

Gmail Link Tool for Consultants

This document describes the procedures necessary to add ProjectWise document hyperlinks to emails that work with Gmail. Hyperlinks created without this tool will not work for CDOT users using Gmail.

The **CDOT Gmail URN to Clipboard** tool enables users to add a direct hyperlink to documents in ProjectWise an email message that works in Gmail or any other email program (such as Yahoo and Outlook). 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** to a computer.

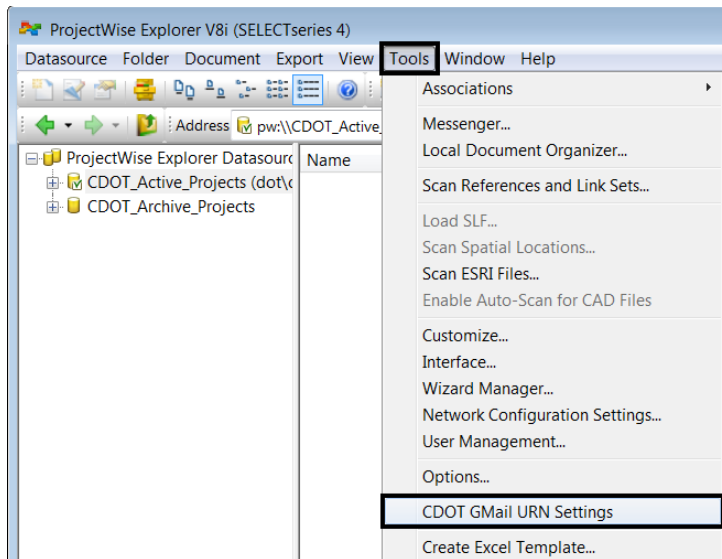
1. Download the support file ***GmailLinkTool.zip***.

The following files should be unzipped and then placed on the user's computer.

- CDOTGmailURNTToClipboard.dll
 - CDOTGmailURNTToClipboard.mrr
 - PWWrapper.dll
2. Copy the installation files into the ProjectWise bin folder. The default location is **C:\Program Files(x86)\Bentley\ProjectWise\bin**.
 3. Admin credentials may be required when copying files to this directory, depending upon your company's IT policies. Contact your IT department for assistance if necessary.
 4. Once the files have been placed into the proper folder location, open ***ProjectWise Explorer***.

- From the ProjectWise Explorer menu bar, select the **Tools** dropdown and navigate to **CDOT Gmail URN Settings**.

Note: This may also require admin permissions.



- Verify that the settings match the following sample:

