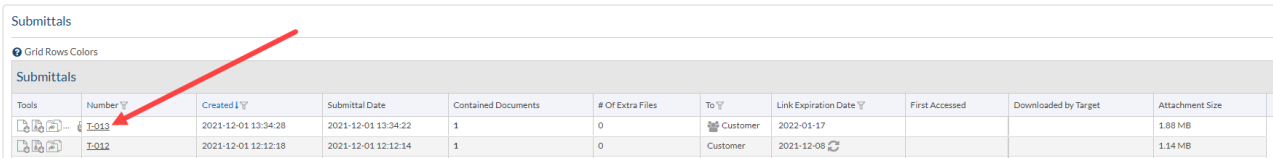


Re-Send and Forward Transmittals

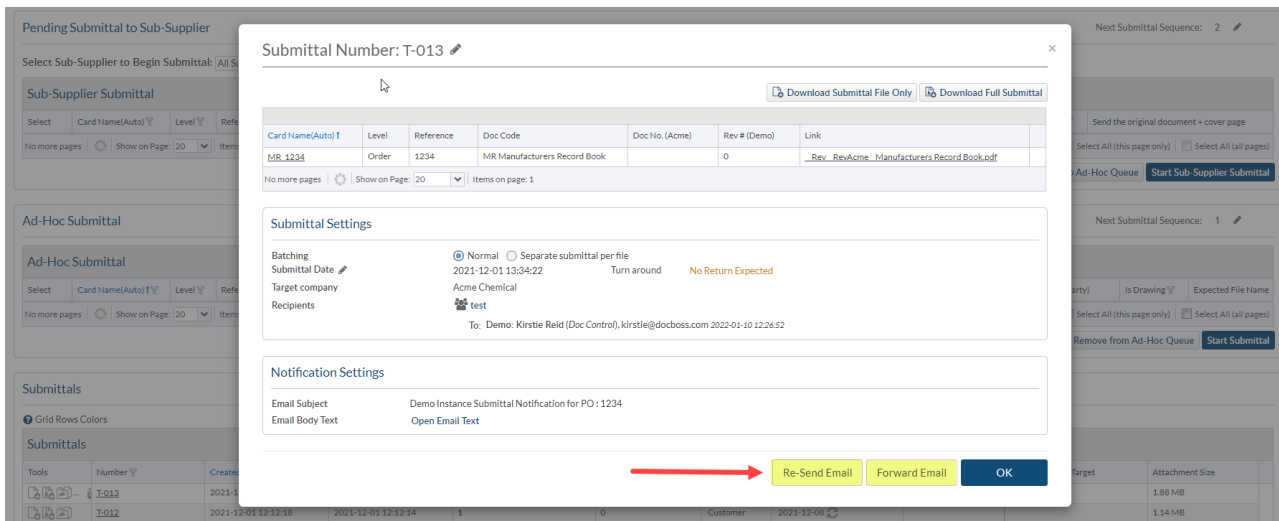
09/16/2024 1:58 pm MDT

To Re-Send or forward a transmittal, navigate to Outgoing Submittals and click on the underlined submittal number, as shown below.



Tools	Number	Created	Submittal Date	Contained Documents	# Of Extra Files	To	Link Expiration Date	First Accessed	Downloaded by Target	Attachment Size
	<u>T-013</u>	2021-12-01 13:34:28	2021-12-01 13:34:22	1	0	Customer	2022-01-17			1.88 MB
	T-012	2021-12-01 12:12:18	2021-12-01 12:12:14	1	0	Customer	2021-12-08			1.14 MB

Here you will see the options to Re-Send or Forward.



Submittal Number: T-013

Download Submittal File Only | Download Full Submittal

Card Name(Auto)	Level	Reference	Doc Code	Doc No. (Acme)	Rev # (Demo)	Link
MR_1234	Order	1234	MR Manufacturers Record Book		0	_Rev_RevAcme_Manufacturers Record Book.pdf

Submittal Settings

Batching: Normal Separate submittal per file

Submittal Date: 2021-12-01 13:34:22 Turn around No Return Expected

Target company: Acme Chemical

Recipients: test

To: Demo: Kirstie Reid (Doc Control), kirstie@docboss.com 2022-01-10 12:26:52

Notification Settings

Email Subject: Demo Instance Submittal Notification for PO: 1234

Email Body Text: Open Email Text

Re-Send Email Forward Email OK

If you choose to Re-Send the email, it will be sent to all original recipients.

If you choose to Forward Email, you can choose who you would like to forward the email/submittal to.

Contacts

Demo: Kirstie Reid (Doc Control) TO CC BCC
Demo: Kirstie Reid (Project Engineer) TO CC BCC
Demo: Kirstie Reid (Project Manager) TO CC BCC

- Select Recipient - + Please type role name he TO CC BCC

To: No Contacts are selected

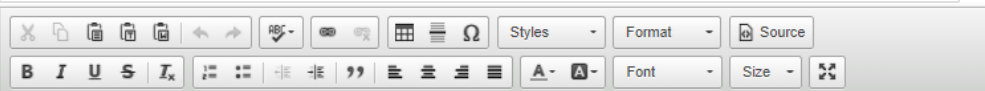
Cc: No Contacts are selected

Bcc: No Contacts are selected

Details

Email Subject: FW: Demo Instance Submittal Notification for PO : 1234

Email Body Text




Original message
From: do-not-reply@docboss.com
To: kirstie@docboss.com
Date: 2021-12-01 13:34:22
Subject: Demo Instance Submittal Notification for PO : 1234

This is a notification email only. Please do NOT reply to this email. **If your download doesn't start immediately after clicking the below link, you may need to copy and paste the link directly into your browser.**
If you have any issues accessing this information, please notify Kirstie Reid. Contact details are listed below.

Include transmittal in email: PDF

Include files in email

Add Supporting (Uncontrolled) Documents to Email



DROP FILE(S) HERE

You will also notice the email subject line now has "FW:" added to it. You also have the option to include Supporting (Uncontrolled) Documents. Once you have made all your selections, click "Forward" to send the submittal.

To: No Contacts are selected

Cc: No Contacts are selected


Bcc: No Contacts are selected

Details

Email Subject

FW: Demo Instance Submittal Notification for PO : 1234

Email Body Text



Original message

From: do-not-reply@docboss.com
To: kirstie@docboss.com
Date: 2021-12-01 13:34:22
Subject: Demo Instance Submittal Notification for PO : 1234

This is a notification email only. Please do NOT reply to this email. If your download doesn't start immediately after clicking the below link, you may need to copy and paste the link directly into your browser.
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Include transmittal in email:

PDF

Include files in email

Add Supporting (Uncontrolled) Documents to Email

☁️ DROP FILE(S) HERE

Cancel Forward