# **Document Versions in ProjectWise**

A useful feature of ProjectWise is version control of documents. A **version** is a read-only snapshot of a document. Maintaining the history of a document as edits are made throughout its life is accomplished using versions. Versions are controlled by giving them a required unique label. There are no limits to the number of versions a document can have in ProjectWise.

### **Creating Document Versions**

To create a version of a document, select it in ProjectWise Explorer and either go to **Document>New>Version** from the main menu or right click on the document and choose **New>Version**.

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The **New Document Version** window will open.

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Folder	r		
Nam	ie:	DGN-V8i	
Desc	cription:	All MicroStation V8i EDG Non-EDG Active DGN	Files. Non EDG Files
Docu	ment		
Nam	ie:	000000_24-006.dgn	
Desc	cription:	Test Files	
Vers	ion:		
Sequ	Jence:	0	
New	version		Eda x
Vers	ion:	First Submission	

In the **Document area**, there is a field for **Version**. This will set a label for the current active version, which will become read-only when this process is completed. You may change this version label here if desired. Once that version becomes read-only, the version label cannot be changed.

In the **New Version area**, the **Version** field will set the label on the new version which will become the editable copy of the document. Unique labels are required for versions. If this field is left blank, a default alpha character will be used, beginning with 'A' and continuing with the next available character. Click **OK** to complete the creation.

You will see the new version listed in ProjectWise Explorer along with the previous version set to readonly, evident by the icons. The **Version column** in the contents panel is also useful for displaying the version labels for any versioned document.

Name	Version	Descript
DGN Replaced		Major M
2 2 0007887_02-001.dgn		0007887
20007887_02-001.PDF		0007887
20007887_02-001_ADV1.PDF		0007887
20007887_02-001_ADV2.PDF		0007887
20007887_02-001_AMD1.PDF	New Version	0007887
0007887_02-001_AMD1.PDF	Original	0007887
20007887_02-001_AMD2.PDF		0007887
20007887_02-001_BID1.PDF		0007887
2 0007887 02-001 RID2 PDF		0007887

## **Modifying Version Information**

The Version label for the active version of a document can be changed. Go to the **document properties** in ProjectWise Explorer by selecting the document and pressing the **spacebar**. In the **General** tab, you will find the Version field which is editable. Make any desired changes and click **Save**, then **Close**.

General Security	Attributes More Attributes	File Properties Aud	it Trail G	eospatial Workspace
Document				
Name:	0007887_02-001_AME	01.PDF		
Description:	0007887_02-001			
Version:	First Submission	Workfl	Workflow: State: Department: <a>cnone&gt;</a>	
Sequence:	2	State:		
Application:	Acrobat PDF	✓ Depart		
Status:	Checked In	Node:		L
Out to:		On:		
Created By:	glwilliams	On:	9/5/2	2014 9:59:32 AM
Updated By:	kpatterson	On:	10/2	2/2014 2:29:02 PM
File				
File Name:	0007887_02-001_AMD	1.PDF		Advance
File Size:	839.81 KB	Storag	e:	PW_GO_Storage01
File Updated By	glwilliams	On:	9/5/2	2014 9:59:32 AM
Folder				
Name:	Projects\PW Admin Ter	st Project\PE (Precon	struction)	Roadwa
Description:	All MicroStation V8i ED0	G & Non-EDG Active	DGN Files	Non EDG Files Should
Environment Na	me: GDOT			
Description:	GDOT Environment			
- Sacalphon.	dbor Environdolt			

You may find the need to restore an older version of a document back to the active version. In order to do this, select the active version of the document in ProjectWise Explorer, right click and choose **New>Version**. In the **New Document Version** window, click the **Edit** button which expands the window to display all versions of the selected document.

/ersion	Comments	
Folder	1	
Nam	e:	DGN-V8i
Desc	cription:	All MicroStation V& EDG Non-EDG Active DGN Files. Non EDG Files
Docur	ment	
Nam	e:	0007887_02-001_AMD1.PDF
Desc	cription:	0007887_02-001
Versi	ion:	New Version
Sequ	Jence:	2
New	version	
Versi	ion:	Hide <u>Edit 1</u>
Versio	ons	
0007	887_02-001	_AMD1.PDF - 0007887_02-001 : Original Change
		Delete
•		(III)
-		

The restored version will require a unique version label just like creating a new version. Use the Version label field in the New Version area to set the label or a default alpha character will be used if the field is left blank. Select the desired version you wish to restore from the list of versions and click the **Change** button. A window will display asking you to confirm your choice. Click **OK** to complete the process. The selected version is then copied as a new version and the previously active version is set to read-only.

