



PM4 + Partners Knowledge Articles

Consultant/Design Team Working with Submittals

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November 30, 2108

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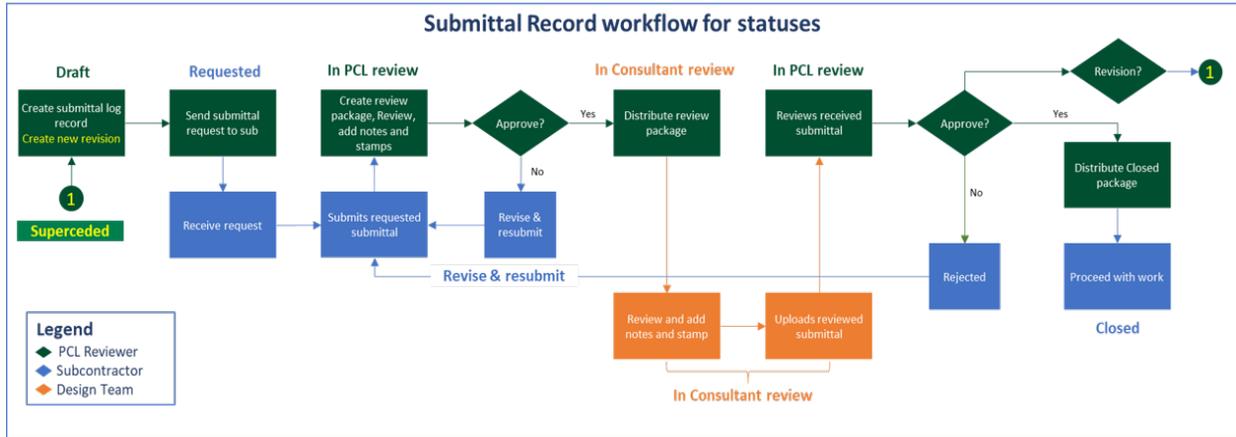
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Monitoring and Tracking Submittals

This section describes how you track and monitor the progress of a submittal - from "Draft" through to completion - in the PM4+ Partner workspace for the Consultants/Design team.

The workflow diagram below shows the process, status changes, and who is responsible for moving the submittal forward.

Submittal Statuses



Submittal

Status	Handled by ...	Action to take ...
Draft	Submittal Coordinator	Complete and change status to "Requested". The change to the status may trigger sending an email to the person named in the Subcontractor contact field. An email is not sent if distribution is not enforced. If you receive a submittal document by email from the subcontractor, add the document to the submittal record and change the status of the submittal to "In PCL review".
Requested	Subcontractor	Review all the requested submittals and submit them to PCL. Upon their submission, the status of the Submittal changes to "In PCL review" and the person named in the PCL Reviewer field may get an email if distribution is enforced. If the project decides not to enforce email distribution, the PCL Reviewer must monitor and review the Project Administration workspace for submittals requiring their review.
In PCL review	PCL Reviewer	Review the submittal package received from the Subcontractor or Design team. A submittal has a status of "In PCL Review" when the submittal requires review from PCL: The initial PCL review occurs when a subcontractor submits their submittal. PCL reviews the submission and/or supporting documents to ensure completeness. If the submission does not pass the review, the

