DEEP SPACE · USER GUIDE

Submittals

Sending registered drawings and documents out for approval, capturing the reviewer's verdict, and writing it back onto the Document Register.

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Screenshots taken from a live workspace on the date above.

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HOW TO READ THIS DOCUMENT

Statements marked **Behaviour** are commitments. If Deep Space does not do what a Behaviour statement says, that is a defect worth reporting. Everything else is guidance. Screenshots are illustrative — where a screenshot and a Behaviour statement disagree, the written behaviour is authoritative.

1. What a submittal is

A submittal is a pack of documents sent out for approval, and the record of what came back. It is built from the project's Document Register, it carries each document at a specific revision, and when the review is finished the reviewer's verdict is written back onto that revision.

1.1 Submittal or transmittal?

Deep Space has both, and they answer different questions.

	Transmittal	Submittal
Answers	Did we send it, when, and to whom?	Did they approve it?
Records	A delivery	An approval cycle
Ends when	It is issued	The verdict is written to the register
Needs a reply	No	Yes — from one named person

They are not alternatives. Issuing a submittal *also* raises a transmittal, because a pack going out for approval is also a delivery that happened. The register shows both, and the transmittal is labelled `via SUB-…` so it is clear where it came from.

1.2 The four ideas the feature rests on

1. **The pack carries register revisions, not copies.** When a document is added to a pack it is pinned to the revision that was in the register at that moment. If a newer revision is uploaded while the pack is in draft, Deep Space tells you — it does not silently swap the drawing underneath you.
2. **One person responds.** Everybody on the pack can see it and download from it. Exactly one of them — the **designated responder** — holds the verdict controls. This mirrors the way a superintendent or lead consultant signs off on behalf of a review team, and it removes any question about whose answer counts.
3. **The reviewer does not need an account.** The pack goes out as an email with a link. Opening that link is enough: no Deep Space login, no invitation, no password.
4. **The verdict lands on the revision that was reviewed.** Not on the document, and not on whatever revision happens to be newest at close-out. A later revision that nobody has reviewed reads as not approved, which is the truth.

1.3 Reference numbers

> **BEHAVIOUR**
>
> A submittal receives its reference **when it is issued**, in the form `SUB-{ProjectCode}-{NNNN}` — for example `SUB-LeedingProjects-0010`. Numbers run consecutively per project, with no gaps. A draft has no number and the list shows `Not yet issued`, so an abandoned draft never leaves a hole in the sequence.
>
> Where a project has no usable project code, the number falls back to the short form `SUB-0001`.

1.4 The lifecycle

A pack moves through four states, with a fifth available as an exit.

Status	Meaning
Draft	Being built. No number, nothing sent, nothing written to the register. Fully editable, and can be deleted.
Issued	Sent. The number is allocated, the email is out, the reviewer's link works, and every document in the pack reads `Issued for approval` on the register.
Responded	The reviewer has submitted their verdicts. Nothing has reached the register yet — that is your call to make.
Closed	You have closed out. The verdicts are on the register against the reviewed revisions, and the reviewer's link is read-only.
Voided	Withdrawn before any response arrived. The register goes back to exactly what it said before, and the reviewer's link stops working. The delivery record stands.

2. Where to find it

Everything lives under `Documentation → Project Documents`, which has four tabs: `Explorer`, `Document Register`, `Transmittals` and `Submittals`. Submittals are project-scoped, so the project selector at the top of the screen decides what you are looking at.

2.1 The Document Register

The register is where packs start and where their results land. Three of its columns exist because of submittals:

- **Approval** — where the current approval state of the latest registered revision is shown.
- **Submittals** — which packs this document has been in.
- **Transmittals** — every delivery, including the ones a submittal generated.

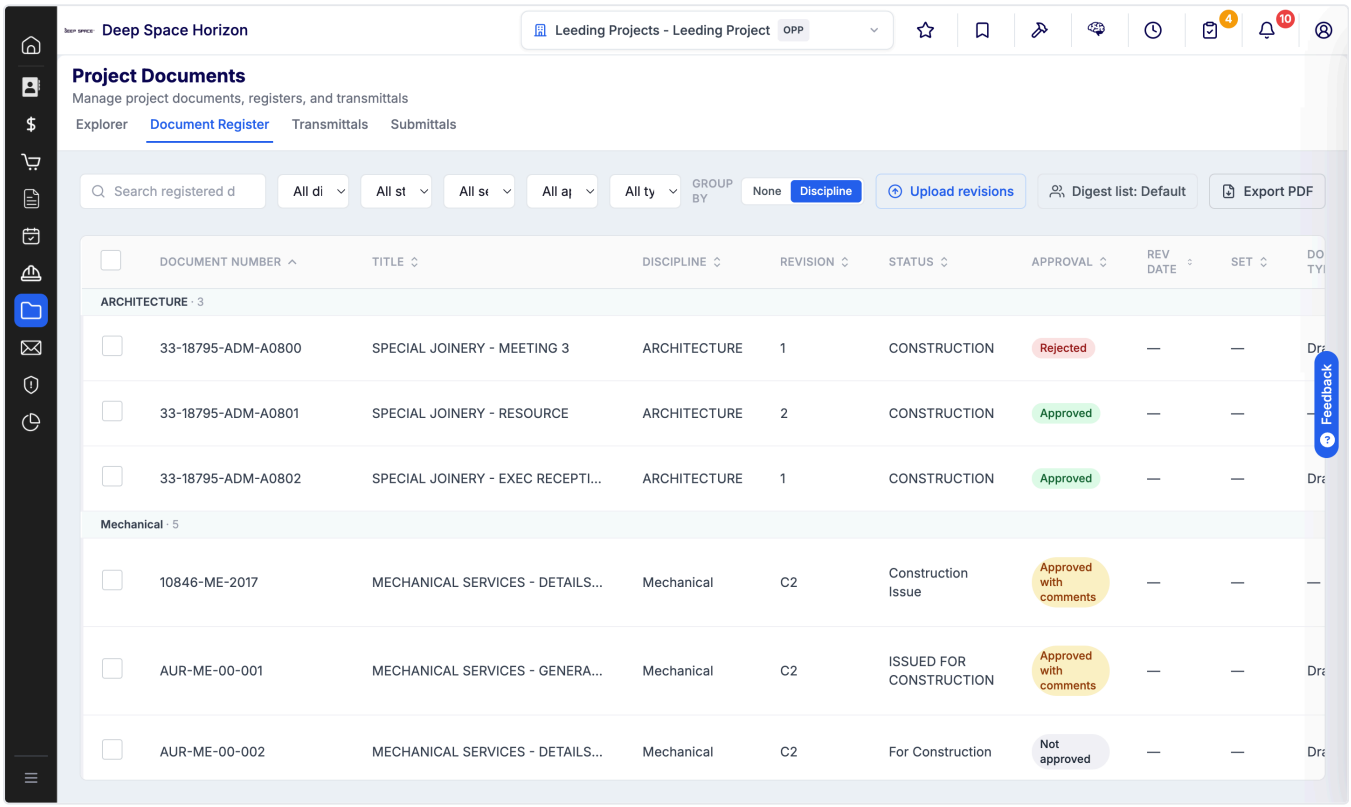


Figure 1. The Document Register, grouped by discipline. The **Approval** column carries the approval state; rows that have never been reviewed read *Not approved*.

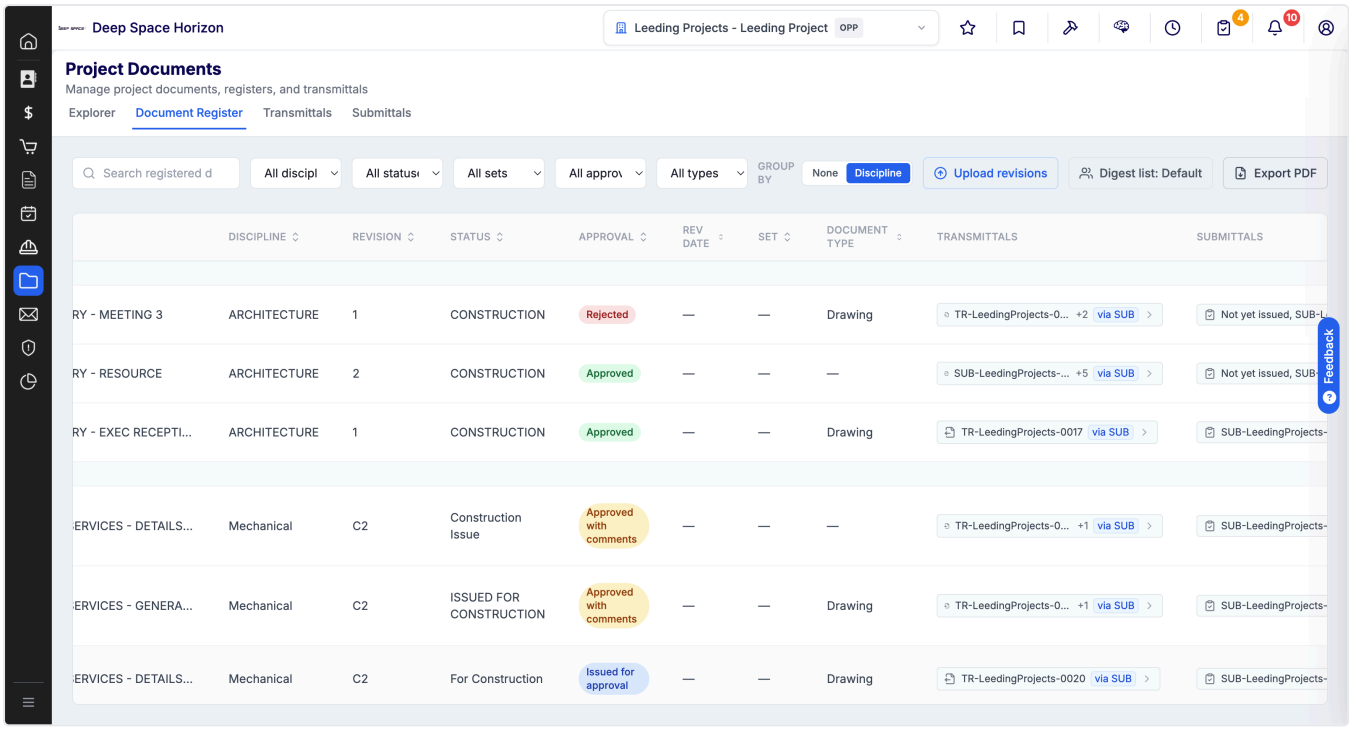


Figure 2. Scrolled right: the **Transmittals** and **Submittals** columns. A delivery raised by a pack is tagged *via SUB*.

2.2 The Submittals tab

The Submittals tab is the register of packs: everything this project has sent for approval, in any state. It is also the second place a pack can be started, using `Start Submittal` at the top right.

3. Building a pack

3.1 Start from the register

Tick the documents you want reviewed in the Document Register. Two buttons appear in the toolbar: `Create Transmittal` and `Start Submittal`, each carrying the number you selected. Choose `Start Submittal` and the composer opens with those documents already selected.

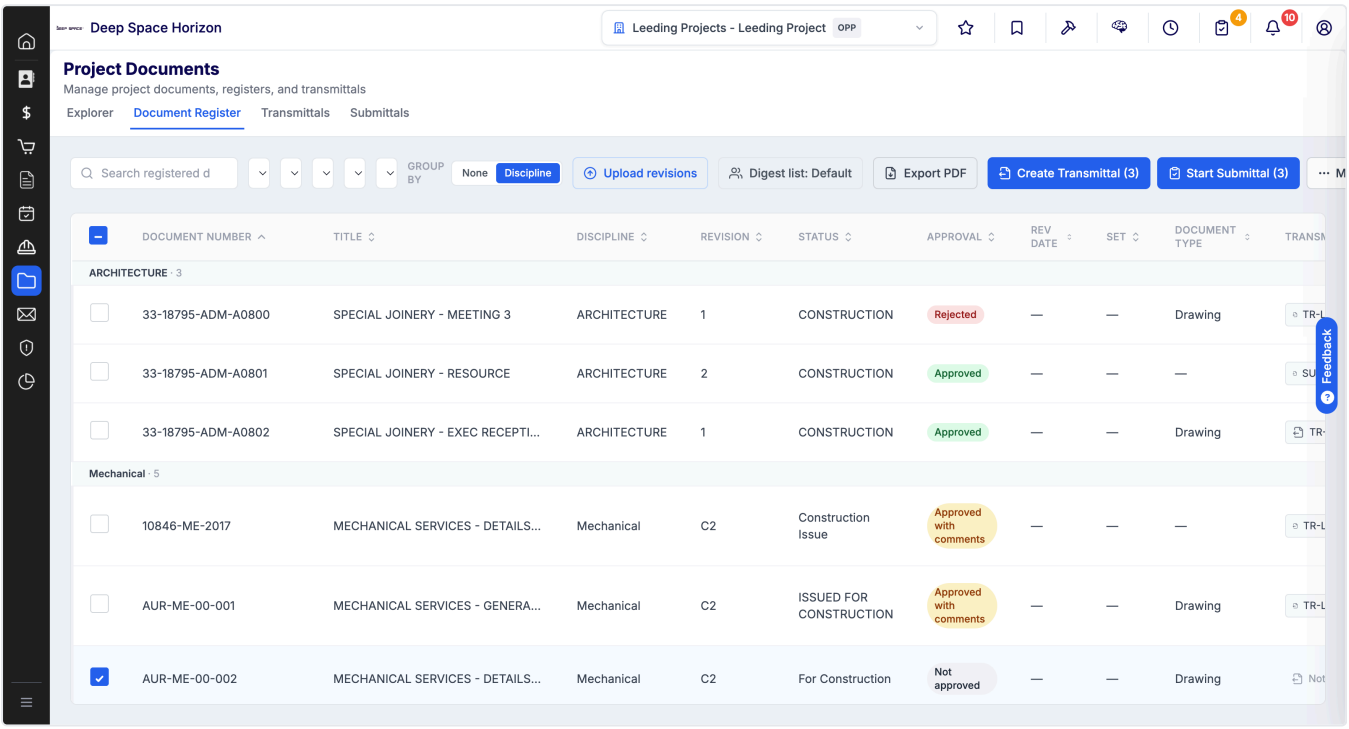


Figure 3. Selecting rows reveals **Create Transmittal (3)** and **Start Submittal (3)**. Sending and approving are offered side by side because they are genuinely different jobs.

3.2 Name the pack

The pack name is what people will call it on a phone call — one name for the whole pack, not a list of drawing numbers. It appears in the reviewer's email subject line, in the list, and on the pack itself. It is required before the pack can be issued.

3.3 Documents already in the register

The **Select Documents** section lists every registered document on the project, grouped by discipline and searchable. Each carries the revision it is currently at, and that is the revision the pack will pin.

