

# Workflow MS 11 - Update Project Sheet Border to a ProjectWise Sheet Border

This document guides you through the conversion of an existing project sheet border that was built and stored on a local computer to a ProjectWise sheet border stored within ProjectWise. The benefits of using ProjectWise sheet borders stored in ProjectWise are; automatic backup of data, content management to reduce the potential of overwriting data, and having title block information automatically filled in using ProjectWise attribute data.

## Workflow Outline

**Request a ProjectWise Project** - When migrating a project from the local computer to the ProjectWise server, the first step is to have the project directory built on the ProjectWise server.

- ◆ Commands Used: **E-mail Request** - to [help@dot.state.co.us](mailto:help@dot.state.co.us).

**Store Sheet File in ProjectWise** - Once the project directory has been built on the ProjectWise server, the existing sheet border files are copied to the proper location within that directory.

- ◆ Commands Used: **Drag and Drop** - Drag the sheet border files from a Windows Explorer window and drop them into the ProjectWise Explorer window.

**Modify Sheet File Attributes** - Attributes are project specific data that can be assigned to the dgn file once it is in ProjectWise. These attributes are used to populate tags within the dgn file to fill in sheet border information.

- ◆ Commands Used: **Properties > Attributes** - This is form used to fill in the attribute data.

**Replace Border** - The original sheet border in the drawing does not have the ProjectWise tags, therefore, it cannot use the attribute data added to the file. The existing border is replaced with a ProjectWise sheet border and the tags are updated with the attribute data.

- ◆ Commands Used: **Place Line** - Used to mark the insertion point for the sheet border.
- ◆ **Delete** - Used to remove the existing sheet border cell.
- ◆ **CDOT Menu > Drafting > Border ProjectWise** - Preferred method for placing the ProjectWise sheet border cell.
- ◆ **Place Active Cell** - An alternate method for placing the ProjectWise sheet border cell.
- ◆ **Delete** - Used to remove the insertion line drawn above.

**Populate Tags with ProjectWise Attributes** - Because the ProjectWise sheet border did not exist in the file when it was opened, the tags in the border have to be manually updated.

- ◆ **Update MS Tag Values with PW Attributes** - Used to add the ProjectWise attribute data the sheet border tags.

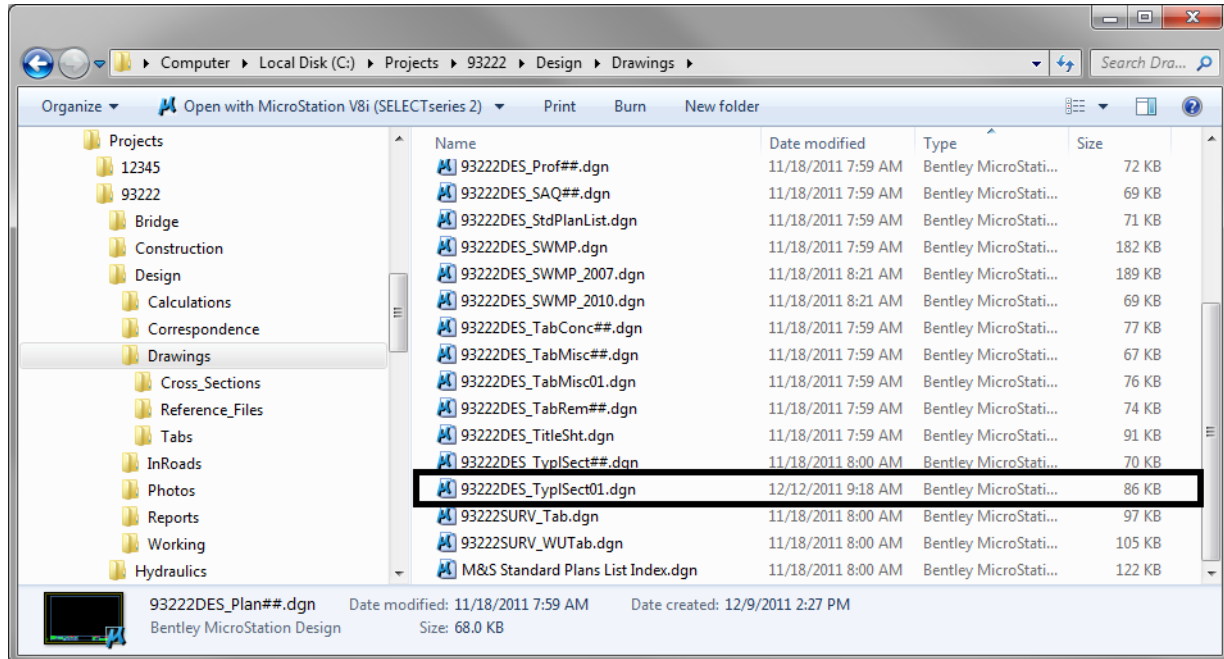
## Request a ProjectWise Project

If existing project data currently exists on your local computer or on a shared network drive, it is important that the extended team is aware of the transition to ProjectWise.

