



# **CDOT User Maintenance to Keep CADD Resources Up to Date**

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**Prepared For:**

**Colorado Department of Transportation**

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## 1. Overview

This document outlines the steps of deleting old or corrupt preference files, cleaning your local working directory (of ProjectWise copied, checked out, or workspace files), and updating your existing DGN files with up-to-date workspace updates to ensure that you're working with up-to-date CADD resources.

## 2. Deleting OpenRoads Preferences

There is an occasional need to delete OpenRoads Preferences which basically resets the software to as delivered. Deleting preferences is generally performed as a trouble shooting measure for some issues.

### 2.1 Backing up ORD Prefs

When you change preferences (customize the interface) changes are saved in the two files below. It is ideal to back these files up when you have your interface configured like you want it. This is because these files are deleted when preferences are deleted which has to be performed occasionally because files in the prefs folder below can become corrupt.

C:\Users\USERNAME\AppData\Local\Bentley\OpenRoadsDesigner\10.0.0\prefs\

- OpenRoadsDesigner\_CDOT.dgnlib (Ribbon, quick access toolbar, spacebar menu, etc. changes)
- OpenRoadsDesigner\_CDOT.upf (Save Settings, preference edits, etc.)

#### NOTES:

- The general steps to restore these custom settings after you delete the preferences is:
  - Open a file with ORD which recreates the c:\user....\10.0.0\*\prefs folder again.
  - Exit ORD and copy the files above back to the c:\user....\10.0.0\*\prefs\ folder.
  - Re-enter ORD & your interface should be restored.
- If you don't customize your interface much, there is really no reason to worry about backing these files up.
- The UPF file can be corrupted and if that is determined to be the case, restore on the DGNLIB file.
- Do not copy a UPF file created in an earlier version of the software to a later version of the software. In other words, the UPF is version specific & doesn't need to be inserted into versions it was not created in.

