



# BUILDSPACE EPROJECT

*For Project Team Member*

Upload & Share  
Documents

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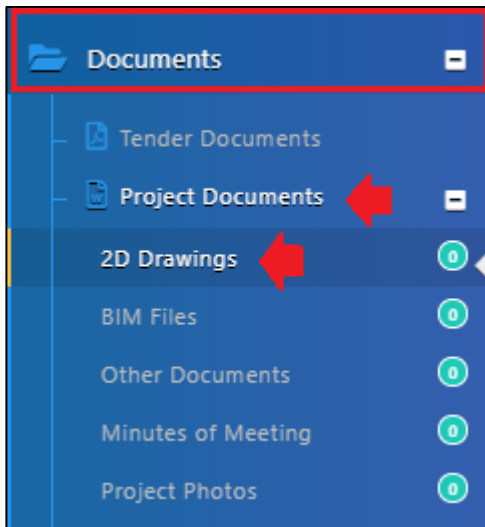
Website: [www.BuildSpace.my](http://www.BuildSpace.my)

**(BuildSpace Version 2.3)**

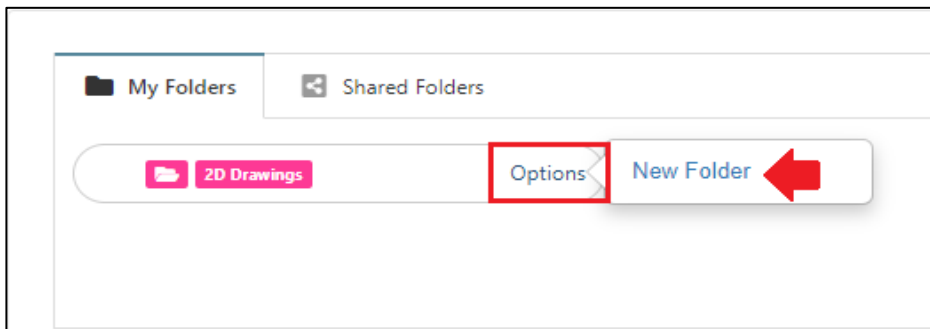
**Last updated: 13/10/2020**

## Upload and Share Documents

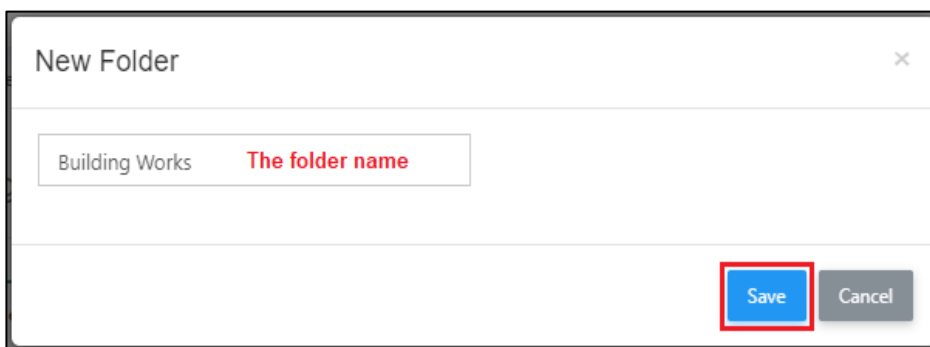
1. Click at **“Document”** and click **“Project Document”**. Then, click **“2D Drawings”**



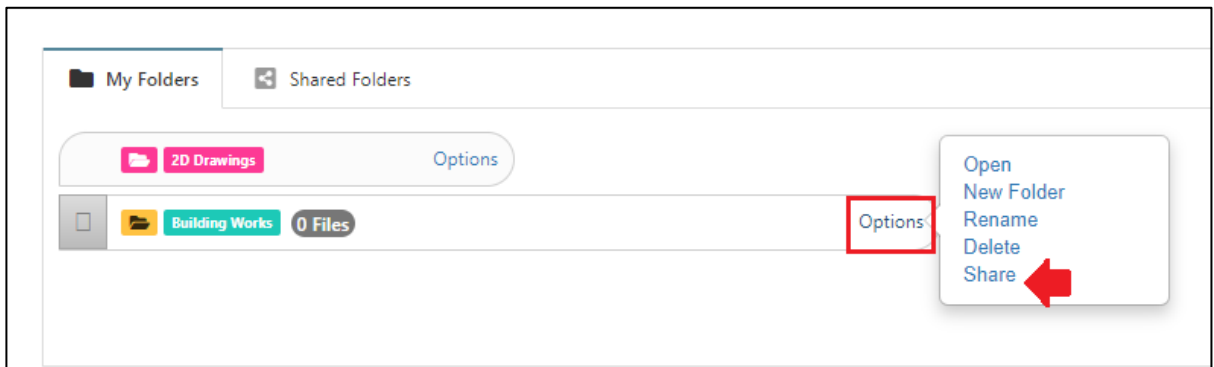
2. Then click **“Options”** and select **“New Folder”** to create a new folder.



