



dmc-ortim 

# ORTIMnotes-sp

Data entry for ORTIMnotes

# **ORTIMnotes-sp**

## **Data entry for ORTIMnotes**

Version 3.0

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The program ORTIMnotes-sp is used for entering notations, which can be subsequently imported and evaluated by the ORTIMnotes software. There are two possible ways of using the ORTIMnotes-sp program:

### **Self-notation on the PC**

ORTIMnotes-sp runs in the background on the computer. The times for the notations are calculated by the program. Once the next time for a notation is reached, the program alerts the user to the pending notation, which can then be entered in a screen mask.

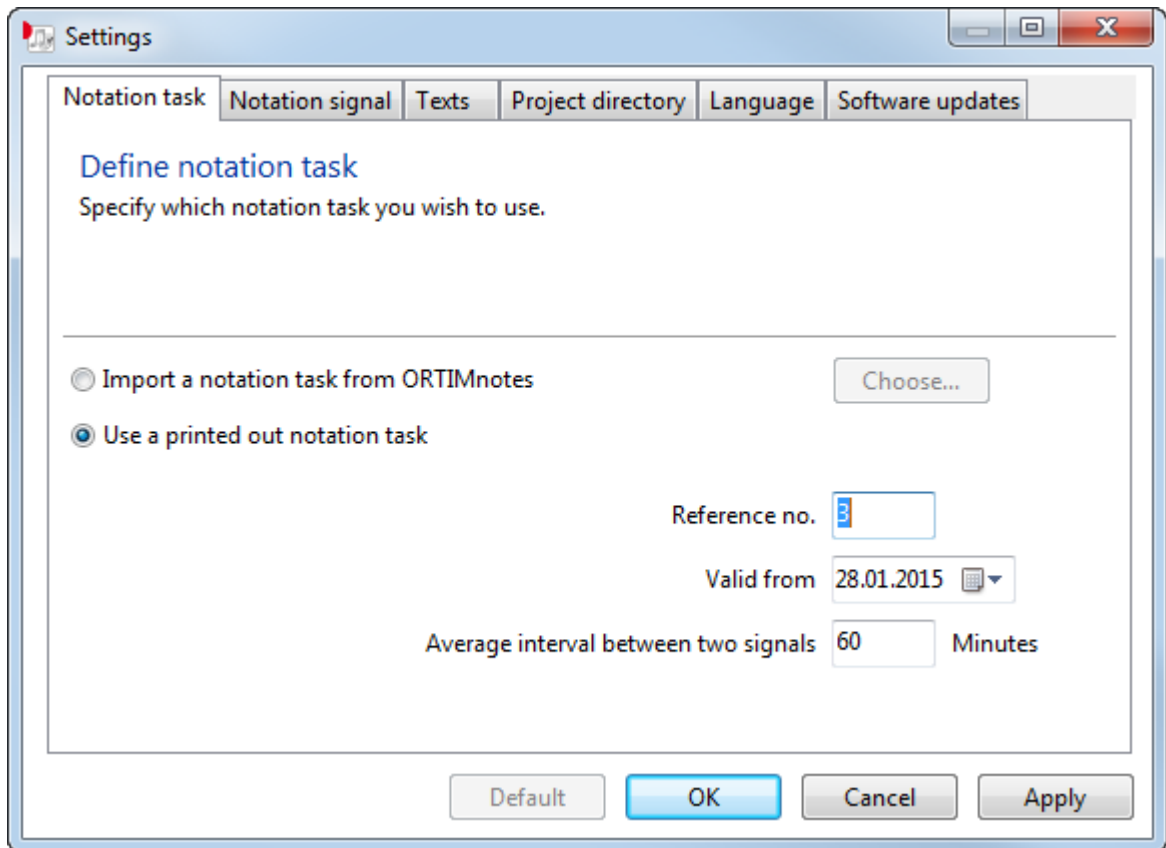
### **Entry from notation cards**

The times for the notations are determined by the signal generator, the cards are filled out by hand. They are then entered into the computer with ORTIMnotes-sp.

