

# Autodesk Construction Cloud (ACC) Guide-Submittals Process

## Submittals-Submit Submittal by GC Project Manager

Navigate to Submittals. Click a submittal.

The screenshot displays the Autodesk Construction Cloud (ACC) interface for the '8182-Public Health Remodel' project. The user is logged in as 'zz GC Project Manager'. The 'Submittals' section is active, showing a list of items under the 'Items' tab. The list includes columns for Status, #, Spec, Rev, Title, Type, Priority, Package, and Ball in court. All items are marked as 'Required' and 'Waiting for submission'. The 'Ball in court' column lists 'zz GC Project (zzGeneral C)' for each item.

Status	#	Spec	Rev	Title	Type	Priority	Package	Ball in court
Required Waiting for submission	406	12 Furnishings	0	Interior Public Space Furn...	Product Data	Low	-	zz GC Project (zzGeneral C)
Required Waiting for submission	405	12 Furnishings	0	Interior Public Space Furn...	Product Data	Low	-	zz GC Project (zzGeneral C)
Required Waiting for submission	404	12 Furnishings	0	Interior Public Space Furn...	Product Data	Low	-	zz GC Project (zzGeneral C)
Required Waiting for submission	403	12 Furnishings	0	Entrance Floor Mats and F...	Product Data	Low	-	zz GC Project (zzGeneral C)
Required Waiting for submission	402	12 Furnishings	0	Simulated Stone Countert...	Samples	Low	-	zz GC Project (zzGeneral C)
Required Waiting for submission	401	12 Furnishings	0	Roller Window Shades	Product Data	Low	-	zz GC Project (zzGeneral C)
Required Waiting for submission	400	10 Specialties	0	Metal Lockers	Product Data	Low	-	zz GC Project (zzGeneral C)

Add to description or add a file as necessary. Comment to communicate with Manager or watchers. All other fields are locked or should not be modified.

The screenshot displays the Autodesk Construction Cloud interface for a submittal. The top navigation bar includes 'Build', '8182-Public Health Remodel', and 'zz GC Project Manager'. The main header shows 'Submittals > #406-12 | Interior Public Space Furnishings' with a 'Required' status and 'Waiting for submission' label. An 'Export' button is visible in the top right.

A 'Submit' button is highlighted with a red box. Below it, the submittal details are shown: 'Submitter: zz GC Project Manager (zzGeneral Contractor Company)', 'Due: Apr 1, 2023', and a 'Submit' button. The process flow includes 'Preparing for review' (zz COM Engineering Construction ... Apr 11, 2023), 'Review', and 'Close and distribute' (zz COM Engineering Construction ...).

The 'General information' section contains the following data:

Field	Value
Description	Site Furnishing: Bicycle Racks-Product Data
Spec section	12 - Furnishings
Priority	Low
Spec sub section	93 00
Type	Product Data
Manager	zz COM Engineering Construction Manager (City of Madison Engineering - Facilities Management)
Responsible contractor	zz GC Project Manager (zzGeneral Contractor Company)
Watchers (2)	zz COM Owner Agency QM, zz COM Owner Agency Representative

The 'Ball in court' table shows the submittal history:

Ball in court	Received	Due	Returned	Response/action	Attachments	Comment
Submit						
zz GC Project Ma... (zzGeneral Contr...)	Jun 23, 2023	Apr 01, 2023	-	Submit	-	-
Send for review						
zz COM Engineeri... (City of Madison ...)	-	Apr 11, 2023	-	-	-	-

The 'References (1)' section shows a file reference: '2.pdf'.

