

FAQ'S - PROJECTWISE® AND BASIC MANAGED WORKSPACE USE FOR THE NHHS PROGRAM

The purpose of this document is to provide user's answers to the most frequently asked questions regarding the use of ProjectWise® for the NHHS Program.

1. WHAT IS PROJECTWISE®?

ProjectWise® is an application that controls a MicroSoft SQL Database. It offers robust features for searching, data categorization and storage, security access control, and efficient tools for the production of CAD and Graphics files. The minimum current version supported is ProjectWise® V8i - 08.11.07.443 (SS2).

2. WHAT IS PROJECTWISE® EXPLORER - THICK CLIENT?

Thick client is an executable program that needs to be installed on a user's machine. It has the look and feel of MicroSoft Windows Explorer and is the backbone for CAD production and efficient file transfer of data in and out of the system. It also offers the ability to collaborate over the web.

3. WHAT IS PROJECTWISE® THIN CLIENT?

Thin Client is a website built on MicroSoft Sharepoint Technology. It offers light file transfer capabilities similar to the functionality of a FTP System. It offers an ability to collaborate of the web. CTDOT Thin Client Website link is: <https://ctdot.projectwiseonline.com/default.aspx>

4. WHY IS CTDOT USING PROJECTWISE® FOR THE NHHS PROGRAM?

The NHHS Program will involve numerous team members from Consultant Engineers, Amtrak, CTDOT, and Permitting Agencies etc. The goal is to use ProjectWise® as a central point for data sharing, retention and to promote collaboration and transparency in the design process.

5. WHAT IS THE FUNCTION OF PROJECTWISE® FOR THE NHHS PROGRAM?

The primary function will be to provide the numerous external consultant engineers a system in which they can all be connected together to produce and review CAD drawings in a format acceptable to the Department of Transportation and Amtrak. ProjectWise® will also function as the central library for all final documents and engineering data for NHHS program and will allow all team members access to common data at all times. The below table outlines the anticipated roles for the team and recommended ProjectWise® Application:

Team Member	Recommended Application	Function
CE - CAD Designer/ Drafter	Thick	CAD Production – Document Check-In/Out (Writing Files to the System)
DOT Support Units (Planning / Engineering / Construction)	Thick	Document Check-In/Out (Reading/Writing Files to the System)
Amtrak	Web (Thin)	Document Download/Upload (Reading Files/Infrequent Writing)
CE - Engineering Manager	Web (Thin)	Document Download/Upload (Reading Files/Infrequent Writing)
DOT Management	Thick	Document Download/Upload (Reading Files/Infrequent Writing)
Permitting Agency (i.e. DEP)	TBD	TBD
Municipalities	TBD	TBD
FRA / FTA	TBD	TBD
Utilities	TBD	TBD
Public	No Access	No Access

6. WHAT IS THE FUNCTION OF SHAREPOINT AS IT RELATES TO PROJECTWISE® USE ON THE NHHS PROGRAM?

SharePoint will serve as the Program’s Dashboard and it will be used to share a common calendar of events, meetings and program schedule etc. It will also facilitate transmittal reviews and approvals to the Department and be used for issue and task (action item) issuing and tracking. SharePoint will be able to track whether a document is approved so that it may be archived in ProjectWise. ProjectWise functions as the Program’s Final Library of Data, while SharePoint facilitates communication, control and document reviews prior to data becoming final. A detail Document Control Guide for the Program can be found on the SharePoint Site located here:

<https://nhhs.pbid.com/training/SitePages/Service%20Catalog.aspx>

7. HOW DO I OBTAIN A USER ACCOUNT AND PASSWORD TO USE PROJECTWISE®?


Email Eric.Bergeron@CT.gov for a new user request. Only heavy ProjectWise® use, users will be designated with an account. For light ProjectWise® use, a firm will be given a generic account and password for the purposes of using ProjectWise® for simple opening and closing functions.


8. HOW DO I OBTAIN THE CORRECT SOFTWARE AND VERSIONS FOR THE USE OF PROJECTWISE®?


See FAQ #1 above.

