Autodesk Construction Cloud (ACC) Guide-Submittals Process

Submittals-Submit Submittal by GC Project Manager

Navigate to Submittals. Click a submittal.

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Add to description or add a file as necessary. Comment to communicate with Manager or watchers. All other fields are locked or should not be modified.

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Click Submit. Select Attachments. It is critical to include attachments at this stage so that the review team can complete their review. Add notes as needed. Click Done.

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Submittals-Prepare for review by <u>COM Engineering Construction Manager</u>

Choose a template for the review workflow. Submittal Review is the only option.

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From this stage, there are many paths a submittal can take. They can step forwards and back or be revised or be commented on by many users. 3 main types to consider:

(A) Step back and request contractor to make changes. Simply click Step Back in the image above.

- (B) Submit for review, make markups, use @ functionality to get others to review, architect review.
- (C) Same as B, but with a revision to request a new submittal.

Since (C) is the most complicated, it will be the focus of the rest of the guide.

For example, we need the COM-TE-QM role to verify the bike rack. First, add as a Watcher.

Use the @ functionality to request the COM-TE-QM role to review.

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Submittals-Comment by commenter

Click the filename in attachments to view the submittal.

Commenter (COM-TE-QM) makes comment back approving or rejecting the design. Use @ functionality to ensure that the COM-ENG-CONST MGR gets the notification.

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#### Submittals-Review by COM Engineering Construction Manager

If additional changes are needed, COM-ENG-CONST MGR will step it back to CONTRACTOR-GC-PROJ MGR.

Otherwise, select Submit for Review.

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#### Copy file submitted by contractor to the next stage by clicking copy icon. Click Done.

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### Submittals-Review by Design Architect Project Architect

You will receive an Action Required email to review a submittal. Follow link. Use @ comment process as needed. Once ready, click review.

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For this example, changes are needed, so the response "revise and resubmit" is selected.

## Submittals-Close and Distribute by COM Engineering Construction Manager

The Construction Manager can make comments, markups on file and step it back to Architect to attempt to resolve. Otherwise, simply copy forward and provide response "Revise and resubmit".

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Next, the option to either Step back or Create a new revision becomes available. Select Create new revision for contractor to make corrections per review comments.

#### Submittals-Resubmit Submittal by GC Project Manager

Follow link in email. Proceed to the beginning of this document to resubmit the corrected submittal.