INTERNATIONAL ELECTROTECHNICAL COMMISSION

Technical Committee No. 3 Documentation and graphical symbols

Instruction for loading IEC 60617 database

This document explains main steps in a loading procedure. It is intended to be primarily used by the Loading Team when loading symbols. But it may be of help for others working with the database.

This is a preliminary document for discussion in Kyoto. It results from a common work and discussions within a group: Mr. A. Fornalski, Mr. A. Grossniklaus, Mr. R. Scholz and Mr. K.H. Topp.

Initial loading

Initial loading was done by the Central Office to enter in the database the symbols of Part 2 to 11 of IEC 60617 together with their original graphics and descriptions. It is a basis for structured data loading by the Loading Team.

Structured data loading

Structured data loading follows a data model agreed in the Task Force. This means that a whole information associated with a given symbol shall be split (structured) to a different items as they are defined in the data model and then insert in appropriate fields of the database. Portions of information belonging to the desription of a symbol shall be inserted there without changing text string, using Copy and Insert functions of the database. This should allow retrieval of the original description utilising database functionality.

Access to the database

Access to the database is password-protected. Distribution of passwords belongs to the administrator. The members of the Loading Team have a writing access, i.e. they can insert and save entries in the database. Loading results are subject for approval by the Validation Team.

Rules for the entry of IEC 60617 into the database

See document 3(Madrid/Secretariat)10 (see the Annex). This document together with some entries concerning e.g. Application Notes, Change Requests, Usage, Shape Class, Function Class, etc. needs to be reviewed in Kyoto.

The following Table and Figures illustrate consecutive steps when loading (insert) data in the database.

TC3

Database Graphical Symbols

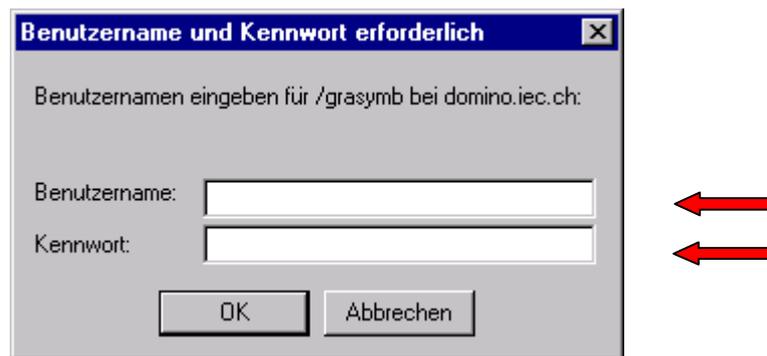## Database URL (adress)

http//domino.iec.ch/symbols

Figure 1

> Write your username (Benutzername) and password (Kennwort)
> Click OK

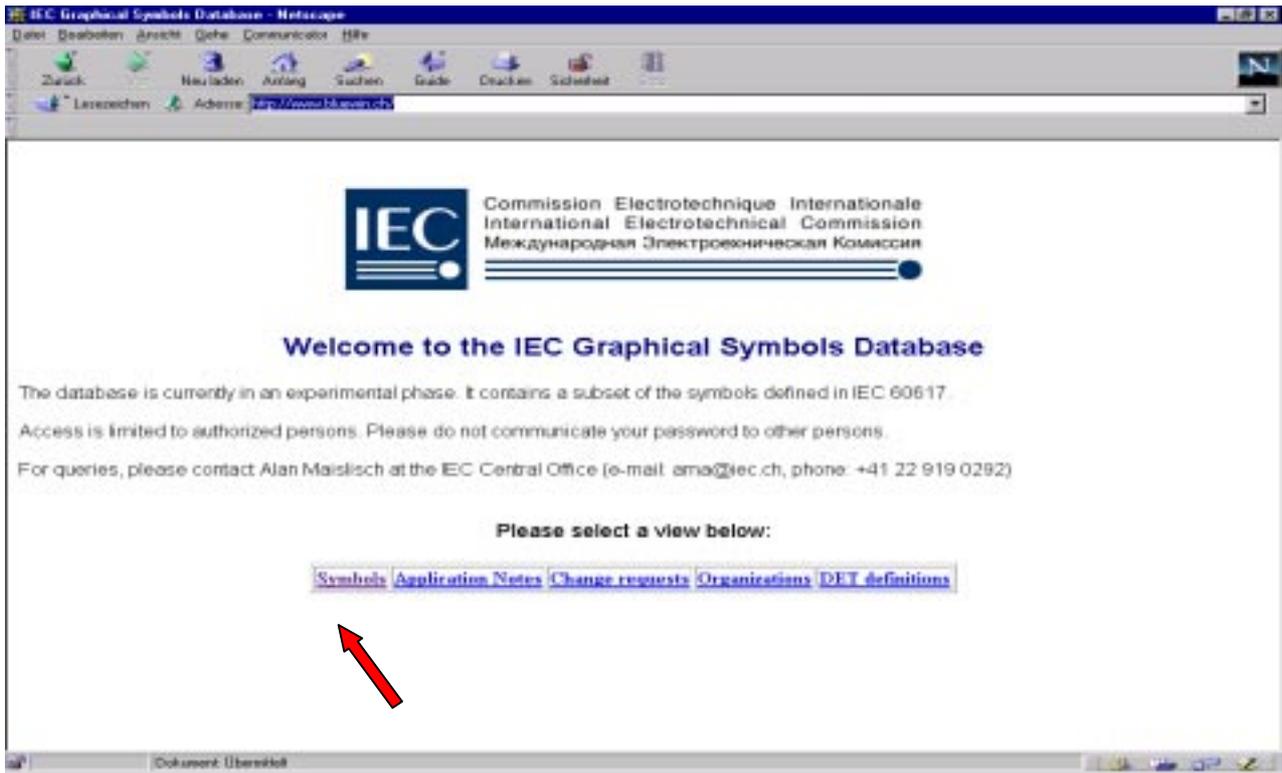|	
← (red)	press or enter
← (green)	select and transfer (if any)
← (yellow)	facultative entry

