

Fermilab

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To: All BDMS Designers and Drafters and Customers/Requestors 21-Apr-2003
From: Tony Parker
Subject: BDMS Drafting Time Requests (DTR)

Purpose: This document describes the method used for submitting requests for Drafting Time. An MS Word form is available for use in generating all requests for Drafting Time. All BDMS customers are required to submit a DTR so that BDMS management may schedule our available resources, and so we have a record of what our time was spent on. PDF versions of the DTR forms will be available online via links on the [BDMS Job List](#) available from the www-bdmscad.fnal.gov website in the PROJECTS area.

Naming Convention: All DTR forms will be assigned a number by drafting management. The forms will be named using the following format: BDMS_DTR-###.####.doc and .pdf. ###.#### will match the Job number assigned to each request.

Numbering Convention: Job numbers will be assigned using a simple numeric value. The numbers 1 through 99 will be reserved for generic usage like Training, Vacation etc. Actual project related job numbers will begin at 100.0000. Sub-tasks defined during the life of a job will be assigned numbers within the related Sub-task range Example: job 100.0000 may contain additional Sub-tasks. Additional levels of tasks will be numbered to relate to the next higher level of task. Example: 100.0010, 100.0020, and 100.0030. This will allow for 9999 Sub-tasks per job, which should be sufficient. This may sound like overkill but it might make sense to assign a job number to a large area of a project and group many related tasks under this heading. When assigning sub-task numbers you should leave a gap of 5 to 10 so that additional tasks may be inserted.

Instructions: All first level Job numbers require a Drafting Time Request (DTR) form.

Designated users will share responsibility for adding Sub-tasks to major project efforts as the Project scope and assignments evolve. The Sub-tasks may or may not require an actual Drafting Request; this need will be determined on an individual basis.

Setup the DTR form: The forms are available from Beamssrv1 and may be setup for use in Word using one of the following methods.

1. Preferred Method

2. Start MS Word
3. Select Tools - > Options -> File Locations -> Workgroup templates
4. You need the path to be [\\Beamssrv1\mechdrft.bd\public\BDMS Word Templates](#)
Select the Modify button and enter the path or browse to the location by choosing My Network

Places, Entire Network, (select entire contents), Microsoft Windows Network, Beams, Beamsrv1, mechdrft.bd, public, BDMS_Word_Templates

5. Select OK to close the Modify Location Dialog, and Select OK to close the Options Dialog.
6. Test the modification by selecting File -> New -> General. The DTR template should be listed, currently named DraftingTimeRequest_v2.dot, the v2 may change but using this method any updates will automatically be available.

1. Alternate Method

2. For people without access to the BDMS_Word_Templates directory, or if you already have a defined Workgroup templates area, you can copy the DraftingTimeRequest_v2.dot file and place it in your templates directory. This could also be your Workgroup templates area.
3. If you utilize this method, please let me know so that I can maintain a list of copies for the template. In case of revisions to the form I can distribute an updated template.

Using the DTR form:

1. Start a new document by selecting File -> New -> General, Select the DraftingTimeRequest template, Make sure Create new Document is selected, not Create new Template.
2. You should see the following displayed:

Drafting Time Request		Job Number: BDMS-0.0000	
Fermilab National Accelerator Laboratory Beams Division Mechanical Support Department			
Requestor Section – Requestor, fill in this section and the Description section.			
<i>Requestor:</i>	Enter Name	<i>Phone / Pager:</i>	Enter Extension
<i>Requestor's Location:</i>	Enter Location	<i>E-mail:</i>	Enter Email
<i>Request Date:</i>	22-Jan-2003	<i>Budget Code:</i>	Enter Budget
<i>Required Completion Date:</i>	01-Jan-2003	<i>Estimated Time Required:</i>	Enter Time Est.
Drafting Section – This section for Drafting Management use.			
<i>Assigned to Primary:</i>		<i>Date Assigned:</i>	01-Jan-2003
		<i>Date Completed:</i>	01-Jan-2003
Description of required work, include references for any new drawing titles, project, and special requirements. Include reference to any existing Parent Job Number if applicable. A member of the BDMS Drafting Group will meet with Requestor to discuss details for scheduling and Job Number			
Enter Job Description			

3. Use the TAB key to navigate from field to field, the active field will display with a solid black background. You can also double-click on any field to activate it, make sure the background is displayed as solid black before entering data. As the requestor you need to supply information for the fields located in the Requestor Section, and enter a description of the work to be performed. A member of the BDMS CAD Group will contact you for additional information required to schedule the job.
4. Some hints for working with Word forms. As always, you can look at the Help in word, but basically you need to make sure the field background is solid black when you edit the value. If the

field is not correctly selected your text will appear with the default displayed text. All dates are in the format DD-MMM-YYYY as shown, you can enter any valid word date format and it will display correctly. The Request Date is an auto-entry field and will show the current date.

5. The form fields are displayed with non-printing gray shading. If after editing a value it does not display shaded, you have deleted the field and entered plain text. This is incorrect, open a New document using the DTR template and fill it in, you can cut-and-paste data from the incorrect form. This is important since we will eventually want to load the field data from all DTR documents into a database.
6. After you have filled in the form, Select File -> Send to -> Mail Recipient (as attachment), which will start your mail program. Send the document to awparker@fnal.gov and dschmitt@fnal.gov