

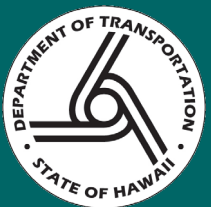
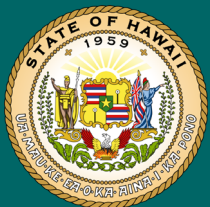
USER'S GUIDE TO CONTRACTOR INITIATED SUBMITTALS

State of Hawaii

Department of Transportation

Highways Division – Construction

E-Construction



User's Guide to Submittals

SUBMITTALS

The Submittal Workflow is as follows:

1. The Contractor initiates a Submittal (Draft or Open)

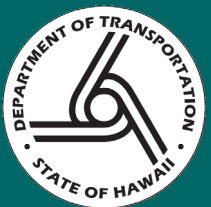
2. The Contractor sends the Submittal to HDOT (status change: For Approval or For Review and Comment)

3. HDOT reviews the Submittal and routes to Design Engineer(s) or creates Sample Card (see separate User's Guide)

4. Design Engineer(s) reviews and returns recommendation to HDOT

5. HDOT reviews recommendation and responds to the Contractor (status change: Returned for Correction, Rejected, Acknowledged, No Exception Taken, Accepted as Noted, Accepted as Submitted, or Accepted)

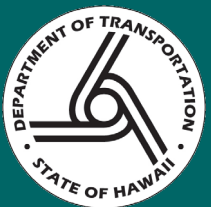
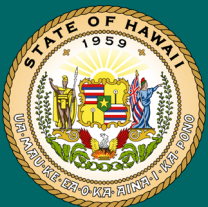
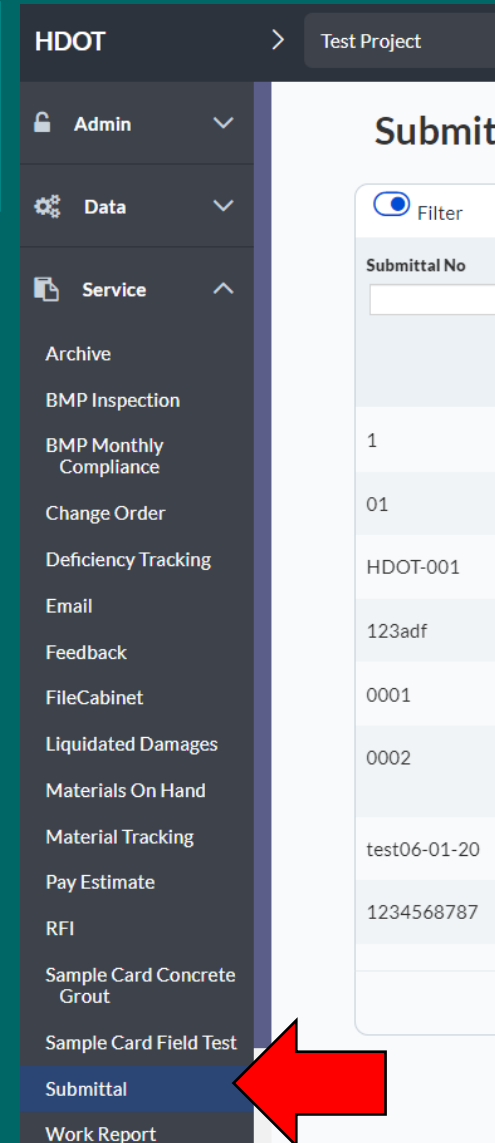
6. The Contractor shall send new Submittals for Returned for Correction and Rejected Submittals



SUBMITTALS

With the notion that the Contractor shall initiate a Submittal, this user guide shall cover the State's portion of Submittals (from step 3 of the workflow). The Project Engineer still needs to review the submittal for completeness

To access the Submittals, click on Submittal under Service



SUBMITTALS

The Submittal Log Grid appears

Test Project Search Keith

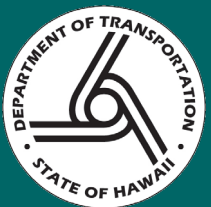
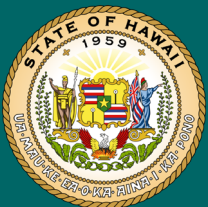
Submittal

Filter

Submittal No	Description	BIC	Status	Action Requested	Contractor No	Created	Modified
						from: to:	from: to:
1	Construction Sign - Notice to Motorist sign	Greg Varni	Open			05/12/2020	10/23/2020
01	GP TEST		Draft			05/21/2020	05/21/2020
HDOT-001			Draft		PE-001	05/28/2020	10/23/2020
123adf			For Approval			05/29/2020	09/29/2020
0001	uuuuuuuj	yama yama	For Approval	For Approval	01	06/01/2020	06/01/2020
0002	Construction Sign - Specialty Construction Sign (for Detour)	yama yama	For Review and Comment		333	06/01/2020	10/23/2020
test06-01-20			For Approval			06/01/2020	06/01/2020
1234568787			For Approval			06/29/2020	10/23/2020

1 of 1 999 rows per page 1 - 18 of 18 items

New



User's Guide to Submittals

SUBMITTALS

To work with a Submittal entry, select an entry (highlighted light blue) and click on the Open button to view and respond to the entry

Test Project

Search

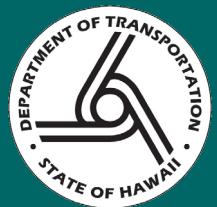
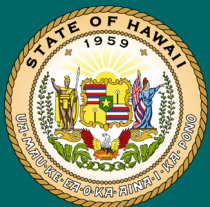
Submittal

Filter

Submittal No	Description	BIC	Status	Action Requested	Contractor No	Created	Modified
1	Construction Sign - Notice to Motorist sign	Greg Varni	Open			05/12/2020	10/23/2020
01	GP TEST		Draft			05/21/2020	05/21/2020
HDOT-001			Draft		PE-001	05/28/2020	10/23/2020
123adf			For Approval			05/29/2020	09/29/2020
0001	uuuuuuuj	yama yama	For Approval	For Approval	01	06/01/2020	06/01/2020
0002	Construction Sign - Specialty Construction Sign (for Detour)	yama yama	For Review and Comment		333	06/01/2020	10/23/2020
test06-01-20			For			06/01/2020	06/01/2020
1234568787			Approval			06/29/2020	10/23/2020

