

## Submission of Print Room Requests from ProjectWise

### PM/DPL:

1. Create a new Document Set in the *PI\Print Job* folder.
  - Click on the *PI\Print Job* folder
  - From the ProjectWise menu click **Document=>Set=>New**
  - Enter **Name** of document set (the description is optional)
  - Click **OK**
  - Navigate to the location of the files to be printed
  - Select all the files
  - Drag the selected files into the document set
  - Close the document set
2. Complete the [Print Room Work Order Form](#) (selecting ProjectWise as the Source of Plans and specifying the name of the Document Set created in ProjectWise).
3. Email the form to the Print Room ([printroom@dot.ga.gov](mailto:printroom@dot.ga.gov)) as you would normally do.

### Print Room Staff:

1. The Print Room staff shall:
  - Select the *Projects* folder
  - Run the **PI Search** for the project listed on the order form to find the project in ProjectWise
  - Navigate to the *PI\Print Job* folder
  - Open the specified document set
  - Select all the files
  - Right-click
  - Select **Export**
  - Select **Send to Folder – Creates unmanaged local copy** and click **Next**
  - Select the location in which to save the files and click on **Next**
  - Files will be exported and then click on **Finish**