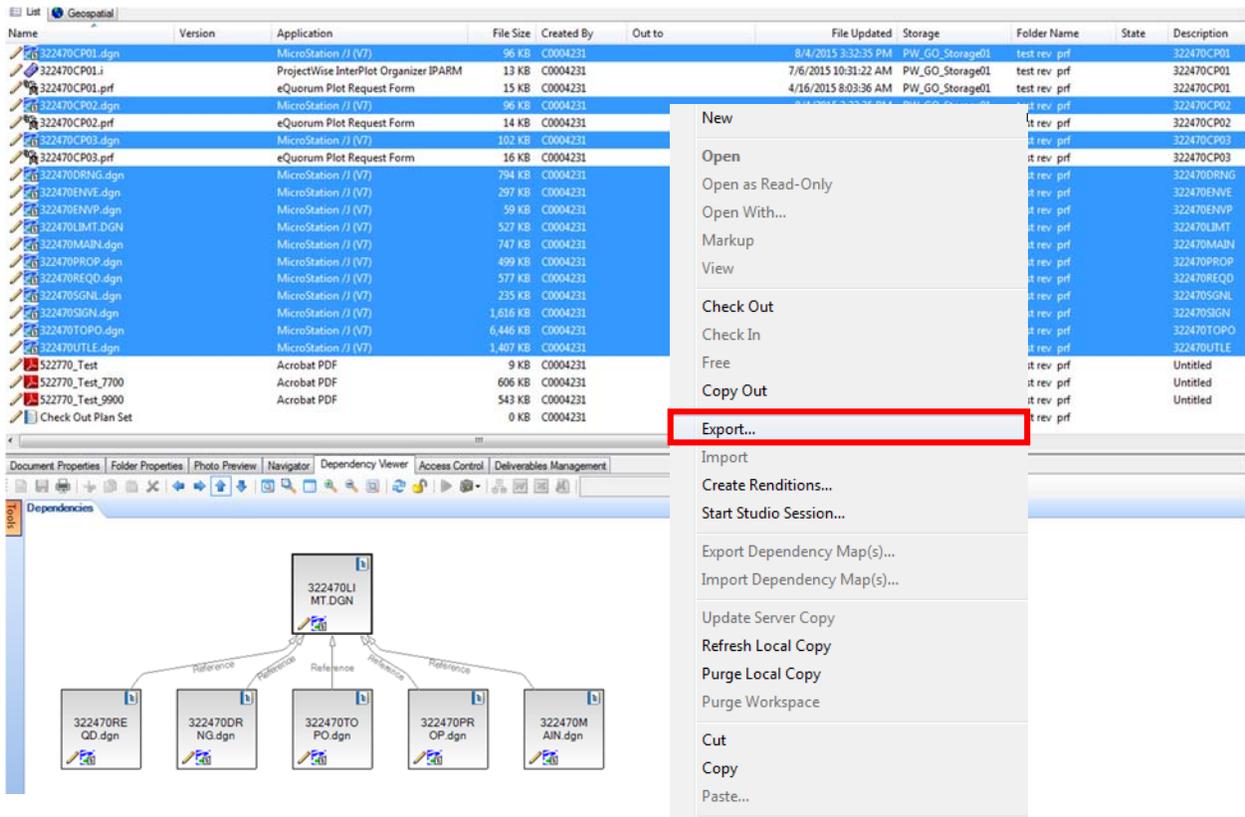


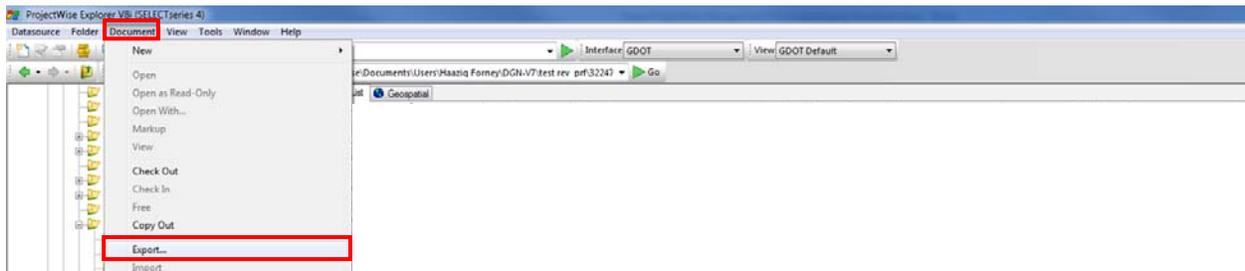
## Managed Export of ProjectWise Documents:

Below are instructions for performing managed exports of project files stored in ProjectWise. Follow these steps to ensure a successful export and import of your project files. Managed Export should be used if changes to the files must return to ProjectWise.

