

## Using ProjectWise (10-22-2012)

### What is ProjectWise?

ProjectWise is an online database that allows MDOT to store CADD Files/plans and to allow access by people outside of the agency. Roadway Designers will upload files at project milestones in a job (i.e. Pre-ROW, Field Inspection, Final ROW, etc.).

Note: CADD files need to be placed in the CADD files location at the same time that PDF plans are uploaded if they are required for a specific project milestone. It's imperative that this occurs for submittals & each revision submittal for either. In Final ROW revision cases, CADD files will be "overwritten". This is explained in detail in the "Replacing Files on ProjectWise" section.

### Accessing ProjectWise

#### Software:

- Projectwise Web Explorer:

This a web based version of Projectwise which does not require any software installations. All that is required to login to the appropriate webpage is a user name and password supplied by MDOT (See Account Creation below).

For internal users, use the link <http://pwweb>

For external users, use the link <https://pwweb.mdot.state.ms.us>

Note:

1. ProjectWise has a compatibility issue with browsers other than Internet Explorer.
2. The site needs to be added as a "Trusted site".
3. Some Active X components are installed. It may take a little while for these to install upon 1<sup>st</sup> access so you may not be able to immediately upload files on your 1<sup>st</sup> logon. If so, wait approximately 30 minutes and then log out & try again.

- Projectwise Client

Users can get Projectwise Client for free if they have a current Select agreement with Bentley and an active license of Microstation. Download Projectwise Client from Bentley using your select ID. Once Projectwise is installed on your computer,

to connect to MDOT's PW datasource go to GOMDOT -> Divisions -> Roadway Design -> CADD Info -> Other Help Documents -> [PW Client Configuration](#) Info & follow the steps.

## **Account Creation**

Projectwise account(s) will need to be created for your designers who will transfer the files. Any Roadway Designer needing the ability to transfer files will need to fill out the Projectwise Account Creation form available as discussed in the Help Documents area below. They will be emailed an account (should be within 24 hours) & added to the design security group specific to your firm which will have permissions to write to projects assigned to your firm.

## **Logging In**

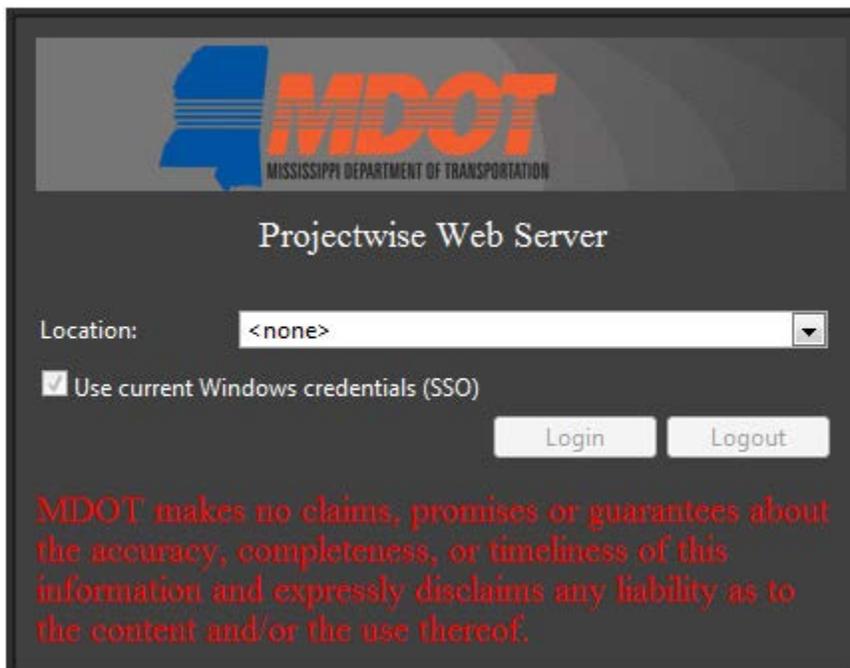
The remainder of the instructions show steps of using the Projectwise Web.

Select one of the links below:

For internal users, use the link <http://pwweb>

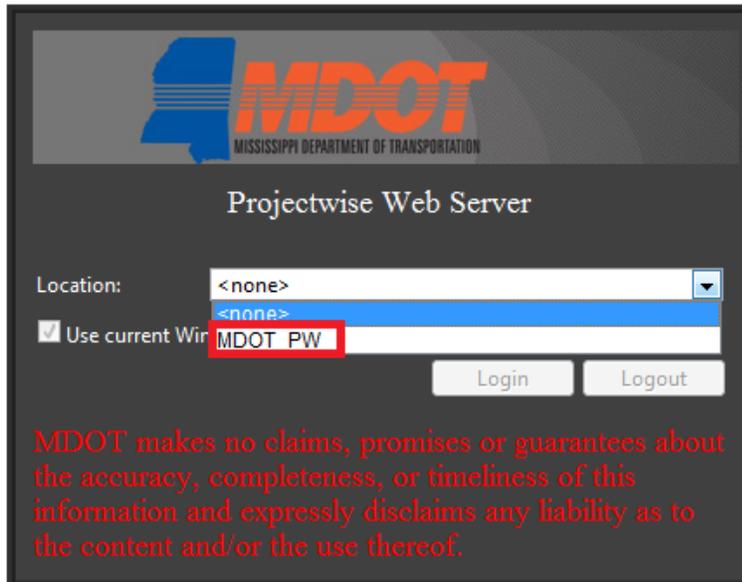
For external users, use the link <https://pwweb.mdot.state.ms.us>

You are prompted with:



The screenshot shows the Projectwise Web Server login page. At the top left is the MDOT logo (Mississippi Department of Transportation). The page title is "Projectwise Web Server". Below the title is a "Location:" dropdown menu currently set to "< none >". There is a checked checkbox labeled "Use current Windows credentials (SSO)". Below the checkbox are two buttons: "Login" and "Logout". At the bottom, there is a red disclaimer: "MDOT makes no claims, promises or guarantees about the accuracy, completeness, or timeliness of this information and expressly disclaims any liability as to the content and/or the use thereof."

