

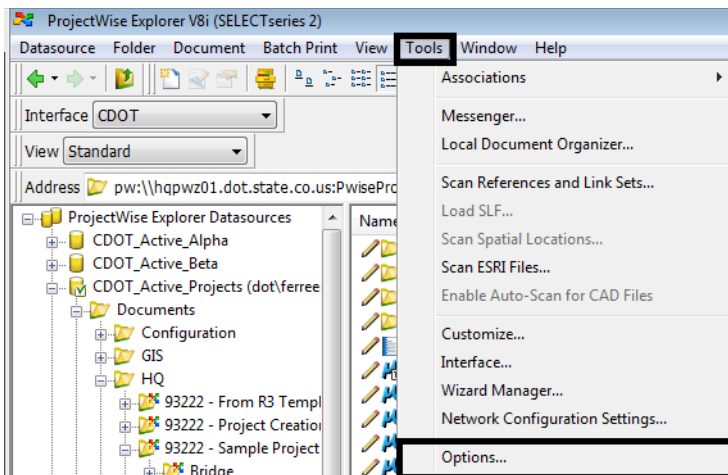
Workflow PW 4 - Using Versions in ProjectWise

This document guides you through creating new versions of a document, making an old version active, and creating a new version from an existing older version.

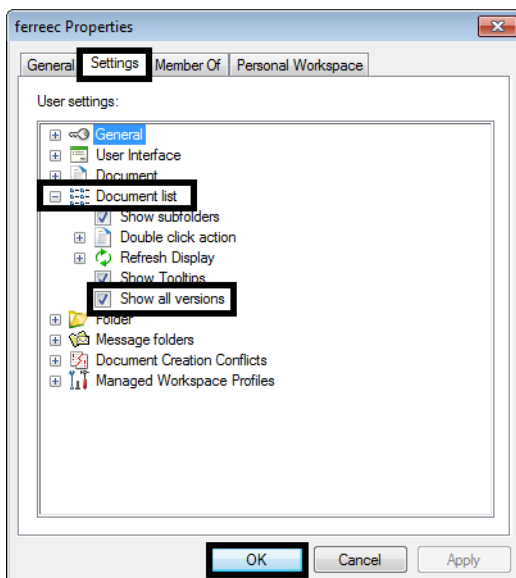
Showing Versions in ProjectWise

In order to determine if there are any versions of a document already stored in ProjectWise, the option to view versions must be turned on.

1. From the ProjectWise menu bar, select **Tools > Options**. This displays the **Properties** dialog box.



2. In the **Properties** dialog box, <D> on the **Settings** tab.
3. In the **Settings** tab, expand the **Document List**.
4. Toggle on **Show all versions**, then <D> **OK**. This displays the versions and dismisses the **Properties** dialog box.



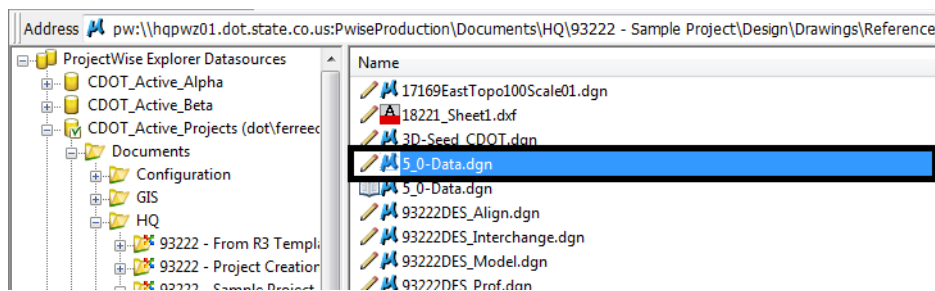
Creating a New Version of a Document within ProjectWise


There are two methods of creating a new version of a document; using the Document drop down menu and Copy and Paste.

Using the Document Drop Down Menu

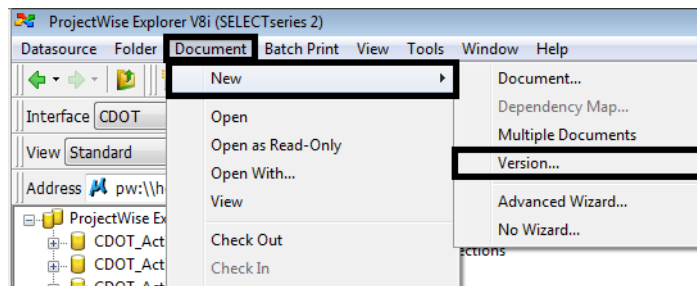
Creating A Version of an Active File

1. Open **ProjectWise Explorer** and navigate to the directory containing the file to be versioned.
2. Highlight the active file to be versioned.

