

Restoring Data Lost From ProjectWise



TOPICS

- **Training Opportunities in January**
- **Server Backups**
- **PW File Restore Request Template**
- **Audit Trail - How it can help you recover data**
- **Demo Recovering and Replacing DGN File in ProjectWise**

WHERE MY BRAIN GOES WHEN I THINK I'VE LOST DATA

- Didn't I just put that info in the file yesterday?
- Wait – there are server backups.
- Oh my gosh, I can't believe all the information I have to provide to get a restore!
- Can I wait 3 days before I “maybe” get the file back?
- Hmm – does someone else have a copy of my file?

It takes longer than ever for the Check In dialog to appear when exiting OpenRoads Designer – wait for it!

Server Backups in DMS Folders

 d0106185	 d0120351	 d0123829	 d0127138	 dms23427	 dms75459	 dms90817
 d0114114	 d0120354	 d0123833	 d0127142	 dms23428	 dms75469	 dms90839
 d0116453	 d0120358	 d0124212	 d0127143	 dms23449	 dms75470	 dms90845
 d0118788	 d0120359	 d0125426	 d0127144	 dms33009	 dms75471	 dms93238
 d0118789	 d0120360	 d0125427	 d0127145	 dms36379	 dms75480	 dms93260
 d0118790	 d0120361	 d0125428	 d0129809	 dms46406	 dms75492	 dms93266
 d0118791	 d0122918	 d0125429	 d0129812	 dms54475	 dms75498	 dms93271
 d0118792	 d0123241	 d0125430	 d0129816	 dms58984	 dms75500	 dms98838
 d0118808	 d0123242	 d0125467	 d0129817	 dms58985	 dms82628	 dms99209
 d0118829	 d0123243	 d0126375	 d0129818	 dms59007	 dms82629	 dms99210
 d0118840	 d0123244	 d0126376	 d0129819	 dms59018	 dms83392	 dms99211
 d0119529	 d0123245	 d0126382	 d0131765	 dms59041	 dms83393	 dms99221
 d0119538	 d0123288	 d0126383	 dms17977	 dms60181	 dms85373	 dms99223
 d0119539	 d0123293	 d0126384	 dms17999	 dms60182	 dms86743	 dms99235
 d0119551	 d0123826	 d0126385	 dms23222	 dms60215	 dms90657	 dms99236
 d0119562	 d0123827	 d0127135	 dms23426	 dms73587	 dms90816	 dms99258

There's no hierarchy in the server backups – the server looks just like your computer's pw_work “DMS” folders.

