

INDOT CAD New User Quick Start Guide

Help Desk, BLN, ProjectWise, Gov Delivery

2/24/2011

State of Indiana

Scott Robison & Jason Kuhn

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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 use of CAD related software. This document is what we call a quick start guide and will contain how-to's on everything from submitting a Help Desk ticket, what software to request, access to the BLN (Bentley Learning Network), Recommended courses you might want to sign up for, ProjectWise and how to navigate within it and Gov Delivery subscriptions (important notifications related to CAD).

Thanks,

Scott Robison
Jason Kuhn

2. Help Desk

2.1 How to submit a Help Desk Ticket



2.1-1 Overview:

Help Desk Tickets provide the most immediate route to IT and Communications Support.

The screenshot shows the IOT Helpdesk Assistant Ver 2.5.1.9 window. It is divided into several sections: "problem" with a dropdown menu set to "General Issue" and a text area for a "Short Description"; "General Info" with fields for Computer Name (CVSQDQ), IP Address(es) (10.60.117.50), LoginID (ctro), PeopleSoft ID (S23799), Telephone Number (317-232-5179), and Address (100 N Senate Ave, Indianapolis, IN, 46204); "Attachment (optional)" with a file selection field and "Browse" and "ScreenShot" buttons; "Hardware Info" with fields for PC Model (OptiPlex 780) and PC Serial Number (CVSQDQ); and an "Add Printer" section with radio buttons for "Search by Location" and "Search by Agency" (which is selected). At the bottom are "Generate Ticket", "Add Printer", and "Quit" buttons.

- It is recommended to include the words “INDOT – CAD” in the ticket description. This will assist IOT in routing the ticket in a timelier manner.
- To request access to a BLN (Bentley Learning Network) account you will have to fill out a Help desk ticket. It will be a General Issue and the Description should read as **CAD-BLN account**.
- This will be the same method in the future for any technical issues you may have with CAD software or other INDOT software. Remember, good descriptions will help get your tickets where they need to go.
- Contact your security coordinator to request access to the various CAD applications you will need such as, MicroStation, ProjectWise, InRoads, SignCAD, MathCAD, AutoTrack, Leap, Descartes, Merlin Dash, and CSI Bridge. The coordinator will put in the ticket requesting the software to be installed on your machine.

3. CAD Support Help Site

3.1 Accessing the site

3.1-1 Overview:

The CAD Support SharePoint site has had some changes over the last few years. This site is where CAD Support has and will continue to provide needed information to our users. The Training Calendar, Support Personnel Contact Information, Important Links and also Announcements can be found on the main page. The site is fairly self explanatory and easy to navigate.

Located at:

<http://sharepoint.indot.in.gov/cadsite/default.aspx>

INDOT CAD Support Personnel

Last Name	First Name	Business Phone	E-mail Address	Notes	Job Title
Carrie	Greg	234-0179	gcarrie@indot.in.gov	Application Support-MicroStation-ProjectWise-Workspace, DamageWise	CAD Specialist / Analyst
Kuhn	Jason	234-2485	jkuhn@indot.in.gov	Application Support-MicroStation-MX, InRoads-Workspace-ProjectWise-Sharepoint	CAD Specialist/ Analyst
Robson	Scott	232-5179	srobson@indot.in.gov	Application Support-MicroStation-ProjectWise-Workspaces, DamageWise	CAD Specialist/ Analyst

Important Links

- ACEC of Indiana
- American Society of Civil Engineers
- Bentley Learning Network
- BE Communities
- Bentley FAQ page
- CAD listserv
- Consultant Workspace
- GIS Page
- Map Insert Page
- Peoplesoft
- Real Time Traffic Info
- State Board of Registration for Professional Engineers
- Web Mail

Announcements

InRoads Support 1/7/2011 8:33 AM
2.) InRoads Support - Due to the high volume of tickets, along with the continued number of courses being taught, we will be utilizing Bentley's Tech Support Group (TSG) to provide timely support for some issues. As we receive tickets, we may request...

CAD Support 2011 Update 1/7/2011 9:29 AM
With a new year, comes some changes to how CAD Support will be able to serve you in the coming year. Any issues you have that aren't discussed here, please contact CAD Support with your questions.

1.) Training Offerings - As was the case in...

InRoads Training Schedule posted to InRoads Transition Calendar 1/7/2011 9:27 AM
This is subject to change. Please get with your Manager about signing up for the classes. Please be sure you can attend all classes with the group you sign up for.
<http://sharepoint.indot.in.gov/cadsite/InRoads/Lists/Calendar/Calendar.aspx>

Vaulted emails in ProjectWise 4 1/7/2011 8:27 AM
Click Here for: Vaulted email instructions for ProjectWise

Please make sure you are pointing to the new Plot Server not (INDOT)pe48 4 1/7/2011 8:27 AM
All, you will need to update all your plot sets to use the HPQueue's provided on server DOTCADP33FW, as instructed by your ProjectWise 2.0 update documentation. Information on attaching the new plotter definitions provided by the IUT is attached. If you...

