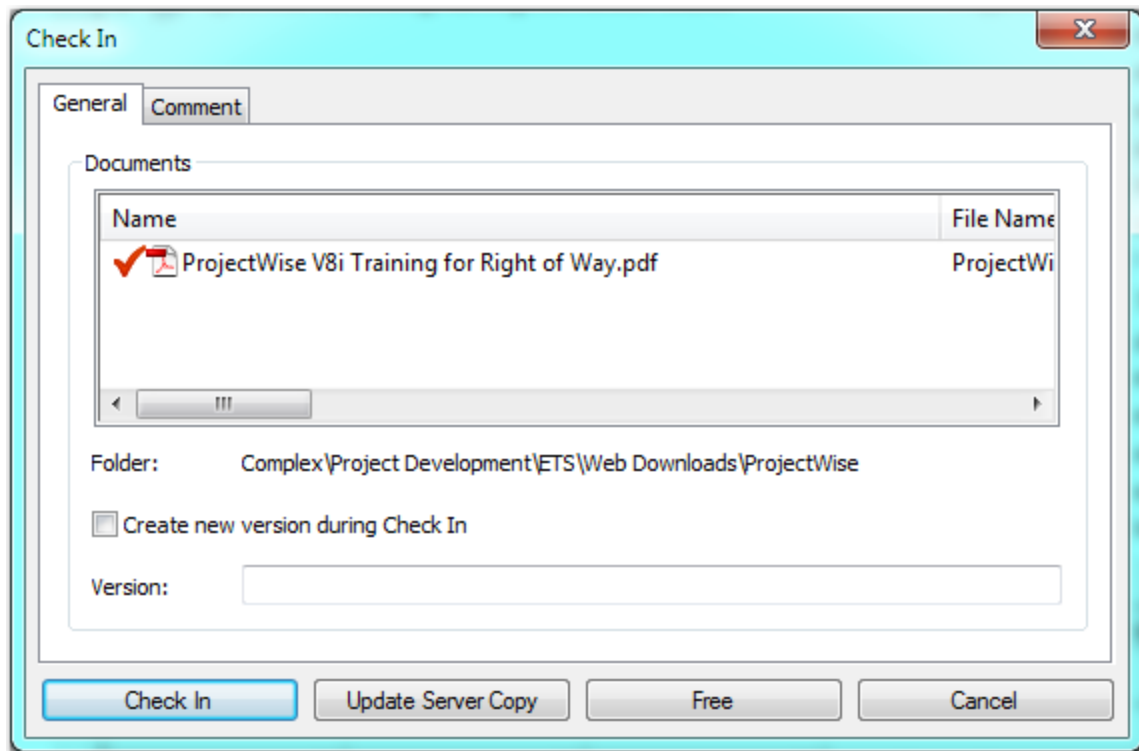


ProjectWise Pointers

1.



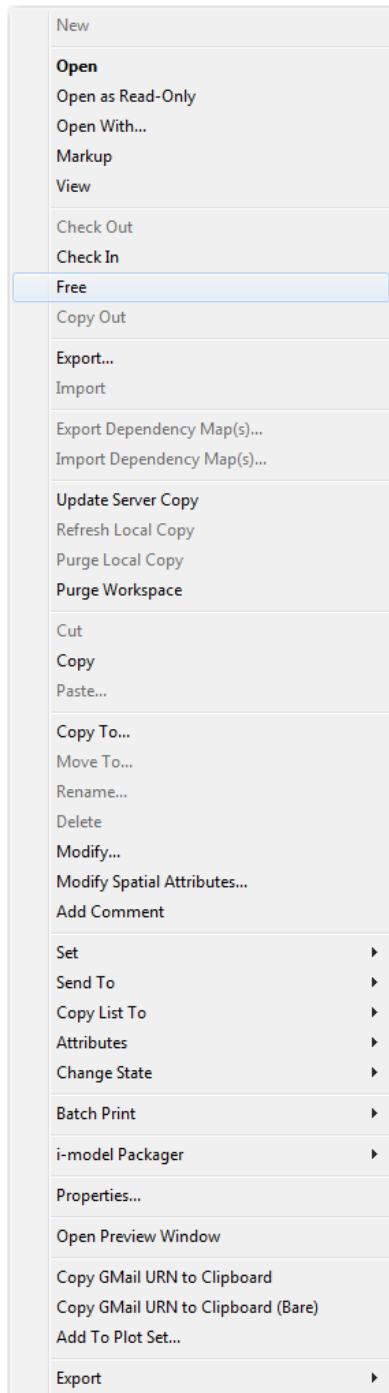
Check In is for checking in a document after you have saved new changes to the document.

