



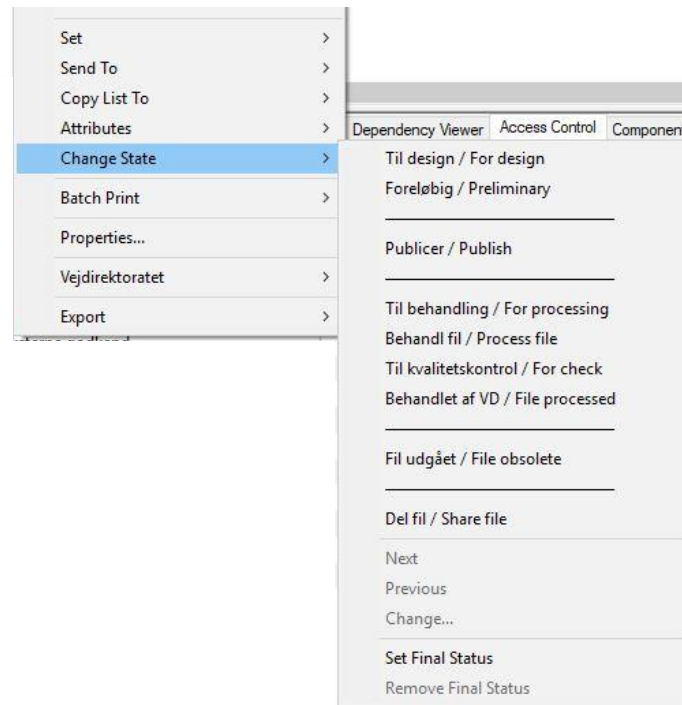
## Description of Workflows

- [What is a workflow](#)
- [Workflow for documents](#)
- [Workflow for technical models](#)
- [Workflow for drawings](#)
- [Workflow for 'As-Built'-data](#)

### **What is a workflow**

A workflow is a collection of states that data shall pass through to become published and thus achieve status as valid data.

To send a file from one state to another, right-click on the file in ProjectWise and select '*Change State*'. Then select the state to which the file should be sent.



For more about each state please click '*Description of States*' in [the user manual main menu](#).

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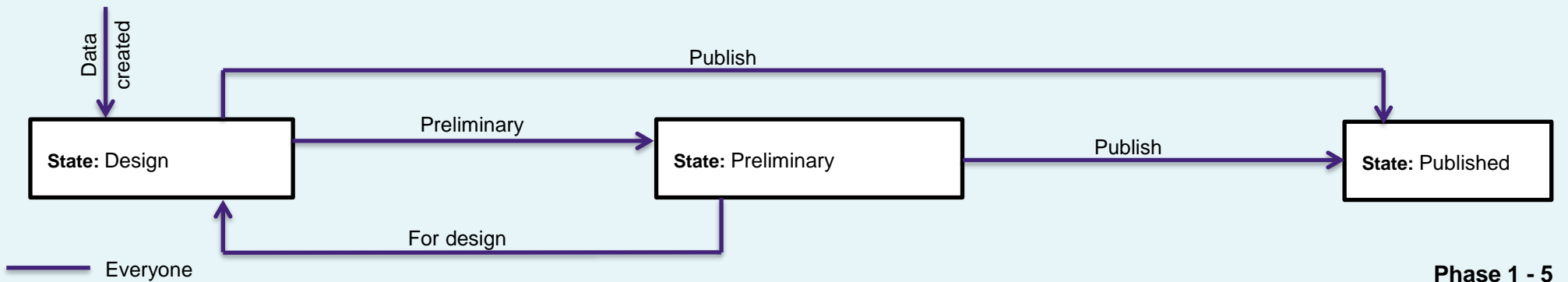


## Workflow for documents

All workflows for non-cad documents see below.

Please note that some documents, like request for information, change request, documents for acceptance testing, documents for commenting, review and so on, require that they are sent through a process, other documents do not.

