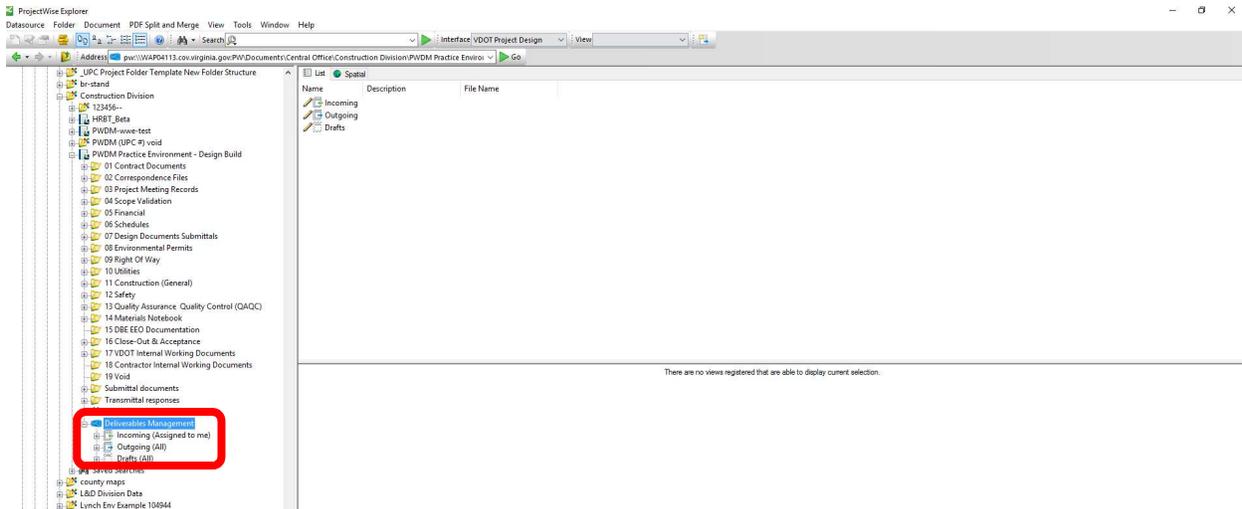


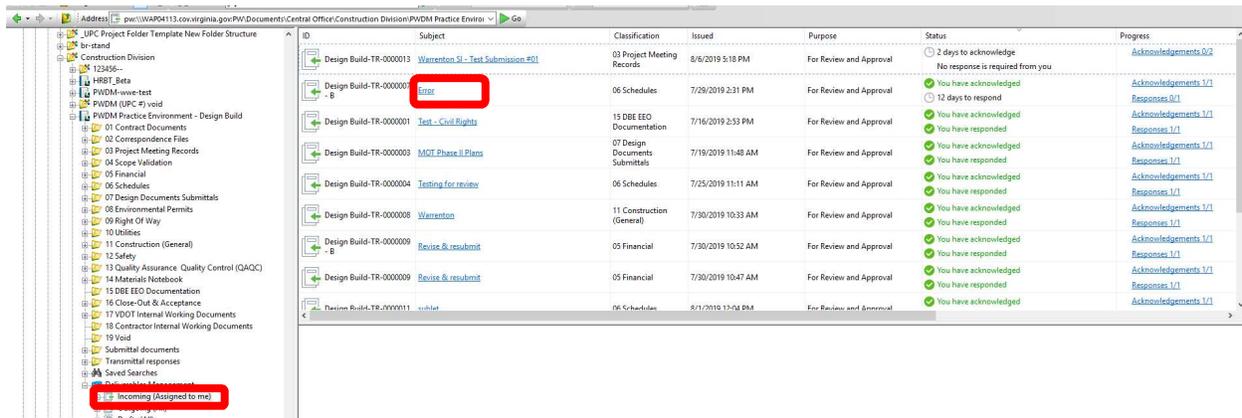
# Import Documents from Deliverables Management to ProjectWise Explorer

For Document Controllers, when you want to import the Submittal documents to the VDOT Datasource (ProjectWise Explorer) follow the steps below:

Open your project in ProjectWise Explorer and go to the Deliverables Management connection

