# Scan for Reference Files Wizard

These instructions are used to walk you through the process scanning, and if applicable, rescanning, ProjectWise folders for the existence of master DGN and DWG documents and their references or xrefs. This section documents the controls on all the possible pages (in order of appearance) you can encounter in the wizard.
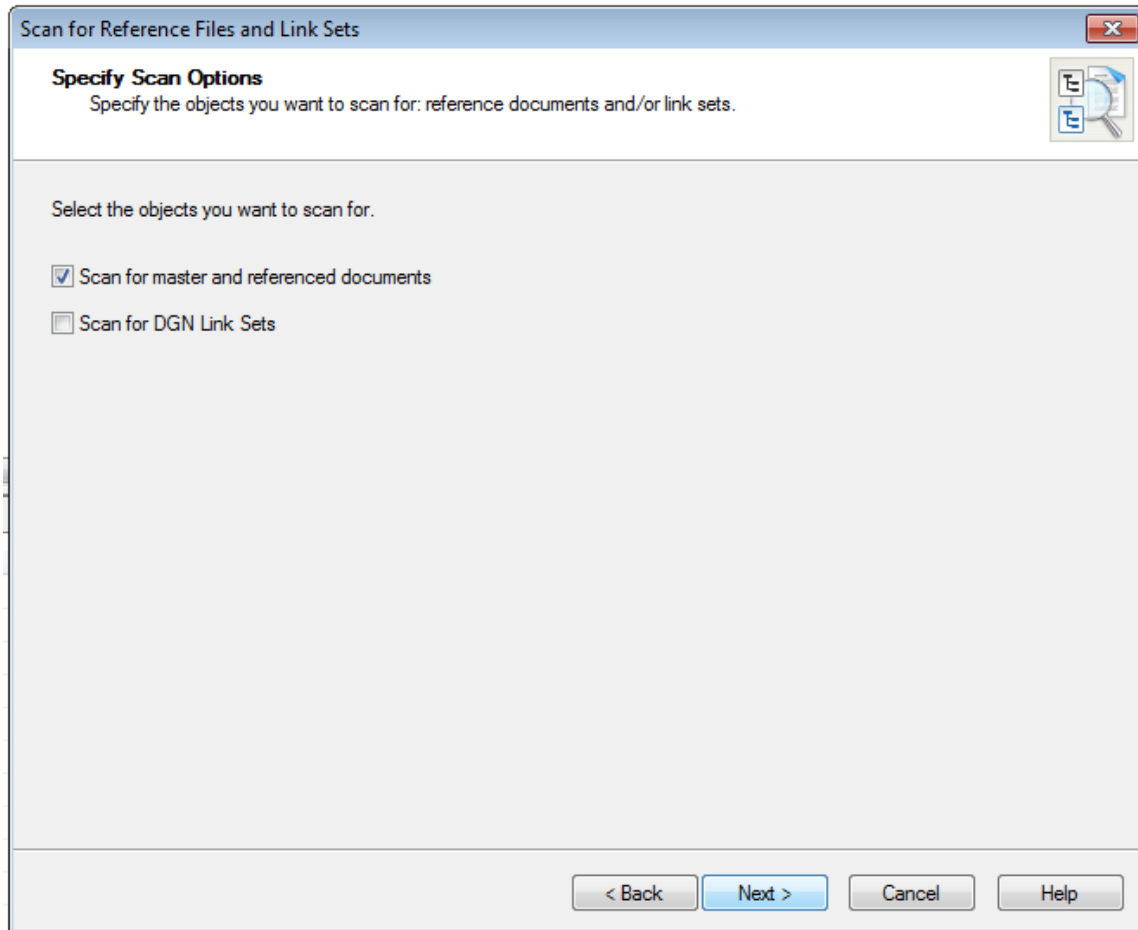
To access the Scan References, go to the **Tools** pulldown and select **Scan References and Link Sets**.
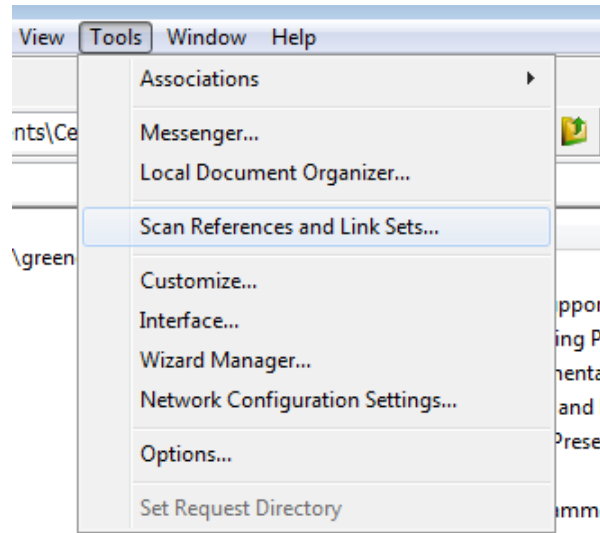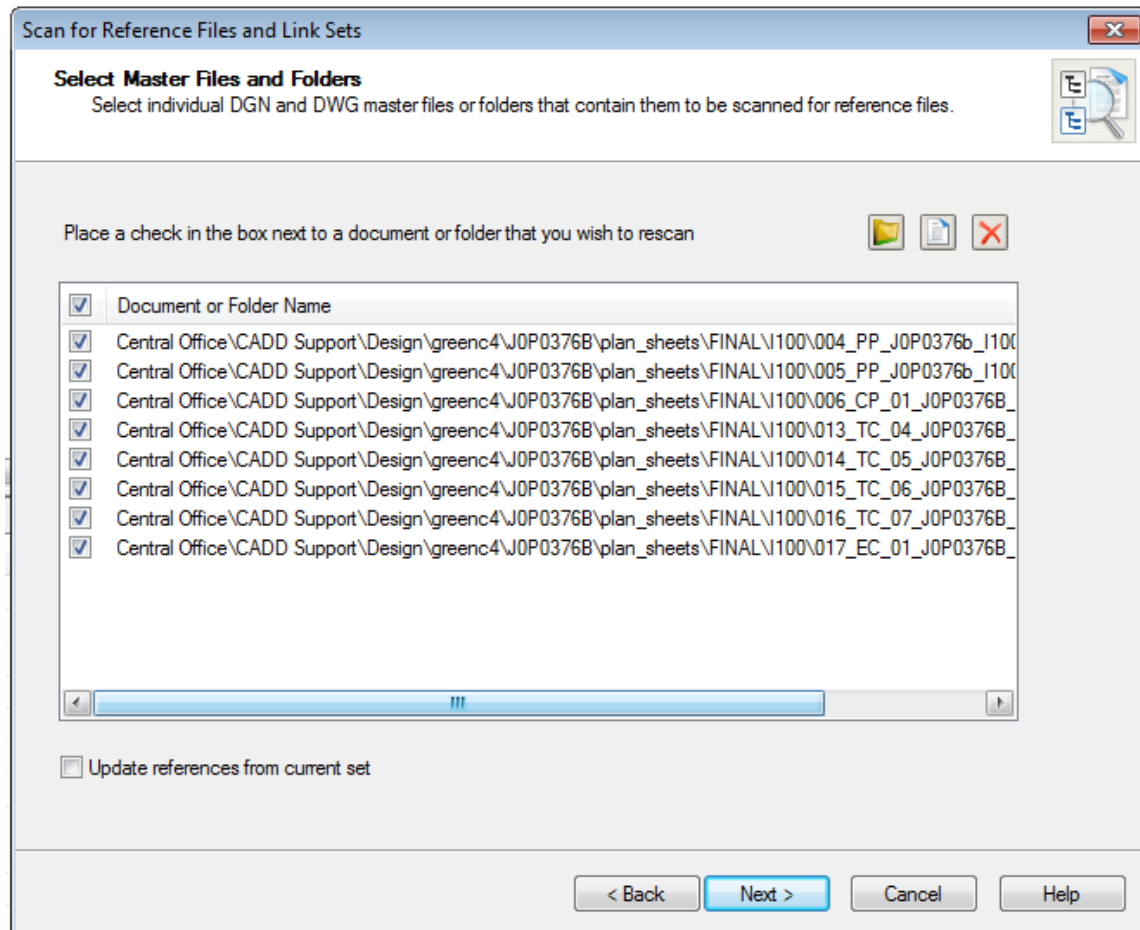

