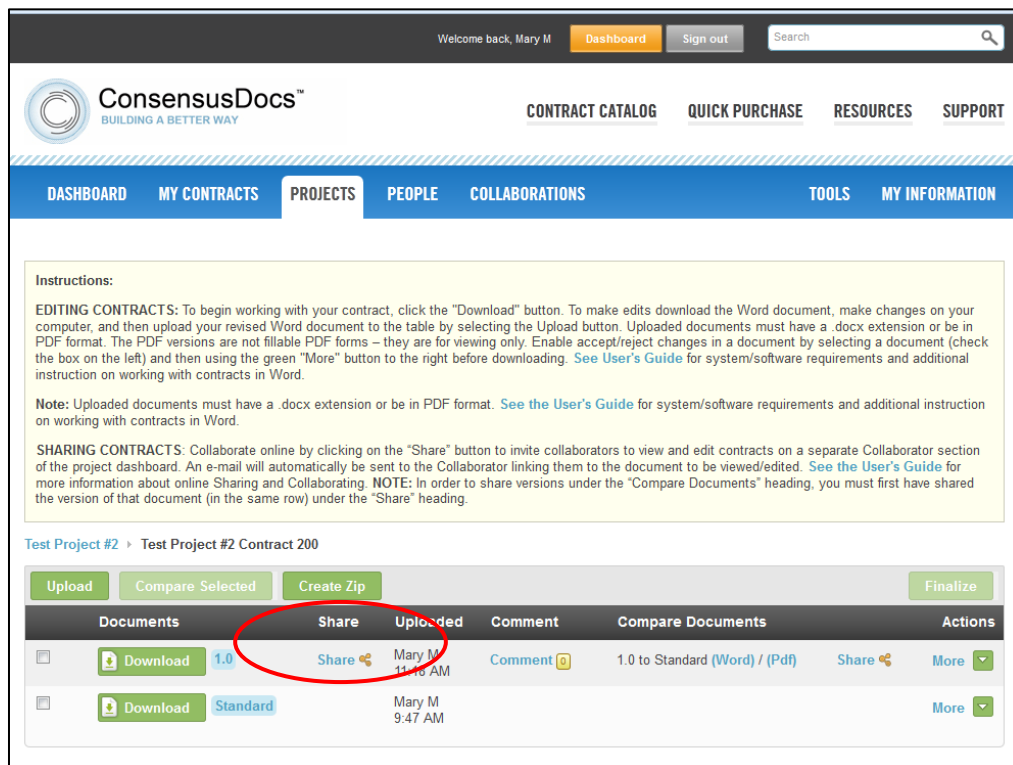


Sharing Contracts and Online Collaboration

Online collaboration is a main feature of the new platform. Invite Collaborators to share a contract version under the Share heading click the “Share” link. Collaborators will access the shared document in a separate section of the website with access only to the contract version shared with them by an Originator. Collaborators will download the MS Word document, make edits, and upload back to the website, a new version that will be accessible on the Originator’s Project Dashboard.



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Instructions:

EDITING CONTRACTS: To begin working with your contract, click the “Download” button. To make edits download the Word document, make changes on your computer, and then upload your revised Word document to the table by selecting the Upload button. Uploaded documents must have a .docx extension or be in PDF format. The PDF versions are not fillable PDF forms – they are for viewing only. Enable accept/reject changes in a document by selecting a document (check the box on the left) and then using the green “More” button to the right before downloading. [See User’s Guide](#) for system/software requirements and additional instruction on working with contracts in Word.

Note: Uploaded documents must have a .docx extension or be in PDF format. [See the User’s Guide](#) for system/software requirements and additional instruction on working with contracts in Word.

SHARING CONTRACTS: Collaborate online by clicking on the “Share” button to invite collaborators to view and edit contracts on a separate Collaborator section of the project dashboard. An e-mail will automatically be sent to the Collaborator linking them to the document to be viewed/edited. [See the User’s Guide](#) for more information about online Sharing and Collaborating. **NOTE:** In order to share versions under the “Compare Documents” heading, you must first have shared the version of that document (in the same row) under the “Share” heading.

