



Tutorial Videos Index

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DDM Tutorials (SOLIDWORKS) - Step 1: Understanding & Configuring the CAD Integration between DDM & SOLIDWORKS

- [0:30](#) Starting the SOLIDWORKS integration with DDM
- [0:55](#) Configuring the Integration
- [2:00](#) Configuring the SOLIDWORKS Quick Access Toolbar
- [3:15](#) Configuring DDM options when working with SOLIDWORKS
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- [5:40](#) The DDM 'working' directory



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DDM Tutorials (SOLIDWORKS) - Step 2: Creating SOLIDWORKS Parts, Assemblies and Drawings

- [00:20](#) Pinning and unpinning a folder, setting the current working folder
- [01:40](#) Creating a SOLIDWORKS part and storing it to DDM
- [02:40](#) Assigning a part number, description and category
- [02:55](#) Choosing a folder to save to, current working folder prompts
- [05:20](#) Creating neutral file formats, e.g. STEP files
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- [07:40](#) Linking documents to part records
- [10:10](#) Exporting the BOM to Excel
- [10:50](#) Viewing BOM reports
- [11:10](#) Using the Release Manager
- [13:35](#) Changing lifecycle state using a folder action and workflow
- [13:55](#) Creating a folder action
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- [01:40](#) Customising DDM toolbars
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- [03:10](#) Automatically created change order tasks
- [05:20](#) Re-assigning work
- [06:10](#) Up-issuing a model and drawing in SOLIDWORKS as part of a change order
- [09:10](#) Load window warning showing that later issues of components are available
- [10:15](#) Using the Replace In Manager
- [11:10](#) Setting permissions for users to replace into 'Released' assemblies
- [13:10](#) Referencing up-issued items back to the project folder
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DDM Tutorials (SOLIDWORKS) - Step 5: Copying Models and Drawings and Renaming

- [0:45](#) Creating new 'as hoc' dividers in a folder
- [1:10](#) Creating a copy of an existing assembly using 'Save-As'
- [4:50](#) Moving items in a folder to a divider:
- [6:25](#) Renaming items



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DDM Tutorials (SOLIDWORKS) - Step 6: Working With SOLIDWORKS Configurations

- [1:10](#) Storing SOLIDWORKS configurations to DDM
- [2:50](#) 'Save All Configurations'
- [3:50](#) Viewing configuration relationships in DDM
- [5:05](#) Changing the lifecycle state of configurations
- [5:50](#) Adding a new configuration to an existing item in DDM
- [6:40](#) 'Save Current Configuration'
- [8:00](#) Loading a configuration into SOLIDWORKS
- [8:25](#) Up-issuing configurations



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DDM Tutorials (Creo Parametric) - Step 1: Understanding & Configuring the CAD Integration between DDM & Creo Parametric

- [0:25](#) Starting the Creo integration with DDM
- [2:20](#) Calling DDM from Creo
- [3:20](#) Configuring DDM options when working with Creo
- [4:30](#) The DDM 'working' directory
- [5:25](#) Configuring the Creo Quick Access Toolbar
- [6:30](#) Adding the 'Load Sub-Part' mapkey to the PDM ribbon



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DDM Tutorials (Creo Parametric) - Step 2: Creating Creo Parametric Parts, Assemblies and Drawings

[00:50](#) Pinning and unpinning a folder, setting the current working folder

[01:40](#) Creating a Creo part and storing it to DDM

[02:45](#) Assigning a part number, description and category

[03:15](#) Choosing a folder to save to, current working folder prompts

[06:00](#) Creating neutral file formats, e.g. STEP files

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[12:45](#) Creating a Creo assembly (load sub-part) and storing it to DDM

[17:20](#) Examining product structure in DDM

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DDM Tutorials - Step 3: BOM Management and the Release Manager

- [00:35](#) Viewing the product structure in DDM
- [00:50](#) DDM BOM editor
- [01:20](#) Showing the BOM as a Bill of Quantity
- [02:15](#) Configuring columns in the BOM editor window
- [03:25](#) Setting position numbers and ordering the BOM
- [04:25](#) Hiding items not required on the BOM
- [05:25](#) Modifying quantities in the BOM
- [06:50](#) Adding items to the BOM
- [07:40](#) Linking documents to part records
- [10:10](#) Exporting the BOM to Excel
- [10:50](#) Viewing BOM reports
- [11:10](#) Using the Release Manager
- [13:35](#) Changing lifecycle state using a folder action and workflow
- [13:55](#) Creating a folder action
- [14:10](#) Reserving items into a folder/folder action
- [15:30](#) Moving a folder/folder action through a workflow



