



ITIMS2 Document Upload

WEBUTIL Setup

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Date: 01-APR-15

Last Reviewed:

Reviewer:

Location:

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Revision History

Revision Number	Revision Date	Revision Author	Revision Approval

Contents

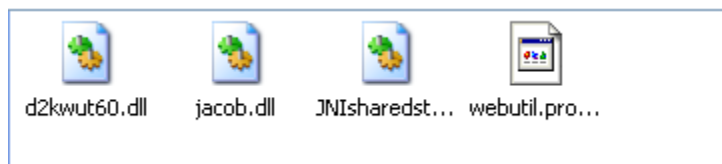
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1 Introduction

This document explains the steps involved in uploading a document into ITIMS2 using the WEBUTIL function.

2 Setup

In order for the WEBUTIL function to work, the following files need to be copied to the folder "C:\Program Files\Java\jre6\bin\"



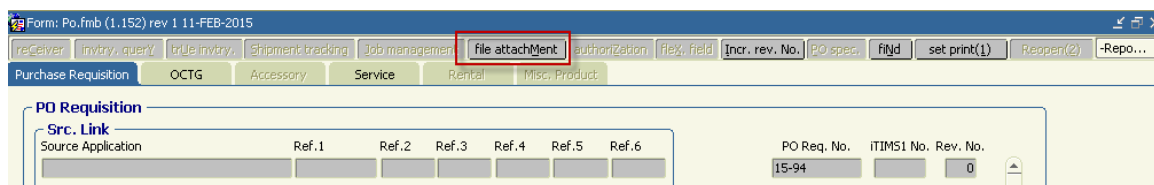
You can download the files via the ITIMS2 Homepage i.e. itims2.scgts.com

After the files are copied, you need to restart your machine and then try to attach a document. The system will extract the necessary files and then you should be able to upload the document.

Note: You need to have full permissions on the machine in order to do this. If you do not have the permissions then contact your System Administrator

3 How to Attach Document

Every module that has the ability to UPLOAD documents contains a "file attachment" button as shown below



Clicking the button above calls the Document Attach module as shown below

Form: Appdoc.fmb (1.14) Rev 1 Last Modified: 30-OCT-2014

Doc. Mgmt.

Doc. Mgmt.

Src. App. PO_REQ Ref 1 922516 Ref2 0 Ref3 0 Ref4 0 Ref5 0 Ref6 0

Select/Upload File Download View

Doc. Details

Seq. Grp.	Seq. No.	File Description	File Name	File Ext.	Doc. Class	File Source Location	Search Keys	Created Date
1								

Click on the “Select/Upload File” to select the file you need to upload. Identify the file you need to upload. Make sure that the file type is set to the type you want i.e. PDF, DOC or PPT etc. Click Open when you are ready

Form: Appdoc.fmb (1.14) Rev 1 Last Modified: 30-OCT-2014

Doc. Mgmt.

Doc. Mgmt.

Src. App. PO_REQ Ref 1 922516 Ref2 0 Ref3 0 Ref4 0 Ref5 0 Ref6 0

Select/Upload File Download View

Doc. Details

Seq. Grp.	Seq. No.	File Description	File Name	File Ext.	Doc. Class	File Source Location	Search Keys	Created Date
1								

Select File to Upload

Look In: Docs & PPT

- ITIMS Product Master.doc
- ITIMS2 Development Guide.doc
- ITIMS2 Forms Design Standards.doc
- ITIMS2 OFA Interface Changes for PTP and PPL.doc
- ITIMS2 Problem Analysis APR to JUN 2011.doc
- ITIMS2 Problem Analysis APR to JUN 2012.doc
- ITIMS2 Problem A
- ITIMS2 Problem A
- ITIMS2 Problem A
- ITIMS2 Problem A
- ITIMS2 Problem A
- ITIMS2 Problem A

File Name: ITIMS2 Forms Design Standards.doc

Files of Type: MICROSOFT WORD

Open Cancel

The file is uploaded to ITIMS2 and is displayed as shown below.

Form: Appdoc.fmb (1.14) Rev 1 Last Modified: 30-OCT-2014

Doc. Mgmt.

Doc. Mgmt.

Src. App. PO_REQ Ref. No. 15-94 Ref2 0 Ref3 0 Ref4 0 Ref5 0 Ref6 0

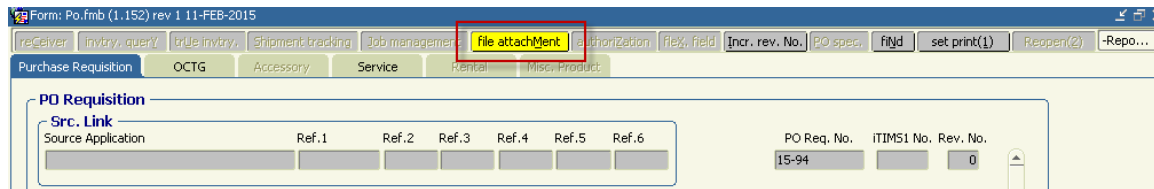
Select/Upload File Download View

Doc. Details

Seq. Grp.	Seq. No.	File Description	File Name	File Ext.	Doc. Class	File Source Location	Search Keys	Created Date
1			ITIMS2 Forms Design Standards.	doc		C:\itims2\Docs & PPT		13-FEB-2015

The Download and View buttons are now enabled confirming that the document is uploaded.

When you requery the transaction, the “file Attachment” button is highlighted indicating that this transaction has a document attached to it.



4 Limitations

WebUtil does not allow you to upload a document from a UNC folder i.e.

\\computername\sharedfolder

You can only upload a document from a Local Drive or a Mapped Drive i.e. C: or N: etc