

WORKING COLLABORATIVELY

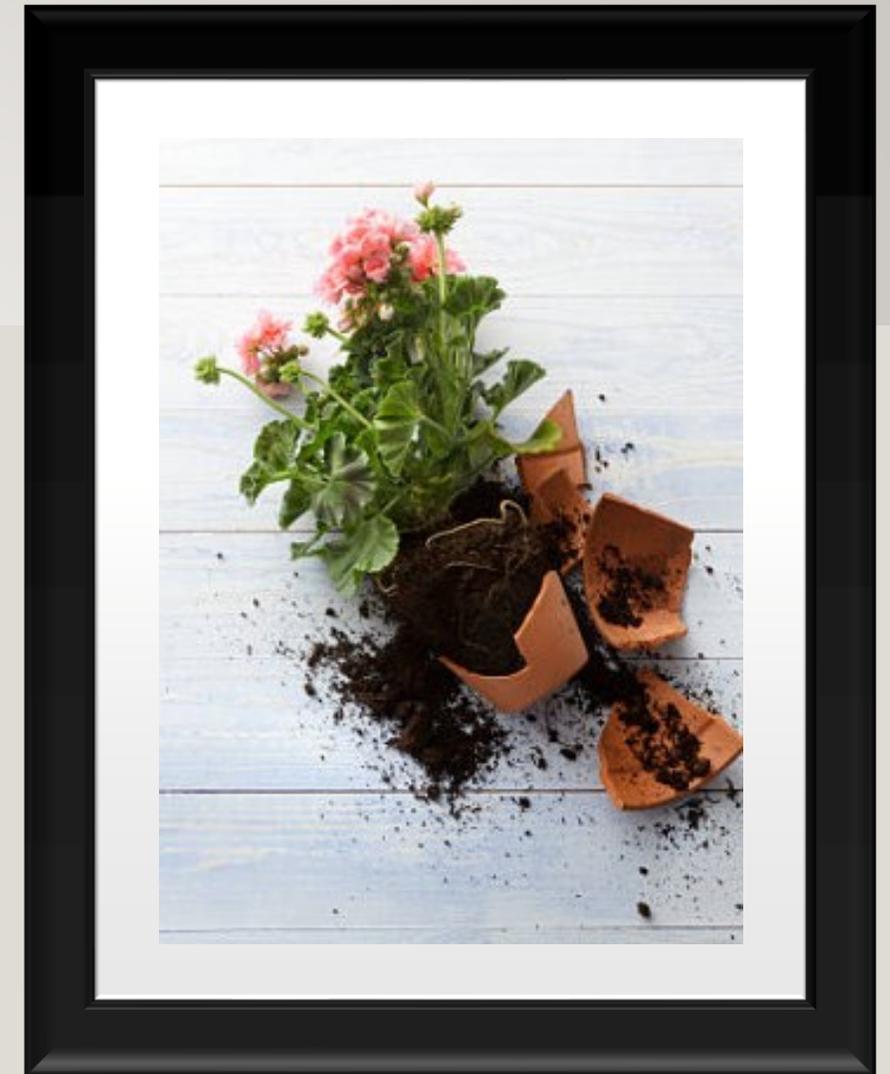
OPENSITE AND OPENROADS IN PROJECTWISE

HOW DO I FEEL WHEN I DISCOVER THAT MY DATA IS NOT AS I LEFT IT?

How do I feel when I come home and find my favorite plant overturned, in a pile of broken terra cotta on the floor?

Hurt, imagining the future **pain** of trying to rescue the situation, **regretting** the amount of time that I will need to spend correcting the situation, I'm **angry** at the unknown person who caused this for being so insensitive and inconsiderate.

To get beyond the damage and fix things, I need help to not feel so hurt. I need you to admit responsibility and apologize.



WHAT IF YOU EDIT SOMEONE ELSE'S CAD FILE BY MISTAKE?

1. Immediately exit the file and choose [Free] on the Check In dialog.
2. **Apologize!** Email or call the document creator and include the three items below:
 - a. Explain your mistake - "I was in a rush and accidentally edited your DGN".
 - b. Explain what you did to correct your mistake - "I immediately exited your DGN and freed it."
 - c. Explain what you will do so that this mistake does not occur again - "I am going to set the default double-click action in ProjectWise to Open Read-only. That way when I double-click on things in ProjectWise, I will not edit them. I will be deliberate about files I edit by using the right-click Open command in the future."

Apologize for your mistake and take steps with your own behavior to ensure that it does not happen again.

