

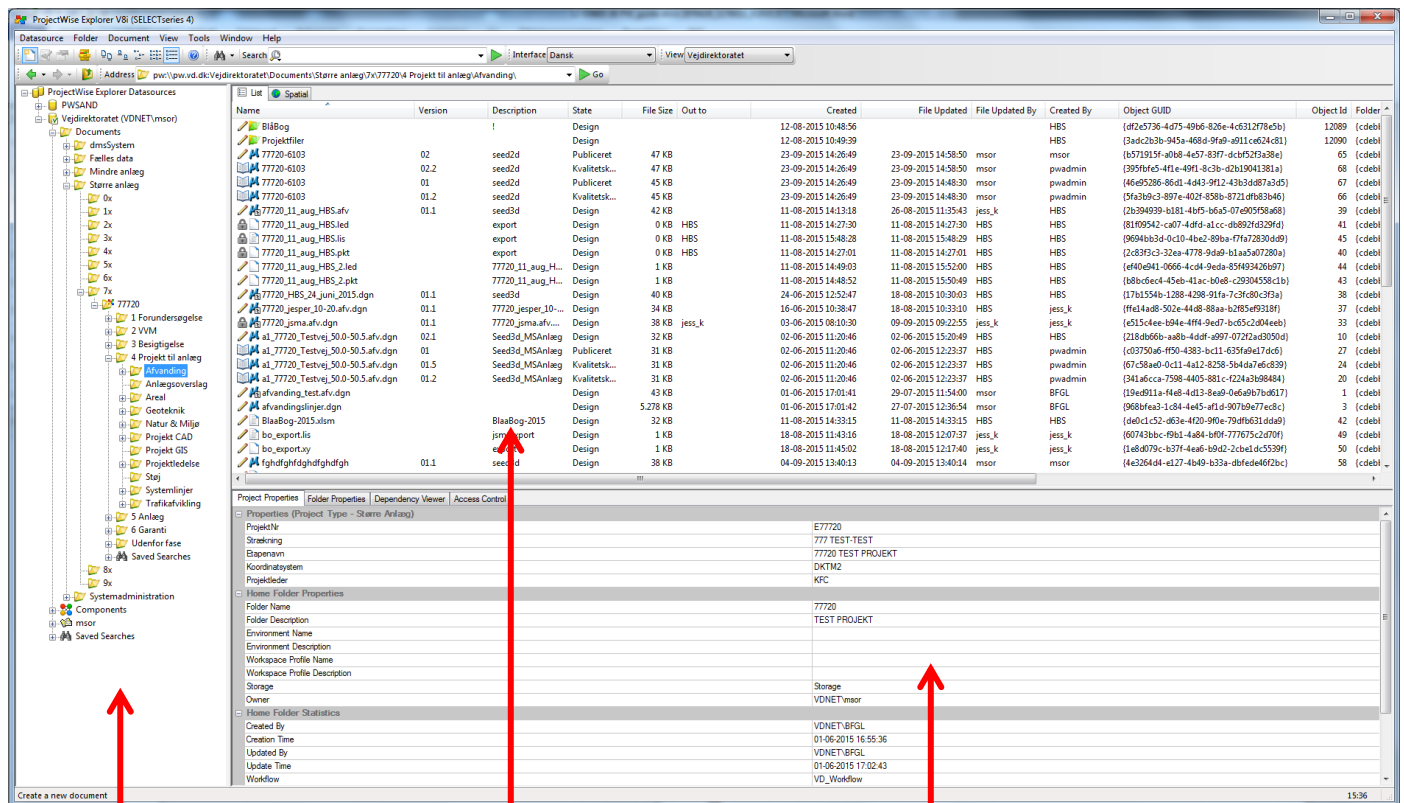


ProjectWise Explorer – Intro

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- [Files - Opening and closing](#)
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General

ProjectWise is a file management system for preparing, sharing and managing files and is used for project cooperation between internals and externals.



Folder structure
Files
Project, folder and file properties

ProjectWise consists of three windows. One window that shows the files and any sub-folders. One window that shows the folder structure and one that shows the project, folder and file properties.

Files – opening and closing

You open a file in ProjectWise by double-clicking on the file. When you double-click a file, the file is then 'checked out' of ProjectWise.

More specifically, this means that the file is copied to a local folder on the C drive. You will be working in this local file, and only when you close the file again, other users will be able to see any changes you have made.

