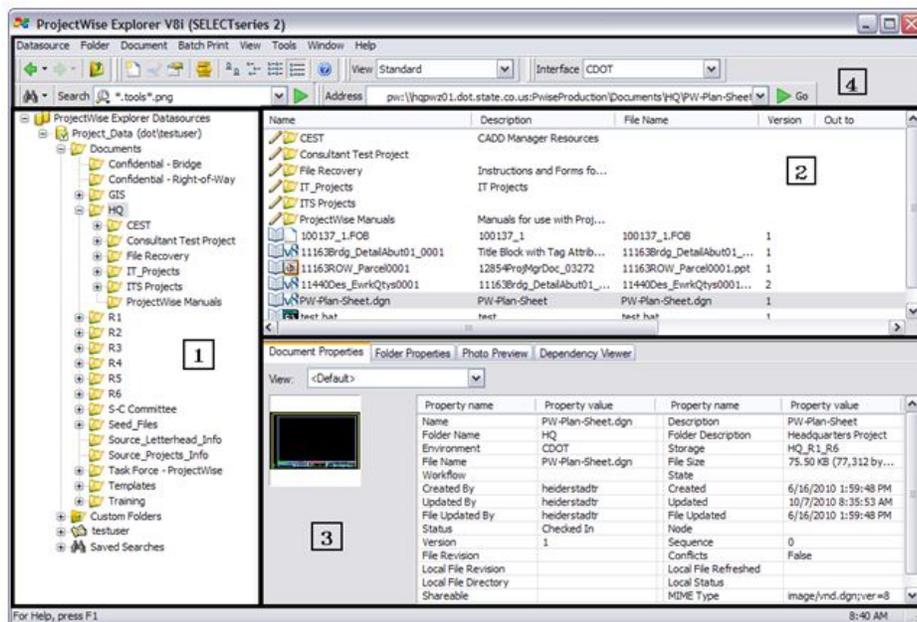


Lab 2 -ProjectWise Explorer

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. In ProjectWise Explorer, navigate to your student folder.
CDOT_Active_Projects > Documents > Training – Online Classes > ProjectWise End User Class > Student_## (your assigned student folder).

The ProjectWise Explorer interface is broken up into four main areas: **1) Datasource and Folder**, **2) Document List**, **3) Preview Pane**, and **4) Toolbars**.



Note: Each section can be adjusted by moving the cursor over the edge of the section and selecting and holding on the edge.

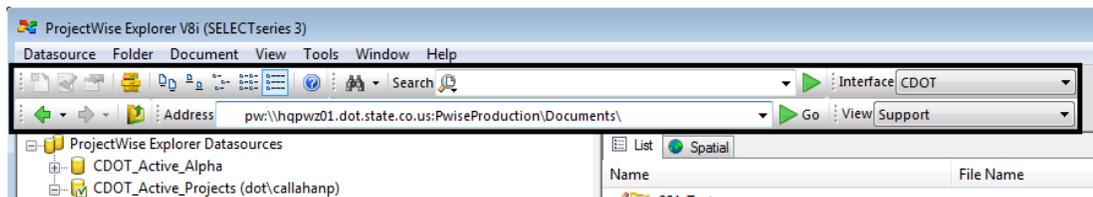
Datasources and Folders

Area 1 is the Datasource and Folder area. This area shows all of CDOT's datasources that can be accessed and folders for those datasources.

