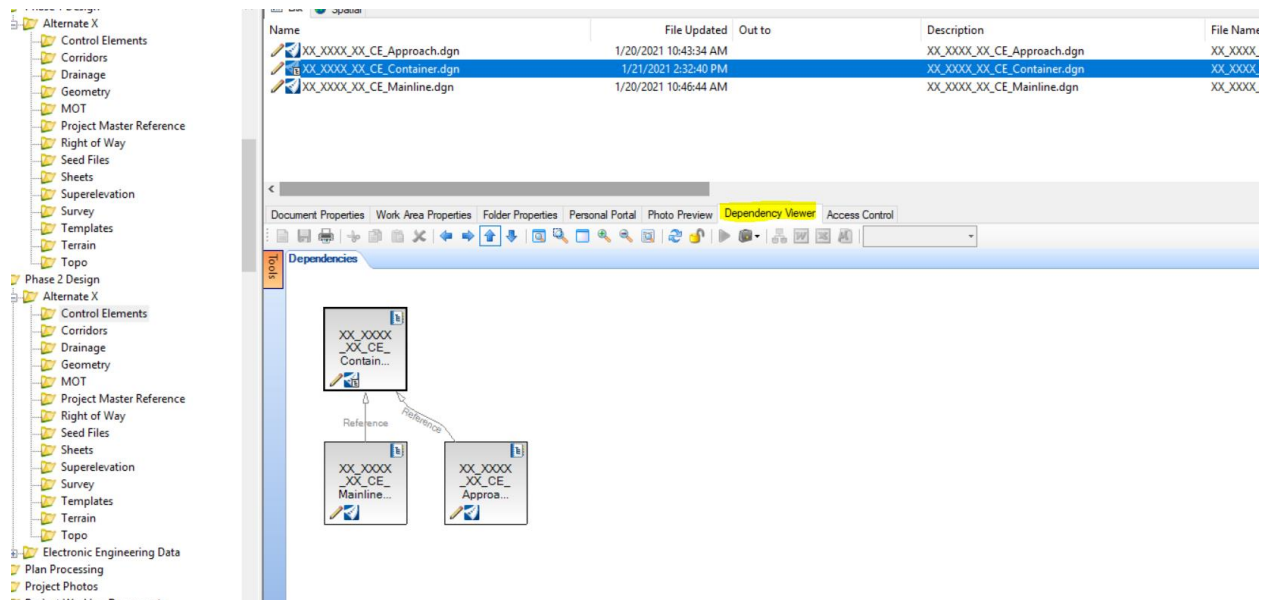


# Scan References Workflow

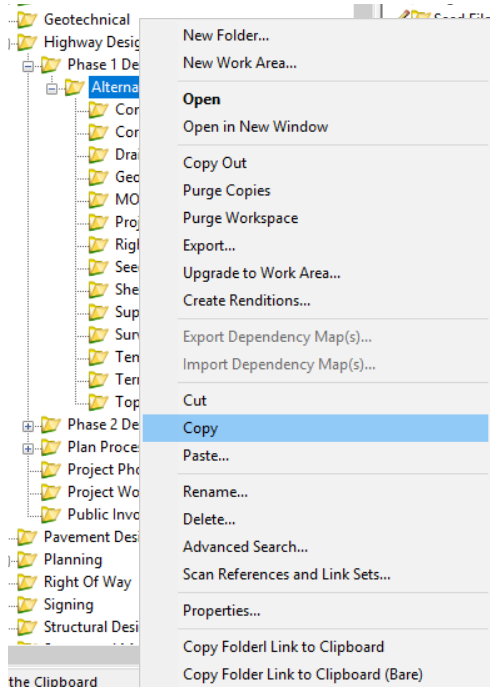
## Quick Tip

If you're trying to figure out what files are being referenced to your container files (or others), open the Dependency Viewer tab in Projectwise. It gives a visual representation of the relationship between files.



