

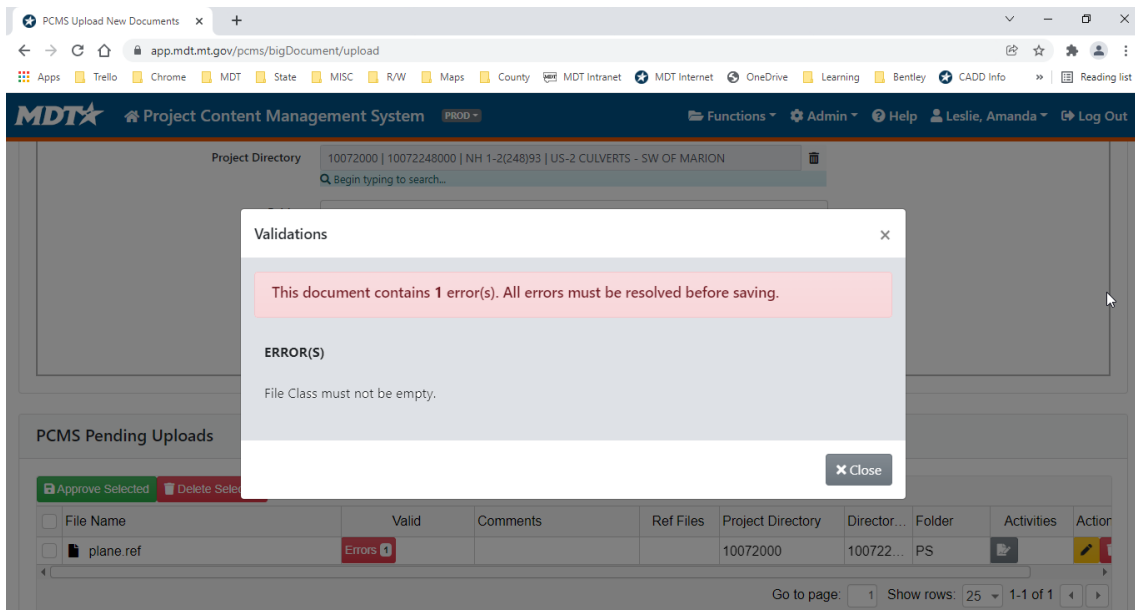
## Application Support Guide

Application/Tool(s): PCMS  
Version(s): N/A  
Environment(s): N/A  
Released/Revised: 2/14/2022

# AS-BUILT PCMS FILE UPLOAD ISSUES

## ISSUE:

1. A “File Class must not be empty.” error occurs when uploading as-built files that don’t follow traditional PCMS file naming convention, e.g. PLANE.REF, RDSHEET.REF.



The screenshot shows a web browser window displaying the PCMS Upload New Documents page. A validation error message is displayed in a modal dialog box:

**Validations**

This document contains 1 error(s). All errors must be resolved before saving.

