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## Welcome to Windchill

### Easily find the information you care about

#### Home

Displays the information specific to you – assignments, checked-out work, and more. Customize your Home page to show only the information that you need.

#### Breadcrumb Trail

See where your object is located in the system. Click anywhere in the breadcrumb to quickly navigate to that location.

#### Simple Search

Quickly perform a keyword search on selected object types.

#### Advanced Search Tab

Most of the time, the simple search will be enough. Use the Search tab when you need more options, and to view your search history and saved searches.

#### Browse Tab

Look through the information stored in the system. Select Recent Contexts to see the locations you visited recently.

#### Navigator (Opened)

The Navigator slides on and off the page, taking up space only when you need it. Click off the Navigator to close it.

#### Navigator (Pinned)

Pin the Navigator open by clicking the pin icon in the Navigator bar. This keeps the Navigator open after you click away.

#### Navigator (Closed)

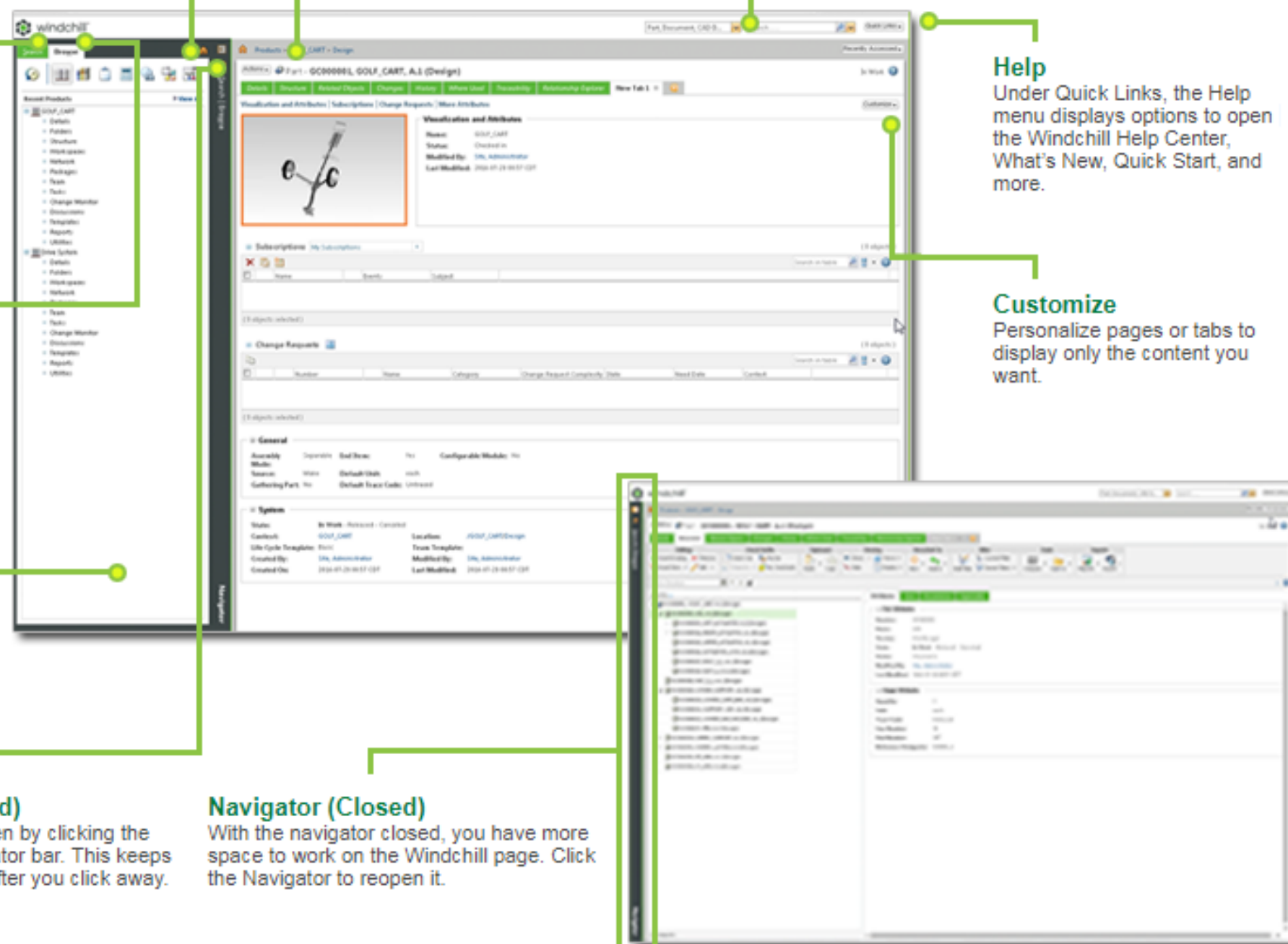
With the navigator closed, you have more space to work on the Windchill page. Click the Navigator to reopen it.

#### Help

Under Quick Links, the Help menu displays options to open the Windchill Help Center, What's New, Quick Start, and more.

#### Customize

Personalize pages or tabs to display only the content you want.



The screenshot shows the CAMSO Navigator interface. On the left is a sidebar with a 'Search' tab and a 'Browse' tab. The 'Browse' tab is active, showing a list of contexts under 'Recent Products' and 'GOLF\_CART, Demo Organization'. Each context has a list of sub-items like 'Details', 'Folders', 'Workspaces', etc. A 'View All' link is next to each context. The main area shows the 'Qualization and Attributes' page for a selected context, with fields like 'Name', 'Status', 'Modified By', and 'Last Modified'. A top navigation bar includes 'History', 'Where Used', 'Traceability', 'AML/AVL', and 'Relationship Explorer'. A vertical bar on the right contains icons for context types: Products, Libraries, Projects, Changes, Organizations, and Sites.

Recently visited context

All contexts of a selected type

Expand context to access pages specific to that context.

Takes you to your Home page.

Open and close the Navigator.

Display the Navigator alongside the rest of the page by pinning it in place.

Resize the Navigator as needed.

Context type icons

- Products
- Libraries
- Projects
- Changes
- Organizations
- Sites

## Did You Know?

If you open any page within a context (for example, the information page of an object), it is added to the Navigator's **Recently Visited** list. To find contexts not already in your **Recently Visited** list, either select the icon for that context type and then hit "View All," or use [Search](#).



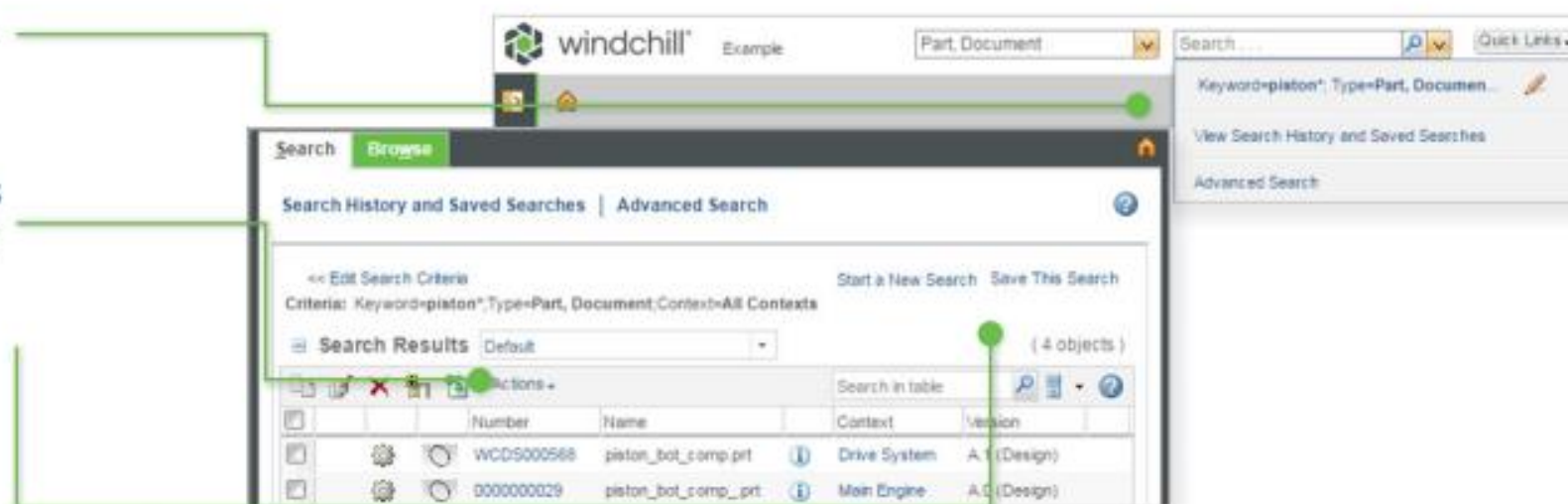
## Searching in Windchill

Windchill 11 Quick Start Guide

Global search applies a keyword search across all contexts. You can select which object types to include, or select a recent search.

Objects matching your search appear in the **Search Results** table. You can use the **Actions** menu to perform actions on multiple objects at once.

Click **Save This Search** to add the search to your **Saved Searches** list.



### Did You Know?

Your search results are retained even when the Navigator is closed.

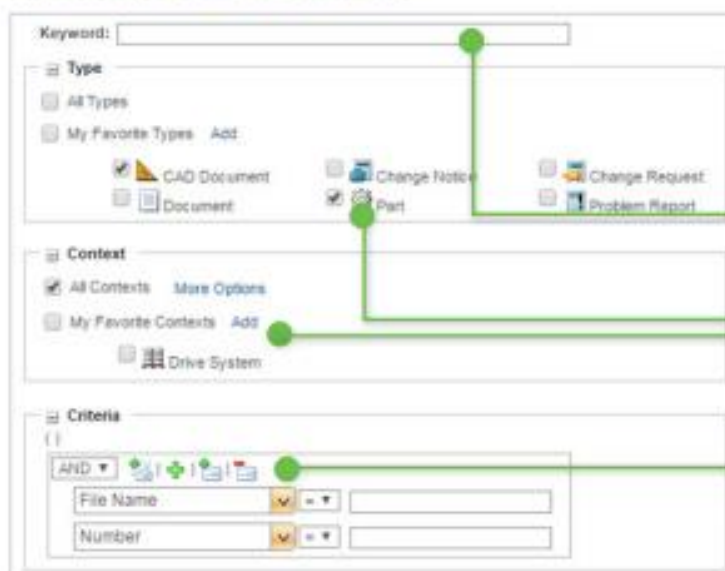
## Search History and Saved Searches

Perform a recent or saved search.

Modify a recent or saved search before executing it.



## Advanced Search



Keywords are applied towards all attributes and document content (if indexing is enabled). You can use wildcards to extend your search.

Filter your search by one or more object types, contexts, or context folders.

Select specific attribute criteria. The criteria that is available depends on the object types selected. If no value is provided, the criteria is ignored.

