

## Structure – how to organize projects

*Chaos desktop* is used to create a structure for your projects. A well thought-out structure makes it so much easier for all participants to cooperate and work efficiently.

Create a structure using the following:

- ◆ Folder names and folder structure
- ◆ File names and naming convention
- ◆ Document types
- ◆ Metadata

Du behöver



## ◆ Folder names and folder structure

When you use templates to create your projects all projects will get the same structure. This will make it easier to find documents for the people involved in different projects.

*It is more important to have the **same** structure in all projects rather than the perfect structure!*

## ◆ File names and naming convention

In a well structured project you use a naming convention for file names. *Chaos desktop* have support to create files using optional naming conventions. Templates for the Swedish naming conventions **Bygghandling 90** and **Trafikverket** are included in *Chaos desktop*.

## ◆ Document types

Document types are used to group similar documents together. Example of document types are drawings, models, e-mails, protocols and memos. Depending on your project and business sector you will need different sets of document types.

*File Explorer* in *Windows* use file types to group files depending on which type of software you will need to open and create these kind of documents. For example, .docx files are created with Word. But in *File Explorer* you can not see if a .docx file is a protocol or a memo. That would be possible in *Chaos desktop*.

Document types control which metadata is visible for files in *Chaos desktop*. For an e-mail relevant metadata would be the name of the sender for example. For a drawing other metadata would be visible, for example scale and format.

Namn	Senast ändrad	Dokumenttyp	Storlek	epost_avsändare	epost_bifogadfiler	epost_datum
Luciatåg.msg	2015-12-14 14:19	epost	87 kB	Andersson Josefine		2015-12-0...
Nu lanseras Topocad 161.msg	2015-12-14 14:19	epost	143 kB	Adtollo		2015-12-0...
SV Subject Rasterex License 129...	2015-12-14 14:19	epost	324 kB	Frank Tveter	image001.jpg, im...	2015-11-2...
Privileges Granted in Partner Me...	2015-12-14 14:20	epost	44 kB	Microsoft		2012-11-2...
Veckans matsedel för v 46.msg	2015-12-14 14:20	epost	68 kB	Hammarströms Fisk		2015-11-0...

  

Meta	Länkar
epost_avsändare	Andersson Josefine
epost_bifogadfiler	
epost_datum	2015-12-07 09:19:03
epost_hemligkopia	
epost_kopia	
epost_mottagare	Andersson Elin, Andersson Stefan, Beiers
epost_notering	MARIS
epost_ämne	Luciatåg

E-mail message

Drawing

Namn	Senast ändrad	Dokumenttyp	Storlek	Delområde (väg)	Beskrivning 4 (väg)	Längdskala	Höjdskala	Skala
895A0001.dwg	2014-07-02 15:52	Ritningsdefinition	390 kB			1:200	1:200	1:200
895A0002.dwg	2015-01-14 13:08	Ritningsdefinition	367 kB			1:200	1:200	1:200
895A0003.dwg	2015-01-14 13:09	Ritningsdefinition	368 kB			1:200	1:200	1:200
895A0004.dwg	2014-05-16 15:01	Ritningsdefinition	346 kB			1:200	1:200	1:200
895A0005.dwg	2014-05-16 15:01	Ritningsdefinition	369 kB			1:200	1:200	1:200
895A0006.dwg	2014-05-16 15:01	Ritningsdefinition	346 kB			1:200	1:200	1:200
895A0007.dwg	2014-05-16 15:01	Ritningsdefinition	369 kB			1:200	1:200	1:200
895A0008.dwg	2014-05-16 15:01	Ritningsdefinition	346 kB			1:200	1:200	1:200
895A0009.dwg	2014-07-02 17:17	Ritningsdefinition	397 kB			1:200	1:200	1:200
895A0010.dwg	2014-05-16 15:01	Ritningsdefinition	346 kB			1:200	1:200	1:200
895A0011.dwg	2014-08-13 10:01	Ritningsdefinition	548 kB			1:200	1:200	1:200
895A0012.dwg	2014-07-03 09:20	Ritningsdefinition	392 kB			1:200	1:200	1:200

  

Meta	Historik	Länkar	Lager	Xreffar
Anläggningsdel				GEMENSAM
Avdelning				001
Bandel (järnväg)				
Beskrivning 1				BESK1
Beskrivning 2				BESK2
Beskrivning 3				BESK3
Beskrivning 4 (väg)				
Blad				01
Datum				2014-05-16
Delområde (väg)				
Dokumentrubrik (järnväg)				RUBRIK
Format				A1L

## ◆ Metadata

Metadata is information created to describe for example a document. In *File Explorer* you can see the file name, size, created date etc. In *Chaos desktop* you can decide exactly which metadata you want to see for your document types. You can add metadata to projects, folders, jobs and document types (files). All this is set up in the project configuration.