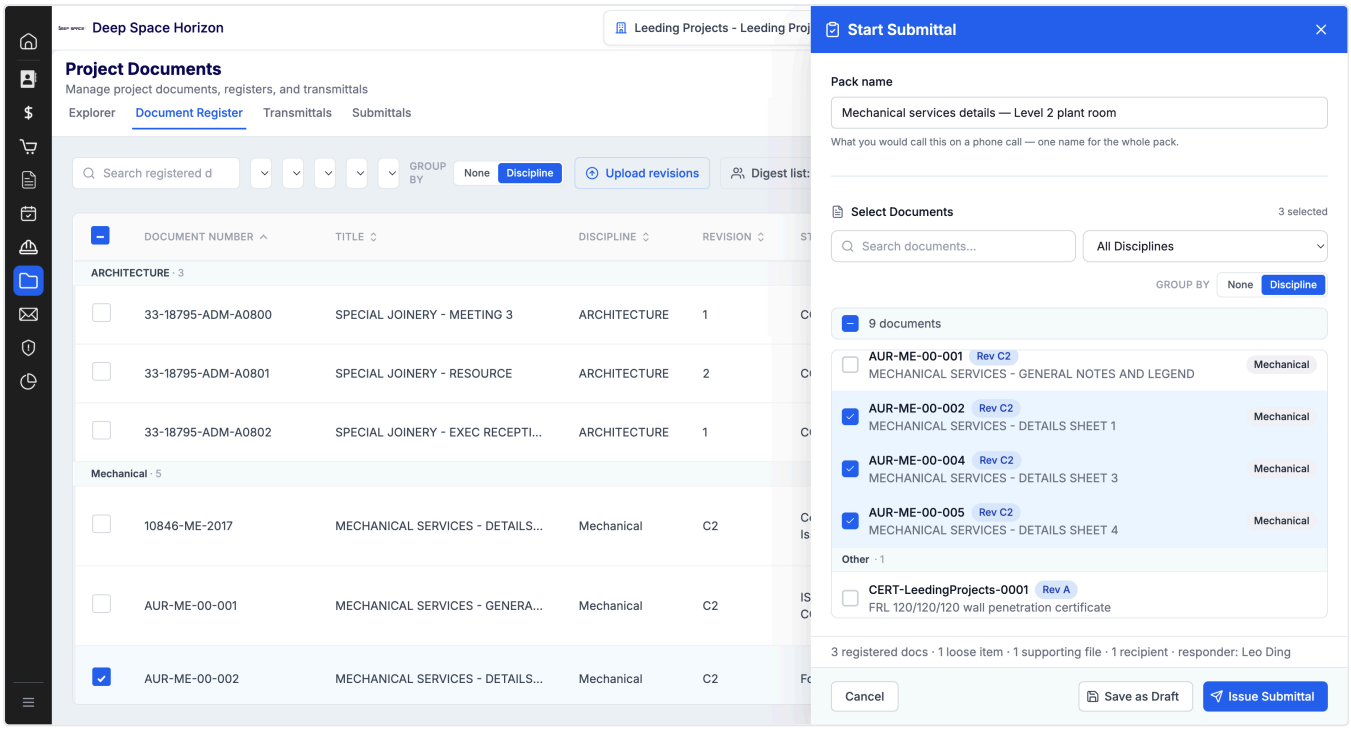


Figure 4. Three mechanical drawings selected at *Rev C2*. The summary line at the foot of the composer counts everything the pack is carrying and names the responder.

> **BEHAVIOUR**
>
> A document is pinned to its revision at the moment it is added to the pack. If a newer revision is registered while the pack is still a draft, Deep Space raises a prompt offering to move the pack to the new revision. It never changes the pinned revision on its own.

3.4 Files not in the register

Certificates, product data, samples and test reports usually are not in the Document Register — and until they are, there is nowhere for an approval to be recorded against them. The **Files not in the register** section solves this: attach the file, give it the metadata a register entry needs, and Deep Space registers it when you issue.

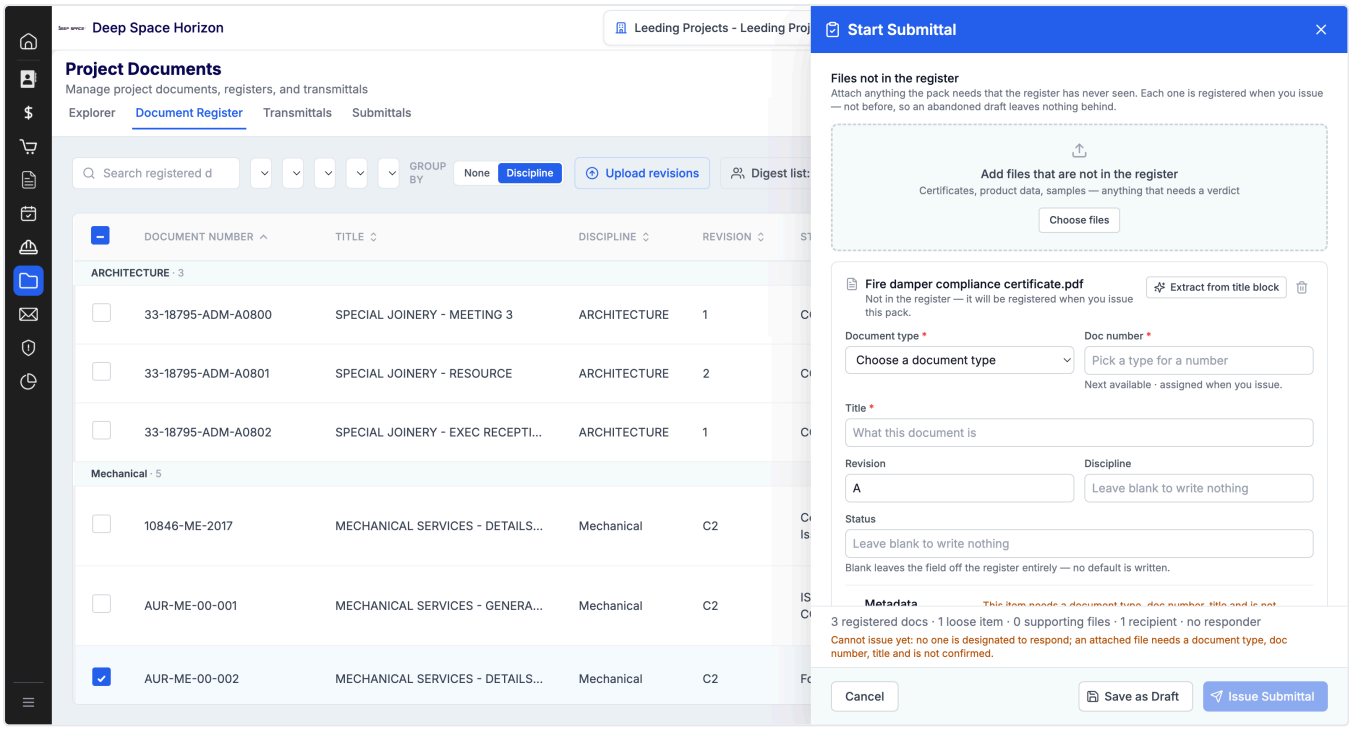


Figure 5. Anything the register has never seen can be attached here. It is registered at issue, never before — so an abandoned draft leaves nothing behind.

Each attached file needs four things before the pack can go: a **document type**, a **document number**, a **title**, and a tick in **Metadata confirmed**. The number is generated for you from the document type's prefix and the project's own sequence — `CERT-LeedingProjects-0002` in the example below. Extract from title block will read the file and propose values if it can.

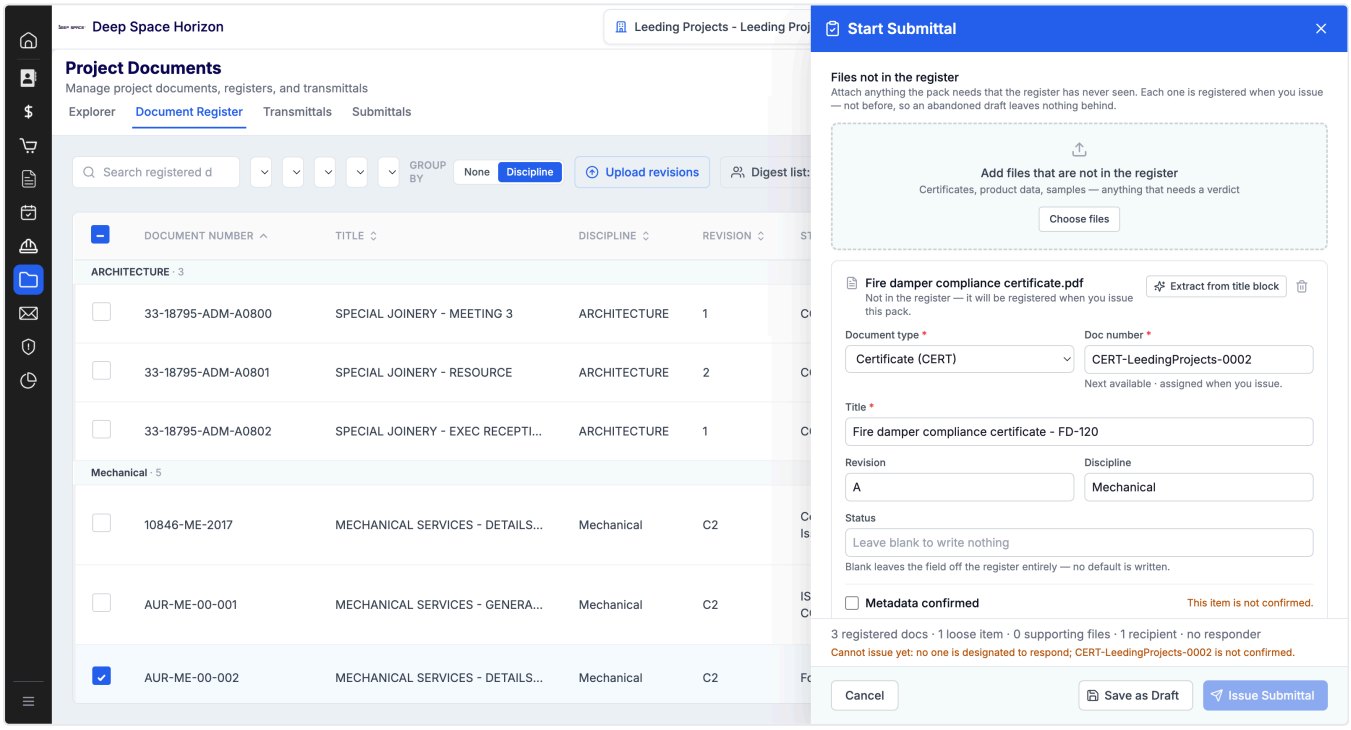


Figure 6. Filled in, but not yet confirmed — and the composer says so twice: on the row, and in the blocker line above the buttons. Confirmation is mandatory, not advisory, because this metadata becomes a permanent register entry.

BEHAVIOUR

- An attached file is registered **at issue**, not when it is attached. A draft that is never issued registers nothing.
- Its document number is allocated at issue from the project's sequence for that document type.
- A field left blank is left off the register entirely. Deep Space does not write a default value into a field you did not fill in.
- The pack cannot be issued while any attached file is unconfirmed or missing a type, number or title.

3.5 Supporting information

Some files are context, not content: the layout the details sit within, a specification extract, a photograph. Put those under **Supporting information**. They travel with the pack and the reviewer can download them, but they are never registered and never given a verdict.

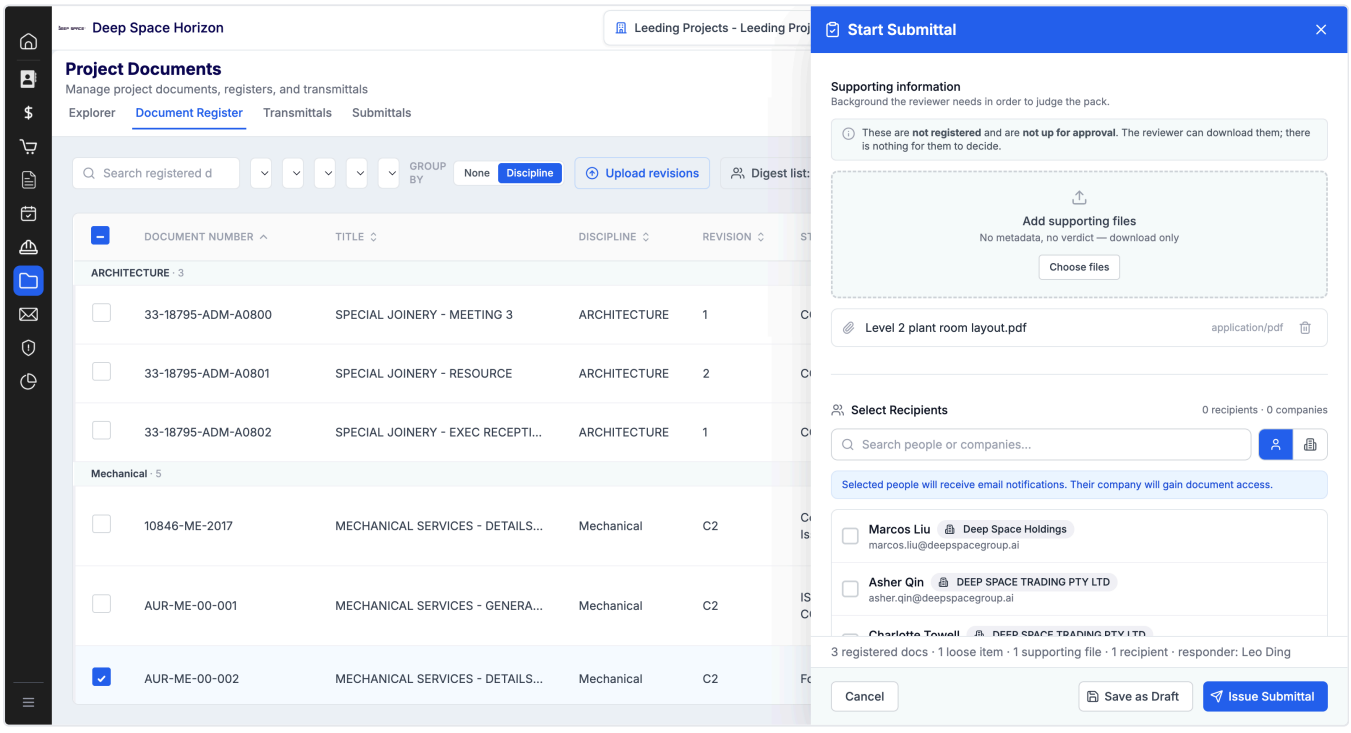


Figure 7. Supporting files are download-only for the reviewer. The distinction matters: a reviewer faced with a verdict control on a reference document does not know what is being asked of them.