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DDM Tutorials (Creo Parametric) - Step 4: Change Orders and Up Issuing Models and Drawings

- [01:15](#) Raising a Change Order
- [01:50](#) Customising DDM toolbars
- [02:30](#) Reserving affected items for change to the change order folder
- [03:10](#) Sending the change order folder forward in the workflow
- [04:10](#) Automatically created change order tasks
- [05:45](#) Re-assigning work
- [06:15](#) Up-issuing a model and drawing in Creo as part of a change order
- [10:10](#) Load window warning showing that later issues of components are available
- [11:25](#) Using the Replace In Manager
- [11:35](#) Setting permissions for users to replace into 'Released' assemblies
- [13:10](#) Referencing up-issued items back to the project folder
- [14:20](#) Closing a change order



DDM Tutorials (Creo Parametric) - Step 5: Copying Models and Drawings and Renaming

- [1:15](#) Creating new 'as hoc' dividers in a folder
- [2:00](#) Creating a copy of an existing assembly using 'Save-As'
- [6:20](#) Moving items in a folder to a divider
- [6:55](#) Renaming items



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DDM Tutorials (Creo Parametric) - Step 6: Working with Creo Family tables

- [0:50](#) Storing family table generic models to DDM
- [1:50](#) Storing family table instances to DDM
- [3:25](#) Viewing family table relationships in DDM
- [4:45](#) Changing the lifecycle state of family table items
- [5:25](#) Adding a new instance to an existing item in DDM
- [6:40](#) Saving a new instance back to DDM
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DDM Tutorials (Solid Edge) - Step 1: Understanding & Configuring the CAD Integration between DDM & Solid Edge

- [0:30](#) Starting the Solid Edge integration with DDM
- [1:15](#) Configuring the Integration
- [1:55](#) Configuring the Solid Edge Quick Access Toolbar
- [4:10](#) Configuring DDM options when working with Solid Edge
- [5:10](#) Calling DDM from Solid Edge
- [6:00](#) Configuring the Pathfinder in Solid Edge
- [7:05](#) The DDM 'working' directory
- [8:40](#) Disabling the 'Saving to DDM will close and re-open..' message



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DDM Tutorials (Solid Edge) - Step 2: Creating Solid Edge Parts, Assemblies and Drawings

- [00:35](#) Pinning and unpinning a folder, setting the current working folder
- [01:40](#) Creating a Solid Edge part and storing it to DDM
- [03:10](#) Assigning a part number, description and category
- [03:55](#) Choosing a folder to save to, current working folder prompts
- [06:30](#) Creating neutral file formats, e.g. STEP files
- [08:15](#) Using 'Send To' to export data from DDM
- [08:50](#) Loading specific file versions
- [09:35](#) Creating a Solid Edge drawing and storing it to DDM
- [11:05](#) Creating neutral file formats, e.g. DXF files
- [12:15](#) Creating a search favourite
- [14:00](#) Creating a Solid Edge assembly (load sub-part) and storing it to DDM
- [19:55](#) Examining product structure in DDM
- [21:10](#) Reserving items back to the project folder



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DDM Tutorials - Step 3: BOM Management and the Release Manager

- [00:35](#) Viewing the product structure in DDM
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- [02:15](#) Configuring columns in the BOM editor window
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- [04:25](#) Hiding items not required on the BOM
- [05:25](#) Modifying quantities in the BOM
- [06:50](#) Adding items to the BOM
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- [10:10](#) Exporting the BOM to Excel
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- [11:10](#) Using the Release Manager
- [13:35](#) Changing lifecycle state using a folder action and workflow
- [13:55](#) Creating a folder action
- [14:10](#) Reserving items into a folder/folder action
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DDM Tutorials (Solid Edge) - Step 4: Change Orders and Up Issuing Models and Drawings

