



ProjectWise V8i Web User Manual

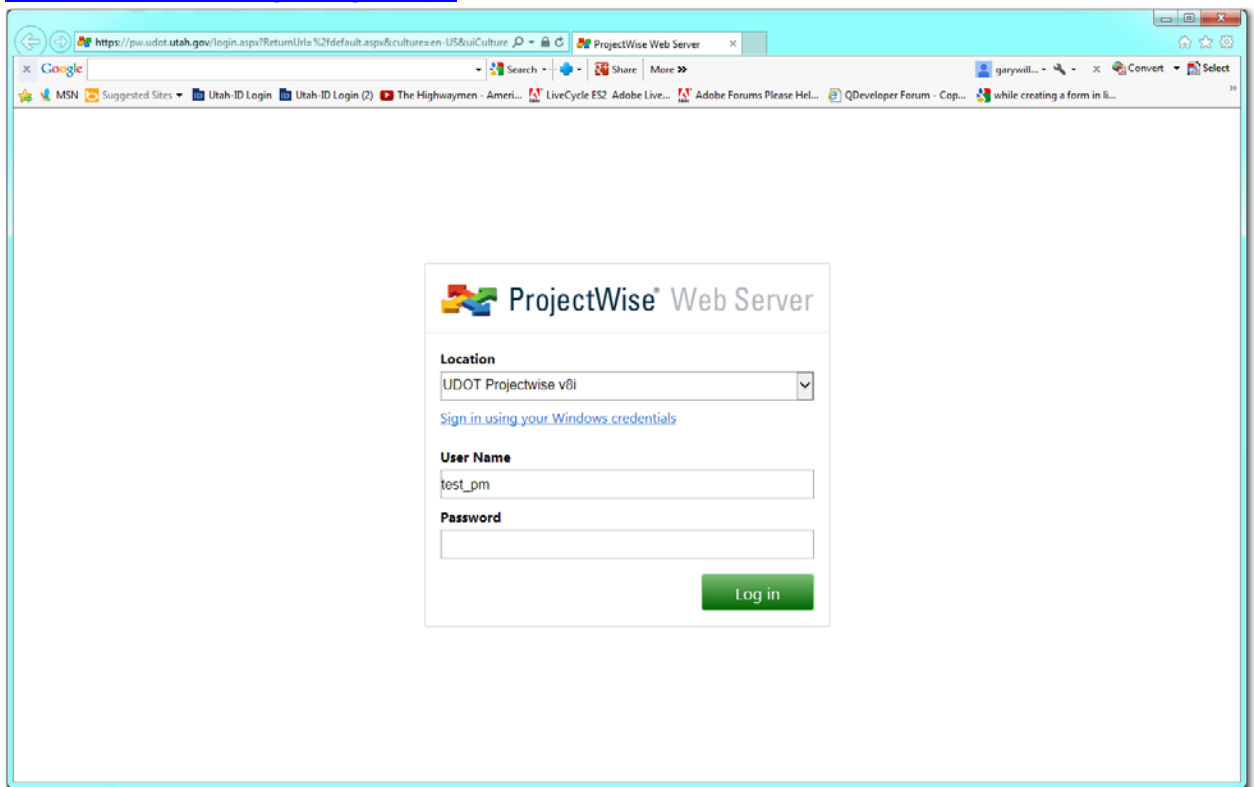


ProjectWise® Web Server

Logging in and changing your password using the Web Client

You will need an account to access ProjectWise.

