

# Submittals-Add Items

**1. Select "Submittals" under the "Project Menu".**

**2. Select "Submittal Register"**

**3. Click "Add Item"**

**"Save & Add New"**  
*(If you have more than one item to add)*

**"Save"**  
*(If you only have one item to add)*

# Submittals-Attach Documents

**Submittal Item Details**

Project: 12066.00 SEAS NANO FAB TOOL MOVE

Submittal Item: Testing

1) Select Attachment Method

- Upload and attach file(s) from your computer
- Attach files from the e-Builder Document module for the 12066.00 SEAS NANO FAB TOOL MOVE project

2) Select Files to Upload from Your Computer [Switch to Individual File Upload Tool.](#)

3) Select e-Builder Destination Folder

\* Destination Folder:

**1. Attach Documents**  
(When you click on "Attach Documents" this box will appear for you to select and attach select documents)

**2. "Selected Attachment Method"**

**3. "Browse For Files"**

**4. Select a "Destination Folder"**

**5. "Attach Selected"**

**Send to Sub**

**Note:** Only the GC should "Send to Sub".  
(If the **Submittal Coordinator** needs to "Send for Review", They will choose the "Forward for review" option.)

Attached By	Date Attached
Blaine, Sean	06.10.15 07:32AM

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# Submittals– Send for Review

## Submittal Package Details

Submittal Package Overview History




Request Comment Update Dates Generate Transmittal Edit

Project: 12066.00 SEAS NANO FAB TOOL MOVE  
Title: Test package  
Description:  
Submittal Package #: 1-0  
Status: Draft  
Trade:  
Created By: Sean Blaine  
Finish Range:

1. Select the check box beside the package you would like to route.  
2. Click "Send for Review"

Items (1) Documents (0) Comments (0) Custom Fields (6) Revisions (0)

Group By: None Page 1 of 1 Show 25 per page

<input type="checkbox"/>	Item Details	Title	#	Rev #	Spec Section	Sub Section	Category	Status	Submittal Coordinator	Held By	Reviewers
<input type="checkbox"/>	  	Testing	1	0			Certification	NEW			

Send for Review Send to Sub Add Items Remove Items

# Submittals– Select Recipients

1. Select the "Submittal Coordinator" from the drop down.

Note: If there are no Submittal Coordinators listed in the drop down....Click on "Settings" under "Submittals" in the "Project Menu" on the left and assign submittal coordinator(s).

1

\* Submittal Coordinators:

2

\* Review Complete Due Date:

2. How long does the Submittal Coordinator have to complete their review.

- CC:
- Roles --
  - 80008ab
  - 80396
  - 80396b
  - 80706
  - A/E
  - AAD
  - Activity Manager
  - Andy Document Signer
  - Architect Coordinators

-Select CC (Optional)

CC External Users Via Email:

-Select CC External Users Via Email (Optional)

Lookup

- Create a message (Optional)

\*\* Select folder for external user to attach files:

Message:

Now it is ready to be sent for review!

Selected submittal items

Title	#	Package	Status
Testing	1	1-0	NEW