Update Server Copy is when you are editing a document and someone needs to read updates to the document. (To use this option save the document like normal right click document in ProjectWise and select update server copy. This will allow you to continue editing and save your changes that have already been done to ProjectWise.)

Free is for if you open a document make changes to it and realize you have the wrong document or for some reason you do not want to save the changes to the document.

Cancel is just that cancel it will stop the process and no changes will be saved and you can continue working on the document.

If you have multiple documents opened at once when you close a document the check in window will not appear tell you close the application. In this case you can also check in a document by right clicking the document in ProjectWise and choose any of the preceding options.



2. Documents Icons

Check Mark – Indicates document is checked out to you



Lock – Indicates document is checked out by another user



Pencil – You have read/write access to document



Open Book – Document is read-only



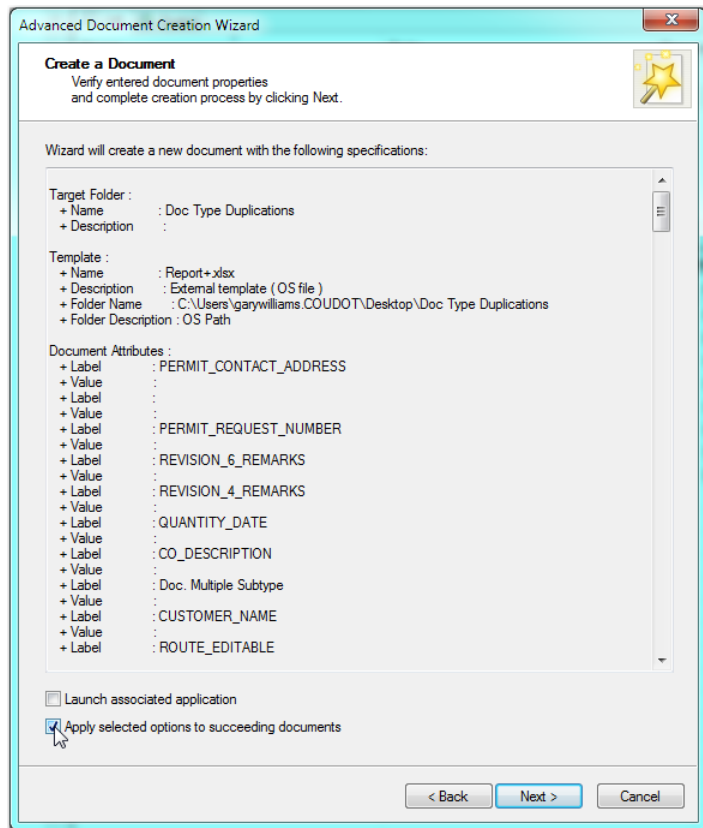
Disk – Document is exported



Tag – Document is in Final Status

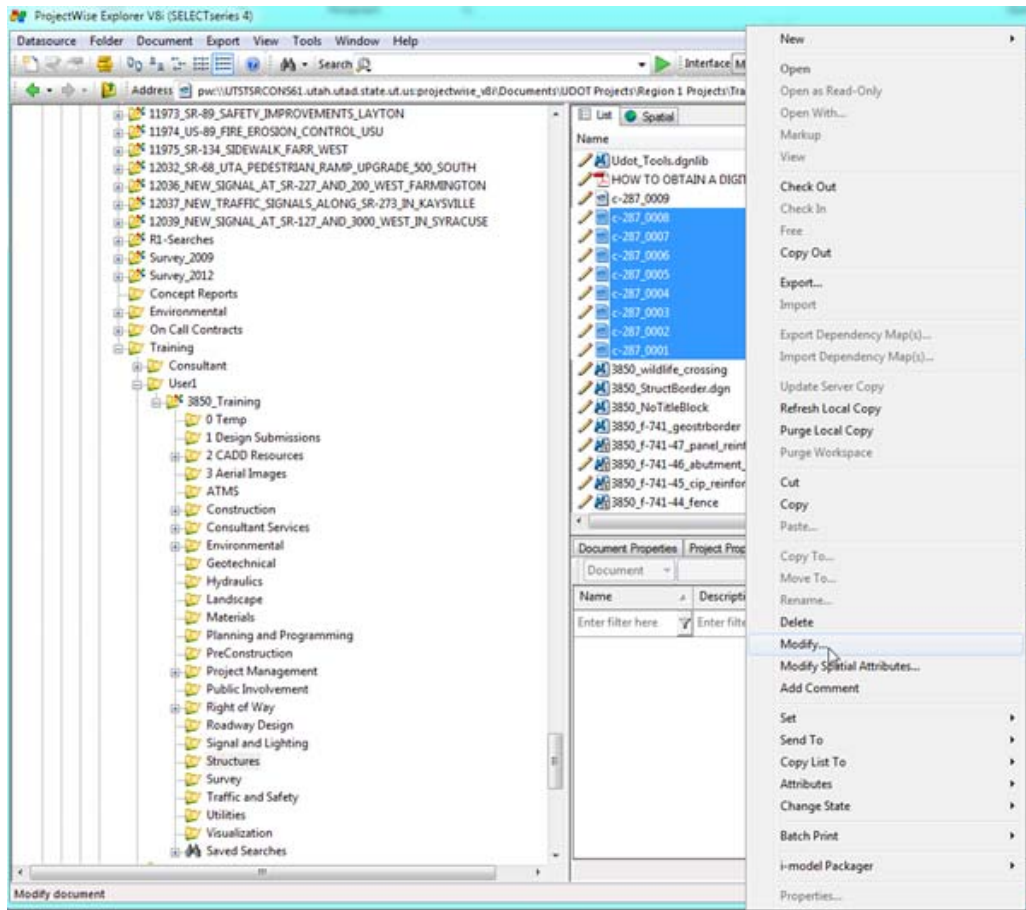


3. When bringing in multiple documents at one time and they have similar attributes and you can highlight all the documents at once and Drag and drop them into ProjectWise. Go through the document wizard until this screen.

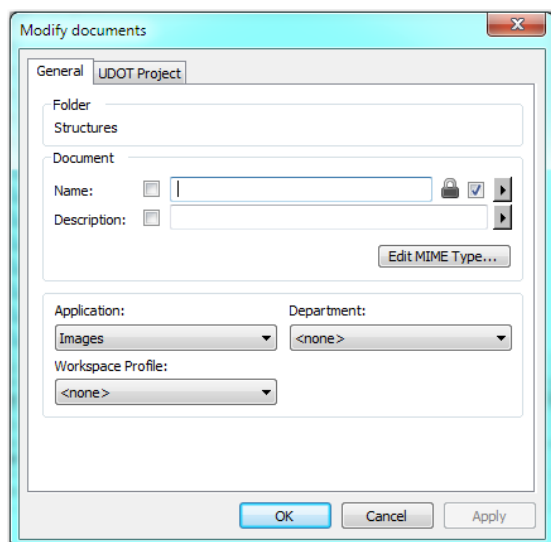


On this screen put a checkmark in the box next to Apply selected options to succeeding documents. This will attribute all the documents that you have dragged with the same attributes

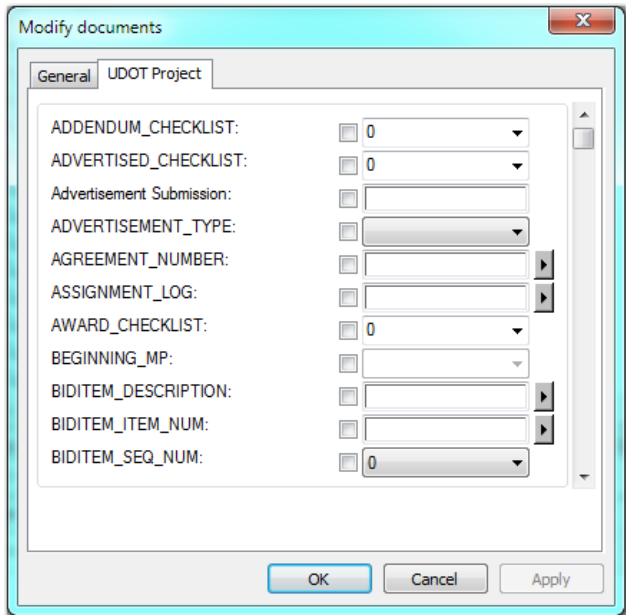
4. Modifying multiple documents at once inside of ProjectWise. First thing is highlight the document you want to modify



