ProjectWise - Create Civil3D Files

Brown and Caldwell is using ProjectWise to manage project documents. This document outlines the method to use Civil 3D 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.
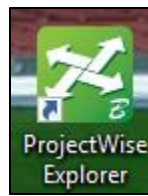
Summary

This document will describe how to create a new file from Civil 3D. The file will be stored in a ProjectWise project so other team members can access and work on the file.
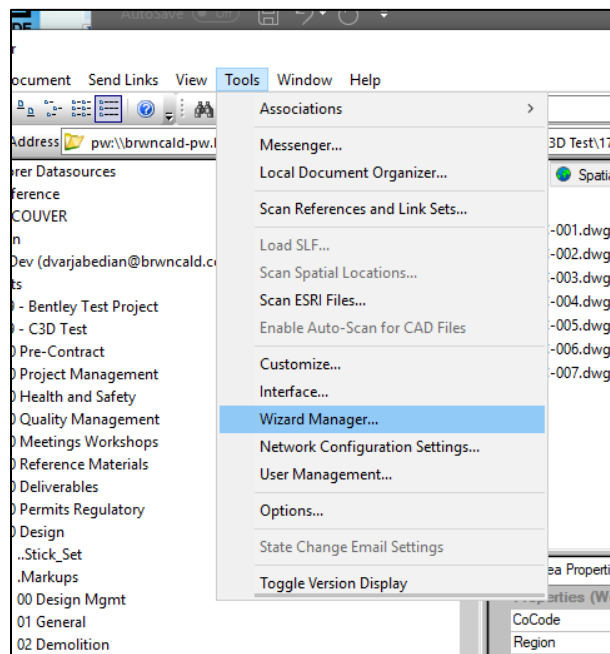
Disabling the Advanced Wizard

Project Wise has an Advanced Wizard for use in functions for file naming, file creating, etc... within Civil 3D. It is considered best practice for the user to disable this wizard. The following steps will describe how:

1. Minimize Civil 3D and open the Project Wise Explorer (example button from desktop shown below):

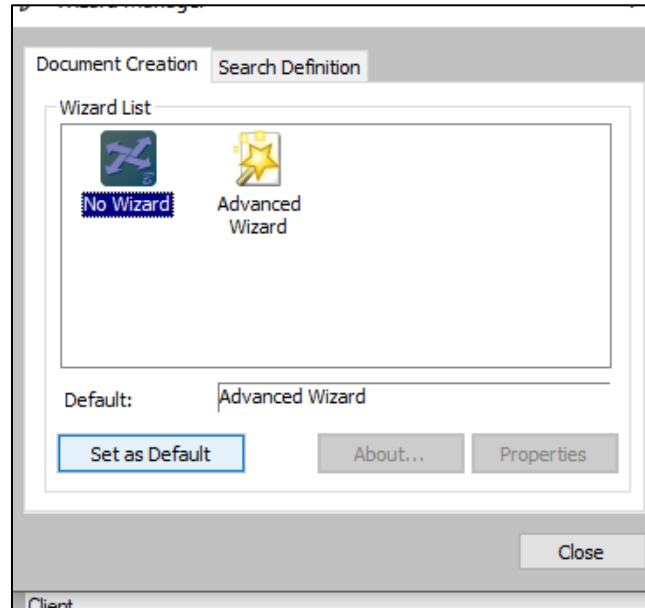2. Once in PW Explorer, click on the Tools menu pulldown and select Wizard Manager.

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

3. In the Wizard Manager dialog box, select No Wizard and click the Set as Default button. Then close the dialog box.

Creating a new file

There are several ways to create a new file. However, each of the ways you can create the file, ProjectWise will also give you an option to save to disk. Best practice is to make sure all files are saved in to ProjectWise Explorer.