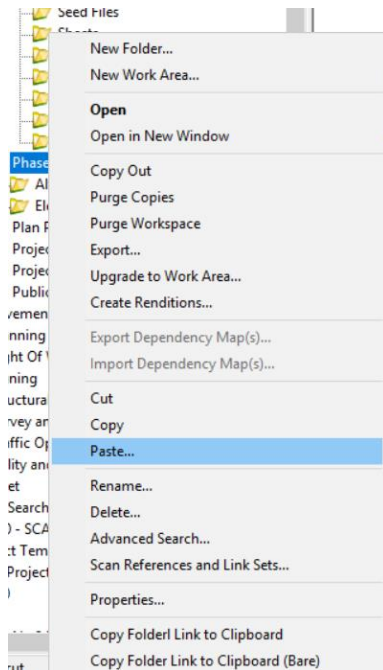
## For Copying Within Projectwise

1. Choose the folder that you want to copy, right click and choose Copy.

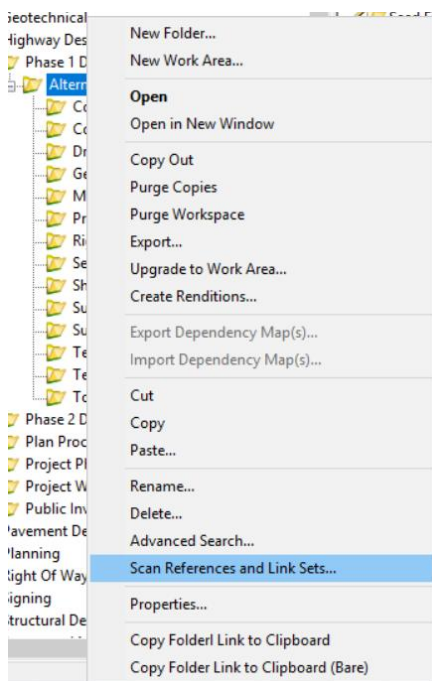


2. Then choose where you want to copy the folder to, right-click and click **Paste**.

## Scan References Workflow

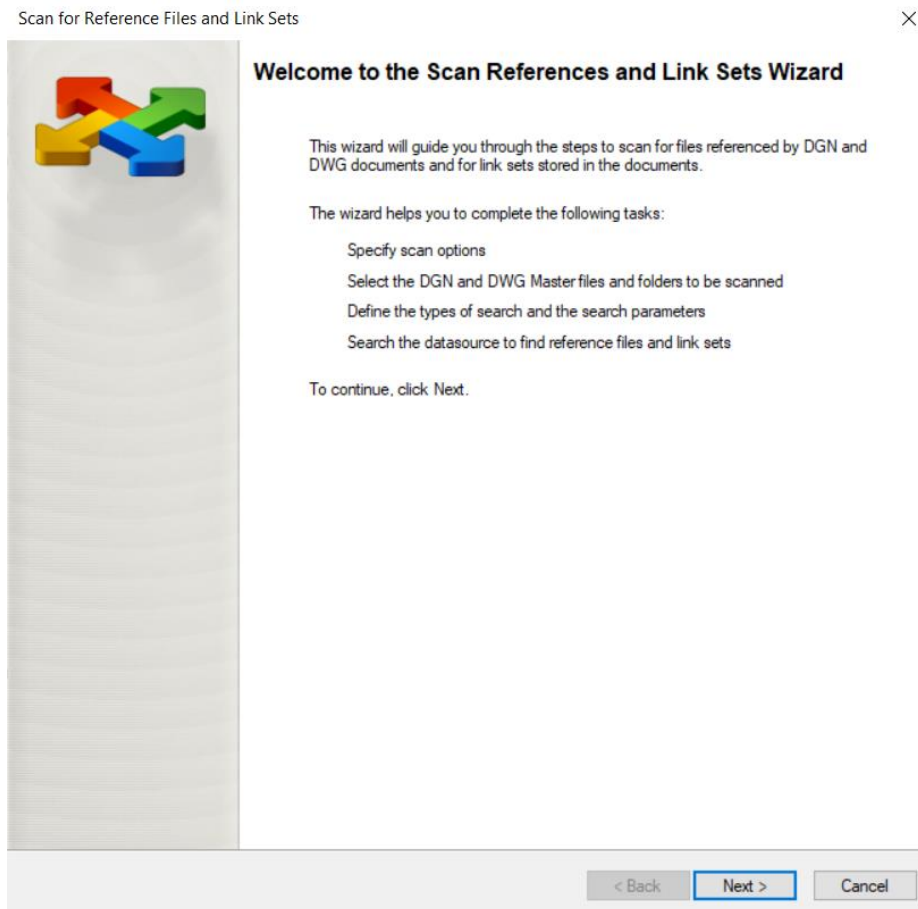


3. Make sure that the boxes are checked for Subfolders and Documents then click Ok.
4. Now that the folder has been copied to its new location, you will need to re-establish the references.
5. Right-Click the newly copied folder > Click Scan References and Link Sets



