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1. Welcome to COPA-DATA help

GENERAL HELP

If you cannot find any information you require in this help chapter or can think of anything that you would like added, please send an email to documentation@copadata.com (mailto:documentation@copadata.com).

PROJECT SUPPORT

You can receive support for any real project you may have from our Support Team, who you can contact via email at support@copadata.com (mailto:support@copadata.com).

LICENSES AND MODULES

If you find that you need other modules or licenses, our staff will be happy to help you. Email sales@copadata.com (mailto:sales@copadata.com).

2. History of changes

The history of changes serves for complete documentation of the phase of engineering. All changes to a project such as change, delete, create, etc. can be protocoled. Per default the history of changes turned off and must be activated (on page 5) in the Editor.





License information

Part of the standard license of the Editor and Runtime.

PROJECT MANAGER CONTEXT MENU

Menu item	Action
Export XML all	Exports all entries as an XML file.
Export CSV all	Exports all entries as an CSV file.
Activate extended filter	Opens the dialog for Engineering enhanced filter settings (on page 9).
Deactivate extended filter	Deletes the settings for the extended filters and deactivates the property for the engineering of the extended filter settings.
Editor profile	Opens the drop-down list with predefined editor profiles.
Help	Opens online help.

3. Engineering in the Editor

The history of changes must be activated in the Editor. To do this:

- 1. navigate to Group History of changes in project properties
- 2. Activate the propertyHistory of changes active
- 3. select via property Detailling level which details should be recorded:
 - Object: Only the object names of the changed objects are logged.
 - Properties: Additionally to the object names the changed properties and the new values are displayed in the history of changes.
 - Value changes: Not only the new value of a property is displayed but also the old
 one. This makes complete traceability of the changes of values possible. This setting
 causes the most detail level of logging.



4. For multi-user projects, the ability to enter a comment can be automatically unlocked for write access via the Automatically allow changes property; this setting is deactivated by default, because it can impair performance significantly

PROTECTING THE HISTORY OF CHANGES

The activating/deactivating of the history of changes can be protected from unauthorized user access. To do this:

- 1. navigate to Group User administration in project properties
- 2. click in the field of property Function authorizations
- 3. the dialog for changing the function authorization is opened
- 4. select for Turn on/off history of changes the desired authorization level

3.1 Change history detail view of toolbar and context menu





CONTEXT MENU

Menu item	Action
Filter Module	Sets the filter to the module of the selected entry.
Filter object	Sets the filter to the object of the selected entry.
Activate extended filters	Activates the property for engineering extended filter settings.
Deactivate extended filters	Deletes the settings for the extended filters and deactivates the property for the engineering of the extended filter settings.
Remove all filters	Removes all filter settings.
Сору	Copies the selected entries to the clipboard.
Delete	Deletes selected entries after a confirmation from list.
Export selected XML	Exports all selected entries as an XML file.
Export selected CSV	Exports all selected entries as an CSV file.
Edit selected cell	Opens the selected cell for editing. The binocular symbol in the header shows which cell has been selected in a highlighted line. Only cells that can be edited can be selected.
Properties	Opens the Properties window for the selected entry.
Help	Opens online help.

4. Logged data

If the history of changes is activated, the changes are displayed in the detail view of the project manager according to the selected settings. The first entry documents the activation of the History of changes. At deactivation the last entry is the deactivating of the history of changes.



Entry	Description
State	State of the object for multi-user projects.
	Green: Object has the state Enable changes
	Empty: Object has the state Apply changes
time stamp	Date and time.
Action	Type of interference. Possible values:
	▶ New
	▶ Changed
	▶ Deleted
	▶ New - VBA
	▶ Changed - VBA
	▶ Deleted - VBA
Module	The module (e.g. PFS, archive, report) where the changes have been made.
Object	Object which was changed.
Element	Element which was changed. Recorded is the name as defined in property Element name.
Property	The property of the objects/elements which were changed.
Old value	The value of the property before changes were done.
	Only available if you selected Value change in project property Detailling level.
New value	Value of the property after the change.
	Only available if in project settings under Detailling level
	Properties or Value changes was selected.
User	The user who carried out the changes. If the user administration is not activated or no user is logged in, the Windows user is read out and entered.
Computer	The name of the computer where the changes have been made.
Comment	Freely usable text.

