



DFM

Design File Management

Client Installation Guide

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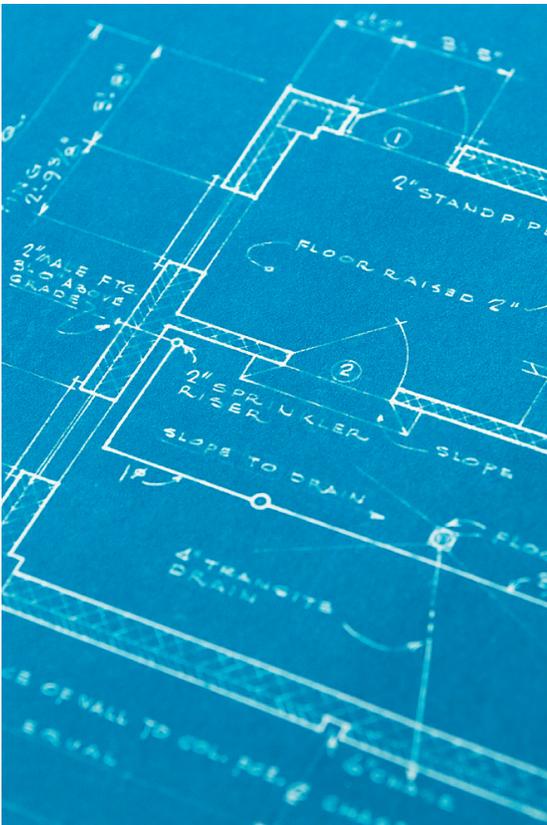
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What is DFM?

1.1 Description of DFM

Design File Management (DFM) is a virtual file storage system that is attached to your online portal. In addition to being able to view and manipulate content in your portal (assuming user permissions are granted), you can create new folders and upload any file to it. The content you create will be viewable through your portal, but not necessarily printable since the items that are uploaded through DFM will not be indexed.

What this means is that you can place Microsoft Word files, JPEG's, AutoCAD drawings or plot files, MPEG movies, or any other type of file on your portal. You can also upload an AutoCAD drawing to DFM directly through AutoCAD.



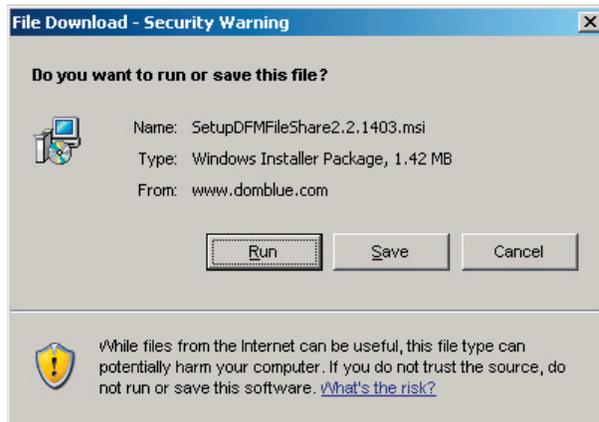
The advantage of using DFM for file storage over FTP (File Transfer Protocol) is that you have version control. With FTP, sending a file with the same name will overwrite the old file, while sending it to DFM will keep the old file (placing a red dot beside it) and put the new file on your portal.

Installing DFM

2.1 Downloading the DFM Client

Enter the following link in your web browser to open the DFM download page: www.dombblue.com/dfmclient. Press the Download button for the DFM client to begin the file transfer.

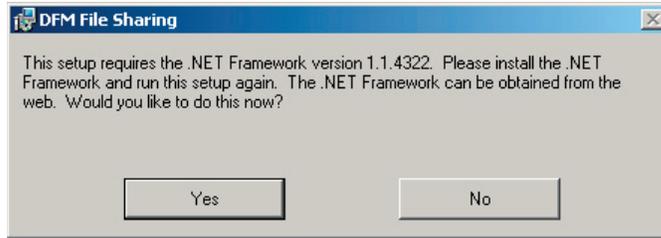
After the file downloads, press the **Run** button in the dialog box to download the DFM client and start the installation.



The following dialog box may appear if you installed the *Windows XP Service Pack 2*. Click **Run** to continue installation.

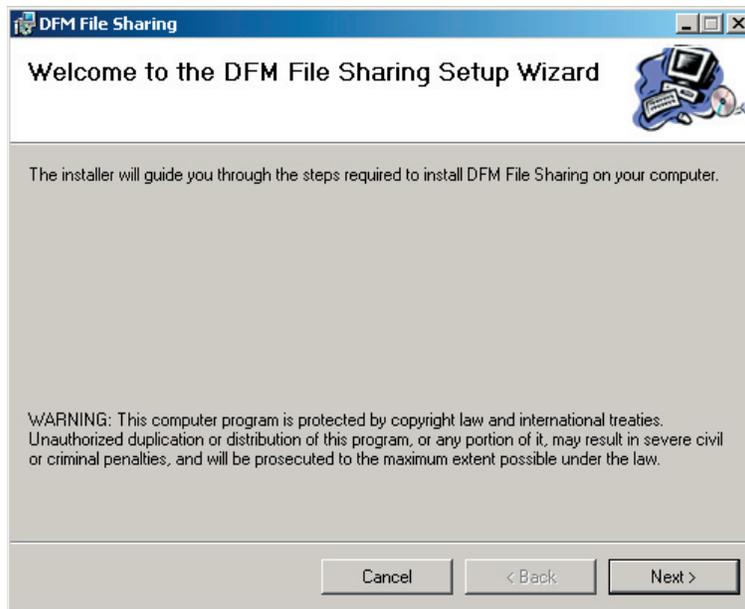


If the following dialog box appears, you do not have the current Microsoft .NET Framework. Click **Yes** to install it then go to Section 2.3. Otherwise, continue to Section 2.2.

