

INDOT Consultant New User Quick Start Guide

ProjectWise, ITAP, Project Creator

2/24/2011

State of Indiana

Scott Robison & Jason Kuhn

Contents

1. Welcome to INDOT CAD	4
2. ITAP (INDOT Technical Application Pathway).....	5
2.1 Enroll in ITAP.....	5
2.1-1 Business Enrollment:	5
2.1-2 Business Registration Acknowledgement	8
2.1-3 Business Registration Approval:	9
2.1-4 Business Registration Denied	10
2.2 Change Password.....	10
2.2-1 Change Password Panel:	10
2.2-2 Security Questions and Answers.....	13
2.2-3 ITAP Overview:	14
2.2-4 Request new ProjectWise Account (Application Request).....	15
2.2-5 Approve or Deny a Step	19
3. ProjectWise at INDOT.....	23
3.1 Introduction	23
3.1-1 Standard Key Benefits	23
3.1-2 Key Benefits for Consultants working on INDOT Projects	23
3.2 Obtaining ProjectWise.....	23
3.3 Logging in to ProjectWise	24
3.4 ProjectWise Folder Structure.....	26
3.4-1 Overview:	26
3.4-2 Project folders:	27
3.5 ProjectWise Security Overview	29
3.5-1 Overview:	29
3.6 ICON Quick Reference Guide	30
4. DOTWise Project Creator Interface	32
4.1 Accessing the site	32
4.1-1 Overview:	32
5. IN.gov.....	36
6. Gov Delivery Subscriptions.....	37
6.1 What is Gov Delivery	37
6.2 Consultant Registration.....	37

7. ProjectWise Connection Information 38

1. Welcome to INDOT CAD

A Message from CAD Support

What you need to know

The purpose of this document is to quickly get you started on the right road at INDOT in terms of your firm doing business with INDOT. This document is what we call a quick start guide and will contain how- to's on everything from ITAP (creating an account and requesting access to a new application) to creating a Consultant Folder in ProjectWise. This document will also discuss what ProjectWise is and how to navigate within it and also the IN.gov site (related to CAD) and GovDelivery subscriptions (important notifications about CAD software).

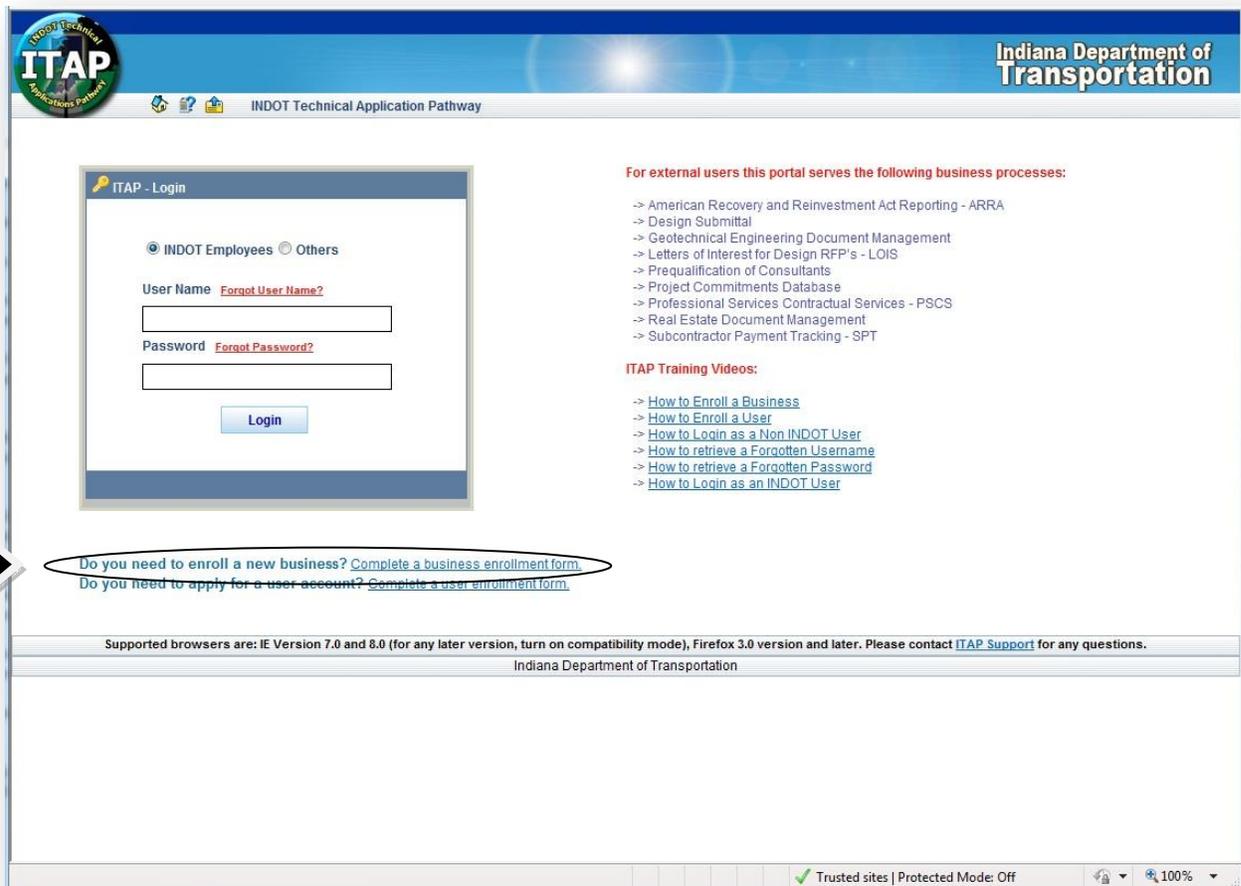
Thanks,

Scott Robison
Jason Kuhn

2. ITAP (INDOT Technical Application Pathway)

2.1 Enroll in ITAP

You can access ITAP at <https://itap.indot.in.gov/login.aspx> or on the IN.gov Consultants Prequalification page ([ITAP Submittal Portal](#)) then by selecting the link and form: Do you need to enroll a new business? Complete a business enrollment form



The screenshot shows the ITAP Login page. At the top left is the ITAP logo with the text "INDOT Technical Applications Pathway". At the top right is the "Indiana Department of Transportation" logo. Below the header is the text "INDOT Technical Application Pathway". The main content area features a "ITAP - Login" form with radio buttons for "INDOT Employees" (selected) and "Others". There are input fields for "User Name" and "Password", each with a "Forgot" link. A "Login" button is at the bottom of the form. To the right of the form, there is a list of business processes and training videos. A callout box with a black arrow points to two links: "Do you need to enroll a new business? Complete a business enrollment form." and "Do you need to apply for a user account? Complete a user enrollment form." The footer contains browser support information and the text "Indiana Department of Transportation".

ITAP - Login

INDOT Employees Others

User Name [Forgot User Name?](#)

Password [Forgot Password?](#)

Login

For external users this portal serves the following business processes:

- > American Recovery and Reinvestment Act Reporting - ARRA
- > Design Submittal
- > Geotechnical Engineering Document Management
- > Letters of Interest for Design RFP's - LOIS
- > Prequalification of Consultants
- > Project Commitments Database
- > Professional Services Contractual Services - PSCS
- > Real Estate Document Management
- > Subcontractor Payment Tracking - SPT

ITAP Training Videos:

- > [How to Enroll a Business](#)
- > [How to Enroll a User](#)
- > [How to Login as a Non INDOT User](#)
- > [How to retrieve a Forgotten Username](#)
- > [How to retrieve a Forgotten Password](#)
- > [How to Login as an INDOT User](#)

Do you need to enroll a new business? [Complete a business enrollment form.](#)

Do you need to apply for a user account? [Complete a user enrollment form.](#)

Supported browsers are: IE Version 7.0 and 8.0 (for any later version, turn on compatibility mode), Firefox 3.0 version and later. Please contact [ITAP Support](#) for any questions.

Indiana Department of Transportation

Trusted sites | Protected Mode: Off

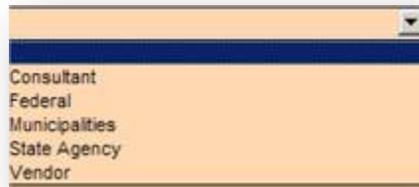
2.1-1 Business Enrollment:

- To enroll a business, fill out the **Business Registration – Business Information** panel and then fill out the **Business Registration - Primary Contact Information** panel.
- In the **Business Registration – Business Information** panel, enter information as needed.



Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL.

- When selecting a Business Type, choose one of five Business Types; once a selection is made, a definition will be placed in Description.



- City and State are automatically displayed after entering Zip Code and pressing enter.
- DUNS Number refers to a Dun and Bradstreet market indicator value.
- Click on the **Start** button to save and advance to the **Business Registration – Primary Contact Information** panel or click **Cancel** to return to the **ITAP Login** page without saving.
- In the **Business Registration – Primary Contact Information** panel, enter information as needed.

- The Primary Contact is the person from a business who will approve other business user's requests for a userid or an application. In addition, the Primary Contact may maintain user information.

Business Registration - Primary Contact Information

First Name: Ted

Last Name: Bear

Title: Assistant Vice President

Email: Tbear@zoocave.com

Confirm Email Address: Tbear@zoocave.com

Phone Number: 317 - 601 4589 Ext 32

Fax Number: 317 - 601 9000

Verification Code: nMVNyE

Incorrect verification code, please try again

This color background fields are mandatory

Previous Finish

- ITAP does not allow duplicate email addresses.
- City and State are automatically displayed after Zip Code is entered.
- A **Verification Code** must be entered by typing the characters or numbers shown in the display box. If the characters are not easily recognized, click the **Get another verification code** icon  next to the Verification Code display box to receive another verification code. This icon may be clicked as many times as needed. Verification Code is not case sensitive.



ITAP will not advance to the next screen if a required field is left empty. A message in red will appear to the right of the field and the cursor will blink inside text fields while dropdown fields will be highlighted.

- Click on the **Finish** button to save or click **Previous** to return to the **Business Registration – Business Information** panel.

- If the save was successful the **Confirmation** message displays, click on the **OK** button.



