

製品の改訂ファイルと文書を管理する

| <p>Supplier.intel.com</p> <p>Home</p> <p>SEIMS</p> <ul style="list-style-type: none"> - Supplier Products - Intel Contacts - Supplier Training <p>Logout</p> | <h2>Product Details</h2> <p>Companies ▾ > XXX Labs inc. ▾ > 04199 ▾ > Luv-02MM Rng-001</p> <p>You can change the name of the product or change the Supplier Contact from the product. Use the "Lookup Contact" button to look up the Supplier Contact Name. Click "Save" to save the product name and Supplier Contact.</p> <p>*Product Name: Luv-02MM Rng-001 State: Active</p> <p>Creation Date: 8/13/2007 10:31:25 PM Creator: SEIMSSUPPLIER, SUPPLIER</p> <p>Supplier Contact: SEIMSSUPPLIER, SUPPLIER [100001597814] <input type="button" value="Lookup Contact"/></p> <p>* - indicates required field</p> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Activate"/> <input type="button" value="Inactivate"/></p> <h3>Documents</h3> <p>Click on the "Details" link to get the details for the document. Click on the "Delete" link to delete the document.</p> <p><input type="button" value="Add New Document(s)"/></p> <table border="1"> <thead> <tr> <th>Doc Type</th> <th>Creator</th> <th>Created On</th> <th>Current File</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>IP Information</td> <td>SEIMSSUPPLIER, SUPPLIER</td> <td>8/13/2007 10:46:49 PM</td> <td>TLC_Lubricant_Rev1.pdf</td> <td>Details</td> <td>Delete</td> </tr> <tr> <td>MEIT</td> <td>SEIMSSUPPLIER, SUPPLIER</td> <td>8/13/2007 10:46:54 PM</td> <td>Spray.pdf</td> <td>Details</td> <td>Delete</td> </tr> </tbody> </table> <h3>Ingredients</h3> <p>Click on the "Details" link to get the details for an ingredient. Click on the "History" link to view the history of an ingredient. Click on the "Delete" link to delete an ingredient.</p> <p>The following proprietary information is the Supplier's Intellectual Property. Disclosure of Supplier Intellectual Property is restricted to Intel EHS personnel on a need to know basis.</p> <p><input type="button" value="Add New Ingredient"/></p> <table border="1"> <thead> <tr> <th>Ingredient</th> <th>Component</th> <th>CAS</th> <th>...</th> <th>Created</th> <th>Updated By</th> <th>Update</th> </tr> </thead> <tbody> </tbody> </table> | Doc Type | Creator | Created On | Current File | | | IP Information | SEIMSSUPPLIER, SUPPLIER | 8/13/2007 10:46:49 PM | TLC_Lubricant_Rev1.pdf | Details | Delete | MEIT | SEIMSSUPPLIER, SUPPLIER | 8/13/2007 10:46:54 PM | Spray.pdf | Details | Delete | Ingredient | Component | CAS | ... | Created | Updated By | Update | <p>(冒頭画面)</p> <p>サプライヤトレーニングの本項目にアクセスいただきありがとうございます。このビデオの目的は、登録された文書に改訂ファイルを追加し、不要な文書を削除する手順、およびこの手順に伴う注意事項をご説明することです。</p> |
|---|--|-----------------------|------------------------|-------------------------|------------------------|--------|--|----------------|-------------------------|-----------------------|------------------------|-------------------------|------------------------|------|-------------------------|-----------------------|-----------|-------------------------|------------------------|------------|-----------|-----|-----|---------|------------|--------|---|
| Doc Type | Creator | Created On | Current File | | | | | | | | | | | | | | | | | | | | | | | | |
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| Doc Type | Creator | Created On | Current File | | | | | | | | | | | | | | | | | | | | | | | | |
| IP Information | SEIMSSUPPLIER, SUPPLIER | 8/13/2007 10:46:49 PM | TLC_Lubricant_Rev1.pdf | Details | Delete | | | | | | | | | | | | | | | | | | | | | | |
| MEIT | SEIMSSUPPLIER, SUPPLIER | 8/13/2007 10:46:54 PM | Spray.pdf | Details | Delete | | | | | | | | | | | | | | | | | | | | | | |
| Ingredient | Component | CAS | ... | Created | Updated By | Update | | | | | | | | | | | | | | | | | | | | | |

Document Details

Companies > XXX Labs inc. > 04199 > Luv-02MM Rng-001 > Document Details

The "Document Attributes" Tab displays the attributes for this document. Click on the "File" Tab to view the file details for this document.