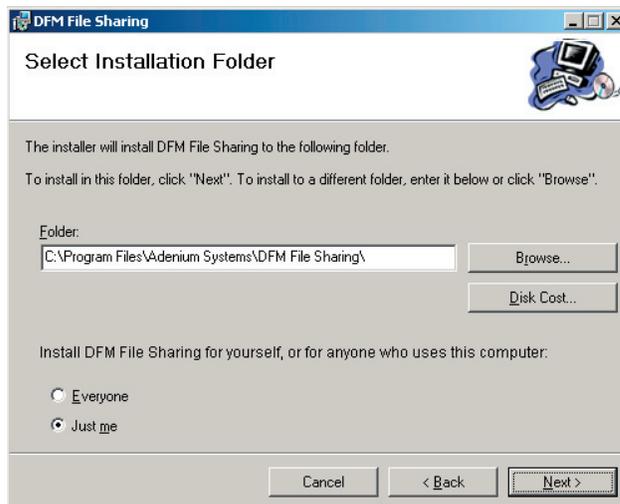


2.2 Installing DFM File Sharing

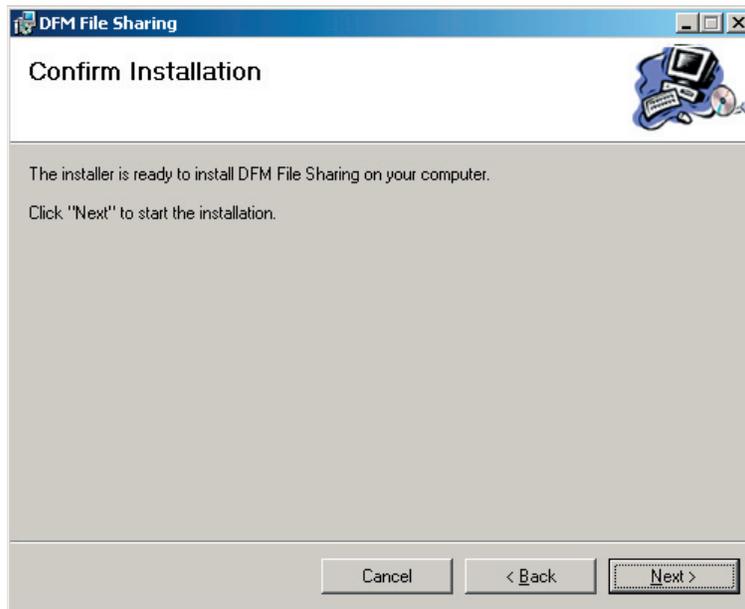
Once the DFM client has been downloaded, the following dialog box will be displayed. Press **Next** to continue.



It doesn't matter where you install DFM. You can select the default location. If more than one person uses your computer, select **Everyone** for the next option, or **Just Me** if you are the only user. Press **Next** to continue.



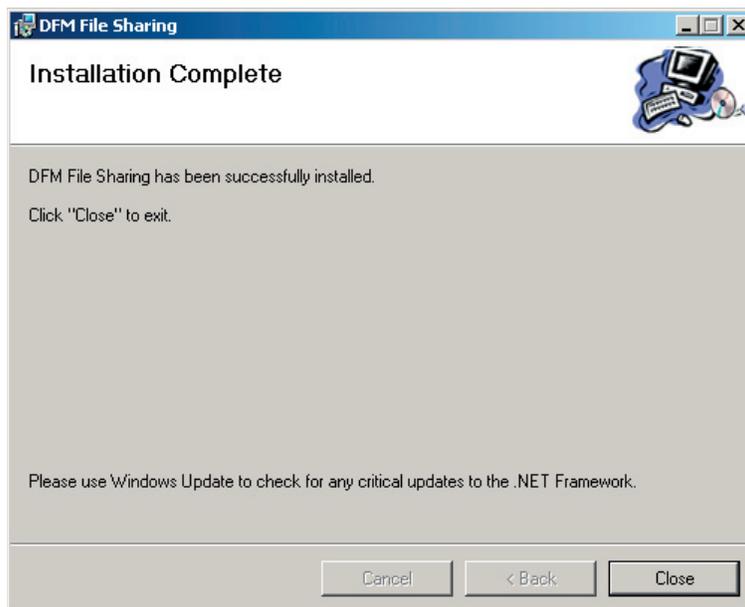
Press **Next** to continue to confirm installation.



The DFM client has been installed. A DFM icon (see below) should be on your desktop.

