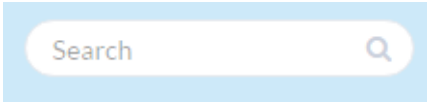


Uploading Documents to an Estimate

1. Find the Estimate

1.1. Click on Estimate Center Icon  to go to the Estimate Center Page.

1.2. Use the Search  to find the Estimate.

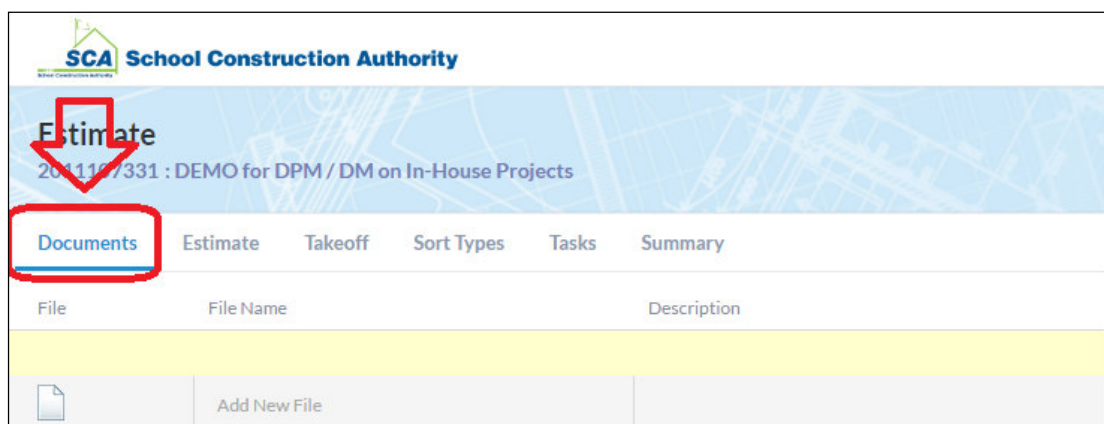
Note: The Design Number, LLW Number, School Code, Building ID, Building Name and/or Estimate Description can be used in the Search Field.

1.3. Once you find the Estimate, click anywhere within the Estimate Tile to open Estimate.



2. Document Tab

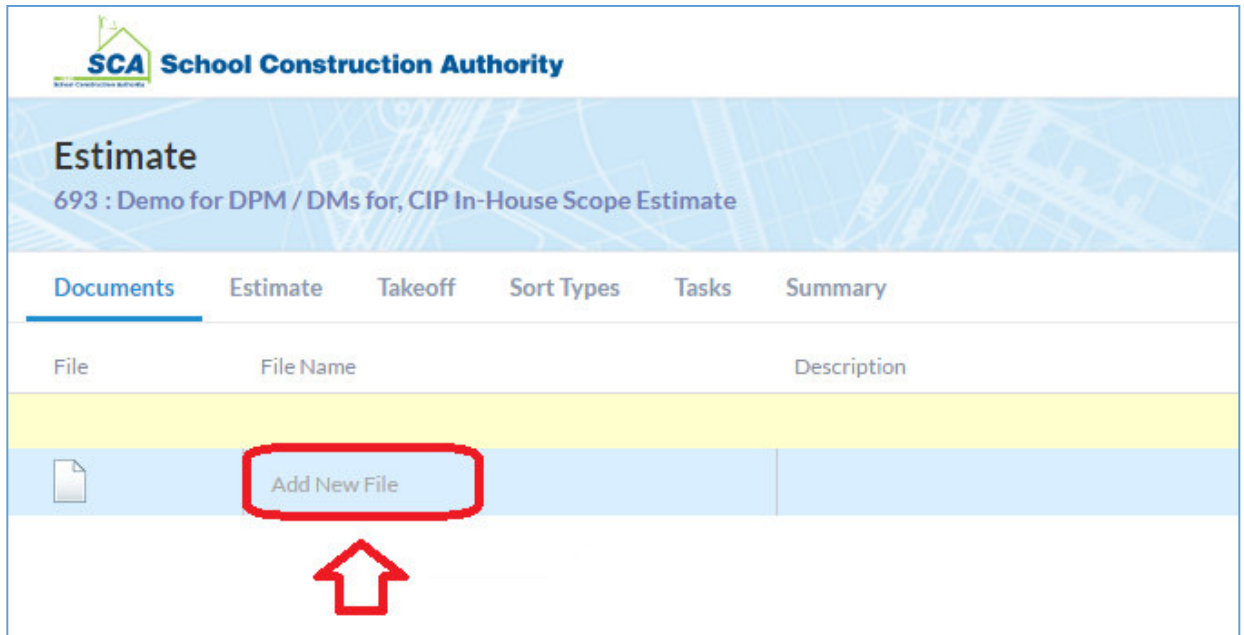
2.1. Once you are in the Estimate, click on the Documents Tab.



