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Metadata Collection and Bulk Loading System (MCABLS) Installation, Configuration, and User Guide

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1. Purpose

The purpose of this guide is to provide instructions on how to install and use the Metadata Collection and Bulk Loading System (MCABLS). MCABLS is designed as a companion tool to use with Bentley's Digital Interplot version 9. MCABLS allows users to capture metadata for engineering drawings stored in an electronic format, for example: AutoCAD and Microstation drawings. The metadata is stored in a temporary database until the user loads the metadata collection into Digital Interplot.

2. MCABLS Installation

2.1. *MCABLS System Software Requirements*

MCABLS should be installed on a licensed Digital Interplot client system. The licensed Digital Interplot client system must also contain the following software applications:

- Microsoft Office Suite of Products (including Microsoft Access)
- WinZip 8.0 or later

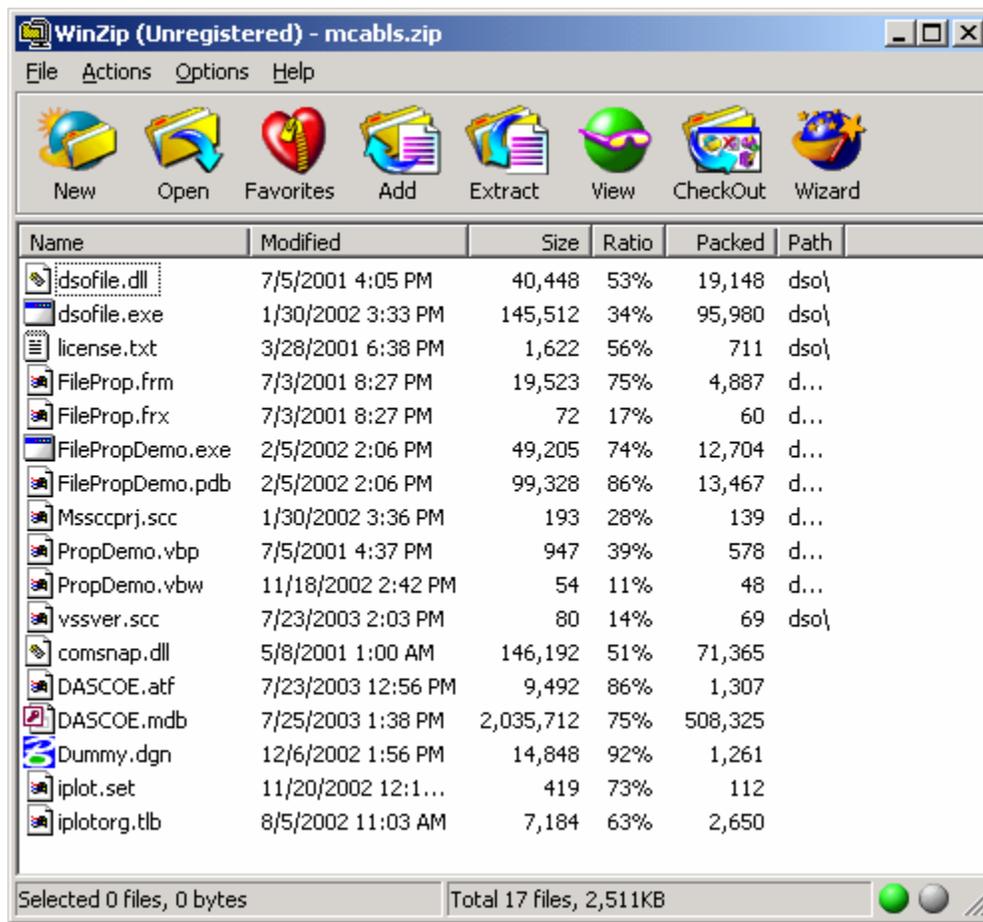
For system hardware requirements using Digital InterPlot, reference your Bentley Systems' Digital InterPlot documentation.

2.2. *Installation of MCABLS*

- Obtain the MCABLS installation zip file. The file is called MCABLS.zip
- Create a subdirectory on Drive C called MCABLS.
- Copy the MCABLS installation zip file to C:\MCABLS
- With the mouse, double-click on the MCABLS file located in the C:\MCABLS directory. This step starts the WinZip application.

(WinZip.exe screen-shot viewed on following page)

Figure 2-1 WinZip Application Screen-Shot

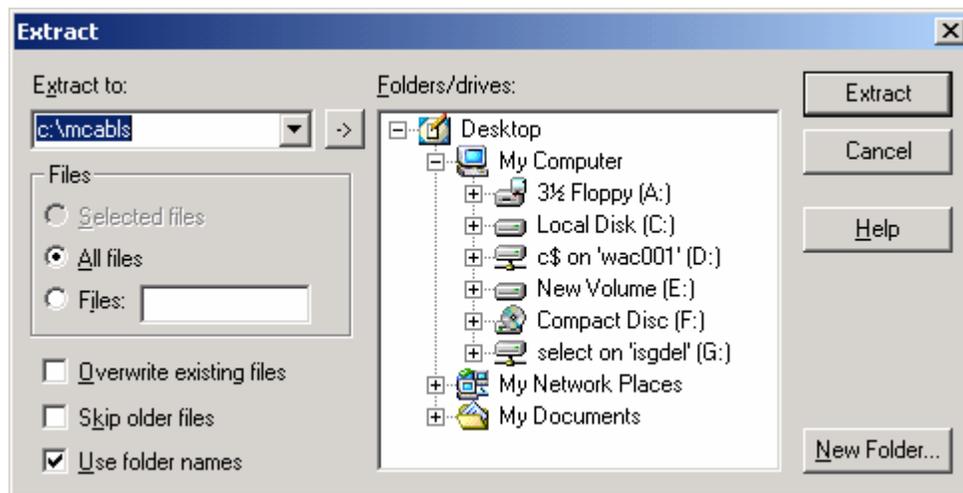


Next, extract the MCABLS zipped files to the C:\MCABLS sub-directory using the following steps:

- With the mouse, single-click on the Extract button icon located at the top of WinZip Application screen.
- The user should see the following screen:

(Following screen-shot can be viewed on the next page)

Figure 2-2 WinZip Application Extract Screen-Shot



Before extracting the MCABLS zip file to the C:\MCABLS sub directory, do the following steps:

- Make sure the [EXTRACT TO] field displays the correct sub-directory. In this case, it should say “c:\mcabls”. If your extract sub-directory is different, type the correct sub-directory.
- Select the Extract button to extract the files.
- After the extraction process is completed, a green button will appear at the bottom of the WinZip Application screen. (See Figure 1-1)
- From the WinZip Application screen main menu, select File and then Exit.

2.3. Access Database Configuration

Digital Interplot requires that a database be used in its configuration. Check with your System Administrator for the defined Data Source used with Digital Interplot.

