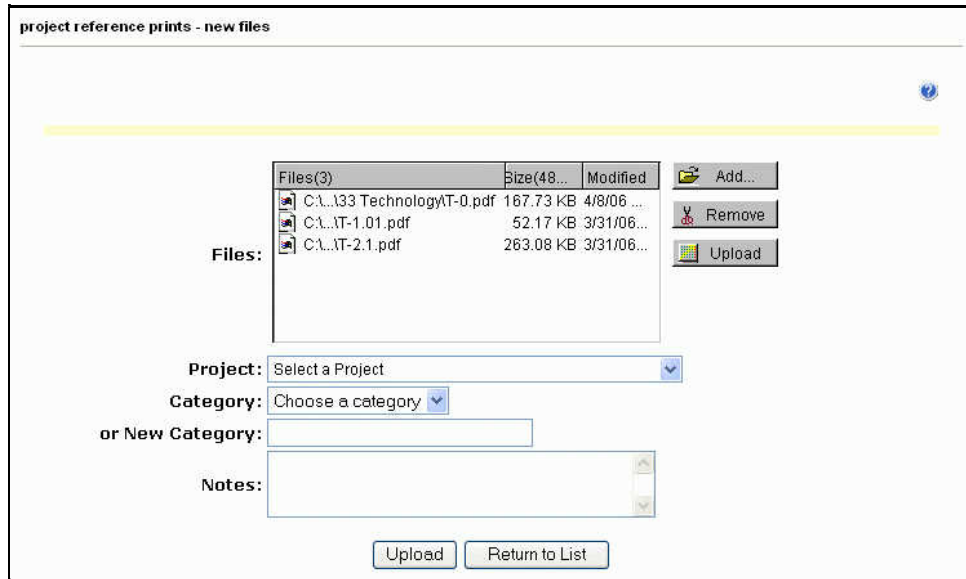


How To Use Projxs Files New Files Page

New Files Overview.

Files are added to a project folder from the New Files page. You can select multiple files from you local computer, associate them with a project and category, enter relevant notes and upload them.



project reference prints - new files

Files(3)	Size(48...	Modified
C:\...133 Technology\IT-0.pdf	167.73 KB	4/8/06 ...
C:\...IT-1.01.pdf	52.17 KB	3/31/06...
C:\...IT-2.1.pdf	263.08 KB	3/31/06...

Files:

Project: Select a Project

Category: Choose a category

or New Category:

Notes:

Upload Return to List

You can specify:

- Project (of which you are a member)
- Category
- Notes

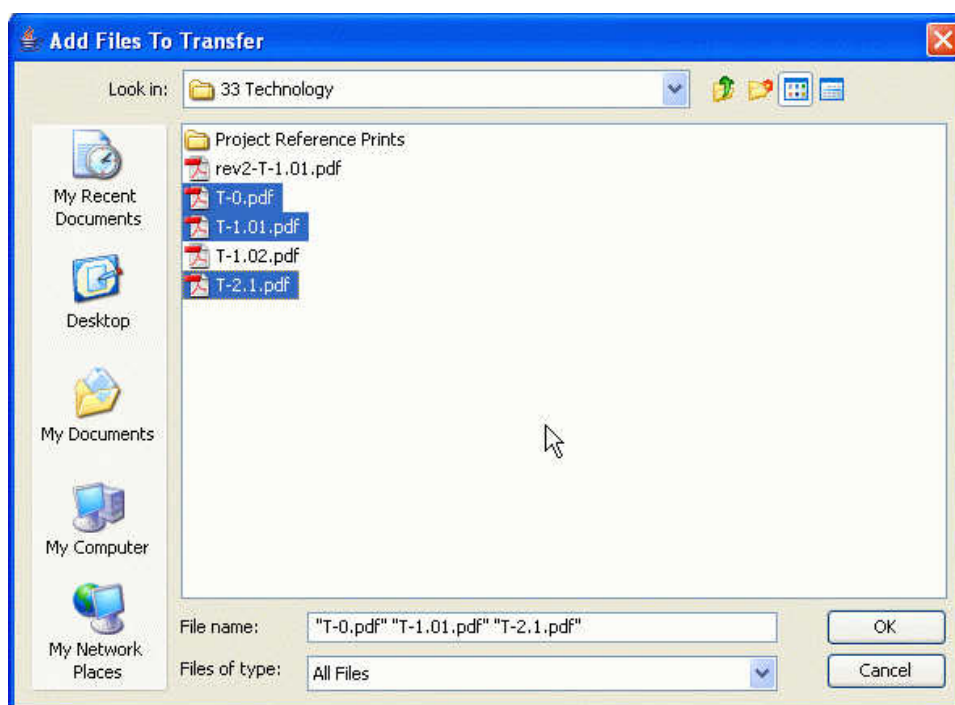
Selecting the files.

Click on the "Add" button to open the browse window.

