

ProjectWise Deliverables Management Internal 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**.

Internal 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

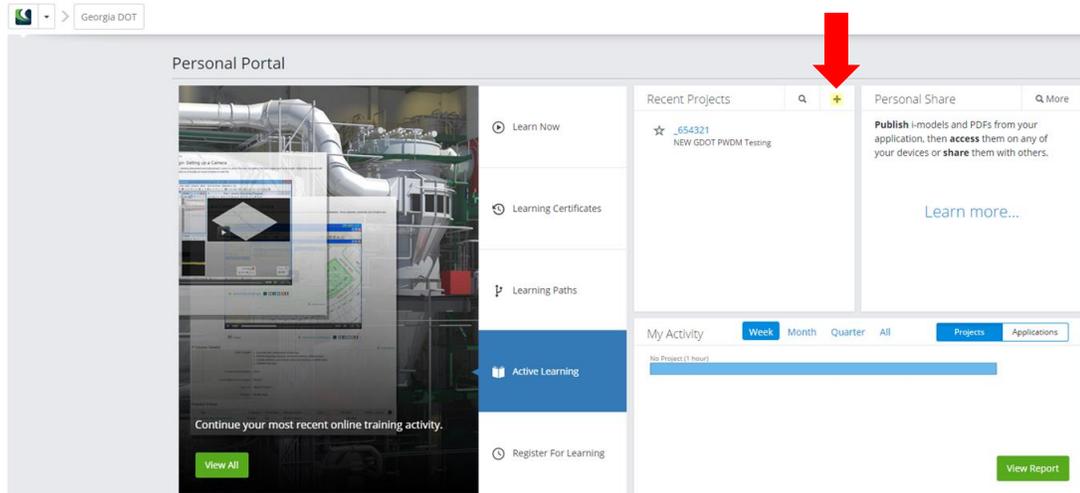
Password

[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

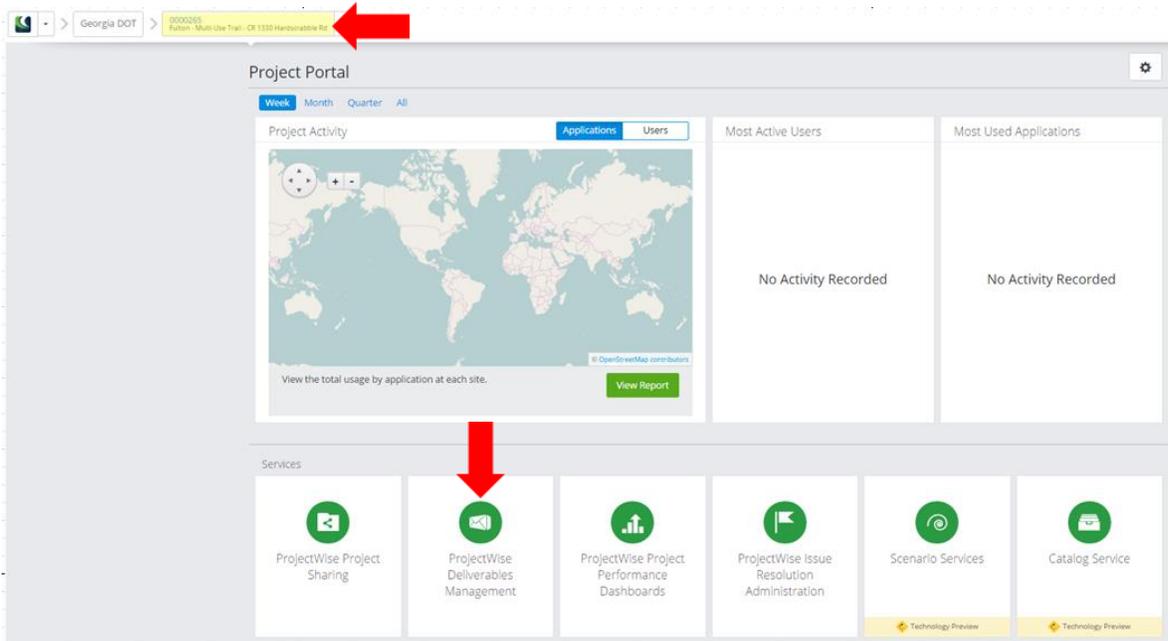
Time Zone

Status
 Active
 Inactive

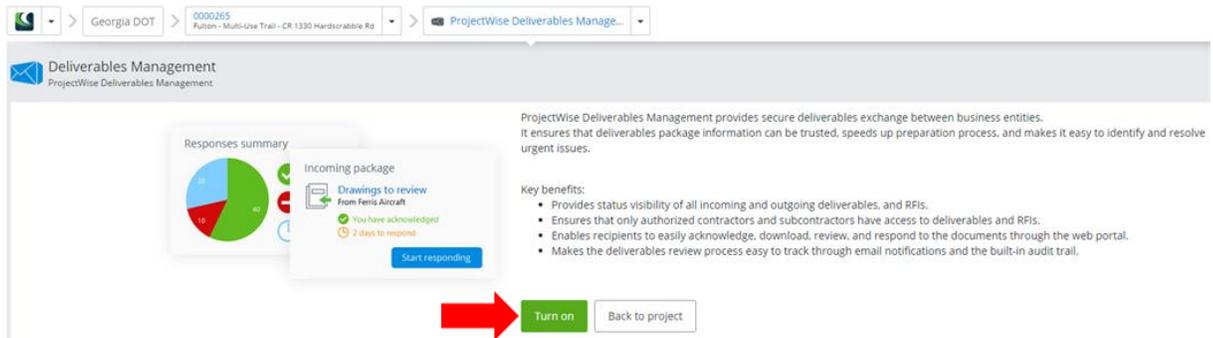
- Number** – Enter the project’s PI Number.
- Name** – Enter the County and the ProjectWise Description.
- Asset Industry** – Select **Roads and Highways**.
