1 Introduction

ERIT is a system for registration, modification and deliveries of drawings to the document system BORIS administered by FMV.

ERIT is used by organisations not connected online to the BORIS system.

In ERIT you register documents and drawing with metadata and make references to the digital documents. A transaction file is generated for update of documents and drawings in the BORIS system. The transaction file contains metadata and digital drawings.

ERIT is Windows based, single user application. A Microsoft Access database contains metadata and links to digital drawings.

1.1 System requirements

Operating system: Windows 95, 98, XP, 2000 or NT.

Internal memory: Minimum 32MB.

10MB available disc space.

Screen resolution: 800 x 600 pixels.

1.2 Installation

Close all opened applications.

Insert the installation CD in the CD drive and choose Run from the start menu.

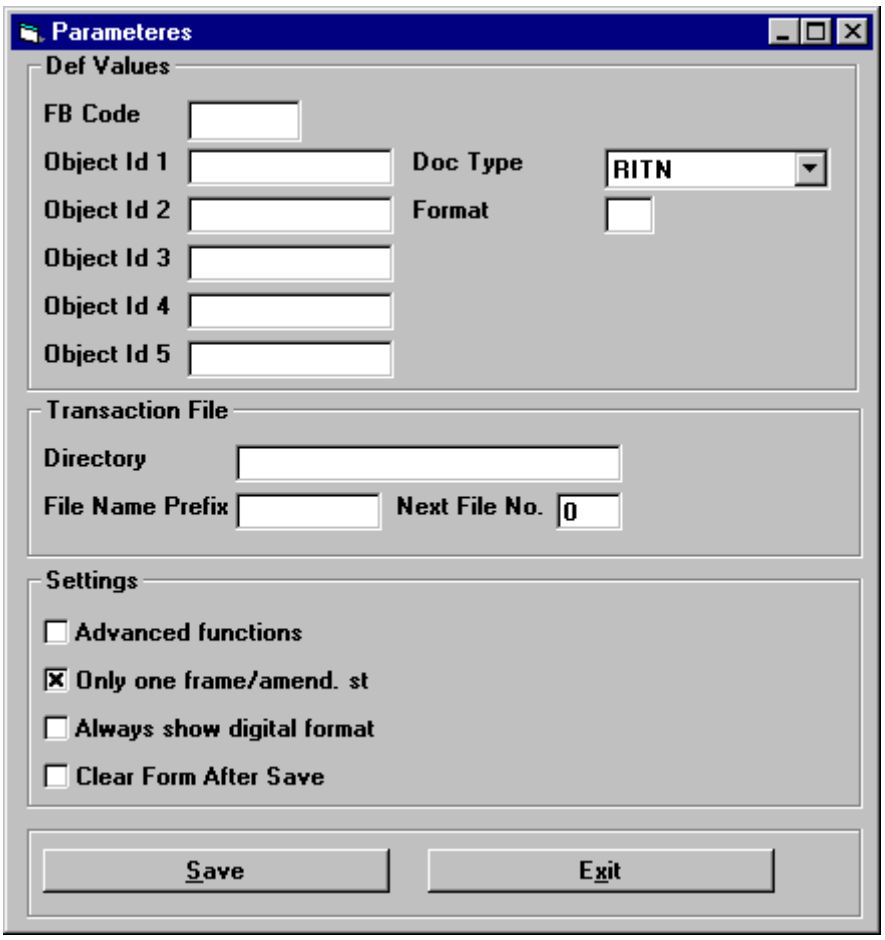
Type installation drive:\INSTALL.EXE”, i e D:\INSTALL, and press OK. Follow the instructions on the screen.

A program group is created containing the ERIT application and the uninstall program for ERIT.

2 Registration of document

2.1 Preparations

In the **Maintenance** menu, open **Parameters** to customise ERIT to your way of working and to the materiel that will be registered. Press **Save** and the parameters are stored in the database.



The parameter form is divided into three parts: **Default Values, Transaction File** and **Settings**

In **Default Values** you enter the values for the following properties.

- **FB code** is the abbreviated name for your company.
- **Object-id 1 – Object-id 5** One or more M-numbers (materiel objects) for the drawings you are going to register.
- **Doc. Type** The default document type you will use.
- **Format** is the drawing size.

The values entered in the parameters form are used as default values in the registry form for drawings. You may change these values in the registry forms.

The section **Transaction file** contains information about the file which you deliver to FMV together with the drawings.

- In **Directory** you enter the directory where the transaction file, generated by ERIT, will be stored.
- Transaction files automatically generates a serial number as file name. If you want to put your FB code, your name or something else in the beginning of the file name, you write it in the field for **File Name Prefix.**
- You enter the starting number for the next transaction file in the field for **Next File No.**

In **Settings** you will find parameters, directing how ERIT will behave.

- By checking **Advanced Functions** you will get access to the functions for **Read Header File** (see sector 3.3.2) **Change Digital Format** (see sector 3.4.1) and **Return All Drawings** (see sector 2.3.3).

