



# ProjectWise

## **Consultant's Access for NCDOT's ProjectWise Datasource**



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## Licensing

NCDOT requires that contractors and consultants provide their own ProjectWise licenses. Bentley does offer subscription and licensing options for ProjectWise. The following is information on the license types and offerings provided by Bentley:

In 2023 Bentley updated the ProjectWise entitlements as new capabilities were added to the base functionality of ProjectWise. Below is a mapping of the previous ProjectWise Visas to the updated entitlements. Please use this matrix to identify which entitlement you may need to access NCDOT’s ProjectWise datasource; if you are unsure, please reach out to the NCDOT ProjectWise Administrator or your Bentley Account Manager:

Capabilities	COMPARE					
	ProjectWise Visa Level (Legacy)			ProjectWise, powered by iTwin Enterprise Tier i7		
	365	Design Integration	4D Design Review	Manage	Engineer	Validate
Auditable document control for infrastructure design	✓	✓	✓	✓	✓	✓
Microsoft Office work-sharing for infrastructure design	✓	✓	✓	✓	✓	✓
Issue review and approval with PDF	✓	✓	✓	✓	✓	✓
Standards based (ISO19650) design workflows	✓	✓	✓	✓	✓	✓
Project Insights	✓	✓	✓	✓	✓	✓
Manual PDF generation and plotting	✓	✓	✓	✓	✓	✓
iTwin Viewing			✓	✓	✓	✓
Issue review and approval with iTwin				✓	✓	✓
Intuitive Infrastructure Cloud web interface				✓	✓	✓
Governed standards-based supply chain information exchange				✓	✓	✓
Portfolio intelligence tools: querying and project classification				✓	✓	✓
Engineering work-sharing & standards management		✓	✓		✓	✓
Automated PDF renditioning		✓	✓		✓	✓
Digital component-based design		✓	✓		✓	✓
Advanced document control for infrastructure design		✓	✓		✓	✓
Automated synchronization of iTwin for digital design delivery			✓		✓	✓
Issue creation and resolution using PDF and iTwin			✓		✓	✓
GeoSpatial iTwin reality mesh capture and management					✓	✓
Infrastructure design validations: BIM rules, clash detection			✓			✓
Interdisciplinary, iTwin administration for infrastructure design			✓			✓
Visual interdisciplinary change analysis			✓			✓
Design process definition and alignment						✓
Advanced iTwins-based civil design validations						✓

If your organization is a current ProjectWise User, you should contact your License Administrator or Bentley Account Manager to request access to the proper ProjectWise entitlement.

If your organization is not a currently ProjectWise User, you can purchase a 12-month Virtuoso Subscription which offers a way to lease a 12-month license of Bentley software. Included in every Virtuoso subscription is access to training. This option does not require a contract with Bentley as subscriptions are purchased through the Bentley eStore Virtuosity. Bentley does offer discounts to certified small and disadvantaged businesses, please inquire with your North Carolina contact about how to apply the discount to any purchases made through Virtuosity.

Please contact a Bentley sales representative or your account manager for more information or visit [www.virtuosity.bentley.com](http://www.virtuosity.bentley.com) for more information on the Virtuoso subscriptions.

## **Software Requirements**

Currently NCDOT uses ProjectWise Explorer (ver10.0.3.453). This product requires a license. Connection Client (11.00.05.43 or higher) is also necessary. Both products can be downloaded from the Bentley web site at <https://connect.bentley.com>. There is no licensing required for Connection Client.