## **1.1 Self-notation on the PC**

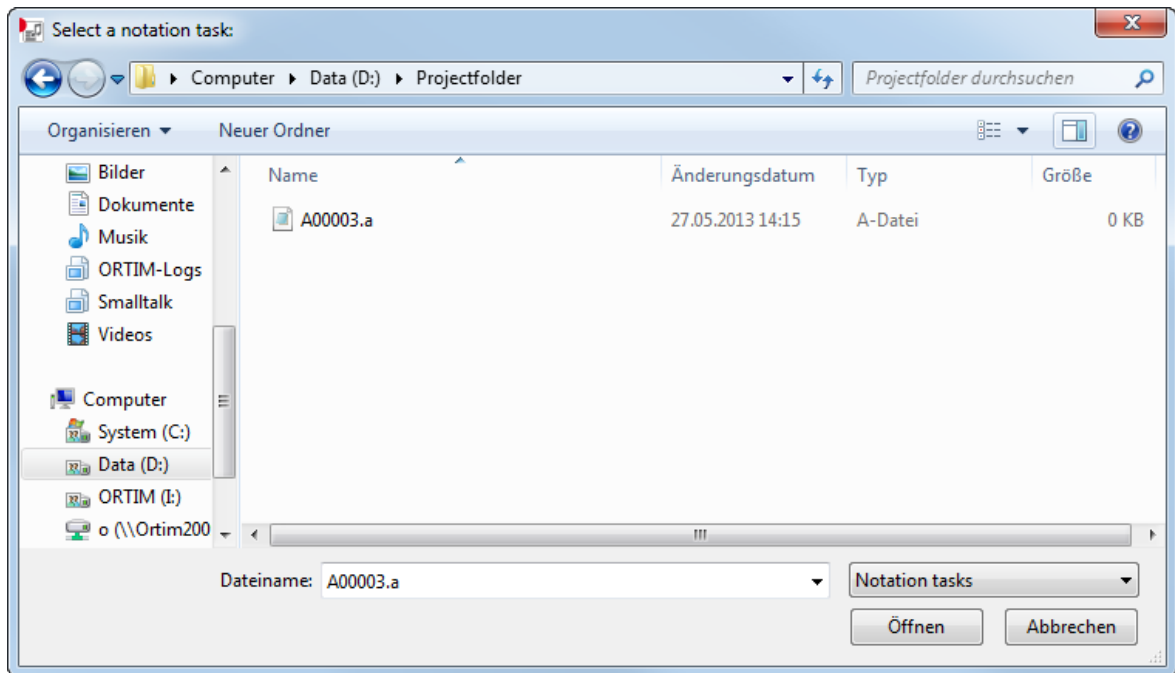
### **Start project**

On launching the program for the first time, you need to specify the notation task you wish to work with.



### Import notation task from ORTIMnotes

To use a notation task supplied from ORTIMnotes, you select this from the file selection dialog:



Here, you set the directory containing the notation tasks exported from ORTIMnotes. Proceed by selecting the file whose name corresponds to your reference number. (Further details on this can be obtained from the person responsible for conducting the project).

The central project directory you select here is subsequently also used for storing the notations you record.

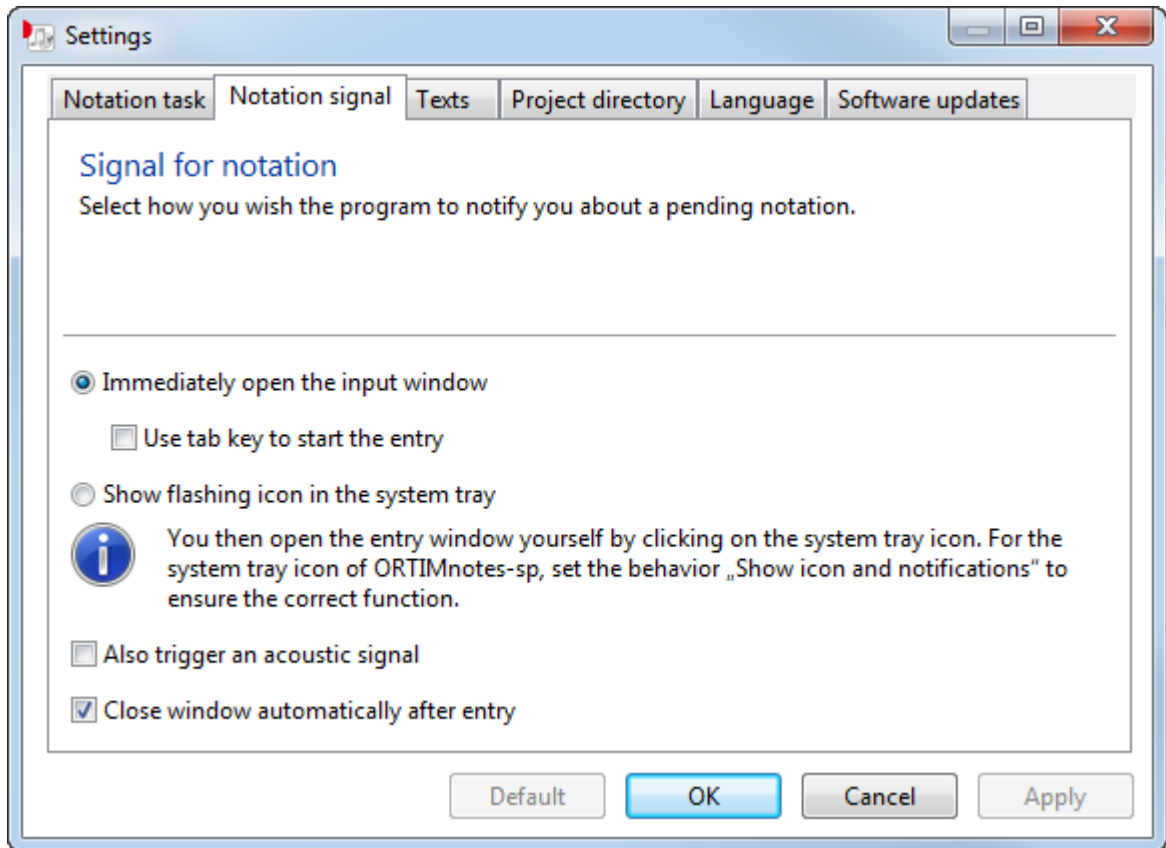
### **Use printed out notation task**

If you have received a printed notation task, enter the number of the task and the date from which the task is valid. You also need to specify the "notation cycle".

The notation cycle defines the average interval in minutes between two notations. The value can be between 1 minute and 99 minutes. The default is 60 minutes. You can change the notation cycle during the course of the project (menu "Settings – Notation task"). A modified cycle takes effect from the following project day.

### **Notation signal**

This tab allows you to specify how the program is to respond on reaching the next time for a notation. It is possible to change this setting while the project is in progress (menu "Settings – Notation signal").



## Program start

Once you have configured the project, the notation module is started automatically. In addition, it is also entered in the startup folder of the Windows Start menu. Consequently, until the project is concluded, the notation module will be initialized each time the computer is started.




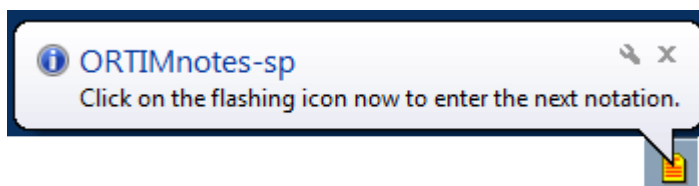
Normally, the program window is not visible. Only an icon appears in the taskbar. Left-clicking with the mouse on the icon allows you to open the program window at any time. Closing the program window does not exit the notation module, which appears instead in the task bar. If you really want to exit the notation module, you need to execute the command "Exit" from the "File" menu.

