

# LESSON 06

## Photo Folder

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### Objectives

This lesson will provide the user with an overview of how progress photos are handled. At the completion of this lesson the participant will be able to:

- Create a folder
- Upload a single photo

## Create a Folder

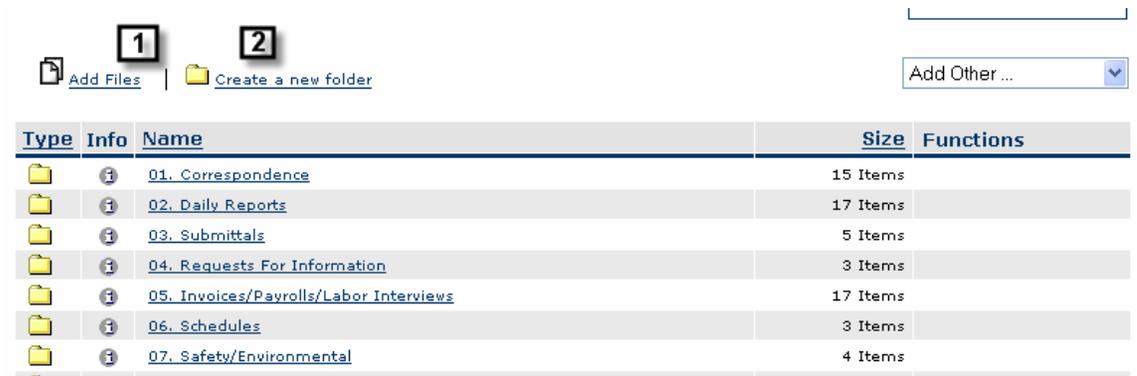
- From the Favorites select



If you see the login window, enter your user ID and password provided for this training session.



- The project main page will appear.



- As a demonstration on how to add a file and create a new folder, select for example the folder 08. Photos by clicking on the underlined icon [1].

Do not click on the folder icon .

## Create a Folder (Contd...)

- The Photo window will appear.

The screenshot shows the PrimeContract web application interface. The top navigation bar includes 'log out', 'Welcome, Kugan Superintendent', and 'July 4, 2004'. The main content area displays a folder structure for '08. Photos'. A table lists the following items:

Type	Info	Name	Size	Functions
Folder		8.1 Photo Upload Folder	4 Items	
Folder		8.3 Presentation Photos	1 Item	
Folder		8.4 Progress Photos (Time Lapse)	2 Items	

A callout box with the number '1' points to the '8.1 Photo Upload Folder' entry in the table.

- Folder #8.2 is not available for contractors and A-Es. This folder is used to place a picture for ROICC reports.
- Click on folder 8.1 Photo Upload Folder. [1]
- This folder should be used when uploading any photos. Then the ROICC can transfer photos to other folders.

## Create a Folder (Contd...)

- The “Photo Upload Folder” window will appear.



- From this location within the Photo Upload folder, files can be added and new folders can be created.
- To create a new folder, select the Create a new folder icon. [1]

 [Create a new folder](#)

## Create a Folder (Contd...)

- The following window will appear.

The screenshot shows the PrimeContract web application interface. At the top, there is a header with the PrimeContract logo on the left, and "NAVFAC Enterprise" and "Personal View" on the right. Below the header, there is a navigation breadcrumb: "Enterprise View > INAVFAC Internal Training Project 1 > 08. Photos > 8.1 Photo Upload Folder >". The main content area contains a form for creating a folder. The form has the following fields and buttons:

- Name:** A text input field containing "Fisher 01 July 2004".
- Description:** A text area containing "Training Demo 01 July 2004".
- Categories:** An empty text input field with an "Edit..." button next to it.
- Create In:** A text input field containing "8.1 Photo Upload Folder" with a "Browse PrimeContract..." button next to it.
- Action:** Two buttons: "Add Item" and "Reset".

- Name: Use this to name your new folder. [1]
- Description: User can choose to write a brief description of the folder. [2]
- Categories: Ignore this box.
- Create In: Ignore this box.
- Action: When finished, click  [3].
- After selecting the Add Item icon, you will be sent back to the list of files and folders in the Photo Upload folder with the newly created folder listed.

## Create a Folder (Contd...)

- The “Photo Upload Folder” window will appear.

8.1 Photo Upload Folder Configure

Enterprise View > INAVFAC Internal Training Project 1 > 08. Photos > 8.1 Photo Upload Folder

[Add Files](#) | [Create a new folder](#) Add Other ...

