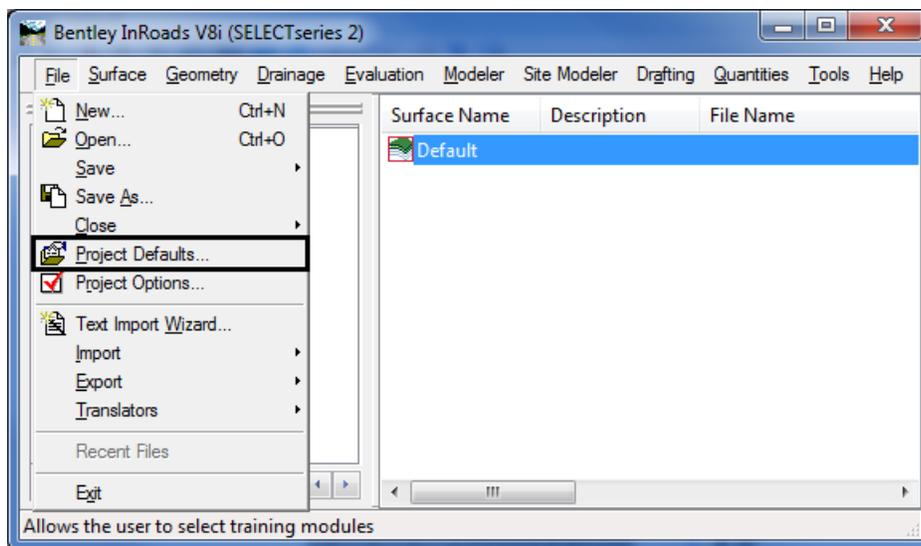# Using InRoads with ProjectWise

Important!   Please take the time to view the video **Opening, Saving, and Sharing InRoads Files**. This video explains the important concept of how to use InRoads files no matter if they are stored on your local machine or on the ProjectWise Server.
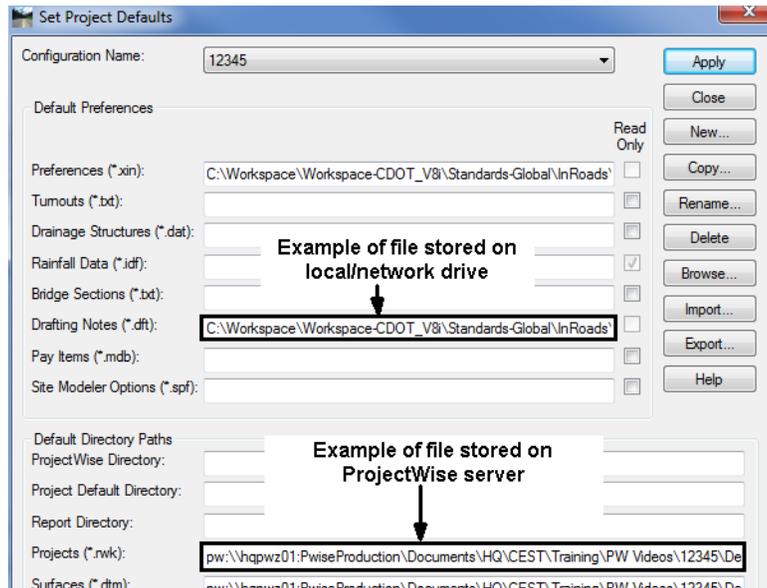
Project Defaults

You can significantly reduce the amount of time spent on opening and saving InRoads related files by using ***Project Defaults*** to set the default location of each InRoads file type. The folder specified as a project default can be on the local machine, the ProjectWise server, or a network drive. Access the Project Default dialog box by clicking on ***File > Project Defaults*** from the pull down menu.

The default location for the following InRoads files needs to be set to the local machine.

