

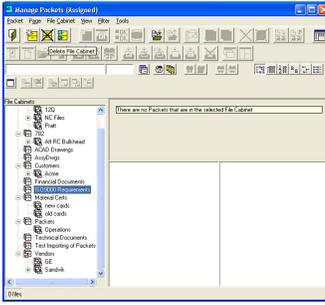
Important! For more details on File Cabinets see "Creating File Cabinets" in another Guide.

Manage Packets - Delete File Cabinet

Viewing Options:

- Show File Cabinets
- Packets-Machines and Resource Collections
- Assigned
- View Approved Packets
- View Packets with Pending Approval

Do This: Click on this  icon to Change the View!



Do This: Highlight the File Cabinet you want to Delete and Click the "Delete File Cabinet" icon.

Note: You can only Delete a File Cabinet if you have removed all the Documents, Files & Packets contained in it.

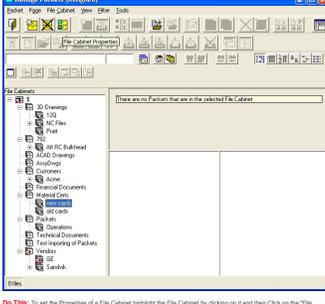
Important! For more details on File Cabinets see "Creating File Cabinets" in another Guide.

Manage Packets - File Cabinet Properties

Viewing Options:

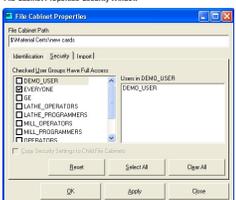
- Show File Cabinets
- Packets-Machines and Resource Collections
- Assigned
- View Approved Packets
- View Packets with Pending Approval

Do This: Click on this  icon to Change the View!



Do This: To set the Properties of a File Cabinet highlight the File Cabinet by clicking on it and then Click on the "File Cabinet Properties" icon and the Following Window is Displayed:

File Cabinet Properties-Security Window



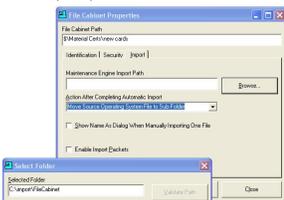
Important! File Cabinets are one of the best ways for individual Users to manage their Documents, Files & Packets. ShopFloorManager provides several properties for reviewing, setting security and determining how you can automatically import your documents into ShopFloorManager if the Cabinet.

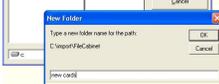
Do This: Click on the appropriate Tab for Naming/Identification, Providing Security or for setting the Import Properties that meet your Requirements.

Manage Packets

File Cabinet Properties Icon

File Cabinet Properties-Import Window

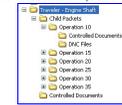




Import Options:

- Maintenance Engine Import Path - External Folder where Documents are placed for Automatic Import.
- Action After Completing Automatic Import
- Show Name As Dialog When Manually Importing One File - (Default doesn't need to be set)
- Enable Import Packets - Drag Structured Folder(Save Release) into Import Folder for Automatic Import or Drag & Drop to Selected File Cabinet and ShopFloorManager will Guide you through Import Options/Preferences
- Allow Source Operating System File to Sub-Folder
- Delete Source Operating System File

Window Folders Structure - Imported as Packet Structure:



Note: If you prefer not to Automatically Import your Documents and or Packets into the Maintenance Engine Import Path. You can then import Documents & Packets/See Above by dragging and dropping them from the Windows File System to this File Cabinet or by selecting ShopFloorManager's Manual Import  icon.(Details later in this Guide).

Example: The Above Packet Structure could represent a Shop Transfer with several operations which contain Documents & DNC Files for manufacturing an Engine Shaft.

Important! For more details on Using File Cabinet & Setting their Properties see "Creating File Cabinets" in another Guide.

Manage Packets - New Packet

Viewing Options (Changed):

- Show File Cabinets
- Resource Collections->Machines->Packets
- Assigned
- View Approved Packets
- View Packets with Pending Approval

Do This: Click on this  icon to Change the View!

