

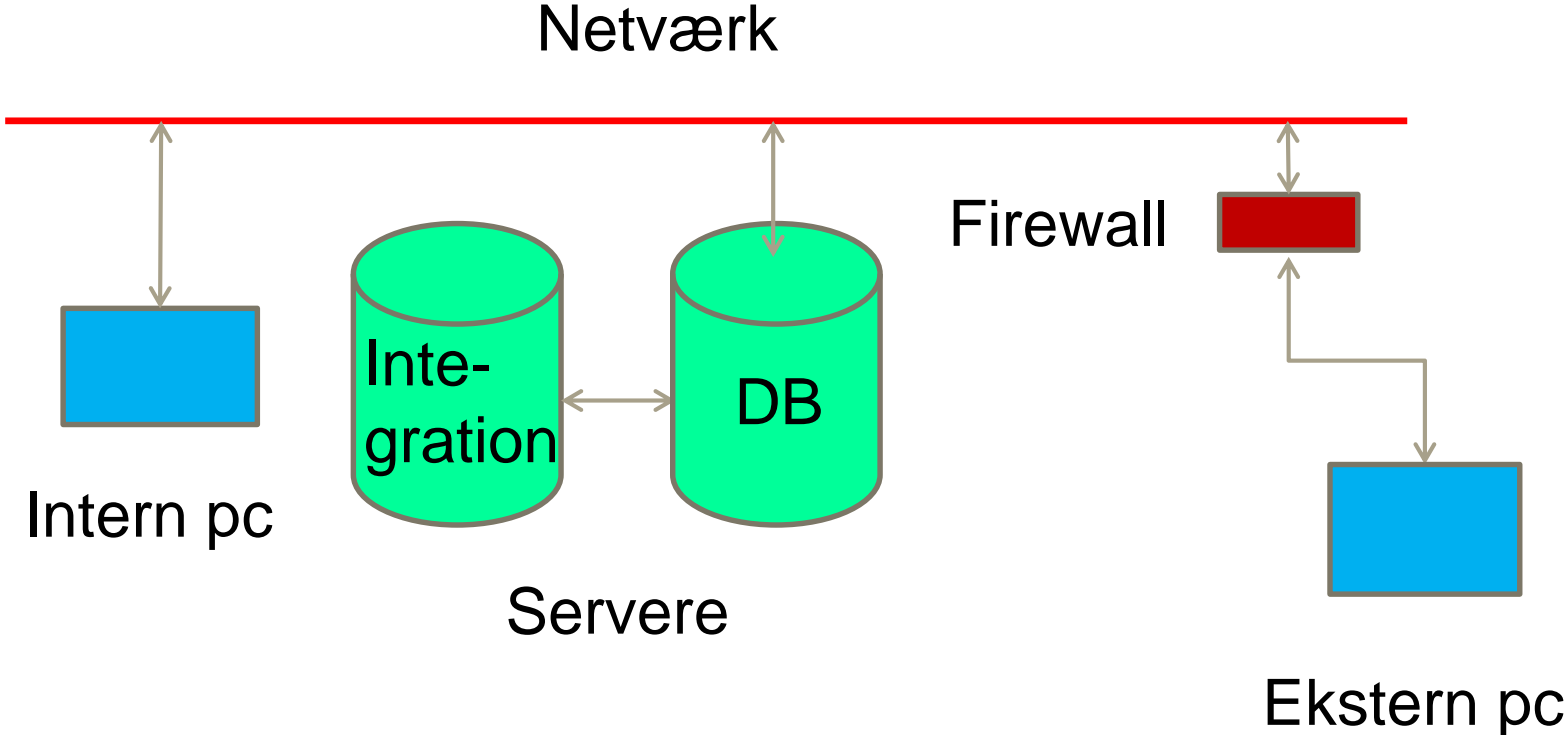
# ProjectWise Tips & Tricks

7. november 2017

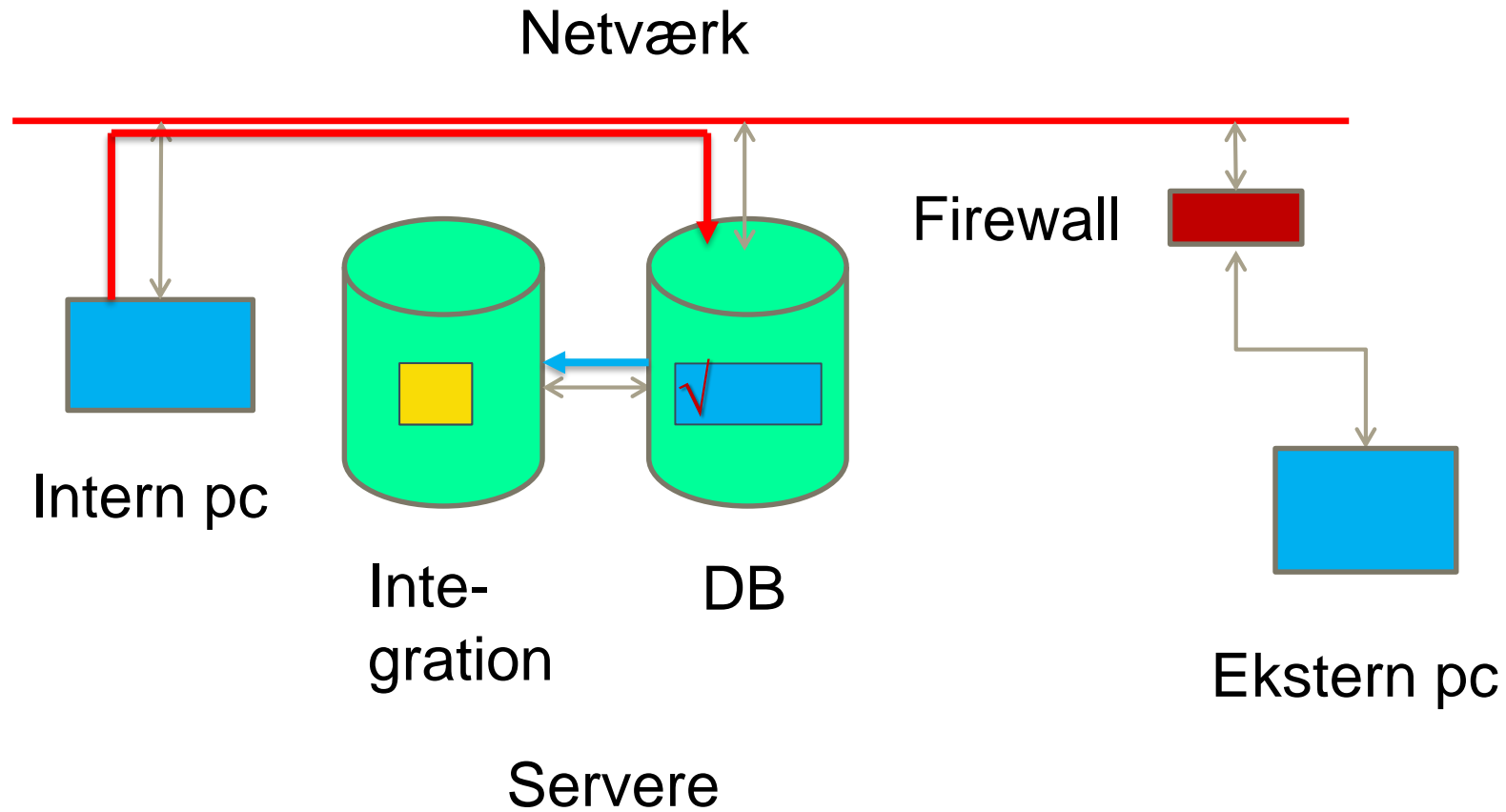
Bentleyuser.dk

Årsmøde

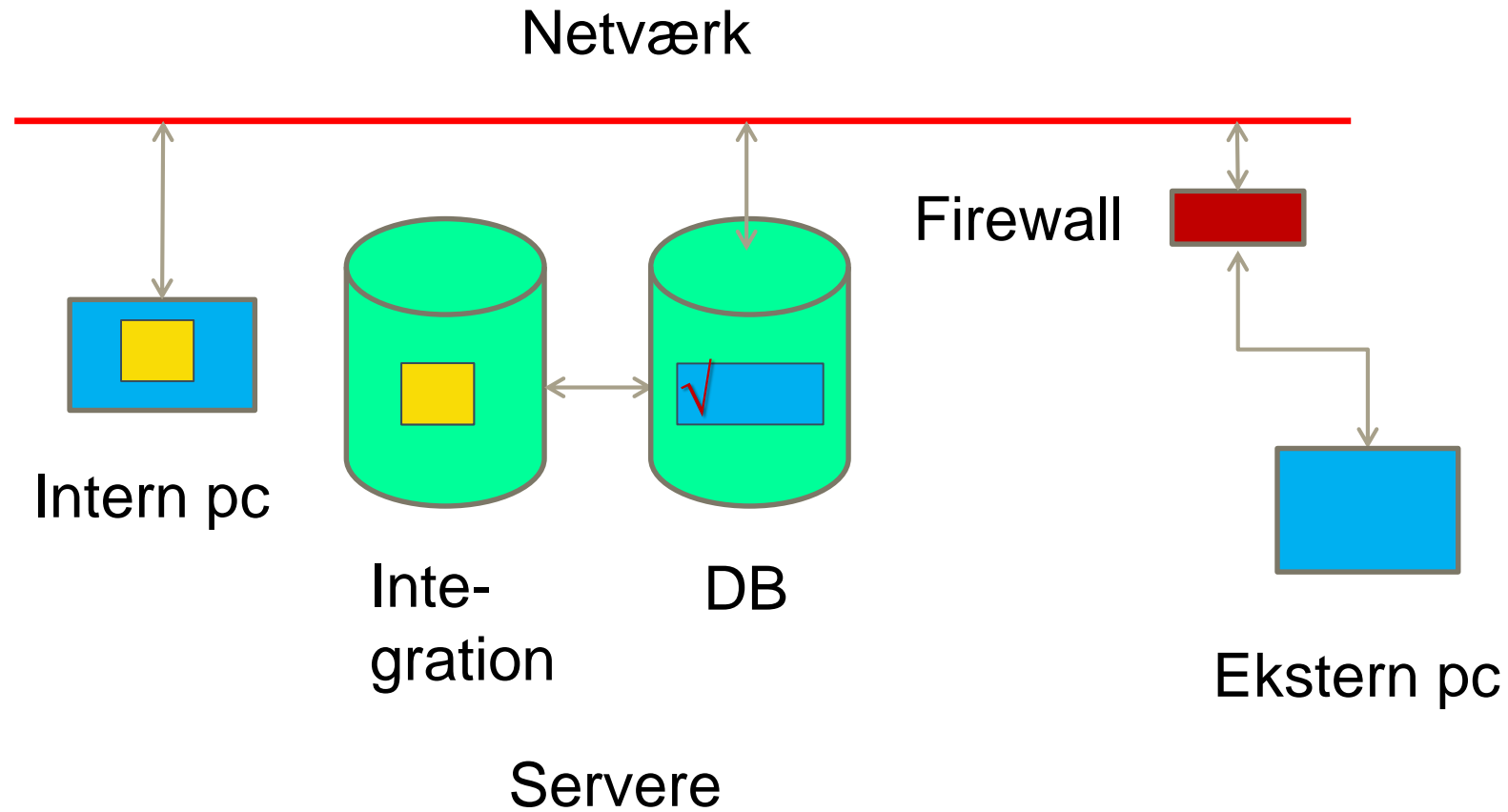
# Installation



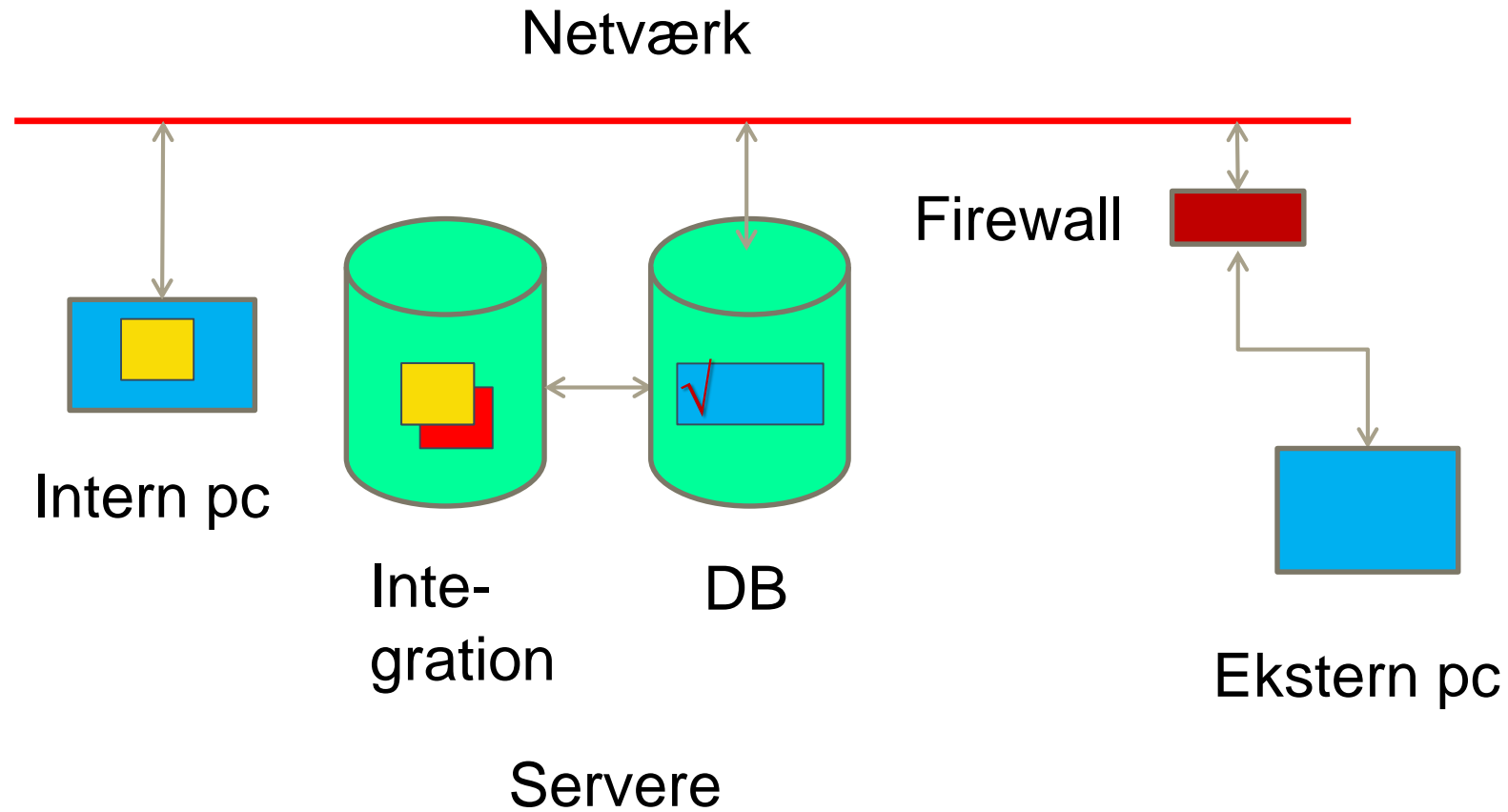
# Åben dokument – check out



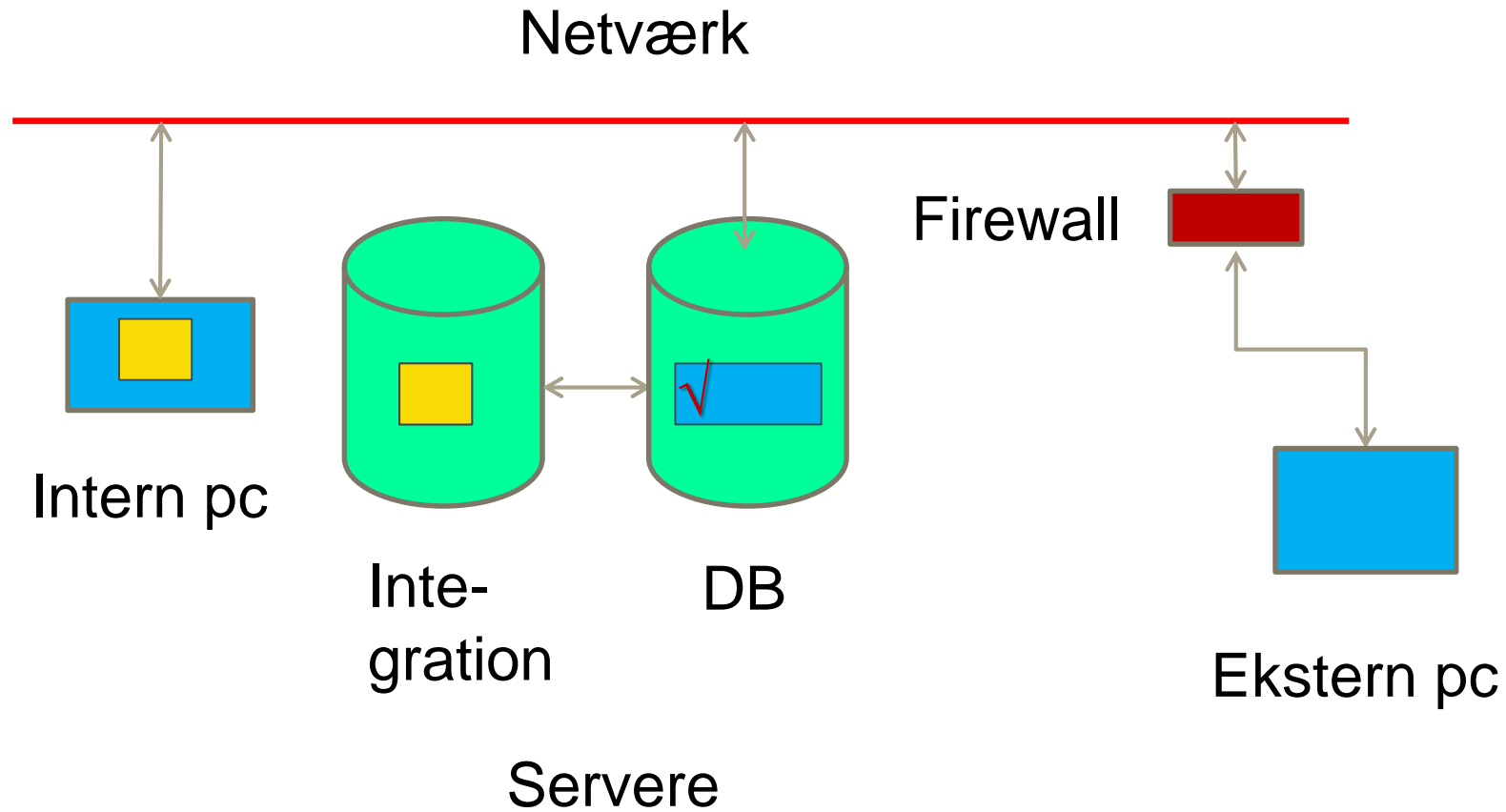
# Lukke dokument – check in



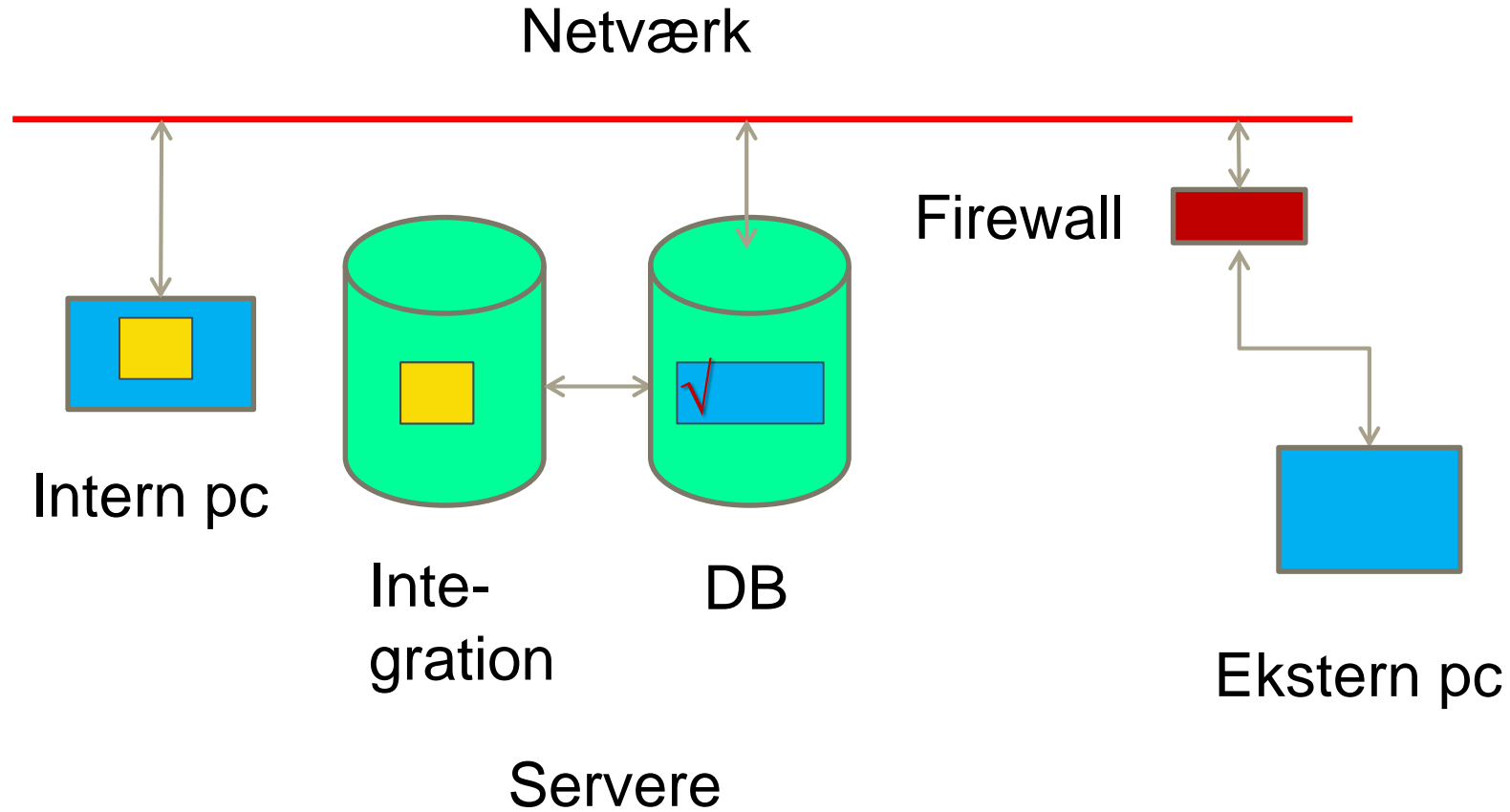
# Lukke dokument – check in (new vers.)



# Lukke dokument – Free



# Lukke dokument – Cancel



# Hvad er det jeg ser?

The screenshot shows the ProjectWise Explorer application window. The left pane displays a hierarchical tree structure of folders, including 'Documents', 'Atkins Setup', 'Oslo-S Kursus', 'PW\_Test', 'CAD', and 'Dokumenter'. The main pane displays a table of document properties for the selected folder '01\_Arbejdsområde'.

Name	Description	State	Folder Id	Object Id
