



## Submittal Review and Response– NPS COR

After the Construction Contractor submits a Submittal Package, the CMR will determine the appropriate review process and start the applicable workflow. The COR will receive an email notification when the workflow gets to the COR Review step. The workflow step instructs the COR to review and update the submittal before passing the workflow step to send it back to the Construction Contractor.

### Submittal Workflow Diagrams

[\*ACTION – NO A/E REVIEW Workflow\*](#)

[\*ACTION – A/E REVIEW Workflow\*](#)

[\*INFORMATION ONLY Workflow\*](#)

### Submittal Items

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### Submittal Packages

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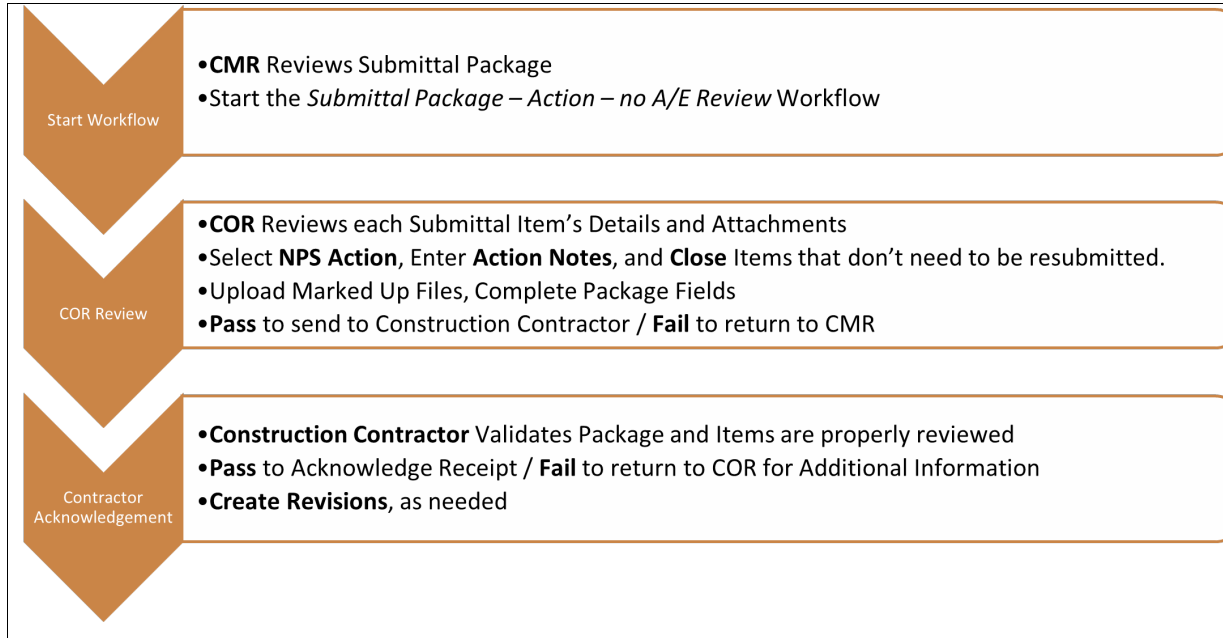
[Accessing Existing Submittals](#)

[Reports](#)