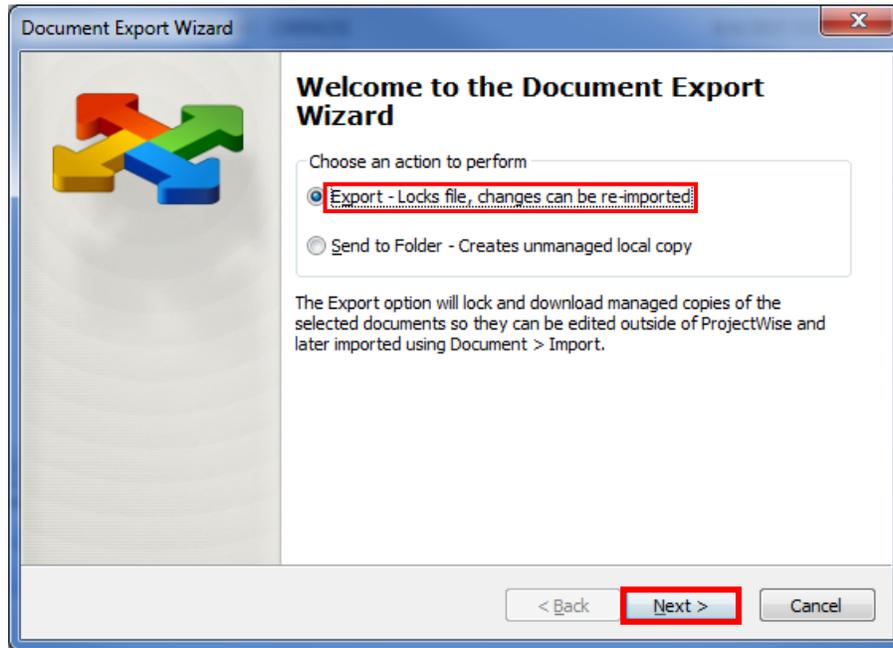
1. While in the ProjectWise Explorer window, **select the documents to be exported including any reference files that's attached to sheet files that will be exported**. Once all your files are selected, hover over one of the selected files and right click and choose "Export".



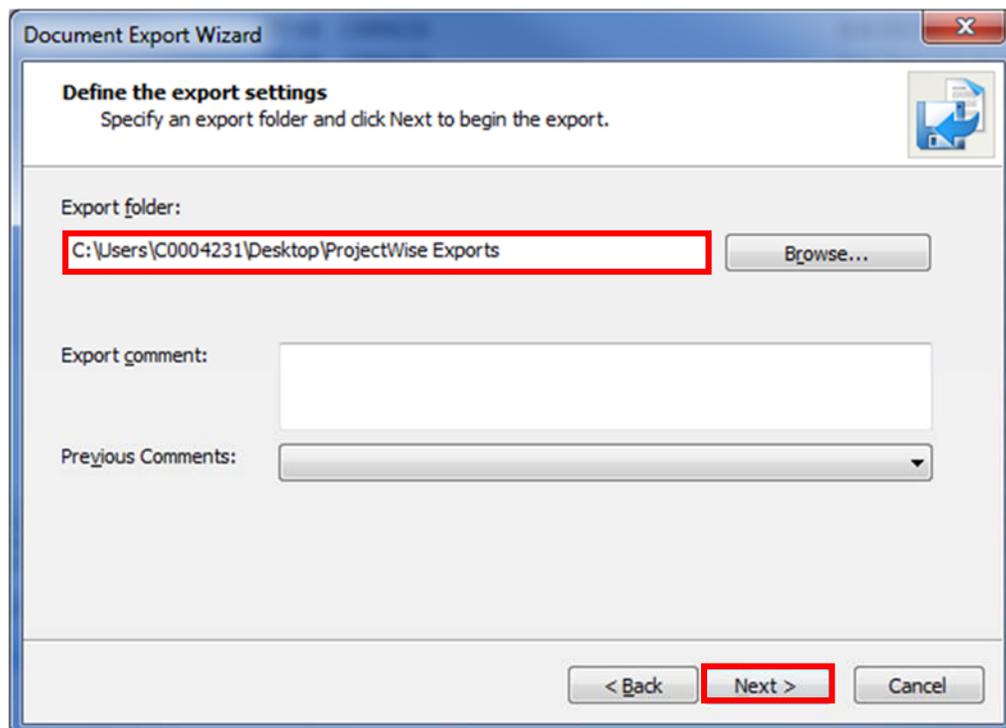
2. You can also pick Export from the Document pulldown menu.