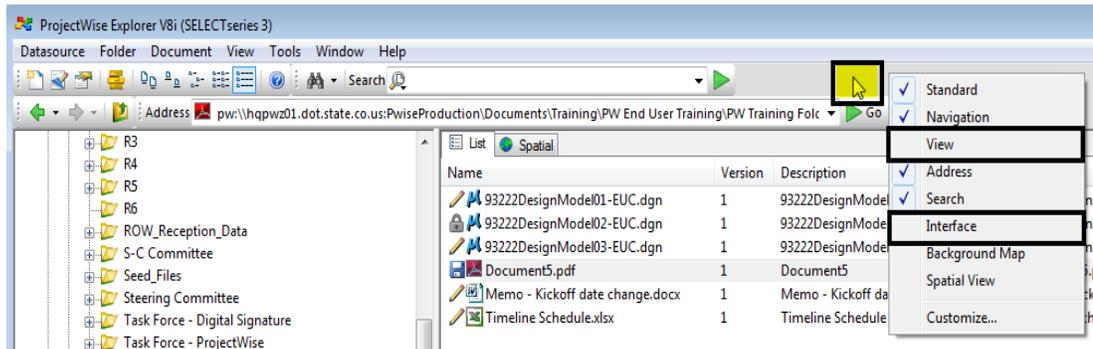
- **CDOT_Active_Projects** is used for active projects. A project will be stored in this datasource during the concept, design, advertising, and construction phases of a project. This datasource also contains templates for new projects including the folder structure and standard seed documents.
- **CDOT_Archive_Projects** is used for storing projects that have been constructed. This is where you would find all as-built drawings and final data for a project. Access to the documents in this datasource is generally set to read-only.

Toolbars

Area 4 is the Toolbar section of the ProjectWise Explorer. ProjectWise tools are organized into logical groupings called toolbars. These toolbars are available to help the user work within ProjectWise.

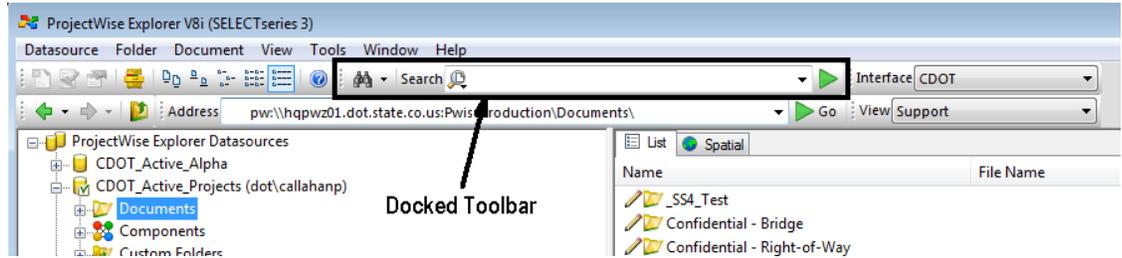


1. **Right-click** in the toolbar area to see a list of available toolbars. Toggle on the **View** and **Interface** toolbars by selecting each one. These toolbars will be covered in later labs.

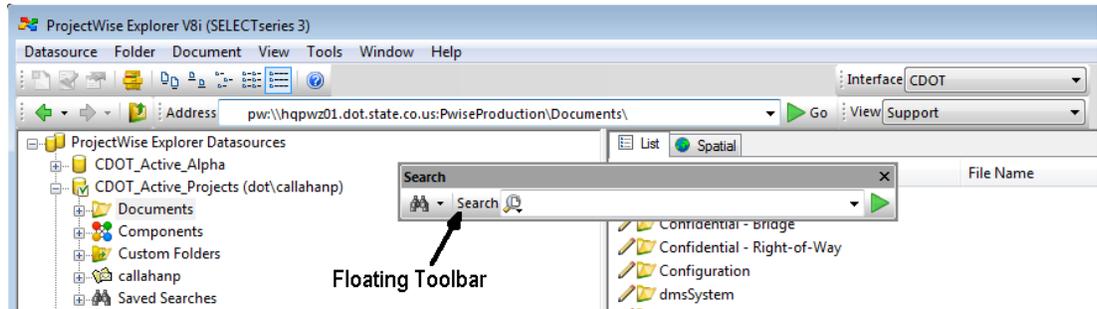


- Each tool is represented by an icon on its toolbar.
- Toolbars can be opened, closed and moved around the screen.

- Toolbars can be **Docked**.



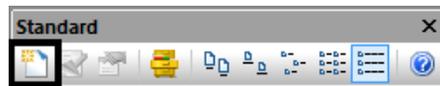
- Or **Floating** within the ProjectWise interface.



