## C)

## **Customer Documents**

## Under this section you can store any documents that may be required by your customers.

/ Home / Documentation / Customer Document															
BEXCEL BPDF ▼ FILTER															
Job	No :	Project/Des	cription :	Customer	:	Work site	Title		:	Description	:	Review Date			
895	6	Test More S	tuff F	Purple Submarine L	td	Under the Sea	NEW	RAH SITE PLAN		Site Plan - showing layout o	f new hospital	08/10/2020	6		
Dou	Double click on any line item to edit or select +ADD NEW.														
1.	1. Select a Customer or add a new one.														
2.	. Select a Work site or add a new one.														
3.	If required select the Job No or add a new one.														
4.	. The Project/Description will auto populate.														
5.	Type in the document Title.														
6.	If required select a review date – this field is optional.														
7.	Туре	in a Des	cription f	for the do	cume	ent.									
8.	Click	+ADD F	ILE.												
9.	9. Click 🖫 SAVE.														
10. Once a document is loaded you can use the Action buttons.															
	V Home / Documentation / Customer Document										9 6	SAVE @ DELE	D BACK		
	Customer							Work site							
1	Purple Submarine Ltd						•	0 0	2	Under the Sea			•	•	
	Job No									Project/Description					
3	8956					•	0	4	Test More Stuff						
	Title Review Date														
5	NEW RAH SITE PLAN						8/10/2020				× 🛅				
7	Site Plan - showing layout of new hospital														
	-	an one nage													
	Docu	uments											8 🧧	ADD FILE	
			Last Modified T	ime Version	No.	Title			Des	cription	Action	1			
											10	<b>^</b>			
		$\bigcirc$	08/10/2020 12:	46 1		RAH-Hospital-N	lap-2017-09-12	2.pdf	MA	AP OF NEW RAH			6 6	Ê	
														•	

Documents can be viewed in the Mobile App under <u>Documentation/Customer Documents</u>.

## NOTE:

• Customer, Work site and Job No are all optional fields.

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