Manage Packets - New Packet Icon

Do This: Click on an Existing DNC File or Document contained within a Packet and then Click on the "Page Properties" icon and the Following Window is Displayed:

Page Properties Window

Packet Page Properties

Name: 013001354.Vw.1
Type: [DNC File] (PDF)

Open using the native application
 Open using AutoCAD (R)
 Open using VBA Plugins

OK Cancel

Do This: Change this Document or DNC File's Properties so ShopFloorManager will know how to open the selected Document or DNC File with the associated Native Application, AutoCAD (Third-Party Viewer) or with Web Plug-ins (Optional) and Click OK.

Note: Any of the above settings can be selected as the default value!

Manage Packets - Edit Packet Approval & Signoff

Viewing Options:

- Show File Cabinets
- Packets-Machines and Resource Collections
- Assigned
- View Approved Packets
- View Packets with Pending Approval

Do This: Click on this icon to Change this View!

Do This: Select the Packet you want to Sign-Off & Approve and click on the "Edit Packet Approval & Sign-Off" icon and the Following Window is Displayed!

Edit Packet Approval & Signoff Window

Packet: OPERATION 15 Version: 1

Approved (depending on start date, end date, and sign off): Use Approval Start Date: Monday, February 27, 2012
 Use Approval End Date: Saturday, February 27, 2112

Who Must Sign-Off in Which Order:
1. 013001354.Vw.1 (DNC File) (PDF) (Approved)
2. 013001354.Vw.1 (DNC File) (PDF) (Approved)

OK Cancel

Note: ShopFloorManager provides an ISO9000 Module for creating your own Sign-Off and Approval Forms and Flow Charts for securely managing & controlling all of your Files, Documents & Packets. For details please look for Creating Sign-Off Approvals on our Website: <http://www.shopfloormanager.com>

The Following Shows the Lower Left Corner of "Manage Packets" Window

Viewing Options:

- Show File Cabinets
- Packets-Machines and Resource Collections
- Assigned
- View Approved Packets
- View Packets with Pending Approval

Do This: Click on this icon to Change this View!

Note: ShopFloorManager supports Approval & Sign-Off for all of its DNC Files, Documents & Packets. If configured, ShopFloorManager supports two States: Approved & Unapproved. You can setup a simple Sign-off & Approval List chosen from ShopFloorManager Users which will establish an ISO9000 File Control System. If you need a more sophisticated infrastructure you can create your own Sign-Off & Approval Lists with Sign-Off Flow Charts to meet any Manufacturer's needs.

Click on the "OK Button" icon and the Following Window is Displayed:

Pending Sign Off List

There are items that are waiting for you to sign off

Item	Date
013001354.Vw.1 (DNC File) (PDF) (Approved)	02/27/2012

Do you want to view the selected set of items that are waiting for you to sign off?

OK Cancel

Note: This Window displays the Packets, DNC Files & Packets that this User has waiting to be Signed-Off for Approval. Clicking on a particular Category (Packets) will then on the OK Button which will automatically Change the View to "Packets Waiting For Sign-Off".

Example: See the Next Section for the Window that is displayed!

Click on the "Sign-Off Selected Packet" icon and the Following Window is Displayed:

Viewing Options (Changed):

- Show File Cabinets
- Packets Waiting for Sign-off**
- Assigned
- View Approved Packets
- View Packets with Pending Approval

Do This: Click on this icon to Change this View!

Do This: Click on the "OK" Button to Sign-Off & Approve this Packet so I can move to the Next Approval Step if you have created your own Sign-Off & Approval Forms & Flow Charts. If you are using the default Sign-Off & Approval this Packet

the File Approval State which allows for Approval.

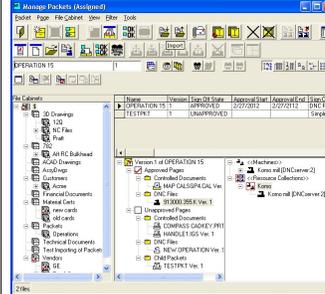
Important: Once Approved this Packet will no longer be displayed on this View since it is now Approved! After leaving this Window you will need to set a View Option other than "Packets Waiting For Sign-Off".

