ProjectWise V8i Web User Manual
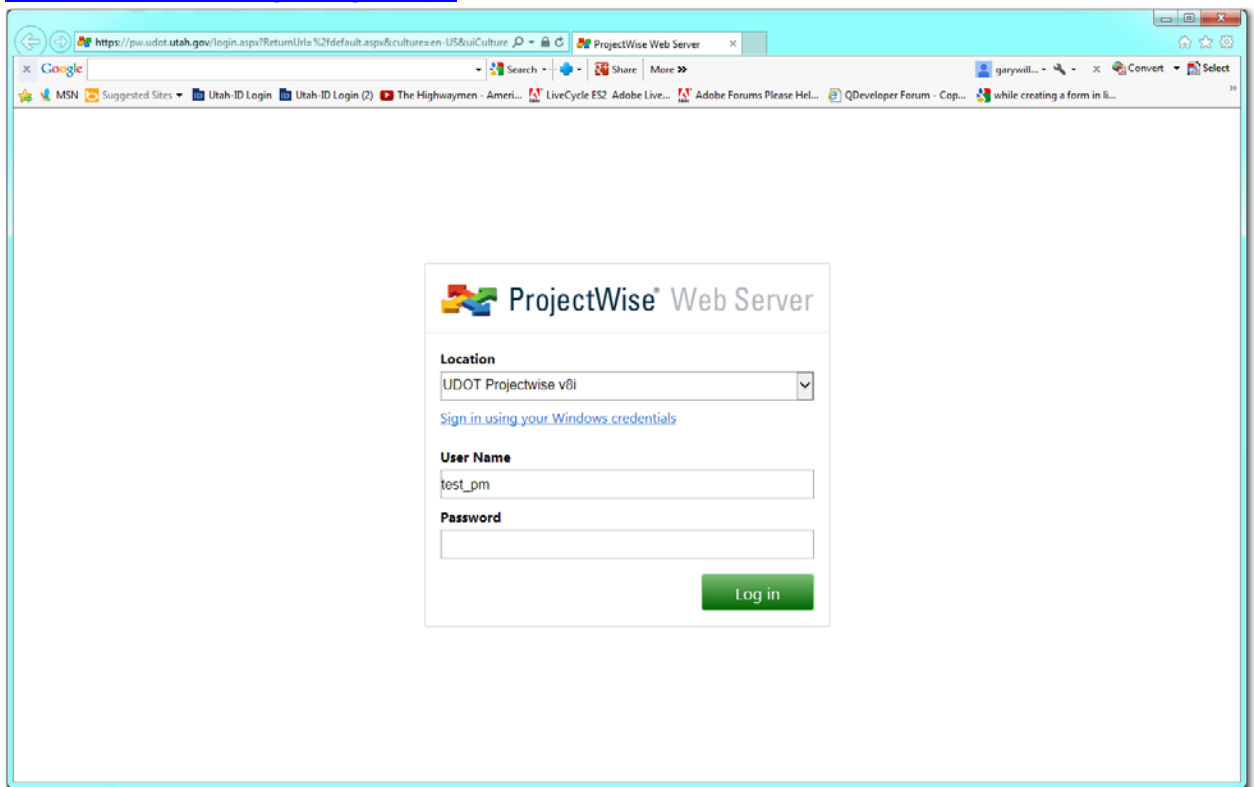
Logging in and changing your password using the Web Client

