Setting Up Standards Folder for Plan Production

This document guides through the process of setting up MicroStation CADD Standards for Plan Production, including creating a Project Standards folder, moving references, and ensuring proper path configurations.

With the use of existing and updated Bridge Bureau CADD standards, the workflow is intended to have the Standards CADD files copied to the project directory subfolder "(Paren)_Standards". The copied CADD Standards files/worksheets will reside in the project renamed "(Paren)_Standards" folder and, depending on User preference, may either be referenced or imported into the CADD file used to develop plan sheets that resides in the "(Paren)_Work Description folder". The copied CADD Standards files/worksheets may be used and modified/edited as needed for the specific plan sheet development.

Some of the updated Bridge Bureau CADD standards will require the use of two (2) CADD files to provide the details of these Standards worksheets. The reason this two-file approach was taken is due to several groups of standards using the same or similar details and it is more efficient to maintain changes to common details in one file versus several independent files. The multiple files will need copied to the project specific "(Paren)_Standards" folder and the "Scan Reference and Link Sets…" process will allow the use of these multiple files to provide the CADD details as intended.

The Master Common Details (**EnglishMasterCommonDetails_Connect.dgn**) CADD file is the one file that will be referenced to specific CADD standards groups. This CADD file only contains Design and Drawing models (no Sheet models). The details within this file are referenced to the following groups of CADD standards listed below, (some are not yet officially published). Updated standards in ProjectWise are at **PWMain\Documents\Highway\Bridge\Standards** .

> BTIntegralBridges.dgn
> BTStubBridges.dgn
> DeckRailBridges.dgn (NOT OFFICIALLY PUBLISHED)
> IntegralBridges.dgn
> StubBridges.dgn

The **MiscellaneousBridges.dgn** CADD file is using an attached pdf of **UPRR Guide-Temp-Shoring 7** as a Raster Image to **Standard Sheet 1067**. The use of this pdf was done to keep the information "as-is" since it was received from UPRR and it was preferred to keep it as such and not reproduce it.

The existing V8i version of CADD Standards may be used/copied in this same manner following additional guidance from the "V8i Standards in CONNECT Files" document located on the Iowa DOT Bridge Bureau Webpage.

Step 1: Open ProjectWise Software

Launch the ProjectWise software.
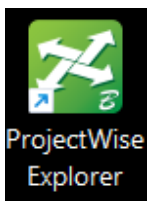
Step 2: Locate Project Directory

Navigate to the project directory that is to be worked on.
Example: **PWMain\Documents\Project\7703504015**

Step 3 (If folder is not already existing): Use **New Folder…** to create **(Paren)_Standards** folder.

Up to date project directories will have a plan development folder "(Paren)_Work Description" and a subfolder named "(Paren)_Standards". Some project directories will need to have this subfolder added. This is where the standards files used in a project will be stored.

