

MicroStation Design Files and KSC DDMS

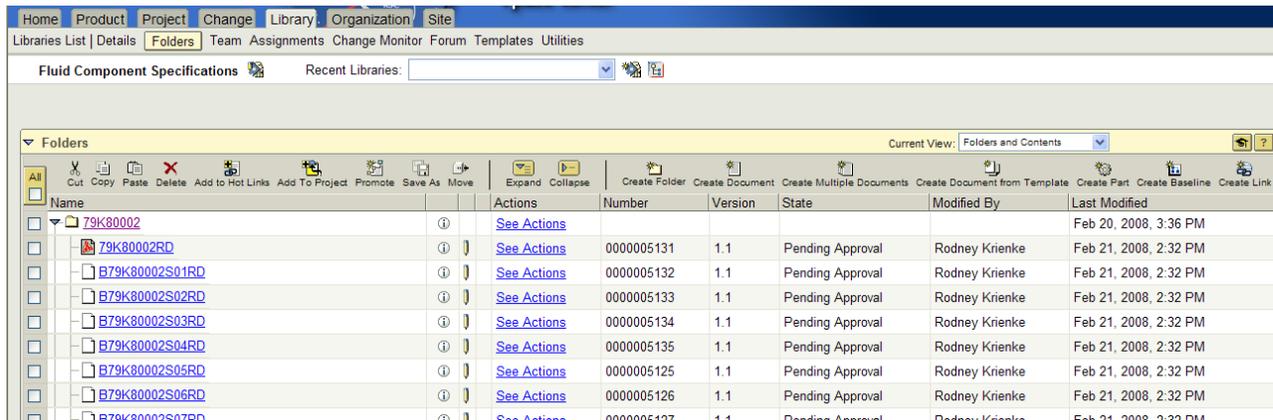
The following is designed to provide steps for working with **MicroStation** drawings (aka. Design Files) within **KSC DDMS Libraries**.

First off, it should be noted KSC DDMS does **not know** MicroStation drawings are *drawings*— that is, it does not know the Design Files are Cad Documents.) More importantly, it also does **not** know that MicroStation is the **Authoring** application for these drawings — where by comparison, it **does** know that ProE is the Authoring application for ProE Cad Docs.

When MicroStation drawings are added as New Documents in KSC DDMS, they are added as normal (Office) Documents. As such, in order to work on MicroStation Design Files that are maintained in KSC DDMS, they need to be Checked-out and copied to your local workstation for viewing and/or modifications.

Check out & Download

- To begin you should be logged into KSC DDMS using your Library account.
- From the Library List select your Library, select the **Folders** sub-tab, then for the Current View select **Folders and Contents**

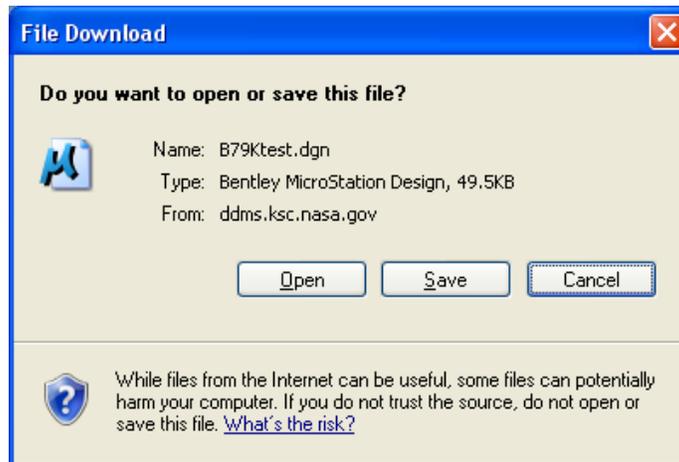


- Select the **See Actions** next to the file you wish to access, the following dialog appears:

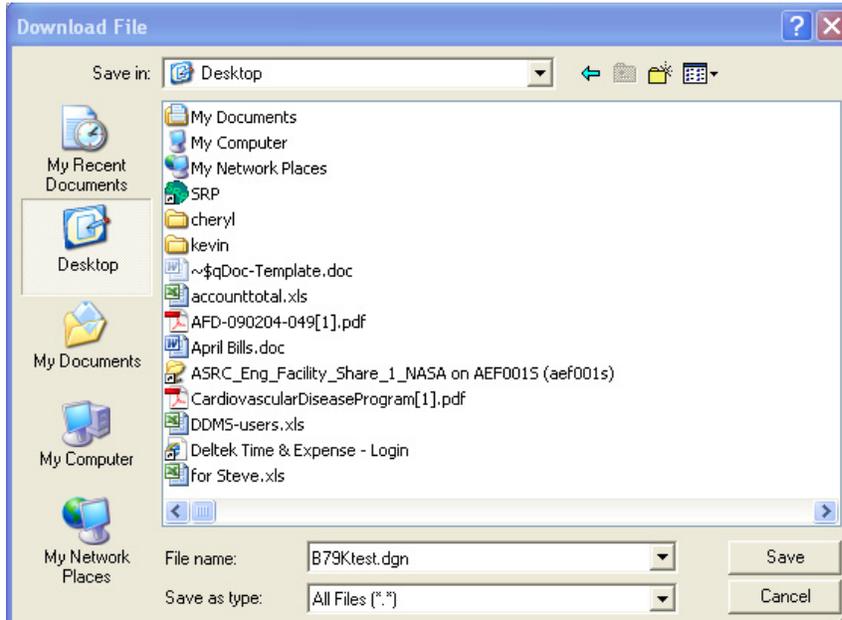


- From the Document Actions Menu select **Check Out and Download**

- You will see the "Do you want to open or save this file" dialog...



