# MDOT Web ProjectWise
Quick Reference Guide for External Business Partners

An Overview

Bentley's ProjectWise is MDOT's project related document management program. It is used to connect people and information statewide by managing, finding and sharing documents. It has a Windows Explorer interface, and is tightly integrated with Bentley Power GEOPAK, Adobe, Word, Excel, .jpg, etc.

Login to Web ProjectWise:

| 1	Click https://mdotpwisess4.state.mi.us/	
2	Select **MDOT_ProjectWiseSS4** from the Location: pull-down.	
3	Enter your username and password. The entry for your password is **Case Sensitive.**	
4	Click Login	

Upon login ProjectWise checks your username and password and allows appropriate access rights to create, view, modify or change state on documents. These access rights depend on settings assigned to you by the MDOT system administrator and can be modified as needed.

Initial Login Screen and navigating MDOT's folder structure:

MDOT's ProjectWise folder structure is setup by Region > TSC > JN. The JN is generally located under the MDOT office where the construction is taking place.

It is recommended to navigate the folder structure by clicking on the '+' next to the folder name. This will allow the sub-folders to show without the window refreshing.
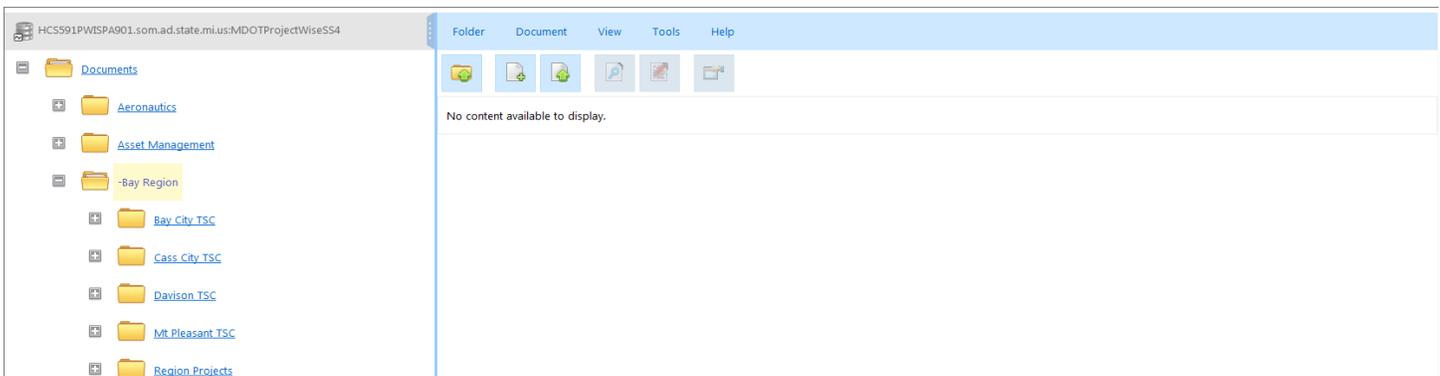
Icons – A Quick Visual Reference to Your User Rights:

ProjectWise uses standard Windows program associations to visually display file type and rights. Rights are displayed with a smaller icon to the left of the application.	
	A pencil next to the document/file means you can check out and modify the contents of the file.
	An open book next to the document implies read only permissions. You may view the file and perform a save as, but any changes made will not update ProjectWise.
	A red check mark means you have the document checked out and other users are locked out until you perform a check-in.
	Locked - Document is either checked out, or has been exported, by another user. You can still open this document as read-only.
	A tag icon shows that the file has been set to Final Status and no changes can be made to this document. This is only applied to letting related files (Proposals, Plans, Addenda, etc).

Adding Documents:

ProjectWise users can add documents into the system by dragging and dropping documents into ProjectWise and assigning attribute values. To do this we recommend utilizing the ProjectWise Wizard to assign project related attributes and make your documents valuable and searchable.		
1	In ProjectWise navigate to the folder you want to add the file(s) to	
2	Select Document > Upload from the menu bar.	
3	Browse to the file location and double click (or select on Open) on the file.

