File naming

Below is summary of how files should be named when the clinet does not have their own protocol in place. For additional details, follow the following link to the discussion paper: **LINK TO PAPER**

In the event a client does not have a preferred CAD file naming protocol in place, please use the following:

PROJECT ID-SEQUENTIAL NUMBER-COMPONENT TYPE

FORMAT: #####-####-AA

=> PROJECT ID

- Derived from WFM job number

=> SEQUENTIAL NUMBER

- 0001 onward (irrespective of component type)

AA => COMPONENT TYPE

- GA => General Assembly
- SA => Sub Assembly
- PT => Part
- WM => Weldment
- RF => Reference information

Examples

A client provides some reference geometry that can be used to setup levels and plan view gridlines in a GA

30284-0001-RF

A group of parts are combined to form a new assembly within an existing assembly model

30293-0105-SA

A new frame is developed using either the weldment or frame generator tool

30364-0008-WM

When creating a new job folder in Dropbox, rename the CAD folder to suit software version in use. This communicates which version to use to other designers and will mitigate the incorrect "up versioning" of files.

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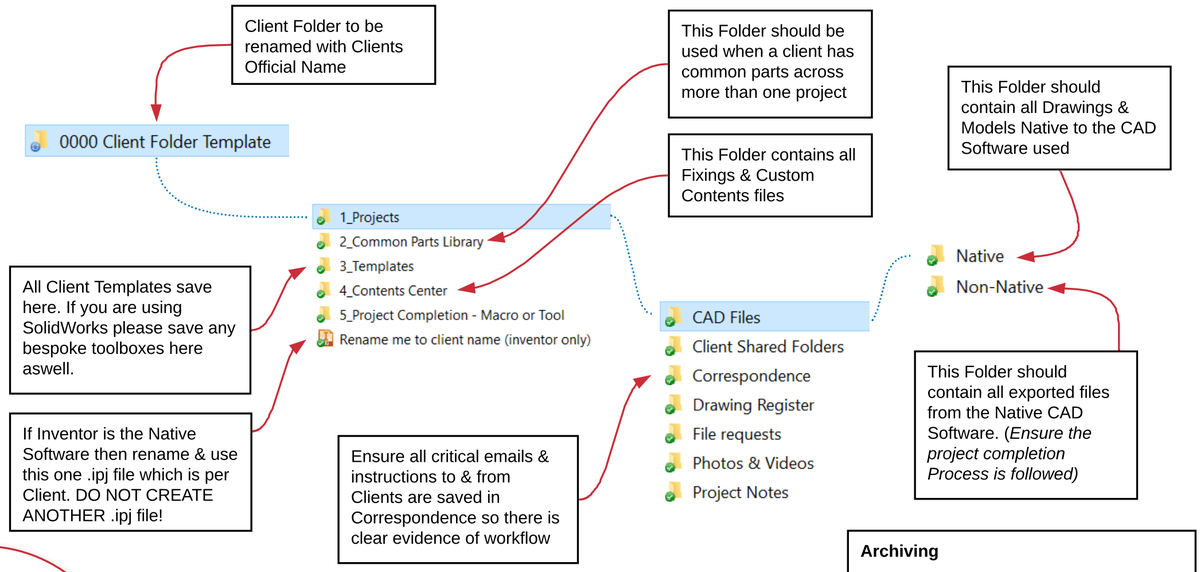
New file creation

Folder structure

The following is a summary of *SOP06 - Data Management.* It provides examples on how to file data in the correct folders. By following this process, you will meet the over-arching princliples of the SOP;

- *All data should always be accessible from anywhere with an internet connection*
- *All data should be continuously backed up and never limited to a single*

Save job data into the 'Job Data' sub-folders within Dropbox



Archiving

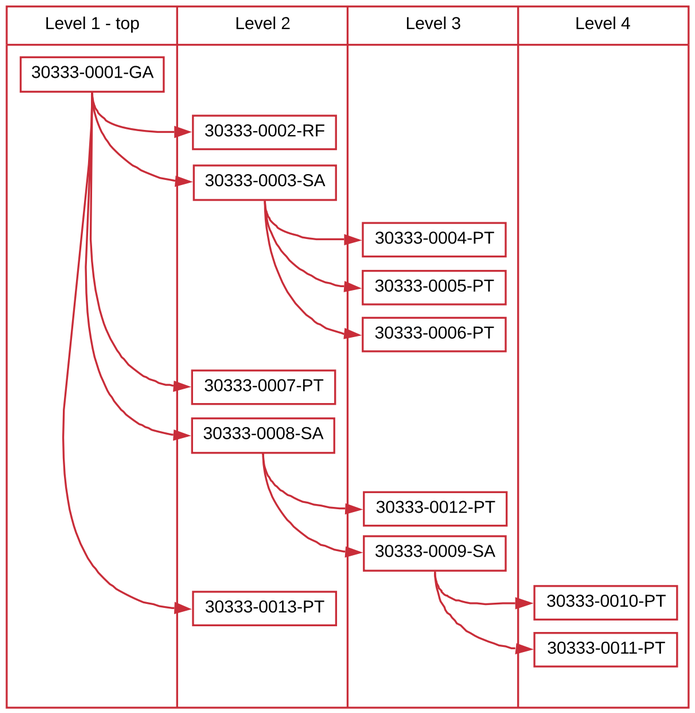
If you are aware of a model or drawing becoming redundant or superceded, please move it to the ***Archive*** folder.

Assembly structure

An assembly should consist of a single GA ('General Assembly') file with a collection of SA ('Sub Assembly') and PT ('Part') files. It may also include RF ('Reference material') and other component types depending on the design.

The example to the right show a typical configuration of an assembly structure. The example shown is limitied to 4 levels, but in reality this may increase considerably.

It is best practice to keep the assembly structure similar in a nature to how the actual product could be assembled. In other words, avoid putting too many PT's directly under the GA. If in reality the PT's are partially assembled prior to final assembly, then this should be reflected with SA's in the model.



Outgoing client files

Producing deliverable files and preparing for sending to your client is a critical step in the design process. All files must be named in a similar format, have revisions and be presented in a way the client can access without fuss.

PDFs

A PDF file is named the same as the native drawing file name PLUS the revision in square brackets.

Example: 30293-0076-PT[A].pdf

Store batch PDFs together in a dated folder as detailed above.

DXFs

A DXF file, typically used for sheet metal parts, is named the same as the native part file name PLUS the revision in square brackets.

Optionally, it can also contain manufacturing information.

Example: 30293-0082-PT[A]_5mmMS_12off.dxf

Store batch DXFs together in a dated folder as detailed above.

Other

Depending on the project, you may need to generate other file types such as STEP, DWG, etc. Follow the similar principles when saving and include them in the ZIP folder for sending

Drawing Register

Update the drawing register in Excel and create a PDF of the latest release.

If your project doesn't have one, grab a copy of the template from the job folder template under ***1_Project Notes***

Create a compressed (ZIP) folder and date stamp in the filename as well as a descriptor

Use the Dropbox 'Shared link' feature to send the ZIP folder to the client - VID LINK HERE