

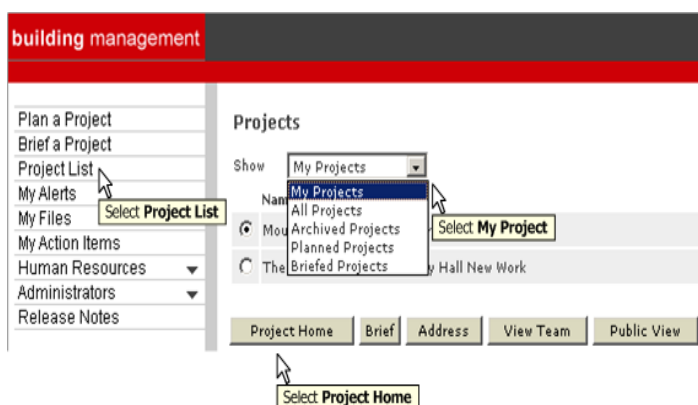
## BPIMS Process Help


### Add a File to Project File

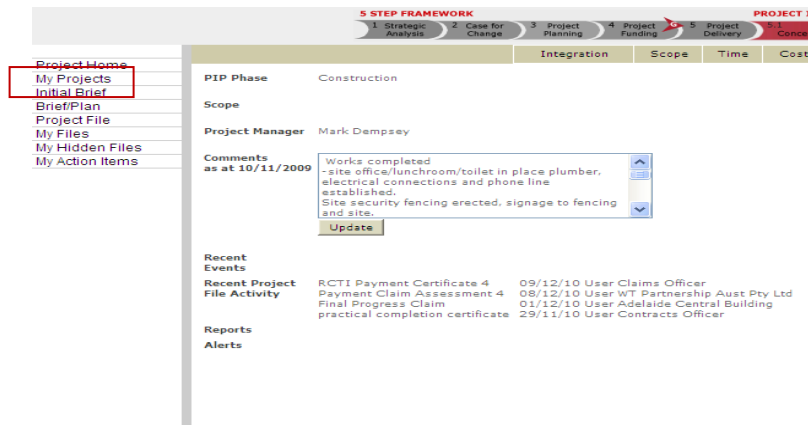
The following guide maps out the steps involved in adding a file to the Project File in the Project Home Page in the Building Project Information Management System (BPIMS) so that it can be shared with other members of the project team.

### Navigation Steps

- Login to BPIMS
- Select *Project List* from the left hand menu in the *Welcome to the Bpims managing projects area* page.

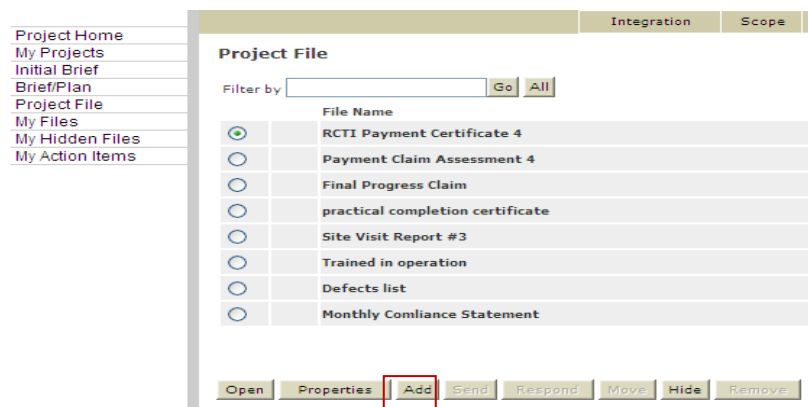


- Select *My Projects* from the dropdown list.
- Select required project by clicking the radio button 
- Select **Project Home** to display the Project Home page.



The project home page will appear.

- Select *Project File* from the left hand menu on the Project Home page.
- Select **Add**



## BPIMS Process Help: Add a File to Project File

- Select **Browse...** Navigate to the file you want then click **Open**
  - Fill in the file name which should have meaning to the Project Team.
  - Select a File Type from drop down list  
**File Type:** -- select type --
  - Enter Author if the document author is to be acknowledged.
  - Select keywords to allow you to search for the file in the future.
  - The document description is optional.
  - Selecting **Document for restricted viewing only:** ☐ is not generally recommended. The Project File is designed to be visible to the all project team members who need access to shared information.
- Select **Save**

BPIMS Project - Windows Internet Explorer provided ...

Add a New Document to Project File & Create an Official Record

Mylor Primary School Library Refurbishment [NS]

Document Location

File Name :

File Type: -- select type --

Owner: Barbara Robinson

Author:

Other author:

Keywords: -- select a keyword to add --

-- select a keyword to add --

-- select keywords to add -- to select multiple keywords hold the 'ctrl' key & click

Description:

Document for restricted viewing only: ☐

Save Cancel

A popup box will ask if you wish to send this file to another team member to action.

- Click **Yes** if you wish to send the file, complete the new popup and click **Send**.
- Click **No** if you do not want to send the file.

The Project File page is refreshed to show the added file.

## Contact

For further information during business hours contact:

### Business Process Issues:

#### Director, Building Projects

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