Documents

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CONTACT Software

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Contents

CHAPTER 1

Introduction

Managing, utilizing and ensuring the availability of documents are key tasks in any company. In view of the vast number of documents, interfaces and systems involved, conventional archives on network drives or in email systems lead to a dead end. *CONTACT Documents* provides a clear overview using intelligent document logistics – even in complex processes – while at the same time supporting team work.

CHAPTER 2

Documents

2.1 Introduction

You can maintain document files and their master data using document management. This allows you to handle typical Office documents such as Microsoft Word and Microsoft Excel files quite easily. Additional functions for CAD documents are assigned to the *CAD document management* area in the system and are explained in the *User manual for product data*.

Each document is managed as a standalone object with a unique number in the system and described by certain master data (such as a title, category, author, etc.).

A document can be assigned to a context such as a project or a part. In conjunction with other system modules, other objects can be assigned to a document and used, such as checklists, active issues, etc.

The files of a document are stored in what is known as an *electronic vault* or *BlobStore* in the system. This can logically be thought of as a safe and repository that protects the document files from unauthorized access based on the rights system. Actual editing takes place on a local copy provided from the electronic vault. Files are represented by *file objects* (page 12) in the GUI.

CONTACT Documents provides functionality that can be configured to an extent, including the following:

- Automatic number generation
- Assignment and management of selected master data (metadata)
- Consistent data during input using catalog support and using test routines as needed
- Flexible searching using document master data
- Management of individual change statuses
- Checking access rights when creating, indexing and deleting
- Assignment to parts. Any number of documents can be assigned to and managed for one article.
- Storage and protection in an electronic vault.

For further preparation, please read *CONTACT Elements client reference* in advance.

2.2 Menu access

You can access document management via the menu tree. This requires selecting the *Documents* menu item.

You can use this menu item to create a document using the pop-up menu or to search for existing documents in order to gather information or edit individual documents.

Note: You can also call up the pop-up menu for a specific document category. Dialogs called this way are then preallocated with this category.

Creating a new document

- 1. This requires selecting the pop-up menu item *New …* in the menu tree under *Documents*.
  2. The dialog opens for entering the document data, see *CONTACT Elements client reference*.

This function is used to create a document data record. This document data record can be assigned to a file using the *Import Filename* field. If a file is not assigned, the document data record starts by using the application label `PAPIER`.

You can assign a file to this document data record later on as needed using the *Import* function, see *Import* (page 8).

Creating a document from a template

This function starts creating a new document based on a template

- 1. This requires selecting the pop-up menu item *Create from template …* in the menu tree under *Documents*.
  2. The dialog opens, allowing you to select a template; see *Create from Template* (page 6).

2.3 Master data

The default configuration of the document management uses the following document attributes:

Title The title describing the document. This text is entered as free text.

Main category / Category The main category and category the document is assigned to. A catalog is used to make the assignment.

Author(s) The author or authors of the document. He or she (or they) can be selected from a list of options. The attribute is automatically filled with the name of the user when creating a new document.

Origin The origin is a manual link to another document used to create this document. This text is entered as free text.

Division The area responsible for the document, e.g. a department. It is selected from the list of options. The attribute is filled with the name of the user when creating a new document.

Language The languages the document is written in. This is selected using a list of options.

Keywords Keywords describe the document beyond the information in the title, thereby supporting searches for documents. The keywords are entered as free text.

Remarks Comments relating to the document can be entered in the remarks. These are entered as free text.

Number / Index The document no. and the corresponding index uniquely identify the document. The no. and index are issued automatically when creating a new document. The document no. and index cannot be changed for an existing entry.

Status Name of the status (e.g. Draft, Review, Released, etc.) that the document is in. This attribute is influenced by the *Change status* function.

Locked by Indicates whether the document is protected by an edit lock and from whom. This attribute is influenced by the *Lock* and *Unlock* functions.

Application Identification for the application used to display and edit the document.

Template Specifies whether the document is to function as a template. System functions take documents marked this way into account for template management.

Part No. / Index The *Part No.* and *Index* fields allow you to reference the part the document is exclusively assigned to. The fields are filled using a list of options.

Project No. The *Project No.* field allows you to reference the project the document is exclusively assigned to. The field is filled using a list of options.

