

- Log into the site: <https://InfoExchange.bwbr.com/userweb>
- 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:

Password:

Remember Me

[Help](#) 

[Video Tutorials](#) 

[Newformant Community Site](#) 

[Password Reminder](#)

- 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 and click the **GO** button.
- Help can be found by selecting “**Common Questions**” in the left pane, or by clicking on **help** in the upper right-hand corner.

The screenshot displays the BWBR Info Exchange web application. At the top left is the BWBR ARCHITECTS logo. The top right corner contains links for LOGOUT and CHANGE PASSWORD. A welcome message reads "Welcome: bwbrarch@gmail.com". The navigation bar includes "Home", "Newformant Community Site", "Video Tutorials", and a circled "Help" button. The left sidebar shows a menu with "Home", "My Projects", and "Common Questions" (highlighted in red). The main content area features a "Quick Transfer" section with a "What would you like to send?" dropdown set to "Files" and a "Select the project:" dropdown set to "IT - BWBR" with a "GO" button, both circled in green. Below this is the "My Open Items" section with tabs for "Open Items" and "Pending Items", a "View Open:" dropdown set to "All", and a message "These items are waiting for you to take action." followed by "There are no open items." and "Total Items: 0". The Newforma INFO EXCHANGE logo is visible in the bottom left of the main content area.

- The Send a File Transfer window will open.
- 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.

The screenshot shows the 'Send a File Transfer' interface. The left sidebar contains navigation links like 'Home', 'My Projects', and 'Project Information'. The main content area has the following elements:

- Subject:** A text input field containing 'Test file transfer'.
- To:** A dropdown menu showing 'David Erickson'.
- CC:** An empty dropdown menu.
- Remarks:** A text area containing 'This is a test file transfer'.
- Reminders:** A section with a dropdown set to 'send notification to both me & recipient' and a 'on' button.
- Contents:** A text input field containing 'C:\silent batch.txt' and a 'Browse...' button.
- Send:** A button at the bottom of the form.

At the bottom of the form, a note states: 'Files in this transfer will expire on 11/4/2009 and will no longer be available for the recipients to download.'

- 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. The user is logged in as bwbrarch@gmail.com. The current project is IT - BWBR. The page title is "Transfers" and the view is set to "Outbox". A table lists the transferred files, with one item: "Test file transfer" sent to David Erickson on 10/21/2009 at 4:03:00 PM, with an expiration date of 11-04-2009 and a size of 1 KB. The "View: Outbox" dropdown menu is circled in green.

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

Total Items: 1