

II. ACEN[®] Working Website[™] Tools - BidGetter[™]

Your ACEN Working Website[™] is made up of a collection of modular Working Website[™] Tools, customized for your specific needs. The Working Website[™] Tools work together seamlessly to exchange information with your clients, customers, suppliers, employees, or associates.

Using the Working Website[™] tools, your ACEN website works for you, 24/7—with a minimum of effort on your part. What's more, as with all ACEN Tools, there's no technical knowledge required.

Many Working Website[™] Tools use the ACEN Contact Manager database as a basis for exchanging information. The Contact Manager is an electronic list of contacts important to your business. Detailed information about the Contact Manager can be found in Section I of this document.

• Overview

The Working Website[™] Tools that use the contact database are:

1. **Library[™]**, a tool to post and share documents and information in a variety of useful ways;
2. **Portfolio[™]**, where you can post your best work for the world to come and see, and target the most important folks—your customers and contacts;
3. **Notifier[™]**, a place to store your news, bulletins, and events, and broadcast them to your contacts; and
4. **BidGetter[™]**, where you can easily post and track your job bidding online.

• Definitions

Before we go further, let's demystify some jargon with a few definitions:

Contact is an individual associated with your website or business, such as a client, customer, or supplier (you decide how to classify your contacts). A contact is eligible to receive news and information about your company via your ACEN Working Website[™] Tools. Typically, contacts manage their own accounts, deciding what options they do and don't want.

Document is an electronic file, such as a Microsoft Word file or PDF (Acrobat) file that is posted on your website. Typically, a document is associated with a specific project posted on your site. Interested users of your website can easily download, view, and/or print these documents.

4. BidGetter™

BidGetter™ puts a planroom in your website, allowing you to easily bid your jobs. Individual bidders register on your website, and are notified through your site and via e-mail of addenda and awards.

To view BidGetter™, click on the BidGetter link in the navigation bar (at left). The BidGetter™ module is displayed:

#	Select	Project Name	Posted On	Edit	Delete	Add Docs
1.	<input type="checkbox"/>	Project Phase 2	10/02/2003	Edit	Delete	
2.	<input type="checkbox"/>	Project Phase I	09/11/2003	Edit	Delete	
3.	<input type="checkbox"/>	Project Phase II	09/11/2003	Edit	Delete	
4.	<input type="checkbox"/>	Project Phase III	09/11/2003	Edit	Delete	
5.	<input type="checkbox"/>	Project Phase IV	09/11/2003	Edit	Delete	
6.	<input type="checkbox"/>	Project Phase V	09/11/2003	Edit	Delete	

The BidGetter™ page.

The BidGetter™ module consists of two main sections:

- a list of **Projects** (displayed by default); and
- a list of **Documents**.

Click on the links at left to navigate between these two sections. Note that **Projects** are displayed by default.

- ## Project List

The Projects page contains a listing of projects (posted by you, by default):



The Projects page.

Three general options are displayed at the top of the page:

Add a New Project enables you to add a new project by entering a title and description, then selecting access permissions (who will be able to see it on your website).

Order Your Projects allows you to choose the order of displayed Projects.

View All Projects/View My Projects displays a list of all Projects, or just the ones you've posted. (Note that you can only edit you own Projects.)

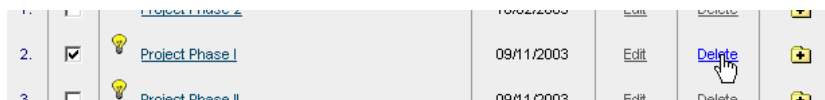
The Project List Toolbar

The Projects page includes a toolbar that allows you to edit and manipulate the projects in the list:

















Project list toolbar.

You can modify individual projects directly, or modify multiple projects at once. The principle is this: to modify an individual project, click on the desired icon in that project's row; to modify multiple projects, select the projects that you want to modify, and then click on the desired icon in the toolbar.




Deleting an individual project.

For example, if we want to delete the "Project Phase I" project (see figure above), we simply click on "Delete" under the Delete column in that same row.

<input checked="" type="checkbox"/> Check All <input type="checkbox"/> Clear All  Activate  Deactivate  Delete						
#	Select	Project Name ▾	Posted On ▾	Edit	Delete	Add Docs
1.	<input type="checkbox"/>	 Project Phase 2	10/02/2003	Edit	Delete	
2.	<input checked="" type="checkbox"/>	 Project Phase I	09/11/2003	Edit	Delete	
3.	<input type="checkbox"/>	 Project Phase II	09/11/2003	Edit	Delete	
4.	<input type="checkbox"/>	 Project Phase III	09/11/2003	Edit	Delete	
5.	<input type="checkbox"/>	 Project Phase IV	09/11/2003	Edit	Delete	
6.	<input checked="" type="checkbox"/>	 Project Phase V	09/11/2003	Edit	Delete	

Deleting multiple projects.

If we want to delete both "Project Phase I" and "Project Phase V," we select these two contacts by checking *both* checkboxes (under the Select column) and then clicking "Delete"  [Delete](#) in the Toolbar (see figure above).

