PROCEDURE

INSTALLATION AND CONNECTION TO PROJECTWISE DRIVE

17/09/2024

Document information

> **Introductory text**
>
> This document describes how to install and connect to ProjectWise Drive and synchronize a project.

PREREQUISITES

The user must :
- Be a workstation administrator to install ProjectWise Drive on your workstation or ask your company's IT department to install it for you.
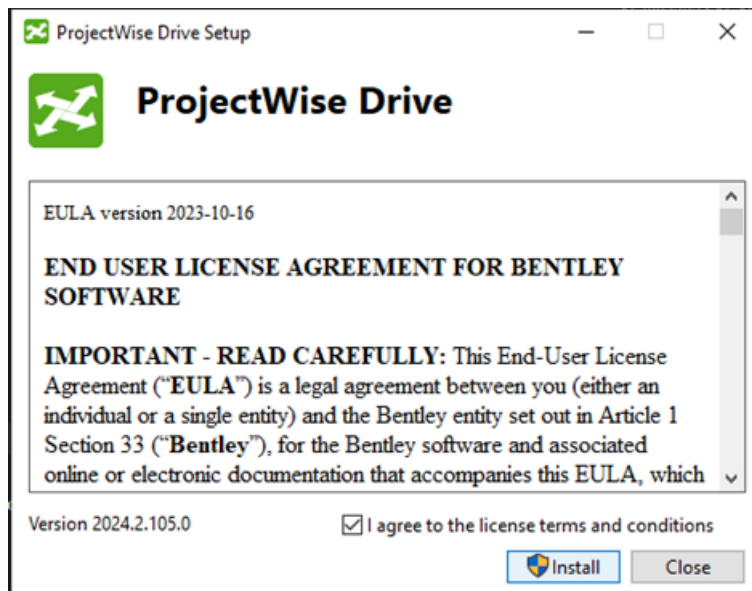- Have the rights to the project corresponding to your needs

INSTALLATION SEQUENCE

1.RETRIEVE SOURCES

- Click **here** to download the ProjectWise Drive executable

2.INSTALLING PROJECTWISE DRIVE

- Double-click on the ProjectWise Drive executable
- Tick I agree to the license terms and conditions
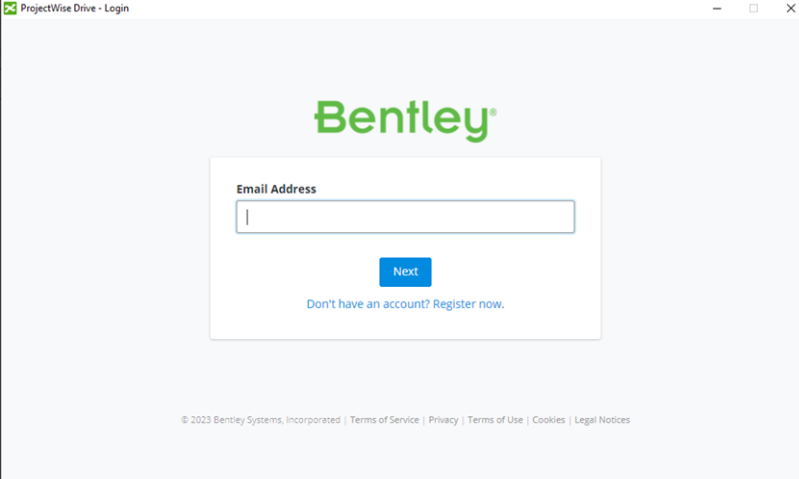- Click on **Install**

- Restart your workstation

3.CONNECT TO PROJECTWISE DRIVE

After installation, you will be prompted to connect to ProjectWise Drive.

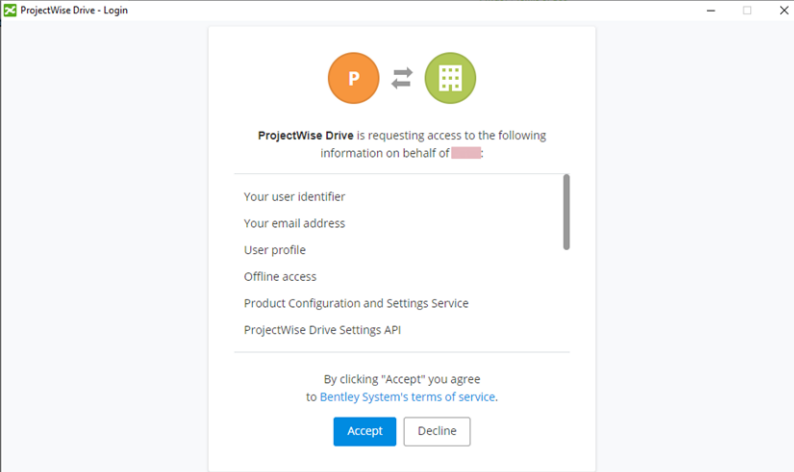If you connect later, you may need to start the ProjectWise Drive application first.

When the ProjectWise Drive connection dialog box opens,

- Enter the username associated with your Egis account, such as **prenom.nom@egis-group.com**

- Click on **Next**.

