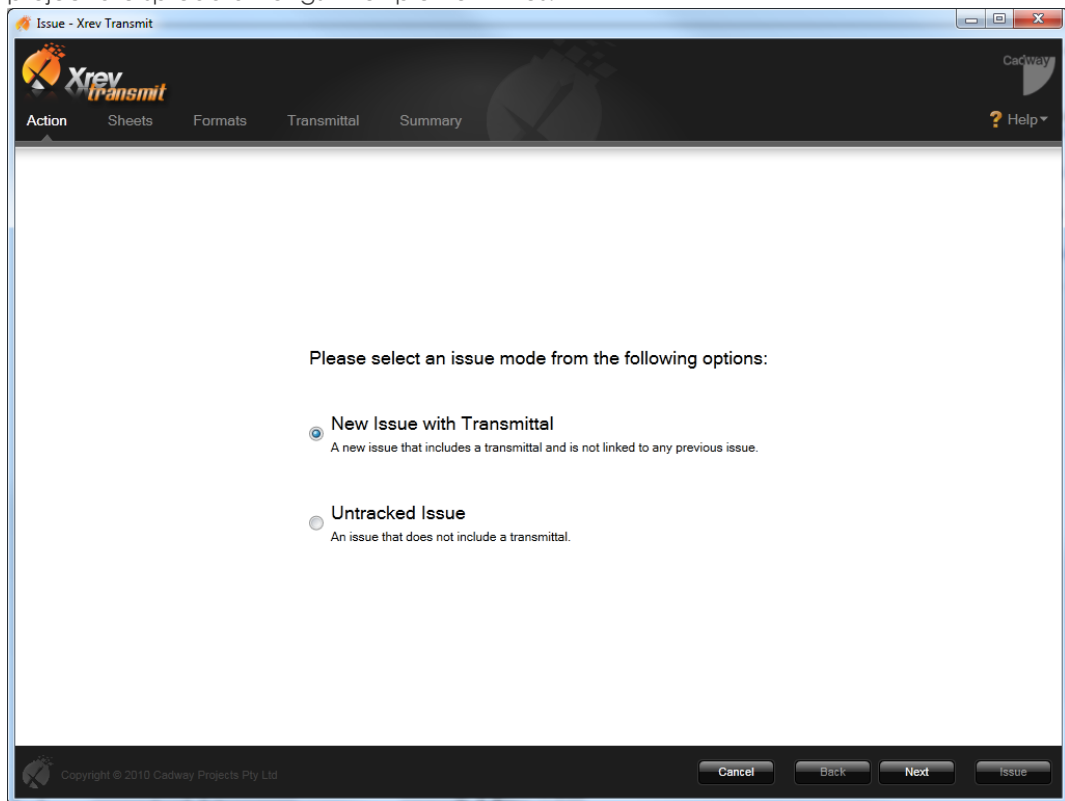


Xrev Transmit

1.3 Doing Your First Issue – A Step By Step Guide

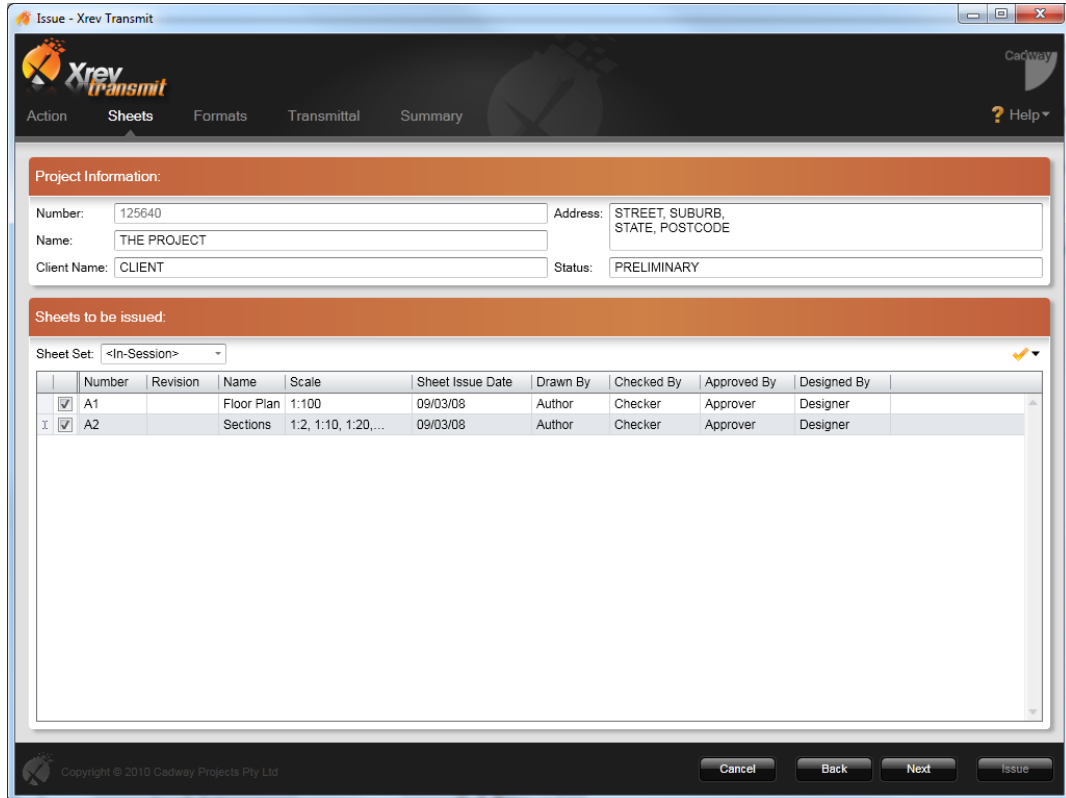
Once you have configured the settings, all issues within Xrev Transmit are quick and easy. It's just a matter of following through the step by step wizard to have Xrev Transmit generate all the files you want, along with the transmittal if required.

1. To begin select the **Add-Ins→Xrev→Issue Button**
2. When you first run Xrev Transmit for a particular project there are only **2 Issue Mode options**. When running it subsequent times there will be a **third option**. This is used when sheets for a project are spread amongst multiple Revit Files.



3. For this guide we will complete a **New Issue with Transmittal**. Select **Next**.

