

Uploading Files into the Bridges Folders



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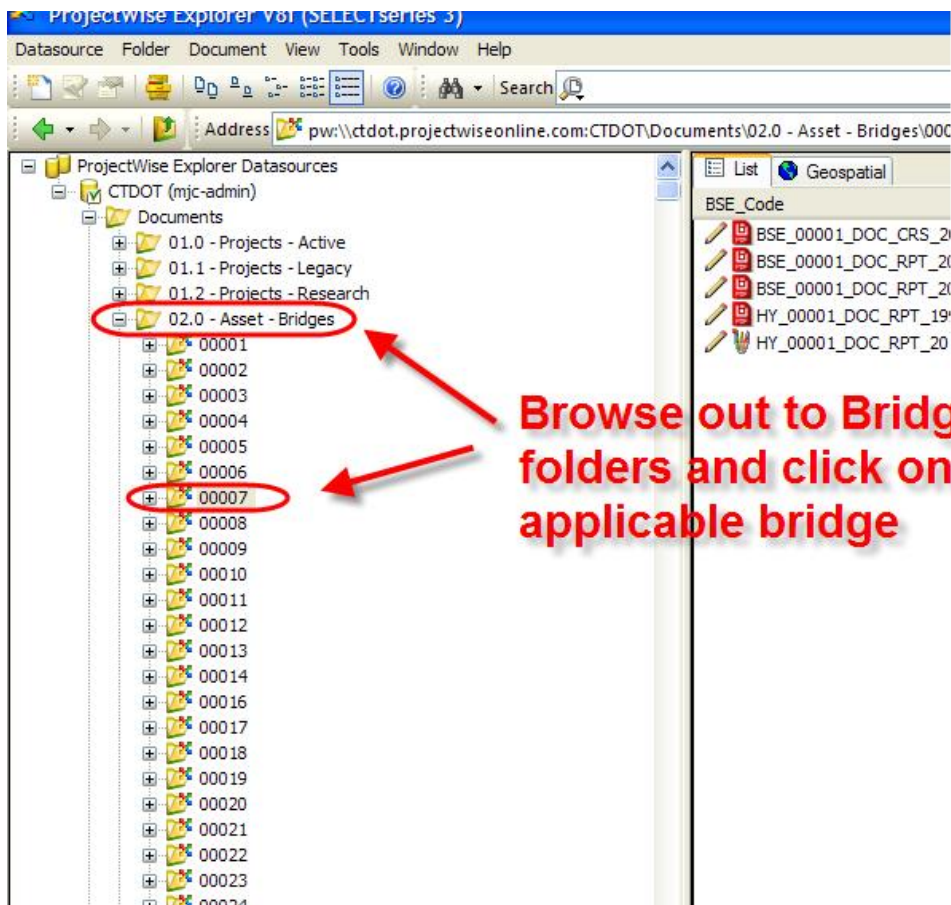
Section 1 02.0 – Asset Bridge Folders

The 02.0 Asset – Bridge folders in Projectwise are used to store all Bridge related reports and documents. This includes but is not limited to, any bridge inspection reports, bridge maintenance memos, hydraulic reports, and rehabilitation study reports. Only final documents are uploaded into the 02.0- Asset – Bridge folders in Projectwise. Uploading working copies of documents into Projectwise is prohibited.

Section 2 Uploading Documents

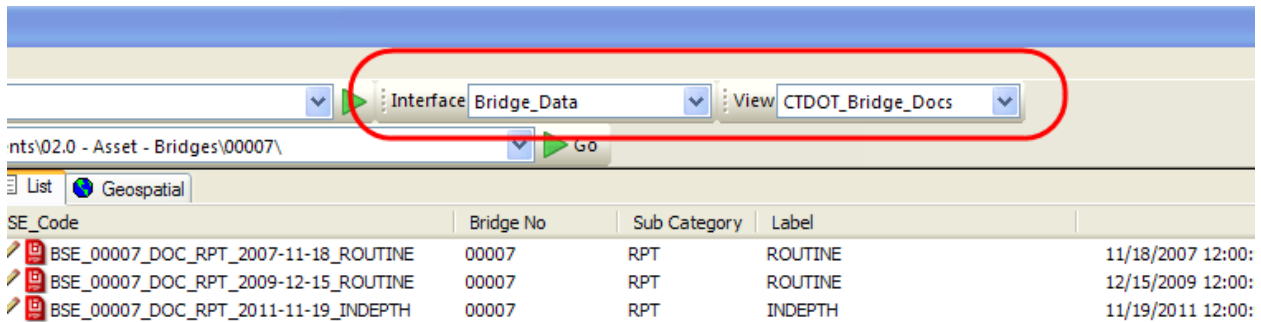
This section will show how to upload documents into the 02.0 – Assets – Bridge folders in Projectwise. If a document is uploaded in error and needs to be deleted, please contact Karen Riemer or Ralph Phillips of Bridge Safety and they will delete it for you.

