



# UDA ConstructionOnline™

UDA ConstructionOnline - Files - Windows Internet Explorer

http://www.constructiononline.com/File3.aspx?PID=52

UDA ConstructionOnline - Files

ConstructionSuite | ConstructionDocs | ConstructionOnline

Allan Brown | + New Features | Feedback | Help | Logout | Search

Profile Projects Files Images Contacts

Allan Brown  
Brown and Tate  
Construction

My Profile  
Projects  
Files  
Images  
Contacts

FREE WEBINAR  
FREE Training  
Every Friday,  
10-11:30 PM ET  
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Notifications (1088)

All Projects ▶ Blount Residence

Sort by Name

Item	Created	By	Size	Actions
Inspection	May 12 2011 4:40PM	Allan Brown	5 item(s)	Details
perm test	Mar 25 2010 8:33AM	Jim Davis	1 item(s)	Details
Schedules	Feb 26 2010 3:55PM	Jim Davis	11 item(s)	Details
Blackberry Files	Apr 30 2010 4:37PM	Jim Davis	2 item(s)	Details
Foundation 2	Oct 21 2010 8:45AM	Jim Davis	9 item(s)	Details
OnSite Photos	Sep 21 2010 10:49AM	Jim Davis	4 item(s)	Details
Planning Images 2	May 2 2011 8:09AM	Jim Davis	31 item(s)	Details
Test Album - October 21, 2010	Oct 21 2010 8:37AM	Jim Davis	11 item(s)	Details
06-challenger-300.jpg	Oct 25 2010 8:59AM	Jim Davis	601.4 KB	Details

Details

2134Drawings.pdf

Share File

Edit File

Delete

Type: Adobe Acrobat PDF  
Size: 438.3 KB  
Modified: 10/15/2010 by Jim Davis  
Date Uploaded: 1/15/2010

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Profile Projects Files Images Contacts

Planning Images 2 (19)

Sort by Recently Uploaded

19 of 19

Add Photo Share Download Comments

## Quick Start Guide

[www.constructiononline.com](http://www.constructiononline.com)

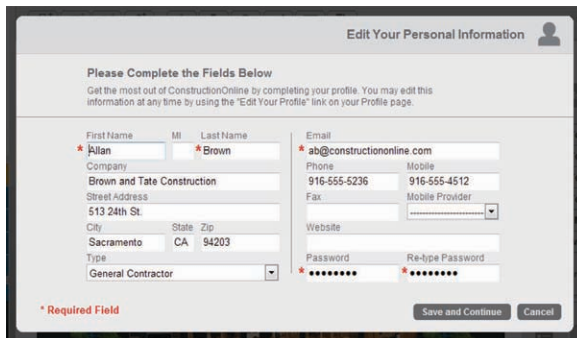
**UDA TECHNOLOGIES**

ConstructionOnline™ is presented by UDA Technologies.  
[www.udatechnologies.com](http://www.udatechnologies.com) • 1.800.700.8321

Thank you for joining ConstructionOnline™! Once you have signed up and activated your account, you will be guided through the 3-step profile creation process.

## 1 Edit Your Personal Information

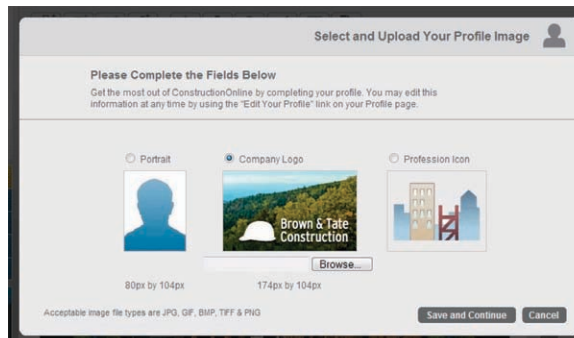
Enter your name, company, profession type, and contact information here. You may edit this information at any time by clicking “Edit My Profile” on your Profile page.



The screenshot shows the 'Edit Your Personal Information' form. It includes fields for First Name (Ailan), Last Name (Brown), Email (ab@constructiononline.com), Company (Brown and Tate Construction), Street Address (513 24th St.), City (Sacramento), State (CA), Zip (94203), and Profession Type (General Contractor). There are also fields for Phone (916-555-5236), Mobile (916-555-4512), Fax, Website, Password, and Re-type Password. A red asterisk indicates required fields. The form has 'Save and Continue' and 'Cancel' buttons at the bottom.