From the drop down, choose “MDOT\_PW” and tag “Login”:



MDOT  
MISSISSIPPI DEPARTMENT OF TRANSPORTATION

Projectwise Web Server

Location: <none>

Use current Win

MDOT\_PW

Login Logout

MDOT makes no claims, promises or guarantees about the accuracy, completeness, or timeliness of this information and expressly disclaims any liability as to the content and/or the use thereof.

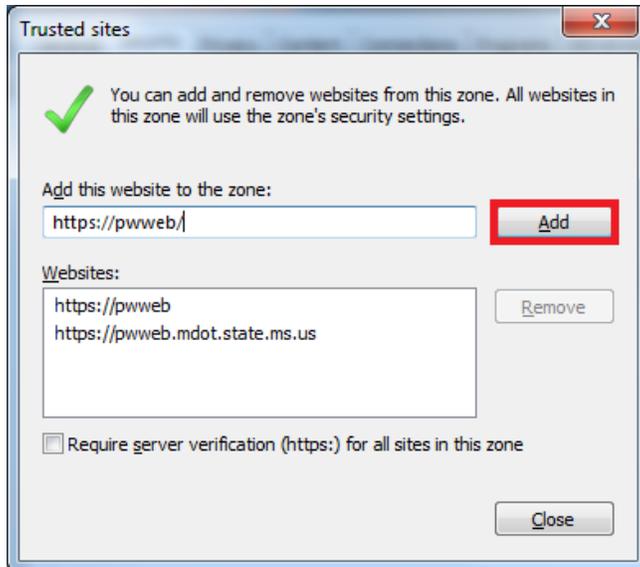
**Note: External users will need to type “MDOT\” before their username when logging in. For instance, username “jdoe” will be provided as “MDOT\jdoe”.**

**Adding ProjectWise to your trusted sites** (*This has been done for MDOT CADD users*).

In order to use ProjectWise properly, you must add it to your trusted sites.

In Internet Explorer -> Tools -> Internet Options -> Security Tab -> Trusted Sites -> Sites button, etc.

Type in <https://pwweb/> (internal) or <https://pwweb.mdot.state.ms.us> (external & internal) and tag Add:



## Navigating ProjectWise

### Projects - File Structure

ProjectWise is directory structured as shown below which allows the user to navigate to a project by district, county, FMS number, FMS detail, division/staging area, and milestone.

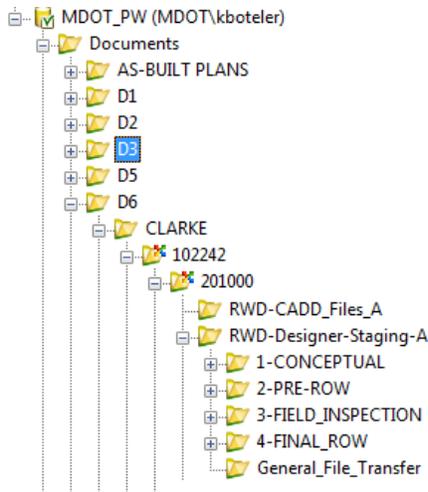
The Designer should locate their project and detail (2\*\*000 details for Phase "A" , 3\*\*000 details for Phase "B") & and look for:

Project is in Phase "A"

- \RWD-Designer-Staging-A (for PDF, non-milestone CADD files (In General Transfer folder, etc)
- \RWD-CADD\_Files\_A (Milestone/Revision CADD file submittal. "Overwrite" files with later milestones/revisions.)

Project is in Phase "B"

- \RWD-Designer-Staging-B (for PDF, non-milestone CADD files (In General Transfer folder, etc)
- \RWD-CADD\_Files\_B (Milestone/Revision CADD file submittal. "Overwrite" files with later milestones/revisions.)

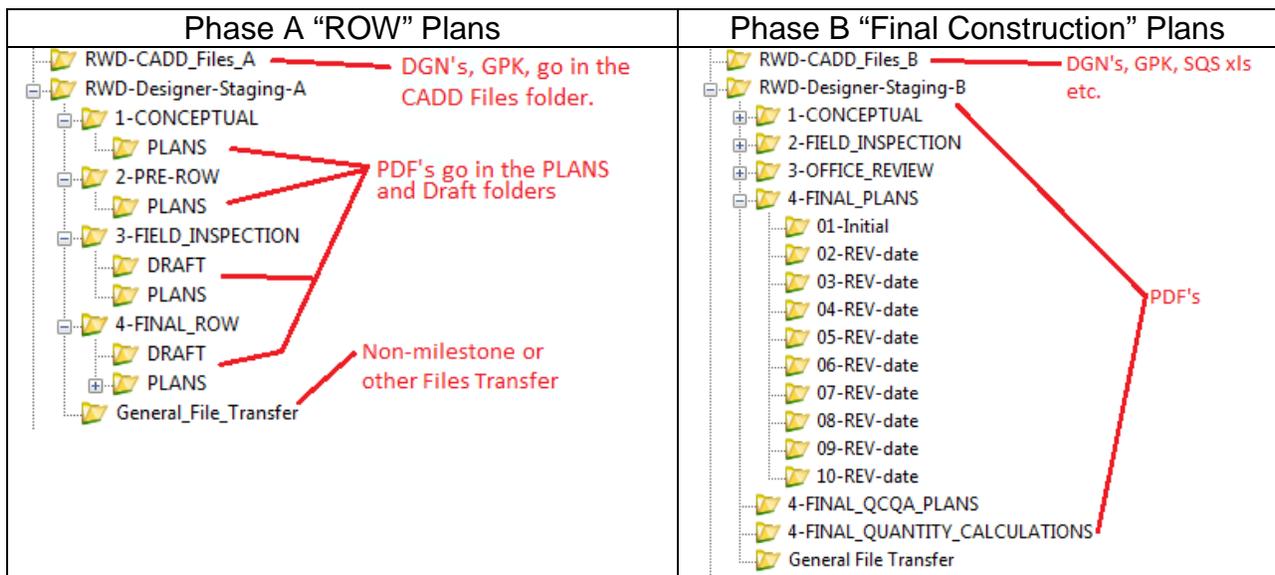


**Notes:**

1. **Contact Roadway Design's CADD Engineer if you do not see your project or the Staging or CADD files folder for your project.**
2. **If you need Read permissions on an adjacent project, contact Roadway's CADD Engineer.**

