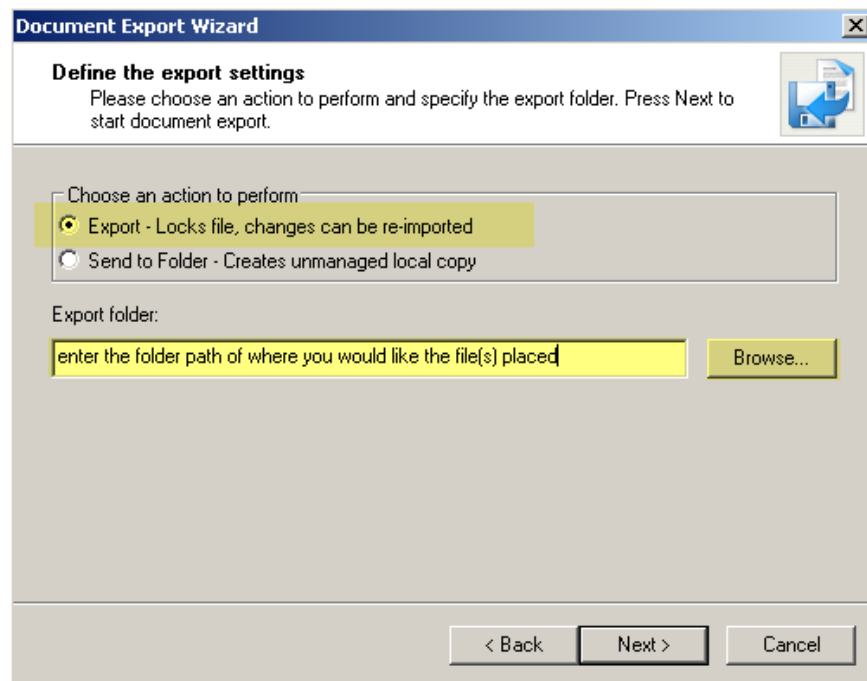


Exporting Files prior to a scheduled maintenance

When ProjectWise is expected to be down due to system or database maintenance, we recommend that users export the documents out the day before, and then import the documents back in the next business day. We **do not recommend** doing a simple check out and working on the files directly from your dms/d folder, because there is a possibility of over writing files on accident and losing all changes made.

To Export:

1. In ProjectWise, highlight the documents you want to export
2. Right click and select Export
3. When the Export window opens, click on Next
4. On the next screen, make sure that Export is selected and browse to a folder you would like to export the documents to



5. The system will let you know when the export is finished
6. **Once the export is complete, the files in ProjectWise will be locked until imported back in.**
7. Work on files as needed this weekend
8. On the next business day Import the documents back into ProjectWise.

To Import:

1. Login to ProjectWise and go to the ProjectWise folder where you export the documents from
2. Highlight those files
3. Right click and select Import
4. You can enter a comment if needed; if not click on OK (this will need to be done for all exported documents)
5. The server copy will be updated with the changes and the documents can be checked out and worked on as normal.