

## Creating and Submitting Submittals and Submittal Packages

Sending Submittals in for review is a two-part process made up of Submittal Items and Submittal Packages.

Submittals Items are the individual items general contractors and vendors prepare and submit via a Submittal Package to the design team. Submittal Packages are generally organized by Specification Section and contain all related Submittal Items for that section to facilitate the review and response against the design and specifications.

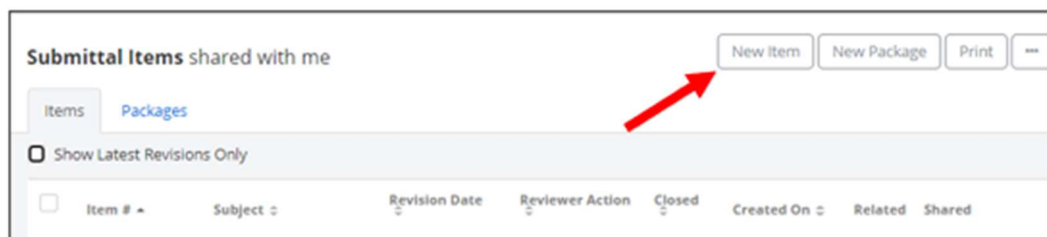
All of the individual Submittal Items that will be required for the project should be entered as Submittal Items and the list of Submittal Items will form the Submittal Register/Log that will be submitted to the design team for review and action at the beginning of construction.

When all related Submittal Items for a work item are ready for submission and review, group the Submittal Items into a Submittal Package and initiate the workflow to submit the Submittal Package for review and action by the design team.

Prior to using this form for the first time, validate that the project specifications, divisions and reviewer's actions are setup by the DGS Project Management.

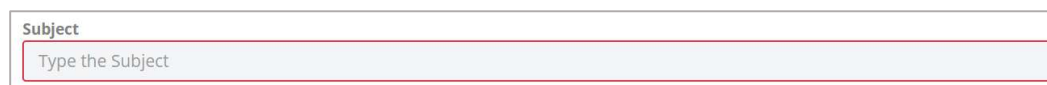
### Creating a New Submittal Item

1. Navigate to the Submittals log by selecting the **Submittals** form within a project.
2. Click the **New Item** button on top of the Submittal log.



The screenshot shows the 'Submittal Items shared with me' interface. At the top right, there are buttons for 'New Item', 'New Package', 'Print', and a menu icon. A red arrow points to the 'New Item' button. Below the buttons, there are tabs for 'Items' and 'Packages'. A checkbox labeled 'Show Latest Revisions Only' is visible. Below this is a table header with columns: Item #, Subject, Revision Date, Reviewer Action, Closed, Created On, Related, and Shared.

3. Enter the title of the Submittal item in the **Subject** field. This is one of the three required fields and data must be entered to save the submittal document.



The screenshot shows a text input field labeled 'Subject'. Inside the field, there is a placeholder text that says 'Type the Subject'.

4. Select the **Type** of the Submittal Item, such as Shop Drawing, Product Data, Samples, etc.

Type

5. Enter a **Description** for the submittal.

Description

6. Click inside the **Specification Section** field. A list of project specific specification numbers will appear below. To filter the list, begin typing the specification title or specification number. Once the correct item appears in the list, click to select it to apply it to the submittal. This is the second of the three required fields and data must be entered to save the submittal document.

**NOTE:** If Specification Sections do not appear in the list, contact the DGS Project Manager to populate this lookup list.

Specification Section ?

7. The **Number** field suggests the next available number based on the Specification Section selected above. This is the third of the three required fields and data must be entered to save the submittal document.

Number ?
Type the Number

8. The **Revision** number will automatically populate with 0 for the first submittal revision. When a new revision is created, this number will automatically increment.

Revision
0

9. The **Revision Date** is populated with the date that the Revised Submittal Item was submitted for review. Click the Revision Date box to select the date. To change the month and year, click the month and year field.

Revision Date

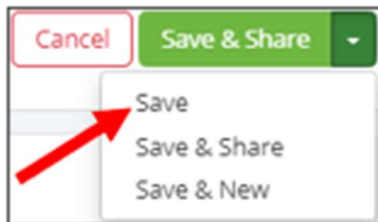
December 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	01	02	03	04
05	06	07	08	09	10	11

10. In the **Materials Needed on Site** field enter the date the materials are required to be delivered to the site.

Material Needed On Site

**NOTE:** This is the last data field to enter on this Submittal Item.

11. Click **Save** if there is only one Submittal Item to create or click **Save & New to create another Submittal Item**.




