



QBuild Client Web Portal

User Guide

Welcome to eBusiness!

A secure, online web application, the QBuild Web Portal allows clients to:

- request work online
- receive notifications about work
- receive QBuild Customer Job Statements, and:
- update asset details

Note:

You can still interact with us using existing methods of transaction, but we encourage you to make use of this technology.

This user reference guide will provide further detail and instructions about accessing and using the QBuild Web Portal and QBuild Web View.

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1. Help and registration

Clients must be registered to enjoy the benefits of using e-business through the QBuild Web Portal. If you are unsure of your registration details or if you are having difficulty using the QBuild Web Portal, please contact your Client Program Manager at QBuild Head Office.

2. What can you do using the QBuild Client Web Portal?

Web View QBuild Business Online

This is a secure environment for clients to conduct online business with QBuild. Users can access this application using a log in and password issued by QBuild.

QBuild Business Online enables registered users to:

- raise a work request
- manage requests for work using the inbox
- receive and approve or reject QBuild customer job statements
- create asset updates.

Administration *(available through Web View)*

This function allows users to create and maintain new folders within an electronic filing system.

3. Getting started

3.1 Logging in to the Web Portal

You must be registered to access the QBuild Web Portal. For more information on how to register, refer to the 'Help and registration' section at the beginning of this guide.

Step 1

Visit <https://axiscloudplatform.com/mincomWebApp/QBuildWV.do>



Add this URL to your Internet 'favourites' folder for ease of access

Step 2

Log in to the Web Portal using your account details provided. Click the login button.

If you've forgotten your password, click the **Forgot Password** link and a temporary password will be emailed to you.

Login

Organisation ID	<input type="text" value="WV00030000"/>
User ID *	<input type="text" value="USER"/>
Password *	<input type="password"/>

Save Login Details (Excluding password)

[Reset Password](#)

Select Language : ▾

Step 3

Once logged in, you will be taken to your Client Web Portal Home Page.

The screenshot shows the Queensland Government logo at the top left with the tagline "Great State. Great opportunity." Below the logo, a grey banner reads "Welcome, You are logged in as ADMINISTRATOR from Government Employee Housing".

The main content area is titled "Home" and contains several sections:

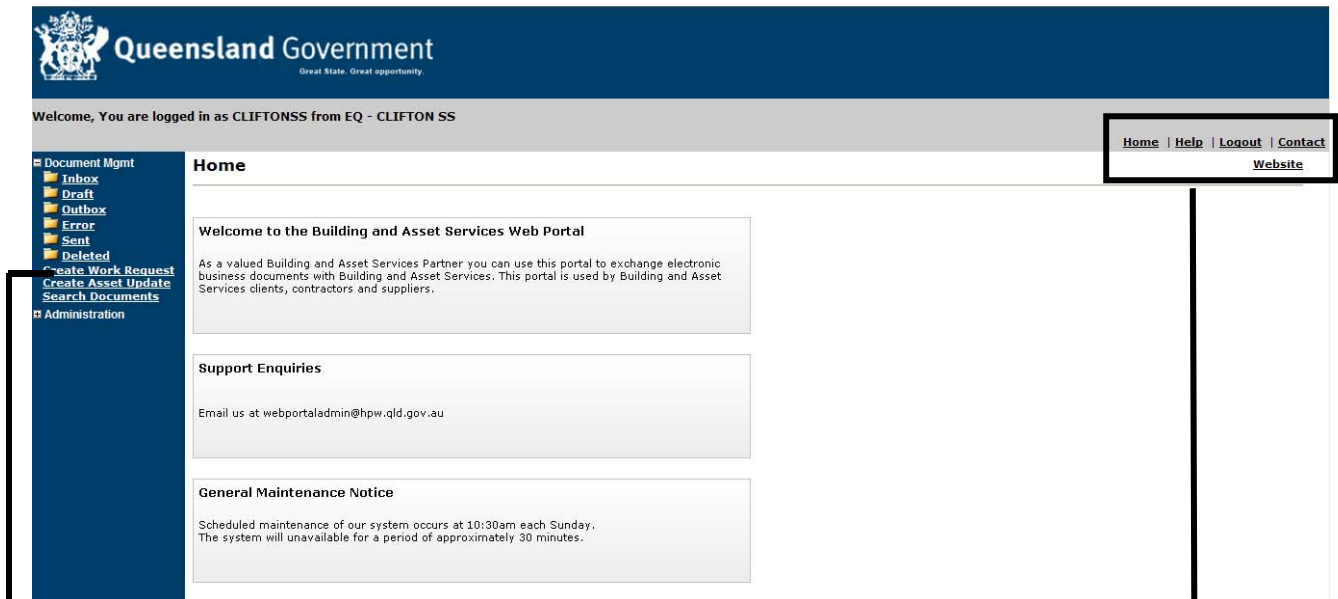
- Welcome to the Building and Asset Services Web Portal**
As a valued Building and Asset Services Partner you can use this portal to exchange electronic business documents with Building and Asset Services. This portal is used by Building and Asset Services clients, contractors and suppliers.
- Password Changes**
Password changes can be performed from the Login screen.
- Support Enquiries**
Email us at baswebportaladmin@hpw.qld.gov.au
- General Maintenance Notice**
General maintenance of our system occurs at 10:30am each Sunday. The system will be unavailable for a period of approximately 30 minutes.
- Please note - Your email notifications for new documents will go to the following email address(es) :**
governmentemployeehousing@hpw.qld.gov.au
To change the email notification list or update your company profile, please use the Partner Configuration option in the Administration menu. Please see your Administrator if you are not authorised to use this option.