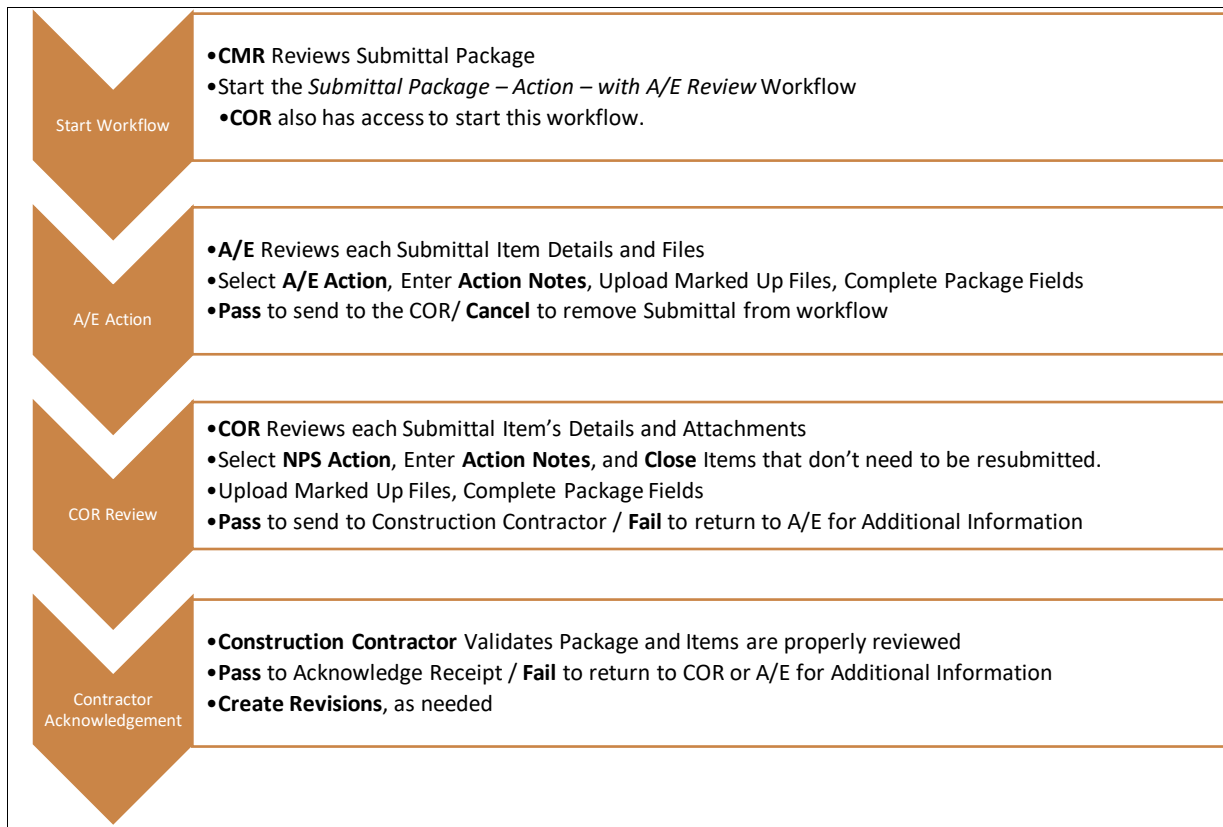
[Related Resources](#)

## SUBMITTAL WORKFLOW DIAGRAMS

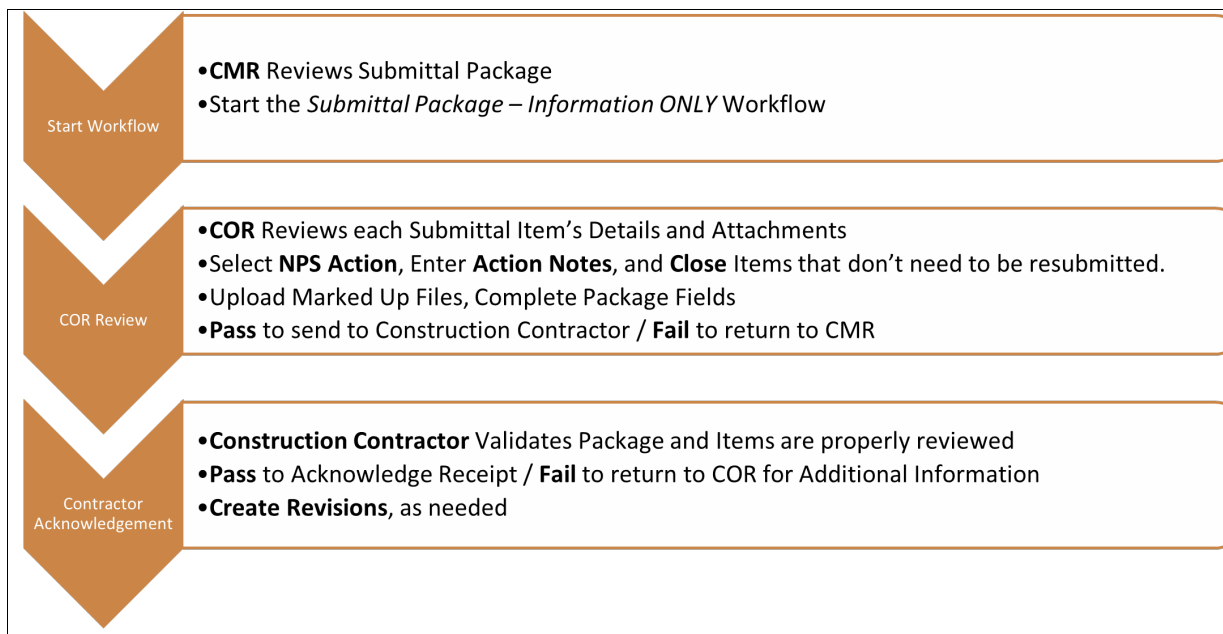
### ACTION – NO A/E REVIEW Workflow



## ACTION – A/E REVIEW Workflow



## INFORMATION ONLY Workflow



## Submittal Items: Review, Respond and Close

1. Access the record by clicking **View Document and Take Action** from the Workflow email notification (or by opening ProjectTeam and navigating to the record.)
2. Open the first *Submittal Item*.