Welcome Page
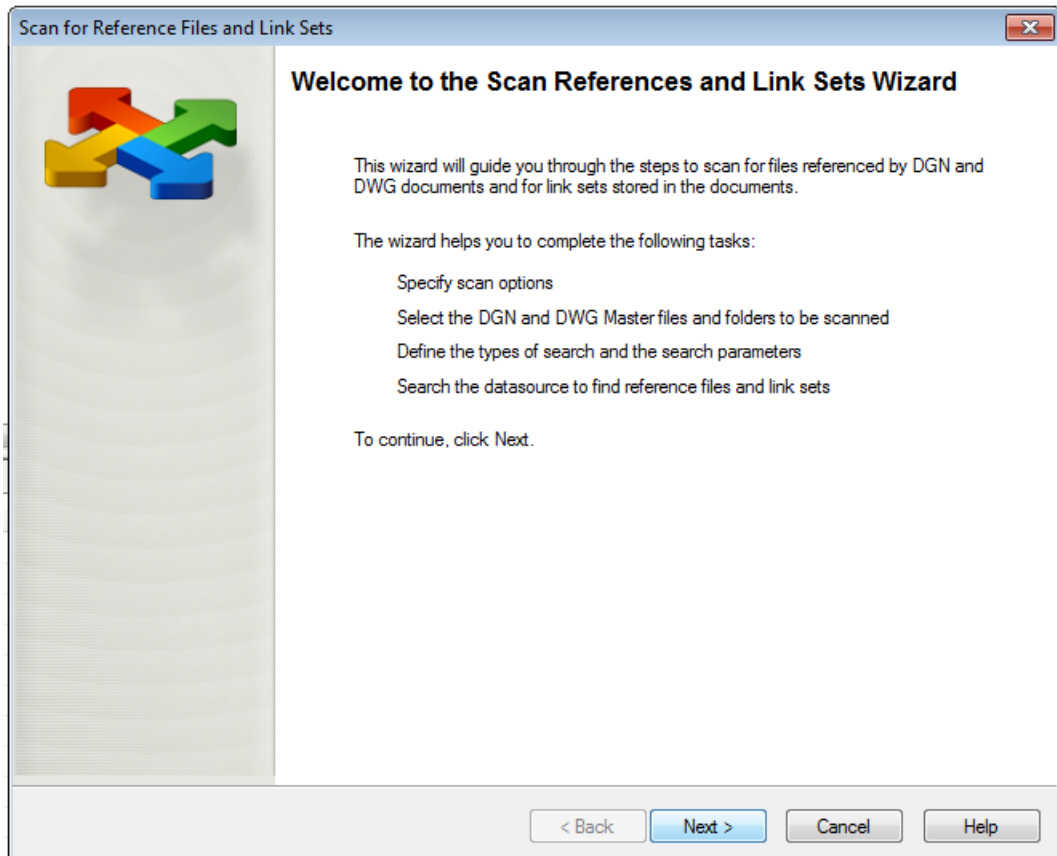
Specify Scan Options Page

- Check on the option for **Scan for master and referenced documents**, which will conduct a scan for master documents and their references. You can leave the other option unchecked for scanning DGN Link Sets.

Select Master Files and Folders Page

- Folders and Documents list — Displays the folders and documents that will be scanned for the presence of master documents. By default, check boxes for items added to the list are automatically set. This means that ProjectWise will scan all documents in that folder, creating new sets when necessary and updating any existing sets that are found. When you clear an item's check box, ProjectWise will bypass existing sets in that folder or document, and will only scan the documents that are not already identified as master documents.

- Select Folder icon — Opens the Select Folder dialog, which is used to add a folder to scan to the list.

- Select Document icon — Opens the Select Document dialog, which is used to add documents to scan to the list.

- Delete icon — Deletes the selected item from the list.

- Update Reference from Current Set — This option should only be used after upgrading a datasource from a pre-V8.1 version. This option accelerates the scanning process so that only existing sets are located and updated. When this option is on, no attempt is made at creating new sets, therefore you do not need to configure priority or proximity searches for references.

