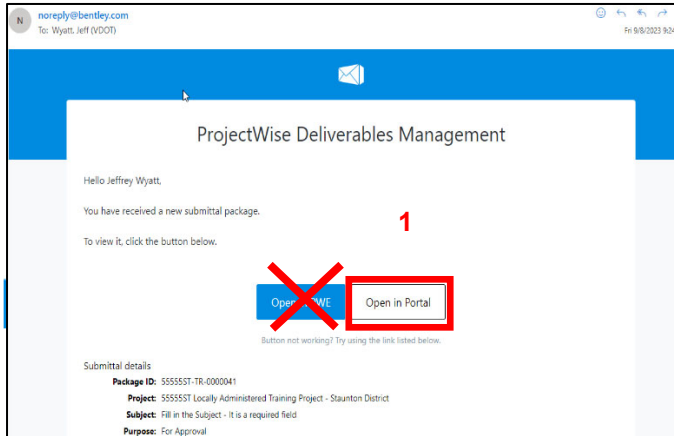# (PWDM)
ProjectWise Deliverables Management

Receiving and Responding to a Transmittal (LAP Projects)

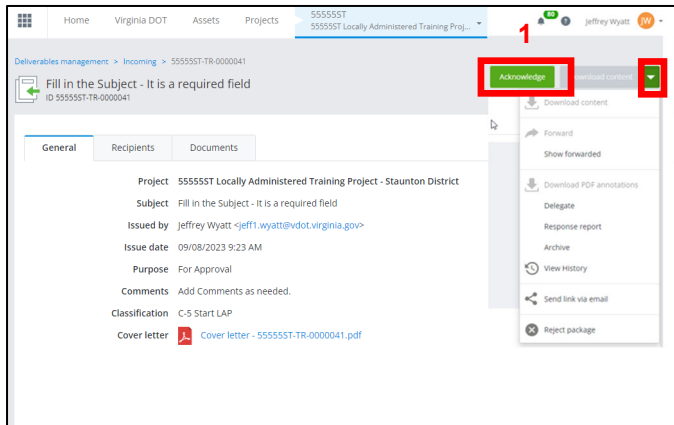### STEP 1: Locate the Email from Sender "noreply@bentley.com"

1. Within the email, select **Open in Portal**.

* If not logged in, you will be required to do so.
* If already logged in, PWDM will open directly to the task that was sent.

✕ - Do not select **Open in PWE**

STEP 2: Select the Green "Acknowledge" Button **Acknowledge**
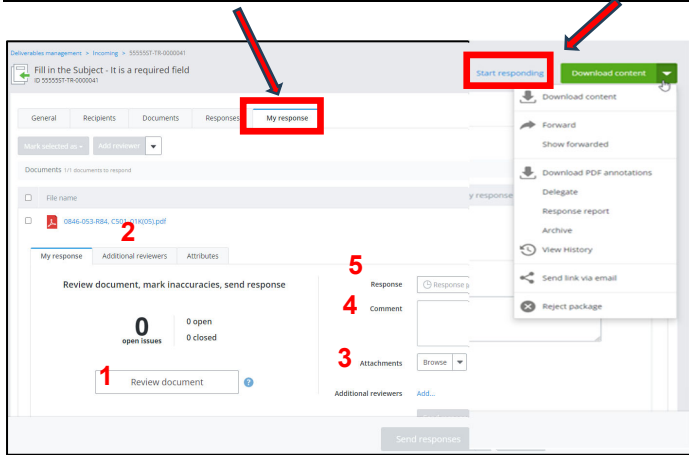

1. Click **Acknowledge**

* To "Delegate" or "Reject Package", select the ▾ to find those options

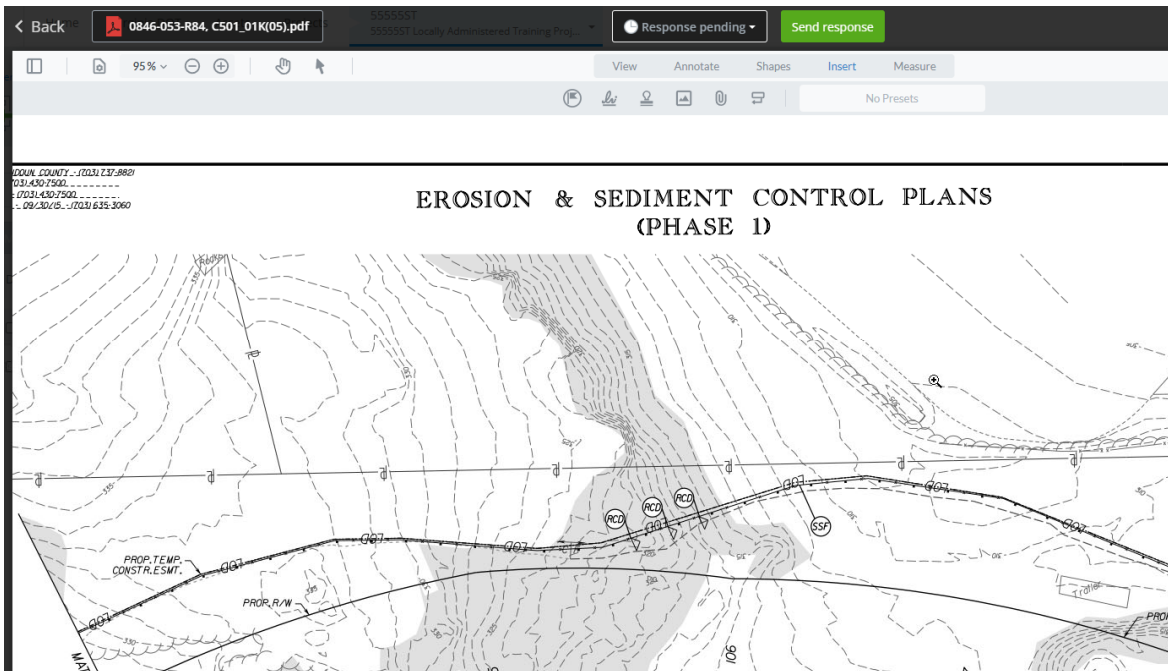## Receiving and Responding to a Transmittal (LAP Projects)

