

**GRANO**

# SokoPro

Finland's leading project bank

SokoPro user guide



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# Introduction

**SokoPro** is a web-based service for data management, sharing and archiving.

## Managed construction

A single construction project, a big shopping center or multiple projects and contractors – managing a construction project with SokoPro is flexible. Information about schedules, deliveries and blueprints are always up to date. Besides the electronic sharing, you can order the material in paper prints, when our couriers handle the delivery.

## Property management

SokoPro can be utilized in property maintenance throughout its life cycle. The blueprints are safe and available for instance for renovations. The up-to-date data found in SokoPro bring cost-efficiency and saving of time and money

## Information security certified and safe to use

SokoPro is a construction field's pioneer in information security with a granted certification. The project bank is web-based and used by the participants with their personal accounts and passwords. SokoPro's interfaces also enable linkages to other customer web systems

## SokoPro Helpdesk

We are here to help! Contact our helpdesk team through tel. +358 200 35 211 (1.10 €/min) or [helpdesk@sokopro.fi](mailto:helpdesk@sokopro.fi). We are open Mon–Fri from 9 am to 4 pm (GMT+2).

## Sales

Mon–Fri from 9 am to 4 pm (GMT+2).  
[cad.myynti@grano.fi](mailto:cad.myynti@grano.fi)

# About: SokoPro

/ SokoPro is a web-based service for data management, sharing and archiving.

/ We provide full document control services including the upload and management of your documents inside SokoPro. Please contact our sales team for further information:

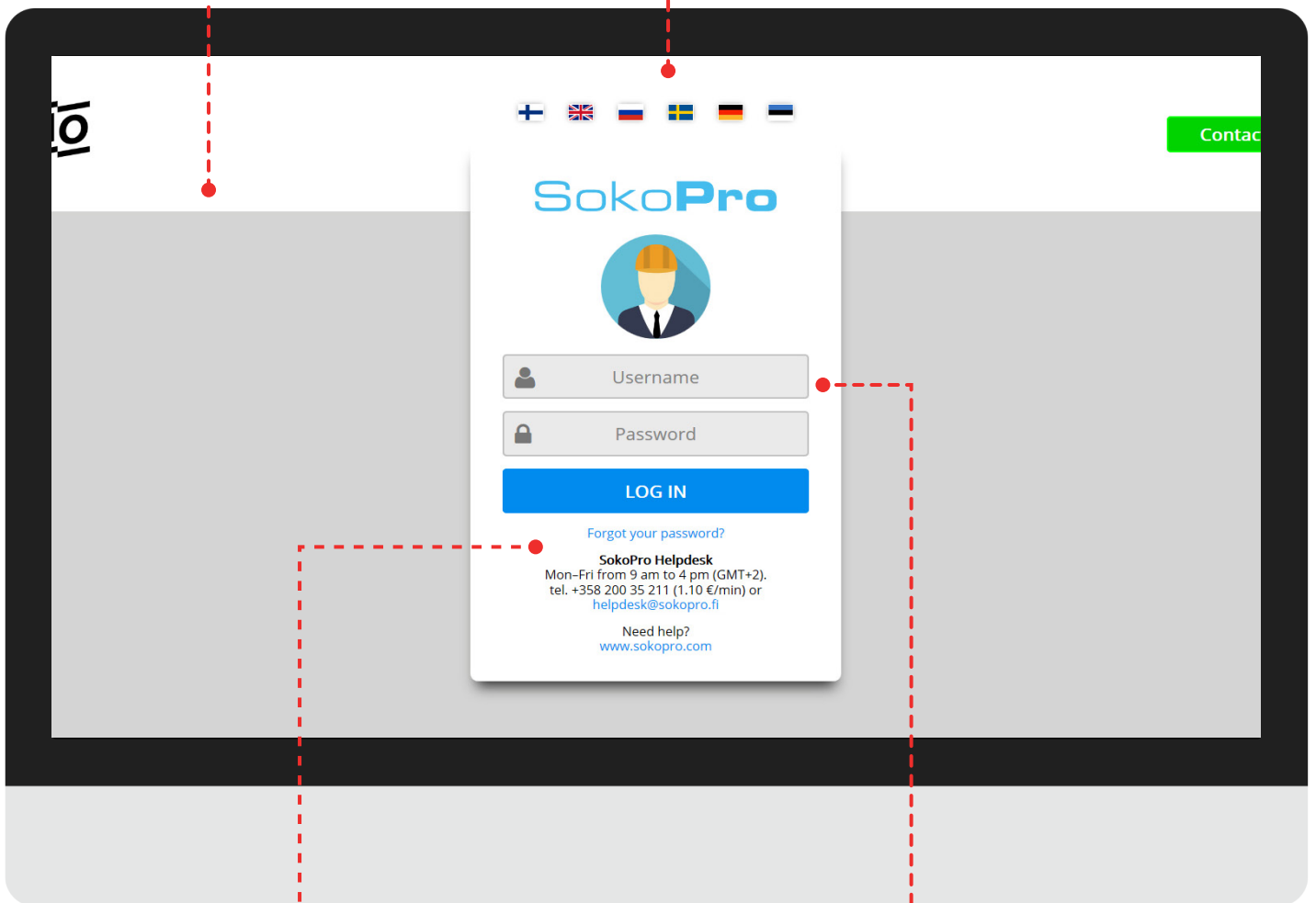
[cad.myynti@grano.fi](mailto:cad.myynti@grano.fi)

# Sign in to SokoPro

Log in to SokoPro at <https://www.sokopro.fi>

## Select language

You can change the language on the front page by selecting a flag above the SokoPro-logo



## SokoPro Helpdesk

We are here to help!  
Contact our helpdesk team through  
tel. +358 200 35 211 (1.10 €/min) or  
[helpdesk@sokopro.fi](mailto:helpdesk@sokopro.fi).

We are open Mon-Fri from 9 am to  
4 pm (GMT+2).

## Log in

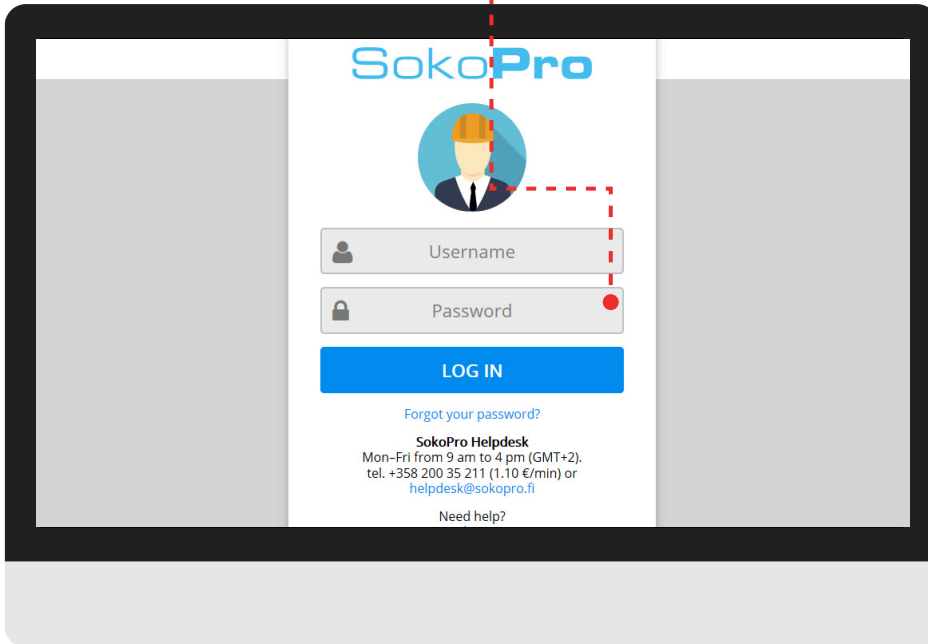
Enter the username and  
password you have received  
in the login box and click the  
Login button. While doing so,  
make sure to use upper and  
lower cases correctly and  
leave out any extra spaces.



# Forgot your password?

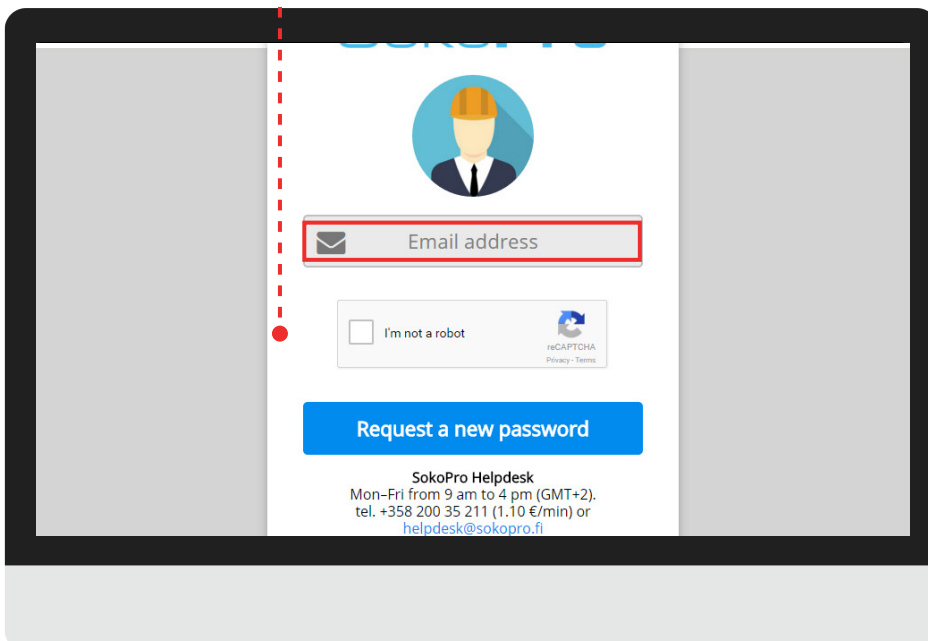
## Forgot your password?

If you have forgotten your password, select *Forgot your password?* -link to quickly receive your password at the email address you have provided.



## Captcha

Please enter your email address below, click the *I´m not a robot* -box and request a new password.



# Forgot your password?

## A new password

Your username, Grano Nobody, is locked.

This may be because you have forgotten your password or entered it wrong too many times. To change the password to open the link below

<https://www.sokopro.fi/ChangePassword.aspx?crypt=l0ZwA4z8UHIOKSYlr5QgbE8NIE87Aj-r5U%2bl8btXg5USiWs9FzzHi> - **SAMPLE LINK**

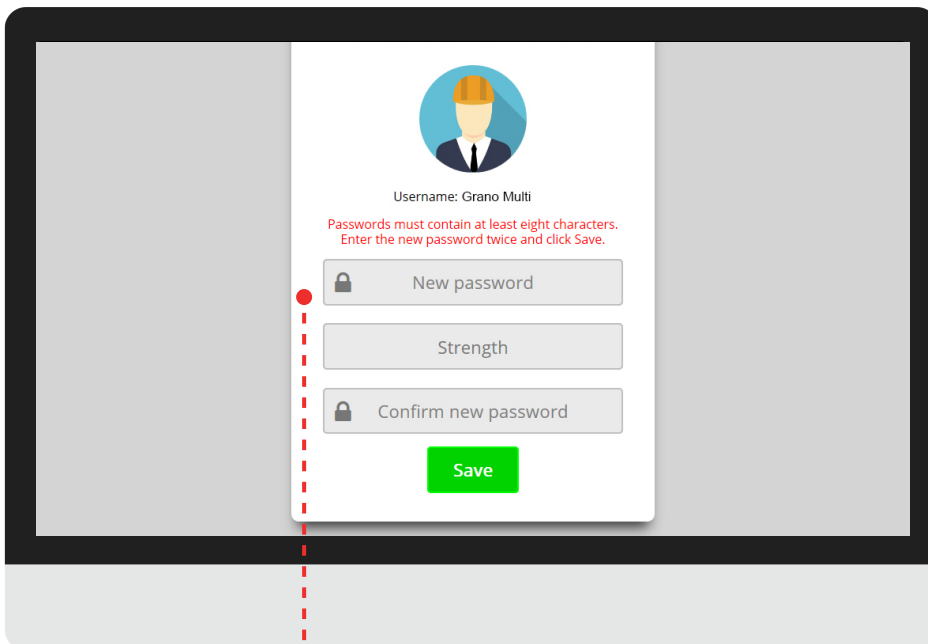
If clicking the link does not open, copy it directly into the browser's address field. The link is valid for two months, and only works once.

Regards

SokoPro Helpdesk

helpdesk@sokopro.fi

0200 35211 (1.10 € / min)



## Enter the new password

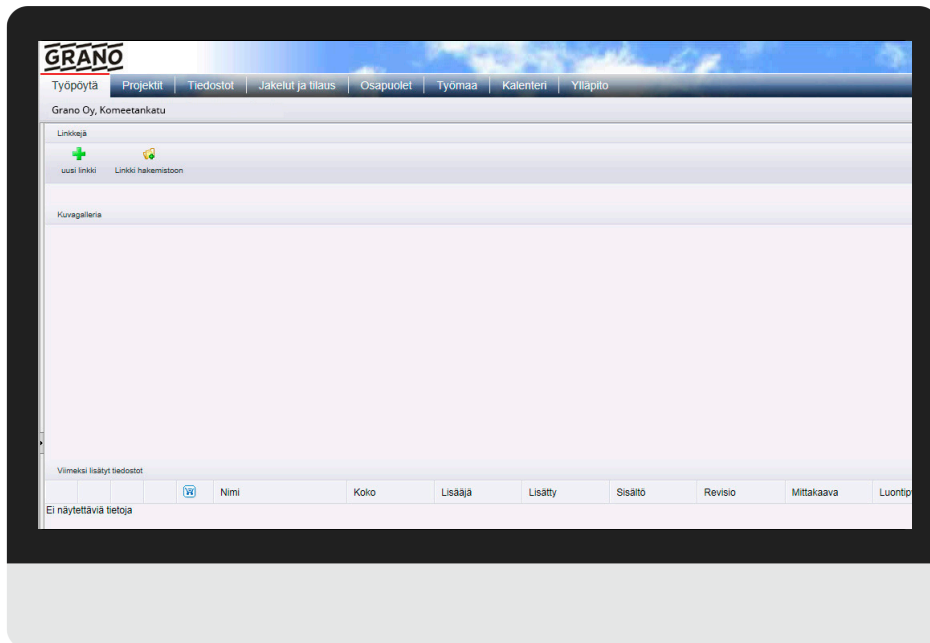
Passwords must contain at least eight characters.

Enter the new password twice and click Save.

# Selecting a project bank

## A single project

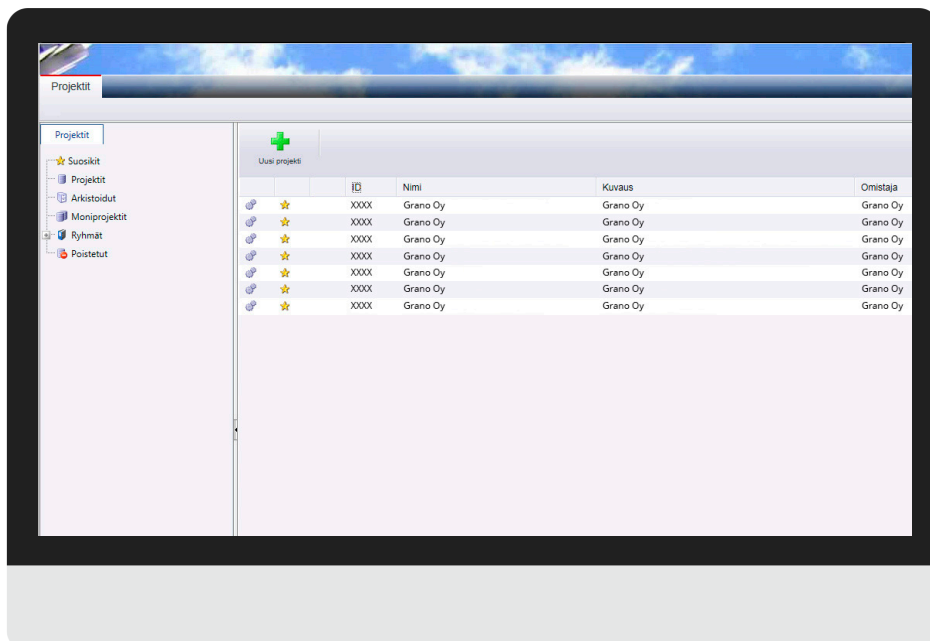
If you are only involved in one SokoPro project, this project will automatically be displayed on the front page of the bank.



## Multiple projects

If you are involved in several SokoPro projects, select your desired project on the Project Banks tab. You can mark the projects you often need as Favourites; login will then automatically lead you to them.

Through the *Projects*-tab, you can also switch between projects during a single session without having to log in again. In order for this to be possible, the projects need to be under the same username. If you have received several usernames for some reason, contact our Helpdesk!



# Desktop-tab

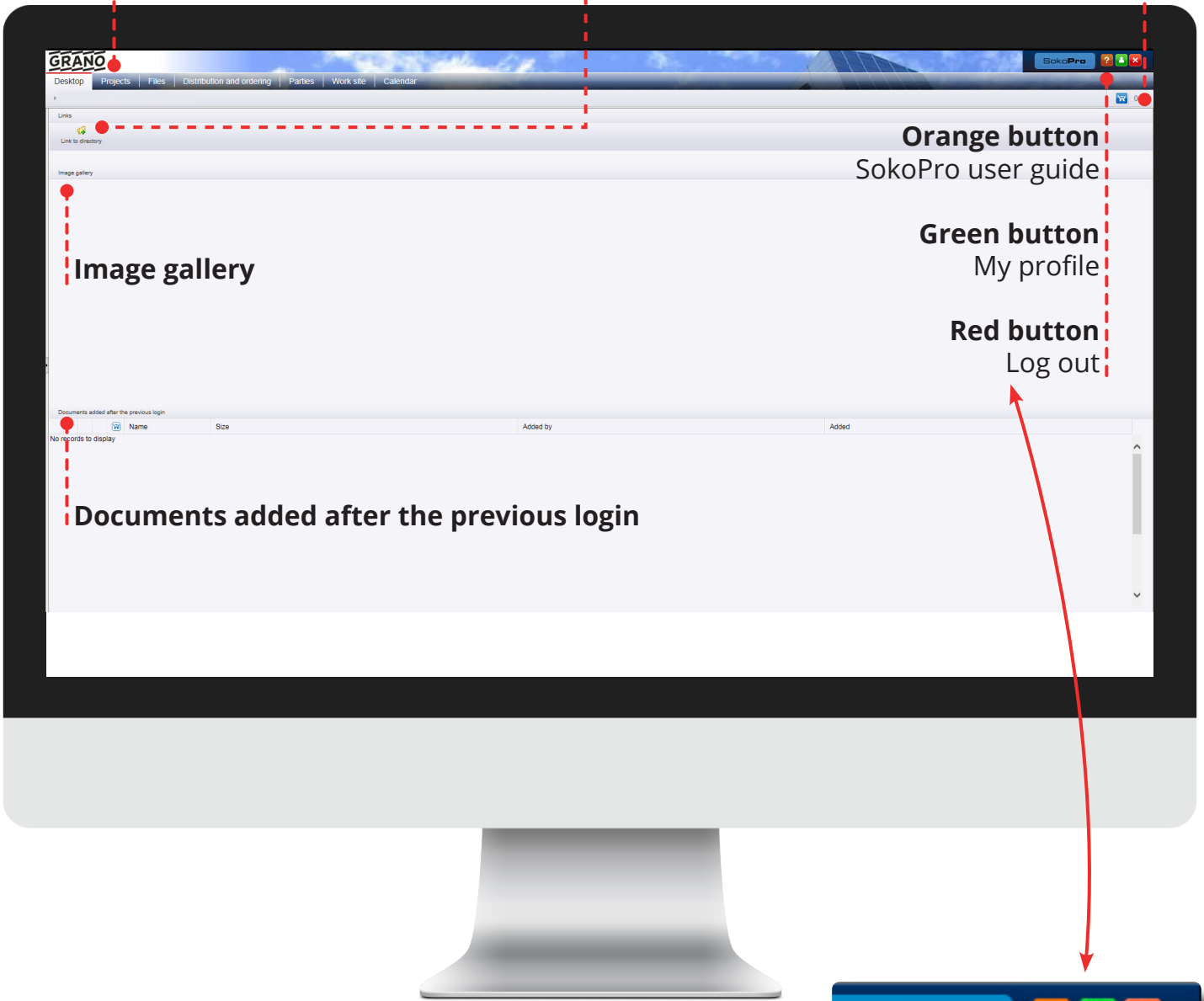
## Navigation

Through the tabs you get various tools for your use. The tabs will vary according to each user's rights.

## Link to directory

## My account

Through My Profile -button you can change your profile language or update address . If you change the employer, please contact SokoPro helpdesk !



# GRANO

## Desktop

### Tabs

#### Files-tab

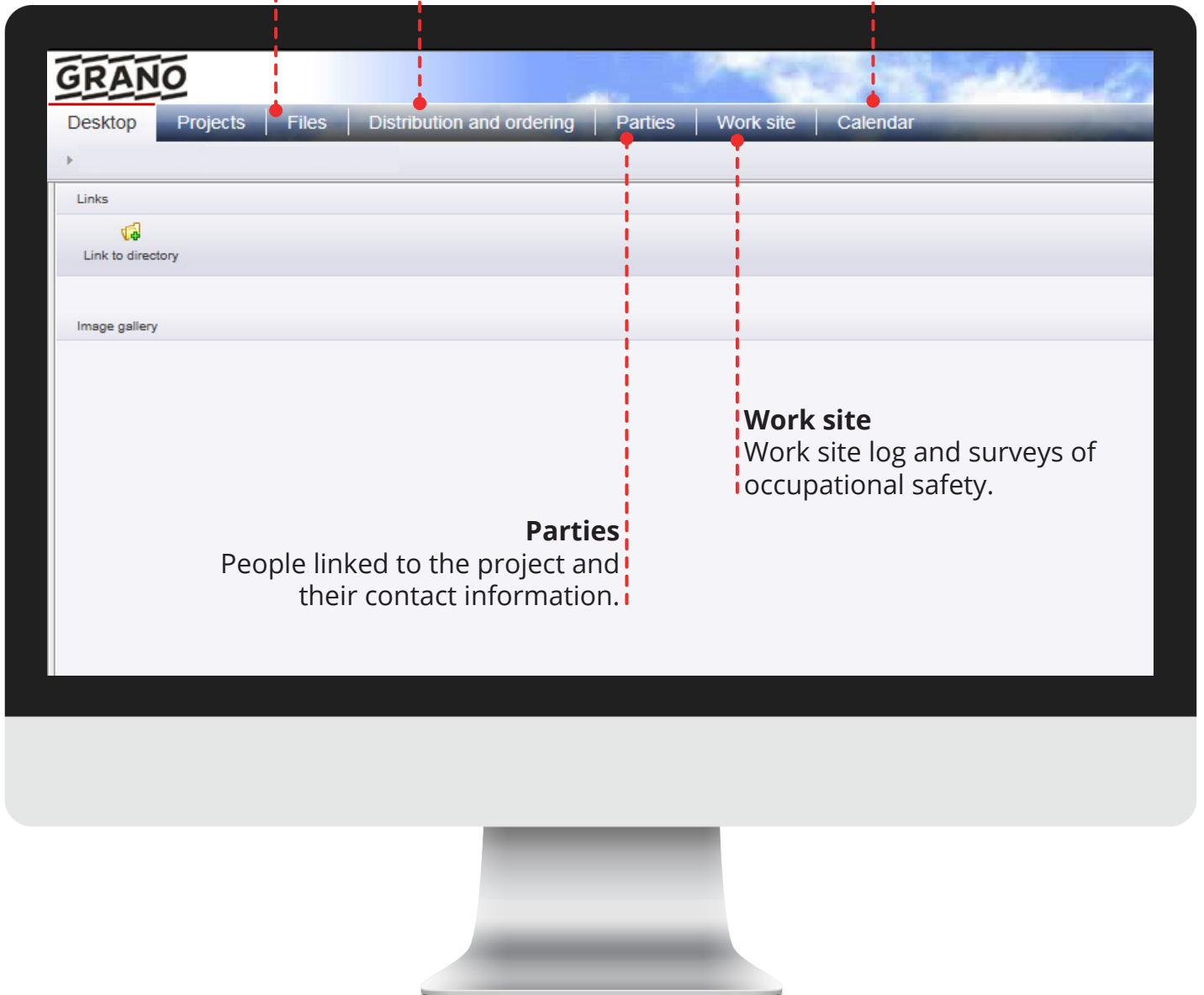
Open the directory tree in the current project.

#### Distribution and ordering

Manage delivery lists, electronic deliveries and print orders; send emails to various project participants.

#### Calendar

Project specific calendar.



#### Parties

People linked to the project and their contact information.
























