



TDOT Consultant User Manual

ProjectWise Explorer CONNECT Edition



TDOT Consultants

State Engineering Technical Training

March 2026



Table of Contents

Table of Contents	i
Preface	1
Chapter 1: ProjectWise Overview	2
1.1 What is ProjectWise?	3
1.2 TDOT and ProjectWise.....	4
1.3 ProjectWise Licenses Available to Consultants	5
1.4 ProjectWise Explorer – Bentley Learn.....	6
1.4.1 Bentley Software Documentation	7
1.5 Logging In & Working Directory	8
1.5.1 ProjectWise Network Connection	11
1.5.2 TDOT Datasources	11
1.6 Interface of ProjectWise Explorer	12
Chapter 2: Projects in ProjectWise Explorer	13
2.1 Objectives.....	13
2.2 TDOT Project Organization	13
2.3 Guidance On Handling Files In The TDOT ProjectWise Cloud	18
2.4 Creating Folders & Documents	18
2.5 Exporting.....	20
2.6 References & Sharing in ProjectWise.....	22
2.6.1 Globally Unique Identifier (GUID).....	23
2.7 Document Properties & Audit Trail.....	24
2.8 Searching & Saved Searches	26
2.9 Access Controls.....	28
Revision History.....	29
Appendix A: ProjectWise Web View.....	30

Table of Contents

A.1 Accessing ProjectWise Web View	30
A.2 Sharing Links	35
Appendix B. Projects Utilizing ProjectWise Web Documents	36
B.1 Accessing the Datasource	36
B.2 Accessing the Web Documents of a Project.....	37
B.3 Sharing Links	39
Appendix C. Dynamic Managed WorkSpaces	41
Appendix D. MicroStation GEOPAK	44

Preface

Purpose & Need

The **ProjectWise TDOT Consultant User Manual** is a guidance document developed by the Tennessee Department of Transportation (TDOT) providing insight on the fundamentals for TDOT consultant work within ProjectWise and linked resources to Bentley Learn. Bentley's ProjectWise software is being adopted and implemented statewide by TDOT as the new server location for all projects. The current TDOT direction is for consultant users to update files at major milestones. This manual provides TDOT consultant users with an understanding of the TDOT ProjectWise configuration and how to operate Bentley's ProjectWise Explorer CONNECT software.

Disclaimer

The **ProjectWise TDOT Consultant User Manual** is developed based on ProjectWise Explorer CONNECT Edition **Version 2023** and **Windows 10 & 11**.

Revisions

The **ProjectWise TDOT Consultant User Manual** will be revised over time as a result of future Bentley software releases and procedural & workspace updates. All revisions will be documented by TDOT and included on the **Revision History** page at the end of the manual. The TDOT State Engineering Technical Training Division will announce updated manual versions when they become available via emailed announcements to the CADD and ORD training distribution list and postings on TDOT's ORD Users Site on Microsoft Teams. Please contact TDOT.BOE.TechnicalTraining@tn.gov with any questions or feedback.

Chapter 1: ProjectWise Overview

Manual Description and Objectives:

This manual provides an overview of how ProjectWise is being implemented at TDOT and guidance for consultants working with TDOT using ProjectWise. ProjectWise is Bentley's infrastructure design collaboration solution built to bring teams, information, and workflows together in a single integrated cloud-based environment. This manual introduces users to ProjectWise Explorer CONNECT Edition Version 2023, which is Bentley's current cloud server platform that is being adopted for use by TDOT.

At the conclusion of this manual, participants will be able to:

1. Access the TDOT PW cloud server.
2. Understand the ProjectWise Explorer interface.
3. Navigate to TDOT projects.
4. Upload and download files from their workstation to the TDOT ProjectWise cloud.
5. Share links to files with other users.

The topics covered in this manual are:

1. ProjectWise Overview
2. Projects in ProjectWise Explorer
3. ProjectWise Web View
4. Projects Utilizing ProjectWise Web Documents
5. Dynamic Managed WorkSpaces
6. MicroStation GEOPAK Projects

Target Audience:

This manual is designed for TDOT consultant users. It is important to first understand what ProjectWise is and how it relates to the TDOT process.

Prerequisites:

- A working knowledge of Windows 10 & 11.
- [ProjectWise Explorer - Bentley Learn](#) – This is a Bentley training link for PW Explorer.

1.1 What is ProjectWise?

ProjectWise is Bentley's infrastructure design collaboration solution built to bring teams, information, and workflows together in a single integrated cloud-based environment.

Accessing ProjectWise Cloud	Use Case
ProjectWise Explorer	This is a desktop software application that grants access to ProjectWise cloud datasource. This option requires a Bentley Infrastructure Cloud ProjectWise License type and network connection configuration. This provides full functionality to the software.
ProjectWise Web View	This is a Bentley cloud service that provides ProjectWise users with read-only web access to the ProjectWise datasources. Any user with an active account in the datasource can log in to the datasource from ProjectWise Web View.
ProjectWise Web Documents	This is a Bentley cloud service that provides ProjectWise users with read and edit web access to the ProjectWise web connected projects. This option requires a Bentley Infrastructure Cloud Connect License type and does not require network connection configuration. This provides more limited functionality compared to the ProjectWise Explorer.
ProjectWise Drive	This is a desktop software integration with Windows Explorer that grants access to ProjectWise cloud datasource. This option is not being utilized at TDOT.

1.2 TDOT and ProjectWise

ProjectWise is being adopted and implemented statewide by TDOT as the new server location for all projects. All TDOT design projects will be stored on the TDOT ProjectWise cloud server. Consultant based design projects will also have a project folder to **share** files across all team members. TDOT is actively migrating all projects from the TDOT server location and TDOT SharePoint sites to the TDOT ProjectWise cloud server.

The ProjectWise project location replaces the project SharePoint site and will be the main method to exchange files amongst the team.



Take Note!

The 2023 ProjectWise version is the current TDOT standard. Multiple versions of ProjectWise cannot exist on the same machine. Users need to utilize the ProjectWise version defined by their organization. If there are any issues with your organization's ProjectWise version and the TDOT Cloud Server, contact your firm's IT department.

The TDOT ProjectWise Cloud is configured, administered, and managed by the TDOT ProjectWise Administrators. Below are the current TDOT ProjectWise Administrators:

- Christian Cardoza (Christian.Cardoza@tn.gov)
- Heather Ogg (Heather.Ogg@tn.gov)
- Aurora Davenport (Aurora.Davenport@tn.gov)
- Amanda Whitlock (Amanda.Whitlock@tn.gov)

For any questions, please contact TDOT.BOE.TechnicalTraining@tn.gov and copy the ProjectWise Administrators listed above.

1.3 ProjectWise Licenses Available to Consultants

On all TDOT projects, **Prime Consultants are required to have their own license of ProjectWise**. There are two licenses available to choose from for purchase and can be found at the following Virtuosity link: [Virtuosity Project Delivery Software](#).

Bentley Infrastructure Cloud Connect

- The Bentley Infrastructure Cloud Connect Subscription is the most economical license to access the TDOT PW Cloud server and is required at a minimum. This license is a web only license that enables users to join a web connected project if they have been granted project team member access.

Bentley Infrastructure Cloud ProjectWise

- The Bentley Infrastructure Cloud ProjectWise Subscription is the method to access the TDOT PW Cloud server through the ProjectWise Explorer desktop application. This license includes all the capabilities of the Bentley Infrastructure Cloud Connect Subscription.



The cost of either option will be at the consulting firm's own expense. There will be no reimbursements by TDOT through a work order/addendum etc.

Take Note!



Consultants can also access a ProjectWise license through a Bentley contract. The consulting firm will need to coordinate with Bentley for this option.

Take Note!



Sub Consultants are not required to have their own ProjectWise license but may obtain a license at their discretion.

Take Note!

1.4 ProjectWise Explorer – Bentley Learn

Navigate to the [Bentley Learn](#) site and click on the “sign in” button in the upper right corner of the site. When signing in, consultant users should use their company email address that is tied to their Bentley Connection Client (Figure 1) and watch the 8 lesson videos to get a general introduction to the ProjectWise Explorer CONNECT Edition (Figure 2).

FIGURE 1. BENTLEY LEARN LOGIN

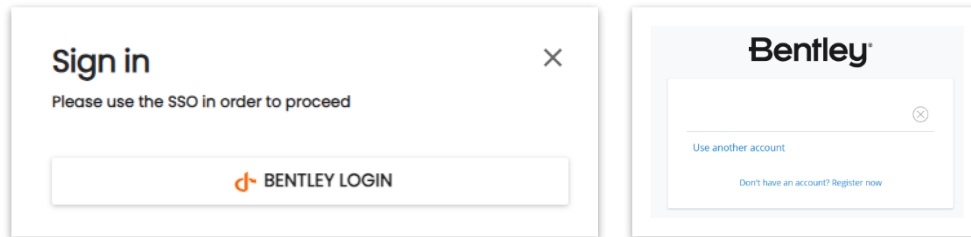
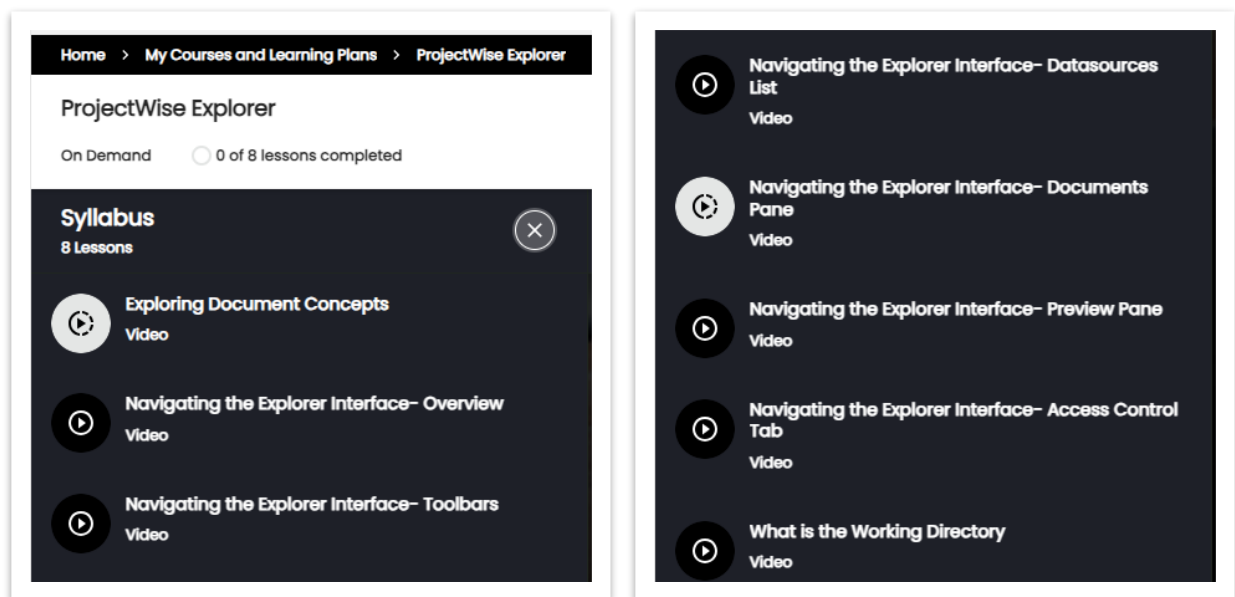


FIGURE 2. PROJECTWISE EXPLORER LEARNING PLAN



1.4.1 Bentley Software Documentation

Please reference the Bentley Software documentation ([Bentley Product Documentation](#)) for further information on the ProjectWise Explorer, ProjectWise Web View and ProjectWise Web Documents. All product documentation has the topics on the left column and the information pertaining to that topic presented on the right column (Figure 3).

- ProjectWise Explorer 2023 - [ProjectWise Explorer Help](#)
- ProjectWise Web View - [ProjectWise Web View Help](#)
- ProjectWise Web Documents - [ProjectWise Web and Drive Help](#) (ProjectWise Drive is not being utilized by TDOT.)

FIGURE 3. PROJECTWISE EXPLORER HELP PRODUCT DOCUMENTATION EXAMPLE TOPIC (TOPICS - LEFT, INFORMATION - RIGHT)



1.5 Logging In & Working Directory

ProjectWise Explorer is accessed via CONNECTION Client. Search **CONNECTION Client** in the Windows search bar (Figure 4) or use the caret in the task bar (Figure 5) to open CONNECTION Client. When signing in, consultant users should use their company email address tied to their Bentley Connection Client (Figure 6). Users are signed in once they see the green check mark on the CONNECTION Client icon (Figure 7).

