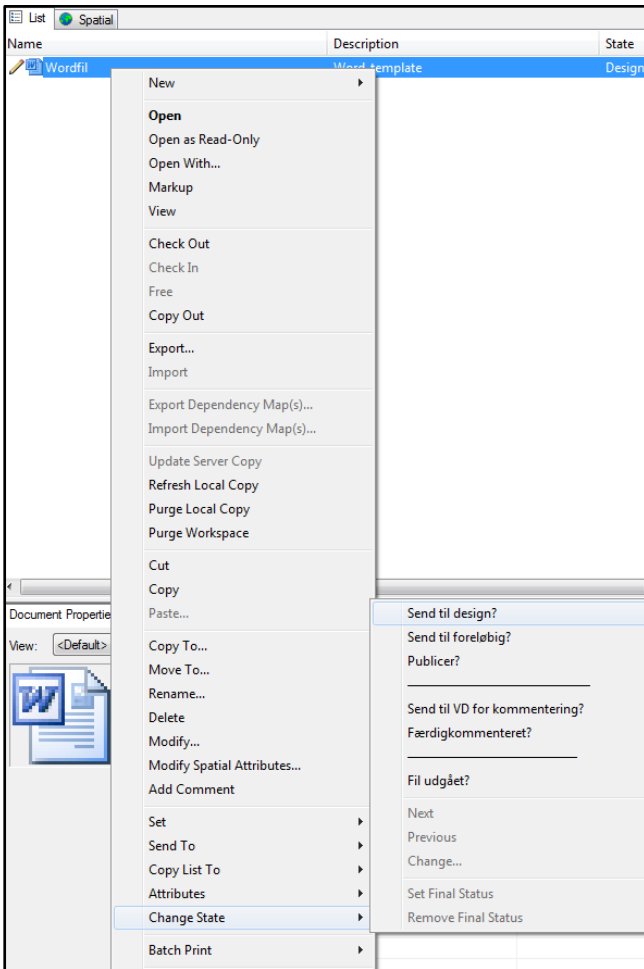




Document – New version

New version of a document in ProjectWise

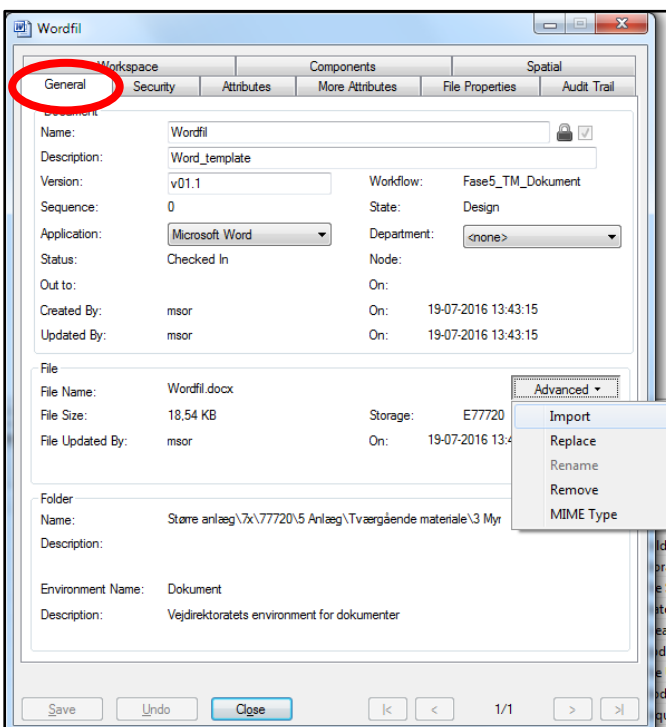
If a new version of a document that is located at the 'Published' state is wanted, it has to be sent to the 'Design' state.



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

Now select 'For 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.