In addition, another *Source Information* tab is available for retaining certain information using documents that have now been configured in the system but were only available externally before. The default configuration of the document management provides the following attributes for this:

Source Information for which source (*Customer*, *Supplier* etc.) the document originated from.

Creation Date When the document was created.

Receipt Date When the document was delivered to your organization.

Original Filename The original name of the document.

Original No. / Original Index The original document number and the original document index.

Based on Template The template that has been used during the documents creation. This is the template used during the *Create from Template* operation or the document that has been used to call the *Copy* operation.

2.4 Relationships

In the standard system, the following relationships are defined for documents, which are displayed as relationship registers in a dialog, for example. They can be hidden initially or only be visible to certain user groups.

Files The files that belongs to the document. System files are hidden.

All Files All files that belongs to the document.

Change History All versions of this document

Status Protocol All Status Changes of this document.

Workflows Workflows that contains the document

Used as a template for All documents that have been created using this document as a template.

Exceptional authorizations/common exceptions A list of exceptional authorizations

Batch Operations Batch Operations that contain this document.

Actions Actions that lead, for example, to an improvement in document quality.

Sheets of a Drawing The sheets of a multi sheet drawing

Referenced Documents Documents that are referenced by this document.

The corresponding drawing of a sheet The drawing that belongs to this sheet.

Subscribers All users of the system that are subscribed to the Activity Stream postings of this document.

2.5 Functions

2.5.1 Pop-up menu of the document

Once you have received a result list from a search (see *CONTACT Elements client reference*), you can edit the documents in the result list via their pop-up menu. Select a document data record in the result list and open the corresponding pop-up menu by pressing the right mouse button.

The pop-up menu contains both general functions (explained in the *CONTACT Elements client reference*) and special document functions and - if configured - commands for calling up the relationships of documents to other objects.

Note: Refer to the *CONTACT Elements client reference* for an explanation of the symbols in the pop-up menu.

Pop-up menu items

New… Standard function, see *CONTACT Elements client reference*.

Create from Template … Create a document from a template, see *Create from Template* (page 6).

Search… Standard function, see *CONTACT Elements client reference*.

Search again… Standard function, see *CONTACT Elements client reference*.

Sorting Standard function, see *CONTACT Elements client reference*.

View Display the document, see *View* (page 7).

Edit Edit the document, see *Edit* (page 7).

Modify… Standard function, see *CONTACT Elements client reference*.

Information Standard function, see *CONTACT Elements client reference*.

Copy… Standard function, see *CONTACT Elements client reference*.

Delete… Standard function, see *CONTACT Elements client reference*.

Generate index Create a new index for the document, see *Generating an index* (page 7).

Change status Standard function, see *CONTACT Elements client reference*.

Lock Lock the document, see *Lock* (page 8).

Unlock Unlock the document, see *Unlock* (page 8).

Import Import a document into the system, see *Import* (page 8).

Export Export a document from the system, see *Export* (page 10).

Distribute Standard function, see *CONTACT Elements client reference*.

Create Sending Order Create a transmit operation, see *Create Sending Order* (page 10).

Mark for loading Mark the document for loading, see *Mark for loading* (page 10).

Add query to favorites Standard function, see *CONTACT Elements client reference*.

Add object to favorites Standard function, see *CONTACT Elements client reference*.

Create checklist from template Create a checklist from a template for the document, see *User manual for project management*.

Checklists Display checklists for a document, see *User manual for project management*.

Project Pop-up menu for the project assigned to the document. If a project is assigned to the document, you can run functions on the project, see *User manual for project management*.

Assigned Part Pop-up menu for the part assigned to the document. If a part is assigned to the document, you can run functions on the part, see *User manual for product data*.

Active Issues Shows the active issues assigned to the document, see *User manual for project management*.

Status log All of the status changes to date for a part are documented in the status log and showed in a separate dialog in the form of a list.

Batch operations Display the processes for batch operations assigned to the document.

Batch Operation New … Create a new batch operation assigned to the document.

Search entries Search for entries in the result list, see *CONTACT Elements client reference*.

2.5.2 Create from Template

1. In the menu tree under *Documents*, select the pop-up menu item *Create from Template …* (see *Menu access* (page 3)). You can also access the function using the pop-up menu for the document result list.
2. This opens a catalog for selecting the template. Confirm your selection with *OK*.