### Workflow for non-cad data, which does not require further processing.

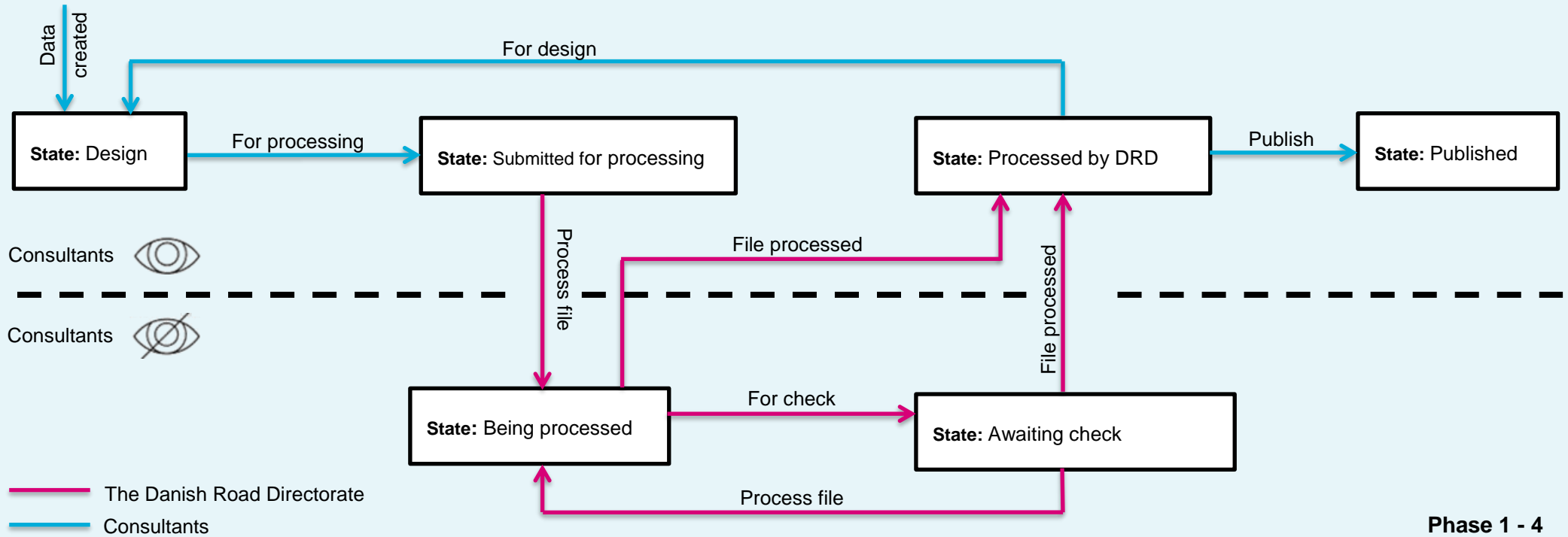


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**Workflow for non-cad data, which has to be processed by The Danish Road Directorate.**  
For example 'Acceptance testing', 'Commenting', 'Review' and so on:

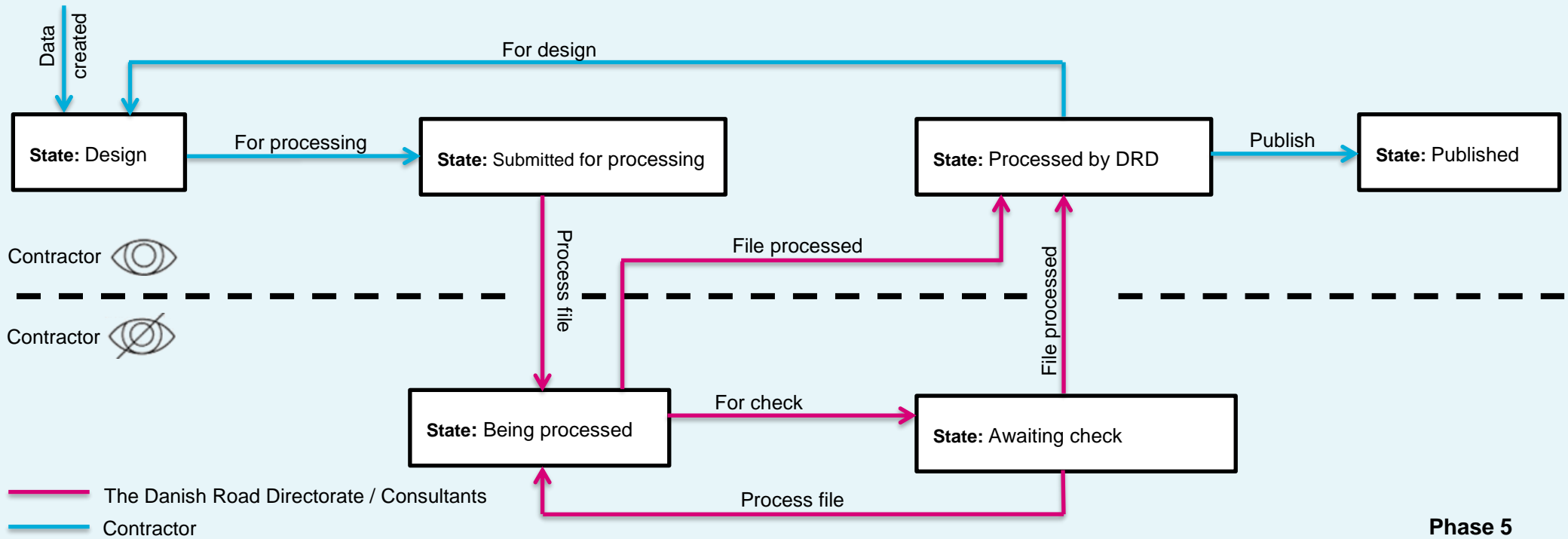


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**Workflow for non-cad data, which has to be processed by The Danish Road Directorate.**  
For example 'Request for information', 'Change request', 'Submission notice', 'Review' and so on:

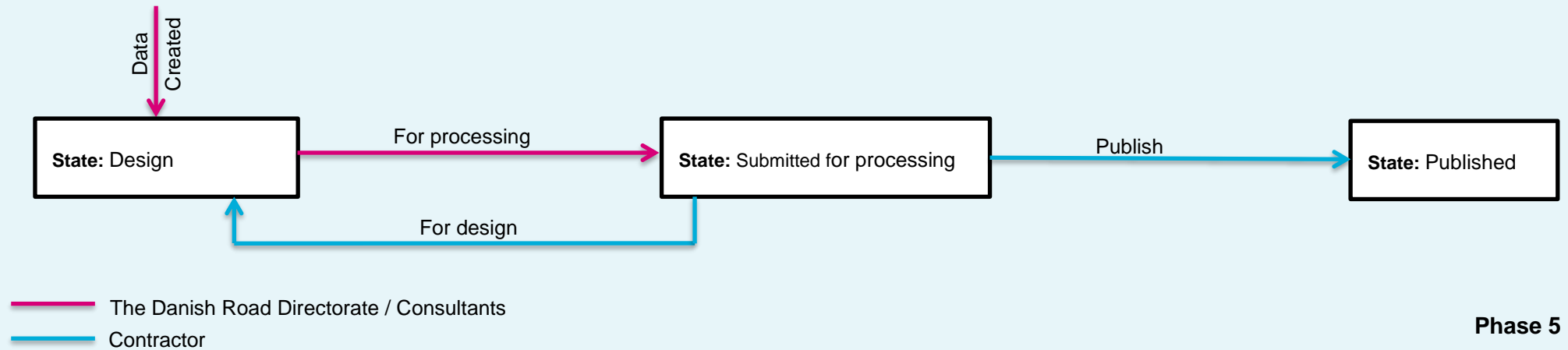


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**Workflow for non-cad data, which has to be processed by the contractor.  
For example 'Request for information', 'Change request' and 'Errors and deviations':**



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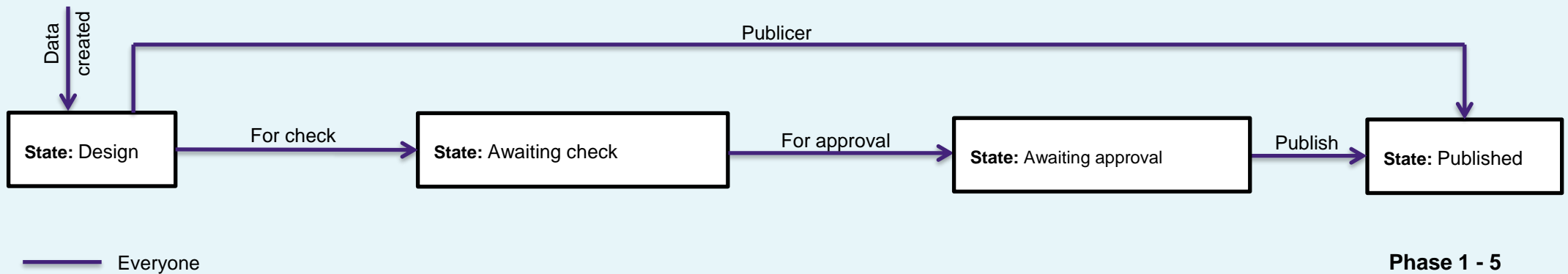