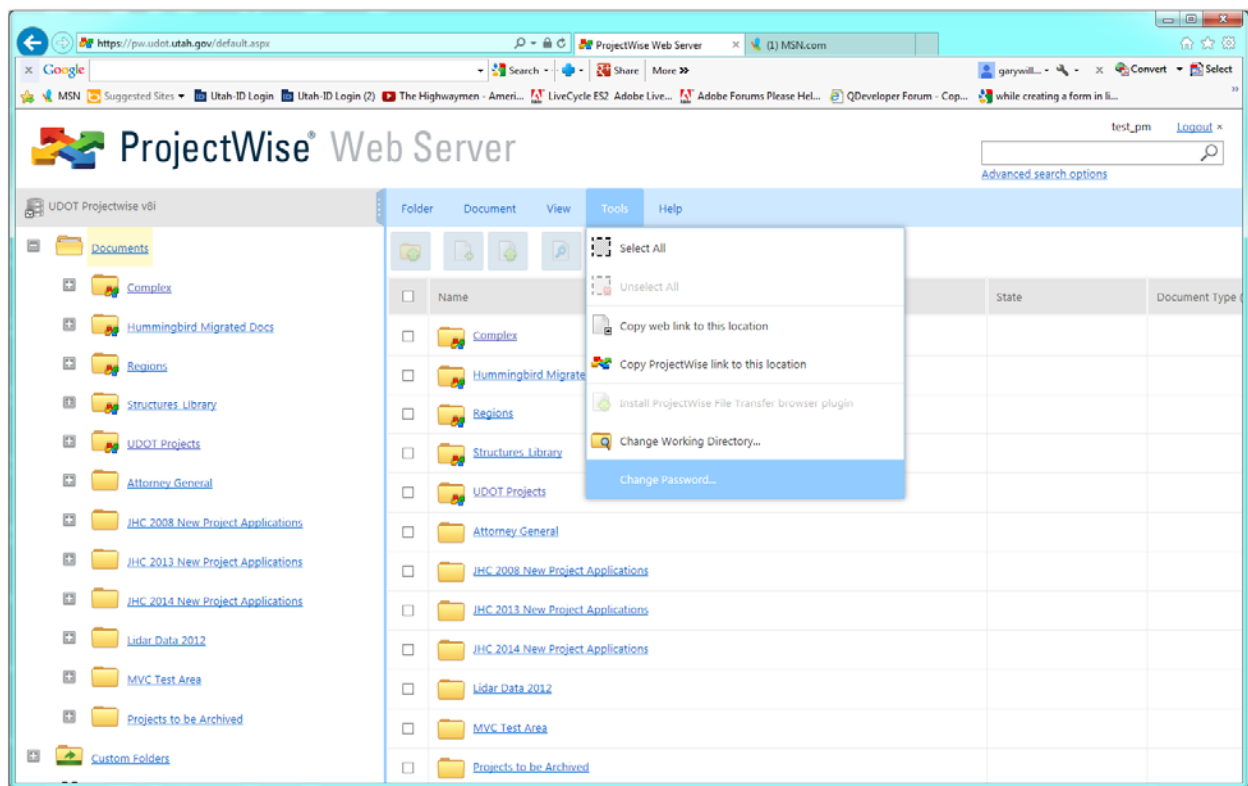
- UDOT employee you should already have an account.
 - If not contact ProjectWise support and let us know.
 - On the login box it says you can sign in with single sign in this doesn't work so you need to use UTAH\username.
- Consultants need to fill the Consultant User ProjectWise Access Request.pdf to get a user account or if you already have a login name the login account will work here
<https://pw.udot.utah.gov/login.aspx>



The screenshot displays the ProjectWise Web Server login interface within a web browser. The browser's address bar shows the URL: <https://pw.udot.utah.gov/login.aspx?ReturnUrl=%2fdefault.aspx&culture=en-US&uiCulture=en-US>. The login form is titled "ProjectWise Web Server" and includes the following elements:

- Location:** A dropdown menu currently set to "UDOT Projectwise v8i".
- Sign in using your Windows credentials:** A blue hyperlink.
- User Name:** A text input field containing "test_pm".
- Password:** A text input field.
- Log in:** A green button.

- For consultants to change your password when you are logged in go to *Tools>Change password*.
- If you are a UDOT employee there isn't any reason to change password you will use your *LAN Password*.



