



## How to 'Approve' files

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

- Right click all the files, which is located at the state '*Afventer godkendelse*' (*Awaiting approval*).
- In the right click menu press '*Change State*'
- If you do not want to approve the files, click '*Send til Design?*' (*Send for design?*)
- If you wish to approve the files, click '*Publicer?*' (*Publish?*)

ProjectWise will now write your initials in the approved 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.