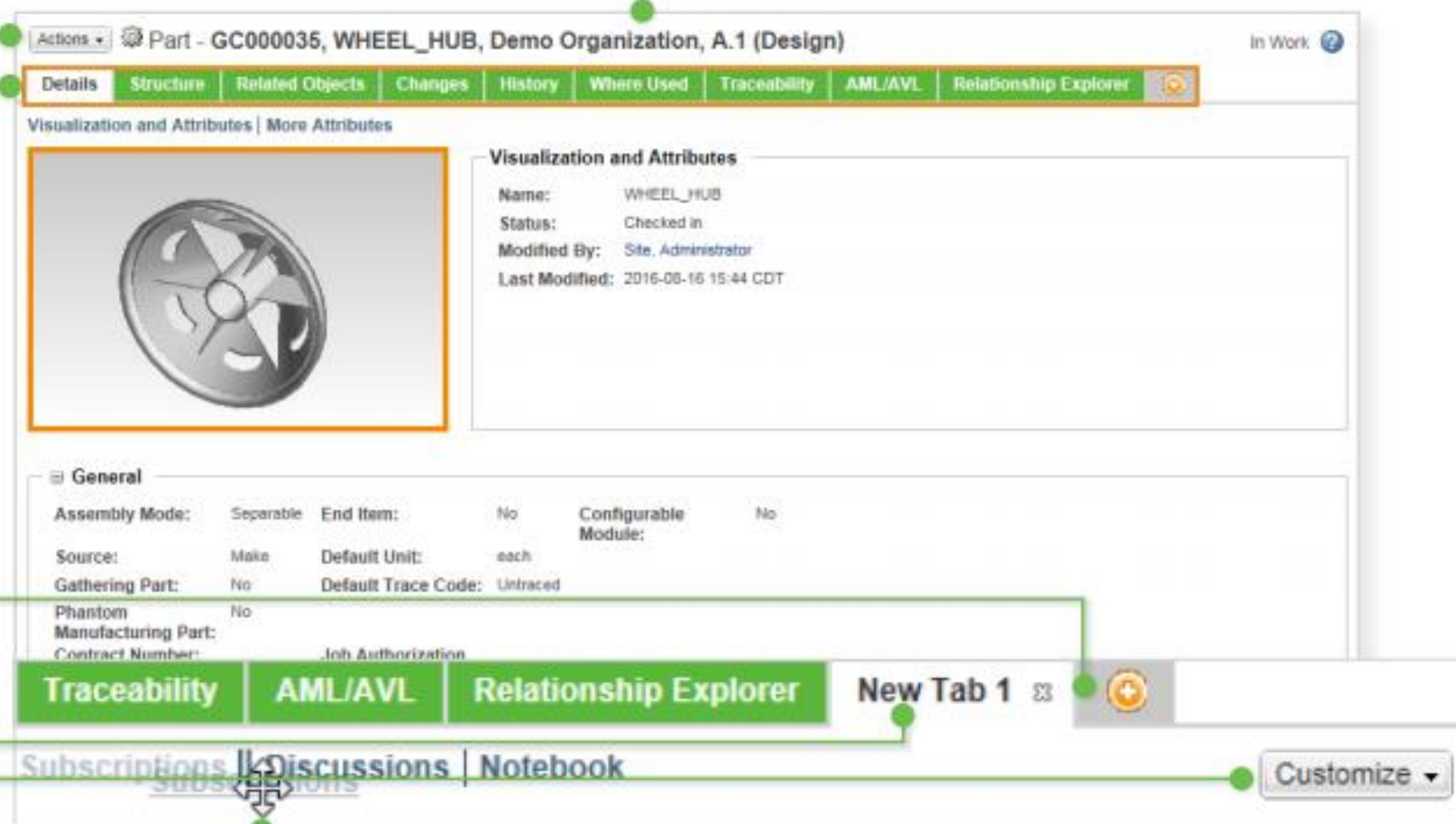
### Did You Know?

You can click **Actions > Export List to File > Export Importable Spreadsheet** to export your search results to a Microsoft® Excel® file. If you deploy the new Windchill Print Services module, you can click **Actions>Batch Print** to send the objects you select to a Windchill server-configured printer.

Actions you can perform on the object.

Object attributes and information tables for the object are arranged in tabs.

The part's identifying information such as its number, name, and version.




Create a new tab.

Right-click to rename or remove a tab you have created.

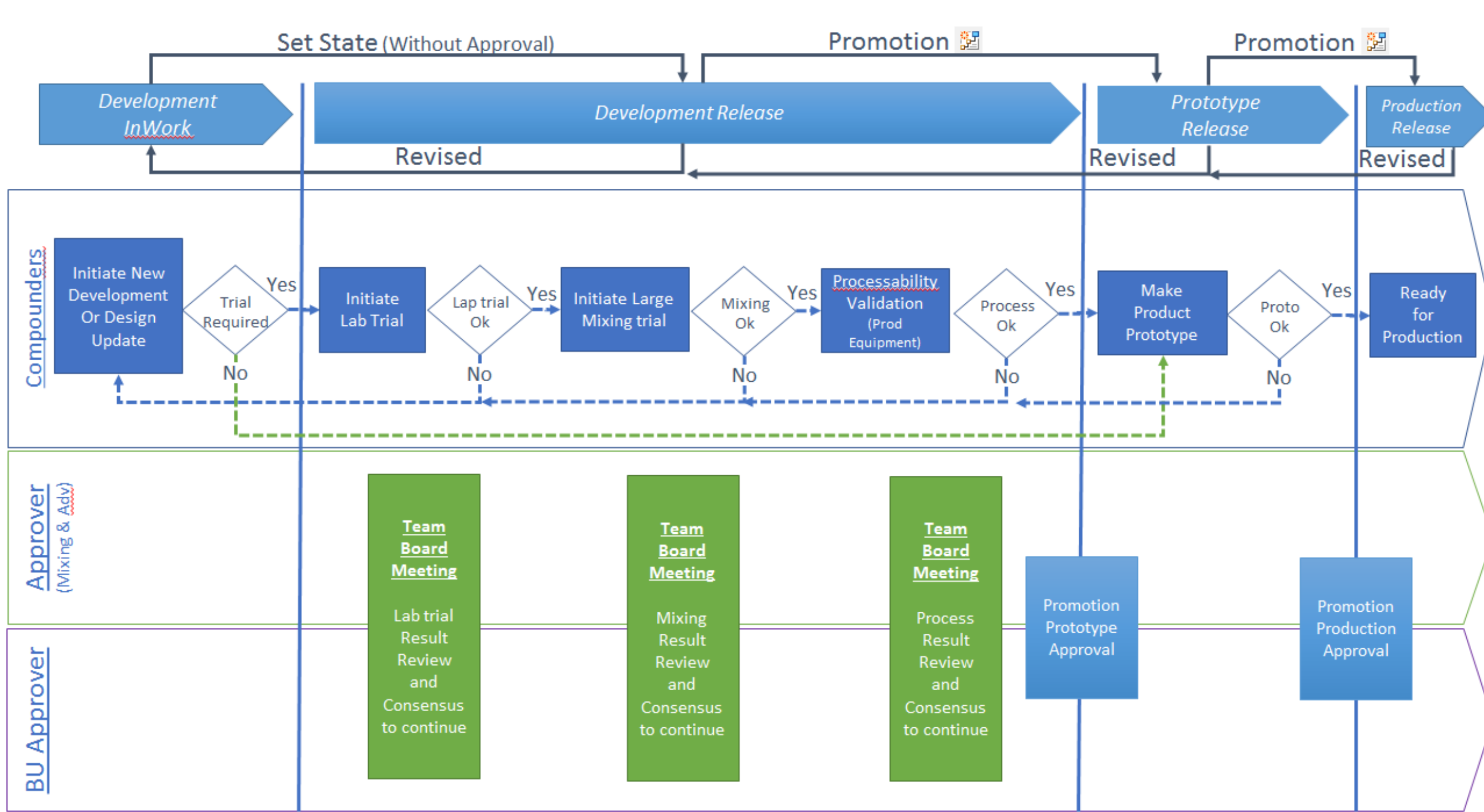
Add new information tables to your new tab.

Drag-and-drop the page anchors on the top of the pane to reorder the information tables.

## Did You Know?

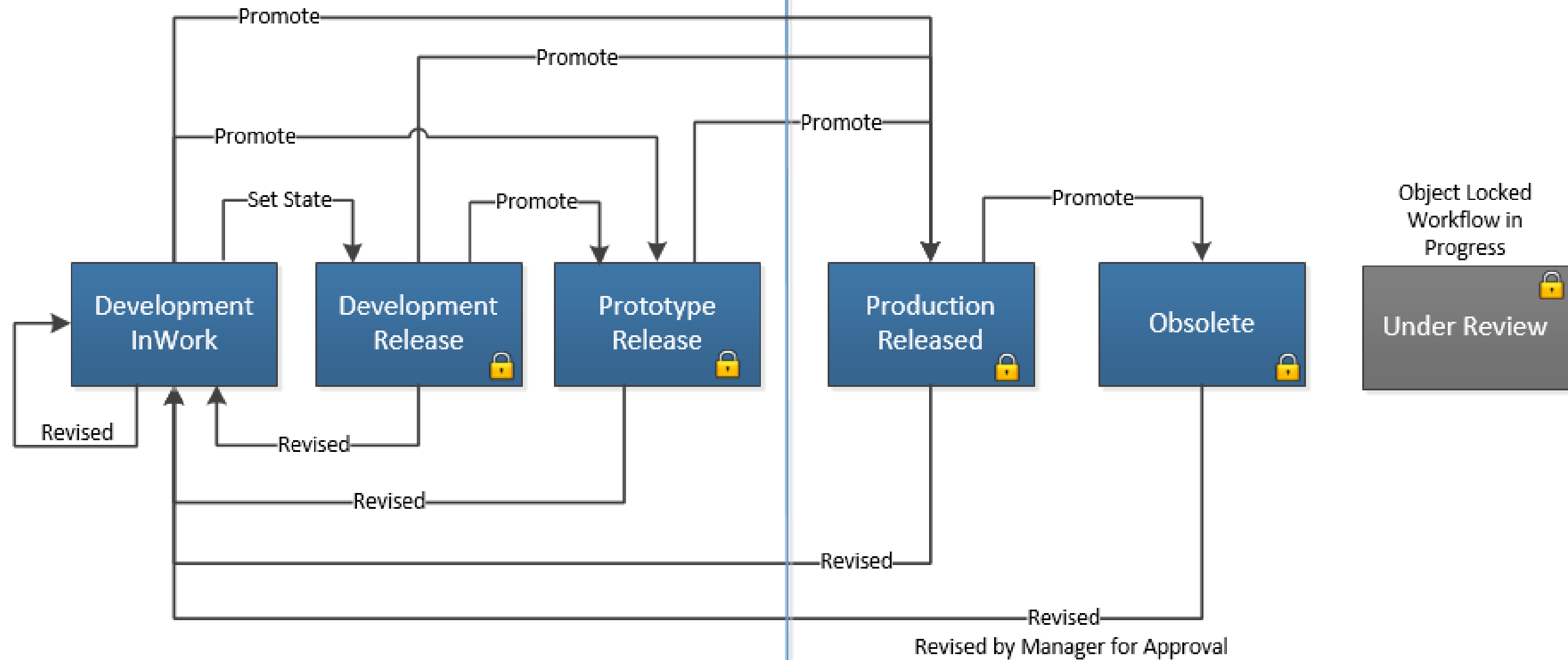
Click the **View Information** icon  within tables and folders to view an object's information page.