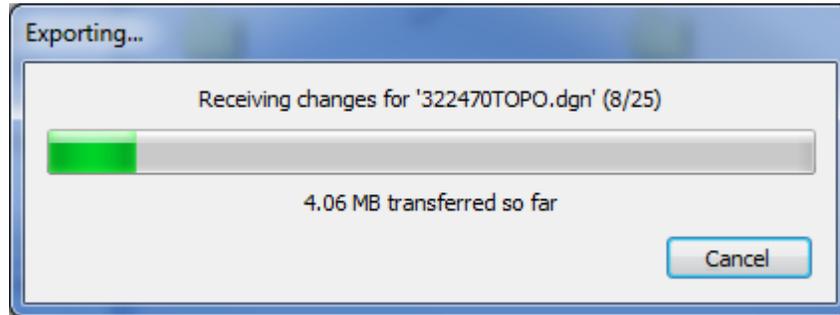
- When prompted, choose “Export” – Locks file, changes can be re-imported into ProjectWise.
- Export** - Use this option to edit a file that needs to return to ProjectWise. This creates a copy of the selected items in specified location and locks the ProjectWise copy so that no one else can edit the file. There is a link between the exported copy and the ProjectWise copy so that the exported file(s) can be returned to ProjectWise after editing without creating a new version of the file. Click next.



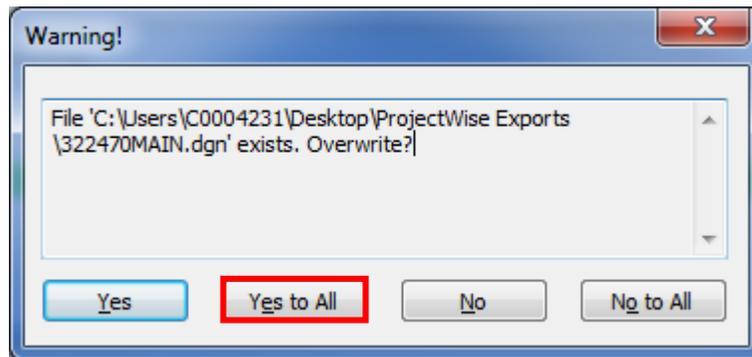
- Browse to a folder location to place the exported files and click next.