- Hit the **Save** button.



- Select the location on your workstation where you wish to download the file then select **Save**.
- You may now open the drawing in MicroStation, and make whatever changes you wish. Additionally, note the Document is shown as Checked-Out in KSC DDMS...

	B79K00002510RU		See Actions	0000005130	1.1	Pending Approval
	B79Ktest		See Actions	0000027734	1.2	In Work
	79K90002		See Actions			

Tip: If you really didn't want to Check-Out this document, you can use the **Undo Check-out** Action to put things back the way they were.

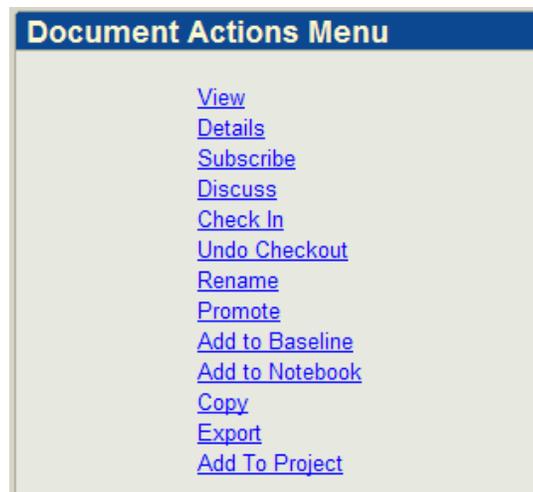
Check in

After all changes have been made to the MicroStation document you now need to Check-In the document into KSC DDMS.

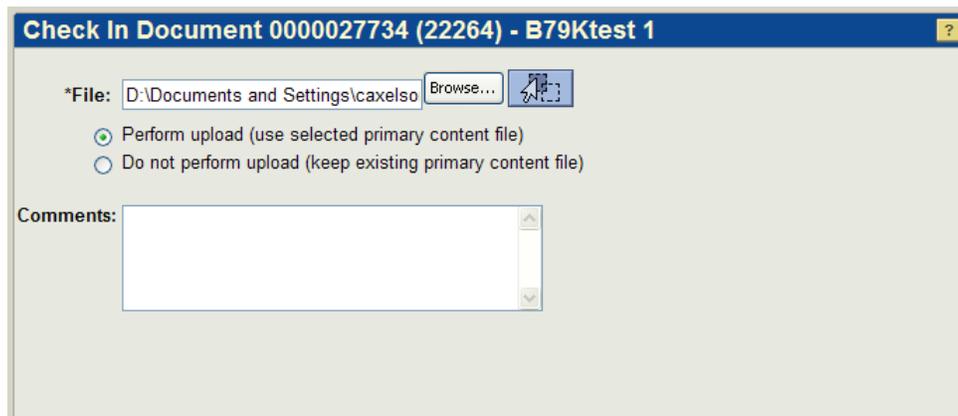
- Return to the area within KSC DDMS that you performed the Check-Out and Downloaded
- Notice the file has a red check indicating it has been Checked Out:



- Select **See Actions**
- From the Document Actions menu select **Check In**



- This will browse to the location you saved to when you checked out the file (provided you have not moved the file)...



- Use the **Browse** button to verify the new location of the MicroStation drawing to be Checked-in, or simply **Drag-and-Drop** the file onto the  icon.

- To see the Iteration History for the Document, choose **Iteration History** (lower-left):

Fluid Component Specifications Recent Libraries:

B79Ktest ---Actions--- Go

Test for Version.Iteration Testing

Organization ID: 22264
 Library: Fluid Component Specifications
 Number: 0000027734
 Name: B79Ktest
 Title: Test for Version.Iteration Testing
 Version: 1.2
 Type: General (KSC)
 Status: Work in progress ([Details of original](#))

Team: In Work - Preliminary - Under Review - Pending Release - Released - Obsolescence - Completed
 State: In Work - Preliminary - Under Review - Pending Release - Released - Obsolescence - Completed
 Location: / Fluid Component Specifications / 79K80002

General —
 Related Parts
 Related Documents
 Associated Changes
 Document Structure
 Used By
 Baselines
 Versions
 Iteration History

▼ Attachments

File name	Format	File size	Last
No Items to Display			

▼ Attributes

Attribute
No Items to Display

- Notice the Iteration has changed to 1.2 and the comments are posted.

General
 Related Parts
 Related Documents
 Associated Changes
 Document Structure
 Used By
 Baselines

▼ Iteration History

All Attribute Compare

Iteration	Actions	File size	Iteration Comments	State
<input type="checkbox"/> 1.2		49.5 KB	For procedure	In Work
<input type="checkbox"/> 1.1		49.5 KB		In Work

Tip: You can compare the attributes of any of the iterations in this table by selecting the check boxes of the iterations and clicking the **Attribute Compare** item:



Versions and Iterations

- **Version.Iteration** — for example, 1.3 is equivalent to Version 1, Iteration 3.
- **Rules:**
 - **Iterations** increment the document on **every** Check-In
 - **Versions** increment **only** after the document has been Revised.

