




Password-protected documents

This guide explains how to correct password-protected documents that have been saved in Workzone. These types of documents appear in the list: "SD Dok låst med password".

It is not permitted to save password-protected documents, as they cannot be opened by other users and are not submitted to The Danish National Archives in accordance with the Archives Act.

Instruction	Explanation	Navigation
SD Doc with invalid format	<p>Open Workzone. Open the list SD Dok låst med password.</p> <p>Tip 1: If you have removed the list, you can find it again under "GEMTE LISTER OG ABONNEMENT" → "Shared lists".</p> <p>Tip 2: On the Default dashboard, the list appears as a counter. If the number is greater than 0, it will be shown in red, indicating that you have documents that need to be corrected.</p>	
Draft documents	<p>If the document is in Draft status, follow these steps:</p> <ol style="list-style-type: none"> 1. Remove the password from the document (see example below on how to remove a password) <p>Once the password protection is removed, the document will disappear from the list. It may take 1-2 minutes for the list/counter to update.</p>	
Archived documents	<p>If the document is in Archived status, follow these steps:</p> <ol style="list-style-type: none"> 1. Remove the password from the document (see example below on how to remove a password) 2. Request your local superuser to delete the archived document. Provide the superuser with the document number of the new document. The document will only be removed from the list once the password-protected document has been deleted. 	
Document deletion	<p>For superusers:</p> <ol style="list-style-type: none"> 1. Select the document with Archived status in Client 2. Choose "Recycle" 3. Select "Reason for deletion" = Dobbeltoprettelse 4. Description = "Erstattes af dokumentnr" 	

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	<p>XXXXX”</p> <p>5. Click “Delete”</p>	
<p>Example of how to remove password</p>	<p>Prerequisite for removing password protecting: You must know the password.</p> <ol style="list-style-type: none"> 1. Go to the case where the document is located 2. Click “Explore” in the main ribbon 3. Paste the URL into your File explore app 4. Make a copy of the document and place it on your desktop 5. Open the document from your desktop 6. Enter the required password 7. Print the document 8. Select the printer “Microsoft Print to PDF” 9. Click Print 10. Give the document an appropriate name and save it on your desktop 11. Test that the new document can be opened without a password 12. Journalize the new document in your case and delete all copies from your desktop <p>If it is not possible to remove the password digitally, the document can be printed physically, scanned, and then journalized.</p>	