



Files – Open, Read and Close

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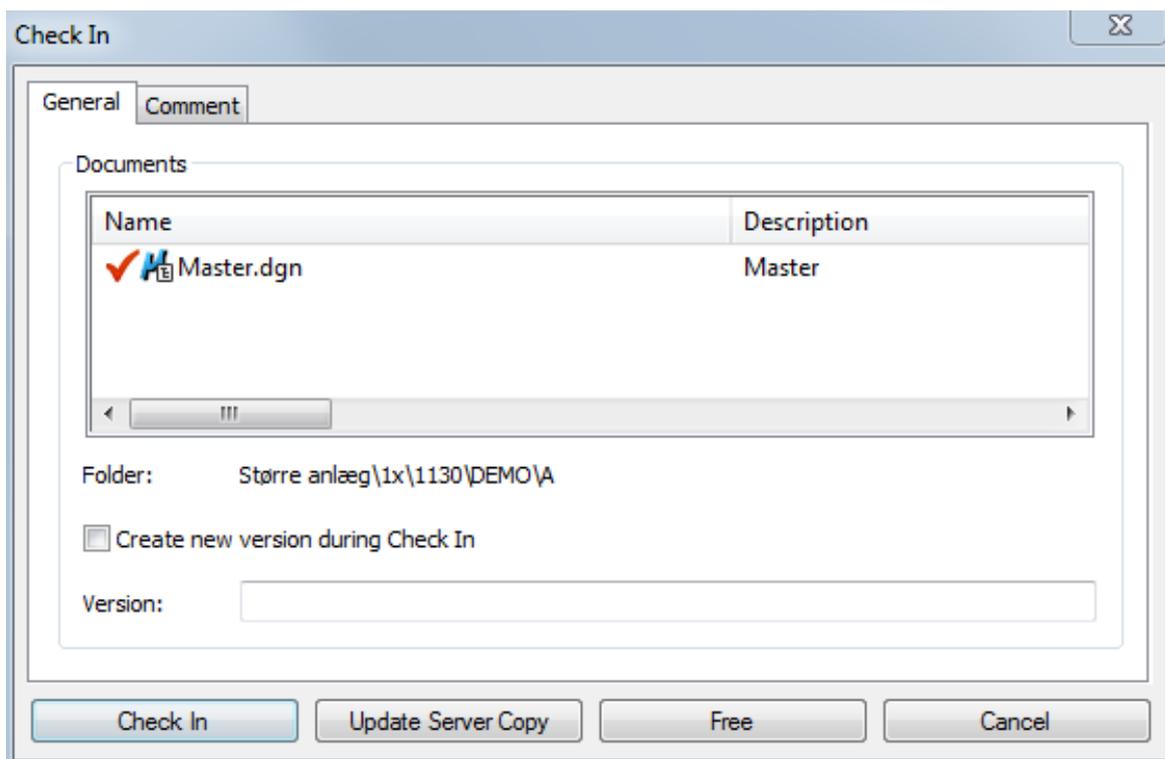
Files – Opening and closing

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.

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

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somebody else has updated the file.

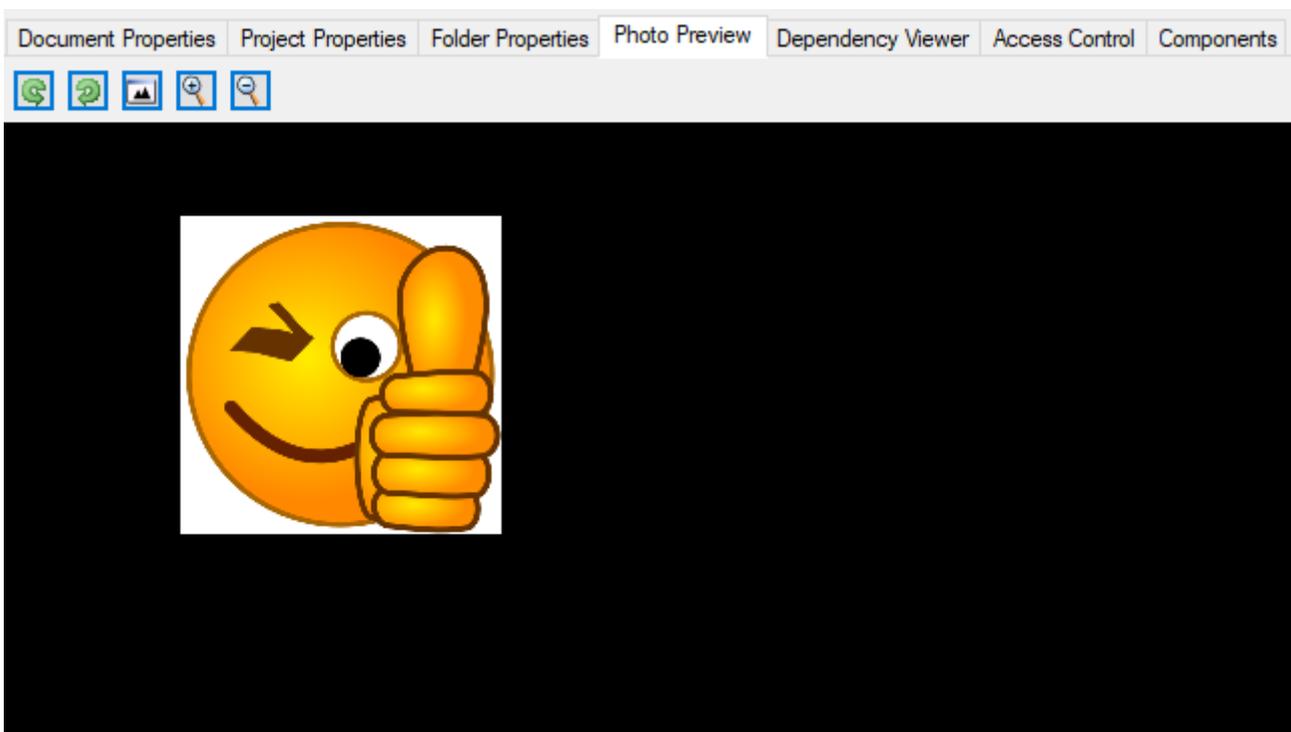
Purge Local Copy – If you want to completely discard of any changes you have made to a file, for which you have clicked *Free*, you need to right-click on the file and select *Purge Local Copy*.

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.

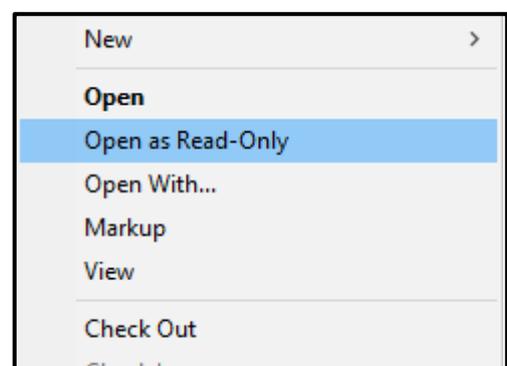
Files – View or open as Read only

If you only want to read a file and not have the need to edit it, you have multiple options for this, without having to check out the file and thereby locking it, so no one else can edit it og upload a new copy.

Some file types (picture formats and PDF's) can be previewed without having to open them. This is done by selecting the files and then clicking the tab '*Photo Preview*' down in the ProjectWise file properties window.



You can also right click a file and choose '*Open as Read Only*' or '*View*'.



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