



**STANDARD
PACKAGES USER
GUIDE**

DOCUMENT MANAGEMENT

INEIGHT 

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Release 23.12

Revision: 5

Last Updated: 08 February 2024

CONTENTS

CHAPTER 1 – SENDING OUTGOING STANDARD PACKAGES	5
1.1 Creating a Standard Package	5
1.1.1 To create a standard package:	5
1.1.2 For information on what each field means, see the list below:	6
1.2 Adding Documents to Standard Packages	7
1.2.1 To add documents to a package:	7
1.3 Adding Recipients to a Standard Package	10
1.3.1 Add recipients to a single standard package	10
1.3.2 Add recipients to multiple standard packages	11
1.4 Change package details	12
1.5 Remove recipients from a standard package	13
1.6 Issuing a Standard Package	13
1.6.1 To issue a standard package:	14
CHAPTER 2 – MANAGING STANDARD PACKAGES	16
2.1 Viewing Incoming Packages	16
2.2 Making Addendums to Packages	17
2.2.1 To create an addendum to a package:	17
2.3 Adding Additional Recipients	20
2.3.1 Add a recipient to a single issued package	20
2.3.2 Add recipients to multiple packages	21
2.4 Change package details on sent packages	22
2.5 Removing or Deactivating Recipients	23
2.5.1 Remove a recipient	24
2.5.2 Deactivate recipients from a single package	25
2.5.3 Deactivate recipients from multiple packages	26
2.6 Closing Standard Packages	26
2.6.1 To close out a standard package:	26
2.7 Setting Package Security	27
2.7.1 To set package level security:	28
2.8 Flag linked items	29
2.8 Step by Step 1 – Define alert flags	29
2.9 Download documents from a package	30
2.9.1 Download documents from a single package	30

2.9.2 Download documents from multiple packages 30

CHAPTER 1 – SENDING OUTGOING STANDARD PACKAGES

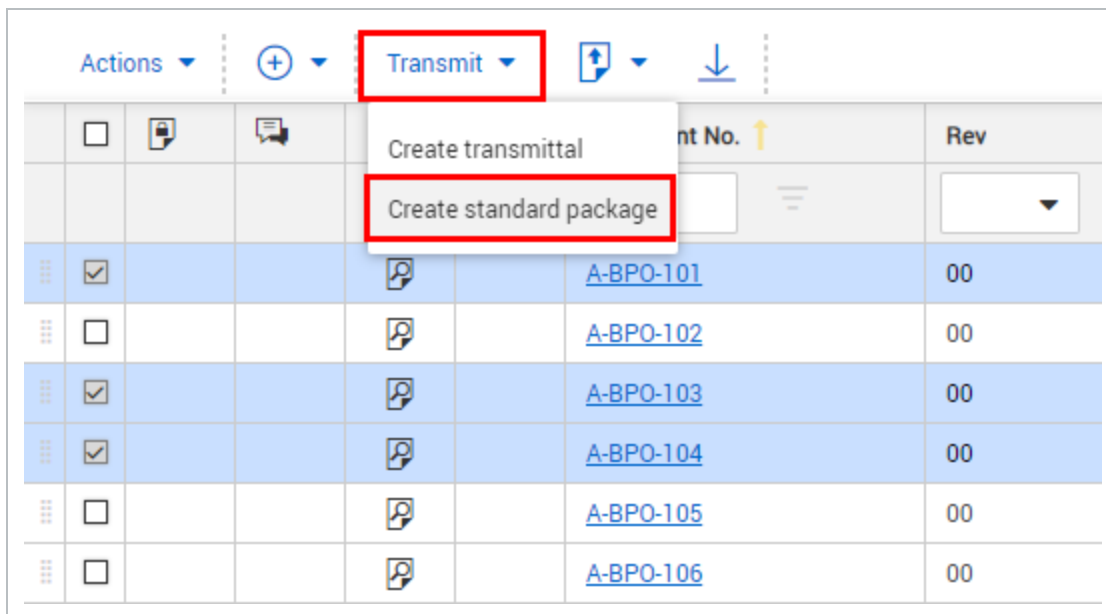
For information on Sending Outgoing Standard Packages, see the links below.

1.1 CREATING A STANDARD PACKAGE

There are multiple ways to generate standard packages using InEight Document, depending on your requirements.

1.1.1 To create a standard package:

1. From the **Document Register**, select the documents you would like to add to the package.
2. Click the **Transmit** button and select **Create standard package**.



The screenshot shows a table with columns for document selection, document ID, and revision. A 'Transmit' dropdown menu is open, showing two options: 'Create transmittal' and 'Create standard package'. The 'Create standard package' option is highlighted with a red box. The table contains six rows of document data, with the first, third, and fourth rows selected (checked).

	<input type="checkbox"/>				Document No. ↑	Rev
	<input checked="" type="checkbox"/>				A-BPO-101	00
	<input type="checkbox"/>				A-BPO-102	00
	<input checked="" type="checkbox"/>				A-BPO-103	00
	<input checked="" type="checkbox"/>				A-BPO-104	00
	<input type="checkbox"/>				A-BPO-105	00
	<input type="checkbox"/>				A-BPO-106	00

3. Enter in the package details.

4. Click **Save**.

1.1.2 For information on what each field means, see the list below:

Field	Description
Package ID	The package identifier.
Package Title	The package description.
Trade	The area of work the package relates to.
Reason for Issue	The reason for sending the package.
Approximate Value	The approximate value of the package.
Preferred Format	The preferred file format for documents.
Long Title	A more detailed description for the package, if needed.
Details	Any further details.

NOTE

Packages can be created from the Packages Inbox or Sent Items Register by clicking the **plus icon** and selecting **Standard Package**.