- ♦   ***Preferences*** (CDOT_Civil.xin file used for managing all InRoads preferences)
- ♦   ***Draft Notes*** (CDOT-Notes.dft file used for managing styles for standard CDOT notes)
- ♦   ***XML Style Sheets*** (folder where the *.xsl files used for creating standard CDOT reports are stored)

The default location and process for setting these items are illustrated in the video **Setting Up Project Defaults.** The video also demonstrates the process for setting up defaults for InRoads files stored on the ProjectWise server. You can tell when a path points to a location on the ProjectWise server because the path will start with "***pw:\\hqpwz01:***..." The following image illustrates project default paths for the local drive and the ProjectWise server.

In addition to defining Project Defaults from scratch, Project defaults can be stored and loaded from an *.reg file using the *Export* and *Import* buttons respectively. After completing the steps shown in the video **Setting Up Project Defaults** to set the project defaults, use the Export button to save a *.reg file to the \InRoads folder of your project. This will allow anyone on the project team to load the project defaults using the Import button.

A shortcut for defining the initial *.reg file for a new project from scratch is to:

1. *Copy* a *.reg file from an existing project to the \InRoads folder of the new project

2. Open the Project Defaults dialog box and *Import* the copied *.reg file

3. Modify the *Name* of the file using the *Rename* button

4. Change any defaults to reflect the path to the new project

5. *Export* the updated project defaults as a new project specific *.reg file

Note: In order to get ProjectWise to default to the folders defined in Project Defaults for InRoads file types, you may need to clear the field for the default ProjectWise Directory.

ProjectWise and InRoads Alignment (.ALG) Files

Watch the video **Opening, Saving, and Sharing InRoads Files** to learn how you can use Inroads files either:

1. from the ProjectWise server, or

2. from a local or network drive

This section will discuss the recommended process when multiple users are assigned to concurrently work on project alignments.
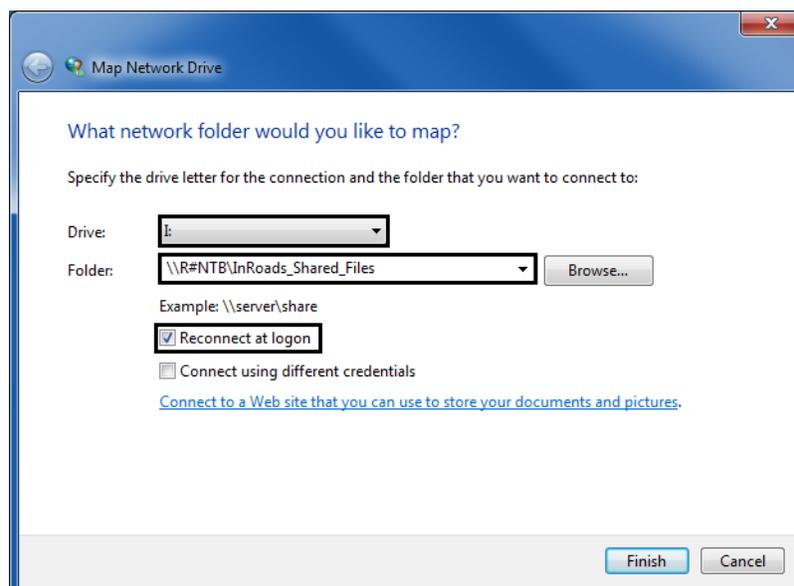
The benefits of using the following process are:

♦   Multiple team members can be assigned to work on alignment activities simultaneously

♦   Team members will be able to see current information for all alignments as they are updated to the ProjectWise server

The following steps illustrate how to manage and use project specific *.alg files:

1.   Map the Network Drive I:\ as follows:

♦   For Regions 2 - 5, each person on the project team needs to map the Network Drive *I:* to *\\RxNTB\InRoads_Shared_Files* where *x* is the *region number.*