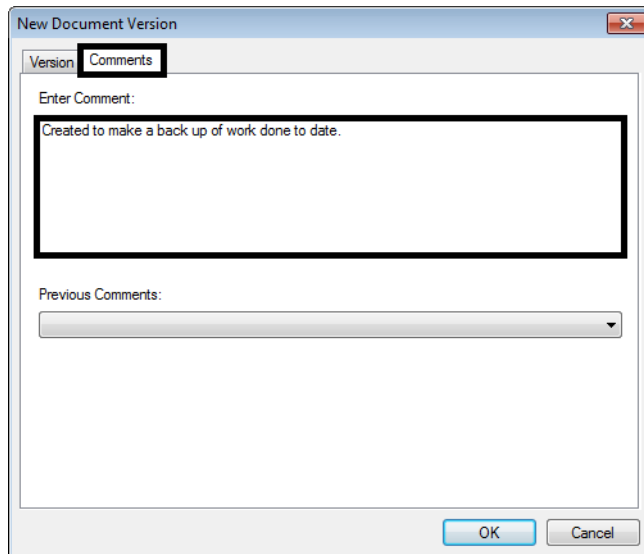


Note: The highlighted file must be an active  5_0-Data.dgn file.

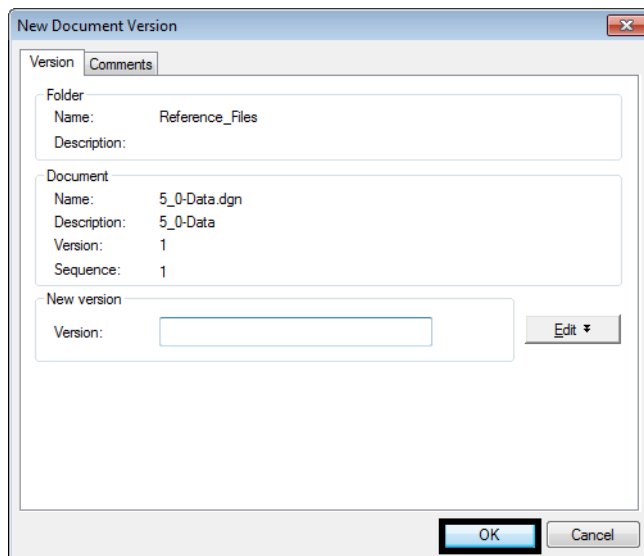
3. From the ProjectWise menu bar, select **Document > New > Version**. This displays the **New Document Version** dialog box.



- In the **New Document Version** dialog box, if desired, <D> the **Comments** tab and enter a comment.



- <D> the **OK** button. This creates a new version of the file and makes it active. It also dismisses the **New Document Version** dialog box.

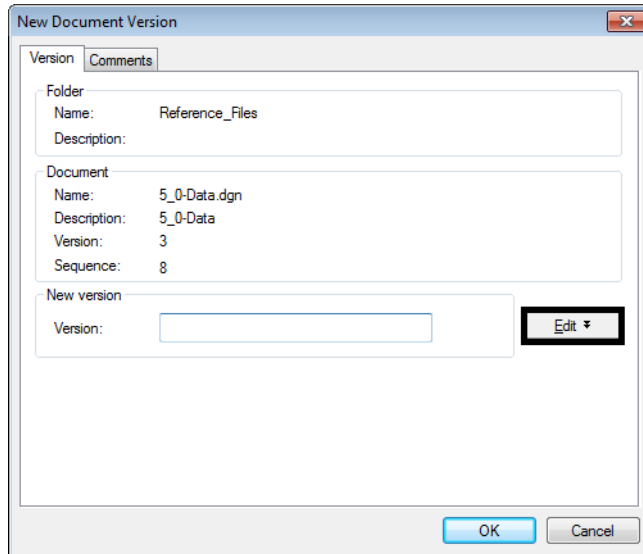


Note: By leaving the **Version** field blank, the new version is numbered in sequence with the original. If the **Version** field is used, be aware that version 1 is different than version 001.

