

PROJECTWISE FILE VERSIONS 201

ABOUT THIS TRAINING

This training is intended to give a user the ability to create and use ProjectWise file versions. The student should first have a basic knowledge of ProjectWise through the **ProjectWise V8i Training 101** course.

Creating New Versions of ProjectWise Documents

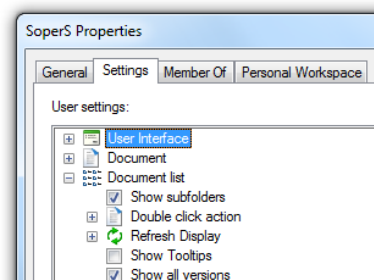
A key feature of ProjectWise is **version control** — the ability to store and manage multiple versions of the same document. Through version control you can create new documents, based on existing documents, while preserving the original documents. When you create a new version of a document, the original document automatically becomes a read-only document, maintaining the condition it was last in before versioning and protecting it from further modification. The new version is now the **active version** of the document, and you can edit that document as necessary. Since creating new versions retains the original document, you can always go back and review previous versions of a document. You can also restore an older (non-active) version to become the active version of the document.

You can create as many versions per document as required, and each version can be custom labeled. That is, you can enter a custom version identifier or use the default version identifier that is appended to the new document. The default version identifier is a single alphabetical character, starting with the letter A. Subsequent versions of a document will each be created with the next available letter of the alphabet, if you use the default version identifier.

You can also create a new version of a master document of a logical set and all its references. When the new versions are created, the relationship between the new version of the master document and the new versions of the reference documents is maintained, as is the relationship between the old version of the master document and the old versions of the reference documents. This capability is supported for both MicroStation and AutoCAD reference files.

Users can control the ability to view versions in ProjectWise Explorer. In some folders with multiple versions of multiple files, it can be difficult to find active files. For this reason you can change your settings so that versions don't appear.

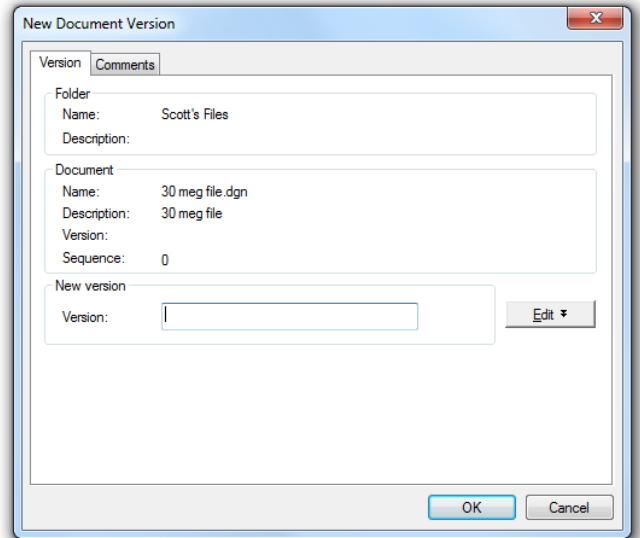
To toggle the ability to view versions, go to **Tools > Options > Settings > Document List > Show all versions**.



To create a new version of a standard document

Select a checked-in document to which you have write access. Right-click the document and select **New > Version**.

The **New Document Version** dialog opens.



In the **Version:** field, type the extension to append to the document. You can type up to 32 characters in this field. If you leave the **Version:** field blank, a default extension will be supplied for you — a single alphabetical character, starting with the letter A.

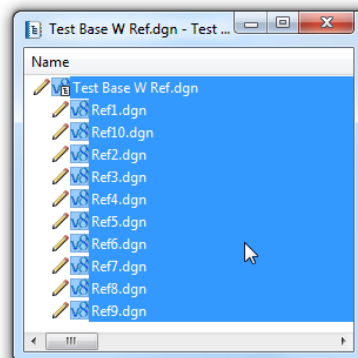
You have the option to open the **Comments** tab and enter information that pertains to creating the new version.

Click **OK** - The new version is created and displays in the document list. The original document's access status changes to read-only (if your settings are to view versions.)

To create a new version of a master document and its references.

Select the master document of a logical set then right-click and go to **Set > Show References**.