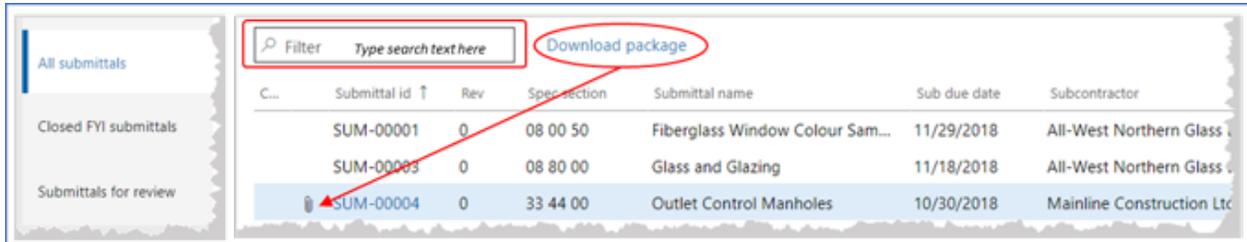
		<p>PCL reviewer returns it to the Subcontractor to revise and resubmit. If the submission passes the PCL review, they send the submittal package to the Design team for their review.</p> <p>The second review occurs after the Design team completes their review and provides their markup, comments and stamps. The Design team sends their review back to PCL. If the submission did not pass the review by the Design team, the PCL Reviewer sends it back to the Subcontractor to revise as detailed in any notes or comments from the Design team. When the subcontractor addresses the concerns, they resubmit the submittal to PCL. If the submission passes the Design team review, the PCL Reviewer generates and distributes a Closed Package and the work is approved to proceed as per the schedule.</p>
In Consultant review	Design team	<p>Review the submittal and supporting documents to ensure compliance, accuracy and completeness. Whether the submission passes the Design team review, the package with the stamp, markup and notes is returned to the PCL reviewer. The Design team provides a stamp value in the Stamp field to indicate next steps for the PCL reviewer. The status of the submittal changes to "In PCL review".</p>
Closed	PCL Reviewer	<p>No action required</p> <p>This status is obtained when a submittal has successfully passed all reviews, and the closed package has been generated and distributed.</p>
Revise and resubmit	Subcontractor	<p>Set by the PCL Reviewer to indicate to the subcontractor they need to make recommended changes to the submission and resubmit it. The status will always be set by the PCL Reviewer and would occur for the following reasons:</p> <ol style="list-style-type: none"> 1. If the PCL Reviewer has not passed either the initial review of the submittal or, 2. The subsequent reviews when a submittal has been revised and resubmitted or, 3. Has received a review from the Design Team with a 'Revise and Resubmit' stamp. <p>To apply this status, the PCL reviewer must provide a reason. This reason is included in the email sent to the subcontractor contact.</p> <p>Once the email is sent successfully, the status changes and the revision number on the submittal is incremented by one. For example, if the original submission is "SUM-0001 Rev 0", then it updates to "SUM-0001 Rev 1".</p>
Superseded	PCL Reviewer	<p>If a submittal, in its entirety, requires a revision the submittal record is marked as 'Superseded' when a new version is created. The new submittal is given the same Submittal ID but with a version number greater than zero. For example, Submittal SUM00016-00 status=Superseded, Submittal SUM00016-01 status=Draft. The new</p>



version goes through the same status workflow as the superseded version.

Using tabbed lists to track and monitor submittals

As a default, your PM4+ workspace offers three filtered lists of submittals for your company. Select the tab of the desired list to display the details of the list. Each list offers a convenient way to search and/or filter the list, and provides the action item to download the "Closed package" if it has been generated (indicated by a paperclip )



C...	Submittal id ↑	Rev	Spec section	Submittal name	Sub due date	Subcontractor
	SUM-00001	0	08 00 50	Fiberglass Window Colour Sam...	11/29/2018	All-West Northern Glass
	SUM-00003	0	08 80 00	Glass and Glazing	11/18/2018	All-West Northern Glass
	SUM-00004	0	33 44 00	Outlet Control Manholes	10/30/2018	Mainline Construction Ltc

- All submittals** Displays the list of all the project submittals regardless of their status.
- Closed FYI submittals** Displays all the project submittals with a status of "Closed" where no consultant/design team review was required.
- Submittals for review** Displays all submittals with a status of "In Consultant Review" where your company is identified as the primary consultant to review a submittal.



Working with Submittals

When PCL is reviewing the submittal, it is in a status of "In PCL review". After PCL completes their review of a submittal, they send the review package to your company to review. The status changes to "In Consultant review" and you will be notified through your company's workspace of any submittals that you will be required to review.

Note: the project team may have decided to set email notifications as well, however, it is important that you still monitor your PM4+ workspace.

Providing PCL with my reviewed Submittal

Accessing the Submittal to Review

PM4+ provides two ways to access the submittals requiring review through your workspace:

- The tabbed list "Submittals for review"
- The tile titled "Submittals for Review" which also shows a count of the number of records available for review

Note: A count tile provides an easy way to see if there are any "to do" items for a particular activity. For more information, see the document "Customize your Experience".