A dark blue sidebar on the left contains a "Document Mgmt" menu with options: Inbox, Draft, Outbox, Error, Sent, Deleted, Create Work Request, Create Asset Update, and Search Documents. Below this is an "Administration" menu.

4. Navigating QBuild Business Online

After logging in, you will be presented with the **QBuild Business Online** home page. The home page contains three text boxes on the main viewing panel where you can view any news or notices from QBuild.

The home page also displays two menus, as shown below.



- Document Mgmt
 - Inbox
 - Draft
 - Outbox
 - Error
 - Sent
 - Deleted
 - Create Work Request
 - Create Asset Update
 - Search Documents
- Administration

On the left hand side is the **navigation menu**, which lists all the functions and folders containing the business documents and notifications.

For more information refer to section 4.1.

On the top right hand side is the **activity menu**. This menu lets you select the activity.

⚠ The activities menu will differ depending on the function, or the folder you are working in.

For more information refer to section 4.2.

4.1 Navigation menu

The **navigation menu** is an electronic file management system where you can view and maintain your online business transactions with QBuild. The below table details the core functions of each menu item.

<p>Inbox</p>	<p>The Inbox shows a list of active documents sent to you from QBuild's system.</p> <p>The following information is displayed for each document:</p> <ul style="list-style-type: none"> • Document Number • Document Version • Document Type • Document Status • From • Date the document was received
<p>Draft</p>	<p>Any document you start within QBUILD Business Online can be saved at any time and stored in the Draft folder so you can return to it later.</p>
<p>Outbox</p>	<p>Documents you send are temporarily held in the Outbox folder until they are sent electronically to QBUILD.</p>
<p>Error</p>	<p>A message will appear in the Error folder if a problem has occurred with sending a document to QBUILD.</p>
<p>Sent</p>	<p>The Sent folder stores all documents that have been successfully sent to QBUILD.</p> <p>If the document you have sent is not here, check the Outbox or Error folders.</p>
<p>Deleted</p>	<p>This folder contains any Deleted documents.</p>
<p>Archive</p>	<p>You can organise this folder to store your documents.</p>
<p>Create Work Request</p>	<p>This link launches the online form to create a new Work Request.</p>
<p>Create Asset Update</p>	<p>This opens the online form to create or amend asset details.</p>
<p>Search documents</p>	<p>Search for documents using this form.</p>
<p>Administration</p>	<p>This menu item will open a selection of activities to administer your QBuild Business Online account. This includes the ability to create and modify new folders to manage your documents.</p>

4.2 Activity menu

Back	Go back to the previous screen.
Back to document	Go back to the previous document.
Create copy	Save time and copy a previously created document to form a template for a similar document (e.g. work request that is similar to the new request you want to create).
Delete	Delete the record (any item deleted will be moved to the Deleted folder).
Export	Export the information on the screen to an XML format.
Help	Open the Client Portal User Guide for reference.
Home	Return to the QBuild Business Online home page.
Logout	Log out of the application. It is important to log out correctly when you have finished using the application.
Modify	You can create new folders in which to store and manage documents. You can also modify the names of folders.
New search	Perform a new search.
Print	Print a document.
Save	Save a document to the Draft folder.
Send	Sends the document to QBuild.
Submit	Submits your request to search based on the specified criteria.
Website	Opens the HPW Website.

