IOWADOT

Design Bureau

Hyperlinks to ProjectWise Documents

Making Hyperlinks to ProjectWise Documents

Two types of hyperlinks to ProjectWise documents can be shared: web hyperlinks, or ProjectWise Explorer hyperlinks. Both types of hyperlinks will navigate to the document location, and then the document will need to be opened. If you are not currently logged into the Iowa DOT ProjectWise system in your web browser or the ProjectWise Explorer software, you will be prompted to log into the system to view the document. Refer to Section 21F-1 for instructions for logging into ProjectWise systems. A web hyperlink's target will start with "**https://projectwise.iowadot.gov/**" and a ProjectWise Explorer hyperlink's target will start with "**pw:\\projectwise.dot.int.lan:PWMain**."
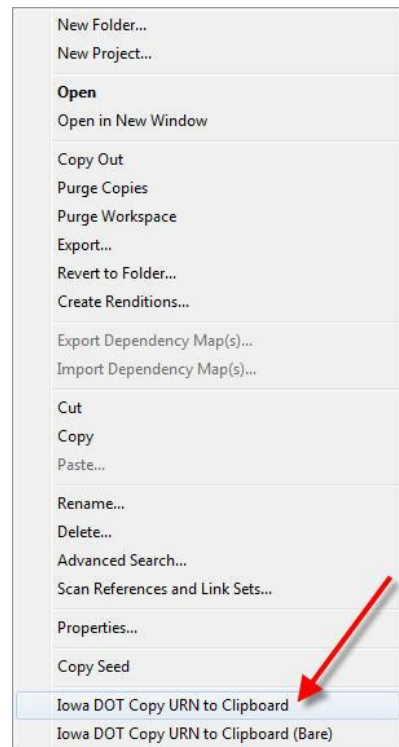
Hyperlinks to ProjectWise documents are not the same as hyperlinks to Windows folder structure documents and folders. The differences are outlined below:

- Hyperlinks to documents do not open the document. Clicking on the hyperlink will navigate to the document location within the ProjectWise data structure in either ProjectWise Explorer or ProjectWise web client.

- Hyperlinks to documents and folders are not relative, but are to a unique identifier. If you create a hyperlink to a folder named **Folder1**, delete the folder, then create a new folder of the same name (**Folder1**), the previously created hyperlink will **not** work. This is because the newly created folder has a different unique identifier within the ProjectWise database.

## Creating Hyperlinks from ProjectWise Explorer with the Iowa DOT Custom Tool

The best way to create a hyperlink to a ProjectWise document or folder is to use a custom tool that was created for the Iowa DOT. This will copy the document uniform resource name (URN). To run this custom function, simply *Right-Click* on the document or folder in ProjectWise Explorer. *Select* **Iowa DOT Copy URN to Clipboard** option as shown on the right. The full document hyperlink will now be copied into the Windows clipboard. This can be pasted into a Microsoft Word document, Excel spreadsheet, Outlook message, etc. A hyperlink created this way will display like this after being pasted into the desired program:

Projects\9999999999\Design\(113).

Creating Hyperlinks from ProjectWise Explorer Address Bar

Another way to create a hyperlink to a ProjectWise document is to copy the address path directly from ProjectWise Explorer from the address bar, as shown below.
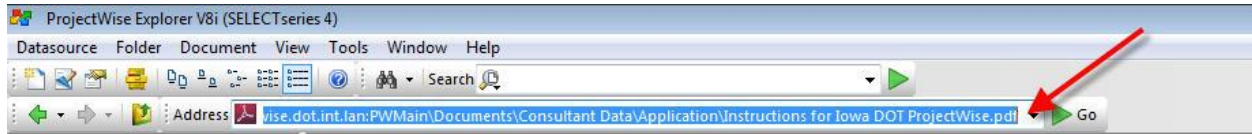
After the address has been copied (*Right-Click>Copy or Pressing Ctrl-C*) it can be pasted (*Right-Click>Paste* or *Pressing Ctrl-V*) into a Microsoft Office product to share with others. When pasted, the hyperlink will display only the document/folder name. For the example above, the link above would be displayed as:

[Instructions for Iowa DOT ProjectWise.pdf](#)

Navigating the hyperlink will open ProjectWise explorer to the desired location; however, the recipient of the hyperlink will not know where the document is by visual examination of the hyperlink.

Creating Hyperlinks from ProjectWise Web Client

To create hyperlinks to the web client, you must be logged into the web client. Refer to Section [21F-1](#) for logging into the web client. Navigate to the document to which you would like to create a hyperlink, *Right-Click* on the document, and *Select* **Copy Link(s)**. Two options will be available: **Web Link** and **ProjectWise Link**.

- **Web Link** will copy a hyperlink to the clipboard for the document, with a target that is through the web client. If the recipient of the hyperlink is not currently logged into the web client, they will be prompted to log into the Web Client in their web browser before being navigated to the document in the PW Web Client. Web links should be shared with recipients that do not have access to the ProjectWise Explorer software, but do have access to the Iowa DOT ProjectWise system.

- **ProjectWise Link** will copy a hyperlink to the clipboard for the document, with a target that is through the ProjectWise Explorer client.
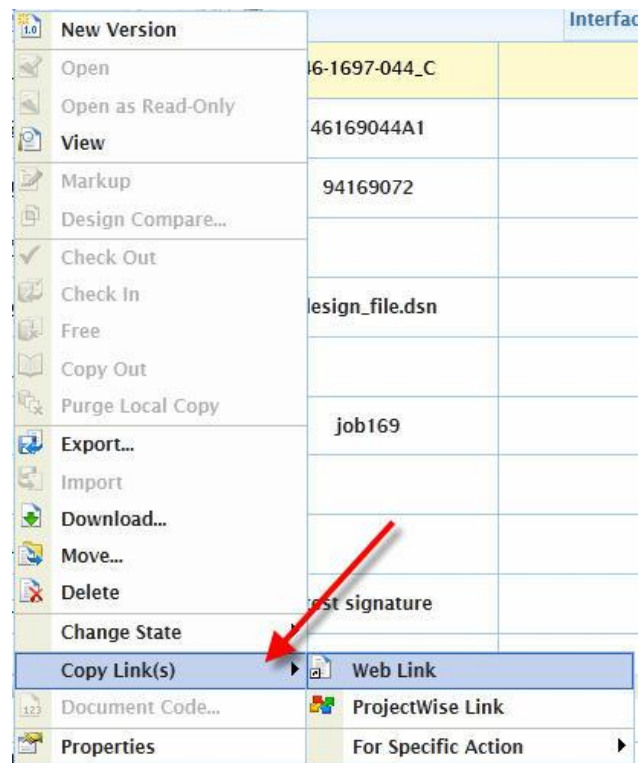
Chronology of Changes to Design Manual Section:

021F-022 Hyperlinks to ProjectWise Documents

6/25/2019   Revised

Updated hyperlinks.
Updated header logo and text.

3/31/2016   NEW

New.