## Enter notation

### Enter notation

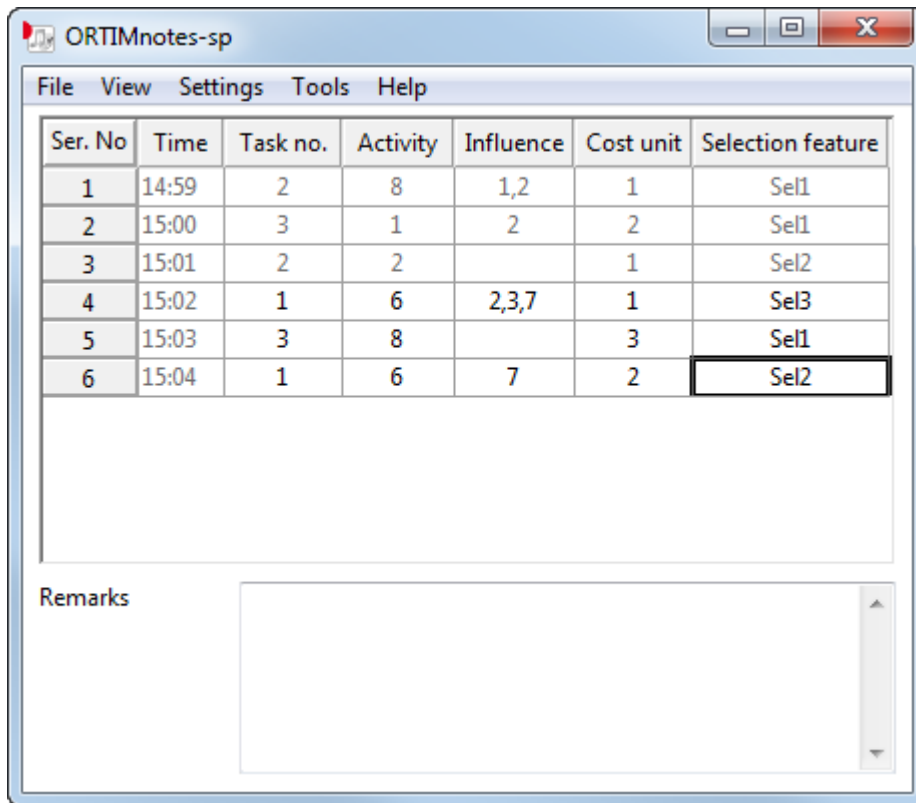
When the time for a notation comes round, depending on the settings, the program window is opened either automatically or is activated by clicking on the flashing program icon in the system tray.

 The correct functioning of this setting is only ensured by setting the behavior *Showicon and notifications* for the system tray icon of ORTIMnotes-sp.



The table contains a new line with blank entry fields. The first column displays the time; the other columns are used for entering the notation. To do this, use the numbers and IDs of the printed notation task.





It is possible to change the column headers in the "Texts" settings page in order to adapt to the designations used in the project. If, at the time of the notation, you are not at your workstation, you can enter the notation later.

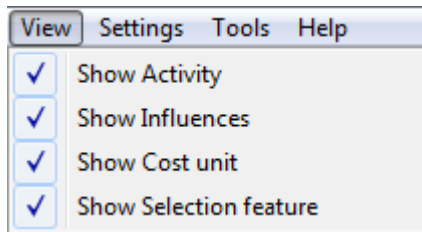
Enter the respective data in the cells of the table. Select <Enter> or <Tab> to move to the next cell. If you press <Enter> again in the last cell, the window is closed automatically (if this has been set to do so, see above). The field "Remarks" provides space for entering any explanations. The key combination <Alt+Enter> toggles the cursor between the table and the text field.

### **Edit earlier notations**

The entry located immediately before the notation currently expected is the only one that still be edited; all the earlier notations are locked against changes and appear grayed out. If changes are still necessary here, enter these as text in the "Remarks" field. Once imported into ORTIMnotes, these remarks can then be taken into account.

### **Hide columns that are not required**

Depending on the complexity of the notation task, you might not need to use all the columns of the table. The "View" menu allows you to hide individual columns: Click on the column name to show and/or hide the column.

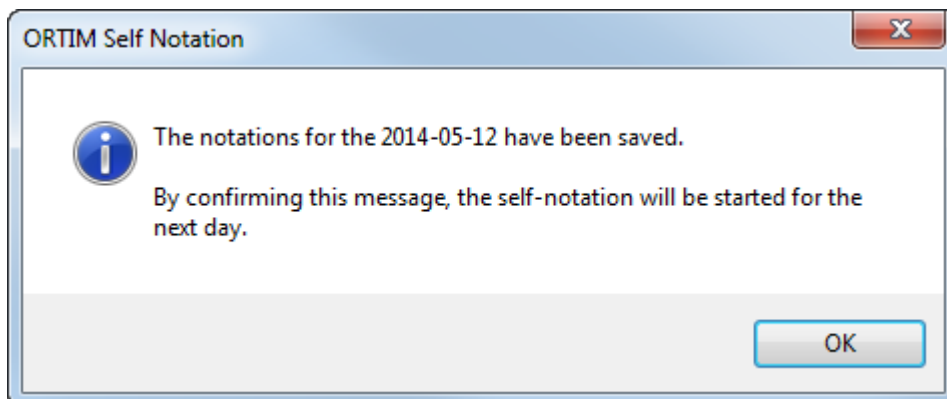


It is not possible to deactivate the columns for "Time" and "Task No.".

### **End of the working day**

If the computer is switched off at the end of the working day, the program will automatically resume with a new, blank table on the next day when the computer is started.