3.6 Recipients and external reviewers

Recipients come in two kinds, and both receive the same email and the same link:

- **People on the project**, picked from the directory. Selecting someone grants their company access to the documents in the pack.
- **External reviewers** — anyone without a Deep Space account. Enter an email address, optionally a name, and the company the pack should be attributed to.

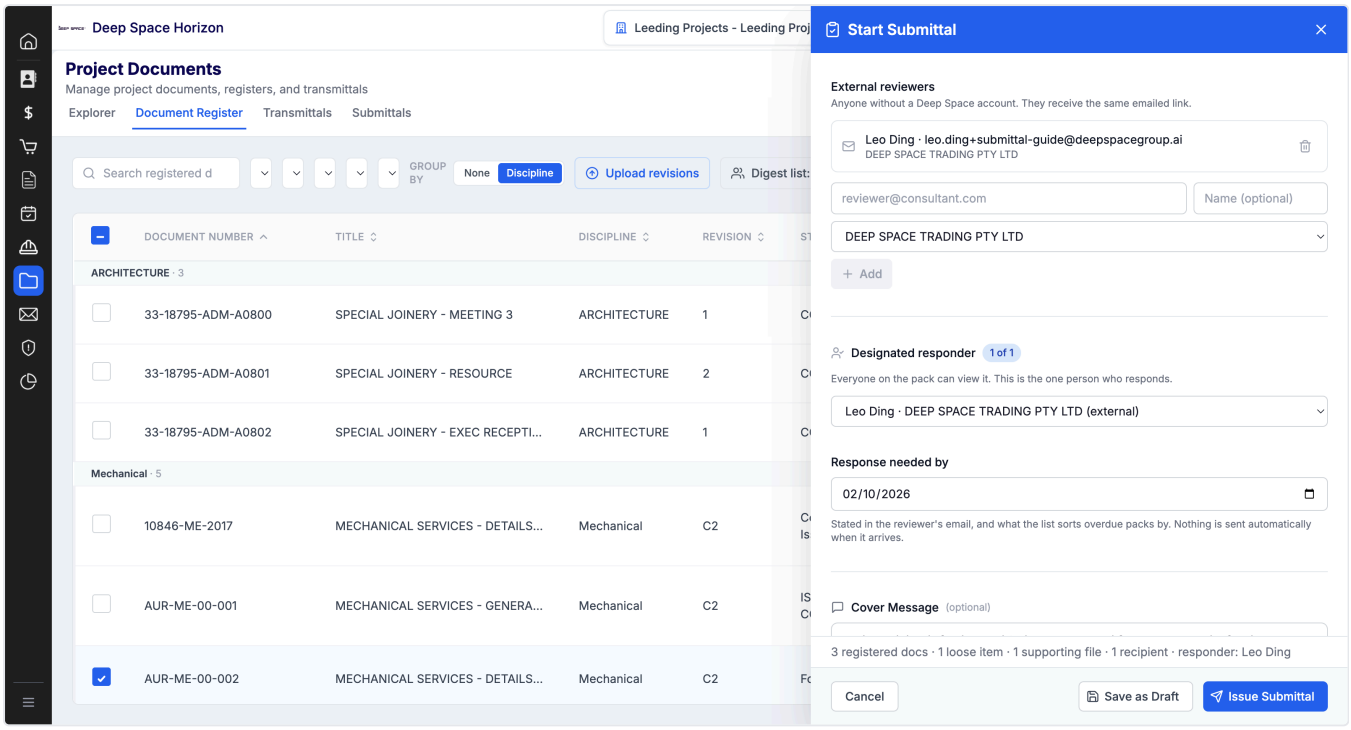


Figure 8. An external reviewer added by email address, then chosen as the designated responder. **Response needed by** is pre-filled two weeks out and can be changed.

3.7 The designated responder

> **BEHAVIOUR**
>
> Exactly one recipient is the designated responder, and only they see verdict controls, comment boxes, upload buttons and the submit button. Every other recipient can open the pack, read it, download from it and read the response once it is in — and can do nothing else. The responder must be one of the recipients, so the pack cannot be addressed to one party and answered by another.

3.8 Response needed by

A response date is required. It is pre-filled two weeks ahead and can be set to any date that is not in the past.

> **BEHAVIOUR**
>
> The response date is stated in the reviewer's email, shown on the pack, and is what the **Most urgent** sort and the **Outstanding** column work from. **Nothing is sent automatically when it arrives.** Deep Space does not chase on your behalf — chasing is an action you take (see 5.4).

3.9 Cover message

Optional, and worth writing. It appears in the body of the reviewer's email and at the top of the pack when they open it — it is the only place to say what you actually want from them.

3.10 Draft, or issue

`Save as Draft` keeps everything without sending anything. `Issue Submittal` sends it. The line above the buttons always says what the pack is carrying, and when something is stopping it from going out, it says that instead — naming each blocker.

> **BEHAVIOUR**
>
> A pack cannot be issued until it has a name, at least one recipient, a designated responder, a response date, and no unconfirmed attached files. The blocker line names every unmet condition at once rather than revealing them one at a time.

4. What issuing does

Pressing Issue Submittal does five things at once:

1. **Allocates the number.** The pack becomes `SUB-{ProjectCode}-{NNNN}`.
2. **Registers any attached files** that were not in the register, using the metadata you confirmed.
3. **Raises a transmittal** carrying the same documents at the same revisions, tagged as belonging to this pack.
4. **Emails every recipient** a link to the pack.
5. **Stamps the register.** Every document in the pack reads Issued for approval until the pack is closed out or voided.

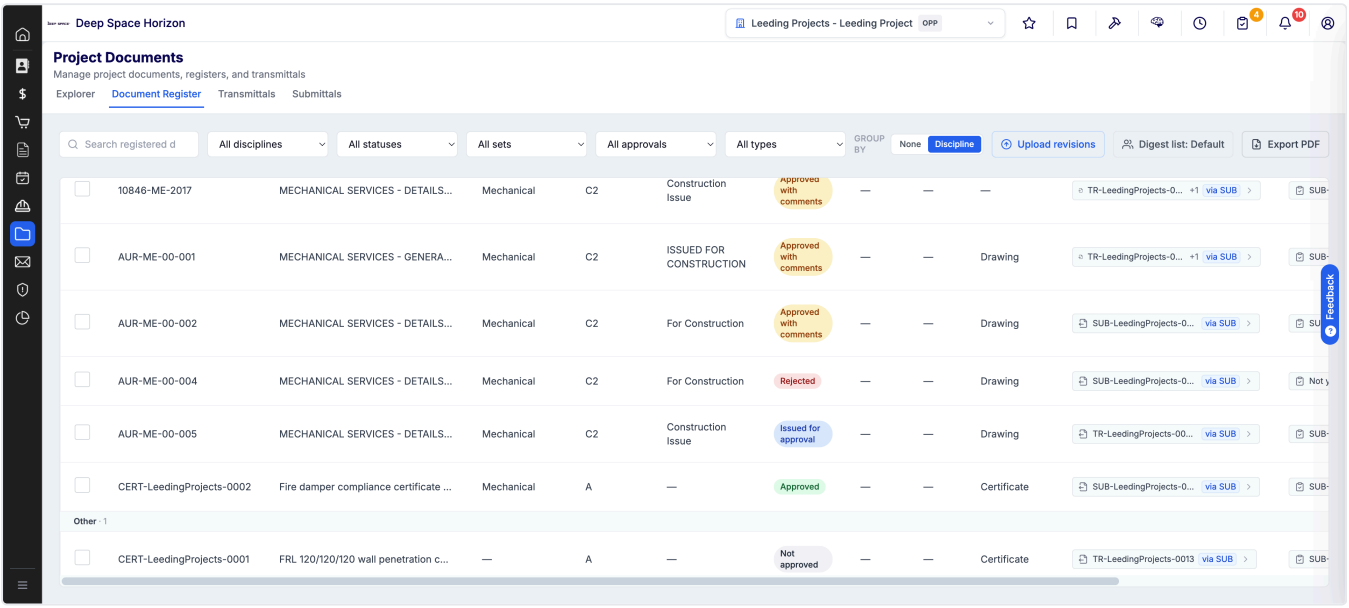


Figure 9. A document that was previously *Approved* now reads **Issued for approval** because it has gone out in a new pack. Its neighbours keep the verdicts they already had.

> **BEHAVIOUR**
>
> Once issued, a pack's contents are fixed. Documents cannot be added or removed, revisions cannot be swapped, recipients cannot be changed and the responder cannot be reassigned. If any of those are wrong, void the pack and issue a new one (see 9.1).
>
> The transmittal a submittal generates cannot be edited, deleted or re-issued on its own. It belongs to the pack.

5. Tracking what is out

5.1 The list and its columns

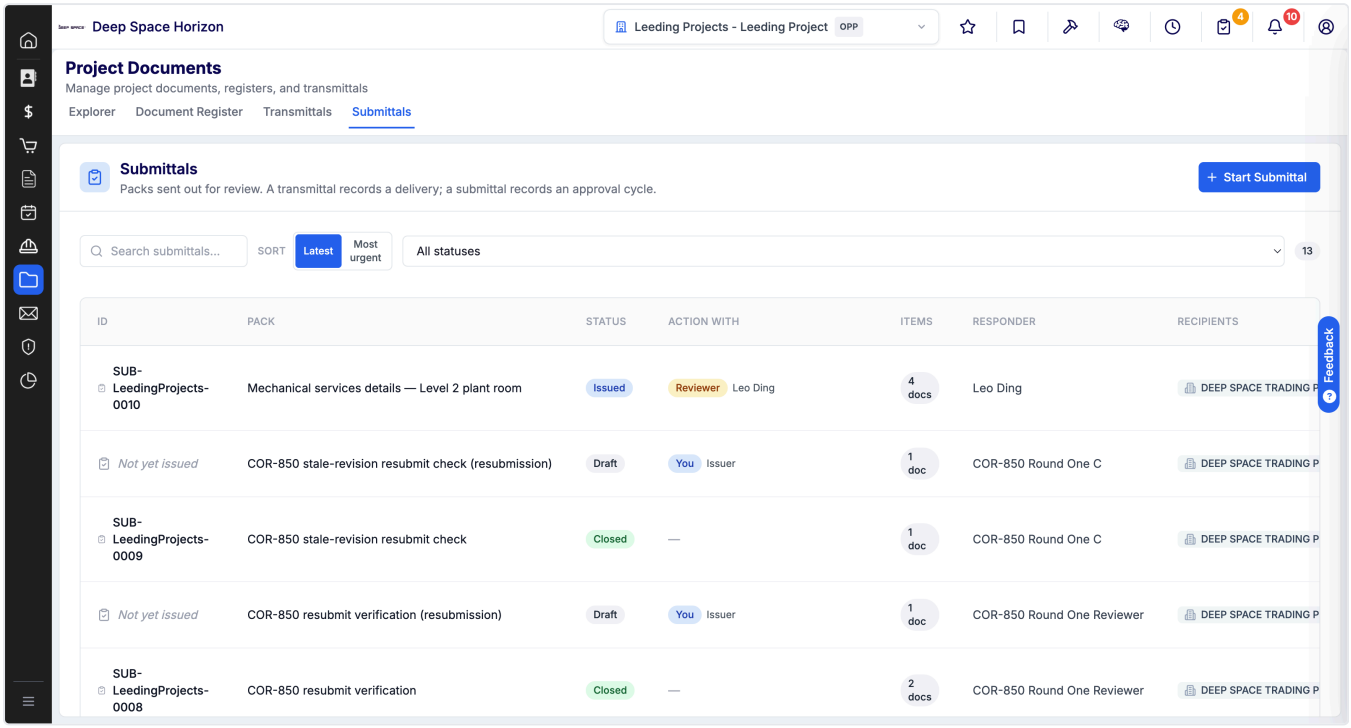


Figure 10. The Submittals tab. Search, sort and a status filter across the top; the count at the right is the number of packs shown.

Column	What it tells you
ID	The reference, or *Not yet issued* for a draft.
Pack	The name you gave it.
Status	Draft, Issued, Responded, Closed or Voided.
Action with	Who the pack is waiting on right now — the reviewer while it is out, you once they have answered, nobody once it is settled.
Items	How many documents are up for approval. Supporting files are not counted.
Responder	The one person who can answer.
Recipients	The companies the pack went to.
Response due	The date you asked for.
Outstanding	How long an issued pack has been sitting with the reviewer. Blank for anything not currently awaiting a response.
Issued / Created	When it went out, and when it was first built.

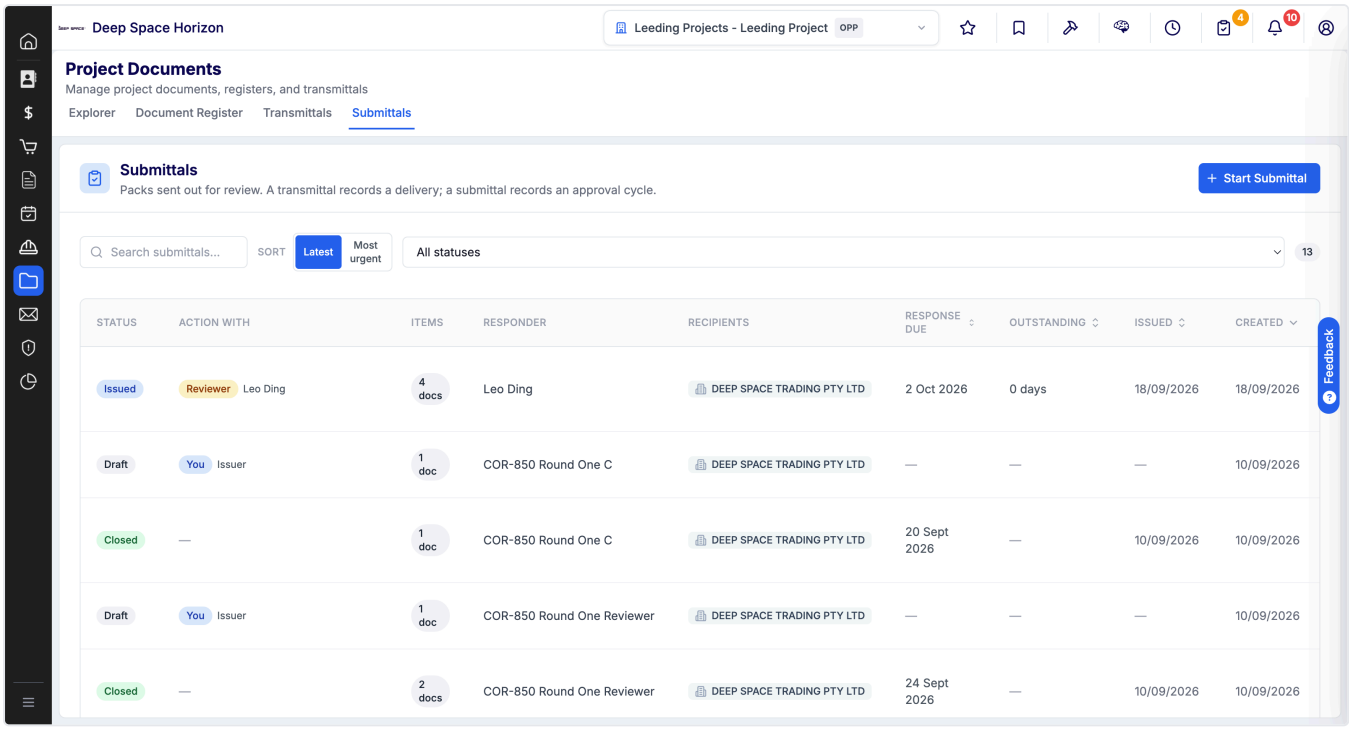


Figure 11. The right-hand columns. **Outstanding** is only meaningful for a pack that is actually out — a closed pack shows a dash, not a number.