Change Password

Current password

New password

Repeat new password

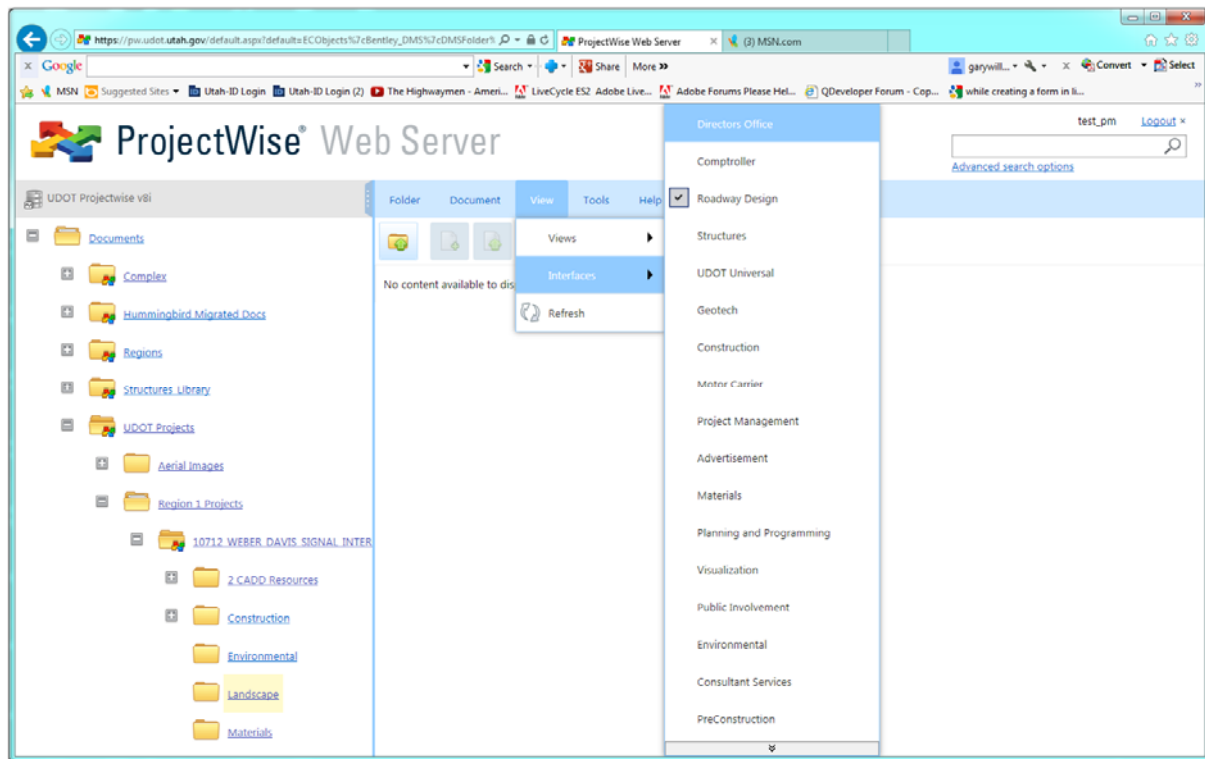
OK

Cancel

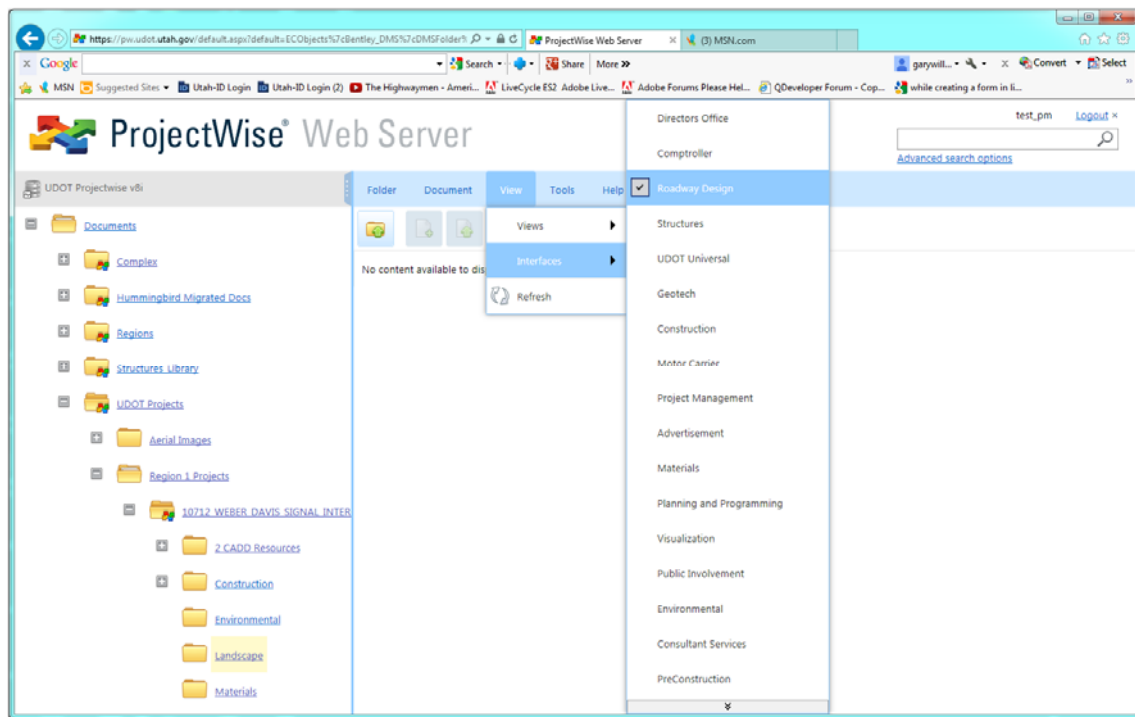
Changing Interfaces and Views

Once logged in and getting started you will first need to see what interface and view you have associated to your account.

- By default the Director's office interface is selected you need to change this to your discipline.
 - To do this you need to go to View> Interfaces to change your interface



- Click on your interface that you want to use and this will change it in this example *Roadway Design* is selected



- To change your view do the same thing but click on view and choose your view.

Uploading and attributing documents

- On Internet Explorer you might need to change a setting to allow Active X programs to run.

