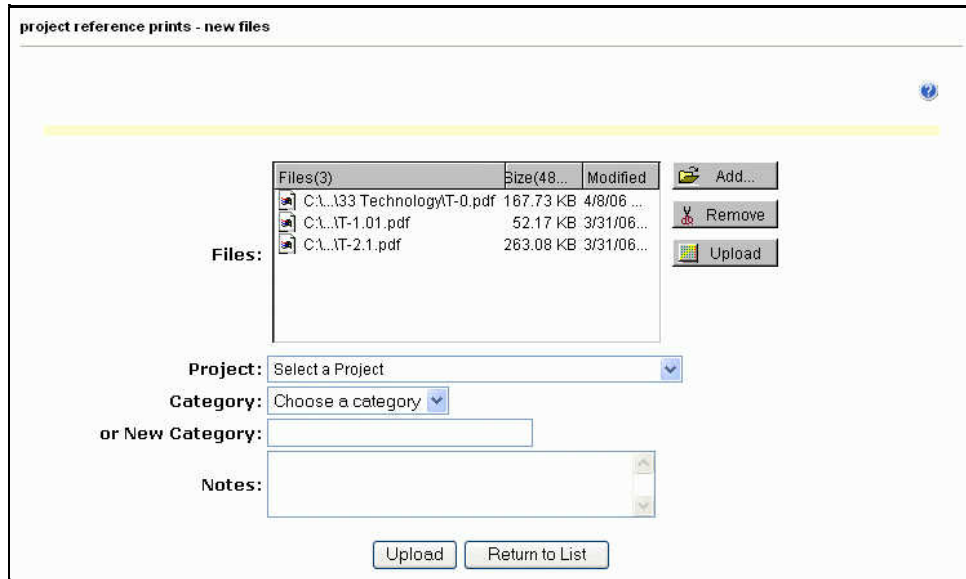


## How To Use Projxs Files New Files Page

### New Files Overview.

Files are added to a project folder from the New Files page. You can select multiple files from you local computer, associate them with a project and category, enter relevant notes and upload them.



Files(3)	Size(48...)	Modified
C:\...133 Technology\T-0.pdf	167.73 KB	4/8/06 ...
C:\...IT-1.01.pdf	52.17 KB	3/31/06...
C:\...IT-2.1.pdf	263.08 KB	3/31/06...

Project: Select a Project

Category: Choose a category

or New Category:

Notes:

Upload Return to List

You can specify:

- Project (of which you are a member)
- Category
- Notes

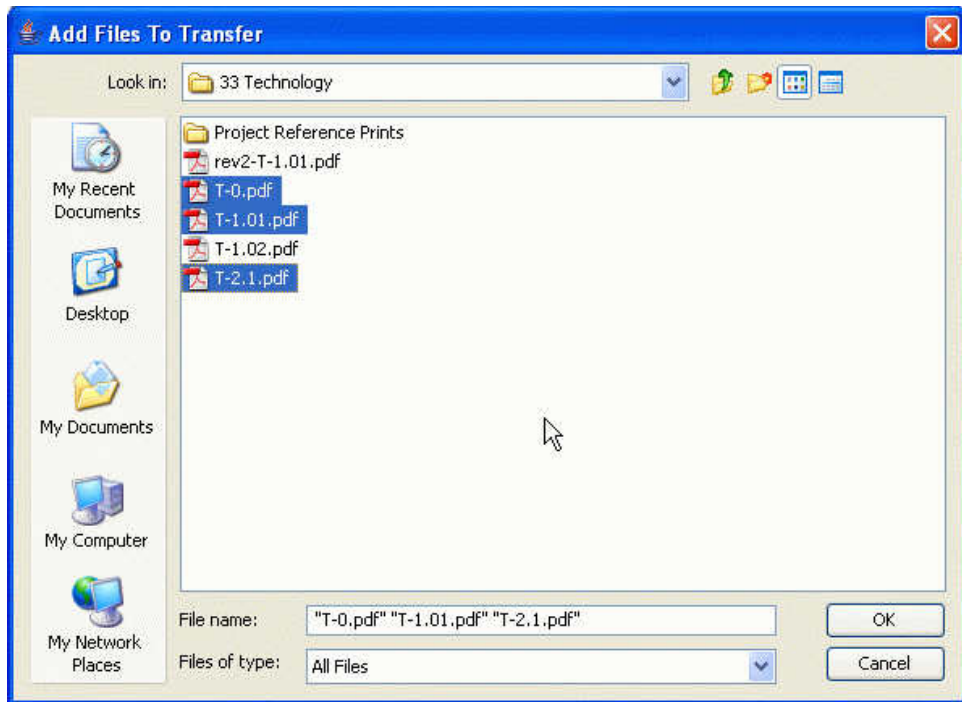
### Selecting the files.

Click on the "Add" button to open the browse window.