## 2 Select and Upload Your Profile Image


Choose the image or company logo you wish to use for your profile. The image you choose will upload after you click “Save and Continue”. You may also choose to use the profession icon instead.



The screenshot shows the 'Select and Upload Your Profile Image' form. It has three radio button options: Portrait, Company Logo (selected), and Profession Icon. Below each option is a preview image. The Company Logo preview shows a landscape with a building and the text 'Brown & Tate Construction'. The form also includes 'Save and Continue' and 'Cancel' buttons. A note at the bottom states: 'Acceptable image file types are JPG, GIF, BMP, TIFF & PNG'.

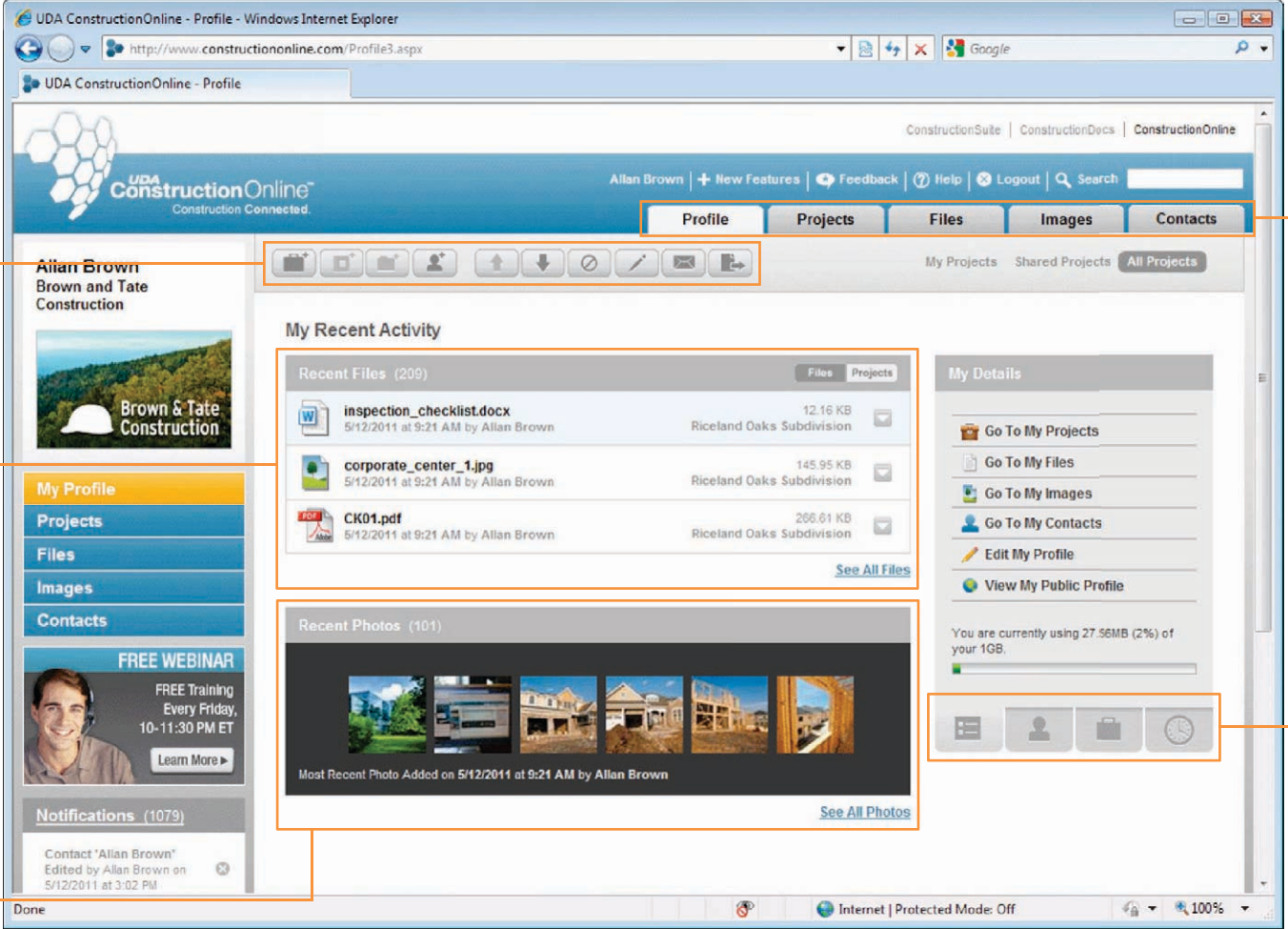
## 3 Choose Public Profile Settings

Choose what information is visible to others in your Public Profile. You may edit these settings at any time via the “Edit Your Profile” link on your Profile page.



