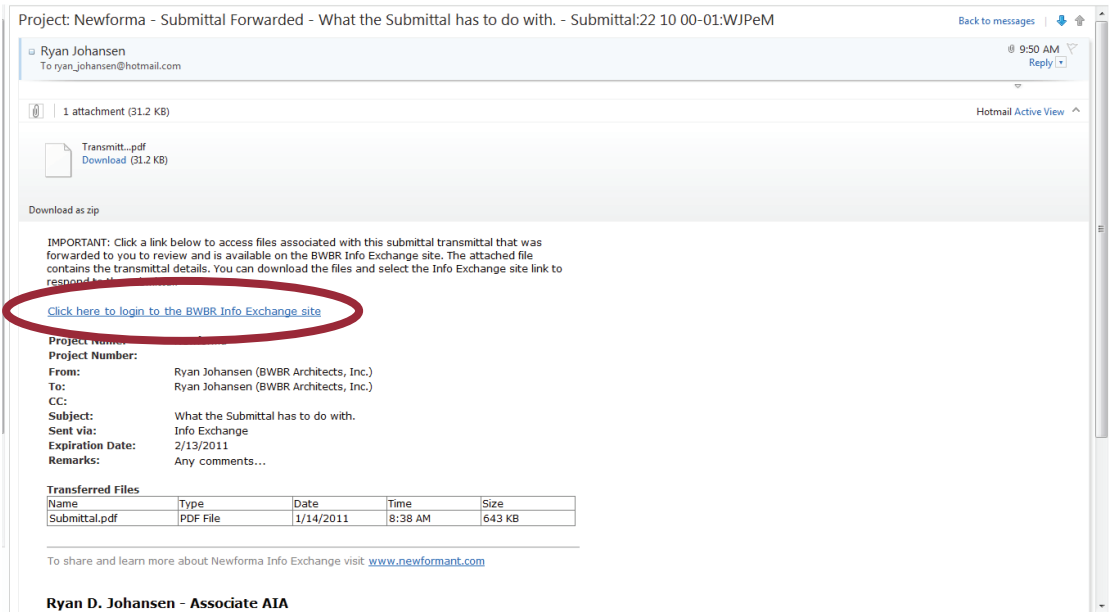
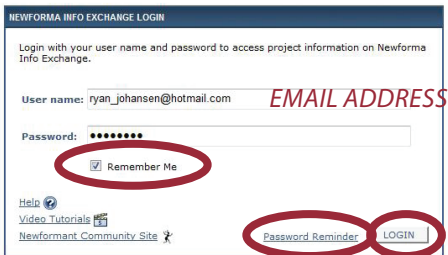


Reviewing a Forwarded Submittal via the Info Exchange

- You will be notified by email that a Submittal has been Forwarded for your Review. A pdf of the transmittal is attached. Click on the link to log in to the Info Exchange to see the actual Submittal and its content...

