ENTERPRISE
BUSINESS TECHNOLOGY

Teamcenter Training

Working with Items

It takes approximately 10 minutes to complete this module.

There is no audio. You are required to click **Next** to advance.

OBJECTIVES

After this training you will be able to:

- Identify Item ownership
- Create Items and Datasets
- Upload documents to Items and Datasets
- Identify Released Items
- Revise Items

OWNERSHIP

There are three types of Ownership associated with Teamcenter objects.

	Example:
Owning User	Scott Petro
Owning Group	development_EA.EastAurora
Owning Site	TC13_US_Production

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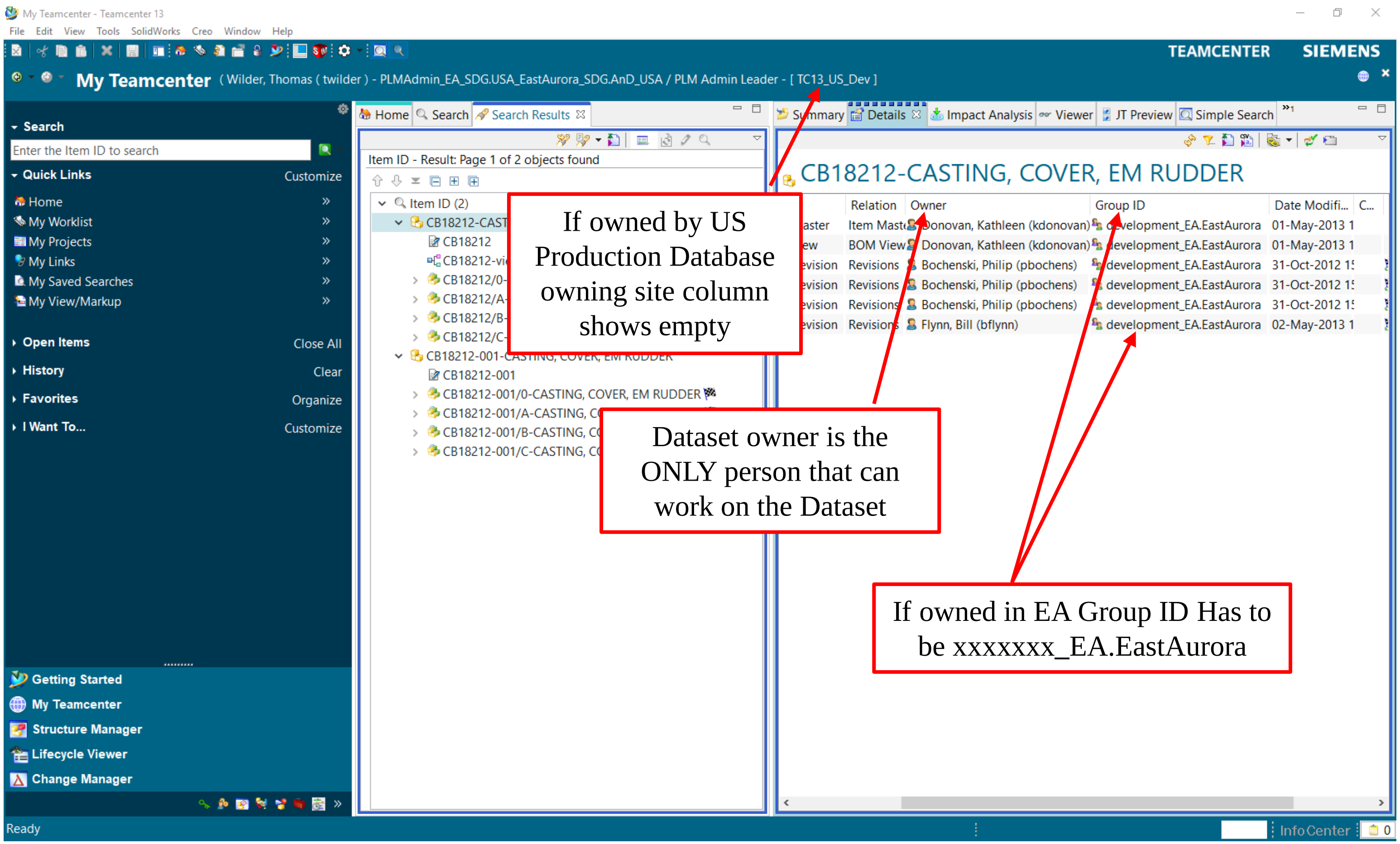
OWNERSHIP

Review the ownership details in this example.



Remember: The Group ID **must** be the same for the Item and all associated Item Revisions. A new revision should not be owned by a different Group.

