

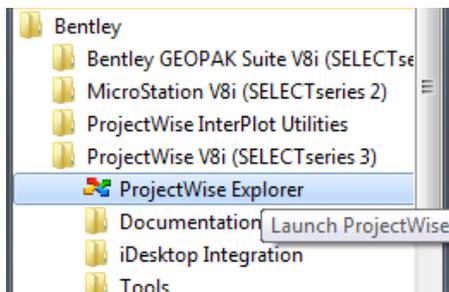
Using ProjectWise (In-House Designers) (1-25-2013)

NOTE: This document is intended specifically for In-House Designers who only push CADD files in Projectwise(PW) when Final ROW or 1st Order Plans/revisions is printed. The "PW Designer Instructions", which is specific to consultant transfer of files, also contains more specific instructions on Exporting files from PW, generating links, etc.

Accessing ProjectWise

Software

Projectwise Client should be installed on your computer. You can open it through Start -> All Programs -> Bentley -> Projectwise V8i ->



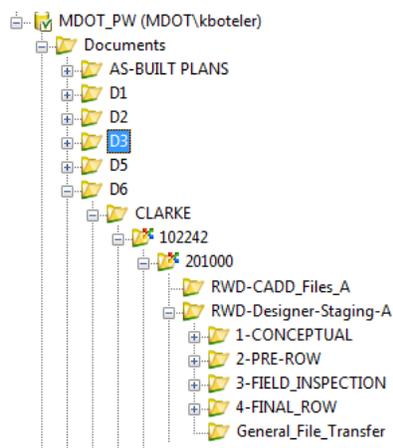
Logging In

In-House designers should be logged in automatically.

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 folder.



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-CADD_Files_A** (Final ROW/ROW Revision CADD file submittal. “Overwrite” files with later milestones/revisions.)

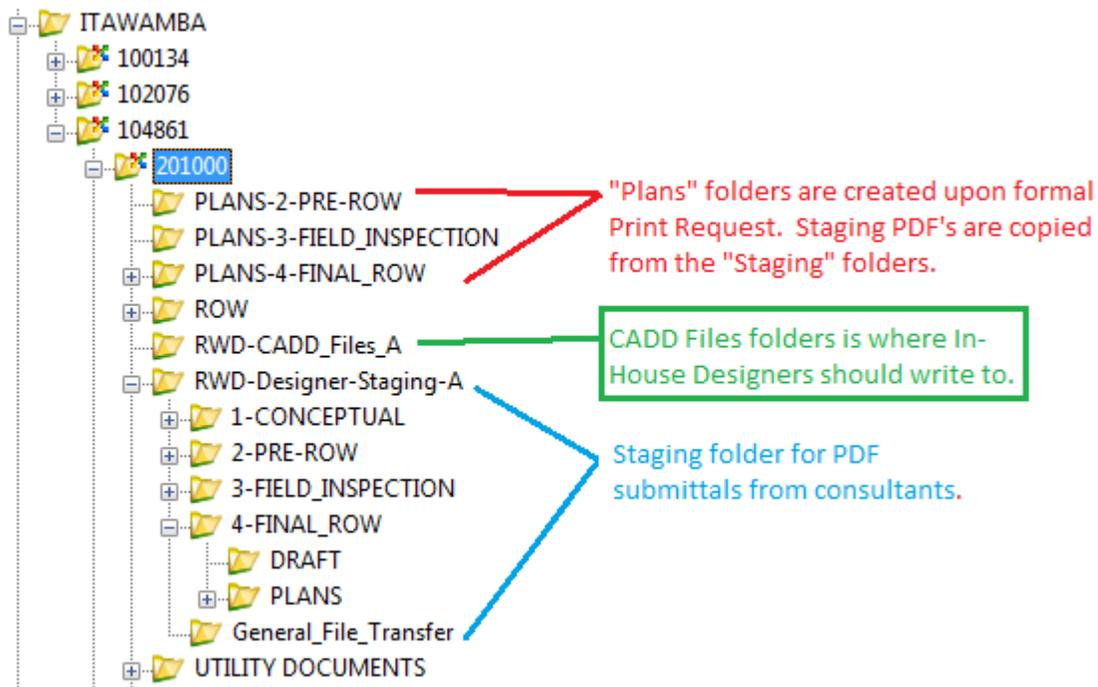
Project is in Phase “B”

