

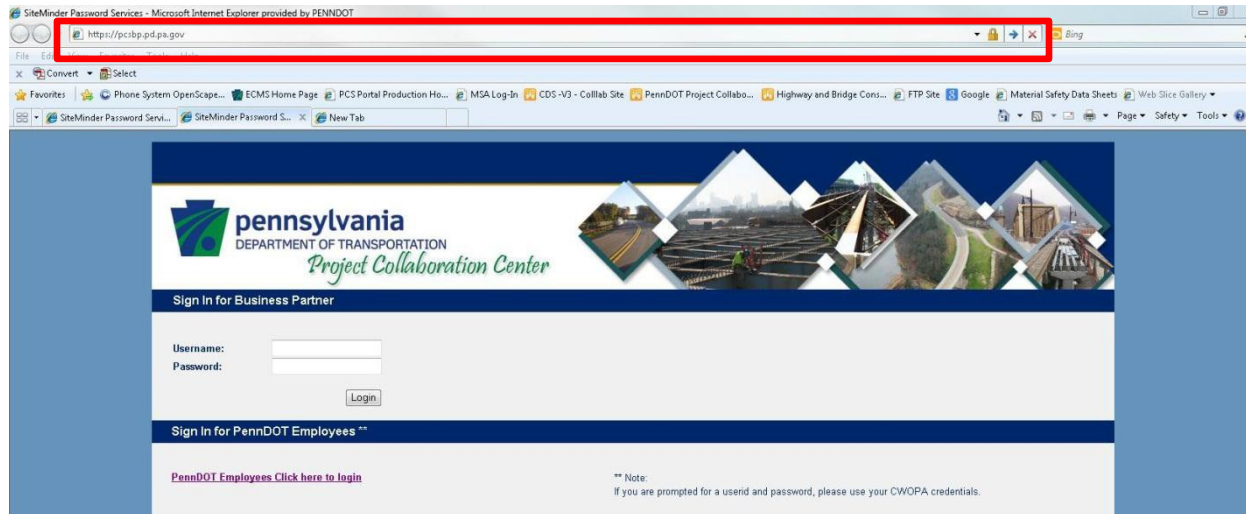


PPCC Training

Logging into PPCC

Logging into PPCC

Enter the Web Address in the Address Bar:
<https://www.pcs.pd.pa.gov>

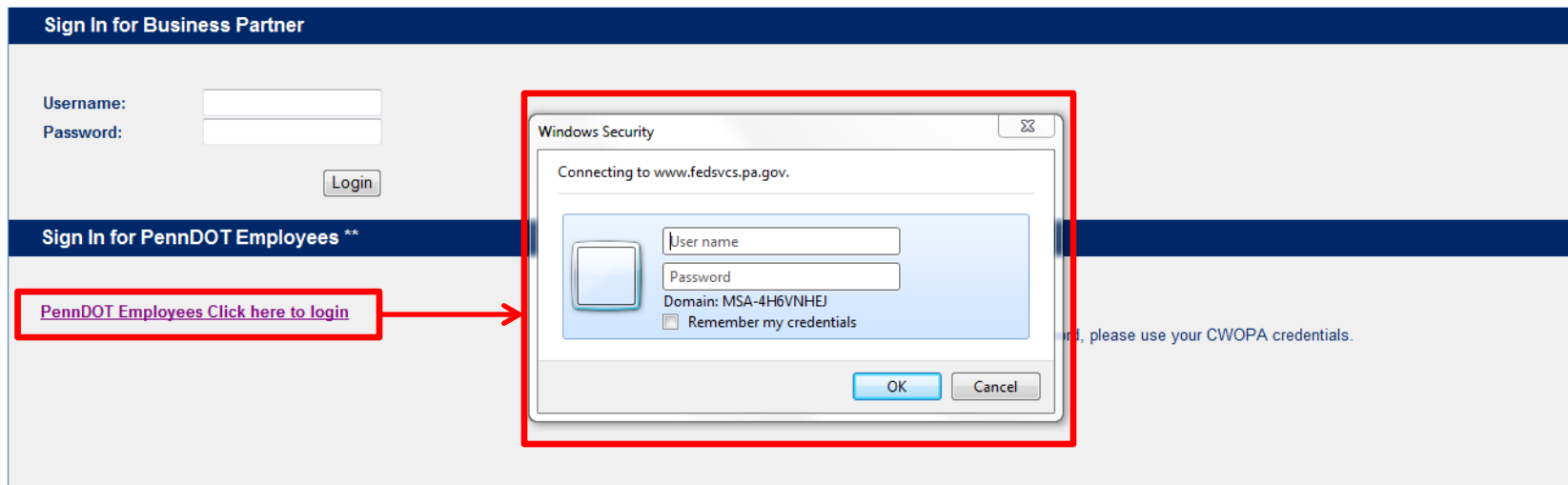


Logging into PPCC (cont.)

Entering your user ID and password

Logging into PPCC (cont.)

When logging in from a construction field office, or otherwise off the network, click on the login link and then enter your credentials into the pop-up window that appears, then click “OK.”



Project Site

Project Site

Open a specific Project Site (refer to the Portal Site training on how to navigate to a specific Project Site).