4.3 Descriptions: other functions and activity

Within the **QBuild Business Online** application, you will have access to some other functions which are explained in the table below:

View full details	To view all the details of the notifications received from QBUILD, click on the View Full Details button to open a document with all the information required. This document can be saved and/or printed.
View audit details	Audit details list the details of transactions (and who performed them) relating to a selected document.
Document flow	The Document Flow lists all of the transactions that relate to the document for tracking purposes.
Document history	The document history provides a list of the documents relating to the work request, including version numbers.
Send response	You have the ability to respond to documents/notifications received. To respond to the document, select your response status, provide QBUILD with any relevant commentary and click on the Send Response button.

5. Create a work request

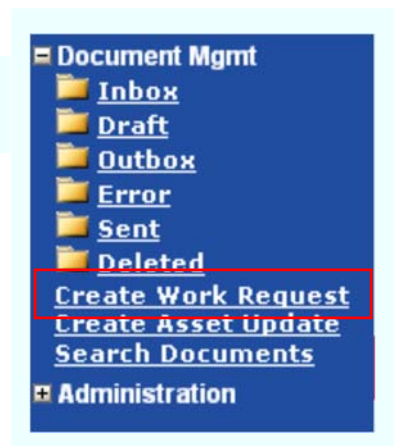
5.1 Purpose

Work Requests can be completed and submitted to QBuild online using the **QBuild Business Online** application.

5.2 How to create a work request?

Step 1

Click on **Create Work Request** from the navigation menu.



Step 2

An online **Work Request** form will open on your main display screen.

Details on how to complete your online **Work Request** are outlined on the following page.

⚠ Fields marked with a red asterisk are mandatory.

A screenshot of the 'Work Request' form in the QBuild Business Online application. The form is titled 'Work Request' and is located on the main display screen. The form contains several fields and sections: 'Your Reference Number *' (text input), 'Activity' (dropdown menu), 'Work Request Type *' (dropdown menu), 'Priority' (dropdown menu), 'Work Summary *' (text input), 'Required By *' (text input with a calendar icon), 'Additional Information' (text area), 'Your Asset Ref No *' (text input), 'Region *' (dropdown menu), 'Asset Description *' (text input), 'Program Code' (dropdown menu), 'Purchase Order No' (text input), 'PO Item No' (text input), 'Contact Name' (text input), and 'Contact Ph' (text input). There are also links for 'Save', 'Send', 'View Audit Details', and 'Document Flow'. The header of the page shows the Queensland Government logo and the text 'Welcome, You are logged in as CLIFTONSS from EQ - CLIFTON SS'. The left sidebar contains a navigation menu with items like 'Document Mgmt', 'Inbox', 'Draft', 'Outbox', 'Error', 'Sent', 'Deleted', 'Create Work Request', 'Create Asset Update', 'Search Documents', and 'Administration'.

