TEEPACK

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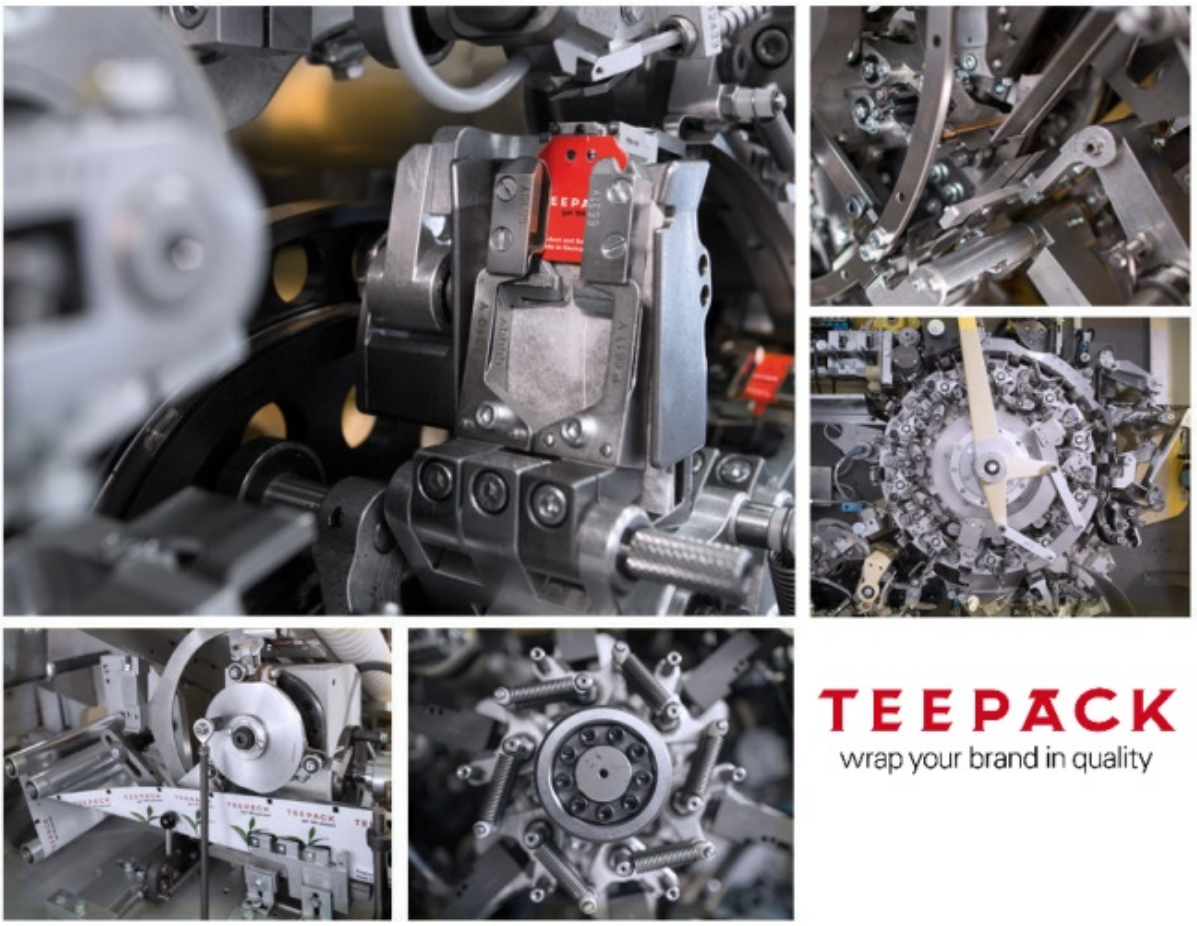
User manual

TEEPACK Catalog-Online-Viewer



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General Information

Product description

The Viewer enables you to quickly and simply call up spare parts and service information.

The viewer software is contained on your CD/DVD or USB stick and is automatically made available.

All spare parts and service information is available at a glance - from the illustration and order number to the price and the documentation, e.g. repair and maintenance instructions. Required spare parts can be requested directly from the spare parts catalogue.

System requirements

- Current Internet browser
  e.g. MS Internet Explorer from Version 8, for a native SVG view from 9, Mozilla Firefox, system browser of iOS and Android for the Tablet Catalogue Online.
  Restriction: MS Internet Explorer cannot run in compatibility mode.
- Native SVG display:
  MS Internet Explorer version 11 or later
  Latest versions of Mozilla Firefox, Microsoft Edge, Google Chrome, Opera – restrictions might occur
- HTTP or HTTPS access to the web server (Port 80 or 443)
- Screen resolution of 1024 x 768 or greater
- If documents are integrated in the Internet Java EE Catalogue (PDF, XVL, XML, AVI, etc.), suitable viewers for the display of these data formats must be available in the Internet browser used. Adobe Reader, version 9 or later or the PDF Viewer integrated in newer Firefox versions, are required for the display of PDF files.
- 'Session cookies' must be approved in order to use the Internet Java EE Catalogue.
- 'Cookies from original equipment suppliers' must be approved in order to use some functions, such as saving user settings and shopping carts.
- Microsoft Edge:Windows 10 Browser "Microsoft Edge" does not display any 3D data (3D XVL, 3DVIA) and Flash-Player-Animations. ActiveX is not integrated by Microsoft. Recommendation: Use IE.

Start catalog

Enter the following address in the browser:

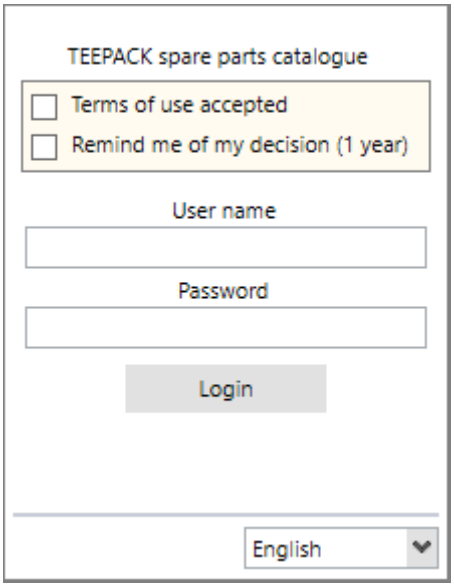
https://teepack-ersatzteilkatalog.docware.de/shop

Enter your user name and password in the login window and then press the "Login" button.

You will receive the access data on request from Teepack.

