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Advanced Training with Altium 365

The Workspace Folder Structure

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Software, documentation and related materials:

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The Workspace Folder Structure

1 Purpose

In this exercise, you will learn about the *Altium Designer Advanced Course* workspace structure. You will also access the workspace from the Altium Explorer panel and the Web Interface.

2 Important notice

Note: The training workspace is preconfigured with a specific folder structure and subfolders, with specific user and folder permissions.
This course does NOT cover the configuration of a workspace.

Caution: Please note that the training workspace will only be accessible during the training, once the training is completed, you will no longer have access to the workspace. It is important to avoid uploading personal files, projects, or other materials to the Altium training workspace.

3 Shortcuts

Shortcuts used when working with The Workspace Folder Structure

K » R	Open the *Explorer* panel

4 Preparation

1. Close all existing projects and documents.
2. Open a Web Browser (for example, Google Chrome, Firefox, Opera, …).

5 Open Web Interface for a Workspace

Altium provides a convenient web interface that facilitates tasks such as Item Management and Project Viewing. While training, we will primarily utilize the built-in Explorer panel to open the Workspace Web Interface.

Now let's open the web interface for the training workspace *Altium Designer Advanced Course*.

3. Make Altium Designer the active application.

4. With a left-click on the Workspace name, open the list of available Workspaces, Figure 1.

5. Click on the Globe button ⊕ from the workspace *Altium Designer Advanced Course*. Altium will open the Web Interface for the workspace.
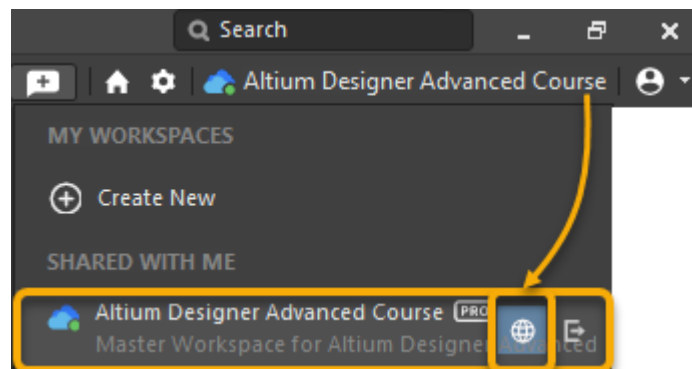

Figure 1. Open the Web Interface for the Training Workspace

6. Once you have successfully opened the web interface, the workspace will become visible, as shown in Figure 2. Please note that the image provided represents an Admin account, and it is possible that not all views on the left sidebar will be visible to you.
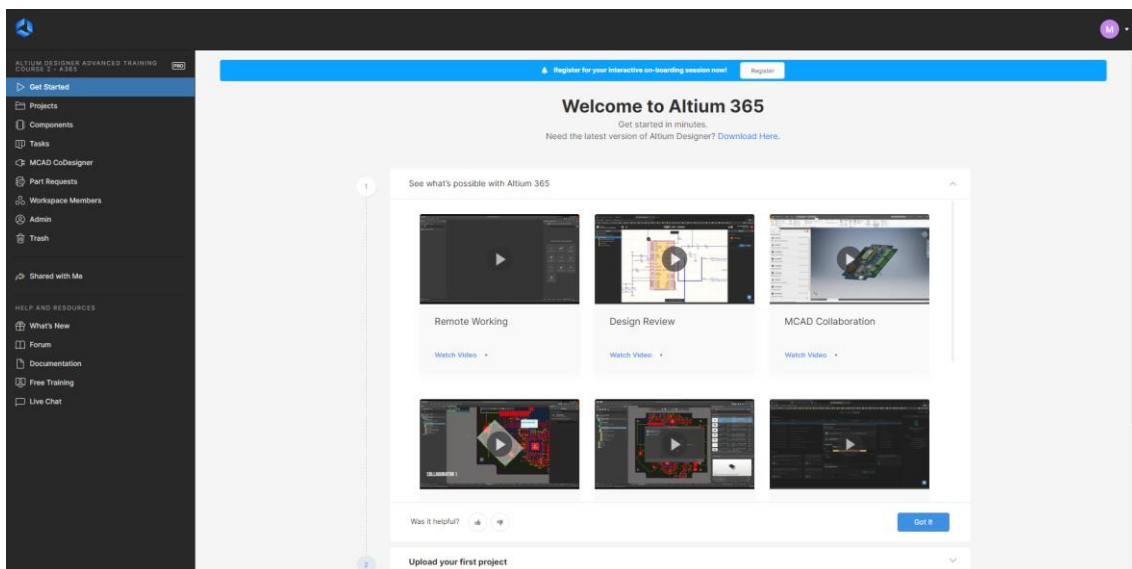

