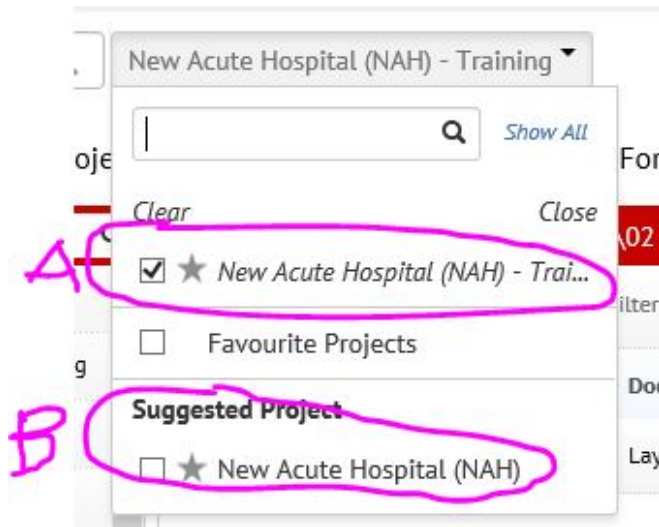


Asite Data Migration Using Bulk Upload Template

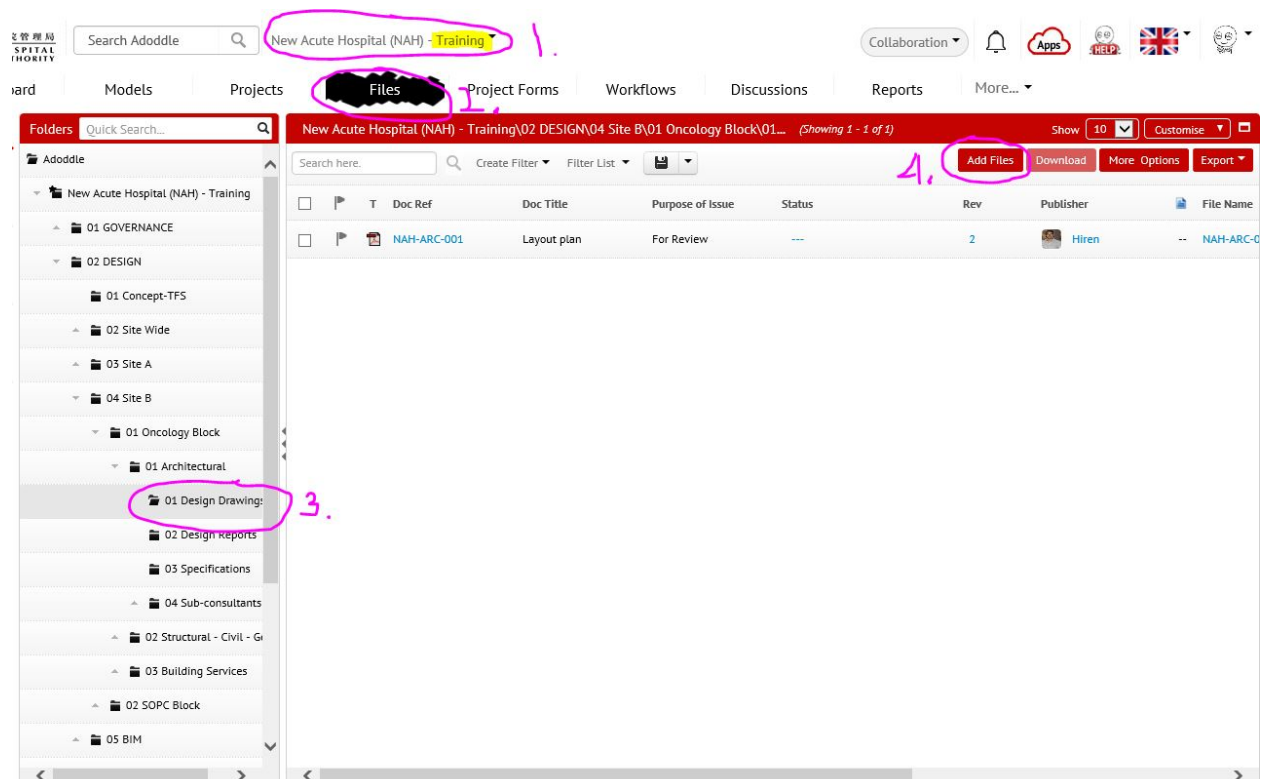
Note: Requires Internet Explorer + Java Runtime Environment. May not work properly on Chrome.

