

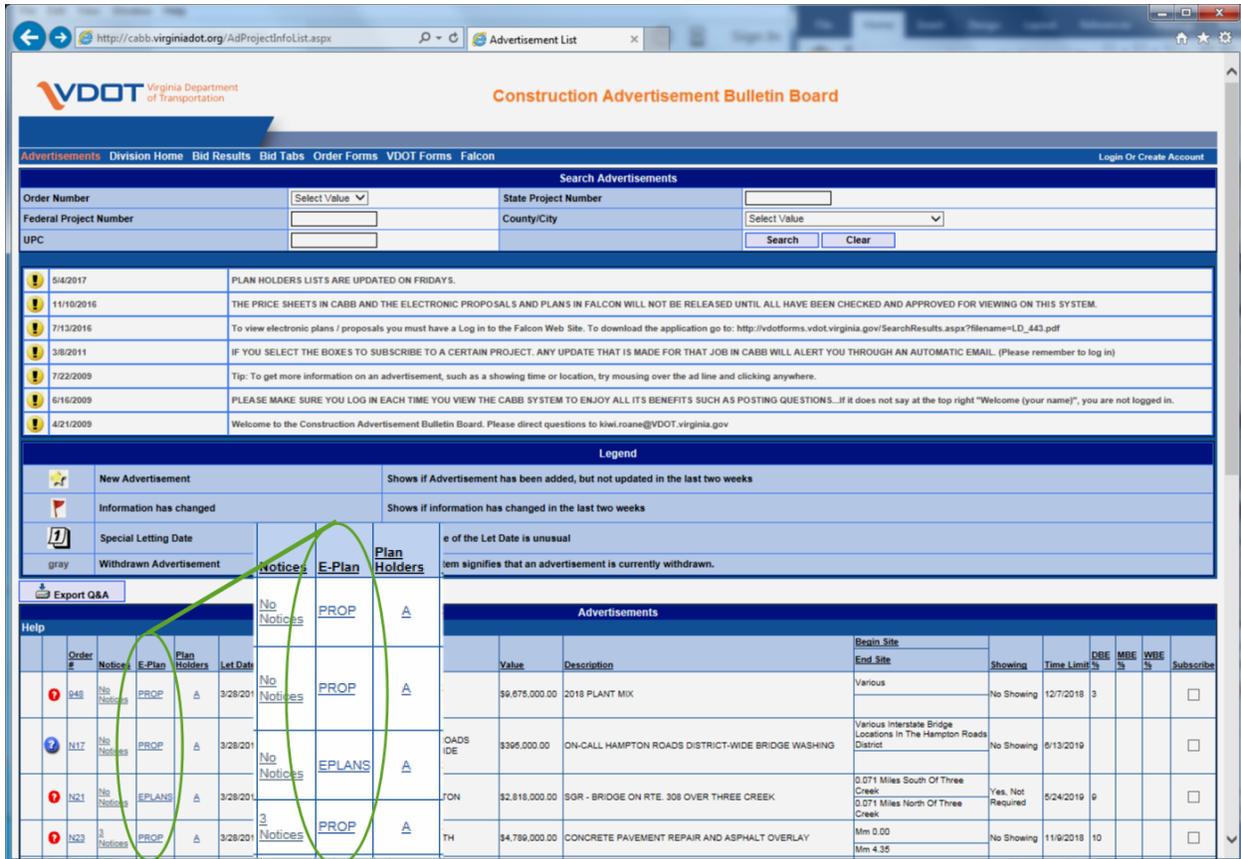
# **VDOT CABB ProjectWise User Interface**

## **ProjectWise Job Aid - CABB**

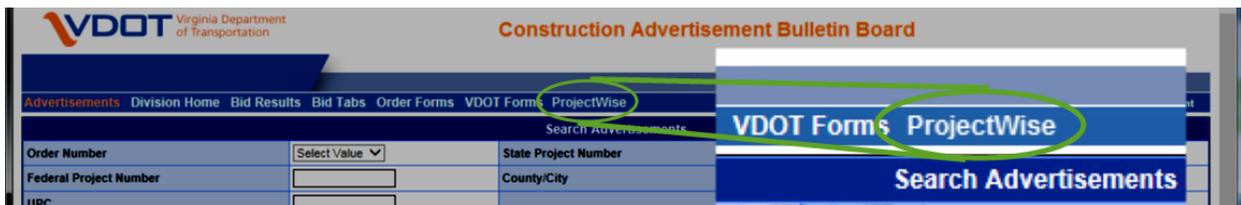
# VDOT CABB ProjectWise User Interface

Plan Sets and documents for VDOT Construction Advertisement Bulletin Board (CABB) projects are accessed through ProjectWise, a secure document management product from Bentley Systems.