- You are now on the **Sheets** section, you can edit any of the information displayed with the exception of the Project Number and Scales within Revit and those changes will be reflected on the sheets in Revit. Simply **select the sheets** you want to issue using the **check boxes** at the left. You can **select all** using the pull down or select based on saved **Sheet Sets** already created within Revit. 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**.



The screenshot shows the 'Issue - Xrev Transmit' window. The 'Project Information' section contains the following fields:

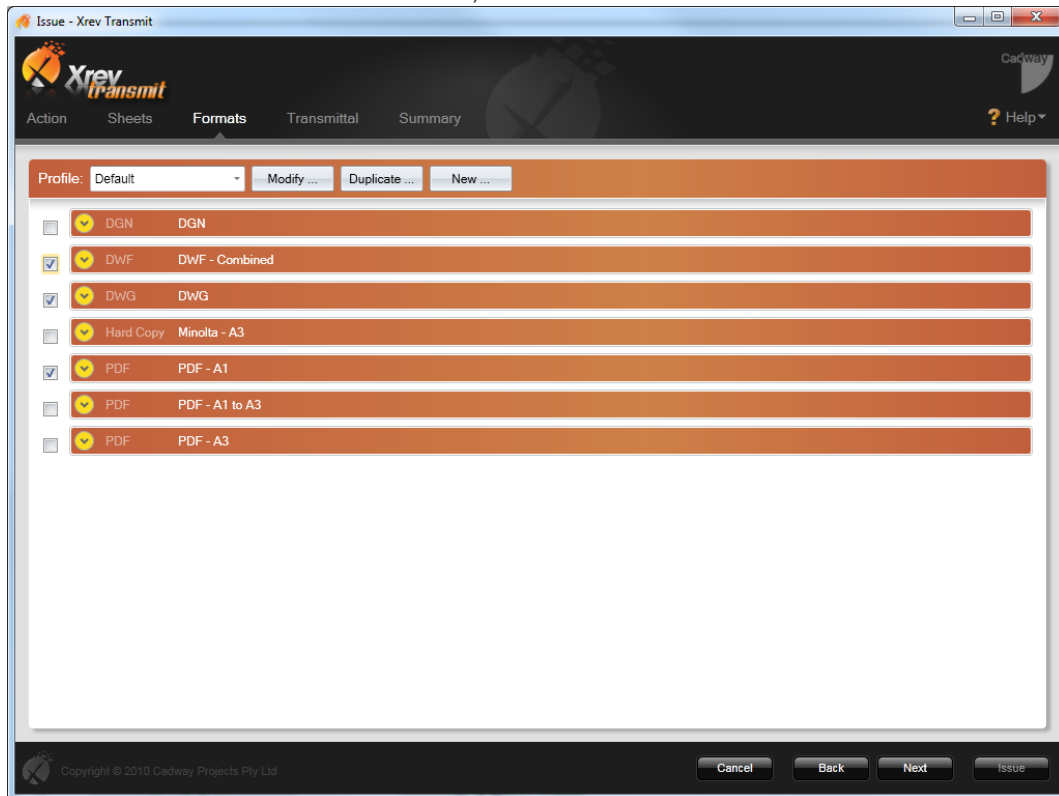
- Number: 125640
- Name: THE PROJECT
- Client Name: CLIENT
- Address: STREET, SUBURB, STATE, POSTCODE
- Status: PRELIMINARY