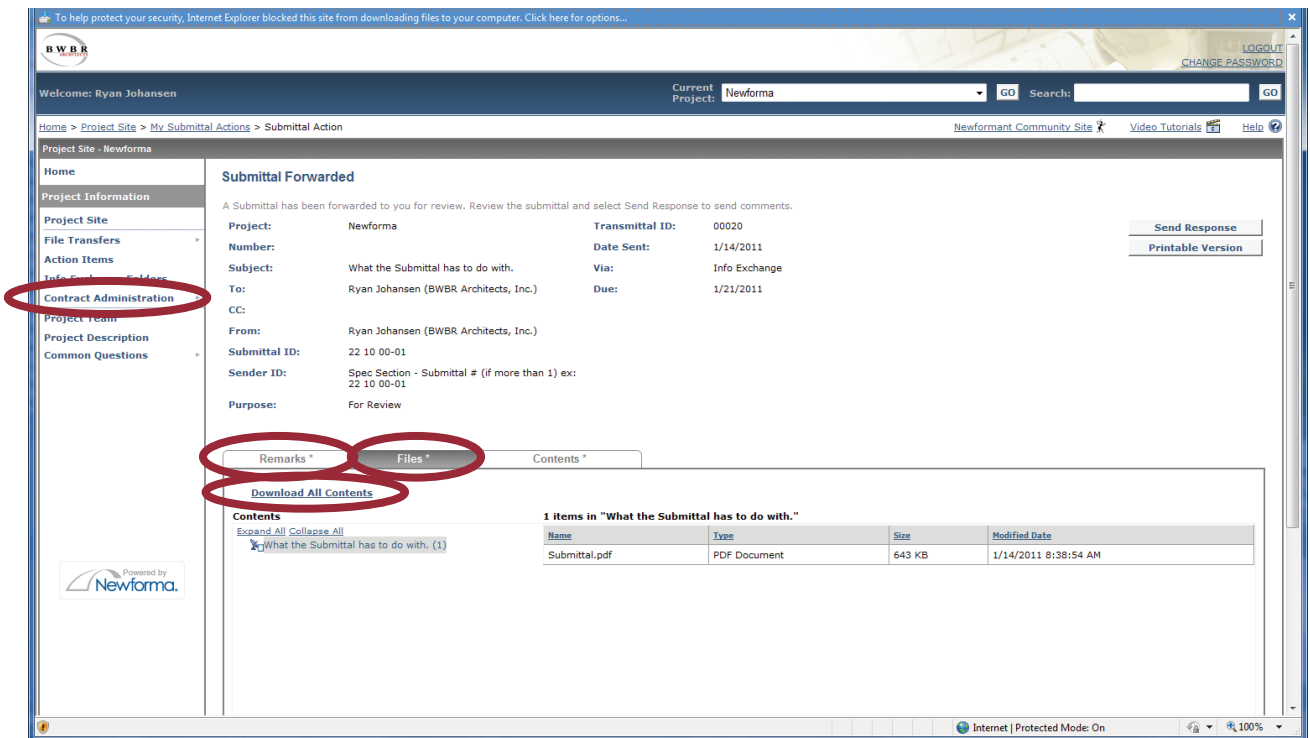


- Enter your Username (your email address) and Password. (Use the “Remember Me” check box so you don’t have to enter this information each time. If you’ve forgotten your Password, enter your Username and click on the “Password Reminder” link.) Click “Login” to continue...

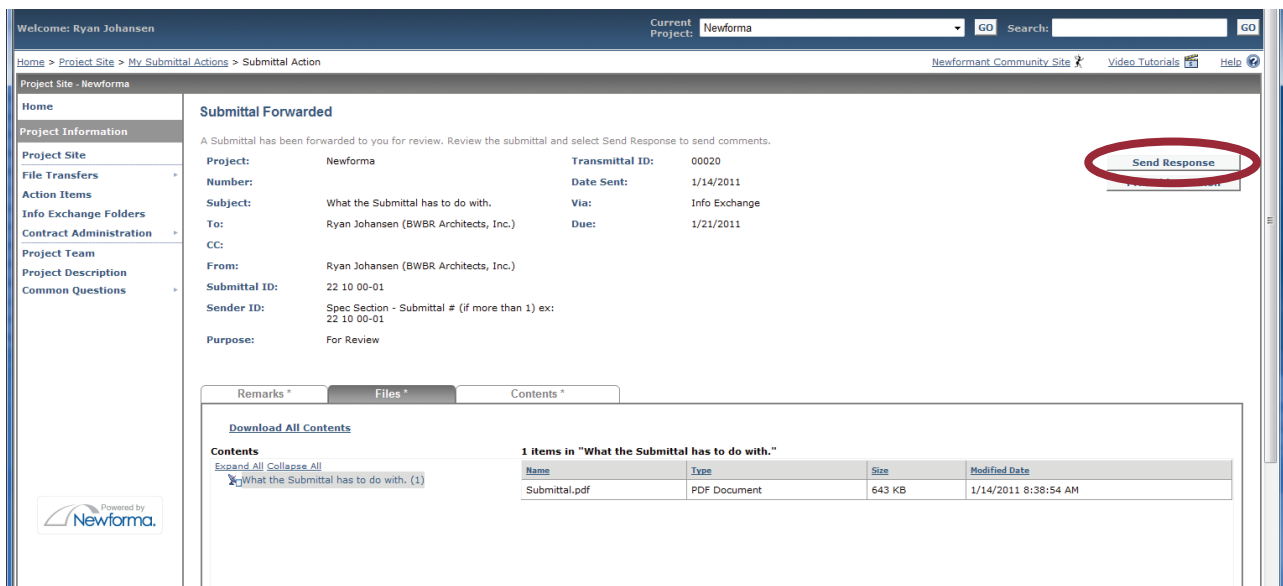


- If you used the link from the email, it should take you directly to the Submittal page. Otherwise you can find it under “Contract Administration – My Submittal Actions.” Any files that had been included will be under the “File” tab of the Submittal. Click “Download All Contents” to view the files...

**If your internet browser blocks the file, simply click on the bar that appears at the top of the window and click “Download File”...*



- Once you have reviewed the files, log back into the Info Exchange, go to the Submittal and click “Send Response” to respond...



- Fill out the form, attach any appropriate files, and click “Send Submittal Response”...

Welcome: Ryan Johansen

Current Project: Newforma

Home > Project Site > My Submittal Actions > Submittal Action > Send Submittal Response

SEND SUBMITTAL RESPONSE

Enter your review response for the submittal in the form below, then select Send Response.

ID: 22 10 00-01

Subject: Re: What the Submittal has to do with.

To: Ryan Johansen (BWBR Architects, Inc.)

CC:

Remarks: Add your comments...

Reminders: If a recipient has not downloaded the Transmittal,

Contents: G:\Newforma\Ca\Submittals\Submittal - Struct Review.pdf

To transfer multiple files, zip the files together then browse to the zip file. Click here for instructions on how to zip files. Maximum file transfer size is 2,048 MB.

Files in this transfer will expire on 2/13/2011 and will no longer be available for the recipients to download.

Powered by Newforma.

SendSubmittalResponse.aspx?pid=0ea9b14c-8fa1-4a72-8d64-199c5dcae35&itemId=1f0228b4-90c4-4d29-a8a6-44fb3fb81666&subItemid=6fdd78dd-908d-4329-b49a-6ddf12bb8ba4