tree
Where-Used

To find additional record information, click the arrow to open dropdown *Menu*.

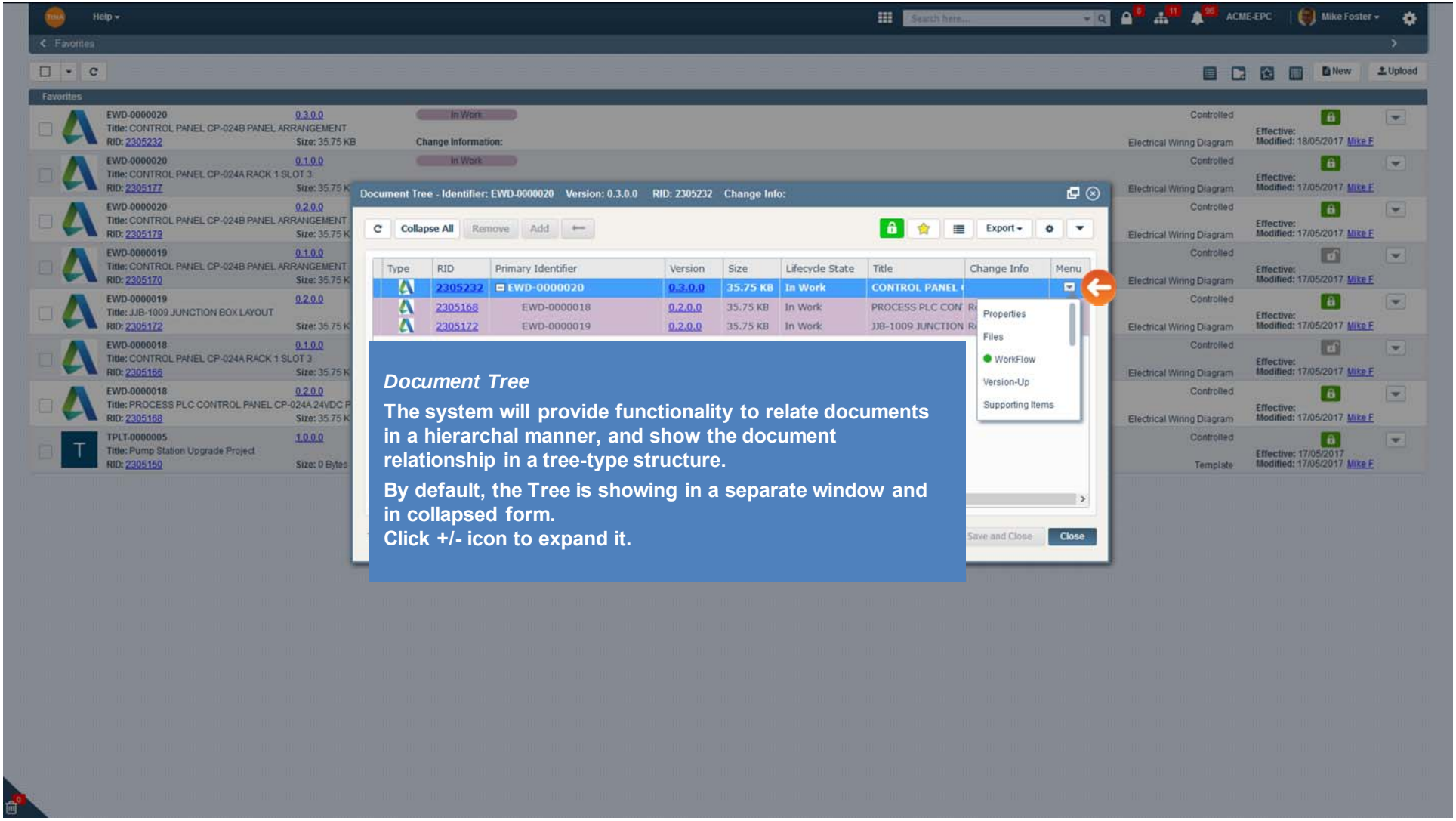


The dropdown *Menu* is available from any window.

