

***CONNECTICUT DEPARTMENT OF
TRANSPORTATION***



***PROJECTWISE FOR CONTRACT
PROCESSING***

By

The Office of Architectural, Engineering, and Construction Applications

Table of Contents

SECTION 1	CONTRACT PLANS PROCESSING WORKFLOW	4
SECTION 2	ADDENDUM PLANS PROCESSING WORKFLOW	5
SECTION 3	CONTRACT SPECIFICATIONS WORKFLOW	7
SECTION 4	SUPPLEMENTAL DOCUMENTS WORKFLOW	15
SECTION 5	PROCESSING CONTRACT DOCUMENTS/ ADDENDUM DOCUMENTS	15
5.1	Changing the State of a Document	16
5.2	Checking Attributes of the Contract Plans	17
5.3	Checking the Format Requirements of the Contract Plans	21
5.4	Commenting on the Contract Plans and Creating a Comment report.....	24
5.5	Changing Sub-Category Attribute	29
SECTION 6	DOCUMENT COMPARE	30

Connecticut Department of Transportation Projectwise for Contract Processing

Definitions

FDP – Final Design Plans – Plans submitted at the FDP date.

DCD – Design Completion – If FDP plans need to be resubmitted, the designer submits DCD plans.

DCD2 – Design Completion 2 – If the DCD plans need to be resubmitted, the designer submits DCD2 plans.

ADP – Addendum Plans – Plans submitted for Addendum.

ACD – Addendum Completion – If ADP plans need to be revised, the designer submits ACD plans.

ACD2 – Addendum Completion 2 – If ACD plans need to be revised, the designer submits ACD2 plans.

Section 1 Contract Plans Processing Workflow

Final Design Submission (Plans)		
Step	Group	Responsibilities of Group
1	Engineer	a. Submits FDP plans into the 100_Contract Plans folder.
2	Processing (CTDOT)	a. Change FDP plans to the Processing State, see section 5.1 . b. Check Document attributes, see section 5.2 c. Check Format of the documents, see section 5.3 d. Digitally mark up with comments and save FDP plans, see section 5.4 . Keep FDP Plans in the Processing State. If there are no comments proceed to step 7. e. Create a comment report of these comments and save into Projectwise in the 240_Contract Development Folder, see section 5.4 f. Notify Engineer comments are in 240_Contract Development Folder.
3	Engineer	a. Change subsets to reflect comments made by Processing b. Submits DCD Plans
4	Processing (CTDOT)	a. Change DCD Plans to Processing state and revised FDP specs if necessary, see section 5.1 . b. Check Document attributes, see section 5.2 c. Check Format of the documents, see section 5.3 d. Digitally markup DCD subsets with comments and save, see section 5.4 . If there are no comments proceed to step 7. e. Create a comment report of these comments and save into Projectwise in the 240_Contract Development Folder, see section 5.4 f. Notify Engineer comments are in 240_Contract Development Folder
5	Engineer	a. Change subsets to reflect comments made by Processing on DCD Plans b. Submits DCD2 Plans
6	Processing (CTDOT)	a. Changes DCD2 Plans to Processing state and any revised FDP specs if necessary, see section 5.1 . b. Check Document attributes, see section 5.2 c. Check Format of the documents, see section 5.3 d. Digitally markup DCD2 subsets with comments and save, see section 5.4 . If there are no comments proceed to step 7. e. Create a comment report of these comments and save into Projectwise in the 240_Contract Development Folder, see section 5.4 f. Notify Engineer comments are in 240_Contract Development Folder

Connecticut Department of Transportation Projectwise for Contract Processing

7	Processing (CTDOT)	<ul style="list-style-type: none"> a. Change the Sub Category Attribute of the approved subset from FDP, DCD(1,2..etc.) plans to FPL plans. See section 5.5 b. Change discipline subsets to the Advertise State, see section 5.1 c. Delete all previous versions of plans, FDP, DCD, DCD2, etc. d. Keep Comment reports in the 240_Contract_Development folder for records if necessary and formally notify Contracts when all subset have been approved for Advertising e. When the job is Awarded change the workflow to Contract Plans Construction. See section 6.
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Section 2 Addendum Plans Processing Workflow

Addendum Plans		
Step	Group	Responsibilities of Group
1	Engineer	<ul style="list-style-type: none"> a. Submits ADP plans into the 100_Contract Plans folder.
2	Processing (CTDOT)	<ul style="list-style-type: none"> a. Change ADP plans to the Processing State, see section 5.1. b. Check Document attributes, see section 5.2 c. Check Format of the documents, see section 5.3 d. Digitally mark up with comments and save ADP plans, see section 5.4. Keep ADP Plans in the Processing State. If there are no comments proceed to step 7. e. Create a comment report of these comments and save into Projectwise in the 240_Contract Development Folder, see section 5.4 f. Notify Engineer comments are in 240_Contract Development Folder.
3	Engineer	<ul style="list-style-type: none"> a. Change subsets to reflect comments made by Processing b. Submits ACD Plans
4	Processing (CTDOT)	<ul style="list-style-type: none"> a. Change ACD plans to the Processing State, see section 5.1. b. Check Document attributes, see section 5.2 c. Check Format of the documents, see section 5.3 d. Digitally mark up with comments and save ACD plans, see section 5.4. Keep ACD Plans in the Processing State. If there are no comments proceed to step 7. e. Create a comment report of these comments and save into Projectwise in the 240_Contract Development Folder, see section 5.4 f. Notify Engineer comments are in 240_Contract Development Folder.
5	Engineer	<ul style="list-style-type: none"> a. Change subsets to reflect comments made by Processing on ACD Plans b. Submits ACD2 Plans

Connecticut Department of Transportation Projectwise for Contract Processing

6	Processing (CTDOT)	<ul style="list-style-type: none">a. Change ACD2 plans to the Processing State, see section 5.1.b. Check Document attributes, see section 5.2c. Check Format of the documents, see section 5.3d. Digitally mark up with comments and save ACD2 plans, see section 5.4. Keep FDP Plans in the Processing State. If there are no comments proceed to step 7.e. Create a comment report of these comments and save into Projectwise in the 240_Contract Development Folder, see section 5.4f. Notify Engineer comments are in 240_Contract Development Folder.
7	Processing (CTDOT)	<ul style="list-style-type: none">a. Change the Sub Category Attribute of the approved subset from ACD(1,2..etc.) plans to ADP plans, see section 5.4.1b. Change discipline subsets to the Advertise State, see section 5.1.c. Delete all previous versions of plans, ADP, ACD, ACD2, etc.d. Keep Comment reports in 240_Contract_Development folder for records if necessary and formally notify Contracts when all subset have been approved for Advertising.e. When the job is Awarded change the workflow to Contract Plans Construction. See section 6.

Section 3 Contract Specifications Workflow

The Contract Specifications for FDP or Addendums shall be submitted in Word format, by the Engineer into the 240_Contract Development folder in Projectwise. Specifications will be submitted in (1) zipped folder for consultant designed projects and multiple zipped folders per discipline for CTDOT Design Unit Projects.

The following is a workflow for processing the Contract Specifications:

1. Change the state of the specifications to Processing.
2. Export the zipped folder, see figures below:

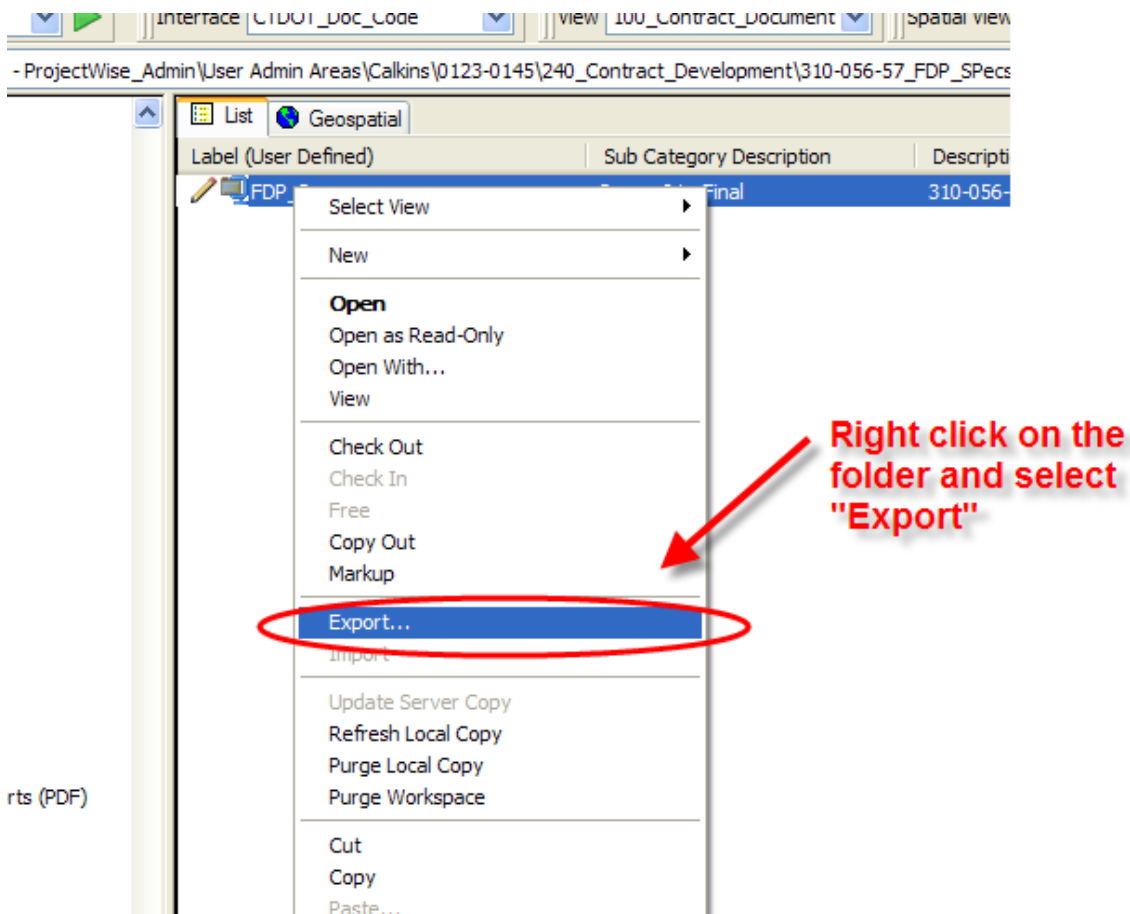


Figure 1 - Exporting Specifications Out of Projectwise

Connecticut Department of Transportation Projectwise for Contract Processing

On the following screen choose these options:

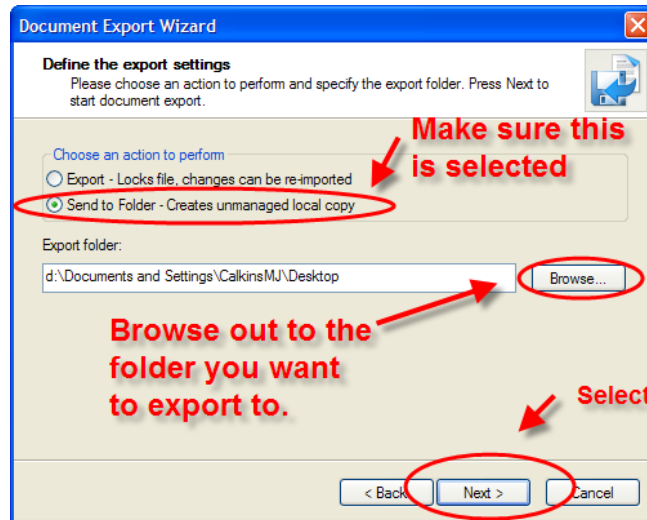


Figure 2 - Exporting Specifications

3. Extract the specifications out of the zipped folder, so the specs can be reviewed.
4. After the specifications have been reviewed, they can be converted to PDF and then combined into (1) PDF document. Using Bluebeam we will convert and combine the specifications into (1) PDF document at the same time.

