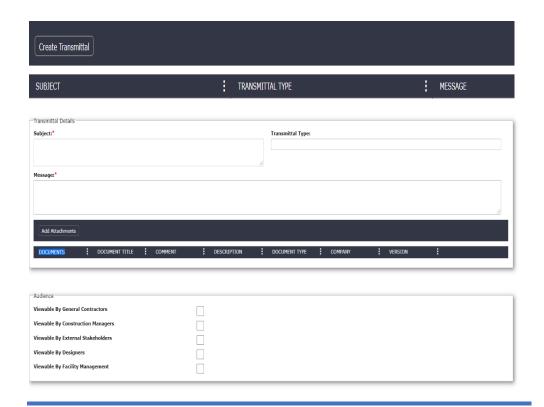


# **TRANSMITTALS**

## **Quick Reference Guide**



## **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.

- 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.
- Mavigate 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\*

All other fields are optional

### **Optional Transmittal Fields**

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

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