

## Access to ProjectWise

- [Internals](#)
  - [Externals](#)
  - [Logging in to ProjectWise](#)
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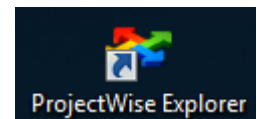
In order to gain access to ProjectWise, one must first be created as a user and then the programme shall be installed.

### Internals

Internal users in the Danish Road Directorate are created by the department's IT manager by sending an e-mail to SOS, requesting them to add the user to the AD group *ProjectWise*.

For installation of the programme, do the following:

- Go to 'Start' -> 'Alle Programmer' (All programmes) -> 'VD programmer' (VD programmes) -> 'Microstation'
- Double-click on the file 'ProjectWise\_install'



### Externals

External users should contact the project manager of the project to be worked on. The project manager will approve the external user and make sure that he or she is created in the Danish Road Directorate's ProjectWise.

The following information shall be provided to the project manager before an external user can be created:

- Full name
- Company name
- E-mail address
- Project number
- Possibly contract number
- Role in the project (Consultant to the Danish Road Directorate or Contractor)
- If 'Consultant to the Danish Road Directorate':
  - Enter the user list to which the user should be added.  
See user lists and the rights assigned to these lists by clicking on *User rights* in the [user manual main menu](#).

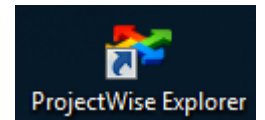
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The translation into English of Quality Management Systems is to be regarded entirely as a service. In the event of any discrepancy or shortcomings in the translation, the Danish version will prevail. At any time the Danish versions of Quality Management Systems are those in force.

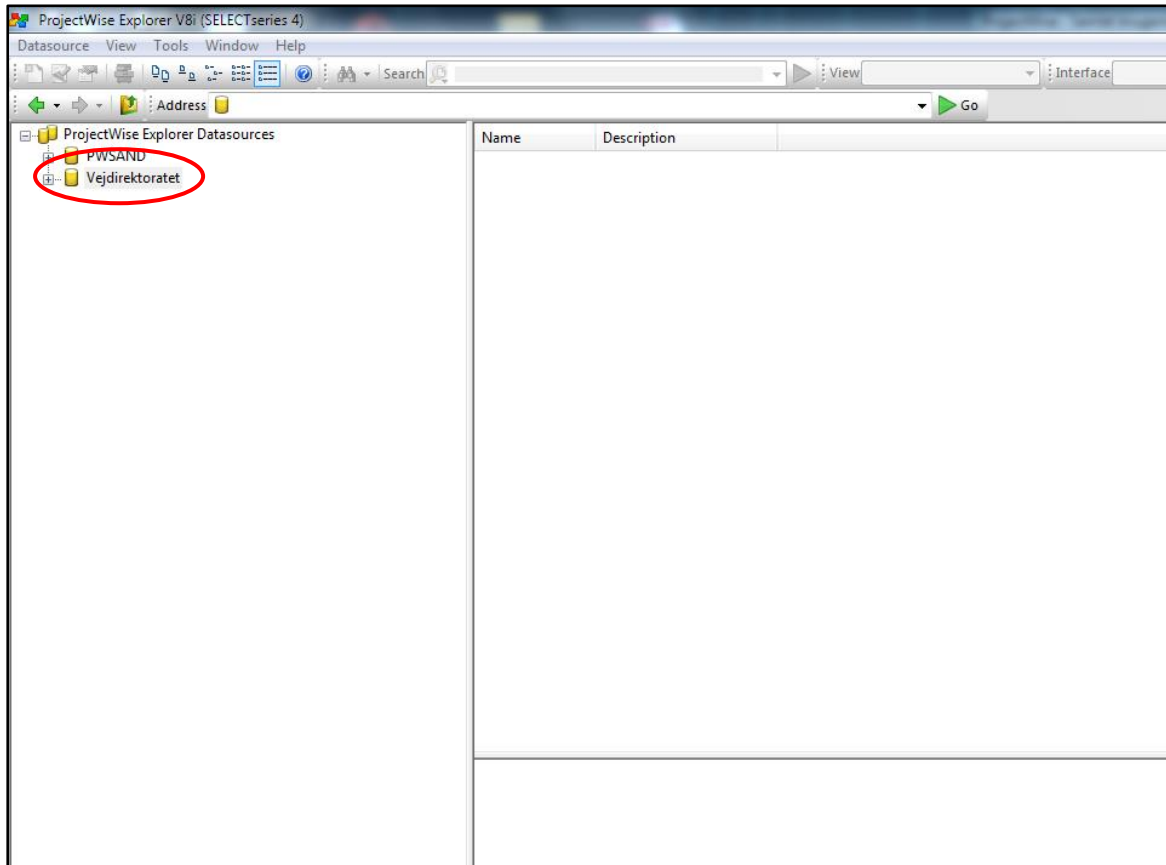


## Logging in to ProjectWise

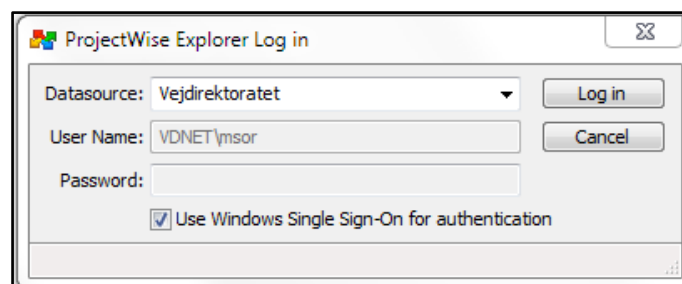
Once ProjectWise has been installed, the following icon can be found on the desktop. Double-click the icon to open ProjectWise.



When the programme is open, log-in by double-clicking on 'Vejdirektoratet' (Danish Road Directorate) in the top left corner.



When the following window opens, do the following:



**Internals:** Tick 'Use Windows Single Sign-On for authentication' and click on 'Log in'. ProjectWise uses the same log-in information for internal users as that used to log into the PC.

**Externals:** Enter the user name and password as sent by e-mail by the ProjectWise project administrator and click on 'Log in'.

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