



## Create a Document Distribution List

Make the process so simple!.

Through our “advanced document viewer “ your subcontractors and suppliers have access to a Document Title Filter. By using this filter documents can be accessed fast!.

You can help this process!. Create a Document Distribution List and separate your document titles with a (+). When your subbies and suppliers cut and past the list relevant to their trade into the “Document Filter” the documents they require instantly display.

Please note that your project team will still have access to all other documents if they need them. They can choose to access others if required.

### Example: Bulk Excavation—Drawings:

MPH-AR-102+MPH-AR-201+MPH-AR-301+RSC-AR-102+RSC-AR-201+RSC-AR-202+RSC-AR-301+RSC-AR-302+HY-01+HY-02+HY-03+MPH-ST-10+RSC-ST-20

**Filter**

Document Title

From date  To date

**Folder Summary**

[Refresh](#)

Cut and past the document list relevant to your trade.

Folder Name	Updated	Last Modified
Architectural	# docs unread: 26	N/A
Document Register	# docs unread: 2	23/04/2010 14:48:29
Electrical	# docs unread: 11	23/04/2010 10:15:00
Hydraulics	# docs unread: 2	23/04/2010 10:14:30
Mechanical	# docs unread: 8	23/04/2010 10:15:52
Site	-	23/04/2010 10:18:42
Specification	# docs unread: 12	23/04/2010 10:21:30
Structural	# docs unread: 14	23/04/2010 10:19:59

Filter relevant documents by clicking on one folder at a time. Relevant documents in that folder will instantly display.

### Architectural

[Select All](#)

Date	Title	File	Folder	Print-X / Download
23 Apr 10 10:12	MPH-AR-102 Rev [4]	MPH-AR-... 170.95 KB	Architectural	<input type="checkbox"/>
23 Apr 10 10:12	MPH-AR-201 Rev [5]	MPH-AR-... 235.96 KB	Architectural	<input type="checkbox"/>
23 Apr 10 10:12	MPH-AR-301 Rev [4]	MPH-AR-... 172.36 KB	Architectural	<input type="checkbox"/>
23 Apr 10 10:12	RSC-AR-102 Rev [7]	RSC-AR-... 826.17 KB	Architectural	<input type="checkbox"/>
23 Apr 10 10:12	RSC-AR-202 Rev [6]	RSC-AR-... 471.89 KB	Architectural	<input type="checkbox"/>
23 Apr 10 10:12	RSC-AR-301 Rev [6]	RSC-AR-... 504.25 KB	Architectural	<input type="checkbox"/>
23 Apr 10 10:12	RSC-AR-302 Rev [6]	RSC-AR-... 606.22 KB	Architectural	<input type="checkbox"/>