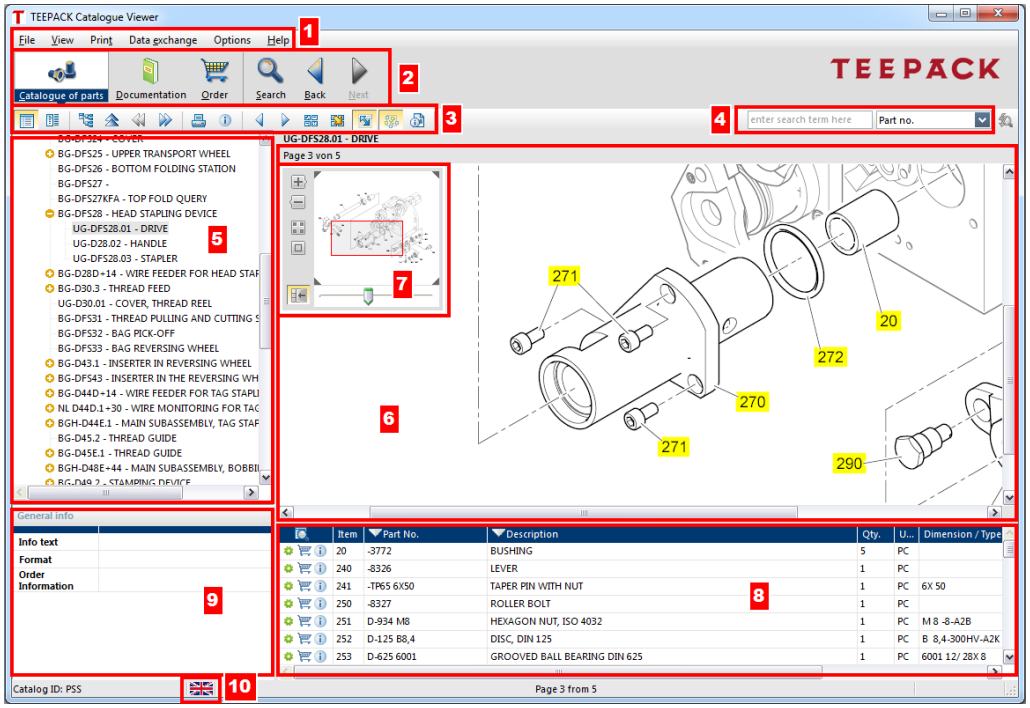
The first time you access, you must confirm the terms of use, which were sent to you separately by e-mail.

Depending on the configuration of the access data it may be necessary to change your password. Follow the instructions and change your password.



User Interface

Main window of catalogue



1 Menu bar

2 Button bar
Toggles between the windows 'Parts catalogue', 'Documentation', 'Search' and 'Order'.

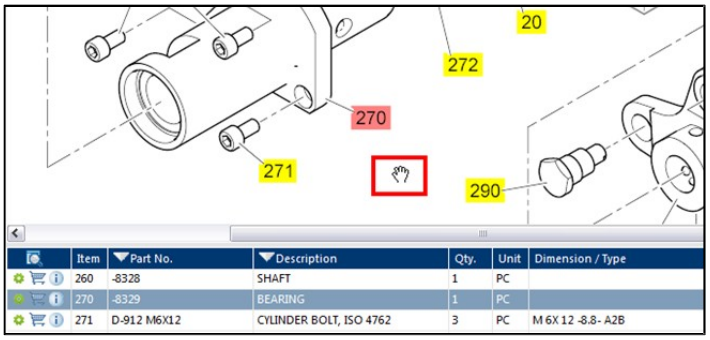
3 Toolbar

4 Quick search
After the area for the search is selected, the search term can be entered.

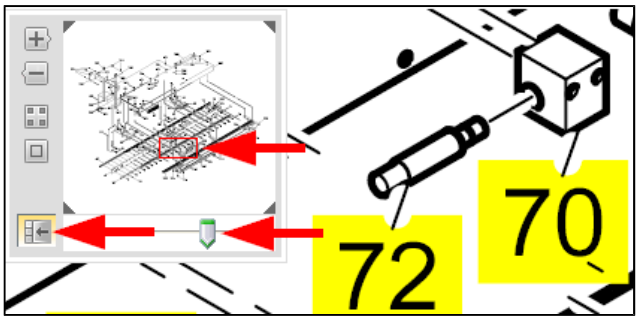
5 Assembly tree
Reflects the assembly structure.

6 Drawing window
Shows the assembly drawing(s), graphics, photos, etc. A flyer appears when a position number is touched.

Move a zoomed view by pressing the mouse button on the left. The mouse pointer takes the shape of a hand.



7 Zoom functions with selection window



The selection window can be displayed or hidden with the icon .

In addition to the plus and minus symbol, the zoom function can be steplessly controlled with a slider.
The drawing section to be examined - shown as a red rectangle - can be individually moved.

8 Parts list
Selection of a parts list entry marks the corresponding position number on the drawing and vice versa.

9 General info
Information on the selected article.

10 Language switch
Selection of the language in which the user interface, the catalogue or the documentation is displayed.

Catalogue ID
The identification of your catalogue is displayed left in the status bar at the bottom.

Menu bar

File

End program This command ends the viewer and closes the catalogue.

View

Catalogue of parts The 'Parts catalogue' window shows the assemblies with drawings/graphics and parts lists.

Documentation The 'Documentation' window shows the chapter structure with its documents. The corresponding viewer opens the selected document.
Condition: The relevant viewer(s) (e.g. Adobe Reader) must be installed.

Order In the 'Order' window you enter the order details and addresses for the order. The Shopping cart is automatically filled out by entering articles from the parts catalogue.

Search The 'Search' window is divided into 'Search in parts catalogue', 'Search in documentation' and 'Combined search' (search everything). You enter the search terms here. The search result is displayed in the lower section of the window.

Print

Current drawing The drawing shown is printed.

Current drawing section The drawing section shown is printed.

Current parts list The parts list shown is printed.

Current drawing and parts list The drawing and current parts list shown are printed.

All drawings and parts list If several drawings belong to the parts list, this menu can be exported.

Data exchange

Export notes If notes exist in the catalogue, these can be exported to the file system (see "Save/Export notes").

Import notes Notes can be imported from the file system, whereby existing notes are retained (see "Import notes").

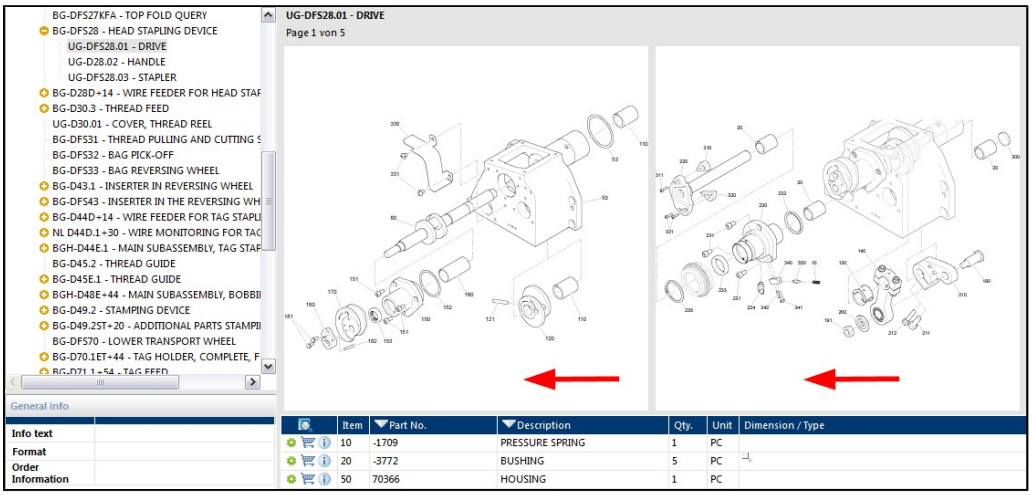
Options

Language The available languages for the user interface, catalogue and documentation are shown for selection.

E-mail options To send the order by e-mail, it is necessary to configure the e-mail options.

