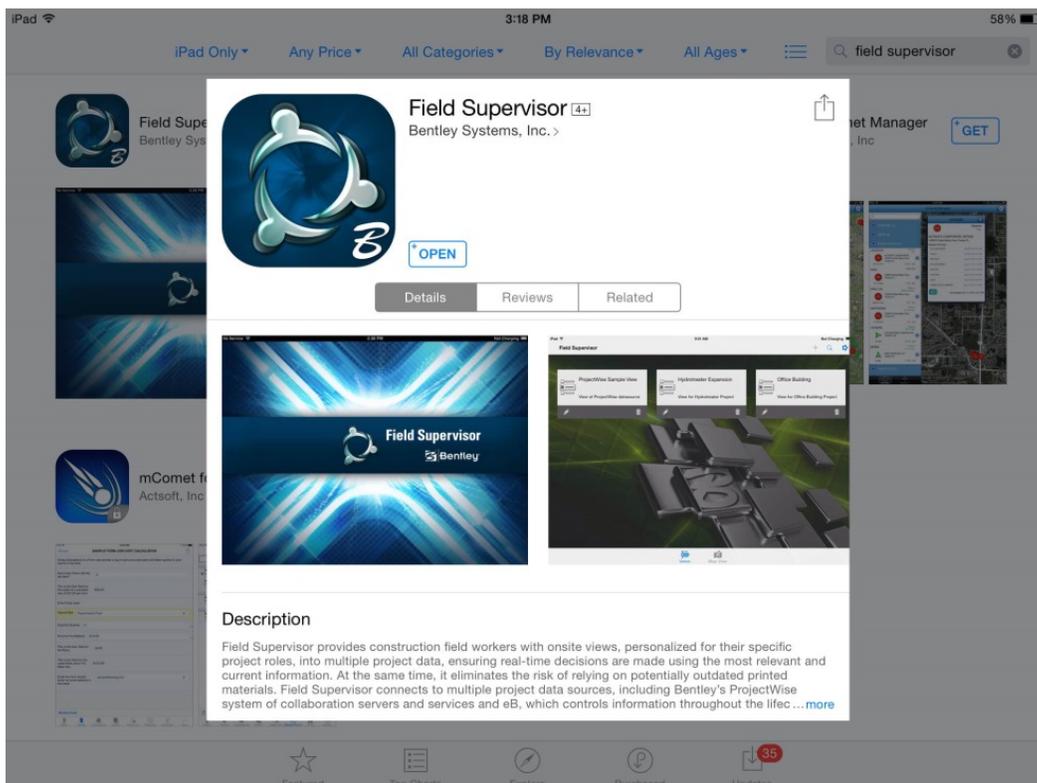


ProjectWise Mobile Application – Field Supervisor

ProjectWise documents can be accessed in many ways, both inside and outside the office. Using a mobile application on a phone or tablet to view documents stored in ProjectWise makes it easy to communicate using accurate information no matter where you are. These apps are available for most types of mobile devices and are free to download.

Download and Install Field Supervisor app

Go to the app store for your particular device and search for Field Supervisor by Bentley Systems, Inc. Here is an example from the Apple App Store:



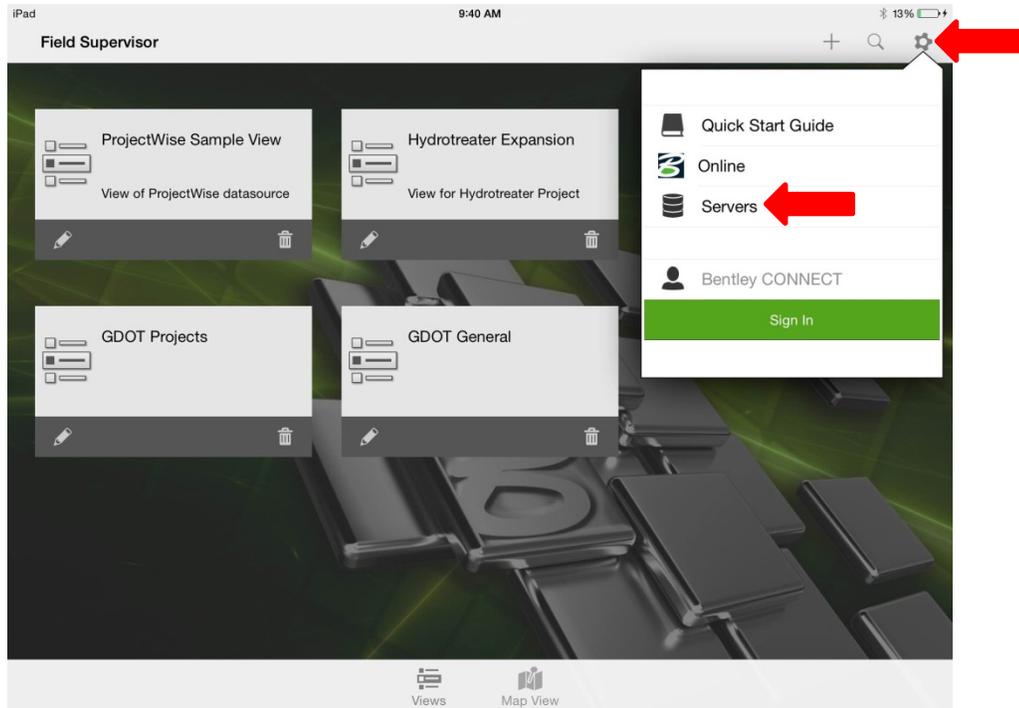
Install the app and open it on your device.