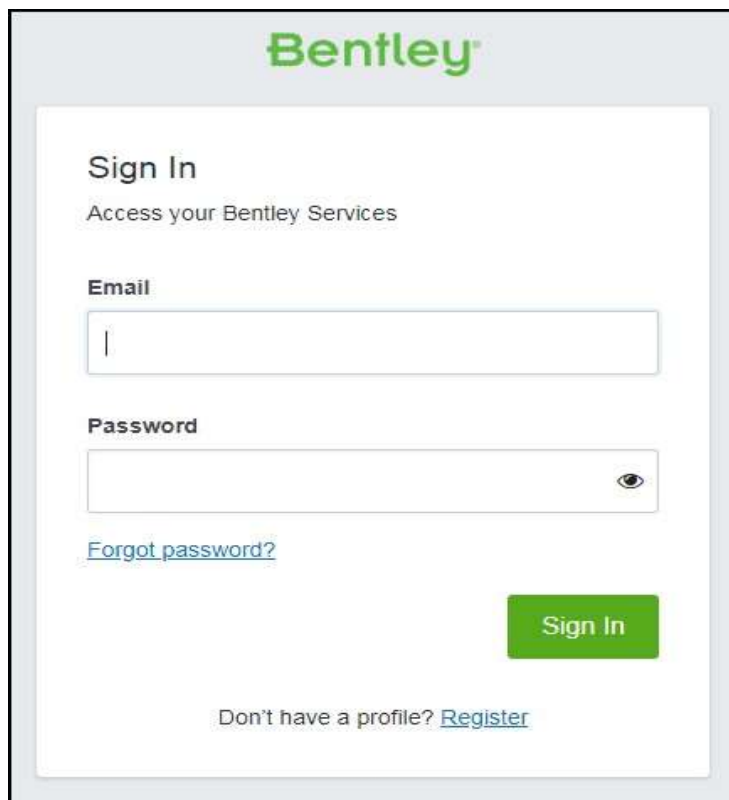
## **Installations**

The following pages document the installation, configuration, and initial launching of ProjectWise Explorer. The same steps would apply to the downloading of other applications. For help, visit [docs.bentley.com](http://docs.bentley.com) or click on the application name in the Software Versions section above.

## **Downloading and Installing**

### **Download ProjectWise Client Software**

- 1) To download ProjectWise Client software, click on the following link: <https://connect.bentley.com>
- 2) If not logged in, type your Email and Password. If you have not registered, you must do so before you can log in by clicking *Don't have an account? Register now.*, located at the bottom of the box.



**Bentley**

**Sign In**  
Access your Bentley Services

**Email**

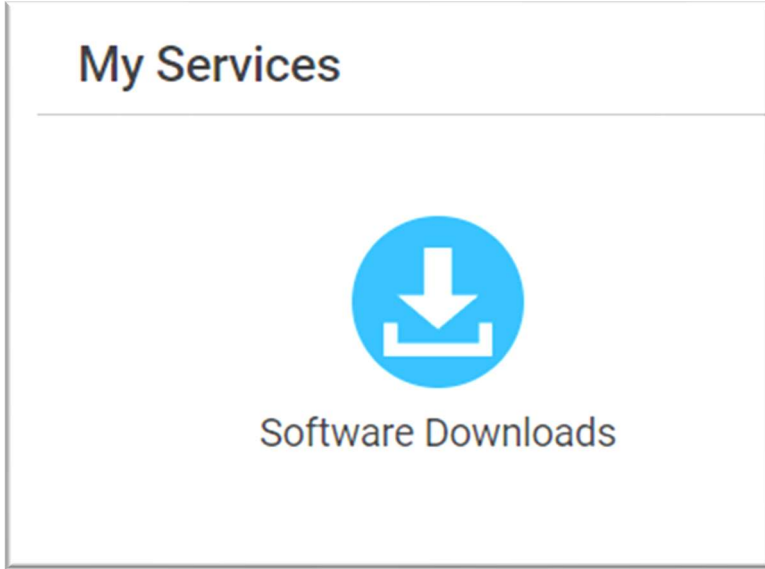
**Password**

[Forgot password?](#)

