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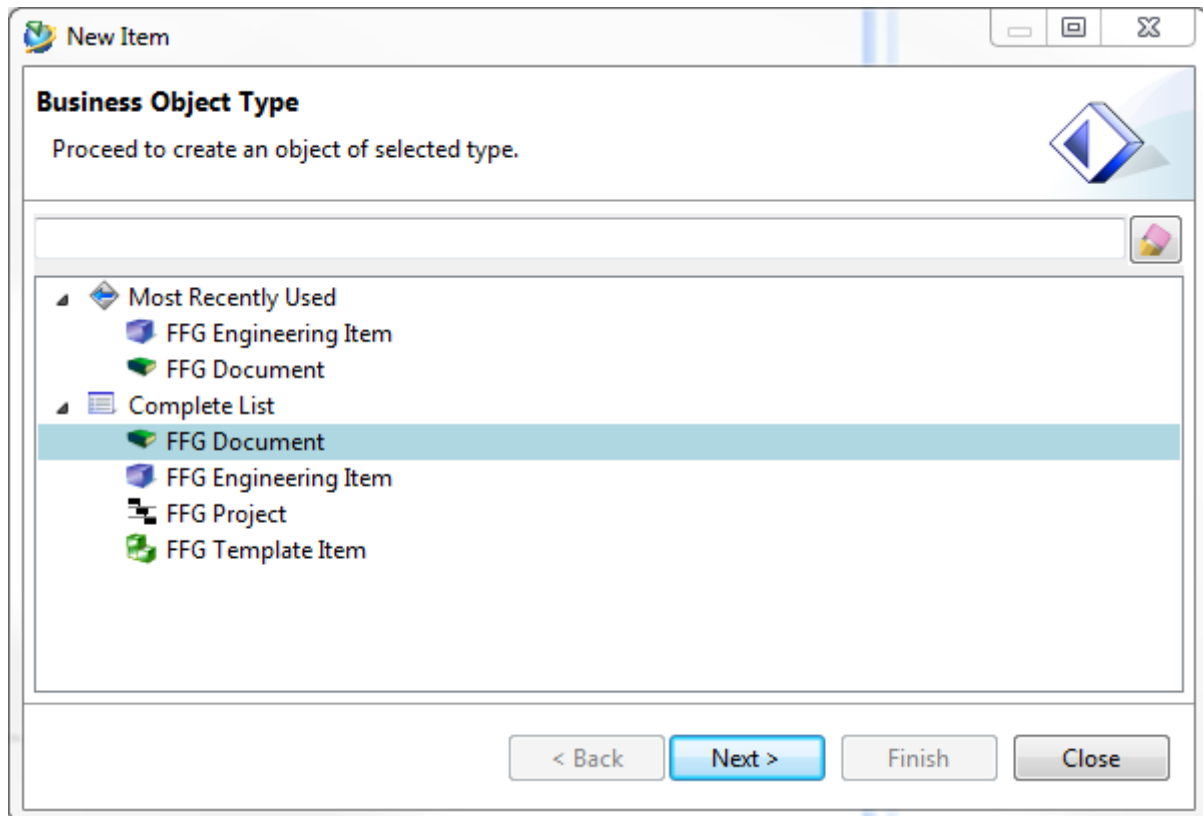
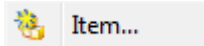
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7 Working with Office documents

7.1 Creating an Office Document

Office documents are stored in Teamcenter in a dedicated item.

To create a new Office document please go to File → New → Item... and select the element „FFG Document“.



The following form will appear which must be filled in.

New Item

Object Create Information
Define business object create information

FFG Document

General

English:* Quick Reference Guide

ID: XD.0000.0020 "XD."nnnn", "nnnr" Assign

Relation Contents ☒ Open On Create

< Back Next > Finish Close

If you select „Open on creation“ (recommended) before closing, the newly created item opens automatically. You can close the plant window.

Mein Teamcenter - Teamcenter 12

Suchen: XD*

Quick-Links: Persönliche Ablage, Meine Arbeitsliste, Meine Projekte, Meine Links, Meine gespeicherten Suchen, Meine Anzeige/mein Markup

Offene Elemente: XD.0000.0004-00 Quick Reference Guide DE

Verlauf: Zurücksetzen

Drag & Drop

Ziehen und Ablegen mehrerer Dateien

Dateiname	Dataset-Name	Beschreibu...	Dataset-Typ	Dateityp	Referenz	Verwen...
2019_07_16_...	2019_07_16_...		MS PowerPoi...	*.pptx	powerpoint	MSPow...

