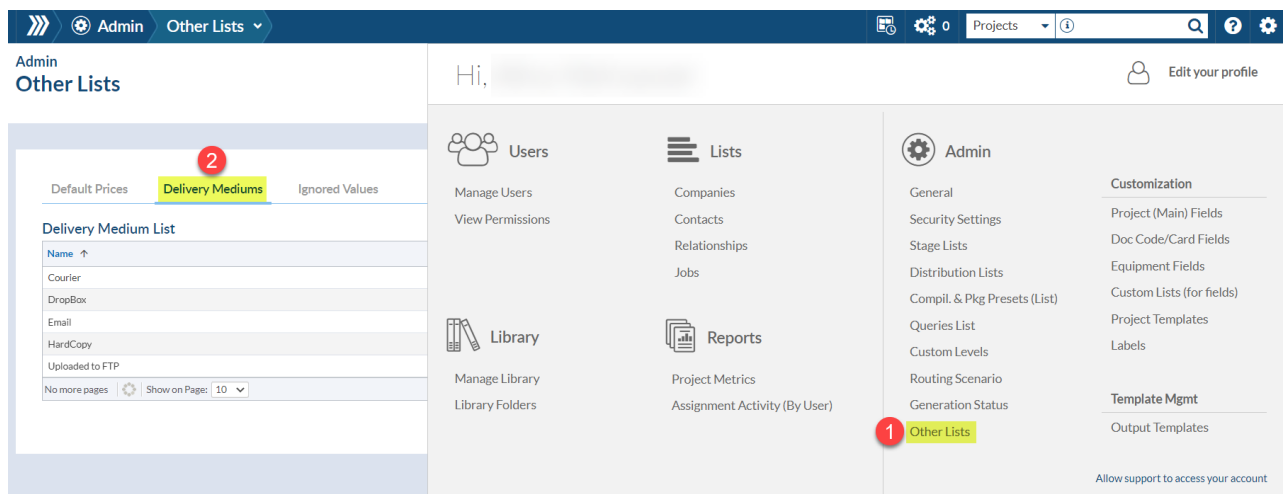# Delivery Mediums

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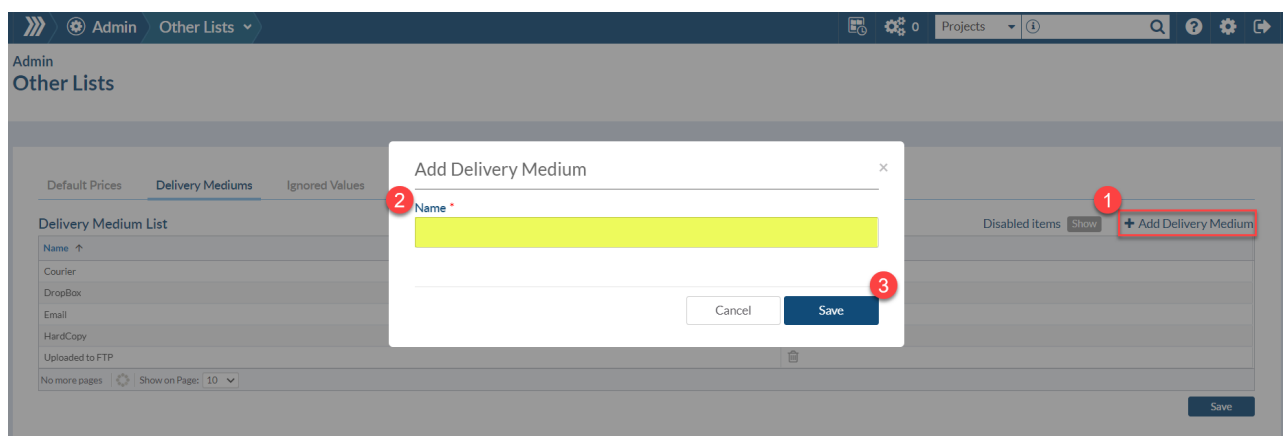
There is no functional impact of this choice. It is for display purposes only. Once selected, the applicable variable must be added to a transmittal template for the delivery medium to output on the transmittal.

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 .

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