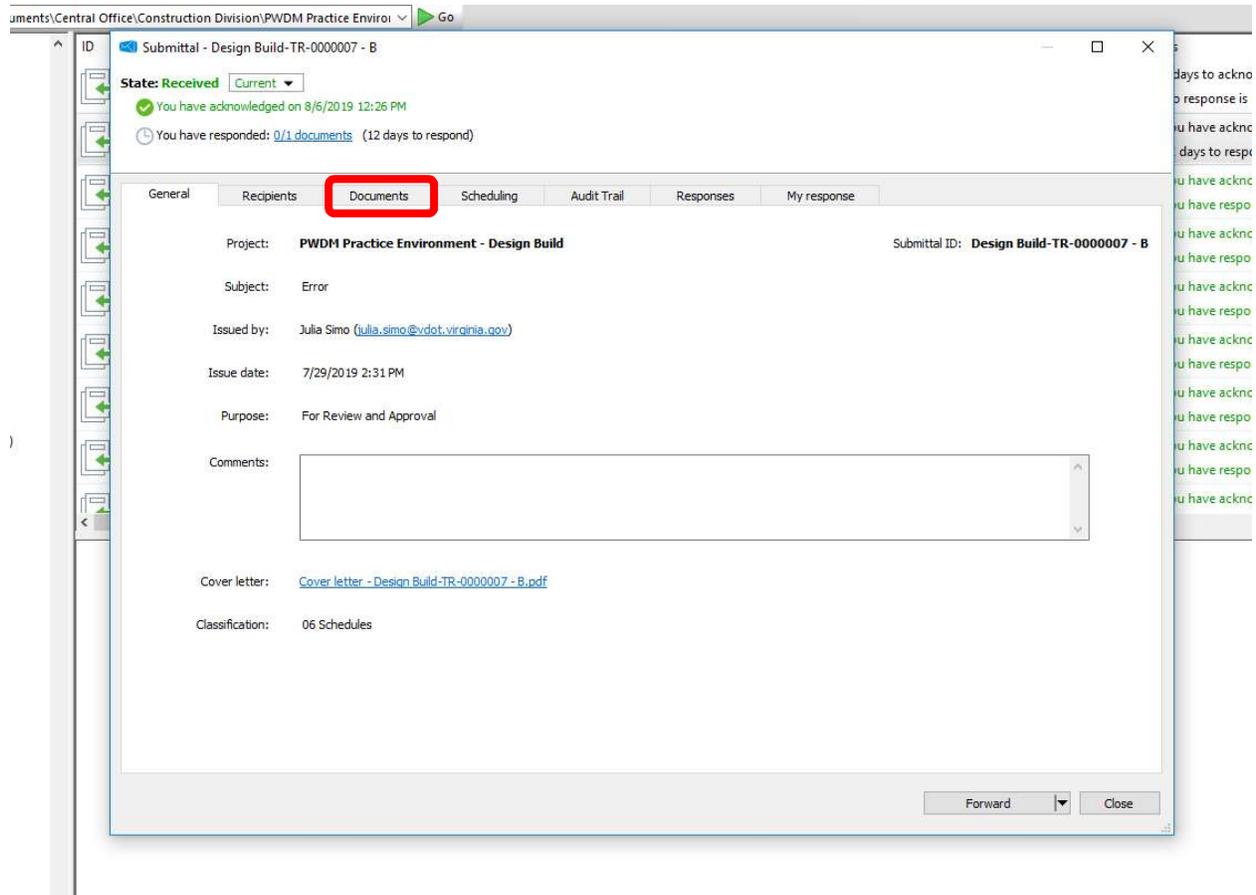


Go to the Incoming folder and select the submittal you want to import



It will take you to the submittal information, click on the documents tab to view all the submittal documents

