

ProjectWise Job Aid – Professional Services Procurement

ProjectWise will now be utilized for the submission of Expressions of Interest (EOI) and other related documents required when responding to a Request for Proposal (RFP) for professional services. Access to the ProjectWise system and Web site can be obtained as outlined below.

Each employee of the firm who will be utilizing ProjectWise to upload EOI's will need an individual Commonwealth of Virginia (COV) domain login and password. New accounts are to be requested by completing the LD-899 and the ITD-36E. Email the completed forms to the CADD Support Helpdesk.

- [LD-899](#) - Request access to the ProjectWise Site
- [ITD36E](#) - Security Agreement for External Users

Use this link for additional instructions on how to request a login and password for ProjectWise: http://www.virginiadot.org/business/locdes/establishing_projectwise_login_access.asp#ProjectWiseWebServer

If you have any questions please contact the CADD Support Helpdesk by email CADDsupport@vdot.virginia.gov or call toll free (888) 683-0345 or local (804) 786-1280.

Note: Documents are security protected, and are only accessible to the firm and to VDOT authorized site administrators.

Web Browser Information -

Internet Explorer, Google Chrome, and Mozilla Firefox are supported browsers that can be used to access ProjectWise Web Server with limited functionality. The ProjectWise Web Server interface requires ActiveX controls for full functionality. Internet Explorer is the only browser supporting ActiveX controls and therefore is recommended for use with ProjectWise Web Server.

To enable multiple document download requires that the ProjectWise Web Server Client Components be installed. These components are ActiveX controls that can be automatically installed when the appropriate browser and settings are used. Internet Explorer is the only browser that supports ActiveX controls. The <https://projectwise.vdot.virginia.gov> domain should be added to the Trusted Sites list in Internet Options. The vdot.virginia.gov domain should also be added to the Compatibility View Settings.

Logging into ProjectWise Web Server -

You have access to ProjectWise as long as you have a COV domain account created and your permanent password. Clicking on a link presents the user with a logon page for ProjectWise. Enter the credentials for the COV account obtained for access.

- Log into the VDOT ProjectWise Server: <https://projectwise.vdot.virginia.gov/>
- Location tab is: VDOT ProjectWise
- Login using **COV\user.name**. You must include **COV** in front of your user name and you do not need *vdot.virginia.gov* at the end.
 - Type in your password and you'll be logged in.



ProjectWise® Web Server

Location
<none>

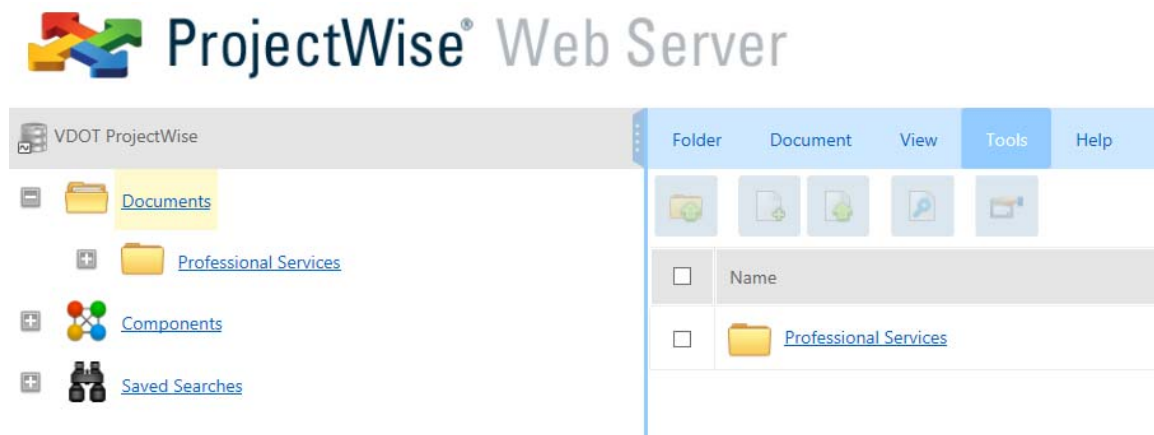
User Name

Password

Log in

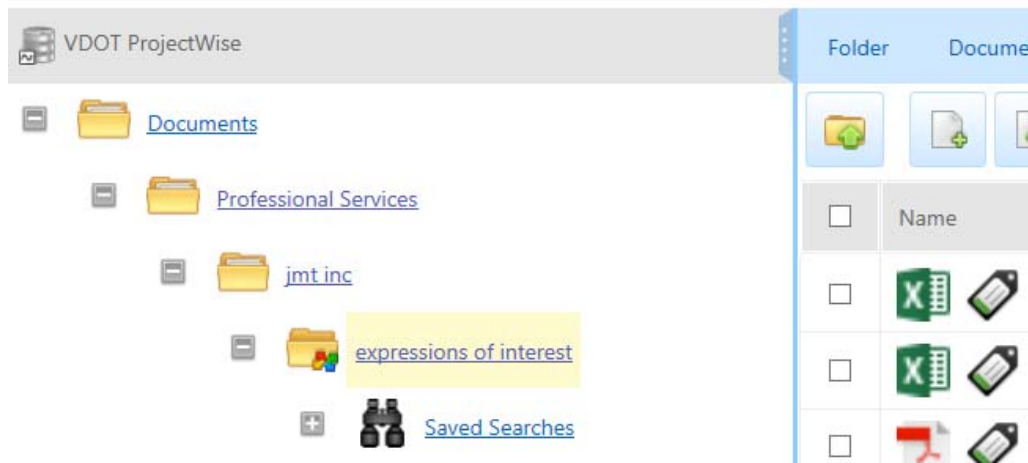
Folder Structure -

Once you have logged in, you will see a Professional Services folder.