FIGURE 4. CONNECTION CLIENT WINDOWS SEARCH

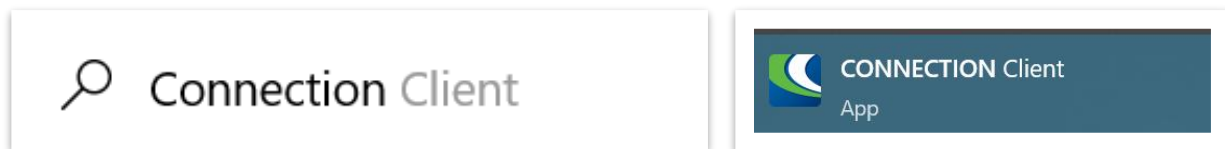


FIGURE 5. CONNECTION CLIENT CARET

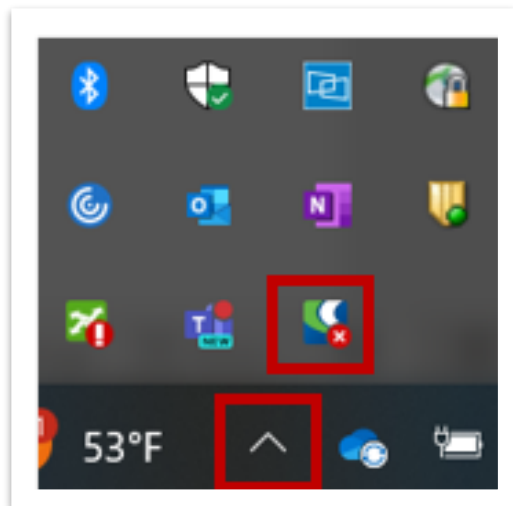


FIGURE 6. CONNECTION CLIENT SIGN IN

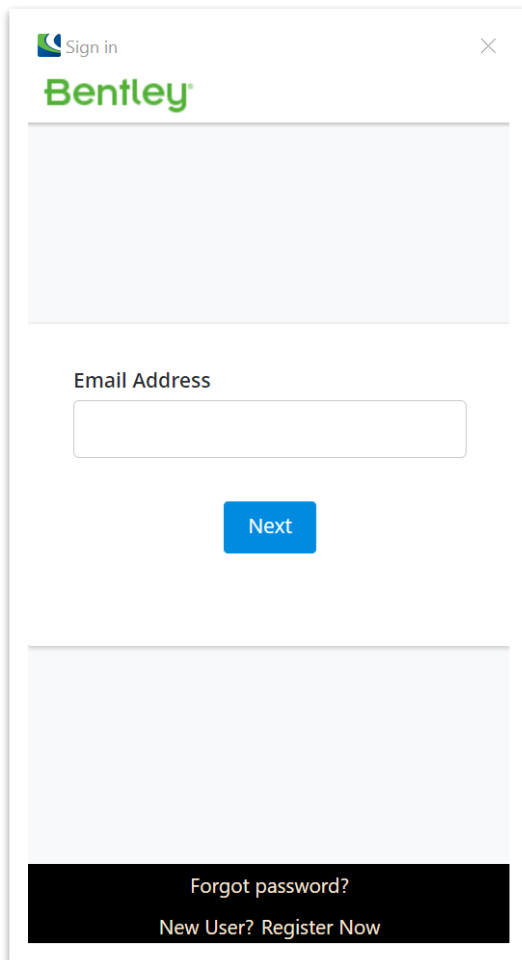
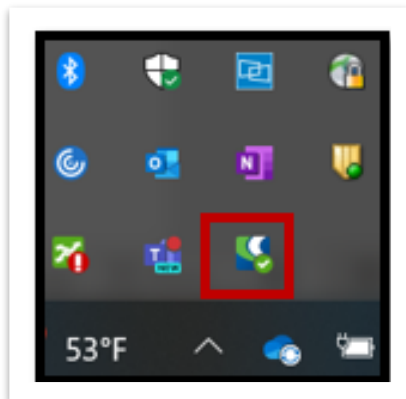


FIGURE 7. SUCCESSFUL CONNECTION CLIENT SIGN IN.



Open the ProjectWise Explorer Client application (Figure 8) and once open select the "+" button to login to the TDOT Active Projects datasource (Figure 9).



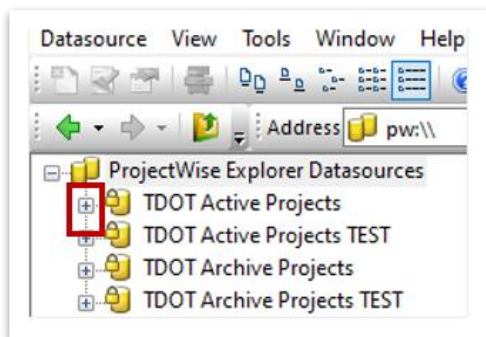
Take Note!

The only available datasource to consultant users is the TDOT Active Projects datasource. This is where all active Projects will be stored and where all users will access the active Projects. Other datasources may become available in future updates to the TDOT ProjectWise Explorer environment. The other datasources listed are not available to consultant users.

FIGURE 8. OPEN PROJECTWISE EXPLORER

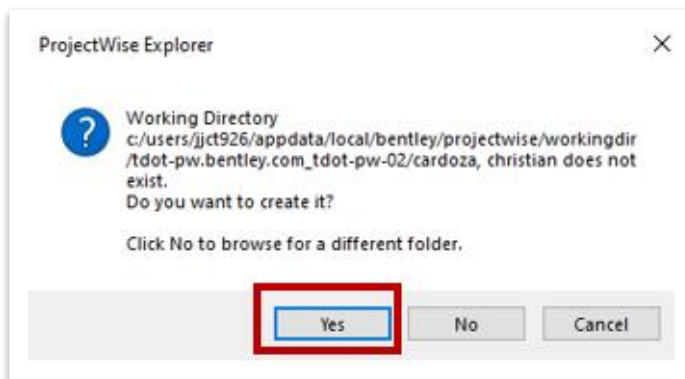


FIGURE 9. TDOT ACTIVE PROJECTS DATASOURCE



The **FIRST** time you log on you will receive a pop-up window (Figure 10). When prompted to create a Working Directory, always click YES. The working directory is the local folder location that ProjectWise stores working files while in use.

FIGURE 10. WORKING DIRECTORY POP UP



1.5.1 ProjectWise Network Connection

The ProjectWise network connection information should be added to user's machines by the consultant's internal IT department under the **Control Panel** → **Network and Internet** → **ProjectWise Network**. To connect to the TDOT ProjectWise Network, the consultant's internal IT department should add the following information to each user's machine.

Server Name:	tdot-pw.bentley.com
Host Name:	tdot-pw.bentley.com
Port:	5800

1.5.2 TDOT Datasources

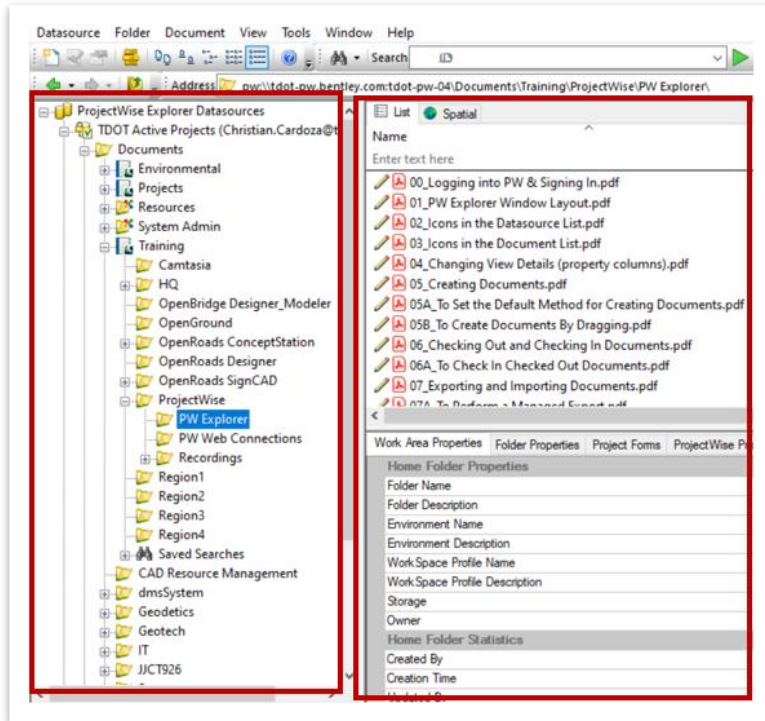
Datasources in ProjectWise:

- TDOT Active Projects (*Active datasource to be utilized*)
- TDOT Active Projects TEST (*Not to be utilized. This is a test environment*)
- TDOT Archive Projects TEST (*Not to be utilized. This is internal to TDOT*)
- TDOT Archive Projects (*Not to be utilized. This is internal to TDOT*)

1.6 Interface of ProjectWise Explorer

The ProjectWise Explorer interface is divided into 2 panes: the **Datasource List** & the **Document List** (Figure 11).

FIGURE 11. PROJECTWISE EXPLORER PANE: DATASOURCE LIST (LEFT) AND DOCUMENT LIST (RIGHT)



Chapter 2: Projects in ProjectWise Explorer

This chapter will cover guidance for operating ProjectWise Explorer.

2.1 Objectives

At the conclusion of this chapter, participants will be able to:

1. Operate the ProjectWise Explorer.
2. Share files between ProjectWise Explorer users.

2.2 TDOT Project Organization

Once you have accessed the **TDOT Active Projects** datasource navigate to the Projects folder, all TDOT projects are located here (Figure 12).

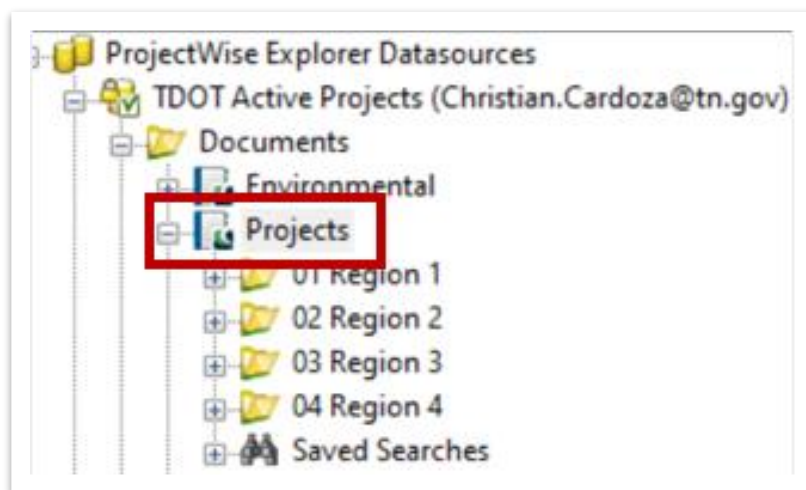
All projects are identified by PIN (Figure 13).



PINs are separated by an underscore instead of the usual period. For example, instead of 000000.00 the underscore is used 000000_00 in ProjectWise.

Take Note!

FIGURE 12. PROJECT LOCATION IN TDOT ACTIVE PROJECTS



Projects are organized by **Region** → **County** → **Project Program Type** → **PIN**.



Take Note!

*Project Program Types are listed under their primary county folder unless otherwise specified as regional. In that case, the project type is listed directly under the Region folder. Regional Project Program Types include **ITS, Maint_Litter, Maint_Reg, Maintenance, Other, and Pavement_Resurfacing. Regional Maint_Litter, Maint_Reg, and Maintenance** (Figure 13). Regional folders are then further separated by the State Fiscal letting year.*

Projects with multiple counties will be placed in the county specified by the TDOT project manager.

The following are the current project program types listed under each county:

- 01 Bridge
- 02 Economic Development (SIA)
- 03 Highway Beautification
- 04 Intelligent Trans System
- 05 Highway Program
- 06 Maint_BR Repair
- 07 Pavement_Resurfacing
- 08 Safety
- 09 Unstable Slope

FIGURE 13. EXAMPLE PROJECT LOCATION IN TDOT PROJECTWISE CLOUD SERVER



Below is the standard project folder structure for the project types in ProjectWise. These standard project folder structures will be created by the TDOT ProjectWise Administrators.