The screenshot shows the 'Choose Public Profile Settings' form. It has three sections: Summary, Recent Projects, and Recent Photos. Each section has a checkbox to toggle visibility. The Summary section is checked. The Recent Projects and Recent Photos sections are also checked. The form includes 'Save and Continue' and 'Cancel' buttons at the bottom.

Once you have entered your information, you will be able to view your Profile page. An overview of the Profile page is shown below.



**Toolbar Buttons**  
These perform functions such as adding new projects, uploading, sharing, editing, etc.

**Recent Projects/Files**  
The latest project and file activity at a glance.

**Recent Photos**  
The latest photos uploaded to your projects will be displayed here.

**Navigation Tabs**  
Easily move among the main areas of ConstructionOnline with these tabs.

**Sidebar Buttons**  
Change the type of information displayed in the sidebar with these buttons.

The screenshot shows the UDA ConstructionOnline Profile page in a Windows Internet Explorer browser. The page has a blue header with the UDA logo and navigation links. A top navigation bar contains tabs for Profile, Projects, Files, Images, and Contacts. Below this is a toolbar with icons for adding, uploading, and sharing. The main content area is divided into sections: 'My Recent Activity' (listing recent files and photos), 'My Details' (with links to projects, files, images, and contacts), and a sidebar with 'My Profile' and 'Notifications'. The sidebar also features a 'FREE WEBINAR' section and a 'Recent Photos' section. The bottom of the page shows the browser's status bar with 'Done' and 'Internet | Protected Mode: Off'.

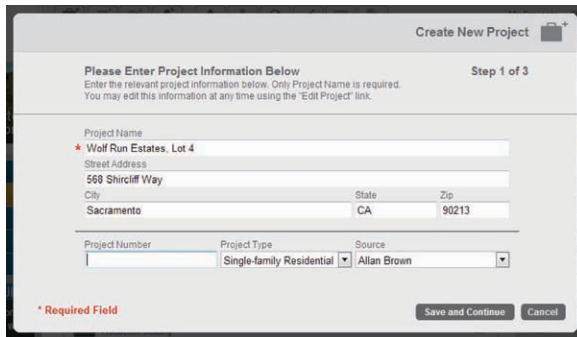
Before you can begin uploading Files and Photos to your account, you must create a new Project.

## 1 Click the “Add Project” Toolbar Button



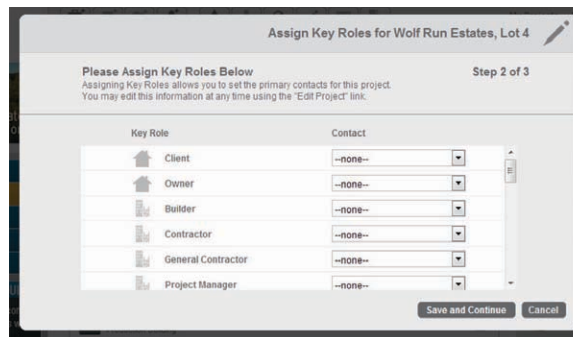
## 2 Create New Project

Enter the project information in the appropriate fields.



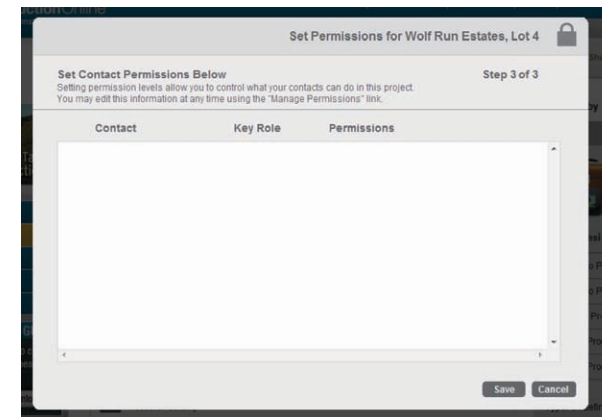
## 3 Assign Key Roles for the Project

Because you do not have contacts yet, you will not be able to assign key roles yet. Don't worry, you can do it later by clicking the “Edit Project” toolbar button.

