

Importing MicroStation DGNs with References into ProjectWise

Let's say you are a CAD Technician and have a project that has some sheets assembled with reference attachments. Now, you need to get those files into ProjectWise. Or maybe you are a Designer and you've made several reference attachments to your design file in Windows and you have to get the whole bunch of files into ProjectWise. This document will explain how to get your DGN files into ProjectWise and linked up to the reference attachments using Scan References and Link Sets. The final steps will be to use Move To... to place the ProjectWise documents into the correct folder and rename using the **Document Naming tool** in ProjectWise.

BACKGROUND

Reading through the answers to the questions below should set you up with enough knowledge to use the process yourself.

Can I delete documents from the 0_Temp folder?

Yes, in fact, this is the only folder in which you have the ability to delete documents. The delete ability allows you to use the **Move To...** command on documents in 0_Temp to truly move them where they belong. We will use this ability in the importing steps below. (*Warning – Drag and drop within ProjectWise does not move – it makes a copy, which is not what you want!*)

I just imported some files that were referenced in Windows, but are supposed to go into different folders in ProjectWise; how do I establish ProjectWise reference links?

The answer is the focus of the rest of this document – use Set>Scan References and Link Sets.

Take advantage of the ProjectWise Globally Unique Identifier (GUID)

Every document that is created or imported into ProjectWise gets a unique number attached to it – a GUID. That unique number is how ProjectWise and MicroStation keep track of the document's location and name. Once MicroStation has the ProjectWise GUIDs for reference attachments in its table – you cannot hide a reference by renaming it or moving it! The import process shown here will import all of the Windows DGN files into the 0_Temp folder in ProjectWise – that assigns the GUID. The name is recorded during import into ProjectWise and a GUID is assigned.

During the next step, we tell ProjectWise to look at the names of the reference attachments and see if it can match those names up to a GUID – that's called **Scan Reference and Link Sets**. A table is produced that MicroStation uses to keep track of references.

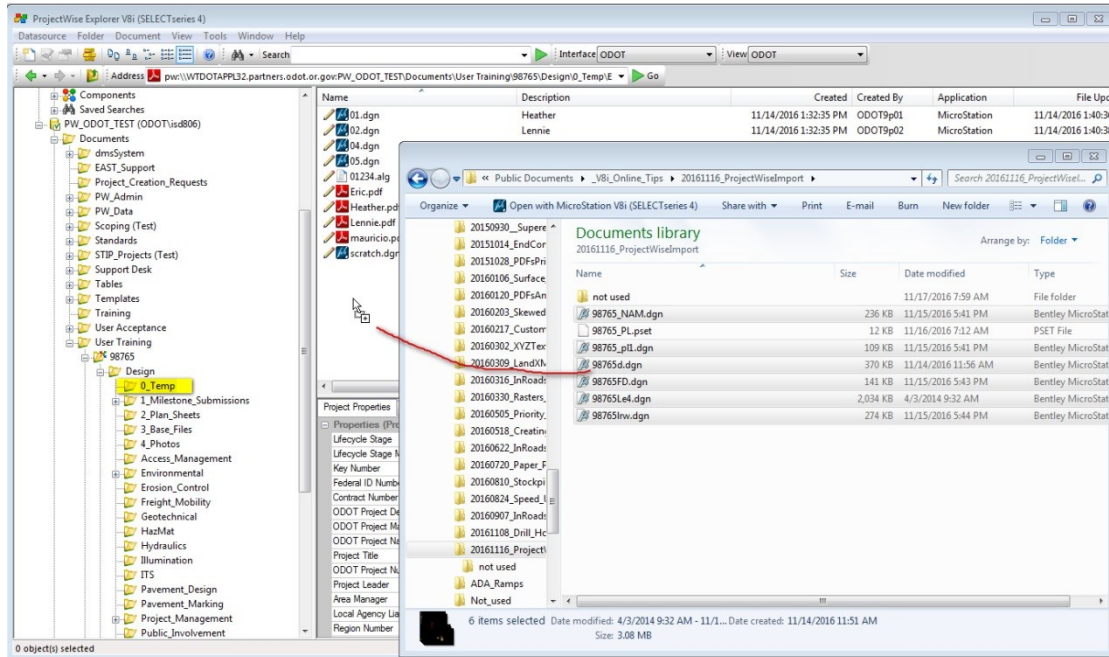
In ProjectWise, the table is updated any time the name or location is changed. MicroStation keeps track of the references using the GUID and will inform you when it detects a change in either the name or folder. That will allow you to rename DGNs according to the **ODOT ProjectWise Document Name List** and move the DGNs to the correct folder and not lose track of the references.