ProjectWise File Restore Request

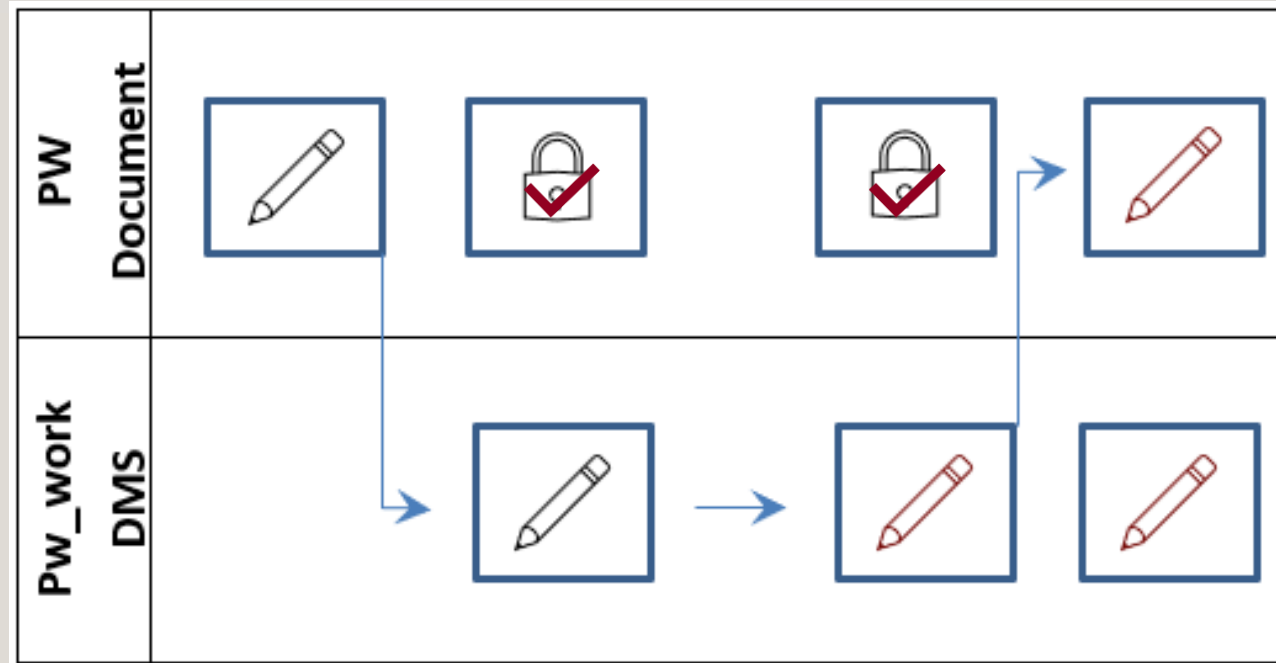
ProjectWise File Restore Requests

1. **ODOT users:** Please use this template [File_Restore_Request_Email_Template.oft](#)
2. **Consultant/External users:** Kindly reach out to ODOTProjectWiseConsu@odot.oregon.gov

Thank you ProjectWise customers!

Search for the Outlook template using *restore*.

ProjectWise Open, Check Out and Check In



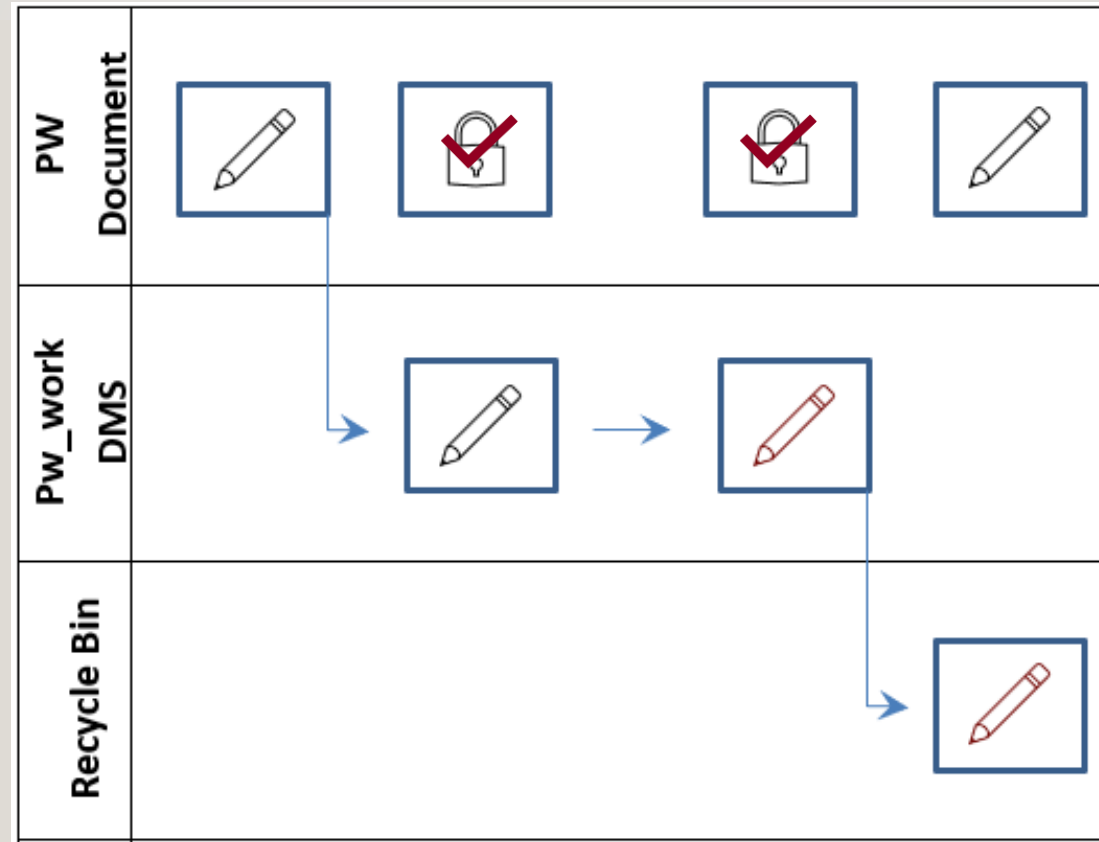
Right-click Open = use software on the local computer to open the file, and also manage the Check Out/Check In process

