UDA ConstructionOnline™ DRIVE

Getting Started with ConstructionOnline Drive

Designed for
Windows 10

UDA TECHNOLOGIES

ConstructionOnline™ is presented by UDA Technologies.
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What is ConstructionOnline Drive?

ConstructionOnline Drive is a desktop application for Windows that integrates with ConstructionOnline to make uploading and editing your documents, schedules, emails and more easier than ever. With ConstructionOnline Drive, you'll save time and effort by combining the power of your desktop with the flexibility of the cloud.

Easily upload large batches of files, directly from your desktop

Large batches of files that would be sluggish or unworkable through your web browser alone are a breeze with ConstructionOnline Drive. Upload up to 500 files at a time from your local file browser to ConstructionOnline.

Edit online documents in desktop apps and control versions

Get full editing power over your online files. Edit Word docs, Excel spreadsheets, photos and more in their native desktop apps. Once you're done you can choose to replace the original file or upload a copy.

Import Project, Primavera, and SureTrak schedule files

Save hours of work and avoid errors due to double entry by importing your Microsoft Project Primavera and Suretrak schedule files. Once your file is imported, ConstructionOnline will automatically create an identical schedule in the cloud.

Import Outlook and Thunderbird emails and attachments

Store project emails and any attachments securely in ConstructionOnline for easy reference. Simply drag and drop emails directly from your Outlook and Thunderbird email clients into the Emails tab.

The Files Tab - Overview

The Files Tab is where you can easily upload and manage your project documents and images.
Save time by quickly uploading large batches of files from your desktop to the cloud. You can also edit documents in their native desktop apps then automatically upload new versions to ConstructionOnline.
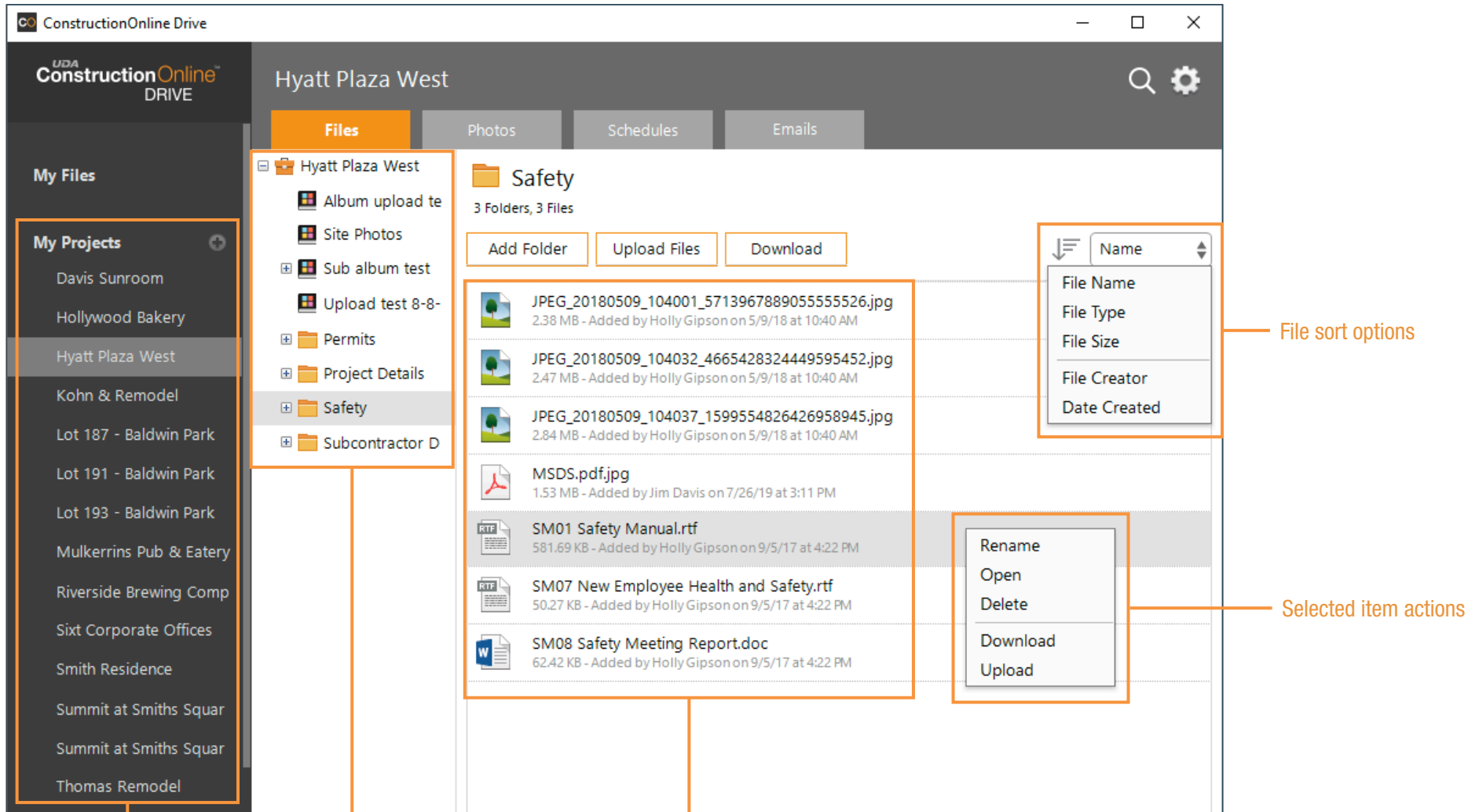
Your ConstructionOnline projects are listed here

