



# **Carollo Engineers ProjectWise Quick Reference Guide**

# **Table of Contents**

INTR	ODUCTION1
MAI	N SCREEN 1
ICON	JS 2
WOR	KING WITH DOCUMENTS
•	Create Documents
٠	Check in/ check out
٠	Free6
•	Delete6
•	Rename6
•	Version6
•	Copy/Move7
•	Export/import
•	Workflow states9
•	Desktop shortcut 10
٠	Share ProjectWise file 11
•	Flat set13
SEAF	CHES
•	General Search15
٠	Search by Form15
•	Search Builder16
VIEW	VS17
٠	Create and Customize Personal View17
MAI	NTENANCE19
•	Local Document Organizer19
•	Changing/Updating ProjectWise Passwords (for external users only) 21





# **INTRODUCTION**



ProjectWise is an engineering project team collaboration system which is used to help teams improve quality, reduce rework, and meet project deadlines. The ProjectWise environment controls files as records in a database. ProjectWise will track changes to documents, store attributes for searching and grouping documents, control access to documents, create audit trails and manage distributed document locations. From any location, the managed ProjectWise environment will always have the same interface.

# **MAIN SCREEN**

The ProjectWise Explorer Window has three main sections

- **1.** The Datasource/Folder View left pane
- **2.** The Document View right pane
- **3.** The Preview Pane bottom of right pane

The Preview Pane contains several tabs:

- Folder/Project Properties tabs show their general properties,
- Document Properties tab shows the general properties when a document is selected,
- Personal Portal tab allows you to take advantage of custom LEARNing paths and software recommendations based on their role and skill level,
- Dependency Viewer tab shows any known dependencies of a selected document.
- Photo Preview tab let users preview an image, such as a photograph for image files.

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	Data Conversion Work and Invoices														
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	Discipline CMG Dispute Review Committee														
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	Draft Process Flow Diagrams														
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	Electronic O&M Manuals														
	EMS Board Information														
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é 💓 (	65														
1 62	Grants and Funding														
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- 27 1	HVAC Controls														
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# ICONS

General ProjectWise Icons include Database Icons, Project /Folder Icons, Document Permission Icons and Application Icons. Detailed descriptions are in the following table:

Icons		Explanation
	· 📋	Datasource: Indicates an individual Datasource.
Database Icons	🔂 _	Active Datasource: Indicates that the Datasource is open and in use
	. <mark> </mark>	Open Datasource : Indicates that the Datasource is open but not in use
	- 💋	Project folder: which has more functionalities than Folder.
Project /Folder	💟	Folder: Indicates folders and subfolders
Icons	- 14	Saved Searches parent folder
	. 👏	Save Searches Folder: Each user also has a personal folder
	1	Read/Write - The pencil icon indicates that the document is checked in, and you have read/write permission for this document
		Read Only - The open book icon indicates that you have read-only access to the document.
Document	۵	Locked - Document is either checked out, or has been exported, by another user. You can still open this document as read-only.
Permission Icons	1	Checked Out - Document is checked out to you.
		Exported - Document has been exported by you.
	°	Final Status of a Document - Someone has set Final Status on this document.
	80	Final Status of a Version - Someone has set Final Status on this version.
	Đ	The Default icon indicates a document is associated to an application, but the application itself has no associated icon.
		The Unassociated icon indicates a document not associated to any application, or to one that has no file attached.
Application Icons	1	A ProjectWise markup document.
	€	The Flat Set icon indicated a document group; several documents grouped together.
	Æ	Represents a logical set for MicroStation.
	<b>∆</b> €	Represents a logical set for AutoCAD.





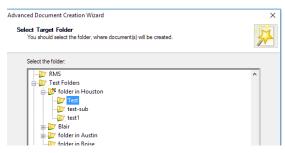
# WORKING WITH DOCUMENTS

### • Create Documents

To create a document, you can copy an existing file from the Windows environment or ProjectWise datasource by dragging and dropping, or you can select New Document in ProjectWise similar to creating a new document in Windows Explorer.