View of the Consultant/Design Team workspace

The screenshot displays a workspace summary dashboard. On the left, there are two blue tiles: 'RFIs requiring response' with a count of 3, and 'Submittals for review' with a count of 3. A red box highlights the 'Submittals for review' tile, with a red arrow pointing to a table of submittals. The table has columns for 'C...', 'Submittal id ↑', 'Rev', 'Spec section', and 'Submittal name'. The table contains three rows of data:

C...	Submittal id ↑	Rev	Spec section	Submittal name
	SUM-00007	0	25 50 59	Tiles
	SUM-00008	0	25 50 59	TILES 2
	SUM-00009	0	05 25 56	TILES 3

Below the table, there is a 'Download package' button and a 'Filter' input field. At the bottom of the dashboard, there is a 'Submittals for review' link.

You can start the review process by selecting the tabbed list or the tile.

Marking up and stamping the Submittal Package

There are two ways that you can edit the submittal package:

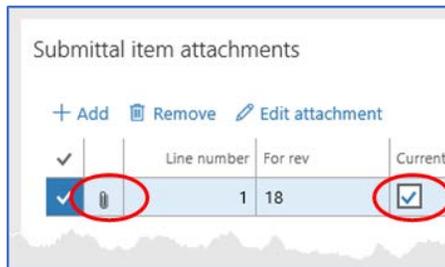
- **Edit in place** - Launches your default PDF editor to do your markup
- **Edit offline** - Download the review package, complete the review and markup in your desktop environment, and then upload the reviewed package to PM4+.

Edit in place

Warning: If you select this button, you can edit the document **but** you will not be able to move it to the next step in the review process. This functionality is coming in the next release. For now, editing offline and uploading your edited document is the best option because you can move it to the next step in the review process. The steps for editing and uploading are below.

Editing offline & Uploading the reviewed document to the Submittal Record

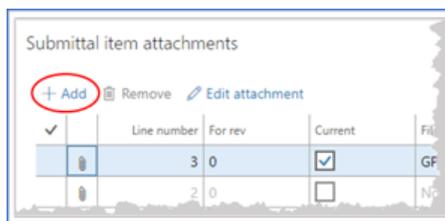
1. Select the "Submittals for review" tile.
2. Select the number in the **Submittal id** field to open the details view of the submittal to be reviewed.



3. Select the paperclip indicator next to the line marked Current in the Submittal item attachments fast tab.

Note: The document will download to whatever is set in your browser settings. You can either move it, or open and resave it to another location.

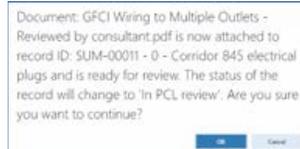
4. Open the downloaded attachment in your default PDF editor and review and mark up as necessary.
5. When you have completed the review and mark up, navigate to the submittal that needs to contain your reviewed document (see steps 1 & 2 above)
6. Click **+Add** in the "Submittal item attachments" fast tab.



The '**Attach a submittal document**' dialog will open.

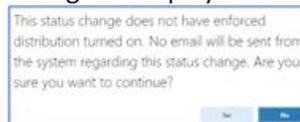
7. In the File to upload area, click the **Browse** button.
 8. Find and attach the correct file.
 9. Complete any **Attachment notes** as necessary.
 10. In the **Stamp** drop-down, click and select the correct Stamp value from the list.
- NOTE:** this is just a value added to the line. Choosing a value will NOT stamp the document you are uploading. The stamp you applied to the document you are uploading will remain as you stamped it.
11. Select **OK** to complete the upload process, or **Cancel** to dismiss the dialog box.

The system will display the status change warning dialog.



12. Click **OK** to continue or **Cancel** to go back to the 'Attach a submittal document' dialog.

If OK, and the enforced distribution is turned off, the 'No email will be sent....' warning dialog will display.



13. Select **Yes** to complete the Consultant review process, **No** to cancel and go back to the Status change warning dialog.

The status of the record changes to “In PCL review” and is removed from the list of records to be reviewed. The record still appears in the “All submittals” list. The number on the count tile “Submittals for Review” also updates.

