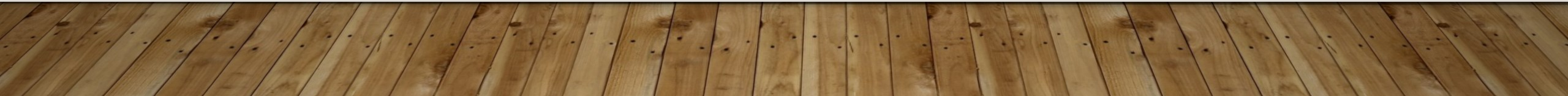


# Restoring Data Lost From ProjectWise

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# TOPICS

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- **Training Opportunities in January**
- **Server Backups**
- **PW File Restore Request Template**
- **Audit Trail - How it can help you recover data**
- **Demo Recovering and Replacing DGN File in ProjectWise**

# WHERE MY BRAIN GOES WHEN I THINK I'VE LOST DATA

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- Didn't I just put that info in the file yesterday?
- Wait – there are server backups.
- Oh my gosh, I can't believe all the information I have to provide to get a restore!
- Can I wait 3 days before I “maybe” get the file back?
- Hmm – does someone else have a copy of my file?

It takes longer than ever for the Check In dialog to appear when exiting OpenRoads Designer – wait for it!

# Server Backups in DMS Folders

d0106185	d0120351	d0123829	d0127138	dms23427	dms75459	dms90817
d0114114	d0120354	d0123833	d0127142	dms23428	dms75469	dms90839
d0116453	d0120358	d0124212	d0127143	dms23449	dms75470	dms90845
d0118788	d0120359	d0125426	d0127144	dms33009	dms75471	dms93238
d0118789	d0120360	d0125427	d0127145	dms36379	dms75480	dms93260
d0118790	d0120361	d0125428	d0129809	dms46406	dms75492	dms93266
d0118791	d0122918	d0125429	d0129812	dms54475	dms75498	dms93271
d0118792	d0123241	d0125430	d0129816	dms58984	dms75500	dms98838
d0118808	d0123242	d0125467	d0129817	dms58985	dms82628	dms99209
d0118829	d0123243	d0126375	d0129818	dms59007	dms82629	dms99210
d0118840	d0123244	d0126376	d0129819	dms59018	dms83392	dms99211
d0119529	d0123245	d0126382	d0131765	dms59041	dms83393	dms99221
d0119538	d0123288	d0126383	dms17977	dms60181	dms85373	dms99223
d0119539	d0123293	d0126384	dms17999	dms60182	dms86743	dms99235
d0119551	d0123826	d0126385	dms23222	dms60215	dms90657	dms99236
d0119562	d0123827	d0127135	dms23426	dms73587	dms90816	dms99258

There's no hierarchy in the server backups – the server looks just like your computer's pw\_work “DMS” folders.

# ProjectWise File Restore Request

## SOURCE INFORMATION:

Server: WPDOTAPPL291

Drive: H

Path\Filename (for Folder IDs of 99999 or smaller): PW\_Storage\PW\_ODOT\_PROD\dms####\File\_name.ext

Path\Filename (for Folder IDs of 100000 or larger): PW\_Storage\PW\_ODOT\_PROD\d#####\File\_name.ext