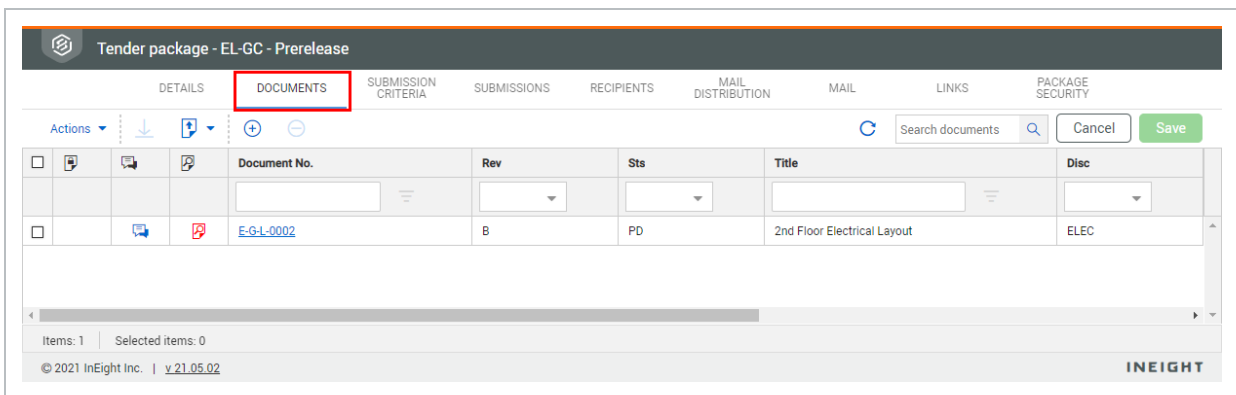
1.2 ADDING DOCUMENTS TO STANDARD PACKAGES

Before documents can be added to a package, they must already be in the **Documents Register** and must be released or unrestrained.

Add documents to packages from the **Drafts** folder of the Packages module.

1.2.1 To add documents to a package:

1. Open the package.
2. Click the **Documents** tab.



3. Click the **plus icon**.

4. Enter in the search criteria for documents and click **Search**.

The screenshot shows a dialog box titled "Add document" with a close button (X) in the top right corner. The main area is titled "Search criteria for Documents" and includes a "Hide search" link in the top right. Below this, there are two "Show:" dropdown menus: "Latest unrestrained" and "Documents that I can download". A "Filter by:" section contains a table with columns for "Column", "Operator", and "Value". The first row has a plus icon, "Select one...", "Select one...", and "Select some items..". The second row has a plus icon, "AND", "Select one...", "Select one...", and "Select some items..". At the bottom right of the filter section are "Clear" and "Search" buttons. Below the filter section is a "Search results" section with a "Show results" link. At the bottom right of the dialog are "Cancel" and "Save" buttons.

Filter by:	Column	Operator	Value
+	Select one...	Select one...	Select some items..
+	AND	Select one...	Select some items..

5. Select the documents and click **Save**.

Add document ✕

Search criteria for Documents Show search

Search results Show documents in: New Hide results

<input type="checkbox"/>	DocumentNo ↑	Rev	Sts	Title	Disc	Cat	PDF	DWG	DOC	OTHER
<input checked="" type="checkbox"/>	A-G-FP-0005	B	PD	1st Floor Plan	ARCH	CLUB	<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>	A-G-FP-0006	C	IFT	2nd Floor Plan	ARCH	CLUB	<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>	A-G-P-0001	C	IFT	Site Plan	ARCH	CLUB	<input checked="" type="checkbox"/>			
<input type="checkbox"/>	A-G-P-0009	B	PD	Foundation Plan	ARCH	CLUB	<input type="checkbox"/>			
<input type="checkbox"/>	A-G-S-0011	B	PD	Section AA	ARCH	CLUB	<input type="checkbox"/>			
<input type="checkbox"/>	A-G-S-0012	B	PD	Section BB	ARCH	CLUB	<input type="checkbox"/>			
<input type="checkbox"/>	A-G-S-0013	B	PD	Section CC	ARCH	CLUB	<input type="checkbox"/>			
<input type="checkbox"/>	A-G-SCH-001	D	IFT	Material Schedule 1	ARCH	CLUB	<input type="checkbox"/>			
<input type="checkbox"/>	A-G-SCH-002	D	IFT	Material Schedule 2	ARCH	CLUB	<input type="checkbox"/>			
<input type="checkbox"/>	A-G-SCH-003	C	IFT	Material Schedule 3	ARCH	CLUB	<input type="checkbox"/>			
<input type="checkbox"/>	A-G-SCH-004	C	IFT	Material Schedule 4	ARCH	CLUB	<input type="checkbox"/>			

Items: 87 Selected items: 3

Cancel Save

6. If there are multiple formats available for the document, select which formats to include.

Tender package - EL-GC - Prerelease

DETAILS DOCUMENTS SUBMISSION CRITERIA SUBMISSIONS RECIPIENTS MAIL DISTRIBUTION MAIL LINKS PACKAGE SECURITY

Actions ↓ ↑ ↺ ↻ 🔍 Cancel Save

<input type="checkbox"/>	Document No.	Rev	Sta	Title	Disc	Cat	Review Status	PDF	DWG	DOC	OTHER
<input checked="" type="checkbox"/>	03082020-TC-001	A	IFI	Electrical Schematic Drawing 001	ELEC		Un-Restrained	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	A-G-EL-0002	A	PD	Front Elevation	FIRE	EXT	Released	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	A-G-EL-0003	B	PD	Rear Elevation	ARCH	CLUB	Released	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	A-G-FP-0005	B	PD	1st Floor Plan	ARCH	CLUB	Released	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Items: 7 Selected items: 1

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7. Click **Save**.

NOTE

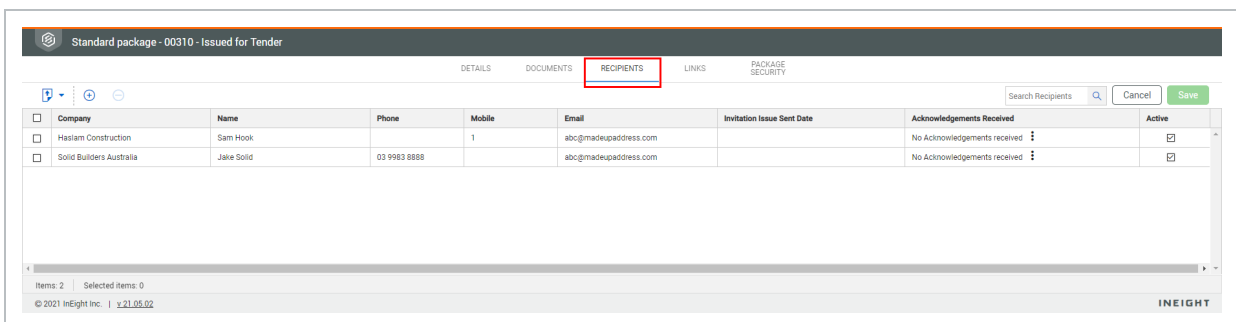
- You can only add documents you have access to.
- When viewing the list of documents within a package, use the **link icon** to view any linked items associated with the document.
- To export the list of the documents within the package, click the **export icon** and select **Excel**.
- You can generate a hyperlink to a package that can be sent to another user. Opening the hyperlink will take them directly to the package. Select the package in the Register, click **Actions** and select **Generate Package Hyperlink**. Click **Copy link** to copy the link to the package. The recipient must have access to the Packages module and must log in to view the package.

