

Create a ProjectWise Hyperlink in Gmail

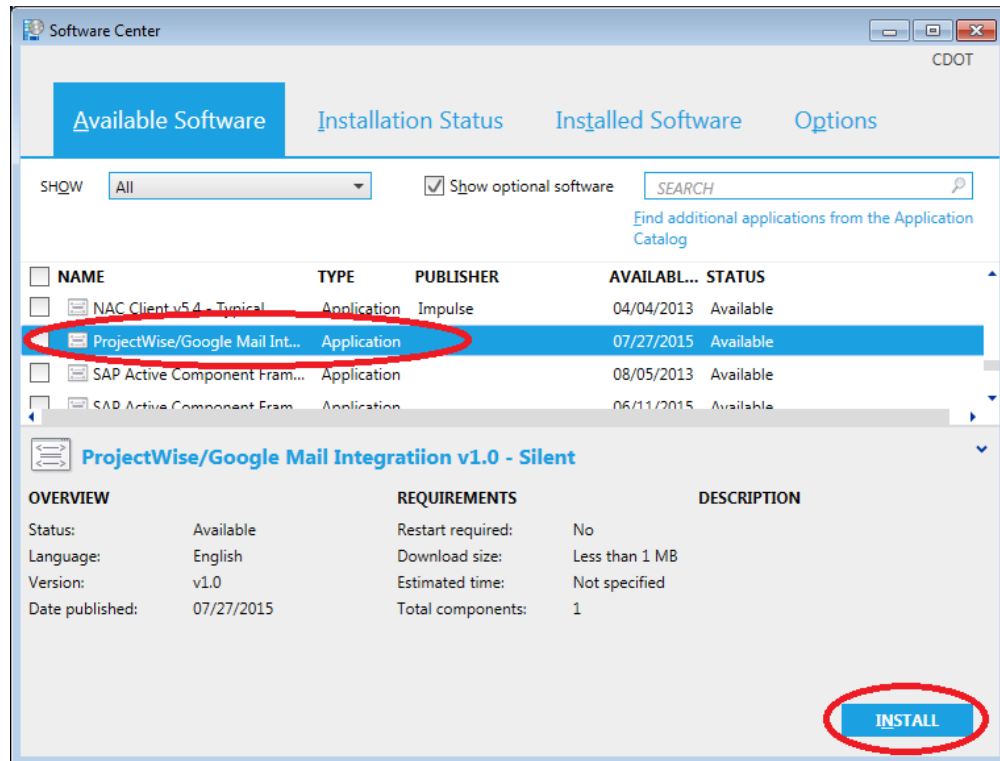
A tool has been created to enable CDOT users to add a hyperlink within Gmail to access documents in ProjectWise. This tool is intended primarily for those who use Gmail to communicate with CDOT personnel. The **CDOT Gmail URN to Clipboard** tool enables users to add a direct hyperlink to documents in ProjectWise to a Gmail message. This tool is intended primarily for those who use Gmail to communicate with CDOT personnel. The **CDOT Gmail URN to Clipboard** tool has been designed to add functionality to ProjectWise that allows the creation of live links to documents in ProjectWise that will work with Gmail. These links work with other e-mail systems as well.

This document includes two sections: 1) one time installation instructions, 2) sending and receiving Gmail instructions and default web browser setup.

Tool Installation

The following steps describe how to install the CDOT Gmail URN to Clipboard tool from Software Center.

1. From the Start button, navigate to **All Programs > Microsoft System Center 2012 R2 > Configuration Manager > Software Center**.
2. Scroll down to **ProjectWise/Google Mail Integration v1.0 – Silent**.



3. Click on the row to highlight it.
4. Click **Install** to start the installation.

The tool is downloaded and installed to your computer. This should take less than a minute.

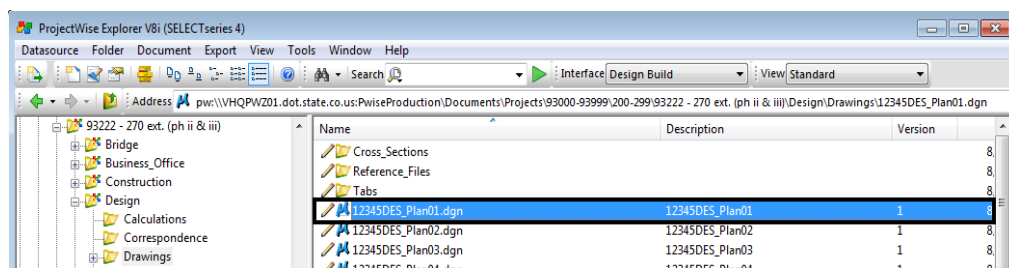
5. Exit Software Center.

