

Submittals

Summary

Learn how to utilize SysQue Submittals.

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Creating Submittals with SysQue Submittals

In this document users will learn how to use SysQue Submittals to create construction submittal packages automatically. This is located on the 7th tab from the left.

The screenshot displays the SysQue Submittals application window. At the top, a ribbon contains various tool icons: BOM (XLS), Data, Spool Elec, PAC, Search For Content, Spooling, Submittals (highlighted with a blue '1'), Supports, Systems Electrical, Systems Duct, and Systems Pipe. Below the ribbon, the main window is divided into three sections. On the left, there is a 'File' menu and an 'Add PDFs' section with fields for 'Input Path', 'Pages', 'Manuf Name', 'Long Desc', and 'SystemName', along with an 'Add PDF' button. Below this is a 'Create Submittal' button and a 'Choose logo for cover sheet' field. The central workspace shows the SysQue logo and a blue button with a '<<' symbol (highlighted with a blue '2'). On the right, a tree view lists system categories: PRESSURE PIPE (with sub-items: CU Solder Nibco x CS BW WeldBend, CU Press Viega x DI GRV Grinnell, CU Solder Nibco, DI Flanged Star Pipe), WASTE (with sub-item: CI No-Hub-Charlotte (Waste)), and VENT (with sub-item: CI No-Hub-Charlotte (Vent)). A blue '3' is placed next to the 'CI No-Hub-Charlotte (Waste)' item. At the bottom right of the window, there is a 'Select Systems' button (highlighted with a blue '2').

2 Click Select Systems.

3 Your list of systems appears in the frame on the right.

4 Select the checkboxes of the systems you want to add to your submittal and click on the << button in the middle of the screen. (You can also add components of the systems individually by clicking on the [+] icons next to the services and selecting their checkboxes therein.)

5 After a few moments, the appropriate cut sheets will be assembled from the Building Data website and listed in the top left frame.

Drag a column header here to group by that column.

SysQue System	PDF System Name	Manuf Nam	Long Desc	Pages	Pdf
CI No-Hub-Charlotte (W...	CI No-Hub-Charlotte (...)	Charlotte	No-Hub Pipe	5	\m...
CI No-Hub-Charlotte (W...	CI No-Hub-Charlotte (...)	Charlotte	Quarter Bend	5	\m...
CI No-Hub-Charlotte (W...	CI No-Hub-Charlotte (...)	Charlotte	Short Sweep	8	\m...
CI No-Hub-Charlotte (W...	CI No-Hub-Charlotte (...)	Charlotte	NH 12 Eighth Bend	7	\m...
CI No-Hub-Charlotte (W...	CI No-Hub-Charlotte (...)	Charlotte	NH 43 Size 2 P Trap wit...	22	\m...
CI No-Hub-Charlotte (W...	CI No-Hub-Charlotte (...)	Charlotte	Combination	12	\m...
CI No-Hub-Charlotte (W...	CI No-Hub-Charlotte (...)	Charlotte	Reducing Combination	12	\m...
CI No-Hub-Charlotte (W...	CI No-Hub-Charlotte (...)	Charlotte	Wye	10	\m...
CI No-Hub-Charlotte (W...	CI No-Hub-Charlotte (...)	Charlotte	Reducing Wye	10	\m...
CI No-Hub-Charlotte (W...	CI No-Hub-Charlotte (...)	Charlotte	Blind Plug	26	\m...
CI No-Hub-Charlotte (W...	CI No-Hub-Charlotte (...)	Charlotte	NH 25 Figure Five Dou	33	\m...

Add PDFs

Input Path : ...

Pages : 6

Manuf Name :

Long Desc :

SystemName :

Add PDF

Create Submittal Choose logo for cover sheet: ...

6 To add additional documentation, fill out the descriptions, select an input path, and choose a cover sheet if you wish to. Then click on the ADD PDF button at the bottom of the lower left frame.

Once the bonus .PDF has been located and added, fill in its information in the bottom frame. When you click on the down-arrow in the System Name textbox, a list of options will appear. Select the one that best describes the .PDF you attached.

At the bottom of the screen, you can select a picture file containing a company logo you would like to appear on the cover of the submittal. Click the ellipses (...) button to choose one.

