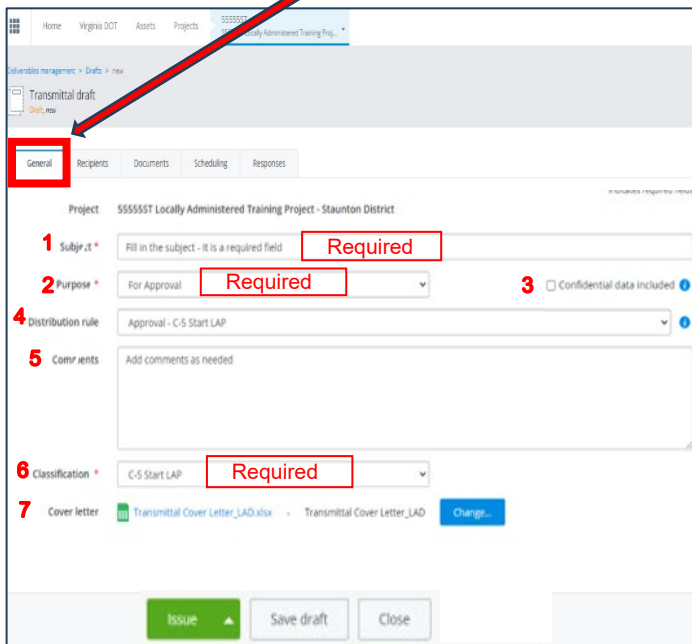
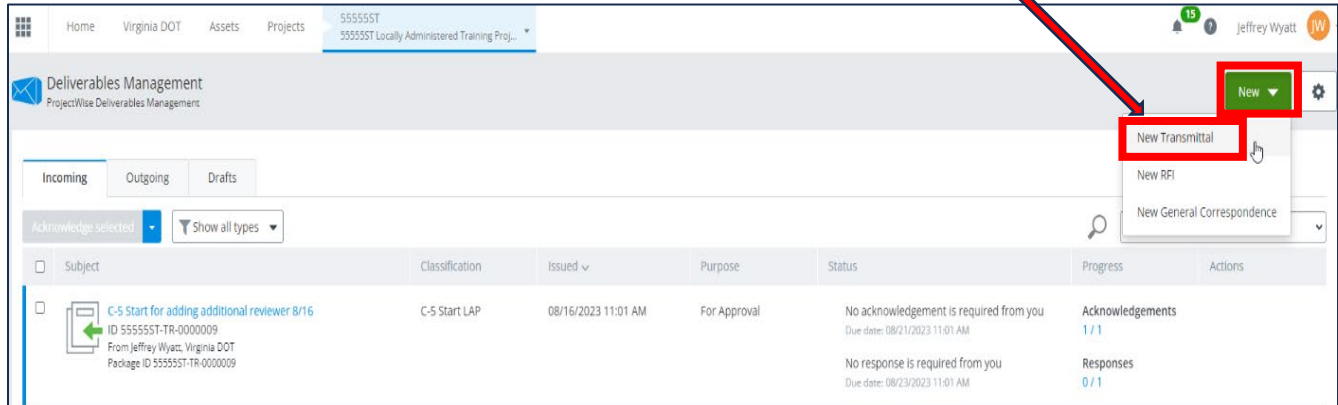


## Create and Send a New Transmittal (LAP Projects)

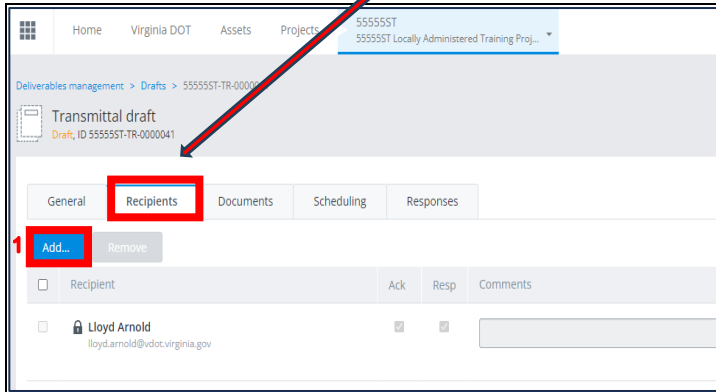


1. **Subject** – like an email
2. **Purpose** - for approval, review, or FYI?
3. **Confidential data included** - sensitive info?
4. **Distribution rule** – the submittal
5. **Comments** – like body of an email
6. **Classification** - match the Distribution rule
7. **Cover Letter** - Ignore

- \* Distribution Rule (D.R.) is the submittal.
- \* D.R. auto sets recipient, response time
- \* Select "No Distribution Rule Available" as the "Classification" if D.R no applicable - Leave D.R. as "..."