If the computer is not switched off at the end of the working day, signals for self-notation will still be triggered and blank entry lines generated. If no further notations are made by the end of the day, these will be deleted. In this case, the following message will appear:



The time of confirming this message is also the starting time for the self-notation on the next day.

### **Using a notation task**

#### **Enter notation**

If ORTIMnotes-sp is used with a notation task exported from ORTIMnotes, the input screen for the notation participant will look as follows:

Ser. No	Time	Task no.		Activity	Influences		Cost unit	Selection feature		
1	15:18	1= Erzeugnis nach Plan produzieren	+	N=Nachprüfen	+	1,2,3	+	1=Modell a	+	Sel1
2	15:19	4= Information über Engpässe	+	N=Nachprüfen	+	2,3	+	2=Modell b	+	Sel1
3	15:20	7= Prozess-Unsicherheiten mitteilen	+	L=Leiten	+	4,5	+	1=Modell a	+	Sel2
4	15:21	4= Information über Engpässe	+	N=Nachprüfen	+		+	1=Modell a	+	Sel3
5	15:22		+		+		+		+	

Remarks

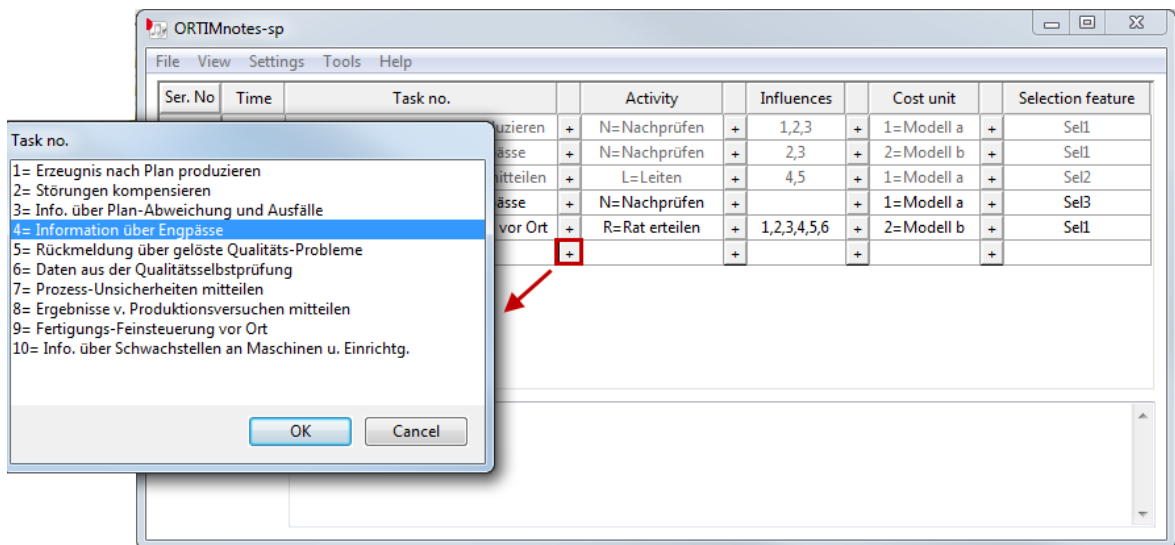
If you know the input value, you can enter this in the box provided for this. The value is subsequently checked against the notation task. If it is valid, it will be augmented with the associated long text (except for the influences). If it is invalid, the box will be emptied.

If you wish to select a value from the list of possible options defined in the notation task, tap on the +-button after the respective input box. A selection window will appear.

Selection features do not have a menu item on account of the fact that they do not already have to be contained in the project and, consequently, nor in the notation task, either. The values are entered manually in this case. During the import into the project, these values will then be created if they do not already exist.

Select the value you require and confirm your selection with OK to transfer this value into the notation field.

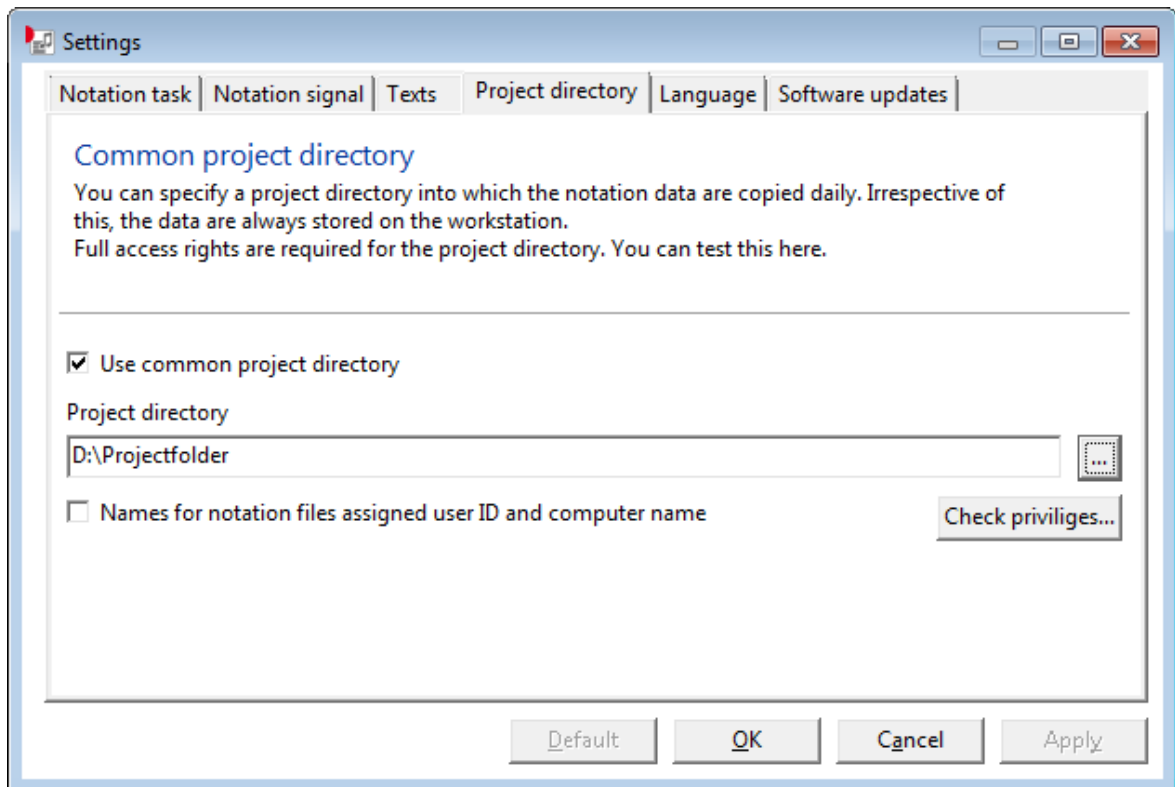
The selection window for influences allows you to highlight and transfer multiple values.



