

In order to download multiple files from the ProjectWise Web Server you <u>must</u> utilize Internet Explorer (IE). It uses Active X – Chrome and Firefox do not have this functionality. There are times when you may not be able to download multiple files even in IE.

There are three settings that have to be in place in order for ProjectWise to function properly.

- 1. Security settings
 - a. In Internet Explorer click on the gear in the upper right hand corner (Tools). You can also hold down your ALT key + X to bring the menu up.



- b. Scroll down to Internet Options
- c. Click on the Security tab
- d. Select the Trusted sites zone
- e. Click the Sites button

Internet Options ? X						
General Security Privacy Content Connections Programs Advanced						
Select a zone to view or change security settings.						
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Internet Local intranet Trusted sites Restricted sites						
Trusted sites Sites This zone contains websites that you trust not to damage your computer or your files. Sites You have websites in this zone. Sites						
Security level for this zone						
Allowed levels for this zone: All						
Medium Prompts before downloading potentially unsafe content Unsigned ActiveX controls will not be downloaded						
Enable Protected Mode (requires restarting Internet Explorer)						
Custom level Default level						
Reset all zones to default level						
Some <u>settings</u> are managed by your system administrator.						
OK Cancel Apply						

f. Place <u>https://projectwise.vdot.virginia.gov</u> in the 'Add this website to the zone:'



g. Click Add



- h. Click Close
- i. Click Apply
- 2. Pop-Up Blocker
 - a. In Internet Explorer click on the gear in the upper right hand corner (Tools). You can also hold down your ALT key + X to bring the menu up.



- b. Scroll down to Internet Options
- c. Click on the Privacy Tab
- d. Uncheck 'Turn on Pop-up Blocker'
- e. Click Apply



Internet (Options					? ×	
General	Security	Privacy	Content	Connections	Programs	Advanced	
Settings							
				Sites	Adv	anced	
Locatio	n						
□ Nev phy	er allow we sical locatio	bsites to n	request yo	ur	Clea	ar Sites	
Pop-up	Blocker						
Turr	n on Pop-up	Blocker			Se	ttings	
InPriva	te						
✓ Disable toolbars and extensions when InPrivate Browsing starts							
			Ok	(C	ancel	Apply	
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- 3. Compatibility View Settings
 - a. In Internet Explorer click on the gear in the upper right hand corner (Tools). You can also hold down your ALT key + X to bring the menu up.



b. Click Compatibility View settings



- c. Place Virginia.gov in the 'Add this website:'
- d. Click Add



e. Click Close



4. Close Internet Explorer in order for the changes to be saved and then return to ProjectWise. On occasion, the computer may need to be rebooted for these changes to be saved.