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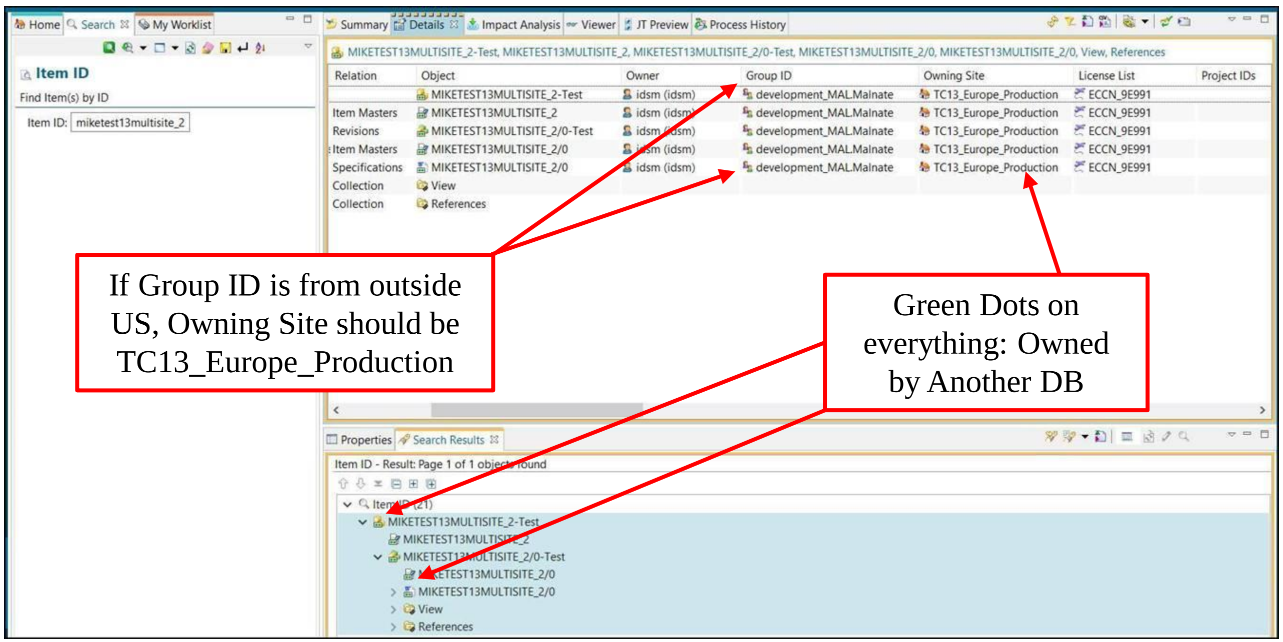
OWNERSHIP

When an Item is owned by another Teamcenter database, or what can be termed as a “replica”, it **can not** be worked on, saved, or revised. Replicas are view-only.

Review the example below and learn how to recognize if an Item is owned by another database.



Tip: Visit the Teamcenter Help Library to access guides on how to Change Ownership of an Item You Own and/or how to Change Ownership of GroupAdministrator Role.

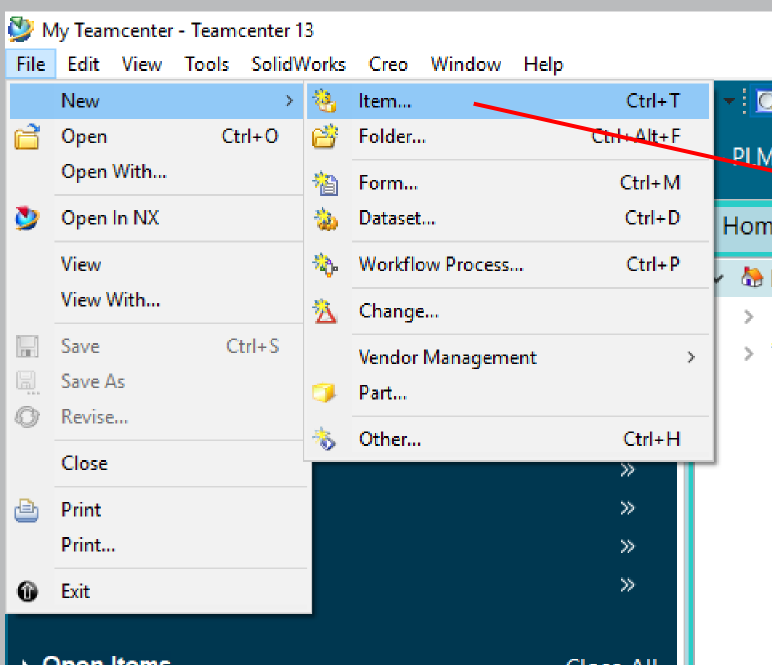
CREATE ITEM

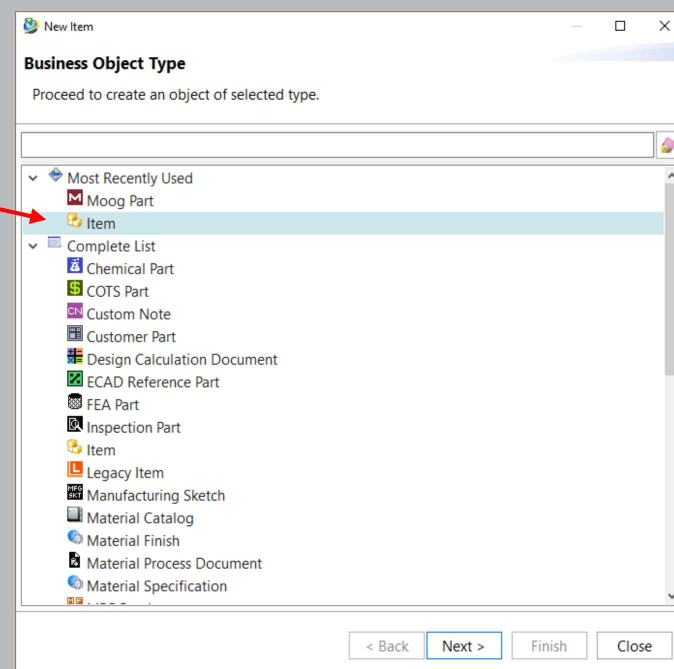
When you need to create an Item in Teamcenter, use the following steps.

To Create an Item:

1. Select **Home**, then from the toolbar select **File** → **New**→ **Item.**

2. When the New Item window opens, select **Item** and click **Next.**





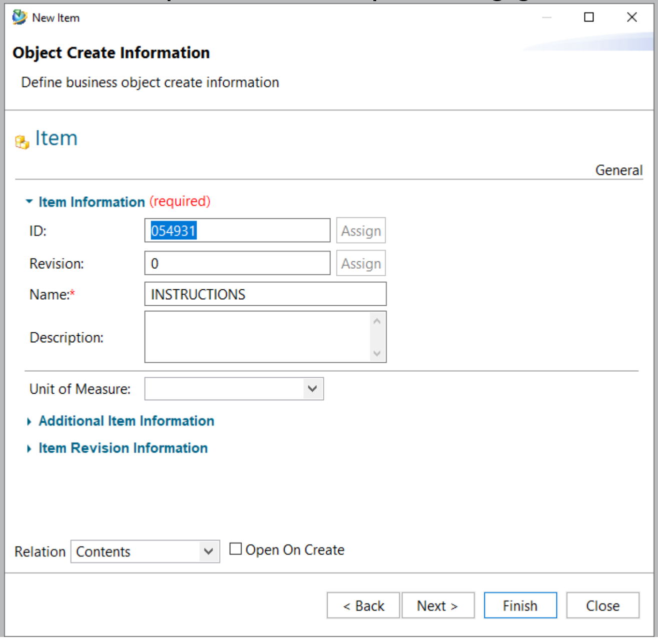
CREATE ITEM (continued)

When you need to create an Item in Teamcenter, use the following steps.