9. HOW DO I VIEW/OPEN A DOCUMENT IN PROJECTWISE® THICK CLIENT®?

There are several ways to view or open a document. Navigate to your project's designated folder and to where you want to open a document: The most common are the following:

If you see a pencil symbol () to the left of the file, this means you can edit and save document in the database. It also means you can check a document out. Checking out a document means you are transferring the document from the database to your local PC for editing. Once you are done, the database knows you have it checked out and prompts you to update any changes to the database.

If you see a lock symbol () to the left of the file, this means the file had been checked-out or exported out by another user. You can still view these documents after double clicking file, but you will not be able to edit them until after someone checks it back in.

If you see a book symbol () to the left of the file, this means the folders security permissions allow for read-only. You can still view these documents after double clicking the file.

10. HOW DO I CREATE A DOCUMENT IN PROJECTWISE® THICK CLIENT?

The following hyperlink provides instructions how to create and attribute documents in ProjectWise:

Link: http://www.ct.gov/dot/lib/dot/documents/dstatedesfd/nhhs_attributing.pdf

11. WHICH FOLDERS SHOULD I BE STORING A DOCUMENT AND OR ENGINEERING DATA THAT I HAVE CREATED IN THE NHHS PROGRAM?

The following matrix outlines typical storage area paths and examples of data.

Typical Example of Data	Program/Project Template Location
<u>External DOT (Consultants, Amtrak Etc.)</u>	
CAD Cut Sheets	\0170_2296\330_Design_Data\01-General "...21-Facilities Security\01...
CAD Design Models	\0170_2296\330_Design_Data\Bridge"...Visualization\01...
Amtrak Documents (Historical and As-Built Etc.)	\0170_2296\340_Admininstation\
Environmental Task 110, 210 etc.	(In Related Subproject) \0170_2296\0300_01_Trk1A\340_Administration\

Consultant generated Final Documents/Reports/Studies (ROM's etc.)	Program Related
	0170_2296\340_Admininstation\
	Project Related
	(Store In Related Subproject) 0170_2296\0300_01_Trk1A\340_Administration\
Consultant – Design Submissions to Amtrak and CTDOT	Project Related (Use Project Related Template)
	\0170-2296\0300-####\330_Preliminary_Design_Submissions\

Typical Example of Data	Program/Project Template Location
<u>Internal CTDOT</u>	
Support Discipline Based Engineering Data or Documents	Program Related 0170_2296\331_Design_Data_CTDOT\
	Project Related (Store In Related Subproject) 0170_2296\0300_01_Trk1A\331_Design_Data_CTDOT\
Final ROM's	Program Related 0170_2296\340_Admininstation\
	Project Related (Store In Related Subproject) 0170_2296\0300_01_Trk1A\340_Administration\
Final Correspondence and Reports (Project CE Lead and All Parties)	
	Program Related 0170_2296\340_Admininstation\
	Project Related (Store In Related Subproject) 0170_2296\0300_01_Trk1A\340_Administration\

Work-in- Progress Correspondence - Confidential	Program Related
(Project CE Lead)	0170_2296\341_Confidential_Administration\
	Project Related
	0170_2296\0300_01_Trk1A\341_Confidential_Administration\
Work-in-Progress Correspondence – Non Confidential (Project CE Lead)	Program Related
	0170_2296\340_Admininstation\
	Project Related
	(Store In Related Subproject) 0170_2296\0300_01_Trk1A\340_Administration\

12. HOW DOES CTDOT'S DIGITAL DESIGN ENVIRONMENT WORK IN PROJECTWISE®?

CTDOT's 2007 Digital Design Environment (SS2) Release is built into ProjectWise® via Managed Workspaces that are assigned to specific folders within a project. Consultant Engineers do not need to download and install the DDE, instead anytime they open or create a CAD file in ProjectWise® for the first time, CTDOT's CAD Standards will download and cache the first time to your local directory. The next time in, the ProjectWise® already recognizes that the CAD resources have been downloaded.

13. WHY ARE CONSULTANT ENGINEERS BEING ASKED TO PRODUCE CAD FILES DIRECTLY IN PROJECTWISE® INSTEAD OF JUST TRANSFERRING FILES FROM MY NETWORK WHEN THEY ARE COMPLETE?

