Office of Design

21F-1

Non-DOT User Access to Iowa DOT ProjectWise System

Design Manual
Chapter 21
Automation Tools
Instructions

Originally Issued: 10-13-14
Revised: 03-31-16

Gaining Access to Iowa DOT ProjectWise Server

The Iowa Department of Transportation uses Bentley System's ProjectWise software to maintain project files. Non-DOT users can be granted access to the system based on work being done for or with the department. The process for gaining access to the system is outlined below:

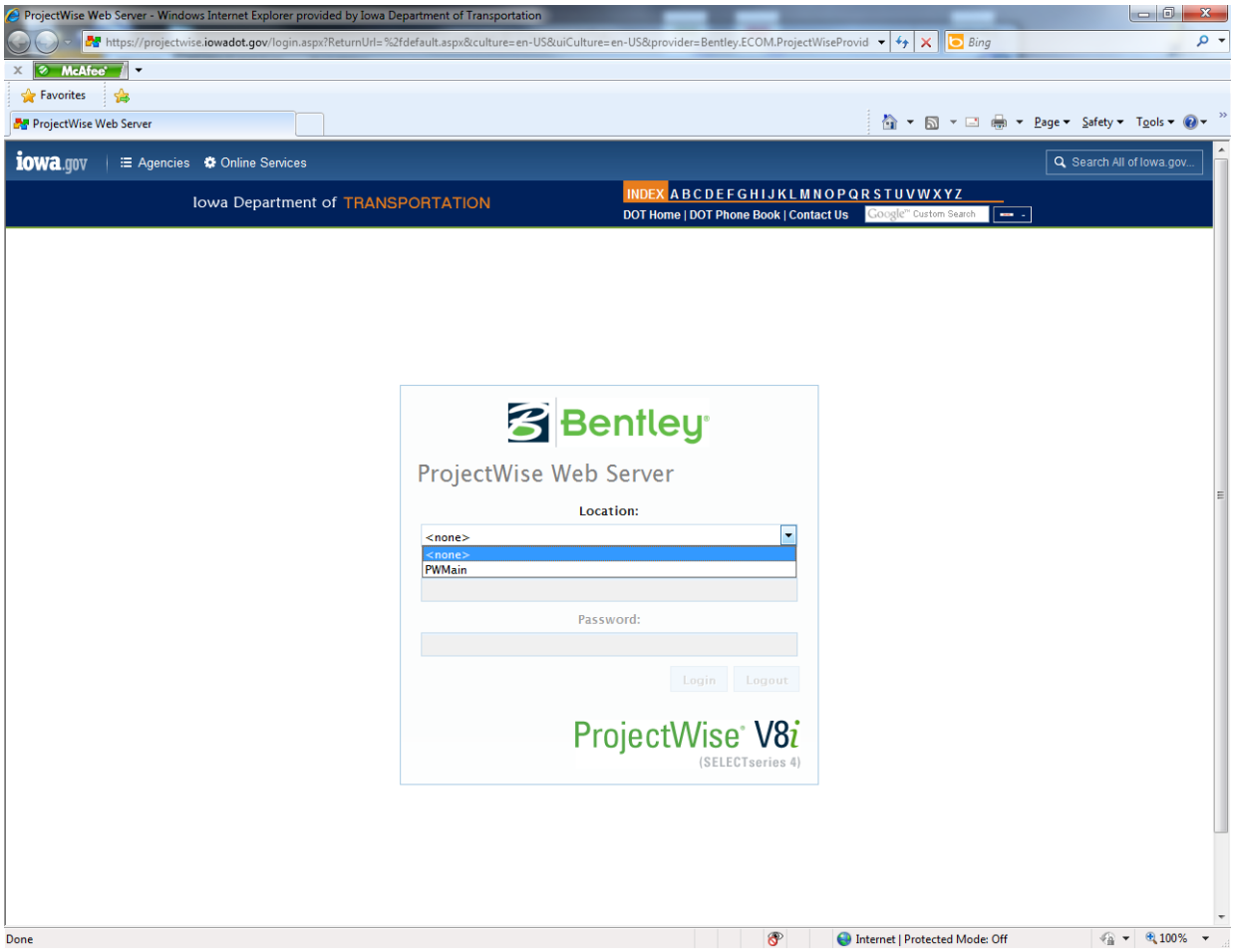
- The non-DOT firm/organization manager/project manager will gather a list of employees that will be accessing the Iowa DOT ProjectWise system and fill their names into DOT Form 171034 cover letter. At least one IT staff employee from the non-DOT firm/organization should be included on this list to help install and configure the ProjectWise client on firm's/organization's computers, as well as troubleshoot internal issues.
- Each employee on the list (project manager included) is to fill out and sign DOT Form 171034.
- The manager/project manager will gather all of the signed forms and submit them with the cover letter to the appropriate Consultant Coordinator (refer to Section 1B-2 for contact information) for DOT approval. The cover letter establishes the point of contact for the non-DOT firm and only needs to be submitted once, unless the point of contact changes.
- The Consultant Coordinator will approve the consulting firm for access and forward the list to the Iowa DOT ProjectWise administrative staff.
- Employees will be sent individual login credentials from the DOT ProjectWise administrative staff. Each employee accessing the Iowa DOT ProjectWise system must have personal login credentials. Generic logins to be shared among employees will not be provided.
- The non-DOT firm/organization is responsible for contacting the Iowa DOT to add or remove employees of the firm/organization resulting from staff changes. No form is needed for removal of a former employee. An email from the firm's established point of contact stating the employee to be removed is sufficient. All new additions must fill out DOT Form 171034 and be submitted by the firm's point of contact.