To Create an Item:

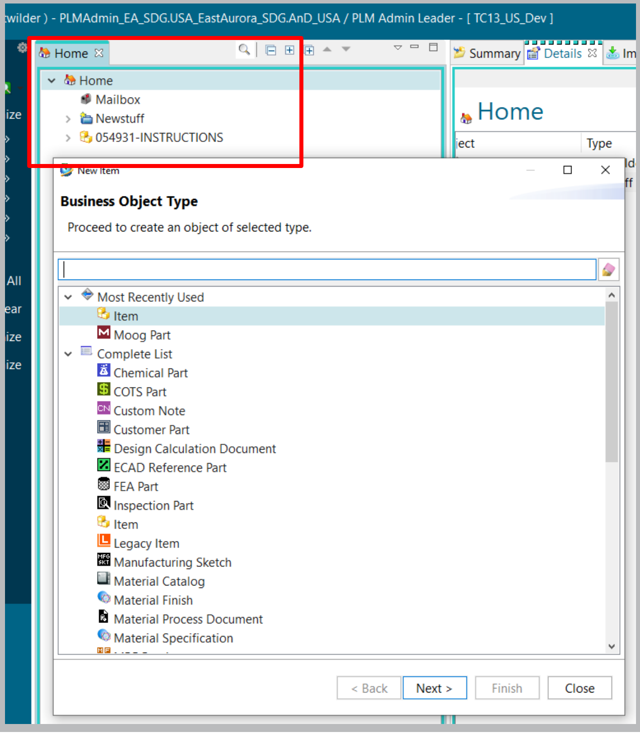
3. When the New Item window opens enter **Item ID, Revision, Name** (required) and a Description (optional).

Be sure to use all capital letters as per Moog guidelines.



4. Click **Finish → Close.**

Notice, the new Item was created in Home.



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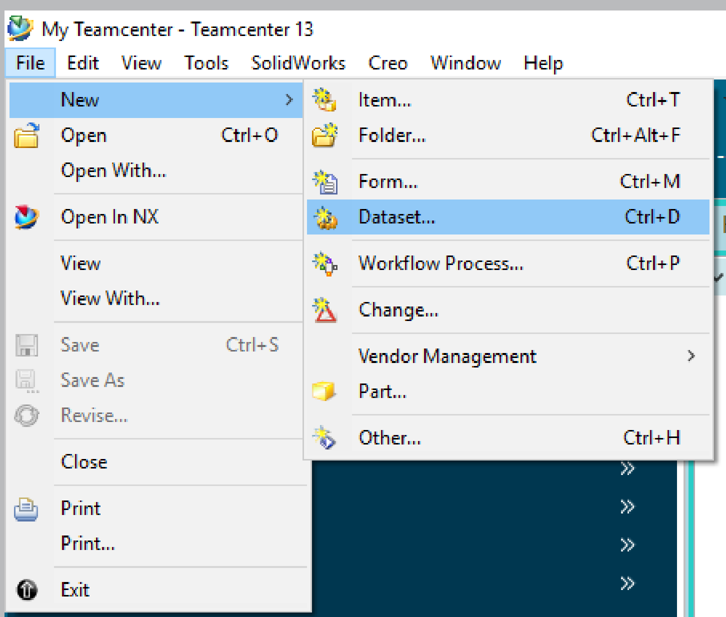
CREATE DATASET

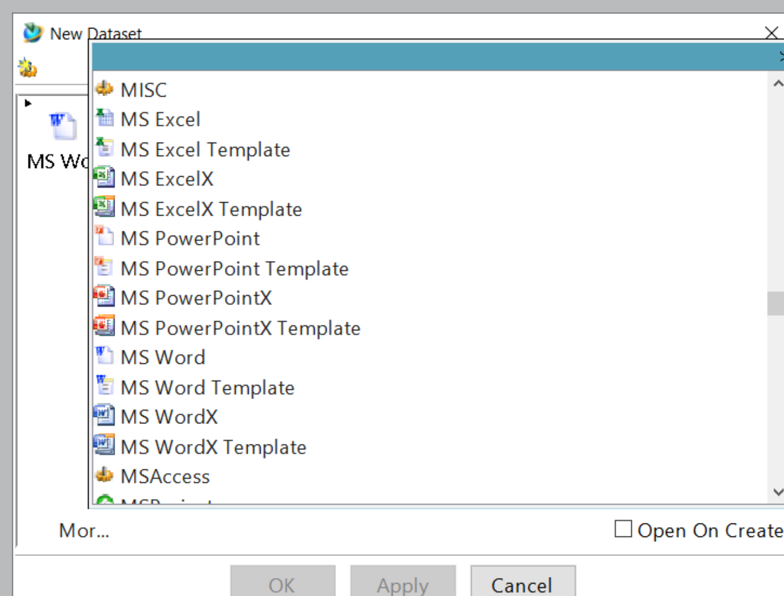
Creating a Dataset in Teamcenter is very similar to creating Items.

To Create a Dataset:

1. Select **Item Revision**, then from the toolbar select **File → New → Dataset.**



2. When the New Dataset window opens, select a dataset type and click **OK.**



Tip: If you do not see your dataset type, click the More button.

