e-BUILDER TIP OF THE MONTH

October 2018

e-Builder Product Enhancement
to
Attached Documents within Submittals

This Enhancement works with Fire Fox and Chrome it will not work with Internet Explorer

Attaching an Item into the Submittal Register can either be done by clicking on the Paper Clip under the Item Details or you can click on the Item Title or the Item Number which opens the Submittal Item Details page.
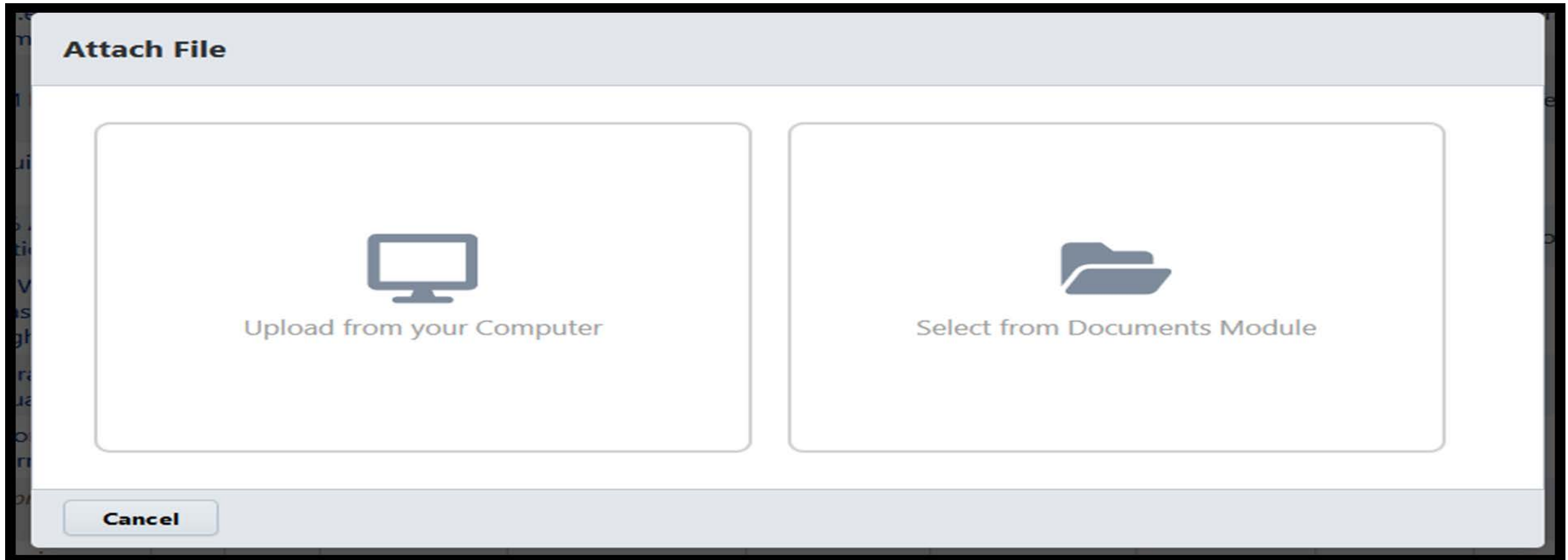
If you choose to upload to the Submittal Register by attaching to the Paper Clip, the Attach Documents window will open click on the Add button.

Attached Documents - Painting Product Data - #37

File Name	Attached By
There are no documents attached to this submittal item.	