  When checked the check boxes **to be returned** and **to be cancelled** and the button **Sheet Series** are visible in the Register Drawing window.

- **Only one frame per amendment status** should be checked, unless the drawings had to be scanned in sections due to their size.

- By checking **Always show digital format** the fields **Digital format** and **Digital version** are visible in the Register Drawing window.

- By checking **Clear Fields After Save** the Register Drawing window will be cleared each time a record is stored.

When you have entered your default values and other options in the parameters dialog you click the **Save** button if you want to store your values or **Exit** if you just want to exit the dialog.

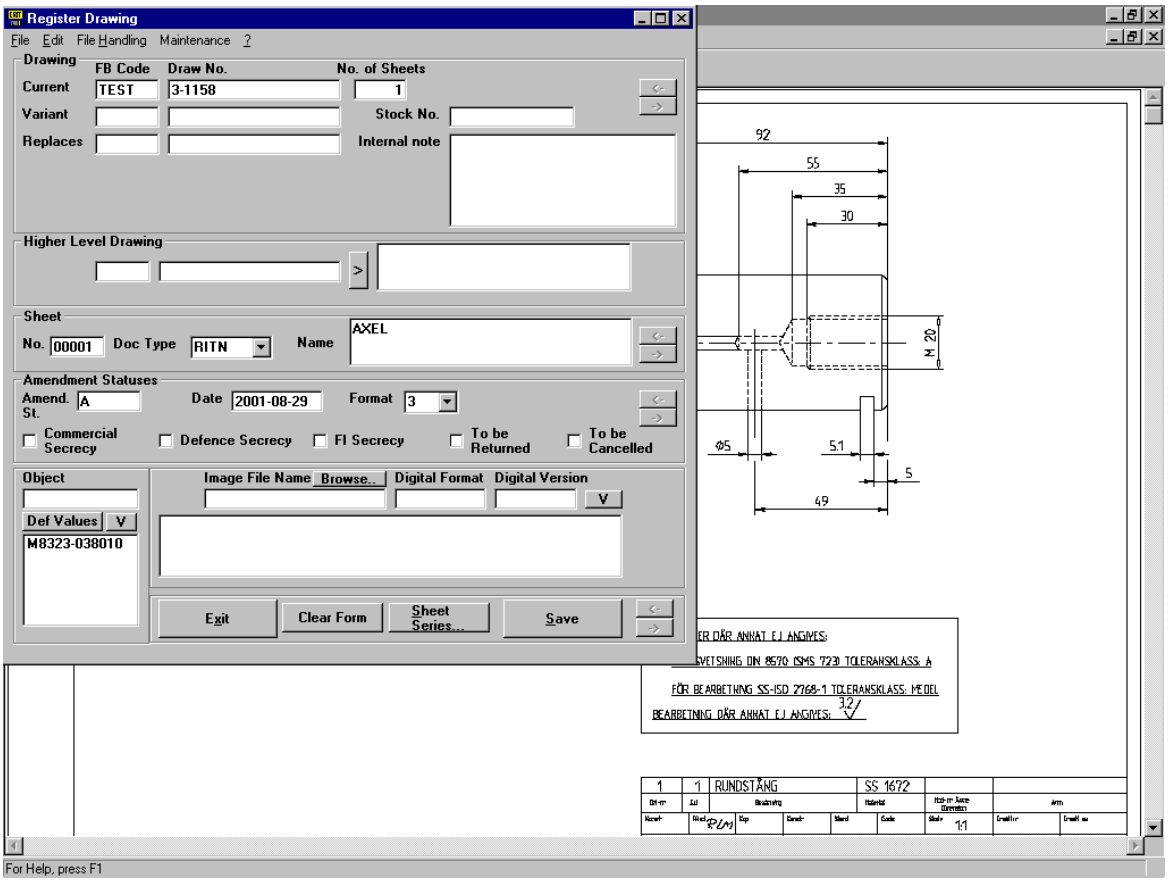
Notice! You can always change the information you registered in this window.

2.2 Register drawing

The outlook of the **Register Drawing** form depends on the values set in the **Parameters** dialog. In the example below the **Always show digital format** are set so it may be different from the dialog that is shown on your screen.

Most of the information to be registered is shown in the **drawing form**. You will have to start your image viewer (e.g. Myriad or Acrobat) and open the first document to be registered. Adjust the screen using the scroll bars so that the main field of the drawing is in a suitable position, preferable in the lower right corner. Since the drawing now is put in front of the Register Drawing dialog you will have to change window so that the Register Drawing dialog is placed in front. After that you can “copy” the information from the drawing.

When the information is registered it can be similar to the example below.



2.2.1 Form Controls

The Register Drawing dialog contains the following parts.

Drawing contains fields for registering information about the (drawing) document. The fields **Current, Variant** and **Replaces** are each divided in two parts, one for **FB Code** and one for **Drawing Number**.