2643 - My Work Queue

View All Items

Resources

Reports

Preferences

Shared Files

Project Files

Photos


Administration

ECMS #: 002643, SR: 0555-A01

Name: DRIFTWOOD BRIDGE, District: D02, County: 12

New PennDOT

New Prime

Submittals-1										
RFIs-0										
Other Correspondence-0										
Source Of Supply-0										
PennDOT-0										
Prime-0										
Requested Comments-0										
Show 100 entries										
Search:										
	ID	Edit	Progress	Number	Title	Date In	Due Date	Days Remaining	Role Responsible	Status
	1		<div><div></div></div>	WD-1.0	Ramp 1	1/14/2015 10:07 AM	2/4/2015 10:07 AM	21	Project A.C.E.	Reviewing
Showing 1 to 1 of 1 entries										
First Previous 1 Next Last										

Number of Submittals

Other Correspondence

- Foundation Approval : 0

PennDOT

Prime

RFI

- General : 0
- testFan : 0

Source of Supply

- General : 0

Submittal

- MittaTest : 0
- Sub : 0
- Working Drawings : 1

Project Site – Work Queue



pennsylvania

DEPARTMENT OF TRANSPORTATION

Project Collaboration Center



2643 - My Work Queue

[View All Items](#)

[Resources](#)

[Reports](#)

[Preferences](#)

[Shared Files](#)

[Project Files](#)

[Photos](#)

[Administration](#)

ECMS #: 002643, SR: 0555-A01

Name: DRIFTWOOD BRIDGE, District: D02, County: 12

[New PennDOT](#)

[New Prime](#)

Submittals-1

[RFIs-0](#)

[Other Correspondence-0](#)

[Source Of Supply-0](#)

[PennDOT-0](#)

[Prime-0](#)

[Requested Comments-0](#)

Show 100 entries

Search:

	ID	Edit	Progress	Number	Title	Date In	Due Date	Days Remaining	Role Responsible	Status
	1			WD-1.0	Ramp 1	1/14/2015 10:07 AM	2/4/2015 10:07 AM	21	Project A.C.E.	Reviewing

Showing 1 to 1 of 1 entries

[First](#) [Previous](#) [1](#) [Next](#) [Last](#)

Number of Submittals

Other Correspondence

- Foundation Approval : 0

PennDOT

Prime

RFI

- General : 0
- testFan : 0

Source of Supply

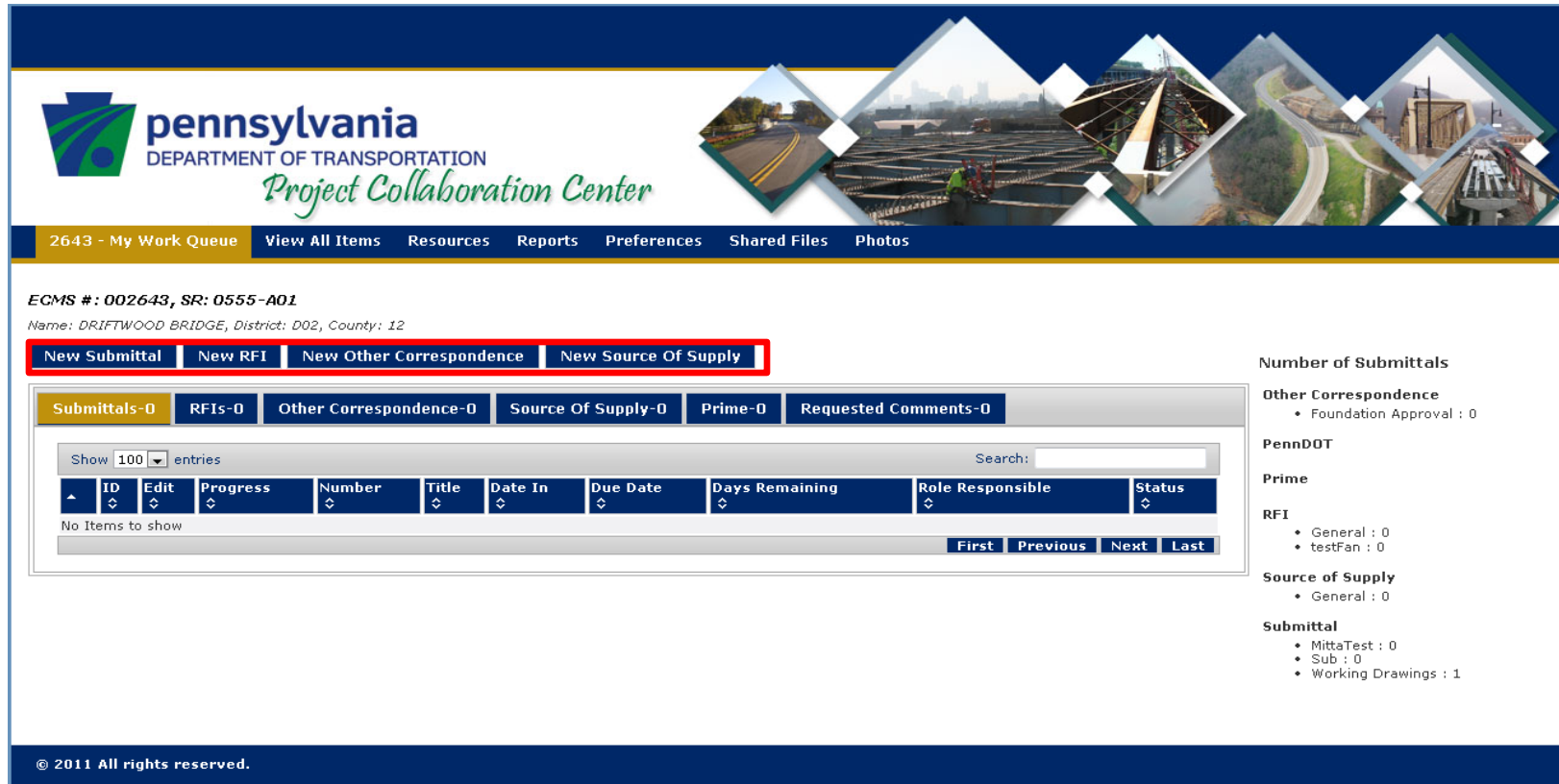
- General : 0

Submittal

- MittaTest : 0
- Sub : 0
- Working Drawings : 1

The homepage of a specific Project Site is the Work Queue tab.

Project Site – Contractors Work Queue



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Project Collaboration Center

2643 - My Work Queue View All Items Resources Reports Preferences Shared Files Photos

ECMS #: 002643, SR: 0555-A01
Name: DRIFTWOOD BRIDGE, District: D02, County: 12

New Submittal New RFI New Other Correspondence New Source Of Supply

Submittals-0 RFIs-0 Other Correspondence-0 Source Of Supply-0 Prime-0 Requested Comments-0

Show 100 entries Search:

ID	Edit	Progress	Number	Title	Date In	Due Date	Days Remaining	Role Responsible	Status
No Items to show									

First Previous Next Last

© 2011 All rights reserved.