## Development Driven

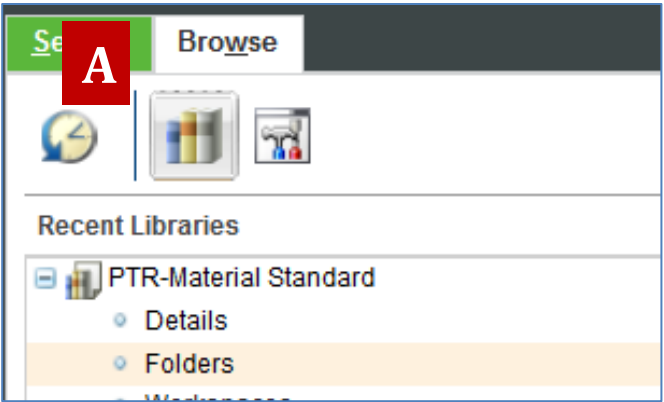
## Production Driven



NUMBERING Rev control « 00-01-02... »

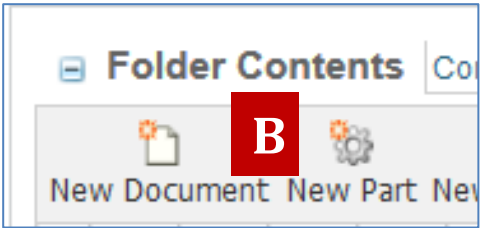
1

A. Browse to PTR-Material Standard



2

B. Click on New Part

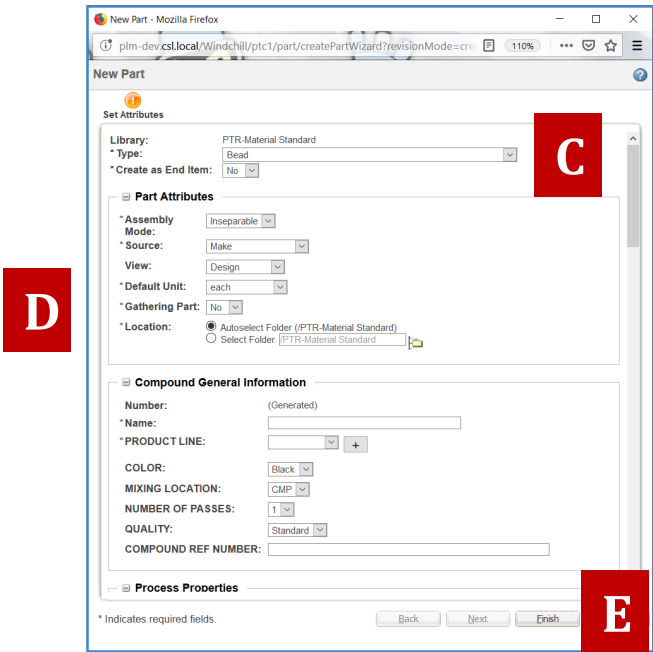


3

C. Select the type

D. Fill the mandatory attributes indicated with an asterisk

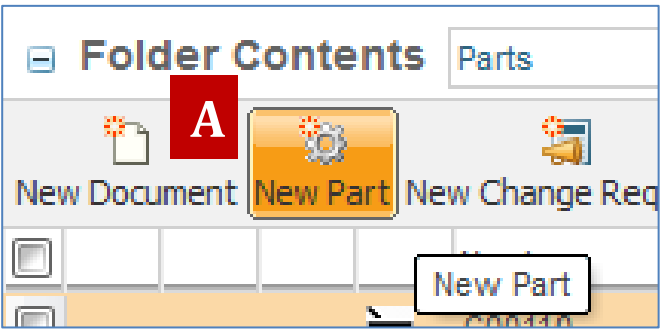
E. Click finish





1

A. In the folder click on New Part



2

B. Select the new mixing location

C. Enter the reference compound number to copy

**NOTE:** Fill the mandatory attributes with any values all attributes except mixing location will be copied.

**CAUTION:** Validate the reference compound mixing location on the information page before creating the new one. They must be different

**New Part**

**Set Attributes**

Library: PTR-Material Standard

\* Type: Black & Non marking Tread - Shoulder - Layer - Carcass - Sidewall

\* Create as End Item: No

**Part Attributes**

**Compound General Information**

Number: (Generated)

\* Name: ANY name the name will be copied

\* COMPOUND TYPE: 01-Black and Non marking Tread

\* PRODUCT LINE: Tire

COLOR: Black

**B** MIXING LOCATION: API

NUMBER OF STAGES: 1

QUALITY: Standard








**C** COMPOUND REF NUMBER: C00110

3

D. Use F5 function on yor key board to referesh the window

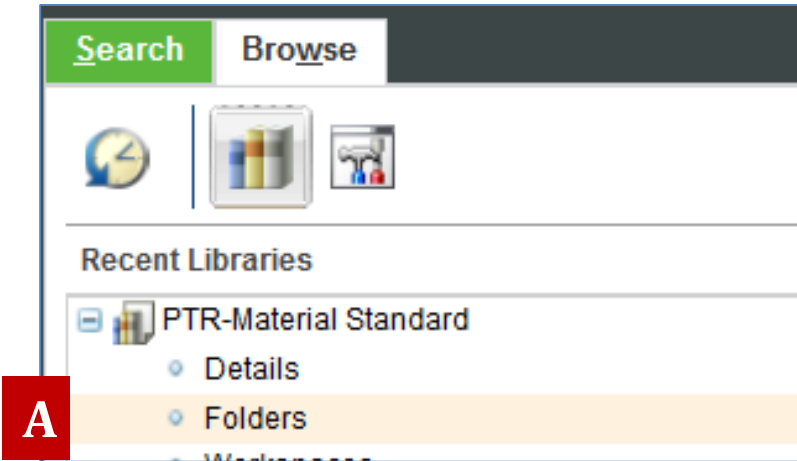


E. Validate the Creation

Folder Contents		Parts	
			
New Document	New Part	New Change Request	New Promotion Request
	New Review		
<input type="checkbox"/>		Number	Name
<input type="checkbox"/>		C00110-API	steve Compound-022
<input type="checkbox"/>		C00110	steve Compound-022
( 0 objects selected )			

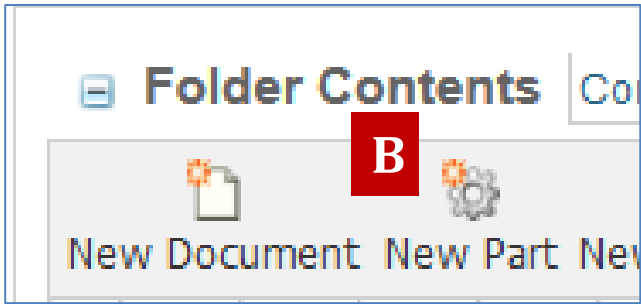
1

A. Browse to your product or Library



2

B. Click on New Part



3

C. Select the type.

D. Fill the mandatory attributes indicated with an asterisk.

E. Click finish

**NOTE:**  
To create a Site Variation of a compound fill the compound ref number with an existing compound number. Don't forget to change the mixing location to be different from the original

4

From the Folder Structure Click the view information button to access the compound.

F. Click the structure tab.

G. Click the uses tab.

H. Enter a **Number** or a **Name** to add a new Raw Material.

I. Within the newly added row, edit the PHR quantity Column.

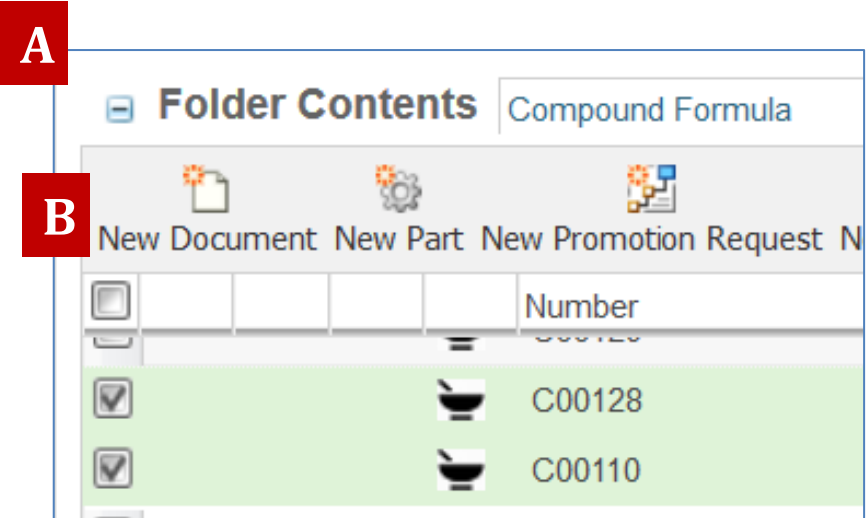
J. Once finished, click Check-in.

Descripti...	Number	Name	PHR
	C00130	NE	
	WF 3008	Pa	
	PA 4005	Pa	
	CB 2231	N	
	AC 7001	Su	
	DB 4040	N	



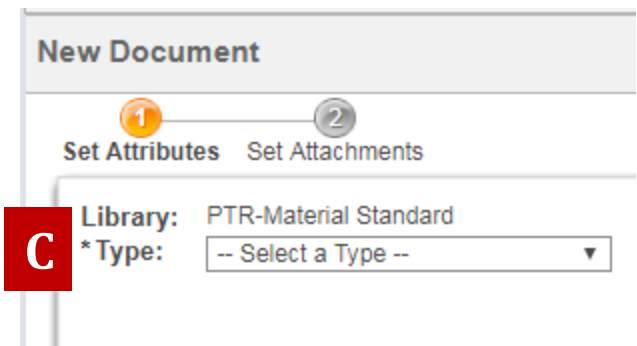
1

- F. Navigate to Product or Library folder structure
- G. Click “New Document” from “Folder Contents” table header



2

- H. Select Document Object Type



3

I. Select a template if Required.

J. Fill required attributes (all attributes with a “ \* ” are mandatory.

K. Click **Finish**

1

2

Set AttributesSet Attachments

Library: PTR-Material Standard

\* Type: Material Compound Specification

D

Template: -- Select a Template --

\* Primary Content Source: Local File

\* File Name:

Browse...

File Description:

Attributes

Number: (Generated)

\* Name:

Description:

Business

\* Location: ☒ Autoselect Folder (/PTR-Material Standard/01- Compound Spec)

☐ Select Folder

\* Indicates required fields.