WHAT IF YOU NEED TO EDIT A FILE WITH OPENROADS THAT WAS CREATED WITH OPENSITE?

Guidance is **do not edit an OSD dgn with ORD**

If you absolutely must:

- Have consideration for the OpenSite users
- Communicate, communicate, communicate
- Understand that the ProjectWise audit trail will rat you out – **Checked In** is the entry that screams “I edited the file”.

GUIDELINES FOR WORKING COLLABORATIVELY WITH DGN FILES IN PROJECTWISE

- Only edit DGN files that you create
- Use the **appropriate seed file** as a template –
CAD_Resources\Seed\softwarename
- **Attach references** to assemble graphics for drawings
- **Attach references** to access civil data created by others for your own design: existing ground, alignments
- Create different types of civil data in separate DGN files – especially keep super separate from geometry

Guidelines are based upon professional responsibility and software functionality, while being aware of the effects on downstream users and adhering to the drivers for using ProjectWise - One source for current and accurate design data Reduce errors in bid documents Reduce claims in construction.

These guidelines should be used the majority of the time. Exceptions should be discussed and communicated to project team.

OPEN VERSUS OPEN READ-ONLY

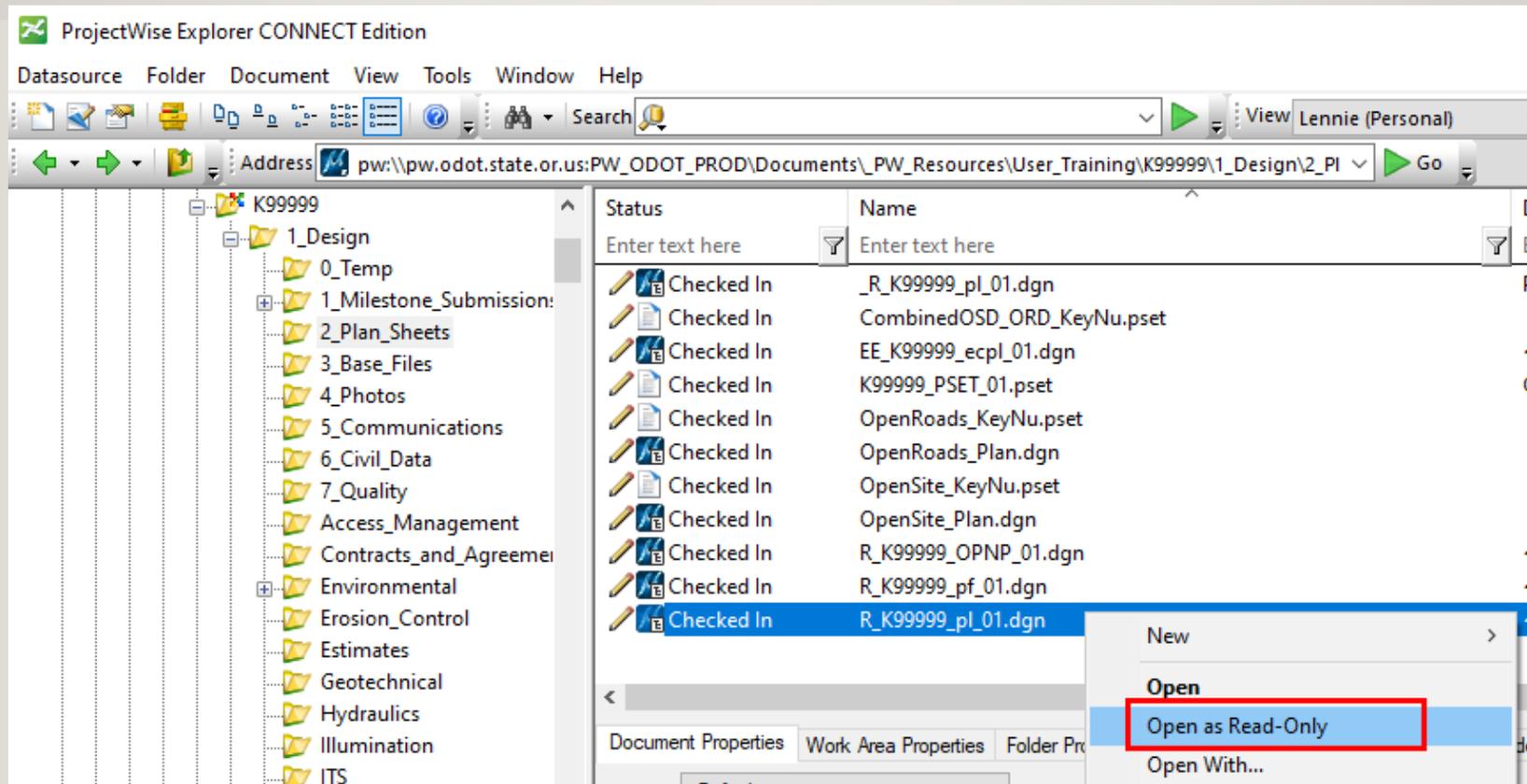
Open = Edit; Open Read-Only = Review

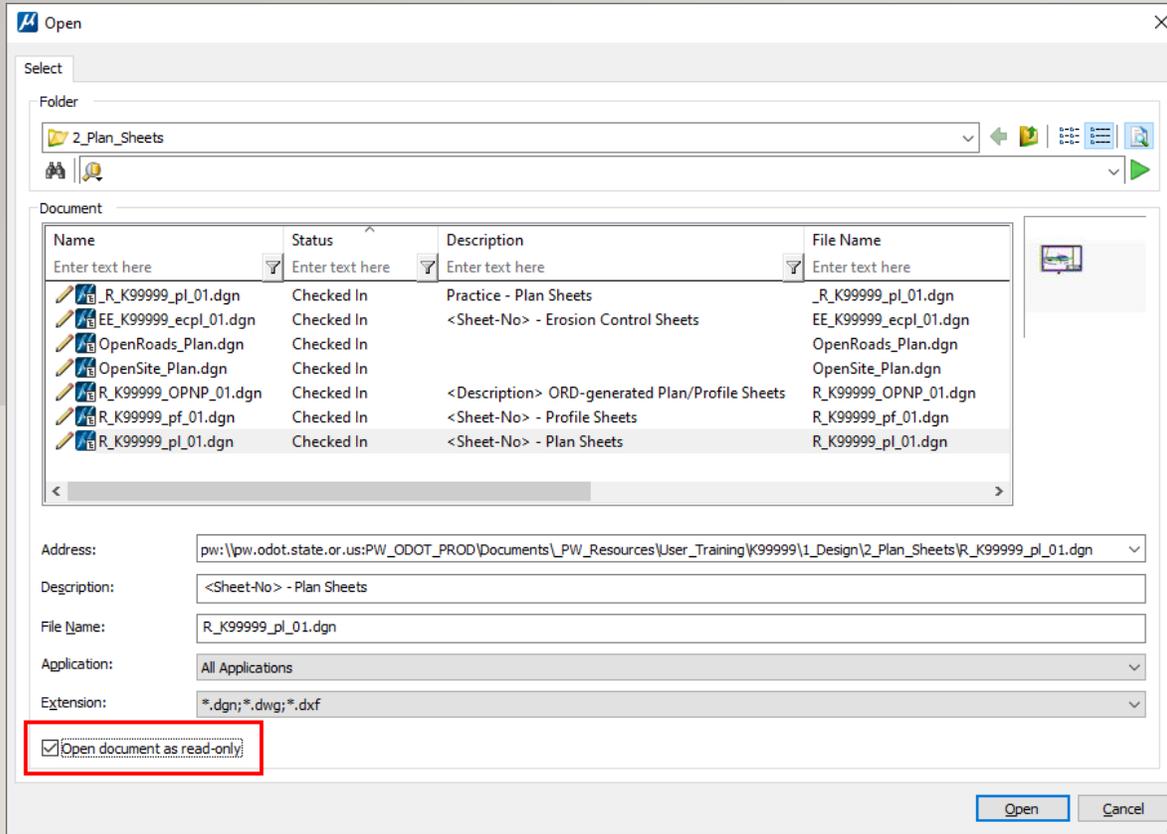
Options for opening a DGN file without editing it are as follows:

- Use the software File>Open command and check the box to "Open read-only".
- In ProjectWise, right-click and select "Open Read-Only".
- In ProjectWise, right-click and select "Open With...", then after selecting the appropriate software, check the box to "Open read-only".
- Open your own DGN and attach someone else's DGN as a reference.

To be deliberate – avoid double-clicking on any file. Launch the software you wish to use and navigate to the file.

