



Agile Product Lifecycle Management

Agile Drive User Guide

v9.3.1

Part No. E16499-02

March 2013

Copyright and Trademarks

Copyright © 1995, 2013, Oracle and/or its affiliates. All rights reserved.

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

If this software or related documentation is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, the following notice is applicable:

U.S. GOVERNMENT RIGHTS

Programs, software, databases, and related documentation and technical data delivered to U.S. Government customers are "commercial computer software" or "commercial technical data" pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, the use, duplication, disclosure, modification, and adaptation shall be subject to the restrictions and license terms set forth in the applicable Government contract, and, to the extent applicable by the terms of the Government contract, the additional rights set forth in FAR 52.227-19, Commercial Computer Software License (December 2007). Oracle USA, Inc., 500 Oracle Parkway, Redwood City, CA 94065.

This software is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications which may create a risk of personal injury. If you use this software in dangerous applications, then you shall be responsible to take all appropriate fail-safe, backup, redundancy and other measures to ensure the safe use of this software. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software in dangerous applications.

Oracle and Java are registered trademarks of Oracle Corporation and/or its affiliates. Other names may be trademarks of their respective owners.

This software and documentation may provide access to or information on content, products and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third party content, products and services. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third party content, products or services. The RMW

product includes software developed by the Visigoth Software Society.

CONTENTS

Copyright and Trademarks	ii
Introducing Agile Drive.....	1
What you can do with Agile Drive	1
What you cannot do with Agile Drive	2
Definitions.....	3
Structure of Agile Drive 931.....	3
Setting up the Agile Drive	5
Environment	5
Deployment Architecture.....	5
Enabling Agile Drive in Java Client	6
Configuring Agile Drive Settings.....	6
Platform Settings	7
Optional Settings.....	8
Mapping Agile Drive.....	8
On Windows XP System	8
On Windows VISTA System	9
On Macintosh System.....	10
On GNOME Linux System	10
On KDE Linux System	11
Using the Agile Drive.....	13
Searching for Agile Objects	13
Working with Files and Folders	15
Opening files in Agile Drive	17
Tracking Versions	17
Traversing Item Revisions	19
Traversing a Bill of Material.....	20

Preface

Oracle's Agile PLM documentation set includes Adobe® Acrobat PDF files. The [Oracle Technology Network \(OTN\) web site](http://www.oracle.com/technetwork/documentation/agile-085940.html) <http://www.oracle.com/technetwork/documentation/agile-085940.html> contains the latest versions of the Agile PLM PDF files. You can view or download these manuals from the web site, or you can ask your Agile administrator if there is an Agile PLM Documentation folder available on your network from which you can access the Agile PLM documentation (PDF) files.

Note To read the PDF files, you must use the free Adobe Acrobat Reader version 9.0 or later. This program can be downloaded from the [Adobe web site](http://www.adobe.com) <http://www.adobe.com>.

The [Oracle Technology Network \(OTN\) web site](http://www.oracle.com/technetwork/documentation/agile-085940.html) <http://www.oracle.com/technetwork/documentation/agile-085940.html> can be accessed through **Help > Manuals** in both Agile web Client and Agile Java Client. If you need additional assistance or information, please contact My Oracle Support (<https://support.oracle.com>) for assistance.

Note Before calling Oracle Support about a problem with an Agile PLM manual, please have the full part number, which is located on the title page.

TTY Access to Oracle Support Services

Oracle provides dedicated Text Telephone (TTY) access to Oracle Support Services within the United States of America 24 hours a day, 7 days a week. For TTY support, call 800.446.2398. Outside the United States, call +1.407.458.2479.

Readme

Any last-minute information about Agile PLM can be found in the Readme file on the [Oracle Technology Network \(OTN\) web site](http://www.oracle.com/technetwork/documentation/agile-085940.html) <http://www.oracle.com/technetwork/documentation/agile-085940.html>.

Agile Training Aids

Go to the [Oracle University web page](http://www.oracle.com/education/chooser/selectcountry_new.html) http://www.oracle.com/education/chooser/selectcountry_new.html for more information on Agile Training offerings.

Accessibility of Code Examples in Documentation

Screen readers may not always correctly read the code examples in this document. The conventions for writing code require that closing braces should appear on an otherwise empty line; however, some screen readers may not always read a line of text that consists solely of a bracket or brace.

This documentation may contain links to web sites of other companies or organizations that

Oracle does not own or control. Oracle neither evaluates nor makes any representations regarding the accessibility of these web sites.

Introducing Agile Drive

This chapter includes the following:

▪ What you can do with Agile Drive	1
▪ What you cannot do with Agile Drive	2
▪ Definitions	3
▪ Structure of Agile Drive 931	3

Agile Drive is a system of managing the file attachments of Agile objects from your computer system in the form of files and folders, without requiring you to invoke Agile PLM application. It connects Agile's Distributed File Manager as a network place on your system, thus enabling Explorer like operations, such as copy or delete, on file attachments of Agile objects. It simplifies file management, leveraging existing intuitive client applications, like Explorer, Mac Finder, etc.