Accessing ProjectWise Documents

Two methods exist to access documents from the ProjectWise system: the web based thin client, and the ProjectWise Explorer thick client. Both methods allow for access to documents through the native software used to create the files. The thin client can be accessed anywhere internet is available without having to install and configure software. The thick client will cache folder structure and allow for faster navigation of documents, but must be installed and configured to connect to the Iowa DOT Datasource. Installation of the thick client also installs integration plugins to software that can be integrated with ProjectWise. Bentley System's Microstation and Microsoft Office are two examples of software with integration. Integration allows for a **File>Open** to display the ProjectWise directory structure for opening documents instead of the Windows directory structure. Using the thick client will allow Microstation files to access the managed workspaces the department has set up. Opening a Microstation file from ProjectWise will allow outside users to have the exact same workspace configuration as the Iowa DOT does internally without having to do the set up.

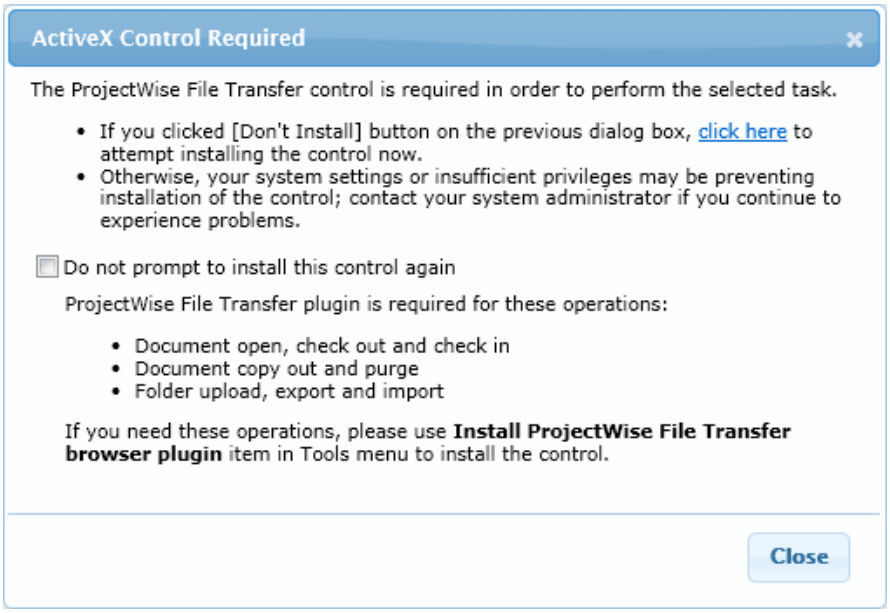
Logging into the ProjectWise Web Server (Thin Client)

Users will need to log in to the Iowa DOT ProjectWise Web Server to gain access for the first time. The web server can be accessed at the following address: https://projectwise.iowadot.gov.