The Steps: Import DGNs with References into ProjectWise

If you already have a lot of reference attachments in Windows, you may want to consult with an EAST member or a ProjectWise Regional Administrator before proceeding. This example imports a total of 6 DGN files. If you have already created a Print Organizer PSET file in Windows, I suggest you not import that and create a new one in ProjectWise after importing the DGN files.

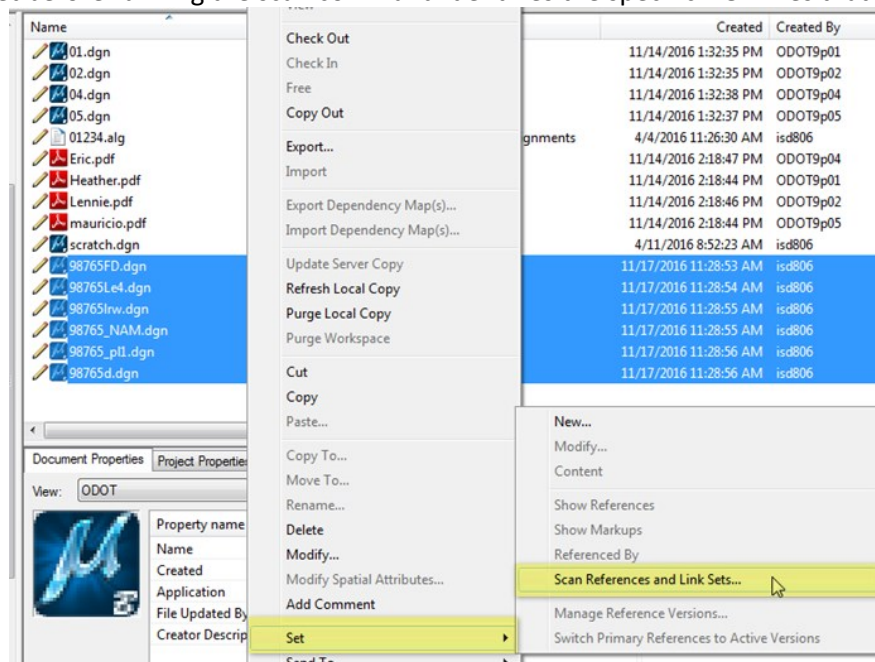
1. Drag and drop files from Windows into 0_Temp in ProjectWise and select No Wizard.

Even if parent and reference files live in different Windows folders drop them all into the same folder in ProjectWise – this makes scanning for references a bit easier. The initial ProjectWise document name will be the same as it was in Windows and that's okay for now. The picture below shows the active ProjectWise folder is 0_Temp and a Windows selection set is being dragged into the Details pane in ProjectWise (note that the cursor has a tiny + symbol).



