

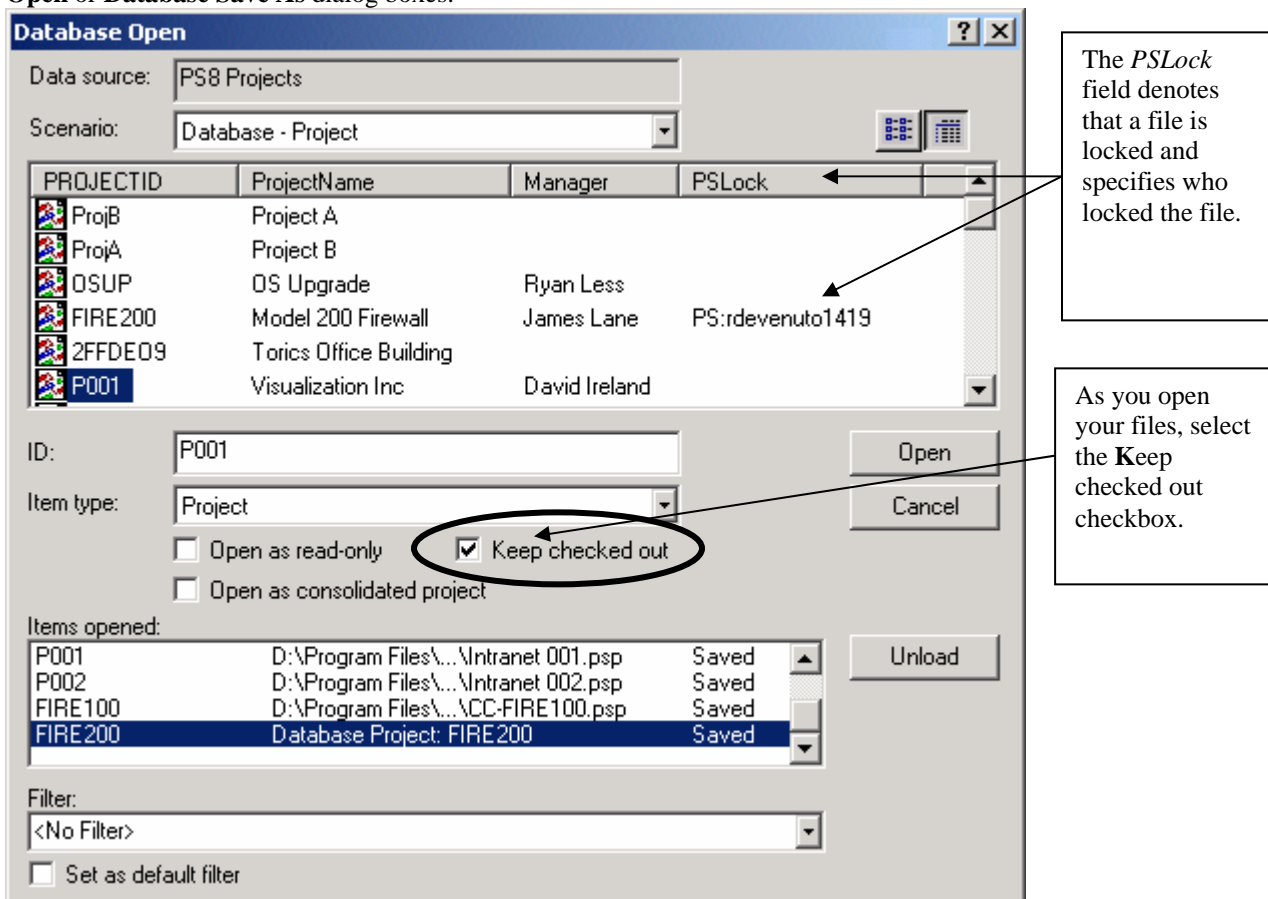
Checking Files In/Out of the Database

When working in a database environment, there will be times when you may wish to check out projects in order to work with them while you are away from the office. PS8 provides a mechanism for you to check out (lock) your files, in order to prevent any changes in your absence.

There are three steps to perform in order to check out your project file(s). 1.) Check out the necessary project files, 2.) Create a bundle file (.PSB) to ensure you have all the necessary files needed when working away from your database connection, and 3.) check your project(s) files back into the database and re-connect them to the *PG-Resources* resource file. Each step is outlined below.

Checking Project(s) Files Out of the Database

You can check files out of the database when you are in the **Database Open** dialog box. As you select the files to open, select the **Keep checked out** checkbox. As you open the file(s), PS8 places a lock on the file(s) in the database to prevent anyone from opening the file(s) in Read/Write mode. The lock can be viewed within the *PSLock* field in either the **Database Open** or **Database Save As** dialog boxes.



The screenshot shows the 'Database Open' dialog box. It features a table of project entries with columns for PROJECTID, ProjectName, Manager, and PSLock. The 'P001' project is selected. Below the table, there are fields for ID (P001), Item type (Project), and a 'Keep checked out' checkbox which is checked and circled. An 'Items opened' list at the bottom shows files like P001, P002, FIRE100, and FIRE200. Callouts point to the PSLock field and the 'Keep checked out' checkbox.