**Projects – Staging & CADD File Folders**

Formal (milestone) submittals should be submitted in their appropriate directories. Any file transfer that is not a formal submittal should be placed in the "General File Transfer" directory. Also available for general file transfer.



**NOTES:**

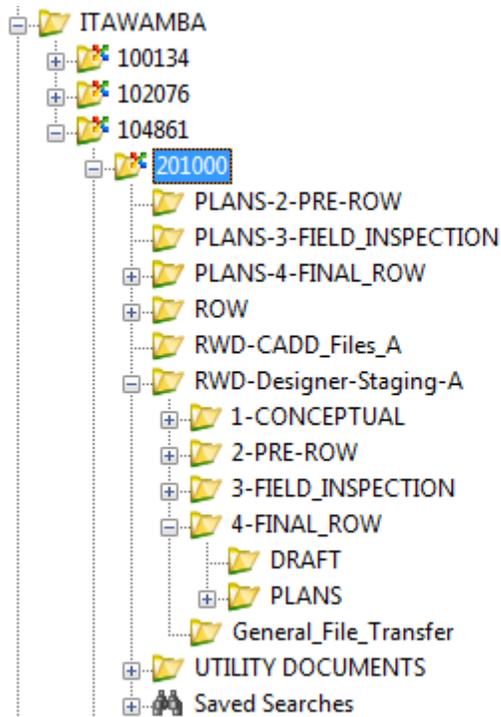
1. RWD\_CADD\_FILES\_\*

- a) It's the Designers responsibility to keep the RWD\_CADD\_files folder up-to-date per milestone/revision. Submit CADD files as required by the scope of work or Section Engineer requirement.
- b) Overwrite with current files when milestone plans/revisions submitted (especially for ROW/1<sup>st</sup> Order revisions). See "Replacing Files in PW"
- c) CADD files submittal for FINAL ROW & FINAL PLANS should include all sub-directories/files used to produce the plans [i.e. .DGN's, .COR, .XLS, GeoPak files (.GPK, .PRJ, projdbs sub-directory, .X, .INP, .COR), etc.]
- d) Files that were generated but are not used in the plans (Junk, Temporary, alternate alignments not used, survey submittal directories, etc.) shouldn't be submitted.
- e) See "Replacing files" section below for details because files have to be deleted since overwrite is not available in PW.
- f) Don't bundle files in any compression software (ZIP, etc.).
- g) Non-milestone transmittal of CADD files/PDF's (Potential revision, Survey from Section Engineer to Consultant, Alternate reviews, presentations, etc. should be placed in the General\_File\_Transfer folder under the Staging dorectory.)

## 2. RWD-Designer-Staging-\*

- a) Submission directories should be available for milestones. Place PDF's in correct one.
- b) DRAFT applies only to consultants.
- c) See ROW Revisions Section below for handling ROW revisions.

## **Projects – PLANS FOLDERS**

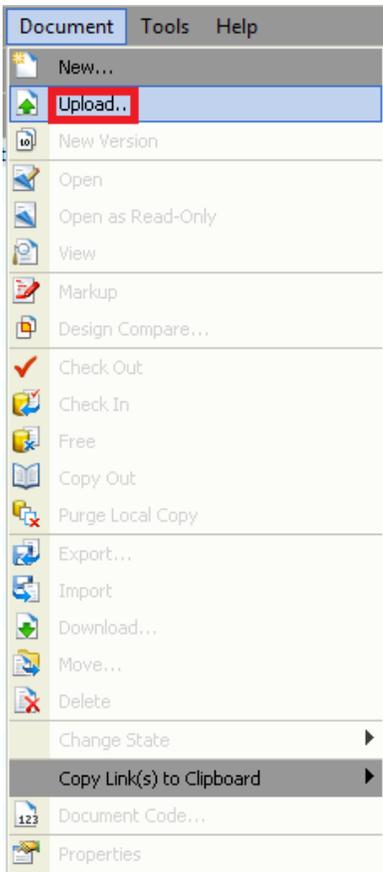


"Plans" folders are created upon formal Print Request. Staging PDF's are copied from the "Staging" folders.

