

# QUICK GUIDE

# GETTING STARTED



## REGISTER OVERVIEW

Callouts in the screenshot include: Main Menu, New Menu, Module Menu, Advanced Search Filters, User Preferences and Help, Folder View, Filter/Sort, Quick Launch, Mail Columns, Mail View, Quick Search, Column Filters, and Manage columns.

	Type	Mail ref.	Received	Date read	Subject	From user	From company
	RFI-R	<a href="#">CC-RFLR-00001</a>	07-05-21 01:56 PM	04-06-21 03:27 PM	RE: Clarification on Electrical Plan	Jacob Palmer	Colt Contracting
	MEM	<a href="#">CC-000008</a>	16-12-20 01:42 PM	17-12-20 10:19 AM	Restrictions going forward	Jacob Palmer	Colt Contracting
	LET	<a href="#">CC-000005</a>	11-12-20 11:57 AM	16-12-20 10:34 AM	RE: Blocking of Construction Areas - 11/12/...	Ray Colt	Colt Contracting
	LET	<a href="#">EPS-000002</a>	11-12-20 09:33 AM	11-12-20 09:34 AM	RE: Updated Closure Plan	Frank Jacobs	Engineering Project Services
	LET	<a href="#">CC-000004</a>	04-12-20 11:29 AM	09-12-20 08:47 AM	RE: Blocking of Construction Areas - 041220...	Ray Colt	Colt Contracting
	MEM	<a href="#">HCC-000001</a>	29-10-20 05:36 PM	30-10-20 11:27 AM	Meeting this afternoon	John Smith	Houston Contracting

### A ADVANCED SEARCH FILTERS

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

**Filters**

Show: Personal

Received:  All mail  New mail  Outstanding mail

To: Houston Contracting Greg Harrison

From: All companies

Filter by:	Column	Operator	Value
+	Discipline	Equals	Architectural
+	<b>OR</b> Discipline	Equals	Electrical
+	<b>AND</b> Date Received	Equals	28-10-2020

### B USER PREFERENCES AND HELP

Manage user preferences and get help with these menu items.

Menu items: PROFILE, User preferences, Change password, Manage login profile, Two factor authentication, Sign out.

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

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## LOGIN

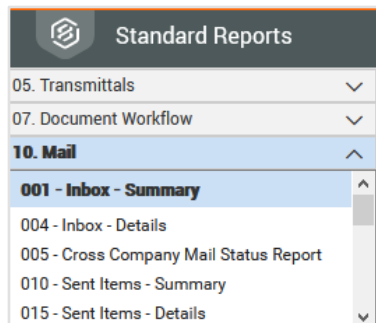
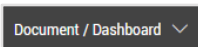
1. Type in <https://au1.doc.ineight.com> or the alternative URL for your project plus based on your geographical location the URL may differ.

User ID: JF  
Company ID: hcc  
Password: \*\*\*\*\*  
 Remember Login User ID & Company ID  
Multiple Accounts? Login via Profile  
Login  
English | Français | Italiano | Español | 简体中文  
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.

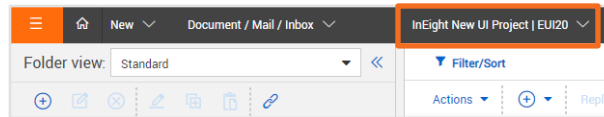
## REPORTING

To run reports, click **Module Menu** on the top and select **Reports**.

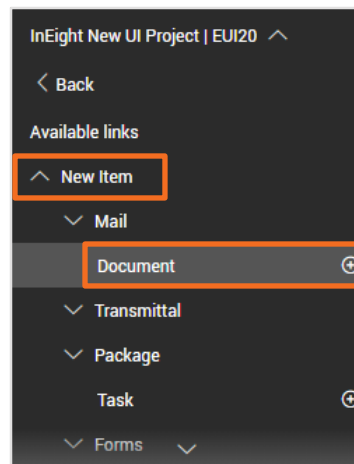


## ADD QUICK LAUNCH LINKS

1. To add links to favourite actions or functions click **Top Bar** ► **Quick Launch Menu**

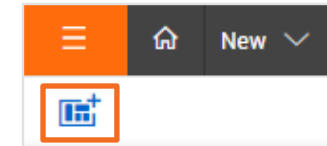


2. Enter the name and link type from the drop-down menu.

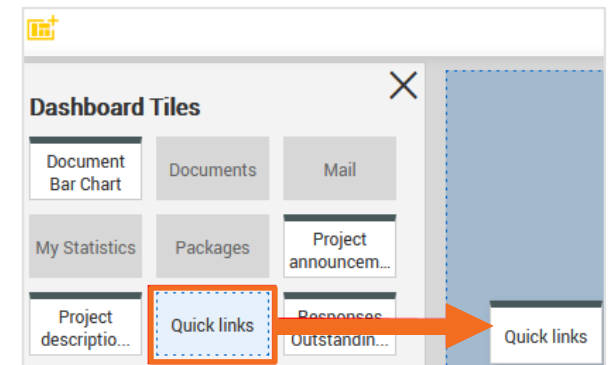


## CUSTOMIZE DASHBOARD TILES

1. From the Dashboard, click the tile icon.



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



## NEED SOME MORE HELP?



Learn more in our Knowledge Library  
[learn.ineight.com](https://learn.ineight.com)



Take a course at InEight U  
[university.ineight.com](https://university.ineight.com)