



How to 'Process' files

If there is data located on the state *'Til behandling' (For processing)*, this means that somebody has submitted files for processing. These files can contain requests for information, change requests, error or deviations, data which needs commenting etc.:

- If it is The Danish Road Directorate that has sent data for processing, the external party who has to process it, has to do so on the state *'Til behandling' (For processing)*. Afterwards, when the data has been processed, it has to be published. By publishing the data, the external party signifies that the data has been processed and that the proceedings are closed. It will be logged in the file who has processed the data and closed the proceedings and when.
- If it is an external party, which has sent data processing, The Danish Road Directorate or its consultants has to process the data when it is located in the state *'Under behandling' (Being processed)*.
 - This is done by right clicking the file and pressing *'Change State'*.
 - Click *'Behandl fil?' (Process file?)*.
 - The file is now located at the state *'Under behandling' (Being processed)* and the data can be processed.
 - When the data has been processed it can be sent for checking, if wished or required by the data. This is done by right clicking the file, pressing *'Change State'*, and choosing *'Send fil til kvalitetskontrol?' (Send for checking?)*.
 - Does the data or process not require checking, you can either click *'Behandle af VD?' (Processed by VD?)*, if the data needs to be worked on further by the external party, or *'Publicer?' (Publish?)*, if the proceedings need to be closed.

DISCLAIMER

The translation into English of Quality Management Systems is to be regarded entirely as a service. In the event of any discrepancy or shortcomings in the translation, the Danish version will prevail. At any time the Danish versions of Quality Management Systems are those in force.