The following dialog box comes up



After it comes up click on the UDOT Project Tab this will take up to a couple of minute to switch to this screen.

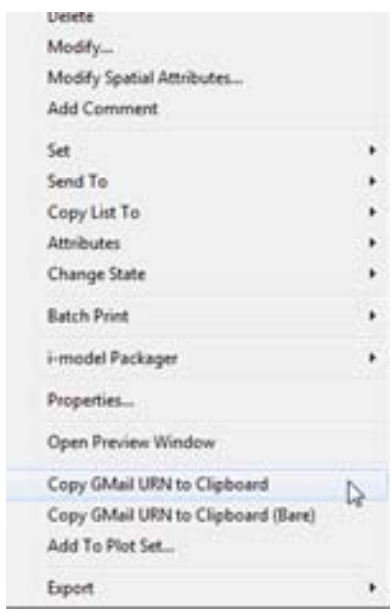


The screenshot shows a dialog box titled "Modify documents" with a tab labeled "UDOT Project". The dialog contains a list of attributes with checkboxes and input fields. The attributes are: ADDENDUM_CHECKLIST, ADVERTISED_CHECKLIST, Advertisement Submission, ADVERTISEMENT_TYPE, AGREEMENT_NUMBER, ASSIGNMENT_LOG, AWARD_CHECKLIST, BEGINNING_MP, BIDITEM_DESCRIPTION, BIDITEM_ITEM_NUM, and BIDITEM_SEQ_NUM. Each attribute has a checkbox and a corresponding input field. The input fields for ADDENDUM_CHECKLIST, ADVERTISED_CHECKLIST, AWARD_CHECKLIST, and BIDITEM_SEQ_NUM are set to "0". The input fields for BIDITEM_DESCRIPTION and BIDITEM_ITEM_NUM have right-pointing arrows. The dialog has "OK", "Cancel", and "Apply" buttons at the bottom.

Attribute	Value
ADDENDUM_CHECKLIST:	0
ADVERTISED_CHECKLIST:	0
Advertisement Submission:	
ADVERTISEMENT_TYPE:	
AGREEMENT_NUMBER:	
ASSIGNMENT_LOG:	
AWARD_CHECKLIST:	0
BEGINNING_MP:	
BIDITEM_DESCRIPTION:	
BIDITEM_ITEM_NUM:	
BIDITEM_SEQ_NUM:	0

On this screen you change all of the UDOT attributes that you have rights to change.

5. To send a link to a document right click on the document in ProjectWise and go down to the bottom of the window and click on Copy Gmail URN to clipboard.



This create a link that you can paste into Gmail.

6. When you get a link from someone double click the link. Between IE and Chrome you need to different things to open the link.