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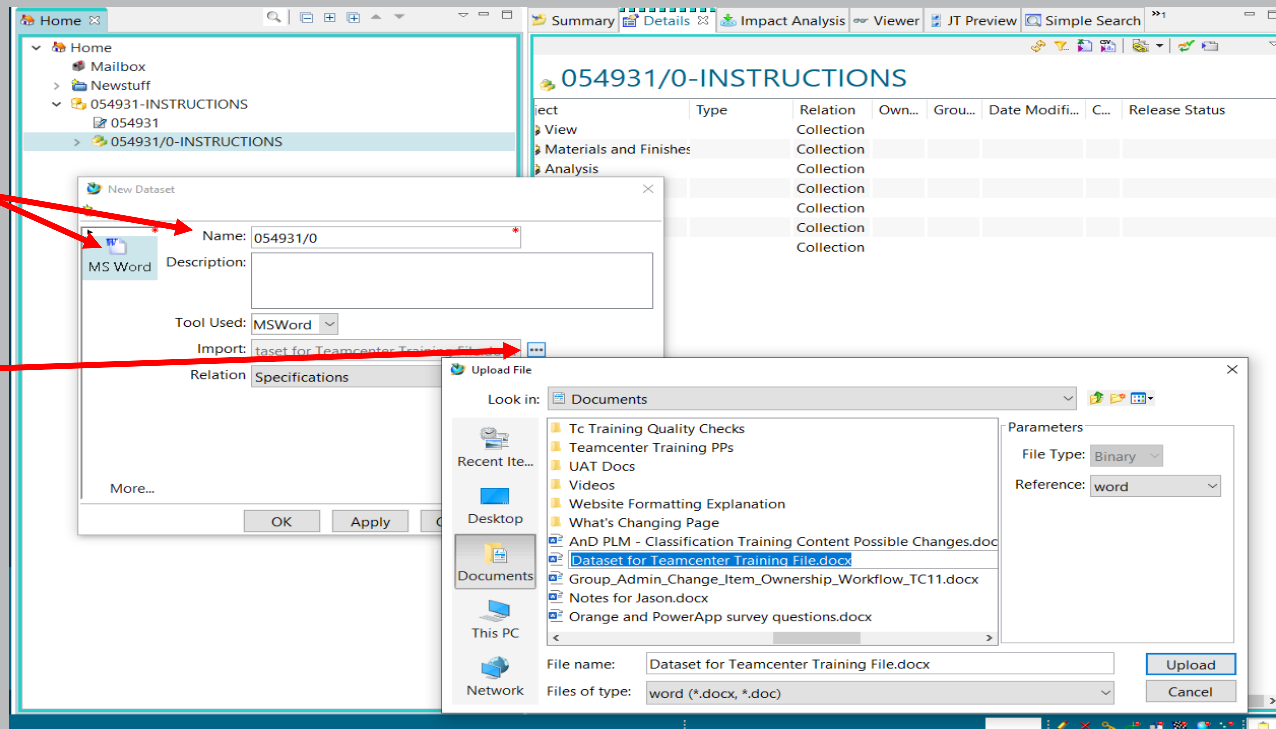
CREATE DATASET (continued)

3. Select the **Dataset type** in the left column, enter a **Name**.

4. Click **Upload** next to the Import field.

5. Navigate to the file and select it. Then click **Upload → OK**.



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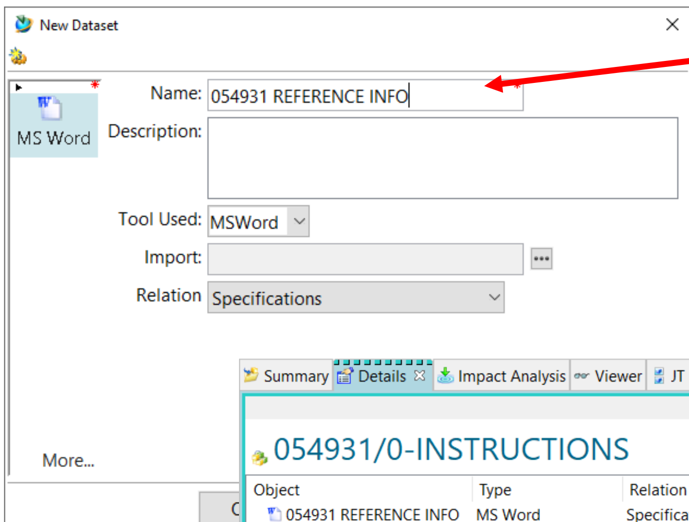
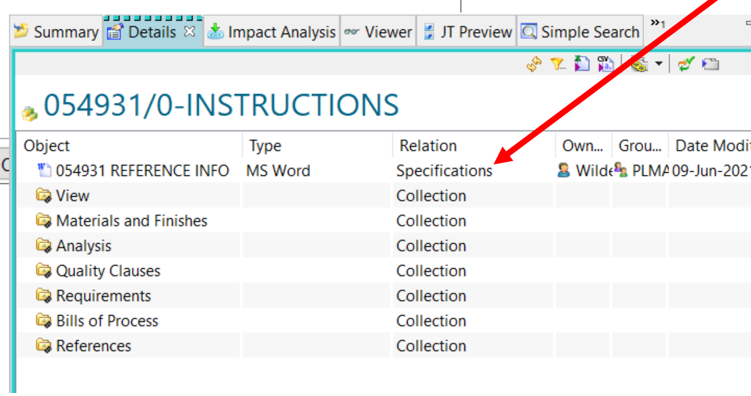
CREATE REFERENCE DATASET