NOTE: For Android users, refer to the special installation instructions found [here](#).

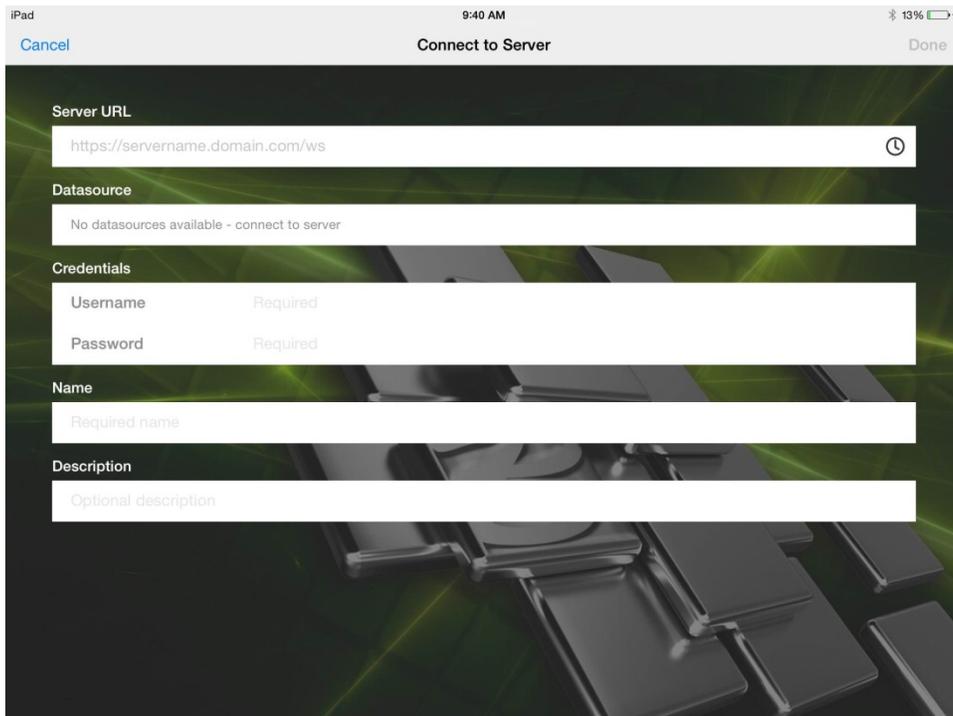
The images in the following pages are taken from an iPad. Screens on other devices will differ slightly, but the functionality is very similar.

Configuring Field Supervisor

The application needs to be set up to communicate with the GDOT ProjectWise server. To configure the app, tap on the gear icon on the top right of the screen and select Servers.