#### Work site

Work site log and surveys of occupational safety.



# Icons

## Icons

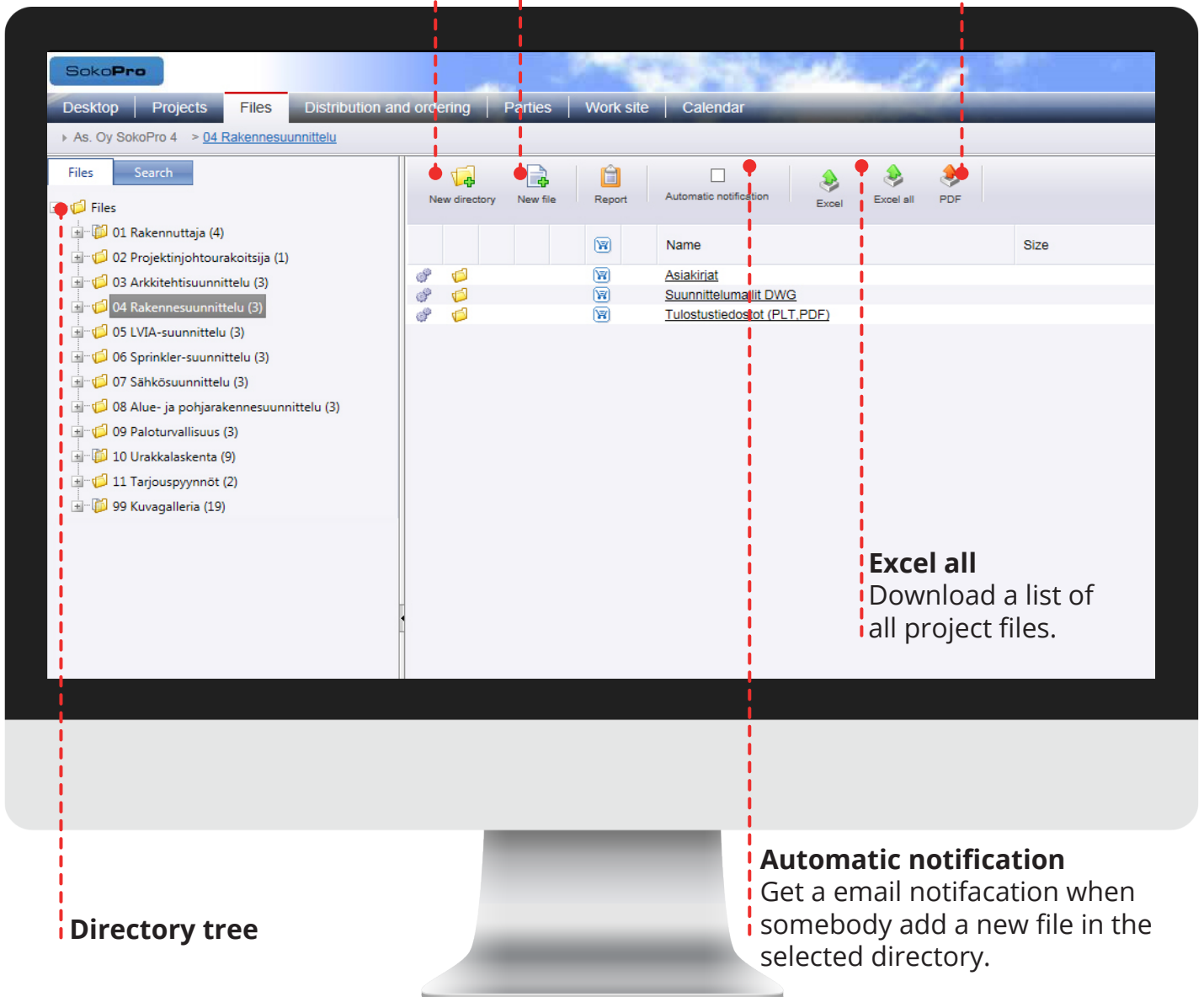
-  Gears > function: edit
-  A new folder
-  New files added to the folder
-  Go to the directory
-  PDF
-  Image file: JPG, PNG tai BMP
-  Word-file
-  TXT-file
-  PLT-file
-  File icon
-  Report
-  New directory
-  New file
-  Brava viewer
-  Revision
-  Orders
-  Basket-button
-  Basket-button: Files chosen
-  Basket-button: **Selection basket** closed
-  Basket-button: **Selection basket** open
-  SokoPro Manual
-  My account
-  Log out

# Files-tab

**New directory**  
Create a new subdirectory to the active directory.

**New file**  
Add new files to the active directory.

**PDF**  
Download a list of files from the selected directory.





# Create a new directory

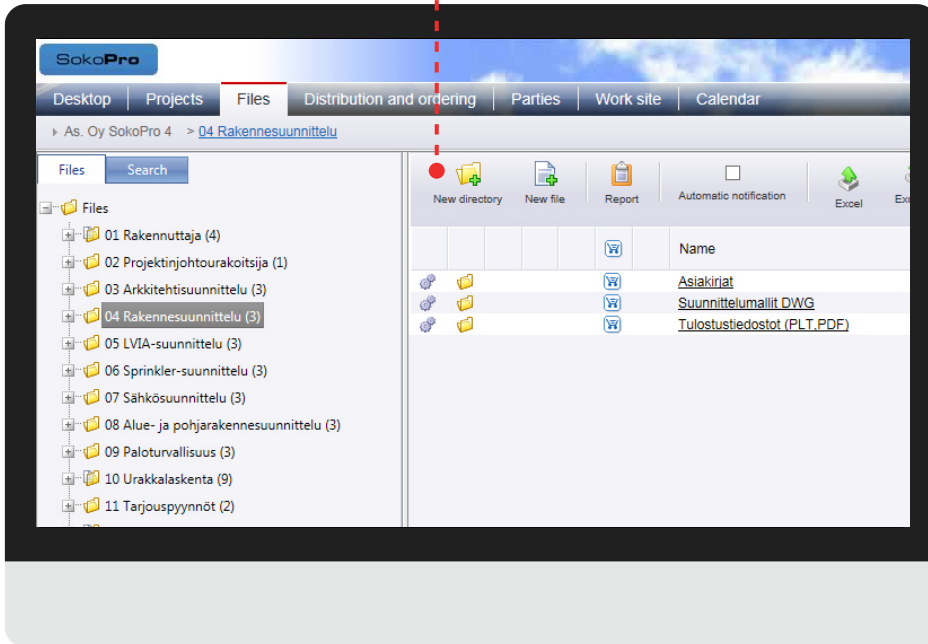
## New directory

First select the location in the directory and press the New directory -button in the toolbar.

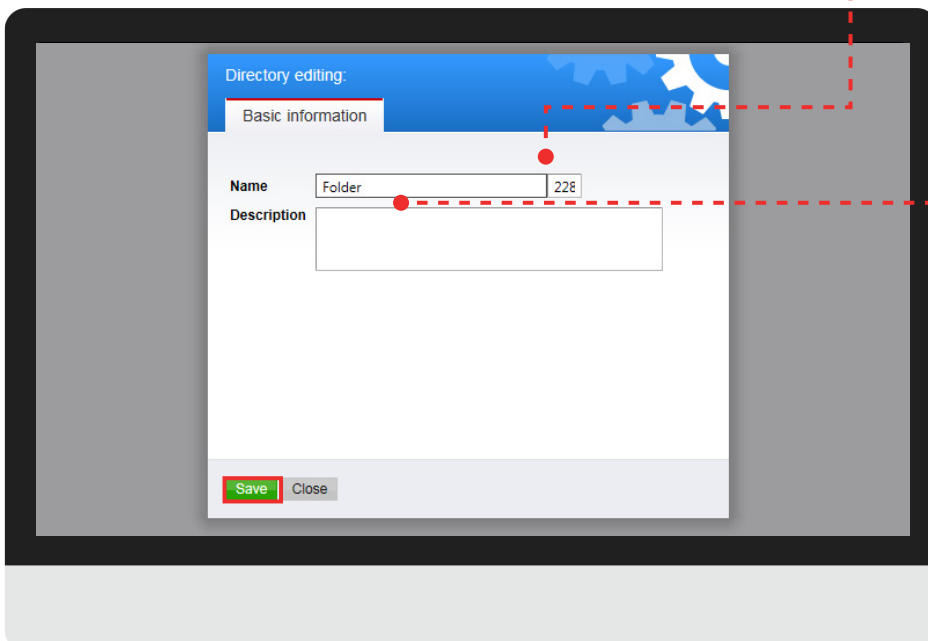
### Please note!

If this button is not shown, you don't have the right to create new folders.

Please contact the admin user or SokoPro Helpdesk.



Maximun path length is 250 characters.



### New directory

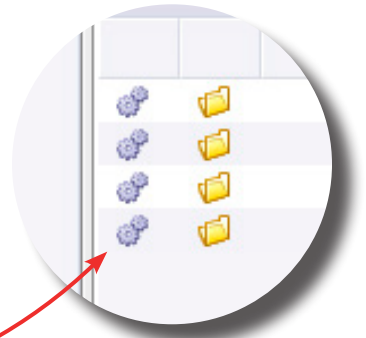
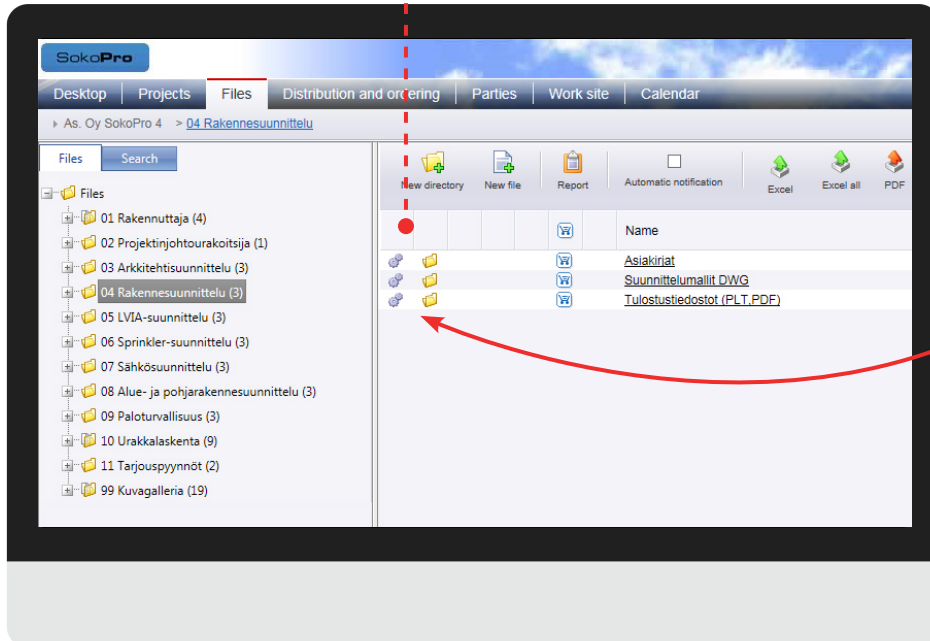
Enter a name for the directory and, if you wish, a description of the contents.

Press Save-button. The system will give a notification of successful saving. Then press Close.

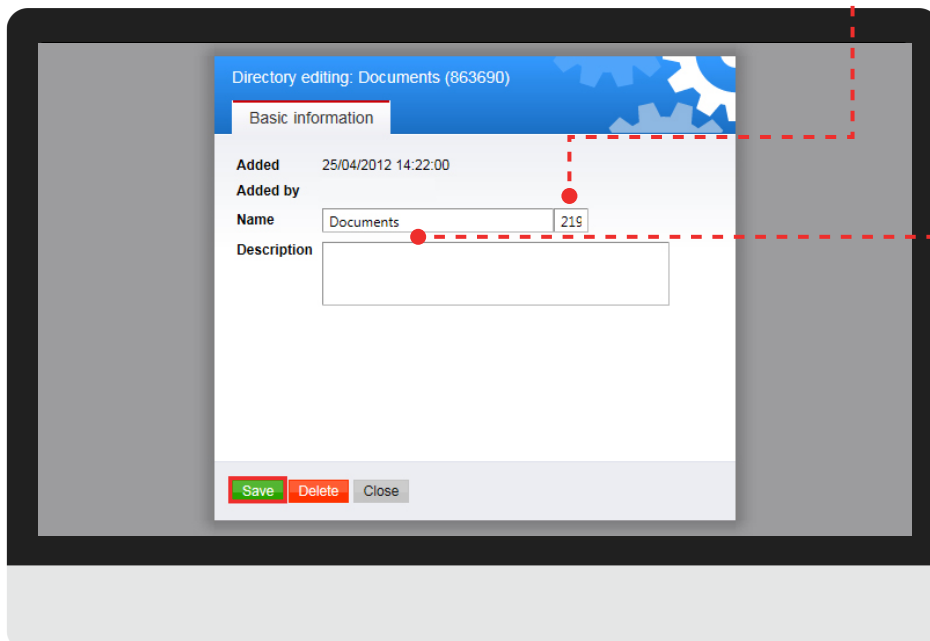
# Edit directories and delete directories

## Edit folder

From the gear-button you can edit or delete the folders.  
If this button is not shown, you don't have the right to edit folders.



Maximum path length is 250 characters.



## Edit folder

To delete a directory, use the Delete-button in the directory properties.

You can also rename the directory and edit the directory description in the directory properties.

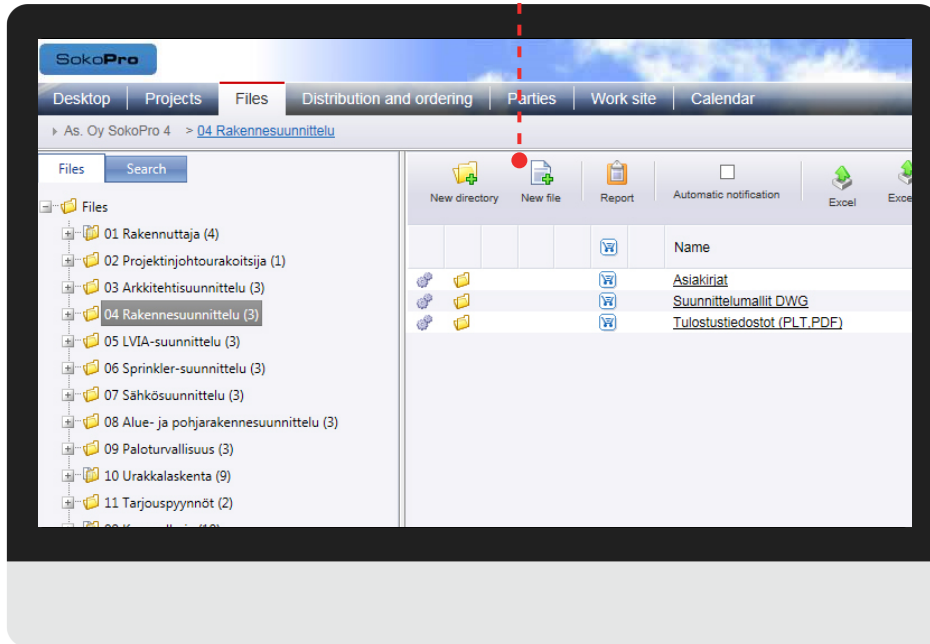
# New file

## New file

Please select the correct folder where you want to add files. When you're in the right directory, click on the New File -icon.

### Please note!

If this button is not shown, you don't have the right to create new folders. Please contact the admin user or SokoPro Helpdesk.



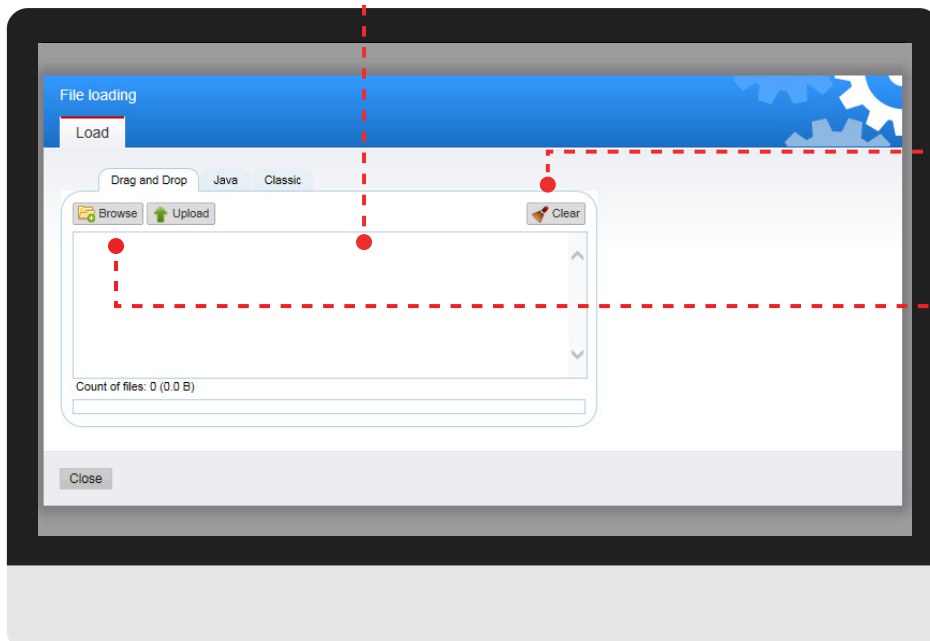
## HTML5-upload

The new drag and drop tool is HTML5-based component that operates in the latest browsers without external plugins - now also in Mac computers!

## New file

You can drag single files or multiple files at the same time. If the drag and drop does not appear by default, we recommend to update your browser to a newer version.

Upload the files by dragging them into to the box below and click on *Upload*-button.



Delete the selected files.


Browse the files.

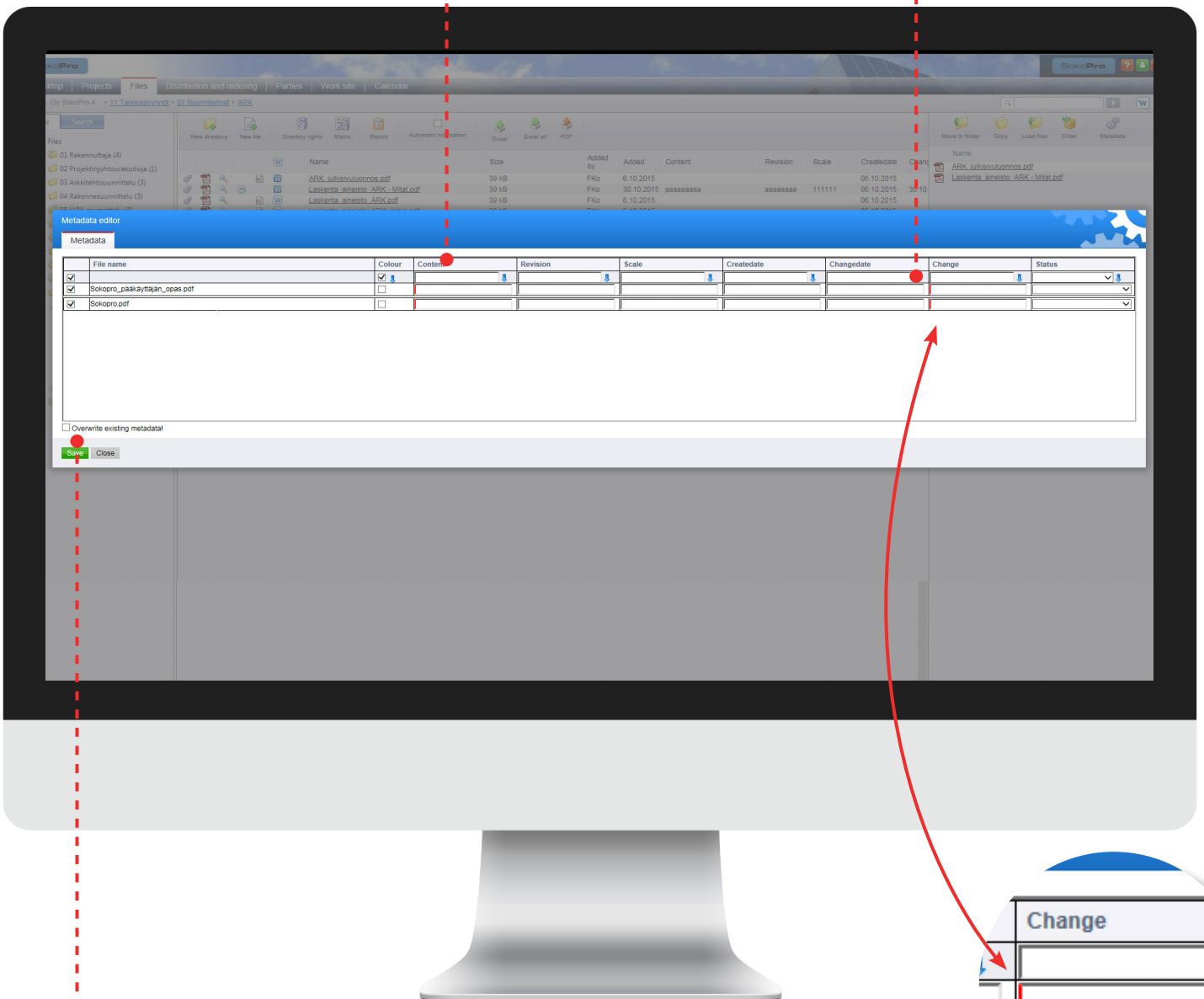
# New file

## New file

After successful upload, you can define the metadata of the file. You can edit metadata for multiple files at once. Finally click the Save-button and the files will be saved with updated metadata in the SokoPro-system. Metadata-tool below:

You can edit metadata for multiple files at once. You can define the revision, dates and the file content.

 **Arrow-button**  
you can edit the metadata of multiple files at once.

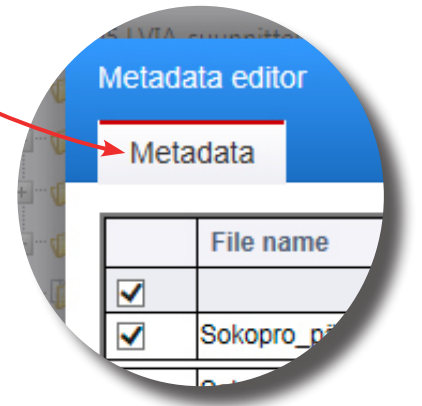
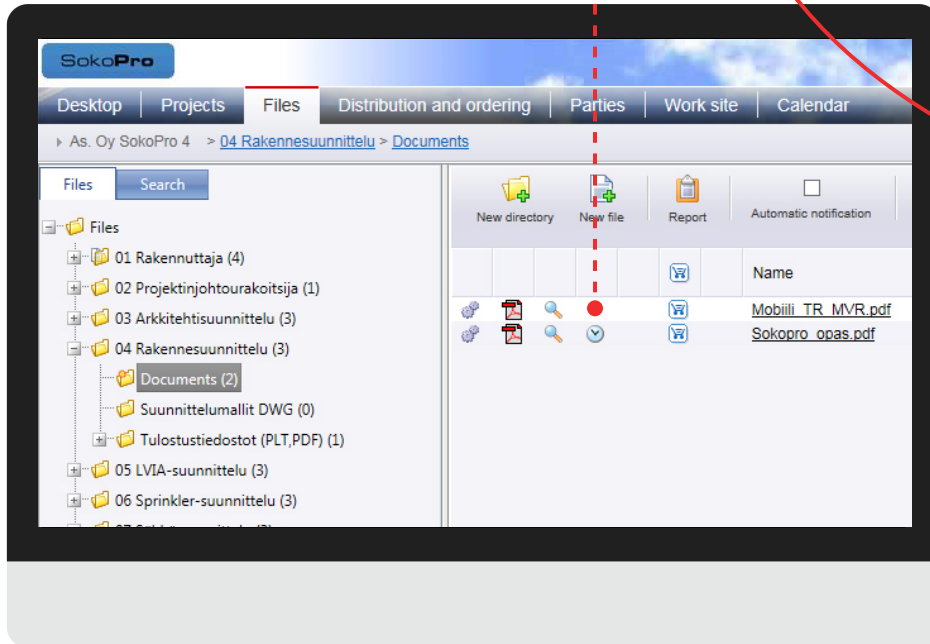


**Overwrite existing metadata**  
If you are using the ↓ tool, be sure to check the box below before using the tool.

**Mandatory fields**  
Obligatory information is marked with a red line. This setup is defined by the owner of the current project.

# Revision

In revision management, the old file is replaced with a new one by the same name. Do not include dates or revision codes in the file name. To update a file, follow the instructions provided in the section for saving new files.