Sending and Receiving Gmail

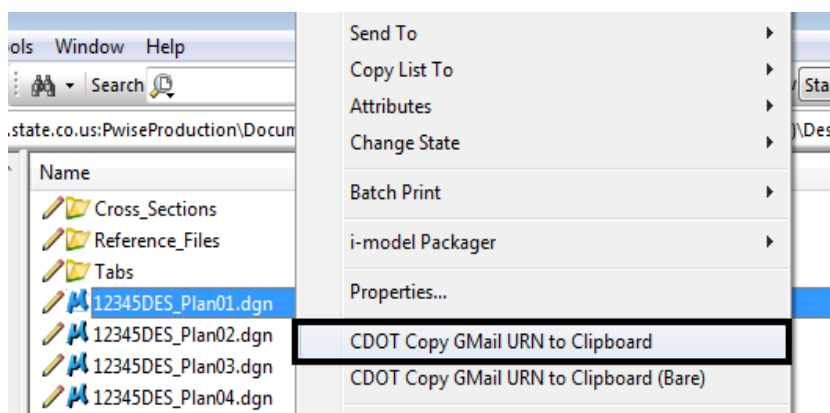
Sending a Link via Gmail

The following steps will describe how to add the URL location of a document (or folder) in ProjectWise as a hyperlink in Gmail. There are two link styles available; one showing the document title, and the second showing the document path.

1. In ProjectWise Explorer, select a document (or folder).

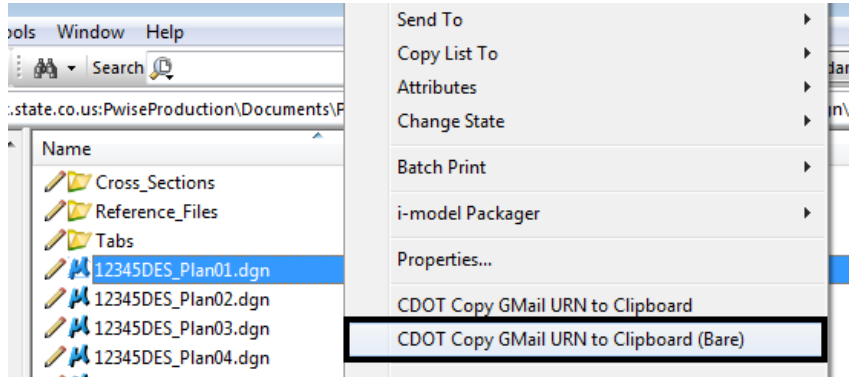


2. Right click on the document (or folder) and select **CDOT Copy Gmail URN to Clipboard**.

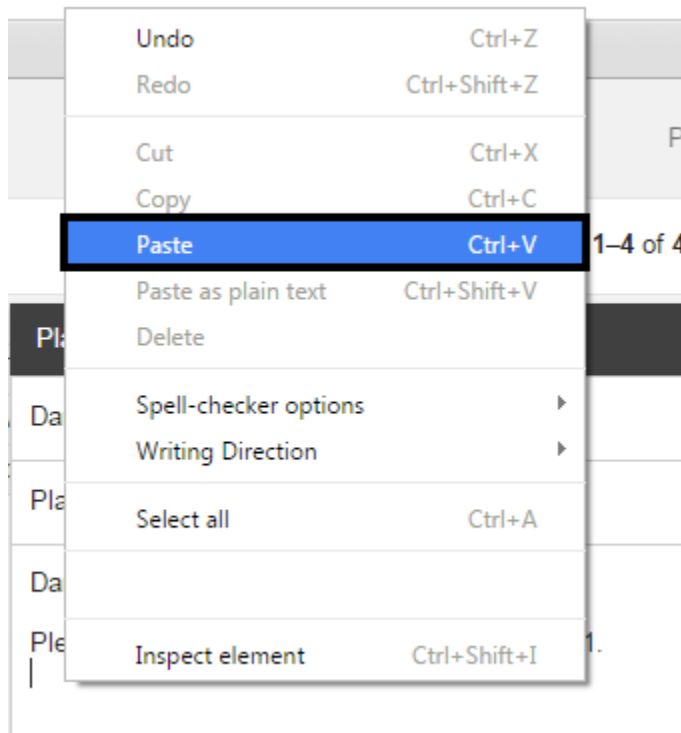


Note: This will create a link style showing the document title (or folder). For example: [ProjectWise Link to: 12345DES_Plan01.dgn](#).

