Lab 1 - Project Wise Explorer

Chapter Objective

- Logging into ProjectWise
- ProjectWise Working Directory

Lab 1.1 - Introduction to ProjectWise Explorer

This lab introduces ProjectWise Explorer. This is where the user can access CDOT projects. The introduction will cover the four main sections of the ProjectWise Explorer window.

 Go to Start > All Programs > Bentley > ProjectWise V8i (SELECTservices 4) and click on ProjectWise Explorer or

Click on the desktop ProjectWise Explorer icon if available. This will open ProjectWise Explorer V8i.

Datasources are containers of folders and documents where CDOT information is stored. Active CDOT projects are stored in the *CDOT_Active_Projects* datasource. This is where CDOT users can access current project documents.



2. Select on the plus symbol next to CDOT_Active_Projects.

If this is the first time ProjectWise is run, the following dialog box will appear.



- 3. Select Yes to create the working directory.
- 4. Click on the plus symbol next to *Documents* to expand the folder.



Lab 1.2 - Active Projects

Active project data is stored in the *CDOT_Active_Projects* Datasource. All documentation pertinent to the project should be stored in the ProjectWise project folder.

1. In *ProjectWise Explorer*, navigate to Projects.



2. Click on the plus symbol next to **Projects** to expand the sub-folder.

The Projects sub-folder is divided into folders based on the first two digits of the sub-account number.

3. For the project 14553 click on the plus symbol next to 14000-14999.

The folders are further divided based on the last three digits of the subaccount number. 4. Expand the **500-599** sub-folder to see the project folder.



- 5. Click on the plus symbol next to the **Projects** folder to *close* sub-folders.
- 6. Click on the plus symbol next to the **Documents** folder to *close* sub-folders.

Viewing Region Project Folders

Global searches have been created so the user can see a listing of regional project folders from within the CDOT project structure. These can be found at the bottom of the datasource listing under **Saved Searches**. Expand the **Saved Searches** folder and Global folder to see the list of regions. A listing of active CDOT projects in ProjectWise will show up in the Document List pane in ProjectWise Explorer.

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B Seed_Hiles	17535 - 84th Ave Bridge Over I-25	FBR 0253-209		-		
Joseph Steering Committee	18248 - Hartsel Drainage	NH 0242-048				
Task Force - Digital Signature	10051 - L25 Renair-Ridgecrate Surrey	FSA 0252-424				
Task Porce - Projectivise	17889 - sh88: accel/decel & signal imp	ESA 8600-378				
TEMP - No Environment	15052 - I-70 SED Control PH III	IM 0702-251				
	17734 - SH 177-University Concrete Pavement	STA 177A-007				
Training	18906 - SH 36 Bennett to Byers	STA 0362-033				
E Scomponents	18890 - US 85 Louviers to MP 191.75	CC 0852-106				
Custom Folders	18380 - antelone creek to castlewood c	STA 0831-115				
🗉 🎲 callahanp	18736 - sh30: florida to 1 st & sh83: i	STU 0304-030				
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🚊 🤔 Global	16869 - Erisco to Vail Pass Resurfacing	FS1 0702-283				
HQ Projects	15790 - L-25-SB Interim Improvement Speer-20th	C 0252-387				
	18226 - L270-VASOUEZ TO L76	IM2706-035				
💯 R2 Projects	19009 - PE-PP 115297 over PNSE-PTD PP at 60th Ave	P600-417				
R3 Projects	10216 - SH 224-70TH & Prophysic CPC Personstruction	C 224 A-001				
	19210 - SH 224-7011 & Broadway CBC Reconstruction	NUDD 0702-401				
	19474 - 1970 ED Feak Fellou Shoulder Laite	ESA C120.022				
	19757 - Enlegency Stoff Sever Repair at 51207 of 54th Ave.	C 0001_021				
- Show Region 1 Local Agency Projects	2-10053 - SH 9 Swan Mith to Agape	C 0091-051		Ψ		
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In the example below, Region 1 has been selected.

7. Expand the Saved Searches folder at the bottom of the datasource.



8. Expand the Saved Searches folder.

9. Expand the *Global* folder.



10. Click on the *R1 Projects* folder. In the right hand window, a listing of all active projects in R1 will be listed.

Student Project Folders

You must request a student folder be created in order to complete the lab work. If you have not made the request, return to the main page of the ProjectWise End User training webpage.

- 11. Under the *CDOT_Active_Projects* datasource, navigate down to *Training Online Classes* to expand the folder.
- 12. Click on the plus symbol next to **ProjectWise End User Class** to expand the folder.
- 13. Click on the plus symbol next to YOUR assigned Student folder.
- 14. Click on the plus symbol next to **Design** to **expand** the folder.

15. Click on the *Working* folder.

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Lab 1.3 - Creating Project Shortcuts

In this lab you will create two different types of shortcuts to access your student training folder in ProjectWise.

Shortcut 1

This example creates a shortcut within ProjectWise Explorer allowing the user to access it from any CDOT computer the user logs into using their username and password.

The following steps should be used to create a custom personal folder.

16. In ProjectWise Explorer, click on the plus sign box next to **CDOT_Active_Project** to expand the folder.



17. Expand *Custom Folders*. Right-click on *Personal Folders* and select **Create...**



18. In the *Create Custom Folder* dialog box. Enter **ProjectWise Training** for the *Name*.

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Name:	ProjectWise Training		
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19. Click **OK** to create the custom folder.

- 20. In ProjectWise Explorer, navigate to your student folder. CDOT_Active_Projects > Documents > Training – Online Classes > ProjectWise End User Class > Student_## (your assigned student folder).
- 21. Click on the student folder and drag and drop into the ProjectWiseTraining personal folder.



22. Expand the Personal Folders to see the new shortcut.



Shortcut 2

The first example enables the user to create personal folder shortcuts that can be used when logged onto any CDOT computer. This second example, once created can only be accessed from the desktop on the computer the user logs onto.

- 23. In ProjectWise Explorer, navigate to your student folder.
 - CDOT_Active_Projects > Documents > Training Online Classes > ProjectWise End User Class > Student_## (your assigned student folder).
- 24. Click on the student folder and drag and drop onto the desktop.



Note: Double clicking on the desktop shortcut will open ProjectWise Explorer if it is not opened. Once logged into ProjectWise, the shortcut will navigate directly to the folder.