- No-Plans Projects (Figure 14)
- MicroStation GEOPAK Projects (Figure 15)
- OpenRoads (ORD) Projects (Figure 16)

FIGURE 14. NO-PLANS PROJECTS

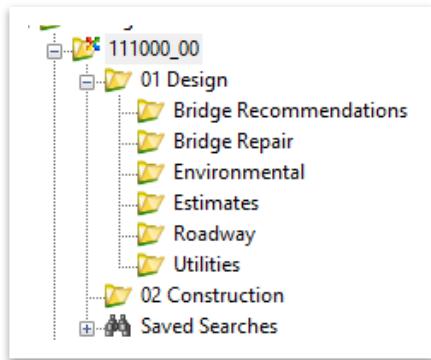


FIGURE 15. MICROSTATION GEOPAK PROJECTS

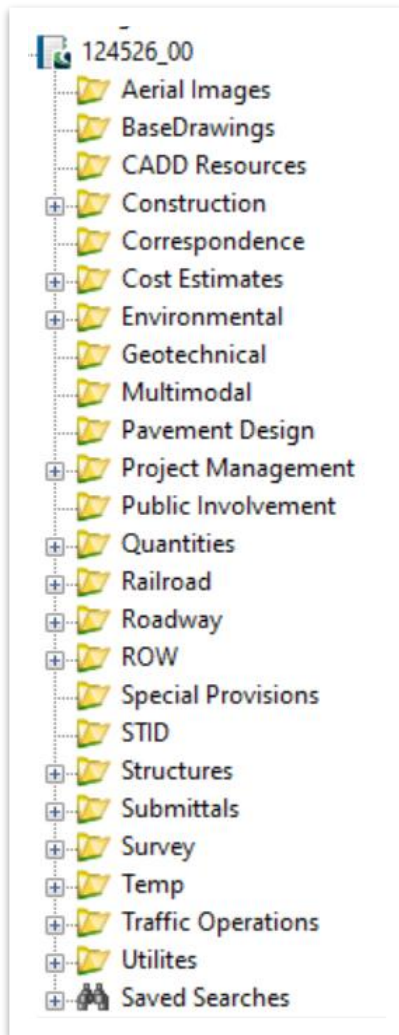
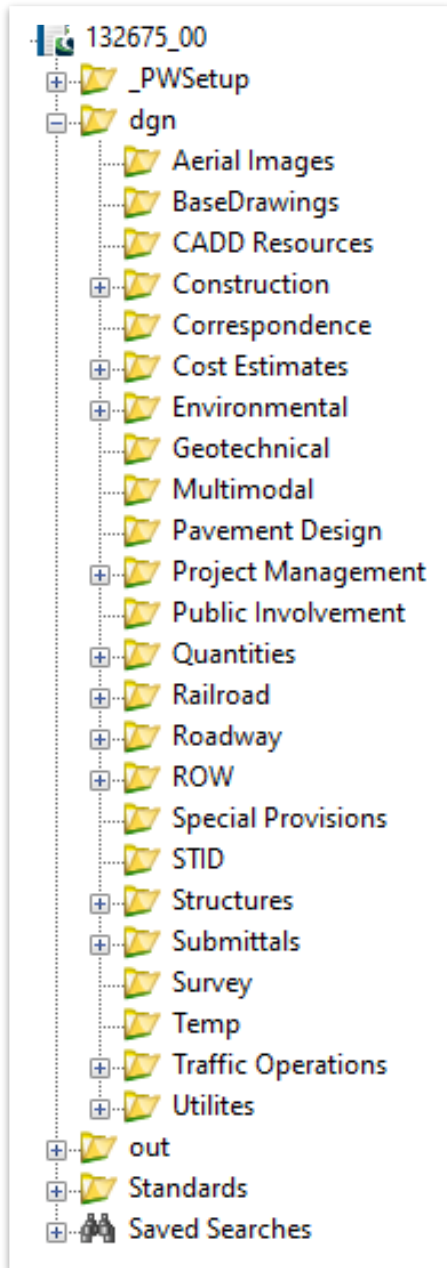


FIGURE 16. ORD PROJECTS



When a folder or work area is selected, any documents are displayed on the right side of the pane.

2.3 Guidance On Handling Files In The TDOT ProjectWise Cloud

Currently, TDOT guidelines direct prime consultants to work according to their standard workflows and utilize TDOT’s ProjectWise Cloud Server only for file sharing. These files will be updated at major milestones.



Take Note!

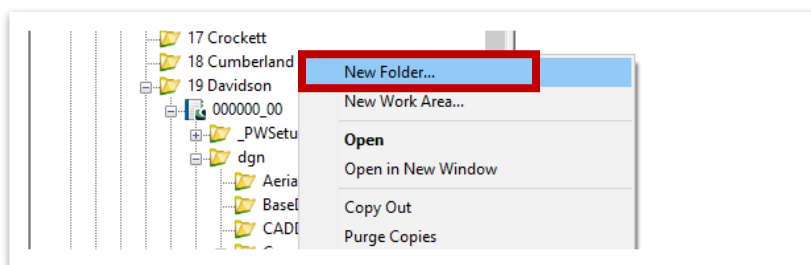
Subconsultants will share project files to prime consultant and the prime consultant will update it on their behalf to the ProjectWise TDOT cloud server.

2.4 Creating Folders & Documents

Although there is a standard TDOT folder structure, project team members can still add folders and documents within each discipline at the project level. If you cannot create a folder or add a document, you do not have access to do that in that location. Adding folders and documents is a part of the access control rights granted and is further discussed in [Section 2.9](#) of this manual. Contact the TDOT ProjectWise Administrators to request access if they are found to be missing.

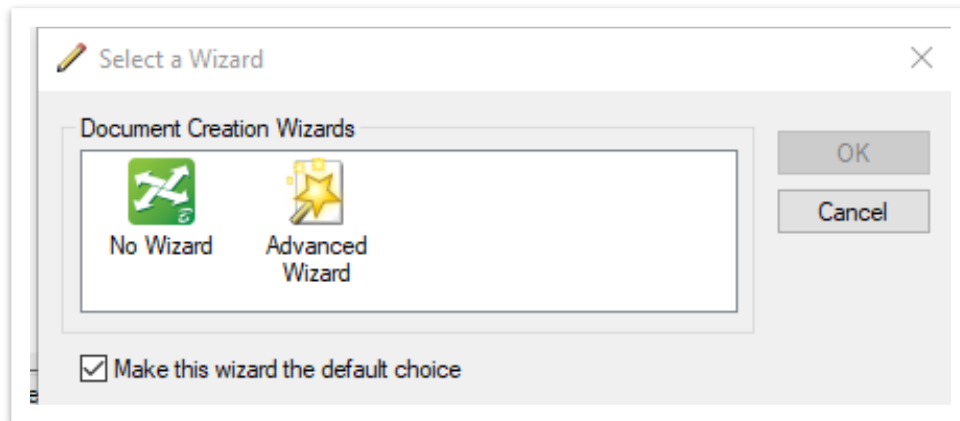
Create a new folder by right clicking on the folder you would like to create a new folder in and select **New Folder** (Figure 17).

FIGURE 17. CREATING A NEW FOLDER



You can add documents by dragging and dropping them into the folder. The first time you add a document you will see the **“Select a Wizard”** prompt (Figure 18). Always select **“No Wizard”** and toggle the check box to the option **“Make this wizard the default choice”**.

FIGURE 18. SELECT A WIZARD PROMPT



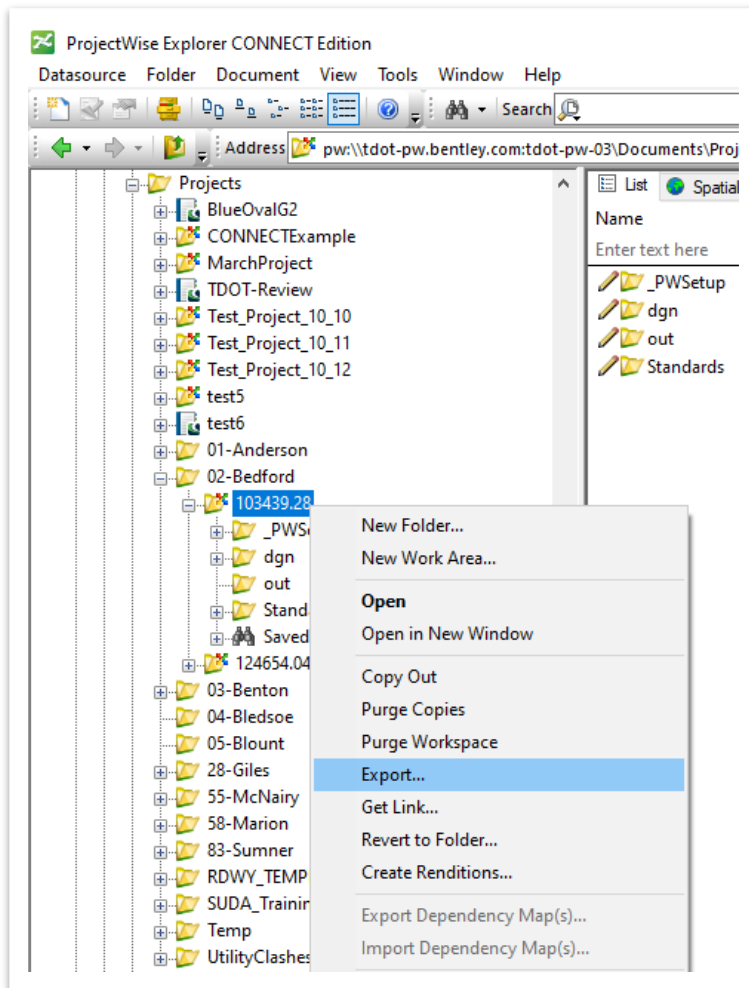
Take Note!

When adding .dgn & .obdx files, users must specify the application and version associated with the file. Right click in the properties, and under the General tab, select the appropriate application from the dropdown menu. See [Appendix C](#) & [Appendix D](#).

2.5 Exporting

There is no “Download” button in the ProjectWise Explorer. Users must **Export** files/folders from ProjectWise Explorer to download a copy of that file/folder from the cloud server to save it locally on their machine. Right click on the file/folder and select **Export** (Figure 19).

FIGURE 19. EXPORT FILE/FOLDER



Users will be prompted with the **Document Export Wizard** (Figure 20).

FIGURE 20. DOCUMENT EXPORT WIZARD



When exporting there are two options:

1. **Export:** *Locks file, changes can be re-imported.*
This option should not be used unless specified by consultant's standard workflow.
2. **Send to folder:** *Creates unmanaged local copy.*
Select this option to "download" an item from the ProjectWise TDOT server to your local machine. Since these exported files are "unmanaged", any future changes on the local copy will not be reflected on the server copy.



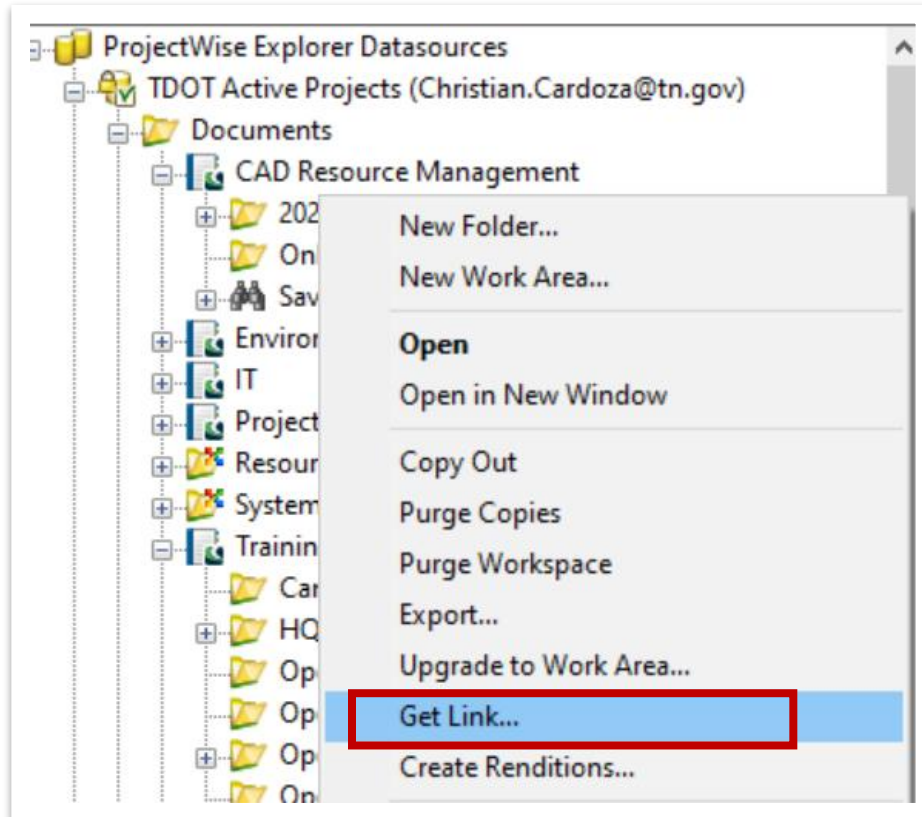
Take Note!