2.4. Digital InterPlot Configuration

A new archive must be created within Digital Interplot to hold the new drawings and metadata collected. The steps are as follows:

- Start Archive Explorer by selecting Start – Programs – InterPlot Utilities – Archive Explorer

Figure 2-3 Startup of Archive Explorer

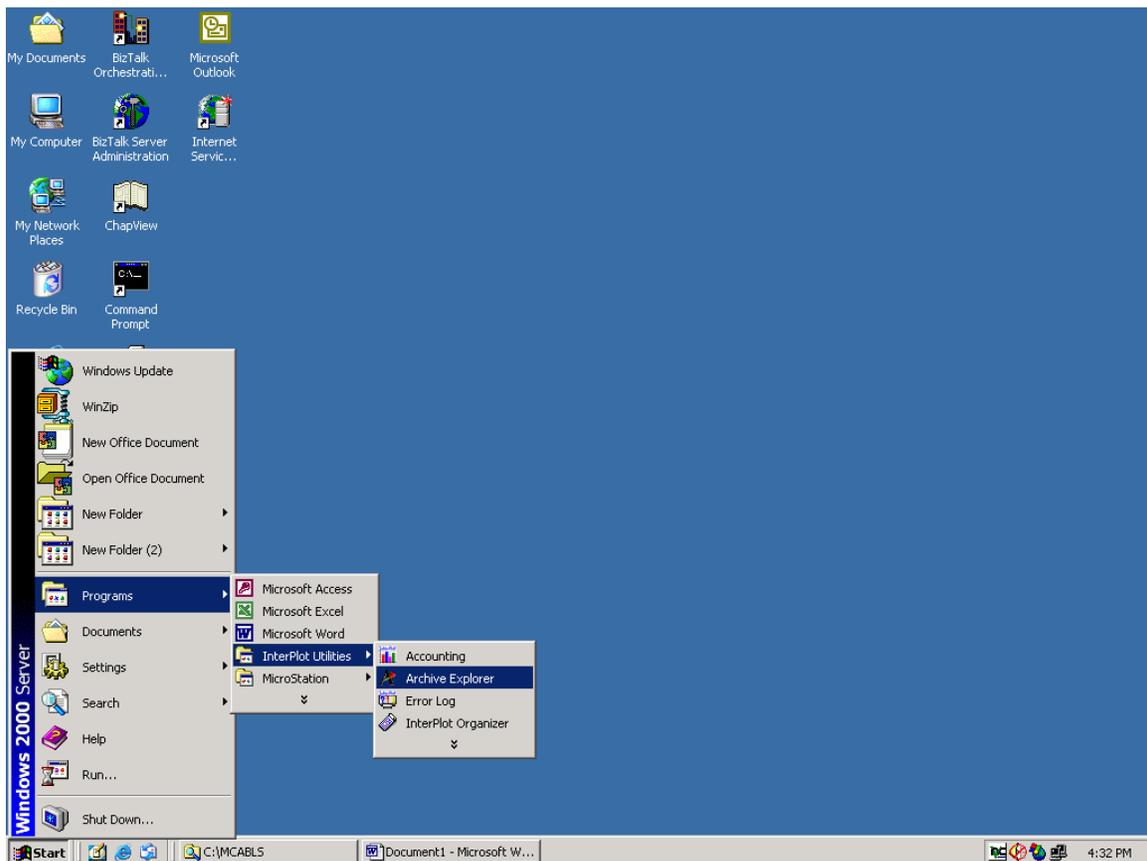
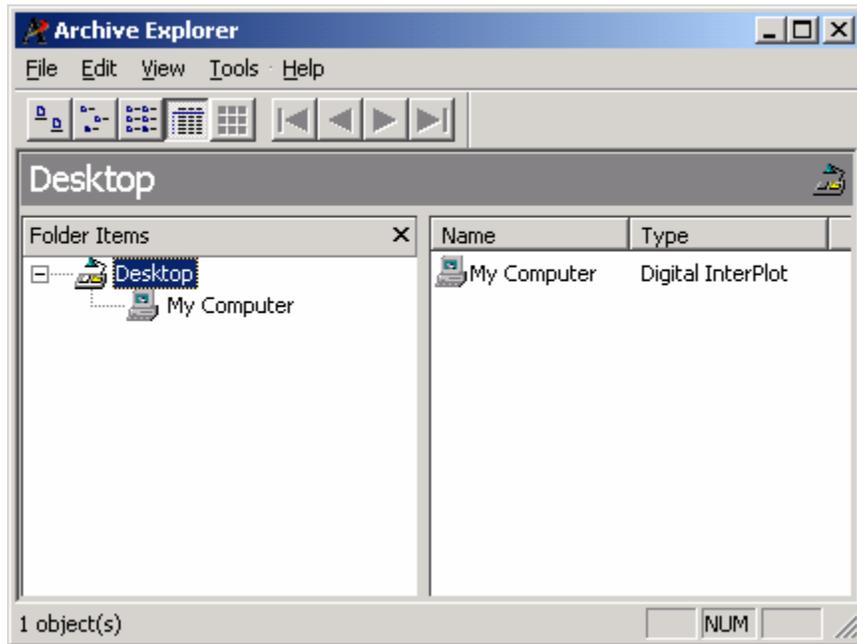


Figure 2-4 Archive Explorer Application Screen-Shot



The Archive Explorer screen shown above should be seen by the user.

- Select My Computer, right-click and select Create Archive to create an archive in Digital Interplot.

Figure 2-5 Create an Archive

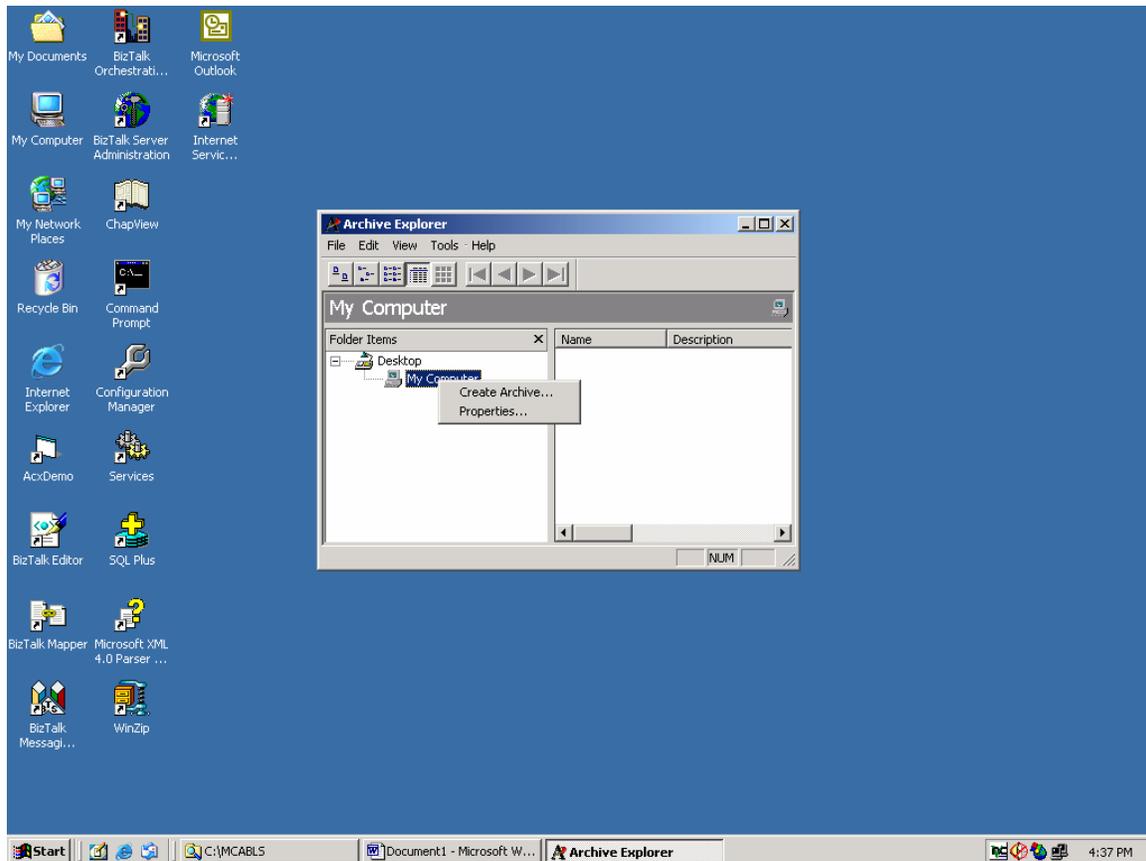
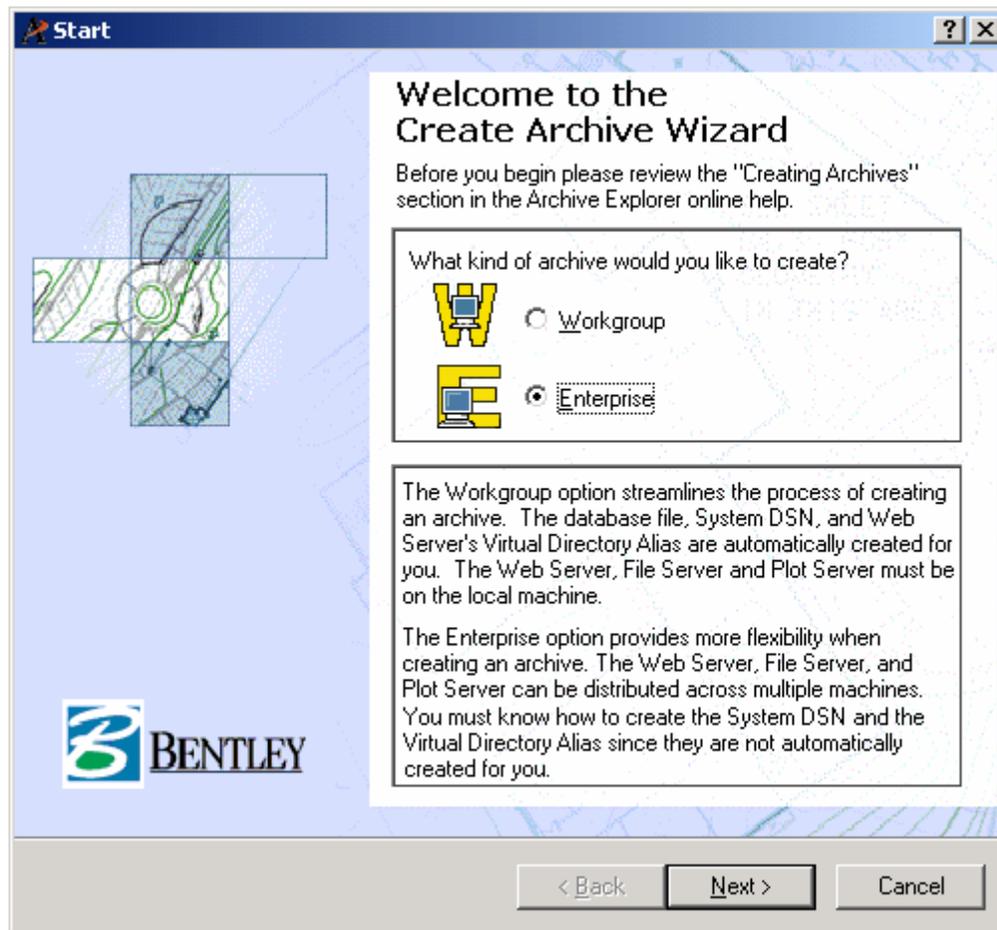