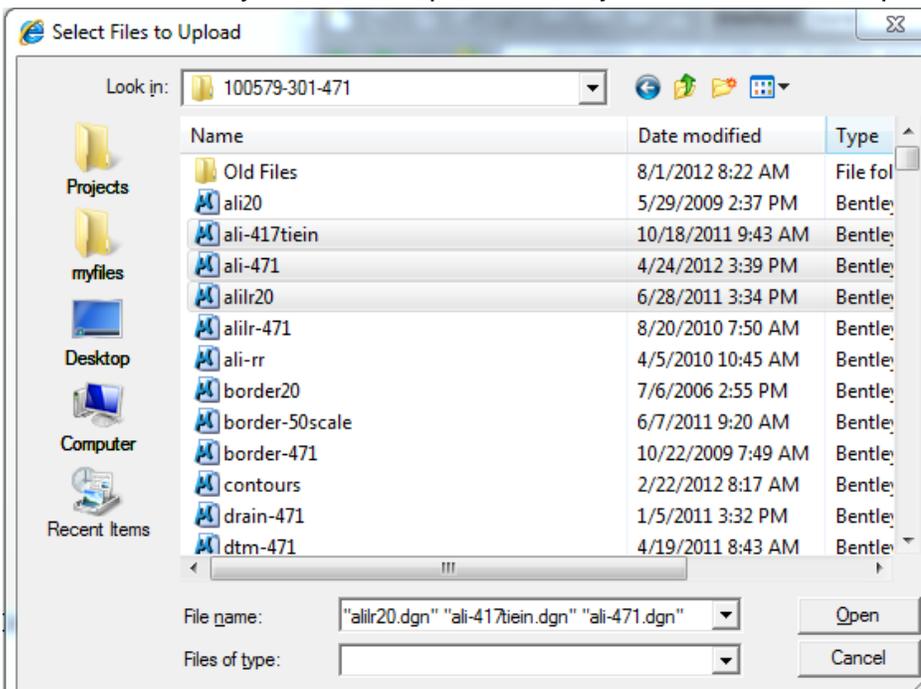
The consultant will generally not see the "PLANS" folders, nor the "ROW" or "Utility Documents" shown to the left.

## Uploading files to ProjectWise

1. Navigate to the folder where the files need to be uploaded.
2. Choose "Upload" from the Document dropdown.

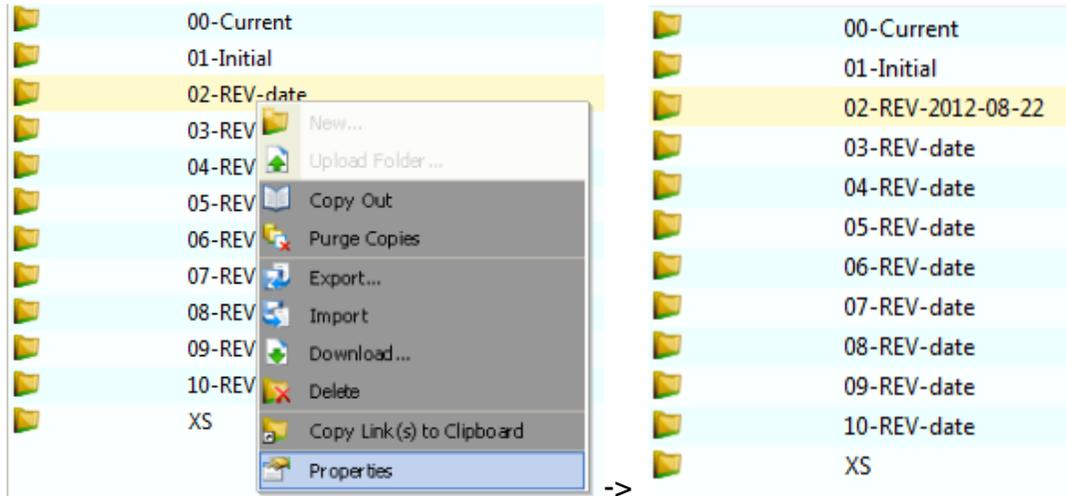


3. Choose the files you want to upload to ProjectWise and click open.



## ROW Revisions

- Initial final ROW printed plans should be placed in the 01-Initial folder & XS in the XS folder.
- The designer should change “date” to the actual date of a ROW revision submittal by right clicking and choosing properties and then changing the name:

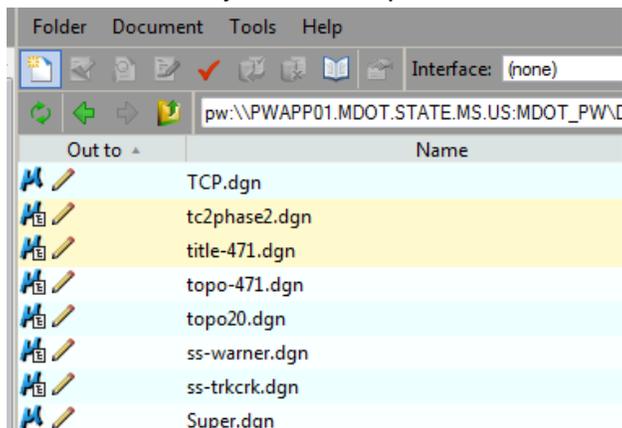


- 2 PDF's should be submitted for ROW revisions. One will contain the Title Sheet, ROW Revision Sheet, and actual sheets revised. The other PDF will contain the current full set of ROW plans (with outdated sheets replaced with revisions).
- Revised CADD files shall be re-submitted at the same time “revision” PDF's are submitted.

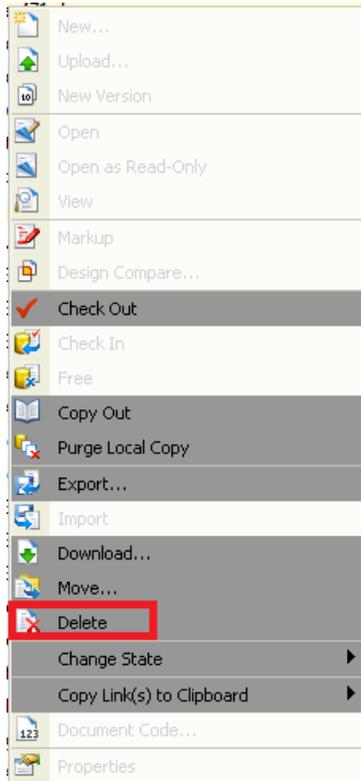
## Replacing Files in ProjectWise

ProjectWise does not allow the user to overwrite files. In order to replace files on ProjectWise, the user must first delete the files he wants to replace.