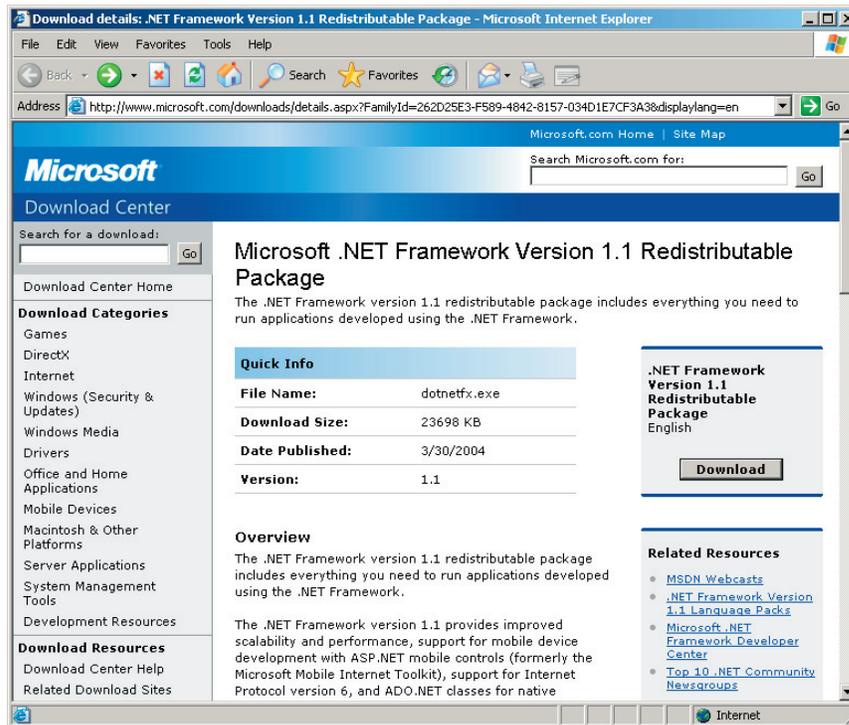


Click **Close** to complete the installation.

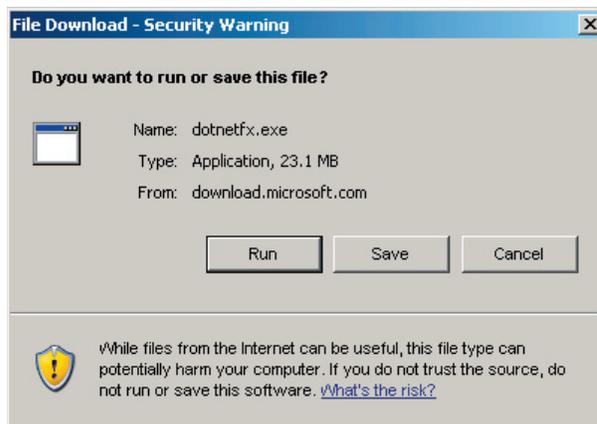


2.3 Installing the Microsoft .NET Framework

A web browser will open to the Microsoft .NET Framework download page. Press the **Download** button to begin the file transfer.



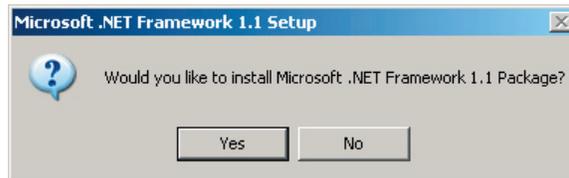
Press **Run** to begin the download and installation of the .NET Framework.



The following dialog box may appear if you installed the *Windows XP Service Pack 2*. Click **Run** to continue installation.



Press **Yes** to continue the installation.



If you agree with the License Agreement, select **I agree** and press **Install**.



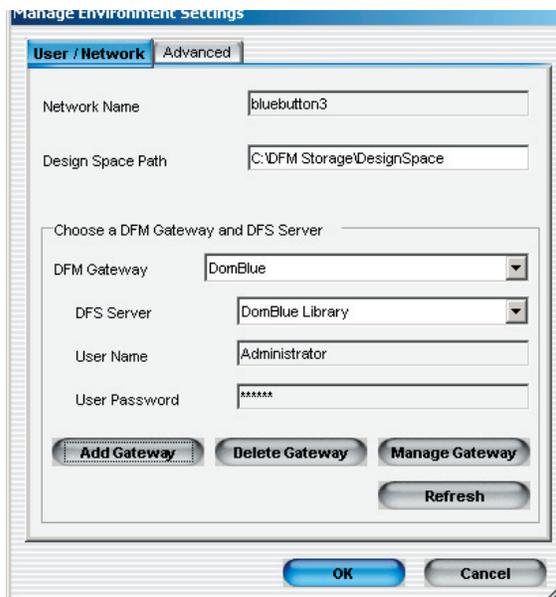
The .NET Framework has been successfully installed. Press **OK** and go back to Section 2.2 to install the DFM client.



Configuring DFM

3.1 Adding Your Planroom

Once DFM has been installed, you can start it by double clicking its icon (see left) or running it from the Start Menu. You need to add your planroom to DFM before you can use it. Press **Add Gateway**.



Enter the name of your planroom in the **Display Name** text box. The **Server Address** is “**http://207.194.244.33**”. Enter the **User Name** and **User Password** that was supplied to you. Once everything is filled in, press the **Test Connection** button.

