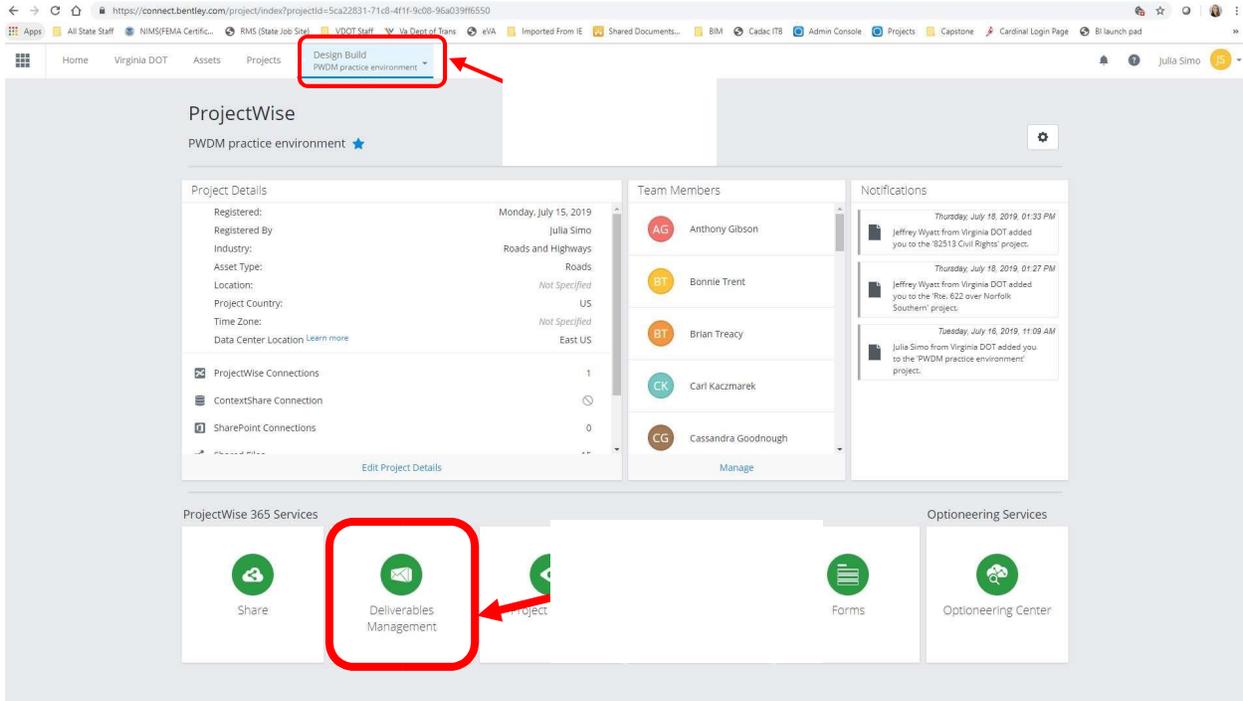
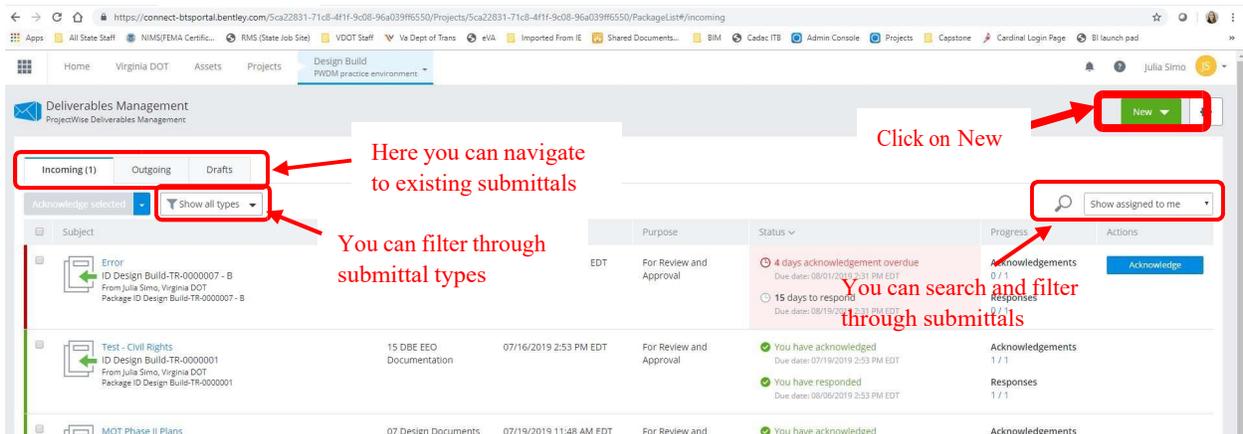