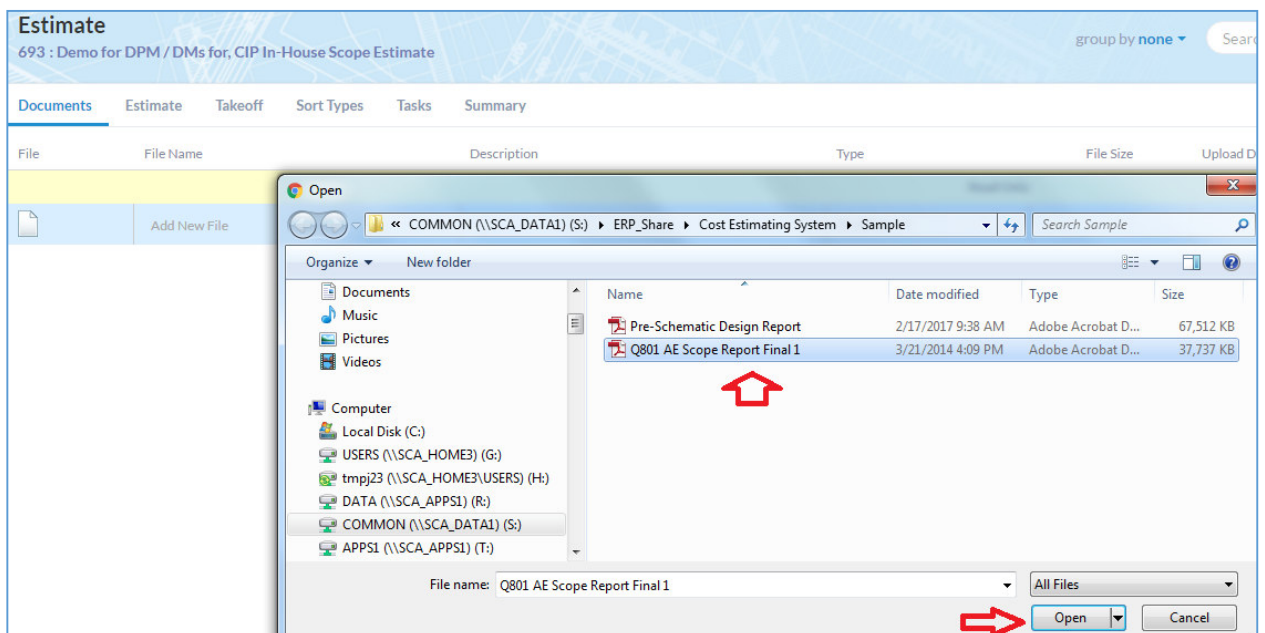


Cost Estimating System: How to upload documents, saving procedures and downloading documents from an Estimate

- 2.2. Click on **Add New File** to attach documents (like Scope Report, Design Drawings, etc.)

