

Brown and Caldwell is using ProjectWise to manage project documents. This document outlines the method to use basic workflows 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

The ProjectWise Local Document Organizer is a tool in ProjectWise that facilitates the management of documents that you have checked out, exported, or copied. Based on the status of a document you can use the Local Document Organizer to check-in, check-out, free, or update a server copy of the document.

Local Document Organizer

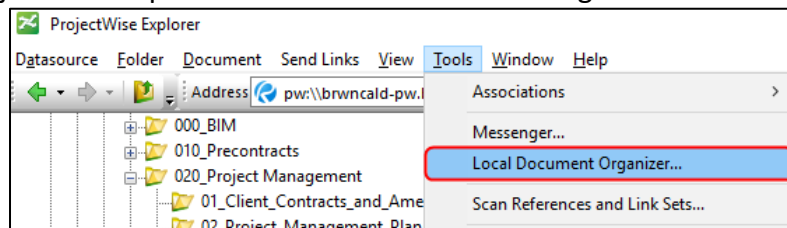
The Local Document Organizer dialog box always opens with the View set to display Checked out Documents. The actions you can perform from the Local Document Organizer dialog box depend on the View option that is active. You can select multiple documents in the Local Document Organizer's list box and apply a command to all of them simultaneously.


Removing Documents from Hard Drive

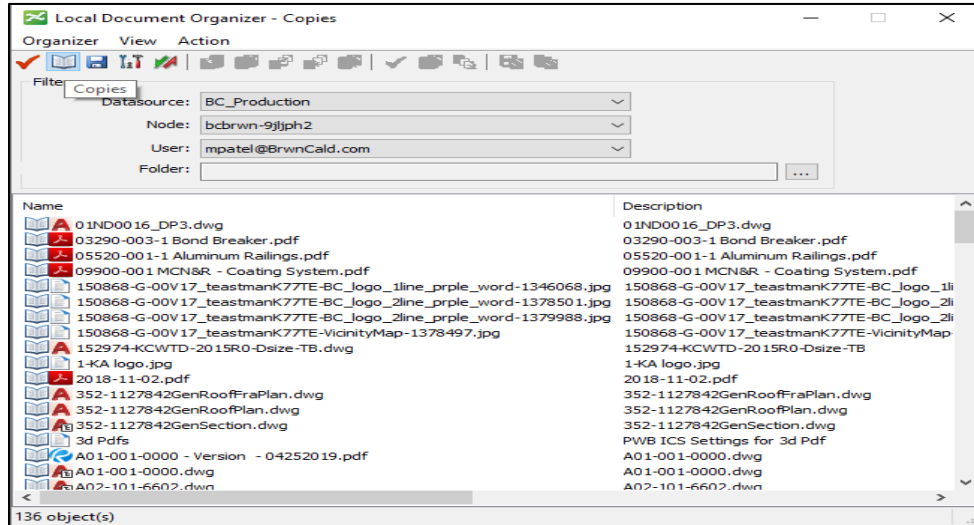
To optimize ProjectWise and performance of the local computer it is best practice to clean local documents and workspace biweekly as below., A weekly clean is suggested for heavily used machine, such as CAD drafting.


***** ALL FILES MUST BE SAVED AND CHECKED IN FIRST! *****

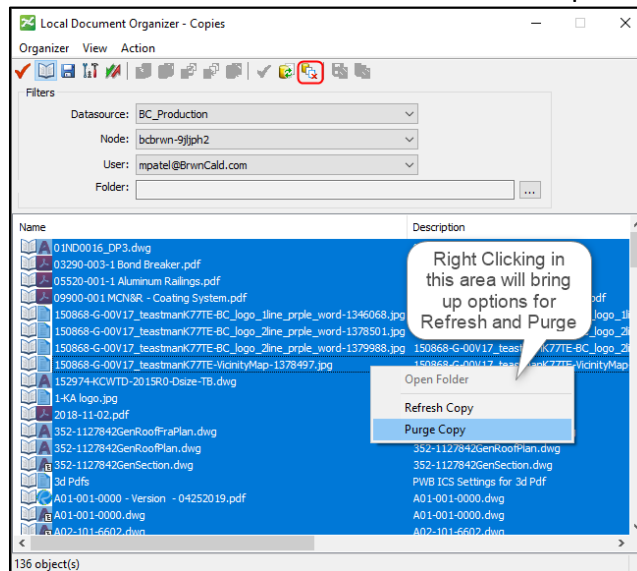
1. Open ProjectWise Explorer>Tools>Local Document Organizer.



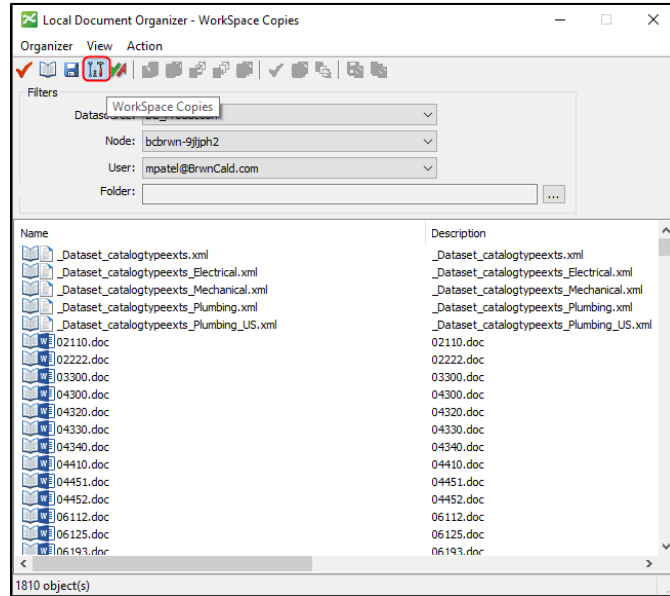
2. In the Organizer dialog, click the Copies icon  and you will see all copies on your machine




3. Select all copies (CTRL + A) or the ones you need to purge, click Purge Copy  or right click the list of files. This will delete local document copies.



4. In the Organizer dialog, click the Workspace  Copies icon, and you will see all workspace copies on your machine.



5. Select all copies (CTRL + A) or the ones you need to purge, click Purge Copy  or right click the list of files. This will delete local document copies.