Supporting Items Window

The system will be able to relate documents to each other. By clicking the *Supporting Items* link from the Menu, the *Supporting Items* window will open. The following Tabs will display:

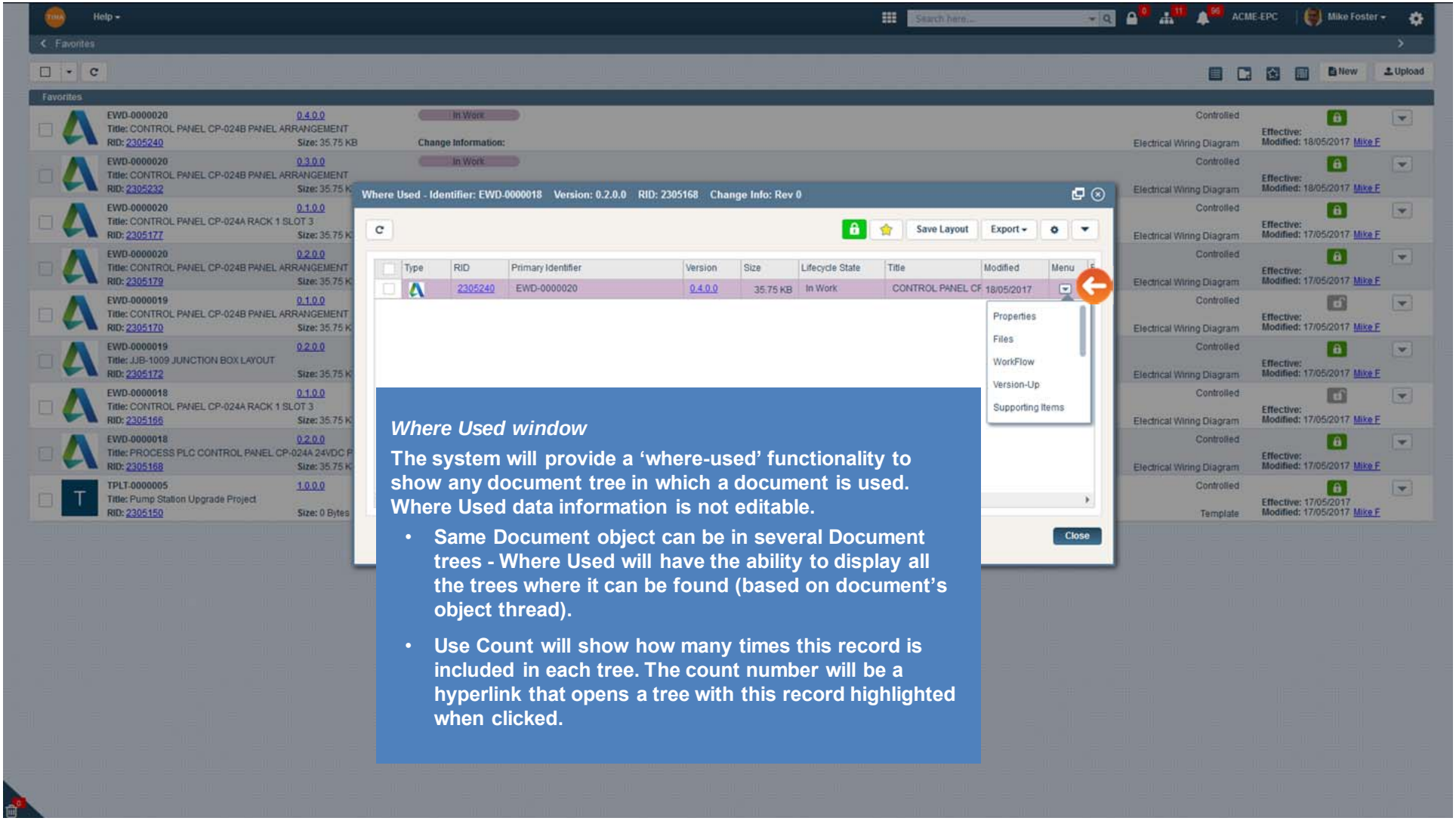
- *Relationship Tab* - The Relationship Tab describes information between the current object and another object. It shows direct relationship from the source to destination. The information on a Relationship Tab is editable.
- *Reverse Relationship Tab* - the information is not editable on this tab. It shows reverse relationship from destination to the source and describes which data items are related to another data items.
- *Dataview Tab* - The information on the Dataview Tab is not editable and describes where the data item is referenced by another data item in a relationship. Dataview Tab is the result of customized query for a particular object.



Document Tree

The system will provide functionality to relate documents in a hierarchal manner, and show the document relationship in a tree-type structure.