Back

Next

F

Finish

Cancel

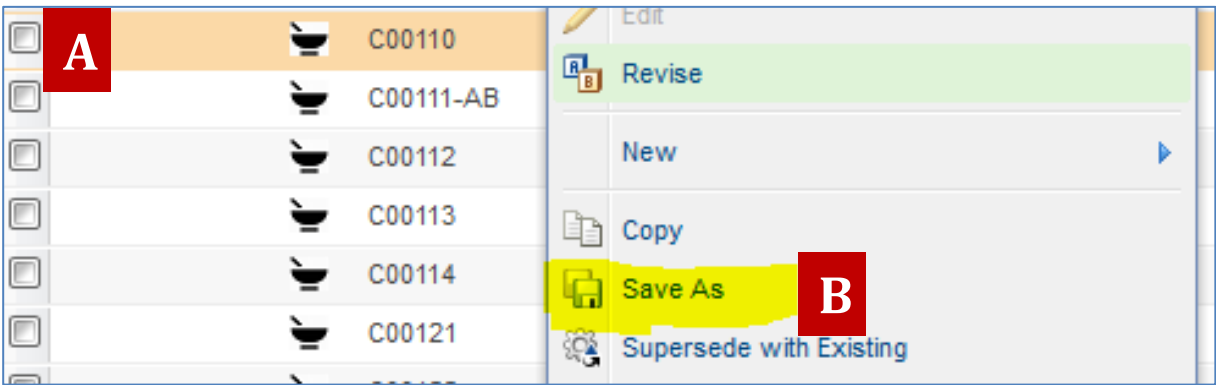
Page 14 of 30

1

- A. Select an object and use right click button to open action menu
- B. Select Revise.

**Tool Tips**

You can SaveAs multiple object by cross check multiple object in the folder table and use the action Button from the Table Header.



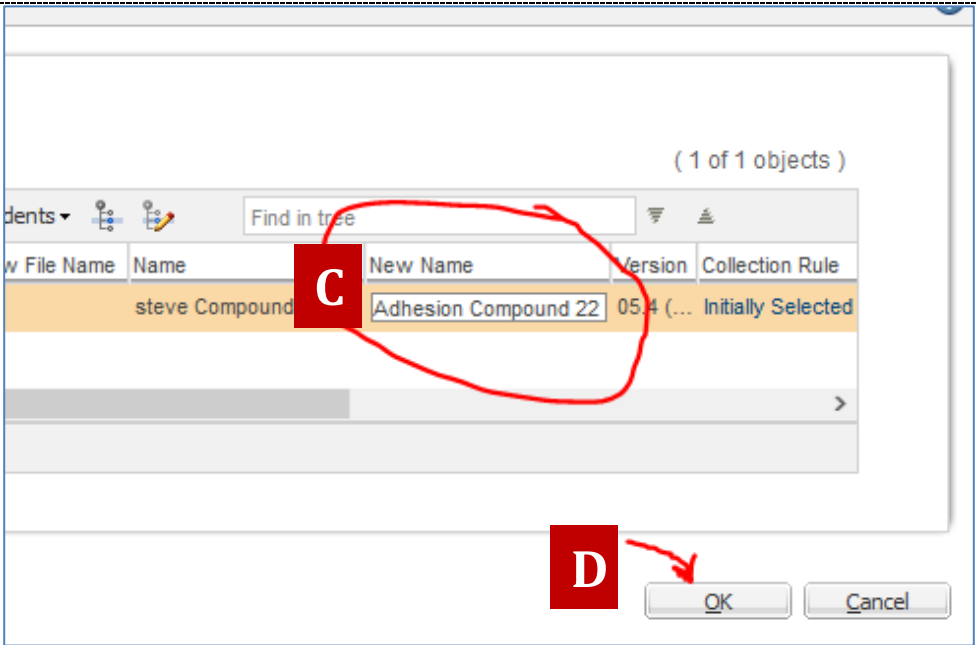
2

- C. Enter the new name,if required also the new number.
- D. Click OK

**Tool Tips**

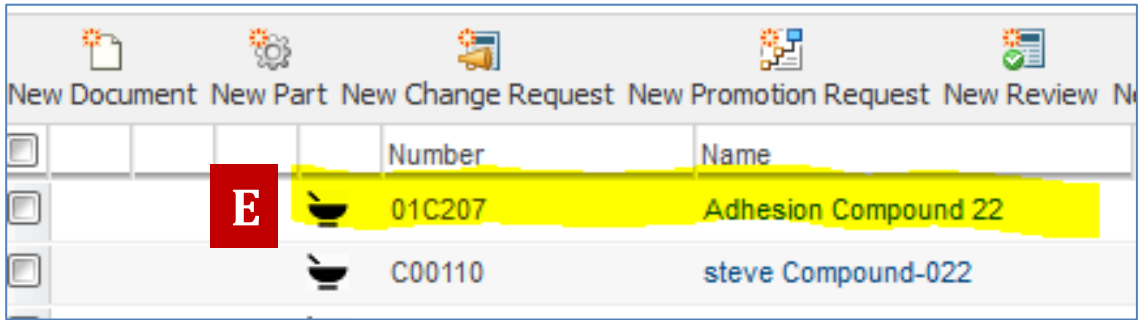
You can use the multiple “set name” function to define:

to define new name and number.



3

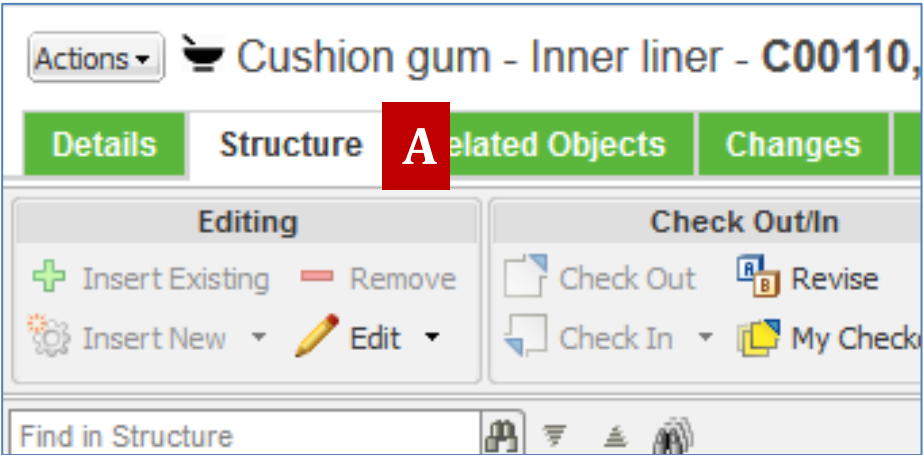
- E. New object created with the new name and Number



1

A. On the information page click the Structure Tab.

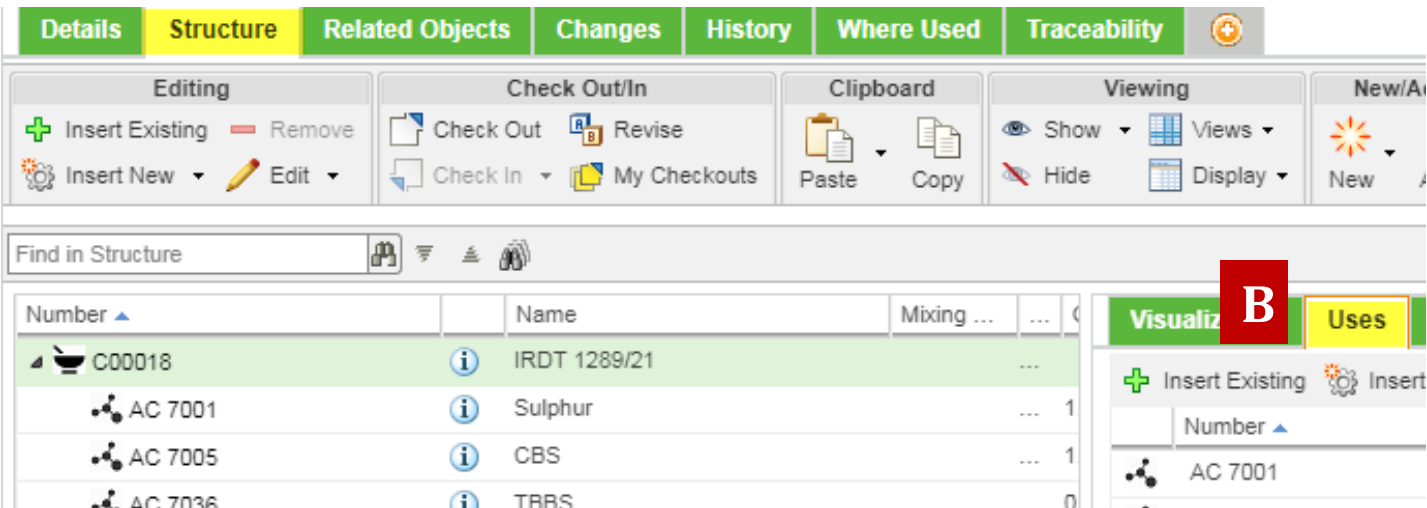
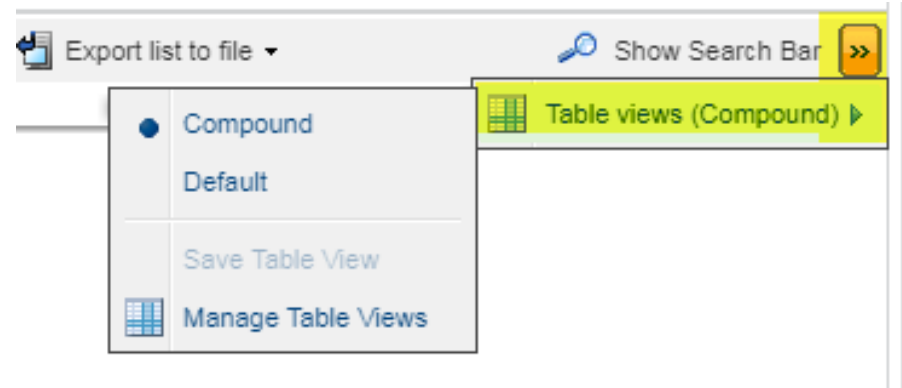
**NOTE:** Only object at “**IN WORK**” state can be edited.



2

B. Click the uses Tab

**Tool Tips**  
To view all compound Attributes, change table view.  
Ex. :





3

- C. Enter a name or a number
- D. Enter the Quantity
- E. If required , Select a mixing stage

4

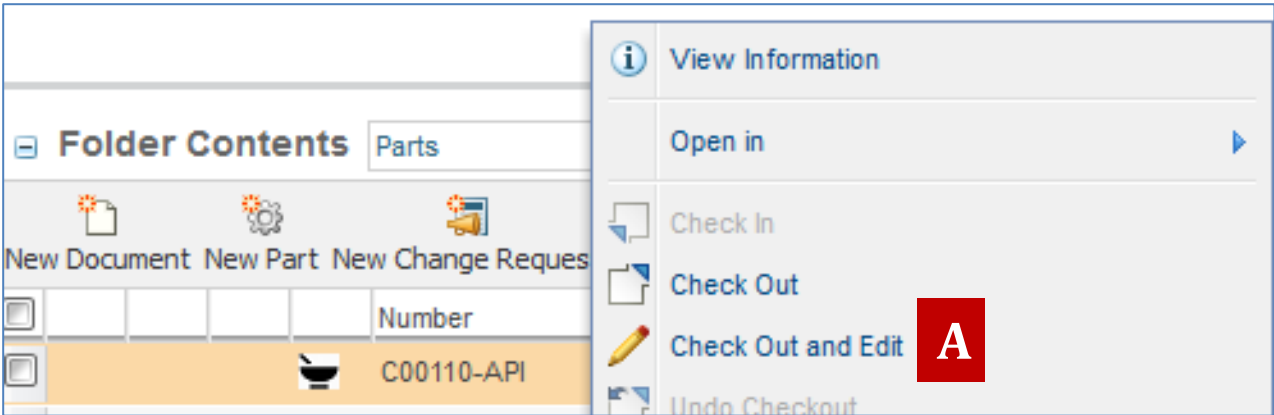
- F. From the **Structure toolbar** Click check in and enter a comment.