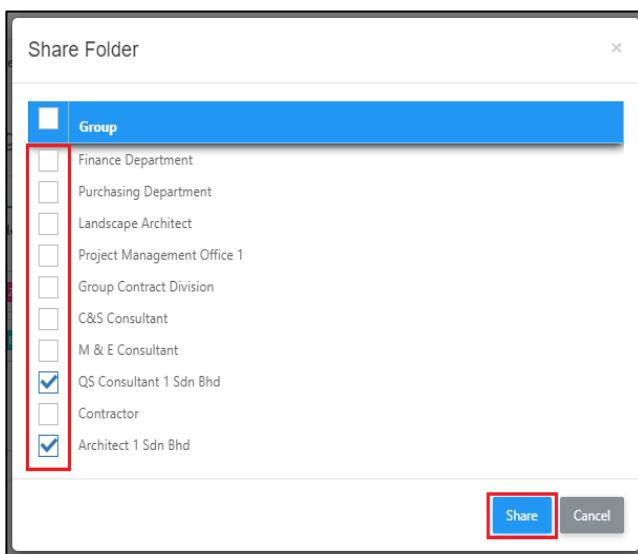
3. Type in new folder name and click **“Save”**.



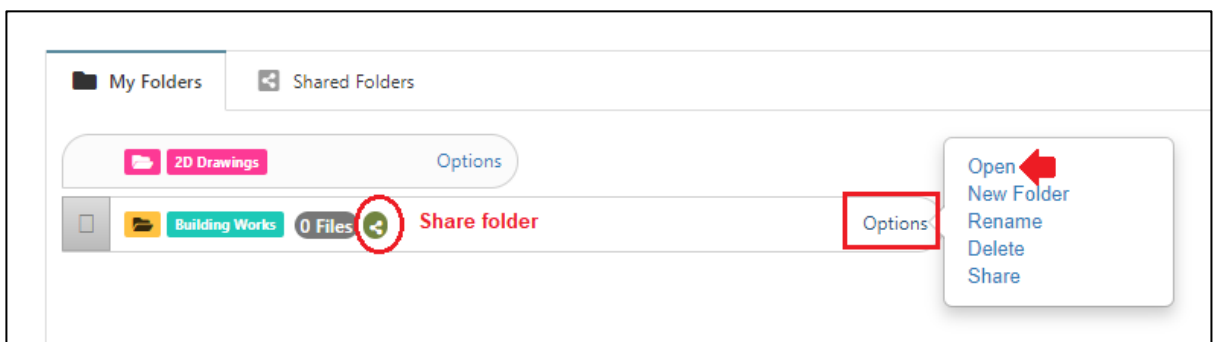
4. Click “**Options**” again to create sub folder if want or click “**Share**” to share to other parties.



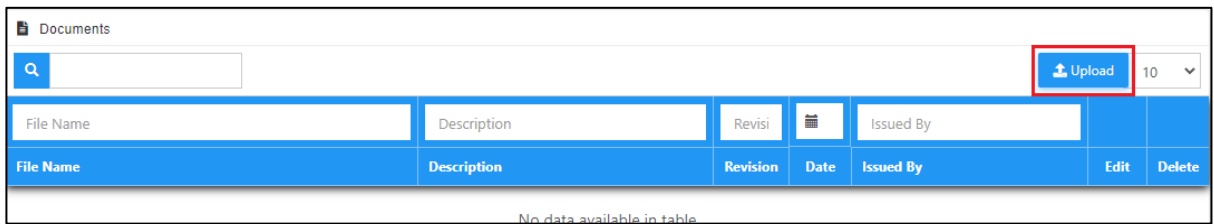
5. Tick on which parties you want to share with and click “**Share**”.



