



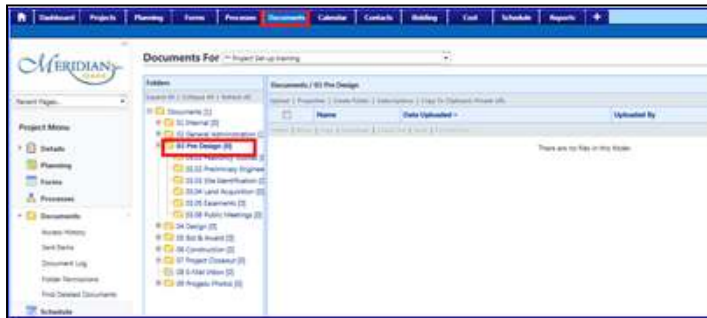
Document – Uploading & Downloading

- Dashboard
- Projects
- Forms
- Processes
- Documents
- Calendar
- Contacts
- Bidding
- Cost
- Schedule
- Reports
- +

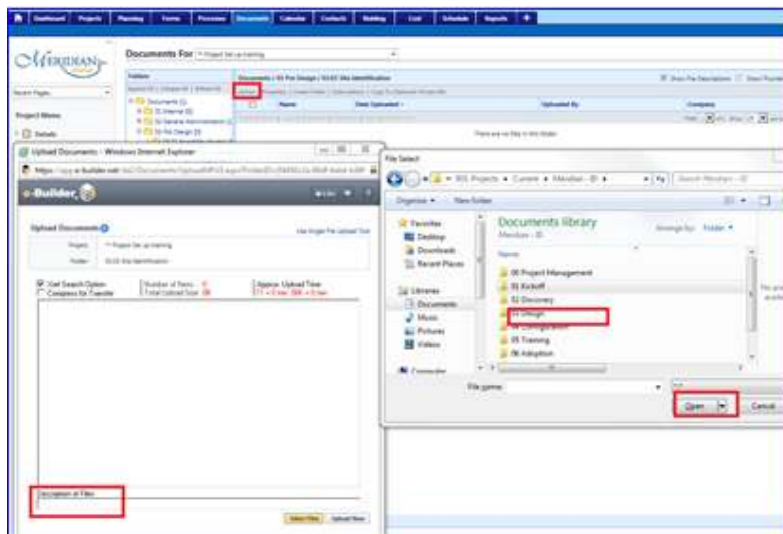
Uploading

Follow these steps:

1. Go to the **Documents** tab.
2. **Select the name of the project** where the document will be stored
3. **Select the folder** where you want to store the document(s).
4. Click **Upload**



5. Click once on the document upload window to activate it.
6. Click and drag the document(s) you want to upload to the upload window or click Select Files to use the browse function to locate the file(s).
7. (Optional) Enter a description for the file(s) you are uploading
8. Click upload now.



Downloading

Follow these steps:

1. Go to the **Documents** tab.
2. Select the **name of the project** where the document is stored
3. Select the folder where the document(s) is/are located.

For multiple files:

1. Place a check mark in front of document you want to download.
2. Click download on the menu bar if multiple documents are selected or under the document name if one file is selected.
3. Click open to view the document or click save to save a copy to your computer.

For a single file:

Click Download beneath the filename.