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

- 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.*
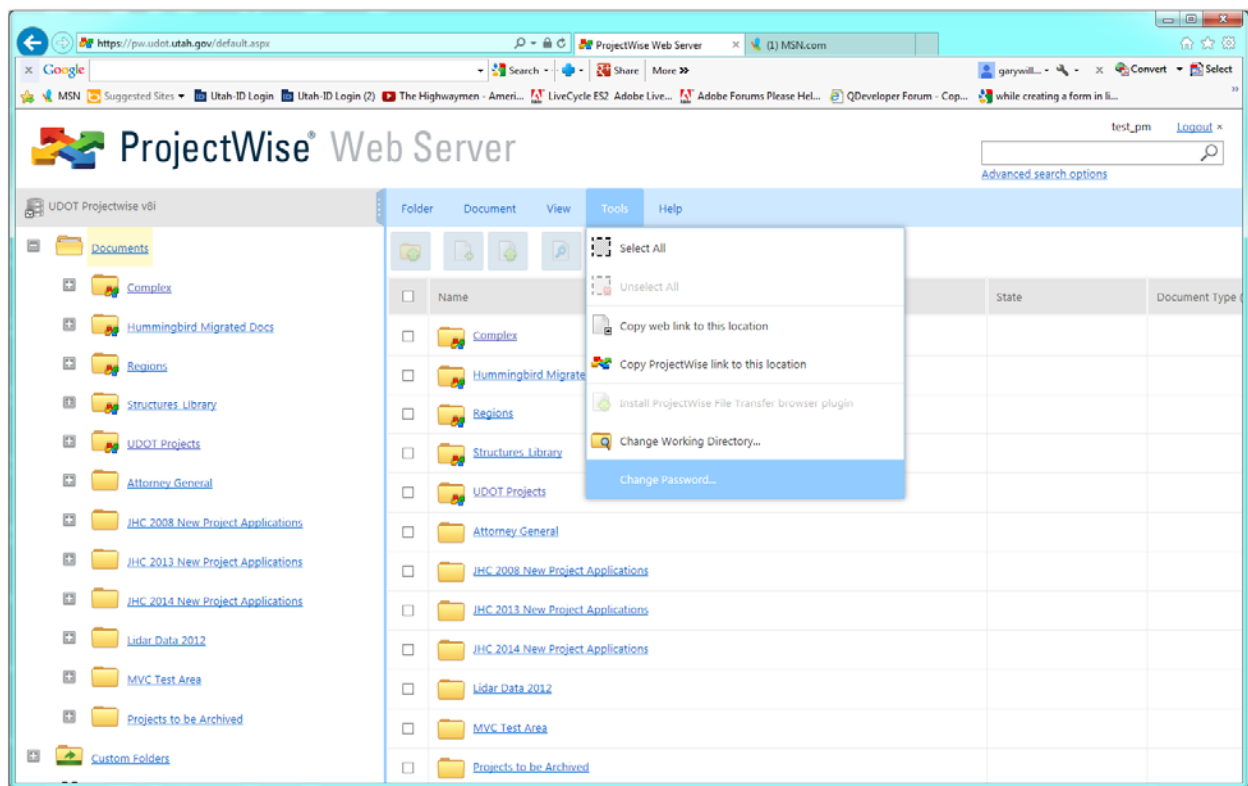
Changing Interfaces and Views

