## 1.3 Doing Your First Issue – A Step By Step Guide

Once you have configured the settings, all issues within Xrev Transmit are quick and easy. It's just a matter of following through the step by step wizard to have Xrev Transmit generate all the files you want. You can then choose to Publish the files to Aconex or generate a Transmittal document to send with the drawings.
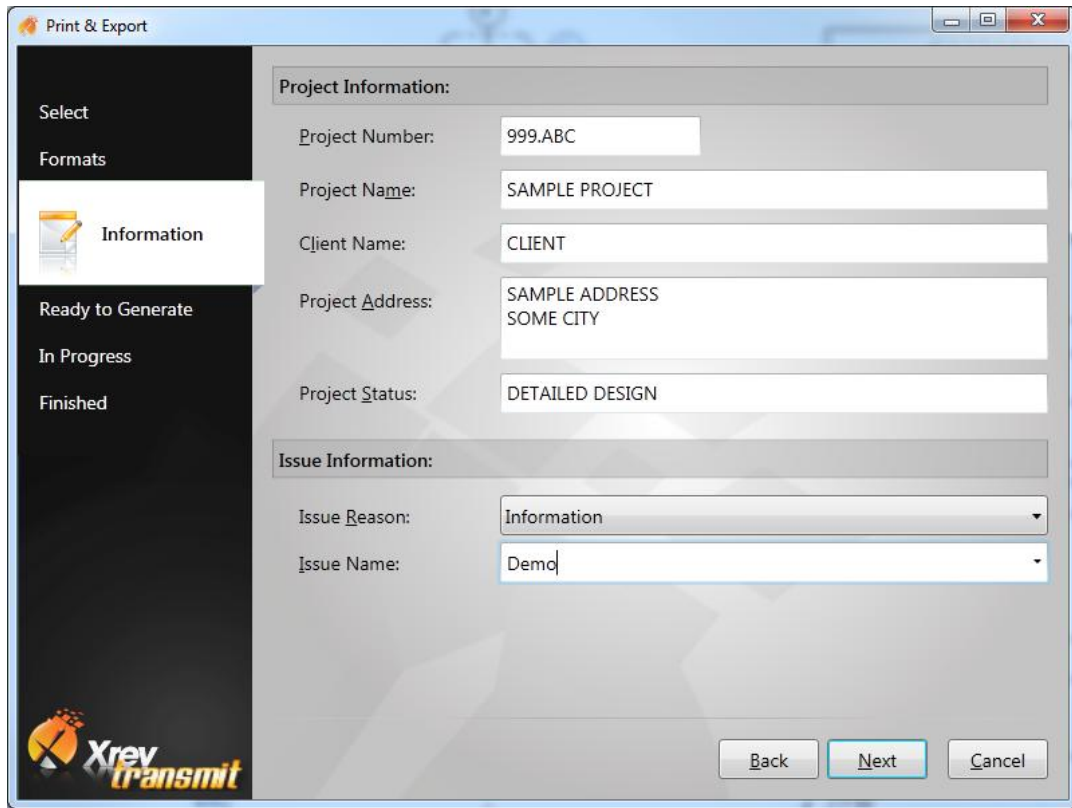
1. The first step is **Select**. Simply **select the sheets** you want to issue using the **check boxes** at the left or choose to select the "Revit Model" for issue using the option at the top. You can **select all** using the pull down or select based on saved **Sheet Sets** already created within Revit or use Shift & Right Click to select multiples simultaneously. It is also possible to rearrange columns, filter based on rules, add/remove columns etc, but we'll just select the sheets in this case and choose **Next**.