Figure 2-6 Create Archive Screen-Shot



- Upon creating an archive in Digital Interplot, the user will see the above screen. Select the Enterprise radio button.
- Select the Next button.

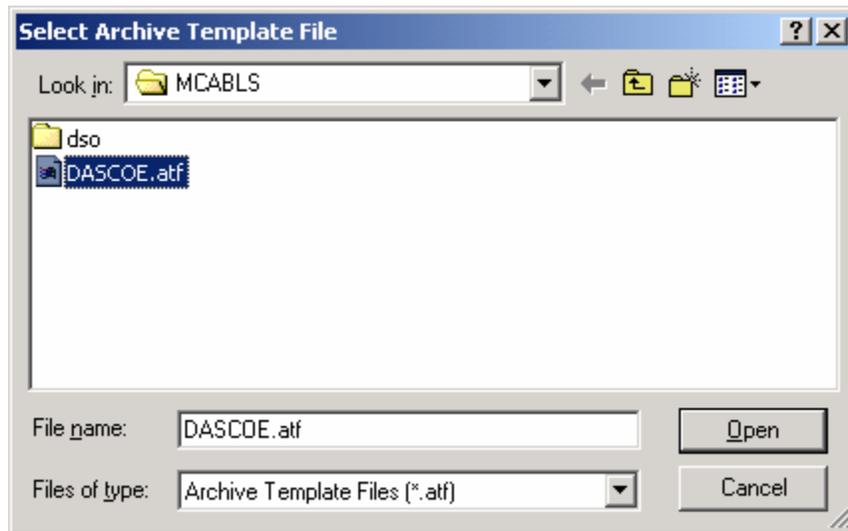
Figure 2-7 Archive Explorer Create Archive Template File Screen-Shot

The screenshot shows a window titled "General" with the "Archive Explorer" logo. The window contains the following fields and controls:

- Template file:** A text box containing "None" and a "Browse..." button.
- Name:** An empty text box.
- Description:** An empty text box.
- Instructions:** A box containing the text: "Type in a name for the archive or select an archive definition from a previously created template file."
- Navigation:** Three buttons at the bottom: "< Back", "Next >", and "Cancel".

- Next, the user will be asked to enter a Template file. A template file is provided. Select the Browse button.
- Browse to the MCABLS sub-directory.
- Find the DASCOE template file.

Figure 2-8 Select Archive Template File Screen-Shot



- Select the DASCOE active template file (.atf extension)
- Select the Open button.

Figure 2-9 Select Archive Template File Screen-Shot



- After selecting the template file, tab to the Name field.
- Name Field: DASCOE stands for Digital Archival System for the Corps of Engineers. This is the default name. You may elect to change the name text.
- Description Field: This is the default text that appears in the field. You may elect to change the description text.
- Press the Next button.

Figure 2-10 Web Server Setup Screen-Shot



- Web Server Name Field: Type in the Web Server Name for your computer.
- Web Server Port Field: Type in the port number that will be used (default is 80)
- Virtual Directory Alias Field: Type in the Virtual Directory Alias that will be used.
- Web Page Directory (UNC format) Field: Type in the Web Page Directory name in UNC format, i.e. [\\Your_Server_Name\COEArc](#)

Figure 2-11 Database Server Screen-Shot

Database Server Setup ? X

Archive Explorer

Database

System Data Source:

Type:

Tablespace (required for Oracle only):

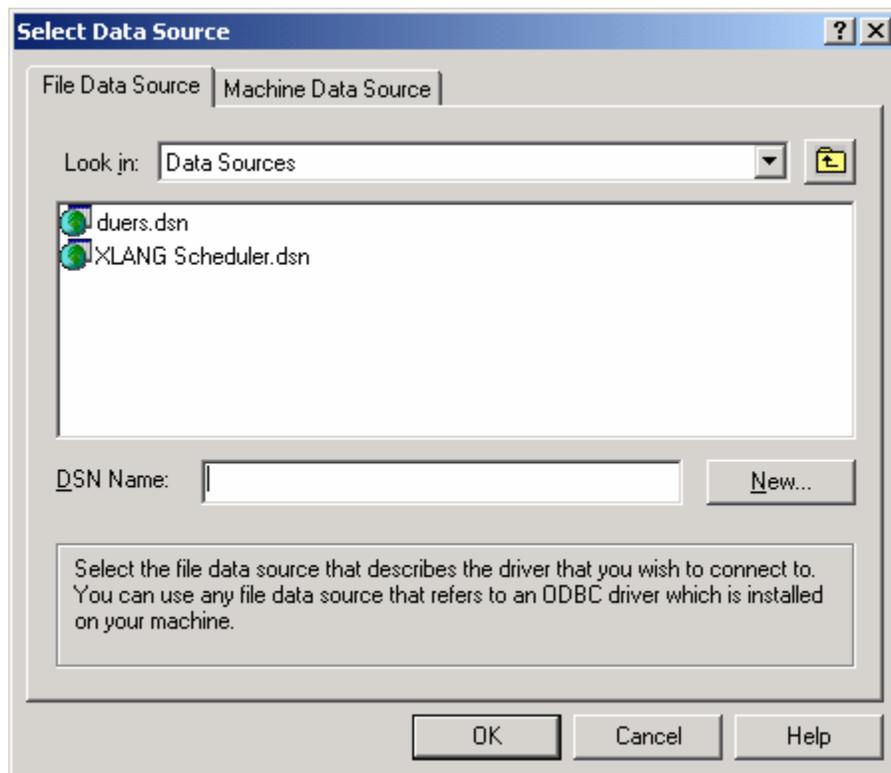
Database Security

Username: Password: Confirm Password:

An archive requires a system (machine) data source. You may either enter a data source name or select one using the Select button. If the data source requires a username and password, then enter these values in the Database Security section.