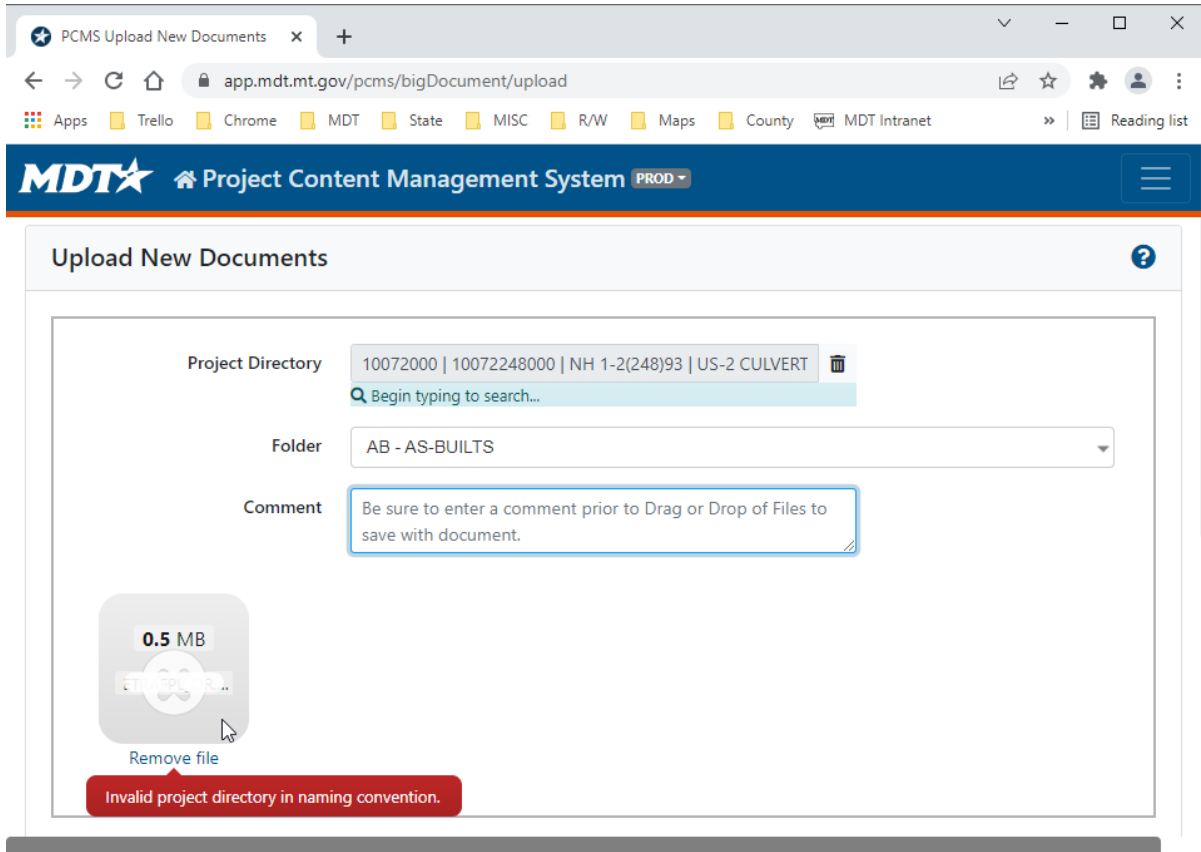
**ERROR(S)**

File Class must not be empty.

The background shows the PCMS Pending Uploads table with the following data:

File Name	Valid	Comments	Ref Files	Project Directory	Director...	Folder	Activities	Action
plane.ref	Errors 1			10072000	100722...	PS		

2. PCMS message “Invalid project directory in naming convention.” is encountered when uploading as-built files that don’t follow traditional PCMS file naming conventions having a .DGN extension, e.g. ETRAFPL.DGN, ETRAFPL\_OR.DGN.



### SOLUTION:

1. For as-built .REF files that don’t follow the PCMS naming convention, PCMS isn’t able to read the class from the file name. A file class must be assigned to complete the upload to PCMS.
2. PCMS has an exception allowing for as-built .REF files to be uploaded that don’t follow the traditional naming convention. Some standard reference files were inadvertently named with a .DGN extension for a period of time. Standard reference .DGN files (ETRAFPL.DGN and ETRAFPL\_OR.DGN) that don’t follow the PCMS naming convention will need to be renamed.

## PROCEDURE:

### ISSUE/SOLUTION 1

- 1) Within PCMS choose **Upload New Documents**.
- 2) Using the “Click Here or Drag and Drop Files to upload.” feature from the PCMS **Upload New Documents** window, select the file for upload, e.g. PLANE.REF, RDSHEET.REF.
- 3) A red Error will appear in the **Validation** column. Click the **Edit Document Attributes** button from the **Actions** column.