Master Folder Settings Page
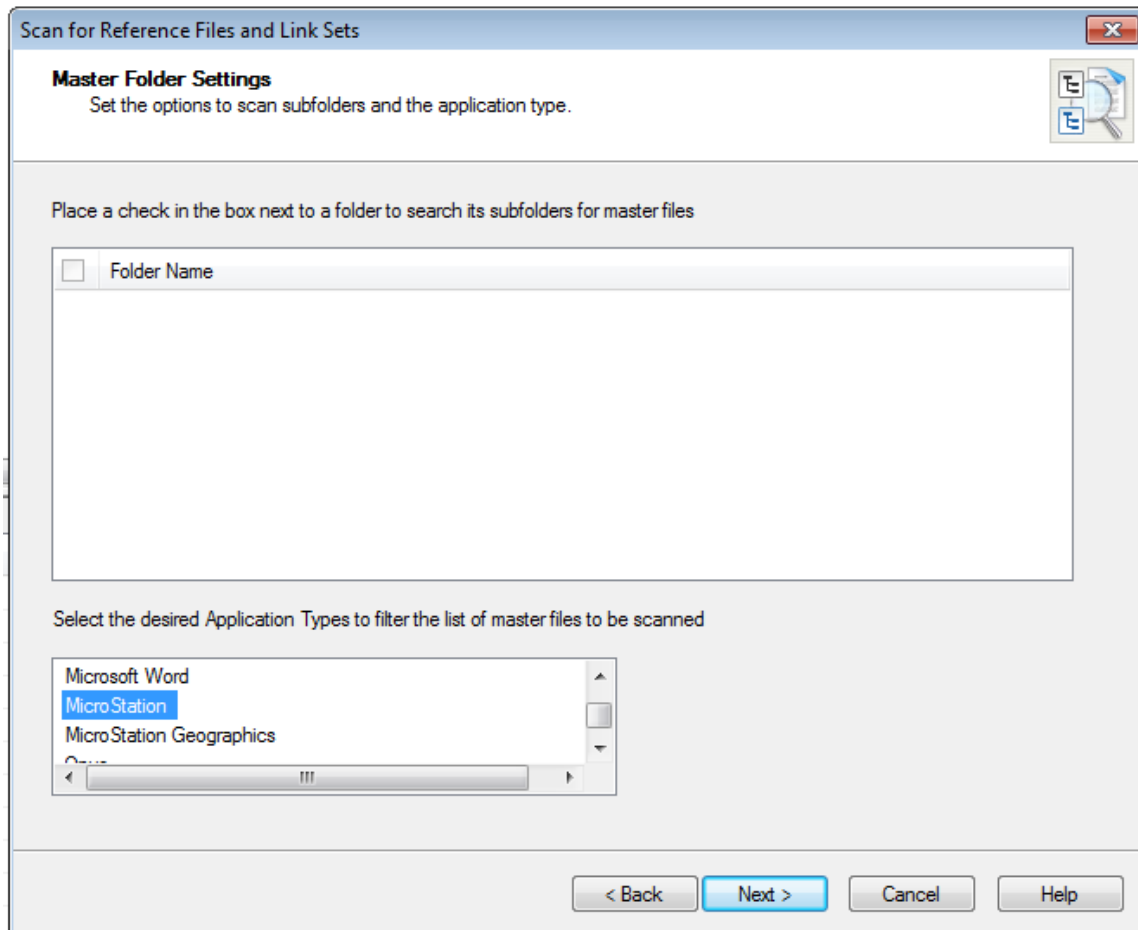
- Folders list — Of the folders you have selected to scan for the presence of master documents, this page allows you to specify whether or not a folder's subfolders will also be scanned. If the check box to the left of a folder is set, then the selected folder's subfolders will be rescanned. If cleared, then only the documents directly under the selected folder will be scanned.

- Application Type list — Displays the list of Applications that exist in the datasource. Selecting an application from this list restricts the Scan for Reference Files Wizard to scan for master documents that happen to be associated to those applications. You can select one or more applications from the list, or none at all. If you select no applications, documents will be scanned regardless of their application association.

    Tip: In the Application Type list box, select MicroStation so the files being scanned with only look at MicroStation files to be resolved. This will help speed up the scanning process and also help prevent the scanning process from crashing on you. This happens sometimes when it is trying to reattach raster images associated to dgn files. Selecting MicroStation in the Application Type list box will help prevent this happening.