## Saving the recorded data

All the notations entered are saved in the personal application data directory of each workstation.

On the "Project directory" settings page, you can specify whether and where the recorded notations are also to be copied to every day:



This option is set as the default in the following cases:

- The notation task has been imported from ORTIMnotes (see above)
- If the self-notation program has been started on a network drive.

If you check the option for *Names for notation files assigned user ID and computer name*, these files will also be assigned the user's login name and the name of the computer in addition to the participant number.

## Conclude project

Once a project has been completed, it should be "concluded": You do this by selecting menu option "File – Conclude project".

If you are using a central project directory (see above), the notations are automatically saved in this directory of ORTIMnotes.

Otherwise, when concluding the project, you need to specify where the entered data are to be saved to. You can specify a random directory; however it is advisable not to change the suggested file name.

Das Notierungsprogramm wird anschließend aus dem Autostart-Ordner des Startmenüs entfernt. Die lokal gespeicherten Daten werden gelöscht. Eine Sicherungskopie mit dem Namen *\_notierungen.noti.xxx* (xxx steht für eine laufende

Nummer) bleibt aber erhalten und muss ggf. manuell aus dem persönlichen Anwendungsdatenverzeichnis des Benutzers entfernt werden.

## 1.2 Entry from notation cards

The program window replicates a notation card. An additional field is available for entering remarks.

ORTIMnotes: Card entry

File Settings Tools Help

New Save Copy Insert Reset

Date: 20.01.2015 Start time: 06:45 Cycle: 60 Task no.: 1 5 Rows (+, -)

Ser. No	Task no.	Activity	Influences	Cost unit	Selection feature
Active	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1	1	8	2,3	1	Sel1
2	3	6	3	2	Sel1
3	4	8	1,2,3	1	Sel2
4	7	6		2	Sel3
5	4	2	2	3	Sel1
6	3	8	2,3	1	Sel3
7					
8					
9					
10					

Remarks

Prior to starting an entry, you should adjust the size of the window such that the header data and all the notation rows you require are visible. This window size is automatically saved and re-used each time the window is subsequently re-opened.

## Enter header data

First of all, the header data of a notation card have to be entered:

Date	Start time	Cycle	Task no.
20.01.2015 	06:45 	60	1

Proceed as follows when entering the header data:

- Enter the date of the notation card (the current date is defaulted after opening the notation window) and select TAB or ENTER to move to the next field.
- Enter the time of the notation card and select TAB or ENTER to move to the next field.

(See below for details on entering the date and time).

- Enter the notation cycle. Normally, the field contains the correct value by default and can simply be skipped with TAB or ENTER.

Enter the reference number ("Task No.") and confirm the header data with ENTER.

If the entry fields for the header data are error-free, the cursor is positioned in the table. Otherwise the field with errors is highlighted red and has to be corrected.

If a card for the reference number already exists for the specified date, this will be displayed. Selecting "Reset" releases the entry screen.

### Entering the date

The date entry field allows you to enter a date in numerous ways. For instance, it can be entered quite "normally" – with or without left-hand zeros, with or without the year – into the field: "3.2.00". Further options for user control are:

#### Arrow left, right

Changes between day, month, year (likewise the comma key on the numeric keypad and the keys , . : - /).

#### Arrow up, down

Increases and/or diminishes day, month or year (likewise the plus and minus keys on the numeric keypad).

#### Home, End

Set the lowest and/or highest possible value for day, month or year.

**Ctrl+Home**

Displays the current date in the entry field.

**Alt+down arrow**

Opens the calendar. (Alternative method: Click on the button next to the entry field).

**Using the calendar**

Click on:

**a day**

Sets the day, closes the calendar and imports the set date into the entry field.

**"Today"**

Closes the calendar and imports the current date into the entry field.

**Arrows left/right**

Switches to the same day in the preceding or following month.

**The name of the month**

Displays a menu with all the names of the months.

**The year**

Allows you to change the year.

**Arrow left, right**

Switches to the preceding or following day (also from one month to the next).

**Arrow up, down**

Switches to the same week day of the preceding or following week (also from one month to the next).

**Home, End**

Switches to the first and/or last day of the month.

**Page Up, Page Down**

Switches to the same day in the preceding or following month.



### **Ctrl+Page Up/Down**

Switches to the same day in the preceding or following year.

### **Enter**

Closes the calendar and transfers the set date into the entry field.

### **Esc**

Closes the calendar and restores the earlier contents of the entry field.

### **Entry of the time**

It is possible to enter the time directly in the form "07:30" – with or without left-hand zeros – into the entry field. Further options for user control:

#### **Arrow left, right**

Switches between hour and minute (likewise the comma key on the numeric keypad and the keys, . : - /).

#### **Arrow down, up**

Increases and/or diminishes the hour or minute (likewise the plus and minus keys on the numeric keypad or by clicking on the arrows next to the entry field).

