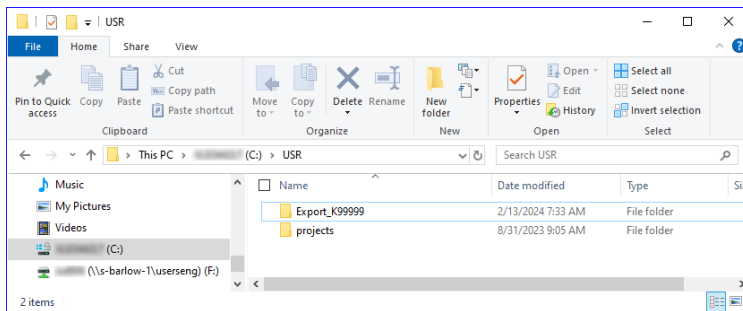# Use "Export - locks file" With ProjectWise Data for Working Remotely

Opening MicroStation (.dgn) files from ProjectWise puts a load on your network connection as the parent (.dgn) and all of its references are copied out to your pw_work folders. If you work with (.dgn) files that have reference attachments, you may find that it improves your experience when using MicroStation or OpenX Designer to *not* log into ProjectWise, but instead, to [Cancel] out and open (.dgn) files that reside on your computer. The steps below will explain a good method of exporting your project (.dgn) documents, so that you may work on them locally. You should "export – locks file" any (.dgn) that you will edit locally, including reference attachments if you will also be editing them. It is a good practice to import documents when you are finished editing them, or at the end of each day.

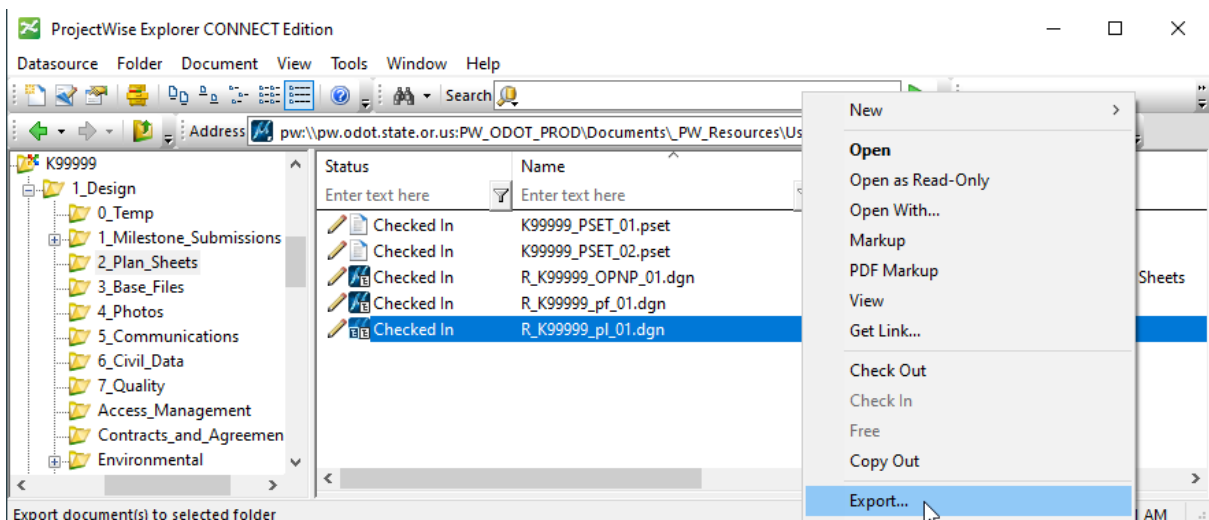## 1. Create a folder for your exported documents on the C: drive

Open File Explorer; navigate to C:\Share, C:\USR, or C:\Work and **create a new folder** with a name like Export_K99999.