Number of Submittals

Other Correspondence

- Foundation Approval : 0

PennDOT

Prime

RFI

- General : 0
- testFan : 0

Source of Supply

- General : 0

Submittal

- MittaTest : 0
- Sub : 0
- Working Drawings : 1

Creating a new transmittal:

The Sub-contractor and the Prime contractor have the ability to create a new transmittal from this tab, by selecting one of the buttons highlighted in **red**.

Project Site – PennDOT Work Queue

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Project Collaboration Center

2643 - My Work Queue | View All Items | Resources | Reports | Preferences | Shared Files | Project Files | Photos | Administration

ECMS #: 002643, SR: 0555-A01
Name: ROYSTERWOOD BRIDGE, District: 002, County: 12

New PennDOT **New Prime**

Submittals-1	RFIs-0	Other Correspondence-0	Source Of Supply-0	PennDOT-0	Prime-0	Requested Comments-0			
Show 100 entries									
ID	Edit	Progress	Number	Title	Date In	Due Date	Days Remaining	Role Responsible	Status
1			WD-1.0	Ramp 1	1/14/2015 10:07 AM	2/4/2015 10:07 AM	21	Project A.C.E.	Reviewing
Showing 1 to 1 of 1 entries							First Previous 1 Next Last		

Number of Submittals

Other Correspondence

- Foundation Approval : 0

PennDOT

Prime

RFI

- General : 0
- testFan : 0

Source of Supply

- General : 0

Submittal

- MittaTest : 0
- Sub : 0
- Working Drawings : 1

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Creating a new transmittal:

The Department Staff has the ability to create a new transmittal from this tab, by selecting one of the buttons highlighted in **red**.

Project Site – Work Queue

2643 - My Work Queue View All Items Resources Reports Preferences Shared Files Project Files Photos Administration

ECMS #: 002643, SR: 0555-A01
Name: DRIFTWOOD BRIDGE, District: D02, County: 12

New PennDOT New Prime

Submittals-1 RFIs-0 Other Correspondence-0 Source Of Supply-0 PennDOT-0 Prime-0 Requested Comments-0

Show 100 Entries Search:

ID	Edit	Progress	Number	Title	Date In	Due Date	Days Remaining	Role Responsible	Status
1			WD-1.0	Ramp 1	1/14/2015 10:07 AM	2/4/2015 10:07 AM	21	Project A.C.E.	Reviewing

Showing 1 to 1 of 1 entries First Previous 1 Next Last

Number of Submittals

Other Correspondence

- Foundation Approval : 0

PennDOT

Prime

RFI

- General : 0
- testFan : 0

Source of Supply

- General : 0

Submittal

- MittaTest : 0
- Sub : 0
- Working Drawings : 1


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To view all transmittals in your work queue, click on the buttons highlighted in **red** above.
(Submittals, RFIs, Other Correspondence, etc.)

The bar highlighted in **green** above provides information about each transmittal, including:
transmittal ID number, Edit button, Progress bar, document Number, Title, Date In,
Due Date, Days Remaining, Role Responsible, and Status of the transmittal.

NOTE: These fields reflect the same information available in the Portal Work Queue
(refer to the Portal Site training for more information).

Project Site – Work Queue

**pennsylvania**
DEPARTMENT OF TRANSPORTATION
Project Collaboration Center



2643 - My Work QueueView All ItemsResourcesReportsPreferencesShared FilesProject FilesPhotosAdministration

ECMS #: 002643, SR: 0555-A01
Name: DRIFTWOOD BRIDGE, District: D02, County: 12

New PennDOTNew Prime

Submittals-1RFIs-0Other Correspondence-0Source Of Supply-0PennDOT-0Prime-0Requested Comments-0

Show 100 entriesSearch:

▲	ID	Edit	Progress	Number	Title	Date In	Due Date	Days Remaining	Role Responsible	Status
	1			WD-1.0	Ramp 1	1/14/2015 10:07 AM	2/4/2015 10:07 AM	21	Project A.C.E.	Reviewing

Showing 1 to 1 of 1 entries

FirstPrevious1NextLast

Number of Submittals

Other Correspondence

- Foundation Approval : 0

PennDOT

Prime

RFI

- General : 0
- testFan : 0

Source of Supply

- General : 0

Submittal

- MittaTest : 0
- Sub : 0
- Working Drawings : 1

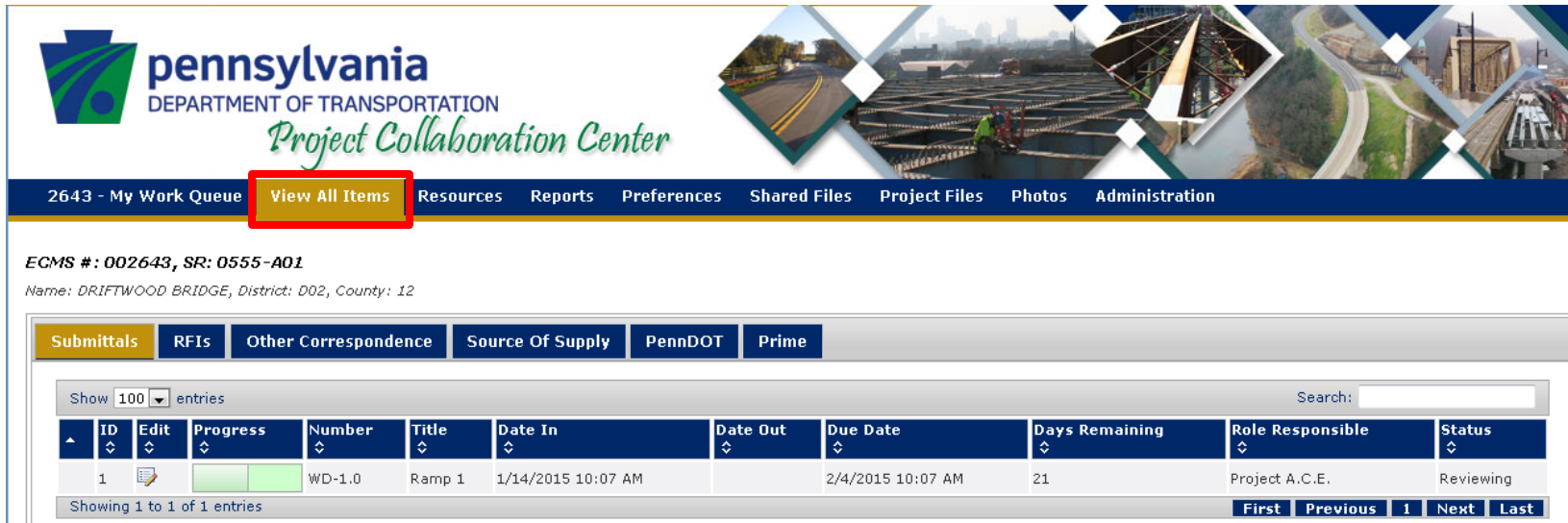
© 2011 All rights reserved.