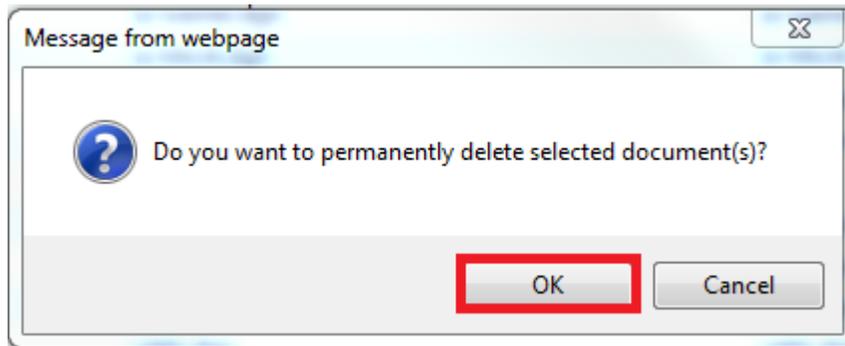
1. Select the files you want replace:



2. Right click on your selection and choose “Delete” from the menu.



3. Click “ok” at the prompt.



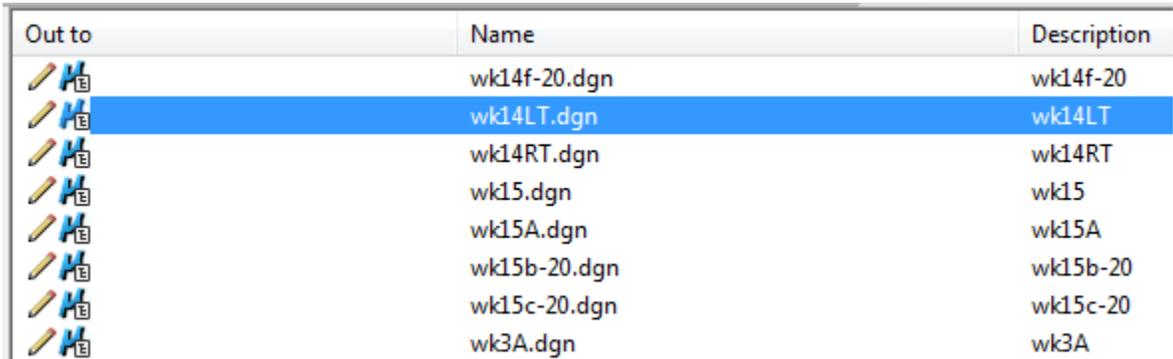
4. After the files are deleted, follow steps 1-3 in the “Uploading files to ProjectWise” section.

## Exporting Files from ProjectWise Client (Explorer)

Note: If you export a file that contains references (such as a working sheet), all the attached reference files will be downloaded as well pending “scan references” has been run on the folder.

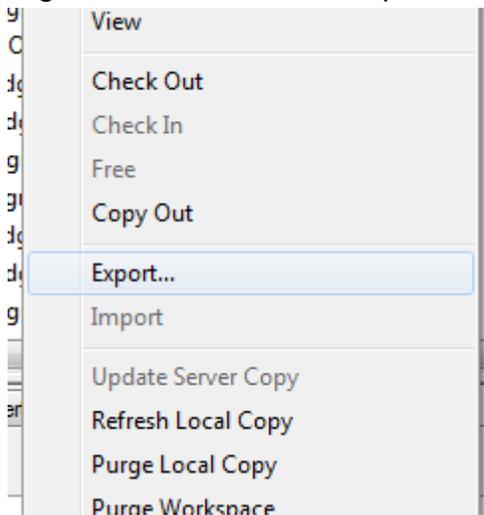
Steps:

1. Select the file you wish to export.

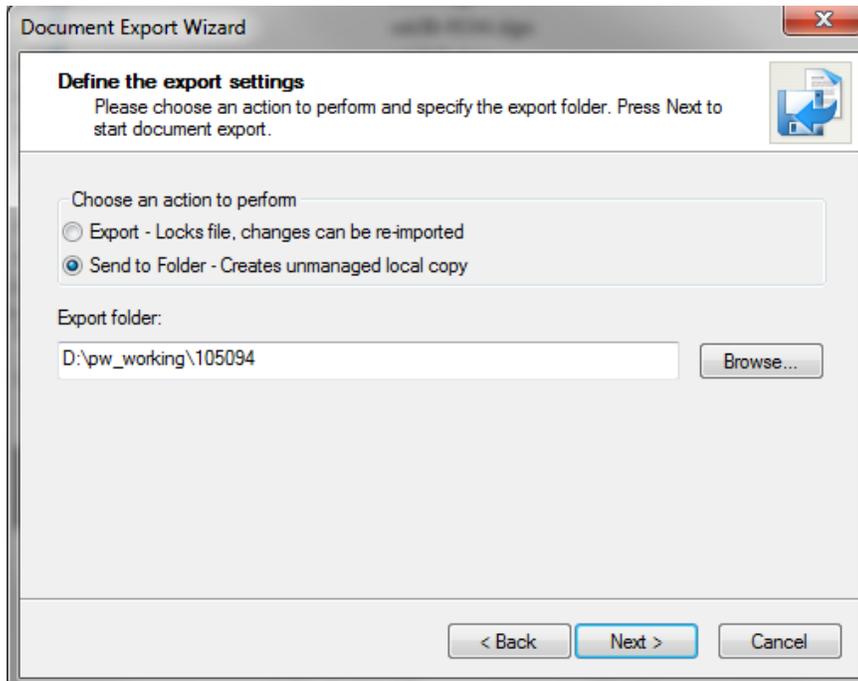


| Out to  | Name         | Description |
|---|--------------|-------------|
|  | wk14f-20.dgn | wk14f-20    |
|  | wk14LT.dgn   | wk14LT      |
|  | wk14RT.dgn   | wk14RT      |
|  | wk15.dgn     | wk15        |
|  | wk15A.dgn    | wk15A       |
|  | wk15b-20.dgn | wk15b-20    |
|  | wk15c-20.dgn | wk15c-20    |
|  | wk3A.dgn     | wk3A        |

