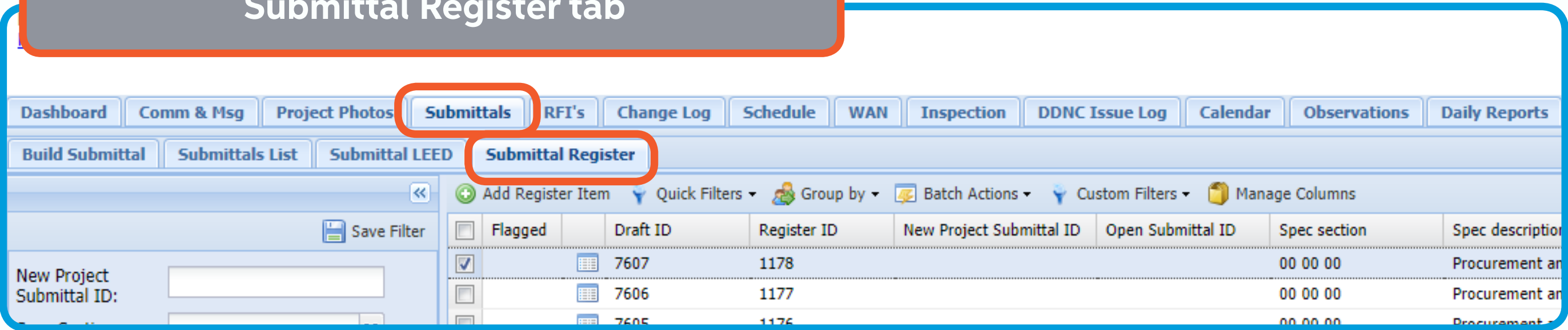


Quick Guide: Submittals

How to create a submittal and send it for review

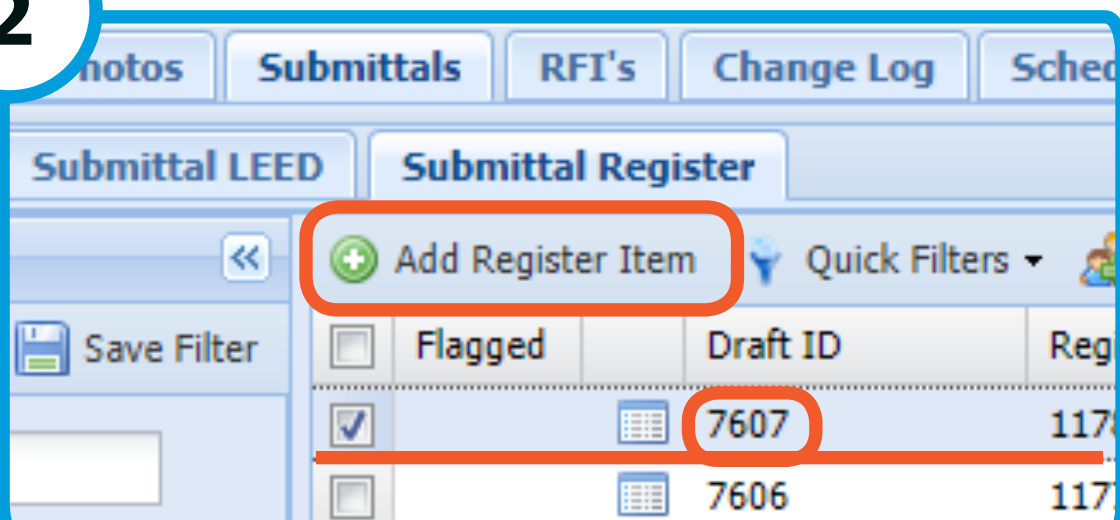
1

Select the Submittals tab and then