**Sign In**

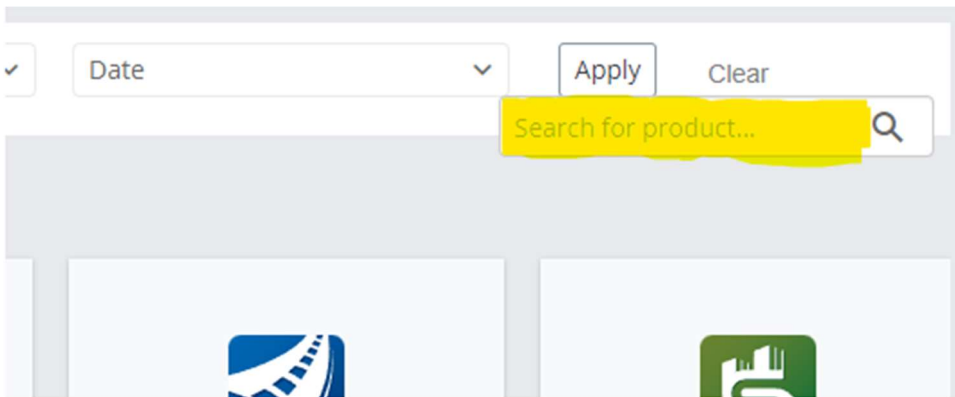
Don't have a profile? [Register](#)

- 3) Once logged in, scroll to the bottom of the page. If you have access to download software, you will see a box labeled Software Downloads in the My Services section of the page.



If you do not see this option, contact your Bentley account manager

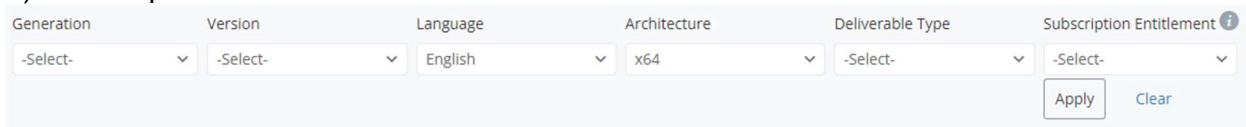
- 4) Search for “**ProjectWise Explorer**” in the upper right corner Search for product... box.



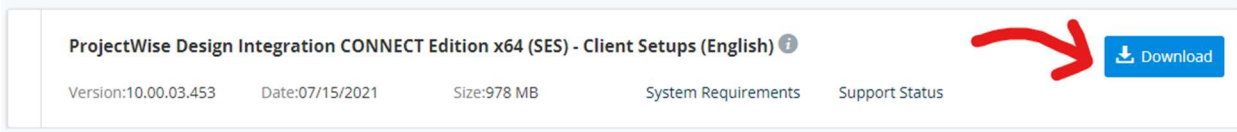
- 5) Choose ProjectWise Explorer Client from the list

[ProjectWise Explorer Client | ProjectWise Design Integration CONNECT Edition x64 - Client Setups](https://softwaredownloads.bentley.com/ProductDetails/2546)  
softwaredownloads.bentley.com/ProductDetails/2546

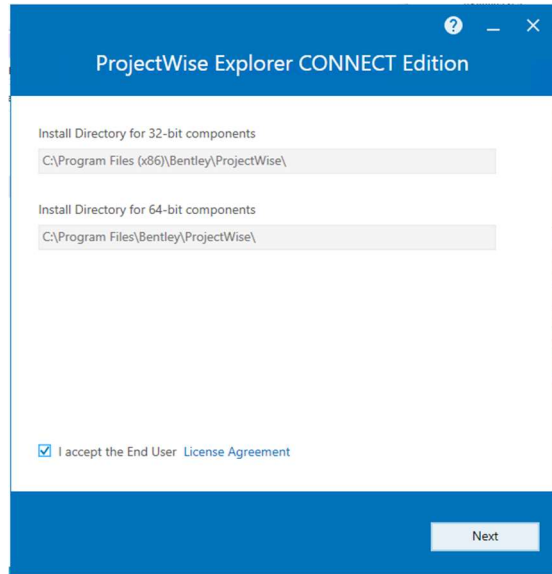
- 6) Set dropdowns as seen below



- 7) Click Apply
- 8) Choose download on the top option. (Version 10.00.03.453)



- 9) Navigate to the location of the downloaded file in Windows Explorer.
- 10) Double click on “pwclt100003453en.exe”.
- 11) This should start the “Installation Wizard”
- 12) Accept the default installation location, read and accept the license agreement, then click “Next”.