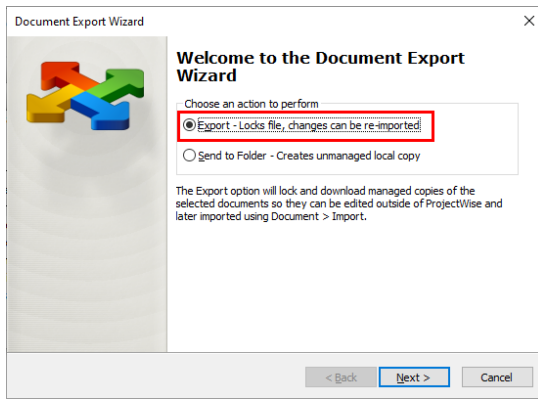In the picture above, File Explorer is open to C:\USR showing a folder named Export_K99876.

2. Export the master (.dgn) from ProjectWise using "Export – locks file" to lock the document in ProjectWise

Open ProjectWise Explorer; navigate to your project folder that contains the (.dgn) documents. Right-click on the parent (.dgn) – recognized by the MicroStation icon with the white directory tree "glyph" in the lower right corner. **Select "Export" from the right-click menu.**
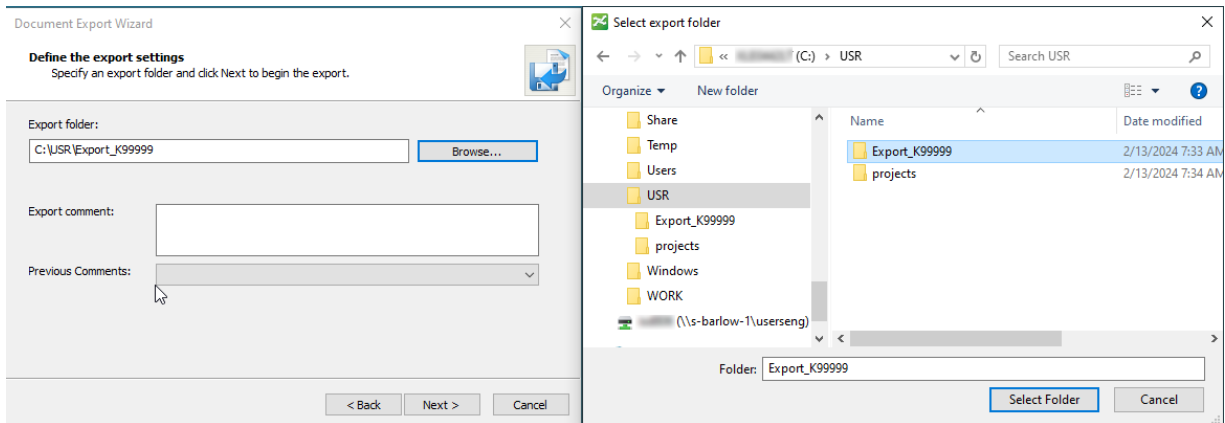

In the picture above, the ProjectWise Explorer is open to the K99999 project in the User Training folders with the folders expanded on the left side. The active folder is 2_Plan_Sheets. R_K99999_pl_01.dgn is selected and highlighted blue. Its blue MicroStation icon shows the white tree glyph indicating that it has reference attachments. The right-click menu is open and the "Export" command is highlighted blue.

Choose "Export – Locks file, changes can be re-imported" and click [Next>].