Template File saved at I:\J032100\BIM\07_Document\Asite\ABOS_Asite_Template.xls.

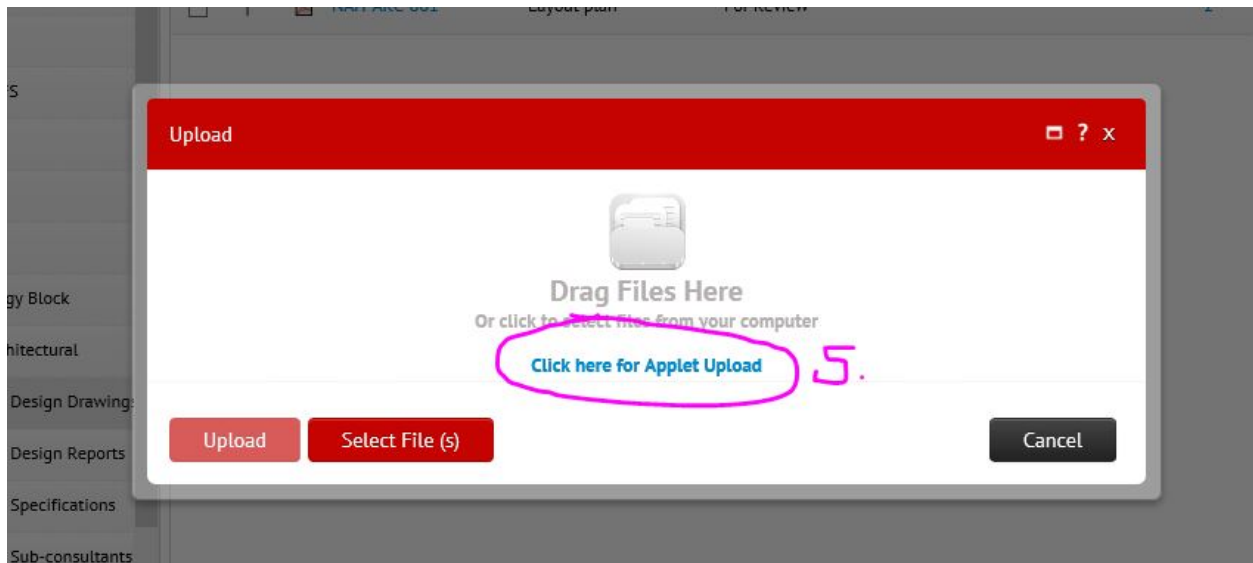
1. Select the Project. A – for training purposes, B – Live project



2. Go to "Files" Tab
3. Browse to the Directory you want to upload
4. Click "Add Files"



- Choose "Click here for Applet Upload".



Preview of Bulk Upload Template Excel File.

All the Mandatory Fields must be filled up. File Path must be exactly the same as the file location and file names.

ABOS_Asite_Template.xls [Compatibility Mode] - Excel

	A	B	C	D	E	F	G	H	I	J	K
1	Fields	File Path	Doc. Ref	Rev.	Document Title	Purpose of Issue	Status	Rev. Notes	Attach File path	Series	Paper Size
2	Property	Mandatory (Optional for defining Placeholders. Refer Note #4)	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Optional	Optional	Optional	Optional
3		C:\Users\lod\Desktop\Asite_Test\Document Listing.xlsx	ARC-001	1	FF Plan	For Information	---				
4		C:\Users\lod\Desktop\Asite_Test\test file 1.txt	ARC-002	A	SF Plan	For Approval	---				
5		C:\Users\lod\Desktop\Asite_Test\test file 2.txt	ARC-003	2	TF Plan	For Review	---				
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											

