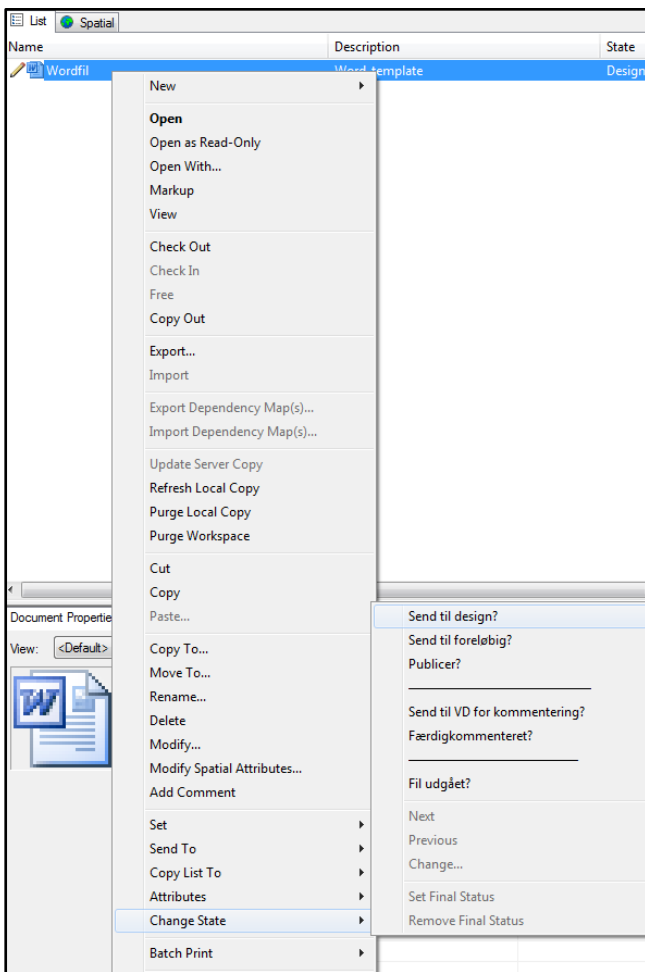




## Document – Updating or editing

### Updating or editing a document in ProjectWise

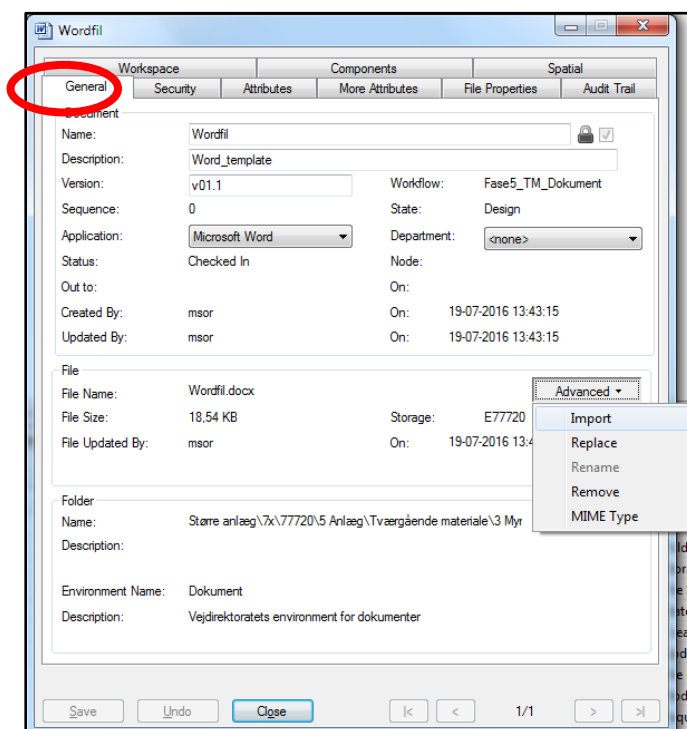
A document can only be updated or edited when it is at the 'Design' state. If it is not at the 'Design' state, it shall be moved to that state.



If the document is not at the Design state, right-click on the document and select 'Change State'.

Now select 'Send til design?' (Send to design?)

The document should now be at the design state, ready to be edited or updated with a new file.



If the document is to be updated with a new document which is not in ProjectWise, right-click on the file and select 'Properties'.

Make sure that you are the 'General' tab.

Click on the button 'Advanced' and select 'Import'.

Now browse to the updated document and click 'Åben' (Open).

Click on the 'Save' and then 'Close'.

Remember to fill in the attributes for the updated document and send it to the next state.

#### DISCLAIMER

The translation into English of Quality Management Systems is to be regarded entirely as a service. In the event of any discrepancy or shortcomings in the translation, the Danish version will prevail. At any time the Danish versions of Quality Management Systems are those in force.