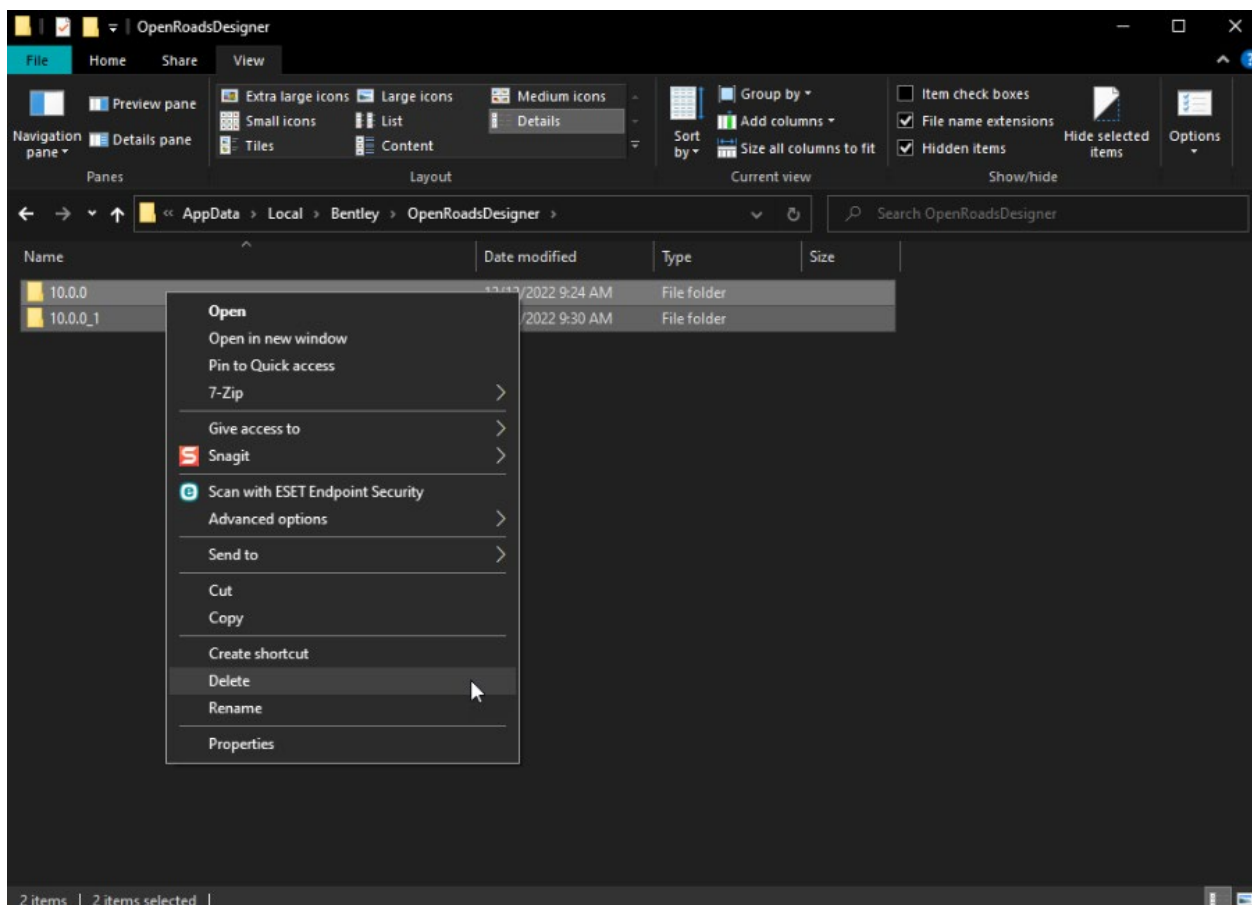
## 2.2 Deleting ORD Prefs

Should there be a need to delete ORD preferences, follow the steps below. Review Section 1.1 before going through the steps below.

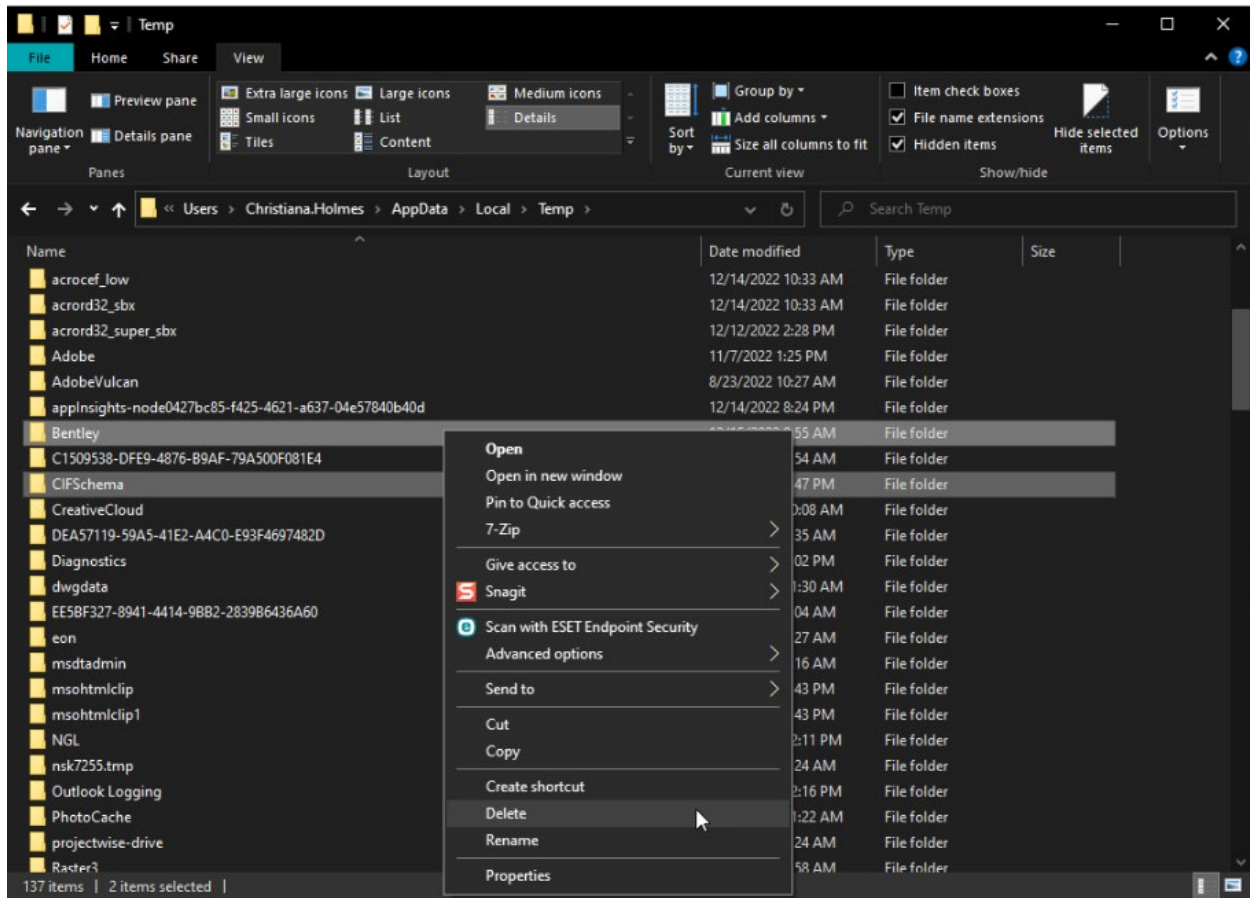
- 1) Close out of OpenRoads and ProjectWise
- 2) Open Windows File Explorer
- 3) Navigate to:

*C:\Users\\*\*Your\_Windows\_Username\*\*\AppData\Local\Bentley\OpenRoadsDesigner\\**

- 4) Delete any folders under this folder.



- 5) Navigate to **C:\Users\\*\*Your\_Windows\_Username\*\*\AppData\Local\Temp**
- 6) Delete the **Bentley** folder and **CIFSschema** folder under here. Note that you should exit all Bentley products before deleting these two folders.

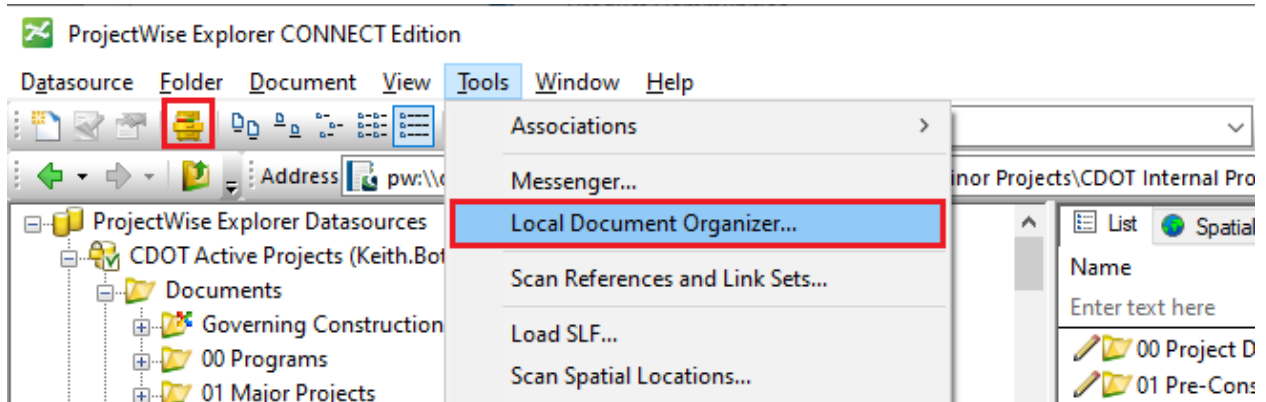


### 3. Purge Local ProjectWise files

ProjectWise stores copies of files on your local computer (c:\bms for CDOT) to provide better performance across networks. The **Local Document Organizer** gives you a dashboard tool to see the status of your local files and provides file management tools for cleaning up unnecessary or corrupt copies.