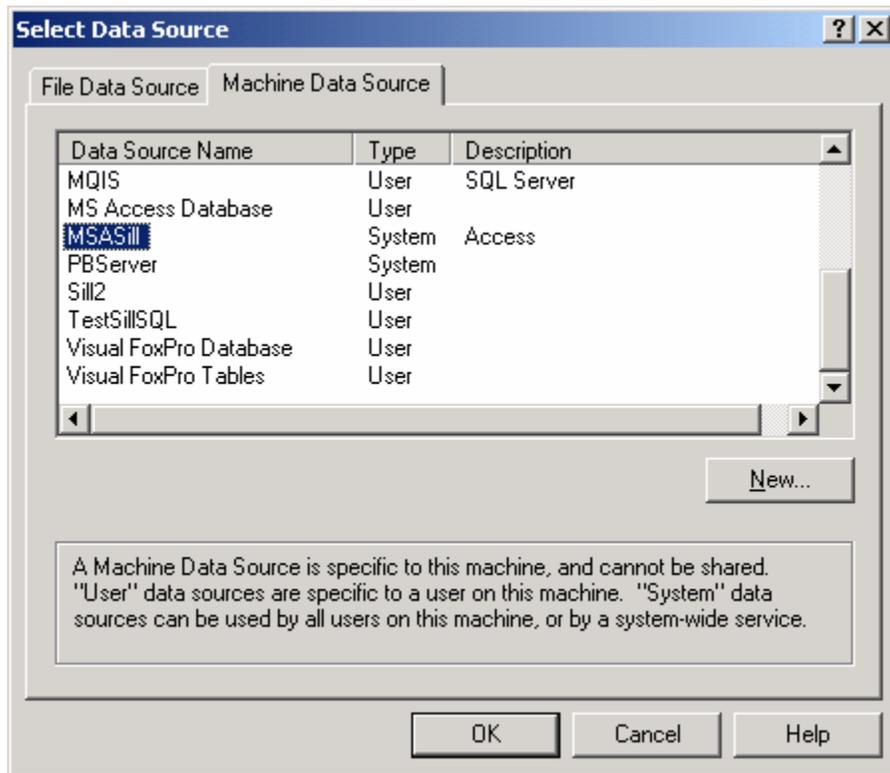
- Select the Select button to select the System Data Source name.

Figure 2-12 Select Data Source Screen-Shot



- Select the Machine Data Source tab

Figure 2-13 Select Data Source Screen-Shot



- Select the Data Source name (DSN) that will be used for the Digital Interplot database archive. In the example above, MSASill is used. Check with your System Administrator for the database DSN to use.

Figure 2-14 Database Server Setup Screen-Shot

Database Server Setup

Archive Explorer

Database

System Data Source:

Type:

Tablespace (required for Oracle only):

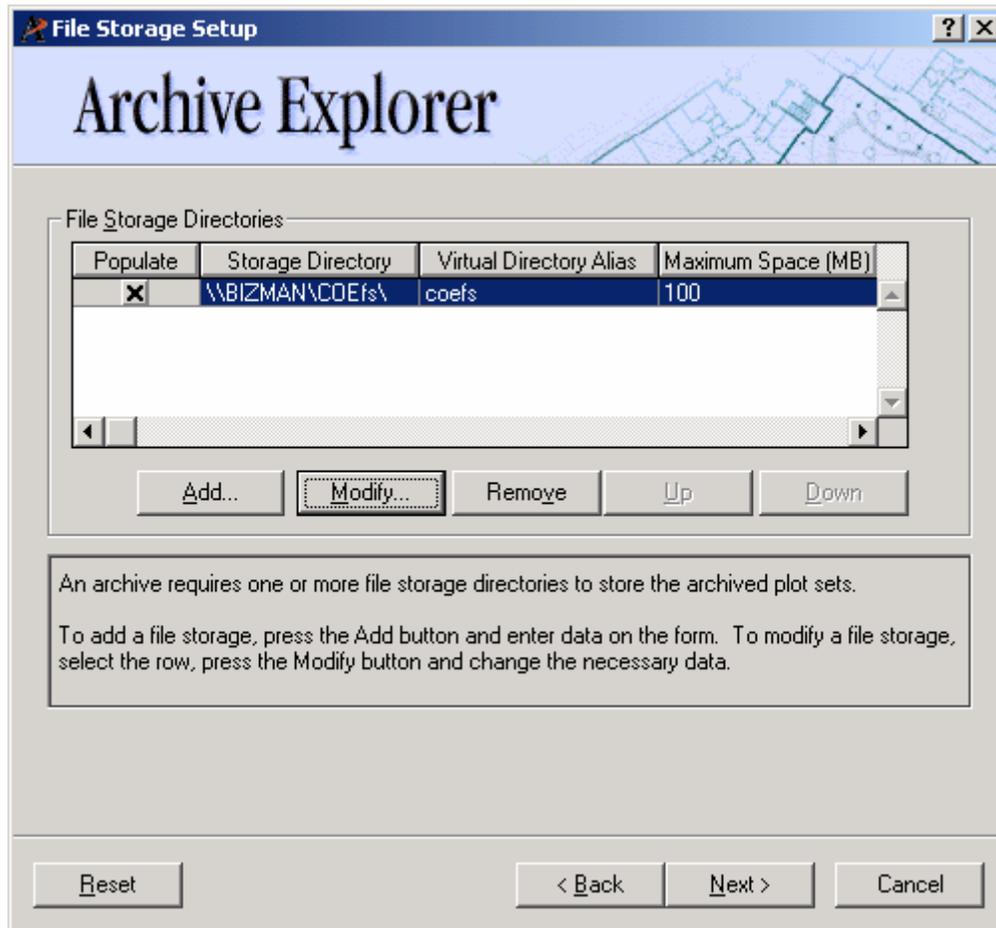
Database Security

Username: Password: Confirm Password:

An archive requires a system (machine) data source. You may either enter a data source name or select one using the Select button. If the data source requires a username and password, then enter these values in the Database Security section.