5.2 Sorting: Latest or Most urgent

Two sort orders, toggled beside the search box.

- **Latest** — newest first. The default, and the right one when you are looking for something you just did.
- **Most urgent** — ordered by who owes what. Packs sitting with a reviewer come first, then packs waiting on you, then drafts, then everything already settled. Within each band, the oldest deadline leads.

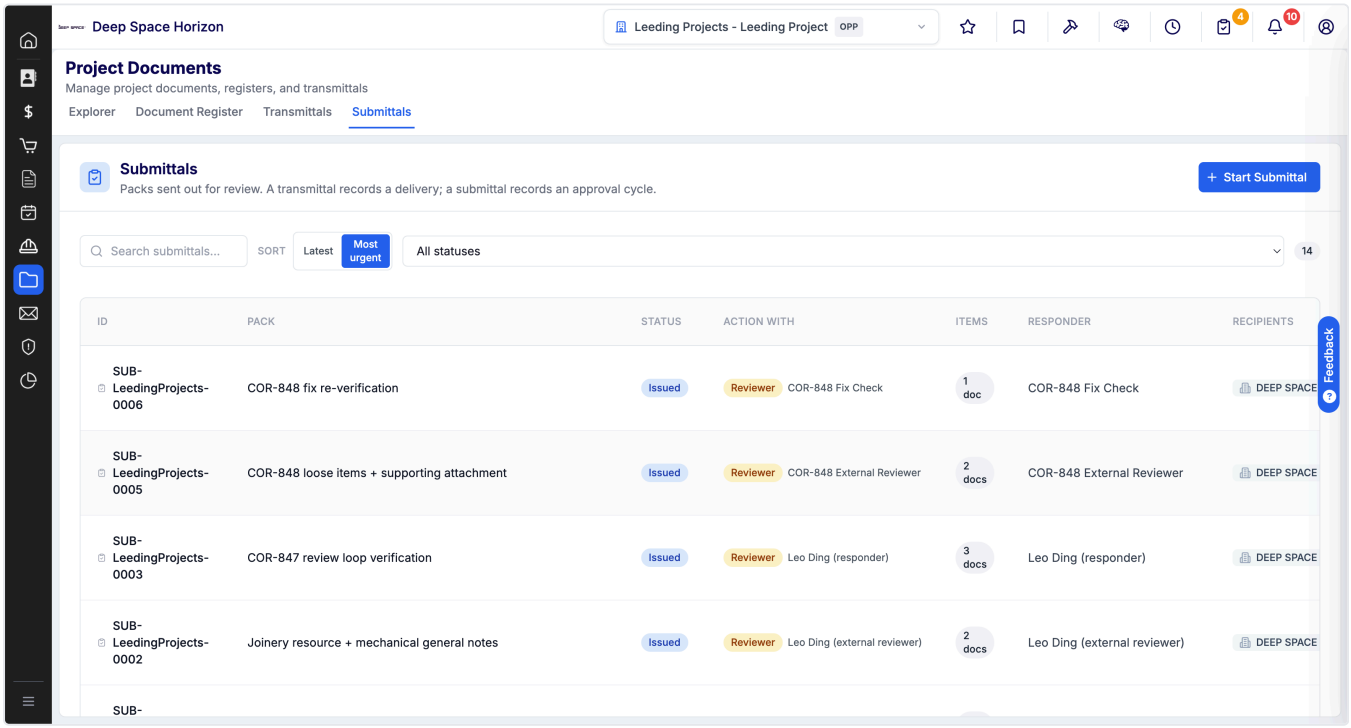


Figure 12. Most urgent puts the packs somebody still owes a response on at the top, regardless of when they were raised.

> **WHY IT IS NOT SIMPLY A DATE SORT**
>
> A pack closed out last month can carry an earlier response date than one still sitting with a reviewer. Sorting on the date alone would put the settled pack first. **Most urgent** asks who owes something before it asks when it was due.

5.3 The pack view

Clicking a row opens the pack. It holds the whole story in one column: what was sent, to whom, when it is due, what came back, and the actions available in the current state.

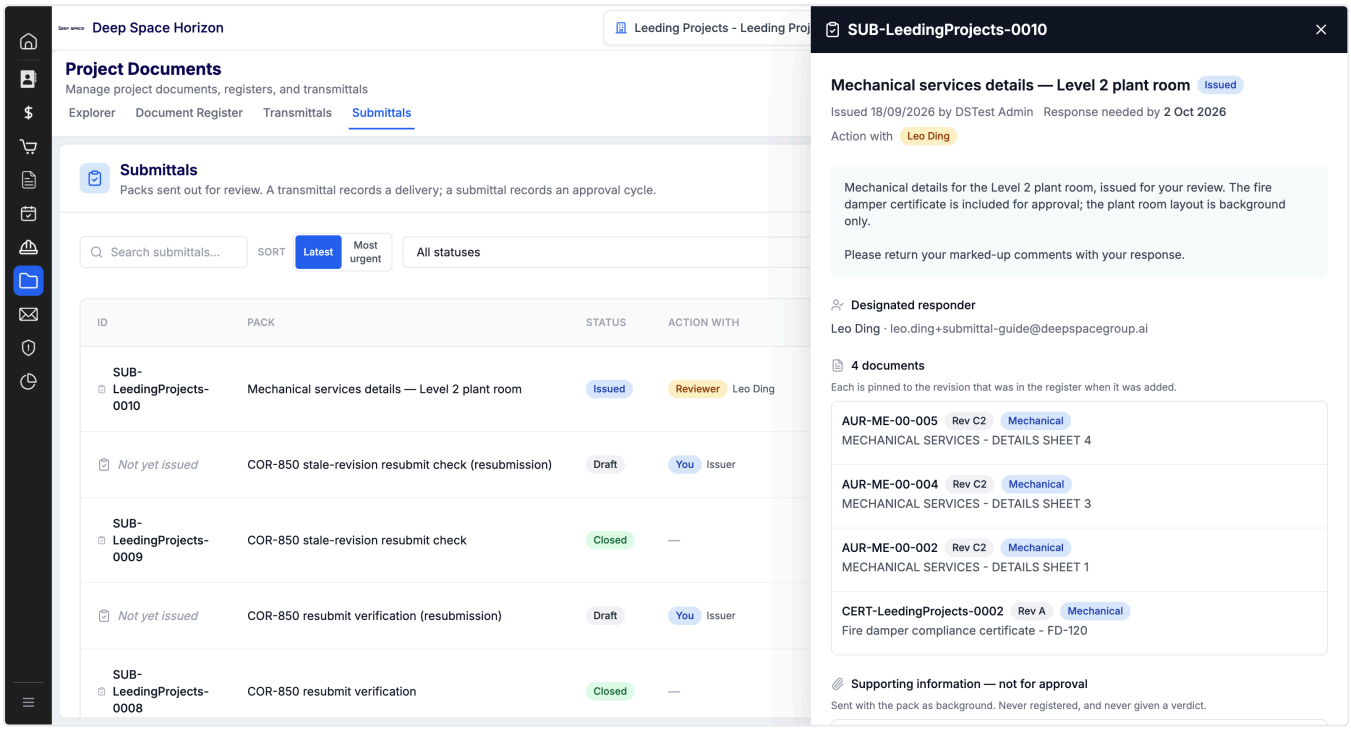


Figure 13. An issued pack. Note the deadline on the header line, the designated responder, the four documents at their pinned revisions, and the supporting file kept separate from them.

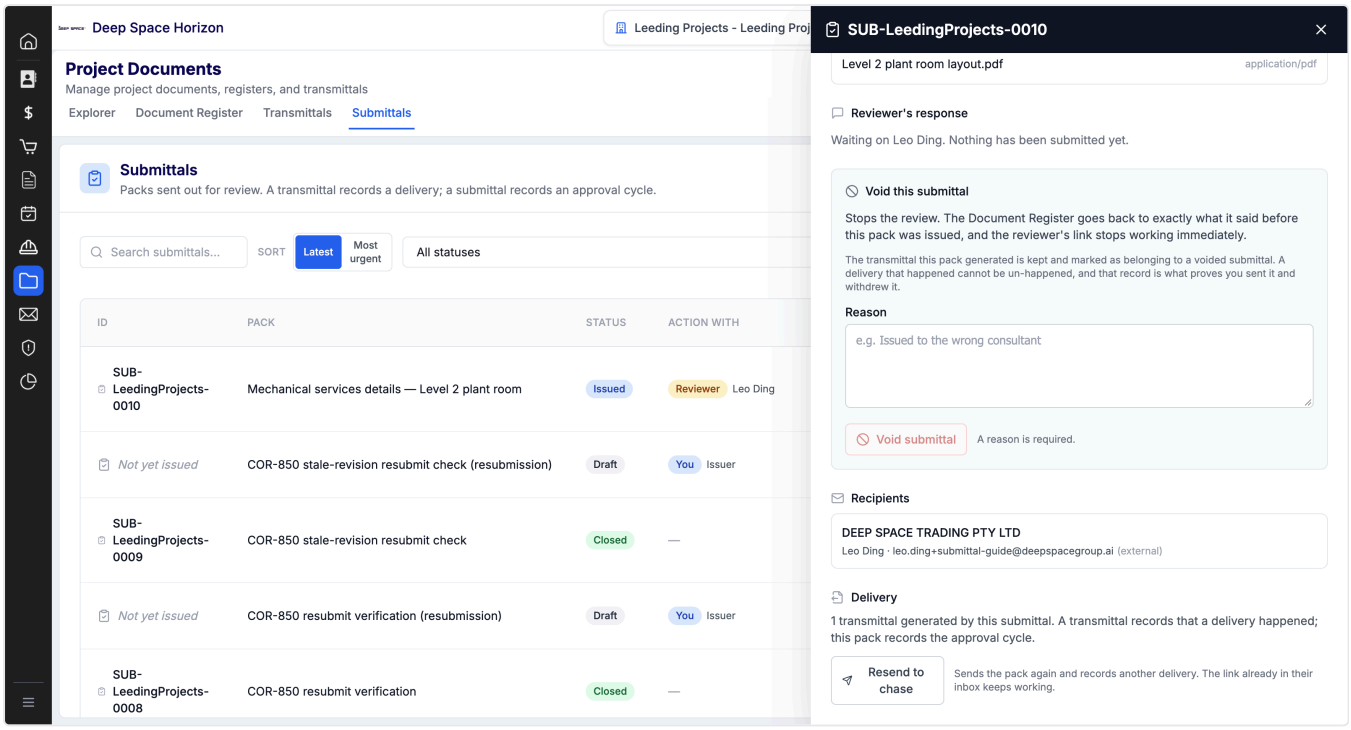


Figure 14. Further down the same pack: the void control, the recipient list, and the delivery record with **Resend to chase**.

5.4 Chasing a reviewer

When a pack goes quiet, Resend to chase sends it again. The confirmation says exactly what will happen before it happens.

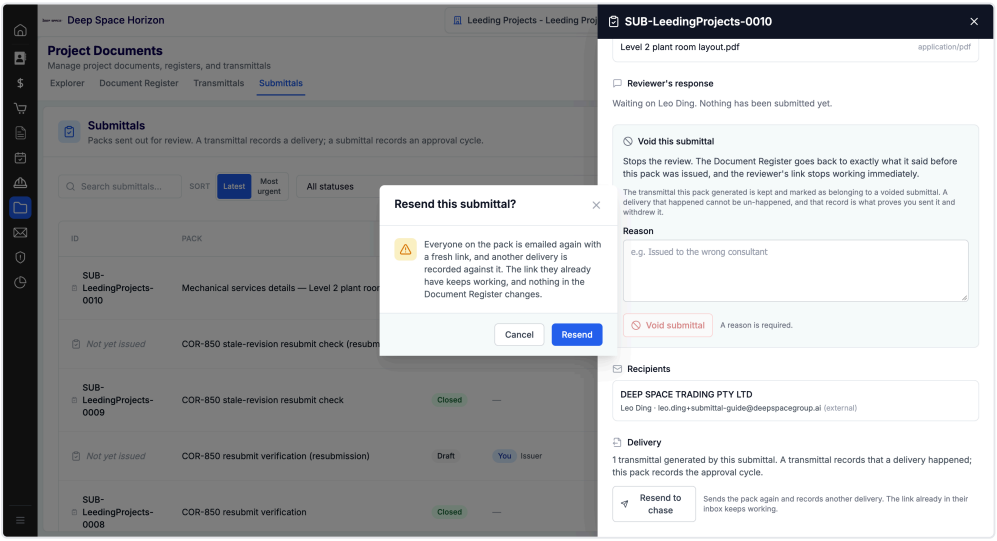


Figure 15. A resend is a delivery, and is recorded as one.

