



## Versioning – In general

### **General guide for versioning in ProjectWise**

The versioning of files in The Danish Road Directorate's ProjectWise is done automatically when files are sent between different states in a workflow.

When a file is created in ProjectWise, the file is automatically given version number 'v01.1'.

Every time the file is sent to a new state, where someone has the rights to edit it, the version number is changed to 'v01.2' -> 'v01.3' -> 'v01.4' etc.

When the file arrives at the '*Published*' state, it receives a '*Major version*' number, e.g. 'v01', 'v02', 'v03', etc.

A version copy will automatically be created when the following happens:

- All files sent from the '*Published*' or '*As-Built*' state to the '*Design*' state
- All files sent from the '*Preliminary*' state to the '*Design*' state
- All files sent from the '*Old version*' state to the '*Design*' state
- Documents and technical models sent to the state '*Submitted for processing*'
- Documents and technical models sent from the state '*File processed*' to the state '*Design*'

If you want to see one or more of these 'old' versions, read '*Versioning – Turn on / off old versions*' in [the user manual main menu](#).

If you want to replace a file with an old version, read '*Versioning – Restore old version*' in [the user manual main menu](#).

Also you can read more about workflows and states and about how you send files between different states by reading '*Description of Workflows*' and '*Description of states*' in [the user manual main menu](#).

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