Figure 2. Image is from an admin, you may not see all views on the left

5

6 Project View - Web Interface

7. Now that the Web interface is open, click to select the View `Projects` [📁 Projects] on the left to see the Training Folders and Projects stored in the Training Workspace *Altium Designer Advanced Course*, Figure 3.

8. Feel free to navigate to the `Default Sample Project` to see a preview of one of the sample Projects, Figure 3.
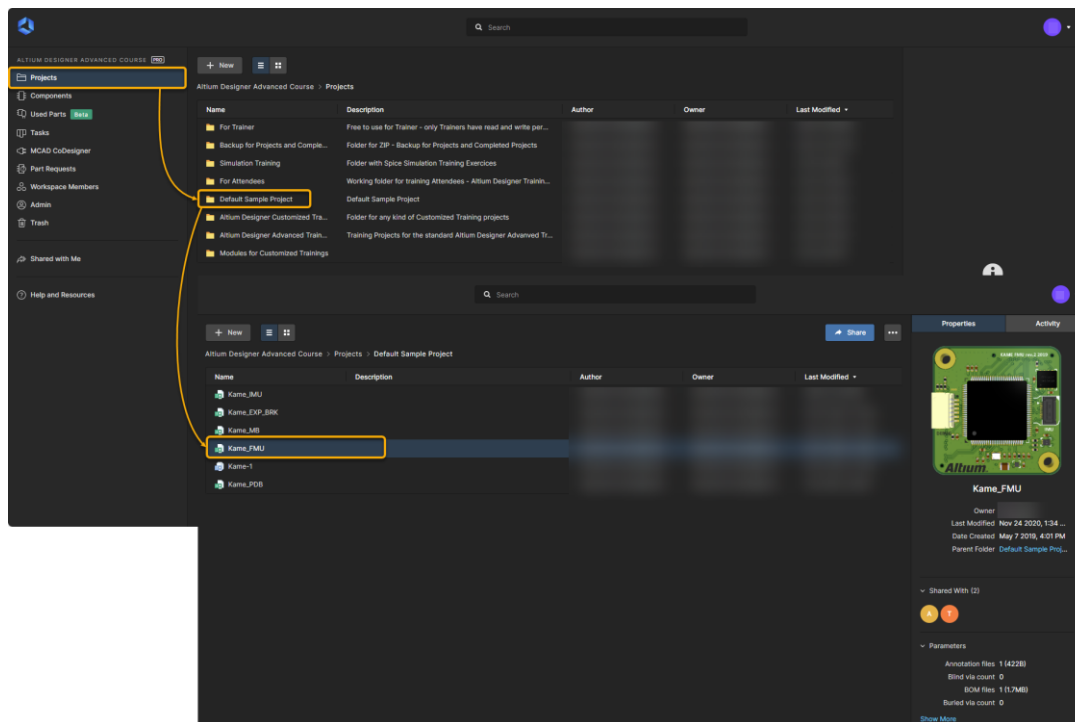