1.3 ADDING RECIPIENTS TO A STANDARD PACKAGE

Before you can add recipients to a package, they must already be in the **Address book**. Add recipients to packages from the **Drafts** folder of the Packages module. You can add recipients to a single package or to multiple packages in bulk.

1.3.1 Add recipients to a single standard package

1. Open the package.
2. Click the **Recipients** tab.



3. Click the **plus icon**.
4. Select the company of the contact.

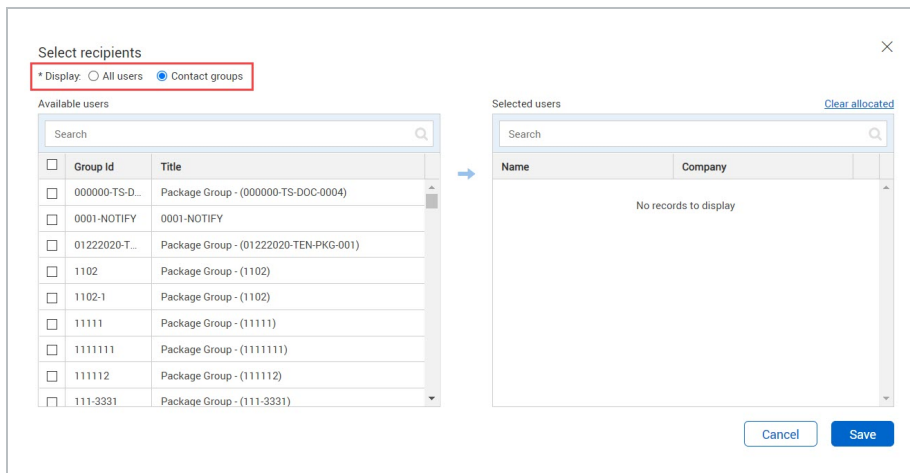
5. Select the contact and click the **arrow icon**.

6. Click **Save**.**NOTE**

- Recipients can be selected based roles.
- Recipients can be added to a package at any time prior to the package being issued.
- To export a list of the recipients assigned to a package, click the **export icon** and select **Excel**.
- Package notifications will include the link **Click here to acknowledge receipt of package**. When this is selected, the **Acknowledgement Received** field will update to the date the recipient clicked the link.

1.3.2 Add recipients to multiple standard packages

1. On the Drafts register, select multiple packages.
2. Go to Actions > **Admin**, and then select **Add recipients**. The Select recipients dialog box opens.
3. Select the list to show.



4. Select one or more users or contact groups in the Available users panel, and then click the arrow to move them to the Selected users panel.
5. Click **Save**. The package recipients dialog box opens.
6. Indicate whether to send the notification with today's date or to send the notification with the original release or addendum date.
7. Click **Yes**.

1.4 CHANGE PACKAGE DETAILS

When packages are still in the draft change you can make changes to the package details for multiple packages at one time.

1. On the Drafts register, select multiple packages.
2. Go to Actions > **Admin**, and then select Change package details. The Change package details dialog box opens.

The screenshot shows the 'Change package details' form. At the top right are 'Cancel' and 'Save' buttons. The form is divided into several sections:

- Package ID:** A text input field.
- Package title:** A text input field.
- Trade:** A dropdown menu with 'Select one...'.
- Package Phase:** A dropdown menu with 'Pre Released' selected.
- Approx Value:** A text input field.
- Long Title:** A text input field.
- Awarded To:** A text input field.
- Preferred Format:** A text input field.
- Details:** A text input field.
- Hard copies of documents available from:**
 - Company:** A dropdown menu with 'Select one...'.
 - Contact:** A dropdown menu with 'Select one...'.
 - Automatically close Submissions at Scheduled Tender close time
- Table:** A table with columns for 'Design release', 'Tender release', and 'Tender close'. Each row has three columns: 'Schedule', 'Forecast', and 'Actual'. Each cell in the 'Forecast' and 'Actual' columns contains a text input field and a refresh icon.

At the bottom left, it says '© 2021 InEight Inc. | v.21.12.00'. At the bottom right, the 'INEIGHT' logo is visible.

3. Update package details as needed, and then click **Save**. All selected packages are updated with the new details.

1.5 REMOVE RECIPIENTS FROM A STANDARD PACKAGE

When packages are still in draft form you can remove recipients from multiple packages at one time.

1. On the Drafts register, select multiple packages.
2. Go to Actions > **Admin**, and then select **Remove recipients**.
3. From the dialog box, use the radio buttons to display All contacts or Roles, and then select the names of the recipients to remove.
4. Click **Save**. The recipients are removed from the package.

1.6 ISSUING A STANDARD PACKAGE

After a standard package has been created and the documents and recipients have been added. The package can be issued to the listed recipients. The recipients will receive a notification by email where they can download the package documents.

Issue a standard package from the **Drafts** folder of the Packages module.

1.6.1 To issue a standard package:

1. Open the package.
2. Click **Issue package**.

The screenshot shows a web interface for managing a standard package. The title bar reads "Standard package - 00310 - Issued for Tender". Below the title bar are tabs for "DETAILS", "DOCUMENTS", "RECIPIENTS", "LINKS", and "PACKAGE SECURITY". The "DETAILS" tab is active. On the left, there is an "Actions" dropdown menu with a sub-menu containing the "Issue package" button, which is highlighted with a red box. To the right of the "Issue package" button are "Cancel" and "Save" buttons. The main form area contains several fields:

- * Package ID: 00310
- * Package title: Electrical Package - Golf Clubhouse
- Trade: Fire Suppression Systems
- * Reason for issue: Issued for Tender
- Approximate value: (empty field)
- Preferred format: (empty field)
- Long title: New Electrical drawings - Golf Clubhouse
- Details: Electrical drawings for the Golf Clubhouse

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3. Enter in a message.

The screenshot shows a web interface for issuing a package. The title is "Issue package - 00305". There are three tabs: "DETAILS" (selected), "DOCUMENTS", and "RECIPIENTS". A "Request read receipt" button is visible. A checkbox for "Notify users of future revision with download facility in notification." is present. The "* Subject:" field contains "Notification of Package Issue. Reason: Issued for Information". The "* Message:" field is highlighted with a red border and contains a rich text editor with a toolbar (FORMAT, B, I, U, and various alignment and list icons) and a "Plain Text" link. Below the message field is an "Attached files:" section with buttons for "Attach files", "Download all", and "Download selected", and a table with columns "Title/Subject" and "Size". At the bottom right are "Cancel" and "Send" buttons.