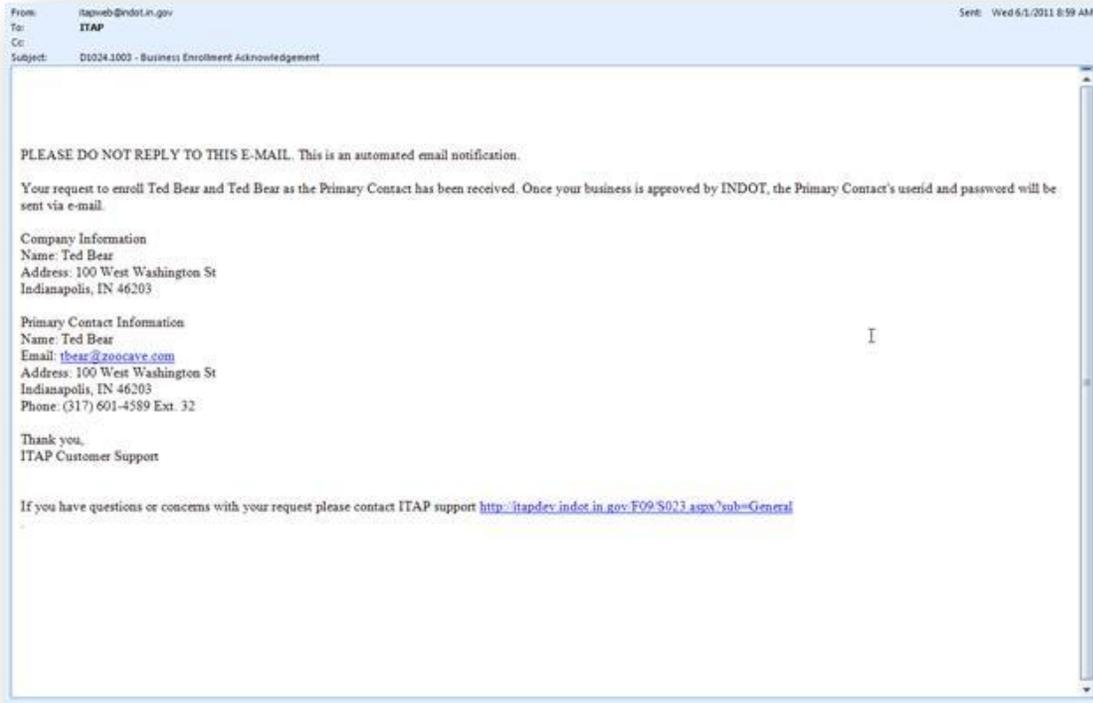
OR

- If the following **Error** message displays, click on the **OK** button to return to the **Business Registration – Primary Contact Information** panel to correct the email address.



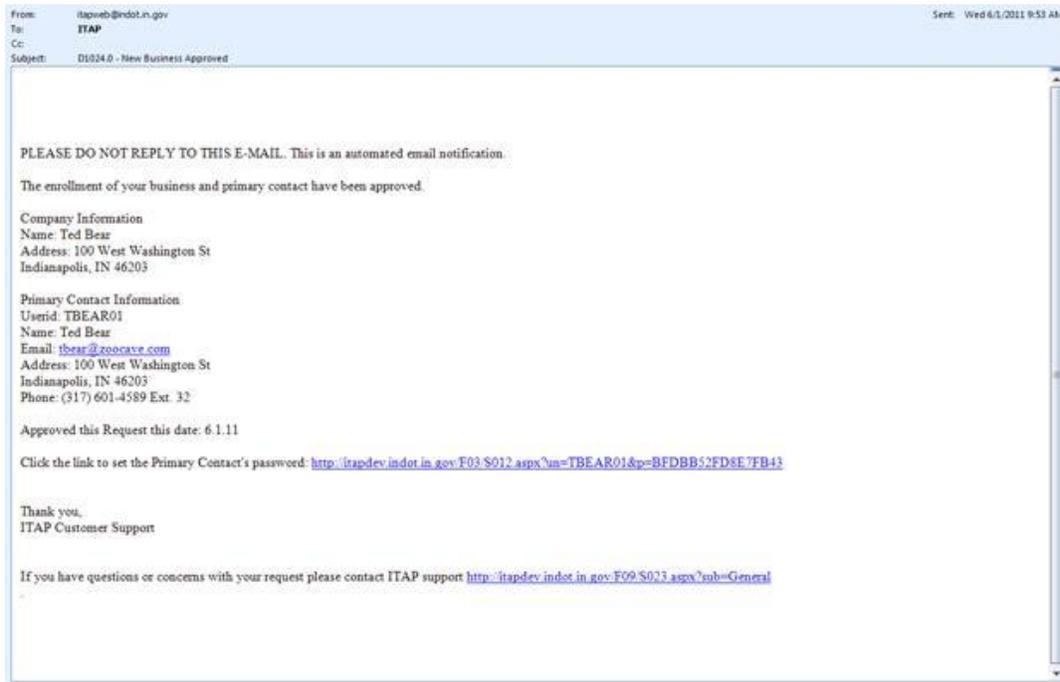
2.1-2 Business Registration Acknowledgement

Once the Registration is submitted an acknowledgement email will be sent to the Primary Contact's email.



2.1-3 Business Registration Approval:

Once the request is approved or denied, an email will be sent to the Primary Contact's email with a link to set a password.



2.1-4 Business Registration Denied

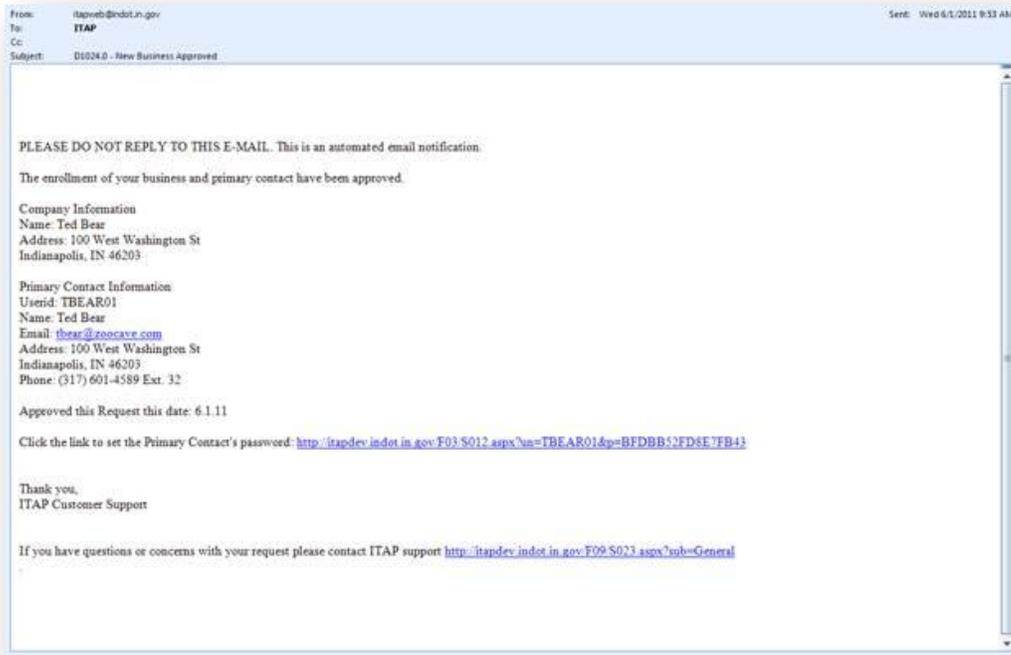


2.2 Change Password

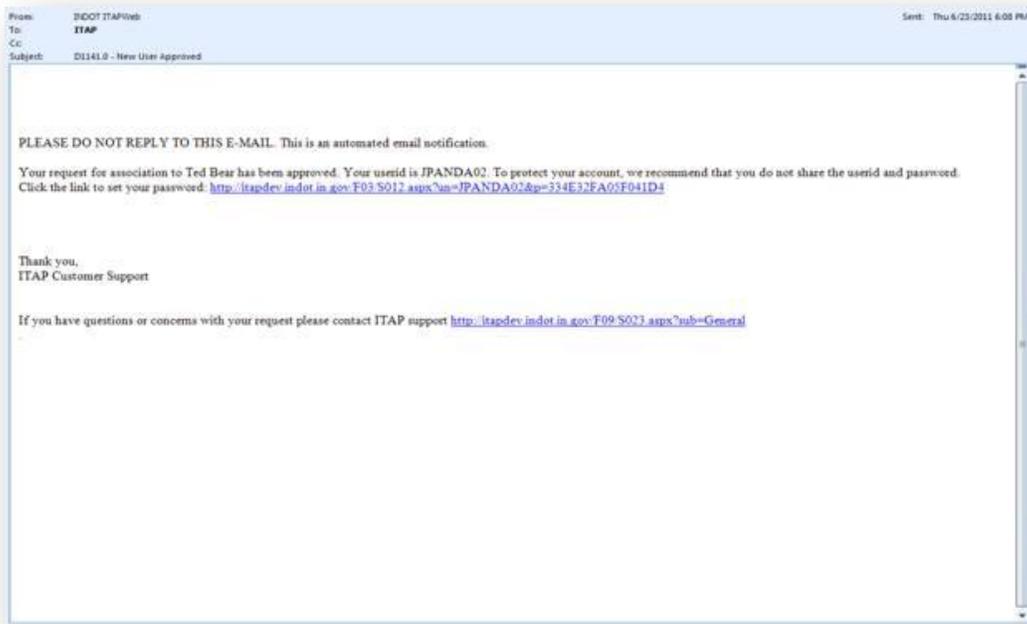
2.2-1 Change Password Panel:

- Change Password Panel is displayed by clicking the set a password link provided in the “New Business Approved” or “New User Approved” email or if a Password is forgotten, in the “Request for ITAP Password” email.