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
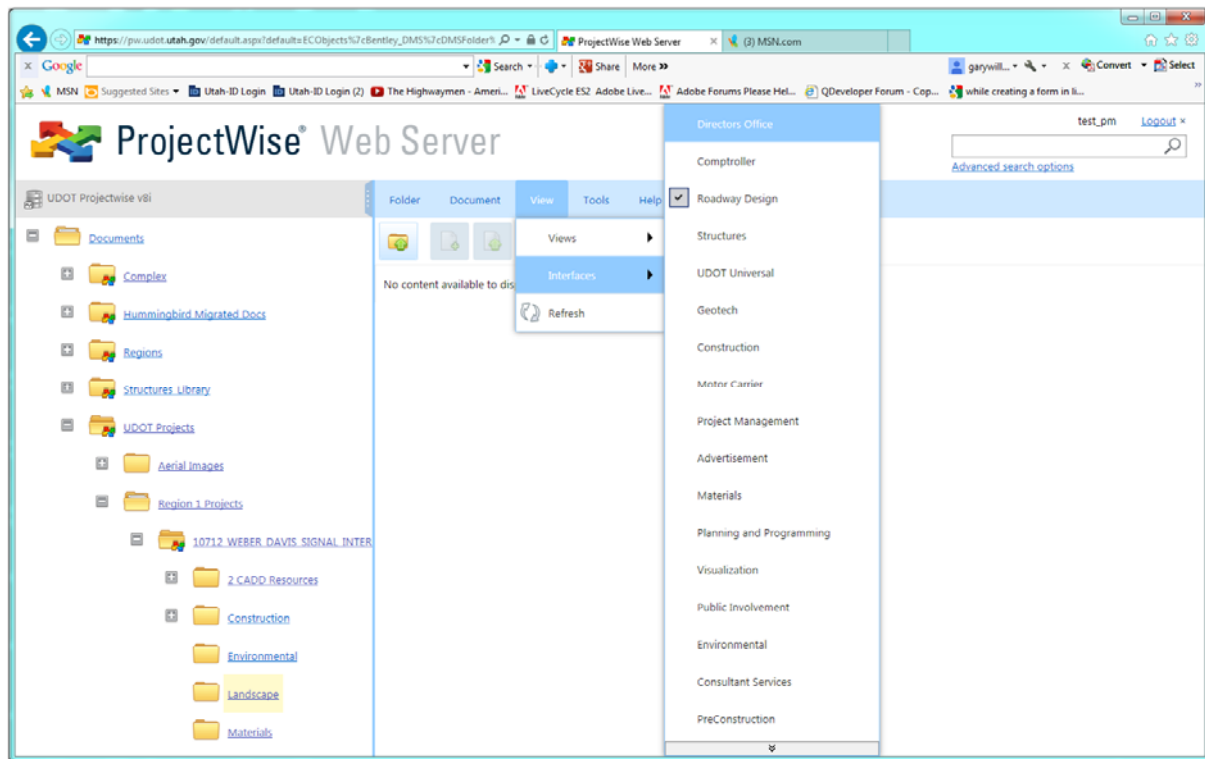
- Click on your interface that you want to use and this will change it in this example *Roadway Design* is selected
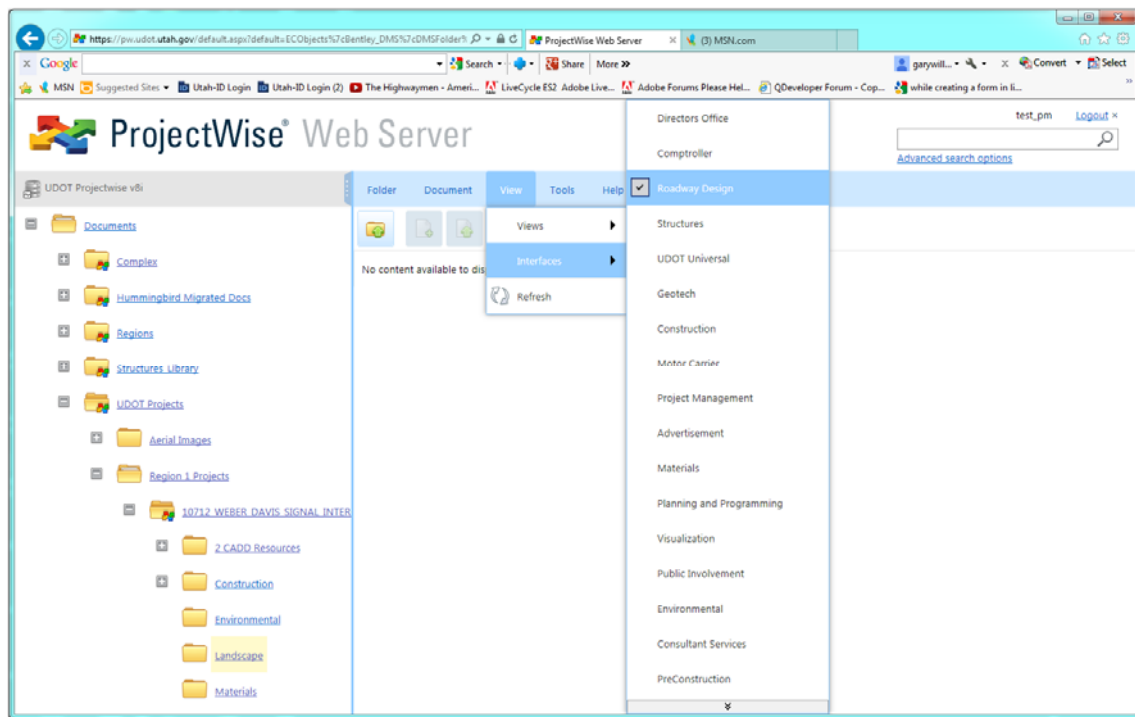
- To change your view do the same thing but click on view and choose your view.