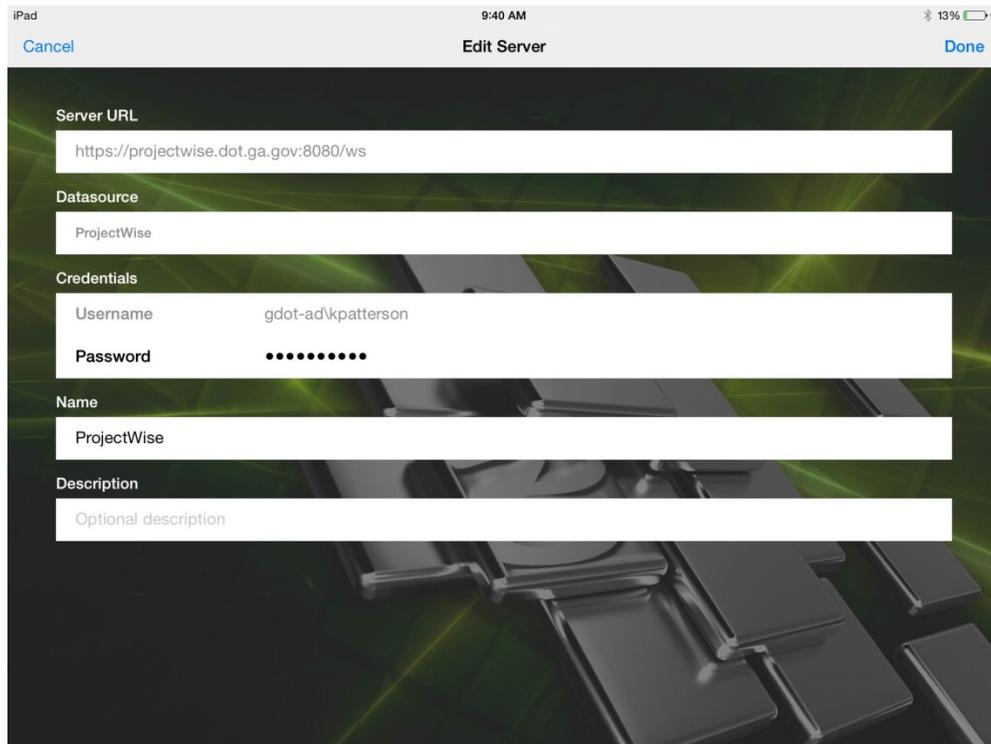


The Connect to Server screen should appear.



The screenshot shows the 'Connect to Server' configuration screen on an iPad. The title bar includes 'Cancel' on the left, 'Connect to Server' in the center, and 'Done' on the right. The screen contains several input fields: 'Server URL' with the text 'https://servername.domain.com/ws' and a refresh icon; 'Datasource' with the text 'No datasources available - connect to server'; 'Credentials' section with 'Username' and 'Password' fields, both marked as 'Required'; 'Name' field with the text 'Required name'; and 'Description' field with the text 'Optional description'.

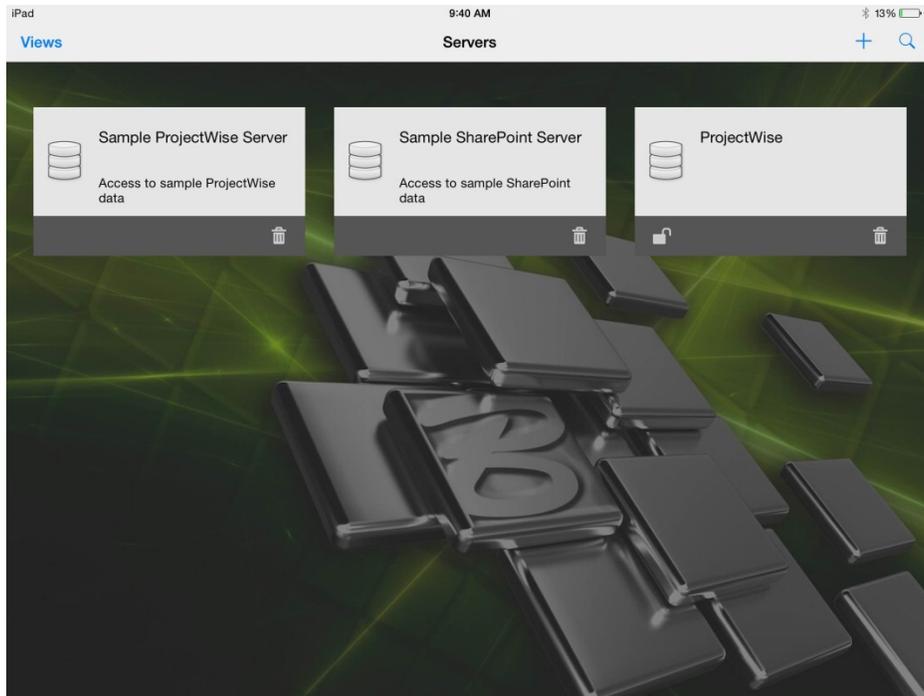
Enter the Server URL as **https://projectwise.dot.ga.gov:8080/ws**. Once that value is set, you can choose **ProjectWise** for the Datasource. Next, enter your credentials under **Username** and **Password**. These are the same as your login credentials to your computer at GDOT. Remember, you must have the domain in front of your username. (i.e. **gdot-ad\username**). Provide a name that will be used to display this Server when you are creating views. You may also provide a description if you desire. Your screen should look similar to the image below.