Figure 2

> Click on **Symbols** to make entries for symbols (red arrow)
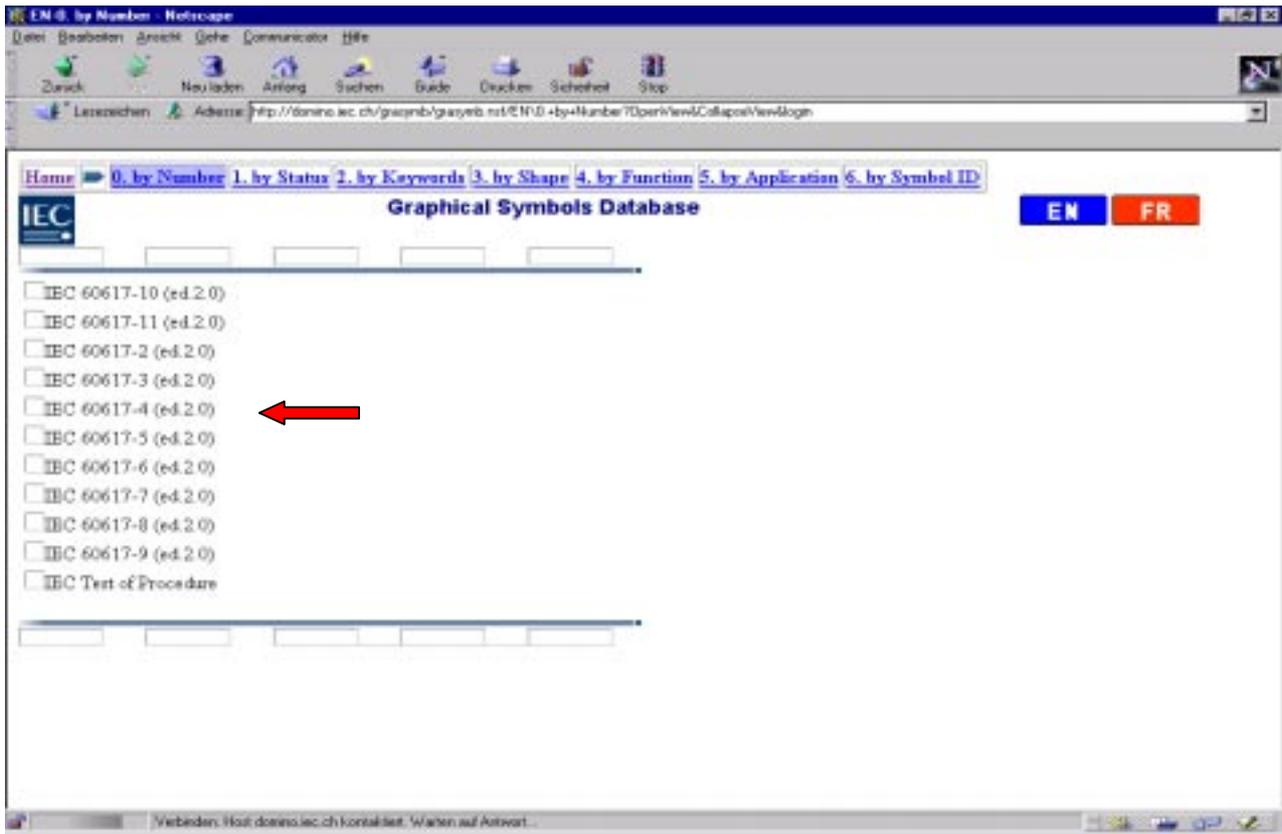
Figure 3

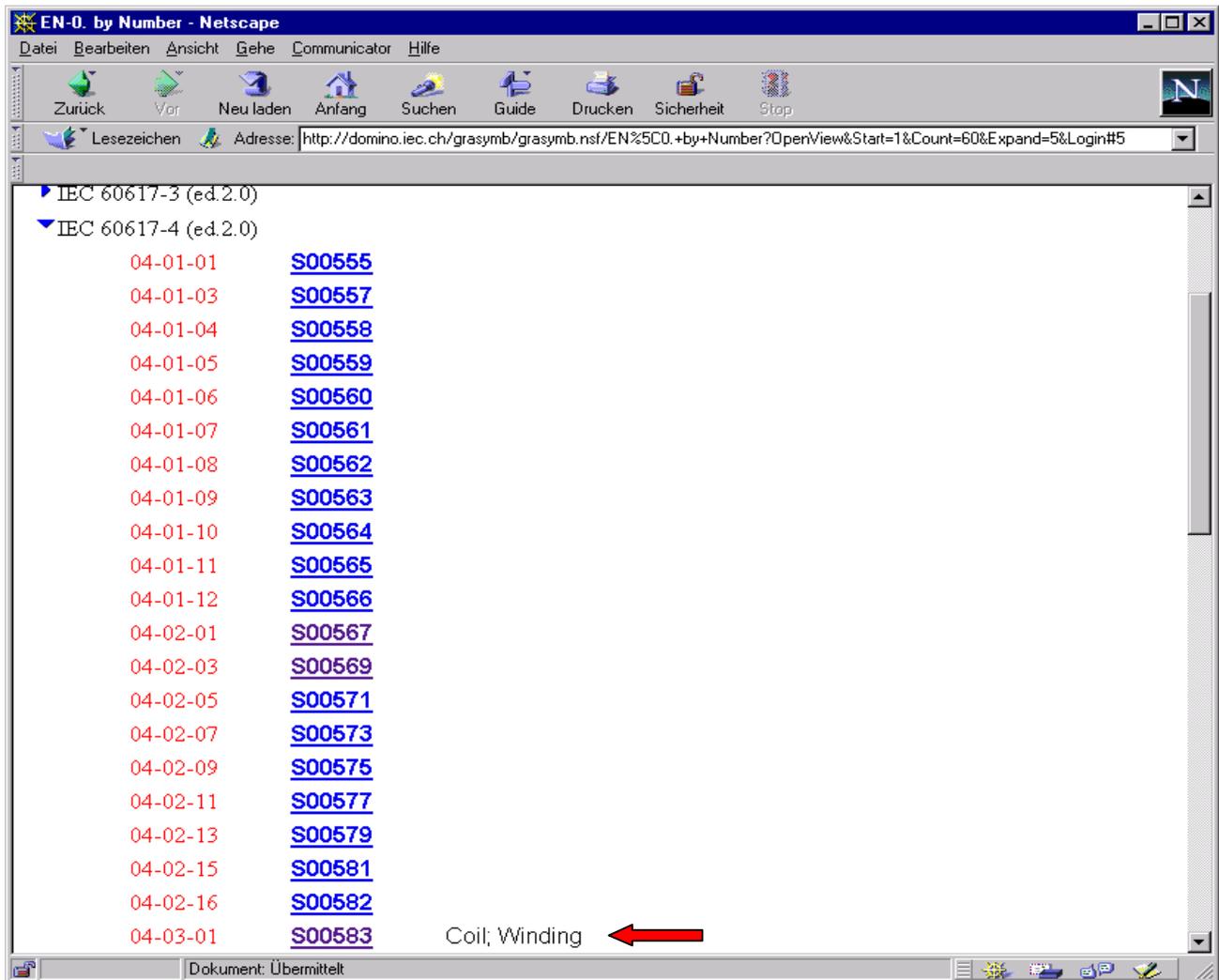➢ Select the **Part of IEC 60617** you want to make entries for, e.g. IEC 60617-4 (red arrow)

Figure 4

Each symbol in the database is associated with two numbers: location number (as in IEC 60617 publication), e.g. 04-02-12 and identification number, e.g. S00566.