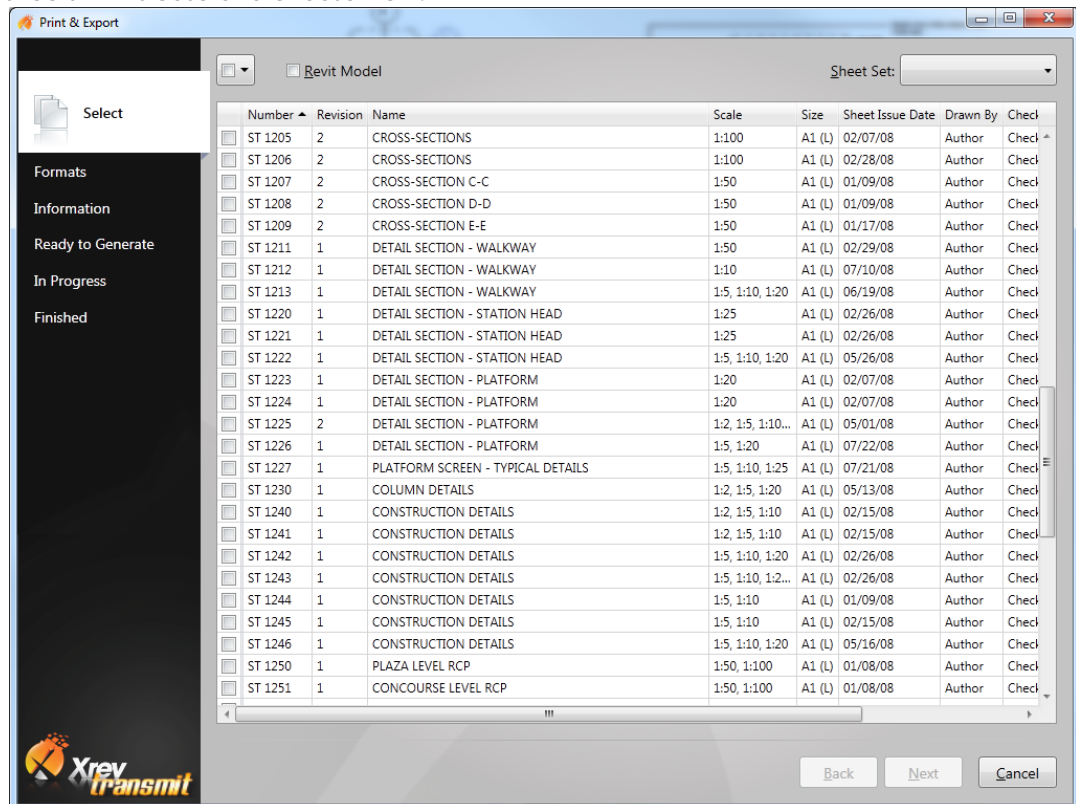
2. You are now on the **Formats** tab. You can select different Profiles in order to select from different groups of format settings using the Profile drop down menu at the top. Use the **tick boxes** to **select** the formats you want to generate. If you wish to issue hard copies ensure you set how many copies you require for each Hard Copy format and then select **Next**. There are no limitations on how many formats you can tick.
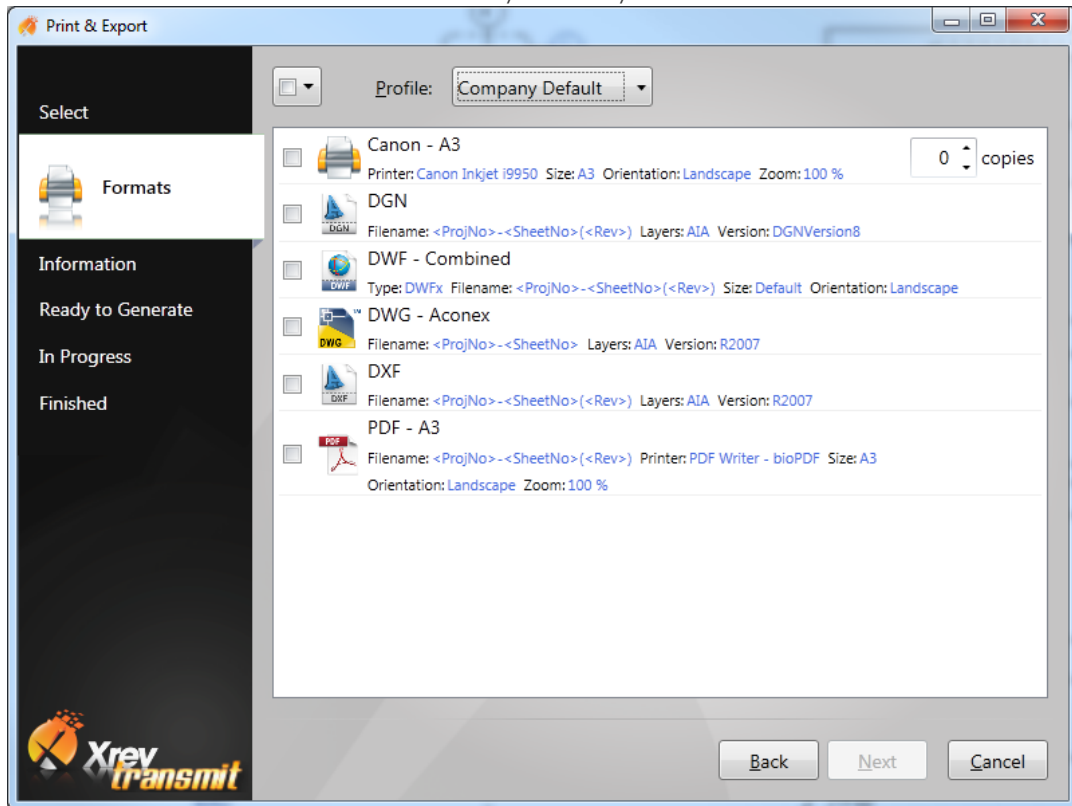
3. You are now on the **Information** tab. Essentially you are filling out information now that is only relevant to the Naming Rules and output locations if you have used these fields. Ensure you have entered an "Issue Name" if you are using this in your Naming Rules. Click **Next** once all information is correct.