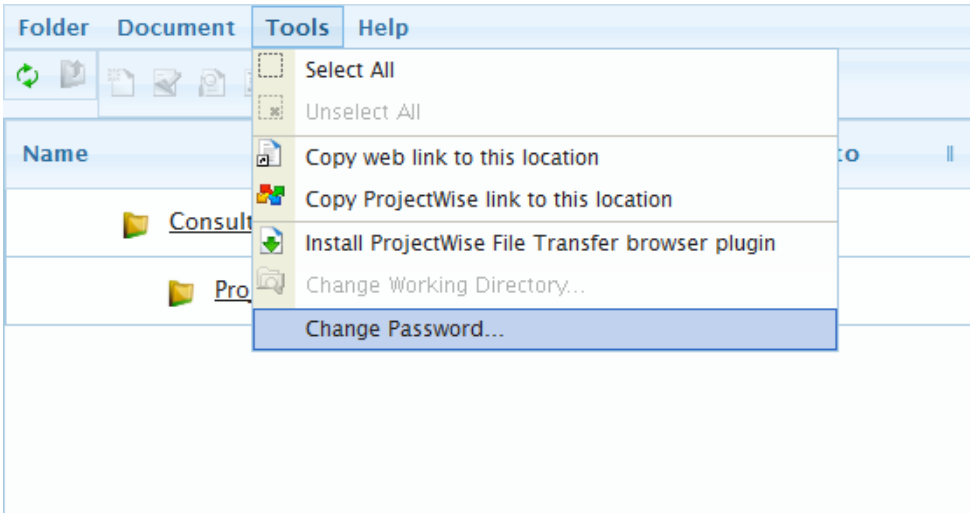


To log into the web server, *select* **PWMain** in the **Location** dropdown menu and enter your username & password provided by Iowa Department of Transportation into the appropriate fields. Then *click* **Login**.

When logging in for the first time, you may get the message shown to the right. It notifies you that to be able to use the full functionality of the ProjectWise web application, you need to install the Add-on. This will need to done by an administrator of the computer. The method of installation will vary based on the web browser being used.

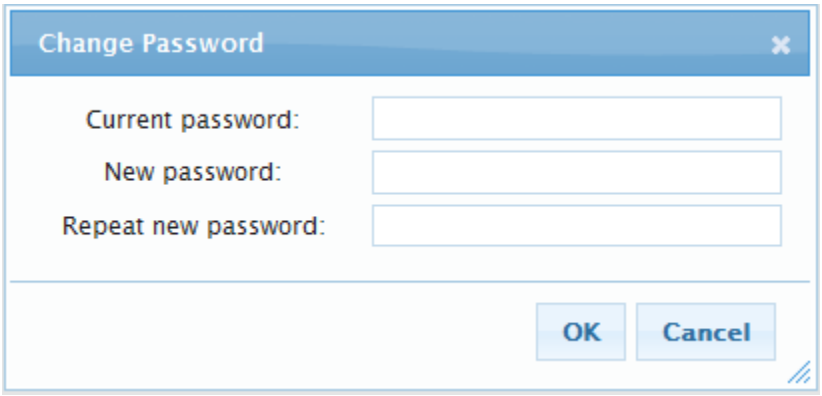


The first time you log into ProjectWise, change the password provided by Iowa Department of Transportation to something unique and strong that you can remember. To do this, *Click* on **Tools** and *Select* **Change Password…**



You will receive the following prompt shown on the right. *Type* in your current password and your new password and *Click* **OK**.