Referenced files will also be exported. It is recommended to export into a new local folder for this reason.

2.6 References & Sharing in ProjectWise

Reference files stay referenced in ProjectWise Explorer even when moved to a different folder or renamed since they are linked to a global unique identifier (GUID) instead of folder paths. In order to share a link to a file, use the **Get Link**, which will share the GUID (Figure 21).

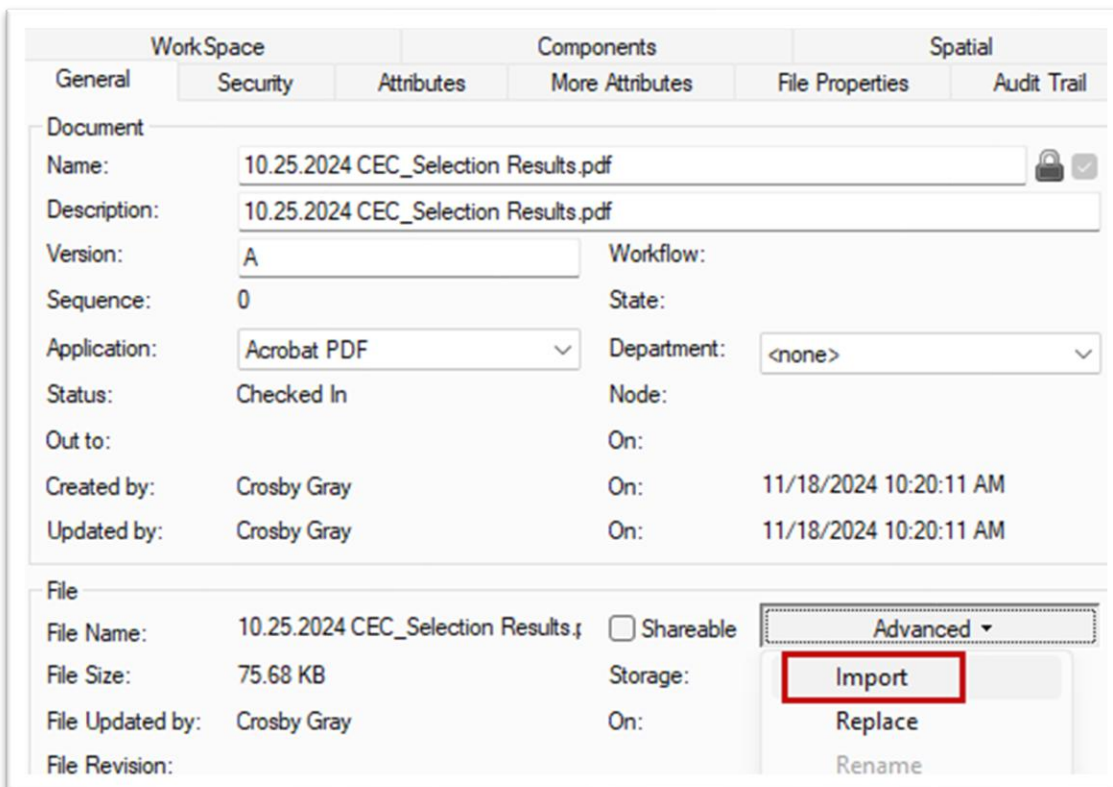
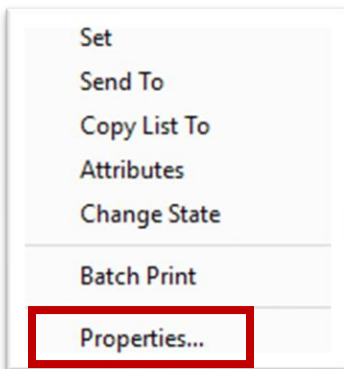
FIGURE 21. GET LINK TO SHARE



2.6.1 Globally Unique Identifier (GUID)

To ensure a document retains the GUID users must import the updated or replacement document through the **General** tab of the Document **Properties**. Choose **Advanced** and then **Import** (Figure 22).

FIGURE 22. STEPS TO RETAIN OBJECT GUID



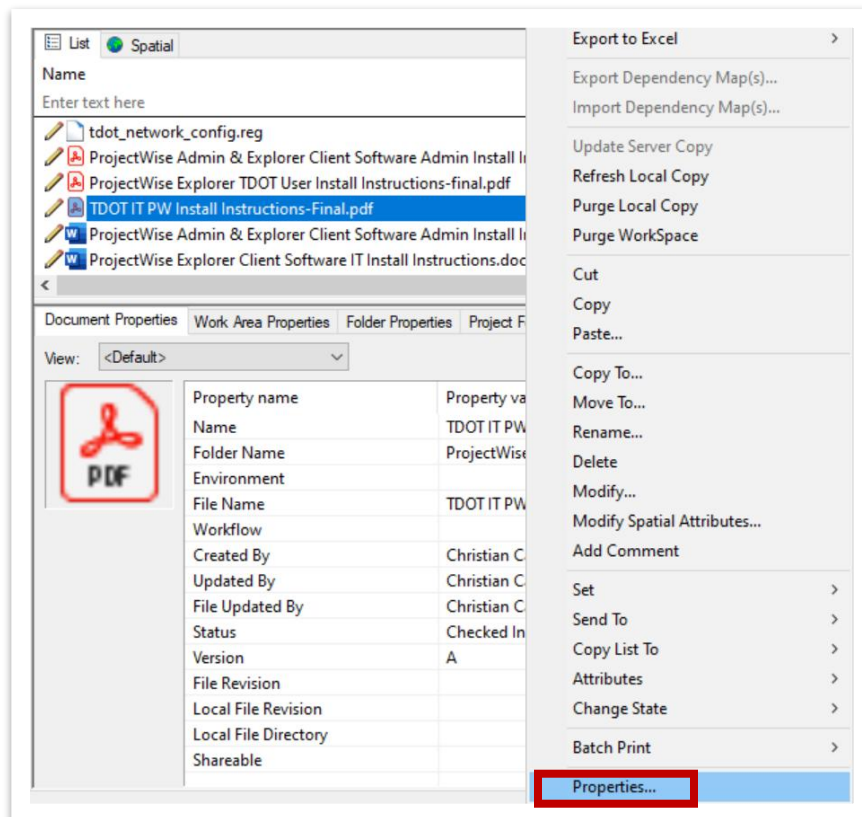
2.7 Document Properties & Audit Trail

All files and folders in ProjectWise Explorer have properties within the datasource that give you further information on the item selected. In addition, there is an audit trail to all files/folders that provides a list of all activities that have taken place for the selected work area/folder and the documents at the root of that work area/folder.

There are two ways you can view document properties in ProjectWise Explorer:

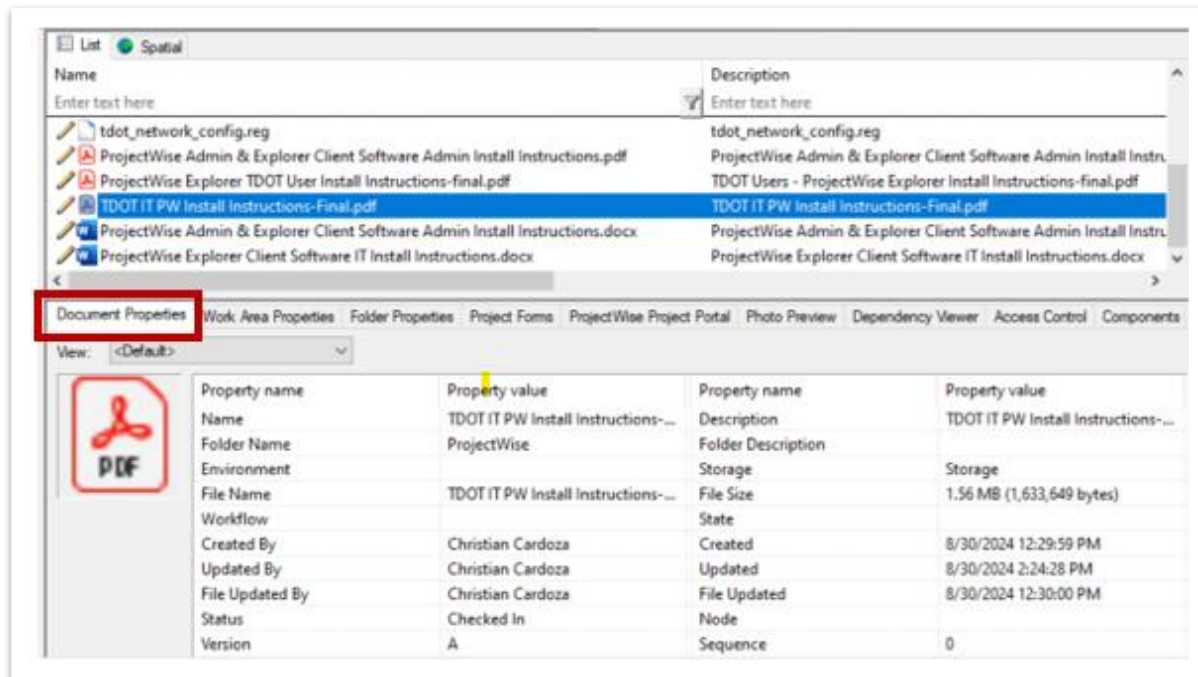
- Select a document and right click the **Document** → **Properties** — the Document Properties dialog opens (Figure 23).

FIGURE 23. DOCUMENT PROPERTIES FROM THE POP-UP MENU



- Select a document and select the **Document Properties** tab of the **Preview Pane** (Figure 24).

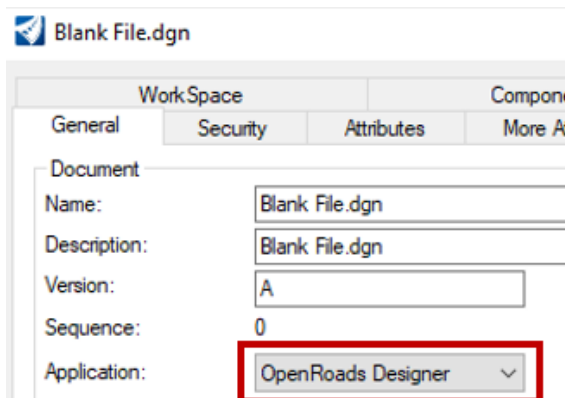
FIGURE 24. DOCUMENT PROPERTIES FROM PREVIEW PANE



The **General** tab of the Document Properties dialog and the **Document Properties** tab of the **Preview Pane** both display the general properties of the selected document.

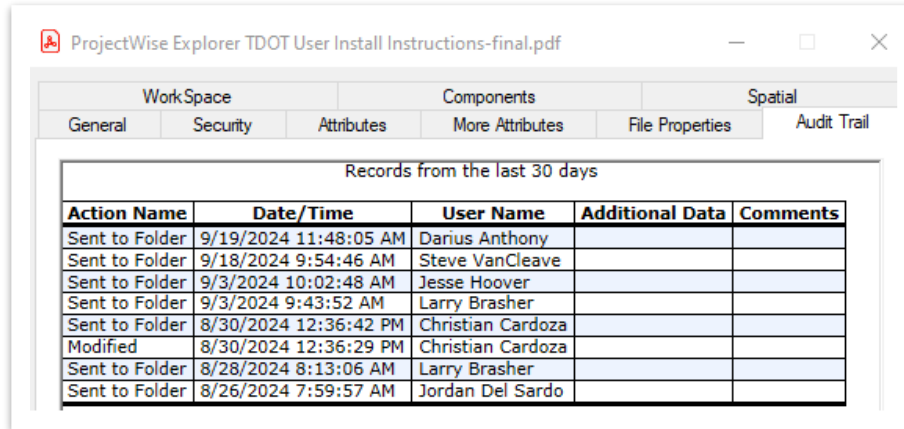
Within the **General** tab, under **Application** is where you can modify a file's software application. This will specify which application and version it will open (Figure 25). This setting is applied by the user.

