

SUBMITTAL GENERATOR REV. 1 INSTRUCTIONS

1. Go to: <https://submittals.marvair.com/>
2. Click the **LOGIN** button to login
3. Enter the password provided to you
4. To create a NEW submittal:
 - a. Enter the Model ID at the top of the screen in the “*Input Model ID*” text field
 - b. Click the **SUBMIT** button
 - c. If you want to give the submittal a name for future reference, enter the name in the “*Project Name*” text field
 - d. Click the **UPDATE** button at the very bottom of the screen
 - e. Refresh the browser page
 - f. To save the submittal as a PDF, click the “*Download PDF*” link in the top left corner of the screen
 - g. To go back to the submittals home page, click the “*Back*” link in the upper left corner of the screen
5. To view or edit an existing submittal:
 - a. The “*Edit*” button only gives you the option to change the Project Name
 - a.i. Enter the name in the “*Project Name*” text field
 - a.ii. Click the **UPDATE** button to save the change, or **CANCEL** to cancel the change
 - b. The “*Details*” button gives you the option to modify the Model ID
 - b.i. Make any desired changes, then click the **UPDATE** button at the very bottom of the screen
 - b.ii. Refresh the browser page
 - b.iii. To save the submittal as a PDF, click the “*Download PDF*” link in the top left corner of the screen
 - b.iv. To go back to the submittals home page, click the “*Back*” link in the upper left corner of the screen