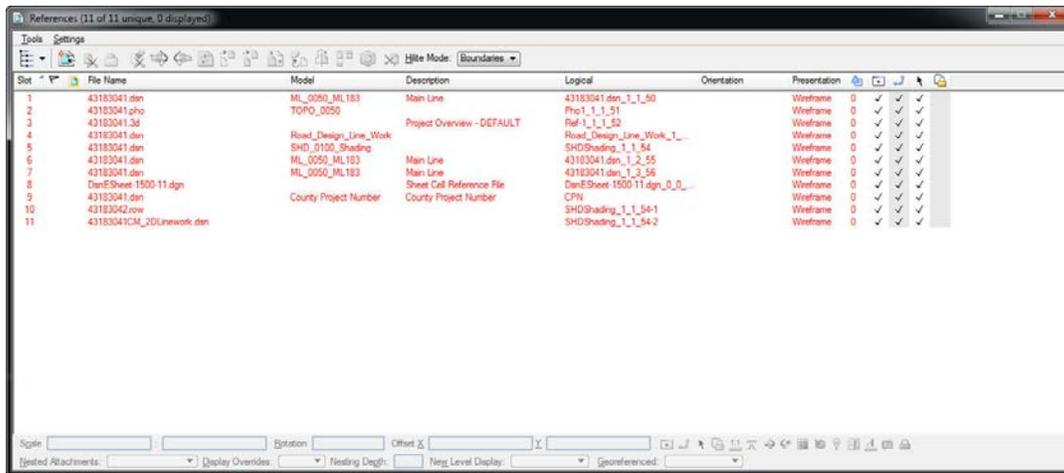![Iowa DOT logo]

Office of Design

Reference Scanning CADD Files in ProjectWise

**Design Manual
Chapter 21
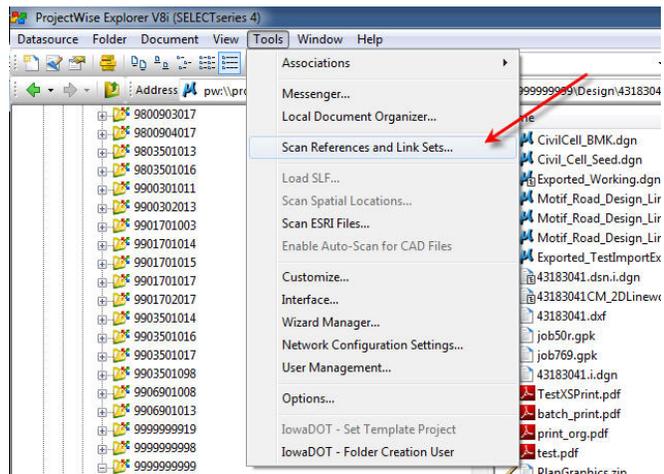Automation Tool
Instructions**

Originally Issued: 05-09-17

ProjectWise handles file referencing differently than a Windows network reference. In the Windows environment, MicroStation only looks at the file names in the locations specified in the workspace. ProjectWise references the unique identifier of the file within the ProjectWise database. When a MicroStation .DGN file is brought into ProjectWise, references to other files will become red because ProjectWise will not understand where the files are located. To fix this situation, the ProjectWise reference scanning tool can be used to automate the process of fixing broken references.
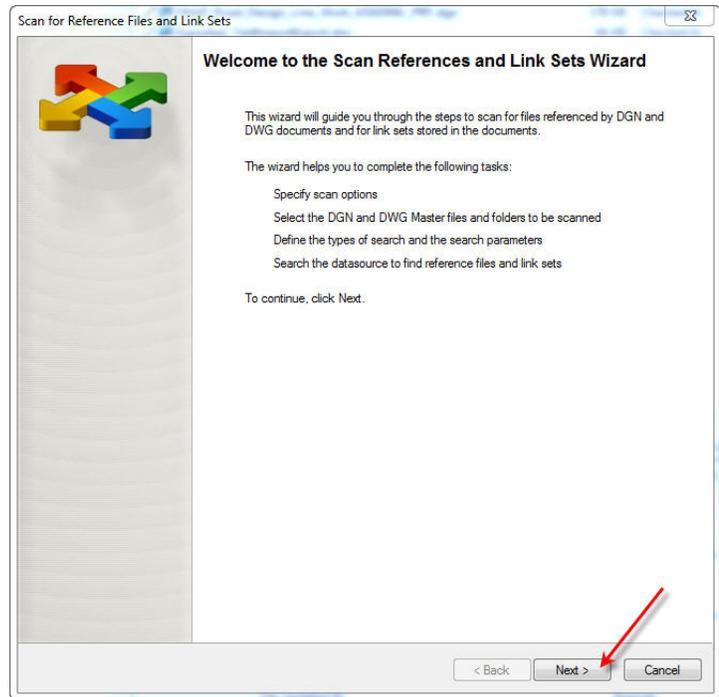

