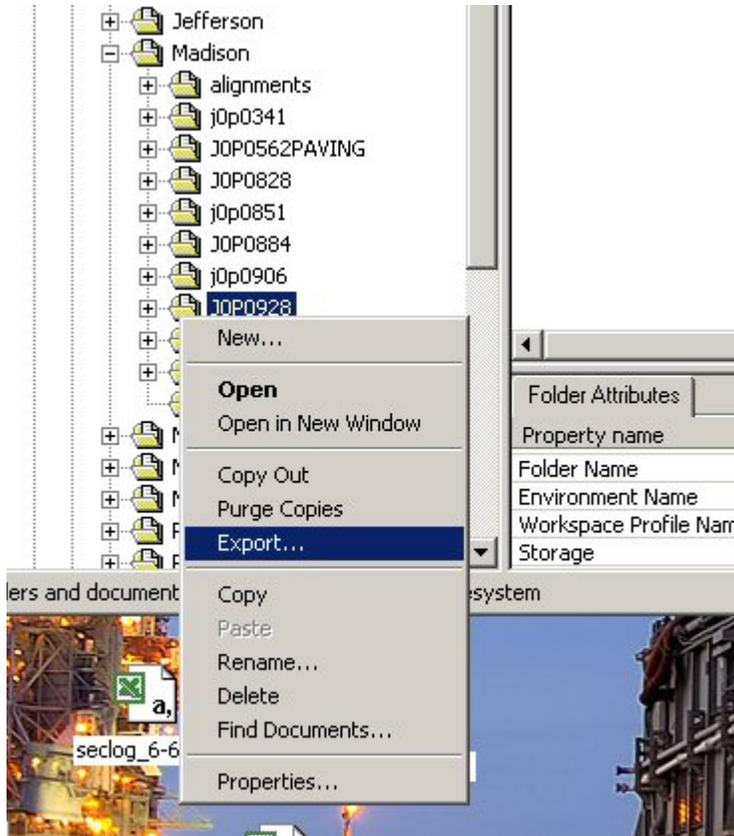


There will be a time when you will need to send the completed project to Construction so they will be able to complete the final "As Builds" for the project. You'll do this by using the Export function within ProjectWise. Right-click on the folder you want to export and select the "Export" command.

NOTE: You can do this for single files too!



There are two options under the export command:

1. Export
2. Send to Folder

Select the **"Send to Folder"** option. Selecting the "Export" option will "check out" all the files. Don't use this feature unless you are familiar with it.



Browse to the folder on your T drive where you want to save the project. **Make sure the check boxes are setup as shown here.**