Once you have created a submittal, the submittals project information box will pop up. Fill in the information associated with your project. Clicking the down arrow next to Project Name 7 will allow you to access previously input project information.

When you are finished, click 'Ok'

Please wait while your .PDF is generated. Once the .PDF is generated, it is saved with the job name to the directory C:\ProgramData\BuildingData\Support\Temp\. It also automatically opens in your default reader application.

SysQue® Submittals

Project Information 7

Project Name: Show Archived Projects

Project Category:

Project Level:


Country:

State/Province:

Project Address and Postal Code:

Customer Name:

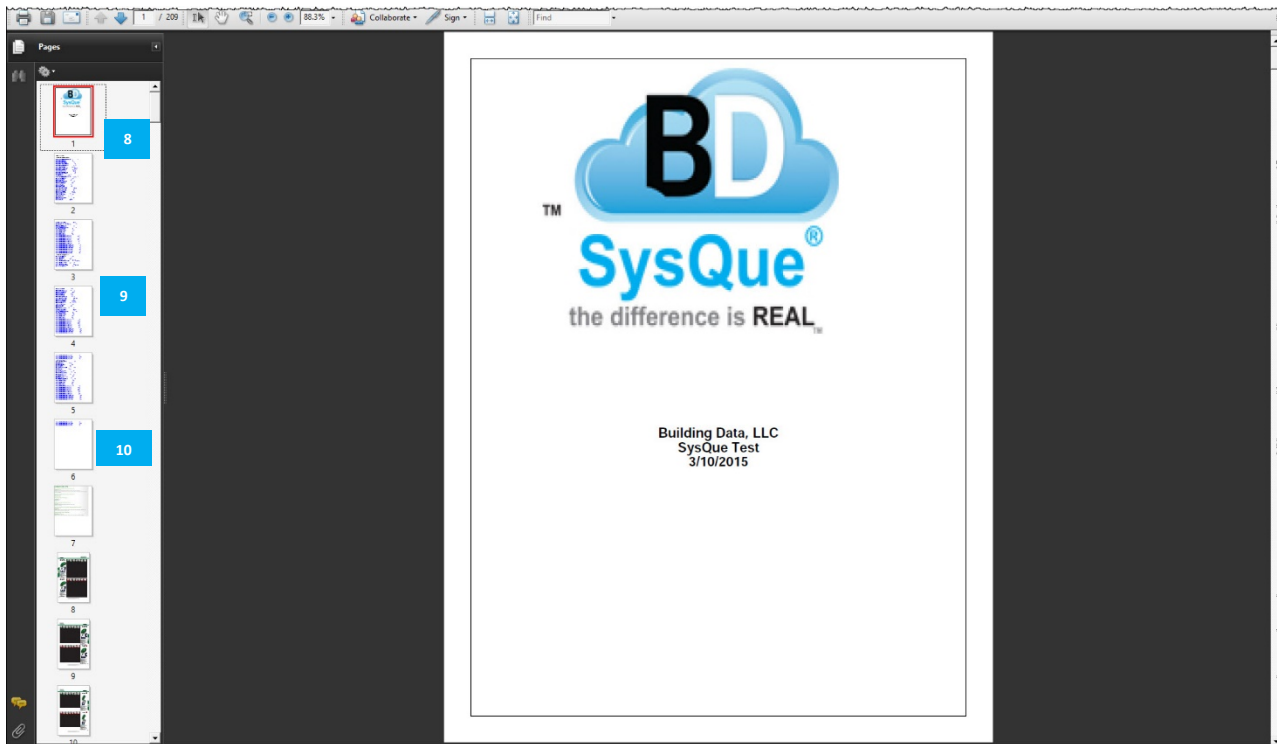
Modify This Project Archive This Project

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Cancel Ok

Create Submittal Choose logo for cover sheet: C:\Users\celmore\Pictures\LOGOS\sysque-logo.jpg Select Systems

Generating PDF...Please Wait...



- 8 The cover page will contain the logo file you selected in step 6).
- 9 The next series of pages will contain the table of contents of your submittal package.
- 10 The rest of the document will contain the dimensional data sheets pulled for the products you selected in step 2). You can either choose FILE – SAVE AS and save the .PDF in your job folder, or you can copy it from the directory mentioned above.