Uploading and attributing documents

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

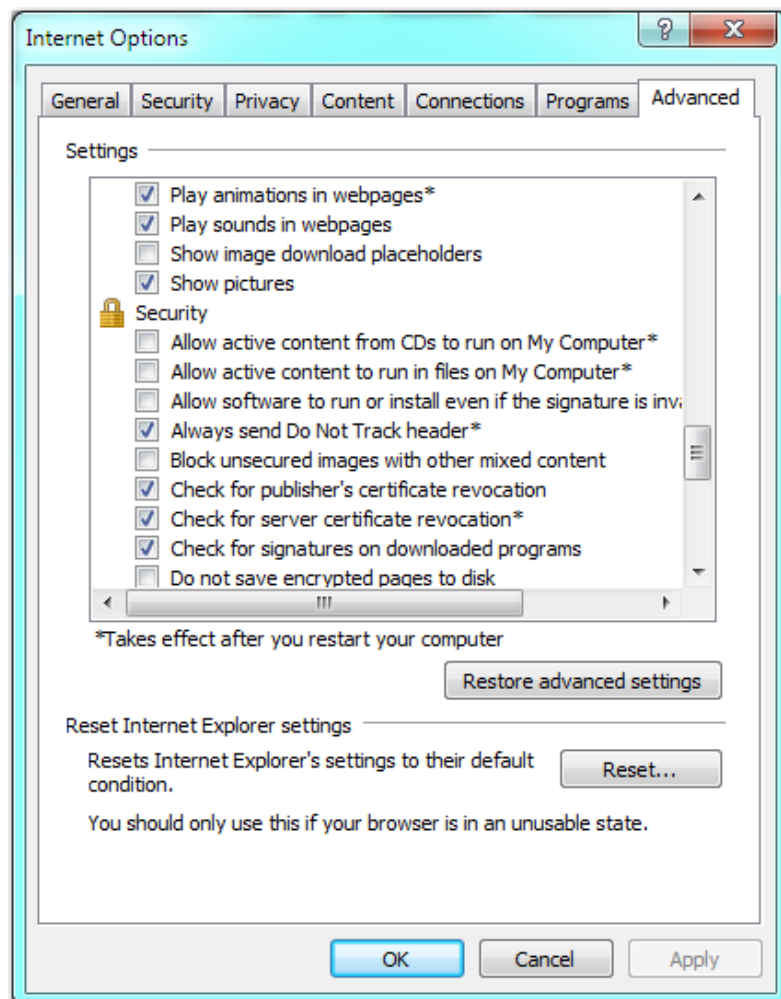 First see if these options are active or greyed out