What you can do with Agile Drive

With Agile Drive, you can carry out the following:

1. Work on **Files**, such as documents, drawings, etc., associated with Agile objects as File Attachments in Agile PLM System
 - **View a File:** Opens a file directly from an Agile Drive folder to view it in its native application, without downloading or checking out.
 - **Save a File:** Saves a file directly in an Agile Drive folder, thus creating a File Attachment to the corresponding Agile object in the Agile PLM System.
 - **Edit a File:** Edits a file in its native application directly from an Agile Drive folder without downloading or checking out. To create a new version, save it as a new file.
 - **Create a File:** Creates a new file in Agile Drive using drag and drop from a non-Agile Drive.
 - **Delete a File:** Deletes a file from an Agile Drive folder using **Delete** key, which in turn deletes the File Attachment from the corresponding Agile object in the Agile PLM System.
 - **View File Properties:** Views file properties, such as data of creation, date of last modification, size, etc. Right-click a file in the Agile folder to locate View File Properties.
 - **Add a File:** Adds a file from your local drive, or any non-Agile network drive, into an Agile Drive folder. Agile Drive stores this file as a File Attachment to the corresponding Agile

object in Agile PLM system. Agile Drive creates a version of every file that you add (this applicable only for Design and File Folder objects). You can choose either the Drag-Drop option or Copy-Paste option to add a file.

- **Move a File:** Moves a file from Agile Drive folder. You can cut and paste a file from Agile Drive folder. Agile Drive creates a version of every file that you remove (this is applicable only for Design and File Folder objects).
- **Copy Files:** Copies files from a non-Agile Drive folder into an Agile Drive folder, and vice-versa. Drag and drop the required file.

2. Work on Folders

- **View Folder Properties:** View file properties, such as number of files within, etc., of an Agile Drive folder by selecting **Properties** from right-click menu.

What you cannot do with Agile Drive

This release of Agile Drive does not support the following functionalities:

File Functions

- Save a file to a folder on the Agile Drive. However, you can use **Save As** option to save a file under different name.

Note Save As action does not function with Non -Microsoft clients.

- Rename a file
- Check-in files from Agile Drive folders
- Check-out files into Agile Drive folders
- Create files in Agile Drive folder
- Extract data out of an uploaded file in Agile PLM
- Undo operations

Folder Functions

- Create Agile Drive folders
- Copy-Paste or Drag-Drop an Agile Drive folder into another Agile Drive folder
- Copy-Paste or Drag-Drop a non-Agile Drive folder to an Agile Drive folder
- Rename an Agile Drive folder

Business Functions

- Affected Items & BOM revisions rendering only for ECOs
- Design Structure expansion
- Workflow approvals

- Status change
- No display of Application data (Cover page/P2/P3)
- PPM Content tab is not supported.

Definitions

Name	Descriptions
Agile Drive	The Agile Drive is a file system that helps manage the files attached to objects in the Agile PLM System. It is a logical representation of the Agile PLM objects and their associated attachments.
Agile object	An Agile object is an entity defined in Agile PLM that groups a set of attributes and relationships related to that object. Some of these objects are Item, Folder, etc.
Agile PLM folder	An Agile PLM folder is a folder in Agile PLM system that holds attachments of other Agile objects, such as Item, Change Order, etc. Agile PLM folder is also treated as an independent Agile object.
Agile Drive folder	An Agile Drive folder represents an Agile object on your system.
non-Agile Drive folder	A folder on your system drive or any network drive other than Agile Drive.

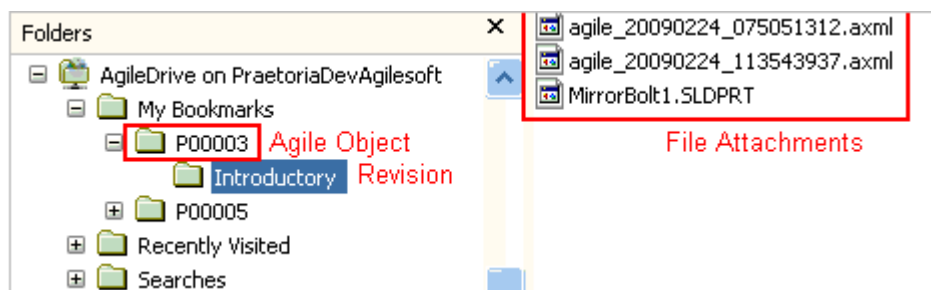
Structure of Agile Drive 931

Agile Drive displays Agile objects as folders, and its Attachments as files in these folders. This can best be understood by referring the two pictures given below.

Entity	In Agile PLM System	In Agile Drive
Part	A Part is an Agile object. Example - P00003	A Part is a folder, called as Agile Drive folder, named after the Agile object it represents. Example - P00003
Revision	A Revision is a state of an Agile object. Example - Introductory	A Revision is a Sub-folder, again called as Agile Drive folder, named after the Revision state of the Agile object it represents.