- [01:00](#) Raising a Change Order
- [02:15](#) Customising DDM toolbars
- [02:55](#) Reserving affected items for change to the change order folder
- [03:25](#) Sending the change order folder forward in the workflow
- [04:30](#) Automatically created change order tasks
- [05:40](#) Re-assigning work
- [06:00](#) Up-issuing a model and drawing in Solid Edge as part of a change order
- [10:35](#) Load window warning showing that later issues of components are available
- [11:10](#) Using the Replace In Manager
- [11:35](#) Setting permissions for users to replace into 'Released' assemblies
- [13:15](#) Referencing up-issued items back to the project folder
- [14:40](#) Closing a change order



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DDM Tutorials (Solid Edge) - Step 5: Copying Models and Drawings and Renaming

- [1:10](#) Creating new 'as hoc' dividers in a folder
- [2:20](#) Creating a copy of an existing assembly using 'Single Save'
- [7:15](#) Moving items in a folder to a divider
- [7:45](#) Renaming items



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DDM Tutorials (Inventor) - Step 1: Understanding & Configuring the CAD Integration between DDM & Inventor

- [0:30](#) Starting the Inventor integration with DDM
- [1:40](#) Configuring the Integration
- [2:40](#) Configuring the Inventor Quick Access Toolbar
- [3:50](#) Configuring DDM options when working with Inventor
- [5:05](#) Calling DDM from Inventor
- [6:40](#) The DDM 'working' directory



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DDM Tutorials (Inventor) - Step 2: Creating Inventor Parts, Assemblies and Drawings

- [00:20](#) Pinning and unpinning a folder, setting the current working folder
- [01:40](#) Creating an Inventor part and storing it to DDM
- [02:30](#) Assigning a part number, description and category
- [03:05](#) Choosing a folder to save to, current working folder prompts
- [04:40](#) Modifying a part already stored to DDM
- [06:50](#) Loading specific file versions
- [07:35](#) Creating an Inventor drawing and storing it to DDM
- [08:50](#) Creating neutral file formats, e.g. DXF files
- [10:10](#) Creating a search favourite
- [11:15](#) Creating an Inventor assembly (load sub-part) and storing it to DDM
- [14:55](#) Examining product structure in DDM
- [16:20](#) Reserving items back to the project folder



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DDM Tutorials - Step 3: BOM Management and the Release Manager

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- [00:50](#) DDM BOM editor
- [01:20](#) Showing the BOM as a Bill of Quantity
- [02:15](#) Configuring columns in the BOM editor window
- [03:25](#) Setting position numbers and ordering the BOM
- [04:25](#) Hiding items not required on the BOM
- [05:25](#) Modifying quantities in the BOM
- [06:50](#) Adding items to the BOM
- [07:40](#) Linking documents to part records
- [10:10](#) Exporting the BOM to Excel
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- [11:10](#) Using the Release Manager
- [13:35](#) Changing lifecycle state using a folder action and workflow
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DDM Tutorials (Inventor) - Step 4: Change Orders and Up Issuing Models and Drawings

- [01:05](#) Raising a Change Order
- [01:50](#) Customising DDM toolbars
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- [03:25](#) Sending the change order folder forward in the workflow
- [04:35](#) Automatically created change order tasks
- [06:00](#) Re-assigning work
- [06:50](#) Up-issuing a model and drawing in Inventor as part of a change order
- [10:05](#) Using the Replace In Manager
- [11:10](#) Setting permissions for users to replace into 'Released' assemblies
- [12:20](#) Referencing up-issued items back to the project folder
- [12:45](#) Closing a change order



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DDM Tutorials (Inventor) - Step 5: Copying Models and Drawings, Renaming and Replacing

- [1:00](#) Creating new 'ad hoc' dividers in a folder
- [1:55](#) Creating a copy of an existing assembly using 'Save-As'
- [5:25](#) Moving items in a folder to a divider
- [6:00](#) Renaming items
- [9:10](#) Replacing function



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DDM Tutorials (IronCAD) - Step 1: Understanding & Configuring the CAD Integration between DDM & IronCAD

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- [1:10](#) Configuring the Integration
- [2:00](#) Configuring the IronCAD Quick Access Toolbar
- [4:20](#) Calling DDM from IronCAD
- [5:00](#) Configuring DDM options when working with IronCAD
- [6:15](#) Configuring the Scene Browser in IronCAD
- [6:55](#) The DDM 'working' directory



