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 <u>help@dot.state.co.us</u>.

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.

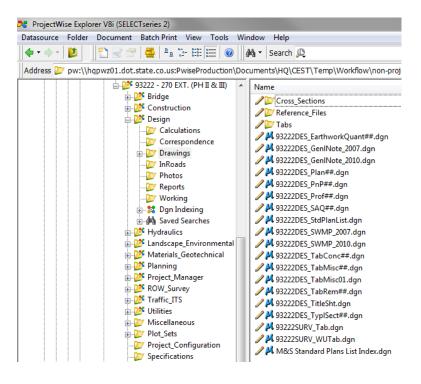
If your project has not been built in ProjectWise, submit an e-mail request to <u>help@dot.state.co.us</u> to have it done. This request should include the Project Manager's name and the Project Number.

Store Sheet File in ProjectWise

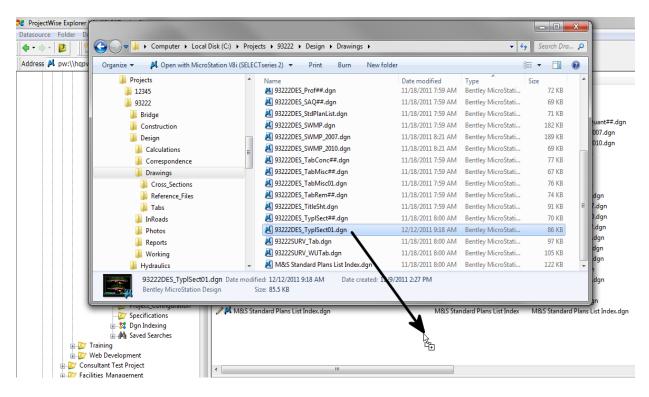
1. Open a Windows Explorer and browse to your project sheet border file.

janize 👻 🦊 Open with MicroStation	n V8i (SELECTseries 2) 🔻 Print Burn New fol	lder		
🌗 Projects	^ Name	Date modified	Туре	Size
J2345	23222DES_Prof##.dgn	11/18/2011 7:59 AM	Bentley MicroStati	72 KB
J 93222	🛃 93222DES_SAQ##.dgn	11/18/2011 7:59 AM	Bentley MicroStati	69 KB
鷆 Bridge	🕺 93222DES_StdPlanList.dgn	11/18/2011 7:59 AM	Bentley MicroStati	71 KB
Construction	33222DES_SWMP.dgn	11/18/2011 7:59 AM	Bentley MicroStati	182 KB
퉬 Design	93222DES_SWMP_2007.dgn	11/18/2011 8:21 AM	Bentley MicroStati	189 KB
퉬 Calculations	= 83222DES_SWMP_2010.dgn	11/18/2011 8:21 AM	Bentley MicroStati	69 KB
Correspondence	93222DES_TabConc##.dgn	11/18/2011 7:59 AM	Bentley MicroStati	77 KB
퉬 Drawings	93222DES_TabMisc##.dgn	11/18/2011 7:59 AM	Bentley MicroStati	67 KB
Cross_Sections	🕺 93222DES_TabMisc01.dgn	11/18/2011 7:59 AM	Bentley MicroStati	76 KB
Reference_Files	🕺 93222DES_TabRem##.dgn	11/18/2011 7:59 AM	Bentley MicroStati	74 KB
🌗 Tabs	🕺 93222DES_TitleSht.dgn	11/18/2011 7:59 AM	Bentley MicroStati	91 KB
퉬 InRoads	33222DES TyplSect##.dgn	11/18/2011 8:00 AM	Bentley MicroStati	70 KB
Photos	33222DES_TyplSect01.dgn	12/12/2011 9:18 AM	Bentley MicroStati	86 KB
퉬 Reports	🕙 93222SURV_Tab.dgn	11/18/2011 8:00 AM	Bentley MicroStati	97 KB
퉬 Working	🕺 93222SURV_WUTab.dgn	11/18/2011 8:00 AM	Bentley MicroStati	105 KB
Hydraulics	💂 🕺 M&S Standard Plans List Index.dgn	11/18/2011 8:00 AM	Bentley MicroStati	122 KB

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

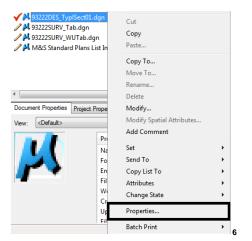
- 1. Double click on the sheet border in the ProjectWise Explorer to Check Out and open the drawing in MicroStation.
 - **Note:** A red check mark will be displayed in ProjectWise Explorer noting you have this file checked out and have read/write access.