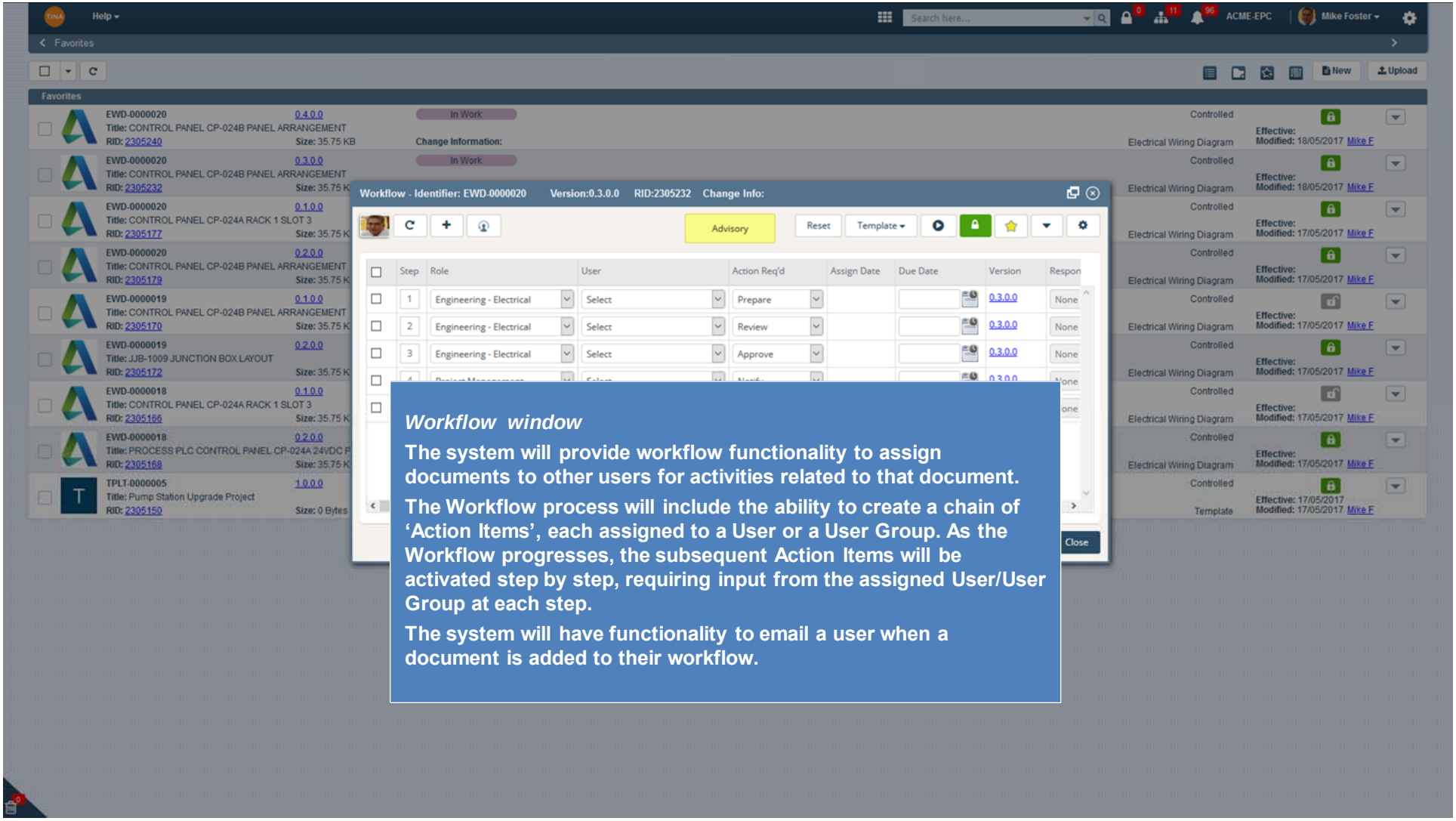
By default, the Tree is showing in a separate window and in collapsed form.
Click +/- icon to expand it.



Where Used window

The system will provide a 'where-used' functionality to show any document tree in which a document is used. Where Used data information is not editable.

- **Same Document object can be in several Document trees - Where Used will have the ability to display all the trees where it can be found (based on document's object thread).**
- **Use Count will show how many times this record is included in each tree. The count number will be a hyperlink that opens a tree with this record highlighted when clicked.**



Workflow window

The system will provide workflow functionality to assign documents to other users for activities related to that document.

The Workflow process will include the ability to create a chain of 'Action Items', each assigned to a User or a User Group. As the Workflow progresses, the subsequent Action Items will be activated step by step, requiring input from the assigned User/User Group at each step.

The system will have functionality to email a user when a document is added to their workflow.