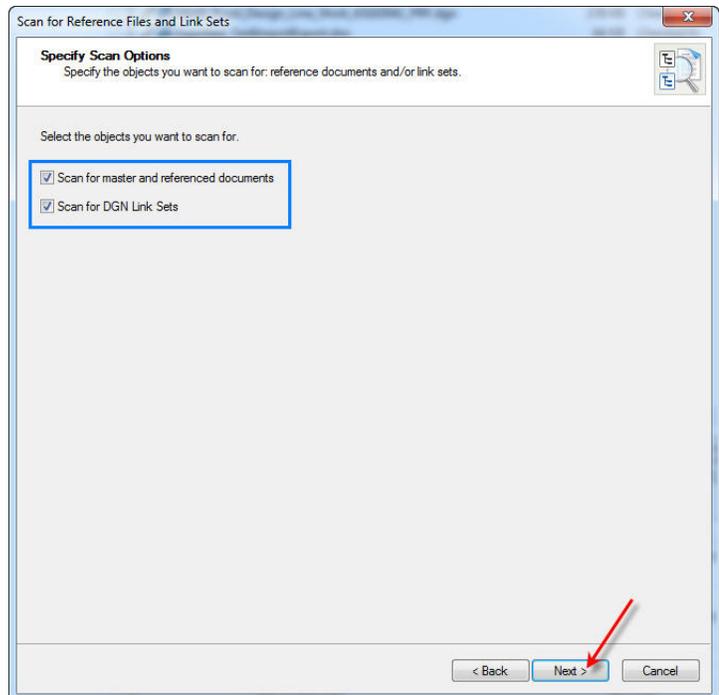## Updating References with Ref Scan tool

To update references from the local network/computer locations from which the CADD file was brought into ProjectWise, open the **Scan References and Link Sets…** tool from the ProjectWise Explorer **Tools** menu.
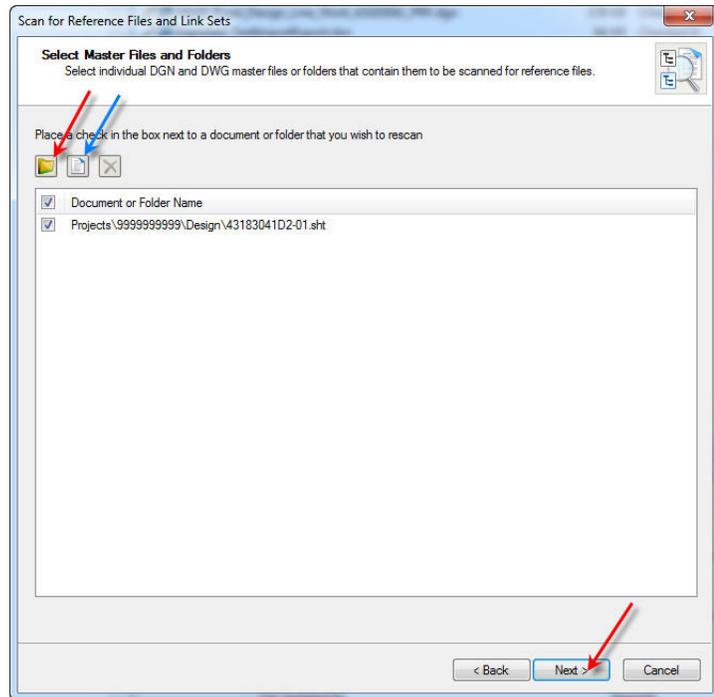
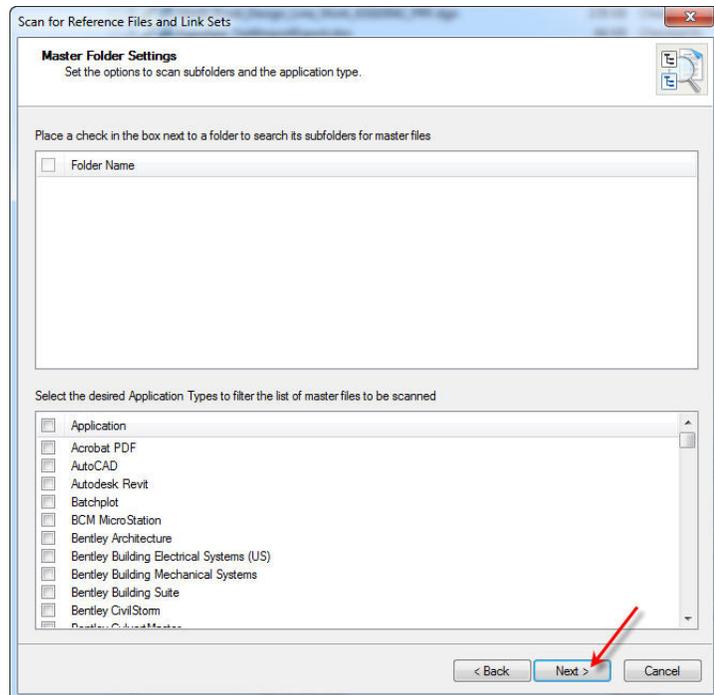*Click* on the **Next** button to start the process.