4. You are now on the **Ready to Issue** tab. This page is simply a step to check whether you are ready to have Xrev Transmit begin to generate your files. If you are, then simply click **Issue** to being Issuing.
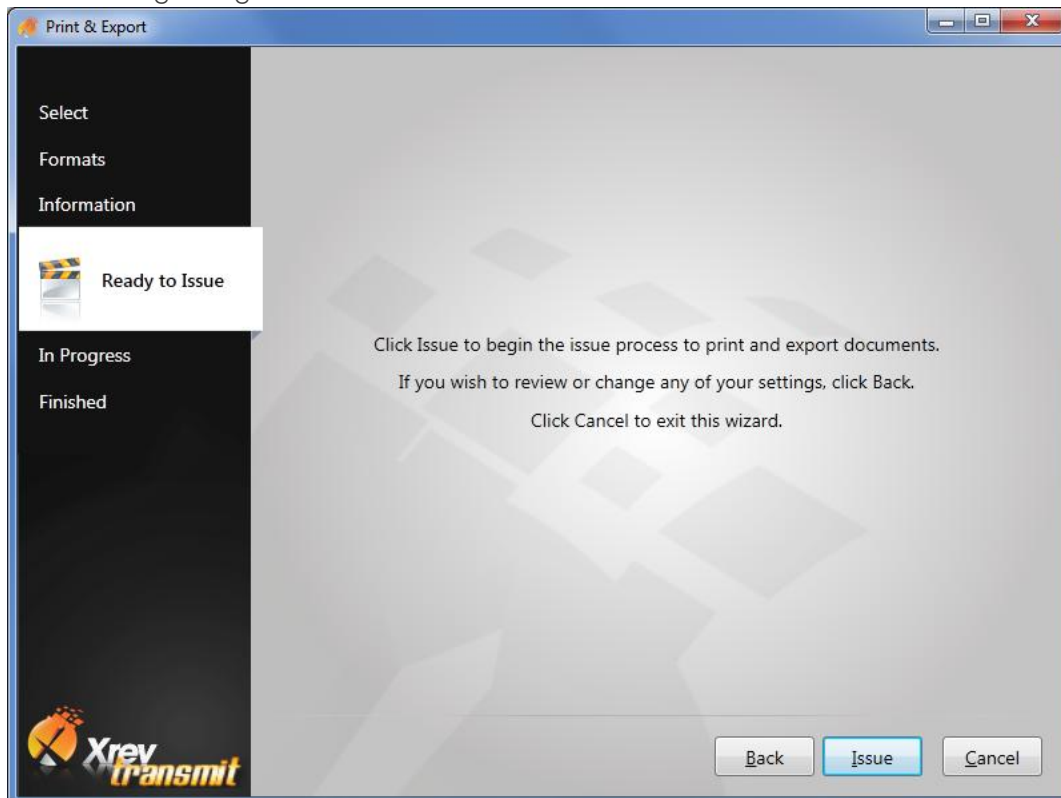
5. You are now on the **In Progress** tab. Unlike Revit, this window is always responsive when generating files. By clicking Cancel you can **cancel the entire issue at any time**. If for any reason any particular tasks fail (maybe because the network dropped out) you can select the **Repeat** button to have the failed tasks attempted again – you can repeat all or just the failed tasks. We have optimised Xrev Transmit so it will send the Hard Copy prints first so whilst the Printer is spooling, Xrev Transmit can generate the digital files reducing the overall time until all tasks are complete.
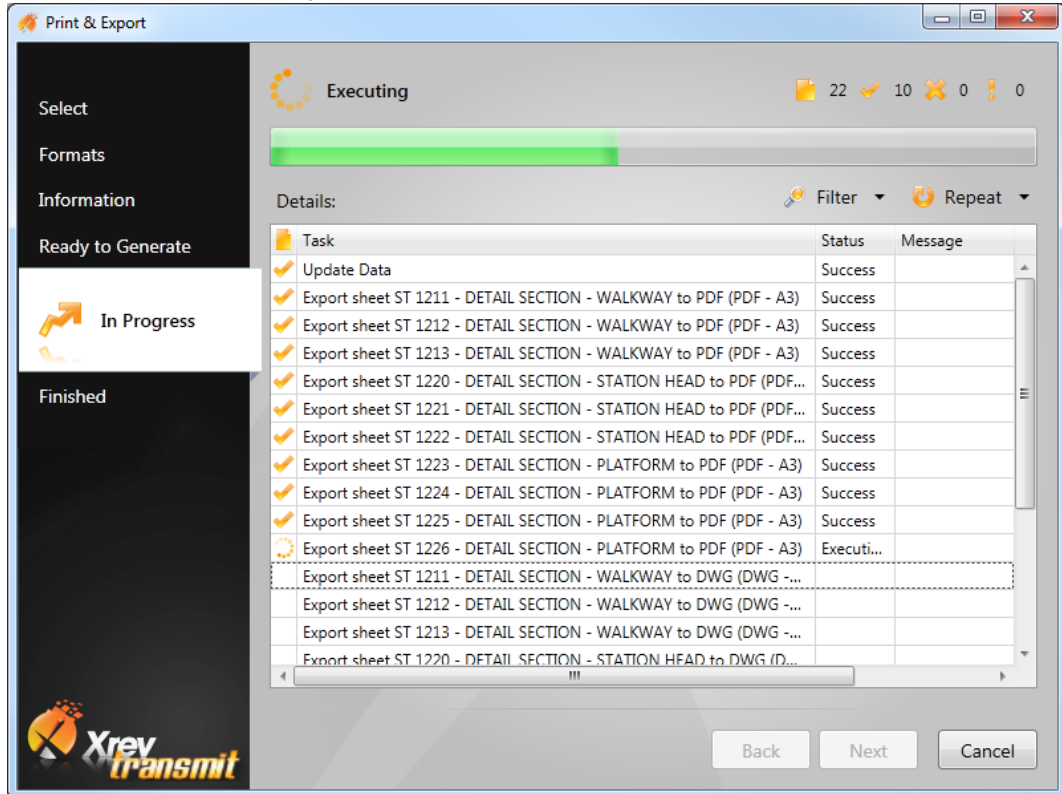
6. Once complete choose **Next.**

