Electronic-Document Control Note

The link: https://beam.aps.anl.gov/pls/apsweb/dcc0006.query_start_page

I suggest you bookmark it once you get there. The address looks like:

As it suggests, there are two ways to sign on. One is the "**APS LDAP Username**". The other is by "**Badge Number**".

"**APS LDAP Username**" means your usual user name but with the same password you use to sign onto ICMS or Windchill. *Not* your Windows password.

"**Badge Number**" is self-explanatory, but the password you'd use would be your UNIX password. This is a little-used password these days, so unless you know what that is, sign on the other way.

Once successfully signed in, the system automatically takes you to a Query page. If that's what you required, all well and good. If you wished to take out NEW numbers (not look for ones already existing), click on the '**Main Menu**' link, a blue text link near the bottom of the screen, and skip to Page 5 of this document.

A few notes about the Query (or Search) page:

First of all, it looks like this:

Important thing to know:

   do *NOT* use wildcards! The search function will actually look for asterisks and never find what you're looking for…

<u>Explanation of the Query Page search criteria:</u>

DCN Number: - this is the Document Control Note Number

- in the form of year, month, day, a dash, and then a simple counter number

> Ex]   120113-04   meaning this was taken out in 2012 on January 13th, and it was the fourth one to be entered that day

- as there can be many parts/assemblies entered under a single DCN Number, this is the Search tool of choice if you're looking for LDN's you entered at one time. The list that results is restricted to just those things on that DCN no matter what different LDN numbers you took out.

CAE Number: - this is ?? *have no idea*…, we call it the A-Number

- in IntraLINK and Windchill metadata, it became **'Elec_File_Name'**

- a simple 7-digit counter number with an A at the front and two digits reserved on the end that reiterate the file's revision

> Ex]   A1424807   'A' is on the front, five digits for the count since the beginning of time, and a '07' on the end to signify this is the seventh revision to this file

> - for all newly taken-out numbers, those last two digits are "00"

- as A-numbers are the easiest to enter for search criteria, just enter the "A" part of it (case doesn't matter) and as many of the next FIVE digits as you need because the last two are non-searchable. <u>If you put in the entire number, it won't find it</u>.

WBS Number: - consult the WBS Index to find what is required here and what the mess of numbers actually means

- See Angela Ross, she sends out a listing of the WBS Index every year or so…

- the way you see a drawing number is NOT how you search for it using this criterion

- your drawing may show "4105091012" for the WBS part of it, but you do not enter this into a DCN search line that way. **WBS Number** is entered as it shows in the official index, replete with all those periods and that beginning letter.

- as it's regrettably easy to put in two .'s or transpose a number, if at all possible, use some other way of searching

> Ex]   x.1.4.1.5.9.10.12   everything between and around the .'s means something in the WBS index. It's not very intuitive by any means, but don't worry. You get used to it.

LDN Number: - see Page 4 for a pictorial way of looking at how one applies LDN's

Doc. Number: - no idea, seems to be a count like the dummy A-number, but no one searches by this
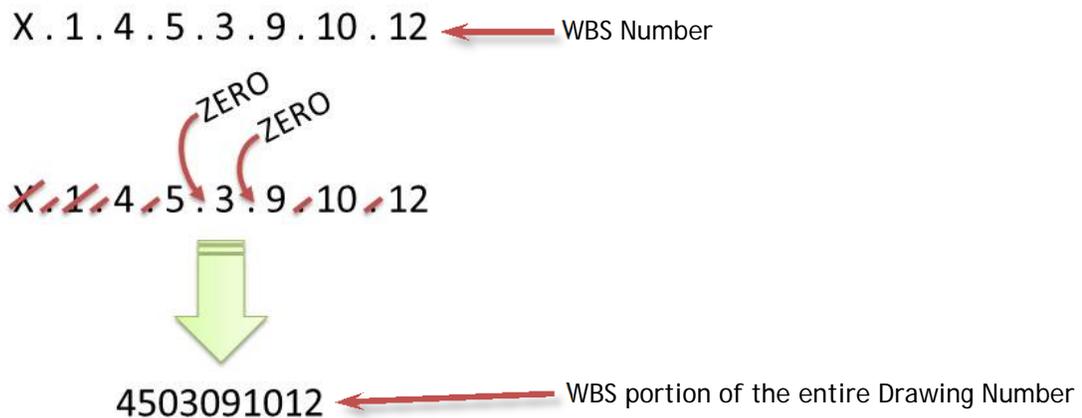
Engineer Badge:	- obvious
Designer Badge:	- equally obvious
Title of Drawing:	- searches ANY of the 5 titles we use, again do NOT use wildcards
	- case doesn't matter