5.3 Field descriptions: create work request

Your reference	This is a free text field where you can enter your own reference number.
Work request type	<p>Select the work request type from the drop-down menu.</p> <p>Building maintenance – breakdown (responsive) maintenance</p> <p>Complaint – comment for QBuild</p> <p>Intentional damage – work resulting from vandal damage</p>
Work summary	Provide a brief summary of the work required. <i>(Please note this field has a limit of 80 characters.)</i>
Additional information	Further details of the work required can be inputted here. The more detail you provide in your online requests, the quicker they can be processed.
Your asset reference number	Enter your asset reference number here, e.g. WIC number, SAP identifier.
Asset description	<p>Enter a description of the asset such as the building number, street address or both <i>(e.g. Building 004 K Block, 124 Smith Street, Gracemere)</i>.</p> <p>You can also reference any important information regarding the asset that QBuild may require <i>(e.g. entry via Adams Street or Building used for out of hours care etc.)</i></p>
Program code	<p>Select from the list of programs applicable to your department.</p> <p>The program code relates to the funding source. Selecting a program code will provide clear direction to QBuild on what program your requested work will be billed from.</p>
Activity	Select the type of work you are requesting from the drop-down list.
Priority	If the work related to responsive maintenance, then please select the response priority for the work <i>(e.g. 4 hrs; 24 hrs; 14 days)</i> .
Required by	Enter a date or use the calendar to propose a date the work is required by.
Region	Select your QBuild region . You can confirm the QBuild region by referring to Appendix A at the back of this guide.
Purchase order	You may include a purchase order number here for the work to be completed.
Purchase order item number	If you have entered a purchase order number, include the item number here.
Contact name	Enter the name of the person QBuild should contact should further information be required.
Contact phone	Enter the phone number of the person QBuild should contact should further information be required.

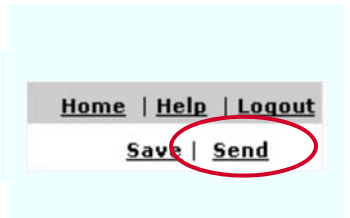
NOTE: Fields marked with a red asterisk are system-mandatory fields.

5.4 Submitting a work request

Once you have created your work request you can submit the document to QBuild online.

Step 1

Submit the **Work Request** document to QBUILD by clicking on **Send** in your *activity menu* at the top right of your screen.



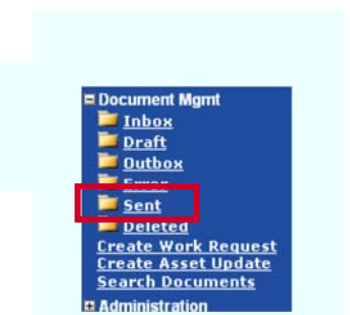
6 Tracking and managing work request documents

6.1 Navigating the sent folder

All work requests successfully sent to QBUILD will reside in your **Sent** folder.

Step 1

When the **Work Request** has been successfully sent you will be able to retrieve it from your **Sent** folder.



Step 2

A list of all sent items will appear.
Click on the document number link to open the **Work Request**.

Summary View - Sent Email | Delete

Document Number	Document Type	Document To Date	Date & Time Sent
LACMAN03	Work Request	21-08-2009 QBuild	21-08-2009 16:13:47
LACMAN02	Work Request	21-08-2009 QBuild	21-08-2009 16:13:07
LACMAN01	Work Request	21-08-2009 QBuild	21-08-2009 16:13:09
LACMAN0	Work Request	21-08-2009 QBuild	21-08-2009 16:13:12
REFE000	Work Request	21-08-2009 QBuild	21-08-2009 15:29:37
REFE001	Work Request	21-08-2009 QBuild	21-08-2009 15:29:41
REFE002	Work Request	21-08-2009 QBuild	21-08-2009 15:30:05
SAM0211009	Work Request	20-08-2009 QBuild	20-08-2009 12:02:47

Step 3

Opening this document will reveal the QBuild **Work Request** number.

Welcome, You are logged in as ADMINISTRATOR from Edge Hill State School

- Document Mgmt
- Inbox
- Draft
- Outbox
- Error
- Sent**
- Deleted
- Create Work Request
- Create Asset Update
- Search Documents
- Administration

Work Request

Your Reference Number: 34508211009

Work Request No: 00000000643

Work Request Type: Building Maintenance

Work Summary: LEAKING TAP

Additional Information: 3RD SINK IN BOYS TOILET AREA

Your Asset Ref No: 3294-001

Asset Description: BOYS TOILET BLOCK

Program Code: Edge Hill State School Maintenance Program

Activity: Priority

Requested By: [Name]

Region: [Region]

Purchase Order / PO Item No: [Number]

6.2 Field descriptions: sent folder

<input type="checkbox"/>	Select one or multiple documents by clicking on the check box.
Document number	The Document Number is the reference number you provided on your Work Request .
Document type	This identifies what type of notification has been sent.
Document date	This indicates the date the document was created.
To	This will always say QBuild.
Date and Time sent	This will indicate when the document was sent to QBuild.