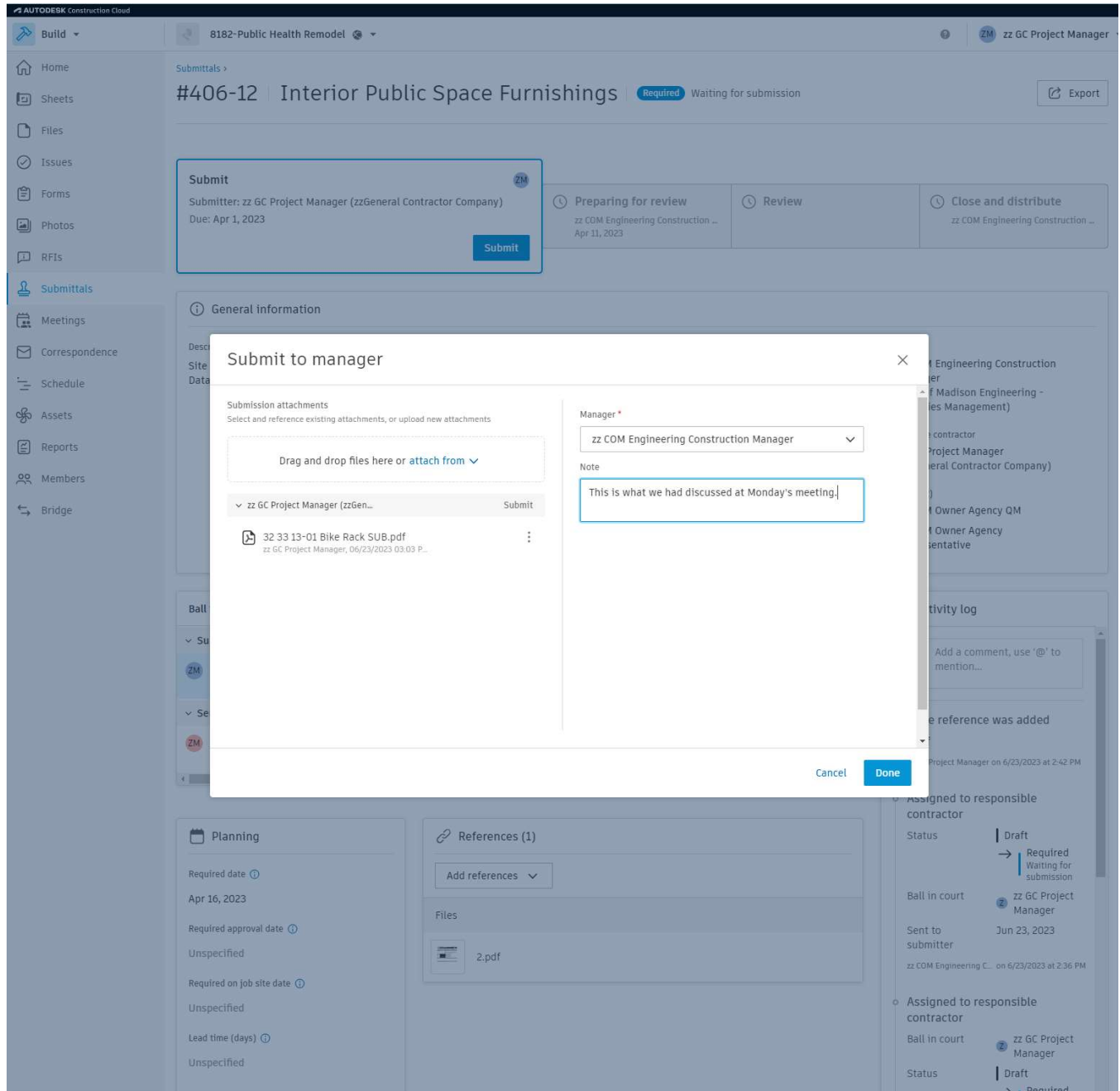
The 'Activity log' section shows the following events:

- A file reference was added: 2.pdf (zz GC Project Manager on 6/23/2023 at 2:42 PM)
- Assigned to responsible contractor: Status Draft, Required Waiting for submission, Ball in court zz GC Project Manager, Sent to submitter Jun 23, 2023 (zz COM Engineering C... on 6/23/2023 at 2:36 PM)
- Assigned to responsible contractor: Ball in court zz GC Project Manager, Status Draft, Required Waiting for submission

The 'Planning' section shows the following dates:

- Required date: Apr 16, 2023
- Required approval date: Unspecified
- Required on job site date: Unspecified
- Lead time (days): Unspecified

Click Submit. Select Attachments. **It is critical to include attachments at this stage so that the review team can complete their review.** Add notes as needed. Click Done.



## Submittals-Prepare for review by A/E Project Manager

From this stage, there are many paths a submittal can take. They can step forwards and back or be revised or be commented on by many users. 3 main types to consider:

- (A) Step back and request contractor to make changes. Simply click Step Back in the image above.
- (B) Edit review workflow, submit for review, make markups, use @ functionality as needed.
- (C) Same as B, but with a revision to request a new submittal.

Since (C) is the most complicated, it will be the focus of the rest of the guide.