Here are some definitions:

Check All selects all displayed projects

Clear All clears the checkboxes of all the displayed projects.



Activate makes the selected projects "active" or visible on the website.

Deactivate makes the selected projects "invisible" or "inactive" on the website. This is a convenient way to temporarily "shut-off" a project.

Delete permanently removes the selected projects from the database (as in our example above).

Individual Project Controls

Each item in the project list has several useful controls, defined as follows:


Light Bulb  or  allows you to activate/deactivate any project. The yellow bulb indicates a visible project; a gray bulb indicates an invisible project. Click to toggle the project on/off.

Project Name clicking on the project name displays a summary of that project (see "View Project Summary" below). Note that clicking on the column label sorts the list by project.

Posted On clicking on the column label sorts the list by date posted.

Edit allows you to edit that project.

Delete permanently removes the selected project from the database (as in our example above).

Add Docs  allows you to add downloadable documents to your project (and set any desired access permissions).

Adding/Editing Projects

To add a project, click on "Add a New Project" from the main Projects page (also see "The Project List," above).



The "Add a New Project" link.

To edit an individual project, click on "Edit" (from the Project List page, above) or on the Modify icon (from the "Project Summary" page; see section below):

A screenshot of the ACEN BidGetter web application. The header features the ACEN logo and the slogan "Unlock the Power of the Internet!". The main navigation bar includes "ACEN Engine Room", "Add a new Project", "Order Projects", and "Back to all Projects". The left sidebar contains a "Bidgetter" menu with options like "Projects", "Documents", "Group Manager", "Contact Registry", and "Frontend". The main content area shows a "Project: Project Phase I" summary with icons for "Modify", "Set Access", "Select Contacts", "Plan Holders", "Bidders", "Docs Intro", "Add", "View", and "Download". Below this is a "Request for Project Proposals" form with sections for "Post Project" (radio buttons for "To My Site Only" and "To My Site And Acen's Site"), "Select One" (radio buttons for "I am a Project Owner / Manager", "I am a Project Bidder / Plan Holder", and "I am a Reporting Service"), "Project Title" (text input field with "Project Phase I"), and "This Project Involves..." (checkboxes for "New Construction" and "Demolition"). The form also includes a "characters left" indicator, an "Email for Special Instructions" field, a "Web Link" field, and "Submit" and "Preview" buttons.

Adding/Editing a project.

You may now add/edit the items on the form, including the project title, description, categories, documents, etc. Note that this page also displays information about who posted the project.

Project Editing Toolbar

While editing a project, a toolbar appears at the top of the page:



*Project Editing Toolbar.**

Here are some toolbar definitions:

Summary displays a non-editable summary of the current project.

Delete deletes the current project.

Modify allows you to edit the attributes of the project (this is the page you're currently on).

Set Access allows you to set access for the project (i.e., who can see the project; see "Setting Project Access, Step 1" below).

Select Contacts allows you to select the contacts that have access to the project (see "Setting Project Access, Step 2" below).

Plan Holders displays a list of individuals (potential bidders) who have viewed this project.

Bidders displays a list of individuals who have bid on this project.

Docs Intro allows you to edit the introduction and/or disclaimer text for this project.

Add allows you to add documents to your project.

View displays the "Project Summary" page, as above (see section below).

Download allows you to set access for the project (who can see the project).

* **Note** that the toolbar is divided into three sections: (1) Project, (2) Bidding Info, and (3) Documents:

Ordering Projects

To order your Projects, click on "Order Projects" from the main Projects page (see "The Project List," above). The "Order Projects" page is displayed:

#	Project Name	Posted On	Project Position No.
1.	Olean YMCA - Phase 1	10/02/2003	<input type="text" value="-1"/>
2.	Project Phase 2	10/02/2003	<input type="text" value="-1"/>
3.	Project Phase I	09/11/2003	<input type="text" value="5"/>
4.	Project Phase II	09/11/2003	<input type="text" value="5"/>
5.	Project Phase III	09/11/2003	<input type="text" value="5"/>
6.	Project Phase IV	09/11/2003	<input type="text" value="5"/>
7.	Project Phase V	09/11/2003	<input type="text" value="5"/>

Ordering Projects.

You may now re-order the Projects in the list by changing the numbers under "Project Position No." at right. Click "Submit" when you are done.

* **Note:** to sort alphabetically by name, change all the Position Numbers to "1" (or to any identical number).

Project Summary Page

The Project Summary page contains basic information about the project, including the project's documents.

The screenshot shows the ACEN BidGetter interface. At the top, there is a banner with the ACEN logo and the slogan "Unlock the Power of the Internet!". Below the banner, there are navigation links: "Add a new Project", "Order Projects", and "Back to all Projects".

The main content area is titled "Summary" and features a table with columns for "Project", "Bidding Info", and "Documents". Each column has several icons representing actions like "Modify", "Set Access", "Select Contacts", "Plan Holders", "Bidders", "Docs Intro", "Add", "View", and "Download".

