DM_Upload

Created On: August 30, 2023

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dominKnow Capture
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TABLE OF CONTENTS

SELECT FILES **3**

EDIT METADATA **4**

Select files

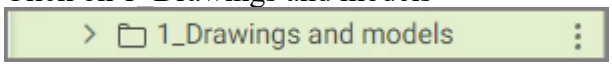
Navigate to the Architech's folder and upload files.

1. Click on Box.

2. Click on Files.

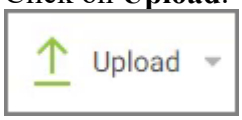
3. Click on Files.

4. Click on 1_Drawings and models



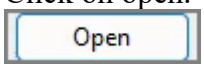
5. Click on **Architect**

6. Click on **Upload**.



7. Click on the files you want to upload.

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.

10. Click on Upload.

11. Steps completed