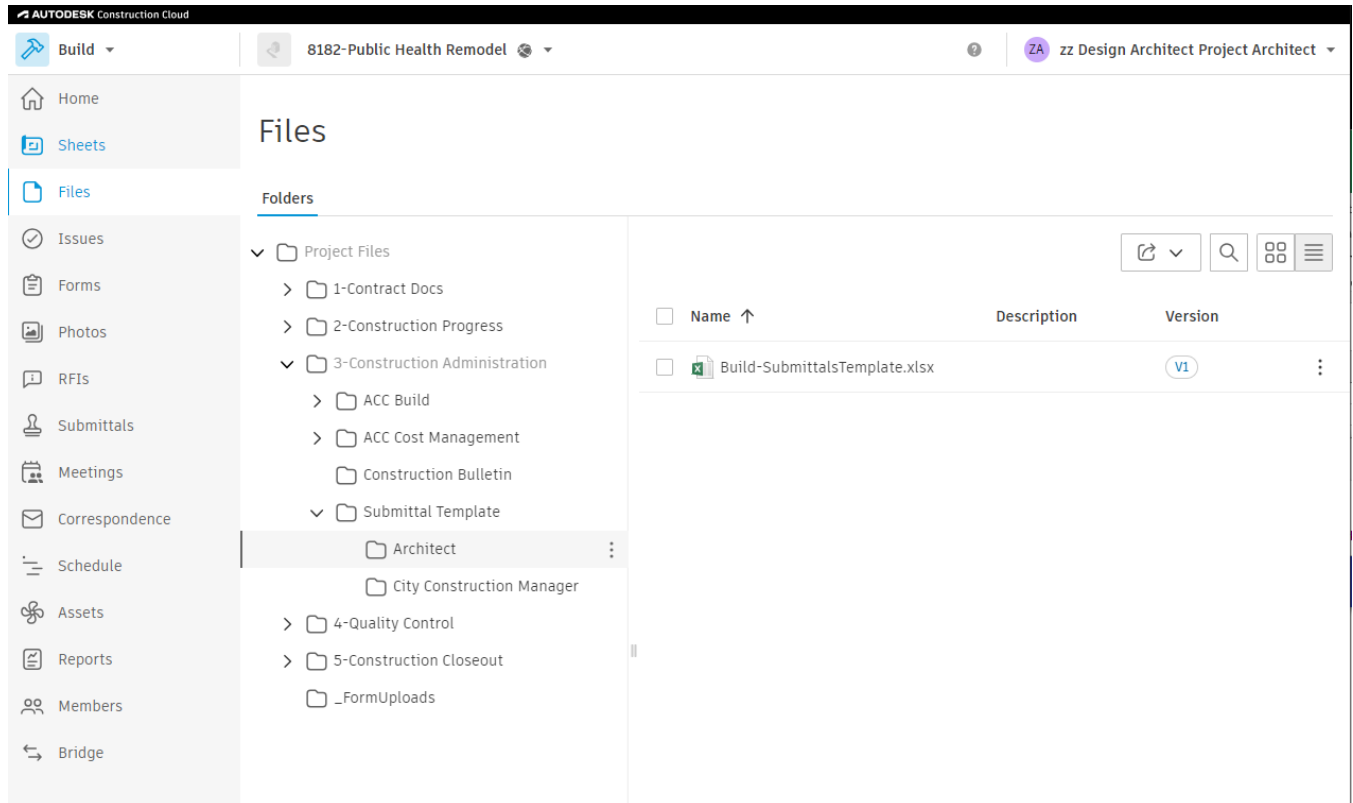# Autodesk Construction Cloud (ACC) Guide-Submittals Initial Setup
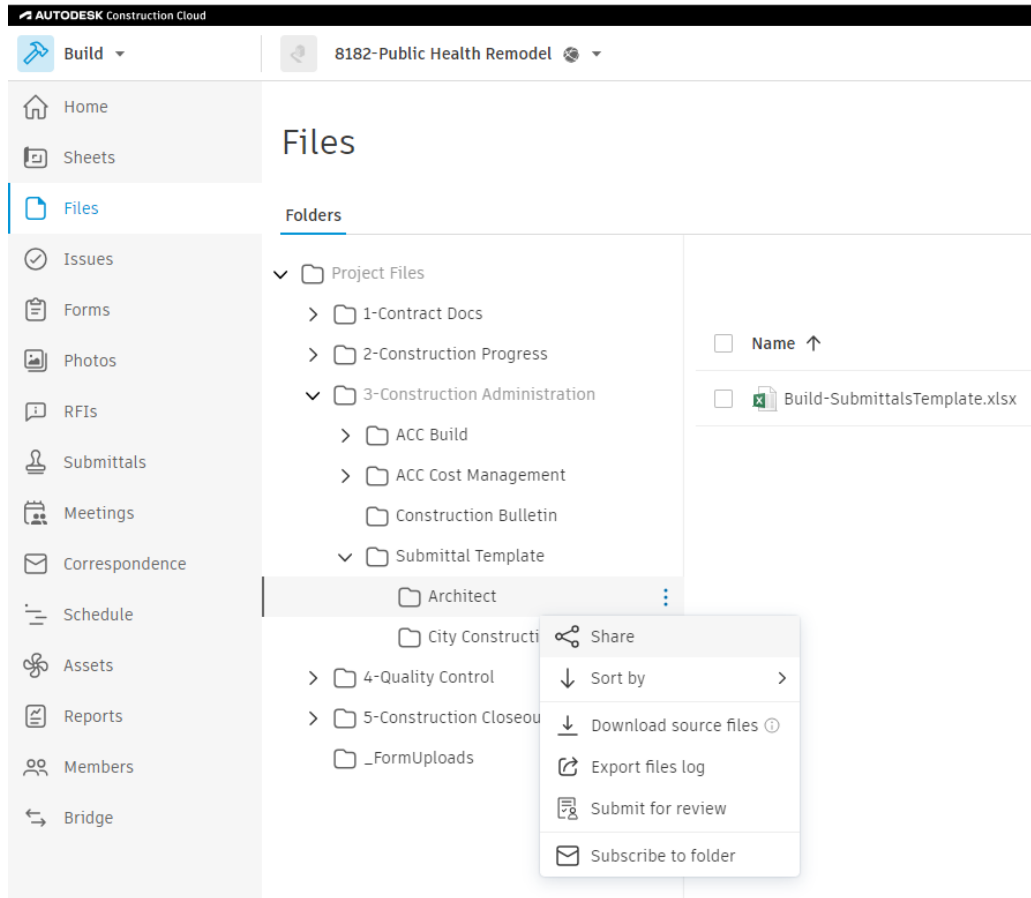
Files-Submittal Template Filled out by Design Architect Project Architect