Für gleichen Typ anwenden OK Abbrechen

2019_07_16_-_Teamcenter_int02_-_Quick_Reference_Guide_DE_V1.0.pptx

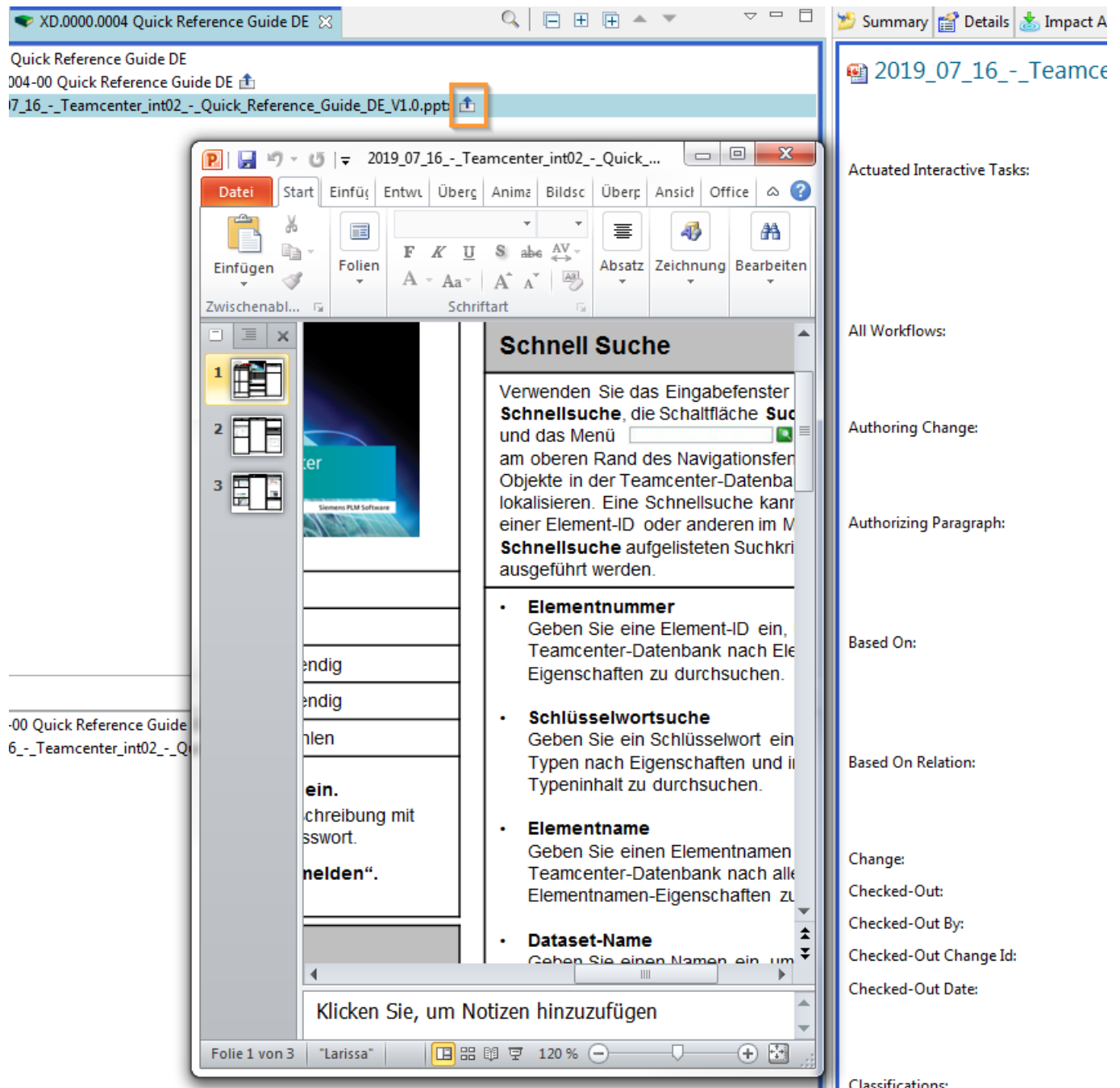
2019_07_16_-_Teamcenter_int02_-_Quick_Reference_Guide_EN_V1.0.pdf

2019_07_16_-_Teamcenter_int02_-_Quick_Reference_Guide_EN_V1.0.pptx

teamcenter.png

Now simply drag and drop the desired document onto the Revision item. Confirm with OK to check the document in to Teamcenter.

A double click on the document opens it automatically and unchecks it from Teamcenter.



You can now make changes to the document. After saving and exiting the Office application, the document is automatically checked back into Teamcenter and your changes are saved.