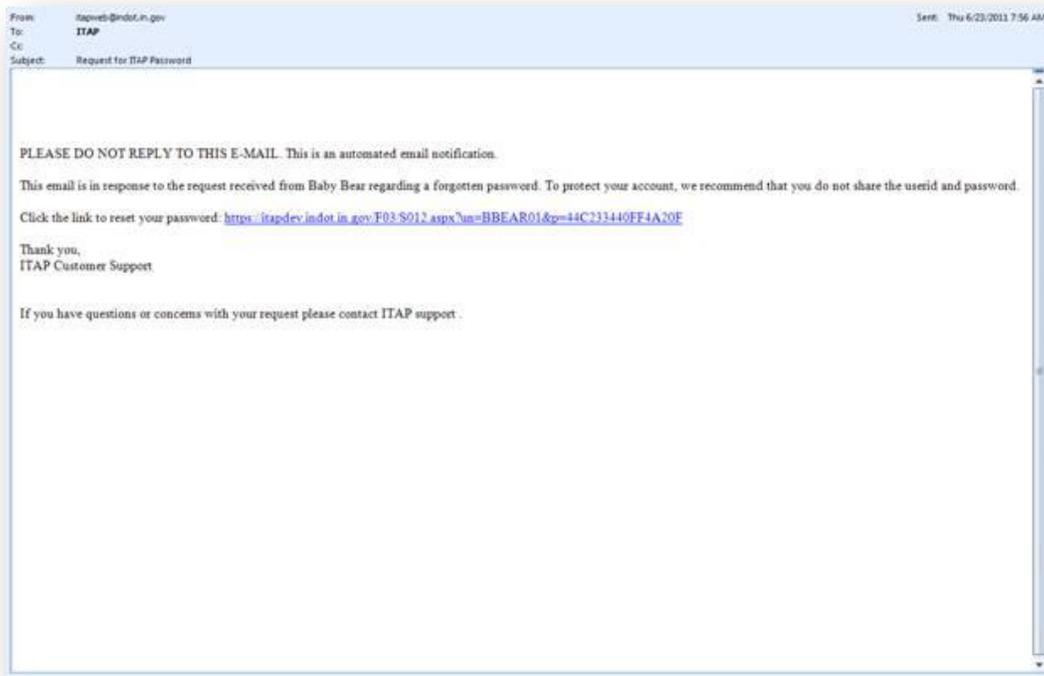
New Business Approved



New User Approved



Request for ITAP Password



- In the **Change Password** panel, enter information as needed.

The screenshot shows a "Change Password" form with the following fields and values:

User Name	BBEAR01
Name	Bear, Baby
New Password	<input type="password"/>
Confirm Password	<input type="password"/>

Below the form, there are two lines of text:

- * This color background fields are mandatory.
- * New password must be at least 8 characters length and must contain one upper case letter, one lower case letter and one number.

At the bottom right of the form, there are two buttons: **Cancel** and **Next**.

- Password is case sensitive, must be at least 8 characters in length, and must contain one upper case letter, one lower case letter and one number.
- Click on the **Next** button to advance to the **Security Questions and Answers** panel or click on the **Cancel** button to exit without setting a password.

2.2-2 Security Questions and Answers

- Users are required to select three security questions and provide answers to the questions. This information will be used to verify a user's identity when a password is forgotten.
- In the **Security Questions and Answers** panel, enter information as needed.

Security Question	Security Answer
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

* This color background fields are mandatory.

Previous Submit

- Security questions may be selected from a drop down list. Select a different security question from each of the drop down lists (please answer all 3).

Security Question	Security Answer
What is your all-time favorite sports team?	ND
What is your pet's name?	Bear
Where did you grow up?	Indianapolis

* This color background fields are mandatory.

Previous Submit



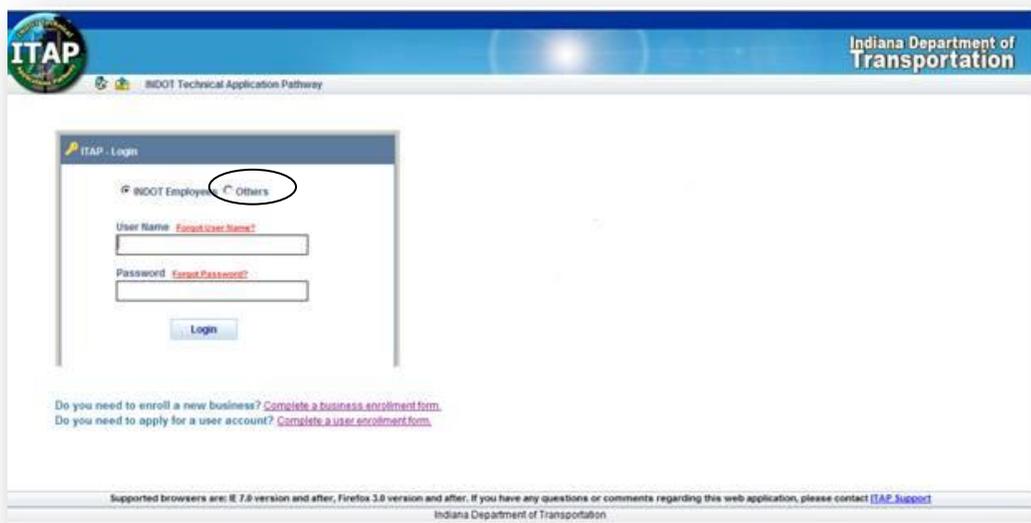
ITAP will not advance to the next screen if a required field is left empty. A message in red will appear to the right of the field and the cursor will blink inside text fields while dropdown fields will be highlighted.

- Click on the **Submit** button to save or click on the **Previous** button to return to the Change Password panel. If submitting, click on the **OK** button at the confirmation message.



2.2-3 ITAP Overview:

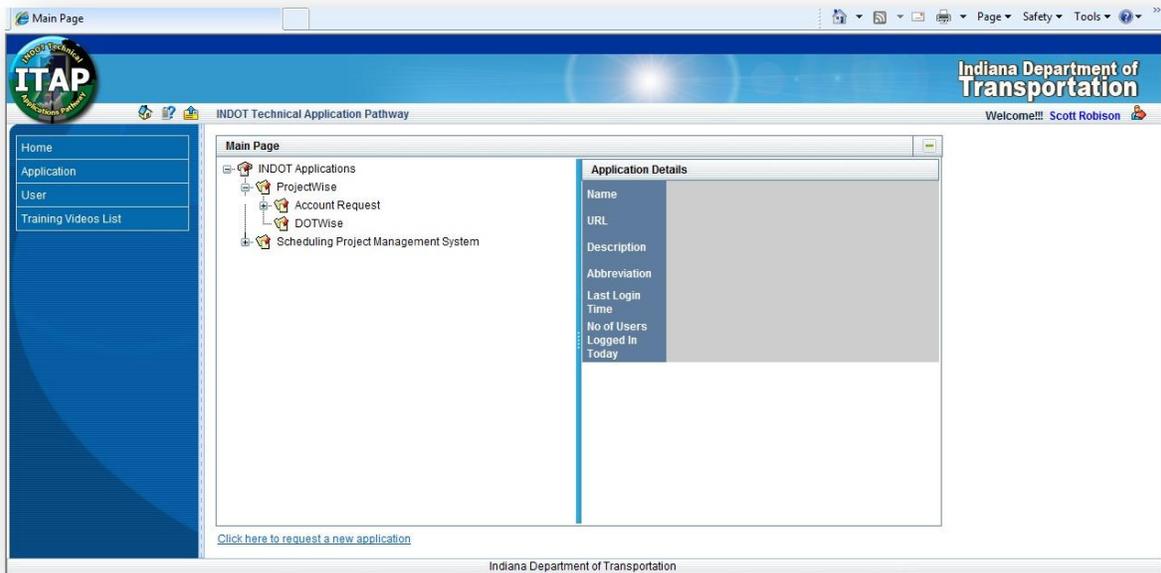
- The Home Main Page provides a list of a user's approved applications with application details, a link to request access to additional INDOT applications and a link to request additional roles for some applications. (Click Help icon at top left of page for additional instructions)
- If you had never previously logged in to ITAP you will be asked to login to via the ITAP Login screen and enter a valid **User Name** and **Password** and click on the **Login** button. As you are not an INDOT Employee be sure to select the **Others** dial.



To access Online Help click on the  at the top of the screen.

To contact ITAP Support click on the  icon at the top of the screen.

- If you have already used ITAP in the past and enrolled or logged in for access to other applications they will shown on your main page when you click the ITAP link. It should look very similar to this screen.



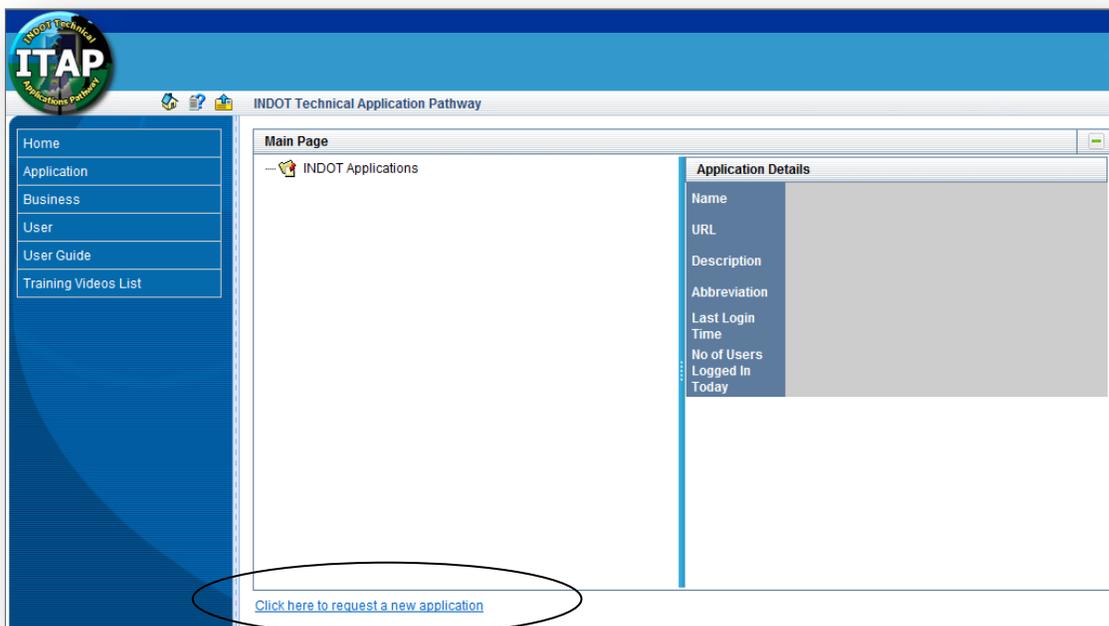
2.2-4 Request new ProjectWise Account (Application Request)

To request access to ProjectWise and the new DOTWise Project Creator you will start out by going to the following location:

- A User may request access to a new INDOT application from the ITAP **Menu** and from the ITAP **Home Page**.
- Option #1 -To request a new application from the **ITAP Menu**, select **Application**, and then **Request New Application**.