Folders and albums for the selected project

Items within the selected folder or album

File sort options

Selected item actions

The Files Tab - Editing & Versioning

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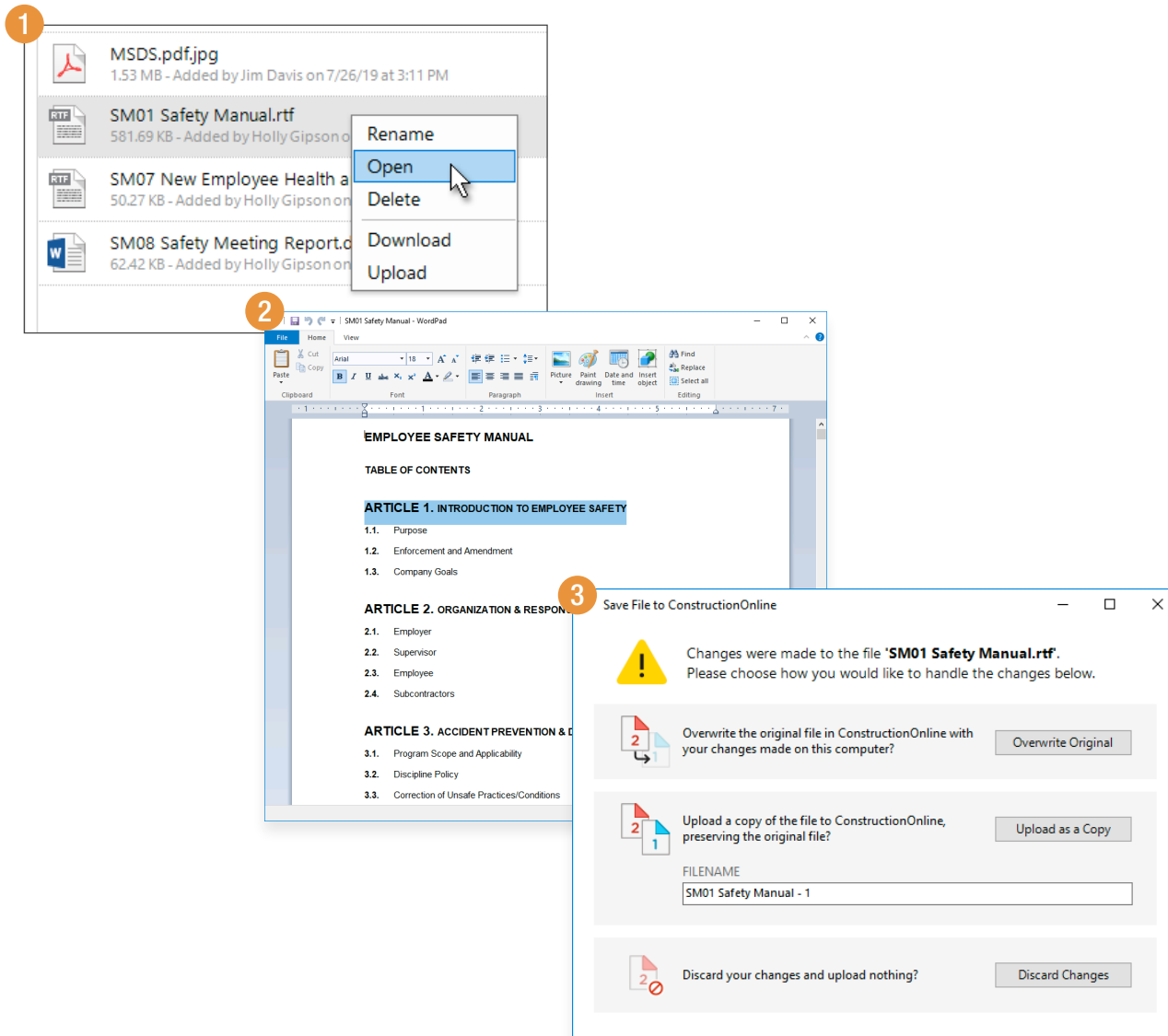
1 Open the File

