

MICHIGAN DEPARTMENT OF TRANSPORTATION

MDOT ProjectWise Web Access - Installation

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Directions and information on how to install and access the MDOT ProjectWise Engineering Document Management System for external clients from a web browser.

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MDOT ProjectWise Web Access 1.0.0

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The MDOT ProjectWise Engineering Document Management System is a storage, access control and workflow management system designed to maintain most types of electronic documents. The system is built on Bentley's ProjectWise software, currently Version 8.11.07.107 SelectSeries 1.

Access to the MDOT ProjectWise Engineering Document Management System.

Currently there are two methods to gain access to the documents in the MDOT ProjectWise System. A "thick-net" locally installed client is available behind the MDOT firewall for state employees and individuals with State of Michigan computer login credentials. This method is widely used across state computers and is the most robust of the access options.

A "thin-net" access option that uses an internet browser connection is also available and is the preferred access point for clients outside of the State of Michigan computer network. There is an additional thin net web access point available to State of Michigan computer network users should they have a need for accessing the ProjectWise repository from a web browser via the State of Michigan's Intranet.

All Access to the ProjectWise System is controlled through the MDOT Design Services Group. Login credentials and rights are assigned to individuals based on their roles and responsibilities in the projects with which they are involved.

This Document

This document's primary focus is to describe the installation of the web parts needed for accessing the MDOT ProjectWise System from an external workstation.

Intended audience:

*This document is intended for staff members who are somewhat familiar with software loading. The individual who is working with this document is assumed to be somewhat fluent in file management and the use of programs such as Windows Explorer and Windows Internet Explorer.
If you do not feel comfortable with these skills, please contact your local desktop support Information Technology representative.*

- 1) The user must have administrative rights to the workstation he or she is accessing the MDOT ProjectWise website from. Many Information Technology (IT) departments have limited user administration rights to the workstation in an effort to curtail destructive viruses. You may need to contact your IT department to gain rights for the Bentley software to load certain Active-X controls that allow you to control the documents in the ProjectWise system.

NOTE:

There is an option for allowing IT groups to remotely install the files necessary for the web client to function. Please contact the MDOT Design Services Group for details (contact info at end of document).

- 2) Microsoft Internet Explorer Versions 8 and 9 have both been tested.
- 3) The amount of required space you will need for working in ProjectWise will vary. The disk space you will need depends upon how you access files from the ProjectWise system. Additionally, the size of the files you access as well as how many of these files you need to access at a time will also determine your disk space requirements. Generally, we recommend a minimum of 5 Gb free disk space on your "C:" drive.

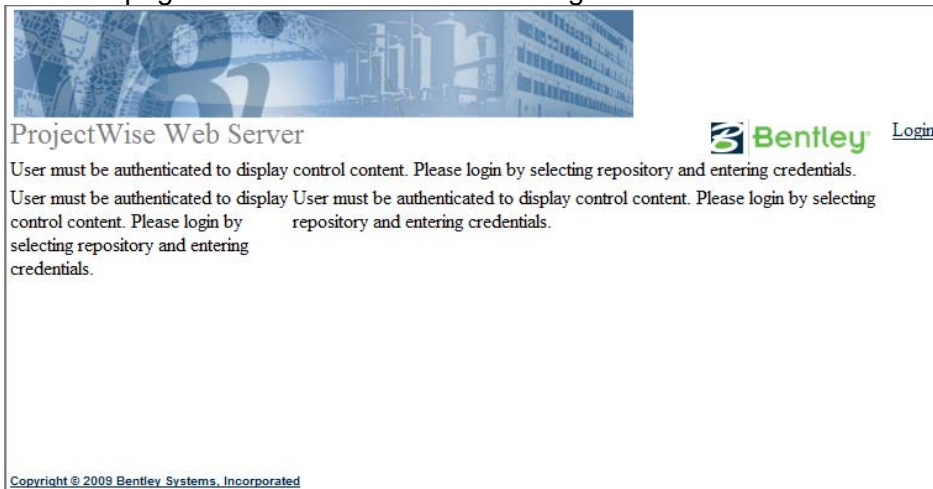
Access the Web Site:

Downloading and Installation

Through Microsoft Internet Explorer (other browsers have not been tested) navigate to the following address:

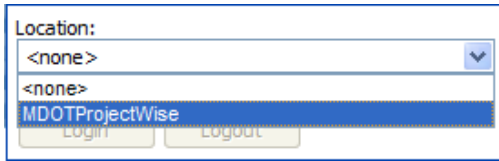
<https://mdotpwisestate.mi.us/Default.aspx>

The web page should resemble the following:

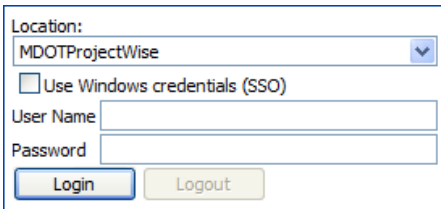


Select the "Login" text in the upper right hand of the page. The system will respond with this dialog:

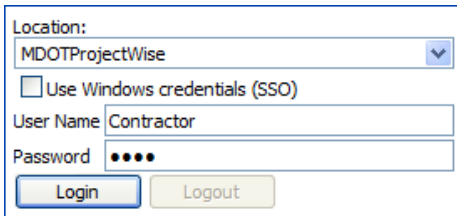
Select The drop-down list arrow on the right, and select “MDOTProjectWise”



Next, uncheck the “Use Windows Credentials (SSO)” option box. The dialog will change to allow you to enter the Username and Password you have been provided from the MDOT Design Services Group:

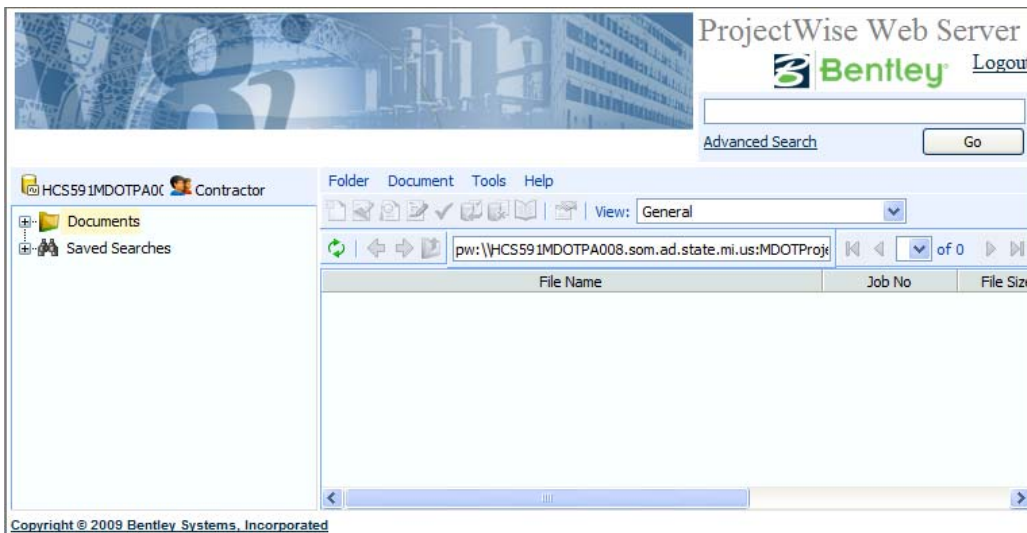


Enter your Username and Password

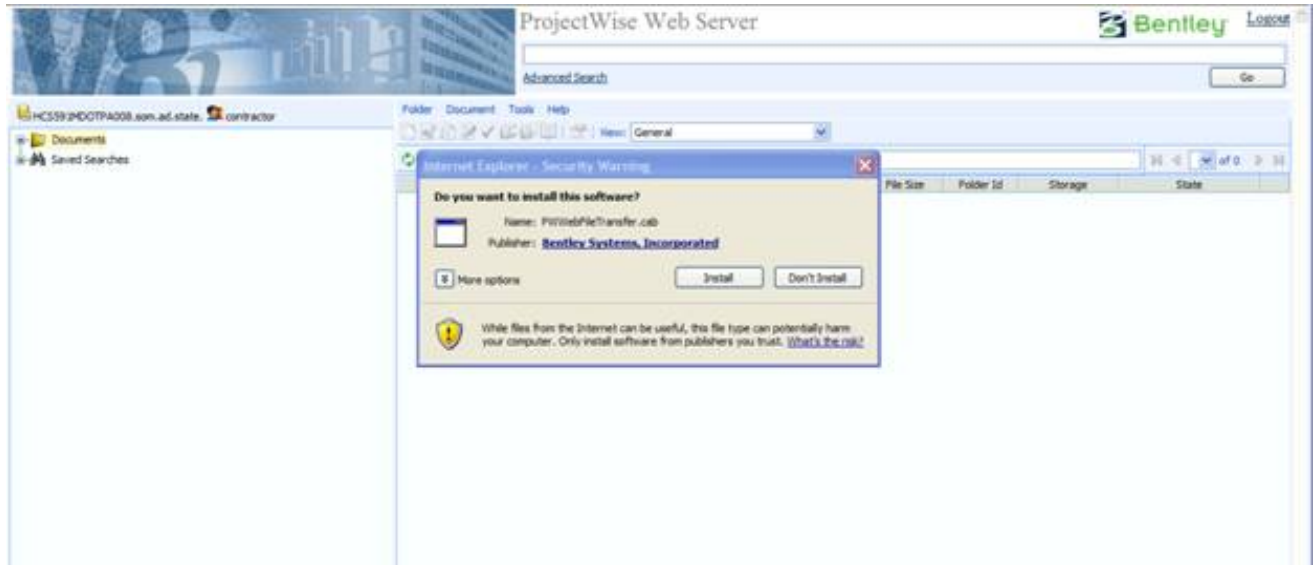


Select the “Login” button from the bottom left....

The Web Server opens a ProjectWise Explorer window:



If this is the first time you have logged in to the web interface, you will see a popup “Internet Explorer – Security Warning” dialog box that will ask you if you want to install software: “PWWebFileTransfer.cab”