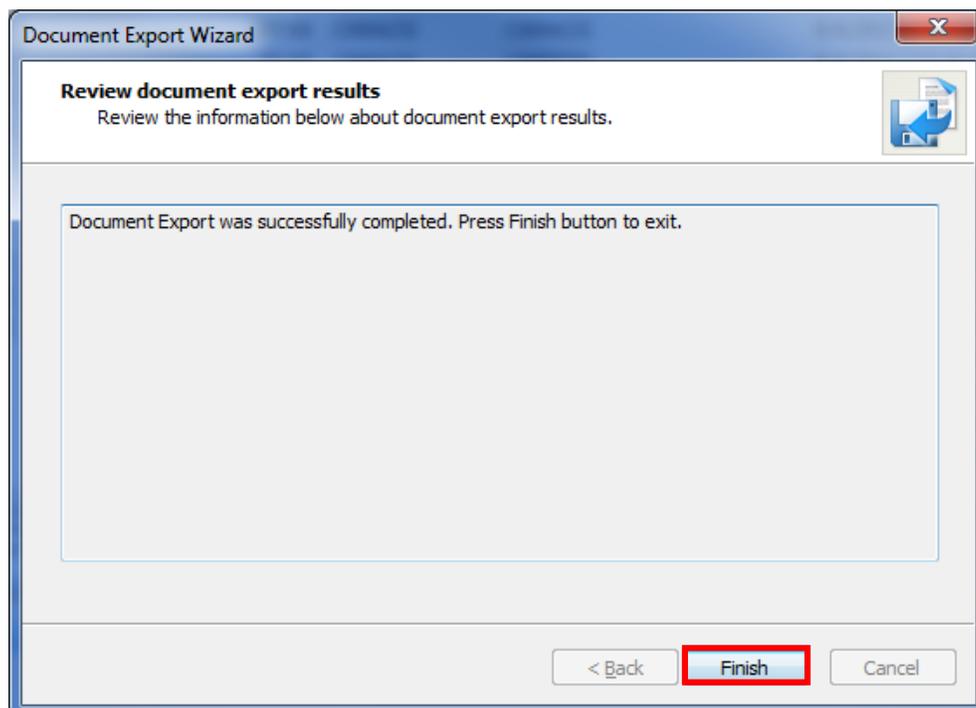
- Exporting of files from ProjectWise to your specified export location begins.



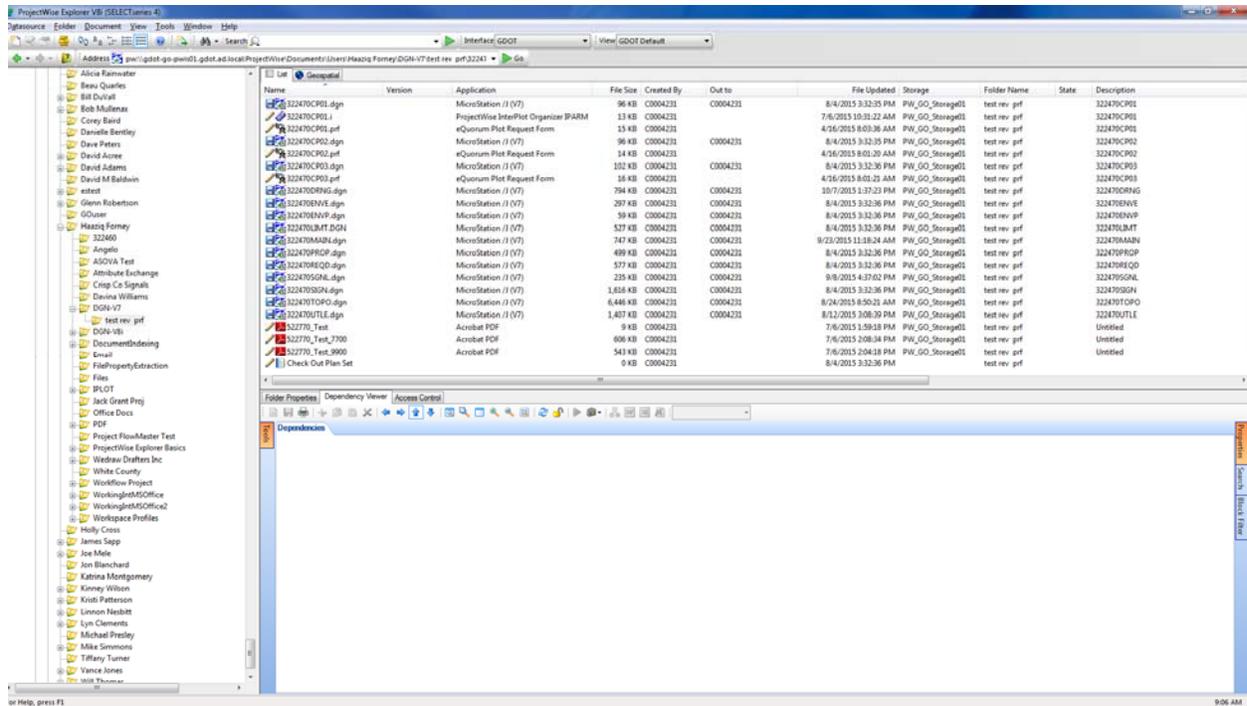
- If prompted, choose Yes to All.