### Workflow for technical models

All workflows for technical models see below.

Please note that some technical models, like models for acceptance testing, models for commenting, review and so on, require that they are sent through a process, other technical models do not.

#### Workflow for technical models, which does not require further processing.

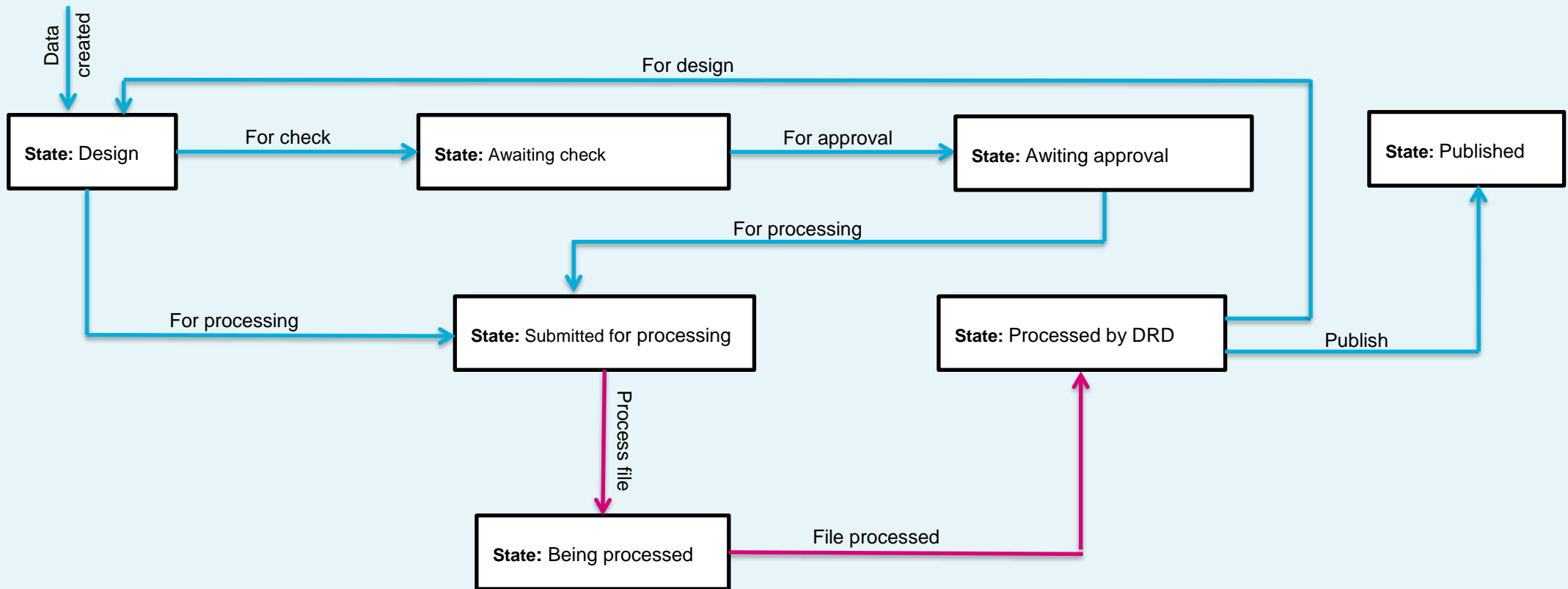


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**Workflow for technical models, which has to be processed by The Danish Road Directorate.  
For example models for 'Acceptance testing', 'Commenting', 'Review' and so on:**