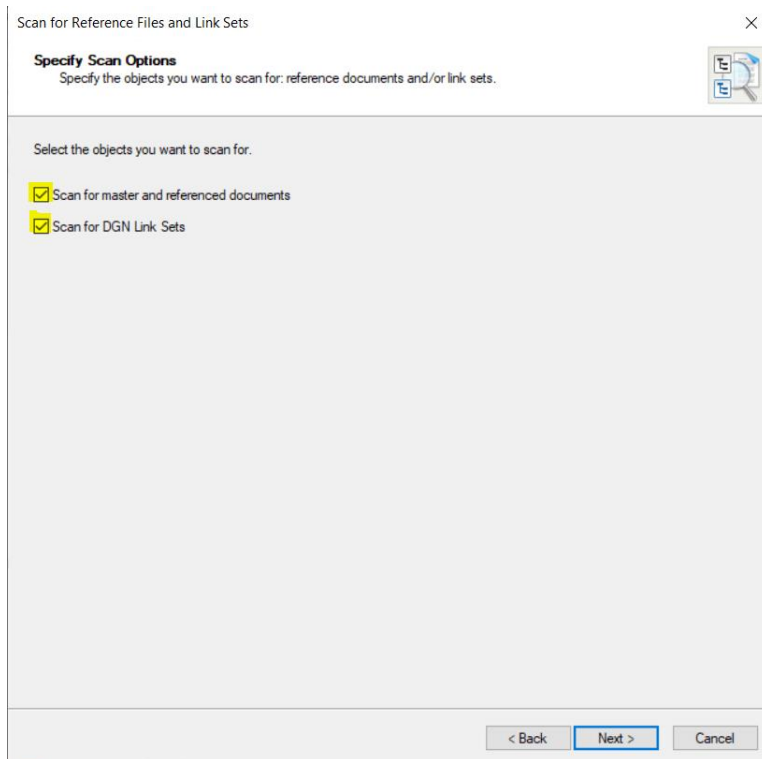
6. The Scan References dialog box will appear > Click Next

## Scan References Workflow

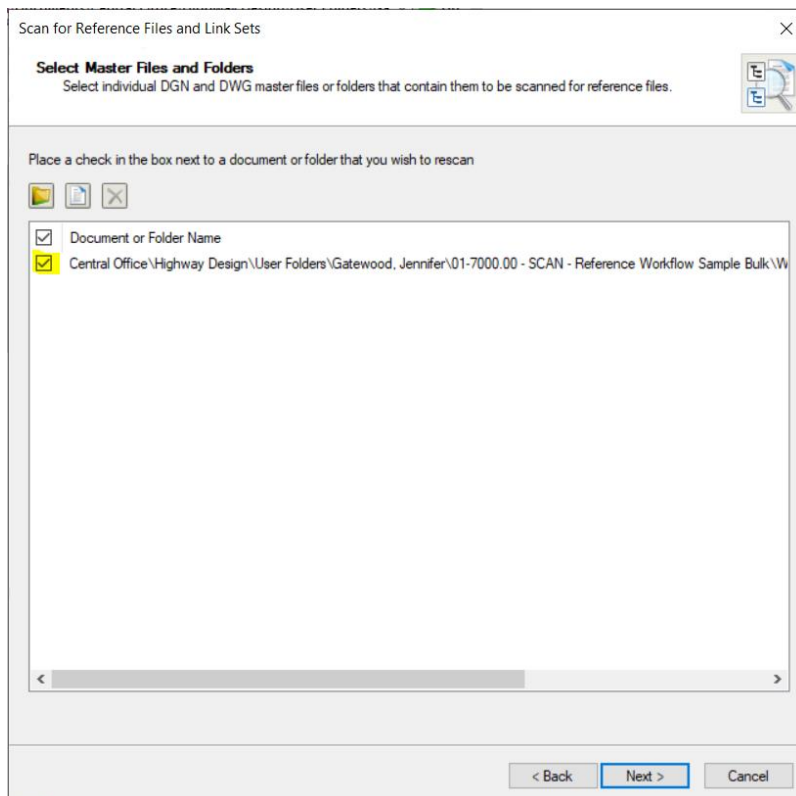


7. On section for Specify Scan Options, make sure both checkboxes are checked for Scan for master and referenced documents and Scan for DGN Link Sets, then click Next

## Scan References Workflow



8. On the Select Master Files and Folders section of the dialog, make sure the checkbox for the folder is **checked** and click **Next**.