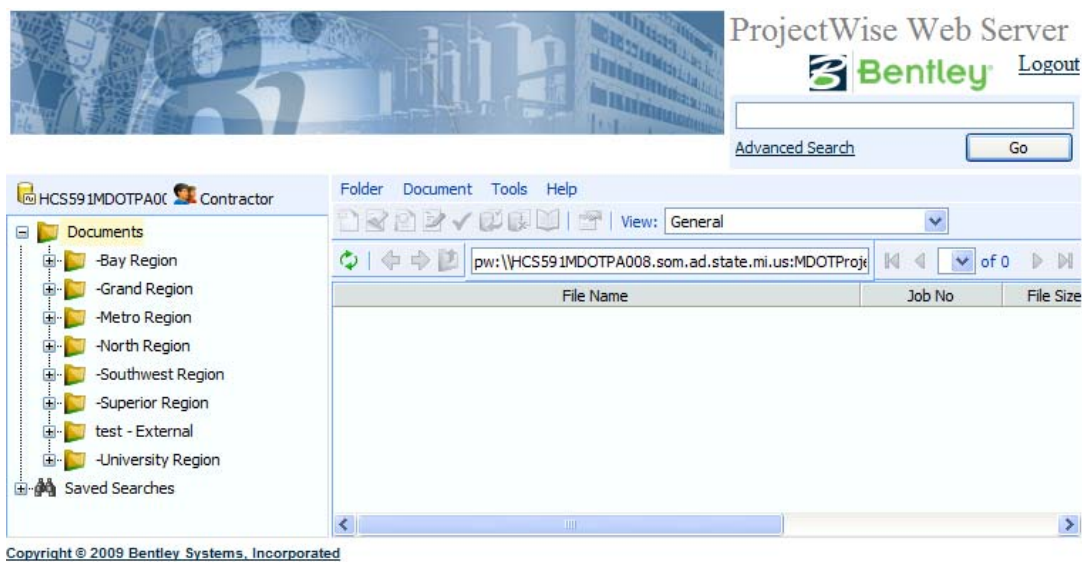


Select the “Install” button. If you have the required rights to install software, the install should go silently.

If you are not allowed to install software on your workstation, there are several errors you could see. Refer to your IT group, for the rights and repeat the login with rights in place.

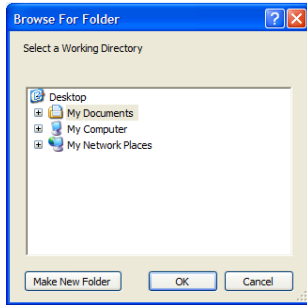
Once the install is complete.

Select the “+” next to “Documents” from the left panel...

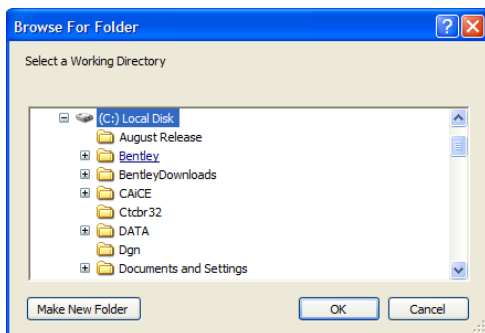


This will open up folders that contain regional information. Proceed to selecting a file that you are interested in and is appropriate to your Project. Right click the file and select “View”

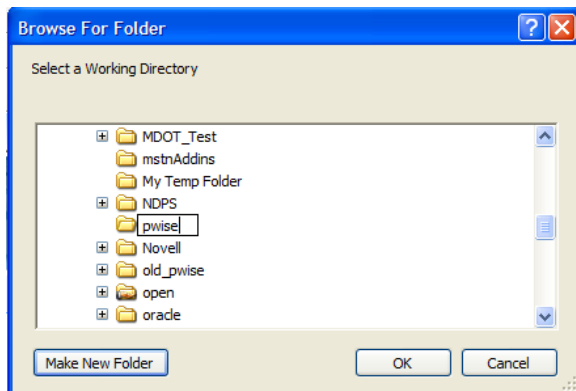
You should see the following dialog:



This is the selection for the working directory. This directory is where ProjectWise will store files you download to open. Select the “C drive” ...



