MONTANA
Department of Transportation

Project Development & Delivery - Digital Design and Modeling Services

Support Guide

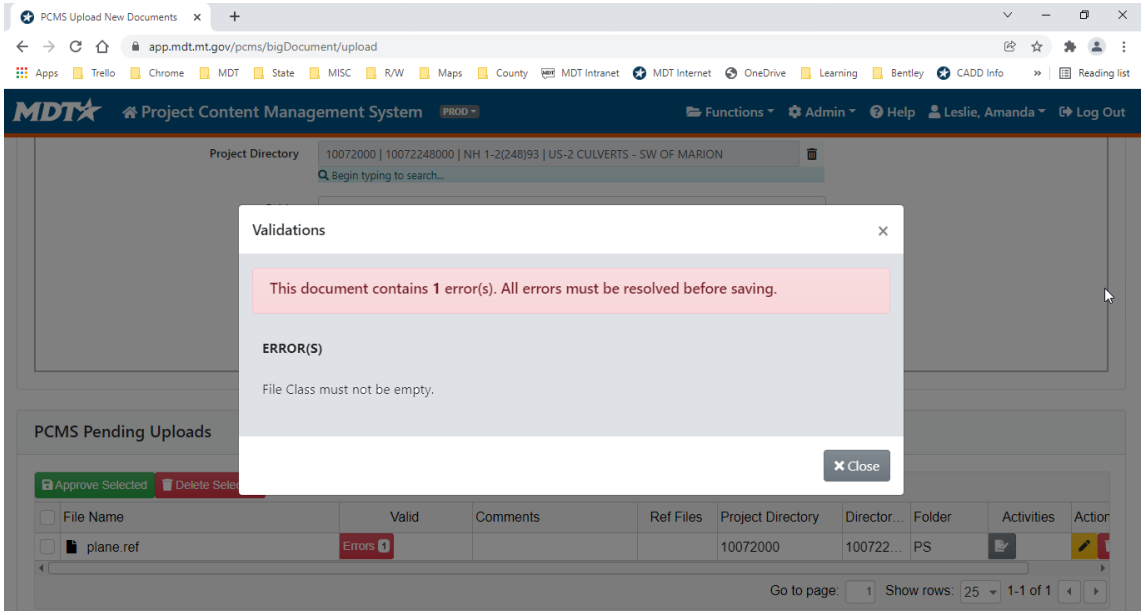
Application/Tool(s): PCMS
Version(s): N/A
Environment: N/A
Released/Revised: 2/14/2022