In the set contents window, select the master document and all references under it, then right-click and select **New > Version**.

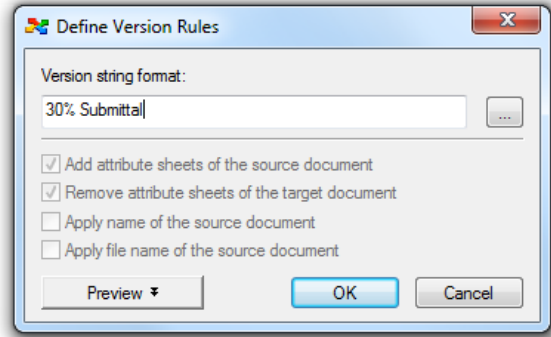


The **Define Version Rules** dialog opens.

Accept the value in the **Version string format:** field, or click the Format button (...) to define the format string.

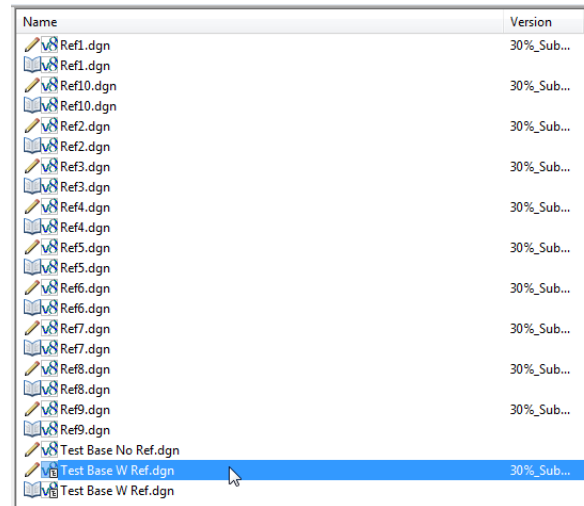
To see which documents will be affected by the version format string, click **Preview**.

Click **OK** to complete the command.



A new version of the master document is created, along with new versions of the selected references. The old version of the master document retains the logical set relationship to the old versions of the references and are now read-only.

Notice that the newly created files are now the active copy and show the version string under the **Version** column.



To make an older version of a document the active version.

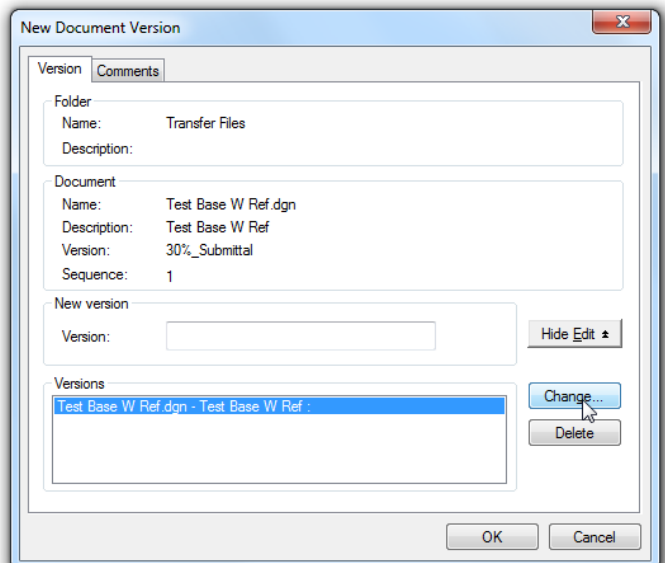
Select the active version of a document, right-click, **New > Version**

In the **New Document Version** dialog, click **Edit** to show all versions of the document.

You have the option to set the new version's extension to something other than ProjectWise's default extension (which will be the next available alphabet letter in the sequence), by entering it in the **Version:** field.

In the **Versions:** list, select the version to be the active version.

Click **Change** and confirm.



The selected version is copied as a new version with the next available extension, or with the extension entered in the Version input field. In the Versions list, the name of the previously active document now appears as one of the read-only versions. Click **Close**.

In the document list, the new active version of the document appears with a read/write (pencil) icon and the previously active version appears with a read-only icon.

If you have any problems or questions, please contact the **HQ CAE Helpdesk**:

HQCAEHelpdesk@wsdot.wa.gov

360-709-**8013**