Update user settings When you receive a new catalogue version, you can update the user settings. Your previous settings for filters and addresses are updated with the settings of the new catalogue version.

Automatic transfer to preview Upon activation the drawings of the selected assembly in the overview (thumbnails) are displayed, provided several drawings belong to the assembly:



Double-clicking on a drawing shows it in the entire drawing window.

Activating the thumbnail view shows all drawings in the overview again.

Help

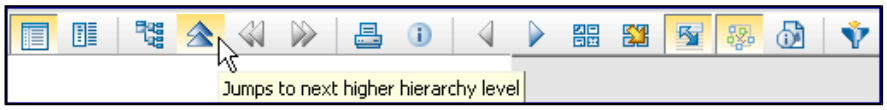
Topics The Help file for the catalogue is started. Alternatively press the **F1** key.

System information In the catalogue you can call up, for example, information about your computer for support purposes and if required save it in a file.

Info concerning Information on Docware GmbH, the manufacturer and owner of the PARTS-PUBLISHER products, catalogue identifier, database version, viewer version and licence information are displayed.

Toolbar

When a tool is touched, its meaning is displayed:



For the meaning of the individual tools, see "In catalogue".

Icons in parts list

The following icons can appear in the first column of the parts list. The icons 'Additional information', 'Documentation' and 'Order' can be shown as buttons as an alternative.

A double gearwheel
symbolises an **assembly**.

One gearwheel
symbolises a **part**.

Additional information
opens the 'Additional information' dialogue.

Order
indicates the availability of the article for ordering and adds the selected article(s) to the Shopping cart.

Documentation
indicates documentation on the assembly or part.

Notes
indicates the presence of notes on a part/assembly/ drawing/document.

Popup menus in drawing window and parts list

Drawing window and parts list:

Order
Adds the selected article to the Shopping cart.

Copy
The drawing or elements of the parts list shown can be copied, provided the copy function has been activated by the catalogue supplier.

Edit notes
Notes can be created for the drawing/graphic and parts list shown.

Parts list:

Search in parts list
A search can be conducted within the columns of the parts list shown.

Focus part in drawing
Selecting a parts list entry and running this command highlights the position number on the drawing in red while at the same time zooming in the drawing to 200%:

Additional information
The user is shown additional information in a dialogue which is not shown in the parts list or drawings.

Print
The parts list shown can be printed.

Usage
The usage provides information on the installation location(s) of the selected article, i.e. which assembly(assemblies) contains (contain) the selected article.

Filter for column

An arrow head next to the heading indicates that the column can be filtered. Clicking on the arrow head opens a selection menu with all values of this parts list column. Select corresponding value. The selection < none> displays all values again.

---

i All columns can generally be sorted alphanumerically. Clicking on the heading sorts the column.

Update
The parts list data are read again from the database.

Drawing:

Select section
To define the drawing section, drag open a rectangle with the left mouse button. The section is automatically zoomed in when the button is released.

Fit drawing to window width
The drawing is centred and shown completely.

Print
The drawing/drawing section shown can be printed.

Assembly tree:

Update
The assembly tree data are read again from the database.

Copy
The marked assembly entry can be copied, provided the copy function has been enabled by the catalogue supplier.

Settings

User interface and data language

You can show the user interface, catalogue data and documentation in one of the available languages.

1. Select **Options** | **Language** in the menu bar. The 'Language selection' dialogue appears:

2. Select the desired language for the user interface, database and documentation and click on **OK** to confirm.

The language selected is effective immediately.

i In future the catalogue will start with the language you have selected.

As an alternative, you can use the language switch (in the status bar).

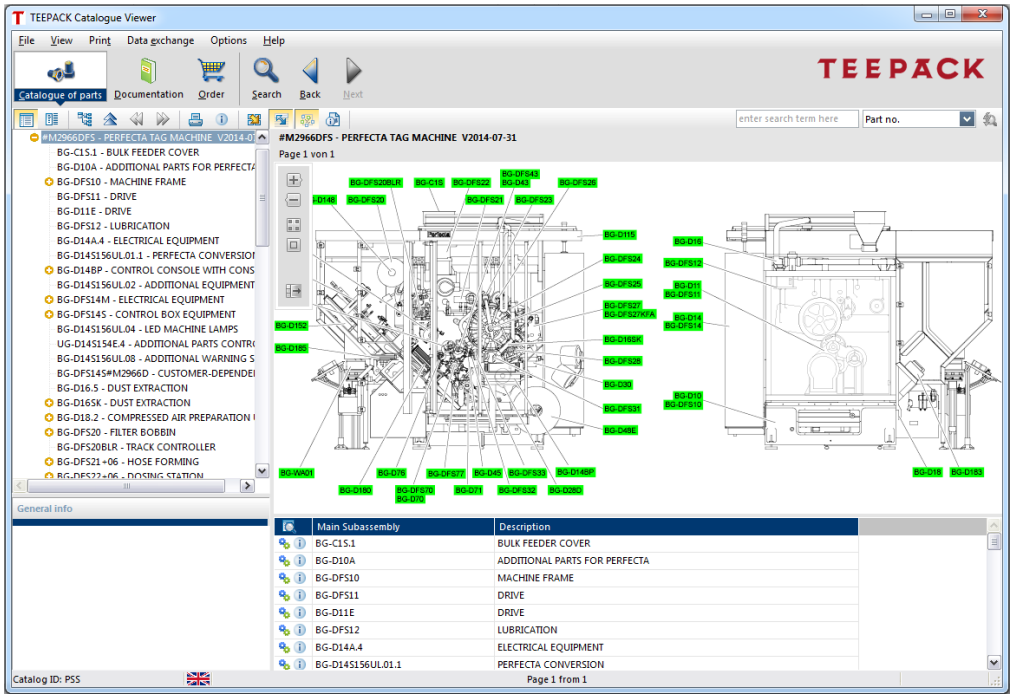
Automatic change to preview

If the assembly has more than one drawing, the drawings are shown as an overview (thumbnails) when this assembly is selected (see "Options").

Navigation

In catalogue

After the **catalogue** is started, it is displayed in the 'Parts catalogue' window. The designation 'Parts catalogue' can be below or to the right of the icon.



Assembly tree
Drawing
Parts list

The window is structured so that the assembly structure is shown on the **left** as a **tree view** and next to it the **drawing** and **parts list** of the selected assembly can be seen.

Navigation in the assembly tree using cursor keys

Right cursor key:
Select any closed level in the assembly tree and press the right cursor key. The assemblies of one level lower are displayed.

Left cursor key:
Select open assembly and press the left cursor key. The assembly is closed.

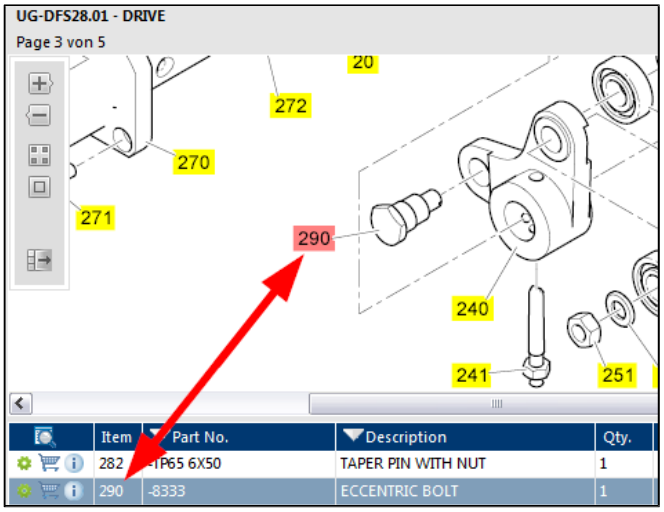
Up or down cursor keys:
Navigate through the assemblies shown.

