# **Submittal Manager**

### FOR P&M DISTRIBUTORS

## 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 your contractor's 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

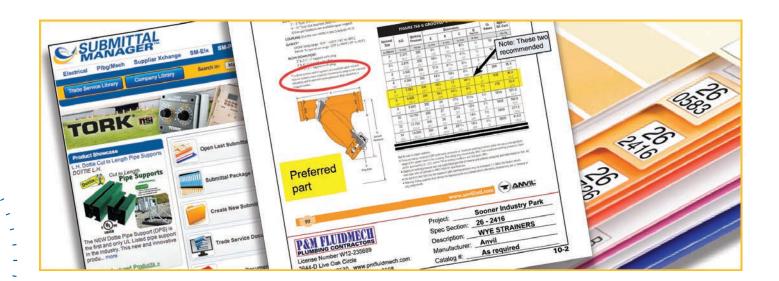
on parts you use all the time. If you need to use a manufacturer's configurator to prepare a custom page, simply save the page as a PDF and Submittal Manager $^{\text{TM}}$  will pull it directly into the job for you.

## 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 your customer. Send it via email as a PDF to not only save time, but also save on paper and shipping costs.

### Top Benefits

- Library of 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

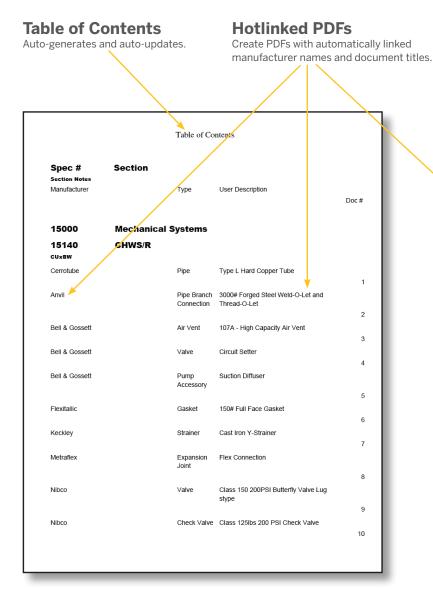


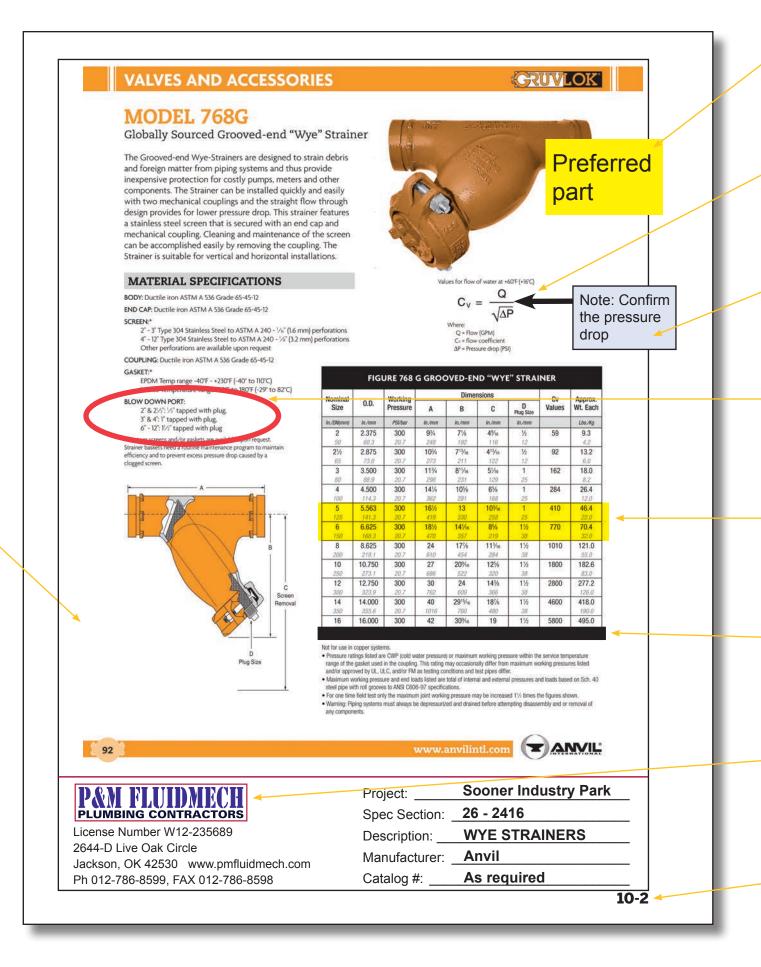


#### DYNAMIC TOOLS AT YOUR DISPOSAL

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.





#### 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.

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#### **ADDITIONAL BENEFITS**

- Reduces the time it takes to do submittals by up to 75%
- Other documents in the library include: MSDS sheets, product specifications, and installation instructions
- Generates a checklist of your items to help keep you on track
- Cuts costs on paper, printing, and shipping by emailing submittal packages
- Submittals are permanently archived for instant access
- Permits ultimate control by allowing you to change the names, sequence, and categorization of documents and allows you to determine who can edit the package
- Web-based software means it can be utilized anywhere with an Internet connection
- 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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