7. You are now on the Finished Section. Here you will see a quick summary of the status of the requested tasks.
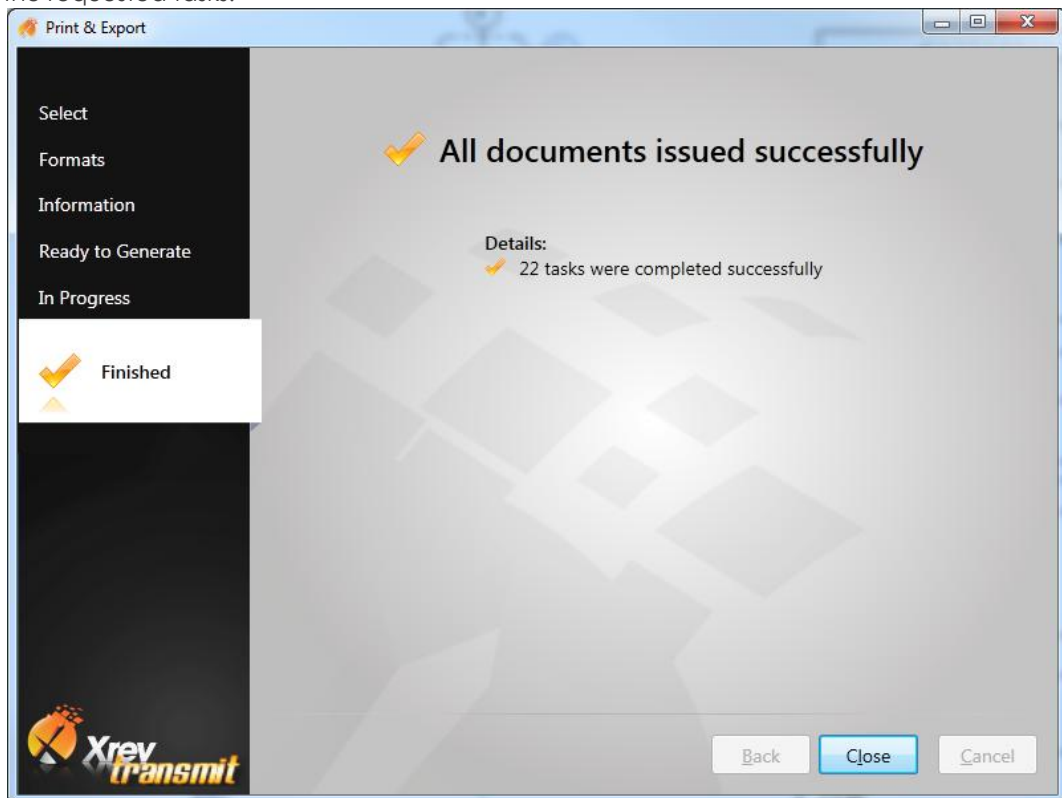
8. Navigate to your designated **Output Location** to see all the files that have been generated to your standards!