No matter drag-drop or New Document, Advanced Wizard is suggested to create new documents. Here are the step-by-step instruction for Advanced Wizard:

1. When **Select Target Folder** page opens, select the project or folder in which to create the document and click Next.



- 2. The **Select a Template** page opens for you to select a file or document on which the new document will be based.
  - a. To create a new document based on an existing ProjectWise document, turn on "Use ProjectWise document as a template," click Select, and select a document from the Select Template Document dialog box. If you are dragging an existing ProjectWise document from one folder to another, this option and the document you are dragging over will be selected by default.
  - b. To create a new document based on a file not currently stored in ProjectWise, turn on "Use external file as a template," click Browse, and select the external file to use as your seed file. If you are dragging a file in from Windows Explorer, this option and the file you are dragging in will be selected by default.
  - c. To create a new document by using a file or document that has already been used by the wizard to create a new document, turn on "Select from recent used templates" and select the file or document to use from the list box. This option is disabled if this is the first time using the wizard.

dvanced Document Creation Wizard	
Select a Template Select an existing ProjectWise document or an external file to use as a template for the document(s) you are creating.	
Use ProjectWise document as a template	
not selected	Select
O Use external file as a template	
	Browse
<ul> <li>Select from recent used templates</li> </ul>	
- no recent templates -	





3. When the **Define Document Attributes** page opens, optionally enter the values in the attribute fields and click Next. These attributes will appear on the Attributes tab of the Document Properties dialog box. **Properly filling out the attributes will help other users identify files and find them with the ProjectWise search function.** 

Client			attedit	
Client Service Manager				
Project Manager				
Project Name				
Project Number	Pn	oject_URN		
Project Type	~			
Client Project Number	_			
Document Type				
Carollo Document Type	~			

4. When the **Document Properties** page opens, enter new or edit existing values for the document name, description, file name, and version. All documents must have a unique document name, a description, and a unique file name within that folder. Properly filling out the description of the new file will help other users identify files and find them with the ProjectWise search function.

Advanced Document Creation Wizard		×
Document Properties Define required document properties - the name and the file name	ne.	
Optionally, you can also define document description and version	in string.	
New document name		
Test_1.bt		
Description for the new document		
Test_1		
New document file name		
Test_1.bt		
Version		
A		
Application:		
Text	~	
	< Back Next >	Cancel





- 5. The **Create a Document** page opens, which displays all the document properties entered during the document creation process. To create the document, click Next. When the Completing the Advanced Document Creation Wizard page opens, click Finish.
  - a. (Optional) To open the newly created document(s) immediately upon completion, turn on "Launch associated application."
  - b. (Optional) To apply all the previously selected configuration options to all the succeeding documents (if using the wizard to create multiple documents), turn on "Apply selected options to succeeding documents," otherwise the wizard will appear for each document.

Create a Document Verify entered docu and complete creat	ment properties ion process by clicking Next.	\$
Wizard will create a nev	v document with the following specifications:	
Target Folder		^
+ Name	: Test	
+ Description	: Test	
Target Document		
+ Document name	: Test_1.txt	
+ File name	: Test 1 txt	
+ Description	: Test 1	
+ Version	A	
Template		
+ Name	: Test bt	
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Launch associated a Apply selected optio	application ns to succeeding documents	~

#### • Check in/ check out

When a team member wants to edit a file, they check out the file by opening the file (similar to opening a file in Windows Explorer). The file is placed in their local working directory and the database record is marked checked out to that user and "read only" to all other users. This places the file at the full disposal of the user who checked out the file. While the file is checked out, other team members can view the file but cannot make any changes.

When a file is checked in, the file is copied back to the server and the file becomes available for other users to check out.

A user can always refresh the checked out file on the server so that other team members can view or reference the latest version. (Right click on file in ProjectWise and select Update Server Copy.)

Files are automatically checked out when you open them. When you close the file, you will typically be prompted to check them back in. However if there is no prompt, go back to the file and right-click and select check-in. Also, you can use the Local Document Organizer to check files back in.





#### • Free

The free command changes the status of a document from checked-out to checked-in without updating the server copy. You can only free files that you have checked out. **Be careful, any changes made to the document will be lost when the document is freed**.