Double-clicking on the **assembly icon** in the parts list jumps one level lower in the hierarchical structure.

Entries with the **parts icon** represent articles/parts without additional hierarchical levels.

21 **Double-clicking** on the **assembly position number** in the drawing jumps to the contents of this assembly.

50 **Selecting** an assembly/part in the parts list highlights the **position number** on the drawing in **red**. Conversely, the selected position number on the drawing highlights the article in the parts list:



Multiple selection in parts list
The **left mouse button +** < **CTRL**> or < **SHIFT**> key enable a multiple selection in the parts list. At the same time, the corresponding position numbers are marked in red on the drawing.

Focus part in drawing
Selecting a part/assembly in the parts list and pressing **Focus part in drawing** (popup menu) highlights the position number on the drawing in **red** and simultaneously zooms in the drawing to **200%**.

Zoom functions with selection window

See "Main window of catalogue".

Select section
Drag open a rectangle with the left mouse button. The section is automatically zoomed in when the button is released.

Fit drawing to window width
The drawing is centred and shown completely.

Overview jumps to the start of the catalogue.

An active **double upwards arrow** jumps into the respective higher level of the assembly tree.

The **double arrows** scroll to the previous or next assembly within the same level.

The two **arrows** scroll between several drawings for an assembly (if present).

Back or **Next** repeats the navigated steps.

Hide or display **assembly tree** (assembly structure).

Arrangement of the parts list below or on the right next to the drawing.

All drawing pages in the overview
Upon activation the drawings of the selected assembly in the overview (thumbnails) are displayed, provided several drawings belong to the assembly.

All drawing pages one level lower
Upon activation all drawing pages of the assemblies are displayed, which are located one level below the selected assembly in the hierarchy.

Show parts on actual drawing only
When deactivated, all articles in the parts list are shown – including the parts or assemblies with position numbers not linked to the drawing (yellow background):

Item	Part No.	Description	Qty.
70	-8109	SHAFT	2
80	-8110	LEVER	2
81	D---1 5X36	TAPER PIN, SIMILAR TO DIN 1	2
90	-8111	PIN	1
100	71401	BEARING FLANGE	1

When activated, only the articles in the parts list are shown with position numbers which are linked to the drawing.

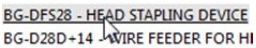
Example
'Pos. 70', 'Pos. 90', 'Pos. 100' are no longer displayed:

	Item	Part No.	Description	Qty.
	80	-8110	LEVER	2
	81	D---1 5X36	TAPER PIN, SIMILAR TO DIN 1	2
	160	71407	HOLDER	2
	161	D-125 B5,3	DISC, ISO 7090	4
	162	D-933 M5X20	HEXAGON HEAD SCREW, ISO 4017	4

Display hotspots
The tool is activated for each default setting. Clicking on the tool hides the coloured hotspots on the drawing.

Additional information
The 'Additional information' dialogue appears. Here you can read additional information (see "**Fehler! Verweisquelle konnte nicht gefunden werden.**").

Plus or **Minus sign** in the assembly tree opens/closes the level (hierarchy).

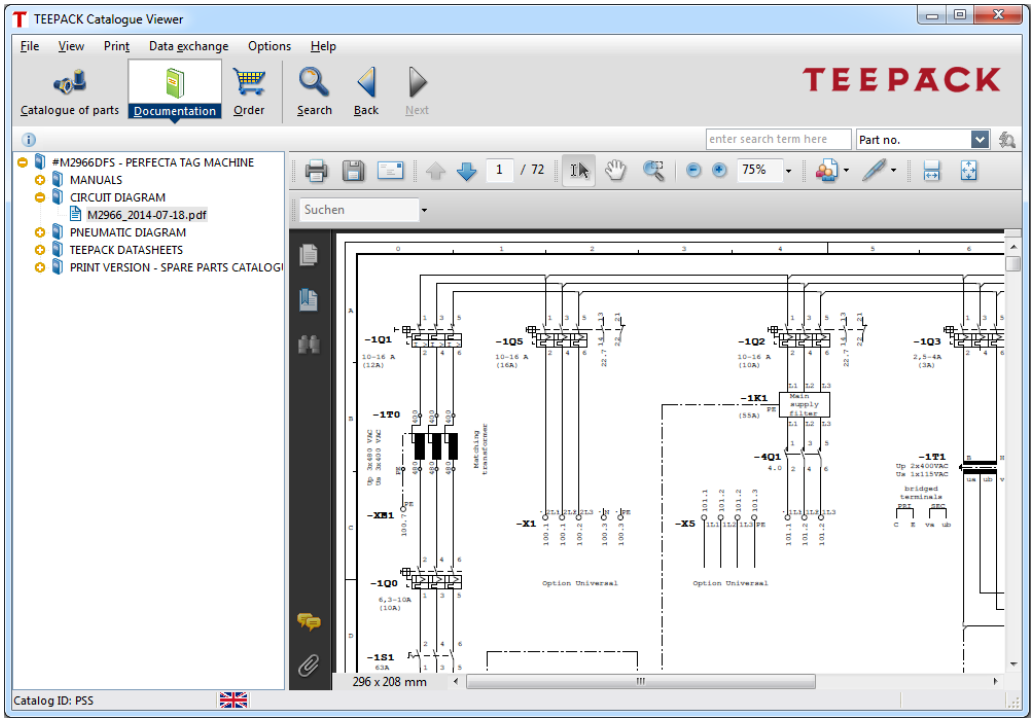


The same happens with a double-click on an entry in the assembly tree.

With the **Quick search** the article to be searched for can be entered directly next to the toolbar (see "Quick search").

In documentation

Clicking on the **Documentation** button opens the window with the documentation (Maintenance manual, Repair instruction, Service documents etc.):



Chapter tree The Documentation structure can be seen in the **left** section of the window (Chapters with the documents).

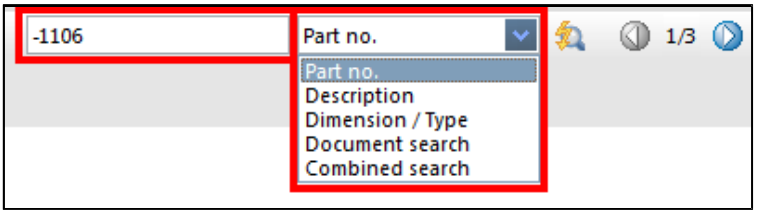
Viewing the documents The selected document is shown in the **right** section of the window.

Icons in the chapter tree The **Book icon** marks the chapter, the **Document icon** the document. Other icons are simultaneously integrated for identification.