The chart highlighted above in **orange** illustrates the number of transmittals within each category.

View All Items Tab

Navigate to View All Items

Navigate to View All Items Tab



2643 - My Work Queue **View All Items** Resources Reports Preferences Shared Files Project Files Photos Administration

ECMS #: 002643, SR: 0555-A01
Name: DRIFTWOOD BRIDGE, District: D02, County: 12

Submittals RFIs Other Correspondence Source Of Supply PennDOT Prime

Show 100 entries Search:

ID	Edit	Progress	Number	Title	Date In	Date Out	Due Date	Days Remaining	Role Responsible	Status
1		<div></div>	WD-1.0	Ramp 1	1/14/2015 10:07 AM		2/4/2015 10:07 AM	21	Project A.C.E.	Reviewing

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Transmittal Types:

- Submittals
- RFIs
- Other Correspondence
- Source of Supply
- PennDOT (Contractor will not be able to view)
- Prime

Table Attributes

2643 - My Work Queue View All Items Resources Reports Preferences Shared Files Project Files Photos Administration											
ECMS #: 002643, SR: 0555-A01											
Name: DRIFTWOOD BRIDGE, District: D02, County: 12											
Submittals RFIs Other Correspondence Source Of Supply PennDOT Prime											
Show 100 entries Search:											
▲	ID	Edit	Progress	Number	Title	Date In	Date Out	Due Date	Days Remaining	Role Responsible	Status
1				WD-1.0	Ramp 1	1/14/2015 10:07 AM		2/4/2015 10:07 AM	21	Project A.C.E.	Reviewing
!	2			WD-2.0	Ramp 2	1/14/2015 12:49 PM		2/4/2015 12:49 PM	21	Project A.C.E.	Reviewing
Showing 1 to 2 of 2 entries										First Previous 1 Next Last	

This table reflects the table located at the My Work Queue tab.

Urgent: The red exclamation mark highlighted in green above alerts that a transmittal is urgent.

Search Function

Use the search function in order to find a specific transmittal based on a keyword.

Submittals RFIs Other Correspondence Source Of Supply Prime														
Show 100 entries										Search: <input type="text"/>				
▲	ID	Edit	Progress	Number	Title	Date In	Date Out	Due Date	Days Remaining	Role Responsible	Status			
	1		<div><div></div></div>	WD-1.0	Ramp 1	1/14/2015 10:07 AM		2/4/2015 10:07 AM	21	Project A.C.E.	Reviewing			
!	2		<div><div></div></div>	WD-2.0	Ramp 2	1/14/2015 12:49 PM		2/4/2015 12:49 PM	21	Project A.C.E.	Reviewing			
!	3		<div><div></div></div>	WD-3.0	electrical	1/14/2015 02:48 PM		2/4/2015 02:48 PM	21	Project A.C.E.	Reviewing			
	4		<div><div></div></div>	WD-4.0	Demolition Plan	1/14/2015 02:49 PM		2/4/2015 02:49 PM	21	Project A.C.E.	Reviewing			
	5		<div><div></div></div>	WD-5.0	Signal Plans	1/14/2015 02:50 PM		2/4/2015 02:50 PM	21	Project A.C.E.	Reviewing			
Showing 1 to 5 of 5 entries										First	Previous	1	Next	Last

Submittals RFIs Other Correspondence Source Of Supply Prime														
Show 100 entries										Search: Ramp				
	ID	Edit	Progress	Number	Title	Date In	Date Out	Due Date	Days Remaining	Role Responsible	Status			
	1		<div><div></div></div>	WD-1.0	Ramp 1	1/14/2015 10:07 AM		2/4/2015 10:07 AM	21	Project A.C.E.	Reviewing			
!	2		<div><div></div></div>	WD-2.0	Ramp 2	1/14/2015 12:49 PM		2/4/2015 12:49 PM	21	Project A.C.E.	Reviewing			
Showing 1 to 2 of 2 entries (filtered from 5 total entries)										First	Previous	1	Next	Last

Select the edit button in order to enter a transmittal, edit the transmittal or view item history.

Filter Function

The filter function allows you to filter all transmittals in the table based on a certain field.

Submittals RFIs Other Correspondence Source Of Supply PennDOT Prime											
Show 100 entries										Search: <input type="text"/>	
	ID	Edit	Progress	Number	Title	Date In	Date Out	Due Date	Days Remaining	Role Responsible	Status
	1		<div><div></div><div></div></div>	WD-1.0	Ramp 1	1/14/2015 10:07 AM		2/4/2015 10:07 AM	21	Project A.C.E.	Reviewing
!	2		<div><div></div><div></div></div>	WD-2.0	Ramp 2	1/14/2015 12:49 PM		2/4/2015 12:49 PM	21	Project A.C.E.	Reviewing
!	3		<div><div></div><div></div></div>	WD-3.0	electrical	1/14/2015 02:48 PM		2/4/2015 02:48 PM	21	Project A.C.E.	Reviewing
	4		<div><div></div><div></div></div>	WD-4.0	Demolition Plan	1/14/2015 02:49 PM		2/4/2015 02:49 PM	21	Project A.C.E.	Reviewing
	5		<div><div></div><div></div></div>	WD-5.0	Signal Plans	1/14/2015 02:50 PM		2/4/2015 02:50 PM	21	Project A.C.E.	Reviewing
Showing 1 to 5 of 5 entries										First	Previous
										1	Next
										Last	

In order to filter, select the carrot button (located at the left hand side of the field bar above the list of transmittals). This will filter the transmittals by fields in either alphabetical order, numerical order, etc.

