EEBACS USER GUIDE 1.0
Appendix H: Construction Supporting Documents

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TABLE OF CONTENTS **Page**

H.1 General Information and Guidance

The "Supporting Documents" feature shown on many screens allows electronic files to be attached to the EEBAC system. This allows for data to be stored for use by all parties within EEBACs instead of in separate hardcopy locations. The system uploads a copy of the electronic file from your computer to that specific page. The EEBAC files are stored in the same format as the copied original. Once stored in EEBACs the file cannot be edited. The electronic file saved in EEBACs is stand alone and not linked to any specific computer or any changes made to the original file later.

Users may open a file and it may appear to make changes but it will not be saved in EEBACs. Instead the system will ask if you would like to save a copy of the changed document to your computer. The electronic file saved in EEBACs is stand alone and not linked to any specific computer or any changes made to the file later.

File types that can be uploaded to EEBACs include Word documents, Excel, PDF, scans, and pictures. If an item is uploaded to EEBACs, it is viewable by all people that have rights to view that tab. No sensitive, private, or personal information should be uploaded to EEBACs.

Only add documents that are directly relevant to that specific page (i.e. do not add every photo taken for a particular day, only photos critical to the described issue or to document a specific changing condition. General photo records including all photos should be kept outside of EEBACs according to Division procedures.)
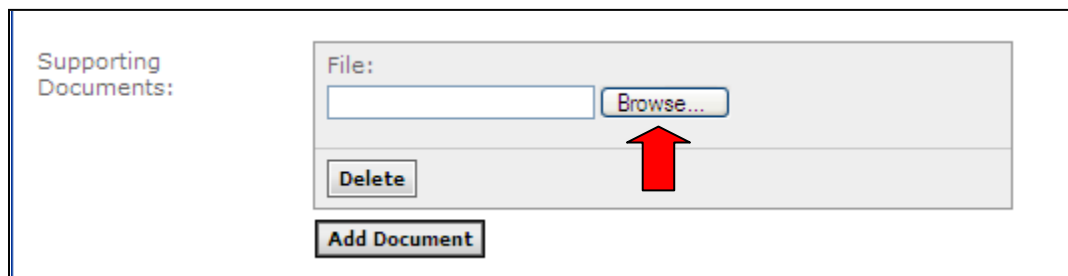
H.1.1 Adding Files to EEBACS

Find the Supporting Documents section on the page you are using. Many but not all of the entry pages have this section.