Choose a template for the review workflow. Submittal Review is the only option.

The screenshot displays a software interface for managing submittals. On the left, a sidebar contains 'Reports', 'Members', and 'Bridge'. The main area features a table with columns: 'Ball in court', 'Received', 'Due', 'Returned', 'Response/action', 'Attachments', and 'Comment'. The table lists two submittals: one 'Submitted' by 'zz GC Project Ma...' and one 'Send for review' by 'zz COM Engineer...'. Below the table, a '+ Add review workflow' button is visible, along with a 'Choose template' dropdown menu where 'Submittal Review' is highlighted with a red box. To the right of the workflow options is a 'References' section containing a '2.pdf' file. On the far right, an 'Activity log' shows a sequence of events: 'Submitted to manager', 'Ball in court', 'Status' (Required, Waiting for submission, Open, Submitted), 'Received from submitter', 'Attachments', 'A file reference was added', and 'Assigned to responsible contractor'.

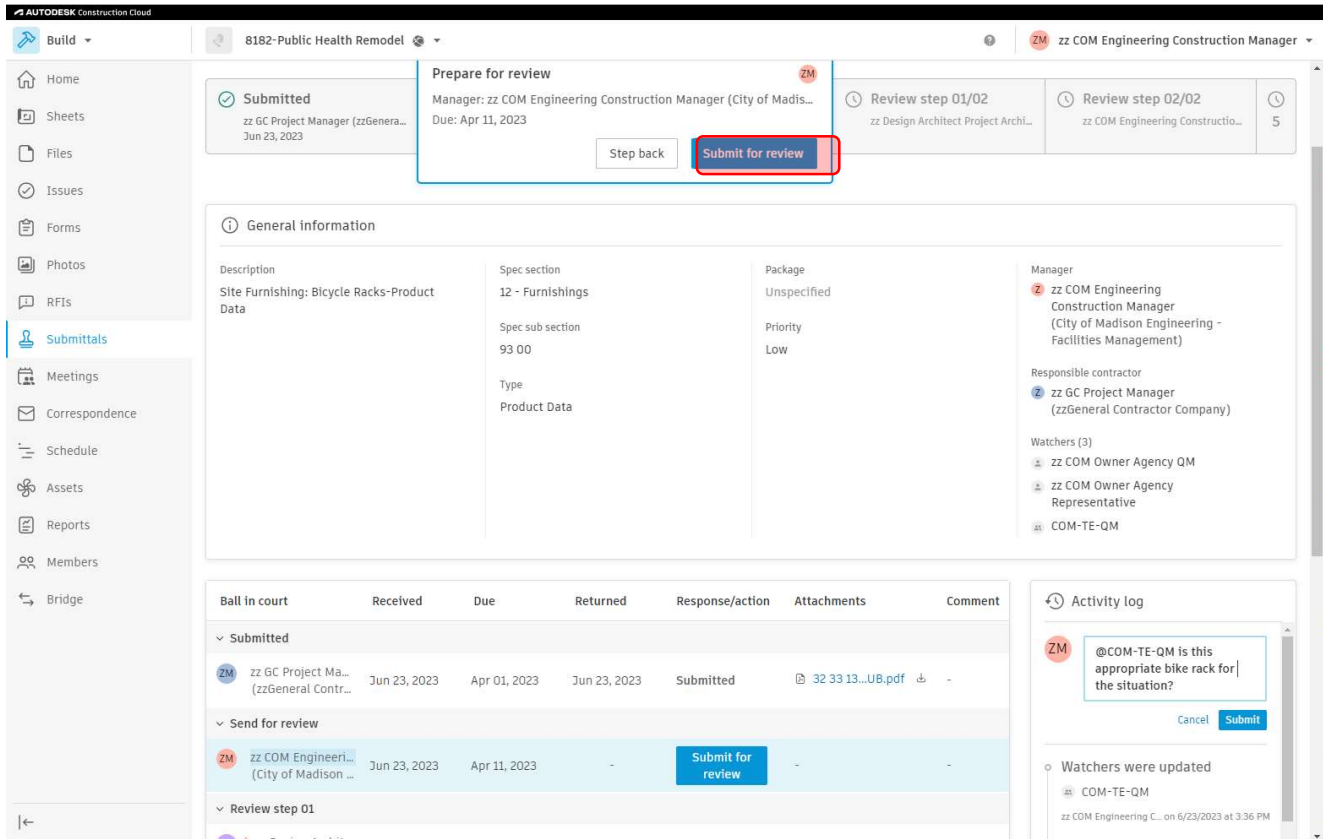
Select **Edit Review Workflow**. Add steps before or after as desired.