Your account information for logging into DFM.

User Name:

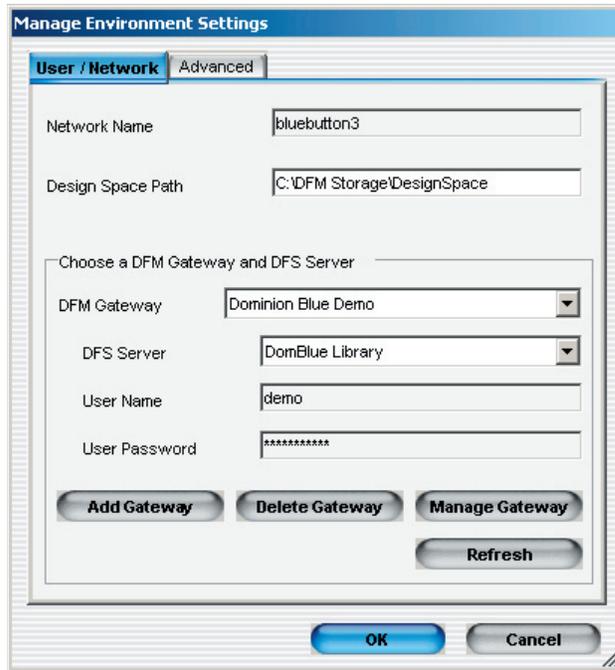
Password:



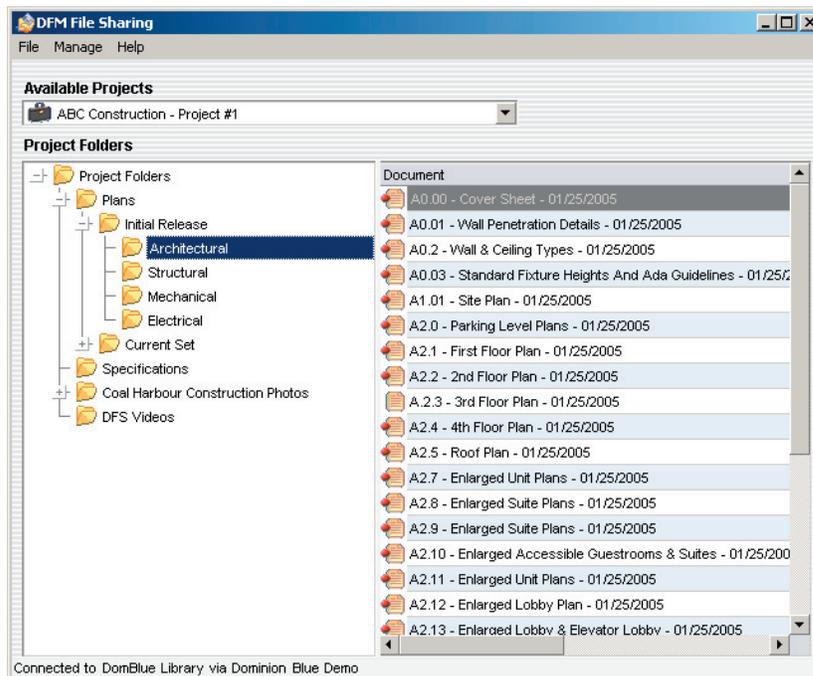
You should received a message that the connection was successful. If not, go back and review the previous settings. Keep in mind that DFS is case sensitive, so the **User Name** and **User Password** must be entered exactly as what was supplied to you. Press **OK** to continue.



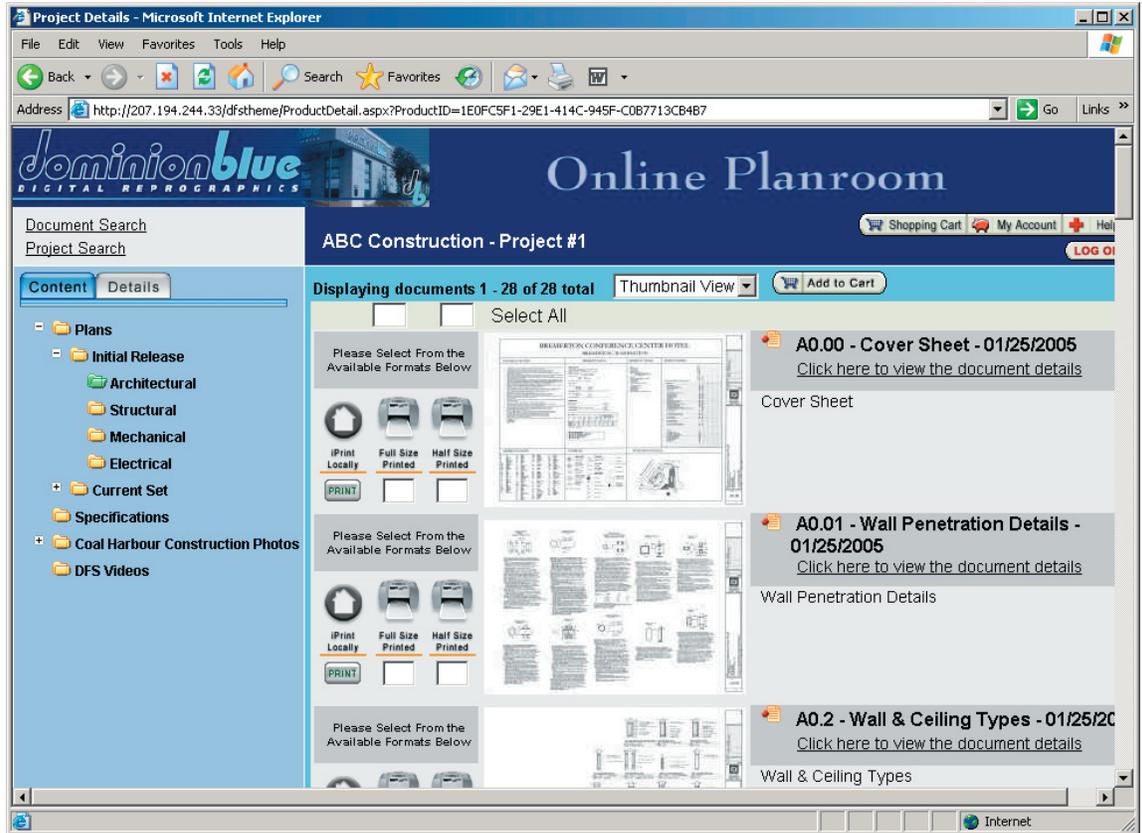
Select your portal from the DFM Gateway combo box and press **OK** to view your plan-room.