Ensure the options for **Scan for master and references documents** and **Scan for DGN Link Sets** are toggled on and *Click* the **Next** button.

Select the folder (red arrow) or individual file(s) (blue arrow) to scan. The image on the right shows a single file being scanned. When scanning an entire folder, every MicroStation file within the folder will have the reference scan tool run on them. After selecting the files/folders to be scanned *Click* the **Next** button.

Nothing needs to be toggled or changed on this screen. *Click* the **Next** button to continue.

Click on the folder icon (blue arrow) to select the folders in which reference files are located within ProjectWise. **Enable Proximity Search** option should be toggled on.

For any Road Design sheet file(s), the following two folders (other offices may have different folders) should always be first in the order:

pw:\\projectwise.dot.int.lan:PWMain\Documents\Standards\RoadDesign\Microstation\SeedFiles\
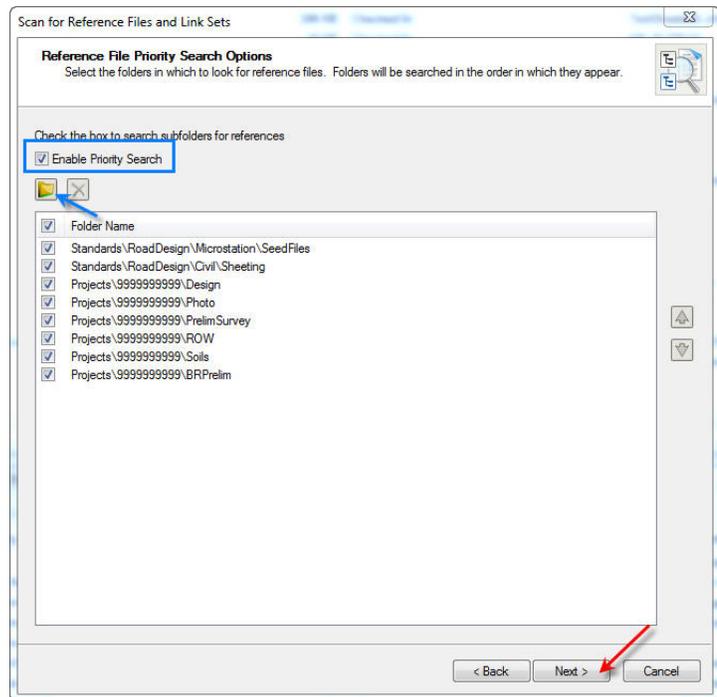
pw:\\projectwise.dot.int.lan:PWMain\Documents\Standards\RoadDesign\Civil\Sheeting\