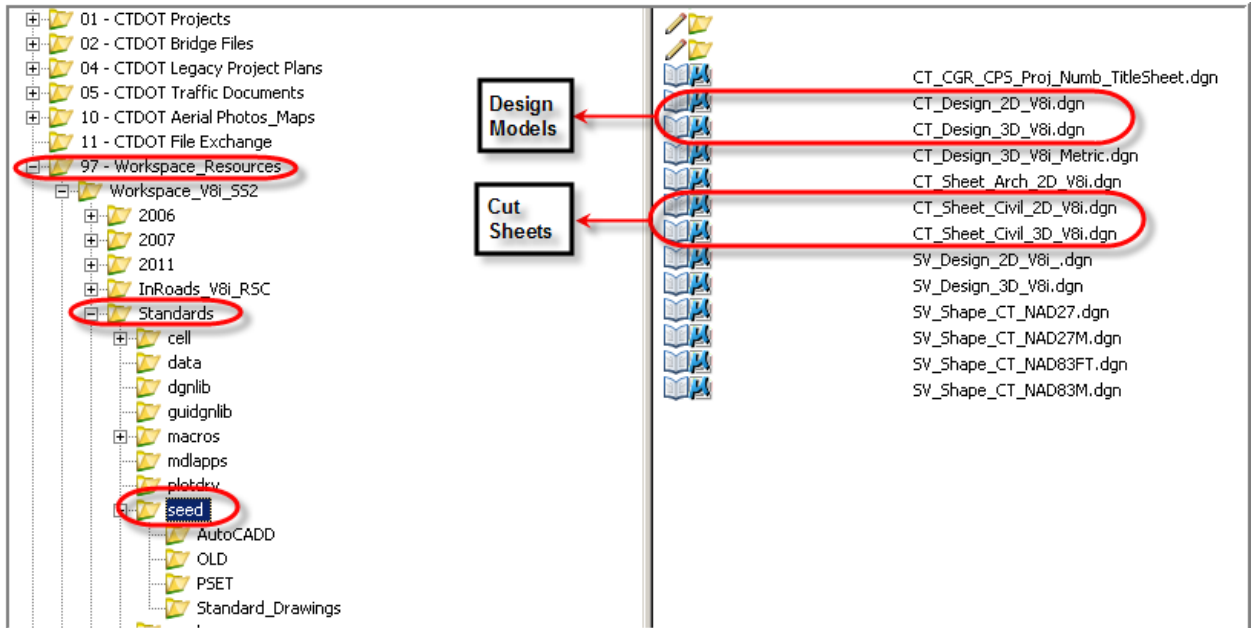
There could be up to 10 separate designers and sub-designers working on the program all located in remote offices and working on the project simultaneously. The Department of Transportation wants optimal collaboration, wants to eliminate last minute file transfers and to eliminate duplication of effort. ProjectWise® is built for multi-firm collaboration of CAD files in remote locations and provides for optimal efficiency in terms of production of drawings on your local PC. The system will also provide oversight into the progress of drawings associated with the deliverables.

14. HOW DO I START A NEW CIVIL FILE (MICROSTATION) IN PROJECTWISE®?

See the following hyperlink:

http://www.ct.gov/dot/lib/dot/documents/dstatedesfd/nhhs_attributing.pdf#page=13

CTDOT Civil Seed files are Located:



Pre-attributed seed files will be created for the program for the purposes of streamlining the process of starting a CAD file.

15. HOW DO I START A NEW STRUCTURAL/ARCHITECTURAL CAD FILE (MICROSTATION) IN PROJECTWISE®?

Same as 14 above with exception to the Design and Architectural seed files are the following:

- CT_Design_3D_v8i.dgn
- CT_Sheet_Arch_2D_V8i.dgn

16. HOW DO I FIND THE SURVEY FILES TO REFERENCE IN PROJECTWISE®?

The Department will maintain 2 primary locations for survey files on the program. The 10 mile Phase 1 – Track 1a project will be stored in the following location:

01 - CTDOT Projects\0170_2296\0300_01_Trk1A\500_Pre-Design\530_Location_Survey

Survey for the 62 Mile Stretch will be kept in the programs root directory here:

01 - CTDOT Projects\0170_2296\500_Pre-Design\530_Location_Survey

The Program Manager (PB and STV) will maintain a secondary survey file for the purposes of standardizing of customized view settings and styles for publishing. This file will contain a nested reference to CTDOT's primary survey files and will be located in the following folder:

01 - CTDOT Projects\0170_2296\330_Design_Data_CE\Survey

17. WHERE ARE MY STANDARD BORDER FILES IN THE PROJECTWISE® WORKSPACE?

CTDOT's Standard Borders are Cells and can be found in the following subdirectory:

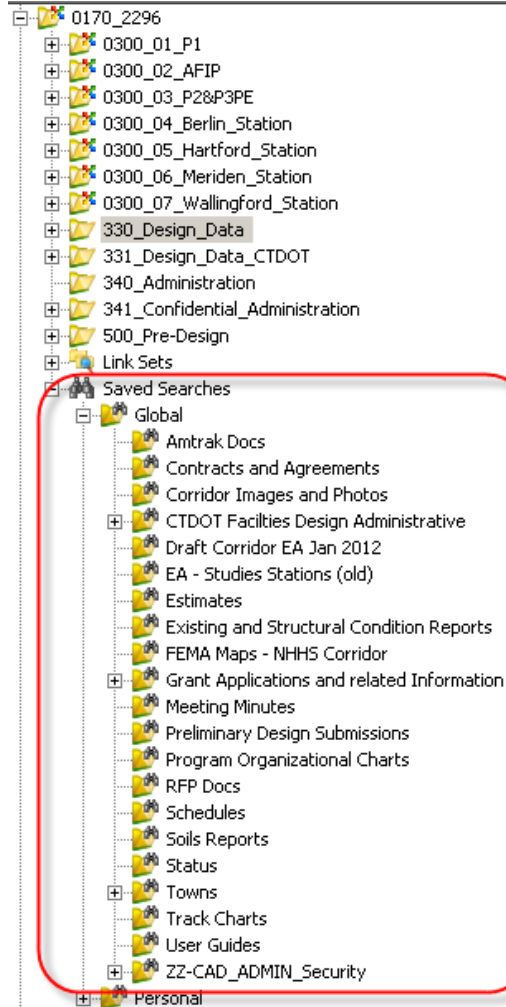
97 - Workspace_Resources\Workspace_V8i_SS2\2007\cell\CT_Borders_Contract_2007.cel

18. HOW DO I PUBLISH TO PDF FROM MICROSTATION WITHIN PROJECTWISE®?

The Department's Engineering Applications Group has developed a guide for this. The only difference not covered in the guide is that you will be creating and saving Print Organizer PSET files within the ProjectWise® Directory Structure of the NHHS Program. A link to PDF Publishing from CAD can be found here: http://www.ct.gov/dot/lib/dot/documents/aec/Publishing_Microstation.pdf