You should see a window similar to the one below when you login to DFM.



The following is a view of the planroom being used in this example.

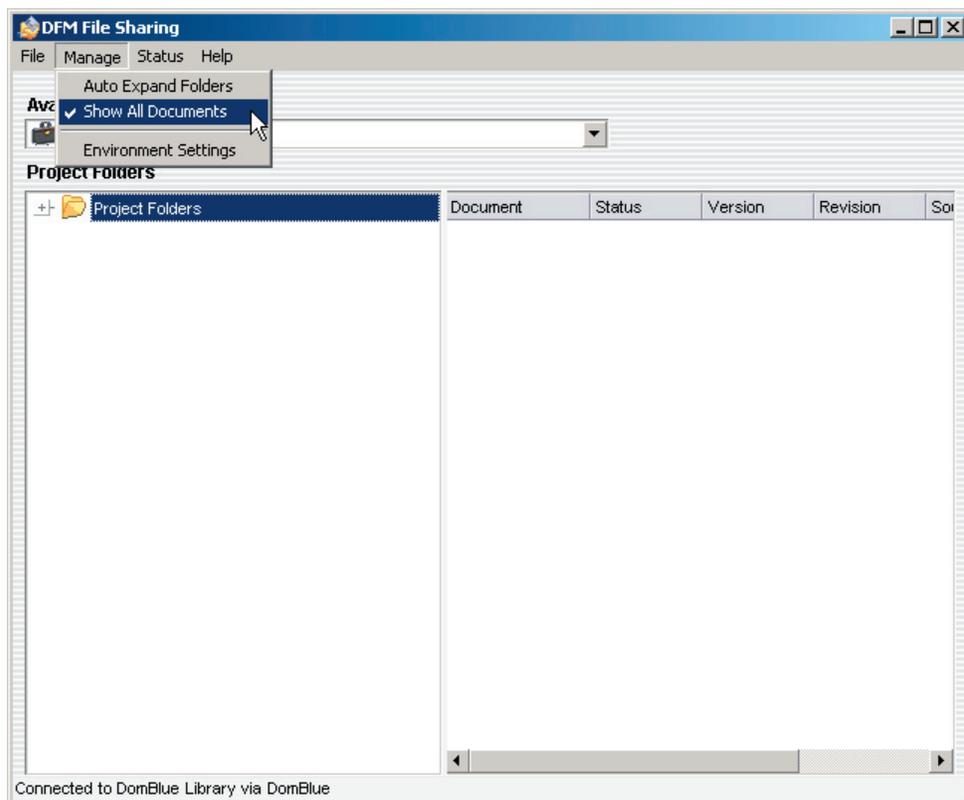


Using DFM

This section is a brief tutorial on the major features of DFM. We recommend that you read the DFM User Guide by Adenium Systems for more information on using DFM.

4.1 Show All Documents

Make sure that **Show All Documents** in the **Manage** pull down menu is checked on. It needs to be active in order to view documents in your planroom. Also, check the **Status** pull down menu to make sure that **Active** is on along with any other type you need to view. Normally, everything should be checked.