4. BLN (Bentley Learning Network)

4.1 Instructions:

There are two ways to enter the Bentley learn server. Clicking on the following links will take you to the portal for the types of courses description lists.

<http://lms.bentley.com/>

Link will take you to the On-site and Distance Learning courses. The latter are instructor led courses which will be scheduled and provided over the internet.

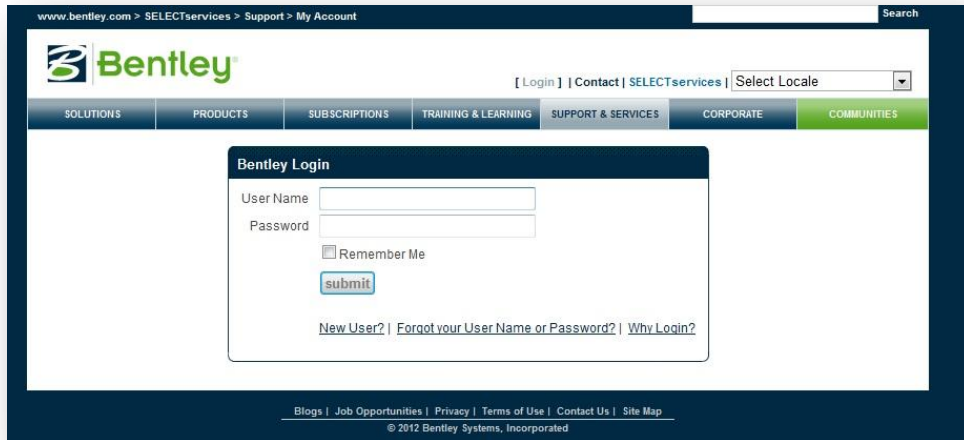
<http://lms.bentley.com/globalelearning/desktopdefault.aspx>

Link will take you to all the On-Demand E-Learning courses which can be scheduled and reviewed at your convenience.

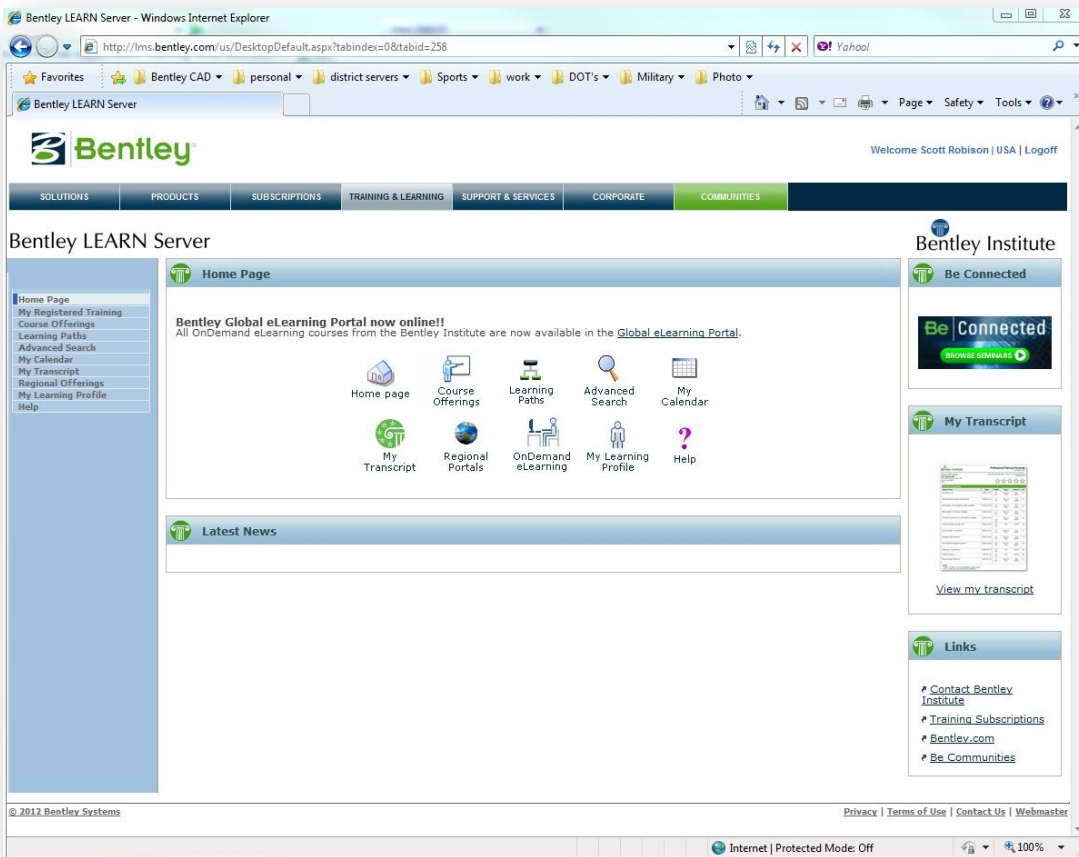
The screenshot shows the Bentley LEARN Server website in a Windows Internet Explorer browser. The browser's address bar displays the URL: <http://lms.bentley.com/us/desktopdefault.aspx?xid=ae78009-84b8-4279-a591-781bc109a0f0>. The website header includes the Bentley logo and a navigation menu with the following items: SOLUTIONS, PRODUCTS, SUBSCRIPTIONS, TRAINING & LEARNING, SUPPORT & SERVICES, CORPORATE, and COMMUNITIES. The main content area is titled "Bentley LEARN Server" and features a "Welcome" message: "Bentley Global eLearning Portal now online! All OnDemand eLearning courses from the Bentley Institute are now available in the [Global eLearning Portal](#)." Below this message is a grid of eight icons representing different portal features: Home page, Course Offerings, Learning Paths, Advanced Search, Regional Portals, OnDemand eLearning, Login, and Help. A sidebar on the right contains a "Be Connected" section with a "BROWSE COURSES" button and a "Links" section with links to "Contact Bentley Institute", "Training Subscriptions", "Bentley.com", and "Be Communities". At the bottom of the page, there is a copyright notice: "© 2012 Bentley Systems" and a footer with links for "Privacy", "Terms of Use", "Contact Us", and "Webmaster".