Go to Build > Files in sidebar. Navigate to Project Files > 3-Construction Administration > Submittal Template > Architect.
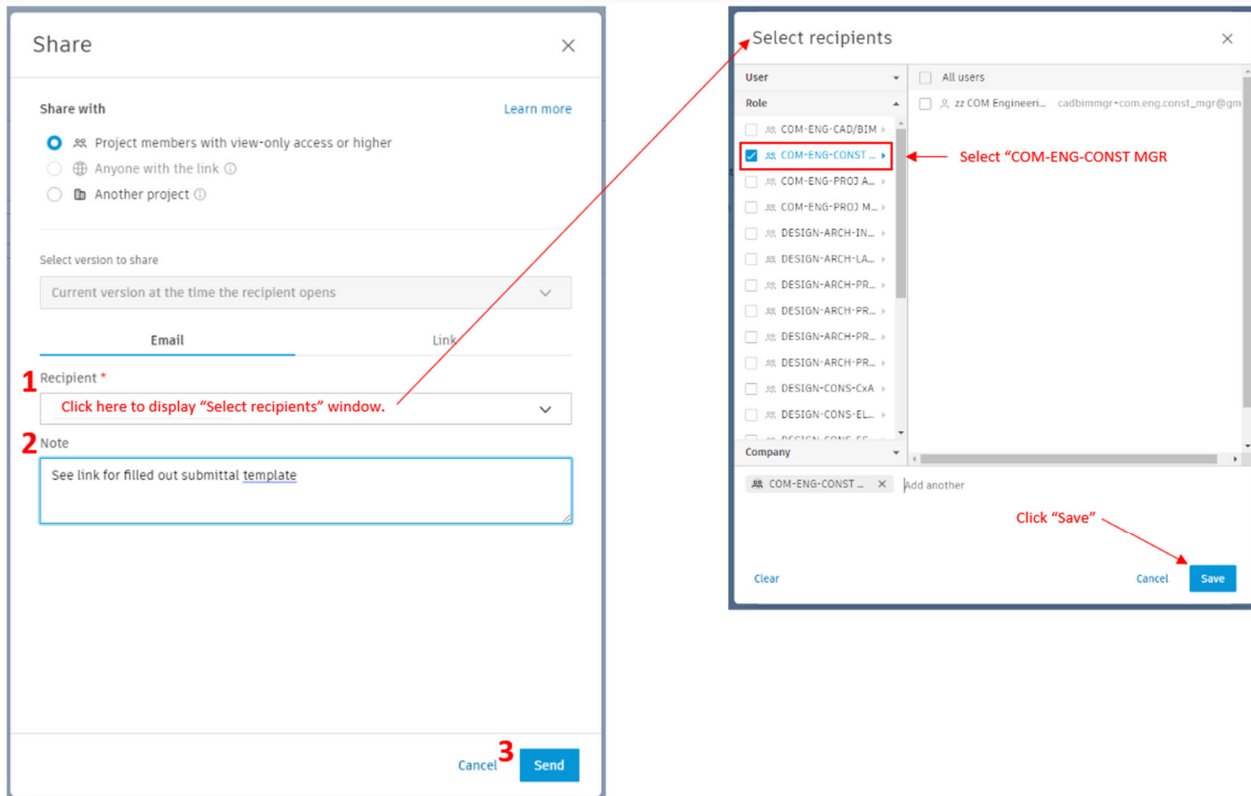
Download Build-SubmittalsTemplate.xlsx or edit in-browser. Fill out columns A-F. Leave all others blank

