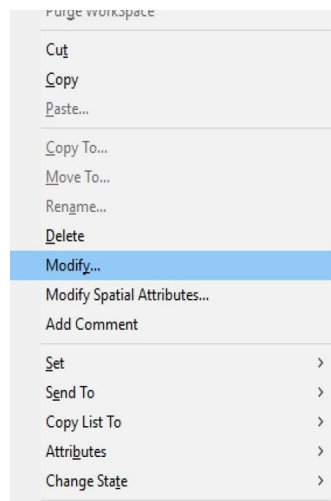


ProjectWise – Mass Update Document Properties

- Select all the documents that you want to update
- Right click on a selected documents
- Choose Modify
 - For this example, we will be setting the status for later use in creating an index of sheets for advertisement & Archiving.
 - You can set any of these properties for multiple documents using this method.



- Select the VDOT Environment tab
- Scroll to the property you want to update
- Include the document in the Advertisement Package & Index of Files

ProjectWise – Mass Update Document Properties

- Scroll to the VDOT Include in Advertisement Package filed and set to **Yes**.
 - (If this field says Index, change it to **Yes**)

The screenshot shows a 'Modify documents' dialog box with a 'VDOT Environment' tab. The dialog contains several fields, each with a checkbox and a dropdown menu. The 'VDOT Include in Advertisement Package?' field is checked and set to 'Yes'. The other fields are: VDOT Document Type, VDOT Drawing Sheet Number, VDOT FAACS Number, VDOT Federal Aid Project Number, VDOT FHWA Scour Code, VDOT Frame Number, VDOT Generate PDF, VDOT Plan Room Type, VDOT Project Description, and VDOT Project Number. The 'OK', 'Cancel', and 'Apply' buttons are at the bottom.

- Click Apply
- Click OK