WHAT TO DO IN CASE OF A POWER OUTAGE OR NETWORK FAILURE (WITH PROJECTWISE, MICROSTATION AND GEOPAK RUNNING)
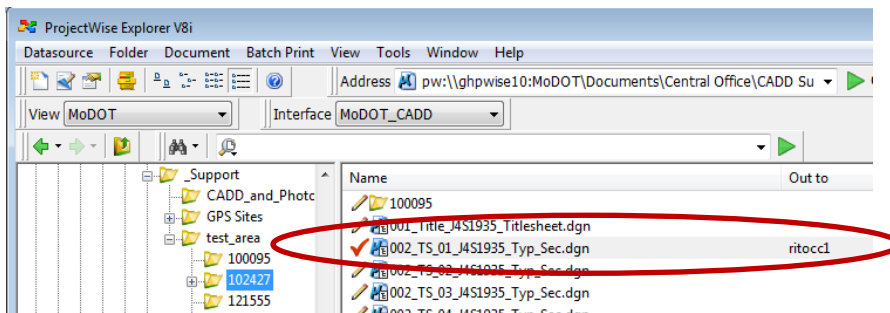
<u>If there is a Power Failure:</u>

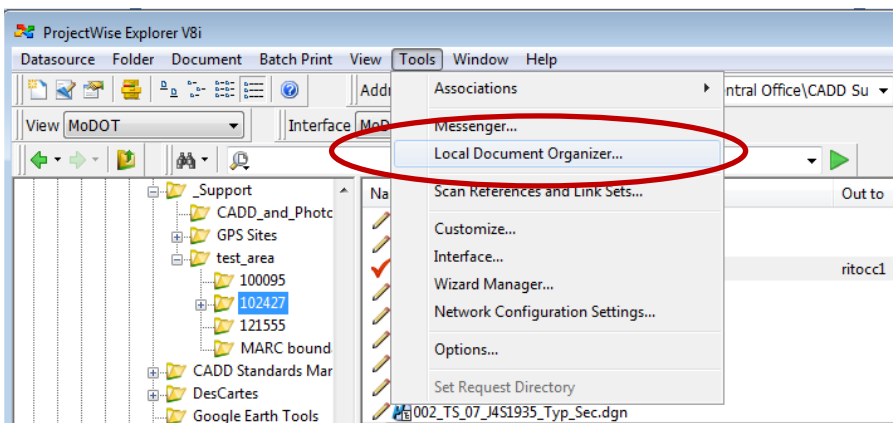You are working on your file at your desk, and BAM!!!!! The power suddenly goes out.

Don't Panic!! If the power is out, odds are good that there is nothing you can do anyway.

When the power returns, start ProjectWise.

Navigate to the last working directory you were in. You will notice that the file you were working on is still checked out in your name. This is because ProjectWise works with a local copy of your file. All your work up to the last Save performed in MicroStation is retrievable.
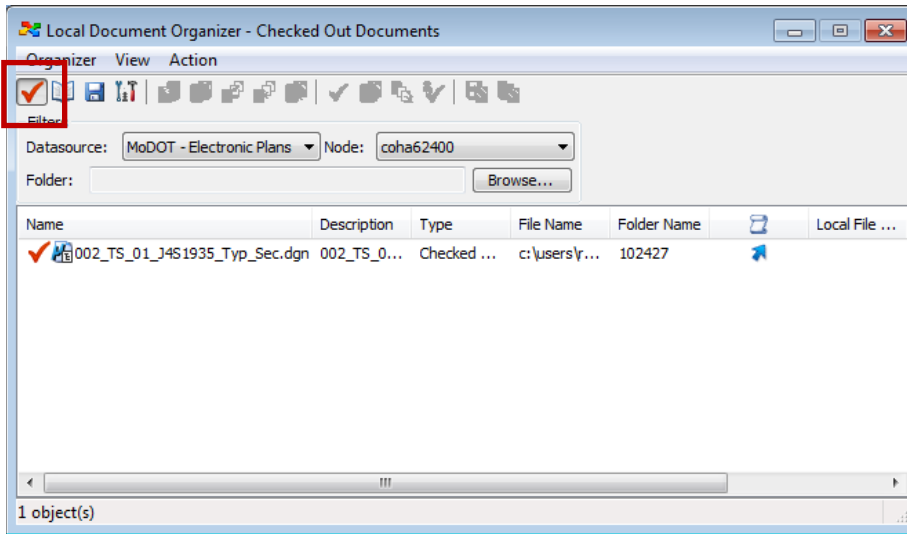