KS	00 QA	Draft	1260	1263
Finn_3d.dgn	Finn_3d	Draft	1260	39

Property name	Property value	Property name	Property value
Folder Name	01_Arbejdsområde	Folder Description	01 Work in Progress
Environment Name	BDK_CAD_Model_DC	Environment Description	BDK CAD Modelfiler med Documentcode
WorkSpace Profile Name		WorkSpace Profile Description	
Storage	Storage1	Owner	
Created By		Creation Time	01-09-2016 14:14:37
Updated By		Update Time	02-01-2017 13:13:05
Workflow	Atkins_CAD	State	Draft
Document Count	1	Disk Usage	89.00 KB (91.136 bytes)
Parent Folder	PW_Test\CAD		



# Hvad er det jeg ser?

Alt hvad der vises I PW Explorer er resultatet af en eller flere søgninger.

Alt hvad der vises I søgningerne er “metadata”.

Metadata?

Det har jeg hørt om, men hvad er det nu det er? 🤔

- Ekstra information man tilføjer til dokumentet. En slags nøgleord der fortæller mere om dokumentet. Ligesom de billeder der lægges ind på computeren har information om: hvor de er taget, hvilken lukkehastighed, hvilket kamera osv. Eller den musik der lægges ind har informationer om: kunstner, komponist, track nummer, spilletid osv.
- Søgbare.
- Sorterbare.
- Kan udtrækkes til alle mulige lister (Excel).

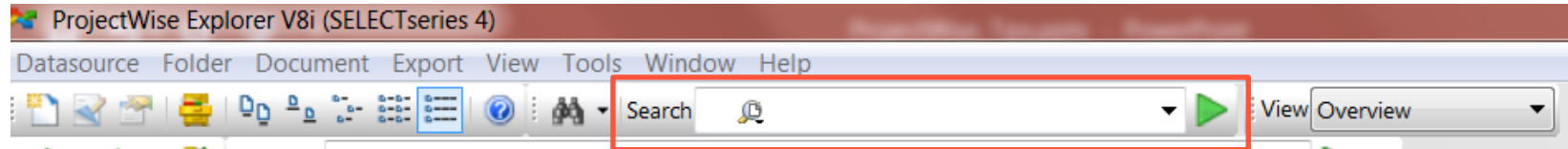
# Søgning

4 muligheder for søgning:

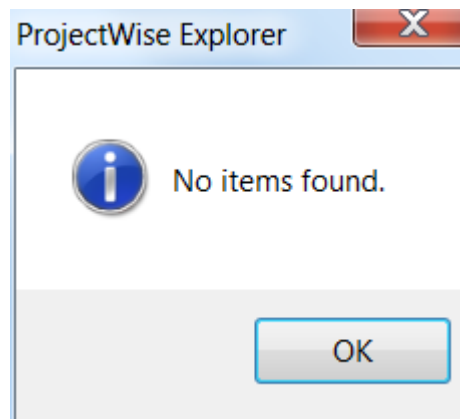
- Fri Metadata søgning
- Search Builder
- Search Form
- Fritekst søgning

# Søgning

## Fri Metadata søgning

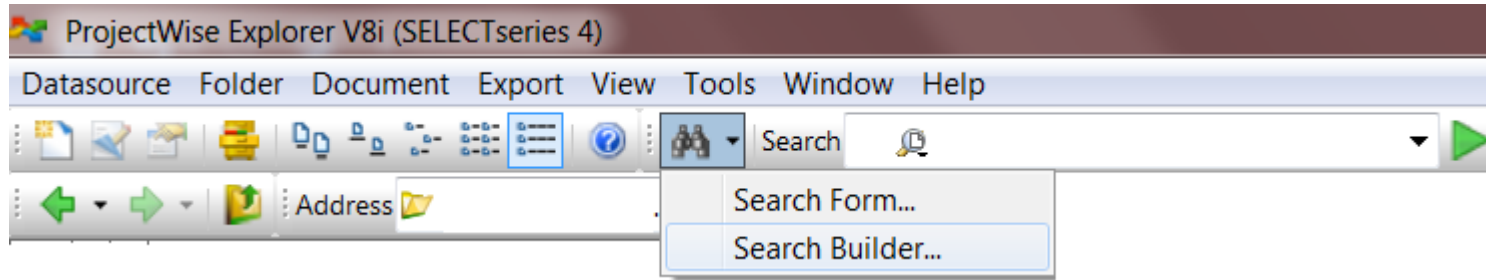


- Indtast hvad du vil søge efter.
- Der søges i den folder du var placeret i og alle underfoldere.
- Der søges efter det indtastede i alle metadata felter.
- Resultatet vises i dokumentvinduet, eller der vises:



# Søgning

## Search Builder



- Kan gemmes
- Avanceret søgekriterier (lidt database agtigt).
- Måske målrettet Superbruger/administratorer.