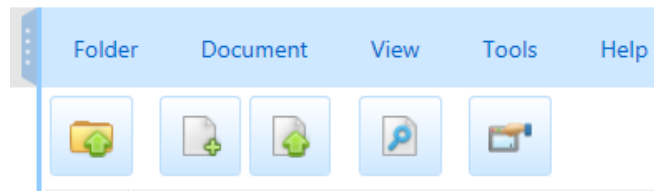
Double click on the “Professional Services” folder and your “consultant firm” name will appear. You will only see your firm name in the list. Double click on your consultant firm name to expand that folder and you will see the “expressions of interest” folder. This is the location of where the EOI’s are to be uploaded. You do not have access to the root folder of your consultant firm to upload.

ProjectWise® Web Server



ProjectWise Document Menu -

The Document Menu is just below the blue bar in ProjectWise. It also can be accessed by right clicking anywhere within the browser window.



Go to Parent Folder



Create a New Document



Upload a Document or Multiple Documents



View a Document



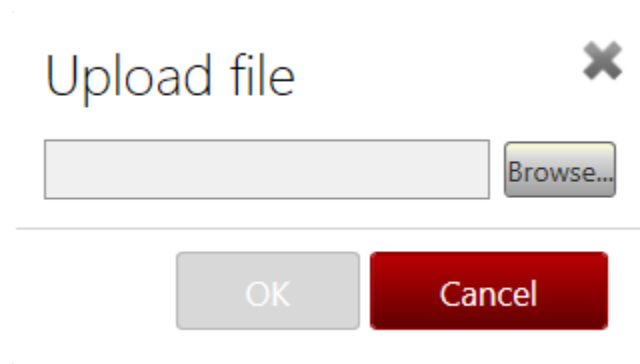
Document Properties

Uploading Documents (Upload a new File or Multiple Files)

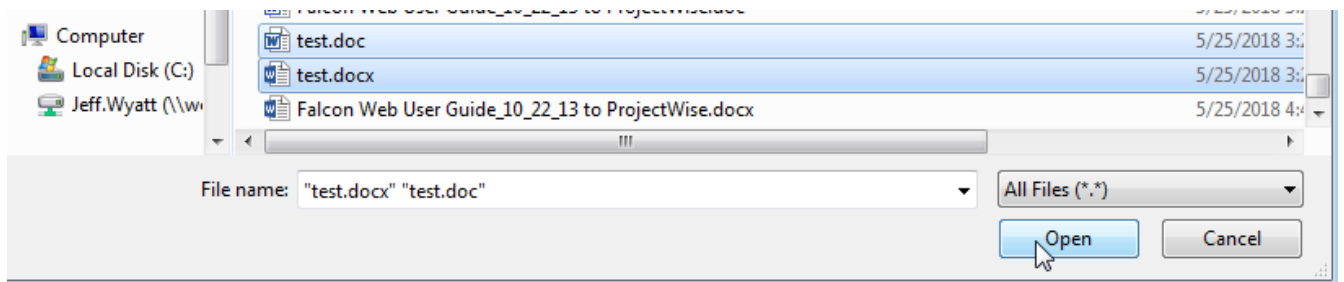
Select the Upload Menu



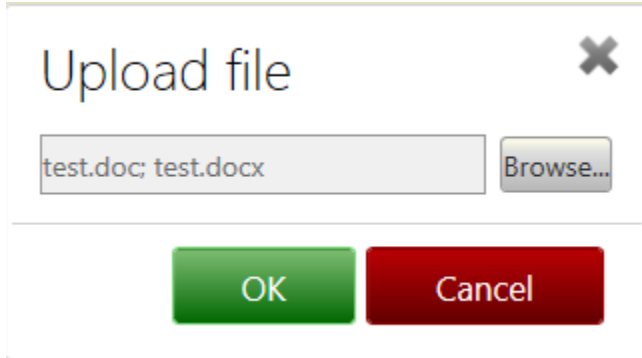
The Upload dialog box will appear and allow you to browse to a folder on you PC to select a file or files to upload.



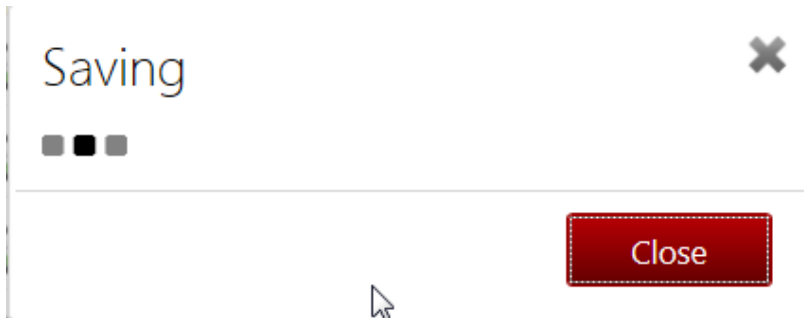
Choose the files to upload and select Open.




Files are now ready to upload. Select OK.



Files are being saved to ProjectWise DataSource.



Files are have been successful uploaded.

| | | | | | |
|--------------------------|---|-----------|------------|--|----------------------|
| <input type="checkbox"/> |   test.doc | test.doc | Checked In | | 5/25/2018 4:50:54 PM |
| <input type="checkbox"/> |   test.docx | test.docx | Checked In | | 5/25/2018 4:50:54 PM |

File Naming Convention –

The Expression of Interest must include a three-digit (alphanumeric) company name followed by the RFP #. Example – CH2_SB_20130923.pdf

If you have any questions please contact the CADD Support Helpdesk by email CADDsupport@vdot.virginia.gov or call toll free (888) 683-0345 or local (804) 786-1280.