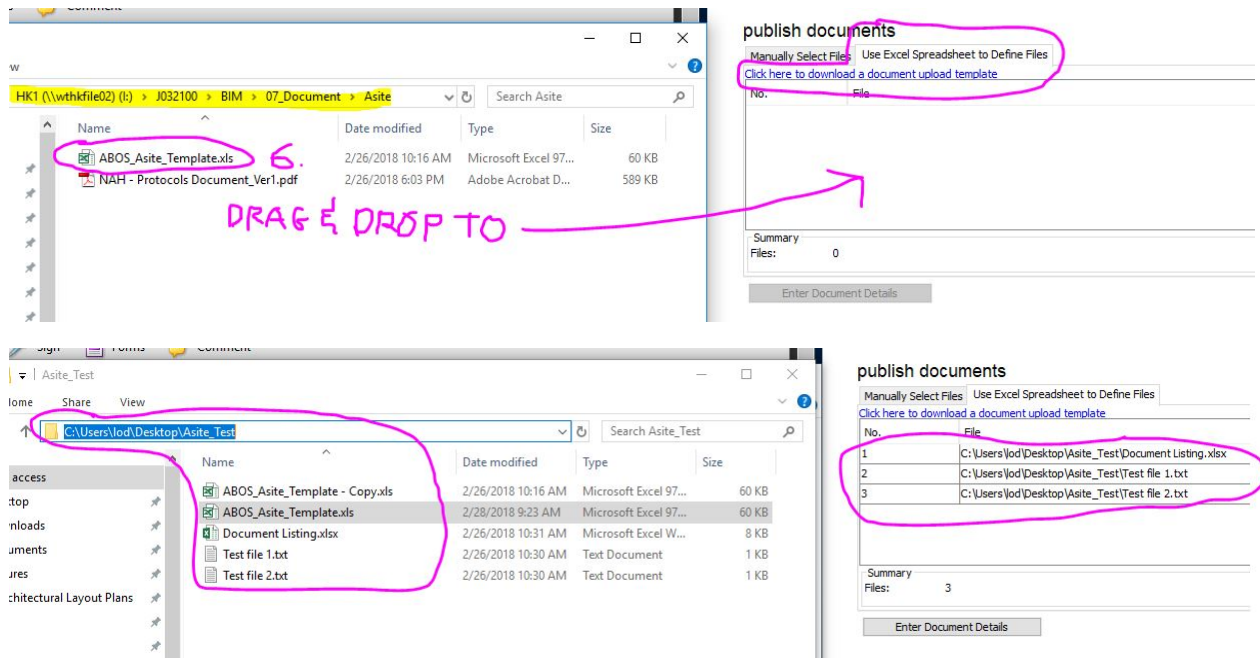
Notes | Import-Data | Sheet1

On the Publish Documents Applet, select Use Excel Spreadsheet to Define Files.

(Optional: you can choose “Click here to download a document template”) or,

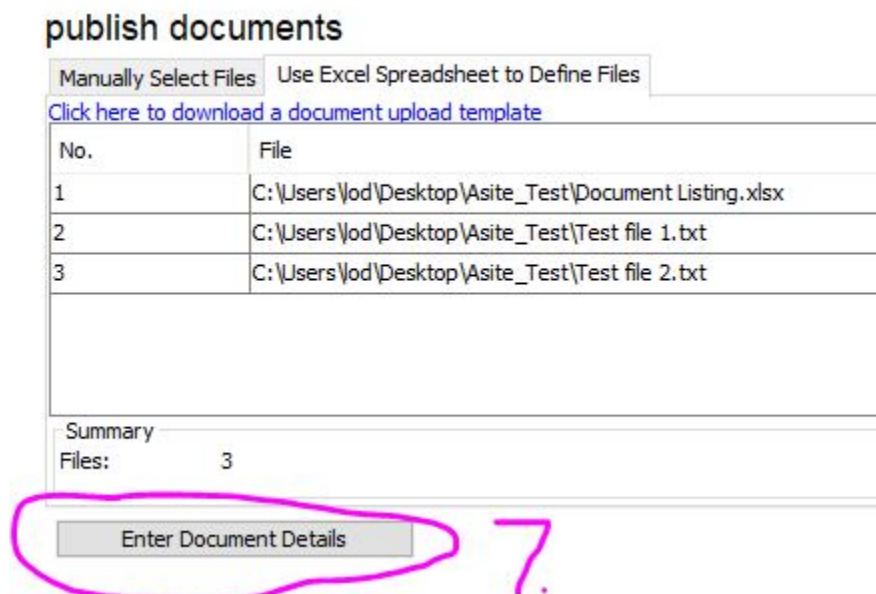
6. Browse to the location of the Template, and drag & drop the template file to the Applet.

