

SUBJECT      TRANSMITTAL TYPE      MESSAGE

Transmittal Details

Subject: \*       Transmittal Type:

Message: \*

DOCUMENTS      DOCUMENT TITLE      COMMENT      DESCRIPTION      DOCUMENT TYPE      COMPANY      VERSION

Audience

Viewable By General Contractors

Viewable By Construction Managers

Viewable By External Stakeholders

Viewable By Designers

Viewable By Facility Management

- Transmittals are used to submit a one-way communication of a message or one or many documents to project participants.
- Transmittals may be cover letters that you send with the attached project documents.
- Transmittals allow the creator to securely send information utilizing the PHAZE role-based security.
- Navigate to the **Transmittals** log in the left menu where all transmittals that you have access to are listed
- The **Create Transmittals** button is in the log header
- You will be presented with the create transmittal form where the required data is noted with a red asterisk (\*)

### Required Fields for Transmittals\*

Subject: \*

Message: \*

*All other fields are optional*

### AVAILABLE ACTIONS IN Audience Section

- The Viewable By feature allows the Transmittals to be viewed by the selected audience. The initiator can select all the fields or only select one.*

### Optional Transmittal Fields

Leaving an optional field blank, will fetch all results if undefined.

Field	Finds Documents that...
Transmittal Type	Drop down menu
Attach Document	See the Document Attachment Quick Reference Guide for more information
Audience	Transmittal recipients will receive an email notification.