Note: Click on the  icon to "Select Packets View Mode" Window where you can choose the View Options you want.

Manage Packets - Import (Manual and Drag & Drop)

- Viewing Options (Checked)**
- Show File Cabinets
 - Packets-Machines and Resource Collections
 - Assigned
 - View Approved Packets
 - View Packets with Pending Approval

Do This: Click on this  icon to Change this View!



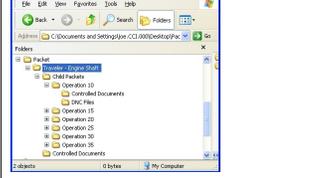
Do This: To Import a Packet first Click on the File Cabinet and Resource Collection and then click on the "Import" icon and the Following Engine Window is Displayed.

Select Folder Window - Import



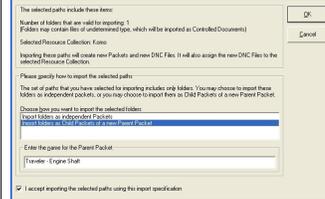
Do This: Browse to the Folder you want to Import as a Packet and click on the OK Button and Window Following the Next Window will be Displayed.

Windows Folder - Drag & Drop this Folder to a File Cabinet



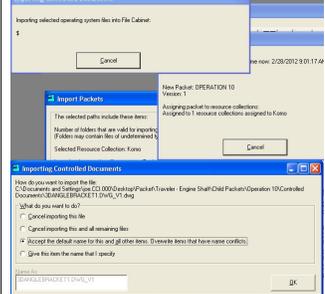
Example: If you are Dragging & Dropping a Folder to a File Cabinet and want to treat this Folder as a Packet use the above window.

Setting Packet Import Options:



Do This: Read the instructions at the top of this form before proceeding and then choose the appropriate option from the above and Click OK Button. Depending on your choice you will be interacting with this Window until the Import Operations is complete. See below!

Importing All or Each Packet:



Important: Choose the appropriate option for all or each of the files and click the OK button. Continue until complete.

Manage Packets



Import Icon

Manage Packets

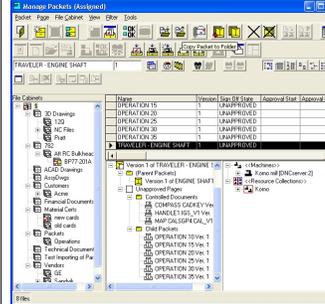


Copy Document To a Folder Icon

Manage Packets - Copy Document To a Folder

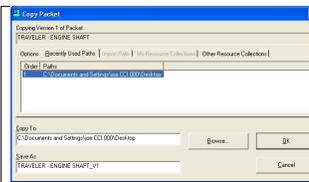
- Viewing Options:**
- Show File Cabinets
 - Packets-Machines and Resource Collections
 - Assigned
 - View Approved Packets
 - View Packets with Pending Approval

Do This: Click on this  icon to Change this View!



Do This: Select the Packet you want to Export to a Folder and click on the "Copy Packet to Folder" icon and the Following Window is Displayed.

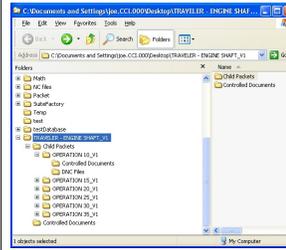
Copy Packet to Folder Window



Do This: Browse to the Folder where you want Copy the Packet or can select from the different Paths displayed above in the above table.

Important! Copying the Packet to an External Folder doesn't delete any of the Documents, DNC Files, Sub-Packets or change any of their statuses within ShopFloorManager!