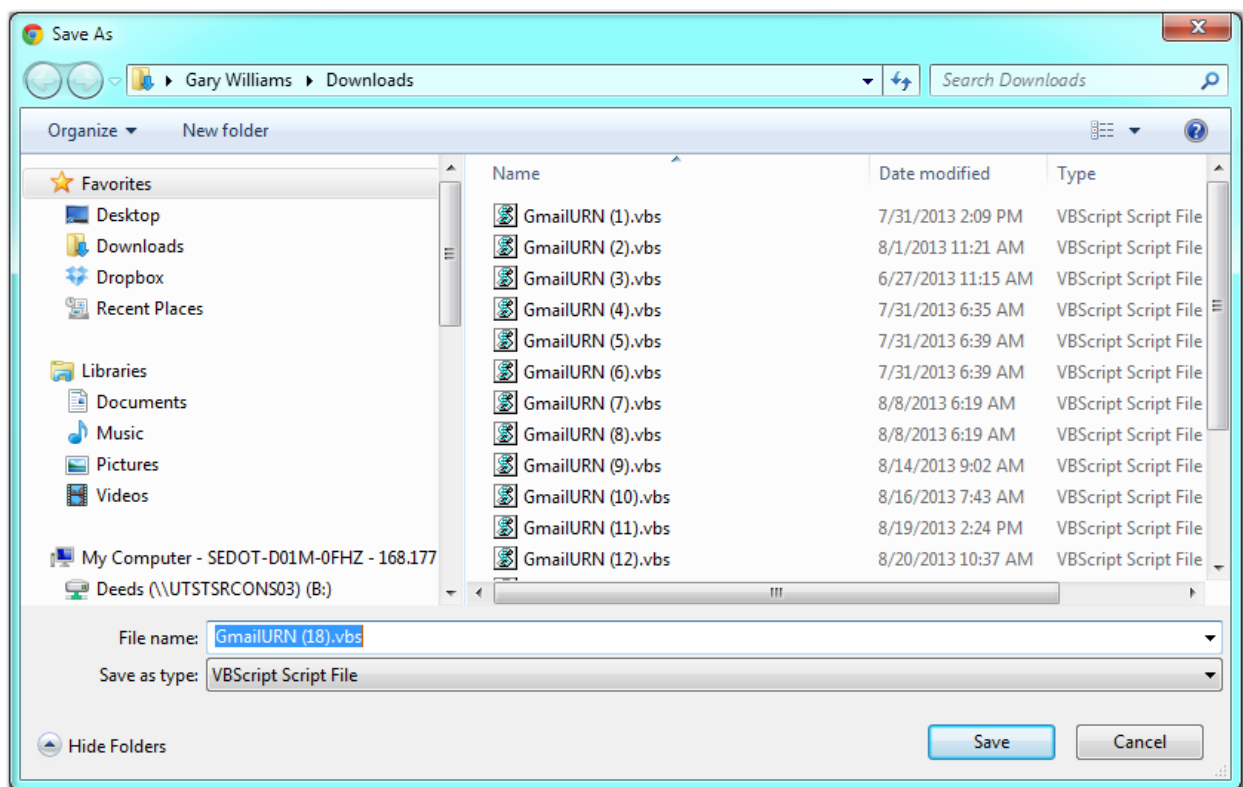
In Chrome

The links will look like this

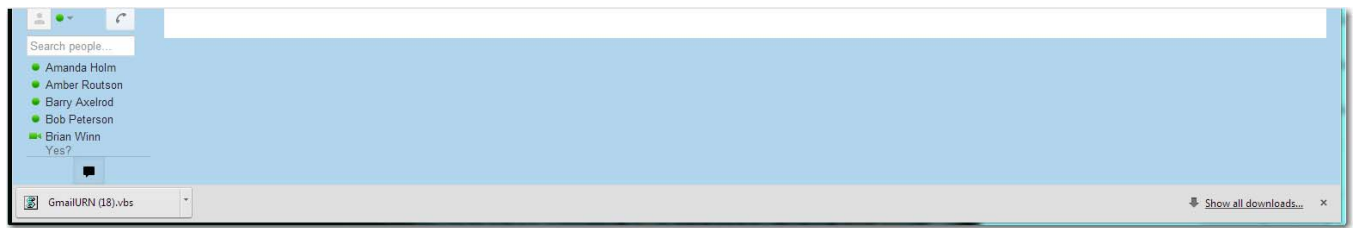
[6813_I-70_WILDLIFE_CROSSING_AND_FENCING](#)

It will open a new window and were you want to put the link

I save mine in the download folder but it doesn't matter where you save them.



