Teamcenter Training for AD/MSD Technicians

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Basic Use of Teamcenter

• Open Teamcenter through Citrix
• Tour of My Teamcenter
• MSD Procedures (known ADDPs)
• Search by Part Number
• Search by Name
• View Drawing
• FNAL Standard Parts Folder
• Training Material
Open Teamcenter in Citrix

- In your computer’s Internet browser, type https://tcxen.fnal.gov

- Type in your Fermi Domain username and password (the one you use to log into your computer)

- Click on the Apps button
In Citrix

• Click on TC – PROD icon to start (short for Teamcenter Production)

(The apps in your Citrix Receiver may be different)
Starting Teamcenter for the First Time

• Click OK on the standard Windows login

• You should see a progress dialog as it starts, followed by a prompt. Click on Allow Reading Only or Block Access
Log Into Teamcenter

- At Teamcenter login, use your Services account username and password
Extra Teamcenter windows at login

• Upon connection, you should see this window. DO NOT CLOSE THIS UNTIL YOU EXIT Teamcenter

• This window appears as well. You may close this if you like.
Initial Teamcenter Welcome Screen
Note locations: Home tab, Various views, Search box
Tips when in Teamcenter

• Teamcenter is a database. The symbols and titles that you see are essentially links to the items (documents, drawings, etc)
• NEVER use the Delete key or Delete button – there is no going back to recover the item that is deleted
• Instead, use the Copy / Paste functions to adjust your Home directory. This will not delete the actual item
Search for “MSD [EngrDoc] Procedure” Folder

- Pull down menu next to Search prompt
- Click on “Advanced”
- Pull down menu at “Select a Search” icon (3rd from left)
- Click on “General”
Search for “MSD [EngrDoc] Procedure” Folder (cont’d)

- Click on “Clear all fields” icon (looks like a pencil eraser)
- In “Name:” space, type “MSD [EngrDoc] Procedure”
- Click on green “Search” icon
Highlight folder labeled “MSD [EngrDoc] Procedure”
– Note that the highlighted folder has its owner as Maurice Ball and has a symbol with an up arrow next to the title

- Go to Menu: Edit→Copy
- Click on Home tab
- Click on Home folder
- Go to Menu: Edit→Paste
MSD Procedures (aka ADDPs)

• Click on triangle to the left of the folder title to see list of released (approved) ADDPs
• Note folder that holds legacy ADDPs
• To view/print document
  – Click on triangle to the left of the title until you see MS Word or Acrobat icon for the document
  – Double click on the document – this opens up the application
  – View/print from the application
Search Drawing or Document by Part Number

• Enter Part Number in Search area
• Click on green icon
• Drawing part numbers:
  – F1*
  – F09*
  – FC* (common, off-the-shelf items that have a 3D model but do not typically have a 2D drawing)
• Document part numbers
  – ED*
• Part number needs to be exact or with an asterisk
  – No spaces
Search Drawing or Document by Name

• Follow slides 11-12 to get to “Name” space in General Search
• Type in name without quotes to search for words/phrase in any part of the name
• This is an advanced search which may or may not be successful. Strongly advise searching by part number
Viewing a Drawing

- Click on Design Item (Yellow block icon)
- Released drawing (checkered flag)
- Double click on PDF icon
  - Automatically opens Adobe Acrobat (can print from there)
  - Also shows in Viewer tab
Follow slides 11-12 to get to “Name” space in General Search
Type in “FNAL Standard Parts” (no quotes required)
Highlight folder labelled “FNAL Standard Parts”
  - Note that the highlighted folder has its Owner as Don Mitchell
Go to Menu: Edit→Copy
Click on Home tab
Click on Home folder
Go to Menu: Edit→Paste
Training Material

- Expand “FNAL Standard Parts” folder
- “Orientation/Processes” folder
- “Video Training Sessions” folder
  - TC Fundamentals – Parts 1 & 2
  - Advanced Searching
- View “Advanced Searching”
  - first 5 min.
  - Search by part number
  - Search by name