You can sort the columns as you wish by dragging&dropping. Each column can be filtered (on page 9)for certain content.



Note: If you can certain properties which open a dialog for additional settings, not all changes are recorded.

For example: In module Batch Control you change a parameter which is linked to a phase via a formula. This change is not recorded. If you change the formula, the change is recorded.

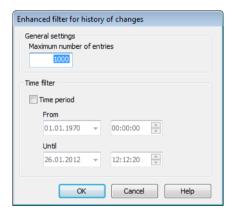
4.1 Filter data

There are two possibilities to filter displayed list of the history of changes:

- 1. Enhanced filter of the history of changes
- 2. Filter of the list view

ENHANCED FILTER OF THE HISTORY OF CHANGES

You can reach the enhanced filter via the context menu in the project manager or in the detail view.





Parameters	Description
Maximum number of entries	Defines the maximum number of data sets which are displayed in the list.
	0: Unlimited number
	Default: 1000
Time period	Enables filtering on a specified time period or to or from a certain point in time.
	Active: Only entries from the given time period are displayed. Default: Deactivated.
From	Date and time after which changes should be displayed.
То	Date and time up to which changes should be displayed.

5. Logged actions

In the history of changes the following is protocoled:



Object	Changes
straton	straton New project
	straton Delete project
	straton Change project
Archives	▶ New archive
	▶ Delete archive
	▶ Change archive
	▶ Add variable
	▶ Delete variable
User	▶ New user
	▶ Delete user
	▶ Change user
Screens	New screen
	▶ Delete screen
	▶ Change screen
Files	▶ Add file
	▶ Delete file
	▶ Change file
Data types	▶ Datatype new
	▶ Delete data type
	▶ Change data type
Dynamic elements/ Vector elements	▶ Element new
	Delete element
	▶ Change element
Functions	Function new
	Delete function





Menus	Main menu new
	Delete main menu
	Change main menu
	Context menu new
	Delete context menu
	Change context menu
Message Control	At saving changes
Process Control Engine (PCE)	At saving changes
Project	Move project within project tree
Project backup	Creating a project backup with version number.
Reaction matrices	▶ Rema new
	▶ Delete Rema
	▶ Change Rema
Report	▶ New report
	Delete report
	Change report- when saved
Recipe	Recipe new
	▶ Delete recipe
	▶ Change Recipe
	Add variable
	▶ Delete variable
	▶ Change value
Recipegroups	Recipe group new
	Recipe group delete
	Change Recipe group
	▶ Recipe new



▶ Change Recipe
▶ Delete recipe
▶ Add variable
Delete variable
▶ Change value
▶ Change source
► Change source type



Frames	Frame new
	▶ Delete frame
	▶ Change frame
Scheduler	At saving changes
Fonts	▶ Font new
	▶ Delete font
	▶ Change font
Scripts	▶ Script new
	▶ Delete script
	▶ Change script
Language table	New entry
	▶ Delete entry
	▶ Change entry
Drivers	▶ Driver new
	▶ Delete Driver
	▶ Change Driver
VBA	When saved the changes in the VBA-Editor an entry is
	generated.
Variables	Variable new
	▶ Delete variable
	Change data point
Interlockings	▶ New interlocking
	▶ Change interlocking
	Delete interlocking
	▶ Variable new
	Delete variable
Time control	Time function new



Delete time function	
Change time function	

6. Export data

The data of the history of changes can be exported as XML or CSV file.

To export data:

- Highlight the desired entries
 (multiple selection is possible using the key combinations Ctrl+left mouse button,
 Shift+left mouse button and Ctrl+a)
- 2. select the desired export form (XML or CSV) in the context menu
- 3. the dialog for selecting where to save the file is opened
- 4. enter a name and confirm by clicking save

Note: The headings of the entries in the exported data are in English.