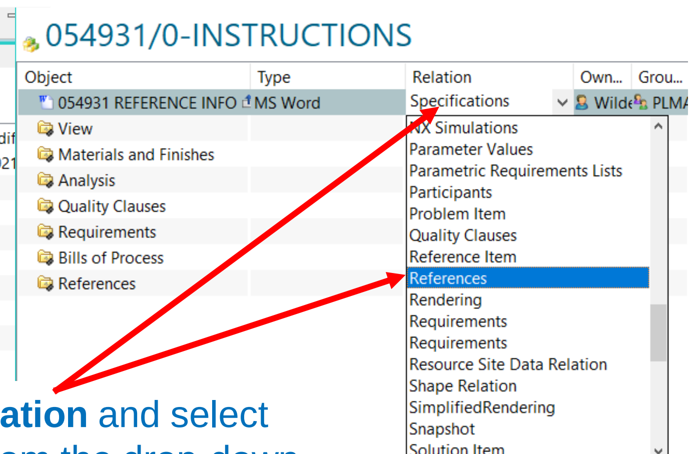
You can also create Reference Datasets. These Datasets are stored with an Item Revision or Folder for reference only and are not carried forward when revising an Item Revision. Use the same steps previously outlined for creating a dataset however, there are two differences.



Change Name From XXXXXXXX-0 to XXXXXXXX REFERENCE INFO (follow your naming standards).

Make sure References is listed In the Relation column for reference data. Specifications get released, while References do not.

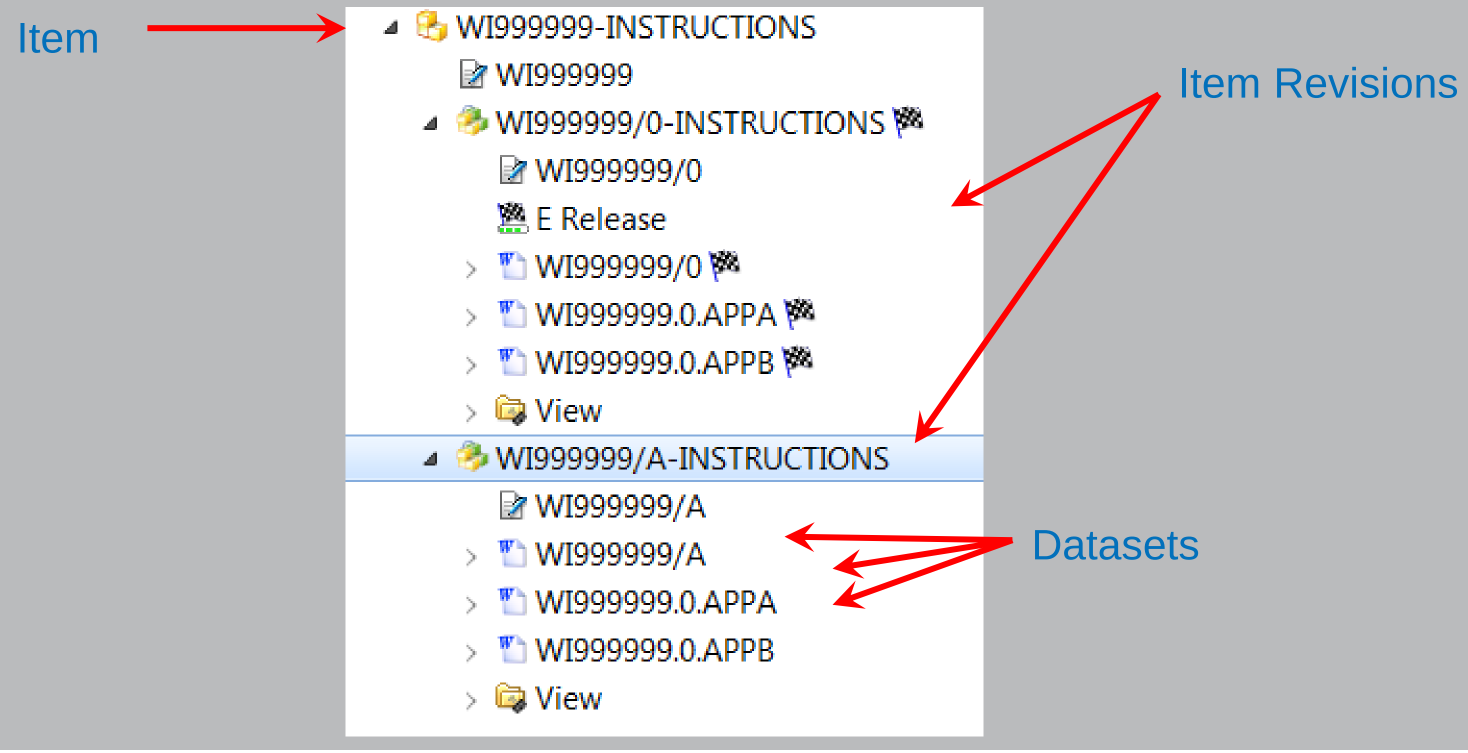




Click **Specification** and select **References** from the drop-down.

UPDATE NAMED REFERENCES

When you are working with a new revision, remember that the datasets were copied from the previous revision. As a result you must *remove* old documents and *upload* new ones to the dataset using *Named References* or edit by launching the tool from Teamcenter directly. **DO NOT DELETE DATASETS** and create new ones.



