

Section 9.4

eTransmit

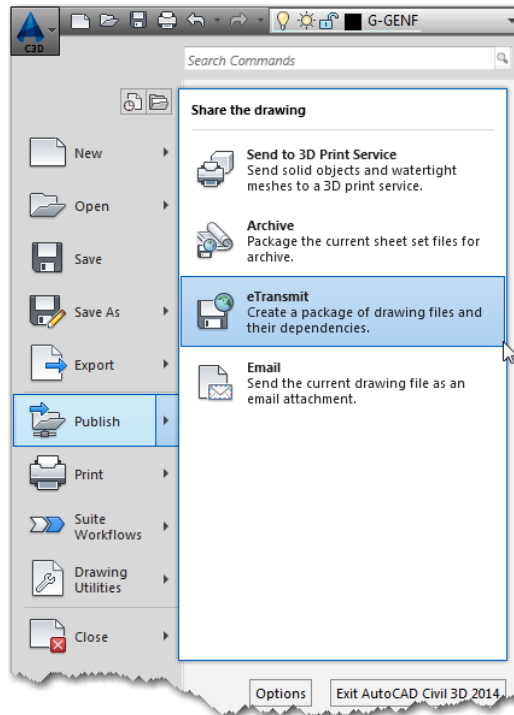
OVERVIEW - SECTION 9.4

Submittals to Denver Water can be streamlined by using eTransmit, which in essence packages a set of files for easy sharing. These files should include the AutoCAD drawing files, AutoCAD line and font definition files, and all other related dependent files. eTransmit will automate this process.

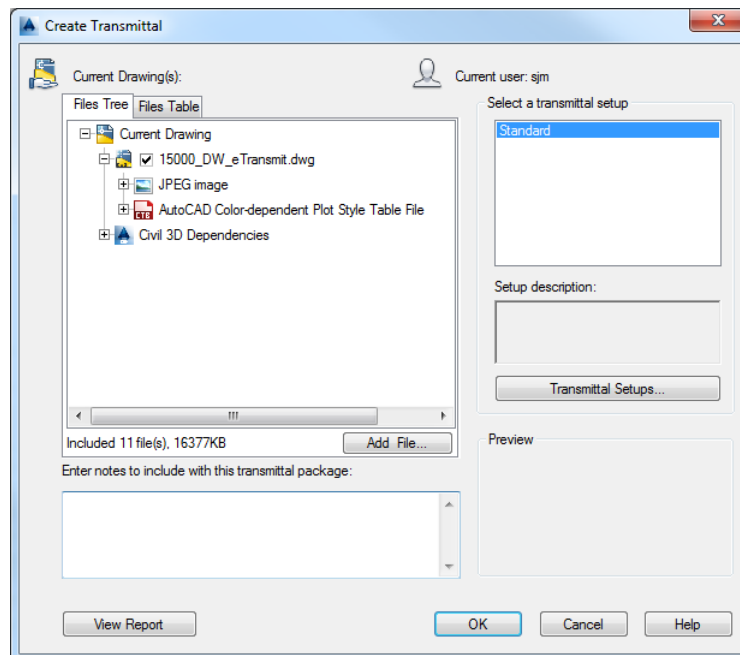
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ETRANSMIT