Document Attributes | **File**

Select the "File" tab

| | |
|----------------|-------------------------|
| Document Type: | IP In |
| Creator: | SEIMSSUPPLIER, SUPPLIER |
| Created On: | 8/13/2007 10:46:49 PM |
| Description: | Lubricant |

Save Back to Product Page

You can modify the document type and description for the document. Click on the "Save" button to save your changes. Click on the "Back to Product Page" button to return to the Product Details screen.

(スライド3)

[Document Details]ページで、[File]タブを選択します。

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Document Details

Home
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- Supplier Products
- Intel Contacts
- Supplier Training
Logout

Companies > XXX Labs inc. > 04199 > Luv-02MM Rng-001 > Document Details

The "Document Attributes" Tab displays the attributes for this document. Click on the "File" Tab to view the details for this document.

Document Attributes | **File**

Current File

| File Name | Created By | Created On | | |
|------------------------|-------------------------|----------------------|---------------|--------|
| TLC_Lubricant_Rev1.pdf | SEIMSSUPPLIER, SUPPLIER | 8/14/2007 6:49:38 PM | Download File | Manage |

Back to Product Page Click on the "Back to Product Page" button to return to the Product Details screen.

To upload a new pdf file for this document, click the browse button to located the file on your computer. Click on "Upload" button after the file is selected.

New File: Browse... Upload

File History

| File Name | Created By | Created On | | |
|----------------|-------------------------|-----------------------|---------------|--------|
| lubricant .pdf | SEIMSSUPPLIER, SUPPLIER | 8/13/2007 10:46:49 PM | Download File | Manage |

(スライド4)

現行のファイル名が [TLC_Lubricant_Rev1.pdf]であることがわかります。

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Document Details

Home
SEIMS
- Supplier Products
- Intel Contacts
- Supplier Training
Logout

Companies > XXX Labs inc. > 04199 > Luv-02MM Rng-001 > Document Details

The "Document Attributes" Tab displays the attributes for this document. Click on the "File" Tab to view the file details for this document.

Document Attributes | **File**

Current File

| File Name | Created By | Created On | | |
|------------------------|-------------------------|----------------------|---------------|--------|
| TLC_Lubricant_Rev1.pdf | SEIMSSUPPLIER, SUPPLIER | 8/14/2007 6:49:38 PM | Download File | Manage |

Back to Product Page Click on the "Back to Product Page" button to return to the Product Details screen.

To upload a new pdf file for this document, click the browse button to located the file on your computer. Click on "Upload" button after the file is selected.

New File: Browse... Upload

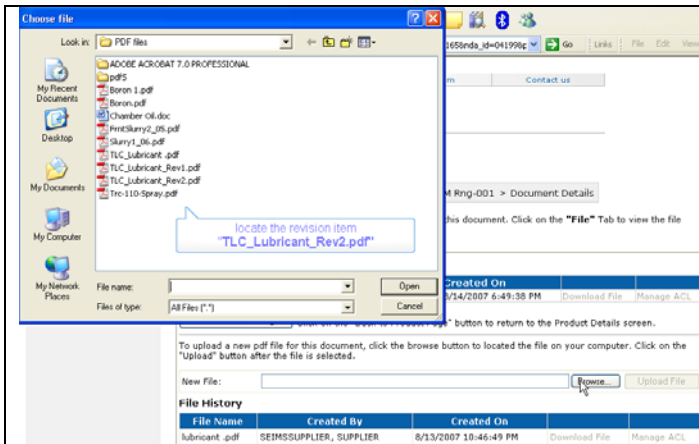
File History

| File Name | Created By | Created On | | |
|----------------|-------------------------|-----------------------|---------------|--------|
| lubricant .pdf | SEIMSSUPPLIER, SUPPLIER | 8/13/2007 10:46:49 PM | Download File | Manage |

Select the browse button

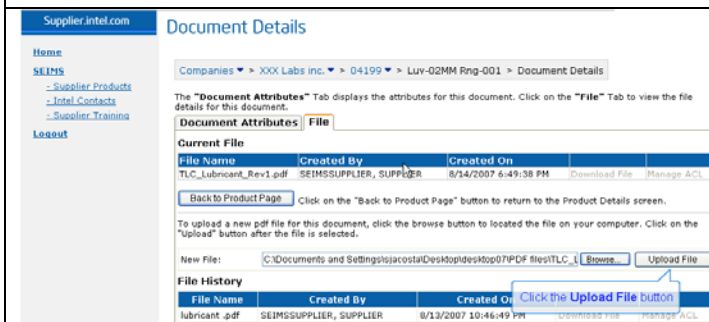
(スライド5)