Below the table, the project name "Project: Project Phase III" is displayed. There are also links for "Bidding Documents", "Resource Info", and "Posted For Groups".

An "Executive Summary" section follows, listing various project details in a table format:

Field	Value
Posted By	Project Bidder/Plan Holder
Posted in State	
Project Involves	
Proposals From	
Type of Facility	
Nature Of Work	
Project Phase	Bidding
Location	china, guandong province
Bid Date & Time	09/10/03
Estimate	
Description	<p>ASA Limited is a closed-end investment company organized in 1958 to provide investors a vehicle to invest in a portfolio consisting primarily of stocks of companies conducting, as a major portion of their business, gold mining and related activities in South Africa. The Company is permitted to invest up to 20% of the value of its assets outside of South Africa and may also invest up to 25% of the value of its assets in gold or gold certificates.</p> <p>The Company is incorporated in South Africa and its shares are listed on the New York Stock Exchange. It is registered in the United States as a diversified investment company under the Investment Company Act of 1940. ASA Limited is managed internally by its directors and officers, the majority of whom are American citizens. It maintains an office in Sandton, South Africa, and employs contractors throughout the United States to provide its accounting and shareholder services. The securities in its portfolio are held for long term investment purposes.</p>

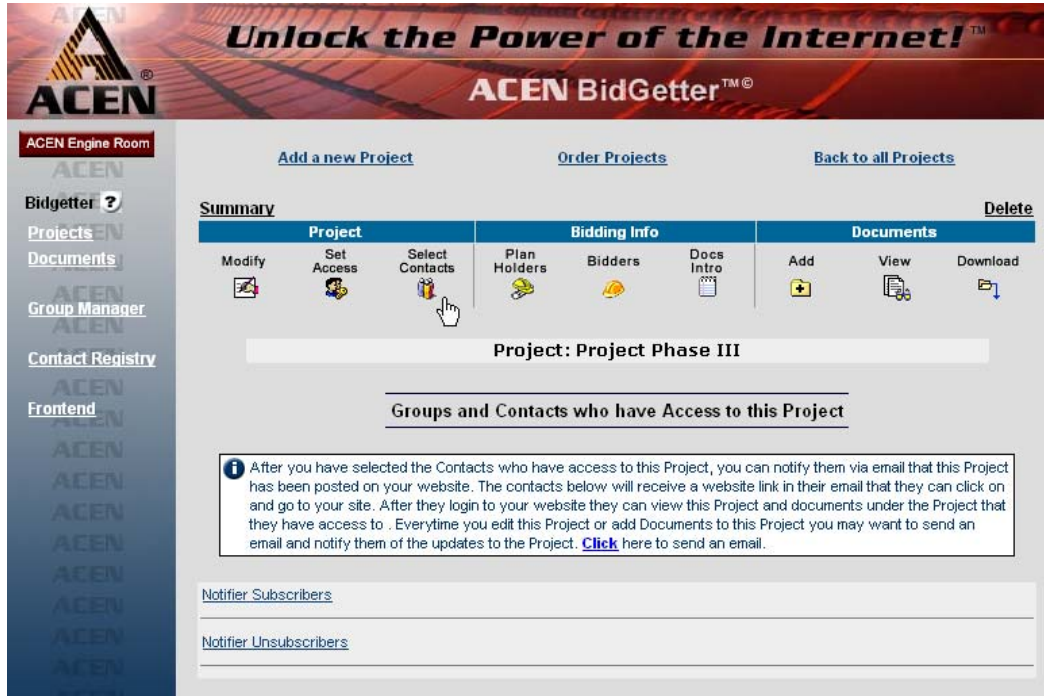
Project Summary page.

* **Note:** on this page, information is **not** editable.

Setting Project Access

Step 1:

To set who can see your project, click on **Select Contacts** from the Project Summary Screen. The Groups and Contacts page displays:



Setting project access, Step 1.

Select a group to give that group permission to see the project. You can select from (1) **Public** (any visitor to the website), (2) **Registered User** (any user registered on the website), or (3) any of the groups you created in the **Group Manager**.

Click "Submit" when you're ready to proceed to Step 2.

Step 2: (a.k.a. "Project Team")

After hitting "Submit" in Step 1 above, the Contact Access page displays. This page contains more information about the groups allowed to see your project (selected in Step 1). Here, you must set access for the individual contacts within each group:

Topic				Documents			People
View 	Modify 	Report Access 	Delete 	Add 	View 	Download 	Project Team

Contacts who have Access to Topic - Zinc Is Our Friend...

i After you have selected the Contacts who have access to this Topic, you can notify them via email that this Topic has been posted on your website. The contacts below will receive a website link in their email that they can click on and go to your site. After they login to your website they can view this Topic and documents under the Topic that they have access to. Everytime you edit this Topic or add documents to this Topic you may want to send an email and notify them of the updates to the Topic. [Click](#) here to send an email.