Within the "Bridge" folder, locate the plan development folder "(Paren)_Work Description" and subfolder "(Paren)_Standards".
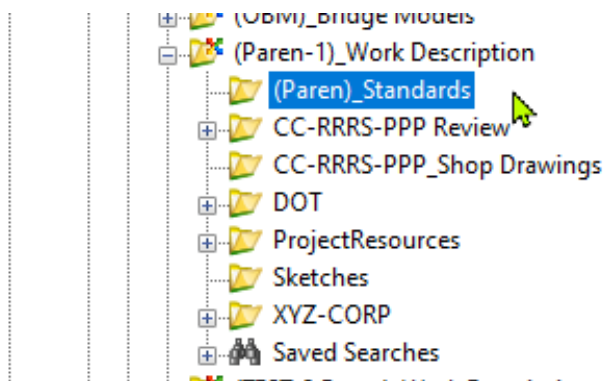
Example below is showing the renamed plan development folder **(245)_Bridge Replacement – PPCB** and also showing the renamed subfolder for standards used on project named **(245)_Standards**.
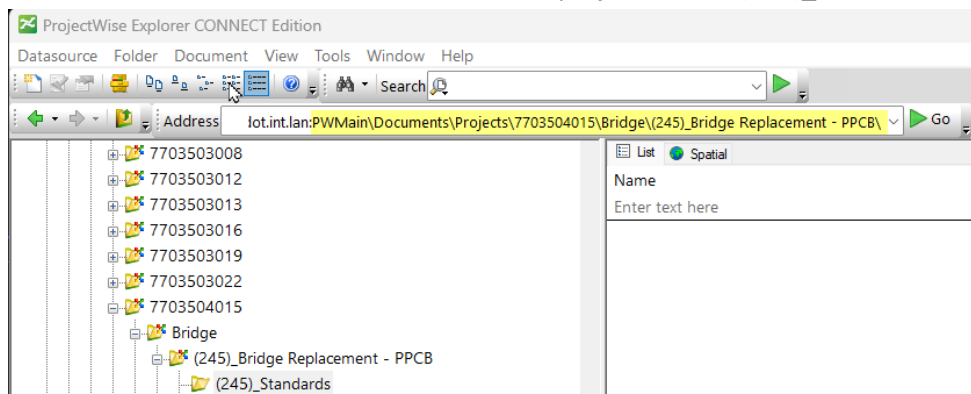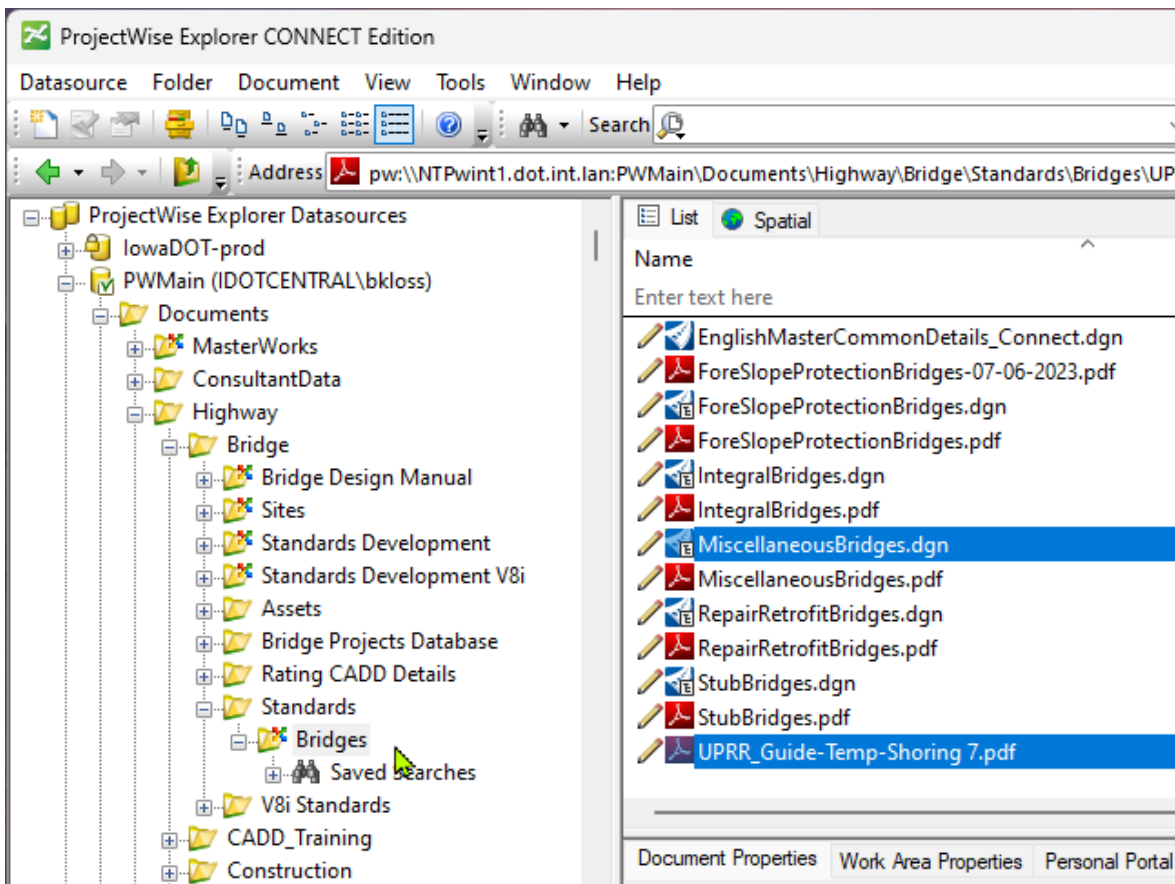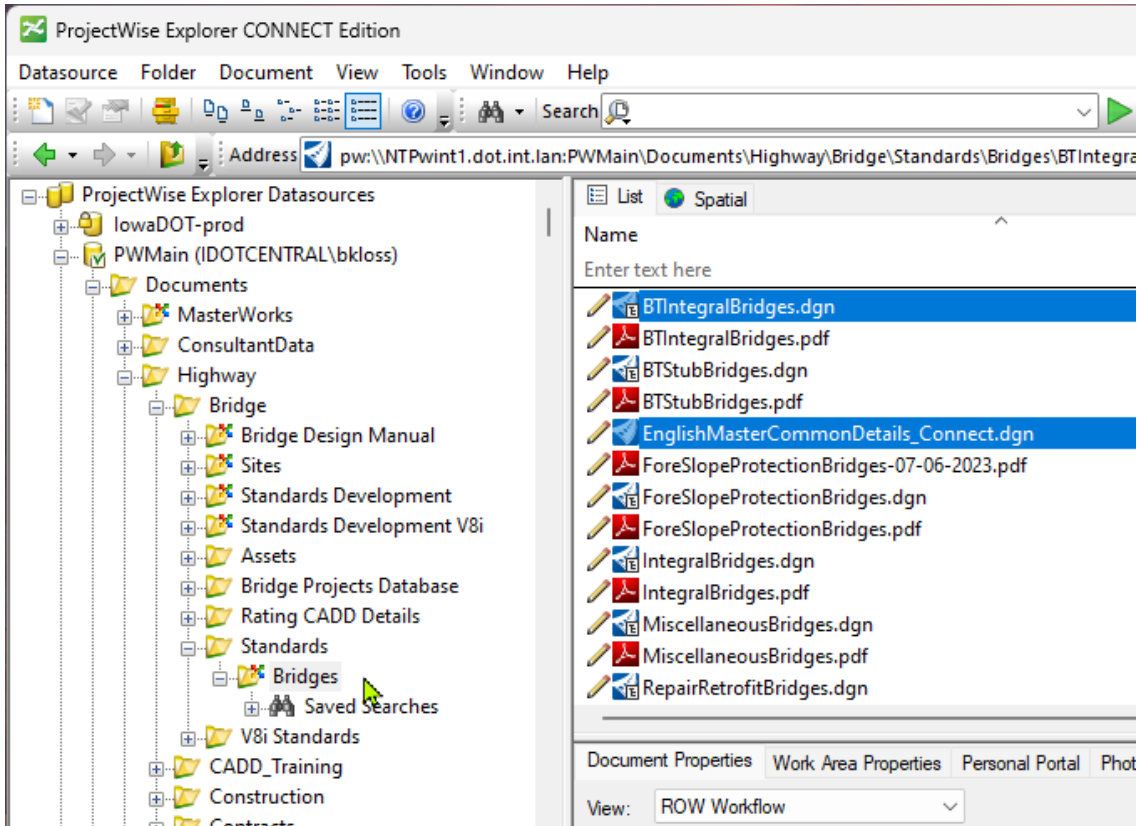