# Søgning

## Search Builder

Define Search - <new search>

Search

Specify what are you looking for and the view for search results

Look for: Documents View: <default>

Find documents that match these criteria

OR Group (1)

Environment attribute labels from: Default Environment

Define criteria

Criterion Type:	Property:	Attribute:

Value:

Add Criteria

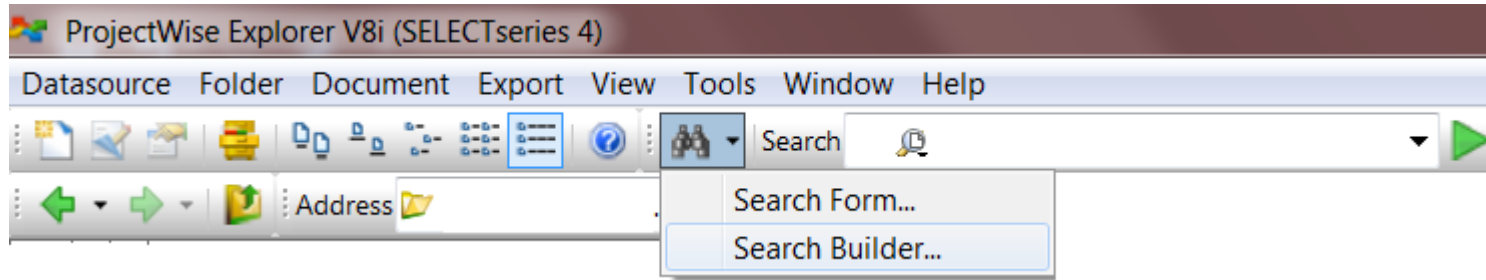
Add OR Group

Saved Search

OK Cancel Apply

# Søgning

## Search Form



- Kan gemmes
- Medium avanceret søgekriterier (drop down menuer).
- Målrettet "almindelige" brugere.

# Søgning Search Form

**ATKINS**

Member of the SNC-Lavalin Group

Search by Form - [Title Bar]

General | Attributes | More Attributes | File Properties | Full Text

**Document**

Name: [Text Box] [Lock Icon] [Clear Icon] [More Icon]

Description: [Text Box] [More Icon]

Version: [Text Box] [More Icon] Workflow: <none> [Dropdown]

Sequence: [Text Box] [More Icon]  Only Current State: <none> [Dropdown]

Application: <none> [Dropdown] Department: <none> [Dropdown]

Status: <none> [Dropdown] Out to: <none> [Dropdown]

Status set by: <none> [Dropdown] On: [Date Picker] [More Icon]

Created By: <none> [Dropdown] On: [Date Picker] [More Icon]

Updated By: <none> [Dropdown] On: [Date Picker] [More Icon]

**File**

File Name: [Text Box] [More Icon]

File Size: [Text Box] [More Icon] Storage: <none> [Dropdown]

File Updated By: <none> [Dropdown] On: [Date Picker] [More Icon]

Conflicts: [Dropdown]

**Folder**

Look in [Text Box] [Change...]

Include subfolders

Name: [Text Box] [More Icon]

Description: [Text Box] [More Icon]

Environment Name: BDK\_CAD\_Tegn [Change...]

Find in this Environment only

Look For [Add OR Group] [Clear] [Saved Search ▾]

OK [Cancel] [Apply]  Show results in new window

# Søgning

## Search Form

Search by Form - [Title Bar]

General | **Attributes** | More Attributes | File Properties | Full Text

### Tegningsfiler

Projekt  
line2  
line3  
line4

Adresse | Projektering

1. udgave, Dato og initialer | Seneste udgave, Dato og initialer

Udarbejdet | Kontrolleret | Godkendt

Skala | Enhed

Sprog | Udgave Init | Udgave Dato | Tegningsnr | Side

Look For | Add OR Group | Clear | Saved Search ▾

OK | Cancel | Apply |  Show results in new window



# Søgning

## Search Form

Search by Form - [Title Bar]

General Attributes More Attributes File Properties Full Text

BDK Godkendt Dato  
BDK Godkendt  
Erstatter  
Rev. 1 Init  
Rev 1 Desc.  
Rev. 2 Init  
Rev 2 Desc.  
Rev. 3 Init  
Rev 3 Desc.  
Rev. 4 Init  
Rev 4 Desc.  
Rev. 5 Init  
Rev 5 Desc.

Look For Add OR Group Clear Saved Search

OK Cancel Apply  Show results in new window

# Søgning

## Search Form

Search by Form - [Title]

General Attributes More Attributes File Properties Full Text

**Summary Information**

Title

Subject

Keywords

Template

Category

Pages

Content Status

Word Count

Character Count

Comments

Author

Last Author

Revision Number

Application Name

Date Created

Date Last Saved

Last Printed

Edit Time

Security

**Document Summary Information**

Application Version

Category

Look For Add OR Group Clear Saved Search

OK Cancel Apply  Show results in new window

# Søgning

## Search Form - Fritekst

The screenshot shows a 'Search by Form' dialog box with the 'Full Text' tab selected. The dialog has a title bar with a close button. Below the title bar are tabs for 'General', 'Attributes', 'More Attributes', 'File Properties', and 'Full Text'. The 'Full Text' tab contains the following elements:

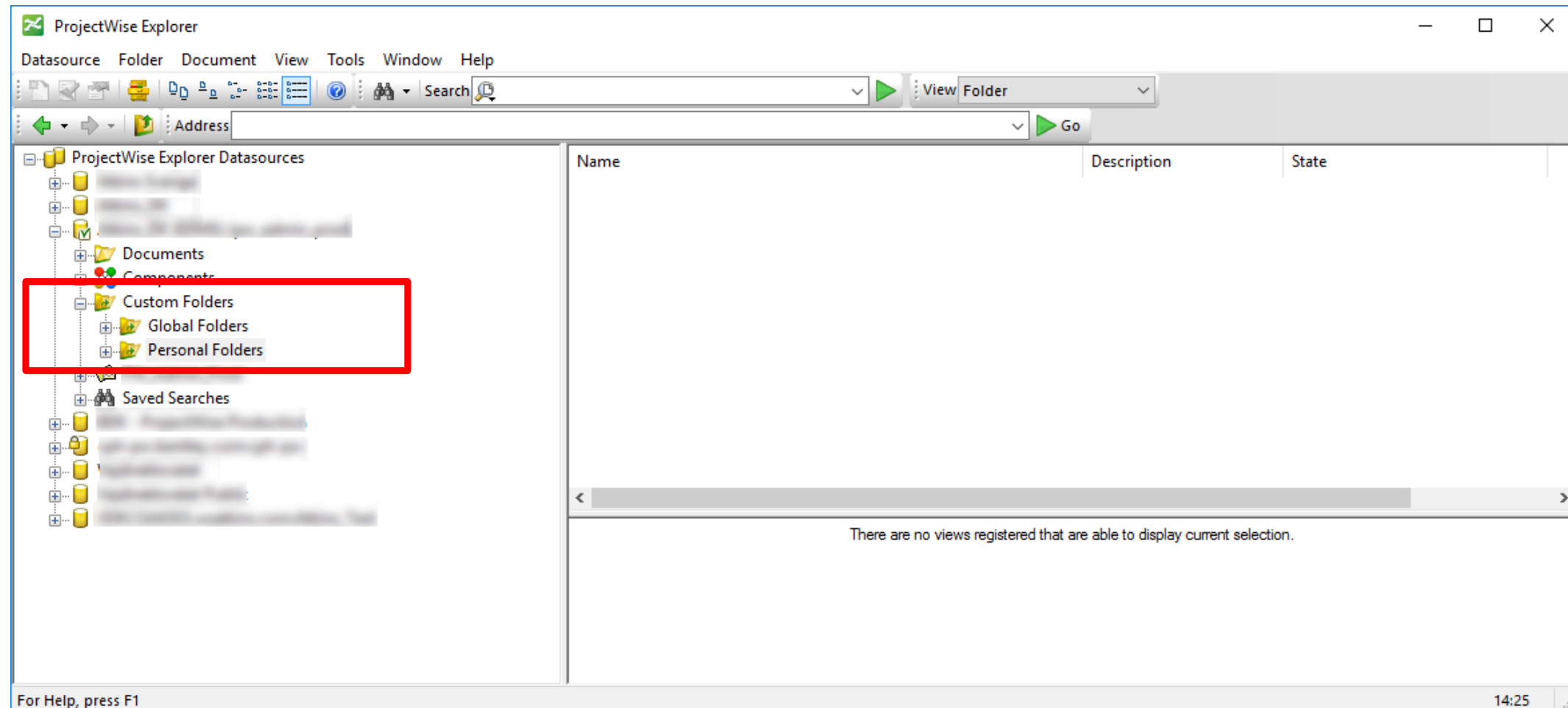
- A 'Look for:' text box.
- A 'Look inside:' dropdown menu set to 'File Contents'.
- A 'Return documents:' dropdown menu set to 'Including exact phrase'.
- A 'Searching notes' section with the following text:

Full text search criteria are applied to the whole search, and you cannot define a separate full text search criterion for a single 'OR Group'.

When both full text search criterion and standard search criteria are defined, the results include the documents that match both the standard search criteria in at least one of the specified 'OR Groups' and the common full text search criterion.
- A bottom bar with buttons: 'Look For', 'Add OR Group', 'Clear', 'Saved Search' (with a dropdown arrow), 'OK', 'Cancel', 'Apply', and a checkbox for 'Show results in new window'.