9. On the Master Folder Settings section of the dialog, make sure the boxes are **checked** for the Folder and for ALL applications, then click **Next**.

## Scan References Workflow

Scan for Reference Files and Link Sets

**Master Folder Settings**  
Set the options to scan subfolders and the application type.

Place a check in the box next to a folder to search its subfolders for master files

- Folder Name
- Central Office\Highway Design\User Folders\Gatewood, Jennifer\01-7000.00 - SCAN - Reference Workflow Sample Bulk\W

Select the desired Application Types to filter the list of master files to be scanned

- Application
- Access
- Acrobat Reader
- Bentley Map
- BlueBeam
- ClearView
- Deed Plotter
- DXF
- ESRI ArcMAP
- ESRI File Geodatabase
- ESRI Layer
- ESRI Shapefile

< Back   Next >   Cancel

10. On the Reference File Priority Search Options screen, make sure Enable Priority Search is **unchecked** then Click Next.

Scan for Reference Files and Link Sets

**Reference File Priority Search Options**  
Select the folders in which to look for reference files. Folders will be searched in the order in which they appear.

Check the box to search subfolders for references

Enable Priority Search

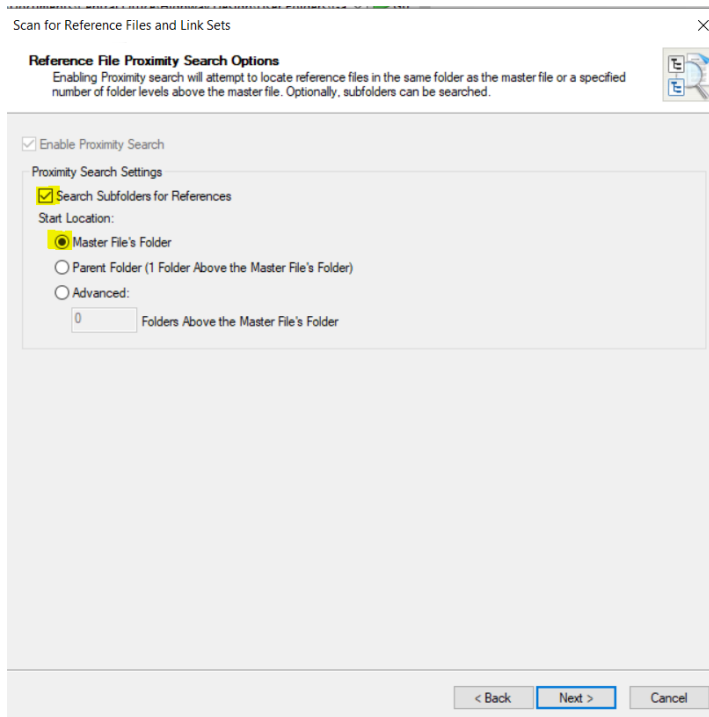
Folder Name

▲ ▼

< Back   Next >   Cancel

## Scan References Workflow

11. On the Reference File Proximity Search Options section, make sure the Search Subfolders for References checkbox is **checked** and that the Master File's Folder radio button is selected. Then click **Next**.



Scan for Reference Files and Link Sets

**Reference File Proximity Search Options**  
Enabling Proximity search will attempt to locate reference files in the same folder as the master file or a specified number of folder levels above the master file. Optionally, subfolders can be searched.