Entity	In Agile PLM System	In Agile Drive
		Example - Introductory
Attachments	<p>An Attachment is a file associated to an Agile object.</p> <p>Example</p> <ul style="list-style-type: none"> - agile_20090224_075051312.xml - agile_20090224_113543937.xml - MirrorBolt1.SLDPRT 	<p>An Attachment is a Agile Drive file contained in an Agile Drive folder. The name of this Agile Drive file is exactly the same as that of corresponding Attachment.</p> <p>Example</p> <ul style="list-style-type: none"> - agile_20090224_075051312.xml - agile_20090224_113543937.xml - MirrorBolt1.SLDPRT

Agile Drive: An Agile Object and its File Attachments in Agile Drive



Setting up the Agile Drive

This chapter includes the following:

▪ Environment	5
▪ Deployment Architecture	5
▪ Enabling Agile Drive in Java Client.....	5
▪ Configuring the Agile Drive Settings	6
▪ Mapping Agile Drive.....	8

Environment

You can map Agile drive on the following operating systems:

- Microsoft Windows XP
- Microsoft Windows Vista
- Mac OSX
- Linux GNOME
- Linux KDE

Deployment Architecture

- XML based request/response model
- Customized version of Tomcat 6.0 Web DAV Servlet
- Supported on most platforms
- Deployed on File Manager instance as a new Web Application
- Communicates with Application Server for object meta data
- Caching for better performance

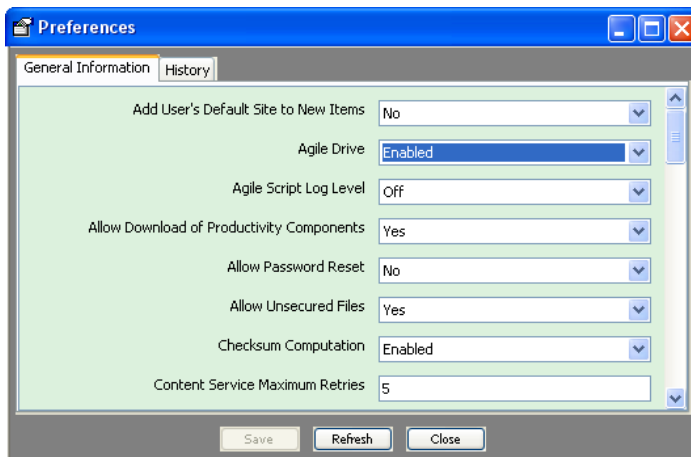
Enabling Agile Drive in Java Client

When you deploy Agile PLM, the Agile Drive is set as **Disabled** by default. To use Agile Drive, ensure to enable it in Java Client.

To enable Agile Drive:

1. In Java Client, go to **System > Preferences**.
2. From the Agile Drive dropdown list, select **Enabled**.

Note By default, Agile Drive is set to Disabled.



Once you enable the Agile Drive, the access will be Read-only. To change the access to Read-Write, see [Configuring the Agile Drive Settings](#) on page 6.

3. Restart all Distributed File Managers.

Configuring Agile Drive Settings

As an Administrator, you have to set the property 'readonly:mode' as **FALSE** in the **settings.conf** file located at [\\<Server>:<Port>\webdav\WEB-INF\classes](#)

Name	URL		Description
app.server.url	<a href="http://<Server>:<Port>/Agile/RMIServlet">http://<Server>:<Port>/Agile/RMIServlet		URL of Agile PLM Application Server
file.server.url	<a href="http://<Server>:<Port>/Filemgr/services/FileServer">http://<Server>:<Port>/Filemgr/services/FileServer		URL of Agile PLM File Manager
# User account			
user.name	ifsuser	Agile User ID	

Name	URL		Description
user.pwd	221B758BAAE4C4	Agile User Password Appears in encrypted form	
# Turns on/off read-only mode			
readonly.mode	TRUE	Turns on “Read-only” mode – Does not allow add/delete file actions. Default = “True”	
# Cache Tuning parameters			
cache.reload.interval	2	The number of times a user is required to refresh the view within a short interval to force refresh cache.	
cache.timeout	30	Time to live (TTL) for cache entries. Inactive cache entries are cleaned out from the Agile Drive after 30 minutes. The minimum cache timeout is 20 minutes.	
# Encodes directory names using HTML URL Encoding			
name.encoding	FALSE	Enables HTML URL encoding on folder names.	
# Exclusion Filter - Used to exclude certain file types (for all users) # The specified file types will be filtered out of the file list # Usage: exclude.filetypes - doc,dwg,prt			
exclude.filetypes	Specify the Files Types that should be filtered out from being displayed. For example, to filter out Word files and show only PDFs, set exclude.filetypes=doc.		
# Max folders to display in results. Applicable to Search Results & BOM. # Minimum Value > 250			
max.rows	1000	Maximum Number of folders. Applicable to BOM and Search results. Minimum value = 250. Maximum value = 5000.	