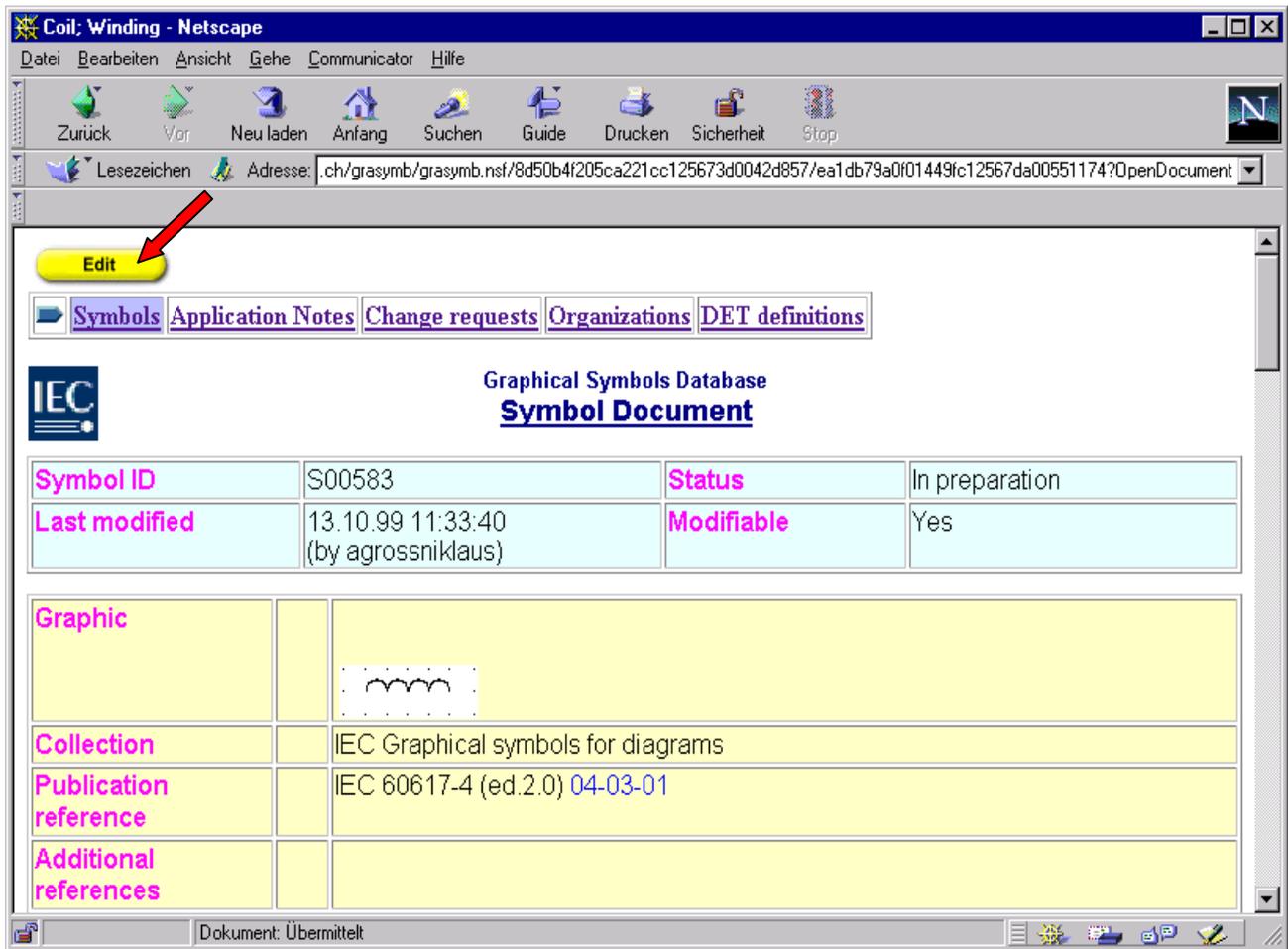➢ Click on the **Symbol Number** you want to make entries for (red arrow)

Figure 5

You see here the initial loading by the Central Office which contains loaded fields **Graphic** and **Description** in English (EN) and French (FR) in an unstructured form. This is a basic information for the loading.

➢ Click on **Edit** to go to the edit mode, i.e. to make your entries possible (red arrow)

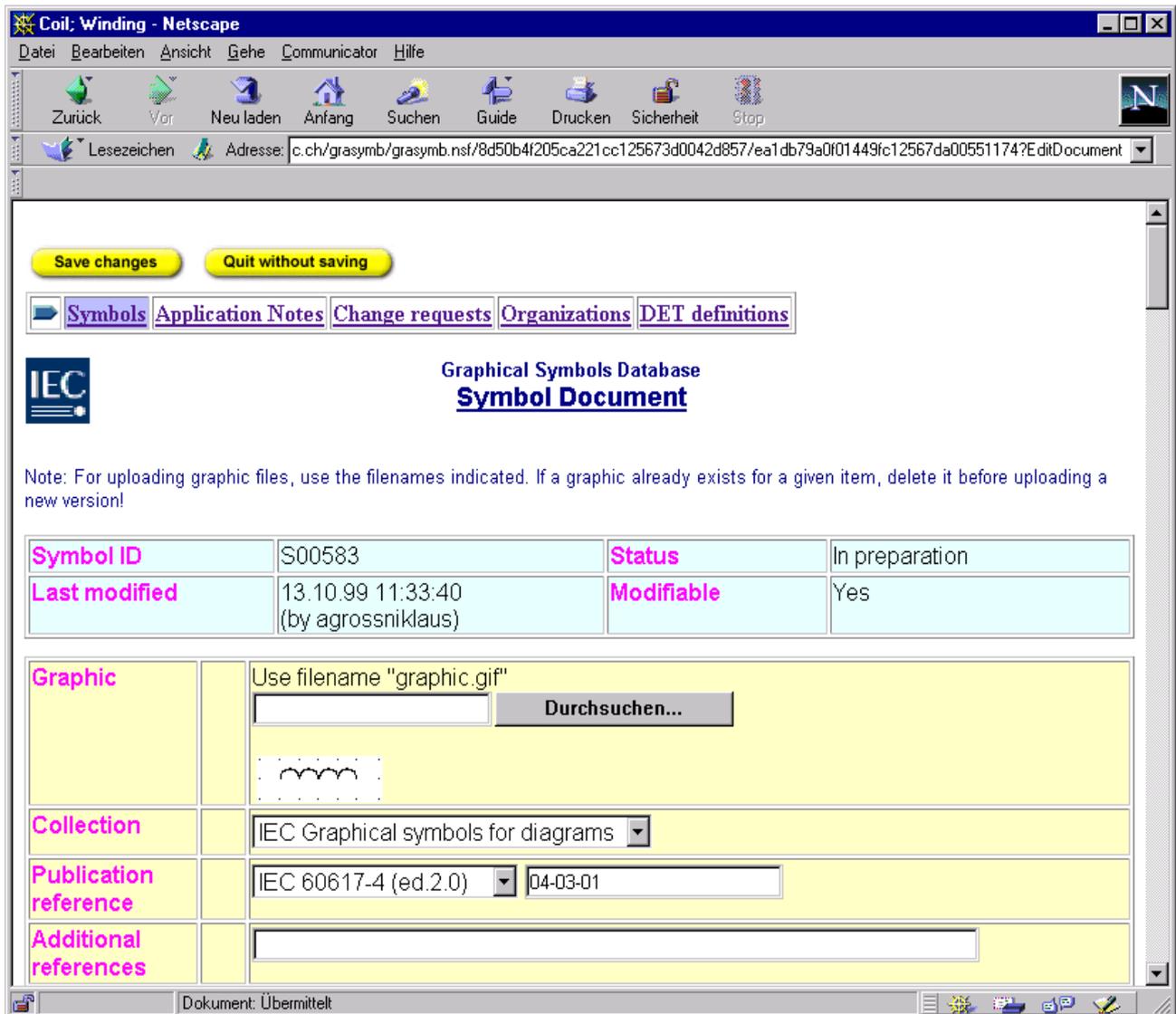Pressing **Page Down** arrow on the right margin of the screen go to the consecutive figures and make entries.

