

Brown and Caldwell is using ProjectWise to manage project documents. This document outlines the method to use AutoCAD with ProjectWise that provides simplicity, consistency, efficiency and scalability to assisting in sharing work between different locations. Adherence to the workflow described below will help you be successful in delivering your projects on budget and on time.

### Summary

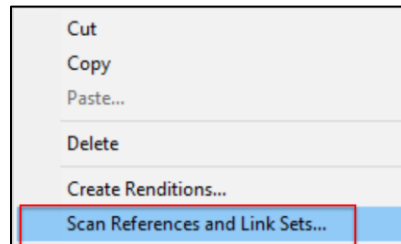
This document will show you best practices of working with a Master dwg file and XREF files.

If a set of files master and xref are drag and dropped from outside of ProjectWise these steps will heal the references to the master file.

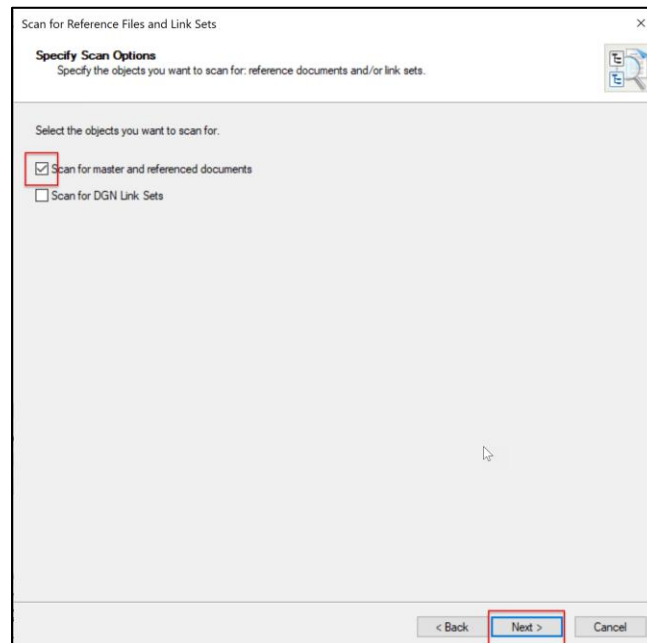
Please note AutoCAD Profiles are setup with ARG files in ProjectWise and the rest of the profile data will be hosted on the DFS Storage.

### Scan for References

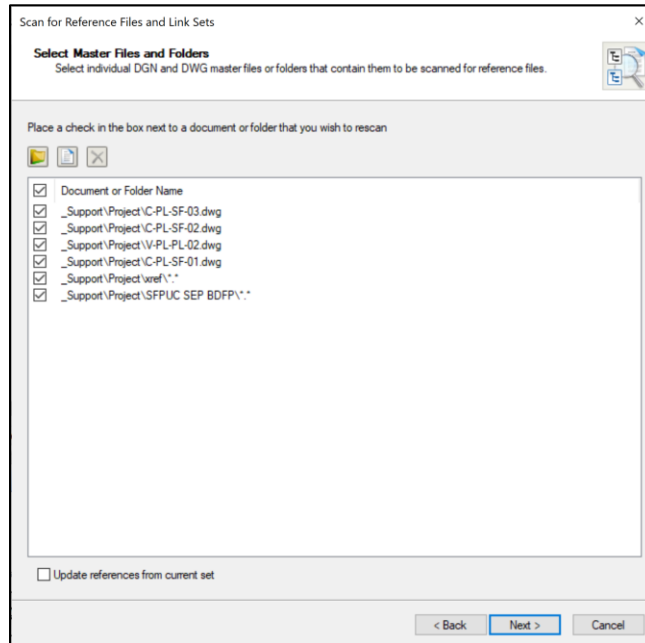
1. Drag and drop the master (.dwg) and reference files in to a location in ProjectWise.
2. Select the files and folder that are a part of the drawing set
3. Right click and select 'Scan References and Link Sets...'