このファイルの改訂2をアップロードします。

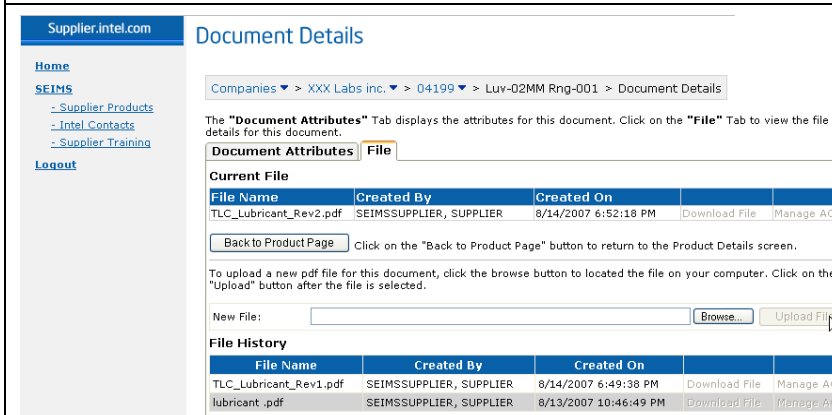


(スライド6)
これには、[Browse]ボタンを選択します。

ファイルの改訂2に該当するファイルを選択します。



(スライド7)
次に、[Upload]ボタンを選択します。



(スライド8)
現行のファイル名が [TLC_Lubricant_Rev2.pdf] になりました。
下段の履歴を確認すると、この文書に対して過去に2回の改訂が行われたことが分かります。

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Document Details

Companies > XXX Labs inc. > 04199 > Luv-02MM Rng-001 > Document Details

The "Document Attributes" Tab displays the attributes for this document. Click on the "File" Tab to view details for this document.

Document Attributes | **File**

Current File

| File Name | Created By | Created On | |
|------------------------|-------------------------|----------------------|---------------|
| TLC_Lubricant_Rev2.pdf | SEIMSSUPPLIER, SUPPLIER | 8/14/2007 6:52:18 PM | Download File |

[Back to Product Page](#) Click on the "Back to Product Page" button to return to the Product Details screen.

To upload a file, click the "Upload" button to locate the file on your computer. Click the "Browse" button to upload a file.

New File:

File History

| File Name | Created By | Created On | |
|------------------------|-------------------------|-----------------------|---------------|
| TLC_Lubricant_Rev1.pdf | SEIMSSUPPLIER, SUPPLIER | 8/14/2007 6:49:38 PM | Download File |
| Lubricant .pdf | SEIMSSUPPLIER, SUPPLIER | 8/13/2007 10:46:49 PM | Download File |

Click the **Back to Product Page** button

(スライド9)
 [Product Page]ボタン
 を選択し、[Product]ペ
 ージへ戻ります。

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Product Details

Companies > XXX Labs inc. > 04199 > Luv-02MM Rng-001

You can change the name of the product or change the Supplier Contact from the product. Use the "Lookup Contact" button to look up the Supplier Contact Name. Click "Save" to save the product name and Supplier Contact.

*Product Name: State: Active

Creation Date: 8/13/2007 10:31:25 PM Creator: SEIMSSUPPLIER, SUPPLIER

Supplier Contact: [SEIMSSUPPLIER, SUPPLIER](#) [100001597814]

* - indicates required field

Documents
 Click on the "Details" link to get the details for the document. Click on the "Delete" link to delete the document.

| Doc Type | Creator | Created On | Current File | | |
|----------------|-------------------------|-----------------------|------------------------|-------------------------|------------------------|
| IP Information | SEIMSSUPPLIER, SUPPLIER | 8/13/2007 10:46:49 PM | TLC_Lubricant_Rev2.pdf | Details | Delete |
| MEIT | SEIMSSUPPLIER, SUPPLIER | 8/13/2007 10:46:54 PM | Lubricant .pdf | Details | Delete |

The current revision is available appear

Ingredients
 Click on the "Details" link to get the details for an ingredient. Click on the "History" link to view the history of an ingredient.

(スライド10)
 期待通り、この文書
 タイプに対して、現
 行のファイルが改訂2
 になりました。

Companies > XXX Labs inc. > 04199 > Luv-02MM Rng-001

You can change the name of the product or change the Supplier Contact from the product. Use the "Lookup Contact" button to look up the Supplier Contact Name. Click "Save" to save the product name and Supplier Contact.

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 Creation Date: 8/13/2007 10:31:25 PM Creator: SEIMSSUPPLIER, SUPPLIER
 Supplier Contact: SEIMSSUPPLIER, SUPPLIER [100001597814] Lookup Contact

* - indicates required field

Save Cancel Activate Inactivate

Documents
 Click on the "Details" link to get the details for the document. Click on the "Delete" link to delete the document.

