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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
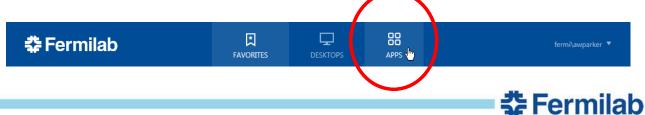
- Training Material

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Open Teamcenter in Citrix

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

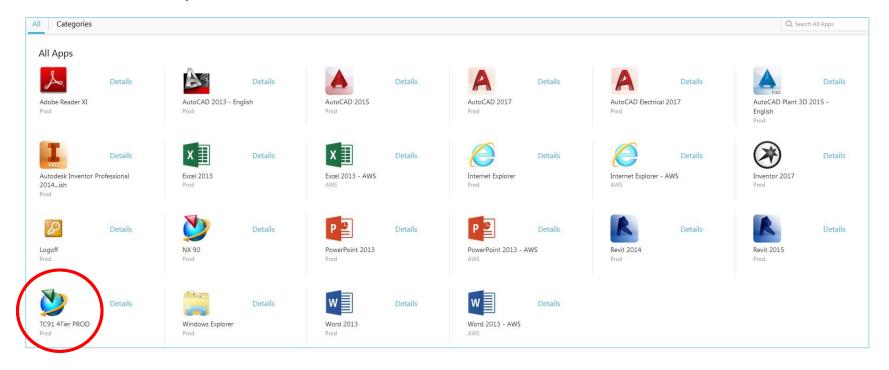- Type in your Fermi Domain username and password (the one you use to log into your computer)

- Click on the Apps button

In Citrix

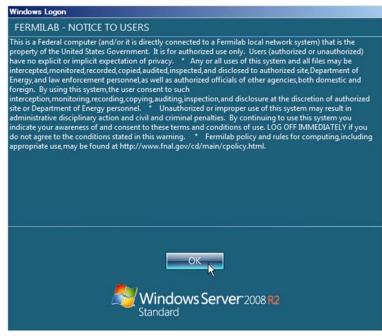- Click on TC – PROD icon to start (short for Teamcenter Production)

(The apps in your Citrix Receiver may be different)

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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
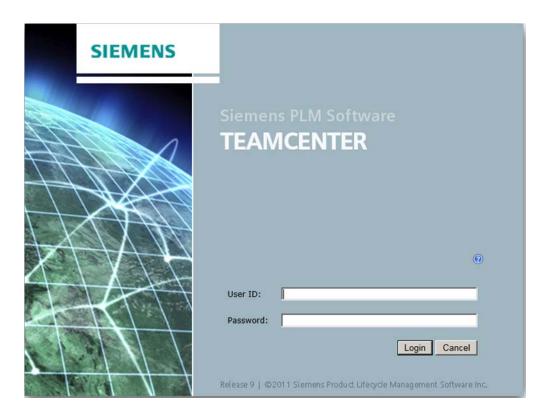
Log Into Teamcenter

- At Teamcenter login, user your Services account username and password
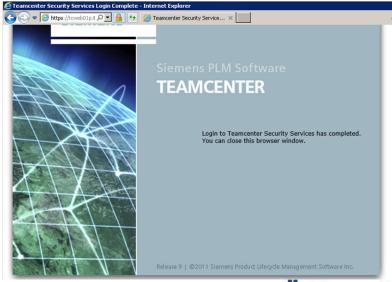
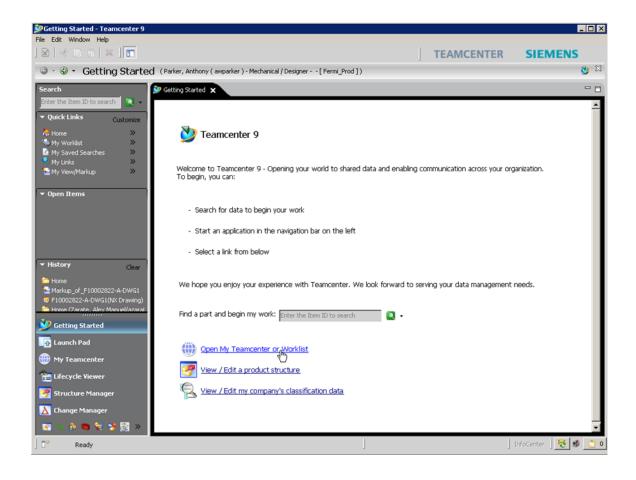🎛 Fermilab