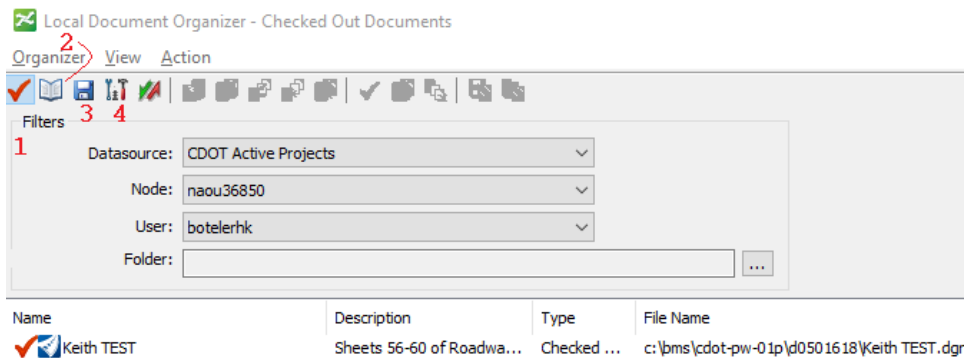
#### 3.1 Invoking Local Document Organizer

- 1) Launch ProjectWise.
- 2) In ProjectWise, go to *Tools > Local Document Organizer*.



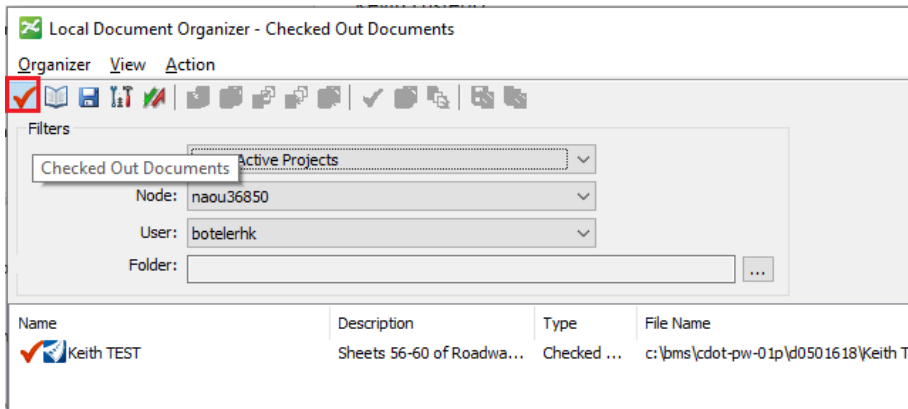
The icons across the top of the Local Document Organizer will open different categories of documents which allow you to choose actions to perform depending upon their status. The icons are as follows:

1. **Checked Out Documents** – Displays documents you currently have checked out
2. **Copies** – Displays document copies that are saved locally
3. **Exports** – Displays documents that have been exported and have not been imported back into ProjectWise yet
4. **WorkSpace Copies** – Displays WorkSpace copies that are saved locally