- The exporting of documents completes. Click Finish.



8. The files in ProjectWise are now locked and can't be edited while you have the files exported. You will notice a  diskette icon next to the exported files.



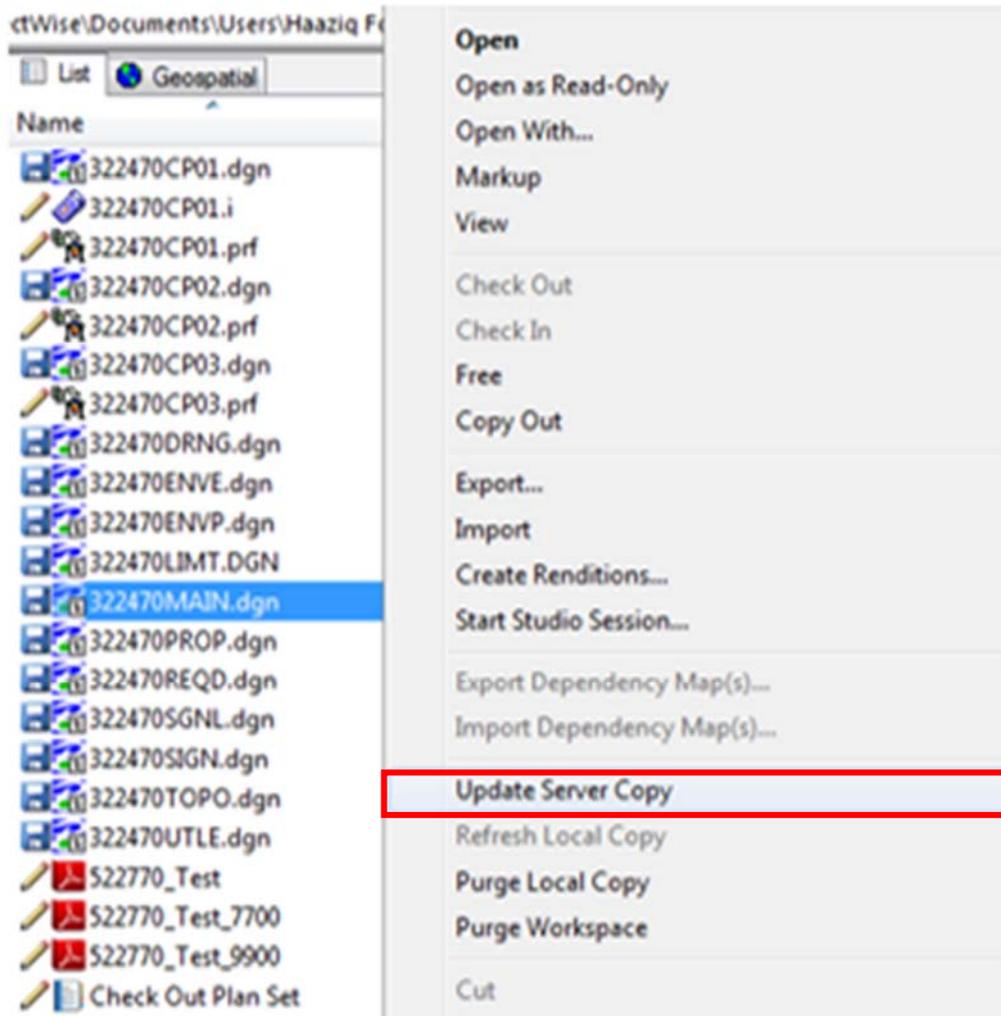
9. You can now begin working on the files that are located in the exported folder location. **Remember that only files you actually selected are being managed during this export.** If you didn't click on a file in the beginning of the export process and it does not have a  diskette icon next to it in ProjectWise, it's not being managed during this export.

It's good practice to remove copies of any previously exported files from your export location folder once they have been deemed to be copies and the most current file resides in ProjectWise.