Search

Quick search

For the quick search in the catalogue there are **two fields** below the button bar:



1. First select the area to be searched in the **right** field.
2. Enter the search term in the **left** field.

Wildcards in input fields

The wildcard behaviour is configured by the supplier of the catalogue.
Either the entered search term is automatically supplemented with wildcards (you do not have to enter wildcards) or the entered search term will be searched for exactly (you can enter wildcards).

The following **wildcards** can be used:
***** stands for **any desired number** of characters.
? stands for **any desired** character.

3. To start the quick search press the **input key** (< **ENTER**> key) or click on the **magnifying glass** .
4. In the case of several hits skip to the next or previous hit using the **arrow keys**.

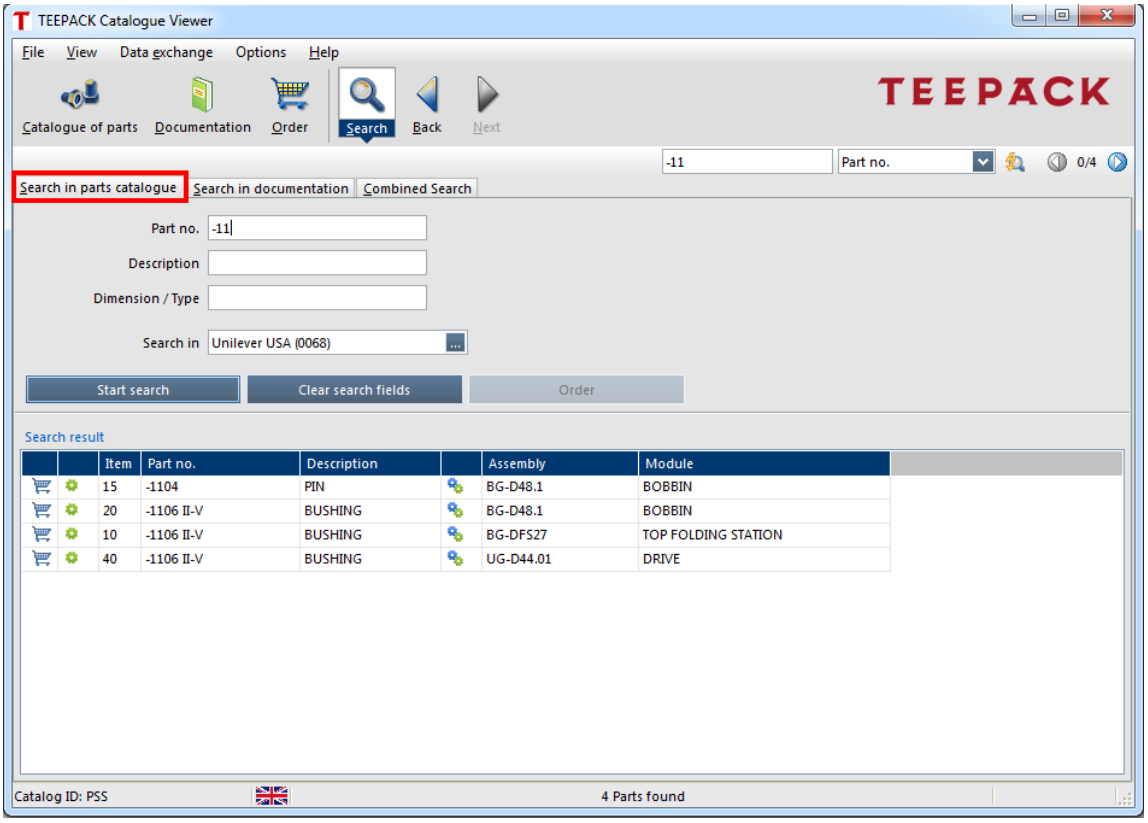
The entered search term is automatically transferred to the 'Search' window and the search result is listed.

Parts/Assemblies search

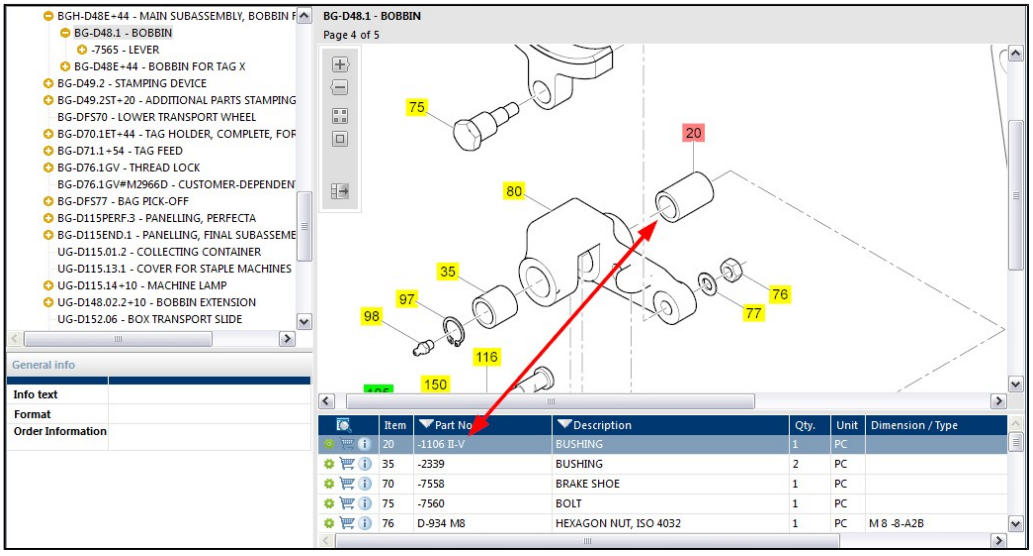
1. Clicking on the **Search** button opens the window for the **Search in parts catalogue**.

2. Enter corresponding search terms in one or several search fields. Wildcards (see "Quick search").
3. In the field 'Search in' you can specify from which machine/level/assembly the search is carried out.

   Click on the button ... and in the dialogue 'Select the desired assembly' click on the corresponding entry.
   The entire catalogue is searched in the default setting.
4. Click on **Start search**, the search result is displayed.



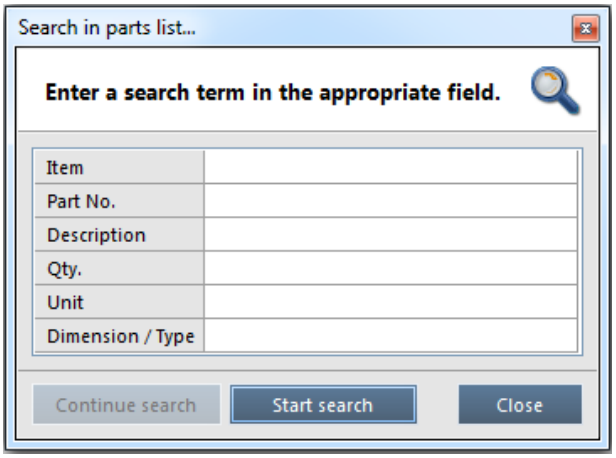
5. Double-click on the desired hits.
   The article is highlighted in the parts catalogue.



Search within a parts list

If a parts list contains a large number of entries, you can search in the columns of the parts list shown with this function.

1. Open the popup menu of the parts list (right mouse button) and select **Search in parts list**.
2. In the dialogue 'Search in parts list' enter the corresponding search term(s).