#### **Home, End**

Sets the lowest and/or highest possible value for minute or hour.

## **Enter notations**

Now transfer the individual notations from the card into the table. You can deactivate individual columns of the table, which are then automatically skipped during entry.

Use ENTER to move from one cell of the table to the next cell. In addition, you can use TAB and Shift+TAB as well as the arrow keys to move between the cells.

To overwrite a value in a table cell with a different value, select the cell and simply enter the new value. To edit a value, you need to activate the cell with a double-click or with Ctrl+ENTER.

The individual columns of the notation card are entered as follows into the screen form:

Task: Transfer the task number from the current row of the card.

Activity: Transfer the activity ID from the current row of the card. You can enter the ID without the Shift key.

Qualitative influences (checked): For each checkmark, you type in the number of the corresponding column. If for example the columns 1, 4 and 6 are checked, you write "146".

Cost unit: Transfer the cost unit number from the current row of the card.

Key combination Alt+ENTER allows you to toggle back and forth from the table to the "Remarks" field.

## **Saving the recorded data**

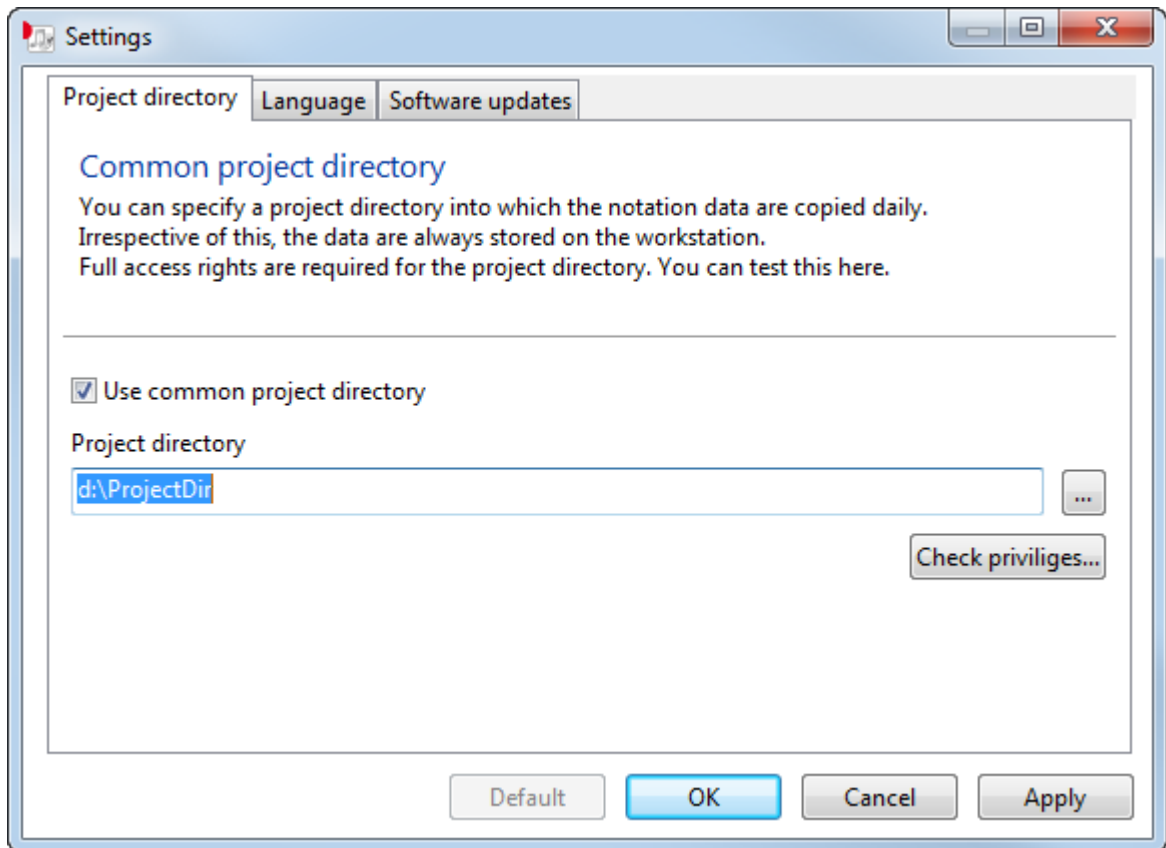
Once the notation card has been fully transferred, it is advisable to at least check whether the number of notation rows on the card corresponds to the number on the screen.

You can then save the card (button or key combination Ctrl+S). If the card has been accepted without errors, all the entry fields will automatically be deleted, and the window released for entry of the next card.

## **Project directory**

All the entered notations are saved in the personal application data directory of each workstation.

The "Project directory" settings page allows you to specify whether and where the recorded notations are also to be written to:



If this auto-save function is not enabled, recorded data have to be saved in a random directory at the end of the project by selecting the command "Save as..." from the File menu.

## Conclude project

Once a project has been completed, it should be "concluded": You do this by selecting menu option "File – Conclude project".

If you are using a central project directory (see above), the notations are automatically saved in this directory of ORTIMnotes.

