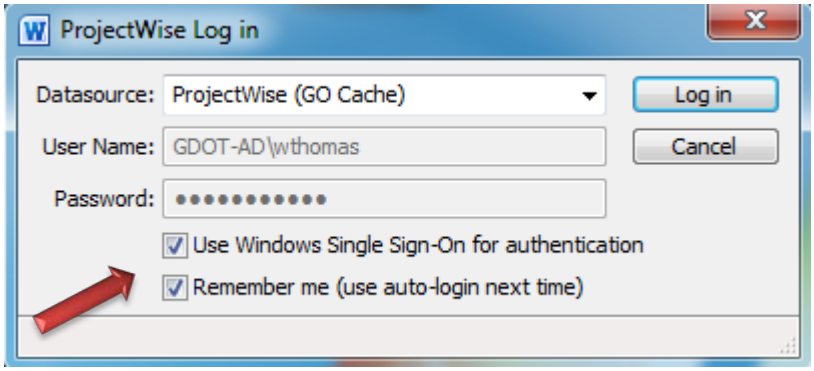
ProjectWise (Early Installs) – Pre-training

When ProjectWise (PW) is first installed, you will begin to see the following dialogs:

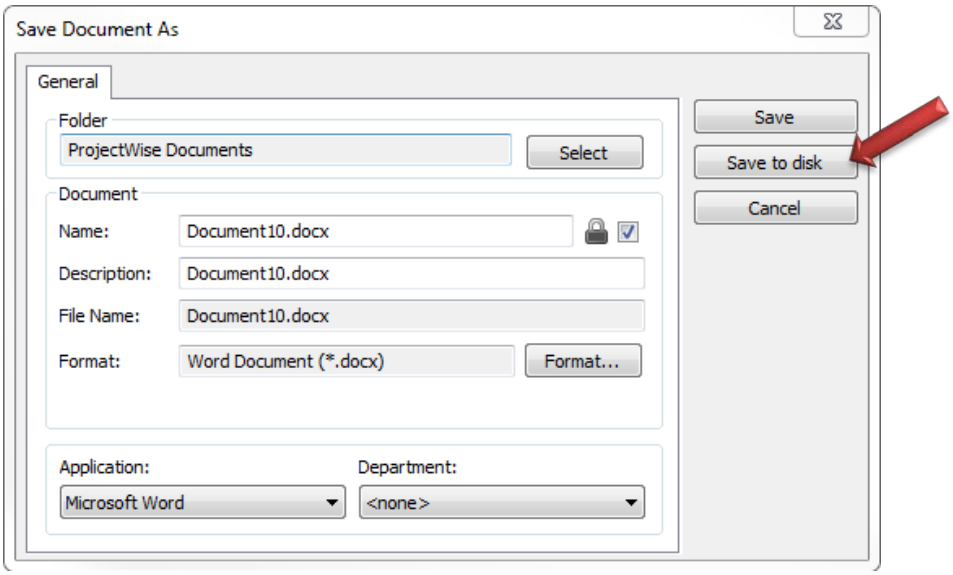
When working with Microsoft Office applications:

The "ProjectWise Log in" dialog will appear. It appears the first time an MS Office application is opened after the PW install.

Enter your username and password and select "**Use Windows Single Sign-On for Authentication**" and "**Remember me**".



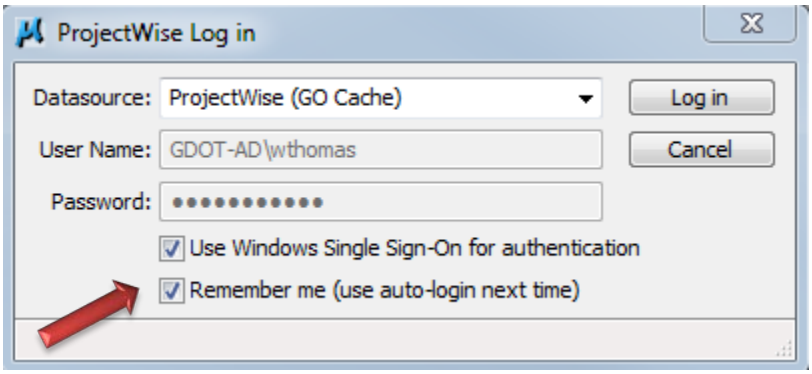
When you attempt to save a MS Office document, you will see a PW dialog.