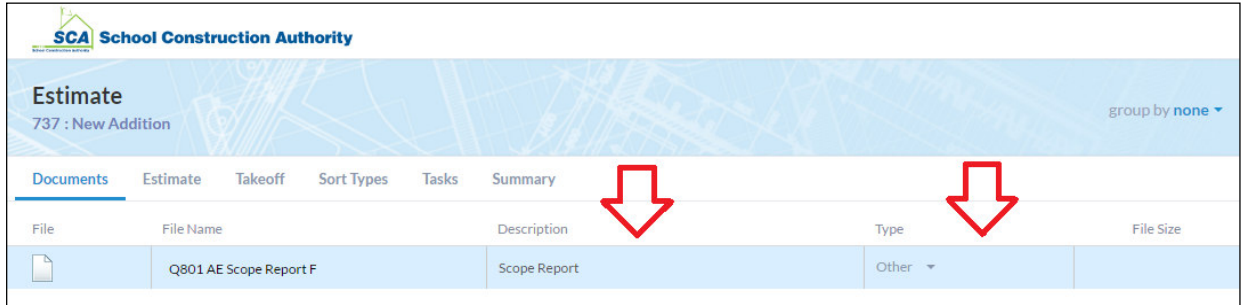



- 2.3. A popup will appear. Find the folder or drive that the file is located, highlight the file that needs to be attached and click **Open**.



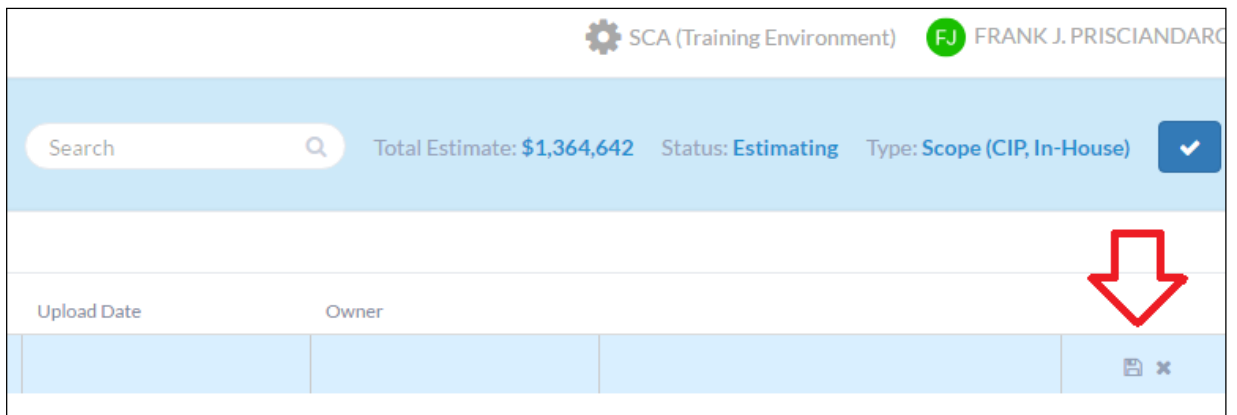
Cost Estimating System: How to upload documents, saving procedures and downloading documents from an Estimate


2.4. Enter a **Description** and **Type**.



2.5. When ready to save, have the mouse hover over the row to show the Save  icon located in the right hand side.

Note: If mouse is not hovering over the row, the save icon will not be visible.

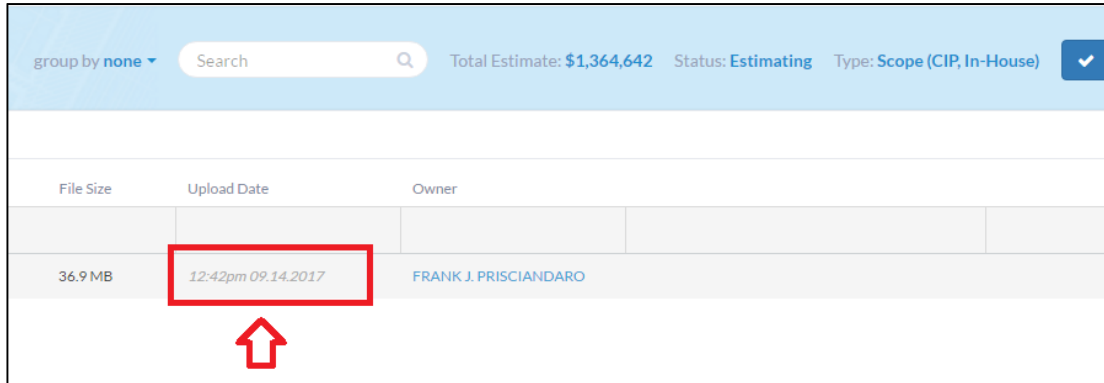


2.6. Click on the Save  icon, the file will now start uploading - showing the **File Size** and **Owner** (person) who uploaded file.