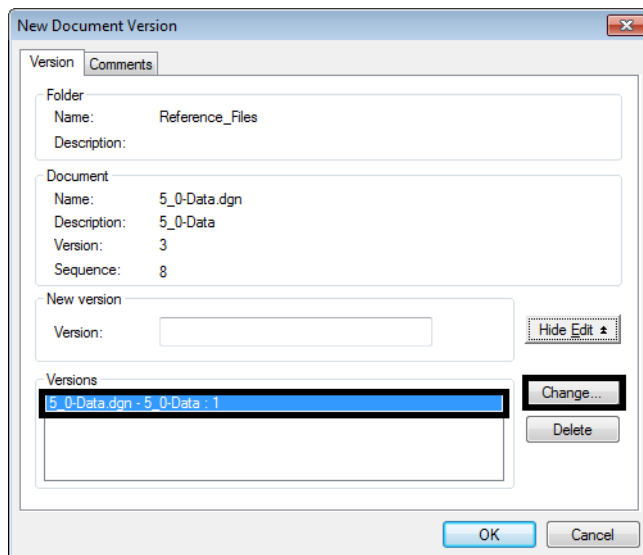
Creating A Version of an Inactive File

Creating a new version of an inactive file using this method is the same as creating a version of an active file (including Step 2, Highlight the active file to be versioned) with the following steps used after Step 4.

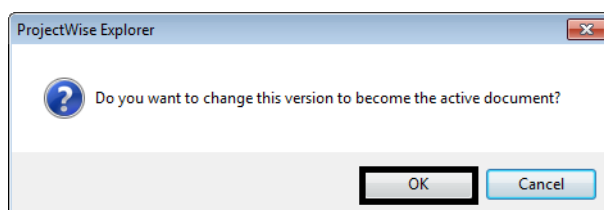
1. In the **New Document Version** dialog box **Version** tab, <D> the **Edit** button.



2. From the **Versions** list, highlight the version to be copied.
3. <D> the **Change** button. This dismisses the **New Document Version** dialog box and creates the copy of the selected file.



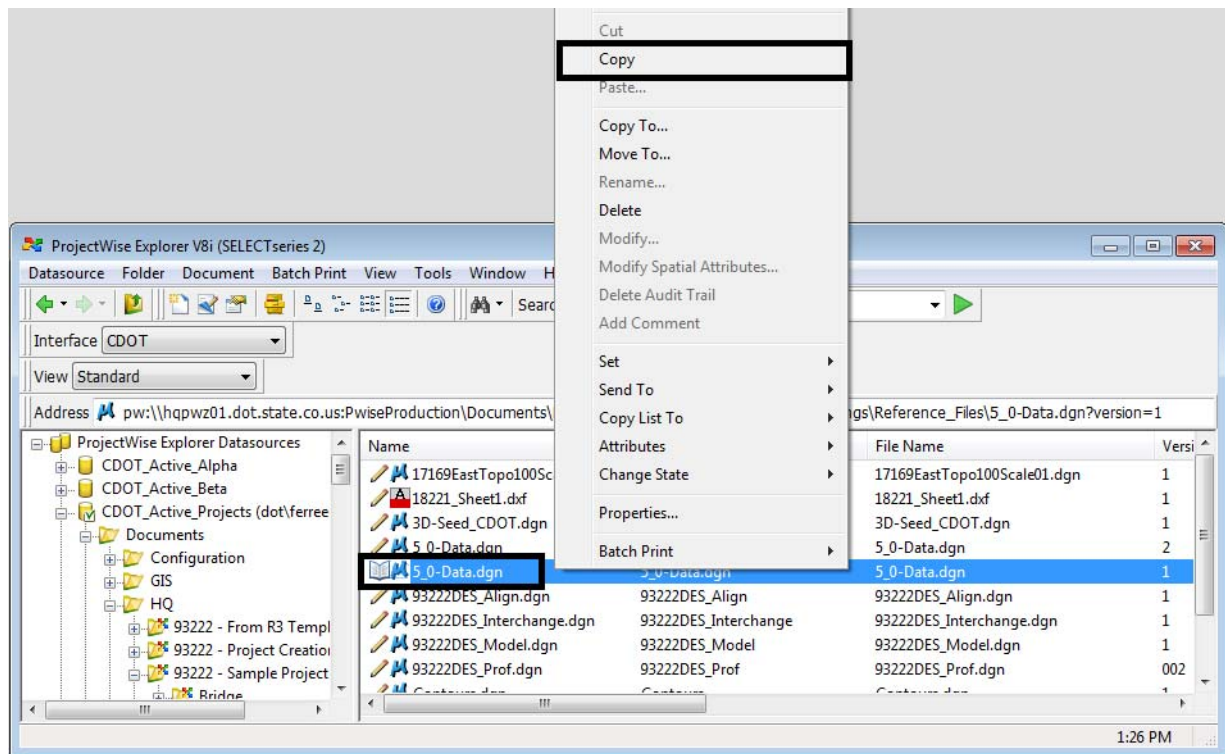
4. As the command is being processed, the following message is displayed. <D> **OK** to dismiss the message window and finish creating the new version.