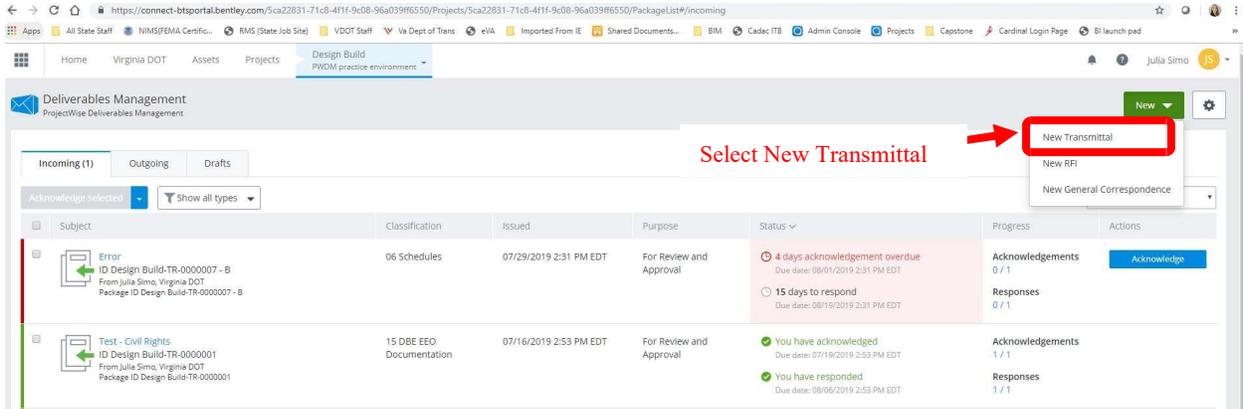
- From the Project Portal/ CONNECT Center; navigate to the Deliverables Management Portal



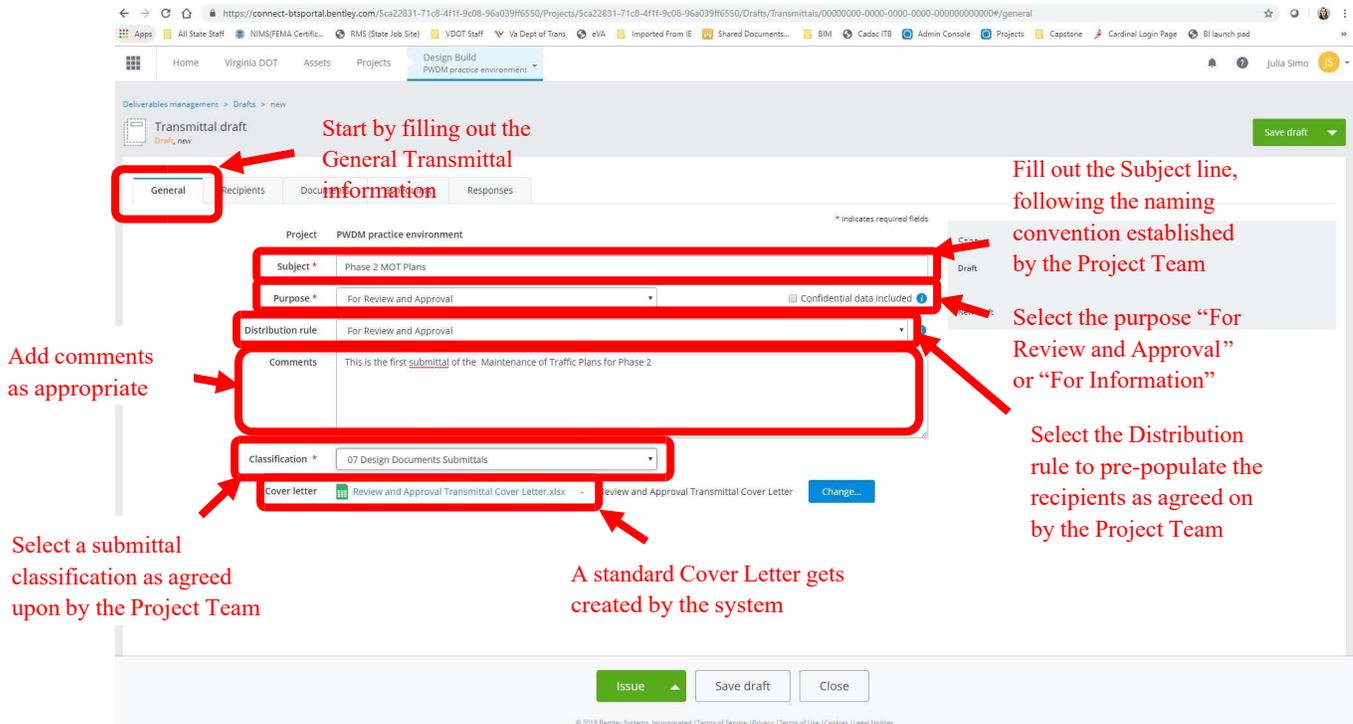
- On the Deliverables Management Portal, to create a NEW AND OFFICIAL SUBMITTAL