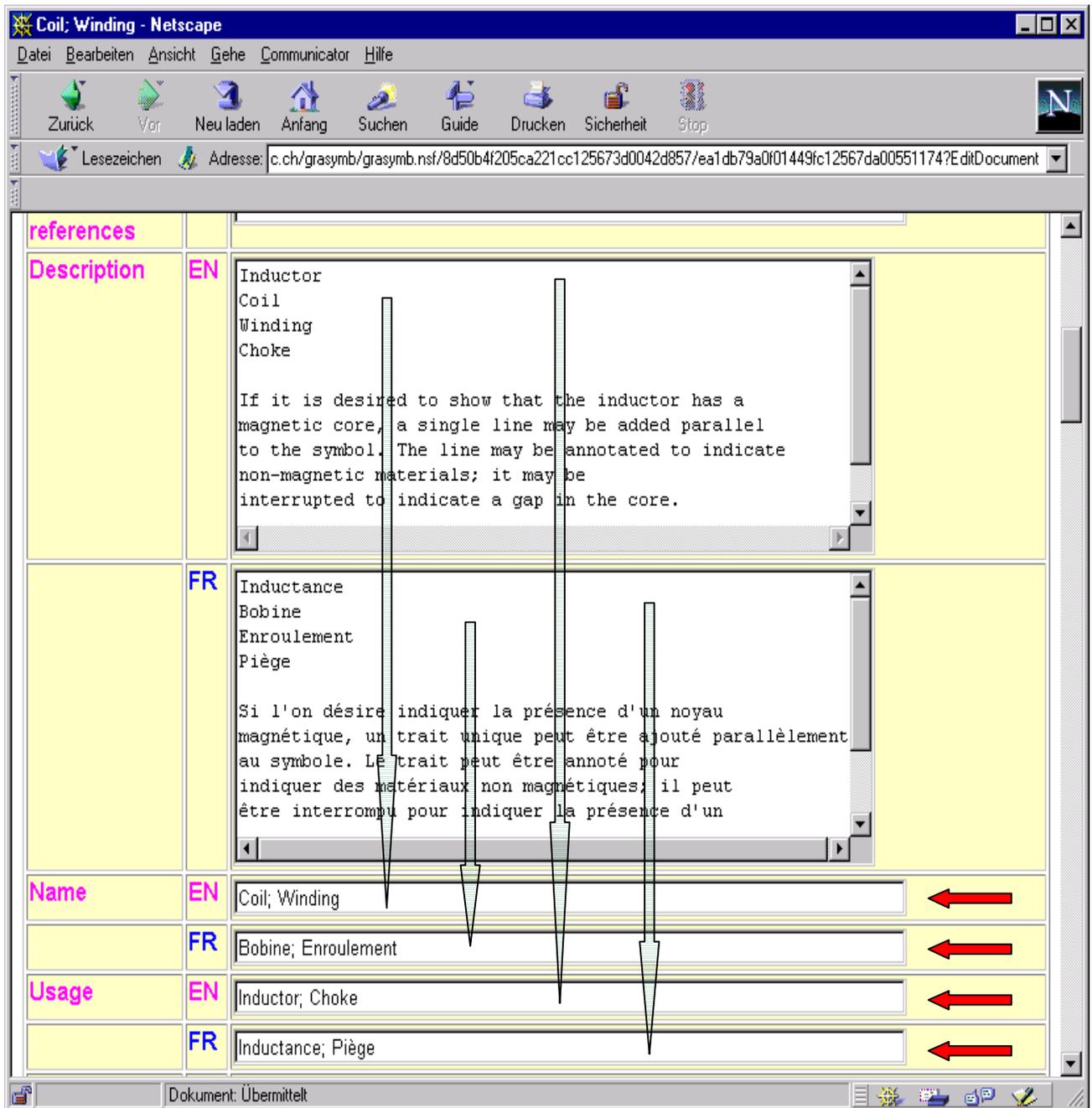Figure 6

First site in the edit mode.

Figure 7

Now you must structure the information contained in the field **Description,** i.e. to decide which portion of the text belongs to the Name, Keyword(s), Usage, Application Note, Symbol Restriction(s), etc. With the function **Copy** (Ctrl + C) and **Insert** (Ctrl + V) you should transfer them into the relevant fields of the database (with the same names).