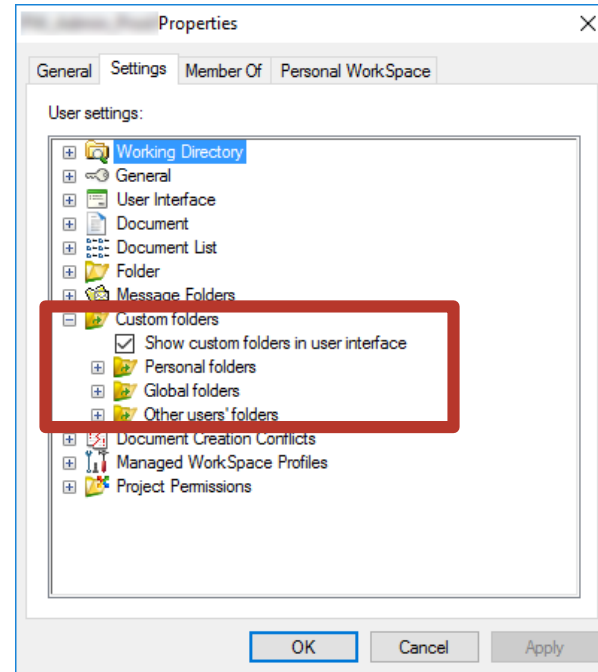
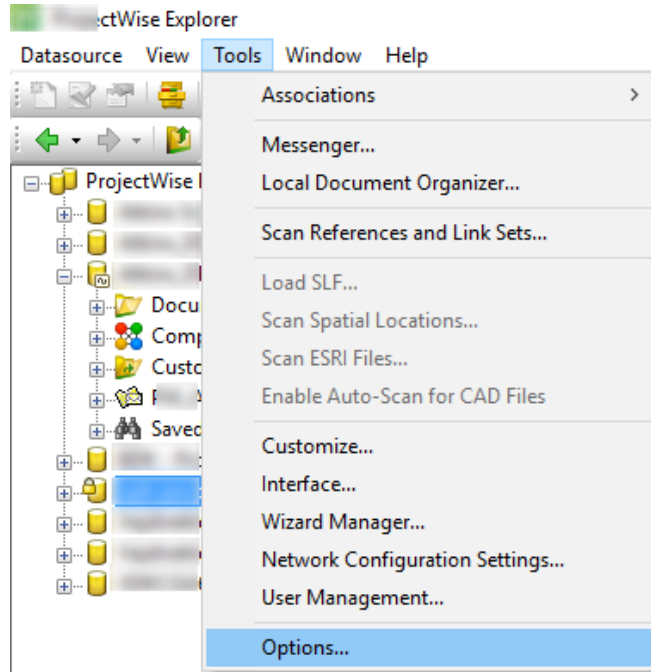
# Personlige mapper

- Kan benyttes til at holde link til foldere og dokumenter.



# Personlige mapper

- Aktiveres gennem Tools->Options...




- Og... ja man kan også slå til at man kan se, og redigere andre brugers personlige foldere.

# Personlige mapper

- Opret mappe under Personal Folders
- Drag and drop dokumenter / foldere til mappen.

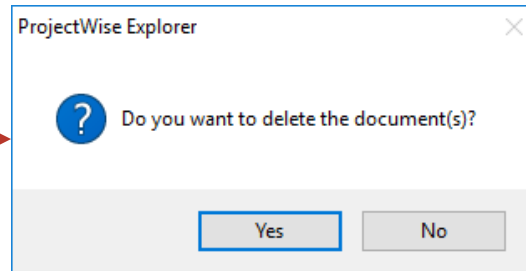
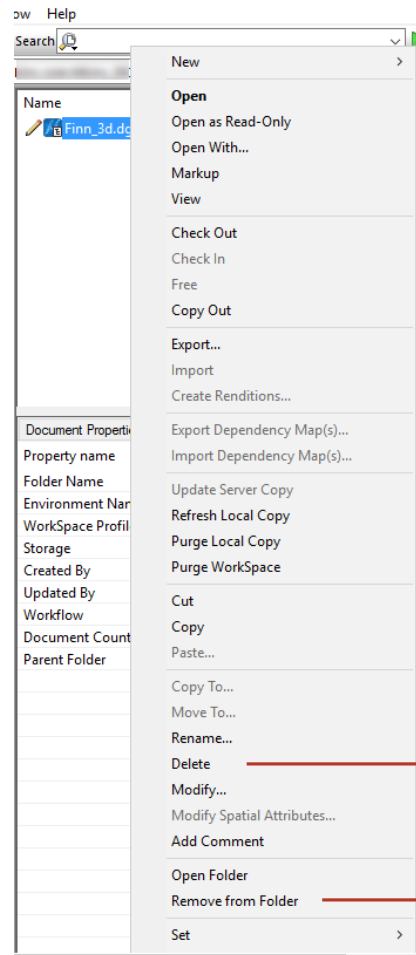
The screenshot shows the ProjectWise Explorer interface. The left pane displays a tree view of folders, including 'Personal Folders' and a sub-folder named 'Test'. The right pane shows a table with the following data:

Name	Description	State
 Finn_3d.dgn	Finn_3d	Draft

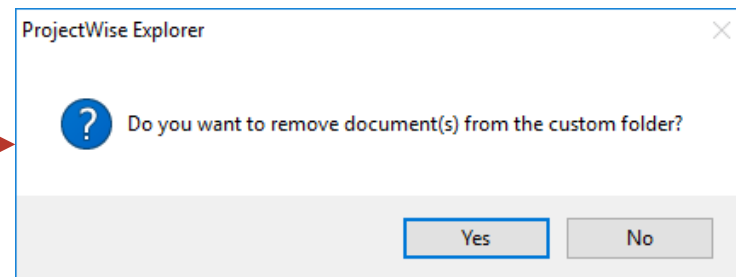
At the bottom of the interface, a status bar indicates '0 object(s) selected' and the time '14:17'. A message at the bottom of the main pane reads: 'There are no views registered that are able to display current selection.'

# Personlige mapper

- Pas på når linket skal fjernes igen.



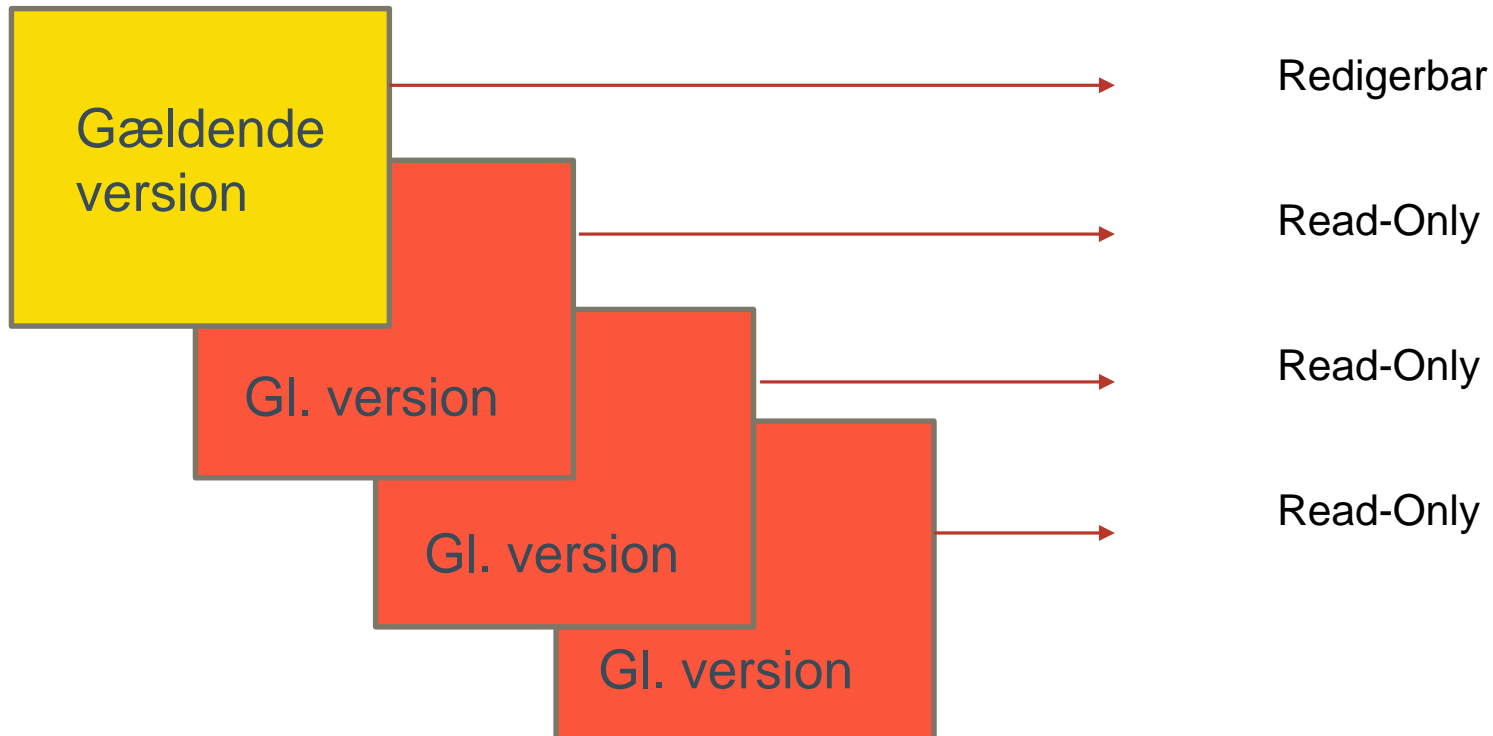
Fjerner Dokumentet, Hvis man har rettighed til det.



Fjerner linket (Samme funktion er i "Delete" tasten).