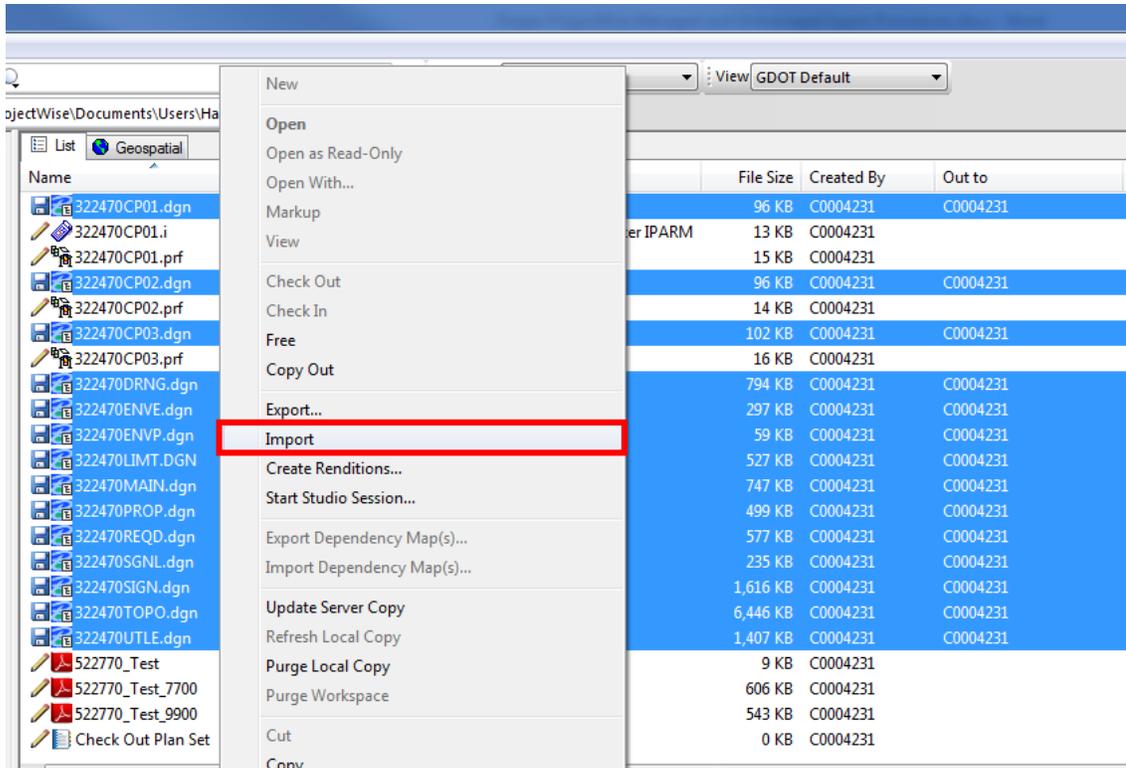
## Updating ProjectWise/Server Copy

10. **NOTE:** While exported, users should send changes back into ProjectWise on a regular basis or at the end of the workday.

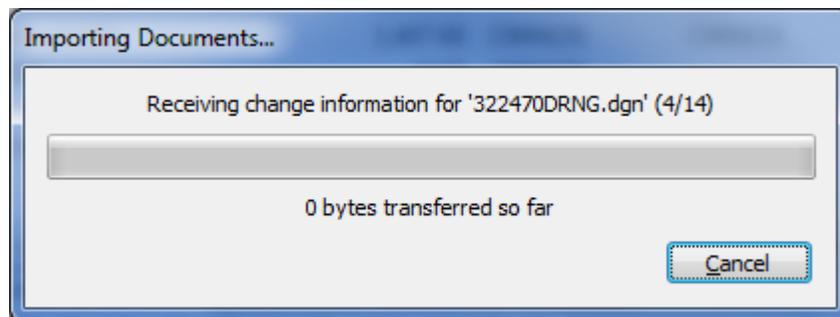
To do this, select the file that was updated from the ProjectWise Explorer window, right click, and select "Update Server Copy". You can continue to work exported but team members can see your edits and continue working accordingly.



11. When your project tasks are complete and the files are ready to be imported back into ProjectWise, select the files to be imported from the ProjectWise Explorer window, right click and choose "Import". You can place a comment but it's not mandatory. Click Ok.