Use “Make New Folder” to create “C:\pwise”



Select “OK”.

Your file should now download. To open the file, right-click it and select “Open”.

Contact Information

This document is written and supported by the MDOT Design Services Group. For information, help, or comments, please contact:

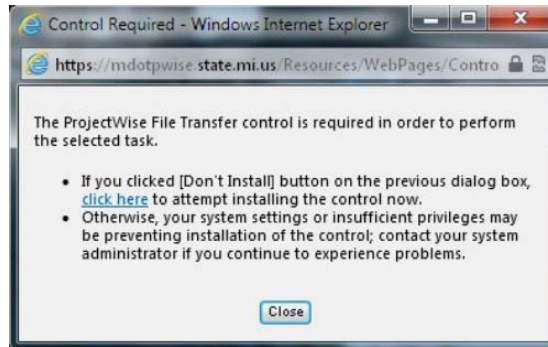
mdot-econ@michigan.gov

Appendix A:

Common Errors during Installation:

Active X related issues:

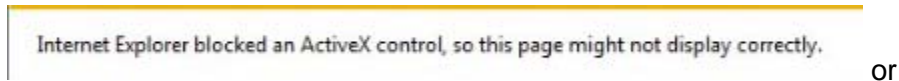
1. This Dialog means that the Active X components that auto-download and install from the website have not installed properly. Usually, this is due to insufficient privileges to install software associated with the active user.



Solution:

Log in as a local administrator to do the install or contact your local Information Technologies support staff.

2. These messages indicate that the Active X components needed by ProjectWise Web to implement checkin/checkout functionality have been blocked from running



Solution:

The Web Site is not set up as a "Trusted" web site, the following steps should clear the problem.

Configuring your browser's Trusted Sites list: Adding the Web Parts website address and the about: blank website to your browser's Trusted sites list is a requirement for using ProjectWise Web Parts.

1. In Internet Explorer, go to Tools > Internet Options.
2. In the Internet Options dialog, select the Security tab.
3. Select Trusted sites and click the Sites button.
4. In the Trusted sites dialog that opens, type your Web Parts website address and click Add.
5. Next, type about:blank and click Add.

6. Click OK to close the Trusted sites dialog.
- 7 . Click OK to close the Internet Options dialog.

* Normally we recommend logging out, and logging back in to the web site to make sure the fix works.

Settings Bentley recommends with the ProjectWise Web Software.

Configure Internet Explorer security settings

For ActiveX controls to work properly in Internet Explorer:

Go to Tools > Internet Options > Security tab, select Trusted sites, click Custom Level, then make sure the following are set in the Security Settings dialog:

| Category | Value | Setting |
|-------------------------------|---|---------|
| ActiveX controls and plug-ins | Download signed ActiveX Controls | Prompt |
| | Download unsigned ActiveX controls | Disable |
| | Initialize and script ActiveX controls not marked as safe for scripting | Disable |
| | RunActiveX controls and plug-ins | Enable |
| Scripting | Script ActiveX controls marked safe for scripting | Enable |
| | Active Scripting | Enable |
| | Allow paste operations via script | Enable |
| | Scripting of Java applets | Enable |

Windows Server 2003 or 2008 only - For downloading to work properly when using Internet Explorer on Windows Server 2003 or 2008, go to Tools > Internet Options > Security tab, select Trusted sites, click Custom Level, then make sure the following are set in the Security Settings dialog:

| Category | Setting | Value |
|-----------|--|--------|
| Downloads | Automatic prompting for file downloads | Enable |

Windows Vista only - For copy outs to function properly when using Internet Explorer on Windows Vista, go to Tools > Internet Options > Security tab and turn off the setting, Enable Protected Mode.

Turning off your browser's popup blocker

Occasionally Web Parts needs to open items in a new window. For example, if you right-click a folder and select Properties when the Properties web part is not present, the properties of the selected folder display in a new window. When your popup blocker is enabled, these additional windows will not open; therefore you should disable the popup blocker in your browser. See your browser's documentation for instructions