Platform Settings

1. Microsoft Windows Explorer - XP/Vista

Web Folders Client is bundled in XP/Vista. Download and install Microsoft Web Folder Update KB907306 from

<http://www.microsoft.com/downloads/details.aspx?FamilyId=17C36612-632E-4C04-9382->

[987622ED1D64&displaylang=en](http://support.apple.com/kb/HT1629)

2. MAC OSX Finder

Disable creation of intermediate file store (.DS_Store), which is used for file uploads to work correctly.

<http://support.apple.com/kb/HT1629>

3. IIS Support

Only IIS 6.0 & 7.0 are supported.

Ensure to set the **WebDAV** Web Service Extension to **Allowed**.

Optional Settings

1. Search Timeout

Agile Searches on Windows XP/Vista can timeout after 30 seconds. This is due to the timeout feature of Microsoft Internet Explorer 7.

To increase the Microsoft Client timeout, add a ReceiveTimeout DWORD value with a data value of (<number of seconds>)*1000 in the Registry settings as follows:

HKEY_CURRENT_USER\Software\Microsoft\Windows\CurrentVersion\Internet Settings

Example: If you want the timeout duration to be 8 minutes, set the ReceiveTimeout data value to 480000 (<480>*1000).

Reboot the computer system.

Mapping Agile Drive

On Windows XP System

To map Agile Drive on your MS Windows XP system:

Note You cannot deploy Agile Drive on Windows XP-64 and Windows 7 since they do not contain the web folders component.

1. On the desktop, double-click **My Network Places** icon.



2. Click the **Add a network place** link.

3. In the *Add Network Place Wizard*, click **Next**. Choose a network location.

4. Enter the **IP Address** of server where Agile Drive is deployed, together with its **Port Number** and the **Folder Name**, as follows:

[http://<Host](http://<Host Name or IP Address>:<port>/webdav/) Name or IP Address>:<port>/webdav/

Note Use host name/IP address of web proxy or Tomcat server where Agile Drive is deployed (same as Agile File Manager by default).

Note Contact your Agile Administrator for the IP Address and complete path of Agile Drive.

5. Click **Next**. In the *Connection* window that pops up, enter your Agile PLM **User name** and **Password**.

Note Contact your Agile Administrator for User Name and Agile Drive.

If you do not want the Agile Drive to ask you for User Name and Password each time you connect, check the **Remember my password** check box.

6. Click **OK**. Enter a name for the network place. You can change this name to one of your choice.
7. Click **Next**.
8. Click **Finish**.

The *Agile Drive Folders* window opens up.

On Windows VISTA System

To map Agile Drive on your Windows VISTA system:

1. Click **Computer** in the Start Menu.

In the *Computer* window, click the **Map a Network Drive** Icon.

In the *Map Network Drive* wizard window, click the **Connect to a Web site that you can use to store your documents and pictures** link.

In the *Add Network Location Wizard*, click **Next**. Choose a custom network location.

2. Specify the location of your website.
3. Select **Choose a custom network location**.

Enter the **IP Address** of server where Agile Drive is deployed, together with its **Port Number** and the **Folder Name**, as follows:

<http://<Host Name or IP Address>:<port>/webdav/>

Note Use host name/IP address of web proxy or Tomcat server where Agile Drive is deployed (same as Agile File Manager by default).

Note Contact your Agile Administrator for the IP Address and complete path of Agile Drive.

4. Click **Next**.
5. In the *Connection* window that pops up, enter your Agile PLM **User name** and **Password**.

Note Contact your Agile Administrator for User Name and Agile Drive.

If you do not want the Agile Drive to ask you for User Name and Password each time you wish

to connect, you may check the **Remember my password** check box.

6. Click **OK**. Enter a name for the network location. You may change this name to one of your choice.
7. Click **Next**.
8. Click **Finish**.

The Agile Drive folders window opens.

Note Agile Drive folders do not open in Windows VISTA by double-clicking. *Right-click* on it and select **Open**.

On Macintosh System

To map Agile Drive on the Macintosh system:

1. Select **Connect to Server** from **Go** in *Main Menu*.
2. In the *Connect to Server* window, enter the **IP Address** of the server where Agile Drive is deployed, together with **Port Number** and **Folder Name**, as follows:

<http://<Host Name or IP Address>:<port>/webdav/>

Note Use host name/IP address of web proxy or Tomcat server where Agile Drive is deployed (same as Agile File Manager by default).

Note Contact your Agile PLM Administrator for required data values.