SUPPORT
Open a Case

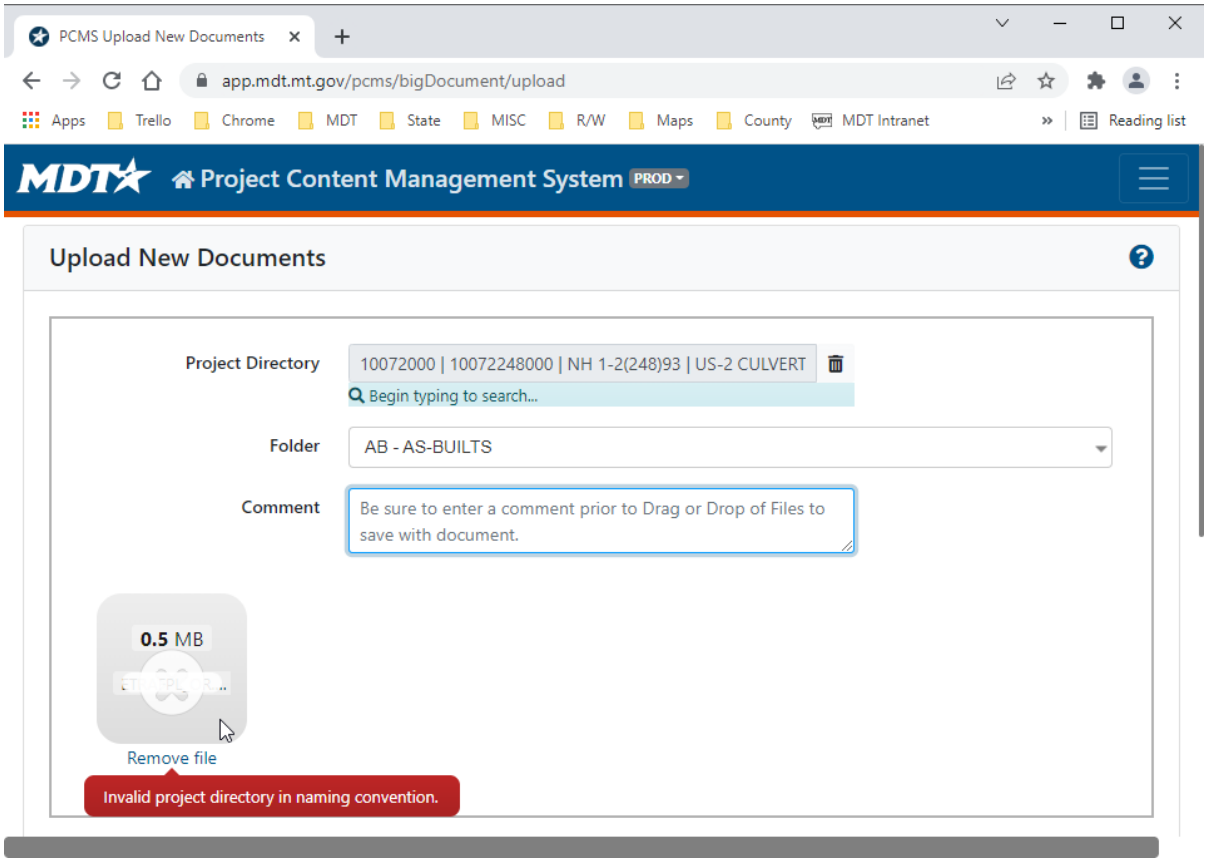
AS-BUILT PCMS FILE UPLOAD ISSUES

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.



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.

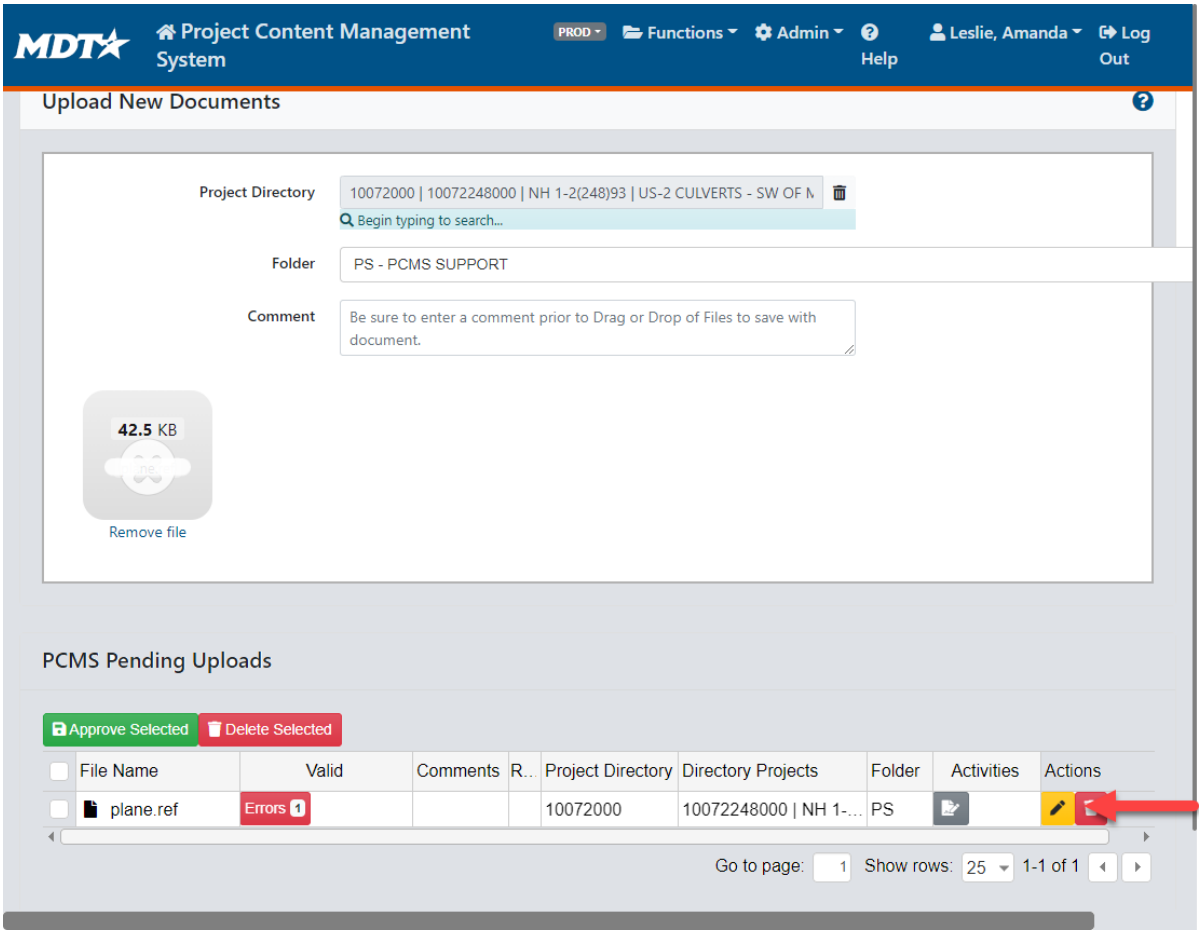
PROCEDURE:

ISSUE/SOLUTION 1

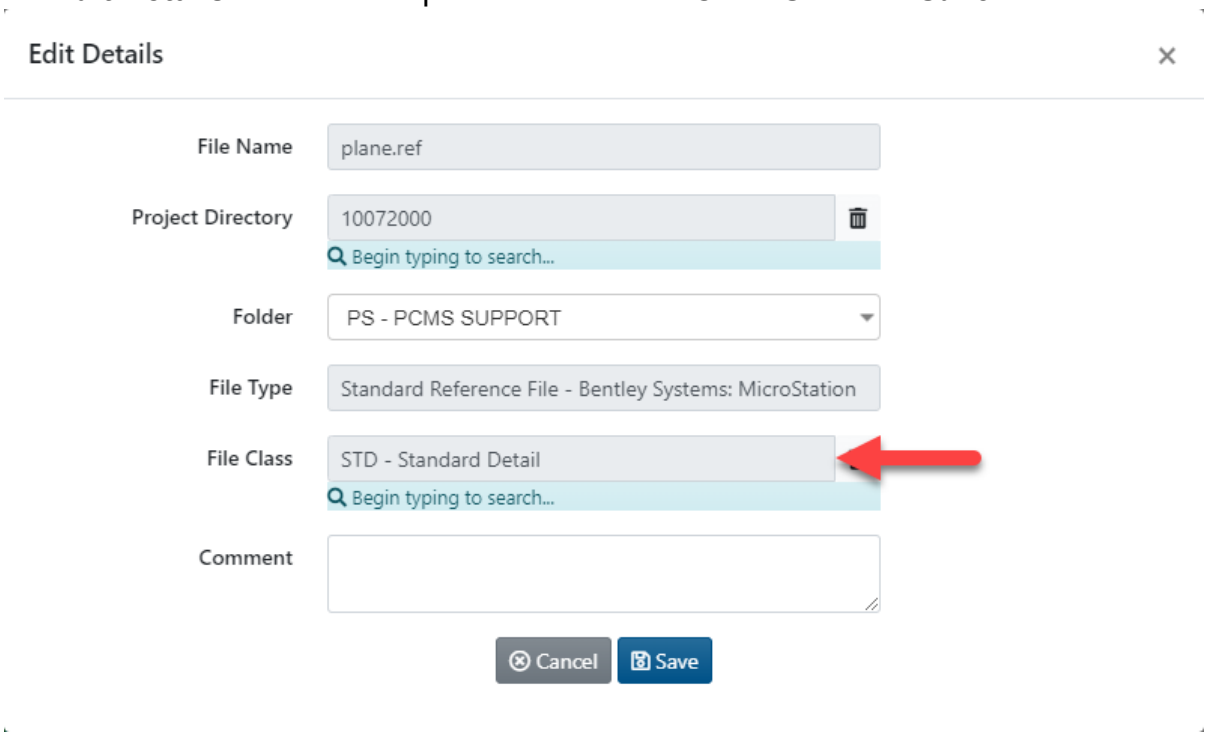
1) Within PCMS choose ***Upload New Documents***.

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.



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



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

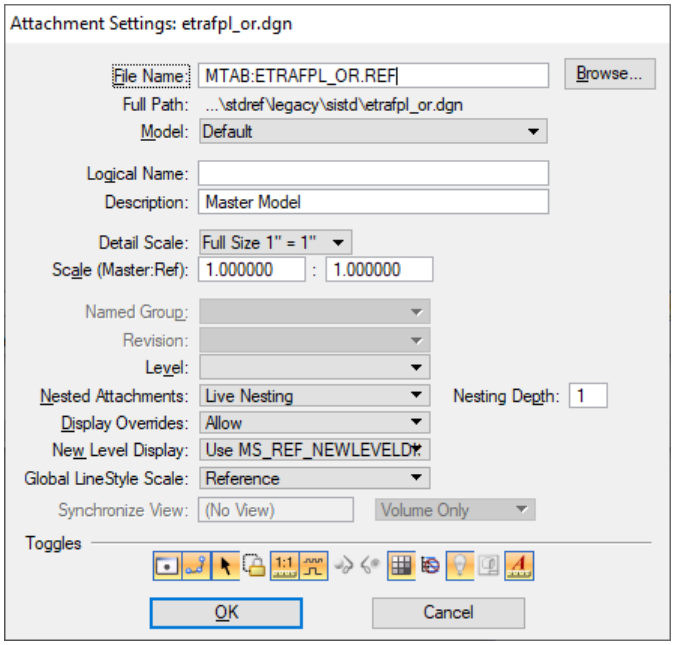
ISSUE/SOLUTION 2

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.