You will need to login (upper right corner) using the credentials which you will receive in an email.

Be sure to change your password from the original sent to you.



After you login you will be able to register for classes.



There are several types of classes to choose from.

1. Classroom Learning: Hands-On

Led by experienced Bentley instructors at a Bentley facility, or at another training facility, with practice-and-learn exercises.

2. Classroom Learning: Lectures

Led by experienced Bentley instructors at a Bentley facility, or at another training facility, with watch-and-learn examples.

3. Distance Learning: Hands-On

Led by experienced Bentley instructors at a Bentley facility, over the Internet, with practice-and-learn exercises.

4. Distance Learning: Lectures

Led by experienced Bentley instructors at a Bentley facility, over the Internet, with watch-and-learn examples.

5. OnDemand eLearning: Hands-On

Self-paced books and multi-media, over the Internet, with practice-and-learn exercises.

6. OnDemand eLearning: Lectures

Self-paced recordings, over the Internet, with watch-and-learn examples.

You can pick any of these types of classes except the Classroom learning courses.

Select the OnDemand_elearning link to view classes from the BLN.

Bentley LEARN Server - Windows Internet Explorer

http://lms.bentley.com/globalelearning/DesktopDefault.aspx?tabindex=1&tabid=226

Bentley LEARN Server

Welcome Scott Robison | Global eLearning | Logoff

SOLUTIONS PRODUCTS SUBSCRIPTIONS TRAINING & LEARNING SUPPORT & SERVICES CORPORATE COMMUNITIES

Bentley LEARN Server

Bentley Institute

Welcome!

Find Bentley Institute courses, get course descriptions, see when and where courses are offered and register online. You can also run Feature Tips, view your personal transcript, or access OnDemand eLearning (for ETS subscribers).

To view course schedules and descriptions, click on a **catalog name** from the list below.
To search for course topics using keywords, select **Advanced Search** in the navigation frame.

To learn more about the different operations you can perform on the Bentley Learn Server, see the [online Help](#).

Select Catalog and Course Offerings

Bentley Institute Training	Currently Registered Training	Learning Report and Review	Active Training Details	Enrolled Curriculum	Feedback
-----------------------------------	-------------------------------	----------------------------	-------------------------	---------------------	----------

Catalogs

Id	Name	Description
80	OnDemand eLearning Plant	Self-paced online training
81	OnDemand eLearning Building	Self-paced online training
82	OnDemand eLearning Civil	Self-paced online training
83	OnDemand eLearning MicroStation	Self-paced online training
84	OnDemand eLearning Geospatial	Self-paced online training
85	OnDemand eLearning ProjectWise	Self-paced online training
86	OnDemand eLearning Programming	Self-paced online training
87	OnDemand eLearning Visualization	Self-paced online training
89	Školení na vyžádání	Self-paced online training - "Czech"
90	Nederlandstalige cursussen	Self-paced online training - "Dutch"
91	E-formation à la demande	Self-paced online training - "French"
92	Kurse zum Selbststudium auf Deutsch	Self-paced online training - "German"
93	OnRichiesta eLearning	Self-paced online training - "Italian"
94	Enseñanza a Distancia en Diferido	Self-paced online training - "Spanish"
172	SELECT - OnDemand eLearning	Self-paced online training

Internet | Protected Mode: Off

Click on the class that interests you.

