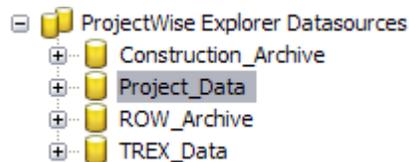


Getting Started with ProjectWise

CDOT Datasources

A datasource is a container for related data (files) organized into folders. Each datasource is also supported by a database and administrative items such as user lists, security control, attributes, etc. Datasources are listed in the left pane of the ProjectWise Explorer window and are identified by the icon representing a container .

CDOT currently has four active datasources that are available to the general user as noted in the image below.



- ◆ ***Project_Data*** 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 files.
- ◆ ***Construction_Archive*** 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 files in this datasource are generally set to read-only.
- ◆ ***ROW_Archive*** is similar to the *Construction_Archive* except that the data stored in this datasource is limited to ROW related documents including deeds, easements, etc.
- ◆ ***TREN_Data*** is a read-only datasource and contains data related specifically to the TREN project.

Datasource Listings

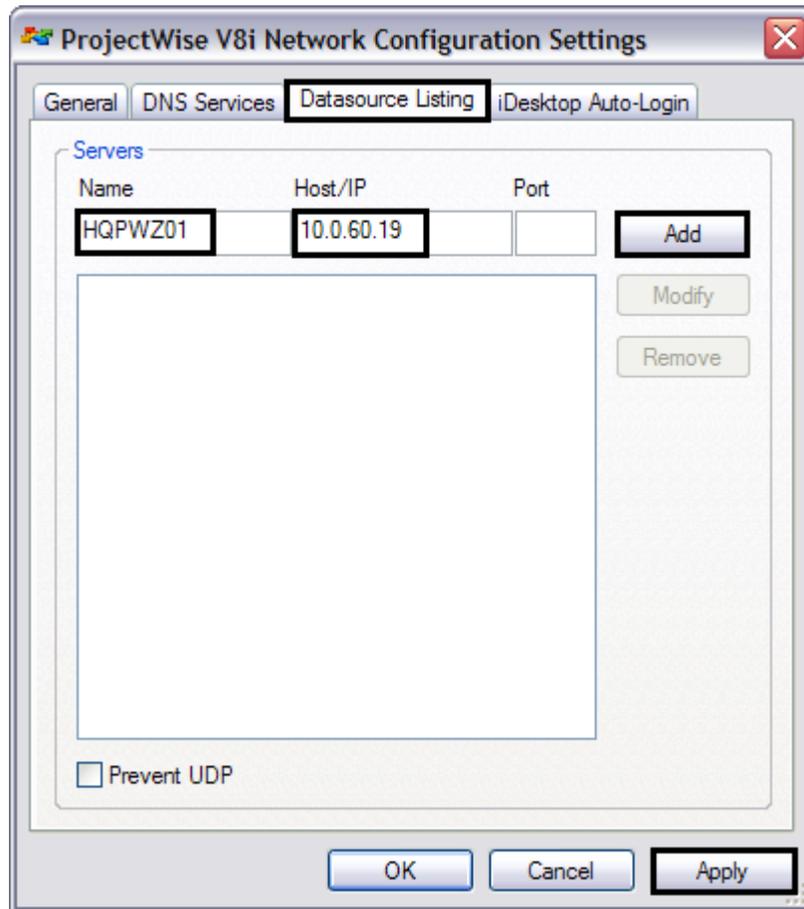
The datasources listed in your specific ProjectWise environment depend on a combination of 1) the access rights you have been granted by the ProjectWise administrator to the various datasources and 2) the servers to which your computer is looking for the data.

CDOT computers are pre configured to connect to the correct datasource. If you are using a non-CDOT computer or you do not see any datasources make the following modification using the ProjectWise Network Configuration tool:

Note: These steps are generally for those using a non-CDOT computer. These settings should automatically be configured on CDOT computers.

1. From the ProjectWise ***Tools*** pull down menu click on ***Network Configuration Settings***.
2. Click on the ***Datasource Listing*** tab.
3. Enter ***HQPWZ01*** in the ***Name*** field and enter ***10.0.60.19*** in the ***Host/IP*** field.

- Click on *Add* and then click on *Apply*.