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2.7. Once file is finished uploading, the **Upload Date** will be populated.



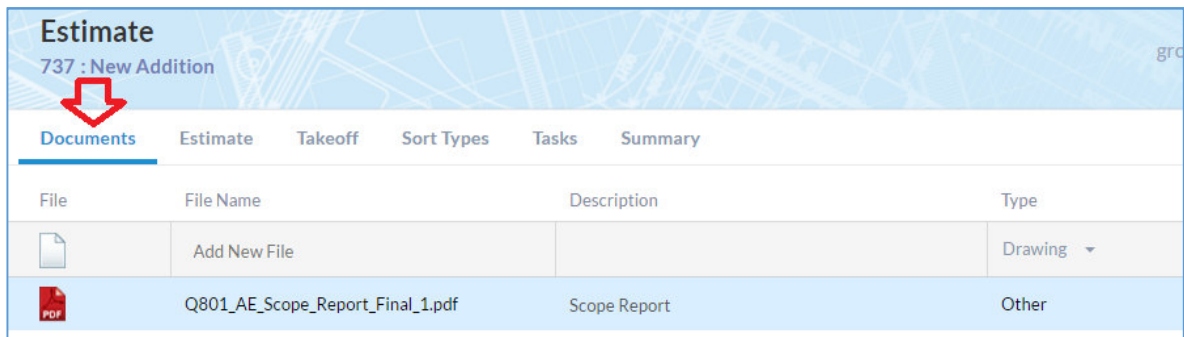
| File Size | Upload Date | Owner |
|-----------|--------------------|-----------------------|
| 36.9 MB | 12:42pm 09.14.2017 | FRANK J. PRISCIANDARO |



2.8. Repeat steps **2.2 thru 2.7** for additional files.


Downloading Documents from an Estimate

3. Find the Estimate

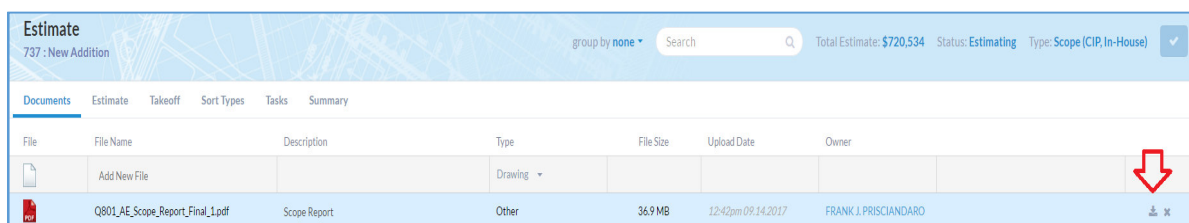
3.1 Click on the Documents tab of the Estimate.





| File | File Name | Description | Type |
|---|----------------------------------|--------------|---------|
|  | Add New File | | Drawing |
|  | Q801_AE_Scope_Report_Final_1.pdf | Scope Report | Other |

3.2 Click on the download  icon on the row of the document uploaded (located on the right hand side).

Note: If mouse is not hovering over the row, the download icon will not be visible.



| File | File Name | Description | Type | File Size | Upload Date | Owner |
|---|----------------------------------|--------------|---------|-----------|--------------------|-----------------------|
|  | Add New File | | Drawing | | | |
|  | Q801_AE_Scope_Report_Final_1.pdf | Scope Report | Other | 36.9 MB | 12:42pm 09.14.2017 | FRANK J. PRISCIANDARO |



Cost Estimating System: How to upload documents, saving procedures and downloading documents from an Estimate

3.3 The uploaded file will open on screen.