- Select New Transmittal



- Follow the next steps to create an official submittal



PWDM - Creating a New Submittal / Transmittal

The recipients tab is automatically populated based on the distribution rule that was agreed upon by the Project team

If you need to add additional recipients click on "Add..."

Recipient	Ack	Resp	Comments	Company	Title
Jeremy Kitto jeremy.kitto@vdot.virginia.gov	<input type="checkbox"/>	<input type="checkbox"/>		Virginia DOT PWDM practice environment	Project Administrator
Jeffrey Wyatt jeff.wyatt@vdot.virginia.gov	<input type="checkbox"/>	<input type="checkbox"/>		Virginia DOT PWDM practice environment	Team Member
Julia Simo julia.simo@vdot.virginia.gov	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Virginia DOT PWDM practice environment	Project Manager
Dakota Clifford dakota.clifford@vdot.virginia.gov	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Virginia DOT PWDM practice environment	Custom

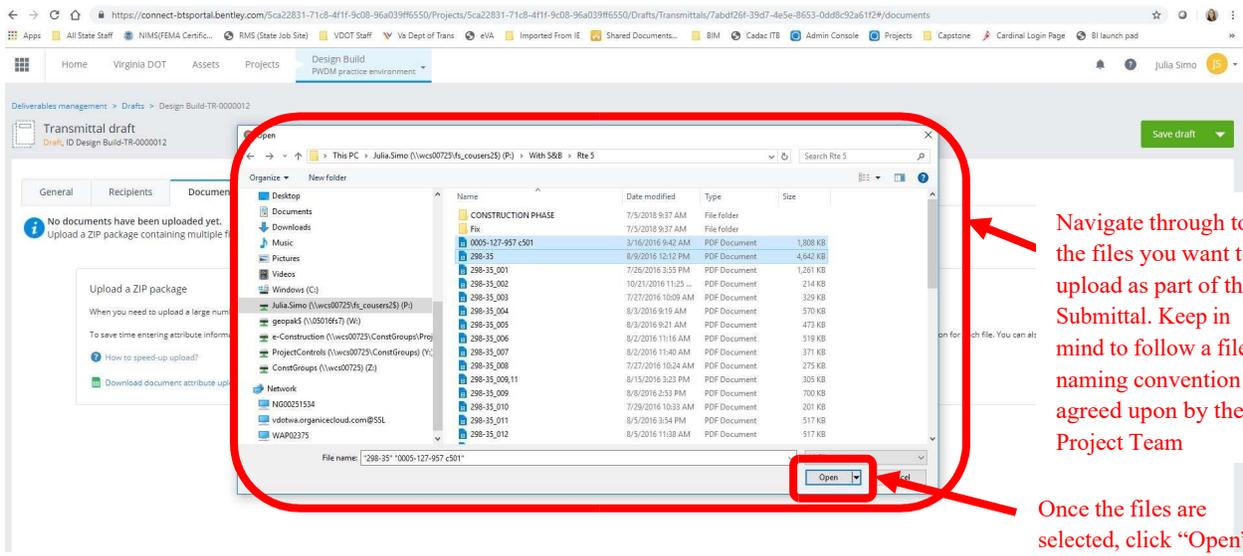
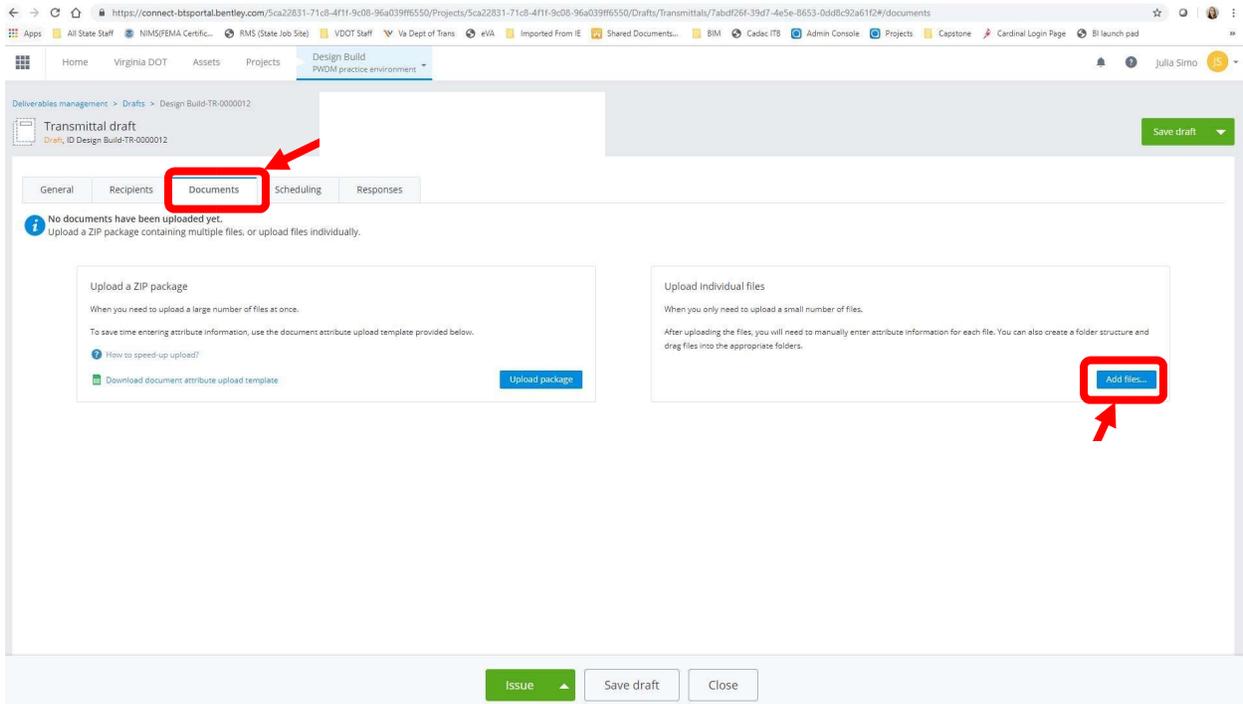
Add recipients

Search: Show all

Recipient	Company	Title
agnieszka.howe@vdot.virginia.gov agnieszka.howe@vdot.virginia.gov	Virgin PWDM	
Anthony Gibson anthony.gibson@vdot.virginia.gov	Virgin PWDM	
bobby.mullenax@vdot.virginia.gov bobby.mullenax@vdot.virginia.gov	Virginia DOT PWDM practice environment	Custom
Bonnie Trent bragsdale.trent@vdot.virginia.gov	Virginia DOT PWDM practice environment	Custom

Buttons: Invite new, Add selected, Cancel

PWDM - Creating a New Submittal / Transmittal



Navigate through to the files you want to upload as part of this Submittal. Keep in mind to follow a file naming convention agreed upon by the Project Team