Extra Teamcenter windows at login

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

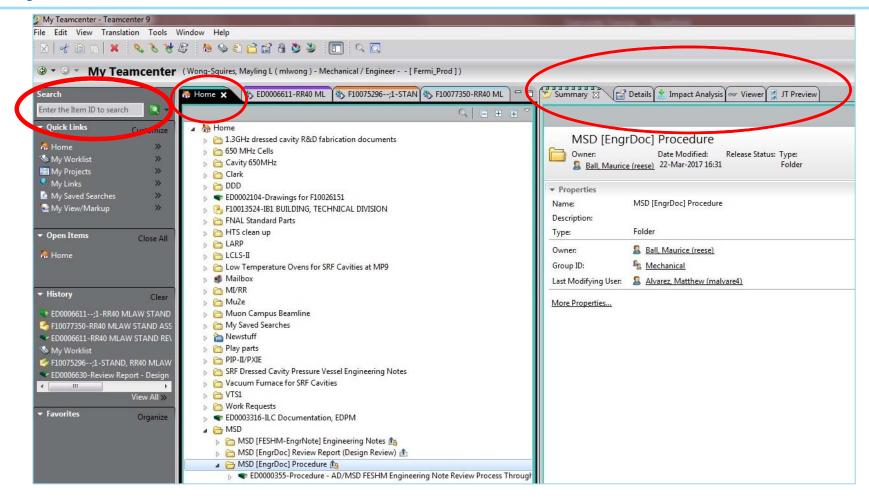- This window appears as well. You may close this if you like.

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Initial Teamcenter Welcome Screen

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My Teamcenter

Note locations: Home tab, Various views, Search box
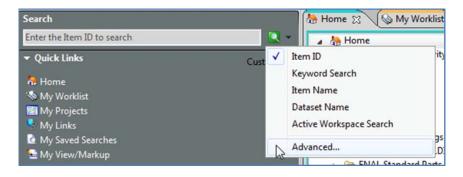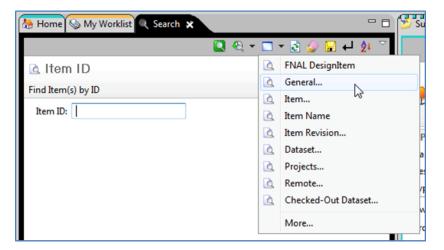
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Tips when in Teamcenter

- 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
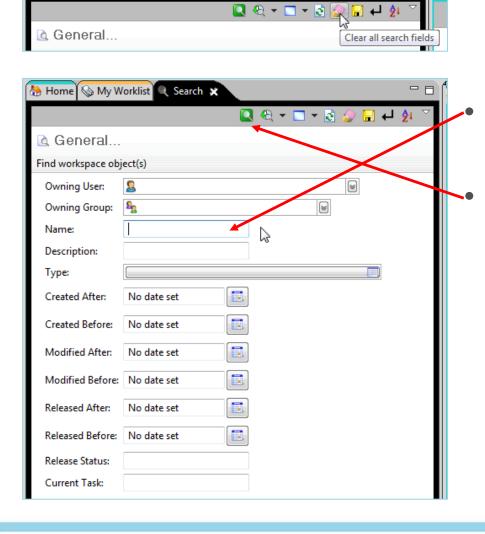
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Search for "MSD [EngrDoc] Procedure" Folder

- Pull down menu next to Search prompt
- Click on "Advanced"
- Pull down menu at "Select a Search" icon (3rd from left)
- Click on "General"