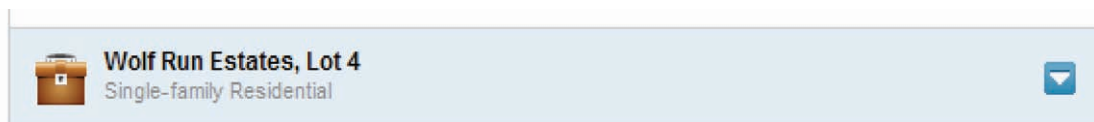


## 3 Set Permissions for the Project

You cannot set permissions until you have contacts. Once you have contacts, you may manage permissions for the project by clicking the “Edit Project” toolbar button.



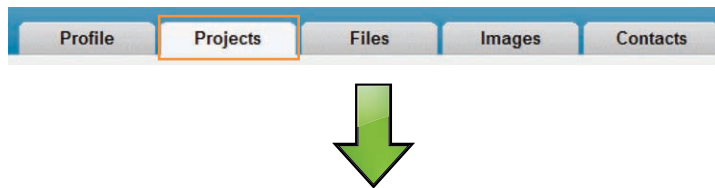
## 4 Your Project is Created



Now that you've created a new Project,  
you can begin **Uploading Files and Photos**.

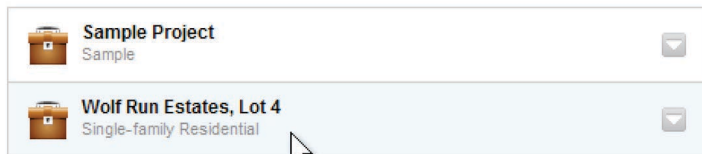
To Upload Files and Images:

- 1 Click the Projects Tab.



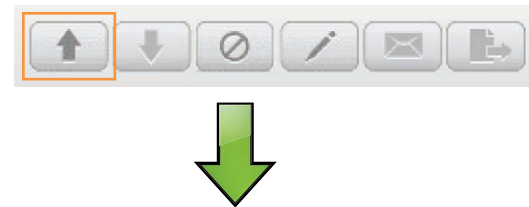
Click in the row of the Project you wish to upload to.

## All Projects

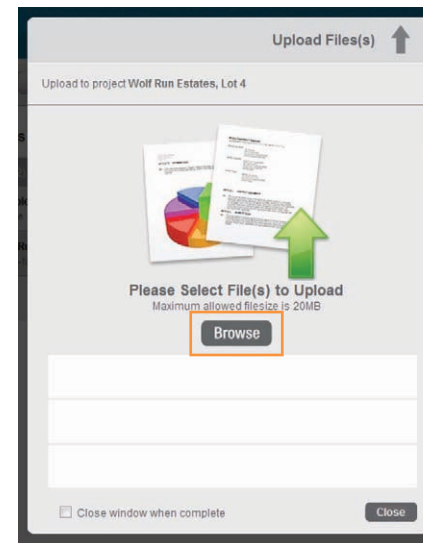


[Add New Project](#)

- 2 Click the "Upload" toolbar button. The Upload window will open.



Click the "Browse" button to choose the files or images you wish to upload.

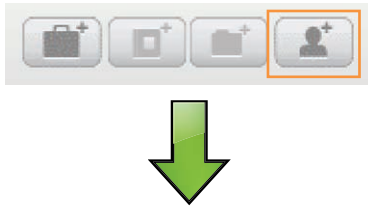




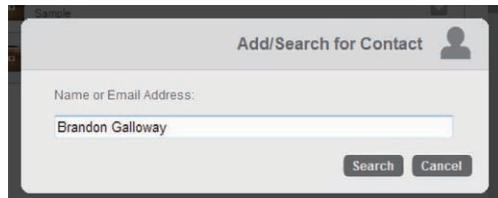
You can now **Add Contacts** and **Invite** them to join your **Projects**.

## To Add and Invite Contacts:

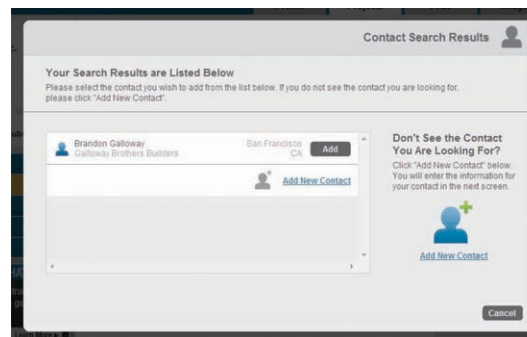
- 1 Click the “Add Contact” toolbar button. The Enter Contact’s Email window will open.



