

➤ Welcome email from BWBR Architect's Newforma Info Exchange Server

From: nfsa@bwbr.com

Subject: BWBR Architects Info Exchange Account Notification

Greetings Project Team:

BWBR Architects is using a project information application called Newforma® Project Center. One of its components is Newforma Info Exchange, a web application that facilitates sending and sharing transmittals, and file sharing.

As an external team member, you will be able to access the BWBR Architects/Newforma Info Exchange web site for information related to the project, including file transfers, RFI, Submittals, Action Items, and Project Calendar information. You have access to this web site using any Internet-capable computer running Internet Explorer or Firefox. All data transmitted through the BWBR Architects/Newforma Info Exchange web site is encrypted and logged.

Please login to the Info Exchange web site by selecting the login link and using the username and temporary password shown below. After logging in this first time, you will be prompted to change your password to one of your choosing.

[Click here to login](#)

ACCOUNT INFORMATION

Username: bwbrarch@gmail.com

Password: 112e80

Hint - after logging in and changing your password above, bookmark or add the BWBR Architects Info Exchange site to your browser's Favorites to make it easy to access.

(If you delete or lose your Account Notification email, ask the Project Manager at BWBR Architects to resend it.)

In the future, you will receive notification emails to alert you when project documents become available and for the submittal or RFI process. Your username and password can also be used to upload files at the BWBR Architects/Info Exchange web site.

Using Info Exchange

You can access the BWBR Architects/Info Exchange web site by:

1. Opening a notification email. Select the "Click here to access Info Exchange" link and login. There may also be a "Click here to download" link. This link will automatically download the available documents (no username/password required), OR
2. Go to the web site by clicking on your BWBR Architects/Newforma Info Exchange bookmark in your browser and login.

Once you log into the site, you will see an Open Items page. This home page lists any workflow items that require your attention, such as downloading files or responding to an RFI. Select the My Projects link, and then select a project. The options to view and create RFIs, submittals and File transfers in addition to viewing action items, accessing Info Exchange Folders, Project Team, and Project Calendar are available in the menu. Use the Video Tutorials, Common Questions and Online Help available for assistance.

Important Notes Regarding Transmittals

Data sent via transmittals through BWBR Architects/Newforma Info Exchange may have an expiration date. This eliminates the possibility of old data being accidentally downloaded. In addition, some download links will be encrypted with automatic download actions. You may receive a popup blocking automatic downloads; most security settings will allow you to temporarily override them and you can immediately save the data to your local hard drive or server. The file you download will always be a single .ZIP compressed file, regardless of the number of project files being transferred within.

Thank you for your attention to this introductory email. If you have further questions, please contact the BWBR Architects Project Manager for assistance. You can also access the Newformant, an online community for Newforma users through www.newformant.com. A special Discussion section has been set up for Info Exchange users (select Discussion then select the Newforma Info Exchange discussion forum).

BWBR Architects

- You will be required to change your password the first time you enter the Info Exchange. Please choose something you will remember.

CHANGE PASSWORD

Old Password: [8 dots]

New Password: [6 dots]

Confirm: [6 dots]

[Change] [Cancel]

- Read and accept the “Conditions of Use” statements.
- Use the “Remember Me” check box so you don’t have to retype your username and password each time you enter the site
- If you forget your password, enter your email address and click the “Password Reminder” link to have the Info Exchange send you your password.

NEWFORMA INFO EXCHANGE LOGIN

Newforma Info Exchange provides access to project information including files, RFIs, Submittals and Action Items. Login with your email address and password to get started.