## Create and Send a New Transmittal (LAP Projects)

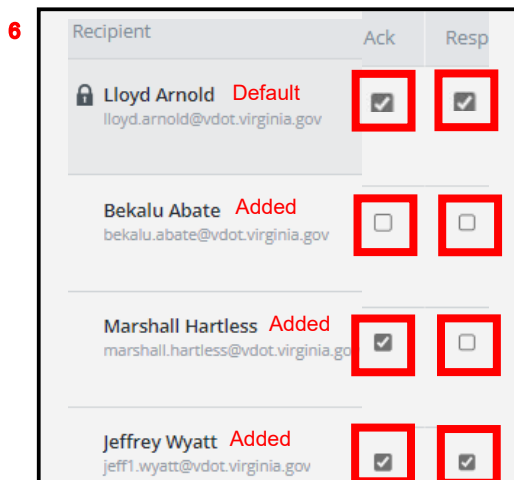
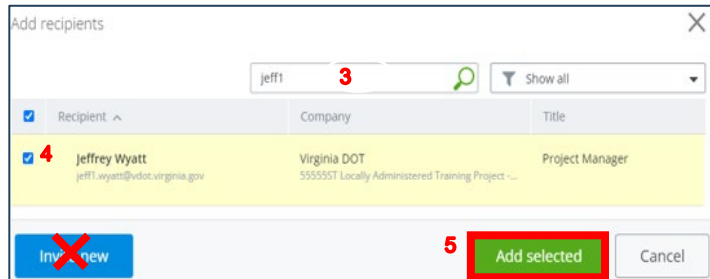
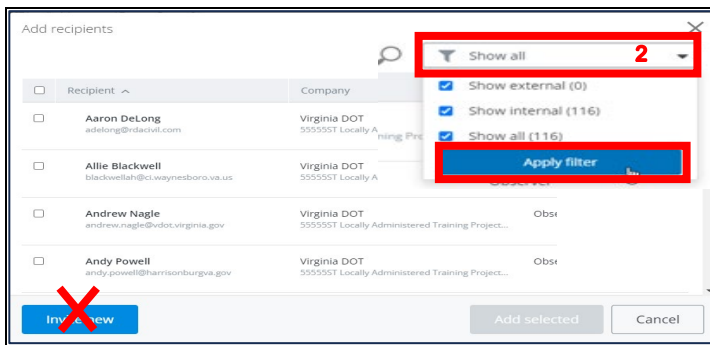
### STEP 3: Review the "Recipients" Tab



\*Nothing to do on this tab. "Recipient" is auto populated via the "distribution rule".

\*Do not add more VDOT recipients unless prior agreed upon by the VDOT District.

### If Adding More Recipients



1. Click **Add...** button
2. Change filter to "Show all"; click **Apply filter**
3. Search or scroll to locate recipient
4. Select a name
5. Click **Add selected** button
6. For each, mark an action for the added recipient; default is "Ack" and "Res".

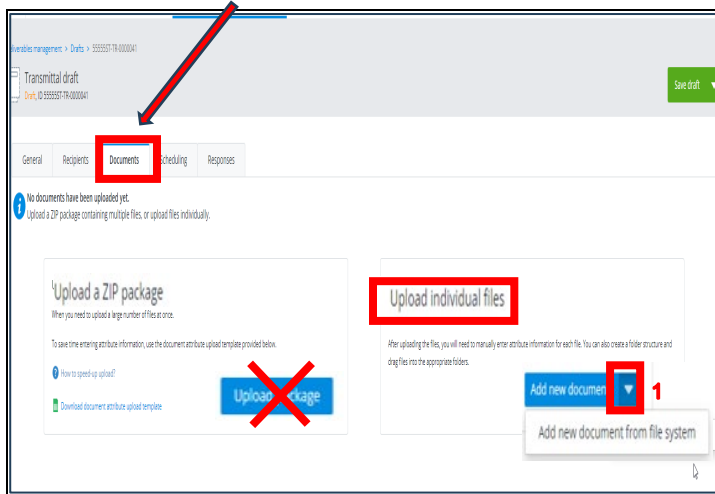
\*For efficiency, click **Add selected** only after having selected all additional recipients.

\*Click box left of recipient, locate the "remove" button - to remove a recipient.