Once the files are selected, click "Open"

PWDM - Creating a New Submittal / Transmittal

Add additional files, folders, and delete uploaded files

Select Files

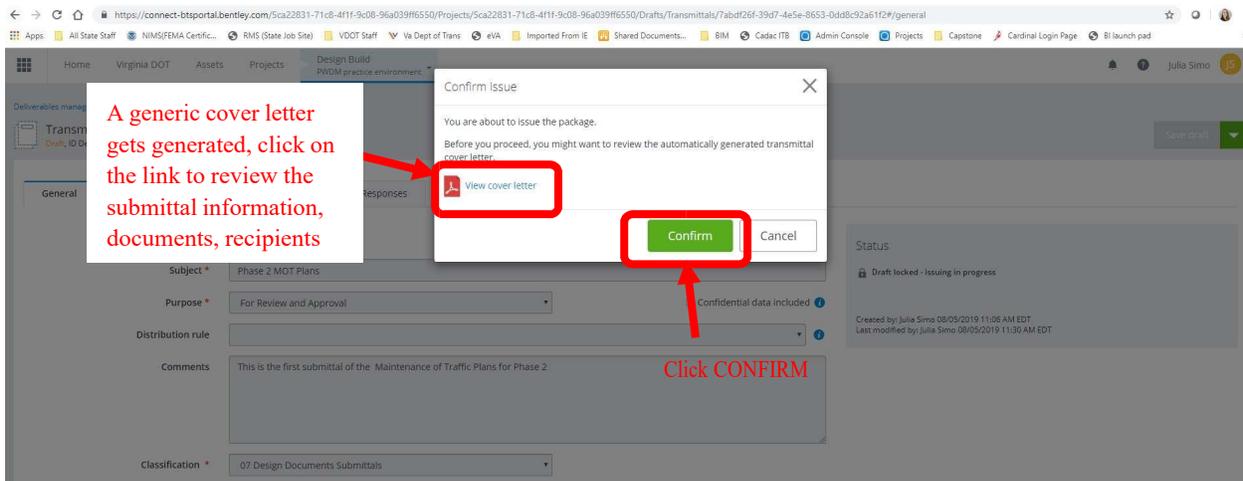
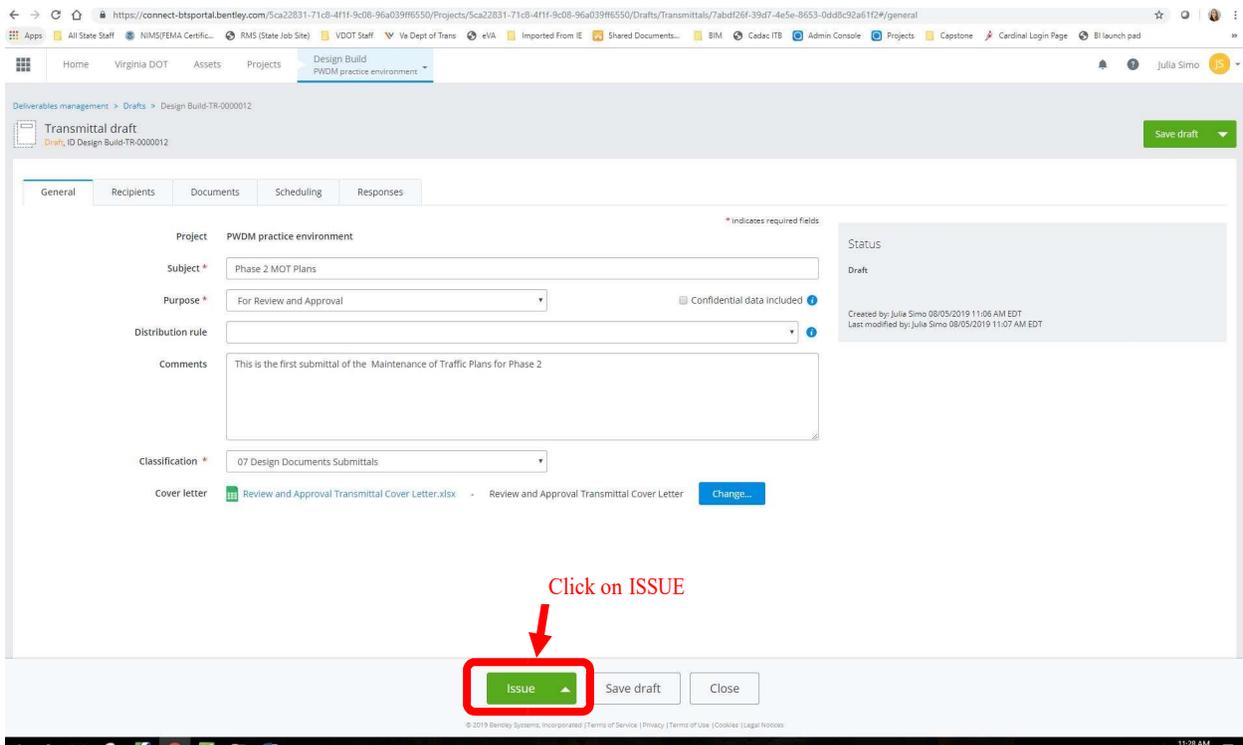
Expand to additional file metadata