Bentley LEARN Server - Windows Internet Explorer

http://lms.bentley.com/globalelearning/desktopdefault.aspx?tabindex=1&tabid=226

Bentley LEARN Server

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Select Catalog and Course Offerings

Bentley Institute Training	Currently Registered Training	Learning Report and Review	Active Training Details	Enrolled Curriculum	Feedback
-----------------------------------	-------------------------------	----------------------------	-------------------------	---------------------	----------

Catalog: OnDemand eLearning ProjectWise

[Return to Catalog Listing](#)

Search: [Go!](#) [Advanced Search](#)

Title	Course Type	Start Date	End Date	Length	Location	State/Province	Status	Price
Administering Digital InterPlot V8 2004 Edition	OnDemand eLearning: Hands-on	5/31/2007	12/31/9999	16 hrs			Register	0.00 USD
Administering ProjectWise Application Server V8 2004 Edition	OnDemand eLearning: Hands-on	6/5/2007	12/31/9999	24 hrs			Register	0.00 USD
Administering ProjectWise Integration Server V8 XM Edition	OnDemand eLearning: Hands-on	6/5/2007	12/31/9999	24 hrs			Register	0.00 USD
Administering ProjectWise InterPlot Server V8 XM Edition	OnDemand eLearning: Hands-on	9/19/2007	12/31/9999	16 hrs			Register	0.00 USD
Bentley Navigator V8i (SELECTseries 3) Overview	OnDemand eLearning: Lecture	12/20/2011	12/31/9999	1 hrs			Register	0.00 USD
Design Management Studio	OnDemand eLearning: Lecture	9/23/2008	12/31/9999	1 hrs			Register	0.00 USD
Designing in the Bentley ProjectWise Managed Environment - The User's Advantage	OnDemand eLearning: Lecture	7/24/2007	12/31/9999	1 hrs			Complete	0.00 USD
Digital InterPlot: Composing Plot Sets for Beginners, V8 2004 Edition	OnDemand eLearning: Hands-on	8/23/2007	12/31/9999	8 hrs			Register	0.00 USD
Digital InterPlot: Production Plotting, 2004 Edition	OnDemand eLearning: Hands-on	7/17/2007	12/31/9999	8 hrs			Register	0.00 USD
Integrating ProjectWise V8 XM Edition with your Applications	OnDemand eLearning: Hands-on	7/9/2007	12/31/9999	2 hrs			Register	0.00 USD
Introduction to Bentley Raster Tools V8 2004	OnDemand							0.00

Internet | Protected Mode: Off

At this point select Register, you will see this change from register to Already Registered; you will also receive an email confirming your registration for that class.

After registration is confirmed you need to go back to the catalog listings and hit the Currently Registered Training tab.

Bentley LEARN Server - Windows Internet Explorer

http://lms.bentley.com/desktopdefault.aspx?tabindex=1&tabid=226&usercatalogtabindex=1

Bentley LEARN Server

Welcome Scott Robison | Global eLearning | Logoff

SOLUTIONS PRODUCTS SUBSCRIPTIONS TRAINING & LEARNING SUPPORT & SERVICES CORPORATE COMMUNITIES

Bentley LEARN Server

Bentley Institute

Welcome!

Find Bentley Institute courses, get course descriptions, see when and where courses are offered and register online. You can also run Feature Tips, view your personal transcript, or access OnDemand eLearning (for ETS subscribers).

To view course schedules and descriptions, click on a **catalog name** from the list below.
To search for course topics using keywords, select **Advanced Search** in the navigation frame.

To learn more about the different operations you can perform on the Bentley Learn Server, see the [online Help](#).

Select Catalog and Course Offerings

Bentley Institute Training	Currently Registered Training	Learning Report and Review	Active Training Details	Enrolled Curriculum	Feedback
Title			Course Type	Introductory Knowledge	Launch Review Knowledge
Configuring MicroStation Workspaces			OnDemand eLearning: Hands-on		Launch Complete
ProjectWise Integration Server Administrator Update: V8 2004 Edition to V8 XM Edition			OnDemand eLearning: Hands-on		Launch Complete
Bentley View V8i (SELECTseries 2) Essentials			OnDemand eLearning: Hands-on		Launch Complete
ProjectWise V8i (SELECTseries 3) Administrator Client - Document Architecture			OnDemand eLearning: Lecture		Launch Complete
1					