# Versionering

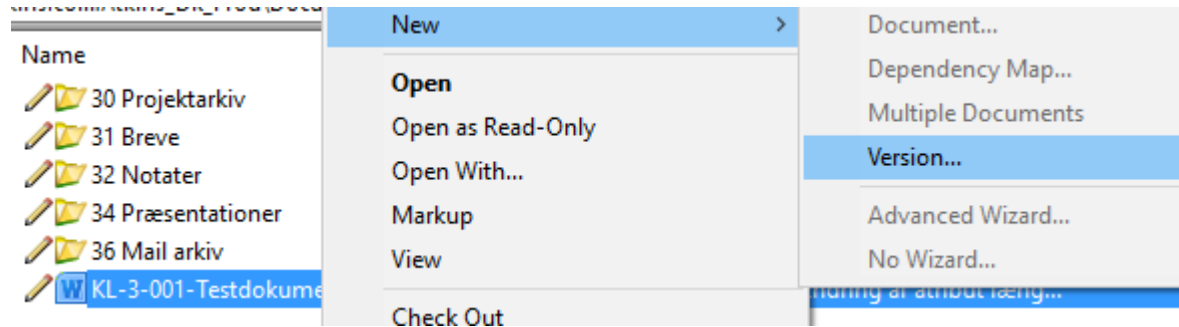
- Man kan gemme gamle versioner af et dokument.
- Disse kan gøres til gældende version igen.



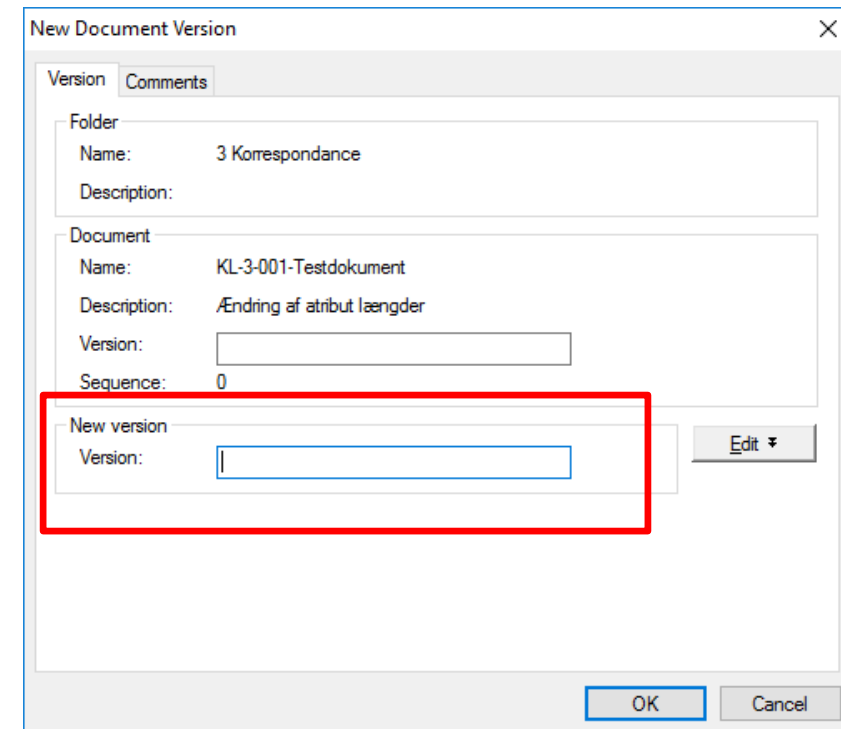


# Versionering

- Ny version af det gældende dokument.
- Højre-klik på dokumentet, New->Version

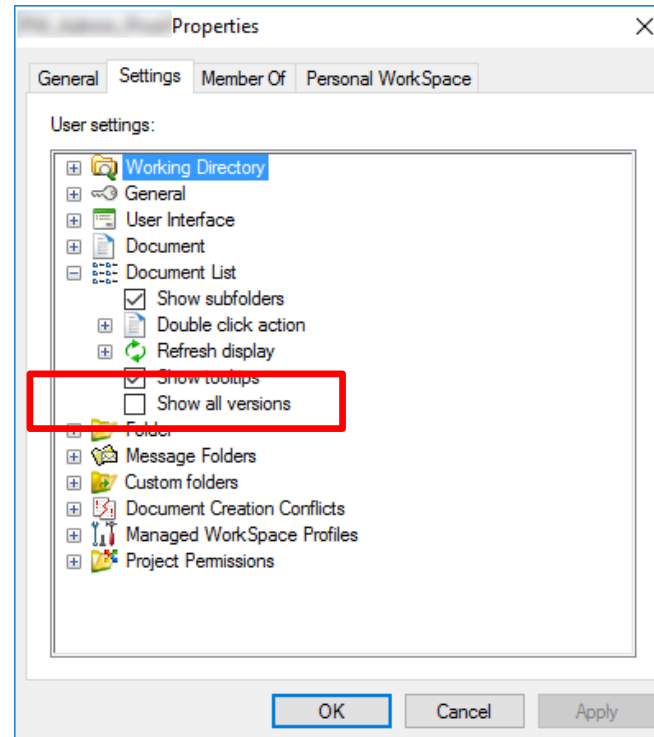


- Tast versionsnummer i feltet: Version



# Versionering

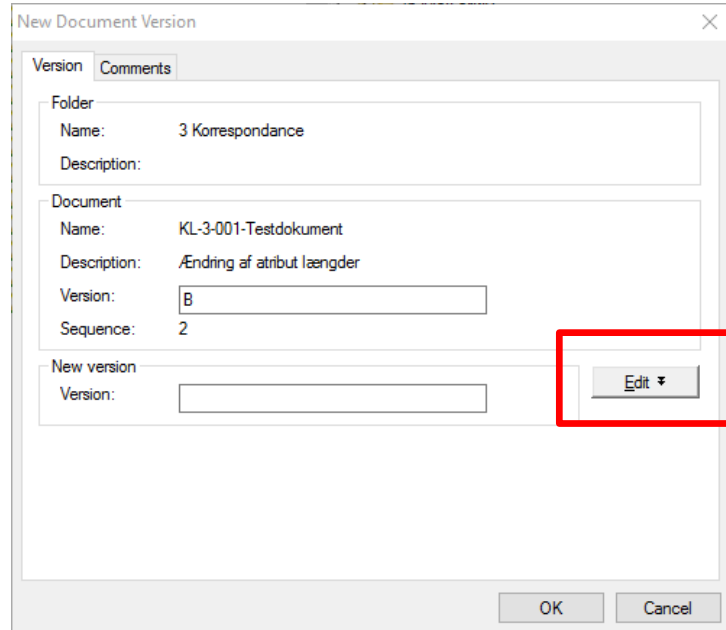
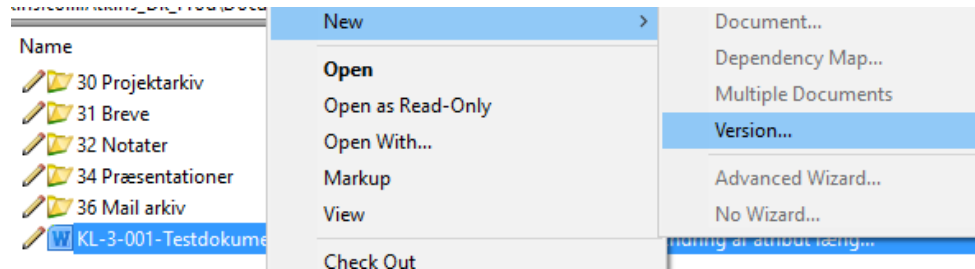
- Se alle versioner i oversigten
- Tools->Options....