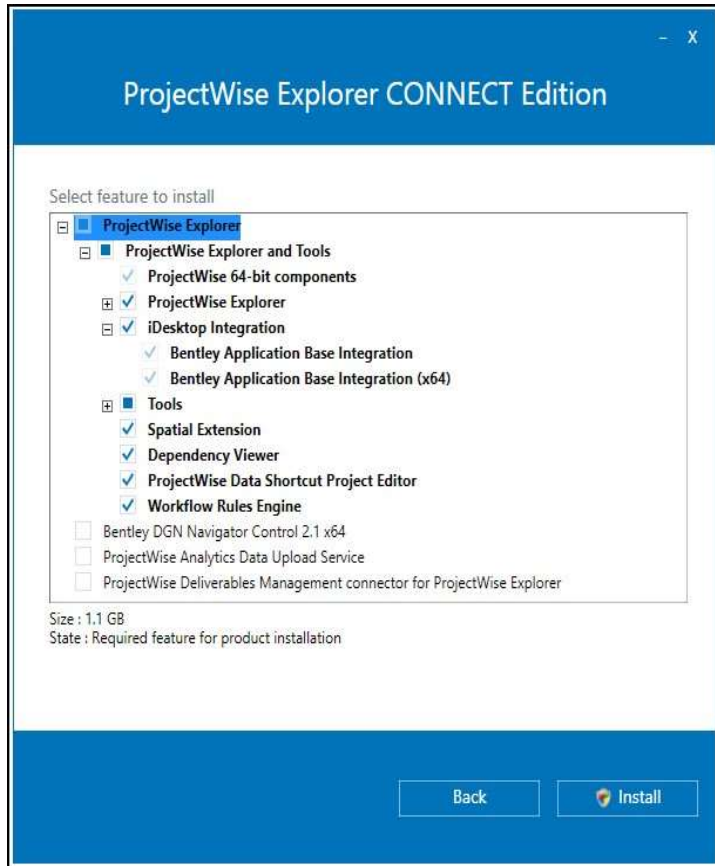


The ProjectWise Explorer installer delivers both 64-bit and 32-bit components.

**C:\Program Files(x86)\Bentley\ProjectWise** for 32-bit  
**C:\Program Files\Bentley\ProjectWise** for 64-bit

- 13) Under “Select feature to install” the ProjectWise Explorer item should be preselected. Check the check box next to each feature you want to install, then click “Install”.

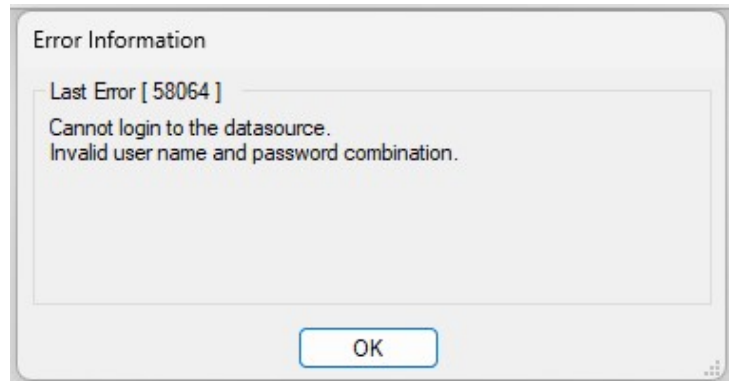
Installation of the selected features begins.  
 When installation is complete, click “Finish”.



## Gaining Access to NCDOT's ProjectWise Production Datasource

Anyone needing access to NCDOT's Production datasource must have a ProjectWise user ID, which is separate from your NCID.

This box indicates that you do not have a ProjectWise user ID.



A single user request should be submitted through this request form, [NCDOT Single User Request Form](#)

Multiple user requests should be submitted either by uploading a [PEF ProjectWise Access Request](#), to <https://connect.ncdot.gov/resources/CADD/Pages/ProjectWise-Access.aspx> or emailed to [dot.pwsupport@ncdot.gov](mailto:dot.pwsupport@ncdot.gov).

