Piano di Progettazione
DOCUMENT MANAGEMENT SYSTEM

PdP-EXT

Quick Reference Guide

INFORMATION TECHNOLOGY DPT.

Edition
NOVEMBER 2014
Table of Contents

Table of Contents ................................................................. 2
Forewords .................................................................................. 3
1 How to login PdP-Ext ............................................................. 3
2 How to select drawings ........................................................... 4
3 How to upload a drawing ......................................................... 7
4 How to upload several drawings in the same action: Bulk Upload ................................................. 10
5 Status of Drawings ................................................................ 15
6 Drawing replacement .............................................................. 16
7 How to change the revision index ............................................ 18
8 How to download a drawing .................................................... 21
9 How to insert a new Product ................................................... 22
10 How to obtain a complete list of Products .............................. 24
11 Drawing status / allowed operation dependency table .................. 26
Helpdesk ................................................................................... 26
Forewords

PdP-Ext is a WEB based application that gives the possibility of uploading drawings (Autocad® DWG) on Paul Wurth Italia’s Document Management System named PdP and allows customers to monitor the status of uploaded documents.

1 How to login PdP-Ext

PdP-Ext operates with the main market browser, but it is optimized for Microsoft® Explorer.

To connect to PdP-Ext insert the URL:

https://pdp-ext.paulwurth.com

To Login into the System the user shall require a User Name and Password, provided by system administrator.

Now user can login into the system from login page using this username and password. Once the user is logged in, the display name of the user is available in the left side of the page.
2 How to select drawings

1. From the entry page the user can choose the project he is authorized to by pressing “Job List” voice.

2. Select a Job within the displayed list of the Active Job(s).
3. Select a Functional unit/discipline within the Job List Details.
4. Select the drawing within the Product List by pressing the relative “lens” icon.

<table>
<thead>
<tr>
<th>Product List</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job X0993 - 10 - K - Coke Oven Technology - back</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>T</th>
<th>Matl.</th>
<th>Prog.</th>
<th>S</th>
<th>Rev</th>
<th>Title</th>
<th>App. / Ref.</th>
<th>Inv.</th>
<th>Date</th>
<th>Delivery to FWIT</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>D 02</td>
<td>001</td>
<td>0</td>
<td></td>
<td>PROYA RD EXT 1</td>
<td>05/11/2014</td>
<td>31/12/2014</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>D 02</td>
<td>002</td>
<td>0</td>
<td></td>
<td>PROYA RD EXT 2</td>
<td>05/11/2014</td>
<td>31/12/2014</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>D 02</td>
<td>001</td>
<td>0</td>
<td>B</td>
<td>PROYA RD EXT 3</td>
<td>05/11/2014</td>
<td>31/12/2014</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>D 02</td>
<td>003</td>
<td>0</td>
<td></td>
<td>PROYA RD EXT 4</td>
<td>05/11/2014</td>
<td>31/12/2014</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>D 02</td>
<td>005</td>
<td>0</td>
<td></td>
<td>PROYA RD EXT 5</td>
<td>05/11/2014</td>
<td>31/12/2014</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>D 02</td>
<td>006</td>
<td>0</td>
<td></td>
<td>PROYA RD EXT 6</td>
<td>05/11/2014</td>
<td>31/12/2014</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>D 02</td>
<td>007</td>
<td>0</td>
<td></td>
<td>PROYA RD EXT 7</td>
<td>05/11/2014</td>
<td>31/12/2014</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>D 02</td>
<td>008</td>
<td>0</td>
<td></td>
<td>PROYA RD EXT 8</td>
<td>05/11/2014</td>
<td>31/12/2014</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>D 02</td>
<td>009</td>
<td>0</td>
<td></td>
<td>PROYA RD EXT 9</td>
<td>05/11/2014</td>
<td>31/12/2014</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>D 02</td>
<td>010</td>
<td>0</td>
<td></td>
<td>PROYA RD EXT 10</td>
<td>05/11/2014</td>
<td>31/12/2014</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>D 02</td>
<td>011</td>
<td>0</td>
<td></td>
<td>PROYA RD EXT 11</td>
<td>05/11/2014</td>
<td>31/12/2014</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>D 02</td>
<td>012</td>
<td>0</td>
<td></td>
<td>PROYA RD EXT 12</td>
<td>05/11/2014</td>
<td>31/12/2014</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>D 02</td>
<td>013</td>
<td>0</td>
<td></td>
<td>PROYA RD EXT 13</td>
<td>05/11/2014</td>
<td>31/12/2014</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>D 02</td>
<td>014</td>
<td>0</td>
<td></td>
<td>PROYA RD EXT 14</td>
<td>05/11/2014</td>
<td>31/12/2014</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3 How to upload a drawing

1. From the Product Page choose Uploads>Drawings

2. From the Upload Product page select the correct information:
   a. Paper Size: choose the correct size
   b. Drawing orientation
   c. Plot Option => PW_STANDARD.CTB
   d. Model / Layout => generally, as per PWIT standard, layout
   e. Plot Out => Pdf if not stated otherwise

Then press select and choose the file to be uploaded and press “Archive”.
If no formal errors occur a confirmation page will be displayed.