CONVERTING AND COMBINING SPECIFICATIONS INTO (1) PDF DOCUMENT

5. Launch Bluebeam from the desktop shortcut:



Figure 3 - Bluebeam Desktop Shortcut

Connecticut Department of Transportation Projectwise for Contract Processing

- Next select all the word documents for the project from your computer, then drag and drop them into Bluebeam as shown below:

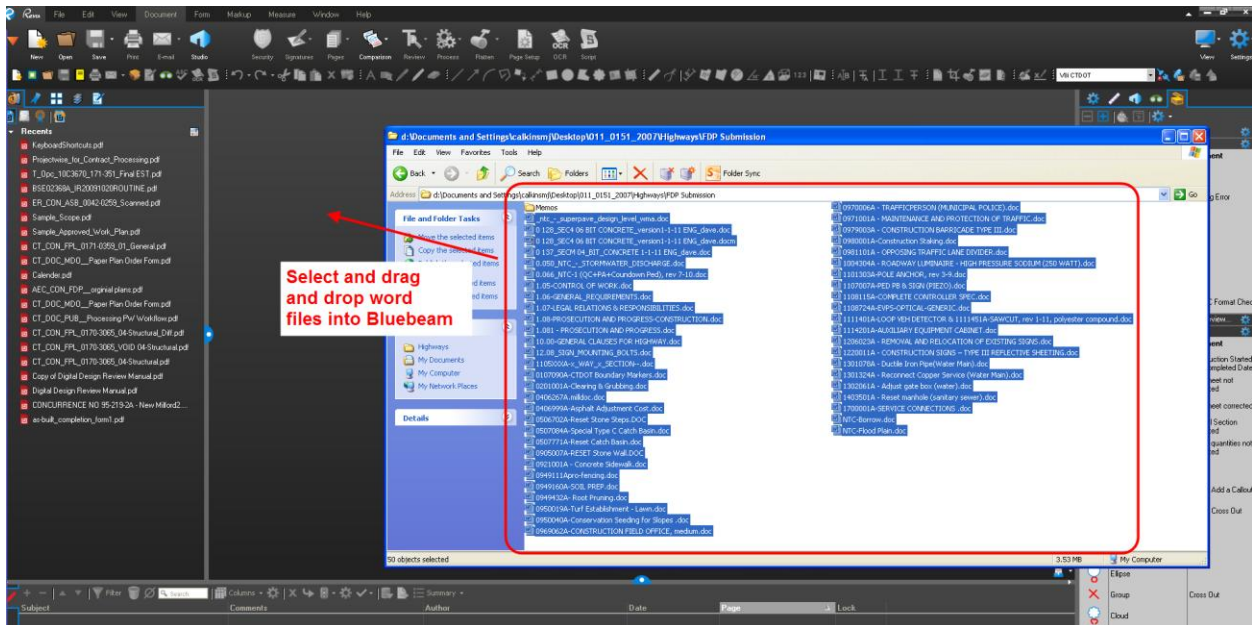


Figure 4 - Converting Word Files to PDF

- In the box that pops up, you will notice all the documents you selected will be in the list. If necessary sort the files so they are in the correct order as shown below. Then select to create one pdf document and give it a name. Then select where on your computer you want the combined PDF document to be saved to.

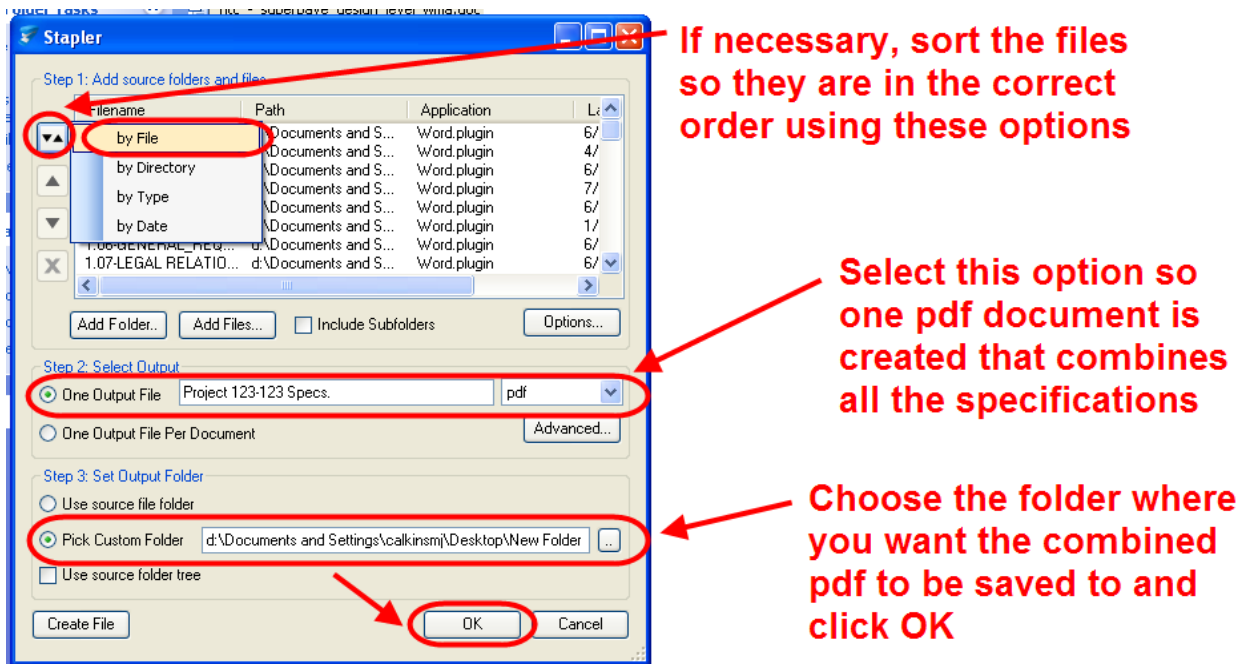


Figure 5 - Creating a Combined PDF Document

Connecticut Department of Transportation Projectwise for Contract Processing

- In the next box that pops up all you need to do is click “Staple” as shown below. The documents will now be converted and combined into one PDF document. This will probably take around 5 to 10 minutes depending on how many specifications are in the project.

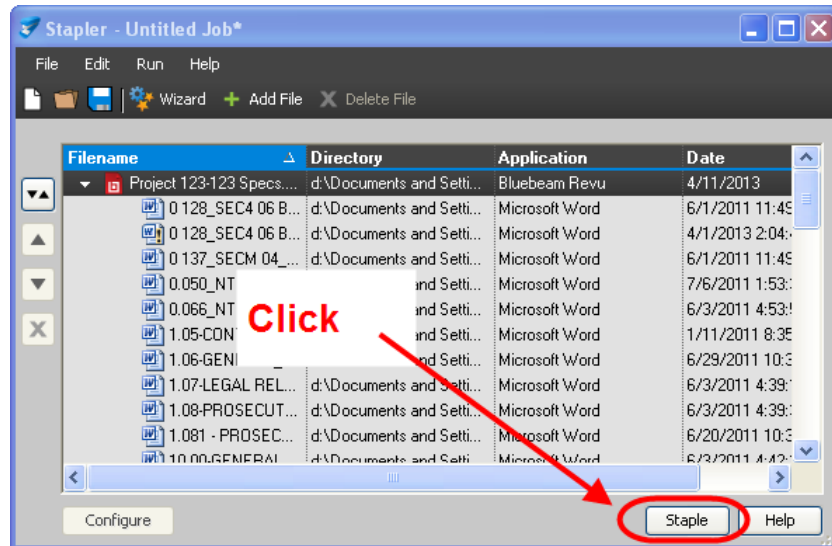


Figure 6 - Combining One PDF Document

- The combined file will open automatically. You can now close the Stapler window and choose not to save it.

