



Using ProjectWise Web – Quick Start Sheet

Note: Bentley supports only Internet Explorer. The first time you use the web, you need to install an Active-X control. See "Installing_PW_Web_client.doc" for detailed installation instructions.

Task	Description
Access ProjectWise	Open http://pwweb.dot.state.mn.us/ in Internet Explorer.
Logging In	There are 6 steps once you have opened the link above (1) Click on the LOGIN , at upper left in the open browser window. (2) Set "Location" to "DATA" from drop menu. (3) Uncheck the option "Use Windows Credentials (SSO)". (4-MnDOT staff) Key in user name as AD\last1fir. (4-Consultants) Key in assigned PW login. (5-all) Key in password (6) Click Login button
Changing a ProjectWise only password	Login using supplied account and password. Select pull down Tools > Change password. Fill in all dialog fields (current, new and repeat new) then click OK.
Traversing the Tree	For best performance, Click the plus (+) to the left of Documents to expand the tree. Continue clicking pluses to expand folder tree. Double-clicking folders may work slower.
Viewing or Printing MicroStation Files	Highlight the file in the right pane, right mouse and select View . Note if you get a "Does not Load" message, it's probably missing reference files. Please contact the owner of the files to remedy the problem.
Markup MicroStation Files (Markup replaces Redline in V8i)	Highlight the file, right mouse and select Markup . When you have completed your comments, select File > Save Markup . Note you cannot save if you did not make any edits. Close the Window (upper right hand corner).
Accidentally Check Out any File	A red check mark to the left of the file name indicates the file is checked out. Highlight the file, right mouse and select Free. Only the person who checked the file out (or an administrator) can free it.
Viewing or Printing Office documents (Office must be loaded on the computer.)	If you just want to see or print the file (and not make any changes) highlight the file, right mouse and select View or OPEN. If you have Microsoft Office loaded, both options will use it to open the file. If you don't have MS Office, use the "OPEN" option and select an appropriate local application from your machine.
Making Changes in Office or Text Files (Note you must have Office or loaded on the computer in order to work with Office documents.)	Highlight the file, right mouse and select Check Out . You are prompted when check out is complete, and a red check appears to the left of the file name. With the File Name still highlighted, right mouse and select Open . When you have completed your changes, save the file as usual (still in Office). Then back in the ProjectWise, highlight the File Name, right mouse, and select Check In. Note you do not have to check out and back in during the same session, but you must check out and back in FROM THE SAME MACHINE.
Bringing Single Files into ProjectWise	Select Document > New . In "New Document" dialog, click Browse and navigate to the file on your local machine. Change the description if needed. Click Save . <i>Note you must have write permissions in the folder.</i> If not, you will get an error message. See your IT staff if you have questions about permissions.
Bringing Multiple Files into ProjectWise	Select Document > Upload . In "Select Files to upload" dialog, mass select files from single folder and click Open . Progress dialog opens/closes automatically.
Getting A Copy of Any File Out of ProjectWise	Right-click on file and select Download . In the Browse For Folder window, navigate to the location on your local machine and click OK . Progress bar will display.
Session Expired	Close the browser window and open a new IE session. Rebooting is not necessary