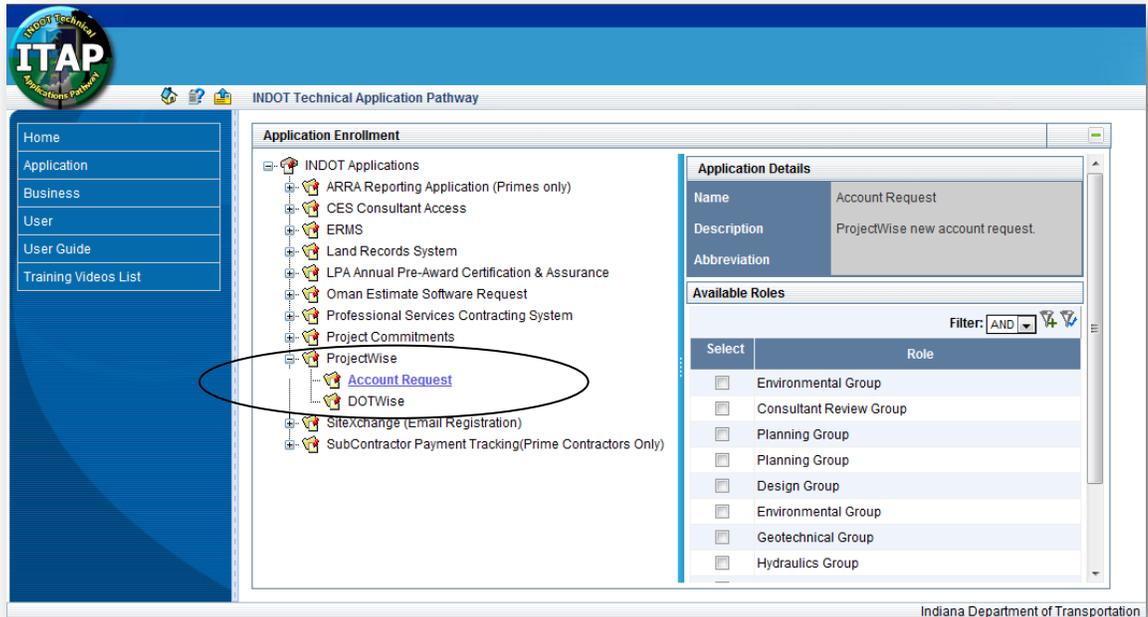


- Option #2-To request a new application from the **ITAP Home Page**, click on the link “**Click here to request access to new application**”.



- Select ProjectWise-Account Request
- Select DOTWise application Request

Selecting Request New Application **from the ITAP Menu or the link “Click here to request access to new application” from the ITAP Home Page will display the Application Enrollment panel.**



- In the Application Enrollment panel, select one of the INDOT Applications from the left side of the panel. Application Details and Available Roles (if applicable) will be displayed on the right side of the Application Enrollment panel.
- ***As a consultant you will not have to select a Role when applying for Account Request to ProjectWise. Please do not!!! We will assign you the consultant Role internally in CAD Support.***

If the **Submit** was successful the **Message** below displays, click on the **OK** button.

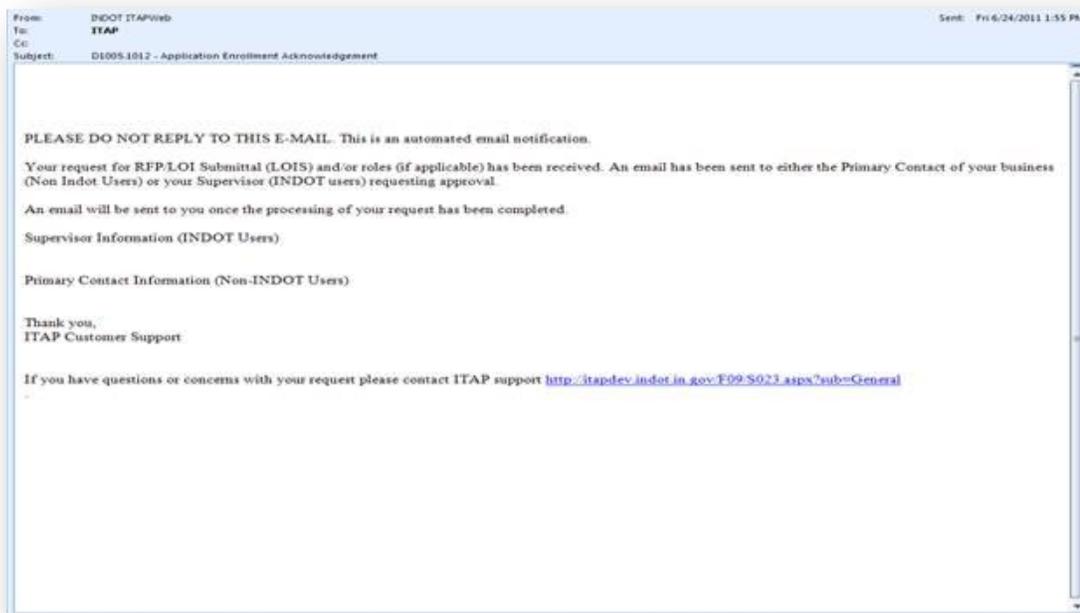


If a previously submitted request is still pending the **Message** below displays, click on the **OK** button.



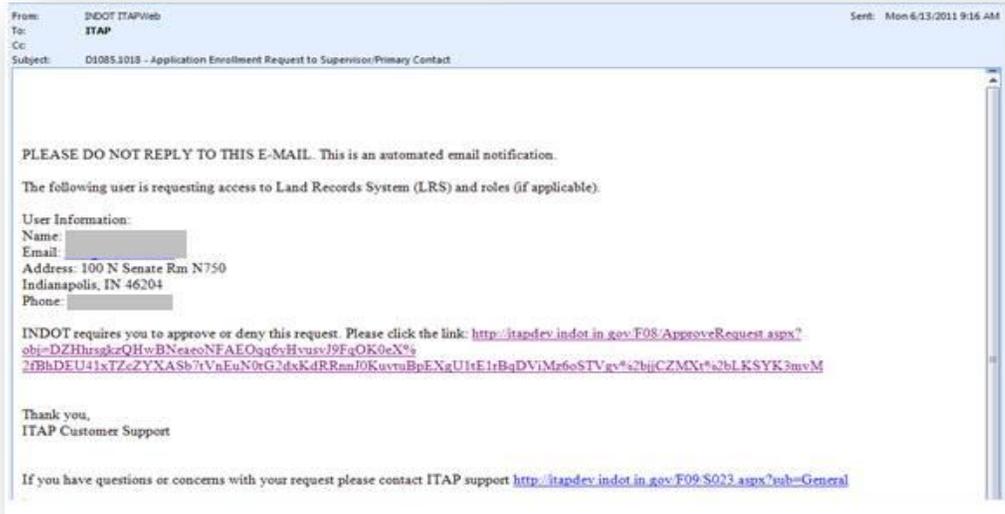
- Once the request is submitted successfully, an **Application Enrollment Acknowledgement email** is sent to the users email address and one or more approval/denial steps must be completed before the request is complete. The first step is for the **INDOT Supervisor or the Business Primary Contact to approve/deny** the Users request for access to the application. Based on the results of the first step; the second step, if applicable, is for **the INDOT Application Administrator to approve/deny** the Users request for access to the application. If the first step is denied, processing remaining steps is not necessary.

Application Enrollment Acknowledgment Email



2.2-5 Approve or Deny a Step

- The INDOT Supervisor or the Business Primary Contact is responsible for approving or denying a users request for an application. An email will be sent requesting you to approve or deny the users request. To approve or deny the request, click on the link in the email and the **New Application Request Enrollment Approval Panel** is displayed.



New Application Enrollment Request Approval																			
<table border="1"> <thead> <tr> <th>Application Information</th> <th>User Information</th> </tr> </thead> <tbody> <tr> <td>Name</td> <td>Project Commitments</td> </tr> <tr> <td>Description</td> <td>The commitment database serves as a repository for agreements by an INDOT Department with an outside party, that the Department will perform an action, or refrain from certain actions. A commitment may come from a variety of sources, such as resource agencies, landowners, utilities, or the public in general. A commitment can be classified as firm, indicating that failure to comply with it has legal consequences, or it can be an item for further consideration, meaning that it is desirable but it is not required by law.</td> </tr> <tr> <td>Abbreviation</td> <td></td> </tr> <tr> <td>URL</td> <td>http://netservicesdev.indot.in.gov/ProjectCommitments/Default.aspx</td> </tr> <tr> <td>Request Status</td> <td>Pending</td> </tr> <tr> <td>Request Status Date</td> <td>6/29/2011 6:04:08 PM</td> </tr> <tr> <td>Requested Roles</td> <td>Click here to verify roles</td> </tr> <tr> <td>Comments</td> <td><input type="text"/></td> </tr> </tbody> </table>		Application Information	User Information	Name	Project Commitments	Description	The commitment database serves as a repository for agreements by an INDOT Department with an outside party, that the Department will perform an action, or refrain from certain actions. A commitment may come from a variety of sources, such as resource agencies, landowners, utilities, or the public in general. A commitment can be classified as firm, indicating that failure to comply with it has legal consequences, or it can be an item for further consideration, meaning that it is desirable but it is not required by law.	Abbreviation		URL	http://netservicesdev.indot.in.gov/ProjectCommitments/Default.aspx	Request Status	Pending	Request Status Date	6/29/2011 6:04:08 PM	Requested Roles	Click here to verify roles	Comments	<input type="text"/>
Application Information	User Information																		
Name	Project Commitments																		
Description	The commitment database serves as a repository for agreements by an INDOT Department with an outside party, that the Department will perform an action, or refrain from certain actions. A commitment may come from a variety of sources, such as resource agencies, landowners, utilities, or the public in general. A commitment can be classified as firm, indicating that failure to comply with it has legal consequences, or it can be an item for further consideration, meaning that it is desirable but it is not required by law.																		
Abbreviation																			
URL	http://netservicesdev.indot.in.gov/ProjectCommitments/Default.aspx																		
Request Status	Pending																		
Request Status Date	6/29/2011 6:04:08 PM																		
Requested Roles	Click here to verify roles																		
Comments	<input type="text"/>																		
<input type="button" value="Approve"/> <input type="button" value="Deny"/> <input type="button" value="Close"/>																			

From the **New Application Enrollment Request Approval Panel** click on the **Approve** and **Close** button to approve the request or the **Deny** and **Close** button to deny the request or the **Close** button to return to the **Application Request Panel** without approving or denying. If denying the request, **Comments** are required.