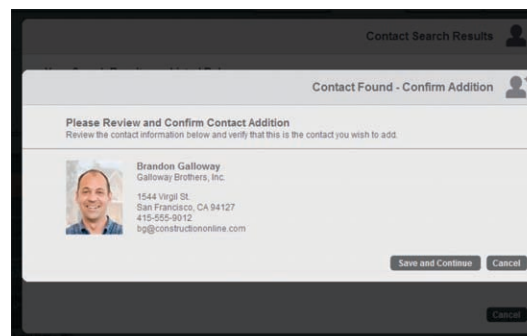
Enter the name or email address of the contact you want to add. ConstructionOnline will search the member database for this information.



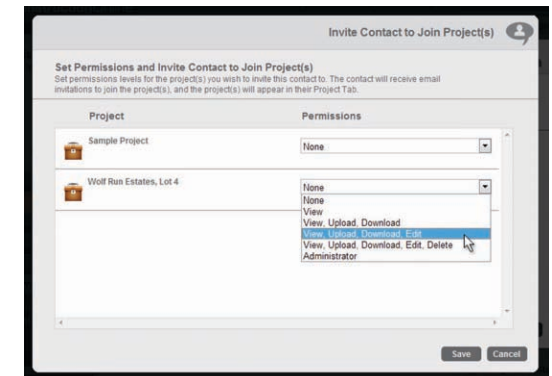
- 2 Your search results will be shown. If you see the contact you wish to add, click the “Add” button next to the contact.



Additional contact information will be displayed. Confirm that this is the contact you want to add and click “Save and Continue”.



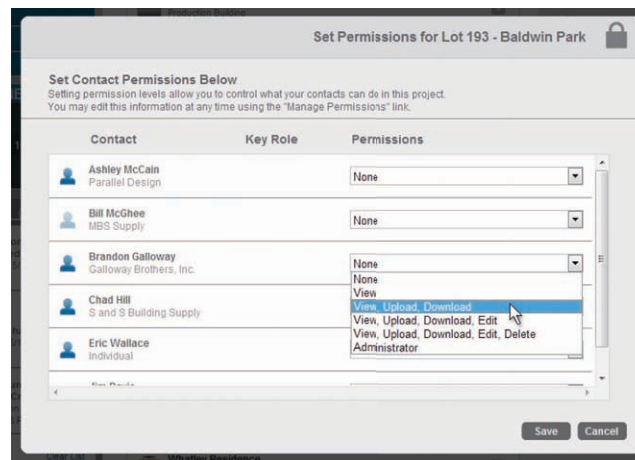
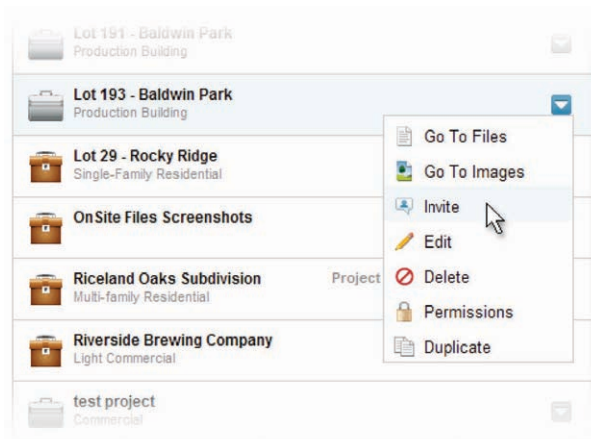
- 3 You can now invite the contact to join your projects. This is also where you can set permissions for the contact. The contact will receive an email inviting them to join the project.



You can also Invite Contacts directly to a Project via the Action Menu.

## To Invite Contacts to Join a Project from the Action Menu

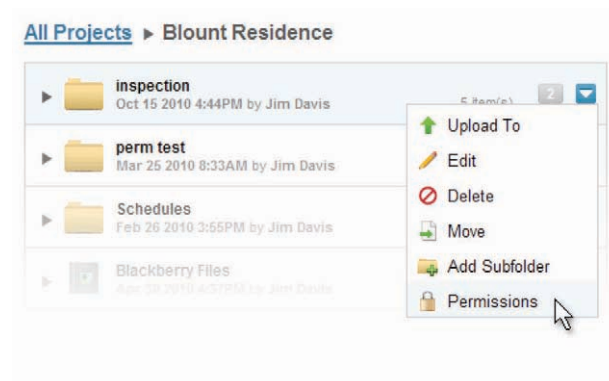
- 1 Click the Action Button for the project you wish to invite contacts to and click “Invite”.
- 2 Set permissions for a single contact or multiple contacts.
- 3 The project will appear in your invited contact's project list and they will receive an email inviting them to join the project.



