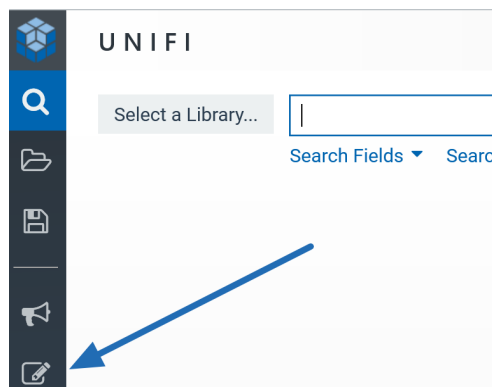


Submitting a Content Request

Last Modified on 03/31/2021 6:11 pm EDT

If there is a particular piece of content that you need that is not in any of your libraries, you can submit a Content Request. Start by selecting the icon with a pencil and paper on the left side of the screen.



Complete the form by including project information, due date, priority, company, and libraries.

Project Number	Project Name	Due Date	Priority
<input type="text" value="Optional - for internal use"/>	<input type="text" value="Optional - for internal use"/>	<input type="text" value="4/2/2021 9:06 AM"/>	<input type="text"/>

Select company:	<input type="text" value="UNIFI - Demo AEC"/>		Select libraries:	<input type="text" value="Select a Library..."/>
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You can also specify the file type, name, and provide instructions. When selecting Autodesk Revit as your requested File Type, UNIFI will request the Minimum Revit Year. Additionally, you can request numerous other types of files, such as AutoCAD, Maya, Rhino, and more.

Content Type		Instructions
File Type <div></div>	File Name <div>File name</div>	Please provide a complete description of the content to be created: - Include Family Type data if applicable - Include any special parameters needed - Include any special functionality you expect
Measurement Units <div>ImperialMetric</div>		
Standards <div>NormalSpecial</div>		
		Instructions for content <div></div>

You can then drag and drop any supporting documentation such as cut sheets, CAD files, or even sketches & images. The supporting documentation files may be in any format such as image files, DWG, PDF, and more. Multiple supporting documentation files can be attached to a single content request.

Drag and drop your design documents

Attach sketches, drawings, or manufacturer catalog cutsheets including dimensions and specification data.
[or, choose files on your computer.](#)

You can also specify which groups will receive email notifications when the status changes or new comments are added. When you are done, select **Create Content Request**.

Notifications

Library administrators for selected libraries will always receive email notifications. Select any additional user groups that you would like to receive email notifications when the status changes or new comments are added.

No groups selected

Create Content Request

A discussion forum is visible to show you all discussions tied to this request. You can always refer back to this request and any supporting documentation and discussion.

Discussion

Demo Admin

UNIFI - Demo AEC

12/1/2020 9:18 AM

Do you have a specific manufacturer and model you would like?

Ferris Bueller

UNIFI - Demo AEC

12/1/2020 9:19 AM

Yes please see the attached document.

Add a comment

Type your comment here...

Add Comment

Once the request is fulfilled, it's automatically added to the library specified.