*You can also select multiple files in this same window. | |
| 4 | File(s) are now in the ProjectWise. | |
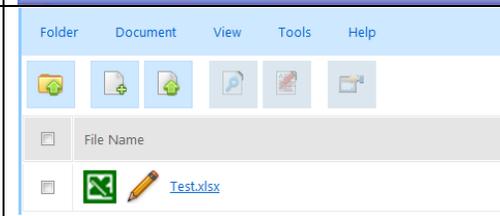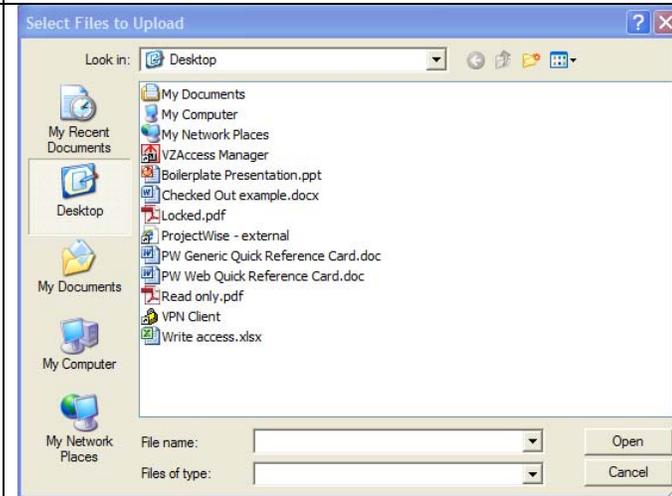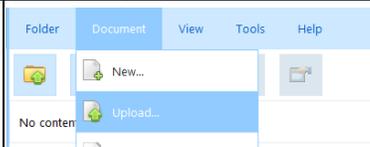
Manipulating Documents:

After documents have been added, you can perform the following:

View	If you only need to view the file, no changes need to be made, right click on the document and select Open as Read Only.
Checkout (Edit)	The ProjectWise interface is very much like Windows Explorer (or My Computer). By default ANY file in ProjectWise that is double clicked on will be checked out and automatically opened by the associated application.
Check-in	Once changes have been completed close out of the application and right click on the file and select Check In,
Download	Download basically means copying documents out of ProjectWise for external use. You can also download an entire folder out of ProjectWise. To download documents out of ProjectWise: 1. Right click on a document or folder and select Download 2. Browse to the folder you would like to save the file(s) too. 3. Click on OK
Properties > Import	Import should be used if you need to replace a document with an updated version. By doing an import the existing Job No. and other information assigned to the existing document will not have to be re-entered. 1. In ProjectWise navigate to the document you want to replace 2. Right click on the document and select Properties 3. Go to the General tab; In the "File" section click on the Advanced tab 4. Select Import and Click OK to the window that pop-ups 5. Browse to where the file is stored 6. Click Save; Click Save; Click Close
Free	Free is one of many manipulation options available in ProjectWise. This operation deletes the checked out document from your ProjectWise working directory **without** updating the server version. Use this operation when you have wrecked your active document and you Do Not want to update the server copy. **WARNING!!! YOU CAN FREE A CHECKED OUT DOCUMENT THAT IS OPEN.** When you close that file data will be lost.

Adding a ProjectWise Link to an Email:

To add a ProjectWise document link into an email going **to MDOT staff**, do the following:	
1	Right click on the file you would like to create a link of
2	Select Copy Link(s) to Clipboard
3	Click ProjectWise Link
4	Open an email right click and select **paste**

To add a ProjectWise document link into an email going **to non-MDOT staff**, do the following:	
1	Right click on the file you would like to create a link of
2	Select Copy Link(s) to Clipboard
3	Click Web Link
4	Open an email right click and select **paste**

Creating a ProjectWise Desktop Shortcut:

1	Navigate to the folder you would like to create a shortcut to.
2	Right click on the file you would like to create a link of
3	Select Copy Link(s) Web Link
4	On your desktop right click and select New > Shortcut
5	In the Create Shortcut Wizard paste the ProjectWise web link into the "type the location…" field
6	Click Next
7	Name your Shortcut
8	Click Finish

Workflows and States:

ProjectWise workflows are an ordered group of milestones through which a document makes its way to completion. Workflows can trigger silent or manual e-mails as well as security changes. States are milestones (steps) within a workflow which push documents and information along the collaboration and approval loop.

Appropriate workflows and states should already be activated on specific folders for new projects.

Changing the State:

Documents are advanced along the workflow by changing states. To advance documents along the workflow do the following:	
1	Right click on the document(s)
2	Select Change State
3	Select Next
4	After changing state please send an email to the respective MDOT Project Manager and Office Tech. Please include a link to the folder and/or document (see instructions on page 3).

If you have any questions about ProjectWise, please contact the e-Construction ProjectWise resource at:
MDOT-ProjectWiseConst @michigan.gov