**\*Do not use** **invite new**

**Create and Send a New Transmittal (LAP Projects)**

**STEP 4: Fill out the “Documents” Tab**

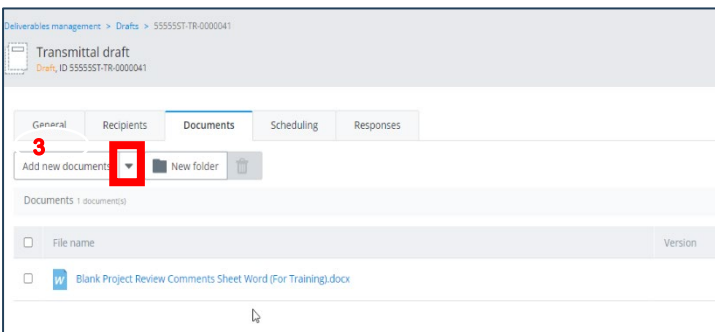
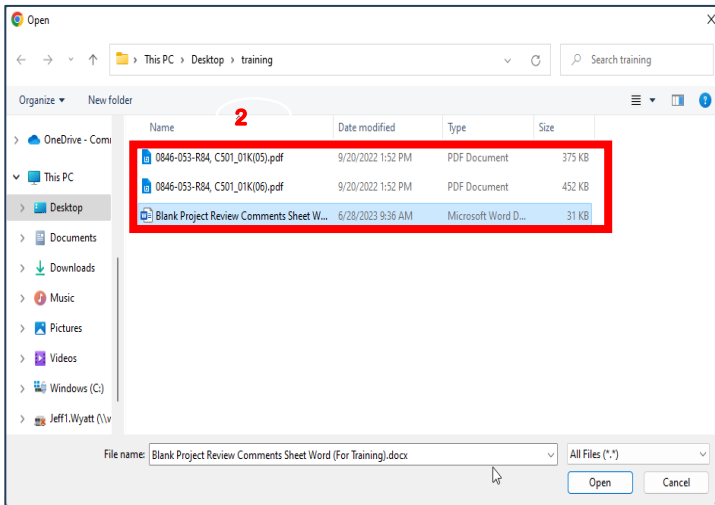


**Upload Individual Files (Your Computer)**

1. **Select dropdown arrow**   
**Do not click** **unless adding documents directly from PWE**
2. **Select document(s) from your computer**
3. **If you do not upload all of your documents at one time, to add more, you will need to use dropdown**

\* It may be more efficient to drag-n-drop files directly from its location into documents window.

**Do not use - Upload a ZIP package**

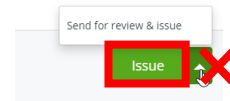


## Create and Send a New Transmittal (LAP Projects)

1. Select **Issue** to send the transmittal after you review all fields in the General, Recipients, and Documents tabs.

- \*The transmittal will not issue:
  - o if all the required fields incomplete
  - o when a document is not attached

Do not select the up arrow "Send for review & issue". Just click **Issue**



1. Before selecting **Confirm** to send the transmittal, optionally view the cover letter.

2. The transmittal is issued after selecting **Confirm**

- \* The transmittal has now been issued, the system automatically generates an email from [noreply@bentley.com](mailto:noreply@bentley.com) that is sent to the VDOT staff identified in the "Distribution Rule" and any other selected recipients.

LOCAL ASSISTANCE DIVISION - TRANSMITTAL COVER LETTER					
<b>TRANSMITTAL DETAILS</b>			<b>SENDER</b>		
UPC:	55555T Locally Administered Training Project - Staunton District		Company:	Virginia DOT	
Transmittal Number:	55555T-TR-000041		Issued by:	Jeffrey Wyatt	
Subject:	Fill in the Subject - It is a required field		Email:	<a href="mailto:jwyatt@vdot.virginia.gov">jwyatt@vdot.virginia.gov</a>	
Purpose:	For Approval				
Classification:	C-S Start LAP				
Issue date:	2023 September 07 10:40 AM				
Acknowledge due date:	2023 September 12 10:40 AM (GMT-04:00)				
Response due date:	2023 September 14 10:40 AM (GMT-04:00)				
<b>COMMENTS</b>					
Add Comments as needed.					
<b>RECIPIENTS</b>					
Recipient name	Response required	Comments	Company	Recipient title	Email
Jeffrey Wyatt	YES		Virginia DOT	Project Manager	<a href="mailto:jwyatt@vdot.virginia.gov">jwyatt@vdot.virginia.gov</a>
<b>DOCUMENTS</b>					
Item no.	File name	Version	Status	Description	File path
1	Blank Project Review Comments Sheet Word (For Training).docx			Blank Project Review Comments Sheet Word (For Training).docx	