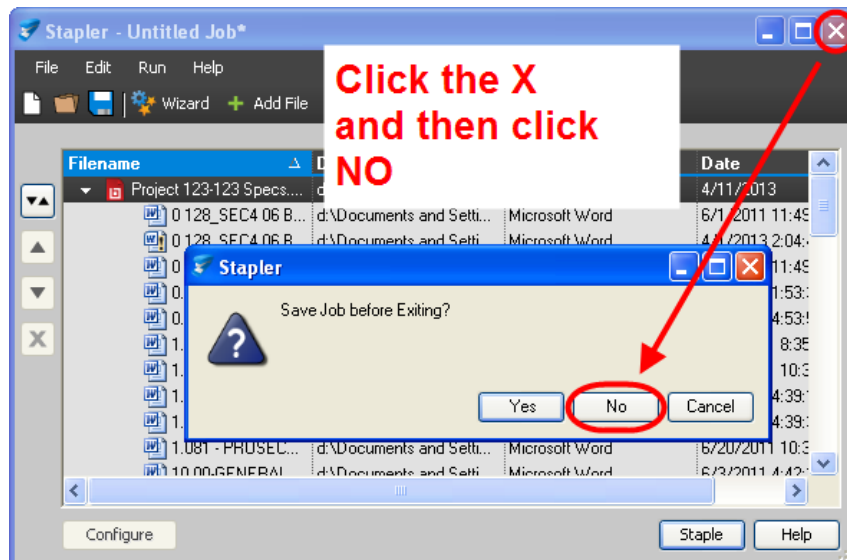


Figure 7 - Closing the Stapler Window

Connecticut Department of Transportation Projectwise for Contract Processing

10. Next we will save the file into Projectwise as shown below:

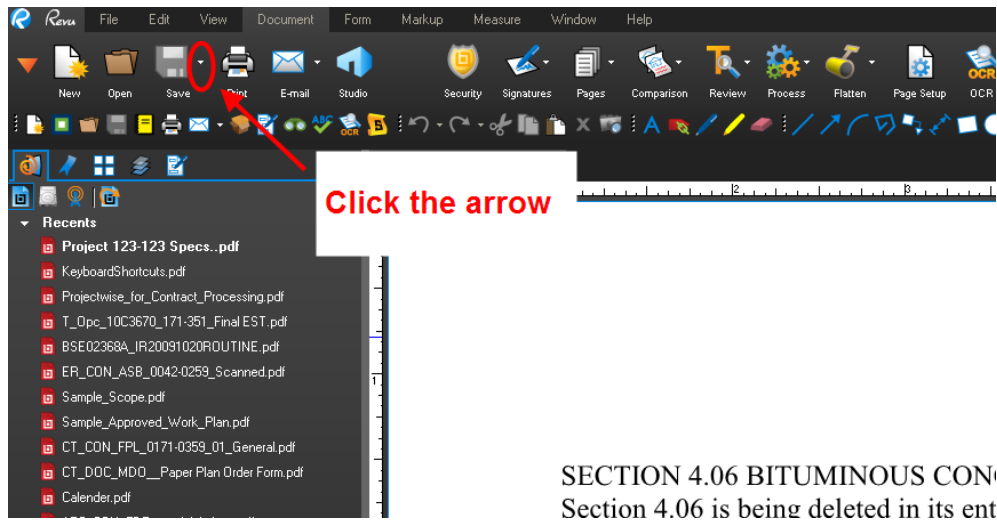


Figure 8 - Saving to Projectwise

11. Then click Save As:

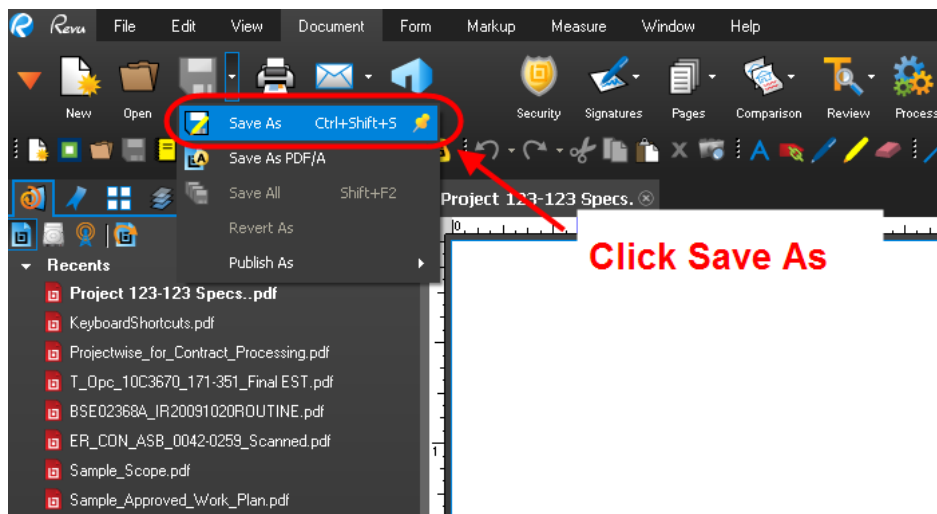


Figure 9 - Click Save As

12. Choose Projectwise and click OK



Figure 10 - Saving to Projectwise

13. Use the Advanced wizard.

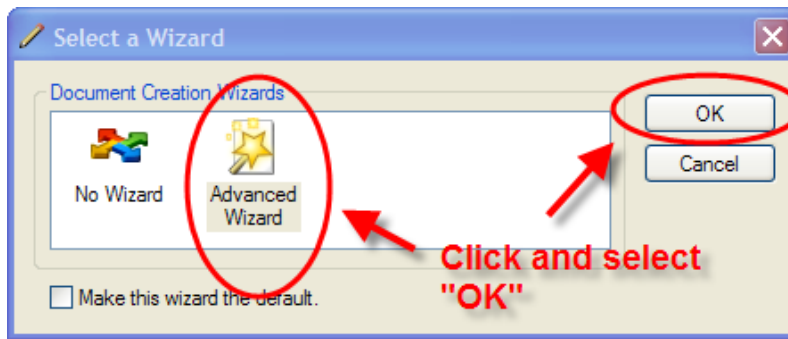


Figure 11 - Advanced Wizard

14. Click Next until you get to the screen shown below. Then browse out to the applicable project's 110_Contract_Specification folder as shown below:

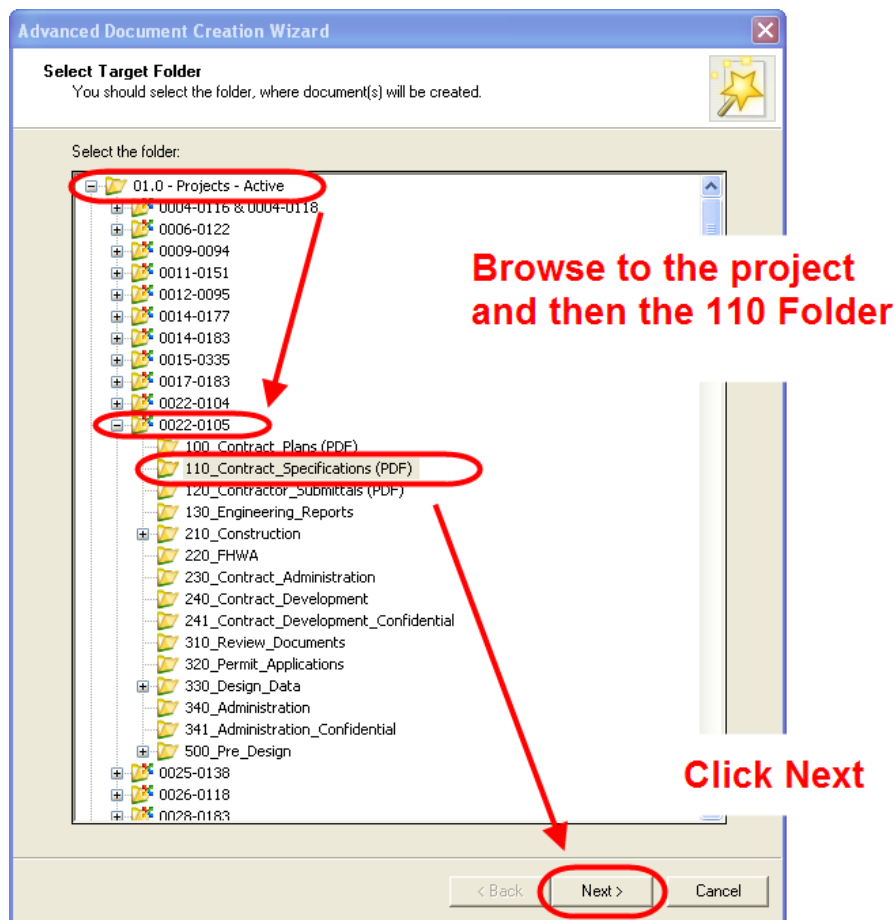


Figure 12 - Uploading Specifications

Connecticut Department of Transportation Projectwise for Contract Processing

15. Click next until you get to the Attributes page shown below. Select and type in the attributes shown below: Note: This example shows a Final Spec. package subset. When uploading an Addendum Subset, the Sub Category = ASP and the label shall be Addendum # Specs., where # is the Addendum Number.

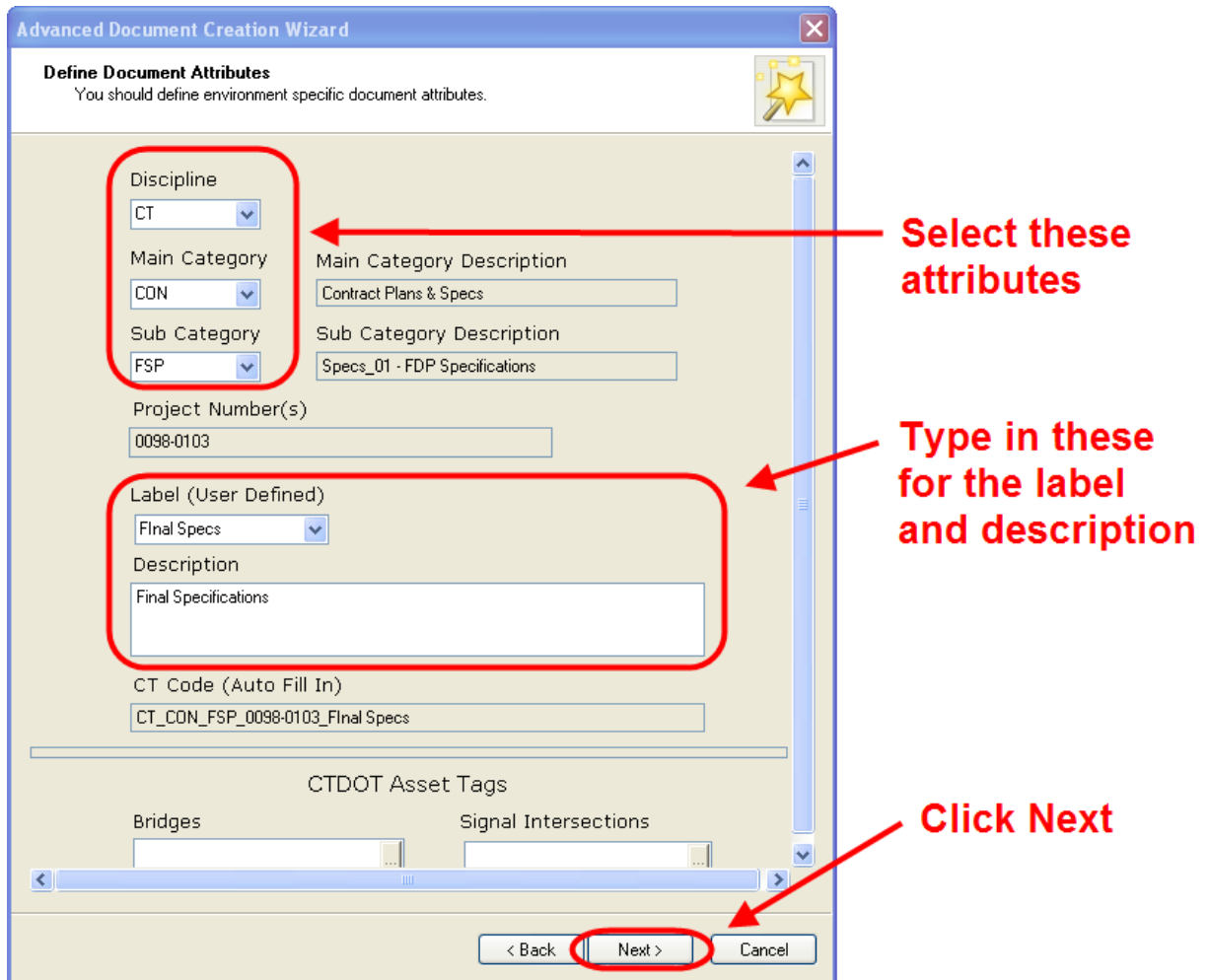


Figure 13 - Selecting Appropriate Attributes

16. After the attributes are entered, click Next until the document uploads.

ADDING THE TABLE OF CONTENTS TO THE SPEC. PACKAGE

17. Turn on Arts PDF.

18. Next open the file from Projectwise using Adobe Pro. To do this right click on the spec. package and choose “Open With”, as shown below:

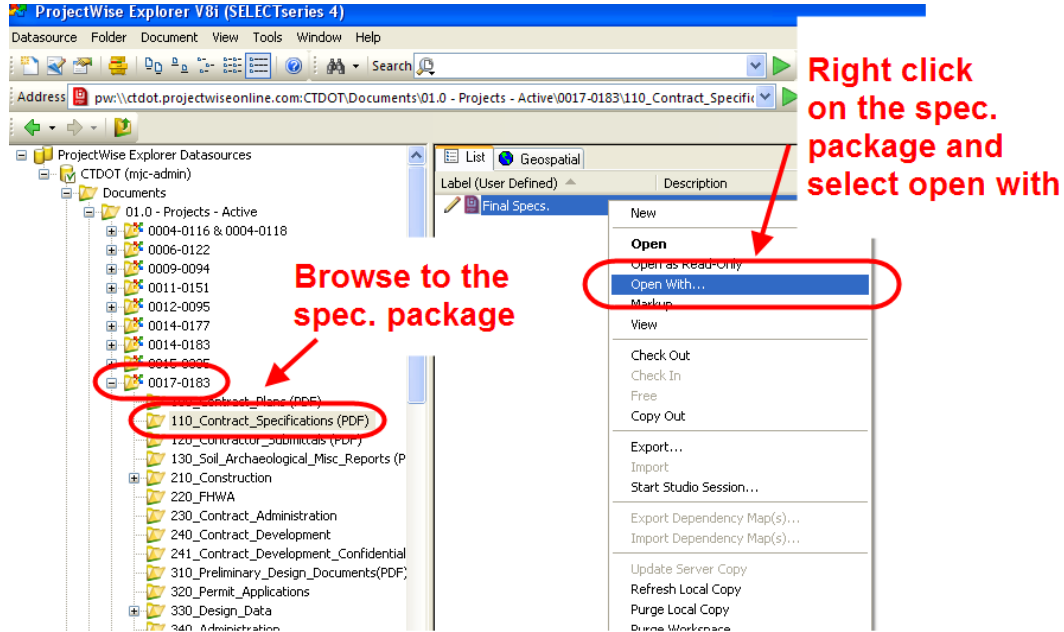


Figure 14 - Open With

19. Next select Adobe Pro and make sure the two boxes shown below are NOT Selected and click OK.

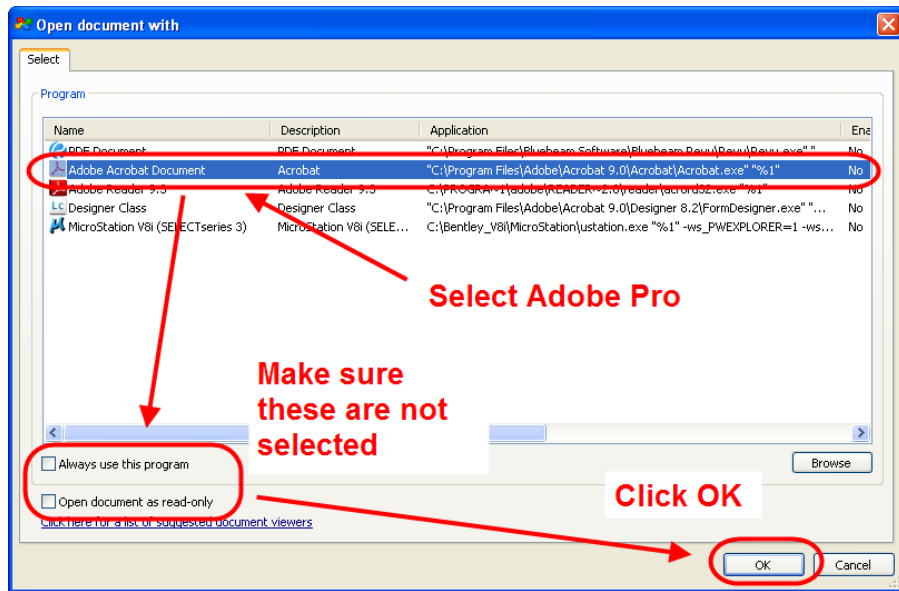


Figure 15 - Open With Adobe

20. The file will open with Adobe Pro where you can run the Arts PDF plug in to add the table of contents. After the table of contents is created, click save and then close Adobe Pro. Projectwise will then prompt you to check the document back in.

Section 4 Supplemental Documents Workflow

All supplemental contract documents will be uploaded into the 240_Contract_Development Folder. This includes but is not limited to:

- Designers Cost Estimate
- Category Exclusion
- Calendar Day Estimate
- DBE document
- Design Approval
- Design Report
- Paper Plan Order Form (Is included in every project)

Changing the State of Document(s)

After the documents are uploaded, the state of these all the supplemental documents, except the Paper Plan Order Form shall be changed to the Processing state. To change the state of the documents see [Section 5.1](#). By changing the state of the document to Processing, the documents are locked and can only be edited by the Processing Unit.

Paper Plan Order Form

The paper plan order form is how all the CTDOT units order paper copies of the project. The following video explains Processing Role in this procedure.

http://www.ct.gov/dot/lib/dot/documents/aec/paper_processing.html

Section 5 Processing Contract Documents/ Addendum Documents

The following shows the steps that must be followed to process contract plan subsets. The section also applies to addendum plan subsets.

[5.1 Change the state of a document](#)

[5.2 Check Attributes of the Contract Plans](#)

[5.3 Check the Format requirements for the Contract Plans.](#)

[5.4 Commenting on the Contract Plans and Creating a Comment Report](#)

[5.5 Change the Sub-Category Attribute](#)

5.1 Changing the State of a Document

The contract subsets will be placed in the following states throughout processing.

Document Transfer – State any document will be placed in when uploaded to Projectwise

Processing – State documents are put in when Processing wants to lock the documents so they cannot be edited.

Manager and Engineer Admin. Sign – State the General subset is placed in when the project title sheet is to be signed.

Advertise – State documents are put in when the documents are ready for advertising.

To change the state of the document(s) follow the steps below:

- a. Select the document(s) and then right click on and select “Change State” then click Next. By clicking next it will place the documents in the Processing state.

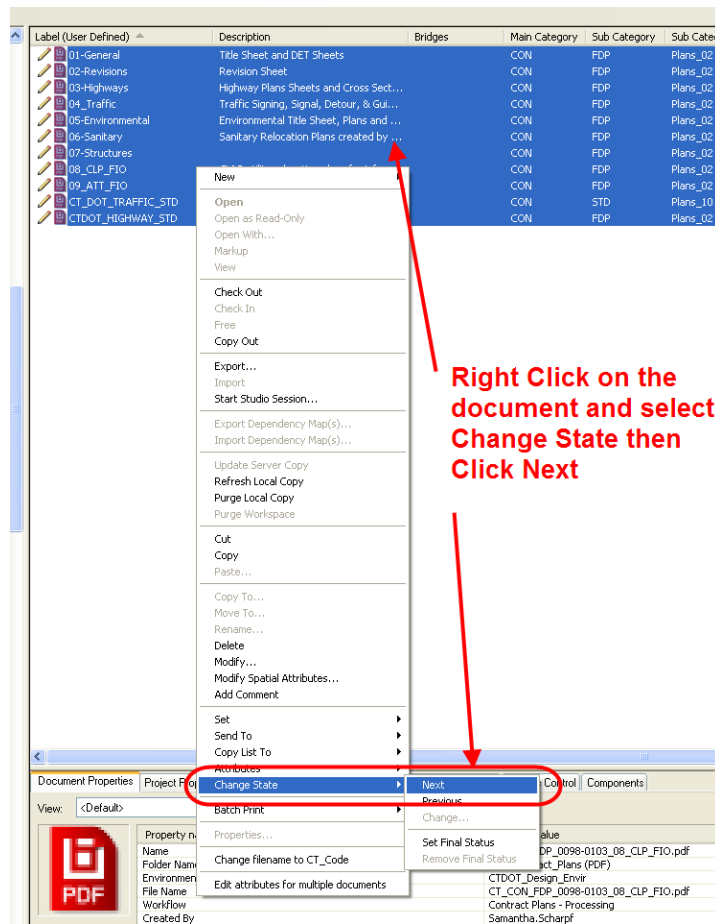


Figure 16 - Change State of Subset

Connecticut Department of Transportation Projectwise for Contract Processing

- b. Click OK on the screen that pops up and the documents will be moved to the next state.

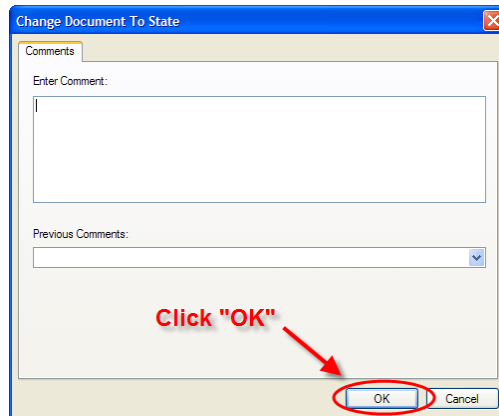


Figure 17 - Moving Subset to a Different State

5.2 Checking Attributes of the Contract Plans

Next we will check that the documents are attributed correctly in Projectwise. The following attributes shall be applied by the Engineer:

- Discipline
- Main Category
- Sub-Category
- Label

The documents shall be attributed in accordance with the following:

Label – FDP Subsets

Depending on how big the project is the label can be a variation of the following:

Smaller Projects - The label for all the discipline subsets shall be Subset # - Title. The label for the standard subsets shall be **CTDOT_HIGHWAY_STD** or **CTDOT_TRAFFIC_STD**. Below is an example:

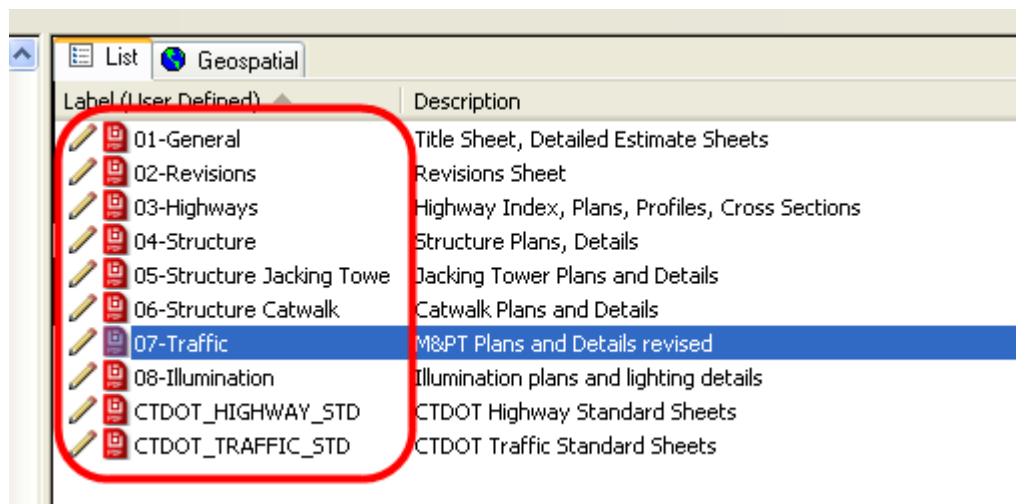


Figure 18 - Small Project Labels

Larger Projects – The label for all the discipline subsets shall be Volume#.Subset# - Title. The label for the standard subsets shall be **CTDOT_HIGHWAY_STD** or **CTDOT_TRAFFIC_STD**. Below is an example:

Label (User Defined)	Description
01.01 - General	
01.02 - Revisions	REVISIONS
01.03 - HWY Detail & Misc	HWY Details & M
01.04 - Plans & Super Dia	HIGHWAY PLANS
01.05 - Cross-Sections	XSC STA. 5+00 '
01.06 - Cross-Sections	XSC STA. 125+5
01.07 - Cross-Sections	XSC STA. 245+0
02.01 - Structures	135-270 Final de
02.02 - Structures	89-125 FDP_Stru
02.03 - Structures	89-126 FDP_Stru
02.04 - Structures	135-304 FDP_Str
02.05 - Structures	135-316 FDP_Str
02.06 - Structures	FDP_Typical Sigr
03.01 - Traffic	Traffic Plans
04.01 - Landscape	Landscape Desi
04.02 - Invasive Removal	04.02 Invasive v
05.01 - General	
05.02 - Revisions	Index of Revisioi
05.03 - Civil	
05.04 - Structural	
05.05 - Existing Plans	
05.06 - Environmental	
CTDOT_HIGHWAY_STD	Standard Details
CTDOT_TRAFFIC_STD	CTDOT_TRAFFIC

Figure 19 - Large Project Labels

Label – DCD Subset

The label for any DCD subset must exactly match the FDP subset. The addition of the following should never be in the label: “Revised”, “New”, “Void”, “Rev”, etc.