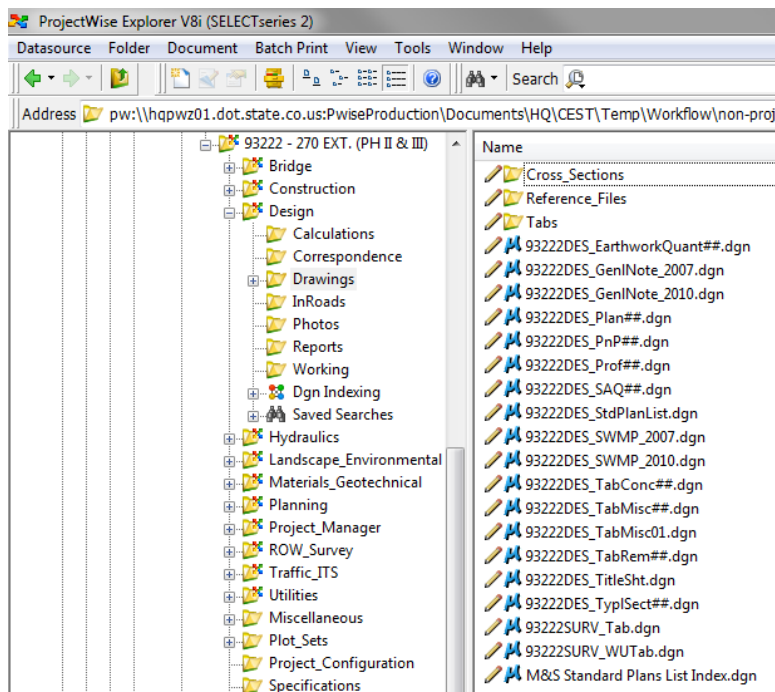
If your project has not been built in ProjectWise, submit an e-mail request to [help@dot.state.co.us](mailto:help@dot.state.co.us) to have it done. This request should include the Project Manager's name and the Project Number.