STEP 3: Click "My Response" Tab (or Click "Start Responding")

1. Select "Review Document"
2. Select "Additional Reviewers", if needed
3. Add attachments, if any.
4. Make a comment, if any.
5. Select a response to the document.

* Optionally use PDF Mark-up tool if document is a PDF. All other formats require download, then mark-up with application of your choice (ex: "Blue Beam"), then attach marked up document.

3.1 Example PDF for Mark-up Tool

EROSION & SEDIMENT CONTROL PLANS
(PHASE 1)

Receiving and Responding to a Transmittal (LAP Projects)

3.2 Example Add "Additional Reviewer"

1. Select tab "Additional Reviewers
2. Click
3. Search / scroll for "Additional Reviewer"(s)
4. Select a name(s)
5. Click **Add selected** button
6. Send request to "Additional Reviewer(s)"

*"Additional Reviewer" comments get excluded if a response to task is sent prior.
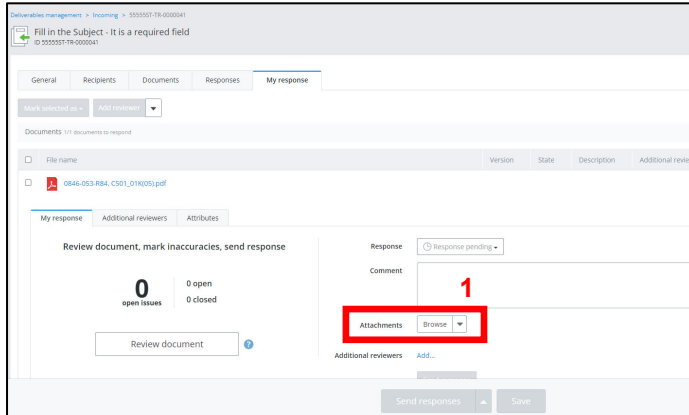
*For efficiency, click **Add selected** only after having selected all additional recipients.

*You can mark an Additional Reviewer as the "Consolidator" for the other Additional Reviewers. Then that Consolidator would respond back to the (PC) for the entire group of Additional Reviewers

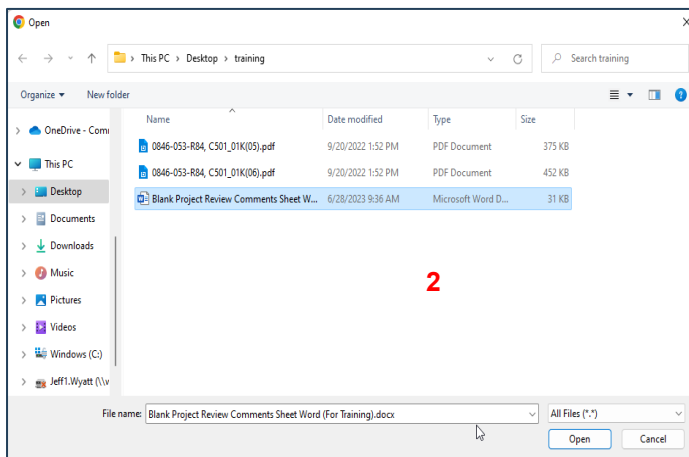**Receiving and Responding to a Transmittal (LAP Projects)**
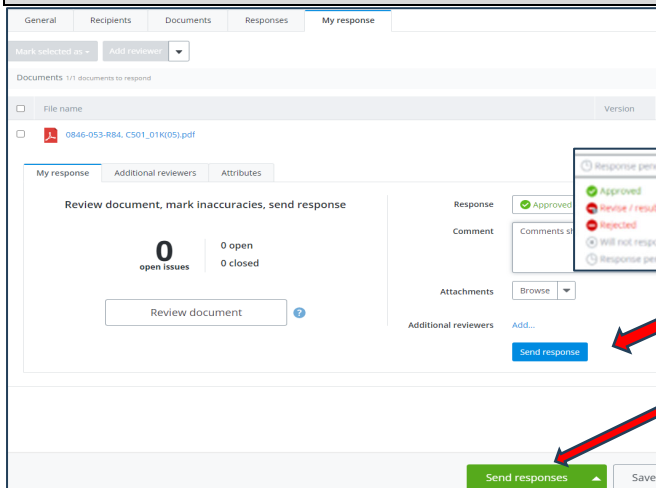
3.3 Add Attachments

Upload Individual Files (Your Computer)

1. Select dropdown arrow 🔽
   Do not click "Browse" unless adding documents directly from PWE

2. Select document(s) from your computer

* It may be more efficient to drag-n-drop files directly from its location into documents window.

STEP 4: Click "Send Response"

Dropdown with available Response types. Must select a response type for each document that you want to send back. If not ready to send a response, do not select a response type.

Use blue "Send response" button to send a single document.

Use green "Send responses" button if you want to send a response to multiple files at once.

Receiving and Responding to a Transmittal (LAP Projects)