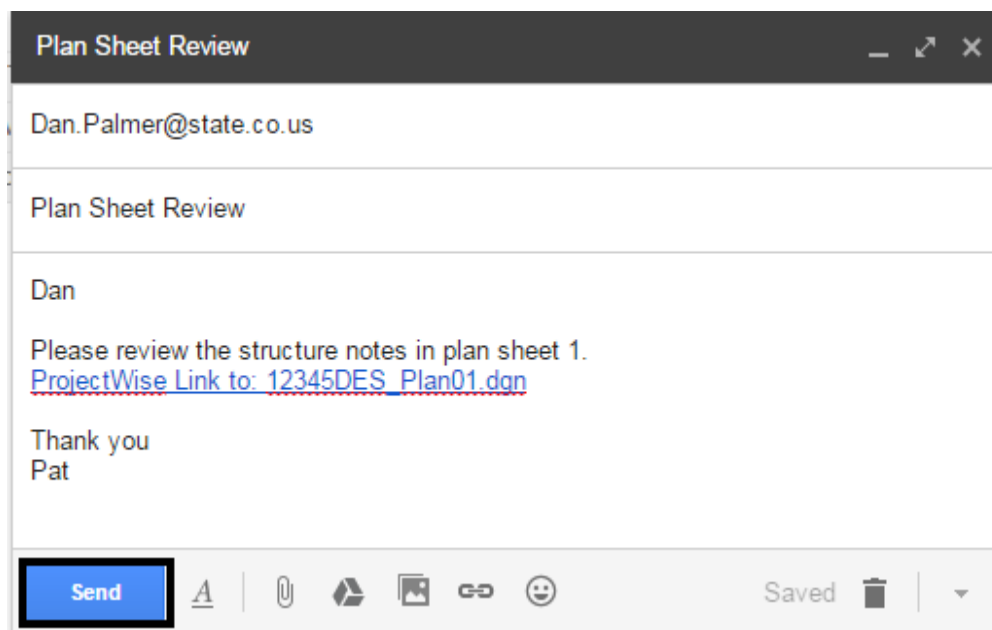
3. To create a link with the full URN path select CDOT Copy Gmail URN to Clipboard (Bare).



4. This will create link showing the document path.
[pw:\\VHQPWZ01.dot.state.co.us:WiseProduction\Documents\Projects\93000-93999\200-299\93222 - 270 ext. \(ph ii & iii\)\Design\Drawings\12345DES_Plan01.dgn](pw:\\VHQPWZ01.dot.state.co.us:WiseProduction\Documents\Projects\93000-93999\200-299\93222 - 270 ext. (ph ii & iii)\Design\Drawings\12345DES_Plan01.dgn)
5. After placing the URN path in the clipboard, open Gmail and compose a message.
6. Right click in the message at the location where the link should be placed and select **Paste**.



7. Click Send.



Receiving a link via Gmail

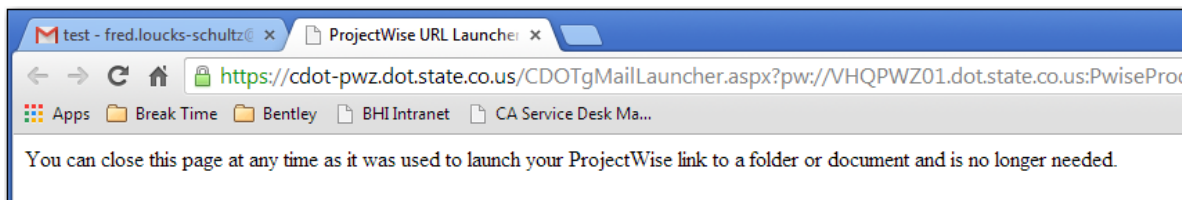
The first time a link within a Gmail is opened, a message from the default Web browser may be displayed alerting that the link is attempting to open a program. This is normal behavior, as the link is trying to open ProjectWise (if it is not already open).