For example: If you wish to filter the transmittals by Title, and you wish for them to be in alphabetical order, select the carrot underneath the Title field.

Find and View a Document

Pages - Edit Submittal Item

Submittal-Working Drawings Information:

ECMS #:	2643	SR Section:	200
Submittal #:	WD-1.0	Submitted By:	BP3, Admin
Status:	Reviewing	Current Reviewer:	1 of 1
Due By:	2/4/2015 10:07 AM	Under Review By:	Project A.C.E.
Title:	Ramp 1		
Urgent:	<input type="checkbox"/>		
Structure:	12055501702399		

Submitter Notes:

Approval Notes:

Action:

[Print](#) [Submit](#) [Delegate Step](#) [Request Comment](#)



Attachments:

[Add New Files](#)

Search:

Document	Checked Out To	Last Modified By	Last Modified Date	Versions	Download	Check Out/Check In
SM Network file 1.docx		BP3, Admin	1/24/2015 10:07 AM	Versions	Download	Check Out

Previous Reviewer Action:

	Role	Reviewer	Action	Date	Note
	Prime Contractor	BP3, Admin	Submitted	1/24/2015	
Attachment	Version	Action			
SM Network file 1.docx	1.0	Initial Upload			

History:


	Role	Reviewer	Action	Date	Note
	Prime Contractor	BP3, Admin	Submitted	1/24/2015 10:07 AM	
Project A.C.E.					


Click on blue link to view or check out documents

NOTE: Further information on workflows will be provided in a separate training.

Resources Tab

Resources Tab

**pennsylvania**
DEPARTMENT OF TRANSPORTATION
Project Collaboration Center



2643 - My Work QueueView All Items**Resources**ReportsPreferencesShared FilesProject FilesPhotosAdministration

ECMS #: 002643, SR: 0555-A01
Name: DRIFTWOOD BRIDGE, District: D02, County: 12

View by MonthView by WeekView by DayAdd New Event

January, 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1 New Years Day	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Announcements

Navigate to the Resources tab.

Project Calendar

[2643 - My Work Queue](#) [View All Items](#) [Resources](#) [Reports](#) [Preferences](#) [Shared Files](#) [Project Files](#) [Photos](#) [Administration](#)

ECMS #: 002643, SR: 0555-A01
Name: DRIFTWOOD BRIDGE, District: D02, County: 12

[View by Month](#) [View by Week](#) [View by Day](#) [Add New Event](#)

January, 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1 New Years Day	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

The Project Calendar is accessible by any project member.

Project Calendar

Click “Add New Event” button to begin adding a new event.

[2643 - My Work Queue](#) [View All Items](#) [Resources](#) [Reports](#) [Preferences](#) [Shared Files](#) [Project Files](#) [Photos](#) [Administration](#)

ECMS #: 002643, SR: 0555-A01
Name: DRIFTWOOD BRIDGE, District: D02, County: I2

[View by Month](#) [View by Week](#) [View by Day](#) [Add New Event](#)

[←](#) [→](#) January, 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1 New Years Day	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Project Calendar

The screenshot shows the 'Calendar - New Item' dialog box. It features a menu bar with 'Edit', a toolbar with icons for Save, Cancel, Paste, Cut, Copy, Attach File, and Spelling, and a main form area. The form has several fields: 'Title' (with a red asterisk), 'Location', 'Start Time' (with a red asterisk), 'End Time' (with a red asterisk), 'Description', 'Category', 'All Day Event', 'Recurrence', and 'Workspace'. The 'Title' field contains 'District 3 Demo'. The 'Start Time' field contains '1/23/2015' and '9 AM'. The 'End Time' field contains '1/23/2015' and '12 PM'. The 'Category' field has 'Meeting' selected. The 'All Day Event', 'Recurrence', and 'Workspace' fields are unchecked. The 'Save' button is highlighted with a red box.

Calendar - New Item

Edit

Save Cancel Paste Cut Copy Attach File Spelling

Commit Clipboard Actions Spelling

Title * District 3 Demo

Location

Start Time * 1/23/2015 9 AM 00

End Time * 1/23/2015 12 PM 00

Description

Category Meeting Specify your own value:

All Day Event Make this an all-day activity that doesn't start or end at a specific hour.

Recurrence Make this a repeating event.

Workspace Use a Meeting Workspace to organize attendees, agendas, documents, minutes, and other details for this event.

Save Cancel

Fill out required fields for the new event. Then click “save.”

Project Calendar

2643 - My Work Queue View All Items **Resources** Reports Preferences Shared Files Project Files Photos Administration

ECMS #: 002643, SR: 0555-A01
Name: DRIFTWOOD BRIDGE, District: D02, County: 12

View by Month **View by Week** **View by Day** **Add New Event**

January, 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1 New Years Day	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23 9:00 am - 12:00 pm District 3 Demo	24
25	26	27	28	29	30	31

The new event will appear on the project calendar.

NOTE: No e-mail notifications are sent when a new event is added to the calendar.

