

Agenda

Double click & **Shift** Double click

Copy files between ProjectWise datasources?

Miscellaneous tips

- ProjectWise Links (URN/URL), Web Link, Web View Link, etc.

- ProjectWise Shortcuts

- Custom Toolbar & Keyboard shortcuts

Different ways of search

PDF Markup Service

How many folders you can create in ProjectWise?

Shortcuts - ProjectWise Documents & Folders

[Using Shortcuts – ProjectWise Documents & ProjectWise Folders](#)

[Safeguard - Links are always valid \(User Setting\)](#)

[Creating ProjectWise Shortcuts](#)

Did you know?

What does **Shift** and **double click on** a DGN file do?

It will **open a separate MicroStation session**

[Shift and double click](#)

Copy files between **two datasources**?

[Copy files between ProjectWise datasources](#)

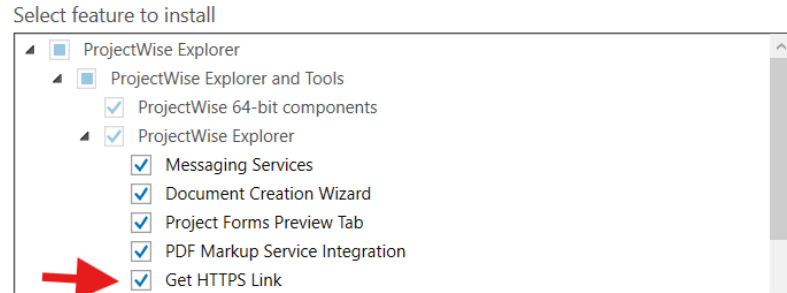
Hold down right mouse to copy/move files?

[hold down right mouse](#)

Change **Double click** behavior??

[Double Click](#)

ProjectWise Explorer – Get Link



ProjectWise Explorer

[ProjectWise Explorer Link](#)

[This Link can't be used in PWE Address Bar](#)

ProjectWise Web

[ProjectWise Web Link](#)

ProjectWise Web View

[ProjectWise Web View Link](#)

Teams – require further configuration

Do you know?

URL Link vs **URN** Link?

[URL/URN Links](#)

[which link is more reliable?](#)

Send Link via email

[Email link](#)

Column Filter – Filter in the Document List Panel

[Column Filter](#)

Quick Search?

[Quick Search](#)

ProjectWise Explorer – Keyboard Shortcuts & Custom Toolbar

Highlight DGN, right mouse click → Set → Show References

CTRL F6

Highlight DGN, right mouse click → Set → Manage Reference Versions

CTRL F5

Highlight DGN, right mouse click → Set → Switch Primary References to active versions

CTRL F4

[Using Keyboard Shortcuts](#)

[How to create Keyboard Shortcuts](#)

Create toolbar(s) for your most frequently used ProjectWise Commands

[Custom Toolbar](#)

Did you know?

Highlight a document and hit **spacebar** to open its document *Properties* dialog.

[Space Bar](#)

Assign ProjectWise View to Folder?

[assign View to folder](#)

email attachment can be uploaded **directly into ProjectWise**

[email attachment into ProjectWise](#)

Open in New Window – to compare folder contents (drag & drop new files/folders too)

[Open in a new window](#)

Did you know?

Copy a list of files to Excel - **Copy List to Clipboard** -> **Tab Separated**

[Copy List to](#)

Search for folders and Work Areas

[Search Builder](#)

Create plan set on the spot – highlight documents, right mouse click set->New

[Plan set demo](#)

Local Document Organizer

[Doc Organizer](#)

Purge!!! Purge!!! Purge!!!