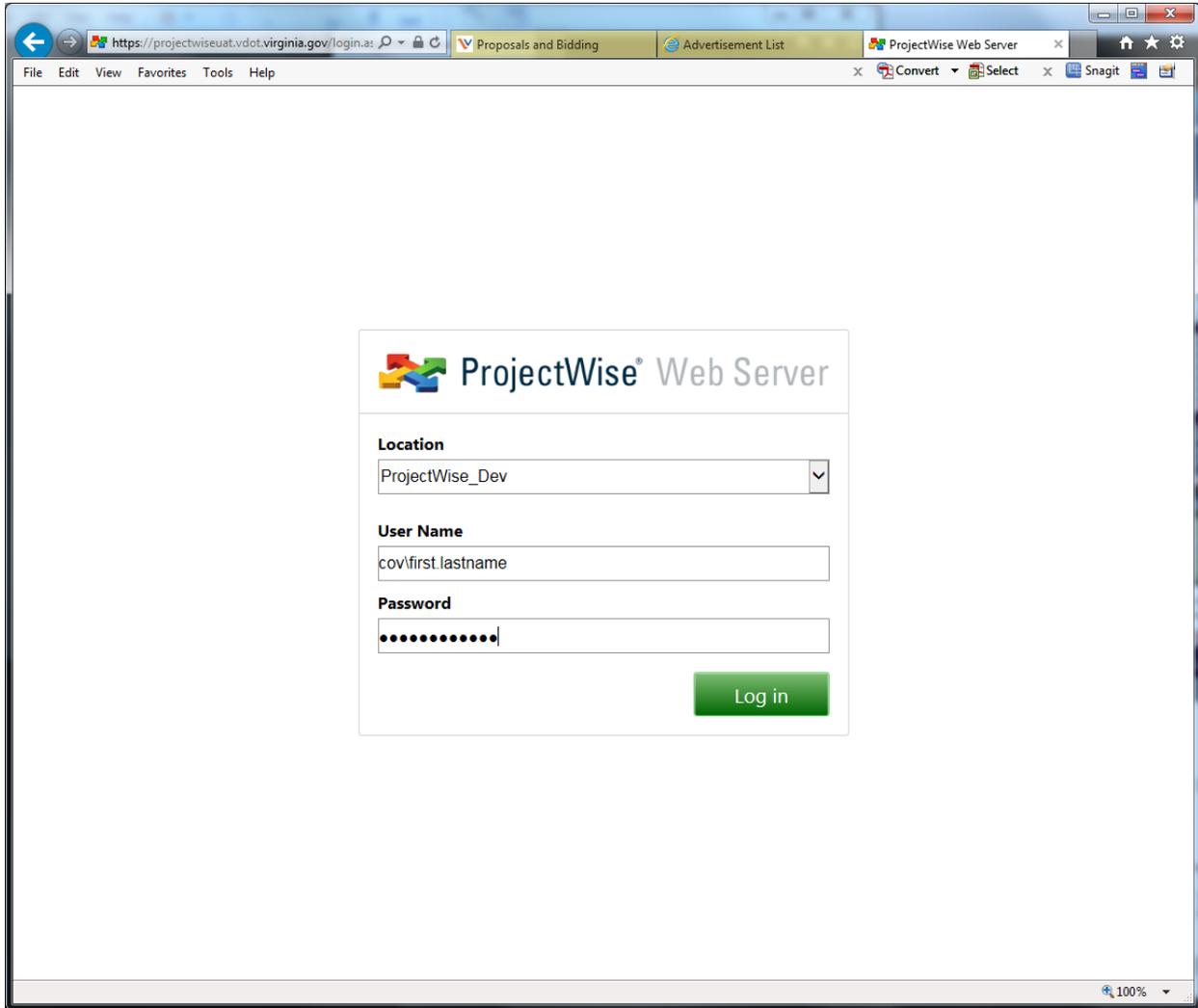
All Plan Sets and documents are accessible from the CABB website. Hyperlinks to the Plan documents are provided in the “E-Plan” column of the “Advertisements” section. The “PROP” and “EPLANS” labels are used for the hyperlinks.



Alternatively, the ProjectWise web interface can be reached directly by clicking on the “ProjectWise” option in the “Advertisements” menu bar at the top of the page.