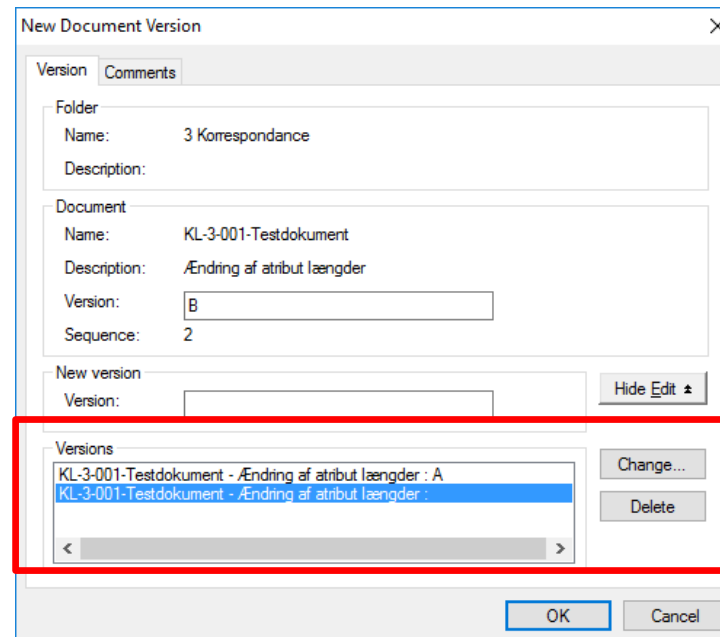
- Show all versions

# Versionering

- Gør gammel version til gældende.
- Højre-klik på dokumentet, New->Version



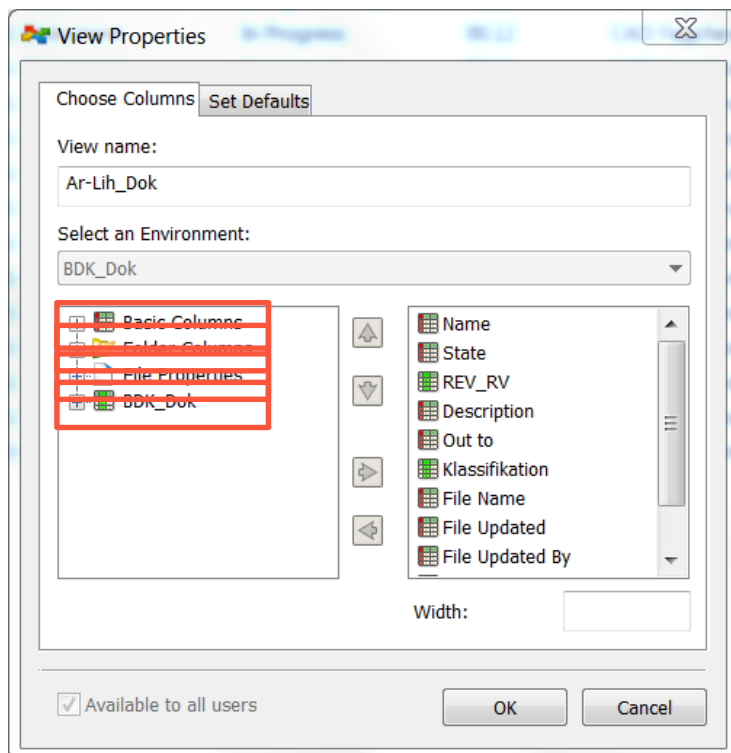
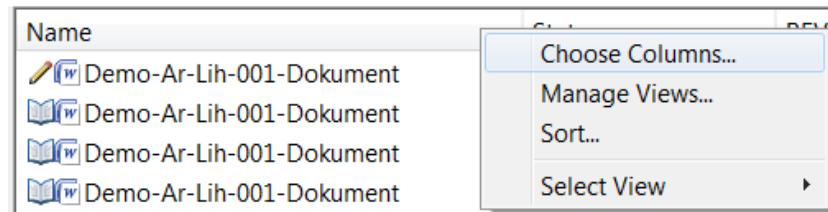
Tryk på: Edit



Vælg version og tryk på: Change

# Views og lister

- Et "view" definerer hvilke informationer man ser.
- Højre-klik på kolonneoverskriften og vælg "Choose Columns" (kræver skriverettighed til folderen).



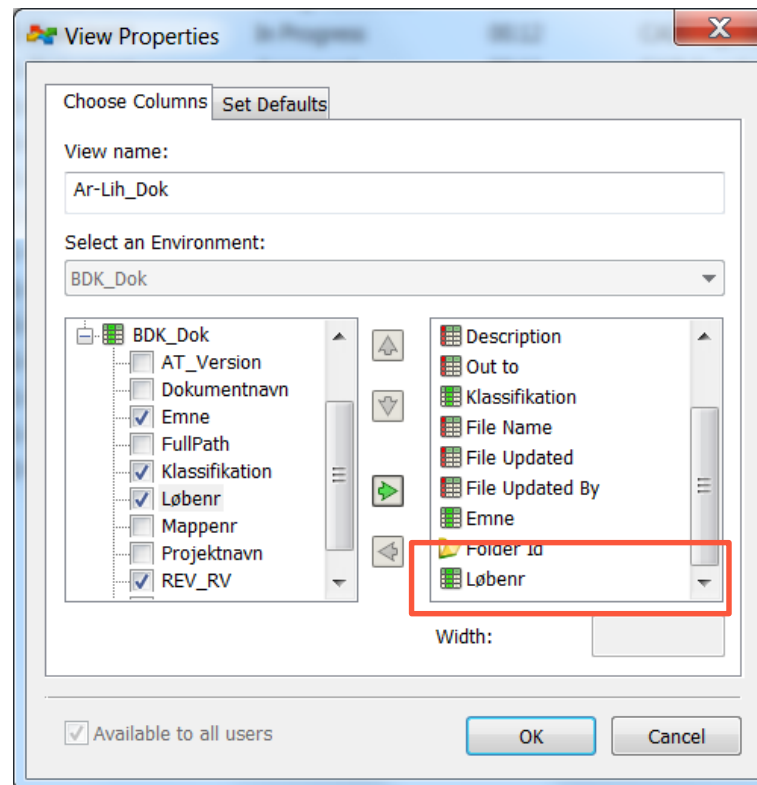
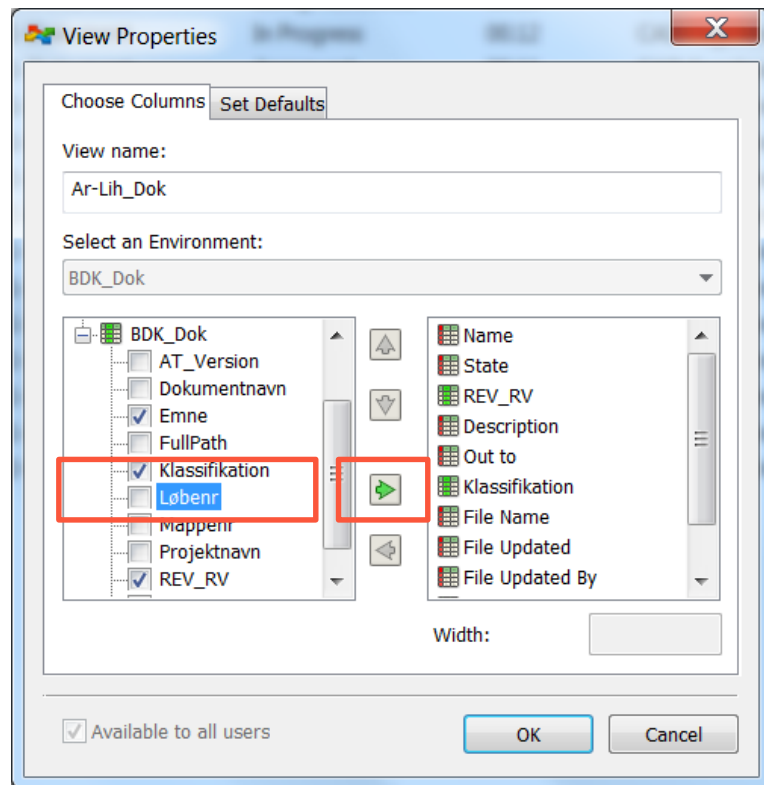
## Bæredygtige Operationer:

Disse informationer er tilgængelige på det lokale niveau og kan bruges til at finde projekter (mappe) i folderen.


Disse informationer er afhængig af hvilket environment der er sat på folderen.

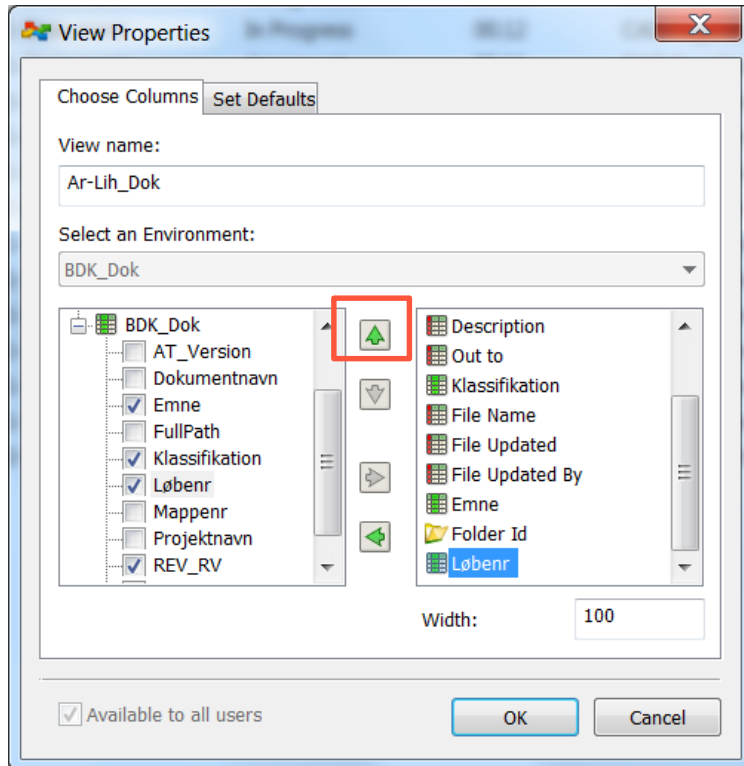
# Views og lister

- Markér feltet i venstre side, og tryk på  Feltet vises nu i højre side, og er tilføjet viewet som sidste kolonne.