#### **Copying Documents with Versions**

You may **copy** the active version or any of the previous versions of a document to a new folder within ProjectWise. If you select the active version and drag it to another folder to copy it to that location, you will be asked if you wish to copy all the versions with the selected document. You will receive no prompt if you choose one of the read-only versions to copy in this manner.



The copied document will appear just like any other newly created document with no version label.

If you select a document to copy and use the **Copy To** option from the right click menu, you will receive no prompt to include the versions and only the selected document will be copied.

If you copy a document into a folder in ProjectWise that already contains a document with the same file name, a conflict resolution window will appear. In the **Select an Action** window, you are given three choices, one of them being **Create a New Version**.

Select	
The nam unique in	e of the pasted document ('20140415_1801234_13-024.pdf') is no the target folder.
Select	one of the following actions
Crea	ate a new document
O Creating Creatin	ate a new version of existing document
🔘 Skip	this item
Apply	this choice for all succeeding items
	Define and apply common rules

If you choose to create a new version, the **Create Document Version** window appears which provides a field for the new version's label. Leaving the label field blank will set the label to the next available alpha character. Click **OK** to complete the process.

version string format:	
Final Submission	
Add attribute sheets of the	e source document
🔽 Remove attribute sheets (	of the target document
Apply name of the source	document
Apply file name of the sou	irce document

**Note**: You cannot **Move** a document that has versions or any of the version copies of a document in ProjectWise.

#### **Deleting Document Versions**

You may wish to remove older versions of documents from ProjectWise. This can be done in two ways. The simplest way is to select the version of the document in ProjectWise Explorer and then press the **Delete** key on your keyboard or right click and choose **Delete**.

The second way it to use the **New>Version** utility as was discussed in previous topics. Select the active version of the document and click the **Edit** button to expand the version list. Select the version you wish to delete and click the **Delete** button.

/ersion	Comments		
Folder Nam Desc	r e: cription:	v8	
Docur	ment		
Nam	e:	BW-GP-12x18-1801234_13-024a.pdf	
Desc	cription:	BW-GP-12x18-1801234_13-024a	
Versi	ion:	10-21	
Sequ	Jence:	2	
New v	version ion:	н	ide <u>E</u> dit <b>±</b>
Versio	ons		<b>N</b>
BW-C	GP-12x18-18 GP-12x18-18	101234_13-024a.pdf - BW-GP-12x18-1801234_13-024a :	Delete
•		······································	

## Versioning MicroStation files with references

You may need to create a version of a MicroStation DGN file that contains references and all the reference files may need to also be versioned. You can create version copies of these DGN files as a group in ProjectWise Explorer.

To create new versions of a DGN and its references, select the master DGN document and then right click to choose **Set>Show References**.

2 H 0009887_13-00	9. Paste		87	_13-009	2,1
/ 13-0:	0. Copy To		37	_13-010	2,1
	1. Move To		87	_13-010	2,1
2 Ha 0009887_13-0	2. Rename		87	_13-012	2,1
20009887_15-D	E5 Delete				
•	Madifi			III	
Document Properties	P No inconstruction		1	Dependency Viewer Access Control	
La Defecto	Modify Spatia	I Attributes	ľ		
View: <pre>View:</pre>	Add Commer	ıt			
	P Set		•	New	
and property lies	N Send To		•	Modify	
SHEETED	F Copy List To		•	Content	
	E Attributes				
	F Change State			Show References	
	M Change State			Show Markups	
	G Batch Print		•	Referenced By	
	F Properties			Scan References and Link Sets	
	S Assign Docum	nent Type		Manage Reference Versions Switch Primary References to Active Versio	ons
	F Dave's Multi-	Print			

In the set contents window, select the master DGN document at the top and all of the references below it. Right click and choose **New>Version**.

and the paper where the same in	<b>A</b>		-
13-010.dgn - 0009887_13-010           Ist         Geospatial	New Open Open as Read-Only Open With	Document Dependency Map Multiple Documents Version	
<ul> <li></li></ul>	Markup View Check Out Check In Free Copy Out	Advanced Wizard No Wizard Plot Set	
▲ 10009887PROP.dgn ▲ 10009887PROD.dgn ▲ 10009887SIGN.dgn ▲ 10009887SIGN.dgn ▲ 10009887STE6.dgn ▲ 10009887STE6.dgn	Export Import Create Renditions Export Dependency Map(s)		

The **Define Version Rules** window will appear giving you the opportunity to provide a version label for the entire set of versions. If you leave this field blank, the label will be set to the next available alpha character. Click **OK** to complete the process.