## Store Sheet File in ProjectWise

1. Open a Windows Explorer and browse to your project sheet border file.

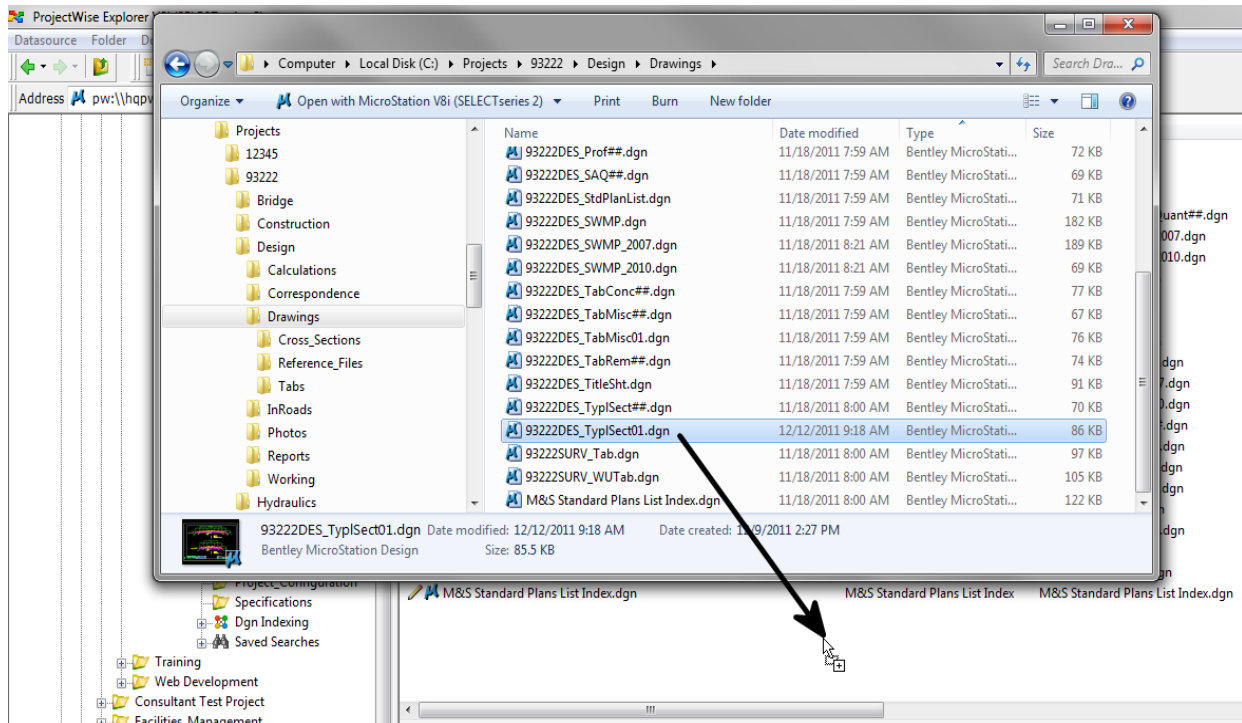


2. Open and login into ProjectWise then browse to your project.



**Note:** In ProjectWise you will see one of two different icons for your project or discipline folder called a sub project. A project folder has this icon,  Design and a non project folder has this icon,  Design. Regardless of this folder difference the drag and drop function works the same.

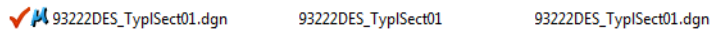
3. Drag and Drop the local copy into the ProjectWise folder to store the file.



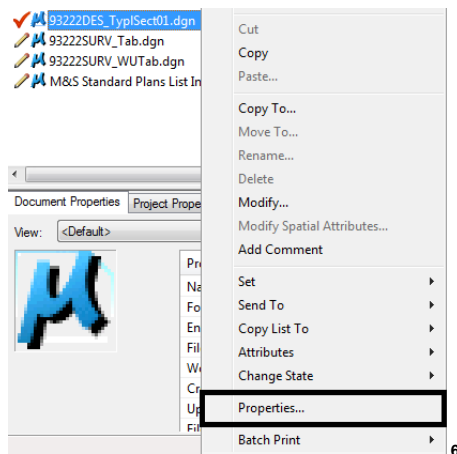
## Modify Sheet File Attributes

1. Double click on the sheet border in the ProjectWise Explorer to Check Out and open the drawing in MicroStation.

**Note:** A red check mark will be displayed in ProjectWise Explorer noting you have this file checked out and have read/write access.



2. In ProjectWise Explorer, <R> on the dgn filename and select **Properties**.



3. <D> on the **Attributes** Tab.

93222DES\_TypISect01.dgn

General Security **Attributes** More Attributes File Properties Audit Trail Workspace Components

Project Code 93222 Project Number IM 2706-030 Region 06

Project Location 1 270 EXT. (PH II & III)

Project Location 2

County Adams

Highway Number 076A

National Hwy? Yes

FHWA Oversight? No

Residency Name Denver-N. Project Team 3 Discipline Design

Address 1 4670 Holly Street Resident Engineer DUANE J HENDRICKSON

Address 2 Denver CO 80216 RE Initials DJH

Phone (303) 398-6780 Fax

Sheet Title Line 1

Sheet Title Line 2

Sheet Title Line 3

Unit Information Unit Leader Initials

Designer Detailer

Subset Details Subset Code DDT SS Sub Desc

Subset Page Number Subset Total

Sheet Number Document Code

Save Undo Close 20/23

**Note:** Since the sheet border file was placed in a ProjectWise folder, the **Attributes** applied to the ProjectWise folder were automatically applied to the sheet border file.

4. Fill out the following Attributes based on the values in the existing sheet border. In the example below the following values are used:
  - a. Sheet Title Line 2 - TYPICAL SECTION
  - b. Subset - Typical Sections
  - c. Subset Page Number - 1
  - d. Subset Total - 3
  - e. Sheet Number - 65

93222DES\_TypSect01.dgn \*

General Security Attributes More Attributes File Properties Audit Trail Workspace Components

Project Code 93222 Project Number IM 2706-030 Region 06

Project Location 1 270 EXT. (PH II & III)

