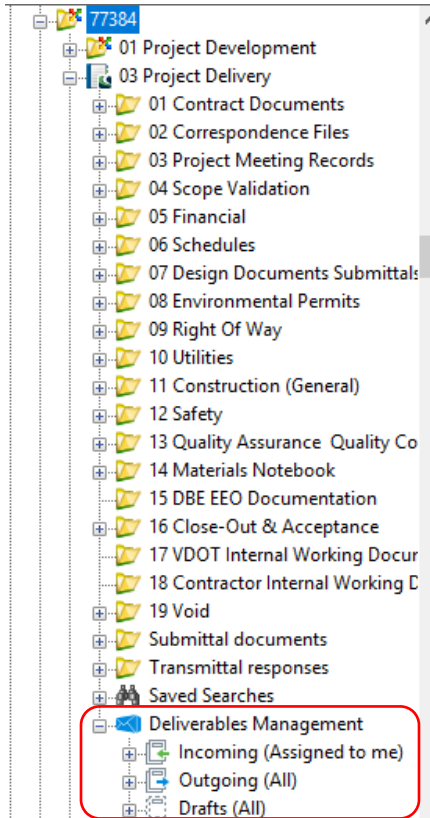


PWDM – Importing Transmittal Responses from PWDM via ProjectWise

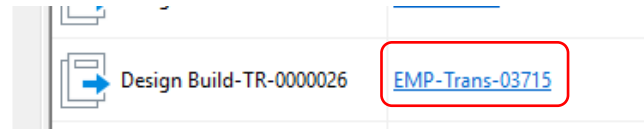
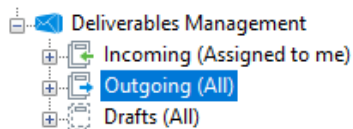
Importing Transmittal Responses is normally the function of the document controllers.

To import the Transmittal Responses documents via ProjectWise Explorer follow the steps below:

- Open ProjectWise Explorer and go to your project
- Go to Deliverables Management



- Click “Outgoing (All)”
- Under “Subject” select the Transmittal Responses that you want to import



PWDM – Importing Transmittal Responses from PWDM via ProjectWise

- You will get a pop-up with your transmittal information
- Click on the “Responses” tab to view the transmittal responses
- Click on the file name
- Click “Go to folder”
 - This will take you to the folder with all of the response attachments for that transmittal