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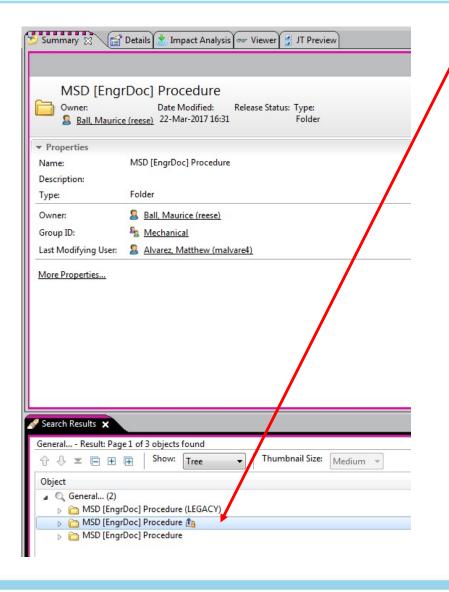
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Search for "MSD [EngrDoc] Procedure" Folder (cont'd)

- Click on "Clear all fields" icon (looks like a pencil eraser)

- In "Name:" space, type "MSD [EngrDoc] Procedure"

- Click on green "Search" icon
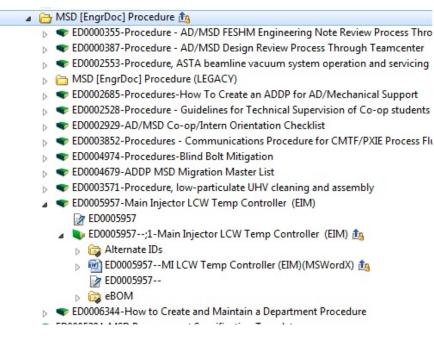
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MSD [EngrDoc] Procedure Folder in Your Home Folder

- 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

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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

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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
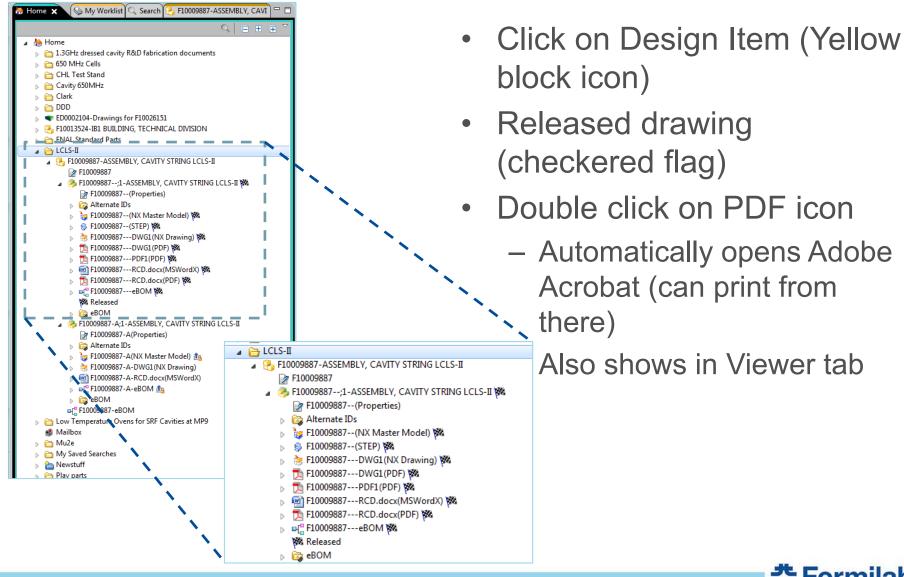 - No spaces

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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
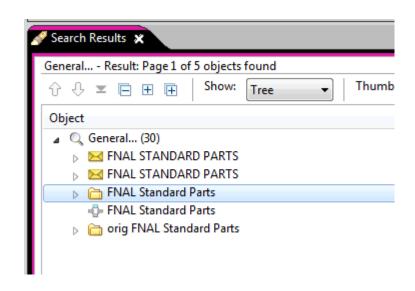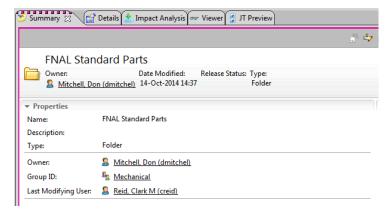
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Viewing a Drawing

- 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

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Add "FNAL Standard Parts" Folder to Home Directory

- 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

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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

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