

Using the ProjectWise and Local tabs

The working area for ProjectWise Explorer for the iPad is divided into two sections – ProjectWise and Local Documents. Tap either tab in the lower left corner of the app to go to that section.



The **ProjectWise** tab (left) is used to connect to ProjectWise datasources and open the documents you need.



The **Local** tab (right) takes you to the Local Documents folder, and is used to organize documents you want to add to ProjectWise.

The ProjectWise tab is open by default when the app opens.



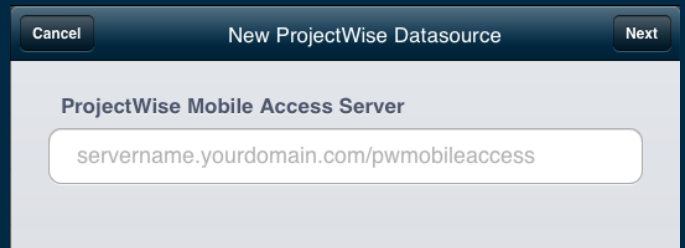
Connecting to ProjectWise

Connect to ProjectWise using the address provided by your administrator. You can connect to as many datasources as needed.

1. In ProjectWise, tap the **plus** button.

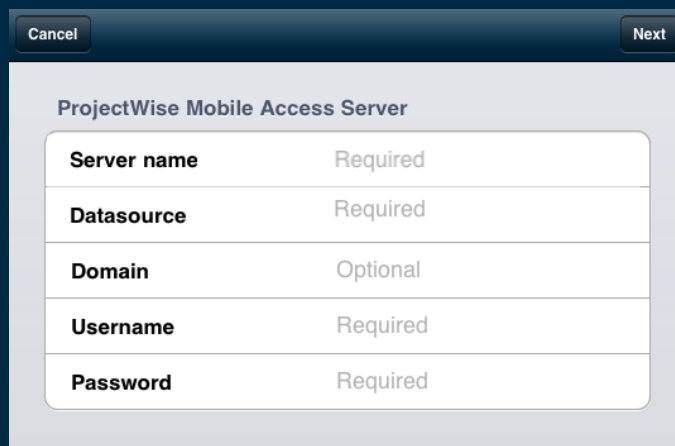


2. Type the address of your ProjectWise Mobile Access Server and tap **Next**.



3. Select a datasource from the list provided and tap **Next**.

4. Tap the Domain, Username, and Password fields to enter your log in information. Tap **Next** to log in.

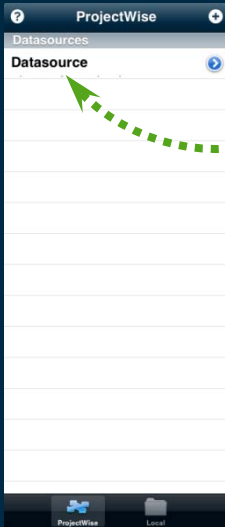
A screenshot of the "ProjectWise Mobile Access Server" configuration screen. The title bar contains "Cancel" and "Next" buttons. The main content area is titled "ProjectWise Mobile Access Server" and contains a table with five rows, each representing a field to be configured. The fields are: Server name (Required), Datasource (Required), Domain (Optional), Username (Required), and Password (Required).

Field	Requirement
Server name	Required
Datasource	Required
Domain	Optional
Username	Required
Password	Required

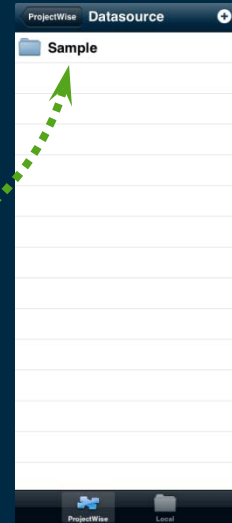


Navigating the Datasource

After log in, tap through the folder list to find your documents. You will only see the folders and documents you have permission to access.