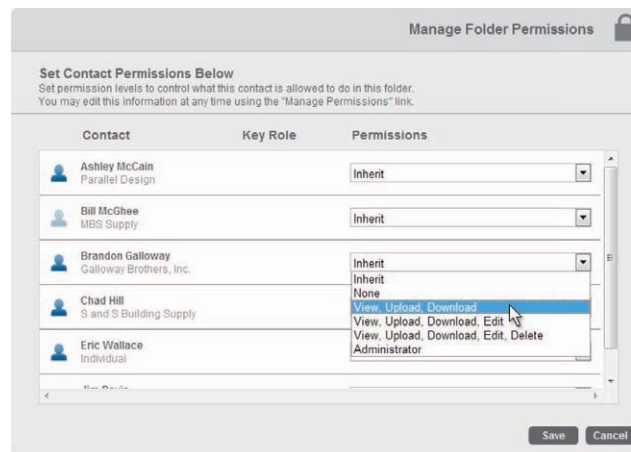
Setting Folder Permissions can give you even more control over which contacts can do what in your projects.

## To Set Permissions on a Folder\*

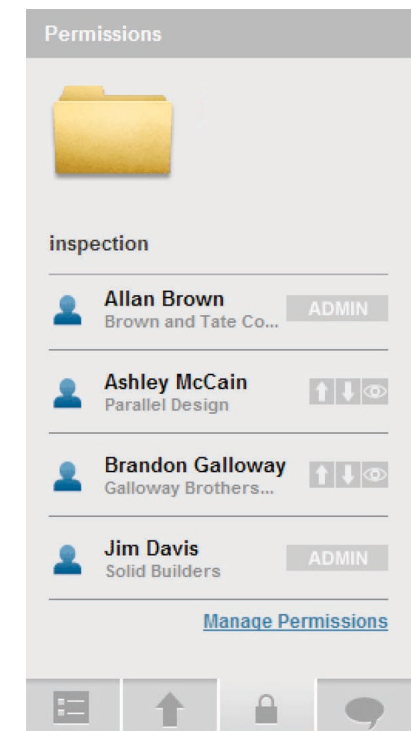
- 1 Click the Action Button for the folder you wish to set permissions for.



- 2 Set permissions on the folder for a single contact or multiple contacts.\*\*



- 3 You can view the current permission settings on the folder by clicking the Permissions icon in the right side bar.

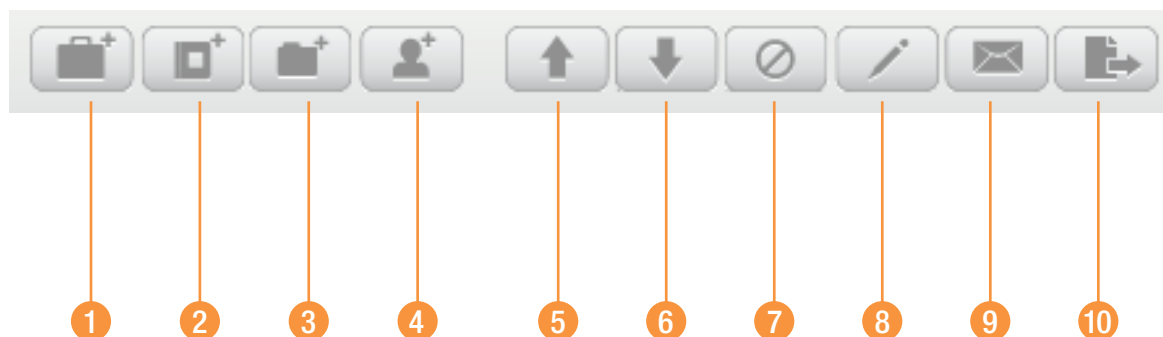


\*Folder permissions are inherited from project permissions by default.

\*\*Assigning a "None" permission on a folder means that that contact will not see the folder at all in their file list.



Use the **Toolbar Buttons** to perform most functions in ConstructionOnline™.  
What each button does is described below.



**1 Add New Project**

New projects will show in your projects list under the Projects and Files Tabs.

**2 Add New Image Album**

New albums will show under the Images Tab. They will also show in the Files List of the Project containing the new album.