Additional file metadata determined by the project team, this can be in the form of drop down fields or text fields

The scheduling tab is prepopulated based on the calendar days determined by the Project Team. Information can be modified as agreed upon by the Project Team

- Once the submittal is ready click on ISSUE

PWDM - Creating a New Submittal / Transmittal



The submittal has been created.

The recipients that were identified will be receiving a generic email that lets them know a submittal came through.

You will be able to view your submittal on the “outgoing” tab and you will receive an email once there is a new action in the submittal. To view the details and status of the submittal, follow the steps below.

PWDM - Creating a New Submittal / Transmittal



- Click on the Outgoing Tab and navigate to the submittal you want to see details for

The image shows two screenshots of the Deliverables Management web application. The top screenshot displays a list of submittals with annotations: "Click on the Outgoing tab" points to the "Outgoing" tab; "Filter and search through submittals" points to the "Show all types" dropdown and the search bar; "Click on the submittal link for additional details" points to a submittal link; and "View some submittal details" points to a submittal row. The bottom screenshot shows the detailed view of a submittal titled "Phase 2 MOT Plans" with annotations: "Click on the arrow for additional options" points to a dropdown arrow in the "Download responses" button, and "General" is highlighted in the navigation tabs.

Subject	Classification	Sent	Purpose	Status	Progress	Actions
BXXX - Demolition Plan ID Design Build-TR-0000002 To Jeremy Kiss, Virginia DOT	11 Construction (General)	07/19/2019 11:47 AM EDT	For Review and Approval	14 days acknowledgement overdue Due date: 07/22/2019 11:47 AM EDT 5 days to respond Due date: 08/09/2019 11:47 AM EDT	Acknowledgements 0 / 1 Responses 0 / 1	
Testing ID Design Build-TR-0000006 + 1 more	08 Environmental Permits	07/29/2019 2:04 PM EDT	For Review and Approval	4 days acknowledgement overdue Due date: 08/01/2019 2:04 PM EDT 15 days to respond Due date: 08/19/2019 2:04 PM EDT	Acknowledgements 0 / 1 Responses 0 / 1	
Error ID Design Build-TR-000 To Julia Simo, Virginia DOT	06 Schedules	07/29/2019 2:31 PM EDT	For Review and Approval	4 days acknowledgement overdue Due date: 08/01/2019 2:31 PM EDT 15 days to respond Due date: 08/20/2019 2:31 PM EDT	Acknowledgements 0 / 1 Responses 0 / 1	
asfd ID Design Build-TR-0000011 To Sarah Wigle, Virginia DOT + 1 more	07 Design Documents Submittals	07/30/2019 11:27 AM EDT	For Review and Approval	4 days acknowledgement overdue Due date: 08/02/2019 11:27 AM EDT 15 days to respond Due date: 08/20/2019 11:27 AM EDT	Acknowledgements 1 / 2 Responses 1 / 2	
Phase 2 MOT Plans ID Design Build-TR-0000012 To Dakota Clifford, Virginia DOT + 3 more	07 Design Documents Submittals	08/05/2019 11:32 AM EDT	For Review and Approval	3 days to acknowledge Due date: 08/08/2019 11:32 AM EDT 21 days to respond Due date: 08/26/2019 11:32 AM EDT	Acknowledgements 0 / 2 Responses 0 / 2	
test ID Design Build-TR-0000005	01 Contract Documents	07/29/2019 10:35 AM EDT	For Information	Acknowledged Due date: 08/01/2019 10:35 AM EDT	Acknowledgements 1 / 1	

