

Using ProjectWise Explorer for File Transfer

Use the link below to register for a log in and password for ProjectWise.

<http://apps.dot.illinois.gov/consultantreg/>

To access ProjectWise Web Explorer use the link below:

<https://planroom.dot.illinois.gov/>

In Location, choose **PWIDOT**

Enter your user name and password.

Click **Log in**



The screenshot shows the ProjectWise Web Server login interface. At the top left is a logo consisting of four interlocking blocks in red, green, yellow, and blue. To the right of the logo is the text "ProjectWise® Web Server". Below this is a form with three input fields and a button. The first field is labeled "Location" and contains the text "PWIDOT" with a small downward arrow icon on the right. The second field is labeled "User Name" and is empty. The third field is labeled "Password" and is empty. At the bottom right of the form is a green button with the text "Log in" in white.

Click the "+" beside the **Documents** folder

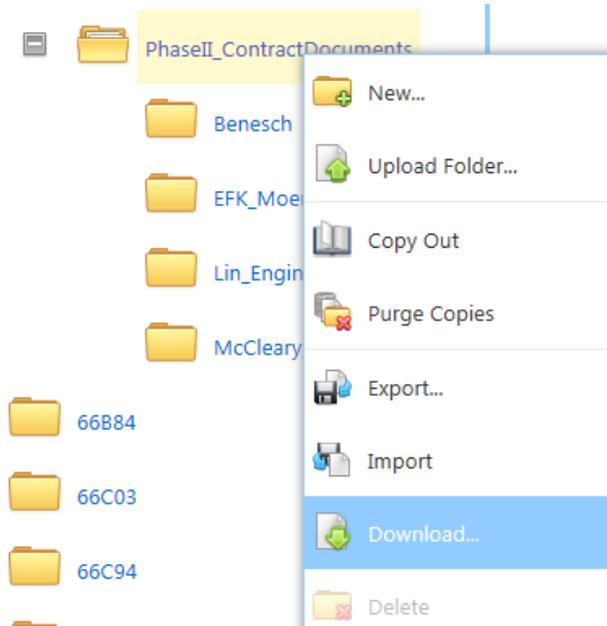
Click the "+" beside the **_Project_File_Exchange** folder

Click the "+" beside the **District** folder you are getting the files from

Click the "+" beside the **ProjectName** folder to display its contents

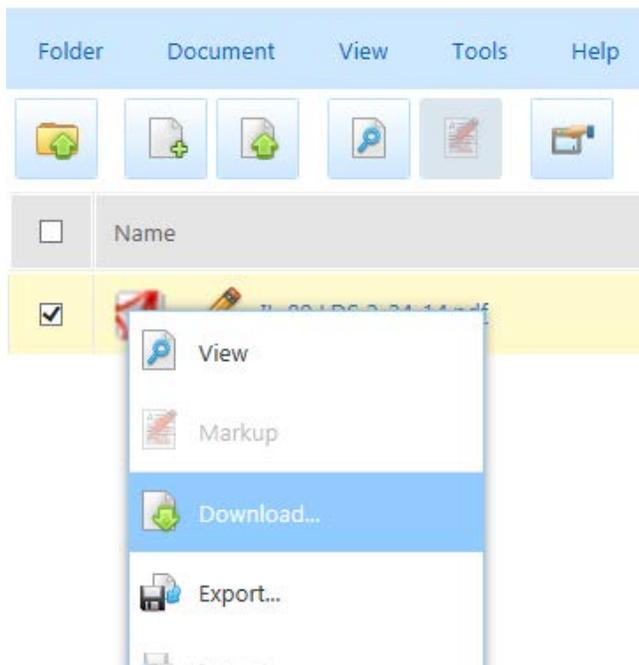
To download a folder:

Select (highlight) the FOLDER to be downloaded. **Right-click** and choose **Download...**