Step 4: Copy Standards File/s

Navigate to the Standards directory: **PWMain\Documents\Highway\Bridge\Standards\Bridges**

Select the Standard file(s) required for the project.
Right-click on the selected file and choose "Copy To…" or "Copy". "Copy To…" will open a dialog box allowing the Destination Document edits to be applied, meaning the Destination Folder can be selected and Document name change (if necessary) can be applied.

The images below are showing the location of Standards files that are to be copied to the Project (Paren)_Standards folder.

Step 5: Paste into New Standards Folder

If the "Copy" selection was applied then go to the project "(Paren)_Standards" **[(245)_Standards]** folder.

Right-click inside the folder and select "Paste" to place the copied Standards file.

The image below is showing example location of Standards copied to the (Paren)_Standards folder.
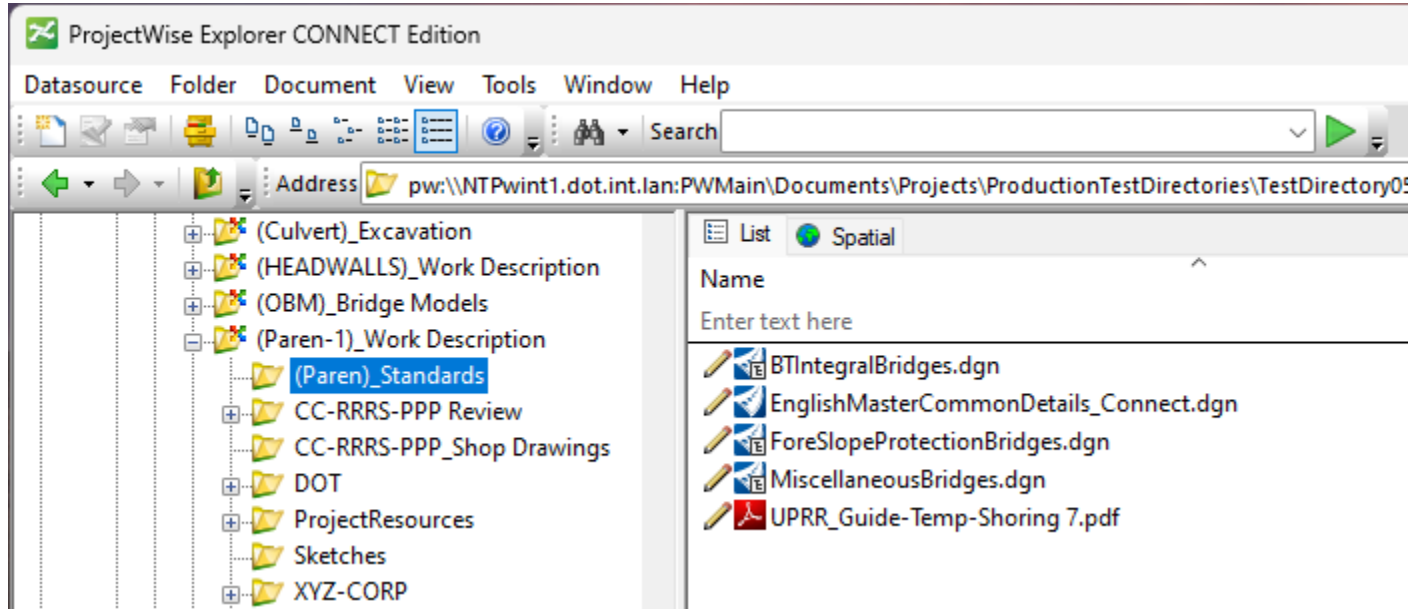
Step 6: Scan Reference and Link Sets

Right-click on the "(Paren)_Standards" **[(245)_Standards]** folder or select "Tools" menu and select "Scan Reference and Link Sets..." command.

Click "Next" to proceed.

Step 7: Configure Scanning Options

For the Specify Scan Options,

Toggle on "Scan for master and referenced documents".
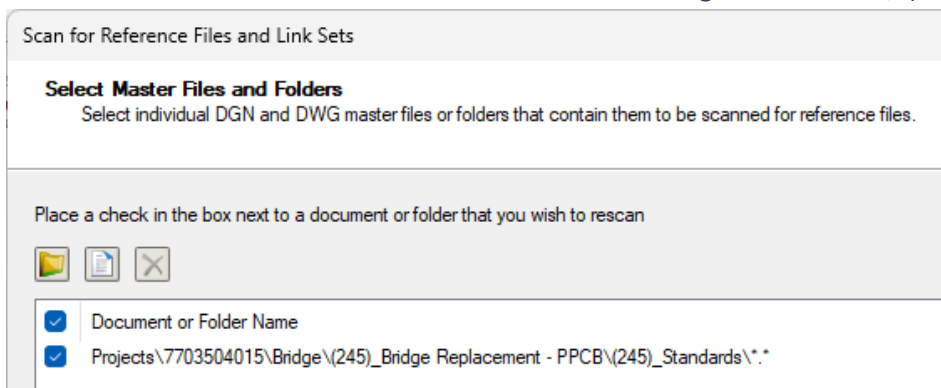
Toggle on "Scan for DGN link sets".
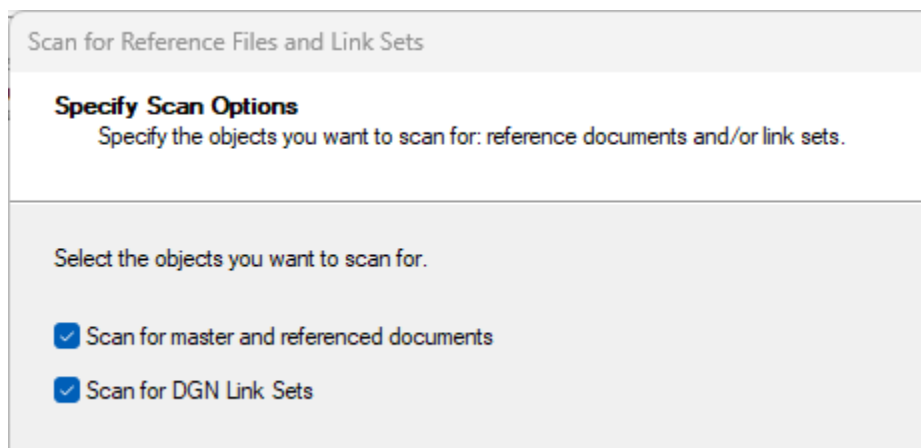
Click "Next" to continue.

For the "Select Master Files and Folders" options,

Toggle on "Document or folder Name"

Toggle on "Projects\..." to ensure correct path information.

