



AEC BENTLEY CONNECT EDITION WORKSPACE

Installation Guide

WorkSpace V 4.0

A guide to installing the AEC Bentley CAD BIM Workspace

Date Last Revised: 11 April 2023

CAD/BIM CoP

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i.- Introduction

The intent of this document is to provide instructions to install the AEC Bentley Connect WorkSpace (hereafter referred to as the WorkSpace). This document was created by the CAD/BIM CoP through a contract with Bentley Systems, Inc. managed by the CAD/BIM Center and HNC.

This documentation covers version 4.0.xx. Specific WorkSpace software version requirements are as follows:

MicroStation (MS) Connect Edition	10.17.02.61	or higher
OpenRoads Designer (ORD) Connect Edition	10.12.01.59	ONLY
OpenBuildings Designer (OBD) Connect Edition	10.09.02.36	ONLY
ProStructures (PS) Connect Edition	10.07.01.59	ONLY

This document will be revised as information is updated and recorded in the revision table found in Section ii - "Table of Revisions".

ii.- Table of Revisions:

Date	Document Version	Description of revision	Author
12/2/2021	1	Final Submittal	Bentley Systems, Inc.
1/10/2022	2	Reformatted	CAD/BIM CoP
4/11/2023	3	Revisions for 4.0 Workspace	Bentley Systems, Inc.

1.- WorkSpace Installation

Local PC Installation

The WorkSpace can be installed to run entirely on a local computer. Standard practice on USACE computers is to install the WorkSpace to C:\ProgramData\AEC_WS on all machines. Local Project Folder Setup can be done outside of this structure after installation.

Note: Outside Organizations may choose a different location.

The 2 steps below explain the actions required for a local configuration installation.

STEP 1 Unzipping the WorkSpace files and folders

- a) Close all Bentley products before proceeding to the next step.
- b) Verify an existing installation does not already exist at C:\ProgramData\AEC_WS. If so, delete or rename the folder to avoid unwanted files from corrupting the workspace integrity or from losing working/project files that need to be kept. The recommendation is to rename the existing directory to C:\ProgramData\AEC_WS_<date> before installing the latest WorkSpace to preserve data that may have been added manually.
- c) Download the appropriate version WorkSpace zip file located on the *CAD/BIM Technology Center* website.

Website: [CAD-BIM Center Website](#)

- d) The zip file was created with the default folder structure locations intact, therefore unzip the WorkSpace zip file to **C:** making sure to not add any additional folder names while unzipping. Shown below are the **EXACT SETTINGS** when using 7-Zip. Failure to unzip to the root **C:** drive will result in a non-functional workspace.

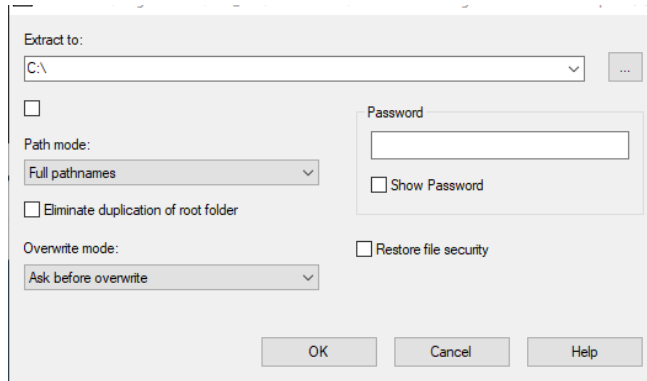


Figure 1-d: 7Zip settings

Note: It is possible that you will receive a message asking if it is acceptable to overwrite file(s) during this process. If you receive this message immediately upon the start of unzipping the Workspace zip file, it is likely the AEC_WS folder still exists. If this happens, choose NO and refer to Step 1-b above to delete or rename the existing AEC_WS folder. If you receive the message at the end of the unzipping of the zip file, choose YES as it is overwriting the program config files to point the programs to the local workspace, listed in Step 2-b below. (e.g., MS, OBD, ORD, PS)

STEP 2 Verification of the files and folders extraction process

- a) In Windows Explorer verify the following folder structure now exists:
C:\ProgramData\AEC_WS\...

Note: Depending on Windows Explorer settings, this folder structure may be hidden. To view hidden folders in Windows Explorer, go to the View Tab and check the option – “Hidden items”, highlighted in the image below:

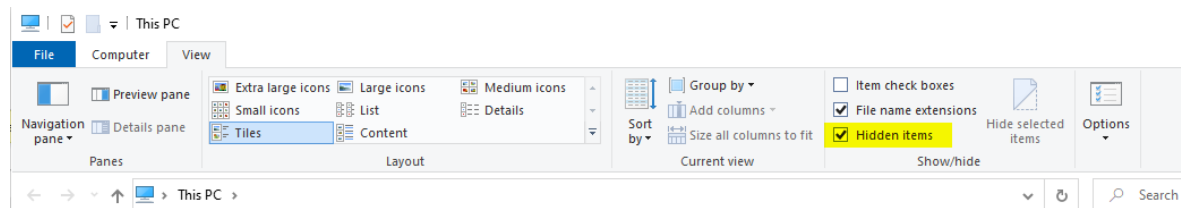
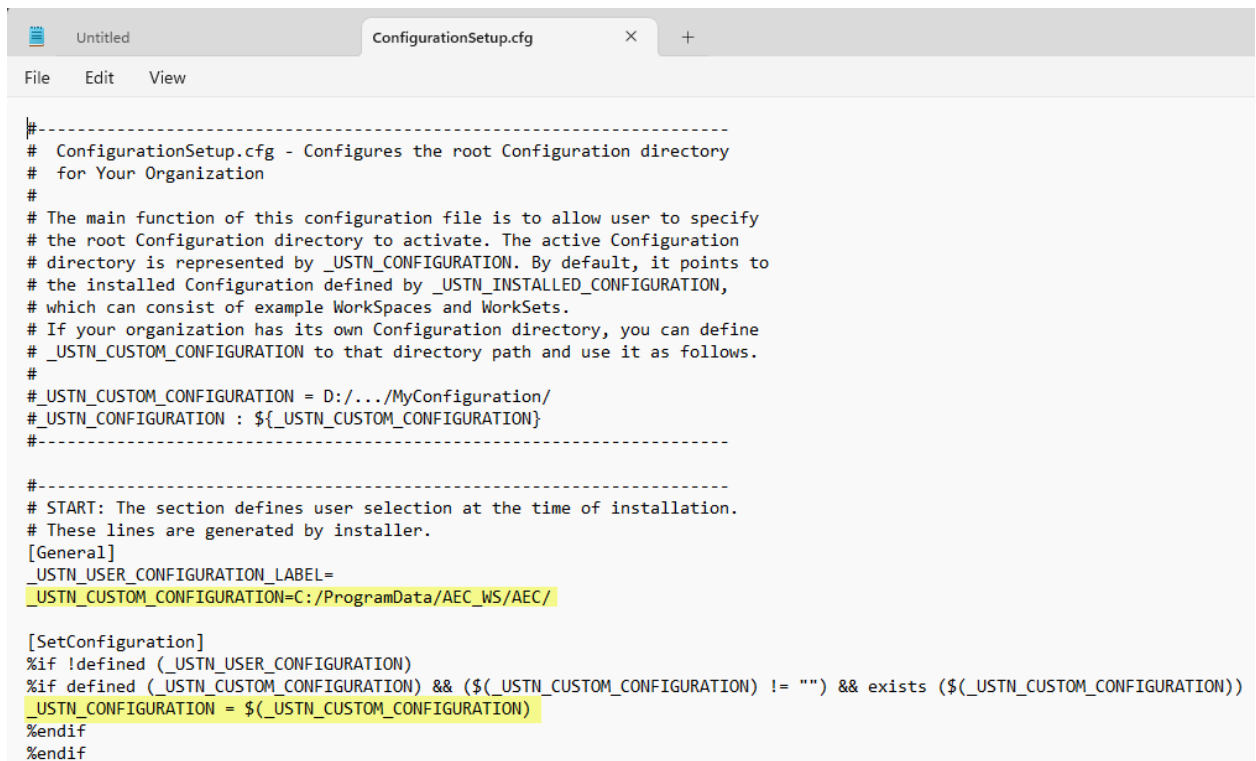


Figure 2-a: Folder view settings

- b) Open the following file(s) in Notepad as shown below:
- For **MicroStation** users:
 - C:\ProgramData\Bentley\MicroStation CONNECT Edition\Configuration\ConfigurationSetup.cfg
 - For **OpenRoads Designer** users:
 - C:\ProgramData\Bentley\OpenRoads Designer CE 10.12\Configuration\ConfigurationSetup.cfg
 - For **OpenBuildings Designer** users:
 - C:\ProgramData\Bentley\OpenBuildings CONNECT Edition\Configuration\ConfigurationSetup.cfg
 - For **ProStructures** users:
 - C:\ProgramData\Bentley\ProStructures CONNECT Edition\Configuration\ConfigurationSetup.cfg
- c) Examine the configuration file(s) listed above, verify the following configuration variable is set and pointing to the folder structure as shown:



```
#-----
# ConfigurationSetup.cfg - Configures the root Configuration directory
# for Your Organization
#
# The main function of this configuration file is to allow user to specify
# the root Configuration directory to activate. The active Configuration
# directory is represented by _USTN_CONFIGURATION. By default, it points to
# the installed Configuration defined by _USTN_INSTALLED_CONFIGURATION,
# which can consist of example WorkSpaces and WorkSets.
# If your organization has its own Configuration directory, you can define
# _USTN_CUSTOM_CONFIGURATION to that directory path and use it as follows.
#
# _USTN_CUSTOM_CONFIGURATION = D:/.../MyConfiguration/
# _USTN_CONFIGURATION : ${ _USTN_CUSTOM_CONFIGURATION}
#-----

#-----
# START: The section defines user selection at the time of installation.
# These lines are generated by installer.
[General]
_USTN_USER_CONFIGURATION_LABEL=
_USTN_CUSTOM_CONFIGURATION=C:/ProgramData/AEC_WS/AEC/

[SetConfiguration]
%if !defined ( _USTN_USER_CONFIGURATION)
%if defined ( _USTN_CUSTOM_CONFIGURATION) && ( $( _USTN_CUSTOM_CONFIGURATION) != "" ) && exists ( $( _USTN_CUSTOM_CONFIGURATION) )
_USTN_CONFIGURATION = $( _USTN_CUSTOM_CONFIGURATION)
%endif
%endif
```

Figure 2-c: startup configuration file

Note: The configuration variables highlighted must point to the folder location as shown. Alternate installations will be covered in another document.

