KDOT utilizes Bentley's ProjectWise system to electronically store archived final construction plans in what is known as our Electronic Plans Vault (eVault). ProjectWise Web View allows consultants and contractors a free method of accessing these PDF plan records via web browser.

Create New Datasource Connection

To access ProjectWise Web View, you **(or your Bentley site administrator if you don't have Bentley Administrative rights)** will need to perform a **one-time configuration** to add KDOT's web services connection prior to logging in and accessing files.

1. Navigate to:
   https://connect-projectwisewebview.bentley.com/
   and sign in with your Bentley account
   *NOTE: If you do not have an account or have forgotten your password, use the **Register** or **Forgot password?** links to get signed in.*
2. Click on the **Administration** icon
3. Click the **New Connection** button
4. **Connection Name:** KDOT Records Vault
5. **Server URL:** https://kdot-pw-ws.bentley.com/ws/
6. Click the **Get Datasource** button
7. **Select:** KDOT Records Vault
8. **Description:** KDOT Records Vault
9. Click **Connect**
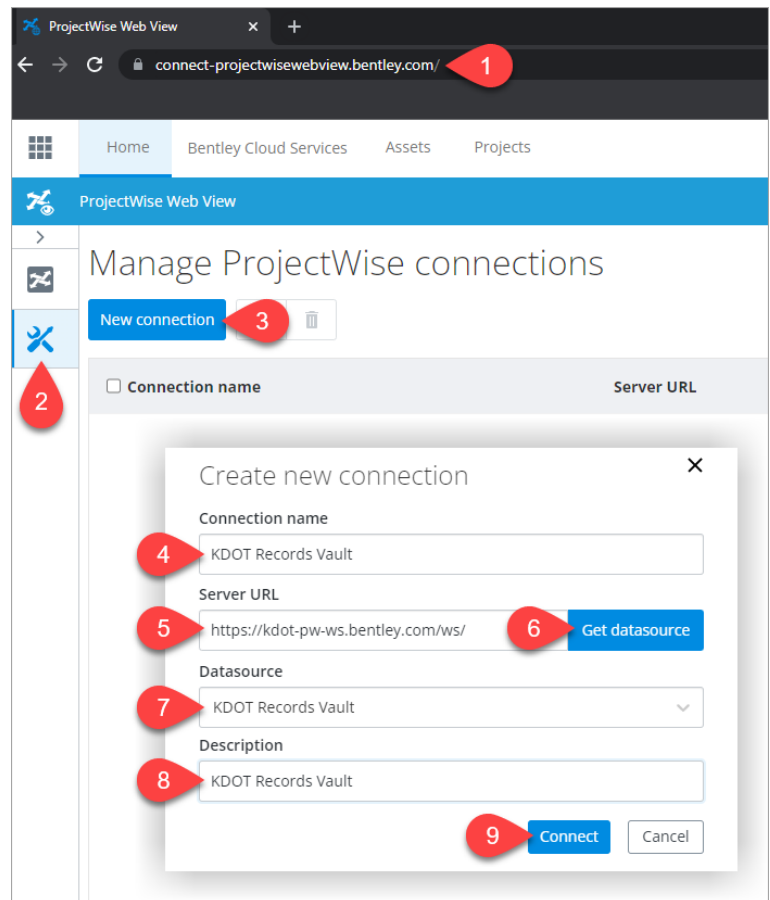
Logging into the Datasource

Now that the one-time datasource connection configuration is complete, you can perform the following steps to access archived KDOT Plan PDFs easily moving forward.