Rules for how a WBS Number results in a Drawing Number:
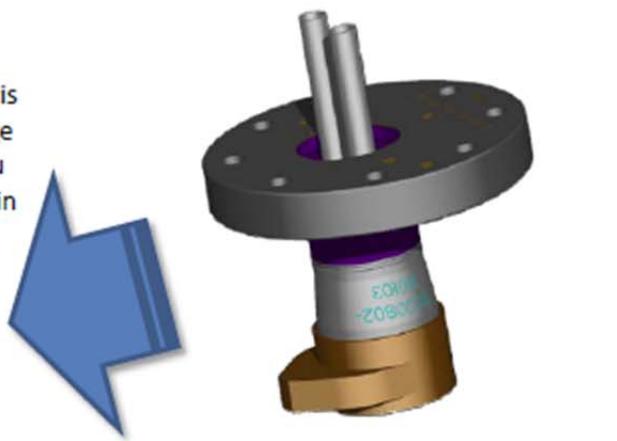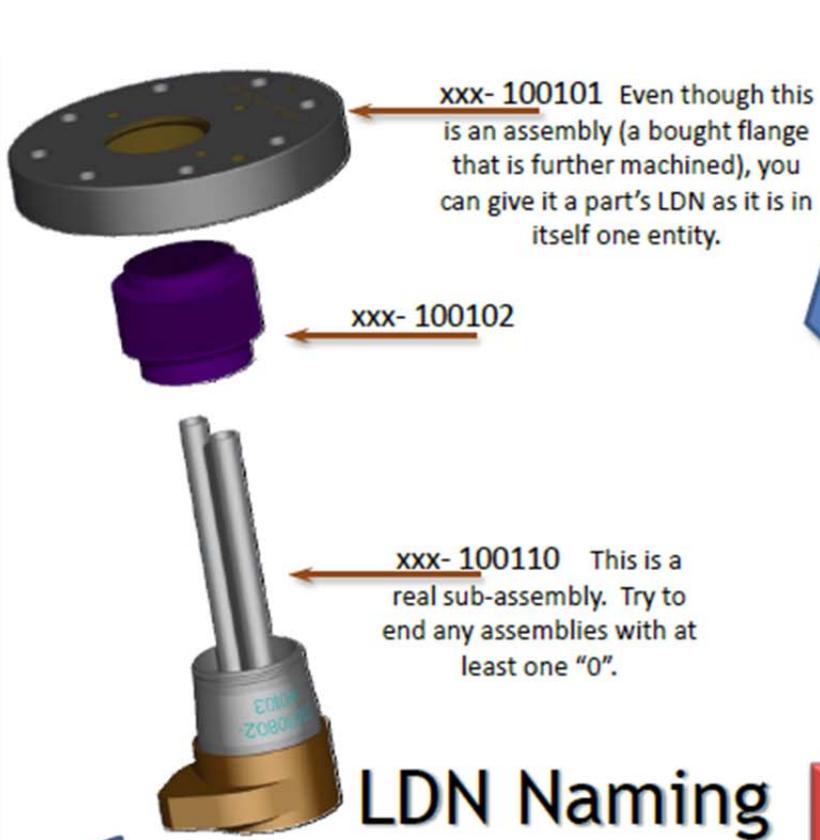
Ex] have a WBS of X.1.4.5.3.9.10.12