12. Attach supporting files to the **Attachments** section prior to submitting for review.

ATTACHMENTS

Drag and drop to upload

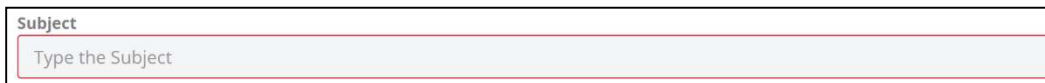
### Creating a New Submittal Package

13. To create a Submittal Package, navigate to the Submittal log and click on the **New Package** button.



The screenshot shows the 'Submittal Items shared with me' interface. At the top right, there are buttons for 'New Item', 'New Package', 'Print', and a menu icon. A red arrow points to the 'New Package' button. Below the buttons, there are tabs for 'Items' and 'Packages'. A checkbox labeled 'Show Latest Revisions Only' is present. Below this is a table header with columns: Item #, Subject, Revision Date, Reviewer Action, Closed, Created On, Related, and Shared.

14. Enter a title for the submittal package in the **Subject** field. This is a required field and will need to be populated to save the record.



The screenshot shows a text input field labeled 'Subject' with the placeholder text 'Type the Subject'.

15. Click inside the **Specification Section** field and start typing the Specification name or number and click on the specification to apply to the submittal package. This is a required field and will need to be populated to save the record.



The screenshot shows a text input field labeled 'Specification Section' with a help icon (question mark in a circle) and the placeholder text 'Type the Specification'.

**Note:** Refer to the QRGs for Specifications and Specification Packages for more information on how to set up the project specifications.

16. The **Number** field will auto populate based on the number of prior Submittal Packages for the selected Specification Section. This is a required field and will need to be populated to save the record.



The screenshot shows a text input field labeled 'Number' with the placeholder text 'Type the Number'.

17. The **Revision No** field will automatically populate with 0 for the first revision of the submittal package. If new revisions of the submittal package are created, the Revision No field will update with the next sequential number. There is no need to update this field unless the submittal package revision number is different from the one entered.



The screenshot shows a text input field labeled 'Revision' with the value '0' entered.

18. Enter the **Description** for the submittal package document.



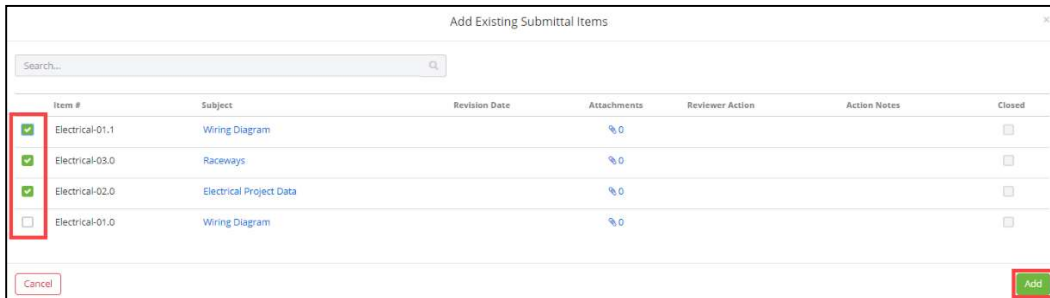
The screenshot shows a text input field labeled 'Description' with the placeholder text 'Type the Description'.

19. To add Submittals to the package, click the **Add Existing** button.



The screenshot shows the 'Submittal Items' form. At the top right, there are three buttons: 'Add Existing' (highlighted with a red arrow), 'Create New', and a button with a checkmark icon. Below these buttons is a table with the following columns: Item #, Subject, Revision Date, Reviewer Action, Action Notes, Closed, and Attachments.

Click the **checkbox** beside the title of each Submittal Item to add to the package and click the **Add** button.

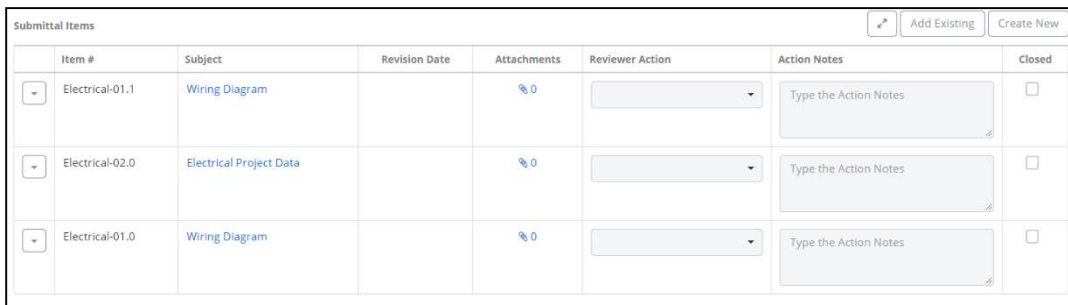


The screenshot shows the 'Add Existing Submittal Items' dialog box. It has a search bar at the top. Below it is a table with the following columns: Item #, Subject, Revision Date, Attachments, Reviewer Action, Action Notes, and Closed. The table contains four rows of items:

Item #	Subject	Revision Date	Attachments	Reviewer Action	Action Notes	Closed
<input checked="" type="checkbox"/> Electrical-01.1	Wiring Diagram		0			<input type="checkbox"/>
<input checked="" type="checkbox"/> Electrical-03.0	Raceways		0			<input type="checkbox"/>
<input checked="" type="checkbox"/> Electrical-02.0	Electrical Project Data		0			<input type="checkbox"/>
<input type="checkbox"/> Electrical-01.0	Wiring Diagram		0			<input type="checkbox"/>

At the bottom left is a 'Cancel' button, and at the bottom right is an 'Add' button (highlighted with a red box).

20. The Submittal Package form will show all **Submittal Items** added to the package.

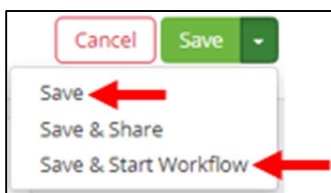


The screenshot shows the 'Submittal Items' form after items have been added. The table now contains three items:

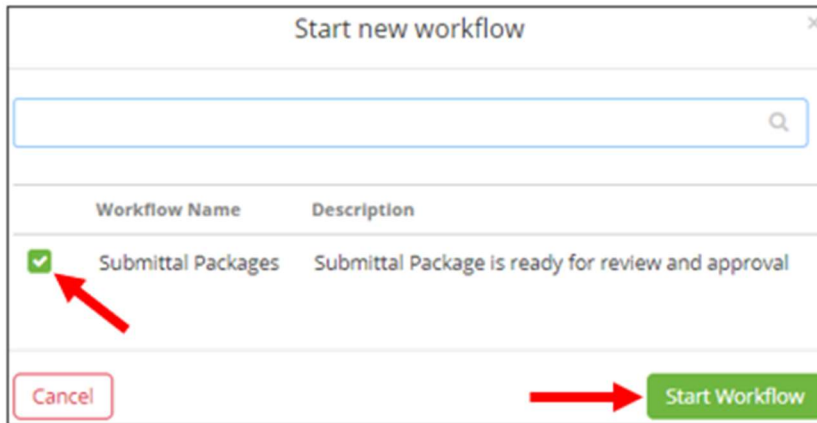
Item #	Subject	Revision Date	Attachments	Reviewer Action	Action Notes	Closed
<input type="checkbox"/> Electrical-01.1	Wiring Diagram		0		Type the Action Notes	<input type="checkbox"/>
<input type="checkbox"/> Electrical-02.0	Electrical Project Data		0		Type the Action Notes	<input type="checkbox"/>
<input type="checkbox"/> Electrical-01.0	Wiring Diagram		0		Type the Action Notes	<input type="checkbox"/>

21. Save the Submittal Package by selecting the **Save** button.

**NOTE:** At this time, if the Submittal Package is complete and ready to be reviewed, then select the Save & Start Workflow, choose the appropriate Workflow Name, Click on Start Workflow and the Workflow process will start.



The screenshot shows a dropdown menu for the 'Save' button. The menu options are: 'Save' (highlighted with a red arrow), 'Save & Share', and 'Save & Start Workflow' (highlighted with a red arrow).

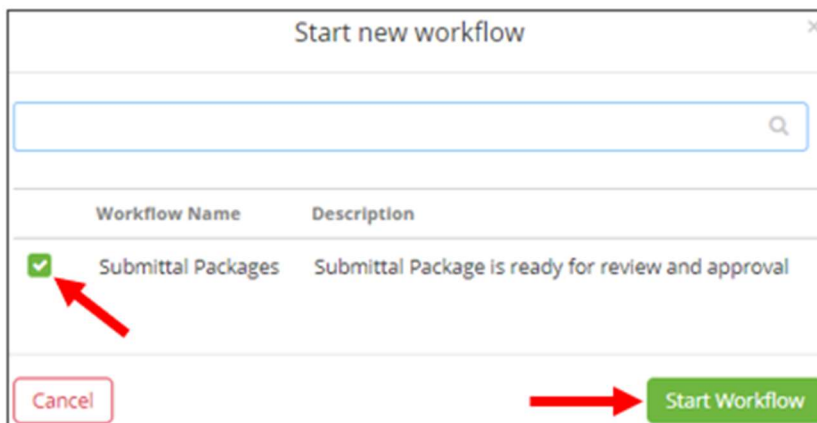


### Start the Submittal Package Workflow

22. To start the **Workflow** from the Workflow section, scroll down to the Workflow section and click on Start.



23. Choose the appropriate **Workflow Name**, Click on **Start Workflow** and the Workflow process will start.



### Create a New Revision of a Submittal Package with Open Submittal Items

Submittal Package revisions are helpful because they help track the lifecycle of the package. They are created after a member of the design team takes action on all Submittal Items included in the package and has indicated that at least one item still needs work.

