

## Notifications

### 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 'Abonner på dokument' (Subscribe for document) or 'Abonner på mappe' (Subscribe for folder)

3. The 'Abonnér' (Subscribe) window opens

4. First, you have to select whether you want to get the notifications or if it is 'Anden bruger' (Other user)

5. If it is another user, mark 'Anden bruger' (Other user) and enter his or her ProjectWise username. It is possible to enter several usernames in the field; do so by separating the usernames 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

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
- **KS** – When a file is sent to 'Quality Control', you will receive an e-mail if you tick this box
- **Godkendelse (Approval)** – When a file is sent to 'Approval', you will receive an e-mail if you tick this box

#### DISCLAIMER

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- **Publiceret (Published)** – When a file is published, you will receive an e-mail if you tick this box
- **Kommentering (Commenting)** – When a file is sent to ‘*Commenting*’, you will receive an e-mail if you tick this box
- **Færdigkommenteret (Commenting completed)** – When commenting on a file is completed, you will receive an e-mail if you tick this box.

If you decide to subscribe for an entire folder, you will receive e-mails for all files in that folder. Note, however, that the notifications only concern files in the relevant folder, not files in its sub-folders.

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