The screenshot displays a review workflow management interface. On the left, a table lists review items with columns for 'Ball in court', 'Received', 'Due', 'Returned', 'Response/action', and 'Attachments'. The 'Submitted' section shows a completed item for 'zz GC Project Ma...'. The 'Send for review' section highlights a pending item 'DESIGN-A/E-PRO...' with a 'Submit for review' button. Below are two review steps: 'Review step 01' with reviewer 'DESIGN-A/E-PRO...' and 'Review step 02' with reviewer 'COM-ENG-CONST...'. At the bottom, an 'Edit review workflow' button is highlighted in red. On the right, a 'Review workflow' configuration panel is open, showing settings for 'Review step 01' and 'Review step 02'. It includes fields for 'Required reviewer(s)', 'Optional reviewer(s)', and 'Review time in days'. A red box highlights the 'Add step before' button in the configuration panel.

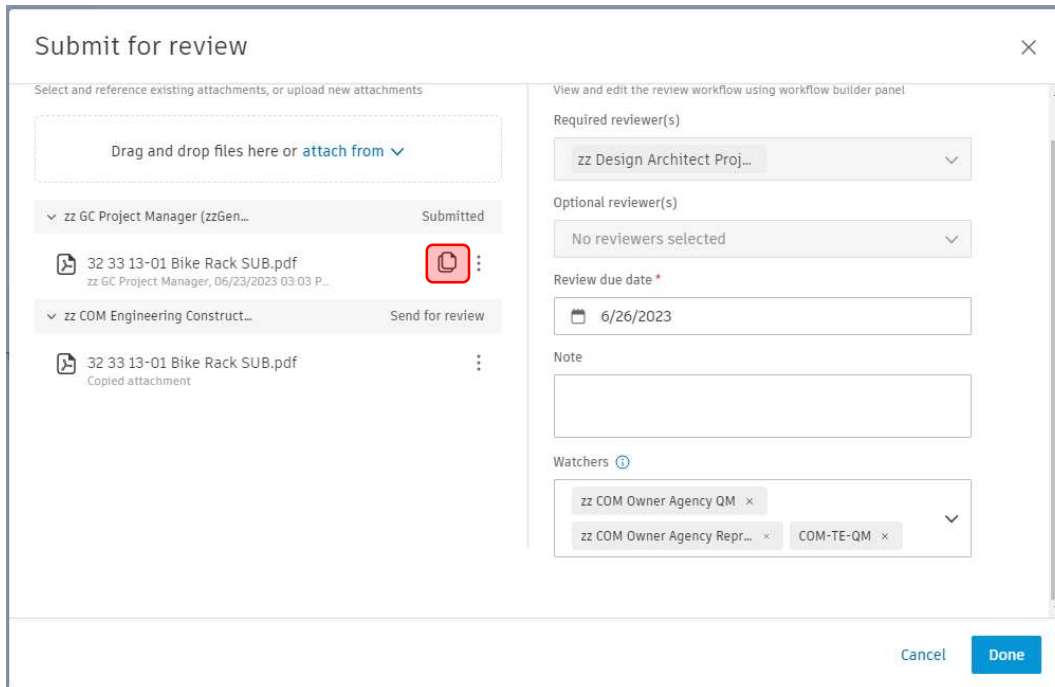
Ball in court	Received	Due	Returned	Response/action	Attachments
Submitted					
ZM zz GC Project Ma... (zzGeneral Contr... Submitted by zz COM Eng Const Mgr (City...	Aug 18, 2023	Apr 01, 2023	Aug 18, 2023	Submitted	CO-001.pdf
Send for review					
DESIGN-A/E-PRO...	Aug 18, 2023	Unspecified	-	Submit for review	-
Review step 01					
* DESIGN-A/E-PRO...	-	-	-	-	-
Review step 02					
* COM-ENG-CONST...	-	-	-	-	-

You can add Optional reviewer(s). Optional reviewer(s) can provide input, but they are not required to submit a review response before the review step is complete. The optional reviewer submitting will not advance the step. The required reviewer submitting will advance the step regardless of whether or not the co-reviewer provided input.

