

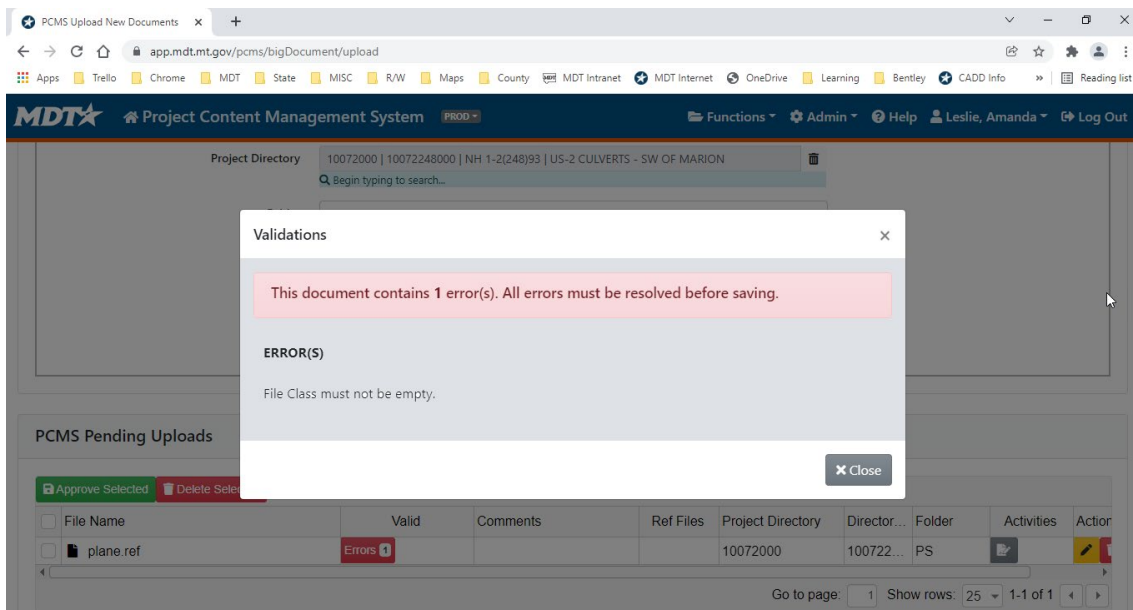
## Application Support Guide

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 (Project Content Management System) interface. A modal dialog box titled "Validations" is open, displaying the following message:

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

**ERROR(S)**

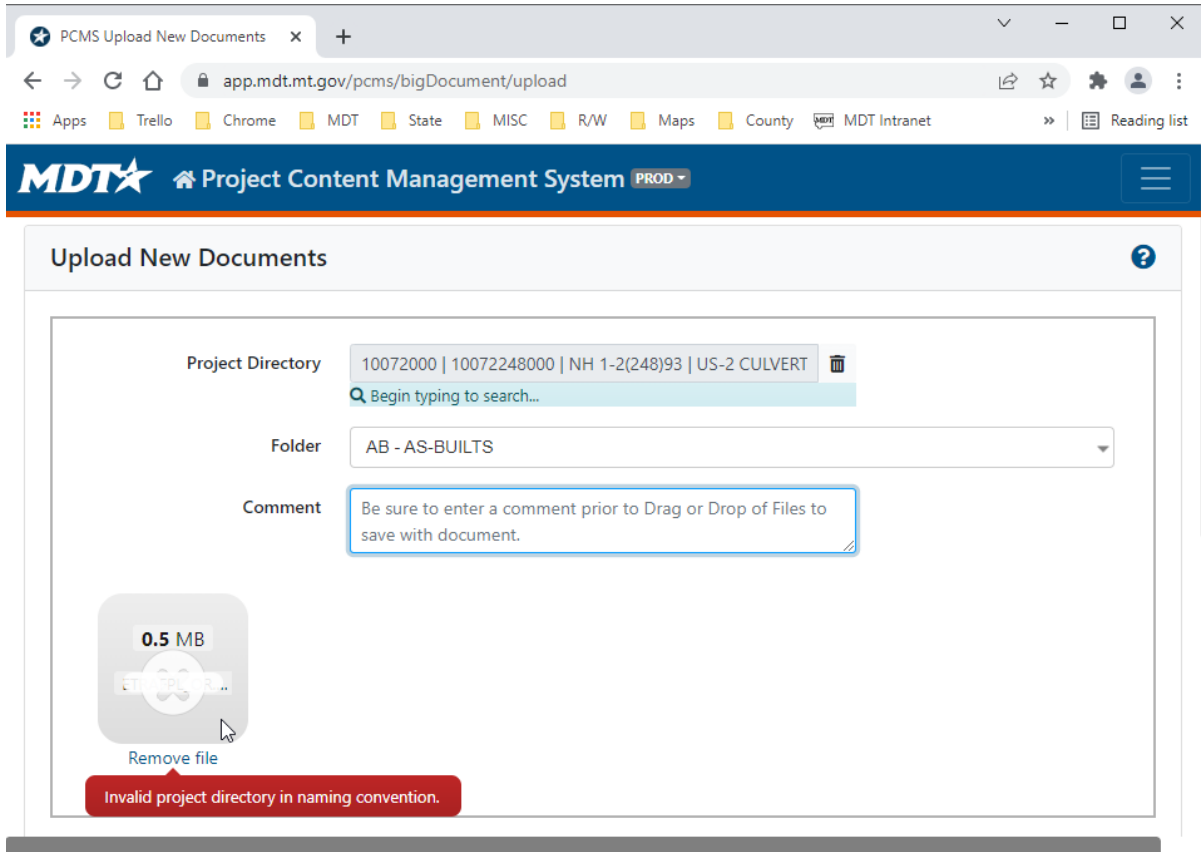
File Class must not be empty.

The background interface shows a "Project Directory" search bar and a table of "PCMS Pending Uploads". The table has columns for File Name, Valid, Comments, Ref Files, Project Directory, Director..., Folder, Activities, and Action. One row is visible with the file name "plane.ref" and a red "Errors 1" indicator in the Valid column.

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

## As-Built PCMS File Upload Issues

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**.

**Edit Details** [X]

File Name: plane.ref

Project Directory: 10072000 [trash icon]  
[magnifying glass] Begin typing to search...

Folder: PS - PCMS SUPPORT [dropdown arrow]

File Type: Standard Reference File - Bentley Systems: MicroStation

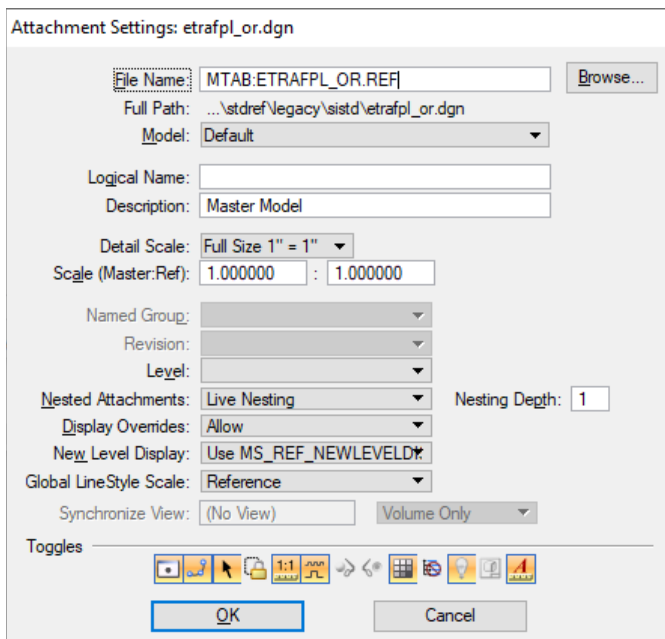
File Class: STD - Standard Detail [red arrow]  
[magnifying glass] Begin typing to search...

Comment: [text area]

[Cancel] [Save]

## 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 submit an [MDT Engineering Systems CADD Support Request](#) for further assistance with this issue.