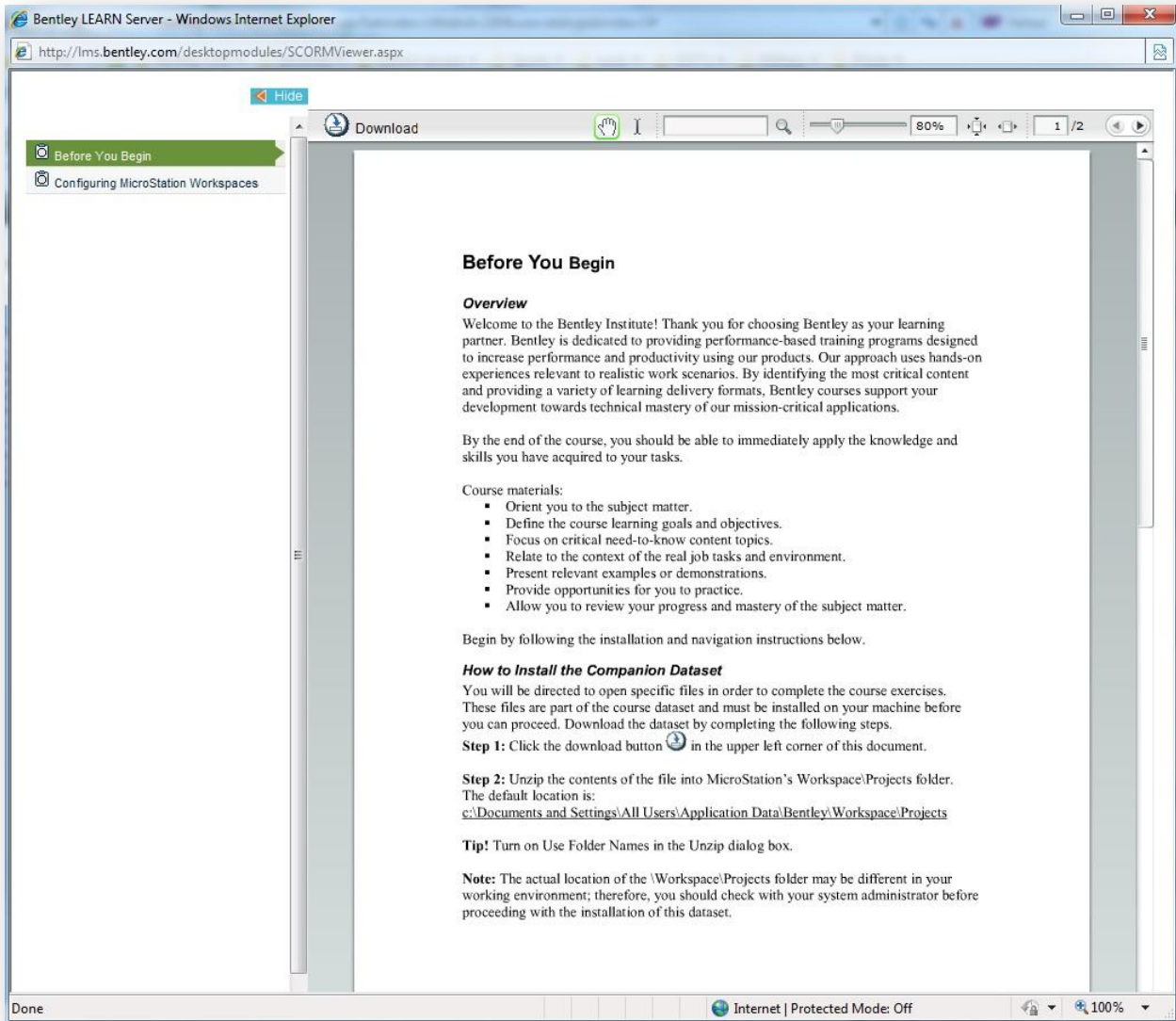
Key

Bentley Institute Training

Catalogs organize course offerings. Course offerings show class dates and places. Select a catalog, then sort offerings by clicking on a heading. Click on the name of an offering to get detailed information, including accreditations, length of the offering, when and where it is given, and the instructor. Click Register or Request to sign up.

Internet | Protected Mode: Off

Click on Launch and you are on your way to higher education.



Never hit stop during a course, if you need to take a phone call or take a break hit pause, if you hit stop you will have to start over.

At the end of the day you will need to exit, you can select pause then close the window or just close the window either way you will begin where you left off as long as you did not press stop.

The session will start where you left off the previous day provided that you did not select the stop button.

If you would like to see the status of a class you have taken select the Active Training Details tab.

The screenshot shows the Bentley LEARN Server interface. The 'Active Training Details' tab is selected in the navigation menu. The main content area displays a table of training records. The table has the following columns: Title, Intro Knowledge Score, Review Knowledge Score, On Demand Review Score, Status, CEU, Date Completed, and Passed. The table lists several completed courses, all with a 'Passed' status.

Bentley Institute Training	Currently Registered Training	Learning Report and Review	Active Training Details	Enrolled Curriculum	Feedback		
Title	Intro Knowledge Score	Review Knowledge Score	On Demand Review Score	Status	CEU	Date Completed	Passed
Designing in the Bentley ProjectWise Managed Environment - The User's Advantage	0	0	0	Completed	0.00	3/12/2009	Passed
MicroStation V8 XM Edition Essentials	0	0	0	Completed	0.00	9/11/2009	Passed
MicroStation V8 XM Edition: Implementing a Task based User Interface	0	0	0	Completed	0.00	6/2/2009	Passed
MicroStation V8i - What's New Part 1	0	0	0	Completed	0.00	9/11/2009	Passed
MicroStation V8i - What's New Part 2	0	0	0	Completed	0.00	9/11/2009	Passed
MicroStation V8i Administrator	0	0	0	Completed	0.00	9/11/2009	Passed

To check your transcript select on the My Transcript tab on the left side of the page.

The screenshot shows the Bentley LEARN Server interface in a Windows Internet Explorer browser. The address bar shows the URL: <http://lms.bentley.com/DesktopDefault.aspx?tabindex=7&tabid=247>. The page features a navigation menu with tabs for SOLUTIONS, PRODUCTS, SUBSCRIPTIONS, TRAINING & LEARNING, SUPPORT & SERVICES, CORPORATE, and COMMUNITIES. The 'My Transcript' tab is selected in the left-hand navigation pane. The main content area is titled 'Bentley Institute Transcripts' and contains a table of training courses. Below the table is a link to 'View my transcript' and a brief description of the transcript feature.