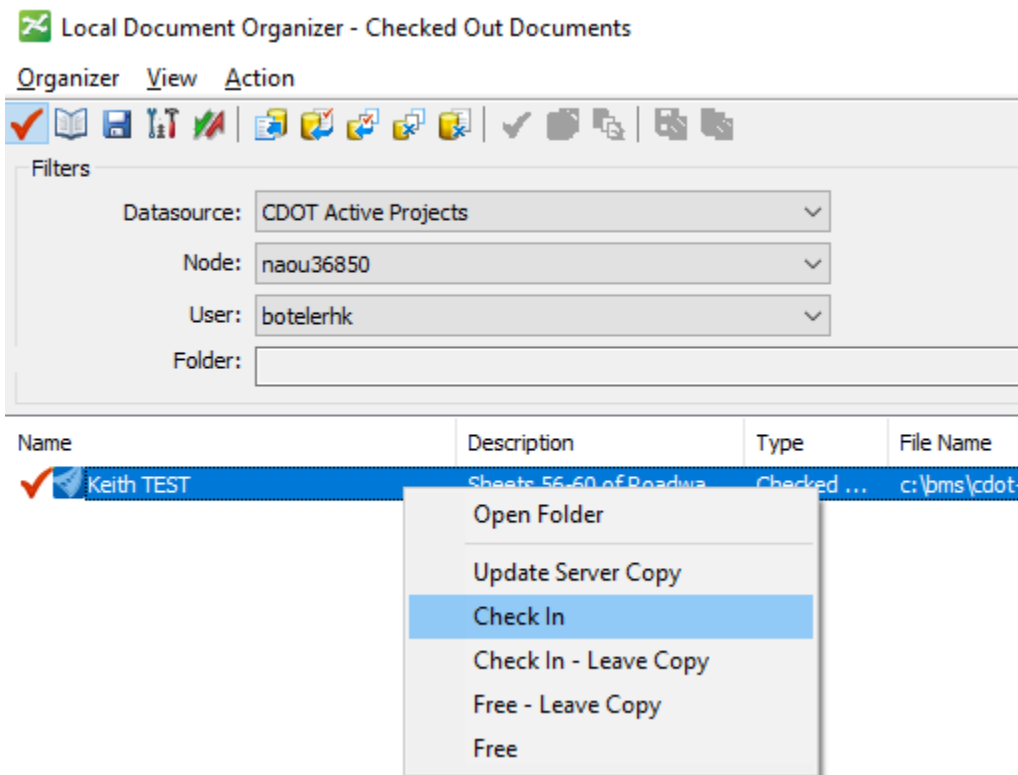


### 3.2 Checked Out Documents

- 1) To ensure you have no documents checked out inadvertently, go to the Checked Out Documents as shown below.



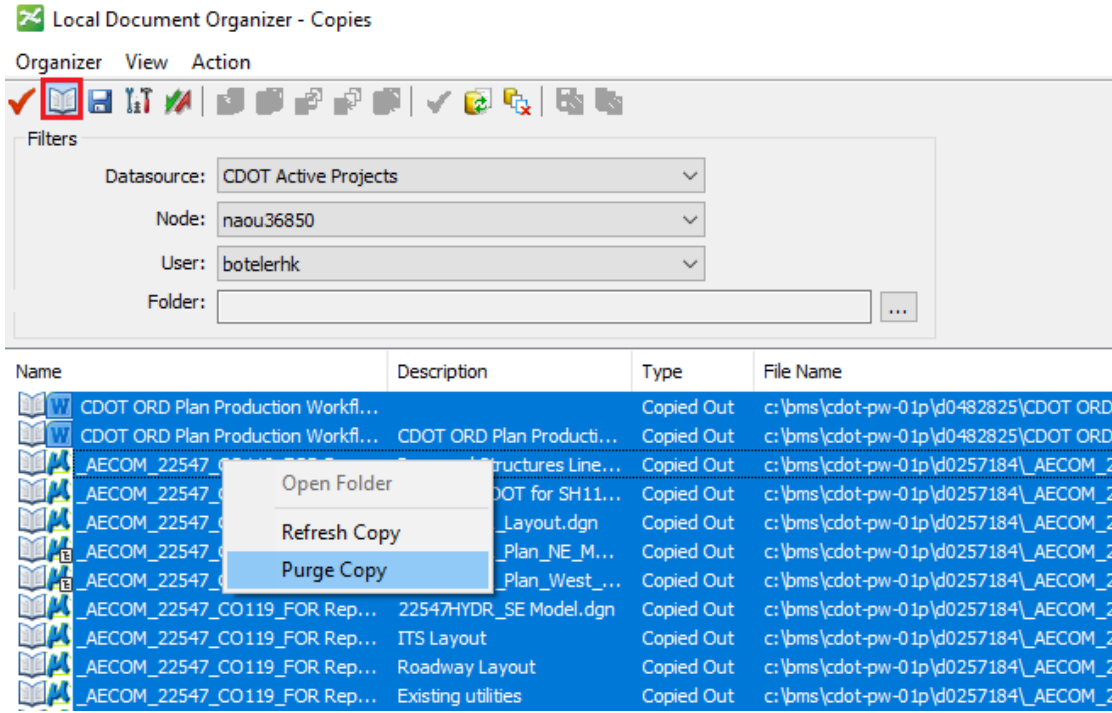
- 2) Right click any documents and choose what you wish to do which in most cases would be to Check-In.





