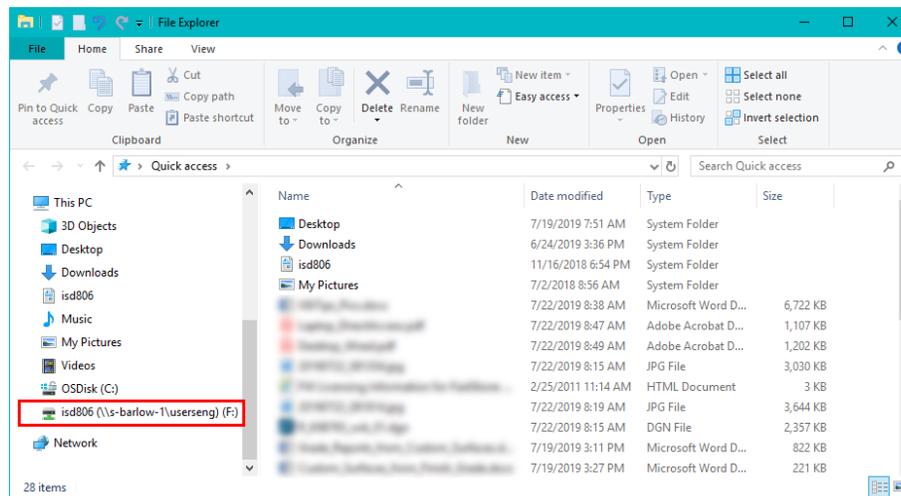


Procedure for Using MicroStation V8i on an Engineering Computer Away From The Office

A morning restart is still highly recommended by the Engineering Applications Support Team if you have left the computer on overnight. If the ProjectWise Explorer shows no datasources or you cannot log in to a datasource – see the troubleshooting section at the end.

1. Ensure that you have gotten permission to take your Desktop computer away from the office and that your FSU Technician has configured it to work with either Direct Access or Always on VPN.
2. [Prepare Your Engineering Laptop or Desktop to Use Remotely](#) by (these steps *can* be done when you are remotely connected – please be prepared for it to run slowly and take up to 30 minutes):
 - a. Running “Offline_Workspace” shortcut from your desktop Engineering folder (this will open a black command prompt that may appear to get stuck – *LEAVE IT ALONE!* – the window will close automatically when it completes.)
 - b. Ensure that you have a Local_MicroStation shortcut in your desktop Engineering folder.
3. Power down the Desktop or Laptop and take it home. Make sure you take the power cord, network cable, monitors and video cables, mouse and keyboard.
4. Set up the Desktop at home; plug the network cable into a network port on your home router.
5. Power up monitors and Desktop or power up the Laptop.
6. Log in with your ODOT userID and password. **Be patient** and wait for Skype to start up. If the black command prompt is showing on your Taskbar , let it complete and close by itself before doing anything else.
7. Verify that you have an F:\ drive – Open File Explorer.



8. If you do not see your F:\ drive – Sign Out (do not restart) and Log in again (you might have to do this a couple of times). This is really important – mostly for your Outlook personal folders, but it indicates that the logon script didn't run.

DO NOT double-click or right-click Open a (.dgn) file, either from File Explorer or from ProjectWise Explorer! This is very hazardous for your preferences in your F: drive when working remotely.



DO use the Local_MicroStation shortcut in the Desktop\Engineering folder to launch MicroStation so that it performs most quickly. You can still access data stored either in ProjectWise or on any mapped drive that is accessible to you.

- a. If your data is in ProjectWise, check the box to use Single Sign-On and click [Log in]; navigate to your (.dgn) file.
- b. If your data has been exported to your C: drive, or is in your F: drive or a crew share, you may click [Cancel] to get a regular Windows Open dialog; navigate to your (.dgn) file.

Procedure for Taking the Engineering Computer Back to Your Office

1. Power down the Desktop or Laptop.
2. Transport to the office.
3. Set up the Desktop and connect the computer to a network cable.
4. Power up the computer.
5. Log in. (You should notice the logon script file run.) 
6. Launch other applications as you normally would: ProjectWise Explorer (green icon), Outlook, MicroStation, etc.

Troubleshooting:

- If MicroStation takes more than 30 seconds to open or the ProjectWise Explorer shows no datasources – exit all ProjectWise Explorers – contact the Engineering Applications Support Team (odot.east@odot.state.or.us) or the ProjectWise Administrators (ProjectWiseAdmin@odot.state.or.us) for assistance.
- ProjectWise links sent to you will normally still function, even if you cannot see datasources. There is a ProjectWise_STIP_Projects link in your Engineering folder on your desktop!  ProjectWise_STIP_Projects
- If after opening MicroStation V8i, the mouse cursor movement is slow or it takes more than 7 seconds to open a dialog, you could have a slow connection to your F: drive where your user configuration resides. Try



exiting MicroStationV8i and launching from the Local_MicroStation shortcut in the Desktop\Engineering folder. The “Local” shortcut uses a copy of your configuration that was stored on your computer when you ran “Offline_Workspace” and will be much faster.

- If your MicroStation interface doesn’t look correct – for example, maybe the File menu is undocked and floating in space – that may mean your preferences are corrupted. Contact odot.east@odot.state.or.us and an Engineering Support Analyst will assist you in hopefully locating an uncorrupted copy for you to use. Please don’t try to do this on your own.
- If your connection to your F: drive is slow, your email may perform very slowly. It is a good idea to exit Outlook if your connection is not optimal. For quick access to your Inbox and Sent Items, you may use the



stamped envelope icon on your desktop to launch Outlook Web Access when working remotely. You may also copy this web address into an internet browser window like Google Chrome or Internet Explorer: <https://cas.odot.state.or.us/owa>.