INEIGHT

Document 22.8 Enhanced UI

Release Notes

InEight®
DOCUMENT

Changelog

This changelog contains only significant or other notable changes to the document revision. Editorial or minor changes that do not affect the context of the document are not included in the changelog.

Rev	Date	Description
1.0	26-AUG-2022	Initial publication

Contents

What’s new in Document 22.8

- **Submittals**
  - **Reissue submittals at any time** – The managing company can now reissue a submittal at any time, so the issued-to company can upload additional documents against the deliverables or submittal.
  - **Update details in bulk** – You can now update the details of one or more submittals of the same type in bulk. Read more
  - **Calculate milestone dates from the execution date** – Milestone dates are now calculated based on the execution date. When you select an execution date, Document uses durations to calculate the completion dates. Document works its way backwards to calculate the kickoff date. Previously, when you entered a kickoff date, other dates were calculated based on the kickoff date.
- **Administration**
  - **Global search** – You can now search across modules using a global search. Read more
- **Holding area**
  - **Holding area history** – A History tab has been added to the Holding area to show the audit trail for a document in the holding area.
- **Getting started**
  - **Contacts** – You can now use two-factor authentication for a login profile. Previously, two-factor authorization was only supported for a single login.

Note: The following enhancements will be added in the 22.8.02 minor release.

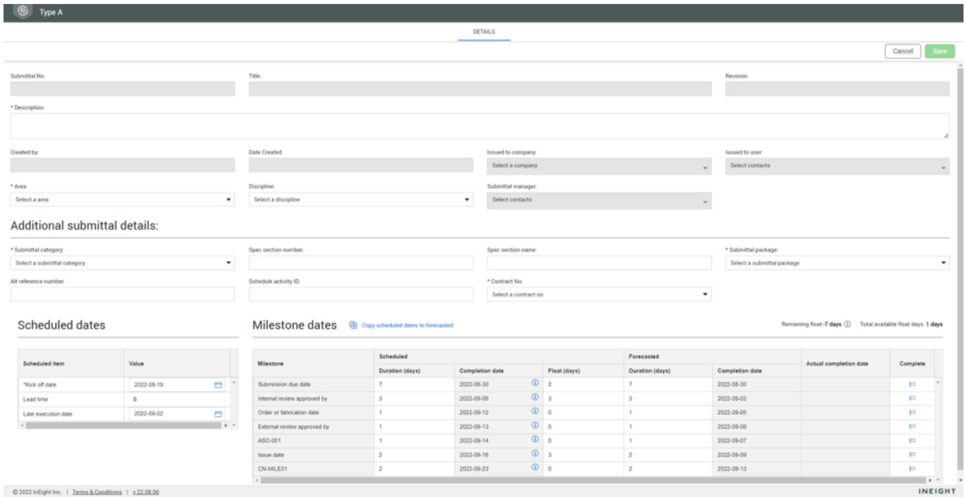
- **PDF Viewer**
  - **Annotation and comment tags** – You can now apply one or more tags to annotations and comments to help you filter annotations for relevant information. Read more
- **Forms**
  - **For info by section** – You can now define users as *For Info* for each section of a form rather than for the whole form. Read more

Submittals

Update details in bulk

To update submittal details, select one or more submittals of the same type in the Submittals register, and then go to Actions menu > Admin > **Change submittal details**. The Details dialog box opens where you can enter new values in the fields you want to change.

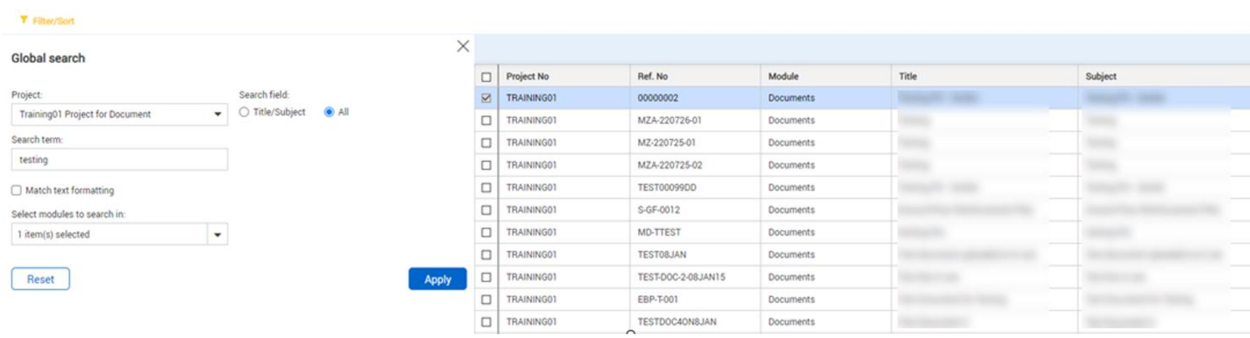
The changes are applied to all selected submittals.



Administration

Global search

To launch a global search, go to the module navigation, and then select **Global search**. A search dialog box opens. You can then enter the project, search terms, modules to search in, and other options. Results are shown in a standard results panel.



PDF viewer

Annotation and comment tags

When working in the PDF viewer, you can now right-click an annotation, and then select **Add new tag**. You can then go to the Tags drop-down menu to select a tag from the list of managed tags.

You can use the tags to review, filter, and show relevant annotations and comments.

Tags are maintained using the Manage tags feature (Actions > **Manage tags**). The Manage tags dialog box has been updated to include columns for comments and annotations.

Forms

For Info by section

When you define a contact in a workflow for a form, selecting the **For info** radio button no longer disables the step. You can then choose the specific steps that a contact is *For info*.