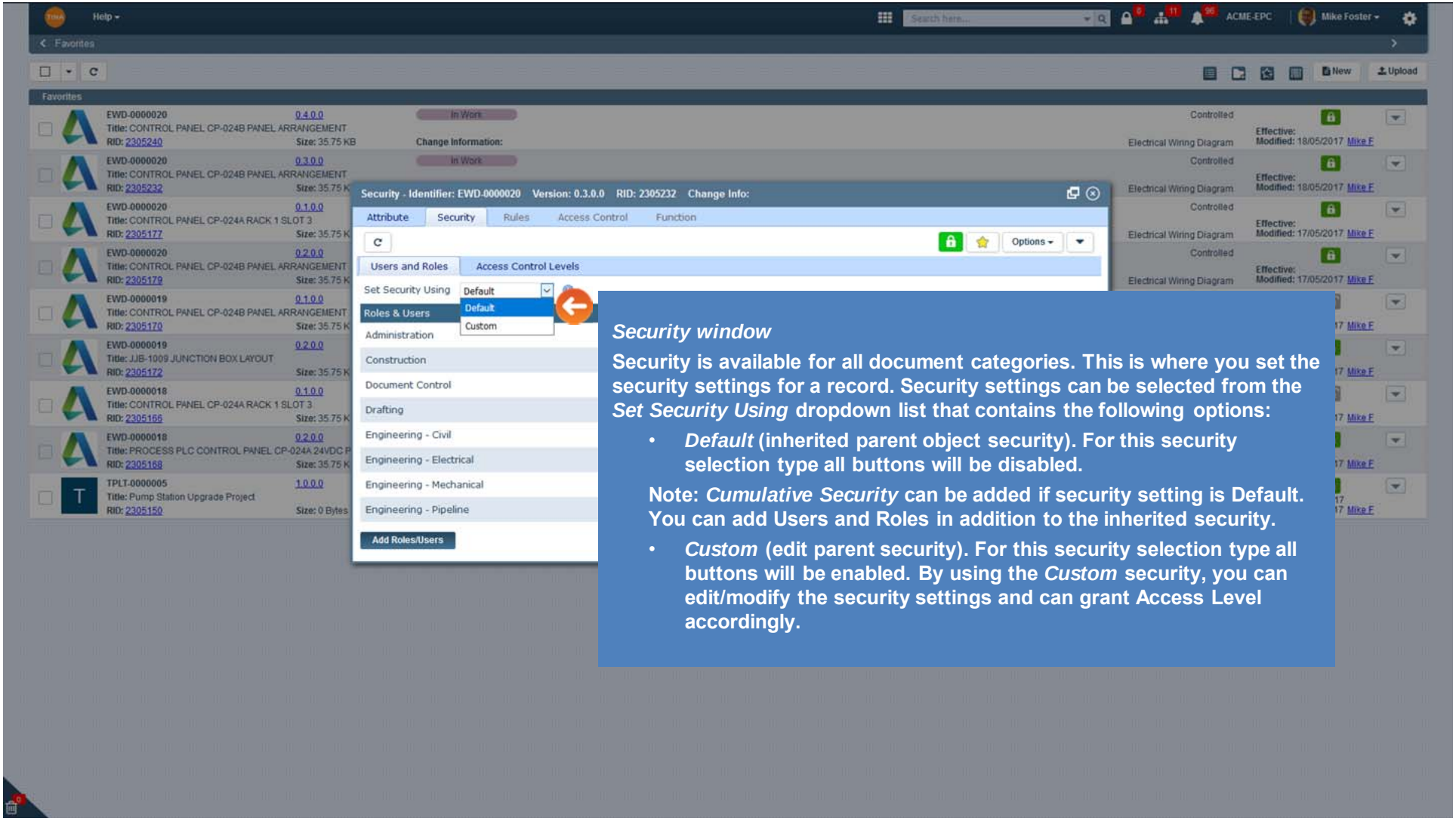
The Version History window will display all Versions /Source Versions of the object.

Type	RID	Version	Source Ver...	Primary Identifier	Title	Change Info	LifeCycle S...	Effective TimeStamp	Create
	2305240	0.4.0.0	0.3.0.0	EWD-0000020	CONTROL PANEL CP-0...		In Work		Mike
	2305232	0.3.0.0	0.2.0.0	EWD-0000020	CONTROL PANEL CP-0...		In Work		Mike
	2305179	0.2.0.0	0.1.0.0	EWD-0000020	CONTROL PANEL CP-0...	Rev 0	In Work		Mike
	2305177	0.1.0.0	0.1.0.0	EWD-0000020	CONTROL PANEL CP-0...	Rev 0	In Work		Mike

Version History window

The Version History is available for all categories. The information on this tab is not editable.

- The Hyperlink in the RID column will provide the ability to bring up the Properties screen.
- The Hyperlink in the Version column will provide the ability to download file for the corresponding version object.



