ProjectWise – Archiving Files
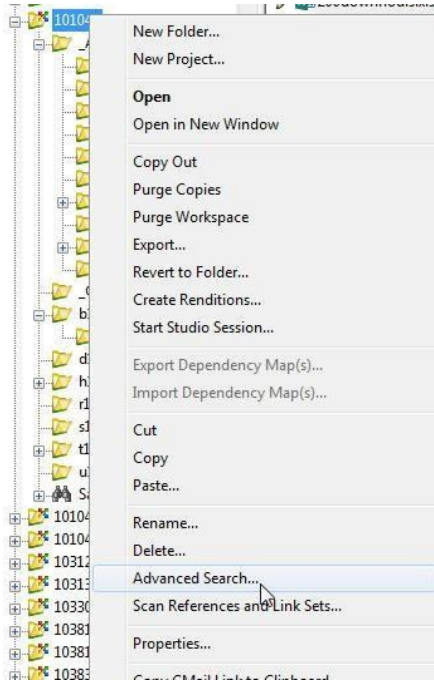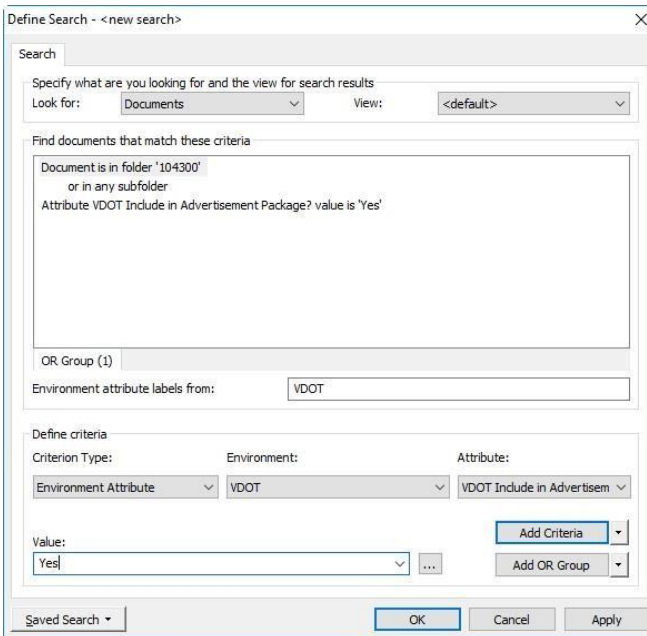
- Highlight the UPC for which you'd like to create an index of files
- Right click
- Scroll down to *Advanced Search.*

- Select Search Builder in the Select Search Builder Dialog.
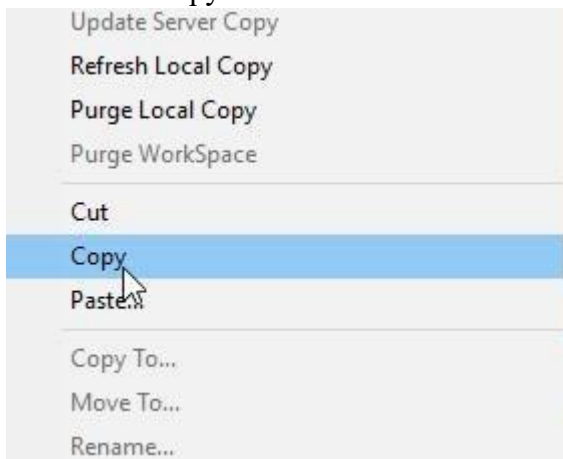- Fill out the box in the Define criteria section like it is shown below

ProjectWise – Archiving Files

- Click on **Add Criteria**.

Your files will need to already be set to **Include in Advertisement Package**.

On your search result

- Click on a file ☐ Press Ctrl + A
- Right Click
- Choose Copy

- Navigate to your Archive stage folder
- Right click – Paste

Last Step is to turn of the Include in Advertisement Package field. Archived files should not have this.

In the Archive folder

- Click on a file
- Press Ctrl + A
- Right click on a file
- Click on Modify
- Follow instructions in [VDOT Mass Update Document Properties in ProjectWise.pdf](#) to set The Include in Advertisement Package to No.

   If you are unable to change the document properties to advertised submission then please contact CADD Support for assistance.