Version string format:	
Final Submission	
Add attribute sheets of th	ne source document
✓ Remove attribute sheets	of the target document
Apply name of the source	e document
Apply file name of the so	urce document

ProjectWise is configured so that a master DGN file will use the active versions of its references by default. You have the ability to choose any version of a reference you wish the master document to use in ProjectWise Explorer. The specific version of the reference you choose will be used going forward unless you change it.

To change the version used of a reference file, select the master DGN document and right click to choose **Set>Manage Reference Versions**. The **Reference Version Manager** window opens. Select the reference file from the list you wish to change and click the **Select Version** button.

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lame:	1801234_13-	024.dgn		
ile name:	1801234_13-	024.dgn		
eference Documents The list shows all primary puttons to change the v locument	y reference doo ersion of the s	cuments. Use 'Select Versio elected reference documen	n' or 'Switch to Act t that is attached	tive Version' to the master
Name	8	File Name		Se ^
1801234DRNG	i.dgn	1801234DRNG.dgn		
2 1801234ENVE	.DGN	1801234ENVE.DGN		=
1801234ENVP	.DGN	1801234ENVP.DGN		
2 🕌 1801234LIMT.	DGN	1801234LIMT.DGN		
	I.DGN	1801234MAIN.DGN		
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/ 📈 1801234 MAIN / 📈 1801234 PROP		100120411001.0014		
		10012541 1001.0 011		0
Image: Wight of the second	on Sele	ct Version	Reset	,

The **Select Document Version** window opens which displays a list of that reference document's versions. Choose the desired version from the list and click **OK**.

nginai Docume	ent version		
Name: 1801234		234MAIN.DGN	
ile name:	1801234MAIN.DGN		
ersion: 75%			
Sequence:	2		
ocument Versi	ons		
Sequenc	e Version	Name	File Name
125	2 75%	1801234MAIN.DGN	1801234MAIN.DGN
14	1 50%	1801234MAIN.DGN	1801234MAIN.DGN
M	0	1801234MAIN.DGN	1801234MAIN.DGN
	0	1001204WINDON	1001254WAIN.DOM
•			
	r versions only		
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You can use the same **Reference Version Manager** tool to set a particular reference file to use its active version. Select the read-only version of the reference file from the list and click the **Switch to Active Version** button. Click **OK** to complete the process.

aster Document							
lame:	1801234_13-024.dgn						
ile name:	1801234_1	1801234_13-024.dgn					
eference Docume	nts						
he list shows all p outtons to change locument.	rimary reference of the version of the	documents. Use 'Select Version' or 'Switch e selected reference document that is atta	to Active Versio ched to the ma	n' ste			
Name	<b>^</b>	File Name	Se	-			
1801234	ENVE.DGN	1801234ENVE.DGN		'n			
/ 1801234ENVP.DGN		1801234ENVP.DGN		III			
1801234LIMT.DGN		1801234LIMT.DGN					
1801234	MAIN.DGN	1801234MAIN.DGN		-			
1801234	PROP.DGN	1801234PROP.DGN					
1801234	REQD.dgn	1801234REQD.dgn		-			
•		III	F.				
Switch to Active	Version	elect Version Reset					
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You may also revert all of a master DGN file's references to use their active versions at one time. Select the master DGN file and right click to choose **Set>Switch Primary References to Active Versions**.

		14	UTUINO			
1801234DRNG	NG Copy To 102 Move To 102 Rename 102 Delete 103 Modify 104 Modify		234DRNG			
1801234_13-02			234_13-024			
☐ 1801234_13-02			234_13-024 234_13-024 			
1801234_13-02						
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/iew: <default></default>	Add Comment					
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	Send To	+	Modify			
	Copy List To		Content			
	Attributer					
			Show References			
	Change State	•	Show Markups			
	Batch Print	•	Referenced By			
	Properties		Scan References and Link Sets			
	Assign Document Type		Manage Reference Versions			
			Switch Primary References to Active Versions			
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