#### • Delete

Deleting a file in ProjectWise works similarly to deleting files in Windows Explorer. Select the file, right click, and select the Delete option. Should you accidentally delete a file, contact the ProjectWise Administrator to have it restored.

• Rename

Select the file, right-click, choose Rename. The document name and file name should be the same except for the file extension.

#### • Version

Through version control, you can create new documents, based on existing documents, while preserving the original document. The original document automatically becomes read-only and the new version is now the active document.

To show all versions or to turn off viewing of older versions go to Tools Menu > Options, select the Settings tab and open the Document List option.

User settings:

There are three ways to create new version:

1. Select the file, right-click, select New, then Version.





	last tot		
	Document	New	>
/	Dependency Map	Open	
	Multiple Documents	Open as Read-Only	
<u> -</u>	Version	Open With	
	Advanced Wizard	Markup	
/	No Wizard	View	

2. When checking in a document, select the "Create new version during Check In" option.

Name	Description
✓ 📕 Testing123.txt	Testing123.txt
•	
older: Z-Test Area\Sample Folder 1	
Create new version during Check In	

3. When drag a file with the same file name from outside of ProjectWise into a folder. You must use the No Wizard Option. Drag and drop the file into the folder with the existing file. The "Select an Action" dialog will appear, select "Create a new version of existing document."

Select an Action	×
Select	
The name of the dropped document ('Test.txt') is not unique in target folder	er.
Select one of the following actions	
Create a new version of existing document	
O Skip this item	
Apply this choice for all succeeding items	
Define and apply common rules	
OK Cano	el

### • Copy/Move

There are three ways to copy or move documents:

1. Copy/Move Files by Dragging Them from One Folder to Another.

To copy: drag the selected files from the document window into the target folder.





To move: press the <Shift> key and drag the selected documents from the document window to the target folder.

2. Copy/Move Documents One at a Time Using the Copy/Move Document Dialog Box.

Select a document and choose Document > Copy/Move To... The Copy/Move Document dialog box opens.

Move         Source Document         Folder:       Test         Document Name:       Test_1.txt         Select         File Name:       Test_1.txt         Move Options         Ø Move File         Ø Move Attributes         Move Document Versions         Destination Document         Folder:       pw:\/PHX.POP.PW.Carolo.loc ∨         Select         Document Name:       Test_1.txt         Description:       Test_1.txt         File Name:       Test_1.txt			
Folder: Test Document Name: Test_1.txt File Name: Test_1.txt Move Options Move File Move Attributes Move Document Versions  Destination Document Folder: pw::\\PHX-POP-PW.Carollo.loc  Select Document Name: Test_1.txt Description: Test_1	love		
Document Name:     Test_1.txt     Select       File Name:     Test_1.txt     Select       Move Options	Source Document		
File Name: Test_1.txt  Move Options  Move Attributes  Move Attributes  Move Document Versions  Destination Document Folder: pw::\PHX-POP-PW.Carolio.loc ∨ Select Document Name: Test_1.txt  Description: Test_1	Folder:	Test	
Move Options Move Pile Move Attributes Move Document Versions  Destination Document Folder: pw:\\PHX.POP.PW.Carolio.loc Select Document Name: Test_1.txt Description: Test_1	Document Name:	Test_1.txt	Select
✓ Move File         ✓ Move Attributes         Move Document Versions         Destination Document         Folder:       pw:\\PHX.+DOPPW.Carollo.loc ✓         Decument Name:       Test_1.txt         Description:       Test_1	File Name:	Test_1.txt	
Move Attributes     Move Attributes     Move Document Versions  Destination Document Folder:     pw:\\PHX-POP-PW.Carolo.loc ∨     Select Document Name:     Test_1.txt     Pescription:     Test_1	Move Options		
Move Document Versions  Destination Document Folder: pw::\PHX-POP-PW.Carolio.loc  Select Document Name: Test_1.txt Description: Test_1	Move File		
Destination Document Folder: pw:\\PHX-POP-PW.Carollo.loc V Document Name: Test_1.txt Description: Test_1	Move Attributes		
Destination Document Folder: pw:\\PHX-POP-PW.Carollo.loc V Document Name: Test_1.txt Description: Test_1	Move Document	Versions	
Folder:         pw:\\PHX.POP.PW.Carollo.loc         Select           Document Name:         Test_1.bxt         Image: Carollo.loc         Image: Carollo			
Document Name: Test_1.txt Description: Test_1			
Description: Test_1	Destination Docume	nt	
-			oc V Select
File Name: Test_1.txt	Folder:	pw:\\PHX-POP-PW.Carollo.k	oc ∽ Select
	Folder: Document Name:	pw:\\PHX-POP-PW.Carollo.k Test_1.txt	Select
OK Cano	Folder: Document Name: Description:	pw:\\PHX-POP-PW.Carollo.k Test_1.txt Test_1	oc ✓ Select