Notice, file location and file names on the lower left.



If successful, documents should appear in the Applet as shown.

7. Click “Enter Document Details”.



8. Review or Change Mandatory Fields. Check the box
9. Click “Start Upload”.

publish documents

Manually Select Files Use Excel Spreadsheet to Define Files

[Click here to download a document upload template.](#)

No.	File	Size
1	C:\Users\lod\Desktop\Write_Test\Document Listing.xlsx	7 KB
2	C:\Users\lod\Desktop\Write_Test\Test file 1.txt	0 KB
3	C:\Users\lod\Desktop\Write_Test\Test file 2.txt	0 KB

Summary
 Files: 3 Total Size: 7 KB

Once you have selected all files for publishing, input the document details using the fields below. Click the **Start Upload** button below when completed.
 Please note fields marked with an (*) are mandatory.

File Name	Doc Ref*	Rev*	Doc Title*	Purpose of Issue*	Status*	Publish As Private	Rev. Notes	Attach Files	Series	Paper Size	Scale	Attributes
<input type="checkbox"/> Document Listing.xlsx	ARC-001	None	1	IP Plan	For Information	<input type="checkbox"/>		<input type="button" value="Browse"/>	Select			Edt
<input checked="" type="checkbox"/> Test file 1.txt	ARC-002	None	A	SF Plan	For Approval	<input type="checkbox"/>		<input type="button" value="Browse"/>	Select			Edt
<input checked="" type="checkbox"/> Test file 2.txt	ARC-003	None	2	TP Plan	For Review	<input type="checkbox"/>		<input type="button" value="Browse"/>	Select			Edt

☒ Document Distribution

10. Input the Site location.

To Define Files

Site

File Name	Size
x_Test\Document Listing.xlsx	7 KB
x_Test\Test file 1.txt	0 KB
x_Test\Test file 2.txt	0 KB

Total Size: 7 KB

Input the document details using the fields below. Click the **Start Upload** button below when completed.
 Mandatory:

Rev*	Doc Title*	Purpose of Issue*	Status*	Publish As Private	Rev. Notes	Attach Files	Series	Paper Size	Scale	Attributes	Site*
None	1	IP Plan	For Information	<input type="checkbox"/>		<input type="button" value="Browse"/>	Select			Edt	Site B
None	A	SF Plan	For Approval	<input type="checkbox"/>		<input type="button" value="Browse"/>	Select			Edt	Site B
None	2	TP Plan	For Review	<input type="checkbox"/>		<input type="button" value="Browse"/>	Select			Edt	Site B

Distribute :

11. Click “Document Distribution.”

12. Select on the list. Then click “Add to Distribution List” button.

publish documents

Manually Select Files | Use Excel Spreadsheet to Define Files

[Click here to download a document upload template.](#)

No.	File
1	C:\Users\jod\Desktop\Aisite_Test\Document Listing.xlsx
2	C:\Users\jod\Desktop\Aisite_Test\Test file 1.txt
3	C:\Users\jod\Desktop\Aisite_Test\Test file 2.txt

Summary Files: 3

Enter Document Details

Once you have selected all files for publishing, input the document details using **Please note** fields marked with an (*) are mandatory.