  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*.** T*he "*" means you will need to restart your PC after you apply this setting
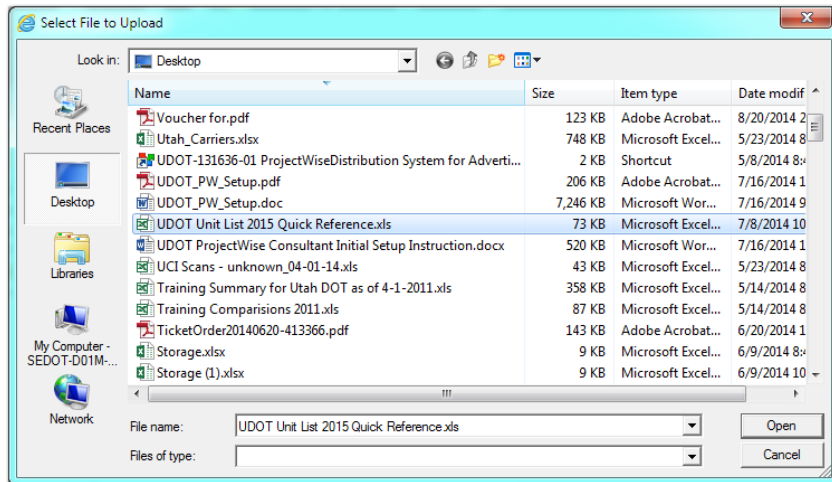
- The first one is new and the other is upload
- To upload a new document means is to upload an existing document and you can rename and attribute it.
  - This will open in a new window it will take a short amount of time for this to load and it look like this.

- 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

Right of Way

Document Type Filter

Right of Way   ...

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

Document Phase   ROW Summary Number   Ownership Name

Submit to Electronic Plan Room   Fiscal Year Sold   Ownership Number

☐ Mark for Addendum?   ☐ Mark for Award?   TAX ID

☐ Mark for Advertisement?   ☐ Include in Plot Set?

Organization   Township

Municipality   Range

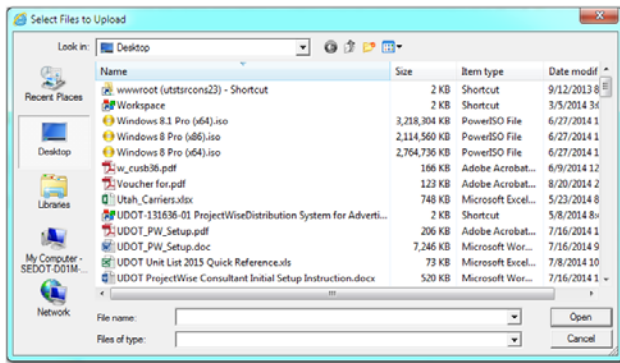   Section

Transaction Nbr   Transaction Name

    - 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

- o Select your file or files to upload and select open
- o 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
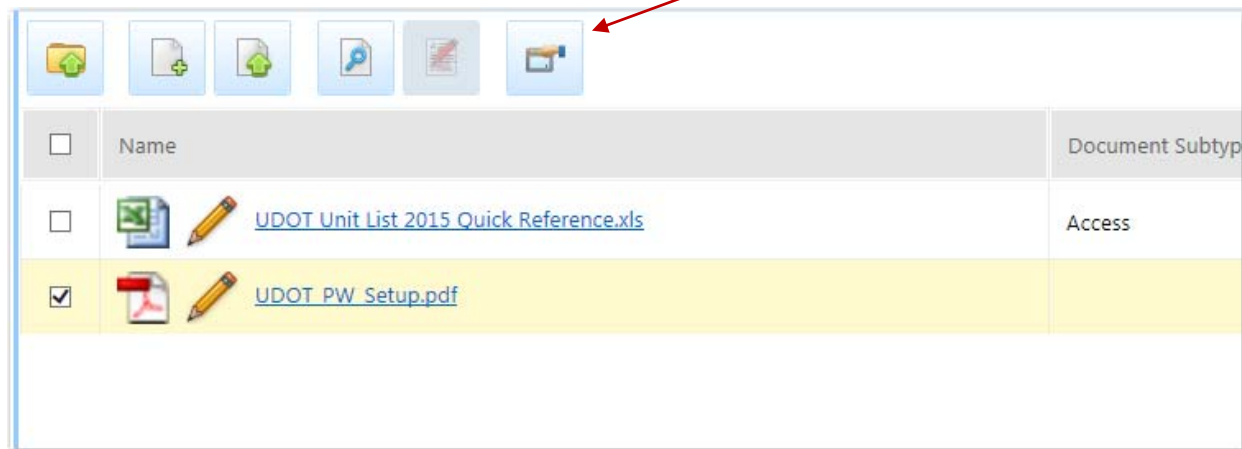

- o The properties will open in a separate window and make take some time to open
- o Once opened you will be able to name and attribute like before.