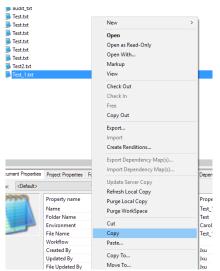
3. Copy/Move Documents using Copy/Cut and Paste.

Select Document > Copy/Cut.

Select the folder or project to which you want to move the document(s).

Select Document > Paste.

When prompted, Do you want to move document(s) here?, click Yes.



#### • Export/import

- 1. Select one or more documents and choose Document > Export.
- 2. The Document Export Wizard opens and click Next.





- 3. **Define the export settings** page opens. If all of the selected documents are currently exclusively checked out or exported, the Export option is disabled and the "Send To Folder" option is automatically turned on. There are two ways to export:
  - a. Export Locks File, changes can be re-imported

The documents will be locked to other users until they are imported back into ProjectWise.

b. Send to Folder – Create unmanaged local copy

The documents will still be accessible for other users to edit.

Document Export Wizard		×	l
Document Export Wizard	Welcome to the Document Export Wizard         Chose an action to perform	×	
	< Back Next > Cancel		

c. Select Next. Click Browse to select the export location, or type the location to which to export the document(s) directly in the Export folder field. If this folder does not exist, it will be created upon export.

Document Export Wizard	×
Define the export settings Specify an export folder and click Next to begin the export.	
Export folder:	
1	Browse
< Back	Next > Cancel

- d. Click Next. The documents are exported to the target folder, and the results are displayed in the wizard and click Finish.
- 4. To import documents, Select one or more exclusively exported documents. Choose Document > Import. You can also use the Local Document Organizer to import your documents.
- Workflow states

Files that go to the client need to be formatted by document processing so a consistent format is maintained. Certain folders will have assigned workflows or states so that a document is protected once it has been formatted. These folders are: Correspondence, Deliverables, Meetings and Specifications.





When users create a document, the file is automatically given an "In Progress" state. The document can be accessed for editing by all users. When the user is ready to have the file formatted and proofed, a link to the correct document can be emailed to document processing.

A document processor will open the file, correct the format, and proofread the file. Then the document processor will change the state to "In Document Processing." At this point, the document will become "read only" to engineers.

If users elect to make edits on the electronic file, they may: <u>Call the document processor</u> and ask them to change the state so the file can be edited, or <u>Create a new version</u> of the file and re-email the link to document processing so the formatting can be rechecked.

1. Change Documents State in the Workflow

Select one or more documents. Choose Document > Change State > Next/ Previous/Change.

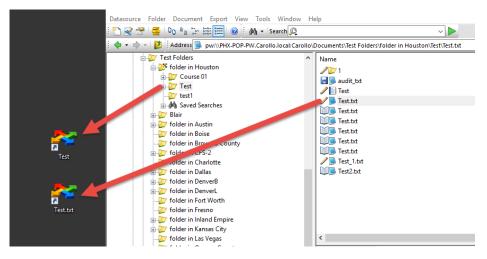
	Modify Spatial Attributes Add Comment		
	Set	>	
	Send To	>	
	Copy List To	>	
	Attributes	>	
Next	Change State	>	
Previous Change	Batch Print	>	
	Properties		
Set Final Status Remove Final Status			

2. Setting FINAL Status When File Goes to Client 🔊

FINAL status locks the document and indicates this version is a snapshot of what was sent to the client. Be sure it is very clear with the PM who has responsibility to do this (engineer who emails document to client, document processor who is told that this document has gone to the client, etc.).

