



How to 'Check' data

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 '*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 '*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 '*File processed*', 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 '*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 '*For design*'.
 - If the check did not lead to anything that needed to be addressed, click '*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.