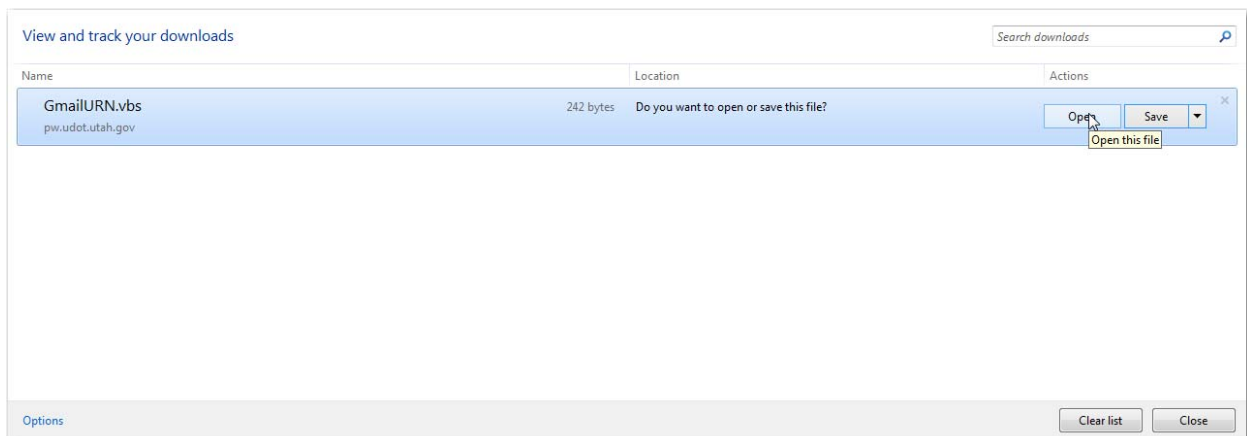
After you save it will show up in the download bar at the bottom of your window



Double click on the link and it will open ProjectWise and go to the document or folder.

In Internet Explorer

It will open a new window and send you to the folder that it saves in which is the download folder click on open and it will open ProjectWise and go to the document or folder.



6. Creating a desktop icon to a folder or document

First highlight the document or folder you want to create the shortcut to and drag to desktop. It will look like this.



You can create a folder to put these in to keep them together.

7. Add the Quick Launch Bar to the Taskbar in Windows 7

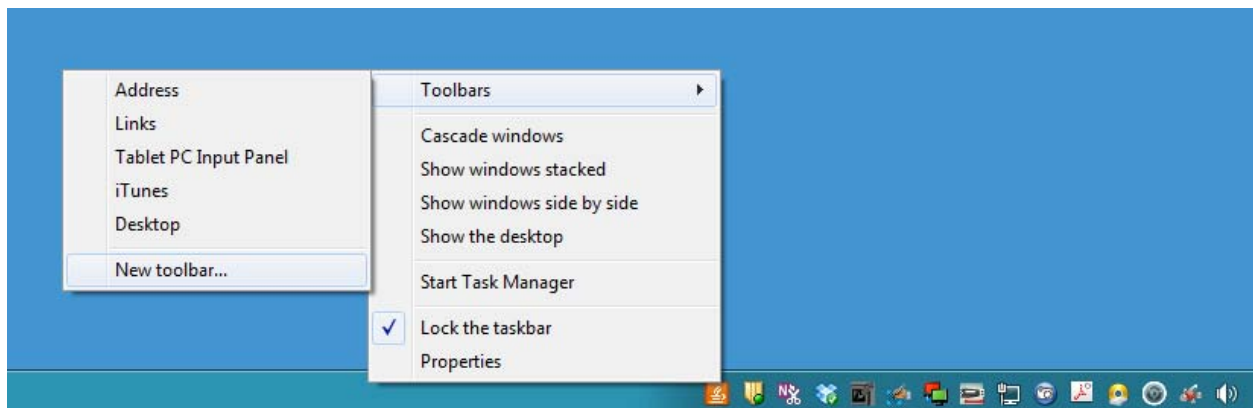
You should note that the new Windows 7 taskbar allows you to dock items to the taskbar, combining the features of both the normal taskbar as well as the Quick Launch.