- **\RWD-CADD_Files_B** (1st Order/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. **Bridge Files are to be obtained from Bridge Division by the section engineer. The section engineer is responsible for pushing the bridge files to ProjectWise.**

Projects – Staging & CADD File Folders

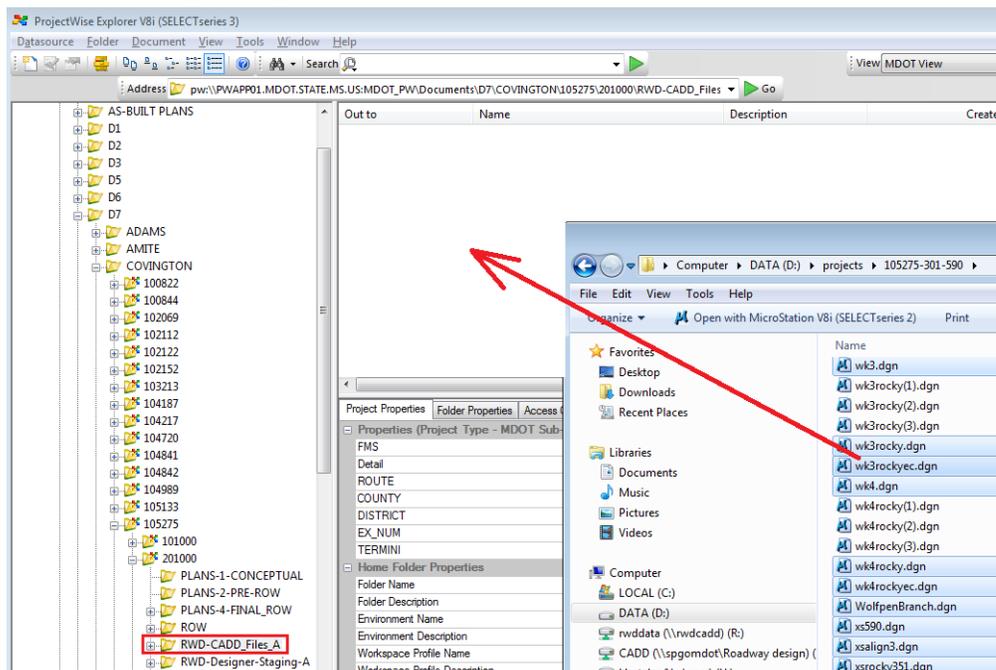


NOTES:

1. RWD_CADD_FILES_*:
 - a) It's the Designers responsibility to keep the RWD_CADD_files folder up-to-date per milestone/revision.
 - b) Overwrite with current files when milestone plans/revisions submitted. See "Replacing Files in PW"
 - c) CADD files submittal for FINAL ROW & FINAL PLANS should include:
 - i. DGN's which compose the Final ROW plans & X-Sections. (Title, Typ, ROW Rev Sheet, WK w/ references, XS,XS LAY, etc.) (No junk, temp, alternate, copy, etc.)
 - ii. GPK, *.PRJ, *.x, & \projdbs sub-directory
 - iii. TIN
 - d) Files that were generated but are not used in the plans (Junk, Temporary, alternate alignments not used, copies, 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.).

Uploading files to ProjectWise

1. Navigate to the folder where the files need to be uploaded.
2. Drag * drop the appropriate files from Windows Explorer to the RWD-CADD_Files_A folder.