## Please note!

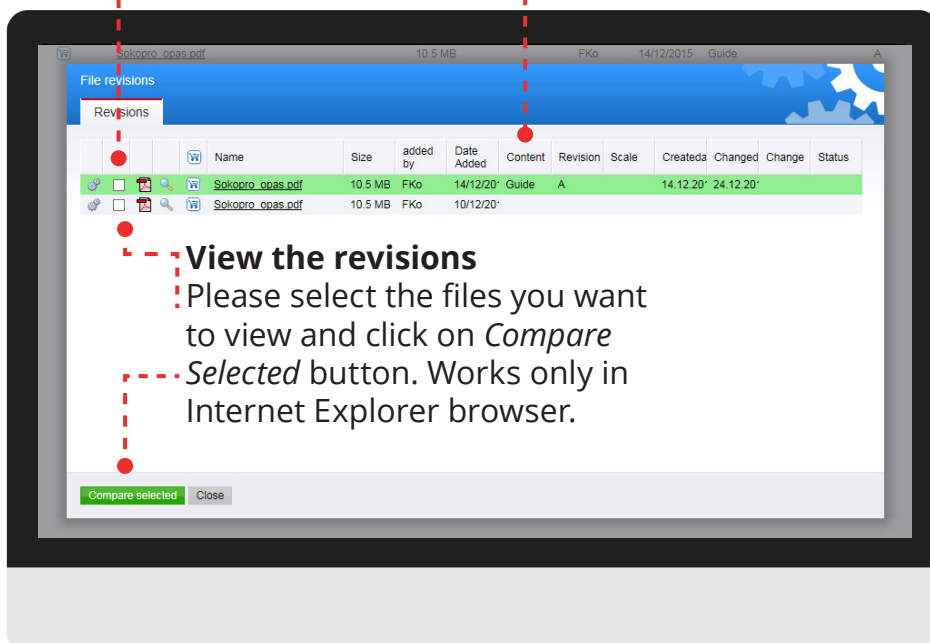
In the file listing view, revisions are indicated with the clock icon. By selecting the clock, you can view revisions and edit/remove them.

You can delete only the latest revision of the relevant file.

## Revision

Edit revision

Content of the revision



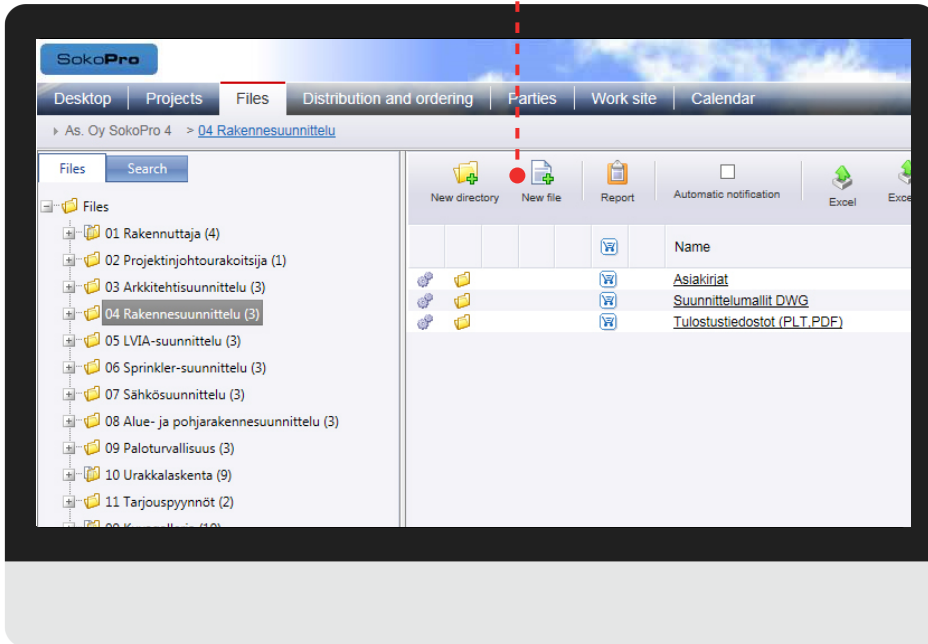
## Please note!

Remember to save all updates!

# How to upload a zip file to SokoPro

## Upload zip-file

Please select the correct folder where you want to add files. When you're in the right directory, click on the New File button.



### Please note!

Use Drag and Drop file loading to upload zip-files.

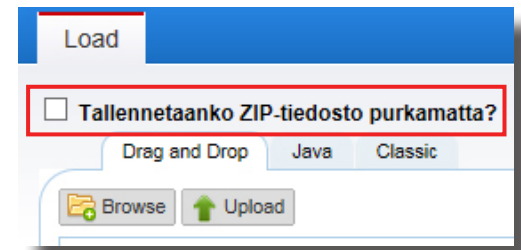
## Zip-file

The zip folder should not include directory structures or folders!

SokoPro extracts the content of the zip-file to the destination folder.

### Please note!

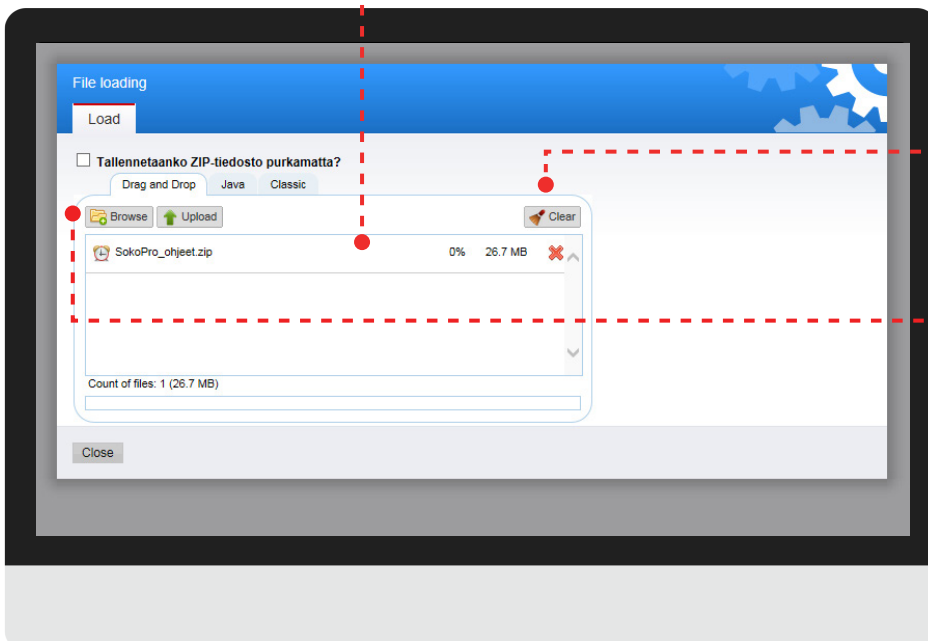
You can upload the zip-file without extrating. Please choose the checkbox below.



## Upload zip-file

You can drag single files or multiple files at the same time. If the drag and drop does not appear by default, we recommend to update your browser to a newer version.

Upload the zip-file by dragging them into to the box below and click on *Upload*-button.



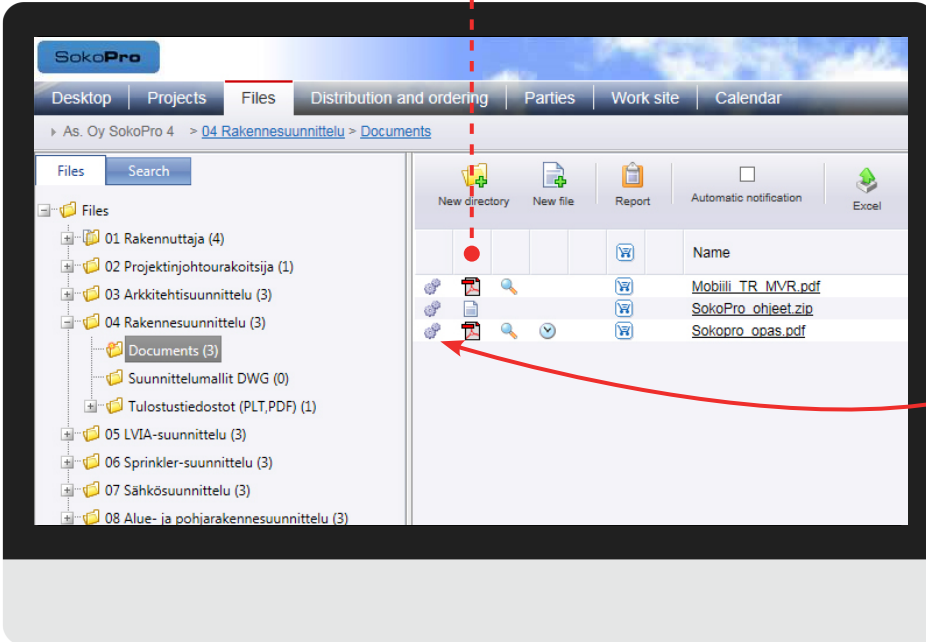
Delete the selected files.

Browse the files.

# Edit file

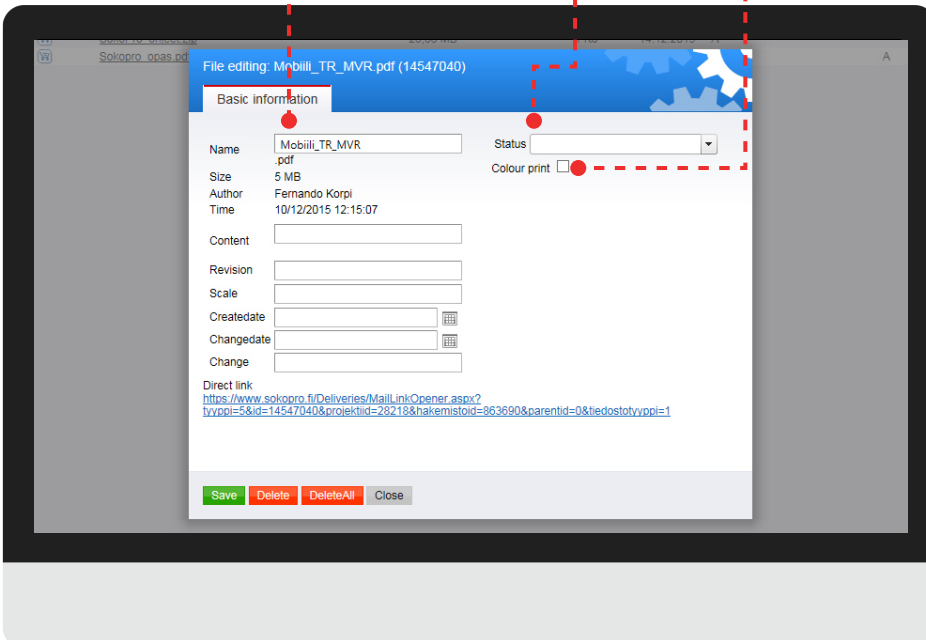
## Edit file

Select the gears button on the left side of the file name.  
If this button is not shown, you don't have the right to edit folders.



Edit file name.

Choose status.



### Colour print

Colour printing enables you to indicate that the file is intended to be printed in colour. This information is conveyed to the service provider when an order is placed.

### Please note!

For deleting a file, there are two functions available:

*Delete* button will delete the latest revision of the relevant file (if there are earlier saved revisions) and the previous version will become active.

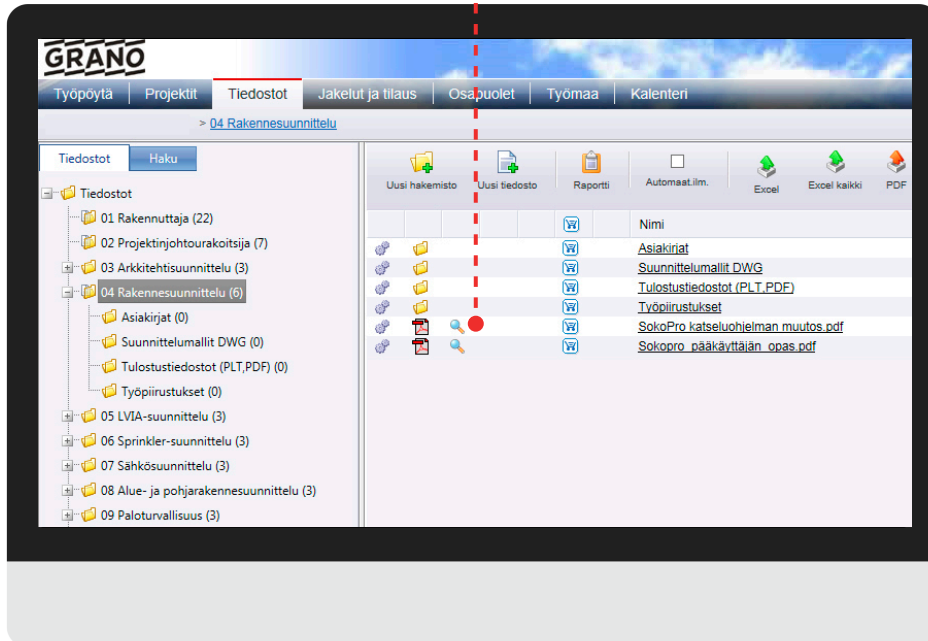
The *Delete all* button allows you to delete the entire revision history of the file in question.

If the buttons are not shown, you don't have the right to delete files. Please contact SokoPro helpdesk!



# Brava Enterprise viewing software

The Brava Viewer allows users to view, zoom, pan, rotate, measure, annotate, and redact documents and images quickly and easily in SokoPro.

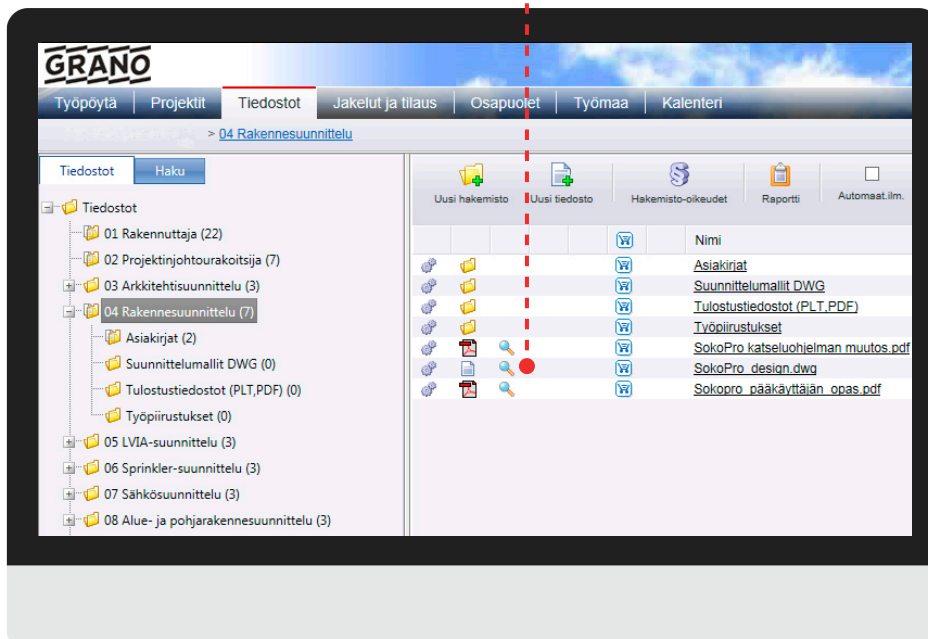


## Please note!

Brava Enterprise enables versatile viewing of plt and CAD files as well as their processing directly in an Internet browser without separate programmes acquired to your computer.

## Brava Enterprise

Open the file in Brava by selecting the Brava icon on the left side of the file name. If you do not have the Brava ActiveX component installed on your computer, the browser will prompt you to install it. The Brava works only in the Internet Explorer -browser.



## Brava Enterprise 7

Brava Enterprise is designed for end users who are using their browsers to view documents, via web page links, that were processed and cached through the Brava Server. The Brava Viewer allows users to view, zoom, pan, rotate, measure, annotate, and redact documents and images quickly and easily. The first time you access a published document for viewing through your browser, you will be required to download the Brava ActiveX control onto your system. This requirement is a one-time installation. Click Run at the prompt to begin the installation.

Brava licenses are user-specific and subject to charge. For more information, contact SokoPro's sales services at [cad.myynti@sokopro.fi](mailto:cad.myynti@sokopro.fi)

### Brava supports the following files formats:

0, 906/907, DWG, DXF, DWF, DX, DG, PRT, RLC, CGM, EDM, G3, G4, CG4, RNL, CMI, MI, PLT, IGS, IGES, IDW, DGN, CIT, RLE, MVS, DSN, DFT, SLDDRW, MOT, CAL, CG4, GP4, MIL, DCX, EDC, PS/EPS, FTK, GIF, ISO, CAL, JPG, JPEG, JP2, PCX, PNG, DIF, TIF, TIFF, BMP.

### Brava has the following features:

- Versatile marking options;
- Image saving in PDF and TIFF formats, the password-protected CSF saving format;
- Print screen function in jpg format;
- A measuring tool with the calibration feature;
- Versatile printing options (for example, scale).

### Supported Platforms

Operating system: Windows XP, Windows Vista, Windows 7

Browsers: Internet Explorer 7, 8, 9, 10 ja 11 (32bit)

64-bit browsers are not supported.

For additional information please contact our sales!



Pekka Villberg  
**Key Account Manager**  
+358 20 743 5221  
[pekka.villberg@grano.fi](mailto:pekka.villberg@grano.fi)



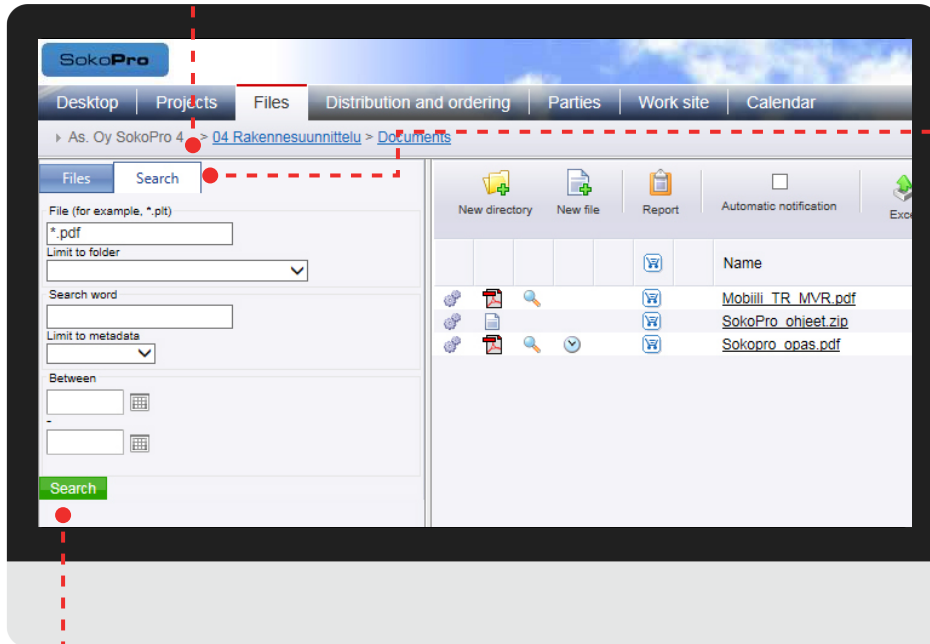
Mikael Winberg  
**Key Account Manager**  
+358 20 743 5215  
[mikael.winberg@grano.fi](mailto:mikael.winberg@grano.fi)

# How to find files

### Please note!

You can search files only from current project!

You can search for files based on their name or file type. The search word provided will search for matches both in the file name and file contents. Search results are listed in the window on the right-hand side.



### Search tab

File: refers to the name of the file, a part of it or the file extension.

Limit to folder: drop-down menu allows you to define the search to include only a certain folder in the bank.

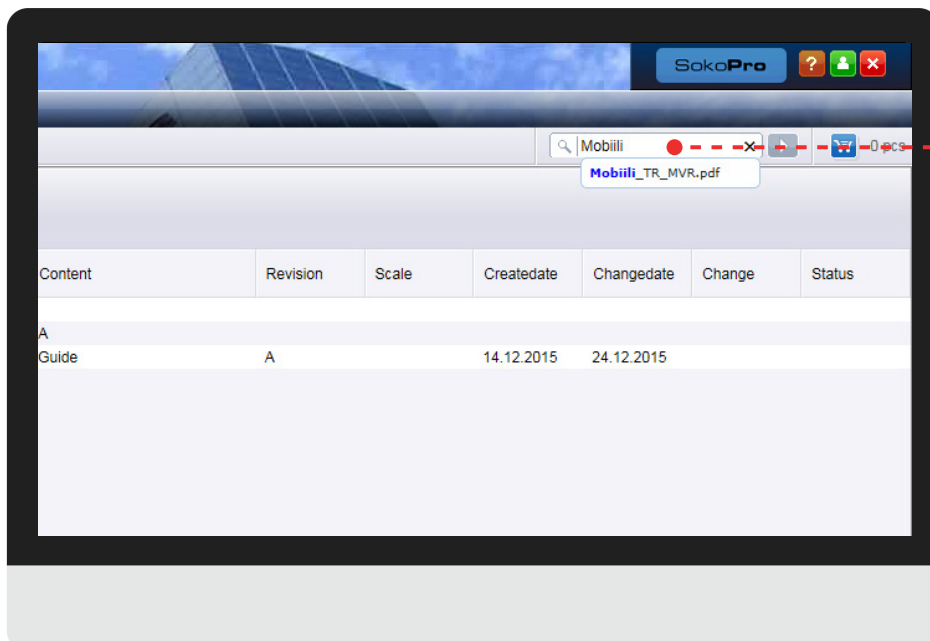
Keyword: will allow you to search by name as well as saved content data

Limit to metadata: allows you to search the contents of a given metadata field with the submitted search word.

Between: enables you to determine the dates in the calendar and to limit the search to those files saved between the indicated dates.

### Search

Fill the following forms and click on Search-button.



### Search field

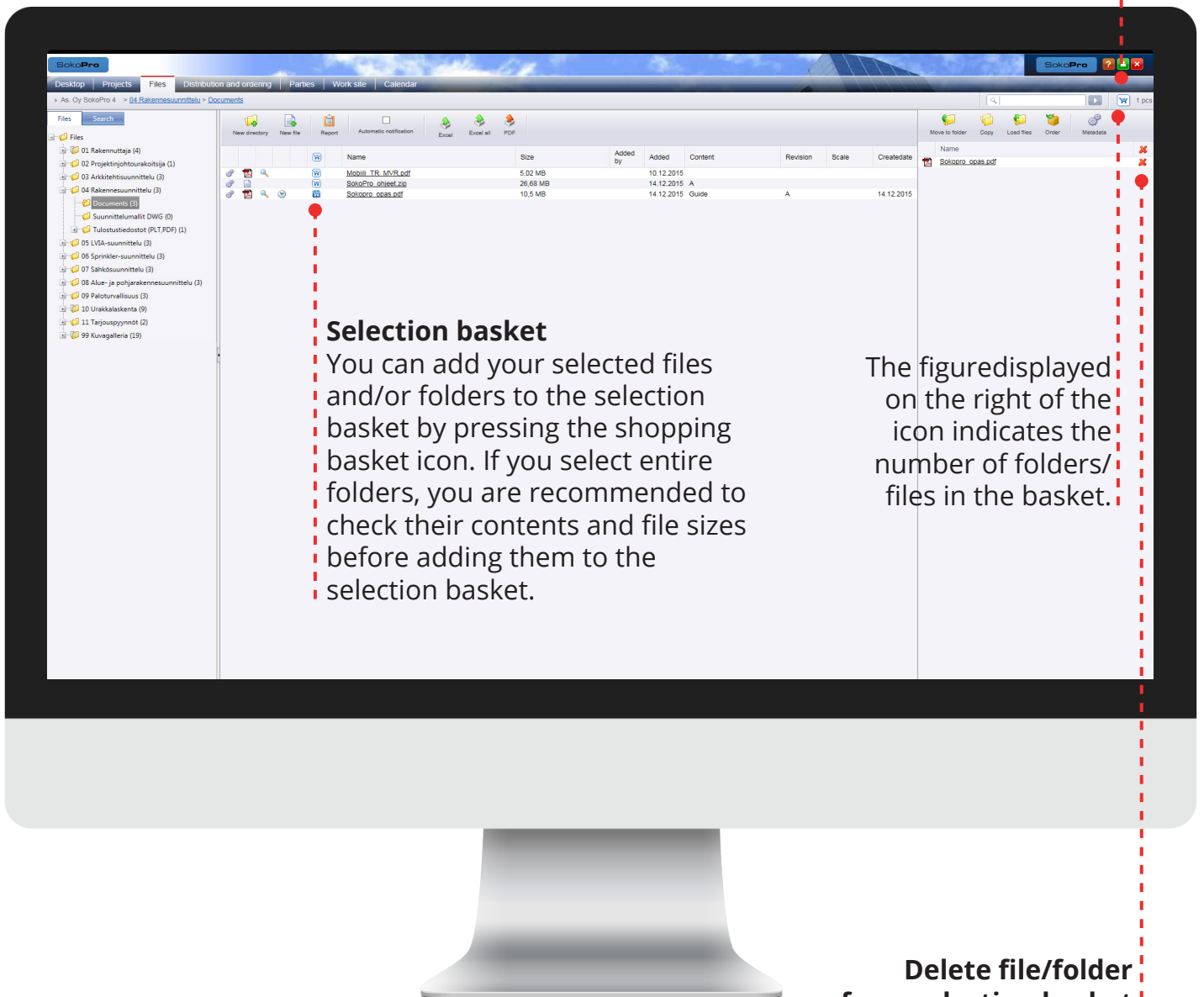
Search field is located in the upper right corner. The search field searches information by name or file extension. The results will be listed below in the window.