Read through each of the following options to determine the one that best fits the user's needs.
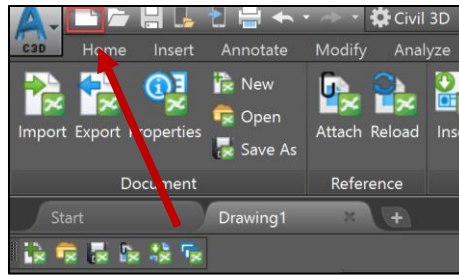
Note: each user must have proper data source selected when navigating the following steps.
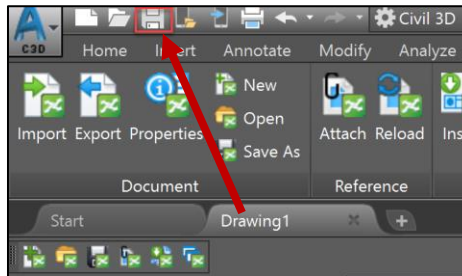
Option 1

This option is for

1. Click on the "NEW" icon on the top open main file menu bar. This will open a drawing1.
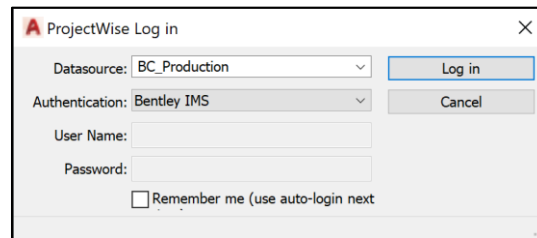
Still having trouble?
Internal Users: Create a ticket from the BC Help Desk. Select "Design Technology" as the queue and "ProjectWise" as the category to ensure fastest routing of your request.
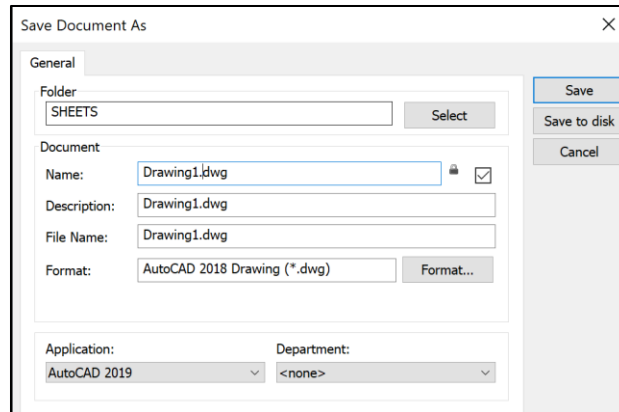**External Users**: Contact your Project Manager

2. In the drawing1 file after elements are added click on save in the main file menu bar.
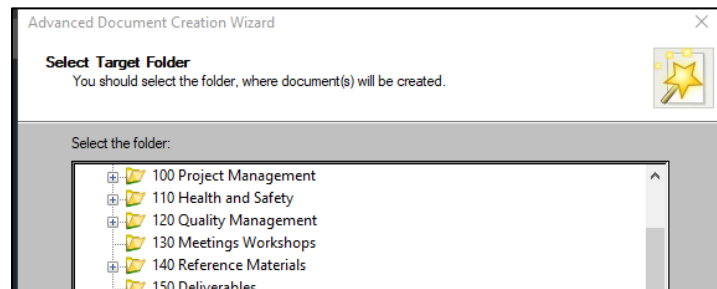

3. After clicking save a ProjectWise Login dialog will open this will Authenticate you in to ProjectWise and give access to your projects. Click on log in

4. Once logged in a save as dialog will appear this dialog you can:
   a. **Folder**: Navigate to a folder in ProjectWise where the file should be saved
   b. **Name**: File name this field is a ProjectWise field. Usually the check on the right will sync the Name and File Name. This is a better option (User should follow naming convention of either DPS standards or if applicable, project specific standards for file naming).
   c. **Format:** allows to switch format to different version of Civil 3D
   d. **Save to Disk:** saves to local disk instead of ProjectWise
   e. **Save:** Saves the file in the specified location