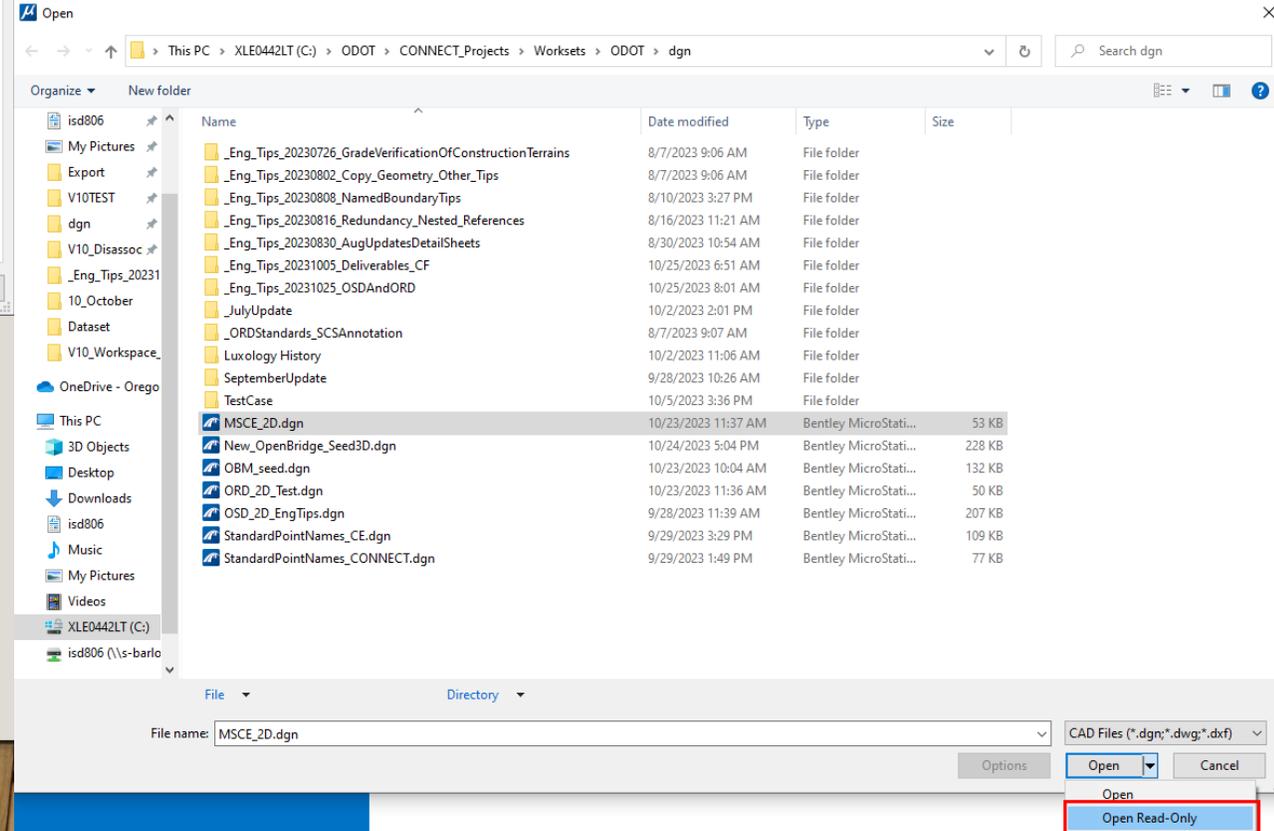
PROJECTWISE – RIGHT CLICK OPEN AS READ-ONLY