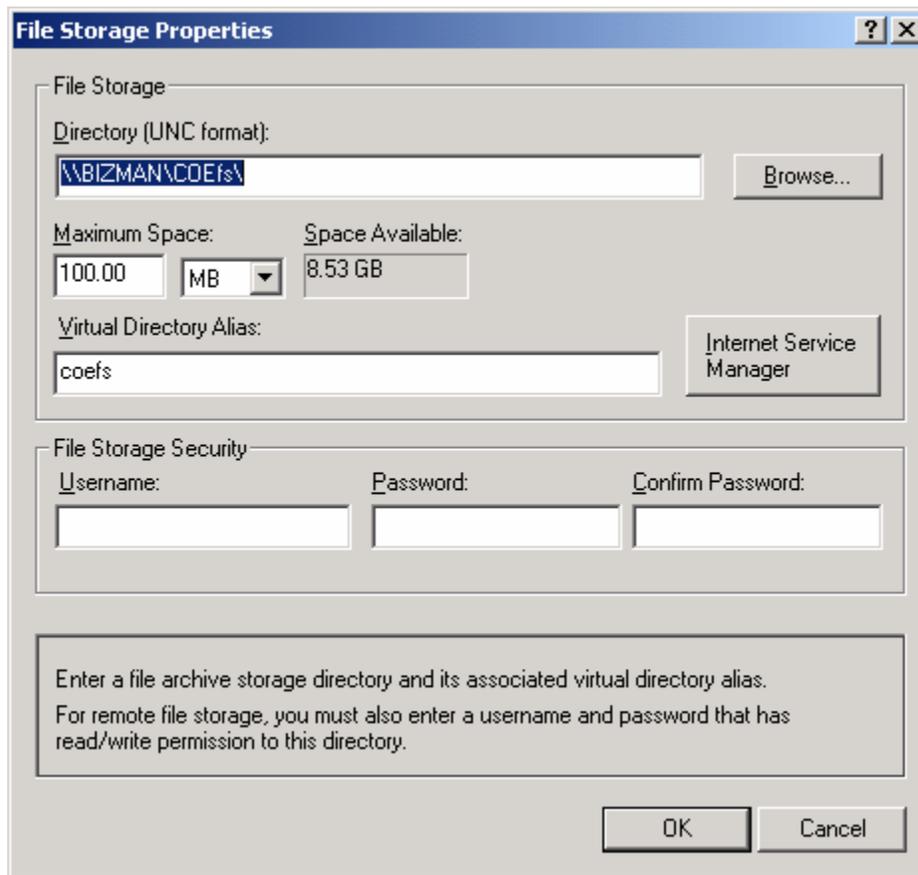
- In our example, no username or password is required. Your database may require a username and password.
- Press the Next button.

Figure 2-15 File Storage Setup Screen-Shot



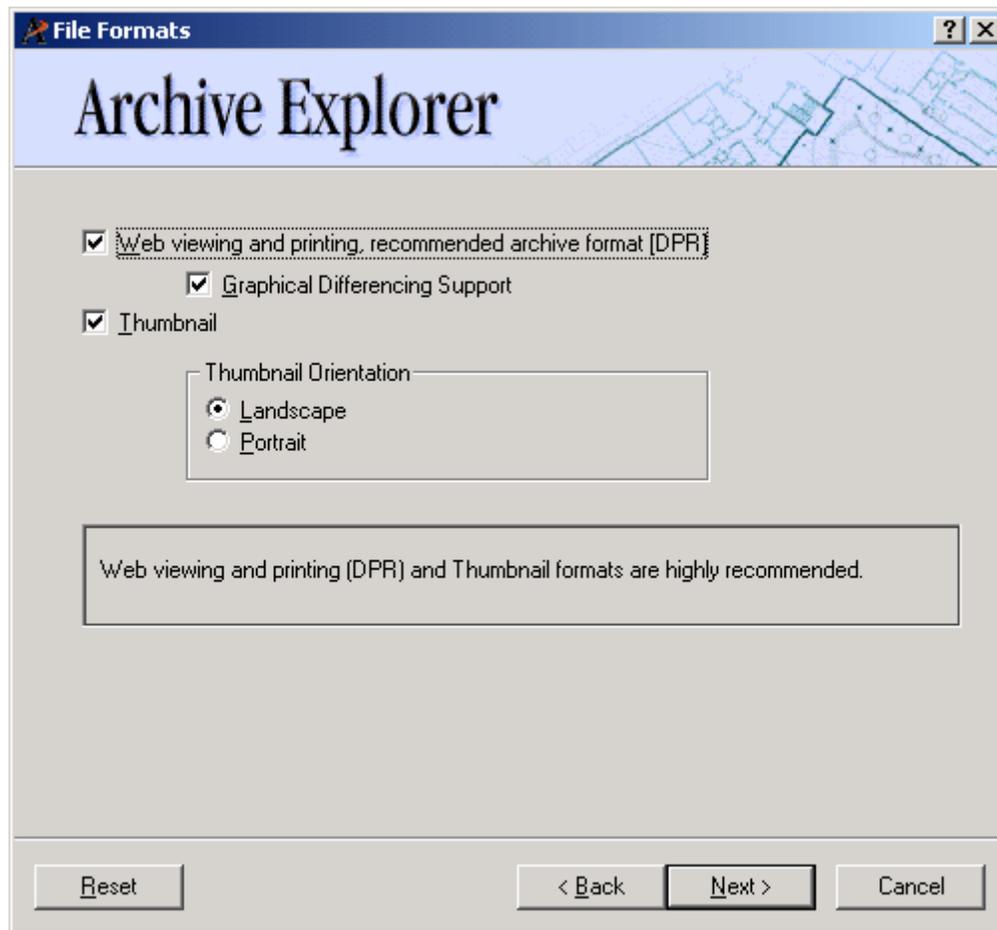
- Select the Modify button to check the storage directory that will be used.

Figure 2-16 File Storage Properties Screen-Shot



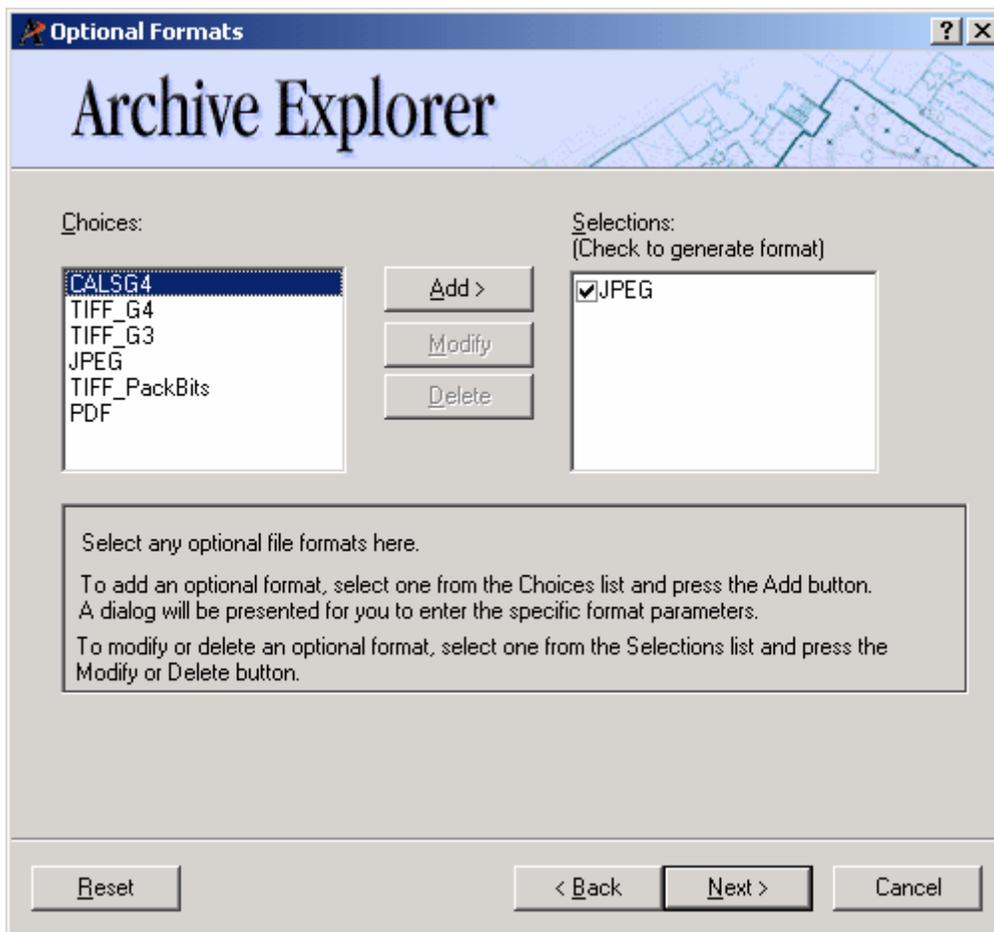
- Directory (UNC format) Field: Verify the File Storage Directory for your machine and make the appropriate changes, if necessary.
- Maximum Space Field: Check to see if enough storage space is allocated for your files. Make appropriate changes, if necessary.
- Virtual Directory Alias Field: Check to see if the correct alias is listed for the file storage area. If not, select the Internet Service Manager button and select the proper alias. Check with your System Administrator before changing this setting.
- Select the OK button.
- The previous screen appears, select the Next button.