3. Click on **Start search**.

   The first item found is highlighted in the parts list.

4. Click on **Continue search**.

   With **Continue search** you always jump to the next result in this parts list. If no other results are available, **Continue search** is greyed out.

5. **Close** ends the search process.

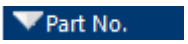
Sort/Filter parts list column

Sort alphanumerically:

1. Click on the title line in the relevant column.

   Using this column the parts list is resorted in ascending or descending order.

Filter:



Filtering a parts list column requires that the relevant column in the title line contains an arrow head to the left of the text.

2. Click on the arrow head and in the menu select the desired entry.
3. Alternatively, in the input field enter a value – use any wildcards.

The parts list is filtered accordingly and the arrow head is shown in orange.

4. To re-establish all parts list lines click on the orange arrow head and select < none> .

   All data are displayed and the arrow head is shown in white.

Search in documentation

1. Press the **Search** button and open the tab 'Search in documentation'.

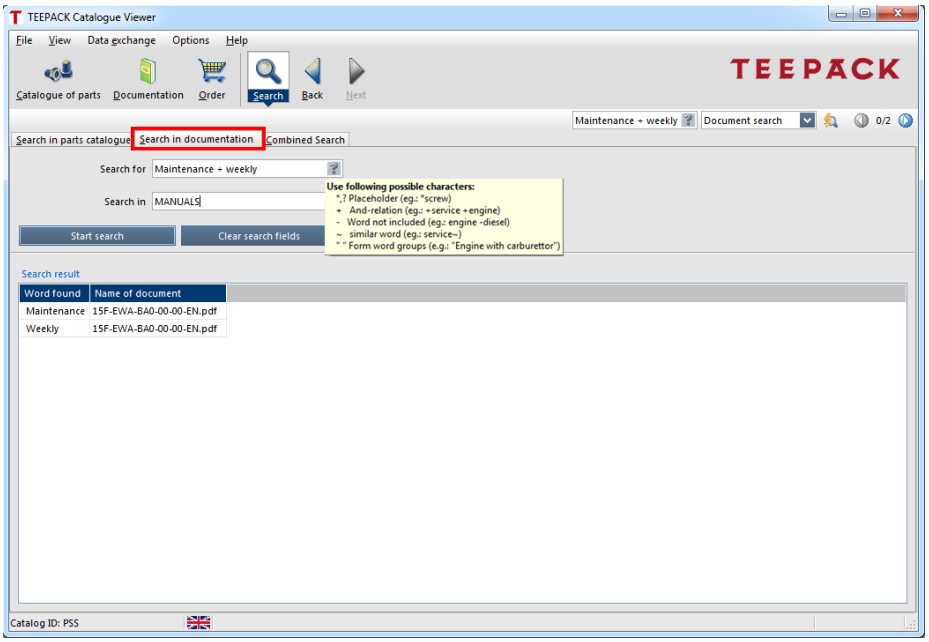
2. Enter corresponding search terms in the search fields.

Search for The texts of the documents are searched using the character string entered here.
If you point to the question mark using the mouse pointer, possible control characters are listed which can be used in the character string.

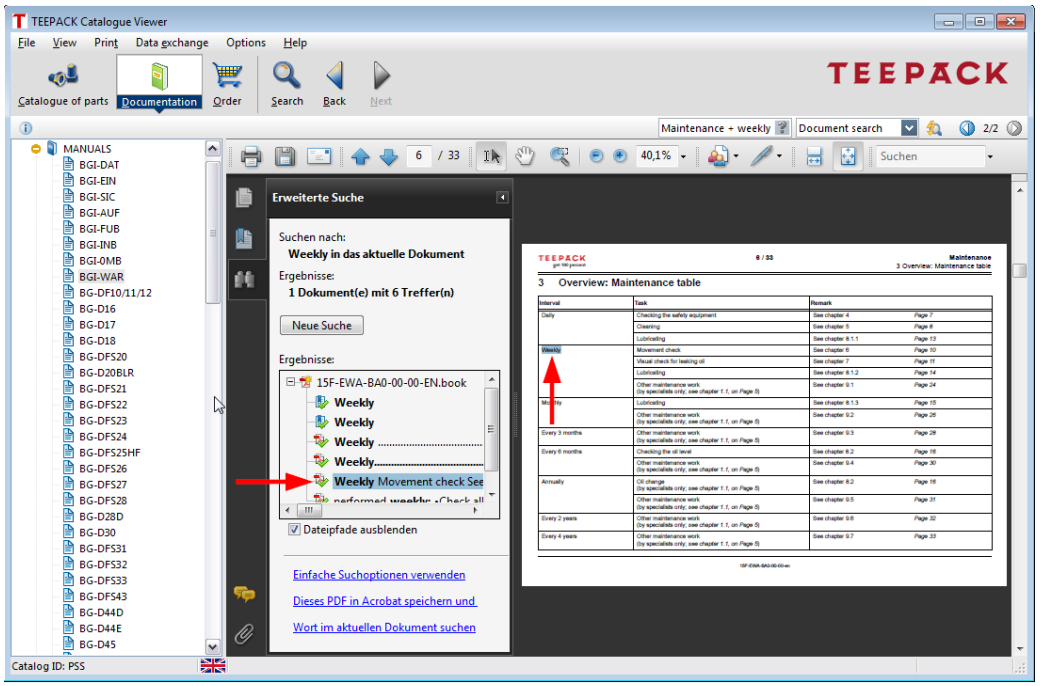
Search in In the field 'Search in' you can specify from which chapter the search is carried out.

Click on the button and in the dialogue 'Select the desired chapter' select the corresponding entry. The entire documentation is searched in the default setting.

3. Click on **Start search**, the search result is displayed.



4. **Double-click** on a search result.
   The document opens and the character string found is highlighted.



5. In the case of several search results jump to the next or previous hits using the **arrow keys**.

i From Adobe Reader X the search results are displayed in the 'Extended search' section of the window.
Clicking on the search result marks this on the document page.