**3 Add New Folder**

New folders will show in the Files List of the Project containing the new folder.

**4 Add New Contact**

New contacts will show in your Contact List under the Contacts Tab.

**5 Upload File or Image**

Files and images can be uploaded into Projects, Folders, and Albums. Albums are designed to hold images. While an album can contain a non-image file, that file will not be visible in the Gallery View.

**6 Download File or Image**

Select the row of a file or image in the Files List and click this button to download that file or image. The file or image will download to your default download location (usually your Desktop).

**7 Delete**

This button allows you to delete projects, folders, albums, images, files, and contacts. You will be asked to confirm deletion before it occurs.

**8 Edit**

This button allows you to edit projects, folders, albums, images, files, and contacts.

**9 Share**

This button allows you to share images and files. You will be asked to enter the email address of the recipient, who will receive a link to the file or image via email.

**10 Move File or Image**

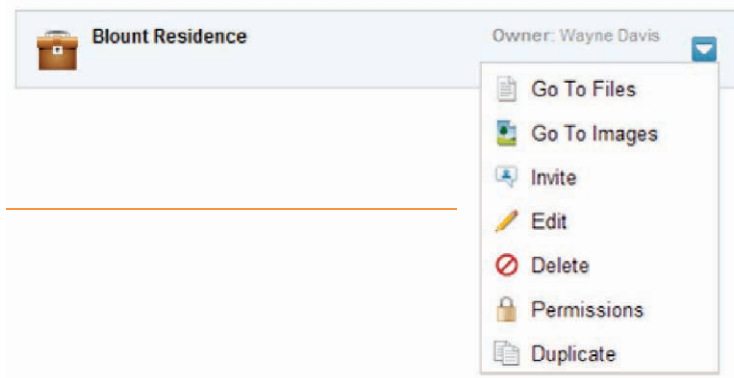
This button allows you to move files and images from one location to another.

**Note**

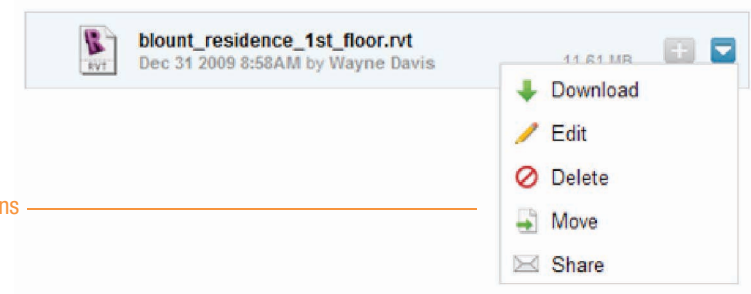
*Not all toolbar buttons are active all the time. For example, if you are in your Project List view, the Download and Share buttons will be deactivated because these actions do not apply to projects.*

The **Action Button** is found on the right hand side of Projects, Files, and Contacts Lists. Clicking on this button brings up a context-sensitive menu of actions.