The Standard Toolbar

The Standard Toolbar contains commonly used ProjectWise tools

- **New Document**



- **Open Document**



- **Properties**



- **Local Document Organizer**



- **Document List View Settings**



- **ProjectWise Help**



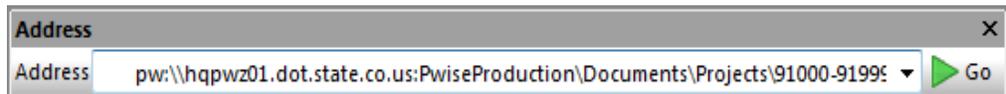
The Search Toolbar



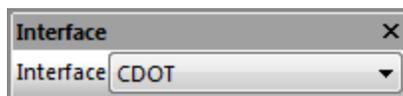
The Navigation Toolbar



The Address Toolbar



The Interface Toolbar



The View Toolbar



Lab 2.1 - Document List

Area 2 is the **Document List** area. When a folder is selected in the Datasource and Folder area, folders and documents under that folder will appear. This area is where documents are accessed.

Columns can be sorted by selecting the column header and dragging it to a new location.

1. Set the View toolbar to **Standard** view.



2. **Select** and hold the **Version** column and **drag** it in front of the **Description** column.

Name	Version	Description	State	File Name	Version
93222DesignModel01-EUC.dgn		93222DesignModel01-EUC		93222DesignModel01-EUC.dgn	1
93222DesignModel02-EUC.dgn		93222DesignModel02-EUC		93222DesignModel02-EUC.dgn	1
93222DesignModel03-EUC.dgn		93222DesignModel03-EUC		93222DesignModel03-EUC.dgn	1
Document5.pdf		Document5		Document5.pdf	1
Memo - Kickoff date change.docx		Memo - Kickoff date change		Memo - Kickoff date change.docx	1
Timeline Schedule.xlsx		Timeline Schedule		Timeline Schedule.xlsx	1

Individual column sorting can be changed by Double-clicking on the column header to change the document sorting.

3. **Double-click** on the header of **Name**. This will resort the column alphabetically, in descending order. To change it back to ascending order, double-click on it again.

Lab 2.2 - Preview Pane

Area 3 is the **Preview Pane**. When a folder or document is selected, detailed information on the folder or document is shown here.

1. In ProjectWise Explorer, navigate to your student folder.
CDOT_Active_Projects > Documents > Training – CDOT_Info > ProjectWise SS4 End User Training > Students > Student_## > Design > Working.

ProjectWise Explorer V8i (SELECTseries 4)

Address: pww\VHQPWZ01.dot.state.co.us\WiseProduction\Documents\Training - CDOT_Info\ProjectWise SS4 End User Training

Name	Description	File Name
93222DesignModel01-EUC.dgn	93222DesignModel01-E...	93222DesignModel01-EUC.d...
93222DesignModel02-EUC.dgn	93222DesignModel02-E...	93222DesignModel02-EUC.d...
93222DesignModel03-EUC.dgn	93222DesignModel03-E...	93222DesignModel03-EUC.d...
Document5.pdf	Document5	Document5.pdf
Document5.pdf	Document5	Document5.pdf
Memo-Kickoff_date_change.docx	Memo - Kickoff date ch...	Memo-Kickoff_date_change...
Project_Attribute_Information.docx	Project_Attribute_Infor...	Project_Attribute_Informatio...
Project_Attribute_Information.pdf	Project_Attribute_Infor...	Project_Attribute_Informatio...
Timeline Schedule.xlsx	Timeline Schedule	Timeline Schedule.xlsx

Project Properties: Properties (Project Type - CDOT_INFO)

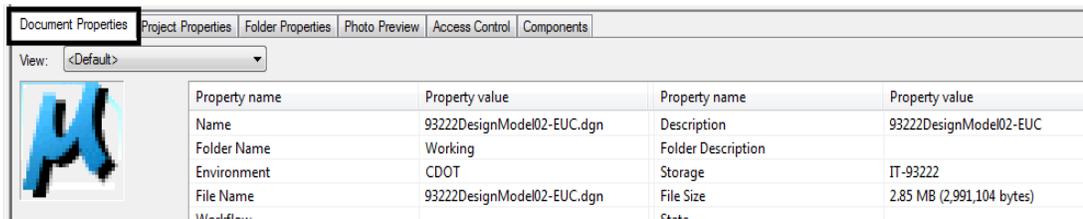
Project Code
 Project Number
 Project Description
 Region
 County
 Advertised By
 Route 1
 Route 2
 Route 3
 RE Orgn No.
 Resident Engineer