Project Location 2

County Adams

Highway Number 076A

National Hwy? Yes

FHWA Oversight? No

Residency Name Denver-N. Project Team 3

Address 1 4670 Holly Street

Address 2 Denver CO 80216

Phone (303) 398-6780

Sheet Title Line 1

**a.** Sheet Title Line 2 TYPICAL SECTION

Sheet Title Line 3

Unit Information Unit Leader Initials

Designer Detailer

**b.** Subset Typical Sections

**c.** Subset Page Number 1

**d.** Subset Total 3

**e.** Sheet Number 65

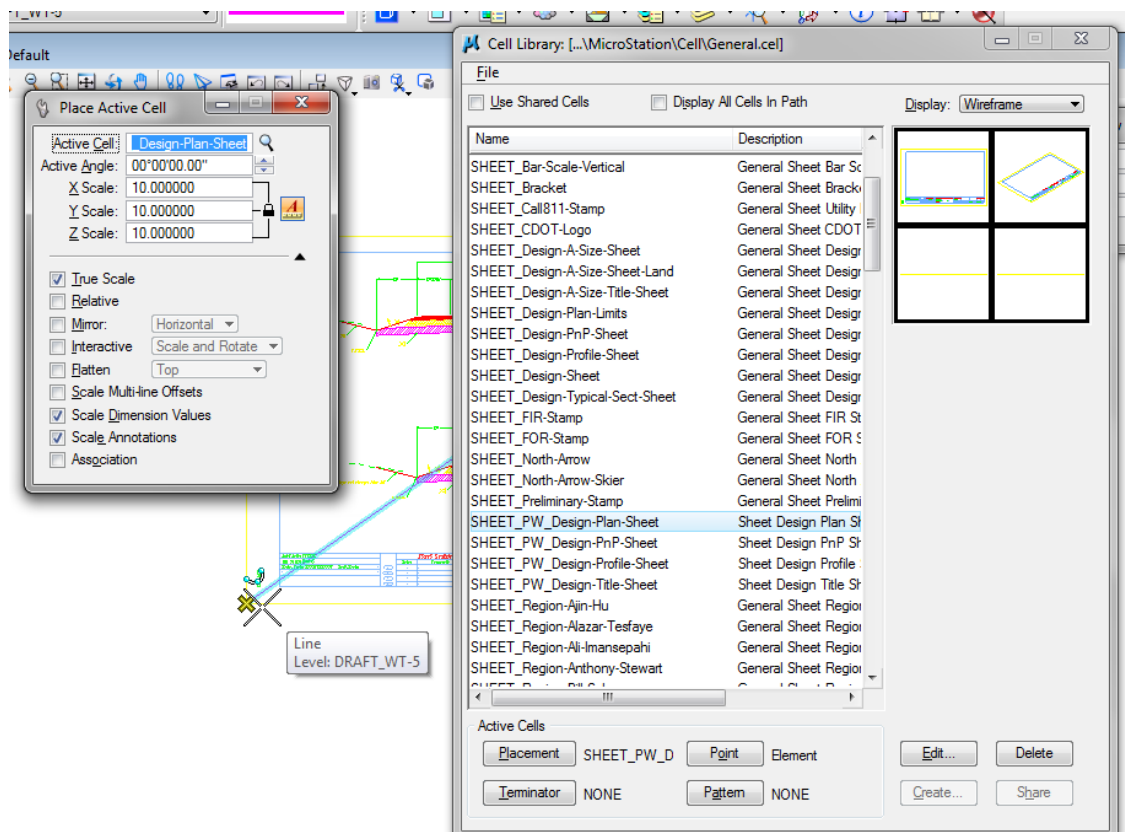
Document Code

Save Undo Close |< < 20/23 > >|

5. <D> Save and <D> Close to apply the changes to the ProjectWise Attributes.