Reference File Priority Search Options Page
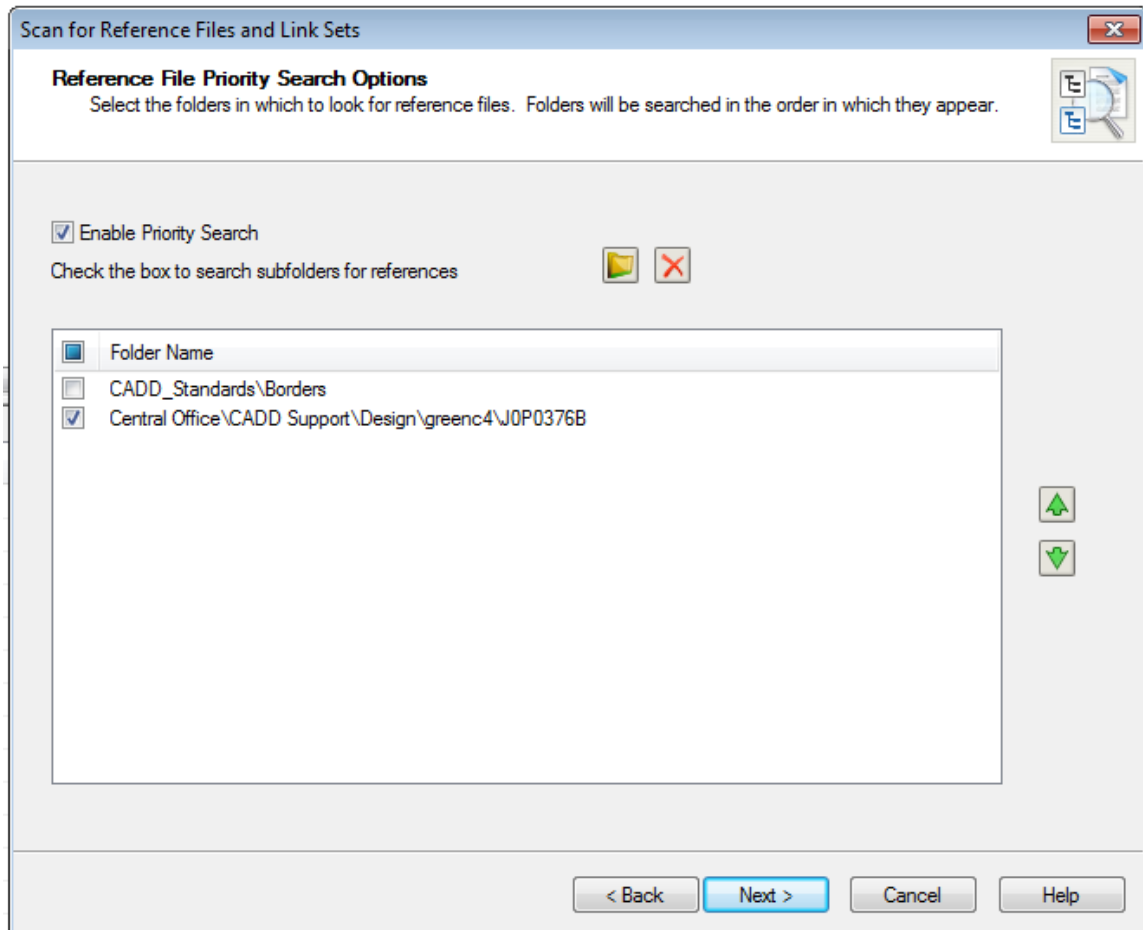
- Enable Priority Search — If on, you can select the folders that are to be scanned for the presence of references documents, and also the order in which the selected folders are searched. This is different than the previous two pages you encountered, which dealt with scanning for the presence of master documents.

  If this option is off, you cannot select any other items on this page, and you must instead enable a proximity search on the next page of the wizard.

- Select Folder icon — Opens the Select Folder dialog, which is used to add a folder to the list of folders to scan for reference documents.

- Delete icon — Deletes the selected folder from the list.

- Folders list — Displays the folders that will be scanned for the presence of reference documents. If the check box to the left of a folder is set, any subfolders within that folder are also scanned for reference documents.

- Up and Down arrow buttons — Used to move the selected folder up or down in the order in which they will be searched for references.

Reference File Proximity Search Options Page

- Enable Proximity Search — If on, you can start scanning for reference documents in the folder in which the master document was found, or you can set some folder level above the folder in which the master document was found as the starting point for scanning for reference documents.

  If Enable Priority Search was off, then you must perform at least a proximity search, and the Enable Proximity Search control will be grayed out. If Enable Priority Search was on, you have the option of turning off Enable Proximity Search, or turning it on to perform both priority and proximity searches.

- Search all Subfolders for References — If on, all subfolders of the folders found to contain master documents are also searched for the presence of reference documents.

- Start Location — Current Folder — If on, the search for references starts at the folder(s) found to contain master documents.

- Start Location — Parent Folder (1 Folder Above the Master File's Folder) — If on, the search for references starts one level (folder) up from the folder(s) found to contain master documents. Same as selecting Advanced and setting the value to 1.