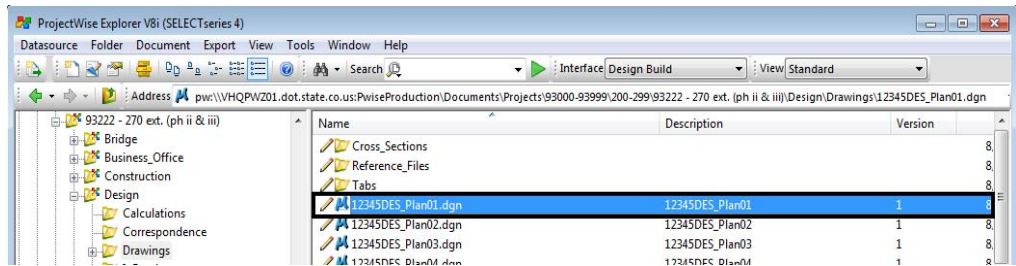


Sending and Receiving Gmail

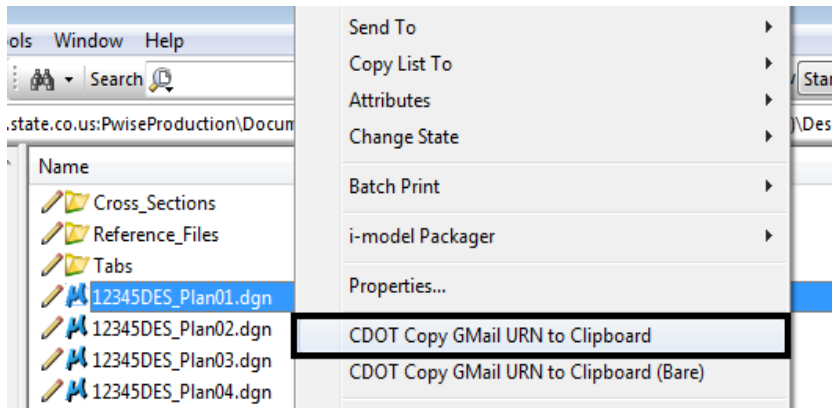
Sending a Link via Gmail

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).

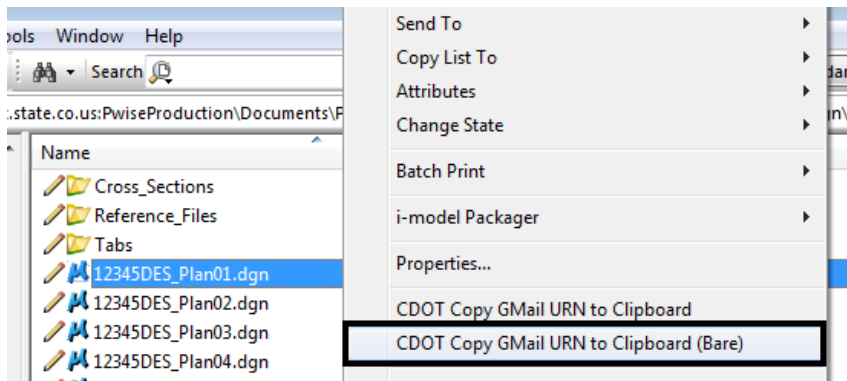


2. Right click on the document (or folder) and select **CDOT Copy Gmail URN to Clipboard**.

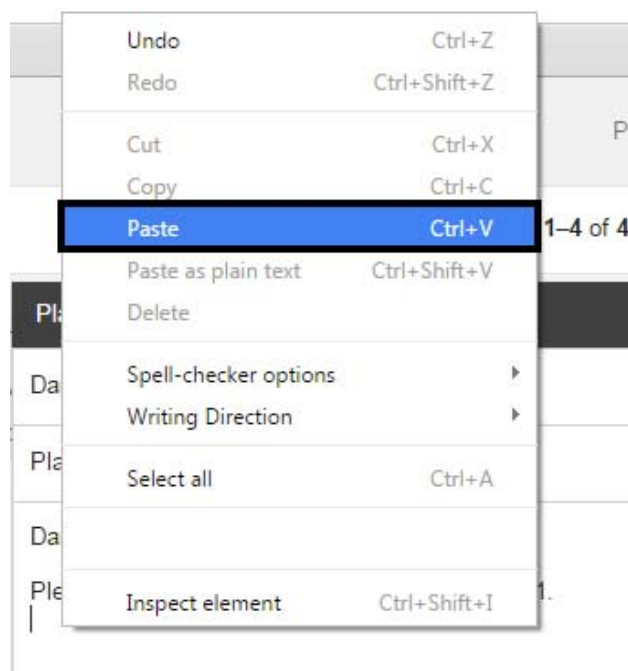


Note: This will create a link style showing the document title (or folder). For example: [ProjectWise Link to: 12345DES_Plan01.dgn](#).