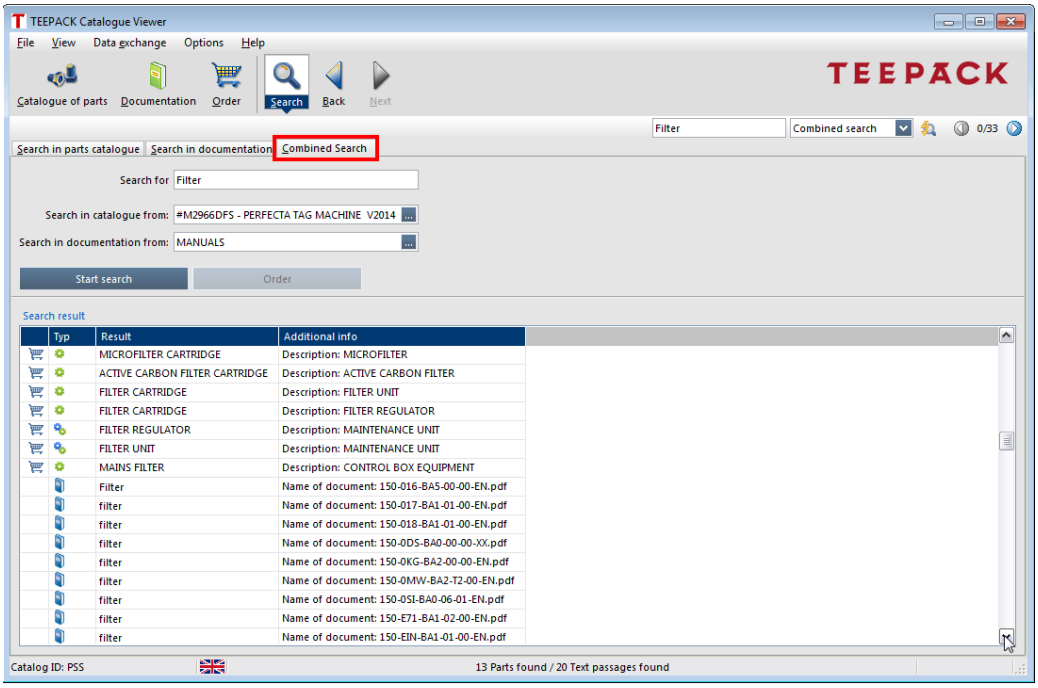
Combined search

1. Press the **Search** button and open the tab 'Combined search'.

2. Enter search term in the field 'Search for'.
   In the fields 'Search in ...' specify the level from which the search is carried out.

3. Click on **Start search**.

   The entered search term is searched for in the areas activated by the supplier of the catalogue. These are generally the areas available as tabs in the search.



The **gearwheel** indicates that this search result is a part/assembly.

The **Book icon** indicates that the search term is also located in a document.

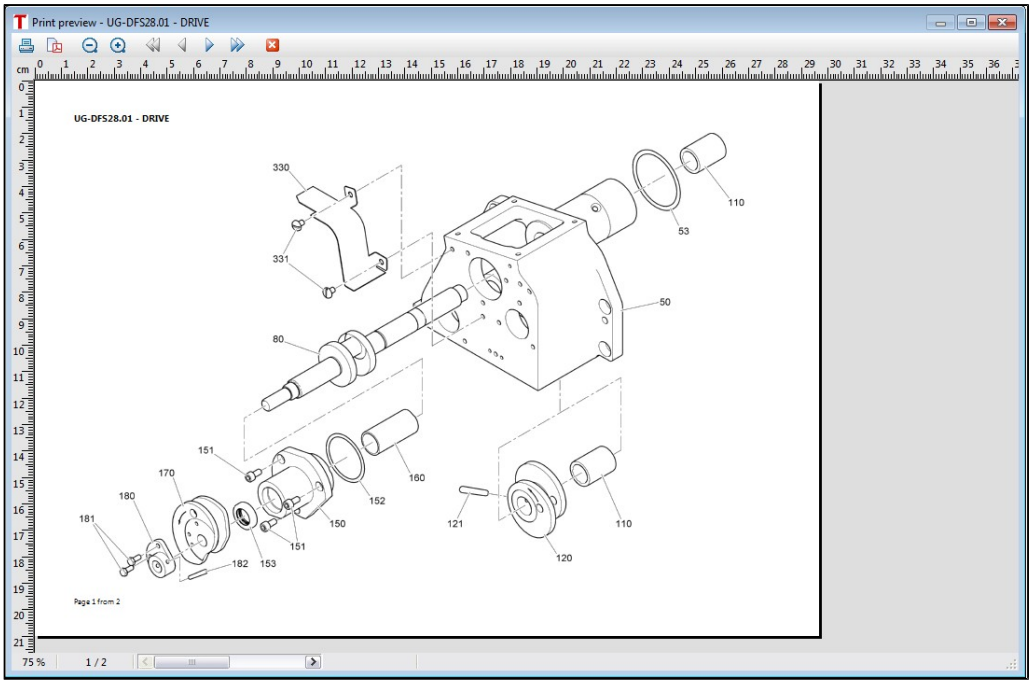
Double-clicking on a search result jumps to the catalogue or document.

Print from the catalogue

Print current drawing and/or parts list

From the catalogue, the current
drawing,
drawing section,
parts list or
drawing(s) with parts list
can be printed.

1. Select the corresponding assembly in the assembly tree.
2. In the menu bar select **Print** and then the corresponding entry. The Print preview is displayed:



Clicking on the **Printer icon** will open the 'Print' dialogue and you can print the drawing and parts list. The drawing and parts list are printed on separate pages.

Use the **Magnifying glass icons** to zoom in and out.

You can scroll backward and forward between the drawing and parts list pages or go to the start/end of the Print preview using the **arrow symbols**.

Close takes you back to the catalogue.

3. If several drawings belong to an assembly, in the menu bar select **Print** | **All drawings and parts list**.

Order / Inquiries

Generally, you cannot place an order directly at the moment. You generate an inquiry, which is checked in our house. You will then receive an offer from us.

Define addresses

The addresses for the recipient and customer and the billing and delivery address can be redefined for each new order (Shopping cart and order data).

If no addresses are specified define the addresses as default for all other others.

1. Click on the **Order** button.

2. In the left area of the window click on **Defaults**.

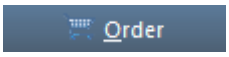
   The 'Default addresses new order' dialogue is shown.

3. Open corresponding tab(s) and add, change or delete addresses.
   In each tab activate the check box for the address on the left, which should be used for the default setting.

Add articles to the Shopping cart

Every article can generally be ordered from a **parts list** or **search result**. Unless the article is not available for ordering individually or in general.

The availability to order is indicated by the **Shopping cart icon**.



A button can be integrated instead of the Shopping cart icon.

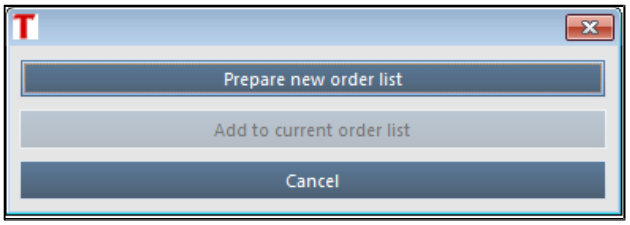
When the catalogue is closed, the different Shopping carts with order details, customer and recipient are only retained if the catalogue has been **installed**.

1. To save an article to the Shopping cart click on the **Shopping cart icon** or **Order** button. As an alternative, select **Order** in the parts list popup menu.

Multiple selection

To select more than one article, press the **left mouse button +** < **CTRL**> - or < **SHIFT**> key.
When the respective articles are selected, click on the **Shopping cart icon**.

