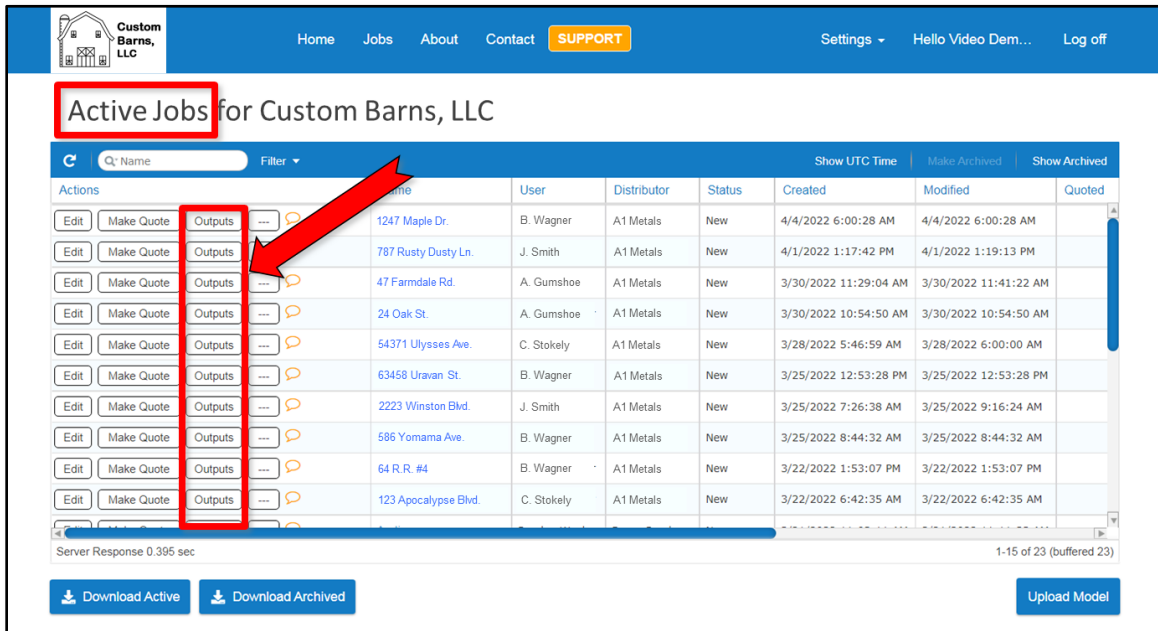


# Downloading Outputs

You can download drawings, material takeoffs, quotes or any other job file from almost any location within the SmartBuild application (other than your homepage). To download documents and other files, perform the following actions:

## From Your Jobs List Page

1. To download Outputs from your *Jobs List* page, locate the desired job and click on the *Outputs* button to the left of that job, as pictured in Figure 1 below.

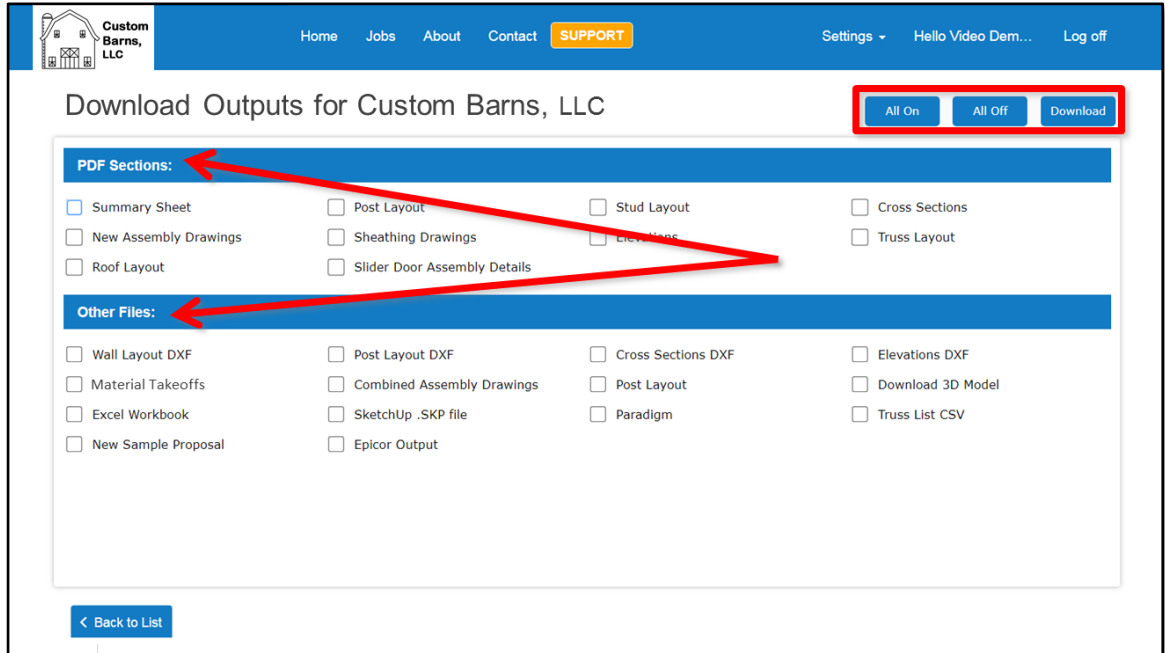


**Figure 1:** On your *Jobs List* page, click on the *Outputs* button next to your job.

*(Continued on the following page)*

## From Your Jobs List Page *(continued)*

2. A *Download Outputs* page will open, similar to the one pictured in Figure 2 below. Notice that all PDF files appear at the top of the page, while all other files appear below. **NOTE** – Outputs are customized to meet the needs of each organization using SmartBuild, so the Output options you see on your *Download Outputs* page will differ from those shown here.



**Figure 2:** PDF outputs appear at the top of the *Download Outputs* page while all other types of files appear below.

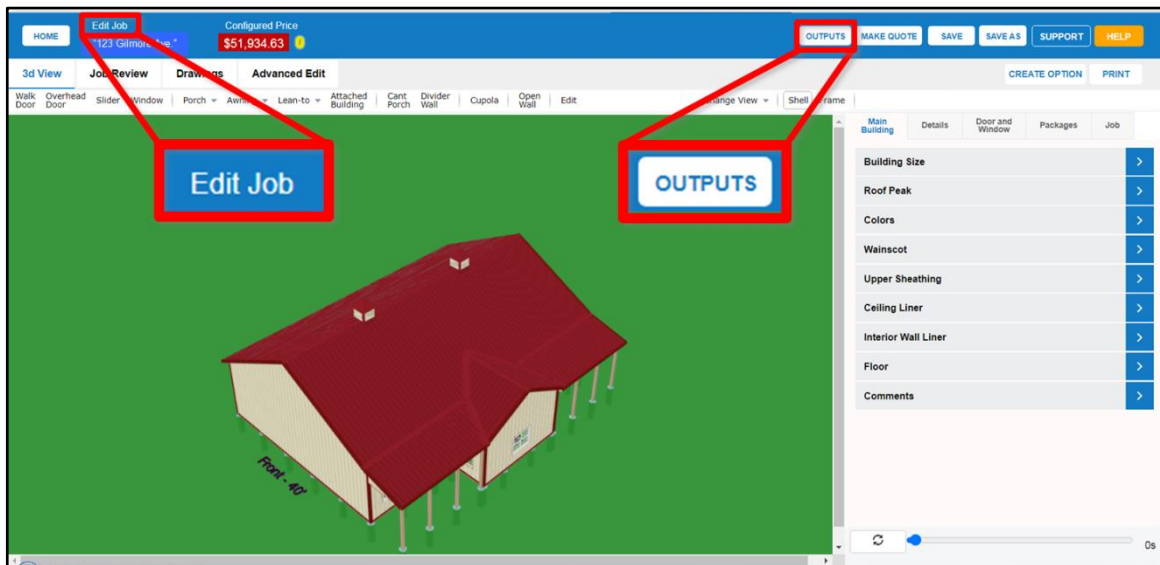
3. Locate the file(s) you wish to download, and place a checkmark in the associated checkboxes by clicking on them with your mouse. You can select all files or deselect all files by using the *All On* and *All Off* command buttons highlighted near the top of the page in Figure 2.