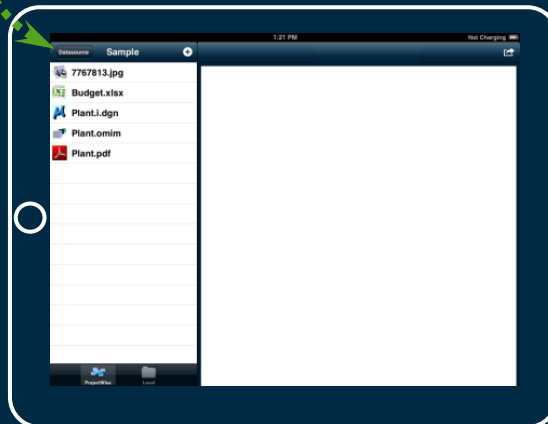


Tap a **datasource** to see its folders.



Tap a **folder** to see its contents.

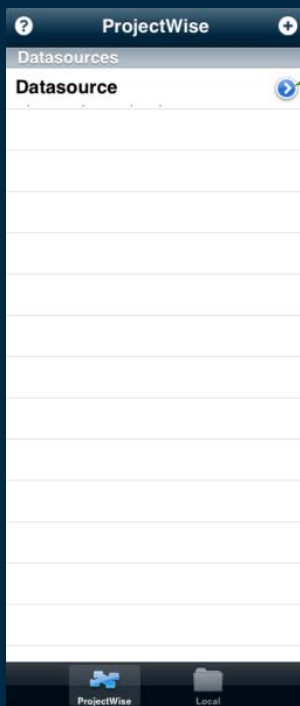
Tap the **back** button to return to the previous folder.



Changing the Connection Status

After you log in to ProjectWise and obtain your documents, you can disconnect from the internet and work offline as needed.

1. Tap the **arrow** next to a datasource to view its connection status.



2. Tap the **ON / OFF** button or drag the slider to change the connection status.



Changing the status from OFF to ON reconnects to the internet and reestablishes your connection to the datasource.



Working Offline

When working in disconnected mode, you can still view the datasource folder structure, and you can continue to access any folder or document that you had accessed (tapped) while you were connected.



Names of folders and documents you accessed prior to disconnecting are black.



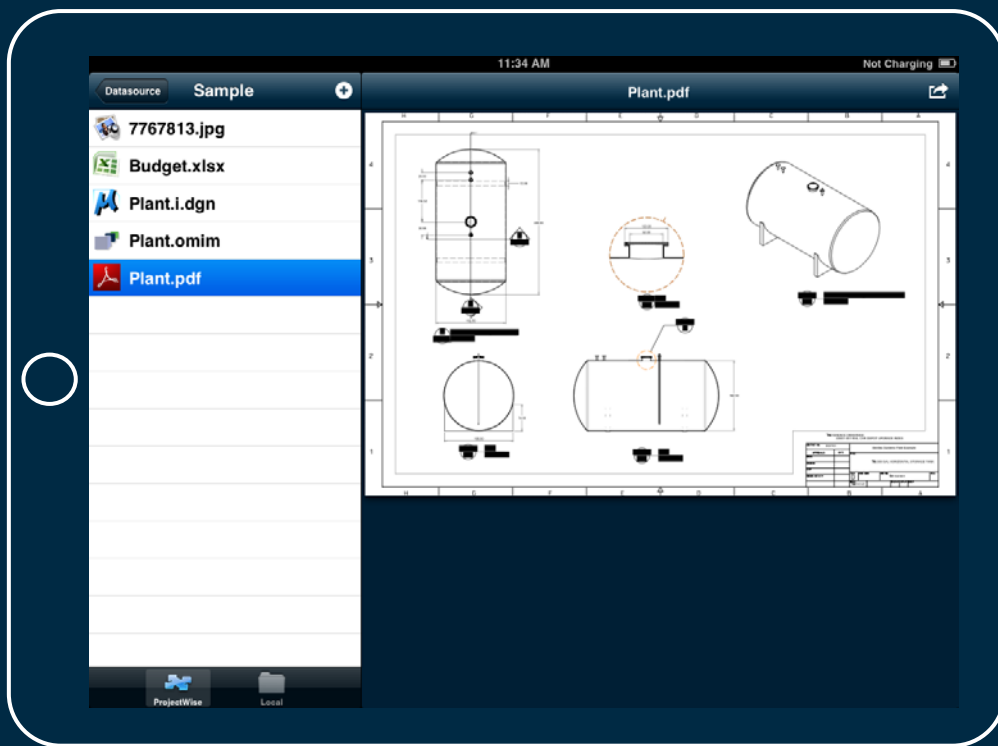
Names of folders and documents you did not access prior to disconnecting are gray.