### 3.3 Copies

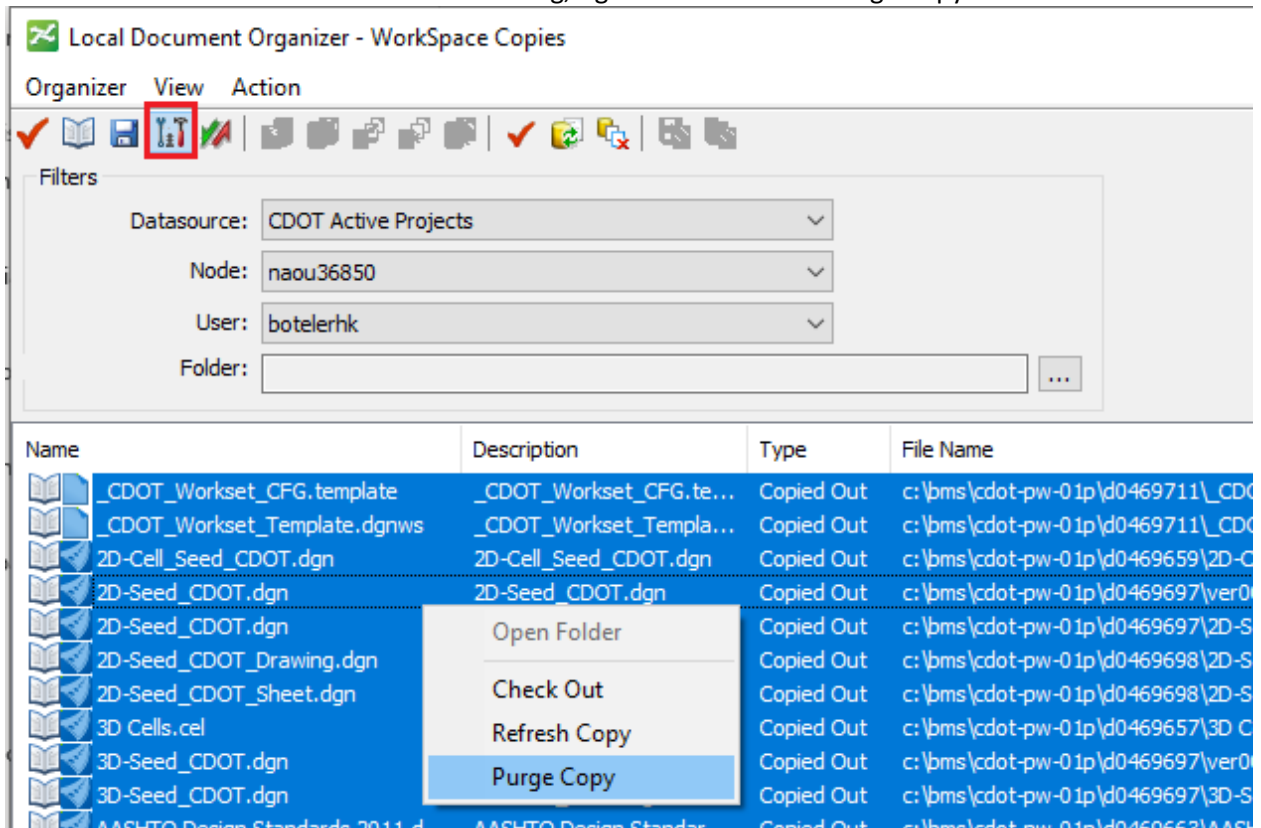
- 1) In the *Local Document Organizer dialog*, select the *Copies* icon (little book) across the top. Select all of the files in the middle of the dialog, right-click and select *Purge Copy*.



