



July 1, 2011

BROADVIEW USER INSTRUCTIONS

BROADVIEW Instructions below:

Go to: www.broadspec.biz

Enter Username:

Enter Password:

Click LOGIN button

This takes you to your BROADVIEW home page.

To View Projects:

- 1. Click on PROJECTS on the left side of the screen to view projects you have permissions for.**
- 2. Click on the blue PROJECT TITLE that you wish to submit documents to.**

Project contacts and pertinent information will appear in the PROJECT INFORMATION box.

- 3. Click on the DESCRIPTION column to view a description of the attachment.**
- 4. Click on the ATTACHMENT you wish to view.**

- The site will take you to the attachment ONLINE. This is for VIEWING ONLY.**

To Post new documents to Broadview:

- 1. Click on SUBMIT A POST/ ADD ATTACHMENT.**
- 2. Click on BROWSE FILE button.**
- 3. Windows will pop-up. Select file you wish to post. (**ALL DOCUMENTS POSTED TO BROADVIEW ARE UNABLE TO BE REMOVED OR DELETED**)**
- 4. UPLOAD QUEUE will show you progress and once complete will say "1 file uploaded".**

5. **Select DESCRIPTION of file type you are submitting from drop down menu.**
6. **Add comments about file type in the open box below Description.**
7. **Click on blue SAVE at top of screen.**
8. **The Save function will return you to the activity log screen and your newly uploaded documents are available for review.**
9. **REMINDER: All documents posted to BROADVIEW are unable to be removed or deleted**

Once complete, an automatically generated email will be distributed to your Project Manager for assigning appropriate reviewers to your documents. All posts and attachments are recorded for time and date to record review activities.