Add New Document(s)

| Doc Type | Creator | Created On | Current File | | |
|----------------|-------------------------|-----------------------|------------------------|---------|--------|
| IP Information | SEIMSSUPPLIER, SUPPLIER | 8/13/2007 10:46:49 PM | TLC_Lubricant_Rev2.pdf | Details | Delete |
| MEIT | SEIMSSUPPLIER, SUPPLIER | 8/15/2007 11:42:13 PM | Spray.pdf | Details | Delete |

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Add New Ingredient

| Ingredient Name | Component % | CAS # | IP | Creator | Created On | Updated By | Update Date | | | |
|-----------------|-------------|---------|------|-------------------------|-------------------|-------------------------|-------------------|---------|---------|--------|
| Acetone | 30% | 67-64-1 | True | SEIMSSUPPLIER, SUPPLIER | 8/14/2007 5:41:16 | SEIMSSUPPLIER, SUPPLIER | 8/14/2007 5:41:16 | Details | History | Delete |

(スライド 11)
 では次に、文書タイプ MEIT とその関連ファイルを削除してみましょう。ここで注意が必要なのは、[Delete]リンクを選択すると、[MEIT]およびそのすべての関連ファイルが削除されることです。

Companies > XXX Labs inc. > 04199 > Luv-02MM Rng-001

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 Creation Date: 8/13/2007 10:31:25 PM Creator: SEIMSSUPPLIER, SUPPLIER
 Supplier Contact: SEIMSSUPPLIER, SUPPLIER [100001597814] Lookup Contact

* - indicates required field

Save Cancel

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 Click on the "Details" link to get the details for the document. Click on the "Delete" link to delete the document.

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| Doc Type | Creator | Created On | Current File | | |
|----------------|-------------------------|-----------------------|------------------------|---------|--------|
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|-----------------|-------------|---------|------|-------------------------|-------------------|-------------------------|-------------------|---------|---------|--------|
| Acetone | 30% | 67-64-1 | True | SEIMSSUPPLIER, SUPPLIER | 8/14/2007 5:41:16 | SEIMSSUPPLIER, SUPPLIER | 8/14/2007 5:41:16 | Details | History | Delete |

(スライド 12)
 一旦[OK]ボタンを選択すると、文書タイプ MEIT とそのすべての関連ファイルが恒久的に削除されますので、ご注意ください。

Product Details

Companies ▾ > XXX Labs inc. ▾ > 04199 ▾ > Luv-02MM Rng-001

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| | | | |
|-------------------|---|---|-------------------------|
| *Product Name: | Luv-02MM Rng-001 | State: | Active |
| Creation Date: | 8/13/2007 10:31:25 PM | Creator: | SEIMSSUPPLIER, SUPPLIER |
| Supplier Contact: | SEIMSSUPPLIER, SUPPLIER [100001597814] | <input type="button" value="Lookup Contact"/> | |

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Documents

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| Doc Type | Creator | Created On | Current File | | |
|----------------|-------------------------|-----------------------|------------------------|-------------------------|------------------------|
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| Acetone | 30% | 67-64-1 | True | SEIMSSUPPLIER, SUPPLIER | 8/14/2007 5:41:16 PM | SEIMSSUPPLIER, SUPPLIER | 8/14/2007 5:41:16 PM | Details | History | Delete |

(スライド 13)

これで、登録された文書に改訂ファイルを追加し、不要な文書を削除する手順に関するサプライヤトレーニングを終わります。

(Opening Screen)

Welcome to this segment of supplier training. The goal of this video is to walk you through the process of adding additional file revisions to an existing document, and deleting unwanted documents, and the danger with that process.

(Slide 2)

We will start by selecting the "Document Details" located in the "Product Details" page.

(Slide 3)

In the "Document Details" page locate the "File" tab.

(Slide 4)

As you can see the current file name is the "TLC_Lubricant_Rev1.pdf" file.

(Slide 5)

I would like to upload Revision 2 of that file.

(Slide 6)

To do so I will select the “Browse” button. I will select Version 2 of that file.

(Slide 7)

Then I will select the “Upload” button.

(Slide 8)

As you can see the current file name is the “TLC_Lubricant_Rev2.pdf” file.

If you look at the history below you can see that there were also two other revisions made to this document.

(Slide 9)

Let’s go back to the “Product” page by selecting the “Product Page” button.

(Slide 10)

Just as expected for the document type the current file is Revision 2.

(Slide 11)

Now, let’s delete the MEIT document type and any associated file. Keep in mind the danger here is that if you select the “Delete” link you will delete the “MEIT” and any of its associated files.

(Slide 12)

Remember, once you select the “OK” button the MEIT document type and its associated files will be permanently deleted.

(Slide 13)

This concludes this segment of supplier training which is adding additional file revisions to an existing document and deleting unwanted documents and their associated files.