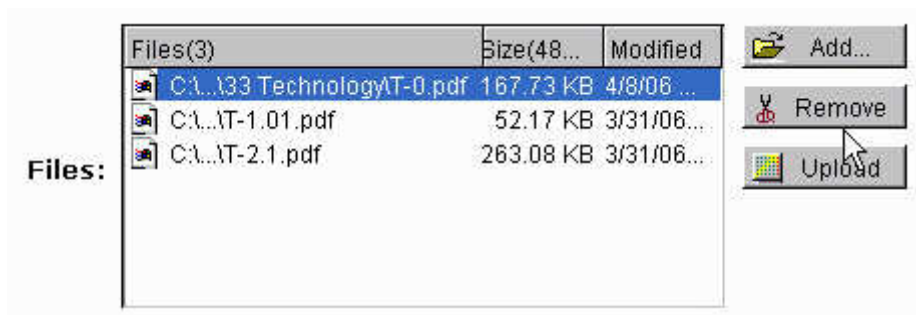


Select one or more files using the "Shift" key and left mouse button to select on contiguous group or the "Ctrl" key and left mouse button to select specific files. Then either "OK" your choices or "Cancel". The files will immediately be added to the upload box. You can use the "Add" button to get more files from the current or other directories.

## How To Use Projxs Files New Files Page

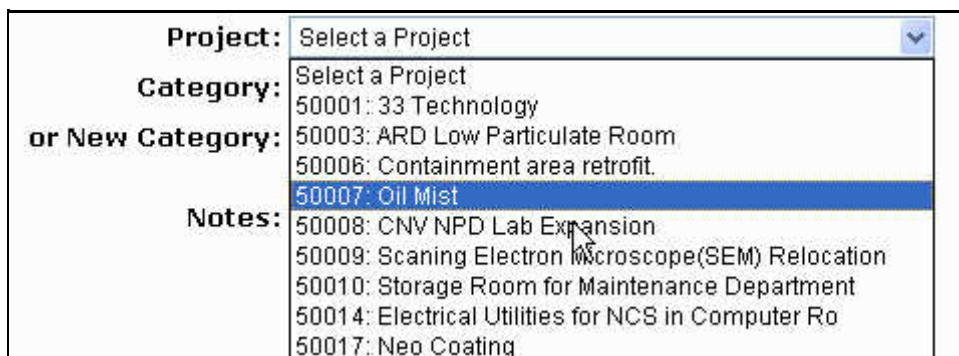


If you need to remove a file from the upload box, highlight the file and click on the "Remove" button. It will be removed from the upload list.



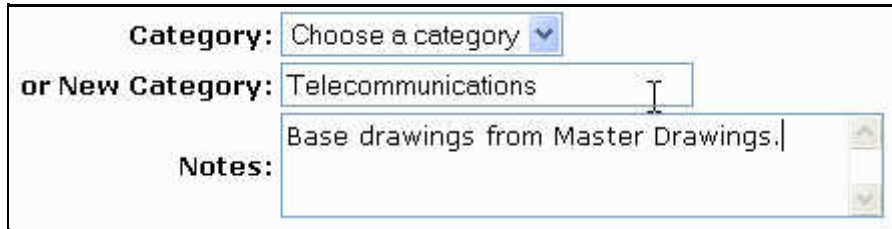
### Classifying the files.

Select a project from the list of active projects, where you are a team member.



## How To Use Projxs Files New Files Page

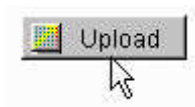
Select a Category from the pull down list or create a new one by entering the one you want. Then enter any notes you want associated with all of the files. You can change or add individual file notes after the upload by updating the file information.



The screenshot shows a form with three main sections: 'Category:' with a dropdown menu set to 'Choose a category'; 'or New Category:' with a text input field containing 'Telecommunications'; and 'Notes:' with a text area containing 'Base drawings from Master Drawings.'.

### Uploading the files.

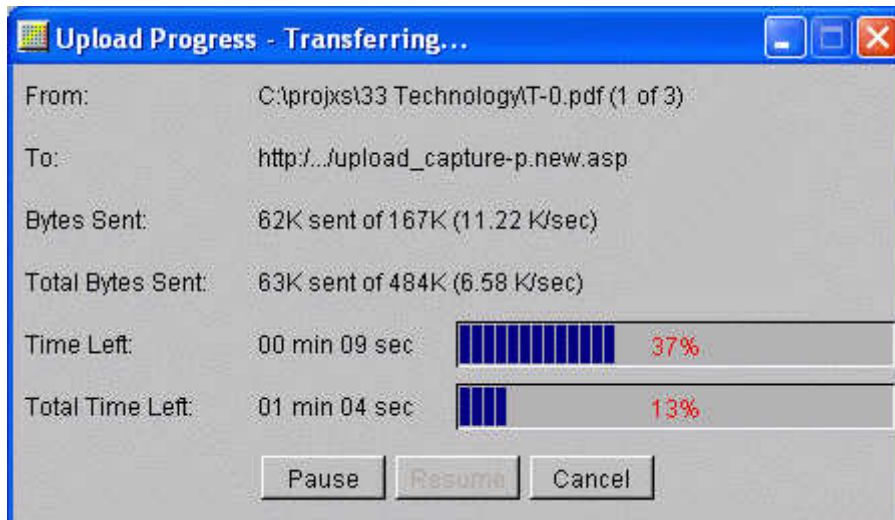
Select either "Update" button to create the folder records and upload the associated files.



or



The upload progress bar appears.



When your new files are uploaded, a completion message appears.

## How To Use Projxs Files New Files Page

### Returning to the files list.

Select the "Return to List" button to return to the file folder.