### Submit for Review



Copy file submitted by contractor to the next stage by clicking copy icon. Click Done.



## Submittals-Review by Reviewer

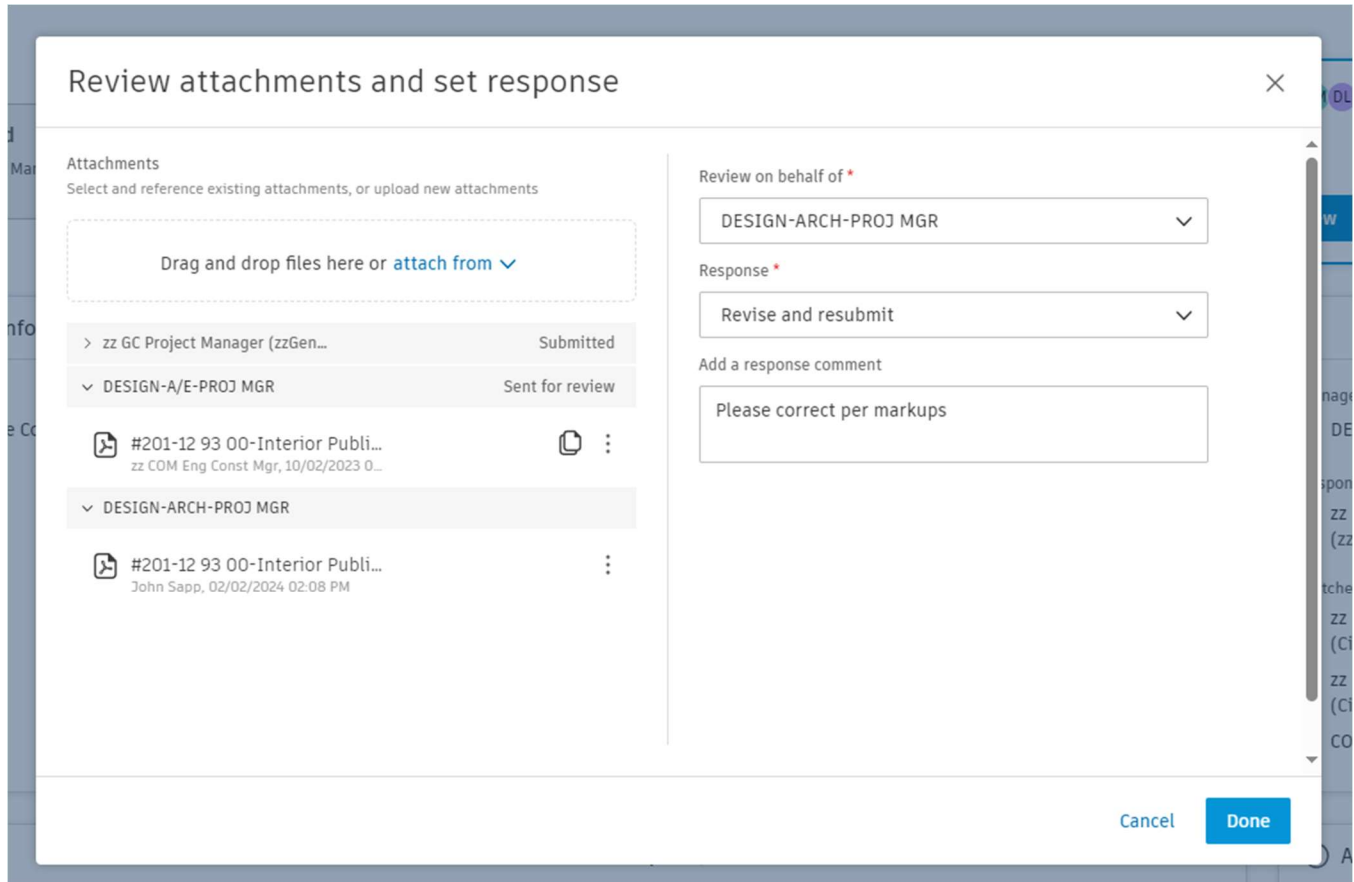
You will receive an Action Required email to review a submittal. Follow link. Use @ comment process as needed. Once ready, click review.