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DDM Tutorials (IronCAD) - Step 2: Creating IronCAD Parts, Assemblies and Drawings

- [00:40](#) Pinning and unpinning a folder, setting the current working folder
- [01:25](#) Creating a IronCAD part and storing it to DDM
- [02:20](#) Assigning a part number, description and category
- [02:45](#) Choosing a folder to save to, current working folder
- [04:30](#) Creating neutral file formats, e.g. STEP files
- [06:00](#) Loading specific file versions
- [06:30](#) Creating a IronCAD drawing and storing it to DDM
- [07:40](#) Creating neutral file formats, e.g. DXF files
- [08:35](#) Creating a search favourite
- [09:40](#) Handling IronCAD part and assembly scene files in DDM
- [12:55](#) Creating a IronCAD assembly (load sub-part) and storing it to DDM
- [18:15](#) Examining product structure in DDM
- [18:50](#) Reserving items back to the project folder



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DDM Tutorials - Step 3: BOM Management and the Release Manager

- [00:35](#) Viewing the product structure in DDM
- [00:50](#) DDM BOM editor
- [01:20](#) Showing the BOM as a Bill of Quantity
- [02:15](#) Configuring columns in the BOM editor window
- [03:25](#) Setting position numbers and ordering the BOM
- [04:25](#) Hiding items not required on the BOM
- [05:25](#) Modifying quantities in the BOM
- [06:50](#) Adding items to the BOM
- [07:40](#) Linking documents to part records
- [10:10](#) Exporting the BOM to Excel
- [10:50](#) Viewing BOM reports
- [11:10](#) Using the Release Manager
- [13:35](#) Changing lifecycle state using a folder action and workflow
- [13:55](#) Creating a folder action
- [14:10](#) Reserving items into a folder/folder action
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DDM Tutorials (IronCAD) - Step 4: Change Orders and Up Issuing Models and Drawings

- [01:10](#) Raising a Change Order
- [02:25](#) Customising DDM toolbars
- [03:00](#) Reserving affected items for change to the change order folder
- [03:40](#) Sending the change order folder forward in the workflow
- [04:40](#) Automatically created change order tasks
- [05:55](#) Re-assigning work
- [06:40](#) Up-issuing a model and drawing in IronCAD as part of a change order
- [11:10](#) Using the Replace In Manager
- [12:20](#) Setting permissions for users to replace into 'Released' assemblies
- [13:40](#) Load window warning showing that later issues of components are available
- [14:30](#) Referencing up-issued items back to the project folder
- [14:50](#) Closing a change order



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DDM Tutorials (IronCAD) - Step 5: Copying Models and Drawings and Renaming

- [1:20](#) Creating new 'as hoc' dividers in a folder
- [2:05](#) Creating a copy of an existing assembly using 'Save-As'
- [6:15](#) Moving items in a folder to a divider
- [6:50](#) Renaming items



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DDM Tutorials (AutoCAD) - Step 1: Understanding & Configuring the CAD Integration between DDM & AutoCAD

- [0:30](#) Starting the AutoCAD integration with DDM
- [1:10](#) Configuring the Integration
- [1:55](#) Configuring DDM options when working with AutoCAD
- [3:10](#) Calling DDM from AutoCAD
- [4:50](#) The DDM 'working' directory



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DDM Tutorials (AutoCAD) - Step 2: Creating AutoCAD Drawings

- [0:30](#) Pinning and unpinning a folder, setting the current working folder
- [1:30](#) Creating a AutoCAD drawing and storing it to DDM
- [1:50](#) Assigning a drawing number, description and category
- [2:20](#) Choosing a folder to save to, current working folder prompts
- [5:40](#) Loading specific file versions
- [6:20](#) Using 'Send To' to export data from DDM
- [6:45](#) Creating a search favourite
- [8:05](#) Reserving items back to the project folder
- [9:00](#) Clearing items from your Workbench



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DDM Tutorials - Step 3: BOM Management and the Release Manager