Users will be added and the submitter notified within 48 hours.

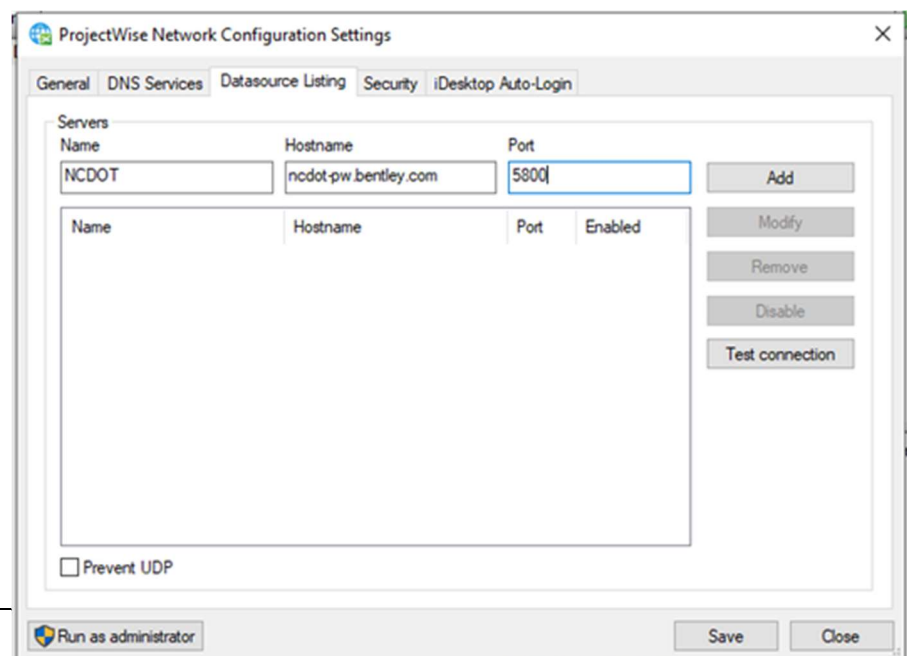
## ProjectWise Network Configuration



- 1) Open "ProjectWise Explorer"
- 2) Click on "Network Configuration Settings..." under the Tools pulldown.
- 3) On the Datasource Listing tab:
  - Name – Can be anything. I have used "NCDOT"
  - Hostname – ncdot-pw.bentley.com
  - Port – 5800

Enter the data in the boxes.  
Click Add then Close

- 4) Once the settings have been added refresh your screen by right-clicking on "ProjectWise Explorer Datasources" then clicking Refresh.



You should see the three datasources:

**NCDOT Development, NCDOT Production and NCDOT Training|QC**

But consultant access will only be provided to the NCDOT Production Datasource.

If you do not see these datasources, please contact your IT Department to open port 5800 on your firewall. If they are still not visible, contact us at dot.pwsupport@ncdot.gov.

5) To log in a datasource you can:

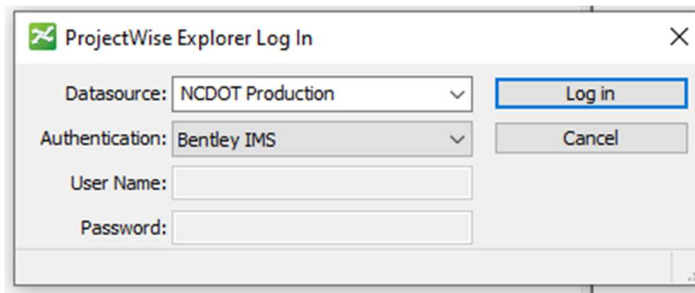
Click the Datasource dropdown and the Log In... OR

