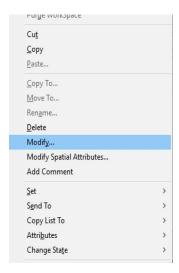
ProjectWise – Mass Update Document Properties



- Select all the documents that you want to update
- Right click on a selected documents
- Choose Modify
 - For this example, we will be setting the status for later use in creating an index of sheets for advertisement & Archiving.
 - You can set any of these properties for multiple documents using this method.

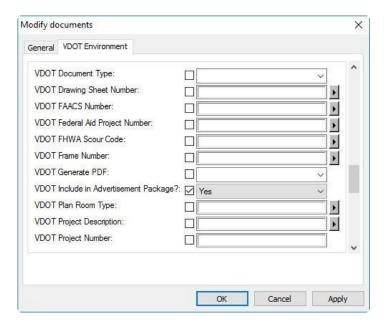


- Select the VDOT Environment tab
- Scroll to the property you want to update
- Include the document in the Advertisement Package & Index of Files

ProjectWise – Mass Update Document Properties



- Scroll to the VDOT Include in Advertisement Package filed and set to Yes.
 - o (If this field says Index, change it to Yes)



- Click Apply
- Click OK