The screenshot shows the 'Edit Server' screen on an iPad. The status bar at the top indicates 'iPad', '9:40 AM', and '13%' battery. The screen has a dark background with a keyboard graphic. The form contains the following fields:

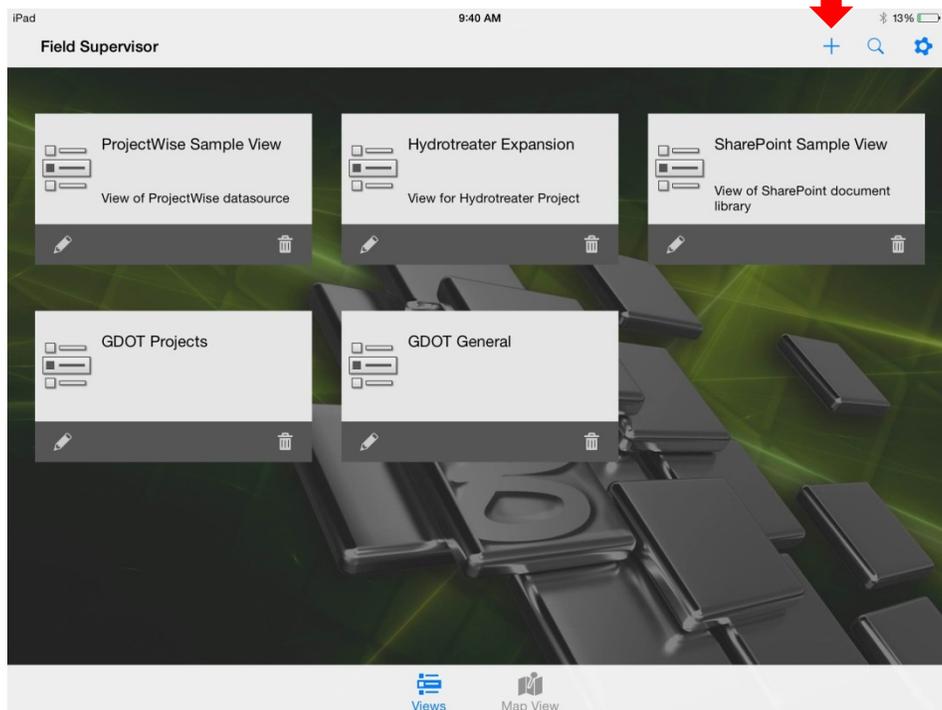
- Server URL:** https://projectwise.dot.ga.gov:8080/ws
- Datasource:** ProjectWise
- Credentials:**
 - Username:** gdot-ad\kpatrickson
 - Password:** ••••••••
- Name:** ProjectWise
- Description:** Optional description

Tap **Done** on the top right of the screen and the app will attempt to validate your credentials. If you have entered everything correctly, you will return to the Servers screen.