Add / Remove People from a Topic Group	List of Contacts in Topic Group	Remove Contacts
Select 'Architects' for this Topic	All Contacts in Master Architects List	Remove
Select 'Colleagues' for this Topic	Lafarge North America - O'Connell Don	Remove
	Olmsted & Vaux Landscaping, LLC - Harman Ray	Remove
	Zinc Corporation of America - DeLorraine Bill	Remove
	Zinc Corporation of America - Young Norm	Remove
Select 'Investors' for this Topic	No contacts have been selected for this Topic Group.	

Setting project access, Step 2.

You may now make refinements to the groups you've already selected by clicking on a group under the "Add/Remove People..." column. Let's try an example:

When we click on the "Select 'Colleagues' for this Project" link, an options page is displayed:

Select Topic Colleagues for - 'Zinc Is Our Friend...' Topic

i You can select contacts for - 'Topic Colleagues' Group in one of two ways

Option 1: Set it equal to the Contacts in the 'Master Colleagues List' at all times.
 Option 2: Select Contacts from the current 'Master Colleagues List' and/or from the 'Master Contact Registry'

Option 1
Equal to ALL Contacts in the - 'Master Colleagues' List at all times.
 (i.e. if you add a contact to the 'Master Colleagues List' they will automatically be added to this Topic Group, and if you delete a contact from the 'Master Colleagues List' they will be removed from this Topic Group. You may want to choose this option when the contacts in a 'Master Group' remain same from Topic to Topic.)

Option 2
Select Contacts from the - 'Master Colleagues' List Check All Clear All

<input type="checkbox"/> - Thomas	<input type="checkbox"/> - Beam Tom
<input type="checkbox"/> - Colucci Tony	<input type="checkbox"/> - Doe John
<input type="checkbox"/> - nm nm	<input type="checkbox"/> 3r3r - Ross Ravelin
<input type="checkbox"/> ACFM - Brinkhouse Tom	<input type="checkbox"/> acen.com - mahashtra Niharika
<input type="checkbox"/> Whitney & Son, Inc. - Jones Lnarie	<input type="checkbox"/> William E. Dailey Inc. - Dailey Bill
<input type="checkbox"/> William E. Dailey Inc. - Dailey Dick	<input type="checkbox"/> William E. Dailey Inc. - Woodworth George
<input checked="" type="checkbox"/> Zinc Corporation of America - DeLorraine Bill	<input checked="" type="checkbox"/> Zinc Corporation of America - Lawler Mike
<input checked="" type="checkbox"/> Zinc Corporation of America - Young Norm	

Check All Clear All

Refining project access.

You may select **all contacts** in this group (Option 1) or limit access to **certain members** in this group (Option 2). If Option 2 is selected, be sure to double-check your selections before clicking "Update Project Colleagues."

Add / Remove People from a Topic Group	List of Contacts in Topic Group	Remove Contacts
Select 'Architects' for this Topic	All Contacts in Master Architects List	Remove
Select 'Colleagues' for this Topic	<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 30px; text-align: center;"></div> <div style="width: 60%;"> <p>Lafarge North America - O'Connell Don</p> <p>Olmsted & Vaux Landscaping, LLC - Harman Ray</p> <p>Zinc Corporation of America - DeLorraine Bill</p> <p>Zinc Corporation of America - Lawler Mike</p> <p>Zinc Corporation of America - Young Norm</p> </div> <div style="width: 10%; text-align: right;"> <p>Remove</p> <p>Remove</p> <p>Remove</p> <p>Remove</p> <p>Remove</p> </div> </div>	

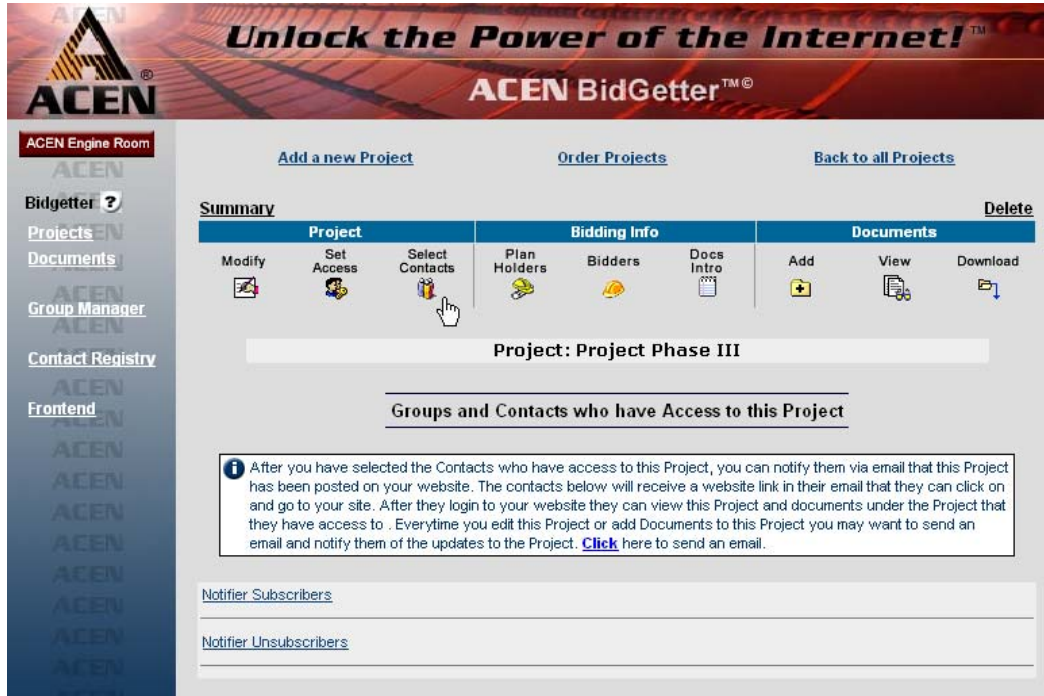
Refining project access.