1. Click on the **KDOT Records Vault** connection
2. Enter the following credentials for the account:
   - **Username:** kdotview
   - **Password:** H1ghway$
3. Click the **Sign In** button

A connection will be established with the KDOT Records Vault datasource and you will be redirected to the folder tree view.
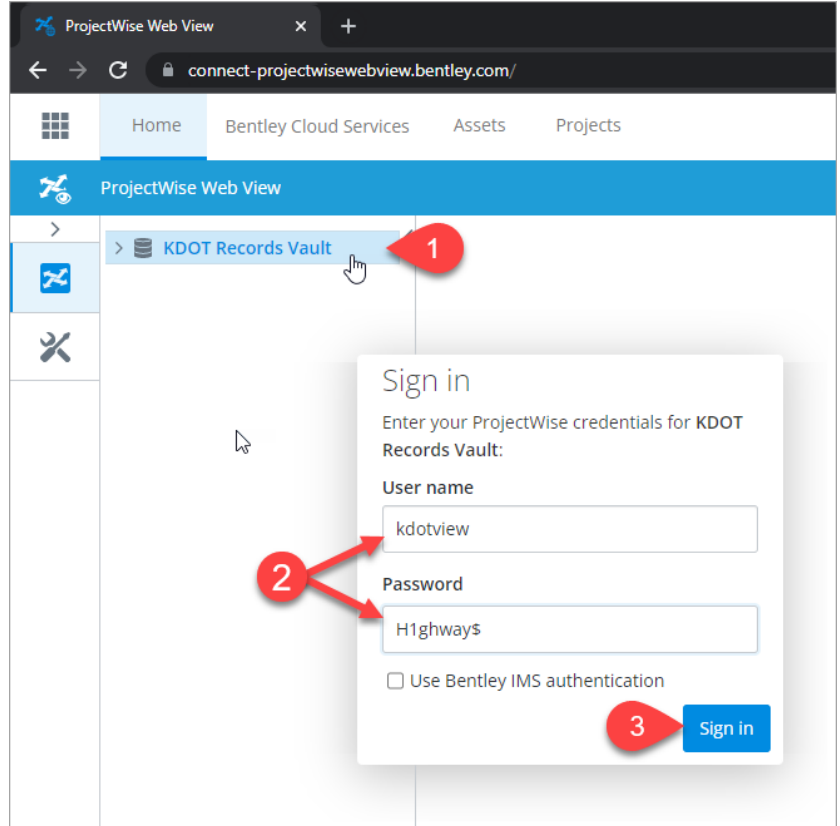
From the Datasources tab, expand the KDOT Records Vault datasource and select the **Vault** folder to display subfolders containing archived KDOT Plan PDFs.
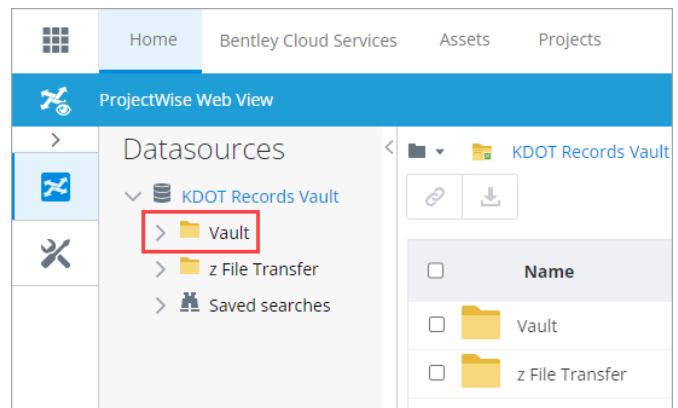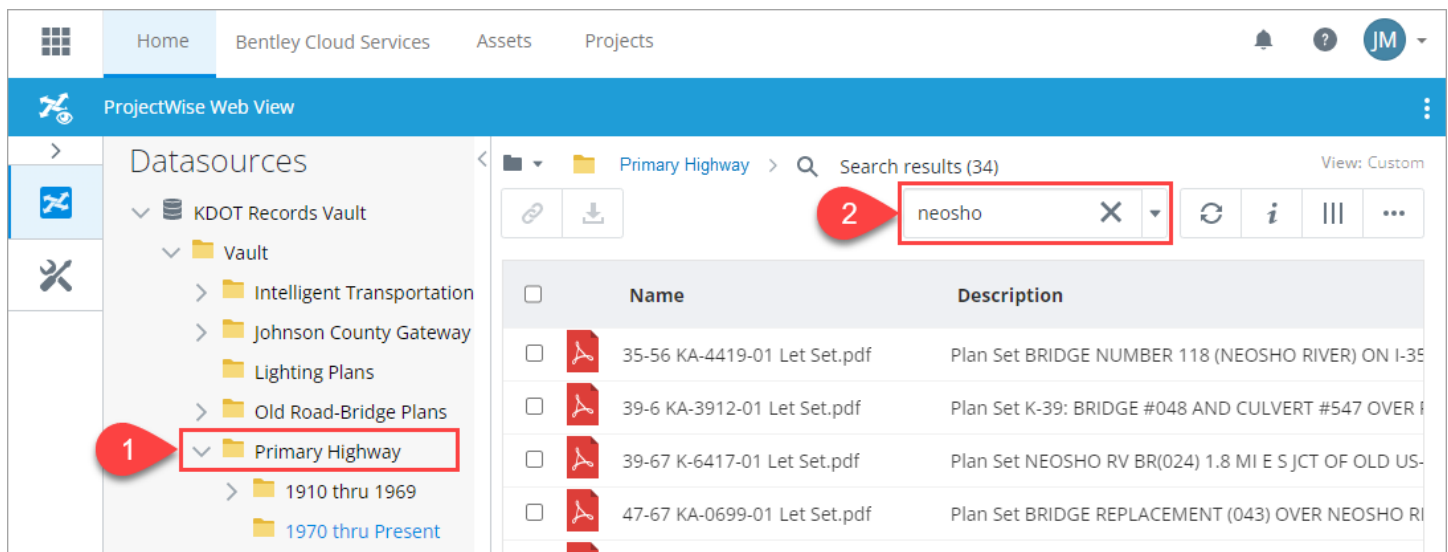
Searching ProjectWise Web View