2. If ordering for the first time click on **Create new order list** in this dialogue.



Selecting a Shopping cart

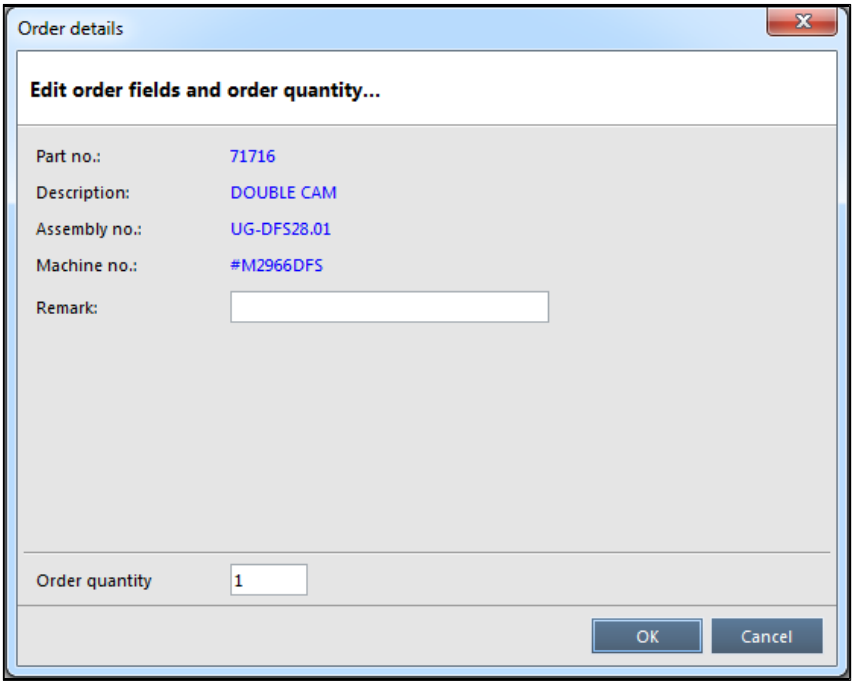
After restarting the catalogue this dialogue is displayed again when an article is added to the Shopping cart.

Prepare new order list
Another article is added to the existing Shopping cart and the selected article is added to this new Shopping cart.

Add to current order list
The article is added to the existing Shopping cart.

Add more Shopping carts for current catalogue
see "
Create new Shopping cart".

3. In the dialogue 'Edit order fields and order quantity' change the **order quantity** if required.



In the case of a multiple selection of articles this dialogue is shown repeatedly for each article.

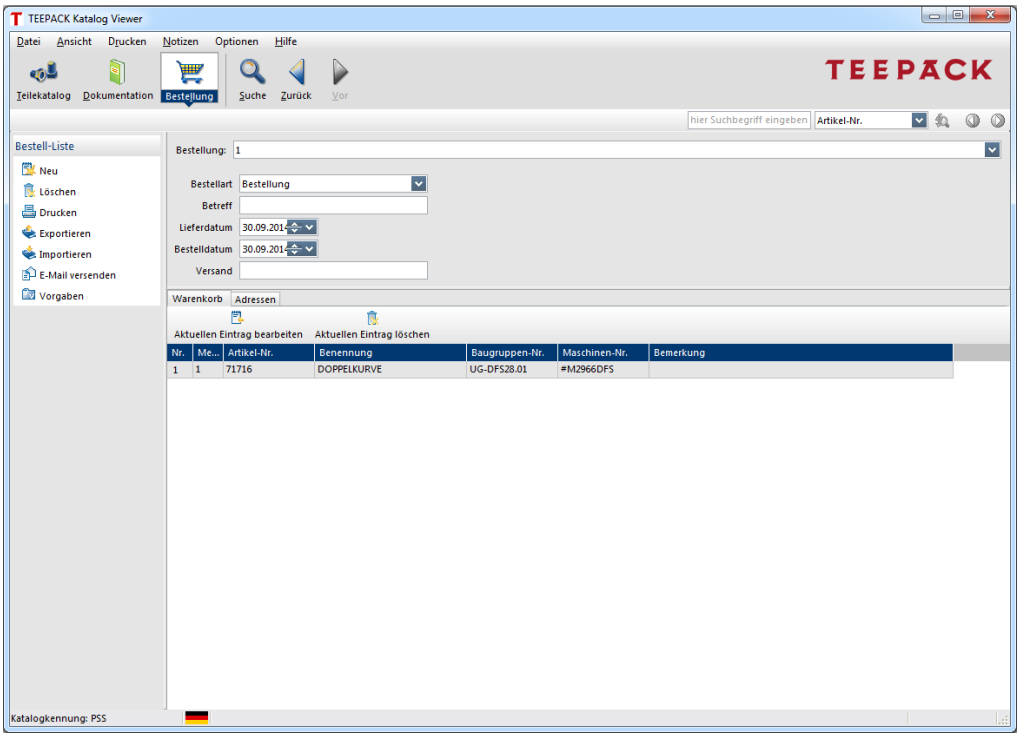
Click on **OK**.
The article is added to the Shopping cart and the **Order** window displayed.

The completion of the order data is explained in the following chapter.

Complete order

Order details

1. Press the **Order** button to open the window with the Shopping cart and the order details.



2. Complete the order details.

Edit entries To change the order quantity of a selected article, click on **Edit current entry**.
To remove a selected article from the Shopping cart, click on **Delete current entry**.

Open Shopping cart in Excel In the window show order for a Shopping cart entry and in the popup menu select **Open Shopping cart in Excel**. The content of the Shopping cart (text fields) is displayed in Excel – without headings and images. This function requires Microsoft Excel.

Other order details Complete the other order details above the Shopping cart.

Scroll between orders The 'Shopping cart' field contains a menu with consecutive numbers. Every Shopping cart with the corresponding order details is assigned a number.

Delete Shopping cart In the 'Shopping cart' field select the Shopping cart to be deleted.

In the left area of the window click on **Delete** .

Acknowledge the message "Do you want to delete the current Shopping cart?" with **Yes**. The Shopping cart including order details is removed.

Addresses of current Shopping cart

1. Open the 'Addresses' tab.

   The address(es) is(are) generally defined (see "Define addresses").

2. If address fields for the current Shopping cart are empty, incomplete or incorrect, click on **Edit** and enter the address.

3. As an alternative, click on **Selection list** and edit existing addresses or add new addresses.

4. If the delivery and billing address match the ordering address, activate the **As order address** check box.

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i If the **As order address** check box is activated, the delivery or billing address is changed at the same time the customer's address is changed.

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5. If the delivery and/or billing address does not match the ordering address, deactivate the **As order address** check box. Click on **Edit** and enter the corresponding address.

Send order

The order can be printed, sent by e-mail or exported to the file system.

Print order

The **Order** window opens.

1. In the left area of the window click on **Print**. The print preview is now displayed.
2. To print the current order, click on the **Printer icon** . The local printer(s) can be selected.

In the print preview the same tools are available as in the print preview of drawings or the parts list (see "Print current drawing and/or parts list").

Send order by e-mail

After setting the e-mail options (see "Order by e-mail"), the order can be sent.

The **Order** window opens.

1. In the left area of the window, click on **Send e-mail**.

   Your selected e-mail system starts and displays the current order.
2. Send order.

Export order

The current order can be saved in the **file system**. The **Order** window opens.

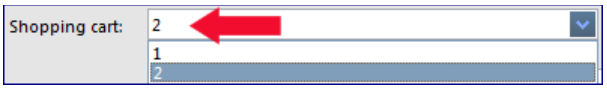
1. In the left area of the window click on **Export** .
2. Specify the path and file name and click on **Save**. The order is saved in the specified directory.

Create new Shopping cart

Any desired number of Shopping carts with different or the same addresses can be created.

1. In the left area of the window, click on **New** .

   A new, empty Shopping cart is displayed. The next number for the order is in the field 'Shopping cart':



2. Add the desired articles to the Shopping cart and complete the order details.
3. To scroll between the orders select the corresponding number in the field 'Shopping cart'