In this example, we added Mike Lawler (from Zinc Corporation of America) to our list. Note the changes above.

Selecting Project Contacts

Step 1:

To set who can see your project, click on **Select Contacts** from the Project Summary Screen. The Groups and Contacts page displays:



Setting project access, Step 1.

Select a group to give that group permission to see the project. You can select from (1) **Public** (any visitor to the website), (2) **Registered User** (any user registered on the website), or (3) any of the groups you created in the **Group Manager**.

Click "Submit" when you're ready to proceed to Step 2.

Adding Documents

Step 1:

Click on the "Add" icon in the toolbar to add a document to your project:



Adding documents, Step 1-A.

Enter any memo information you desire, and select the groups eligible to see the project:

A screenshot of a web-based form for adding a document. At the top, there are three links: 'Add a new Project', 'Order Projects', and 'Back to all Projects'. Below these is a toolbar identical to the one in Step 1-A. The main content area is titled 'Project: Project Phase I' and contains a section for 'Create a BIN For Documents'. Underneath is a 'Select Document Attributes' section with the following fields: 'Project Name' (Project Phase I), 'Doc Type' (Specifications), 'Sub Type' (Specifications-----08-Doors & Windows), and a 'Memo' text area containing the text 'Doors & windows are useful, beautiful, and required by law.' Below the memo is a character count '141 characters left'. There is an 'Active Document' section with radio buttons for 'Yes' (selected) and 'No'. At the bottom, there is a 'Select Groups Eligible for Document Access' section with a checked checkbox for 'Registered Contacts' and a 'Continue to Upload' button.

Adding documents, Step 1-B.

Click "Continue to Upload" when you're ready to move on to Step 2.

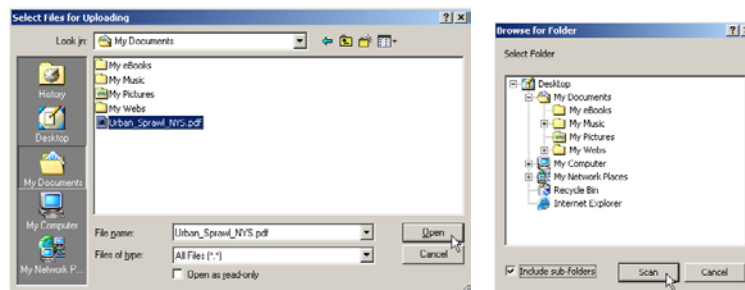
Step 2:

After clicking "Continue to Upload" an upload page is displayed:

The screenshot shows a web interface for uploading documents. At the top, it says "Project: Project Phase I" and "Upload Documents". A red-bordered box contains a warning: "Please note that any '*' or '#' signs and other special characters that appear in the Document file names that you are uploading will be replaced by an underscore '_' sign." Below this is a section titled "Place Documents in the BIN" with a table containing project details: Project (Project Phase I), Posted By (Jeff Belt), Doc Type (Specifications), Sub Type (08-Doors & Windows), Memo (Doors & windows are useful, beautiful, and required by law.), and Posted for (Registered Contacts,). Underneath is a table with columns "Files" and "Size", which is currently empty. At the bottom are buttons for "Select", "Select Folder", "Remove", "Remove All", and "Upload".

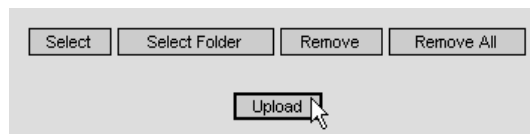
Adding documents, Step 2.

Click "Select" to upload individual files from your computer, or click "Select Folder" to upload entire folders. Use the "Remove..." buttons to remove uploads from the list.



Adding documents: the "Select" and "Select Folder" dialogs.

Clicking "Select" or "Select Folder" displays a dialog box. Browse to the file/folder you want to upload and click either "Save" or "Scan." From the "Upload Documents" page, click "Upload"



Adding documents, Step 2: the Upload button.