4. Click **Send**.

NOTE

- The standard package issue notification is stored as a transmittal in the **Sent** folder of the Transmittals Register.
- The **Sent Items** folder of the Package Register shows the issue date as the **Date Released**.
- You can change the Reason for issue field after the package has been sent. From the Sent packages register, click the Package ID. The Details page opens. Change the Reason for issue field and then enter contact information in the Contact field. Click **Save**.

CHAPTER 2 – MANAGING STANDARD PACKAGES

For information on Managing Standard Packages, see the links below.

2.1 VIEWING INCOMING PACKAGES

Standard packages received within InEight Document are stored in the **Inbox** folder of the Packages module. The package notification will be sent as an email to the recipients and is also stored as an incoming transmittal in the Transmittals **Inbox** folder.

To view the package details screen, open the package from the **Inbox** folder.

Standard package - 00310 - Issued for Tender

DETAILS DOCUMENTS RECIPIENTS LINKS PACKAGE SECURITY

Actions Issue package Cancel Save

* Package ID: 00310

* Package title: Electrical Package - Golf Clubhouse

Trade: Fire Suppression Systems

* Reason for issue: Issued for Tender

Approximate value: [Empty]

Preferred format: [Empty]

Long title: New Electrical drawings - Golf Clubhouse

Details: Electrical drawings for the Golf Clubhouse

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Details: This tab contains all the details on the package.

Documents: This tab contains all the documents attributed to the package.

Recipients: This tab contains a list of recipients for the package.

Links: This tab contains a list of any linked items to the package.

Transmittal History: This tab contains a history of incoming notifications (transmittals) that relate to the package.

Package Security: This tab contains a list of recipients and their access level to the package.

2.2 MAKING ADDENDUMS TO PACKAGES

While managing a package, it might be necessary to:

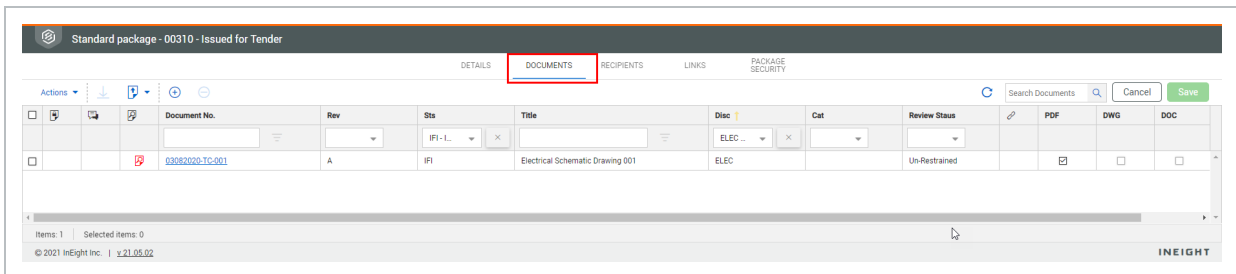
1. Issue additional documents.
2. Issue new revisions of existing documents.
3. Remove documents from the package.
4. Revert documents to a superseded revision.

This is managed using addendums. Addendums relating to new or revised documents can only be issued once the new or revised documents are uploaded to InEight Document. Addendums can also be issued without adding a new do

Addendums can be done in the **Sent Items** folder of the Packages module.

2.2.1 To create an addendum to a package:

1. Open the package.
2. Click the **Documents** tab.



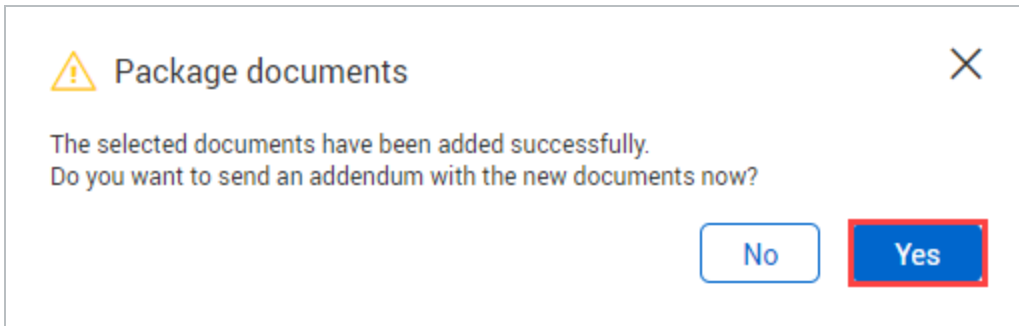
3. Click the **plus icon**.

4. Enter in the search criteria for documents and click **Search**.

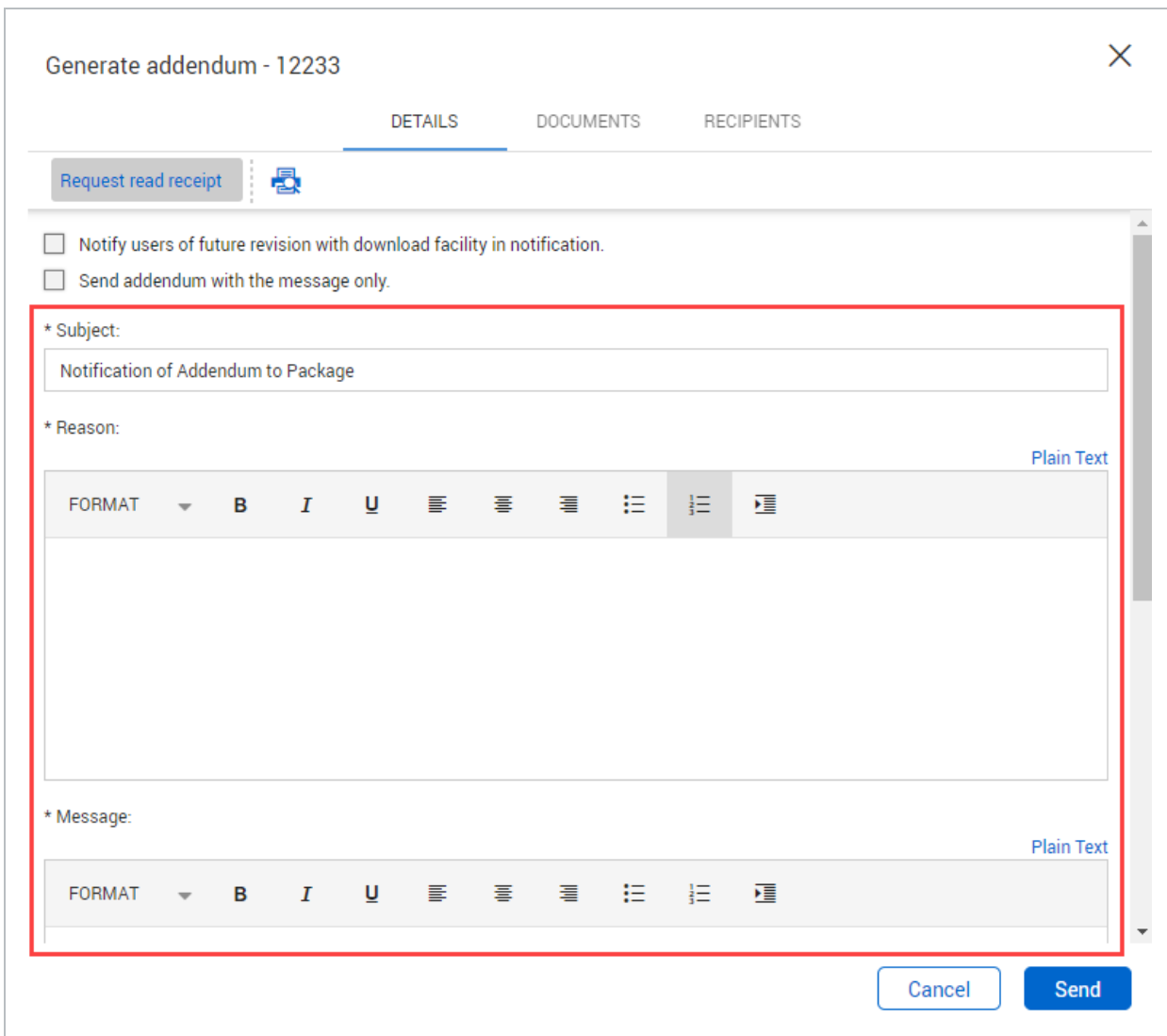
5. Select the document(s). You can choose to ignore current and future revisions to the document by selecting the **Ignore** check box and then indicating whether to ignore the current revision or all future revisions. When all selections are made, click **Save**.