001 DSC Sandbox - Search project forms... PT Admin -

095113

Number: 01  
Revision: 0  
Revision Date:  
Description:

Submittal Items

Item #	Subject	Revision Date	NPS Action	NPS Action Notes	Closed	Attachments
095113-01.0	Acoustical Panel Ceiling Drawings				<input type="checkbox"/>	1
095113-02.0	Acoustical Panel Ceiling Product Data				<input type="checkbox"/>	1
095113-03.0	Acoustical Ceiling Tile Manufacturer's Warranty	7/4/23			<input type="checkbox"/>	1

Construction Contractor: Certified By  
Construction Contractor: Certifier's Title  
Construction Contractor: Certification Date  
CMR: Reviewed By  
CMR: Reviewer's Title  
CMR: Review Date

Make Private Post

No comments added to this document yet. Be the first to comment.

REFERENCE LINKS New -

3. Verify the information in the *Details* panel paying specific attention to the **A/E Action** and **A/E Review Comments**, if applicable.
4. Click **Edit** in the *Details* panel.

Submittal Items

Submittal Item: Acoustical Panel Ceiling Drawings  
Created By PT Admin (National Park Service (NPS)) on 7/27/23 at 8:47 AM

Quick Navigation: Details Revision History Workflows Attachments Action Items Activity Reference Links

SHARED WITH (5) View All Share

PA GP GS CP AL

DETAILS Edit

Subject: Acoustical Panel Ceiling Drawings  
Submittal Review Type

Create Revision Print -

ACTION ITEMS New

Show complete/obsolete items

ACTIVITY

Comments Activity

5. Make any changes to the entered information.
6. Complete the **NPS Action** Fields. (Can also be entered from the *Package Details* form.)
7. If the *Submittal Item* does not need to be resubmitted, check the **Closed** box. (Can also be checked from the *Package Details* form.)

8. Save the *Item* form.

### Submittal Items: Review, Markup and Upload Attachments

9. With the *Item* still open, scroll down to the **Attachments** panel.

Name	Last Updated
095113 - Acoustical Panel Drawings.pdf 181 KB	PT Admin (National Park Service (NPS)) 7/27/23 at 11:52 AM

10. Review and Markup the **Attachments** for each Item. See [Add markup annotations to a file \(projectteam.com\)](https://projectteam.com)

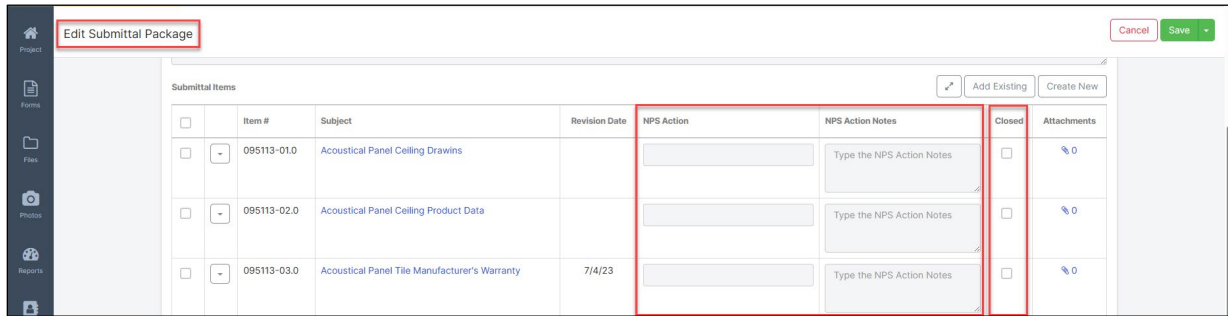
11. Upload any additional attachments.

### Submittal Packages: Edit Details

12. Return to the *Package* by clicking the link at the top of the *Item* record.

13. Click **Edit** on the *Details* panel to make changes and add NPS review fields.

- a. Review the *Details* and update fields as necessary.
- b. In the *Submittal Items* collection of the *Package*, you can enter the **NPS Action** fields and if *Item* does not need to be resubmitted, check the **Closed** box. (Can also be entered from the *Items Details* form.)



- c. Complete the applicable **NPS: Recommended By** and **NPS: Action By** fields.



- d. **Save** the *Package* record.

### Submittal Packages: Pass or Fail the Workflow Step

14. With the *Package* open, click **Take Action** from the green box at the top or from the *Workflow* panel under the *Details*.
15. Verify that you have completed the steps in the Instructions.
16. Choose **Pass** or **Fail**.
  - a. **Pass** moves the workflow on to the Construction Contractor for their information and validation.