2. Select the **93222DesignModel02-EUC.dgn** document in the Document List area.

Name	Version	Description
93222DesignModel01-EUC.dgn	1	93222DesignModel01-EUC
93222DesignModel02-EUC.dgn	1	93222DesignModel02-EUC
93222DesignModel03-EUC.dgn	1	93222DesignModel03-EUC
Document5.pdf	1	Document5
Memo - Kickoff date change.docx	1	Memo - Kickoff date change
Timeline Schedule.xlsx	1	Timeline Schedule

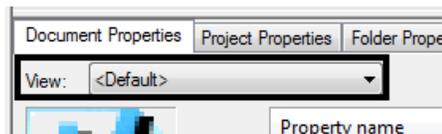
In the bottom right corner of ProjectWise Explorer, the **Preview Pane** area shows detailed information of the document. Here you can see who created the document, when the document was created and updated, the document size, version, and status of the document.

3. Select the **Document Properties** tab in the Preview Pane.



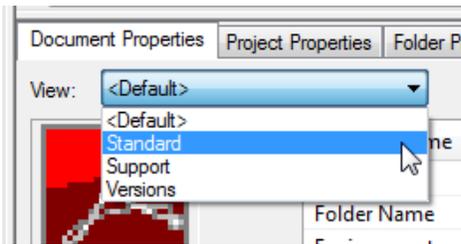
Property name	Property value	Property name	Property value
Name	93222DesignModel02-EUC.dgn	Description	93222DesignModel02-EUC
Folder Name	Working	Folder Description	
Environment	CDOT	Storage	IT-93222
File Name	93222DesignModel02-EUC.dgn	File Size	2.85 MB (2,991,104 bytes)
Modified...		Created...	

4. Select **Default** as the **View**:

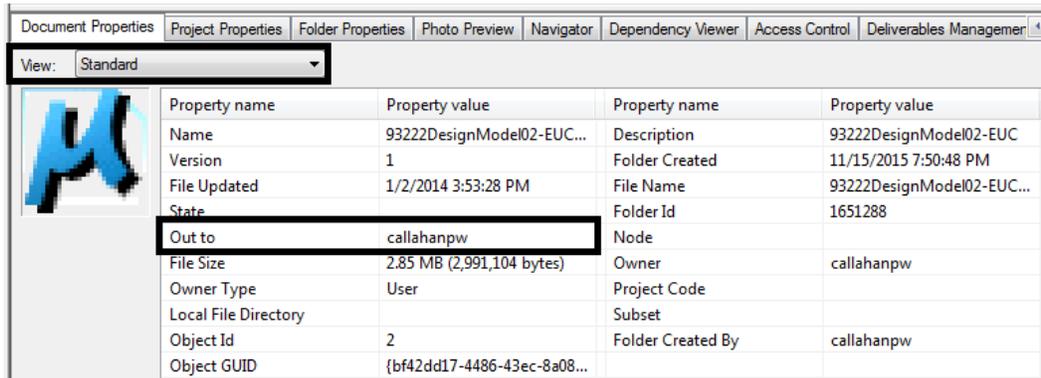


The Default view shows a large amount of information on the document. However it does not show one important piece of information on this locked document. Who has the document checked out?

5. Change the view to **Standard**.



6. Now review the document information. Notice that the Preview Pane now has and **Out to** field.



Property name	Property value	Property name	Property value
Name	93222DesignModel02-EUC...	Description	93222DesignModel02-EUC
Version	1	Folder Created	11/15/2015 7:50:48 PM
File Updated	1/2/2014 3:53:28 PM	File Name	93222DesignModel02-EUC...
State		Folder Id	1651288
Out to	callahanpw	Node	
File Size	2.85 MB (2,991,104 bytes)	Owner	callahanpw
Owner Type	User	Project Code	
Local File Directory		Subset	
Object Id	2	Folder Created By	callahanpw
Object GUID	{bf42dd17-4486-43ec-8a08...		

7. Next select **Document5.pdf** and review the information in the Preview Pane. Since the file has been checked out, using the Standard view will show the individual who has the document check out. Who has this file checked out?

Note: Custom views identifying property information can also be created. This will be covered in a later lab.