- ➤ Mark the relevant text string
- ➤ Press on Ctrl + C to copy it
- ➤ Locate cursor in the appropriate field, e.g. **Name** (green arrow)
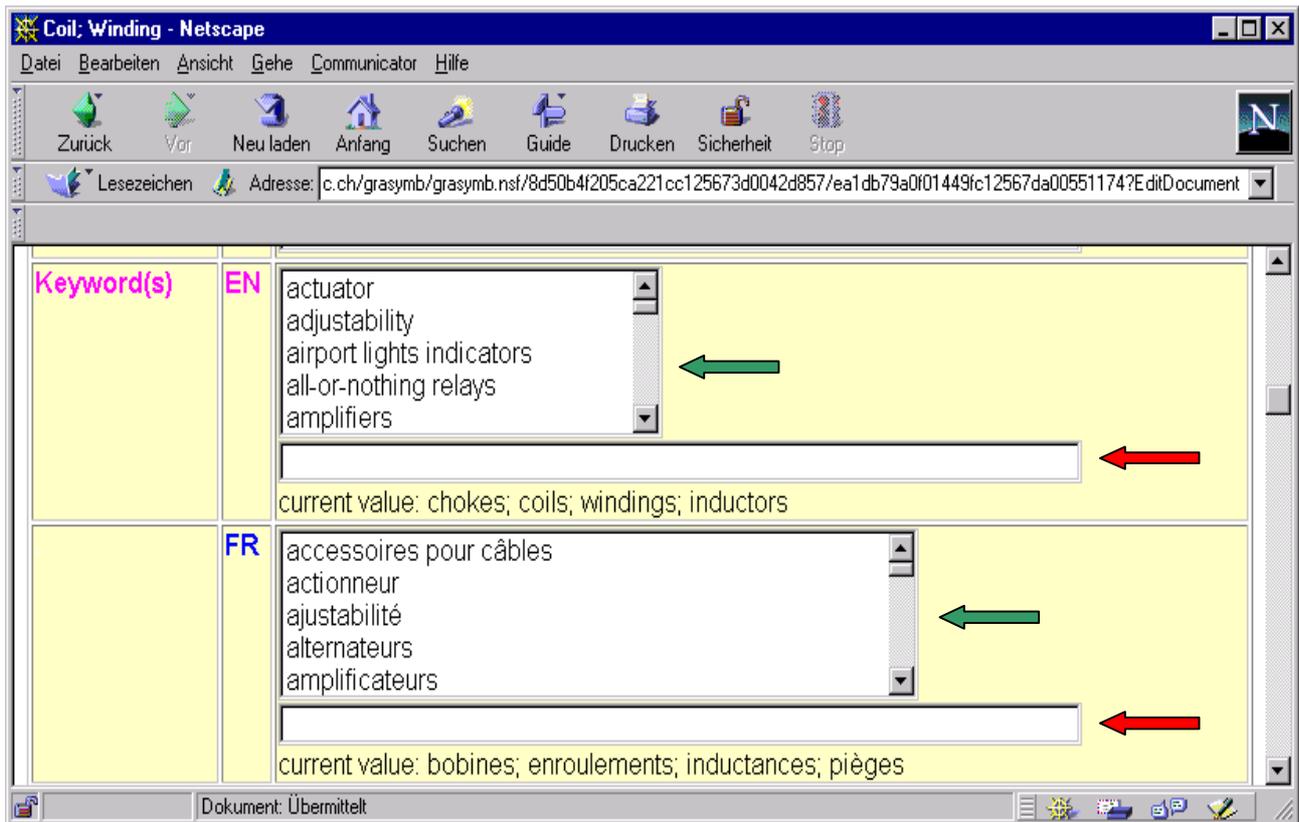- ➤ Press on Ctrl + V to make the entry in this field (red arrow)

Figure 8

Keywords have to be selected (green arrow) or added (red arrow)

➢ Select keyword(s) of your choice to click on it or add a new one(s).

The selected keywords will be marked and automatically stored. Use Ctrl to select (mark) more than one keyword. Use a semicolon mark to separate particular keywords.
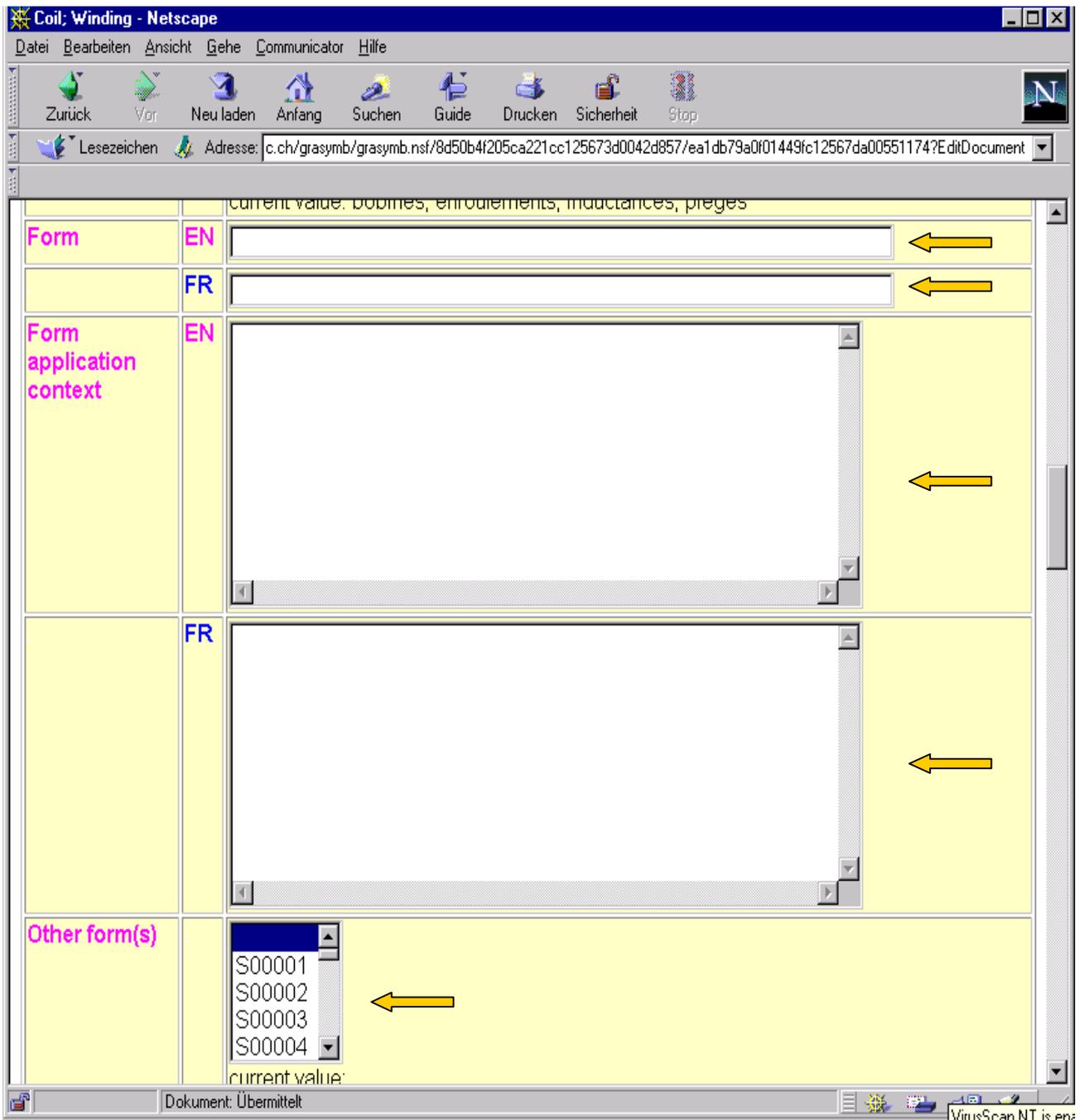
Figure 9