Test Project #2 > Test Project #2 Contract 200

[Upload](#) [Compare Selected](#) [Create Zip](#) [Finalize](#)

Documents	Share	Uploaded	Comment	Compare Documents	Actions
<input type="checkbox"/> Download 1.0	Share	Mary M 11:16 AM	Comment	1.0 to Standard (Word) / (Pdf)	Share More
<input type="checkbox"/> Download Standard		Mary M 9:47 AM			More



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Share Documents and Begin Collaboration

Big Bridge Construction Project > Tri-Party Agreement for Integrated Project Delivery > Version 1.0

Instructions: Please add the email addresses of people you would like to invite to access this contract to review and/or edit it. Invitees will receive an e-mail with a link to the document and will be required to log in to the website in order to access the contract. You may invite multiple people at the same time by entering their email addresses separated by a comma. Note: all collaborators within a version of a contract will see comments posted by any participant in the collaboration and a comment alert e-mail will be sent to all collaborators within that version of the negotiation.

Add a personal message
You may also include a personal message that will be included in the email that goes out to the recipient.

Type personal message here

- Enter the email address(es) of the Collaborators you want to invite to review, edit or comment on the document – separating multiple e-mail addresses with a comma.
- Select – Word to edit or PDF to view only from the pull-down menu
- Add a personal message (optional).
- Click on “Share”.
- You will see on your negotiations management page, who is sharing the document(s) for that negotiation.

Note: Collaborators who are not subscribers will be prompted to Register on the website in order to access the shared file (no purchase is necessary).



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Instructions:

EDITING CONTRACTS: To begin working with your contract, click the "Download" button. To make edits download the Word document, make changes on your computer, and then upload your revised Word document to the table by selecting the Upload button. Uploaded documents must have a .docx extension or be in PDF format. The PDF versions are not fillable PDF forms – they are for viewing only. Enable accept/reject changes in a document by selecting a document (check the box on the left) and then using the green "More" button to the right before downloading. [See User's Guide](#) for system/software requirements and additional instruction on working with contracts in Word.

Note: Uploaded documents must have a .docx extension or be in PDF format. [See the User's Guide](#) for system/software requirements and additional instruction on working with contracts in Word.

SHARING CONTRACTS: Collaborate online by clicking on the "Share" button to invite collaborators to view and edit contracts on a separate Collaborator section of the project dashboard. An e-mail will automatically be sent to the Collaborator linking them to the document to be viewed/edited. [See the User's Guide](#) for more information about online Sharing and Collaborating. **NOTE:** In order to share versions under the "Compare Documents" heading, you must first have shared the version of that document (in the same row) under the "Share" heading.

[Test Project #2](#) > [Test Project #2 Contract 200](#)

[Upload](#) [Compare Selected](#) [Create Zip](#) [Finalize](#)

Documents	Share	Uploaded	Comment	Compare Documents	Actions
<input type="checkbox"/> Download 1.0	Share (1)	Mary M 11:18 AM	Comment (0)	1.0 to Standard (Word) / (Pdf)	Share More
<input type="checkbox"/> Download Standard		Mary M 9:47 AM			More

- In order to share documents under the "Compare Documents" heading, you must first have shared the version of that contract Document (in the same row) under the "Share Documents" heading. For example, in order to share Compare Documents 1.0 to 1.1 (#2 above), you must first have shared the version 1.1 (#1 above).
- The Collaborator will be sent an auto-generated e-mail message with a link to download the shared document with instructions on how to upload their edited version back to the project website.
- Collaborators will click on a project name, then on the contract negotiation name to download the documents for editing on their local computer.
- Collaborators will edit the contract, save, and then upload the edited versions back to the Collaborations Tab – this edited version will show on the Originator's Project Dashboard.
- An e-mail will automatically be sent back to the Originator that a contract is ready for review and the edited version will show on the Originator's project Dashboard with a new version number, along with a system-generated Comparison Document comparing this new Version to the immediately preceding Version.