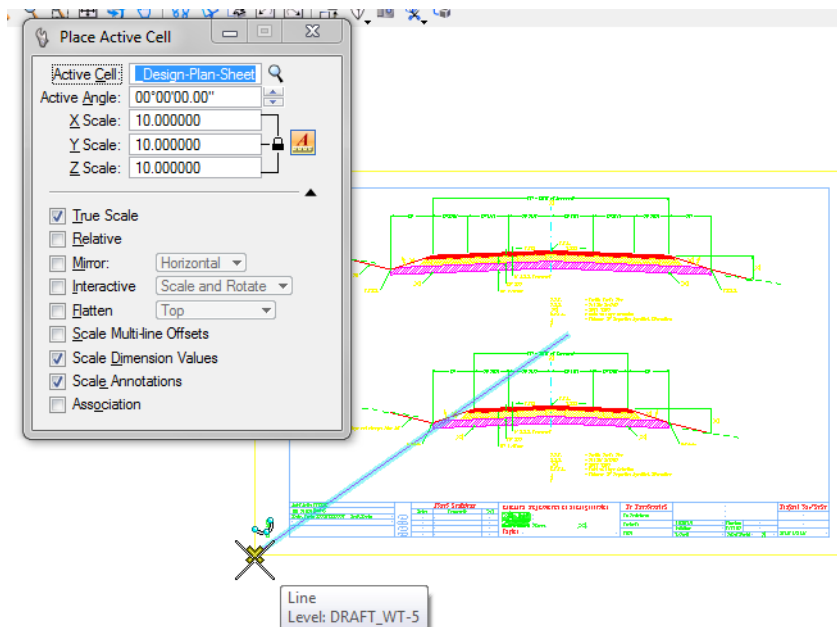
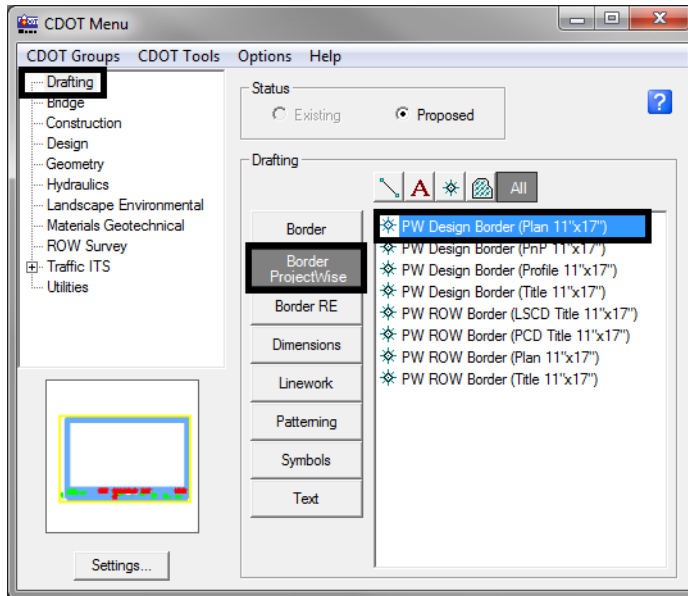


3. Place the ProjectWise Plan sheet border at the insertion line. There are two ways to achieve this:
  - a. The first is through the Cell Library dialog box.
    - Open the **Cell Library** dialog box, Select **Element > Cells**.
    - Attach the **General.cel** library if it is not already attached.
    - Set **SHEET\_PW\_Design-Plan-Sheet** as the active cell.
    - Place the cell at the insertion point.



**Note:** Be sure to set the correct scale for the sheet border prior to placing the cell.

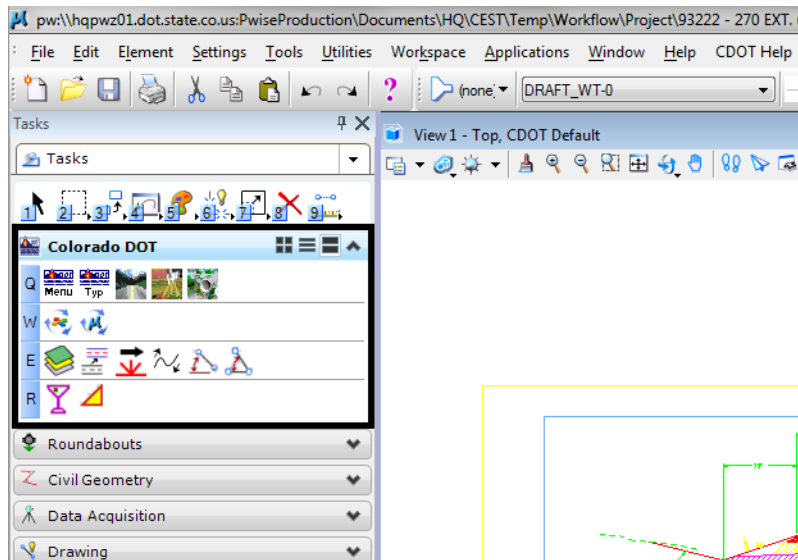
- b. The second and preferred method is to use the CDOT Menu to locate and place the ProjectWise sheet border.
  - From the **CDOT menu** select the **Drafting** group.
  - Choose the **Border ProjectWise** tab.
  - Select **PW Design Border (Plan 11"x17")**
  - Place the cell at the insertion point.



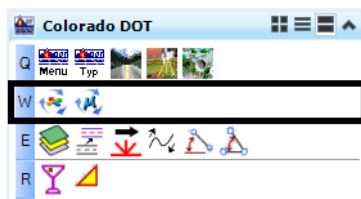




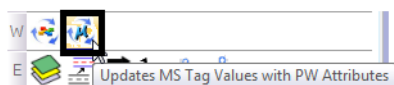
- To manually refresh the tags with the ProjectWise attributes, open the **Colorado DOT** Task menu.



The second line of icons are the ProjectWise commands for attribute data.