After the standards folders are put into the list, the next folder will always be the folder in which the file(s) being scanned resides (The Design folder in this example).
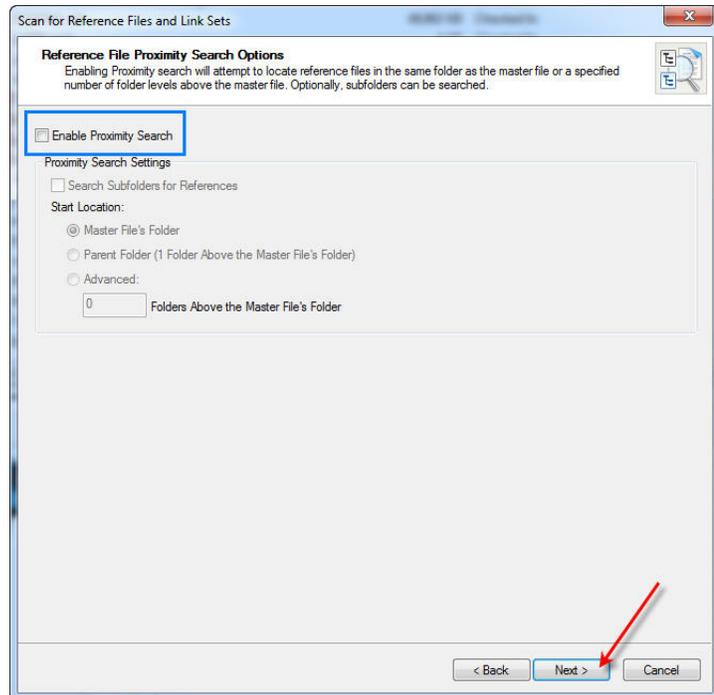
After the location of the scanned file(s) is selected, all folders within the project directory that contain references for the file(s) should be included (Photo, PrelimSurvey, ROW, Soils, and BRPrelim in this example).

The order in which folders are sorted is important. The tool fixes a reference with the first file it finds in the folders that has the same referenced file name. If a file of the same name resides in both the Design folder and the Soils folder, for example, you may want the file in the Design folder to be referenced, but not the file from the Soils folder. For this example, the Design folder would need to be higher up in the order to ensure the file within the Design folder is correctly referenced and not the file of the same name from the Soils folder.