### 3.4 Workspace Copies

Files from the workspace are copied locally on your computer. When a user opens a file that has a managed workspace, it updates the workspace files from the server that have changed. If files have been removed from the workspace, these files still exist locally so there is an occasional need to Purge these local files. It also a good idea to occasionally purge the workspace to ensure updated custom files (Cell libraries, ITL, Seed files, etc.) are being read instead of the local versions of these files. Below are the steps to perform a workspace purge.

- 1) In the Local Document Organizer dialog, select the Copies icon (little book) across the top.
- 2) Select all of the files in the middle of the dialog, right-click and select Purge Copy.



NOTE:

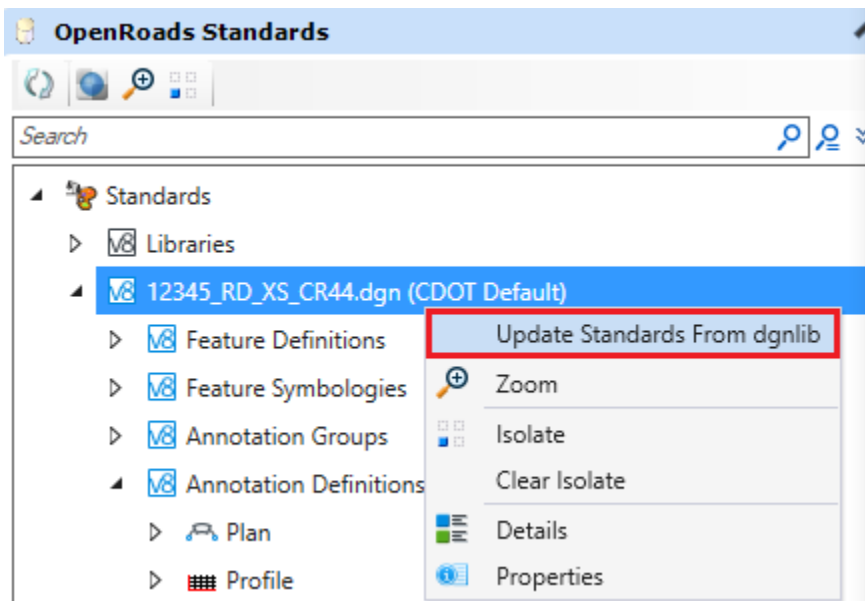
When you open the 1st file with ORD in ProjectWise after the workspace purge, it will take more time to open the file because ProjectWise will need to re-download the WorkSpace files locally.

## 4. Workspace Updates

Below are just some general processes for updating DGN features, levels, etc. when a workspace has been updated.

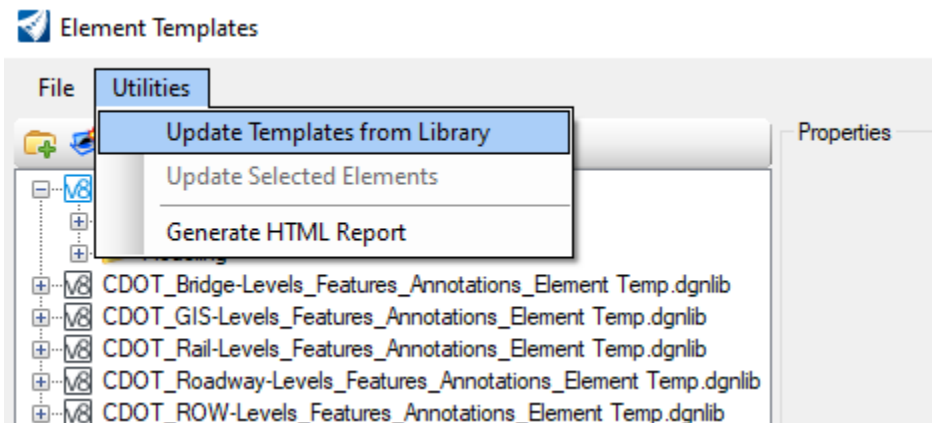
### 4.1 Update Standards From DGNLIB

If a new version of the CDOT WorkSpace is released and there are features & annotation groups that have been modified and you want to update these items in existing DGN files where they have already been used, then it is necessary to re-sync OpenRoads Standards to the current workspace DGNLIB. This is accomplished by right clicking on the Active File folder in OpenRoads Standards and selecting the **Update Standards From DGNLIB** tool.



