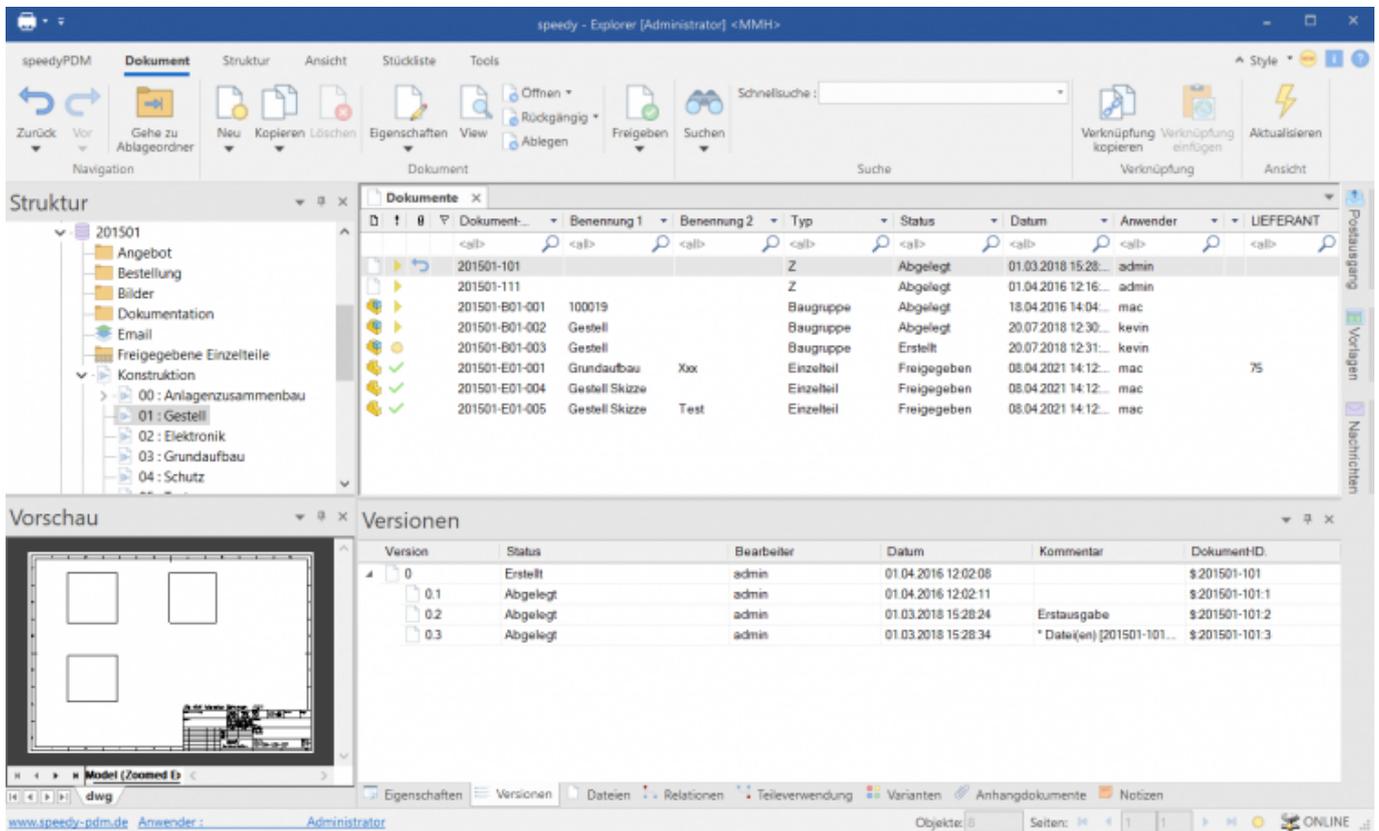


# General

## User interface

The user interface of speedyPDM is divided into the following areas



speedy-Explorer

- Title bar
- Ribbon (Ribbon)
- Address bar (breadcrumb navigation)
- [Navigation/structure \(tree control\)](#)
- [Document list](#)
- [Document properties](#)
- [Preview](#)
- Status bar

The title bar corresponds to the Windows standard. Here you can close speedyPDM with a mouse click, resize the window or hide it completely. The programme name and the currently logged in user are also displayed.

The speedyPDM commands can be called up in the ribbon bar. The ribbon bar is divided into tabs by topic.