First see if these options are active or greyed out

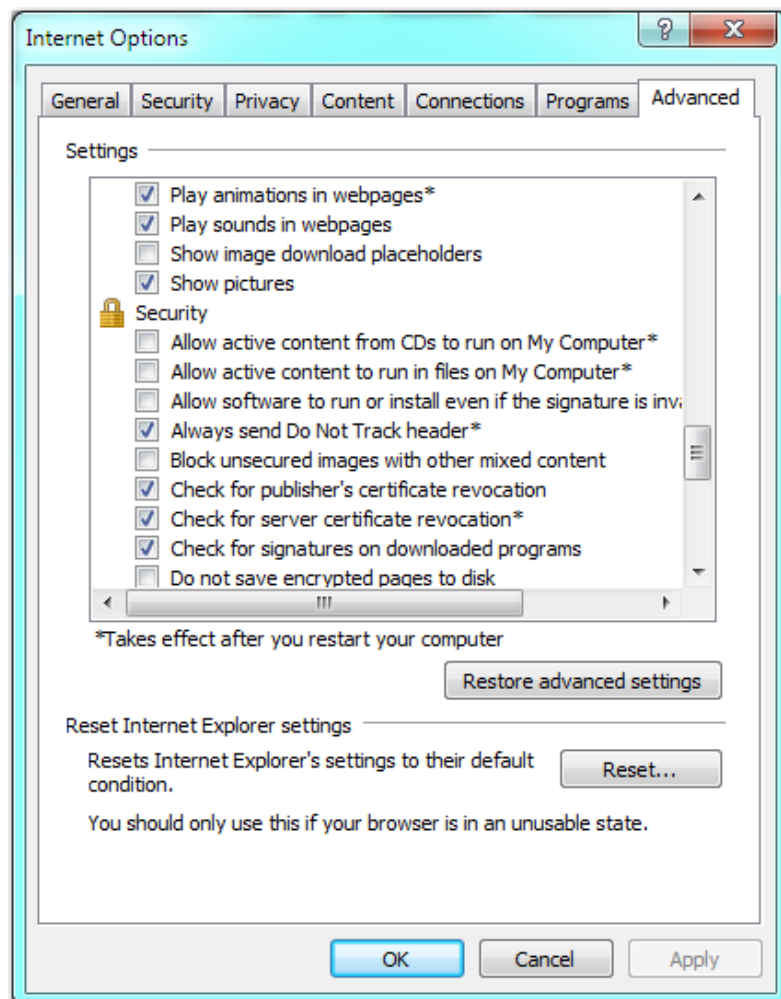


If they are greyed out follow the following steps



Go Internet Options which is under the gear icon

Select Internet Options > Advanced tab



- Under the Security options make sure **Allow active content to run files on my computer***. The “*” means you will need to restart your PC after you apply this setting

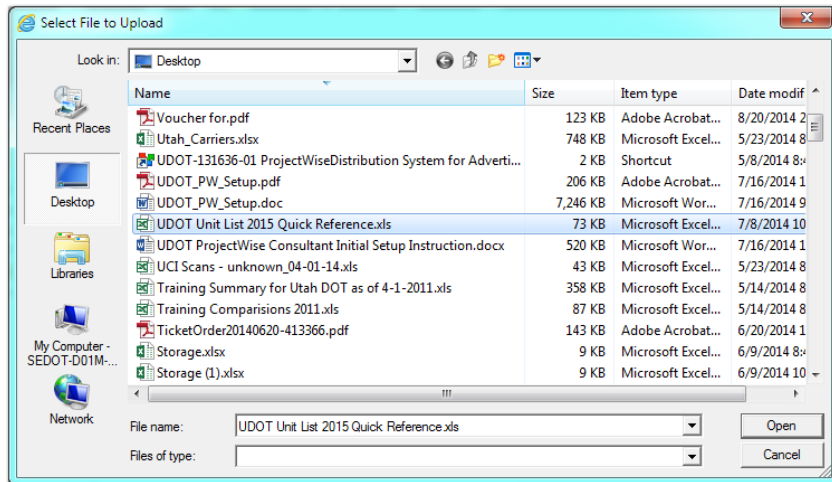


- The first one is new and the other is upload
- To upload a new document means is to upload an existing document and you can rename and attribute it.
 - This will open in a new window it will take a short amount of time for this to load and it look like this.

The screenshot shows a web browser window with the URL <https://pw.udot.utah.gov/Resources/WebPages/ProjectWise/CreateInstance.aspx?Connecti...>. The page title is "ProjectWise Web Server". The form is titled "Document" and contains the following sections:

- Document:**
 - Document Name: doc00001
 - Document Description: doc00001 (desc)
 - Application: <none>
 - Department: <none>
 - Path: UDOT Projects\Statewide Projects\Training\User2\ROW_Test_User2\Hydraulics
- File:**
 - Attach a file: [Text Field] [Browse...]
 - File Name: [Text Field]
