

ProjectWise Quick Start

ProjectWise Fundamentals

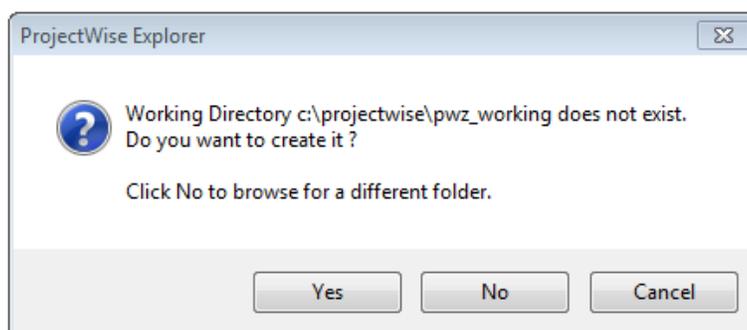
This document introduces ProjectWise Explorer and is intended to provide a quick overview on how to start ProjectWise and open a document.

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

or

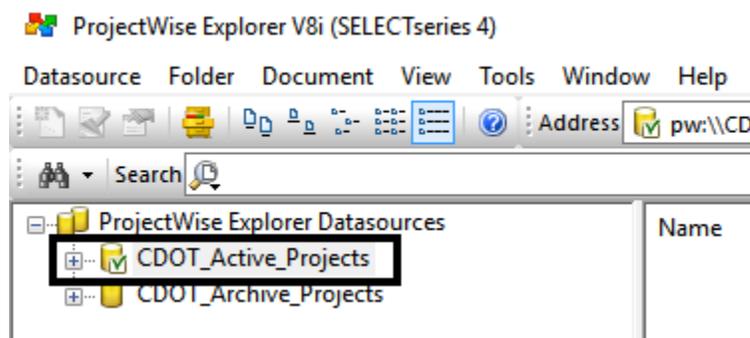
Double Click on the desktop ProjectWise Explorer icon if available. This will open ProjectWise Explorer.

Note: If you are logging into ProjectWise for the first time, the following dialog box will appear.



2. Once ProjectWise Explorer opens, click on the plus (+) symbol next to **ProjectWise Explorer Datasources** to expand the folder.
3. Select **Yes** to continue and create the working directory.

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.



4. Select the plus symbol next to **CDOT_Active_Projects** to expand the folder.
5. Select the plus symbol next to **Documents** to expand the folder.

6. Select the plus symbol next to **Projects** to expand the folder.

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

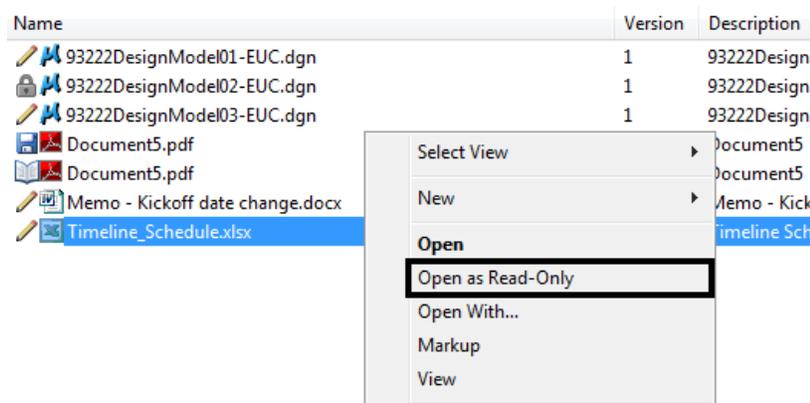
Note: See the training video “Creating Project Shortcuts” to learn how to create an easy shortcut to access the project folder in the future.

7. Continue to expand the folders until you get to your project.

Open Document Read-Only

To view a document using its associated software without fear of modifying the document, the user can open the document **Read-Only**.

8. Right click on the document you wish to read and select Open as Read-Only. This will open the document but not check the document out of ProjectWise.



Open Document for Editing

9. Document editing is typically completed for within ProjectWise. To open a document for editing, all the user must do is double-click on the document.

This will open the document using the correct software.

10. Once the document has been edited, exit the document after saving.

11. A ProjectWise Check In dialog box will appear.

12. If no edits to the document were completed, select the **Free** button.

13. If edits were made to the document, select the **Check In** button.

This was only a quick introduction on how to open a document in ProjectWise. For a more in-depth training, please take the online ProjectWise class or sign up for one of the instructor classes through SAP.