



Document – Creation

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Creating a new document

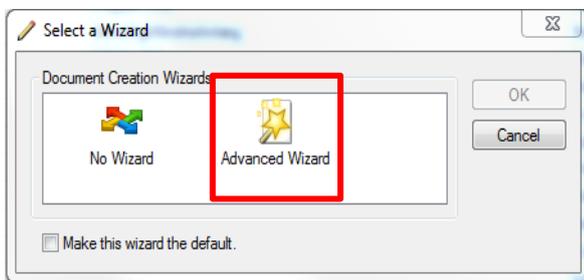
When creating or delivering a document to the Danish Road Directorate, it is important that the filename is reportedly for the document's contents

Note: A document is not finally valid until it is at the 'Published' state.

In order to create a new document in ProjectWise, you can either click on 'New Document' to create the document directly in ProjectWise or Drag'n Drop the document into ProjectWise for a given project.

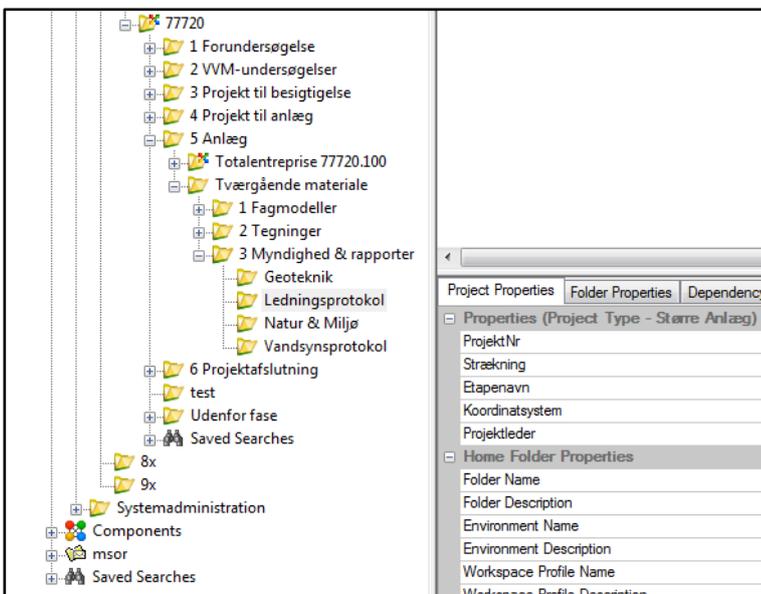


When you have performed one of these actions, the following window opens:



Select 'Advanced Wizard' to give the document the right file name and to ensure that the document attributes are filled in correctly.

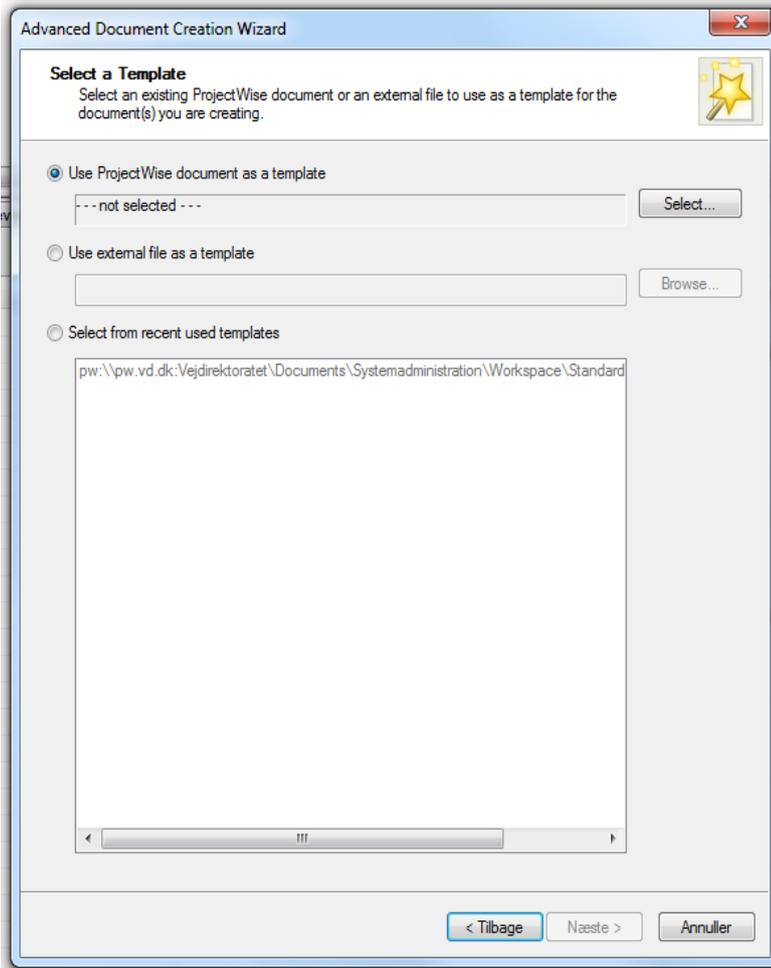
Click on 'næste' (next)



Confirm the location of the document and click on 'næste' (next)

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If the document has not been Drag'n Dropped into ProjectWise, you have to select a 'Template' (seed file).