♦   For Regions 1, 6, and HQ, each person on the project team needs to map the Network Drive *I:* to *\\HQPWZ02\InRoads_Shared_Files.*
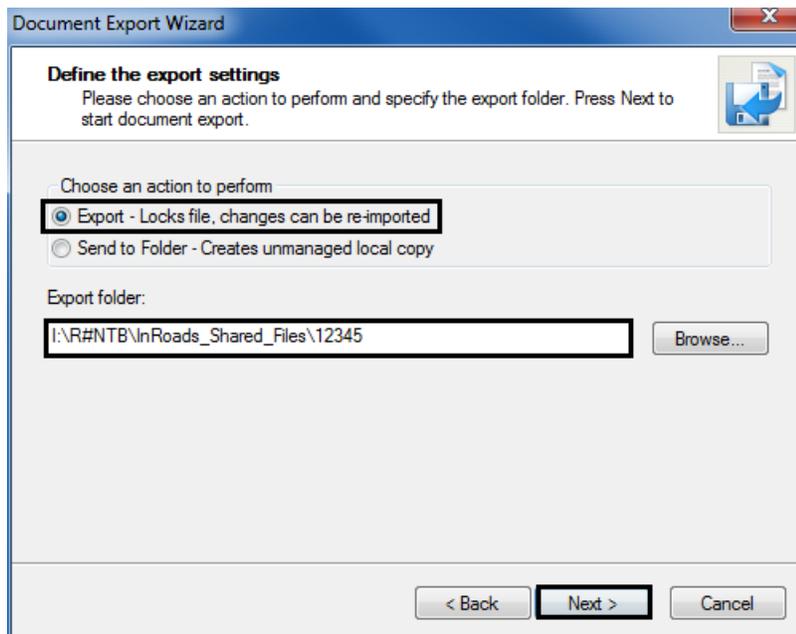
   Note: It is important map to the network drive *I:* because this is the drive letter that will be stored in the rwk file. If this network share is mapped to a different drive letter, when the *.rwk file is loaded it will not find the *.alg file.

2.   **Toggle On** *Reconnect at logon* as shown below so that this network drive remains mapped each time you login.

3. Using the mapped drive, the Project Manager should create a project specific sub-folder under \InRoad_Shared_Files, i.e. \InRoad_Shared_Files*12345*. This is where the project *.alg file will be accessed by everyone working on the project.

Using the ***Document Export Wizard***, the Project Manager should export the project *.alg file to the project folder created in Step 3.

4. Right-click on the *.alg file for the project and choose **Export** from the menu options. This will bring up the ***Document Export Wizard*** dialog box.

5. On the ***Define the export settings*** page, **Toggle On** the *Export* option. This will lock the file stored in ProjectWise until it is imported by the Project Manager.

6. In the ***Export folder:*** field, key-in the path to the project folder created in Step 3 on the NTB or HQPWZ02 server. Click the Next button and the file will be copied to the designated folder.

7. Team members will use the *.alg file stored on the NTB or HQPWZ02 servers to develop the geometry for the project.
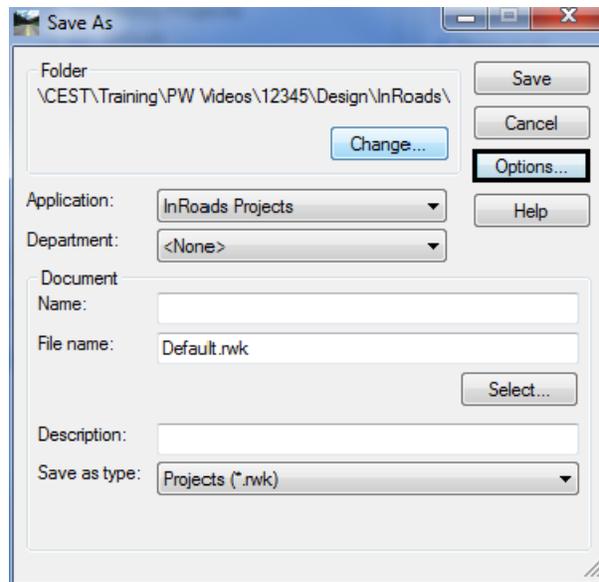
    Note: Because this file is stored on a server, any changes made to the *.alg file will be backed up. However, these changes are not automatically updated on the ProjectWise server. Therefore, it is the responsibility of the Project Manager to periodically update the copy of the file stored in ProjectWise so that other that don't have access to the NTB or HQPWZ02 servers can get access the latest project geometry.