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
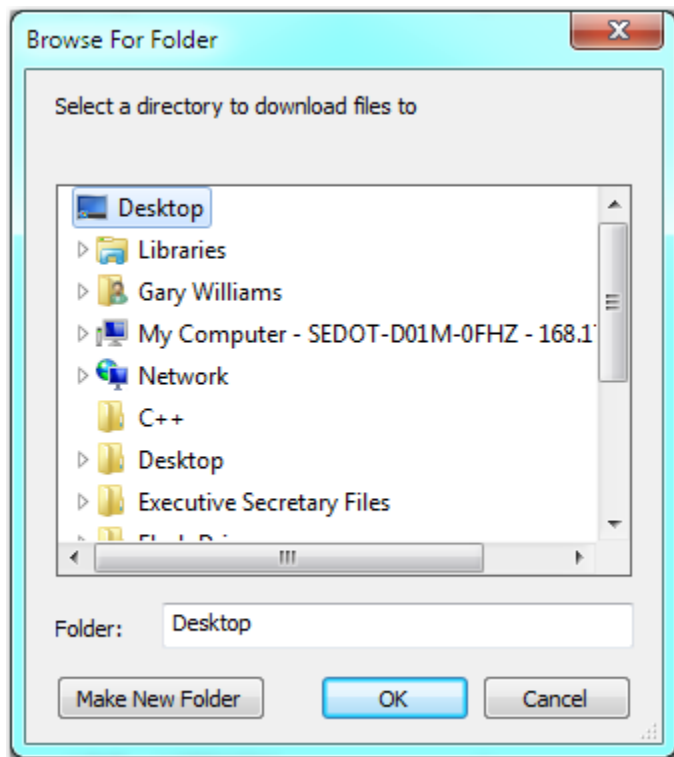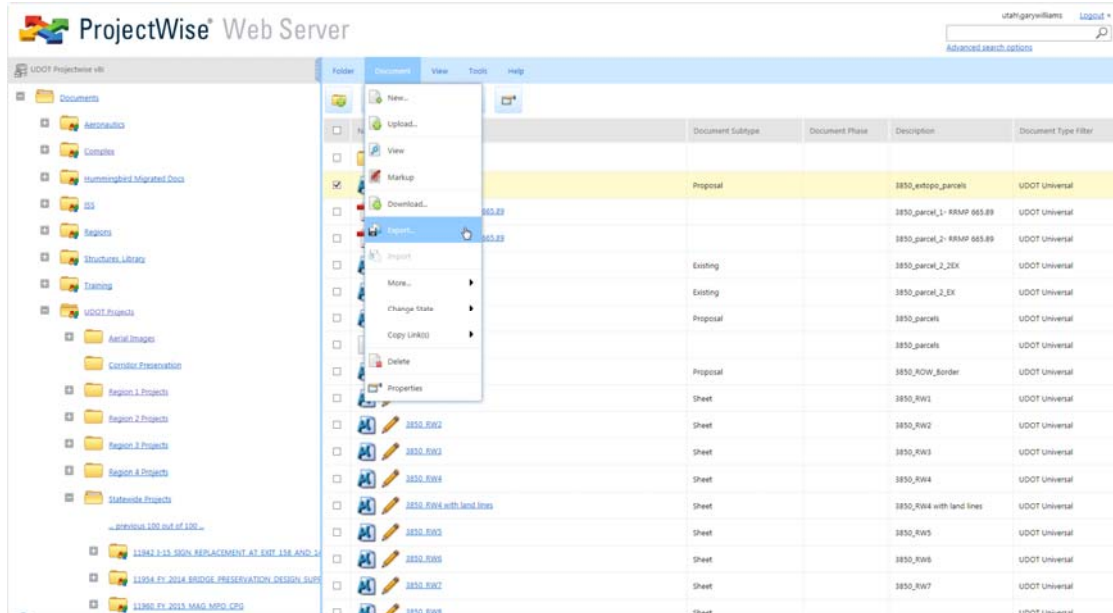
- o Choose where you want to download the document to and click on ok. If this is location where you uploaded it from you might get this window
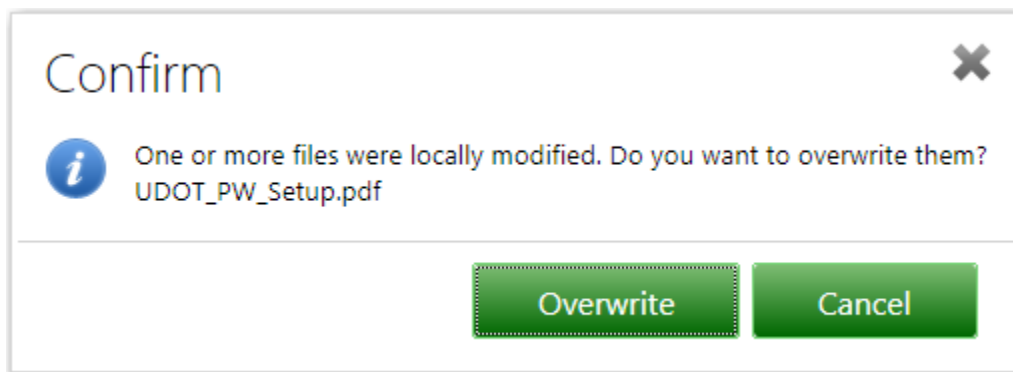
- o You can either overwrite or choose a new location

