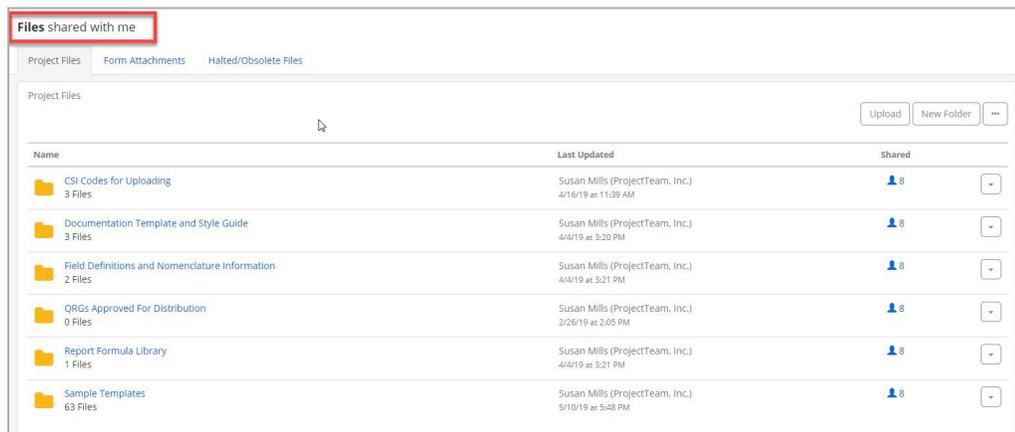# Files

ProjectTeam contains a file management system to efficiently store project files used as supporting documentation for records entered in the system per DGS requirements as outlined in the applicable QRGs. Below are instructions for accessing those stored project files and Halted/Obsoleted Files from within the *Files* module.

USERS ARE NOT AUTHORIZED TO DIRECTLY UPLOAD OR SUBMIT FILES IN, CREATE FOLDERS IN, OR OTHERWISE USE THE FILES MODULE OTHER THAN AS INSTRUCTED BELOW.

1. Click the **Files** icon located on the left navigation pane.

2. The **Files shared with me** pane opens.

3. There are 3 tabs located on the Files pane. Project Files, Form Attachments and Halted/Obsolete Files. *Project Files is not used by DGS.* **Form Attachments** is where any file uploaded on a form type will be stored. **Halted/Obsolete Files** is where any file that has be halted or obsoleted (removed from view) file will be stored.
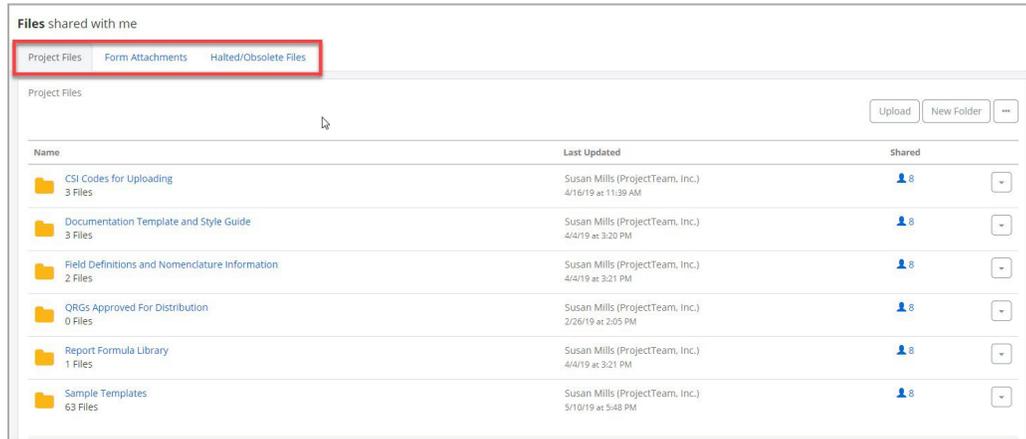