   Calling the *Create from Template* function from the menu tree using a document category initially only displays the templates that have the properties defined for that category. You can use the *Search again* button to remove the limitation and display all templates for selection.
3. A new document is created after the selection is made. The files from the template are added to the new document automatically. If configured accordingly, the new document is opened for editing. This concludes the action.

Managing templates

Template management allows you to define documents as a template.

How to define a document template

1. Open the document data sheet for the file you would like to define as a template.
2. Activate the *Template* check box in the document data sheet and confirm with *OK*. Now the document is treated as a template.
3. If you no longer wish to manage the document as a template, uncheck the check box in the document data sheet.

Templates defined this way are available to you using the *Create from Template…* function when creating a new document (see *Create from Template* (page 6)).

2.5.3 Printing

The *Print* function can be used to start printing a document directly from the system. This requires selecting the document to be printed in the document result list and opening the pop-up menu. Select the *Print* pop-up menu item. This function can also be performed for more than one document data record simultaneously by means of multiple selection.

Note: It may be possible that the operation is not available to you or only available for certain file types. Please consult your system administrator in this case.

2.5.4 View

The *View* function is used for displaying files of the selected document in external viewers

(see *CONTACT Elements client reference*). This requires that you highlight the desired document in the document result list and select the pop-up menu item *View* or click on the corresponding button on the toolbar. This function can also be used for more than one document data record simultaneously by means of multiple selection.

If there is only one file with a registered viewer assigned to a document, that viewer is started immediately. This also applies if one of the available file formats has a higher priority than all of the other formats (see *CONTACT Elements client reference*). If several files exist for the document (e.g. a `PDF`, `JPG` and `PPT` file), a dialog opens where you can select which of the document's files is to be opened (see *CONTACT Elements client reference*). You can also select several formats simultaneously. The selection you make applies to the view process for all documents where the same selection would apply. If, for example, you selected 10 documents that each have one `DOC` and one `PDF` file and you decide to display the `PDF` file, that decision would apply to all ten documents. However, another selection prompt would be displayed if one of the files had an additional format such as `TXT`.

If the system detects that none of the files can be opened for viewing, a corresponding warning dialog appears. You can use the *Details …* button on the dialog for a detailed message about which formats were unavailable and why.

2.5.5 Edit

The *Edit* function is used for editing the file of a document.

How to edit a document

1. Highlight the document you would like to edit in the document result list.
2. Open the pop-up menu and select the *Edit* menu item or click on the corresponding button in the toolbar.
3. After calling the function, the software application associated with the selected file, such as Microsoft Word, is opened together with the document file that the system provides from the electronic vault.

CONTACT Elements supports different editing methods. The method that is applied in each case depends on your configuration. You receive the following message if the editing method has not been specified or an appropriate method is not available:

```
Es existieren keine Dateianhänge, die bearbeitet werden können.
```

The file is locked automatically if applicable when you start editing (see *Lock* (page 8)) to prevent simultaneous editing by others. The lock is released for the variant described in the *CONTACT Elements client reference* when the file entry is removed from the internal editing window.

2.5.6 Generating an index

No more changes can be made in a document's released version (index). In other words, changes have to be made in a new version.

How to generate a new index for a document

1. Highlight the document that is to receive an index in the document result list.
2. Open the pop-up menu and select the *Generate index* menu item. Or, click on the corresponding button on the toolbar.

Note: You can only create a new index if this has been scheduled for the current status in the workflow for the document. In addition, you must be assigned a role that has the rights to create an index.

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3. The Index dialog is opened.

Attributes of the Index dialog

Document No. The document number of the selected document.

New Index The index of the new version.

Open Change Note Here you can select if a modification note is to be opened automatically after generating the index.

Part No. The part number of the part assigned to the document.

Part Index The index of the part assigned to the document.

Create Part Index / Max. existing part index These two check boxes let you decide which part index the new document index is assigned to. For documents without a part relationship, these check boxes cannot be set.

If you set the *Create Part Index* check box, a new part index is generated in addition to a new document index and the new document index is assigned to this new part index.

If you set the *Max. existing part index* check box, the new document index is assigned to the max. existing part index.

If you do not set either of these two check boxes, the new document index remains assigned to the same part index as the old document index.

4. The system automatically generates and superimposes the new index number. Confirm by clicking *OK*.
5. The new index is generated. The attributes from the previous document index are—whenever useful—taken over automatically. The status is automatically reset for the new index (e.g. from *Released* to *Draft*).

