



<b>ProjectWise Explorer – Intro</b> .....	<b>4</b>
General .....	4
Project, folder and file properties .....	4
<b>Folder structure and document types</b> .....	<b>5</b>
<b>Files – Open, Read and Close</b> .....	<b>7</b>
Files – Opening and closing .....	7
Files – View or open as Read only .....	8
<b>User rights</b> .....	<b>9</b>
User lists & rights .....	9
Lack of user rights .....	10
<b>Access to ProjectWise</b> .....	<b>11</b>
Internals .....	11
Externals .....	11
<b>Logging in to ProjectWise</b> .....	<b>12</b>
Internals .....	12
Externals .....	12
<b>Change/Forgot password</b> .....	<b>14</b>
<b>Verification of user</b> .....	<b>15</b>
<b>Valid data – Delivery of valid data to the Danish Road Directorate</b> .....	<b>16</b>
<b>Versioning</b> .....	<b>17</b>
Versioning in ProjectWise .....	17
<b>Description of Workflows</b> .....	<b>18</b>
What is a workflow .....	18
Workflow for documents .....	19
Workflow for technical models .....	23
Workflow for drawings .....	25
<b>Description of states</b> .....	<b>27</b>
Design .....	27
Afventer kvalitetskontrol (Awaiting check) .....	28
Foreløbig (Preliminary) .....	28
Til behandling (For processing) .....	29
Afventer godkendelse (Awaiting approval) .....	29
Under behandling (Being processed) .....	30
Behandlet af VD (Processed by VD) .....	30
Publiceret og delt (Published and shared) .....	31
Publiceret (Published) .....	31
Obsolete (Fil udgået?) (File obsolete?) .....	32
<b>Attributes – Metadata</b> .....	<b>33</b>
General .....	33
Filling in attributes .....	33
Filling in attributes for several files at once .....	33
<b>Links</b> .....	<b>34</b>
<b>How to 'Check' files</b> .....	<b>35</b>
<b>How to 'Approve' files</b> .....	<b>36</b>
<b>How to send files for processing</b> .....	<b>37</b>
<b>How to 'Process' files</b> .....	<b>38</b>
<b>Known errors and solutions</b> .....	<b>39</b>
First, identify the error .....	39
BOG1 .....	39
DOK_TYPE .....	40
DOK_TYPE_SPEC .....	40
GODKENDT .....	40
KONTROL .....	40
PROJEKTERET .....	40
REV_GODK .....	40
REV_KONTR .....	40

#### 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.



REV_PROJ.....	40
TEGNET .....	40
TITEL.....	40
TRIG_FIRMA .....	40
VER_GODK_1 .....	40
VER_KONTR_1 .....	40
VER_PROJ_1 .....	40
VER_TXT_1.....	40
VERSION1.....	40
<b>Folder – Creation .....</b>	<b>41</b>
<b>Document – Creation .....</b>	<b>42</b>
Creating a new document .....	42
Attributes for document: .....	44
<b>Document – Updating or editing.....</b>	<b>46</b>
Updating or editing a document in ProjectWise.....	46
<b>Technical model – Creation.....</b>	<b>47</b>
Creating a new technical model .....	47
Attributes for technical model: .....	49
<b>Technical model – Updating or revising.....</b>	<b>51</b>
Updating or revising technical models in ProjectWise .....	51
<b>Drawing – Creation .....</b>	<b>52</b>
Creating a new drawing in Microstation format.....	52
Attributes for drawing: .....	54
<b>Drawing – Revision.....</b>	<b>56</b>
Revision of drawing in ProjectWise .....	56
Attributes for drawing: .....	56
<b>PDF drawing – Creation.....</b>	<b>57</b>
Creating a new PDF drawing .....	57
Attributes for PDF drawing: .....	58
<b>PDF drawing – Revision .....</b>	<b>59</b>
Revision of PDF drawing in ProjectWise .....	59
<b>Importing and exporting files.....</b>	<b>60</b>
Importing existing file .....	60
Exporting existing file .....	60
<b>Notifications .....</b>	<b>61</b>
Notifications about file changes by e-mail .....	61
<b>Searching for files in ProjectWise .....</b>	<b>63</b>
<b>Title block &amp; ‘Foreløbigt tryk’ (Preliminary print) .....</b>	<b>65</b>
Filling in title blocks .....	65
Preliminary print.....	66
<b>Locator – Creating description file (.dsc file).....</b>	<b>67</b>
Creating description file (.dsc file) for Locator .....	67
<b>Audit Trail – file history .....</b>	<b>68</b>
<b>Tips &amp; Tricks .....</b>	<b>69</b>
Making the creation of files faster.....	69
Seeing the attributes of a file quickly .....	69
<b>Contact .....</b>	<b>70</b>
ProjectWise help.....	70
Project administrators (Jutland & Funen) .....	70
Project administrators (Zealand & the islands) .....	70

#### 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.