Figure 3. Project View from a Altium Workspace with Admin Access

9. To open the project in a web browser, simply double-click on the project name. The Web Browser View provides the capability for you and those with whom you share the design to conduct reviews and add comments, which can also be viewed within Altium Designer.
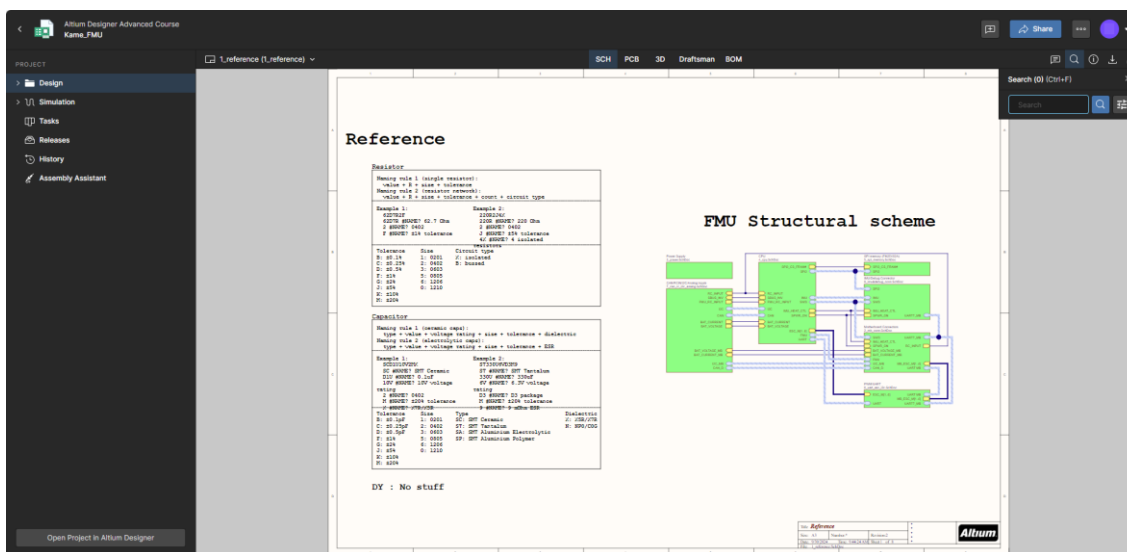

Figure 4. Project Web View

10. Now, you can sign out from the Workspace Web Interface for the Project. To do this, select the drop down menu at the upper right, next to your initials, and then select **Sign Out**, Figure 5.

11. You can close the Tabs from the Internet Browser or close the browser with the open Workspace Web pages.
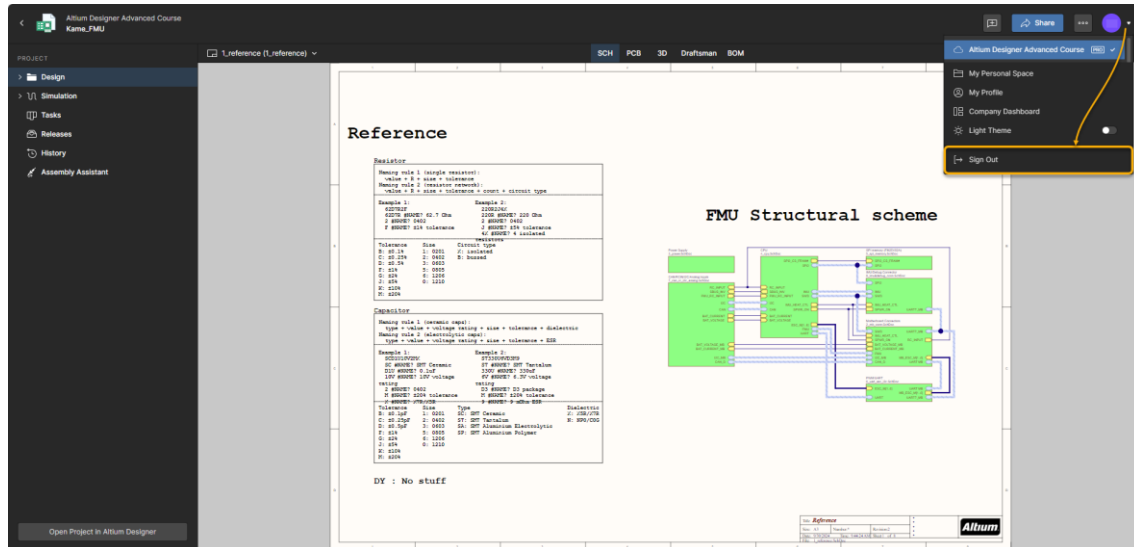

Figure 5. Sign out from the Workspace. Image is from an admin account, you may not see all Views on the left

7 The Explorer Panel

The *Explorer* panel provides a direct interface to your connected Workspace. From the *Explorer* panel, you can:

a) Create and manage the organizational structure used in the Workspace.

b) Create any number of Items, each representing a design object.

c) Review and manage the lifecycle of Item revisions.

d) Interrogate the usage of a particular Item revision, where used.

e) Browse and manage supply chain information for Component Items.