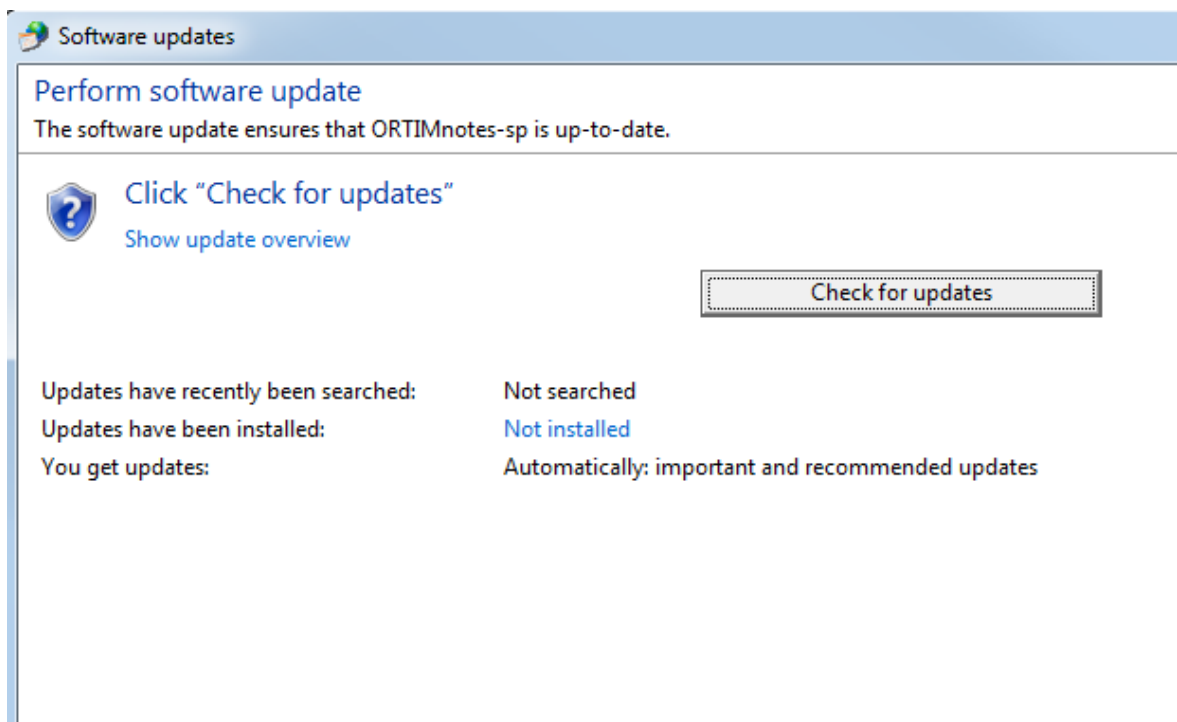
Otherwise, when concluding the project, you need to specify where the entered data are to be saved to. You can specify a random directory; however it is advisable not to change the suggested file name.

The locally saved data are subsequently deleted. A backup copy with the name `_karten.noti.xxx` (xxx is a serial number) is however retained and, if necessary, has to be removed manually from the user's personal application data directory.

## 1.3 Annex

### Updates

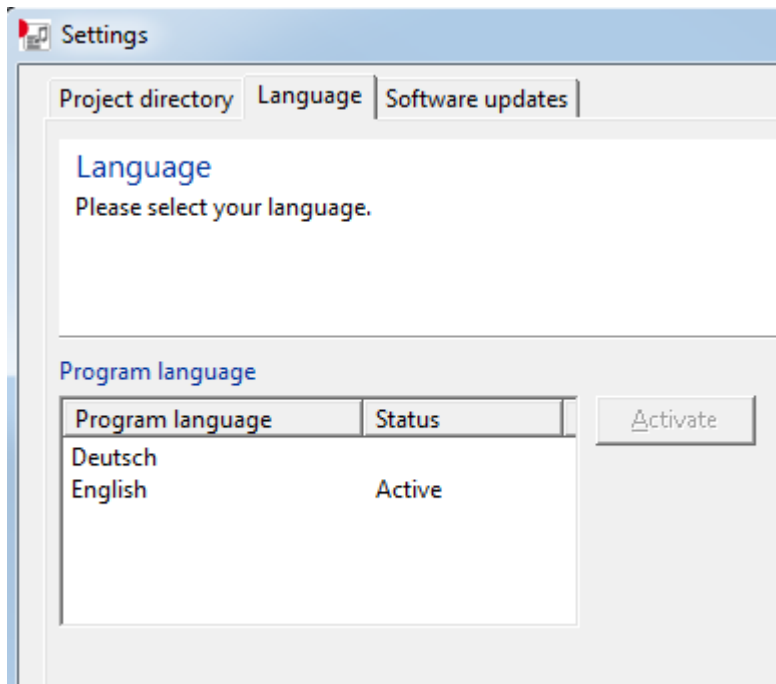
The software update function integrated in ORTIMnotes-sp is capable of downloading updates from the Internet and linking these to the program. The function is accessed via menu option *Check for updates...* in the Help menu.



The Internet is accessed via the Windows Internet settings.

### Languages

ORTIMnotes-sp comprises the program languages *Deutsch* (German) and *English*. The program language is changed via the *Language* menu option in the *Settings* menu.



## System administration

The system administration section contains information about the ORTIMnotes-sp program and the operating system. The system administration section is accessed via the "Tools" menu.

### Directories and files

#### Program directory

This is the directory in which the ORTIMnotes-sp program has been installed.

The logged in Windows user must have read and execution rights. Following the installation, there are no further write accesses to this directory.

#### Application data directory

The ORTIM subdirectory of the personal application data directory associated with the logged in user is used for storing data. It is displayed in the system administration section under "Directories – Application data".

It is necessary for the logged in Windows user to have full access rights in this directory.

The following files are stored in this directory (xxx stands for a serial number between 000 and 999):

**\_auftrag.noti**

The notation task of the self-notation program.

**\_notierungen.noti**

The data storage location of the self-notation program.

**\_notierungen.noti.xxx**

The backup copy of the self-notation data after project conclusion.

**\_karten.noti**

The data storage location of the card entry program.

**\_karten.noti.xxx**

The backup copy of the card entry data after project conclusion.

**Onotessp.log**

The log file of the self-notation program.

**Onotesspk.log**

The log file of the card entry program.

The files Onotessp.ini and Onotesspk.ini from earlier program versions are no longer used. The local settings are saved in the Windows registry.

**Central project directory**

The use of a central project directory in the network is optional.