7. Navigating the Inbox




All notifications in relation to a single work request will be sent from QBuild and reside in your **Inbox**.

Click on the document number to open the work request.

Summary View - Inbox

<input type="checkbox"/>	Document Number	Version Number	Document Type	Document Date	Document Status	From	Date Received
<input type="checkbox"/>	CADMAN03	1	Work Request Status	21-10-2009	ACTIVE	QBuild	21-10-2009 16:58:07
<input type="checkbox"/>	CADMAN02	1	Work Request Status	21-10-2009	ACTIVE	QBuild	21-10-2009 16:57:35
<input type="checkbox"/>	CADMAN01	1	Work Request Status	21-10-2009	ACTIVE	QBuild	21-10-2009 16:57:12
<input type="checkbox"/>	CADMAN	1	Work Request Status	21-10-2009	ACTIVE	QBuild	21-10-2009 15:59:46
<input type="checkbox"/>	JEFF200	1	Work Request Status	21-10-2009	ACTIVE	QBuild	21-10-2009 15:27:14
<input type="checkbox"/>	JEFF021	5	Work Request Status	21-10-2009	ACTIVE	QBuild	21-10-2009 11:25:52

7.1 Field descriptions: Inbox

<input type="checkbox"/>	Select one or multiple documents by clicking on the check box.
Document number	The document is your reference number as entered on the original work request. If it is a QBUILD generated document this document number will be the work request number generated by the QBUILD system.
Version number	Each notification sent to you will be given a version number so you can see which notification is the most recent.
Document type	This identifies what type of notification has been sent.
Document date	This indicates the date the document was created.
Document status	Document status will be one of the following:  active  inactive  closed
From	Identifies the sender of the document.
Date received	Date the document was received in your account.

8 Accessing notifications

8.1 Purpose

Notifications are generated by QBuild and provide information regarding work that is scheduled to occur. You will have the ability to respond to the information provided in the notification, save and or print the documents for your records, and follow the history of the document and any changes made to the information.

The different types of notifications you may receive are:

- 🚩 Work Request Status
- 🚩 QBuild Customer Job Statement

The types of notifications you receive will be dependent on your department’s agreement with QBuild.

8.2 Navigating notifications



All notifications have a header section containing high level detail of the notification, a **View Full Details** link to access the document and a response section.

The top section provides you the high level detail of the notification. To view the full details of the notification click on the **View Full Details** link for the document.

Work Request Status				Delete Print
Your Reference No	CADMAN03	Update Date	21-10-2009	View Full Details
Work Request No	00000000707	Priority	1 Hour	
Work Status	Being analysed (WR)	Required By Date	22-10-2009	
Work Summary	fix stuff	Required By Time	16:12:00	
Bill To	FINANCIAL SERVICES (DED)			
Program Code	M00146			

Work Request Status Response	
Response Type*	<input type="text" value="Select"/>
Remarks	<input type="text"/>
	Send Response

[Document Flow](#) | [Document History](#) [View Audit Details](#)

The bottom section allows you to respond to the notification. When you are ready, click on the **Send Response** button and your response type and remarks will be forwarded to QBUILD for action.

8.3 Work request status notification

All **Work Request Status** notifications will reside in your **Inbox**.

They will be identified as a **Work Request Status** document type.

Work Request Status

Step 1

Click on the document number to open the work request status notification.

Summary View - Inbox

<input type="checkbox"/>	Document Number	Version Number	Document Type	Document Date	Document Status	From	Date Received
<input type="checkbox"/>	CADMAN03	1	Work Request	21-10-2009	ACTIVE	ORBuild	21-10-2009 16:58:07
<input type="checkbox"/>	CADMAN02	1	Work Request Status				Delete Print
<input type="checkbox"/>	CADMAN01	1	Your Reference No	CADMAN03	Update Date	21-10-2009	09 16:57:35
<input type="checkbox"/>	CADMAN	1	Work Request No	00000000707	Priority	1 Hour	09 16:57:12
<input type="checkbox"/>	JEFF200	1	Work Status	Being analysed (WR)	Required By Date	22-10-2009	09 15:59:46
<input type="checkbox"/>	JEFF021	5	Work Summary	fix stuff	Required By Time	16:12:00	09 15:27:14
<input type="checkbox"/>			Bill To	FINANCIAL SERVICES (OED)			09 11:25:52
<input type="checkbox"/>			Program Code	M00146			

Work Request Status Response

Response Type*

Remarks

[Document Flow](#) | [Document History](#)

Step 2

To view the full details of the notification click the **View Full Details** link.