The search field is proactive.

# Selection basket

## Selection basket

The Selection basket is located in the upper right corner in the Files tab. By clicking the shopping cart button the selection basket will be open. With this tool you can download files, make an orders and as well as move or copy files within a project.



## Delete file/folder from selection basket

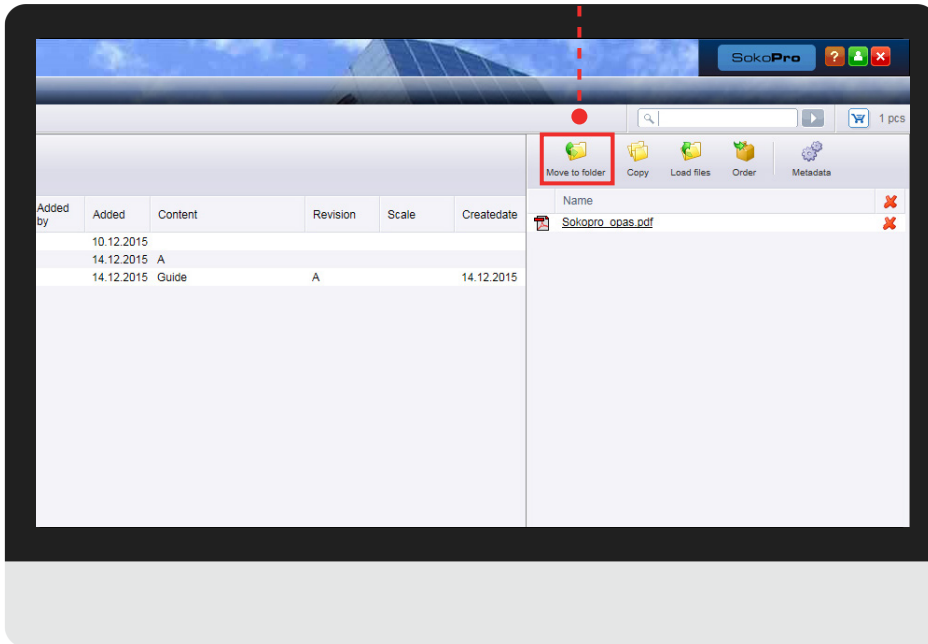
To empty the entire selection basket, press the red X icon in the header field.

To empty individual files and folders from the selection basket, press the red X icon on the right.

# Selection basket

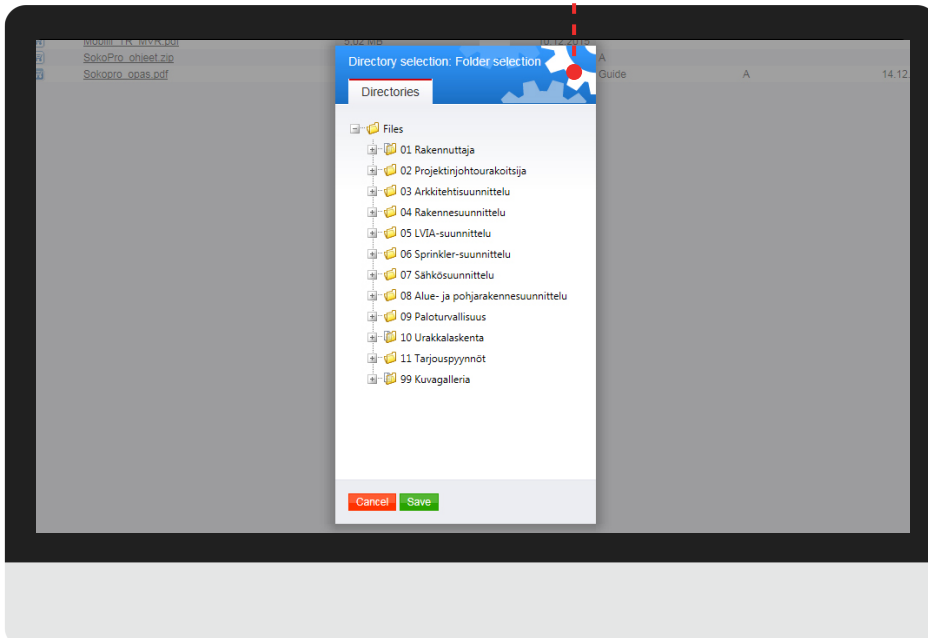
## Move to folder

You need to have the right to save files in the folder in which you intend to copy files. Moving files from one folder to another also requires the right to delete files from the original location.



## Move to folder

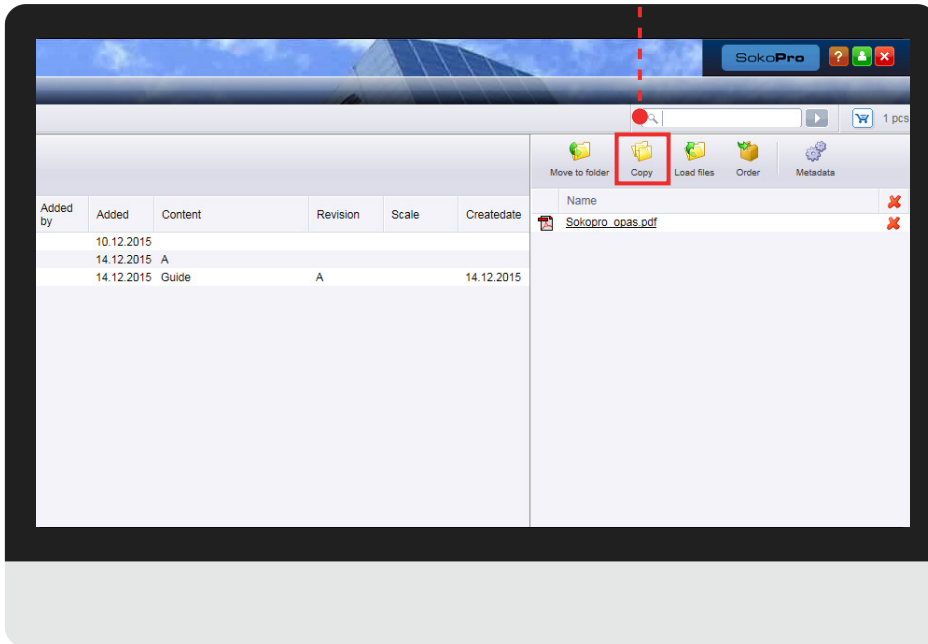
Select the files to the selection basket. Click on Move button and select the target directory, where you want to move files and click on Save button.



# Selection basket

## Copy

You need to have the right to save files in the folder in which you intend to copy files.

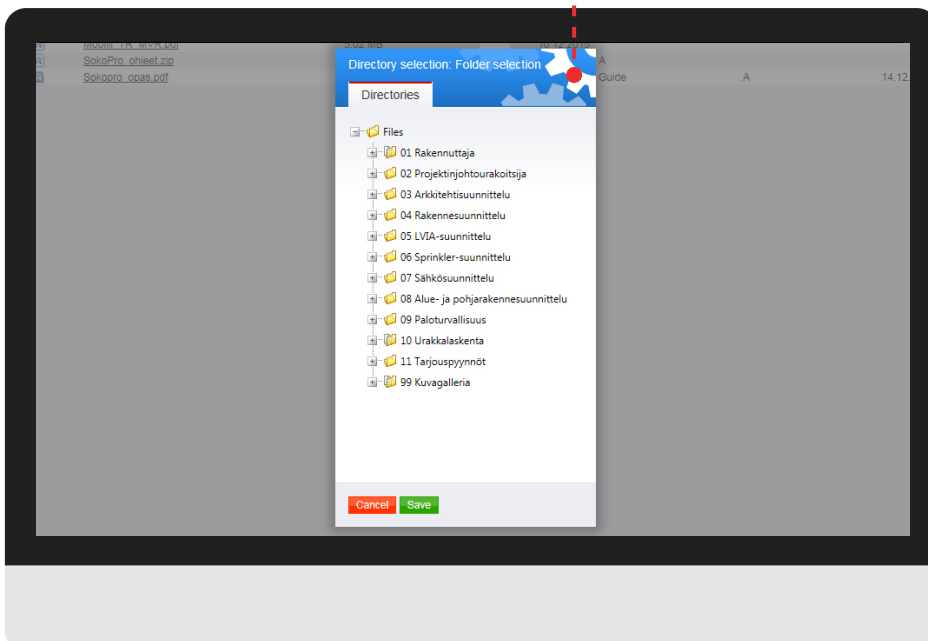


## Please note!

You can only move or copy files to one folder at a time.

## Copy

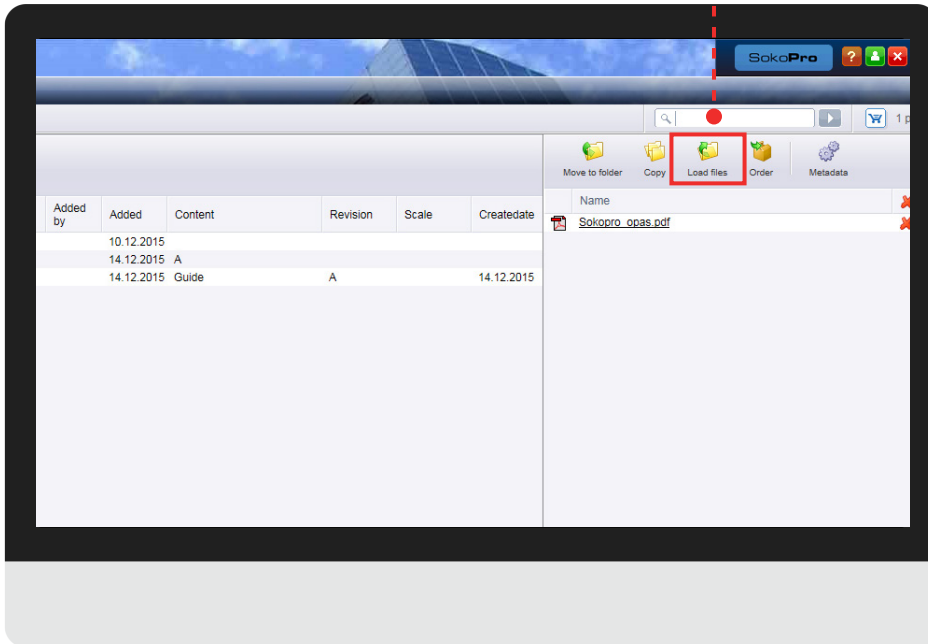
Select the files to the selection basket. Click on Copy button and select the target directory, where you want to copy files and click on Save button.



# Selection basket

## Download files

To download files to your computer, use the selection basket. Select the files or folders in the selection basket and press on Load files button.



## Download files

After pressing the Load files button, the system will prepare a zip package from the files and begin downloading in a moment.

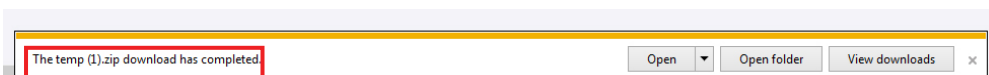
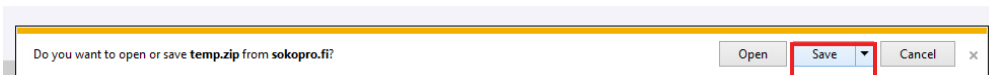
Remember to empty the selection basket after successful downloading!

## Please note!

Do not try to download files with the same name at once. Windows do not support this feature.

## Download files

The download information will appear above the toolbar.



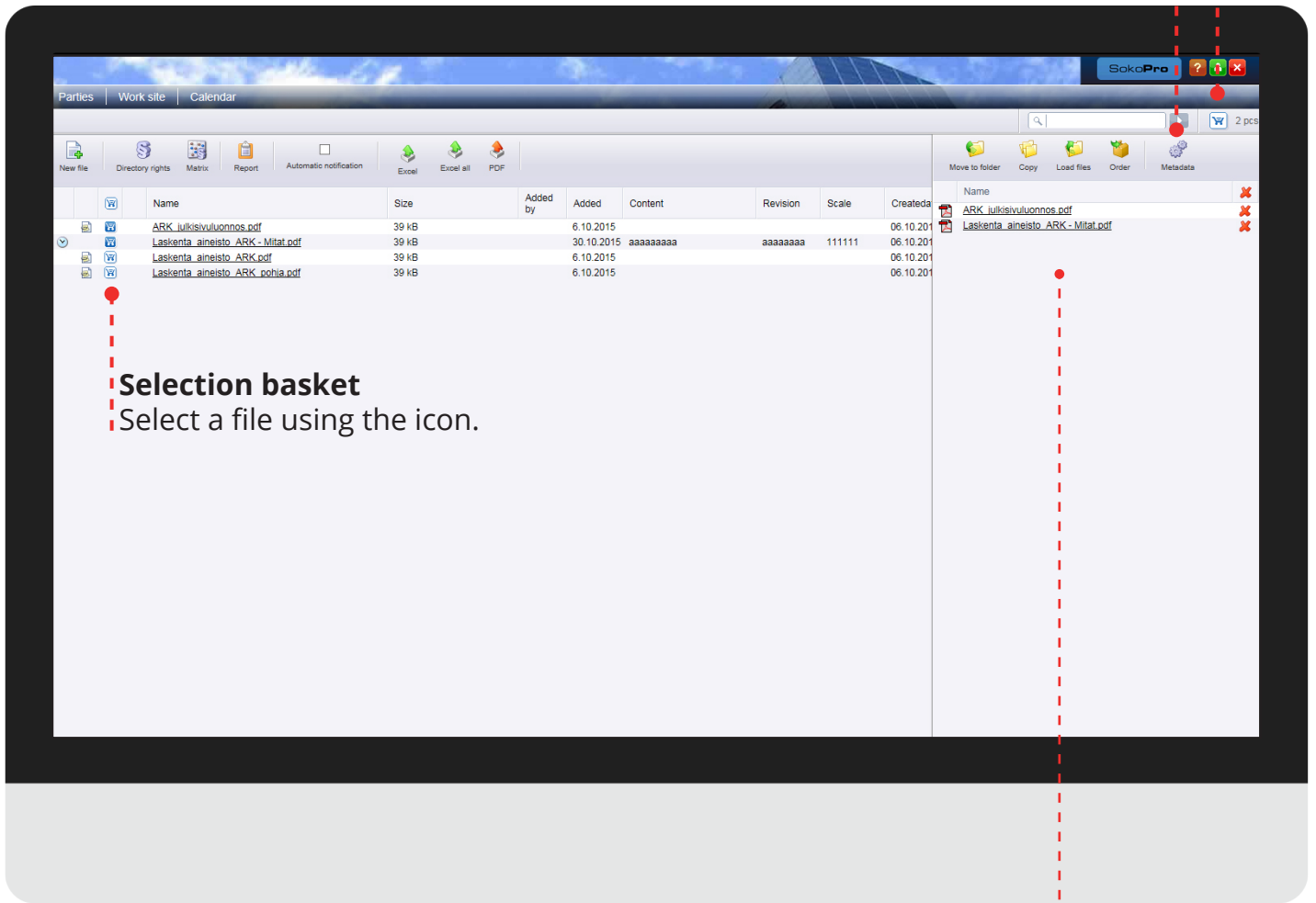


# Metadata editor

## Metadata editor

With this tool you can edit the metadata of several files at once. For example, you can change the revisions of saved files.

## Shopping cart



## Selection basket

Select a file using the icon.

## Metadata

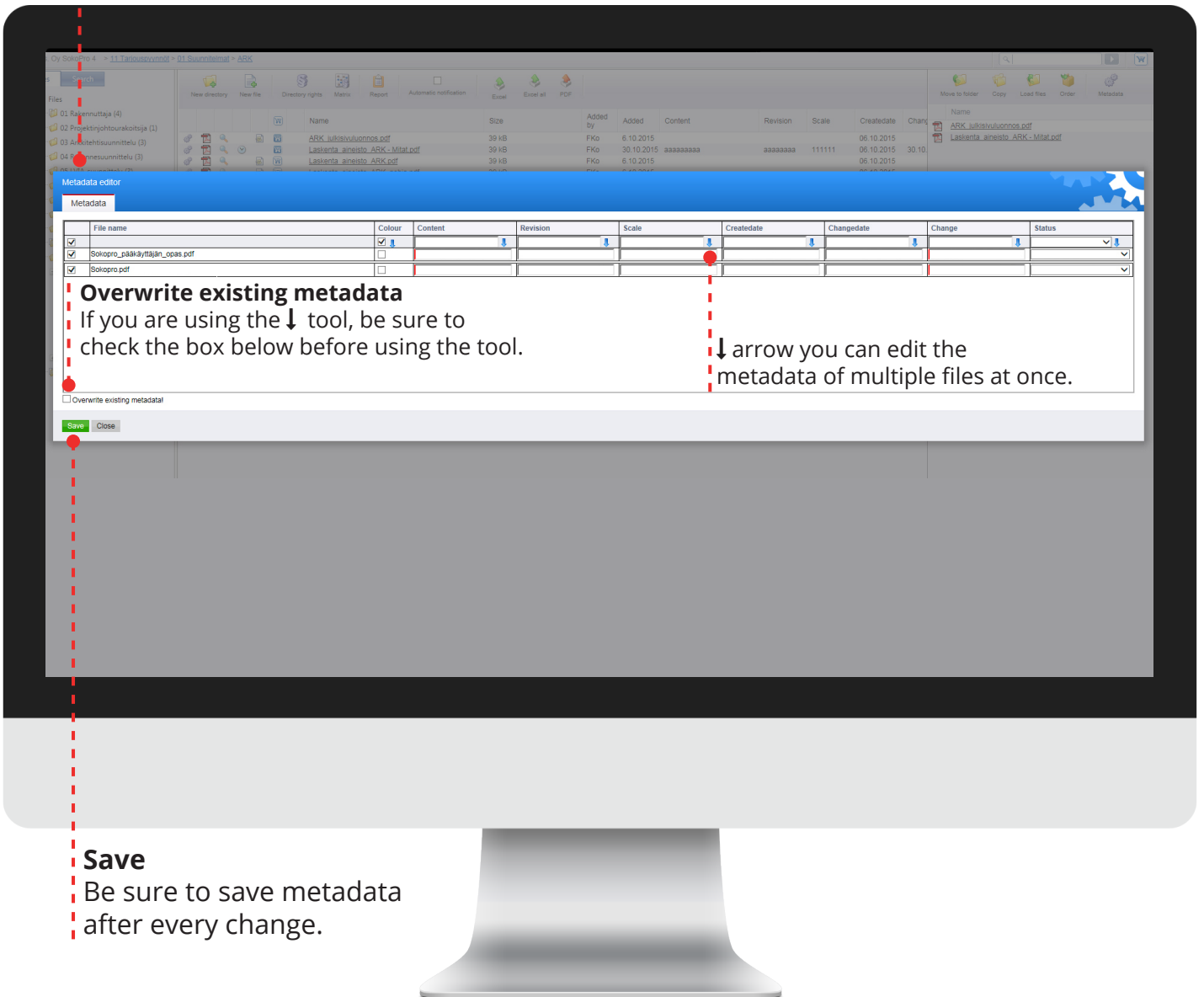
Use the selection basket to select a file and edit its metadata. Open the selection basket using the shopping cart icon located on the upper right-hand corner.

After this you can view the selected files in the selection basket. Click the *Metadata* button to edit the files' metadata.

# Metadata editor

## Metadata Editor

The example below shows the *Metadata* tool in its entirety. You can edit different fields and save the files and their updated metadata in the SokoPro service.



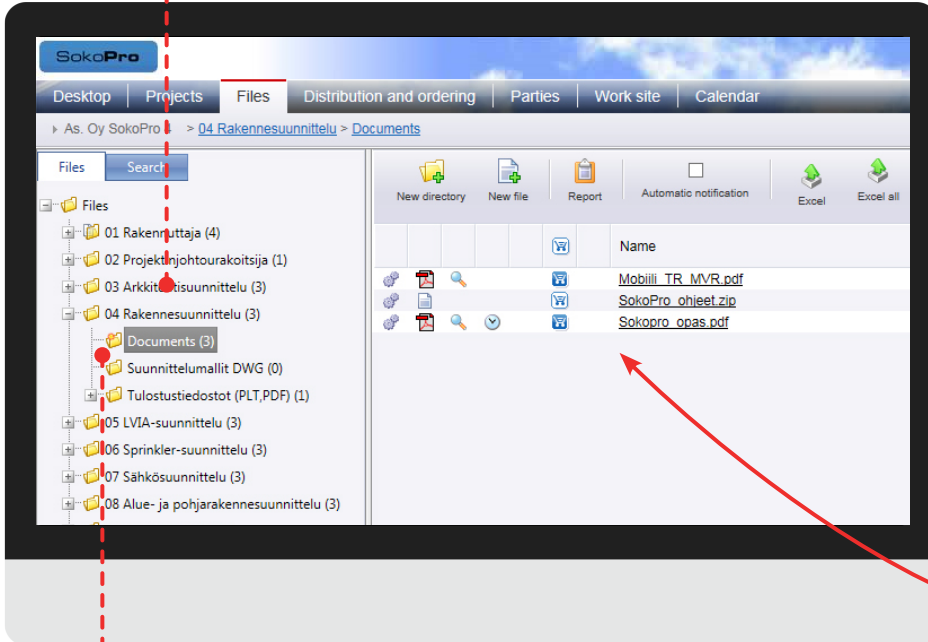
## Save

Be sure to save metadata after every change.

# Placing a print order

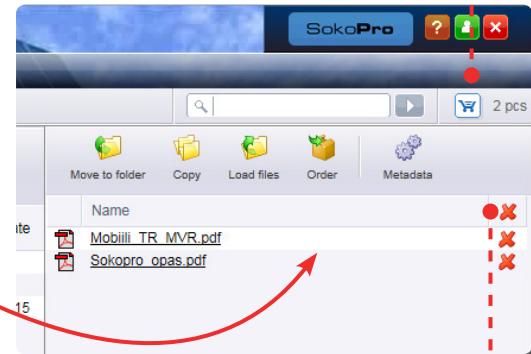
## Files-tab

1. Please choose Files tab and select the right folder, where you want to place a print order.



## Order

2. Open the selection basket.



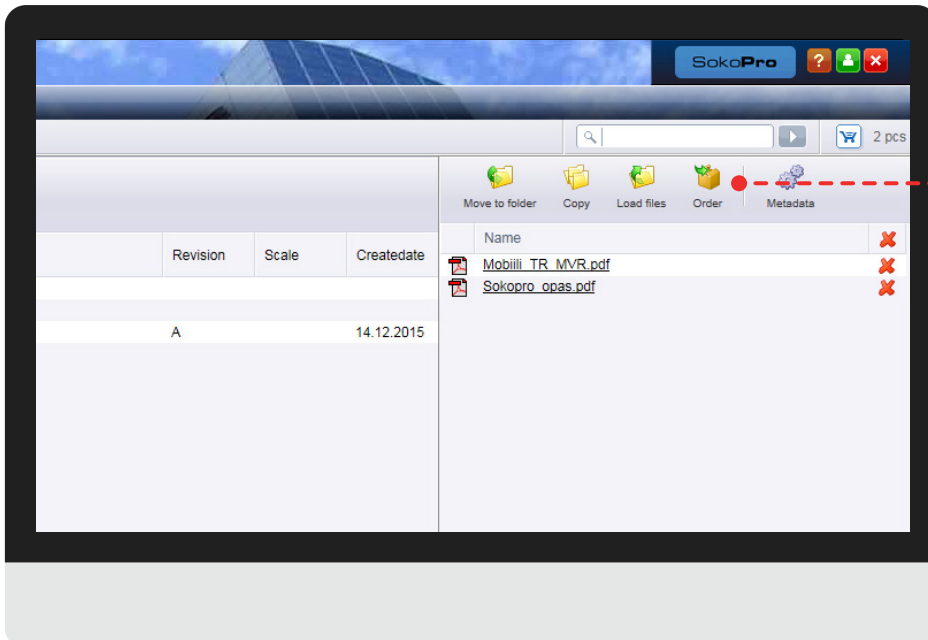
## Add files/folder

3. You can add your selected files and/or folders to the selection basket by pressing the shopping basket icon.

## Selection basket

To empty the entire selection basket, press the red X icon in the header field.

To empty individual files and folders from the selection basket, press the red X icon on the right.



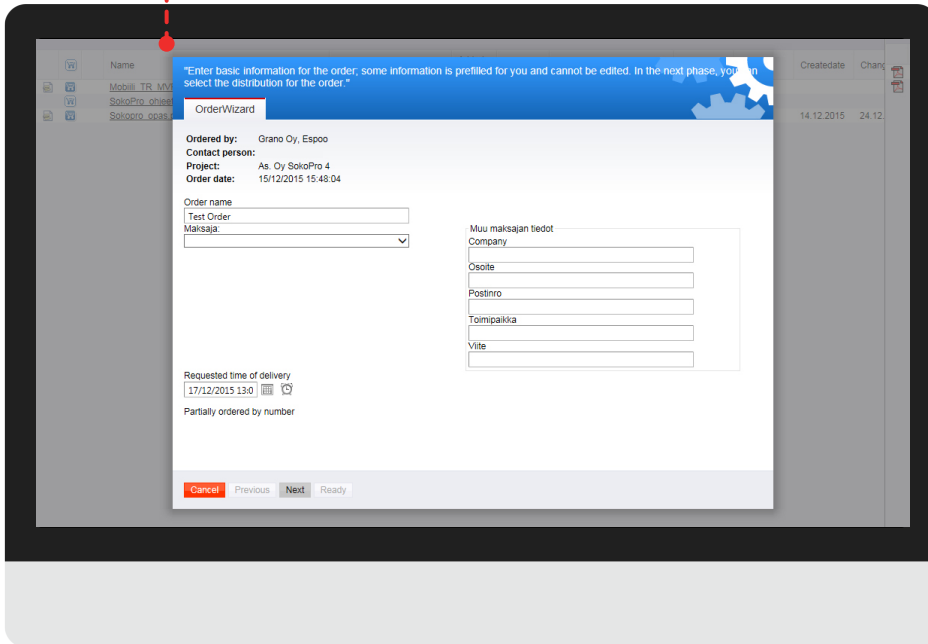
## Order

4. Activate the ordering wizard by pressing on the Order button.

# Placing a print order

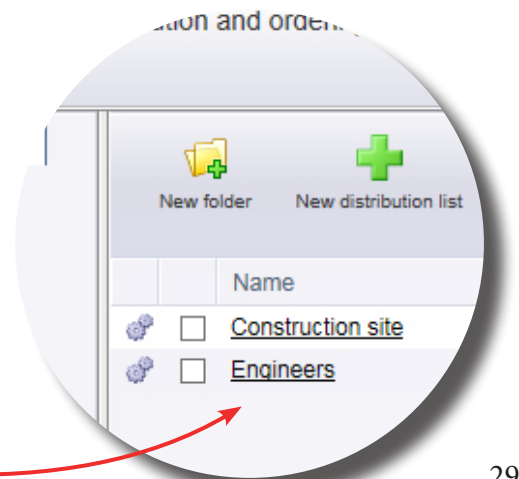
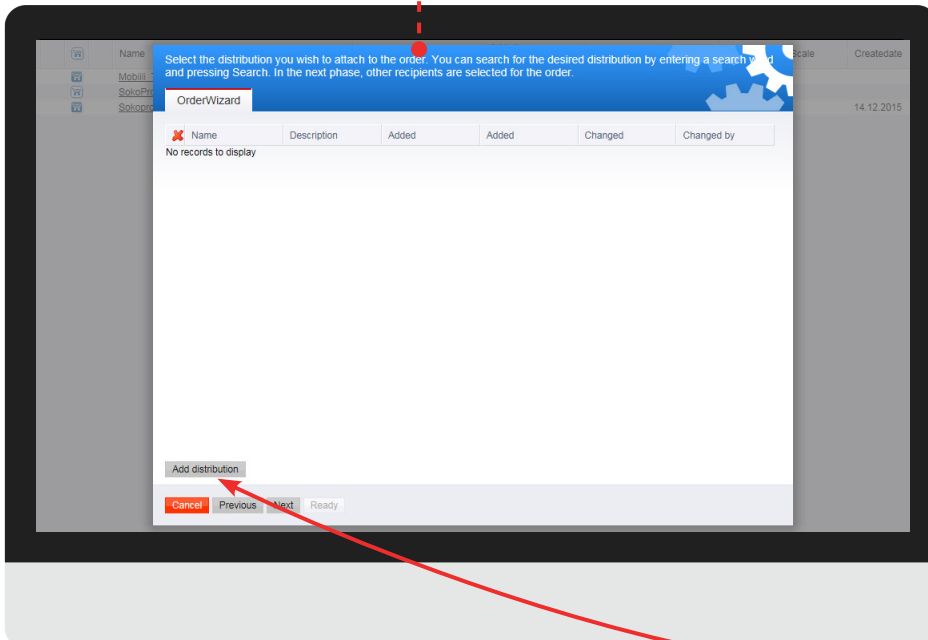
## OrderWizard

Enter basic information for the order; some information is prefilled for you and cannot be edited. In the next phase, you can select the distribution for the order.



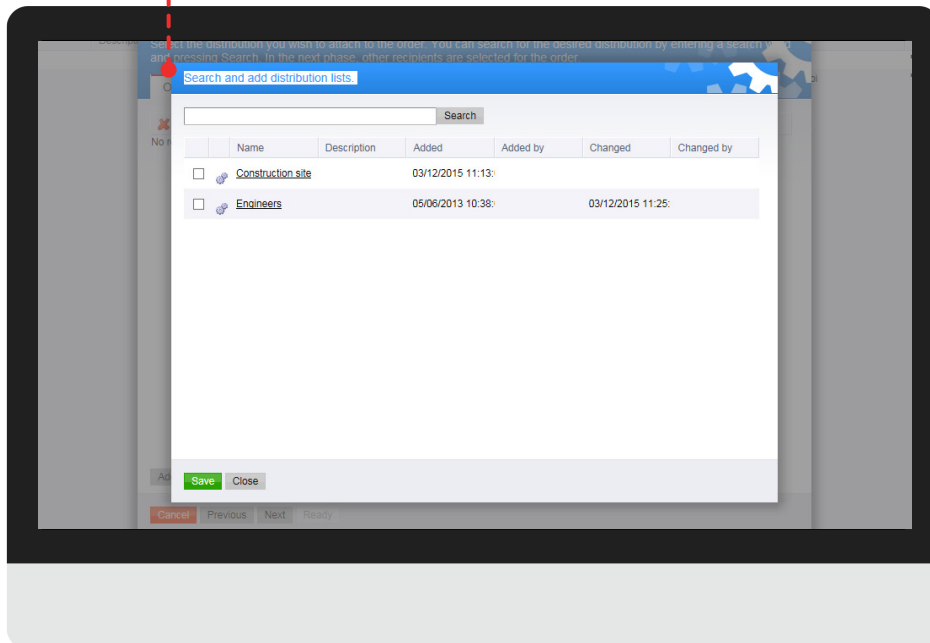
## OrderWizard

You can select a previously prepared delivery list for the order. To select a delivery list, press the button Add delivery button. If there are no saved lists or you do not wish to use them, you can skip this part by pressing the Next button.



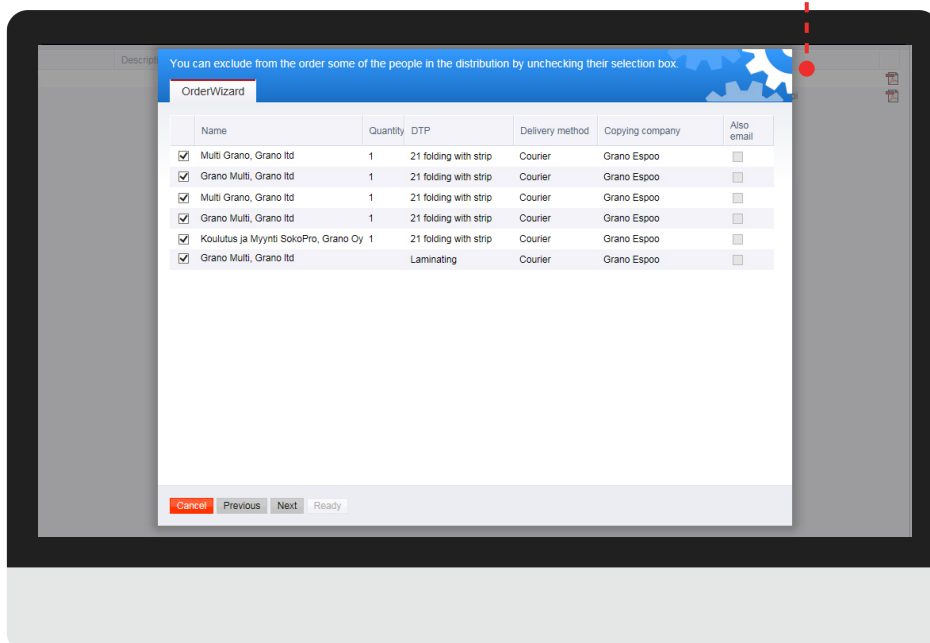
# Placing a print order

## Search and add distribution lists



## Distribution list

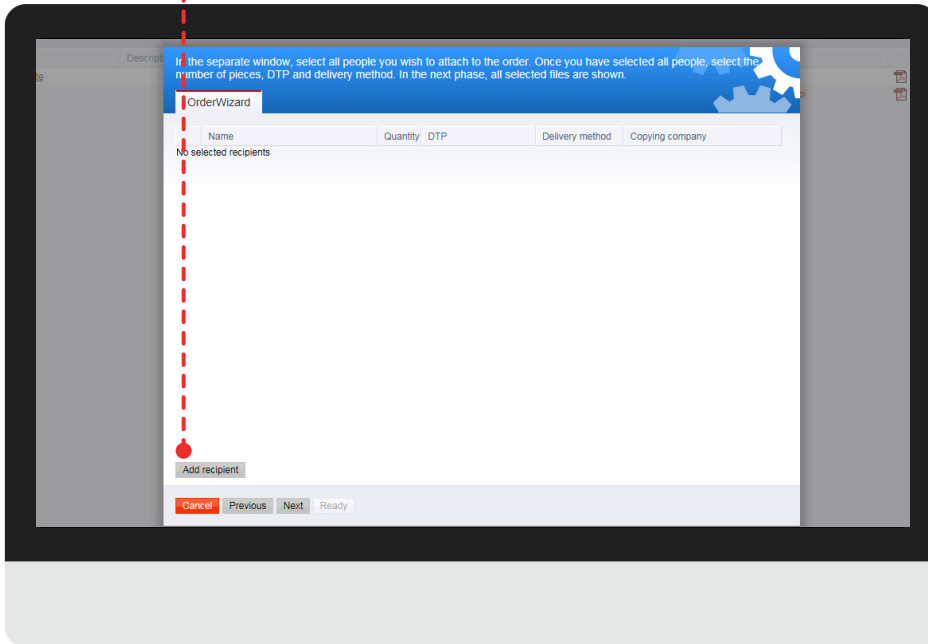
You can exclude from the order some of the people in the distribution by unchecking their selection box.



# Placing a print order

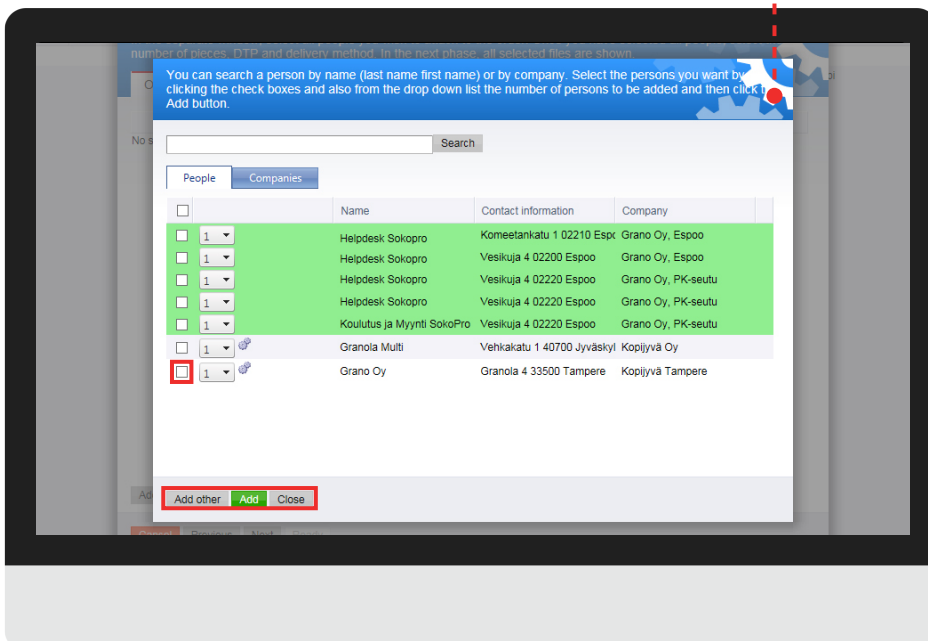
## Add recipient

In the separate window, select all people you wish to attach to the order. Once you have selected all people, select the number of pieces, DTP and delivery method. In the next phase, all selected files are shown.



## Add recipient

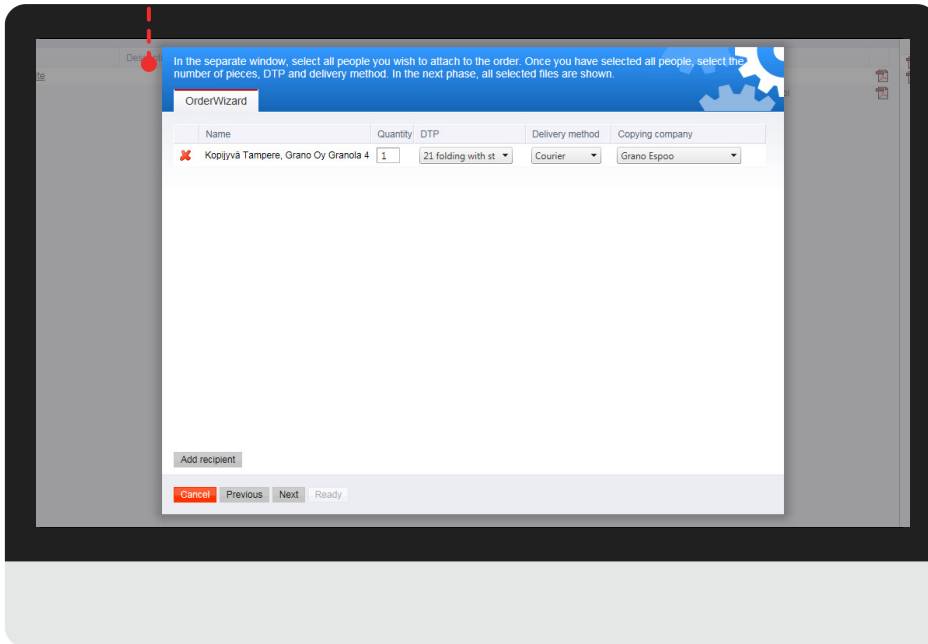
You can search a person by name (last name first name) or by company. Select the persons you want by clicking the check boxes and also from the drop down list the number of persons to be added and then click the Add button. You can add a new recipient by clicking the Add Other button.



# Placing a print order

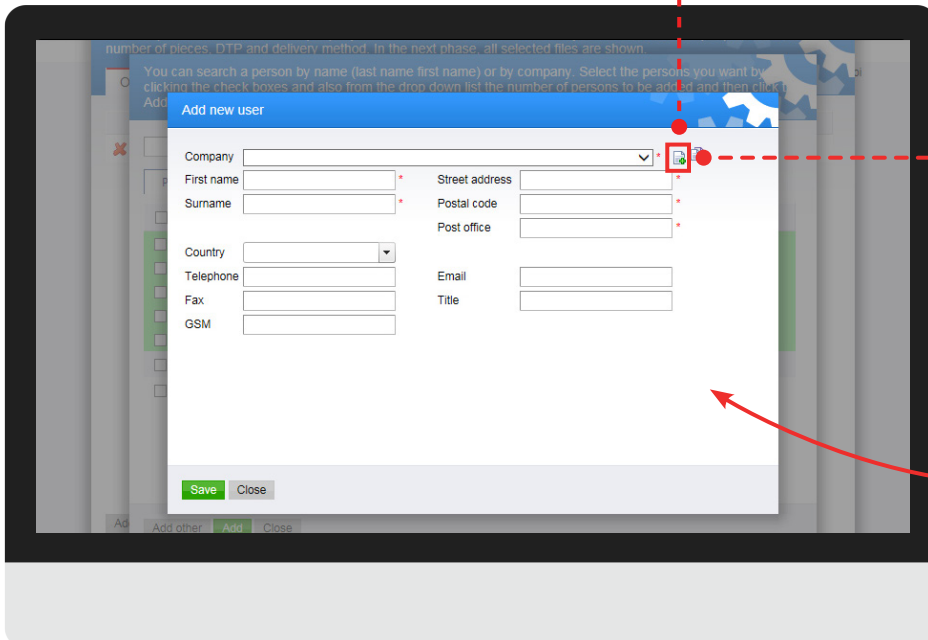
## Finishing

Please select the number of pieces, DTP and delivery method. In the next phase, all selected files are shown.



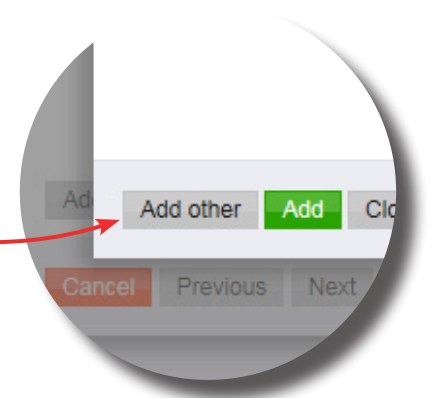
## Add another recipient

Please fill the required fields: Company, First name, Surname, Street address, Postal code and Post office. Finally, click on Save button.



## Add a new company.

By clicking the button, you can add a new company.

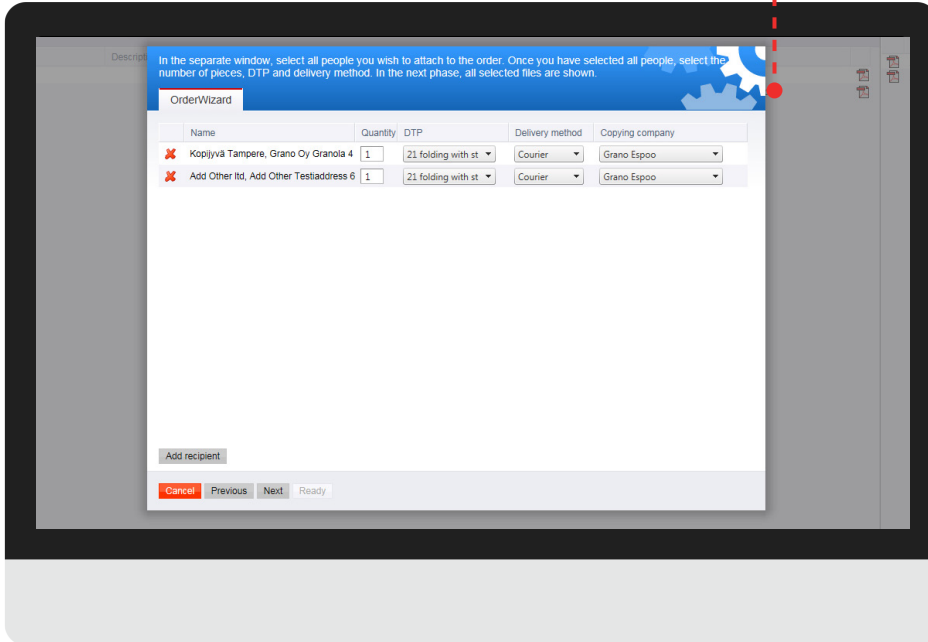




# Placing a print order

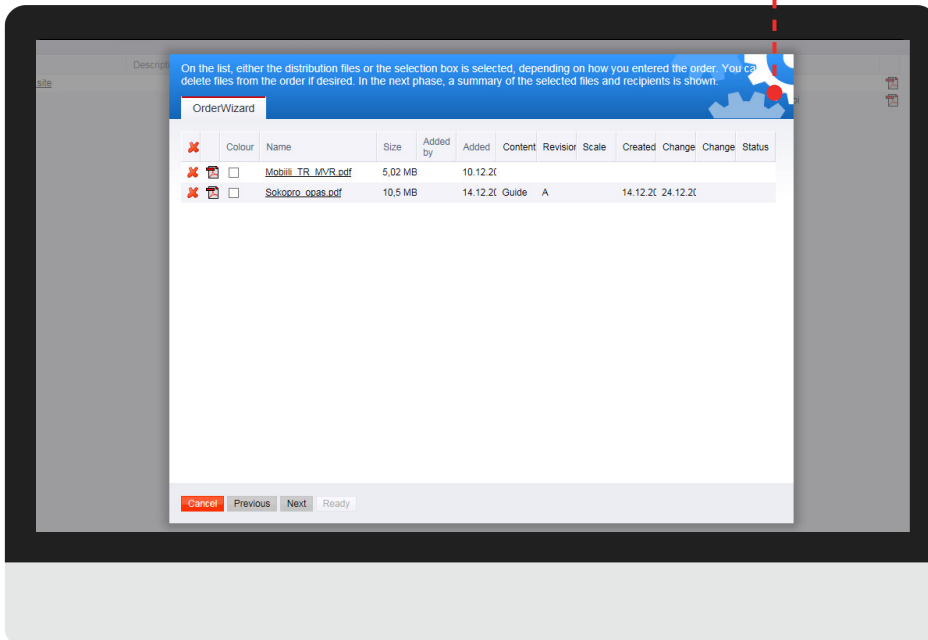
## Add another recipient

After saving the new recipient. Please select the number of pieces, DTP and delivery method. In the next phase, all selected files are shown



## Files

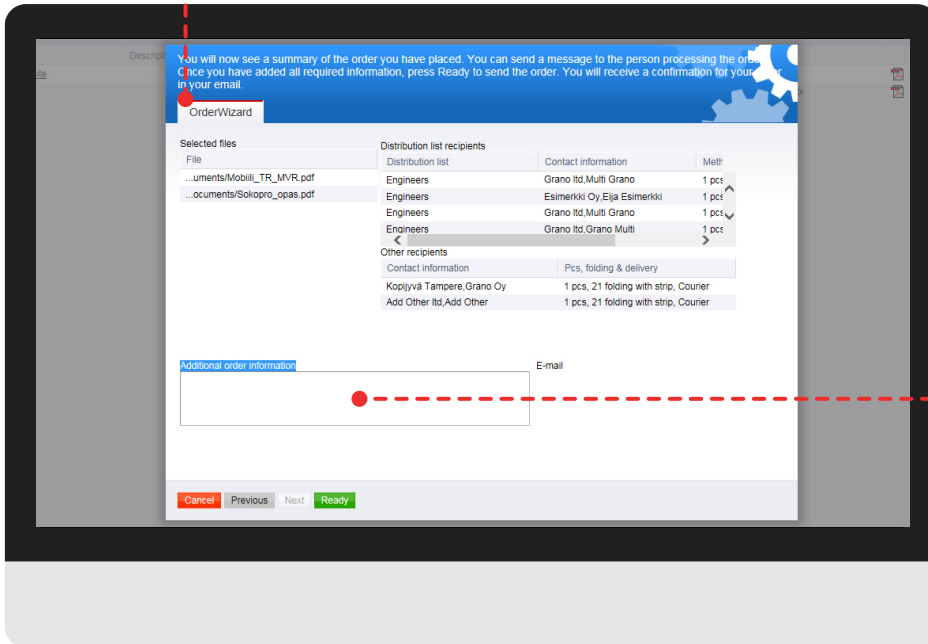
On the list, either the distribution files or the selection box is selected, depending on how you entered the order. You can delete files from the order if desired. In the next phase, a summary of the selected files and recipients is shown.



# Placing a print order

## Order summary

You will now see a summary of the order you have placed. You can send a message to the person processing the order. Once you have added all required information, press Ready to send the order. You will receive a confirmation for your order in your email.



## Please note

Wait until a notification of successful sending appears on the screen.

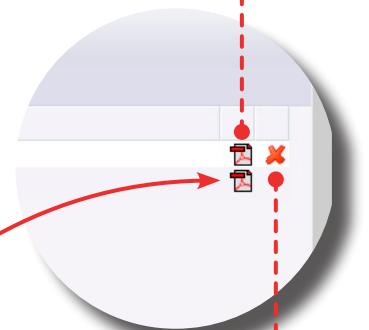
Follow up on the progress of the order on the Deliveries and ordering tab.

## Canceling the order

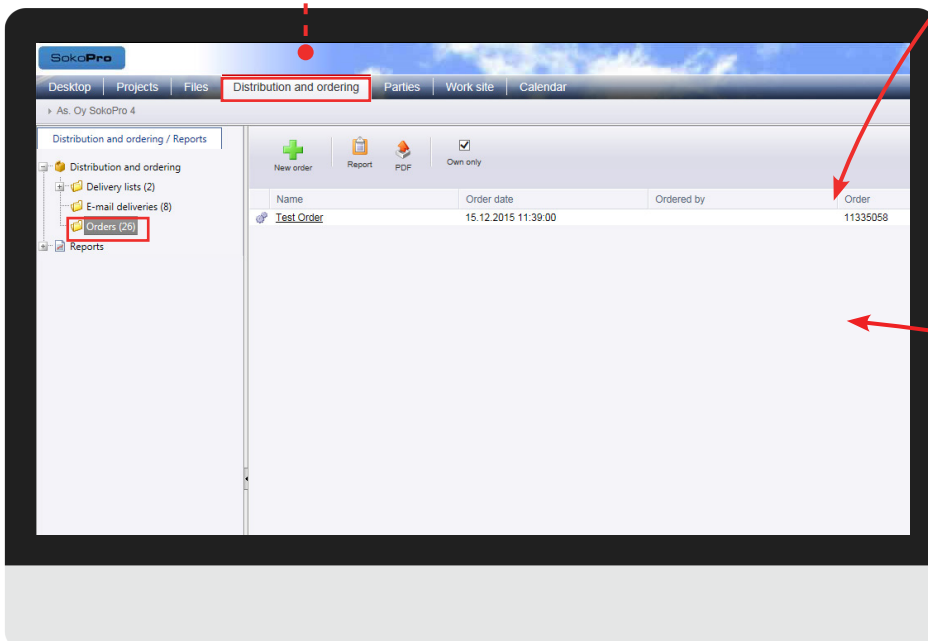
You can cancel the order no later than two hours after it was first placed.

1. Click on the folder Orderson the left.
2. You will be able to view the most recent print orders.
3. Cancel the order by clicking on the red X on the far right of the window.

View the order

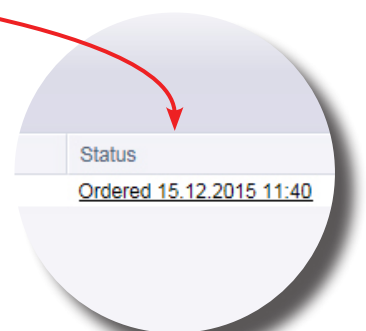


Cancel the order



## Please note!

You can only cancel print orders that you have placed yourself.

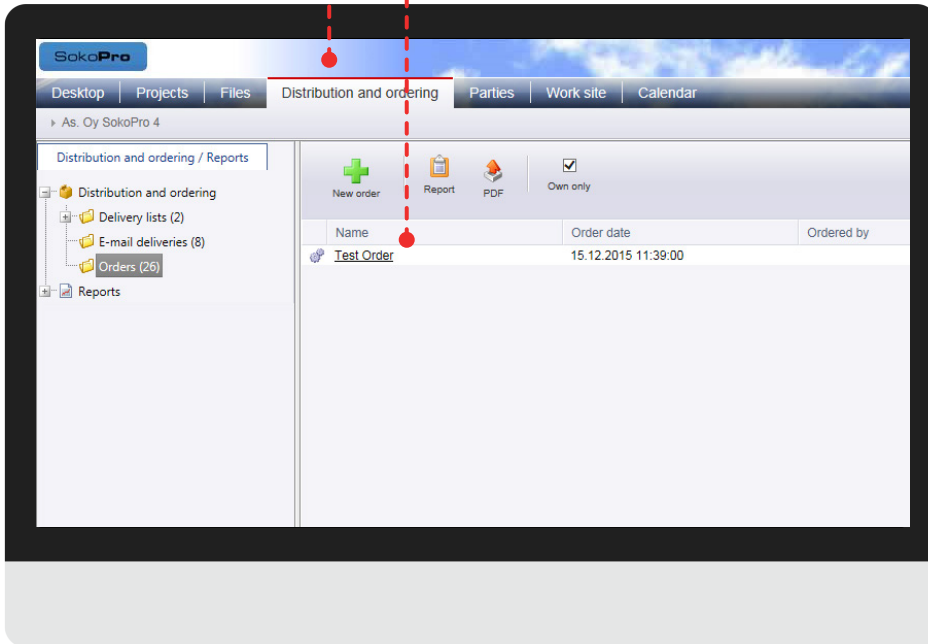


# Placing a print order

## Taking advantage of previous orders

You can utilise the information on previous print orders if the files included in that order were not deleted or edited after the order was placed.

Click on the name of the order to open the old order for editing.

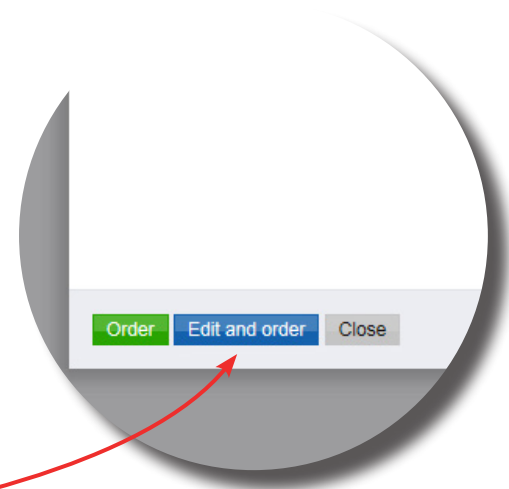
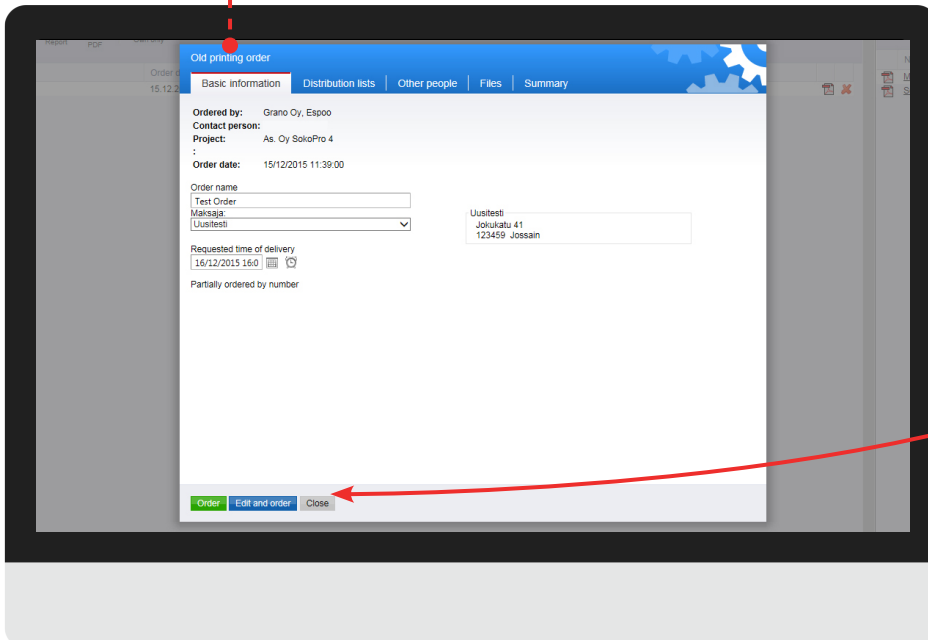


## Taking advantage of previous orders

You can place the same order by pressing the Order button or edit the information of the old order by pressing Edit and order button.

### Please note!

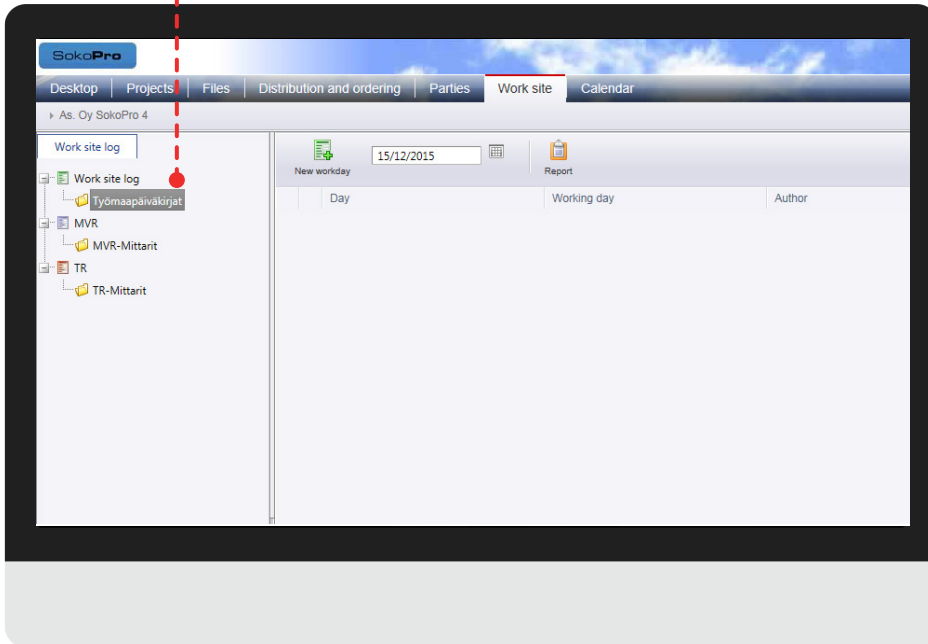
After selecting "Edit and order", proceed as when placing a new print order with the order wizard.



# Work site -tab

## Construction diary

Work site log -improves information management on your construction projects. It also reduces disputes and improves overall communication within the project. For further information, please contact our sales.



## Please note!

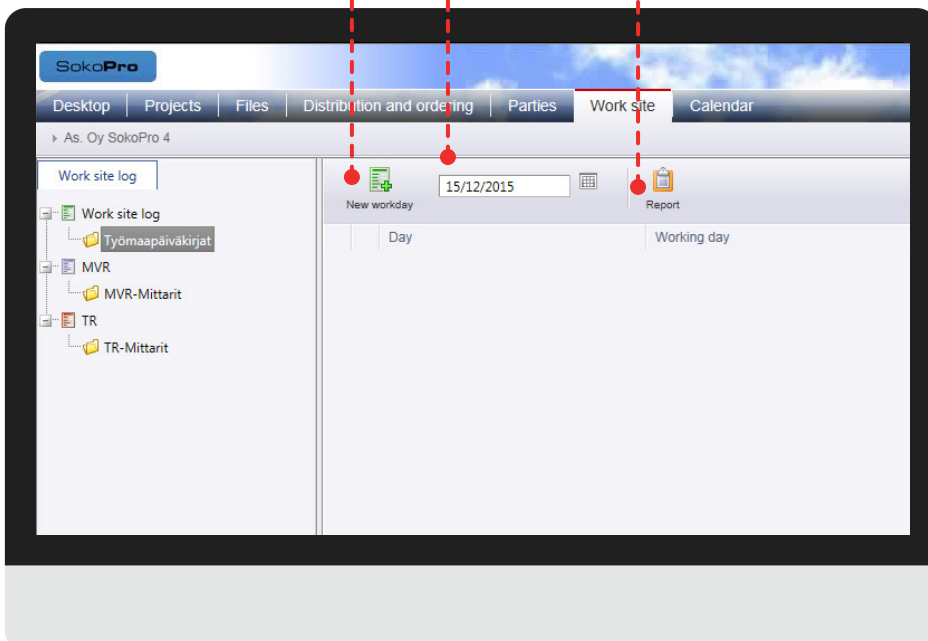
Only master can create a new workday and supervisor can accept the current workday.

## New workday

Create a new workday.

## Calendar

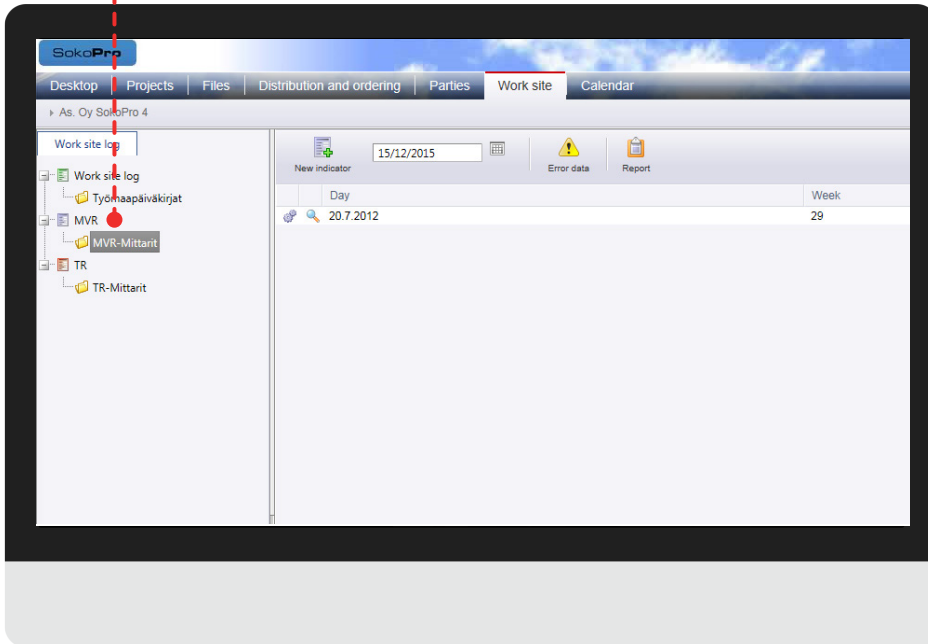
## Report



# Work site -tab

## MVR-indicator

With MVR-indicator you can measure the safety indicator in the construction site. You can add comments and photos on the harvested tasks. For further information, please contact our sales.



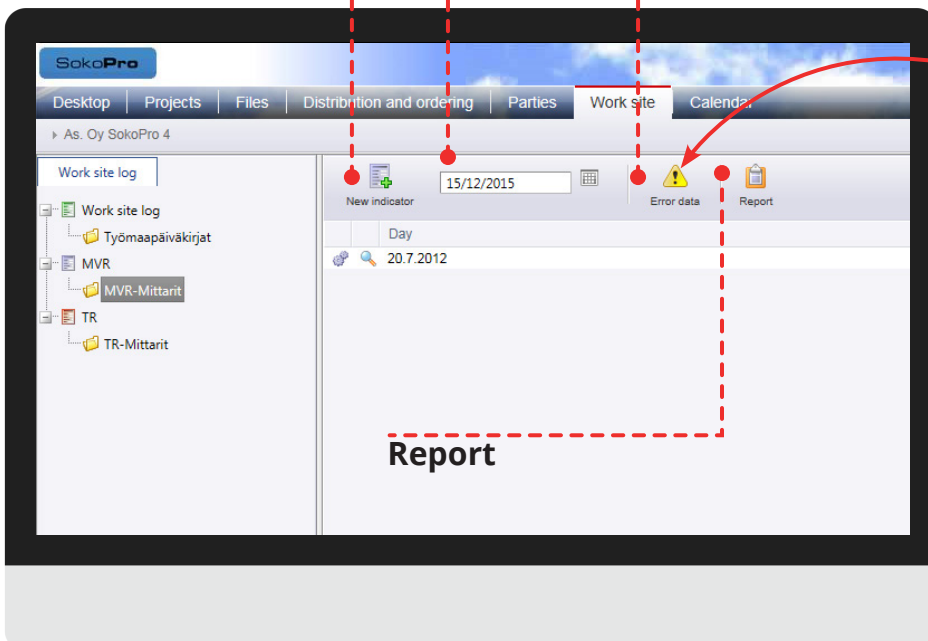
## New indicator

Create a new indicator.

## Calendar

## Error data

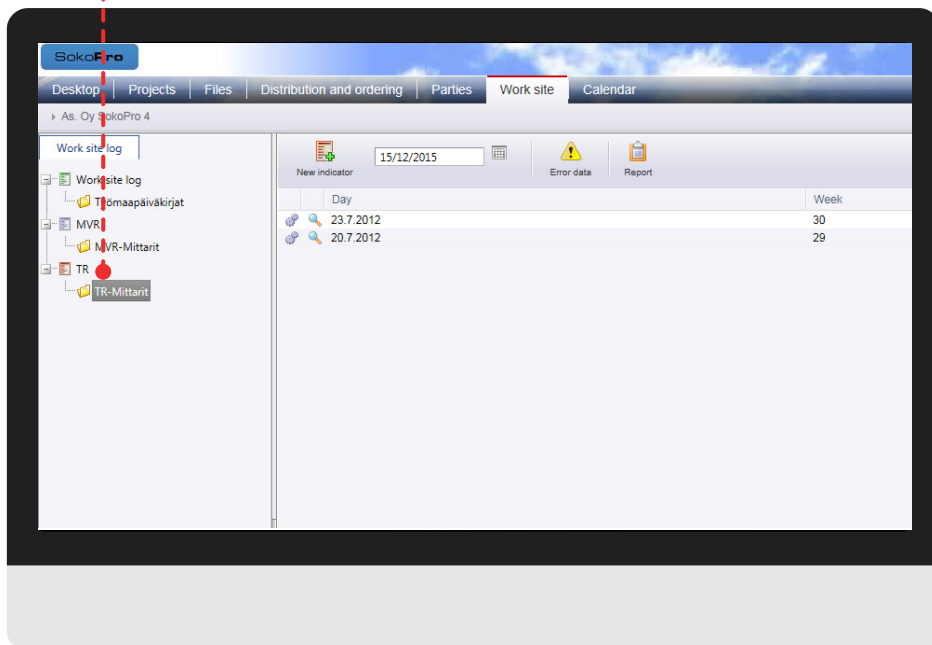
Add error data to MVR-indicator.



# Work site -tab

## TR-indicator

This tool is designed for construction site inspection. You can add comments and photos on the harvested tasks. For further information please contact our sales.



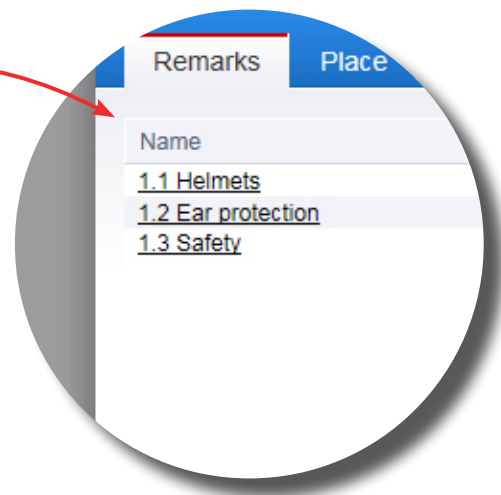
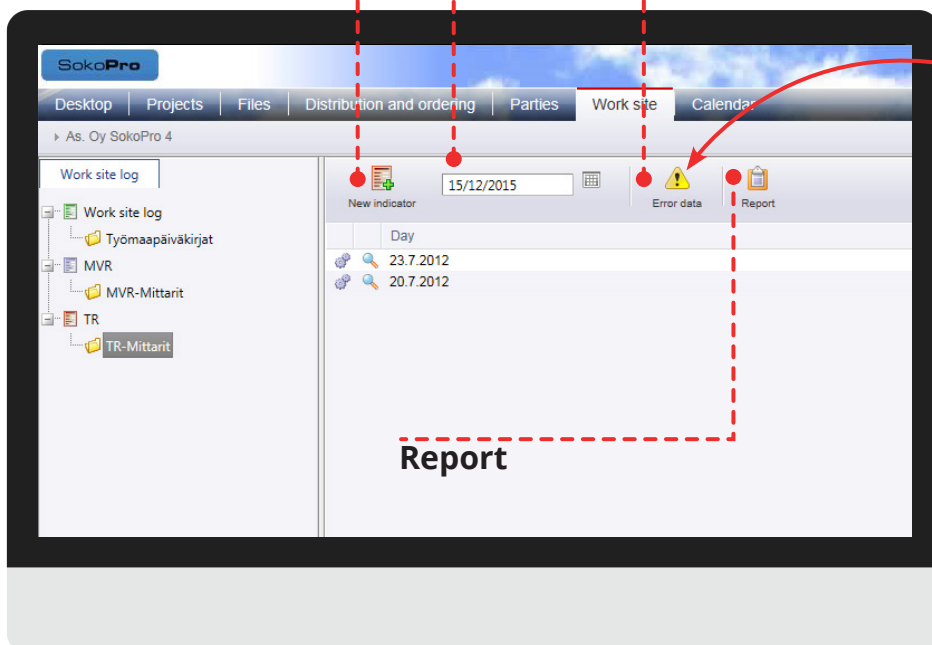
## New indicator

Create a new indicator.

## Calendar

## Error data

Add error data to MVR-indicator.

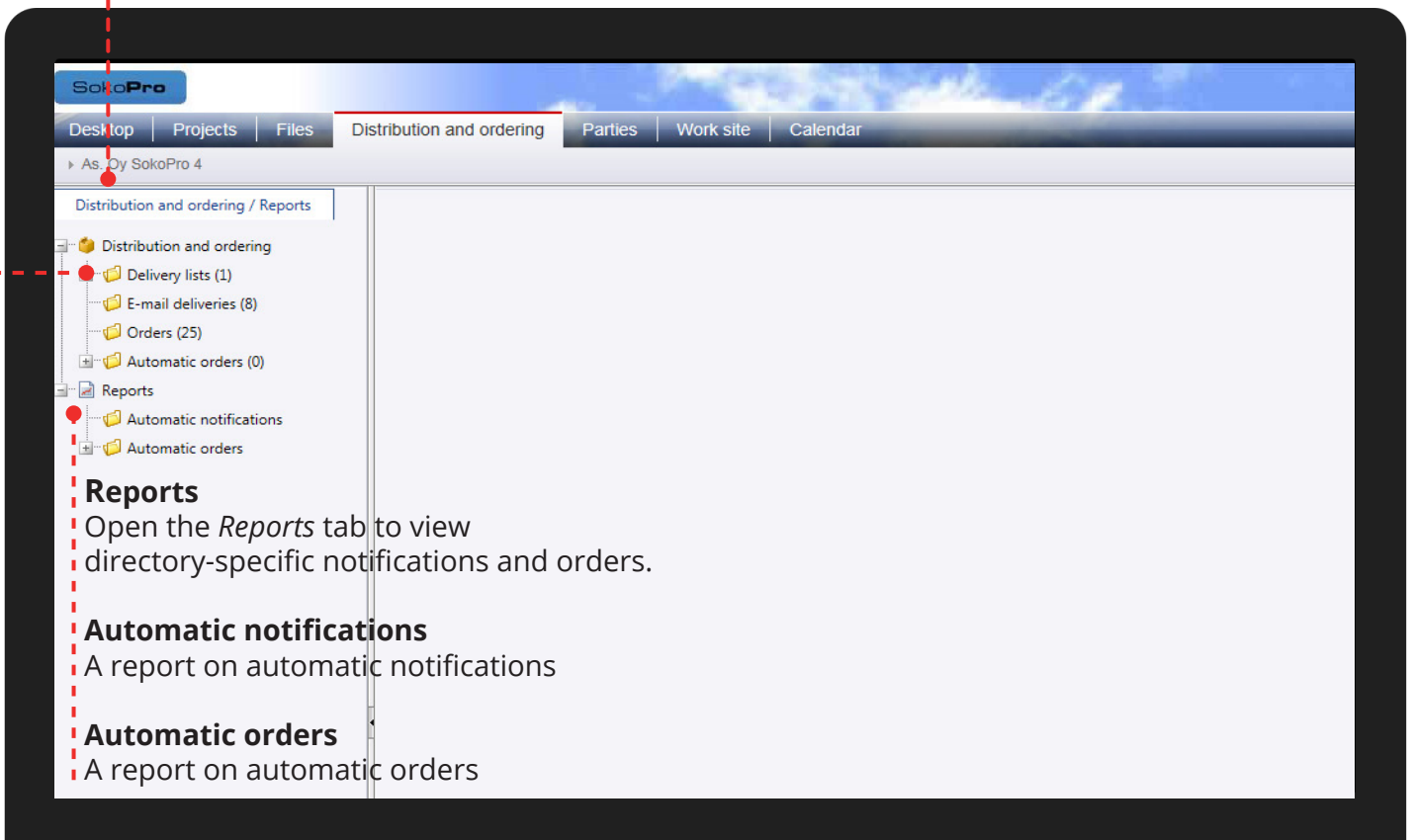


# Deliveries and ordering

## Distribution and ordering

The *Deliveries and ordering* tab includes four main folders, through which you can manage the orders made through the project bank and automatic notifications.

The *Reports* menu shows which project users are sent automatic notifications and automatic orders.



## Delivery lists

The aim of the lists is to make placing orders faster for users.

## Email deliveries

You can send messages to project parties as well as recipients outside of SokoPro.

## Orders

You can renew an order or re-order previously ordered documents. This tool also allows you to view the project's ordering history.

## Automatic orders

Manage automatic orders

# Deliveries and ordering

## New folder

Order delivery lists into folders.

## New delivery list

Create a new delivery list.

## Import from the basket

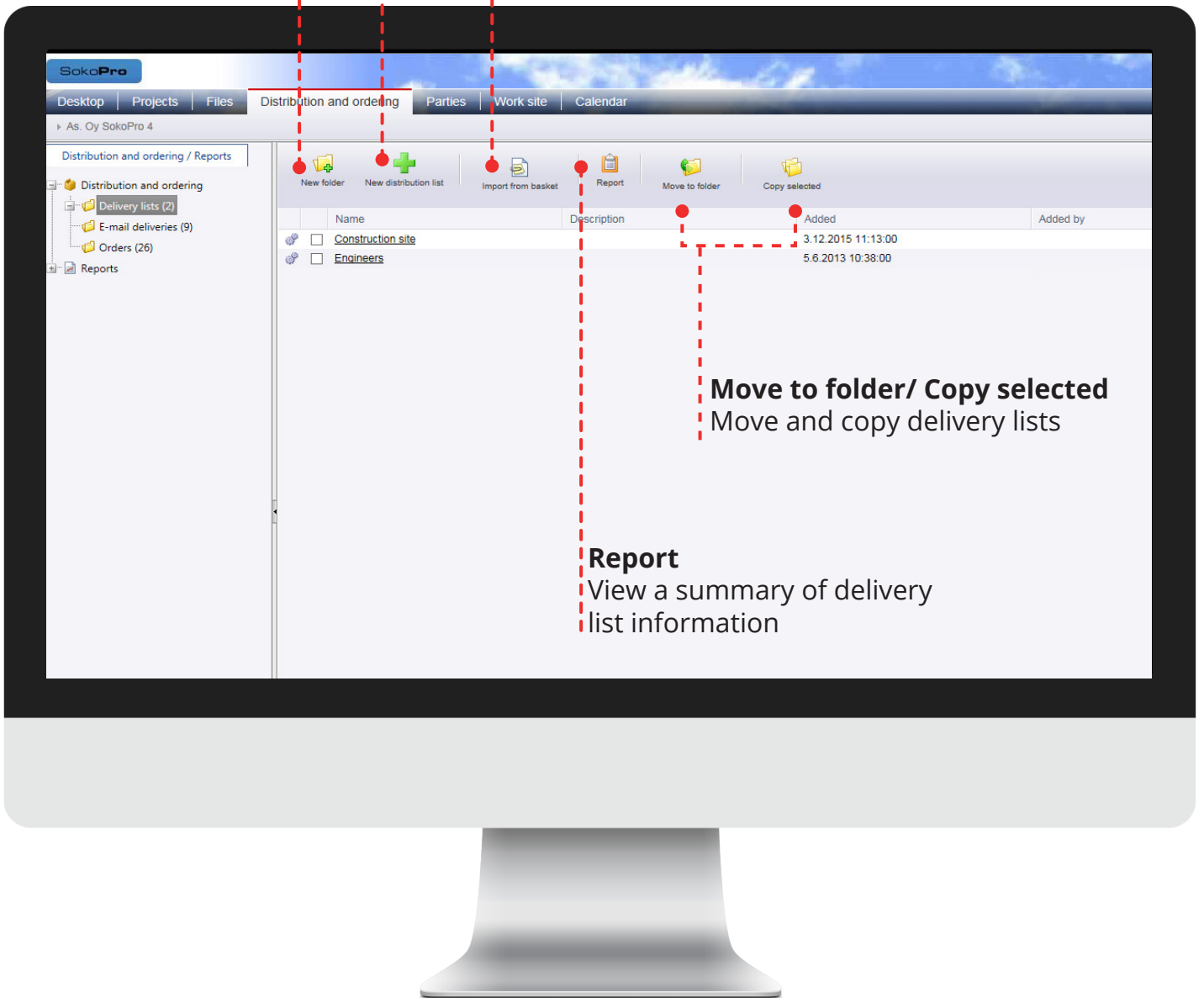
Move a file or files from the selection basket to the delivery list.

## Move to folder/ Copy selected

Move and copy delivery lists

## Report

View a summary of delivery list information



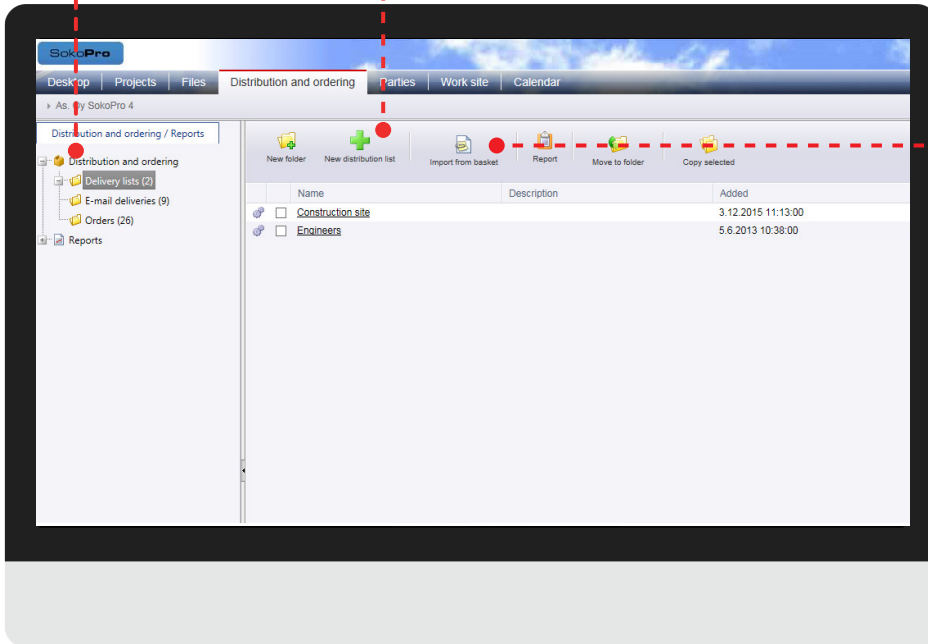


# How to create a delivery list

## Delivery lists

Go to the *Deliveries and ordering* tab and select the *Delivery lists* folder from the directory tree, which is located on the left. Next open the *Delivery wizard* by clicking the *New delivery list* button.

### Step 1

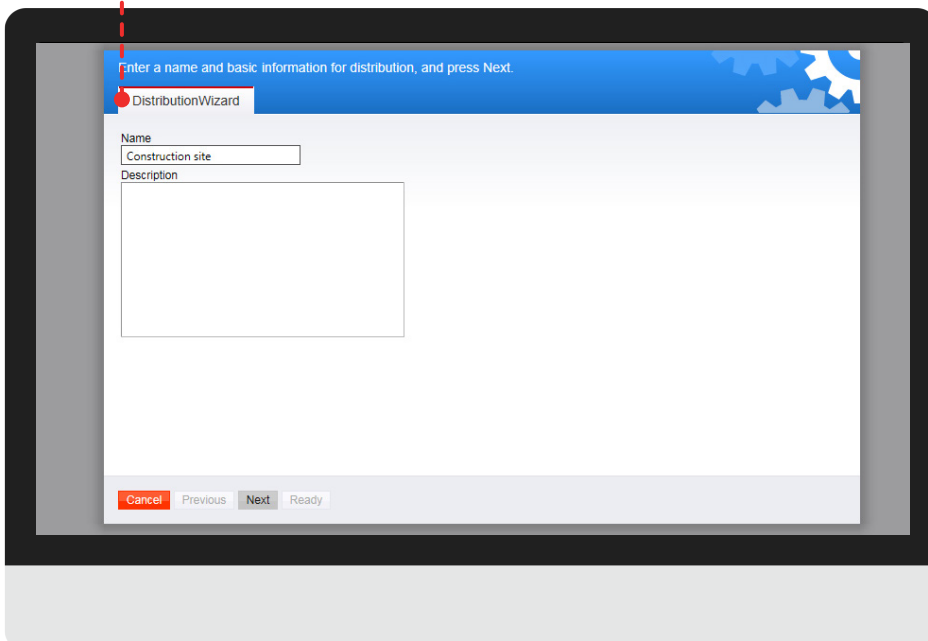


## Import from the basket

Please note! If you wish to add files to the delivery list, first add the files to the selection basket before creating the delivery list. Alternatively you can add files to the delivery list using the *Delivery wizard*.

## Wizard

Enter a name and a description for the delivery wizard if necessary. Then click the *Next* button.

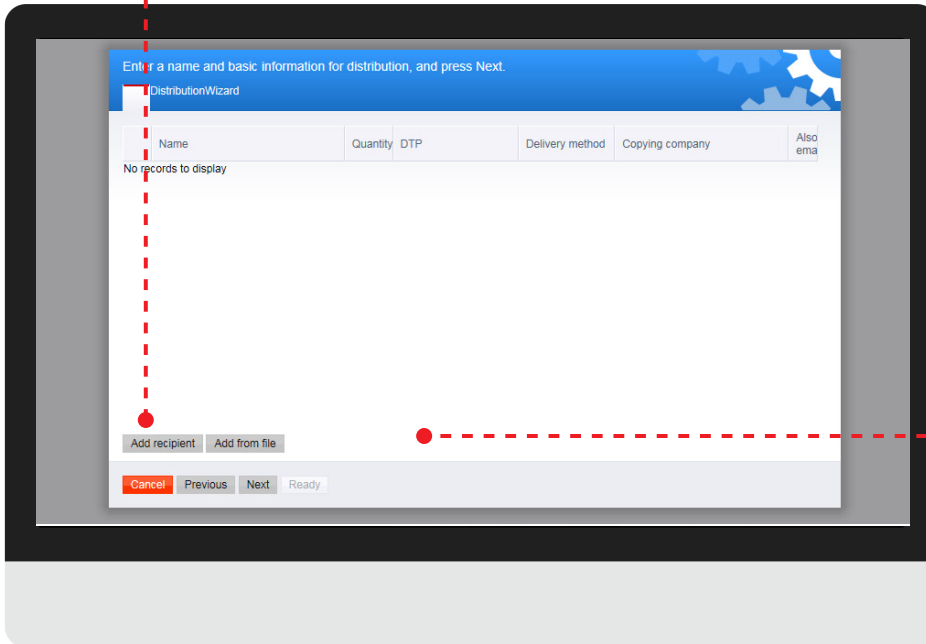


# How to create a delivery list

## Add recipient

Next add recipients for the delivery list.  
Click the *Add recipient* button.

## Step 2



## Add from file

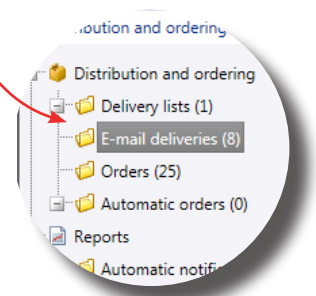
You can also import recipients from a txt file. The template can be seen below:

	A	B	C	D	E	F	G	H	I	J
1	*		Project name							
2	Name	Address1	Tel.	Contactperson1	Address2	Fax	Contactperson2	Address3	Address4	
3	Grano ltd	Vesikuja 4	20035211	Grano Multi	00100 Helsinki		Grano Multi		helpdesk@sokopro.fi	
4	Grano ltd	Vesikuja 5	20035211	Multi Grano	00100 Helsinki				helpdesk@sokopro.fi	
5										
6										
7										
8										

## Template

The fields and headings must follow the order shown in the template even if some of the fields are left empty. Be sure to also include the \* symbol in cell A1. Create an Excel template and enter the correct information. Save the file in \*.txt format and find the file on your computer by using the Browse button. Save the information to the delivery list using the *Add from file* button. Check the contact information and click *Save*. You can utilise the delivery list in the Email delivery tool.

Please note! If you create the template in Excel, save the table as a txt file.

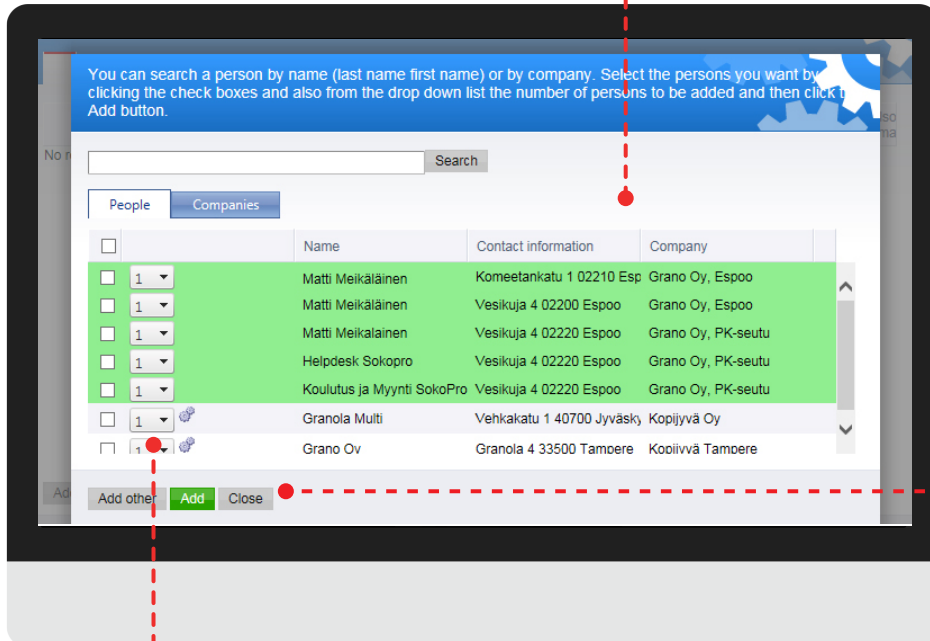


# How to create a delivery list

Step 3

## Wizard

Add recipients based on name or company. Select a recipient by checking the option on the left of the person's name.



## Add recipient and close

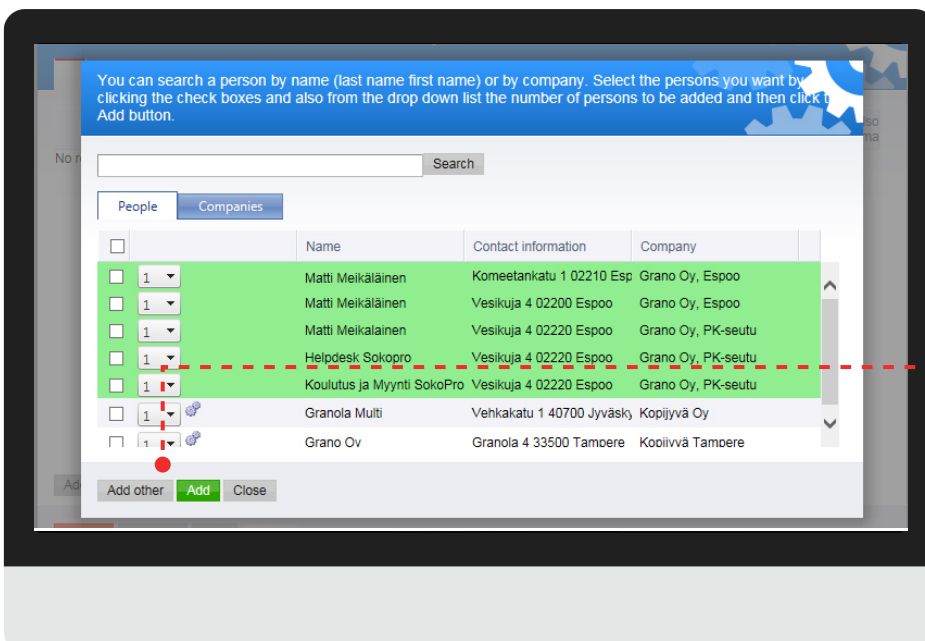
Select recipients and number of items. After this you can add recipients using the *Add* button. Next click the *Close* button.

## The number of recipients

The number of items (pcs) indicates how many times the person is included in the print form, not the number of print series. Print series are selected in the next step. If you want a recipient to receive a series both with and without strips, you should indicate this by having two pieces in the box.

## Add other

If you wish to add users from outside of SokoPro to the delivery list, click the *Add other* button and enter the recipients' information.

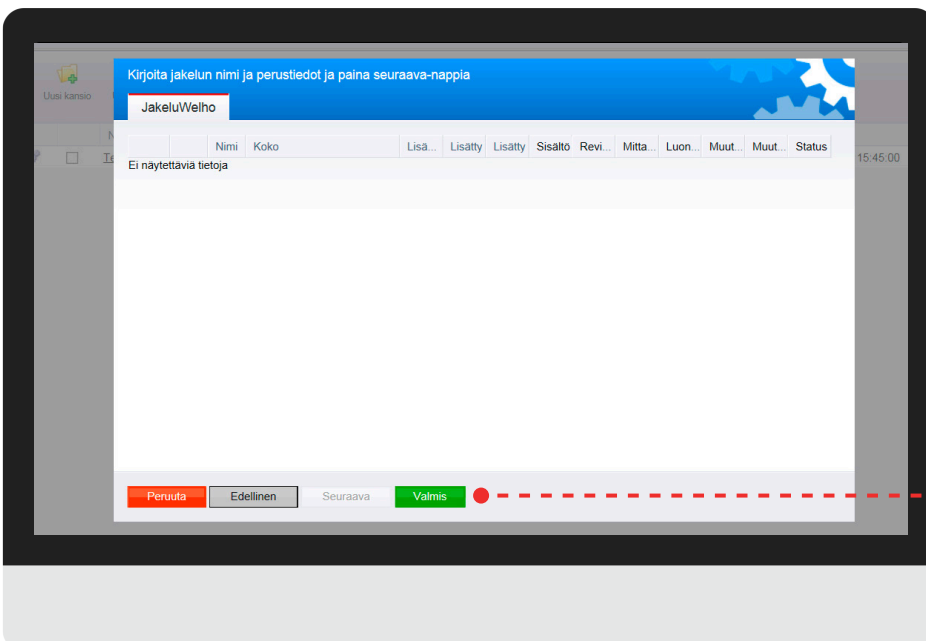
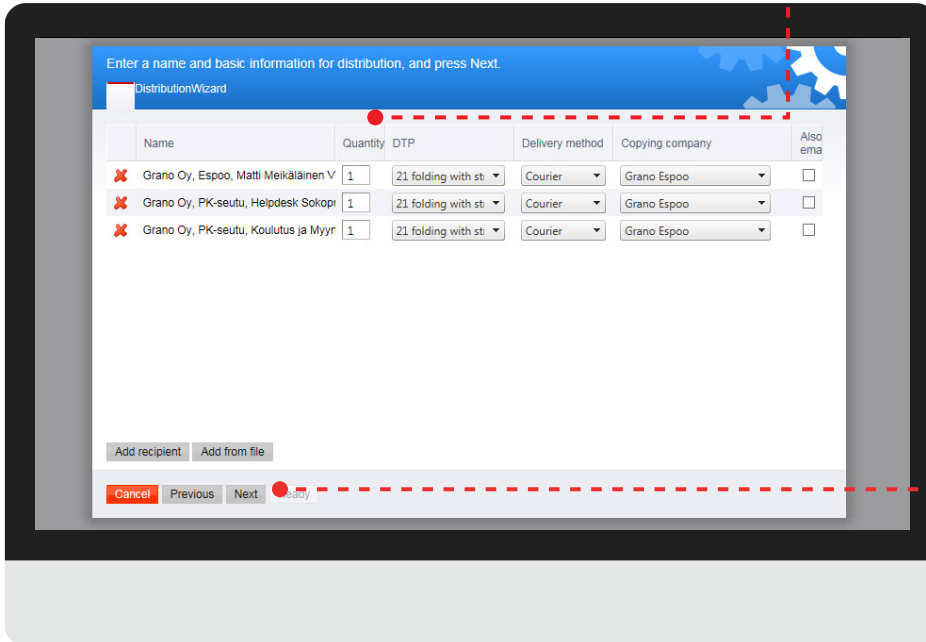


# How to create a delivery list

## Step 4

### Quantity

Choose quantities, finishings, delivery methods and the service provider. After this click the *Next* button.



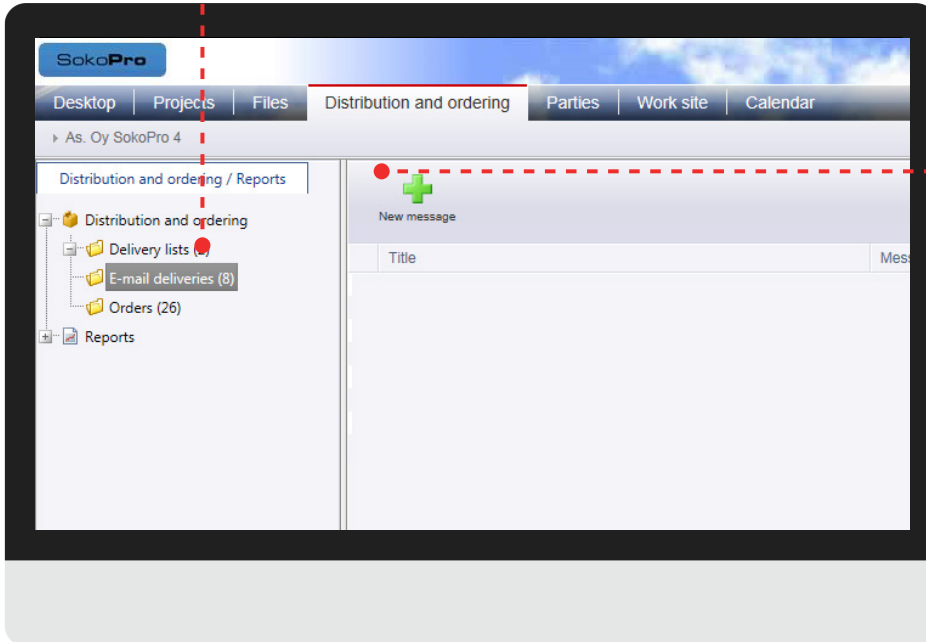
## Step 5

### Ready

Save the delivery list you created by clicking the *Ready* button. After this you can use the delivery list when placing orders

# Email delivery

**Email delivery**  
Select E-mail deliveries folder and press on New message -button.

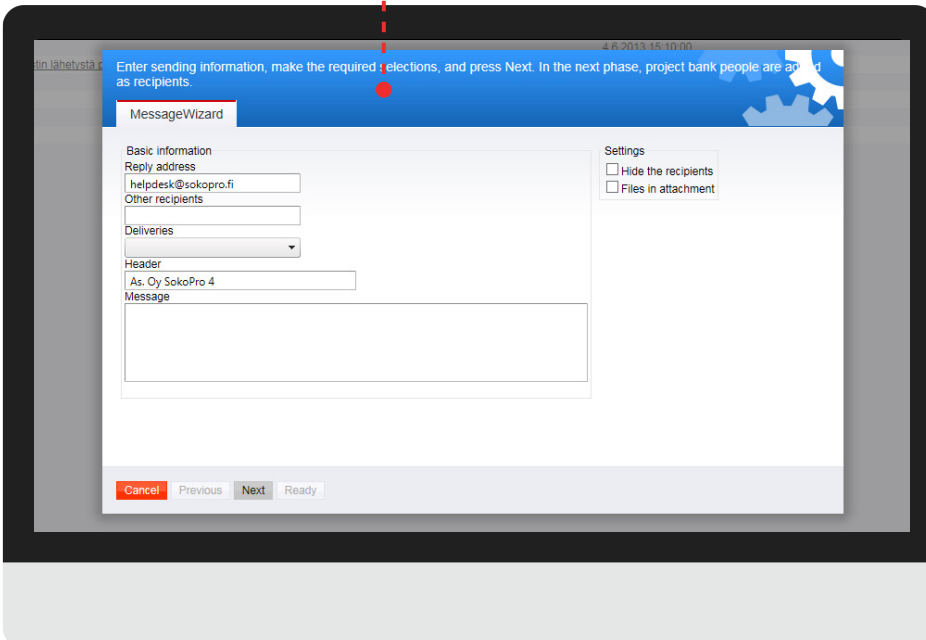


## Step 1

**New message**  
Create a new message.

## MessageWizard

Enter sending information, make the required selections, and press Next. In the next phase, project bank people are added as recipients.



## Step 2

### Settings

*Hide the recipients* -hides the recipients' email addresses from the message.

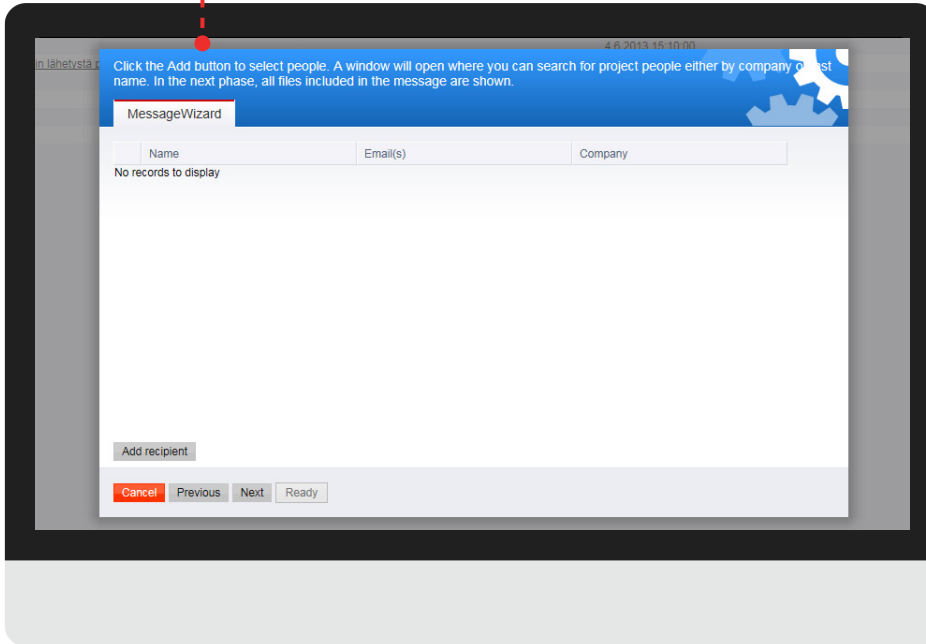
The *Files in attachment* -option adds the files included in the selection list to the message as email attachments. If this box is not checked, the email will only contain links to the files in the selection list.

# Email delivery

## Step 3

### Email delivery

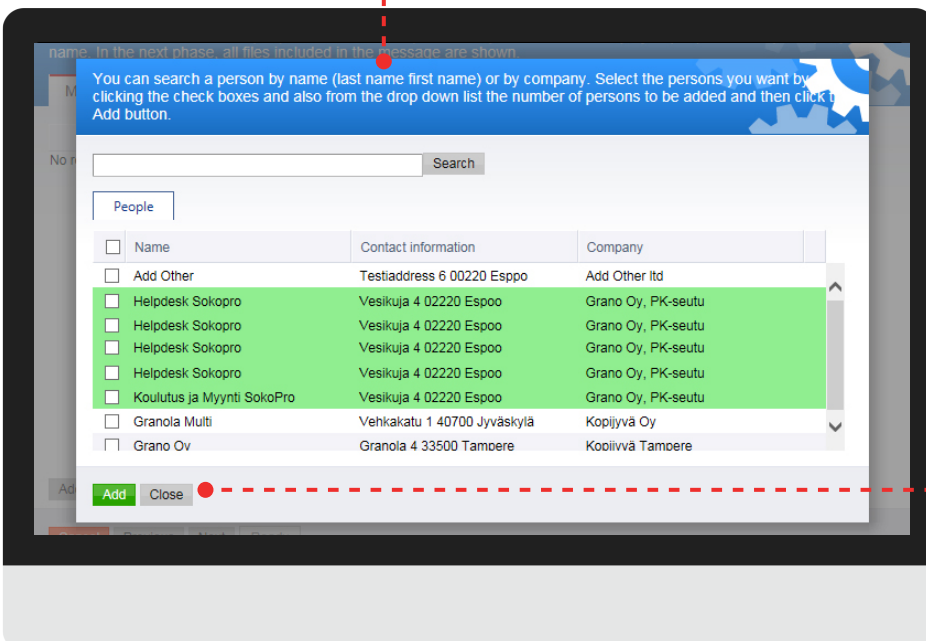
Click the Add button to select people. A window will open where you can search for project people either by company or last name. In the next phase, all files included in the message are shown.



## Step 3

### Email delivery

You can search a person by name (last name first name) or by company. Select the persons you want by clicking the check boxes and also from the drop down list the number of persons to be added and then click the Add button.



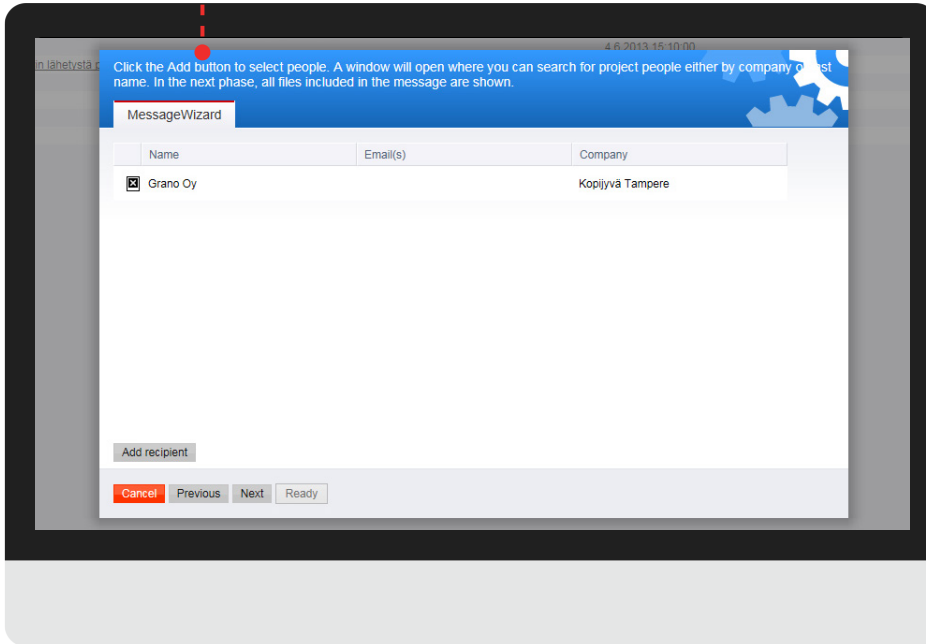
Add recipients and click on Close-button.

# Email delivery

## Step 3

### Email delivery

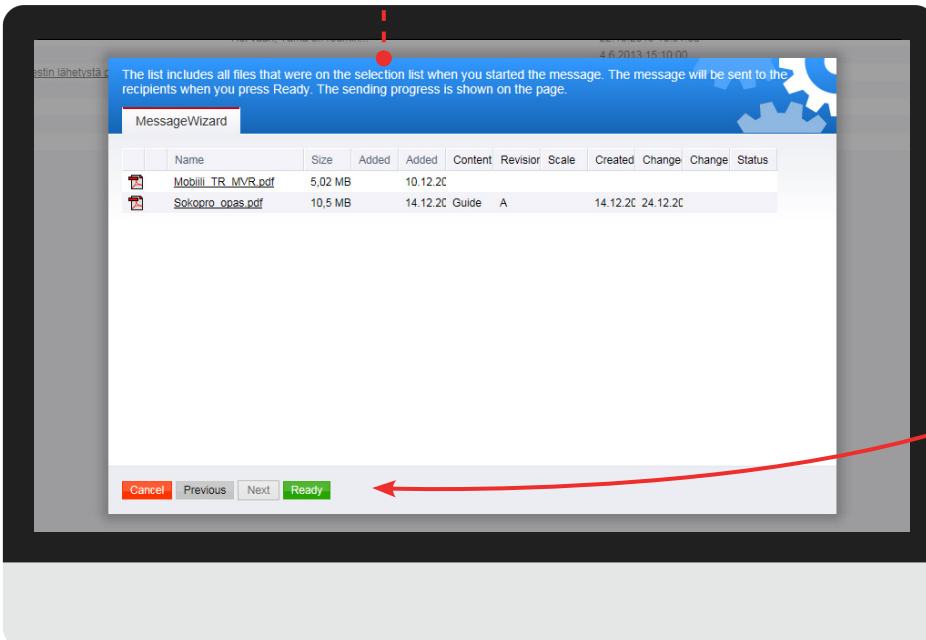
Click the Add button to select people. A window will open where you can search for project people either by company or last name. In the next phase, all files included in the message are shown.



## Step 4

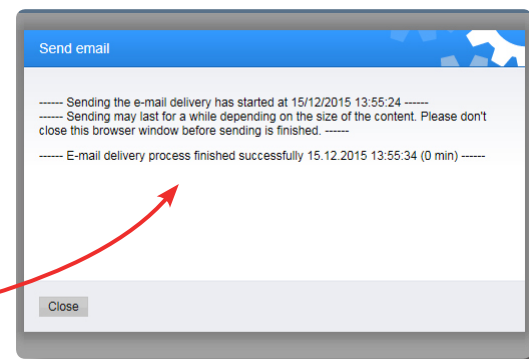
### Email delivery

The list includes all files that were on the selection list when you started the message. The message will be sent to the recipients when you press Ready. The sending progress is shown on the page.



### Please note!

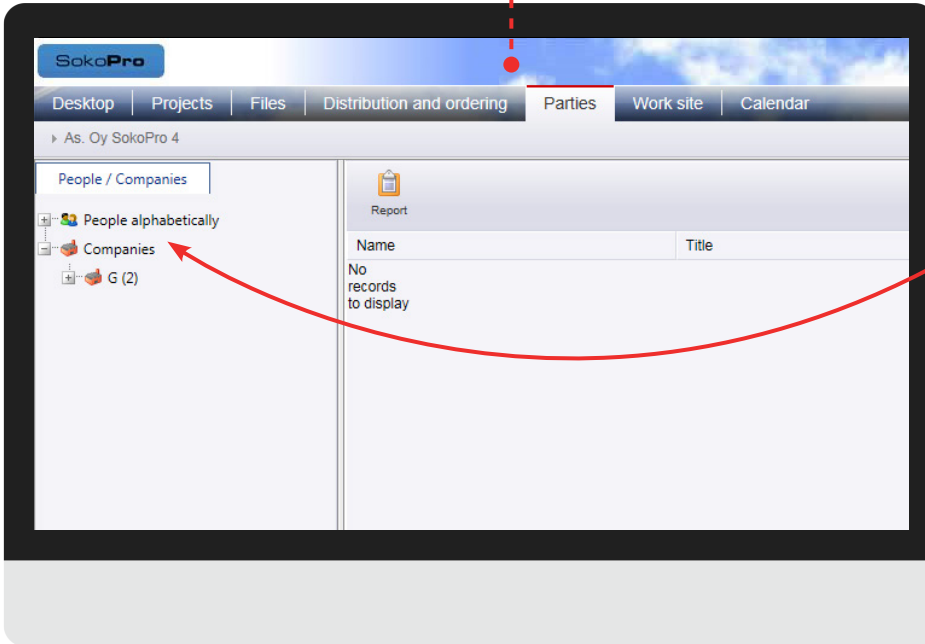
Please wait that the e-mail is delivered successfully.



# Parties-tab

## Parties tab

The Parties-tab features the contact information of the people who are involved in the project.



### Directory tree

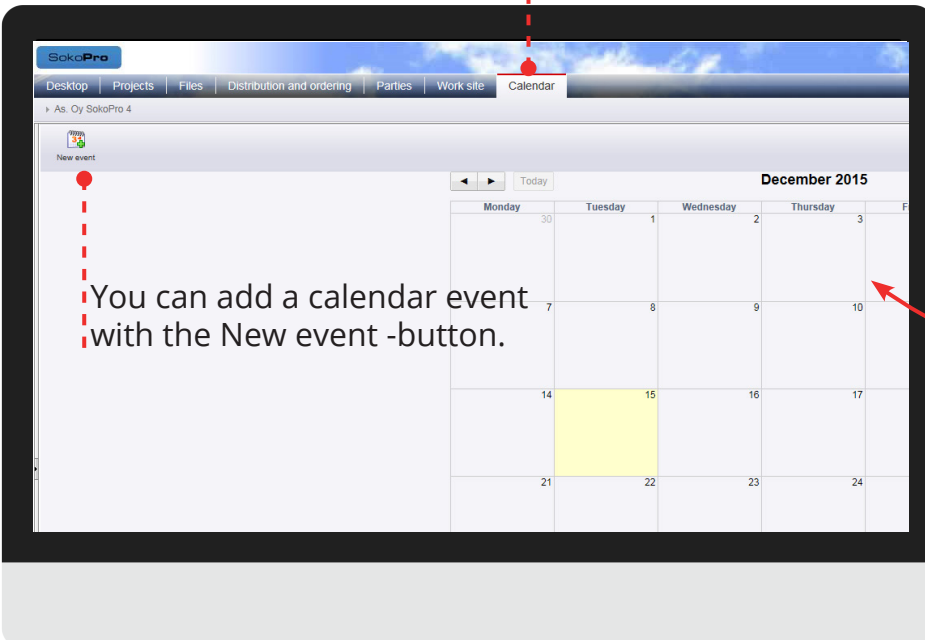
The directory tree offers two different methods for sorting the contact information:

- 1.) By people alphabetically (organises the users by the initial letter of the surname)
- 2.) By company (organises users by grouping them by their companies)

# Calendar

## Calendar

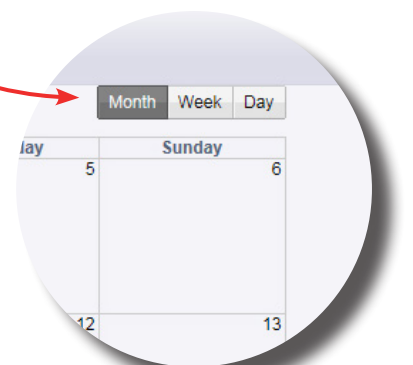
A project bank features a project-specific calendar that can be opened by selecting the "Calendar" tab. The calendar allows you to add events and link people to them. The people you link will be notified about the events by email.



You can add a calendar event with the New event -button.

### Calendar

Show calendar by Month, Week or Day.





# Calendar

## New calendar event

You can add a calendar event with the New event -button. Select start and end dates and times, a subject and a description if needed. If desired, you can add people from your project to the event. They will be informed about the event by email.

Uusi kalenterimerkintä

Time  
29/12/2015 06:00  
29/12/2015 06:00

Subject

Description

Persons  
Grano Oy, Espoo, Meikalainen Matti  
Grano Oy, PK-seutu, Meikalainen Matti  
Grano Oy, Espoo, Meikalainen Matti  
Grano Oy, PK-seutu, SokoPro Helpdesk  
Grano Oy, PK-seutu, SokoPro Koulutus ja Myynti

Save Close

## Save-button

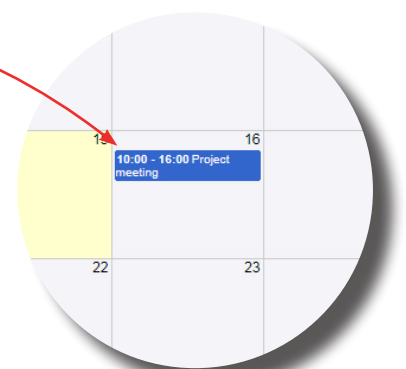
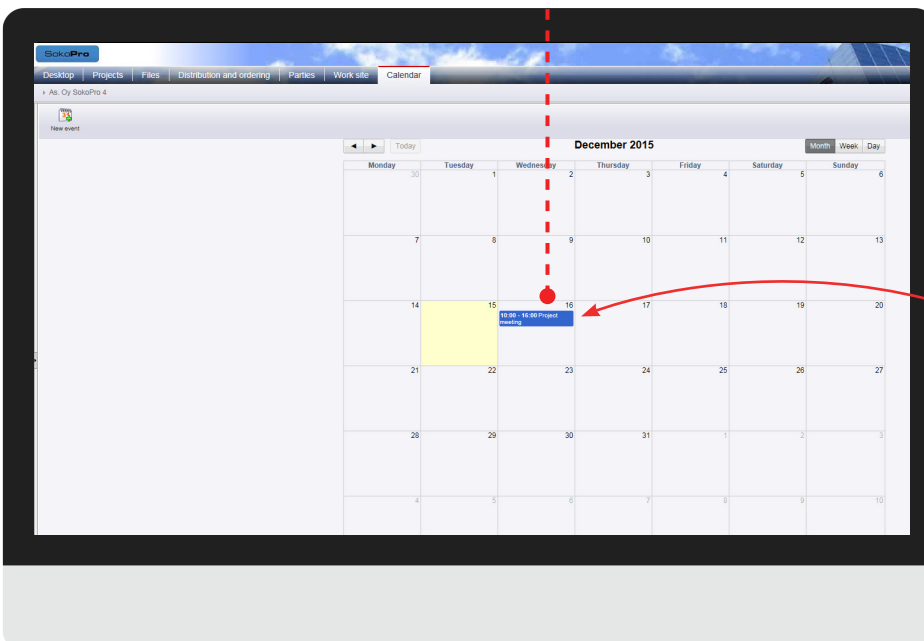
Finally, remember to press the Save-button.



Selected recipients will be informed by email.

## Please note!

Select the event by clicking its header, and the event window will open. You can edit or delete the event by using the Save and Delete buttons.

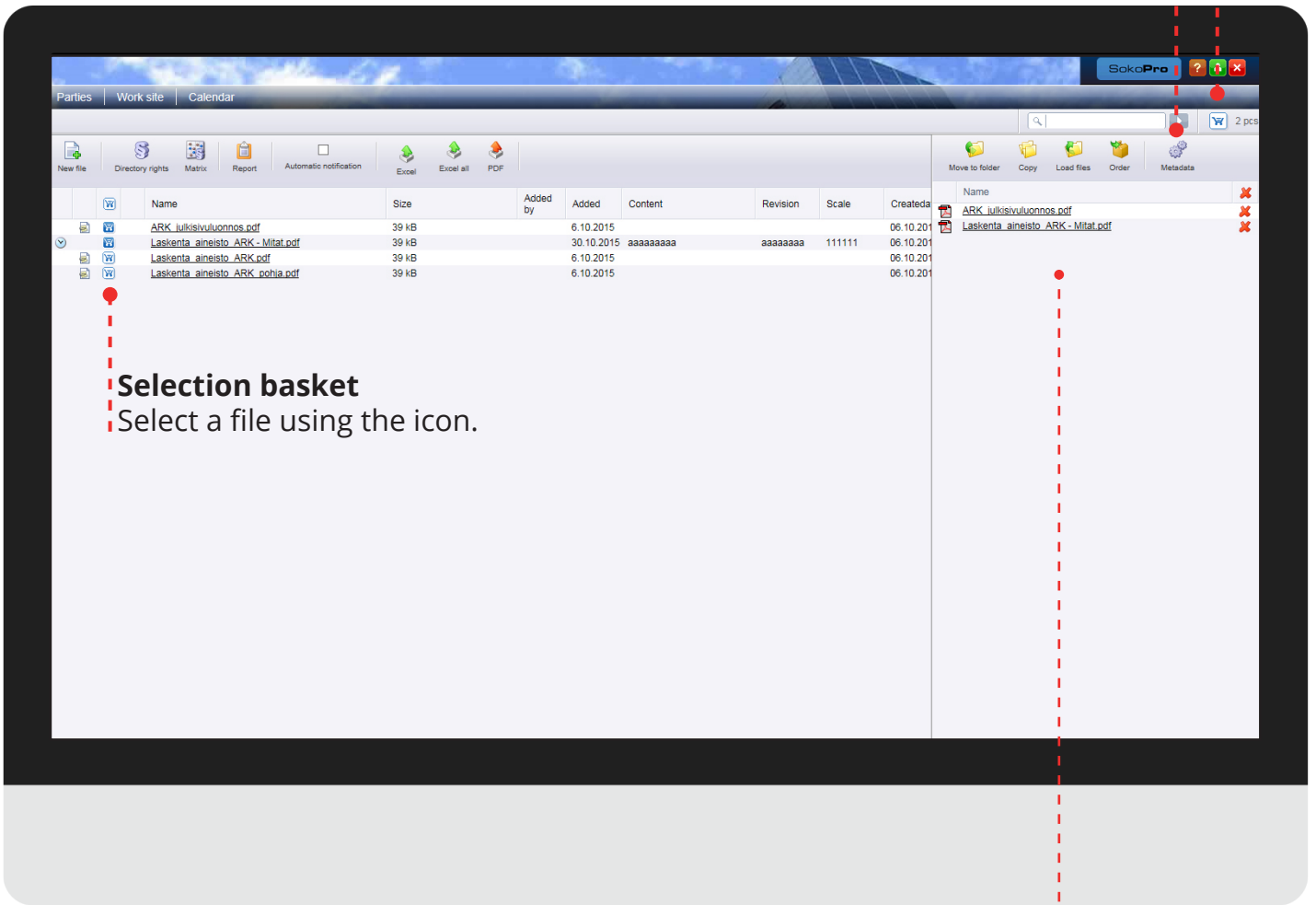


# Metadata editor

## Metadata tool

With this tool you can edit the metadata of several files at once. For example, you can change the revisions of saved files.

## Shopping cart



## Selection basket

Select a file using the icon.

## Metadata

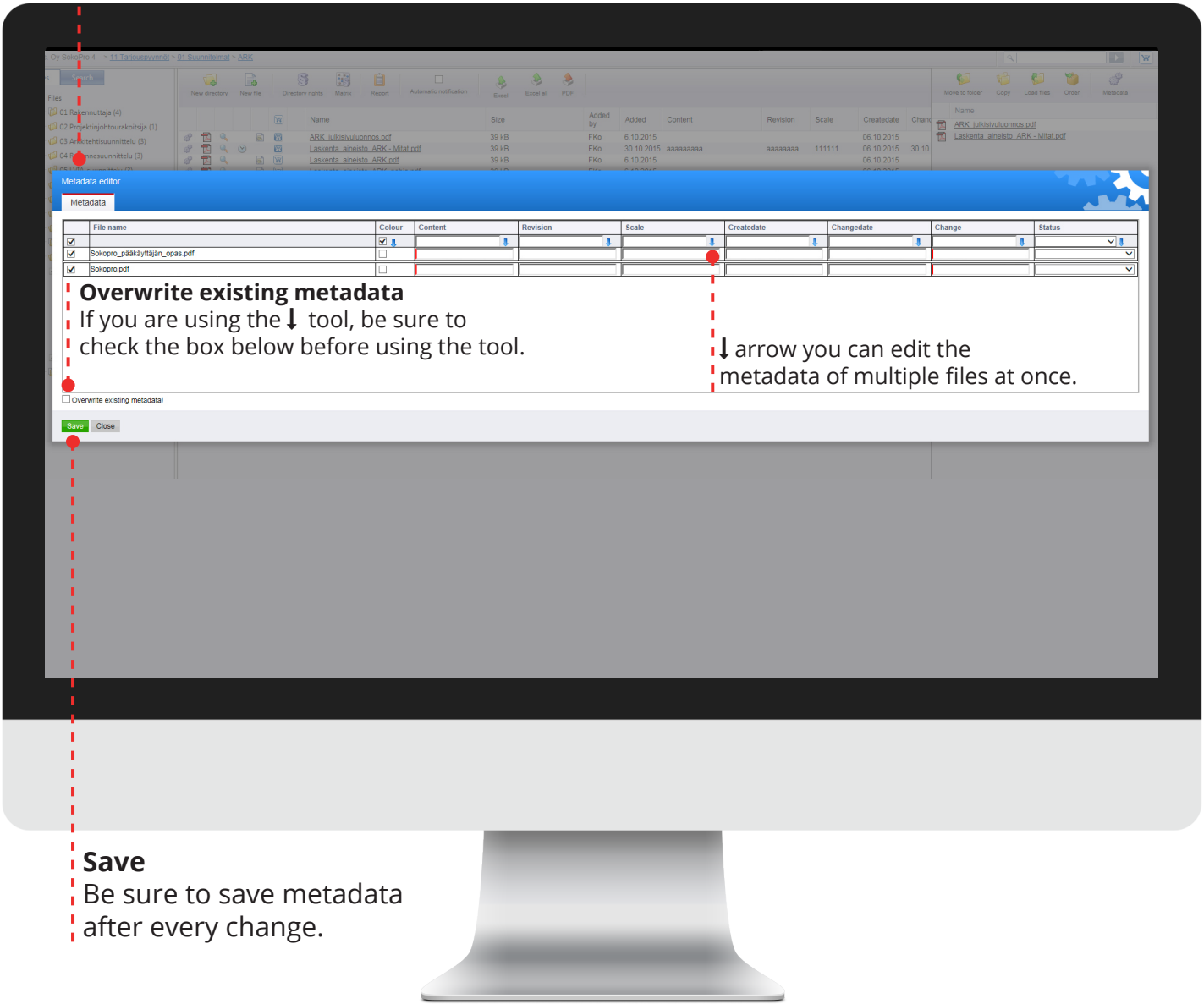
Use the selection basket to select a file and edit its metadata. Open the selection basket using the shopping cart icon located on the upper right-hand corner.

After this you can view the selected files in the selection basket. Click the *Metadata* button to edit the files' metadata.

# Metadata editor

## Metadata Editor

The example below shows the *Metadata* tool in its entirety. You can edit different fields and save the files and their updated metadata in the SokoPro service.



## Overwrite existing metadata

If you are using the ↓ tool, be sure to check the box below before using the tool.

↓ arrow you can edit the metadata of multiple files at once.

## Save

Be sure to save metadata after every change.