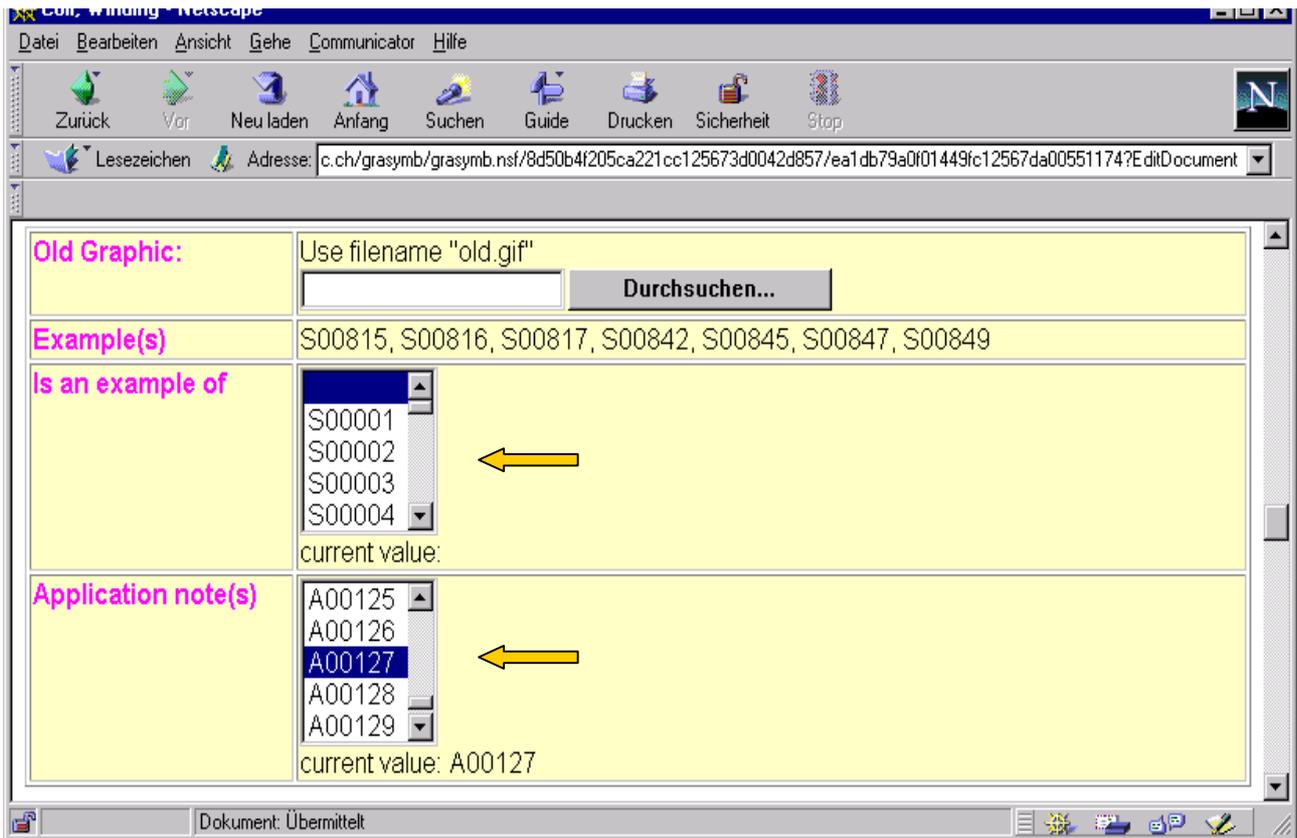➢ Select **Other Form** if applicable (see Rule 5 as in the Annex)

Figure 10

➢ Select **Is an example of** if the symbol you make the entries for is an example of a the selected symbol. Reference at the example is then given by the system automatically.

➢ Select an **Application Note** which relates to the symbol you make the entries for (this item needs to clarified). If a new application note has to be used, change the mode pressing the **Applications Notes** button on the top of the site. Then make the entries for a new application note.
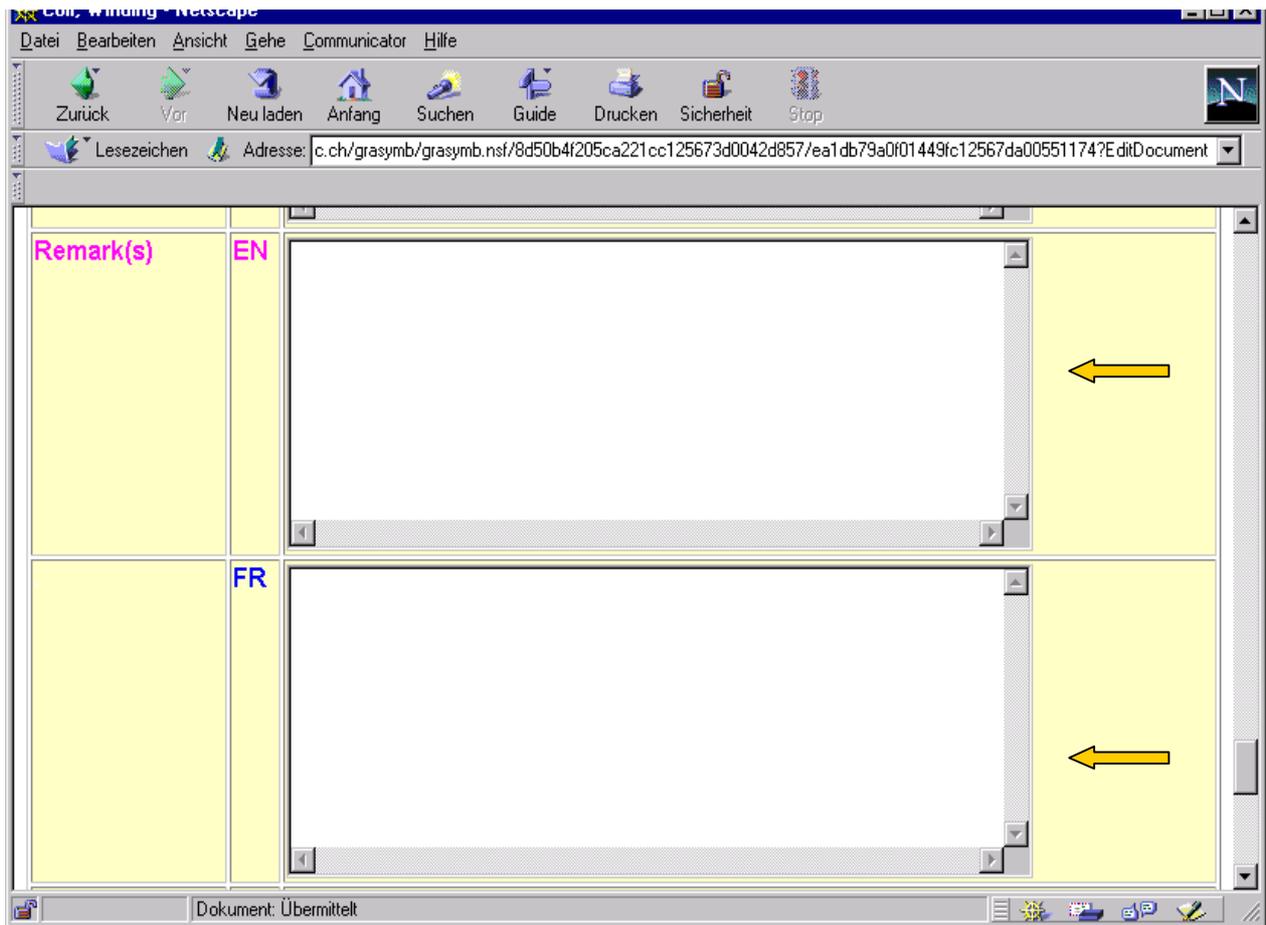
Figures 13

