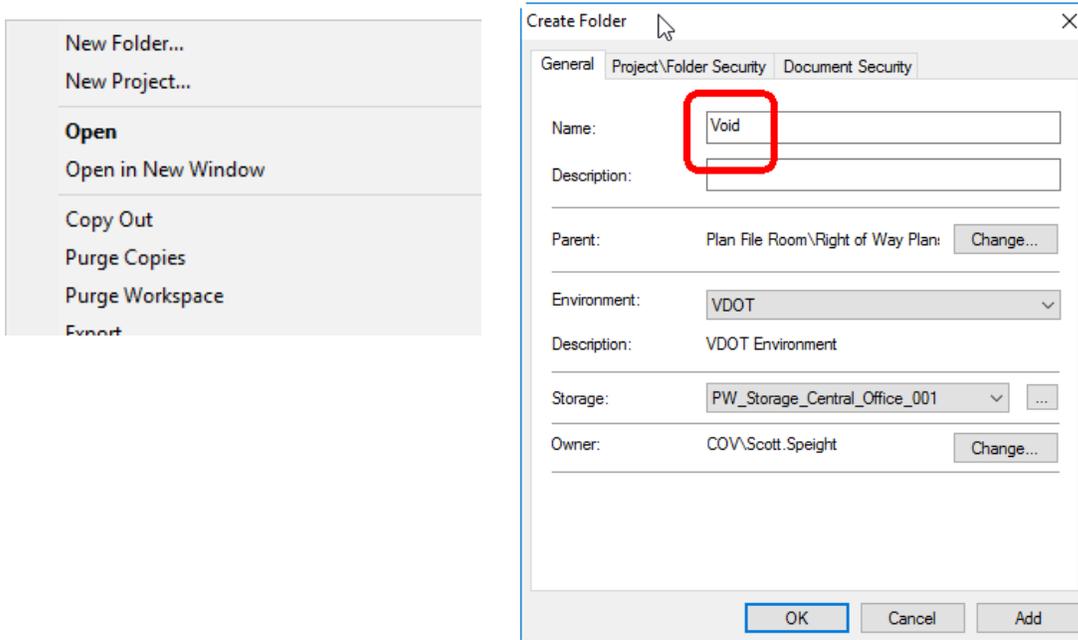


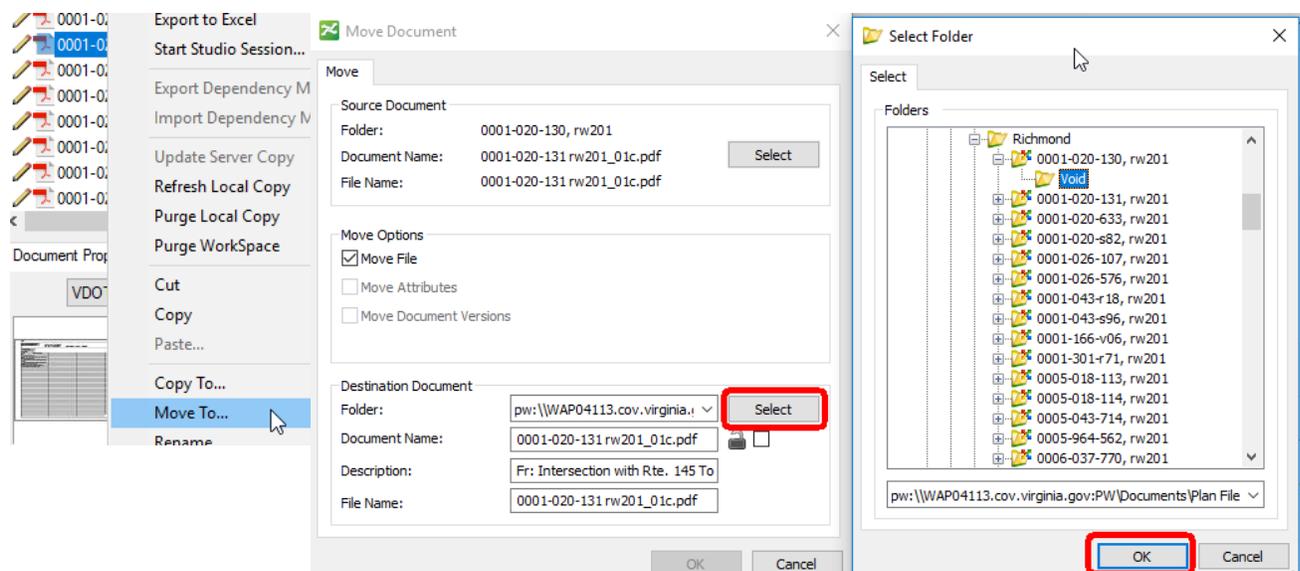
ProjectWise Job Aid – Right of Way Revisions

When creating a Right of Way revision, there are steps to follow to ensure that record copies of the original plans are preserved.

1. In the project folder in the Right of Way Plan File Room, a “Void” folder will need to be created. You can right click on the project folder itself or any blank space inside the folder and “New Folder...”, name is Void and click OK.



2. Select all of the files that are part of this revision, right click on them and select Move To...



Click on Select in the Move Document Dialog then select the new Void folder you just created.

ProjectWise Job Aid – Right of Way Revisions



3. Back in the design folder, make sure to add the _r1, _r2, _r3 etc to the VDOT Drawing Sheet Number field in Document Properties for the DGN file.
4. Create new Renditions as you did in the past for the Right of Way Plan File Room AND Current Drawings.