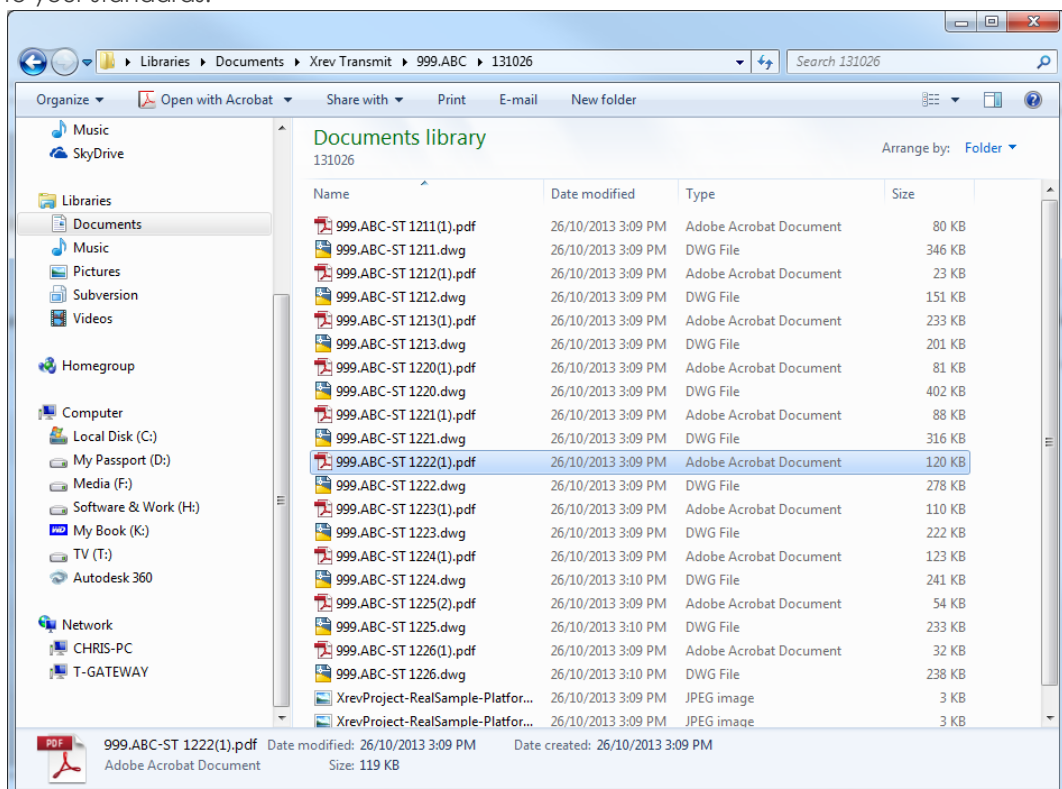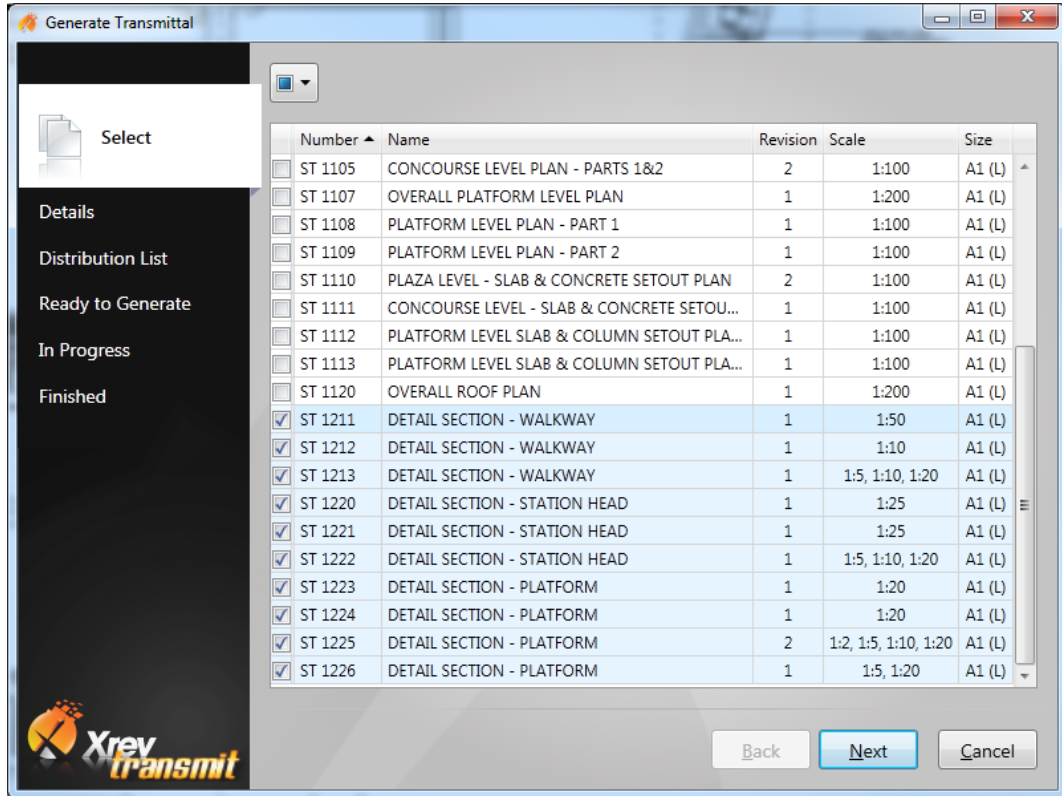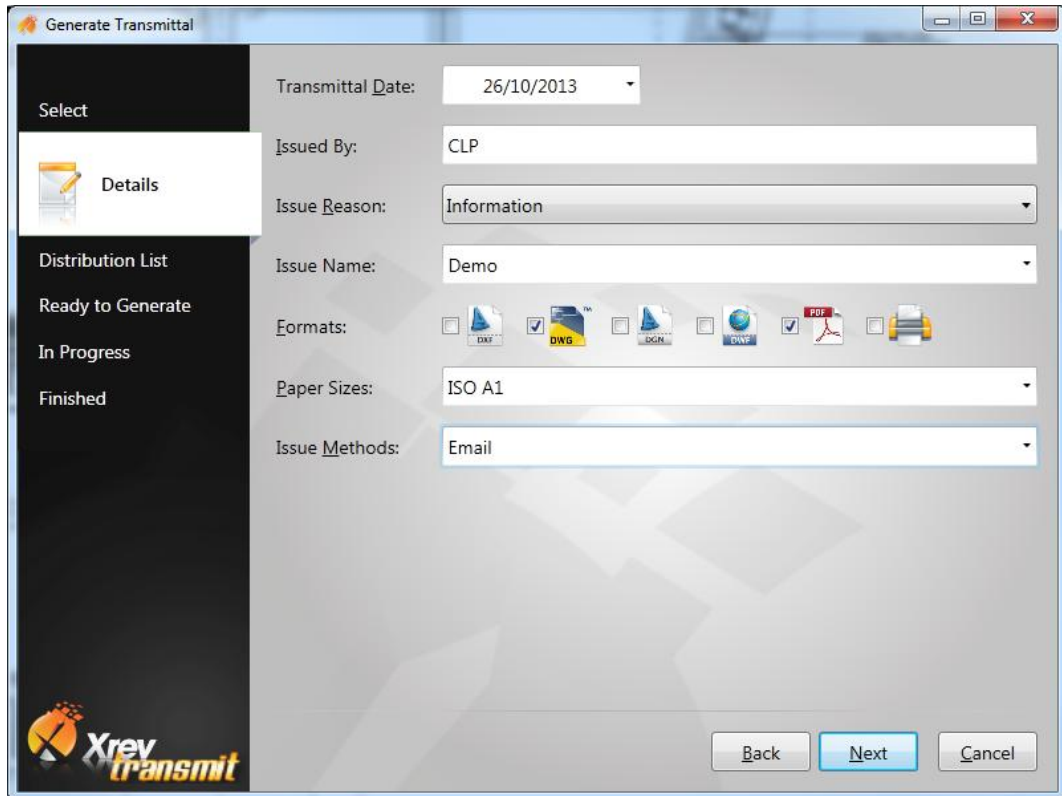9. Now that our files have been created we may want to generate a transmittal to attach to our document issue. Choose "**Generate Transmittal**" from the Xrev Transmit ribbon panel.