Default Web Browser Setup

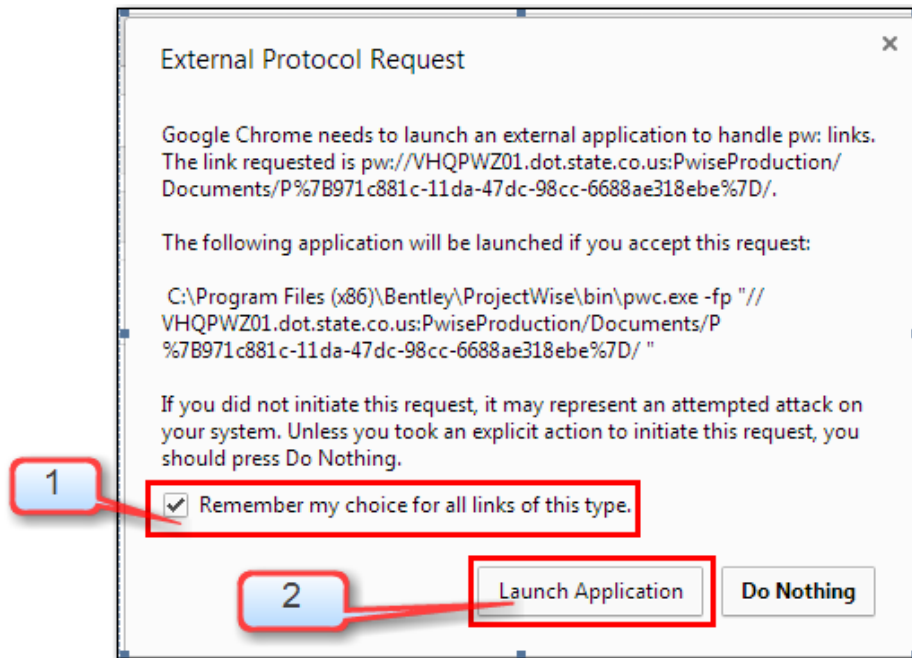
The following steps describe how to configure **Chrome** and **Internet Explorer**.

Chrome

If **Chrome** is the default browser and a link within Gmail is clicked on, a browser window will open in order to launch ProjectWise.



The ProjectWise URL Launcher tab will close automatically after a few seconds. If this is the first time a ProjectWise link has been opened in **Chrome**, the **External Protocol Request** dialog box will open.



8. Toggle on the **Remember my choice for all links of this type**.
9. Click **Launch Application**.
10. Close Chrome (if desired).

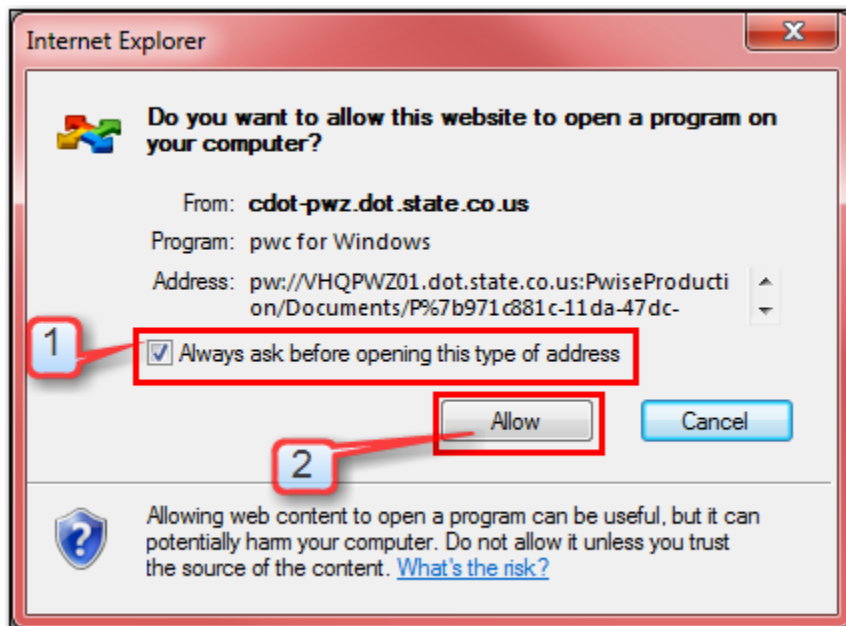
Note: The ProjectWise URL Launcher tab will close automatically.

11. ProjectWise will launch. Log in if required.

The link will open the appropriate folder.

Internet Explorer (IE 11)

If Internet Explorer is the default browser and a ProjectWise link is clicked on, a browser window will open and a dialog box will pop up asking to allow the link to open a program (specifically, ProjectWise Explorer).



1. Un-toggle **Always ask before opening this type of address**.



2. Click **Allow**.
3. ProjectWise will launch. Log in if required.