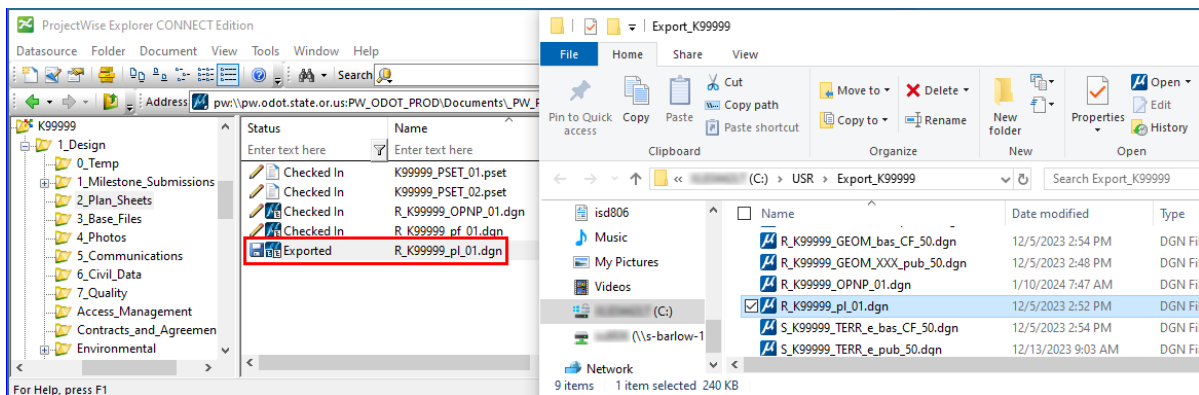The Document Export Wizard is shown above with "Export – Locks file, changes can be re-imported" selected.

Use [Browse…] and navigate into This PC > (C:) and select the folder that you previously created in C:\USR, and click [Select Folder], then [Next>].

The picture above shows the Document Export Wizard with the Export folder: field and [Browse...] button on the left. The "Select export folder" dialog is shown at the right with Export_K99999 highlighted blue.

Click the [Finish] button on the Document Export Wizard to complete the export and dismiss the dialog.

The parent (.dgn) file has been exported and locked in ProjectWise, and all of the reference files have been simply exported (Send to Folder – without locking) and they are all in the same folder on the C: drive.
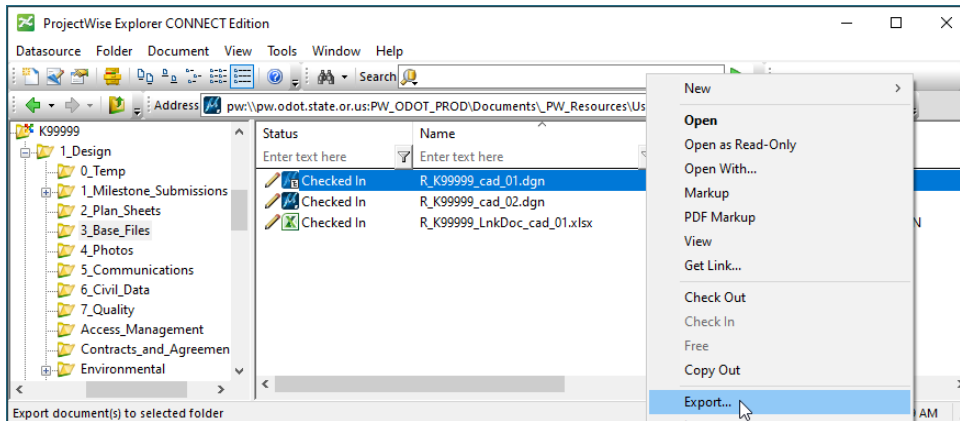

The picture above shows ProjectWise Explorer on the left with the parent file outlined in red showing the "Exported" status icon which looks like a diskette. On the right is File Explorer showing the parent file highlighted and all the reference files in the same folder. The references were exported from 3_Base_Files in
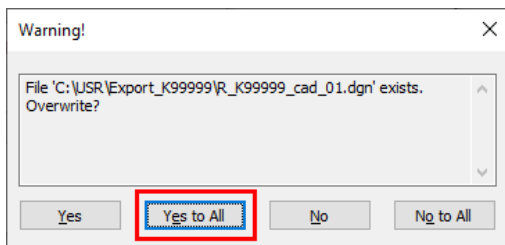
ProjectWise and are in the same folder on the C: drive, with the parent, so that MicroStation can find them when you open the parent (.dgn) on the C: drive.

