



ProjectWise Explorer – Intro	4
General	4
Project, folder and file properties	4
Folder structure and document types	5
Files – Open, Read and Close	7
Files – Opening and closing	7
Files – View or open as Read only	8
User rights	9
User lists & rights	9
Lack of user rights	10
Access to ProjectWise	11
Internals	11
Externals	11
Logging in to ProjectWise	12
Internals	12
Externals	12
Change/Forgot password	14
Verification of user	15
Valid data – Delivery of valid data to the Danish Road Directorate	16
Versioning	17
Versioning in ProjectWise	17
Description of Workflows	18
What is a workflow	18
Workflow for documents	19
Workflow for technical models	23
Workflow for drawings	25
Description of states	27
Design	27
Afventer kvalitetskontrol (Awaiting check)	28
Foreløbig (Preliminary)	28
Til behandling (For processing)	29
Afventer godkendelse (Awaiting approval)	29
Under behandling (Being processed)	30
Behandlet af VD (Processed by VD)	30
Publiceret og delt (Published and shared)	31
Publiceret (Published)	31
Old version (File obsolete?)	32
Attributes – Metadata	33
General	33
Filling in attributes	33
Filling in attributes for several files at once	33
Links	34
How to 'Check' files	35
How to 'Approve' files	36
How to send files for processing	37
How to 'Process' files	38
Known errors and solutions	39
First, identify the error	39
BOG1	39
DOK_TYPE	40
DOK_TYPE_SPEC	40
GODKENDT	40
KONTROL	40
PROJEKTERET	40
REV_GODK	40
REV_KONTR	40

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.



REV_PROJ.....	40
TEGNET	40
TITEL.....	40
TRIG_FIRMA.....	40
VER_GODK_1	40
VER_KONTR_1	40
VER_PROJ_1	40
VER_TXT_1.....	40
VERSION1.....	40
Folder – Creation	41
Document – Creation	42
Creating a new document	42
Attributes for document:	44
Document – Updating or editing.....	46
Updating or editing a document in ProjectWise.....	46
Technical model – Creation.....	47
Creating a new technical model	47
Attributes for technical model:	49
Technical model – Updating or revising.....	51
Updating or revising technical models in ProjectWise	51
Drawing – Creation	52
Creating a new drawing in Microstation format.....	52
Attributes for drawing:	54
Drawing – Revision.....	56
Revision of drawing in ProjectWise	56
Attributes for drawing:	56
PDF drawing – Creation.....	57
Creating a new PDF drawing	57
Attributes for PDF drawing:	58
PDF drawing – Revision	59
Revision of PDF drawing in ProjectWise	59
Uploading huge files.....	60
Importing and exporting files.....	61
Importing existing file	61
Exporting existing file	61
Notifications	62
Notifications about file changes by e-mail	62
Searching for files in ProjectWise	64
Title block & ‘Foreløbigt tryk’ (Preliminary print)	66
Filling in title blocks.....	66
Preliminary print.....	67
Locator – Creating description file (.dsc file).....	68
Creating description file (.dsc file) for Locator	68
Audit Trail – file history	69
Tips & Tricks	70
Making the creation of files faster.....	70
Seeing the attributes of a file quickly	70
Contact	71
ProjectWise help.....	71
Project administrators (Jutland & Funen)	71
Project administrators (Zealand & the islands)	71

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.