You may now verify your uploaded files in the Project Documents page:

Unlock the Power of the Internet!
ACEN BidGetter™

[Add a new Project](#) [Order Projects](#) [Back to all Projects](#)

Summary [Delete](#)

Project			Bidding Info			Documents		
Modify	Set Access	Select Contacts	Plan Holders	Bidders	Docs Intro	Add	View	Download

Project: Project Phase I

Project Documents

Check All
 Clear All
 Activate
 Deactivate
 Delete
 Download Docs

	Document Title	Posted By	Posted For	Edit
<input type="checkbox"/>	content_square (jpg) 1.18 KB	Jeff Belt 09/30/2003	Notifier_Subscribers	Edit
<input type="checkbox"/>	Desktop (ini) 0.43 KB	Jeff Belt 12/10/2003	Registered Contacts	Edit
<input type="checkbox"/>	email_text (gif) 0.25 KB	Jeff Belt 11/21/2003	Notifier_Subscribers	Edit
<input type="checkbox"/>	printer (gif) 0.12 KB	Jeff Belt 09/06/2003	Notifier_Subscribers	Edit
<input type="checkbox"/>	Sample (jpg) 9.89 KB	Jeff Belt 12/10/2003	Registered Contacts	Edit
<input type="checkbox"/>	Urban_Sprawl_NYS (pdf) 489.28 KB	Jeff Belt 12/10/2003	Registered Contacts	Edit

Check All
 Clear All
 Activate
 Deactivate
 Delete
 Download Docs

Adding documents, Step 2: verify your uploads.

You're finished!

Downloading Documents

- **Single Documents**

To download individual documents to your computer, check the document(s) you wish under the "Select" column at left, then click "Download Docs" in the toolbar:

<input type="checkbox"/>		3.77 KB	11/21/2003	Unsubscribers	Edit
<input type="checkbox"/>		accriscrypt (txt) 69.10 KB	Jeff Belt 11/19/2003	Notifier Subscribers , Notifier Unsubscribers	Edit
<input type="checkbox"/>		activities_05 (jpg)	Jeff Belt		

Downloading document(s).

- **Multiple Documents**

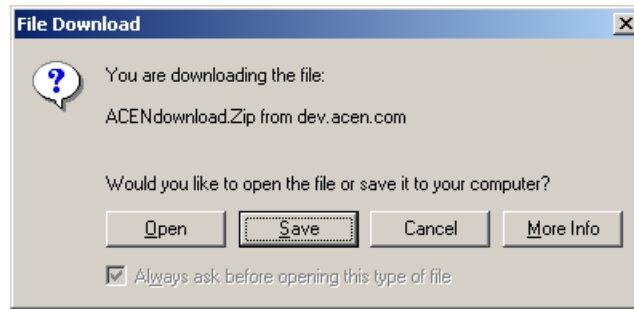
Click on the "Download" icon in the toolbar to download the project's document(s) to your computer:

The screenshot shows the ACEN BidGetter web interface. At the top, there's a banner with the ACEN logo and the slogan "Unlock the Power of the Internet!". Below the banner, there are navigation links: "Add a new Project", "Order Projects", and "Back to all Projects". The main content area is titled "Summary" and has a "Delete" link. It features a toolbar with icons for "Modify", "Set Access", "Select Contacts", "Plan Holders", "Bidders", "Docs Intro", "Add", "View", and "Download". The "Download" icon is highlighted with a mouse cursor. Below the toolbar, the project name "Project: Project Phase I" is displayed. A "Download Documents" button is visible. A help box provides instructions: "Use this directory tree to browse the Documents of your Project organized under DocTypes and SubTypes just like you would on your own computer. To view a file, click on its name. To download a single file right click on the Document and select save target as." Below the help box is a file directory tree for "Project Phase I" with folders like "Prints-Individual", "00-General", "Specifications", and "08-Doors & Windows", and files like "Bidder_39.csv", "content_square.jpg", "Desktop.ini", "PlanHolder_39.csv", "Sample.jpg", and "Urban_Sprawl_NYS.pdf". At the bottom, there's a "ZIP" button and a "Download files/folders" button.

Downloading documents, Step 1.

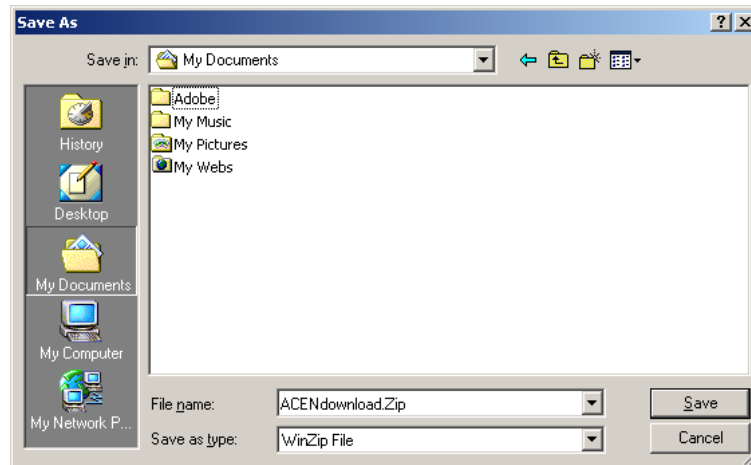
Select folders or individual files using the displayed list, then click "Download files/folders" at bottom.