Check Out = make a local copy and lock the file in PW

Edits are performed on the local copy which is now different

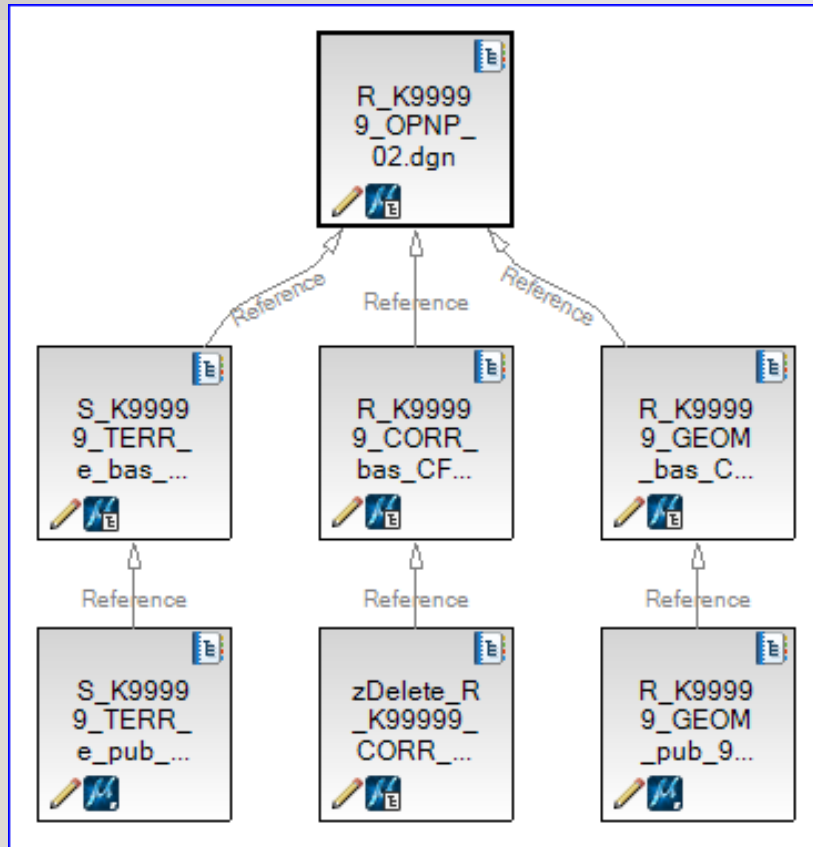
Check In = Replace the file (not the audit trail or GUID) in PW with whatever's in the local DMS folders with the same name, leaving a copy in the DMS folders, and unlock the file in PW

ProjectWise Open, Check Out and Free (or crash)



As long as the document is not checked in, the edits are only on the local computer.

What does “Copied Out” mean in the Audit Trail



- Open Read-Only results in an audit trail entry of Copied Out
- DGNs and PDFs and JPGs attached as references are copied out when the master DGN is Copied Out or Checked Out.

This means that there might be copies of your DGN files all over our network on other people's computers. These might be available to you if you've lost your data or messed up your file!

IF YOU THINK YOU'VE LOST DGN DATA OR EDITS: TO DO OR NOT TO DO

- DO investigate the Audit Trail for evidence of copies
- DO look in your own Recycle Bin
- Do NOT ask a team member to open the file looking for your edits – what does “Open” do?

Opening a PW document Checks it Out and overwrites whatever you have in your local pw_work folder with what was on the server. Contact a PW Regional Admin or EAST for help.

Customize the Audit Trail

The image displays the 'Audit Trail' tab in a software interface, showing a table of records and a 'Customize Report' dialog box.

Audit Trail Tab:

- Records from anytime

Action Name	Date/Time	User Name	User Description	Additional Data
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Customize Report Dialog:

- Objects Actions Users Date Output Columns Sorting and Grouping
- ☒ Show all actions
- Period: anytime

Customize Report - Output Columns:

- Available columns:
 - ☐ Object Type
 - ☐ Object Name
 - ☐ Object Description
 - ☒ Date/Time
 - ☒ Action Name
 - ☒ User Name
 - ☒ Additional Data
 - ☒ Comments
 - ☐ Path
 - ☒ User Description
- Columns to show:
 - Action Name
 - Date/Time
 - User Name
 - User Description**
 - Additional Data
 - Comments

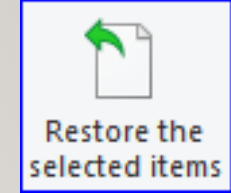
Use the Customize... button on the Audit Trail tab to adjust what you see.