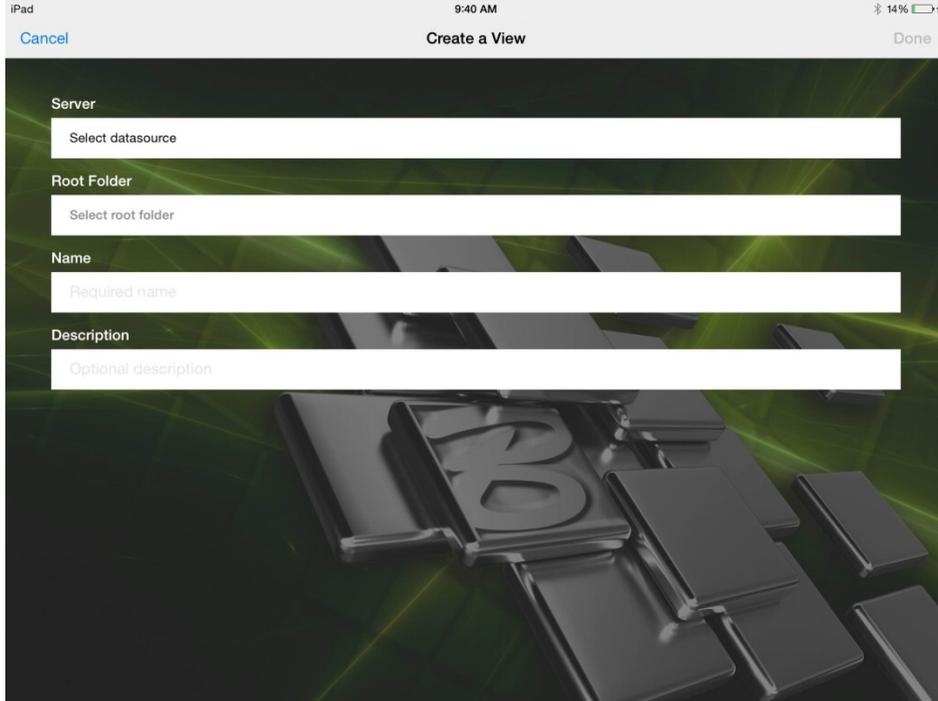


Creating Views

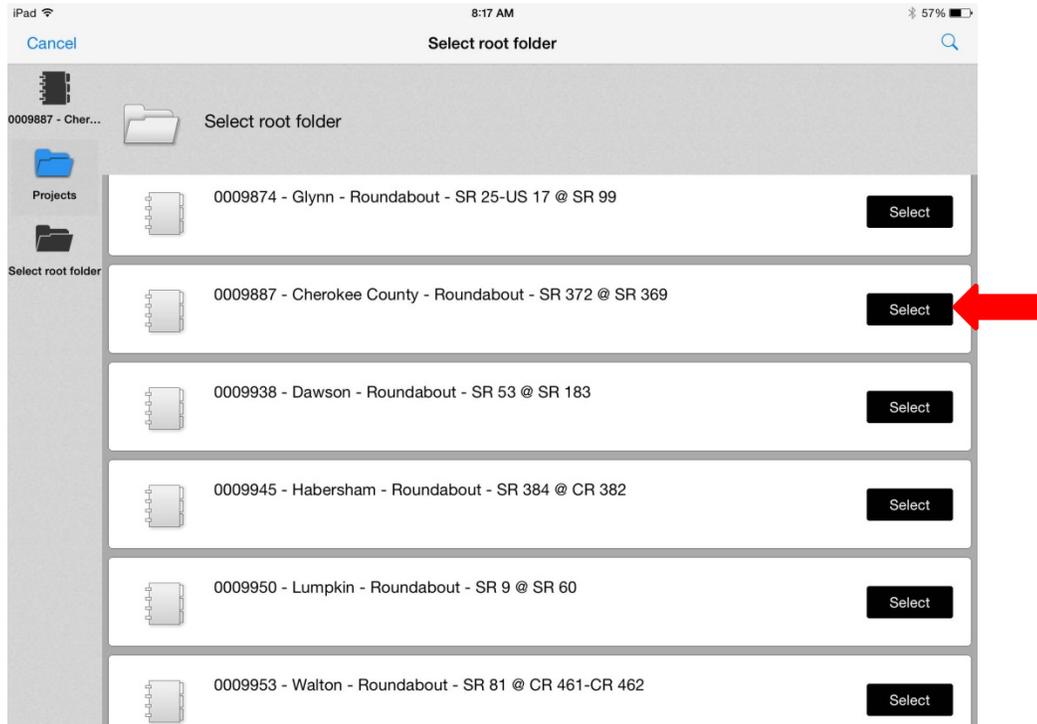
Field Supervisor uses **Views** for easy navigation to your most commonly used areas within ProjectWise. You can make as many views as you desire. The Views screen will be the default screen you will see every time you open the app. To create a View, tap **Views** in the upper left corner of the Servers screen. Once on the Views screen, tap the **plus (+)** icon on the top right of the screen to create a view.



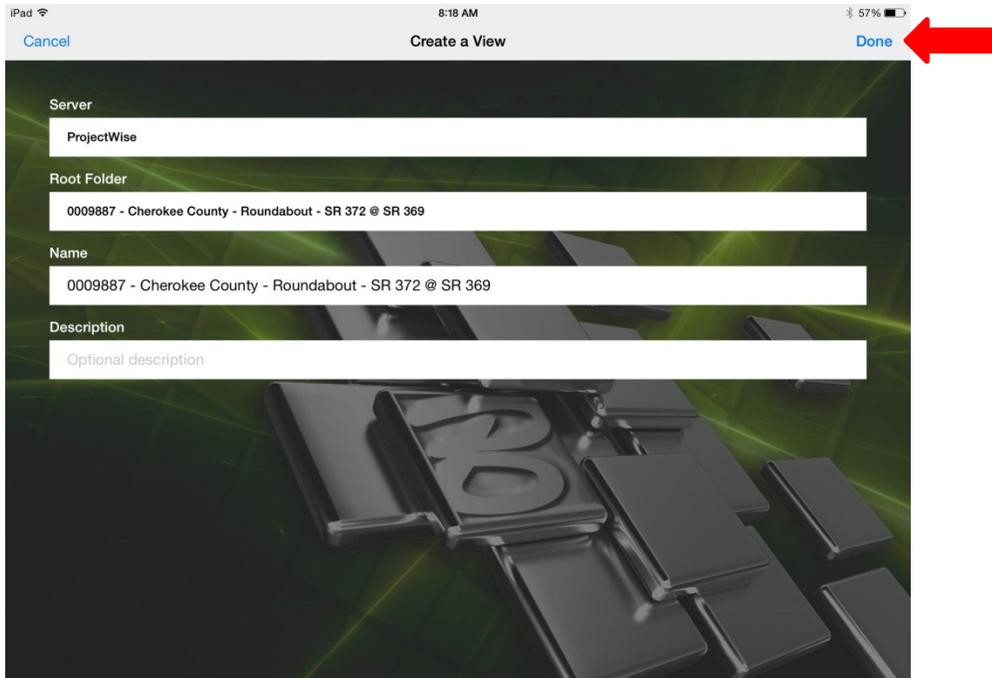
The **Create a View** screen will appear.