Current is the actual drawing where the information will be registered. ERIT will fetch the FB Code from **Parameters** and the drawing number you copy from the drawing. If the drawing is a variant of another drawing you have to write the FB Code and the drawing number of this drawing into the **Variant** fields. If the current drawing replaces another drawing you write the FB Code and number of this drawing into the **Replaces** fields.

Enter the number of sheets for the drawing in the field **No. of Sheets**

If the document has its own document number you enter that in the field **Stock. No**.

The **Internal Notes** - Enter any information you want to give the recipient of the document delivery. This text will be displayed in the report ERIT creates.

In the **Higher Level Drawing** you enter FB Code and drawing number of the document immediately above the current drawing in the drawing hierarchy. In the field to the right previous registered higher level drawings are shown. This enables you to choose the correct higher level drawing by marking and clicking on it in the list. It is convenient to register the documents hierarchically with the higher level document first!

The fields in **Sheet group** and **Amendment Status group** contains information of the current drawing.

Enter the drawing sheet number into **No.** If the drawing document contains many similar sheets with the same amendment status the key **Sheet Series…** may be used, see the key description below.

Name refers to the name of the sheet according to the main field of the drawing.

In the field **Doc. Type** you enter the type of the document that the current drawing refers to. The τ presents a list showing the available document types.

If none of the document types in the system is suitable, add a new type using the function **Document Types** which you find in the section **Maintenance**. See 3.4.3 below.

If there is any information about amendment status in the drawing, this must be entered in the field **Amend. St**. The date of the drawing is entered in the **Date** field and the format of the sheet is entered in the **Format** field. The τ displays a list of permitted format codes (**0**-**4** stands for A0 to A4 respectively and **S** stands for all other formats. (As an exception ”Extended format” e.g. 3L may exist.)

If the document is commercial and/or defence secret, mark one or both of the boxes for **Commercial Secrecy** and **Defence Secrecy**.

The fields **To be Returned** and **To be Cancelled** are visible if **Advanced functions** is checked in the **Parameters** form**.** This is only valid when you work with a transaction file delivered by FMV, see sector 2.3.1.

In the **Object** field, enter the M numbers of the article to which the drawing belongs. If the current M-number is entered in **Parameters** you get it by clicking the button **Default Values**.

In **Image File Name,** enter the name of the file that contains the drawing. By clicking the button **Browse…** a window appears where you search through your file system. When you have found the appropriate file you click **Open** and the name of the selected file is written in the field **Image File Name**.

In **Digital Format,** enter the name of the software you have used for producing the document and in **Digital Version,** enter the version of the software. You don’t have to fill in these fields for CALS or PDF files.

2.2.2 Buttons

Exit — Exit the program.

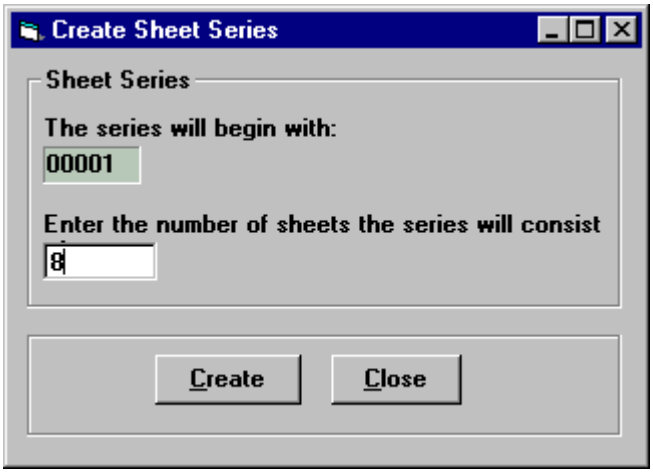
Clear — Clear all the input fields. Prepares for new input.

Sheet series… — Is available if **Advanced Functions** is checked in **Parameters**.

Help to register a drawing with more than one sheet of the same amendment state and format.

By clicking this button a window is shown where you enter the starting number of the sheets and the number of sheets.

All fields are copied from the first registered sheet and only the sheet number will differ between the sheets.



Creates the sheet series.

Close the dialog.

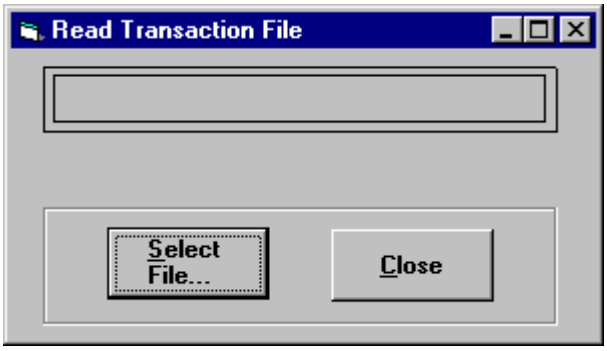
Saves the registered information. If mandatory information is missing, a message appears.

If **Clear Fields After Save** is marked in **Parameters** all fields in the form will be cleared.

2.3 Revised drawings

If an article is changed and the documentation has to be modified, FMV can extract the drawings to a transaction file. This file can then be used for a new transaction file when the updated drawings are to be delivered.