# Views og lister

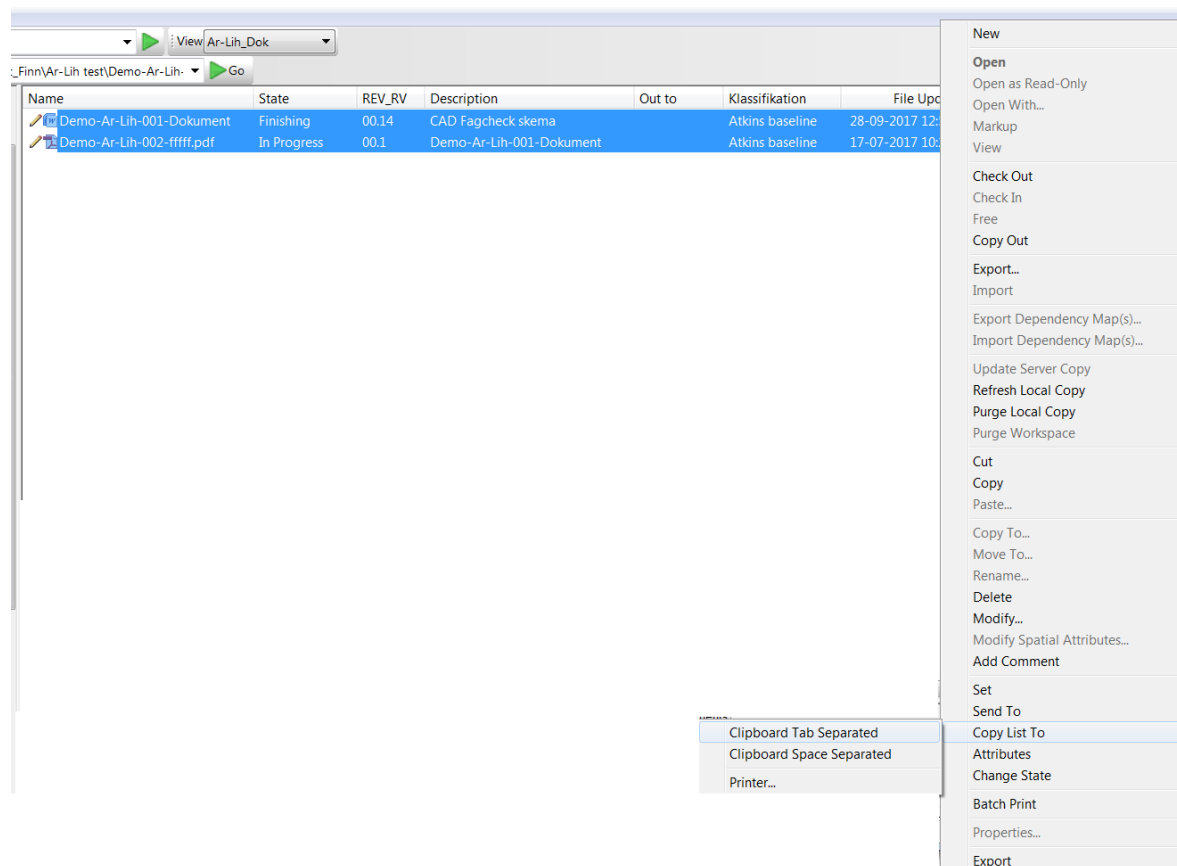
- Hvis feltet skal flyttes, så det ikke længere vises sidst, nytter det ikke noget at trykke på  det virker nemlig ikke!



Tilknyt i stedet viewet, marker kolonnen og træk den hen hvor den skal være.

# Views og lister

- Alt hvad der vises i dokumentvinduet kan eksporteres til Excel.
- Marker hvilke rækker der skal eksportere, højre-klik og vælg "Copy list to" -> "Clipboard tab seperated"



# Views og lister

- Åben nu Excel og "paste" det ind.

Book1 - Excel

Mejding, Finn

File Home Atkins Insert Draw Page Layout Formulas Data Review View Foxit PDF Tell me what you want to do Share

Clipboard Font Alignment Number Styles Cells Editing

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Name	State	REV_RV	Description	Out to	Klassifikation	File Name	File Updated	File Updated By	Emne	Folder Id		
2	Demo-Ar-Lih-001-Dokument	Finishing	00.14	CAD Fagcheck skema		Atkins baseline	Demo-Ar-Lih-001-Dokument.docm	28-09-2017 12:57	PW_Admin		32591		
3	Demo-Ar-Lih-002-ffff.pdf	In Progress	00.1	Demo-Ar-Lih-001-Dokument		Atkins baseline	Demo-Ar-Lih-002-ffff.pdf	17-07-2017 10:20	PW_Admin		32591		
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Sheet1

Ready

100 %



# Tips til kopiering

## •Copy

pw:\\sdkcga6320.wsatkins.com:Atkins\_DK\Documents\Ar-Lih\Dokumenter\1 Grundlag og forudsætninger\12 Gældende grundlag\120 Grundlagsdokumenter\Ar-Lih-120-003-Sammenhæng mellem brugernavn og initialer

- Virker kun hvis linket kopieres ind i PW adresse felt.

## •Copy URL

pw://sdkcga6320.wsatkins.com:Atkins\_DK/Documents/Ar-Lih/Dokumenter/1&space;Grundlag&space;og&space;forudsætninger/12&space;Gældende&space;grundlag/120&space;Grundlagsdokumenter/Ar-Lih-120-003-Sammenhæng&space;mellem&space;brugernavn&space;og&space;initialer

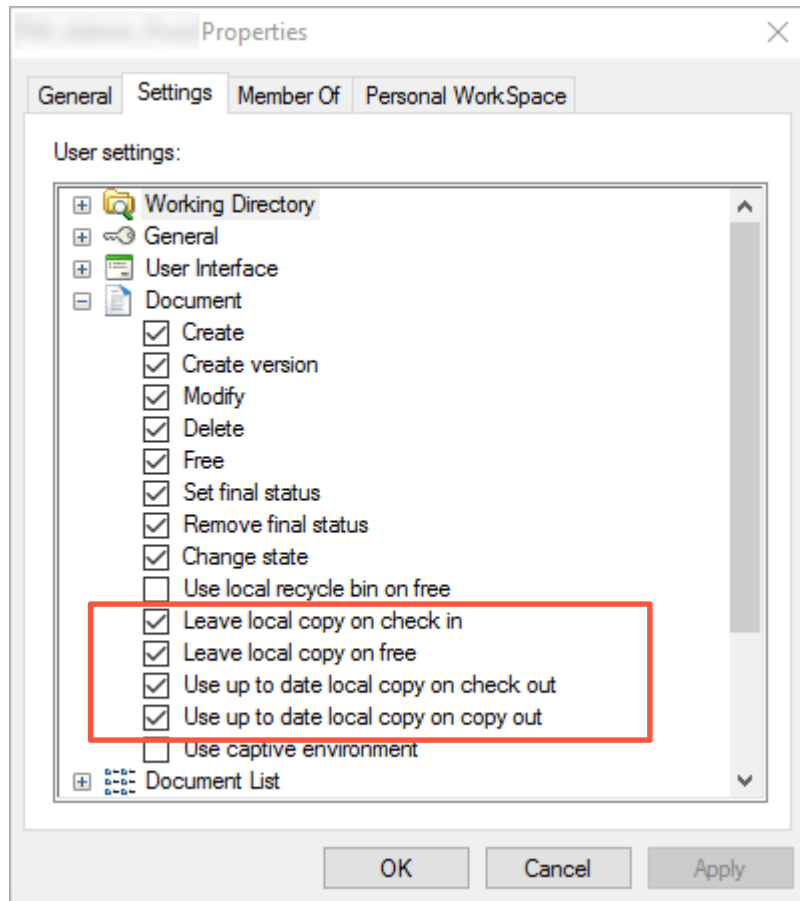
- Linker til seneste (gældende) udgave af dokumentet, uanset hvor mange versioner der måtte være.

## •Copy URN

pw://sdkcga6320.wsatkins.com:Atkins\_DK/Documents/D{47ba8a43-6140-4bfe-99f8-0ba8b10bc61f}

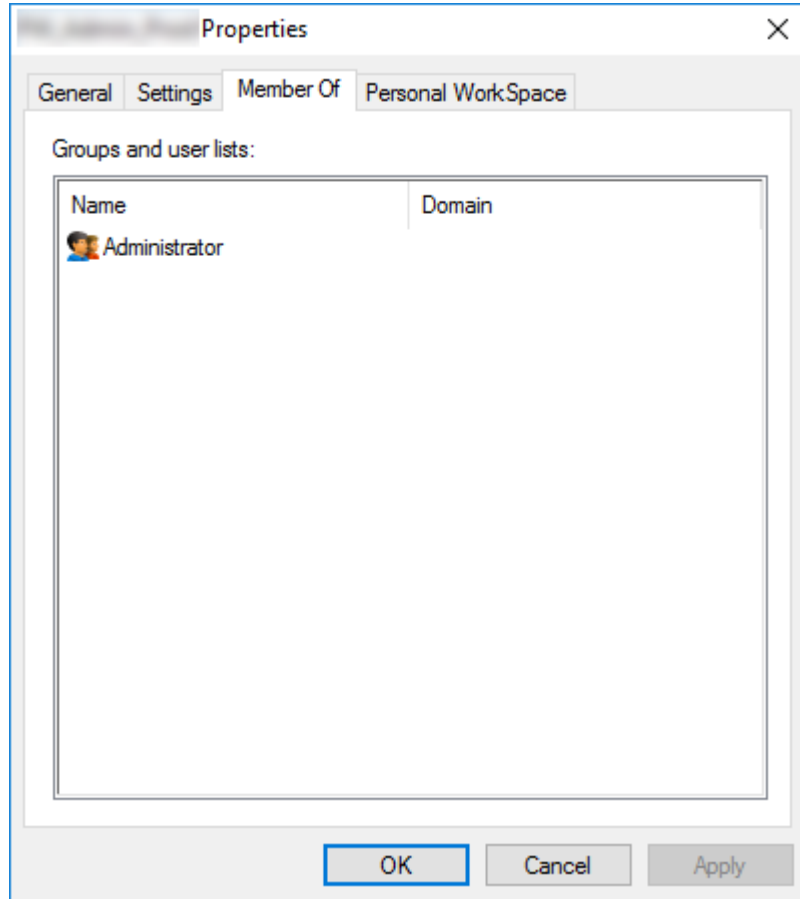
- Linker til en bestemt udgave af dokumentet (kan være en gammel version), uanset hvor mange nyere versioner der måtte være.

# Tips til indstillinger



Hvis man ikke ønsker at gemme den lokale kopi (den på c-drevet) ved Free eller checkin, eller at man altid vil have ny kopi af dokumentet, kan dette fra-/tilvælges her..

# Tips til indstillinger



Her kan man se hvilke grupper man er medlem af.

# Hvordan har I det nu?