- d) Save and close the configuration file(s) opened above.
- e) For a quick verification that the WorkSpaces are now loading properly for MicroStation, OpenRoads Designer, or ProStructures, select “Custom Configuration” on the left side then confirm the AEC * WorkSpaces are now listed as shown:

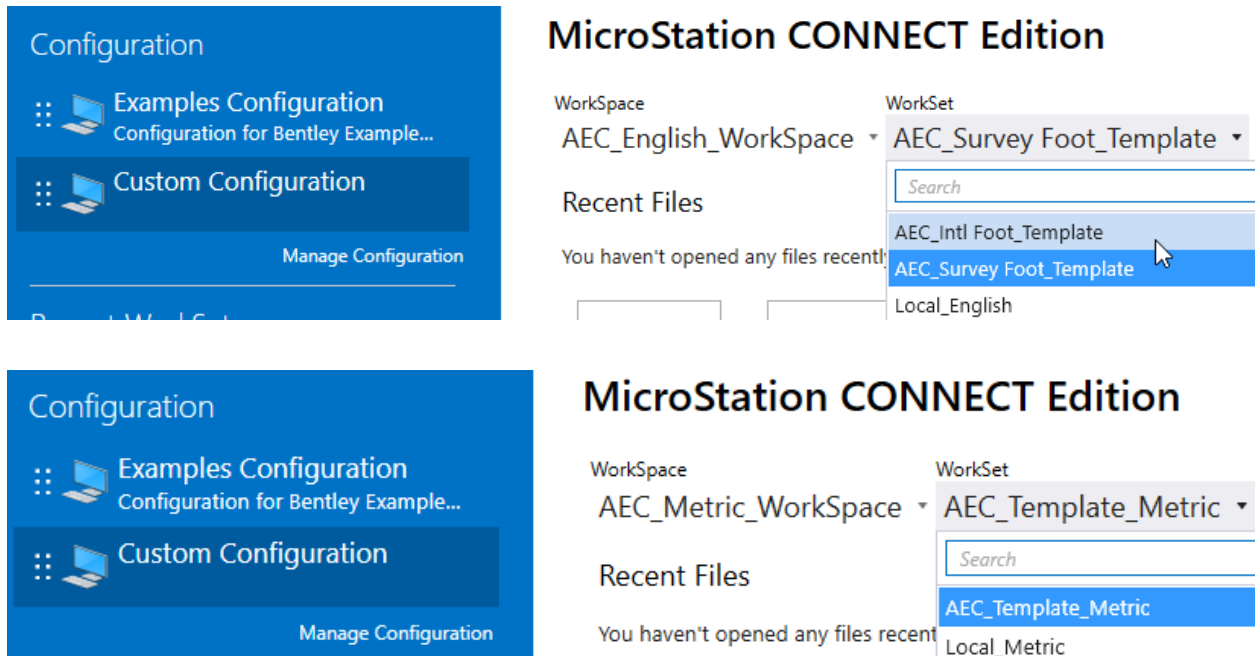
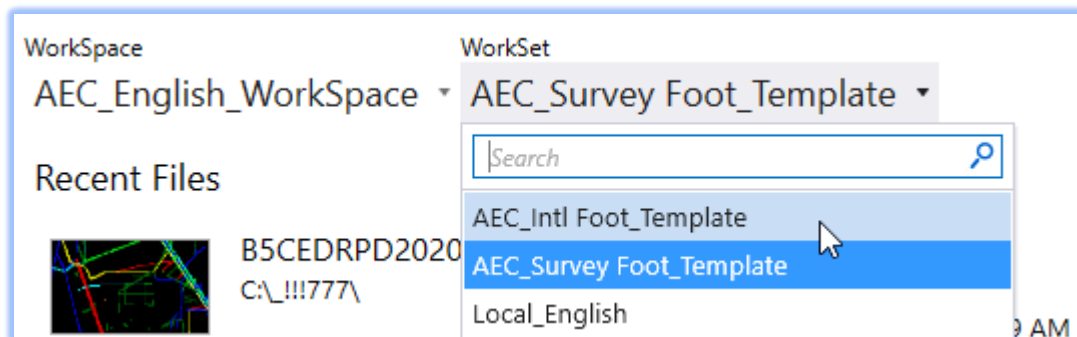


Figure 2-e: Workspaces available in MS, PS, and ORD software (MS example shown)

- f) For a quick verification that the WorkSpaces are now loading properly for OpenBuildings Designer, confirm the AEC * WorkSpaces are now listed as shown:



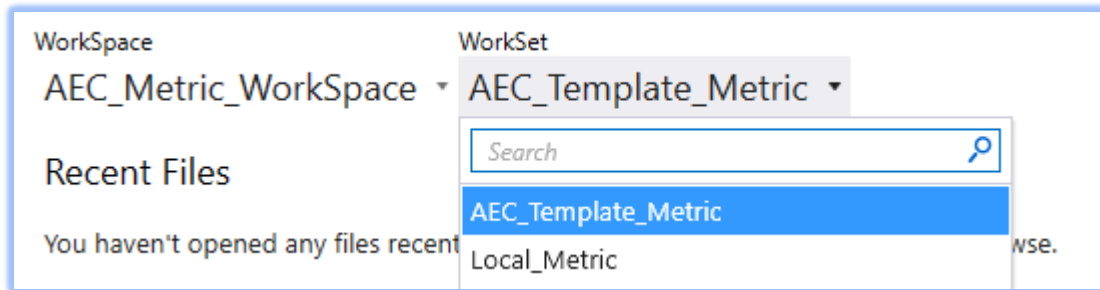


Figure 2-f: Workspaces available in OBD software

g) Workspace Installation Complete

Network Installation

STEP 1 Upload the AEC_WS folder structure

Prerequisite: Prior to these steps, recommend following the Local PC Installation instructions (as previously covered in this document) for unzipping the WorkSpace files. **WARNING: If the WorkSpace is installed in a different folder or set of folders, recommend the WorkSpace files are unzipped as close to the root of the C: drive or shared drive as possible. Reason - The longer the file name/path length, the greater the chance for potential file export issues.** Instructions below utilize the default local installation location.

- a) Copy the “C:\ProgramData\AEC_WS\” including files and subfolders to a network share location visible by all CAD technicians

Example:

R:\Agency Standards\AEC_WS\

or

UNC Path Example (Shared Network Folder):

\\computer name\share name\AEC_WS\

Note: Make sure to only copy the **AEC_WS** folder and all of its sub folders. Do not attempt to copy the entire C:\ProgramData\ folder structure.

IMPORTANT: The folder name “AEC_WS” is hard coded in the overall configuration. **Do not rename this folder!!** Once the C:\ProgramData\AEC_WS\ folder and all subfolders have been successfully copied and verified, you may choose to delete this folder structure from the local hard drive.

- b) Copy of AEC_WS folder and sub folders to network complete

STEP 2 Modify software startup configuration files

This Step will show you how to modify the ConfigurationSetup.cfg file(s) to point to the revised **AEC_WS** (Configuration and Standards) location.

- a) Open the following file(s) in Notepad as shown below:

For **MicroStation** users:

C:\ProgramData\Bentley\MicroStation CONNECT
Edition\Configuration\ConfigurationSetup.cfg

For **OpenRoads Designer** users:

C:\ProgramData\Bentley\OpenRoads Designer CE
10.12\Configuration\ConfigurationSetup.cfg

For **OpenBuildings Designer** users:

C:\ProgramData\Bentley\OpenBuildings CONNECT
Edition\Configuration\ConfigurationSetup.cfg

For **ProStructures** users:

C:\ProgramData\Bentley\ProStructures CONNECT
Edition\Configuration\ConfigurationSetup.cfg

- b) Edit the configuration file(s) listed above, set the configuration variable to point to the revised folder structure as shown:

_USTN_CUSTOM_CONFIGURATION=R:/Agency Standards/AEC_WS/AEC/

Or

_USTN_CUSTOM_CONFIGURATION=//computer_name/share_name/AEC_WS/AEC/

Notes:

- i. Make sure to include the trailing forward slash "/" at the end of the line.
- ii. In the UNC path example above, make sure to replace "computer name" and "share name" with your appropriate values.

- c) Review the "IF" Statement section and verify the following configuration variable setting. If it is not as shown below, make the revisions.

_USTN_CONFIGURATION = \$_USTN_CUSTOM_CONFIGURATION)

- d) Save and close the configuration file(s) above.
e) Step complete.

Local/Network Installation – Moving the Project (Workset) folders

STEP 1 Create alternate location for Project (WorkSet) folders

There are two options for location of Project (Workset) folders. The first option is that the Project (WorkSet) folders may remain within the workspace structure as installed.

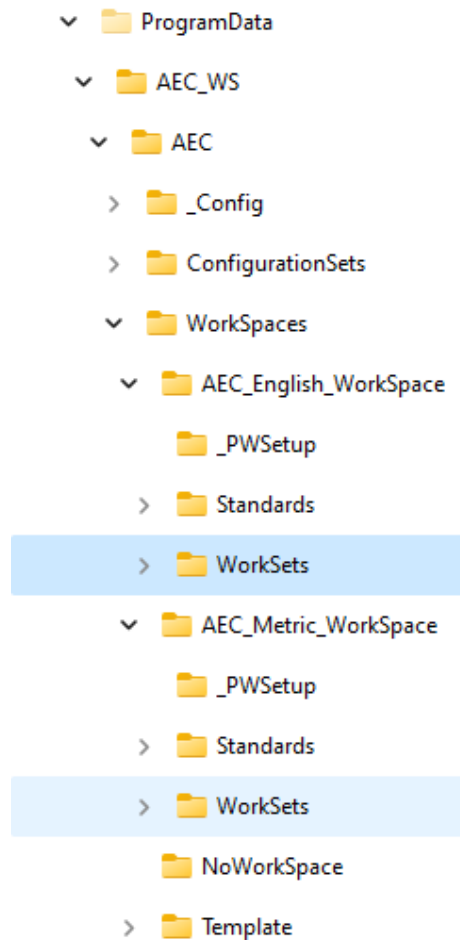


Figure 1: Project (Workset) default location

*The second option is that the Project (Workset) folders may be located elsewhere on the network or local PC (referred to as the “**Project Data Location**”). The following steps are to redirect the workspace to the new location.*

Assuming again that the local PC installation was done, follow these steps below to setup a location for project templates to be used on projects.

