
DM_Upload

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SELECT FILES3

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Select files

Navigate to the Architech's folder and upload files.

1. Click on Box.



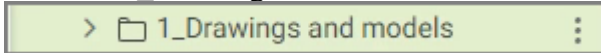
2. Click on Files.



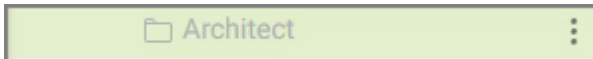
3. Click on Files.



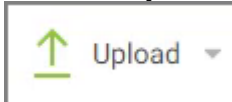
4. Click on 1 Drawings and models














5. Click on **Architect**



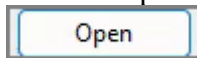
6. Click on **Upload**.



7. Click on the files you want to upload.

Name	Date modified	Type	Size
 000-DAL-00-DR-A-1000 - Plan, Ground Floor	6/26/2023 12:52 PM	Adobe Acrobat D...	236 KB
 000-DAL-00-DR-A-4000 - Toilet, Ground Floor	6/26/2023 12:52 PM	Adobe Acrobat D...	326 KB
 000-DAL-01-DR-A-1000 - Plan, Floor 01	6/26/2023 12:52 PM	Adobe Acrobat D...	272 KB
 000-DAL-01-DR-A-4001 - Toilet, Floor 01	6/26/2023 12:52 PM	Adobe Acrobat D...	292 KB
 000-DAL-02-DR-A-1004 - Plan, Roof	6/26/2023 12:52 PM	Adobe Acrobat D...	154 KB
 000-DAL-01-DR-A-1001 - Plan, Basement	6/26/2023 12:52 PM	Adobe Acrobat D...	173 KB
 000-DAL-01-DR-A-1000 - Site plan	6/26/2023 12:52 PM	Adobe Acrobat D...	391 KB
 000-DAL-22-DR-A-2001 - Section A-A	6/26/2023 12:52 PM	Adobe Acrobat D...	307 KB
 000-DAL-22-DR-A-2002 - Section B-B	6/26/2023 12:52 PM	Adobe Acrobat D...	255 KB
 000-DAL-22-DR-A-2003 - Section C-C	6/26/2023 12:52 PM	Adobe Acrobat D...	140 KB
 000-DAL-22-DR-A-3001 - Elevation, South	6/26/2023 12:52 PM	Adobe Acrobat D...	185 KB

8. Click on open.



Edit metadata

1. Click on Title to copy the drawing number to the Number field
2. Click Upload to continue.

9. Click on title.

Title
000-DAL-00-DR-A-1000 - Pl
000-DAL-00-DR-A-4000 - Tc
000-DAL-01-DR-A-1000 - Pl
000-DAL-01-DR-A-4001 - Tc
000-DAL-02-DR-A-1004 - Pl
000-DAL-01-DR-A-1001 - Pl
000-DAL-01-DR-A-1000 - Site
000-DAL-22-DR-A-2001 - S
000-DAL-22-DR-A-2002 - S
000-DAL-22-DR-A-2003 - S
000-DAL-22-DR-A-3001 - E
000-DAL-22-DR-A-3002 - E

Job Aid DM_Upload

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10. Click on Upload.



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11. Steps completed
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