When done, copy link to share folder.

Keep default settings and enter info for following fields:

1. Recipient - Click in Recipient box to display "Select recipients" window. Select COM-ENG-CONST_MGR. Role from list. Click Save to close the "Select recipients" window.
2. Note – Enter following text in the "Note" field: "See link for filled out submittal template."
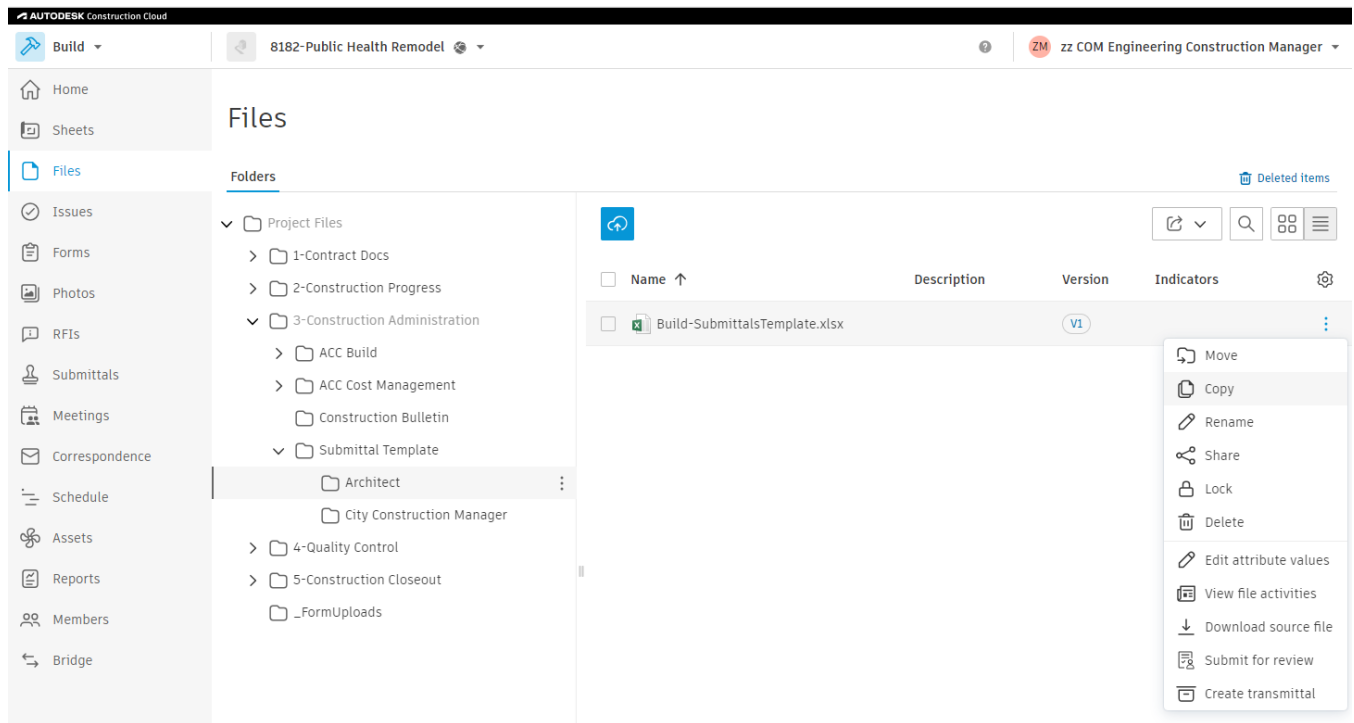3. Click Send.

