



Description of states

Below is a description of each state in the Danish Road Directorate's ProjectWise. Also a description on how you send a file to that particular state, how they each work and what user lists have rights to what at the individual state, can be read.

- Design
 - Foreløbig (Preliminary)
 - Afventer kvalitetskontrol (Awaiting check)
 - Afventer godkendelse (Awaiting approval)
 - Til behandling (For processing)
 - Under behandling (Being processed)
 - Behandlet af VD (Processed by VD)
 - Publiceret (Published)
 - Obsolete (Fil udgået)
-

Design

- Description

All data i ProjectWise starts at the '*Design*' state. Data at the other states can in most cases be sent to the '*Design*' state for editing.

- Method

Right-click on the file, select '*Change State*' and click on '*Send til design?*' (*Send to design?*)

- Function

Data at the '*design*' state can be edited, deleted, sent to other states in the workflow, etc.

Several attributes have to be filled before data can be sent to a different state.

For example, the Danish Road Directorate's external business partners shall fill in the attributes '*Document type*' and '*Originator (company name)*' before data can be sent to a different state. And the attributes '*Designer*', '*Check*' and '*Approved*' shall be filled for technical models and MicroStation drawings before they can be sent to the '*Published*' state.

NOTE: If data has several versions, it cannot be deleted. Instead it can be sent to the '*Obsolete*' (Fil udgået?) state. Read about the '*Obsolete*' state below.

- Rights

At the '*Design*' state, users who have been granted these rights can create, edit and send data to the next state.

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Foreløbig (Preliminary)

- Description

This state is only part of the workflow and linked to folders, in which documents can be created, i.e. in folders which do not contain CAD data.

The state is only used if more than one person cooperate on the preparation of a document.

-Method

Right-click on the file, select *'Change State'* and click on *'Send til foreløbig?'* (*Send to preliminary?*)

-Function

Documents at the *'Preliminary'* state, can be sent to the *'Design'*, *'Published'* or *'For processing'* state.

When a new document is created at the *'Design'* state, the document can be drafted. When it is ready for somebody else to edit the document, it can be sent to *'Preliminary'*. At the *'Preliminary'* state, it will be read-only, until it is sent to the *'Design'* state for further editing. In the meantime, a version copy of the document has been made to allow the user to go back and see who has edited and what has been edited.

- Rights

Documents at the *'Preliminary'* state are read-only and cannot be edited by anyone. However, all users linked to the project can send documents to the *'Design'* or *'Published'* state.

Afventer kvalitetskontrol (Awaiting check)

- Description

This state is part of the workflow and linked to folders in which technical models, drawings I MicroStation format and documents can be created. This state is used for check of data.

- Method

Right-click on the file, select *'Change State'* and click on *'Send til kvalitetskontrol?'* (*Send for check?*)

-Function

Data at the *'Awaiting check'* state can be sent to the *'Design'*, *'Awaiting approval'*, *'Being processed'*, *'Processed by VD'* or *'Published'* state.

Document: When a document gets created by external users, the file can be drafted and sent *'For processing'*. When the document then have been processed, you can send it for check.

When the document is sent to the *'Published'* or *'Processed by VD'* state, the attributes *'Checked'* and *'Checked by'* will automatically be filled with values containing who performed the check and when the data was checked.

CAD-file: When a new CAD file is created at the *'Design'* state, the file can be designed. When it is ready for check, it can be sent to the *'Awaiting check'* state. At this state, it will be ready-only. When the file is sent to the *'Design'* or *'Awaiting approval'* state, it is automatically written in the attribute *'Check'* who has performed the check of the data.

Internals in the Danish Road Directorate have to send CAD data to the *'Awaitng check'* state if required by the CAD data. For the Danish Road Directorate's external business partners, this is optional. However, the attribute *'Check'* have to be filled with the initials of the person who performed the check of the data. In that case, this attribute is filled at the *'Design'* state.

- Rights

CAD data at the *'Awaiting check'* state is read-only and cannot be edited by anyone.

However, users who are members of the user group *'VD_KS_list'* or *'XX_KS_list'* can send files to the *'Design'* or *'Awaiting approval'* state.

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Aventer godkendelse (Awaiting approval)

- Description

This state is part of the workflow and linked to folders, in which technical models or drawings can be created in MicroStation format, i.e. in folders which contain CAD data.

This state is used for approval of CAD data as required by the Danish Road Directorate.

- Method

Right-click on the file, select *'Change State'* and click on *'Send til godkendelse?' (Send for approval?)*

- Function

When a CAD file is at the *'Awaiting check'* state, it can be sent to the *'Awaiting approval'* state. It is also possible to send a file from the *'Design'* state to the *'Awaiting approval'* state, however, this requires that the CAD data has been sent for check at least once.

CAD data at the *'Awaiting approval'* state will be read-only.

When the file is sent to the *'Published'* state, it is automatically written in the attribute *'Approved'* who has approved the data.