The 'Sheets to be issued' section shows a table with the following data:

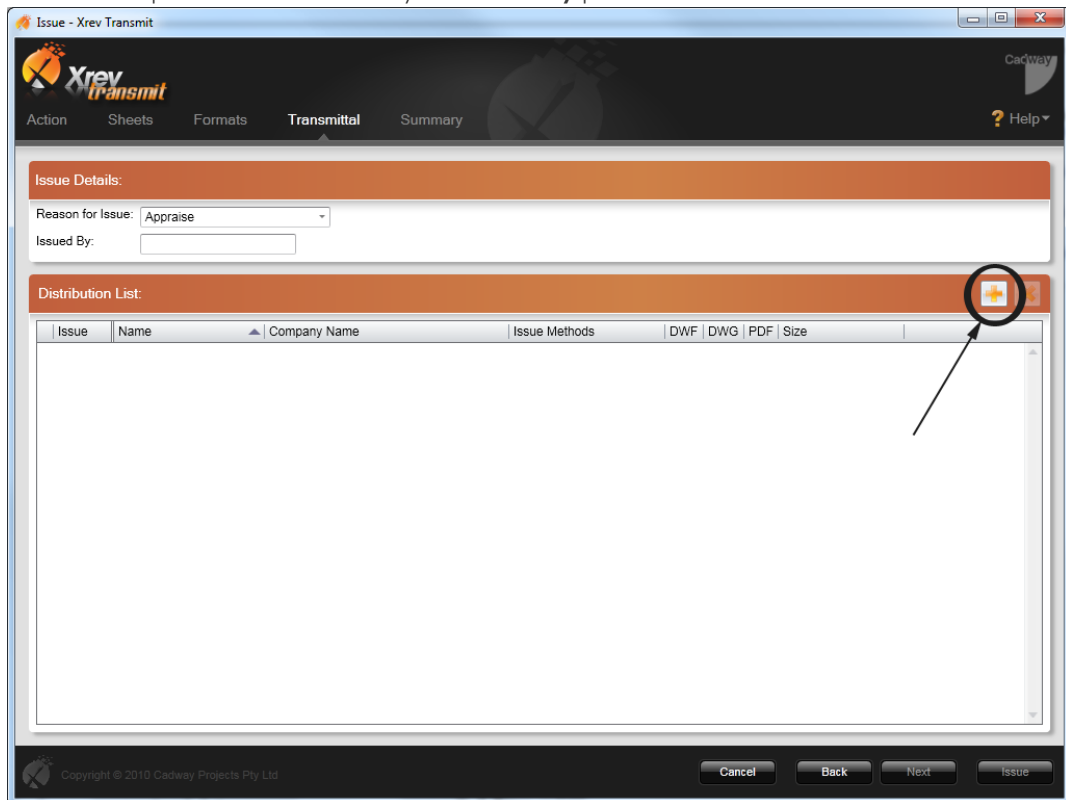
	Number	Revision	Name	Scale	Sheet Issue Date	Drawn By	Checked By	Approved By	Designed By
<input checked="" type="checkbox"/>	A1		Floor Plan	1:100	09/03/08	Author	Checker	Approver	Designer
<input checked="" type="checkbox"/>	A2		Sections	1:2, 1:10, 1:20,...	09/03/08	Author	Checker	Approver	Designer

At the bottom of the window, there are buttons for 'Cancel', 'Back', 'Next', and 'Issue'. The copyright notice 'Copyright © 2010 Cadway Projects Pty Ltd' is visible in the footer.