If the request was approved or denied a confirmation message will display. Click on the OK button to confirm the action and the **Application Request Panel** is displayed.

You will get a notification email back once you have been approved access.

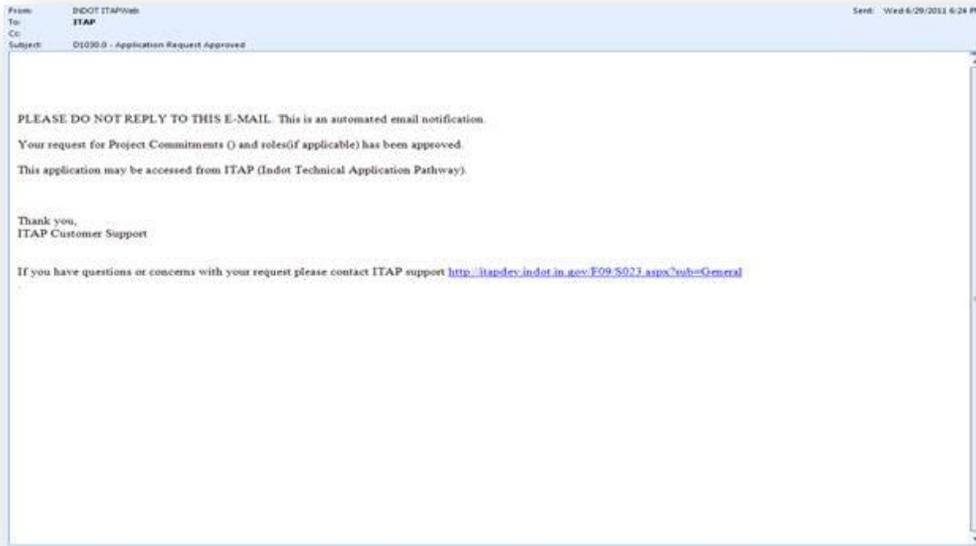


OR



After the Application Administrator step is complete an approval or denial email is sent to the Users email address.

APPROVED EXAMPLE



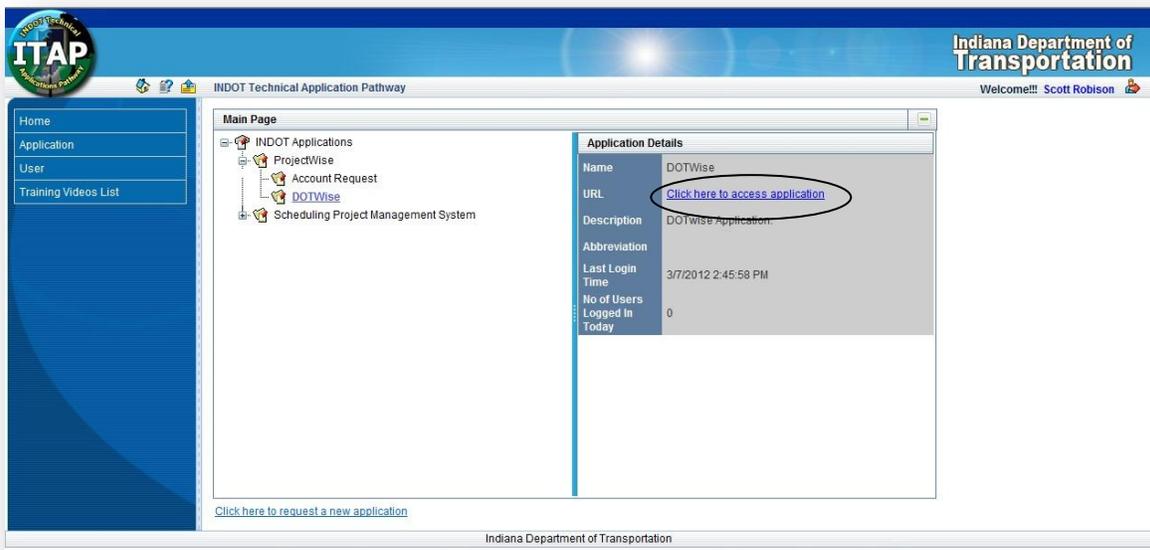
Denied Example



In the Application Enrollment panel, select one of the INDOT Applications from the left side of the panel. Select ProjectWise-DOTWise then the Submit button.

- An email request will be sent to your supervisor for approval. Once he/she approves the request an email will be sent to CAD support granting access to the Project Creator Web Interface.

Upon approval- You will have an active link under ProjectWise/DOTWise as shown below:



To access Online Help click on the  at the top of the screen.

To contact ITAP Support click on the  icon at the top of the screen.

A new window will open with the Project Creator interface when the link is selected. This will be covered in the next section.

3. ProjectWise at INDOT

3.1 Introduction

ProjectWise is a suite of software provided by Bentley Systems aimed at helping to manage, find, and share active project data, including CAD and geospatial content, as well as Office documents. It is being utilized by INDOT as the project lifecycle tool and is the location of all active project data.

3.1-1 Standard Key Benefits

- Save time finding, validating and accessing project information
- Reduce project risk with a single source of truth for all project information
- Improve quality and consistency of all project deliverables
- Meet deadlines
- Share work across multiple offices and locations

3.1-2 Key Benefits for Consultants working on INDOT Projects

- The sharing of Data with INDOT staff
- No more using of FTP sites to transfer data
- No more burning of data to CD's
- No need to mail CD's or physically carry CD's of data to INDOT
- No more attempting to attach large files to emails and hoping they get there when you send them
- Quick visual confirmation that the data is in the folder (audit trail)
- Work on projects in different Districts and see them in one screen using ProjectWise

3.2 Obtaining ProjectWise

If your firm does not already have ProjectWise or a Bentley product (if you have MicroStation you may already own ProjectWise) you will have to contact Bentley Systems Inc. to obtain a license. The current account rep for INDOT is Brian Curran and his contact information is as follows:

Brian Curran

Account Manager

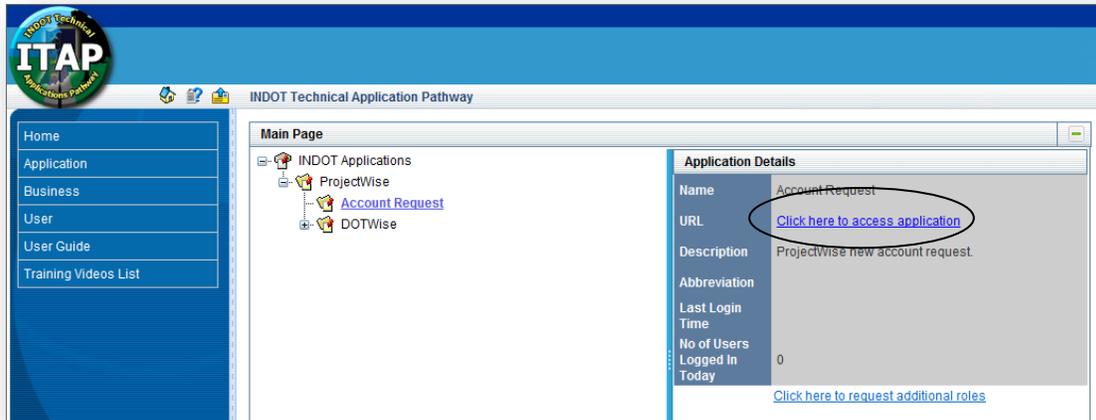
Bentley Systems, Inc.

1-800-BENTLEY

brian.curran@bentley.com

3.3 Logging in to ProjectWise

Upon completion of the **ITAP** enrollment account request you will be given access to a link under Account Request to a URL that contains a document with ProjectWise connection information to INDOT's datasource.

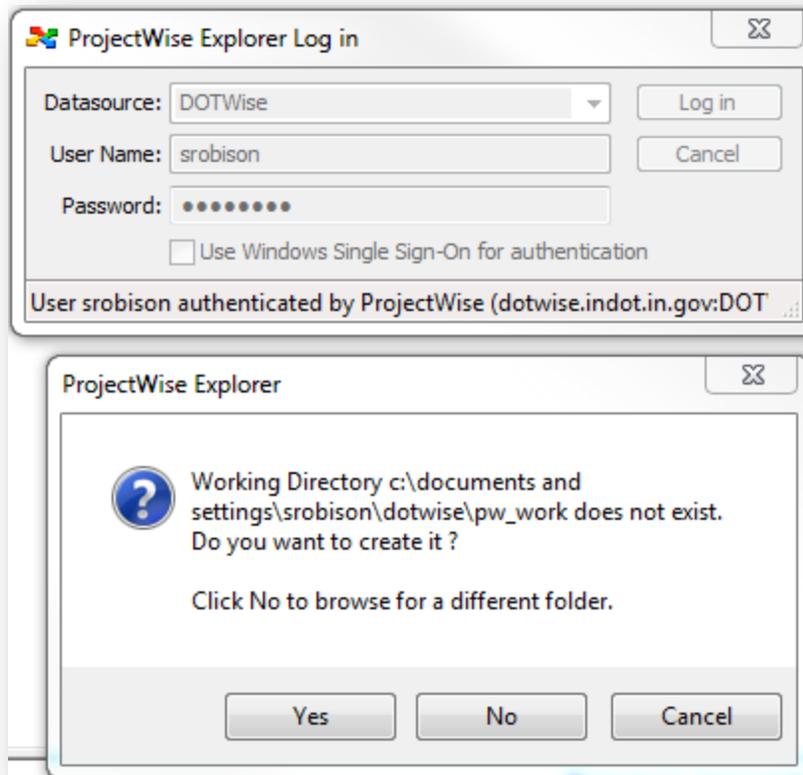


You will also receive in the confirmation email a User Name (first Initial last name) and Password assigned by INDOT's CAD Support section (the password can be changed by you the user)