FIGURE 25. MODIFYING APPLICATION FOR FILES



Within the **Document Properties** dialog there is a tab to view the Audit trail (Figure 26).

FIGURE 26. AUDIT TRAIL

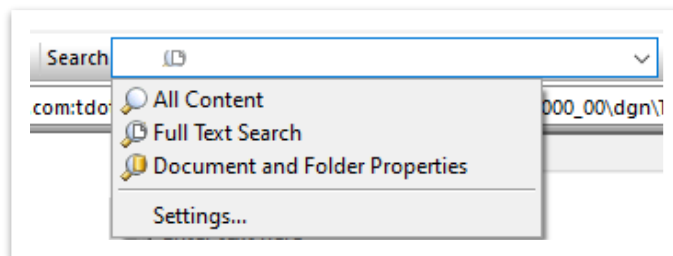


Records from the last 30 days				
Action Name	Date/Time	User Name	Additional Data	Comments
Sent to Folder	9/19/2024 11:48:05 AM	Darius Anthony		
Sent to Folder	9/18/2024 9:54:46 AM	Steve VanCleave		
Sent to Folder	9/3/2024 10:02:48 AM	Jesse Hoover		
Sent to Folder	9/3/2024 9:43:52 AM	Larry Brasher		
Sent to Folder	8/30/2024 12:36:42 PM	Christian Cardoza		
Modified	8/30/2024 12:36:29 PM	Christian Cardoza		
Sent to Folder	8/28/2024 8:13:06 AM	Larry Brasher		
Sent to Folder	8/26/2024 7:59:57 AM	Jordan Del Sardo		

2.8 Searching & Saved Searches

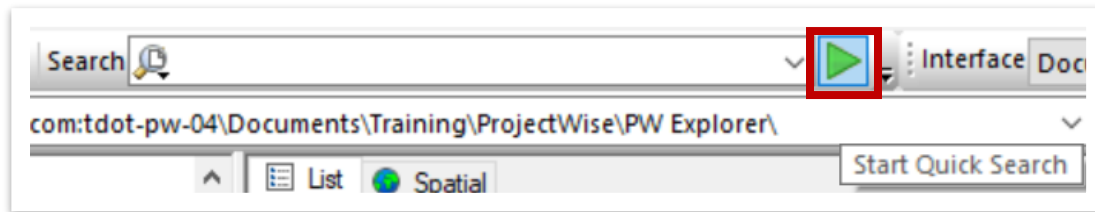
The **Search** toolbar at the top of the window (**View** → **Toolbar** → **Search**) puts all your searching tools in one location (Figure 27). This same Search toolbar also exists on document selection dialogs in integrated applications.

FIGURE 27. QUICK SEARCH TOOL BAR



The **Quick Search** field inside the Search toolbar lets you search for documents, folders, and work areas, simply by typing the text you want to search by and clicking **Start Quick Search** (Figure 28). Quick searches are not case sensitive, and the **Quick Search** field stores your most recently used searches for quick access.

FIGURE 28. START QUICK SEARCH



On the left side of the **Quick Search** toolbar, through the binocular icon or the dropdown icon, you can also launch one of the advanced search dialogs (**Document Search** or **Define Search**) (Figure 29) to create, run, and if necessary, save the search. Select **Document Search** as the default search definition wizard when prompted after clicking the binocular icon to simplify future selections (Figure 30). **Define Search** is opened through the **Search Builder**.

FIGURE 29. ADVANCED SEARCH

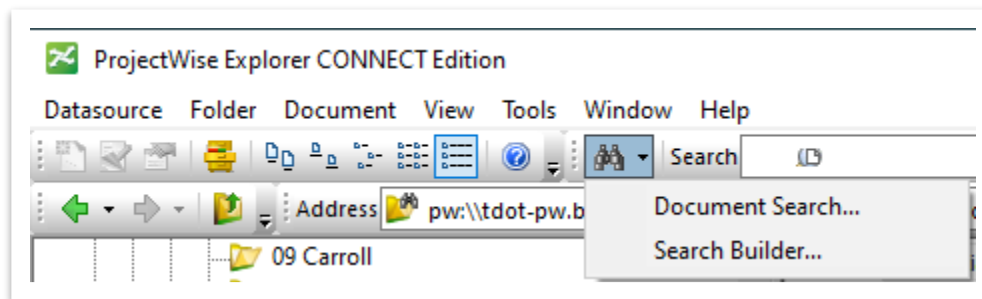
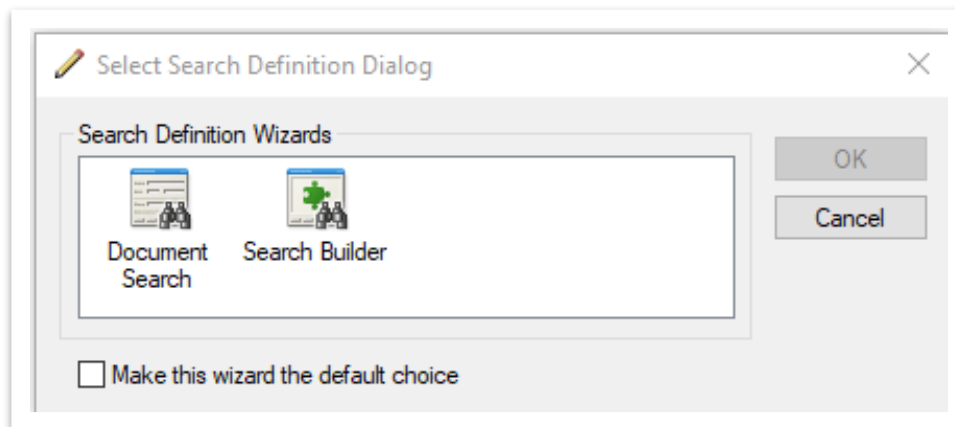


FIGURE 30. DEFAULT SEARCH DEFINITION WIZARD



2.9 Access Controls

Access rights/permissions to folders and files are given via a user list. These user lists are defined by the TDOT ProjectWise Administrators and the owners of the lists (Figure 31). The default access rights for consultants are those assigned to the Project Team access list, named as the project PIN, to which they are assigned. General access for folder security includes ability to create/delete, read/see, and rename folders. General access for document security includes ability to create/delete, read/see, modify document attributes, and view/modify file content.

If you do not have access to a folder, reach out to the TDOT ProjectWise Administrators. Users will be contacted via email when they are given access to a project.

FIGURE 31. ACCESS CONTROL

Folder			Work Area/Folder Security												Document Security											
Name	Description	Domain	View	Open	Close	Copy	Paste	Delete	Move	Renew	Refresh	Print	Print Range	Print All	Print Preview	Print Settings	Print Defaults	Print Cancel	Print Close	Print Refresh	Print Reset	Print Save	Print Stop			
Enter filter here	Enter filter here	Enter filter here	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
132675.00	Interchange at Mc...		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Administrator	Administrator		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Everyone			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
TDOT - All	All TDOT Users		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
TDOT - PM	TDOT Project Man...		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

Revision History

DATE (MONTH/ YEAR)	AUTHOR/ EDITOR	IB#	SECTIONS MODIFIED
04/2025	TDOT		Initial release
03/2026	Aurora Davenport	IB#	1.1, 1.3: License subscriptions updated. 1.2: Administrators list updated. Document revised for ADA compliance.

Appendix A: ProjectWise Web View

ProjectWise Web View is a Bentley cloud service that provides ProjectWise users with secure, read-only web access to their ProjectWise datasources.



ProjectWise Web View is intended for users who only need to view and download documents, and do not need to create, edit, or review and mark up documents.

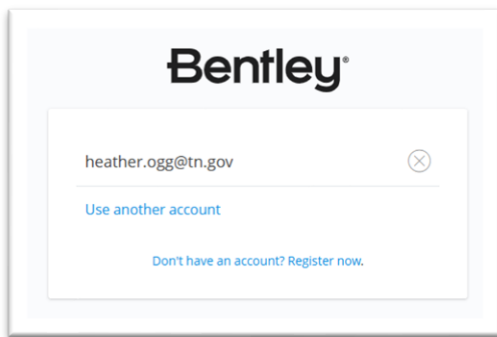
Take Note!

Any user with an active account in the datasource can login to the datasource from ProjectWise Web View. The TDOT ProjectWise Administrator configures which datasources are available inside ProjectWise Web View.

A.1 Accessing ProjectWise Web View

Go to [Bentley Cloud Services](#) and login using your CONNECTION Client Account (Figure 33).

FIGURE 33. LOGIN TO BENTLEY CLOUD SERVICES



This is the Bentley CONNECT Home page (Figure 34). This is where users access the ProjectWise Web View and other services (Figure 35).