Note: if you receive the advanced Wizard dialog box (shown below) and not the above noted dialog box, please refer back to the section for Disabling the Advanced Wizard (you will need to click on Cancel for each dialog box that comes up until you are back to the basic command prompt before proceeding).
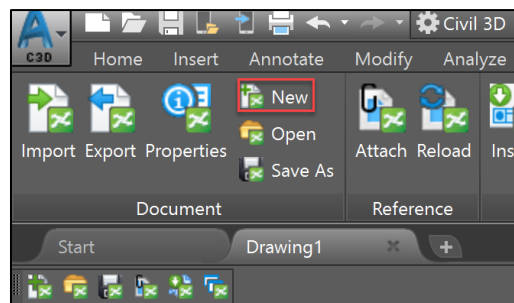

5. Click **save**

Option 2

New file is in the ProjectWise tab of the Ribbon. The same dialogs appear as above if you are not logged in. Since login was done once the login dialog does not appear again. Unless a new session was started of Civil 3D.

1. Navigate to the ribbon and click on new.

2. The Select Template dialog box will open. If you are working on a project that has a template for all Civil 3D file creation, browse to the location of that template and select the appropriate template to start a drawing with for your project. If BC standard is default for your project, then
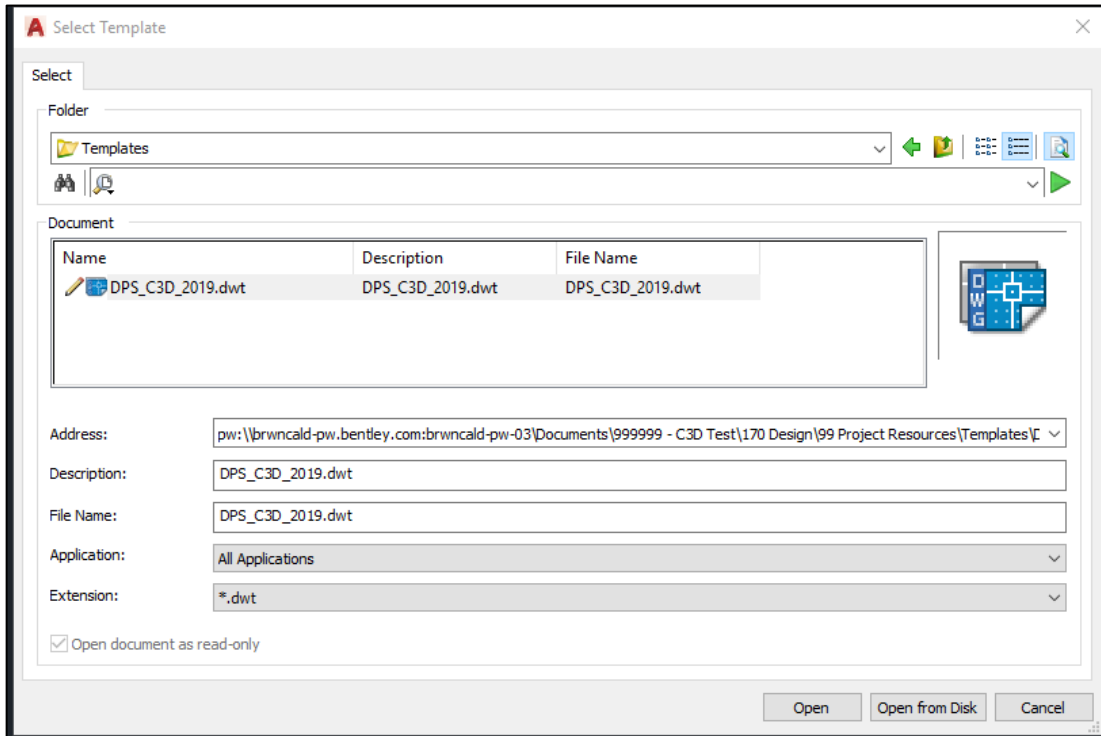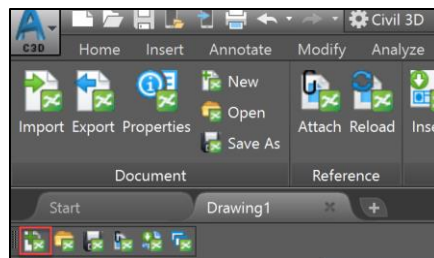
select the most current version of the DPS template in that folder. If no templates for C3D are in the appropriate folder, please contact your BIM leader for the project and find out what template you should be using.

