

Importing Transmittals Using the Excel Spreadsheet Template

RMS 3.0 Contractor Mode

Note: The excel template provided under the Import/Export screen must be used to import a submittal register in the Contractor Module. The template is very sensitive and if any of the field sizes are changed, it will not import.



From the main “Contract Menu”, select “Import/Export”.

RMS - Resident Management System

FTR 123 Troop Medical Clinic
[J4000633] W911KB-10-C-0123

Contract Menu

Contractor Action Items: High 0, Medium 0, Low 0

My Action Items: High 0, Medium 0, Low 0

Administration	Finances	QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Contract Description Enter award description and funding sources. Contract location should be entered.	Contract Access Control Control contractor staff access to this contract.	Correspondence Create, edit, and view, Letters and Memos.	Request for Information Respond to RFI's from Contractor.				
Prime Contractor Identify Contractor for payment purposes and view Contractor Staffing.	Subcontractors Identify Subcontractors, POCL, and Trades.	Contractor Insurance Track General, Auto, and Workman's Comp Insurance.	Contractor Payrolls Enter or Review Contractor Payrolls for Department of Labor reporting purposes.				



Under the “Import/Export” screen, select “Import Submittals”.

RMS - Resident Management System

FTR 123 Troop Medical Clinic
(J4000633) W911KB-10-C-0123

Contractor Mode Home | Contract Selection | Back | Refresh | Help

Contract Menu | Mark As Favorite

Contractor Action Items
1,287 High | 917 Medium | 0 Low

My Action Items
0 High | 0 Medium | 0 Low

Administration	Finances	QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
						Import Submittals Submittal items can be imported from an Excel Template.	
						Import QC Deficiencies Import QC Deficiencies generated from an Excel worksheet.	
						NAS (SDEF) Import SDEF schedule.	



Under “Import Submittals” select “Import Submittal Register”.
Note: The Excel Template under this screen has to be used to import any or all of the specification sections and items on the submittal register.

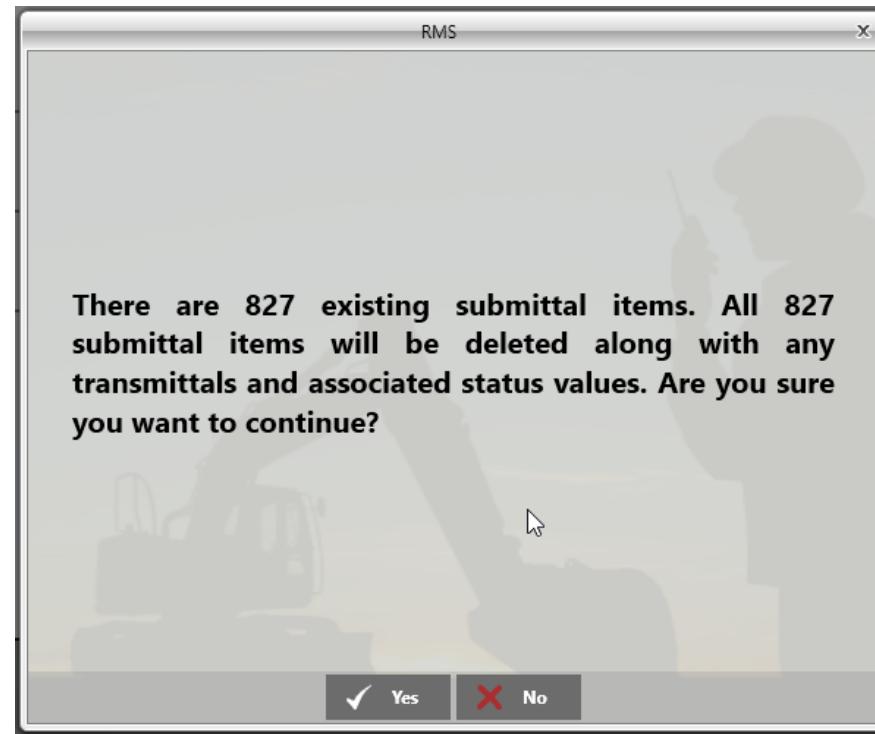
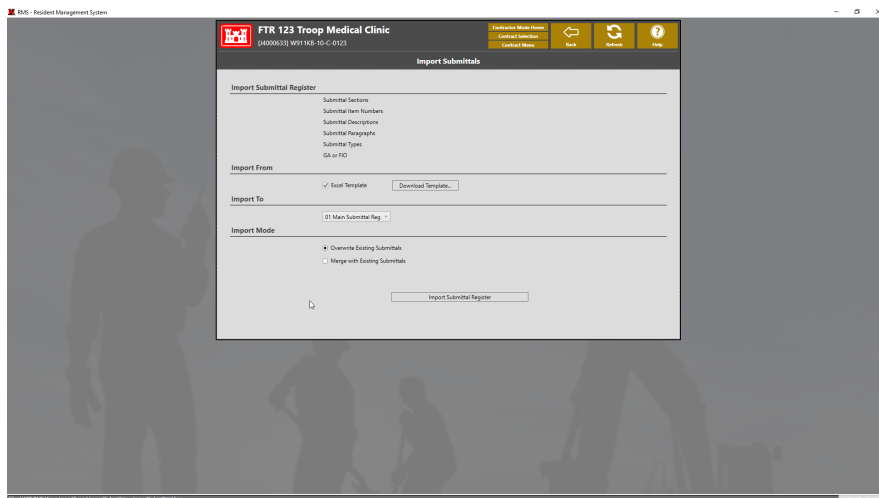
The screenshot displays the 'Import Submittals' interface within the RMS - Resident Management System. The header shows the project name 'FTR 123 Troop Medical Clinic' and ID '(J4000633) W911KB-10-C-0123'. Navigation buttons for 'Contract Mode Home', 'Contract Selection', 'Contract Menu', 'Back', 'Refresh', and 'Help' are visible. The main content area is titled 'Import Submittals' and contains the following sections:

- Import Submittal Register:** A list of submittal components including Submittal Sections, Submittal Item Numbers, Submittal Descriptions, Submittal Paragraphs, Submittal Types, and GA or FIO.
- Import From:** A section with a checked 'Excel Template' option and a 'Download Template...' button.
- Import To:** A dropdown menu currently set to '01 Main Submittal Reg'.
- Import Mode:** Two radio button options: 'Overwrite Existing Submittals' (selected) and 'Merge with Existing Submittals'.

An 'Import Submittal Register' button is located at the bottom of the form.



Selecting “Overwriting Existing Submittals” will delete existing submittals and replace them with the items in the submittal register. This includes items already out-processed by the Government.



Selecting “Merge with Existing Files” will merge all the items in the Excel Template with the items currently on the submittal register to include duplicate items.

Note: Once “Merge with Existing Files” is selected the changes are committed to the database.