The last known good file 'Date Modified': **MM/DD/YYYY**

Server Backup Date: **MM/DD/YYYY**

## RESTORE DESTINATION:

In the c:\Share\RESTORE folder of: ComputerName

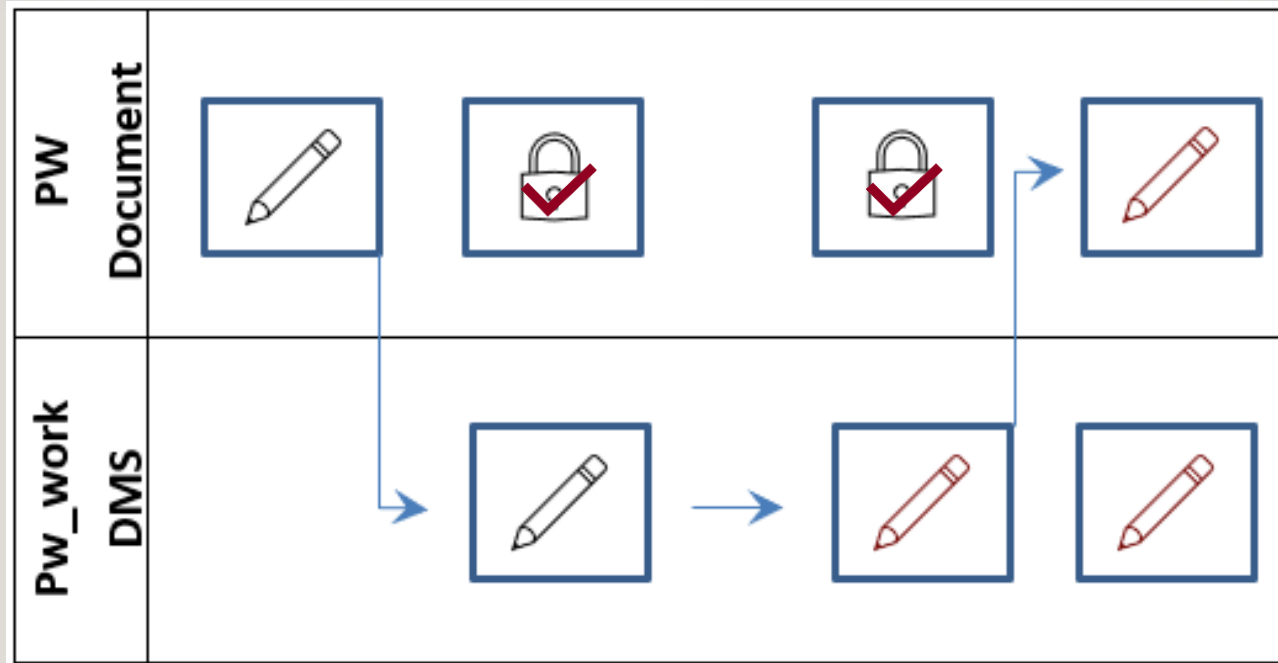
## **Instructions to the person sending this email (Delete this red font section)**

***NOTE: Backups are only retained for 120 days – the oldest server backup date for a restore is generally today minus 120. You may***

- 1. Date Modified versus Server Backup Date – The Date Modified will show in the document the most recent date that a good copy of the file was on the ProjectWise server overnight.***

Search for the Outlook template using \*restore\*.

# ProjectWise Open, Check Out and Check In



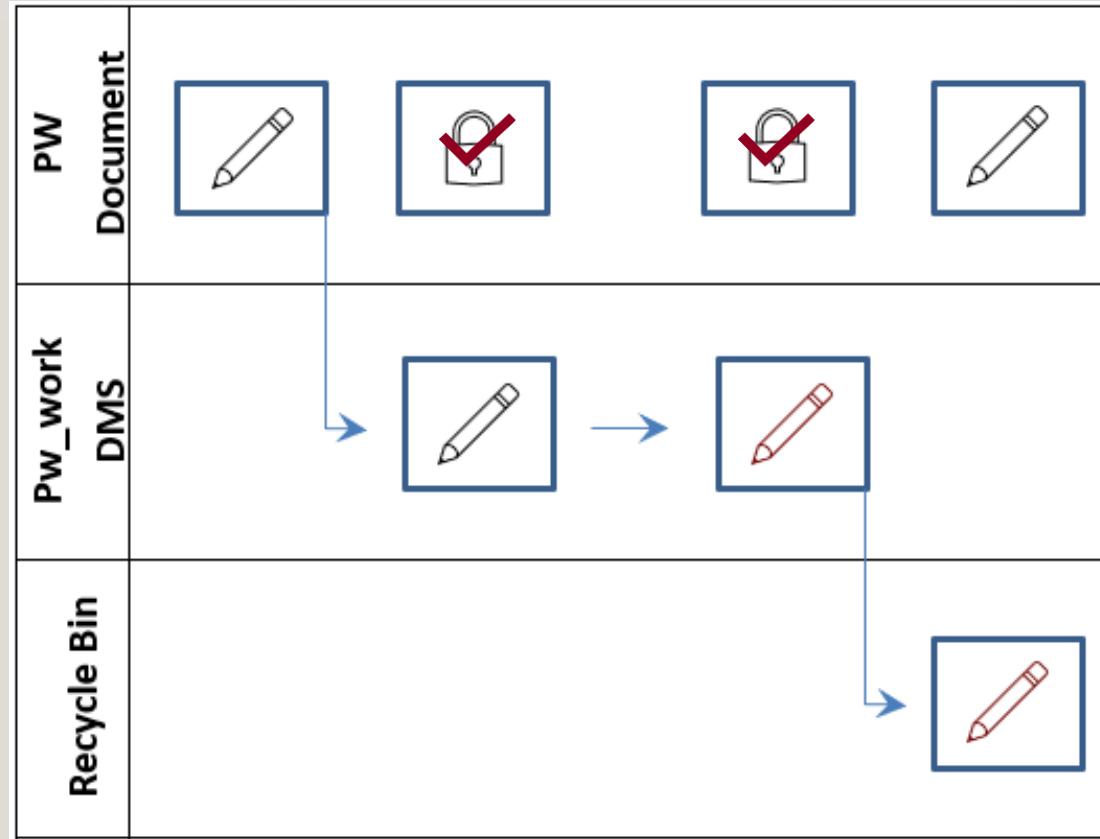
Right-click Open = use software on the local computer to open the file, and also manage the Check Out/Check In process

