



## ProjectWise Work Area Creation tool from Excel Template

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Applies to:  
**ProjectWise CONNECT Edition**

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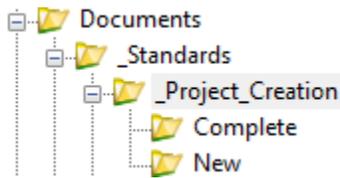
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## 1.0 Document Overview

Purpose: To provide instructions on how to use the Project Creation (Work Area Creation) tool from an Excel template.

## 2.0 Project Creation Folder Structure and access

Purpose: Outline the folder structure for the Project Creation tool.



**Note:** The All PowerAdmin User Lists will have read access to the following folders:

**`_Standards>_Project_Creation`**

**`_Standards>_Project_Creation>New`**

Only ProjectWise Admins will have read/write on all the folders including the following folder:

**`_Standards>_Project_Creation>Complete`**



#### 4.4 Populate the following columns:

- ExistingProjectPath: Leave blank
- FolderName: Project Name
- FolderDescription: Project Description
- NewParentPath: Use Dropdown - Select the location where the project should be created
- TempateName: Use Dropdown - Select Project Template
- NewStorage: Storage
- CopyDocuments:Yes (If you want to copy any documents in the template)

**Note:** The remainder of the columns are used for Project Properties. If you want to populate the Project Properties while creating the project, you can populate these columns. These values can be populated after the project is created as well.

**Example:**

	A	B	C	D	E	F	G
1	ExistingProjectPath	FolderName	FolderDescription	NewParentPath	TemplateName	NewStorage	PROJECT_WorkAreaName
2		Project Name	Project Description	Districts\14 - AUS\Design Projects	AUS CCCCSSJJJ (CSJ Number)	Storage	
3		+					
4							
5							

#### 4.5 Save the file, close Excel and check-in the file.

**Note:** If an Excel template is in the **\_Standards>\_Project\_Creation>New** folder, it will be processed and then moved to the **\_Standards>\_Project\_Creation>Complete** folder.

## 5.0 PowerShell Script Schedule

**Purpose:** Outline the schedule for running the PowerShell script.

**PowerShell Script:** The PowerShell script that reads the Excel file template will run every day on the hour from 7:00 am to 7:00 p.m. Central time.

**Note:** If an Excel template is in the **\_Standards>\_Project\_Creation>New** folder, it will be processed and then moved to the **\_Standards>\_Project\_Creation>Complete** folder.