Email Address: [bwbrarch@gmail.com]

Password: [8 dots]

Remember Me

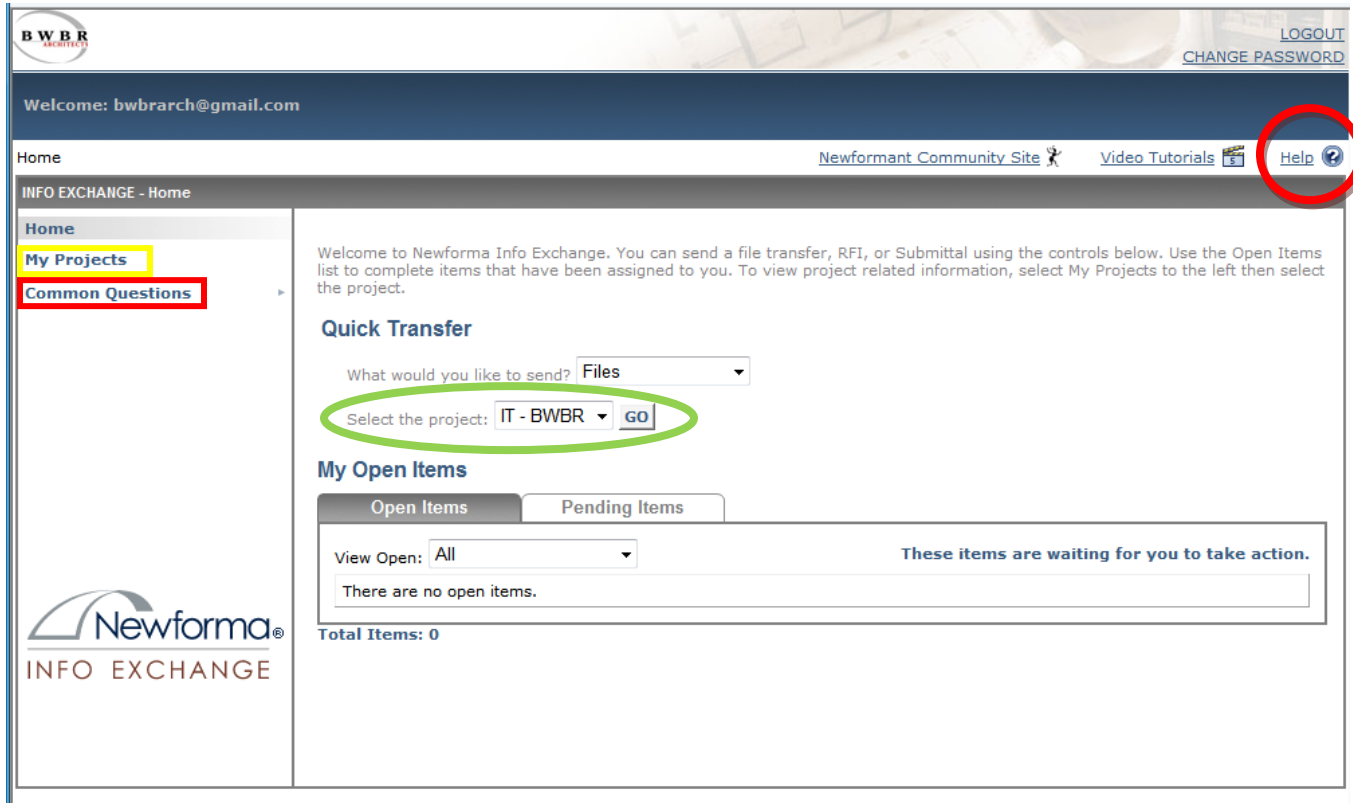
[Help](#)

[Video Tutorials](#)

[Newformant Community Site](#)