of 1 999 rows per page 1 - 18 of 18 items

New Open Copy History Print Delete



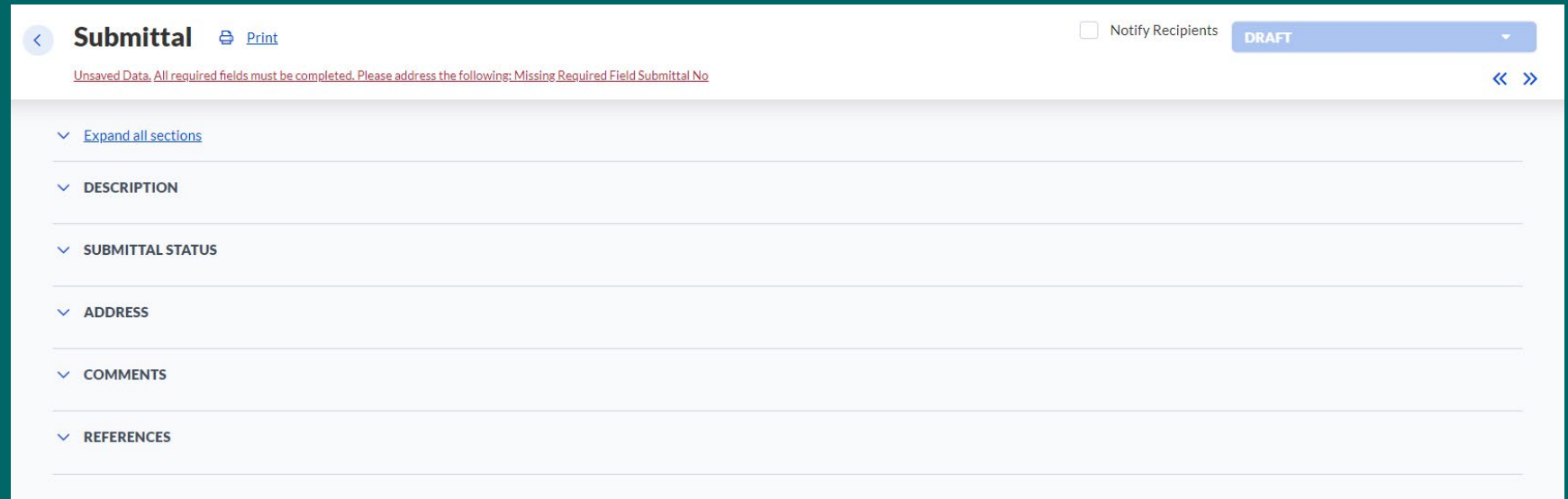
User's Guide to Submittals

PFV = printer friendly version

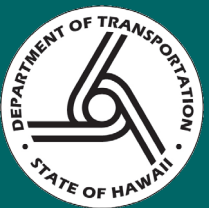
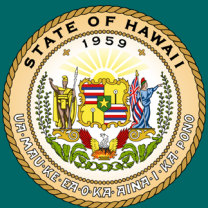
SUBMITTALS

A Submittal entry is divided into five parts:

1. Description
2. Submittal Status
3. Address
4. Comments
5. Reference



The screenshot shows a web-based form titled "Submittal" with a "Print" icon. In the top right corner, there is a checkbox for "Notify Recipients" and a "DRAFT" button. A red error message states: "Unsaved Data: All required fields must be completed. Please address the following: Missing Required Field Submittal No". Below the header, there are five expandable sections, each with a downward arrow icon: "Expand all sections", "DESCRIPTION", "SUBMITTAL STATUS", "ADDRESS", "COMMENTS", and "REFERENCES".



SUBMITTALS

The Project Engineer shall verify the information of the Description input fields

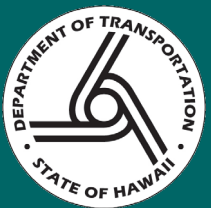
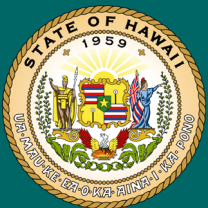
Submittal [Print](#) ☐ Notify Recipients **DRAFT**

Unsaved Data, All required fields must be completed. Please address the following: Missing Required Field Submittal No

[Expand all sections](#)

DESCRIPTION

Submittal No *	Unique*	Contractor No	
Additional		Status	Draft
Creator	Keith Yamamoto	Company	Hawaii Department of Transportation - Highways Division
Description			
Due Date		Spec. Section	



SUBMITTALS

The Submittal Status entry fields were developed for use with Contractor submittals arriving via e-mail or by hard copy. As such, the Project Engineer can skip the review of these input fields

<

Submittal

[Print](#)

☐ Notify Recipients

DRAFT

>

Unsaved Data, All required fields must be completed. Please address the following: Missing Required Field Submittal No

<< >>

>

[Expand all sections](#)

<

>

DESCRIPTION

<

>

SUBMITTAL STATUS

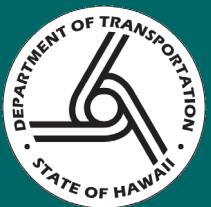
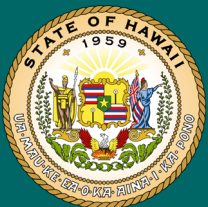
<

Date Submitted

Return Date

Return Transmittal No

Date Received



SUBMITTALS

The names listed in the Address section will have write access to the Submittal. The Project Engineer shall verify that the entire project team is listed

Submittal

☐ Notify Recipients

DRAFT

Unsaved Data. All required fields must be completed. Please address the following: Missing Required Field Submittal No

ADDRESS

To

Filter

<input type="checkbox"/> First Name	<input type="checkbox"/> Last Name	<input type="checkbox"/> Email	<input type="checkbox"/> Company	<input type="checkbox"/> Default Role	<input type="checkbox"/> Account
<input type="checkbox"/> Alex	Oshiro	alex.oshiro@hawaii.gov	Hawaii Department of Transport...	Project Admin	HDOT
<input type="checkbox"/> Facs	rep	support@facsware.com	FACS	Admin	FACS
<input type="checkbox"/> Inspector	Test	inspector@hawaii.gov	HDOT	Inspector	HDOT
<input type="checkbox"/> Owner	Test	owner@hawaii.gov	Hawaii Department of Transport...	Owner	HDOT

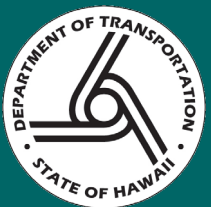
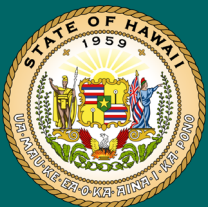
☐ Notify Recipients

From

BIC

Action Requested

Remarks



SUBMITTALS

ADDRESS

To

First Name	Last Name	Email	Company	Default Role	Account
Keith	Yamamoto	keith.yamamoto@hawaii.gov	Hawaii Department of Transportation	Admin	HDOT
Alex	Oshiro	alex.oshiro@hawaii.gov	Hawaii Department of Transportation	Project Admin	HDOT

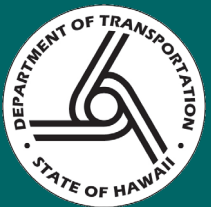
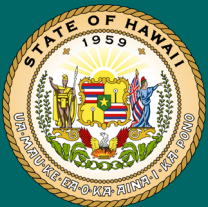
Edit selection

From Contractor Contractor

BIC Keith Yamamoto

If not already included, the Project Engineer shall add the Design Engineers names to the address list