What's in the Recycle Bin?

☐ Name	Original Location	Date Deleted	Size	Item type	Date modified
 R_K99999_CORR_pub_99.dgn	C:\pw_work\pw_odot_prod\isd806\dms99258	12/13/2022 12:51 PM	475 KB	DGN File	12/13/2022 12:50 PM
 S_K99999_CIVL_OSD_wrk_201.dgn	C:\pw_work\pw_odot_prod\isd806\dms99264	12/12/2022 8:25 AM	742 KB	DGN File	11/30/2022 1:20 PM
 S_K99999_CIVL_OSD_wrk_200.dgn	C:\pw_work\pw_odot_prod\isd806\dms99264	12/12/2022 8:25 AM	2,101 KB	DGN File	11/30/2022 10:10 AM
 S_K99999_FEAT_e_bas_05.dgn	C:\Share\Export	12/2/2022 5:26 PM	932 KB	DGN File	12/2/2022 5:15 PM
 S_K99999_TERR_e_bas_02.dgn	C:\Share\Export	12/2/2022 5:26 PM	1,511 KB	DGN File	12/2/2022 5:15 PM
 S_K99999_TERR_e_bas_03.dgn	C:\Share\Export	12/2/2022 5:26 PM	1,507 KB	DGN File	12/2/2022 5:15 PM
 S_K99999_TERR_e_bas_04.dgn	C:\Share\Export	12/2/2022 5:26 PM	324 KB	DGN File	12/2/2022 5:15 PM
 S_K99999_TERR_e_pub_01.dgn	C:\Share\Export	12/2/2022 5:26 PM	343 KB	DGN File	12/2/2022 4:31 PM
 S_K99999_TERR_e_pub_50.dgn	C:\Share\Export	12/2/2022 5:26 PM	1,160 KB	DGN File	12/2/2022 5:15 PM
 S_K99999_TERR_e_pub_99.dgn	C:\Share\Export	12/2/2022 5:26 PM	1,091 KB	DGN File	12/2/2022 5:15 PM
 Default.rwk	C:\pw_work\pw_odot_prod\isd806\dms98838	11/28/2022 8:09 AM	2 KB	RWK File	8/5/2022 4:40 PM
 R_K99999_pl_02.dgn	C:\pw_work\pw_odot_prod\isd806\d0131765	11/23/2022 2:10 PM	279 KB	DGN File	11/17/2022 11:49 AM
 R_K99999_LnkDoc_cad_01.xlsm	C:\pw_work\pw_odot_prod\isd806\dms99236	11/23/2022 9:59 AM	199 KB	Microsoft E...	6/29/2022 10:29 AM
 R_K21673_CORR_wrk_04_north....	C:\Users\isd806\Desktop\Export\K21673_Corri...	11/18/2022 12:37 PM	2,410 KB	DGN File	11/18/2022 12:37 PM
 R_K99999_pl_01.dgn	C:\pw_work\pw_odot_prod\isd806\d0131765	11/17/2022 11:30 AM	269 KB	DGN File	11/9/2022 10:32 AM

Sort by Date Deleted. Look for FILE name. Verify the Date Modified and make a note of the Original Location.

Restoring Data from the Recycle Bin to PW



- Files are restored from the Recycle Bin to their original location (the dms folders)
- Copy the DGN from the dms folders to C:\Share\RESTORE
- If NO References – In PW, select document and use Modify...| Replace File
- If References – In PW, Export “locks file” to C:\Share\Restore\export
 - In File Explorer, copy the restored file and overwrite the DGN in the export folder
 - In PW, Import the document.
- In all cases – Add Comment



THINGS THAT CONTRIBUTE TO SUCCESS

- Restarting or powering up your engineering computer at the beginning of the day.
- Optimizing your computer if working remotely – search for the word “reduce”
- Always using the ProjectWise name lock.
- Adding the extension to the Document name so it exactly matches the file name.
- Update Server Copy every couple of hours if working in a file for a long period of time.

DEMO

- Open my published Corridor file – are the edits I made yesterday, there?
- Investigate the Audit trail to help locate my edits.
- How to replace a file that has references into ProjectWise
- Finally, open the file