



Revising Submittals

Submittal Items and Submittal Packages are both accessed from the Submittals form.

[Access an Existing Submittal Record](#)

[Create a Revision](#)

[Related Resources](#)

Access an Existing Submittal Package

Once a Submittal Package has been created, it will appear in the corresponding log and can be opened back up to be revised.

1. Open **Submittals** from the **Forms** options or from **Favorite Form Types** on the project's home page.
2. From the *Package* log, click on the **Subject** of the record to open.

Submittal Packages shared with me

Items Packages

Item #	Subject	Revision Date	Created On	Related	Shared
095113-01.0	Acoustical Ceiling Tile		7/27/23 9:34 AM	% 0 X 0	1
095113-01.0	Acoustical Panel Ceiling Drawings				
095113-02.0	Acoustical Panel Ceiling Product Data				
095113-03.0	Acoustical Ceiling Tile Manufacturer's Warranty	7/4/23			
030010-02.1	Concrete Package #2		7/26/23 1:35 PM	% 0 X 0	3
030010-05.1	Concrete Color				

Create a Revision

Revisions should be made to the Submittal Package and not the Item itself. Revising the package will auto-create revisions of any open Submittal Items in that package eliminating the need to revise them individually while preserving the link to the revised Submittal Package.

1. From the top of the open *Submittal Package*, click **Create Revision**.



2. Click the yellow *Yes* button in the *New Package Revision?* window that opens.

New Package Revision?

Creating a new submittal package will create revisions for each submittal item in the package that has not been marked "Closed".

Are you sure you want to create a new revision of submittal package "Acoustical Ceiling Tile"?

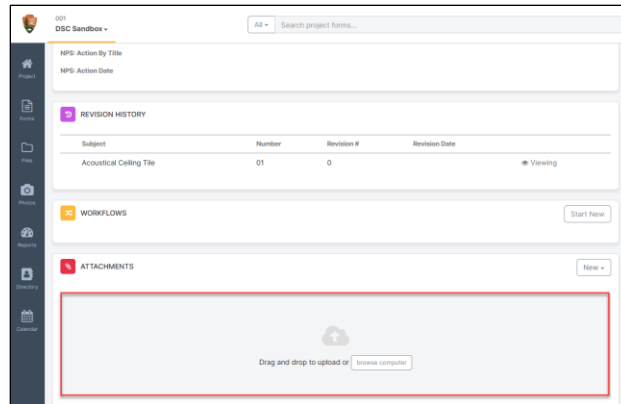
3. The *Package* form opens up with the **Revision** of the *Package* and of each open *Item* incremented by one.

Submittal Items								<input type="button" value="Add Existing"/> <input type="button" value="Create New"/>
<input type="checkbox"/>	Item #	Subject	Revision Date	NPS Action	NPS Action Notes	Closed	Attachments	
<input type="checkbox"/>	095113-01.1	Acoustical Panel Ceiling Drawings		<input type="text"/>	Type the NPS Action Notes	<input type="checkbox"/>	0	
<input type="checkbox"/>	095113-02.1	Acoustical Panel Ceiling Product Data		<input type="text"/>	Type the NPS Action Notes	<input type="checkbox"/>	0	
<input type="checkbox"/>	095113-03.1	Acoustical Ceiling Tile Manufacturer's Warranty		<input type="text"/>	Type the NPS Action Notes	<input type="checkbox"/>	0	

4. Make any necessary changes to the *Package Details*.
5. Click the **Save** button.
6. Upload the revised submittal files to the *Items* record and update any necessary fields in the *Items* record(s).
 - a. Open each **Submittal Item** record.

Submittal Items								<input type="button" value="Add Existing"/> <input type="button" value="Create New"/>
<input type="checkbox"/>	Item #	Subject	Revision Date	NPS Action	NPS Action Notes	Closed	Attachments	
<input type="checkbox"/>	095113-01.1	Acoustical Panel Ceiling Drawings		<input type="text"/>	Type the NPS Action Notes	<input type="checkbox"/>	0	
<input type="checkbox"/>	095113-02.1	Acoustical Panel Ceiling Product Data		<input type="text"/>	Type the NPS Action Notes	<input type="checkbox"/>	0	
<input type="checkbox"/>	095113-03.1	Acoustical Ceiling Tile Manufacturer's Warranty		<input type="text"/>	Type the NPS Action Notes	<input type="checkbox"/>	0	

- b. Locate the **Attachments** panel to upload the revised submittal file. See [Adding Attachments to Forms \(projectteam.com\)](#) for additional help.



7. Once all of the revised *Submittal Items* have the edits made and files uploaded, return to the *Package*.
8. Locate the *Workflows* panel and click **Start New**.
9. Select the appropriate workflow and click **Start Workflow**.

Related Resources

- **Help Center Links**
 - [Submittal Item Overview \(projectteam.com\)](https://projectteam.com)
 - [Create a Submittal Item \(projectteam.com\)](https://projectteam.com)
 - [Create a New Submittal Package \(projectteam.com\)](https://projectteam.com)
- **Quick Reference Guides (QRGs) and Training Videos**
 - Sharing Records
 - **Initiating and Completing a Workflow**
 - **Adding Attachments**
 - Creating Action Items
 - Making Comments
 - Adding Reference links
 - Running Reports
 - File Management Overview
 - Creating Submittals
 - **Reviewing Submittals**