

Notifications

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Notifications about file changes by e-mail

In the Danish Road Directorate's ProjectWise, it is possible to get e-mail notifications when specific changes are made to files in which you have an interest.

It is up to each individual project employee, internal as well as external, to subscribe for one or more files or folders to get e-mail notifications.

It is possible to add other people than yourself to receive e-mail notifications.

In order for you or others to receive e-mail notifications, do as follows:

1. Right-click on one or more files or on a folder
2. Select '*Vejdirektoratet*' -> '*Abonner på dokument*' (Subscribe to document) or '*Abonner på mappe*' (Subscribe to folder)
3. The '*Abonnér*' (Subscribe) window opens
4. First, you have to select whether you want to get the notifications or if it is a '*Anden bruger*' (Other user)

5. If it's another user, mark '*Anden bruger*' (Other user) and enter his or her e-mail address.

It's possible to enter several e-mails in the field. Do so by separating the e-mails by a comma [,]

6. Now, select in what connection you want an e-mail notification

7. If you tick '*Alle ændringer i fil*' (All changes in the file), you receive an e-mail every time somebody has changed the content of the file.

You also have to select whether you want a daily or weekly e-mail

Abonnér på mappe i projekt 77720

Mappe: Større anlæg/7x/77720/4 Projekt til anlæg/Fagdata

Personlig (msor)
 Anden bruger

Advisering på design-niveau
 Alle ændringer i mappens dokumenter

Workflow advisering
 Design
 Foreløbig
 Kvalitetskontrol
 Godkendelse
 Publiceret
 Til behandling
 Under behandling
 Behandlet af VD

Registrerede abonnenter
Ingen

Medtag undermapper

Dato: 2-05-2017

Fortryd Gem

8. Under '*Workflow advisering*' (Workflow notification), you can get notifications when one or more files change from a state to another.

- **Design** – When a file arrives at the '*Design*' state, you will receive an e-mail if you tick this box. For example, this could be when a file is sent from the '*Quality Control*' state to the '*Design*' state or if a new version is made of a file
- **Foreløbig (Preliminary)** – When a file is sent to the '*Preliminary*' state, you will receive an e-mail if you tick this box
- **Kvalitetskontrol (Check)** – When a file is sent for '*Awaiting check*', you will receive an e-mail if you tick this box

DISCLAIMER

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- **Godkendelse (Approval)** – When a file is sent to *'Awaiting approval'*, you will receive an e-mail if you tick this box
 - **Publiceret (Published)** – When a file is *'Published'*, you will receive an e-mail if you tick this box
 - **Til behandling (Submitted for processing)** – When a file is *'Submitted for processing'*, you will receive an e-mail if you tick this box
 - **Under behandling (Being processed)** – When a file is sent to this state so it can be processed, you will receive an e-mail if you tick this box
 - **Behandlet af VD (Processed by DRD)** – When a file has been *'Processed by DRD'* and end up on this state, you will receive an e-mail if you tick this box.
9. Is the subscription to a folder, one has to decide whether or not the subscription has to be for that one specific folder or all subfolder beneath it. If subfolder has to be part of the subscription tick off the 'Medtag undermapper' (include subfolders) field.

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Who receives notifications

It is possible to extract a report on who receives notifications on different files and folders. This can be done in the following way.:

- Right click the project folder from where you want information on who is receiving e-mail notifications
- Go to '*Vejdirektoratet*' and click '*Abonnement rapport*'
- In the window that opens browse to the location where you want the report to be saved
- An Excel file will afterwards open containing an overview of all project members receiving e-mail notifications from that particular folder and its subfolders

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