

Kahua Quick Reference Guide

Submittal Registry Wizard

About the Submittal Registry Wizard

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The Submittal Registry Wizard provides a way to generate Submittal Items while viewing a specification document so users can be more efficient while gaining an understanding of the project when reviewing the specification.

Note: CSI codes must be uploaded to the project for this utility to work. If your CSI codes are not available, please reach out to the regional Kahua Program Manager for assistance.

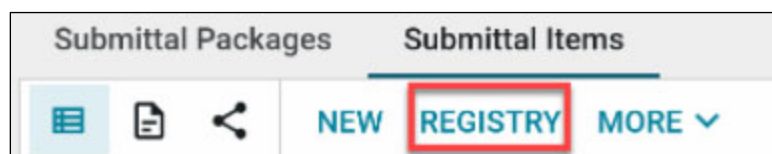
Navigate to Packaged Submittals

1. Open the project using Project Finder on the left side bar.
2. Select **Packaged Submittals** in the Document Management section of the App launcher.

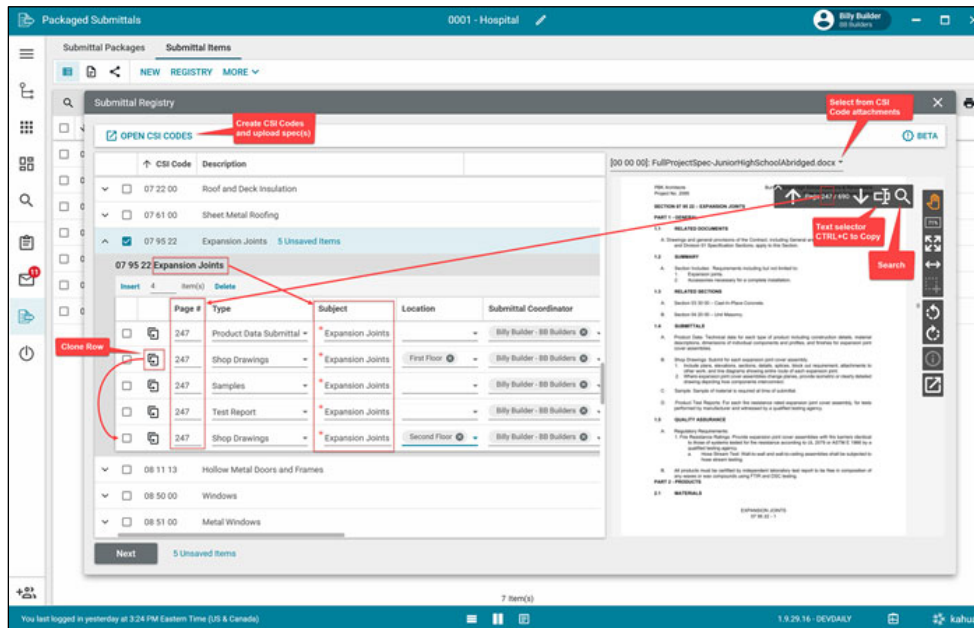
Use the Registry Wizard

This action is typically created by the following roles: **GSA PM**, **EXT-PM**, and **EXT-CONTRACTOR**.

1. Click the **Submittal Items** tab.
2. Click the **Registry** button to open the wizard dialog.



3. The dialog will open with a list of CSI codes on the left and the first spec file it finds in the viewer on the right.



4. Search or scroll through the spec in the viewer to find the area of the spec that calls out the submittal requirements.
5. Select the appropriate **CSI code** on the left and expand the selection.
6. Insert the appropriate number of rows within the grid for each code based on the different types of submittals requested for the selected code.
 - The subject will populate based on the description of the CSI code.
 - The page number will autopopulate based on the current page open in the viewer.
 - Other attributes will autopopulate based on the default settings established in configuration for the project.
7. Fill in the content for each item as needed.
 - Users may copy/paste content from the viewer into an attribute. For example, copy the submittal detail from the spec into the description attribute within the grid.
 - Users should only fill out relevant information. If the submittal item applies to the entire project, the location attribute should remain blank.
 - Use the **Clone** button at the beginning of each row to create a clone of the submittal item. This is very useful when there are multiple similar items which will necessitate their own submittal. For example, if multiple Product Data submittals are required for different sizes of materials or there are multiple Shop Drawing submittals required for different locations, simply create the first one with all of the content and clone it. Once cloned, a user can make the adjustments need for the additional submittals.
8. Repeat steps 4 – 7 as needed.
9. Click **Next** to advance to the next step.
10. Complete additional information, including any required fields.
11. Click **Save**. This will create the new Submittal Items and return the user to the log view.
12. Click **Submit** when the submittal items are ready for the Submitting Vendor to complete any additional information.