5. You are now on the **Formats** section. If you have “**on-the-fly**” editing enabled in the **settings** you can modify these formats here, otherwise these formats are **read only**. You can also select different Profiles in order to select from different groups of format settings. Use the **tick boxes** to **select** the formats you want to issue and then select **Next**.



- You are now on the **Transmittal** Section. Essentially you are filling out information now that is only relevant to the generation of the Transmittal document. Select the **Reason for Issue** from the drop down list and modify the **Issued By** person if needed.



Issue - Xrev Transmit

Xrev Transmit

Action Sheets Formats **Transmittal** Summary

Reason for Issue: Appraise

Issued By:

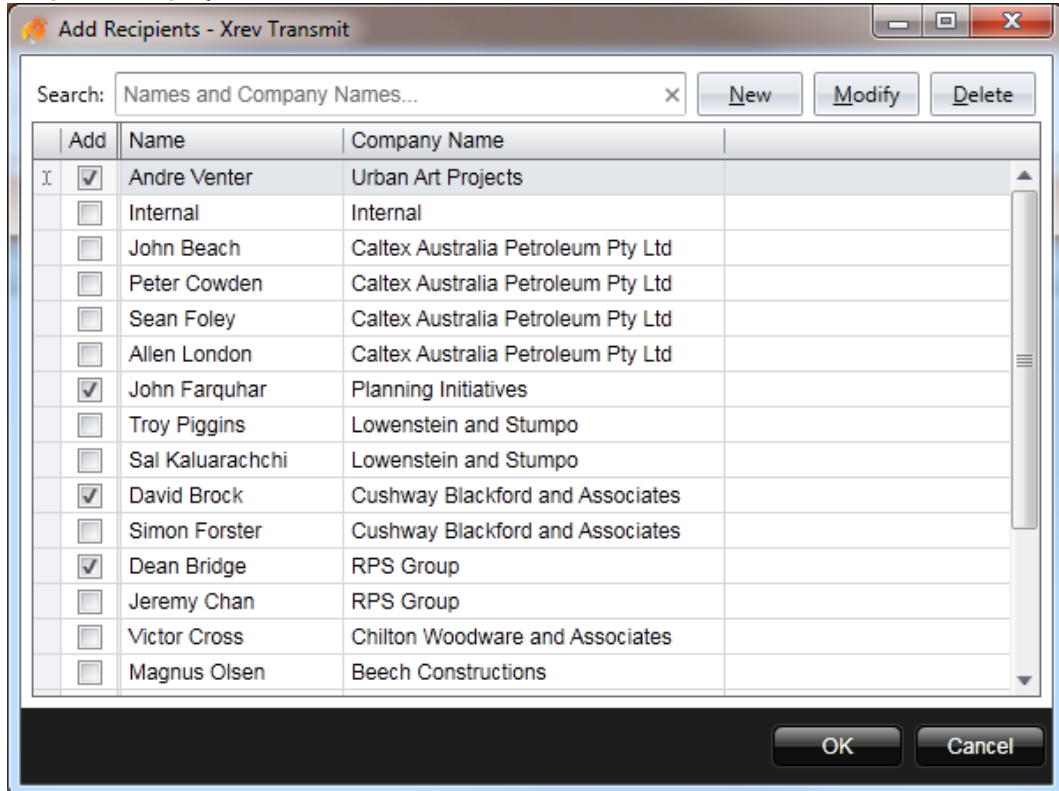
Distribution List:

Issue	Name	Company Name	Issue Methods	DWF	DWG	PDF	Size
-------	------	--------------	---------------	-----	-----	-----	------

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Cancel Back Next Issue

- For your first issue on a particular project the **Distribution List will be blank**. Select the **+** button to open the **Add Recipients** window. These Recipients are **stored globally**, so you only have to create a person once and then you can add them to multiple projects. To add a recipient select **New** then fill out the **Recipients Name** and their **Company Name**. Repeat this process until all the Recipients you require are added. Then place a **tick** in each of the **checkboxes** in the **Add Column** and select **OK** to add all those recipients to this particular project.



8. By Default all these recipients will have the **"Issue"** box checked. If you've added people that will not receive anything this issue, simply deselect them. For each recipient select the **Issue Method** that the files will be delivered in and the **formats** they will be receiving. You can select **multiple formats**.



