How to Add an Item and Create a New Submittal Package

- 1. Navigate to <u>https://app.e-</u> <u>builder.net/da2/Submittals/SubmittalRegister.aspx?PortalID=8d2f0cec-387a-4919-</u> <u>bf3b-980018e82460</u>
- 2. Click "Add Item"

											Clear	Filter
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Group	By None	✓ Page 1 ×	of 1	Sho	w 100 🗸	per page		Add to Pac	kage	Add Item	Delete	Import
											S	ubmit to GC
	Item Details	Title	# 💌	Rev #	Package #	Spec Section	Sub Section	Category	Status	Submittal Coordinator	Held By	Reviewers
	9 🗆 🖩	Demolition PreDemo Photos	1	1	2- 024119- 1	024119	001	Photos	NEW		Lindsay Nichols	
	8	Rough Carpentry Lumber, Fire Treatment,Blocking & Fasteners	2	0	2- 345685- 0	061053	001	Product Data	NEW			
	₿ 🖵 🎟	Penetration Firestopping	3	1	2- 078413- 1	078413	001	Product Data	NEW		Lindsay Nichols	
		Flush Wood Doors SD	5	1	1- 081416- 1	081416	002	Shop Drawing	NET		Lindsay Nichols	Reviewers
		Flush Wood Doors Sample	6	0	2-0	081416	003	Sample	NEW			
	0	Hollow Metal			1-							

3. Complete all required fields

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	1	Contacts	Target			Actual
	*	Calendar	Date Due From Sub	contractor		Date Received From Subcontractor
	2	Bidding	Submit For Review	v Due Date		Date Submitted For Review 🕜
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4. Priority is Normal unless otherwise is specified.

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5. Click "Save".

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6. Click "Submittal Register"



7. Locate the submittal item you just added and Click the checkbox.

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	9 🖓 🔳	Automatic Temperature Controls	73	0		230000	2.12A	Product Data	NEW
	₿ 🖵 🖩	Electrical Raceways, Boxes, Wire & Devices	74	0		260000	2.2A	Product Data	NEW
	₿ 🗆 🖩	Communications Horizontal Cabling	75	0		271500	1.6A	Product Data	NEW
	9 🖓 🗐	Fire Alarm	76	0		280000	1.8A	Product Data	NEW
		test	77	0		123		Calculations	NEW
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(₿ 🗆 🖩	Submittal Title	81	0		1A		Shop Drawing	NEW

8. Click "Add to Package".

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))	By None Item Details	Page 1 Page 1 Title Demolition PreDemo Photos Rough Carpentry Lumber, Fire Treatment,Blocking & Fasteners	• of 1 # 1 2	Show # 1 0	w 100 ∨ Package # 2- 024119- 1 2- 345685- 0	per page Spec Section 024119 061053	1 item(s) selected Sub Section 001 001	Category Photos Product Data	I to Sub Do Status NEW	Add to Pa elete Impo Submittal Coordinator	Ackage ort Su Held By Lindsay Nichols	Add Item bmit to GC Reviewers

9. Click the "Create new submittal package" field.

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		8	Penetration Firestopping	3	1	2- 078413- 1	078413	001	Product Data	NEW		Lindsay Nichols	
		₽ 🗆 🖩	Flush Wood Doors	5	1	1- 081416-	081416	002	Shop	NET		Lindsay	Reviewers

10. Click "Continue".

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11. Give your submittal package a name

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12. Click "Save".

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Page 1 v of 1 Show 25	🗸 🗸 per page					
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Submittal Title	5	31	1A		Shop Drawing	NEW

13. Click this checkbox.

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14. Click "Send For Review".

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15. Click this dropdown to select the Submittal Coordinator

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Review		
		Send for Review Cancel
ittal Coordinators	Taylor Jane Doe (AE Test Company)	
ew Complete Due Date	10.17.2024	
CC Roles	Client	•
CC Users	Borgerding, Anna (University of Maryland, B Brown-Tuck, Kisha (University of Maryland, E Demo, Abatement (Test) Doe, Taylor Jane (AE Test Company) Hollon, Terry (University of Maryland, Baltim Lewincki, Bobert (University of Maryland, Ba	

16. Click "Open the calendar popup".

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Send for Review

			Send for Review
 Submittal Coordinators Review Complete Due Date 	Taylor Jane Doe (AE Test Company)	~	
CC Roles	Client Commissioning Agent Construction Professional Construction Trade Contractor Cost Estimator Design Professional Lead Design Sub Consultant DNC Team Leads eB Admin Members	2	•
CC Users	Borgerding, Anna (University of Maryland, B Brown-Tuck, Kisha (University of Maryland, E Demo, Abatement (Test) Doe, Taylor Jane (AE Test Company) Hollon, Terry (University of Maryland, Baltim	>	A

17. Select the due date.

Send for Review



18. Click "Send for Review"

1 ? lder. Review Send for Review Cancel ittal Coordinators Taylor Jane Doe (AE Test Company) ~ ew Complete Due 10.17.2024 Date CC Roles Client . . Commissioning Agent Construction Professional Construction Trade Contractor > Cost Estimator Design Professional Lead < Design Sub Consultant DNC Team Leads eB Admin Members ¥ Borgerding, Anna (University of Maryland, B Brown-Tuck, Kisha (University of Maryland, I CC Users . Demo, Abatement (Test) Doe, Taylor Jane (AE Test Company) > Hollon, Terry (University of Maryland, Baltim -