2.5.7 Lock

Locks all of the assigned files that do not contain a flag indicating that they are derived from another file. The locking mechanism is described under *Lock* (page 14).

2.5.8 Unlock

Unlocks all of the assigned files that do not contain a flag indicating that they are derived from another file. The unlocking mechanism is described under *Unlock* (page 14).

2.5.9 Import

You can use the *Import* function to assign a file to a document data record in the system for the first time or with modified contents.

How to import a file into the system

1. Highlight the document data record you would like to assign a file to in the result list, the recent objects area or favorites area.
2. Open the pop-up menu and select the *Import* menu item.

3. The Import dialog is opened.

Fields of the Import dialog

Document No. / Index The document number and the corresponding index identify the document data record in the system.

Name The name of the document.

File This field lets you use a file browser to specify the file to be imported.

Filetype / Show all filetypes You specify the assignment to one of the configured file types in the *File type* field. The catalog normally only lists the file types that are configured with the same extension as the file.

The *Show all filetypes* check box lets you specify that all of the configured file types are provided.

Unlock file Activating this check box unlocks the imported file for editing by other users immediately after the process is completed.

Remove file after import Activating this check box deletes the file at its external source after the import, meaning it is only available via the system.

Note: In general, CAD documents (also see *User manual for product data*) cannot be updated externally using the import function, instead they can only be updated from the system CAD interface.

4. Pressing the *Import* button starts the import process.

   Another selection dialog is displayed if a file with the same file type is already assigned to the document:

   Selecting *Overwrite* causes the contents of the existing assigned file to be overwritten with the imported file. Using *Create file* assigns a new file to the document; the existing file remains unchanged. *Cancel* stops the action without applying the changes to the system.

5. After *Create file*, a new file creation mask for the file is displayed after finishing the import.

Fields for the File new dialog

File The path to the file to be imported.

File name Here you can specify the name that is assigned to the file in the system. This name is used as the file name during any export later on. Leaving the field empty causes the system to assign a file name itself based on the configured file name rules.

File changed on / Size These files are filled with the last changed date on the local system and the file size after import.

Filetype / Show all filetypes See *Fields of the Import dialog* (page 9).

Description This field lets you store additional information about the file.

Main File Files marked as a *Main File* have special handling instructions in various contexts (for instance, they are opened using an interface when the document is being edited).

Hidden Files marked as *Hidden* are not shown initially in the file register and were not advertised on viewing.

Master-Object-ID Link to the data record to which the file is assigned.

Generated from If the file was generated from another file using automatic conversion, the *Generated from* field contains a reference to the original file. In general, this field is filled by the conversion tool.

Alternatively, you can also initiate the *Import* function via Drag&Drop by dropping a file on a line in a document result list or a node in a navigation, favorites or recent objects area that represents a document.

2.5.10 Export

How to export a document or files assigned to a document

1. You can export a link to a document or a copy of one or more files assigned to a document using the *Export* function. The original document files still continue to be managed by the system.

   This only describes exporting files; exporting a link is explained using the standard export function in the *CONTACT Elements client reference*.

   Note: Exporting a document only takes the document itself into account; it does not take any associated documents into consideration such as components or the drawing of a 3D model. Providing and sending related documents is supported by the module for product data exchange, see *User manual for product data exchange*.

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2. The export dialog for documents:

   #### Additional fields of the Export dialog for documents

   Document No. / Index The document number and the corresponding index identify the document to be exported. These fields are not filled if you have selected several data records for export.

   Files This field lets you use a catalog to select the files that are to be exported. Copies of the files are stored in the path specified in the *Destination directory* field.

   All Files Activate this check box to export all of the files assigned to a document.

2.5.11 Create Sending Order

The *Create Sending Order* function is used to create a transmit operation for the document; the operation is processed by the *Product data exchange module*, see *User manual for product data exchange*.

2.5.12 Mark for loading

For files that cannot be called directly from the system in combination with your application, there is the option to mark one or more highlighted documents for loading.

How to mark a document for loading

1. Highlight the document in the result list that you would like to mark for loading. The function can also be performed for more than one document data record simultaneously by means of multiple selection.
2. Open the pop-up menu and select the *Mark for loading* menu item.
3. Upon carrying out a load process from the corresponding application using the system integration component, the system will notify you that files have been marked for loading. The files are shown in a list and can be selected. Only the files belonging to the application are shown in the list in each case, even if files for another application have been marked for loading in the same area.