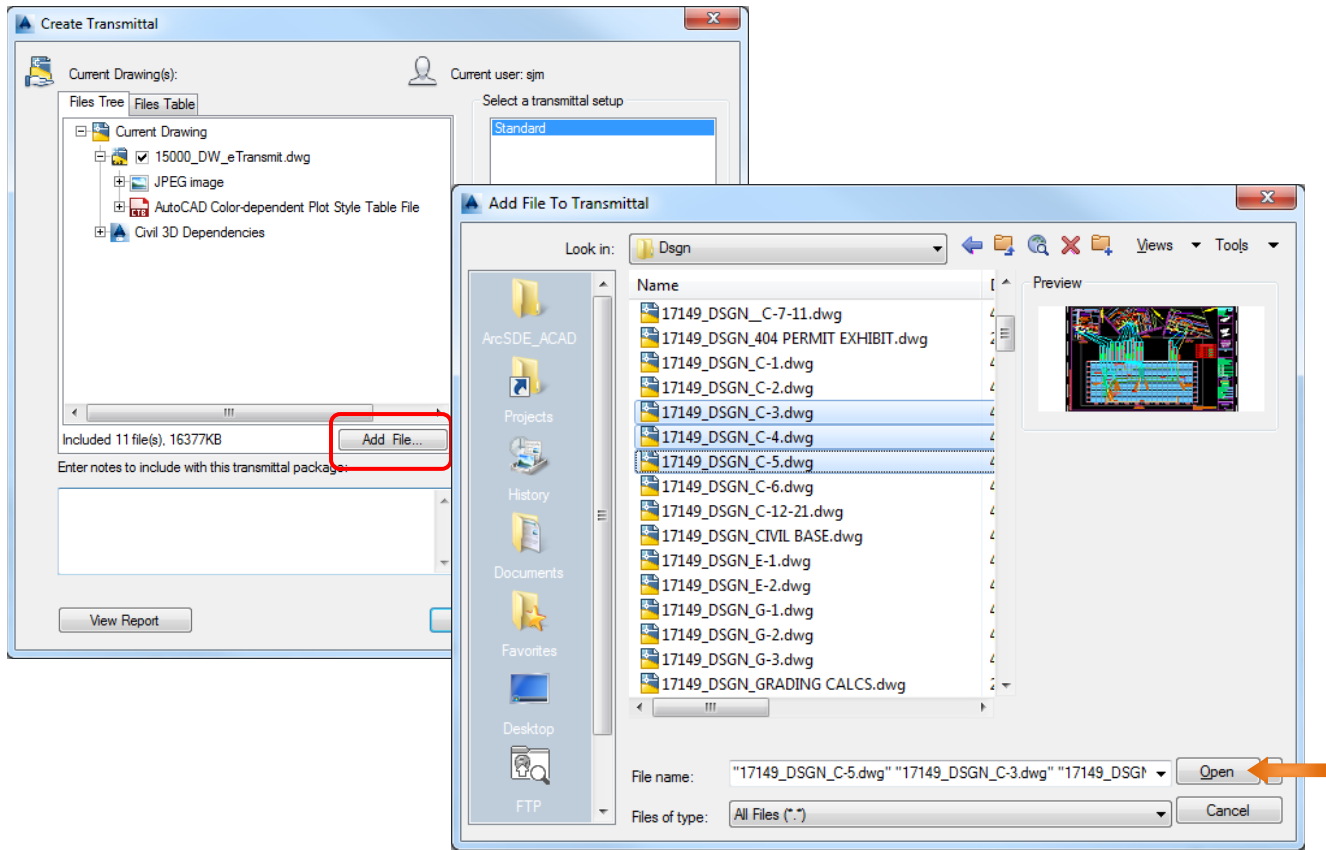
To create an eTransmit click the *Application Menu*, in the top left corner of the AutoCAD software, select *Publish* and choose *eTransmit* (alternately type **ETRANSMIT** at the command line):



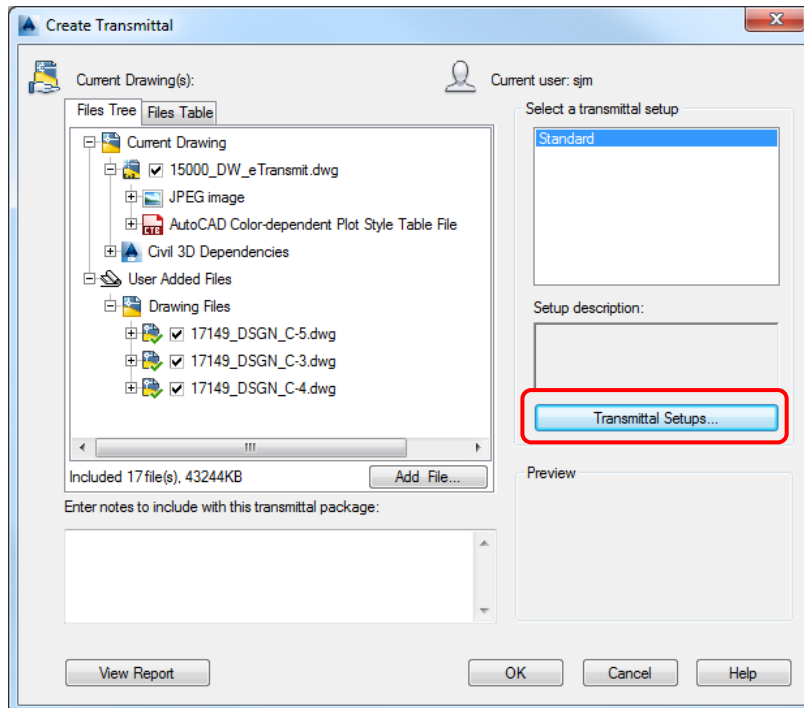
The *Create Transmittal* dialog box will appear, listing information for the current drawing only:



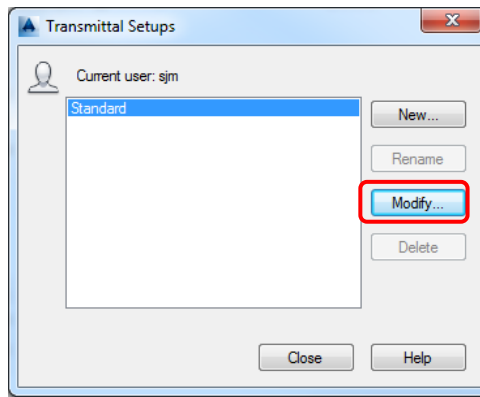
To add more drawings to the submittal click <Add File...>; the *Add File To Transmittal* dialog window will appear. Browse to the additional file location(s) and select the files to be included in the transmittal, click <Open>:



Specific settings must be maintained when submitting to Denver Water or packaging drawings before sending to outside entities. Click <Transmittal Setups...>:

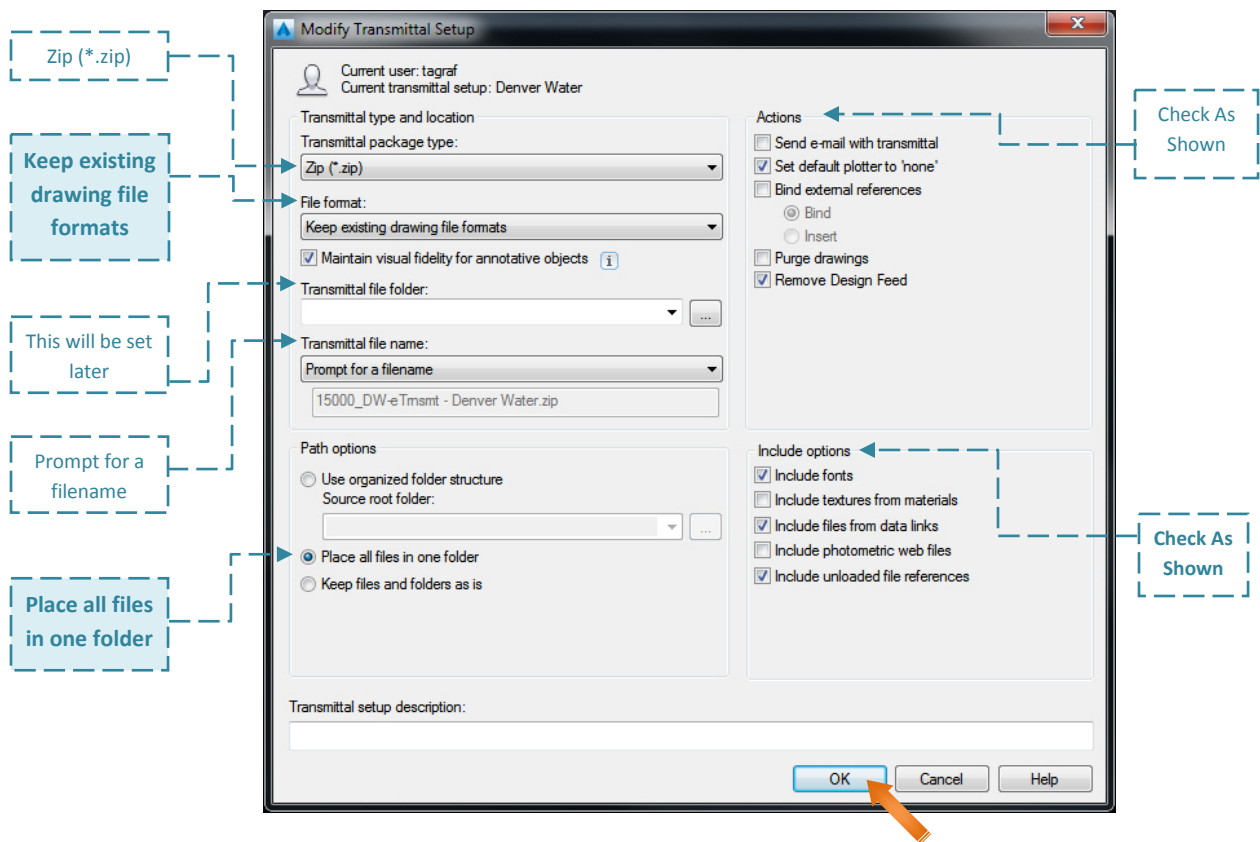


In the *Transmittal Setups* pop-up window select “Standard” and click <Modify...>:

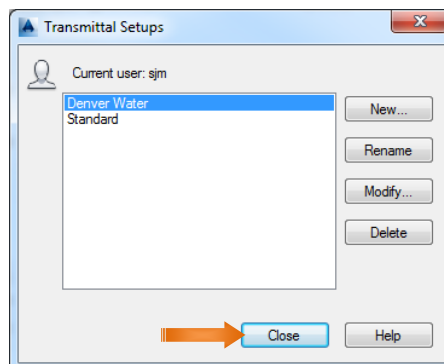


Tip: An eTransmit specific to Denver Water can be created by clicking <New...> instead.

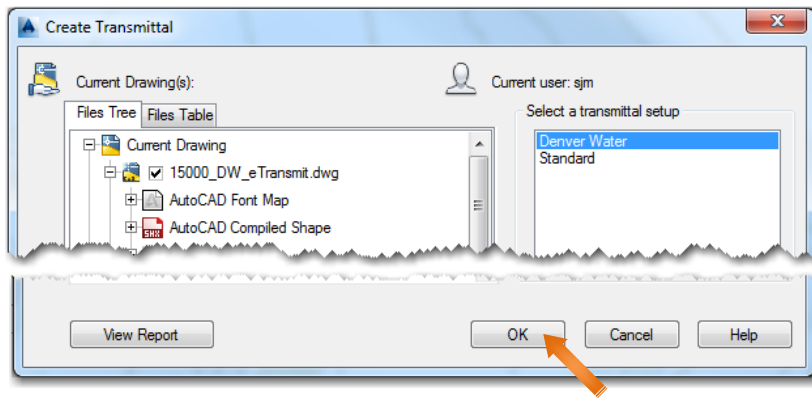
The *Modify Transmittal Setup* pop-up will appear; the example below shows the *required* options, click OK when finished:



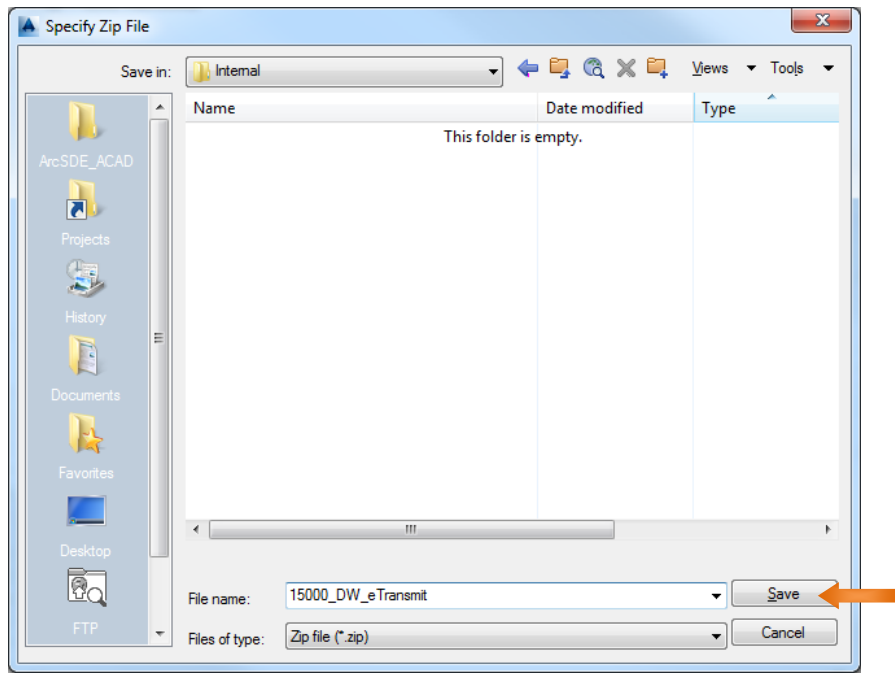
Close the *Transmittal Setups* pop-up window:



In the *Create Transmittal* window click <OK>:



The *Specify Zip File* pop-up window will appear, navigate to the location where the .zip file should be stored, and name the .zip file appropriately, click <Save>:



The *Archive Package Creation is in Progress* pop-up will appear; wait a few seconds for this to finish and review the command line, which will show the status of the transmittal package:

