



## How to 'Check' files

If you need to check one or more documents, technical models or drawings in ProjectWise, you first need to browse to where the files are located:

- Right click all the files, which are located on the state '*Afventer kvalitetskontrol*' (*Awaiting check*)
- In the right click menu press '*Change State*'
- **For documents:**
  - If the check leads to somethings that needs to be addressed in the document, then click '*Behandl fil?*' (*Process file?*)
  - If the check did not lead to anything that needed to be addressed in the document, then right click *and choose 'Change state'*.
  - Now either click '*Behandlet af VD?*' (*Processed by VD?*), if the document needs to be further worked on by external users or if The Danish Road Directorate is not allowed to publish the data, or '*Publicer?*' (*Publish?*), if the proceedings needs to be closed.
- **For CAD-files:**
  - If the check leads to somethings that needs to be addressed in the technical model or the MicroStation drawing, click '*Send til Design?*' (*Send to design?*).
  - If the check did not lead to anything that needed to be addressed, click '*Send til Godkendelse?*' (*Send for approval?*).

ProjectWise will now write your initials in the check attributes field, which will be saved in the file.

### 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.