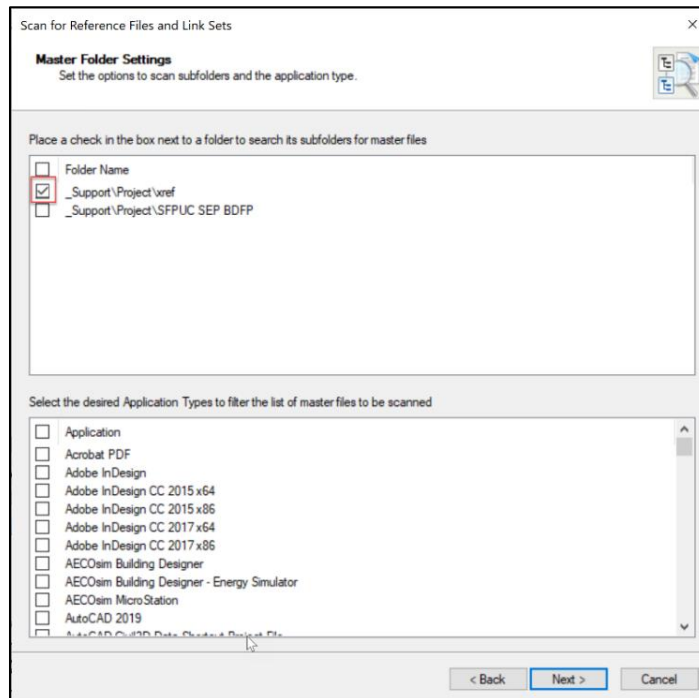
4. On the 'Welcome to Scan for References....' Dialog Click Next
5. Uncheck 'Scan for DGN Link Sets' and click Next



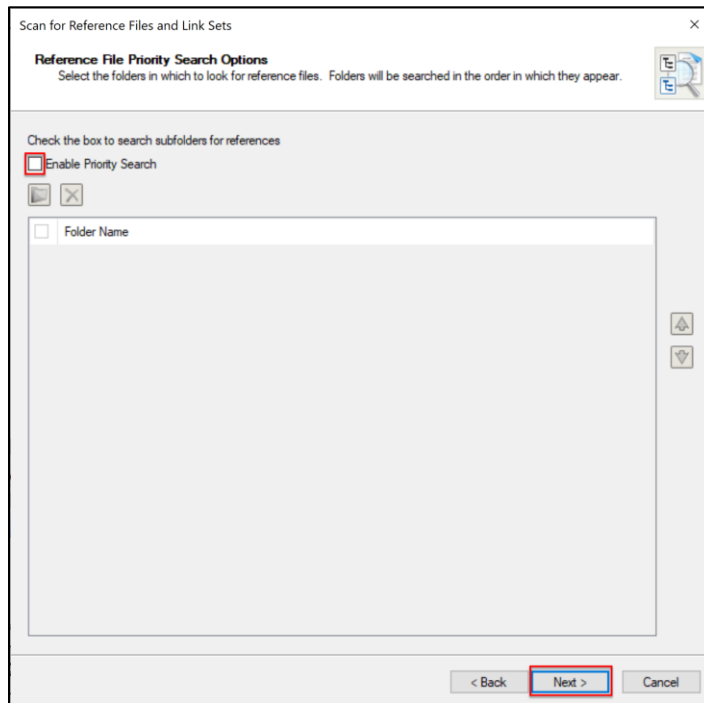
6. Select the Master files and click Next (you may need to click on the folder icon and browse to the folders that contain the master files).