- Start Location — Advanced — If on, the search for references starts so many levels above the folder(s) found to contain master documents. After selecting Advanced, in the field that becomes active, you must also specify the number of folders above the current folder from which to start the search.

Reference File Search Options Page

- Search Order — If you have set up both a priority search and a proximity search, the Search Order list becomes active. If active, you need to select one of the four options: Priority Only, Proximity Only, Priority then Proximity, or Proximity then Priority. If you have only specified only one type of search to perform, that type displays in the Search Order list, and the option is grayed out.

- Log File Name — Allows you to specify a log file to which to write the results of the scan. In the Log File field, type the path to and name of an existing log file, or click the Browse button to create a new one in the location you specify.

Finished Page
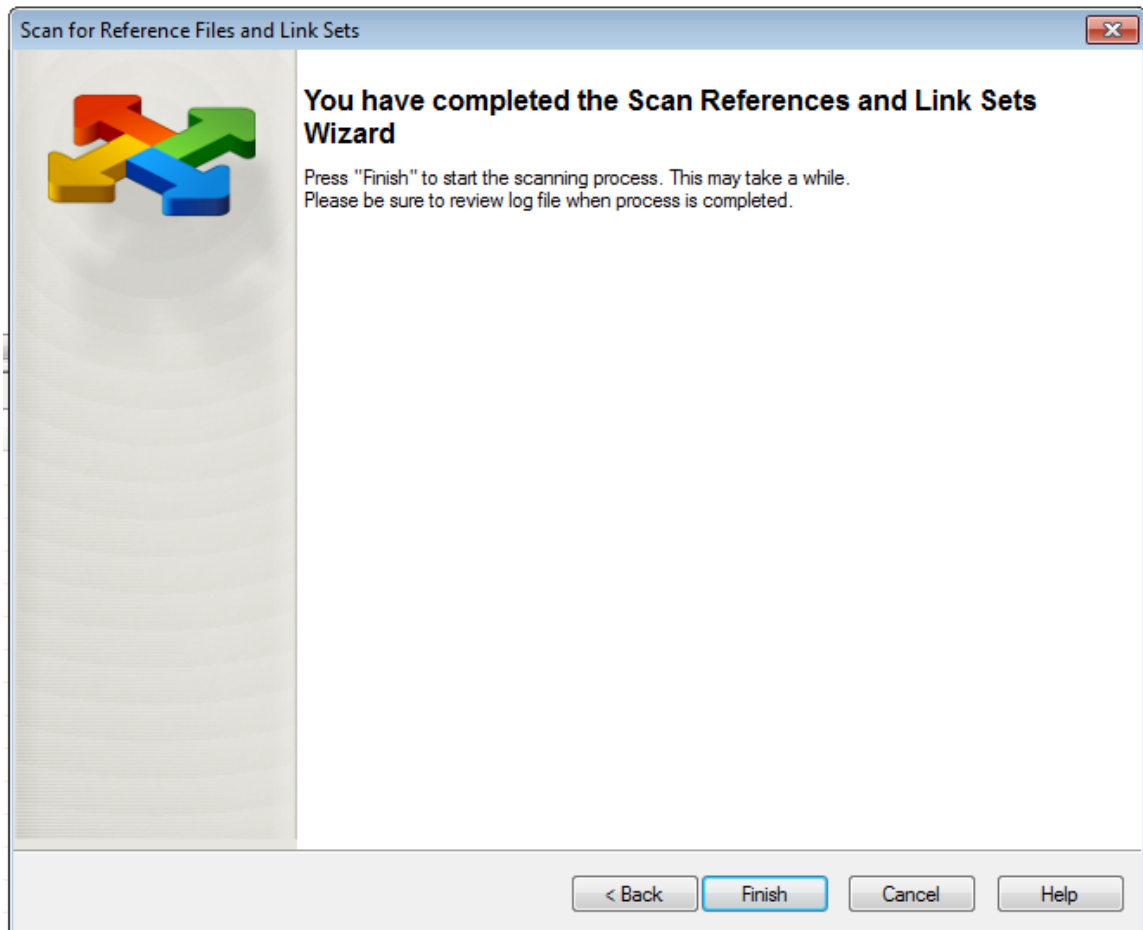
- Finish — Clicking Finish starts the scanning process that you have just defined. When you either click Yes, No, or OK in the Scan References Summary window, the Scan For Reference Files Wizard closes.

  Also, once the Scan References is completed, you will get a dialog box stating how many reference files were resolved in the Scan References process.