- <D> **Update MS Tag Values with PW Attributes** icon to populate the new sheet border. The second icon, updates the MicroStation tag values with ProjectWise attributes. When this icon button is used all the ProjectWise attributes for the drawing will overwrite the MicroStation tags.



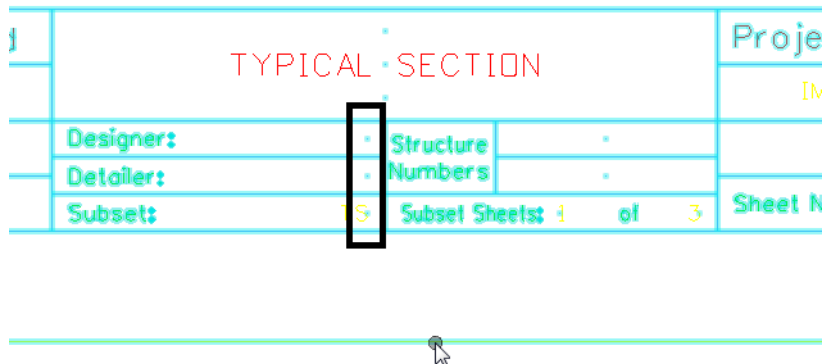
**Important!** Only use the first icon on a file with an existing ProjectWise sheet border that has had the tags refreshed then manually modified. If this command is ran on an unpopulated sheet border it will erase all of the attributes from the ProjectWise database.



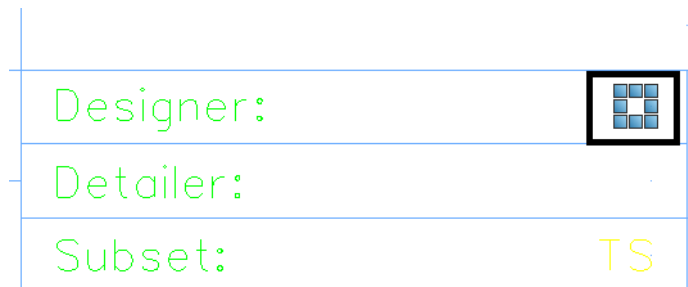
## Push Tag Edits to ProjectWise Attributes

At anytime you can edit the tag attributes by double clicking on the blank tag value and use MicroStation to fill in the border information.

The insert point of the tag data is marked by a point.



Near that point is the place holder for the tag.



1. Double click the place holder to open the **Edit Tags** dialog box. The **Tag Set** name is displayed in the header of the dialog box. The tag set name should be **pwise**.

**Note:** You may find it easier to locate the tag by selecting the **Edit Tag** command then clicking in the area of the tag.

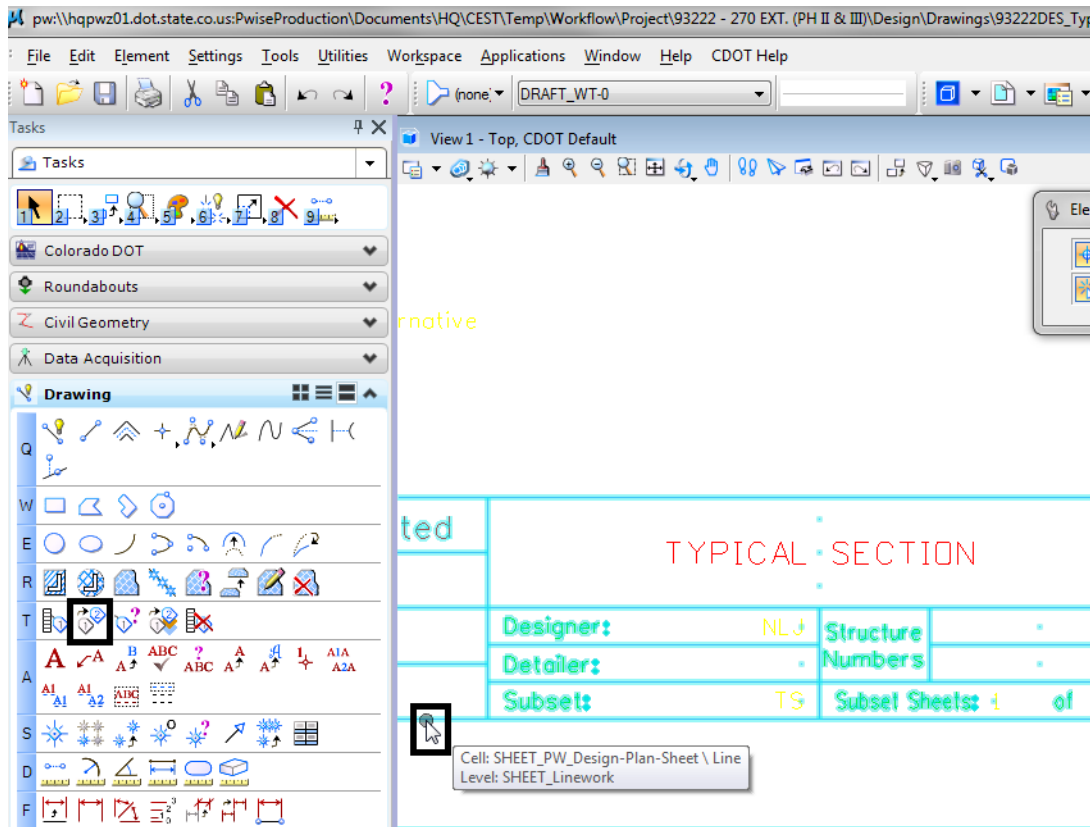
Edit Tags [pwise]