Label (User Defined)	Description	Main Category	Sub Category	Sub Cat
01-General	Title Sheet Detailed Estimate Sheet	CON	DCD	Plans_0
01-General	Title Sheet Detailed Estimate Sheet	CON	FDP	Plans_0
02-Revisions	Cross Section Border	CON	FDP	Plans_0
03-Highways	Contractor_Submittal_Special_Provision	CON	FDP	Plans_0

The labels should be the same for both the FDP and DCD subsets

Figure 20 - DCD Subsets

Label – Addendum Subset

The label for any Addendum subset shall match the FDP subset label with the addition of “_A##” on the end, where ## equals the addendum number. For Addendum No. 1 the label will end with _A01 for Addendum No. 10 it would be _A10. Below is an example for what Addendum subsets would look like in Projectwise.

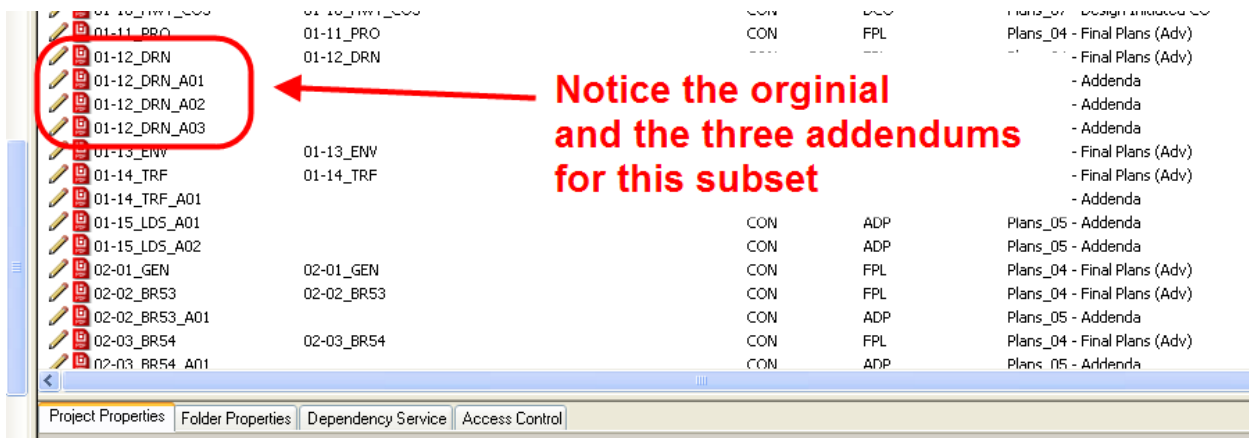


Figure 21 - Addendum Labels

Discipline, Main Category, and Sub-Category – FDP Subsets

Discipline = CT

Main Category = CON

Sub-Category = FDP

Look that the Main and Sub-Category columns to make sure they are correct and look at the file name column to check if discipline is correct. If the file name starts with CT, it is correct. See below for the example how to check these attributes:

Defined	Description	Main Category	Sub Category	Sub Category Description	Application	State	File Size	Bridges	File Name
1 - General		CON	FDP	Plans_02 - Final Design Plans	Acrobat PDF	MANAGER AND ENGINE...	5,300 KB		CT_CON_FD_01:
2 - Revisions	REVISIONS	CON	FDP	Plans_02 - Final Design Plans	Acrobat PDF	PROCESSING	1,003 KB		CT_CON_FD_01:
3 - HWY Detail & Misc	HWY Details & Misc	CON	FDP	Plans_02 - Final Design Pls					CT_CON_FD_01:
4 - Plans & Super Dia	HIGHWAY PLANS & SUPERELEVATION DIAGRAMS	CON	FDP	Plans_02 - Final Design Pls					CT_CON_FD_01:
5 -		CON	FDP	Plans_02 - Final Design Pls					CT_CON_FD_01:
6 -		CON	FDP	Plans_02 - Final Design Pls					CT_CON_FD_01:
7 -		CON	FDP	Plans_02 - Final Design Pls					CT_CON_FD_01:
1 -		CON	FDP	Plans_02 - Final Design Pls					CT_CON_FD_01:
2 -		CON	FDP	Plans_02 - Final Design Pls					CT_CON_FD_01:
3 -		CON	FDP	Plans_02 - Final Design Pls					CT_CON_FD_01:
4 -		CON	FDP	Plans_02 - Final Design Pls					CT_CON_FD_01:
5 - Structures	135-316 FDP_Structures	CON	FDP	Plans_02 - Final Design Plans	Acrobat PDF	PROCESSING	16,824 KB	00702	CT_CON_FD_01:
5 - Structures	FDP_Typical Sign Support Details	CON	FDP	Plans_02 - Final Design Plans	Acrobat PDF	PROCESSING	1,784 KB		CT_CON_FD_01:
1 - Traffic	Traffic Plans	CON	FDP	Plans_02 - Final Design Plans	Acrobat PDF	PROCESSING	12,137 KB		CT_CON_FD_01:
1 - Landscape	Landscape Design plans	CON	FDP	Plans_02 - Final Design Plans	Acrobat PDF	MANAGER AND ENGINE...	20,303 KB		CT_CON_FD_01:
2 - Invascape Removal	04.02 Invasive Vegetation Removal	CON	FDP	Plans_02 - Final Design Plans	Acrobat PDF	MANAGER AND ENGINE...	19,165 KB		CT_CON_FD_01:
1 - General		CON	FDP	Plans_02 - Final Design Plans	Acrobat PDF	PROCESSING	766 KB		CT_CON_FD_01:
2 - Revisions	Index of Revisions	CON	FDP	Plans_02 - Final Design Plans	Acrobat PDF	PROCESSING	1,074 KB		CT_CON_FD_03:
3 - Civil		CON	FDP	Plans_02 - Final Design Plans	Acrobat PDF	PROCESSING	1,837 KB		CT_CON_FD_03:
4 - Structural		CON	FDP	Plans_02 - Final Design Plans	Acrobat PDF	PROCESSING	5,085 KB		CT_CON_FD_03:
5 - Existing Plans		CON	FDP	Plans_02 - Final Design Plans	Acrobat PDF	PROCESSING	28,841 KB		CT_CON_FD_03:
5 - Environmental		CON	FDP	Plans_02 - Final Design Plans	Acrobat PDF	PROCESSING	1,035 KB		CT_CON_FD_03:
7T_HIGHWAY_STD	Standard Details	CON	FDP	Plans_02 - Final Design Plans	Acrobat PDF	PROCESSING	10,094 KB		CT_CON_FD_01:
7T_TRAFFIC_STD	CTDOT_TRAFFIC_STD	CON	FDP	Plans_02 - Final Design Plans	Acrobat PDF	PROCESSING	4,685 KB		CT_CON_FD_01:

Figure 22 - Checking Attributes

Discipline, Main Category, and Sub-Category – DCD Subsets

As shown in the previous section the attributes for DCD subsets should be as follows:

Discipline = CT

Main Category = CON

Sub-Category = DCD or DCD2 where applicable.

Discipline, Main Category, and Sub-Category – Addendum Subsets

As shown in the previous section the attributes for Addendum subsets should be as follows:

Discipline = CT

Main Category = CON

Sub-Category = ADP

Discipline, Main Category, and Sub-Category – Revised Addendum Subsets

As shown in the previous section the attributes for Addendum subsets should be as follows:

Discipline = CT

Main Category = CON

Sub-Category = ACD

5.3 Checking the Format Requirements of the Contract Plans

Next we will check the following (2) format items on each of the discipline subsets. (Note: The CTDOT_Standard subsets do not need to be checked for these (2) items). If any of the following is incorrect, notify the designer so they can fix it before you check the content of the Plans.

Page Labels

Green QA/QC Stamp

The following shows how to check the (2) format items:

- a. First to open the contract plans, double click on a discipline subset from Projectwise.

Page Labels - FDP

- b. Open the thumbnail tab as shown below and make sure the number underneath the thumbnail matches the sheet number.

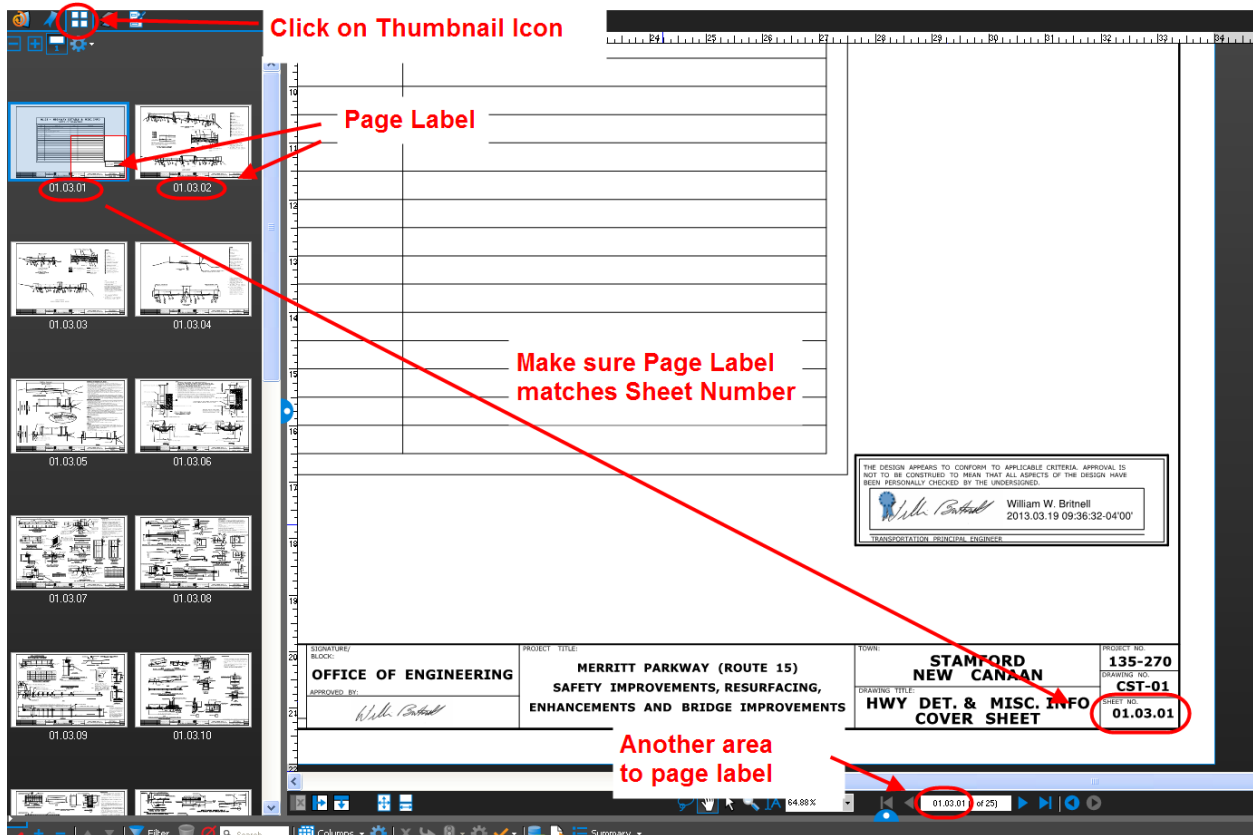


Figure 23 - Checking Page Labels and Sheet Numbers

Page Labels and Sheet Numbers - Addendum

For addendum plans the sheet numbers and page labels will have a “.A#” at the end, where the # equals the addendum number.