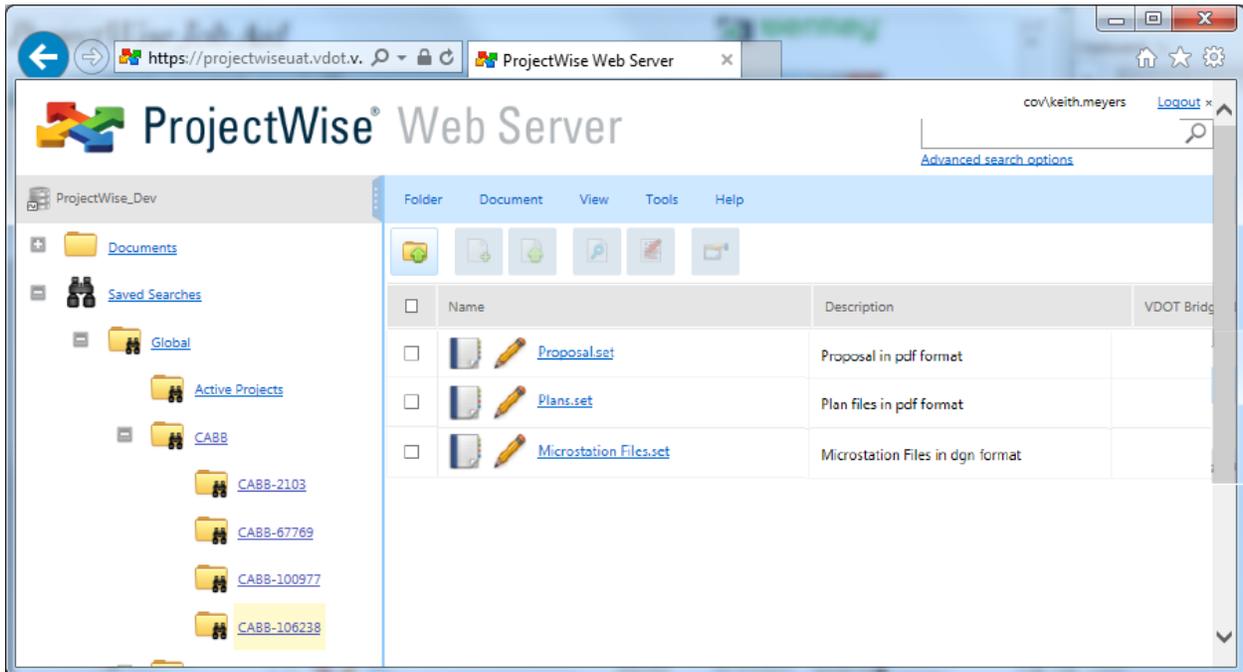


Clicking on a link presents the user with a logon page for ProjectWise. Enter the credentials for the COV account obtained for access. The User Name includes the COV domain and should be in this format: cov\first.lastname, where first.lastname is the account name.

