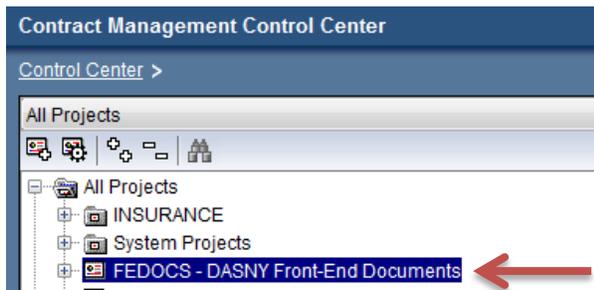


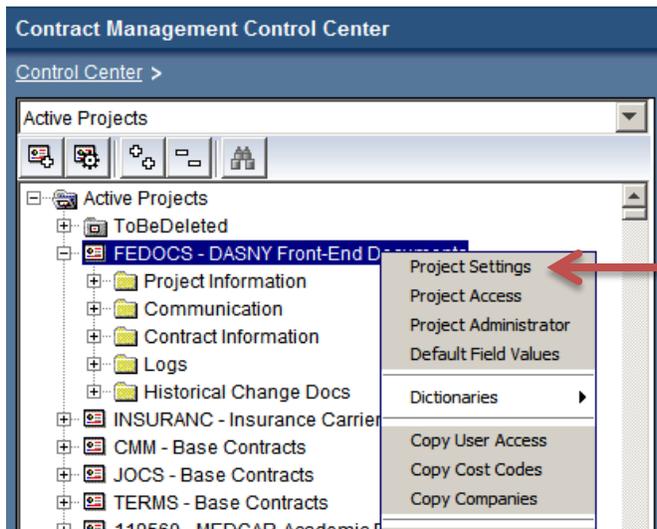
DASNY Front End Documents can be found in Contract Manager® under the project titled FEDOCS – DASNY Front End Documents. Constructions Front End Documents are contained in a downloadable WinZip file, which is located in Project Settings under the Attachments Tab.

Note: The WinZip file in Contract Manager® is the most current version of DASNY Front End documents. It is important that when using DASNY Front End Document files which have been downloaded prior to the 60% design submission that the WinZip file version and document version are reviewed to verify that the most current version is being utilized.

1. From the Control Center, locate the project titled FEDOCS – DASNY Front-End Documents.



2. Right Click on the project title (FEDOCS – DASNY Front End Documents) to access the drop down menu and open the project settings page by clicking on project settings.



3. From the project settings page, Click on the tab titled: Attachments

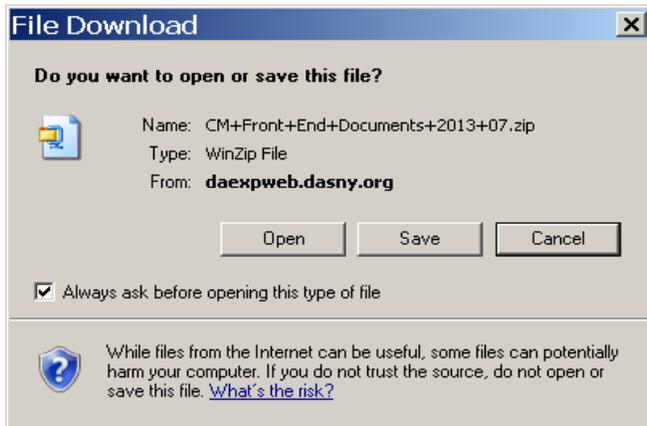


4. A single attachment will now show with the Subject: Front End Documents

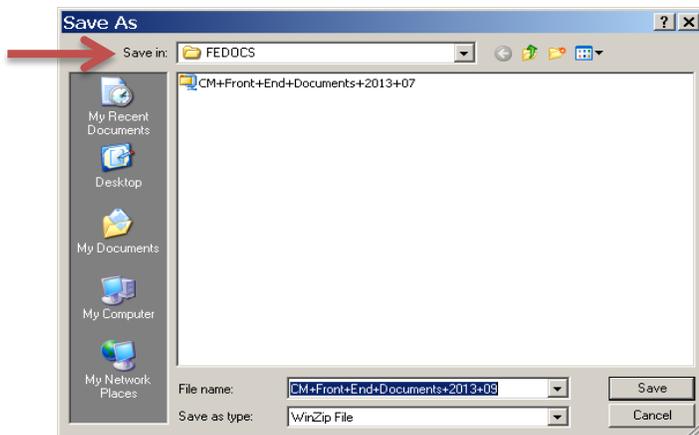


5. Click on the WinZip file to begin downloading the file. At the file download popup:

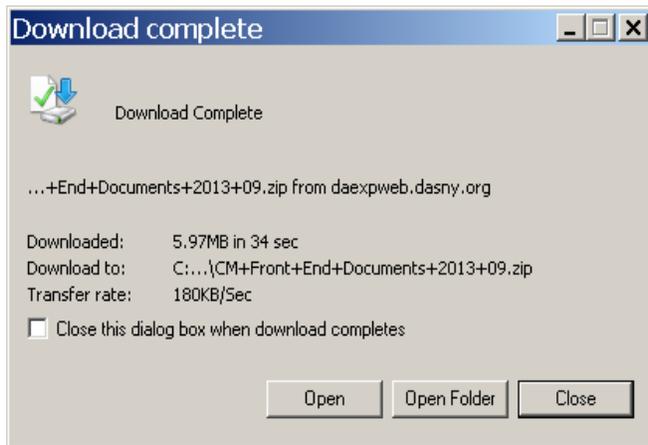
- a. Click “Open” to open the WinZip file folder whereby all DASNY Front End document files can be opened for viewing and individual files can be downloaded to your computer.
- b. Click “Save” to download the WinZip file to your computer whereby the WinZip file is download to a specified folder where the files of all DASNY Front End Documents can be unzipped and files can be accessed at a later time.



6. Upon Clicking “Save” in the File Download popup screen the Save-As popup screen opens. At the Save-As popup, select the download destination folder for the Zip file and click “save”.



7. Once the Download is complete using the Download Complete popup:
 - a. Click “Open” to access the WinZip screen
 - b. Click “Open Folder” to open the destination folder containing the downloaded WinZip file.



8. DASNY Front End Documents can be viewed and unzipped by opening the downloaded WinZip file.



Upon opening the WinZip file, Front End Document files can be extracted from the WinZip window and opened in MS Word and Adobe Reader.