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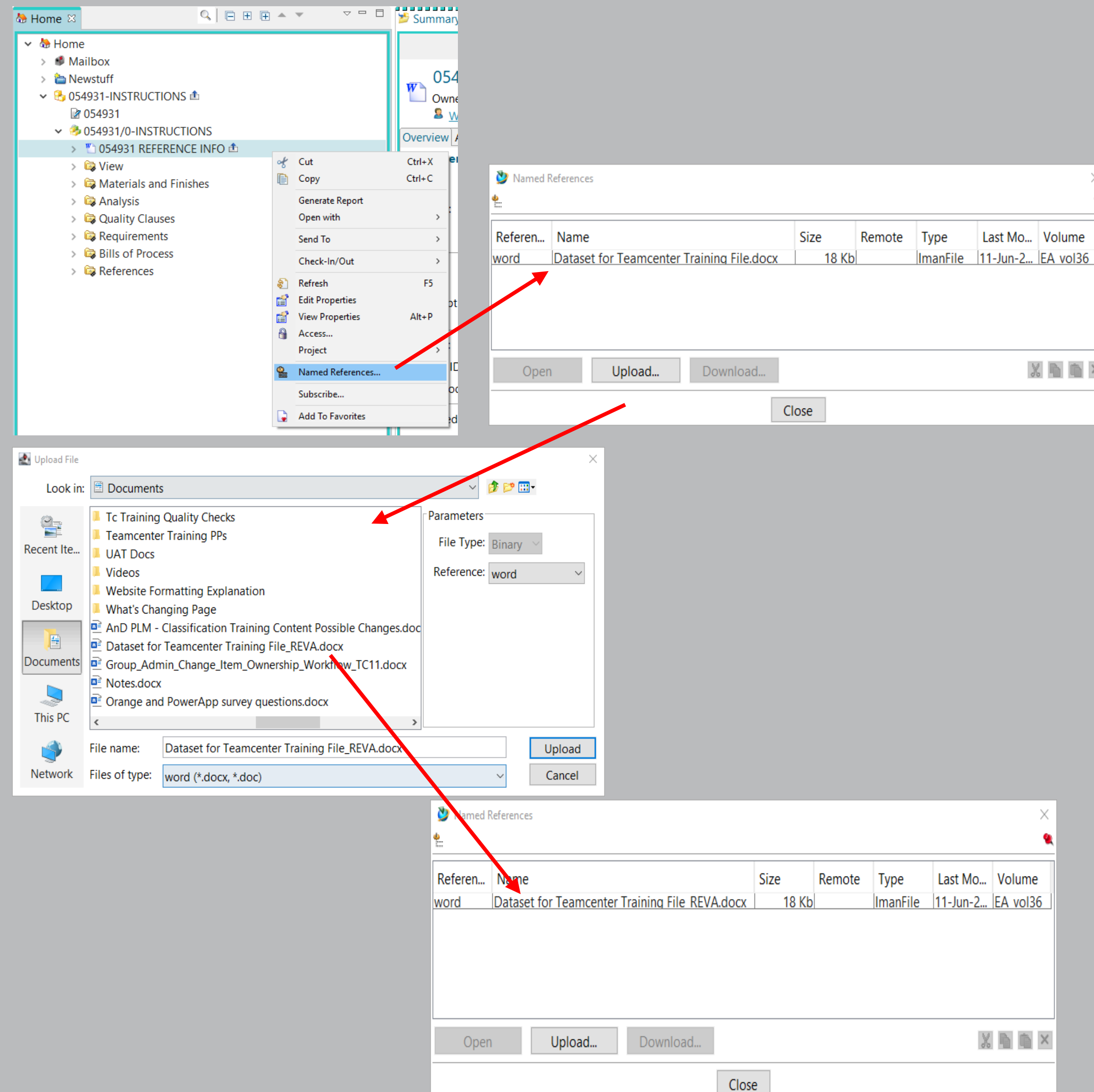
UPDATED NAMED REFERENCES

To Update Named References in a Dataset:

1. Select the Dataset and right-click and select **Named References…**
2. Select the **old document** and click **Delete (red X)**. The document will no longer appear in the Named References window.
3. Click **Upload** and **navigate** to the new document.
4. Select the document and click **Upload** **Close.**

Remember: You must right-click on Dataset and Checkout to Upload, then Check-in when done.



IMPORTING AND EXPORTING

From time to time, you may need to import files from other Teamcenter sites. To learn how to do this, access the document titled *Importing_files_in_Teamcenter_from_other_sites.pdf* from the Teamcenter Help Library.

If you need to export files to other Teamcenter sites, the Item(s) must first be Licensed by someone with Export Role access. To learn how to export files to other sites, access the document titled, *Export_to_Remote_Site_Workflows.pdf* from the Teamcenter Help Library.

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DELETE DATASET

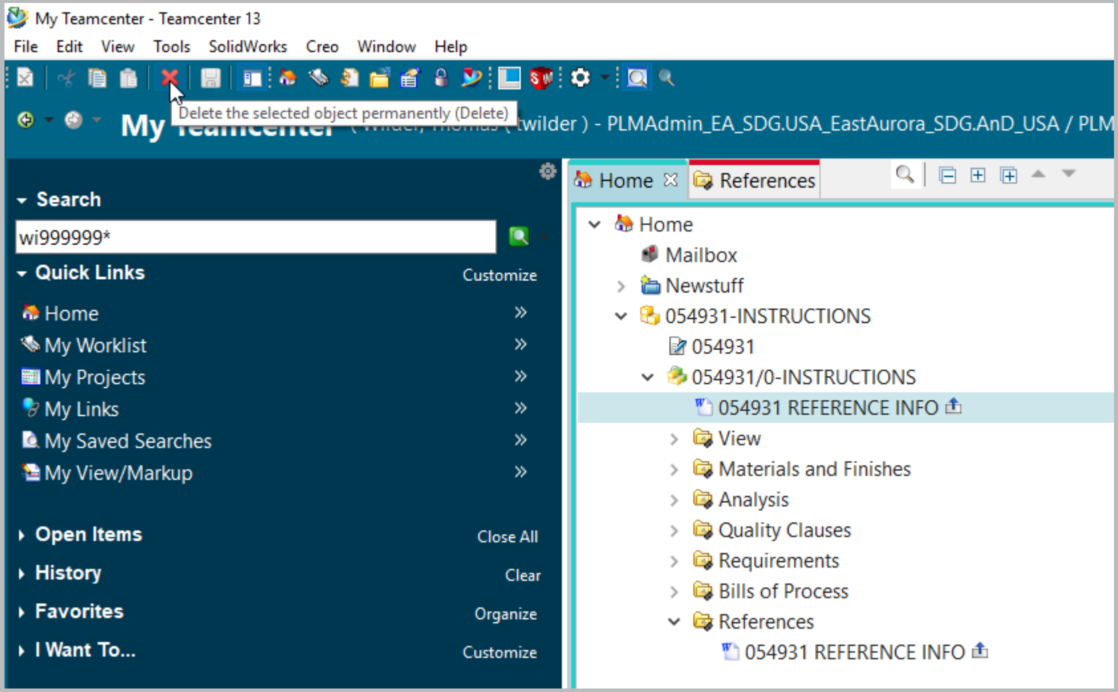
If you need to delete a dataset, you can do this if it is NOT “referenced” and you are the owning user. A Helpdesk request may be created if you need assistance with deletions.