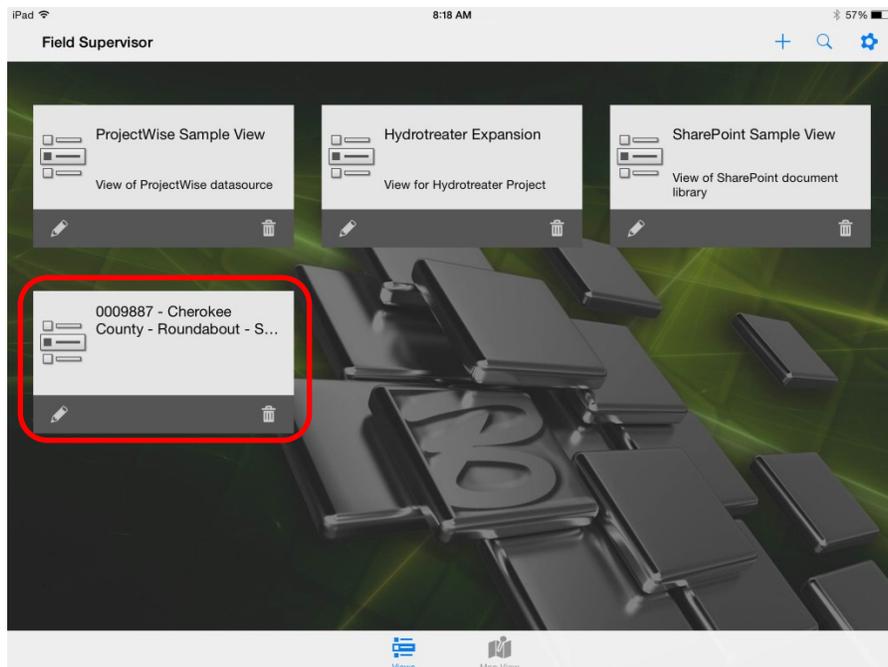
Tap the **Select datasource** field under Server and pick the server connection you made to GDOT ProjectWise in the previous steps. **Root Folder** is the base folder you want to open inside of ProjectWise. Browse to the appropriate root folder for this view, such as a specific project folder. Tap the **Select** button on the folder you wish to set as root.



After selecting the root folder, change the **Name** that will be displayed on your Views screen if you want it to be different than the root folder name. You may also enter a description if you wish. Tap **Done** on the top right corner of the screen when complete.



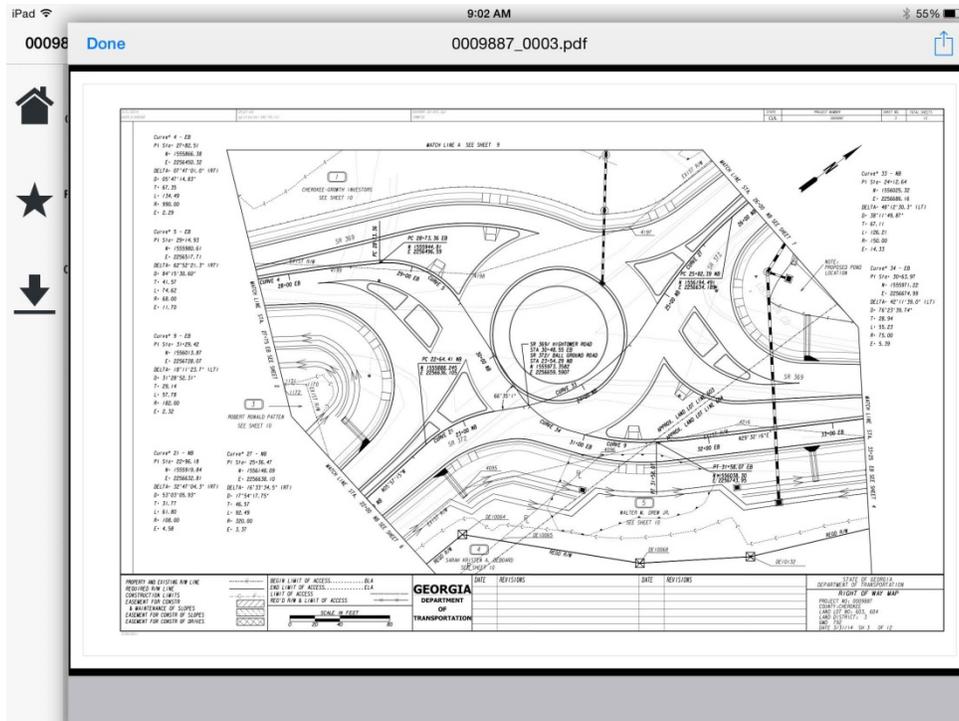
You will return to the Views screen where you should see your new view. Tapping this view will open that root folder in ProjectWise. You can change the name and description by tapping the pencil on the bottom of the view and you can delete it by tapping the trashcan.