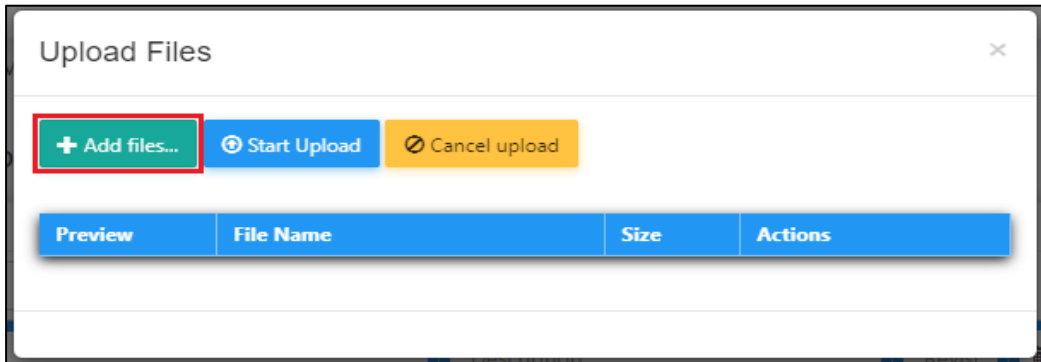
6. Click “**Options**” again and select “**Open**” to access folder.



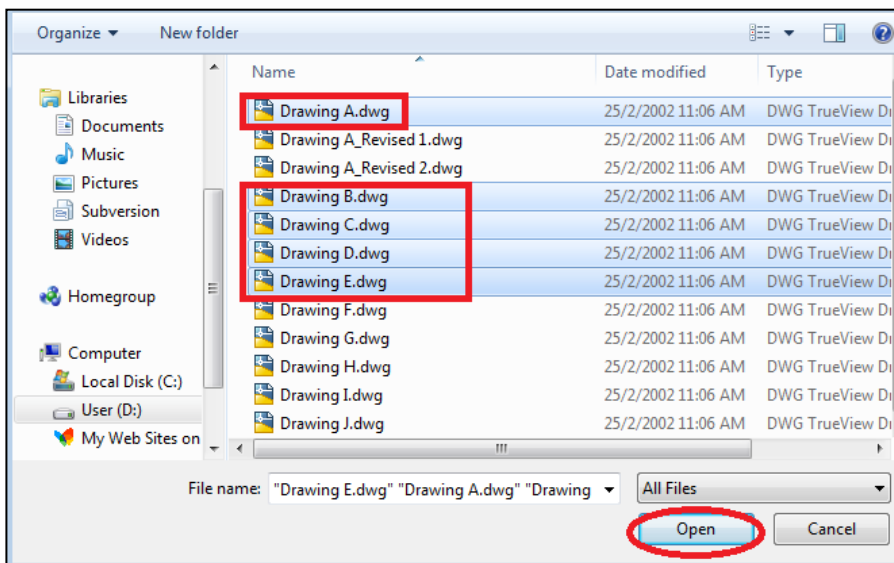
7. Click **“Upload”** to upload files.



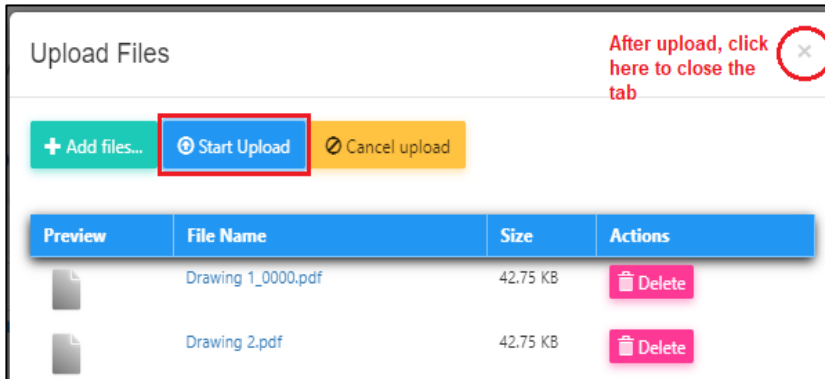
8. Click **“Add Files”** to browse and select files that you want to upload.







