ProjectWise – Archiving Files



- Highlight the UPC for which you'd like to create an index of files
- Right click
- Scroll down to Advanced Search.



- Select Search Builder in the Select Search Builder Dialog.
- Fill out the box in the Define criteria section like it is shown below

Specify what	are you looking for	and the view for sea	ch results			
Look for:	Documents	v	View:	<defaul< th=""><th>lt></th><th>Ň</th></defaul<>	lt>	Ň
Find docume	nts that match these	e criteria				
Document i or in a Attribute V	is in folder '104300' any subfolder DOT Include in Adve	rtisement Package? v	alue is 'Yes'			
OR Group (Environment	(1) attribute labels from	n: VDOT	1			
OR Group (Environment Define criteri	(1) attribute labels from	n: VDOT				
OR Group (Environment Define criteri Criterion Typ	(1) attribute labels from a ve:	n: VDOT	: 	Attri	oute:	
OR Group (Environment Define criteri Criterion Typ Environmen	(1) attribute labels from a me: t Attribute	n: VDOT		Attril	Dute: JT Include in Ad	vertisem
OR Group (Environment Define criteri Criterion Typ Environmen	(1) attribute labels from a ee: t Attribute	n: VDOT	f	Attrit VDC	bute: DT Include in Ad	vertisem

ProjectWise – Archiving Files



• Click on Add Criteria.

Your files will need to already be set to **Include in Advertisement Package**.

On your search result

- Click on a file \Box Press Ctrl + A
- Right Click

•	Choose Copy
	Update Server Copy
	Refresh Local Copy
	Purge Local Copy
	Purge WorkSpace
	Cut
	Сору
	Pastex
	Сору То
	Move To
	Rename

- Navigate to your Archive stage folder
- Right click Paste

Last Step is to turn of the Include in Advertisement Package field. Archived files should not have this.

In the Archive folder

- Click on a file
- Press Ctrl + A
- Right click on a file
- Click on Modify
- Follow instructions in <u>VDOT Mass Update Document Properties in ProjectWise.pdf</u> to set The Include in Advertisement Package to No.

If you are unable to change the document properties to advertised submission then please contact CADD Support for assistance.