3. Export the **Referenced** (.dgn) files from ProjectWise using "Export – locks file" to lock the documents in ProjectWise

In the ProjectWise Explorer; navigate into the folder where the references are stored that you might wish to edit. Make a selection set of all the (.dgn) documents that you plan to edit locally – and **select "Export" from the right-click menu.**

The Document Export Wizard should still be configured as shown in step #2 above with "Export – Locks file, changes can be re-imported" selected. Accept the same export folder location, then click [Next >]. Click [Yes to All] when the Warning! Dialog opens. You must overwrite the files that were exported in step #2 to lock the documents in ProjectWise. **Choose [Yes to All]**, then [Finish].
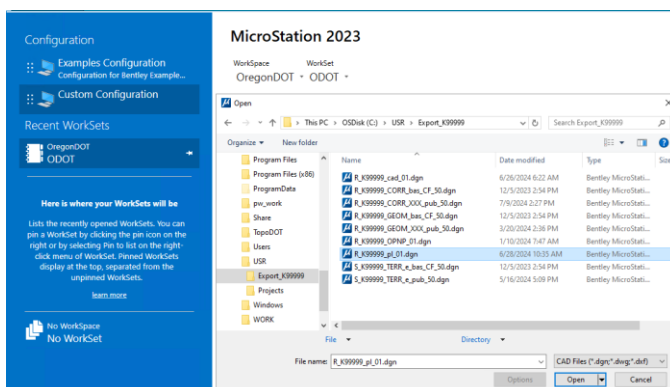

4. Use the MicroStation desktop shortcut to launch and open the exported parent (.dgn)
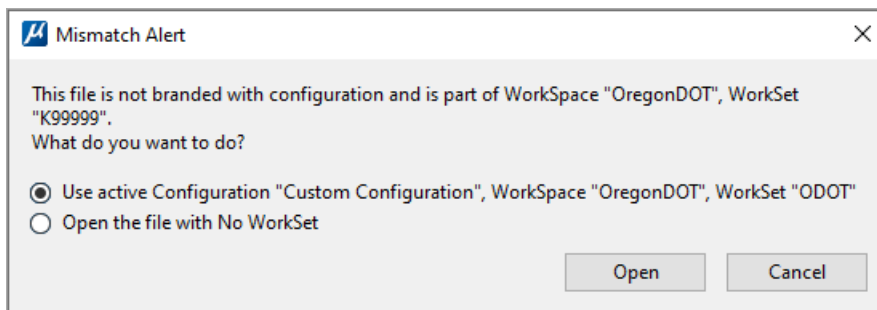
Launch MicroStation using the desktop shortcut.