Check Out = make a local copy and lock the file in PW

Edits are performed on the local copy which is now different

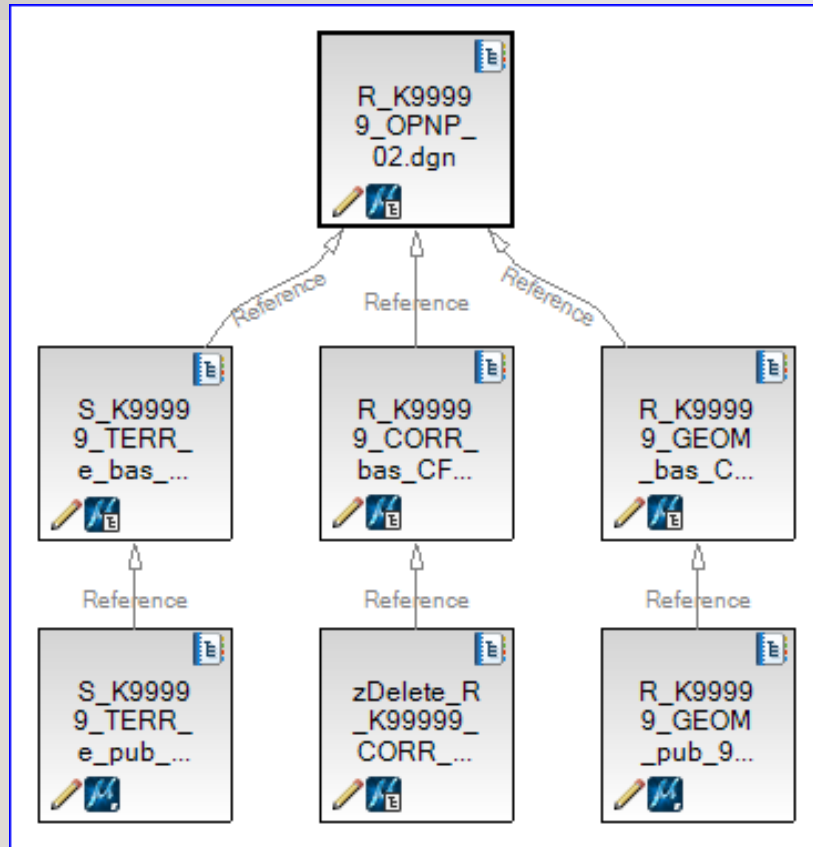
Check In = Replace the file (not the audit trail or GUID) in PW with whatever's in the local DMS folders with the same name, leaving a copy in the DMS folders, and unlock the file in PW

# ProjectWise Open, Check Out and Free (or crash)



As long as the document is not checked in, the edits are only on the local computer.

# What does “Copied Out” mean in the Audit Trail



- Open Read-Only results in an audit trail entry of Copied Out
- DGNs and PDFs and JPGs attached as references are copied out when the master DGN is Copied Out or Checked Out.

This means that there might be copies of your DGN files all over our network on other people's computers. These might be available to you if you've lost your data or messed up your file!



# IF YOU THINK YOU'VE LOST DGN DATA OR EDITS: TO DO OR NOT TO DO

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- DO investigate the Audit Trail for evidence of copies
- DO look in your own Recycle Bin
- Do **NOT** ask a team member to open the file looking for your edits – what does “Open” do?

Opening a PW document Checks it Out and overwrites whatever you have in your local pw\_work folder with what was on the server. Contact a PW Regional Admin or EAST for help.

# Customize the Audit Trail

The screenshot displays the 'Audit Trail' tab in a software interface. At the top, there are several tabs: 'General', 'Security', 'Attributes', 'More Attributes', 'File Properties', 'Audit Trail', 'WorkSpace', and 'Components'. Below these, a dropdown menu shows 'Records from anytime'. A table with the following columns is visible: 'Action Name', 'Date/Time', 'User Name', 'User Description', and 'Additional Data'. Below the table, there are three 'Customize Report' dialog boxes. The first dialog box has tabs for 'Objects', 'Actions', 'Users', 'Date', 'Output Columns', and 'Sorting and Grouping', with a checked box for 'Show all actions'. The second dialog box is similar but has a 'Period:' dropdown menu set to 'anytime'. The third dialog box is the 'Output Columns' tab, showing a list of 'Available columns' on the left and 'Columns to show' on the right. In the 'Available columns' list, 'User Description' is checked and highlighted with a red box. In the 'Columns to show' list, 'User Description' is also checked and highlighted with a red box.