Files-Submittal Template edited by <u>Construction Manager</u>

Follow link in email to Architect folder.

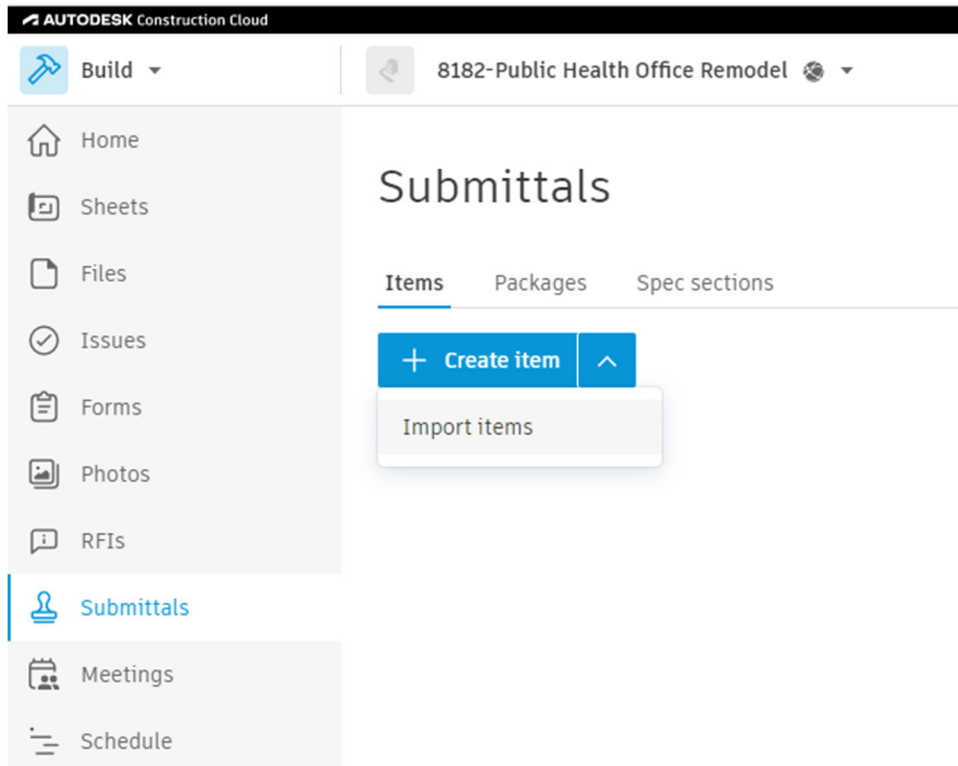Copy file from Architect folder to City Construction Manager folder.