[Cancel] out of the ProjectWise Log in dialog or the ProjectWise Open dialog, set the WorkSpace | WorkSet to OregonDOT | ODOT and use the [Browse] button on the work page to navigate to This PC > (C:) > USR > Export_K99999 folder and select the parent (.dgn).
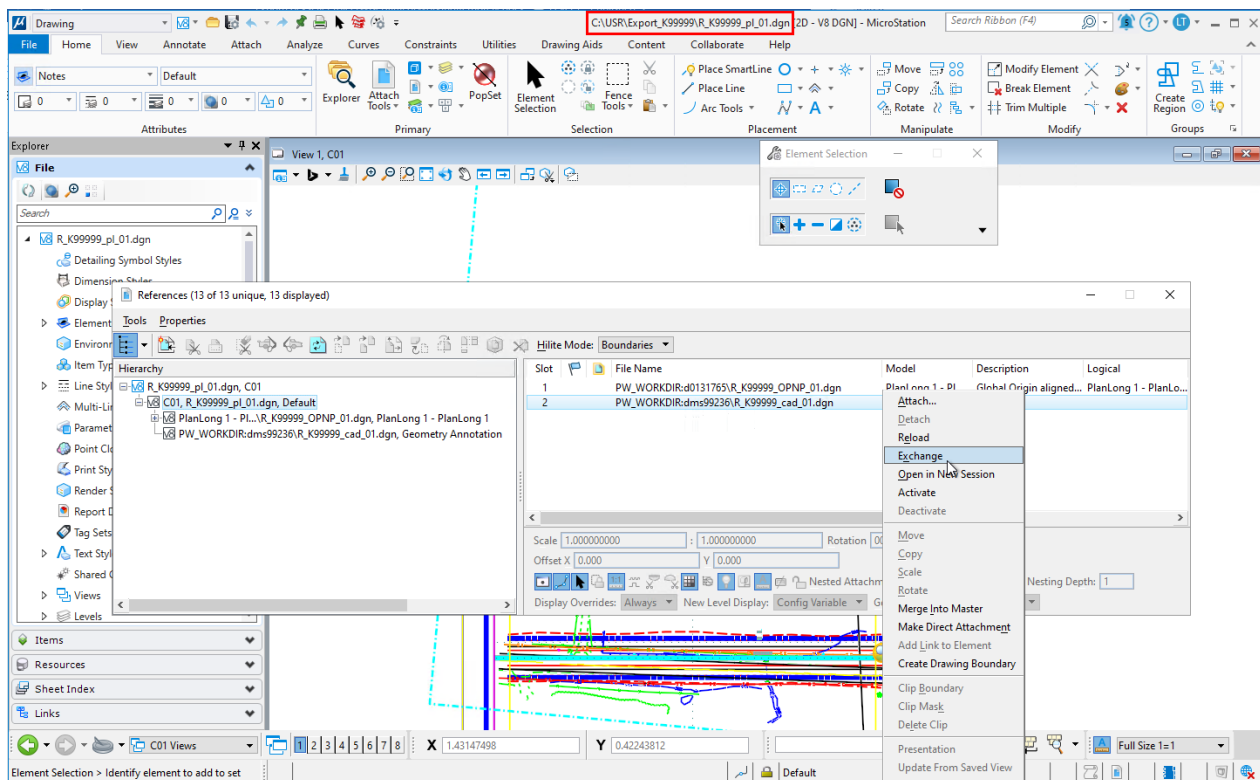
In the picture above, the MicroStation Open dialog shows the parent file highlighted. The [Open] button is outlined in blue at the bottom.

The Mismatch Alert dialog will appear; make sure that you select to "Use active Configuration "Custom Configuration", WorkSpace "OregonDOT", WorkSet "ODOT", then click [Open].