- a) In the **Project Data Location** create two new sub-folders (only the folder(s) being used need be created):

C:*folder name***AEC_English_Workspace**\

C:*folder name***AEC_Metric_Workspace**\

or

P:*folder name***AEC_English_Workspace**\

P:*folder name***AEC_Metric_Workspace**\

or

[\\computer](#) *name**share name***AEC_English_Workspace**\

[\\computer](#) *name**share name***AEC_Metric_Workspace**\

Important: You must use these folder names shown above in **boldface** type. They are hard coded in the configuration files.

b) Option for English Projects:

- i. Navigate to the worksets folder:

C:\ProgramData\AEC_WS\AEC\WorkSpaces\AEC_English_WorkSpace\WorkSets

- ii. Copy the English template folders to the Project Data location created in Step 1-a for English

c) Option for Metric Projects:

- i. Navigate to the folder:

C:\ProgramData\AEC_WS\AEC\WorkSpaces\AEC_Metric_WorkSpace\WorkSets

- ii. Copy the Metric template folders to the Project Data location created in Step 1-a for Metric.

d) Step complete.

STEP 2 Modify configuration files for new project Location

These Steps will define how to modify the *AEC_English_Workspace.cfg* and/or *AEC_Metric_Workspace.cfg* files to redirect the configuration variable `_USTN_WORKSETSDGNWSROOT`. This configuration variable defines the location for all the *.DGNWS files. These files store all the sheet index information for each WorkSet.

a) Open the following files in Notepad:

C:\Agency Standards\AEC_WS\AEC\WorkSpaces\AEC_English_WorkSpace.cfg

C:\Agency Standards\AEC_WS\AEC\WorkSpaces\AEC_Metric_WorkSpace.cfg

Or

R:\Agency Standards\AEC_WS\AEC\WorkSpaces\AEC_English_WorkSpace.cfg

R:\Agency Standards\AEC_WS\AEC\WorkSpaces\AEC_Metric_WorkSpace.cfg

Or

\\computer name\share name\AEC_WS\AEC\WorkSpaces\AEC_English_WorkSpace.cfg

\\computer name\share name\AEC_WS\AEC\WorkSpaces\AEC_Metric_WorkSpace.cfg

b) Edit the line of the configuration files listed above that begins with the following syntax:

`#_USTN_WORKSETSDGNWSROOT`

Uncomment by removing the “#” and edit the configuration variable to the revised folder location as shown:

English Configuration File:

`_USTN_WORKSETSDGNWSROOT = C:/Project Data/${_USTN_WORKSPACENAME}/`

Or

`_USTN_WORKSETSDGNWSROOT = P:/Project Data/${_USTN_WORKSPACENAME}/`

Or

`_USTN_WORKSETSDGNWSROOT = //computer name/share name/${_USTN_WORKSPACENAME}/`

Metric Configuration File:

_USTN_WORKSETSDGNWSROOT = **P:/Project Data/**\$_USTN_WORKSPACENAME)/

Or

_USTN_WORKSETSDGNWSROOT = **P:/Project Data/**\$_USTN_WORKSPACENAME)/

Or

_USTN_WORKSETSDGNWSROOT = **//computer name/share name/**\$_USTN_WORKSPACENAME)/

Note:

- Make sure not to forget the trailing forward slash “/” at the end of the line.
- In the UNC path example above make sure to replace “computer name” and “share name” with appropriate values.
- Remove the **#** symbol from the beginning of the line to enable.
- Typically, the highlighted values would be changed.

c) Save and close the configuration file(s) opened above.

d) Step complete.

STEP 3 Modify configuration files for new projects

Modify the *AEC_Template_English.cfg* and *AEC_Template_Metric.cfg* files to revise the configuration variable _USTN_WORKSETROOT. This configuration variable defines the location for the Project Data files specific to the selected WorkSet.

a) Open the following files in Notepad:

C:\ProgramData\AEC_WS\AEC\WorkSpaces\AEC_English_WorkSpace\WorkSets\AEC_Template_English.cfg

C:\ProgramData\AEC_WS\AEC\WorkSpaces\AEC_Metric_WorkSpace\WorkSets\AEC_Template_Metric.cfg

Or

R:\Agency Standards\AEC_WS\AEC\WorkSpaces\AEC_English_WorkSpace\WorkSets\AEC_Template_English.cfg

R:\Agency Standards\AEC_WS\AEC\WorkSpaces\AEC_Metric_WorkSpace\WorkSets\AEC_Template_Metric.cfg

Or

\\computer name\share name\AEC_WS\AEC\WorkSpaces\AEC_English_WorkSpace.cfg

\\computer name\share name\AEC_WS\AEC\WorkSpaces\AEC_Metric_WorkSpace.cfg

- b) Edit the line of the configuration files listed above that begins with the following syntax:
`#_USTN_WORKSETROOT`
Uncomment by removing the “#” at the beginning and edit the configuration variable to the revised folder location as shown:

English Configuration File:

`_USTN_WORKSETROOT = C:/Project Data/$_USTN_WORKSPACENAME)/$_USTN_WORKSETNAME)/`

Or

`_USTN_WORKSETROOT = //computer name/share name/$_USTN_WORKSPACENAME)/$_USTN_WORKSETNAME)/`

Or

`_USTN_WORKSETROOT = P:/Project Data/$_USTN_WORKSPACENAME)/$_USTN_WORKSETNAME)/`

Metric Configuration File:

`_USTN_WORKSETROOT = C:/Project Data/$_USTN_WORKSPACENAME)/$_USTN_WORKSETNAME)/`

Or

`_USTN_WORKSETROOT = //computer name/share name/$_USTN_WORKSPACENAME)/$_USTN_WORKSETNAME)/`

Or

`_USTN_WORKSETROOT = P:/Project Data/$_USTN_WORKSPACENAME)/$_USTN_WORKSETNAME)/`

Note:

- Make sure not to forget the trailing forward slash “/” at the end of the line.
- In the UNC path example above make sure to replace “computer name” and “share name” with your appropriate values.
- Remove the # symbol from the beginning of the line to enable.
- Typically, the highlighted values would be changed.

- c) Save and close the configuration file(s) opened above.
d) Step complete.

ProjectWise Installation

Prerequisite: It is recommended to follow the Local PC Installation prior to these steps to avoid long file name and folder depth issues. Instructions below assume this step is completed.

STEP 1 Uploading the Workspace files and folders

- a) Upload the folder *C:\ProgramData\AEC_WS* to ProjectWise to the *...Documents\Standards* Folder – it is recommended to use the ProjectWise Bulk Load User Tool for this step.
- b) Rename the folder *[ProjectWise]\AEC_WS* to *[ProjectWise \Bentley_WS* in ProjectWise once the upload is complete.
- c) In ProjectWise, Verify or change the folder name *...Documents\Standards\AEC_WS\ConfigurationAEC* to *...Documents\Standards\AEC_WS\ConfigurationAEC_4_0*, where the last digits represent the version of the workspace being installed. This is so subsequent releases can be installed side by side with to aid in transitioning to newer releases.
- d) Set permissions so that the Local CADBIM manager's administrative account has r/w permissions and everyone else is read-only. For USACE this is managed by the Enterprise ProjectWise Administrators - file write permissions are given to the *...Documents\Standards\Bentley_WS\ConfigurationAEC_4_0\Organization* folder and subfolders.
- e) Step complete.

STEP 2 Create Configuration Settings Blocks (CSB's)

Create Common Predefined CSB

- In ProjectWise Administrator, log in to the appropriate datasource and go to *WorkSpace > Managed > Predefined*.
- Right-click on "Predefined" and select *New > Configuration Block*.

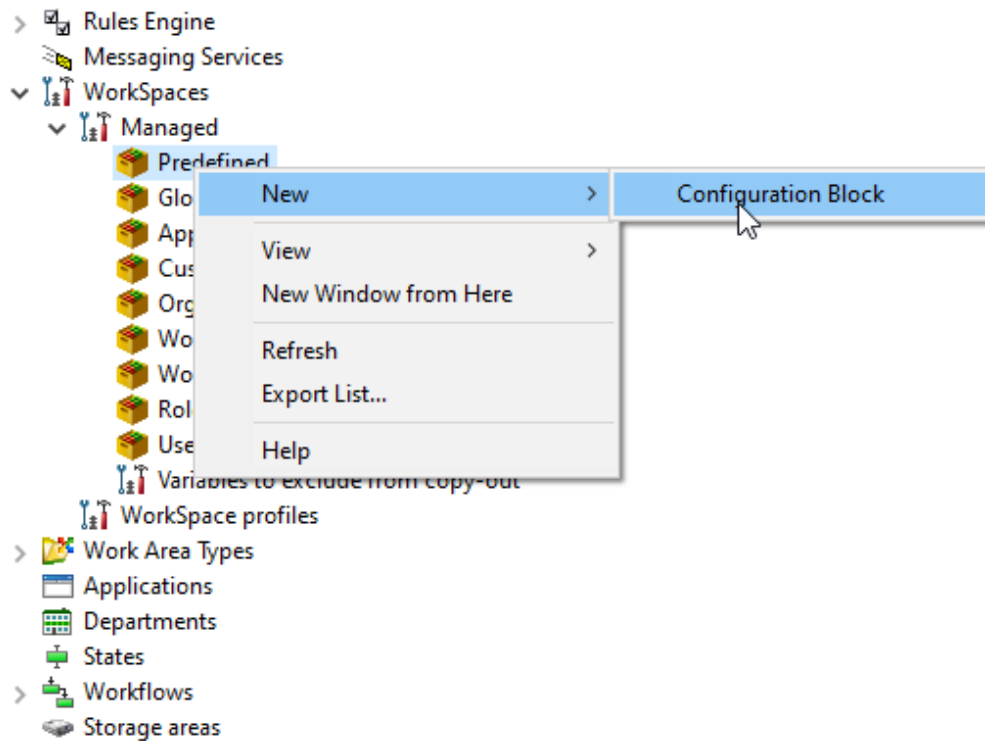


Figure 2-b

- Name the CSB "AEC Common Predefined 1.5"