ProjectWise Desktop icon



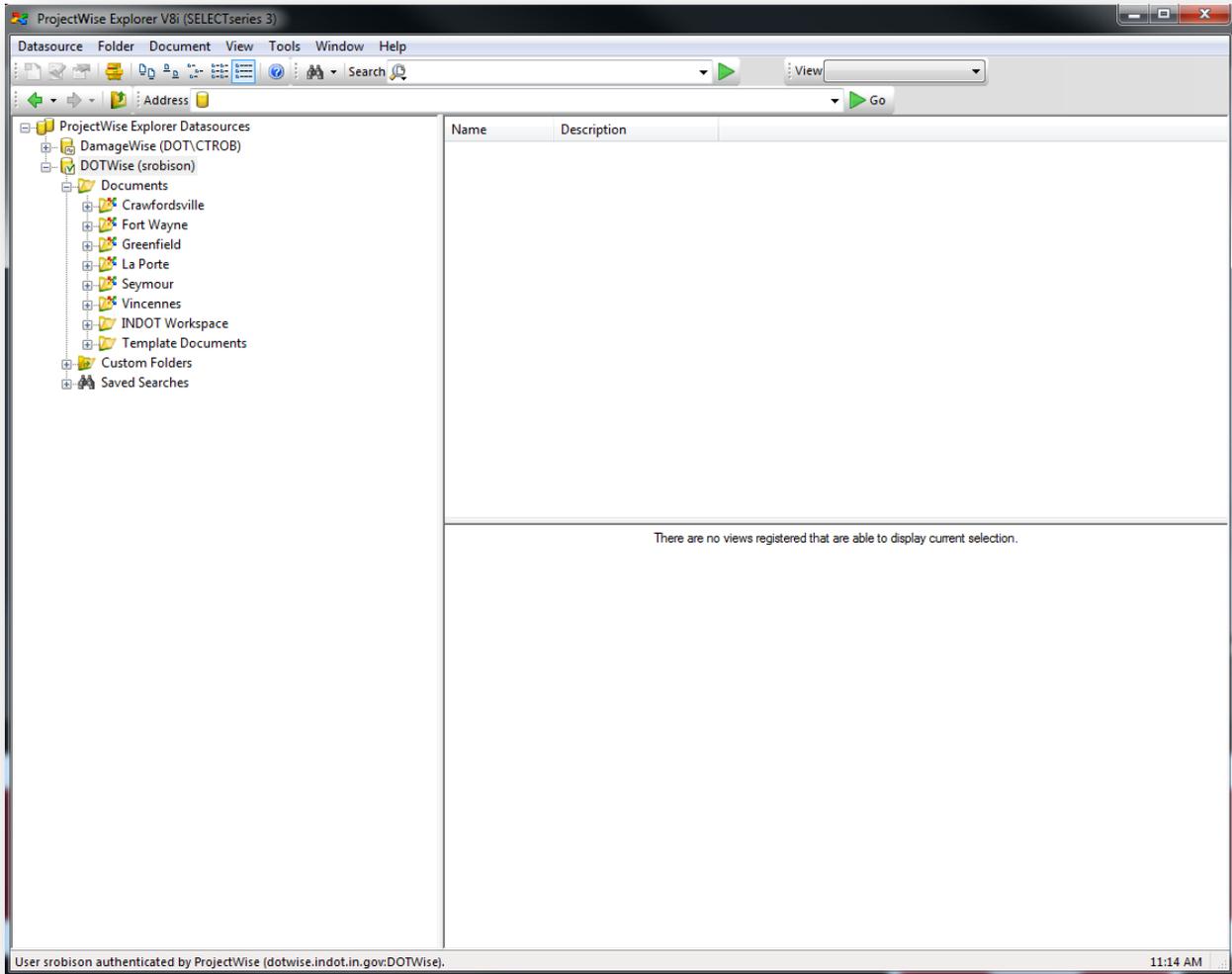
Double click the icon to Log in



- You may also be asked to create a working folder on your machine for local copies.

ProjectWise Explorer is the main user interface for ProjectWise, where active projects, folders and documents will be accessed.

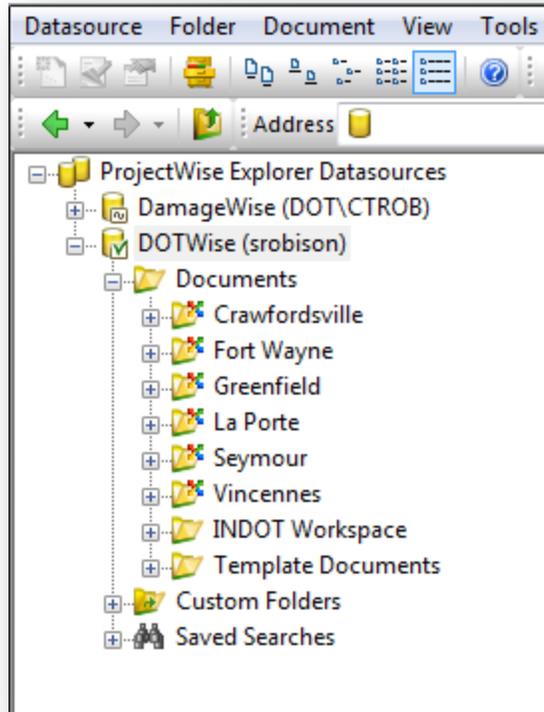
In ProjectWise, the left side of the application window is where the data sources (you will only see the ones you have rights to use), projects and folders are displayed, and the right side of the application window are where the selected folder's documents are displayed. The preview pane is the area below the document list and displays properties of the selected folder or document.



3.4 ProjectWise Folder Structure

3.4-1 Overview:

To maintain standardization, avoid duplication, and provide a better workflow, a Location: Designation Number (abbreviation Des. No. will be used throughout remainder of document) based project structure would best suit INDOT's workflow. As shown in the image below, when Documents is expanded, there will be a listing of all the District locations, as well as other folders that will be discussed later.

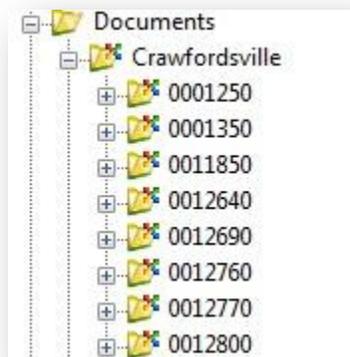


The DOTWise Root Folder Structure

3.4-2 Project folders:

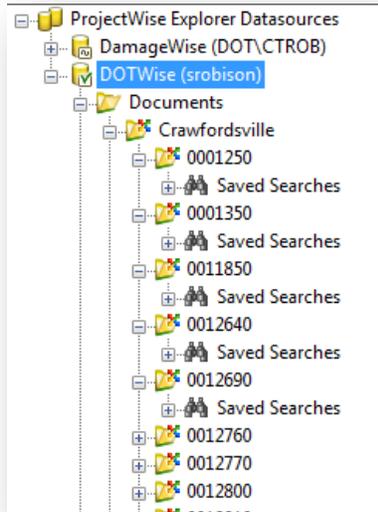
Expanding any district folder will display a list of any Des. No. that has been requested under that location. The route number and/or description will be displayed in the description field.

District w/Des. No.



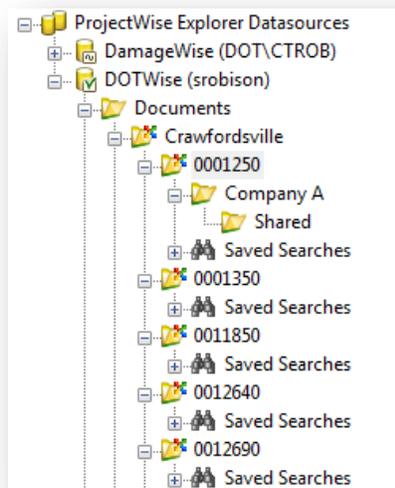
- Although you will see all of the Des. No.'s listed for each district, you as a consultant will not see any subfolders under them (except for saved searches) unless you have created a project via ITAP and the new DOTWise project creator (Covered in Chapter 4) See picture:

Project without Company Folder

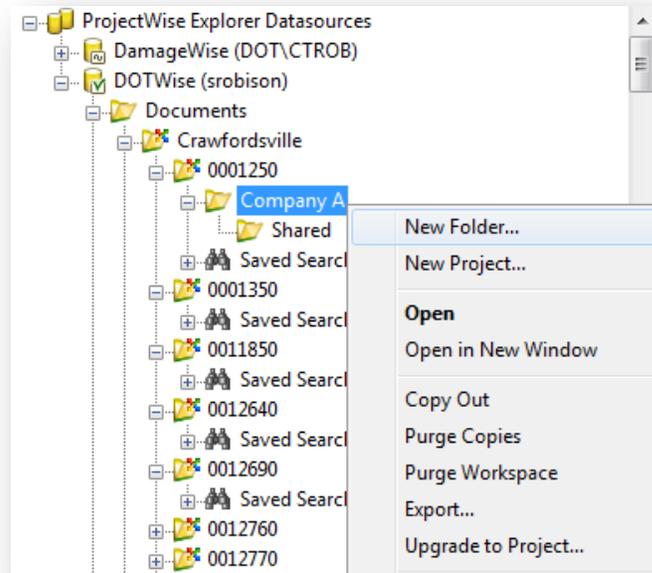


- Once you have created a project a structure will be created like the one in the following picture. (Your Company Name) will be the top level folder and the sub folder will be called Shared. This folder is where you will place documents and drawings that you wish to share with the INDOT staff working with you on your project (see Chapter 4-page 35).