F

Details	Structure	Related Objects	Changes	History	When
Editing		Check Out/In		Clipboard	
+ Insert Existing    - Remove    ⚙ Insert New    ✎ Edit		📄 Check Out    🔄 Revise    📄 Check In    📄 My Checkouts		📄 Paste	
Find in Structure		Check in			
Number	Version	State	ENGINE		
📄 C00110-API	00.2 (Design)	📄	De		
📄 AC 7001	01.1 (Design)	📄	Pro		

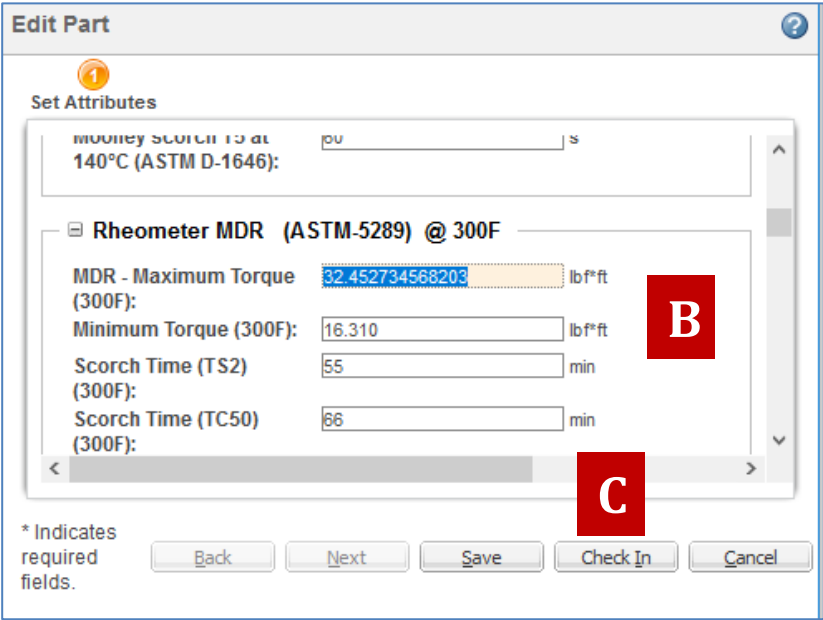
1

A. Right click a compound and select check out and edit.



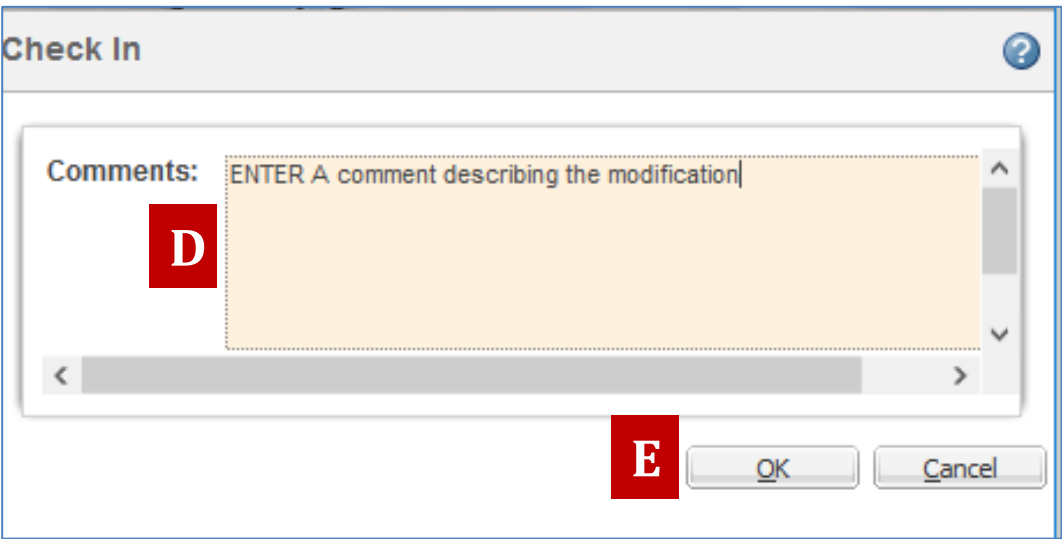
2

B. Fill the attributes  
C. Click check in



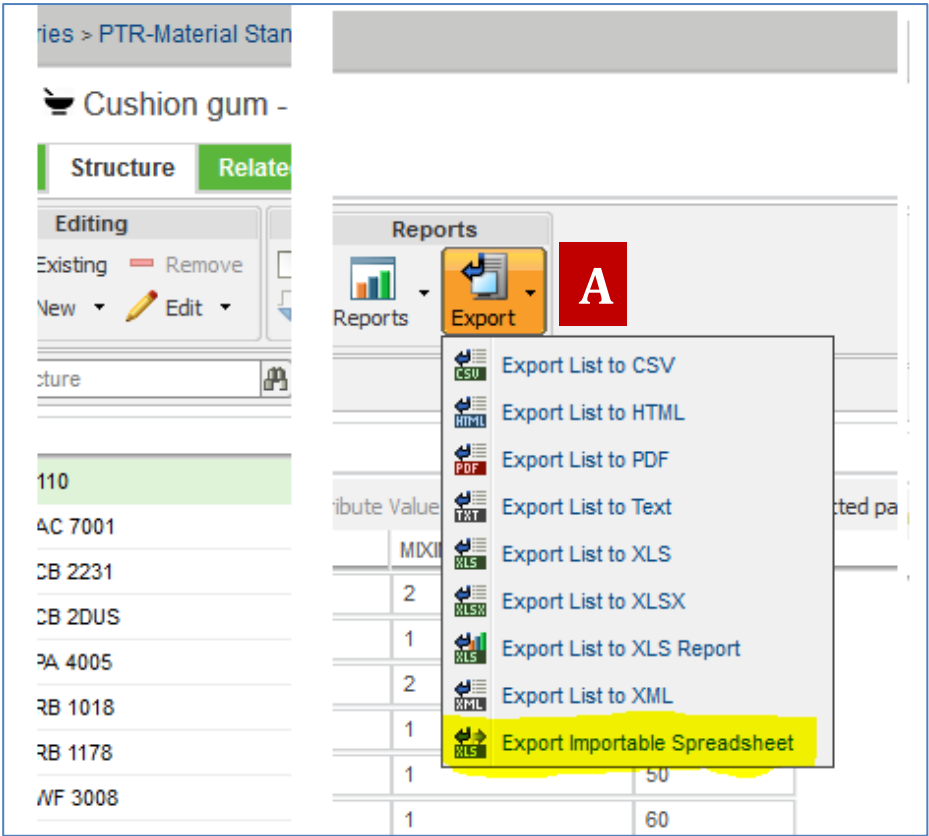
3

D. Enter a comment  
E. Click OK



1

A. From the Compound info page in the structure tab, click **Export** and select **Export importable Spreadsheet**.

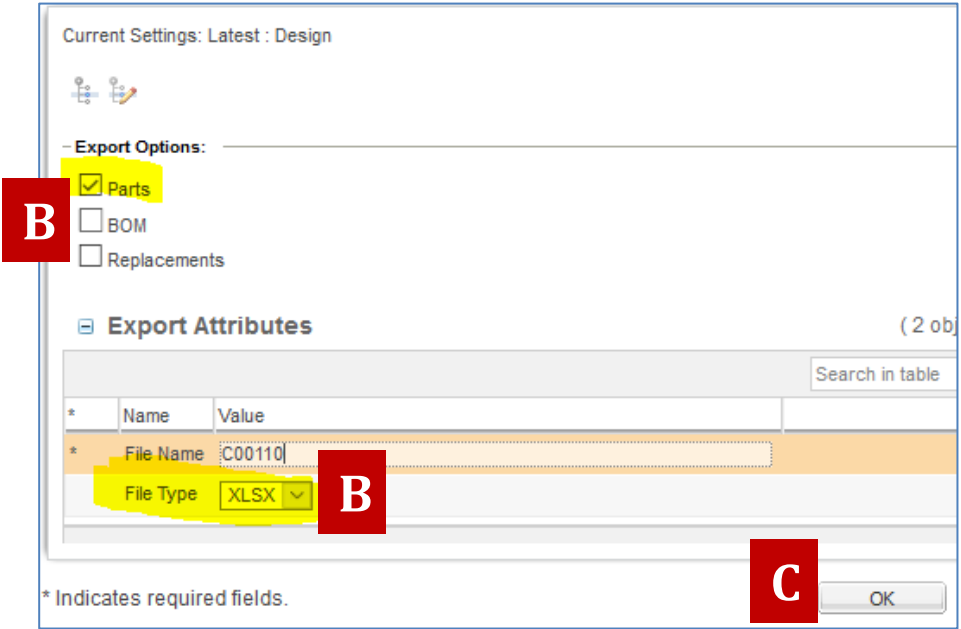


2

B. Select the **Parts** and/or **BOM** checkbox.  
C. Enter a name and Select **XLSX** then click **OK**  
D. Open, edit and save the excel file

i

NOTE: Select Part to edit the attribute OR select BOM to edit the recipe

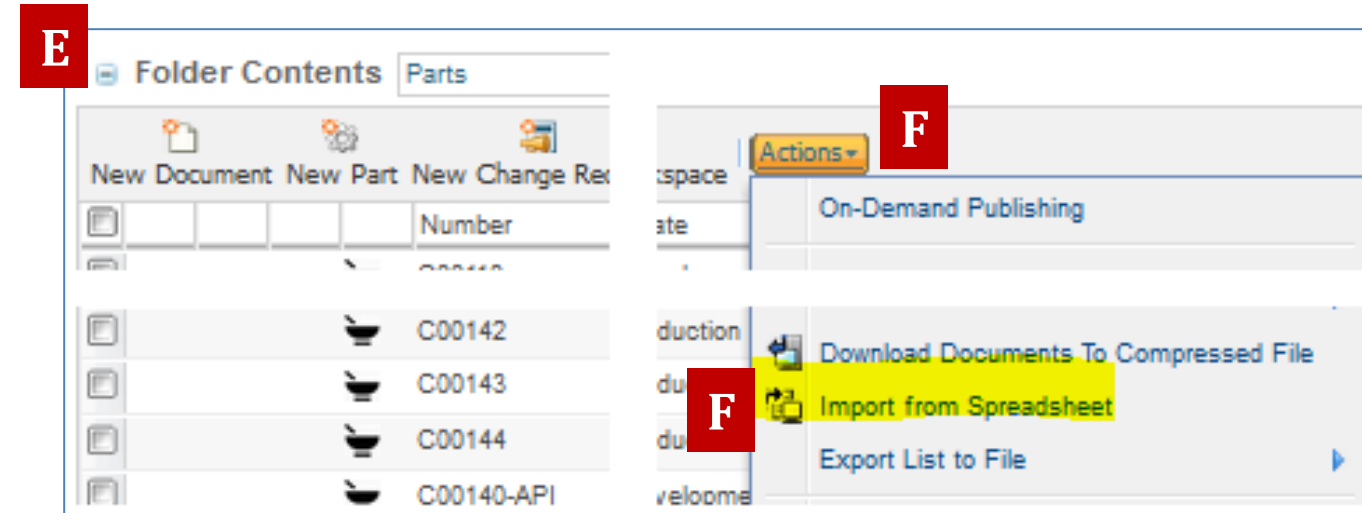


3

Once Excel files is updated with the new value and you are ready to re-Imported the file :