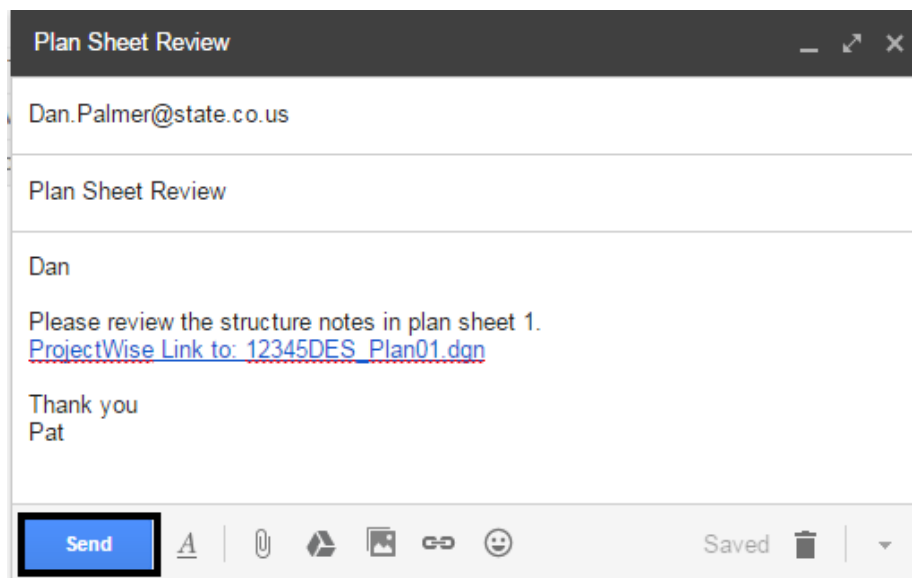
3. To create a link with the full URN path select CDOT Copy Gmail URN to Clipboard (Bare).



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



- Click Send.



Receiving a link via Gmail

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

The instructions below set up the default browser so that it automatically launches ProjectWise without displaying the Protocol Request dialog box.

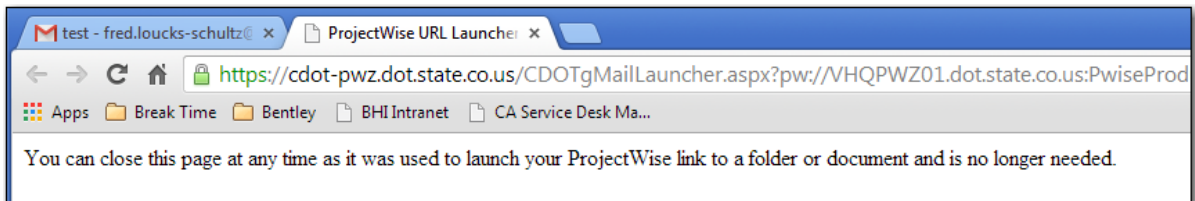
This procedure will only be done one time, unless the user changes to a different default browser.

Default Web Browser Setup

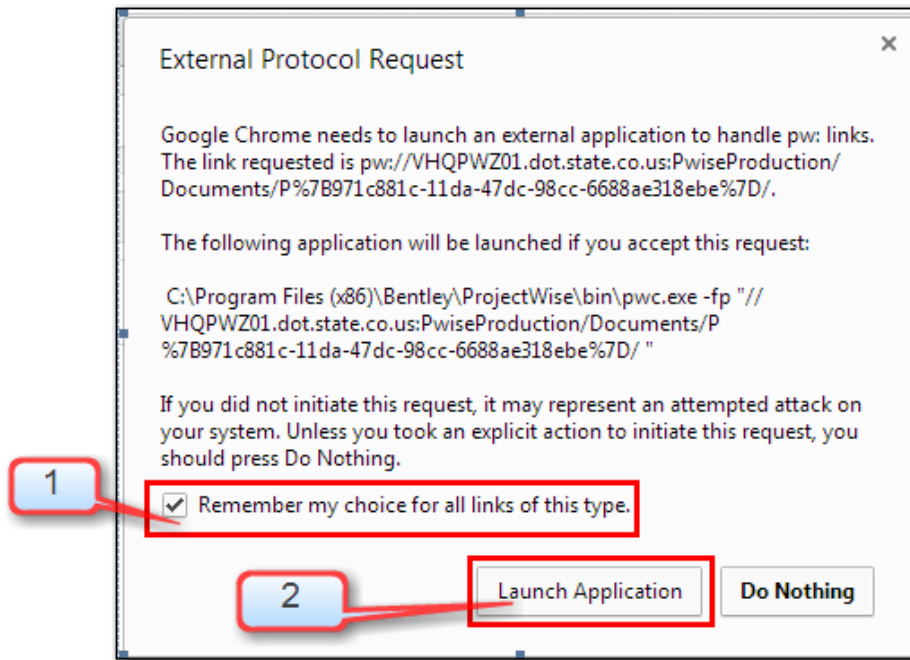
The following steps describe how to configure **Chrome** and **Internet Explorer**.

