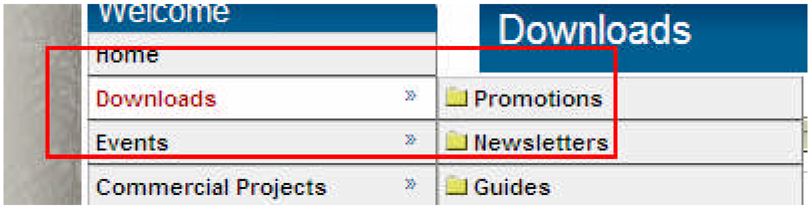
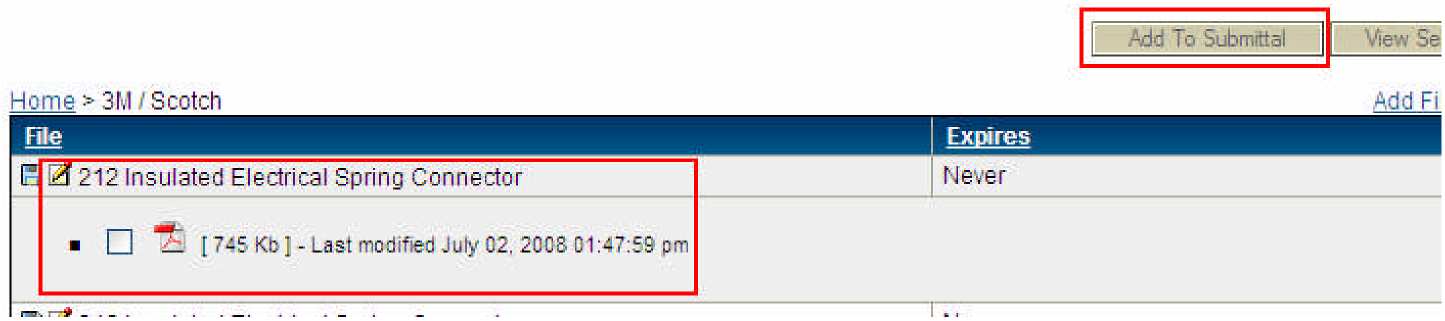
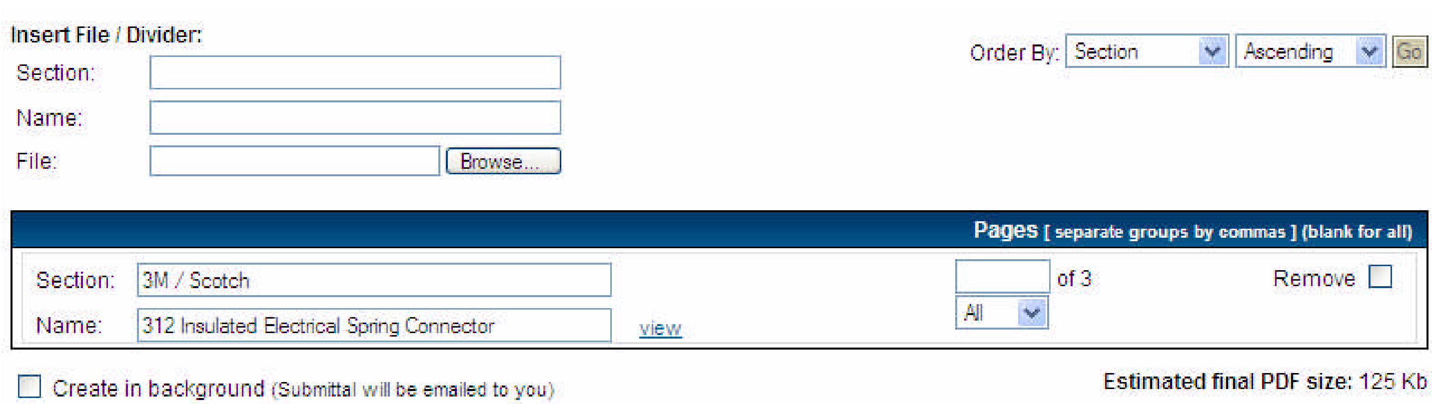


There are 2 ways to create submittals from the website. The first way, is useful for projects that will not be added to the "Project List" database, and will be created, but not saved. The second way is tied to a specific project, and will be saved on the server, and accessible for employees and/or customers to download at any point. Well cover the first way, first. After logging in, click on "Downloads" on the left navigation bar.



After navigating to the correct manufacturer, you will see a list of the available files. If the file is a PDF file, you will see a check-box to the left of the file size / modification date. Check all files you wish to add on this screen, and click on "Add To Submittal". It will continue to append each file. You can add the same file more than 1 time, for those departments that need to add a document to more than 1 "section" within a PDF. Continue to navigate to any other files you want to add, and repeat the process. You can view all the files you have selected at any time by clicking on "View Selections" to the right of "Add To Submittal".



