

Secondary Reviewer Submittal Review Quick Reference Guide

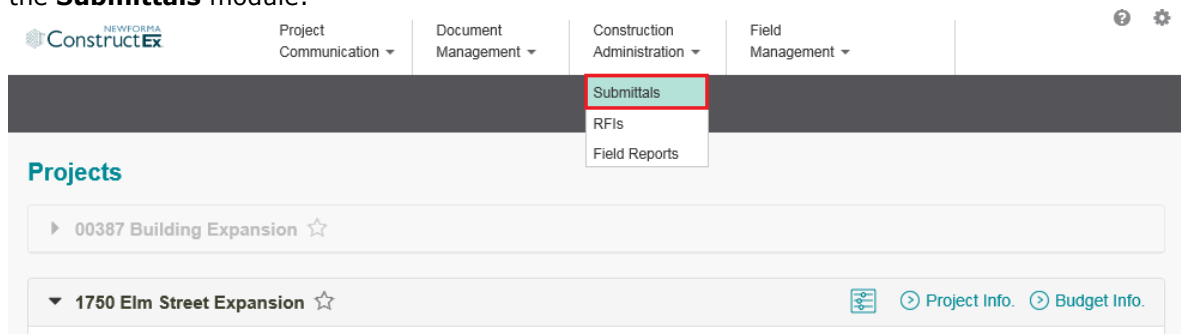
In-house architectural reviewers, consultants, owners and other secondary reviewers have the ability to review submittals on the Newforma ConstructEx web-based platform in order to return the documentation to the design team leader. To review a submittal as a secondary reviewer, follow the steps below:

Arrive at the Submittals Module

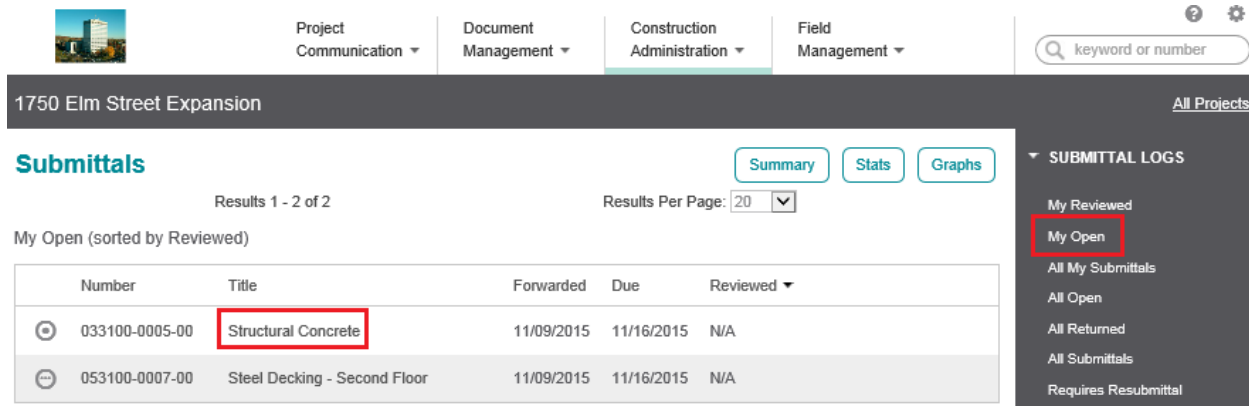
1. Log into ConstructEx to access the **All Projects** page.

*The first time you log in you will be prompted to complete your profile information. Once your profile is complete you are directed to the **All Projects** page.*

2. Select the desired project by clicking the project name.
3. Expand the **Construction Administration** dropdown menu at the top of the page and select **Submittals** to open the **Submittals** module:



View Open Submittals



1750 Elm Street Expansion

Project Communication | Document Management | Construction Administration | Field Management

Search: keyword or number

Submittals

Results 1 - 2 of 2 | Results Per Page: 20

My Open (sorted by Reviewed)

Number	Title	Forwarded	Due	Reviewed
033100-0005-00	Structural Concrete	11/09/2015	11/16/2015	N/A
053100-0007-00	Steel Decking - Second Floor	11/09/2015	11/16/2015	N/A

SUBMITTAL LOGS

- My Reviewed
- My Open
- All My Submittals
- All Open
- All Returned
- All Submittals
- Requires Resubmittal

1. Select the **My Open** log from the **Logs** section in the right panel of the **Submittals** module.
2. Select the name of the submittal you want to open.

If you do not see the submittal you plan to review on the list, you have not yet been invited to review it. Contact your Design Team leader (usually the architect or engineer) and ask them to forward the submittal to you.


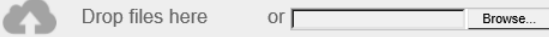
Return a Submittal

- The **View Submittal page** provides a synopsis of the submittal data. Scroll to the middle of the page and select **Return** when you are ready to return the submittal to the design team leader.


Submittals




Summary Stats Graphs


Return Submittal 033100-0005-00 - Structural Concrete














 Drop files here or Browse...

Upload file types JPG, PDF, DWF, DWG, or TIF. Maximum file size is 100MB per attachment.

Existing Attachments 


 00348-A-000.pdf 11/06/2015 Project Admin (Contractor) -  

References 

Construction Phase Docs		None
Design/Bid Packages		None
Sheets		None
Specifications		None
Reports		None
Submittals		None
RFIs		None
Field Reports		None
Meeting Minutes		None
Messages		None
Pay Applications		None

- You can attach additional documents to the submittal before returning it to the design team leader. Drag and drop PDF(s) of the submittal documentation to the **Drop Files Here** section of the page to upload them. Alternately, you can select **Browse** to browse for the files. Some older browsers do not support drag and drop. If configured, the system automatically adds the project's cover sheet to the upload.

*In Chrome, **Browse** is replaced by **Choose File**.*

- The **Existing Attachments** section includes any document uploaded to the submittal. Select **Add Markups** to view the design team markups or to add your markups. If the entire review team uses the markup tool, the result is a single marked-up document. All design team markups are flattened when the submittal is returned to the construction team. To view a brief video tutorial on using the markup tools, click [here](#).

To simply view the document with the information originally uploaded by the construction team, select the document name.

- Cross reference any ConstructEx items as needed.

Review History ← 5

11/09/2015	Project Admin (Design) - [Name]
11/09/2015	Reviewer - [Name]
(pending)	Reviewer - [Name]
11/06/2015	Project Admin (Contractor) - [Name]

Review Comments ← 6

Review comments provided by the design team are hidden from the construction team when the submittal is "open". Review comments provided by the construction team are visible when the submittal is "open" or "returned". Review comments do not appear on transmittals.

Transmittal ← 7

Delivery Method:

Number of Copies Returning:

Transmittal Notes (It is not recommended to add review comments in the transmittal notes box. They should be added to the review comments box above.)

Note: 500 characters max.

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5. Read the **Review History** to view all previous review comments.
6. Enter your final **Review Comments** as needed.
7. Review the **Transmittal** section. In most cases, the default settings of **Electronic Review** as the **Delivery Method** with **0 Copies** are used.

*Do not enter **Transmittal Notes** unless you are returning physical items (such as samples or hardcopy submittals) to the architect.*

8. Select **Return** if you are ready to return the submittal to the design team leader. The design team leader is notified of the return of the submittal and it is now their responsibility to act on it as needed.

*Your markups and review comments are editable until the design team leader returns the submittal to the construction team. To edit your markups and review comments, open the submittal and select **Return** again.*