Viewing Documents in the App

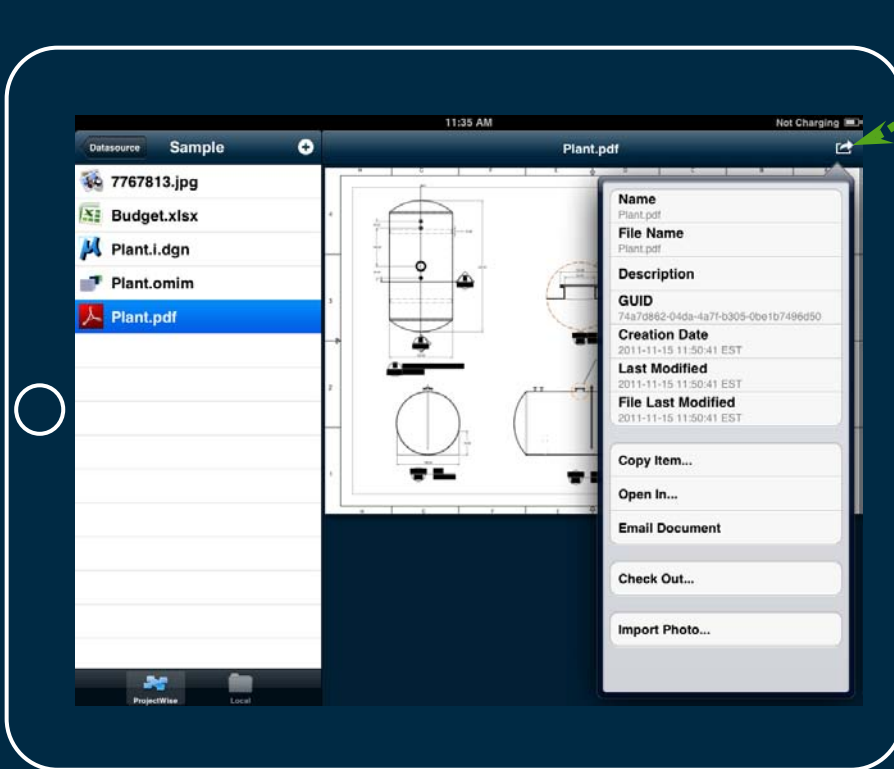
You can view documents directly in the viewing pane. You can view PDFs, Office documents, and image formats including JPEG, TIFF, and GIF.

Tap a **document** to view it in the **viewing pane**.



Document Actions

Tap the **action** button to display the selected document's **properties**, and for a **menu** of actions you can perform. The actions listed depend on whether you are in ProjectWise or Local Documents, and the status of the document.



