

# Delivery Mediums

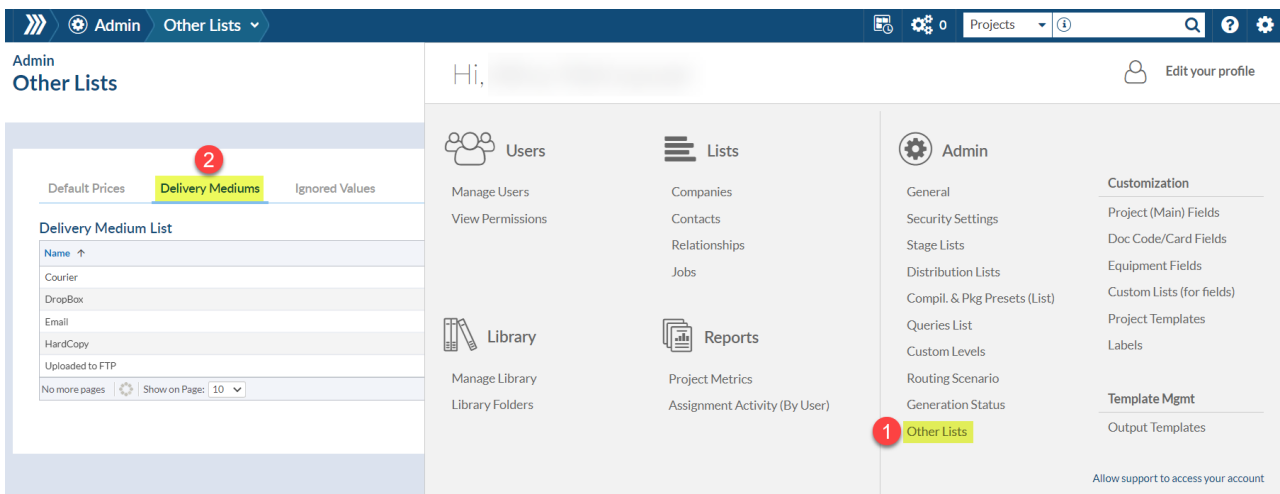
08/02/2024 11:09 am MDT

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.

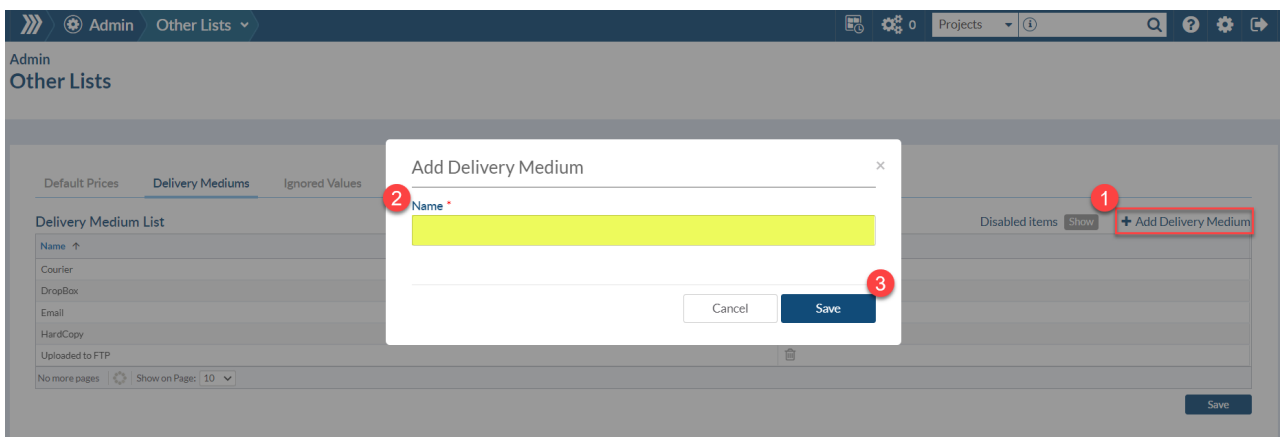
There is no functional impact of this choice. It is for display purposes only. Once selected, the applicable variable must be added to a transmittal template for the delivery medium to output on the transmittal.

## 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 project menu, select **Set Up > Main**. Under **Output Settings > Transmittals**, select the appropriate value from the **Delivery Medium** list and save.

## Output Settings

### Stamp

ACME Stamp XLS: Default Stamp Template [XLS] (sy) ▼

### Cover Pages

ACME Cover Page PDF: ACME Cover Page [XLS] (system) ▼ CSV/XLS: - No Template Selected - ▼

Sub-Supplier Cover Page PDF: Default Sub-Supplier Cover Page ▼

### Transmittals

ACME Transmittal PDF: Default Transmittal w/ Wolfe PA ▼ CSV/XLS: - No Template Selected - ▼

Sub-Supplier Transmittal PDF: Default Sub-Supplier Transmittal ▼

Internal Transmittal *Uses the Sub-Supplier transmittal templates*

Delivery Medium Uploaded to FTP ▼  Show Delivery Medium in Transmittal Popup

Send transmittal email notification

Include summary into email PDF ▼

Require Name for Doc Access Yes ▼

To enable managing this setting per transmittal, select **Show Delivery Medium in Transmittal Popup**