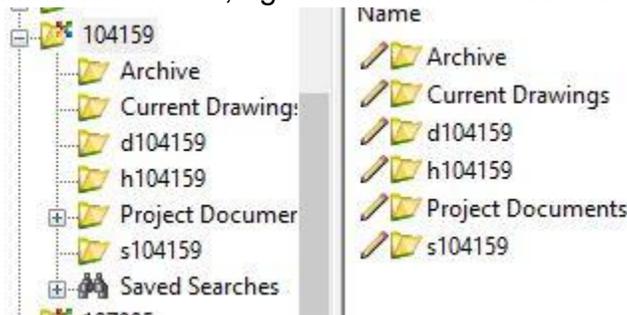


ProjectWise Job Aid - iPM Docs. Tool

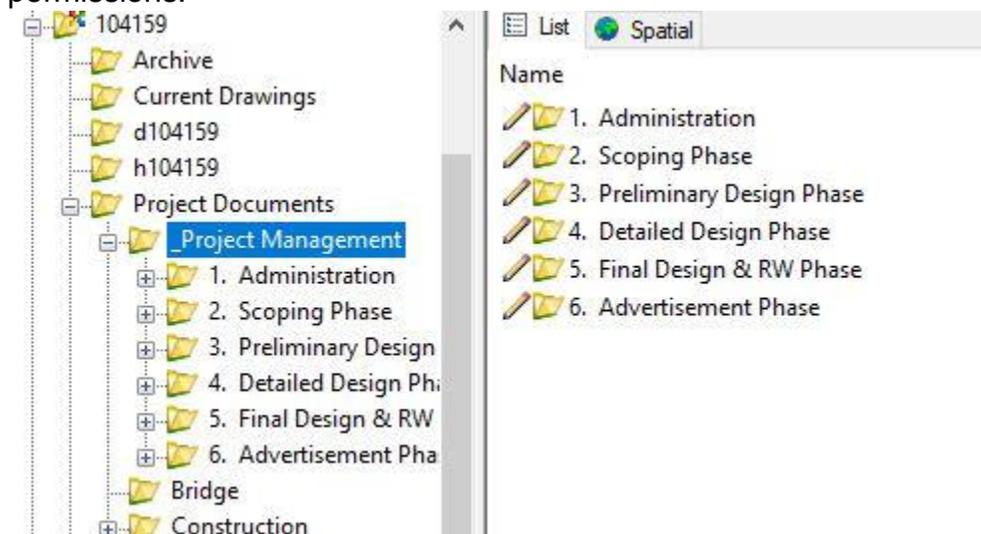
iPM Connection to ProjectWise (Revised 08/2020)

****New for 08\2020**

The saved search on the left side of the screen is no longer what is displayed (no longer a list of files on the right side of the display). A saved search is not created. You are taken directly to where the files reside. Left side is the UPC under the district, right side are the folders under the UPC.



From there, you can click on the **Project Documents** folder and then **_Project Management** folder to go view and add documents based off your individual permissions.



