CAMP Submittals for GCs

Creating and Submitting Submittal Log

1. Click Apps → Click Submittals

2. Click New → Select CSI Code → Enter Submittal Name → Click Save/Close or Save/New or Save

3. Select any Submittal line item

4. Click "Submittal Log" dropdown → Click "Request for Approval of Submittal Log"

Creating Review Cycle (after the log approval)

1. Switch log view to "Default"

2. Select the Submittal line item → Click Edit → Select Category and Type → Select a check box → Add a supporting document → Click Save/Close → Click Submit. Click "Recall" button to recall a submitted review cycle.

New Review Cycle process for Rejected items is the same.

CAMP Submittals for POs

Approving Submittal Log

1. Click Apps → Click Submittals

2. Click Default dropdown → Select Submittal Log Approval

3. Review the log and select any Submittal line item

4. Click "Submittal Log" dropdown → Click "PO Approve Submittal Log"

Approving Review Cycle for Submittal line items with CSI Division of 01 and 02

1. Click Apps → Click Submittals → Select the Submittal line item   OR Tasks → Select the Submittal task

2. Scroll down and select the "Official Reviewer" from the dropdown → Click "Send to Official Reviewer"

3. Has the option to "Return" the Review Cycle to GC

CAMP Submittals for Submittal Coordinators

Assigning Official Reviewer for a Review Cycle

1. Click Apps → Click Submittals → Select the Submittal line item   OR Tasks → Select the Submittal task

2. Scroll down and select the "Official Reviewer" from the dropdown → Click "Send to Official Reviewer"

3. Has the option to "Return" the Review Cycle to GC

CAMP Submittals for Official Reviewer

Submittal Official Reviewer

1. Click Apps → Click Submittals → Select the Submittal line item   OR Tasks → Select the Submittal task

2. Scroll down to Review Cycle section → Review the supporting document → Click Done

3. Has the option to send "Secondary Reviewer" to review the Review Cycle

4. To add Secondary Reviewer response:

   A. Scroll down to "Secondary Reviewer" section and Click "Add to Response" check box

   B. Scroll to bottom and Click on "Add Response to Official Reviewer Notes" button

5. Select Review Response from the dropdown → Add Response Notes

6. Add required supporting documents → Click "Submit Response"

7. Click "Approve" or "Reject"