To Delete a Dataset:

1. **Select dataset(s)** to delete.

2. Click the **Delete** icon in the toolbar (Red X).

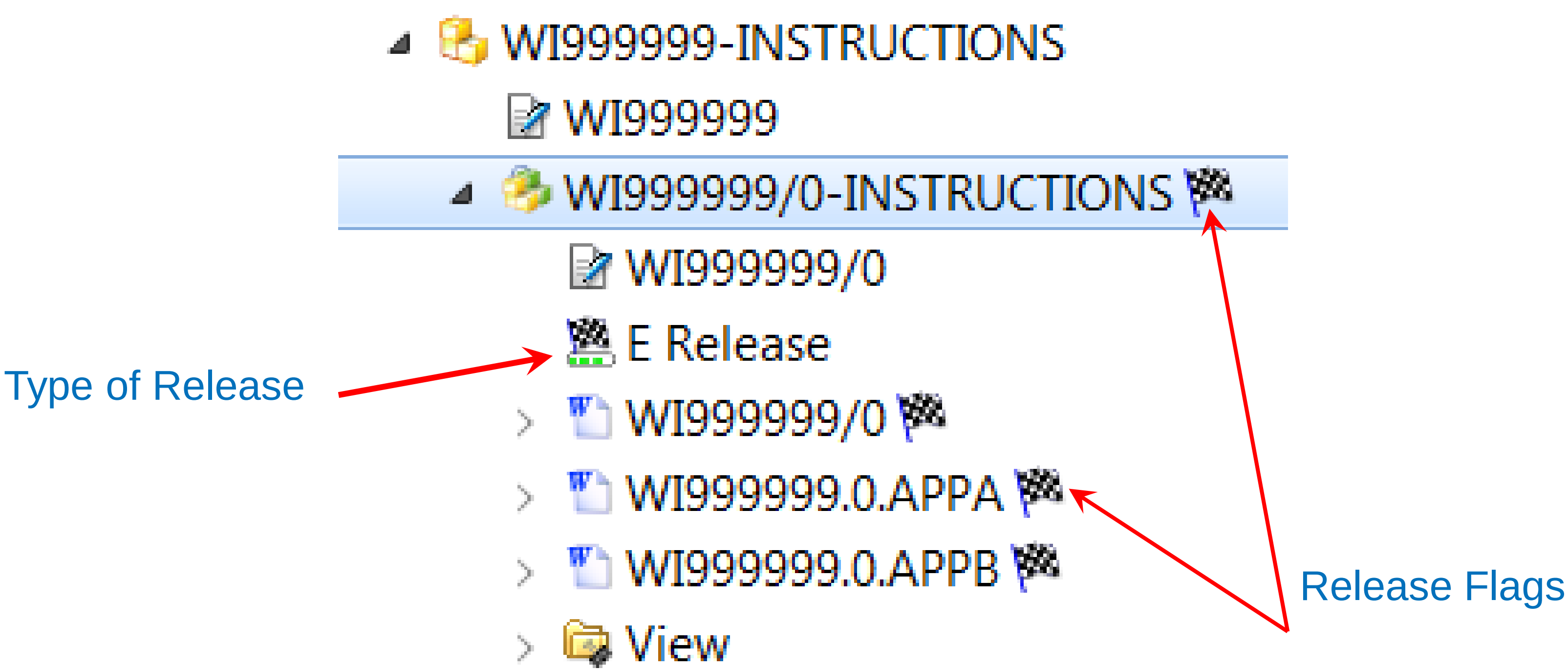
3. Click **OK.**



RELEASED ITEMS

When an Item is added and released in Teamcenter, it becomes the **master**. You should remove any copies on your local drive to ensure that the released version is the only copy that exists.

Teamcenter uses flags and symbols to indicate the type of release.