Internals in the Danish Road Directorate have to send CAD data to the *'Awaiting approval'* state if required by the CAD data. For the Danish Road Directorate's external business partners, this is optional. However, the attribute *'Approved'* have to be filled in with the name or initials of the person who approved the file. In that case, this attribute is filled in at the *'Design'* state.

- Rights

CAD data at the *'Awaiting approval'* state is read-only and cannot be edited by anybody.

However, users who are members of the user group *'VD_Approver_list'* or *'XX_Approver_list'* can send files to the *'Design'* or *'Published'* state.

Til behandling (For processing)

- Description

This state is part of the workflow and linked to folders, in which Documents, technical models or drawings in PDF format can be created.

This state is used for sending data to be processed. This could be data like requests for information, change requests, errors and deviations reports, data for commenting etc.

- Method

Right-click on the file, select *'Change State'* and click on *'Send til behandling?' (Send for processing?)*

- Function

Data on the *'For processing'* state, can by external users, who process data from The Danish Road Directorate open and process the data before sending it to the *'Published'* state and thereby closing the proceedings.

Data on the *'For processing'* state, can by The Danish Road Directorate or The Danish Road Directorate's consultants, who process data from external users send it to the state *'Being processed'* by clicking *'Process file?'*

The attributes *'Submitted'* and *'Submitted by'* will automatically be filled with values containing who submitted the file for processing and when the data was submitted.

- Rights

Data at the *'For processing'* state is read-only for users from The Danish Road Directorate.

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Under behandling (Being processed)

- Description

This state is part of the workflow and linked to folders in which documents, technical models or drawings in PDF format can be created.

This state is used by The Danish Road Directorate and The Danish Road Directorate's consultants to have data sent from external users processed. This could be data like requests for information, change requests, errors and deviations reports, data for commenting etc.

- Method

Right-click on the file, select *'Change State'* and click on *'Behandl fil?'* (*'Process file?'*)

- Function

Data at the *'Being processed'* state, can be sent to the *'Awaiting check'*, *'Processed by VD'* or *'Published'* state.

Before data can be sent to another state, it needs to be processed.

The Danish Road Directorate and its consultants can for example submit answers in a request for information, change request, error and deviations report or comment data etc.

The attributes *'Processed'* and *'Processed by'* will automatically be filled with the values of who processed the data and when it was processed.

- Rights

CAD-data at the *'Being processed'* state is ready-only, while documents can be opened and processed by The Danish Road Directorate and its consultants.

Behandlet af VD (Processed by VD)

- Description

This state is part of the workflow and linked to folders in which documents, technical models or drawings in PDF format can be created.

This state is used to tell the Danish Road Directorate's business partners that data sent for processing, have been processed by VD.

- Method

Right-click on the file, select *'Change State'* and click on *'Behandlet af VD?'* (*'Processed by VD?'*)

- Function

Data at the *'Processed by VD'* state can be sent to the *'Design'* or *'Published'* state.

If, as a result of any comments, answers etc., data at the *'Processed by VD'* state should be edited, it can be sent to the *'Design'* state for editing. Otherwise, it is possible to send data to the *'Published'* state and thereby close the proceedings.

- Rights

Data at the *'Processed by VD'* state is read-only and cannot be edited by anyone.

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Publiceret (Published)

- Description

NOTE: Only data at the '*Published*' state is considered valid.
Some users cannot see data unless it is at the '*Published*' state.

- Method

Right-click on the file, select '*Change State*' and click on '*Publicer?*' (*Publish?*)

- Function

Data at the '*Published*' state is considered valid.

Data at the '*Published*' state can be sent to the '*Design*' state.

When data is sent to the '*Design*' state, it corresponds to creating a new version. The '*old*' version will remain at the '*Published*' state and will continue to be the valid version until the new version is at the '*Published*' state.

- Rights

Data at the '*Published*' state is read-only and cannot be edited by anyone. However, all users linked to the project can send files to the '*Design*' state.

Obsolete (Fil udgået?) (File obsolete?)

- Description

This state is for obsolete data.
No users can see data at this state.

- Method

Right-click on the file, select '*Change State*' and click on '*Fil udgået?*' (*File obsolete?*)

- Function

Data at the '*Obsolete*' state is considered obsolete data.

Data at all other states can be sent to the '*Obsolete*' state.

When data is sent to the '*Obsolete*' state, no users will be able to see the data.

A file can only be deleted at the '*Design*' state if it has no sub-versions. If you want to remove a file with more versions from ProjectWise so that nobody else can see it, you have to send it to the '*Obsolete*' state.

- Rights

Nobody can see data at the '*Obsolete*' state, and data is read-only.
However, ProjectWise administrators can reintroduce the obsolete files to the '*Design*' state if necessary.

Remember:

You can always see the state of a file in ProjectWise in the column '*State*'.

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