Window Folder Packet Copied To



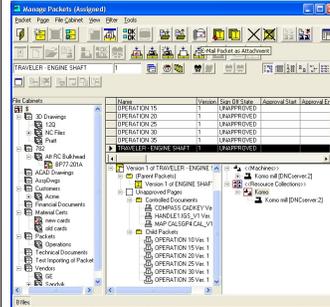
Example: The Windows Folder above is an example of the Copied Packet

Manage Packets - Email Packet as Attachment

Viewing Options:

- Show File Cabinets
- Packets-Machines and Resource Collections
- Assigned
- View Approved Packets
- View Packets with Pending Approval

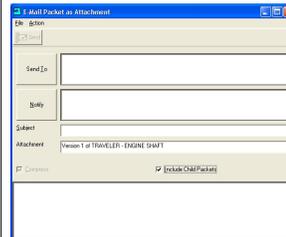
Do This: Click on this icon to Change the View!



Note: You want to E-Mail a Packet with all of its Sub-Packets, Documents & DNC Files to a Group or individual ShopFloorManager provides that ability.

Do This: Select the Packet you want to E-Mail and Click on the "E-Mail Packet as Attachment" icon and the Following Window is Displayed

E-Mail Packet as Attachment Window



Do This: Click on the "Send To" Button and the Following Window will be displayed

Select Recipients to "Send To" Window



Do This: Select all of the Individual & Group Recipients to whom you want to E-Mail this Packet and Click the OK Button.

Note: You will see these Recipients in the Test Window next to the "Send To" Button. These Individual will be sent a copy of the attached Packet!

Select Recipients to Notify Window



Do This: Select all of the Individual & Group Recipients to whom you want to Notify to whom this Packet has been E-Mailed. They will not receive the Packet only be notified!

Note: You will see these Recipients in the Test Window next to the "Send To" Button. These Individual will be sent a copy of the attached Packet!

E-Mail Packet as Attachment Window Updated



Note: You can add a Subject to this E-Mail and a brief Note at the Bottom. You can also check the checkbox if you want to E-Mail all of the Sub-Packets!

Important! Click the Send icon to complete the E-Mail. Look at the Setting up E-Mails Guide else where on this Website.

Manage Packets

Email Packet as Attachment Icon

Manage Packets

Email Packet as Attachment Icon

Manage Packets - Copy Document Window

Viewing Options:

- Show File Cabinets



Do This: Click the Delete Button to complete the operation or the Cancel Button to cancel.

Manage Packets - Delete Selected Packets

Viewing Options:

- Show File Cabinets
- Packets-Machines and Resource Collections
- Assigned
- View Assigned Packets
- View Packets with Pending Approval

Do This: Click on the icon to Change this View!

Packet Selection Options

- Click on the icon to 'Select Manage Packets View Mode' for Options to narrow your Search
- Click on the icon to use the Search Engine to narrow your Search
- Hold the Ctrl Key when selecting Specific Packets (Use after First using Packet Selection Options 1 & 2 Above)
- Note: You can use the Options above to narrow down the Packet Selection!

Do This: Click on the Delete Selected Packets icon and the following Window is displayed.

Note: Caution: Make sure you have selected only those Packets you want to delete or remove! Once this operation is complete all of the Packets will be deleted from ShopFloorManager.

Important! None of Documents, Sub-Packets and/or CNC Files Contained within these Packets will be deleted

Do This: To continue using a Packet by Packet Mode Click the Delete, Keep or Keep All Button or click the Delete All Button

View of Packet Selected for Assignment:

Viewing Options (Changed):

- Show File Cabinets
- Packets-Machines and Resource Collections
- Not Assigned
- View Assigned Packets
- View Packets with Pending Approval

Do This: Click on the icon to Change this View!

Note: You can assign a Packet to a Resource Collection(s) which allows Users who have Rights to this Resource Collection(s) to have access to this Packet.

Do This: Click on the icon to 'Assign a Packet' to the selected Resource Collection(s) in the right pane.

View of Packet Selected for Clear Assignment:

Viewing Options (Changed):

- Show File Cabinets
- Packets-Machines and Resource Collections
- Assigned
- View Assigned Packets
- View Packets with Pending Approval

Do This: Click on the icon to Change this View!

Note: You can unassign a Packet to a Resource Collection(s) which removes a Users Right to access this Packet since it is no longer assigned to that Resource Collection(s).

Do This: Click on the icon to 'Clear Assignment' to the selected Resource Collection(s) in the right pane.