3. Click **Connect**.
4. Enter your Agile PLM **User Name** and **Password**.
5. Click **OK**.

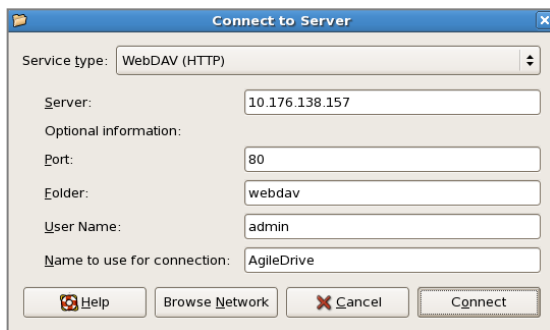
The *Agile Drive folders* window appears.

On GNOME Linux System

To map Agile Drive on the GNOME Linux system:

1. Select **Connect to Server...** from **Places** in the Main Menu.

The *Connect to Server* screen appears.



- Enter the following parameters:

Service type	Select WebDAV (HTTP) from the drop-down list.
Server	Enter the IP Address of the server where Agile Drive is deployed.
Port	Enter Port Number of the server. The default value is 80 .
Folder	Enter webdav in lower case.
User Name	Enter your Agile PLM User Name.
Name to use for connection	Enter any name of your choice.

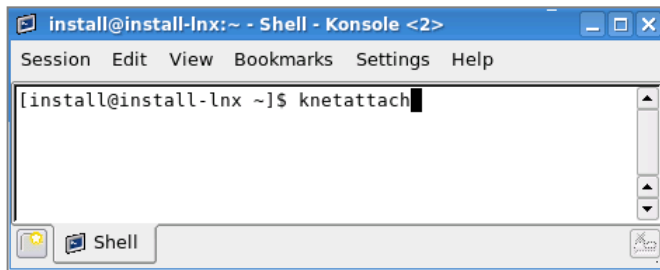
Note Contact your Agile Administrator for required values.

- Click **Connect**.
- Enter your Agile PLM Password and click **Connect**. The Agile Drive default folder window appears.

On KDE Linux System

To map Agile Drive on the KDE Linux system:

- Open *Shell Console* and execute **knetattach**.



- Select **Webfolder (webdav)** and click **Next**.
- Enter the following data:

Name	Enter a name of your choice.
User	Enter your Agile PLM User Name.
Server	Enter the IP Address of the server where Agile Drive is deployed.
Port	Enter Port Number of the server. The default value is 80 .
Folder	Enter webdav in lower case.

Note Contact your Agile Administrator for required values.

4. Click **Connect**. The *Agile Drive Folders* window appears.

Using the Agile Drive

This chapter includes the following:

▪ Searching for Agile Objects	13
▪ Working with Files and Folders.....	14
▪ Opening files in Agile Drive.....	17
▪ Tracking Versions	17
▪ Traversing Item Revisions	19
▪ Traversing a Bill of Material	20

You can access Agile Drive using Windows Explorer, listed under My Network Places. When prompted, log in using your Agile PLM User Name and Password.

For quick access to Agile Drive, you may create a shortcut of Agile Drive on your desktop or create its menu item in the Start Menu.

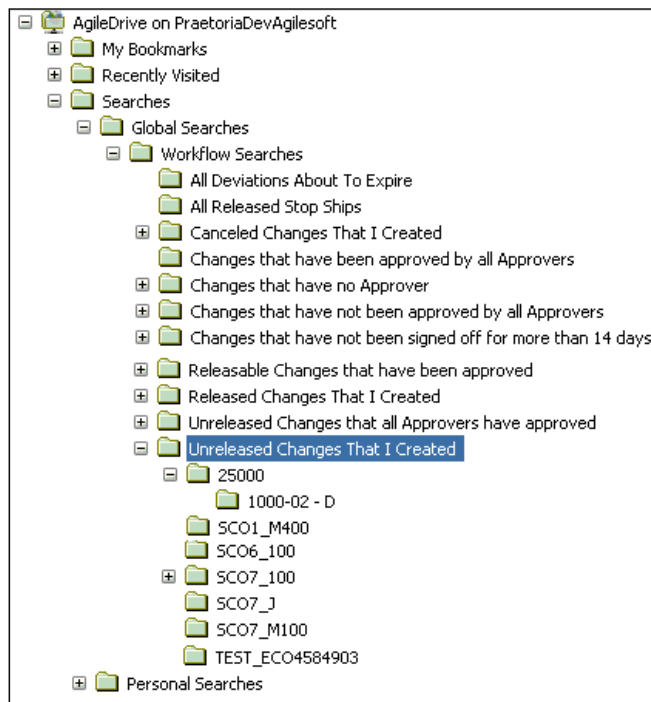
Note MS Vista 64 bit and Windows XP 64 bit are not supported because Microsoft does not ship the required drivers. To open a folder, *right-click* on it and select **Open**.

Note Your access to Agile Drive folders and files depend on the roles and privileges assigned to you by Agile PLM Administrator.

Searching for Agile Objects

You can search for Agile PLM objects using Agile's canned (predefined) queries, such as Global Searches and Personal Searches. A canned search query appears as a folder in Agile Drive, and the Search Results appear as folders within this folder.