Announcements

Announcements

Show entries

Search:

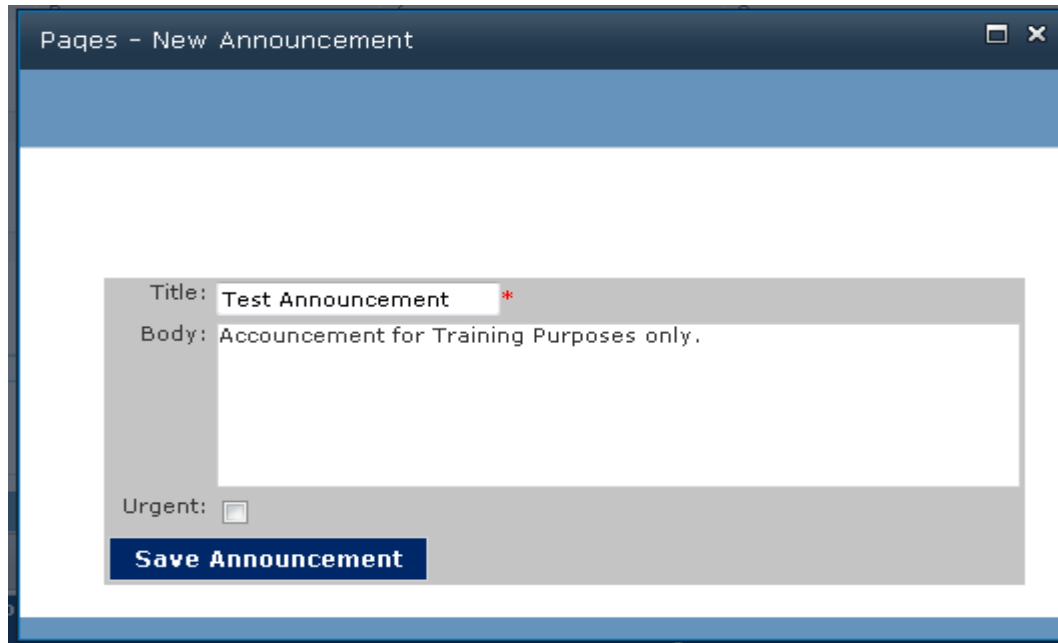
Title	Body	Created
No data available in table		
Showing 0 to 0 of 0 entries		

[New Announcement](#)

Project Announcements are accessible from the Project Resources tab, and they viewable from both the Project Resources tab and the Portal Site home page.

In order to create a new announcement, select the “New Announcement” button.

Announcements



The screenshot shows a web browser window titled "Pages - New Announcement". Inside the window is a form with a blue header bar. The form contains a "Title:" label followed by a text input field containing "Test Announcement" and a red asterisk. Below this is a "Body:" label followed by a large text area containing the text "Accouncement for Training Purposes only.". At the bottom left of the form is an "Urgent:" label followed by an unchecked checkbox. At the bottom center is a blue button with the text "Save Announcement".

Enter a title for the new announcement in the title field.
If desired add a body description and select the urgent box if considered urgent.
Once done filling the fields out, select "Save Announcement."

Announcements

The new announcement is viewable at the Project level in the Resources tab, under Announcements:

Announcements

Show 10 entries Search:

Title	Body	Created
Test Announcement	Accouncement for Training Purposes only.	Thu Jan 15 08:56:17 EST 2015

Showing 1 to 1 of 1 entries

[First](#) [Previous](#) [1](#) [Next](#) [Last](#)

[New Announcement](#)

The new announcement is viewable at the Portal level for project members:

PCS Portal My Work Queue My Projects Reports Preferences Administration References

Announcements

Show 10 entries Search:

ECMS#	Title	Body	Created
2643	Test Announcement	Accouncement for Training Purposes only.	1/15/2015 8:56:17 AM

Showing 1 to 1 of 1 entries

[First](#) [Previous](#) [1](#) [Next](#) [Last](#)

Support Contacts

Contacts for reporting a PPCC issue

Useful Links

408 Specifications

NOTE: No e-mail notifications are sent out when a new announcement is added.

Project Contacts

Contacts				
Show 10 entries			Search: <input type="text"/>	
First	Last	Job Title	Work Phone	Work Email
				PD-PPCC-COAdmins@pa.gov
				PD-PPCCDistrict1@pa.gov
BP3	Admin		724-746-4850	pcstestbp3@test.com
SharePoint	PCSTest2	PCS Test Account		PDSVCPCS02@pa.gov
Showing 1 to 10 of 12 entries				First Previous 1 2 Next Last

The project contacts section provides the first and last name, job title, phone number and e-mail address of all project members for your convenience.

Preferences Tab

Preferences

[2643 - My Work Queue](#)[View All Items](#)[Resources](#)[Reports](#)[Preferences](#)[Shared Files](#)[Project Files](#)[Photos](#)[Administration](#)

ECMS #: 002643, SR: 0555-A01

Name: DRIFTWOOD BRIDGE, District: D02, County: 12

Search:

Submittal Type ▲	My Work Queue Email Notification <input checked="" type="checkbox"/>	Copy on All Email Notifications <input type="checkbox"/>	Final Acceptance Email Notification <input type="checkbox"/>
OC-Foundation Approval	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RFI-General	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RFI-testFan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SOS-General	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Submittal-MittaTest	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Submittal-Sub	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Submittal-Working Drawings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Showing 1 to 7 of 7 entries

Save Preferences

Cancel

Navigate to Preferences Tab

Preferences (cont.)

E-mail Notification Preferences:

Search:

Submittal Type ▲	My Work Queue Email Notification <input checked="" type="checkbox"/>	Copy on All Email Notifications <input type="checkbox"/>	Final Acceptance Email Notification <input type="checkbox"/>
OC-Foundation Approval	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RFI-General	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RFI-testFan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SOS-General	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Submittal-MittaTest	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Submittal-Sub	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Submittal-Working Drawings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Showing 1 to 7 of 7 entries

Save Preferences

Cancel

Submittal Type: List of all submittal types available for this project.

Send Notices: When box is selected, e-mail notifications will be sent for submittals in need of your review.

Copy on All: When box is selected, e-mail notifications of all action items will be sent to you, regardless of your role in the action.

