

- Open the desired submittal in the "Outgoing" tab in the ProjectWise web portal.
- Click on the down arrow next to "Download responses":



• Select "Resend new version" to begin making changes to the submittal:

EBW - Not Issued, ID 1084	ent > Outgoing > tice of Design 424-TR-0000004	108424-TR-0000004 Change (NDC #	12/Constr. Rev	.07)		Download responses
						Download responses
General	Recipients	Documents	Scheduling	Responses		Resend new versions
	Project Subject Issued by Issue date Purpose	Project Delivery - EBW - Notice of Dr Adam Welschenbu 08/07/2019 1:38 P For Review and Ap	I-66 Inside the Bell esign Change (NDC ach <awelschenback M EDT aproval</awelschenback 	way Initiatives #12/Constr. Rev. 07 #@rdacivil.com>	Status Acknowledgement © 2 days acknowledgement overdue Recipients acknowledged: 1 out of 4 Due date: 00/10/2019 138 PM EDT Response	 Use as a template Download content Archive: View History
	Distribution rule	For Review and Ap	oproval-For Review	and Approval 👩	© 17 days to respond	Recall package

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

Deliverables managem	tal draft						Save draft 🔹 💌
General	Recipients Doci	iments Scheduling Respo	nses				
	Project	Project Delivery - I-66 Inside the Bell	tway Initiatives	Status			
	Subject *	EBW - Notice of Design Change (ND	C #12/Constr. Rev. 07)	Draft			
	Purpose *	For Review and Approval	•	Naudorf			
	Distribution rule	For Review and Approval-For Revie	w and Approval	THEY SHALL			
	Comments	Traffic Shift Detail to Transition from Plan Sheet added to Approved Set.	n Phase 1B to Phase 2				
	Classification *	7.17 Released for Construction Pla	ns (including revisions)				
	Cover letter	Review and Approval Transmittal	Cover Letter.xlsx - Review and Appr	roval Transmittal Cover Lette	r Change		
			Issue	Save draft	Close		

• 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):

Deliverables management > Incoming > Design Build-TR-000007 - B								
D Design Bui	Start responding	Download content 🔷						
General	Recipients	Documents	Responses	My response				