Course Title	Start Date	End Date	Hours	Units	Grade
Introduction to Bentley Systems	2/1/2012	2/1/2012	1	1	A
Introduction to Bentley Systems	2/1/2012	2/1/2012	1	1	A
Introduction to Bentley Systems	2/1/2012	2/1/2012	1	1	A
Introduction to Bentley Systems	2/1/2012	2/1/2012	1	1	A
Introduction to Bentley Systems	2/1/2012	2/1/2012	1	1	A
Introduction to Bentley Systems	2/1/2012	2/1/2012	1	1	A
Introduction to Bentley Systems	2/1/2012	2/1/2012	1	1	A
Introduction to Bentley Systems	2/1/2012	2/1/2012	1	1	A
Introduction to Bentley Systems	2/1/2012	2/1/2012	1	1	A
Introduction to Bentley Systems	2/1/2012	2/1/2012	1	1	A

View my transcript

Your Bentley Institute transcript is a history of your Bentley training that includes the professional accreditations and learning units you earned. You can print or email your transcript. Moderated classes are those with instructors; Non-Moderated are self-paced.

Select View my Transcript for a larger view.

Bentley Institute Professional Training Transcript
Instructor-led

Scott Robison [My Profile](#)
 Indiana DOT
 Information Services
 INDIANAPOLIS, IN 46204-2216
 US

prepared by Bentley Systems Incorporated on: 2/24/2012

Instructor-led Learning OnDemand eLearning

Course Name	Date format	Credits	Type†	Agency	LU‡
Road and Site Design (InRoads) Training, 3 Day	10/19/2011 to 10/21/2011	24	Bentley LU	Bentley Institute	24
Using GIS Data in Engineering (For InRoads and GEOPAK Users)	5/26/2011 to 5/26/2011	1	Bentley LU	Bentley Institute	1
Michigan DOT Pilots the Digital Pen	5/26/2011 to 5/26/2011	1	Bentley LU	Bentley Institute	1
Dynamic Views 4.0 - The Next Frontier in Accurately Documenting Your Projects	5/26/2011 to 5/26/2011	1	Bentley LU	Bentley Institute	1
DOT Agency Meeting (DOTs Only)	5/26/2011 to 5/26/2011	1	Bentley LU	Bentley Institute	1
Configurations, DGNLibs, and Workspaces - Putting It All Together	5/26/2011 to 5/26/2011	1	Bentley LU	Bentley Institute	1
Best Practices on Migrating to ProjectWise Integration Server V8i (SELECTseries 3)	5/26/2011 to 5/26/2011	1	Bentley LU	Bentley Institute	1
What's New in Bentley Map	5/25/2011 to 5/25/2011	1	Bentley LU	Bentley Institute	1
Using ProjectWise for Standards Compliance	5/25/2011 to 5/25/2011	1	Bentley LU	Bentley Institute	1
Technical Update Part 2 Keynote	5/25/2011 to 5/25/2011	2	Bentley LU	Bentley Institute	2
ProjectWise Spatial Capabilities	5/25/2011 to 5/25/2011	1	Bentley LU	Bentley Institute	1
Producing Deliverables with ProjectWise	5/25/2011	1	Bentley LU	Bentley	1

Done Internet | Protected Mode: Off 100%

It may take a few weeks for the completed training to show in your transcript.

5. ProjectWise at INDOT

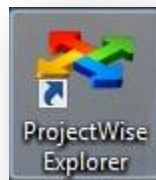
5.1 Introduction

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 will be the location of all active project data.

