

Subject: ILC-EDMS training on April 18-19 at FNAL  
From: N.Toge <toge@lcdev.kek.jp>  
To: pmedr at fnal.gov, attendants  
Cc: relevant managers  
Date: Mon, 14 Apr 2008 00:04:29 +0900 (JST)

Dear Colleagues,

I am forwarding a message from Lars Hagge and Silke Eucker concerning the ILC-EDMS training on April 18-19 (for ML-related colleagues) at FNAL. My apologies in advance if you receive the same message in duplicates.

The venue of the workshop is Fishtank of FNAL high-rise (13F, I think). Maxine will be readying that area.

Please, direct your responses or inquiries to [ilc-edms-support at desy.de](mailto:ilc-edms-support@desy.de) and to [toge at lcdev.kek.jp](mailto:toge@lcdev.kek.jp).

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Dear ILC-EDMS workshop attendees:

With this e-mail, we would like to provide you with information about the upcoming ILC-EDMS-workshop at FNAL on April 18-19th.

First of all: \*

The objective of this workshop will be to make as much of the existing documentation available in the ILC EDMS as possible.

- We expect that lots of official (and also less official, but nevertheless important) documentation should be existing from the preparation of the RDR, and it is the goal of the workshop to jointly upload all these documents to the ILC EDMS. For this reason,
- it is essential that you prepare lists of all the documentation you know of, and make sure that you can access these documents while you are at FNAL.
- Instructions on how to prepare for the workshop are listed below.

During the two-day ILC EDMS workshop, you will be introduced to the ILCEDMS. You will learn how to find and how to upload documents, and we will have enough time to jointly practice uploading of lots of documents. In addition, you will learn how to view and analyse 3D CAD models and technical drawings (of the cryomodels), and you will learn how to create Web-links to documents in the ILC EDMS.

We have prepared a preliminary agenda, which can be adjusted on demand during the session:

Friday, April 18th, session start at 10:00 am

10:00 - 12:00 EDMS I: Introduction to EDMS, search and navigate  
12:00 - 13:00 Lunch break  
13:00 - 14:00 EDMS II: How to upload documents  
14:00 - 16:30 Practice: Document upload to the ILC EDMS production system

Saturday, April 19th, session start 09:00 am (tbc on Friday)

09:00 - 10:30 EDMS II (continued): More EDMS features, e.g. relations,  
workflows and lifecycles  
10:30 - 12:00 Practice: Document upload to the ILC EDMS production system  
12:00 - 13:00 Lunch break  
13:00 - 14:00 EDMSdirect: Linking to EDMS-documents from the Web  
14:00 - 16:00 3D-CAD viewing with the iSeries Viewer  
16:00 - 16:30 Wrap-up

Here are some \*guidelines for you how to prepare for the workshop\*:

1. We expect that you are using your own laptop during the training. You have to be able to connect your laptop to the Internet at Fermilab. Please make sure that your laptops are on the Web at the beginning of the first session, so that the training can start on time.
2. As said before, the goal of the workshop is to upload documents. Please investigate thoroughly which documents of yours are relevant beyond your personal work: Create a list of documents you plan to upload, and make sure that you are able to access the documents from FNAL. If in doubt, bring them along on a USB stick, CD ROM, or on your local hard disk.
3. For preparing the workshop, it would be very helpful for us to know in advance what kind of documents you intend to upload. If you can manage, please \*send an e-mail to ilc-edms-support at desy.de and tell us about your plans\*. If your documents are already somewhere on the web, please send us the URL.- Thanks in advance for your support.
4. For the session "3D-CAD viewing with the iSeries Viewer", we provide software that has to be installed on your laptops. For this, you have to be an administrator on your laptop. Please make sure that you have administrator rights on your laptop, as otherwise you will not be able to install and use the 3D viewer.

We are looking forward to having this ILC-EDMS training session with you at FNAL!

With best regards,

Silke Eucker

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