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.

Submittals		_								
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Submittals	Submittals									
Tools	Number 🗑	Created 1 🗑	Submittal Date	Contained Documents	# Of Extra Files	то∀	Link Expiration Date 🗑	First Accessed	Downloaded by Target	Attachment Size
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B. B. M	<u>T-012</u>	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.

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

Forward 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										
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Include transmittal in email:	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 files in email 🕜										
Add Supporting (Unco	ntrolled) 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
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Details												
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	B I U S II _x I II I II I											
Include transmittal in email:	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. PDF	•										
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