Note: The *Mark for loading* function is primarily used for loading *CAD documents* (also see *User manual for product data*).

2.5.13 Creating using Drag&Drop

One of the ways you can create a document is by dropping a file into the PC client using Drag&Drop. Possible targets for dropping include empty areas in document result lists, document category folders in the navigation or favorite area on the menu tree or in structure trees, empty areas next to the toolbar and the empty view area. Certain attributes, such as the document categories, are already filled depending on the spot where you drop the file.

Depending on your configuration, it is possible that the system is intended to prevent the same files from being registered multiple times. If this is the case, an additional selection dialog can be displayed when dropping the file.

Selecting *Yes* in this dialog continues the file creation process. Selecting *No* cancels the action. If you select *Show document*, the action is canceled and then the system displays the document data record for which the file has already been configured.

2.5.14 New file creation using bulk import

One of the ways you can create a document is by dropping a file into the PC client using Drag&Drop. The new record dialog opens if it is just one single file. Another dialog appears if several files are being configured at the same time using this mechanism.

Note: When creating a file using Drag&Drop, you normally drag the files to be created from Microsoft Windows Explorer or the Microsoft Windows desktop. There is also the option of initiating a corresponding new file creation from Microsoft Outlook and Microsoft Outlook Express using Drag&Drop. In these instances, the files being created can be attachments to a message or the messages themselves.

A dialog for creating a document appears after selecting an option. If this process of creating the file fails, the bulk import is canceled. If the process of creating the file is successful, all of the files are assigned to this document if you selected the *One document* button beforehand. If you selected the *Several documents* option, the data you entered in the first Create dialog is applied for creating the other new documents.

A status log is displayed after you complete the action. This log is stored in the configured view directory automatically (see *CONTACT Elements client reference*) under the name `multi_imp.cdblog`.

CHAPTER 3

Files

3.1 Introduction

The blobs stored in the system are represented by file objects in the system interface. These file objects are always permanently assigned to one business object, normally a document. Accordingly, file objects can be accessed by a non-administrator only using the *Files* tab for the corresponding business object. The system currently displays all file objects that are not marked as *Hidden*.

Access to file objects—and thus the files—is controlled using the system's rights management. The rights a user has are controlled by the business object that the file object belongs to.

In particular, if just one file object is assigned to a business object, both of these objects can be considered as one unit. Therefore, most file-specific functions, such as *View* and *Export*, are also available in the context for the business object. This means you do not have to use the roundabout way through the File tab to call these functions.

3.2 Master data

File objects are described by certain attributes in the system.

Fields of the File Object dialog

File name Here you can specify the name that is assigned to the file in the system. This name is used as the file name during any export later on. Leaving the field empty causes the system to assign a file name itself based on the configured file name rules.

In many cases this field cannot be freely customized, e.g. if the functionality of a (CAD) integration relies on the permanence of the file name. The ability to edit the name of a file usually depends on the file type.

Size (Byte) The file size. The system automatically fills in this attribute.

Filetype / Show all filetypes The file type of the file. If the file object mask is opened as part of creating or modifying a file, the file type can be selected from a list of options displaying the file types provided for the file extension selected in the *File name* field. You can circumvent this extension-specific limitation using the *Show all filetypes* check box.

Type Information Not currently used.

Description This field lets you store additional information about the file.

Main File Files marked as a *Main File* have special handling instructions in various contexts (for instance, they are opened using an interface when the document is being edited).

Hidden Files marked as *Hidden* are not shown initially in the file register and were not advertised on viewing.

Locked by*, *On Shows whether someone has reserved the file for rework and when.

Document/Object Link to the business object to which the file is assigned.

Generated from If the file was generated from another file using automatic conversion, the *Generated from* field contains a reference to the original file. In general, this field is filled by the conversion tool.

***Change Log* (tab)** The *Change Log* tab lets you see who created the file object and when, as well as who modified it last. The information is managed by the system.

***Internal data* (tab)** The tab is only visible to administrators and contains technical information on the file object.

