IOWADOT

Office of Design

Replacing Documents in ProjectWise

ProjectWise is a document management tool that does not recognize file names by themselves. Each and every document and folder has a unique alphanumeric code that ProjectWise understands. Since ProjectWise does not recognize file name only when attaching a reference file within MicroStation, care must be given when replacing CADD files within the ProjectWise environment.

Replacing an Existing Document in ProjectWise

Improper replacement of a CADD file within ProjectWise can lead to broken references in two ways: references within the CADD file can break, or references to the specific CADD file can be broken after replacement. The two ways to replace a document properly that already exists in ProjectWise with a newer version of the document are: Export/replace, and using Iowa DOT custom File replace tool.
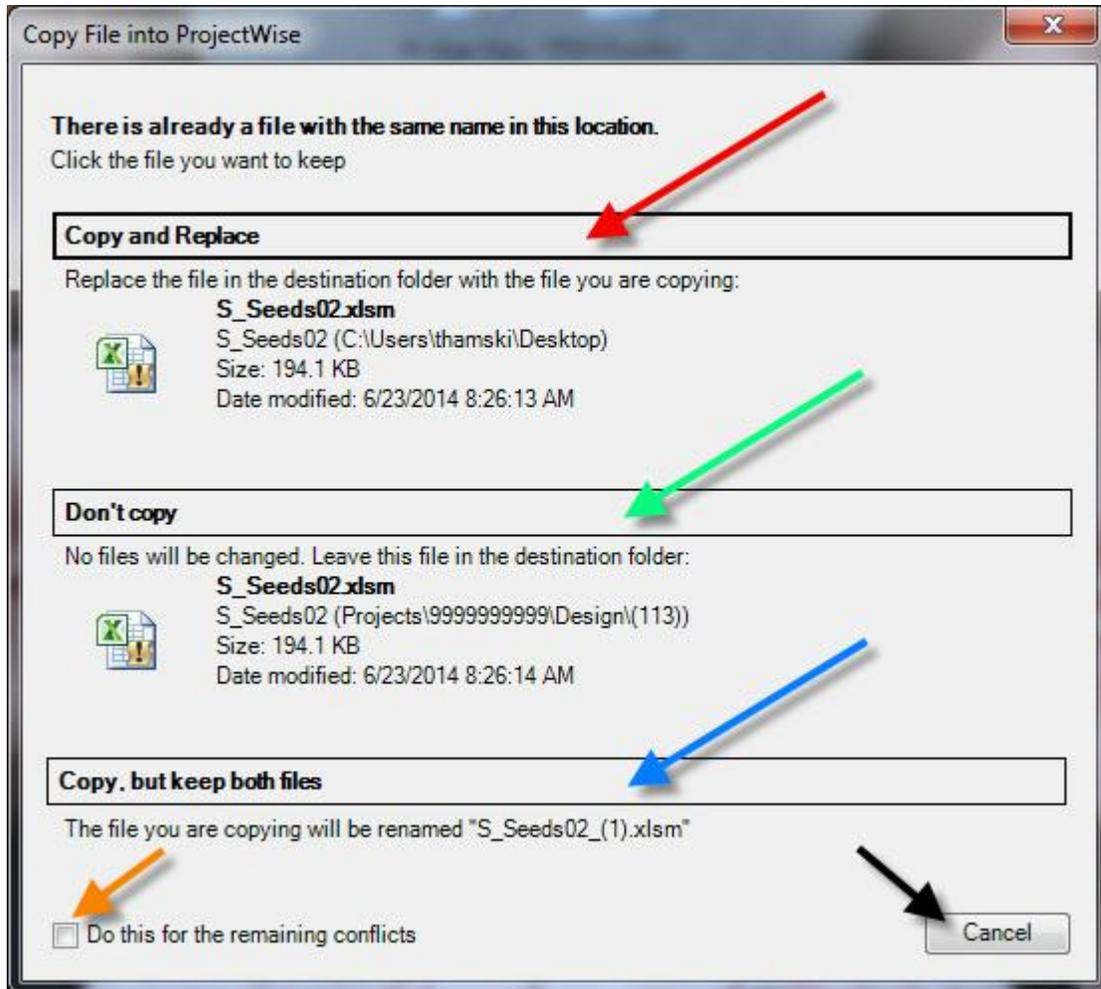
Export/Replace Method

The Export/Replace method does not require a special tool, only tools available out-of-the-box from ProjectWise installation. The process is simple:

- Export the document as a managed copy (Refer to 21F-21 on export procedure).
- Replace the document in the exported location in the Windows Explorer.
- Import new version of the file (Refer to 21F-21 on import procedure).

With this process, any other CADD file that referenced the replaced file will not have the reference broken after the replacing process. If no additional references were attached to the newer version of the CADD document, all references will remain intact and not need to be ref scanned.

Using the Iowa DOT Custom File Replace Tool

The Iowa DOT has had a custom tool created to replace documents that already reside in the ProjectWise system. The tool functions similar to Windows when trying to move a file into a folder where a file of the same name already exists. This tool must be installed on your machine to be used. Outside users will not have this tool available if not set up on their local computer.

The tool mimics the Copy & Replace functionality of Windows Explorer. **Copy and Replace** replaces the existing document of the same name with the document that was drug into ProjectWise. **Don't Copy** does not change anything and cancels in process. **Copy, but keep both files** will create a sequential numeric naming of the new file that was named the same as the original document.

Chronology of Changes to Design Manual Section:

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1/7/2016   NEW
                New.