<input type="checkbox"/>	Document No. ↑	Contract No	Review Staus	<input type="checkbox"/>	Ignore	Future Revision
<input type="checkbox"/>	00000000-TE-1027-11...		Un-Restrained		<input checked="" type="checkbox"/>	Current revision
<input type="checkbox"/>	00000000-TE-1027-11...		Un-Restrained		<input type="checkbox"/>	Current revision
<input type="checkbox"/>	00000000-TE		Un-Restrained		<input type="checkbox"/>	All future revisions

6. Click **Yes**.



7. Enter in a subject, reason and message for the addendum.



8. Click **Send**.

NOTE

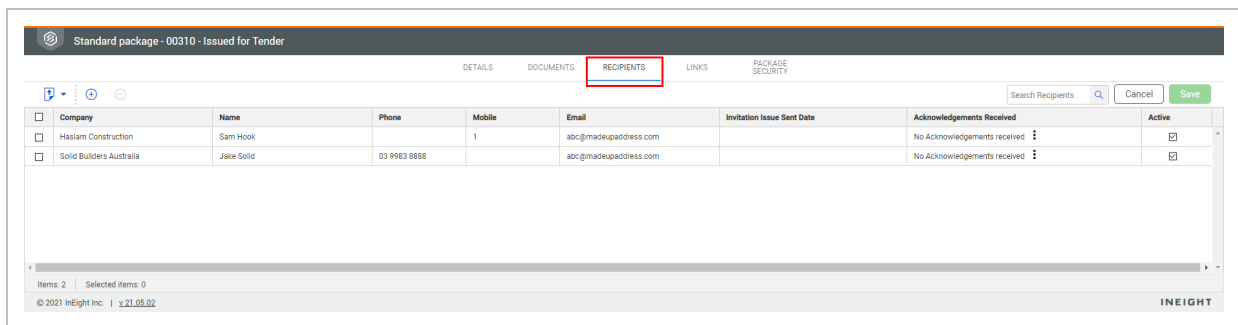
You can also open a package in the **Sent Items** and click **Generate addendum**.

2.3 ADDING ADDITIONAL RECIPIENTS

While the package is active, it may be necessary to add recipients. Add recipients from the **Sent Items** folder of the Packages module. You can add recipients to a single issued package or in bulk to multiple packages.

2.3.1 Add a recipient to a single issued package

1. Open the package.
2. Click the **Recipients** tab.



3. Click the **plus icon**.
4. Select the company of the contact.

5. Select the contact and click the **arrow icon**.

Select recipients

* Display: All contacts Contact groups

Select contacts to have access to package

Haslam Construc... Search

<input checked="" type="checkbox"/>	Name
<input checked="" type="checkbox"/>	Fred Bassett

Contacts given access package [Clear allocated](#)

Search

Name	Company
No records to display	

Cancel Save

6. Click **Save**.
7. Click **Yes**.

Package recipients

The initial issue and all previous Addendums for this Package will be sent to the selected recipients.

Do you want to allocate the selected recipients to the current Package?

Send the notification with today's date.

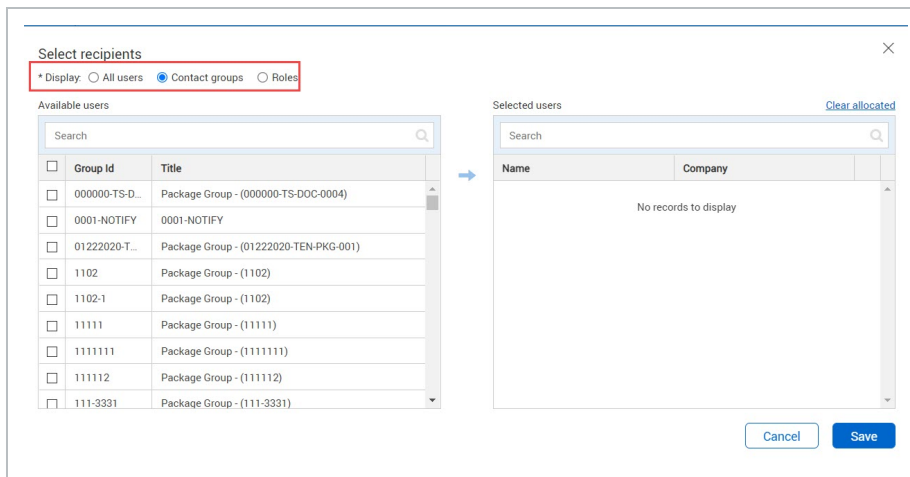
Send the notification with original release/addendum date.