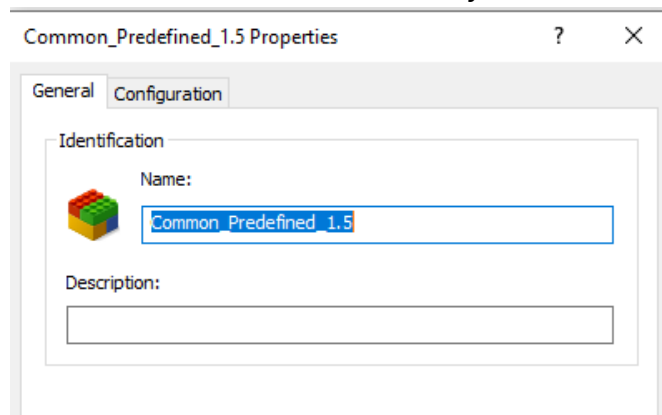


Figure 2-c

d) Select the configuration tab, click on the “+” icon and select “Add Variable”

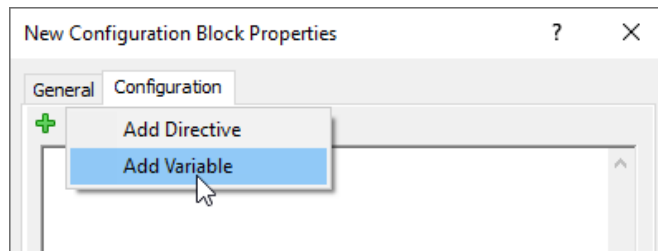
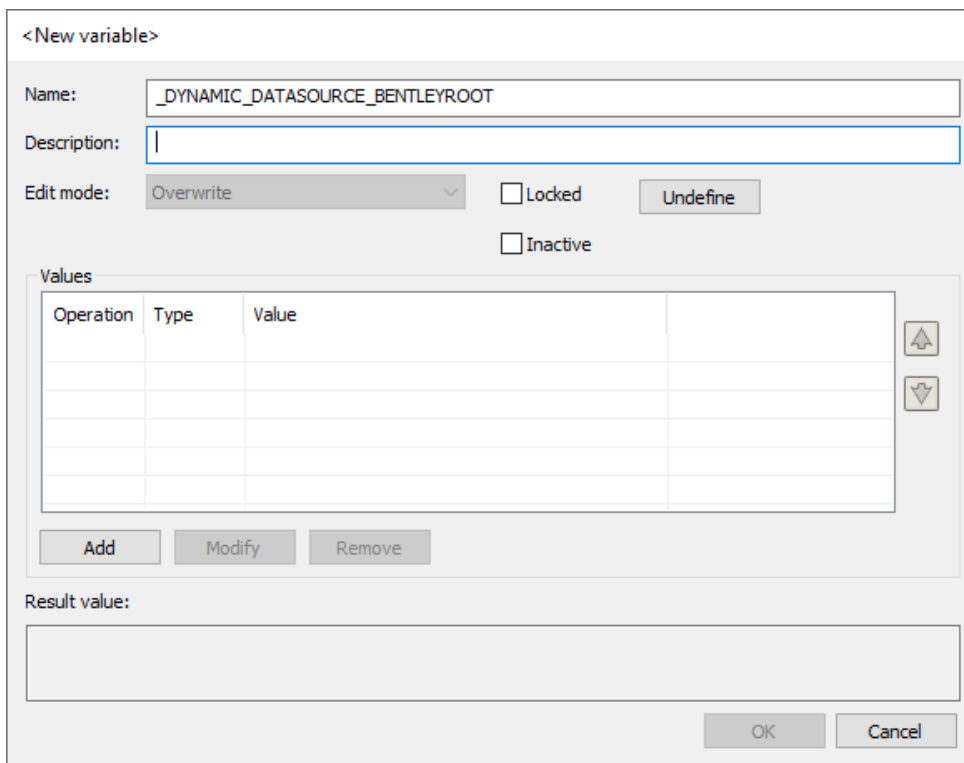


Figure 2-d

e) Add the “_DYNAMIC_DATASOURCE_BENTLEYROOT” variable

The image shows a dialog box titled "<New variable>". It has several fields and controls:

- Name:** A text field containing the text "_DYNAMIC_DATASOURCE_BENTLEYROOT".
- Description:** An empty text field.
- Edit mode:** A dropdown menu set to "Overwrite".
- Locked:** An unchecked checkbox.
- Undefined:** A button.
- Inactive:** An unchecked checkbox.
- Values:** A section containing a table with three columns: "Operation", "Type", and "Value". The table is currently empty. To the right of the table are two arrow buttons (up and down).
- Buttons:** Below the table are three buttons: "Add", "Modify", and "Remove".
- Result value:** An empty text field.
- OK/Cancel:** Two buttons at the bottom right of the dialog.

Figure 2-e

- g) Assign the variable using the “String” Value Type and set the Value to `@:/Standards/Bentley_WS/`.

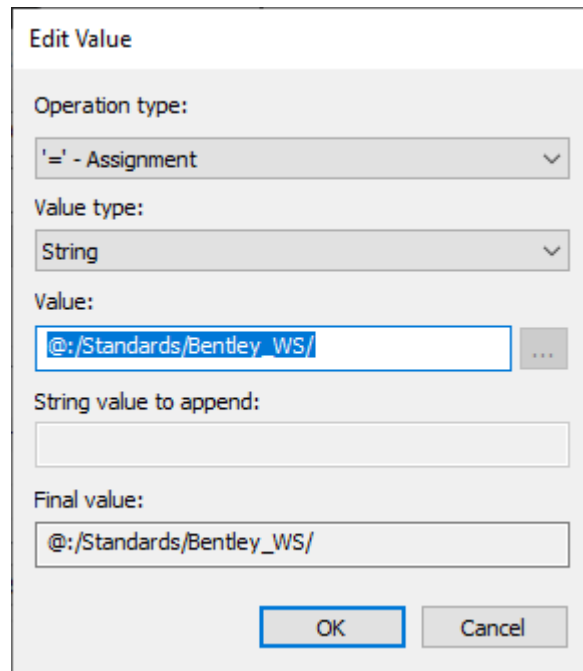


Figure 2-g

- h) Create a second entry in CSB using “Add Directive”

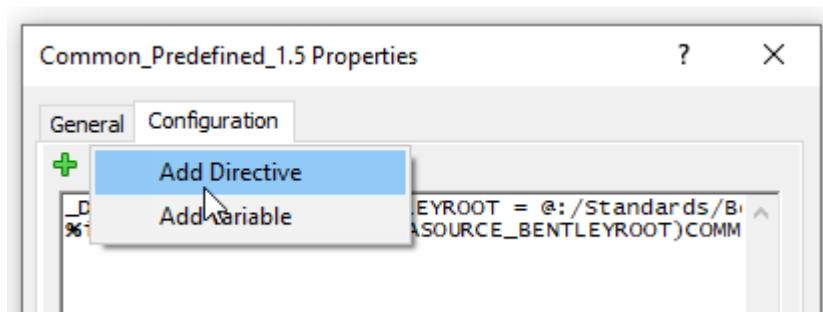


Figure 2-h

- i) Select directive type “%include” and select “Add”

Modify Directive

Directive: %include

Description:

☐ Inactive

Values

Type	Value

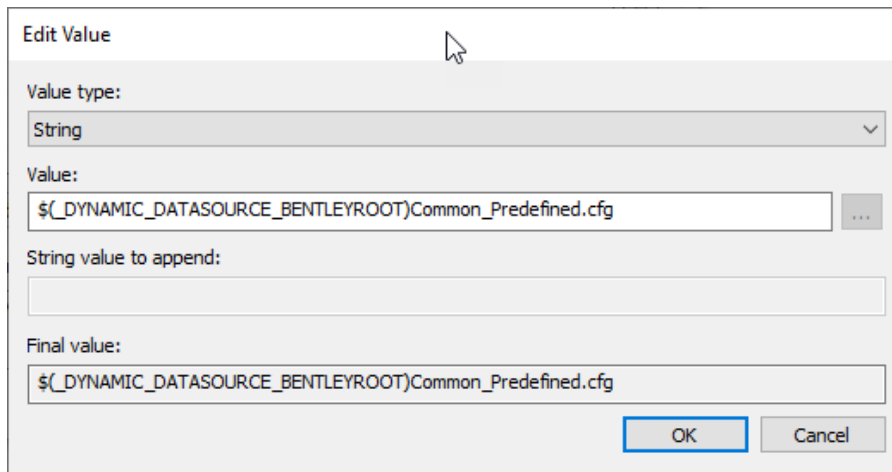
Add Modify Remove

Result value

OK Cancel

Figure 2-i

- j) Select Value type “String” and enter the following and select “OK”:
\$(_DYNAMIC_DATASOURCE_BENTLEYROOT)Common_Predefined.cfg



The 'Edit Value' dialog box is shown. It has a title bar 'Edit Value'. Inside, there is a 'Value type:' dropdown menu set to 'String'. Below it is a 'Value:' text box containing the text '\$(_DYNAMIC_DATASOURCE_BENTLEYROOT)Common_Predefined.cfg'. There is a 'String value to append:' text box which is empty. At the bottom, there is a 'Final value:' text box also containing '\$(_DYNAMIC_DATASOURCE_BENTLEYROOT)Common_Predefined.cfg'. At the bottom right are 'OK' and 'Cancel' buttons.

