

DOCUMENTS OVERVIEW

The screenshot shows the e-Builder interface for the 'Documents' section. The top navigation bar includes 'Home', 'Dashboard', 'Projects', 'Planning', 'Forms', 'Processes', 'Documents', 'Calendar', 'Contacts', 'Bidding', 'Cost', 'Reports', and 'Setup'. The user is logged in as 'christina.fly'. The main content area is titled 'Documents for 10004 - Kirkland Hall-Suite 411: Renovate Suite'. On the left, a 'Project Menu' lists various project stages, with 'Documents' highlighted. The 'Documents' section shows a folder tree with 34 documents, including folders for '00 Email In', '01 Project Admin', '02 Financials', '03 Bidding', '04 Design', '05 Fixed and Movable Equipment', '06 Permits - Haz Mat', '07 Logistics', '08 Construction', '09 Commissioning', '10 Sustainability', and '11 Close Out'. The document list on the right shows a document named '1X-XXXX-Project Bid Template.xlsx' (version 1) with a download size of 24.2KB, uploaded on 01.29.19 at 09:45AM by 'e-Builder Implementation' from 'e-Builder, Inc.'. The document list has columns for 'Name', 'Date Uploaded', 'Uploaded By', and 'Company'. The document list also includes options for 'Download', 'Redline', 'Compare With', 'Send', 'Properties', and 'Edit'. The document list also includes options for 'Delete', 'Move', 'Copy', 'Download', 'Check Out', 'Send', 'Fill Out Form', and 'Compare'. The document list also includes options for 'Show File Descriptions' and 'Show Thumbnails'. The document list also includes a 'Page 1 of 1' and 'Show 1000 per page'.

- In Documents, upload and complete various tasks on existing documents. (Note: Documents can also be loaded from processes and other sections of e-Builder)
- Documents are organized by topic in folders.
- All documents in the folders will be displayed here.