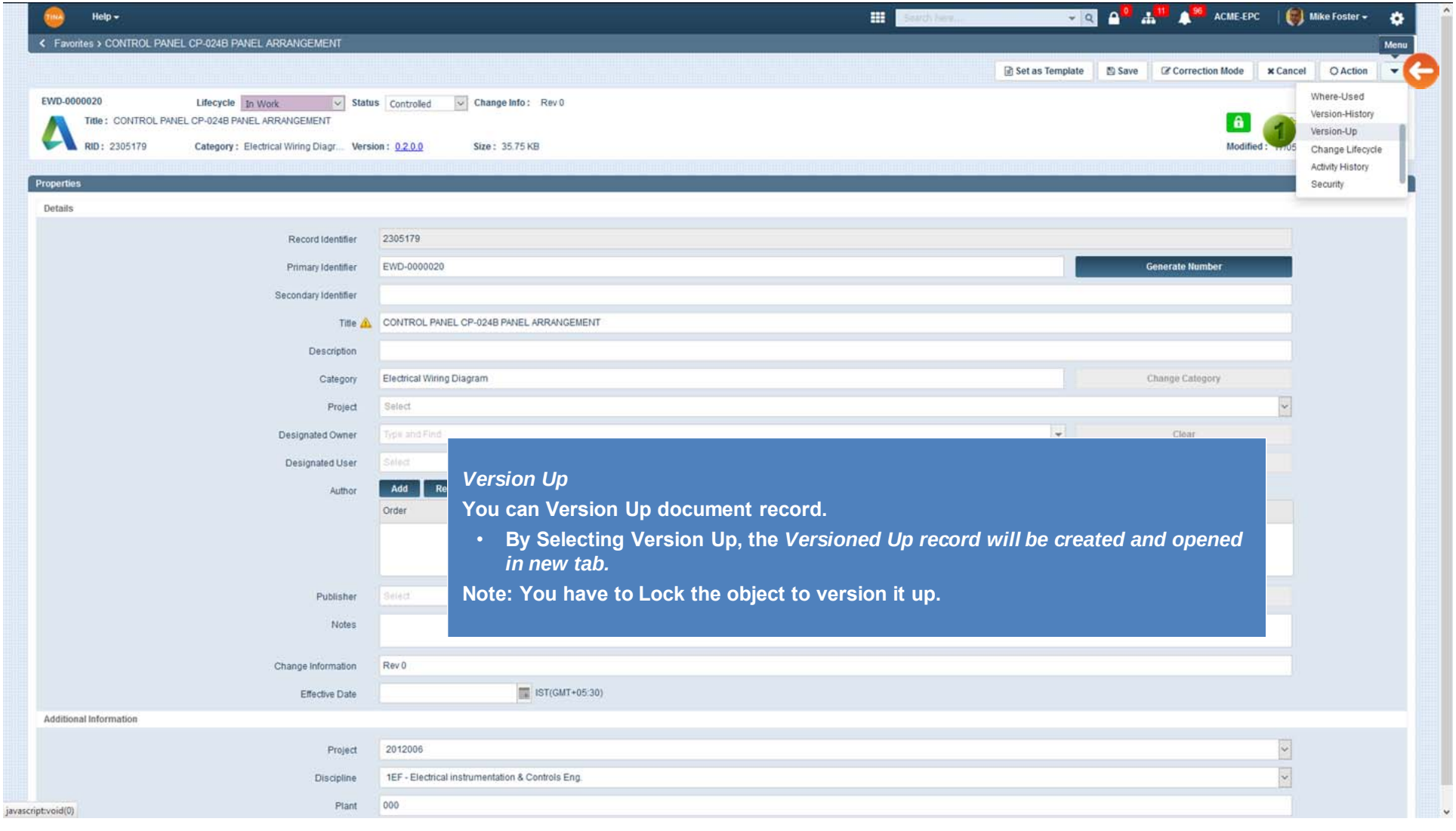
Security window

Security is available for all document categories. This is where you set the security settings for a record. Security settings can be selected from the *Set Security Using* dropdown list that contains the following options:

- *Default* (inherited parent object security). For this security selection type all buttons will be disabled.

Note: *Cumulative Security* can be added if security setting is Default. You can add Users and Roles in addition to the inherited security.

- *Custom* (edit parent security). For this security selection type all buttons will be enabled. By using the *Custom* security, you can edit/modify the security settings and can grant Access Level accordingly.



Version Up

You can Version Up document record.

- **By Selecting Version Up, the *Versioned Up record will be created and opened in new tab.***

Note: You have to Lock the object to version it up.