The defined vaults and subfolders are displayed in the Structure window, as well as a collection folder

for search results. By clicking on an entry in the structure, the document list is filled with the corresponding documents. If you select a document by clicking on it, the general document properties and a file preview are displayed in the properties window.

The status bar shows the user who is currently logged in. By clicking on the user name, you can log in under a different user name. In the right-hand area, the status bar shows the number of objects currently displayed in the document list. If the number exceeds the maximum permitted quantity (see also [explorer.documentlist.itemsperpage]), the objects are listed page by page. You can scroll through the pages using the page switch. By clicking on the star symbol, the listing switches between page and complete listing.

In the case of speedy2GO, for example, an additional symbol shows the current online status.

## Explanation of symbols and terms

|                                 |  |
|---------------------------------|--|
| <b>Start » Programmes</b>       | Open the start menu, open the programme group                                |
| <b>System » Exit</b>            | Open the System menu, click on the Exit command                              |
| [Enter] or [Enter]              | Press the Enter key on the keyboard  |
| <b>File » New, {[Ctrl]+[N]}</b> | Alternative commands   |
| Other text                      | Important additional information   |
| Project name                    | Texts in dialogue windows, names of buttons and argument names for functions |

„Mouse click“ or „Click“ etc. always refers to clicking with the left mouse button. Clicking with the right or centre mouse button is explicitly mentioned in each case.

## Command interaction

### Right mouse button and context menu

In speedyPDM, all frequently used commands can be selected via the context menu of the right mouse button. Context menu means that the menu is dependent on the object selected with the right mouse button. Depending on which object is clicked with the right mouse button, a menu with commands belonging to this object appears.

### The left mouse button

Commands can also be called up via the menu bar and the toolbar. In both variants, the command is selected with the left mouse button.

### Keyboard shortcuts

Important commands can also be called up using the keyboard. The following shortcuts are defined in speedyPDM:

|                    |  |
|--------------------|--|
| [Ctrl]+[A]         | Select all                                 |
| [Ctrl]+[C]         | Copy                                       |
| [Ctrl]+[D]         | Add to favourites                          |
| [Ctrl]+[E]         | Document/container properties              |
| [Ctrl]+[F]         | Search document                            |
| [Ctrl]+[G]         | Go to folder                               |
| [Ctrl]+[I]         | Import document                            |
| [Ctrl]+[K]         | Copy document                              |
| [Ctrl]+[N]         | New document                               |
| [Ctrl]+[O]         | Open/check-out document                    |
| [Ctrl]+[Q]         | Show document                              |
| [Ctrl]+[R]         | Release document                           |
| [Ctrl]+[S]         | Check-in/stamp document                    |
| [Ctrl]+[T]         | New tab                                    |
| [Ctrl]+[U]         | Undo check out/release document.           |
| [Ctrl]+[V]         | Paste                                      |
| [Ctrl]+[W]         | Close current tab.                         |
| [Ctrl]+[X]         | Cut  |
| [Ctrl]+[Z]         | Undo                                       |
| [Ctrl]+[Shift]+[W] | Close all tabs.                            |
| [F1]               | Online help                                |
| [F4]               | Expand selection list.                     |
| [F5]               | Refresh display.                           |
| [F6]               | Switch selection list filter.              |
| [Shift]+[C]        | Collapse tree structure                    |
| [Shift]+[E]        | Expand tree structure                      |
| [ESC]              | Cancel building/filling the document list. |

## Login



### Login

When starting speedyPDM for the first time, the user must log in to the system and enter the password specified by the administrator.

If you tick the checkbox „**Save password**“ checkbox, the password is saved with your Windows user profile so that it does not have to be re-entered each time the programme is started. The next time you call up the programme, the login window is no longer displayed and the programme is started automatically.

## Change password

### Ribbon view „ Change password



Change password

After calling up the command, a dialogue box appears for entering the old and new passwords:

Only alphanumeric characters (letters, numbers) are permitted, no special characters. The minimum length must correspond to the length defined under [session.password.length].



The password is case-sensitive!

## User change

### Ribbon view “ User change

This functionality is particularly interesting for administrators who use several user IDs with different authorisations for test purposes. As the speedyPDM user under which the current Windows user was last logged in is always automatically logged in due to the saved login, a user change within speedyPDM is only possible via this login.