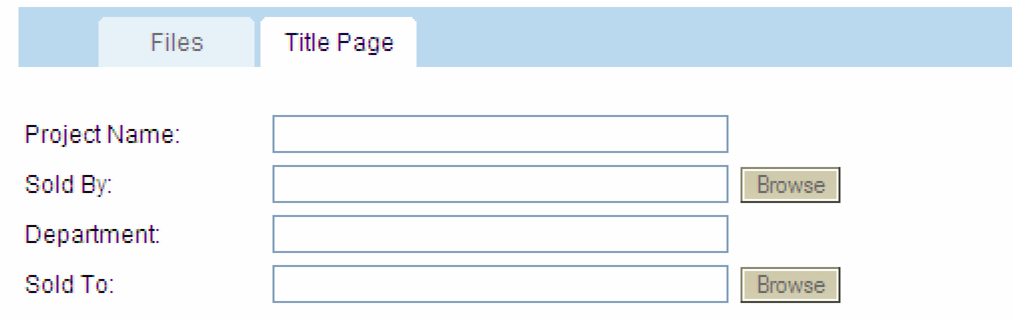
When you click on "View Selections", you will be brought to a screen similar to the above screenshot. There will be 2 tabs, one that says "Files", and another that says "Title Page". Within the "Files" tab, you will see a "Insert File / Divider" section, a section that says "Order By" to the right of that, and then a list of all the files you have selected below that. Below that, you will see a checkbox that says "Create in background", and then a very approximate final PDF size to the right.

In the section where all your selected files are, there is a "Section" box, a "Name" box, a "Pages" box, and then a checkbox to "Remove" the file from your submittal (this will not delete the file, itself, just remove it from the submittal). "Section" determines what section the respective file will appear in. A divider will be created for each new section. As long as the text in the "Section" box is exactly the same as the next file, and they appear consecutively, a new divider will not be added. If they do not appear con-secutively, or the text changes in any way, a new divider will be created for each section. You are free to modify the section text as you wish. "Name" is the name of the file. Try to make it as descriptive as possible, because both "Section" and "Name" will be added to a table of contents, and will greatly help in your customers being able to know where to find the spec information they are looking for in your book.

To the right, where it says "Pages", this is where you can select which pages out of the submittal book you wish to add. This is useful for when a PDF contains pages that do not pertain to the product on this project. To limit the pages, you can specify individual pages (eg 1, 3, 7, 10), or you can specifiy a range (eg 1-5). You can also specify any combination of these (eg 1, 4, 5-15, 17, 20-30). If you wish to include the entire file, just leave it blank. Below this, there is an option to limit it to "odd" pages or "even" page. Default is include all pages.

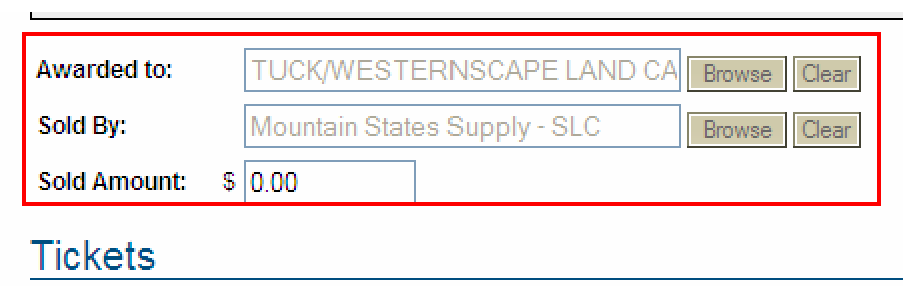
You also have the option to add PDF files that are only pertinent to this project. To do this, simply type the desired section name, name of the file, and click on "Browse" in the "Insert File / Divider" section, and click on "Update". The same section rules apply to inserted files, as well (a new divider will only be created 1 time, as long as the text does not change).

The order the files appear in is completely customizable. The default order is by "Section", and "Ascending", meaning 0-9, A-Z. To change this order, you can click on either one or both of the drop down boxes. You can order them by "Section", "Name", "Pages" (meaning number of pages), or a custom order, either "Ascending", or "Descending". If you want to do a custom order, change the drop down box to "Custom Order". From there, you can physically drag and drop the file list in whatever order you wish them to appear. You do not need to click on "Update" to change this order, it is saved automatically. The order it appears on your screen is the EXACT order it will be added to the book.



You can also specify the text information that will appear on the title page of your submittal. To specify this information, click on the "Title Page" tab. From there, you can specify the "Project Name", select which company sold the project, the department name, and who the project was sold to.

Once you have specified this information, you are ready to create your submittal. Back on the "Files" tab, you may remember there was a checkbox marked "Create in background". You have 2 options for how to receive the book you have created. You can have it create the file, now, and download it on the spot. Depending on the size of the submittal, it may take a few minutes, so you also have the option to create it in the background, which will then allow you to work while it creates it, and then it will email it to you when you are done. This is completely up to you which you chose. If you wish it to be done in the background, just make sure "Create in background" is checked when you click on "Create PDF". That is all there is to creating a submittal, not linked to the "Project List".



In order to create a submittal tied to the project list, you must be in the "Tracking" tab, within "Commercial Projects > View Projects". If you need help with that, refer to the "Commercial Projects" tutorial on the website. Make sure the "Awarded to" box, and the "Sold By" box are filled in, because this is where the submittal will pull the address/logo information for the title page of the submittal book. From there, simply click on "New Submittal" at the bottom of "Tracking" tab. The procedure is identical to that of creating a submittal not tied to a project, except that the title page information will automatically be filled in for you, and the submittal will be able to be accessed at a later time from the "Tracking" tab, as well as from the company's information page within "Directory > Company Search". A note about project submittals, these are the only places the file will be accessible, they will not be emailed to you. Creating in the background means the file will not appear until it has finished creating the PDF.

This concludes the tutorial for creating submittals from the website, let me know if you have any problems.