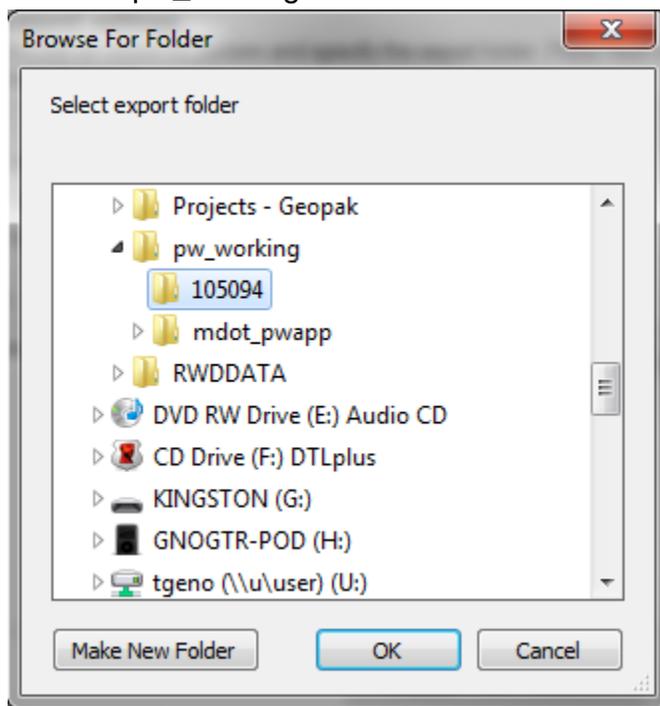
2. Right click and choose “Export”.



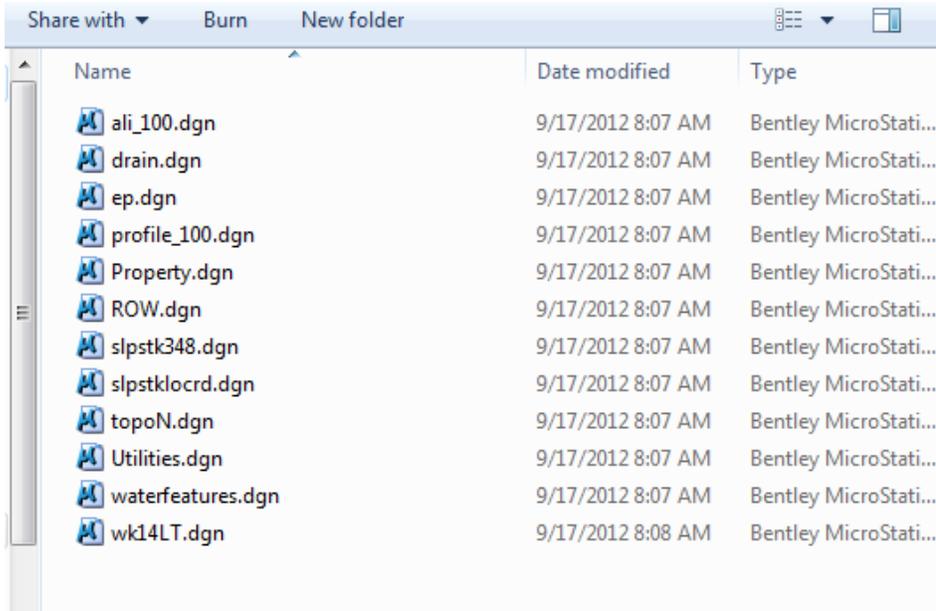
3. Click next at the wizard screen and choose the “Send to Folder” Option.



4. Click browse and choose the location you want to download the files to. This can be anywhere you wish. In this example we created a directory called 105094 under d:\pw\_working.

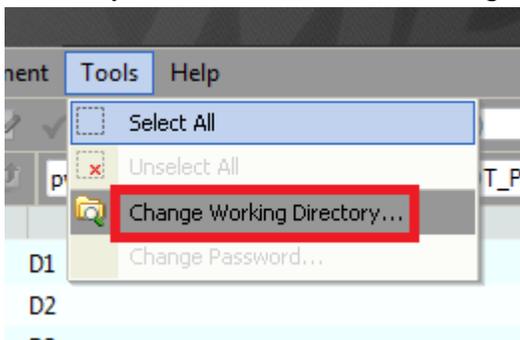


5. Click ok and click next on the wizard.
6. Navigate to the folder you selected to find your files & references.

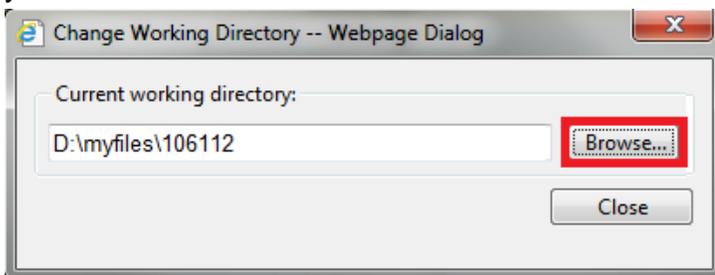


## Exporting files from ProjectWise Web

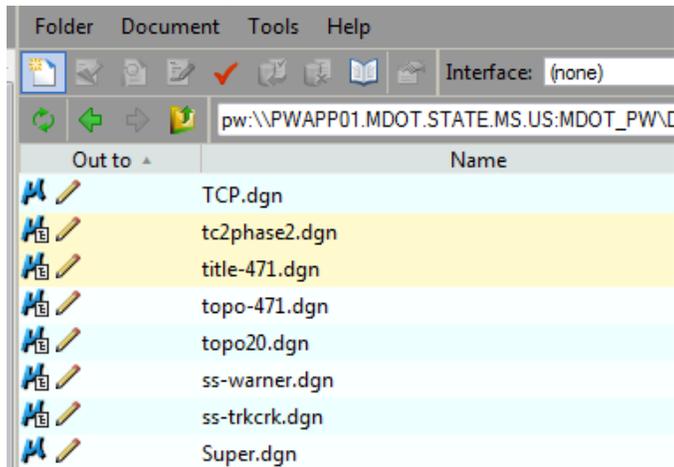
1. In order to choose where you want to put your files, you must first set your working directory. Choose Tools -> Change Working Directory:



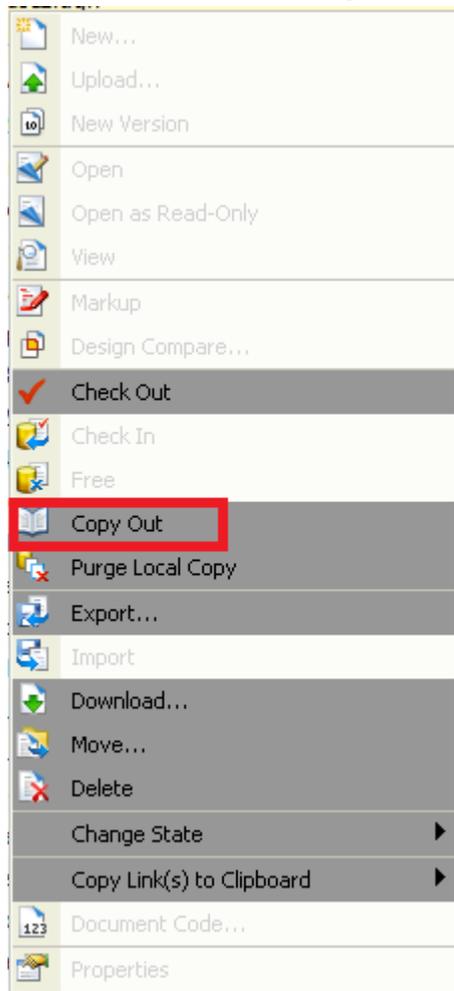
2. At the prompt, choose browse and choose where you want the files to be placed on your machine:



3. Select the files you want to export:



4. Right click on your selection and choose “Copy Out” from the menu. (Note: DO NOT choose “export”, always choose “copy out”. Export puts the files in a location that is not changeable by the user):

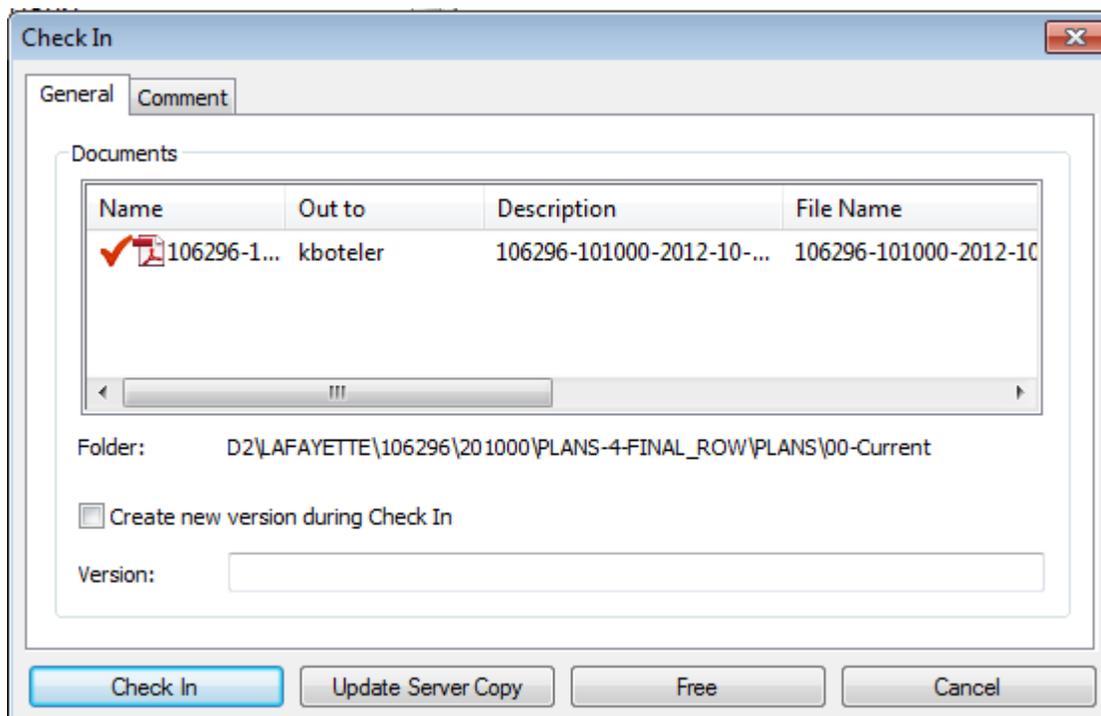


5. Navigate to your location to find the files that ProjectWise placed there.

## Opening Files in Projectwise

It's recommended you export files to a specific directory as described in the Export section above if you want to actually edit a file, then re-import it.

If the file type is known & you just want to view it (i.e. PDF), you can double click a file to open it in Projectwise. Projectwise does give you the ability to Right click & "Open with" which allows you to choose a specific program to open the file with. If you have permissions to write a file, you'll be prompted with the following dialog when you close it.



Check In – Saves changes & checks in the document.

Update Server Copy – Saves changes to PW but leaves the document checked out in your name.

Free – Checks it in without saving changes.