ProjectWise action menu items:

Copy Item, Open In, Email Document, Check Out,
Check In, Free, Import Photo

Local Documents action menu items:

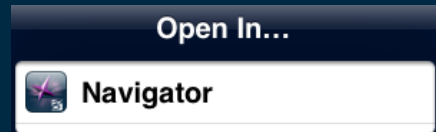
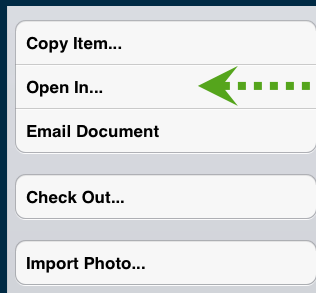
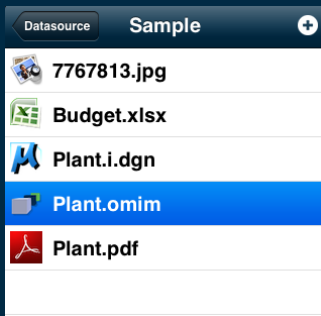
Move Item, Open In, Email Document, Import Photo



Opening Documents in Other Apps

Use **Open In** to open a document in another app. Optimized i-models (.OMIM) are opened in Bentley Navigator for the iPad.

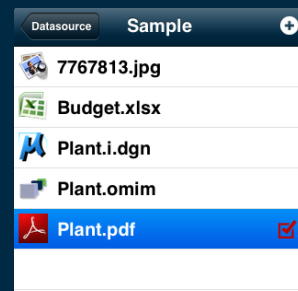
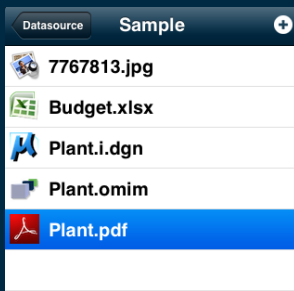
1. Tap a document in ProjectWise or Local Documents.
2. Tap the **action** button and tap **Open In**.
3. Tap the **app name** to open the document.



Checking Out and Editing Documents

Use **Check Out** when you want to edit the selected document. Check out locks the document so no one else can edit it until you check it in or free it.

1. Tap a document in ProjectWise.
2. Tap the **action** button and tap **Check Out**.
3. Open the document in another app and edit it.



A check mark displays next to documents you currently have checked out on the iPad.

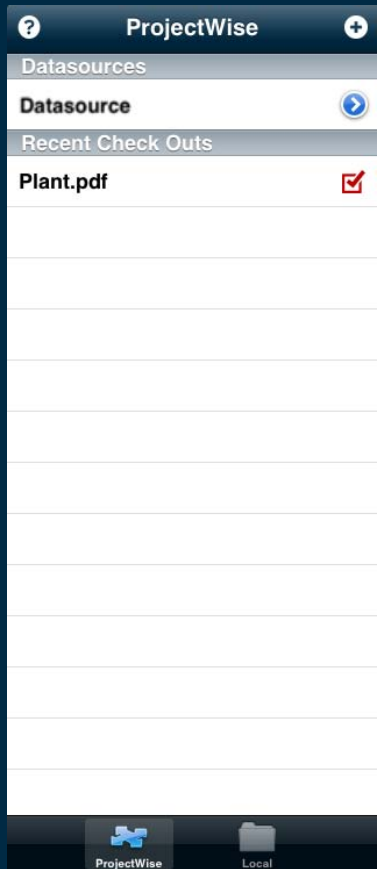


A lock displays next to documents currently checked out or exported by other users.



Accessing Recent Check Outs

Documents you have recently checked out on the iPad, and which are still checked out, are displayed in the **Recent Check Outs** section.



This section appears below the last datasource in the list and can contain documents from multiple datasources.

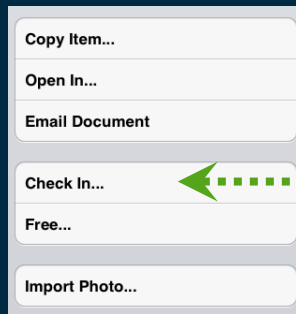
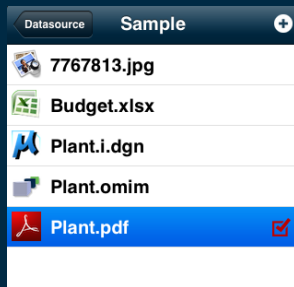
From here you can open, check in, or free documents as needed. Once you check in or free a document, it is removed from this list.