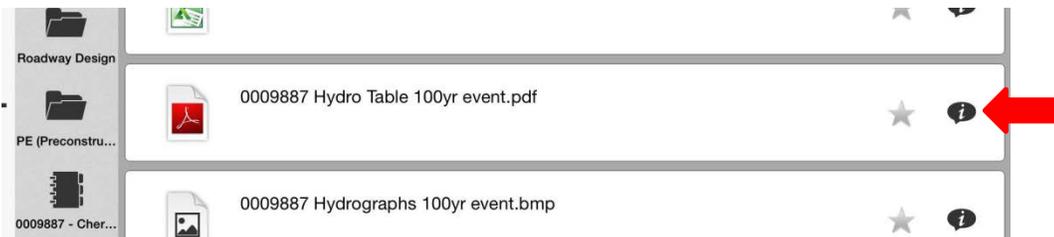
Working with documents in Field Supervisor

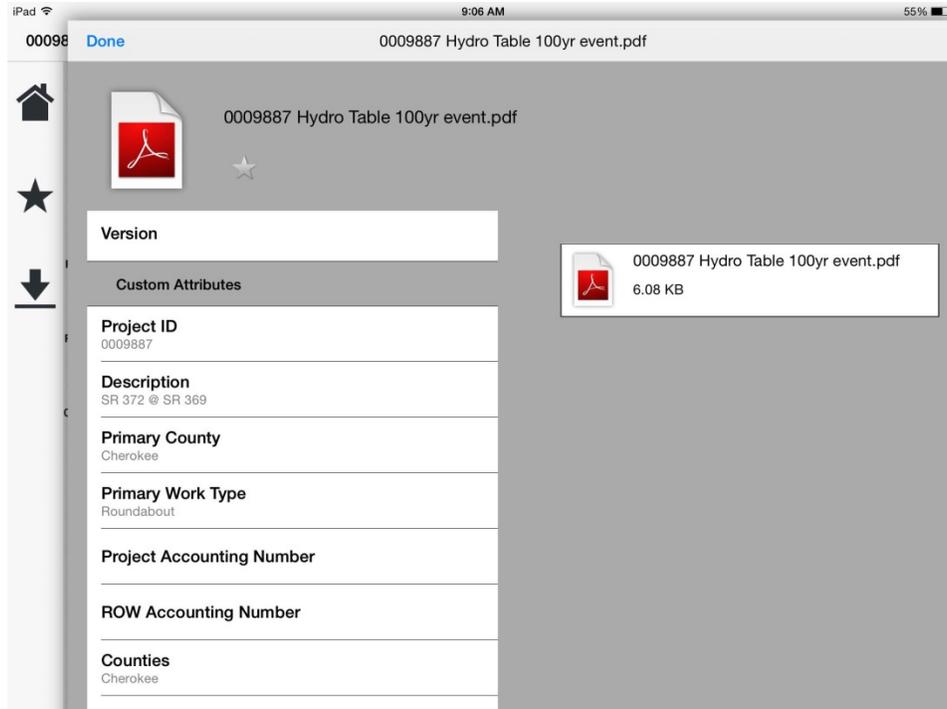
Documents stored in ProjectWise can be viewed on a mobile device if an app is present that can read the file type. PDFs and Office documents are the most common types viewed. You may also view the properties or metadata for any document. Documents may also be downloaded to your device for offline viewing if desired.

Viewing a document is as simple as browsing to its location in the folder structure or searching for a document and then tapping it to open. Tap the magnifying glass icon on the top right of the screen to search.