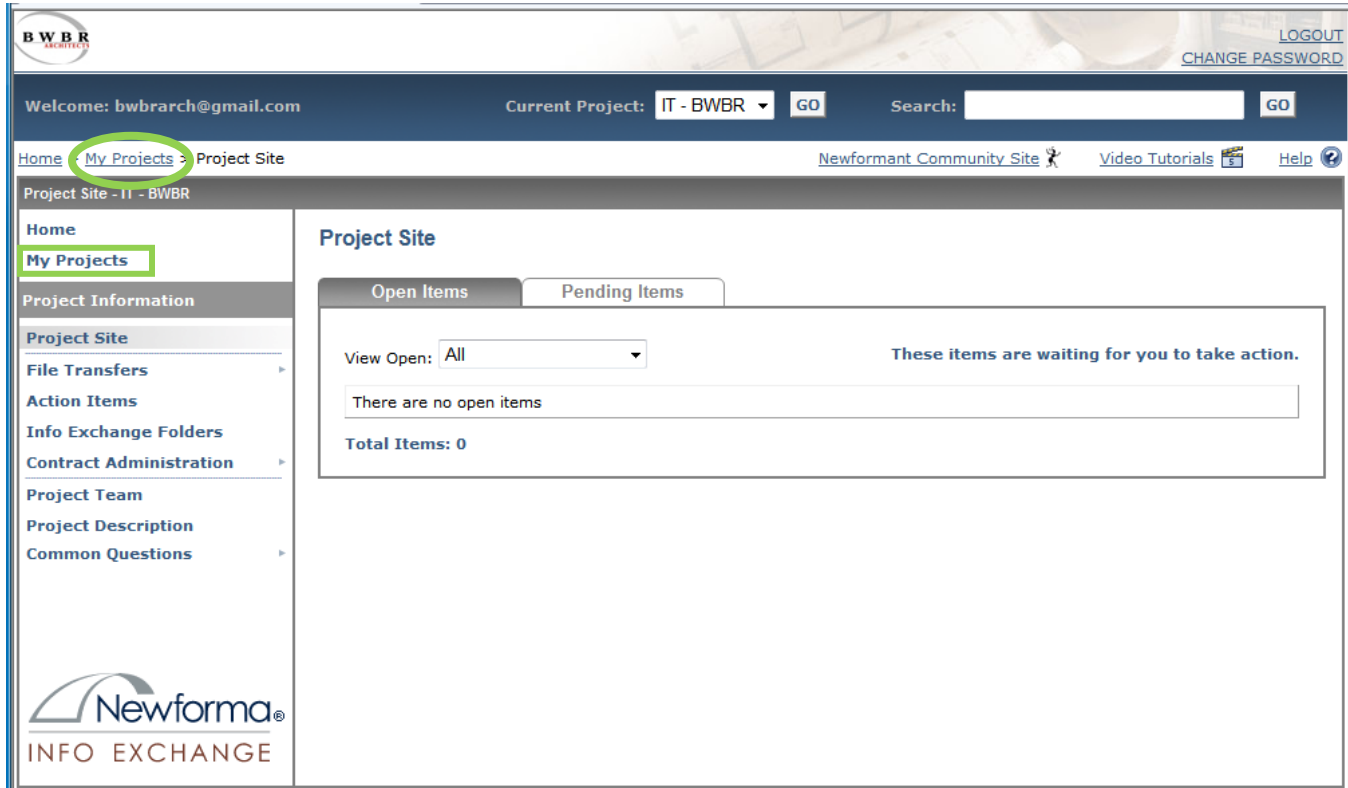
[Password Reminder](#) [LOGIN]

- Once logged in, your Info Exchange Home page will come up.
- Bookmark this page for future use.

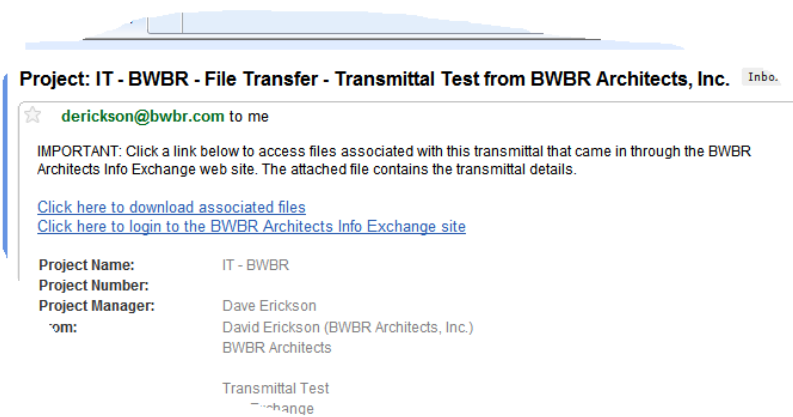


- To transfer a file, choose the project from the “**Select the Project**” pull-down.
- To download files, or for all other project related tasks, click on the “**My Projects**” link in the left pane.
- Help can be found by selecting “**Common Questions**” in the left pane, or by clicking on **help** in the upper right-hand corner.