[Purge!!](#)

ProjectWise Security – Access Control

Folder Permissions vs Document Permissions

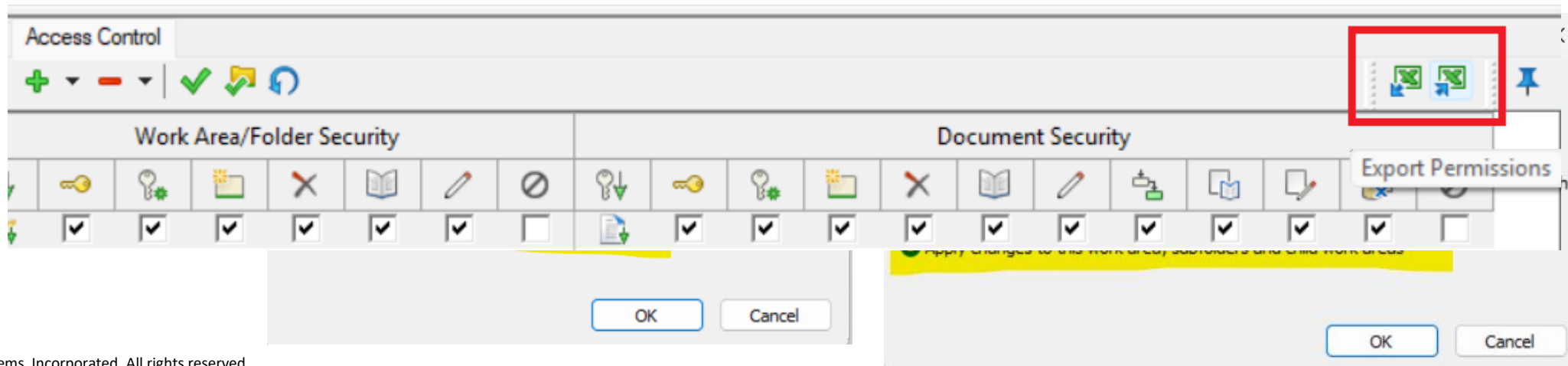
[Folder vs Document Permissions](#)

Implicitly or Explicitly?

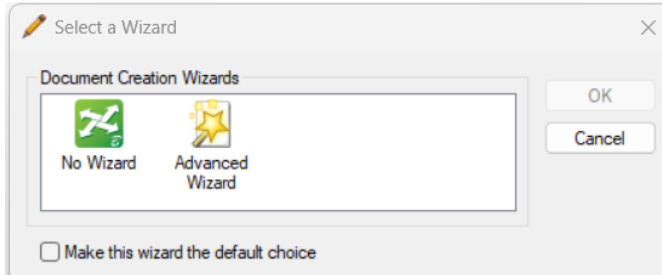
[Apply Access Control](#)