• Desktop shortcut

Desktop shortcuts can be created for both folders and files. Simply drag and drop the target folder/file to you windows desktop, and this will create a shortcut on Windows desktop.







By double clicking the shortcut, it will direct you to the folder/file in ProjectWise.

#### • Share ProjectWise file

ProjectWise file can be shared by right clicking the file and choosing 'Send To'. There are two ways to send file: Mail Recipient will send out a copy of file as attachment, 'Mail Recipient As' Link will send out the ProjectWise link of file and recipient can open the link in their ProjectWise Explore.





b= b=== b= b=== b= b===	🖗 👻 Search 🔎		~		
pw:\\PHX-PC	P-PW.Carollo.local:Carollo	\Documents\T	est Folders\folder in Houston\Test.tx	t?version=A	~
	^	🗄 List 📀	Spatial		
ted		Name			
ard		/ 💟 Τε	New		
tions		🖉 💟 te	14000		
lions		N 🖉 te	Open		
oort		Te 🖉	Open as Read-Only		
		💴 🦳 Τε	Open With		
		🛄 🗒 Te	Markup		
		🧷 ]]. Τε	View		
ston		Te			
		🔟 🧾 Te	Check Out		
			Check In		
rches			Free		
-crica			Copy Out		
in			Export		
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vard County	r i i i i i i i i i i i i i i i i i i i		Create Renditions		
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verb verL		<	Update Server Copy		
Worth		Documer	Refresh Local Copy	Phot	o Preview
no		View:	Purge Local Copy		
nd Empire					
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amento			Rename		File U
Lake City			Delete		Node
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Diego sota			Modify Spatial Attributes		Conf
sota tle			Delete Audit Trail		Loca
nut Creek			Add Comment		Loca
ia			5-4		MIM
	Printer		Set Send To	>	
				>	
	Mail Recipient		Copy List To		
	Mail Recipient As Link		Attributes	>	
	Messenger		Change State	>	
_			Batch Print	>	

ProjectWise link can also be found in address bar, and it can also be copied and sent by either Copy URL or Copy URN. URN uses the document GUID (a unique identifier) and URL uses full folder path. PLEASE USE URN WHEN THE FILE LINK CONTAINS SPECIAL CHARACTERS, SUCH AS "®".





#### 🔀 ProjectWise Explorer Datasource Folder Document View Tools Window Help 🗅 😪 😁 | 🚑 | 📭 ººº 🖫 🏭 📰 | 🞯 | 🏘 🗸 Search 👰 ~ 🕨 View Default 🔶 👻 🚽 🚺 🕴 🗛 🔶 Undo 🛓 💯 Test Folders 🗄 List 🕚 Spatial ^ in Houston Cut Name 💯 Test Сору 🔚 🔍 audit\_txt 💯 test-sub Paste Test.txt Test1 Test.txt Delete 🖓 Saved Searches 🥒 📕 Test.txt 🤎 Global Select All 🦉 Personal 🔟 📕 Test.txt Test.txt Copy URL 💓 Blair Test.txt U8i\_Design\_Project - For Design Projects a Copy URN 🗁 🚺 Test2.txt 💯 sav ultrated Test\_1.txt / 📄 Test

#### • Flat set

A flat set is a group of documents that are placed into a container for some purpose, such as for printing, or to simplify the checkout of multiple documents across folders. When you right-click a flat set, you will see all of the options available to you for working with the flat set. When you have a flat set open, you can select and right-click the documents in the set and perform actions on them just as you would from any folder in ProjectWise Explorer.

You can place a single document into as many sets as you want. The document is not physically copied into the set, but a record of the document is added to the set. Because of this, removing a document from a set does not remove the document from the folder in ProjectWise in which it exists.

When you check out a flat set, all documents in the set are checked out. When you check in a flat set, and if you are required to enter change comments upon check in, you are only presented with one Check In dialog box in which to enter your comments.