View Full Details

This will display a document with all the details of the work request for your review.

Step 3

To respond to the notification, select your response from the **Response Type** drop down box.

Work Request Status Response

Response Type*

Remarks

- Select
- Accepted
- Rejected
- Delay

Step 4

If you would like to reject or delay the work, please, provide an explanation in the **Remarks** box.

Remarks

Step 5

To send the response click **Send Response**.

Send Response

Anything you send on to QBuild will display in your **Sent** folder.

8.4 QBuild customer job statement

All **QBuild Customer Job Statement** notifications will reside in your **Inbox**.

They will be identified as a Job Statement document type.

Job Statement

Step 1

Click on the document number to open the **QBuild Customer Job Statement** notification.

Summary View - Inbox

<input type="checkbox"/>	Document Number	Version Number	Document Type	Document
<input type="checkbox"/>	QBLD 10001025	15	Job Statement	Delete Print
<input type="checkbox"/>	000000000115 001	4	Your Reference No: 000000000393 Work Order Number: QBLD_10001025 Work Segment Number: 000000000393 Work Summary: Event Text - Production Work Order	Total Price: 0.0000 View Full Details
<input type="checkbox"/>	QBLD 10001025	5	Job Statement Response	
<input type="checkbox"/>	QBLD 10001025	4	Response Type: <input type="text" value="Select"/>	
<input type="checkbox"/>	QBLD 10001025	3	Remarks: <input type="text" value=""/>	Send Response

[Document Flow](#) | [Document History](#) | [View Audit Details](#)

Step 2

To view the **QBuild Customer Job Statement** click the **View Full Details** link.

View Full Details

This will display the **QBuild Customer Job Statement** for your review.



Queensland Government

Department of Housing and Public Works
Region - FW

Building and Asset Services Customer Job Statement
(DO NOT PAY - this is not an invoice)

Should you wish to discuss the information contained within this Job Statement please contact your Building and Asset Services regional office.

WORK REQUEST DETAILS

Work Request No:	000002012459	Work Order No:	12284754
Request Date/Time:	08/01/2014 15:56hrs	Response Priority:	14 Days
Customer:	NORTH WEST HSHS	Customer Reference:	WEB0000490818
Equipment Description:	MORNINGTON IS HOSPITAL HOSPITAL	Remote Locals:	
Equipment Address:	0 LARDIL RD MORNINGTON ISLAND MORNINGTON ISLAND		
Client Equip No:	WIC: 29745001	Equip No:	PVHEMORSBU032098
Work Requested:	INS/RPR STAFF QUARTERS-HWU PIPE BROKEN-		
Work Performed:	Task 01. REPAIRED LEAKING HOT WATER SERVICE PIPE TO HOT WATER UNIT		

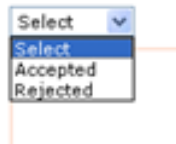
Step 3

To respond to the notification, select your response from the **Response Type** drop down box.

Job Statement Response

Response Type *

Remarks



A screenshot of a dropdown menu. The menu is open, showing three options: "Select", "Accepted", and "Rejected". The "Select" option is currently selected and highlighted in blue. A red line points from the text "Response Type" to the dropdown menu.


Step 4

If you wish to reject the job statement, please provide an explanation so QBUILD can respond to your concerns quickly.

Job Statement Response

Response Type *

Remarks



A screenshot of the "Job Statement Response" form. The "Response Type" dropdown menu is set to "Accepted". Below it, the "Remarks" text area contains the text: "The job was completed as per requested and the details provided are accurate to my knowledge." A red line points from the text "Response Type" to the dropdown menu.

Step 5

To send the response click **Send Response**.

