TPKASPHALT Plant Documents Library
(Turnpike Plant Verification Technicians)

BACKGROUND INFORMATION

- These directions will allow Asphalt Plant Verification Technicians to access a special Document Library for saving all Asphalt Plant documents.
- This Document Library is called the TPKASPHALT Plant Documents library
- A ProjectSolveSP username and password is necessary to access this library. This is the same username and password used to access the Turnpike’s Time Tracker System.
- The TPKASPHALT Plant Documents library is housed inside the ProjectSolveSP system and can be accessed by clicking a link on the Turnpike’s Public Webpage.
- When accessing the files with a web browser, the system can be less user friendly. Therefore, the Turnpike recommends using Windows Explorer to access the Document Library.
  - Using Windows Explorer is user friendly because you can open files, save files, copy files, and paste files almost as easy as if the files were saved on your computer’s hard drive.
  - The primary difference is you will have to enter your password often.
  - Follow the instructions for Accessing the TPKASPHALT Plant Documents Library using Windows Explorer
- To easily and quickly return to the TPKASPHALT Plant Documents Library using Windows Explorer, you can map a network drive directly to the document library.
  - This will allow you to access the library simply by opening Windows Explorer and clicking on the drive letter you assign.
  - Follow the instructions for Mapping a Drive to the TPKASPHALT Plant Documents Library

ACCESSING THE TPKASPHALT PLANT DOCUMENTS LIBRARY USING A WEB BROWSER

- Go to http://www.tiny.cc/tpkasphalt
  - Note: Any web browser can be used to access the folders from within the web browser; however, only Internet Explorer can be used if you plan to access the files through Windows Explorer
- Click the link: Turnpike Asphalt Plant Production Files
  - Unless you already logged in, you will be prompted to log into the system
- Click the folder for the project
  - You can place project files into the folder from the web browser
TPKASPHALT Plant Documents Library  
(Turnpike Plant Verification Technicians)

**ACCESSING THE TPKASPHALT PLANT DOCUMENTS LIBRARY USING WINDOWS EXPLORER**

*When a Drive Letter is not mapped, such as the first time to access the library with Windows Explorer*

**NOTE:** Some steps may require you to have Administrator Access to your computer

- Go to [http://www.tiny.cc/tpkasphalt](http://www.tiny.cc/tpkasphalt)
  - **NOTE:** Only Internet Explorer can be used to access the files through Windows Explorer

- Set the Turnpike Public Webpage as a Trusted Site in Internet Explorer following these steps:
  - **NOTE:** You only have to set the webpage as a trusted site one time

  - Click the Internet Explorer Gear Icon (top right of window), then select **Internet Options** to open the Internet Options Dialog box

  - Click the **Security** Tab; Then click the **Trusted Sites** icon; Then click the **Sites** Button to open the Trusted Sites Dialog Box

  - Click in the Text Box and type [https://public.pbid.com](https://public.pbid.com) in the text box; then click the **Add** button; then click **Close** to close the dialog box

  - Click **Close** to dismiss the Internet Options dialog box
TPKASPHALT Plant Documents Library
(Turnpike Plant Verification Technicians)

- Click the link: Turnpike Asphalt Plant Production Files
  - Unless you already logged in, you will be prompted to log into the system
- Click “Library” at the top of the webpage to open the library ribbon

- On the Library ribbon, click the “Open with Explorer” icon
  NOTE: If your browser window is small, the words next to the icon may disappear and you will have to find the stand-alone icon: ☐
  If the window is very small, the icon will completely disappear. If this occurs, click the “Connect & Export” icon on the ribbon and then you will see the “Open with Explorer” icon.

- You will be asked to log in again. Use the same username and password as you used earlier.

- You may see this Internet Explorer Security Message. Click the Allow button to continue.

- If everything works, Windows Explorer will open and you will see the project files.
  - If you are going to Map a network drive letter to this library, continue with the steps below for Mapping a Drive to the TPKASPHALT Plant Documents Library
TPKASPHALT Plant Documents Library
(Turnpike Plant Verification Technicians)

**Mapping a Drive to the TPKASPHALT Plant Documents Library**

**NOTE:** Some steps may require you to have Administrator Access to your computer

- First, access the library following the above steps for Accessing the TPKASPHALT Plant Documents Library using Windows Explorer

- Make sure the File menu is available in Windows Explorer (it is hidden by default). If you do not see a menu with File, Edit, View, etc. near the top of Windows Explorer, then follow these steps to enable the File menu:
  - Click Organize
  - Click Layout
  - Click Menu Bar

- Click in the Directory Box at the top of the Windows Explorer Window and Highlight all the text in the box (this is the Network Path)
  - Right click the highlighted text and select Copy

- Click “Tools” then click “Map Network Drive” and a dialog box will open
TPKASPHALT Plant Documents Library
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- In the Map Network Drive dialog box:
  - Select the letter you want to assign
  - Right click the Folder text box and then click **Paste** to paste the previously copied path
  - Make sure “Reconnect at logon” is checked
  - Click the **Finish** button to close the dialog

- After completing the steps above, you will be able to access the folder by opening Windows Explorer and clicking the Drive corresponding to the TPKASPHALT Plant Documents folder
  - **NOTE:** You will be asked for your username and password often while using this system