Submittal Manager

FOR P&M CONTRACTORS

TRIM 50-75% OFF TIME IT TAKES TO CREATE SUBMITTALS

How it works: Our database contains over a million up-to-date catalog pages, installation instructions, specification and MSDS sheets for the plumbing/mechanical industry. You simply load a list of UPC numbers and it's matched against our database. Matches are returned in seconds with the most current catalog pages so you no longer have to hunt down every last one and are automatically filed in the MasterFormat®.

WE MAKE IT EASY

Every job is different, but many times the materials used aren't. Submittal Manager lets you store frequently used and edited pages. These user-created 'templates' can then be reused in future jobs so you don't need to repeat the same work over and over on parts you use all the time.

To really speed things up, upload a part list extracted directly from your estimating system (or from your takeoff if you use Trimble® AutoBid® Mechanical) and have Submittal Manager do the work for you. During the upload process, for each part that Submittal Manager recognizes, its associated catalog page is automatically added to your

submittal package. A part list of several hundred items can be used to retrieve all the needed catalog pages in seconds vs. multitude of hours it would typically take to find the pages individually.

A COMPLETE SUBMITTAL SOLUTION

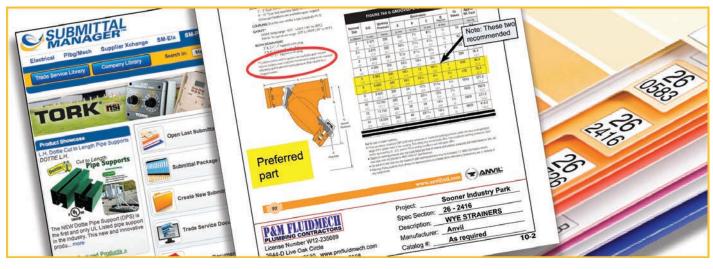
We include mark-up tools that are comprehensive but simple to use so you can point arrows, highlight or sticky-note as much as you need to. Present your submittal package professionally using our built-in formatting options: table of contents, page numbering, stamps, or even a company logo added to every page. You can include header and footer sections, cover pages, dividers and tabs to make it a very clean document that's easy to read and one that will impress. Send it via email as a PDF to not only save time, but also save on paper and shipping costs.

ORGANIZE & MANAGE SUBMITTALS EFFICIENTLY

Organizing the countless documents associated with a submittal package can be quite a challenge. That's why Submittal Manager is constructed to automatically organize your documents based on the industry standard Construction Specifications Institute (CSI) MasterFormat®.

Top Benefits

- Library of over 1 million plumbing/ mechanical items with catalog pages & technical specifications
- Uploading your item list to Submittal Manager automatically finds and adds corresponding catalog pages directly to your submittal
- Create templates of your most frequently used items so that you can quickly copy them into new submittals
- ► Classify documents to the industry standard **CSI MasterFormat**®
- Comprehensive tools to mark-up your PDFs
- Formatting options allow you to add job information, company logos, headers/footers and numbers to each page



