QUICK GUIDE
GETTING STARTED

InEight® DOCUMENT

⬡ REGISTER OVERVIEW

Main Menu | New Menu | Module Menu | **A** Advanced Search Filters | Quick Launch Bar | **B** User Preferences and Help

New | Document / Mail / Inbox | Acacia Tower | EUI20

Folder view: Standard

Filter/Sort

Manage Filters | Mail View | Quick Search

View: System

Actions | Reply | Reply all | Forward | Mark as | Show: Personal | Search all Inbox

Folder view

Acacia Tower

Column Filter

		✉	📁	!	Type	Mail ref.	Received	Date read	Subject
	☐	✉			MEM	BC-MEM-0003	08-12-21 04:48 PM	08-12-21 04:49 PM	Timeliness in repo
	☐	✉			RFI	CC-RFI-0002	02-12-21 04:58 PM	02-12-21 05:01 PM	
	☐	✉			LET	CLC-LET-0003	01-12-21 05:18 PM	02-12-21 04:52 PM	Anticipated conc

A ADVANCED SEARCH FILTERS

Use **Filter/Sort** to apply multiple filters to your search.

▼ Filter/Sort

Filters

Show: Personal

Received: ● All mail ○ New mail ○ Outstanding mail

To:

From: All companies

Attachment: Contains

Attachment name: Contains

Filter by: Column | Operator | Value ⓘ

⊕ Select one... | Select one... | Select some items ⊗
⊕ AND Select one... | Select one... | Select some items ⊗
⊕ AND Select one... | Select one... | Select some items ⊗

Reset | Apply

B USER PREFERENCES AND HELP

Manage user preferences and get help with these menu items.

⚙ ❓ 👤 ⬆

INEIGHT

JF **Joe Fredericks**

PROFILE
User preferences
Change password
Manage login profile
Two factor authentication
Sign out

⚙ ❓ 👤 ⬆

INEIGHT

HELP
InEight Document help
Frequently asked questions
Training videos
Additional applications
Latest release notes
InEight University
About
Support hotline: 1800 727 102

C REPORTING

To run reports, click **Module Menu ▶ Reports**

Standard Reports

01. Address Book	⌄
02. Administration	⌄
04. Document Register	⌄
05. Transmittals	⌄
07. Document Workflow	⌄
10. Mail	⌄

LOGIN

1. Type in **https://au1.doc.ineight.com** or the alternative URL for your project.

User ID	gha
Company ID	HCC
Password	••••••••

☑ Remember Login User ID & Company ID

Multiple Accounts? Login via Profile

Login

English | Français | Italiano | Español

Contact Support 1800 727 102

Bookmark This Page | **Forgot your password?**

2. Enter your user ID, company ID and password then **Login**.

3. Click **Forgot your password?** to request a new one.

ADD AN EMAIL SIGNATURE

1. In the top right corner, click on the 👤 icon

2. Select **User Preferences ▶ General**

User Preferences ✕

GENERAL   MAIL COMPOSE   MAIL STATUS   MAIL OPTIONS   AUTO RESPONDER   AUTO FOR ▶

User Information

Full name:
Joe Fredericks

Company:
Houston Contracting

Signature
☑ Add signature to all outgoing mail   ☐ Don't add signature to replies and forwards

Add Signature here: Advanced

Kind regards,
Joe Fredericks

Houston Contracting
1800 447 356

ADD QUICK LAUNCH LINKS

1. To add links to favorite actions or functions click **Edit ▶ Add link**

Acacia Tower | EUI20 ⌄
New Item - Contact
New Item - Document
🖉 **Edit**   2 links

Acacia Tower | EUI20 ⌄
⟨ Back
⋮ New Item - Contact   ⊗
⋮ New Item - Document   ⊗
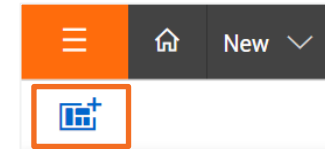⊕ **Add link**   Save

2. Click ⊕ next to the new links you want to add, then click **Back**.

Acacia Tower | EUI20 ⌄
⟨ **Back**
Available links
⌃ New Item
   ⌄ Mail
Document   ⊕
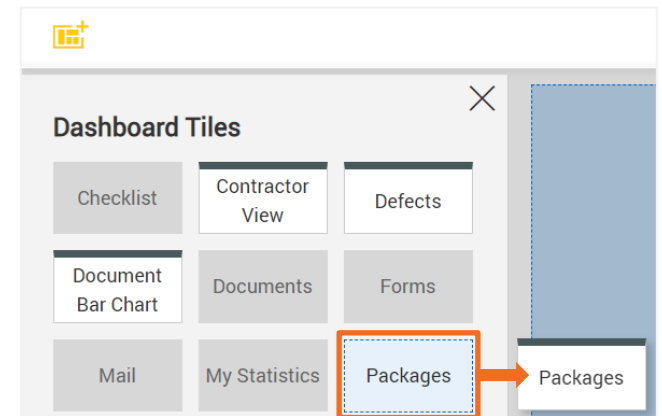
3. Update the name of the links if desired and click **Save**.

CUSTOMIZE DASHBOARD TILES

1. From the Dashboard, click the tile icon.

☰   🏠   New ⌄

🖽⁺

2. Drag and drop the **module tile** into the Dashboard.

🖽⁺

Dashboard Tiles   ✕

Checklist	Contractor View	Defects
Document Bar Chart	Documents	Forms
Mail	My Statistics	Packages

Packages →

NEED SOME MORE HELP?

📖 Learn more in our Knowledge Library
learn.ineight.com

🖱 Take a course at InEight U
university.ineight.com