7.1   Opening the Explorer panel

12. Change back to Altium Designer as the active application.

13. Open the *Explorer* panel with one of the options below:

a) Use the shortcut key combination **K»R**.
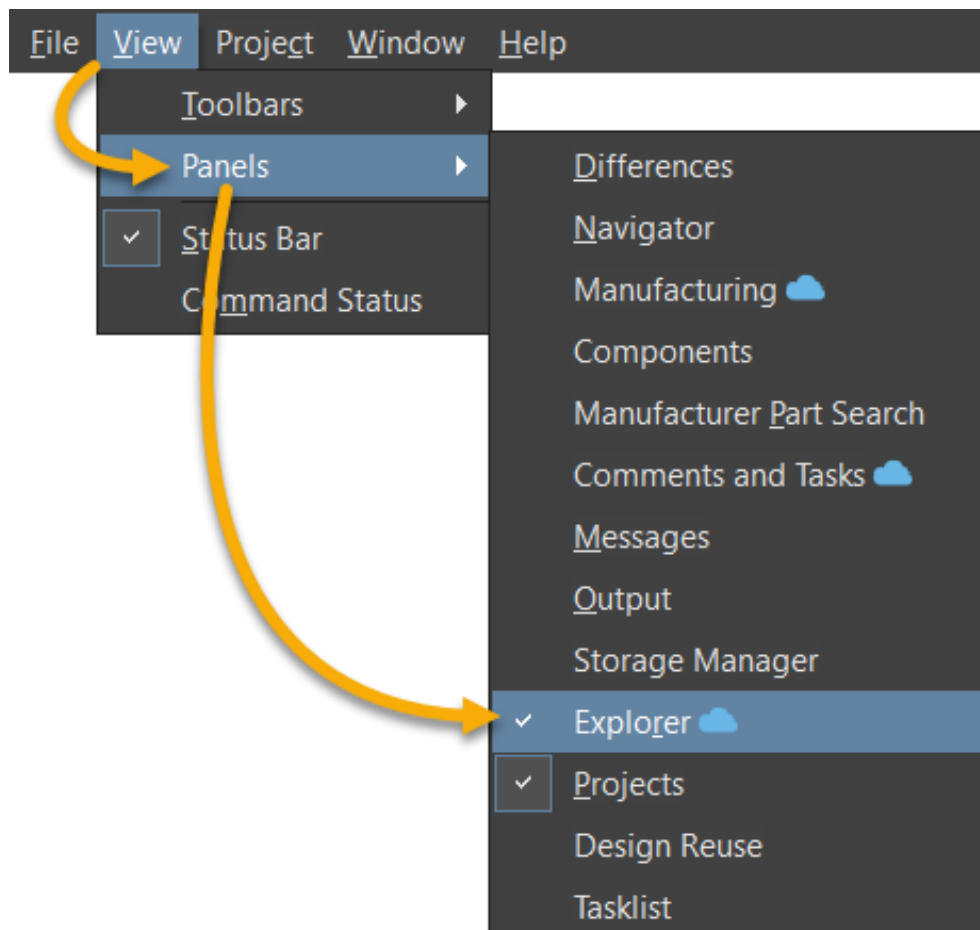
b) Use the main menu **View » Panels » Explorer**.