- Attributes:**
 - Right of Way:**
 - Document Type Filter: Right of Way
 - Document Type (Req'd): [Dropdown]
 - Document Subtype: [Dropdown]
 - Doc. Multiple Subtype: [Dropdown]
 - Document Phase: [Dropdown]
 - ROW Summary Number: [Text Field]
 - Submit to Electronic Plan Room: [Text Field]
 - Fiscal Year Sold: [Text Field]
 - Mark for Addendum?: [Checkbox]
 - Mark for Award?: [Checkbox]
 - Mark for Advertisement?: [Checkbox]
 - Include in Plot Set?: [Checkbox]
 - Organization: [Text Field]
 - Municipality: [Text Field]
 - Ownership:**
 - Ownership Name: [Text Field]
 - Ownership Number: [Text Field]
 - TAX ID: [Text Field]
 - Township: [Text Field]
 - Range: [Text Field]
 - Section: [Text Field]

- First upload a document by clicking the browse button



- Click Open and this will upload the document once uploaded
 - Name the document using naming conventions (where applicable)
 - Give the document a description (where applicable)
 - Then give the document the correct attributes

Attributes

Right of Way

Document Type Filter
Right of Way

Document Type (Req'd) Document Subtype Doc. Multiple Subtype

Document Phase ROW Summary Number

Submit to Electronic Plan Room Fiscal Year Sold

☐ Mark for Addendum? ☐ Mark for Award?

