

Module 4:

Uploading Documents

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***NOTE-** Confirm what documents need to be uploaded with the Lead Estimator for the project.

The documents may include:

1. Drawings
2. Specifications
3. LKCo Documents
 - a. *LKCo Documents include contractual information and must always be uploaded to the other documents folder in the L: Drive

4. Schedule/ Logistics

- Click on the “Documents” tab, and choose the corresponding folder to upload

The screenshot displays the iSqFt web application interface. At the top, the logo 'iSqFt a ConstructConnect™ company' is visible, along with the user name 'Hi, Jill Booras'. Below the logo are navigation tabs: 'HOME', 'PROJECTS', and 'DIRECTORY'. The main content area shows a project titled '6560838 - Test Project- Training Purposes'. There are sub-tabs for 'Dashboard', 'Details', 'Documents (0)', and 'Addenda (0)'. The 'Documents (0)' tab is highlighted with a red box. Below the tabs, there is a 'Folders' section with a list of folders: 'Drawings (0)', 'Specifications (0)', 'Other Documents (0)', and 'All Addenda Documents (0)'. This list is circled in red. To the right of the folder list is an 'Upload' button, also circled in red. Below the main screenshot, there is a smaller inset showing the 'Folders' list with the 'Upload' button circled in red.

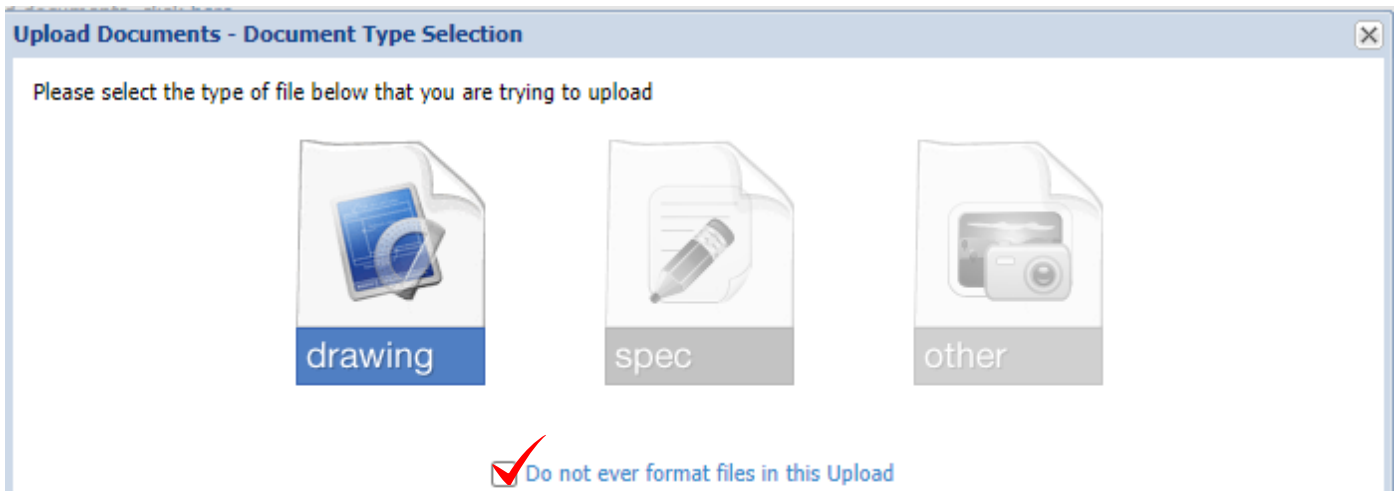
- Click “Upload”

