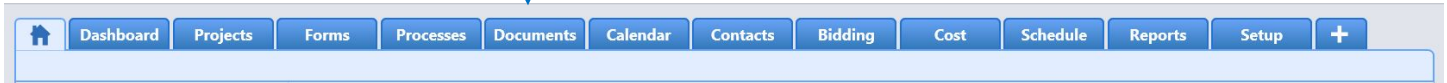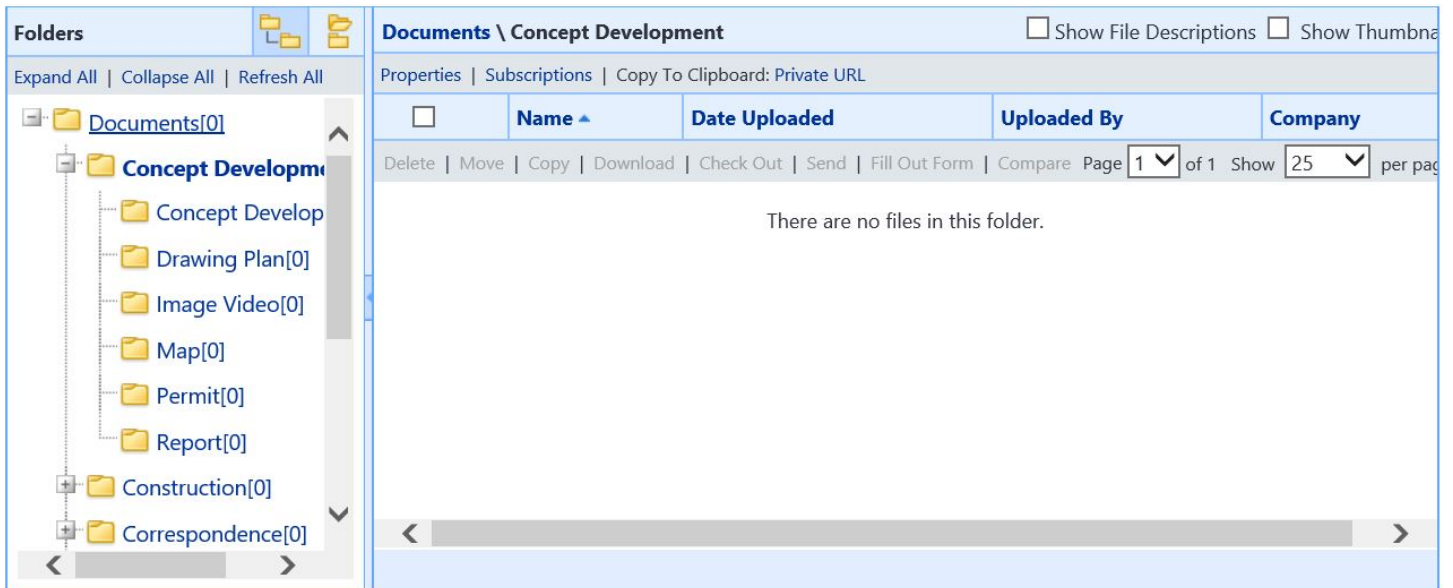# Dcoument Management

The Document Management Process

One of the key advantages of using the e-Builder Documents module is that all project members are able to access the most up-to-date files from any location, at any time. The Documents module makes it easy to share documents via email, fax or through notification. In support of the collaborative nature of capital program management, team members are able to work on files collectively, check files in and out of the system, and redline documents while maintaining document version control.

NJDOT has developed a folder structure that will be utilized for all projects within e-Builder.

A description of document types can be found here. Please use this as a guide to ensure that documents are uploaded to the right folder.