





Re-Send and Forward Submittal

11/24/2025 4:34 pm MST

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

Submittals										
Grid Rows Colors										
Submittals										
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.

Pending Submittal to Sub-Supplier

Select Sub-Supplier to Begin Submittal: All Suppliers

Sub-Supplier Submittal

Select Card Name(Auto) Level Reference

No more pages Show on Page: 20 Items on page: 1

Ad-Hoc Submittal

Ad-Hoc Submittal

Select Card Name(Auto) Level Reference

No more pages Show on Page: 20 Items on page: 1

Submittals

Grid Rows Colors

Submittals

Tools Number Created

| | T-013 | 2021-12-01 13:34:28 |
| | T-012 | 2021-12-01 12:12:18 |

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_Acme_Manufacturers Record Book.pdf

No more pages Show on Page: 20 Items on page: 1

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 here 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.
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

Cancel

Forward