1. Drop the first letter if it's an X. We use L's, N's, and now U's, but not X's.

   that leaves 1.4.5.3.9.10.12

2. Drop the first '1'.

   That leaves 4.5.3.9.10.12

3. Replace all further periods with zeros except when that would violate any of the following:
   a. it's the third (of the original numbers) over
   b. it's a double digit
   c. it's the fifth Sunday of the month

   That gets you 4503091012 for your drawing number (used for a portion of the file name which appears on the official drawings). Pictorially, that looks like this:
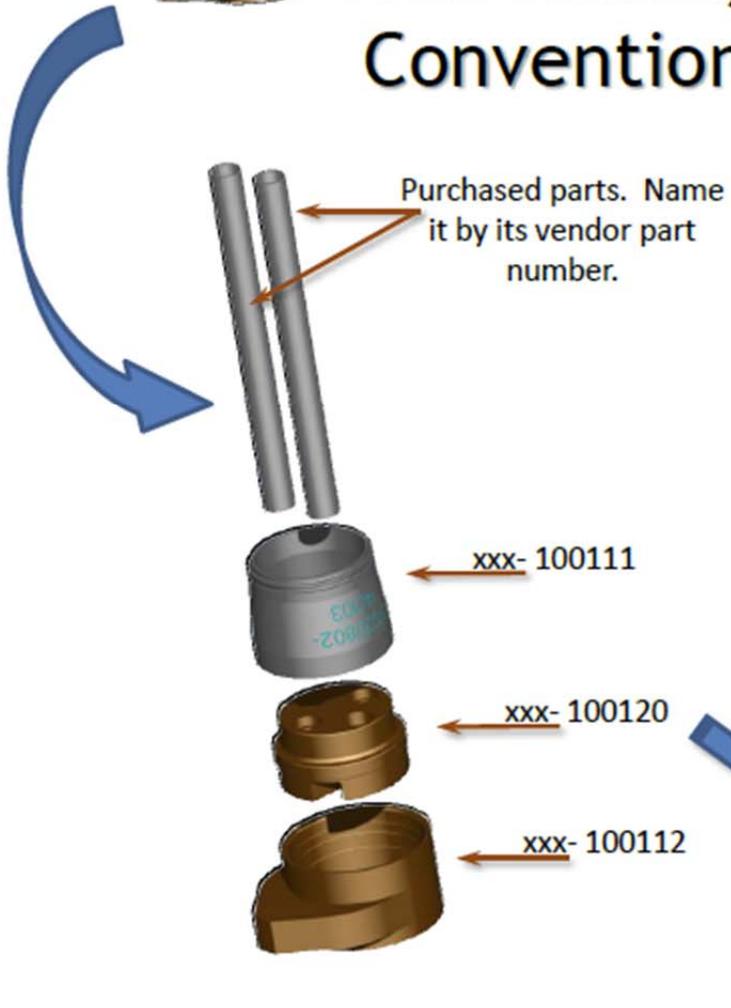

Given the arbitrary nature of these rules, consult the DCN that you first made when you took out your LDN. That document will tell you what the drawing number should be.

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xxx- 100101 Even though this is an assembly (a bought flange that is further machined), you can give it a part's LDN as it is in itself one entity.

xxx- 100102

xxx- 100110 This is a real sub-assembly. Try to end any assemblies with at least one "0".