Help

Favorites › CONTROL PANEL CP-024B PANEL ARRANGEMENT

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Set as Template | Save | Correction Mode | Cancel | Action

EWD-0000020 Lifecycle In Work Status Controlled Change Info : Rev 0

Title : CONTROL PANEL CP-024B PANEL ARRANGEMENT

RID : 2305179 Category : Electrical Wiring D Version : 0.3.0.0 Size : 35.75 KB

Modified : 17/05/2017 Mike F

New draft record is created, it is given the version number 0.3.0.0 and the Lifecycle State In Work.

Properties

Details

Generate Number

Title: CONTROL PANEL CP-024B PANEL ARRANGEMENT

Description:

Category: Electrical Wiring Diagram | Change Category

Project: Select

Designated Owner: Type and Find | Clear

Designated User: Select | Clear

Author: Add | Remove

Order	Author
No data to display	

Publisher: Select | Clear

Notes:

Change Information: Rev 0

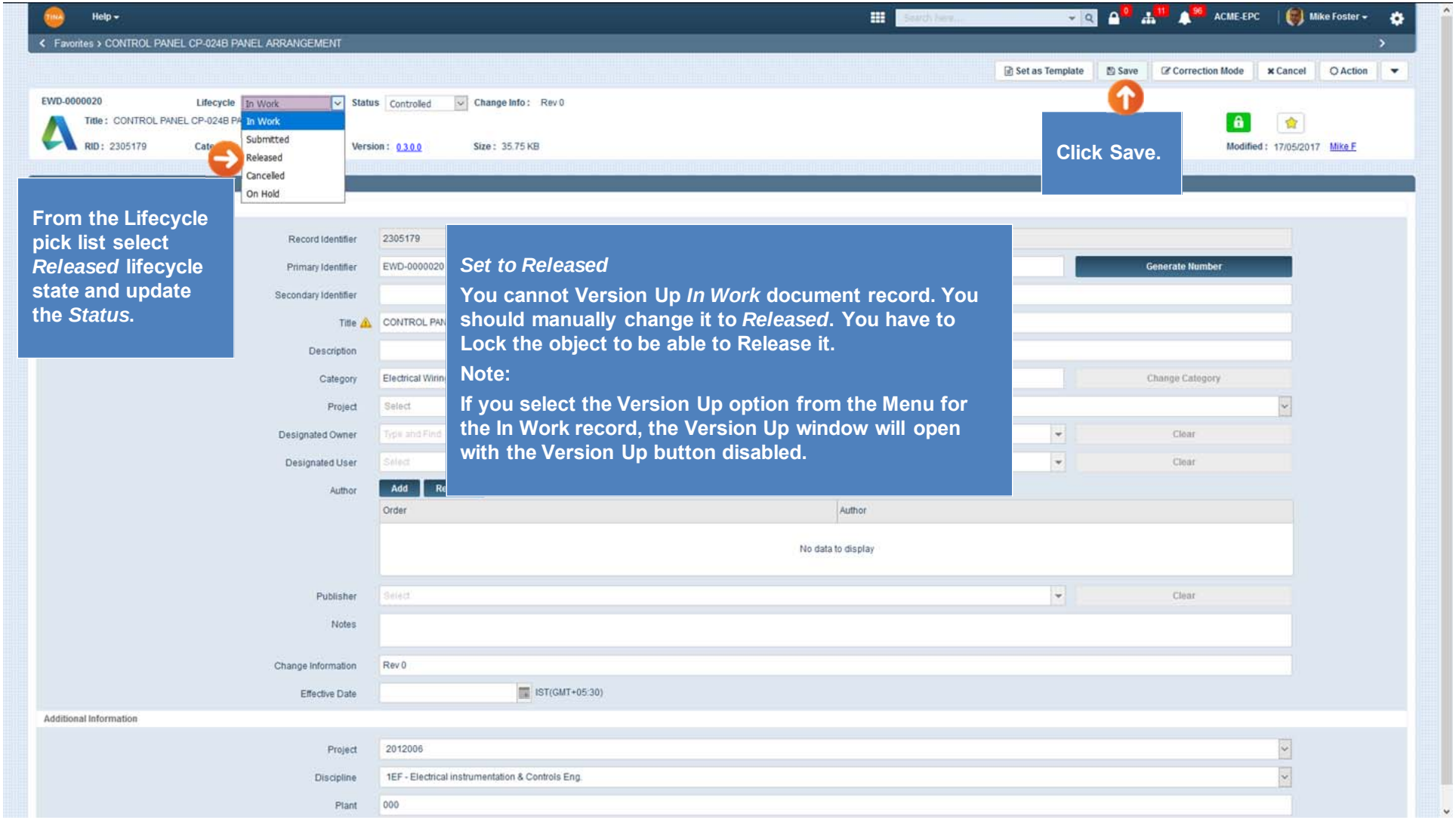
Effective Date: IST(GMT+05:30)

Additional Information

Project: 2012006

Discipline: 1EF - Electrical instrumentation & Controls Eng.