Anything you send on to QBuild will display in your **Sent** folder.

Send Response

9. Creating an asset update

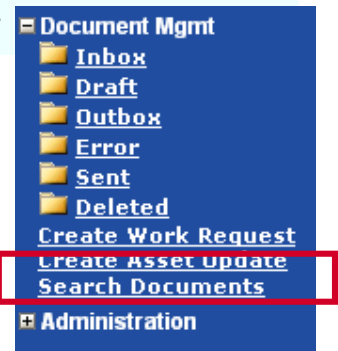
9.1 Purpose

To ensure QBuild's record of your assets remains current, use the **Create Asset Update** function to advise of new assets or updates to existing assets.

9.2 Create asset update

Step 1

Select **Create Asset Update** from the **QBuild Business Online** navigation menu.



Step 2

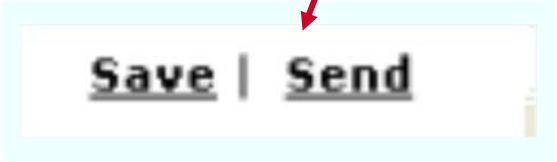
Create an asset update by completing the fields as described below.

Fields marked with a red asterisk are mandatory.

A screenshot of a web form titled 'Asset Update Request'. The form contains several sections: 'Asset Update Purpose' (dropdown), 'Your Asset Ref No' (text), 'Asset Class' (dropdown), 'Asset Name' (text), 'Asset Description' (text), 'Required Maint Strategy' (text), 'Asset Location' (Street, Suburb, Town/City, Postcode), 'Customer Region' (dropdown), 'Customer District' (dropdown), 'Customer Sub Group' (dropdown), 'Date Constructed' (text), 'Date Installed' (text), 'Gross Floor Area (sqm)' (text), 'Land Area (sqm)' (text), 'Geo Code (CY axis)' (text), 'Contact Name' (text), 'Contact Phone No' (text), 'Contact Mobile No' (text), and 'Contact Fax No' (text). A 'Save | Send' button is located in the top right corner, highlighted with a red box. A red arrow points from this button to the next step's image.

Step 3

When you have completed your work request, select **Send** from the menu in the top right hand corner.



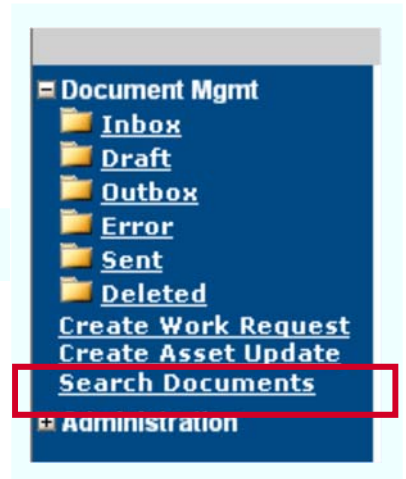
9.3 Field descriptions: create asset update

Asset update purpose	Select from the drop down list. Is the asset update because the asset is new or because you are modifying the details on an existing asset?
Your asset reference number	Enter your asset reference number here.
Asset class	Select from the drop down list the type of asset.
Asset name	Enter the name of the asset here.
Asset description	Provide a brief description of the asset here.
Required maintenance strategy	Enter if a maintenance strategy is required.
Street	Enter the street address for the asset.
Suburb	Enter the suburb in which the asset is located.
Town/City	Enter the town/city in which the asset is located.
Postcode	Enter the postcode for where the asset is located.
Customer region	Select the region that is applicable to you.
Customer district	Select the district, if relevant, that is applicable to you.
Customer sub-group	Select the sub-group, if relevant, that is applicable to you.
Date constructed	If relevant, note the construction date.
Date installed	If relevant, note the installation date.
Gross floor area (sq/m)	If relevant, note the gross floor area, in square metres.
Land area (sq/m)	If relevant, note the land area, in square metres.
Geo code (x/y axis)	Note the geo code (available from most mapping softwares)
Contact name	Enter the name of the person QBuild should contact should further information be required.
Contact phone	Enter the phone number of the person QBuild should contact should further information be required.
Contact mobile	Enter the mobile phone number of the person QBuild should contact should further information be required.
Contact fax	Enter the fax number of the person QBuild should contact should further information be required.
Other contact details	Enter in any other relevant contact details QBuild should further information be required.

