

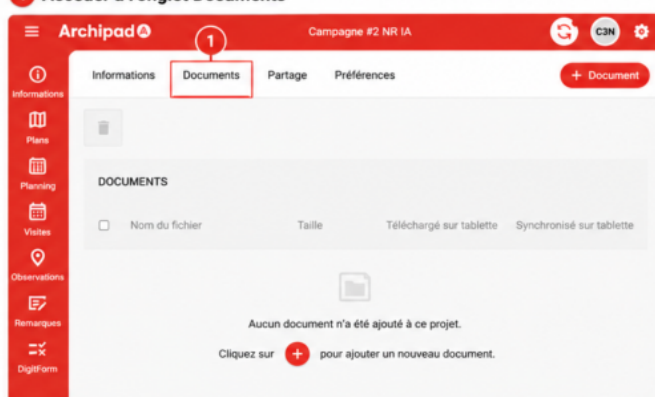
Manage project documents

Posted on July 27, 2026 by Smaheine

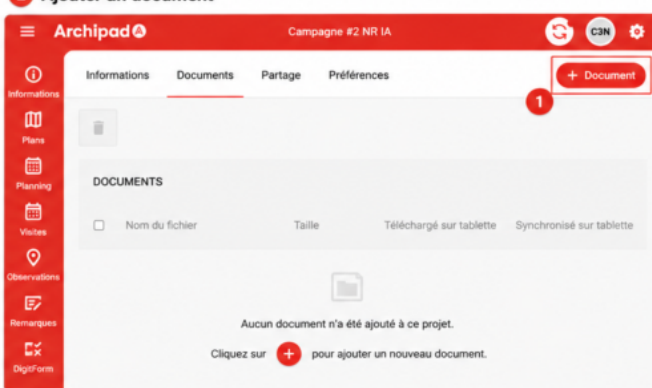
Add and manage your project documents

The **Documents** tab allows you to centralize project files to share them with authorized users.

1 Accéder à l'onglet Documents



2 Ajouter un document



1 Cliquez sur **+ Document** pour importer un nouveau fichier dans le projet.

3 Gérer un document



1 Ouvrez le menu d'options du document.

2 **Synchroniser sur tablette**
Télécharge le document sur Archipad iOS.
Le document sera alors disponible hors connexion.

3 **Télécharger**
Enregistre une copie du document sur votre appareil
(fichier, e-mail, etc.).

4 **Supprimer le document**
Retire définitivement le document du projet.

Add a document

1. Open the project.
2. Go to **Information** > **Documents**.
3. Click **+ Document**.

4. Select the file to import.
5. Once the import is complete, the document appears in the list.

Manage a document

To access available actions:

1. From the documents list, click the **three dots** located to the right of the document.
2. Choose the desired action:
 - **Force document synchronization** to make the document immediately available on Archipad iOS
 - **Download** to save a copy of the document to your device.
 - **Delete document** to permanently remove it from the project.

To note

Documents added to the project are accessible to users with the necessary permissions.