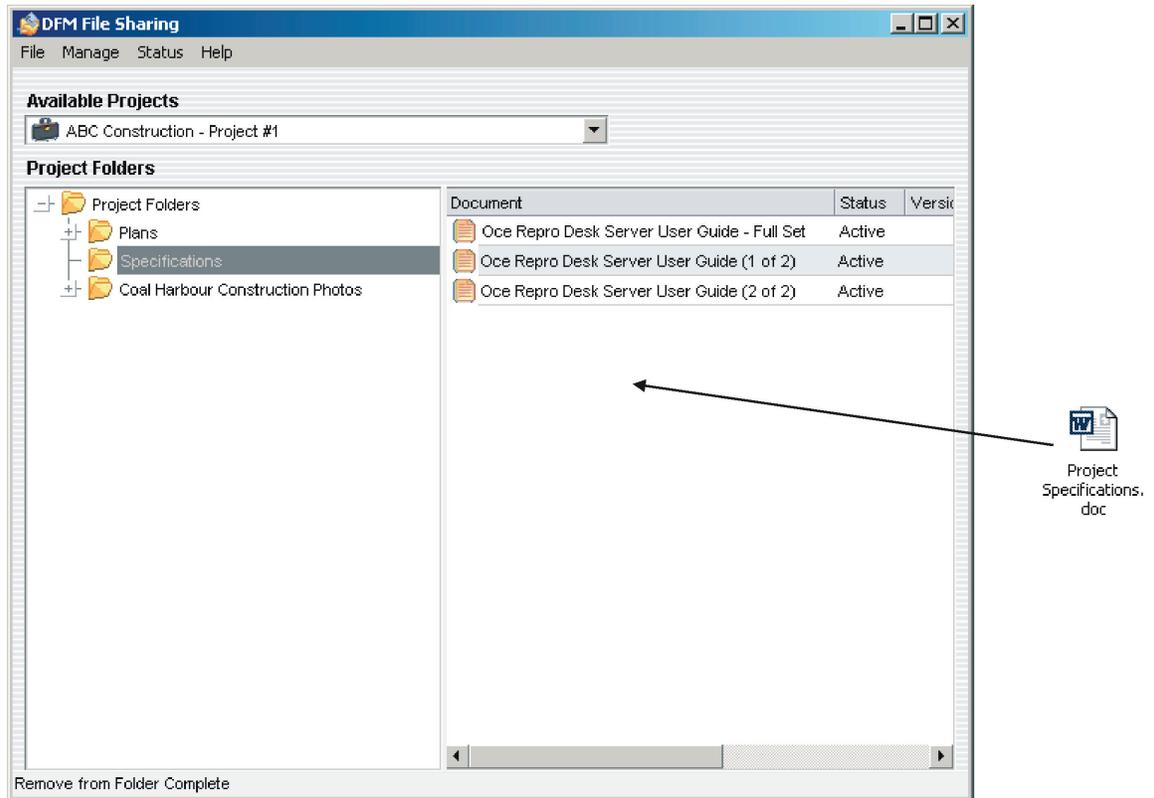


4.2 Adding Files

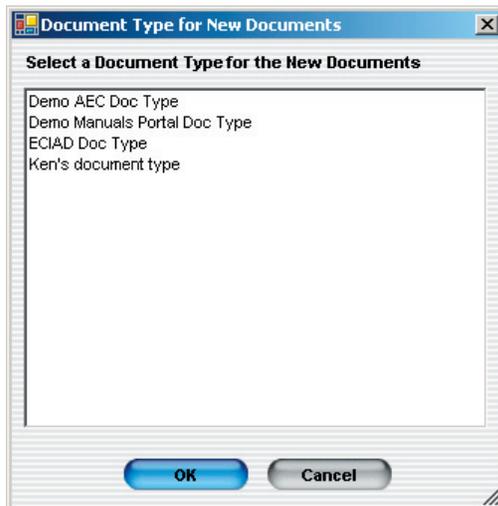
Files can be added to the planroom through *drag and drop* or the *upload function*.

4.2.1 Adding Files with *Drag & Drop*

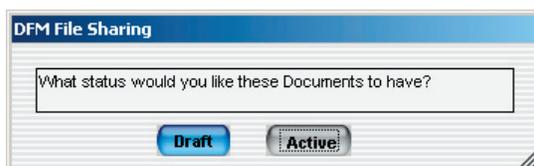
Files can be added to a folder by selecting them and dragging to the open folder window. You can select multiple files or folders.



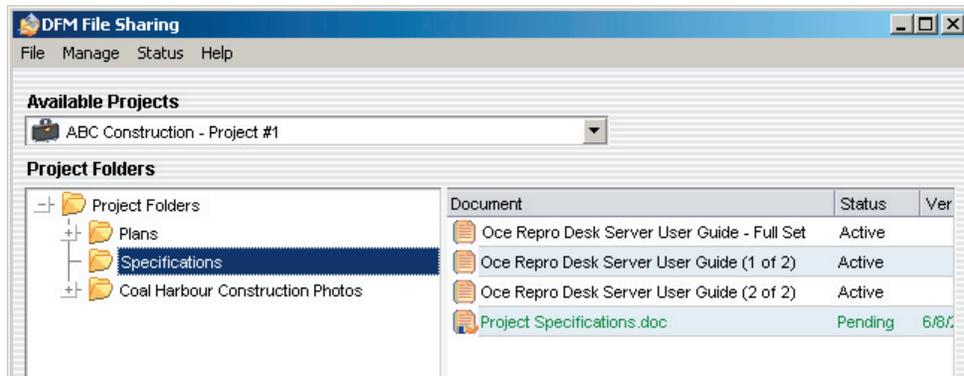
Select document type.



Select file status. The status should be set to Active in order for the files to be viewable by others on your planroom.