Select a 'Template' which has the same extension as the file you want to create.

If, for instance, you want to create a Word file, select a 'Template' with the extension .docx, and if you want to create an Excel file, select a 'Template' with the extension .xlsx, etc.

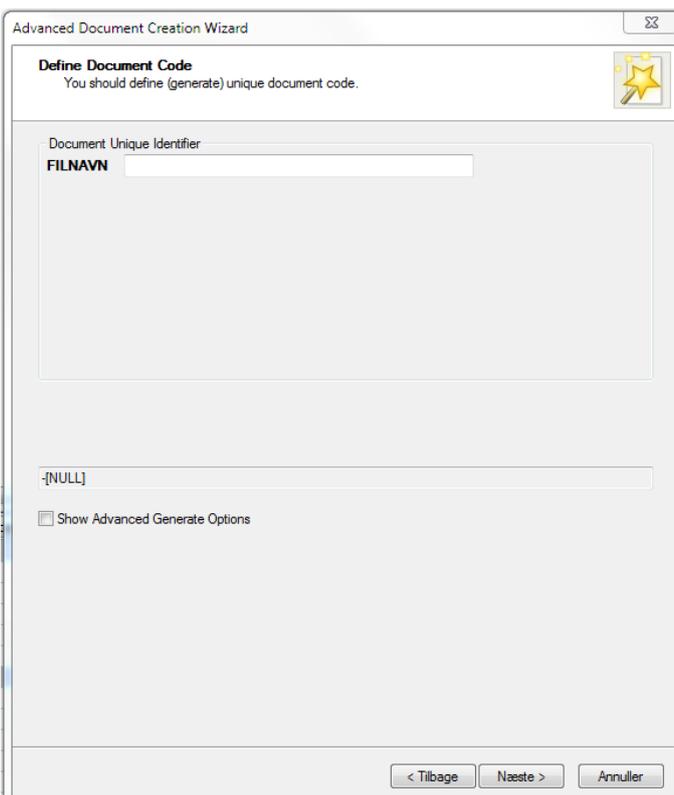
Select 'Use ProjectWise document as a template' and click 'Select'.

Browse to the following path:
Vejdirektoratet ->
Systemadministration ->
Workspace -> Standards -> seed
and select the right seed file.

If no template exists for the type of document you want to create, create the document outside ProjectWise and Drag'nDrop it in.

TIP: ProjectWise remembers the most recently used template files. The next time you create a new file, the most recently used template files will be listed under 'Select from recent used templates'. They can be selected so you do not have to browse to the files every time.

Click on 'næste' (next) to generate a file name.



In this window, the file name have to be filled.

Click on 'næste' (next)

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In this window, you can fill in some of the file attributes.

Some of these attributes are read-only and will be filled in automatically.

See the description of the attributes below the screen-shot and when they are to be filled in.

Note: The attributes can be filled in or edited after the document has been created.

This is done by right-clicking on the file and selecting 'Properties'. Then select the 'Attributes' tab.

Click on 'næste' (next)

Attributes for document:

- **Document type:** Write or select from the list which document is created. Have to be filled when the file is at the 'Design' state.
- **Design package:** This attribute should only be filled in if the document is part of a specific design package. Enter the name or number of the design package. Can be filled when the file is at the 'Design' state.
- **Title in document:** Write the title of the document. Have to be filled when the file is at the 'Design' state.
- **Originator (Company):** If the file has been prepared by an external business partner, enter the name of the business partner's company here. Have to be filled when the file is at the 'Design' state.
- **Comments:** A maximum of 2000 characters can be entered in the field. Only the Danish Road Directorate and the Danish Road Directorate's consultants may fill in comments for a given document. The field may only be filled when the document is at the 'Commenting' state.
- **Besvarelse (Reply):** A maximum of 2000 characters can be entered in the field. Only the Danish Road Directorate's business partners may fill in a reply to the above comments. The field may only be filled when the document is at the 'Design' state.

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The file name previously written has now automatically been entered in the file 'Document name' and 'File name'

Advanced Document Creation Wizard

Document Properties
Define required document properties - the name and the file name.
Optionally, you can also define document description and version string.

New document name
Wordfil

Description for the new document

New document file name
Wordfil.docx

Version

Application:
Microsoft Word

< Tilbage Næste > Annuller

If you want a description of the file, fill in the field 'Description for the new document'

Click on 'næste' (next) and again 'næste' (next) etc. until the file has been created ProjectWise.

TIP: For faster and more flexible creation of files, click on 'Tips & Tricks' in [the user manual main menu](#).

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