☐ Mark for Advertisement? ☐ Include in Plot Set?

Organization

Municipality

Transaction Nbr Transaction Name

Ownership Name

Ownership Number

TAX ID

Township

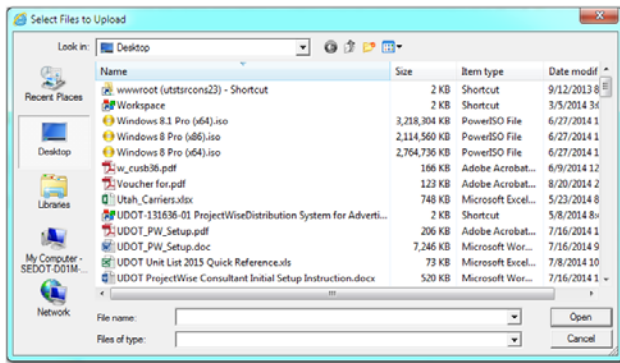
Range

Section

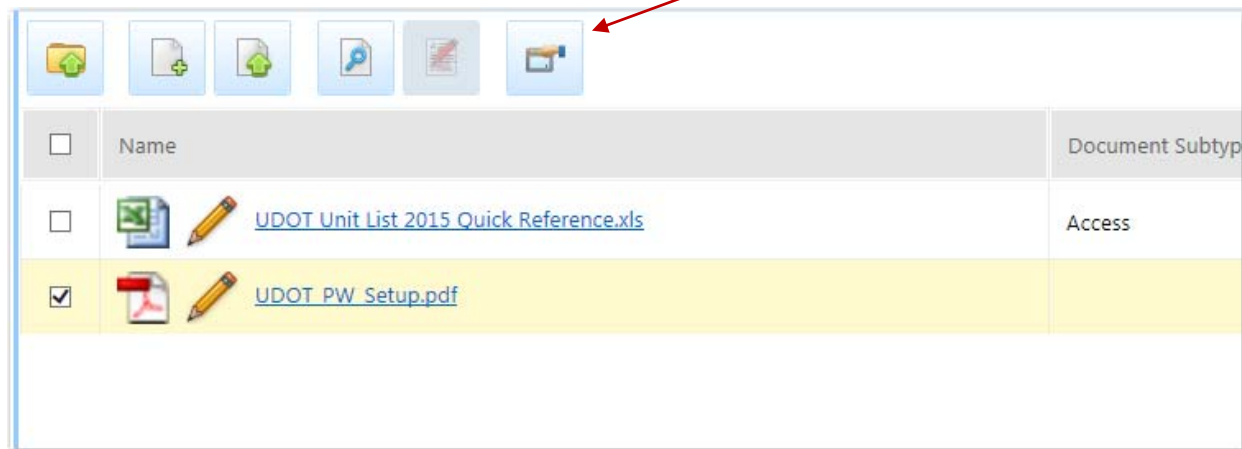
- Then click save the window will close and save the document to ProjectWise



- To upload a document the second one
 - Click on button the select File to Upload appears window appears



