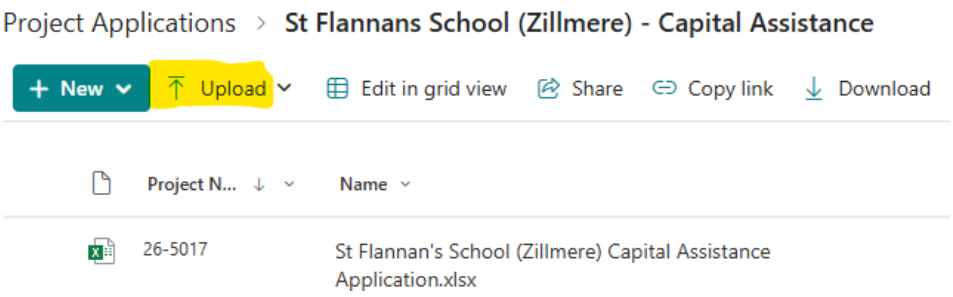
Drag, Drop & Upload documents into a Capital Project file

Uploading documents into a Capital Project File

1. On the Capital Projects Home page click on the drop down arrow on the Upload tab



2. Click on files and search for the document on your internal files. Click on the document and upload to Capital project folder.

Drag & Drop documents into a Capital Project File

1. Find document on your internal files. Click on document once then drag and drop to your Capital Project.

Please refer to Document Naming Convention how to guide before saving to Capital Project folder.