Double click on the file you want to edit, or right-click and choose "Open" from the action menu. The file will open in the default application for its filetype.

2 Edit the File

Make changes to the file and save. Once you close it, Drive will ask you how you want to handle the edited file.

3 Choose How to Version the File

You can choose to:

- Overwrite the original file with the revised one
- Upload the revised file as a copy and preserve the original
- Discard the changes and cancel the upload

The Photos Tab

The Photos Tab gives you an easy way to see any images or albums in ConstructionOnline. You can also create albums here and upload large batches of photos from your computer.
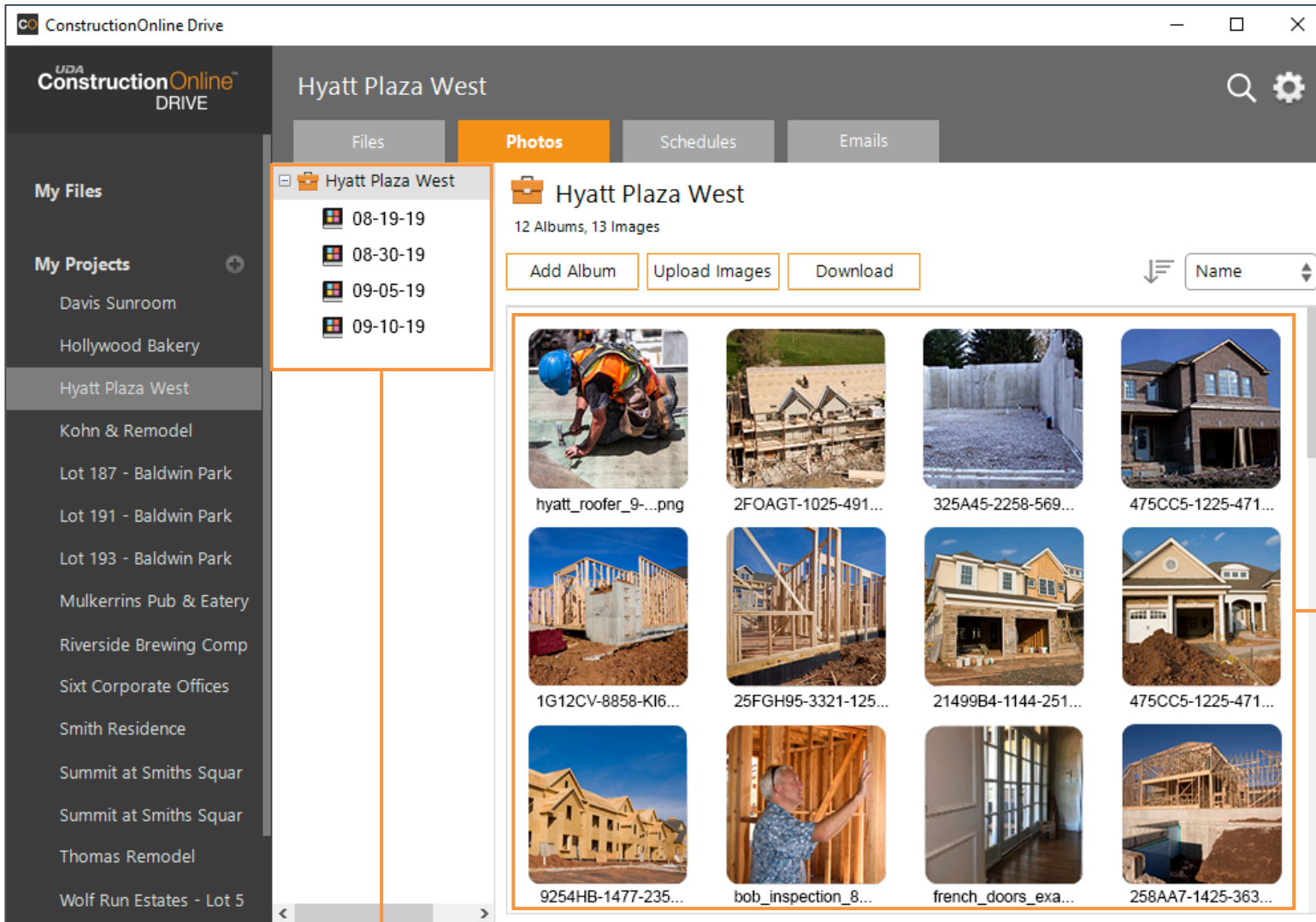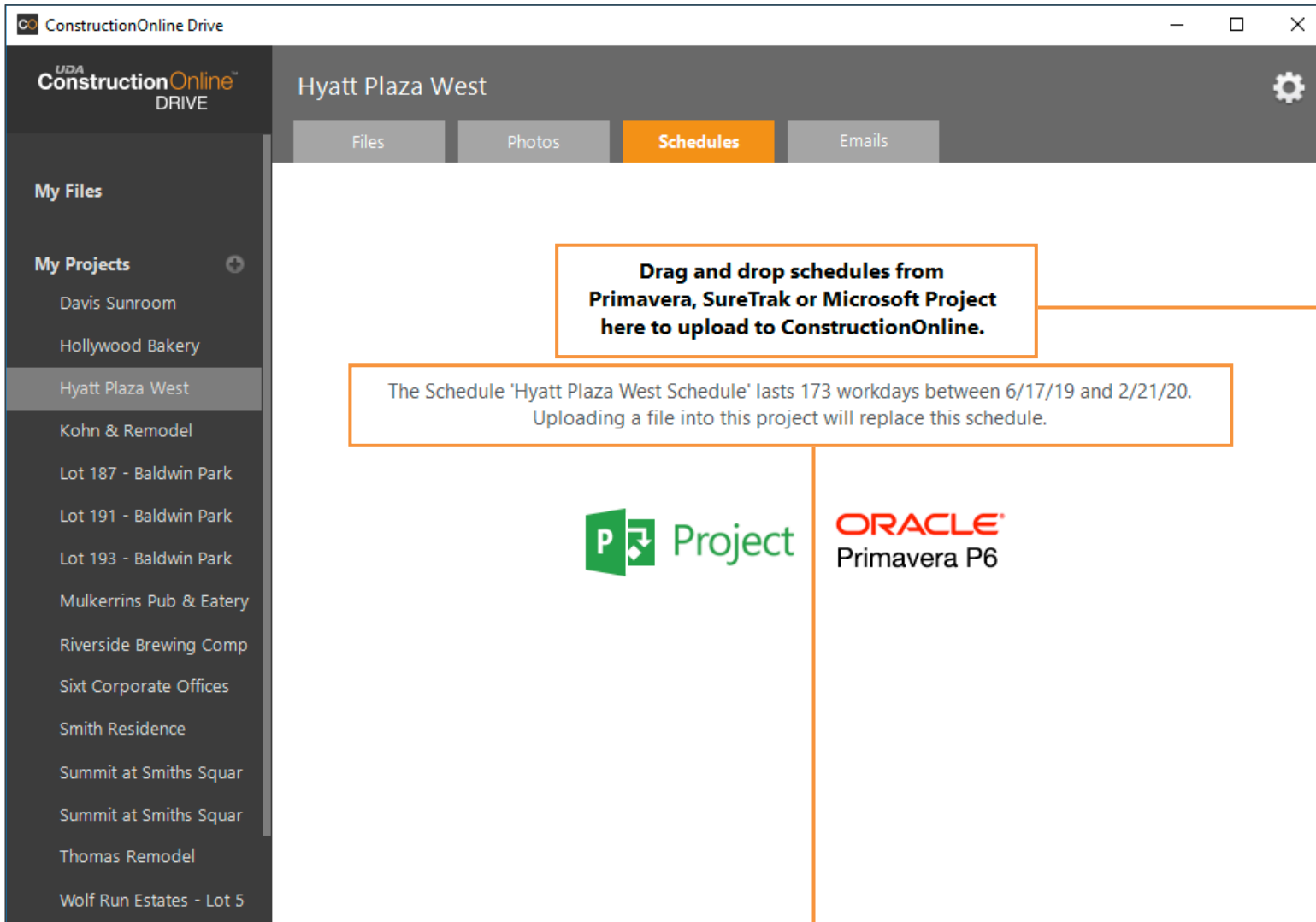

