NHHS Rail Program - Replacing Survey Ground Files / DTM's on ProjectWise using Versions

This procedure is for DOT Central Surveys to assist with the transfer of .dgn ground files and .dtm(s), which are typically referenced and / or used by designers. The purpose is to eliminate the need for designers to have to re-reference survey files. <u>Deleting and replacing files is not recommended since users do not get the files automatically updated without performing a purge of all local copies that are being updated.</u> Central Surveys will not have to re-attribute files once they are versioned according to this procedure and multiple files can be replaced (versioned) at once via a "drag and drop". To version files perform the following steps:

1. <u>The filenames must always be the same for the ground files as the program progresses.</u> For preliminary survey data, the filenames should always be sheet#.dgn. At some point in the future, the filenames will be changed to standard DOT naming conventions.

2. Drag and drop the revised Sheet files in the ProjectWise in the designated Survey folder. Be sure "No Wizard" is selected as the default for document creation. Tools >Wizard Manager.
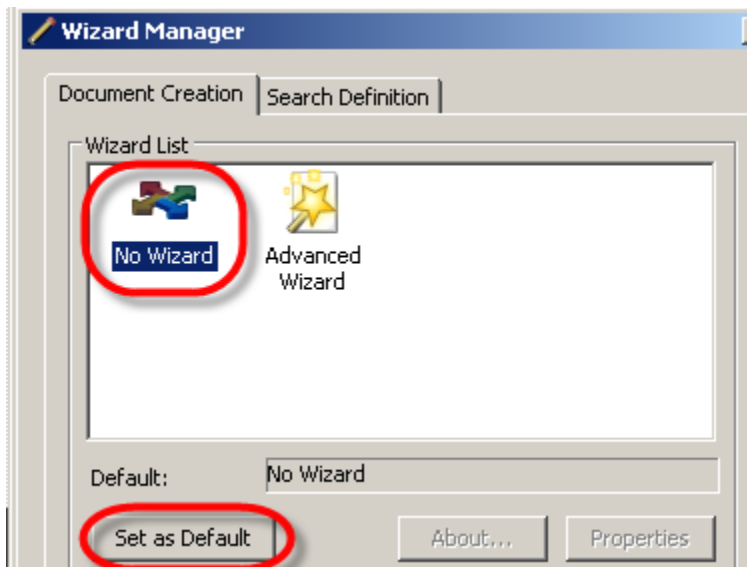
Figure 1

3. When the "Select an Action" dialogue is prompted, make the below selections according to Figure 2 (This is for a multi-document drag and drop).
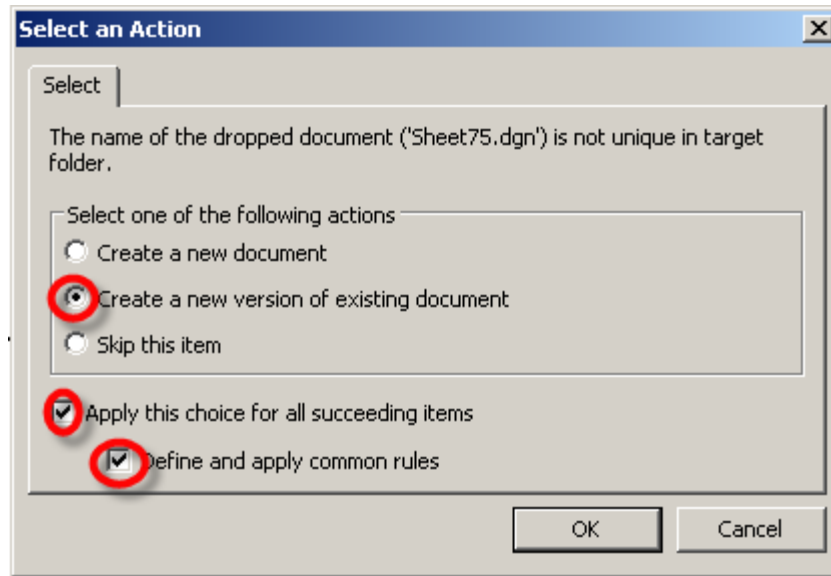
Figure 2

4. In the Following dialogue, "Define Version Rules", provide a version string of the current date and use a letter if you are replacing the same file twice or more in the same day. Also un-check, "Remove attributes sheets of the target document". Refer to Figure 3
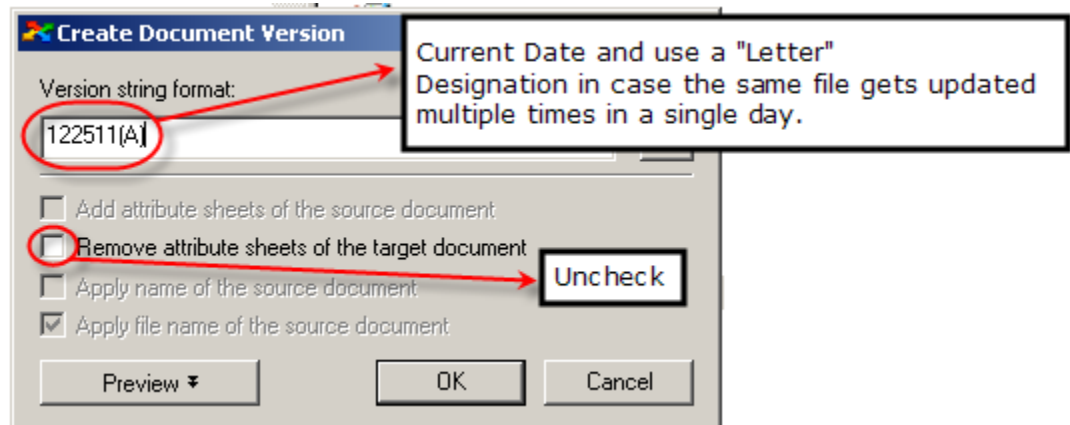