To add the Design Engineer(s), click on the Edit Selection button



SUBMITTALS

ADDRESS

To

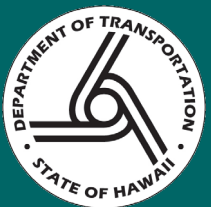
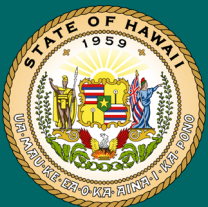
Filter

<input type="checkbox"/>	First Name	Last Name	Email	Company	Default Role	Account
<input type="checkbox"/>	Greg	Varni	gregv@facsware.com	FACS	Admin	FACS
<input checked="" type="checkbox"/>	Keith	Yamamoto	keith.yamamoto@hawaii.gov	Hawaii Department of Transportation	Admin	HDOT
<input checked="" type="checkbox"/>	Alex	Oshiro	alex.oshiro@hawaii.gov	Hawaii Department of Transportation	Project Admin	HDOT
<input type="checkbox"/>	Facs	rep	support@facsware.com	FACS	Admin	FACS

☐ Notify Recipients

Select the Design Engineer(s) or any additional names to be added to the address list of the Submittal (highlighted light blue) and click on the Select button

Change the BIC to the primary Design Engineer



User's Guide to Submittals

SUBMITTALS

The names populating the From and BIC pulldown list comes from

1. From: all users assigned to the project, but the name used would primarily be the Contractor's personnel
2. BIC: users in the address list. The BIC shall vary according to Project Engineer to Design Engineer

Submittal [Print](#) ☐ Notify Recipients **DRAFT**

Unsaved Data. All required fields must be completed. Please address the following: Missing Required Field Submittal No

ADDRESS

To

☐ Filter

<input type="checkbox"/> First Name	<input type="checkbox"/> Last Name	<input type="checkbox"/> Email	<input type="checkbox"/> Company	<input type="checkbox"/> Default Role	<input type="checkbox"/> Account
<input type="checkbox"/> Alex	Oshiro	alex.oshiro@hawaii.gov	Hawaii Department of Transport...	Project Admin	HDOT
<input type="checkbox"/> Facs	rep	support@facsware.com	FACS	Admin	FACS
<input type="checkbox"/> Inspector	Test	inspector@hawaii.gov	HDOT	Inspector	HDOT
<input type="checkbox"/> Owner	Test	owner@ha	Hawaii Department of Trans	Owner	HDOT

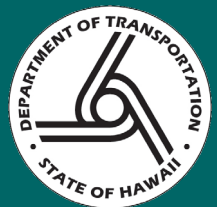
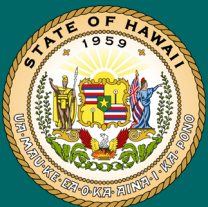
☐ Notify Recipients

From

BIC

Action Requested

Remarks



SUBMITTALS

In the Address section:

1. Change the Contractor's "For Approval" Action Requested to the Design Engineer's requested action of "For Review and Comments"
2. Add to any remarks or comments that the Contractor entered under Remarks

Submittal [Print](#) ☐ Notify Recipients **DRAFT**

Unsaved Data. All required fields must be completed. Please address the following: Missing Required Field Submittal No

ADDRESS

To

☐ Filter

<input type="checkbox"/> First Name	<input type="checkbox"/> Last Name	<input type="checkbox"/> Email	<input type="checkbox"/> Company	<input type="checkbox"/> Default Role	<input type="checkbox"/> Account
<input type="checkbox"/> Alex	Oshiro	alex.oshiro@hawaii.gov	Hawaii Department of Transport...	Project Admin	HDOT
<input type="checkbox"/> Facs	rep	support@facsware.com	FACS	Admin	FACS
<input type="checkbox"/> Inspector	Test	inspector@hawaii.gov	HDOT	Inspector	HDOT
<input type="checkbox"/> Owner	Test	owner@hawaii.gov	Hawaii Department of Transport...	Owner	HDOT

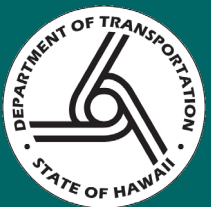
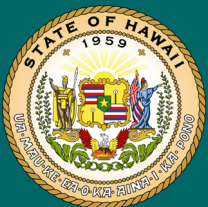
☐ Notify Recipients

From

BIC

Action Requested

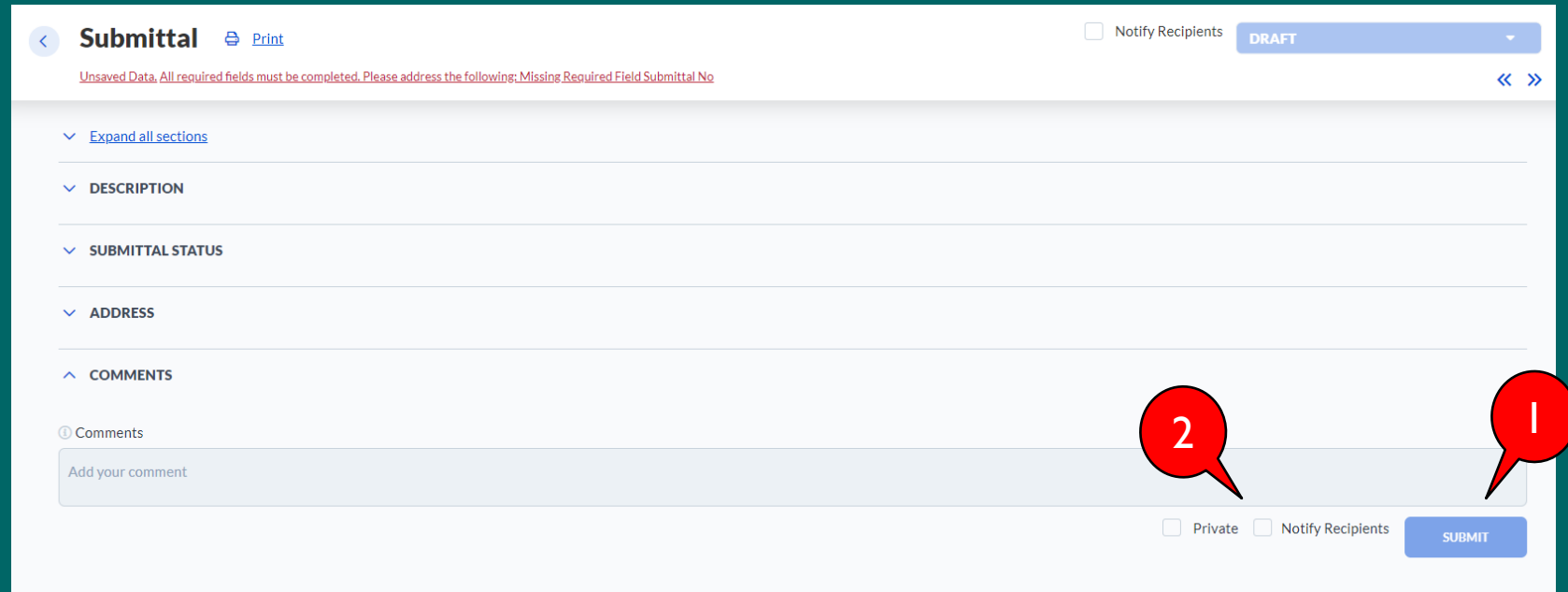
Remarks



SUBMITTALS

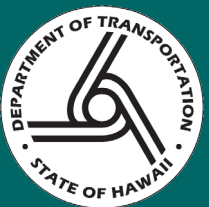
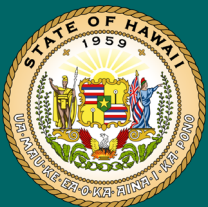
Enter any comments to the Submittal in Comments. To save the comment, click on the Submit button (1). All those listed in the address section will be able to respond to the comment