Creating new submittal packages is easy and automatically creates new revisions to all Submittal Items not marked "Closed".

1. Open the newly reviewed Submittal Package and click on the **Edit** button.



2. Scroll down to the **Submittal Items** section and review the “Reviewer Action” and “Action Notes”.

**NOTE:** If additional review is needed, open the reviewer’s markups by clicking on the **Attachments** paperclip icon for each Submittal Item.

	Item #	Subject	Revision Date	Reviewer Action	Action Notes	Closed	Attachments
<input type="checkbox"/>	00-000-0000-01.0	Test Submittal Item		Approved As N... ✕	Type the Action Notes	<input type="checkbox"/>	0
<input type="checkbox"/>	00-000-0000-02.0	Test Reject Submittal Item		Revise & Resub... ✕	Revise shop drawing and resubmit	<input type="checkbox"/>	0

3. After reviewing the comments and Actions, click the **Closed** check box for Submittal Items that do not need additional resubmission for review.

	Item #	Subject	Revision Date	Reviewer Action	Action Notes	Closed	Attachments
<input type="checkbox"/>	00-000-0000-01.0	Test Submittal Item		Approved As N... ✕	Type the Action Notes	<input checked="" type="checkbox"/>	0

4. When all changes have been made, click the **Save** button.



5. When the Submittal Package is ready to have the next Revision created for it and the “Open” Submittal Items, click on the **Create Revision** button.



6. Confirm creating a new Submittal Package Revision and revisions to all Submittal Items NOT checked as Closed by clicking **Yes**.

New Package Revision?

Creating a new submittal package will create revisions for each submittal item in the package that has not been marked "Closed"

No, nevermind
Yes

7. The **Revision** field will automatically increment to the next revision number in the sequence. Update the other fields as needed.

Revision

1

8. The **Submittal Item** that was not marked as Closed now has a new revision number at the end of its Item #, and the Reviewer Action and the Action Notes are blank.


Submittal Items							
	Item #	Subject	Revision Date	Reviewer Action	Action Notes	Closed	Attachments
<input type="checkbox"/>	00-000-0000-02.1	Test Reject Submittal Item			Type the Action Notes	<input type="checkbox"/>	0

9. When all changes are complete, click the **Save** button.

Cancel

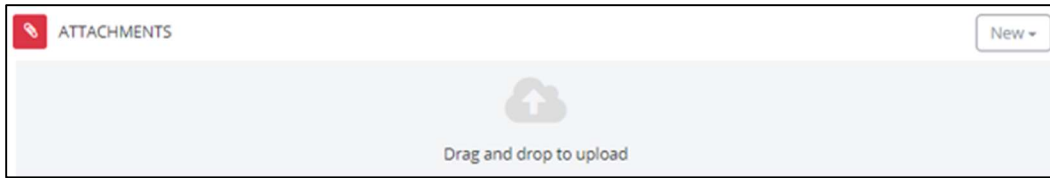
Save

10. To upload new Attachment files to the Submittal Item(s), either go to the Submittal Item log and open them from the log or click on their [Hyperlink](#) in the Submittal Item **Subject** field.

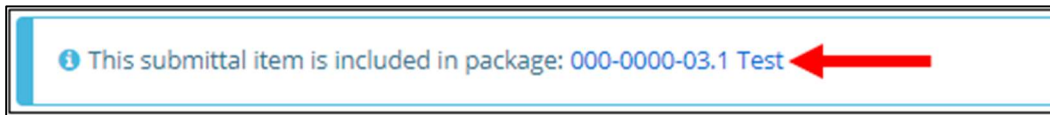
Submittal Items						
Item #	Subject	Revision Date	Reviewer Action	Action Notes	Closed	Attachments
00-000-0000-02.1	Test Reject Submittal Item				<input type="checkbox"/>	 0

11. Upload the revised files to the **Attachments** section to the revised Submittal Item.





12. To return to the Submittal Package [hyperlink](#) at the top of the Submittal Item.



### Start the Revised Submittal Package Workflow

1. To start the **Workflow**, scroll down to the Workflow section and click on **Start New**.



2. Choose the appropriate **Workflow Name**, Click on **Start Workflow** and the Workflow process will start.