10. You are now on the **Select** step. On this selection step, only sheets that you have **previously generated files for**, using Xrev Transmit will show up. This is to prevent the accidental listing of sheets that aren't supposed to be issued, on your Transmittal. Simply **select the sheets** you wish to send and click **Next**. You can use Shift & Control Click as well as the selection toggle at the top left to select multiple sheets quickly.

	Number ▲	Name	Revision	Scale	Size
☐	ST 1105	CONCOURSE LEVEL PLAN - PARTS 1&2	2	1:100	A1 (L)
☐	ST 1107	OVERALL PLATFORM LEVEL PLAN	1	1:200	A1 (L)
☐	ST 1108	PLATFORM LEVEL PLAN - PART 1	1	1:100	A1 (L)
☐	ST 1109	PLATFORM LEVEL PLAN - PART 2	1	1:100	A1 (L)
☐	ST 1110	PLAZA LEVEL - SLAB & CONCRETE SETOUT PLAN	2	1:100	A1 (L)
☐	ST 1111	CONCOURSE LEVEL - SLAB & CONCRETE SETOU...	1	1:100	A1 (L)
☐	ST 1112	PLATFORM LEVEL SLAB & COLUMN SETOUT PLA...	1	1:100	A1 (L)
☐	ST 1113	PLATFORM LEVEL SLAB & COLUMN SETOUT PLA...	1	1:100	A1 (L)
☐	ST 1120	OVERALL ROOF PLAN	1	1:200	A1 (L)
☑	ST 1211	DETAIL SECTION - WALKWAY	1	1:50	A1 (L)
☑	ST 1212	DETAIL SECTION - WALKWAY	1	1:10	A1 (L)
☑	ST 1213	DETAIL SECTION - WALKWAY	1	1:5, 1:10, 1:20	A1 (L)
☑	ST 1220	DETAIL SECTION - STATION HEAD	1	1:25	A1 (L)
☑	ST 1221	DETAIL SECTION - STATION HEAD	1	1:25	A1 (L)
☑	ST 1222	DETAIL SECTION - STATION HEAD	1	1:5, 1:10, 1:20	A1 (L)
☑	ST 1223	DETAIL SECTION - PLATFORM	1	1:20	A1 (L)
☑	ST 1224	DETAIL SECTION - PLATFORM	1	1:20	A1 (L)
☑	ST 1225	DETAIL SECTION - PLATFORM	2	1:2, 1:5, 1:10, 1:20	A1 (L)
☑	ST 1226	DETAIL SECTION - PLATFORM	1	1:5, 1:20	A1 (L)

Generate Transmittal

Select

Details

Distribution List

Ready to Generate

In Progress

Finished

Back   Next   Cancel

11. You are now on the **Details** step. If you've forgotten to generate a transmittal, maybe because you were up late to the last minute getting it finished, you can change the **transmittal date**. **Issued By** is read from the most recent revision from your Revit file, but you can override this to whatever you like. Set your **Issue Reason**, **Issue Name**, what **Formats** you are issuing and in what **paper sizes** and your **issue method**. Once you've completed all these fields, select **Next**.

