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## Topic: Where to Store Files in ProjectWise

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### About this Write Up

This write up is intended to demonstrate where to store your design files in ProjectWise once they are ready to be delivered to the Designers.

### Contact Information

This workflow was produced by John Sudduth. Please send all questions, errors or overall complaints to [KYTCCaddSupport@ky.gov](mailto:KYTCCaddSupport@ky.gov) or call (502) 564-3280.

### Design Files in ProjectWise

Once the surveyor(s) has/have processed all survey files, they're submitted to ProjectWise for delivery to the Design staff. These files will now be stored under the **Milestones & Submittals** folder under the specific related Item Number in ProjectWise. The subfolder is **Original Survey and Mapping**. This folder has two different subfolders underneath it where the data may be submitted and stored.