When installing ORTIMnotes-sp in a network, the 'Data' subdirectory of the program directory is configured as the default for a central project directory.

This project directory is used for storing the entered notations – in addition to being saved in the local application data directory – at the end of each project day. In addition, the notations are copied into this directory on conclusion of the project.

The project directory can contain the following files (xxxxx stands for the five-digit number of the notation task, ccccc for the computer name):

**Axxxxx.a**

The notation tasks exported from ORTIMnotes.

### **Axxxxx.aa**

Copies of the notation tasks already used; the presence of such a file indicates that the corresponding task is already in use.

### **Nxxxxx.n**

The notations saved at the end of each day and on conclusion of the project.

### **Nxxxxx.nn**

The backup copies of the notations already imported into ORTIMnotes.

### **Karten-cccc.k**

The notations saved on exiting the card entry program.

### **Karten-cccc.kk**

The backup copies of the notations from the card entry already imported into ORTIMnotes.

### **OnotesImport.log**

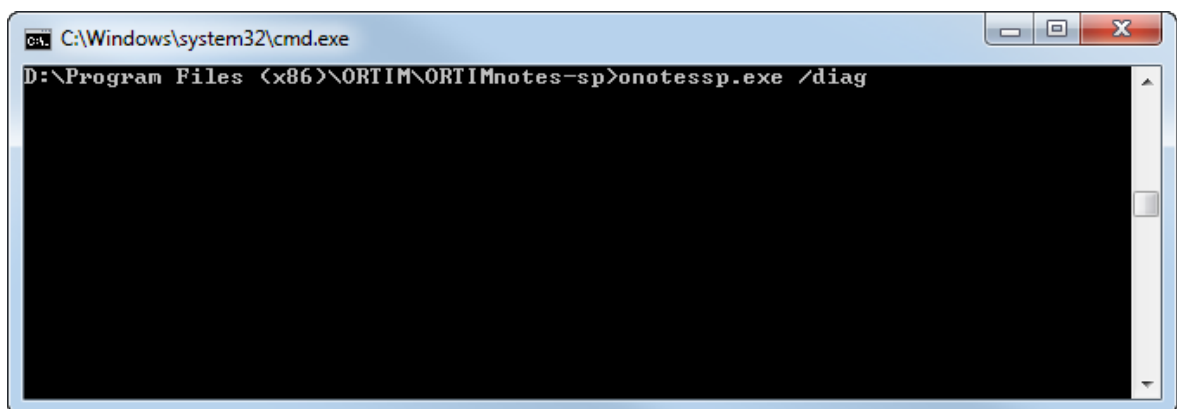
The log of the last import into ORTIMnotes.

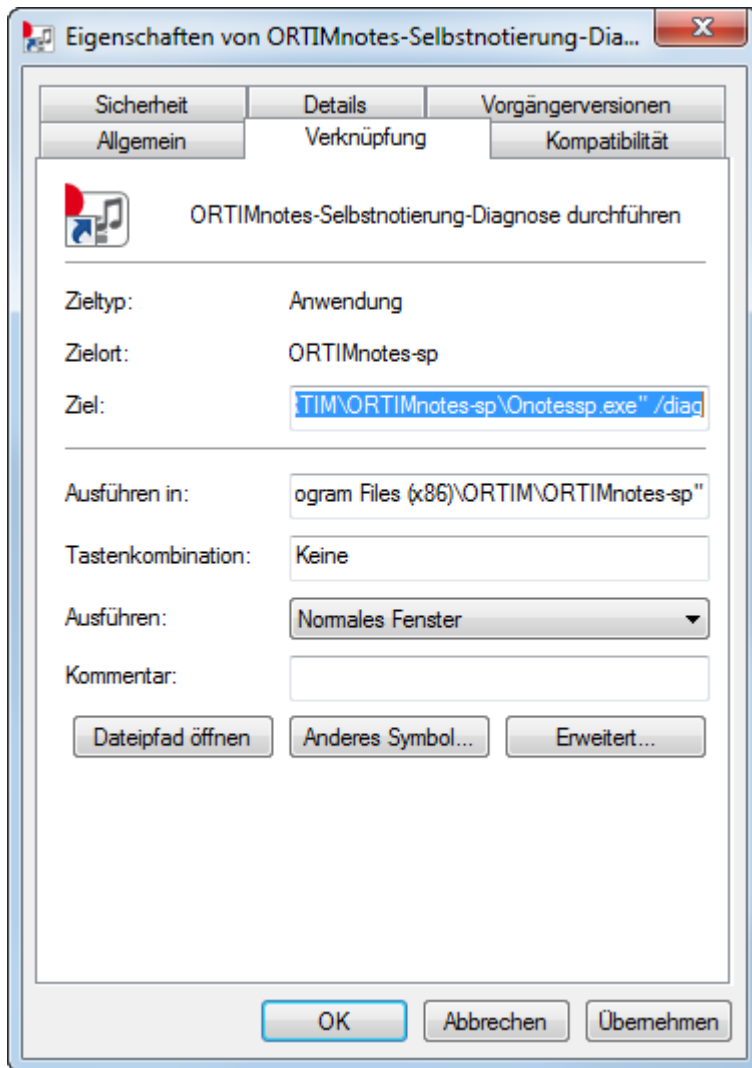
The logged in Windows user requires full access rights for this directory.

### **Command line**

The command line allows you to execute the Onotessp.exe program file directly and to transfer parameters at the same time that influence the behavior of the program.

You can enter the command line in a command line window ("prompt") or define it as the destination of a link, for example:





### **/diag**

This option allows you to perform a diagnosis of possible problems. The result of the diagnosis is displayed in a window from which you can save the diagnosis file or send it as an e-mail. The ORTIMnotes-sp program is not launched.

### **/log**

With this option, a window is opened from which you can save the log file of the program or send it as an e-mail. The ORTIMnotes-sp program is not launched.