



How to 'Process' data

If there is data located on the state '*Submitted for processing*', this means that somebody has submitted files for processing. These files can contain requests for information, change requests, error or deviations, data which needs commenting, 'As-Built' data etc.:

- If it is The Danish Road Directorate that has sent data for processing, the external party who has to process it, has to do so on the state '*Submitted for processing*'. Afterwards, when the data has been processed, it has to be published.
By publishing the data, the external party signifies that the data has been processed and that the proceedings are closed.
It will be logged into the file who has processed the data and closed the proceedings and when.
- If an external party, has submitted data for processing, The Danish Road Directorate or its consultants has to process the data when it is located in the state '*Being processed*'.
 - This is done by right clicking the file and pressing '*Change State*'.
 - Click '*Process file*'.
 - The file is now located at the state '*Being processed*' and the data can be processed.
 - When the data has been processed it can be sent for checking, if wished or required by the data. This is done by right clicking the file, pressing '*Change State*', and choosing '*For check*'.
 - When the data has been processed and optionally checked you can either:
 - Click '*File processed*', if the data needs to be worked on further by the external party
 - Click '*Publish*', if the data has to be published and the proceedings need to be closed.
 - Click '*As-Built*', if the data is As-Built and complies with The Danish Road Directorate's standards.

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.