Everyone who has access to the project will be able to see the comment unless it has been designated as private



The screenshot shows a web form titled "Submittal" with a "Print" link. A red error message at the top states: "Unsaved Data. All required fields must be completed. Please address the following: Missing Required Field Submittal No". The form has several expandable sections: "Expand all sections", "DESCRIPTION", "SUBMITTAL STATUS", "ADDRESS", and "COMMENTS". The "COMMENTS" section is expanded, showing a text input field with the placeholder "Add your comment". To the right of the input field is a red callout bubble with the number "2". At the bottom right of the form, there are two checkboxes: "Private" and "Notify Recipients", followed by a blue "SUBMIT" button. A red callout bubble with the number "1" points to the "SUBMIT" button.

Click on the Notify Recipient checkbox (2) to send an e-mail notification to those listed in the address box



SUBMITTALS

Click in the Private checkbox to make the comments private (not viewable by the Contractor)

Submittal [Print](#) ☐ Notify Recipients **DRAFT**

Unsaved Data. All required fields must be completed. Please address the following: Missing Required Field Submittal No

[Expand all sections](#)

DESCRIPTION

SUBMITTAL STATUS

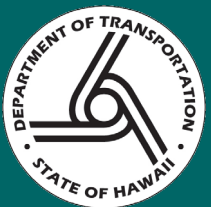
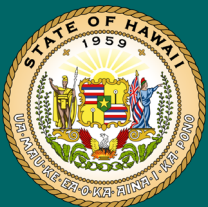

ADDRESS

COMMENTS

Comments

Add your comment

☐ Private ☐ Notify Recipients **SUBMIT**



SUBMITTALS

COMMENTS

Comments

Add your comment

☐ Private ☒ Notify Recipients **SUBMIT**

Keith Yamamoto 11/4/2020 11:17 AM Private

Add a comment for the Submittal

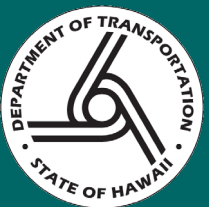
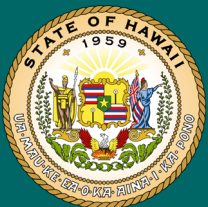
[Reply](#) · [Edit](#) · [Delete](#) · [Hide on Print](#)

Keith Yamamoto 11/4/2020 11:18 AM

This is a response to the comment

[Reply](#) · [Edit](#) · [Delete](#)

All comments will be displayed stacked one on top of the other with the name of the person making the comment and the time and date of the comment. Note the Private indicator on one of the comments



User's Guide to Submittals

SUBMITTALS

Drag and drop any additional files supporting the Contractor's attachment(s) into the area designated with the blue dashed line

Submittal [Print](#) ☐ Notify Recipients **DRAFT**

Unsaved Data. All required fields must be completed. Please address the following: Missing Required Field Submittal No

DESCRIPTION

SUBMITTAL STATUS

ADDRESS

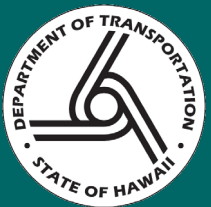
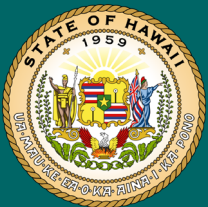
COMMENTS

REFERENCES

Drop your files here

All formats are supported. 50 MB, 20 files maximum.

[New](#)



SUBMITTALS

The attached reference file(s) can be given:

1. A short description
2. A date other than the date of attachment
3. A list of associated pay item numbers
4. The name of the Contractor or Subcontractor associated with the submittal

File Reference

IMG-3578-1.jpg
(Image/jpeg)

CHANGE

Description: support docs

Date: 10/30/2020

Bid Items

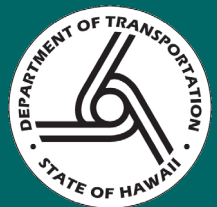
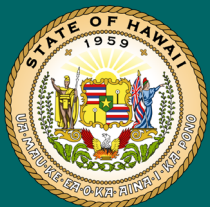
☐ Filter

Type Code	Item Number	Item Description	Auth Qty	Par/Non-Par	Unit of Measure	Original Qty	Extra Work Item	Order
<input type="checkbox"/> Bridge	100.0000	Test Item	12,345.678912345	Participating	EA	1		0001
<input type="checkbox"/> Bridge	22.0000	MOT	22	Non-Participating	LS	22	checked	0002
<input type="checkbox"/> Bridge	3.000	non-par-non-extr	10	Non-Participating	ALLOW	0		0003
<input type="checkbox"/> Bridge	150.0005	Strike	100.00	Participating	LS	1	checked	150

Contractor

CLOSE **SAVE**

Click on the Save button to save the added information. Click on the Close button to exit without saving

