

## Attributes – Metadata

- [General](#)
- [Filling in attributes](#)
- [Filling in attributes for several files at once](#)

### General

Attributes or metadata are pieces information that shall be added to a file, and which are unique for each file in ProjectWise.

Depending on the file you are working on, the attributes and thus the information for a file will differ. For example, a drawing will not necessarily have the same attributes as a document.

Several of these attributes are read-only and are filled in automatically, while others have to be filled in manually.

Some attributes require that they remain blank until the file reaches a certain state.

To view the attributes, right-click on a file and select *'Properties'*. Then click on the *'Attributes'* tab.

### Filling in attributes

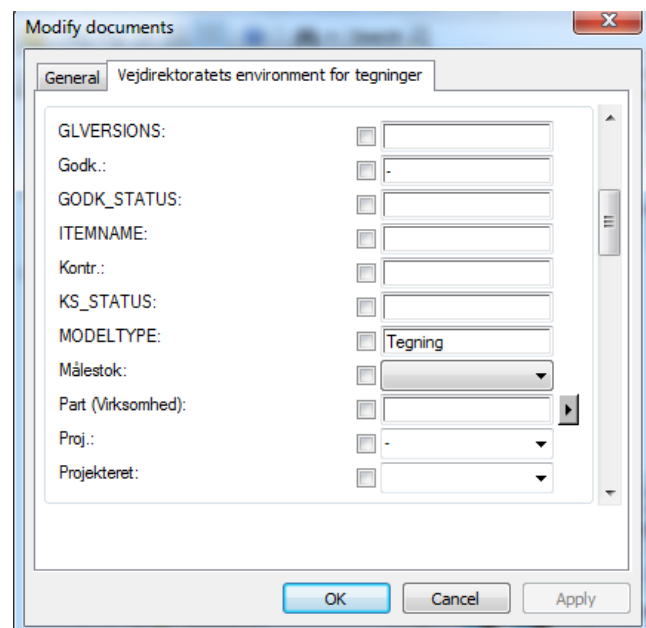
The attributes of a file can be filled in either when the file is created or by right-clicking on a file and selecting *'Properties'* and then the *'Attributes'* tab

Some attributes can be filled in by you entering a text, while others shall be filled in with predefined values from a list.

### Filling in attributes for several files at once

If you have created or uploaded several files ProjectWise, it is possible to add the same attribute values for all files.

- Mark all files whose attributes are to be filled in
- Right-click and select *'Modify...'*
- In the window that opens, select the tab *'Vejdirektoratets Environment for [xxxxx]'*
- Fill in the relevant attributes
- These attribute values will now be added to all the marked files.



#### DISCLAIMER

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