Enable Proximity Search

Proximity Search Settings

Search Subfolders for References

Start Location:

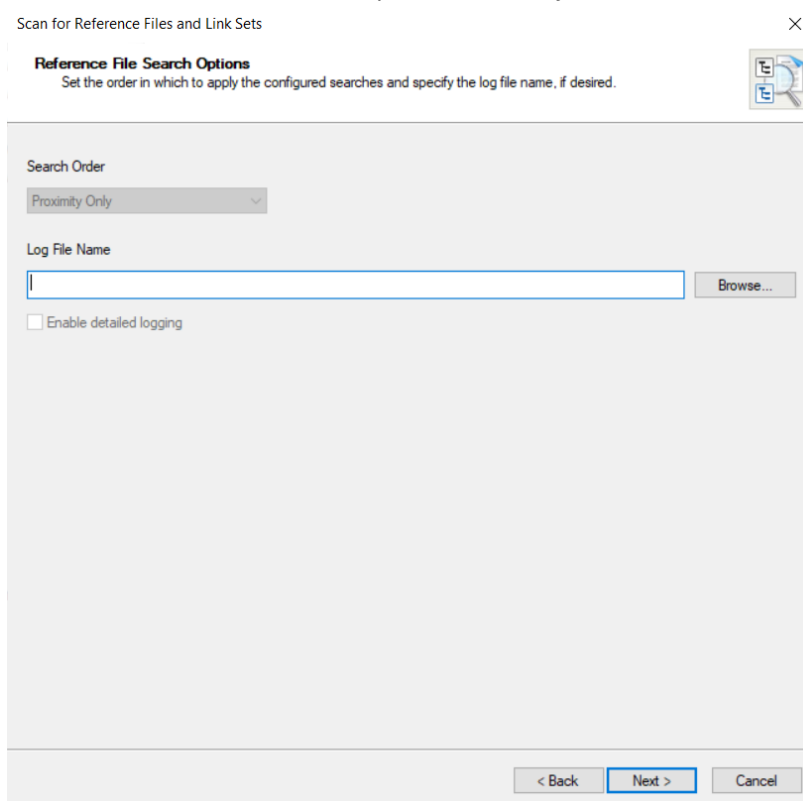
Master File's Folder

Parent Folder (1 Folder Above the Master File's Folder)

Advanced:  
 Folders Above the Master File's Folder

< Back   Next >   Cancel

12. On the Reference File Search Options section, just click **Next**.



Scan for Reference Files and Link Sets

**Reference File Search Options**  
Set the order in which to apply the configured searches and specify the log file name, if desired.

Search Order  
Proximity Only

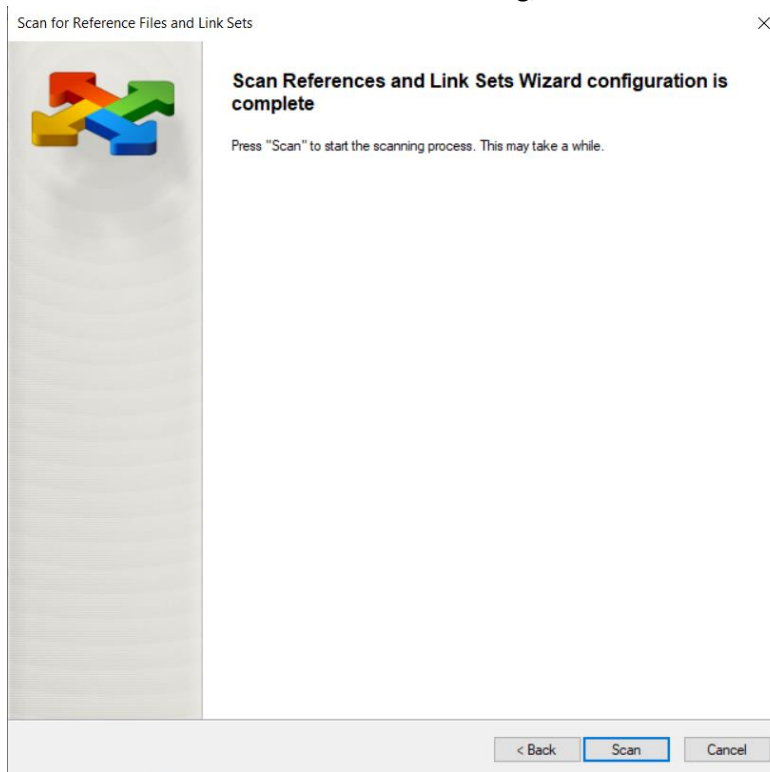
Log File Name  
 Browse...

Enable detailed logging

< Back   Next >   Cancel

## Scan References Workflow

13. On the Scan References and Link Sets dialog, click Scan to scan for References.



14. Once it has completed scanning, it will let you know it's done and you can click Close. The References have now be re-established to the proper location.