

Delivery Mediums

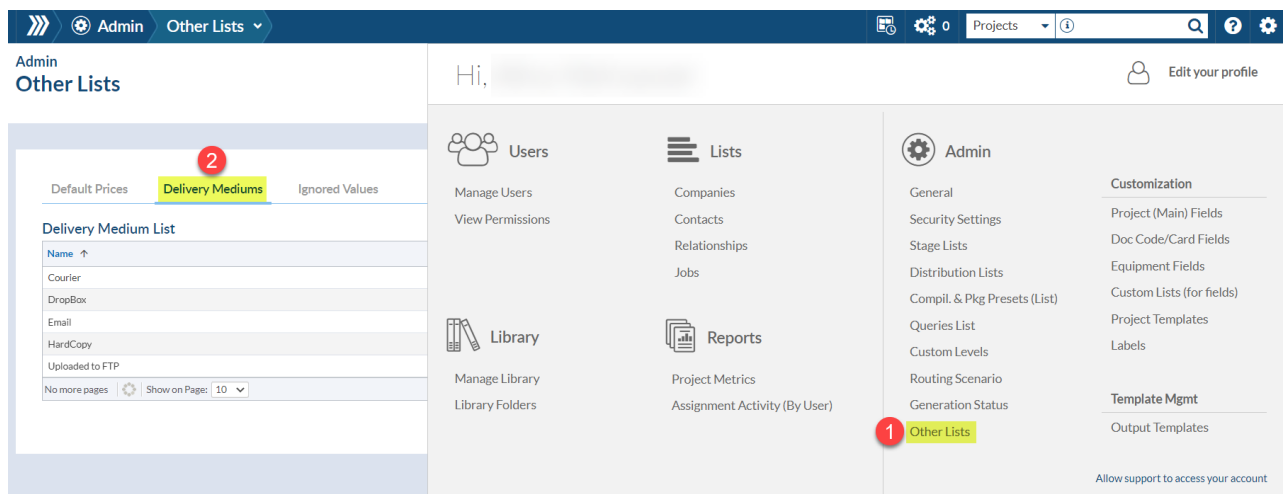
10/02/2025 2:09 pm MDT

Some customers have requested that they identify the process which they will be submitting the documents of a transmittal. The **Delivery Medium** selection can be used for this.

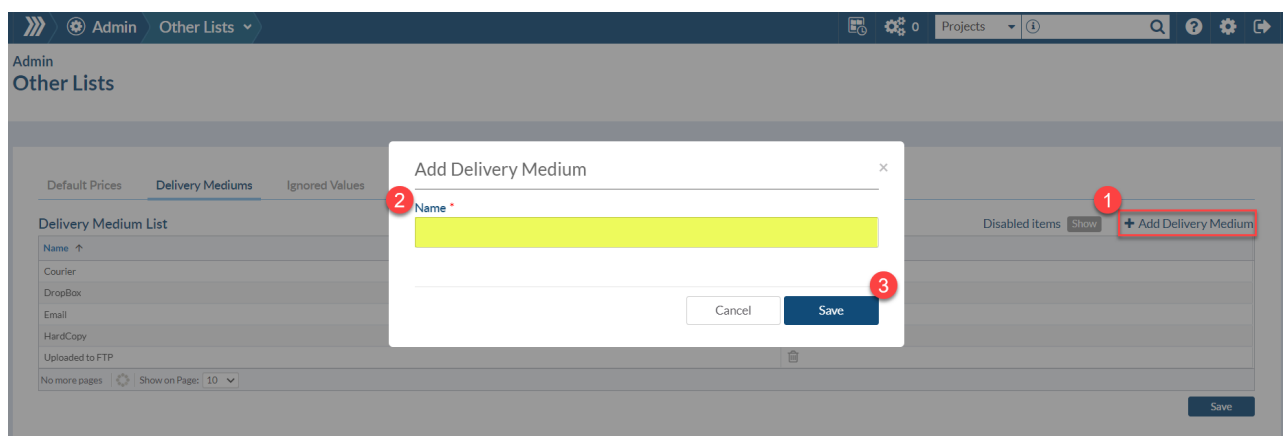
There is no functional impact of this choice. It is for display purposes only. Once selected, the applicable variable must be added to a transmittal template for the delivery medium to output on the transmittal.

Add new Delivery Medium value

Options for the Delivery Medium selection must be set up at Admin. Navigate to **Admin > Other Lists > Delivery Mediums** to access the **Delivery Medium List** grid.



To add a new value to the list, select **Add Delivery Medium** from the top right of the grid. Enter the name and save. The value is now available for selection on all projects.



Add Delivery Medium to a project

The delivery medium is configured per project.

From the "Main" tab of the **Project Configuration** page (Project Menu > Set Up > Project Configuration), select the

appropriate value from the "Batching, Downloads and Medium" section .

Pump Project (1234)

Project Configuration

0

Projects

Set Up

Project Configuration

Main

Advanced

Fields & Equipment Types

Compilation & Package Presets

Expediting

Info

Collapse All

Expand All

Select or type ahead...

Revision Numbering

Other Data

Other Data

Custom Fields

Markup Output

Using defaults

Batching, Downloads and Medium

Batching

Normal

Separate submittal per file

Downloads

Require downloader to select name

No

Medium

Show delivery medium in submittal popup

Delivery medium

Email

To enable managing this setting per transmittal, enable the option to **Show delivery medium in submittal popup**