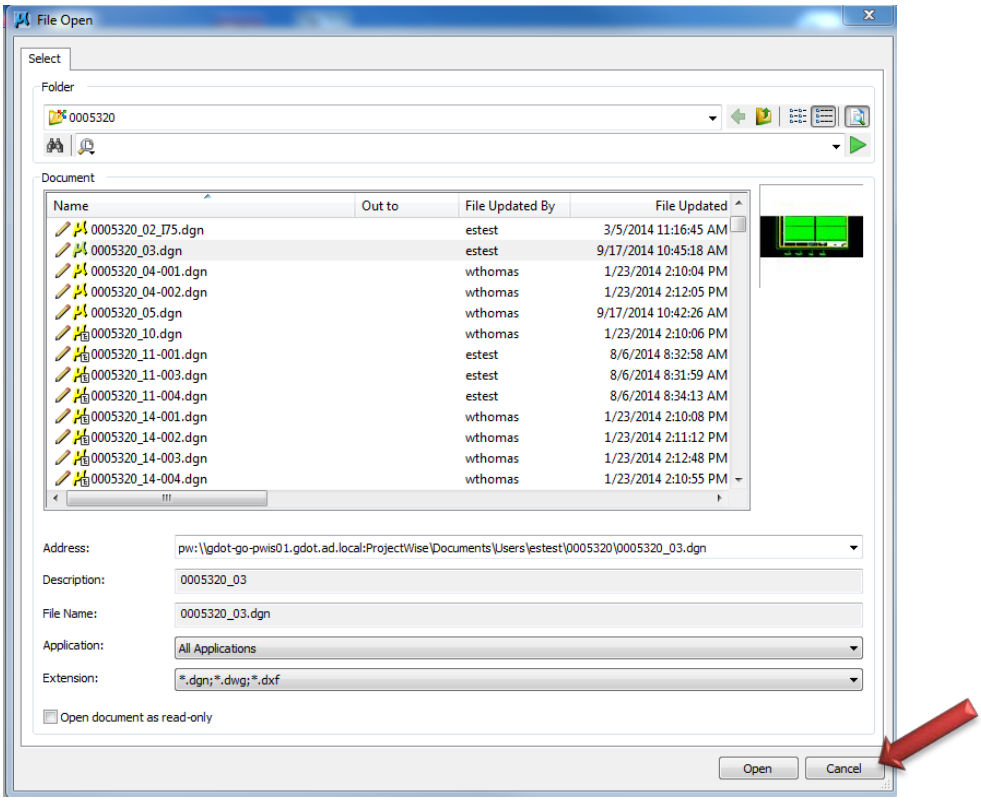


If you are **<u>not</u>** working directly on one of the GDOT Pilot projects and you have not placed any of your work inside PW, you can simply click "**Save to Disk**" and store your document either on the network or your local hard drive.

When working in MicroStation, (appears the first time MicroStation is opened after the PW install) users will see the following upon double-clicking the desktop icon:

The “ProjectWise Log in” dialog will appear. Enter your username and password and select “**Use Windows Single Sign-On for Authentication**” and “**Remember me**”.





If you are not ready to access your files from within ProjectWise, Click “**Cancel**” and the default MicroStation “File Open” dialog will appear as it did before the PW install.

More help is available on the ProjectWise webpage:
http://www.dot.ga.gov/doingbusiness/PoliciesManuals/roads/software/Pages/ProjectWise.aspx

Be sure to read the “ProjectWise Explorer Fundamentals**” document to become familiar with the new interface and new file icons.