Right-click on the datasource name and choose Log In... OR

Click on the arrow to the left of the datasource OR

Double-click on the datasource name

You may not be able to log into **NCDOT Training|QC**

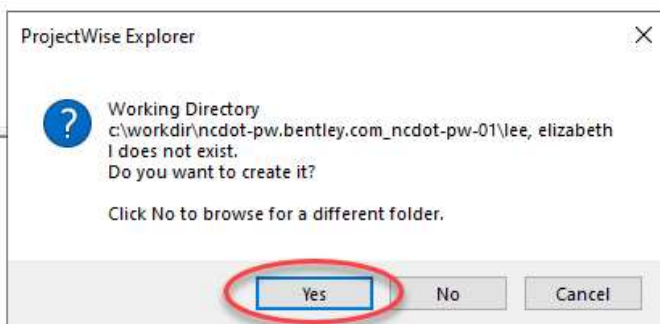


- a. Choose **NCDOT Production** from the Datasource dropdown.
- b. Choose **Bentley ISM** from the Authentication dropdown. The User Name and Password will gray out.
- c. Click **Log in**. This should log you in.

If you attempt to log in to ProjectWise Explorer without being logged in to Connection Client then Connection Client will open up once you Click **Log in** and you must log in then.

## Using ProjectWise Explorer

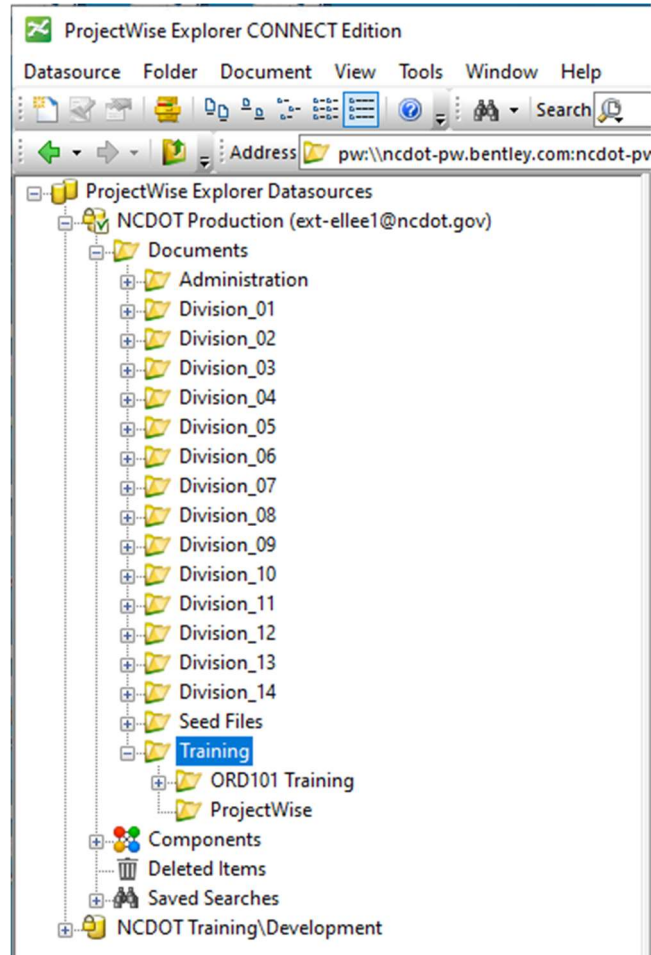
When logging into ProjectWise for the first time you will be prompted to create a working directory. Click “Yes” to create this directory.