The right way 😊

Export Permissions (excel) – life saver

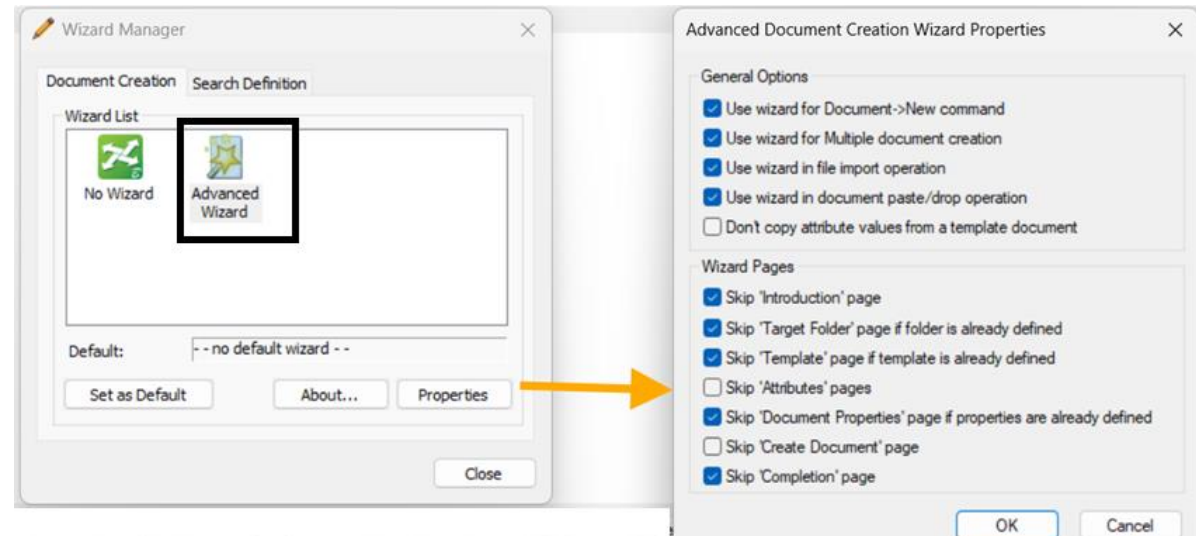


Wizard Manager



No Wizard vs Advanced Wizard???

[Using Advanced Wizard \(as is\)](#)

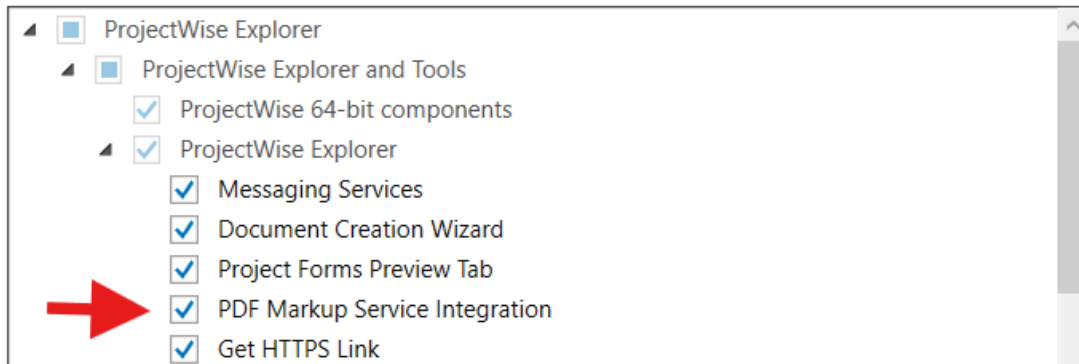


[Using Advanced Wizard \(encore\)](#)

ProjectWise Explorer - PDF Markup service



Select feature to install



[PDF Markup](#)

ProjectWise Explorer – Dependency Viewer

Graphical Display – Drawings and its references (DGN/DWG)

- Dock or Float
- Set “Nested” level display
- Search within the Dependency Viewer

[Dependency Viewer](#)

ProjectWise Explorer – Advanced searches

IDs that can be used: (1 to 145) \$FIELD(**12**)\$ *not in* ('I', 'O', 'IF')

'I'=check in, 'O'=check out, 'IF'= final status

in, not in, =, <>, >, <, >=, <=, between, like, not like and

QRY_DOC_PROP_ENVIRONMENT_ID = 1,
QRY_DOC_PROP_PROJ_ID = 2,
QRY_DOC_PROP_PROJ_NAME = 3,
QRY_DOC_PROP_PROJ_DESC = 4,
QRY_DOC_PROP_FILENAME = 5,
QRY_DOC_PROP_NAME = 6,
QRY_DOC_PROP_DESC = 7,
QRY_DOC_PROP_VERSION = 8,
QRY_DOC_PROP_VERSIONSEQ = 9,
QRY_DOC_PROP_CREATORID = 10,
QRY_DOC_PROP_UPDATERID = 11,
QRY_DOC_PROP_DMSSTATUS = 12,
QRY_DOC_PROP_LASTUSERID = 13,
QRY_DOC_PROP_FILETYPE = 14,
QRY_DOC_PROP_ITEMTYPE = 15,
QRY_DOC_PROP_STORAGEID = 16,
QRY_DOC_PROP_WORKFLOWID = 17,
QRY_DOC_PROP_STATEID = 18,
QRY_DOC_PROP_APPLICATIONID = 19,
QRY_DOC_PROP_DEPARTMENTID = 20,
QRY_DOC_PROP_INCSUBVAULTS = 21,
QRY_DOC_PROP_FINAL_STATUS = 22,
QRY_DOC_PROP_FINAL_USER = 23,
QRY_DOC_PROP_FINAL_DATE = 24,
QRY_DOC_PROP_LOCATIONID = 25,
QRY_DOC_PROP_FILE_REVISION = 26,
QRY_DOC_PROP_OVERLAPS = 27,
QRY_DOC_PROP_MIMETYPE = 28,