**E.** From the **Folder** menu

**F.** click **Action** and Select **import from Speadsheet**



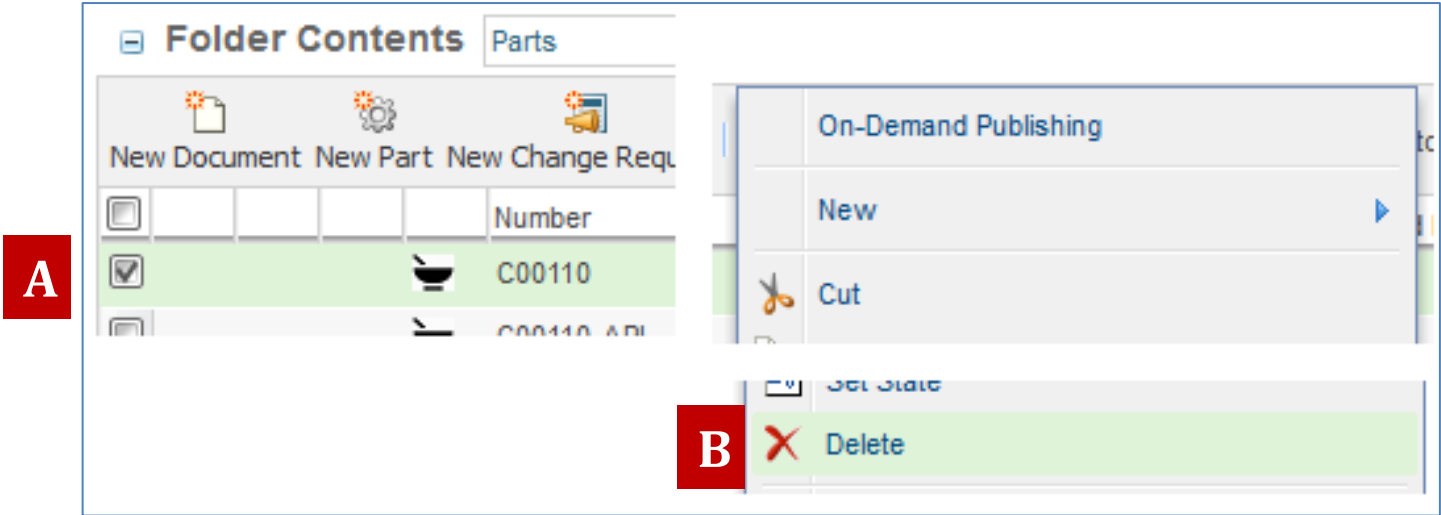


## 1 - From Folder menu

- A. Check the box beside the Object in the table.
- B. Click Action **Delete**

**NOTE:** From the folder menu, only the latest version of the Object will be deleted.

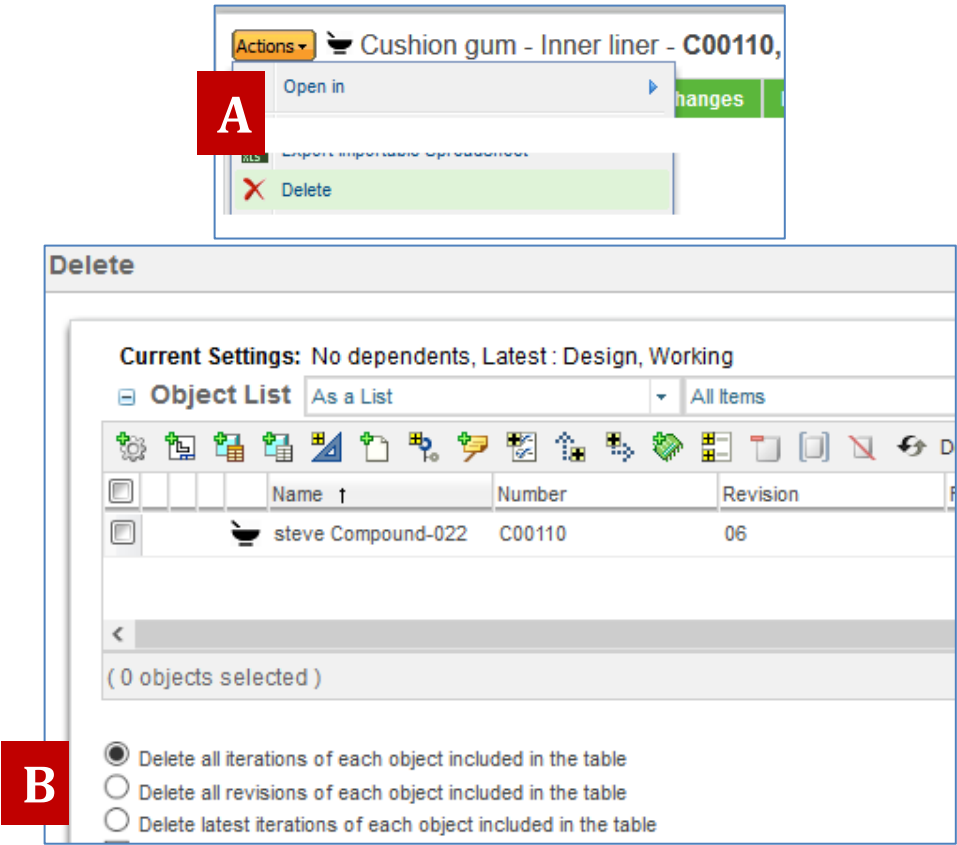
**CAUTION:** Deleting Released version is prohibited by the system. Only admin users can.



## 2 - From Information Page


- A. From an object Information Page click **Action/Delete**
- B. A Delete Collectors windows will open, Select one of the 3 Delete options:  
Ex.:

Option	Active Revision	Delete Result
All Iteration	06.2	5.1
All Revision	06.2	All Item erase
Latest Iteration	06.2	06.1



1

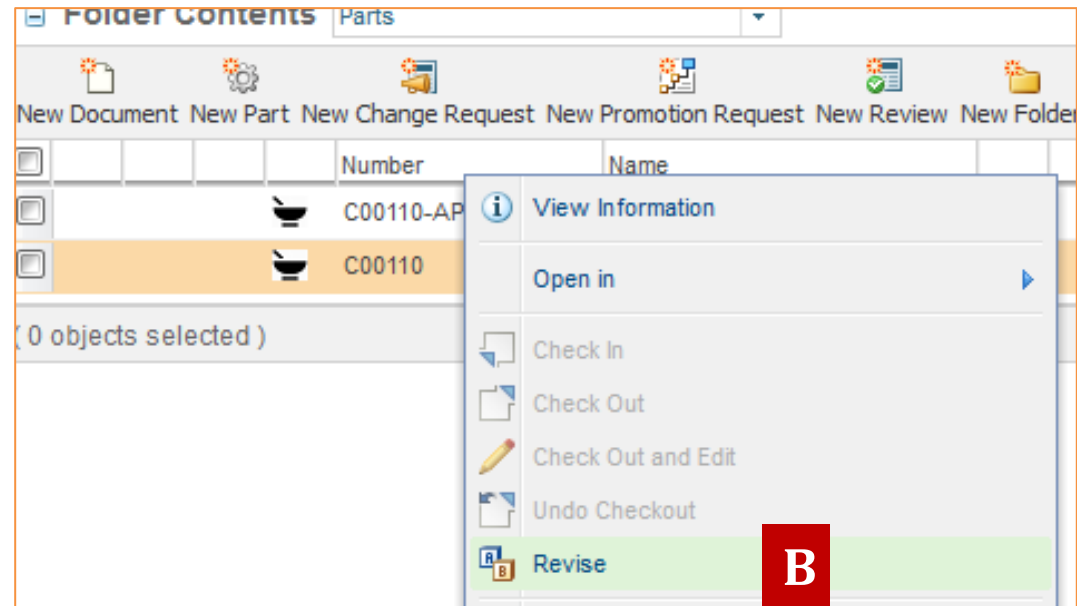
- A. Select an object and use right click button to open action menu
- B. Select Revise.



Tool Tips

You can revised multiple object by cross check multiple object in the folder table and use the action Button from the Table Header.