For example, to perform a search called **Unreleased Changes That I Created**, navigate to the corresponding Folder. All unreleased changes that you created appear as folders within this Search folder. Navigate to the desired unreleased change folder to see the affected items and its attachments, if any.



Search Limitations

Any search that requires user inputs or search criteria is not a feature of Agile Drive. For example, you cannot search for a specific ECO, say ECO25000. To search for specific searches, you need to use the Explorer feature of File or Folders search.

To search for specific folders in (MS Windows XP):

1. Click **Start > Searches > For Files or Folders...**
2. In the *Search Results* window, click **All Files and Folders**. Specify the search criterion in the search field(s).
3. In the **Look in** drop-down list, select **Browse..** A *Browse for Folder* window pops up.
4. Expand **My Network Places** and select the Agile Drive.
5. Click **OK** to return to the Search Results window.
6. Click **Search** button. The specified object appears as a folder in the Search results.

Working with Files and Folders

You can perform the following actions on files and folders in Agile Drive.

Note Due to limitations of the client OS, Agile Drive error messages do not show up correctly on client side.

Caution Intermittent failures can occur during multiple files addition on MAC OSX Finder.

How to	Steps
View or Read a File	<p>In an Agile Drive Folder, double-click a file to read or view. Alternately, select Open from right-click menu. The system opens the file in its associated application.</p> <p>For example, when you double-click a MS Word Document file in an Agile Folder, your system invokes MS Word, which opens this document in editable mode. If MS Word is not installed in your system, you cannot view the document.</p> <p>You can open only the MS Office files directly from Agile Drive provided MS Office or MS Office Viewer application is installed in your system. For every other file type, you need to first drag and drop (or copy-paste) the file to your desktop or local drive and then open it with its associated application.</p>
Save a File	<p>In Agile Drive, you can save a file in two ways:</p> <p>Save a new file in an Agile Drive folder directly: Create a file in an application and click Save (or Ctrl+S). In the Save window, select the desired Agile Drive folder to save it in.</p> <p>Save As: If you edit a file that already exists in an Agile Drive folder, you can save it only as another file. Agile Drive does not support direct editing and saving of the same file due to versioning aspect of Agile PLM.</p> <p>If you need to copy a file from an Agile Drive folder to your system folder, and want to save it after editing, you need to use the Save As function.</p>
Delete a File	<p>Deletion of a file from an Agile Drive folder implies removal of a file attachment from an Agile Object.</p> <p>To delete a file, select the desired file(s) in an Agile Drive folder and press Delete (Del) key once, or select Delete from right-click menu.</p> <p>The system deletes the file(s) without issuing any warning or requesting any confirmation. Agile Drive continues to display the deleted file(s) until you Refresh the display.</p> <p>Although the file appears deleted from Agile Drive folder, and from the corresponding Agile Object, the Agile PLM application does not purge it out.</p> <p>Agile Drive does not allow deletion of a Redlined File.</p>

View Properties of a File	On a desired file in an Agile Drive folder, select Properties from right-click menu. The system displays its general properties.
Add a File	<p>Adding a file in an Agile Drive folder implies adding a file attachment to an Agile Object. You can do this by</p> <ul style="list-style-type: none">- copying & pasting- dragging & dropping <p>a file from a non-Agile Drive Folder into an Agile Drive Folder.</p> <p>You can also use Save, Save As feature to save a file from an application.</p> <p>Agile Drive does not display the added file(s) until you Refresh the display.</p> <p>When you add multiple Files in Read-only mode of Agile Drive, a pop-up message appears for each file you add. It is recommended that you add only one or two files at a time.</p>
Move a File	<p>In an Agile Drive folder, select the desired file(s). <i>Drag & Drop</i> them into your non-Agile Drive folder or into any network drive folder.</p> <p>Conversely, in a non-Agile Drive folder or any network drive folder, select the desired file(s). <i>Drag & Drop</i> them into the desired Agile Drive Folder.</p> <p>Alternately, select Move to Folder from Edit Menu in MS Windows <i>Explorer</i>.</p> <p>Agile Drive does not support moving or cut-paste a file between Agile Drive folders.</p> <p>Moving a file from the Agile Drive does not imply that you remove it from its associated Agile object. To remove it, you need to delete the file after moving it.</p>
Copy a File from a non-Agile Drive Folder to an Agile Drive Folder	<p>In a non-Agile Drive folder, select the desired file.</p> <p>Select Copy from right-click menu. Or, select Copy from Edit Menu of MS Windows <i>Explorer</i>.</p> <p>Navigate to the desired Agile Drive folder.</p> <p>Select Paste from right-click menu. Or, select Paste from Edit Menu of MS Windows <i>Explorer</i>.</p> <p>When you copy a group of files from Agile Drive folder, and do not have privileges or permissions for a particular file-type, the system does not let you copy even the ones you have permission/privileges for.</p> <p>Contact Agile Administrator to know your access rights.</p>
Copy a File from an Agile Drive Folder to a non-Agile Drive Folder	<p>In an Agile Drive folder, select the desired file.</p> <p>Select Copy from right-click menu, or select Copy from Edit Menu of MS Windows <i>Explorer</i>.</p> <p>Navigate to the desired non-Agile Drive folder.</p> <p>Right click and select Paste, or, select Paste from Edit Menu of MS Windows <i>Explorer</i>.</p>

View Folder Properties

On a folder in an Agile Drive folder, select **Properties** from right-click menu. The system displays its general properties.