- b. **Fail** moves the workflow back. If it is the *Action – A/E Review* workflow you will have the option to return it to the A/E or the CMR. The *Action – No A/E Review* and *Information ONLY* workflows will be returned to the CMR.
17. Enter **Notes**, as necessary. If you are failing the workflow step, enter the reason in the **Notes** field.
18. Click the green **Take Action** on the bottom of window.

Submittal Package - Action

⚠ You are taking action on **Step 1 (CMR Validates Submittal Package)** for Submittal Package: Acoustical Ceiling Tile.

Validate Submittal Items for accuracy, completeness, and compliance with contract requirements and Pass this workflow for COR Action. If A/E or CMR input is needed, start the new workflow(s), and Pass this workflow to route to COR.

Your action

**Pass**  
Mark as "Passed" and move forward to the next step

**Cancel**  
Mark as "Cancelled" and stop the workflow

Notes

Notes

Cancel Take Action

### Accessing Existing Submittals

Once a form is Shared with you or you have been assigned a step in the form's workflow, you will be able to see it in the Submittals log and can open it to review, Edit the Details or add Action Items, Comments, Reference Links, Workflows, or Attachments.

1. Open **Submittals** from the *Forms* options or from *Favorite Form Types* on the project's home page.

001 DSC Sandbox

All Search project forms...

Project Administration

Form Types

Search...

MY FAVORITES

CMR Daily Reports

Construction Contractor Daily

Drawings

Field Reports

Meetings

Project Schedules

Punch List Items

Requests For Information

Specification Packages

Specifications

Submittals

Construction Contractor Daily

Drawings

Field Reports

Project Schedules

Punch List Items

Requests For Information

Specifications

Submittals

Nothing is assigned to you

Recent Photos

No photos yet

2. From the *Items* or *Packages* log view, click on the **Subject** of the Submittal to open the record.

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Submittal Items shared with me

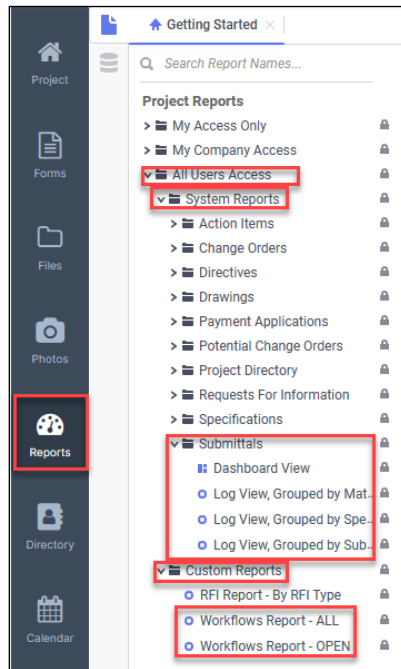
Items Packages

Show Latest revision I have access to

Item #	Subject	Submittal Review Type	Revision Date	Paragraph Number	Date Due to A/E	Complies with Buy American Act	Applies to Sustainability: Certification	A/E Action	A/E Review Comments	NPS Action	NPS Action Notes	Closed	Created On	Related	Shared
030010-01.0	2500 PSI Mix Design	Action			7/20/23	✓	✓				See file	✓	7/13/23 5:24 PM	1	4
030010-02.0	3500 PSI Mix Design	Action			7/20/23					Approved (Action)		✓	7/13/23 5:24 PM	0	4
030010-03.1	Concrete Form Release	Action			7/20/23								7/25/23 2:31 PM	0	3
030010-04.0	Concrete Plasticizer	Informational								Approved (Action)		✓	7/14/23 2:18 PM	0	1
030010-05.1	Concrete Color	Action						Approved					7/26/23 1:35 PM	0	3
Specification Section 051200															
051200-01.0	Structural Steel Framing Shop Drawings	Action											7/26/23 9:52 PM	0	1
Specification Section 053100															

### Reports

Submittal and Workflow Reports can be run from under **All Users Access** in *Reports*. The report will include only records that have been shared with you.



### Related Resources

- [Help Center Links](#)



- [Submittal Item Overview \(projectteam.com\)](#)
- [Create a Submittal Item \(projectteam.com\)](#)
- [Create a New Submittal Package \(projectteam.com\)](#)
  
- **Quick Reference Guides (QRGs) and Training Videos**
  - **Preparing Submittals and Starting the Submittal Workflow – Construction Contractor**
  - **Reviewing Submittals and Starting the Action/Information Workflow - CMR**
  - **Submittal Review and Response – Architect or Engineer**
  - Initiating and Completing a Workflow
  - Adding Attachments
  - Creating Action Items
  - Making Comments
  - Adding Reference links
  - Running Reports
  - File Management Overview