Full assembly: Pick an LDN that reflects the depth of possible sub-assemblies and such a small collection of subcomponents. Ex] xxx- 100100

LDN Naming Convention

Purchased parts. Name it by its vendor part number.

xxx- 100111

xxx- 100120

xxx- 100112

xxx- 100121

Purchased Part

So, the LDN portion of the naming convention breaks down like this:

xxx- 100100 (upper level assembly)
  - 100101
  - 100102
  - 100110 (sub-assembly)
      - 100111
      - 100112
      - 100120 (sub-assembly's sub-assembly)
          - 100121

Note: If you have more than 10 subcomponents to an assembly, just keep right on numbering them. (xxxx08, xxxx09, xxx10, xxxx11, etc.) For your first sub-assembly you might pick xxxx20 as your LDN (if there's enough room under that for all its subcomponents...)
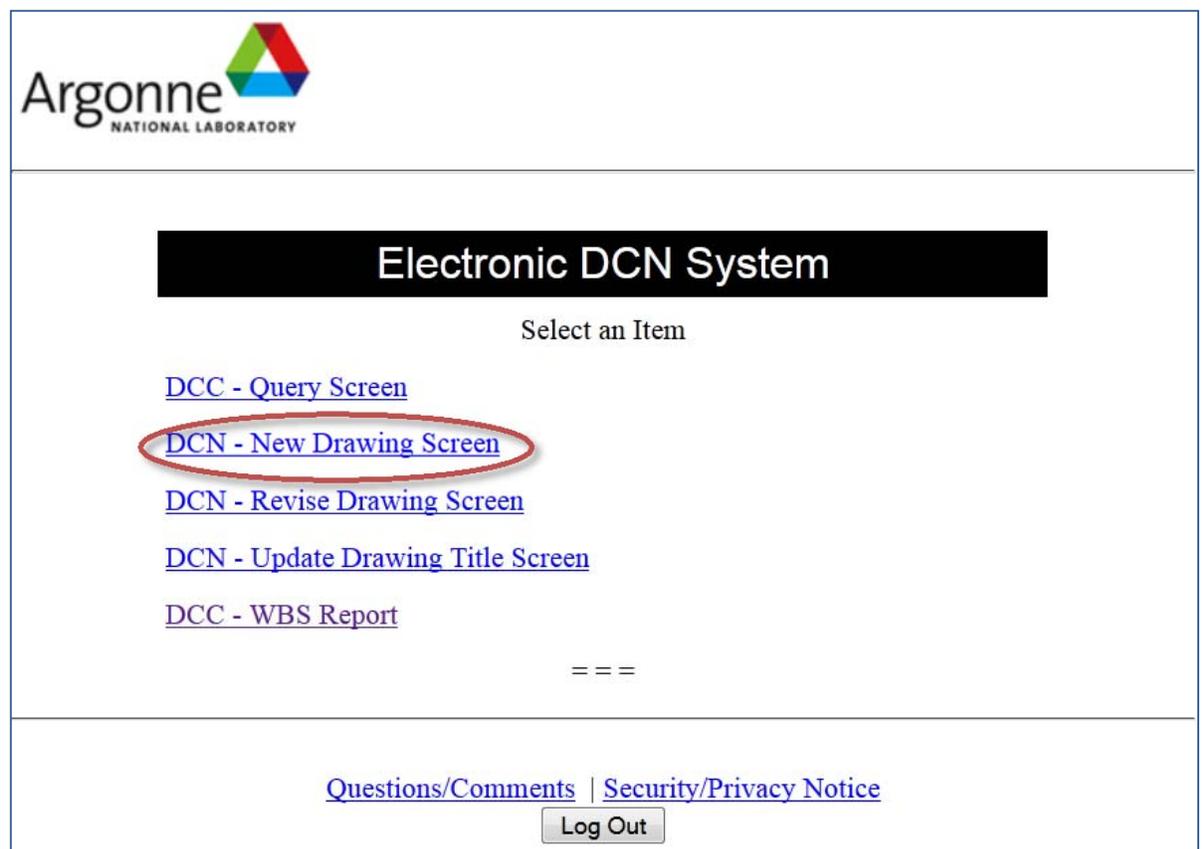
E-DCN - Taking out NEW Numbers

