

This document is to aid in the creation of a submittal on Procore. Please reference the link below for a tutorial video on how to create a submittal. The following steps outline what we're looking for to be filled out.

https://support.procore.com/products/online/user-guide/project-level/submittals/videos#Create_Submittals

Step 1. From the home page, navigate to the Project Tools dropdown menu and select Submittals

Step 2. In the top right corner, select Create > Submittal

Step 3. Fill out the following line items

- Title
- Spec section (if applicable)
- Responsible Contractor (your school)
- Received From (person associated with your school)
- Type
- Location
- Description
- Attachment

Step 4. In the bottom right corner, select Create & Send Emails