the Submittal Register tab



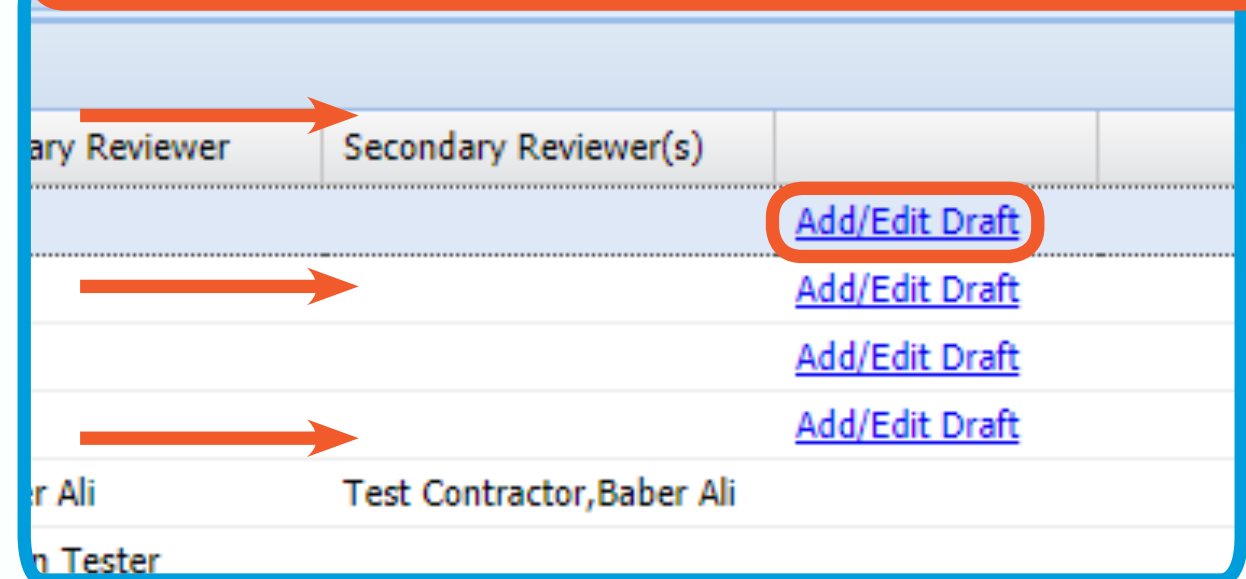
2

Click Add Register Item and a new draft will appear at the top of the list with an Inertia-assigned serial draft ID