Open Submittal spreadsheet from City Construction Manager folder to review for completeness and make any needed edits and/or enter additional information (eg add Watchers, etc.).
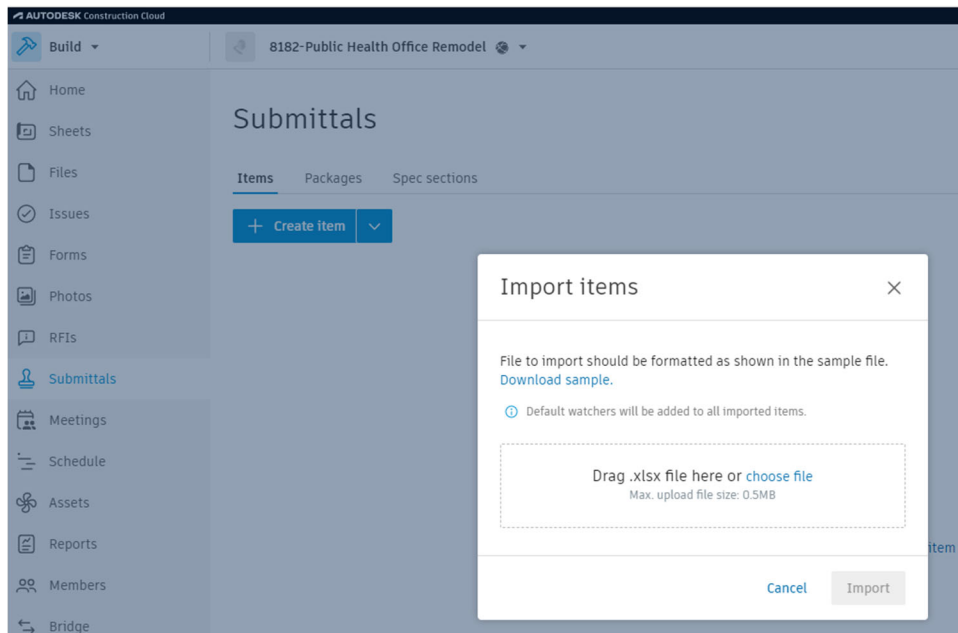
Submittals-Submittal Template imported by <u>Construction Manager</u>