Name:	Value:	Display
project_number	IM 2706-030	✓
project_code	93222	✓
designer_name		✓
detailer_name		✓
subset	TS	✓
re_initials	DJH	✓
region_number	06	✓
residency_addr_1	4670 Holly Street	✓
residency_addr_2	Denver CO 80216	✓
residency_fax		✓
residency_name		✓
residency_phone	(303) 398-6780	✓
revision_date_01		✓
revision_date_02		✓
revision_date_03		✓
revision_date_04		✓
revision_description_01		✓
revision_description_02		✓
revision_description_03		✓
revision_description_04		✓
revision_initials_01		✓
revision_initials_02		✓
revision_initials_03		✓
revision_initials_04		✓
revision_number_01		✓
revision_number_02		✓
revision_number_03		✓
revision_number_04		✓
structure_number_1		✓
structure_number_2		✓
subset_number	1	✓
title_line_1		✓
title_line_2	TYPICAL SECTION	✓
title_line_3		✓
unit_information		✓
unit_leader_initials		✓
vertical_scale		✓
sheet_number	65	✓
subset_total	3	✓

OK Cancel

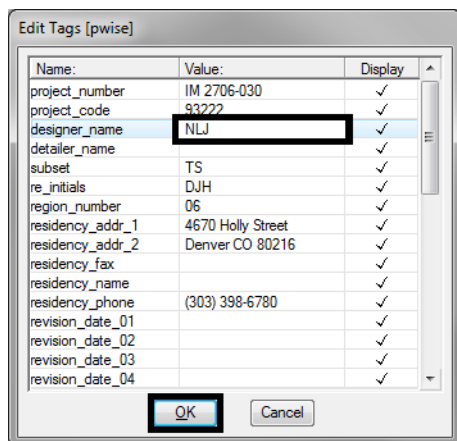
**Note:** The highlighted tag will be the place holder you double clicked on. In the example above this was the **designer\_name**.

- If a place holder can't be found, use the **Edit Tag** button from the **Drawing Tasks** menu and select any element of the border cell.

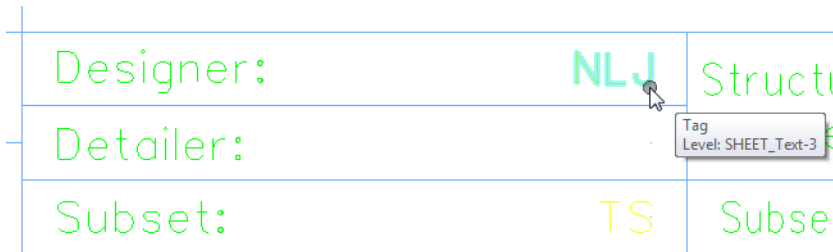


**Note:** This method will highlight the first tag field and will not highlight the tag in the MicroStation view. This will require some knowledge of the tag field names.