MDT Project Content Management System

PROD Functions Admin Help Leslie, Amanda Log Out

### Upload New Documents

Project Directory: 10072000 | 10072248000 | NH 1-2(248)93 | US-2 CULVERTS - SW OF N

Folder: PS - PCMS SUPPORT

Comment: Be sure to enter a comment prior to Drag or Drop of Files to save with document.

42.5 KB

Remove file

#### PCMS Pending Uploads

Approve Selected Delete Selected

<input type="checkbox"/>	File Name	Valid	Comments	R...	Project Directory	Directory Projects	Folder	Activities	Actions
<input type="checkbox"/>	plane.ref	Errors 1			10072000	10072248000   NH 1-...	PS		

Go to page: 1 Show rows: 25 1-1 of 1

4) An **Edit Details** window will open. Enter the File Class **STD** and **Save**.

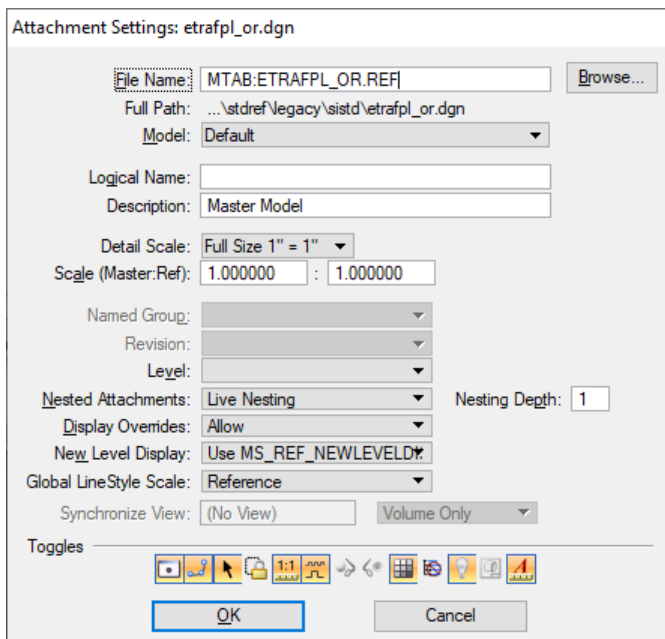
The screenshot shows a window titled "Edit Details" with a close button (X) in the top right corner. The window contains several input fields and buttons:

- File Name:** A text input field containing "plane.ref".
- Project Directory:** A text input field containing "10072000" with a trash icon to its right. Below it is a search bar with the text "Begin typing to search..." and a magnifying glass icon.
- Folder:** A dropdown menu showing "PS - PCMS SUPPORT".
- File Type:** A text input field containing "Standard Reference File - Bentley Systems: MicroStation".
- File Class:** A text input field containing "STD - Standard Detail". Below it is a search bar with the text "Begin typing to search..." and a magnifying glass icon. A red arrow points to the right side of this field.
- Comment:** A large empty text area.
- Buttons:** At the bottom, there are two buttons: "Cancel" (with a close icon) and "Save" (with a save icon).

5) Once the validation error is cleared, the file may be approved for upload.

## ISSUE/SOLUTION 2

- 1) From **File Explorer**, rename **ETRAFPL.DGN / ETRAFPL\_OR.DGN** to **ETRAFPL.REF / ETRAFPL\_OR.REF**.
- 2) Open each SI file, as applicable, and click **File > References**
- 3) Double-click **MTAB:ETRAFPL.DGN** or **MTAB:ETRAFPL\_OR.DGN**.
- 4) Edit the **.DGN** portion of the File Name text to **.REF**, then click **OK**.



- 5) **Save** and **Close** the file. The file(s) may be uploaded/checked in to PCMS as usual.

## SUPPORT CONTACT:

Please [Open a Case](#) with the MDT Service Desk for assistance. This is also accessible from the [Engineering Apps & Resources](#) web page.