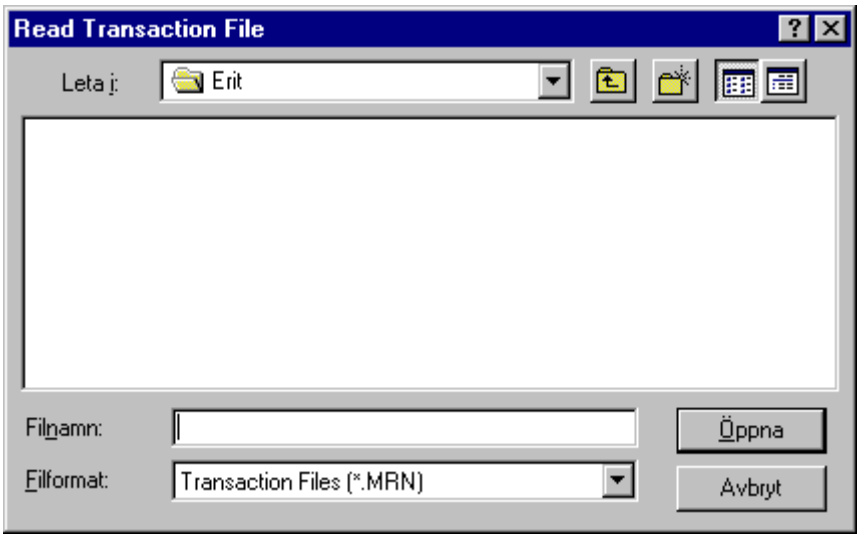
2.3.1 Read transaction file



The function **Read transaction file** is used for reading information about drawings from a transaction file. The file contains specified information about drawings.

When you have chosen the file name, the function is started and you will receive a progress indicator while the file is being processed.

Select file… the open file window is shown. You navigate for the transaction file delivered from FMV.



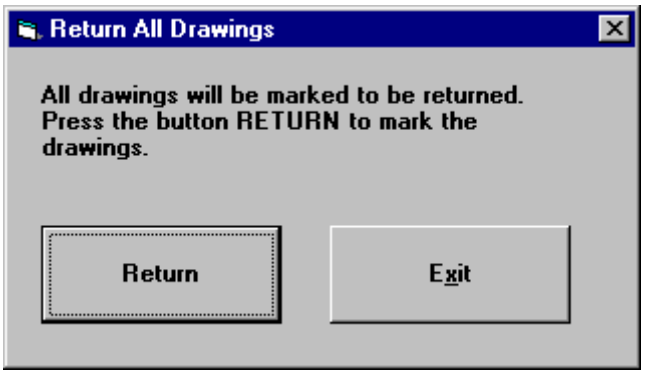
2.3.2 Modify Drawings

When the transaction file has been read into ERIT, do one of the following actions:

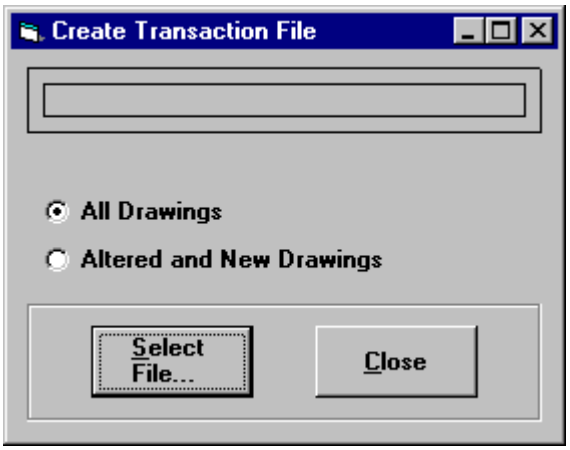
- If the drawing has been changed, enter the new amendment number and/or amendment date in the **Amendment Status**.
- New, added drawings are to be registered according to chapter 1.2. If a new drawing with a new drawing number replaces any of the drawings in the transaction file the FB Code and the Drawing Number must be entered into the field **Replaces**.
- A drawing that is cancelled without being replaced must be marked in the check box **to be Cancelled**.
- If no changes are made on a drawing you mark to be **Returned.**

2.3.3 Return all drawings

You do not have to mark **to be Returned** for each drawing that has been delivered in a transaction file. By using the function **Return All Drawings** in the **Maintenance** menu all unchanged drawings can easily be marked.