9. You can upload multiple files at one time.



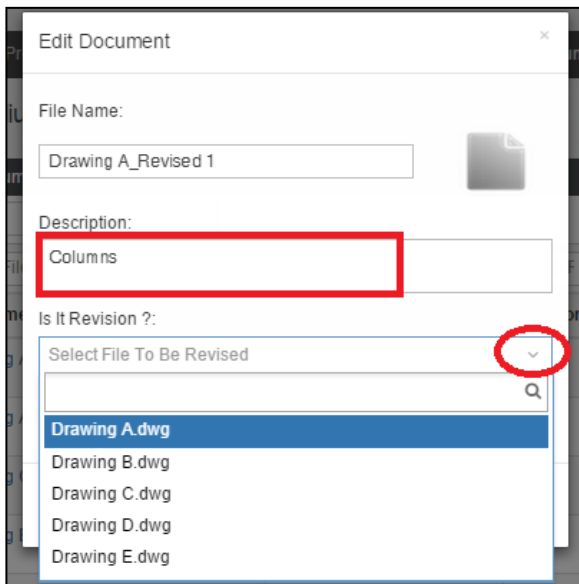
10. Click **“Start upload”** and after finish upload click **“x”** to close the tab.



11. Click **“Edit”** to edit the file description or select any revision of file.

File Name	Description	Revisi	Date	Issued By		
File Name	Description	Revision	Date	Issued By	Edit	Delete
Drawing 4.pdf		0	02/07/2020	Chris Volcano		
Drawing 5.pdf		0	02/07/2020	Chris Volcano		

12. Type in the file description if you want and **“Select File To Be Revised”** if the file going to supersede previous uploaded file. Then click **“Save”**.



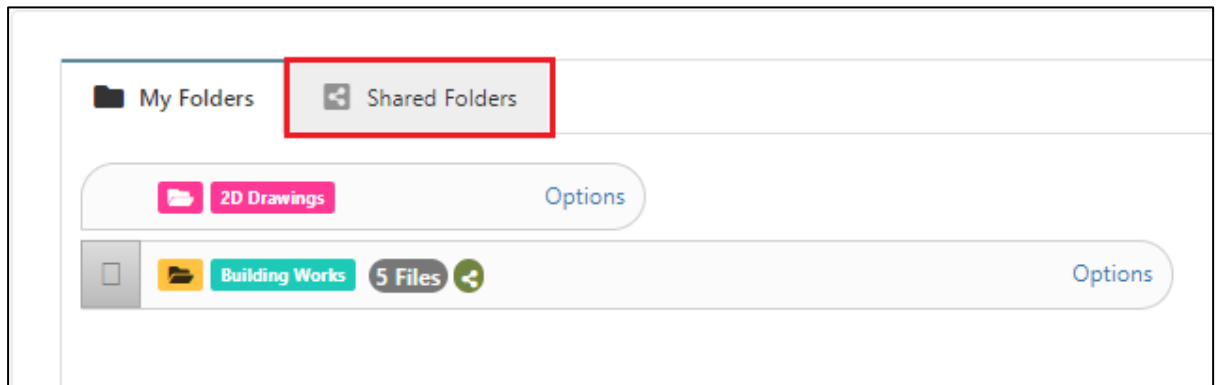
13. You can see the have with **number of revisions**.

File Name	Description	Revisi	Date	Issued By		
File Name	Description	Revision	Date	Issued By	Edit	Delete
Drawing 5.pdf		0	02/07/2020	Chris Volcano		
Drawing 4.pdf		1	02/07/2020	Chris Volcano		

14. **Click on number** of revisions to view all revision’s files.

Filter File Name	Filter Description	Filter	Filter Da	Filter Issued By
File Name	Description	Revision	Date	Issued By
Drawing 2.pdf		0	02/07/2020	Chris Volcano
Drawing 4.pdf		1	02/07/2020	Chris Volcano

15. Go back to “2D Drawings” menu to see shared files from other parties by click on “**Shared Folders**”



16. Can see other parties' shared files and click open to see & download the files.

