

Mark C. McConnell
Deputy Executive Director/
Chief Engineer

Charles R. Carr
Director
Office of Intermodal Planning



Jackie Duckworth
Deputy Executive Director/
Administration

Willie Huff
Director
Office of Enforcement

Melinda L. McGrath
Executive Director

P. O. Box 1850 / Jackson, Mississippi 39215-1850 / Telephone (601) 359-7001 / FAX (601) 359-7110 / www.GoMDOT.com

Inter-Office Memorandum

Date: October 15, 2012

To: Active Consultants

From: Roadway Design Division Engineer
John Reese 

Subject: Transfer of files to Roadway Design

All future Plan & CADD file submittals for Roadway Design Projects need to be submitted via ProjectWise (PW). This will replace CD/DVD/FTP/Email transfer/submittal of files. PW Accounts will need to be created for any users needing to transfer Roadway plans/CADD files. Further details are described below and in the "PW Designer Instructions" help document (See Help Documents section below).

Projectwise Accounts

Projectwise account(s) will need to be created for your designers who will transfer the files. Anyone 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 soon thereafter (usually within 2 business days) & added to the design security group specific to your firm which will have permissions to write to projects assigned to your firm.

Note: Please email Roadway Design's CADD Engineer if anyone that has applied for an account leaves your company so this account can be disabled.

Project Directories

Project directories based on the FMS Number/Detail have been created for all your active Roadway Design projects in Projectwise. Two directories have been created in the project detail folder which you'll write to:

- RWD-Designer-Staging-A (for projects in Phase A) or RWD-Designer-Staging- B (for projects in Phase B) (PDF or non-milestone submittal/transfer of files. Sub-directories are available for each milestone submittal.)
- RWD-CADD Files A (for projects in Phase A) or RWD-CADD Files B (for projects in Phase B) (Houses CADD files for last known milestone submittal. Designer has responsibility of keeping



these files up-to-date with last known milestone submittal of plans/revisions. CADD files update should coincide with plan/revision submittals.)

These project directories are discussed in more detail in the "PW Designer Instructions" help mentioned below.

Note: If Final ROW has been printed on a project, there may be CADD files (which MDOT loaded) already present in the RWD_CADD_Files_A folder. You can overwrite these if you make any future ROW revisions.

Software Req'd.

Options are mentioned in the "PW Designer Instructions" (Help Documents section below) but this file transfer process can be accomplished through Internet Explorer & Projectwise's Web Client interface.

Help Documents

Help files & forms associated with this change can be found at GOMDOT -> Divisions -> Roadway_Design -> CADD_Info -> [Other Help Documents](#)

- PW Account Creation form
- PW Designer Instructions (*Upload options, Project Directory Structure, Uploading files, Submitting Revisions, etc.*)
- PW Client Configuration (*Configuration of PW Client for those who don't want to use the Web based interface. See PW Designer Instructions for software options.*)

Please contact Chris Eaton (7281) or Terrance Geno (7289) if you have any issues or questions.

pc: Assistant Chief Engineer - Pre-Construction (Mood)
Roadway Design Division Engineer (Reese)
Assistant Roadway Design Division Engineer (Pittman)
Roadway Design Section Engineers
Quality Control Engineer (Sutterfield)
CADD Engineer (Boteler)