1. Choose Document > Set > New. The Create Document Set dialog box opens. Type a name and optionally a description of the set, and click OK.

🔀 Create Docu	ment Set	×
Create		
Document Set		
Name:	1	
Description:		
	OK Cancel	

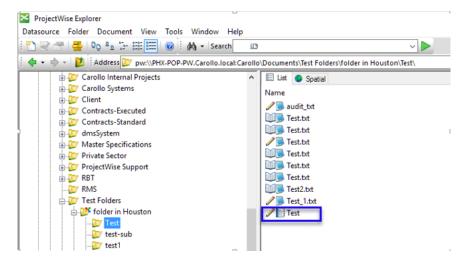
2. An empty set window opens for you to add documents. The title bar of the set window shows the name of the containing folder followed by the name of the set. Select documents from any folder in the datasource and drag them into the set window.



3. Once the first document is added, the flat set is created in ProjectWise, and displays in the documents window of the originally selected folder.







4. If you close the flat set before adding documents to it, the empty flat set will not be saved to ProjectWise. Further, once the last document is removed from a flat set, the empty set is automatically deleted.





# **SEARCHES**

You can search on system attributes, on custom attributes, or both. Note that if you search on system attributes or on custom attributes, the results of the search will only be as accurate as the data entered by other users.

#### • General Search

Quick Search is a "Google-like" search field available on the new Search toolbar that lets users search for documents, folders, and projects, simply by typing the text they want to search by and clicking Start search. Quick searches are not case sensitive, and the Quick Search field stores the most recently used searches for quick access.

Marka ProjectWise Explorer	
Datasource Folder Document View Tools Window Help	
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🔆 🔶 👻 📴 🕴 Address 🛛 pw:\\IO-PW-INT.Carollo.local:Carollo\Documents\	

#### • Search by Form

Go to Folder>Advanced Search>Search by Form, and fill in the attributes you want to search for, such as file name, created by, description, etc. The Search by Form has different tabs listing attributes that can be used to base a search on. Available fields are white. Grey fields are unavailable to search on.

eneral Attributes	More Attributes File P	roperties Full 1	ext Spatial		
Document					
Name:					
Description:					
Version:			Workflow:	<none></none>	
Sequence:		Only Current	State:	<none></none>	
Application:	<none></none>	$\sim$	Department:	<none></none>	,
Status:	<none></none>	~	Out to:	<none></none>	
Status set by:	<none></none>	~	On:		
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Updated By:	<none></none>	~	On:		
File					
File Name:					
File Size:			Storage:	<none></none>	
File Updated By:	<none></none>	$\sim$	On:		
			Conflicts:		
Folder					
Look in					Change
Include subfold	ers				
Name:					
Description:					
Environment Name	Carollo_proj_info				Change
Find in this Env	ironment only				

Search by Form can also be used to search by text. On Search for Form, select the Full Text tab. In the "Look for" field, type the text string you want to search for. To search inside documents' files for the specified text, set "Look inside" to File Contents. Click Apply or OK.





eneral	Attributes	More Attributes	File Properties	Full Text	Spatial		
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Look	for:						
Look	for:						
	for: inside:			Return	documents:		 
Look	-		~		documents:	se	 ~

#### • Search Builder

Go to Folder>Advanced Search>Search Builder. When using the Define Search dialog box, you first select the type of search (document or project/folder), then you select what you want to search by. When you reach the Value field, depending on the property selected, the Value field either becomes a dropdown list box containing fixed options obtained from the datasource, or a text field with an accompanying Format (...) button. Just like in the Search by Form dialog box, you can either type in the text field, or click the Format button to build a custom search expression. The text you type in search fields may or may not be case sensitive, depending on whether or not your administrator has turned on the option in the datasource to enforce case sensitivity for searches. Click OK to run the search and close the dialog box, or click Apply to run the search but leave the dialog box open. Documents matching your search criteria display in the Search Results window.

