

Lab 1 -ProjectWise Explorer

Chapter Objective

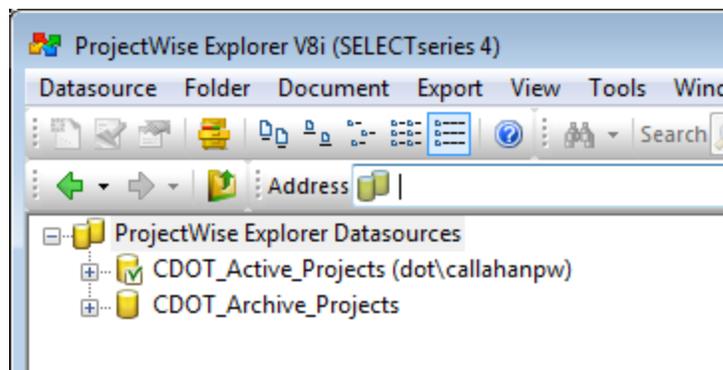
- Logging into ProjectWise
- ProjectWise Working Directory

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.

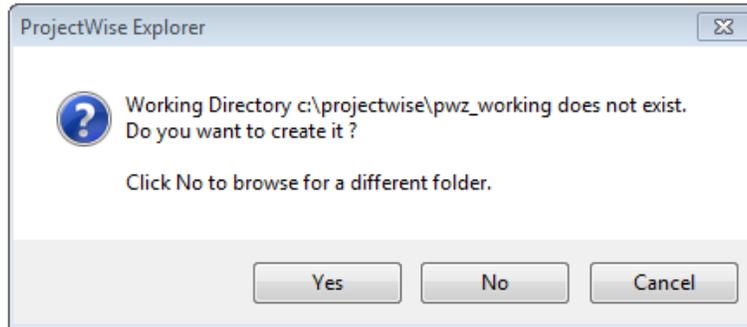
1. Go to **Start > All Programs > Bentley > ProjectWise V8i (SELECTseries 4)** and click on **ProjectWise Explorer** or
Click on the desktop ProjectWise Explorer icon if available. This will open ProjectWise Explorer V8i.

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.

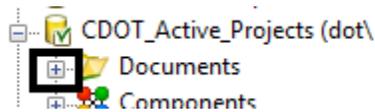


2. **Select** on the plus symbol next to **CDOT_Active_Projects**.

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



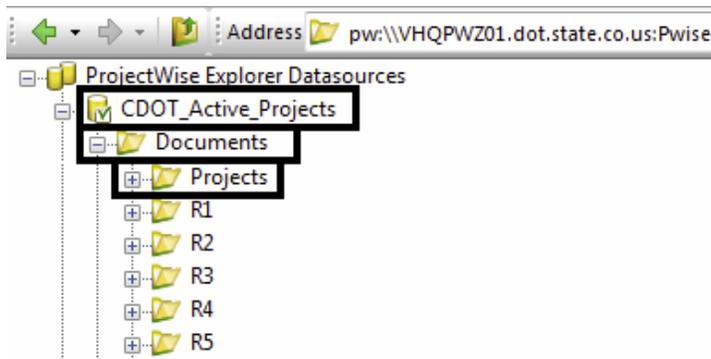
3. **Select Yes** to create the working directory.
4. Click on the plus symbol next to **Documents** to expand the folder.



Lab 1.2 - Active Projects

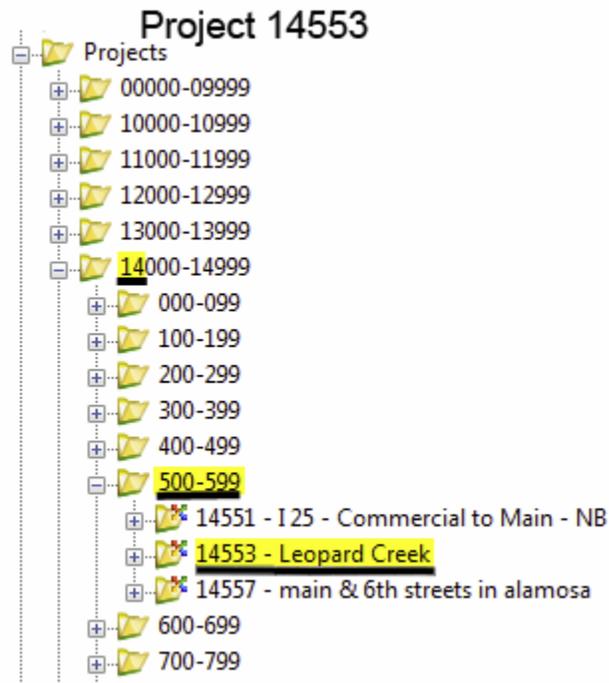
Active project data is stored in the **CDOT_Active_Projects** Datasource. All documentation pertinent to the project should be stored in the ProjectWise project folder.

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 sub-account number.

- Expand the **500-599** sub-folder to see the project folder.