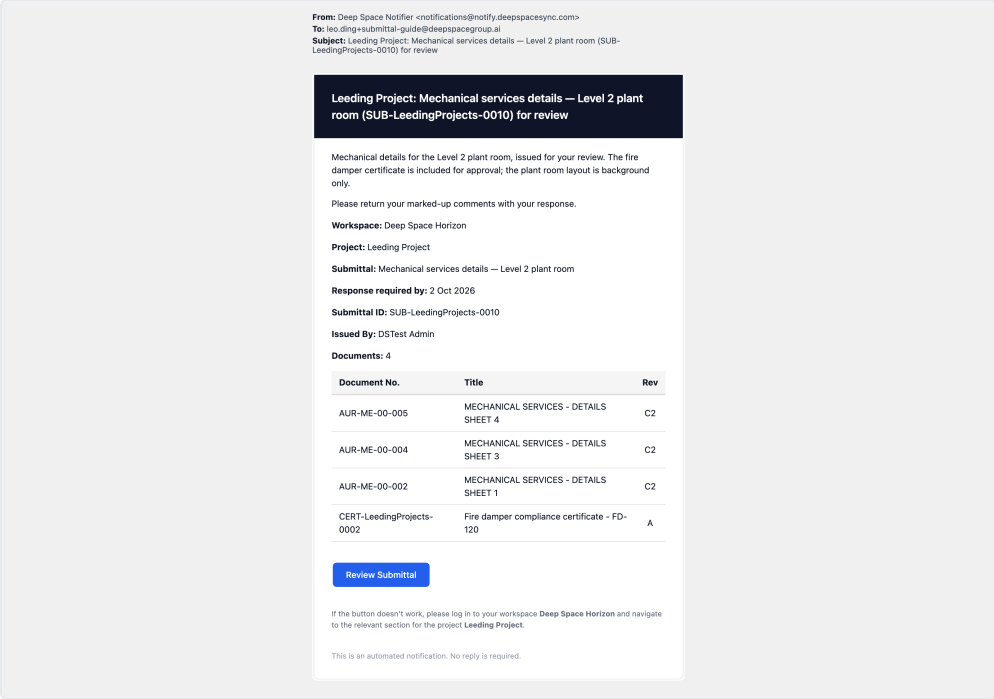
BEHAVIOUR

- A resend emails **every** recipient again, not only the responder.
- The link already in their inbox **keeps working**. A resend adds a link; it does not invalidate the old one.
- Each resend raises another transmittal against the pack, so how often a reviewer was chased is a question the record can answer.
- A resend changes nothing in the Document Register.

6. The reviewer's side

6.1 The email

Every recipient gets one email. It states the project, the pack, the deadline, who issued it, and lists every document with its revision — enough for the reviewer to know what they are being asked to look at before clicking anything.



From: Deep Space Notifier <notifications@notify.deepspacesync.com>
To: leo.ding+submittal-guide@deepspacegroup.ai
Subject: Leeding Project: Mechanical services details — Level 2 plant room (SUB-LeedingProjects-0010) for review

Leeding Project: Mechanical services details — Level 2 plant room (SUB-LeedingProjects-0010) for review

Mechanical details for the Level 2 plant room, issued for your review. The fire damper certificate is included for approval; the plant room layout is background only.

Please return your marked-up comments with your response.

Workspace: Deep Space Horizon

Project: Leeding Project

Submittal: Mechanical services details — Level 2 plant room

Response required by: 2 Oct 2026

Submittal ID: SUB-LeedingProjects-0010

Issued By: DSTest Admin

Documents: 4

Document No.	Title	Rev
AUR-ME-00-005	MECHANICAL SERVICES - DETAILS SHEET 4	C2
AUR-ME-00-004	MECHANICAL SERVICES - DETAILS SHEET 3	C2
AUR-ME-00-002	MECHANICAL SERVICES - DETAILS SHEET 1	C2
CERT-LeedingProjects-0002	Fire damper compliance certificate - FD-120	A

Review Submittal

If the button doesn't work, please log in to your workspace **Deep Space Horizon** and navigate to the relevant section for the project **Leeding Project**.

This is an automated notification. No reply is required.

Figure 16. The email as received. (The standard confidentiality footer is trimmed here for space.)

6.2 Opening the link

> **BEHAVIOUR**
>
> **Review Submittal** opens the pack with no login, no account and no invitation to accept. The link is specific to one recipient on one pack: it cannot be used to reach another pack, another recipient's view, or any document that is not in this pack.

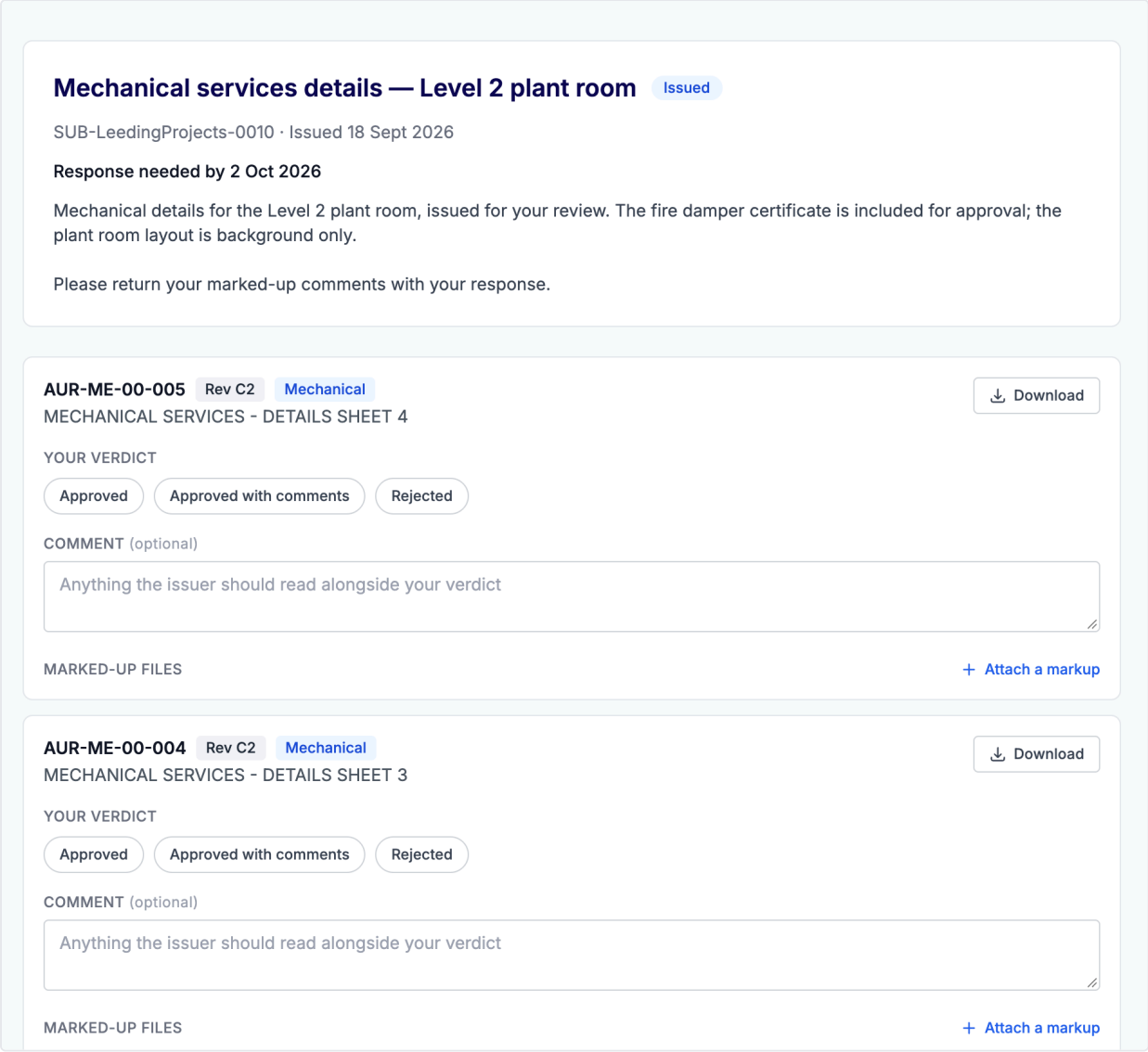


Figure 17. What the reviewer sees. The cover message and the deadline sit at the top; every document is downloadable and carries its own verdict control.

6.3 Verdicts, comments and marked-up files

For each document the reviewer picks one of three verdicts, optionally writes a comment, and optionally attaches marked-up files.

Verdict	Means
Approved	Proceed.
Approved with comments	Proceed, subject to what the comment says.
Rejected	Do not proceed. Expect a resubmission.

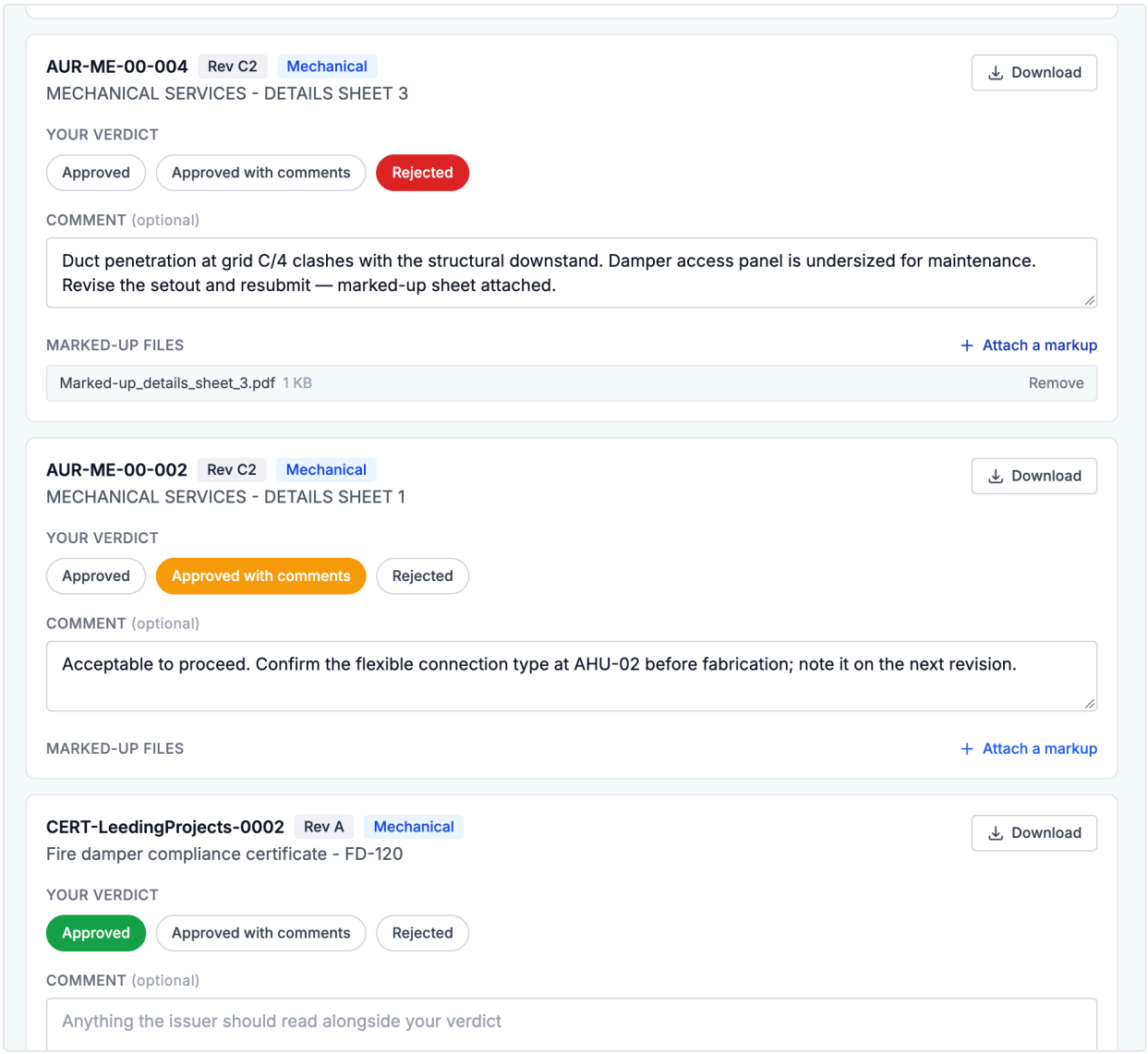


Figure 18. A rejection with a comment and a marked-up sheet attached, and an approval with comments below it.

Save progress keeps a part-finished review without submitting it, so a long pack can be worked through over several sittings. The pack is submitted as a whole, never document by document.

6.4 Sign and submit

Submission requires a name and a position. That pair is the reviewer's own statement of who they are, and it is stored with the verdicts.

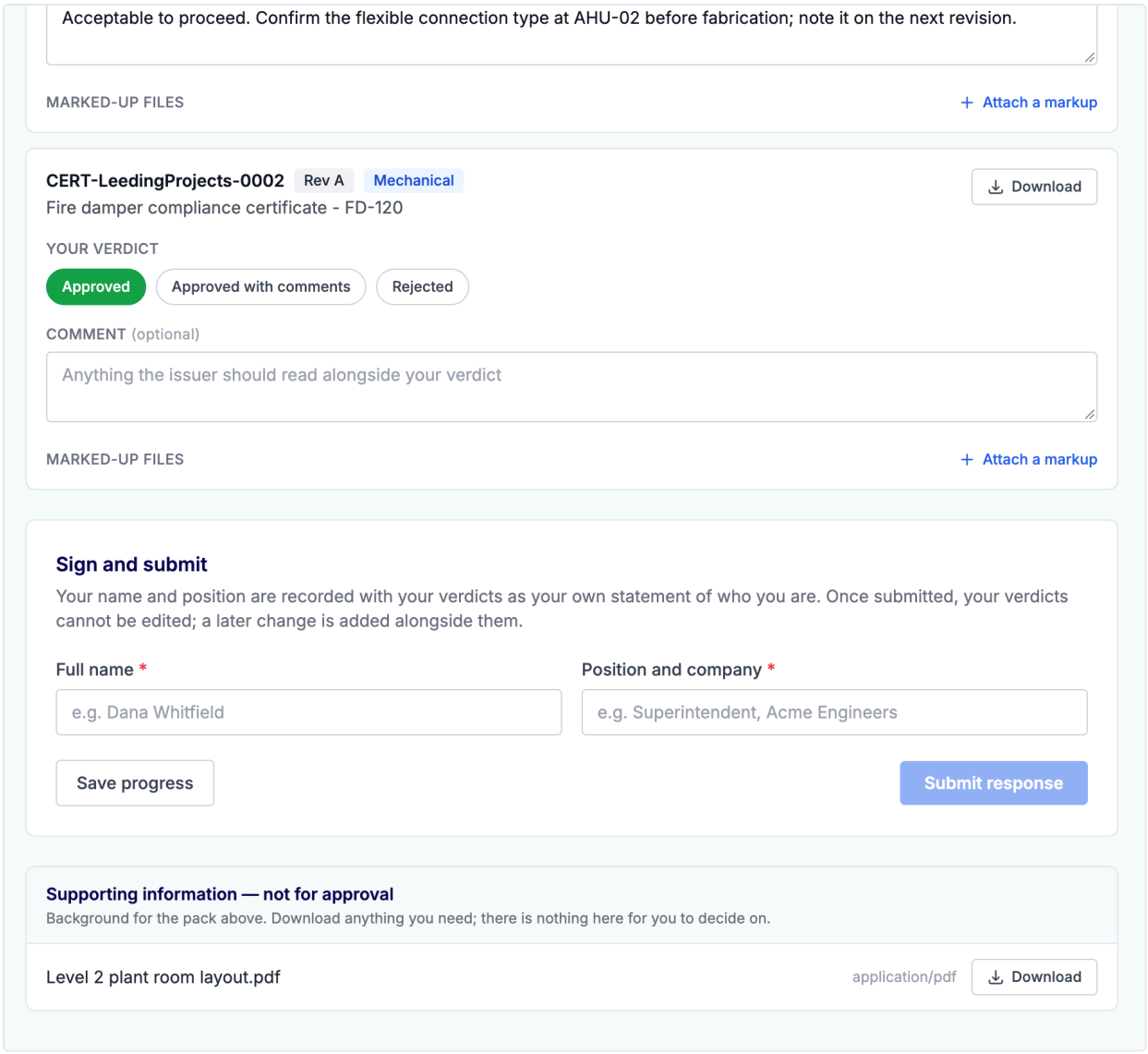


Figure 19. Sign and submit, with the supporting information below it — downloadable, and with nothing to decide.

