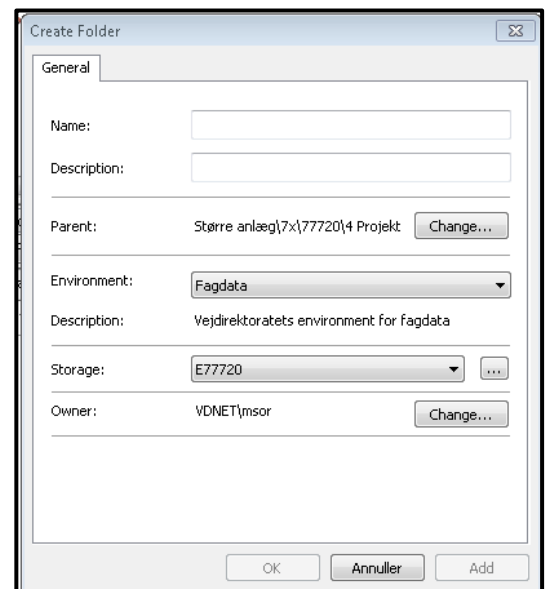
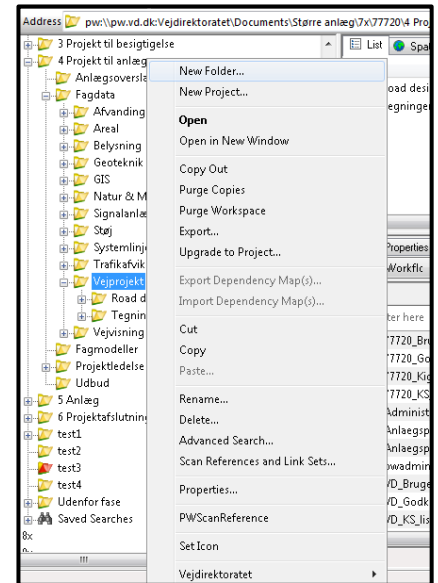




Folder – Creation

It is not all places in ProjectWise, where the users are allowed to create folders. But in those places where it is possible, the folder creation needs to be done like described:

- Right click the folder, where in the new folder needs to be created.
- Choose *New Folder*
- In the window *'Create Folder'*, write the name of the new folder in the field *'Name:'*
- In *'Description'* you can choose to add a description of the folder. This is optional.
- In the field *'Environment:'* choose either *'Fagdata'*, if you are creating a folder, where in CAD data is to be placed, or *'Document'* if you are creating a folder, where in documents are to be placed.
- Non of the other fields are to be touched.
- Now click *'OK'* to create the folder.



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.