

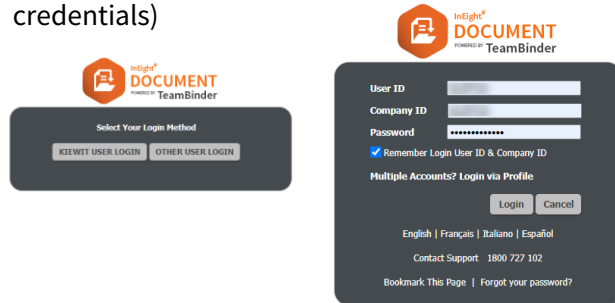
QUICK GUIDE

SUPPORTING DOCUMENTS



◆ UPLOAD A DOCUMENT TO DOCUMENT

1. Login to the InEight Document site. (You must have credentials)



Upload a supporting document to Document when you want to take advantage of Document's organization and versioning features.

2. From the Supporting Documents register, click on an existing document.
3. Click on the **upload document to InEight Document** icon.

Current value	Cost	Billing markup	Mar
\$0.00	\$0.00	\$0.00	\$0.00

Actions	Title	File/Link	Document t...	Subtype
	checkbox	checkbox	checkbox	checkbox
	checklist	Critical Thinkin...	Checklist	Change propos...

Note: your project must be linked to InEight Document to perform this function.

3. Complete the Details page in InEight Document.

4. Click **Save**.

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