Figure 2-17 File Formats Screen-Shot



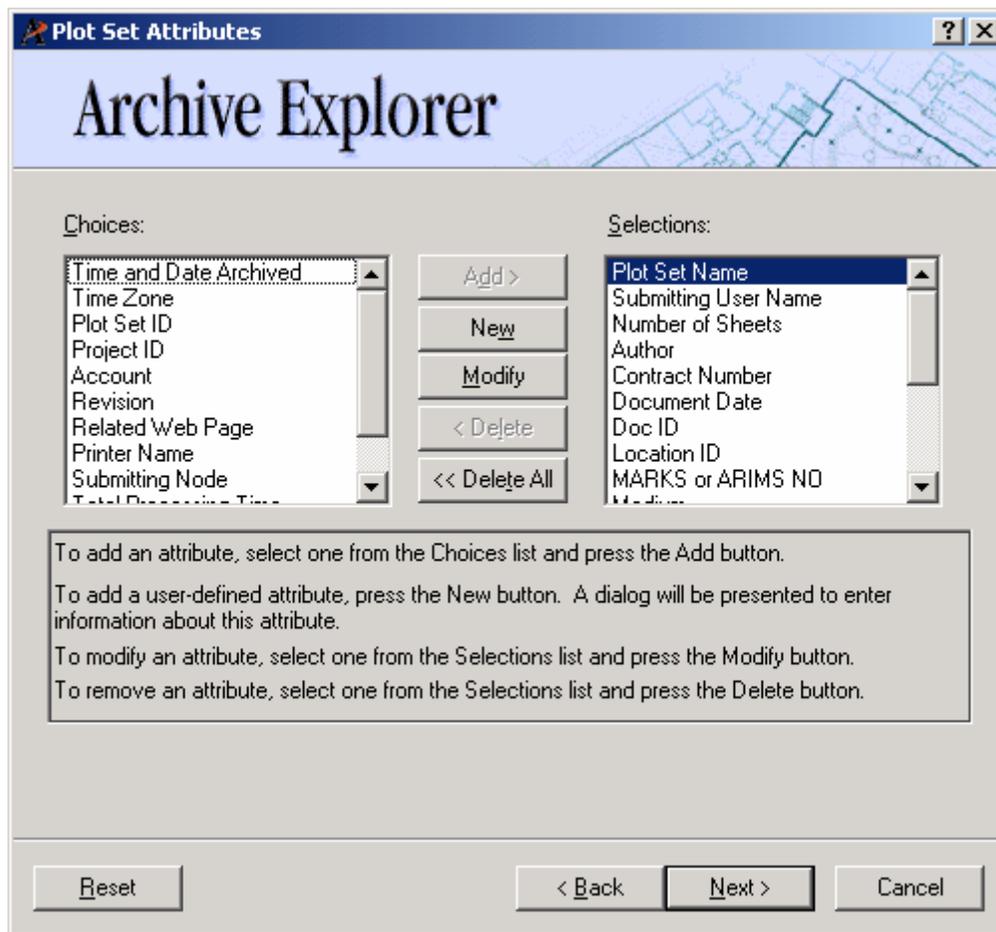
- Select the Next button.

Figure 2-18 Optional Formats Screen-Shot



- Select the Next button.

Figure 2-19 Plot Set Attributes Screen-Shot



- Select the Next button.

Figure 2-20 Sheet Attributes Screen-Shot



- Select the Next button.

Figure 2-21 View Hierarchy Screen-Shot



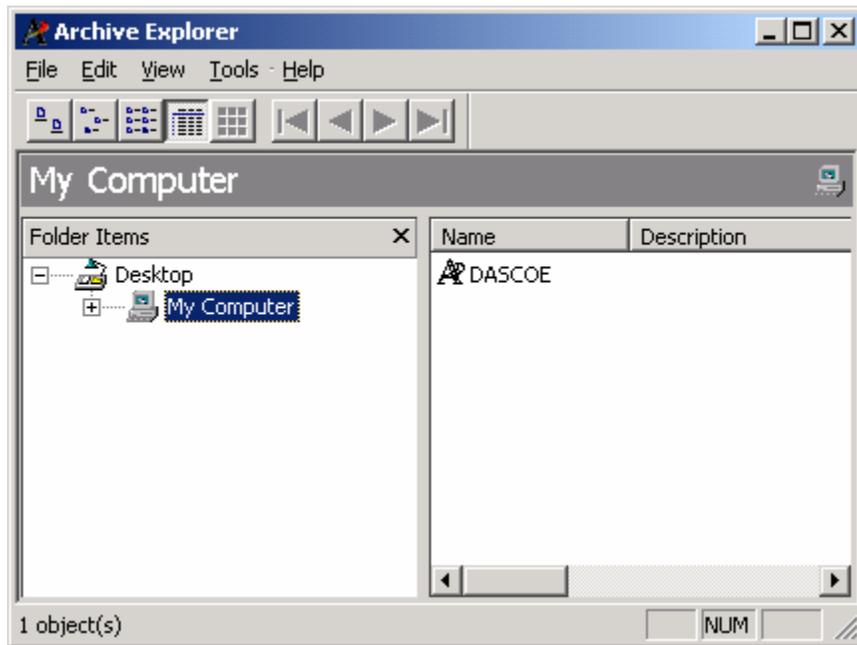
- Select the Next button.

Figure 2-22 Create Archive Review Screen-Shot



- Select the Finish button.