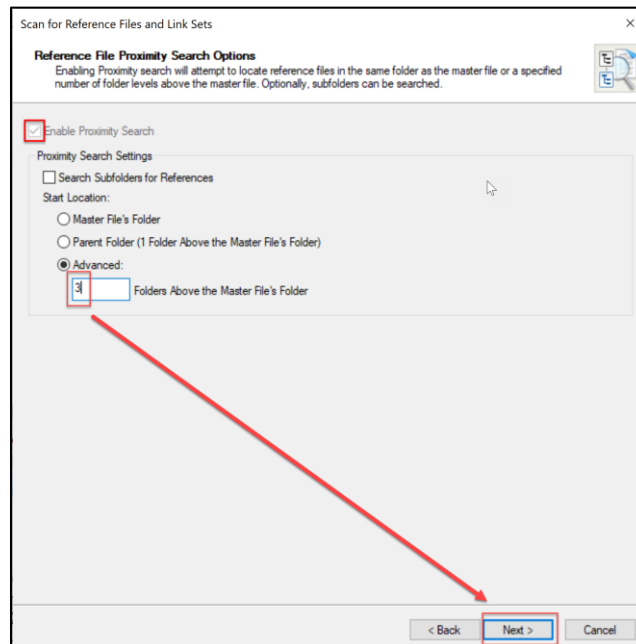
7. Select the Master folder and click Next



- Uncheck 'Enable Priority Search' click Next (you may need to click on the folder icon and browse to the folders that contain the reference files).



- With “Enable Proximity Search” checked in this window, check 'Search Subfolders for References'. *\*\*Note in this example Advanced and 3 is entered. The three start locations are explained below.*



- And select the Start Location

- Master Files Folders:** If reference files are all in one folder

Updated 2/25/20

ProjectWise - Master and Reference Files in AutoCAD

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**Still having trouble?**

**Internal Users:** Create a ticket from the [BC Help Desk](#). Select “Design Technology” as the queue and “ProjectWise” as the category to ensure fastest routing of your request.

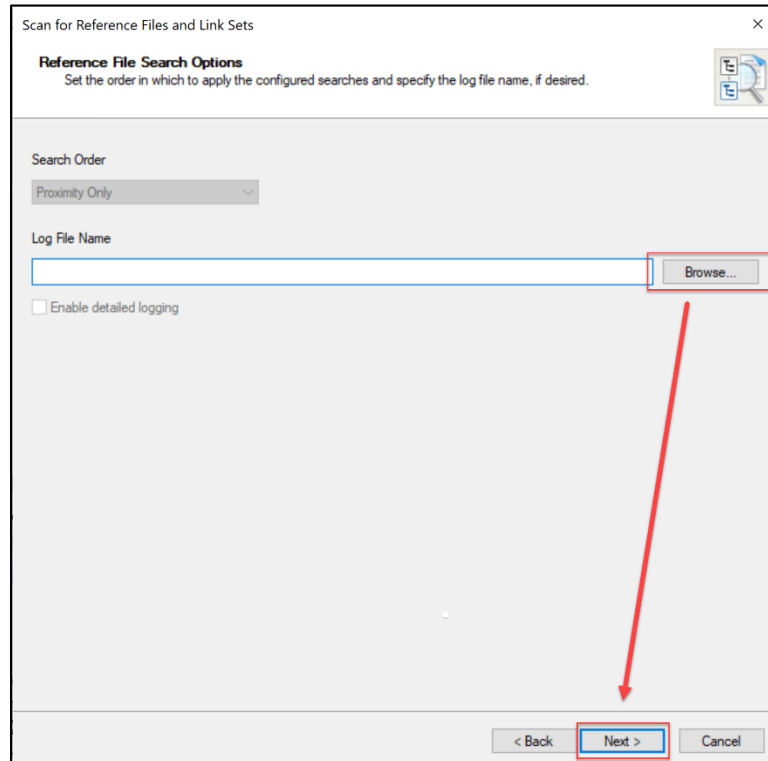
**External Users:** Contact your Project Manager

- **Parent Folder** (*1 Folder Above the Master File's Folder*): If reference files are in one folder above the folder selected
- **Advanced**: if reference files are multiple folder above type the number on how many folders the search should check above the selected folder

11. Click Next

12. Choose a Search order then give a name to the log file 'RefScan.log'

13. Click Browse and select a path to where you want the log file to be created in. Click Next



14. Click on “Scan” button. At this time, all references are going to be resolved. Once the process completes click close.

15. Your Master and reference file are now healed and reviewable via the reference manager in AutoCAD