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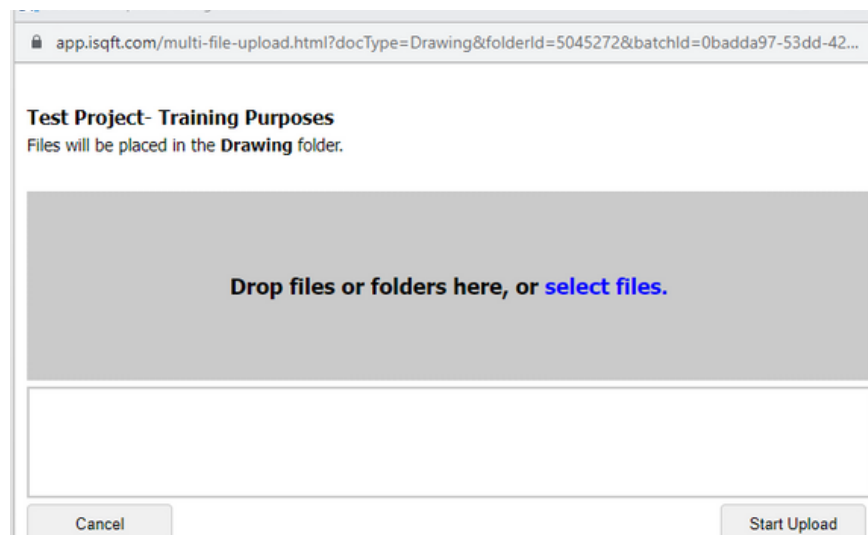
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- A new window will load, select a folder.
 - ***NOTE-Always select “Do not format before uploading”**



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- Another window will open. Drag and drop the document into the screen
 - ***NOTE- Make sure pop-ups are unblocked**

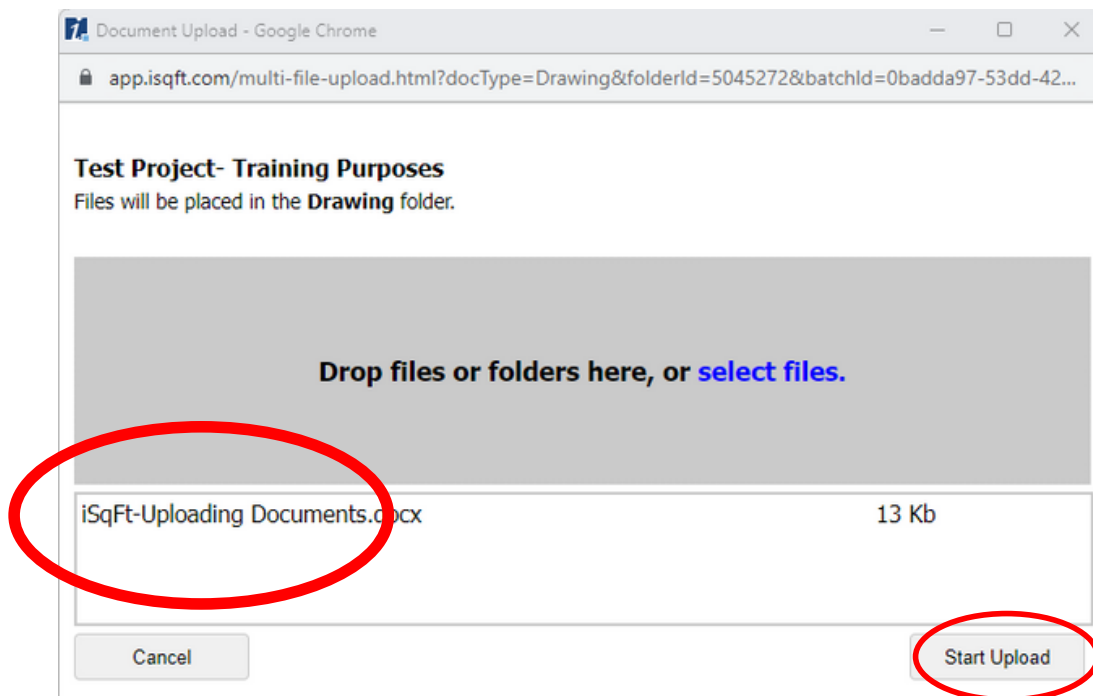


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- Once the documents have dropped in for upload they will be listed at the bottom of the screen
- Click, “Start Upload”
 - ***NOTE-** Documents cannot be dragged from email.



***NOTE-** When uploading the **LKCO Documents** folder, you can drag and drop the whole folder into the upload screen. This will create a sub folder in the “Other Documents Folder”