- c. Open the thumbnail tab as shown below and make sure the number underneath the thumbnail matches the sheet number.

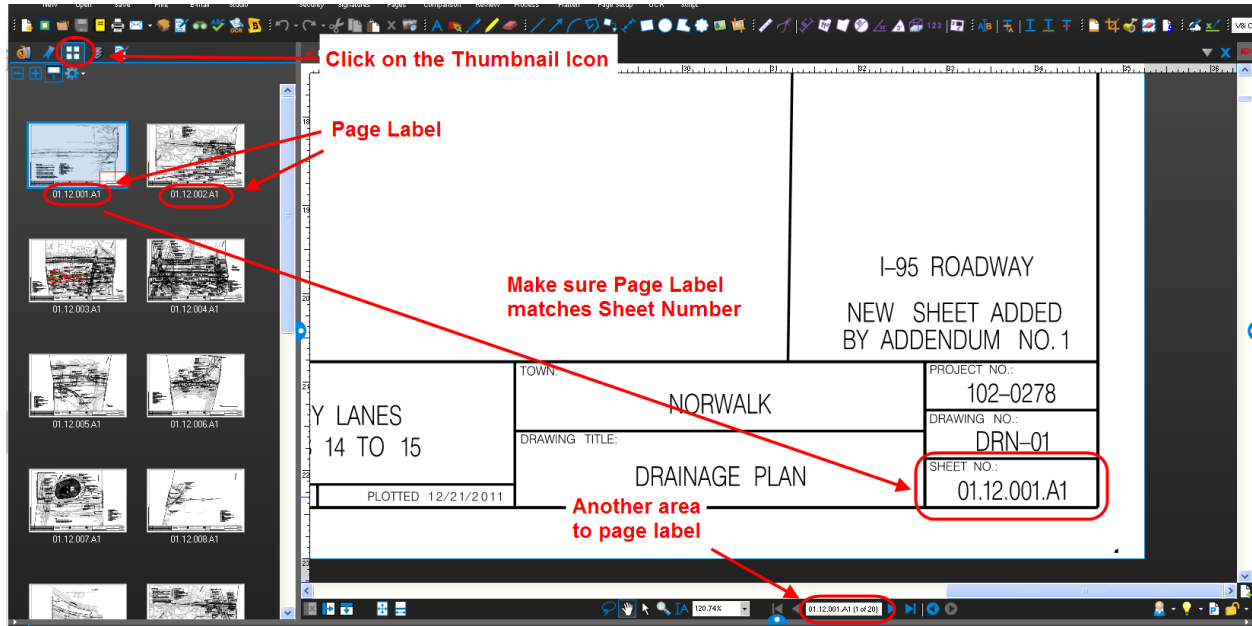


Figure 24 - Checking Page Labels and Sheet Numbers

Look for the Green QA/QC Stamp

Look for the green QA/QC Format Check Pass stamp on the bottom right hand corner of the first sheet of each subset as shown below:

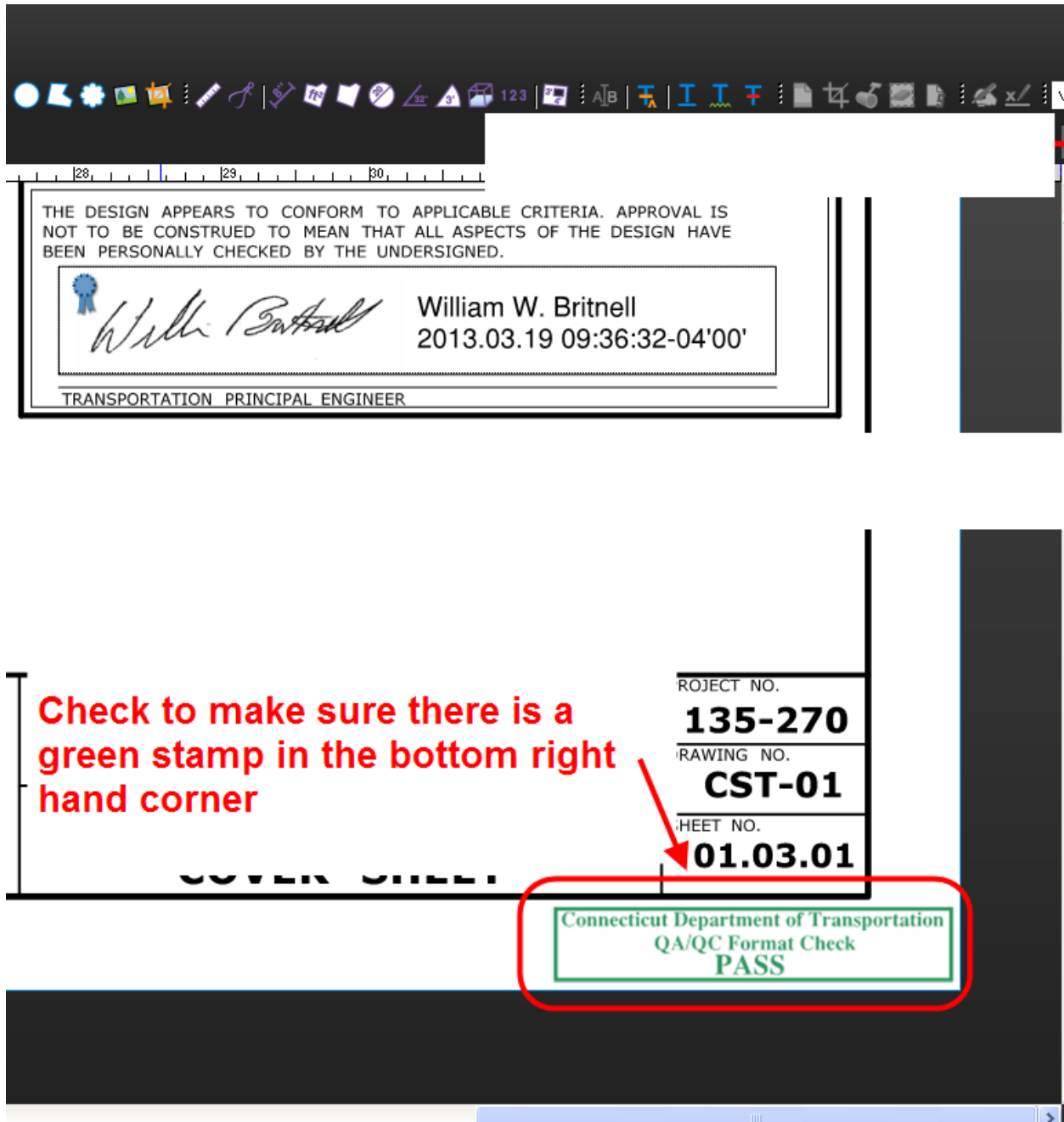


Figure 25 – The Green QA/QC Stamp

5.4 Commenting on the Contract Plans and Creating a Comment report

Commenting on the Discipline Subsets

Now we will check the content of the documents and comment on any errors that are found. To comment on a document use any of the CTDOT review tools located in the tool chest as shown below. Only use the tools in the CTDOT Review Tools as they are set up with the correct color and line width.

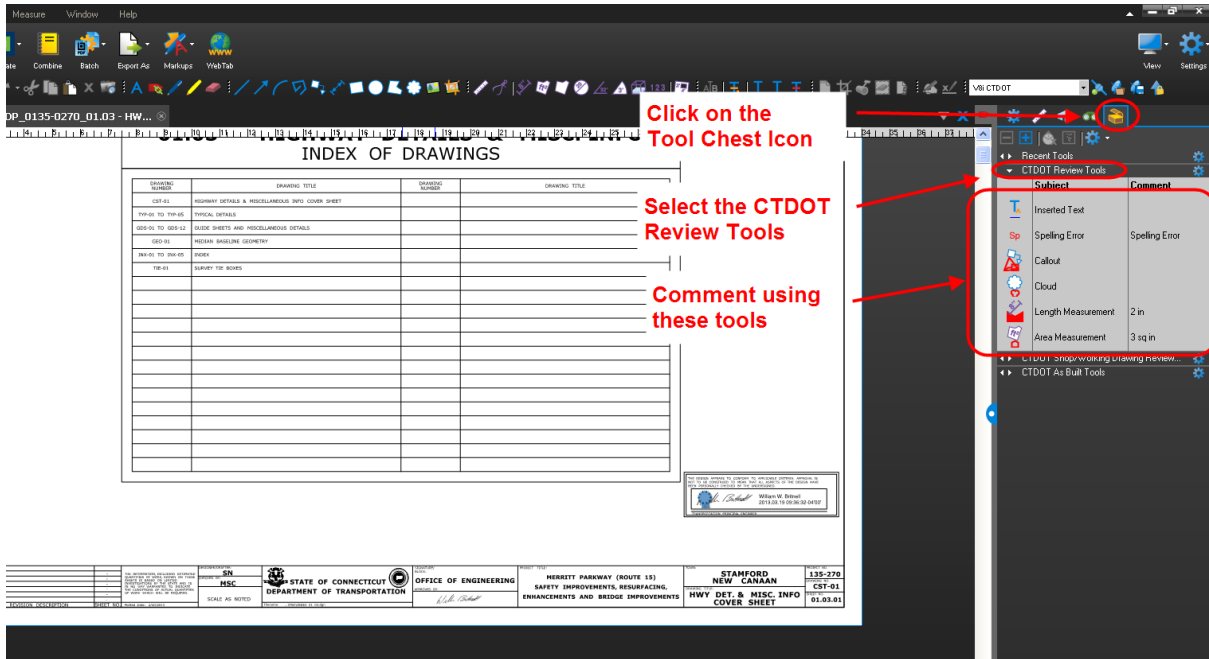


Figure 26 - Commenting on the Discipline Subsets

Creating and Uploading a Comment Report of the Comments Placed on the Discipline Subsets

After the discipline subsets have been commented on, we will make a comment report for the Engineer. A comment report shall be made for each discipline subset that contains comments. The following shows how to make a comment report:

- d. In the comment list click on Summary and select PDF summary as shown below:

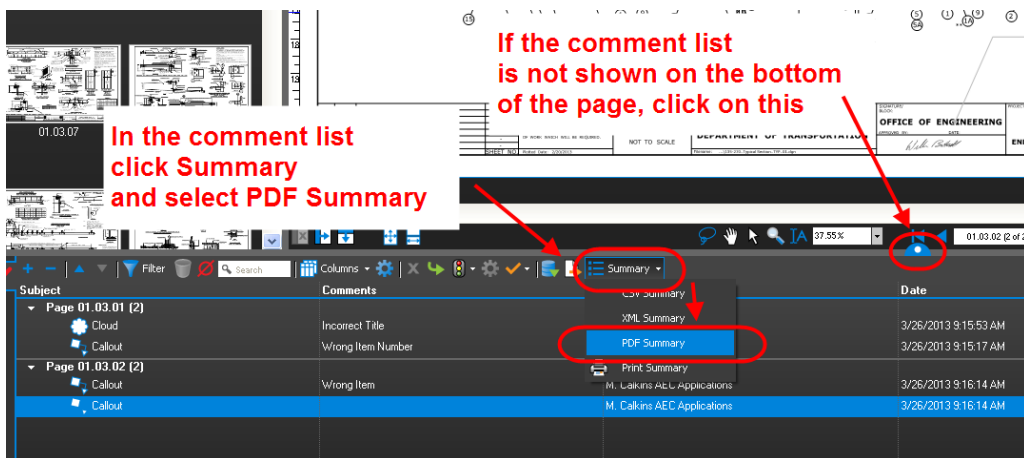


Figure 27 - Creating a Comment Report

Connecticut Department of Transportation Projectwise for Contract Processing

e. Make sure all the settings are selected as shown below and click OK:

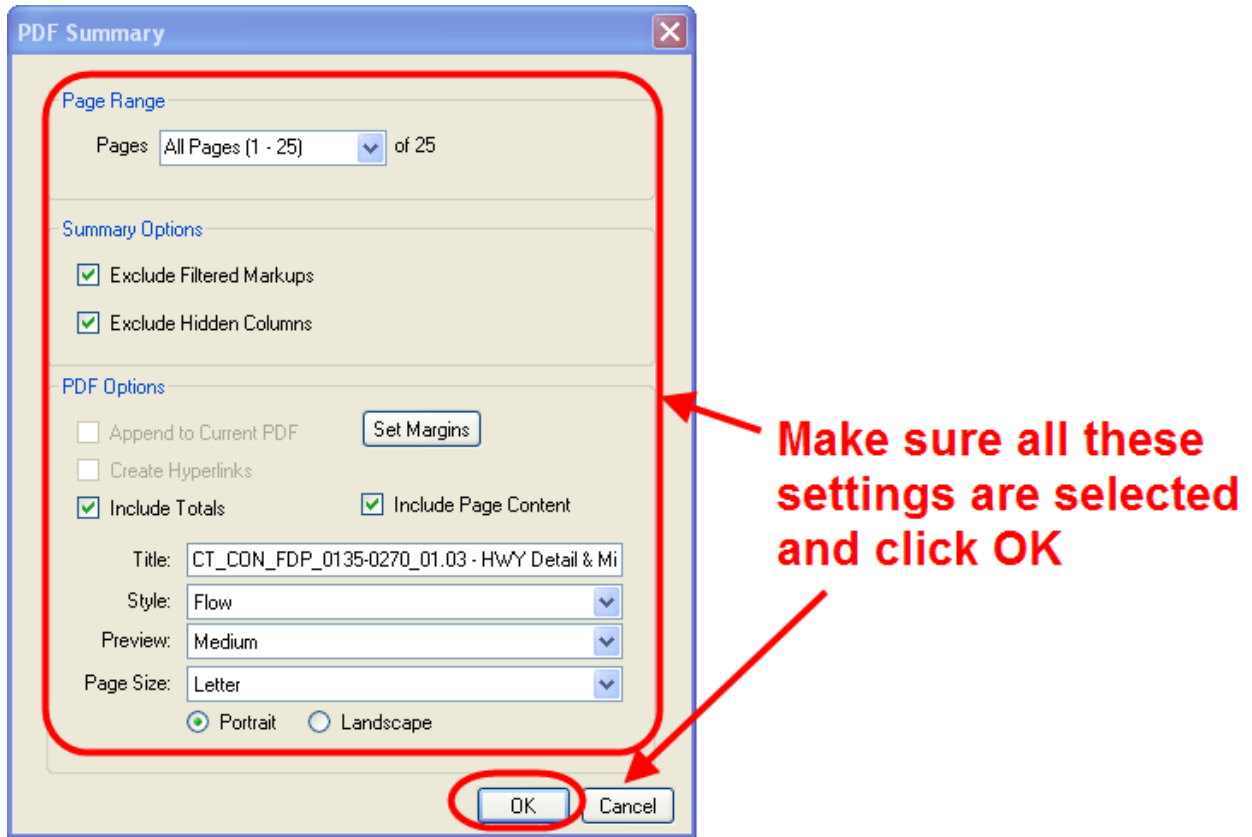


Figure 28 - Comment Report Settings

Connecticut Department of Transportation Projectwise for Contract Processing

- f. The comment report will open up in Bluebeam and then we will save it into Projectwise.
 1. Click Save as shown below:

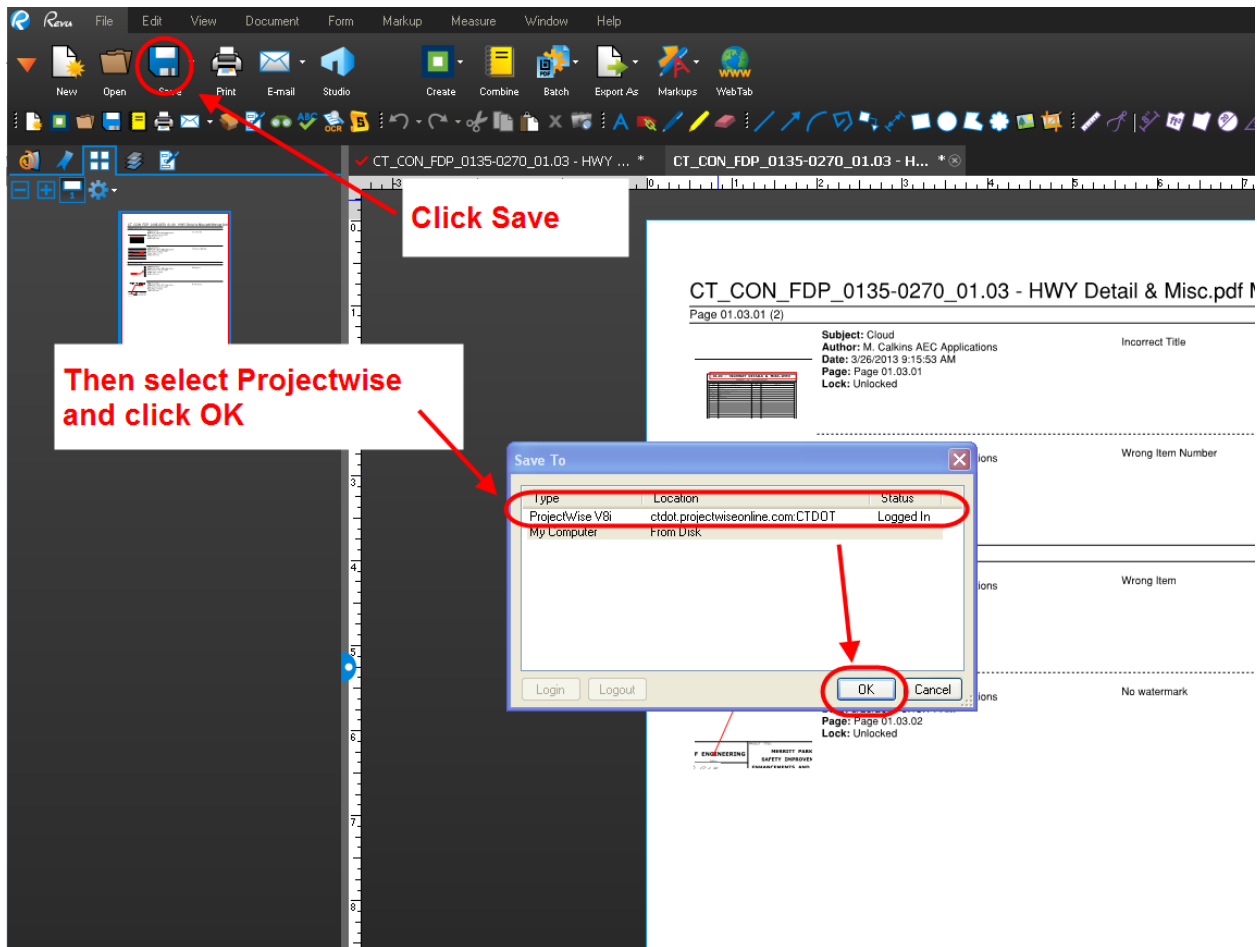


Figure 29 - Saving Comment Report to Projectwise

2. Select the Advanced Wizard

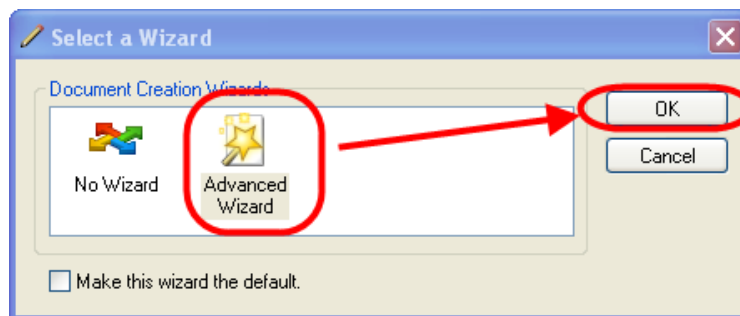


Figure 30 - Advanced Wizard

Connecticut Department of Transportation Projectwise for Contract Processing

3. Click Next on the first screen of the Wizard. Then on the next screen browse out to your project and select the 240 Folder and click Next as shown below:

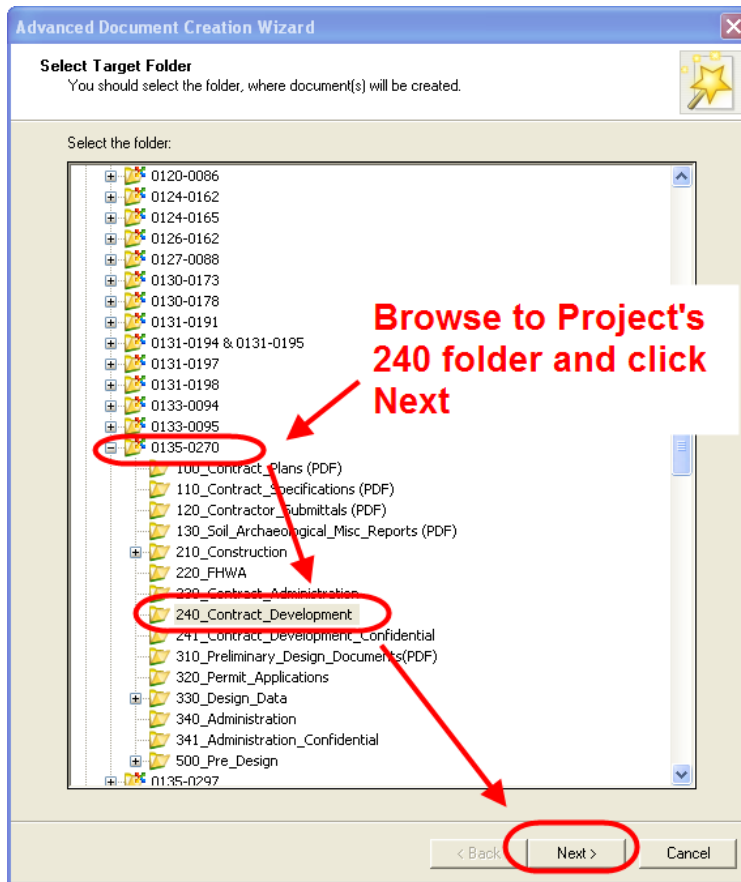


Figure 31 - Advanced Wizard

Connecticut Department of Transportation Projectwise for Contract Processing

- Click Next until you get to the attributes page shown below and select the following attributes. The label shall be the same as the subset label that you are commenting on plus “**Comments**”, if the comment report is for a DCD submittal include “**DCD Comments**” in the label:

Advanced Document Creation Wizard

Define Document Attributes
You should define environment specific document attributes.

