

Managing ControlDraw Files

Note - Path and Folder are used inter-changeably.

Recommended Procedure

Set the Archive path to the same location for all models. If running multi-user make it a network path that is shared by all users.

Before distributing a model

(For example before an Issue for Client Review, or Issue for Coding)

Raise the issue of the model using the ControlDraw Publish function.

ControlDraw prompts with a file name like Modelname.cnd### where ### is the model version number. This is to ensure that you have a unique name and to be able to keep a historical archive of files. Normally all you need to do is accept the file name that ControlDraw offers you.

When Printing or distributing a model

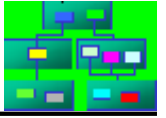
Print from and send copies of the Archived Model (not the current model.)

Before Review Meetings

Make a minor issue of the model. Then conduct the review meeting using the Print and Review program with the Archived model. Then all comments made (assuming you use Print and Review to record comments) will be referenced to the version of the model against which the review was conducted. (You can also generate most of the minutes of the review meeting this way)

Use the ControlDraw backup regularly.

Normally if you are just backing up, all you need to do is click the Backup button and then accept the file name that ControlDraw offers you.



Details

Archives

The Archive path is where you can set a folder for storing copies of the model when you made and issue. You can see the current Archive path in project options or when making a backup or publishing. Ensure your Archive folder is backed up by your network or system's normal daily back-ups. Note - making the Archive Folder 'compressed' is good idea if your system supports compressed folders. (ControlDraw models generally shrink considerably when compressed.)

Publishing and Making Backups

Make back-ups often. This may be weekly, daily or even Lunchtime and evenings. It depends on the level of work being done on the model. A general rule is to backup (which also compacts the file) at least once a week, or if the model doubles in size.

Before publishing lock the pages that are included in the issue so that they cannot be accidentally edited. In order to edit a locked diagram you must unlock it, this will record that in the version history (unless you have deselected the option).

To Lock pages so that they cannot be edited, go to Page details and change the lock status by clicking the Locked checkbox.

Note - If you change a page lock status, all open diagrams are immediately closed.

In the project details Users tab you can see which pages are locked.

If you change a lock status this is recorded in the project history.

Notes

The Publish Function, accessed from the File menu or the history view, does the following:

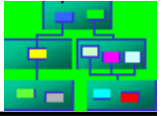
- Compresses the file and copies it to the Archive Path and sets it to read only.

- ControlDraw prompts with a file name like Modelname.cnd#### where #### is the model version number. You should accept the proposed filename, only changing it if you are using the publish facilities to make a copy with a new name, should you wish to do that. (This might be when starting a new project and making an archive of source material)

- Records in the History table in the model where the archived copy was made for subsequent comparisons to be made.

The Major Issue and Minor Issue option selector lets you choose whether to increment the Major or minor Issue from the last time you published.

The model (and not just the archive) is compacted in the backup/publish process.



The History view

The History view shows the major changes to the model and the issued versions and allows you to go to the compare form where you can see the differences between a previous version and the latest one.

When upgrading a model to the latest structure version, the History also records the details of what was added in the Model version history. In addition you can double click the red text information panel to get the list of changes into the clipboard.

The History form provides simple facilities for maintaining your backups of previous versions of a model. You can delete files from the archive and store a reference to when and what was deleted.

You can from the View History (Issue tab) completely reset the version of all the diagrams, pages and matrices in a model back to Zero.

You can select items that should be stored in the model history. Go View History and select the Version History tab.

You can choose to include:

- Database Build
- Database Populated
- Link Re-Assignments
- Page Imports
- Page Order Changes
- Pages Added
- Pages Deleted

All of these are stored by default.

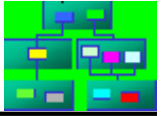


Diagram 1 - History and Publish

Publishing

ControlDraw provides a Publishing facility whereby you can raise the Issue of a model and then archive it for sub-sequence comparisons.