When the Approval request page opens, consult the items for which ProjectWise Drive requires authorization to access them, then scroll down the screen.
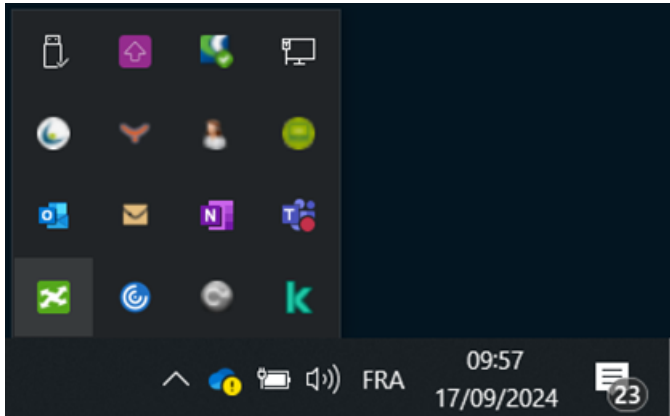
- Click on **Accept**

ProjectWise Drive is now up and running.

You can now return to ProjectWise Web and synchronize a project with ProjectWise Drive.

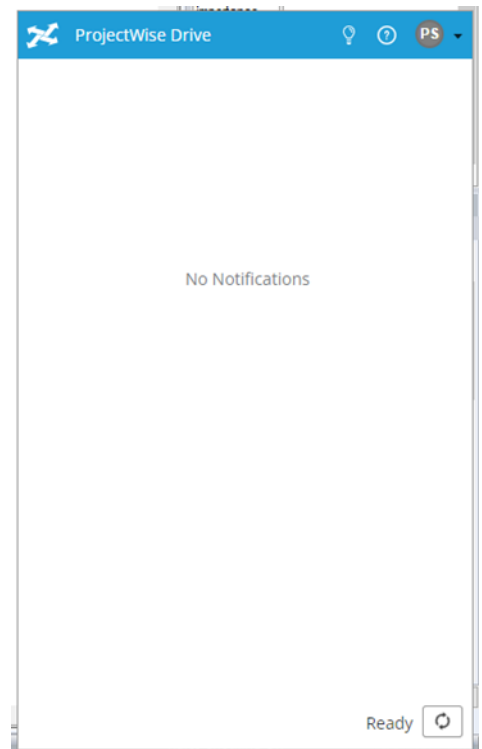# 4.OPENING THE PROJECTWISE DRIVE APPLICATION

If you :

- you didn't log in to ProjectWise Drive right away and closed the login window

- to open the ProjectWise Drive application window

- Click on the toolbar at the bottom right of the desktop
- Click on the **ProjectWise Drive** icon

- To log in, return to [Connecting to ProjectWise Drive](#)
- If you are already logged in, the window below appears.

For :

- check synchronization status
- Resynchronize projects if necessary
- View notifications
- see the version of ProjectWise Drive installed
- View file locations of current synchronizations
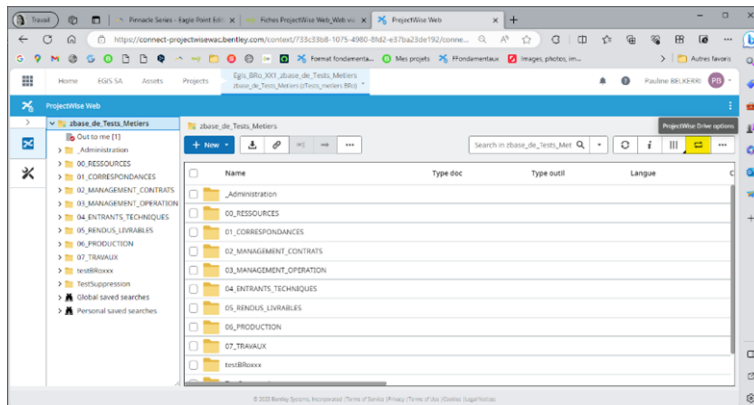- Access ProjectWise Drive help
- Logging out of ProjectWise Drive

5.OPENING THE PROJECTWISE DRIVE APPLICATION

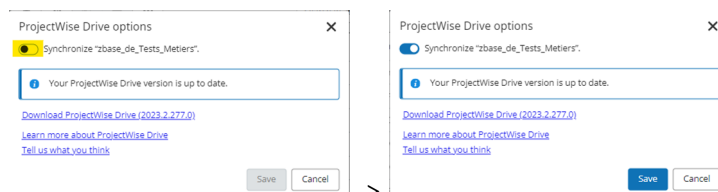Your Egis contact must have sent you a link to the Web project you are working on.

- Click on the link sent by your Egis contact
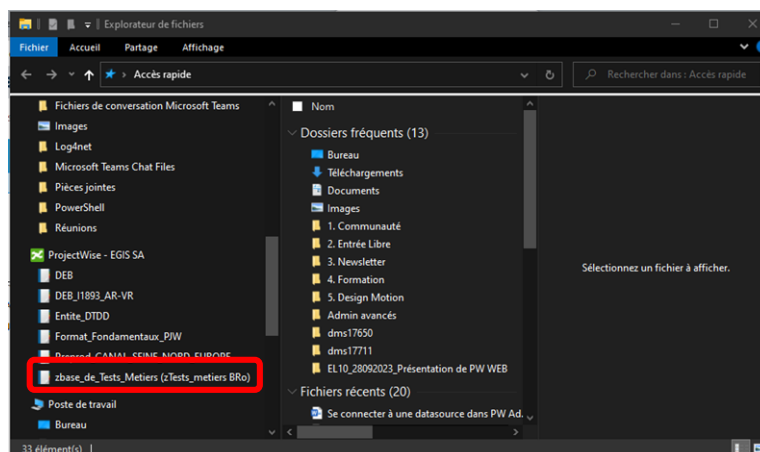
Once on the project,

- Click on **ProjectWise Drive options**

- Activate the **Synchronize "project name"** option
- Click on **Save**

The project is synchronized and accessible in your Windows Explorer.

⚠️ Please note that this may take more or less time, depending on the number of folders and documents to be synchronized.

@egis