A



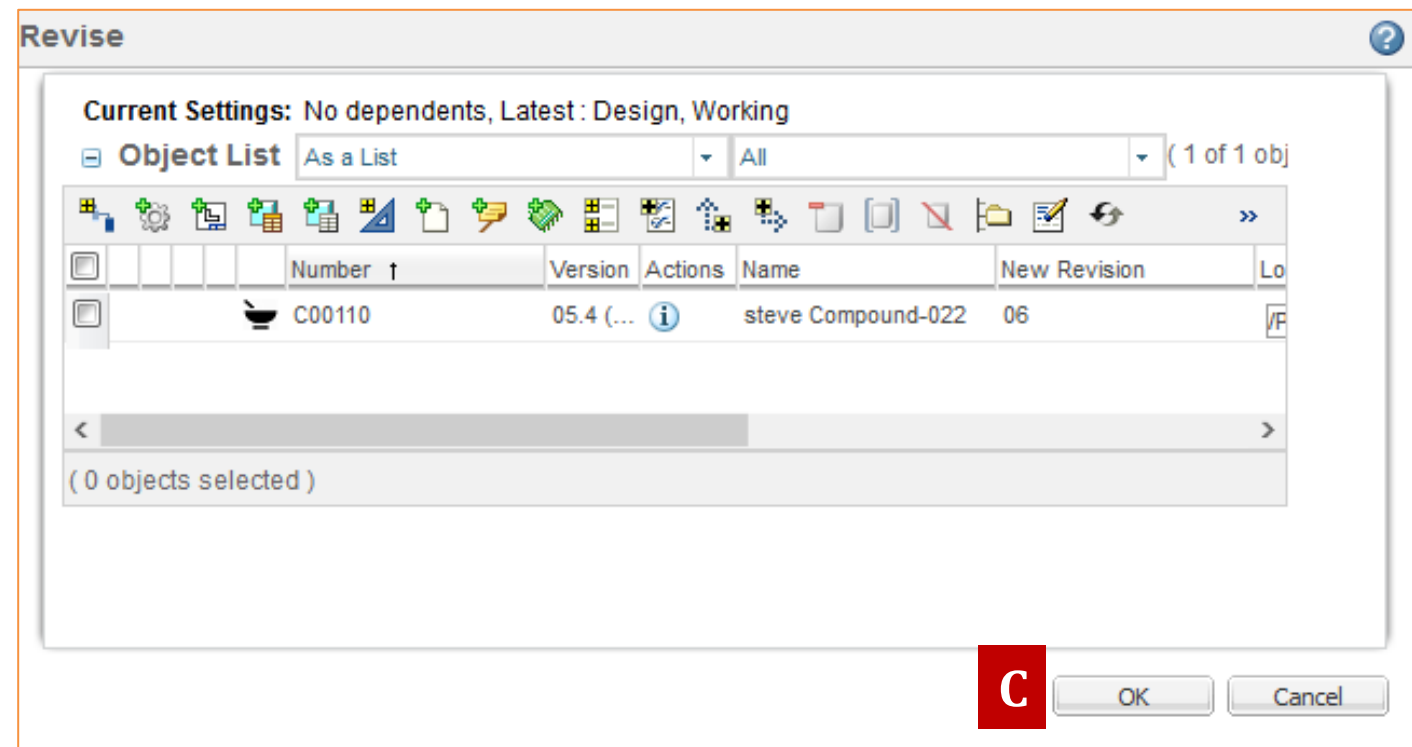
B

2

- C. Confirm new revision and Click **OK**



**NOTE:** The system is automatically selecting the next revision. step sequence.



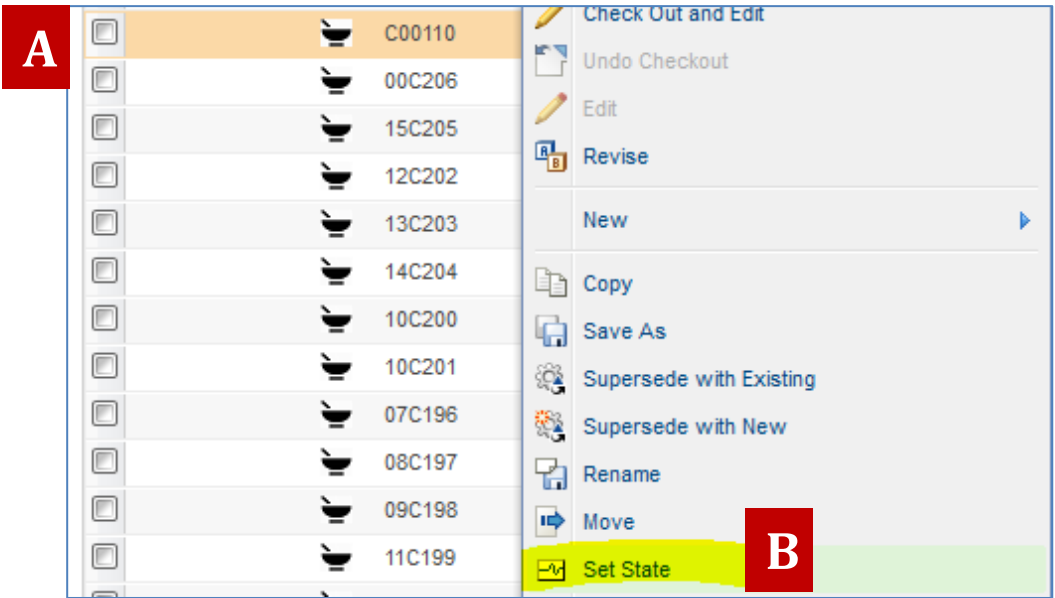
C

1

**A.** Select and object and old your mouse right click.

**B.** Select **SetState**

**CAUTION:** this is for important and critical warnings.

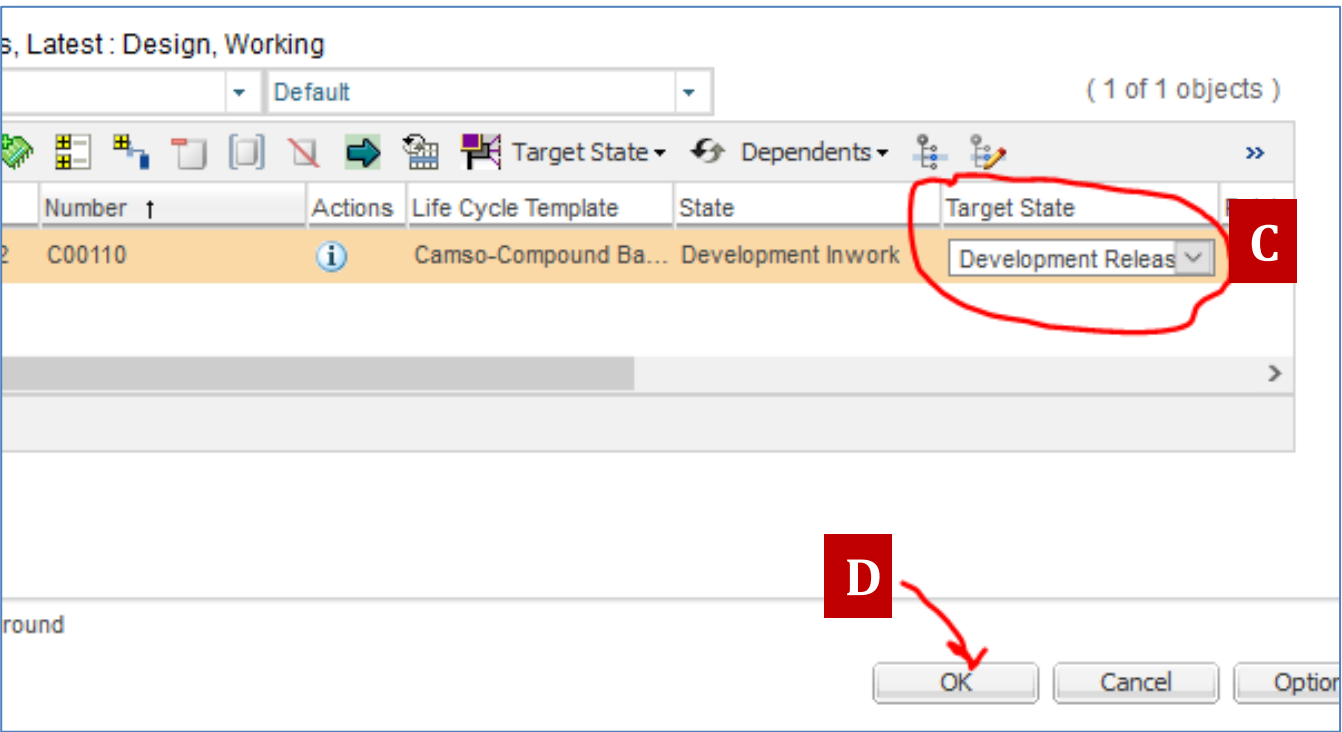


2

**C.** Validate the target state  
**D.** Click **OK**

Validate object state result !

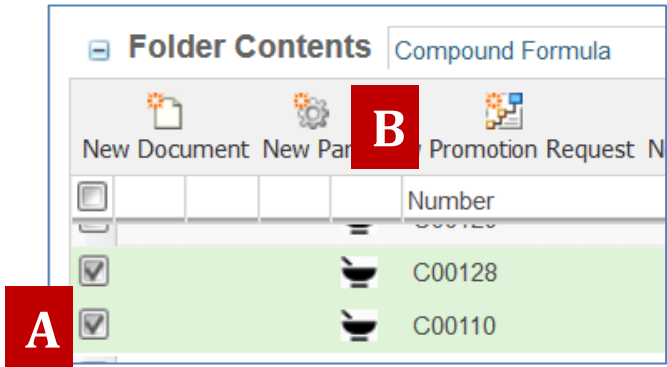
**NOTE:** The Target state is automatically selected to Development Released



1

- A. In the folder, Select the items to promote.

B. Click New Promotion Request



2

- C. Enter a Description

D. (for CAD only) Select what to Required Output to “Publish” .

E. Select review level

F. Click next

*i*
**NOTE:** Review level is different from one BU to another. Please refer to co-Worker to know which one

Library: PTR-Material Standard
\* Type: Promotion Request

Attributes

\* Name:

NEW C00110 - 3, C00130, 00.3, 2019-01-30

\* Description:

C

Location:

☒ Autoselect Folder (/PTR-Material Standard/Promotion Requests)
☐ Select Folder PTR-Material Standard

Need By:

yyyy-mm-dd

Apply default collection:

☒

Publish DXF:

No

Publish PDF:

Yes

Publish STEP:

No

D

Process attributes

Review Required:

Yes

Review Level 2 Required:

No

Approbation\_Required:

No

E



3

G. Select target promotion State

H. Select all items

I. Set object for promotion

**NOTE:** Depending of the starting state of your items. The target state and set for promotion maybe done automatically.

1 Set Attributes 2 Select Promotion Objects 3 Select Participants

\* Target Promotion State: [Dropdown] **G**

**Promotion Objects**

**I** Set Object for Promotion Copy [Buttons] Add Promotion Objects

<input type="checkbox"/>		Name	Version
<input checked="" type="checkbox"/>		C00130	00.3 (
<input checked="" type="checkbox"/>		C00061	05.1 (
<input checked="" type="checkbox"/>		C00061-CMP	00.4

+ Add by Number Add by Name

4

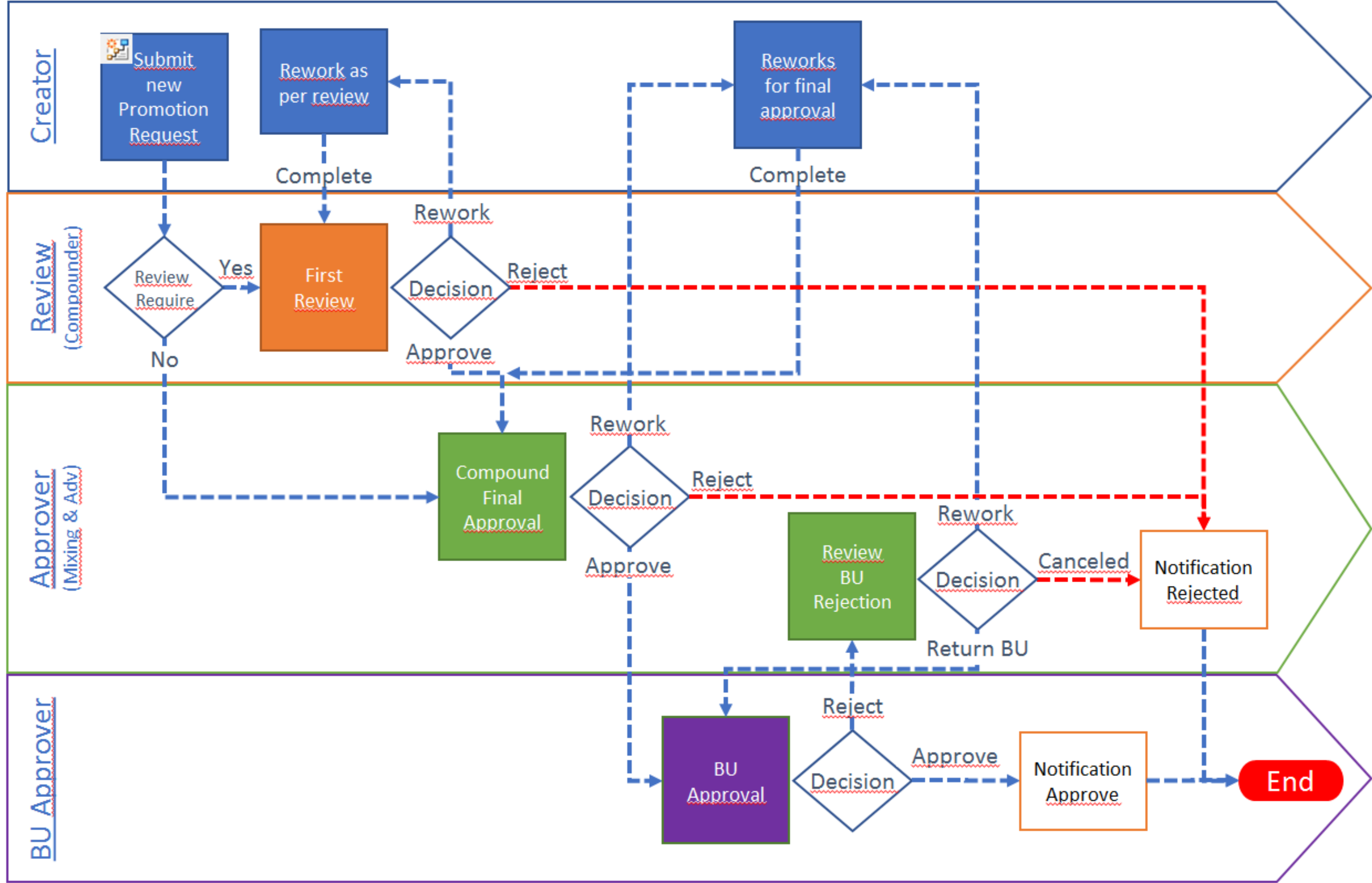
J. For each of the columns select one or multiple user (Participants).