# Import Documents from Deliverables Management to ProjectWise Explorer



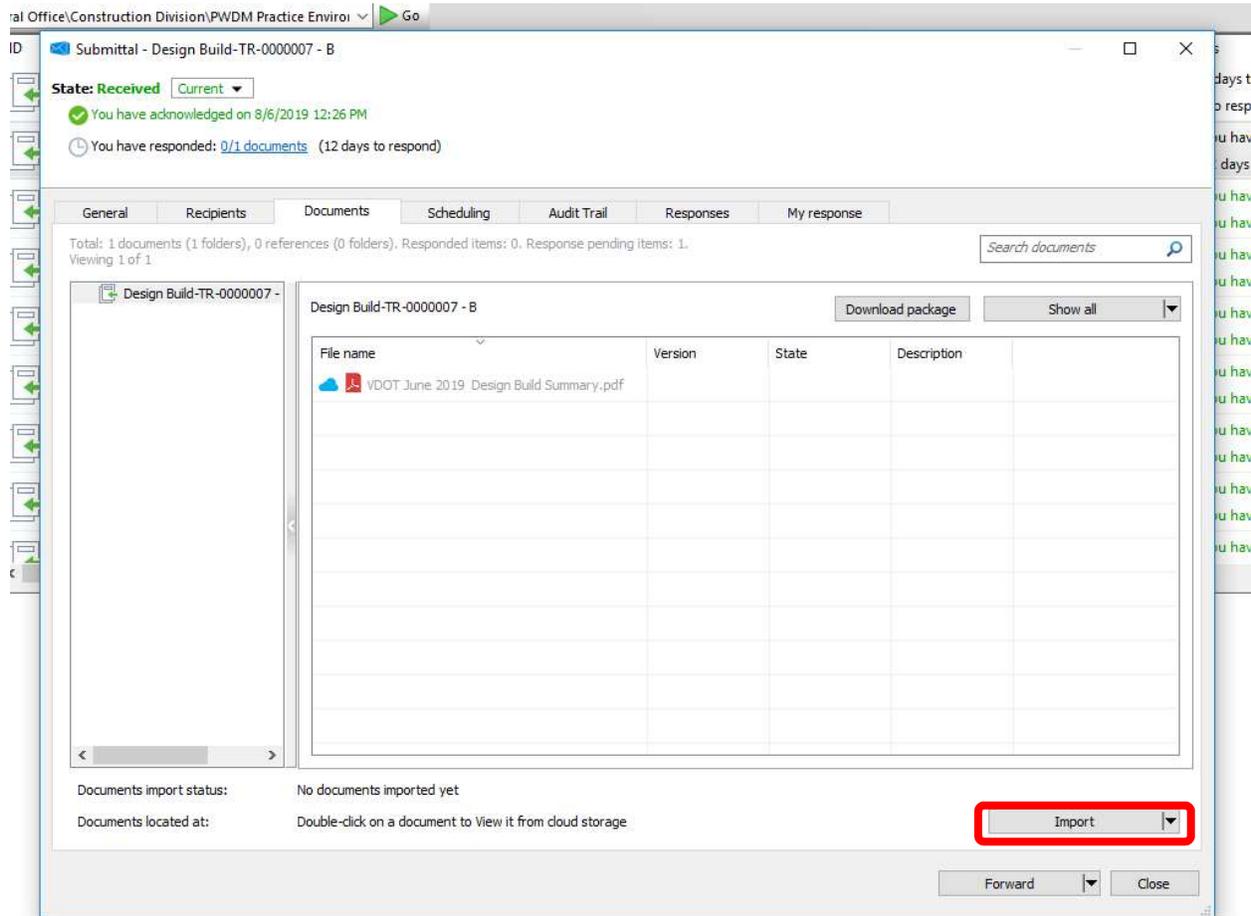
The screenshot shows a software window titled "Submittal - Design Build-TR-0000007 - B". The window has a navigation bar with tabs: "General", "Recipients", "Documents", "Scheduling", "Audit Trail", "Responses", and "My response". The "Documents" tab is highlighted with a red rectangle. Below the tabs, the following information is displayed:

- Project: **PWDM Practice Environment - Design Build**
- Subject: Error
- Issued by: Julia Simo ([julia.simo@vdot.virginia.gov](mailto:julia.simo@vdot.virginia.gov))
- Issue date: 7/29/2019 2:31 PM
- Purpose: For Review and Approval
- Comments: [Empty text area]
- Cover letter: [Cover letter - Design Build-TR-0000007 - B.pdf](#)
- Classification: 06 Schedules

At the top of the window, the state is "Received" and "Current". It also shows a confirmation: "You have acknowledged on 8/6/2019 12:26 PM" and a response status: "You have responded: 0/1 documents (12 days to respond)". At the bottom right, there are "Forward" and "Close" buttons.