Select these attributes

Discipline: CP
Main Category: DOC
Sub Category: RPT

Main Category Description: Documentation
Sub Category Description: Report

Project Number(s):

Type in these attributes

Label (User Defined): 01-General Comments
Description: Comment Report

CT Code (Auto Fill In): CP_DOC_RPT__01-General Comments

CTDOT Asset Tags
Bridges:
Signal Intersections:

Click Next

< Back Next > Cancel

Figure 32 - Attributing a Comment Report

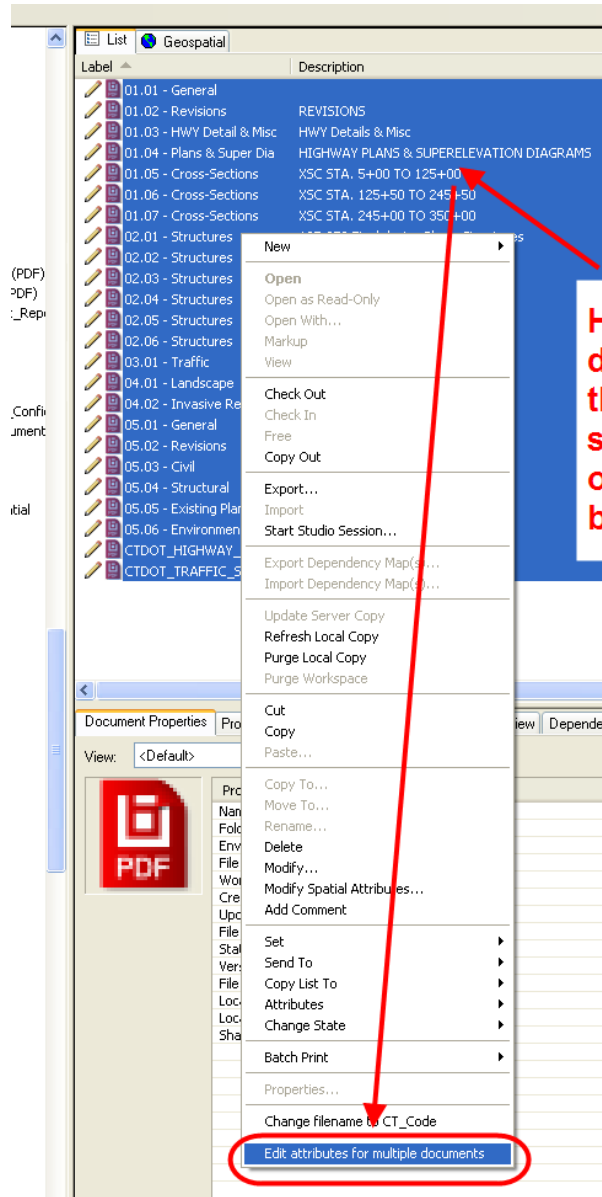
- Click next until the comment report uploads.

5.5 Changing Sub-Category Attribute

The Sub-category attribute must be changed to FPL after all the documents have been signed. The sub-category must be changed on all the documents right before the email is sent down to contracts stating the plans are ready to be advertised. The following section shows how to change the sub-category attribute:

Changing the Sub-Category attribute to FPL (All Documents at Once)

1. Select all the documents in the 100_Contract Plans folder.
2. Right click on the documents and select “Edit Attributes for multiple documents” as shown below:



Highlight all the documents and then right click and select the option shown below.

Figure 33 - Changing Attributes of Multiple Subsets

Connecticut Department of Transportation Projectwise for Contract Processing

3. Select FPL, then click in the label area and then select “Save and Close” as shown below: This will change all the sub-category attributes to FPL, it will take a minute.

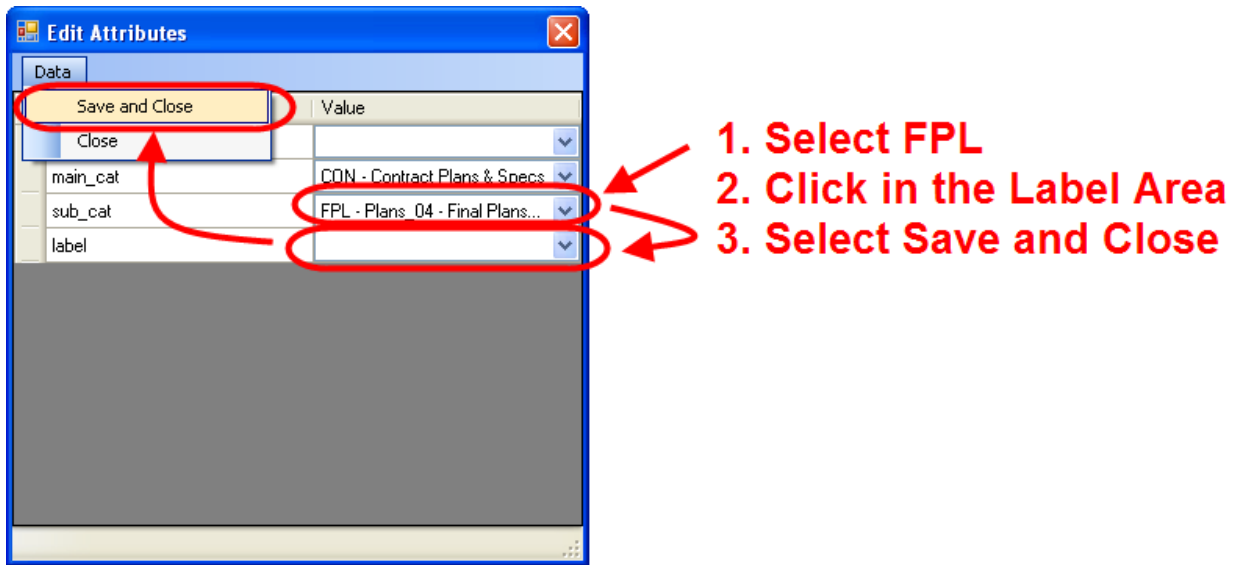


Figure 34 - Changing Attributes of Multiple Subsets

Section 6 Document Compare

When a revised contract document is submitted to Projectwise, it may be beneficial to run a document compare between the original and revised documents. The following shows how to run a document compare.

1. Open the Revised document first and then open the original document that you want to compare from Projectwise.
2. Next go to Document>Compare Documents as shown below:

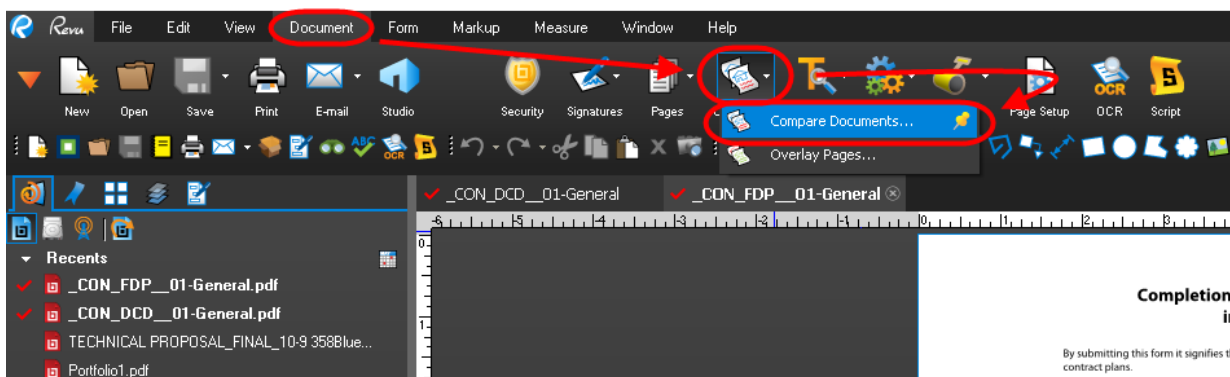


Figure 35 - Compare Documents

Connecticut Department of Transportation Projectwise for Contract Processing

3. In the window that pops up you will notice the two documents that were just opened. Click OK to run the document compare as shown below:

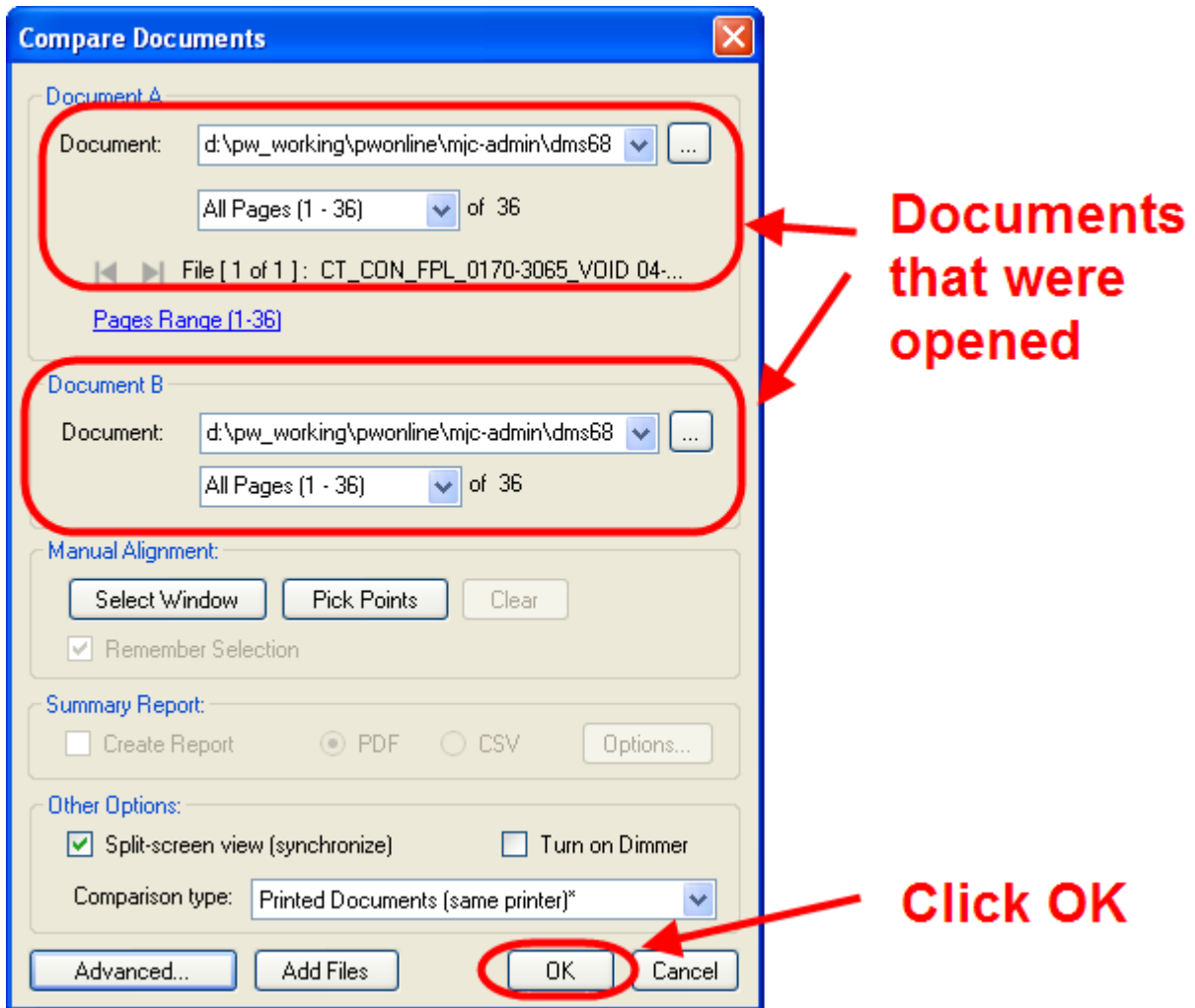


Figure 36 - document Compare