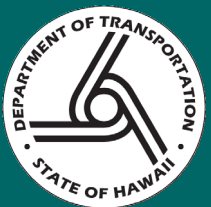
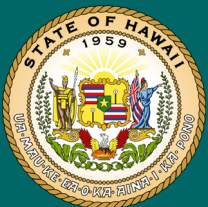
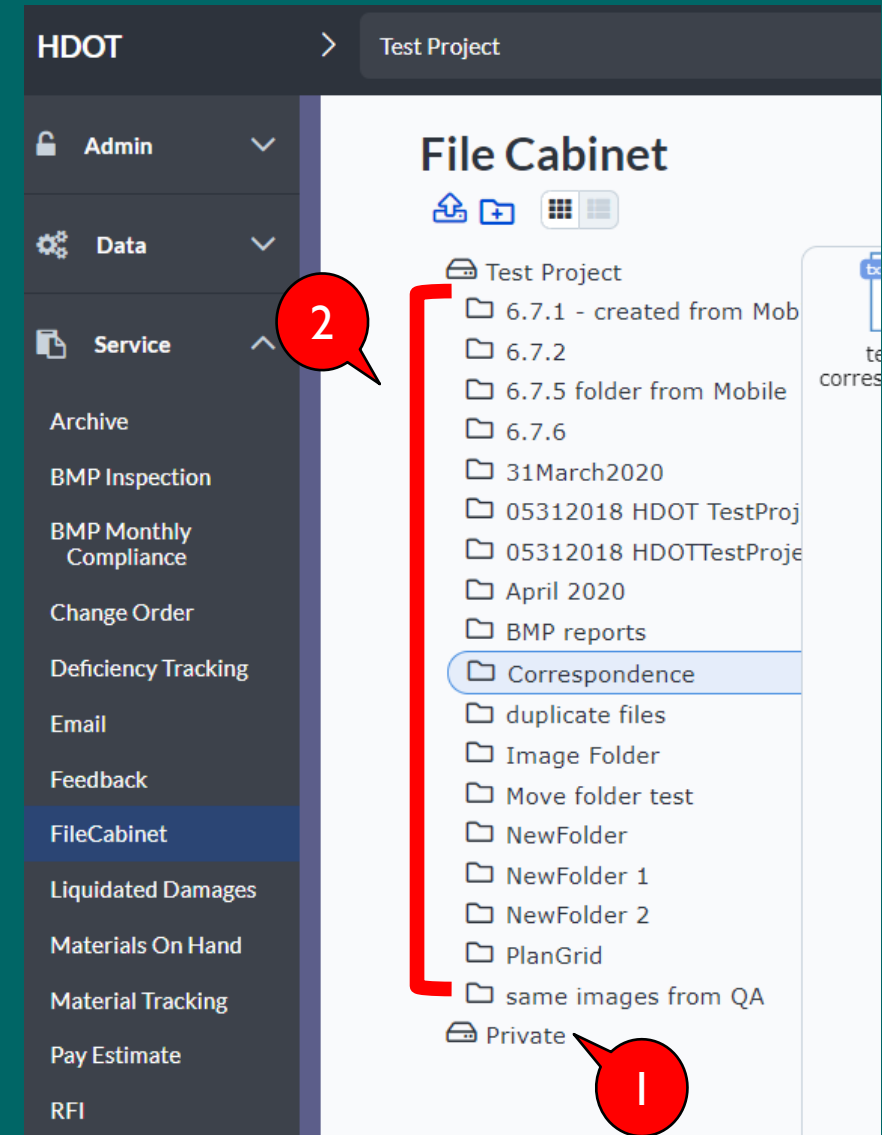


SUBMITTALS

All reference files are also loaded up to the user's private folder in the file cabinet (1)

You can drag these files to a folder in the public folders (2) of the project to provide access for the other project staff

The Contractor loaded reference files will need to be download to a folder in the File Cabinet for the project staff's use or to the user's computer for their own use



SUBMITTALS

.pdf, .xlsx, .docx, .jpeg, .png,
zip files can be used as
attachments

The limit of attachments
are 20 files at no greater
than 50 MB each

Submittal [Print](#) ☐ Notify Recipients **DRAFT** << >>

Unsaved Data. All required fields must be completed. Please address the following: Missing Required Field Submittal No

✓ DESCRIPTION

✓ SUBMITTAL STATUS

✓ ADDRESS

✓ COMMENTS

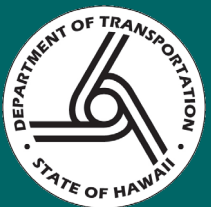
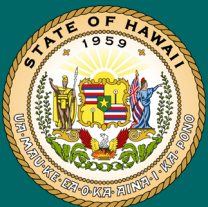
^ REFERENCES

①

Drop your files here

All formats are supported. 50 MB, 20 files maximum.

[+ New](#)



SUBMITTALS

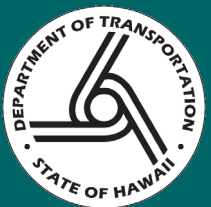
To download an attached file, select the attachment (outlined by a blue line) and click on the View button

REFERENCES

IMG-3878-1.jpg
Description: support docs
Date: 10/30/2020 05:07 am 10/30/2020

MaterialAcceptance.pdf
Description: support docs
Date: 10/30/2020 05:07 am 10/30/2020

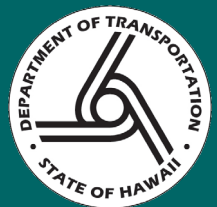
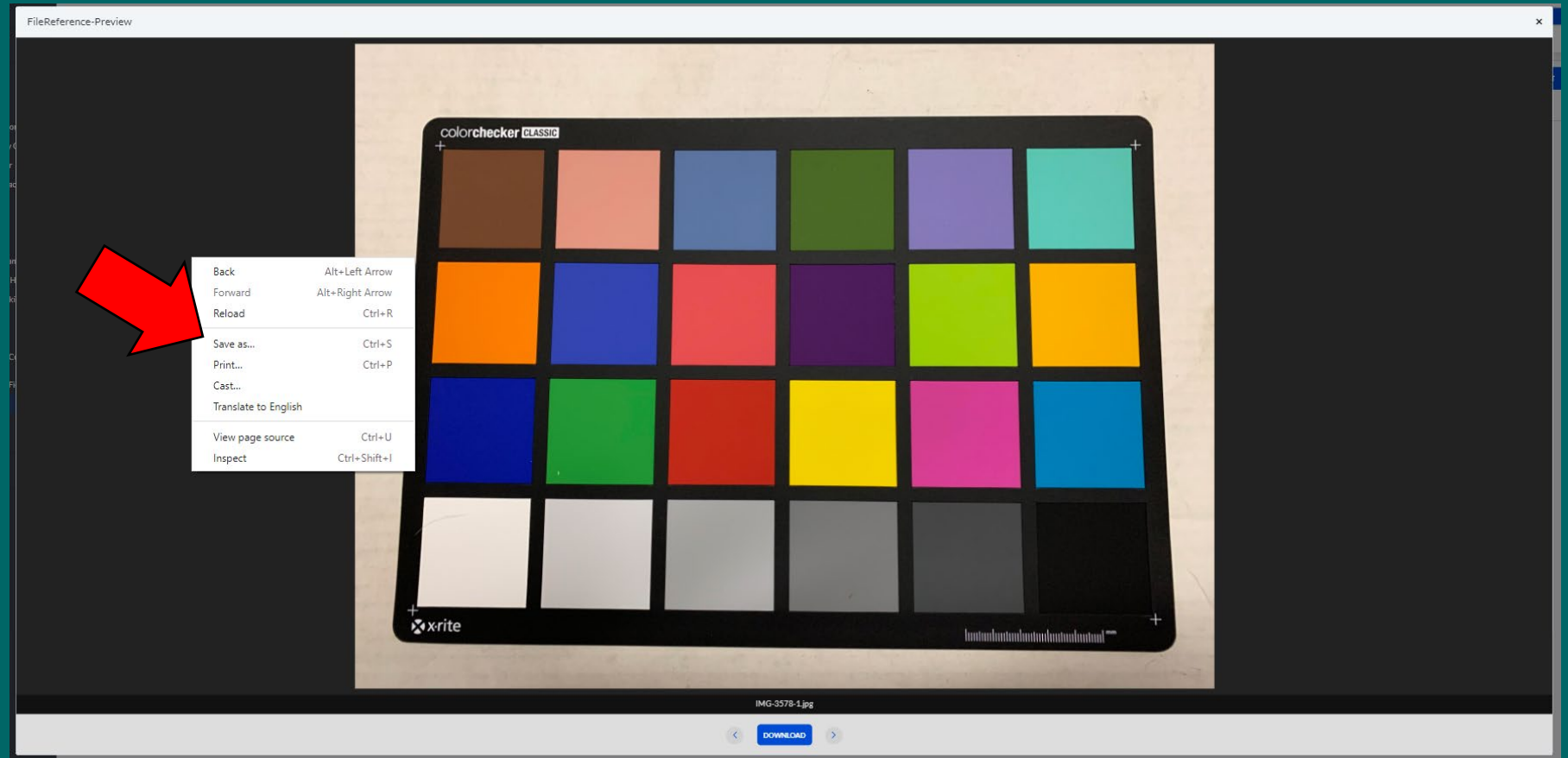
New Open View Delete