Press Back to return to the Product page and then press "Update" to return to the product list.
When the drawing is correctly uploaded an “Autocad icon” is displayed and the light is set to yellow and the “End Date” is set to today.

NOTE: The uploading process of a drawing into the Document Management System is an asynchronous process that can take several minutes depending on the working load of the PWIT servers.
4 How to upload several drawings in the same action: Bulk Upload

If you have to upload a lot of drawings, from the product list choose “Bulk Upload”. You are requested to upload no more than 30 drawings each session.

Then press Bulk Upload Options > File Upload
Please select, on the right, drawings you want to upload:

[Diagram of bulk upload interface]

NOTE: Multiple selection does not work with MS Windows Internet Explorer browser.

Once selected products, a general check about filename format is arranged and a reply will appear to inform you which files are formally correct (green light) and which have an incorrect filename (red light).

In case of errors you will be informed about the reason (for example: product’s mask missing).
Press “Confirm Upload” button to proceed in uploading. At this stage PdP-Ext executes further checks (eg product status, product revision) to verify if the drawings are actually in the condition to be uploaded.

Select “Upload File Manager” button to proceed with the drawing that can be uploaded (other product won’t be uploaded).

Now, as described at point 3.2, select the correct information concerning your products.
If Information are the same for all products, you can choose them from the drop-down-list on the top of each column, otherwise please select details line by line.

Select file(s) and press the button GO to proceed.

A message will inform you if the operation is duly accomplished (in green) or not (in red). In case of negative reply you will be informed about the reason.
Press “Home” or “Jobs List” or “Product List” to come back.

When drawings will be correctly uploaded, an “Autocad icon” will be displayed on the product list and the light will be settled on yellow: awaiting for approval/rejection from Paul Wurth engineering department.
## Status of Drawings

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grey</td>
<td>Drawing not yet uploaded</td>
<td></td>
</tr>
<tr>
<td>Yellow</td>
<td>Drawing just uploaded</td>
<td>The drawing is under examination by Paul Wurth Italia engineering department</td>
</tr>
<tr>
<td>Green</td>
<td>Drawing approved</td>
<td>The drawing was reviewed and deemed correct by Paul Wurth Italia engineering department</td>
</tr>
<tr>
<td>Red</td>
<td>Drawing rejected</td>
<td>The drawing was reviewed and deemed not correct by Paul Wurth Italia engineering department</td>
</tr>
</tbody>
</table>
6 Drawing replacement

If a drawing has been rejected, in order to upload a new version that takes into account the requests of the Paul Wurth Italia engineering department, it can be replaced without changing the revision index.

Following the procedure described at point 3 until you obtain the Upload page.

Select the correct information as described at point 3.2 and insert the reason of replacement in the “Improvement” box.

The new drawing replaces the old one and the light is set to yellow.
To read the reason of product’s replacement, chose “Replaced log” option in the Product page.
7 How to change the revision index

Only on Approved drawings (green light) it is possible to change the revision index.

Choose “Change Revision”: 
Choose “Numerica” or “Alfabetica” (according to Paul’s Wurth engineering department’s instructions) and press “OK!”

The revision changes from “null” to 0 or from “null” to A and the “End date” is reset.
When a revision is settled, a warning icon 🟡 appears to remind that a revised drawing must be uploaded.

Once the revision is uploaded, the light will be settled again on yellow: awaiting for approval (it will become green) / rejection (it will become red) from Paul Wurth engineering department.
8 How to download a drawing

From the Product page select “Archived document”

Selecting “Download” the Acrobat® PDF version or the DWG version is downloaded on the local PC.

Selecting “Download” the Acrobat® PDF version or the DWG version is downloaded on the local PC.
9 How to insert a new Product

From the Product list page select “Insert New Product”.

A new product mask to complete will be shown:

Fill in the following information in order to complete the drawing code:
Type => “D” drawing
Morf => according to the Drawing numbering system
Progr => Progressive number

Insert the drawing title and press “Insert”.
The new product is now displayed in the Product list. Other information like “Delivery to PWIT” will be added by Paul Wurth Italia.
10 How to obtain a complete list of Products

(Only for Paul Wurth users)

Documents upload and documents changes are allowed as per user own authorizations, but all users can obtain a complete list of products and can download them by the tool “Archived product list”.

The Complete list page display all the drawings/documents of the selected job.
Filter can be applied using the “Search box”.

Search for title containing “collecting”
11 Drawing status / allowed operation dependency table

<table>
<thead>
<tr>
<th>Status</th>
<th>Upload</th>
<th>Replace</th>
<th>Change revision</th>
</tr>
</thead>
<tbody>
<tr>
<td>No upload</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>Just uploaded</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>Approved</td>
<td>NO</td>
<td>NO</td>
<td>YES</td>
</tr>
<tr>
<td>Rejected</td>
<td>NO</td>
<td>YES</td>
<td>NO</td>
</tr>
</tbody>
</table>

Helpdesk

For any help request please make reference to:
Mr. Carlo VALLARINO
e-mail: carlo.vallarino@paulwurth.com
tel.: (+39) 010 640 9489