From to Project Files > 3-Construction Administration > Submittal Template > imported directory, download file.
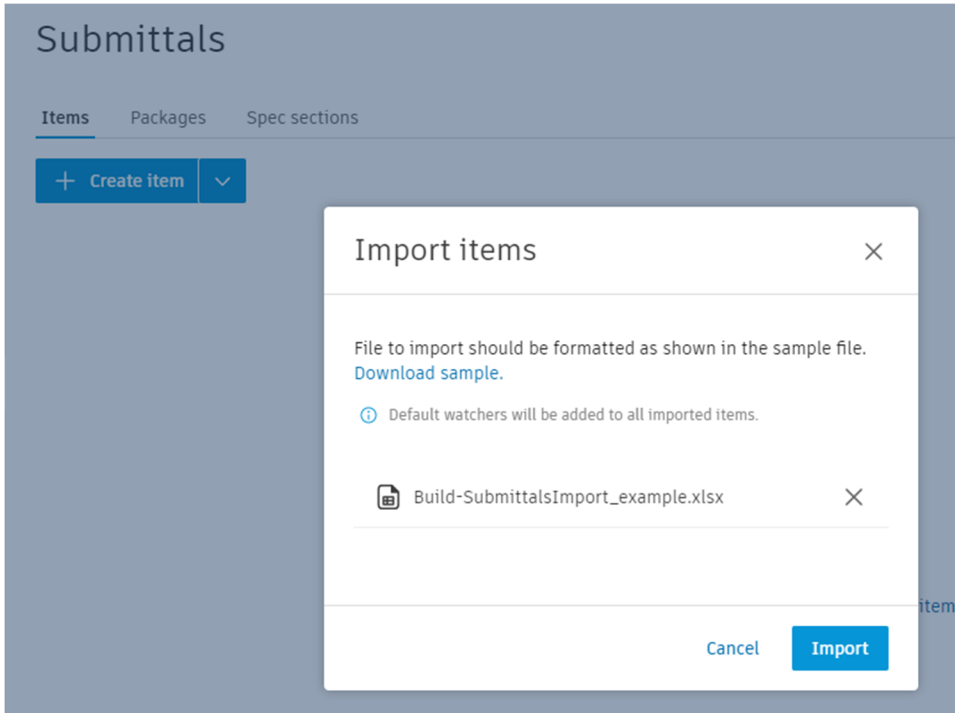
Click drop down arrow next to Create Item. Select Import items
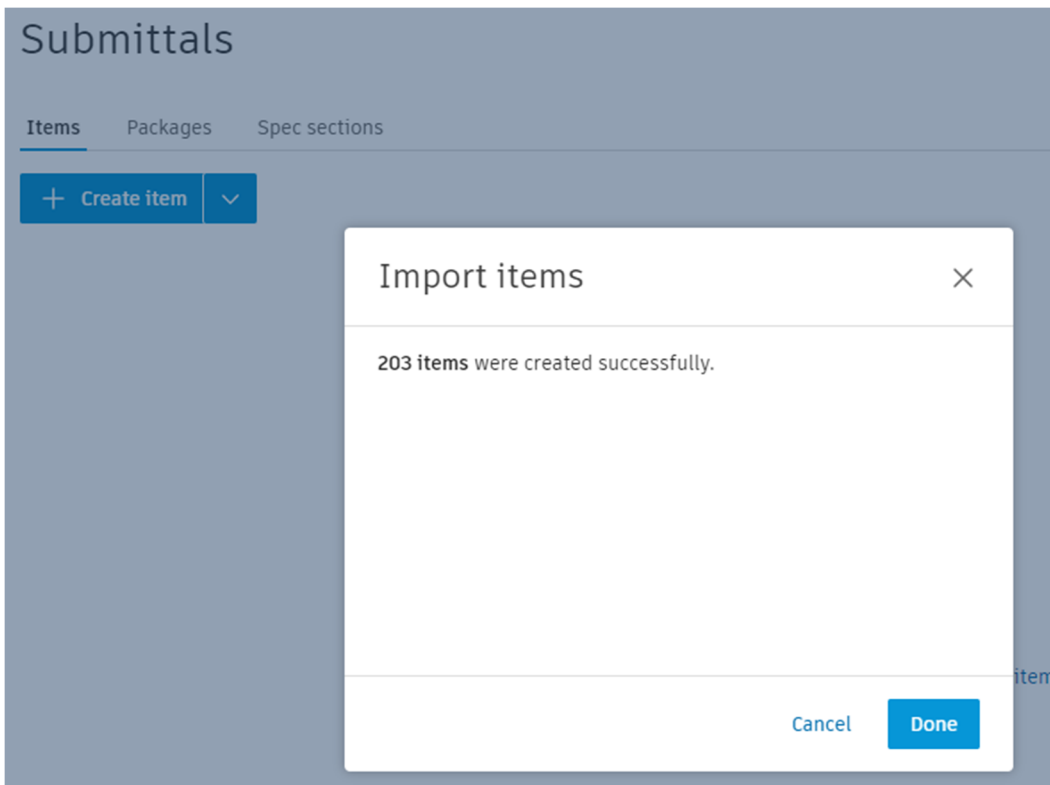

Drag and drop or choose a downloaded file.

