

# QUICK GUIDE

# SUPPORTING DOCUMENTS



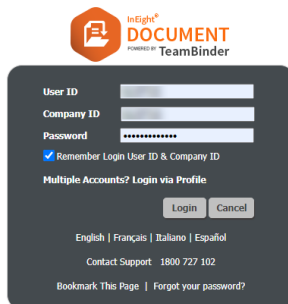
## ◆ UPLOAD A DOCUMENT TO DOCUMENT

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

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

Current value	Cost	Billing markup	Mar	
\$0.00	\$0.00	\$0.00	\$0.0	
Actions <span>+</span> <span>✕</span> <span>↑</span>				
<input checked="" type="checkbox"/>	Title	File/Link	Document t...	Subtype
<input checked="" type="checkbox"/>	checklist	<a href="#">Critical Thinkin...</a>	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**.

## NEED SOME MORE HELP?



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