No Yes

2.3.2 Add recipients to multiple packages

1. On the Sent items register, select multiple packages.
2. Go to Actions > **Admin**, and then select **Add recipients**. The Select recipients dialog box opens.

3. Select the list to display.



4. Select one or more users, contact groups, or roles in the Available users panel, and then click the arrow to move them to the Selected users panel.
5. Click **Save**. The package recipients dialog box opens.
6. Indicate whether to send the notification with today's date or to send the notification with the original release or addendum date.
7. Click **Yes**.

2.4 CHANGE PACKAGE DETAILS ON SENT PACKAGES

Sometimes you need to change details on packages that have already been sent, such as changing the approximate value or trade. You can change details for multiple packages in bulk from the Sent items register.

1. On the Sent items register, select multiple packages.
2. Go to Actions > **Admin**, and then select Change package details. The Change package details dialog box opens.

Change package details

Cancel Save

Package ID

Package title

Trade

Reason for Issue

Approximate value

Preferred format

Long title

Details

Hard copies of documents available from

Company

Contact

Design release

Tender release

Tender close

Tender award

Start on site

Finish on site

Schedule

Forecast

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3. Update package details as needed, and then click **Save**. All selected packages are updated with the new details.

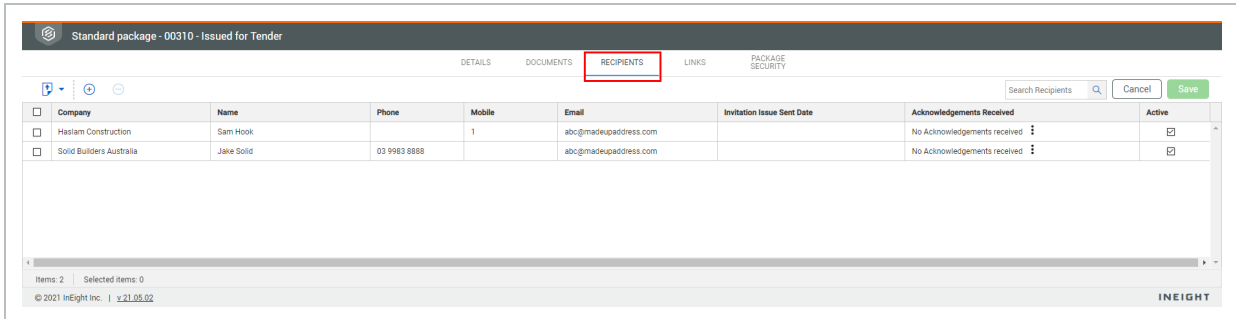
2.5 REMOVING OR DEACTIVATING RECIPIENTS

Recipients can only be removed or deleted from a standard package if the package has not yet been issued. Once a standard package has been issued, recipients can be made inactive within the standard package. This will ensure they will not receive any further notifications such as addendums.

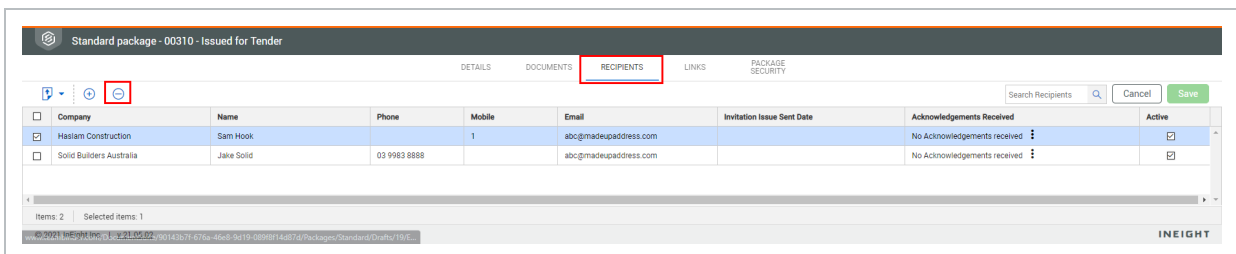
Deactivate recipients from the **Sent Items** folder of the Packages module. You can deactivate recipients for a single package or for multiple packages in bulk.

2.5.1 Remove a recipient

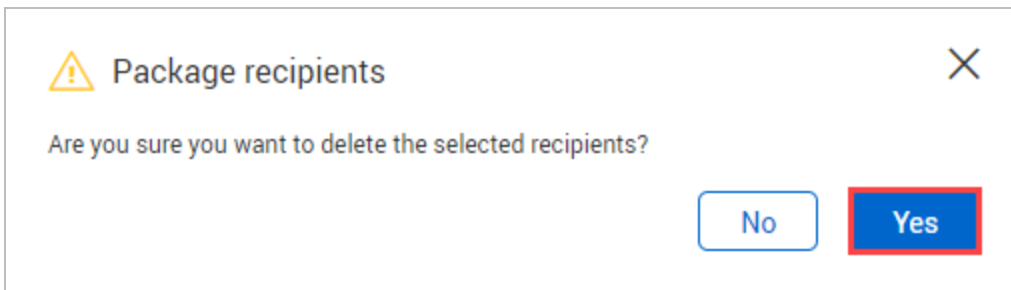
1. Open the package.
2. Click on the **Recipients** tab.



3. Select the recipient and click the **minus** icon.



4. Click **Yes**.



2.5.2 Deactivate recipients from a single package

1. Open the package.
2. Click the **Recipients** tab.

Standard package - 00304 - Issued for Tender

DETAILS DOCUMENTS **RECIPIENTS** LINKS PACKAGE SECURITY

Issue package Cancel Save

* Package ID: 00304

* Package title: New Procurement Package

* Trade: Structural Steel

* Reason for issue: Issued for Tender

Approximate value:

Preferred format:

* Long title: New Procurement Package - Structural Steel

Details:

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3. Select the recipient and deselect the **Active** check box.

Standard package - 12233 - Issued for Construction

DETAILS DOCUMENTS **RECIPIENTS** LINKS TRANSMITTAL HISTORY PACKAGE SECURITY

+ - Search Recipients Cancel Save

<input checked="" type="checkbox"/>	Company	Name	Phone	Mobile	Email	Invitation Issue Sent Date	Acknowledgements Received	Active
<input checked="" type="checkbox"/>	Houston Contracting	Greg Harrison				09-04-2020	No Acknowledgements received	<input checked="" type="checkbox"/>

4. Click **Yes**.

Package Details ×

Making this recipient inactive, will prevent him/her from receiving any future notifications regarding this package. Do you want to Continue?

No Yes

NOTE A recipient can be made active again by reselecting the **Active** check box.