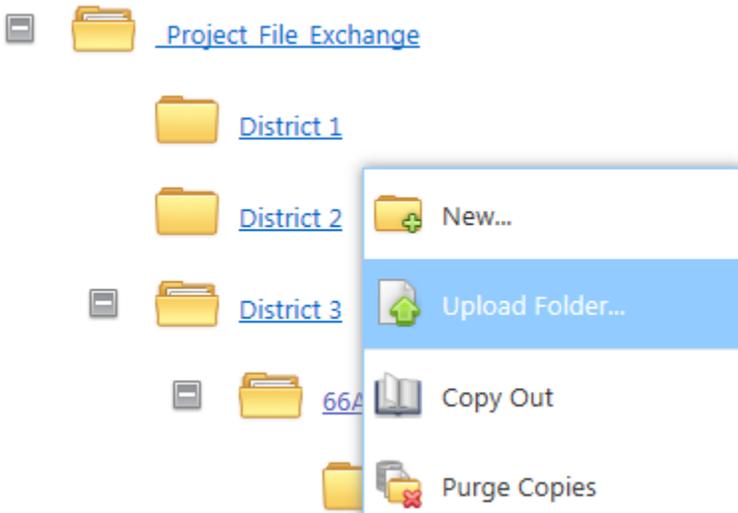
Select a directory on your local system to download the files to and click OK. A dialog showing download progress will display.

You may also download an individual document by highlighting and right-clicking the document and choosing Download.



To upload a folder:

Right-click on the folder where the folder is to be uploaded and choose **Upload folder...**



Or, use the Folder menu at the top.

Browse on your local system to the location of the folder to be uploaded and click OK.

You will see a dialog showing the progress of the upload and should see the message that the files were successfully uploaded.

You may also upload individual documents using the Document menu at the top of the page.

Logging out:

To Exit ProjectWise Web Explorer either click **Logout** in the upper right corner or click on the **X** on the corner of Internet Explorer.

Notes:

You can create (upload) files and copy (download) files, but you cannot delete. Contact the District CADD Manager if you need a file deleted.

The **_Project_File_Exchange** folder is meant as a temporary file exchange, not permanent storage. Downloaded files will be deleted after the District CADD Manager confirms that you have downloaded them. Uploaded files will be moved from this folder as soon as the District CADD Manager is made aware that they are there.

ProjectWise Web Explorer browser compatibility:

On Windows:

- Internet Explorer 8, 9, 10 (desktop and metro)
- Google Chrome (latest)
- Mozilla Firefox 13.x (latest)

On iOS:

- Safari 5.2 (latest)

On Android:

- Google Chrome (latest)

* all supported Windows browsers are 32-bit only

* all supported browsers are expected to have the latest updates installed

* ActiveX is only available in IE 8, IE 9, and IE 10 desktop, therefore all other supported browsers will have limited Web Parts functionality.

See next page for information on setting up your browser to use ProjectWise Web access.

Contact the district you are exchanging files with or [ProjectWise support](#) if you need help using ProjectWise.

Consult ProjectWise Web Explorer Help for more information.

Configuring Your Internet Explorer Browser for ProjectWise Web Access Application

(Sometimes referred to as Web Explorer Light, or WEL, Client)

Configure Internet Explorer Security Settings:

1. For ActiveX controls to work properly in Internet Explorer, go to Tools > Internet Options > Security tab, select Trusted sites, click Custom Level, then make sure the following are set in the Security Settings dialog:

Category	Setting	Value
ActiveX controls and plug-ins	Download signed ActiveX controls	Prompt
	Download unsigned ActiveX controls	Disable
	Initialize and script ActiveX controls not marked as safe for scripting	Disable
	RunActiveX controls and plug-ins	Enable
	Script ActiveX controls marked safe for scripting	Enable
Scripting	Active Scripting	Enable
	Allow paste operations via script	Enable
	Scripting of Java applets	Enable

2. (Windows Vista only) For copy-outs to function properly when using Internet Explorer on Windows Vista, go to Tools > Internet Options > Security tab and turn **off** the **Enable Protected Mode** setting.

Adding the ProjectWise Web Access Application to the Trusted Sites List:

Adding the ProjectWise Web Access Application site address to your browser's **Trusted Sites** list is a requirement for using ProjectWise Web Access Application.

1. In Internet Explorer, go to Tools > Internet Options.
2. In the Internet Options dialog, select the Security tab.
3. Select Trusted Sites and click the Sites button.
4. In the Trusted sites dialog that opens, type **http://planroom.illinois.gov** and click Add.
5. Click OK to close the Trusted sites dialog.
6. Click OK to close the Internet Options dialog.

Turning Off Your Browser's Popup Blocker:

Occasionally the ProjectWise Web Access Application needs to open items in a new window. When your popup blocker is enabled, these additional windows will not open; therefore you should disable the popup blocker in your browser. In most cases you can allow pop-ups for specified sites and still allow you to keep your popup blocker active. If this is the case, add **http://planroom.illinois.gov** as a site that will be allowed pop-ups.

See your browser's documentation for further instructions, and if you have any questions, please contact ProjectWise Support via email.

Source: Bentley Systems, Inc.