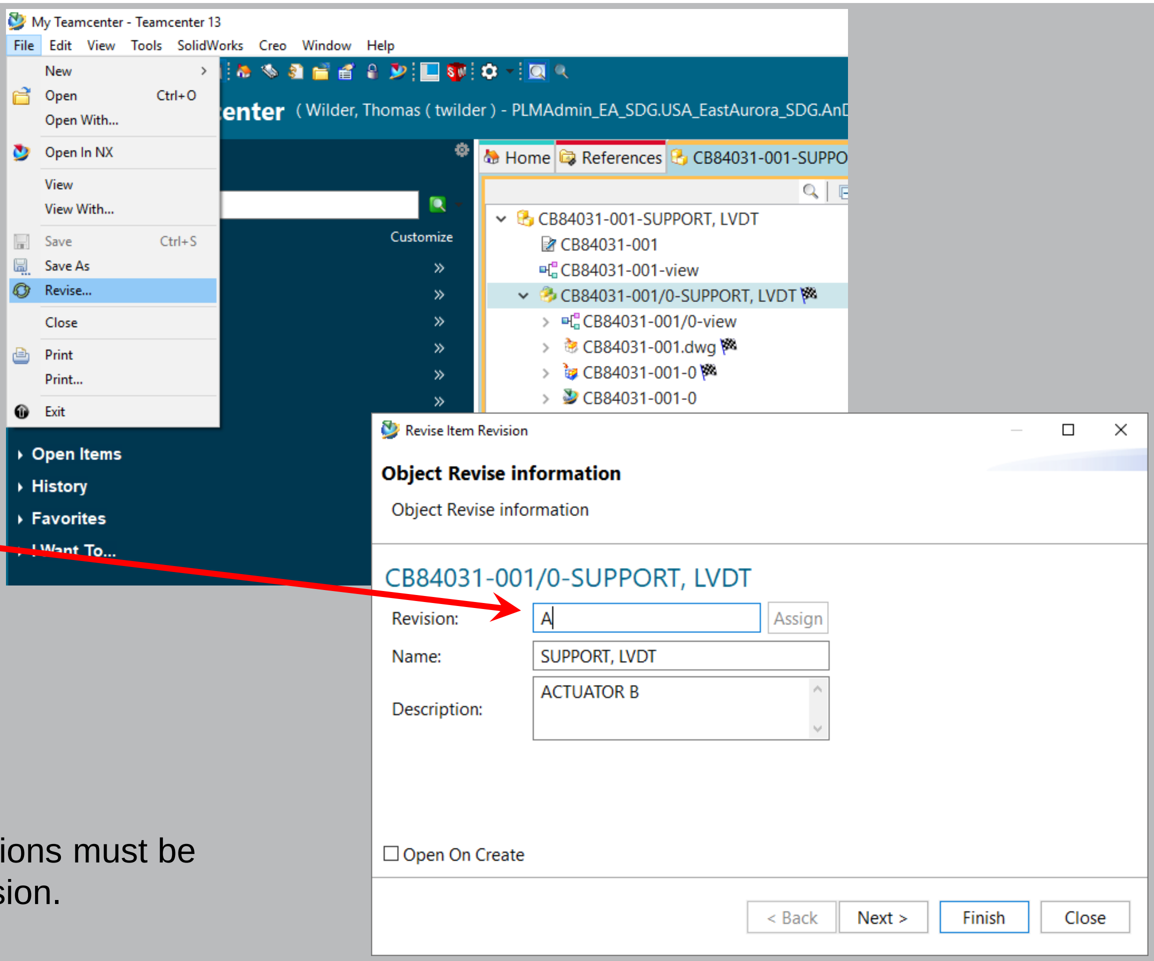
REVISE ITEM

When a released Item must be revised, follow these steps.

To Revise an Item:

1. Select **Item Revision**, then from the toolbar select **File → Revise...**

2. When the Revise window opens, notice the auto-assigned next revision letter. Click **Finish.**



The revision will be created as part of to the Item.

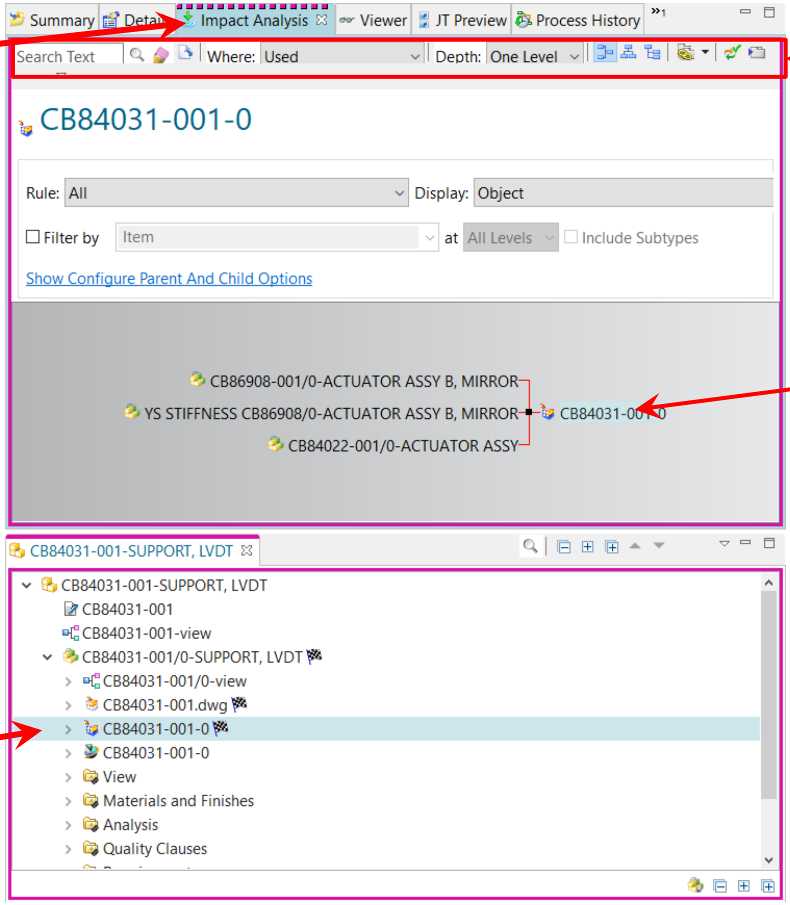
Remember: All existing Items Revisions must be released before creating a new revision.

IMPACT ANALYSIS

If you want to see what assemblies or Items will be impacted by changes or revisions to an Item, you will want to highlight the UGMASTER Model file, and select the Impact Analysis tab from the Data Pane.

2. Pick the "Impact Analysis" Tab

3. Filter the data using available options



4. Double-click to display assemblies that use this model

1. Highlight the UGMASTER Model

SUPPORT

- If you need Teamcenter support, you can always put in a Help Desk request.

- If it is process-specific help, ask a trusted resource to direct you to the correct contact. There are specific contacts based on the type of question or support needed.

CONCLUSION

CONGRATULATIONS!

You completed Teamcenter Working with Items. Close the course by clicking the **X** in the top right of the session window.

If you would like to learn more about Teamcenter, complete additional training modules available through Learn @ Moog.