AIA Contract Documents

Using the Identify Document Feature to Restore Missing Metadata

AIA Contract Documents relies on certain metadata to identify the files generated by the online service. Metadata removal tools delete important data from your offline documents, including information in the document properties, and may prevent these documents from being finalized. The Identify Document feature helps add missing data back to offline (Word) drafts generated by the online service.

Steps for restoring missing metadata using the Identify Document feature

Step 1 – From Projects

a. Select the Project that contains the file in question

b. In the **Document ID** column next to the document, click on the Identify Document icon
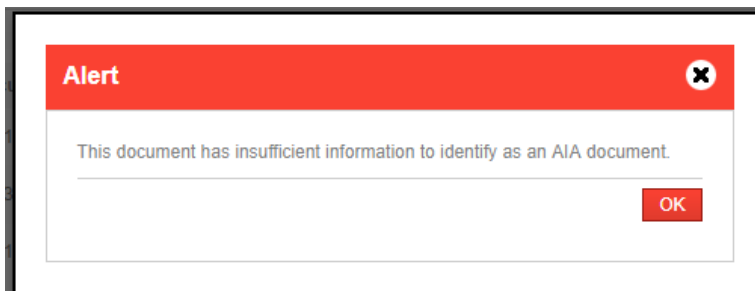
A701-2018		A701-2018 - Working Draft - 001	Draft	09/10/2018 09:04 AM	Finalize	More Actions
Other		MacysB44139	Other	09/10/2018 09:01 AM	Finalize	More Actions

c. Confirm that the system has correctly identified the template number; click **Yes** to proceed.

Identify Document ✖

This document has been identified as "B144-1993". Proceed?

Yes No
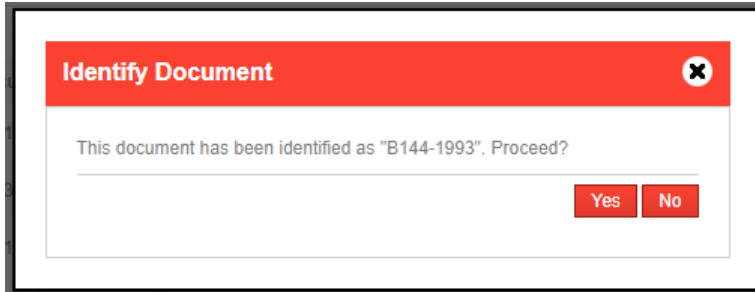
If the system is unable to identify the document, an alert will be shown.

Alert ✖

This document has insufficient information to identify as an AIA document.

OK

Once the metadata has been restored, the Document ID and Status information will be updated, and the file can be Variance Checked and Finalized as needed.

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Additional Resources

Training Tools – We provide training tools such as webinars, video tutorials, and beginner's guides

Knowledge Base – Our Knowledge Base is searchable and includes information to Getting Started and frequently asked questions on Document and Software.

Customer Support Site – Need help? Find out all the ways you can get AIA Contract Documents support.

Offline Editing – Steps for Offline Editing. Watch video >

Online Editing – Steps for Online Editing. Watch video >