User's Guide to Submittals

SUBMITTALS

From the viewer, right mouse click and then click on the Save As option

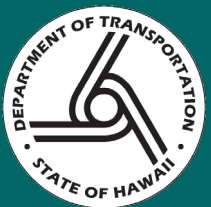
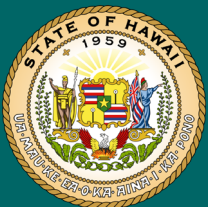
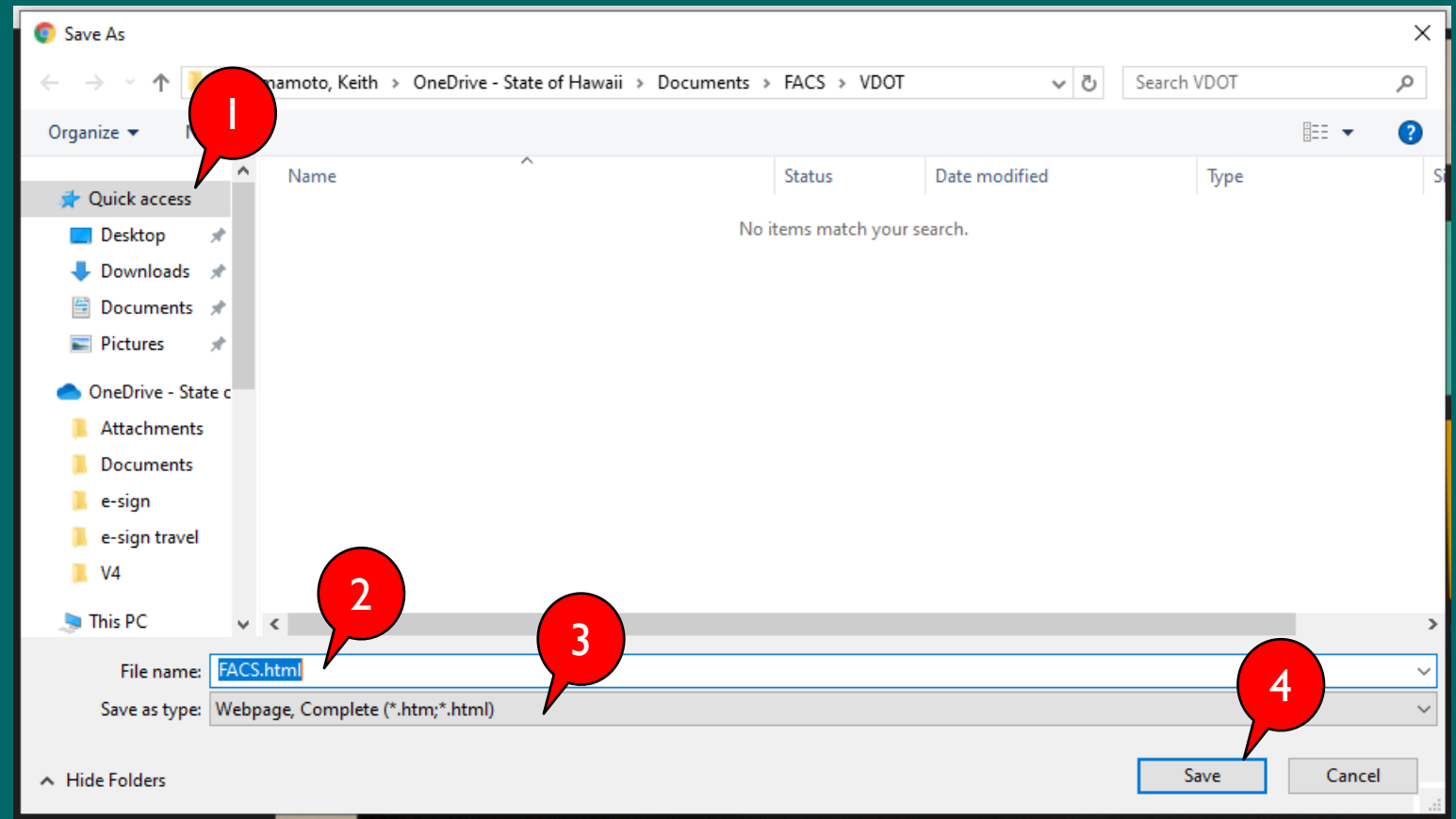


User's Guide to Submittals

SUBMITTALS

When saving the file

1. Select the location for the file to be saved
2. Assign a file name to the attachment
3. Assign a file type
4. Click on the Save button



SUBMITTALS

The Design Engineer(s) shall retrieve the Submittal data through FACS and review

The Design Engineer(s) response may be made via the Comments, an edited version of the original attachments (use different file name recommended), and/or an entirely new document

Submittal [Print](#) ☐ Notify Recipients **DRAFT**

Unsaved Data. All required fields must be completed. Please address the following: Missing Required Field Submittal No

▼ DESCRIPTION

▼ SUBMITTAL STATUS

▼ ADDRESS

▼ COMMENTS

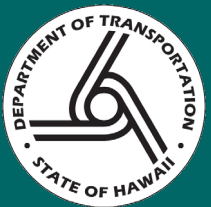
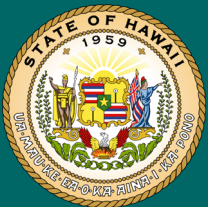
▲ REFERENCES

①

Drop your files here

All formats are supported. 50 MB, 20 files maximum.