Final Acceptance Email : When box is selected, notification will be sent out when the submittal is complete

Files Tabs

- Shared Files
- Project Files
- Photos

Shared Files

The screenshot shows the Pennsylvania Department of Transportation Project Collaboration Center interface. The header features the Pennsylvania Department of Transportation logo and the text "Project Collaboration Center". Below the header is a navigation bar with the following tabs: "2643 - My Work Queue", "View All Items", "Resources", "Reports", "Preferences", "Shared Files" (highlighted with a red box and a red arrow), "Project Files", "Photos", and "Administration". Below the navigation bar is a table with the following columns: "Type", "Name", "Checked Out To", "Check In Comment", and "Modified". The table is currently empty, and a message below it states: "There are no items to show in this view of the 'SharedFiles' document library. To add a new item, click 'New' or 'Upload'." Below the message is a link: "Add new item".

2643 - My Work Queue View All Items Resources Reports Preferences **Shared Files** Project Files Photos Administration

Type Name Checked Out To Check In Comment Modified

There are no items to show in this view of the "SharedFiles" document library. To add a new item, click "New" or "Upload".

[Add new item](#)

The Shared Files tab is accessible to all project members.

Uploading a Document



The screenshot shows a file management interface with a dark blue header bar containing navigation tabs: "2643 - My Work Queue", "View All Items", "Resources", "Reports", "Preferences", "Shared Files", and "Adn". Below the header is a table with columns "Type", "Name", and "Mo". The table lists four items: "folder 1", "folder 2", "Attachment 2 - Copy", and "Copy of Standard District Submittal Types and Roles(05-14-2014) (3)". At the bottom of the list is a button labeled "+ Add document", which is highlighted with a red rectangular box. A red arrow points from the right side of the box to the left, indicating the button to click.

Type	Name	Mo
folder	folder 1	5/1
folder	folder 2	5/1
Attachment	Attachment 2 - Copy	5/1
Copy of Standard District Submittal Types and Roles(05-14-2014)	(3)	5/1

+ Add document

From a files tab, select "+Add Document."

Uploading a Document

Upload Document

Upload Document
Browse to the document you intend to upload.

Name: **Browse...**

[Upload Multiple Files...](#)
☒ Add as a new version to existing files

Destination Folder
Specify the folder in this document library where the document should be saved.

Folder: **Choose Folder...**

Version Comments
Type comments describing what has changed in this version.

Using the “Browse” button:

- Select the “Browse” button
- A new window will appear with files from your PC
- Select a files or files
- Select “Open” within that new window
- Select “OK”

NOTE: Selecting the “Choose Folder” button will allow you to select which folder within PPCC you wish to put your file in.

Uploading a Document

Example:

18088 - My Work Queue View All Items Resources Reports Preferences Shared Files Project Files Photos Administration

Type Name Modified Modified By Checked Out To

There are no items to show in this view of the "Documents" document library. To add a new item, click "New" or "Upload".

+ Add document

Upload Document

Upload Document

Browse to the document you intend to upload.

Name: C:\Users\erconway.CWOPA\Desktop\PP1 Browse...

Upload Multiple Files...

☒ Add as a new version to existing files

Version Comments

Type comments describing what has changed in this version.

Version Comments:

OK Cancel

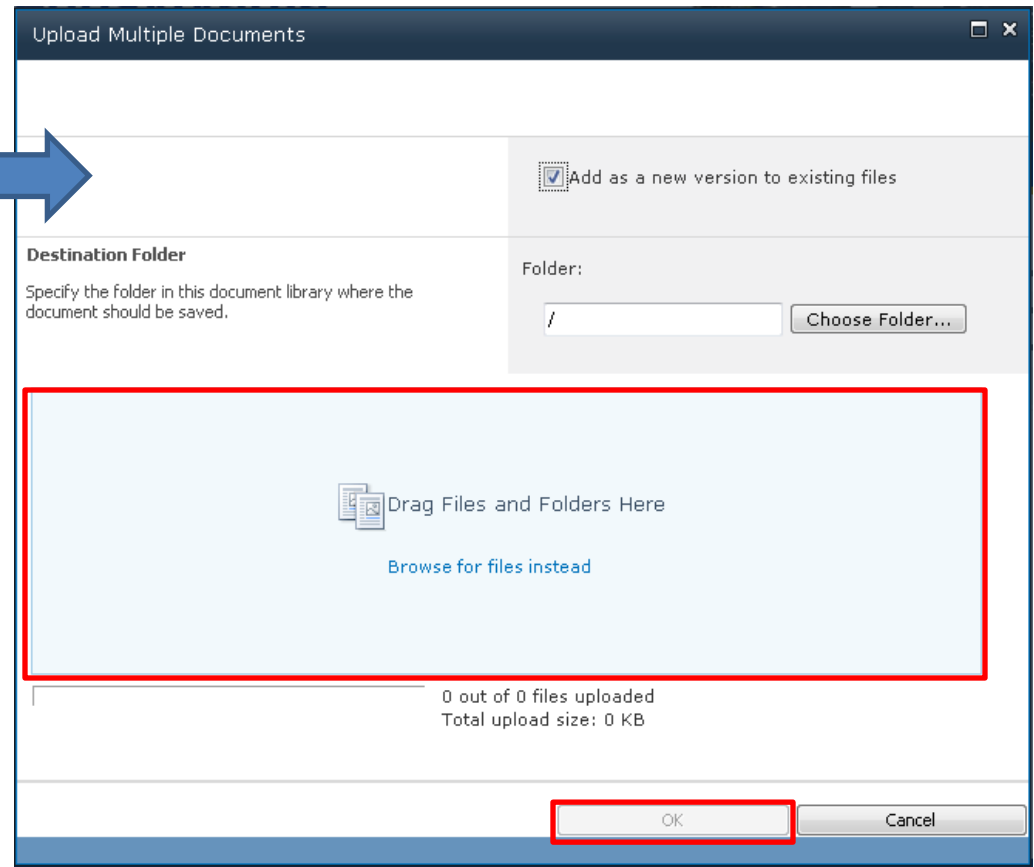
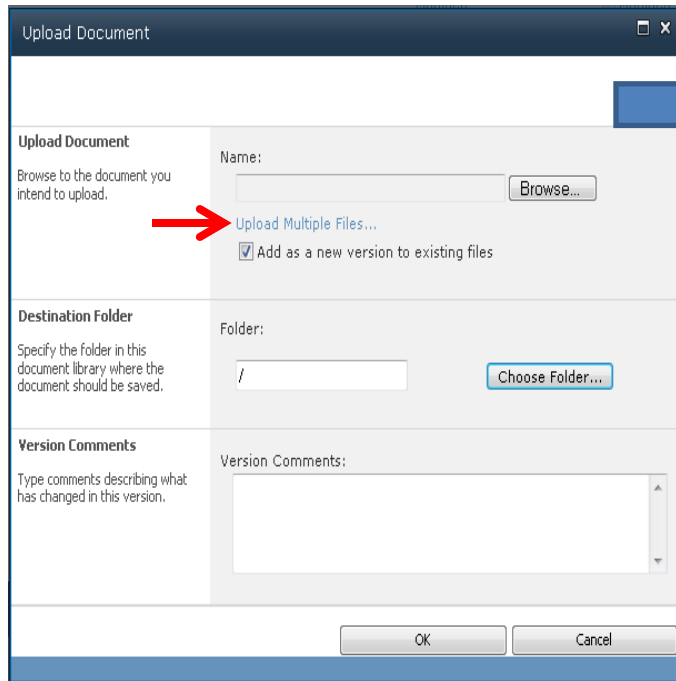
18088 - My Work Queue View All Items Resources Reports Preferences Shared Files Project Files Photos Administration