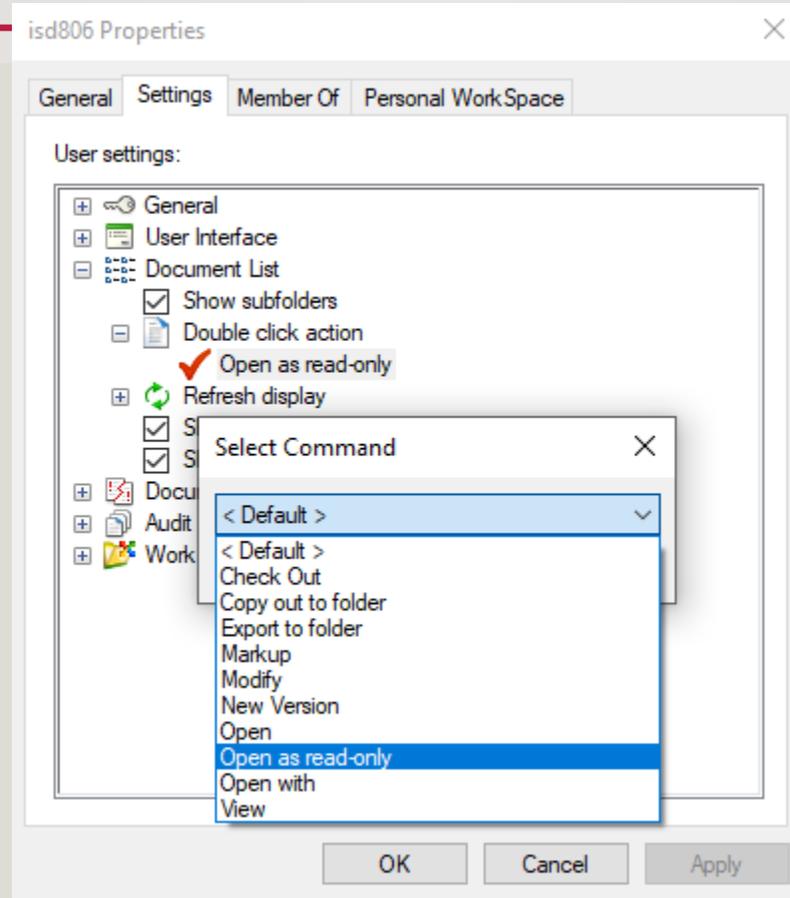


ProjectWise check box lower LEFT

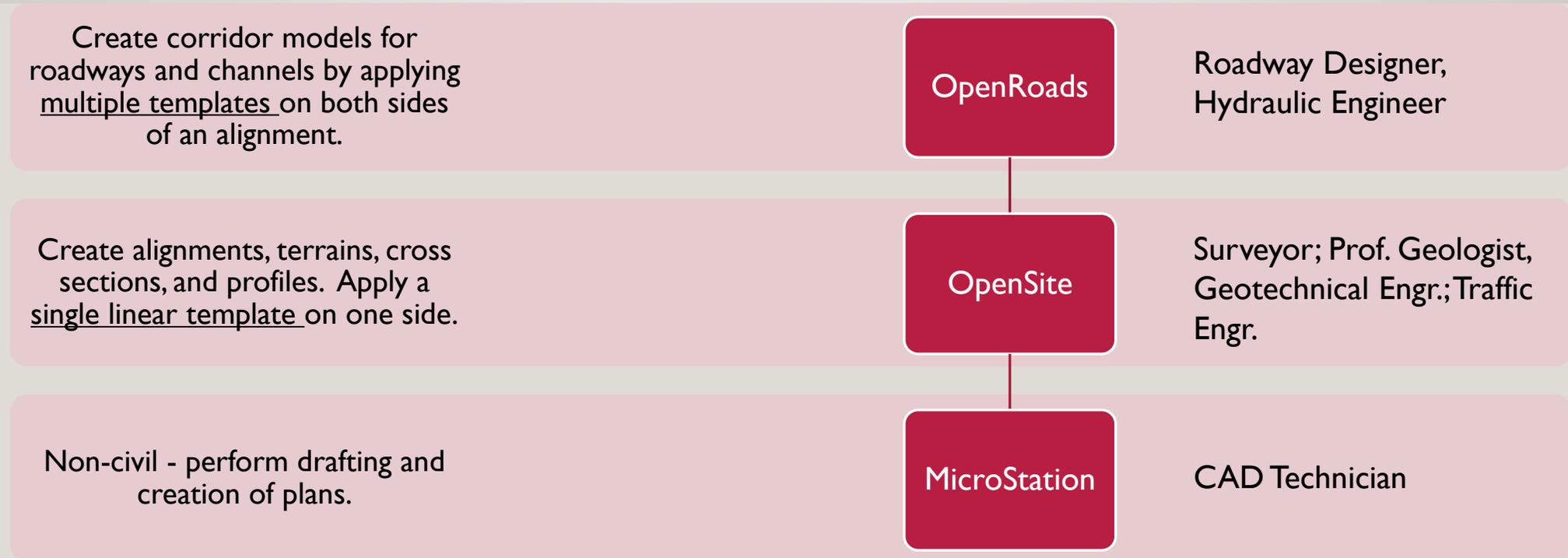
Windows Open Read-Only lower RIGHT



PROJECTWISE DOUBLE CLICK ACTION

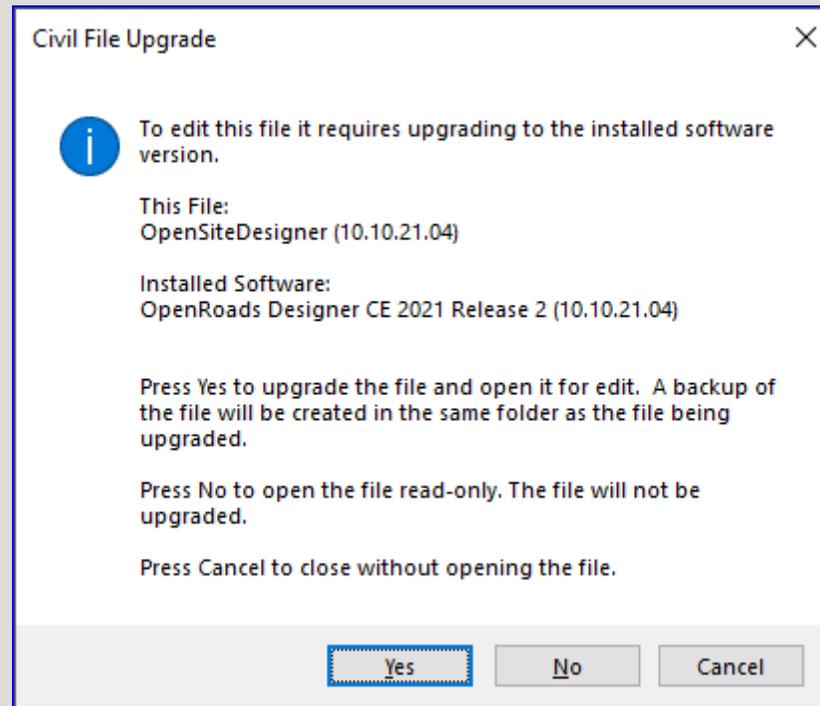


OPENX HIERARCHY



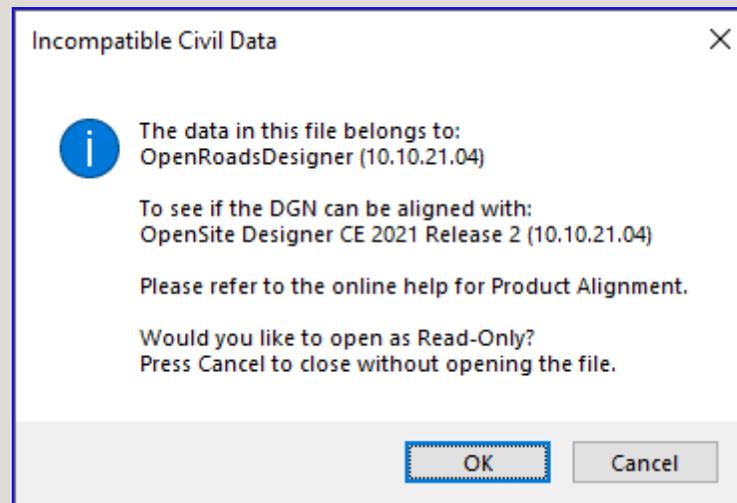
OSD is 1.72 times the cost of MSCE. ORD is 2.14 times the cost of MSCE.

OPENROADS WILL UPGRADE AN OPENSITE FILE WHEN EDITED (OPENED)



ORD prompts the designer to upgrade the file so that the civil data can be edited by ORD.

OPENSITE CANNOT EDIT AN OPENROADS DGN UNTIL IT HAS BEEN ALIGNED TO OPENSITE



Upgrading to OpenRoads makes the DGN file uneditable by OpenSite, until the DGN is aligned to OpenSite using the Civil File Manager.

ALIGN DGN TO OPENSITE

- Export (managed from ProjectWise) the DGN to a folder on computer.
- Run “Civil File Manager OpenSite Designer” shortcut from Engineering\VI0 folder
- Use Open>File and Action>Align All
- Import the DGN using ProjectWise
- Open (for editing) the DGN using OpenSite Designer

Having to align a file to OpenSite is extremely disruptive to the OpenSite Designer user's process.

NEW INFORMATION - HOW TO KEEP AN OPENSITE FILE ALIGNED TO OPENSITE

- Do not copy civil graphics
- If you must copy civil graphics (whether from a reference or from the OSD dgn file) ONLY USE OpenSite Modeling>Geometry>Horizontal>Modify>Copy Element or Vertical>Modify>Copy Element

The Copy Element tool creates a new instance of visible geometry only. It removes all intervals / rules. To rule the elements, use the Create Civil Rule Feature tool. Note it also copies the vertical geometry elements as well.