✓[№] 93222DES_TyplSect01.dgn

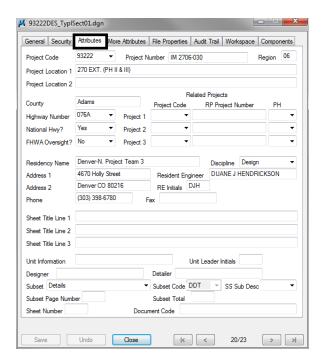
93222DES_TyplSect01.dgn

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

93222DES_TyplSect01



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



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

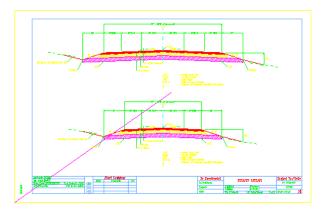
General Security	Attributes	More Attributes	File Properties	Audit Trail V	Vorkspace	Components
Project Code	93222	▼ Project N	umber IM 2706-	030		Region 06
Project Location 1	270 EXT. (PH II & III)				
Project Location 2						
County	Adams			lated Projects		
	076A	▼ Destant 1	Project Code	RP Proje	ct Number	PH
Highway Number	Yes	 Project 1 Project 2 				
National Hwy? FHWA Oversight?	No	 Project 2 Project 2 				
FHWA Oversignt?	NO	 Project 3 	· · · ·			
Residency Name	Denver-N.	Project Team 3		Discipli	ne Desig	n 🔹
Address 1	4670 Holly	Street	Resident Engir	neer DUAN	E J HENDF	RICKSON
Address 2	Denver CO	80216	RE Initials D	JH		
Phone	(303) 398-6	5780 Fa	ах			
Sheet Title Line 1						
Sheet fille Lifte f	TYPICAL C	SECTION				
Sheet Title Line 2	THICKES					
	THICKES					
Sheet Title Line 2			U	nit Leader Initi	als	7
Sheet Title Line 2 Sheet Title Line 3			U	nit Leader Initi	als	
Sheet Title Line 2 Sheet Title Line 3 Unit Information			Detailer		als S Sub Des	
Sheet Title Line 2 Sheet Title Line 3 Unit Information Designer	ections	d.	Detailer Subset Code T			c

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

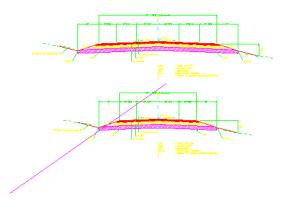
Replace Border

In the next steps, the original sheet border is replaced with a ProjectWise sheet border. The ProjectWise sheet border has MicroStation tags that are populated with the ProjectWise Attribute data entered above. The attribute data is displayed as text within the title block of the sheet border.

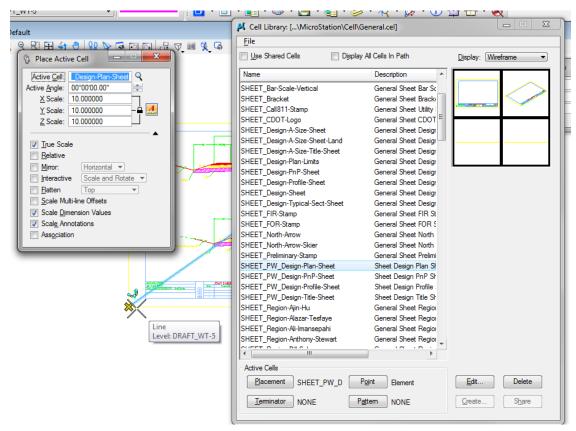
1. In MicroStation, draw a line from the bottom left corner to locate the insertion point of the new sheet border.