[+ New](#)



SUBMITTALS

The Design Engineer(s) shall change the BIC to the Project Engineer upon completion of review

The Project Engineer shall review the response, download the response for the Construction Engineer – provide acceptance markings if needed, and revise the status of the Submittal in accordance with the review comments

Submittal [Print](#) ☐ Notify Recipients **DRAFT**

Unsaved Data. All required fields must be completed. Please address the following: Missing Required Field Submittal No

ADDRESS

To

☐ Filter

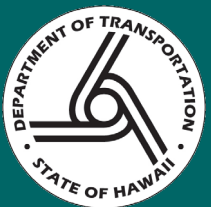
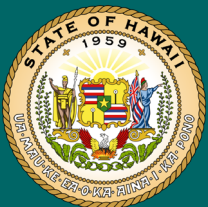

<input type="checkbox"/> First Name	<input type="checkbox"/> Last Name	<input type="checkbox"/> Email	<input type="checkbox"/> Company	<input type="checkbox"/> Default Role	<input type="checkbox"/> Account
<input type="checkbox"/> Alex	Oshiro	alex.oshiro@hawaii.gov	Hawaii Department of Transport...	Project Admin	HDOT
<input type="checkbox"/> Facs	rep	support@facsware.com	FACS	Admin	FACS
<input type="checkbox"/> Inspector	Test	inspector@hawaii.gov	HDOT	Inspector	HDOT
<input type="checkbox"/> Owner	Test	owner@hawaii.gov	Hawaii Department of Transport...	Owner	HDOT

☐ Notify Recipients

From BIC

Action Requested

Remarks



SUBMITTALS

[<](#) **Submittal** [Print](#)

[Last edit made Fri Oct 23 2020. All changes saved](#)

☐ Notify Recipients **OPEN** [<<](#) [>>](#)

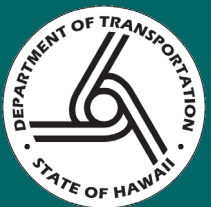
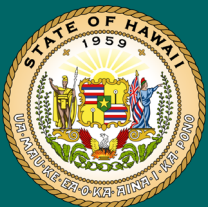
▼ [Expand all sections](#)

▼ DESCRIPTION

To changing the Status of a Submittal Entry, click on the Status button. From the For Approval or Review and Comment status change the status based on the review comments

For Approval or
For Review and
Comment

Returned for Correction, Rejected, Acknowledged, No
Exception Taken, Accepted as Noted, Accepted as
Submitted, or Accepted



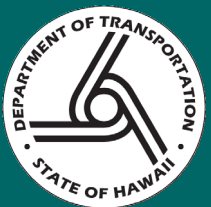
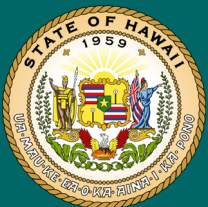
SUBMITTALS

For the 11 statuses for Submittals



The Contractor can modify the Draft and Open submittal and has read-only access to For Approval, For Review and Comment, Returned for Correction, Rejected, Acknowledged, No Exception Taken, Accepted as Noted, Accepted as Submitted, or Accepted submittals. The Draft submittal is only accessible to the creator of the Submittal entry

HDOT personnel has read-only access to Open submittals and can modify For Approval, For Review and Comment, Returned for Correction, Rejected, Acknowledged, No Exception Taken, Accepted as Noted, Accepted as Submitted, or Accepted submittals



SUBMITTALS

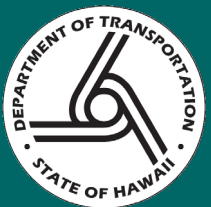
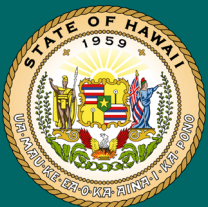
Track Submittals by using the status of the entry click on the Status button

Using the filter on the Submittals Log Grid, enter “For Approval” or “For Review and Comment” to find all submittals that are waiting on responses.

For Approval or
For Review and
Comment

The screenshot shows the 'Submittal' interface. At the top, there is a 'Test Project' dropdown and a 'Search' bar. Below this is a 'Submittal' section with a 'Filter' button. A table lists submittals with columns: Submittal No, Description, BIC, Status, Action Requested, Contractor No, Created, and Modified. Two red arrows point to the 'Filter' button and the 'Status' column header. The table contains four rows of data.

Submittal No	Description	BIC	Status	Action Requested	Contractor No	Created	Modified
1	Construction Sign - Notice to Motorist sign	Greg Varni	Open			05/12/2020	10/23/2020
01	GP TEST		Draft			05/21/2020	05/21/2020
HDOT-001			Draft		PE-001	05/28/2020	10/23/2020
123adf			For Approval			05/29/2020	09/29/2020



SUBMITTALS

Select an existing Submittal entry (highlighted light blue) and clicking on the History button provides a log of all the additions, deletions, and status changes for the entry

Test Project Search K Keith

Submittal

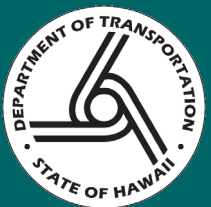
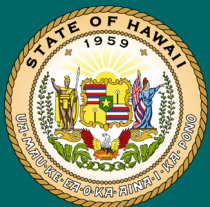
Filter

Submittal No	Description	BIC	Status	Action Requested	Contractor No	Created	Modified
						from: to:	from: to:
1	Construction Sign - Notice to Motorist sign	Greg Varni	Open			05/12/2020	10/23/2020
01	GP TEST		Draft			05/21/2020	05/21/2020
HDOT-001			Draft		PE-001	05/28/2020	10/23/2020
123adf			For Approval			05/29/2020	09/29/2020
0001	uuuuuuuj	yama yama	For Approval	For Approval	01	06/01/2020	06/01/2020
0002	Construction Sign - Specialty Construction Sign (for Detour)	yama yama	For Review and Comment		333	06/01/2020	10/23/2020
test06-01-20			For Approval			06/01/2020	06/01/2020
1234568787			For Approval			06/29/2020	10/23/2020

1 - 18 of 18 items

999: page

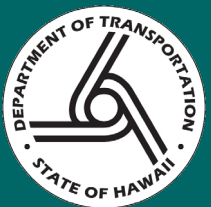
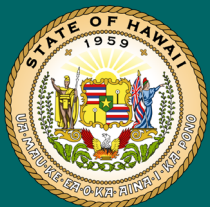
New Open Copy History Print Delete



SUBMITTALS

Notes:

1. At present, all reference attachments needs to downloaded and then dragged and dropped to the other services, such as Sample Cards or Change Orders
2. The Contractor shall initiate a submittal entry to comply with HDOT's paperless initiative. The Contractor shall complete the Description section, the Address Section, the Comment Section (as needed), and the Reference section. Separate training shall be arranged for the Contractor
3. The Design Engineer(s) shall receive and respond to the submittal to comply with HDOT's paperless initiative. Separate training can be arranged for the Design Engineer(s)
4. The History Log keeps track of all Submittal entries – initial entry, additions, deletions, and status changes