PROJECTID	ProjectName	Manager	PSLock
ProjB	Project A		
ProjA	Project B		
OSUP	OS Upgrade	Ryan Less	
FIRE200	Model 200 Firewall	James Lane	PS:rdevenuto1419
2FFDE09	Torics Office Building		
P001	Visualization Inc	David Ireland	

Items opened:

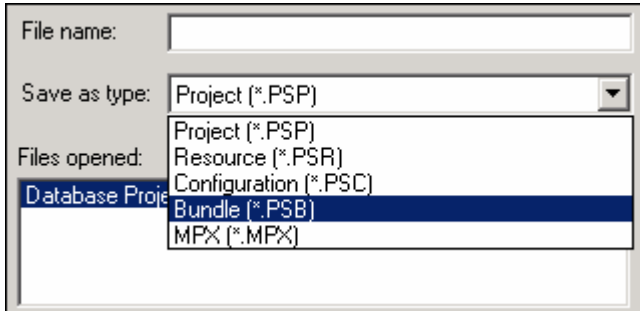
P001	D:\Program Files\...\Intranet 001.psp	Saved
P002	D:\Program Files\...\Intranet 002.psp	Saved
FIRE100	D:\Program Files\...\CC-FIRE100.psp	Saved
FIRE200	Database Project: FIRE200	Saved

Creating a Bundle File

Since your resource pool is stored in the database, you won't have the ability to utilize this file when you are away from the database. A bundle file is a convenient file, that saves all the necessary files associated with your project(s) into a single file.



To create a bundle file, select **File, Save As...** The **Save As** dialog box appears. Within the Save as type dropdown list, select *Bundle (*.PSB)*.

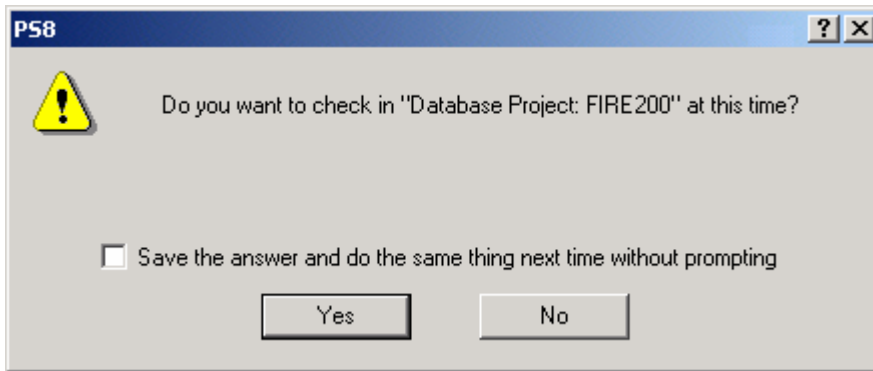


Navigate to the directory where you wish to save the Bundle file (generally you'll want to select a directory on your hard drive), and provide a name for the file. Click **Save** then **Close** buttons.

NOTE: When saving a bundle file, all open files within PS8 are saved. Therefore, close out of any unneeded project files before creating the bundle file.

Finishing the Check Out Process

Once your bundle is saved, re-save the project to the database to ensure that any changes you have made to the project are synched with the project file stored in the database. Select **File, Database Save As...** and click **Save**. PS8 will prompt you for the checkout status of the project file.



Click **No** and then **Close**. Every time you save the project file back to the database, PS8 will prompt you for the checkout status.

Proceed to close any projects you have open and close PS8.

Working with Bundle Files

As you are away from the live database connection, you will be working solely out of the bundle file. The bundle file will contain all projects opened when you saved the bundle file, the attached resource, and your local configuration file (contains reports, layouts, preferences, field definitions, etc.).

To open the Bundle file within PS8, select **File, Open...** and navigate to the directory where you initially stored the file. Select the *Bundle (*.PSB)* option from the Save as type dropdown list.

As you work on the file and wish to save changes, save it back to the bundle file, following the same guidelines mentioned

above.

Checking the Project File(s) Back into the Database

When you wish to check in your project(s) back into the database, you must also re-connect them to the master resource file. This is required, since when you created the bundle file PS8 created a copy of the resource file for you. Since a project can only be associated with one resource file at a time, you must re-associate the project to the master resource file.

To re-associate the project file(s) to the master resource file, open the Bundle file while you have an active connection to the database. For each project contained within the Bundle file, select **File, Project Info...** The **Current Project Info** dialog box appears. Click the **More>>** button and the dialog box is expanded to display the *Resource File* section. Select the **Existing file** option and click **Browse...** Select your master resource file and click **Open**. The **Existing file** text area should now read, *Database Resource: (Name of your resource file)*. Click **OK**.

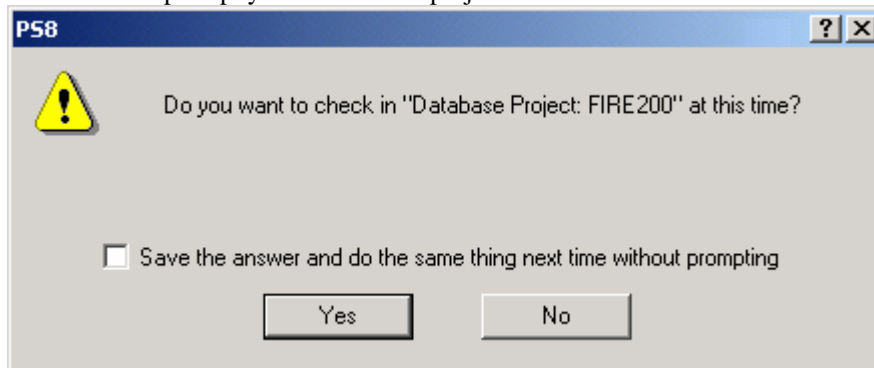
PS8 will prompt you to save changes to your resource file. Click **No**. (This is the resource file that was stored in the Bundle file. Since this was merely a copy of the master resource file, there is no need to save changes.)

Next, select **File, Database Save As...** Select the file to check back in within the database and click **Save**. PS8 will prompt you with the following dialog box:



Click **Yes**.

Next PS8 will prompt you to check the project back into the database:



Click **Yes**. The file(s) are now checked back into the database. The lock on the file(s) will be removed once you close the project(s).