Entries for **Remark(s)** must be clarified.
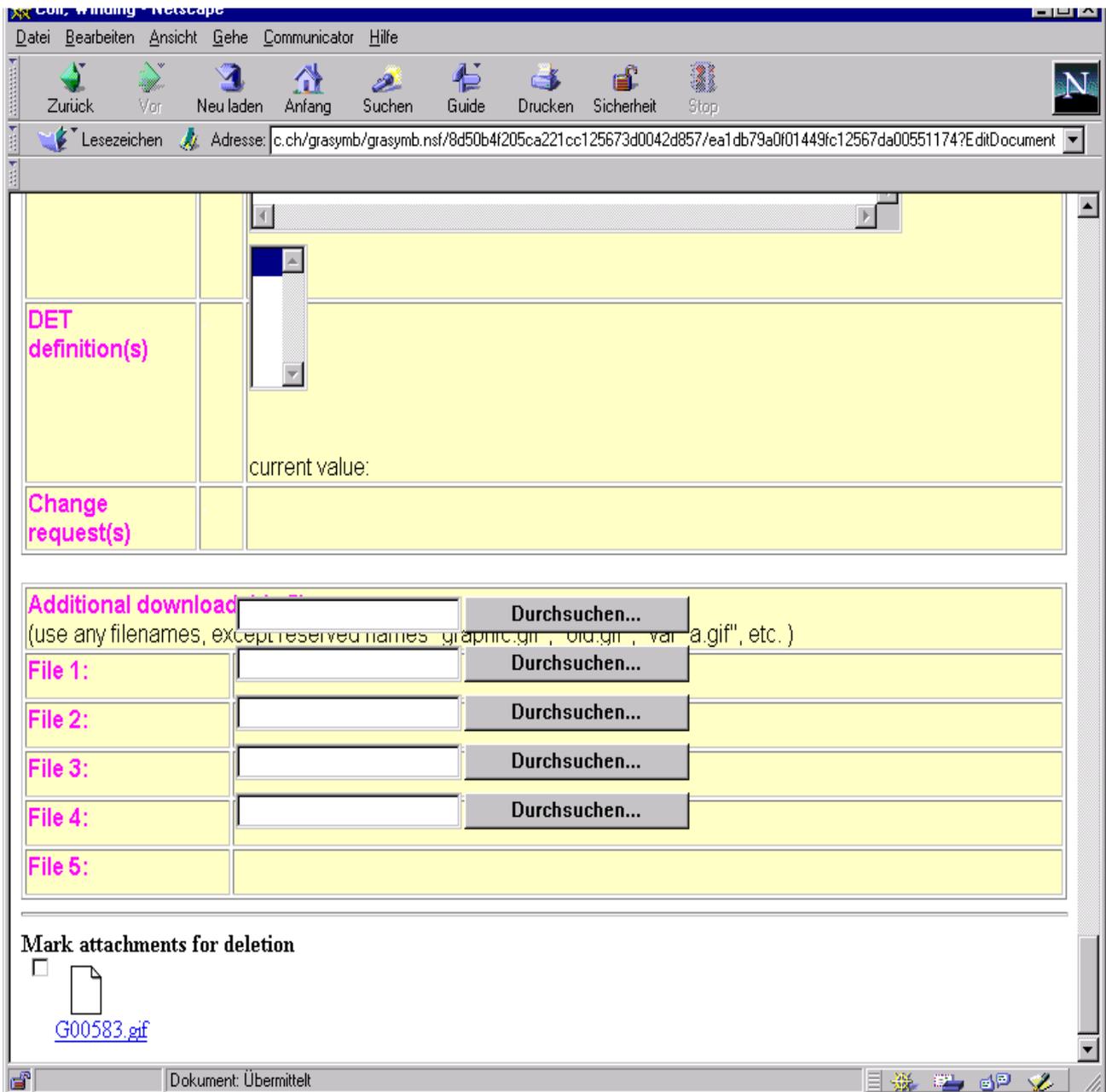
Figures 14

Entries for **DET definition(s), Change request(s)** must be clarified.