Figure 2-j

- k) **Note:** The resulting CSB should look like this (Hint: Select the icon shown to expand the syntax)

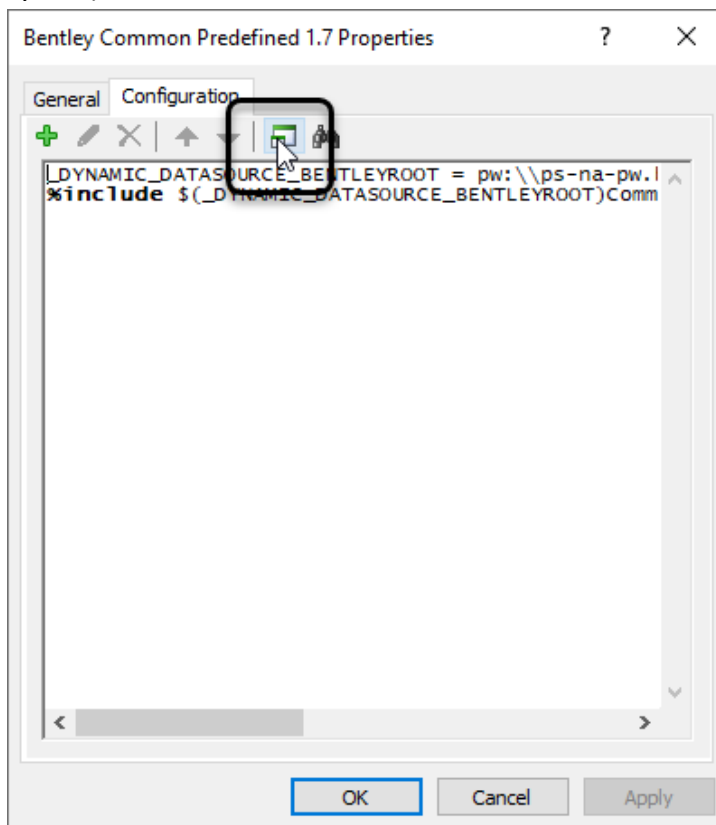


Figure 2-k

- l) The expanded syntax should look exactly like Figure 2-n below:



Figure 2-l

Create AEC_SvyFt_4_0 CSB

Note: The following steps can be repeated for each WorkSpace to be used such as AEC_Metric_4_0, International Feet, or custom client.

- m) In ProjectWise Administrator, log in to the appropriate datasource and go to *WorkSpace* > *Managed* > *Predefined*.

n) Right-click on “Predefined” and select *New > Configuration Block*.

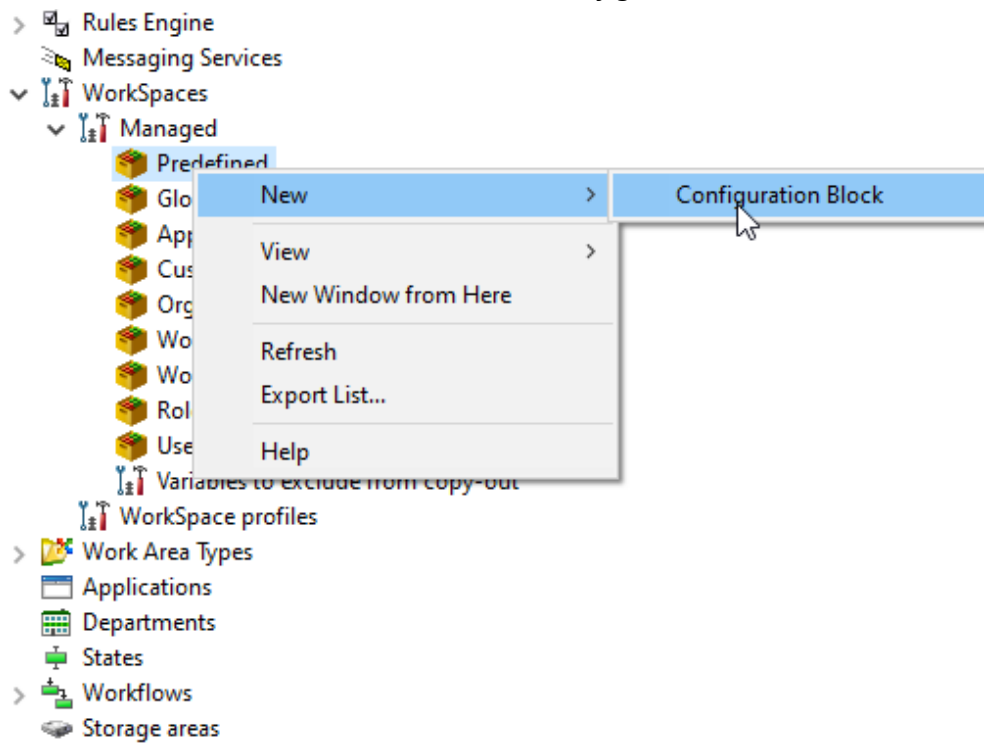


Figure 2-n

o) Name the CSB “AEC_SvyFT_4_0”

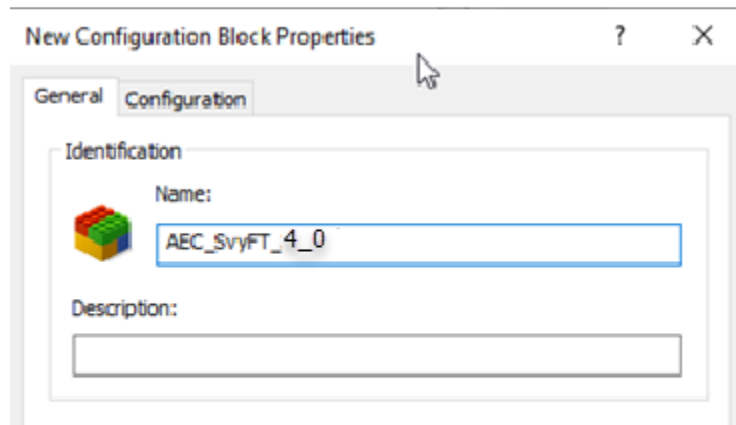


Figure 2-o

p) Select the configuration tab, click on the “+” icon and select “Add Directive”

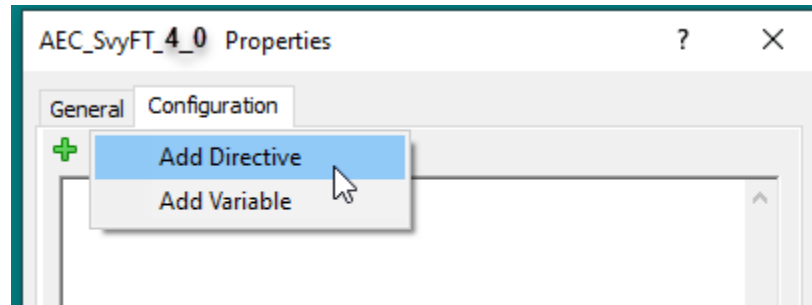


Figure 2-p

q) Select directive type “%if” and select “Add”

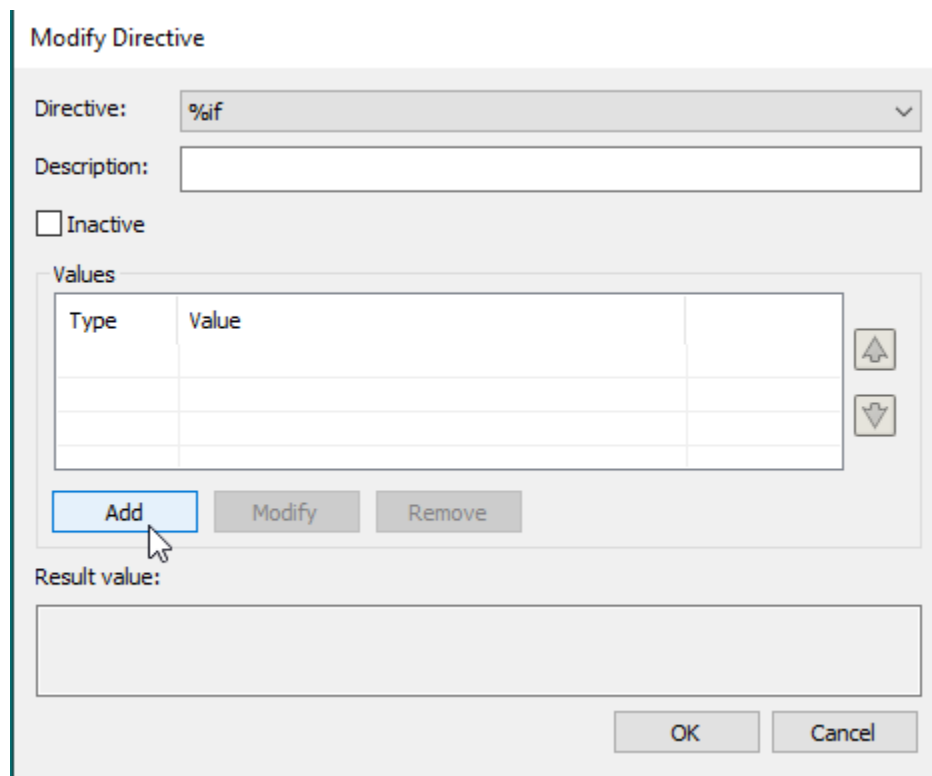


Figure 2-q

- r) Create a second entry in CSB using “Add Directive”

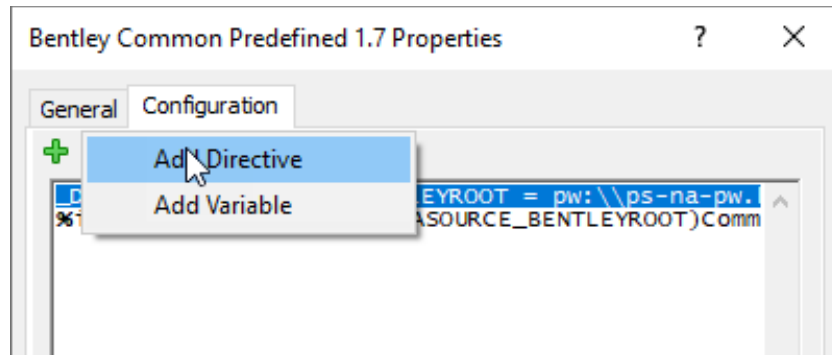


Figure 2-r

- s) Select Value type “String” and enter the value “defined (VERSION_8_11)” and select “OK”:

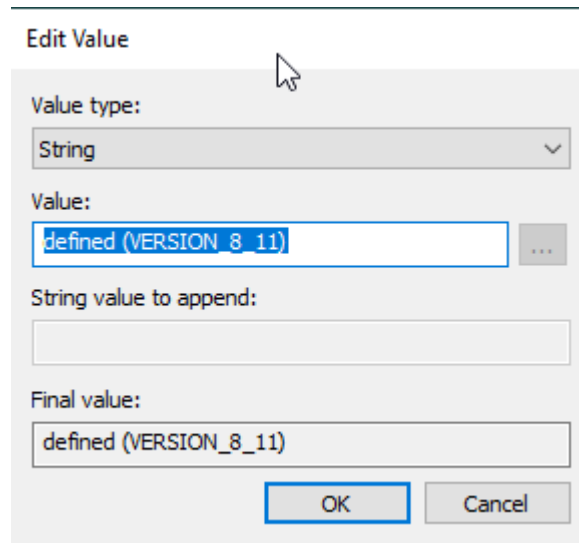


Figure 2-s

- t) Select “Add” again and create another Directive of “%error” and select “ADD”. Enter a Value Type of “String” with a Value of “This Work Area not configured for V8i”

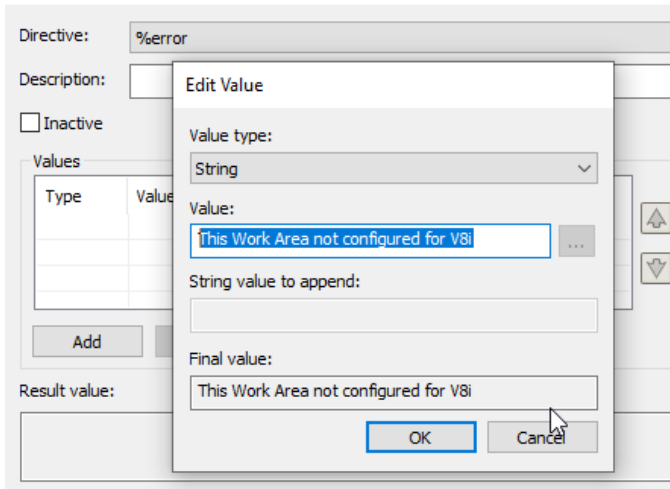


Figure 2-t

- u) Create another Directive “%elif”, select Add to add a “String” value of “defined (_VERSION_10_0)”

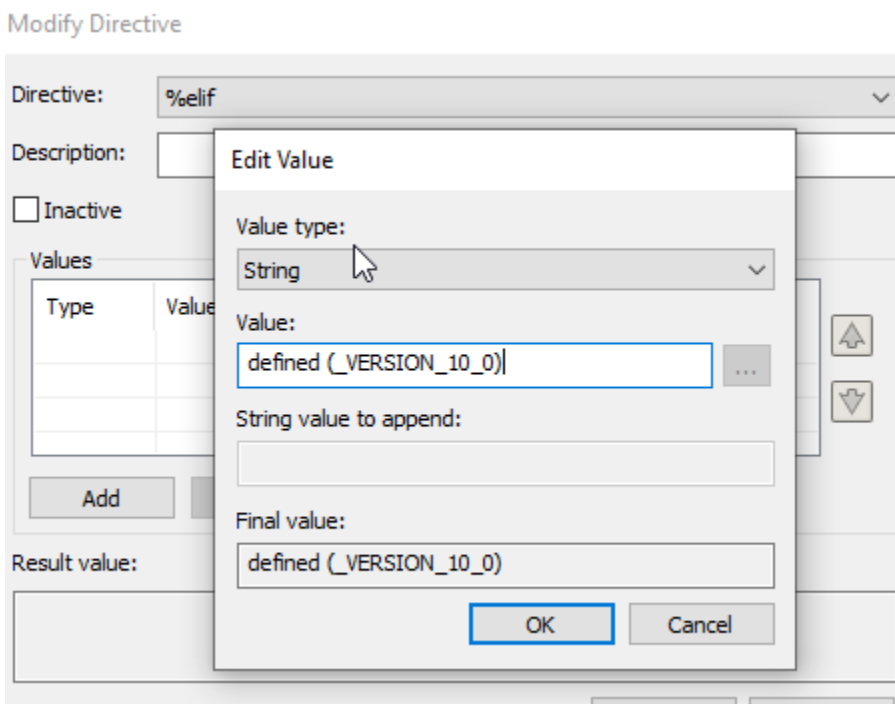


Figure 2-u

v) Next add a Variable

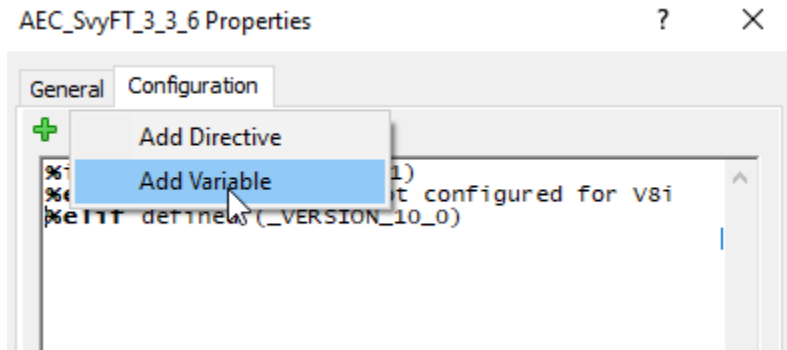


Figure 2-v

w) Name it “_DYNAMIC_CWORKSPACENAME” and select Add

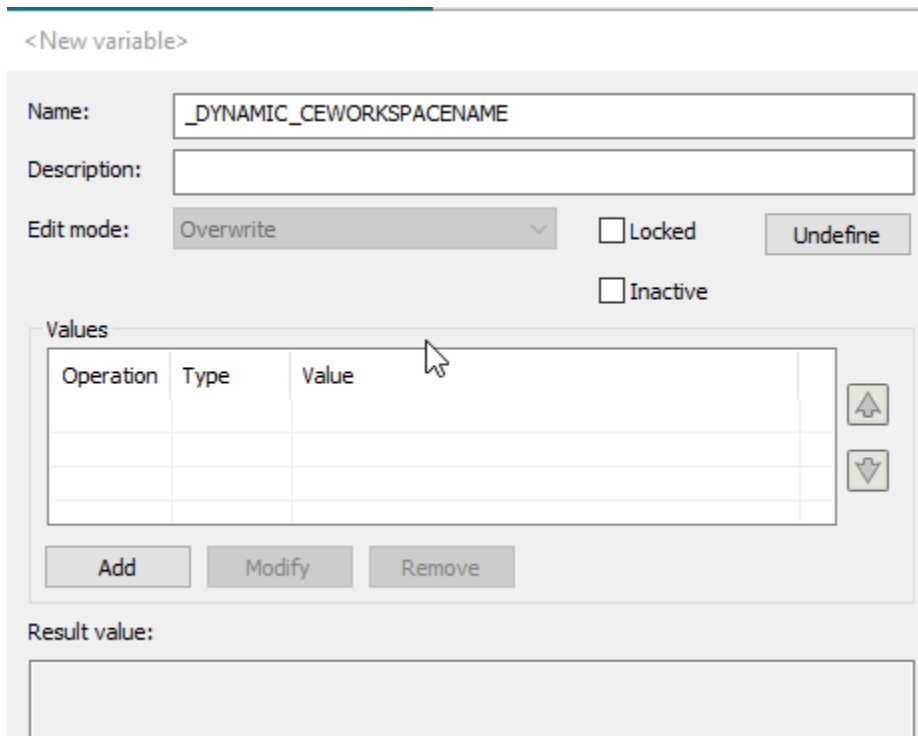
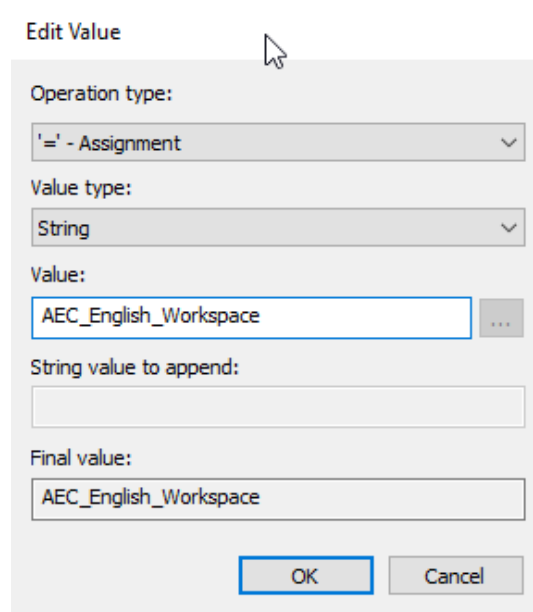


Figure 2-w

- x) Set Operation Type to “=’ – Assignment” and Value Type to “String”. Enter a value of “AEC_English_Workspace”.