Opening files in Agile Drive

Agile Drive supports opening only Microsoft Office format files from the Internet Explorer.

To open files in Agile Drive:

- For HTML, DOC, RTF, XLS, PPT and other Microsoft formats which support Microsoft clients: Double-click file or open within Internet Explorer after authentication.

Note Text and PDF files do not open in Agile Drive.

To open text and PDF files:

1. Drag and drop the files to desktop.
2. Click **Open**.

To open files in Adobe Reader or Notepad:

1. Click **File > Open**.
2. Navigate to **Network Places > Agile Drive**.
3. Click **Open**.

Tracking Versions

Versioning applies to Design objects and File Folder objects of Agile PLM. When you add or delete a File Attachment from a Design object or a File-Folder object, Agile PLM retains the original status of these attachments as a Version.

Agile Drive displays these versions as numbered folders under **Previous Versions** Folder in the 'versioned' Agile object, with Version Number 1 being the oldest/earliest version of the said Agile object.

This can best be understood with an example, as follows:

1. In Agile Drive, select **FOLDER00947**, as shown in Screen 1. It contains three Files.
FOLDER00947 in Agile Drive is an Agile PLM **File Folder Object**, which has three File Attachments.

Screen 1: Select a folder in Agile Drive

	Name	Size	Type
FOLDER00947	b28974.pdf	7.52 MB	Adobe Acrobat 7.0 Doc...
FOLDER01058	Bike2.bmp	2.3 MB	Bitmap Image
P00058	Bike5.bmp	836 KB	Bitmap Image
Recently Visited			

2. Add a File in FOLDER00947. The folder now contains four files.

Screen 2: Add a file

	Name	Size	Type
FOLDER00947	b28974.pdf	7.52 MB	Adobe Acrobat 7.0 Doc...
FOLDER01058	Bike2.bmp	2.3 MB	Bitmap Image
P00058	Bike5.bmp	836 KB	Bitmap Image
Recently Visited	export.csv	5.28 KB	Microsoft Office Excel ...

3. Wait for a few seconds and *Refresh* (press Ctrl+F5) the Explorer view.

A **Previous Versions** Folder, and a sub-Folder numbered as **1**, appears under FOLDER00947. This implies, FOLDER00947 is the 'latest' version of File-Folder Object, which now has four File Attachments.

Screen 3: Previous Versions Folder

	Name	Size	Type
FOLDER00947	Previous Versions		Web Folder
Previous Versions	1		
FOLDER01058	b28974.pdf	7.52 MB	Adobe Acrobat 7.0 Doc...
P00058	Bike2.bmp	2.3 MB	Bitmap Image
Recently Visited	Bike5.bmp	836 KB	Bitmap Image
	export.csv	5.28 KB	Microsoft Office Excel ...

4. Go to the Folder **1** under **Previous Versions** Folder.

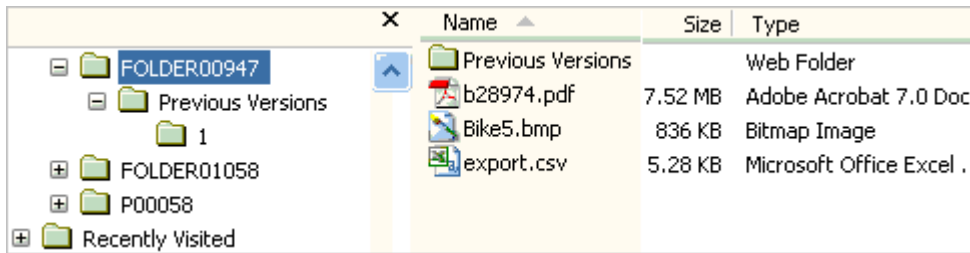
It contains the three Files that originally existed in FOLDER00947 before you added the fourth File. This implies, the 'earlier' version of the File-Folder Object had three File Attachments.

Screen 4: Earlier/older Version Folder - '1'

	Name	Size	Type
FOLDER00947	b28974.pdf	7.52 MB	Adobe Acrobat 7.0
Previous Versions	Bike2.bmp	2.3 MB	Bitmap Image
1	Bike5.bmp	836 KB	Bitmap Image
FOLDER01058			
P00058			
Recently Visited			

5. Now go back to FOLDER00947, which is the 'latest' version. **Delete** one of the Files, say Bike2.bmp. This Folder now has three files.
This implies, you have deleted a File Attachment from the File-Folder Object.