1. Log into Projectwise.
2. Browse out to the 02.0 – Asset Bridge folder and click on the bridge folder you need to upload a document into.

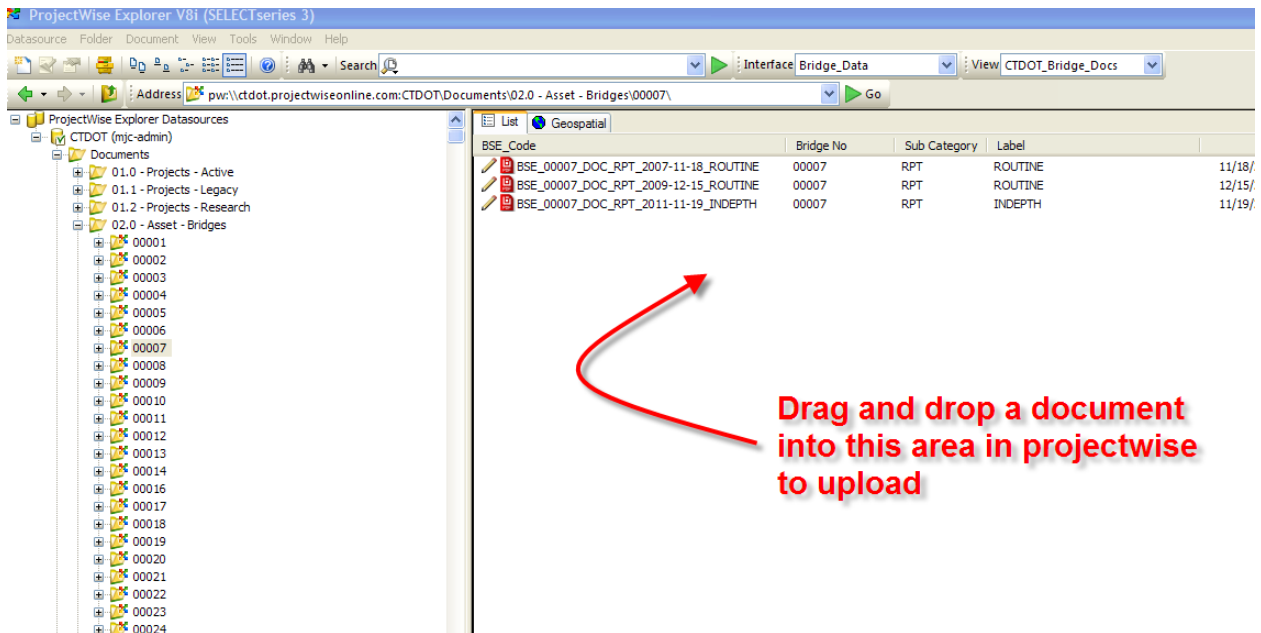


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3. Make sure the interface and view are set as shown below, if these are not selected the documents will not be uploaded correctly. If the interface and/or view tool bar is not on the screen, go to View>Toolbar and make sure interface and view are checked.

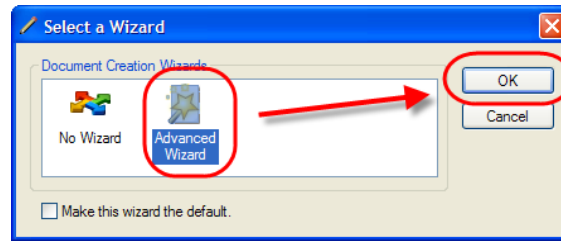


4. To upload a document, drag a document from your computer into the list area of Projectwise.



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5. Choose the advanced wizard and click OK.



6. Click next until you get to the screen below. If you do not see this screen the correct interface was not selected and you will need to cancel the wizard. After the attributes are entered click next until the document uploads.

The attributes shall be selected or typed in as follows:

Discipline = BCD for Bridge Consultant Design, HY for Hydraulics, BSE for Bridge Safety

Main Category = DOC for document

Sub Category = RPT for report or CRS for Bridge Maintenance memos.

Date = Type in a date in the following format mm/dd/yyyy

Label = BSE, HY, and BCD users can pick a label from the drop down.

Long Description = BCD users shall include the consultant name followed by a brief description.

BSE and HY users shall enter a brief description.