2. Delete the existing sheet border leaving the line drawn in step one and any project data in the file.



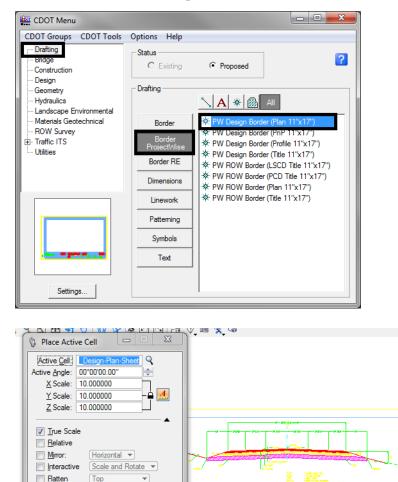
- 3. Place the ProjectWise Plan sheet border at the insertion line. There are two ways to achieve this:
 - a. The first is through the Cell Library dialog box.
 - Open the *Cell Library* dialog box, Select Element > Cells.
 - Attach the *General.cel* library if it is not already attached.
 - Set SHEET_PW_Design-Plan-Sheet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

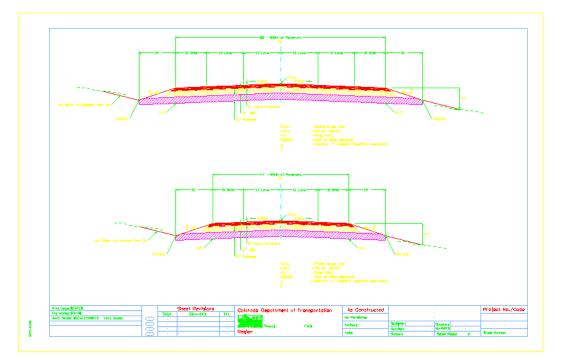
Scale Multi-line Offsets
 Scale Dimension Values
 Scale Annotations
 Association



Line

Level: DRAFT_WT-5

4. Delete the insertion line.



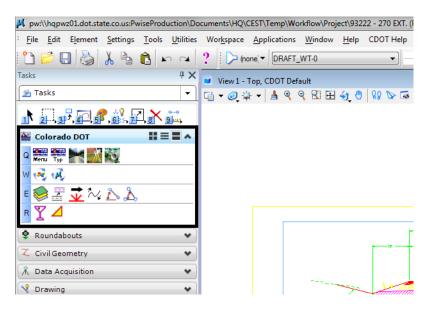
Populate ProjectWise Attributes

Typically when a sheet drawing is opened from ProjectWise the tag attributes are refreshed. Since this file was opened to place the tag set (embedded in the sheet border) they could not be populated. There are two options to refresh the attributes; reopen the drawing or manually update the attributes.

Note: The menu used in this section has two icons which will produce opposite results. The first icon takes data from the files existing sheet border and writes it to the ProjectWise attributes. The second icon takes the ProjectWise attributes and writes them into the sheet border.

If you select the first icon after you place a new sheet border into the file it will erase the ProjectWise attributes attached to the file.

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



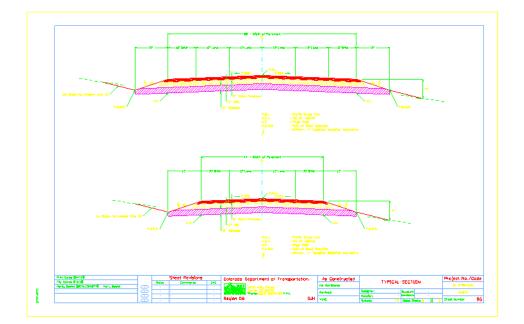
The second line of icons are the ProjectWise commands for attribute data.



2. <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 is will erase all of the attributes from the ProjectWise database.



Below is an example of a sheet border with the ProjectWise tags filled in.

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.

	Designer:		Structure	
-	Detailer:		Numbers .	
	Subset:	19	Subset Sheetst 1 of 3	Sheet N

Near that point is the place holder for the tag.

	Designer:	
_	Detailer:	
	Subset:	

- 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 make find it easier to locate the tag by selecting the Edit Tag command then clicking in the area of the tag.