Checking In Documents

Use **Check In** when you are finished editing the checked out document.

1. Send the edited document back to ProjectWise Explorer for the iPad.
2. Go to the Recent Check Outs section of the ProjectWise tab.
3. Tap the **Replace** button next to the checked out document.
4. Tap the **action** button and tap **Check In**.



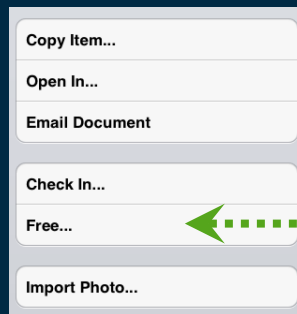
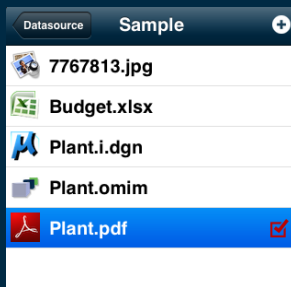
If you do not want to replace the original document, you can add a copy of the edited document to ProjectWise. Just tap to the original document's folder and tap **Add Here**. Then tap the action button and tap **Check In**.



Freeing Checked Out Documents

Use **Free** when you need to undo a check out. Free deletes the local edited copy and returns the document to its 'Checked In' state.

1. Tap a checked out document.
2. Tap the **action** button and tap **Free**.



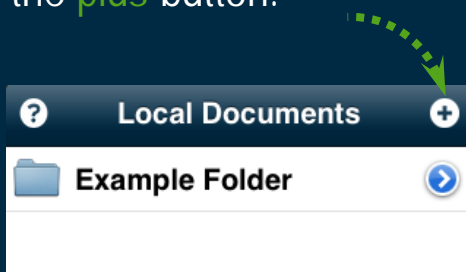
You can free a document from its original folder or from Recent Check Outs. You can only free documents you have permission to free.



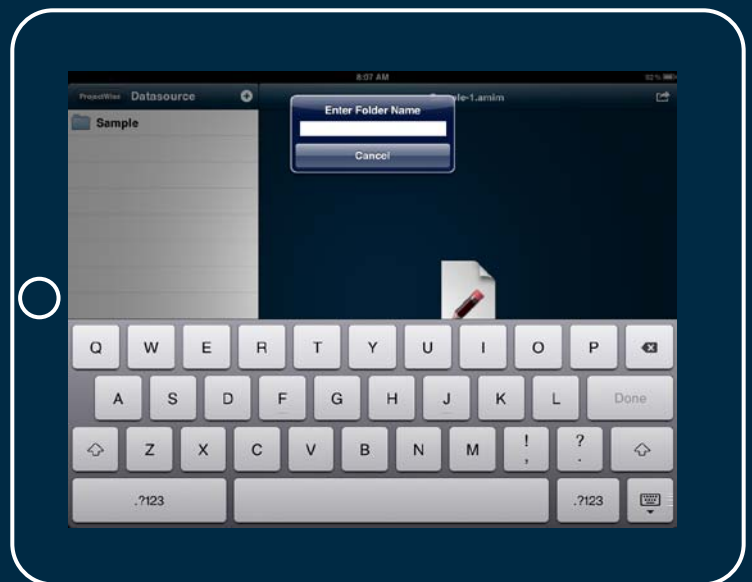
Creating ProjectWise or Local Folders

The steps for creating folders is the same on the ProjectWise tab as it on the Local tab. Your ProjectWise permissions will determine whether or not you can create a folder in the selected location in the datasource.

1. Inside your datasource or in Local Documents, tap the **plus** button.



2. Using the keypad, type a name for the folder and tap **Done**.



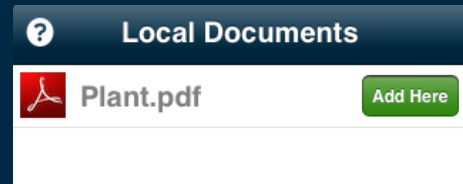
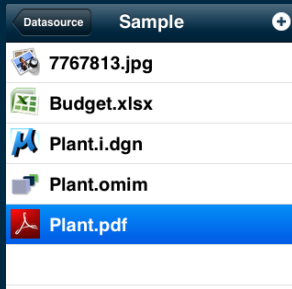
The Local Documents folder is mainly used to organize documents you want to put in a package. First create a local folder, then copy or move documents into the folder.



Copying Documents to the Local Documents Folder

You can copy documents from ProjectWise to the root of the Local Documents folder or to a folder within Local Documents.

1. Tap a document in ProjectWise.
2. Tap the **action** button and tap **Copy Item**.
3. In Local Documents, tap to the folder you want and tap **Add Here**.



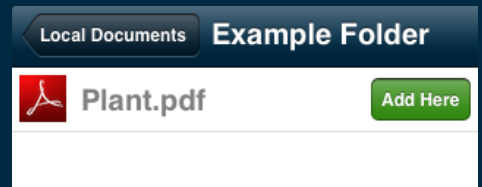
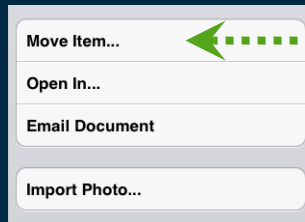
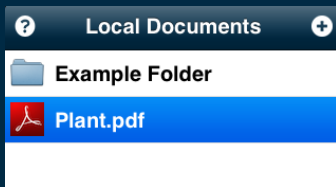
Once copied, the document name changes back to bold type.



Moving Local Documents

In Local Documents you can move a document to another local folder.

1. Tap the local document to move.
2. Tap the **action** button and tap **Move Item**.
3. Tap to the local folder you want and tap **Add Here**.



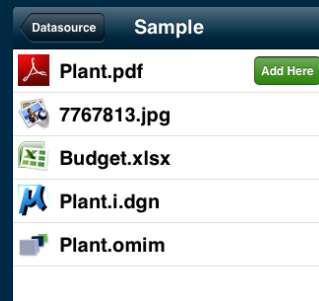
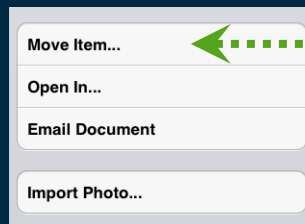
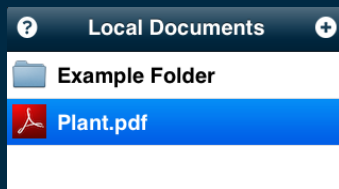
Once moved, the document name changes back to bold type.



Adding New Documents to ProjectWise

You can add new documents to ProjectWise from Local Documents.

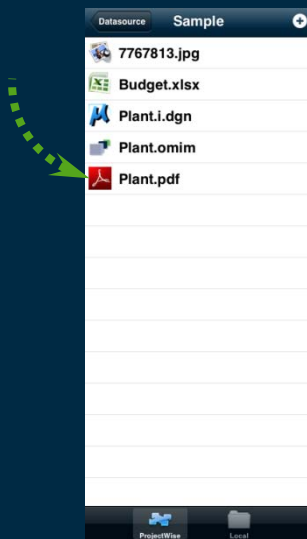
1. Tap the local document to add.
2. Tap the **action** button and tap **Move Item**.
3. In ProjectWise, tap to the folder you want and tap **Add Here**.