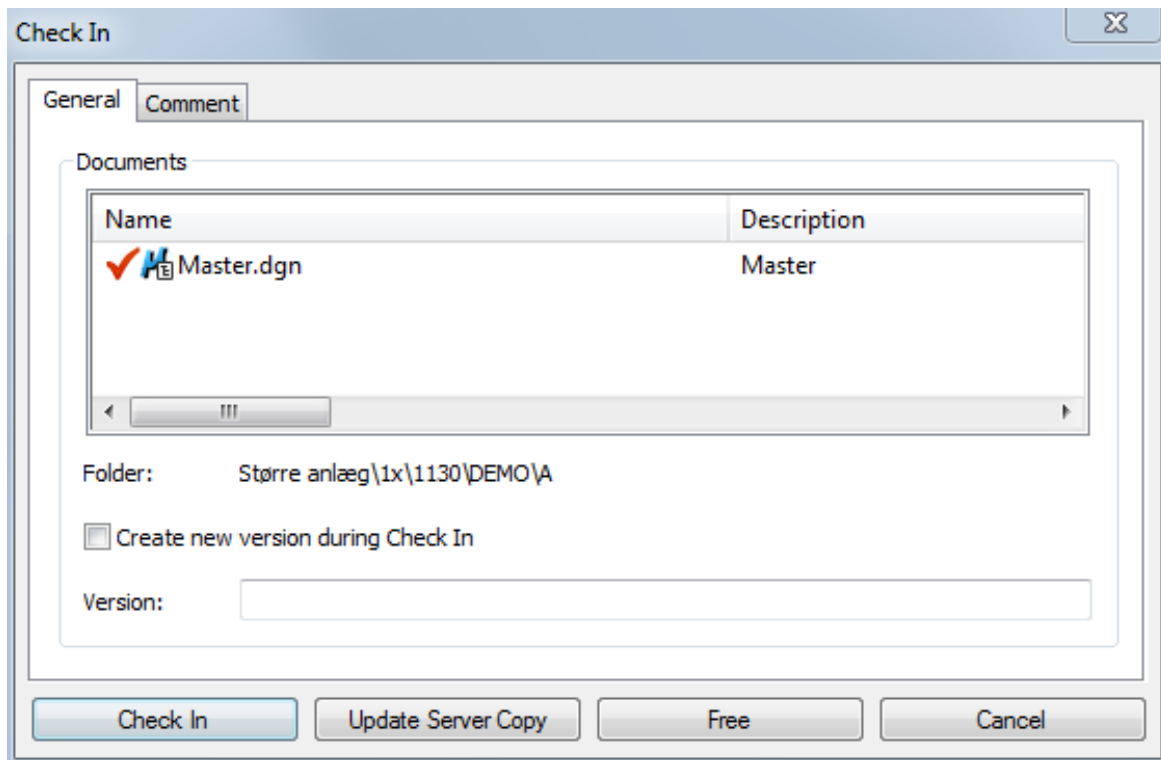
If you have been working in other files than MicroStation CAD files, ProjectWise will ask what should happen to the work you have done when you close the file.

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The following window opens and you get the following options of what should happen with the file you are closing.



Check In will return the file with the changes you have made. At the same time, the file will be unlocked and the changes will now be visible to others.

Update Server Copy will also put the file back in ProjectWise, including the changes made, which then becomes visible to others, but the file will still be checked out by you and no one else can make changes to it.

Free closes the file but does not put the changes back in ProjectWise. The file is checked in again without any changes made. When somebody else opens it they will see the file without your changes. You will, however, still see your own changes if you open it again – but, only until somebody else has updated the file.

Purge Local Copy – If you want to completely discard of any changes you have made to a file, for which you have clicked *Free*, you need to right-click on the file and select *Purge Local Copy*.

Cancel closes the file without transferring anything to ProjectWise. The file will still be checked out. When you open it again, you will see your latest changes.

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Project, folder and file properties

In ProjectWise, it is possible to see various properties and information for a project, folder or file.

Under Project Properties, you can get information about the project section, stage name, coordinate system, project manager, etc.

Under Folder Properties, you can see who has created the folder and when, the 'Environment' to which the files in the folder are linked, etc.

Under Document Properties, you can see by whom and when a specific file has been created, the file version number, the state of the file, etc.

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