



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 "PW8i-ADMIN-Web_client-InstallGuide.doc" for detailed installation instructions.

Task	Description
Access ProjectWise	Open http://pwweb.dot.state.mn.us/ in Internet Explorer.
Logging In	There are 5 steps once you have opened the link above (1) Set "Location" to "DATA" from drop menu. (2) (MnDOT staff) Key in user name as AD\last1fir. (3) (Consultants) Key in assigned PW login. (4) Key in password (5) Click Log in 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.
Accidentally Check Out any File	A red check mark to the left of the file name indicates the file is checked out to you and will be locked for all others. 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 More > Open as Read-Only . 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 as Read-Only " option and select an appropriate local application from your machine.
Editing 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 More > Open . A red check appears to the left of the file name indicating the file is checked out to you and will be locked for all others. When you have completed your changes, save the file as usual (still in Office) and close the file. Then back in the ProjectWise, highlight the File Name, right mouse, and select More > 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 > Upload . In "Select Files to upload" dialog, navigate to the file on your local machine and click Open . <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, multi-select files from a 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