Plant: 000



From the Lifecycle pick list select *Released* lifecycle state and update the *Status*.

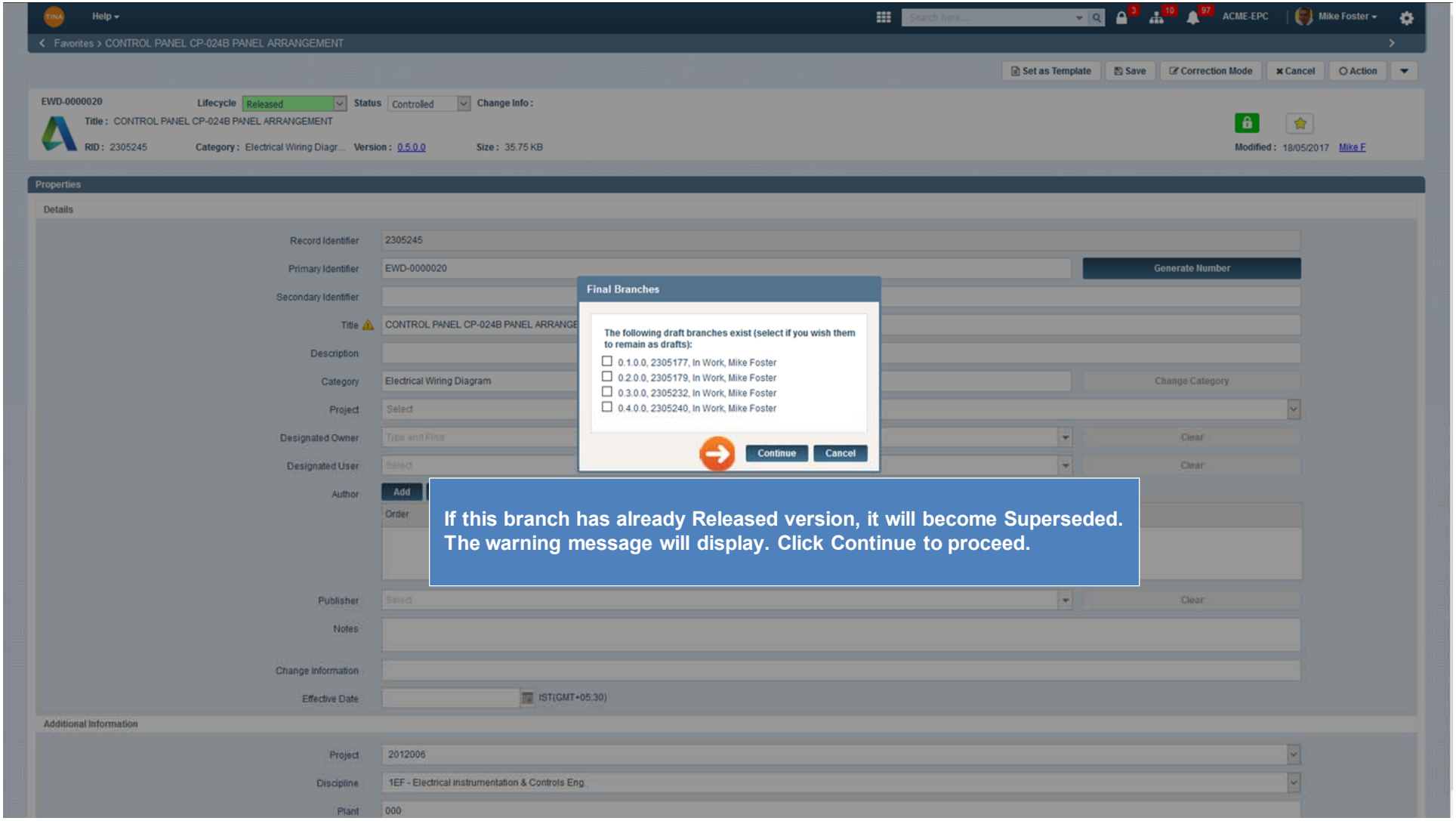
Click Save.

Set to Released

You cannot Version Up *In Work* document record. You should manually change it to *Released*. You have to Lock the object to be able to Release it.

