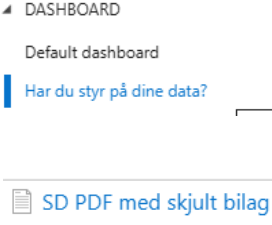



# PDFs with hidden attachments



This guide explains how to correct documents that appear in the list: "SD PDF med skjult bilag"

The list contains PDFs with hidden attachments on documents for which you are the case handler.

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

Instructions	Explanation	Navigation
<p><b>SD PDF med skjult bilag</b></p>	<p>Open Workzone Open the dashboard <b>Har du styr på dine data?</b></p> <p>Open the list <b>SD PDF med skjult bilag</b></p> <p>Tip 1: If you have removed the list, you can find it again under <b>GEMTE LISTER OG ABONNEMENT → Shared lists</b>.</p> <p>Tip 2: On the 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>	
<p><b>Type of invalid format</b></p>	<p>The list <b>SD PDF med skjult bilag</b> can contain two different types of documents that have an invalid format:</p> <ol style="list-style-type: none"> <li>1. A PDF document with a hidden attachment – in <b>Draft</b></li> <li>2. A PDF document with a hidden attachment – <b>Archived</b></li> </ol>	
<p><b>Draft PDFs with hidden attachments</b></p>	<p>If your document is a draft PDF with a hidden attachment, follow these steps (see the example below on how to check if the document has a hidden attachment):</p> <ol style="list-style-type: none"> <li>1. <b>Download</b> the document</li> <li>2. Open the document (the document will appear in a new browser tab)</li> <li>3. Click <b>Print</b></li> <li>4. Under Destination, select <b>Save as PDF</b></li> </ol>	

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	<ol style="list-style-type: none"> <li>5. Choose a location on your PC, e.g., the desktop, or place it directly in the Workzone case via File Explorer</li> <li>6. If the file is now saved on your PC, add it to the case via Workzone Client → Document → Import from file system</li> <li>7. Delete the document from your PC</li> <li>8. Move the original document in the case to the <b>Recycle bin</b></li> </ol> <p>Once these steps are completed, the documents will be in the correct format and will no longer appear in the list. It may take 1-2 minutes for the list/counter to update.</p>	
<p><b>Archived PDFs with hidden attachments</b></p>	<p>If your document is an archived PDF with a hidden attachment, follow these steps (see the example below on how to check if the document has a hidden attachment):</p> <ol style="list-style-type: none"> <li>1. <b>Download</b> the document</li> <li>2. Open the document (the document will appear in a new browser tab)</li> <li>3. Click <b>Print</b></li> <li>4. Under Destination, select <b>Save as PDF</b></li> <li>5. Choose a location on your PC, e.g., the desktop, or place it directly in the Workzone case via File Explorer</li> <li>6. If the file is now saved on your PC, add it to the case via Workzone Client → Document → Import from file system</li> <li>7. Delete the document from your PC</li> <li>8. 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 archived document has been deleted.</li> </ol> <p>Once the above steps are completed, the document will be in the correct format and will no longer appear in the list. It may take 1-2 minutes for the list/counter to update.</p>	

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<p><b>Document deletion</b></p>	<p>For superusers:</p> <ol style="list-style-type: none"> <li>1. Select the document with <b>Archived</b> status in Client</li> <li>2. Choose <b>Recycle</b></li> <li>3. Select reason for deletion = Dobbeltoprettelse</li> <li>1. Description = "Erstattes af dokumentnr XXXXX"</li> <li>4. Click <b>Delete</b></li> </ol>	
<p><b>Example of how to check if the PDF contains a hidden attachment</b></p>	<ol style="list-style-type: none"> <li>1. Open the document <b>Preview</b></li> <li>2. Click Toggle sidebar</li> <li>3. Click the paperclip icon</li> </ol> <p>If the document contains hidden attachments, a list of them will be displayed here.</p>	