

Upload Files & Photos

Summary

This tutorial covers how to upload files and photos directly into your BuilderPal projects from various sources, helping you keep all job-related documents centralized. Effective uploading ensures quick access for your team, streamlines collaboration, and creates a reliable audit trail for progress tracking and compliance.

Prerequisites

- You must have access to an active project in BuilderPal.
- Prepare your files or photos on your device, Google Drive, or Dropbox beforehand.
- No special permissions required beyond your assigned role.

Steps

1. **Open the create menu and select upload type.** Click the plus button in the bottom center of your screen and select **File** or **Photo** from the list of create options.



2. **Choose your upload source.** Select whether to upload your photo or document from existing project documents, your device, a Google Drive share link, or a Dropbox share link.



3. **Confirm the project selection.** Ensure the correct project is selected to associate the upload properly.



4. **Set sharing options.** Choose if you want to share the file with subcontractors and bid packages for broader access.



5. **Verify the upload location.** Your document is now accessible in your project documents page.



Confirmation

Your document is now accessible in your project documents page.

FAQ

What if the share option for subcontractors doesn't appear?

This option only shows if your project has active subcontractors or bid packages set up. Add them first via the project settings or bid management tools.

Can I upload files from multiple sources in one session?

No, each upload is handled individually, but you can repeat the process quickly for multiple files.

Why isn't my uploaded file visible to the team?

Check the sharing settings from step 4 and ensure team members have the appropriate permissions as outlined in Document Visibility & Permissions.

What happens if I select the wrong project?

You can edit the file's project association later in the documents page, but selecting correctly during upload saves time.

Are there file size limits for uploads?

BuilderPal supports files up to a reasonable size for construction docs, but very large files may require compression; monitor your account storage in settings.

Can I upload screenshots of my issue into BuilderPal support chat if I need help? In any BuilderPal support chat (or the in-app help chat), just drag & drop your screenshot, or click the paperclip icon and select the image(s). You can upload multiple screenshots at once. This helps our support team see exactly what you're seeing and solve your issue much faster. (You can also paste images directly with Ctrl+V on desktop.)

Related Articles

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

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