



NAVFAC eCMS Guide

Opening PDF Attachments

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1 Background

Attachments come in many different formats and file types, but in eCMS can be broken down into two types:

1. Non-PDF Attachments
 - a. Must download copy to local machine, make edits/revisions using desktop applications, and re-upload revised file to eCMS
2. PDF Attachments
 - a. Gain additional functionality and flexibility through the PSPDF Viewer:
 - i. Page Tools (pan, zoom, layout, rotation)
 - ii. PDF Visualization (different views of PDF)
 - iii. Drawing Tools (draw/highlight, insert images and stamps, text, shapes, etc.)
 - iv. Exporting Tools (printing, saving, creating revisions)
 - b. Powerful tool that allows for editing and revising PDFs without having to leave the eCMS application

When working with PDF attachments in eCMS, you may find you wish to bypass PSPDF Viewer in favor of opening the PDF attachment in the more common, browser view.

2 Opening PDF Attachments in eCMS

There are two ways to open a PDF attachment in eCMS:

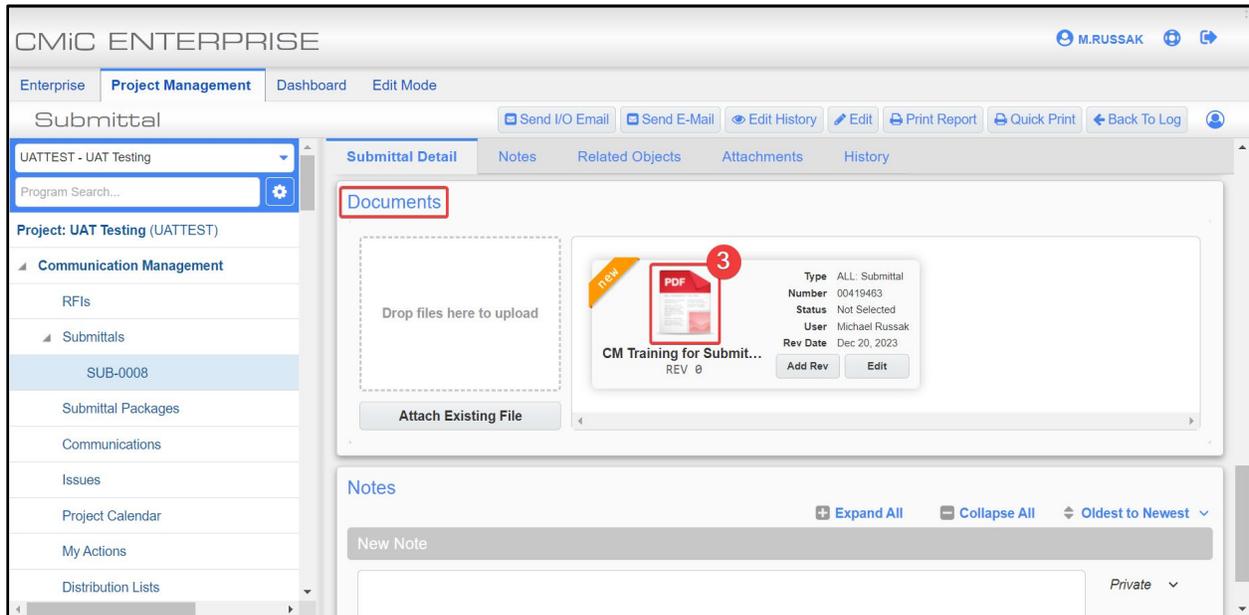
1. Using PSPDF Viewer (see **2.1 PSPDF Viewer**)
2. Using the web browser (see **2.2 Browser View**)

2.1 PSPDF Viewer

When opening PDF attachments that are associated with an eCMS record, there are two main ways to launch the PSPDF Viewer:

2.1.1 Documents Section

1. Navigate to eCMS and log in
2. Locate the eCMS record that has PDF attachments you wish to open

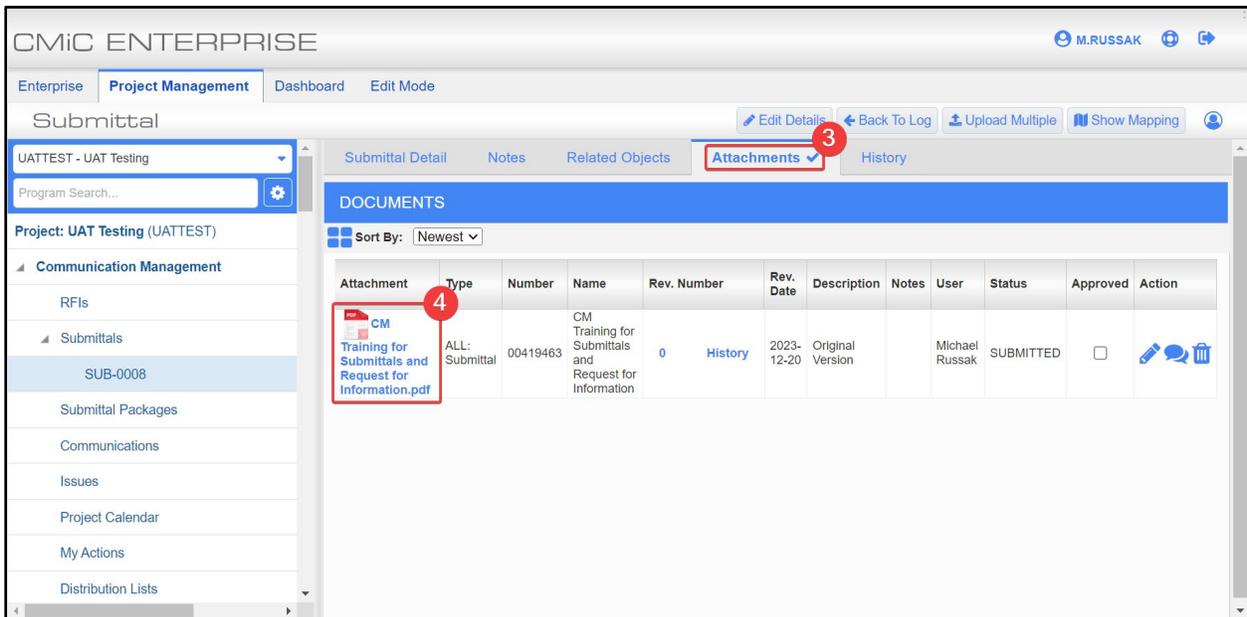


3. Select the file icon for the document you wish to launch PSPDF Viewer for

After a brief bit of loading, PSPDF Viewer will launch and load the PDF attachment.

2.1.2 Attachments Tab

1. Navigate to eCMS and log in
2. Locate the eCMS record that has PDF attachments you wish to open



The screenshot shows the CMiC ENTERPRISE interface. The top navigation bar includes 'Enterprise', 'Project Management', 'Dashboard', and 'Edit Mode'. The user 'M.RUSSAK' is logged in. The main content area is titled 'Submittal' and shows a dropdown menu for 'UATTEST - UAT Testing'. The 'Attachments' tab is selected, displaying a table of documents. A red circle with the number '3' highlights the 'Attachments' tab, and another red circle with the number '4' highlights the filename 'Training for Submittals and Request for Information.pdf' in the table.

Attachment	Type	Number	Name	Rev. Number	Rev. Date	Description	Notes	User	Status	Approved	Action
 CM Training for Submittals and Request for Information.pdf	ALL: Submittal	00419463	CM Training for Submittals and Request for Information	0	History	2023-12-20	Original Version	Michael Russak	SUBMITTED	<input type="checkbox"/>	  

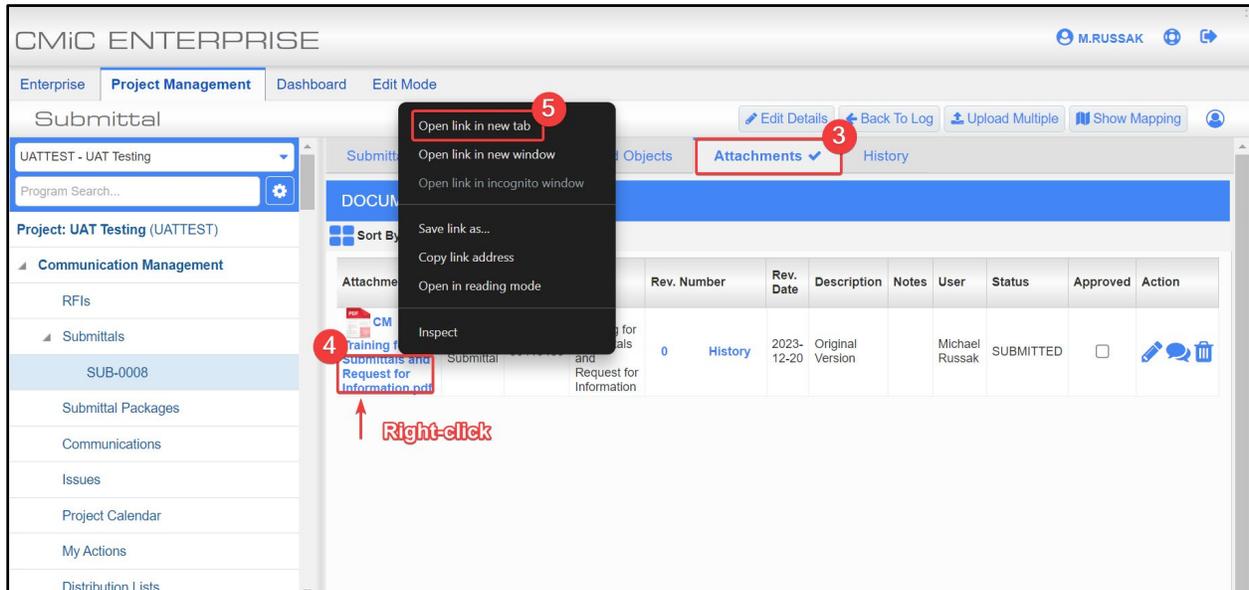
3. Navigate to the Attachments tab for the eCMS record
4. Select the blue filename for the document you wish to launch PSPDF Viewer for

After a brief bit of loading, PSPDF Viewer will launch and load the PDF attachment.

2.2 Browser View

When opening PDF attachments that are associated with an eCMS record, you have the option to open the PDF attachment in browser view:

1. Navigate to eCMS and log in
2. Locate the eCMS record that has PDF attachments you wish to open



3. Navigate to the Attachments tab for the eCMS record
4. Right click the blue filename for the document you wish open in browser view
5. Select "Open link in new tab"

After a brief bit of loading, the PDF will open in a new tab in the browser.