The transmittal feature helps you manage the large volume of drawings and specifications that occur in a project. It assists you in keeping track of the drawings, the maintenance and changes of the drawings, which drawing revisions were used in contracts, who needs to receive a copy of the updated drawings, and other information required to coordinate them within your project.

Each transmittal document records the items to be transmitted and the people who should be receiving the items.

**ALL ePM Users**

**CREATE A NEW TRANSMITTAL**

1. Log in to ePM and navigate to your project.
2. Click PM Tools > Construction Management > Transmittals
3. Click New to create a new Transmittal.
4. On the Main page, enter the Transmittal Title.

5. Click the Transmittal Items page and the Add Existing or Add from Package button.

6. Select/review the following for each line item:
   a. Purpose
   b. Action Required
   c. Categorization Code
   d. Confirmed
   e. Confirmed Date
f. Confirmed Notes

7. Add Recipients on the Recipients Page.

8. Click Save.

9. Select Workflow in the top toolbar to Send.
REFERENCES

Reference the following ePM Quick Reference Guides (QRGs) for additional information. QRGs can be accessed through the ePM Portal.

- QRG 01 – Navigating ePM
- QRG 02 – Using the ePM Address Book