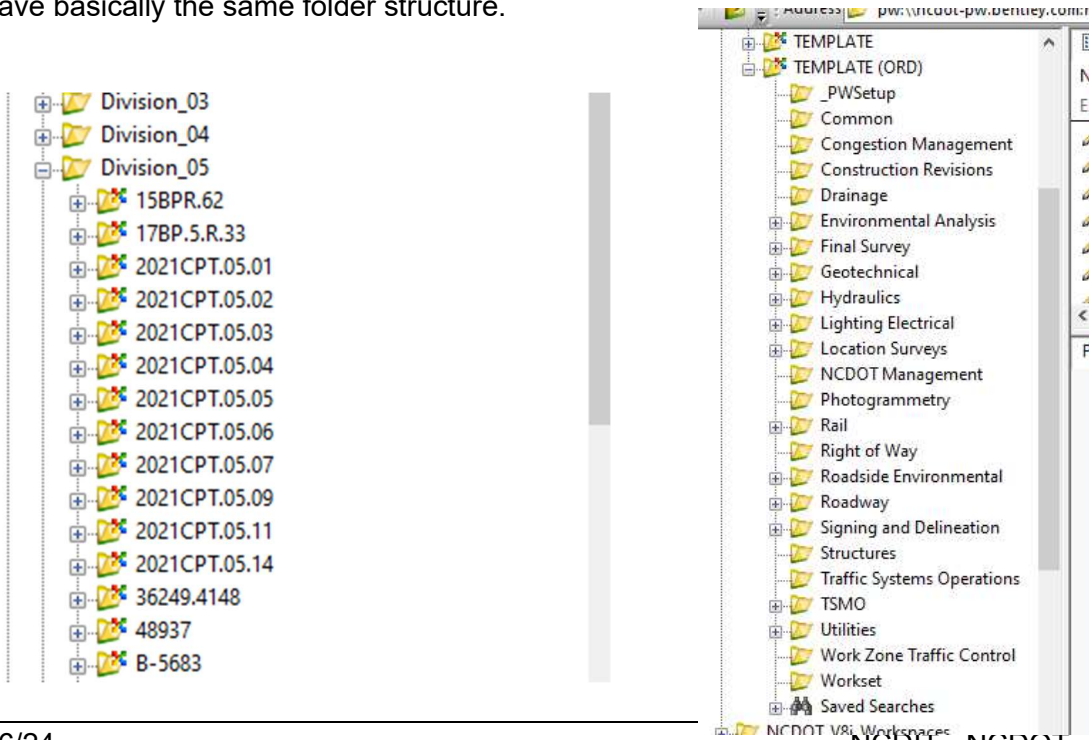
This will be the local working directory used by ProjectWise. Do not open or delete files directly from this directory. Use the Local Document Organizer inside of ProjectWise Explorer to manage the local working directory. You will only see this prompt the first time you log in to ProjectWise Explorer.



After logging in, you should see the following:

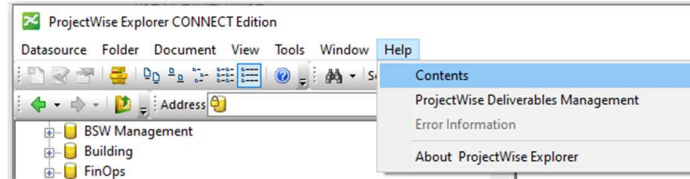


Each division will contain work areas to represent projects within that division and each work area should have basically the same folder structure.



Opening a file can be done by double-clicking the file.  
Work areas using a managed workspace will automatically download any new standards needed.  
Work areas not using a managed workspace will use whatever standards are on your local drive.

For information on how to use other functionality within ProjectWise Explorer, you can access the help.



Helpful Links:

[Creating Documents](#) (files)

How to do a [quick search](#)

[Resolving references](#)

