Select Transmittal Templates on Project

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Navigate to the Main page of your project. In the **Output Settings** section under Submittals, you will have a drop down that will allow you to select any Transmittal Templates that are available for your use. Find the one you want and select it - both PDF and Excel versions. You can select different transmittals to be used for your Customer (shown as Acme in screenshot below) and Sub-Supplier. Note: Internal/3rd Party Transmittals will use the selection you made on your Sub-Supplier Transmittal. Remember to click **Save Project** when finished!

For more information on working with Templates please check out our video: **Templates**