Pressing **Page Up** arrow on the right margin of the screen go to the top of this site.
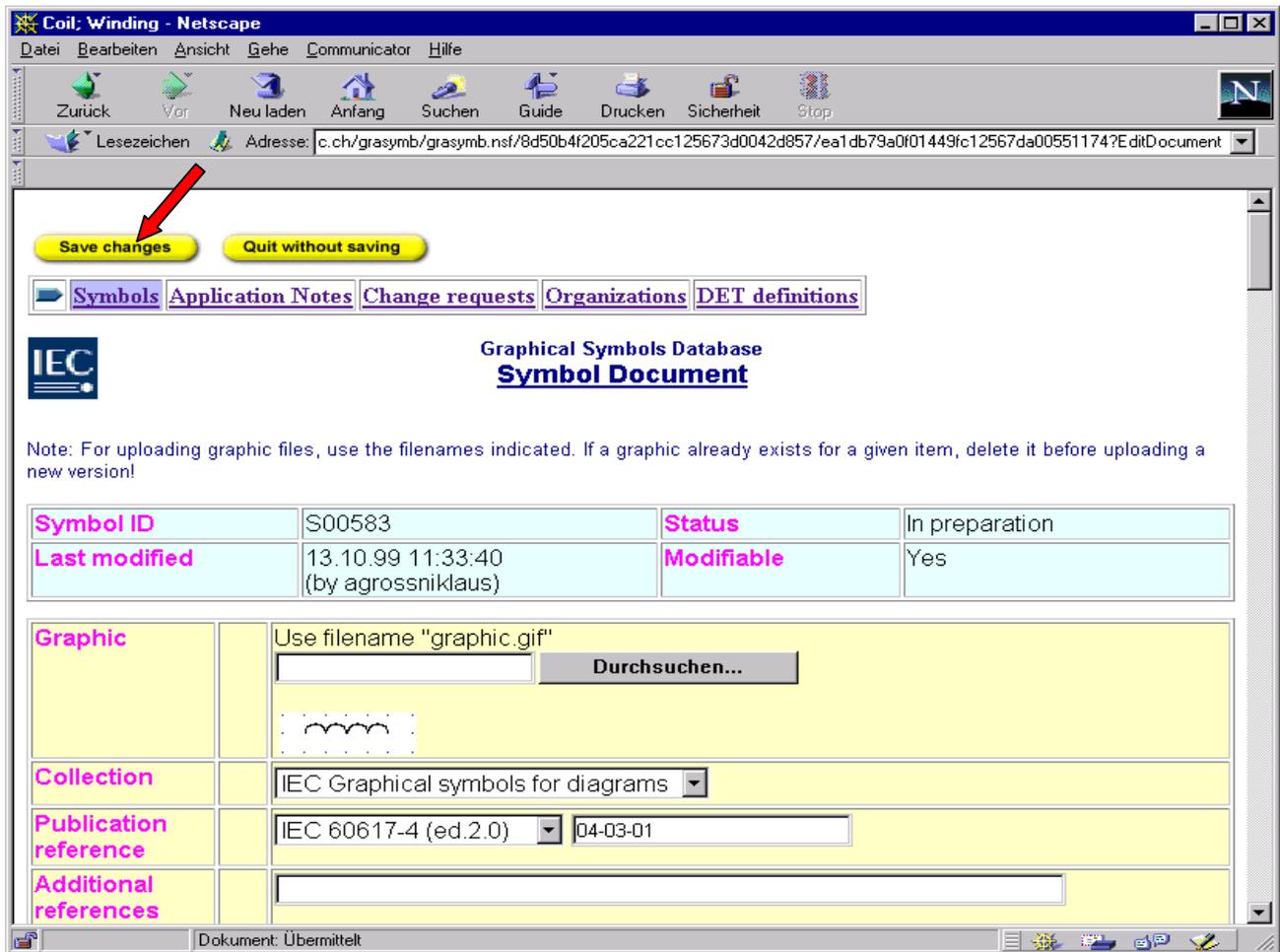
Figure 15

➢ Press **Save changes** to store your entries.

A. Fornalski
Administrator of the database

Rules for the entry of IEC 60617 into the database, established at the workshop in Geneva

1. **The database contains <u>concepts</u> with associated graphics.**	**This is the main guiding principle**. If, in the existing publication, different concepts are associated to the same graphics, they should have multiple entries in the database, all referring to the same publication reference number.
	Example: Connections , Group of connections, are two concepts sharing the same publication reference. Each concept has its unique symbol id.
2. **Synonyms within a given concept shall be <u>fully</u> interchangeable.**	All synonyms are entered in one string separated with a semicolon in the **Name** filed.
3. **Examples of use of the concept <u>are not</u> synonyms to the concept.**	Such examples are often, but not always, names of concrete products (families) instantiating the more abstract concept.
	They are entered in the **Usage** field as a listing of names, separated with semicolon.
	Concept name: Unidirectional, rectilinear
	Usage: Unidirectional force; Unidirectional rectilinear motion
4. **Implicit references in the text must be made explicit!**	Implicit references are usually hidden by words like "above", "below", "the following" or simply by the sequence in which things are presented.
	Remember - in the database there is no given order, but the information can be accessed arbitrarily. Each entry has to be self-reliant and a starting point to find **all** associated, relevant information.
5. **Form 1, form 2, etc have to be dealt with as separate concepts.**	This is the only exception from Rule 1.
	As long as forms are treated and numbered as separate symbols, this is the only way to associate a symbol identification number in the database to a publication reference number, and to provide full information on each form.
	Forms should be mutually referenced through the field **Other forms**.
	Normally, the **application context** field should be filled in for a form.
6. **An application notes should primarily be connected to the "basic symbol", but also to the**	Sometimes there is a sequence application note - example - new application note - new example, etc. In such cases all the application notes shall be referred to from the

example(s) in which the note is applied.	"basic symbol", starting the sequence, from which also the examples are referred.
	An application note should also be linked to example(s), where it is specifically applied.
	Application notes should contain information shared by more than one symbol, (which is the situation when an application note is exemplified.)
7. Examples are, *for the time being,* kept as numbered symbols.	Our task is to put the existing IEC 60617 in the database in such a form that we can make a print out that is technically equivalent with the existing one.
	Later on, examples might be better placed together with the description, but that is a technical revision.
	An example should be referenced with its basic symbol through "**is an example of**".
8. Use the Remark field to give explanatory comments specific to the shown symbol.	In many cases an explanation is required for a symbol shown. E.g.: "Group of conductors, three shown". Then the name is "Group of conductors" and "three shown" is a Remark: "Three conductors shown."
9. When you create a name consider what implications it has on the index.	The names should be short, but nevertheless possible to distinguish from other close names. For examples they should not be too specific. The specific things should be described in the Remark.
	Alternative forms have identical names.
	Some names have to be invented when filling the database. In such cases use IEV.
10. Keywords are used for clustering and retrieval.	They are not used for creating index entries.
	Keywords can often be extracted from section, chapter and part titles
11. There is presently a limitation to the character sets supported by the web browsers (ISO 8859-1).	This means that superscripts, Greek letters, etc can not be used in the text field.
	In order to manage this limitation, a possibility will be offered to attach pdf files, which of course can contain anything.
12. The description field is maintained for the time being.	It will be deleted at a later state.
13. When creating new symbols both the two symbol files shall be copied.	One file is for the presented illustration and one for the thumbnail view.

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