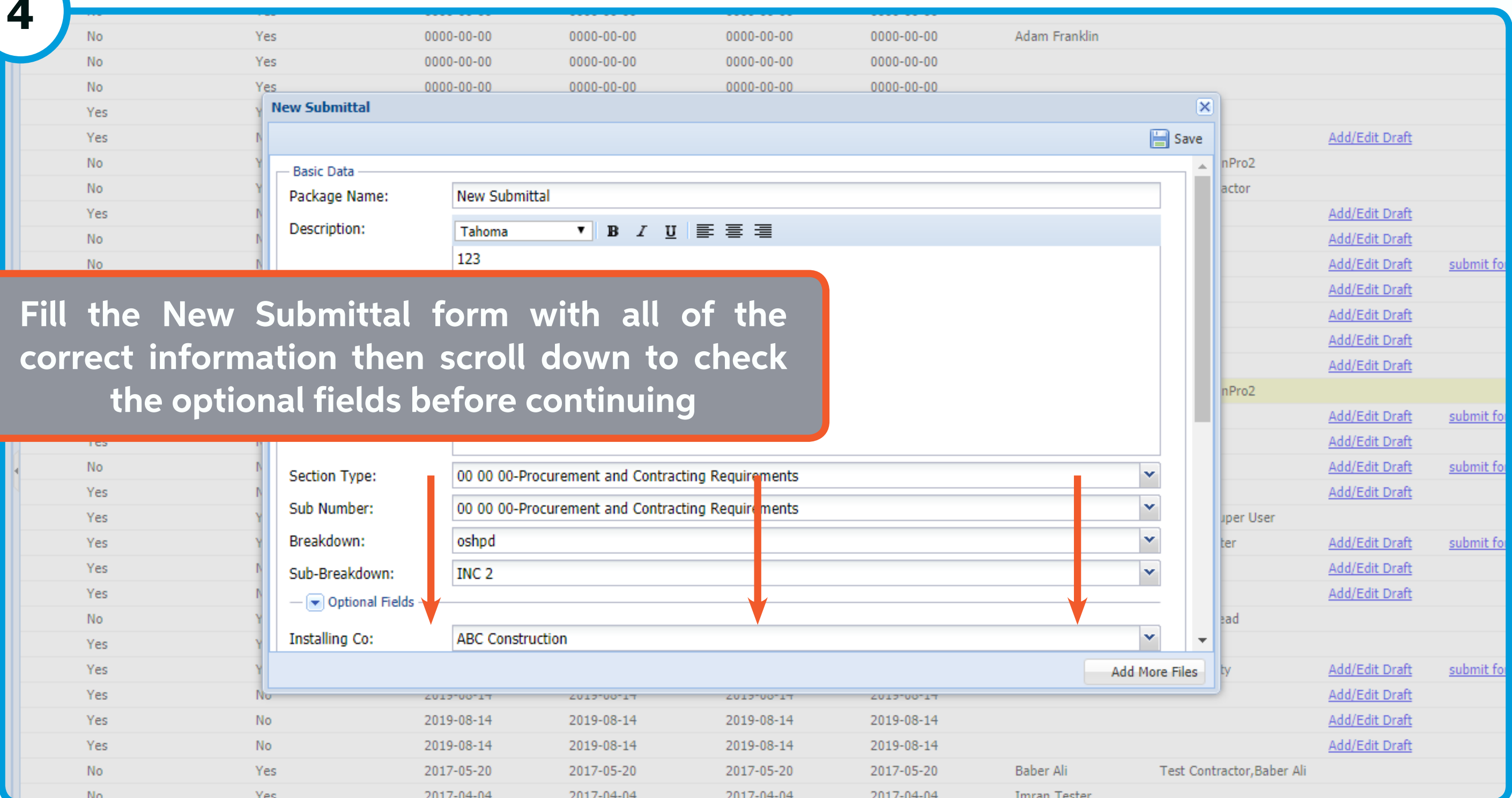
3

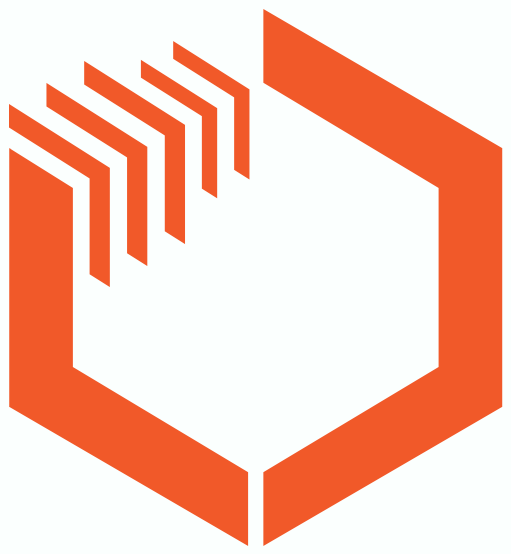
Locate and select Add/Edit Draft



4

Fill the New Submittal form with all of the correct information then scroll down to check the optional fields before continuing





Quick Guide: Submittals

How to create a submittal and send it for review
(with LEED)

5

Fill the optional fields as necessary and attach files at the bottom then click Save

6

GC Review Date	Primary Reviewer	Secondary Reviewer(s)	
2019-09-04			Add/Edit Draft submit for review Duplicate Register
2019-09-03	Test QC-Lead	Test QC-Lead	Duplicate Register
0000-00-00			Duplicate Register
0000-00-00	Adam Franklin		Duplicate Register
0000-00-00			Duplicate Register

Locate and select Submit for Review

7

Once you have saved the proper reviewers will be notified of the new submittal

You're done!