

Output Settings

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This section allows you to select your templates (to use for outgoing documents, Cover Pages, Transmittals, Transmittal Emails, etc). If your customer has a specific template that they have requested you will have to set it up and uploaded it prior to being able to select it here.

Output Settings

Stamp

Acme Stamp XLS:

Cover Pages

Acme Cover Page PDF: CSV/XLS:

Create Excel coversheet for Excel files only Embed Excel file as worksheet on Excel files

Sub-Supplier Cover Page PDF:

Submittals

Batching Normal Separate submittal per file

Acme Transmittal PDF: CSV/XLS:

Sub-Supplier Transmittal PDF:

Internal / 3rd Party Transmittal *Uses the Sub-Supplier transmittal templates*

Delivery Medium Show Delivery Medium in Submittal Popup

Require Name for Doc Access


Add Comments Page to Document on Submittal

Position of comment/markup pages (on submittal)

Submittal Numbering Format

Type of Format	Pattern per Target
Acme Submittal Pattern	T-<Sequence###>
Sub-Supplier Submittal Pattern	T(S)-<Sequence###>
Internal / 3rd Party Submittal Pattern	T(I)-<Sequence###>
Ad-Hoc Submittal Pattern	T(A)-<Sequence###>

Submittal Notification Emails

Acme  Ad-Hoc

Sub-Supplier Internal / 3rd Party


Email FROM Address Contact Info

Default to send notification to customer

Include hyperlink into email

Include files in email

Include transmittal in email

Attachments size limit (Mb) 
Please set this value to 50% of your customer size limit. Files attached to emails grow in size by about 40% [...]

Other

Estimation