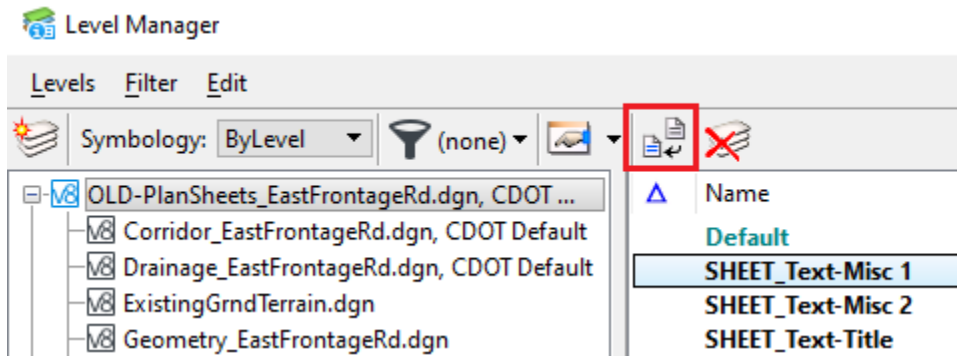
### 4.2 Update Element Templates from Library

If there are element templates that have been changed, you can use the Update Templates from Library in the Manage Element Templates dialog as shown below.

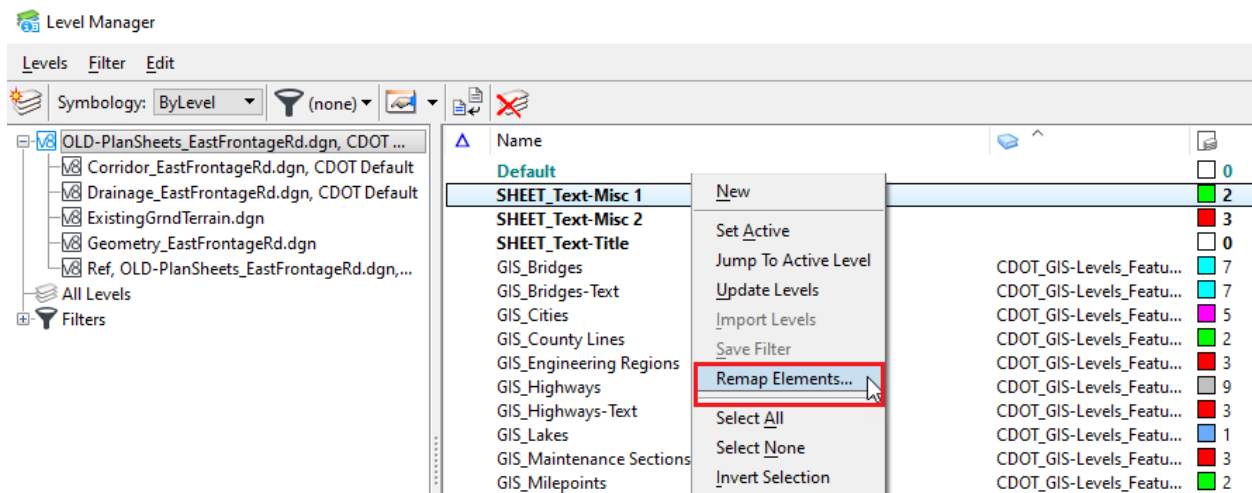


### 4.3 Level Changes

If there have been level changes, you can **Update Levels from Library** as shown below.



You can also remap elements from one level to another if needed using the **Remap Elements** tool shown below.



## 4.4 Text Styles

If a text style changes in a Text Style library, text styles placed in DGN files prior to the change are not automatically updated in the DGN files. To update a DGN file's local text style to reflect the changes in the text style library, select a style in the Text Styles dialog and click the **Update from Library** icon on the icon bar.