- Once you have opened a project, you will see this screen
- The left pane lists all the tasks that are available. To get back to the list of projects click on “My Projects” in the left pane or the bread crumbs.



- Your Project homepage will list all the projects that you have access to. Click the Project name to send/receive files.
- Whenever new files are uploaded to the site, you will receive an email with embedded links to download the files.



- Selecting File Transfers from the left pane will give you a list of files you can download. Click on the link to download the file.

The screenshot shows the BWBR Info Exchange web application. The user is logged in as 'bwbrarch@gmail.com' and is viewing the 'File Transfers' page for the 'IT - BWBR' project. The interface includes a navigation menu on the left with options like 'Home', 'My Projects', 'Project Information', 'Project Site', 'File Transfers', 'Action Items', 'Info Exchange Folders', 'Contract Administration', 'Project Team', 'Project Description', and 'Common Questions'. The main content area is titled 'Transfers' and features a 'Send Transfer' button, a 'View' dropdown set to 'All My Transfers', and a 'Filter by Keyword' search box. Below these elements is a table listing two transfers:

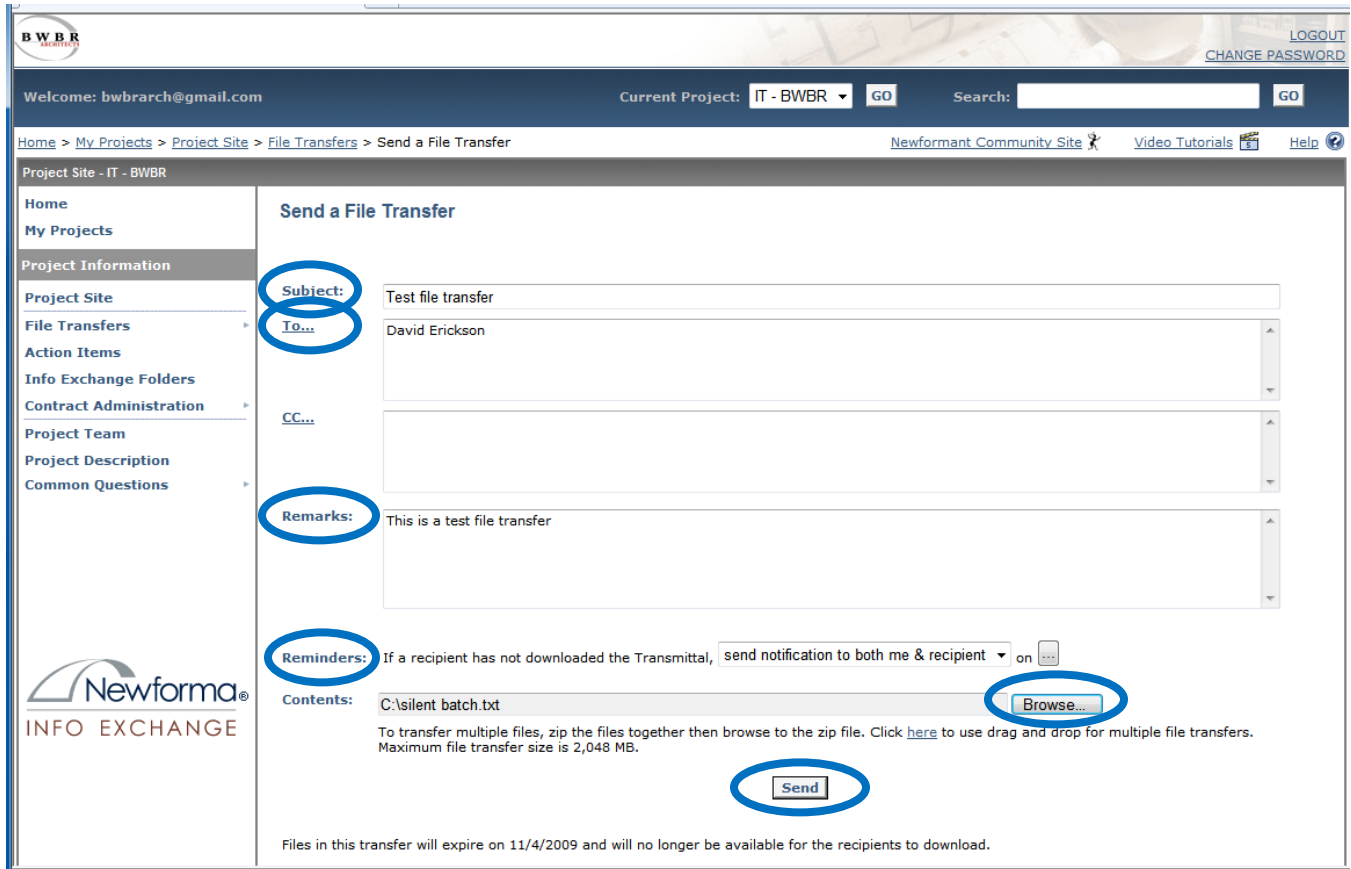
| Subject | Sent | Expiration | Size | Location |
|---|-----------------------|------------|--------|----------|
| File Transfer Test - no transmittal | 10/21/2009 2:28:59 PM | 11-04-2009 | 1 KB | Inbox |
| Transmittal Test | 10/21/2009 2:26:04 PM | 11-04-2009 | 150 KB | Inbox |