# Import Documents from Deliverables Management to ProjectWise Explorer

You will see if the Submittal documents have already been imported from the cloud storage or not. In the case below they have not been imported yet. To import click on the button import



Once the documents are important you can navigate to the submittal documents by going to Submittal Documents and finding the transmittal number and code. Keep in mind the submittal documents are locked and cannot be modified.

# Import Documents from Deliverables Management to ProjectWise Explorer

The screenshot shows the ProjectWise Explorer interface. On the left, a folder tree is visible with 'Submittal documents' expanded. A red box highlights this folder, with an arrow pointing to the text: 'You can navigate to all the submittal documents that have been imported'. Below it, another red box highlights a subfolder labeled 'B', with an arrow pointing to the text: 'The "B" represents the version of the submittal'. On the right, a document list is shown. A red box highlights the 'Name' column header, with an arrow pointing to the text: 'The submittal documents are locked and cannot be modified'. The document list includes columns for Name, Description, Status, Out to, and File Updated By.

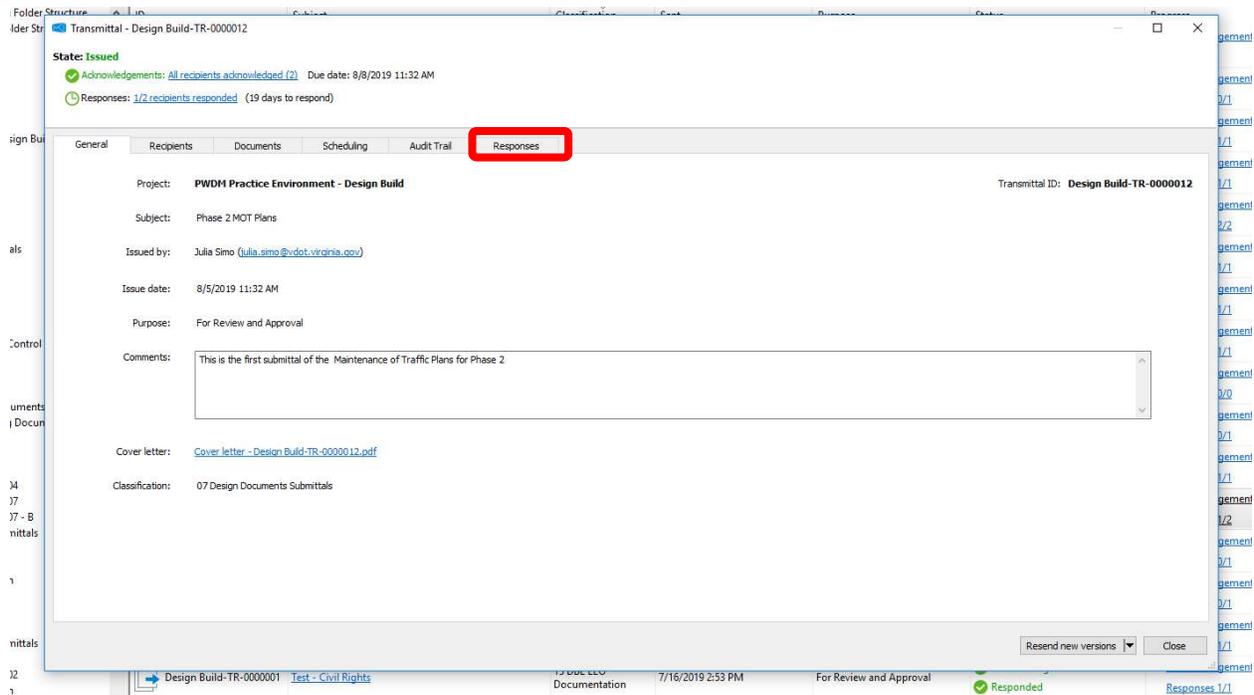
For Document Quality Controllers, when you want to import the Transmittal responses to the VDOT Datasource (ProjectWise Explorer) follow the steps below:

Go to the Outgoing folder and select the transmittal responses you want to import.