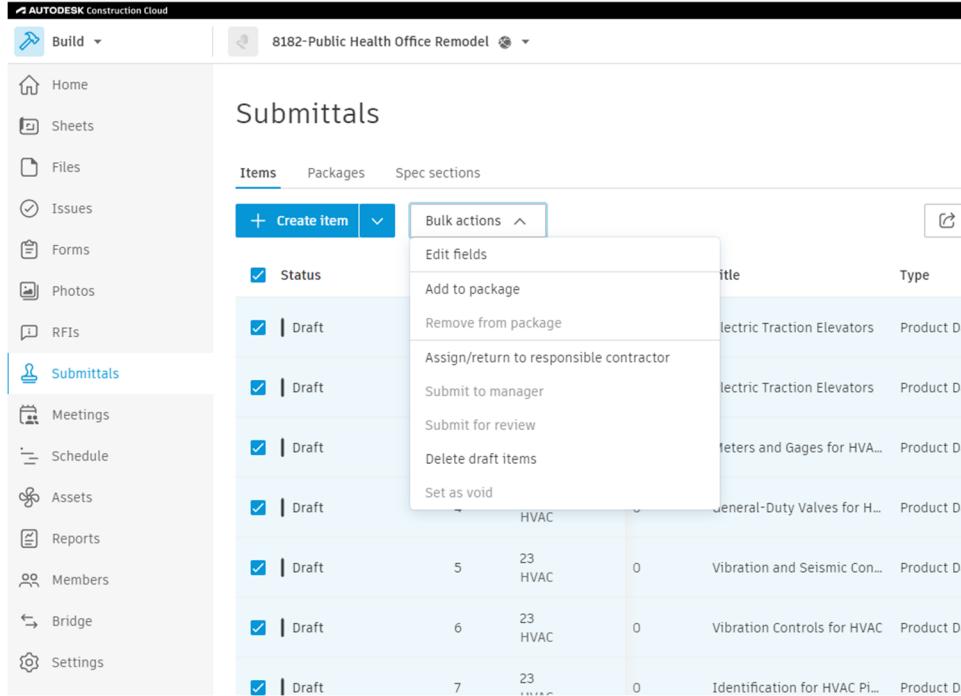After selecting a file, click blue Import button

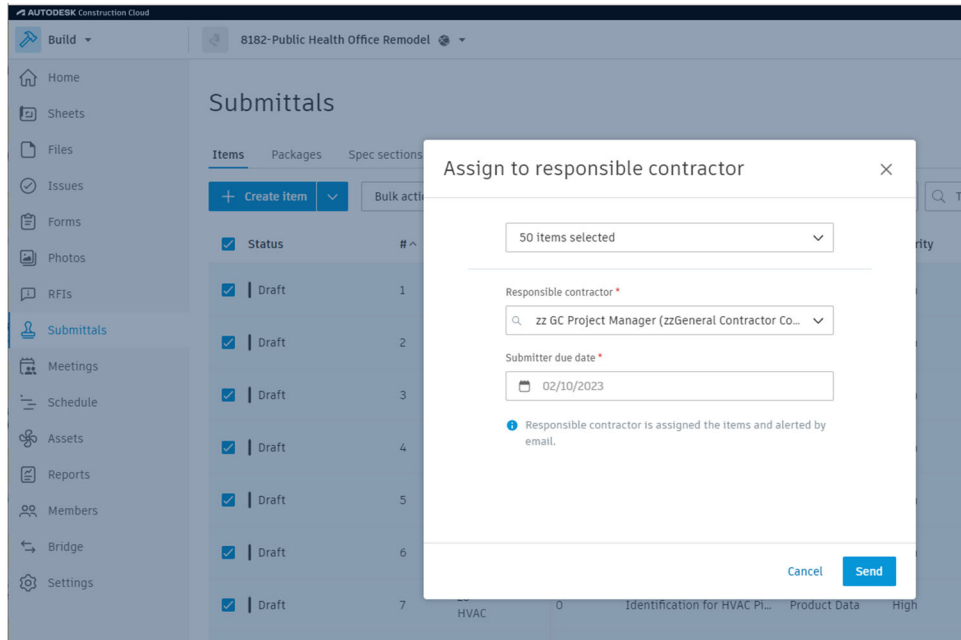You should see a message that it was successful

Click done. You will see a list of submittals when completed.

Check box at top to select all. Click Bulk actions dropdown. Select Assign/return to responsible contractor.

No adjustments are needed on next pop up. Select Send.

The sent submittals will disappear from view due to filters, leaving 153 viewable in this example.

This can only be done in batches of 50 at a time, so repeat the steps by selecting all the visible Draft submittals. The responsible contractor won't get 203 emails. They'll receive 1 email per batch assigned, so 5 emails in this example.