## **ProjectWise – Creating Index of Files**



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

10104	New Folder
	New Project
	Open
	Open in New Window
	Copy Out
	Purge Copies
	Purge Workspace
÷-	Export
	Revert to Folder
- 2-1	Create Renditions
<b>⊡b</b>	Start Studio Session
- 🗾 d	Export Dependency Map(s)
⊕	Import Dependency Map(s)
🖉 sl	Cut
🕀 💆 t1	Сору
	Paste
25 10104	Rename
10104	Delete
10312	Advanced Search
10330	Scan References and Link Sets
25 10381 10381	Properties
10383	Come CM-31 Datase Officered

- Select Search Builder in the Select Search Builder Dialog
- Fill out the box in the 'Define' criteria section like it is shown here
- Click on 'Add Criteria'

Specify what	are you looking fo	or and the view fo	or search results	72	
Look for:	Documents		<ul> <li>View:</li> </ul>	<default></default>	`
Find docume	nts that match the	se criteria			
Document i or in a Attribute VI	s in folder '104300' ny subfolder DOT Indude in Adv	vertisement Packa	age? value is 'Yes'		
OR Group ( Environment	(1) attribute labels fro	om:	VDOT		
OR Group ( Environment Define criteri	(1) attribute labels fro	om:	VDOT		
OR Group ( Environment Define criteri Criterion Typ	(1) attribute labels fro a e:	om: Environmen	VDOT t:	Attribute	e:
OR Group ( Environment Define criteri Criterion Typ Environment	(1) attribute labels fro a e: t Attribute	em: Environmen	VDOT t:	Attribute	e: ndude in Advertisem M
OR Group ( Environment Define criteri Criterion Typ Environmen Value:	(1) attribute labels fro a e: t Attribute	em: Environmen VDOT	VDOT t:	Attribute	e: ndude in Advertisem א Add Criteria
OR Group ( Environment Define criteri Criterion Typ Environment Value: Yes	(1) attribute labels fro a ee: t Attribute	Environmen	VDOT tt:	Attribute VDOT Ir	e: ndude in Advertisem N Add Criteria Add OR Group

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

## **ProjectWise – Creating Index of Files**



On your search result

- Click on a file
- Press Ctrl + A on your keyboard
- Right click
- Choose 'Copy list To'
- Choose Clipboard Tab Separated

_				
	New	>	Layout	Checked In Checked In
	0		Modificatio	Checked In
	open		ino di reactori	Checked In
	Open as Read-Only		ls	Checked In
	Open With		ction	Checked In
	Markup			Checked In
	View			Checked In
	Check Out		ram and bo	Checked In
	Check In		flections a	Checked In
	Free			Checked In
	Conv. Out		vations and	Checked In
	copy our		i backwall	Checked In
	Export		backwall s	Checked In
	Import		teel railing	Checked In
	Create Renditions		227D termi	Checked In
	Export to Excel	>	teel Sched	Checked In
	Start Studio Session		Seology 1	Checked In
			Geology 2	Checked In
	Export Dependency Map(s)		Seology 3	Checked In
	Import Dependency Map(s)		Geology 4	Checked In
	Update Server Copy		Geology 5	Checked In
	Refresh Local Conv		s	Checked In
	Burge Local Comy		s	Checked In
	Parge Eocal Copy		l uts.dgn	Checked In
	Purge workspace		l uts.dgn	Checked In
	Cut		l uts.dgn	Checked In
	Сору			Checked In
	Paste		Ign	Checked In
	-			Checked In
	Copy Io			Checked In
	Move Io		farking and	Checked In
	Rename		arking anu	Checked In
	Delete		dan	Checked In
	Modify		dan	Checked In
	Modify Spatial Attributes			Checked In
	Add Comment		.dgn	Checked In
	Set	~	.dgn	Checked In
	Seed To			Checked In
	Conviliation		Clinhhar	Checked In d Tab Separated
	Copy List To		Clipber	d fab Separated
	Attributes		Cilpboar	o space separated
	Change State	,	Printer	
	Batch Print	>		Checked In
	Properties			Checked In
	Copy GMail Links to Clipboard		and the second	Checked In
	Copy GMail Links to Clipboard (Bare)		Jata sheet	Checked In Checked In
			lata sheet	Checked In
	VDOT Multiprint		Sheet	Checked In
	Add To Plot Set		nent data	Checked In
	PDF Print, Split, Merge	>	nent data	Checked In
			and the second se	

- Open Excel
- Paste the data

## **ProjectWise – Creating Index of Files**



You can delete all columns except A&B (reference files are no longer included). This gives you a spreadsheet with the file names and descriptions. Save the file as UPC#\_index\_of\_files.xlsx. Remember this file is outside of PW, so just drag and drop this file in ProjectWise in the "d"UPC folder or Project Design/Roadway folder if using the new folder structure.