This displays a download dialog box. Click "Open" to open the file(s) directly, or click "Save" to choose location on your computer that you'd like to download the document(s):



Download dialog box.

Choose a location on your computer to save the document(s):

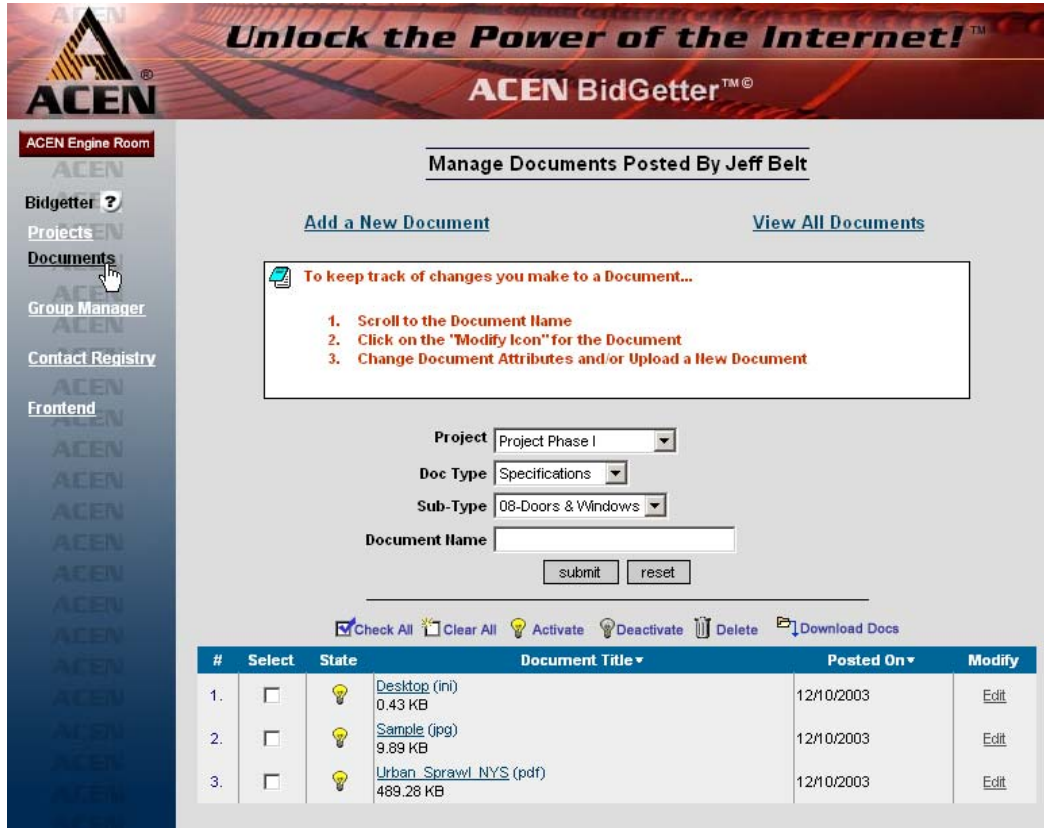


Choosing a location to download.

Click "Save" to start the download. Download time will vary depending on the size of the document(s) and your internet connection speed.

- **Documents**

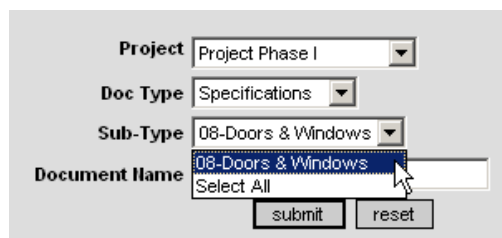
You may view and manage your documents in the Documents section. Clicking on “Documents” at left brings you to the Manage Documents page:



The Manage Documents page.

From this page, you may now **add, edit, delete, activate/deactivate, or download** documents.

By default, only the documents you posted are displayed. To display a list of all documents posted, click “View All Documents” at top right. To view the list by different Projects, by all Projects, by Doc Type / Sub-Type, or by Document Name, use the drop-down boxes:



Viewing documents by different categories.

Adding Documents

To add a new document click the "Add a New Document" link at top. Follow the instructions under the chapter "Adding Documents" above.



Adding a document.

Editing Documents

To edit a document, click "Edit" next to the document you wish to edit.

#	Select	State	Document Title	Posted On	Modify
1.	<input type="checkbox"/>		Desktop (.ini) 0.43 KB	12/10/2003	Edit
2.	<input type="checkbox"/>		Sample (.jpg) 9.89 KB	12/10/2003	Edit
3.	<input type="checkbox"/>		Urban_Sprawl_NYS (.pdf) 489.28 KB	12/10/2003	Edit

Editing a document.

The Manage Documents page will be displayed:

Manage Document

View Modify Delete

Document: Desktop

Edit Document Attributes

Changes you make to a Document are archived for reference under the Document's History.