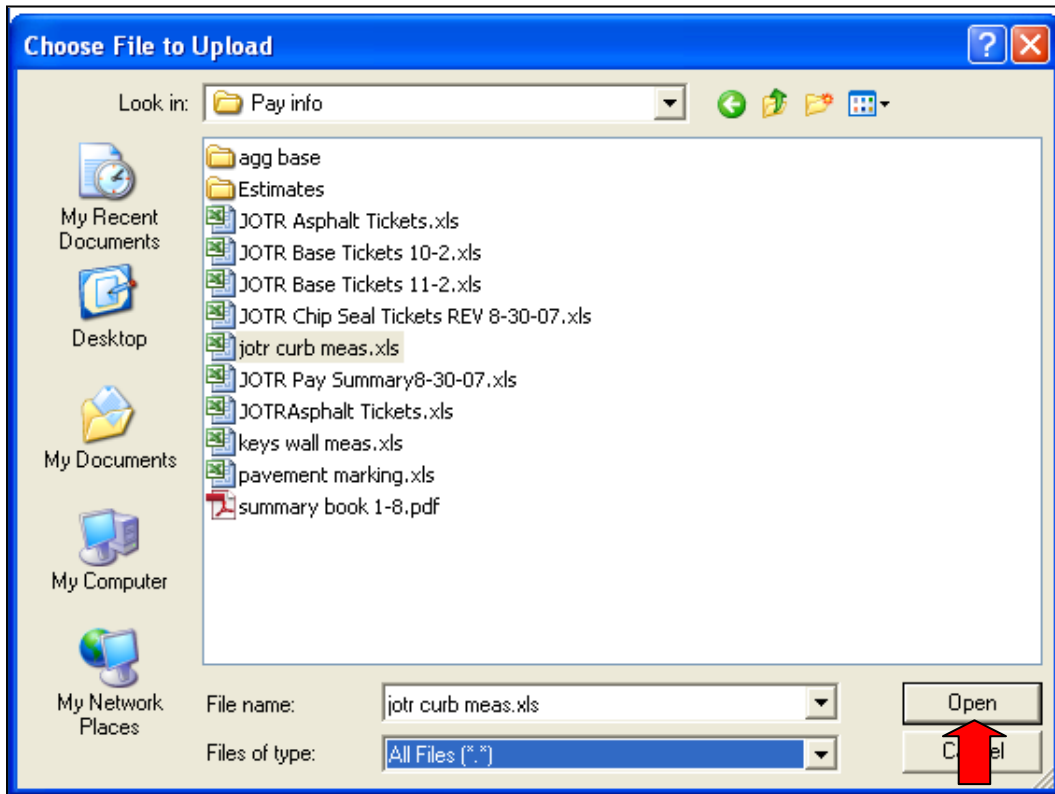- Click the "Add Document" Button

This will open up a dialog box to search and select the file from the computer you are on.
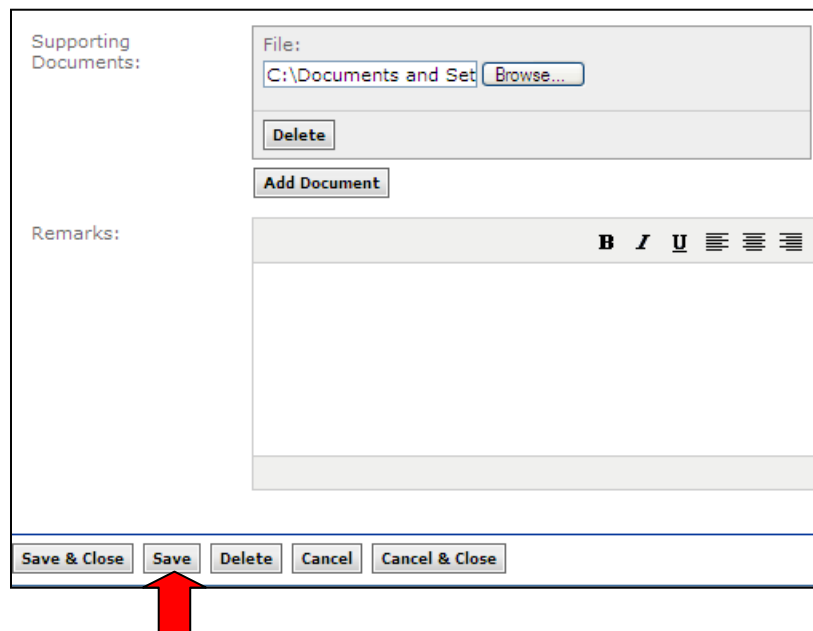
- Click the "Browse" button

Using the popup dialog:

- Select the file you wish to attach to the EEBACS page.
- Click the "Open" button

The Document is now ready for attachment. If you cancel or close this page without saving the file will not be saved.
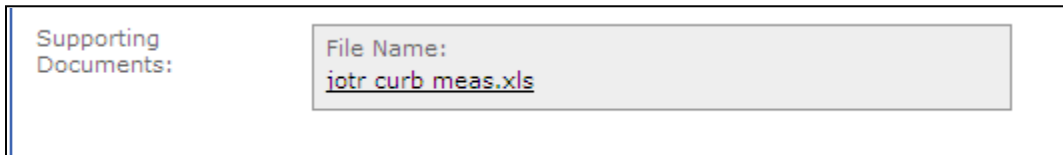
- Click "Save" button

The page will save and refresh to show the file now attached and available as a link. Additional files may be added using the process previously described.
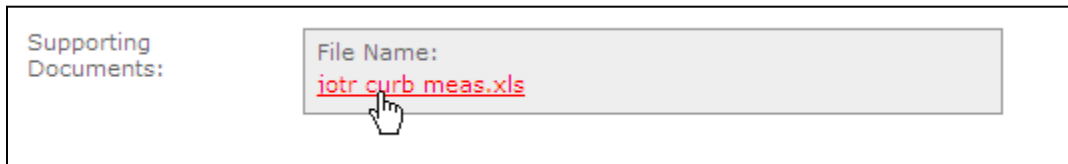

