






Upload Documents to e-Builder

Tip: In IE 10, Firefox, Chrome, and Safari browsers, you can simply drag and drop documents from your local directory onto the Content Pane of the selected folder. Also, throughout e-Builder Enterprise, you can drag and drop files onto the Attached Documents tab using any of the above mentioned browsers.

To upload documents:

1. Go to the Project Documents page.
1. Select the folder that you want to upload files to.

Documents for *Current Vendor Training Project 0 Files Checked Out For Editing

Folders		Documents \ 08 Construction \ 08.07 Proposal Request (PR)	
Expand All Collapse All Refresh All		Upload	Properties Create Folder Subscriptions Copy To Clipboard: Pr
 08.04 Plan Review and Permits[0]		<input type="checkbox"/>	Name
 08.05 Test & Inspection Reports[0]		Delete Move Copy Download Check Out Send Fill Out Form C	
 08.06 Field Reports[0]			PI.01 Project Naming Structure.pdf (version 1)
 08.07 Proposal Request (PR)[1]		Download (161.9KB) Redline Stamp Compare With Send Proper	

2. Click the **Upload** link. The Upload Documents window displays.

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Note
 Before uploading e-Builder will not be able to check if the file meets the max characters permitted (140) or if this filename already exists. If those conditions apply, e-Builder will rename the file for you and/or a new version of the file will be created.

Upload Documents Use Single File Upload Tool

Project:	*Current Vendor Training Project
Folder:	08.07 Proposal Request (PR)


Xref Search Option
 Compress for Transfer

Number of Items : 0
 Total Upload Size: 0B

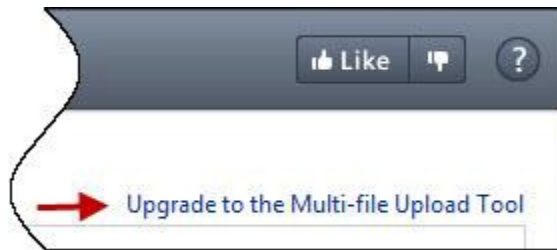
Approx. Upload Time
 T1 = 0 min 56K = 0 min

Description of Files:

Select Files
Upload Now



3. Click **Select Files** to select file from your computer
 If multi-file upload is not your default upload method, click the **Upgrade to the Multi-file Upload Tool** link located in the upper-right corner of this window.



Or

If multi-file upload is already being used, drag and drop files from your machine onto the Upload Documents window.

4. Click **Upload Now**.