12. You are now on the **Distribution List** step. If this is your first issue you'll have no contacts associated to your project. Select **Add..** to add a new contact to this project. Select an existing contact or choose **New..** to create a new contact. Enter the First Name & Last Name and Company Name and select **OK**. Once you have created all your contacts, select them using the check boxes and choose **OK** to add them to the Project Distribution List.   Now **Select** which contacts you want to include on this particular issue. If you are issuing hard copies, another column will be available for the **Number of Copies**.
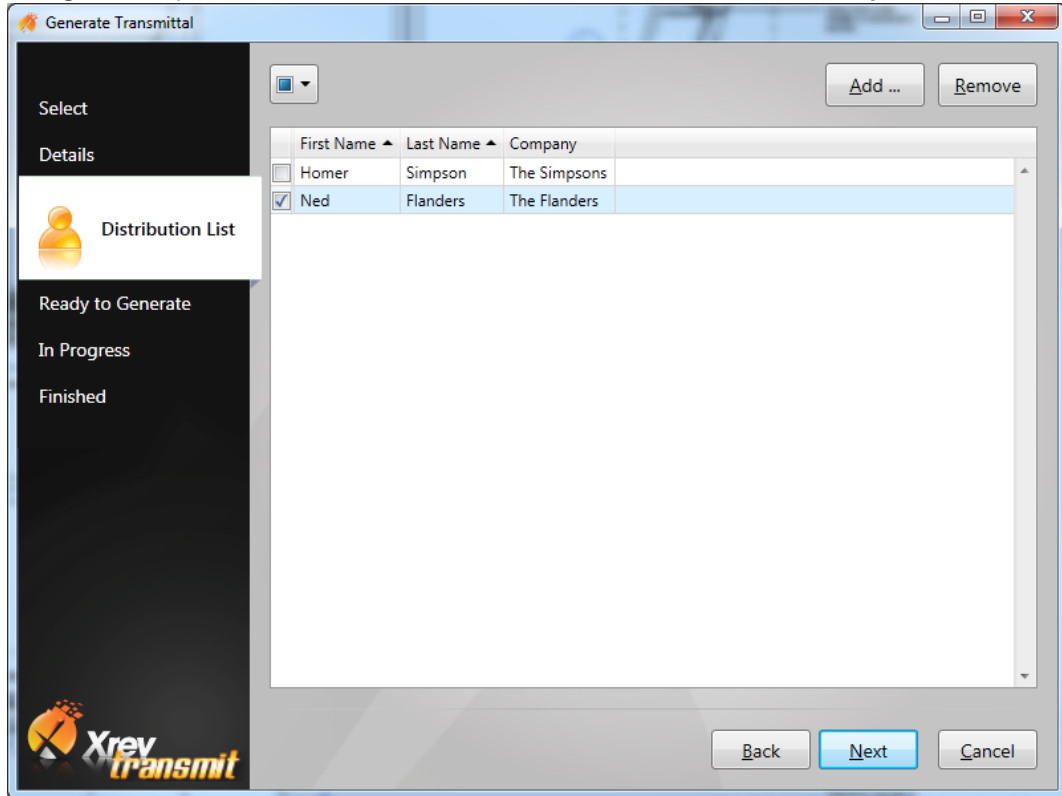
13. You are now on the **Ready to Generate** tab. This page is simply a step to check whether you are ready to have Xrev Transmit begin to generate your Transmittal. If you are, then simply click **Generate** to have your Transmittal completed.
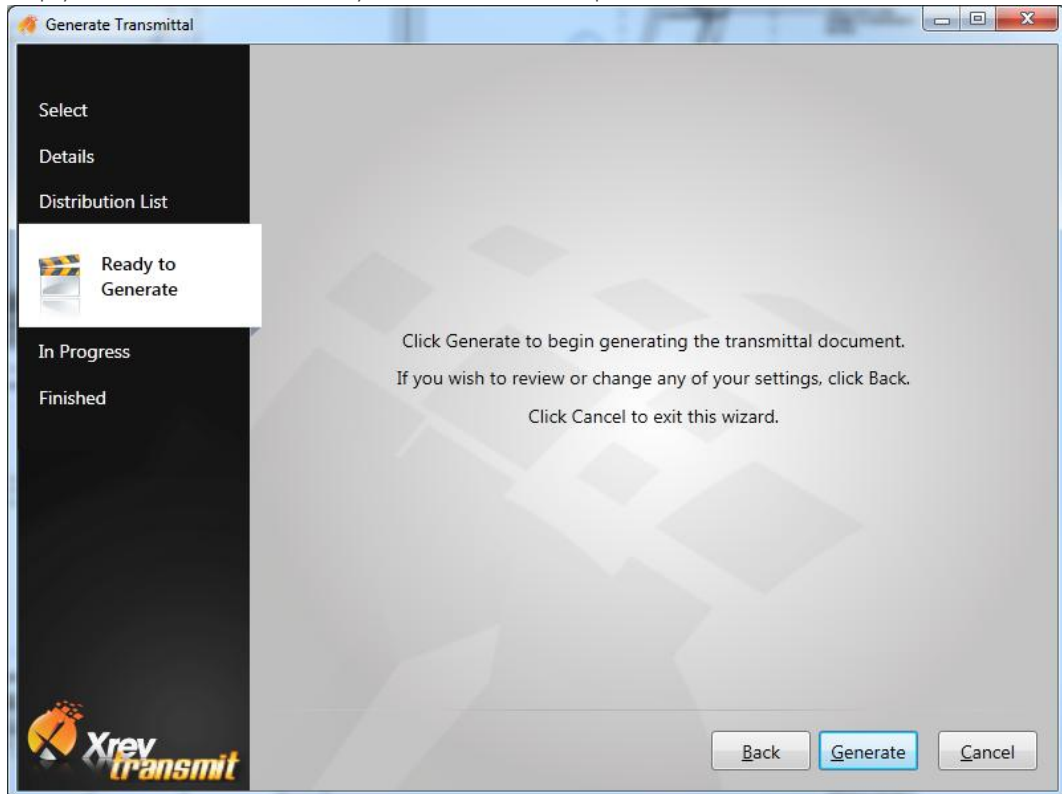
14. After a very brief progress window, you should immediately be directed to the **Finished** tab. From here you can open the transmittal which will be named and files are per your naming rules.
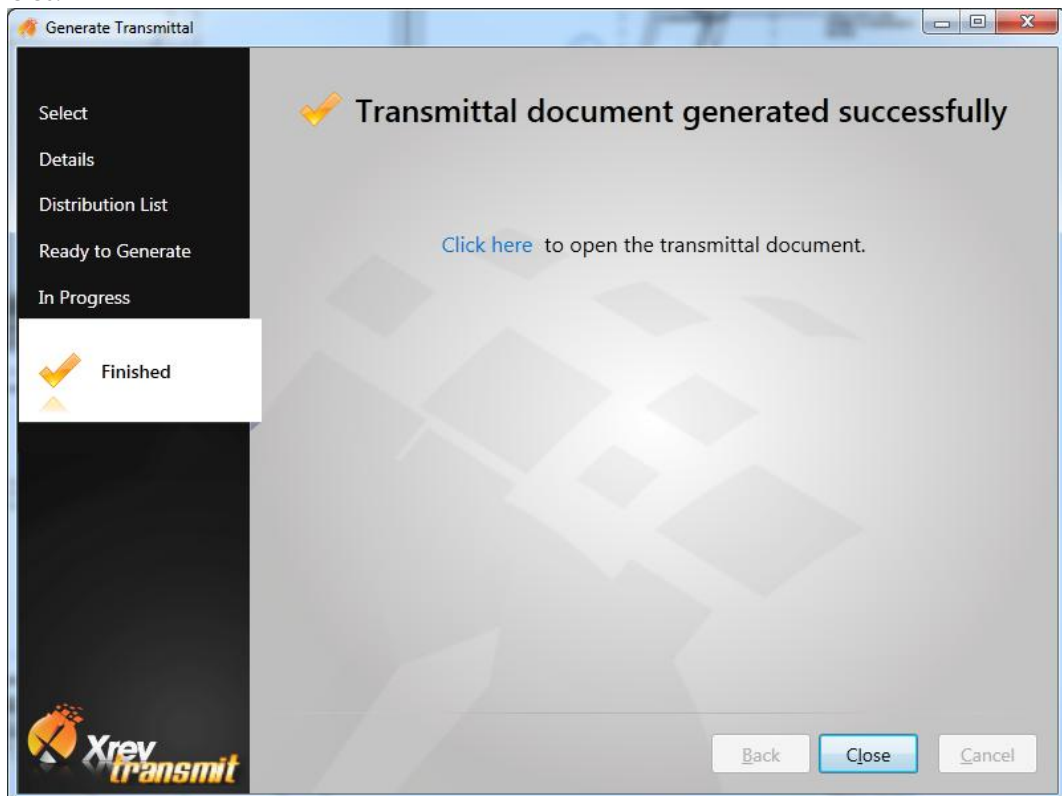
15. Open your transmittal to verify it's been generated correctly. **Your drawings are now created and you have a transmittal to accompany them!** Congratulations on completing your first issue with Xrev Transmit!