You can search for documents and folders using a Quick Search, an Advanced Search, or select from a previously Saved Search. You can search the entire datasource, or just the current selected folder.

Running Quick Searches

To run a quick search, just enter the text you want to search for in the search field above the document list. As soon as you pause typing, the search is run, and the search results list is automatically refreshed to display the items in the current folder that contain the search text in the item's properties.

*NOTE: A quick search for documents will only search the properties of the current view columns. Quick searches are not case sensitive and do not support the use of wild cards (for example, the asterisk * character).*

The example below illustrates a Quick Search of the **Primary Highway** folder under the **KDOT Records Vault** datasource:

Running Advanced Searches

Advanced searches allow you to specify any combination of criteria you want to include in the search such as route, county, year, district, etc. When creating an advanced search, you can save that search as a personal, Advanced Search that is just for you and only available when using ProjectWise Web View.

The example below illustrates an Advanced Search of the Vault folder for any projects let since 2011 on I-70 in Shawnee County:

1. Navigate to the **Vault** folder
2. To the right of the search field, click the **Search options** menu (down arrow) and select **Advanced search**
3. From the Environment list, select **ENV_Evault**
4. Set the search criteria as shown in the figure below
5. (Optional) Click **Save search** if you would like to save this as one of your **My Searches**, which are only available to you, when working in this particular datasource in ProjectWise Web View. (see *Saving Advanced Searches*)
6. Click **Search**
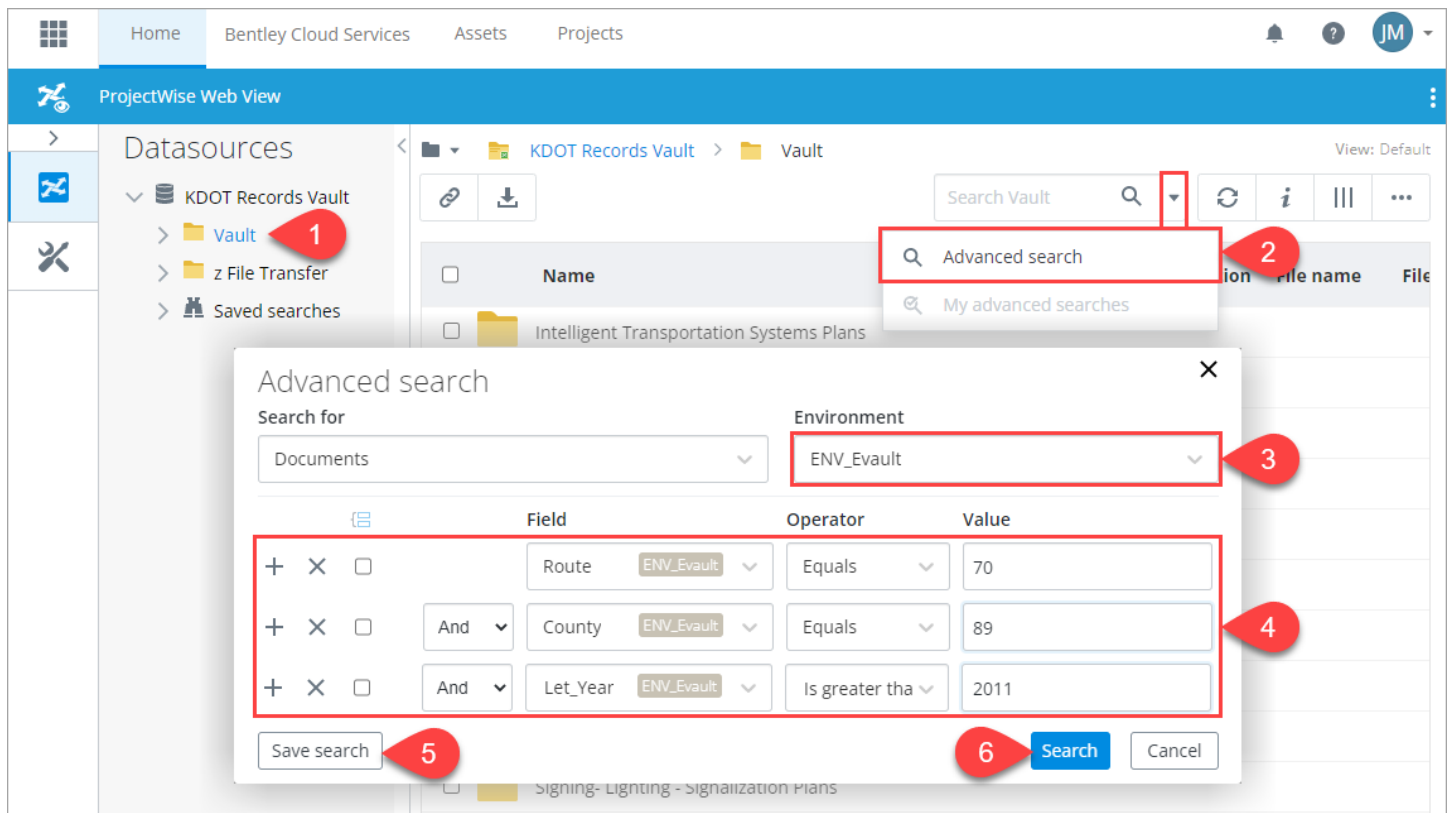
Saving Advanced Searches

When creating an advanced search, you can save that search as a personal, advanced search that is just for you and that is only available when using ProjectWise Web View.

You can specify whether the search will be available for you to use in all datasource connections in the project, or only for the datasource connection that the search was created in.

To save an advanced search:

1. Open the **Advanced Search** dialog and set up your search criteria as needed.

2. Click the **Save Search** button in the lower left corner of the dialog.

3. In the **Save my advance search** dialog, enter a name for the search

4. Select where you want this search to be usable (**This connection** or **All connections**), and click **Save**.

   NOTE: Select **This connection** if you want this search to be available to you in the **KDOT Records Vault** connection ONLY. Select **All connections** if you want this view to be available to you in all of your datasource connections.

Save my advanced search ✕

My advanced search name

Projects let since 2011 on I-70 in Shawnee County

Usable in

This connection ⌄

Save   Cancel

Running a Saved Advanced Search

1. To the right of the quick search field, click the **Search options** menu (down arrow)

2. Beneath the **My Searches** section, select your custom Advanced Search from the dropdown menu.

   Any results will be displayed in the document list.

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🔍 Advanced search

⌕ My advanced searches

MY SEARCHES

Projects let since 2011 on I-7... 2

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