- Asset Type** – Select **Roads, Bridges, etc.**
- Enable **Use Location**.
- Location** – Enter city where project is located.
- Time Zone** –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

5. Click **Save**.

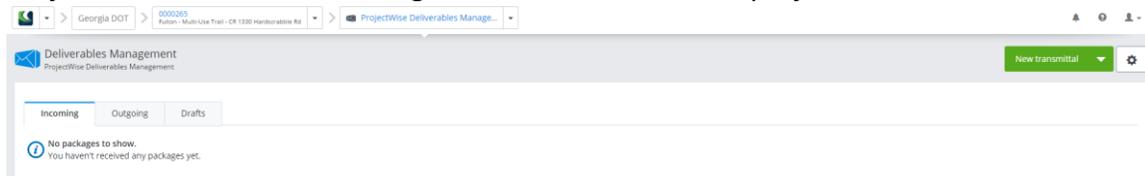
6. You're taken to the **Project Portal** of the newly registered project.
- a. Click on **ProjectWise Deliverables Management**.



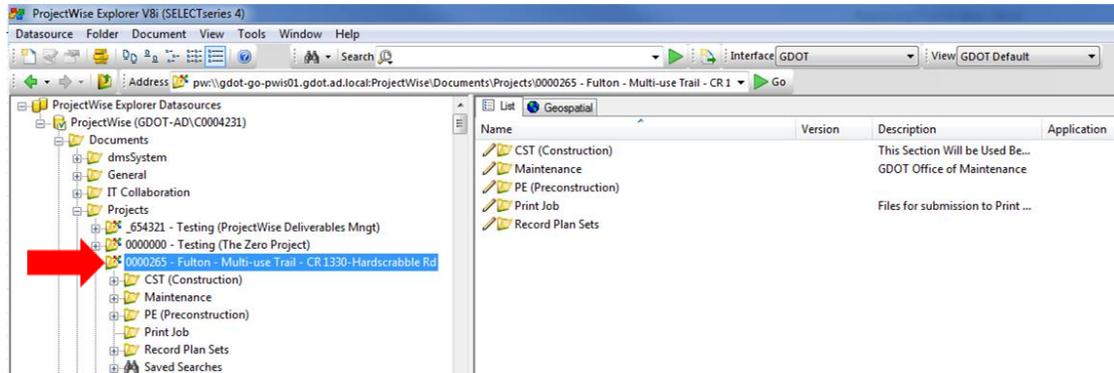
8. Select **Turn On** to enable ProjectWise Deliverables Management for the project.



