How to access TeamBinder

Run **Internet Explorer** and go to the Web Site www.teambinder.com

Team Binder
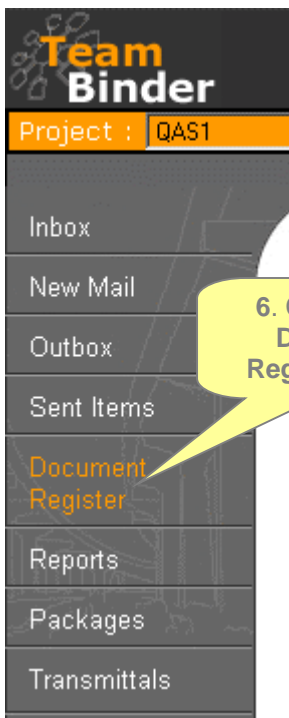Select from the menu

Document Control
Communications
Tenders
Login

1. Click the Login button.

Login to TeamBinder

UserID: SJ
CompanyID: QAS
Password: *********
☐ Show Mail Statistics

Login   Cancel

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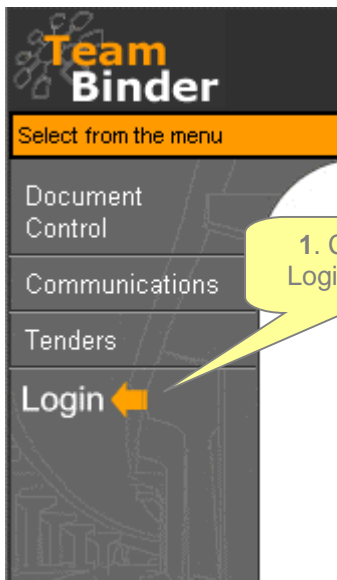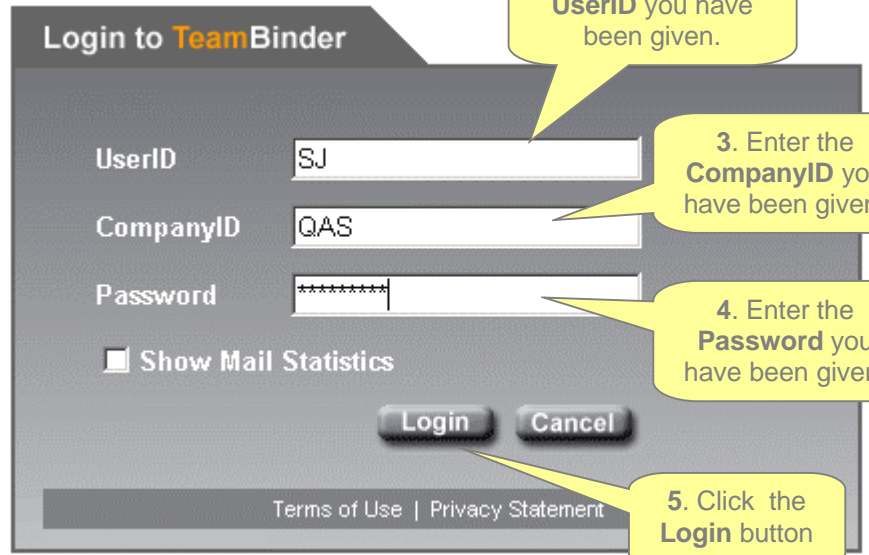
2. Enter the **UserID** you have been given.

3. Enter the **CompanyID** you have been given.

4. Enter the **Password** you have been given.

5. Click the **Login** button

Team Binder
Project : QAS1

Inbox
New Mail
Outbox
Sent Items
Document Register
Reports
Packages
Transmittals

6. Click on the **Document Register** menu.

Register View:	Latest Documents
Status:	+ All
Discipline:	+ All
Type:	+ All
Documentno contains:	
Title contains:	
Entries to Display:	100
Sort By:	DocumentNo

Detail Filter   OK   Cancel   Clear
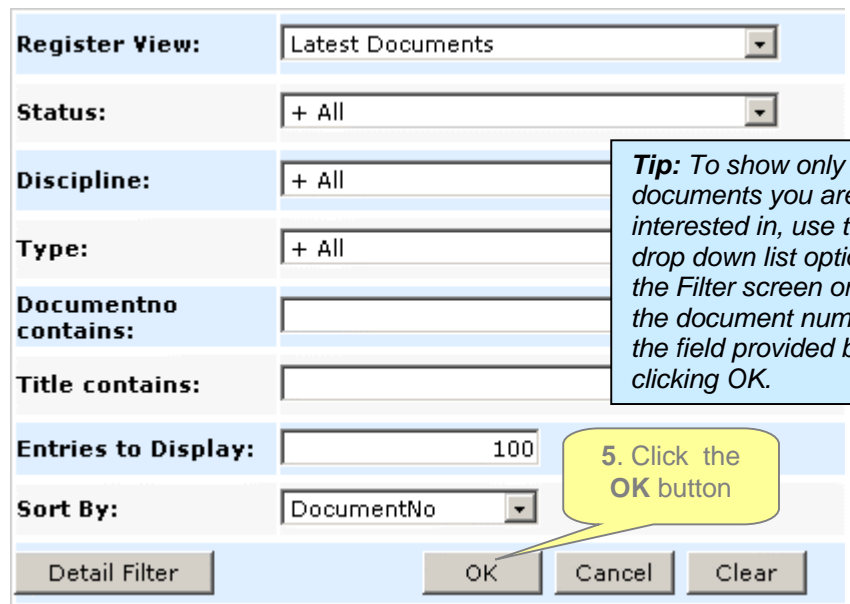
Tip: To show only the documents you are interested in, use the drop down list options c the Filter screen or type the document number i the field provided before clicking OK.

5. Click the **OK** button

Tip: Use the download wizard to download multiple documents in one go.

Tip: Click on the column headings below to resort the data displayed.

	DocumentNo	Rev	Sts	Title	Disc	Cat	Release Status	Dwg	Plt	Tiff	Oth
☐	PPT-VD-001	1	APR	QVDMS Presentation	PD-VD-P VD		Released				
☐	PPT-TS-001	1	APR	QTIME Presentation	PD-TS-P TS		Released				
☐	PPT-TR-001	1	APR	QTRAK Presentation	PD-TR-P TR		Released			Click to download dra	
☐	PPT-TB-001	1	APR	TeamBinder Presentation	PD-TB-P TB		Released				
☐	PPT-MM-001	1	APR	QMS Presentation	PD-MM-P MM		Released				
☐	PPT-FD-001	1	APR	Foreman's Diary Presentation	PD-FD-P FD		Released				
☐	PPT-DM-002	1	APR	QDMS-QTIME Deliverable Management	PD-DM-P DM		Released				
☐	PPT-DM-001			QDMS Presentation	PD-DM-P DM		Released				
☐	FAQ-TR-016			QTRAK-How to Archive or Restore a ...ct	PD-TR-P TR		Released				
☐	FAQ-TR-015			QTRAK-How to Delete a Project	PD-TR-P TR		Released				
☐	FAQ-TR-006			QTRAK-How to Upgrade QTRAK (Ver: ...om a Zip File	PD-TR-P TR		Released				

8. Locate the document required.

9. Click here to **Download** the document.

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