Name:	Value:	Display
project_number	IM 2706-030	\checkmark
project_code	93222	\checkmark
designer_name		\checkmark
detailer_name		\checkmark
subset	TS	\checkmark
re_initials	DJH	\checkmark
region_number	06	\checkmark
residency_addr_1	4670 Holly Street	\checkmark
residency_addr_2	Denver CO 80216	\checkmark
residency_fax		\checkmark
residency_name		\checkmark
residency_phone	(303) 398-6780	\checkmark
revision_date_01		\checkmark
revision_date_02		\checkmark
revision_date_03		\checkmark
revision_date_04		\checkmark
revision_description_01		\checkmark
revision_description_02		\checkmark
revision_description_03		\checkmark
revision_description_04		\checkmark
revision_initials_01		\checkmark
revision_initials_02		\checkmark
revision_initials_03		\checkmark
revision_initials_04		\checkmark
revision_number_01		\checkmark
revision_number_02		\checkmark
revision_number_03		\checkmark
revision_number_04		\checkmark
structure_number_1		\checkmark
structure_number_2		\checkmark
subset_number	1	\checkmark
title_line_1		\checkmark
title_line_2	TYPICAL SECTION	\checkmark
title_line_3		\checkmark
unit_information		\checkmark
unit_leader_initials		\checkmark
vertical_scale		\checkmark
sheet_number	65	\checkmark
subset total	3	5

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

2. 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.

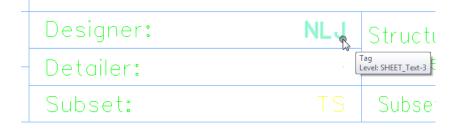
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Note: This method will highlight the first tag field and will not highlight the tag in the MicroStation view. This will require some knowledge of the tag field names.

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

Name:	Value:	Display	
project_number	IM 2706-030	\checkmark	
project_code	93222		
designer_name	NLJ	\checkmark	E
detailer_name		\checkmark	
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		\checkmark	Ŧ

4. 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.

General Security	Attributes	More Attributes	File Properties	Audit Trail Work	kspace Co	mponents
Project Code	93222	 Project No 	umber IM 270	6-030	Reg	ion 06
Project Location 1	270 EXT. (F	PH II & III)				
Project Location 2						
_	Adams		F	Related Projects		
County			Project Code	RP Project N	lumber	PH
Highway Number	076A	 Project 1 	-			
National Hwy?	Yes	 Project 2 	•			
FHWA Oversight?	No	 Project 3 	-			•
Residency Name	Denver-N. I	Project Team 3		Discipline	Design	
Address 1	4670 Holly	Street	Resident En	gineer DUANE J	HENDRICK	SON
Address 2	Denver CO	80216	RE Initials	DJH		
Phone	(303) 398-6	780 Fa	ж			
Sheet Title Line 1						
Sheet Title Line 2	TYPICAL S	ECTION				
Sheet Title Line 3						
Unit Information				Unit Leader Initials		
Designer			Detailer			
Subset Typical Se	ections	•	Subset Code	TS 🔻 SS S	ub Desc	
Subset Page Numb	er 1		Subset Total	3		
Subset Page Numb			nent Code			

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



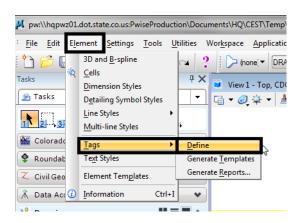
General Security	Attributes	More Attribut	es File P	roperties	Audit Trail	Workspace	Compon	ents
Project Code	93222	▼ Proje	t Number	IM 2706	6-030		Region	06
Project Location 1	270 EXT. (PH II & III)						
Project Location 2								
Country	Adams		1		elated Proje			
County	076A	_		ct Code	RP Pi IMB0253-	roject Number	PH	
Highway Number	UTOA	 Project 			IMB0203-	COL		•
National Hwy?		 Project 	t 2	•				•
FHWA Oversight?		 Project 	t 3	•				•
Residency Name	Denver-N.	Project Team	3		Dis	cipline Design		-
Address 1	4670 Holly	4670 Holly Street Resident Engineer DUANE J HEN					ICKSON	
Address 2	Denver CO	80216	RE	Initials [DJH			
Phone	(303) 398-6	5780	Fax					
Sheet Title Line 1								
Sheet Title Line 2	TYPICAL S	SECTION						
Sheet Title Line 3								
Unit Information					Unit Leader	Initials		
Designer NLJ			Detai	er				
Subset Details			 Subs 	et Code	TS -	SS Sub Desc		•
Subset Page Numb	er 1			et Total	3	_		
		D	ocument Co	de				

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

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.

le		
Sets	Tags	
inciv_ftr	county	
inciv_ftrdim	designer_name	=
inciv ftrlink	detailer_name	
pwise	file_name	
	highway_no	-
Add <u>R</u> emove	Add	e <u>m</u> ove
Rename Duplicate	Edit	

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.

Tag S	et Name	
Name	: pwise	
	<u>0</u> K	Cancel

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.