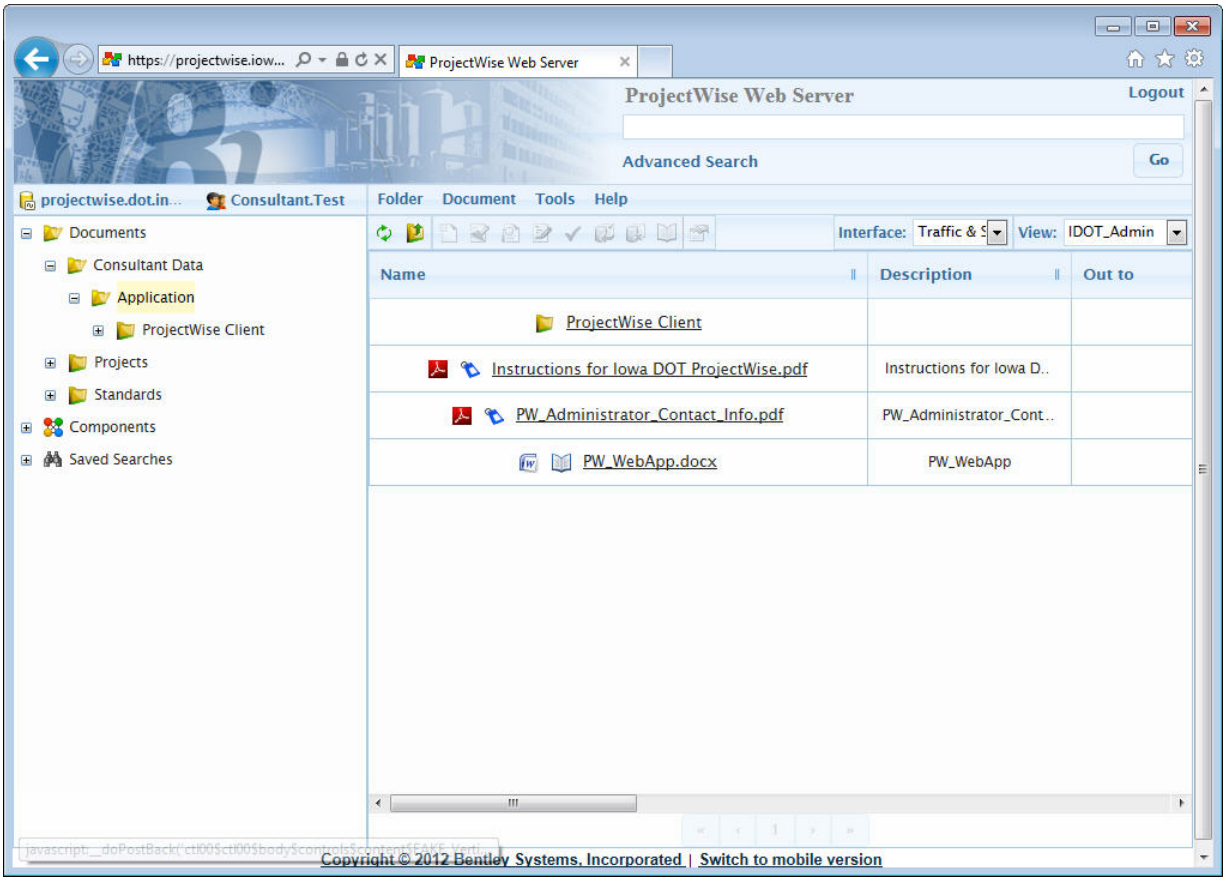
If you forget your password, contact the Iowa DOT ProjectWise Administrator to reset it.



The ProjectWise web client may be used to post, download, or manipulate documents; however, the Iowa DOT will provide the ProjectWise Explorer software for non-DOT use to access documents within the Iowa DOT ProjectWise system.

Installing the ProjectWise Explorer (Thick Client)

Instructions for installing ProjectWise Explorer client are located in the *Consultant Data>Application* folder and are named Instructions for Iowa DOT ProjectWise.pdf (hyperlink to PW web client, login may be required). This document will provide instructions for IT staff/computer administrators on how to install the ProjectWise Explorer client and how to connect ProjectWise Explorer to the Iowa DOT ProjectWise datasource PWMain.

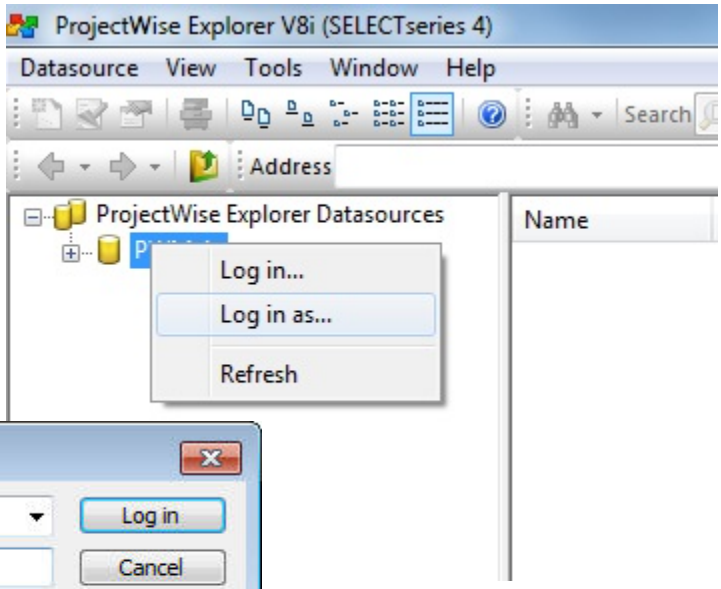


The installation files are located in the **ProjectWise Client** folder. This folder can be exported out of ProjectWise (refer to Section 21F-21 on exporting procedures) and placed on a network location for your company where your IT department or computer administrator can access the installation files.