The screenshot displays the Autodesk Construction Cloud interface for a submittal review. The main header shows the project name '8182-Public Health Remodel' and the user 'zz Design Architect Project Architect'. The submittal title is '#406-12 Interior Public Space Furnishings' with an 'Open' status and 'In review' label. A progress bar at the top indicates the current step: 'Submitted' (completed), 'Sent for review' (current step), 'Review step 02/02', and 'Close and distribute'. A callout box highlights the 'Submit review step 01/02' with a 'Review' button. Below this, the 'General information' section provides details: Description 'Site Furnishing: Bicycle Racks-Product Data', Spec section '12 - Furnishings', Priority 'Low', and Manager 'zz COM Engineering Construction Manager'. A table below shows the submittal history with columns for 'Ball in court', 'Received', 'Due', 'Returned', 'Response/action', 'Attachments', and 'Comment'. The 'Submitted' row shows a submittal from 'zz GC Project Manager' on Jun 23, 2023, with a due date of Apr 01, 2023, and a 'Submitted' response. The 'Sent for review' row shows a submittal from 'zz COM Engineering' on Jun 23, 2023, with a due date of Apr 11, 2023, and a 'Sent to review' response. An 'Activity log' on the right shows a comment from 'zz Design Architect Project Architect'.

Ball in court	Received	Due	Returned	Response/action	Attachments	Comment
Submitted						
zz GC Project Ma... (zzGeneral Contr...)	Jun 23, 2023	Apr 01, 2023	Jun 23, 2023	Submitted	32 33 13...UB.pdf	-
Sent for review						
zz COM Engineeri... (City of Madison ...)	Jun 23, 2023	Apr 11, 2023	Jun 23, 2023	Sent to review	32 33 13...UB.pdf	-

Click to open file from the previous stage. Open and add markups or approval stamp as needed. The built-in submittal markup tools are very intuitive. Alternatively, download file, make markups, and re-upload. Be sure that there is a file you are submitting as part of your review, it is possible to submit no file.

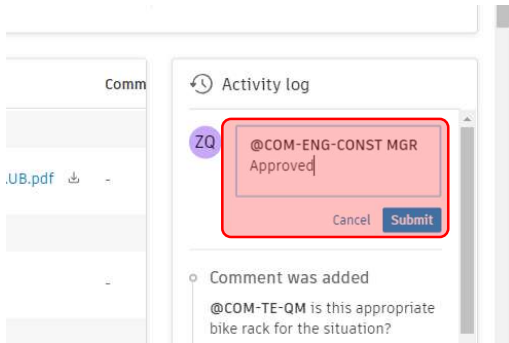
For this example, changes are needed, so the response “revise and resubmit” is selected. Add a response comment as needed





## Submittals-Comment by commenter

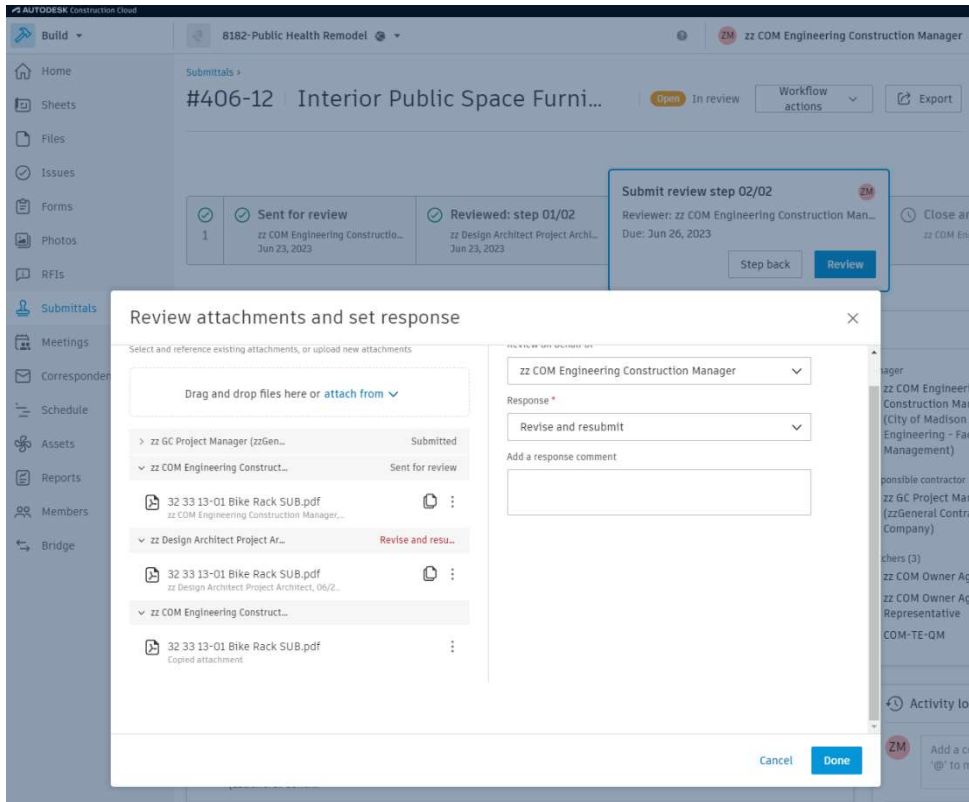
Click the filename in attachments to view the submittal. Commenter (COM-TE-QM) makes comment back approving or rejecting the design. Use @ functionality to ensure that the COM-ENG-CONST MGR gets the notification.