Below the table, it indicates 'Total Items: 2'. The Newforma logo and 'INFO EXCHANGE' text are visible at the bottom of the page.

- IE, may block the download, click on the top line to allow the file download.

The screenshot shows an Internet Explorer browser window with the address bar displaying 'Newforma Info Exchange - Transfer'. A yellow security warning banner is visible at the top, stating: 'To help protect your security, Internet Explorer blocked this site from downloading files to your computer. Click here for options...'. The browser's menu bar includes 'Page', 'Safety', and 'Tools'. The BWBR logo is visible in the bottom left corner of the browser window.

- To send a file(s), you will need to fill out the following form and choose the files. When sending multiple files you may want to add them to a zip file first and attach the single file.



- When the transfer is complete, you will get confirmation. Here you see the list of files that were transferred. Notice that the view is set to **Outbox**.

The screenshot shows the BWBR Info Exchange interface. At the top, there is a navigation bar with the BWBR logo, a welcome message for user 'bwbrarch@gmail.com', and a 'Current Project' dropdown set to 'IT - BWBR'. Below this is a breadcrumb trail: 'Home > My Projects > Project Site > File Transfers'. The main content area is titled 'Transfers' and features a 'View: Outbox' dropdown menu, which is circled in green. To the right of the dropdown is a 'Filter by Keyword:' search box with 'Go' and 'Clear' buttons. Below the search box is a table with the following data:

| Subject | Recipients | Sent | Expiration | Size |
|------------------------------------|----------------|-----------------------|------------|------|
| Test file transfer | David Erickson | 10/21/2009 4:03:00 PM | 11-04-2009 | 1 KB |

Below the table, it says 'Total Items: 1'. On the left side of the interface, there is a sidebar menu with options like 'Home', 'My Projects', 'Project Information', 'Project Site', 'File Transfers', 'Action Items', 'Info Exchange Folders', 'Contract Administration', 'Project Team', 'Project Description', and 'Common Questions'. At the bottom left, the 'Newforma INFO EXCHANGE' logo is visible.