Type	Info	Name	Size	Functions
		<a href="#">cathy_060904</a>	53 KB	<a href="#">Download</a>
		<a href="#">Fisher 01July 2004</a>	0 Items	

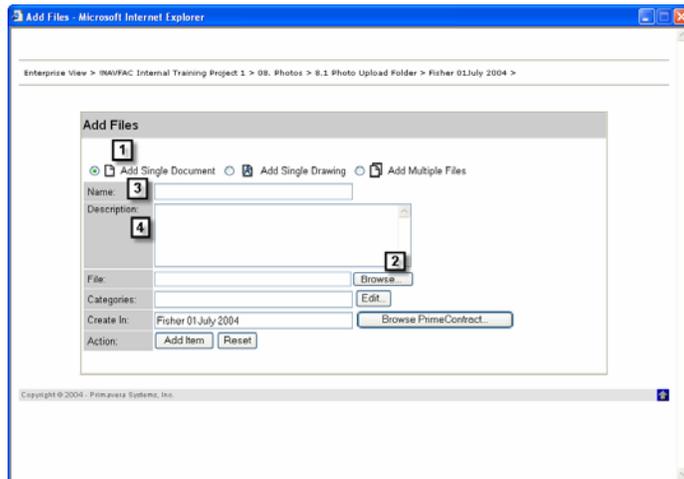
- To add a file, select the folder that you created by clicking on the link [1]

## Add a File

- The following window will appear.



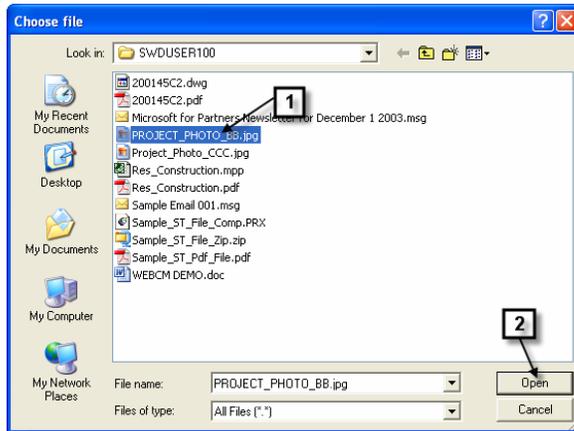
- Click on Add Files link. [1]
- The following window will appear.



- This process is similar to creating a new folder.
- Select  Add Single Document [1]
- Click  to locate the file desired to be uploaded. [Your instructor will provide this information] [2].

## Add a File (Contd...)

- The “Choose file” window will appear.



- Highlight a file [1] and then when this file has been selected, click on Open. [2]
- The user will be directed back to the file upload window.

**Add Files**

Add Single Document  
  Add Single Drawing  
  Add Multiple Files

Name:

Description:

File:

Categories:

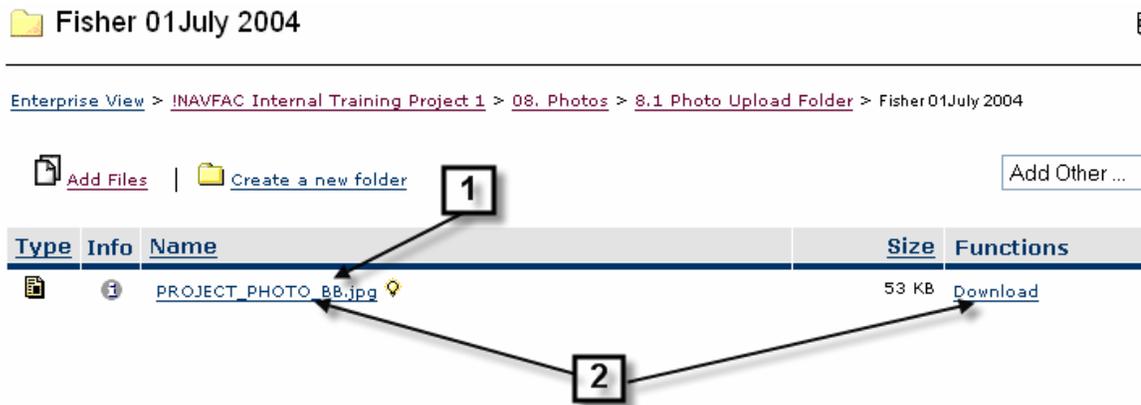
Create In:

Action:

- Click  [1]

## Add a File (Contd...)

- The user will be directed back to the main Folder.



- The picture will now be added to the folder.
- To view the file, click on the link [1] or click on Download [2].
- This process is the same for any document (i.e. PDF, Word Document, Excel, Drawings).
- For Adding Multiple Files, see Appendix A.

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