WSDOT PROJECTWISE MICROSTATION TRAINING 101

ABOUT THIS TRAINING

This training is intended to give a user the ability to open ProjectWise and access MicroStation CAD files. The student should first have a basic knowledge of ProjectWise through the **ProjectWise V8i Training 101** course. Once you become comfortable working within the ProjectWise environment, you are encouraged to explore 200 level courses to discover more ProjectWise features.

MicroStation Files in ProjectWise

ProjectWise has the unique ability to manage MicroStation files and their references. In the following screen capture there are 7 MicroStation files listed. Notice that the icon on the last file, **Test base W Ref.dgn**, has a different icon next to it:

Name	Folder...	File Size	File Updated	Ve
Ref5.dgn	10868	634 KB	4/19/2011 7:58:20 AM	
Ref6.dgn	10868	634 KB	5/24/2011 8:34:31 AM	
Ref7.dgn	10868	634 KB	4/19/2011 7:58:24 AM	
Ref8.dgn	10868	634 KB	4/19/2011 7:58:27 AM	
Ref9.dgn	10868	634 KB	4/19/2011 7:58:29 AM	
Test Base No Ref.dgn	10868	18,387 KB	4/19/2011 7:58:45 AM	
Test Base W Ref.dgn	10868	55,142 KB	7/25/2011 7:07:45 AM	

That symbol in the lower left corner of the icon represents a hierarchy list and is the indication that this file has references attached to it.

Opening Files with References

When you **Open** a dgn file with references you will see the **Select Reference Documents** window:
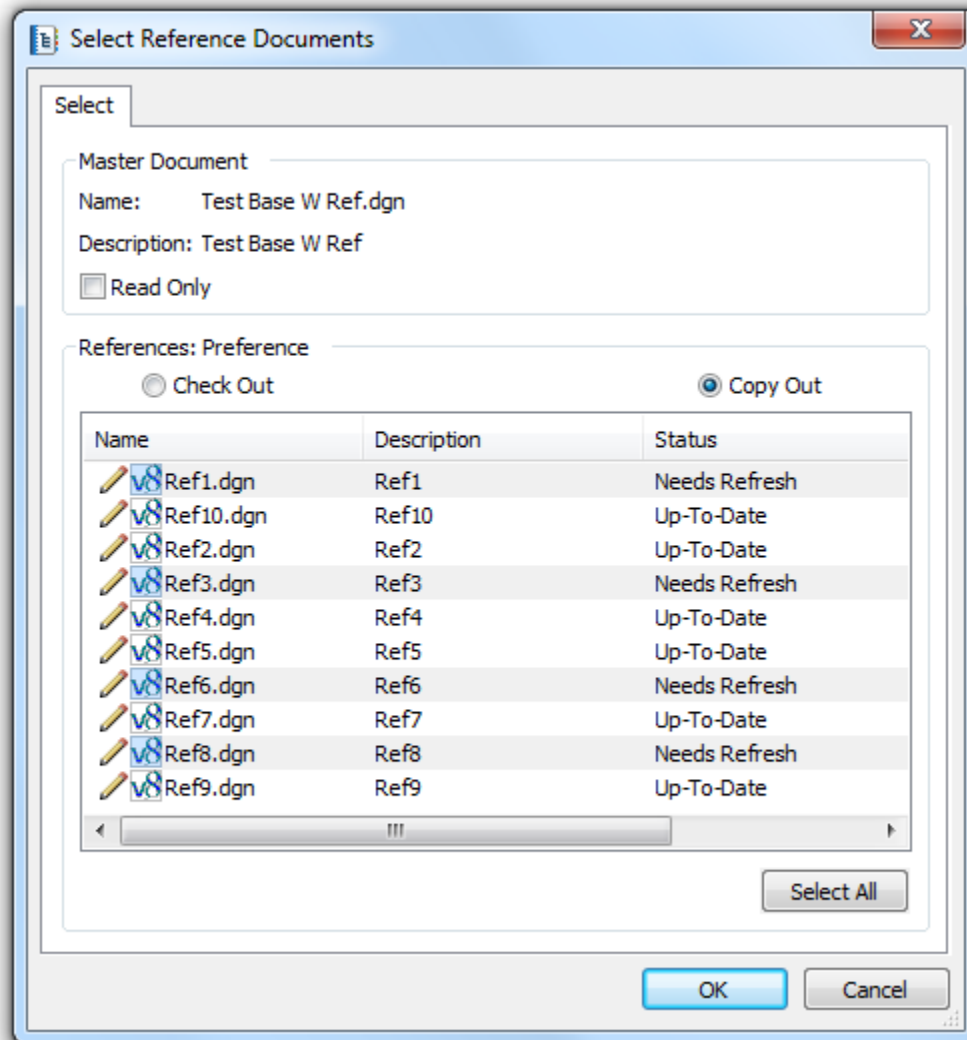
ProjectWise checks your local directory to determine which files are current and which files need to be updated. In the window above, there are 4 files that need to be refreshed under the **Status** column. Any file with that status will be highlighted and so you only need to click OK. You can also click on **Select All** and ProjectWise will bring down all associated files, but this is typically not necessary.