Appendix A: ProjectWise Web View

FIGURE 34. BENTLEY CONNECT HOME PAGE

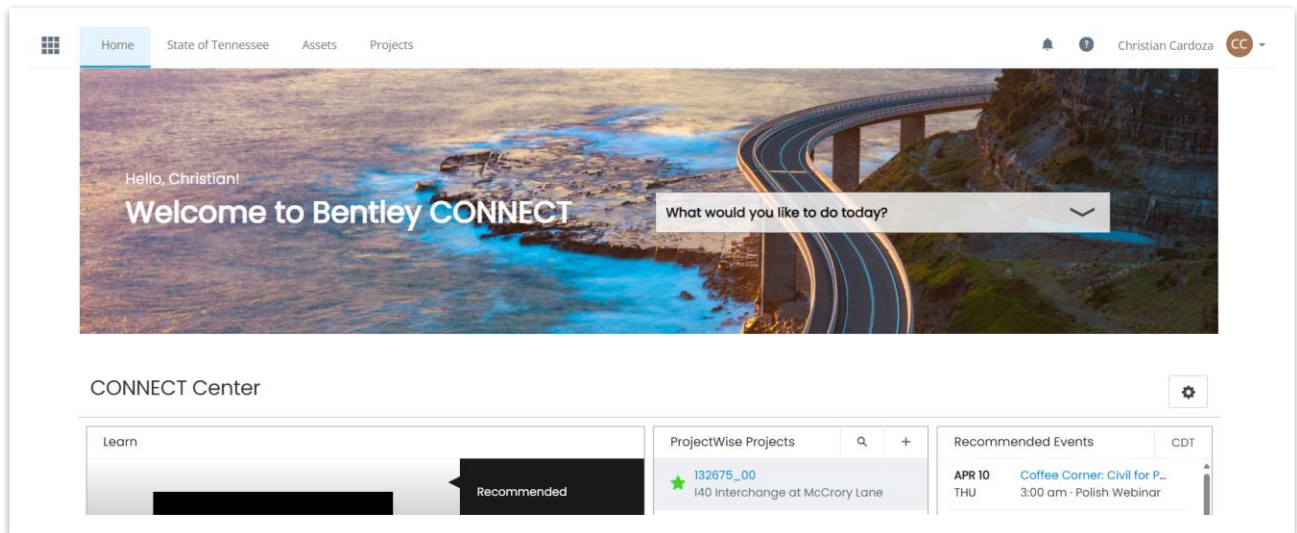
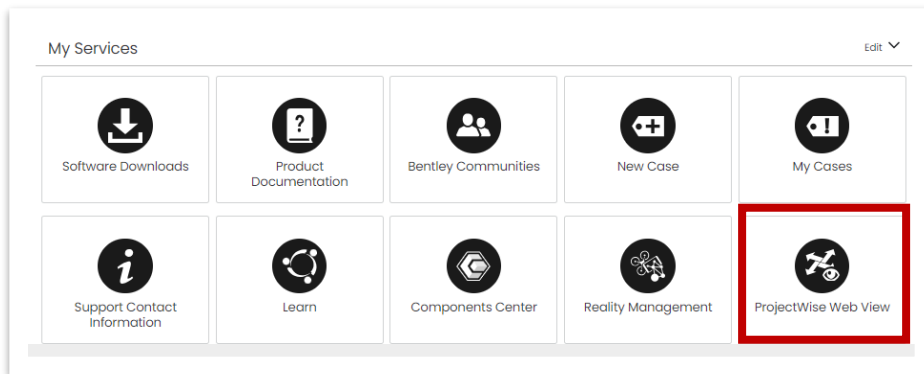
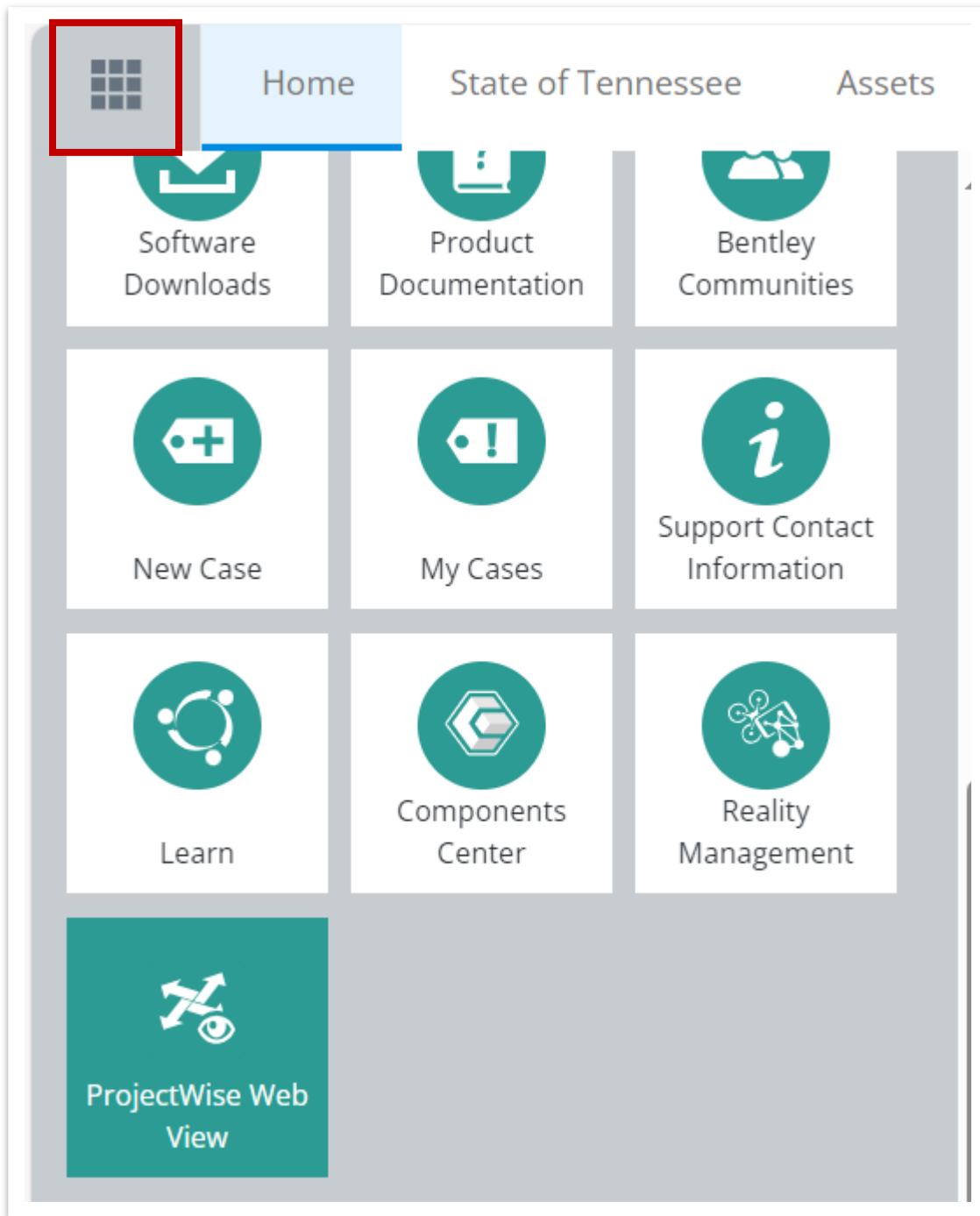


FIGURE 35. ACCESS PROJECTWISE WEB VIEW



ProjectWise Web View can also be accessed through the waffle in the top left of the task bar (Figure 36).

FIGURE 36. WAFFLE ACCESS TO PROJECTWISE WEB VIEW



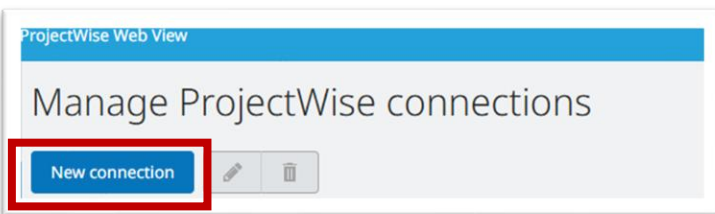
Appendix A: ProjectWise Web View

To access the TDOT ProjectWise cloud server, external users administrators must add the datasource connection to ProjectWise Web View. To do so, navigate to ProjectWise Web View. Then click the Manage Connections icon (Figure 37), located at the far left of the screen. This will open the Manage ProjectWise Connections page for Web View. Then click New Connection (Figure 38).

FIGURE 37. PROJECTWISE WEB VIEW MANAGE CONNECTIONS



FIGURE 38. NEW CONNECTIONS



On the **Create New Connection** screen add the following information (Figure 39) and click connect:

- **Connection Name:** TDOT Active Projects
- **Server URL:** <https://tdot-pw-ws.bentley.com/ws/>
- **Datasource:** TDOT Active Datasource
- **Description:** TDOT Active Projects

FIGURE 39. CREATE NEW CONNECTIONS

A screenshot of a 'Create new connection' dialog box. The title bar says 'Create new connection' with a close button (X). The form contains the following fields:

- Connection name:** A text input field containing 'TDOT Active Projects'.
- Server URL:** A text input field containing 'https://tdot-pw-ws.bentley.com/ws/'. To the right of this field is a blue button labeled 'Get datasource'.
- Datasource:** A dropdown menu with 'TDOT Active Projects' selected.
- Description:** A text input field containing 'TDOT Active Projects'.

At the bottom right of the dialog are two buttons: 'Connect' (blue) and 'Cancel' (white with grey border).

Appendix A: ProjectWise Web View

Once connected click the datasources icon (Figure 40), this will take you to the TDOT ProjectWise cloud server (Figure 41). From here, you can navigate as you normally would to view and download files (Figure 42).

FIGURE 40. DATASOURCE ICON IN PROJECTWISE WEB VIEW

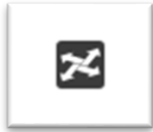
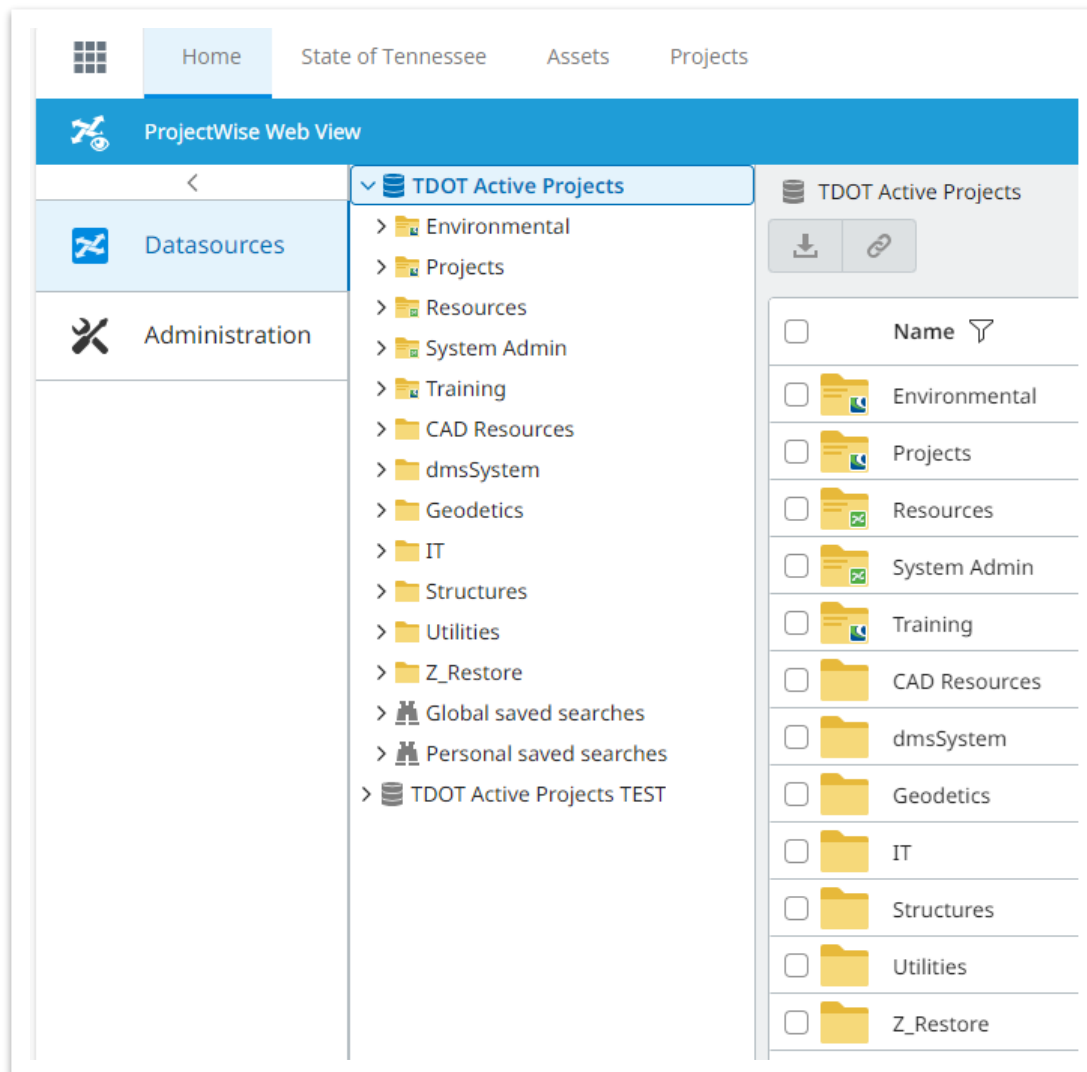
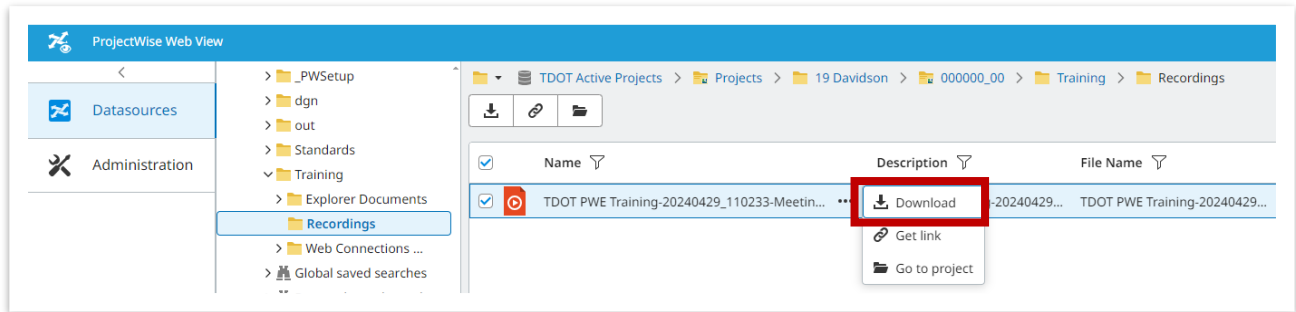


FIGURE 41. TDOT ACTIVE PROJECTS IN PROJECTWISE WEB VIEW



Appendix A: ProjectWise Web View

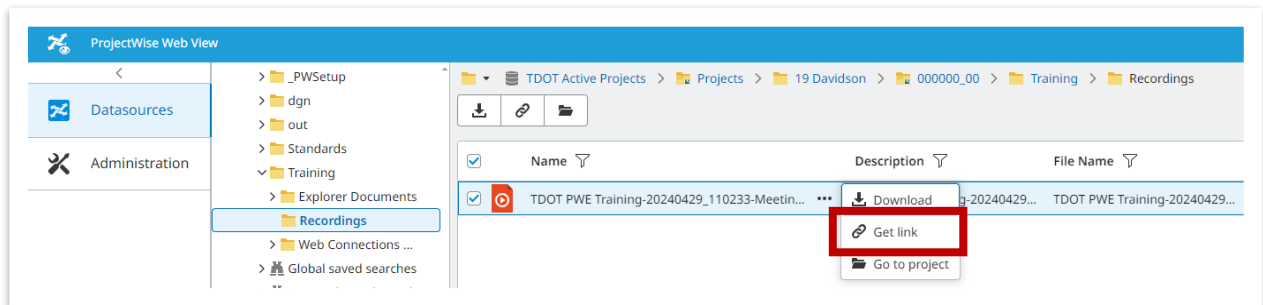
FIGURE 42. DOWNLOAD FILE FROM PROJECTWISE WEB VIEW



A.2 Sharing Links

Once you find the file/folder you want to share, click the ellipsis [...] or the chain link and you will be prompted to **Get link** (Figure 43). Copy the link and share. The recipient must have access to the datasource to view the provided link.