H.1.2 View Attached Files in EEBACS

Find the page with the document you wish to view. The document files available to view on this page will show as an underlined links in the File Name box.
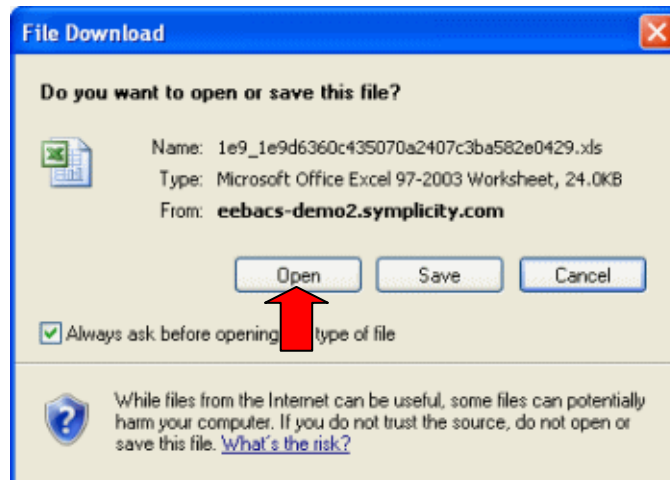

- Click the filename link for the file you wish to view

A dialog box will open promoting you to open the file (view) or to save a copy of the file to your computer.

- Click "Open" button.

The file will open in the original program in another window. The original EEBACs page you were on will still be open in another window. You can now View & Print the file as needed.

H.1.3 Save Changes Made While Viewing

If you make changes while viewing a file attached in EEBACs you have the option to save a revised version of the file to your computer. There is no way to directly overwrite the old version in EEBACs.

Therefore while viewing a file, make all the changes you would like using the standard tools available in that application. When you are ready to save the file with changes to your own computer:

- Click the "x" to close the window

A dialog box will appear asking if you want to save a copy of the file with changes.

- Click "Yes".

The next dialog will remind you that the EEBACS file is read only and the document will need to be saved as a copy on your own computer.

- Click "ok". The standard 'Save As' box will appear.

- Select the location and enter the name of the file you would like to save.

- Click "Save".
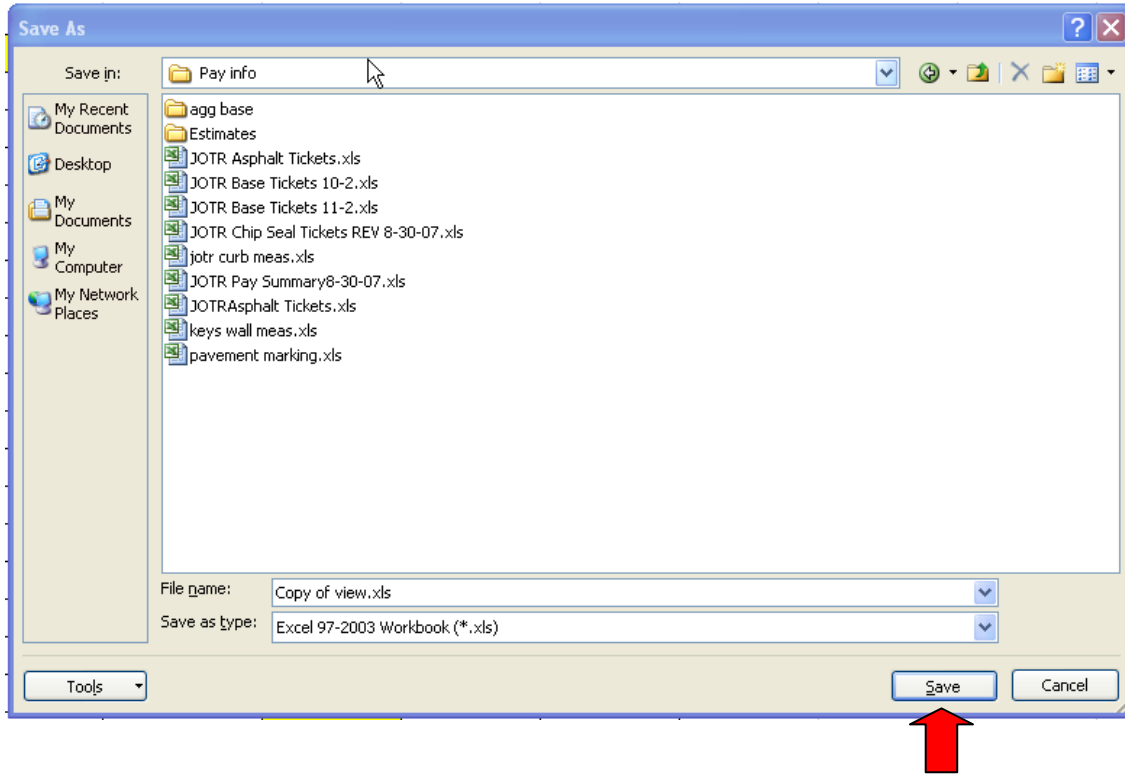
The file with changes is now saved to your computer. The original file in EEBACs remains unchanged.