BEHAVIOUR

- The pack cannot be submitted until **every** document has a verdict. Until then the button says how many are outstanding.
- With every verdict in, the button stays disabled until a name and position are typed. Whitespace does not count.
- On submission Deep Space records the verdicts, the typed name and position, the email address the link was actually sent to, the time it was submitted, the time it was first opened, and a snapshot of the exact files the reviewer had on screen.

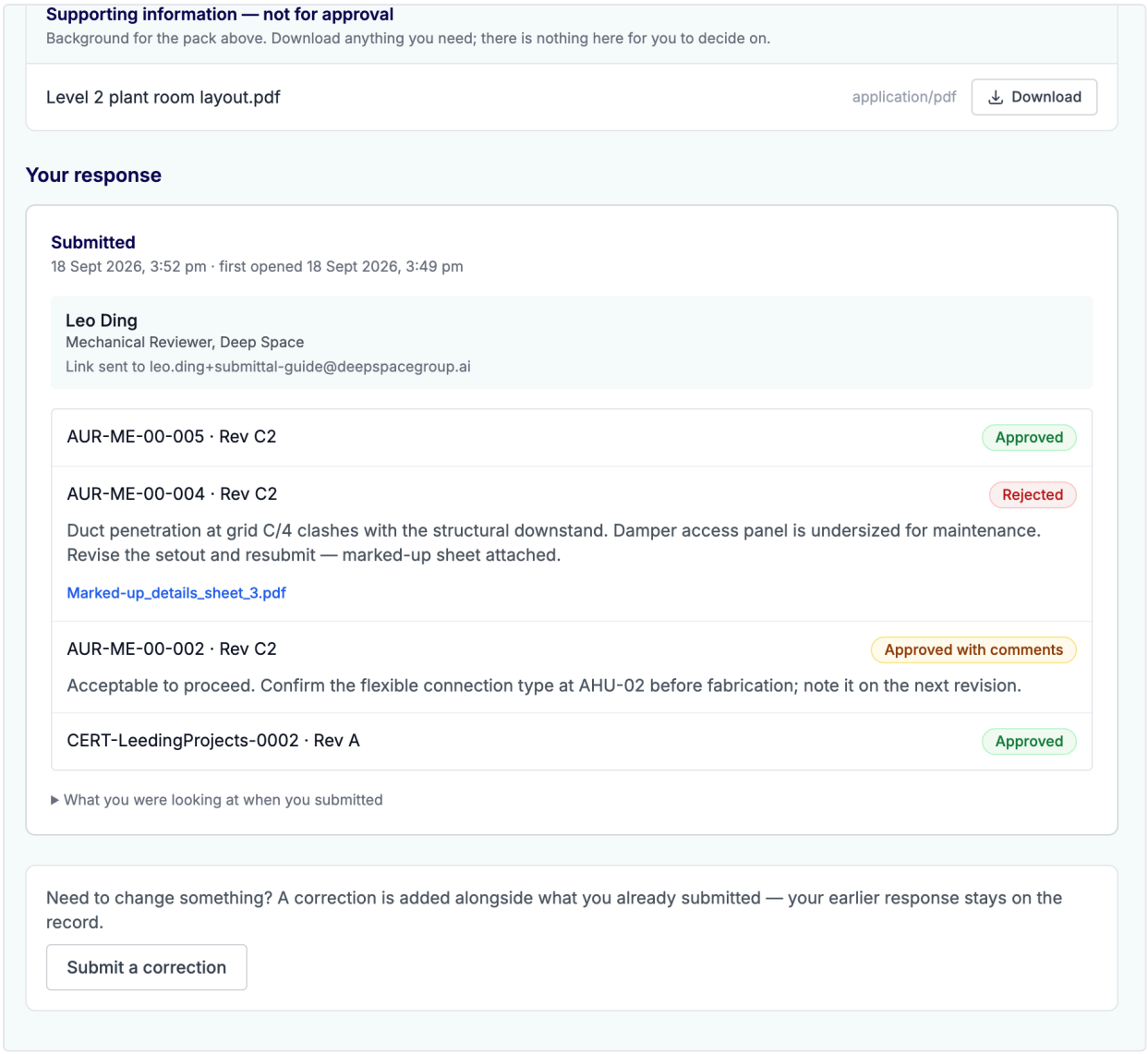


Figure 20. After submission the reviewer sees their own response back, including the attestation and the file snapshot.

6.5 Corrections

> **BEHAVIOUR**
>
> A submitted response cannot be edited. Submit a correction adds a new response alongside the old one; the earlier response stays on the record and remains readable in full. Deep Space treats the newest correction as the answer, and close-out writes that one.

7. Reading the response and closing out

7.1 What you get back

When the reviewer submits, the pack moves to **Responded** and **Action with** flips to you. The response appears on the pack in full.

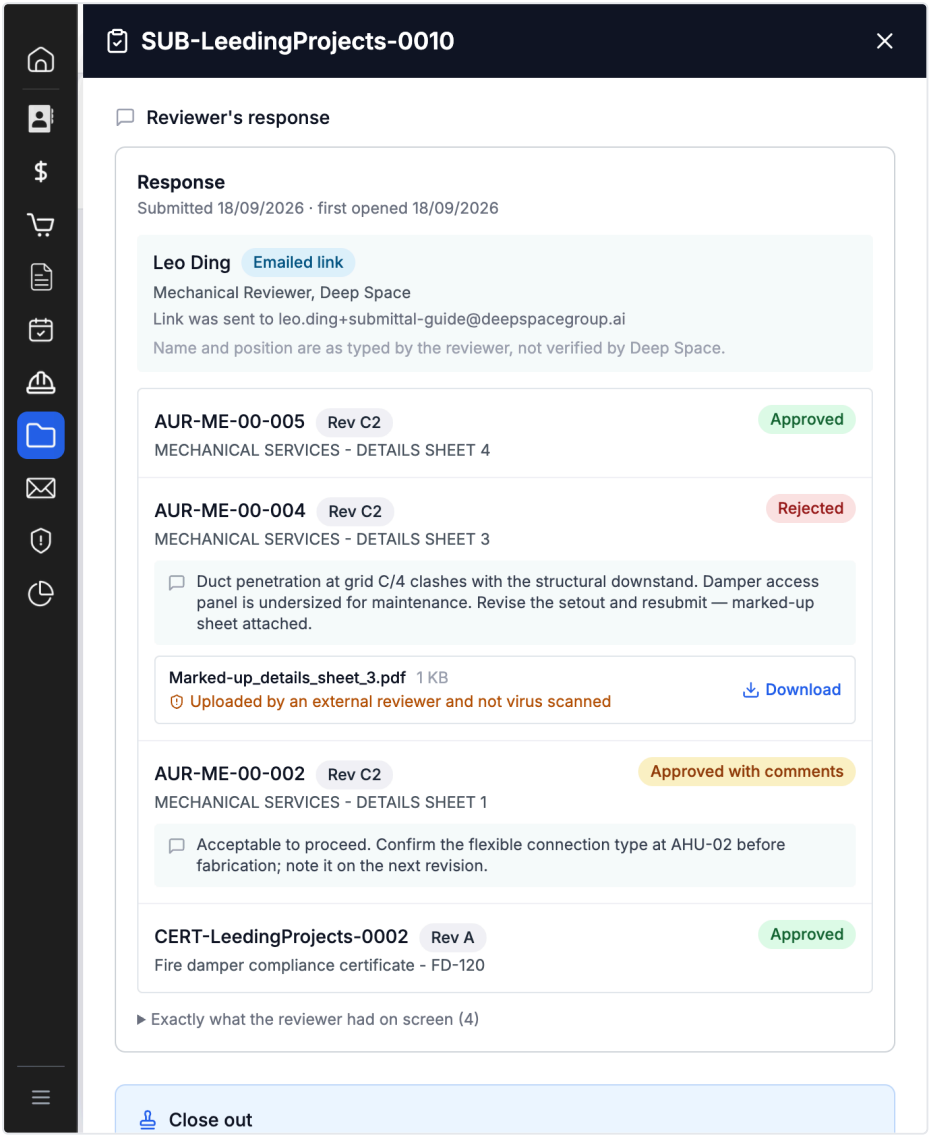


Figure 21. The response on the issuer's side. Two labels are worth reading: the attestation is marked *as typed by the reviewer, not verified by Deep Space*, and any file the reviewer uploaded is marked *not virus scanned*.

> **ABOUT UPLOADED FILES**
>
> Marked-up files come from outside your workspace. Deep Space restricts what can be uploaded by file type, checks the file's own signature where the format has a reliable one, caps the size, and always serves the file as a download rather than opening it in the browser. It does not virus scan, and it says so on the file rather than letting you assume otherwise.

7.2 Close out

Receiving a response changes nothing on the register. Writing it there is a separate, deliberate action — and before you take it, Deep Space shows you exactly what it is about to write.

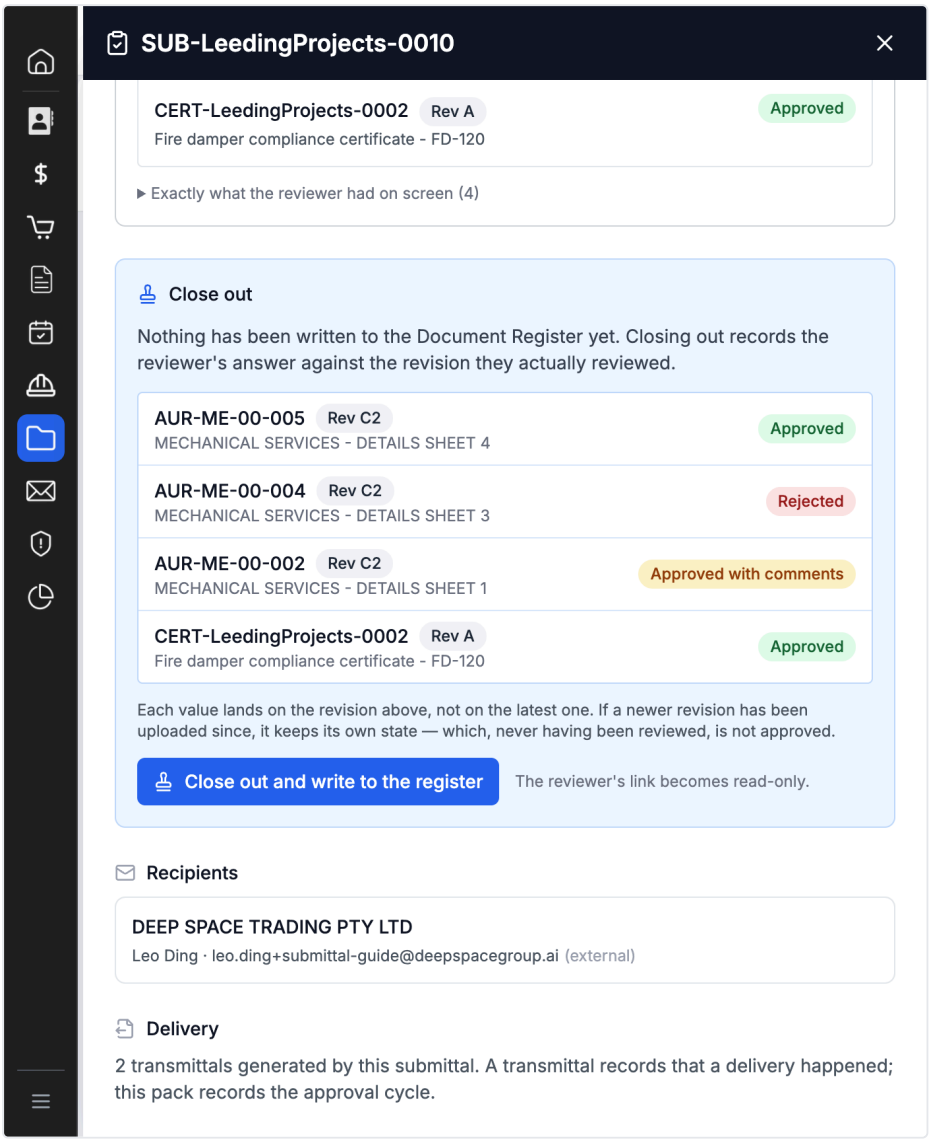


Figure 22. Close-out states its own effect first: each document, the revision the value will land on, and the value.

BEHAVIOUR

- Close-out writes one approval value per document in the pack, onto **the revision that was reviewed**.
- It writes nothing else. Document number, title, discipline, status, set and every other register field are left exactly as they were.
- It touches no other revision of the same document, and no document outside the pack.
- Closing out a pack twice is refused. Closing out a pack that has no response is refused.
- The approval value cannot be typed in by hand anywhere in Deep Space. Issuing and closing out a submittal are the only things that set it.