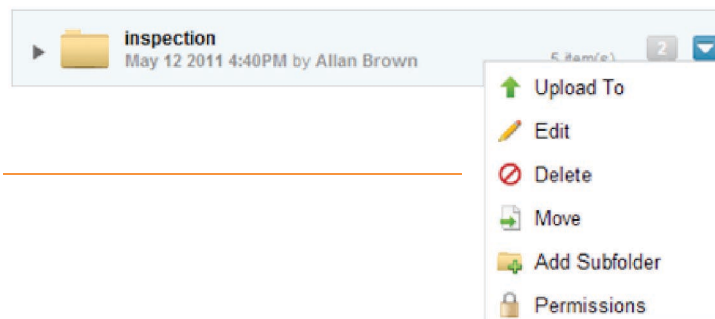
Project Actions



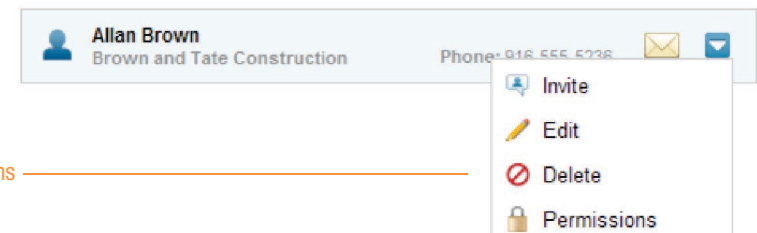
File Actions



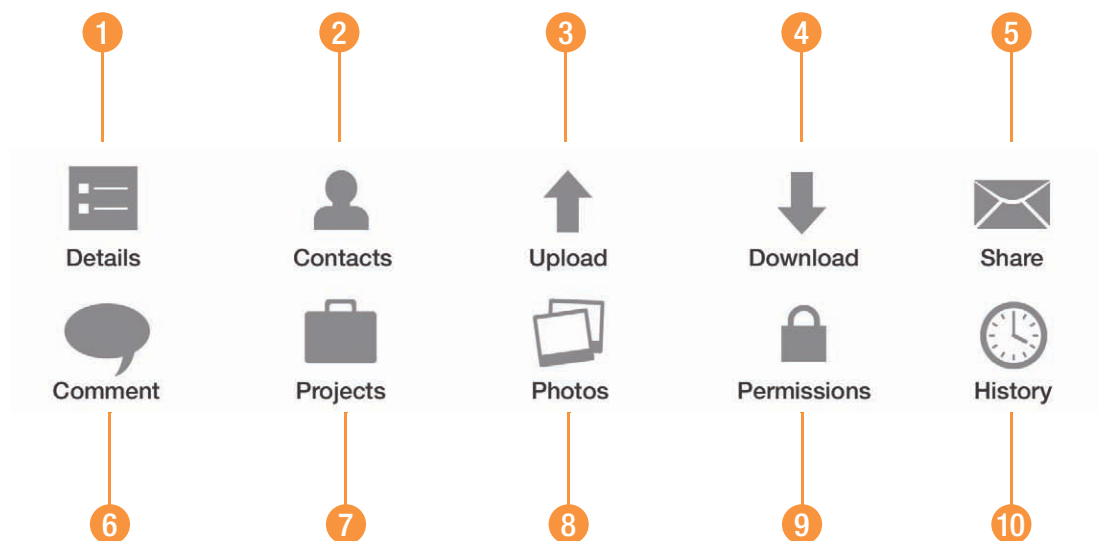
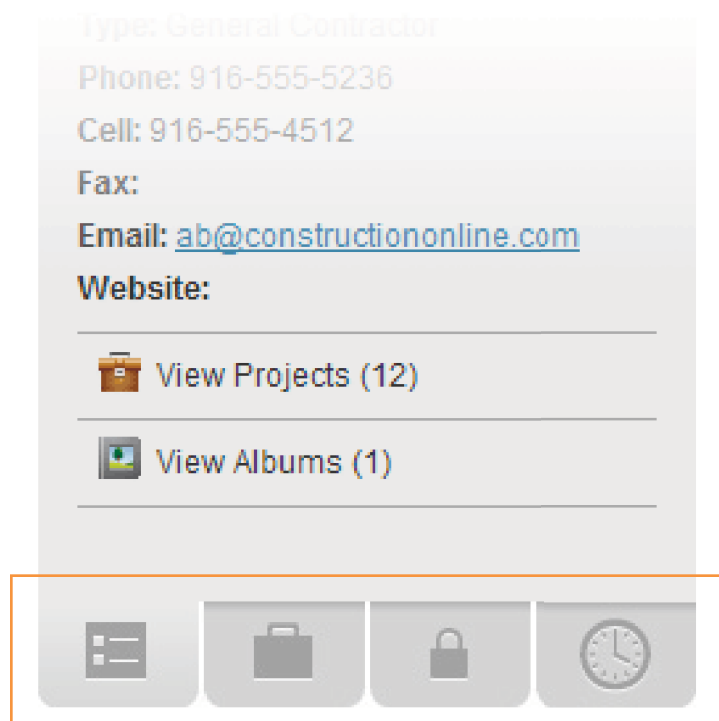
Folder Actions



Contact Actions



**Sidebar Actions** are found at the bottom of the right-hand sidebars. These allow you to change the information displayed in the sidebar or perform actions.



**1 Details**

View details about projects, folders, albums, files, images and contacts.

**2 Contacts**

View contacts related to the item you have selected.

**3 Upload File or Image**

Upload file or image into projects, folders and albums.

**4 Download File or Image**

Download file or image to your default download location on your computer.

**5 Share File or Image**

Share a file or image with anyone with access to email.

**6 Comment**

View and add comments to projects, folders, albums, files and images.

**7 Projects**

View projects related to a selected contact.

**8 Photos**

View recent photos related to the item you selected.

**9 Permissions**

View and set permissions for contacts.

**10 History**

View history entries for the item you selected.