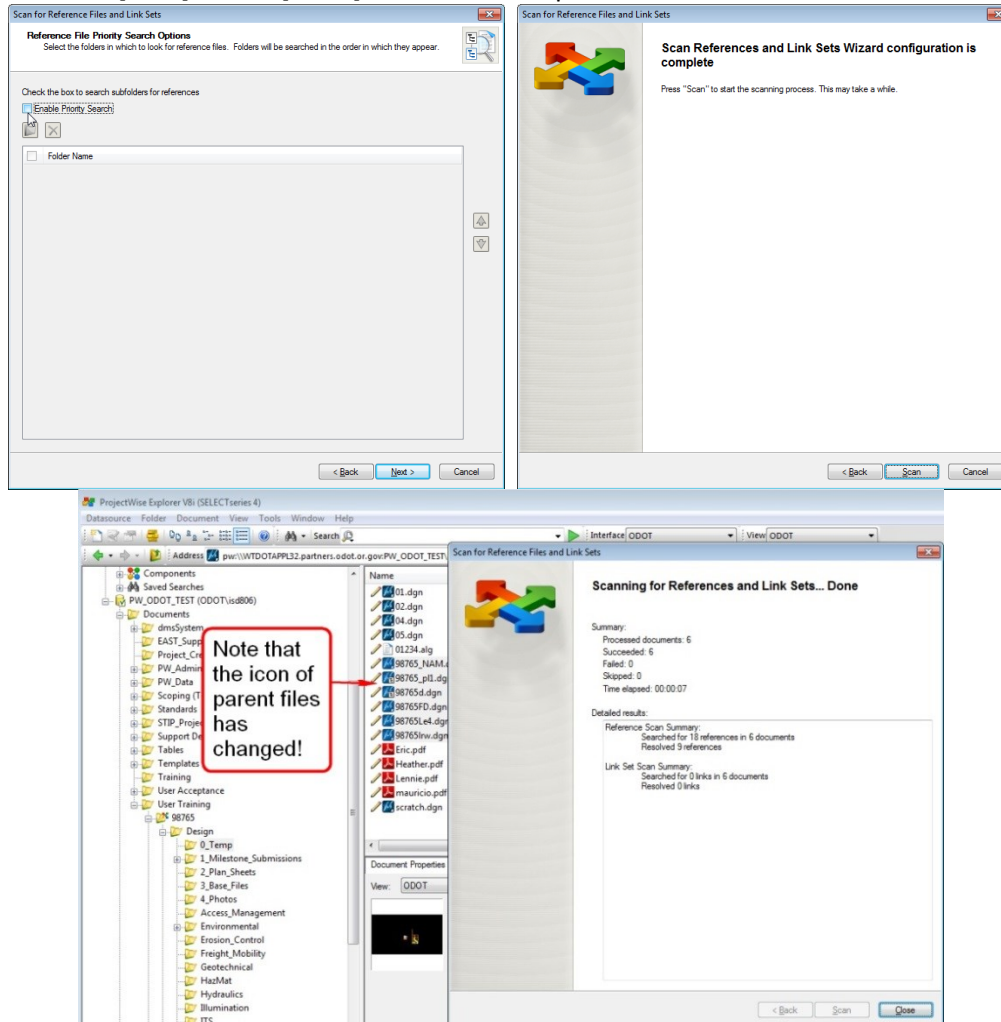
2. Select the documents in ProjectWise; right-click and choose Set>Scan References and Link Sets...

Making a selection set before running the scan command identifies the specific DGN files that you want to scan.



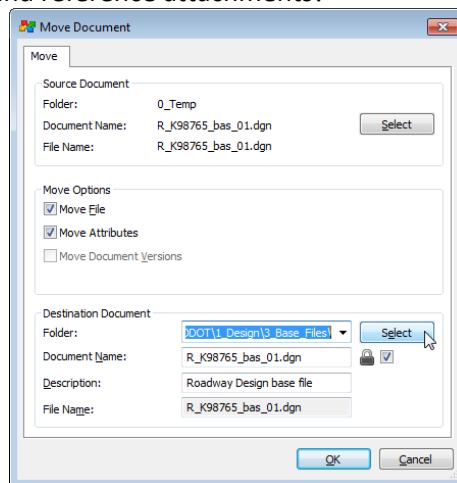
3. Click [Next>] through the Scan References and Link Sets wizard, then [Scan].

The 5th page of the wizard will have a grayed out [Next>] button – UNCHECK “Enable Priority Search”, then click [Next>] to advance. Click [Scan] – then [Close] after it has completed.



4. Move files from 0_Temp to the correct folder.

Right-click **Move To...** on each document can be used to move the document from 0_Temp to the correct folder. Use the Destination Document [Select] button on the Move Document dialog to choose the correct folder. The moved DGN has the same ProjectWise GUID and reference attachments!



5. Use the Document Naming tool on the Attributes tab of the Properties to rename each DGN.