**NOTE:** Select people to notify depending on the final state production release or prototype release.

**Process:** Camso\_PromotionRequestProcess\_Compound  
A process to invite Approvers from the Promotion Approvers group and Reviewers from the Promotion Reviewers group as well as participants added by the process.

**Participant List** Members By Role [Dropdown]

Participant ↑	Approver	Notification - Production Release	Notification - Prototype Release	Reviewer
Organization Administrator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Steve Martel <b>J</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WC Administrator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Material Engineer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Designer Test03	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
GO-MX-Material Engineer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Martin St-Laurent	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Material Recipe Reader	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

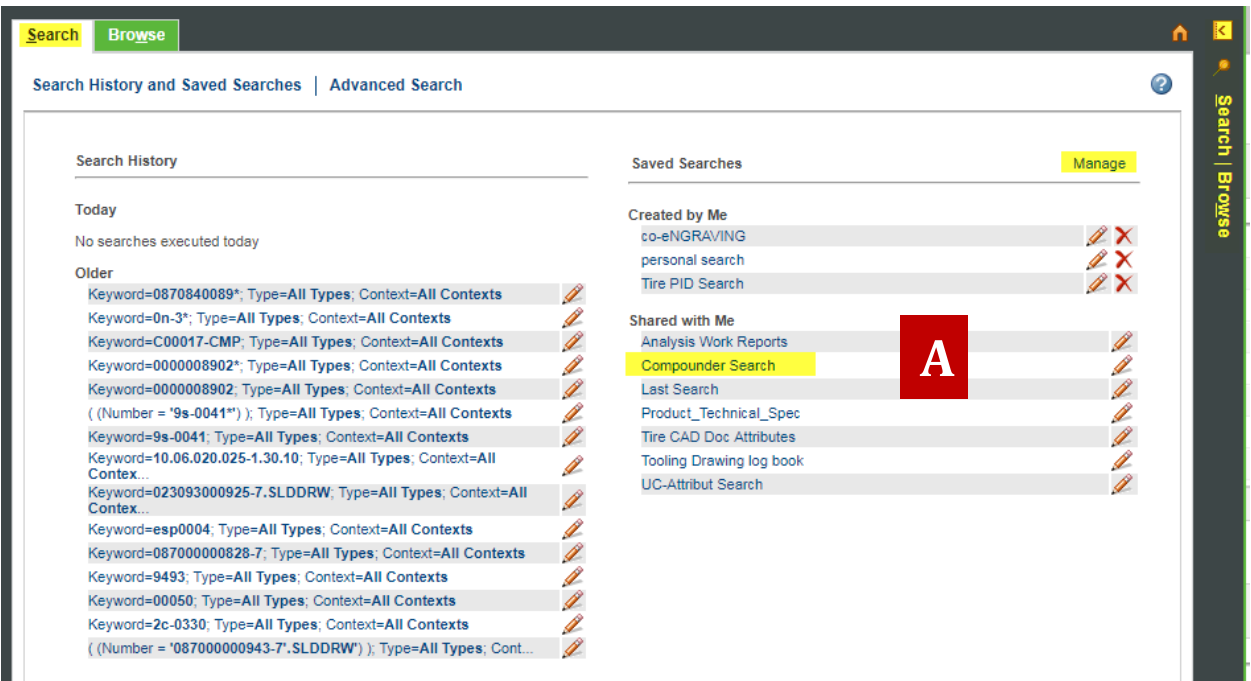


1

A. From the search history... Select the **Compounder Search**

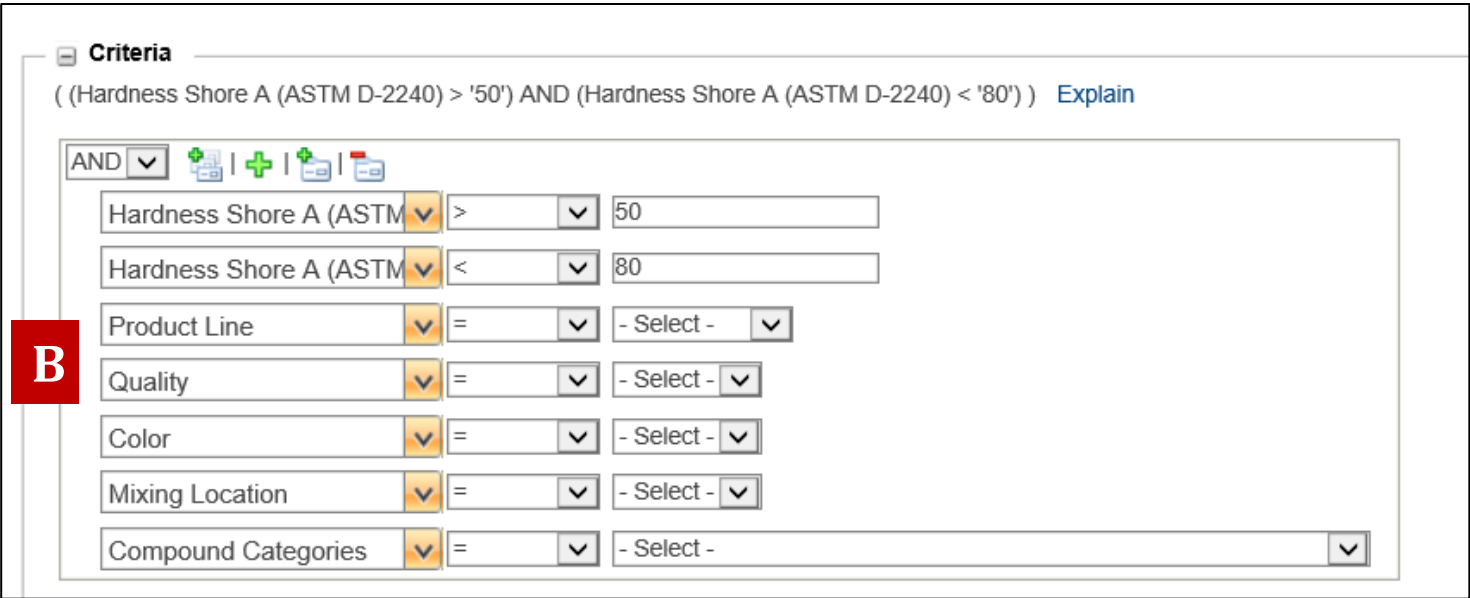
**Tool Tips**

If the search is not visible use « Manage » function to show the search in the « Shared with Me » section.



2

B. Enter the criteria's and click search.



1

A. From the folder table check the box beside multiple compounds.

A

Folder Contents

Parts

New Document

New Part

New Change Request

New Promotion Request

New Re

		Number	Name
<input checked="" type="checkbox"/>		C00110	steve Compound-022
<input type="checkbox"/>		C00110-API	steve Compound-022
<input checked="" type="checkbox"/>		C00159	Test-Pathum-002#
<input checked="" type="checkbox"/>		C00182	Test Multiple Steve

2

B. Click action **Compare/Compare information**

B

Add to Workspace

Add to

Compare

Process

Download Documents To Compressed File

Yes

Yes

Yes

Compare Information

Compare to Part Structure

Yes

3

C. Check the Attributes box and OK

C

Comparison Options

Compare the following:

☐ Select All
 ☒ Attributes
 ☐ Variances
 ☐ Related CAD Documents
 ☐ Related Documents
 ☐ Part Usages

OK

Cancel

Comparison Report					
Attributes					
C00110 - Steve Compound-022, 06.1 (Design) <a href="#">i</a>		C00159 - Test-Pathum-002#, 01.2 (Design) <a href="#">i</a>		C00182 - Test Multiple Steve, 03.1 (Design) <a href="#">i</a>	
70h 100C - Elongation Change	1	70h 100C - Elongation Change	--	70h 100C - Elongation Change	--
Flexometer Blow out time	60 s	Flexometer Blow out time	--	Flexometer Blow out time	--
Modulus 10% (ASTM D-412-A)	145.03773773017 psi	Modulus 10% (ASTM D-412-A)	--	Modulus 10% (ASTM D-412-A)	--
70h 70C - Modulus 100%	1	70h 70C - Modulus 100%	--	70h 70C - Modulus 100%	--
Compression modulus	1.4503773773017E+006 psi	Compression modulus		Compression modulus	



- A. From the information page.
- B. Click on **Where Used** Tab

A

Actions

Raw Material - WF 3008, Powdered Silica, 00.7 (Design)

Details

Structure

Related Objects

Changes

History

Where Used

B

Traceability

+

Where Used

Where Used

Latest

Expand

Collapse

Copy

Add to Workspace

Actions

Number	Version	Name	Context
WF 3008		Powdered Silica	PTR-Material Standard
2-RDT-975	(Design) 00.3	2-RDT-975	PTR-Material Standard
2-T-6915	(Design) 00.3	2-T-6915	PTR-Material Standard
2-B-607	(Design) 00.3	2-B-607	PTR-Material Standard
2-TR-7015	(Design) 00.3	2-TR-7015	PTR-Material Standard
2-TR-385	(Design) 00.3	2-TR-385	PTR-Material Standard
2-RDT 1126/6	(Design) 00.3	2-RDT 1126/6	PTR-Material Standard
2-ATR-611...	(Design) 00.3	2-ATR-6112(RSS)	PTR-Material Standard