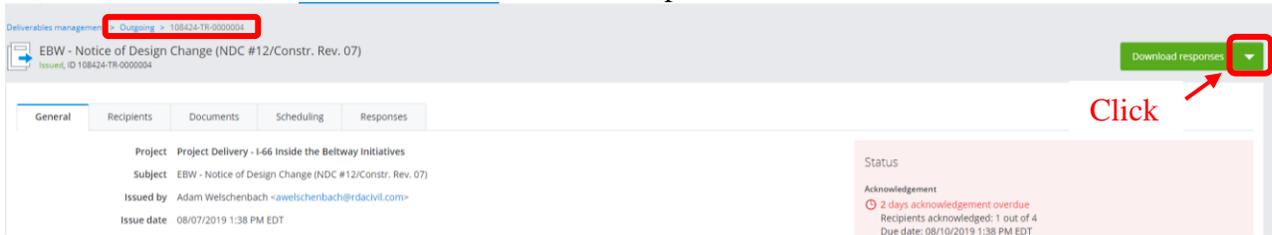


Resubmitting a Submittal

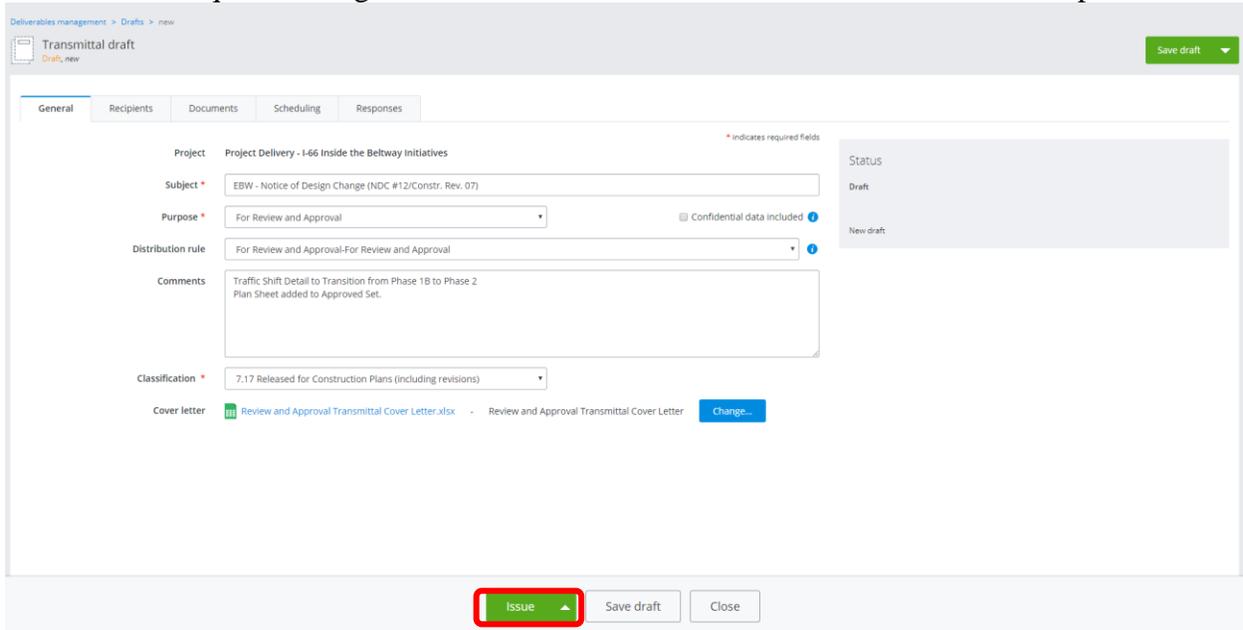
1. Open the desired submittal in the “Outgoing” tab in the ProjectWise web portal.
2. Click on the down arrow next to “Download responses”:



3. Select “Resend new version” to begin making changes to the submittal:



4. Make the required changes to the submittal and issue the new version when complete:



5. An incremental letter will be appended to the transmittal/submittal number when it is revised and re-issued. Current and previous versions of the submittal should be available via the version dropdown list (labelled “Current”, next to the document ID number below):