7.3 After close-out

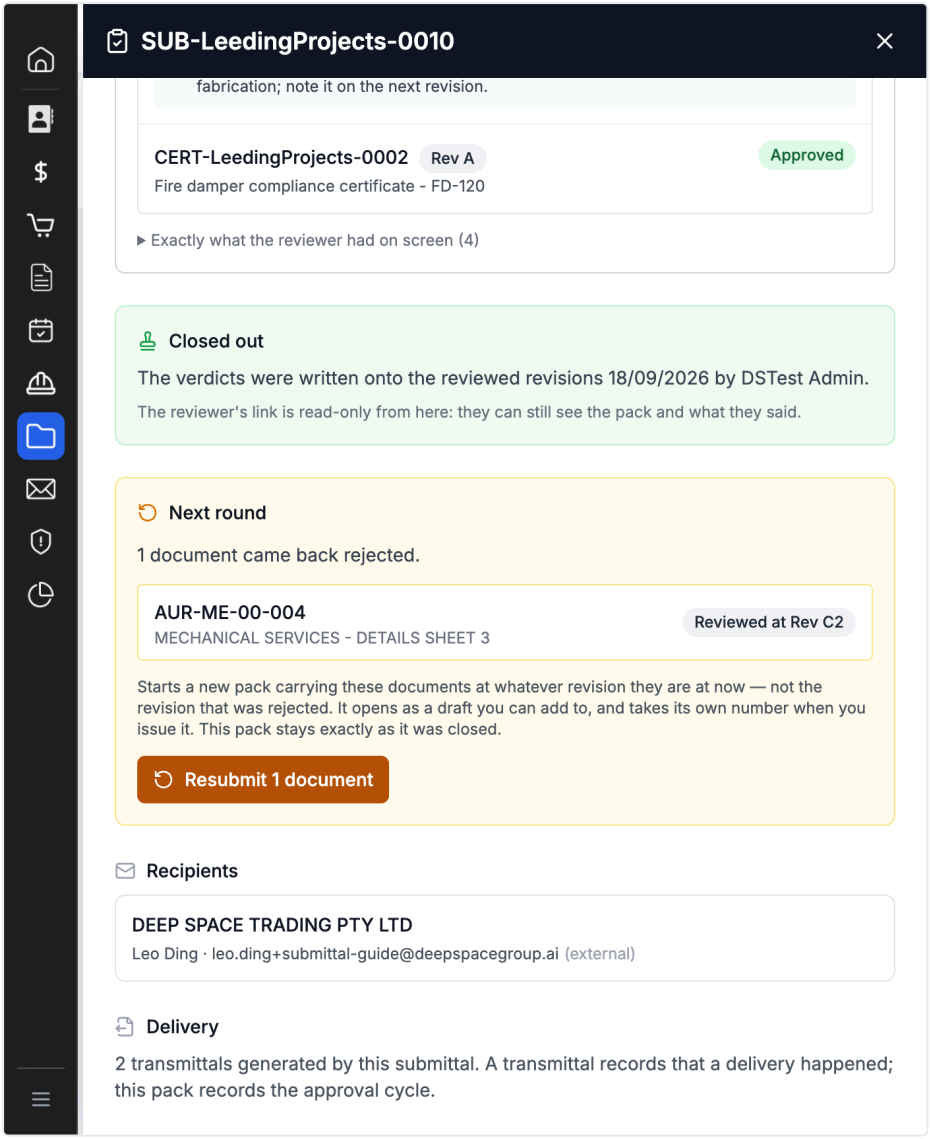


Figure 23. The pack confirms what was written and by whom, and — because something came back rejected — offers the next round.

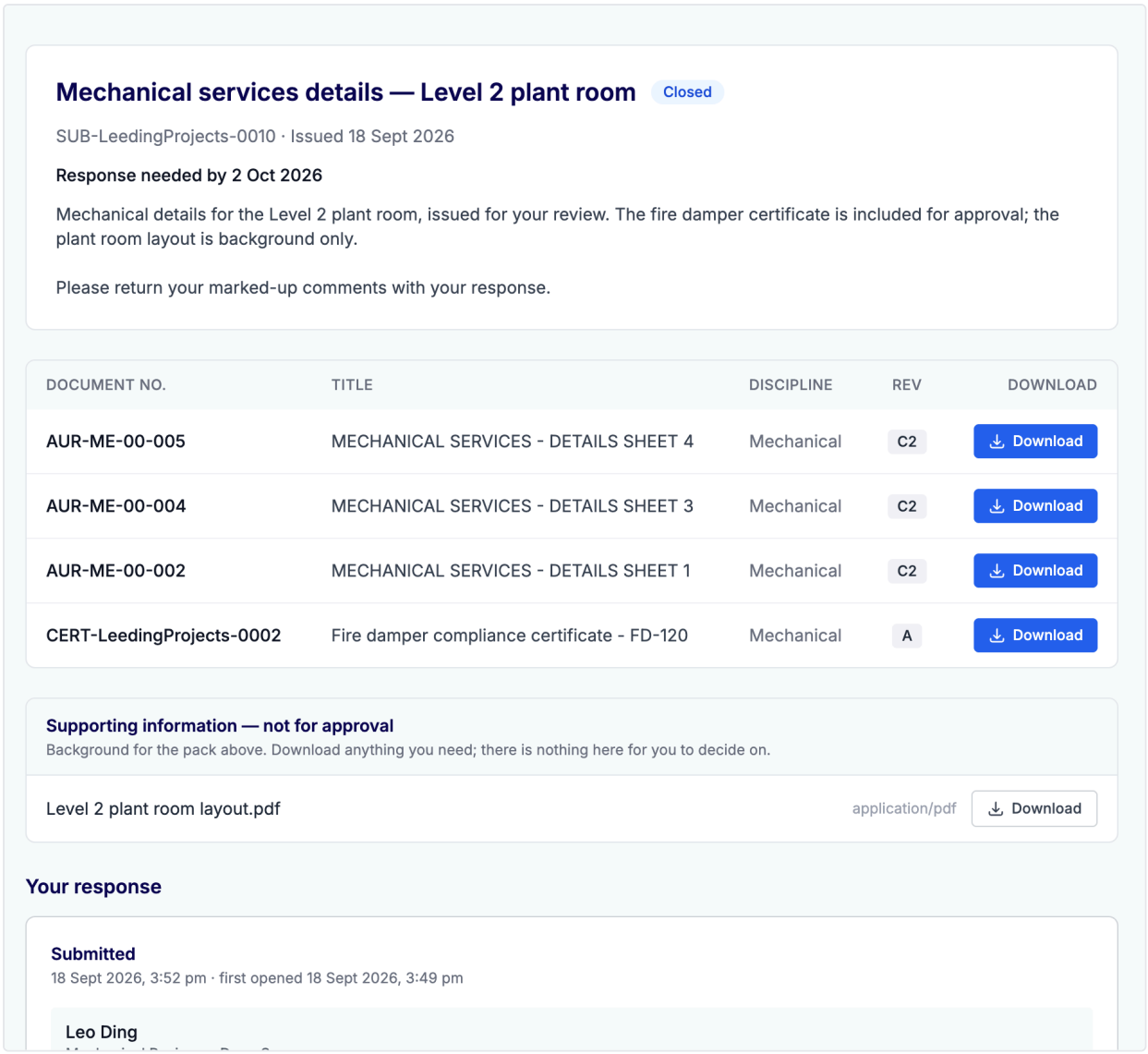


Figure 24. The reviewer's link after close-out: the pack reads **Closed**, everything is still downloadable, and the controls for changing the response are gone.

> **BEHAVIOUR**
>
> Close-out makes the reviewer's link read-only. They keep their access — they can still open the pack, download the documents and read back what they said — but they can no longer submit anything against it.

8. The register after a submittal

8.1 The Approval column

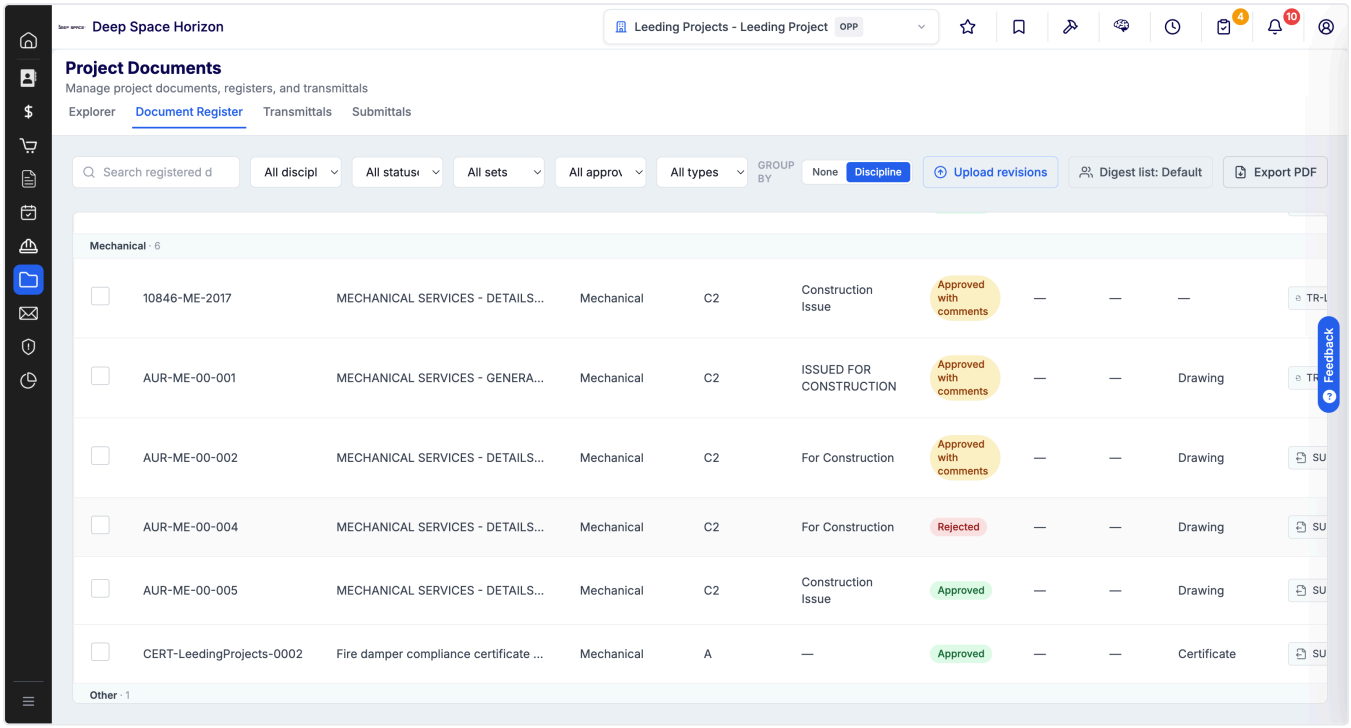


Figure 25. The same four documents after close-out, each carrying the verdict it was given.

Value	Means
Not approved	This revision has never been through an approval cycle. The default, and what a newly uploaded revision reads.
Issued for approval	It is out in a pack right now, and no answer has been written yet.
Approved	A reviewer approved it, and the pack was closed out.
Approved with comments	Approved subject to comments. The comments are on the pack.
Rejected	A reviewer rejected it, and the pack was closed out.

The `All approvals` filter above the register selects on this column, so “what have we not had approved yet” is one click.

8.2 Approval belongs to a revision

> **BEHAVIOUR**
>
> An approval is recorded against the revision that was reviewed, not against the document. Upload a new revision and the register row shows that new revision's own state — which, never having been reviewed, is **Not approved**. The earlier revision keeps its approval, and the record of what was approved and when remains intact.

This is the behaviour that makes the column trustworthy on site. A row reading *Approved* means the drawing currently in the register is the one that was approved — not that some earlier version of it once was.

8.3 The Transmittals and Submittals columns

The **Submittals** column lists every pack the document has been in, including drafts (shown as *Not yet issued*). The **Transmittals** column lists every delivery.

> **BEHAVIOUR**
>
> Deliveries raised by the same pack are folded into one entry with a count — `SUB-LeedingProjects-0010 ×2` — because one review that was chased once is one review, not two. Nothing is hidden: opening the entry lists every send individually. Transmittals composed directly are never folded together, however many of them carry the same document.

9. The rest of the lifecycle

9.1 Void

Void withdraws a pack that should not have gone out: wrong consultant, wrong revision, superseded before anyone looked at it. It is available on an issued pack **until a response arrives**, and it requires a reason.

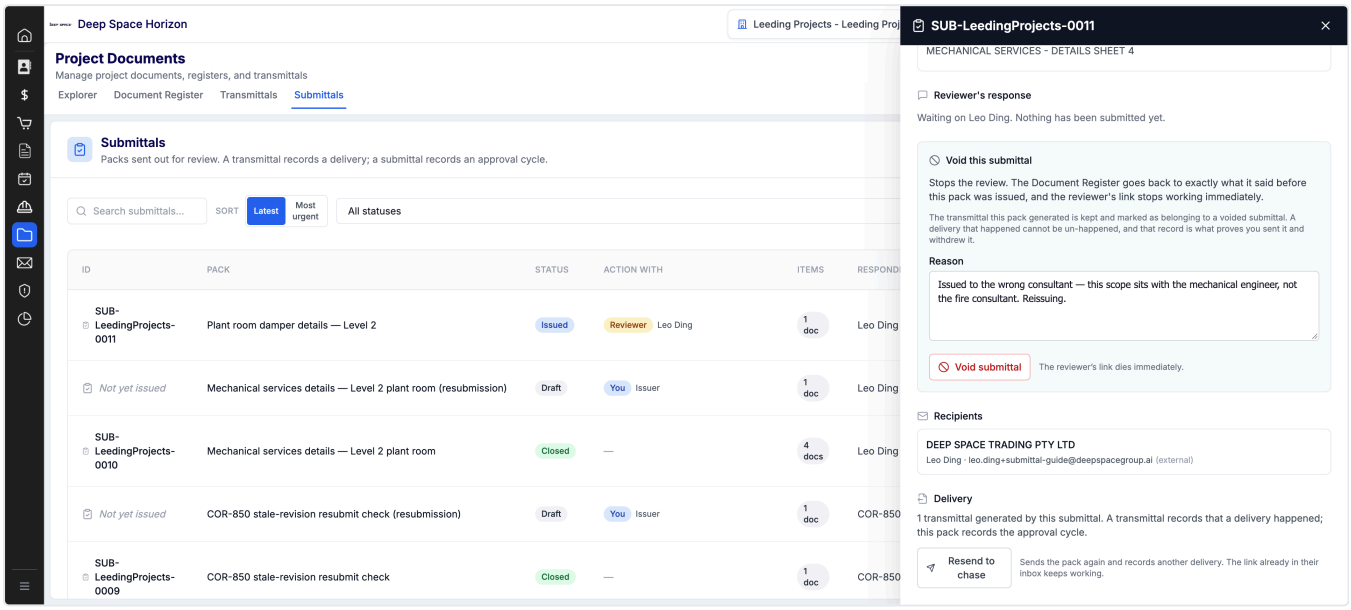


Figure 26. Void states its consequences before asking for a reason, and the reason is mandatory.

BEHAVIOUR

- Voiding puts the Document Register back to **exactly** what it said before the pack was issued — including restoring an approval the documents already carried, not merely clearing the column.
- The reviewer's link stops working immediately.
- The transmittal the pack generated is **kept**, and marked as belonging to a voided submittal. A delivery that happened cannot be un-happened, and that record is what proves you sent it and withdrew it.
- A voided pack cannot be re-issued. Build a new one.
- Once a response has arrived, void is no longer offered. There is a verdict on the record, and the way out is close-out.

