🔶 VIEW THE DOCUMENT REGISTER

1. Click the main menu. Select **Documents ▶ Register**.

Document / Dashboard
Dashboard
Mail
Documents ▶ Register
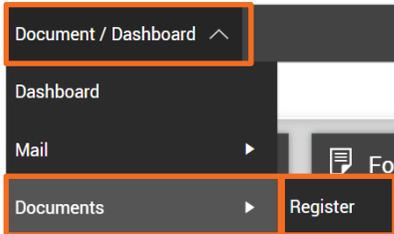
2. Use **Show** drop-down to change the Register view.

Manage columns | Show: | Latest unrestrained ▾

All
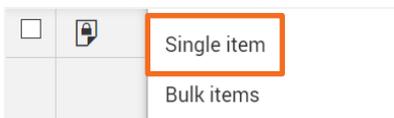Latest unrestrained
Latest
All superseded revisions

Sts
IFC
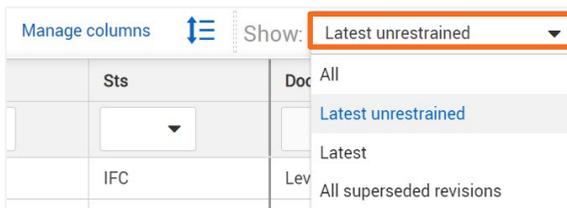
🔶 ONLINE VIEWER

Select 🔍 next to a document to open the viewer

🔶 DOCUMENT UPLOAD

1. Click ⊕ then **Single item** from the Doc Register.
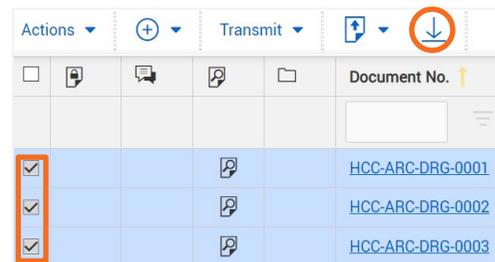
Single item
Bulk items

2. Enter all required document metadata.

3. Click **Attach Files** to attach up to 4 formats of the document to the current revision, then **Save**.
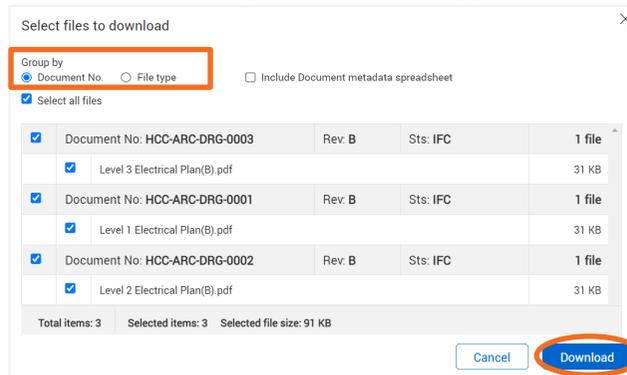
🔶 DOCUMENT DOWNLOAD

1. Click the relevant icon within the format columns to download a single document.

PDF	MSO	DWG	Other
☑	📄	☑	📄

2. To download multiple documents, select them using the tick box then click the download icon.

Actions ▾ | ⊕ ▾ | Transmit ▾ | ⬆ ▾ | ⬇

				Document No.
☑			🔍	HCC-ARC-DRG-0001
☑			🔍	HCC-ARC-DRG-0002
☑			🔍	HCC-ARC-DRG-0003

3. Sort documents by document or file type.

Select files to download

Group by
● Document No.   ○ File type
☐ Include Document metadata spreadsheet
☑ Select all files

	Document No: HCC-ARC-DRG-0003	Rev: B	Sts: IFC	1 file
☑	Level 3 Electrical Plan(B).pdf			31 KB
	Document No: HCC-ARC-DRG-0001	Rev: B	Sts: IFC	1 file
☑	Level 1 Electrical Plan(B).pdf			31 KB
	Document No: HCC-ARC-DRG-0002	Rev: B	Sts: IFC	1 file
☑	Level 2 Electrical Plan(B).pdf			31 KB

Total items: 3   Selected items: 3   Selected file size: 91 KB

Cancel | **Download**

4. Click **Download** to download to a zip file.

🔶 SUPERSEDE A DOCUMENT

1. Click the document number link from the Register.

		Document No.
🔍	📁	
🔍		HCC-ARC-DRG-0001
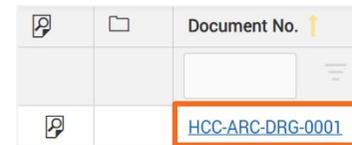
2. Update the revision (and other attributes if required) from the document upload screen.

Attach files

* Revision
B - Rev B

	File Name	Extension	Size
☐	Level 1 Electrical Plan(B).pdf	pdf	31 KB

3. Attach the new revision file(s) and click **Save**.

🔶 BULK UPLOAD

1. Click ⊕ then **Bulk items.**

1 new rows ⊕ ⊗ | ⬆ ▾ | Copy attri

	⚠	Files	Upload files
☐		📄 Add files	Upload files in bulk
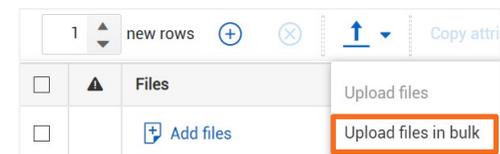
2. Click ⬆ and select **Upload files in bulk**.

3. Enter in the details for the first document.

4. If the documents being uploaded have similar details, click **copy attributes**.

Copy attributes | Get attributes ▾ | Deliverable item: ⊕ | Validate

5. Click **Validate** to check all fields have been entered, then **Save**.

Quick Guide Last Updated: 3/2/2022