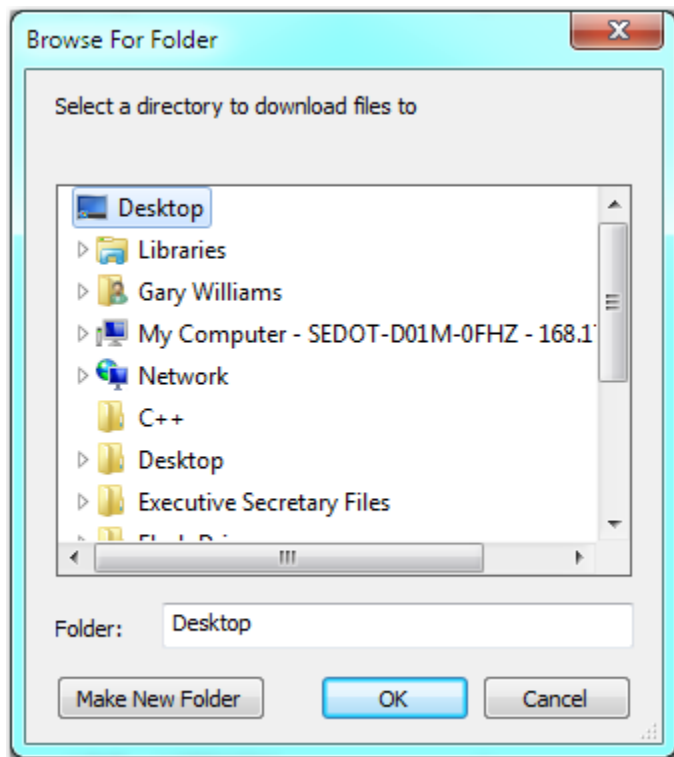
- Select your file or files to upload and select open
- You will not be able to name or attribute files using this method you will have to go in after and check the file and click on the property button



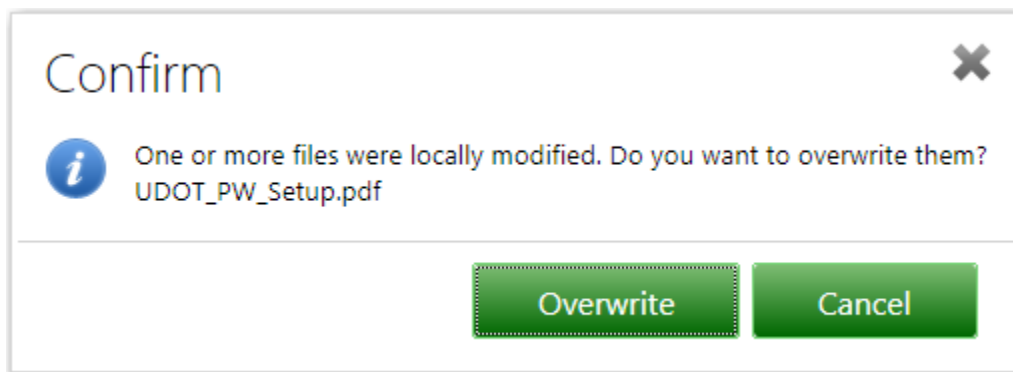
- The properties will open in a separate window and make take some time to open
- Once opened you will be able to name and attribute like before.

Downloading and Exporting Documents

- To download a document check the documents you want to download and click on the Document pull-down and click on download. The browse for folder will appear