Figure 2-23 Archive Explorer Application Screen-Shot



1. Select File from the Top Menu.
2. Select Exit to exit the Archive Explorer application

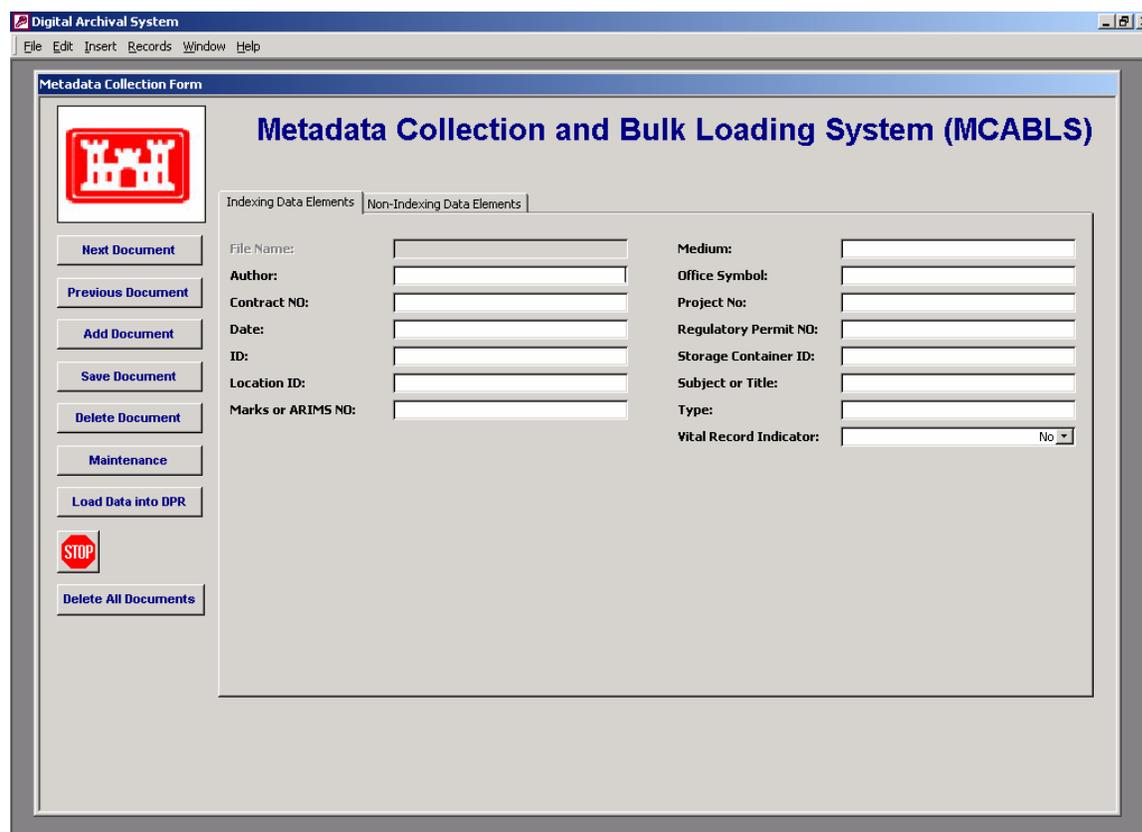
3. MCABLS Configuration

MCABLS is an application written in Microsoft Access 2000 (version 9.0.2812). Before using MCABLS to collect metadata, the user must configure the application to use a defined Digital InterPlot archive system and associated printer/plotter name. The printer/plotter name is used to send the drawings and associated metadata to an archive system within Digital InterPlot. Digital InterPlot uses a printer driver to accomplish this process.

3.1. Starting MCABLS Application

- Open a Windows Explorer window: right-click on Start, then select Explore.
- Open the MCABLS folder on drive C.
- Double-click on the MCABLS.mdb file. This will start the application

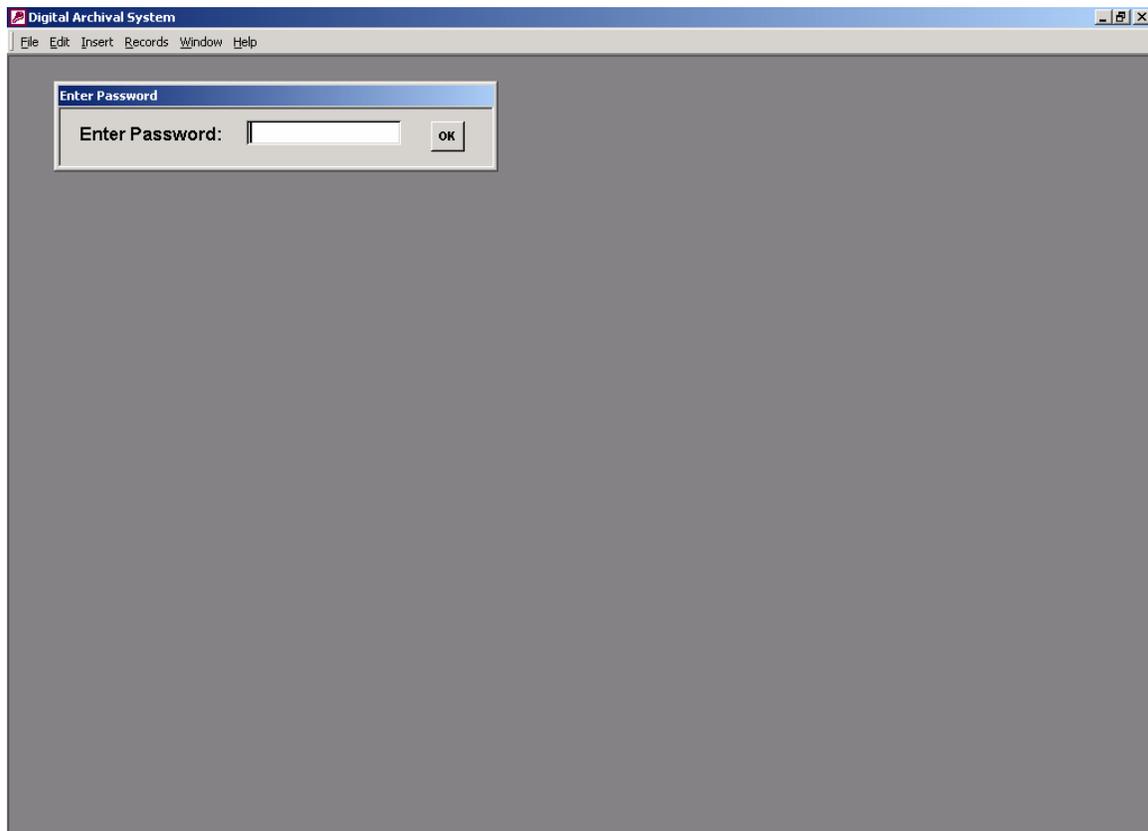
Figure 3-1 MCABLS Application



3.2. Password Configuration for MCABLS

- To configure MCABLS, select the Maintenance button on the MCABLS Application Screen.

Figure 3-2 MCABLS Password Configuration Screen



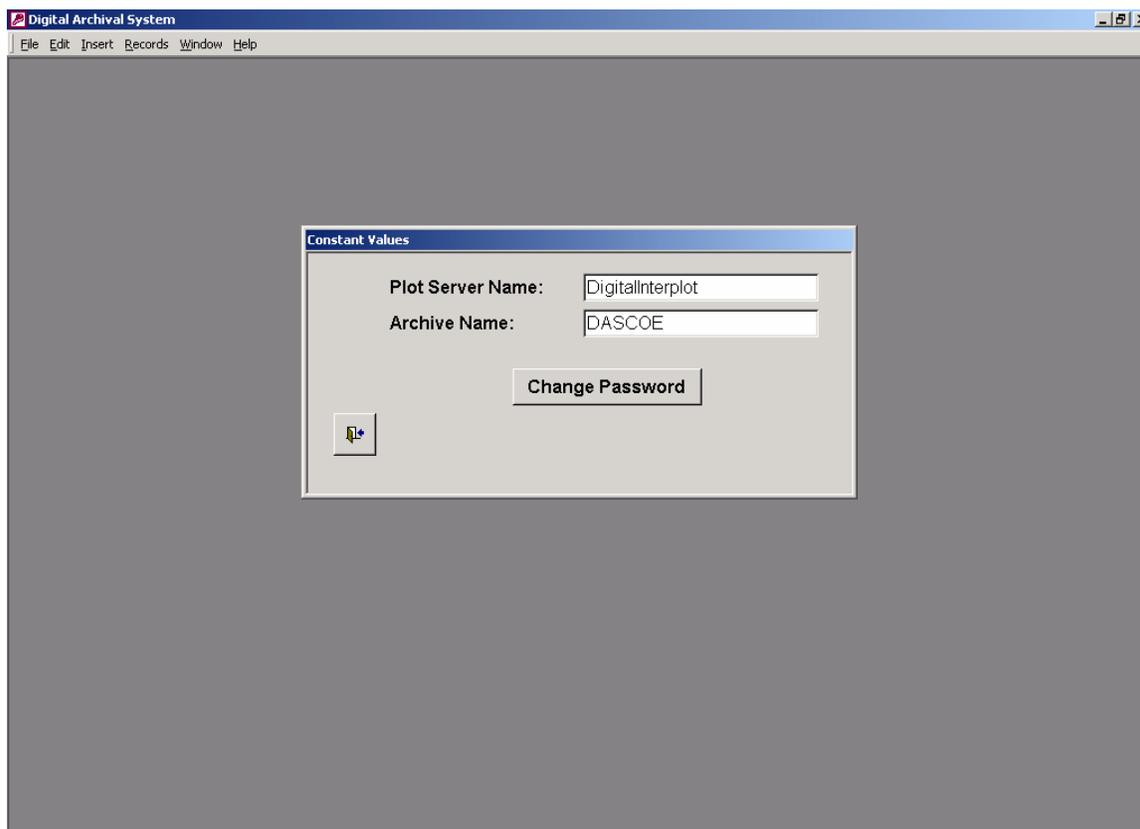
- Enter a password. This password will be used to maintain the data in the Access database.
- Be sure to write down your password and keep in a safe place.
- Select the OK button when finished.