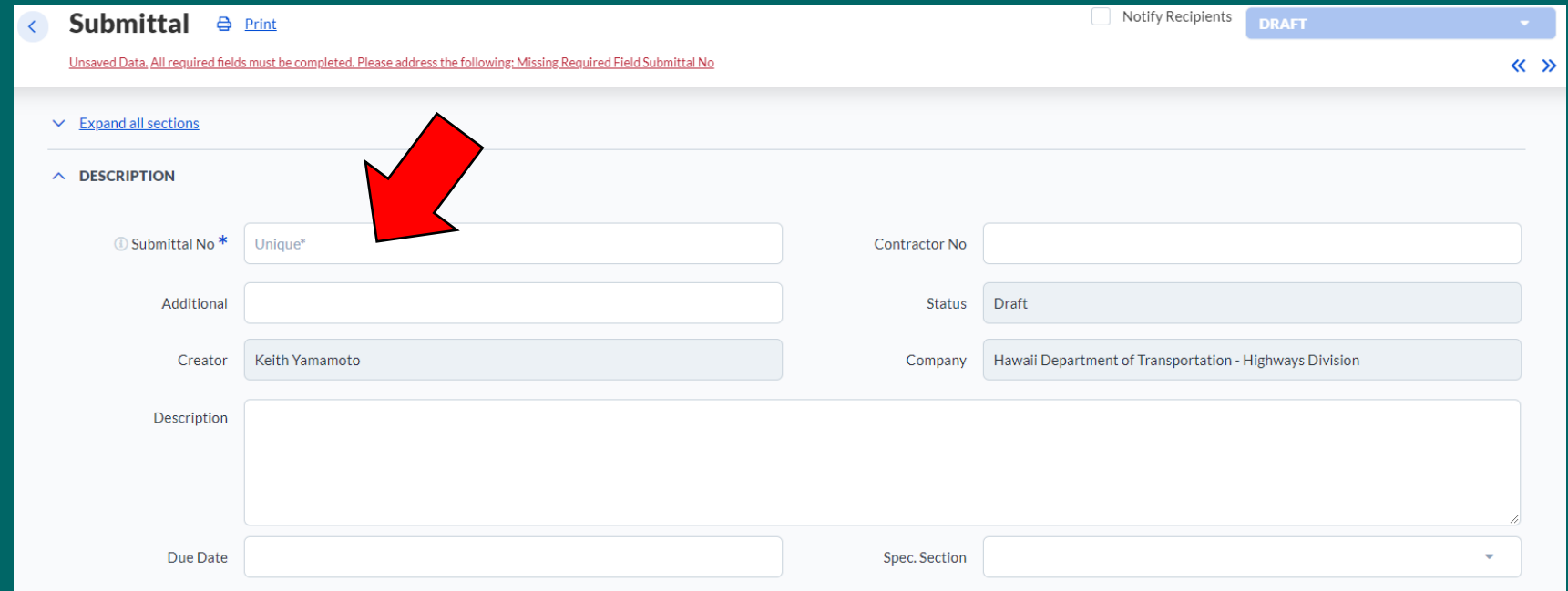


SUBMITTALS NOTES

The 1st input field of Description is Submittal No. This is the unique identifier for the Submittal. It is recommended that the following format be used: XXX-YY-ZZ, where

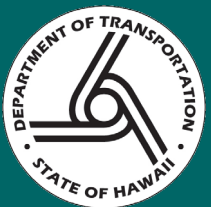
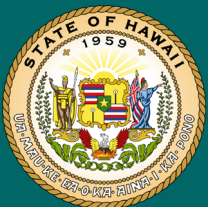
- a) XXX: section number for the pay item
- b) YY: sub-section number
- c) ZZ: revision number

This recommended shall be made to the Contractor



The screenshot shows a web form titled "Submittal" with a "Print" link and a "Notify Recipients" checkbox. A red arrow points to the "Submittal No" field, which is labeled "Unique*". The form also includes fields for "Contractor No", "Additional", "Creator" (filled with "Keith Yamamoto"), "Status" (set to "Draft"), "Company" (filled with "Hawaii Department of Transportation - Highways Division"), "Description", "Due Date", and "Spec. Section". A warning message at the top states: "Unsaved Data, All required fields must be completed. Please address the following: Missing Required Field Submittal No".

For example, 401-3a-02 would be a submittal for pay item under the 401 section, subsection 3a, and the 2nd revision to the submittal



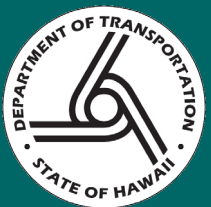
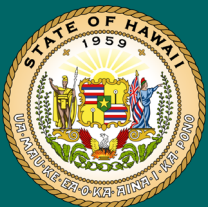
SUBMITTALS NOTES

In the other Description input fields

1. Contractor No. would be the Contractor's or Subcontractor's original submittal number
2. Additional would be any additional identifier for a submittal

The screenshot shows a web form titled "Submittal" with a "Print" link and a "Notify Recipients" checkbox. A red banner at the top states: "Unsaved Data, All required fields must be completed. Please address the following: Missing Required Field Submittal No". The form is divided into sections, with "DESCRIPTION" expanded. It contains several input fields: "Submittal No *" (with a red callout '2' pointing to the "Unique*" text), "Additional", "Contractor No" (with a red callout '1' pointing to the field), "Status" (set to "Draft"), "Company" (set to "Hawaii Department of Transportation - Highways Division"), "Description", "Due Date", and "Spec. Section".

Note: we are currently working on a Master Submittal list based on the Standard Specifications and standardized pay items, which would be updated with the Contract Specifications and Detailed Estimate to create a project specific Master Submittal list that would be uploaded at the start of a project

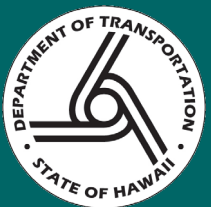
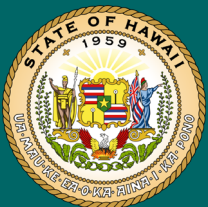


SUBMITTALS NOTES

For the remaining Description input fields

1. Description is a detailed description of the Submittal. Note, the more detailed the description entry, the easier it will be to use keywords to search the Submittal Log
2. Due Date is the selected date (pop up calendar) the Contractor is looking to receive a response
3. Spec Section is a pulldown list populated with section of the Standard Specifications

The screenshot shows a web form titled "Submittal" with a "Print" link and a "Notify Recipients" checkbox. A red warning message states: "Unsaved Data, All required fields must be completed. Please address the following: Missing Required Field Submittal No". The form is divided into sections, with the "DESCRIPTION" section expanded. It contains several input fields: "Submittal No*" (with a "Unique*" label), "Additional", "Contractor No", "Status" (set to "Draft"), "Company" (set to "Hawaii Department of Transportation - Highways Division"), "Description", "Due Date", and "Spec. Section". Three red callout bubbles with numbers 1, 2, and 3 point to the "Description", "Due Date", and "Spec. Section" fields respectively. A "Creator" field shows "Keith Yamamoto".



END OF GUIDE