10. Searching for documents

Step 1

Select **Search Documents** from the navigation menu



Step 2

Choose relevant criteria to assist your document search. Selectable parameters are:

- 🚩 Document Type
- 🚩 Document Status
- 🚩 WebView Document Number (this is the number generated by QBUILD Business Online for a document)
- 🚩 Your Document Number
- 🚩 Creation date from and to.

A screenshot of the 'Document Search' form. At the top right are links for 'Home | Help | Logout'. Below the title are 'Submit' and 'New Search' links. The form contains several input fields: 'Document Type' (dropdown menu set to 'All'), 'Document Status' (dropdown menu set to 'All'), 'WebView Document Number' (empty text box), 'Your Document Number' (text box containing '12*'), 'Creation Date From' (text box containing '08-12-2009' with a calendar icon), and 'To' (empty text box with a calendar icon).



You can use an asterisk 'wild card' in the document number fields, e.g. 12* will find all document numbers starting with 12 or *1234* will find all document numbers that contain 1234

Step 3

Matching search results are returned. Select the document you wish to view by clicking its document number.

A screenshot of the 'Document Search' form showing search results. The search criteria are the same as in Step 2. Below the search form is a table titled 'Search Results' with a 'Delete' link on the right. The table has columns for 'WebView Document Number', 'Your Document Number', 'Document Type', 'Document Status', 'Creation Date', and 'Due Date'. There are two rows of results, both for 'Work Request' documents with status 'CLOSED' and creation date '14-12-2009'. The first row has document number 38453 and the second has 38454. Each row has a checkbox in the 'WebView Document Number' column.

WebView Document Number	Your Document Number	Document Type	Document Status	Creation Date	Due Date
<input type="checkbox"/> 38453 Sent	123	Work Request	CLOSED	14-12-2009	
<input type="checkbox"/> 38454 Sent	1235	Work Request	CLOSED	14-12-2009	

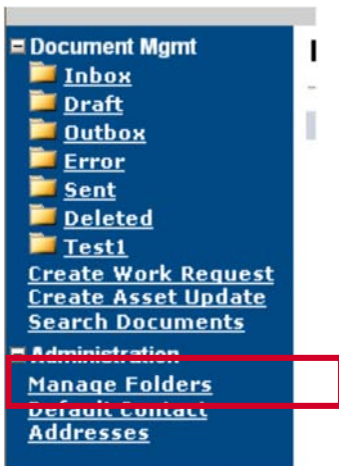
Total Number of Records: 2

11. Managing folders

You can create and manage folders in which to store documents.

Step 1

Select **Manage Folders** from the administration section of the navigation menu.



Step 2

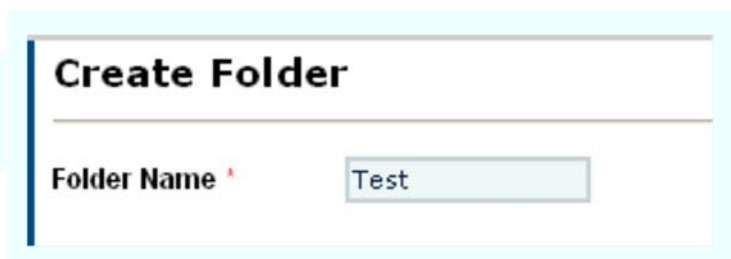
Click **Create** to create a new folder.



Step 3

Choose a name for the folder.

Click **Save**.



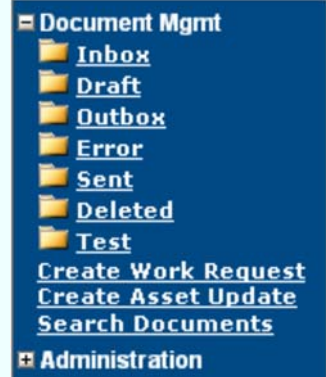
Step 4

A new folder has been created in the navigation list.



Handy
Tip

Once you have created a folder, you can modify the name of a folder - access create folder and use the modify function.



12. Appendix A: QBuild Regions