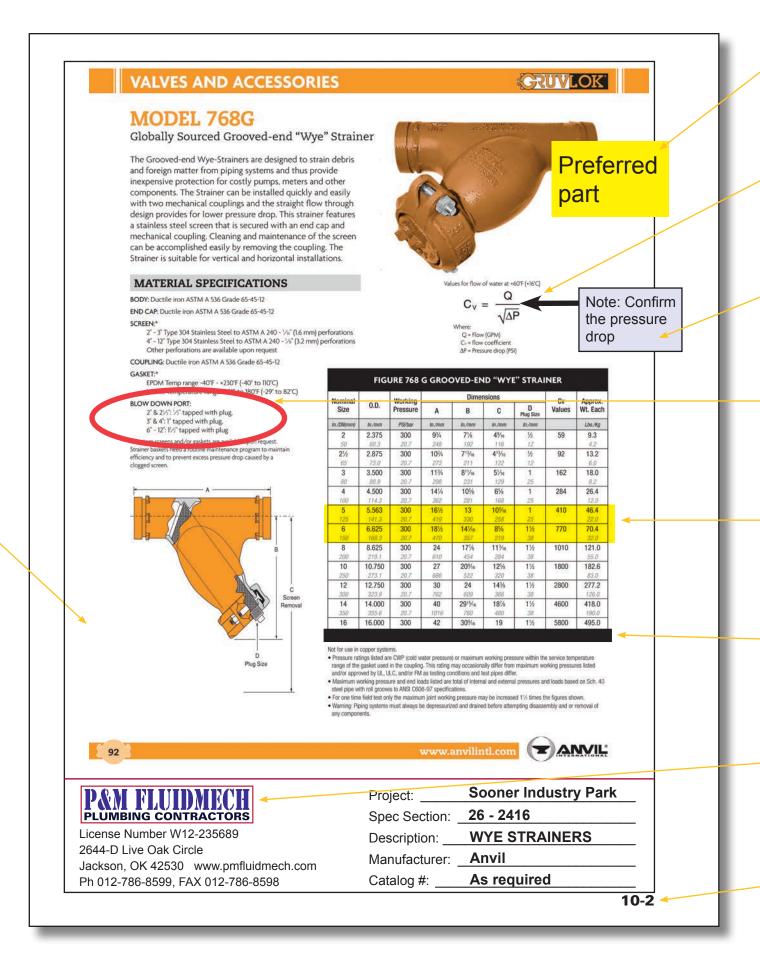


DYNAMIC TOOLS AT YOUR DISPOSAL

Not only do you have access to over a million up-to-date catalog pages (such as this sample page) from our database, but we also provide you with a host of dynamic tools to mark them up to your specifications. You can even upload your own image and stamp it on to the page wherever you want. Shown here are just a few examples of the ways you can mark up a document.

Submittal Manager generates a table of contents and automatically keeps it up to date as you make changes. This saves you countless hours when the addition of last-minute pages would normally mean having to completely redo the whole table of contents. If you want to shave up to 75% off the time it takes to produce your submittals, examine the tools highlighted on this image.

Table of Contents Hotlinked PDFs Auto-generates and auto-updates. Create PDFs with automatically linked manufacturer names and document titles. Table of Content Section Spec # Section Notes User Description Manufacturer Doc# 15000 Mechanical Systems CHWS/R 15140 CUxBW Cerrotube Type L Hard Copper Tube Pipe Branch 3000# Forged Steel Weld-O-Let and Bell & Gossett 107A - High Capacity Air Vent Bell & Gossett Valve Circuit Sette Bell & Gossett Suction Diffuser Flexitallic 150# Full Face Gasket Kecklev Cast Iron Y-Strainer Metraflex Flex Connection Nibco Class 150 200PSI Butterfly Valve Luc Check Valve Class 125lbs 200 PSI Check Valve 10



Sticky Notes

Iconic yellow notes allow you to draw attention to your comments.

Arrows

Use arrows to point to a specific item or image.

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Text boxes

Text can be added in a variety of sizes and fonts.

Geometric Shapes

Create and format geometric shapes to emphasize certain areas.

Highlighter

Apply highlighting to an area. Several colors available, including grayscale for better printing if in black and white.

Blackout

Strikethrough allows you to cross things out completely.

Headers & Footers

Header and/or footer templates can be set up to include your company information and logo, as well as vital project details. The header/footer is added to every page, and product specific information is automatically applied.

Pagination

Automatically number the pages of your entire submittal. Switch things up, and the page numbers will automatically adjust.



ADDITIONAL BENEFITS

- Uploading an item list automatically finds and adds corresponding catalog pages to your submittal
- Use your takeoff or Bill of Materials from within Trimble AutoBid Mechanical to build a submittal
- Classifies documents to the industry standard MasterFormat
- Create submittal templates for frequently used items
- Comprehensive tools to mark-up your PDFs
- Increase professionalism by adding a Table of Contents, or job information, company logos, headers/footers and numbers to each page
- Other documents in the library include: MSDS sheets, product specifications, and installation instructions
- Trim paper, printing, and shipping costs by emailing submittal packages
- You have ultimate control to change the names, sequence, and categorization of documents and determine who can edit the package
- Submittals are permanently archived for instant access
- Database is constantly updated with information direct from manufacturers

SYSTEM REQUIREMENTS

- ► Internet connection
- Microsoft® Internet Explorer 8.0 or greater Web browser, Chrome, Firefox
- ► Adobe® Acrobat® Reader 5.0 or greater

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