

# ProjectWise Deliverables Management Workflow

**NOTE:**

**Organization** = Company registered with Bentley

**Transmittal** = Data sent outside of organization (Outgoing)

**RFI**= Request For Information

**Submittal** = Data received into an organization (Incoming)

**Participants** = Someone assigned to a project. Can be an internal or external participant

**Draft** = A partially completed package that can be edited prior to being transmitted

**Package** = Proposed set of documents being transmitted or submitted

Remember: The sending user issues a **Transmittal**, and the receiving user receives a **Submittal**.

## GDOT Participants – Receive Responses

1. When receiving responses, you will be notified via Microsoft Outlook that a new submittal package has been received.
2. To open the package from the email notification, copy/paste the link next to **“Or use this link in ProjectWise Explorer”** into **ProjectWise Explorer’s** address bar and press enter.

Hello Glenn Williams,

All responses have been received from all recipients for the transmittal package Tuesday Morning Test, \_654321-TR-0000019.

To view the transmittal response status, click the link below or paste it into your browser's address bar:

[Tuesday Morning Test](#)

or use this link in ProjectWise Explorer: [pw://gdot-go-pwis01.gdot.ad.local:ProjectWise/Documents/P{3c36df23-1e4f-4ced-8f59-f29405748d31}/?Deliverables Management=Outgoing;GUID={1A470BDF-26C4-4144-A83D-97380808B2D4}](pw://gdot-go-pwis01.gdot.ad.local:ProjectWise/Documents/P{3c36df23-1e4f-4ced-8f59-f29405748d31}/?Deliverables%20Management=Outgoing;GUID={1A470BDF-26C4-4144-A83D-97380808B2D4})

Transmittal details

**Project:** NEW GDOT PWD M Testing

**Subject:** Tuesday Morning Test

**Purpose:** For Review

**Content:** 13

**Acknowledge by:** 3/31/2016 11:22 AM Coordinated Universal Time

**Respond by:** 4/12/2016 11:22 AM Coordinated Universal Time

**Issued by:** Glenn Williams, [gwilliams@gdot.ga.gov](mailto:gwilliams@gdot.ga.gov)



This is an automatically generated email notification sent via ProjectWise Deliverables Management service.

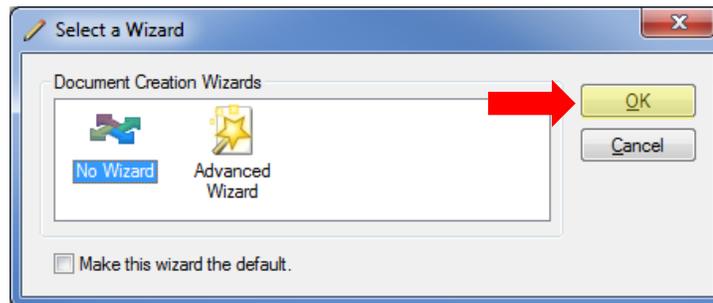
Do not reply to this email. Instead you can [tell us what you think about ProjectWise Deliverables Management](#)

3. With the Transmittal highlighted, click on the link to go to the package. (**NOTE:** Please note the ID number of the Transmittal as you will need it in the next step.)

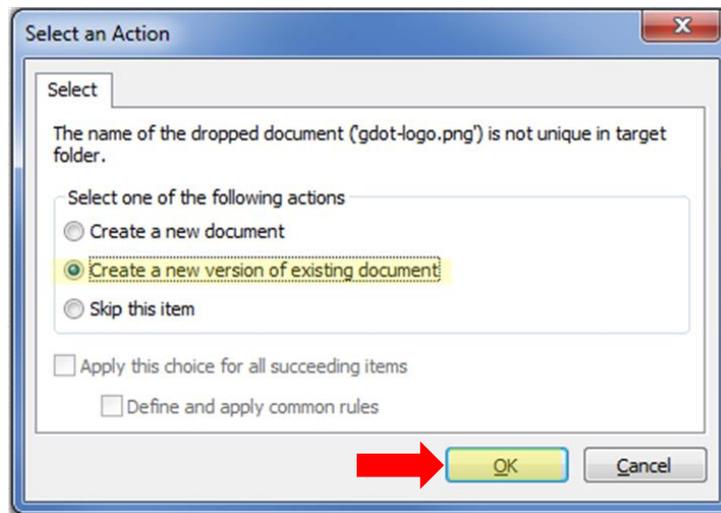
 [\\_654321-TR-0000051](#)

**RRFR**

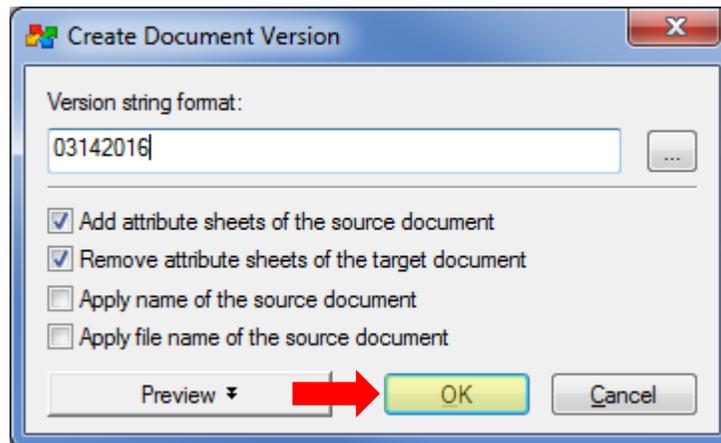
4. Click on the **Recipients** tab.
5. Click on the **View final response** link under the *View response* column.
6. Click on **Import Responses** button in the bottom right corner. This will import the package files into ProjectWise Explorer in the specified transmittal responses folder. After importing, click on **Cancel** button when prompted to **Open imported package folder**.
7. Click on the **Go to folder** button in the bottom right corner to go to the folder where the files now reside in ProjectWise.
8. After a detailed review has been completed, navigate to the submittal folder for the package, select all files that were submitted, drag/drop them to the correct folder location of where they will reside within the project folder structure. (Create new versions if needed.)
9. When prompted to select a Wizard, choose No Wizard, choose **Ok**.



10. On **“Select an Action dialogue box”**, choose Create a **New Version of Existing Document**. Click **Ok**.



11. Enter current date as the version name. Click **Ok**.



12. Navigate back to the current submittal folder under the organization and delete it.