FIGURE 43. SHARING LINKS FROM PROJECTWISE WEB VIEW



Appendix B. Projects Utilizing ProjectWise Web Documents

ProjectWise Web Documents is another method to access the TDOT cloud server. This method can be utilized when you do not have access to the ProjectWise Explorer and need to access data through the web. All work areas with the following symbol are web connected (Figure 44).

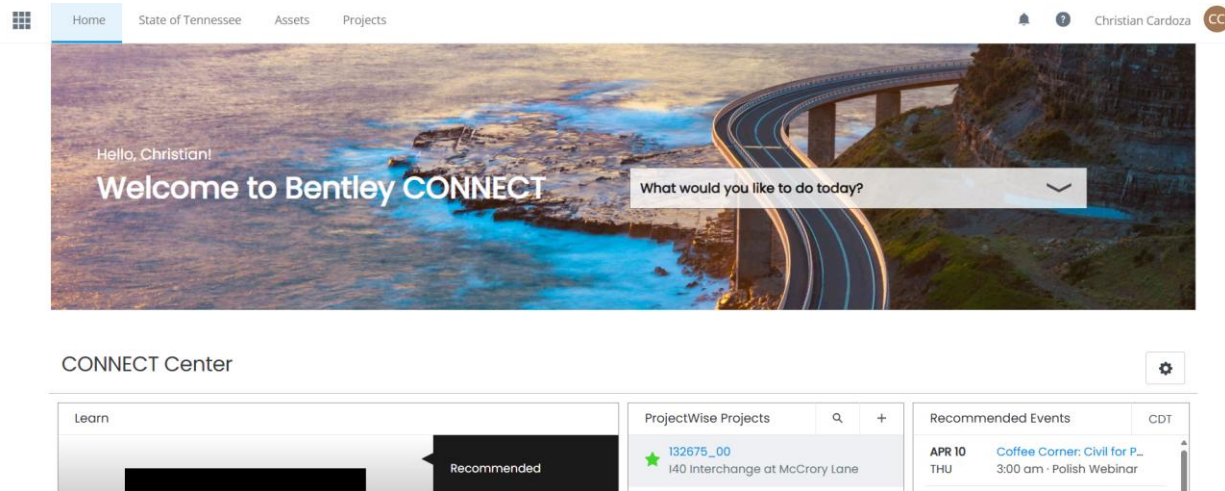
FIGURE 44. PROJECTWISE WEB CONNECTED PROJECT ICON IN PROJECTWISE EXPLORER



B.1 Accessing the Datasource

Login to [Bentley Cloud Services](#) using your CONNECTION Client Account. This is the Bentley CONNECT Home page (Figure 45).

FIGURE 45. BENTLEY CONNECT HOME PAGE



B.2 Accessing the Web Documents of a Project

ProjectWise Web Documents is the service available in each ProjectWise project in the CONNECT Center that provides secure web access to selected work areas from your ProjectWise datasources.



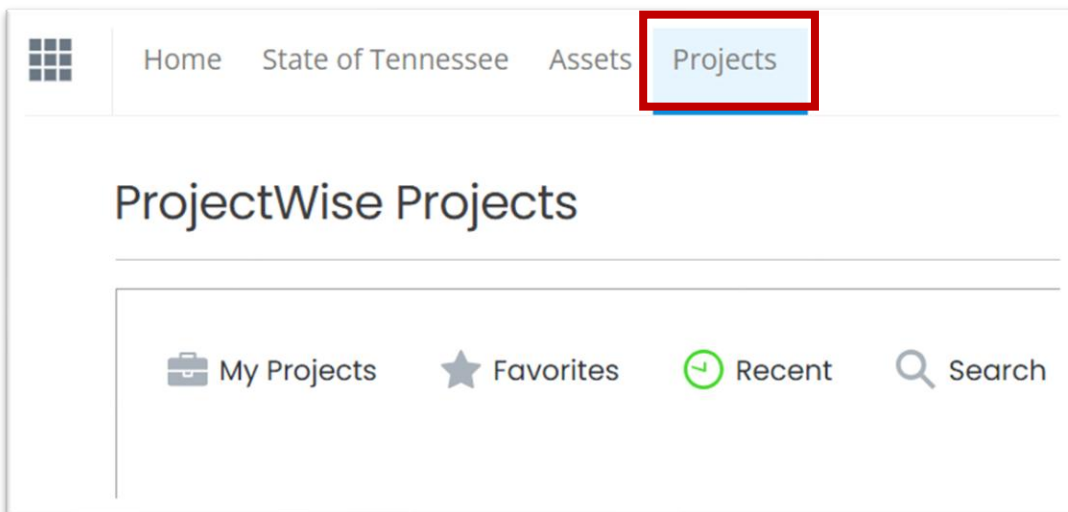
Take Note!

Any user who is a participant of the work area and a member of the project can login to the work area from ProjectWise Web. The TDOT ProjectWise Administrator configures which work areas are available inside ProjectWise Web.

There are similar capabilities to ProjectWise Explorer in this interface such as checking out files and uploading/downloading documents to the datasource.

Any projects a user has access to will appear under the **Projects** tab (Figure 46). Click on the project number in the list to navigate to the project level.

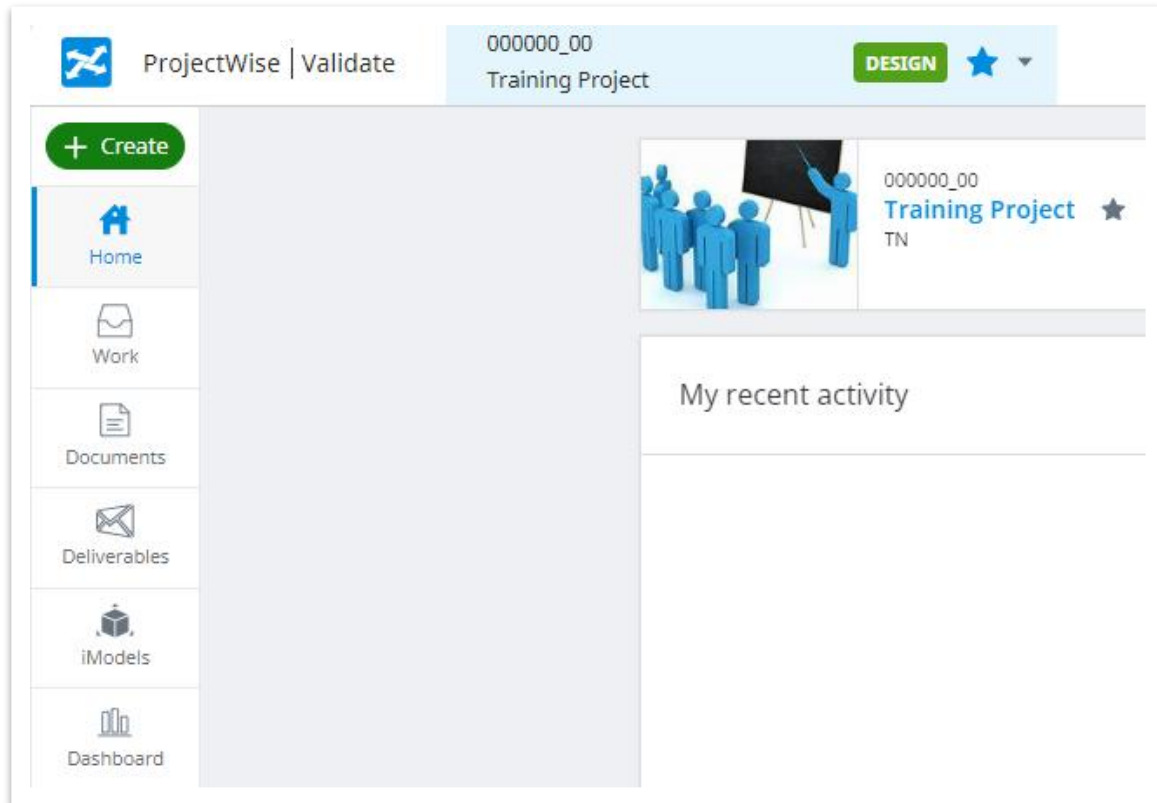
FIGURE 46. PROJECTS TAB PROJECT HOME PAGE



Appendix B. Projects Utilizing ProjectWise Web Documents

This is the project level view within the Bentley Infrastructure Cloud and the services available (Figure 47).

FIGURE 47. PROJECT PIN 000000_00 WEB CONNENCTED PROJECT HOME PAGE

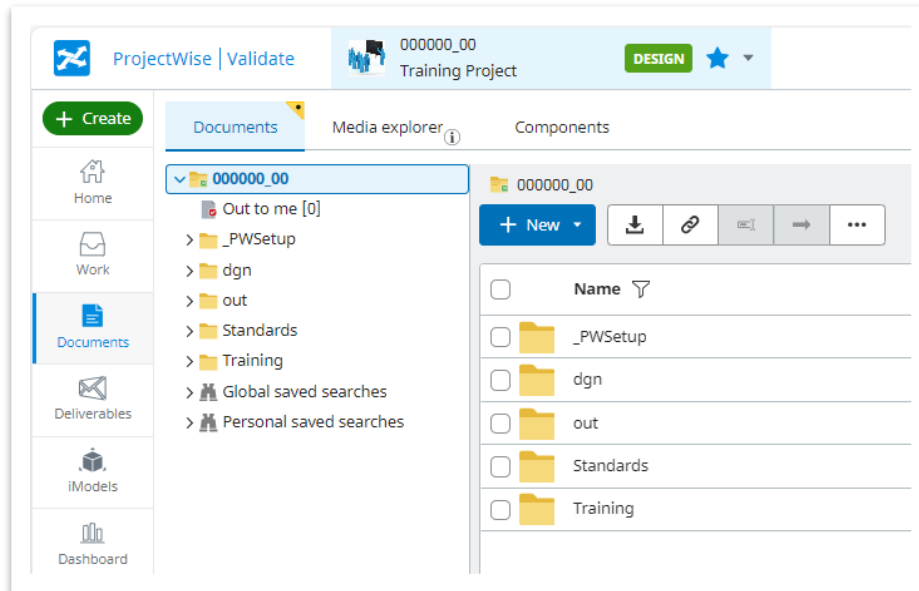


At this time, TDOT will only be utilizing the **ProjectWise Web Documents** web service.

Select **Documents** on the left side column. Users can now access the files for that project through the web browser (Figure 48).

Appendix B. Projects Utilizing ProjectWise Web Documents

FIGURE 48. PROJECT PIN 000000_00 WEB DOCUMENTS



B.3 Sharing Links

Once you find the file/folder you want to share, click the ellipsis [...] or the chain link and you will be prompted to **Get link** (Figure 49).