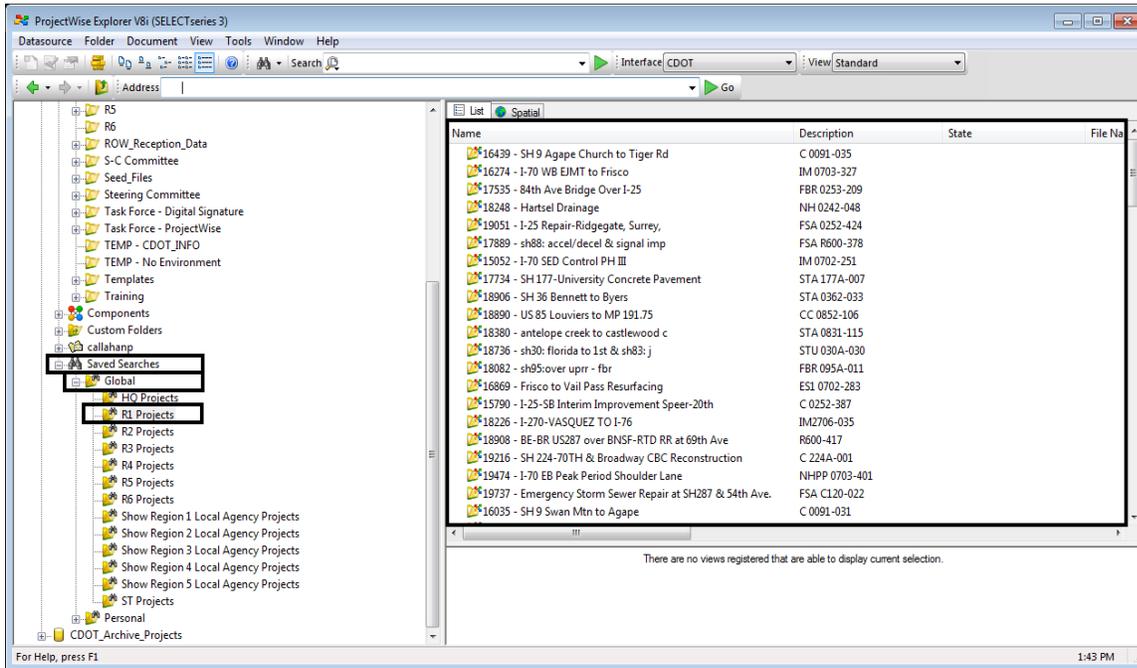


- Click on the plus symbol next to the **Projects** folder to **close** sub-folders.
- Click on the plus symbol next to the **Documents** folder to **close** sub-folders.

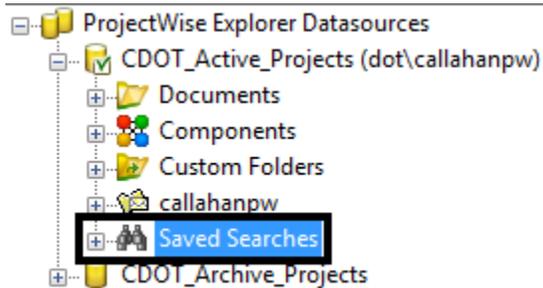
Viewing Region Project Folders

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.

In the example below, Region 1 has been selected.

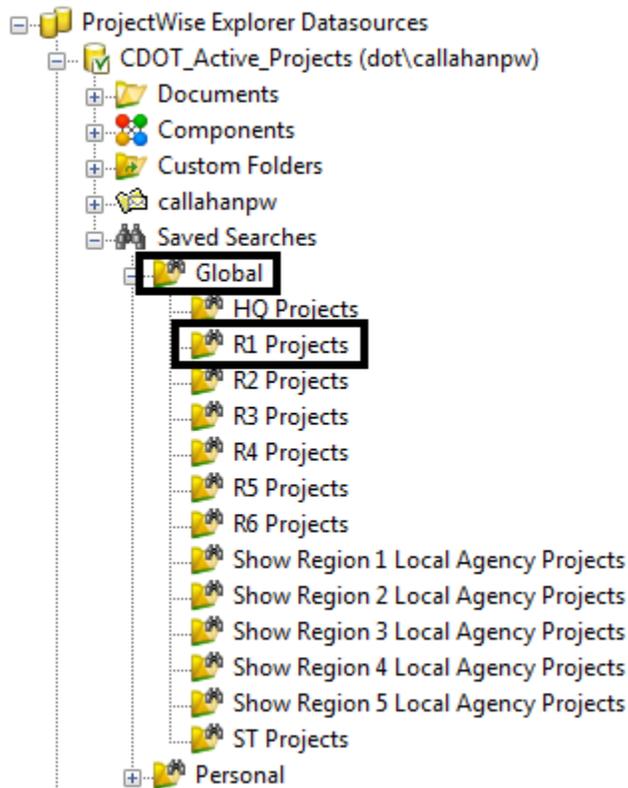


7. Expand the Saved Searches folder at the bottom of the datasource.



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.