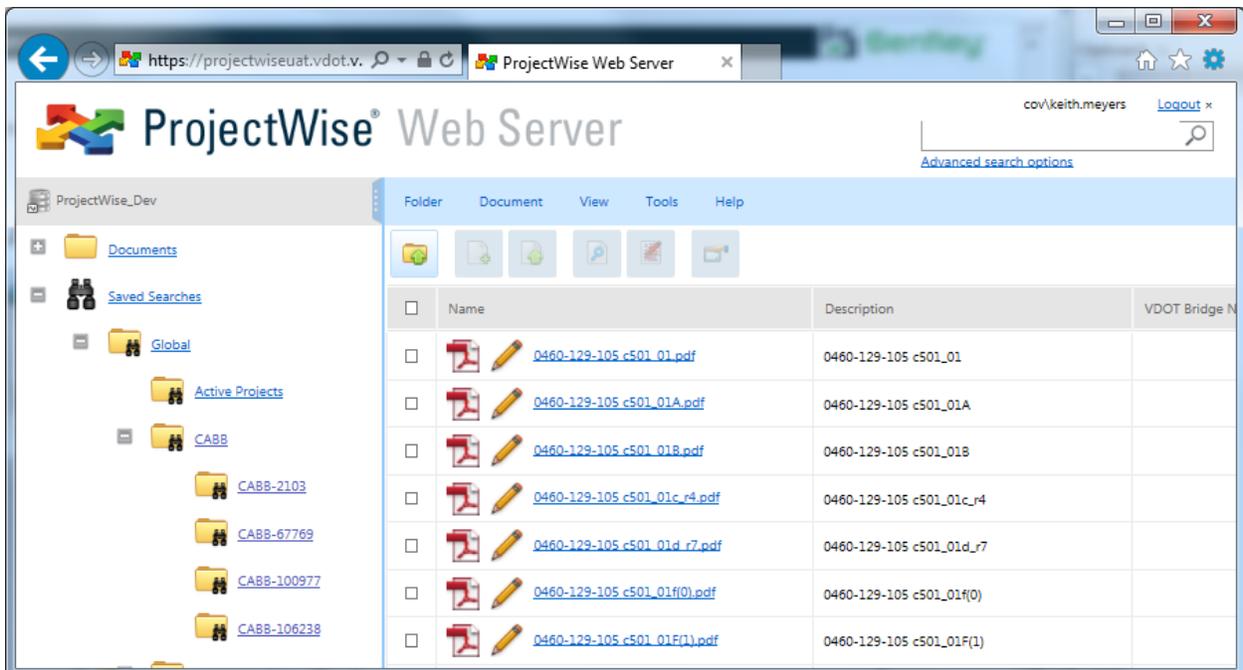


Internet Explorer, Google Chrome, and Mozilla Firefox are supported browsers that can be used to access ProjectWise Web Server with limited functionality. The ProjectWise Web Server interface requires ActiveX controls for full functionality. Internet Explorer is the only browser supporting ActiveX controls and therefore is recommended for use with ProjectWise Web Server.

Selecting an “E-PLANS” or “PROP” link will display the list of documents in the ProjectWise interface. From this point documents may be selected for the specific project identified by the selected UPC listed in the document area. The ProjectWise datasource may be navigated in the folder view on the left, a search maybe performed using the search area in the upper right or other actions can be taken from the menu bar. Views of data within ProjectWise are limited to what is available to the currently logged in user.



The CABB hyperlink will list the available drawing sets. Clicking on the desired set will open the set document list.



## ProjectWise Job Aid - CABB



Clicking on a document name will initiate a “View” of the document. A right-click will open the document menu, where selecting the View command will have the same result.

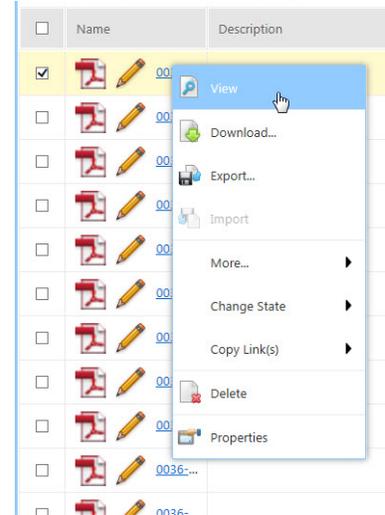
When a document is Viewed the associated file is downloaded to the local machine and the application associated with the file extension is launched to display the contents. A file downloaded for viewing is read-only and cannot be uploaded back to the same location in ProjectWise.

Viewing and printing ProjectWise documents will require applications on the local machine that support each file format. For CABB projects most documents will be either PDF or DGN.