4. The **Form Attachments** tab contains all files that have been attached to any form type in ProjectTeam. By default, a folder is created for all form types (system and custom). As files are attached to any form type the file is stored in the folder created for that form type using the Document Subject as a title for the sub-folder (i.e., A-301 control joint markups.pdf specifications will be located under Form Attachments/Specifications/Steel Decking).
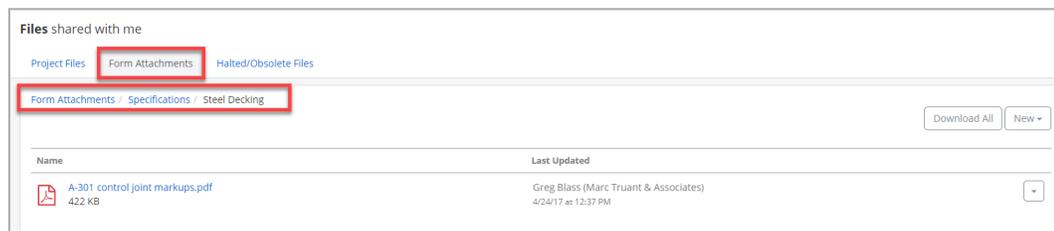
5. To open the form type record associated with any file on the Form Attachments tab, click the **file name hyperlink** or select **Properties** from the dropdown menu.
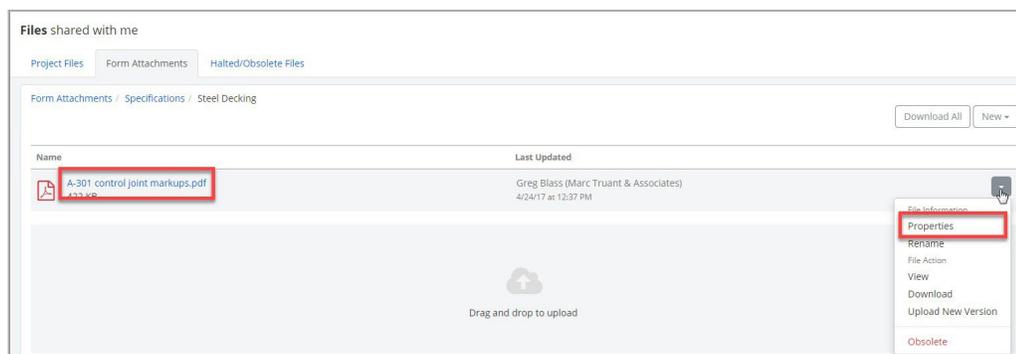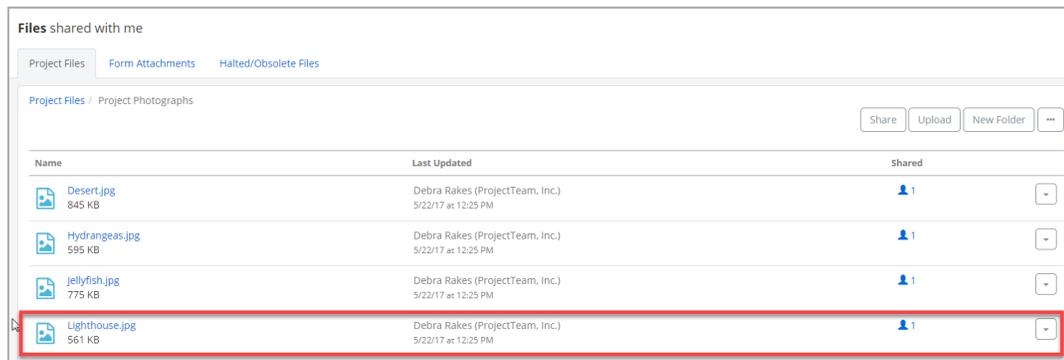
6. The **Halted/Obsolete Files** tab contains all files that have been halted or obsoleted (removed from view) for the duration of the project. To Unobsolete any file, select **Properties** from the dropdown menu to the right of the file.
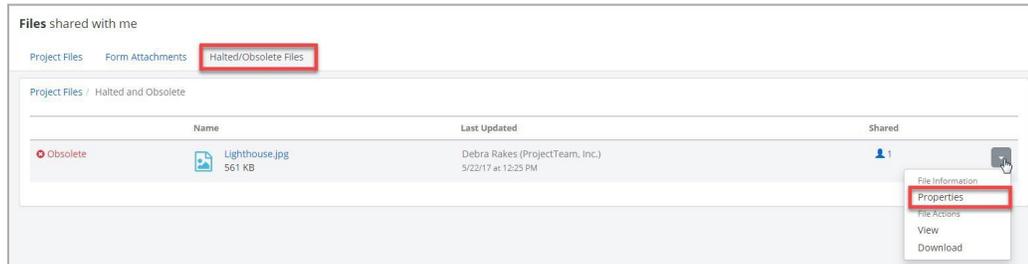
7. The form type for **Halted and Obsolete** will open. Click the **ellipse button …** on the top right of the pane and select **Unobsolete**.

8. The file will return to the **Project Files** original location.

9. Files contained on the **Form Attachments** that have been obsoleted will not be shown on the Halted/Obsolete Files tab. To restore an Obsolete file that was previously on a form type the user must review the form type in the **View as of…** state, download the obsoleted file from this view then re-upload to the file to form type record after returning to the current view state.