2.5.3 Deactivate recipients from multiple packages

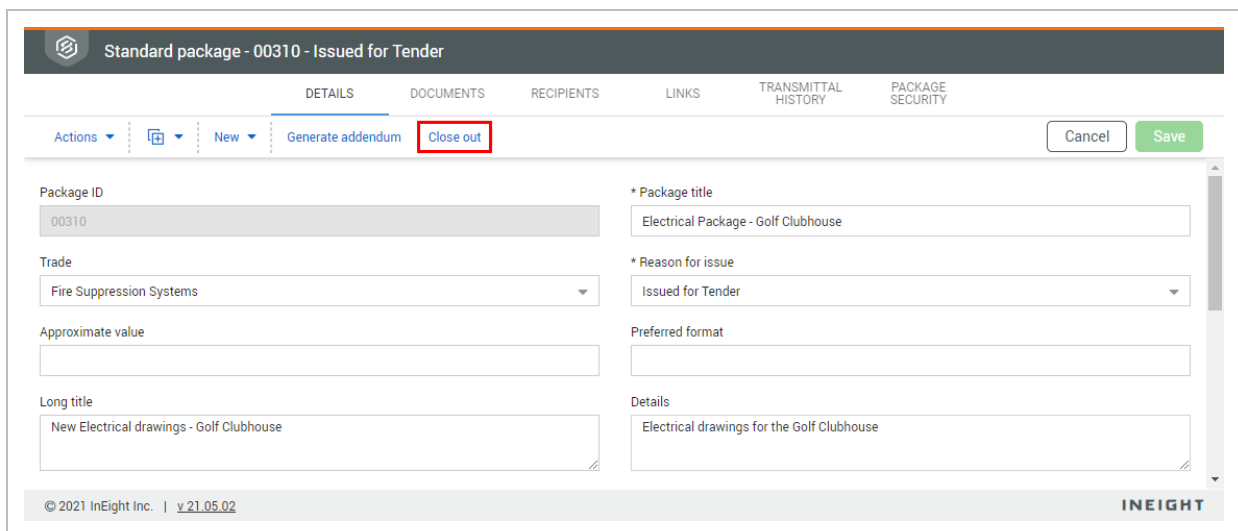
1. On the Sent items register, select multiple packages.
2. Go to Actions > **Admin**, and then select **Make recipients inactive**.
3. In the dialog box, use the radio buttons to display All contacts or Roles, and then select the names of the recipients to remove.
4. Click **Save**. The recipients are removed from the package.

2.6 CLOSING STANDARD PACKAGES

Closing out a standard package will remove a user's access to the package documents. Close out a standard package in the **Sent Items** folder of the Packages Register.

2.6.1 To close out a standard package:

1. Open the package.
2. Click **Close out**.



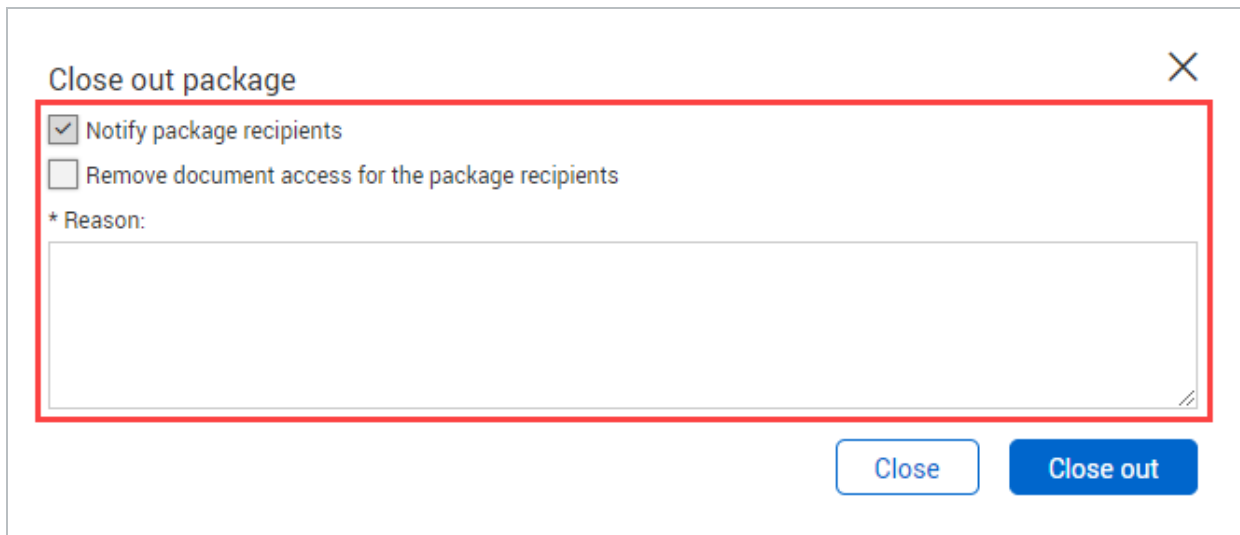
The screenshot displays the 'Standard package - 00310 - Issued for Tender' interface. The top navigation bar includes tabs for DETAILS, DOCUMENTS, RECIPIENTS, LINKS, TRANSMITTAL HISTORY, and PACKAGE SECURITY. Below the navigation bar, there are several buttons: 'Actions', 'New', 'Generate addendum', and 'Close out' (highlighted with a red box). To the right of these buttons are 'Cancel' and 'Save' buttons. The main form area contains the following fields:

- Package ID: 00310
- Trade: Fire Suppression Systems
- Approximate value: (empty field)
- Long title: New Electrical drawings - Golf Clubhouse
- Package title: Electrical Package - Golf Clubhouse
- Reason for issue: Issued for Tender
- Preferred format: (empty field)
- Details: Electrical drawings for the Golf Clubhouse

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3. Click **Yes**.
4. Select whether you want to notify package recipients.
5. Select whether you want to remove document access for the package recipients.

6. Enter a reason for closing the package out.



Close out package

Notify package recipients

Remove document access for the package recipients

* Reason:

Close Close out

7. Click **Close out**.

NOTE

- Packages that are closed out cannot be modified.
- The close out option is only available if you have full access to the Packages module.

2.7 SETTING PACKAGE SECURITY

In addition to user access to packages, it is also possible to define whether other users within your company can view or edit package details. This is useful if you want to restrict access to users within a certain department.