— The Danish Road Directorate / Consultants  
— Contractor / Consultants

**Phase 1 - 5**

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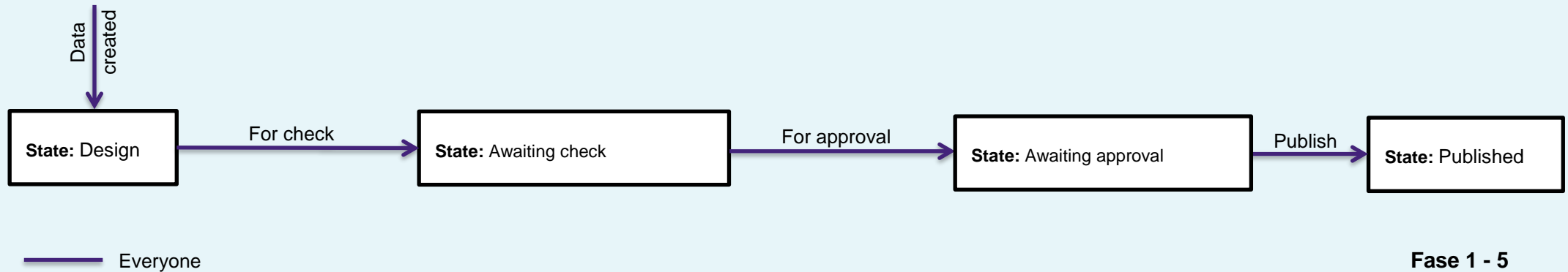


## Workflow for drawings

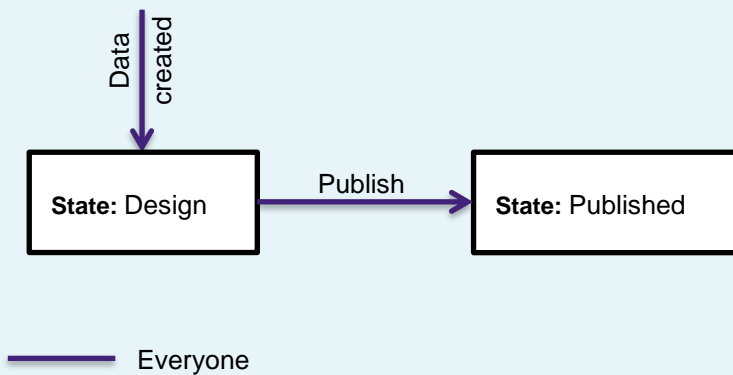
All workflows for CAD-drawings and PDF-drawings see below.

Please note that some PDF-drawings, like PDF-drawings for acceptance testing, PDF-drawings for commenting, review and so on, require that they are sent through a process, other PDF-drawings do not.

### Workflow for CAD-drawings.



### Workflow for PDF-drawings, which does not require further processing.



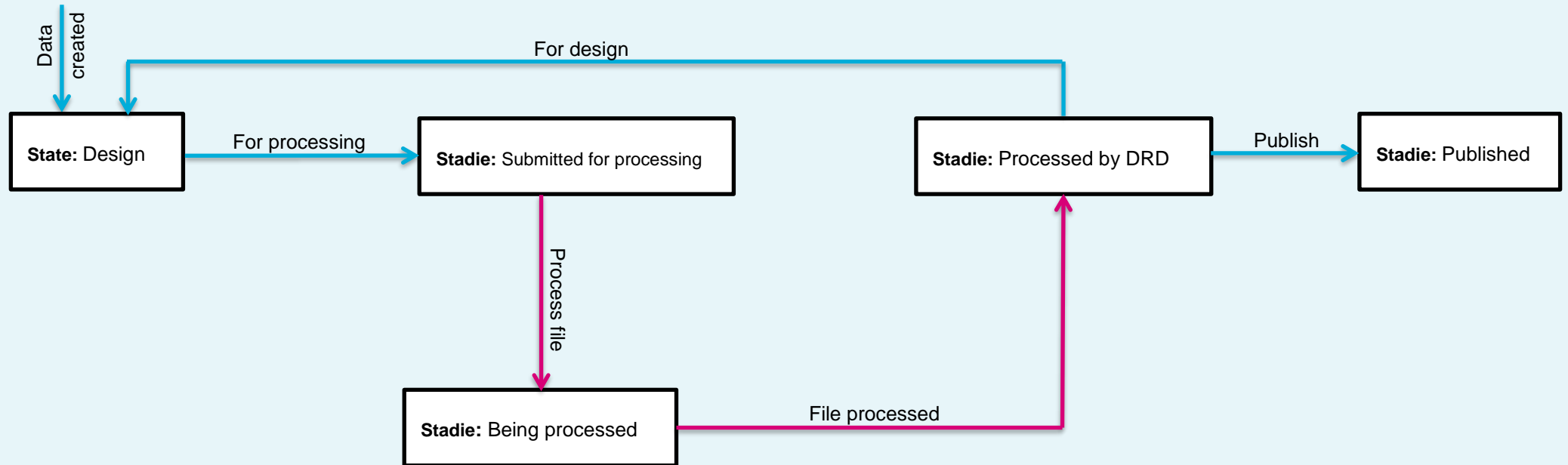
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**Workflow for PDF-drawings, which has to be processed by The danish Road Directorate or its consultants.  
For example 'Commenting', 'Acceptance testing', 'Review' and so on:**



