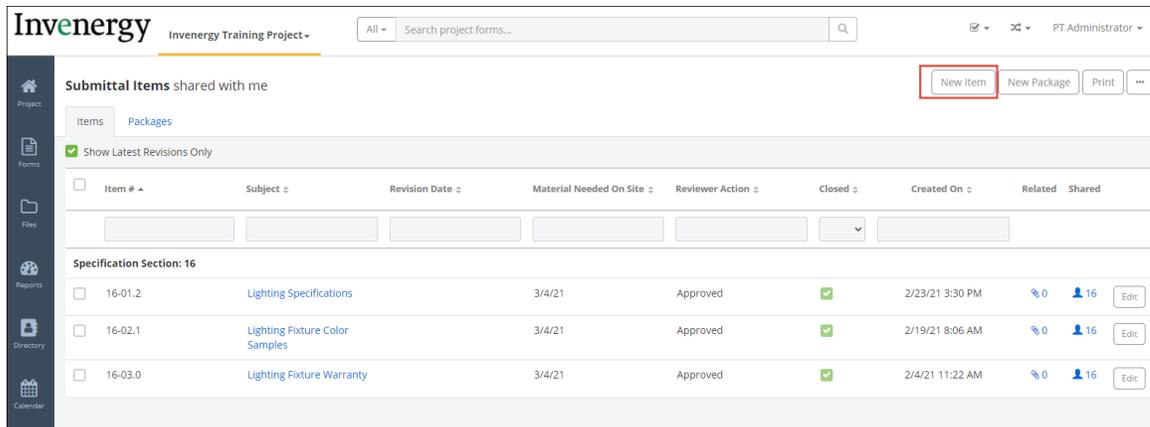


## Submittal Items

### Creating a New Submittal Item

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



3. Fill in the fields of the Submittal form. Required fields are noted with \*Required. These fields will need to be filled out in order to save the document.

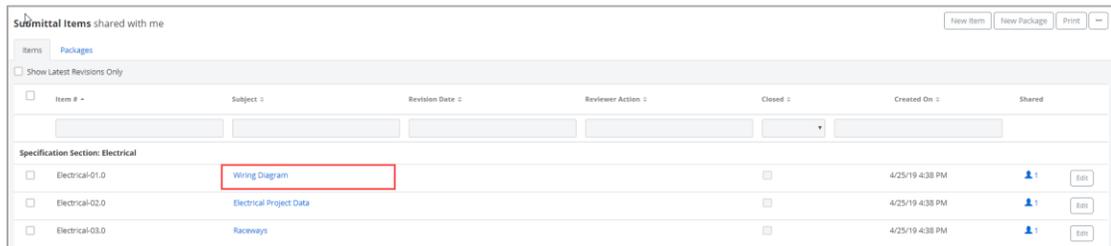


The screenshot shows the 'DETAILS' view of a submittal form. The following fields are marked as required with a red asterisk: Subject, Specification Section, and Number. The form includes input fields for Revision, Revision Date, Material Needed On Site, Description, Reviewer Action, Action Notes, and a Closed checkbox.

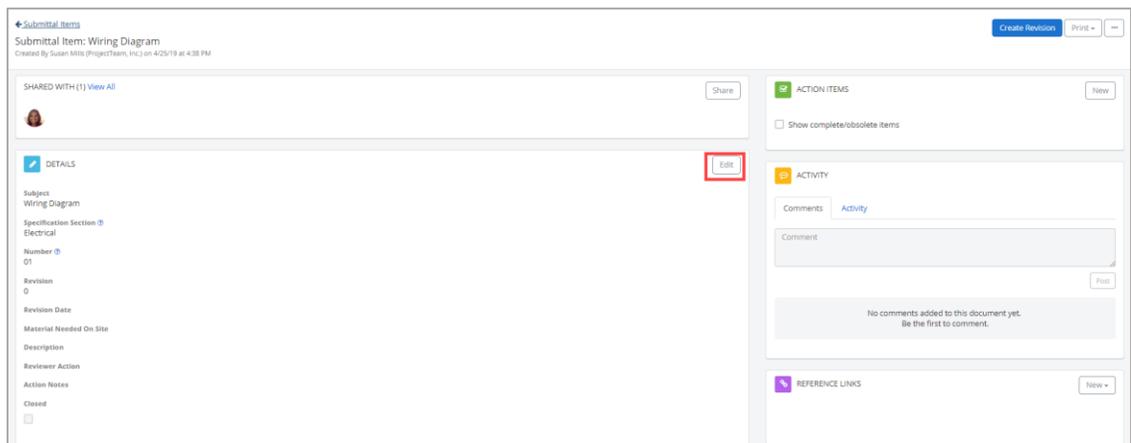
4. When you are ready to save the Submittal, click the **Save** button.