2.7.1 To set package level security:

1. Open the package.
2. Click the **Package Security** tab.

Standard package - 00310 - Issued for Tender

DETAILS DOCUMENTS RECIPIENTS LINKS TRANSMITTAL HISTORY **PACKAGE SECURITY**

Cancel Save

Package accessible by:

All users in my company Selected users in my company

Select contacts to have access to package

Houston Contracting Search

<input type="checkbox"/>	First Name	Last Name
<input type="checkbox"/>	Client	Engagement
<input type="checkbox"/>	Gina	Joseph
<input type="checkbox"/>	Greg	Harrison
<input type="checkbox"/>	Joe	Fredericks
<input type="checkbox"/>	John	Smith
<input type="checkbox"/>	Lalindra	De Silva

Contacts given access package [Clear allocated](#)

Search	First Name	Last Name	View	Edit
	Joe	Fredericks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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3. Select either:
 - a. **All users in my company.**
 - b. **Selected users in my company** (see step 4).
4. If you choose to limit access to selected users, select the contact and click the arrow icon.

The screenshot shows the 'Standard package - 00310 - Issued for Tender' interface. The top navigation bar includes tabs for DETAILS, DOCUMENTS, RECIPIENTS, LINKS, TRANSMITTAL HISTORY, and PACKAGE SECURITY. The PACKAGE SECURITY tab is active. Below the navigation bar are 'Cancel' and 'Save' buttons. The main content area is titled 'Package accessible by:' and has two radio buttons: 'All users in my company' (unselected) and 'Selected users in my company' (selected). Under 'Selected users in my company', there is a section 'Select contacts to have access to package' with a dropdown menu set to 'Houston Contracting' and a search box. Below this is a table of contacts with columns for checkboxes, First Name, and Last Name. The contact 'Gina Joseph' is selected. To the right is a section 'Contacts given access package' with a search box and a table with columns for First Name, Last Name, View, and Edit. The contact 'Joe Fredericks' is listed with checkmarks in the View and Edit columns. A red box highlights the 'Houston Contracting' dropdown and the 'Gina Joseph' row, with a red arrow pointing to the 'Joe Fredericks' row in the second table. The footer shows '© 2021 InEight Inc. | v 21.05.02' and the 'INEIGHT' logo.

5. Click **Save**.

NOTE

- Use the check boxes to select whether users can **View** or **Edit** the package.
- Users assigned edit access have full access and can edit package attributes, documents, recipients and can send out package notifications.

2.8 FLAG LINKED ITEMS

You can define a filter condition for linked items by user or company. When a linked item meets the condition, a flag is added to the item in the flag column in the Sent items and Drafts registers.

2.8 Step by Step 1 — Define alert flags

Alert flags on the Sent items and Drafts registers let you see when a linked item in a package meets specified criteria (for example, when comments are added to a linked form).

The flag is shown in the Flag column of the Sent items and Drafts registers.

1. From the Sent items or Drafts register, expand the Actions menu, and then select Admin > **Define alert flags**. The Define filter dialog box opens.
2. Select the search criteria for the filter, and then complete the fields to show the filter criteria.

Define filter

Search criteria for: Forms

Show:

Personal All forms Awaiting action/review

Show cancelled forms

Filter by:

	Column	Operator	Value
+	Select one...	Select one...	Select some items
+	AND	Select one...	Select some items

Reset criteria Cancel Save

3. Click **Save**.

If any of the documents or items linked to the documents in the package in the register meet the condition, a flag is added to the register. You can click **Clear alert flag** on the Flagged links page to clear the alert flag.

2.9 DOWNLOAD DOCUMENTS FROM A PACKAGE

You can download the documents from one or more packages.

2.9.1 Download documents from a single package

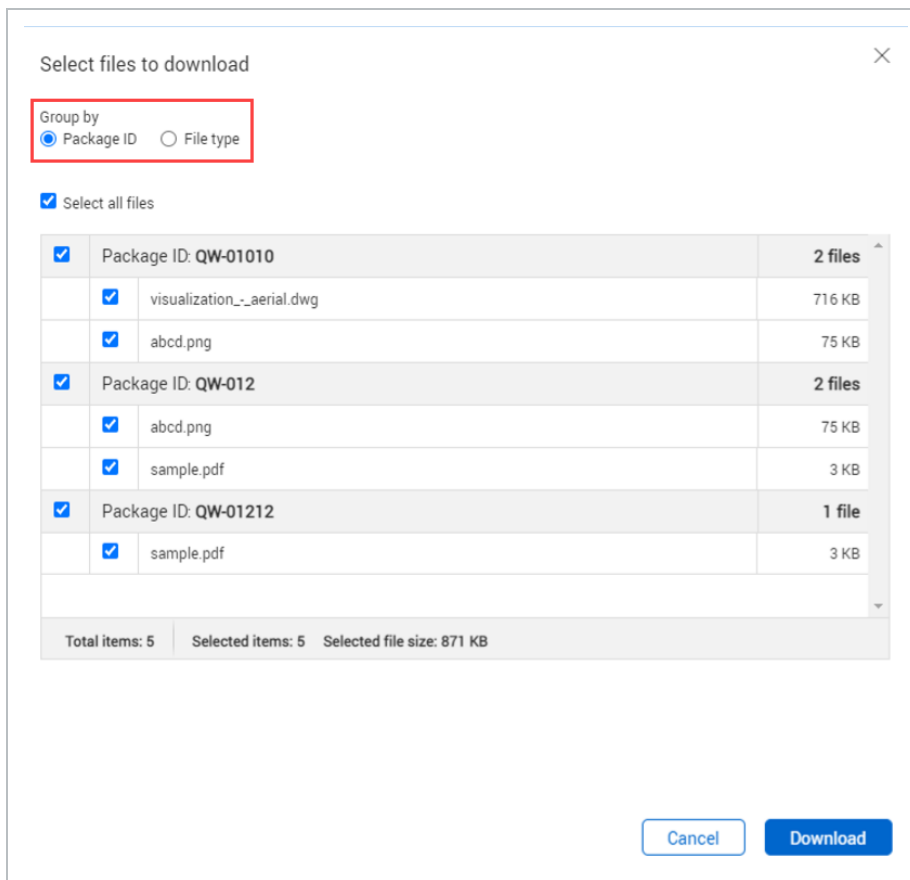
You can download the documents from a single package when you want to have the documents available in your Downloads folder.

1. From the Inbox or Draft page, select a package, and then click the **Download** icon.
2. If a download disclaimer appears, click **Agree**.
3. Click **Download** to save the file to your computer.

2.9.2 Download documents from multiple packages

You can download all documents from multiple packages in a single operation.

1. From the Inbox or Draft page, select packages, and then click the **Download** icon. The Select files to download dialog box opens.
2. Select whether to group documents by document number or file type.



3. Click **Download**. The files are downloaded in a zip file.

You can unzip the file and view the documents.