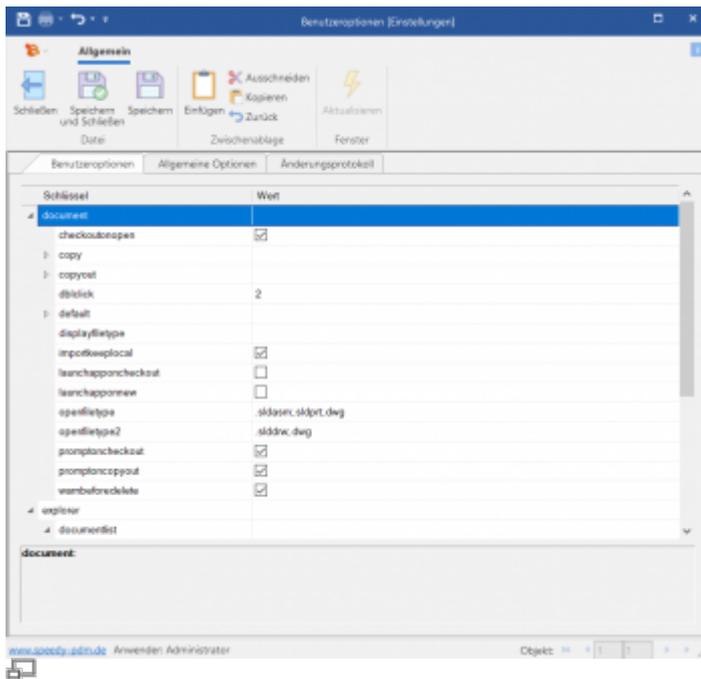
**Please note that user-specific settings such as project visibility are not updated, only the authorisation check changes.**

## User options

**Ribbon: speedyPDM > User options**

**Ribbon: View > Options**

Opens the dialogue for editing the user options.



Settings can be labelled as user-specific by the administrator. These can be changed in the user options.

## Dialogue with messages

In the extended dialogue for messages, references to documents appear as blue text with the document number in square brackets (e.g. [202301-B00-001]).

A simple click on the document number opens the properties of the document in read-only mode. Holding down the [Shift] key opens the document properties for editing.

Holding down the [Ctrl] key closes the message if it is a general error message and the document is displayed in the search results.

## Reset messages / errors / warnings

### Ribbon → speedyPDM → Messages

Some warnings, error messages or user queries contain the option **„Do not ask this question again“** or **„Do not report this note again“**. If this option is selected, the corresponding message will no longer appear in future.

With the command **„Messages“** command in the ribbon to reactivate these deactivated messages. A dialogue window opens with a list of all suppressed messages. Select the messages that are to be displayed again and confirm the process with **„OK“**.

The next time the respective situation occurs, the messages will be displayed as usual.

## Refresh view

**Ribbon → Refresh**

**Keyboard shortcut → [F5]**

With the command „**Refresh**“ **command** completely reloads the speedy Explorer interface. All window areas are updated and the current vault database is read in again. Changes to documents made by other users become visible and the view corresponds to the current data status.

## Exiting speedyPDM

**Ribbon → speedyPDM → Exit**

**Title bar → X (Close)**

**Key combination → [Alt] + [F4]**

If speedy Explorer is the last application to be closed on the workstation, the system checks whether there are still documents in the status „**in progress**“ status. Depending on the system configuration, the following behaviour may occur:

- No check and no automatic check-in, the function is deactivated.
- A user query lists all documents that are still checked out and offers the option of checking them in manually.
- All checked-out documents are automatically checked in by the system on exit without any further enquiry.

The behaviour is controlled by the following configuration parameters:

```
[document.workspace.autocheckin]
```

□ Further details on the configuration parameter can be found at: [\[document.workspace.autocheckin\]](#)

## Advanced configuration

### Call parameters

The Explorer can be called with the following parameters:

| Parameter                  | Description  |
|----------------------------|--|
| -docno <i>documentno</i>   | Starts the Explorer and navigates to the specified document. If the Explorer is already running, it navigates to the specified document.   |
| -licence <i>licencekey</i> | The Explorer uses the specified licence module.<br>S10000:=Explorer (default, does not need to be specified)<br>S10002:=Viewer (read-only access)<br>S10004:=EMAIL (read-only access, email documents can be created and edited) |
| /RegServer                 | Registers the Explorer with the operating system as an ODMA server.  |
| /UnregServer               | Unregisters the Explorer.  |

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