Action Name	Date/Time	User Name	User Description	Additional Data
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Customize Report

Objects Actions Users Date Output Columns Sorting and Grouping

Show all actions

Customize Report

Objects Actions Users Date Output Columns Sorting and Grouping

Period: anytime

Customize Report

Objects Actions Users Date Output Columns Sorting and Grouping

Available columns
















- Object Type
- Object Name
- Object Description
- Date/Time
- Action Name
- User Name
- Additional Data
- Comments
- Path
- User Description

Columns to show

- Action Name
- Date/Time
- User Name
- User Description
- Additional Data
- Comments

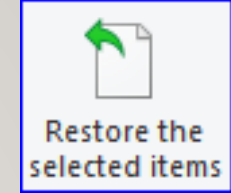
Use the Customize... button on the Audit Trail tab to adjust what you see.



# What's in the Recycle Bin?

<input type="checkbox"/> Name	Original Location	Date Deleted	Size	Item type	Date modified
 R_K99999_CORR_pub_99.dgn	C:\pw_work\pw_odot_prod\isd806\dms99258	12/13/2022 12:51 PM	475 KB	DGN File	12/13/2022 12:50 PM
 S_K99999_CIVL_OSD_wrk_201.dgn	C:\pw_work\pw_odot_prod\isd806\dms99264	12/12/2022 8:25 AM	742 KB	DGN File	11/30/2022 1:20 PM
 S_K99999_CIVL_OSD_wrk_200.dgn	C:\pw_work\pw_odot_prod\isd806\dms99264	12/12/2022 8:25 AM	2,101 KB	DGN File	11/30/2022 10:10 AM
 S_K99999_FEAT_e_bas_05.dgn	C:\Share\Export	12/2/2022 5:26 PM	932 KB	DGN File	12/2/2022 5:15 PM
 S_K99999_TERR_e_bas_02.dgn	C:\Share\Export	12/2/2022 5:26 PM	1,511 KB	DGN File	12/2/2022 5:15 PM
 S_K99999_TERR_e_bas_03.dgn	C:\Share\Export	12/2/2022 5:26 PM	1,507 KB	DGN File	12/2/2022 5:15 PM
 S_K99999_TERR_e_bas_04.dgn	C:\Share\Export	12/2/2022 5:26 PM	324 KB	DGN File	12/2/2022 5:15 PM
 S_K99999_TERR_e_pub_01.dgn	C:\Share\Export	12/2/2022 5:26 PM	343 KB	DGN File	12/2/2022 4:31 PM
 S_K99999_TERR_e_pub_50.dgn	C:\Share\Export	12/2/2022 5:26 PM	1,160 KB	DGN File	12/2/2022 5:15 PM
 S_K99999_TERR_e_pub_99.dgn	C:\Share\Export	12/2/2022 5:26 PM	1,091 KB	DGN File	12/2/2022 5:15 PM
 Default.rwk	C:\pw_work\pw_odot_prod\isd806\dms98838	11/28/2022 8:09 AM	2 KB	RWK File	8/5/2022 4:40 PM
 R_K99999_pl_02.dgn	C:\pw_work\pw_odot_prod\isd806\d0131765	11/23/2022 2:10 PM	279 KB	DGN File	11/17/2022 11:49 AM
 R_K99999_LnkDoc_cad_01.xlsm	C:\pw_work\pw_odot_prod\isd806\dms99236	11/23/2022 9:59 AM	199 KB	Microsoft E...	6/29/2022 10:29 AM
 R_K21673_CORR_wrk_04_north...	C:\Users\isd806\Desktop\Export\K21673_Corri...	11/18/2022 12:37 PM	2,410 KB	DGN File	11/18/2022 12:37 PM
 R_K99999_pl_01.dgn	C:\pw_work\pw_odot_prod\isd806\d0131765	11/17/2022 11:30 AM	269 KB	DGN File	11/9/2022 10:32 AM

Sort by Date Deleted. Look for FILE name. Verify the Date Modified and make a note of the Original Location.

# Restoring Data from the Recycle Bin to PW



- Files are restored from the Recycle Bin to their original location (the dms folders)
- Copy the DGN from the dms folders to C:\Share\RESTORE
- If NO References – In PW, select document and use Modify...| Replace File 
- If References – In PW, Export “locks file” to C:\Share\Restore\export 
  - In File Explorer, copy the restored file and overwrite the DGN in the export folder
  - In PW, Import the document.
- In all cases – Add Comment

# THINGS THAT CONTRIBUTE TO SUCCESS

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- Restarting or powering up your engineering computer at the beginning of the day.
- Optimizing your computer if working remotely – search for the word “reduce”
- Always using the ProjectWise name lock.
- Adding the extension to the Document name so it exactly matches the file name.
- Update Server Copy every couple of hours if working in a file for a long period of time.

# DEMO

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- Open my published Corridor file – are the edits I made yesterday, there?
- Investigate the Audit trail to help locate my edits.
- How to replace a file that has references into ProjectWise
- Finally, open the file