8. To update the copy of the *.alg file on ProjectWise, right-click on the file and choose **Update Server** from the menu options. This will copy all the changes made to the *.alg file to the original file stored in ProjectWise.

Team members can shorten the time to load their InRoads files by creating an InRoads Project file (*.rwk). After you load the *.alg file from the NTB or HQPWZ02 server the first time, use the ***Geometry Project*** tab to set this *.alg file to load automatically when you load the InRoads Project.
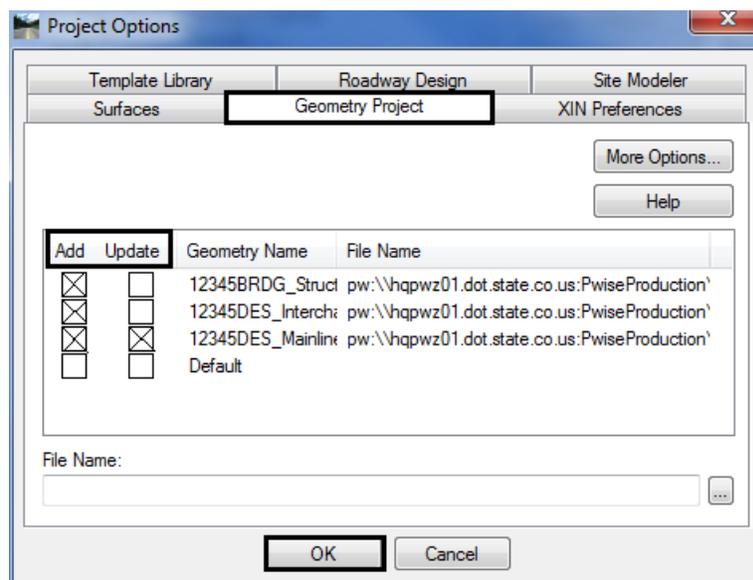
9. Click on **File** > **Save As...**

10. In the ***Save As*** dialog box click on the **Options...** button.
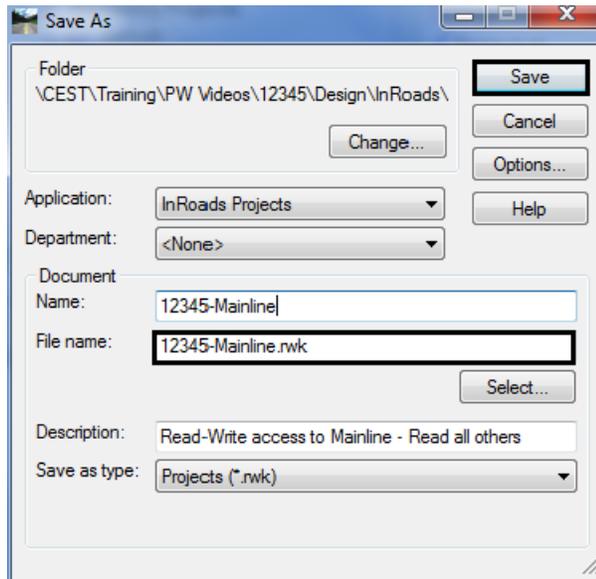

11. In the ***Project Options*** dialog box click on the **Geometry** tab.

12. Toggle on ***Update*** for geometry projects you want to have read/write access to. Toggle on ***Add*** for geometry projects you only want read access to.

13. Click on **OK**.

14. Enter a *File name:* and click on **Save**.

Note: It maybe helpful if each team member creates their own InRoads Project file (*.rwk) so that alignment files load according to the needs of the specific team member.

15. Once the geometry has been completed, the Project Manger will import the file back into ProjectWise. Right-click on the file and choose **Import** from the menu options and follow the prompts.