Note:

If you select the Version Up option from the Menu for the In Work record, the Version Up window will open with the Version Up button disabled.



If this branch has already Released version, it will become Superseded. The warning message will display. Click Continue to proceed.

Help

Favorites > Pump Station Upgrade Project

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Save | Correction Mode | Cancel | Action

TPLT-0000005 | Lifecycle: Released | Status: Controlled | Change Info: Rev 0

Title: Pump Station Upgrade Project

RID: 2305150 | Category: Template | Version: 1.0.0.0 | Size: 0 Bytes

Modified: 17/05/2017 Mike F

Properties

Details

Record Identifier	2305150
Primary Identifier	TPLT-0000005
Secondary Identifier	
Title	Pump Station Upgrade Project
Description	Project Upgrde
Category	Template
Project	Select
Blueprint Object RID	2188297 0.1.0.0 Pump Station Upgrade Project
Change Information	Rev 0
Effective Date	17/05/2017 05:00:03 PM IST(GMT+05:30)

Override Number | Change Category | Create New | Clear | Clear

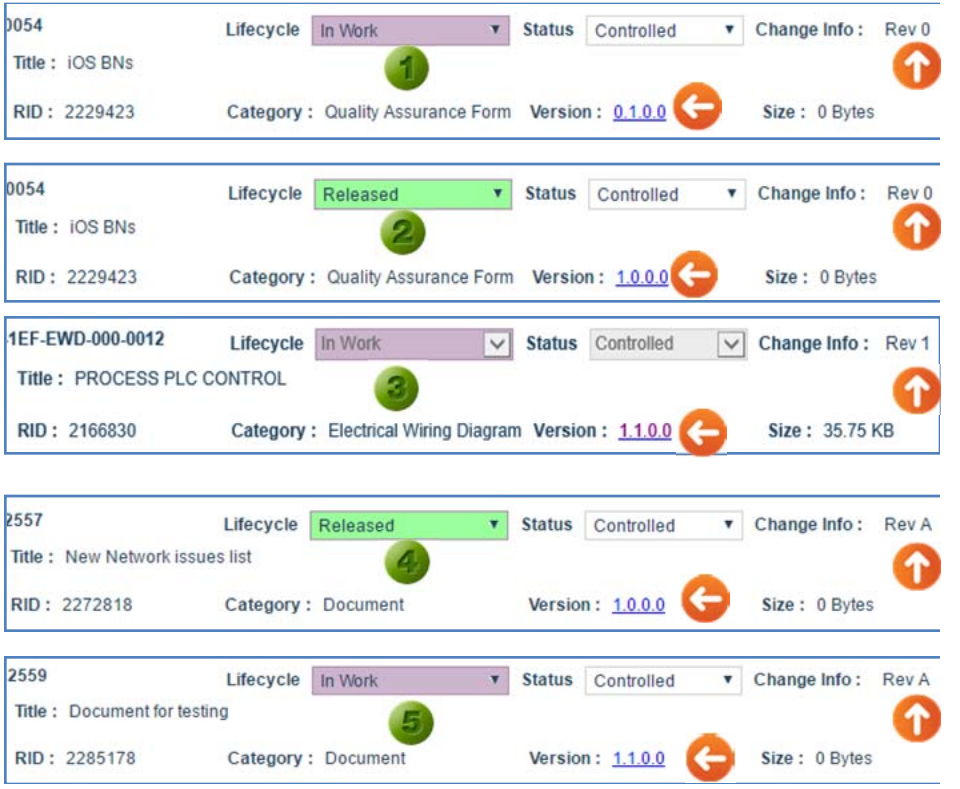
The Lifecycle State has been changed to *Released* and Version number was incremented to Final (1.0.0.0).

Released Date has been set to the current server date / time.

Change Info rules

This is only applicable to A&D Document categories:

1. **When a new document is created - *Change Info* will be set to *Rev 0* value.**
2. ***Change Info* value will not be changed during Lifecycle updates (change Lifecycle via the pick list).**
3. **Upon *Draft* (to In Work) version up the numerical part of *Change Info* will be incremented by one (1) only if:**
   - ***Change Info* entry is in Rev Integer format ("Rev"-space-Integer Number).**

For example, if the field value is Rev 1, upon Draft (to In Work) version up it will become Rev 2. If the value Rev 11, it will become Rev 12.

4. ***Change Info* field is editable based on standard Properties screen settings - authorized user can change entry to any desired value.**
5. **If *Change Info* value is different than format described above ("Rev"-space-Integer Number), then it is not affected during *Draft* (to In Work) version up.**