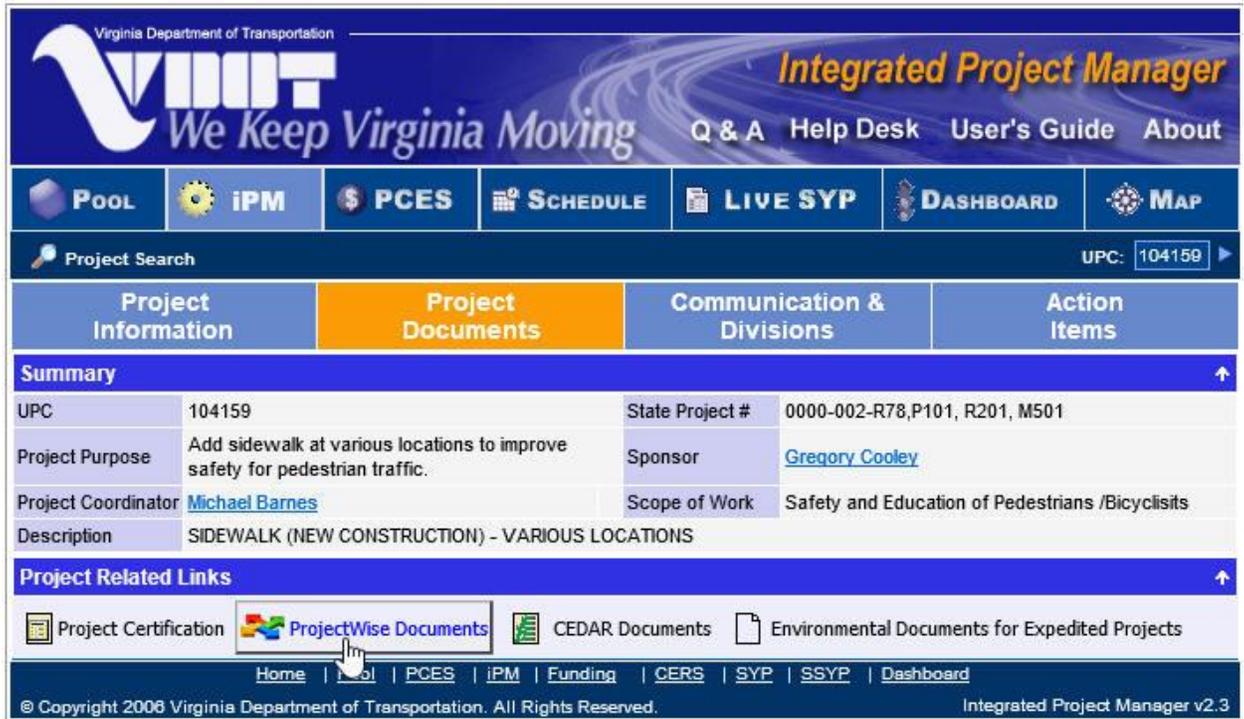
Please note the ProjectWise Documents button, in time, will be removed. You will go straight into ProjectWise to access the documents.

(End of 8/2020 Revised Features)

Documents that formally resided in iPM now reside in ProjectWise. In order to access ProjectWise you must have a ProjectWise account (SARA request) and recommend ProjectWise Explorer software installed. Click [here](#) for ProjectWise access instructions.

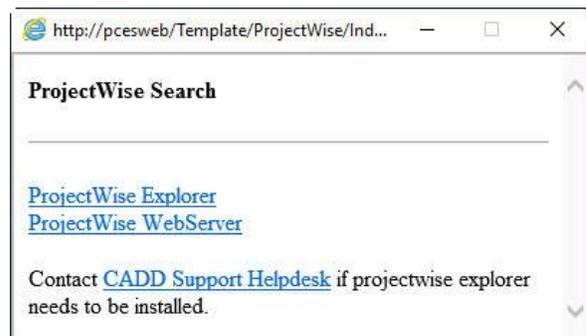
The list of documents has been removed and a ProjectWise button is in its place.

ProjectWise Job Aid - iPM Docs. Tool



Once you click on the *ProjectWise Documents* button, the following window appears:

Choose *ProjectWise Explorer*. Once you click on that link that will open the ProjectWise Explorer application on your computer. Files migrated in from IPM and any files added subsequent to the migration now reside under the **_Project Management** folder, which is located under the **Project Documents** folder.



The files that were migrated from iPM into ProjectWise were mapped to the following folders based off their IPM Document Phase. (Next Page)

ProjectWise Job Aid - iPM Docs. Tool

IPM Document Migration Folder Mapping		
IPM Document Phase		Project Wise - Project Documents under each UPC
ISYP	→	1.A Approvals, Authorizations, Resolutions, Design Exceptions
Scoping	→	2.A Scoping
Preliminary Field Engineering	→	2.B Preliminary Field Inspection (PFI)
Public Hearing or Involvement	→	3.B Public Hearing
Field Inspection	→	4.A Field Inspection (FI)
Pre-Advertisement Conference	→	5.B Pre-Advertisement Conference (PAC)
Construction Engineering	→	6.A Construction Information
(no listed phase)	→	1.D Correspondence

New files can be added to these existing folders based off permissions.

****Files that once were uploaded to iPM will be added to the Project Management folder.** Each district has a PM and IPM-users group. You must contact CADD support if you do not have the proper access. iPM permissions are 100% independent of ProjectWise. Below is an example of Culpeper user groups:

 CU_PW_PM	VDOT Culpeper District Project Managers Users
 CU_PW_PM_iPM_Users	VDOT District Users that can Add docs to PM Folders

The PM group has more control of these projects. They can add and delete folders and delete files. iPM users cannot create or delete folders and can't delete files (but can add new files).