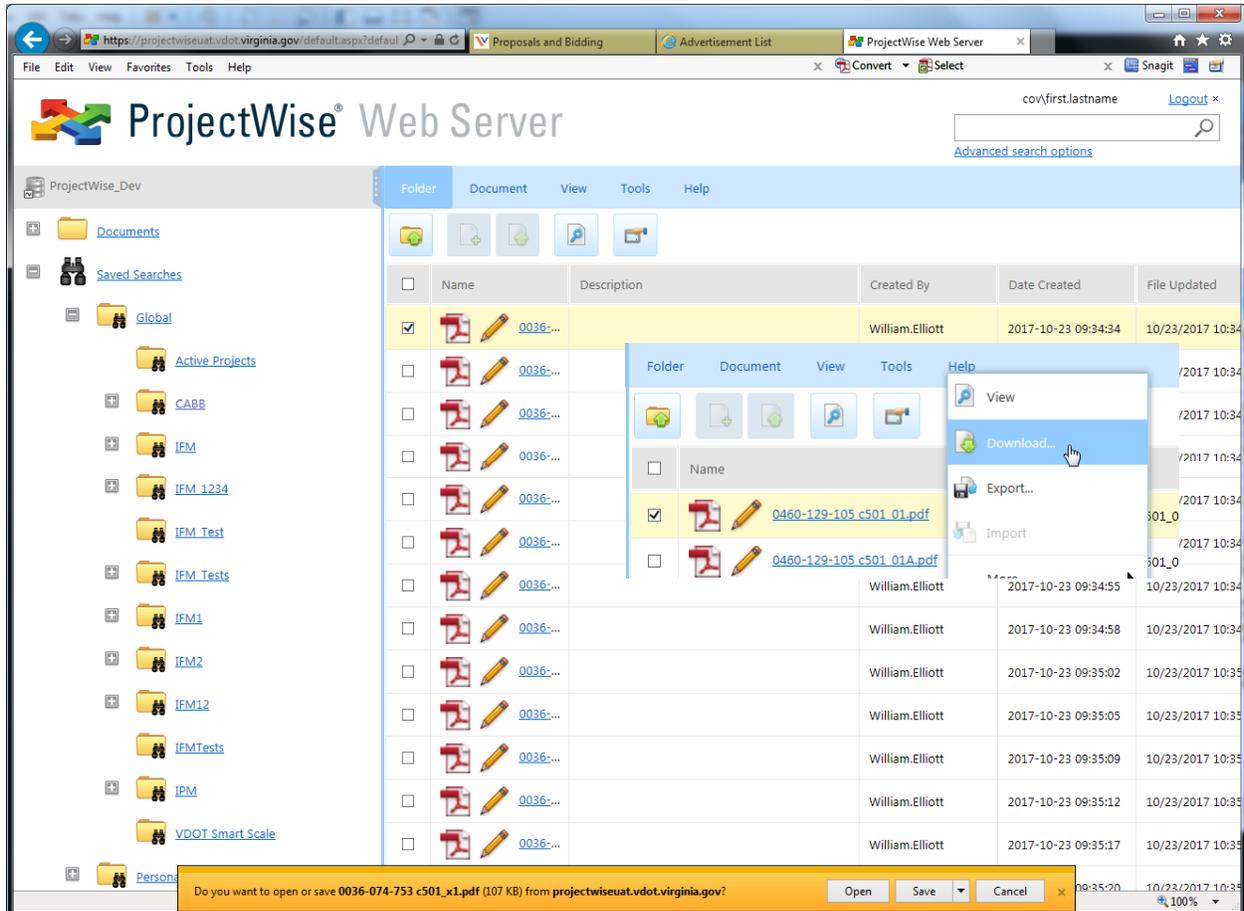
Viewing a PDF file with the Adobe PDF Reader add-on for Internet Explorer will open the PDF in a new IE view.

To enable multiple document download requires that the ProjectWise Web Server Client Components be installed. These components are ActiveX controls that can be automatically installed when the appropriate browser and settings are used. Internet Explorer is the only browser that supports ActiveX controls. The [https://\\*.vdot.virginia.gov](https://*.vdot.virginia.gov) domain should be added to the Trusted Sites list in Internet Options. The vdot.virginia.gov domain should also be added to the Compatibility View Settings.

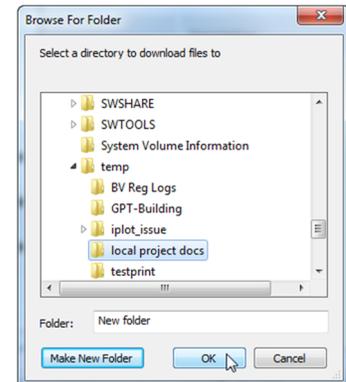
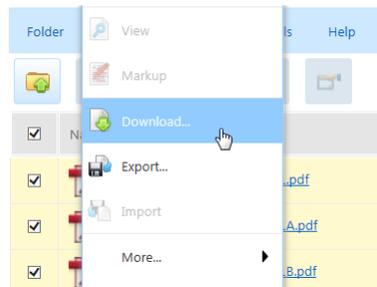
When the ProjectWise Web Server Client Components are properly installed and configured the user will be prompted for local folder where the files will be downloaded to. The download location dialog replaces the standard download alert.



With a list of documents displayed a selected document may be viewed (with a web browser add-on) by either clicking on the document name (hyperlink), clicking on “View” in the document menu or clicking on the “View” icon in the toolbox. If a download of a local copy is desired the document can be selected by activating its checkbox and selecting “Download...” from the Document Menu. When downloading a document file or viewing a document without a browser add-on will invoke the standard Internet Explorer “Open” alert at the bottom of the IE Window. Choosing “Open” will launch the application with the Windows association with the file extension of the document. “Save” will save the file to the download area on the local machine. The preferred method for saving a file to a specific location is the “Save as...” function that is accessible from the Save dropdown menu.



When the ActiveX controls are available multiple files may be selected for download and the “Download...” command will be active in the Document menu. A dialog then opens to select the destination folder for the downloaded files.



# ProjectWise Job Aid - CABB



To select all documents listed on the checkbox on the Document header can be toggled to select or deselect all documents.

Or the “Select All” and “Deselect All” commands can be used from the “Tools” menu.