- [00:35](#) Viewing the product structure in DDM
- [00:50](#) DDM BOM editor
- [01:20](#) Showing the BOM as a Bill of Quantity
- [02:15](#) Configuring columns in the BOM editor window
- [03:25](#) Setting position numbers and ordering the BOM
- [04:25](#) Hiding items not required on the BOM
- [05:25](#) Modifying quantities in the BOM
- [06:50](#) Adding items to the BOM
- [07:40](#) Linking documents to part records
- [10:10](#) Exporting the BOM to Excel
- [10:50](#) Viewing BOM reports
- [11:10](#) Using the Release Manager
- [13:35](#) Changing lifecycle state using a folder action and workflow
- [13:55](#) Creating a folder action
- [14:10](#) Reserving items into a folder/folder action
- [15:30](#) Moving a folder/folder action through a workflow



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DDM Tutorials (AutoCAD) - Step 4: Change Orders and Up Issuing Drawings

- [01:00](#) Raising a Change Order
- [02:25](#) Customising DDM toolbars
- [03:00](#) Reserving affected items for change to the change order folder
- [03:45](#) Sending the change order folder forward in the workflow
- [05:10](#) Automatically created change order tasks
- [06:15](#) Re-assigning work
- [06:45](#) Up-issuing a drawing in AutoCAD as part of a change order
- [10:40](#) Referencing up-issued items back to the project folder
- [11:00](#) Closing a change order



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DDM Tutorials (AutoCAD) - Step 5: Copying Drawings and Renaming

- [1:05](#) Creating new 'as hoc' dividers in a folder
- [2:05](#) Moving items in a folder to a divider
- [2:15](#) Creating a copy of an existing assembly using 'Save-As'
- [3:45](#) Renaming items



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DDM Tutorials (DDM Office) - Step 1: Logging in and searching

[00:25](#) Logging into DDM, logging out/closing DDM

[01:05](#) Changing user password

[01:20](#) Primary attributes in the search results

Searching

[02:05](#) Search types 'Free Search'

[02:30](#) Search criteria 'Free Search'

[04:55](#) Search criteria 'Simple Search'

[06:20](#) Search criteria 'Advanced Search'

[10:30](#) Searching folders 'Free Search'

[11:05](#) Searching folders (Advanced Search)

[08:30](#) Previewing drawings (PDF Preview) and Models

[09:10](#) Configuring client viewing applications

[09:25](#) Browsing structure relations and identifying 'where used'

[11:35](#) Customising and configuring the search results

[12:30](#) Category Browser – searching by Category

Client Options

[13:45](#) Searches; 'Run search immediately when changing search type'

[14:40](#) Prompts; 'Would you like to clear your search results now'

[15:30](#) Start-up; 'Default Start-up Search Mode'



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DDM Tutorials (DDM Office) - Step 2: Document Lifecycle Management

[00:40](#) Importing a document to DDM from the file system

[00:55](#) Assigning a number, description and category

[02:10](#) Selecting a folder to save into (Workbench)

[03:50](#) 'My Workbench', 'My Recent Items', reserved items and modify permissions

[04:50](#) Editing a document

[05:10](#) Saving changes back to DDM

[05:55](#) Changing a document's lifecycle state

[07:25](#) Viewing a document's properties

[08:10](#) Up-issuing a 'Released' document

[09:45](#) Adding change notes

[10:45](#) Understanding the 'Under Review' lifecycle state

[11:35](#) Understanding the 'Superseded' lifecycle state

[12:40](#) Creating a new document from an existing document in DDM

[14:40](#) 'Send to', exporting documents out of DDM



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DDM Tutorials (DDM Office) - Step 3: Working with Folders

- [00:30](#) Introducing Project folders
- [01:25](#) Pinning folders, 'My Pinned Folders'
- [02:05](#) Saving documents into a project folder
- [03:50](#) Understanding item ownership (modification rights) in group owned folders
- [05:05](#) Reserving an item back to a project folder to allow collaboration
- [06:10](#) Folder properties, opening a folder in its own window
- [07:00](#) Assigning a project folder to a user and returning to group ownership
- [08:20](#) Understanding which folders and item is reserved or reference to
- [08:55](#) Referencing documents to a folder
- [09:55](#) Moving items into a folder divider
- [10:50](#) Moving items from one folder to another



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DDM Tutorials (DDM Office) - Step 4: Formal Approvals using Folder Actions

- [0:35](#) Introducing folder actions
- [2:10](#) Raising a folder action
- [2:55](#) Pinning a folder action
- [3:10](#) Reserving a document(s) into a folder action
- [3:55](#) Opening the properties of an approval folder
- [4:10](#) Approval folder action workflow
- [4:25](#) Sending the document for checking (workflow)
- [6:35](#) Workflow decision steps
- [8:25](#) Document history and audit trail entries



