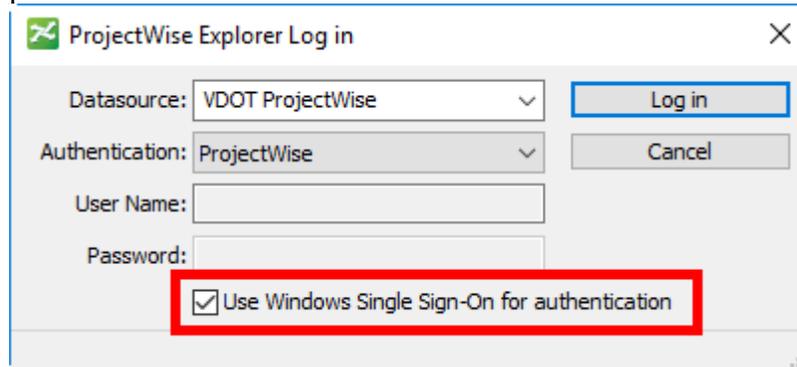
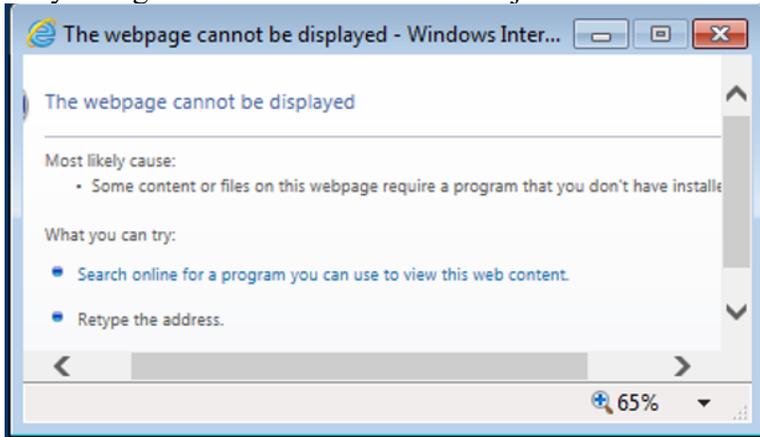


- I don't have ProjectWise Explorer loaded on my machine; what do I do?
(You only need ProjectWise Explorer loaded on your machine if you are uploading documents to ProjectWise)
 - Send an email to CADDSupport@vdot.virginia.gov
 - Include your asset tag number
 - You can access ProjectWise via the web interface until Explorer is installed by doing the following
 - Navigate to <https://projectwise.vdot.virginia.gov> in a web browser
 - Username is COV\firstname.lastname
 - Password is your domain password
- How do I login to ProjectWise Explorer?
 - You will need to login using 'Windows Single Sign-On'; no username or password is needed.



- Will every user have to submit 'New User Account' request via SARA?
 - If a user has never had access to ProjectWise then yes they will need to enter in a SARA request to be granted access to ProjectWise.
 - Job Aid can be found at [ProjectWise - How to request access via SARA.pdf](#)
- Will every user have to submit 'Access to existing project' request via SARA?
 - No, a user may email CADDSupport with the projects that they need access to.
- What happened to the Project Manager Forms button that pre-fills forms?
 - New online forms are being developed and should be available in March 2020

- Why do I get this error when I click ProjectWise Documents in iPM?



- You receive this error because you do not have access to ProjectWise; you will need to request access via SARA.
- Why am I unable to upload documents to ProjectWise?
 - You may not be in the correct access list; contact [CADDSupport](#) to verify that you are in the correct access list.
- When selecting the ProjectWise tab in iPM for certain projects an error code displays; why?
 - You may not be in the correct access list; contact [CADDSupport](#) to verify that you are in the correct access list.
- I do not see any of the documents in this folder that would have been migrated from the iPM Documents; did they get migrated to a specific folder?
 - Any and all documents were migrated from iPM to ProjectWise under the Project Documents folder under the corresponding UPC.

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

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- Will there be information sent out on how to upload documents into ProjectWise?
 - We are in the process of completing Job Aids and a video training.

iPM/ProjectWise FAQ's



- Who can add files to Project Documents folder area?
 - Each district has a Project Management userlist and iPM userlist to be able to upload documentation.

- Did user permissions get 'copied' from iPM into ProjectWise?
 - No; user permissions did not carry over from iPM.

- Will PWA be linked to ProjectWise?
 - There are no plans to link PWA to ProjectWise.