Issue - Xrev Transmit

Reason for Issue: Appraise

Issued By: CLP

Distribution List:

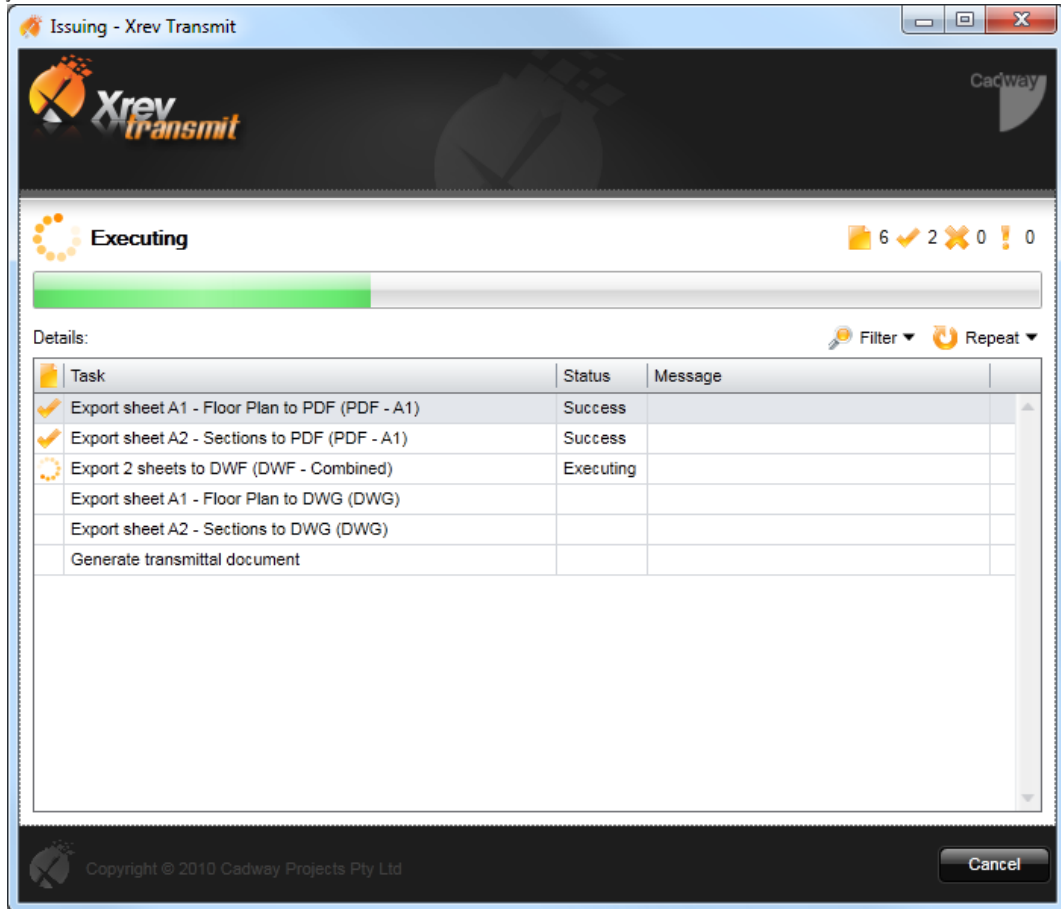
Issue	Name	Company Name	Issue Methods	DWF	DWG	PDF	Size
<input checked="" type="checkbox"/>	Andre Venter	Urban Art Projects	Email	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	A1
<input checked="" type="checkbox"/>	David Brock	Cushway Blackford and Associates	Email	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	A1
<input checked="" type="checkbox"/>	Dean Bridge	RPS Group	Disc	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	A1
<input checked="" type="checkbox"/>	John Farquhar	Planning Initiatives	Email	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	A1

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Buttons: Cancel, Back, Next, Issue

9. Select **Next**. NOTE: if you have not completed all the fields required for a recipient the Next button will be greyed out.
10. This last page is a summary of everything that Xrev will be issuing and to whom. Essentially a **preview of the transmittal information**. Select **Issue** to start Xrev Transmit generating the required files.

11. This opens a **Progress** window to show exactly where Xrev transmit is up to. Unlike Revit this window is always responsive when issuing. By clicking Close you can **cancel 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 selected tasks.



12. Navigate to your designated **Output Location** to see all the files that have been generated to your standards!