Add   Close
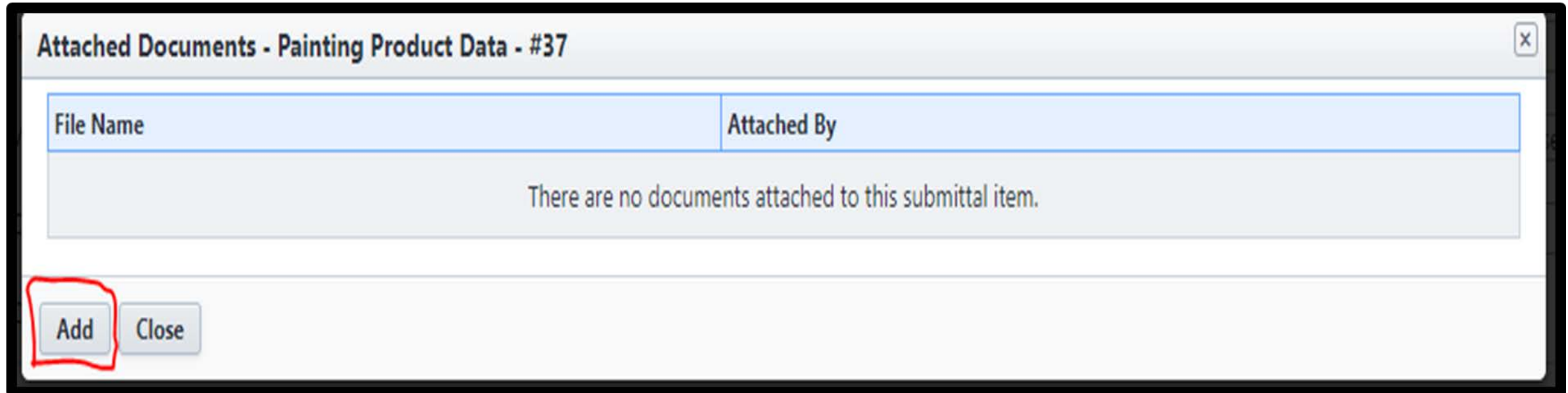
The Attach File window pops up for you to select either Upload from your Computer or Select from Documents Module. If you click on the Upload from your Computer the Attach File Destination Folder Opens.