H.1.4 Save Copy of EEBACS File

Find the page with the document you wish to save off of EEBACs. The document files available to save on this page will show as an underlined links in the File Name box.
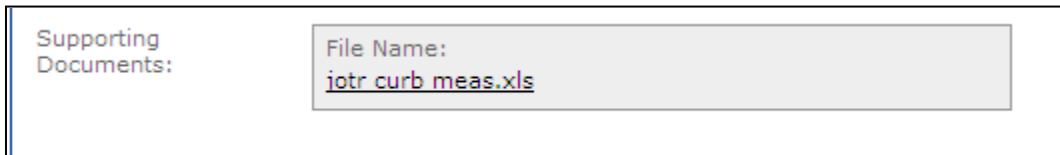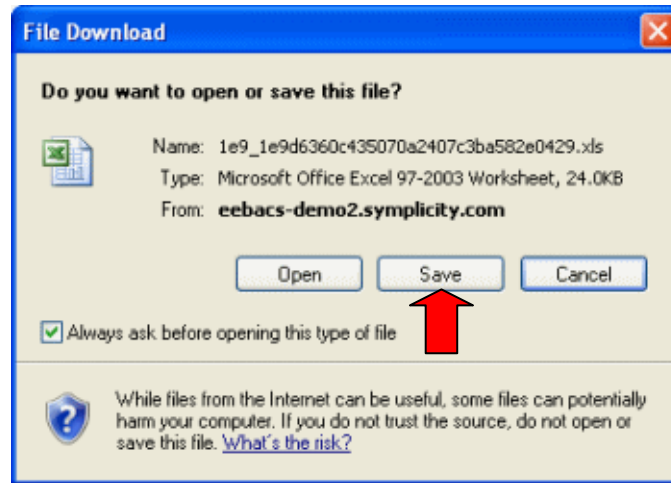

- Click the filename link for the file you wish to save

A dialog box will open promoting you to open the file (view) or to save a copy of the file to your computer.
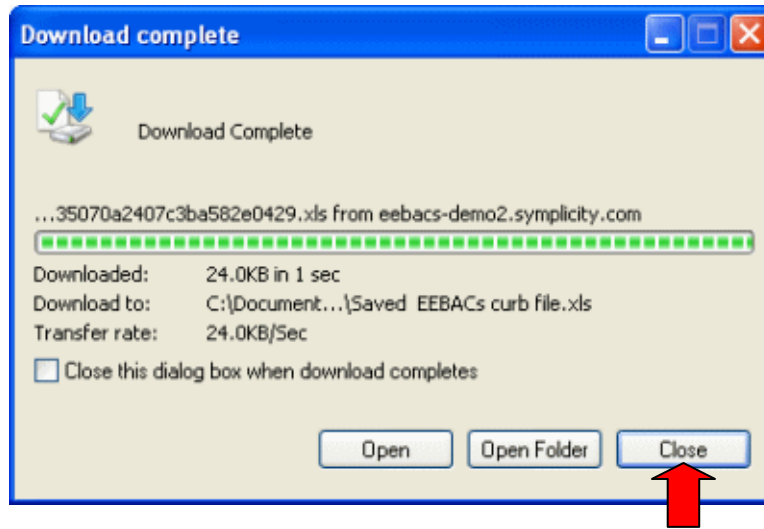
- Click the "Save" button

This will open a dialog where you can choose the location to save the file and the name to save it as.