19. HOW DO I FIND FILES IN PROJECTWISE®?

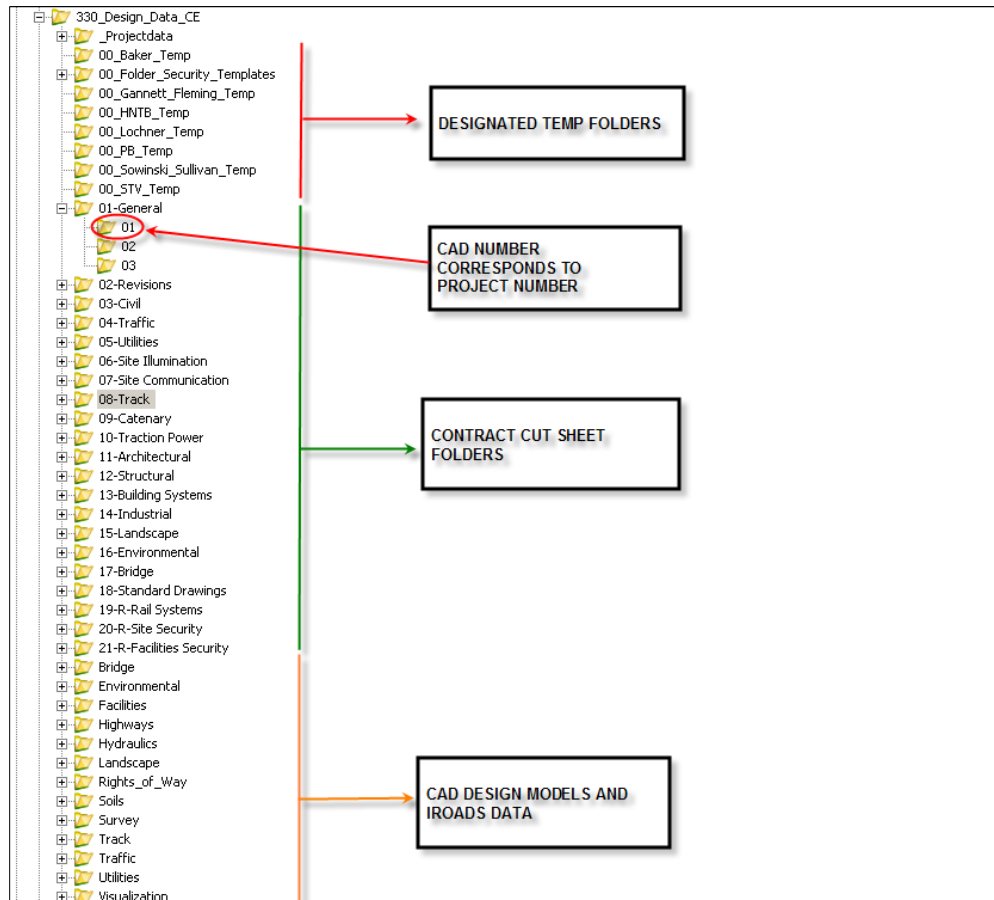
Outside of navigating to a specific folder in which you know a file is located, the link below provides additional assistance searching for documents within ProjectWise. For the NHHS Program, the ProjectWise Administrators have created Custom Search Filters for the purposes of assisting users find critical documents. Those search filters are located here:



http://www.ct.gov/dot/lib/dot/documents/dstatedesfd/pw_searching.pdf

20. WHAT FOLDER DO I USE TO BEGIN PRODUCING CAD FILES?

All relevant CAD production by Consultant Engineers shall be in the 330_Design_Data_CE folder. Users shall navigate to either the designated cut sheet area or design model area and specific CAD number sub-folder. Refer to the below diagram for assistance.



21. WHY IS IT TAKING SO LONG FOR A FILE TO OPEN IN PROJECTWISE?

ProjectWise relies on the internet to access files. If you're experiencing slowness, it is typically associated with network bandwidth bottlenecks at your office. ProjectWise relies on checking out files out to your local PC in order to take advantage of local pc processing. The initial time a CAD file is opened, it will take time to download all the CAD Resource Standards the Department utilizes. After that process, when opening a CAD file, it will download the file locally along with all the reference files. For certain low-bandwidth situations, Bentley Systems Inc. recommends the use of Caching Servers with ProjectWise. CTDOT is not responsible for the implementation of Caching Servers, as it is the responsibility of the particular firm's IT Department and Bentley Systems for implementing. The other option would be improving your office's internet bandwidth, which is also not the responsibility of CTDOT.

22. HOW DO I RETRIEVE A DELETED OR CORRUPT FILE IN PROJECTWISE?

CTDOT has contracted with Bentley Systems to provide back-ups in case of file corruption or deletions. To retrieve a file, navigate to the Bentley Support Site and log a Support Ticket that

Support & Services Tab > Support Tools > Service Ticket Manager. <http://selectservices.bentley.com/en-US/>

The form is simple to fill out utilizing the drop down menu options. Provide the following in “Details”

- File Document Name
- ProjectWise URL link (to show where file resides within PW)
- Provide an estimate date and time frame i.e.:Last Tuesday between 9am –10:30 or Time of Last Date Updated.
- Provide as much information as you can to Service Ticket when requesting archives.

The requested file will be replaced by Bentley overriding current file.