


## Upload Instructions

Access is available to administrators only. Call Projectdog (978) 499-9014 for access.

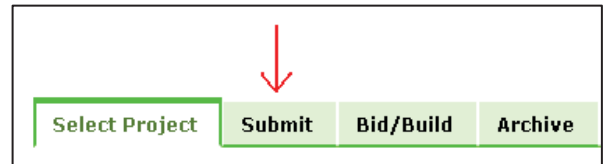
1. Login to [Projectdog.com](http://Projectdog.com), hover over Project Central and click **Project Management**.



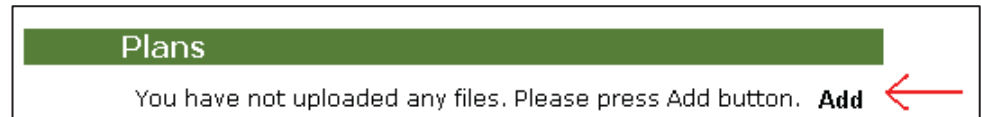
2. Click the **Project Code**.

<input type="checkbox"/> Bid Date	Sub Bid Date	Completion Date	Est.	Project Title	City	State	Code
<input type="checkbox"/> 07/01/2017			1M	Example Project	Newburyport	MA	819880 

3. Click the **Submit** tab.

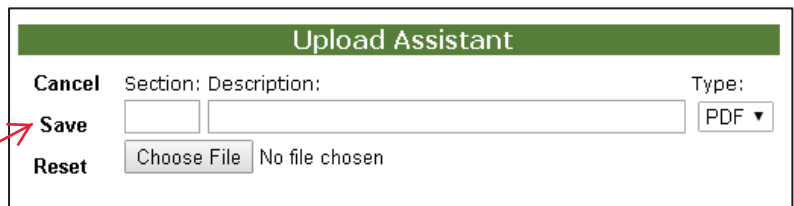


4. Click **Add**.



5. Complete all fields in the "Upload Assistant" window:

- Enter **Section** number (ex: 1, 2, 3) for ordering sequence.
- Enter **Description** (ex: "Plans") for the title of the document.
- Click **Choose File** to browse and select the file from your device.
- Click **Save** to start the upload.



**Upload Assistant**

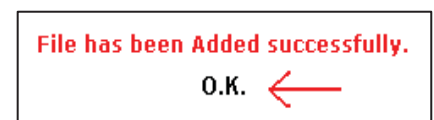
Cancel Section: Description: Type: PDF

Save

Reset Choose File No file chosen

**IMPORTANT:** The filename must contain fewer than 20 characters (including the extension) AND contain only alpha-numeric characters, underscores (\_), or dashes (-). Rename the file prior to performing this step if the filename does not adhere to these rules.

6. Click **O.K.** and repeat Steps 4-5 for any remaining files.



7. Click the **All Documents Uploaded** link in the Toolbox after ALL files have been uploaded. This notifies Projectdog that there are files to be reviewed and distributed.