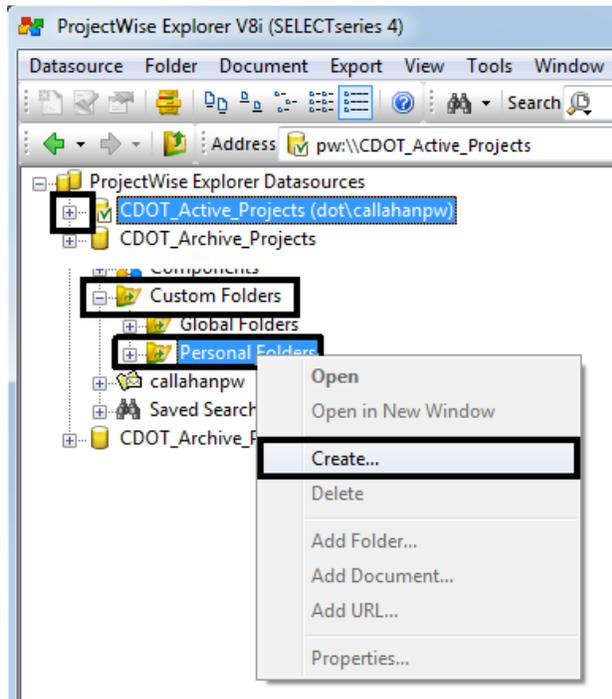
11. Under the **CDOT_Active_Projects** datasource, navigate down to **Training – Online Classes** to expand the folder.

12. Click on the plus symbol next to **ProjectWise End User Class** to expand the folder.

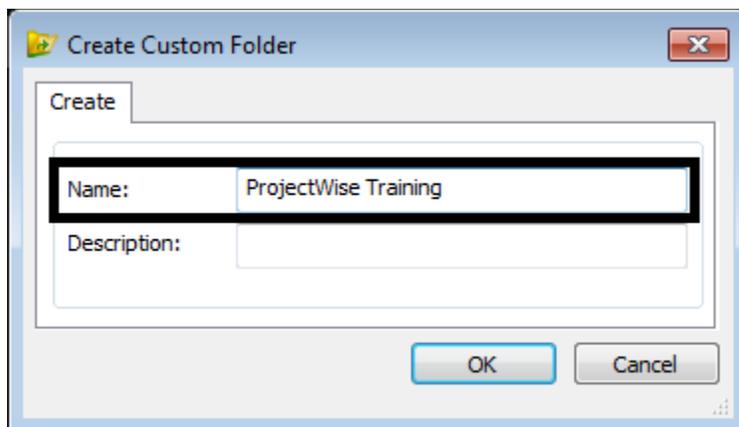
13. Click on the plus symbol next to **YOUR** assigned **Student folder**.

14. Click on the plus symbol next to **Design** to **expand** the folder.

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



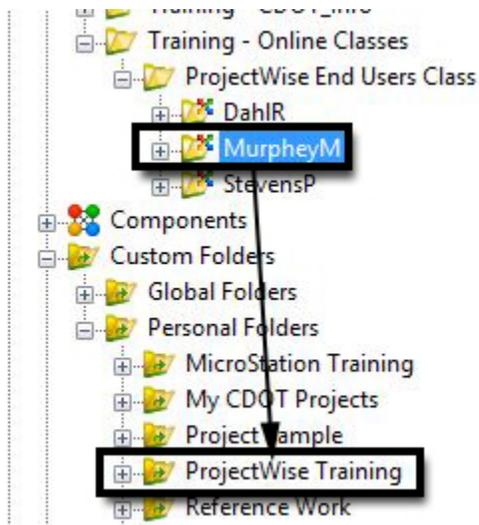
18. In the **Create Custom Folder** dialog box. Enter **ProjectWise Training** for the **Name**.



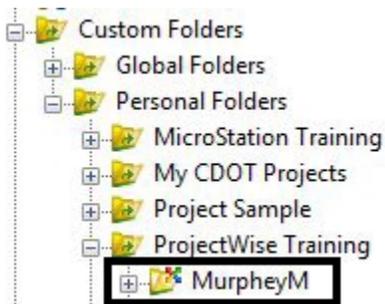
19. Click **OK** to create the custom folder.

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 ProjectWise Training personal folder.



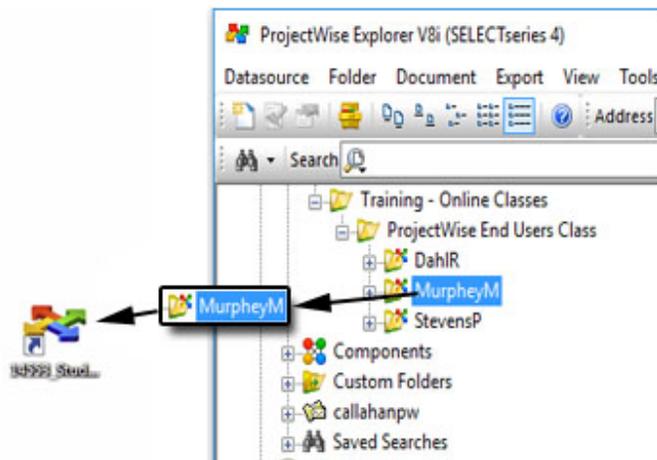
22. Expand the **Personal Folders** to see the new shortcut.



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.