The Version History form provides a view on the history of changes and easy access to the Compare form. Each Control Draw file has an overall version number. This is automatically incremented each time the file is opened for editing, then changed then closed. Note - this means that if you open and close a file several times during an editing session, the version will increment several times.

Issue Number

A ControlDraw file has an Issue number, having two parts, Major and Minor.

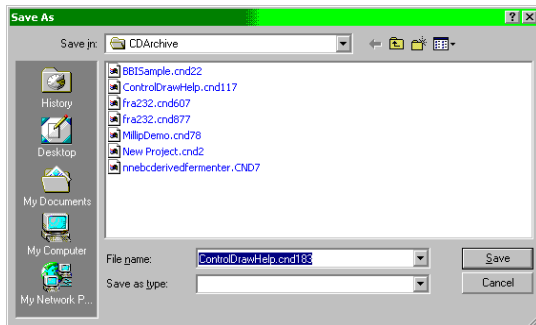
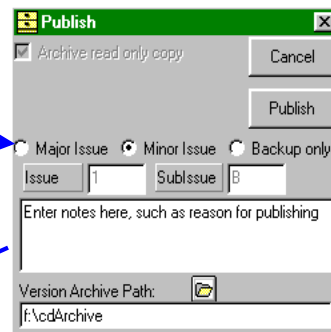
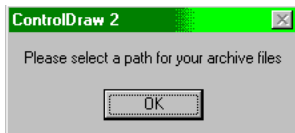
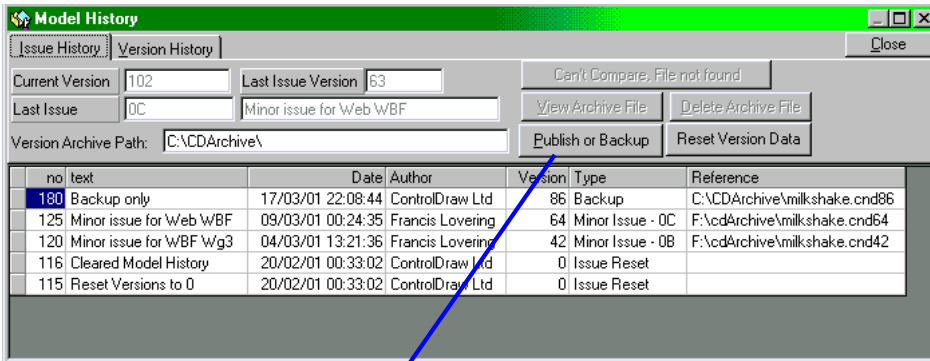
The Major Issue is a number and Minor Issue is a letter, so a model has an Issue like 2C.

When you select Minor issue the numeric part is incremented.

When you select Major issue the Letter is incremented. and the numeric part is reset to 1

Each Issue or Backup is recorded in the model history.

If a previously archived model still exists you can Compare it with the current version.



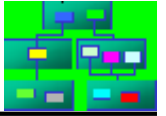


Diagram 2 - Compare models

The Compare form.

The model compare form provides two levels of comparison. The basic level, which appears when you select two files, shows a few key points in respect of the file changes. Then the Compare Button provides a more detailed comparison. You can choose to display the details of the Page, Symbol, Connection and Data changes.

Hide details

Makes the comparison list just show that a record has changed without showing the details. This speeds up the process.

Do not use Versions

Compares just by using the Object version numbers. This is much quicker but does not find records that have been changed outside ControlDraw or where an object has moved but Ignore Movements is set.