3. Once file is opened, click on save and follow step 2 listed above under Option 1.

Option 3

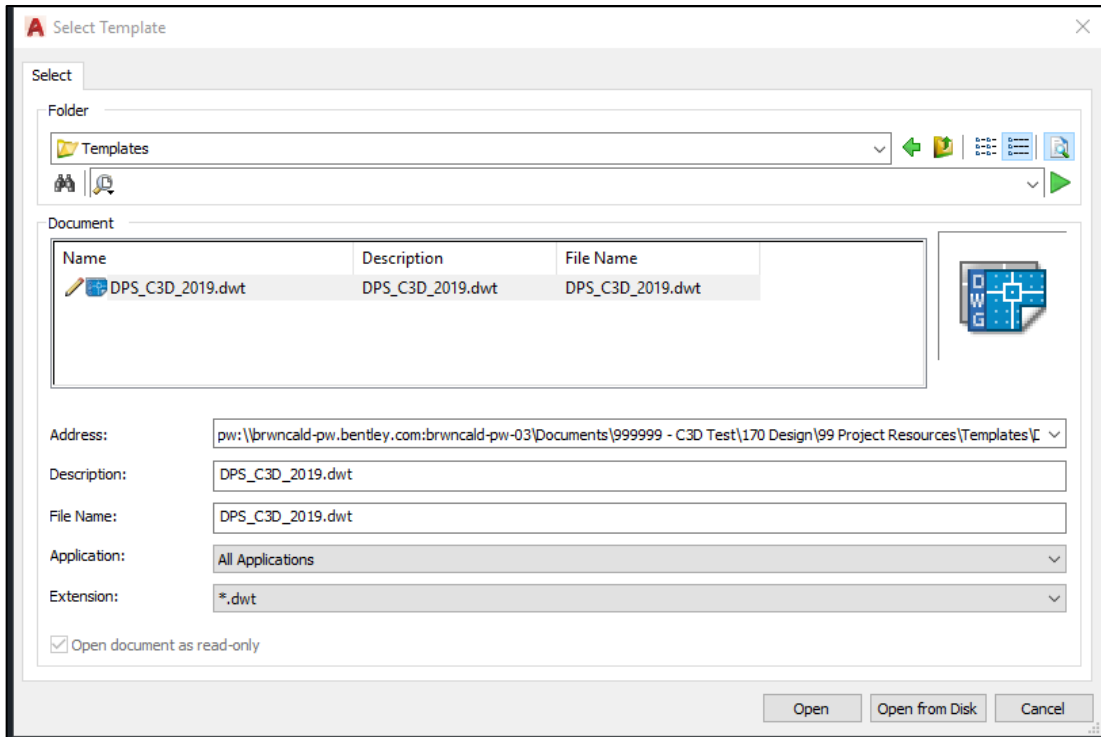1. Navigate to the new document button on the toolbar within the drawing tab.

2. The Select Template dialog box will open. If you are working on a project that has a template for all Civil 3D file creation, browse to the location of that template and select the appropriate template to start a drawing with for your project. If BC standard is default for your project, then select the most current version of the DPS template in that folder. If no templates for C3D are in the appropriate folder, please contact your BIM leader for the project and find out what template you should be using.

3. Once file is opened, click on save and follow step 2 listed above under Option 1.

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