Project Name	Project Phase I
Doc Type	Specifications
Sub Type	06-Doors & Windows
Document Title	Desktop
Memo	Doors & windows are useful, beautiful, and required by law. characters left
Document Link	Desktop.ini <input type="button" value="Browse..."/>
Active Document	Yes <input checked="" type="radio"/> No <input type="radio"/>

Select Groups Eligible for Document Access

Registered Contacts

Select from above **But not from both**

Or select from below

Editing a document.

After you're finished making your changes, click "Submit."

Deleting Documents

To remove a document, select the checkbox in the item's row, then click "Delete" in the toolbar:

#	Select	State	Document Title	Posted On	Modify
1.	<input type="checkbox"/>		Desktop (ini) 0.43 KB	12/10/2003	Edit
2.	<input checked="" type="checkbox"/>		Sample (jpg) 9.89 KB	12/10/2003	Edit
3.	<input type="checkbox"/>		Urban_Sprawl_NYS (pdf)	12/10/2003	Edit

Deleting a document.

Activating/Deactivating Documents

An active document is visible* on the website, and is indicated by a yellow light bulb; an inactive document is indicated by a gray bulb. Click on the light bulb to activate/deactivate a document:

1.	<input type="checkbox"/>		Desktop (ini) 0.43 KB	12/10/2003	Edit
2.	<input type="checkbox"/>		Sample (jpg) 9.89 KB	12/10/2003	Edit
3.	<input type="checkbox"/>		Urban_Sprawl_NYS (pdf) 489.28 KB	12/10/2003	Edit

Activating/deactivating a document.

***Note:** Documents under an inactive project will not be displayed. However, if any of those documents are cross-listed under another visible project, those documents will still be displayed.

Downloading Documents

• Single Documents

To download individual documents to your computer, check the document(s) you wish under the "Select" column at left, then click "Download Docs" in the toolbar:

<input type="checkbox"/>		9.89 KB	12/10/2003	Registered Contacts	Edit
<input type="checkbox"/>		Urban_Sprawl_NYS (pdf) 489.28 KB	Jeff Belt 12/10/2003	Registered Contacts	Edit

Downloading document(s).

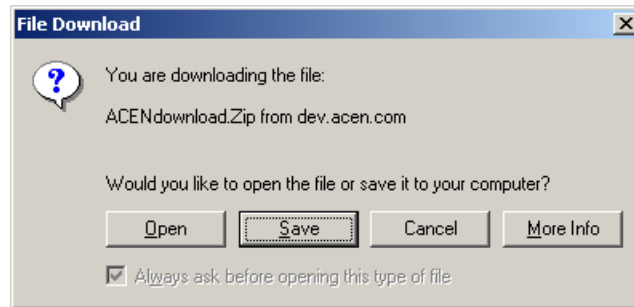
• Multiple Documents

To download documents to your computer, check the document(s) you wish under the "Select" column at left, then click "Download Docs" in the toolbar:

	Document Title	Posted By	Posted For	Edit
<input type="checkbox"/>	02 (jpg) 3.77 KB	Jeff Belt 11/21/2003	Notifier Subscribers , Notifier Unsubscribers	Edit
<input checked="" type="checkbox"/>	accriiscript (txt) 69.10 KB	Jeff Belt 11/19/2003	Notifier Subscribers , Notifier Unsubscribers	Edit
<input checked="" type="checkbox"/>	activities_05 (jpg) 16.35 KB	Jeff Belt 11/21/2003	Notifier Subscribers	Edit

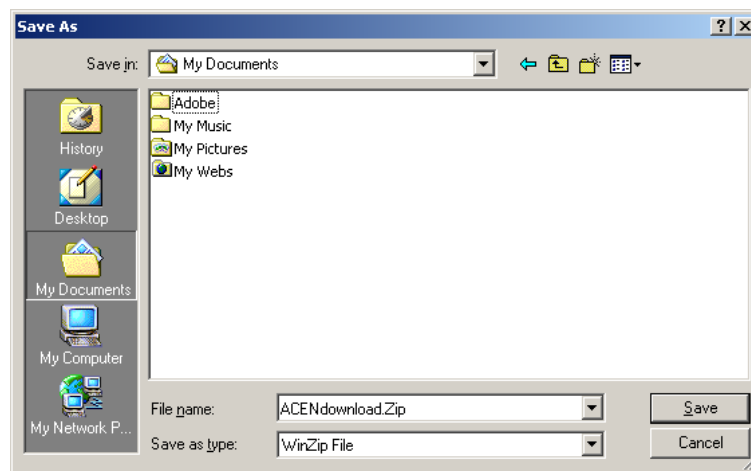
Downloading document(s).

This displays a download dialog box. Click "Open" to open the file(s) directly, or click "Save" to choose location on your computer that you'd like to download the document(s):



Download dialog box.

Choose a location on your computer to save the document(s):



Choosing a location to download.

Click "Save" to start the download. Download time will vary depending on the size of the document(s) and your internet connection speed.