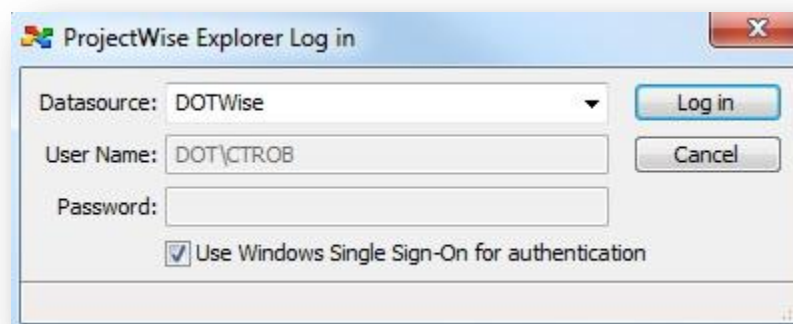
5.1-1 Key Benefits

- 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

5.2 Logging in to ProjectWise

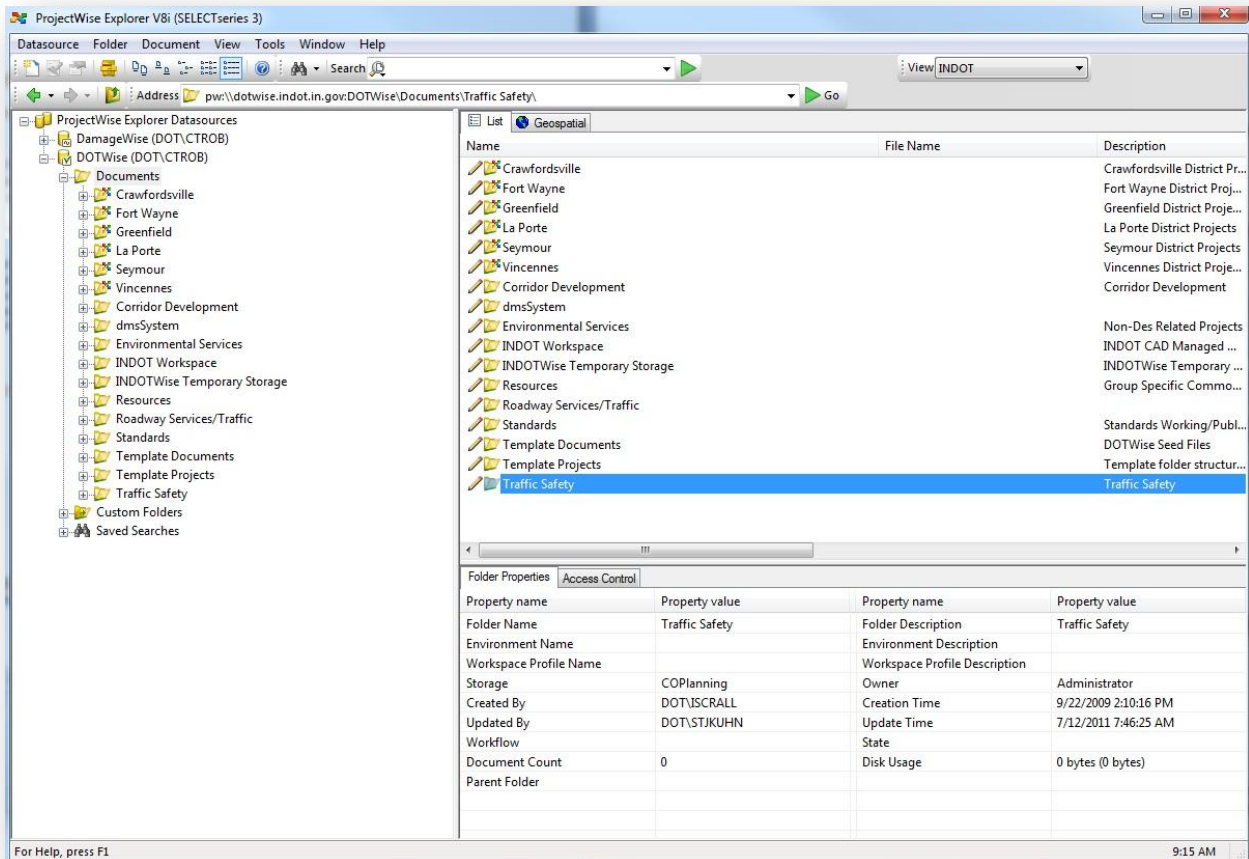


INDOT utilizes ProjectWise's "Single Sign On" option. This uses the same credentials you used to log in to the operating system, and will log you into the datasource automatically.



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

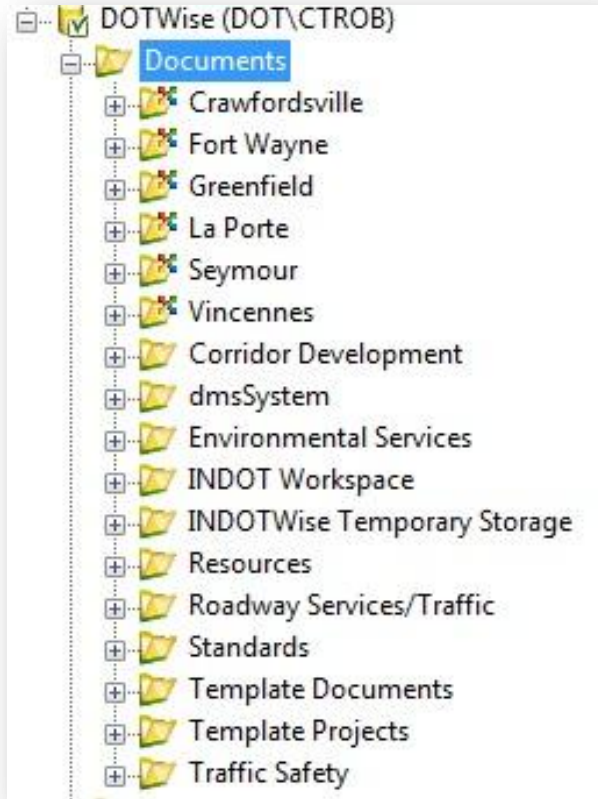
In ProjectWise, the left side of the application window is where the data sources (you will only see the ones you have rights to use), projects and folders are displayed, and the right side of the application window are where the selected folder's documents are displayed. The preview pane is the area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



5.3 ProjectWise Folder Structure

5.3-1 Overview:

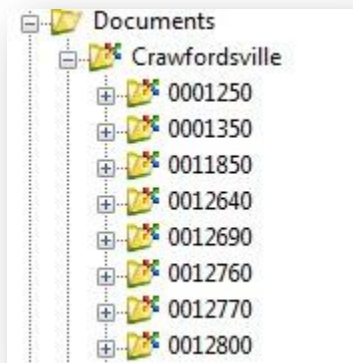
To maintain standardization, avoid duplication, and provide a better workflow, a Location: Designation Number (abbreviation Des. No. will be used throughout remainder of document) based project structure would best suit INDOT's workflow. As shown in the image below, when Documents is expanded, there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



The DOTWise Root Folder Structure

5.3-2 Project folders:

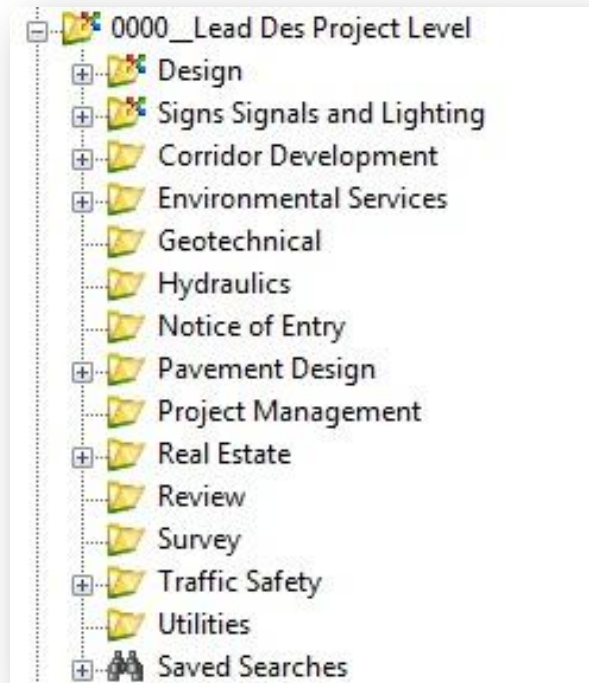
Expanding any district folder will display a list of any Des. No. that has been requested under that location. The route number and/or description will be displayed in the description field.



District w/Des. No.

Each group/discipline will have their folder structure directly under the Des. No. These structures are created as requested via Help Ticket. If your discipline doesn't yet have a structure, please submit a Help Ticket and it will be created.

In the following illustration, a Project containing all currently included disciplines is shown. Depending on what stage of the project workflow you're currently in, it's possible that very few of these folders will exist at this time, and will be added later in the project development process.



Project w/Disciplines

5.3-3 Other folders (Non-District Folders):

Corridor Development – This group's data is stored in this location prior to being associated to a Des. No. A corridor development folder also exists under a Lead Des. No when the data is associated to a project.

Environmental Services – In addition to the Environmental Services group folder under the Location: Des. No., there is also this folder which will contain all Non-Des. No. projects that is exclusive to Environmental Services.

INDOT Workspace – Location of the new Managed Workspace files that used to be located on the X: drive, this also includes the location of InRoads resource files such as the XIN, Drafting Notes, and cell libraries. Unless specifically directed, resources from this folder should not be used.

INDOT Temporary Storage – Data in the folder has been imported into ProjectWise, but has not yet been moved to the appropriate project location. This folder is not visible unless your discipline has data within it.

Resources – This folder takes the place of the previous Common folder. All groups will have their own folder for documents which pertain to their groups operation. The CAD Support group has also created a Design Information folder containing informational documents (formerly DSInfo).

Roadway Services/Traffic – This folder contains Roadway Services/Traffic data that does not apply to a Des. No.

Standards – The Standards group folder is directly under the Documents folder due to their differing workflow.

Template Documents – Contains INDOT specific document templates and seed files. These are used throughout the document creation process as needed. Specific procedures for using these documents can be found throughout this book.

Traffic Safety – This group's data is stored in this location prior to being associated to a Des. No. A Corridor Development folder also exists under a Lead Des. No when the data is associated to a project.

5.4 ProjectWise Security Overview

5.4-1 Overview:

The DOTWise ProjectWise Datasource adheres to a strict security model, providing inner discipline 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:

1. Projects will be created by CAD Support group to maintain simplified security model.
2. Users will not have folder delete privileges; this will aid in CAD Support's and IOT's ability to process restores in a timely fashion.
3. Document delete privileges will be assigned at management discretion.
4. Users will no longer be able to adjust the security settings of template folders/projects created by CAD Support Group.
5. District and central office now share a common security group. Data access and rights are based on need and positional responsibilities.

There is no longer a distinction between central office and district users. For example, instead of a central office Environmental Services group, and a separate group in each district, all Environmental Service users have the same rights across all locations and projects. This is to increase collaboration between locations with a minimal need for security adjustment.

5.5 Project Creation










5.5-1 Overview:

See *Project Creator Quick Start Guide* for complete instructions.












5.6 ICON Quick Reference Guide

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, but without locking the document, so that other users can also check out or export the document as shared.

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.

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 will also be made available to our outside users/consultants.

There will be 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 the user will be taken to a registration screen allowing them to sign up for CAD support updates.