Attach File

Upload from your Computer

Select from Documents Module

Cancel

If you clicked on the Item Title or the Item Number from the Submittal Register the Submittal Item Details page opens giving you the option to drag and drop files to upload or browse. With this selection you will not see the window to Upload from your Computer or Select from Documents Module.
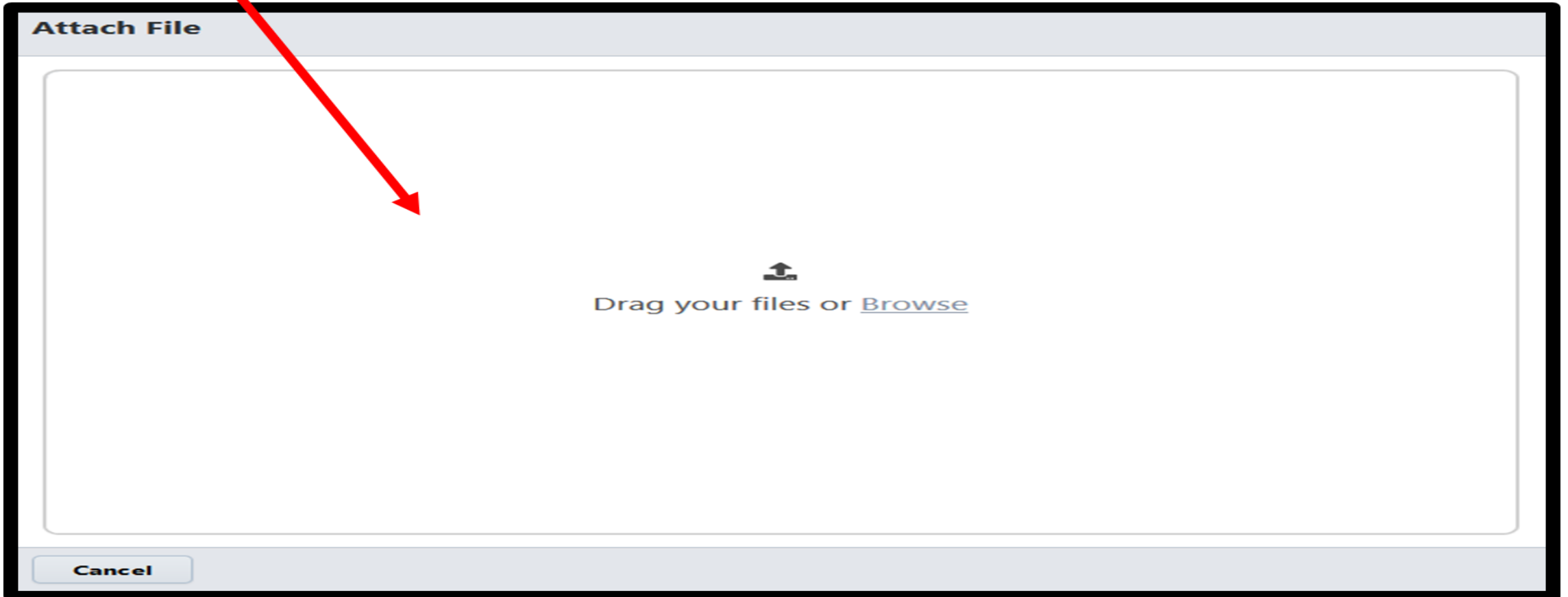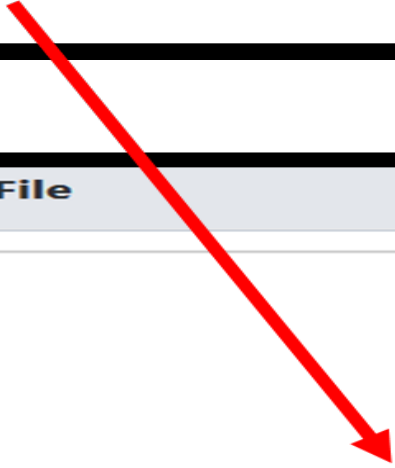
The Attach File window will open with 08.05 Submittals Default folder automatically selected, click on Select at the bottom.
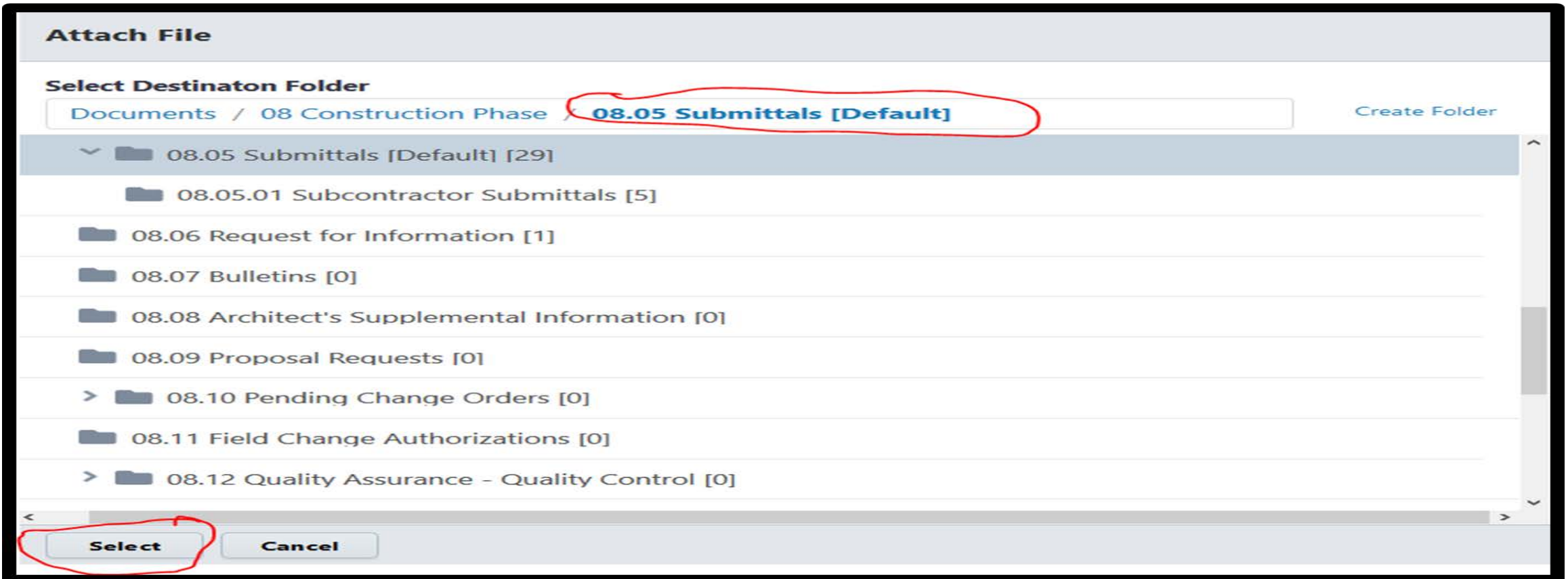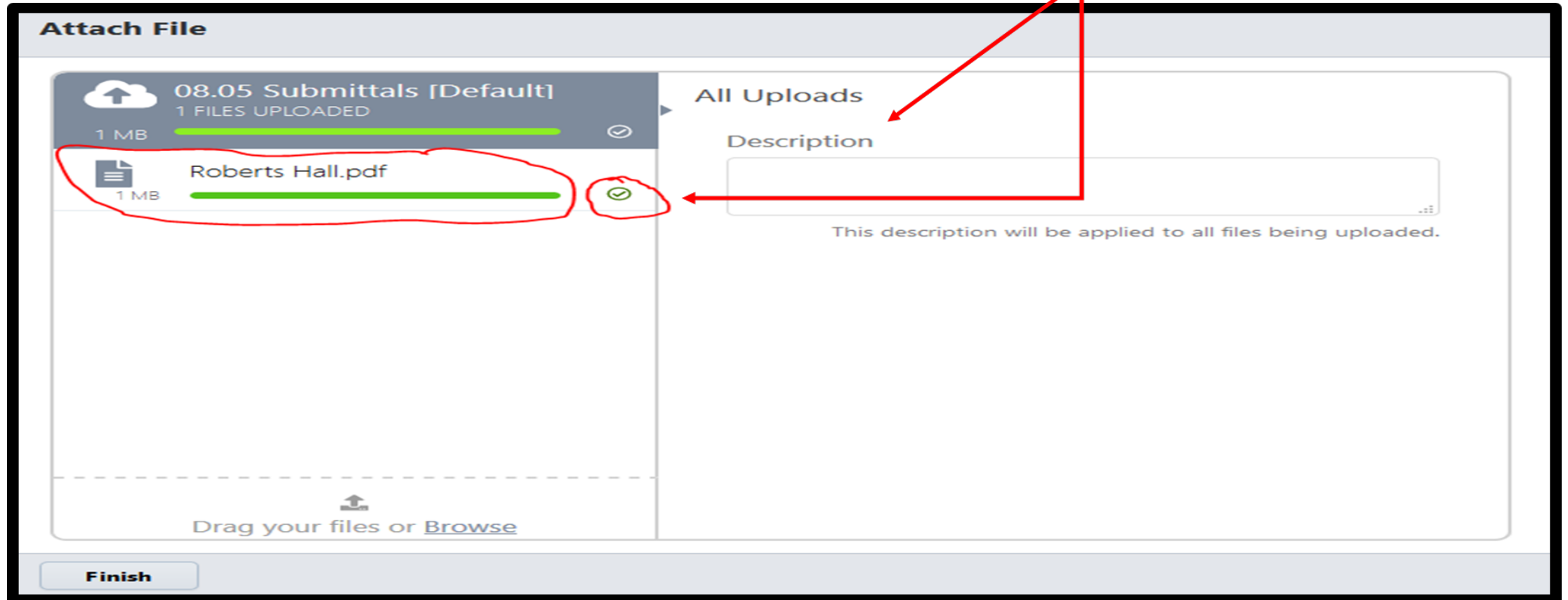
Drag the file here that you want to attach or click on Browse.

Attach File

⬆
Drag your files or Browse

Cancel

The following Attach File window opens showing the file name that you selected to uploaded to the 08.05 Submittal Default folder. If you selected the wrong file hover over the green check mark in the green circle and it will turn into a trash can for you to delete your file. You can now add a Description to the file prior to clicking on the Finish button.

Attach File

08.05 Submittals [Default]
1 FILES UPLOADED
1 MB

Roberts Hall.pdf
1 MB

All Uploads

Description

This description will be applied to all files being uploaded.

Drag your files or **Browse**

Finish

The Submittal Register will now show you have an item attached.

e-BUILDER QUESTIONS?

October 2018