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

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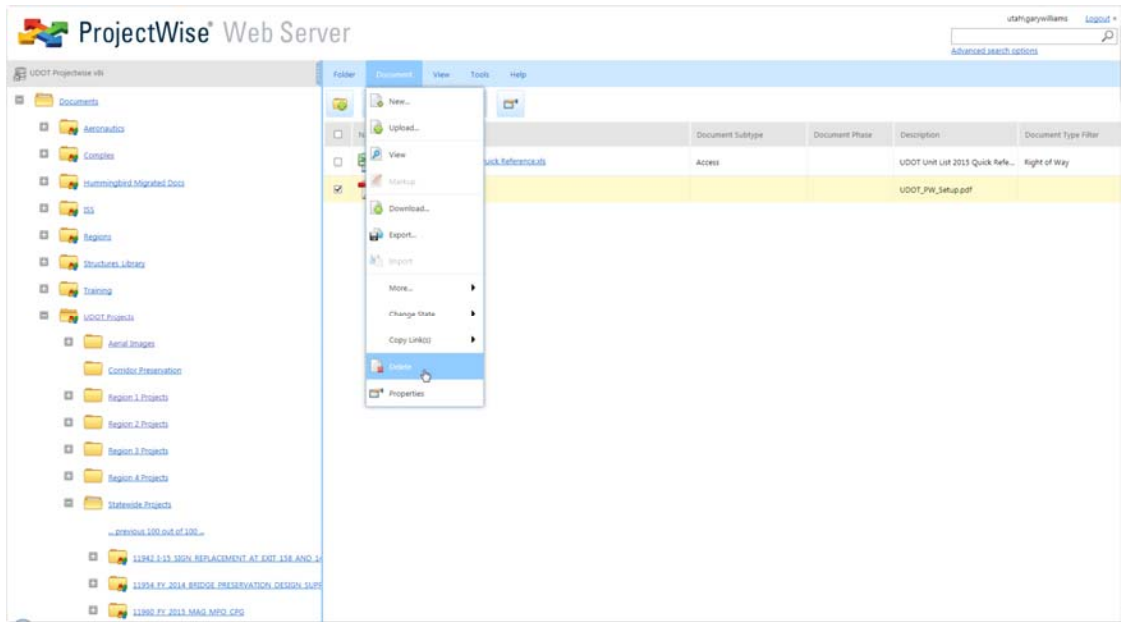
- The confirmation window appears to make sure you want to delete and when you say yes the file is deleted