- Select the location on your local computer to save the file.
- Enter the name you want the file to be saved as
- Click "Save".
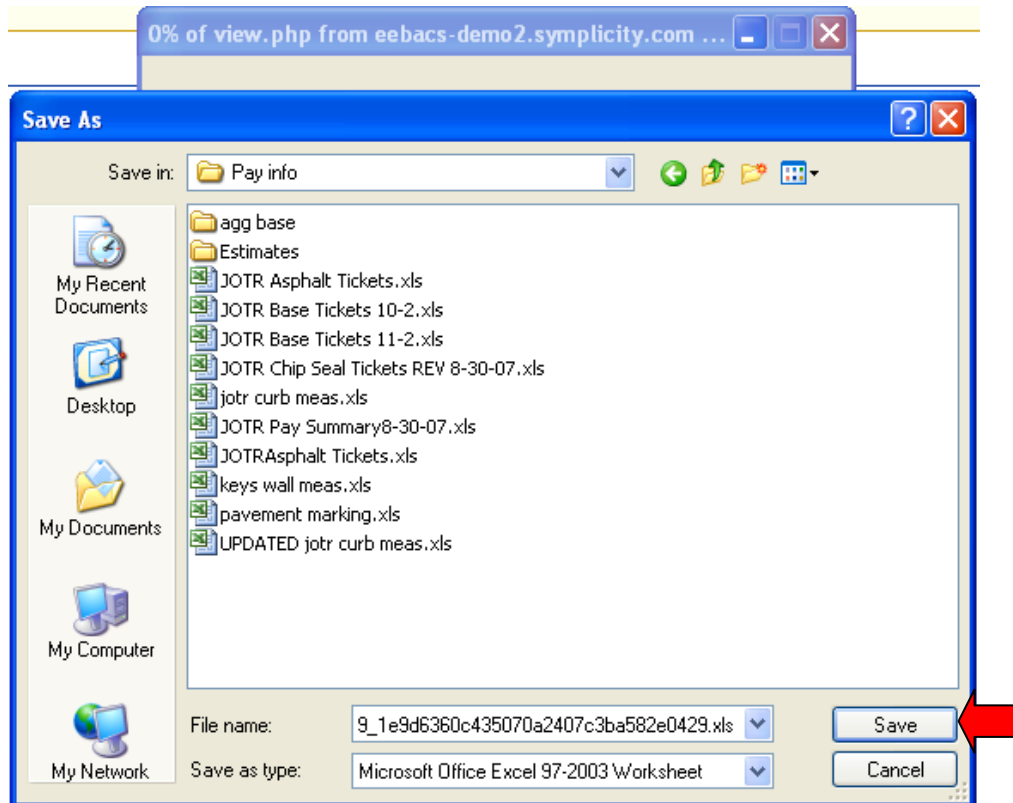
The file will now download and show the progress. When download is complete; close the dialog box.

H.1.5 Deleting Attached Files from EEBACs

If you have attached a file in error or it is no longer needed, you can remove the file from EEBACs. You must have the ability to edit the page where you want to delete the file. If you do not have the edit right for that page, contact the person who does (ex. IDR creator) so they can remove the file.

Go to the Edit tab for the page where you would like to delete the file.
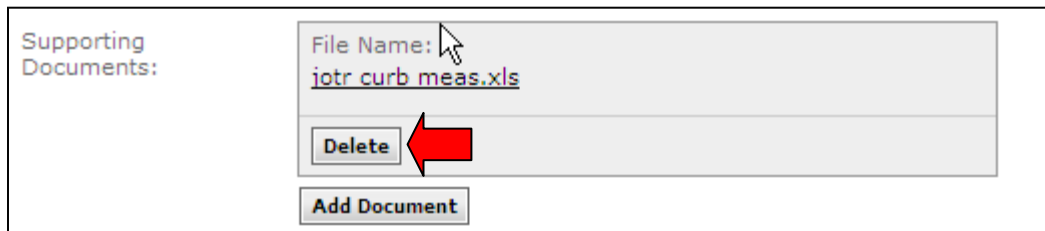
- Select the "Delete" button for the file you wish to remove. A warning will appear reminding you this is permanent action.

- Click "ok".
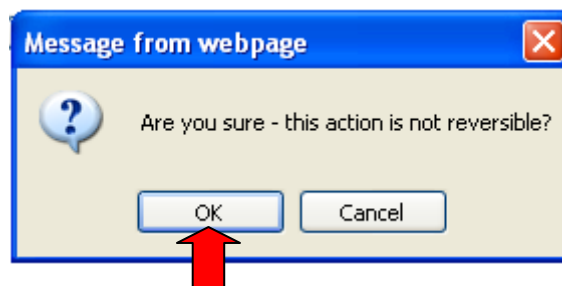
The document is no longer listed.

- Click "Save". The document has been removed from the page.