Project with Company Folder



- You will have the rights to create additional subfolders as need. Right click on the Company folder and select New Folder as shown below:



3.5 ProjectWise Security Overview

3.5-1 Overview:

The DOTWise ProjectWise Datasource adheres to a strict security model, providing inner discipline security as well as external security, while providing all INDOT users the ability to review other data as necessary. In addition to these security features, there are additional settings that are used administratively in order to provide rapid support and file restorations, should the need arise. These settings are as follows:



- Although you can create projects with the Project Creator you cannot delete one- Contact CAD support for deletion request. (IOT Help Desk Ticket) –Be sure to put **INDOT CAD** in the Short Description and **ProjectWise** in the problem area.
or by emailing <mailto:INDOTCADsupport@indot.in.gov> if you do not have access to the Help Desk.
- You can create sub-folders under your project you cannot delete one- Contact CAD support for deletion request.
- Users will not have folder delete privileges; this will aid in CAD Support’s ability to process restore requests (no guarantees).
- Document delete privileges will be granted (you are responsible for your own data) if you need something restored that was deleted we will make an attempt (no guarantees).

Icon Quick Reference

Standard Menu Bar

	New Document		Open Document
	Document Properties		Find
	Organizer		Large Icons
	Small Icons		List
	Help		

Datasource Tree

-  Database – ProjectWise Datasources header.
-  Datasource – a normal icon indicates an individual datasource.
-  Active Datasource – an active icon indicates that the datasource is open and active.
-  Open Datasource – an open icon indicates that the datasource is open but not active.
-  Folder – Indicates a folder. When this icon is indented under a folder, it indicates a subfolder.
-  Project – Can exist anywhere in datasource.
-  Saved Searches parent folder.
-  (Saved Searches) Global folder – only an Administrator can amend items in this folder.
-  (Saved Searches) Personal folder – each user has his/her own Personal folder.
-  Saved Search – Indicates that the Personal folder contains a saved search.
-  Document Pool – Displays a temporary grouping of documents.

Documents Window

Document's Permissions and Status Icons

-  Pencil – This icon means the document is checked in, and you have permission to modify the documents properties (Read and Write privileges) and/or you have permission to edit the documents attached file (File Read and File Write privileges)
-  Read and Open book – You have read-only access to this document, either because your Write and File Write privileges have been turned off for this document, or because the document is not the active version.
-  Lock – Document is either checked out exclusively or has been exported exclusively by another user. Can still be opened as read-only.
-  Check mark – Document is checked out exclusively to you.
-  Diskette – Document has been exported exclusively by you.
-  Shared Check Out – Document is checked out as shared to you.
-  Shared Out – Document is either checked out or exported as shared by at least one user.
-  Final – Document is in Final Status.

Documents Window cont.

Document's Type and Associated Application Icons

-  Default – A document is associated to an application, but the application itself has no icon associated to it.
-  Unassociated – a document not associated to an application, or a document that has no file attached.
-  Redline – ProjectWise Redline Document
-  Flat Set – Document Group
-  Logical Set (MicroStation) – MicroStation Master file with references attached.
-  Logical Set (AutoCAD) – AutoCAD master file with references attached.

Glossary of Terms

Attribute

A custom property defined in an environment. When an environment and an interface is applied to a folder, you can open a document's properties and add values for these custom properties on the Attributes and More Attributes tab pages.

Check In

To upload your modified document.

Check Out

To lock a document and download a copy of it to your working directory, so that no other user can check out and edit the document until you check it back in.

Check Out As Shared

To check out a document and download a copy of it to your working directory, but without locking the document, so that other users can also check out or export the document as shared.

Datasource

The collective term referring to the container of folders and documents, the items defined for that container in ProjectWise Administrator, and the supporting database.

Datasource Tree Window

In ProjectWise Explorer and Web Explorer, the left hand side of the application window, in which datasources and folders are displayed.

Documents Window

In ProjectWise Explorer and Web Explorer, the right hand side of the application window, in which documents are displayed.

Environment

An environment is a collection of supplemental, organization specific, document attributes that you establish in the datasource in ProjectWise Administrator, and then apply to folders and projects in ProjectWise Explorer or ProjectWise Web Explorer. Once applied to a folder or project, the documents therein inherit the attributes of that environment, and can be seen by opening the Document Properties dialog box and going to the Attributes and More Attributes tab. An environment can contain attributes, attribute layout (interface), and document code restrictions. Environments are optional in the datasource, and are not required for your folders and projects.

Free

To remove a lock on a document. Freeing a document undoes the check out or export.

Import

To check in an exported document.

Interface

A group of attributes in an environment, specially arranged by the administrator, for display on the Document Properties dialog box.

Link Set

A link set is basically a group of one or more links to other files, models, references, and/or saved views that can be stored in a DGN file or a DGN library. In MicroStation, the Link Set dialog box is used to create and manage link sets, and the Project Explorer dialog box is used to create the actual links. When DGN files containing link sets are stored in ProjectWise, link sets and their links display in ProjectWise Explorer in the Link Sets tree under the project in which the link set exists.

Any link sets that exist in folders that are not in any project are displayed in the main Link Sets tree, which is a subfolder of the Documents root folder.

Preview Pane

In ProjectWise Explorer, below the documents window, displays properties of the selected folder or document.

Project

Projects are a kind of super-folder that provide a single place to manage and organize documents, data and resources related to a given real-world project. Projects can contain or reference saved searches, documents, folders, subprojects, components, links to other sources of data, and so on.

Server Copy

The master copy of a document that is stored in the datasource's storage area.

Single Sign On (SSO)

Single sign on lets ProjectWise users automatically log in to datasources using the same account with which they are logged in to the computer. For a user to use single sign on, that user must already have a Windows domain account in datasource they are trying to log in to, and they must already be logged in to the computer as that user. Then by choosing Datasource > Log in ProjectWise Explorer, the user will be automatically logged in to the selected datasource.

Update Server Copy

To replace the server copy of a document with your modified local copy of the document, without changing the documents checked out status on the server.

Views

Used to control the properties (in the form of columns) that display in the documents window when a folder or project is selected and when View > Details is on. Views can also be used to control the columns that display in various document selection dialog boxes, as well as the properties that display in the preview pane when a document is selected in the document window. For searches (saved or not), views can be used to control the columns that display in the search results window.

Working Directory

The file system folder on a user's computer into which documents from the datasource are downloaded when performing a check out or copy out.

Workspace

A collection of MicroStation configuration variables and user settings.

Workspace Profiles

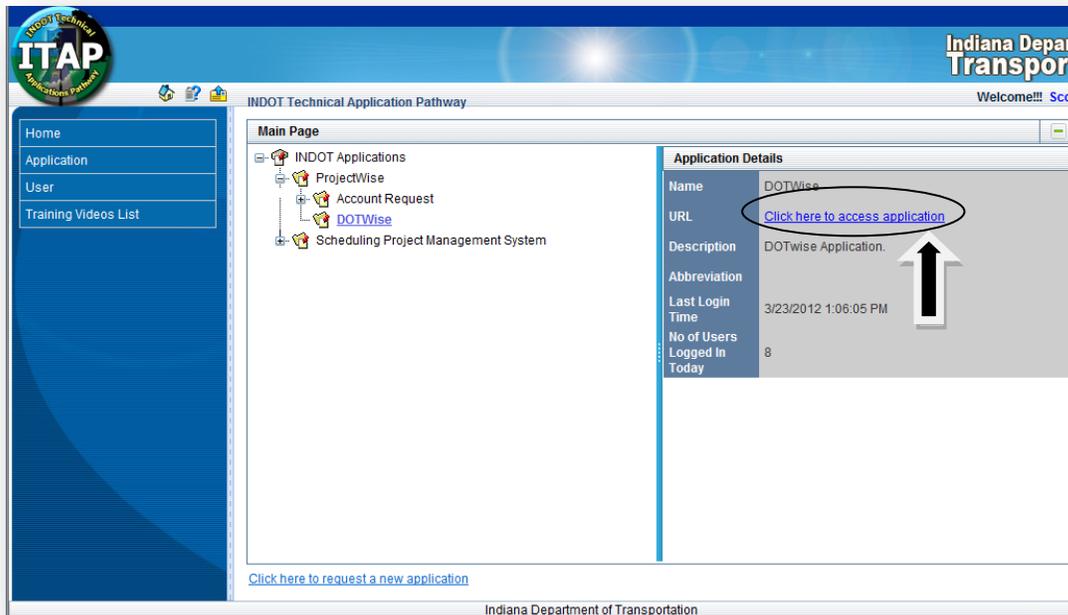
Defines the location of a MicroStation workspace that exists on a local or network drive, outside of ProjectWise. Once defined in ProjectWise Administrator, workspace profiles are applied to folders and documents in ProjectWise Explorer, so that when documents are opened, they open in the workspace defined in the associated workspace profile.

4. DOTWise Project Creator Interface

4.1 Accessing the site

4.1-1 Overview:

The DOTWise Project Creator tool allows both internal and external users the ability to create ProjectWise projects without modifying the underlying security model. (**Access via ITAP link**)



- To create a ProjectWise project, enter a Des Number (required) for the project and click the **Validate Des Number** button.