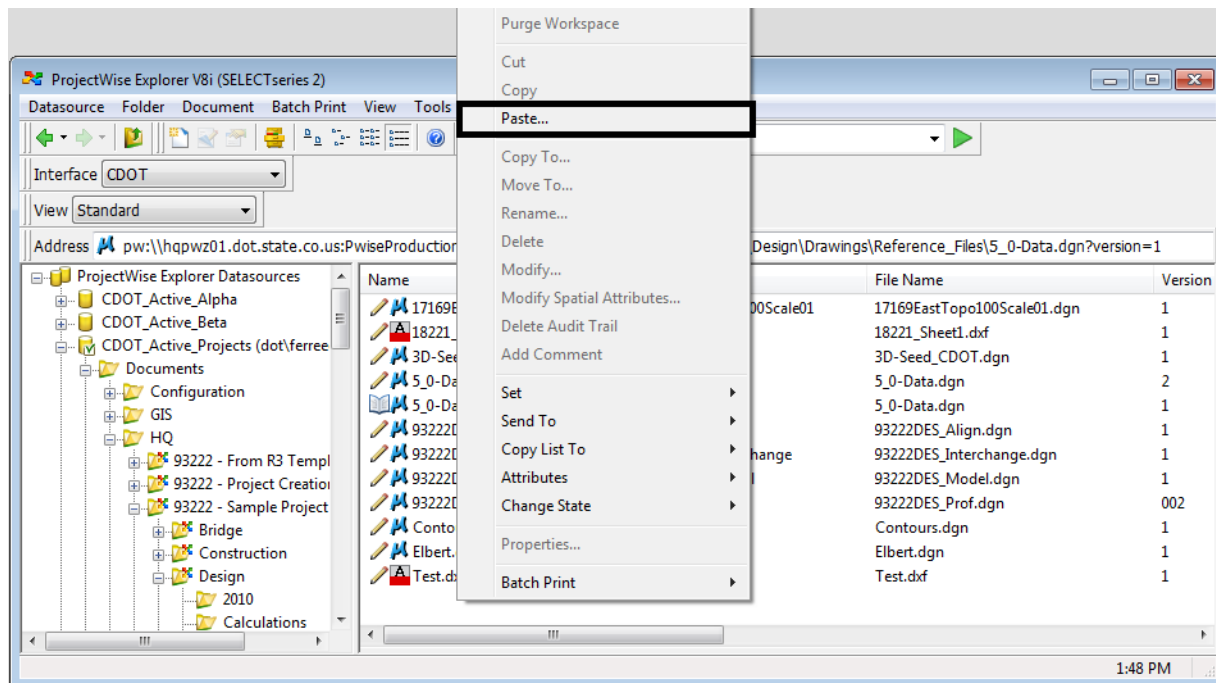
Creating a Version using Copy and Paste

The Copy and Paste method can be used on both active and inactive files. The process is the same for both file types.

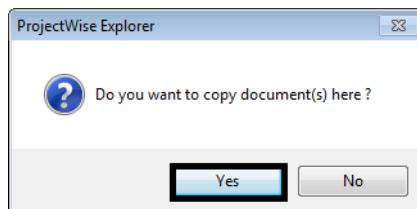
1. **<R>** on the desired file and select **Copy** from the right click menu.



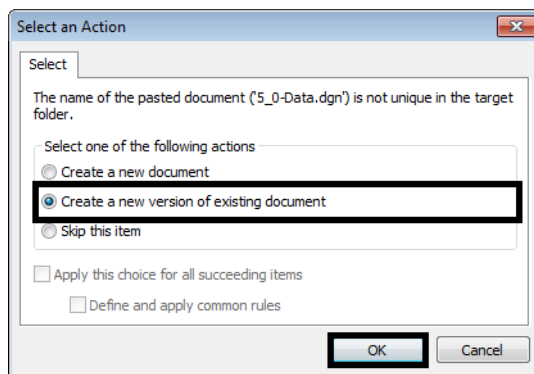
2. <R> in a blank area of the file list pane and select **Paste** from the right click menu. This displays a ProjectWise Message window.



3. The message is asking to confirm the location of the copy. <D> **Yes** to continue. This displays the **Select an Action** dialog box.



4. In the **Select an Action** dialog box, toggle on **Create a new version of existing document**.
5. <D> **OK** to create the version and dismiss the **Select an Action** dialog box.



The new version is numbered sequentially and is made the active version.

Activating an Older Version of a File

Once a new version of a file is created the previous version is set to read only and cannot be changed back to read/write. To activate a previous version of a file, the inactive file must be copied using one of the two methods described above.