With just a few basic steps, you can be back to designing in no time. First, you will want to open the ProjectWise Organizer. You can do this by selecting **Tools>Local Document Organizer**.
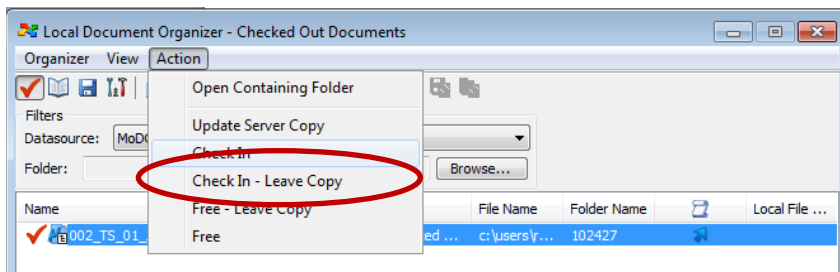

A new dialog box will open. Make sure to first select the red check mark on the top left side of the Organizer Dialog Box. The top of the dialog box should now read "Local Document Organizer – Checked Out Documents".

This box tells you which documents are still checked out in your name. There may be several. You want to select the one(s) you were working in last by left clicking on them. This will highlight them
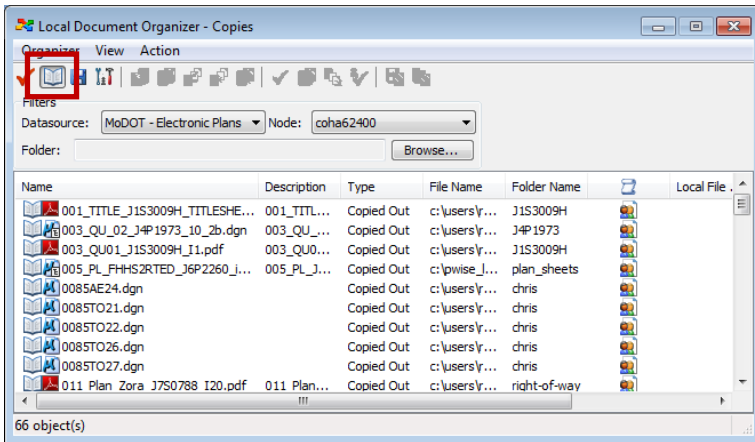
If you want to save your changes to ProjectWise, you can select **Action>Check-In**. This will commit the changes to ProjectWise. Do this for all remaining files as well, if there are any. (If you do not want to save your changes, see below)
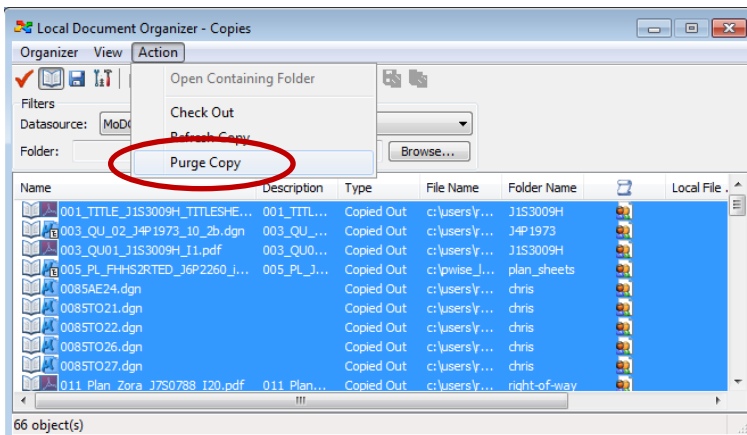

If there are files that you did NOT want the changes saved for, you would select the files, then choose **Action>Free**. Any work you have performed on that file since the last time it was saved in ProjectWise will be lost!

Next, you will want go to the tab to the right of the red check mark (copies).

You will want to highlight ALL of the files in this directory, and select **Action>Purge Copy**. This will clear out all of the copied out files.

You should now be ok to open your file and resume your normal work.

Note: If you were running GeoPak, everything you wrote to your .gpk file is saved. You may need to re-visualize all of your GeoPak elements.

<u>If there is a Network Failure:</u>

From time to time, there may be a brief loss of communication with the network for a variety of reasons. If you are working on a file, and try to Save during this time, your application will most likely lock up and/or unexpectedly terminate.

If ProjectWise closes, but MicroStation is still running, **Immediately** Save your changes!
Close out of MicroStation. Wait until the network is back, and follow the steps above for a Power Failure. All of your work will be saved.

If both ProjectWise and MicroStation close, follow the steps above for a Power Failure.
All your work up to the last Save you performed in MicroStation will be saved.