As the E-DCN system is not editable after a final '**Commit**' button is pressed, you usually save this step for the end of your designing effort. Once they've been taken out, LDN's take an Act of Angela to correct or obsolete any numbering mistakes. So best practice is that if you are at this point, you KNOW your assembly structure, your file titles, and your drawing sizes. It's also a good thing to know what block of numbers are available for your use. If you try to enter an LDN that already exists, the system will spit up an error message to that effect. Do a Query first. And *pleeeease*, don't take out the next biggest 6-digit number like 300000 just because 210000 was used! Consider the breadth of your assembly and choose wisely. It might also behoove you to do a quick check in Windchill to see if someone is not also similarly inclined towards your proposed numbers. (It's happened…) Remember, *Act of Angela* to change things DCN-related. One more thing: know the badge number of the engineer for whom you're doing this. It's on the test later…

If you had to click on the '**Main Menu**' link, you're sent to a page that looks like:

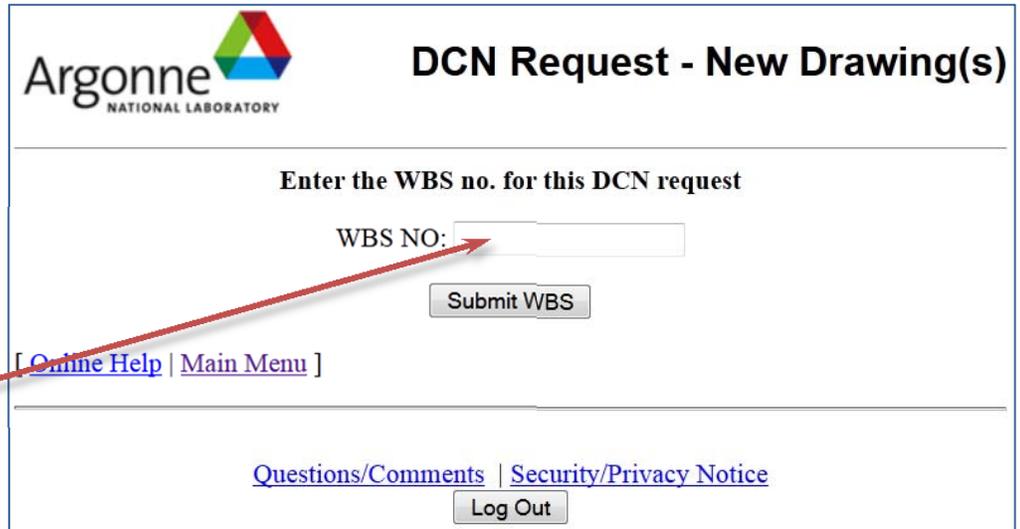Click on the link that's circled here.

