

ProjectWise Deliverables Management Workflow

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

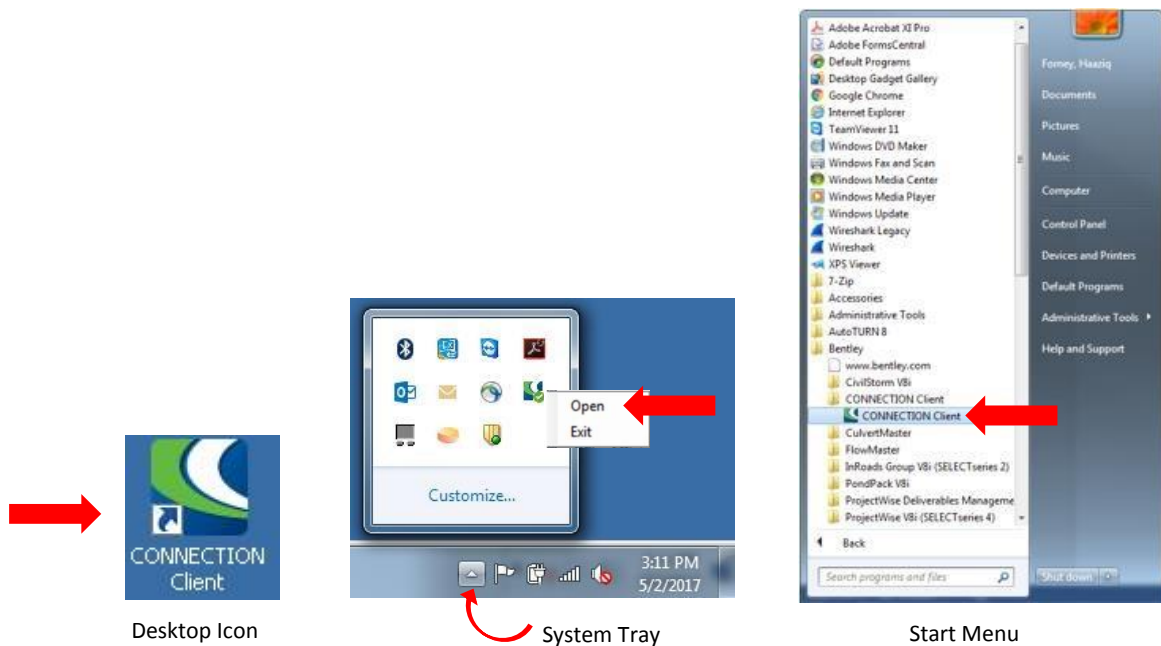
Draft = A partially completed package that can be edited prior to being transmitted **Package** = Proposed set of documents being transmitted or submitted

Remember: The sending user issues a *Transmittal*, and the receiving user receives a *Submittal*.

GDOT - Bentley Account Creation Instructions:

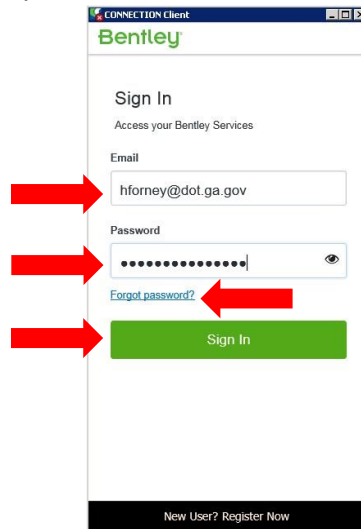
Launch the CONNECTION Client

1. Locate your desktop icon for the CONNECTION Client and double-click to launch the application. If the application fails to open, access it from your system tray by right-clicking on the icon and selecting "Open". You can also access the application from the start menu. If you cannot find the CONNECTION Client or suspect it is not installed on your machine, please email the [Solutions Center](#) with a subject of "Bentley Connection Client".



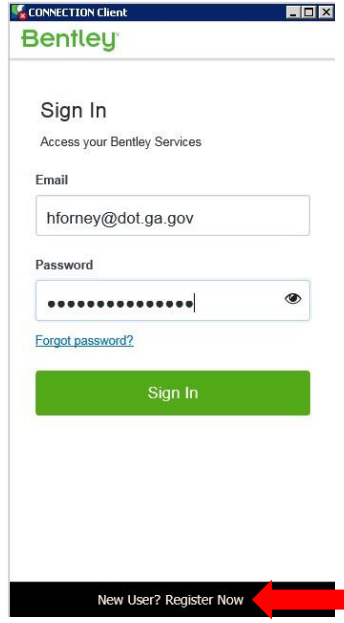
Existing Bentley Account Holders

2. If you have an existing Bentley Account for your GDOT email address, enter your email address and password and select Sign In to log in and connect to the service. If you have an account and can't remember the password, select the email address you entered, right-click and copy it to your clipboard. Click the "Forgot Password" link and paste your email address into the form in order to reset the password. Check for an email from Bentley Systems and click the link to create a new password for your account.

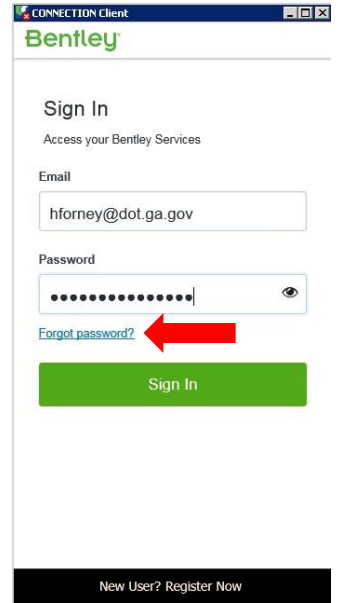


To Create a New Bentley Account

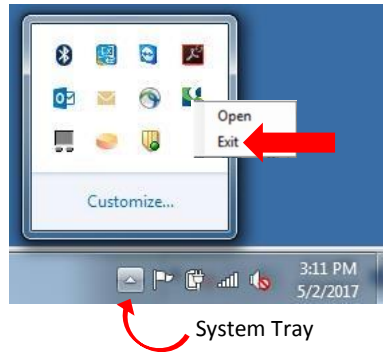
3. If you do not have a Bentley Account for your GDOT email address, select "Register Now" from the bottom section of the CONNECTION Client. When entering your email address, the system will check to see if there's an account using that address. If so, it will give you the option to have the password reset for that account. Enter pertinent information for your account. Once complete, check for an email from Bentley Systems and click the link to create a password for your newly created account. Your password will not expire.



- 4. If you don't receive an email from Bentley Systems, open the CONNECTION Client (Refer to Step 1 of this document). Click the "Forgot Password" link and enter your email address into the form in order to create a password. Check for an email from Bentley Systems and click the link to create a new password for your account.



5. After your account has been created, from the System Tray, right click on the CONNECTION Client icon and select "Exit". This will completely close the application.



6. Re-open the CONNECTION Client from the desktop icon. If it fails to open, access it from the system tray by right-clicking on the icon and selecting open. Enter your GDOT email address and the password you created. Select Sign In. Accept the terms and conditions of the software before you can begin using the service.

