

## Submission of Documents to Non-ProjectWise Users

### PM/DPL:

1. Create a destination folder on a drive outside of PW.
2. Create a new **Document Set** in the *PI\.....* folder.
  - Click on the *PI\.....* 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 submitted to a non-PW user
  - Select all the files
  - Drag the selected files into the **document set**
  - Close the **document set**
3. Export the **Document Set**.
  - Right-click the **document set** created in step 2
  - Select **Export**
  - Select **Send to Folder – Creates unmanaged local copy** and click **Next**
  - Select the destination location created in step 1 and click on **Next**
  - Files will be exported and then click on **Finish**
4. Upload the files to the SFTP site: <\\gdot.ad.local\ftp>
5. Email the instructions for accessing the site from the link below:  
<http://mygdot.dot.ga.gov/Documents/SFTP%20GDOT%20Job%20Aid.pdf>