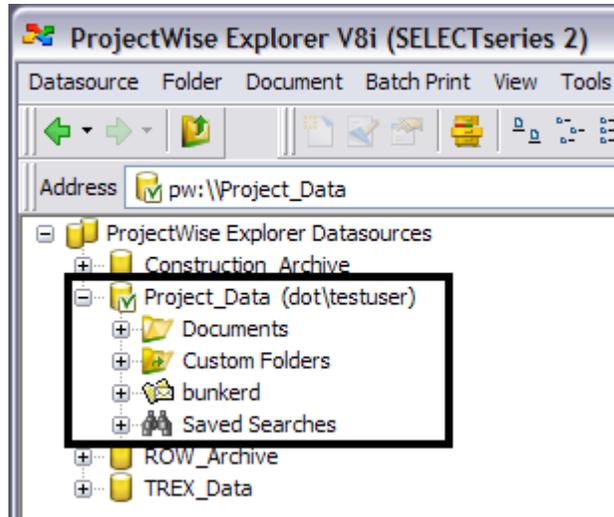


Restart ProjectWise and you will see all the datasources available from the server(s) identified in Network Configuration Settings.

If you don't see the datasource you are looking for and are certain the Datasource Listing is setup correctly then this is probably related to a "rights" issue. For all "rights" or access related issues, contact the CDOT ProjectWise administrator.

Datasource Structure

At the top level, each datasource is comprised of the same standard structure consisting of the following items:



- ◆ **Documents** - This is the folder where the project data is stored.
- ◆ **Custom Folders** - A folder where you can place and organize links to your frequently used folder or documents. Items in this folder are really just pointers to the real data located in the Documents folder.
- ◆  **username** - a personal message folder. This is the folder where you can store messages received through the ProjectWise Messaging Service.
- ◆ **Saved Searches** - This is the folder where you can save your search criteria in a saved search. Clicking on a saved search name will automatically run the search. This is a quick way to perform a search. This folder is broken into Personal and Global searches. Personal saved searches can only be used by the user who created them. Global searches can be used by all users.

Login to ProjectWise Explorer

In order to access ProjectWise you must have an active CDOT user account. Consultants needing access to ProjectWise must fill out an **Information Interchange Account Request Form** and include the term **ProjectWise** on the “Other” line of the Services section of the form.

ProjectWise requires a secure login to access documents stored in ProjectWise. There are two main ways to login to ProjectWise:

- ◆ Login to ProjectWise Explorer, and
- ◆ Login Through Integrated Applications

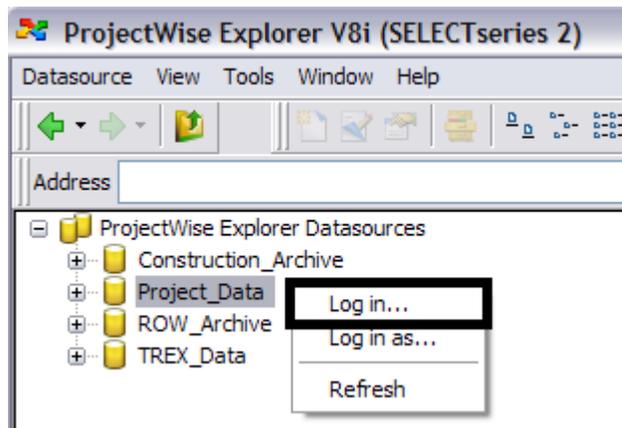
Note: Currently CDOT has turned on application integration only for MicroStation and InRoads.

Login to ProjectWise Explorer

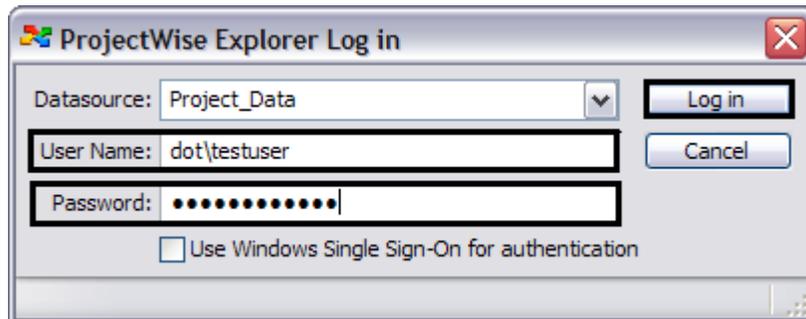
If you are accessing ProjectWise from within CDOT, the easiest way to login to a datasource is to **double-click** on the datasource. ProjectWise will use your Windows credentials to automatically log in to the datasource. If you don't have permissions to access to the datasource, the ProjectWise login screen will appear.

