

## Proper ProjectWise File Check In Procedures

When you hit SAVE in MicroStation, this does not affect the file in ProjectWise, it only saves a local copy on your C:\ drive. Your changes are not made in ProjectWise until you either close a file, and it will prompt you to Save Changes (MicroStation), and to Update Server Copy, or if you right click on the file in ProjectWise, and select Update Server Copy, which will both save the file, update the server copy and allow you to continue working in the file.

**At the end of each day, you should close out of your MicroStation file**, which involves saving and checking it in. This way, you can be sure your changes make it to ProjectWise. If you decide to stay in the file, at least use Update Server Copy before leaving for the day.

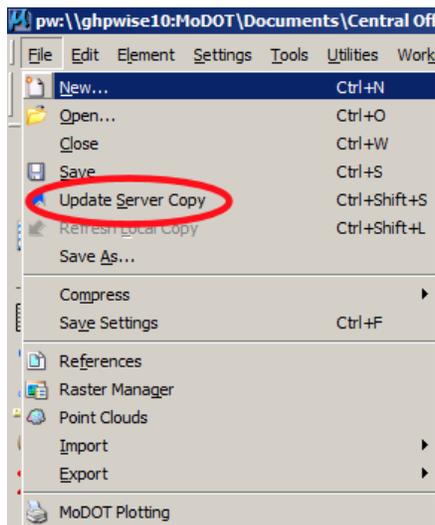
Your files are not automatically saved ! You must save your file !

Recap:

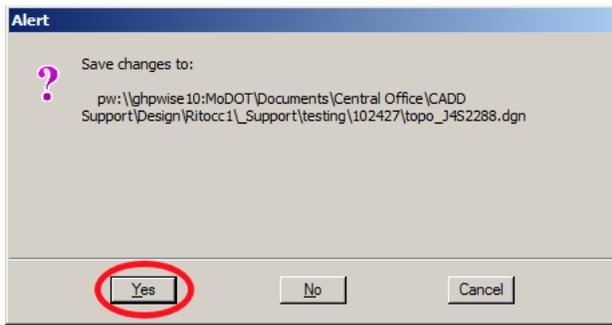
Selecting **Save** will save the local copy of the file on your C:\ drive. No changes to the file in ProjectWise will happen.



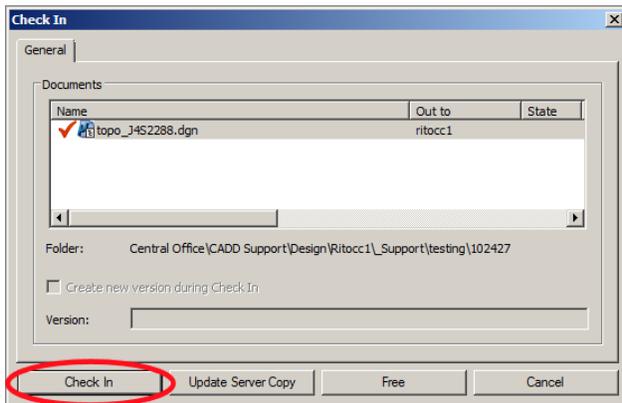
**Update Server Copy** will Save the local copy of the file that is currently open in MicroStation, and update the file in ProjectWise.



If you close out of a file by exiting it, you will be prompted to save your changes. If you want to save your changes, say Yes. This saves your data locally, saves your view, and remembers any changes you have made to your menus.



Then very next screen you get will ask you if you want to check the file into ProjectWise. **If you want your changes saved in ProjectWise, you MUST left click on the Check In button.** There is no way to make this button the default button. You need to actually select it each time.



Q: What if I forget to Update my Server Copy at the end of the day ?

A: The next morning, you will be prompted to log into ProjectWise with your password. At this point, do an Update Server Copy to make sure you do not lose any work.

Q: What if MicroStation crashes ?

A: This is rare, but does occasionally happen. The rule of thumb is SAVE FREQUENTLY, especially if you have been making a lot of changes. The file will still be checked out to you in ProjectWise, and the local copy is active, but you can only recover changes made back to the last save you made !