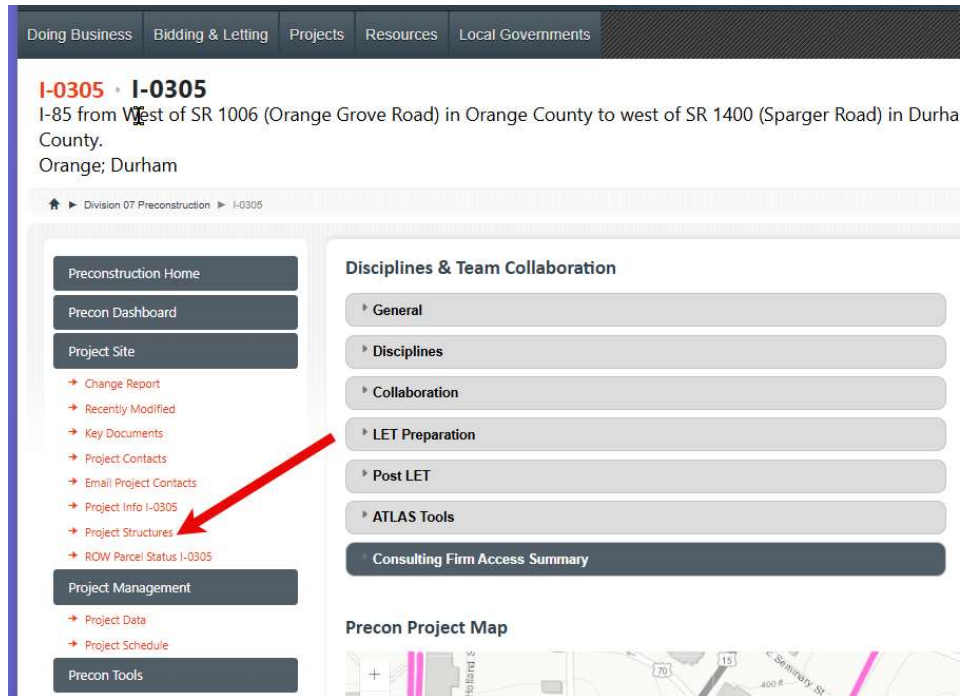
Training can be found at <https://learning.bentley.com/learn>. This will require logging into your Bentley IMS account but On Demand training is free.

You can also find many ProjectWise Explorer training and tips on YouTube.com.

## Preconstruction/SharePoint

All work area creation, consulting firm access and structure folder creation comes through Preconstruction request forms. If you need something done in ProjectWise on a project that already exists in Preconstruction, send an email to [dot.pwsupport@ncdot.gov](mailto:dot.pwsupport@ncdot.gov).

A link to the structure request form is located in the left-hand navigation bar when on a project site page.



Information on using the Preconstruction submittal forms for project creation or consulting firm access or can be found on <https://connect.ncdot.gov/site/preconstruction/Pages/Preconstruction-Help.aspx>.

Doing Business | Bidding & Letting | Projects | Resources | Local Governments

Search

### Preconstruction · Preconstruction-Help

Preconstruction Help

Home

My Precon

- Precon Dashboard
- My Project Portfolio
- My Submittal Reviews

Tools

- ATLAS Data Search Tool
- ATLAS Data Screening Tool
- Letting Admin Dashboard
- Manage Project Contacts
- Management Reports
- Preconstruction Search
- Usage Assessment

Resources

- Boring Logs Search
- Bridge Plans and Reports
- Search As Built Plans
- Discipline Specific Links

#### Preconstruction FAQ

Can subs get access as well as primary consulting firms?

It is up to the DOT business user setting up access. When a DOT user contracts with a consulting firm to do some work, they must also grant access for that firm to the project. If there are subs involved, the DOT user who contracted with the primary consulting firm may elect to grant those subcontract firms access as well.

Help! My Consulting Firm users can't get logged on!

How can I create folders?

How do I get a consulting firm set up to get access to projects?

#### Overview

Overview of Preconstruction Project Sites

#### How To

- SharePoint Preconstruction PRR File Copy Tool
- How to use Submittal Tracker
- How to - Find Signal Plans (with Chuck and Penny)
- How to - Copy Contacts from Excel into Project Contacts
- How to - Upload a Document (silent demo)
- How to - View Sharepoint File Activity (silent demo)
- How to - View Modified By, Checked Out To, Created

#### Submittals Overview - by Role

- Preconstruction Site Requests
- Consulting Firm Access Requests
- File Explorer to Manage Files.pdf
- Import MS Project into SharePoint Task.pdf
- Quick Reference - Precon Site Access
- Quick Reference - Final Plans and Special Provisions

#### Training

- Submittal Tracker Submitter
- Submittal Tracker Project Manager

Connect Home | View My Profile | Manage My Alerts

Employee Directory | ncdot.gov

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If you have questions or problems working with the Preconstruction submittal forms, contact [preconstructionhelp@ncdot.gov](mailto:preconstructionhelp@ncdot.gov).