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DDM Tutorials (DDM Office) - Step 5: Creating New Folders, Subscriptions, Renaming & Deletion

- [00:35](#) Creating a new folder (project folder)
- [02:15](#) Folder sent to workflow on creation
- [03:15](#) Enabling or disabling DDM prompts
- [03:55](#) Importing multiple documents
- [06:10](#) Renaming a document
- [07:00](#) Converting an item from the Document class to the Drawings class
- [07:35](#) Deleting items from DDM
- [08:45](#) Adding an email document to DDM
- [10:45](#) Creating and organising search favourites
- [13:00](#) Setting query limits
- [14:10](#) Subscriptions



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DDM Tutorials (DDM Admin) Configuring System Access

- [00:30](#) Logging into DDM Administration
- [00:50](#) Adding a new user account
- [04:20](#) Managing a user account
- [05:35](#) Groups and access controls
- [06:45](#) Creating new groups and configuring access controls
- [07:05](#) Creating and configuring access controls on a new lifecycle state
- [21:50](#) Profiles (default user settings)
- [23:10](#) General recommendations



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DDM Tutorials (DDM Admin) Configuring Custom Attributes and the Category Browser

- [00:25](#) Understanding custom attributes
- [01:25](#) Creating custom attributes
- [05:10](#) Custom attributes locked to category browser
- [07:00](#) Making category a compulsory attribute
- [07:30](#) Dealing with reserved attribute names
- [08:25](#) Adding categories through DDM Admin
- [09:35](#) Attribute colour rules
- [11:50](#) Attribute validation
- [13:05](#) Category managers and category administrators (system groups)
- [14:50](#) Configuring Bill of Materials attributes



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DDM Tutorials (DDM Admin) Auto-number Administration

- [00:40](#) Enabling auto-numbering in DDM Admin
- [01:15](#) Creating a new numbering rule for parts/assemblies, documents & drawings
- [03:00](#) Setting a default numbering rule for parts/assemblies, documents & drawings
- [04:05](#) Creating a new numbering rule for folders
- [04:30](#) Selecting and setting a default numbering rule for folders
- [05:20](#) Free text numbering (user defined or manual number)
- [09:15](#) Use of shared incrementors
- [10:40](#) Numbering allocation locked to specific groups
- [11:35](#) Number allocation driving category selection
- [13:00](#) Building complex multi-level numbering rules



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DDM Tutorials (DDM Admin) CAD Parameter Mapping

- [00:40](#) Attribute population when saving a new part to DDM
- [01:45](#) Updating attributes of existing parts in CAD and DDM
- [02:10](#) DDM CAD Parameter Mapping
- [04:45](#) Mapping additional DDM attributes to the CAD environment
- [06:20](#) Controlling attribute modification by defining the Master Application
- [08:20](#) Attribute population for drawings
- [09:10](#) Mapping 'Drawn By', 'Date' attributes and 'Change Note' information
- [11:35](#) Mapped attributes in Creo
- [11:55](#) Mapped attributes in Solid Edge
- [12:20](#) Mapped attributes in IRONCAD
- [13:10](#) Mapped attributes in Autodesk Inventor
- [13:35](#) Mapped attributes in AutoCAD



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DDM Tutorials (DDM Web) Logging In and Searching

- [0:15](#) DDM Web address (URL) and logging in
- [0:45](#) Searching in DDM Web
- [2:13](#) Filtering search results
- [2:55](#) Switching between card view and list view
- [3:10](#) Configuring columns in list view
- [4:40](#) Browsing item structure , where used, children, BOM items
- [5:45](#) Exporting BOM lists
- [6:35](#) Downloading documents and drawings
- [7:00](#) Dashboard options, recent items, category search



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DDM Tutorials (DDM Web) Folders and Workflow

- [0:10](#) Creating a new document on the user's Workbench
- [1:00](#) Searching for the document
- [1:40](#) Creating a new document and submitting for approval
- [2:10](#) Pinning folders in DDM Web
- [2:35](#) Creating a folder action (approval request)
- [3:45](#) Sending a folder through a Workflow
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- [8:00](#) Reviewing an items audit history



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