**NOTE** – When a single file is selected, it will download as an individual file. When multiple files are selected, they will download in a ZIP file.

4. Once you have selected the desired file(s), click on the *Download* button near the top of the page (Figure 2 above).
5. That's it. Open your downloaded documents from your browser, or navigate to the downloads folder on your computer and open the files from there. Print or save your files to a new location as preferred.

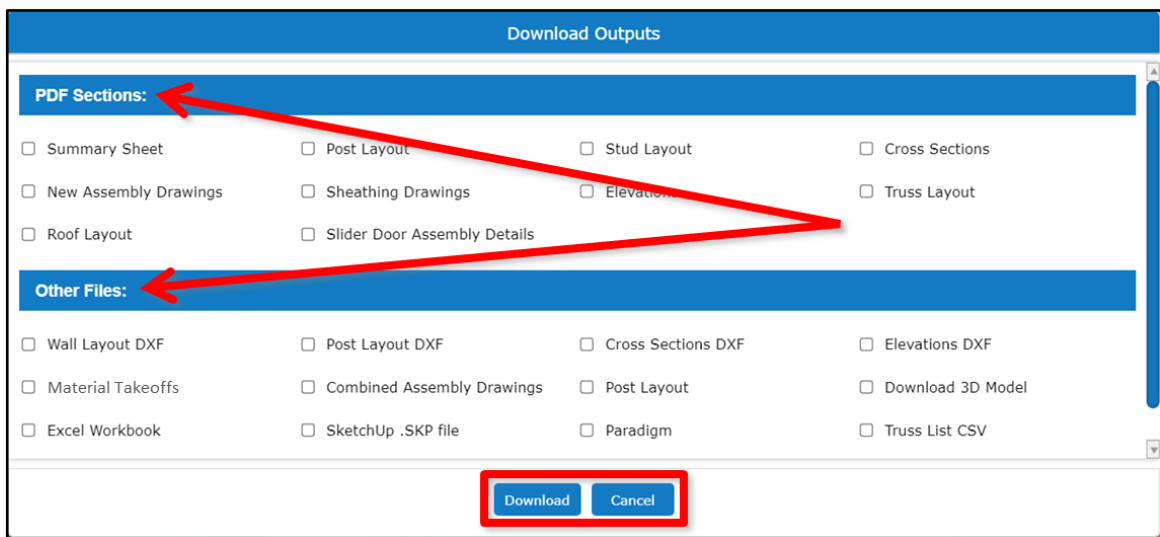
## From the Edit, Prep or View Pages

1. To download Outputs from the *Edit Job*, *Prep Job* or *View Job* pages, click on the Outputs button to the left of that job, as pictured in Figure 3 below.



**Figure 3:** Click on the Outputs command button at the top of any *Edit Job*, *Prep Job* or *View Job* page.

2. A *Download Outputs* dialog box will open, similar to the one pictured in Figure 4 below. Notice that all PDF files appear at the top of the dialog box, while all other files appear below. **NOTE** – Outputs are customized to meet the needs of each organization using SmartBuild, so the Output options you see in your *Download Outputs* dialog box will differ from those shown here.



**Figure 4:** PDF outputs appear at the top of the *Download Outputs* dialog while all other types of files appear below.

(Continued on the following page.)

## From the Edit, Prep or View Pages *(continued)*

3. Locate the file(s) you wish to download, and place a checkmark in the associated checkboxes by clicking on them with your mouse.

**NOTE** – When a single file is selected, it will download as an individual file. When multiple files are selected, they will download in a ZIP file.

4. Once you have selected the desired file(s), click on the `Download` button at the bottom of the dialog box. (Figure 4 above).
5. That's it. Open your downloaded documents from your browser, or navigate to the downloads folder on your computer and open the files from there. Print or save your files to a new location as preferred.