If you are accessing ProjectWise from outside CDOT, i.e through VPN, you will need to login manually. To login manually:

1. **Right-Click** on the datasource you want to access and select **Log in...**

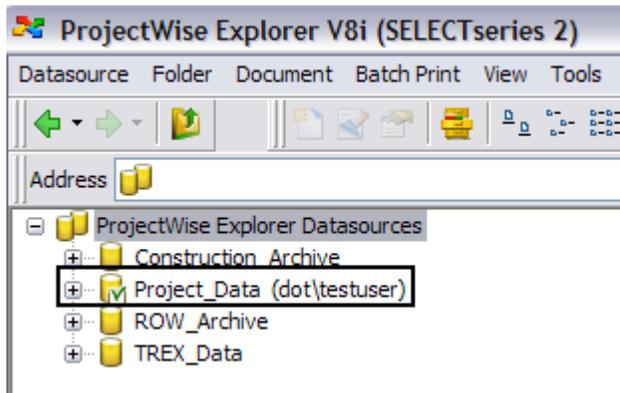


2. Fill in your CDOT **User Name** using the format **dot\username**.
3. Type in the **password** for your CDOT user account and click the **Log In** button.



4. If you are prompted to create a working directory, click **Yes** to accept the default location.

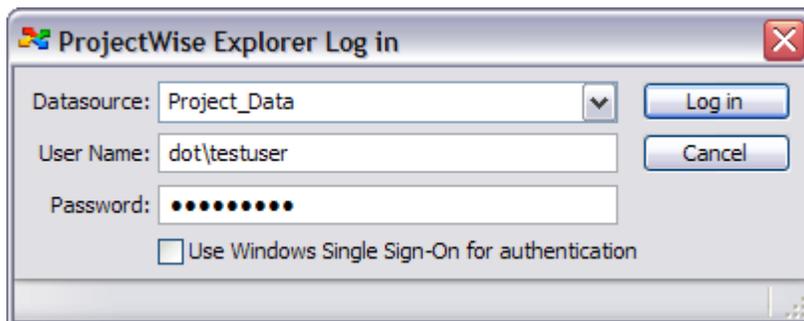
You are now logged into the Datasource indicated by the  icon. Other datasources which you are not logged into are indicated by the  icon.



Login Through Integrated Applications

If you launch MicroStation, InRoads or other integrated software outside of ProjectWise, you will be prompted to login to ProjectWise. By logging into ProjectWise at this point, you will be able to use any files stored in the ProjectWise datasource.

Once you start MicroStation or InRoads, the following login window is displayed.



- ◆ The ***Datasource*** field indicates where ProjectWise will go to get and store data. The standard datasource at CDOT is ***Project_Data***.
- ◆ For the ***User Name*** field, use your CDOT user account name preceded by “dot\”.
- ◆ For the ***Password*** field, use the password you use to login to the CDOT network.