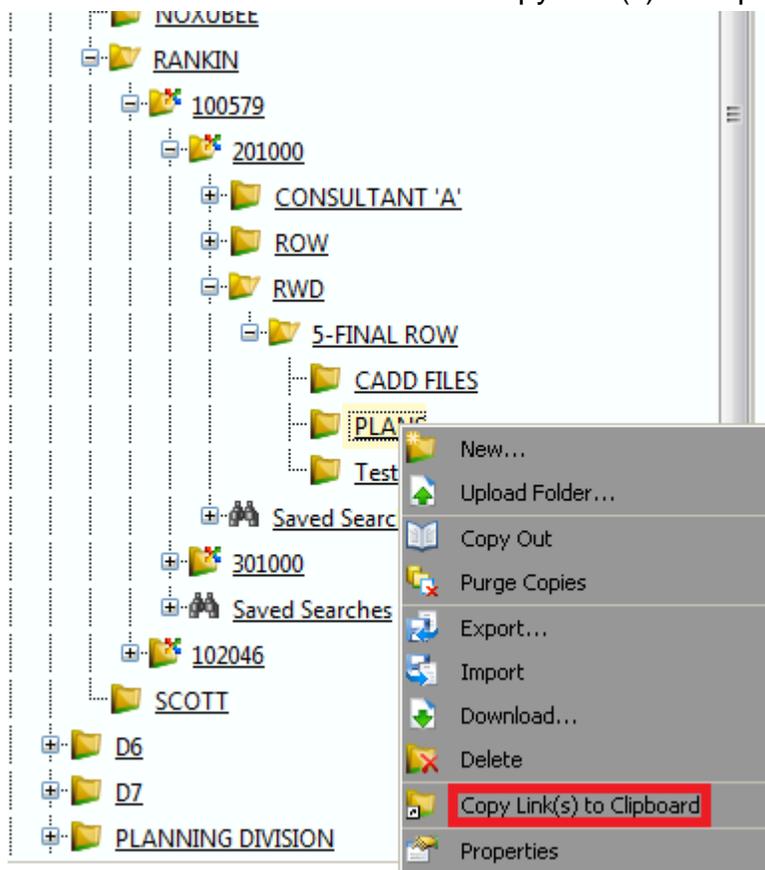
NOTE: You may not be prompted with the dialog above through PW Web. In that case, just right click the file and choose Check In.

## Generating a link

ProjectWise has the ability to generate a link to allow someone to navigate directly to a folder. You can generate a link to a folder in ProjectWise that invokes either ProjectWise web or ProjectWise client and traverses to the link.

### Links for ProjectWise Web Users

1. Navigate to the folder you want to create a link for & Right click on the folder you want to create a link to and click “Copy Link(s) to Clipboard”:



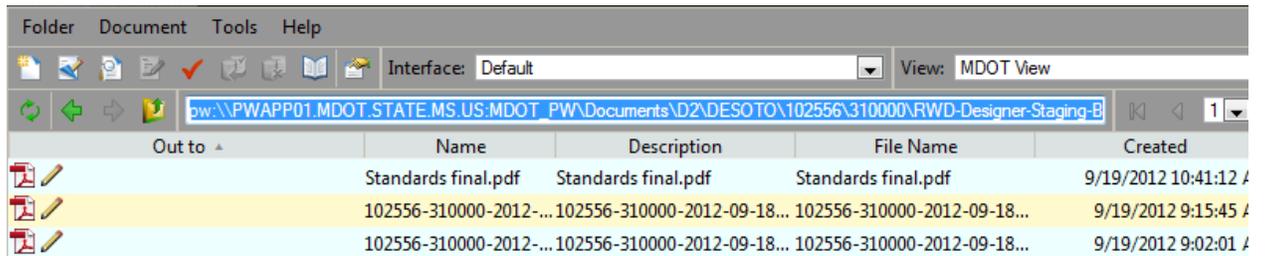
2. Paste the link in the intended email.

## Links for PW Client Users

A link generated this way will be used for the following cases:

- Milestone submittals to section engineers
- Print request by RWD designers or section engineers
- Anyone who uses PW client

1. Navigate to the folder that a link needs to be created for.
2. Select and copy the link from the ProjectWise link bar:



3. Paste the link in the intended document, email, etc.

## Example Links:

Note: External Users will probably not have access to these.

Client Link:

pw:\\PWAPP01.MDOT.STATE.MS.US:MDOT\_PW\Documents\D6\CLARKE\102533\201000\PLANS-4-FINAL\_ROW\PLANS\00-Current\

Web Link for Internal users:

[https://pwweb/default.aspx?link=pw%3A%5C%5CPWAPP01.MDOT.STATE.MS.US%3AMDOT\\_PW%5CDocuments%5CD6%5CCLARKE%5C102533%5C201000%5CPLANS-4-FINAL\\_ROW%5CPLANS%5C00-Current%5C](https://pwweb/default.aspx?link=pw%3A%5C%5CPWAPP01.MDOT.STATE.MS.US%3AMDOT_PW%5CDocuments%5CD6%5CCLARKE%5C102533%5C201000%5CPLANS-4-FINAL_ROW%5CPLANS%5C00-Current%5C)

Web Link for External users:

[https://pwweb.mdot.state.ms.us/default.aspx?link=pw%3A%5C%5CPWAPP01.MDOT.S  
TATE.MS.US%3AMDOT\\_PW%5CDocuments%5CD6%5CCLARKE%5C102533%5C20  
1000%5CPLANS-4-FINAL\\_ROW%5CPLANS%5C00-Current%5C](https://pwweb.mdot.state.ms.us/default.aspx?link=pw%3A%5C%5CPWAPP01.MDOT.S<br/>TATE.MS.US%3AMDOT_PW%5CDocuments%5CD6%5CCLARKE%5C102533%5C20<br/>1000%5CPLANS-4-FINAL_ROW%5CPLANS%5C00-Current%5C)