Figure 3

5. ProjectWise archives the old file and replaces it with the new version. The latest file has the version label you defined (i.e. 122511(A)). Only ProjectWise Administrators can see archived versions. All other users cannot see them. See Figure 4 below.
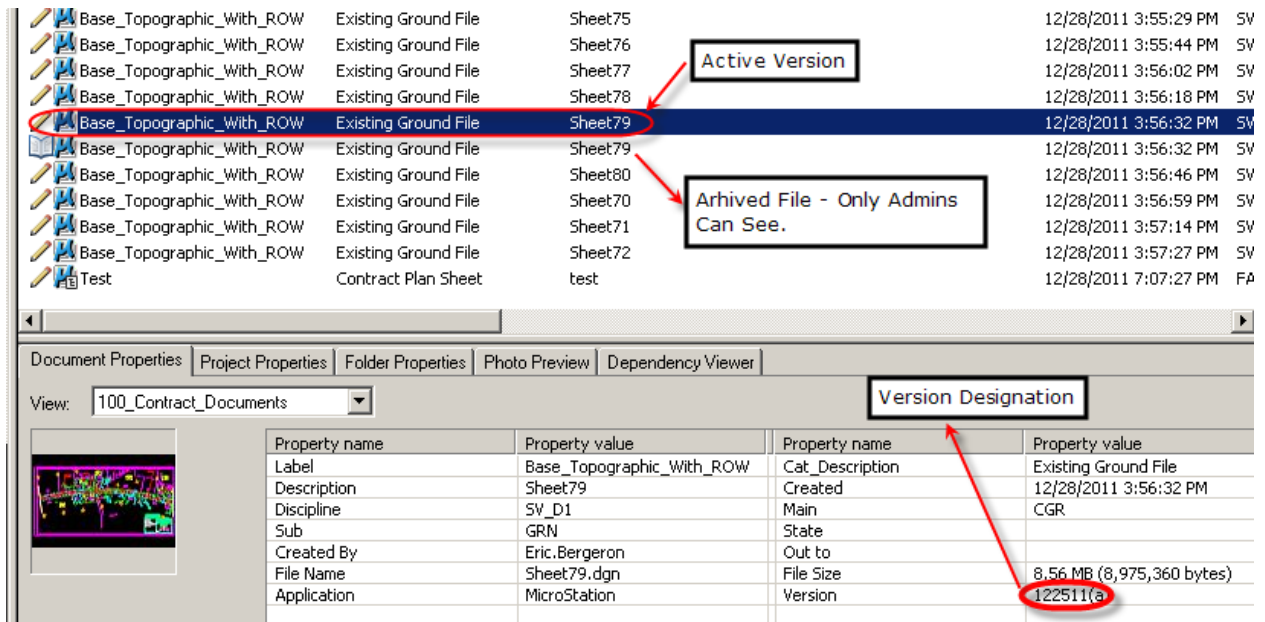
Figure 4

Note: From the Designers perspective, the new versioned file will automatically be referenced in ProjectWise, when a file is opened it will prompt for a refresh since the system recognizes the new version. See Figure 5 below.
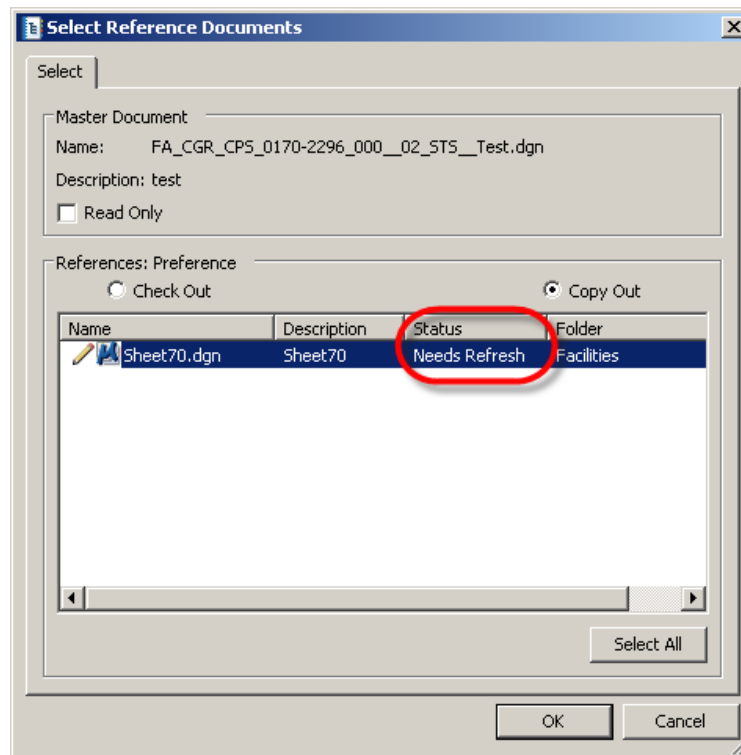

Figure 5