Pretty straight-forward…

1. First window:

Usually, this is provided for you either on the IDP or by the engineer because they have a better understanding of where they want these drawings to fall in the structure of things.
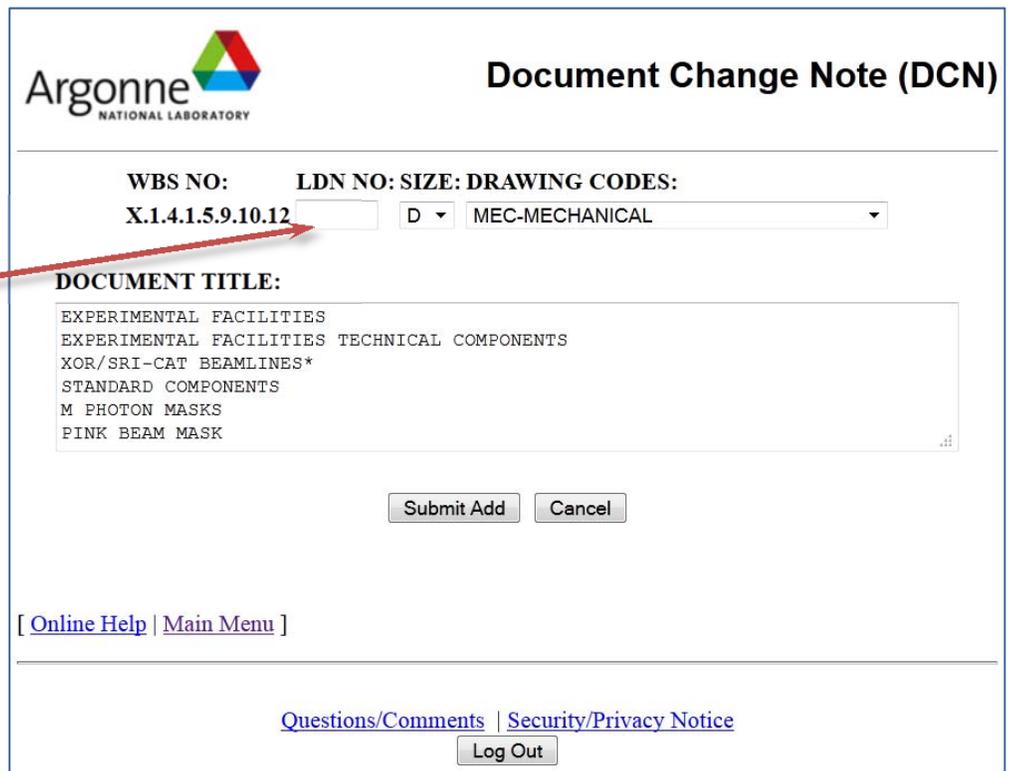
Enter that info here

Ex] x.1.4.1.5.9.10.12

The case of the 'X' doesn't matter.

DCN Request - New Drawing(s)

Enter the WBS no. for this DCN request

WBS NO: [_____]

[Submit WBS]

[Online Help | Main Menu]

Questions/Comments | Security/Privacy Notice
[Log Out]

2. Second window:

You choose the LDN structure for your files. Please base it on your assembly structure!

The things you set here are LDN's, drawing size for that particular LDN, and the specific title (usually just messing with Title4 and Title5, the 4th and 5th lines respectively). You can't leave a 6th as there is no metadata equivalent in either our formats or Windchill itself.

Document Change Note (DCN)

WBS NO: LDN NO: SIZE: DRAWING CODES:
X.1.4.1.5.9.10.12 [____] D ▼ MEC-MECHANICAL ▼

DOCUMENT TITLE:

```
EXPERIMENTAL FACILITIES
EXPERIMENTAL FACILITIES TECHNICAL COMPONENTS
XOR/SRI-CAT BEAMLINES*
STANDARD COMPONENTS
M PHOTON MASKS
PINK BEAM MASK
```

[Submit Add] [Cancel]

[Online Help | Main Menu]

Questions/Comments | Security/Privacy Notice
[Log Out]

Notes about this page… The first two lines tend to be redundant redundant. In this instance, I'd delete the first line entirely, and as '**Standard Component**' is not particularly descriptive, I'd rid my drawings of that one too, in order to make room for *pertinent* titles. It's also an acceptable practice to piggyback short titles onto the same line if necessary. Like the 5th and 6th in the above example. I'd make one line of "M PHOTON MASKS / PINK BEAM MASK" if I needed a line. Also, drawing sizes default to D-sized. Please change that to reflect the size used in your drawing for this LDN. The 'MEC-Mechanical' is a default and we hardly ever change that.

3. Upon hitting the above '**Submit Add**' button the first time, you get the following:

Note the directions here. They're very helpful.

If upon looking over this page, you notice you made a mistake, click on the LDN's link to correct it. *Please note, when you choose to Update an LDN, the drawing size will default back to D whether or not you chose that originally.*

If you have more than one LDN to take out, you hit the "**Add**" button.

When you're done taking out all the LDN's that belong on this DCN, hit the "**Done Details**" button.

3.5 So, if you had three LDN's to take out, the page would eventually look like this:

If those are all the numbers you needed, click the "**Done Details**" button.