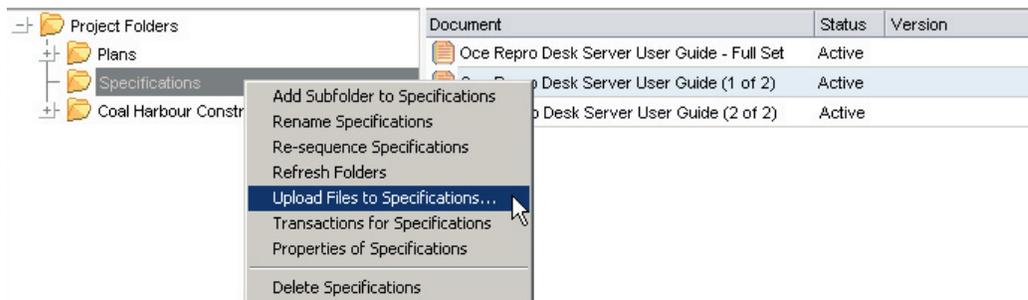


Depending on the size of the file, it may take some time before it becomes available on your planroom. While processing, its Status will be Pending.



4.2.2 Adding Files with the *Upload Files* Menu

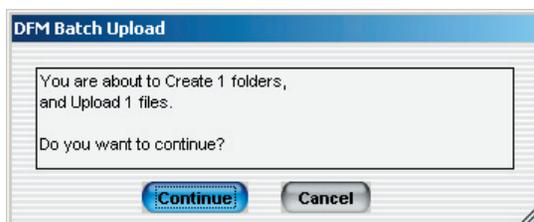
You can upload an entire folder into a folder on your planroom. Right click on the folder you will be adding to, then select **Upload Files to ...**



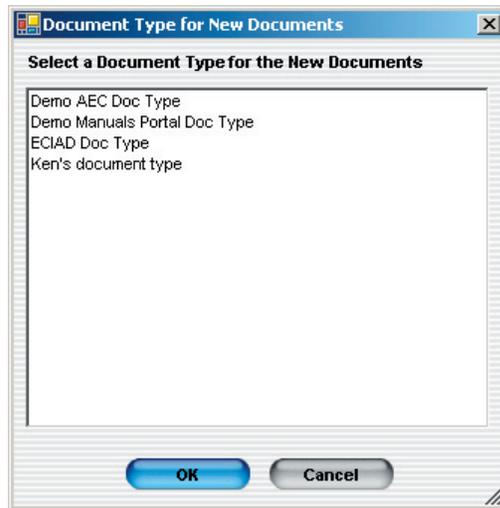
Select folder that that you want to upload from. Press **OK**.



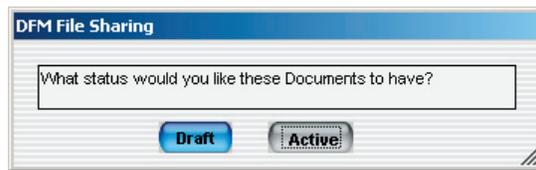
The following dialog box will indicate the number of files that will be uploaded. Press **Continue**.



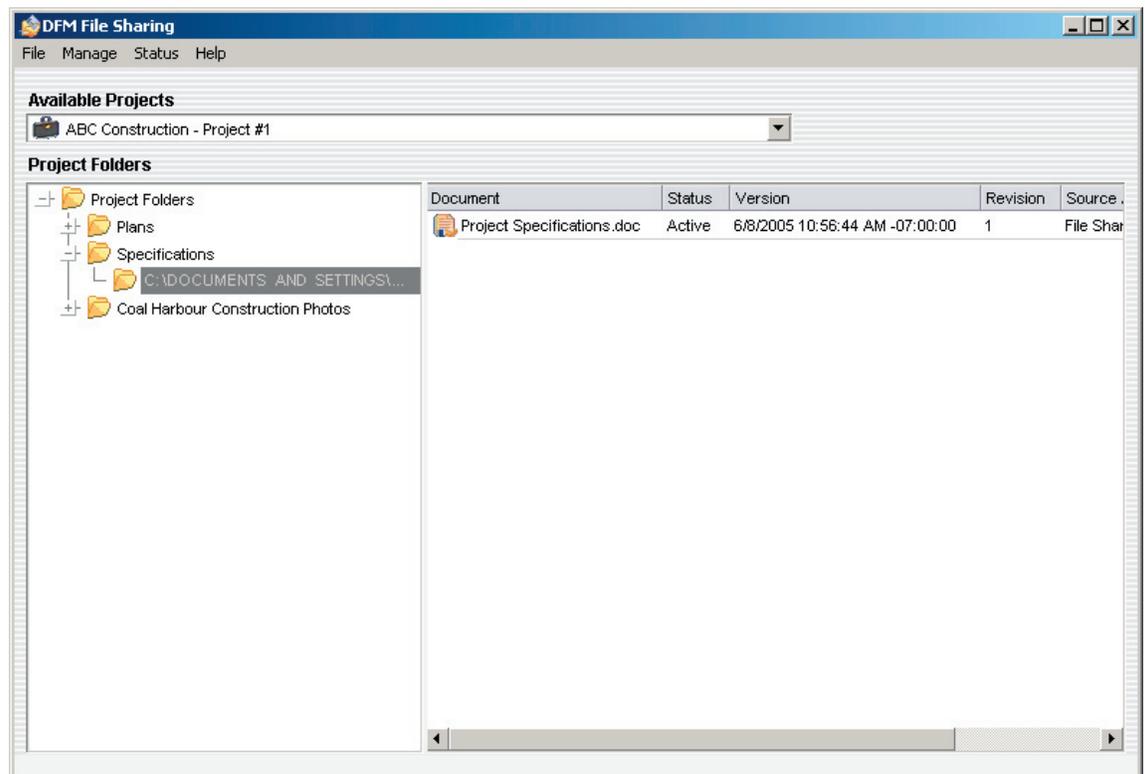
Select the document type that will be applied to all of the documents in your folder. Press **OK**.