3.3 Functions

The file object pop-up menu contains both general functions (explained in the *CONTACT Elements client reference*) and special functions. In many cases, however, the functions are not initiated using the pop-up menu, but using other patterns of interaction, such as dropping a file. The description patterns typically used in this manual strictly stick to the pop-up menu; the following description deviates heavily from such description patterns for this reason.

3.3.1 Creating new file objects

File objects can be created in many ways. The creation frequently occurs implicitly as part of another operation, such as the *importing of files* (page 8) for a document or as part of creating a new document.

You can also initiate creation by dropping a file on the *Files* tab for a document or onto another business object. The data to be entered in this process is described under *Master data* (page 12). If you initiate the creation using the *New . . .* operation in the pop-up menu of the file tab, the *File* browser is available for selecting a file.

If you are working with a (CAD) integration or the *Workspace Manager*, new file objects are mostly created automatically without interaction from the user.

3.3.2 Viewing files

The *View* function in the pop-up menu lets you view the file assigned to the file object. The viewer used for this depends on the file type and your Microsoft Windows system settings. The configuration of a viewer is described in the *CONTACT Elements client reference*.

Viewing frequently takes place in the context of the business object. The process for the operation in this case is described under *View* (page 7).

3.3.3 Editing and exporting files

Files can be reworked in different ways. One option is reworking the files using a (CAD) integration or the *Workspace Manager*. Loading and saving processes are normally handled automatically and the edit locks are set and removed automatically in this case. The next option is using the file editing window (see *CONTACT Elements client reference*). This requires calling the *Edit* function in the pop-up menu for the file object or the business object. The third option is using the *Export* and *Import* functions.

Exporting files

Files are frequently exported in the context of a business object. An export process of this type is described under *Export* (page 10). If you call the *Export* function directly on a file object, you can use the dialog that is displayed to specify where you want to export the file and whether you would like to generate the file itself or a link to the file object.

Dropping the file object into the corresponding directory provides another option for exporting the file to the local file system.

An *edit lock* (page 14) is not set by default when exporting. If you are exporting the file for rework-related purposes, you should call the *Lock* function manually.

Importing files

Files are frequently imported in the context of a business object. An import process of this type is described under *Import* (page 8). The file selected in the dialog overwrites the existing file when calling the *Import* function directly on a file object. The dialog also allows the release of an edit lock. The action can be initiated both by using the pop-up menu and by dropping a file from the local file system onto the file object.

Edit locks

Files can be protected from simultaneous editing using their file objects. This kind of protection is in place if the *Locked by* attribute is filled in the master data for the file object. Edit locks are frequently set automatically. The *Lock* and *Unlock* functions are available for changing the attributes manually.

Lock

The *Lock* function locks files from use by other users. They cannot be modified by other users during this period until they are unlocked again. In particular, you can use the lock function to reserve a file for yourself for the purposes of editing for a specific time frame. An edit lock such as this is put in place automatically in many cases, such as if a file is opened in the file editing window.

If locking is implemented for the business object, all assigned files that do not contain an identifier that they are derived from another file are locked.

Unlock

The *Unlock* function is used to unlock files again, i.e. release for editing by other users. An edit lock such as this is released automatically in many cases, such as if a file is removed from the file editing window.

If locking is implemented for the business object, all assigned files that do not contain an identifier that they are derived from another file are unlocked.

Note: The rights system controls whether a user has the rights for locking or unlocking. The user that locked this file, however, always automatically has the right to unlock the file previously locked by the user, regardless of the definition in the rights profile.

3.3.4 Restoring files

In the standard package, the system saves the last 10 file versions for a file object. These are shown on the *File history* tab. You can view these old file versions using the *View* function.

In order to restore a version, highlight it on the *File history* tab and select the *Restore* function in the pop-up menu. The function overwrites the file assigned to the file object with the selected file in addition to adjusting the master data of the file object. The version in use previously is stored in the file history.

The system checks if the user has the rights to overwrite the current file when restoring the file. An error message is displayed if this is not the case.

If a file object is deleted, the last version of the file is stored in the system. Only your system administrator has the ability to restore the file then.

CHAPTER 4

Widgets

The document application contains some widgets. These widgets can e.g. be used with the *My Startpage* application.

4.1 Last Modified Documents

The widget displays the documents that you have edited in the past, sorted by date. Click on the document link to navigate to the detail page. The colored line in front of the documents symbolizes their status.

List of Figures

List of Tables