Compare Models

Model 1: C:\Program Files\ControlDraw\Manual\ControlDrawHelp.cnd
 Model 2: F:\cdArchive\ControlDrawHelp.cnd1

Buttons: Close, Compare

Options: Hide details, do not Use Version numbers

Model 1		Model 2	
Name	ControlDraw Manual	Name	New Project
Project No	CD2001-7	Project No	One
Client	ControlDraw Users	Client	Client
Last Author	Francis Lovering	Last Author	Francis Lovering
Model Version	164	Model Version	1
Structure Version	124	Structure Version	118
Pages	50	Pages	30
Symbols	562	Symbols	252
Connections	349	Connections	188
File Size	23,494,656	File Size	15,075,328
File Date	22/09/01 17:13:44	File Date	01/04/01 00:08:08
Last Changed Page	Page 19 Vers164	Last Changed Page	Page 13 Vers0

Page Details

Compare diagrams

Model 1
 C:\Program Files\ControlDraw\Manual\ControlDrawHelp.cnd
 Version 164
 Total Edit Time 71.08 Hours
 Class Count = 56
 Generic Object Count = 2
 Instances Count = 0
 Class Fields Count = 277

Model 2
 F:\cdArchive\ControlDrawHelp.cnd1
 Version 1
 Total Edit Time 0.17 Hours
 Class Count = 56
 Generic Object Count = 2
 Instances Count = 0
 Class Fields Count = 275

Diagram Number

You can select a number of attributes that may not be of interest when comparing models. For example, small movements of symbols, Version number changes and so on.

This includes

Page Number - if you have added a page other than as the last page, or changed the page order, the Page number for each symbol in the Diagrams whose number has changed will also change and this will result in a lot of apparent changes that are not of interest.

Check the Exclude diagram Checkbox to prevent these changes appearing.

Similarly you can exclude Version number and dates, and Dynamic values.- if you have added a page other than as the last page, or changed the page order, the Page number for each symbol in the Diagrams whose number has changed will also change and this will result in a lot of apparent changes that are not of interest.

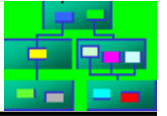


Diagram 3 - CompareTree

You can expand the nodes to see the differences that have been found whilst ControlDraw is still comparing the models

All changes are listed, and displayed as an outline style 'Tree', you can also copy the list of changes into the clipboard.

Compare Models

Model 1: C:\Program Files\ControlDraw\Manual\ControlDrawHelp.cnd
Model 2: F:\cdArchive\ControlDrawHelp.cnd161

Changes in (To) C:\Program Files\ControlDraw\Manual\ControlDrawHelp.cnd compared with (from) F:\cdArchive\ControlDrawHelp.cnd161

- 6 Project Changes
 - ArchivePath Changed from C:\CDArchive to F:\cdArchive
 - TotalEditTime Changed from 1.18187500002387 to 1.184583333357
 - SubIssue Changed from A to B
 - LastIssueRev Changed from 1 to 161
 - Issue Text Changed
 - LastDiag Changed from 1 to 19
- 1 Diagram Changes
 - 19 - Compare models
 - Page Changed from 18 to 19
- 4 Symbol Changes
 - Document management On Diagram 1
 - Tagname Changed from Document management to Document management
 - On Diagram 19
 - Page Changed from 18 to 19
- 1 Symbols Added
 - Hide details On Diagram 19
- 1 Symbols removed
 - 1591 - on Diagram 2

Buttons: Copy, Refresh, Hide

Options:
 Hide details do not Use Version numbers
 Project Changes Class Changes
 Diagram Changes Data Design Changes
 Symbol Changes Object Changes
 Ignore Diag Numbers Instance Changes
 Connection Changes Class Object Changes
 Matrix Changes Class Instance Change

Buttons: All, None

Ignore Movements Less Than 180
 Ignore Date Changes Ignore Version No Changes
 Ignore Dynamic Values

Model 1:
C:\Program Files\ControlDraw\Manual\ControlDrawHelp.cnd
Version 164
Total Edit Time 71.08 Hours
Class Count = 56
Generic Object Count = 2
Instances Count = 0
Class Fields Count = 277

Model 2:
F:\cdArchive\ControlDrawHelp.cnd161
Version 161
Total Edit Time 70.91 Hours
Class Count = 56
Generic Object Count = 2
Instances Count = 0
Class Fields Count = 277