Tips for Using ProjectWise:

File Naming:

All files when created in ProjectWise have both a document name and a filename. These fields should be the exactly same when creating or saving a file.

Creating a New Project in ProjectWise:

To create a new project in ProjectWise you must first decide on the region it is going to be in. Open the region folder and then open the Template folder. Right-click on the Project_Template folder and select Copy.   Left click on the region folder (i.e. R2, R4, etc…) and then right click and select Paste. When the Project_Template folder has finished copying right click on it and rename it to the appropriate Project Code number.

Perform a search on the newly created project folder for all files. When ProjectWise has found all files select them all from the Search Results. Right-click them and select Modify. Select the appropriate Project Code from the Project Code pull down. Fill in any additional information and select OK.

MicroStation and InRoads:

- To start MicroStation simply double click on a DGN file in MicroStation. MicroStation will automatically be integrated with ProjectWise and will see it when performing a file open or save as.

- To create a new file in ProjectWise simply double click on any DGN file in ProjectWise and then select File>New from MicroStation. Select the appropriate seed file, type in the new file name and document name (they should be the same), select the location to save it and then select OK.

- To start InRoads simply double-click on a DGN file in MicroStation. When MicroStation is running click on the InRoads icon on your Main toolbar.

- When creating a new file in InRoads is the same when running outside of ProjectWise. The difference comes when you save the file. Instead of saving it to your local or shared drive it will automatically take you to ProjectWise. Give the file both a file name and a document name (they should both be the same).

Microsoft Office Products:

- When you drag-and-drop a file into ProjectWise and you reference a file. Always pick the reference file from ProjectWise.

- When you drag-and-drop multiple DGN files into ProjectWise and they have references go to Tools>Scan References and scan the files using the wizard. This will re-establish the reference links to the files inside ProjectWise.

Microsoft Office Products:

- To open an existing document that already resides in ProjectWise simply double-click on the file. This will open the appropriate Microsoft Office product and integrate it with ProjectWise.

- To create a new Microsoft Office document in ProjectWise you have two choices.

    - Open the Microsoft Office application from your desktop, create the document and then save it to your local drive. Exit the Microsoft Office application and then drag-and-drop the file into the appropriate folder in ProjectWise

    - Double-click on any Microsoft Office file in ProjectWise. After the application is up and running go to File>New and create a new document. When you finished creating the document select File>Save and save it to the appropriate location in ProjectWise.

Putting Attributes on a New File:

- Once the new file is in ProjectWise right-click on the file and select Properties. Select the Attribute tab and then select the Project Code. When you tab out of the field most of the other information will be filled in. Fill in or choose the fields that are not populated and select OK.

- When you have created or dragged-and-dropped multiple files select all the files and then right click on them and select Modify. Select the Project Code and tab out of the field. Select OK. Once this is complete go to each file and fill in the rest of the attribute values.