Photo albums for the selected project

Photos within the selected album (or photos in the Files tab not contained within albums) are shown here.

The Schedules Tab

Create new schedules for your projects in a snap. Simply drag and drop Microsoft Project, Primavera P6 or Sure-track schedule files here - ConstructionOnline will then create online schedules automatically. Please note, if a schedule already exists for a project, dragging a new file in will replace it.

ConstructionOnline Drive

UDA ConstructionOnline™ DRIVE

Hyatt Plaza West

| Files | Photos | **Schedules** | Emails |

My Files

My Projects +

Davis Sunroom

Hollywood Bakery

Hyatt Plaza West

Kohn & Remodel

Lot 187 - Baldwin Park

Lot 191 - Baldwin Park

Lot 193 - Baldwin Park

Mulkerrins Pub & Eatery

Riverside Brewing Comp

Sixt Corporate Offices

Smith Residence

Summit at Smiths Squar

Summit at Smiths Squar

Thomas Remodel

Wolf Run Estates - Lot 5

Drag and drop schedules from Primavera, SureTrak or Microsoft Project here to upload to ConstructionOnline.

The Schedule 'Hyatt Plaza West Schedule' lasts 173 workdays between 6/17/19 and 2/21/20. Uploading a file into this project will replace this schedule.

P Project

ORACLE® Primavera P6

To quickly create a schedule for the project, click and drag a Primavera, SureTrak or Microsoft Project file here.

If a schedule has already been created for the project, details will be shown here.

The Emails Tab

Easily import emails from your Outlook or Thunderbird email clients. Any emails added here will appear on ConstructionOnline in the selected project's Communication tab, in the Inbound Emails tool.

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