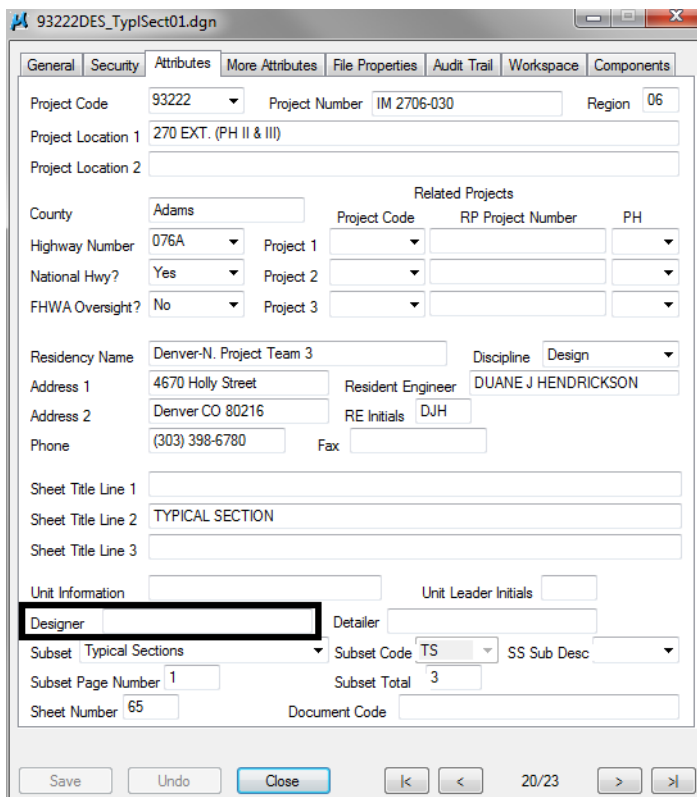
- Modify the **Value** column for the desired tag and <D> OK.



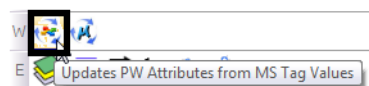
- The new value is displayed in MicroStation. In this example, the designer's initials are displayed.



However, this value is not in the ProjectWise File attributes.



- <D> on the Update PW Attributes from MS Tag Values icon.



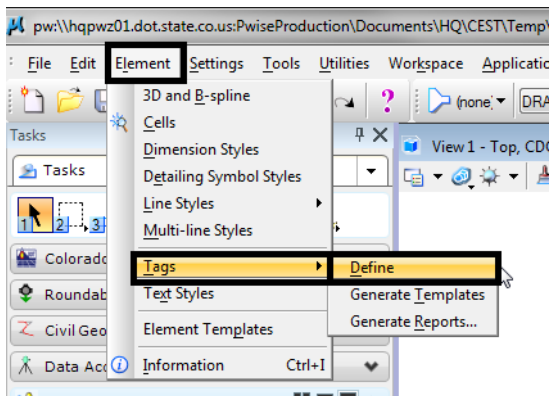
The attribute is now listed in ProjectWise File Attributes dialog box.

The screenshot shows the 'Attributes' tab of the ProjectWise File Attributes dialog box. The 'Designer' field is highlighted with a black box and contains the value 'NLJ'. Other fields include Project Code (93222), Project Number (IM 2706-030), Region (06), Project Location 1 (270 EXT. (PH II & III)), County (Adams), Highway Number (076A), Project 1 (13403), RP Project Number (IMB0253-165), PH (D), Residency Name (Denver-N. Project Team 3), Discipline (Design), Address 1 (4670 Holly Street), Resident Engineer (DUANE J HENDRICKSON), Address 2 (Denver CO 80216), RE Initials (DJH), Phone ((303) 398-6780), Sheet Title Line 2 (TYPICAL SECTION), Unit Information, Unit Leader Initials, Subset Details, Subset Code (TS), SS Sub Desc, Subset Page Number (1), Subset Total (3), Sheet Number (65), and Document Code.

## Troubleshooting

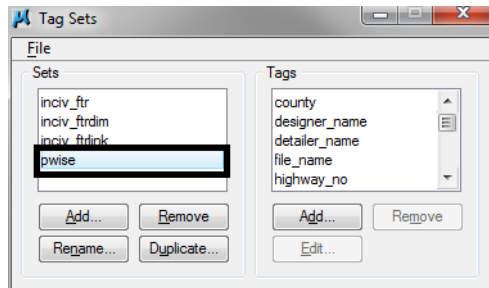
If for some reason the ProjectWise attributes will not populate into the MicroStation tags or MicroStation tags will not populate the ProjectWise attributes, check the MicroStation Tag Set name.

1. In MicroStation, <D> Elements > Tags > Define.



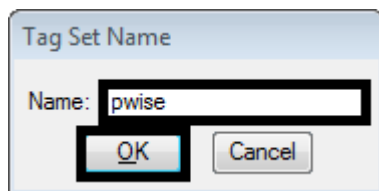


2. Verify that the **Tag Set** name of **pwise** is listed.



**Note:** Any variation of this name should be renamed to **pwise**. Typical variations would be **pwise1** or **pwise2**.

3. Highlight the pwise variation name in the **Sets** field.
4. <D> the **Rename** button.
5. Key-in **pwise** for the **Name**.
6. <D> **OK** to accept the new file name.



**Important!** Do not use the Remove button under the Sets or Tags sections. This will result in having to replace the sheet border cell in MicroStation to get those items back.