Document Transmittal

Project: SAMPLE PROJECT
Project No.: 999.ABC
Client: CLIENT

DATE OF ISSUE

Day	22	23	26									
Month	10	10	10									
Year	13	13	13									
Initials	CLP	CLP	CLP									

DISTRIBUTION LIST

Company	Person	No. of Copies											
The Flanders	Ned Flanders	1	1	1									
The Simpsons	Homer Simpson	1											

REASON FOR ISSUE

P=prelim T=tender C=construction I=information AB=as builts CI=check in BA=building application DA=development application SO=sign off	I	I	I									

DOCUMENT FORMAT & SIZE

Document Format	DWF DWG PDF	DWF DWG PDF	DWG PDF									
Paper Size	A1	A1	A1									

METHOD OF ISSUE

M=mail H=hand C=courier P=pickup E=email AC=aconex F=Fax CD=cd	E	A E	E									

DOCUMENTATION LIST

Title	Dwg. No.	Revision										
TITLE SHEET & DRAWING LIST	ST 1000	1										
DRAWING NOTES AND ABBREVIATIONS	ST 1001	1										
LOCATION PLAN	ST 1002	1										
GRID/BUILDING SETOUT PLAN	ST 1003	1										
SITE PLAN	ST 1004	2										
DEMOLITION PLAN	ST 1050	1										
OVERALL PLAZA LEVEL PLAN	ST 1101	2										
PLAZA LEVEL PLAN - PART 1	ST 1102	1	1									
PLAZA LEVEL PLAN - PART 2	ST 1103	1	1									
OVERALL CONCOURSE LEVEL PLAN	ST 1104	1	1									
CONCOURSE LEVEL PLAN - PARTS 1&2	ST 1105	2	2									
OVERALL PLATFORM LEVEL PLAN	ST 1107	1	1									

1/2   2013/10/26