Be aware of the file name that you are editing by looking at the title bar of MicroStation! Your references will actually be loaded from the same folder where the parent (.dgn) file resides in the "export" folder, even though their *permanent address in the ProjectWise working directory* is displayed in the References dialog.
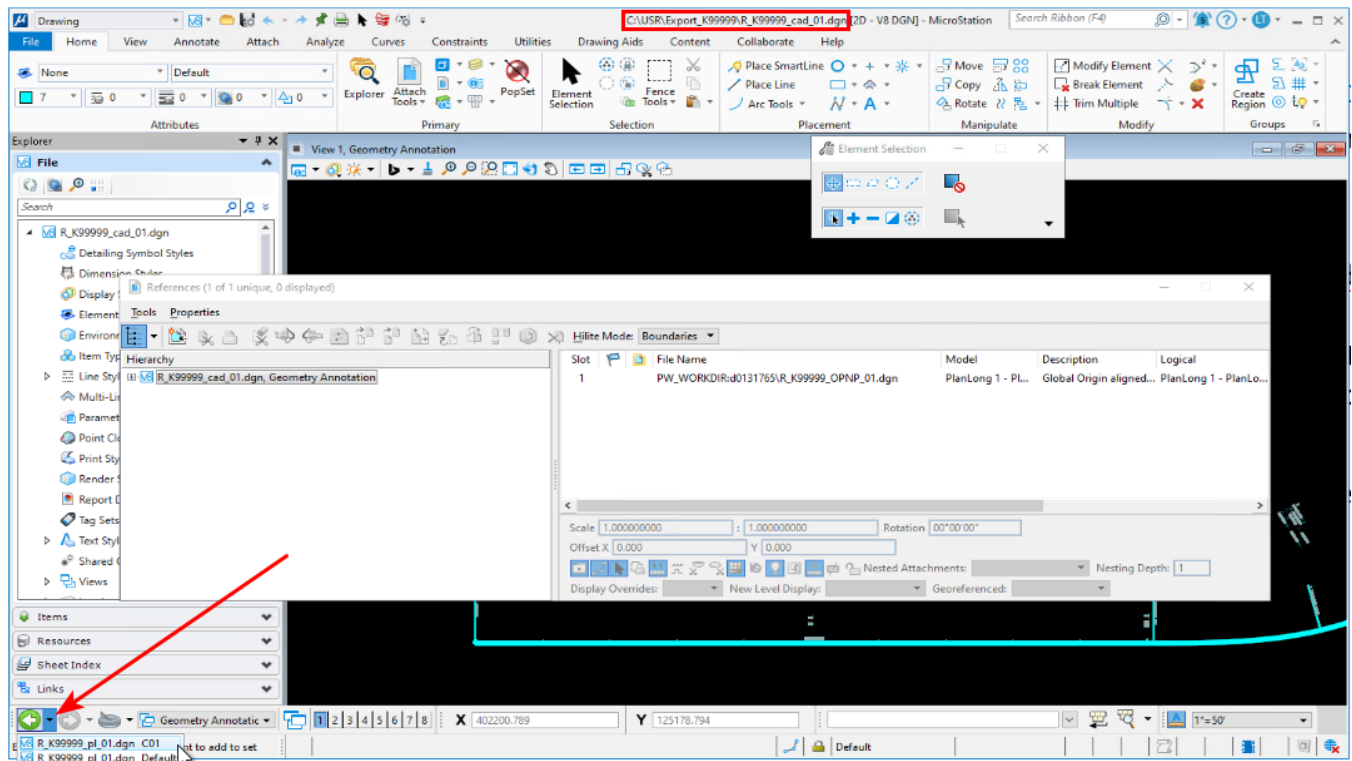

The picture above shows MicroStation open to the plan sheet (.dgn). The References dialog is open at the right showing the reference hierarchy. The Default model is selected in the Hierarchy list and highlighted gray. You can see the permanent address in the "dms" folders in the reference details on the right side. A right-click menu is displayed and Exchange is highlighted blue. The next picture below shows the result of making an exchange.

5. Use "Exchange" to transfer between the Parent file and its Reference(s) in the "export" folder

When you **use Exchange** to open a reference file for editing, the file named in your title bar will be the file in your "export" folder. The reference dialog reports the *permanent address* in the "dms" folders, but **when you use Exchange, the reference in the "export" folder will be opened**.

Again, the Mismatch Alert dialog will appear; make sure that you select to "Use active Configuration "Custom Configuration", WorkSpace "OregonDOT", WorkSet "ODOT", then click [Open].

The picture above shows MicroStation open to the Geometry Annotation model of the "CAD base" file in the "export" folder. A red rectangle in the title bar surrounds the path and name of the open (.dgn) file in the "export" folder. A red arrow points to the Previous Model pick list. Using the Previous Model button is the quickest way to transfer back into the plan sheet file.

6. Import edited files back into ProjectWise or use Update Server Copy to retain the lock

It is a good practice to push data from exported documents back up to ProjectWise when you are finished editing them, or at the end of the day. Use "Import" if you are finished editing the file, and use "Update Server Copy" if you will continue editing the file locally and wish to keep it locked.

Open ProjectWise Explorer; navigate to your project folder that contains the locked (.dgn) documents. Right-click on the locked document or a selection set of locked documents and choose either "Import" or "Update Server Copy" from the right-click menu. Both commands leave the copies of the files on your computer and push the changes up to ProjectWise; "Import" goes one step further and unlocks the document in ProjectWise so that someone else may edit it.

When the documents reside in one folder in ProjectWise, you may make a selection set of locked documents and choose "Update Server Copy" or "Import" off the right-click menu.