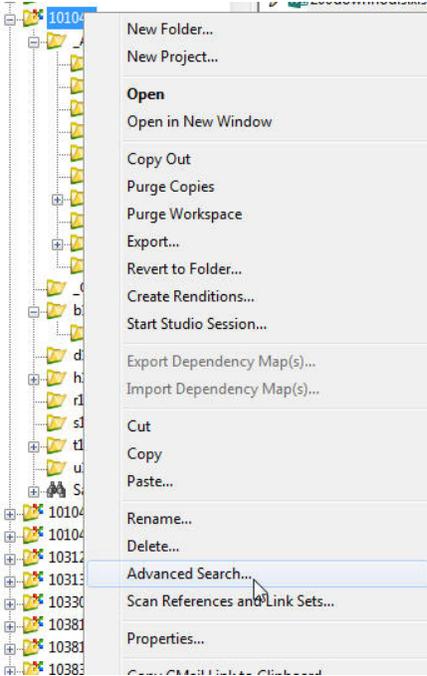


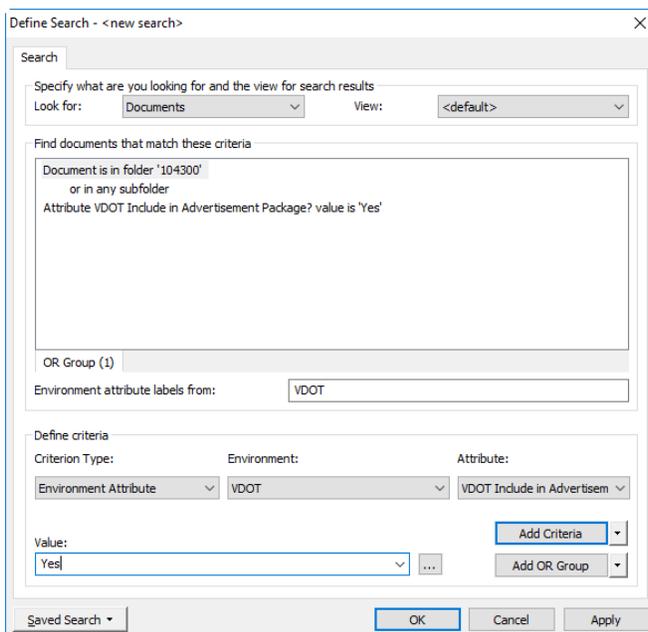
Creating Index of Sheets in ProjectWise

Highlight the UPC for which you'd like to create an index of files and right click and scroll down to *Advanced Search*.



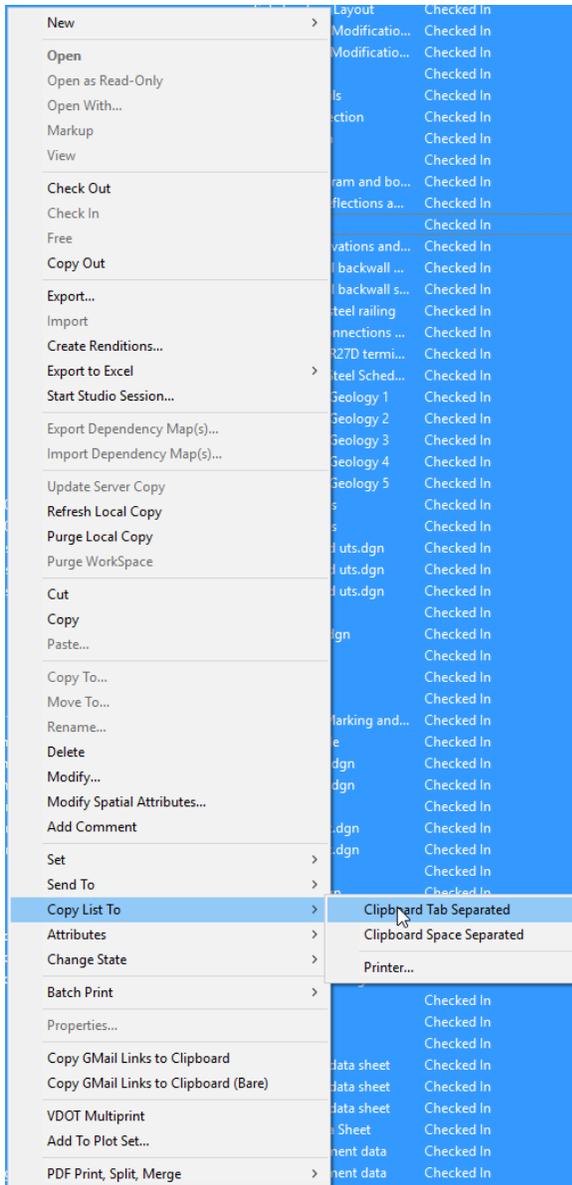
Select Search Builder in the Select Search Builder Dialog.

Fill out the box in the Define criteria section like it is shown here and click on **Add Criteria**. Your files will need to already be set to **Include in Advertisement Package**. [VDOT Mass Update Document Properties in ProjectWise.pdf](#)



On your search result, click on a file and press Ctrl + A on your keyboard to select all.

Then right click and choose Copy List To & Clipboard Tab Separated.



Open Excel and paste the data. You can delete all columns except A & B (reference files are no longer included). This gives you a spreadsheet with the file names and descriptions. Save the file as UPC#_index_of_files.xlsx. Remember this file is outside of PW, so just drag and drop this file in ProjectWise in the “d”UPC folder or Project Design/Roadway folder if using the new folder structure.