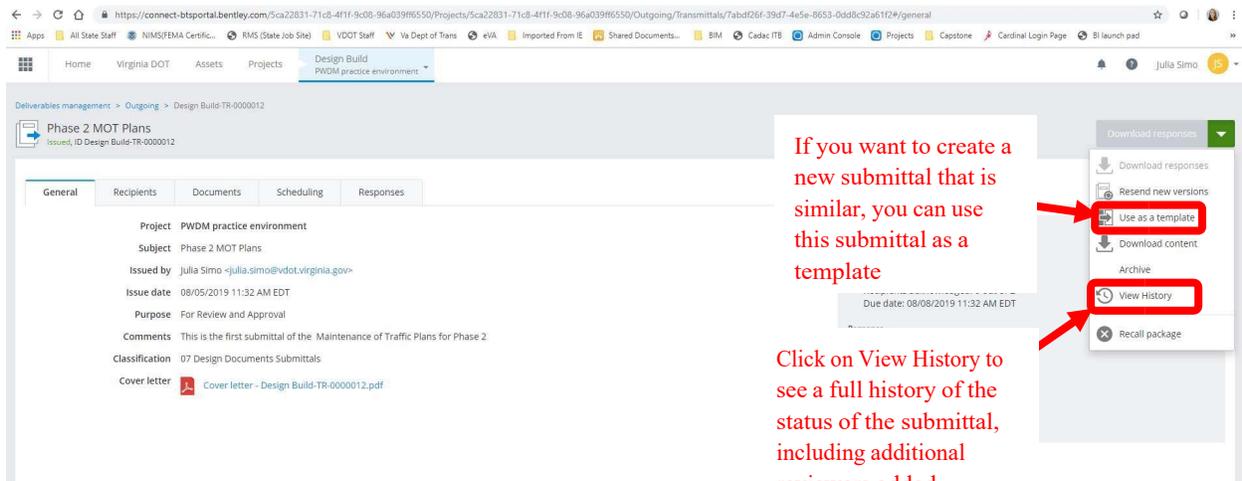
Phase 2 MOT Plans
Issued, ID Design Build-TR-0000012

General Recipients Documents Scheduling Responses

Project PWDM practice environment
Subject Phase 2 MOT Plans
Issued by Julia Simo <julia.simo@vdot.virginia.gov>
Issue date 08/05/2019 11:32 AM EDT
Purpose For Review and Approval
Comments This is the first submittal of the Maintenance of Traffic Plans for Phase 2
Classification 07 Design Documents Submittals
Cover letter Cover letter - Design Build-TR-0000012.pdf

Status
Acknowledgement
3 days to acknowledge
Recipients acknowledged: 0 out of 2
Due date: 08/08/2019 11:32 AM EDT
Response
21 days to respond
Recipients responded: 0 out of 2
Due date: 08/26/2019 11:32 AM EDT
Issued by Julia Simo
Issue date 08/05/2019 11:32 AM EDT

PWDM - Creating a New Submittal / Transmittal



If you want to create a new submittal that is similar, you can use this submittal as a template

Click on View History to see a full history of the status of the submittal, including additional reviewers added

Download responses

- Download responses
- Resend new versions
- Use as a template**
- Download content
- Archive
- View History**
- Recall package

General Recipients Documents Scheduling Responses

Project PWDM practice environment

Subject Phase 2 MOT Plans

Issued by Julia Simo <julia.simo@vdot.virginia.gov>

Issue date 08/05/2019 11:32 AM EDT

Purpose For Review and Approval

Comments This is the first submittal of the Maintenance of Traffic Plans for Phase 2

Classification 07 Design Documents Submittals

Cover letter  Cover letter - Design Build-TR-0000012.pdf

Due date: 08/08/2019 11:32 AM EDT