



## System Updates February 2010

### 1. One Click Project Archive

Archiving old projects is very simple. Click the “start date” for the project concerned. Our system will automatically update the status of your project to Archive, “close” all of your project requirements and move your project to your “Archive View” screen.

Archiving old projects ensures that you are only dealing with enquires for projects that you are currently working with.

The screenshot shows the 'My Projects' interface. At the top, there is a folder icon, the text 'My Projects', a 'sort by...' dropdown, a 'search filter...' input, and links for 'Create New Project' and 'Help'. Below this, there are links for 'Active View' and 'Archived View', with 'Help' on the right. A table lists two projects:

Title	Location	Start Date	Budget Est.		
<a href="#">Tender Project</a>	Belgian..., 4810	24 Aug, 09	\$1.00	<a href="#">Notify</a>	<a href="#">Delete</a>
<a href="#">BIO Test Project</a>	Belgian..., 4810	17 Aug, 09	\$2000000.00	<a href="#">Notify</a>	<a href="#">Delete</a>

An orange arrow points to the 'Start Date' column header with the text 'Click Here'.

### 2. Document Title—Not Required when loading a Zip File.

A document title is no longer required when uploading zip files.

The screenshot shows the 'Project documents' upload form. It includes the text 'Please upload and label your project documentation here.' and a 'Document Title: \*' field. Below this is a note: '(NOTE: Please label documents with meaningful names for tradesman)'. There are 'File:' and 'Folder:' sections with 'Browse...' and 'none' buttons respectively. A final note states: '(NOTE: "Zip files" will be automatically extracted by our system. Use zip file for quick upload)'. An orange arrow points to the 'Document Title' field with the text 'Document Title no longer required when uploading a Zip File.'.

### 3. Multiple Delete for Project Documents

Multiple Delete Function—Has been introduced for both Project & Supplier Documents in the “Edit Project” and “Document Management” screens.

Date	Document Title	File Name	Folder	Company	Print- X / Delete	
09 Jul 09 09:55	Test Quote - BIO Test Project - Windows	08077-M... 1259.05 KB	-		<input type="checkbox"/>	/ Edit / Link
26 May 09 09:26	test purchase order doc	Sitewor... 2630.86 KB	-	Test Plumbing Company	<input type="checkbox"/>	/ Edit / Link
27 May 09 14:20	test	Cabinet... 378.18 KB	-	Test Supplier Company	<input type="checkbox"/>	/ Edit / Link
26 May 09 13:18	Test Purchase Order	08077-M... 878.54 KB	-	Test Supplier Company	<input type="checkbox"/>	/ Edit / Link
09 Nov 09 10:00	As constructed drainage plans	As cons... 149.82 KB	Architectural		<input type="checkbox"/>	/ Edit / Link
26 May 09 06:22	Construction Notes	Constru... 5543.06 KB	Architectural		<input type="checkbox"/>	/ Edit / Link

## Helpful Hints

### Open Multiple Browsers to speed up your document upload.

Your BIO profile allows “multiple log in’s” at one time. To speed up the process of document upload you can open 1 or 2 extra browser windows and log into each one at the same time.

In order to use this feature you will have to create and save your project first. For those of you who have the template feature, please make sure you insert your template.

Once you have created and saved your project, - Go back to your project through the “**edit project**” link and start uploading your documents. - alternating between each of your browser windows. **2 Windows Open**