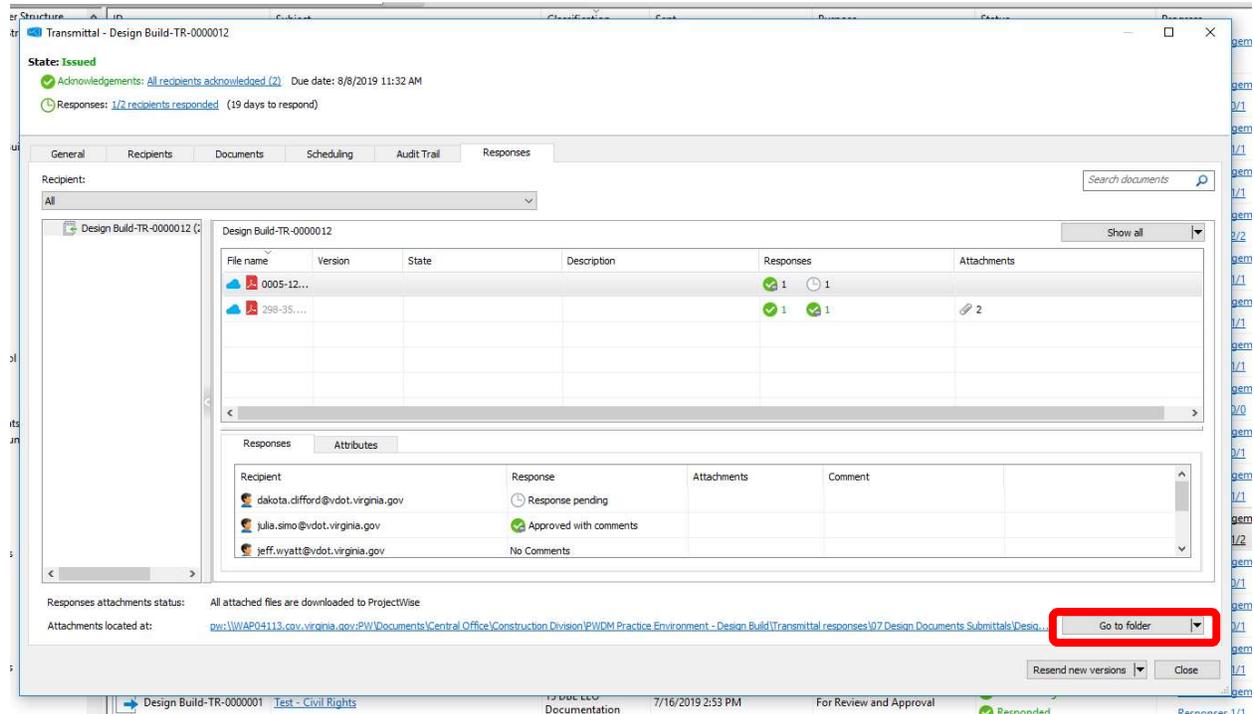
The screenshot shows a web-based interface with a table of transmittal responses. The table has the following columns: ID, Subject, Classification, Sent, Purpose, Status, Progress, and Acknowledgement Due Date. The 'Status' column contains icons and text such as 'Acknowledged', 'No response required', '2 days to acknowledge', and '20 days to respond'. The 'Progress' column contains links like 'Acknowledgements...'. The 'Acknowledgement Due Date' column shows dates. A red box highlights the 'Subject' column header, and another red box highlights a specific row with the subject 'Phase II Plans'.

Navigate to the responses tab

# Import Documents from Deliverables Management to ProjectWise Explorer



Click on Go to folder to access all the transmittal responses



You will now be directed to the folder with all of the response attachments for that transmittal:

# Import Documents from Deliverables Management to ProjectWise Explorer