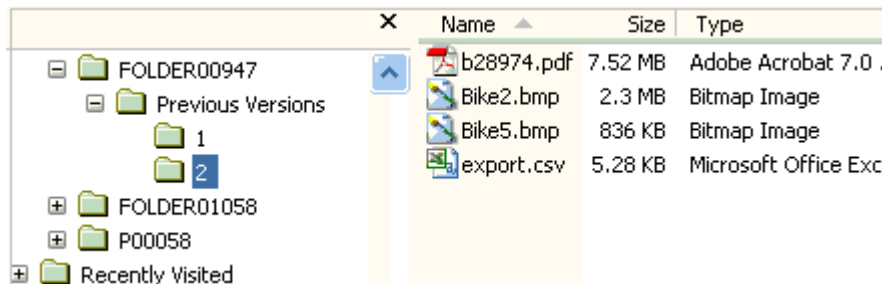
Screen 5: Delete a File



6. Wait for a few seconds and *Refresh* (press Ctrl+F5) the Explorer view.

The **Previous Versions** folder now has Two sub-folders numbered 1 and 2. This implies, the Agile Drive folder number 2 is the 'previous' version of the said File-Folder object, FOLDER00947, and it has the four File Attachments that existed before you deleted one.

Screen 6: Previous Version



Likewise, each time you add or delete any file in an Agile Drive folder (corresponding to a Design Object or File-Folder Object), it maintains the original files in version numbered folders under Previous Versions folder.

Note You cannot **Add** or **Delete** Files from any of the Previous Version folders.

If you delete, or purge, a version in Agile Application, the deleted or purged versions do not appear in Agile Drive. That is, the corresponding version folders do not appear in the corresponding Agile Drive folder.

The number of version folders that you see depends on the settings in Agile Application.

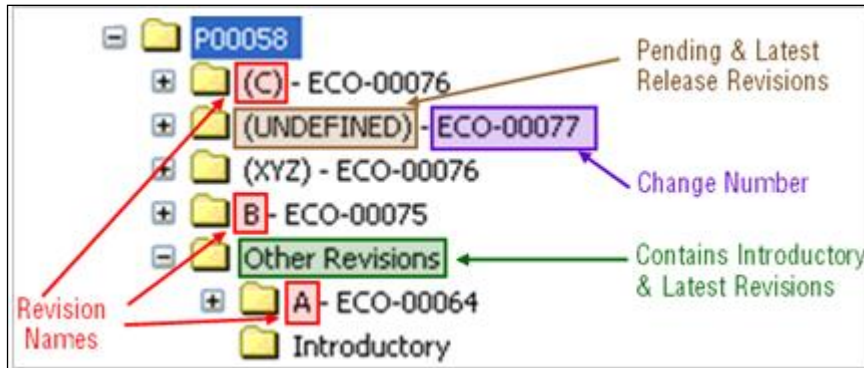
Note Refreshing (Ctrl+F5) the view in MS Windows XP Explorer does not display the changed versions in the folders (left) pane, although the changed versions appear in the right pane.

Traversing Item Revisions

A Revision in Agile Drive appears as a 'prefix' to the Change Object. The structure of Agile Drive folder, thus, appears as follows:

<Revision Name> - <Change Object Name>

Example: In the image shown below, the Agile Drive folder **B - ECO-00075** corresponds to **Revision B** of Change Object **ECO-00075** associated to Agile object **P00058**.



The Agile objects, whose Revisions are not yet defined in Agile Application, are represented as <UNDEFINED> - <Change Object Name>

Example: In the image shown above, a new Change Object, **ECO-00077** has not been assigned a Revision Number, i.e., it is in Pending state. Hence, in Agile Drive, it appears as **(UNDEFINED) - ECO-00077**.

When you create a Part, its Revision state is **Introductory**. When you bring about a change to this Part, a **Revision** is created, which is identified by a **Revision Number**. Once the Revision Number is assigned, it remains in the pending state until released. This pending state is represented by the enclosing the Revision Number in Brackets. Example: In this image, **(C) - ECO-00076**.

Agile Drive moves the 'earlier released revisions' into an Agile Drive folder called **Other Revisions**, except for the latest released revision. Every time an Agile object goes through a Change, the latest revision appears as an Agile Drive folder under the folder for the main object.

Example: In the image shown above, the Agile Object **P00058** had undergone a change by means of Change Object **ECO-00064**, which was revised only once as **Rev-A**. Later, it went through another change, **ECO-00075**, which was revised to **Rev-B**.

Note Agile Drive does not display the structure of Design objects.

Traversing a Bill of Material

The Bill of Material (BOM) of an Agile object appears under its corresponding Change Object as Agile Drive folders.

In a BOM, the File Attachments of a Parent Object are located in its Change Object. For example, the File Attachments of Part **P00058** are located under the folder **B - ECO-00075**, which corresponds to the Change Object of this Part.

The File Attachments of a Child Object are located in its corresponding Folder. For example, **100-01014-A** is the child object of **P00058**.