9. ProjectWise Deliverables Management is enabled for the project.

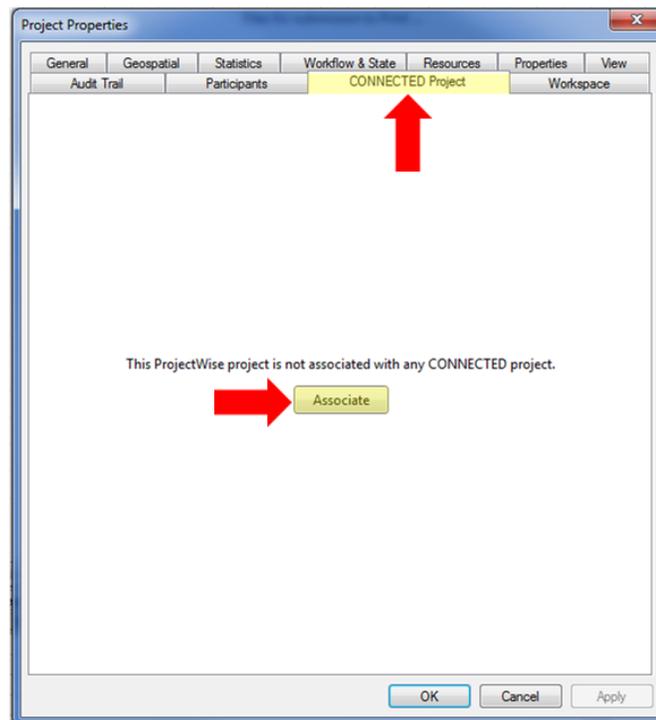


10. Launch ProjectWise Explorer and navigate to the ProjectWise project.



11. Select the project and press the **Spacebar** or right-click and select **Properties**.

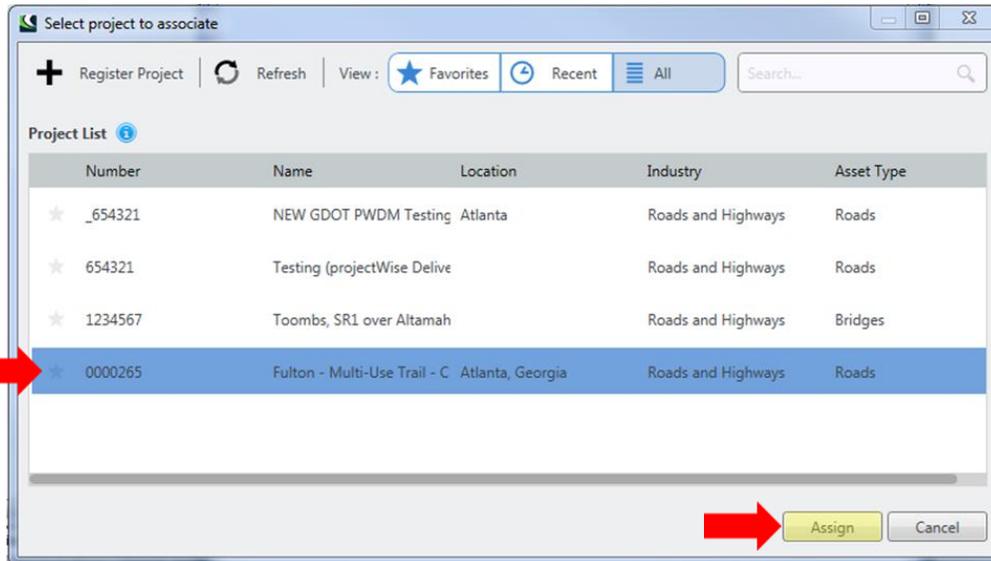
12. From the Project Properties dialog, select the **CONNECTED Project** tab. Select the Associate button to associate this project to the project you registered on the Web Portal.



13. If the **Associate** button is not present, select a different tab and select the **CONNECTED Project** tab again.

14. After selecting Associate, you will be taken to the **Select project to associate** dialog.

15. Select the project created on the Web Portal, click **Assign**.



16. The newly registered project has been assigned to the ProjectWise project to create a CONNECTED Project. You can now begin exchanging deliverables for this project. Select **Ok** to close the dialog.

