

# CAFAM - TECH NOTES NO 24

## 27 Aug 2011

### MANAGING BETTER PDF VIEW OF DOCS FROM WITHIN CAFAM

#### 1. INTRODUCTION

CAFAM supports a direct link to PDF files that pertain to the Screen in use. For example (and for the purpose of the explanation) let's take the PDF button visible in the Edit of a Job Number screen. If the system is set up correctly, clicking this button will link to and display the PDF image of the Work Pack. Refer to Technote 22 for setting the basic system up if not already done. The purpose of this Technote is to explain a recent feature that has been added to support the better management of the PDF documents where sub- folders can be used to hold fewer PDF documents and not "overload" one single folder.

#### 2. SETTING IT UP

1. Create subfolders set-off from the main primary folder labelled as follows:

##### WORKPACKS

###### Main Folder

\WRK\_PDF

###### Sub folder (First 3-digits)

\051

(ie.groups all job number that are "051xxxxx")

\052

(would mean all the job number "052xxxxx")

##### GRNs

###### Main Folder

\GRN\_PDF

###### Sub folder (First 2-digits)

\A1

(ie.groups all the GRNs that are "A1xxxx")

\A2

(ie.groups all the GRNs that are "A2xxxx")

2. Now when you scan and save your images, use the appropriate folder to store the saved files:

##### WORKPACKS

###### Folder

\WRK\_PDF\051\

###### Scanned files examples

051235/HG, 051235/HG, 051236/HG i.e. all Jobs "051xxxx"

##### GRNs

###### Folder

\GRN\_PDF\A1\

###### Scanned files examples

A13456, A13457, A13458 i.e. all GRN's "A1xxxx"

3. Using the above logic, the program will automatically "look" for the scanned file in the appropriate sub-folder.
4. Note that the above actual Job numbers and GRNs are only examples used for explanation purposes. Your own Job numbers and GRNS will need to be set to conform to the concept as outlined above

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