Specify what are you	looking for and the view for s	search results			
Look for: Proj	ects and Folders V	View:	<default></default>		~
Find projects and fold	lers that match these criteria				
	beneath the Folder 'PW Docu	mentation' including subt	olders		
OR Group (1)					
OR Group (1)					
Define criteria	Property:		Attribut	e:	
OR Group (1) Define criteria Criterion Type:	Property:		Attribut	ie:	
Define criteria	Property:		Attribut	ie:	
Define criteria	Property:		Attribut	te: Add Criteria	





# VIEWS

Views are used to control the properties (in the form of columns) that display in the documents window when a folder or project is selected and when View > Details is on.

- Create and Customize Personal View
  - 1. Open ProjectWise Explorer>Views> Manage Views, Click "New" and you can custom your view here.

Manage Viev	VS	P	
Create a new v Click the 'New'	iew button to create a	new view	New
Open an existin	g view		
	Delet	e Modify	Сору
Show globa	I		Close

2. Enter the name of your personal view, do not change the environment, select the column you want and click "left/right arrow" and it will be added to your personal view. You can also sort the order of these columns by using the "up/down arrow".

View Properties	23
Choose Columns Set Defaults View name: My Personal View Select an Environment: Carolo_proj_info Carolo_proj_info Conflicts Created By Created By Created By Created By File Updated By Created By File Updated by File Updated By Created By File Updated By F	
Available to all users OK Cance	:





3. If you want to make this as your default view, go to "Set Defaults" tag and check all 4 highlighted options.

Datasource	Search results
Document list view	Document list view
Preview pane view	Preview pane view
Preview pane view	Assign

4. Click OK and refresh ProjectWise.





## MAINTENANCE

#### • Local Document Organizer

Local Document Organizer is used to list and manage the documents that you currently have checked out, copied out, or exported. Local Document Organizer opens automatically when you log out if you still have documents checked out. The Local Document Organizer dialog box always opens with the View set to display Checked out Documents. The actions you can perform from the Local Document Organizer dialog box depend on the View option that is active. You can select multiple documents in the Local Document Organizer's list box and apply a command to all of them simultaneously.

#### <u>To avoid ProjectWise slowness, all users are suggested to clean local documents and workspace</u> <u>biweekly as below, weekly clean is suggested for heavily used machine, such as CAD drafting.</u>

#### 1. ALL FILES MUST BE SAVED AND CHECKED IN FIRST!

2. Open ProjectWise Explorer>Tools>Local Document Organizer. The purpose of the Local Document Organizer is to manage documents and workspace that have been Checked, Copied, or Exported Out to your local drive.

A	Associations
N	Aessenger
L	ocal Document Organizer
s	can References and Link Sets
L	oad SLF
S	can Spatial Locations
S	can ESRI Files
E	nable Auto-Scan for CAD Files
C	Customize
I	nterface
V	Vizard Manager
Ν	letwork Configuration Settings
U	Jser Management
C	Options
Т	oggle Version Display
C	Create Excel Template
E	xport to Excel
Ir	mport from Excel

3. In the open dialog, click Copies icon and you will see all copies on you laptop, select all copies (CTRL + A) or the ones you need to purge, click Purge Copy icon. This will delete local document copies.





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	100	and an interest	Copied Out	c:\pw_worki	Deltek	<u></u>			6/25/20

4. In the open dialog, click Workspace Copies icon i and you will see all workspace copies on your laptop, select all copies (CTRL + A) or the ones you need to purge, click Purge Copy icon 🔽. This

will delete local workspace copies.

Local Document Or	-	- workspace C	opies	3					
Organizer View Ac	tion								
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5. Close Local Document Organizer and refresh ProjectWise.





• Changing/Updating ProjectWise Passwords (for external users only)

In ProjectWise Explorer, go to Tools > Options > Under the General Tab, enter the following information:

Old Password: Enter the assigned (or old) password

New Password: Enter the newly desired password

Verify New Password: Re-enter the new password

Hit Apply or OK to save the new password.

User.Carollo Propertie	5	>					
General Settings M	ember Of Personal WorkSpace						
Ser.C	arollo						
Description:	User @ Carollo - ProjectWise Team						
E-mail:	pw_coordinator@carollo.com						
Туре:	Logical						
Old password:	*****						
New password:	•••••						
Verify new password:	•••••						
	OK Cancel App	oly					