

Default Folders Explained

Summary

This tutorial covers the default folders in the Documents section of your project and guides you through uploading files to share with subcontractors or bid packages. Understanding these folders ensures efficient organization and secure sharing of project documents, helping you collaborate effectively with your team and bidders.

Prerequisites

- An active BuilderPal account.
- Access to a project in BuilderPal.

Definitions

Sharing Documents with Subcontractors

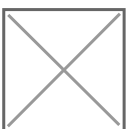
Documents that are shared with subcontractors will be visible to all subcontractors in their project documents page. That way it is easy for them to reference any files or links that you want to share across all subcontractors under your project.

Sharing Documents with Bid Packages

Documents that are shared with bid packages will appear on all bid conversations with trades (no matter the bid package). Documents that are attached to individual bid packages will be visible to any trade that is approved to bid on the bid package. However if "Share with Bid Packages" is toggled on for the document, it will be visible to any trade that is approved to bid on ANY bid package. These documents will be visible under the "Document" tab in the Bid Conversation. This is so you can share documents with all prospective bidders on every bid package quickly and easily.

Steps

To begin, navigate to Documents within your project.



Upload a file to share with subcontractors.

Click **Upload**, select **Add files from device...**, choose your file, check **Share these files with subcontractors**, then click **Continue** and **Upload**.



Upload a file to share with bid packages.

Click **Upload**, select **Add files from device...**, choose your file, check **Share these files with bid packages**, then click **Continue** and **Upload**.



Confirmation

The uploaded file appears in the designated folder under Documents, visible to the selected audience (subcontractors or bid packages).

FAQ

Q: What happens if I don't select a sharing option during upload?

A: The file will be uploaded to your private project documents and won't be shared automatically.

Q: Can I share a file with both subcontractors and bid packages?

A: No, each upload is designated for one audience; upload the file twice if needed for both.

Q: How do I know which folder a file is in?

A: Files shared with subcontractors appear in the "Subcontractors" folder, while those for bid packages are in the "Bid Packages" folder.

Q: Is there a limit to the number of files I can upload?

A: Limits depend on your BuilderPal plan; check your account settings for details.

Q: Can I delete or edit uploaded files?

A: Yes, navigate to the file in Documents and use the edit or delete options.

Related Articles

- [Upload Files and Folders](#)
- [Creating and Using Folders](#)
- [Upload Types](#)
- [Rename / Delete Documents](#)

Metadata

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