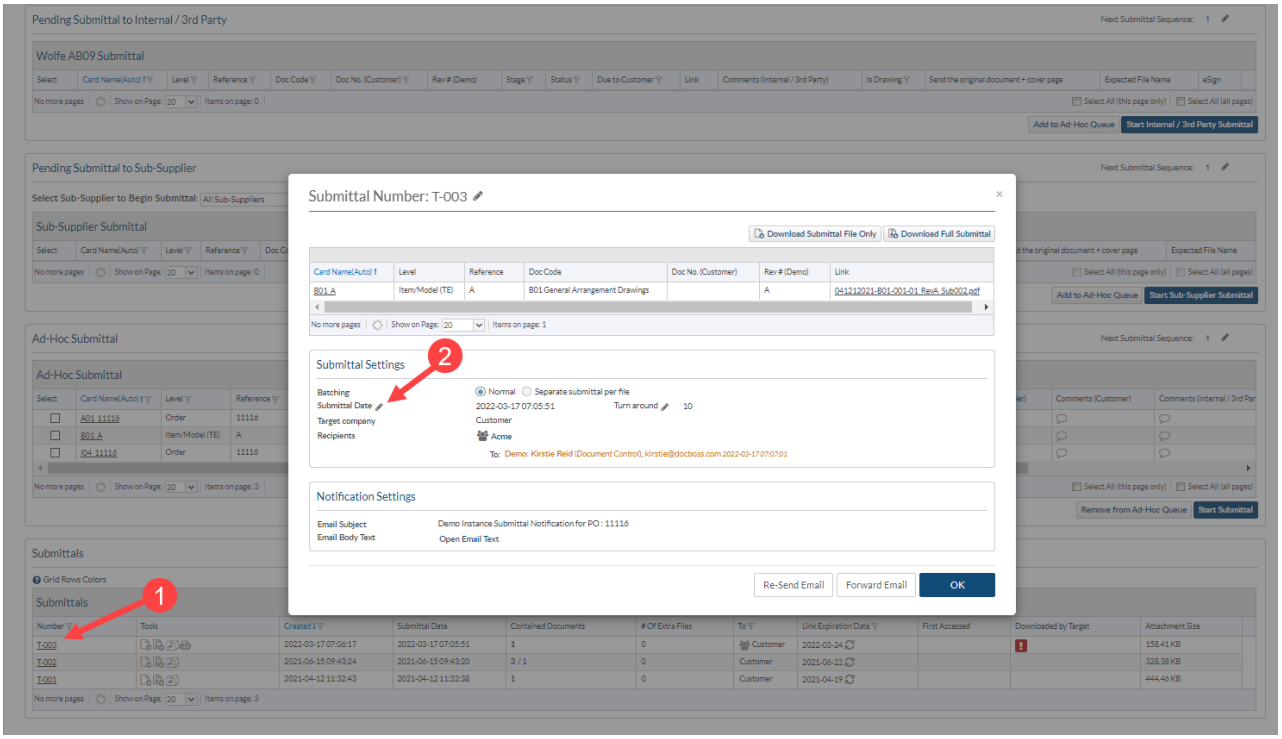
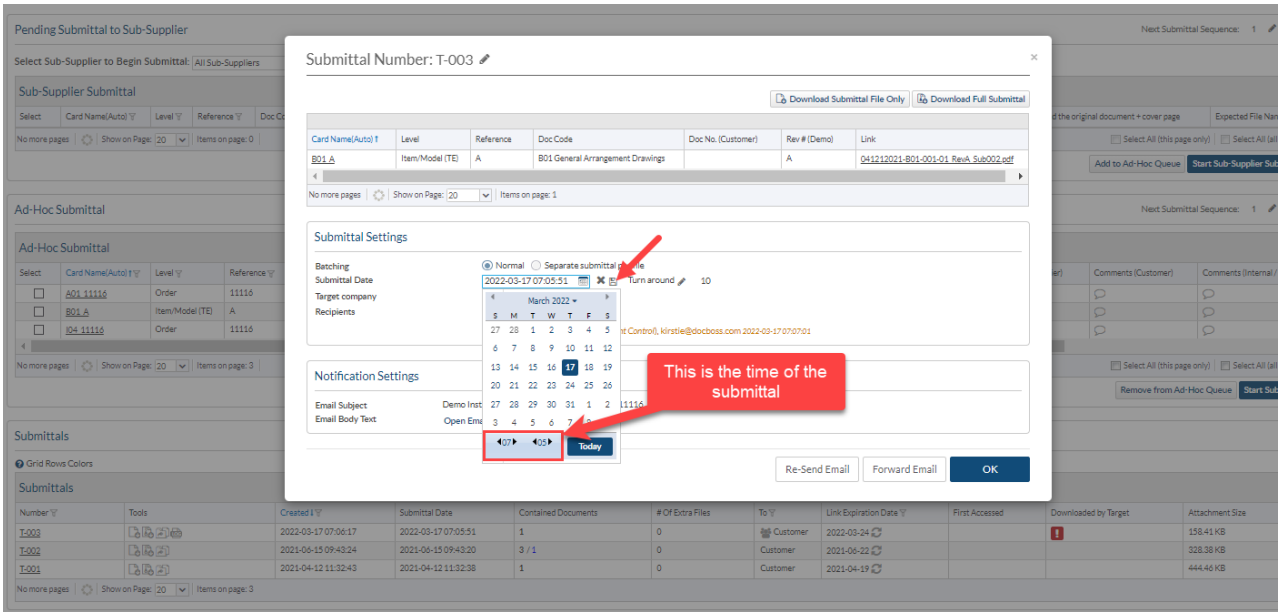
Update Previous Submittal Dates

09/16/2024 1:48 pm MDT

Users can update previously submitted documents submittal dates. Updating it on the outgoing submittal will then update the date in the card history and all templates (SDI and in document cover pages added during submittal and also in compilation cover pages generated with the compilation).

To edit the submittal date, navigate to the submittal and (1) click on the submittal number to open the Submittal Settings screen.

Next (2) click on the edit icon next to the Submittal Date.



Click the calendar icon to open the calendar, change your date and click the save icon. Note you can also change the submittal time on this screen.