FIGURE 49. SHARING LINK IN PROJECTWISE WEB DOCUMENTS

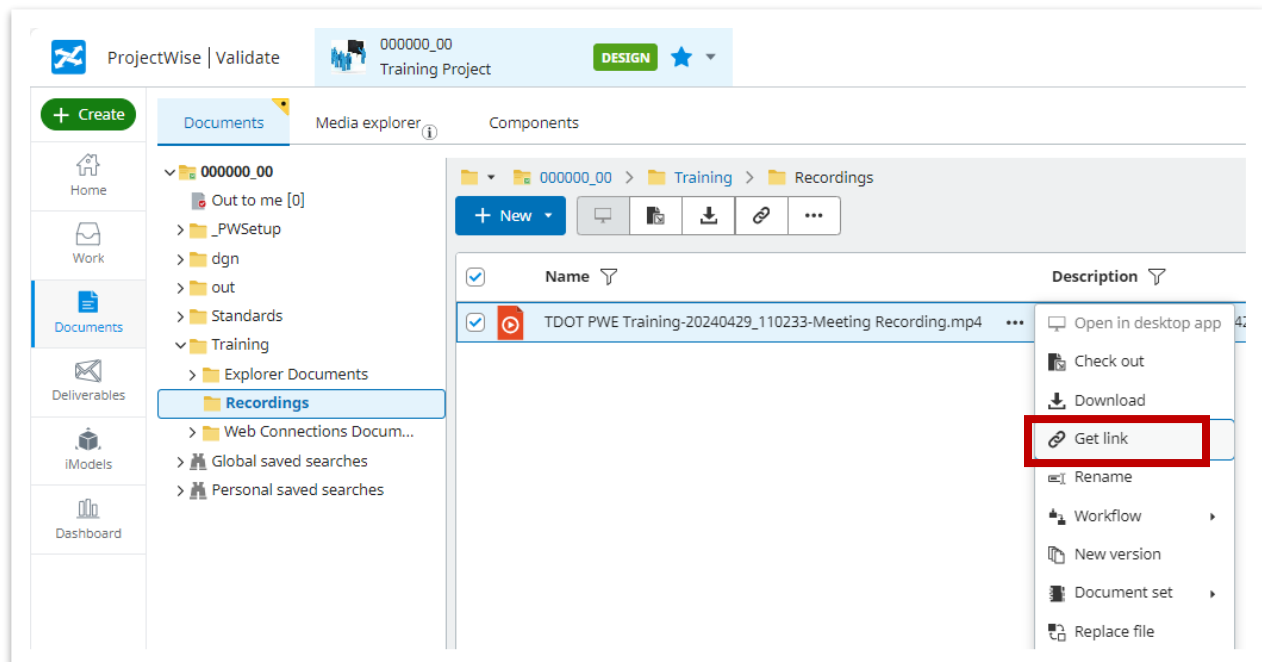
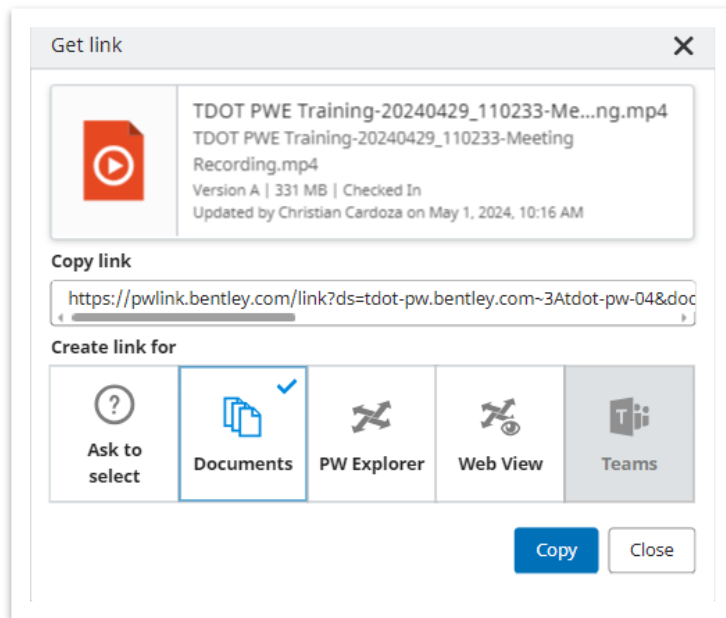


FIGURE 50. GET LINK SHARING OPTIONS



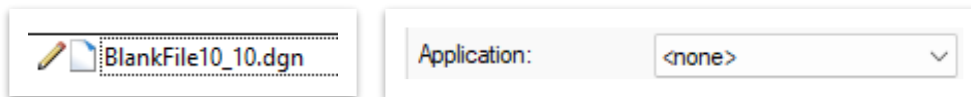
You have various options to choose from so pay special attention to which option you choose (Figure 50):

- **Documents:** This option will send a link to the Bentley Infrastructure Cloud web portal. (Can only be accessed by users with ProjectWise Project access, granted by the TDOT ProjectWise Administrator)
- **PW Explorer:** This option will send a link to the PW Explorer application. (Can only be accessed by users with Project access)
- **Web View:** This option will send a link to the PW Web View. (Can be viewed by users with datasource access)

Appendix C. Dynamic Managed WorkSpaces

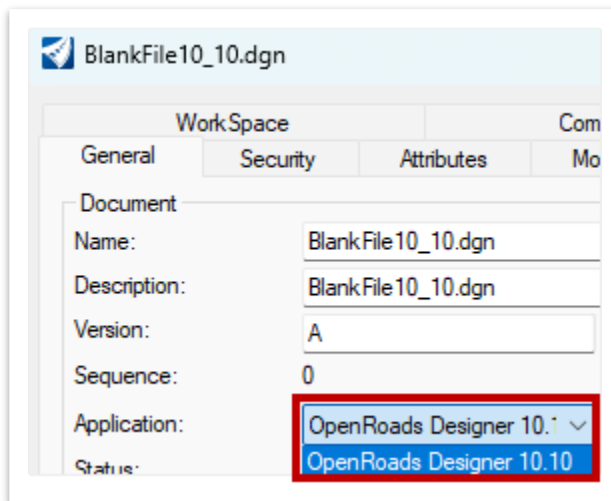
When consultant users upload files at major milestones, specifically OpenRoads Designer (ORD) & OpenBridge Designer (OBD)/OpenBridge Modeler (OBM) (.dgn & .obdx) files, consultant users must modify the application type of those files to the appropriate application. OpenRoads Designer projects by default will have the application type set to **none** to avoid accidentally uplifting to the various OpenRoads Designer versions being utilized as they all have the same file extension (Figure 51).

FIGURE 51. DEFAULT APPLICATION TYPE



Within the **Properties** of the file, within the **General** tab, under **Application** is where users can modify a file's software application. This will specify which application and version it will open in (Figure 52). This setting is applied by the user.

FIGURE 52. MODIFYING APPLICATION FOR ORD/OBD/OBM FILES



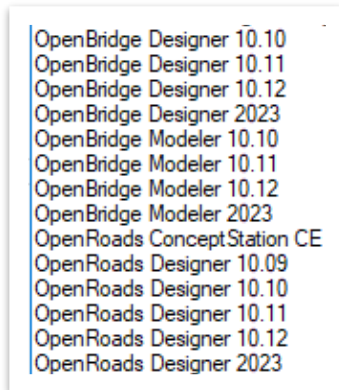
Modifying the files application type to the appropriate application allows TDOT users to open the files utilizing the Dynamic Managed WorkSpace configured to that project location within ProjectWise Explorer.

Appendix C. Dynamic Managed WorkSpaces

Consultant users should select the appropriate application from the softwares listed below when modifying file application types (Figure 53).

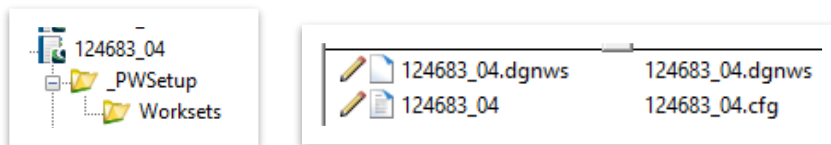
1. OpenRoads Designer 10.09/10.10/10.11/10.12/2023
2. OpenBridge Modeler 10.10/10.11/10.12/2023
3. OpenBridge Designer 10.10/10.11/10.12/2023

FIGURE 53. APPLICATIONS AVAILABLE



The .cfg and .dgnws files that pertain to a project are stored in the **_PWSetup** → **Worksets** folder (Figure 54). These files must be stored here for the Dynamic Managed WorkSpace to work correctly for TDOT users. The **_PWSetup** folder is configured when the project is onboarded to the TDOT ProjectWise cloud server by the TDOT ProjectWise administrators.

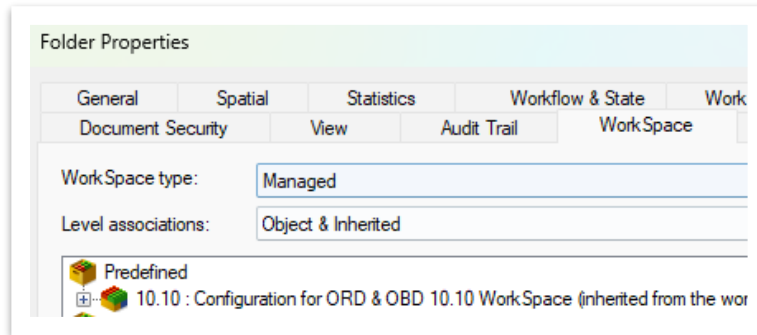
FIGURE 54. _PWSETUP FOLDER & PROJECT .CFG/.DGNWS FILES



Appendix C. Dynamic Managed WorkSpaces

To confirm the workspace being utilized on a project go to the **Properties** of the folder where files are being shared. In the **WorkSpace** tab under **Predefined** it will state the workspace version being applied (Figure 55).

FIGURE 55. DYNAMIC MANAGED WORKSPACE APPLIED TO PROJECT FOLDER



Users will see one of the following configuration settings blocks (CSB) applied to the folder (Figure 56). The CSB and file applications need to match for the Dynamic Managed WorkSpace to work correctly for TDOT users.

FIGURE 56. DYNAMIC MANAGED WORKSPACES AVAILBLE

Name	Description
10.09	Configuration for ORD 10.09 WorkSpace
10.10	Configuration for ORD & OBD 10.10 WorkSpace
10.11	Configuration for ORD & OBD 10.11 WorkSpace
10.12	Configuration for ORD 10.12 WorkSpace
10.12.2	Configuration for ORD 10.12 WorkSpace Update 1
10.12_B	Configuration for OBD & OBM 10.12 WorkSpace-Bentley
2023	Configuration for ORD & OBD 2023 Workspace

For example, if a project folder has a **10.10** CSB applied to it then ORD files within that folder must be set to the **OpenRoads Designer 10.10** application type, OBD files within that folder must be set to the **OpenBridge Designer 10.10** application type and OBM files within that folder must be set to the **OpenBridge Modeler 10.10** application type.



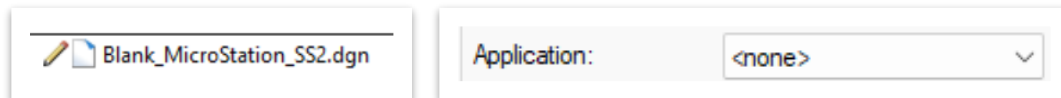
Take Note!

Users should pay special attention to the WorkSpace CSB applied to the Survey and Structures folders as those disciplines can be utilizing a different version of the software.

Appendix D. MicroStation GEOPAK

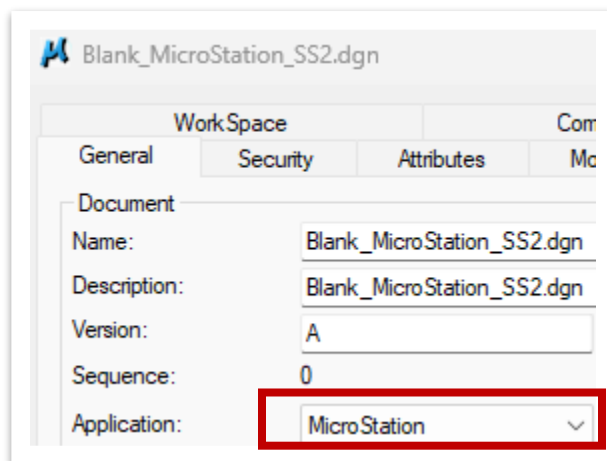
When consultant users upload files at major milestones, specifically MicroStation GEOPAK (.dgn) files, consultant users must modify the application type of those files to **MicroStation**. MicroStation GEOPAK projects by default will have the application type set to **none** to avoid accidentally uplifting to OpenRoads Designer as they have the same file extension (Figure 57).

FIGURE 57. DEFAULT APPLICATION TYPE



Within the **Properties** of the file, within the **General** tab, under **Application** is where users can modify a file's software application. This will specify which application and version it will open (Figure 58). This setting is applied by the user.

FIGURE 58. MODIFYING APPLICATION FOR MICROSTATION GEOPAK FILES



Modifying the files application type to the appropriate application allows TDOT users to open MicroStation GEOPAK files correctly following the TDOT internal workflow.