Edit Value

Operation type:
'= - Assignment

Value type:
String

Value:
AEC_English_Workspace

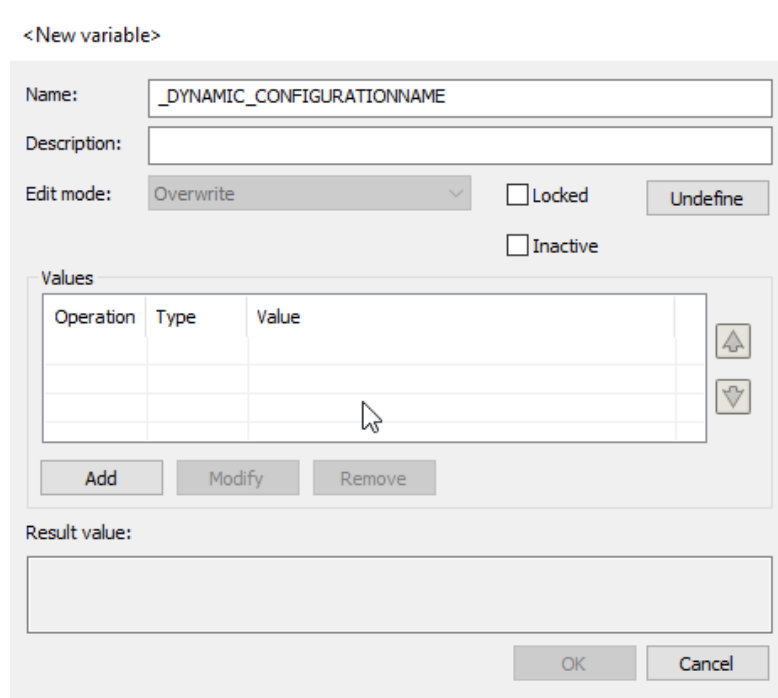
String value to append:

Final value:
AEC_English_Workspace

OK Cancel

Figure 2-x

- y) Add another Variable and name it “_DYNAMIC_CONFIGURATIONNAME” and select Add



<New variable>

Name: _DYNAMIC_CONFIGURATIONNAME

Description:

Edit mode: Overwrite

☐ Locked

Undefine

☐ Inactive

Values

Operation	Type	Value

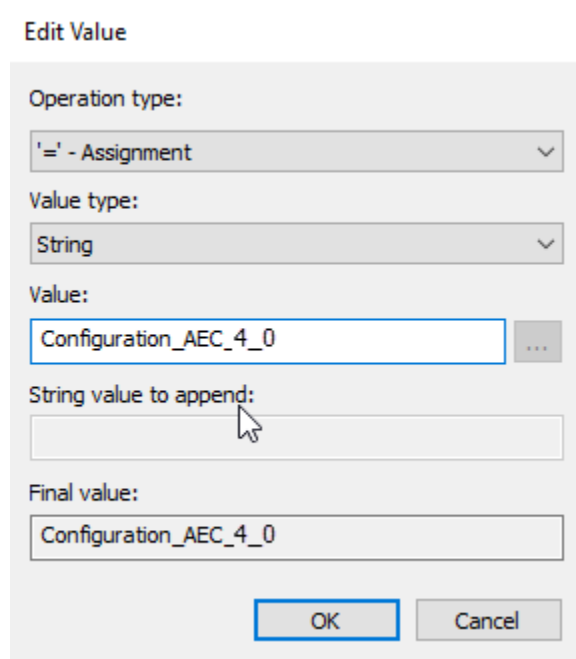
Add Modify Remove

Result value:

OK Cancel

Figure 2-y

- z) Set Operation Type to “=’ – Assignment” and Value Type to “String”. Enter a value of “Configuration_AEC_4_0”. This will match the name of the ProjectWise folder renamed in step

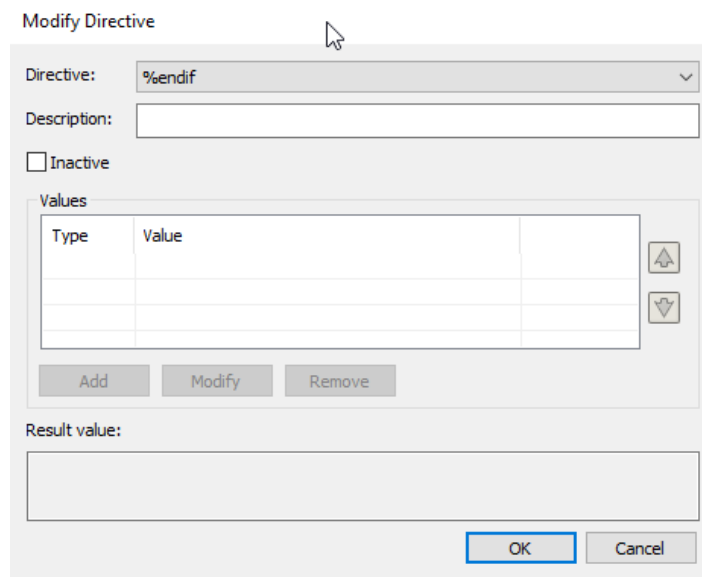


The 'Edit Value' dialog box contains the following fields and controls:

- Operation type:** A dropdown menu with the selected value ' = ' - Assignment.
- Value type:** A dropdown menu with the selected value String.
- Value:** A text input field containing 'Configuration_AEC_4_0'.
- String value to append:** An empty text input field.
- Final value:** A text input field containing 'Configuration_AEC_4_0'.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right.

Figure 2-z

- aa) Next Add a new Directive and set the Directive to “%endif”



The 'Modify Directive' dialog box contains the following fields and controls:

- Directive:** A dropdown menu with the selected value %endif.
- Description:** An empty text input field.
- Inactive:** An unchecked checkbox.
- Values:** A table with columns 'Type' and 'Value'.

Type	Value
- Buttons:** 'Add', 'Modify', and 'Remove' buttons below the Values table.
- Result value:** An empty text input field.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right.

Figure 2-aa

bb) Add a new Directive and set the Directive to “%include”

Modify Directive

Directive: %include

Description:

☐ Inactive

Values

Type	Value

Add Modify Remove

Result value:

OK Cancel

Figure 2-bb

cc) Select Add and set the Value Type to “Configuration Setting Block By Mask”, then set the Value to “Common_Predefined_1_5” to match the settings block name created earlier.

Edit Value

Value type: Configuration Setting Block By Mask

Value: Common_Predefined_1.5

String value to append:

Final value: <Common_Predefined_1.5>

OK Cancel

Figure 2-cc

dd) Click the Apply button to save the CSB. Then select the button shown to expand the CSB and verify settings are as follows:

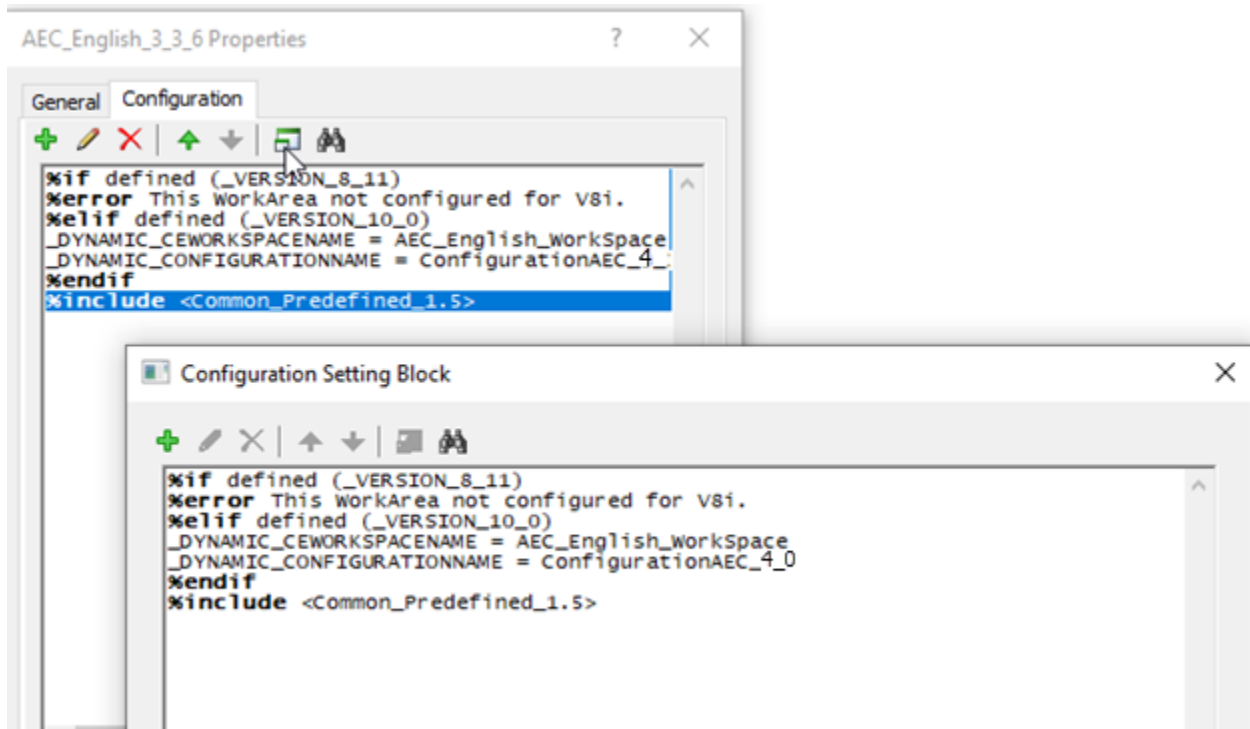


Figure 2-dd

ee) Once complete, click OK to close any open CSB dialog boxes.

STEP 3 Assign CSB's to the template Work Area

Note: Workspace CSB's can be assigned to any folder specifically and or use inheritance from folders above and to sub folders. Best Practice is to assign the CSB's to the Work Area root folder.

Important: Certain requirements must be met for the workspace to properly function due to specific paths being hard coded into the configuration.