Figure 6. Explorer Panel - Main Menu

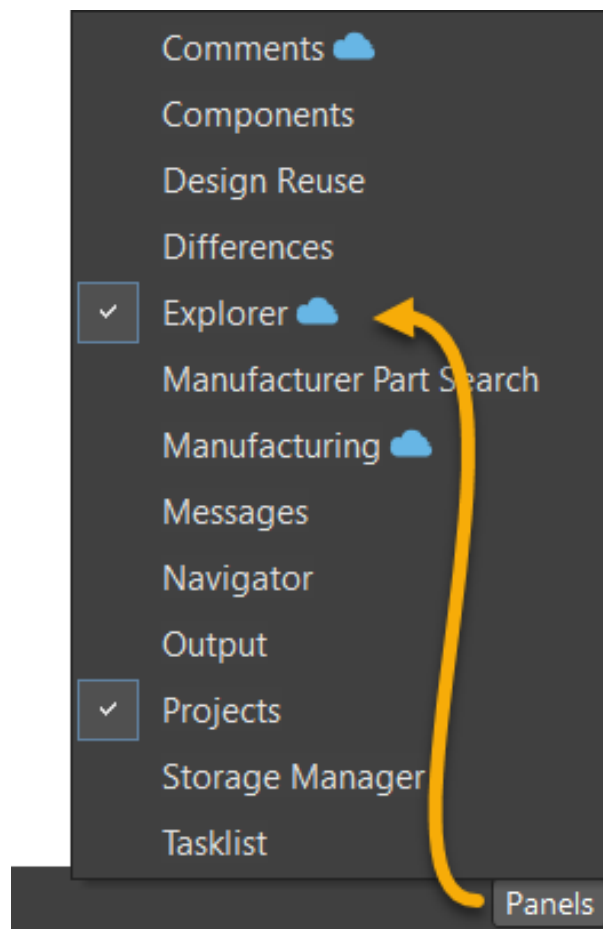c) Use the **Panels** button `Panels` from the lower right side of the Altium Designer window.

Figure 7. Panels Button for Explorer Panel

d) Open the list of available workspaces and left-click on the Training Workspace *Altium Designer Advanced Course,* Figure 8. If a different workspace is accidentally opened, the *Altium Advanced Course* workspace can be reopened by clicking on it.
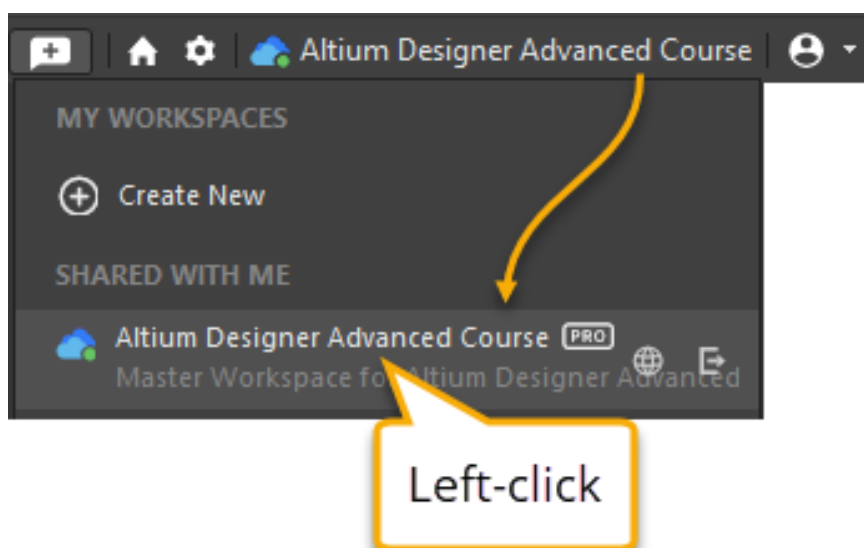

Figure 8. Open the Explorer Panel

14. The *Explorer* panel has six distinct information areas, see Figure 9. You may need to re-size the panel to view all of the following areas:

    a) Name of the connected workspace

    b) Navigation path

    c) Server Folders

    d) Item Information Area

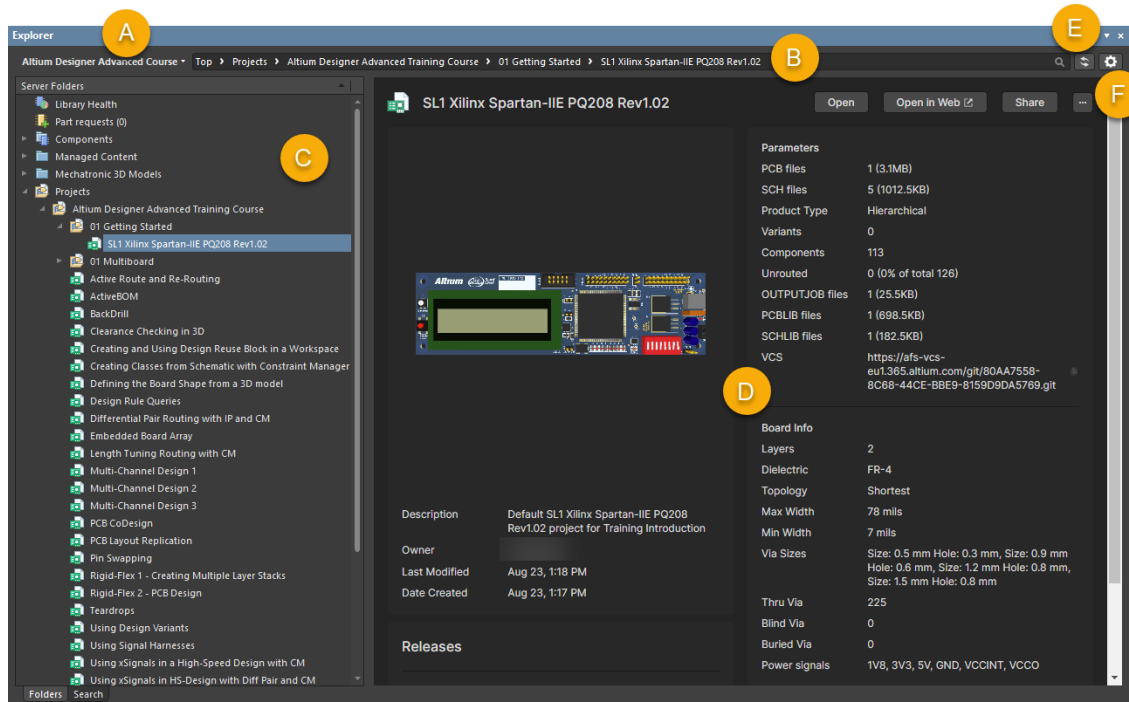   e) Refresh Button

    f) Explorer panel Settings

Figure 9. Explorer Panel in the A365 Workspace

15. Now, let's access the `For Attendees` folder. Later in the training, you will be uploading files to the Workspace, and the `For Attendees` folder is where you will create a subfolder to organize your training files.
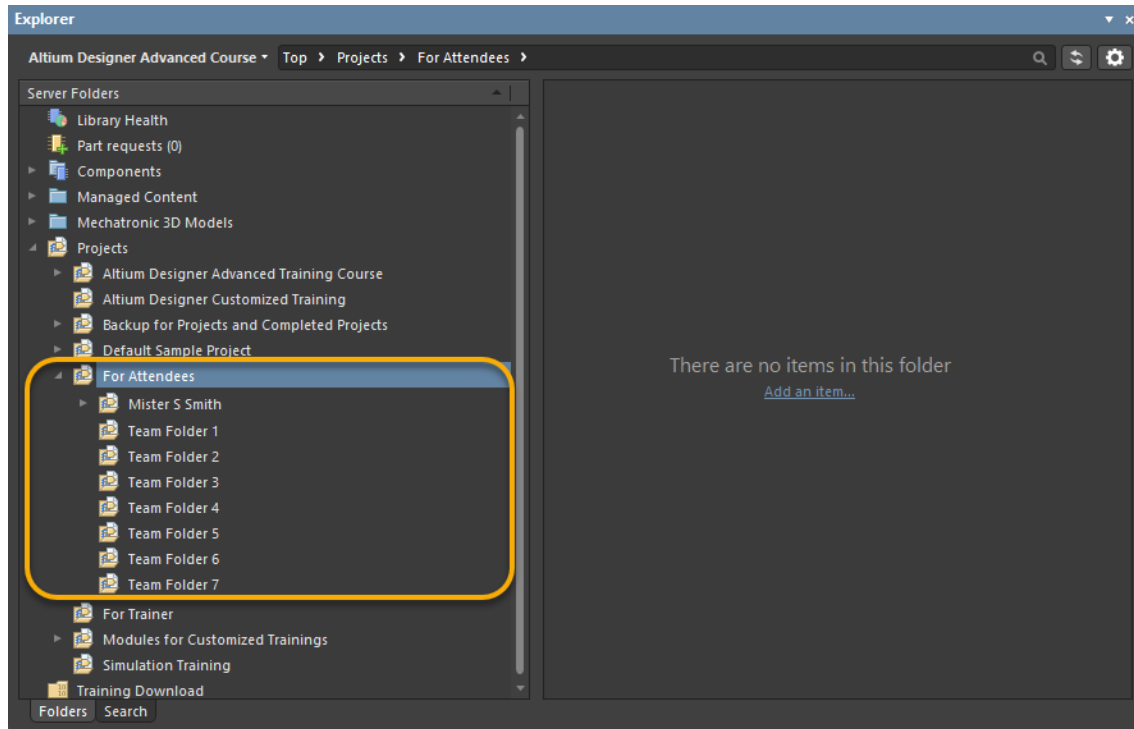