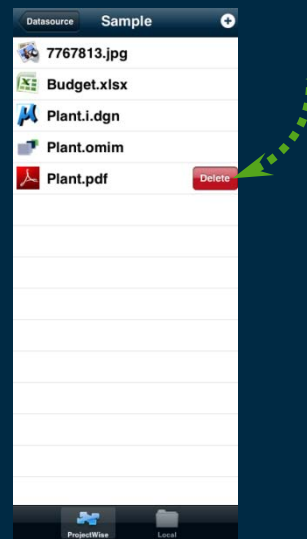
Deleting Documents from ProjectWise

Deleting ProjectWise documents from ProjectWise Explorer for the iPad is simple. You can only delete documents you have permission to delete.

1. In ProjectWise, swipe your finger over a document.

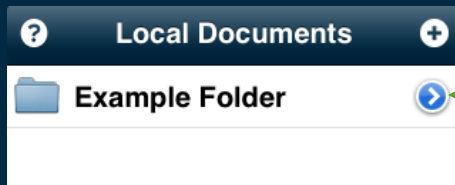


2. Tap the **Delete** button to delete the document.

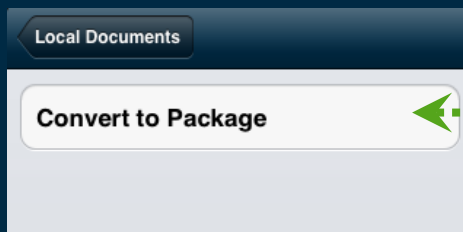


Creating Packages of Annotations

When you mark up documents, the resulting annotation files are first stored in the Local Documents folder. From here you can create a package of your annotation files to store in ProjectWise.



1. Move your annotation files into one local folder. Then tap the **arrow** next to that folder.



2. Tap **Convert to Package**. The folder is converted to a package with the extension **.PMIM**.

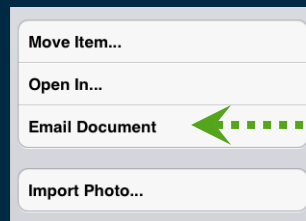
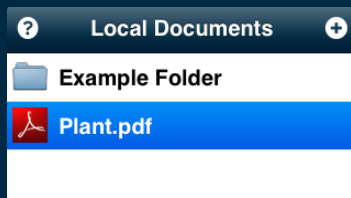
You can now add the package document to ProjectWise.



Emailing Documents

You can email documents from ProjectWise or Local Documents.

1. Tap the document to email.
2. Tap the **action** button and tap **Email Document**.
3. Use the email window that opens to send the attached document.



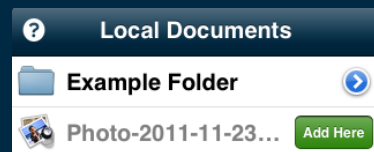
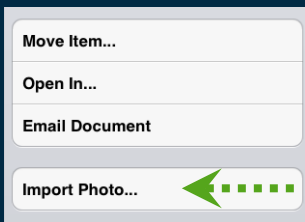
ProjectWise Explorer for the iPad uses the iPad's built-in Mail app, and requires that you already have at least one email account configured.



Importing Photos

You can import photos on the iPad to ProjectWise or to Local Documents.

1. Tap the **action** button and tap **Import Photo**.
2. Tap **Camera Roll** and tap a photo.
3. Tap to the local or ProjectWise folder you want and tap **Add Here**.



Manually Transferring Files

If you do *not* have access to a ProjectWise Mobile Access Server, you can still use ProjectWise Explorer for the iPad.

In this case, you will need to manually transfer your ProjectWise documents from the desktop to the iPad, or from the iPad to the desktop. You can use either a wireless or wired connection.

With a wireless connection you can either use email or a cloud service, such as Dropbox. In both cases, you must have the application installed on both your desktop and iPad.

With a wired connection you can use iTunes. Sync your iPad with your desktop and then drag files to or from ProjectWise Explorer for the iPad's Local Documents folder.





ProjectWise Explorer for the iPad
Product Preview v1.1

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