Select the file status. It is normally set to **Active**.

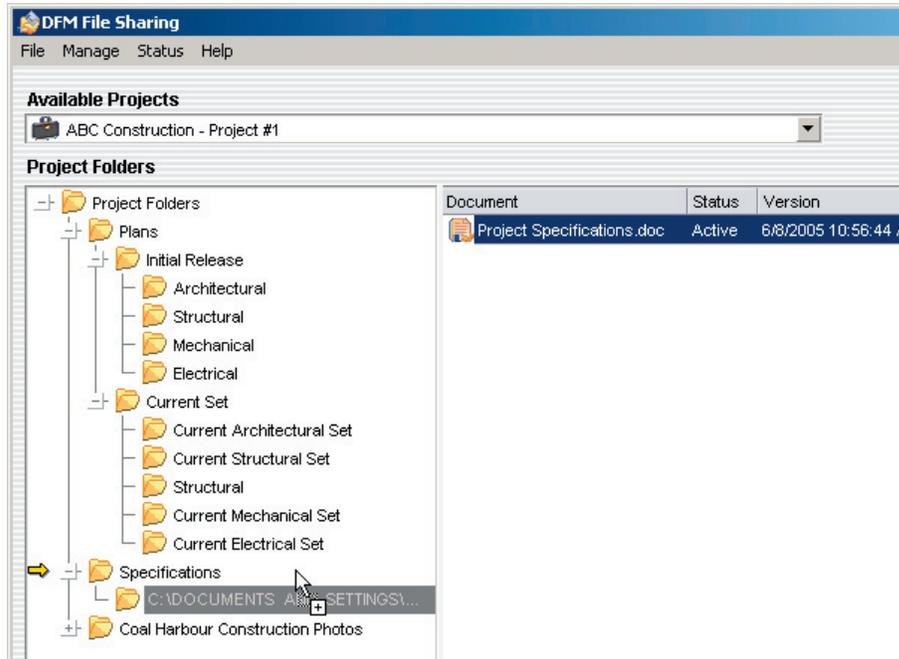


The file will be uploaded with folder it was in. You can rename the folder by right clicking on it and selecting **Rename folder**. If you need to move the folder to another location, you can't do it in DFM. You need to create an empty folder in the new location, copy files from the old folder to the new one, then delete the old files and folder.

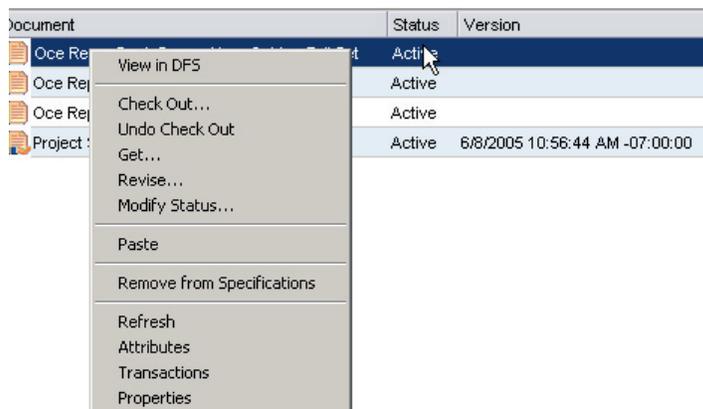


4.3 Copying Files Between Folders

You can copy files by selecting the file and dragging it to a new folder. A yellow arrow will point to the folder that it will copy to. This will only copy files. If you want to move files. If you want to move a file to a new folder, you must copy it first to the new folder and then delete it from the old folder by right clicking on it and selecting "Remove from ...".



4.4 Other Commands



You can perform additional commands by right clicking on files or folders. With this, you can add or delete folders, modify the status, view a document, etc.



Appendix

5.1 DFM User Guide

Click on the following link to download the Adenenium Systems' DFM User Guide.



<http://www.dombblue.com/dfmclient/DfmUserGuide.pdf>

5.2 Adobe Acrobat Reader

Acrobat Reader is necessary to view PDF's, which is a common file format in DFS. Click on the link below to download it.



<http://www.adobe.com/products/acrobat/readstep2.html>

5.3 Autodesk DWF Viewer

DWF is a file format similar to PDF for viewing drawings posted on the internet. It is produced by AutoCAD and other products from Autodesk. Click on the link below to download it.



<http://usa.autodesk.com/adsk/servlet/index?siteID=123112&id=2404513>