Notice that above the file window there are buttons to **Check Out** or **Copy Out**. Typically you will always **Copy Out** reference files so others have access to them.

The progress bar appears while the files are downloading:
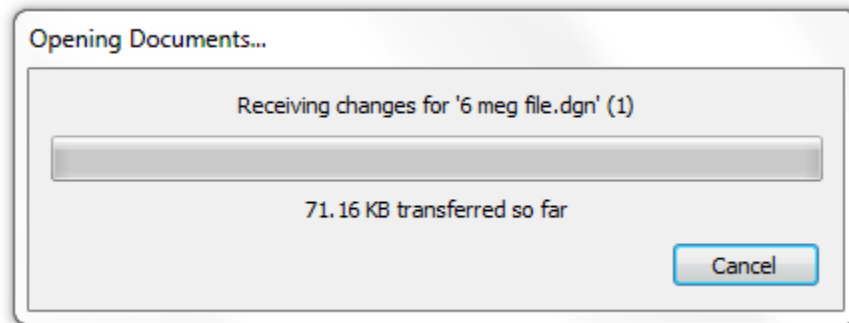
Once the master file and all the reference files have been downloaded to your local directory, MicroStation will open the master file.

Checking in Documents

When you close a MicroStation file that's been checked out, the file is checked back into ProjectWise just as any other type of file. Any files referenced to the master file will not be checked in since they have typically been copied out.

Referencing Files in ProjectWise

Files are referenced in ProjectWise using the same procedures as before. You begin by selecting **File** > **Reference**, then **Tools** > **Attach**. At this point a slightly different window opens, pointing out the files within ProjectWise.

Choose a file and click on **Add**. Repeat until all the desired files are selected.

Select **OK**
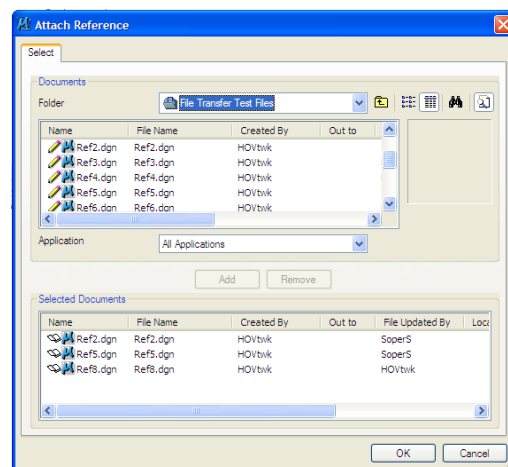
The **Attach Reference** window closes and the **Settings** window appears as before.
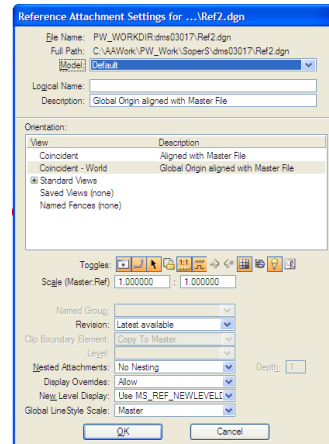
More on ProjectWise File Linking

One of the strengths of ProjectWise is its ability to maintain file linkages even when files are moved from folder to folder. There are cases where existing MicroStation files are brought into ProjectWise and those links must be re-established. For example, an outside consultant brings a group of files that need to be imported into ProjectWise and there are known links between them.

In these cases ProjectWise has the ability to scan the files for reference links and re-establishes them. This process is typically handled by the project administrator.