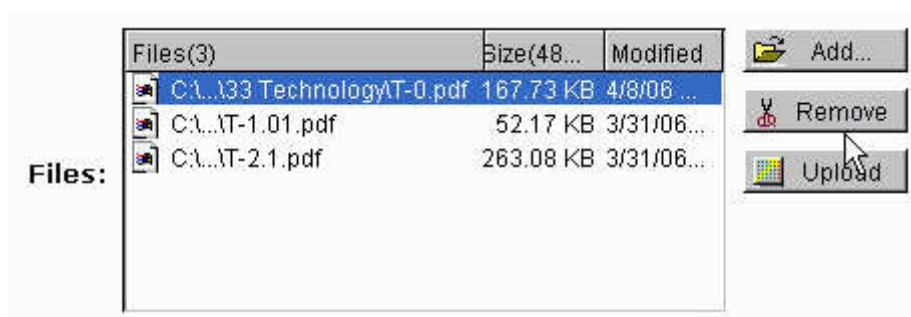


Select one or more files using the "Shift" key and left mouse button to select on contiguous group or the "Ctrl" key and left mouse button to select specific files. Then either "OK" your choices or "Cancel". The files will immediately be added to the upload box. You can use the "Add" button to get more files from the current or other directories.

How To Use Projxs Files New Files Page



If you need to remove a file from the upload box, highlight the file and click on the "Remove" button. It will be removed from the upload list.



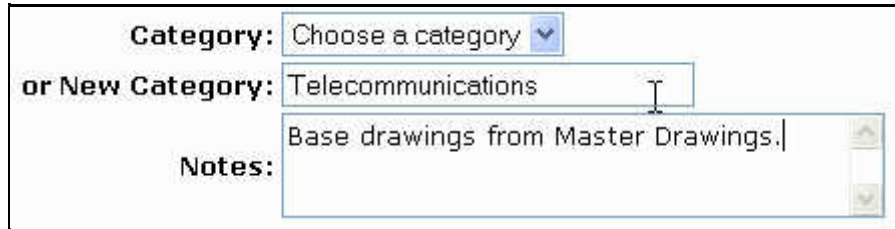
Classifying the files.

Select a project from the list of active projects, where you are a team member.

Project:	Select a Project
Category:	Select a Project
or New Category:	50001: 33 Technology
	50003: ARD Low Particulate Room
	50006: Containment area retrofit.
	50007: Oil Mist
Notes:	50008: CNV NPD Lab Expansion
	50009: Scanning Electron Microscope(SEM) Relocation
	50010: Storage Room for Maintenance Department
	50014: Electrical Utilities for NCS in Computer Ro
	50017: Neo Coating

How To Use Projxs Files New Files Page

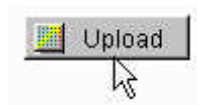
Select a Category from the pull down list or create a new one by entering the one you want. Then enter any notes you want associated with all of the files. You can change or add individual file notes after the upload by updating the file information.



The screenshot shows a web form with three main sections. The first section is labeled 'Category:' and contains a dropdown menu with 'Choose a category' selected. The second section is labeled 'or New Category:' and contains a text input field with 'Telecommunications' entered. The third section is labeled 'Notes:' and contains a larger text area with 'Base drawings from Master Drawings.' entered. There are up and down arrow buttons on the right side of the notes text area.

Uploading the files.

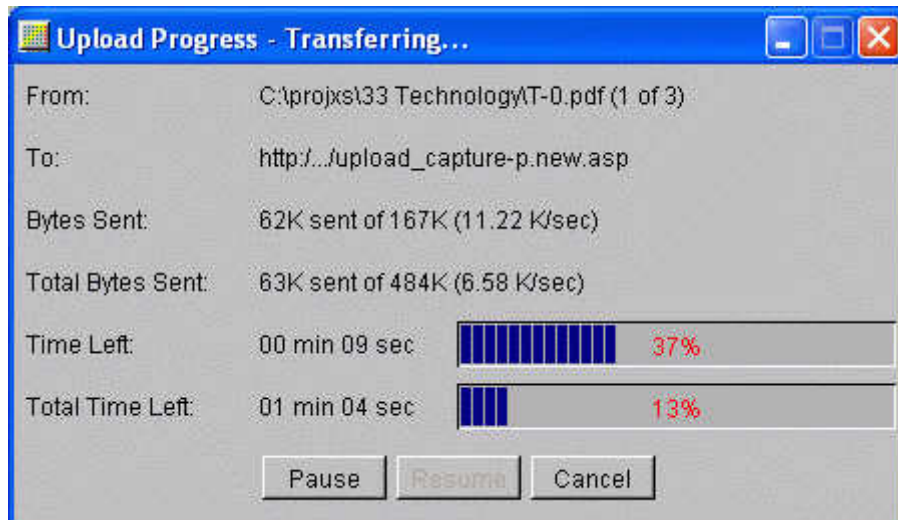
Select either "Update" button to create the folder records and upload the associated files.



or



The upload progress bar appears.



When your new files are uploaded, a completion message appears.

How To Use Projxs Files New Files Page

Returning to the files list.

Select the "Return to List" button to return to the file folder.

