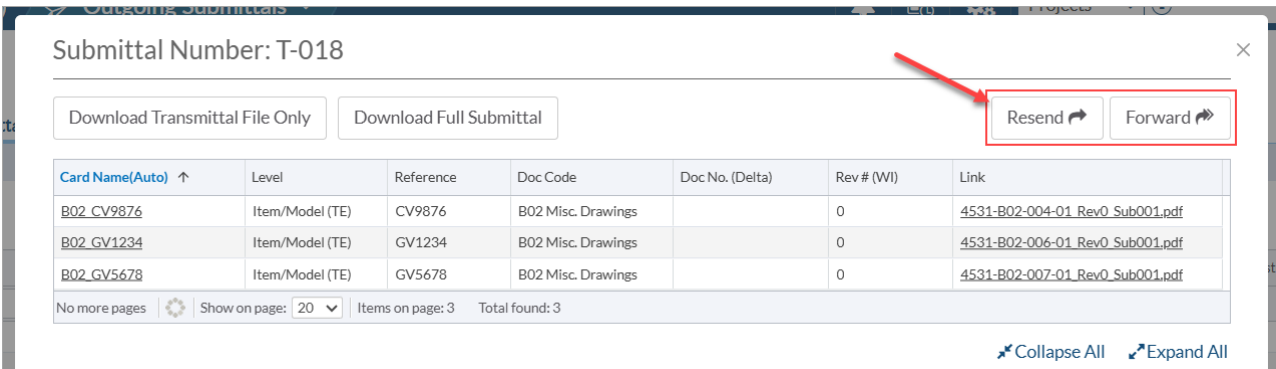


Re-Send and Forward Submittal

05/11/2026 12:12 pm MDT

To resend or forward an outgoing submittal, navigate to **Project Menu > Cards In/Out > Outgoing Submittals** and open the "Submittals Sent" tab. Under the "Number" column, click the submittal number.

In the top right, there are two buttons - one to **resend** the email, and the other to **forward** the email. If you choose to resend the email, it will be sent to all original recipients. If you choose to forward the email, you can choose who you would like to sent it to (using a different distribution list). The prefix "RE:" and "FW:" will be added to the email subject line, respectively.

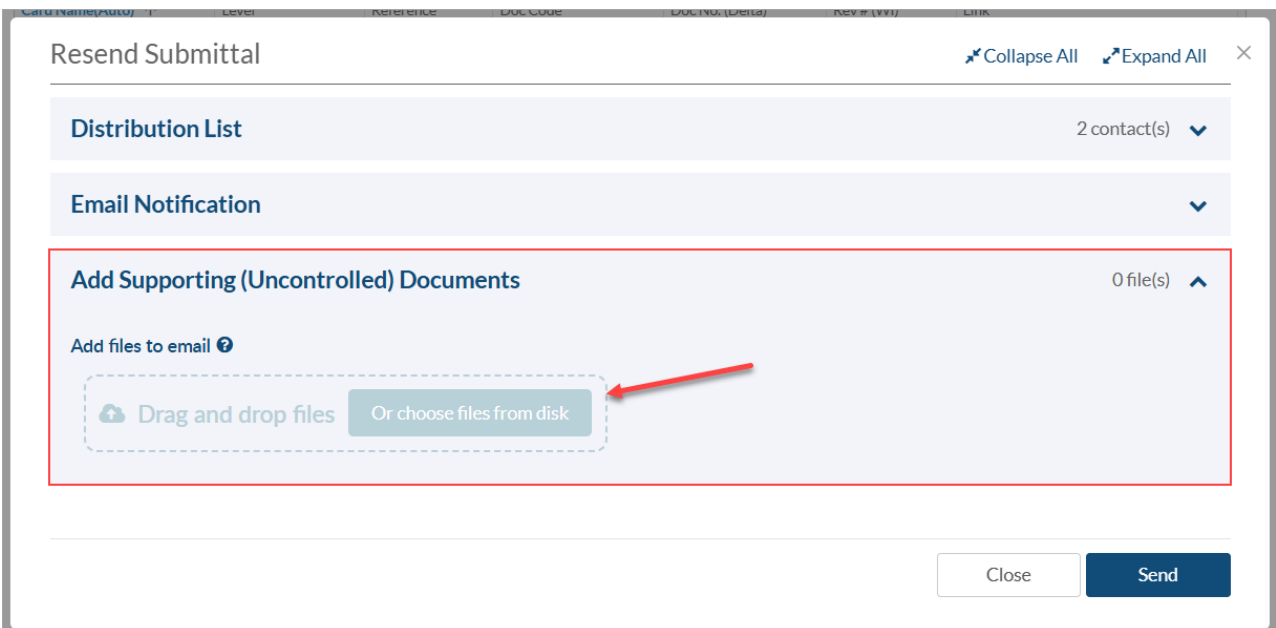


The screenshot shows the "Submittal Number: T-018" interface. At the top, there are two buttons: "Download Transmittal File Only" and "Download Full Submittal". To the right of these buttons are two buttons: "Resend" and "Forward", both with right-pointing arrows. A red arrow points to the "Resend" button. Below the buttons is a table with the following data:

Card Name(Auto) ↑	Level	Reference	Doc Code	Doc No. (Delta)	Rev # (WI)	Link
B02_CV9876	Item/Model (TE)	CV9876	B02 Misc. Drawings		0	4531-B02-004-01_Rev0_Sub001.pdf
B02_GV1234	Item/Model (TE)	GV1234	B02 Misc. Drawings		0	4531-B02-006-01_Rev0_Sub001.pdf
B02_GV5678	Item/Model (TE)	GV5678	B02 Misc. Drawings		0	4531-B02-007-01_Rev0_Sub001.pdf

At the bottom of the table, there is a pagination bar: "No more pages" (with a refresh icon), "Show on page: 20", "Items on page: 3", and "Total found: 3". At the bottom right, there are two buttons: "Collapse All" and "Expand All".

If required, supporting (uncontrolled) documents can be added to the resent/forwarded email before sending.



The screenshot shows the "Resend Submittal" dialog box. At the top right, there are two buttons: "Collapse All" and "Expand All". Below these buttons, there are three sections:

- Distribution List**: 2 contact(s) (with a dropdown arrow)
- Email Notification**: (with a dropdown arrow)
- Add Supporting (Uncontrolled) Documents**: 0 file(s) (with an up arrow)

Under the "Add Supporting (Uncontrolled) Documents" section, there is a sub-section "Add files to email" (with a help icon). Below this, there is a dashed box containing two options: "Drag and drop files" (with a cloud icon) and "Or choose files from disk" (with a folder icon). A red arrow points to the "Or choose files from disk" button. At the bottom right, there are two buttons: "Close" and "Send".