2.4 Create transaction file

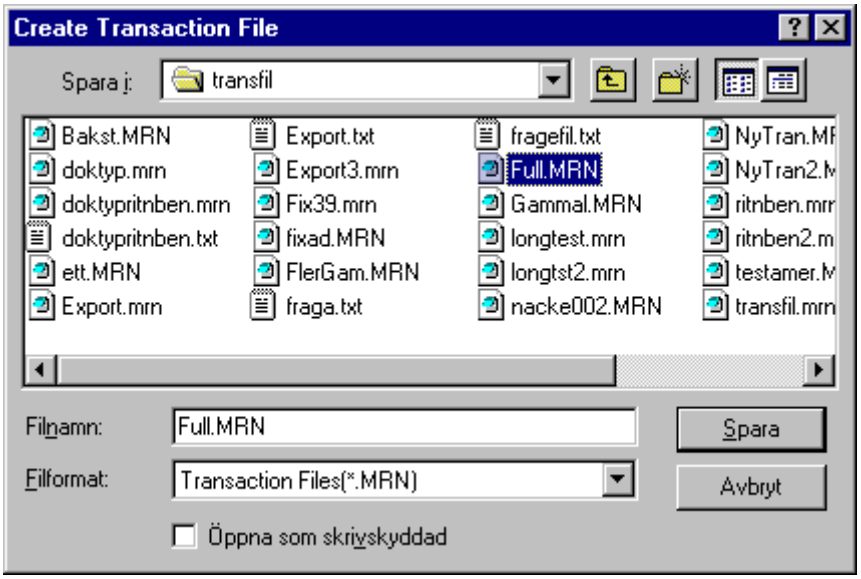


When all drawings are registered and updated an transaction file is created. Use the function **Create Transaction File** in the **File menu**.

All Drawings will read all drawings from the database and write them into a transaction file.

Altered and New Drawings will only read new, altered, returned or cancelled drawings to the transaction file.

Push the button **Select file** and the save file dialog appears. Depending on the settings in Parameters, you will get a filename and a proposal where to store the transaction file.



You are free to change the file name and put it anywhere in the file system.

Click **Save** to create the transaction file. A progress indicator will be shown while the transaction file is being created. When the file is created you can move or copy it and send it together with the drawings that are going to be delivered to FMV.

3 Other functions

3.1 File menu

3.1.1 Save

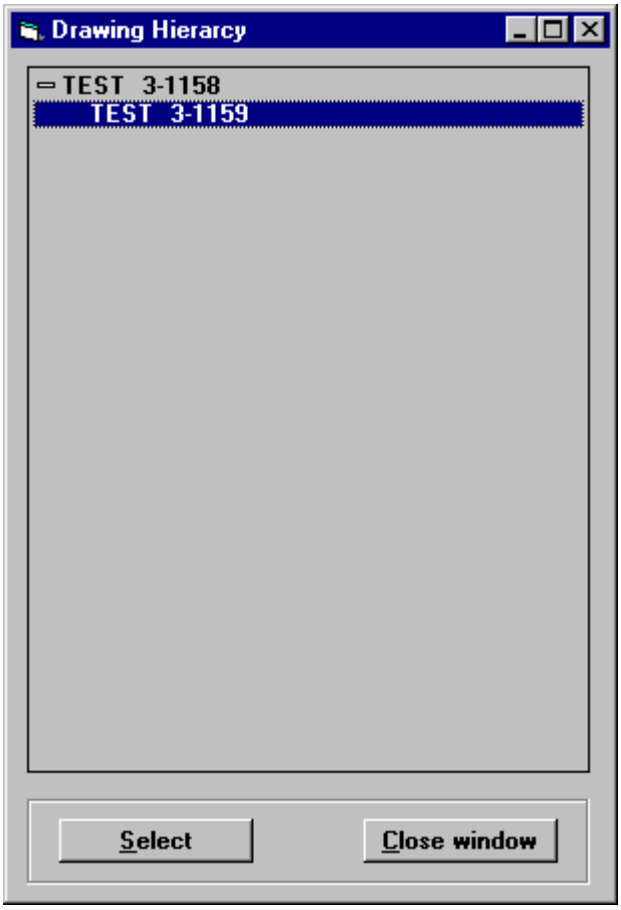
The same function as the button **Save** in the form for drawing registration.

3.1.2 Clear

The same function as the button **Clear form** in the form for drawing registration.

3.1.3 Drawing Hierarchy

By the function **Drawing Hierarchy** you can look at the connections between the different drawings. You will also use it to find a drawing and open it in the **Register Drawing form**.

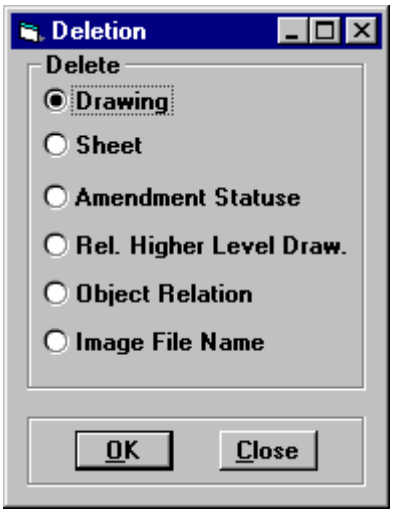


When the FB Code begins with an asterisk (*) it means that no record exists for that drawing. The drawing is only included because it is referenced as a higher or lower level drawing in the hierarchy.

You open or close different levels by clicking on the plus or minus symbols. If you want to display a drawing in the Register Drawing dialog you can either double click on that drawing number or select it and click on the button **Select**.

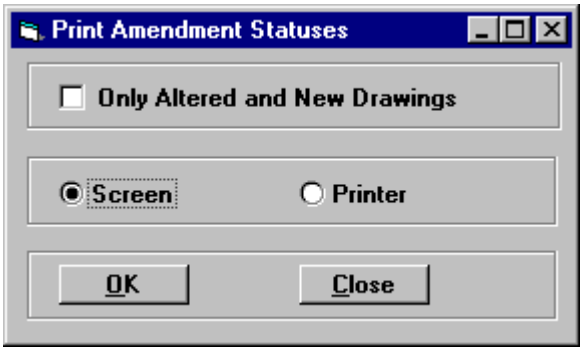
Close the window by clicking on the **Close** button.

3.1.4 Delete



You may delete the all information about the registered drawing or just a part of it. Mark **Drawing** and the whole record will be deleted, all other marking means delete of the corresponding parts of the record (cp. Register Drawing dialog).

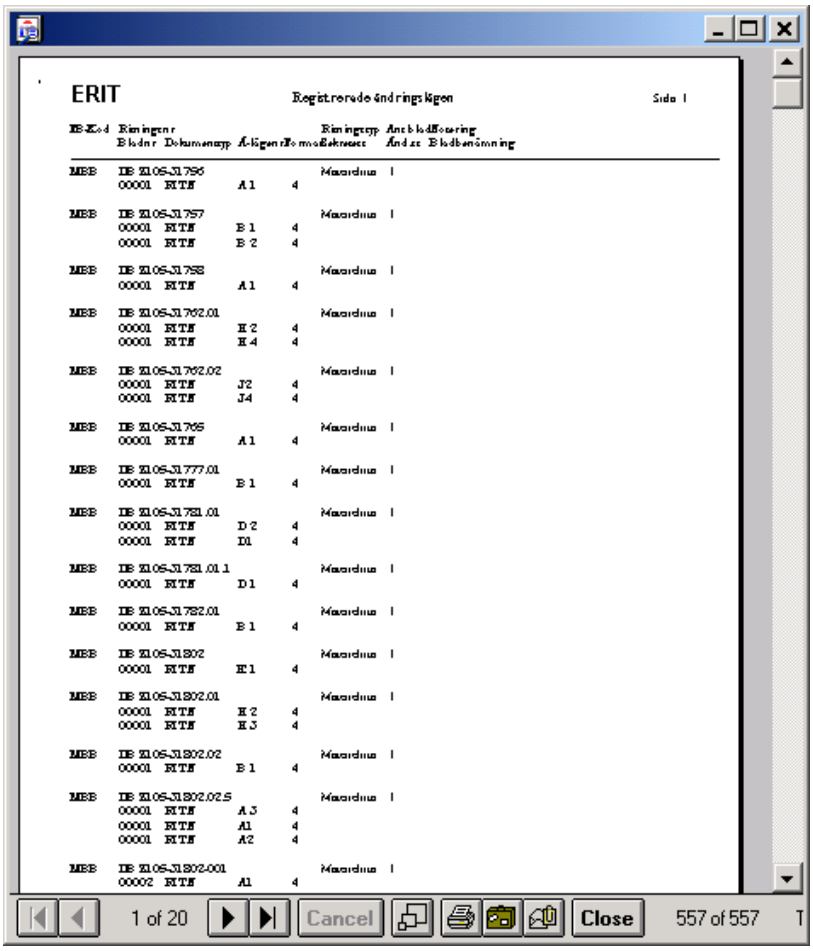
3.1.5 Print



By choosing Print you will create a report of all registered amendment statuses. Choose between print to screen or to printer. If you choose to view the information on screen you can export the report to a file in a different format.

Marking **Only Altered and New Drawings**, the new, changed and cancelled records will be shown in the report. Otherwise all the drawings registered in the ERIT database will be shown.

An example of an report, the way it looks if you have chosen Print to screen, is shown below.



Buttons:

First page.

Previous page.

Next page.

Last page.

Zoom the report.

Print.

Export – save to file.

Export to mail.

Close the report.

3.1.6 Exit

Same function as the button **Exit** in Register Drawing.

3.2 Edit

3.2.1 Cut, Paste and Copy

Windows standard.

3.3 File

3.3.1 Read Header file

The check box **Advanced Functions** must be marked in **Parameters**.

This function is used for reading information about drawings from an ASCII file with varying format. This file must contain information about scanned drawings.

Enter starting position and length for each field respectively in the file. FB Code, Sheet Name, Format, Document Type and Frame are not mandatory. If FB Code, Format and Document Type are not given any values they will be set to default values from the list of parameters and Frame will be set to 1.

To set a relation to an object you can either let the program search the header file or enter the object number in this dialog box.

The maximum size of each field, which should not be exceeded are respectively:

FB Code - 5 characters

Draw. No. - 27 characters

Sheet No. - 5 characters

Name of Sheet - 32 characters

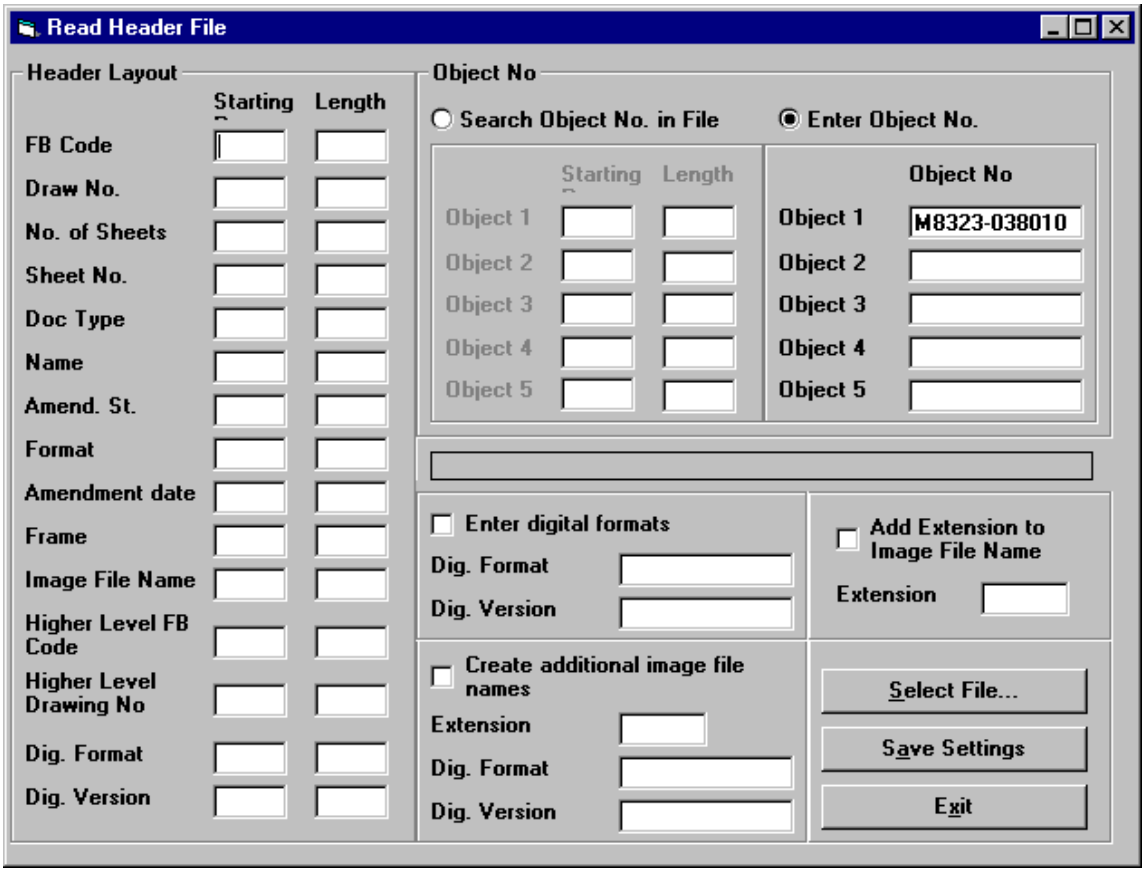
Amendment Status No. - 6 characters

Format - 2 characters

Frame - 2 characters

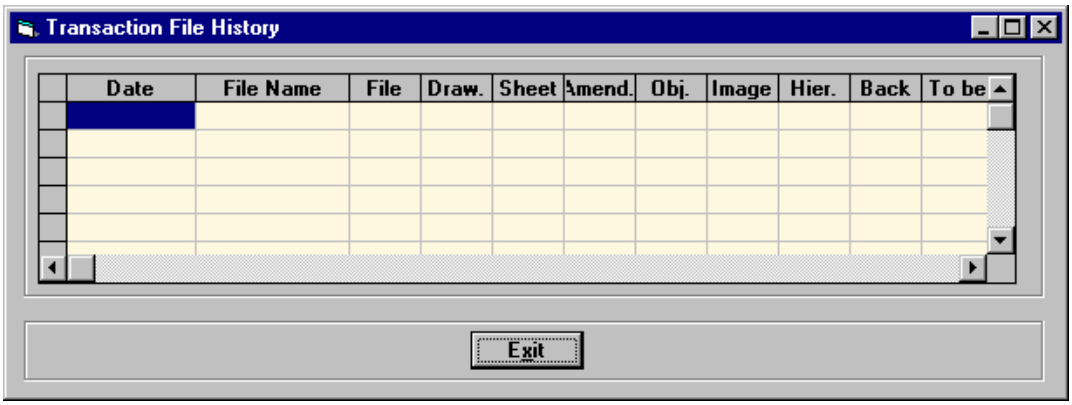
Image File Name - 12 characters

The reading starts after a file name has been selected. A progress bar appears while the file is being processed.