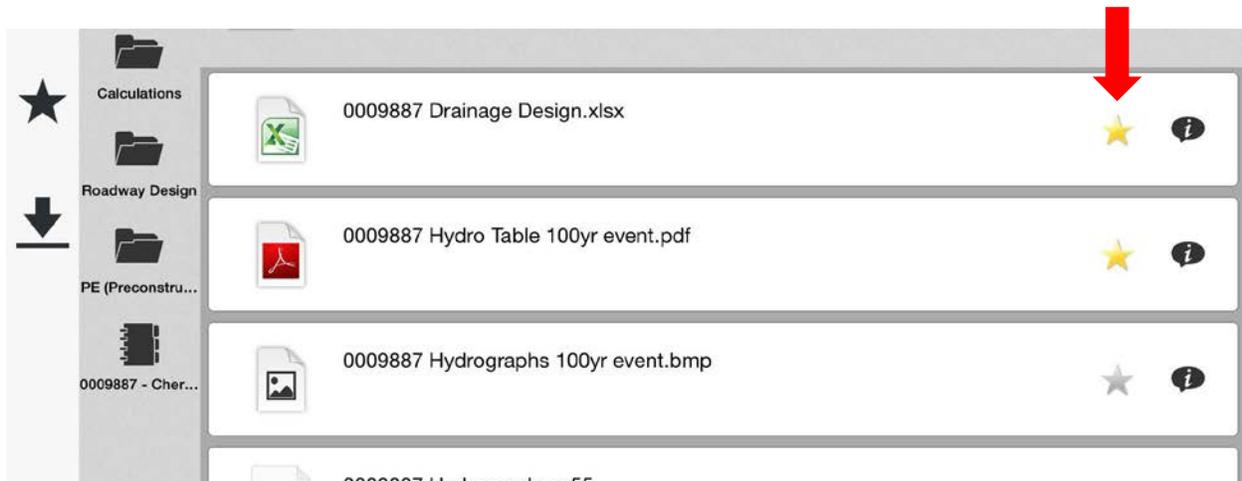


To view the document properties, tap the information (*i*) icon next to the document.

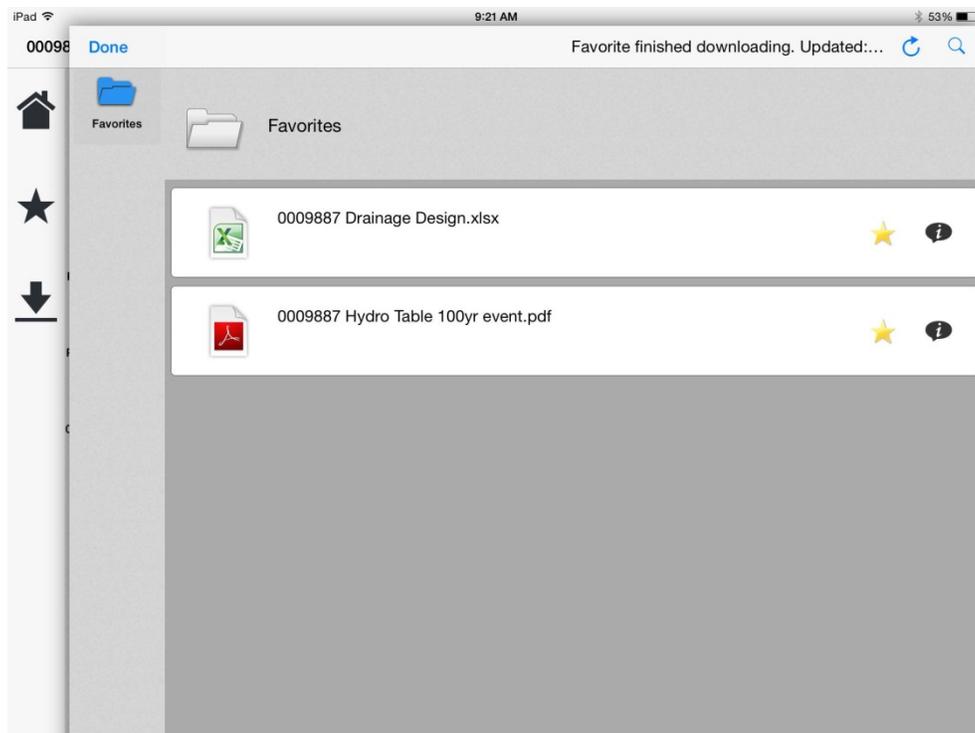




To download the document for viewing offline, you simply create a **favorite** for each document. This is similar to bookmarking in an internet browser. These documents can then be accessed easily in the Favorites area. To create a favorite, tap the star icon next to the document. It will turn yellow and the document will download to your device.



To view all of your favorites, tap the star icon on the left menu.



To remove a favorite, simply tap the yellow star icon again.