## Submittals-Review COM Engineering Construction Manager

After everyone else has reviewed, the Engineering Construction Manager is always the last step. They can make comments, markups on file and step it back to Architect to attempt to resolve. Once done, review as shown in previous sections as this guide.

Copy forward and provide response "Revise and resubmit".



Next, the option to either Create new revision or Close and distribute becomes available. Complete 1 of 2 options:

1. Select Create new revision for contractor to make corrections per review comments.

The screenshot shows a 'Create new revision' dialog box with the following fields:

- Responsible contractor \***: A dropdown menu with 'zz GC Project Manager' selected.
- Submitter due date \***: A date selection field with a calendar icon and the text 'Select date'.
- Watchers**: A list of users with 'x' icons to remove them. The list includes 'zz COM Owner Agency QM', 'zz COM Owner Agency Repr...', and 'COM-ENG-DEPUTY'.
- Note**: A text area containing the text 'Information is incomplete. See markups on PDF by A/E PM'.

At the bottom right, there are 'Cancel' and 'Done' buttons.

2. Select Close and Distribute to finalize and close the submittal. Pick a file to **Copy to final response**. Note that you must enter a Final Response via the drop down. **The final response comment must be filled out so the contractor has the information they need.** Click Next

The screenshot shows a 'Set final response' dialog box with the following sections:

- Step 1 of 2**: Located at the top left.
- Previous responses**: A list of submittals with their status. The third item, '#201-12 93 00-Interior Publi...', is highlighted with a red box around the 'Copy to final response' button.
- Your final response**:
  - Final response \***: A dropdown menu with 'Reviewed w/Comments' selected, highlighted with a red box.
  - Final response comment**: A text area with the text 'Please provide additional information when you complete concrete submittals', highlighted with a red box.
  - Attachments for final response**: A section with the instruction 'Copy existing, upload new or annotate previous attachments.' Below it is a dashed box for dragging files and an 'attach from' dropdown. A file '#201-12 93 00-Interior Publi...' is listed as a 'Copied attachment'.

At the bottom right, there are 'Cancel' and 'Next' buttons.

You will have one more chance to preview the submittal. Be sure that there is a comment and file attached before clicking Done

The screenshot shows a software window titled "Step 2 of 2 Close and distribute". It is divided into two main sections: "Preview" and "Details".

**Preview Section:**

- At the top, it says "Reviewed w/Comments".
- Below that, a message reads: "Please provide additional information when you complete concrete submittals".
- There is a document icon and a file name: "#201-12 93 00-Interior Public Space F...".
- Below the file name is the text "John Sapp, 02 February" and a download icon.

**Details Section:**

- Number \***: A text input field containing "199".
- Responsible contractor \***: A dropdown menu with "zz GC Project Manager" selected.
- Watchers ⓘ**: A list of users with "x" icons to remove them:
  - zz COM Owner Agency QM
  - zz COM Owner Agency Repr...
  - COM-ENG-DEPUTY
- At the bottom, there is a checkbox labeled "Save closed submittal item report to a folder in Files. ⓘ", which is currently unchecked.

At the bottom of the window, there are three buttons: "Back" (disabled), "Cancel", and "Done" (highlighted in blue).

### Submittals-Resubmit Submittal by GC Project Manager

Follow link in email. Proceed to the beginning of this document to resubmit the corrected submittal.