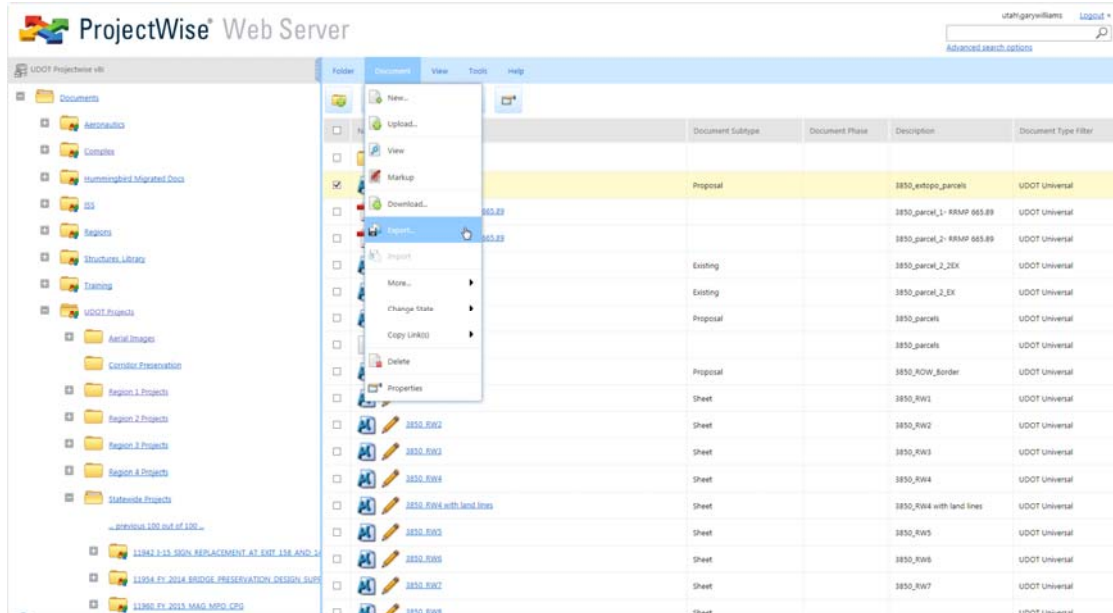


- Choose where you want to download the document to and click on ok. If this is location where you uploaded it from you might get this window



- You can either overwrite or choose a new location

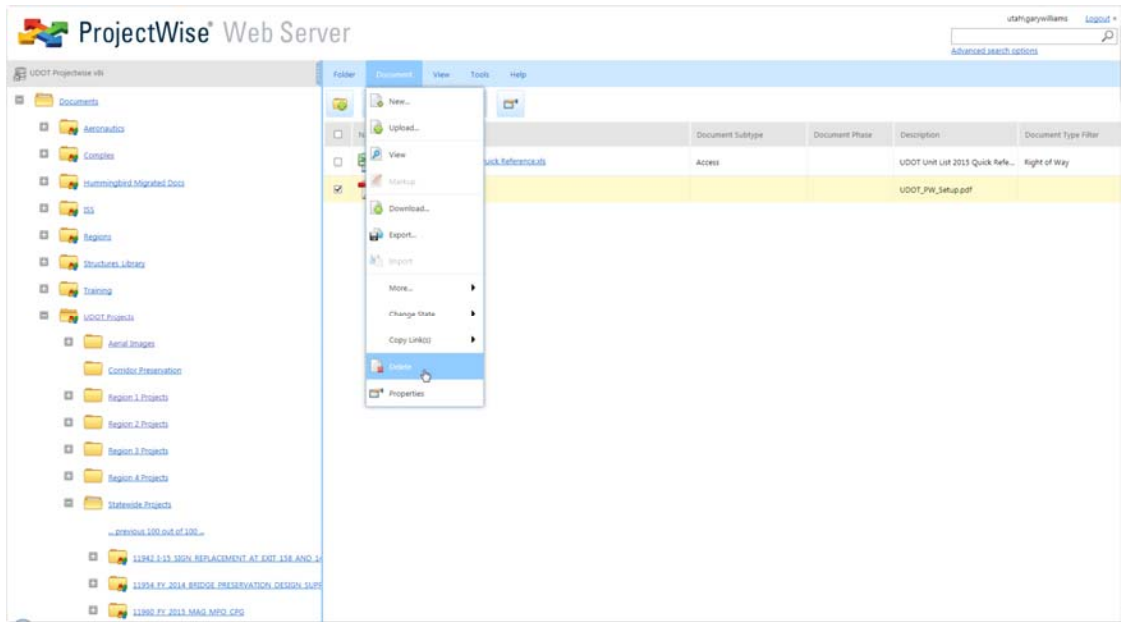
- To export a document do the same as above except select **Export**



- To import do the same as **Export** except select **Import** go to the folder you exported too and select the file to import.

To Delete a File

- First thing you must be the owner of the document
- Group rights are not used to delete a document in the web client.
- Check the document to be deleted and click the Document pull-down and click on **Delete**



- The confirmation window appears to make sure you want to delete and when you say yes the file is deleted