4. This sends you to the **Header Information** page (or the **Save** page), which is the second-to-the-last chance to correct mistakes to LDN names and/or sizes (*by hitting your browser's Back button*).

Never found out what the "Originator" was… so enter your own badge number for it**.**

Remember when you were told to note your engineer's badge number? This is why. Enter it here.

Enter *your* badge number.

Enter *fitting* comments…

Hit the "**Save**" button.

If you find yourself on the same page, check for any error messages above the table. The system won't let you leave if you entered badge numbers that are invalid or if you neglected to enter a reason for taking the LDN's out.

5. The **Insert Detail** or the **Commit** screen. This particular window is strictly review, a last chance to look over what you've entered. Please note the verbiage above the table. Once you hit the **Commit** button . . . *Act of Angela.*

Once committed, you get one or the other of the following (a pdf-version or the system's web-page output). If in doubt of the translation of WBS-Index-speak to an actual drawing number, these pages will tell you what your drawing number should be. You'll also find your A-number and your DCN with titles and LDN's.

Advanced Photon Source
Document Change Note (DCN)

DCC Fax #: (630) 252-4240

Date: 07/18/12
Page: 1 of 1

Note: Use This Form to initiate a new document or change an existing document. (See CR Procedures)

DCN: 120712-01

Designer: GIVENS, MICHELLE   Engineer: MORRISON, LEONARD   Originator: GIVENS, MICHELLE
Date: 12-JUL-12

Reasons For Changes: DC Current Transformer placed in Sector 36 needed the usual horizontal ray

List Affected Documents: (Use Continuation Sheet, If Required)

Document Title	Type	Size	New Drawing(s)/ Revisions(s)	Complete Document Number	New Rev
STORAGE RING TECHNICAL COMPONENTS	MEC	D	X.1.3.1.3.8	310308 - 920041	00
SR VACUUM ABSORBERS			LDN 920041	A4931300	
X-RAY RAY TRACING					
UNDISPLACED SECTOR-36 DCCT LAYOUT					
BEAM OFF ORBIT: +13MM +4.62MRAD					
STORAGE RING TECHNICAL COMPONENTS	MEC	D	X.1.3.1.3.8	310308 - 920042	00
SR VACUUM ABSORBERS			LDN 920042	A4931400	

Document Detail

Argonne
NATIONAL LABORATORY

DCN #: 120712-01   Revise Date: 12-JUL-2012 Facility Doc #:   Drawing #: 310308-920043
LDN #: 920043   Status: P   Category: DW   Sub Category: MEC
Size: D   As Built Flag: N   Prototype: Creation Date: 12-JUL-2012
DCN Date: 12-JUL-2012   WBS #: X.1.3.1.3.8   WBS Name: SR Vacuum Absorbers

CAE #: A49315 CAE Rev #: 00
Doc #: 159   Doc Rev #: 00

Badge / Originator   Badge / Designer   Badge / Engineer
52159 / GIVENS, MICHELLE 52159 / GIVENS, MICHELLE 41170 / MORRISON, LEONARD

Document Title(s)
1. STORAGE RING TECHNICAL COMPONENTS
2. SR VACUUM ABSORBERS
3. X-RAY RAY TRACING
4. UNDISPLACED SECTOR-36 DCCT LAYOUT
5. BEAM OFF ORBIT: -13MM +4.62MRAD

Change Reason(s)
1. DC Current Transformer placed in Sector 36 needed the usual horizontal ray tracings

[Online Help | Main Menu]

Post-Notes:

1. The titles themselves are about the only thing editable once you've committed to taking out the LDN. If you found your title has changed or you misspelled something, just go back to the **Main Menu** and choose "**DCN – Update Title Drawing Screen**" and correct it.

2. As far as I know, in the steps before committal, there is no way to remove an LDN you've proposed to take out. You can change it into a number you *do* want, but you cannot remove the entry from your list of drawing numbers. You have to go back to the beginning and shorten your list. This is one reason to know structure and available numbers beforehand.