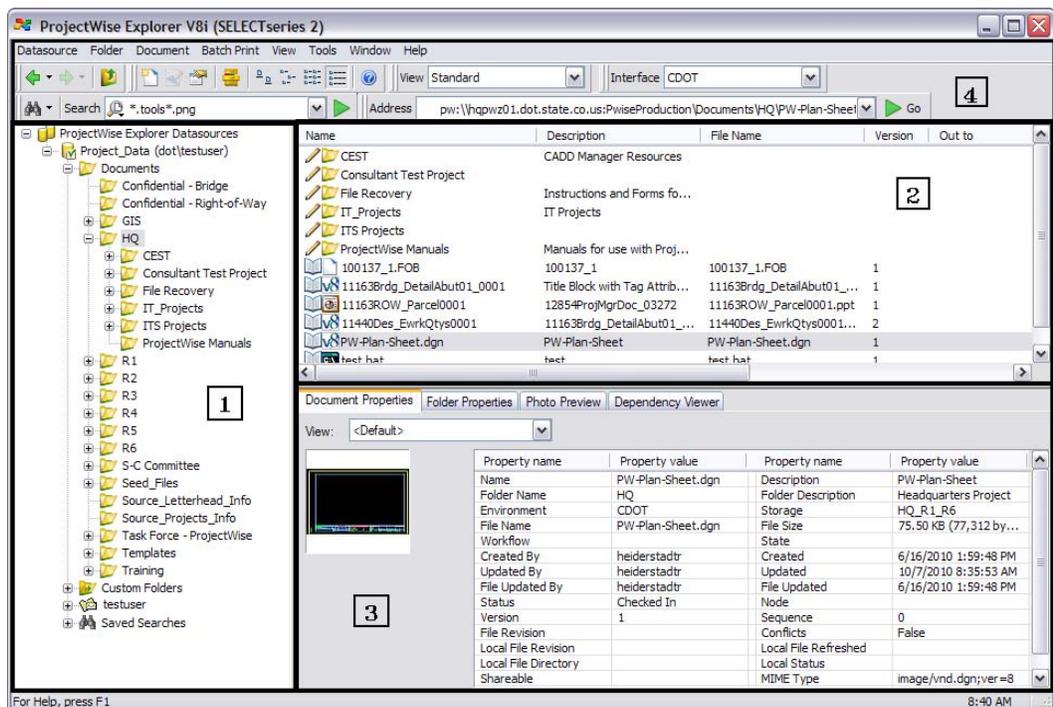
Note: If you want to work on files that are not in a ProjectWise Datasource click on the ***Cancel*** button to access files from windows explorer.

ProjectWise Explorer

When you launch ProjectWise, the ProjectWise Explorer is displayed. The ProjectWise Explorer is similar to Windows Explorer in appearance and function. The ProjectWise Explorer displays the folders and documents contained in the datasource you logged into.

On the left side of the ProjectWise Explorer (Area 1) you will see the folders of the datasource you logged into. Sub-folders and documents stored in the selected folder are shown in the upper right area (Area 2). In the lower right area (Area 3) you will see different property tabs based on the item selected in Area 2. Property tabs available in this area include:

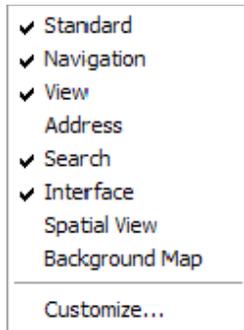
- ◆ **Document Properties** - Displays the properties of the selected document. This tab is not available if a folder is selected
- ◆ **Folder Properties** - Displays the properties for the selected folder or the parent folder of the selected document
- ◆ **Photo Preview** - Displays a preview for any standard image type (jpeg, bmp, png, tiff, etc.). Nothing will appear in this tab if the selected document is not an image.
- ◆ **Dependency Viewer** - This tab will show a schematic layout of all dependencies of the selected document. This is a good tool for finding circular references for MicroStation drawings.



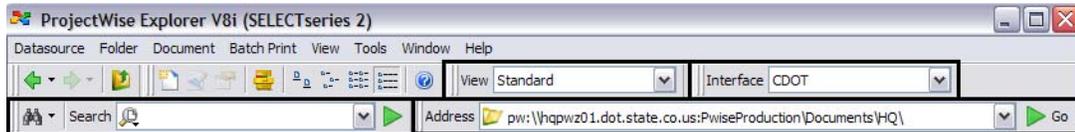
In this example, the Datasource is “Pwise_Data”, the selected folder is “HQ”, and the selected document is “PW-Plan-Sheet.dgn.”

Toolbars (View, Interface, Address, Search)

There are several toolbars (Area 4) available to help you work with ProjectWise. You can toggle toolbars on/off by right clicking in the toolbar area and checking/unchecking the toolbars you want to view.



The toolbars worth noting at this point are:



- ◆ **Address** - Shows the complete path of the folder or file selected. You can use the path to send a link via e-mail. The address bar also keeps track of the most recently used files. This list is shown by clicking on the down arrow at the end of the address field.
- ◆ **Search** - Use this toolbar to perform a quick search in ProjectWise (a new feature in ProjectWise V8i) or use the binoculars to perform an Advanced Search using the traditional and more powerful Search by Form dialog box.
- ◆ **View** - Use this toolbar to change the what information is presented in the ProjectWise Explorer window (i.e. what columns are displayed). You can create as many customized views as you need.
- ◆ **Interface** - Use this toolbar to change what attributes are accessible and how they are shown in the properties dialog box for folders and documents. Attributes and properties will be covered later in this document.