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: This process will only have to be done one time, unless the default browser is changed after this operation has been performed.

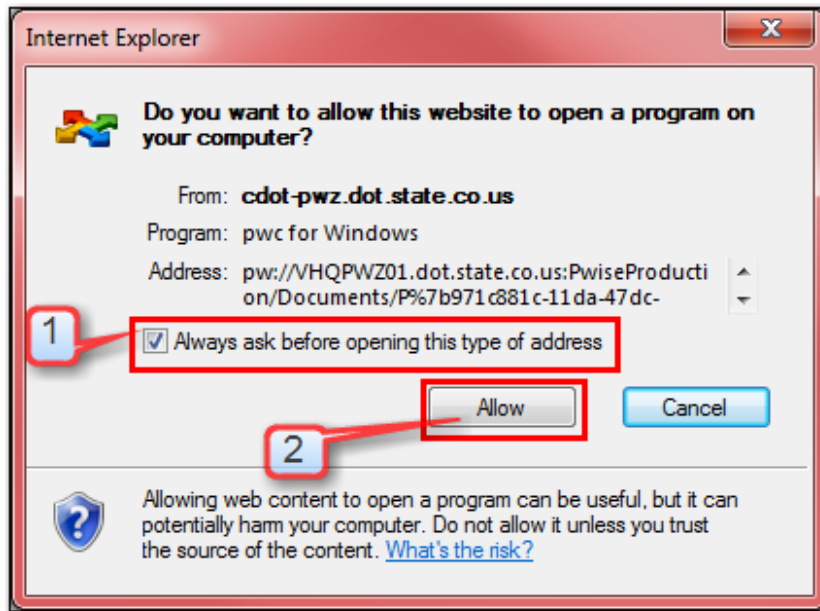
Note: The ProjectWise URL Launcher tab will close automatically.

11. ProjectWise will launch. Log in if required.

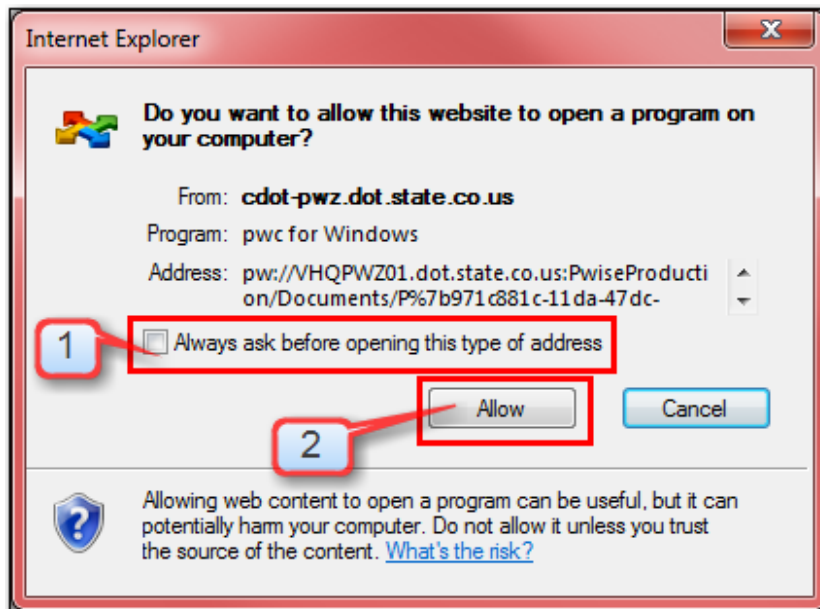
The link will open the appropriate folder.

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).



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



13. Click **Allow**.

ProjectWise will launch. Log in if required

Note: This process will only have to be done one time, unless the default browser is changed after this operation has been performed.