DOTWise Project Creator

Screen Mode: ADD

Enter Des Number 10064 Click here to validate the entered Des Number

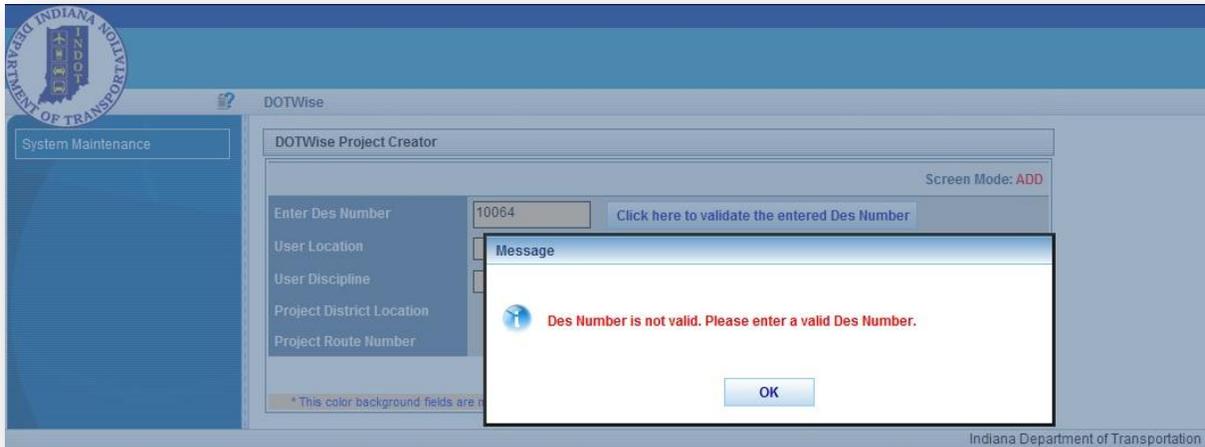
Project District Location

Project Route Number

Create Project Clear

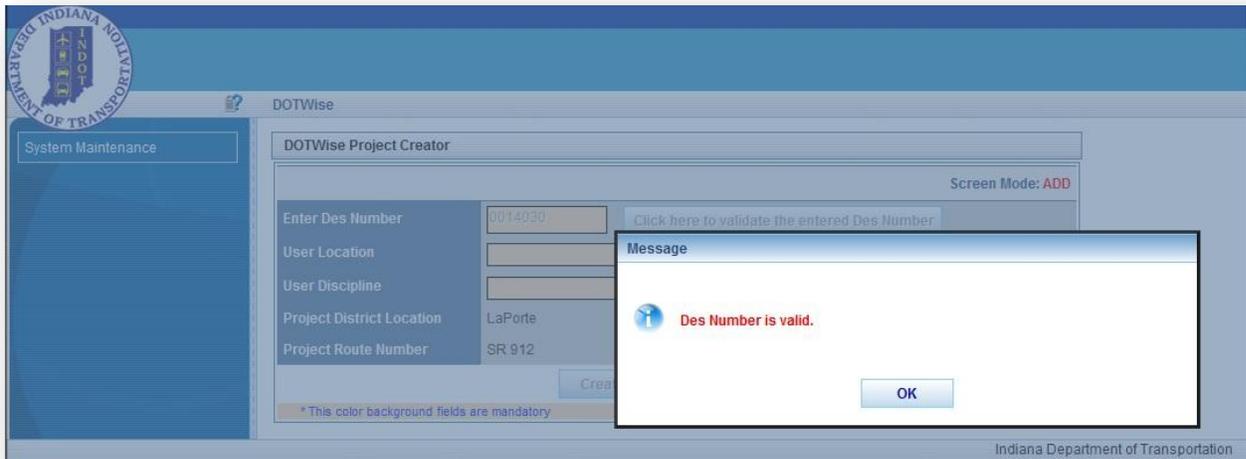
* This color background fields are mandatory

The application will check to see if the Des Number is a valid Des Number or not. If the Des Number entered is not a valid Des Number, a message will be displayed stating that the Des Number entered is not valid



- Clicking the OK button will allow you to change the Des Number to a valid Des Number.

If a valid Des Number is entered, a message will be displayed stating that the Des Number is valid.



- Click the OK button and you will see that the **Project District Location** and **Project Route Number** values are displayed on the form. You will also see that the Create Project button is enabled.

DOTWise Project Creator

Screen Mode: **ADD**

Enter Des Number	<input type="text" value="1006465"/>	Click here to validate the entered Des Number
Project District Location	Seymour	
Project Route Number	SR 56	

* This color background fields are mandatory

- To create the project, click the **Create Project** button.

DOTWise Project Creator

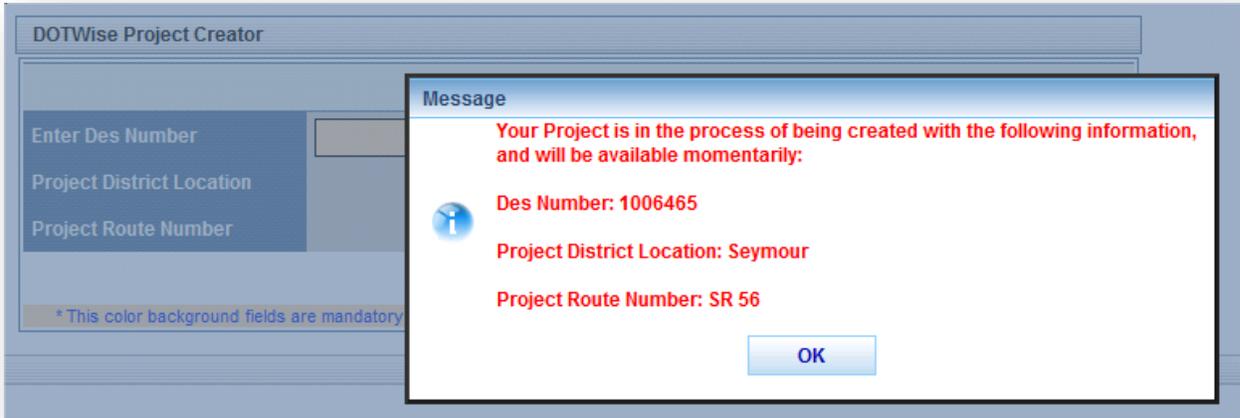
Screen Mode: **ADD**

Enter Des Number	<input type="text" value="1006465"/>	Click here to validate the entered Des Number
Project District Location	Seymour	
Project Route Number	SR 56	

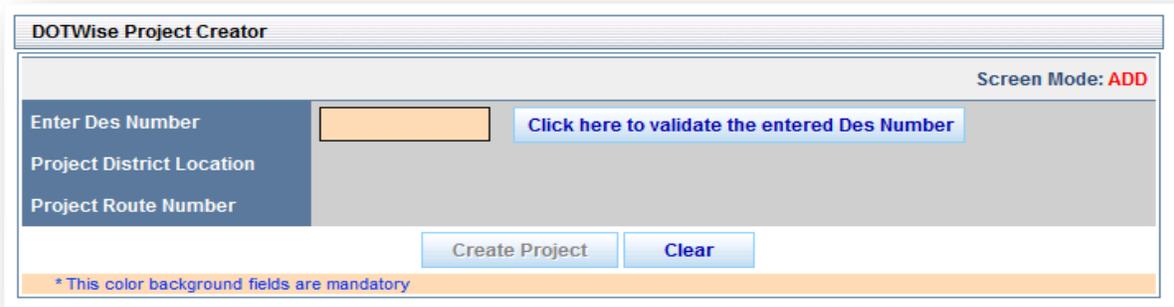
* This color background fields are mandatory



A confirmation message will appear showing that the project is in the process of being created. You will also see the project information. There may be a small delay (1-2 minutes) before project shows in ProjectWise.

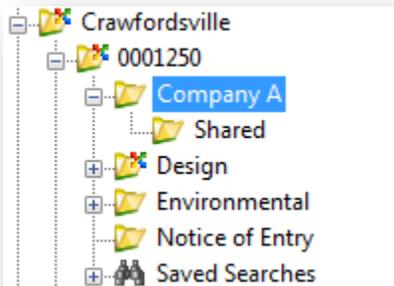


- Click the **OK** button to start a new project from the beginning or to exit the program.



Upon completion of the Project Creation you will now have a folder in ProjectWise with the name of your company listed under that Des Number in the District specified. It will have a sub folder called Shared. See picture and page 28 of chapter 3:

Consultant structure



5. IN.gov

The State of Indiana's website for all government agencies located at www.in.gov

INDOT's page on the IN.gov site is located at <http://www.in.gov/indot/index.htm>

Doing business with INDOT page is located at <http://www.in.gov/indot/2384.htm>

INDOT CAD Support is located at <http://www.in.gov/dot/div/contracts/cadd/>

- Once you have accepted the disclaimer we currently have an announcements page that provides updates on our CAD software and what we are up to.
 - <http://www.in.gov/dot/div/contracts/cadd/index2.html>
- To the right of that page there is a CAD Downloads & Links section. This section will allow you to download various CAD workspace related items (.dgnlibs, seed files, sheet models, cell libraries, etc.)

This website is about to be completely overhauled over the next year, so check back periodically for updates or sign up for the GovDelivery notifications as discussed in the next section for updates on what INDOT CAD Support is doing.

6. Gov Delivery Subscriptions

6.1 What is Gov Delivery

Gov Delivery is the State of Indiana's new mass communication tool. It is used by all State agencies to send out communications with internal and external users. It is taking the place of ListServ at INDOT and therefore will be used by INDOT CAD when we will have the need to update you on any CAD related issues (i.e. training opportunities, changes to the workspace, and new versions of software).

If you are a user of CAD software and or a ProjectWise user, you will automatically be enrolled to receive our updates at the time of getting a new user account.

6.2 Consultant Registration

This was made available to you our outside users/consultants.

There is a link on the IN.gov site located here: <http://www.in.gov/dot/div/contracts/cadd/>

It will look like the following image:



Upon clicking on the image you will be taken to a registration screen allowing you to sign up for CAD support updates.

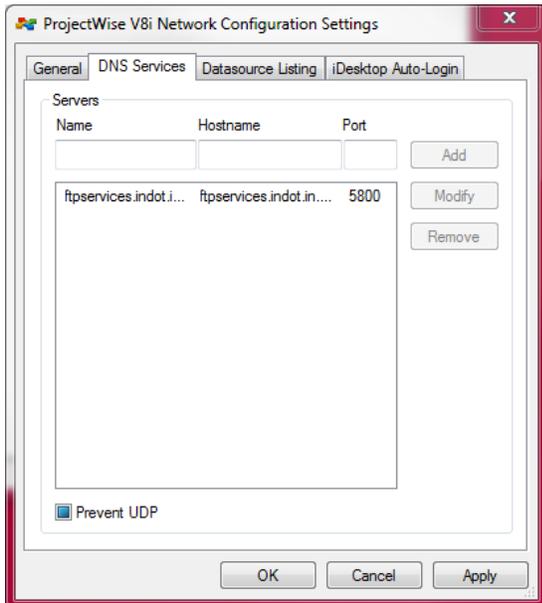
7. ProjectWise Connection Information

DNS Services –

Name - ftpservices.indot.in.gov

Hostname - ftpservices.indot.in.gov

Port – 5800



Datasource Listing

Name - ftpservices.indot.in.gov

Hostname - ftpservices.indot.in.gov

Port – 5800