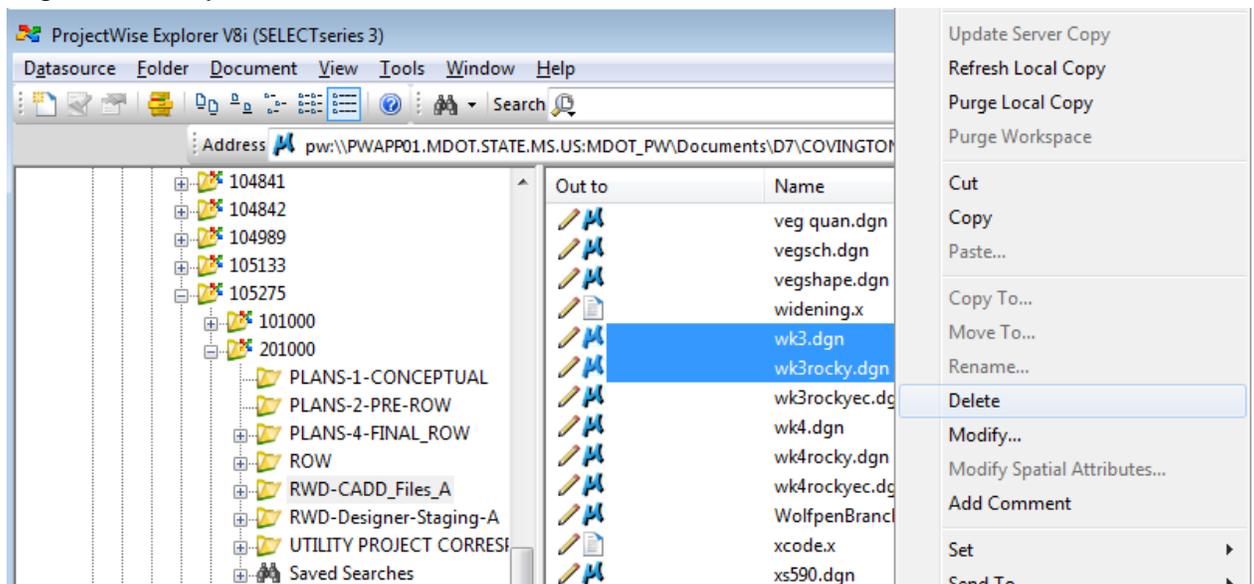
ROW Revisions

Revised CADD files shall be re-submitted at the same time “Print Requests” are issued for Final ROW or ROW revisions. It’s the Designer’s responsibility of making sure the CADD files match the current ROW plans. PW will not allow overwrites (Needed for revisions) so see the “Replacing Files in PW” discussion below.

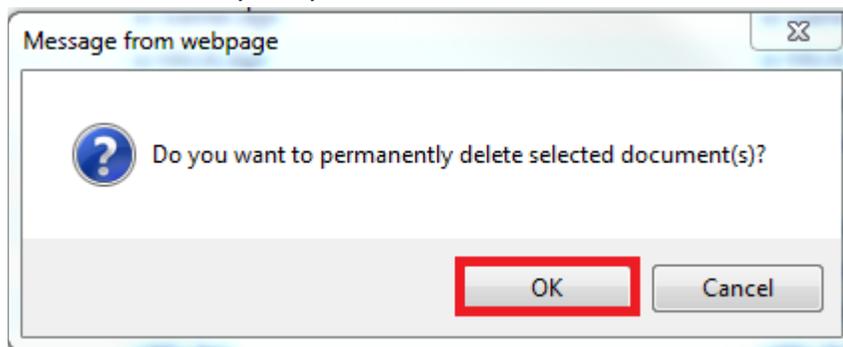
Replacing Files in ProjectWise

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, drag and drop the revised files in.

Exporting Files from ProjectWise Client (Explorer)

See PW Designer Instructions.

Generating a link

See PW Designer Instructions.

Viewing Options

PW pretty much controls which viewer is opened by default when you open or double click a file in PW. There may be times where you want to open a file with a different software application. An example of this is PDF's. Viewing PDF's with large number of sheets and scaled printing of PDF's is easier with PDF Xchange viewer. Obviously you can export the file and then open the file outside of PW with any software. Most would prefer to view non-CADD files by just opening in PW though.

Below is an example of how to set up an optional second program to view a PDF file in PW with a different program. This procedure would pretty much apply to any file type/software association & is applicable when all you have is read only permissions.

1. Right click a PDF file in PW and choose "View".
2. Tag Browse on the resulting dialog.
3. Choose PDF Xchange viewer from the programs listed. If you don't see it here, you can browse again and locate the executable in c:\Program files. (software must be installed on your computer.)
4. Tag "Always use this program" & say OK.
5. From that point on:
 - To open a file with Adobe – Double click the file.
 - To open a file with PDF Xchange – Right click a PDF & choose view.

