

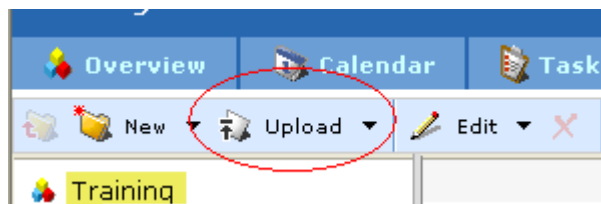
PARTNERNET COLLABORATION SUITE HELP SHEET

How do I upload a document?

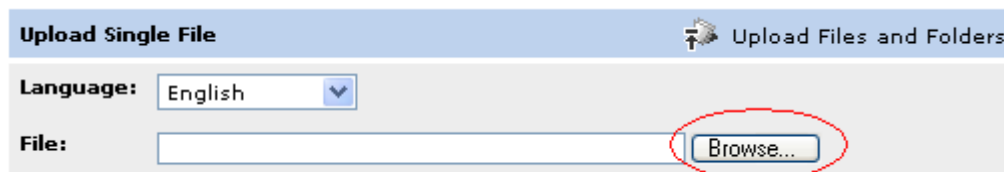
Go to the **Documents** tab within your collaborative project



Click the **Upload** button



Browse through the file structure to find the document you wish to upload



Double click on the required document to select it, and then click the **Upload** button.

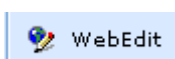


How do I edit a document?

Click on the check box to the left of the document you would like to edit. The document will be highlighted in yellow as shown in the illustration below



Select the **WebEdit** option on the toolbar at the top of the screen

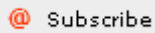


The document you wish to edit will now open. Make the required changes and then click on **Save**.

Please remember to save your work every 20 minutes when working with WebEdit.

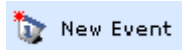
How can I be informed when a new document has been uploaded to my project?

Select the **Subscribe** button, within the **Documents** tab, and you will automatically receive emails whenever a new document is uploaded.



How can I create a new calendar entry?

From the Calendar tab select the **New Event** button



Complete the **Properties** dialog box with details of date, time and location of the event. Click on **Finish**.

How can I assign a new task to somebody?

From the **Tasks** tab, select the **New** button to create a new task



From the dialog box click the **Assigned** link and you will be able to select which Project member you wish to assign the task to.

A screenshot of a task properties dialog box. It contains several sections: 'This task is a milestone' (checkbox), 'Display in Calendar' (checkbox), 'Assigned to:' (dropdown menu with '[unassigned]' selected), 'Status:' (input field with '0' and a percentage sign, followed by five colored circles), and 'Notification:' (checkboxes for 'On Assignment', 'Start Date', and 'Due Date'). The 'Assigned to:' dropdown is circled in red.

How can I get some more help?

In the first instance please contact Service Direct on GTN 7 5113 1140 or, if you are an external user, 0113 254 1140.

For further information about PartnerNET, please e-mail partnet@highways.gsi.gov.uk.

A more detailed [user manual](#) is also available on the PartnerNET home page.