

ProjectWise Deliverables Management External Users Registering Projects

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*.

External Participants – Registering a project (Web Portal)

1. To access Bentley's Web portal go to <http://www.connect.bentley.com>.
 - a. Enter your **Email Address**.
 - b. Enter your **Password**.
 - c. Click **Sign In**.

Bentley

Sign In

Access your Bentley Services

Email

haazia.forney@bentley.com

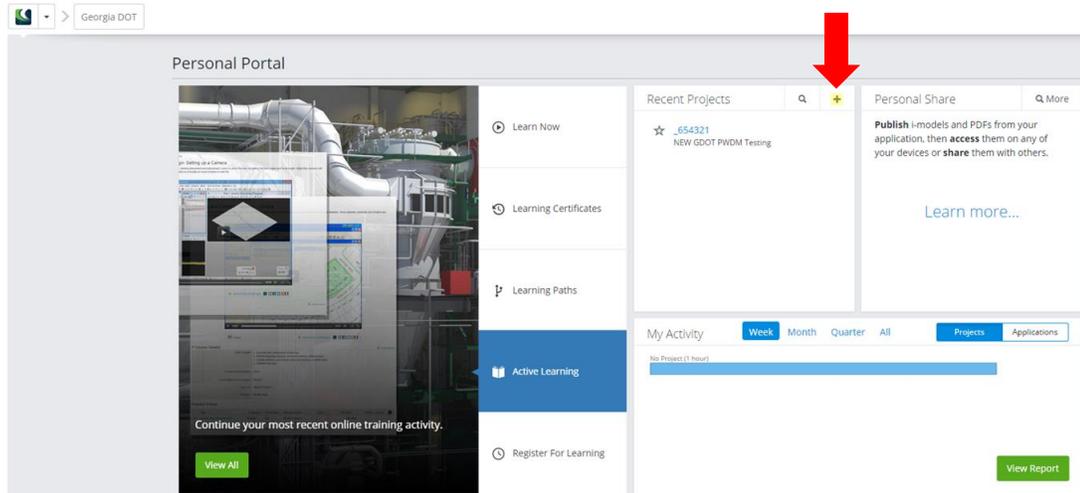
Password

[Forgot password?](#)

[Sign In](#)

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

2. You will be taken to the **Personal Portal**
3. If you have permissions to register projects, from **Recent Projects** section, click the **+** symbol.



4. The **Register a Project** dialog opens. Enter project information...

Register a Project

*The number, name, asset industry and asset type fields are required.

Number *
 36 max characters

Name *
 150 max characters

Asset Industry *

Asset Type *

Use Location
 Use Latitude/Longitude

Location
 700 max characters

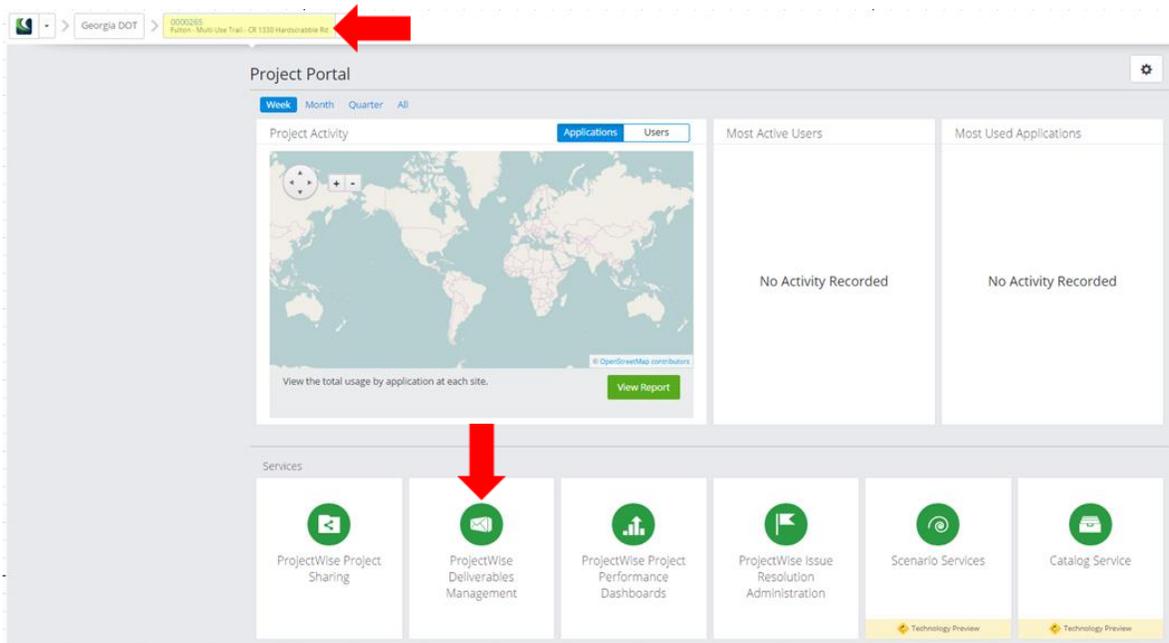
Time Zone

Status
 Active
 Inactive

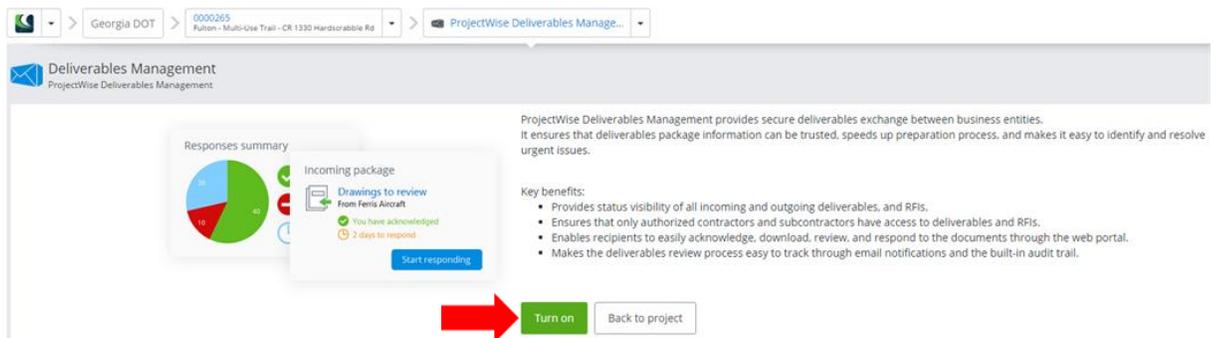
- Number** – Enter the project’s PI Number.
- Name** – Enter the County and the ProjectWise Description.
- Asset Industry** – Select **Roads and Highways**.
- Asset Type** – Select **Roads**.
- Enable **Use Location**.
- Location** – Enter city where project is located.
- Time Zone** – Select **Eastern Time**.
- Status** – Select **Active**.

5. Click **Save**.

6. You're taken to the **Project Portal** of the newly registered project.
 - a. Click on **ProjectWise Deliverables Management**.



8. Select **Turn On** to enable ProjectWise Deliverables Management for the project.



9. ProjectWise Deliverables Management is enabled for the project.