12. Importing of the files from your exported location back into ProjectWise begins.



13. Project files are now back in ProjectWise and contain your edits performed at your exported location. The pencil icon returns indicating it's now editable  by other team members.

Name	Version	Application	File Size	Created By	Out to	File Updated	Storage	Folder Name	State	Description
 322470CP01.dgn		MicroStation // (V7)	96 KB	C0004231		8/4/2015 3:32:35 PM	PW_GO_Storage01	test rev	prf	322470CP01
 322470CP01.i		ProjectWise InterPlot Organizer IPARM	13 KB	C0004231		7/6/2015 10:31:22 AM	PW_GO_Storage01	test rev	prf	322470CP01
 322470CP01.prf		eQuorum Plot Request Form	15 KB	C0004231		4/16/2015 8:03:36 AM	PW_GO_Storage01	test rev	prf	322470CP01
 322470CP02.dgn		MicroStation // (V7)	96 KB	C0004231		8/4/2015 3:32:35 PM	PW_GO_Storage01	test rev	prf	322470CP02
 322470CP02.prf		eQuorum Plot Request Form	14 KB	C0004231		4/16/2015 8:01:20 AM	PW_GO_Storage01	test rev	prf	322470CP02
 322470CP03.dgn		MicroStation // (V7)	102 KB	C0004231		8/4/2015 3:32:36 PM	PW_GO_Storage01	test rev	prf	322470CP03
 322470CP03.prf		eQuorum Plot Request Form	16 KB	C0004231		4/16/2015 8:01:21 AM	PW_GO_Storage01	test rev	prf	322470CP03
 322470DRNG.dgn		MicroStation // (V7)	794 KB	C0004231		10/7/2015 1:37:23 PM	PW_GO_Storage01	test rev	prf	322470DRNG
 322470ENVE.dgn		MicroStation // (V7)	297 KB	C0004231		8/4/2015 3:32:36 PM	PW_GO_Storage01	test rev	prf	322470ENVE
 322470ENVP.dgn		MicroStation // (V7)	59 KB	C0004231		8/4/2015 3:32:36 PM	PW_GO_Storage01	test rev	prf	322470ENVP
 322470LIMIT.DGN		MicroStation // (V7)	527 KB	C0004231		8/4/2015 3:32:36 PM	PW_GO_Storage01	test rev	prf	322470LIMIT
 322470MAIN.dgn		MicroStation // (V7)	747 KB	C0004231		9/23/2015 11:18:24 AM	PW_GO_Storage01	test rev	prf	322470MAIN
 322470PROP.dgn		MicroStation // (V7)	499 KB	C0004231		8/4/2015 3:32:36 PM	PW_GO_Storage01	test rev	prf	322470PROP
 322470REQD.dgn		MicroStation // (V7)	577 KB	C0004231		8/4/2015 3:32:36 PM	PW_GO_Storage01	test rev	prf	322470REQD
 3224705GNL.dgn		MicroStation // (V7)	235 KB	C0004231		9/8/2015 4:37:02 PM	PW_GO_Storage01	test rev	prf	3224705GNL
 3224705IGN.dgn		MicroStation // (V7)	1,616 KB	C0004231		8/4/2015 3:32:36 PM	PW_GO_Storage01	test rev	prf	3224705IGN
 322470TOPO.dgn		MicroStation // (V7)	6,446 KB	C0004231		8/24/2015 8:50:21 AM	PW_GO_Storage01	test rev	prf	322470TOPO
 322470UTLE.dgn		MicroStation // (V7)	1,407 KB	C0004231		8/12/2015 3:08:39 PM	PW_GO_Storage01	test rev	prf	322470UTLE
 522770_Test		Acrobat PDF	9 KB	C0004231		7/6/2015 1:59:18 PM	PW_GO_Storage01	test rev	prf	Untitled
 522770_Test_7700		Acrobat PDF	606 KB	C0004231		7/6/2015 2:08:34 PM	PW_GO_Storage01	test rev	prf	Untitled
 522770_Test_9900		Acrobat PDF	543 KB	C0004231		7/6/2015 2:04:18 PM	PW_GO_Storage01	test rev	prf	Untitled
 Check Out Plan Set			0 KB	C0004231		8/4/2015 3:32:36 PM		test rev	prf	