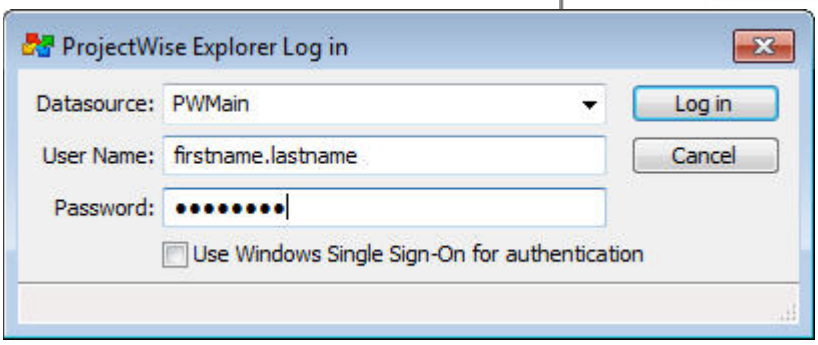
After the ProjectWise Explorer client is successfully installed on the machine, the connection to the Iowa DOT ProjectWise datasource needs to be made. Instructions for making this connection are included in the Instructions for Iowa DOT ProjectWise.pdf document.

Logging into ProjectWise Explorer

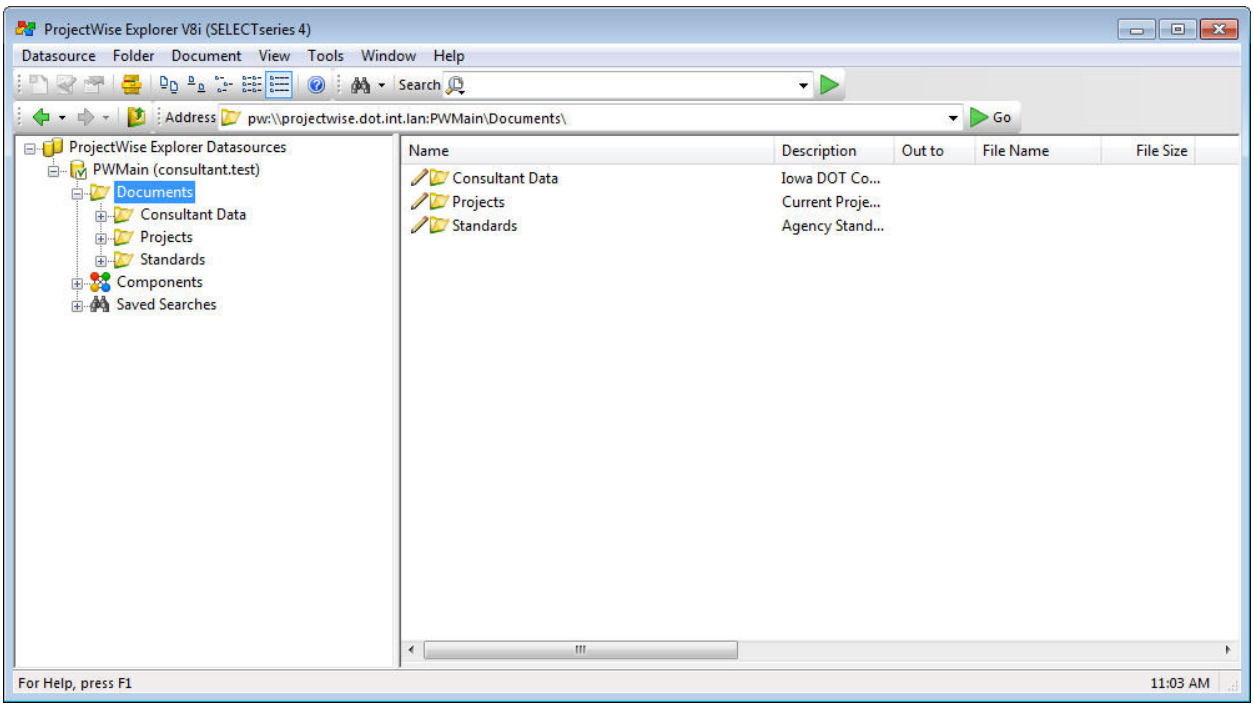
After the ProjectWise Explorer client has been installed on your machine and properly configured, you are now ready to connect to the Iowa DOT ProjectWise datasource **PWMain** through the client. To begin this process, *Right-Click* on **PWMain** and *Select* **Log in as…** to start the login process.



Enter your personal credentials for the Iowa DOT Datasource **PWMain** into the dialog that pops up, as shown below, to log in.



After *Clicking* the **Log in** button, you will have access to the Iowa DOT ProjectWise system through the ProjectWise Explorer client.



Chronology of Changes to Design Manual Section:

021F-001 Non-DOT User Access to Iowa DOT ProjectWise System

3/31/2016	Revised Updated information regarding form 171034 to clarify when it would need to be resubmitted. Added additional information on adding/removing outside users. Moved consultant coordinator information to Section 1B-2.
10/13/2014	NEW New