Type	Name	Modified	Modified By	Checked Out To
	PPCC Training - Project Site (2 of 3) NEW	8/18/2014 11:03 AM	Conway, Erin	

+ Add document

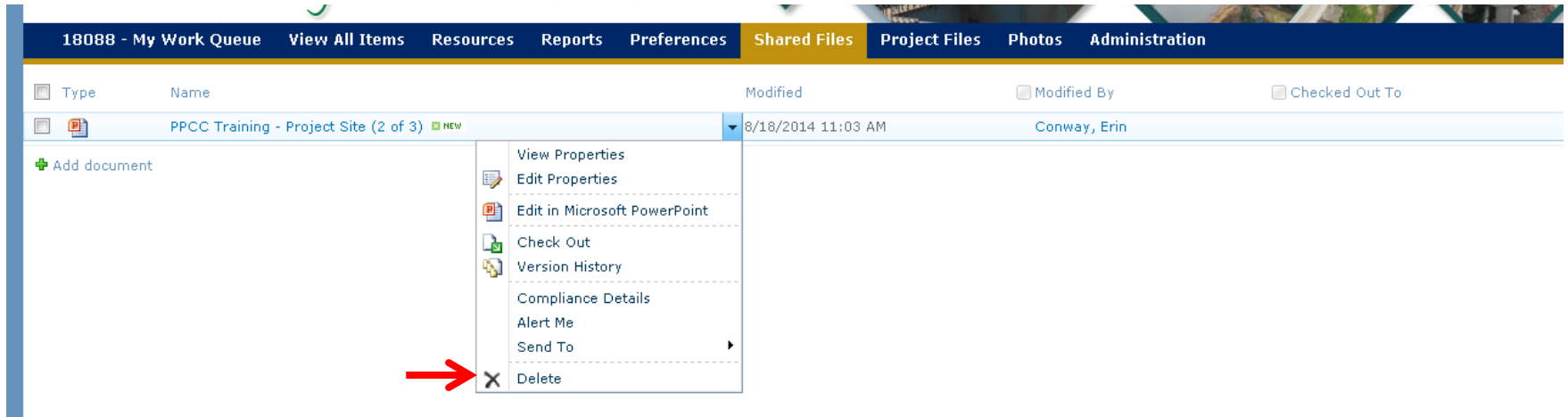
Uploading a Document

Using the “Drag and Drop” Feature:
Click on “Upload Multiple Files.”



Drag desired files from your PC into the area labeled “Drag Files and Folders Here.”
Then click “OK,” and then “Done.”

Deleting a Document



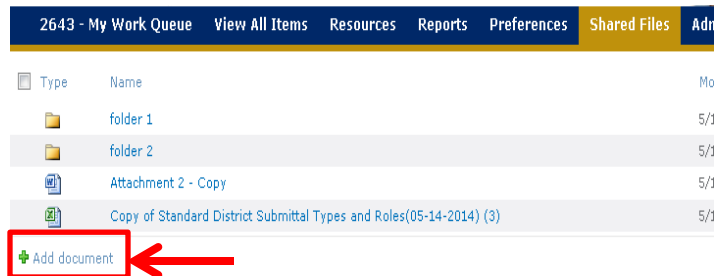
In order to delete a document, choose “Delete” from the drop-down menu next to the title of the document.

NOTE: Anyone has the ability to delete a document.

Uploading a Folder

The process used for uploading a folder is the same as uploading a document.

- “Browse” button
- or
- “Drag and Drop” feature



A screenshot of the 'Upload Document' dialog box. The dialog box has a title bar with 'Upload Document' and window control buttons. It is divided into several sections: 'Upload Document' (with a 'Browse...' button highlighted by a red box), 'Destination Folder' (with a 'Choose Folder...' button), and 'Version Comments' (with a text area). At the bottom, there are 'OK' and 'Cancel' buttons, with the 'OK' button highlighted by a red box. A red arrow points from the 'Browse...' button in the 'Upload Document' section to the 'Upload Multiple Files...' link.

Project Files



The screenshot shows the Pennsylvania Department of Transportation Project Collaboration Center interface. The header includes the department logo and a navigation bar with tabs: 18088 - My Work Queue, View All Items, Resources, Reports, Preferences, Shared Files, **Project Files** (highlighted with a red box and a red arrow), Photos, and Administration. Below the navigation bar, there is a table with columns: Type, Name, Modified, and Modified By. The table is currently empty, with a message stating: "There are no items to show in this view of the 'ProjectFiles' document library."

The Project Files tab is accessible to Department personnel only.

Photos



The Photos tab is accessible to Department personnel only.