Once the folders are selected and correctly ordered, *Click* on the **Next** button (red arrow above) to continue.
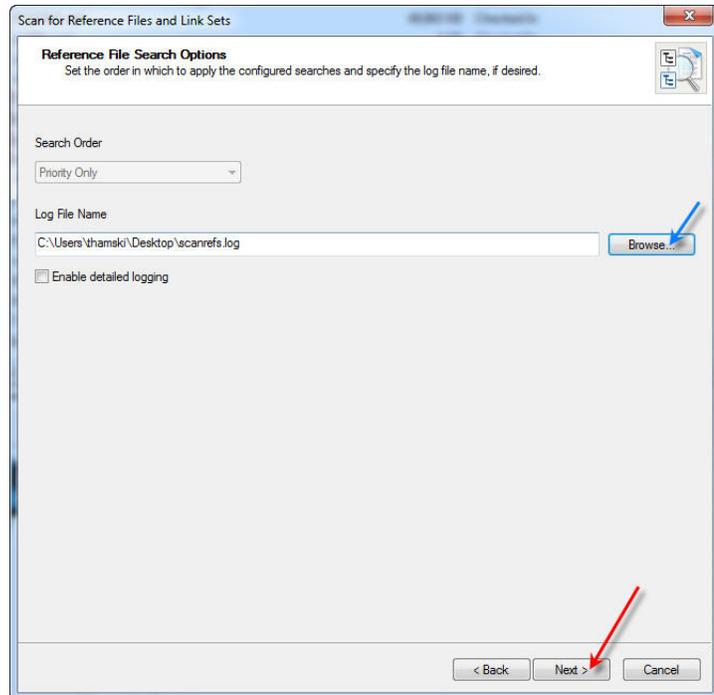
On this screen ensure **Enable Proximity Search** is unchecked and *Click* on the **Next** button to continue.
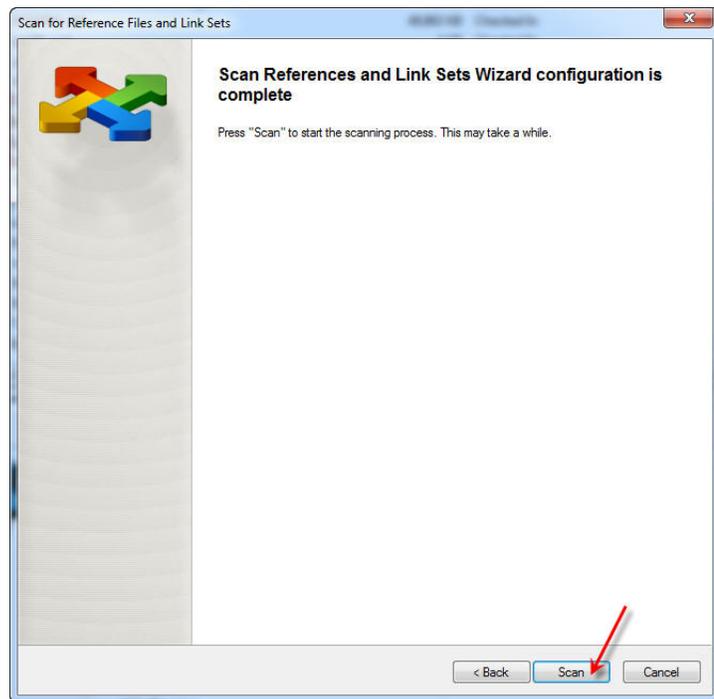
Select a location to save the log file of the reference scan by *clicking* on the **Browse** button (blue arrow).
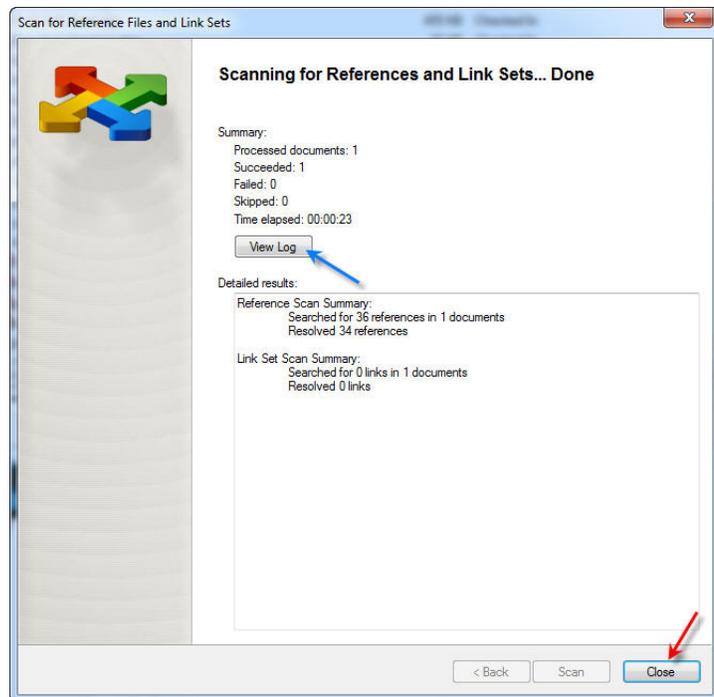
After selecting a location for the log file *Click* the **Next** button (red arrow) to continue.
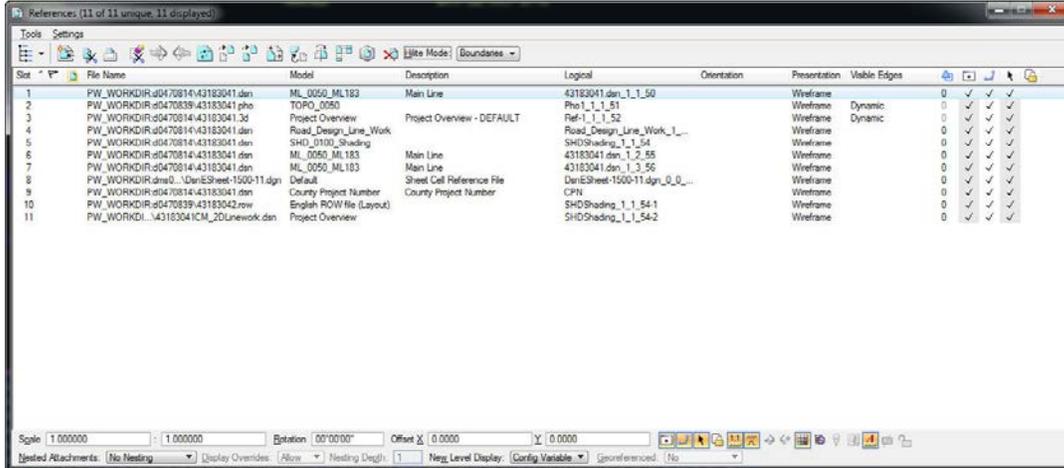
Click on the **Scan** button to initiate the tool.

After the tool has finished, it will give you information on the scan including the duration to complete, number of successful resolutions, etc. You can open the log file by *Clicking* on the **View Log** button or *Click* the **Close** button to exit the tool.

After completing the reference scan of the file(s), reopen the files to ensure that all references have been fixed. References to PW locations will show up with the prefix "**PW_WORKDIR:**". Ensuring all references have this prefix ensures your reference scan was properly executed.

Chronology of Changes to Design Manual Section:

021F-025   Reference Scanning CADD Files in ProjectWise

5/9/2017   NEW

New