3.3. Constant Values Configuration for MCABLS

The next screen configures the plot server and assigns an archive within Digital InterPlot to the Access database used by MCABLS. Your System Administrator over Digital InterPlot will have to provide you with the name of the Plot Server Name to use.

- Plot Server Name Field: This is a printer / plotter name given to the printer / plotter configuration used on your machine.
- Archive Name Field: The Archive Name is the archive name created during the configuration of Digital InterPlot. The default is DASCOE. If a different name was used during the Digital InterPlot Configuration, enter the correct name.
- Select the Continue button (bottom left of the window). After selecting the Continue button, the user will return to the main MCABLS Application Screen (see Figure 3-1).
- This is the end of MCABLS Configuration.

Figure 3-3 MCABLS Constant Values Screen



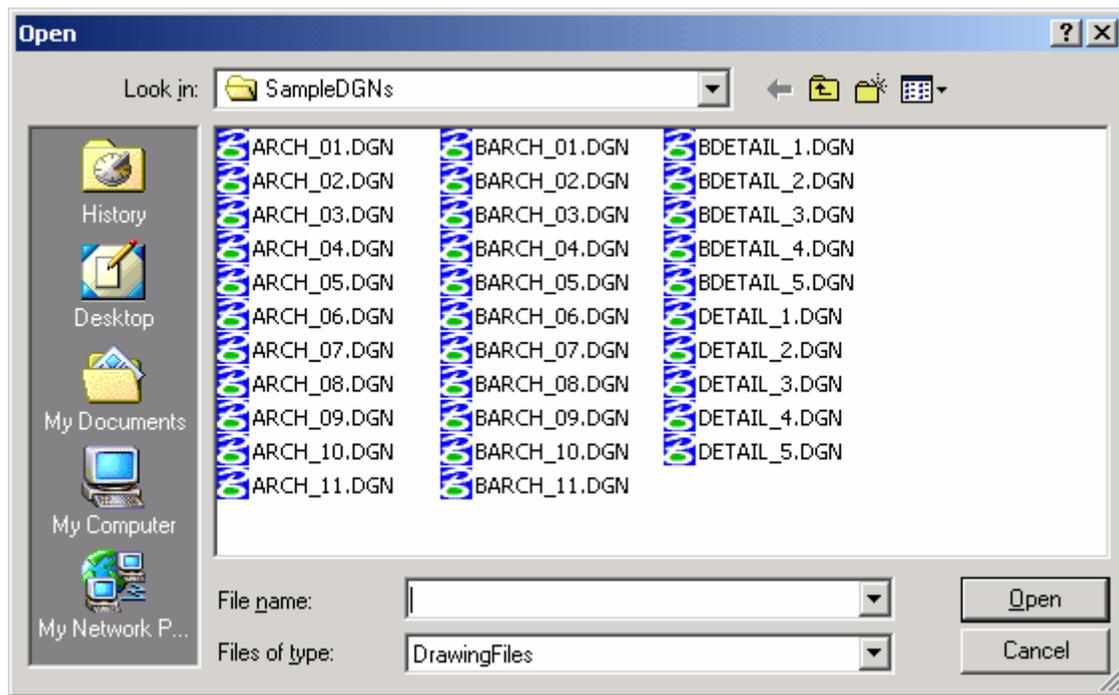
4. MCABLS Usage

4.1. Adding a Document

The Add Document button enables the user to add a document or drawing file name to the database. Once a file is selected, the user can then type in the metadata.

- To add a document to the database, select the Add Document button. The user will see an Open file dialog box to select a file.

Figure 4.1 Open File Dialog Box



- The user will then be asked to choose a document or drawing from a known folder. In the example screen shown in Figure 4-1, the user opened the SampleDGNs folder.
- Select a file from your target folder and select the Open button.
- At this point, the user is ready to provide data for each defined attribute.

4.2. Entering Metadata for a New Document

There each document there are two screens to provide metadata. The first screen is Indexing Data Elements, represented by the first tabbed screen, as seen below in Figure 4-2. The second screen is Non-Indexing Data Elements, represented by the second tabbed screen (see Figure 4-3). The Indexing Data Elements are attributes that will be utilized only by Digital InterPlot upon loading data into Digital Print Room (DPR). The Non-Indexing Data Elements and Indexing Data Elements remain as one complete record in the Access database. For each file that is archived, there is two screens' worth of metadata to collect. Information cannot be saved until all fields have information. A blank field should receive "N/A" or "n/a".

Figure 4-2 Indexing Data Elements

Metadata Collection Form

Metadata Collection and Bulk Loading System (MCABLS)

Indexing Data Elements | Non-Indexing Data Elements

Indexing Data Elements:

- File Name:
- Author:
- Contract NO:
- Date:
- ID:
- Location ID:
- Marks or ARIMS NO:

Non-Indexing Data Elements:

- Medium:
- Office Symbol:
- Project No:
- Regulatory Permit NO:
- Storage Container ID:
- Subject or Title:
- Type:
- Vital Record Indicator:

Navigation Buttons:

- Next Document
- Previous Document
- Add Document
- Save Document
- Delete Document
- Maintenance
- Load Data into DPR
- STOP
- Delete All Documents

Figure 4-3 Non-Indexing Data Elements

The screenshot shows a web browser window titled "Digital Archival System" with a menu bar (File, Edit, Insert, Records, Window, Help). The main content area is titled "Metadata Collection Form" and "Metadata Collection and Bulk Loading System (MCABLS)". On the left, there is a sidebar with a red castle icon and several buttons: "Next Document", "Previous Document", "Add Document", "Save Document", "Delete Document", "Maintenance", "Load Data into DPR", a red "STOP" icon, and "Delete All Documents". The main form area has two tabs: "Indexing Data Elements" and "Non-Indexing Data Elements". The "Non-Indexing Data Elements" tab is active, showing a grid of input fields for various data elements:

Indexing Data Elements	Non-Indexing Data Elements
Contract NO:	MARKS ARIMS Disposition Code:
Contract Title:	MARKS ARIMS Disposition Rule:
ContractorName:	Marks ARIMS No:
Doc Format:	Marks ARIMS Title:
Employee FName:	Medium Code:
Employee LName:	Medium Type:
Employee Organization Office Symbol:	Organization Name:
Employee User ID:	Organization Office Symbol:
Location City:	Project Location:
Location ID:	Project No:
Location PO Box:	Project State:
Location State:	Project Title:
Location Street Address 1:	Regulatory Permit Applicant Name:
Location Street Address 2:	Regulatory Permit No:
Location Zip Code 1:	Regulatory Permit Waterway Name:
Location Zip Code 2:	Storage Container ID:
	Storage Container Type:

4.3. Saving a Document

When finished providing data for all the defined data elements, select the Save Document button to save the record.

4.4. Deleting a Document

If you wish to delete a record from the Access database, select the Delete Document button. A message box will then give the user status of the action selected.

4.5. Loading Data into DPR (Digital Print Room)

The Load Data into DPR button moves data records that are saved in Access to Digital InterPlot. Upon the successful loading or “bulk loading” of the data into Digital Interplot, the Indexing Data Elements will have a blue background, signifying the record is in Digital InterPlot. To load data into DPR, select the Load Data into DPR button. A message box will provide a status of the operation.

Figure 4.4 Sample Message Box