This should show the location of the current folder needing to be scanned,"(Paren)_Standards" **[(245)_Standards]**.

Scan for Reference Files and Link Sets

Select Master Files and Folders
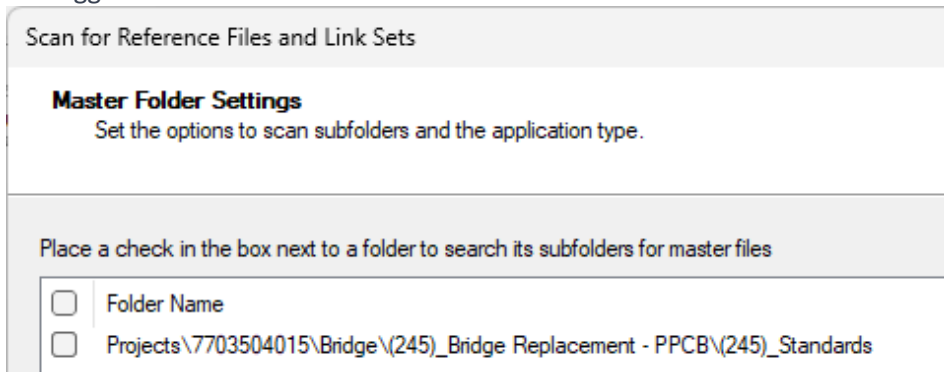Select individual DGN and DWG master files or folders that contain them to be scanned for reference files.

Place a check in the box next to a document or folder that you wish to rescan

☑ Document or Folder Name

☑ Projects\7703504015\Bridge\(245)_Bridge Replacement - PPCB\(245)_Standards*.*

Click "Next" to continue.

For the "Master Folder Settings" options,

No toggles should be selected.

Scan for Reference Files and Link Sets

Master Folder Settings
Set the options to scan subfolders and the application type.

Place a check in the box next to a folder to search its subfolders for master files

☐ Folder Name

☐ Projects\7703504015\Bridge\(245)_Bridge Replacement - PPCB\(245)_Standards

Click "Next" to continue.

Step 8: Locate Border Seed File
For the "Reference File Priority Search Options" ,

Toggle on Enable Priority Search.

Toggle on Folder Name and the folder icon.

Navigate to the Sheet Border Seed File:

PWMain\Documents\IowaDOTStandardsConnect\Configuration\Organization-Civil\IowaDOT_Standards\Sheet Borders\Border.dgn.

The image below is showing example locations of where referenced files are located to be used with Standards files in the (Paren)_Standards folder.

Click "OK".

Click "Next" to continue.

For the "Reference File Proximity Search Options",

Uncheck "Enable Proximity Search"

Scan for Reference Files and Link Sets

Reference File Proximity Search Options
Enabling Proximity search will attempt to locate reference files in the same folder as the master file or a specified number of folder levels above the master file. Optionally, subfolders can be searched.

☐ Enable Proximity Search
Proximity Search Settings
☐ Search Subfolders for References
Start Location:
◉ Master File's Folder
○ Parent Folder (1 Folder Above the Master File's Folder)
○ Advanced:
   0   Folders Above the Master File's Folder

Click "Next" to continue.

For the "Reference File Search Options",

Scan for Reference Files and Link Sets   ✕

Reference File Search Options
Set the order in which to apply the configured searches and specify the log file name, if desired.

Search Order

Priority Only   ⌄

Log File Name

| | Browse...

☐ Enable detailed logging

Click "Next" to continue.

Step 9: Perform Scan and Complete

Click "Scan" to initiate the scanning process.

Once completed, the Summary will show the following.

Process Documents:

Succeeded:

Failed:

Skipped:

Time Elapsed:

Scan for Reference Files and Link Sets

Scanning for References and Link Sets... Done

Summary:
Processed documents: 3
Succeeded: 3
Failed: 0
Skipped: 0
Time elapsed: 00:00:08

Detailed results:

Reference Scan Summary:
Searched for 147 references in 3 documents
Resolved 147 references

Link Set Scan Summary:
Searched for 0 links in 3 documents
Resolved 0 links

Scan for Reference Files and Link Sets

Scanning for References and Link Sets... Done

Summary:
Processed documents: 5
Succeeded: 5
Failed: 0
Skipped: 0
Time elapsed: 00:00:09

Detailed results:

Reference Scan Summary:
Searched for 286 references in 5 documents
Resolved 284 references

Link Set Scan Summary:
Searched for 15 links in 5 documents
Resolved 0 links

Raster Related Files Scan Summary:
Scanned documents: 1
Created or updated sets: 0

Click "Done" to finish the scanning process.