- Use the delivered Workset Templates located at
 - ...*\Documents\Standards\Bentley_WS\AEC\WorkSpaces\AEC_English_WorkSpace\WorkSets\AEC_Intl Foot_Template*
 - ...*\Documents\Standards\Bentley_WS\AEC\WorkSpaces\AEC_English_WorkSpace\WorkSets\AEC_Survey Foot_Template*
 - ...
\Documents\Standards\Bentley_WS\AEC\WorkSpaces\AEC_Metric_WorkSpace\WorkSets\AEC_Template_Metric

-OR-

- Copy the Plan Sets folder from the templates above and place it in your Work Area at the root level. Be sure to select the Plan Sets folder from the appropriate units template based on the units of your project. This folder is where all CAD related files will reside.
- a) Locate your project Work Area or template and go to the properties of the folder and select the Workspace tab.
 - b) Right click on any CSB's that may be assigned and remove them

c) Right click on the Predefined category and select “Add Association”

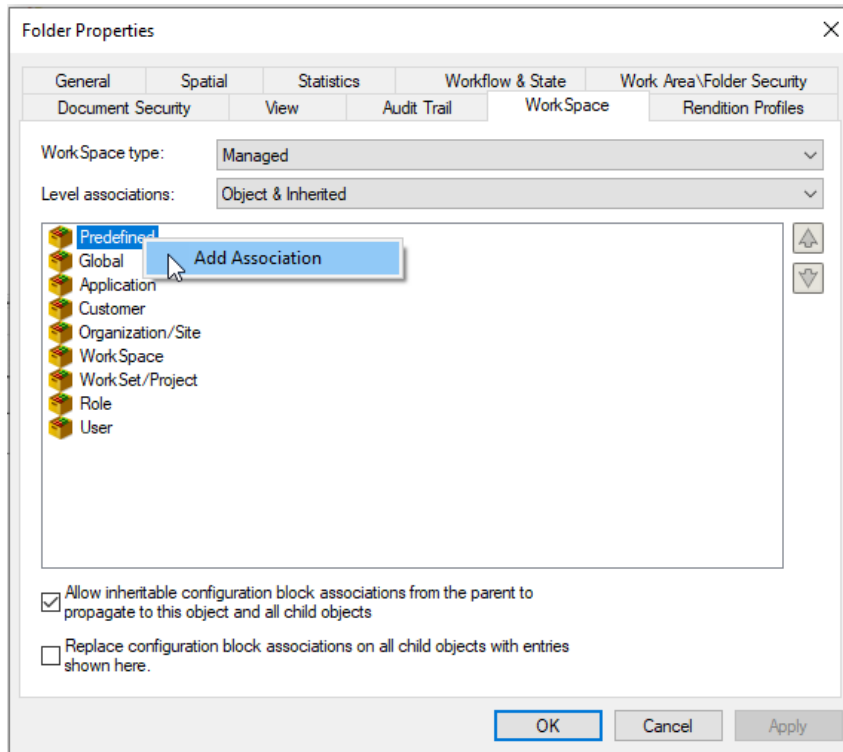


Figure 3-c

d) Select the AEC English or Metric v_4_0 and the Common Pre-defined CSB's and select OK

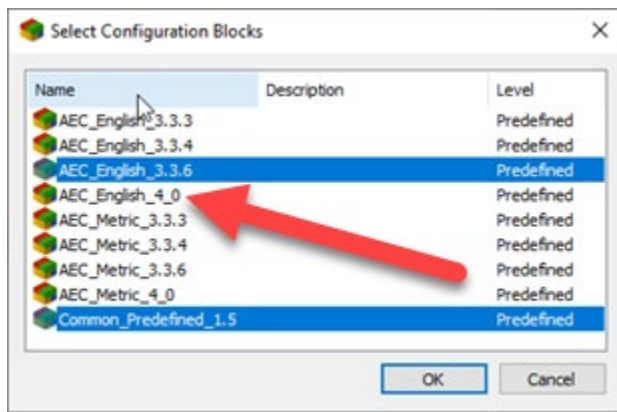


Figure 3-d

- e) Verify the Common Predefined_1.5 is listed last. If it is not, select it and use the arrows on the right to change the order to the bottom.

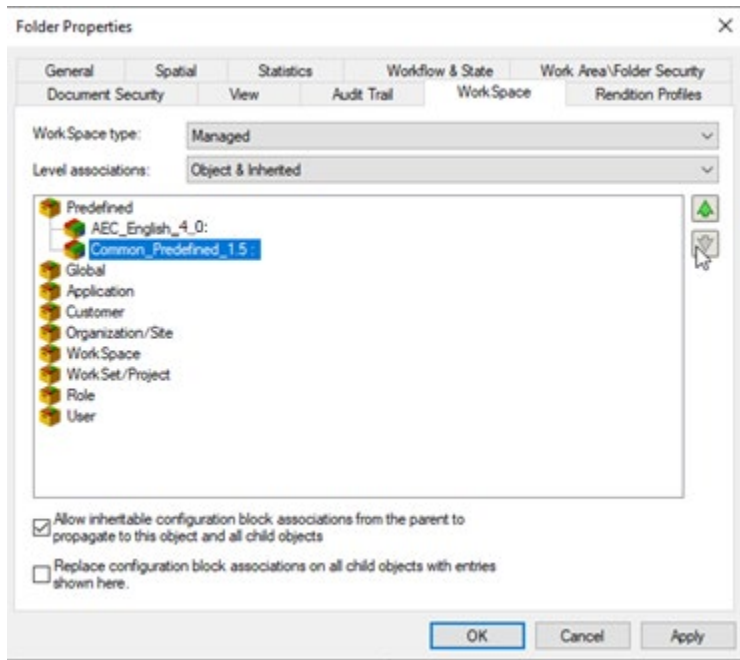


Figure 3-e

- f) The settings at the bottom are there to ensure that all subfolders inherit these settings. The last setting “Replace configuration block associations...” will ensure all settings that may be on subfolders will be completely replaced by these.
- g) Click ok to save changes and close Properties dialog.
- h) Your folder or Work Area is now ready to use the Workspace

Add the ProjectWise Workset template to the datasource template's location

STEP 1 Locate the template location in your datasource

- a) In ProjectWise Administrator, right click the datasource and select Properties

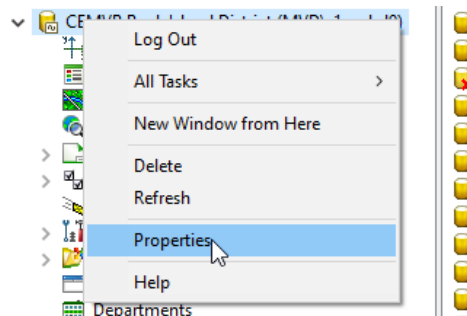


Figure 1-a

- b) On the Settings Tab, locate the Work Areas Section and double click the entry below it to identify the current location where ProjectWise looks for Work Area Templates. This is where you will copy your Work Area Templates.

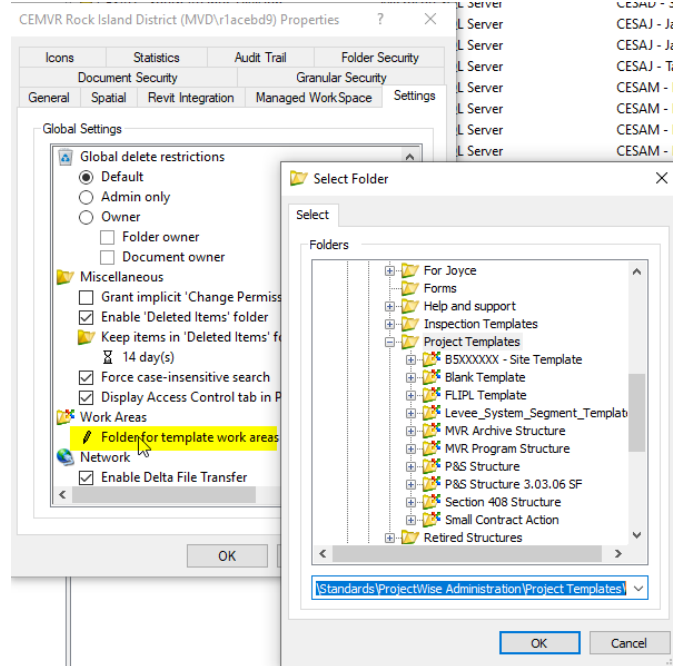


Figure 1-b

- c) Click Cancel, then Cancel again to close the Datasource Properties dialog. You may exit ProjectWise administrator now.
- If you need assistance with this last step, please contact the Enterprise ProjectWise team with a ticket in ServiceNow.
- d) Copy your Template to this location in ProjectWise Explorer
- e) To test, Right click on a folder in ProjectWise Explorer where you would like to create a new Work Area using the new templates. Select “New Work Area”, and the dialog below will show up.

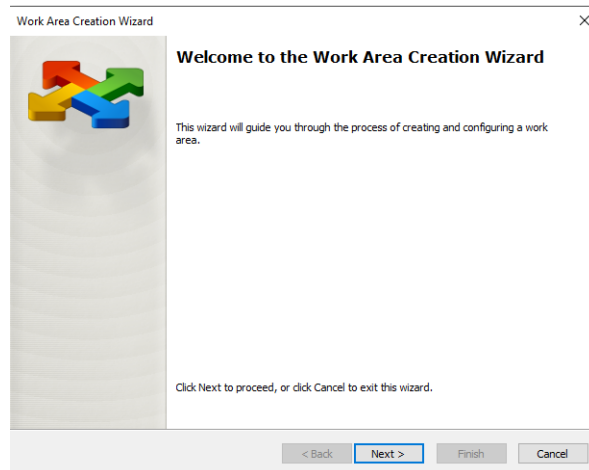


Figure 1-e

f) Click next and select from the pull down. You should see your templates listed.

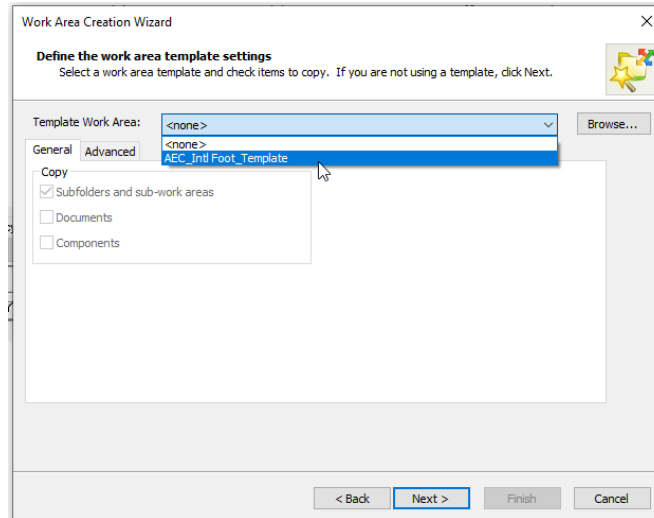


Figure 1-f

- g) Hit Cancel after verifying your template shows up in the pull down. You can also hit the Browse button to the right and choose a location where other templates may be stored.
- For more information on Work Areas and ProjectWise settings, see the ProjectWise Help documentation.