Figure 10. Section for attendees, Image created with Administrator account, you may not see all folders

7.2 Explorer Panel: Workspace Components Section

16. Let's proceed to the `Components` folder, as indicated in Figure 11.

    a) In this folder, you will notice subfolders organised by different component types. Please select `Capacitors`.

    b) At the top-right, you will find a list of components categorized under the selected type.

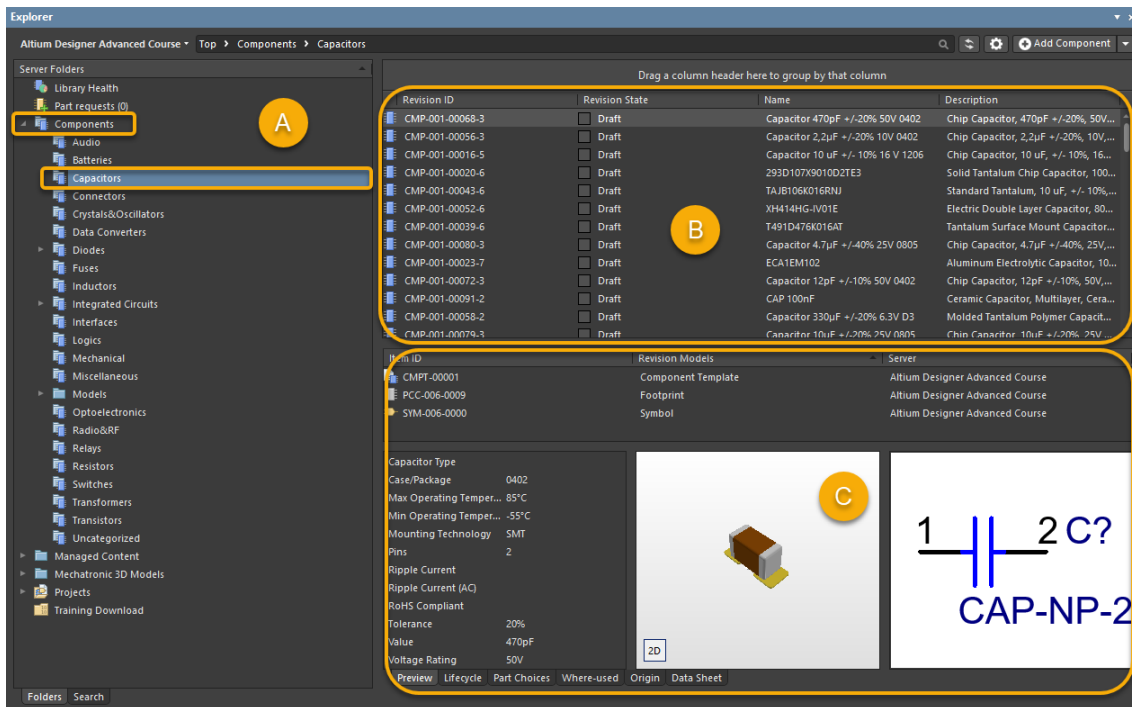   c) Below, you will find detailed information about the selected component.

Figure 11. Components in the A365 Workspace

17. If you currently have any projects or documents open, close them without saving any changes. To close, use the menu **Window » Close All**.

Congratulations on completing the Module!

The Workspace Folder Structure

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Altium Designer Advanced Training
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Thank you for choosing **Altium Designer**

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