Copy Doc. Ref

☒ File Name ☐ Overwrite ☐ Merge Doc Ref.*

Apply To All

	File Name	Doc Ref.*	
<input checked="" type="checkbox"/>	Document Listing.xlsx	ARC-001	None
<input checked="" type="checkbox"/>	Test file 1.txt	ARC-002	None
<input checked="" type="checkbox"/>	Test file 2.txt	ARC-003	None

Remove

Distribute:

☒ Document Distribution

Distribution

publish documents - distribute

document information

Type	File Name	Doc Ref.	Document Title	Status	Rev
	Document Listing.xlsx	ARC-001	FF Plan	---	1
	Test file 1.txt	ARC-002	SF Plan	---	A
	Test file 2.txt	ARC-003	TF Plan	---	2

Select: Companies Select Individuals:

Wong Tung

Alan Li
Amy IP
Brian Cheung
Catherine WU
Christy SZE
Crystal WAI
Daphne SO

Select All: ☐ Instant Email Notify: ☐ Distributed to: ☒ Overwrite ☐ Merge

Apply To All

Action Required:* Action Due:* Action Notes

Please Select

Remove Duplicate Actions Remove Duplicate Recipients Distribute

13. Important, make sure “Instant Email Notify” check box is checked.

14. Select Action on the drop-down list.

15. Pick the Calendar button to select Action Due Date.

16. When done, click “Distribute” button.

Distribution

publish documents - distribute

document information

Type	File Name	Doc Ref.	Document Title	Status	Rev
	Document Listing.xlsx	ARC-001	FF Plan	---	1
	Test file 1.txt	ARC-002	SF Plan	---	A
	Test file 2.txt	ARC-003	TF Plan	---	2

Select: Companies Select Individuals:

Wong Tung

David Or
Dennis NG
Erin Chan
Fred NG
Kynson CHANG
Lordon Duran
Matthew Shao
Michael LAM

Select All: ☐ Instant Email Notify: ☒ Distributed to: ☒ Overwrite ☐ Merge

Apply To All

Lordon Duran, Wong Tung

Action Required:* Action Due:* Action Notes

Please Select

For Information
Please Select
For Acknowledgement
For Action
For Comment
For Comment Coordination
For Comment Incorpor.
For Distribution
For Information

02-Mar-2018

Remove Duplicate Actions Remove Duplicate Recipients

publish documents

If successful, a notification will appear.

Asite

A S I T E

Following files were successfully uploaded.

File Name
Test file 1.txt
Document Listing.xlsx
Test file 2.txt

OK

18.

In case of any queries, please contact Asite Support at support@asite.com or call our Support Team on UK Tel: +44 (0)845 130 5550 US/Canada Tel: +1 855-ASITE-HELP (855-274-8343) Australia Tel: +61 1800 661 752 India Tel: +91 (0)79 4021 1900.

Uploaded files, shown on the Directory.

New Acute Hospital (NAH) - Training

Collaboration

Apps

HELP

UK

15

jects

Files

Project Forms

Workflows

Discussions

Reports

More...

New Acute Hospital (NAH) - Training\02 DESIGN\04 Site B\01 Oncology Block\01... (Showing 1 - 4 of 4)

Show 10 Customise

Search here.

Create Filter

Filter List

Add Files

Download

More Options

Export

		T	Doc Ref	Doc Title	Purpose of Issue	Status	Rev	Publisher	File Name
<input type="checkbox"/>			ARC-003	TF Plan	For Review	---	2	Lordson	-- Test file 2.t
<input type="checkbox"/>			ARC-002	SF Plan	For Approval	---	A	Lordson	-- Test file 1.t
<input type="checkbox"/>			ARC-001	FF Plan	For Information	---	1	Lordson	-- Document 1
<input type="checkbox"/>			NAH-ARC-001	Layout plan	For Review	---	2	Hiren	-- NAH-ARC-0

--- End ---

28 February 2018 - LOD