— The Danish Road Directorate / Consultants  
— Contractor

**Phase 1 - 5**

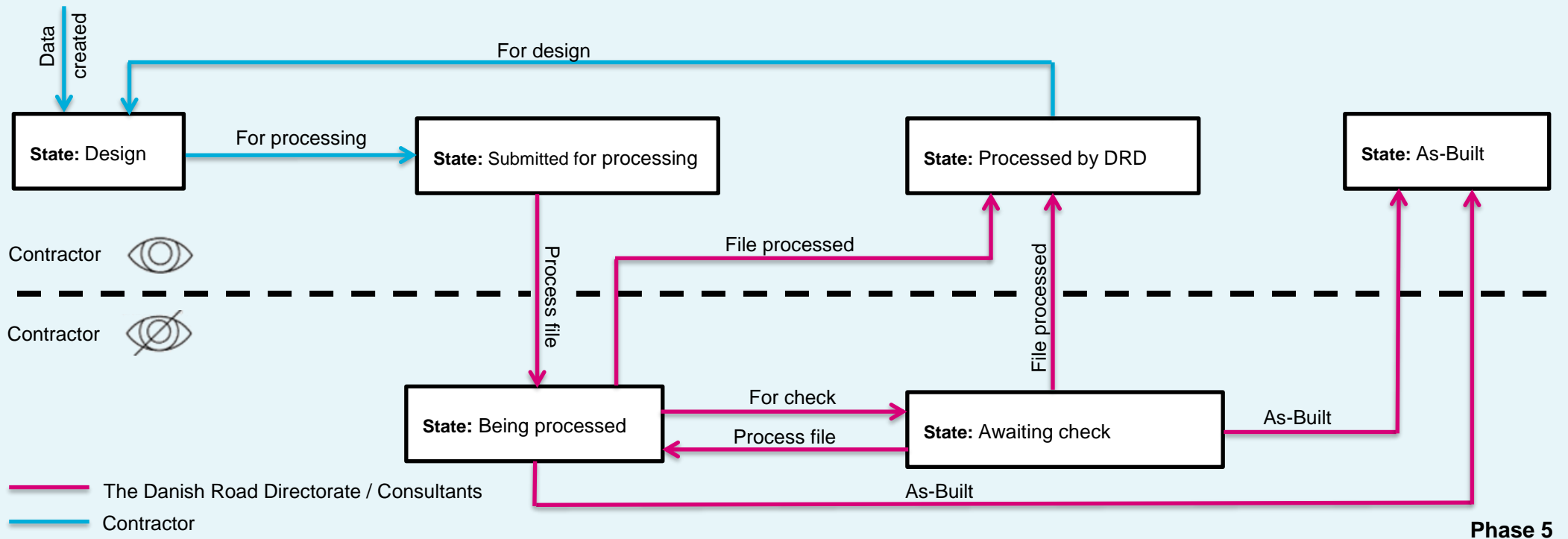
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## Workflow for 'As-Built'-data

Workflow for 'As-Built'-data for projects delivered by the contractor.  
Technical models, PDF-drawings og documents.



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