## Editing a Submittal

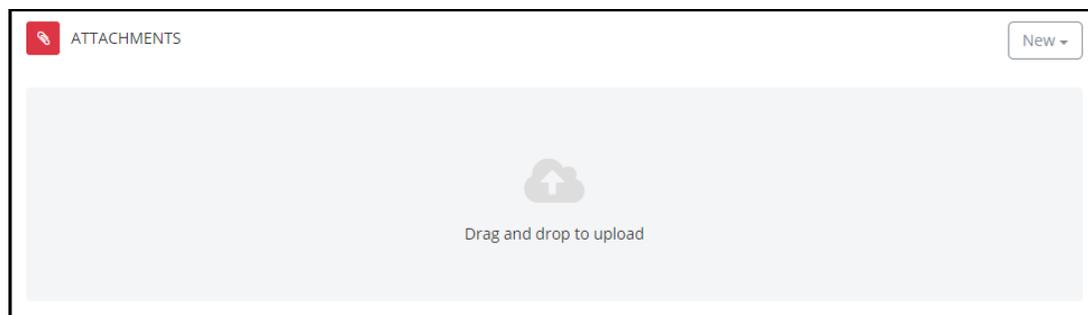
1. Navigate to the Submittal in the Submittal Items log and click the **Submittal subject** to open the document.



2. Click the **Edit** button in the Details section.



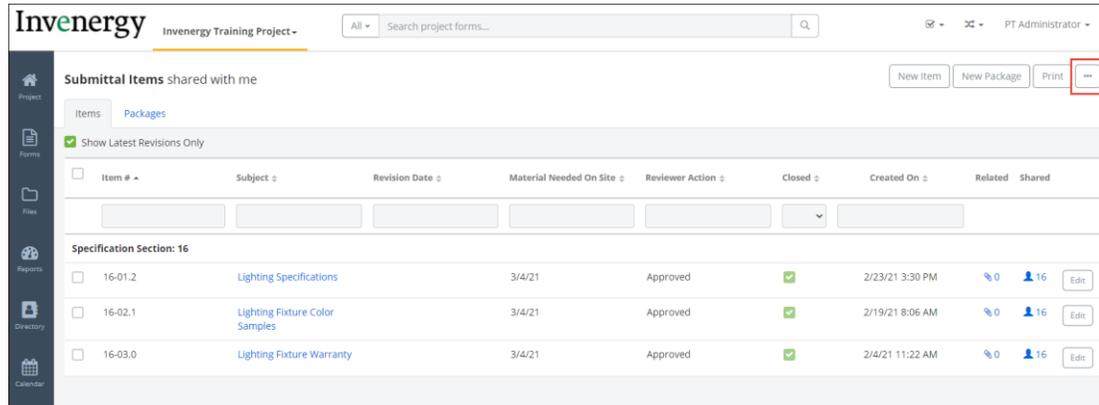
3. Update all fields you wish to change.
4. Drag and drop files as needed to the Attachments pane of the Submittal Item.



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

## Batch Importing Submittal Items

1. Navigate to the Submittals log within a project.
2. Click on the elyipse (...) button in the top right corner of the log.



3. Click **Batch Import** and follow the three steps outlined in the wizard.