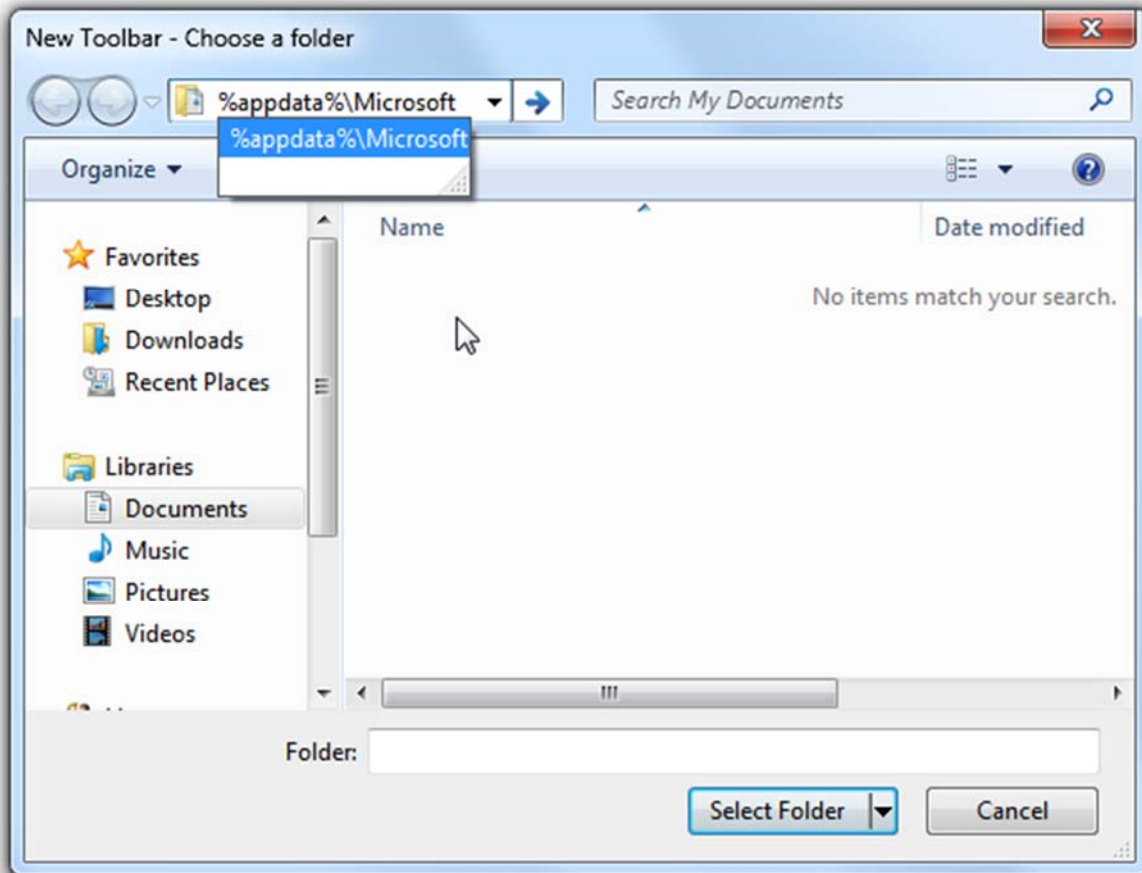
The above screenshot is the Windows 7 taskbar

Adding the Quick Launch Bar Back to Windows 7

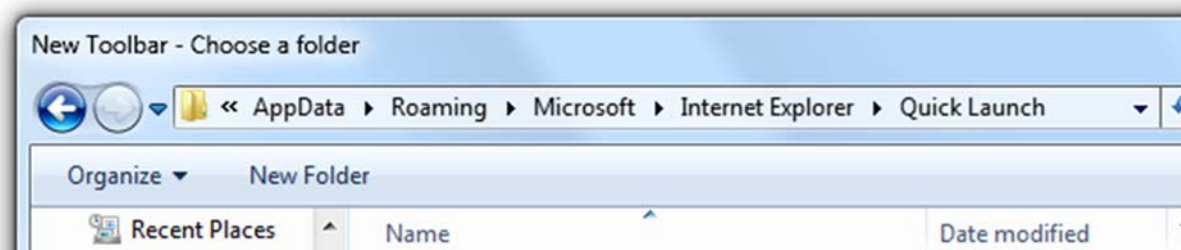
To add the toolbar back, you'll want to right-click on an open area of the taskbar, and choose Toolbars \ New Toolbar from the menu. You should probably also unlock the taskbar at this point.



Now is the slightly tricky part... you'll want to paste the following path into the location bar:



Make sure that the location bar shows the full path, like the next screenshot, before you choose the “Select Folder” button.



You’ll immediately notice the Quick Launch toolbar on the taskbar,



Once you're sure it's the way you want it, you should check the "Lock the taskbar" again.



And there you are, the quick launch bar has returned.