A program that creates an ASCII file with information from CALS files (file name and the header) scanned from images with holorith code can be obtained from FMV.

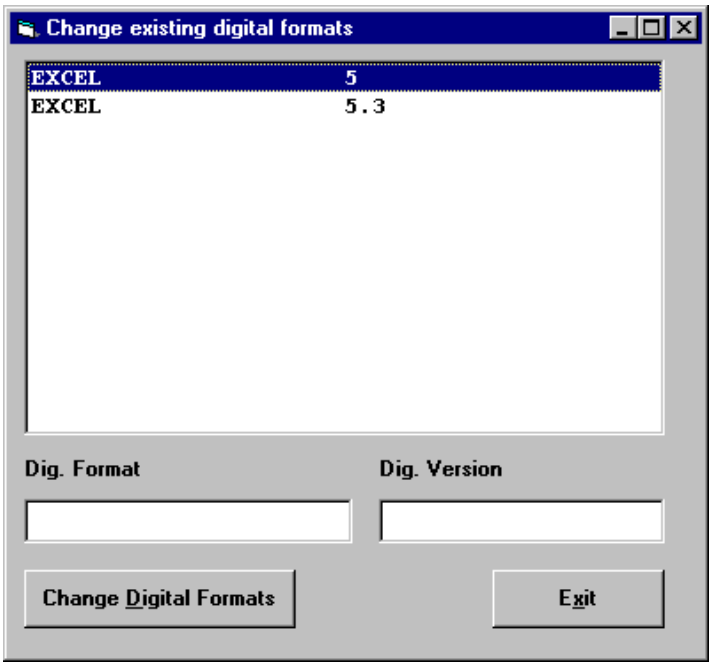
3.3.2 Transaction File History



The history of previously created transaction files is displayed in date order with the file name and the number of records of each type in the file.

3.4 Maintenance

3.4.1 Change Digital formats



The check box **Advanced Functions** must be marked in **Parameters**.

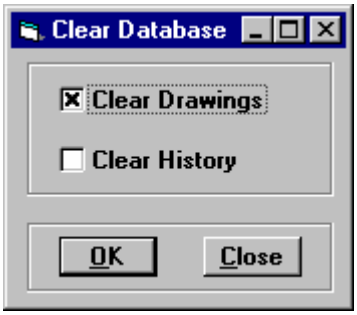
This dialog serves two purposes. You check which formats and versions that are registered and you may also correct any faults there might be.

To change a value you mark it in the list and then write the correct values in the lower fields. When you click **Change Digital Formats** the values will be changed in all records where the values appears.

3.4.2 Parameters

See chapter 2.1

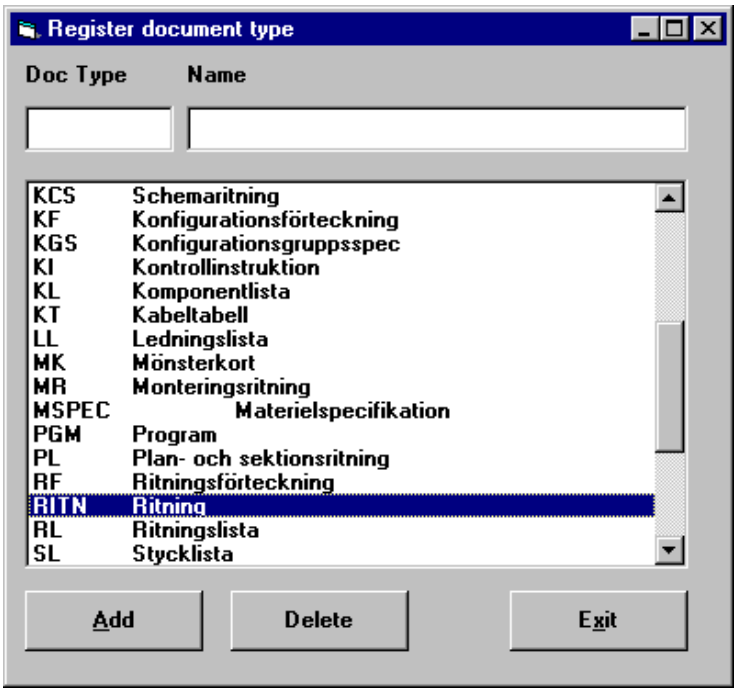
3.4.3 Clear database



Clear Drawings - If this check box is marked, all drawing information will be deleted from the database, including drawing, sheet, amendment status, object relations, image file name and drawing hierarchy.

Clear History - If this check box is marked, the transaction file history will be cleared.

3.4.4 Document type



You use this function to make changes in the list of the document types available in ERIT. You may add or delete document types from the list. To change the name of a document type you first have to delete it and then add it.

To add a document type you enter the code and the name of the document type in the upper fields then click on the button **Add**.

To delete a document type you select it in the list and then you click the button **Delete**.

Doc. Type – Document Type Code. Mandatory. The value have to be unique.

Name – Document Type Name. Mandatory.