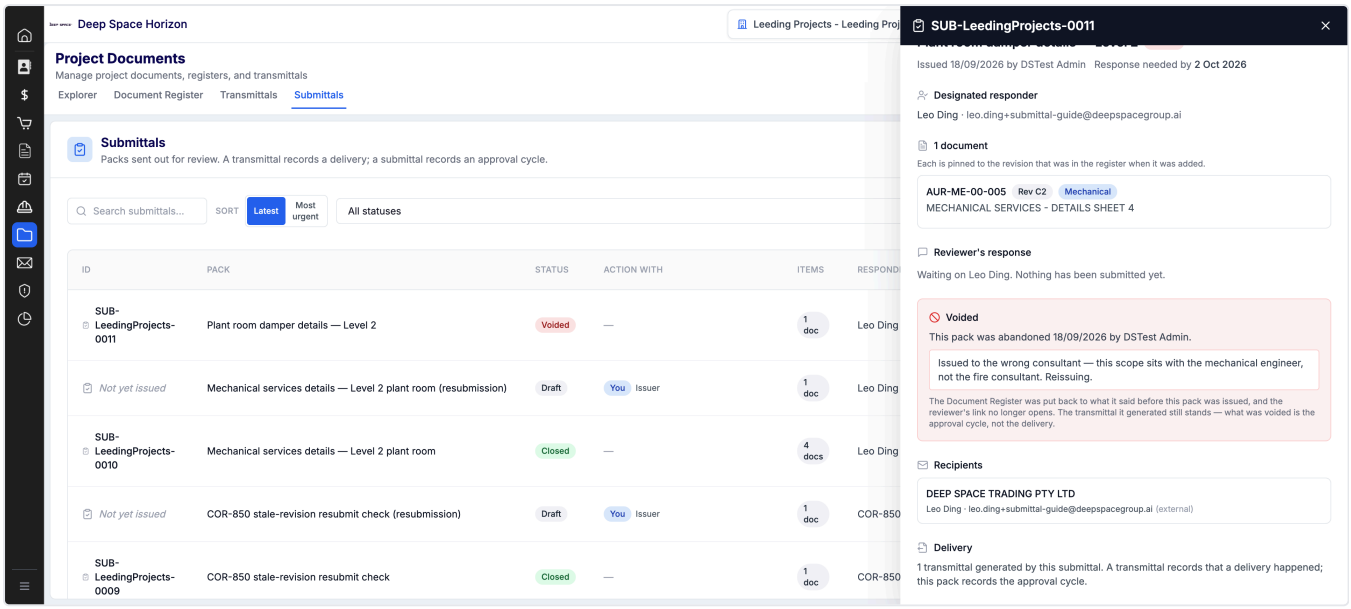


Figure 27. The voided pack keeps the reason, who voided it and when, and says plainly what was and was not undone.

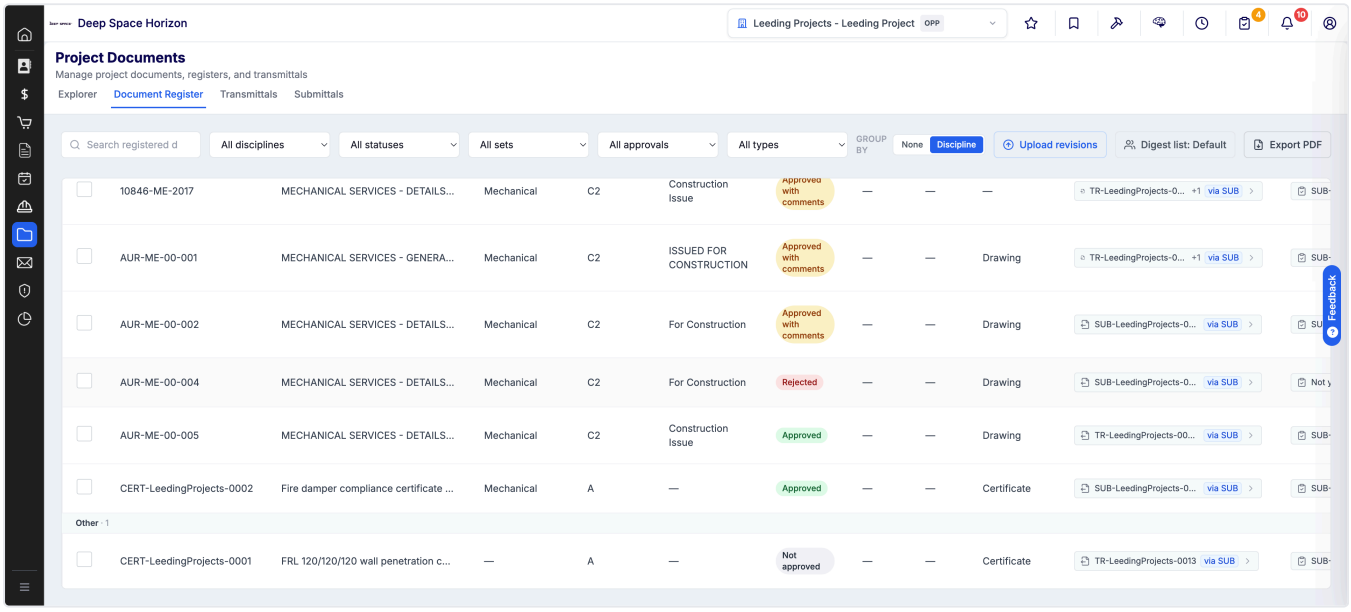


Figure 28. The register after the void. The drawing that read *Issued for approval* in Figure 9 is back to **Approved** — the verdict it carried before the pack went out, not a blank.

9.2 The next round

When a closed-out pack contains rejections, the pack offers to start the next round. One click creates a new draft carrying the rejected documents, with the recipients and responder already filled in.

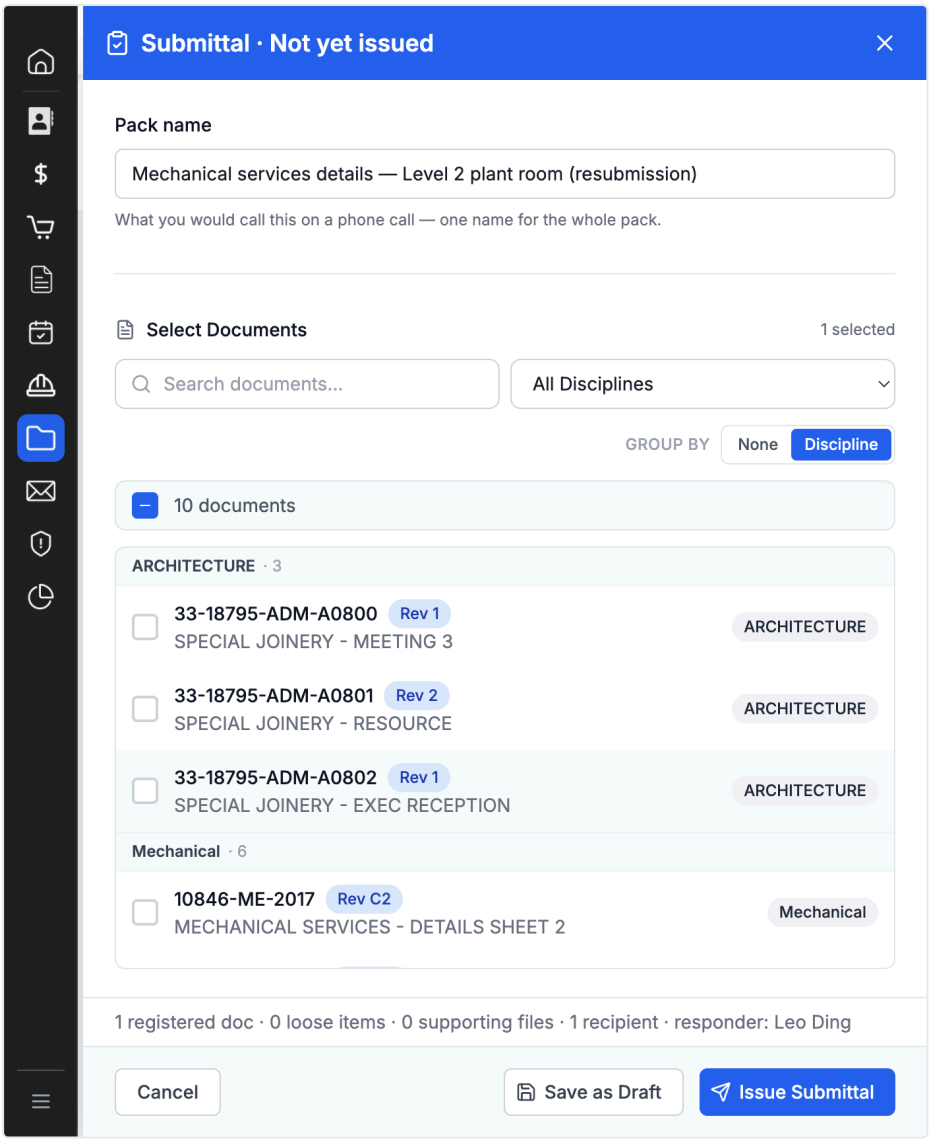


Figure 29. The resubmission opens as an ordinary draft — add to it, change it, or issue it as it stands.

BEHAVIOUR

- A resubmission is a **new pack** with its own number, linked back to the one it came from. The original pack is not reopened and does not change.
- It carries each document at **whatever revision it is at now** — not the revision that was rejected. The reason to resubmit is that the drawing has been fixed. A document nobody has re-uploaded comes through unchanged, which is the right answer for re-sending with a covering note.
- It is pre-filled with the rejected documents only. It is a draft, so anything else can be added before issuing.
- It does not inherit the response date. Set a new one.
- The original pack shows that a resubmission exists, and names it once it is issued.

9.3 Drafts

A draft is a pack that has not gone anywhere. It has no number, has sent nothing, has registered nothing and has written nothing. It appears in the list as *Not yet issued* with **Action with: You**, and it can be edited

freely or deleted.

10. Expected behaviours & FAQ

Can I add a document to a pack after issuing it?

No. Issue a second pack, or void and reissue if nothing has been reviewed yet.

The reviewer says they never got the email. What do I do?

Use `Resend to chase`. It emails everyone again with a fresh link, and the record shows the pack was sent twice.

Can two people respond to one pack?

No. One designated responder holds the verdict controls. Everyone else on the pack can read and download. If two organisations genuinely need to answer, issue a pack to each.

The reviewer approved something they should not have. Can I change the verdict?

Not directly — the verdict is their statement, not yours. The reviewer can submit a correction, which is recorded alongside the original. If the pack has already been closed out, issue a new pack for the same document; the new cycle writes the new answer onto the revision it reviewed.

Somebody uploaded a new revision while a pack was out. What happens?

Nothing automatic. The pack keeps reviewing the revision it was issued with, and the verdict lands on that revision at close-out. The new revision carries its own state, which is *Not approved* until it is reviewed in its own right.

Can anyone set the Approval column by hand?

No. It is not an editable field anywhere in Deep Space — not in the metadata editor, not in a bulk update, not when a document is moved or copied. Issuing and closing out a submittal are the only things that write it.

Why does a document in my pack show a transmittal I did not create?

Issuing a submittal raises one, because the pack really was delivered. It is labelled `via SUB-…`, and it cannot be edited or deleted on its own.

Does voiding a pack delete the evidence?

No. The pack stays in the list marked **Voided**, with its reason and who voided it. The transmittal it raised is kept. What is undone is the approval cycle — not the delivery.

Will Deep Space chase the reviewer for me when the date passes?

No. The date drives the **Outstanding** column and the **Most urgent** sort so you can see what is late. Sending the chase is your decision.

A. Appendix A — Status reference

Status	Reviewer's link	Register shows	Available actions
Draft	Not created	Listed as *Not yet issued*; approval unchanged	Edit, delete, issue
Issued	Open; can respond	*Issued for approval*	Resend, void
Responded	Open; can correct	*Issued for approval*	Resend, close out
Closed	Open; read-only	The verdict, per revision	Resubmit (if anything was rejected)
Voided	Dead	Exactly what it said before issue	None

B. Appendix B — Limits and rules

Numbering

- Submittals: `SUB-{ProjectCode}-{NNNN}`, allocated at issue, consecutive per project.
- Files registered from a pack: `{TypePrefix}-{ProjectCode}-{NNNN}`, allocated at issue, consecutive per project per document type.
- Without a usable project code both fall back to the short form, e.g. `SUB-0001`.

Document type prefixes

A workspace can define its own document types for files registered from a pack. A prefix is one to six characters, starting with a letter. These prefixes are reserved and will be refused, because they are already in use elsewhere in Deep Space:

`RFI` `SI` `NOD` `NTS` `CI` `CAN` `EOT` `SUBMITTAL` `TR` `VO` `SVO` `SUB`

Files a reviewer can upload

- **Accepted:** `.pdf` `.png` `.jpg` `.jpeg` `.tif` `.tiff` `.dwg` `.dwf` `.dxf` `.docx` `.xlsx`
- **Not accepted:** everything else, including archives such as `.zip`. An unscanned container of unknown files is the opposite of the safeguard.
- **Size:** 25 MB per file.
- **Count:** 20 uploaded files per pack.
- The file extension decides what is allowed, and where the format has a reliable signature the file's own bytes are checked against it. Renaming an executable to `.pdf` does not get it in.

Dates

- The response date is required and cannot be in the past.
- It is pre-filled two weeks ahead.
- **Outstanding** counts calendar days, and is shown only while a pack is awaiting a response.

C. Appendix C — Glossary

Term	Meaning
Pack	A submittal. The set of documents sent out together for one approval cycle.
Designated responder	The single recipient who holds the verdict controls and submits the response.
Verdict	The reviewer's answer on one document: Approved, Approved with comments, or Rejected.
Attestation	The name and position the reviewer types when submitting. Their own statement of who they are, stored with the verdicts.
Close out	The action that writes the verdicts onto the register, against the revisions that were reviewed.
Loose item	A file attached to a pack that was not in the Document Register, and is registered when the pack is issued.
Supporting information	A file sent with a pack as background. Never registered, never given a verdict, download only.
Void	Withdrawing an issued pack before any response arrives, restoring the register to its previous state.
Resubmission	A new pack started from the rejected documents of a closed pack, linked back to it.
Shadow transmittal	The delivery record a submittal raises when it is issued. Tagged *via SUB-…* and not editable on its own.

Deep Space — Submittals user guide, version 1.0, 18 September 2026. Screenshots were taken from a live Deep Space workspace and show real data created for this guide.