QRY_DOC_PROP_ID = 101,
QRY_DOC_PROP_PROPOSALNO = 102,
QRY_DOC_PROP_SIZE = 104,
QRY_DOC_PROP_SETID = 105,
QRY_DOC_PROP_SETTYPE = 106,
QRY_DOC_PROP_ORIGINALNO = 107,
QRY_DOC_PROP_IS_OUT_TO_ME = 108,
QRY_DOC_PROP_CREATE_TIME = 109,
QRY_DOC_PROP_UPDATE_TIME = 110,
QRY_DOC_PROP_DMSDATE = 111,
QRY_DOC_PROP_NODE = 112,
QRY_DOC_PROP_ACCESS = 113,
QRY_DOC_PROP_MANAGERID = 114,
QRY_DOC_PROP_FILE_UPDATERID = 115,
QRY_DOC_PROP_LAST_RT_LOCKERID = 116,
QRY_DOC_PROP_ITEM_FLAGS = 117,
QRY_DOC_PROP_FILE_UPDATE_TIME = 118,
QRY_DOC_PROP_LAST_RT_LOCK_TIME = 119,
QRY_DOC_PROP_MGRTYPE = 120,
QRY_DOC_PROP_DOCGUID = 121,
QRY_DOC_PROP_PROJGUID = 122,
QRY_DOC_PROP_ORIGGUID = 123,

QRY_DOC_PROP_PROJ_VERSIONNO = 124,
QRY_DOC_PROP_PROJ_MANAGERID = 125,
QRY_DOC_PROP_PROJ_STORAGEID = 126,
QRY_DOC_PROP_PROJ_CREATORID = 127,
QRY_DOC_PROP_PROJ_UPDATERID = 128,
QRY_DOC_PROP_PROJ_WORKFLOWID = 129,
QRY_DOC_PROP_PROJ_STATEID = 130,
QRY_DOC_PROP_PROJ_TYPE = 131,
QRY_DOC_PROP_PROJ_ARCHIVEID = 132,
QRY_DOC_PROP_PROJ_ISPARENT = 133,
QRY_DOC_PROP_PROJ_CODE = 134,
QRY_DOC_PROP_PROJ_VERSION = 135,
QRY_DOC_PROP_PROJ_CREATE_TIME = 136,
QRY_DOC_PROP_PROJ_UPDATE_TIME = 137,
QRY_DOC_PROP_PROJ_CONFIG = 138,
QRY_DOC_PROP_PROJ_PARENTID = 140,
QRY_DOC_PROP_PROJ_MGRTYPE = 141,
QRY_DOC_PROP_PROJ_ACCESS = 142,
QRY_DOC_PROP_PROJ_PROJGUID = 143,
QRY_DOC_PROP_PROJ_PPRJGUID = 144,
QRY_DOC_PROP_PROJ_FLAGS = 145,

Folders in ProjectWise?

Limitation on the number of folders in ProjectWise?

[Folder ID](#)

Setup a ProjectWise View to include Folder ID

When you create a folder, and upload documents. Look at its folder ID in the view

Folder ID is not reusable, even when it is deleted.

dms00050 (min)

d9,999,999 (max)

Look for empty folders: Projects and Folders; **Criterion Type: General Properties; Property: Folder GUID**

\$FIELD\$ in (select o_projguid from dms_proj where o_projguid not in (select o_projguid from dms_doc) and o_subprojects='N')

Thank you



Live Q&A