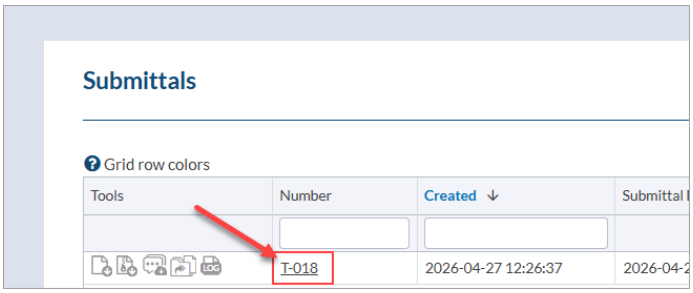
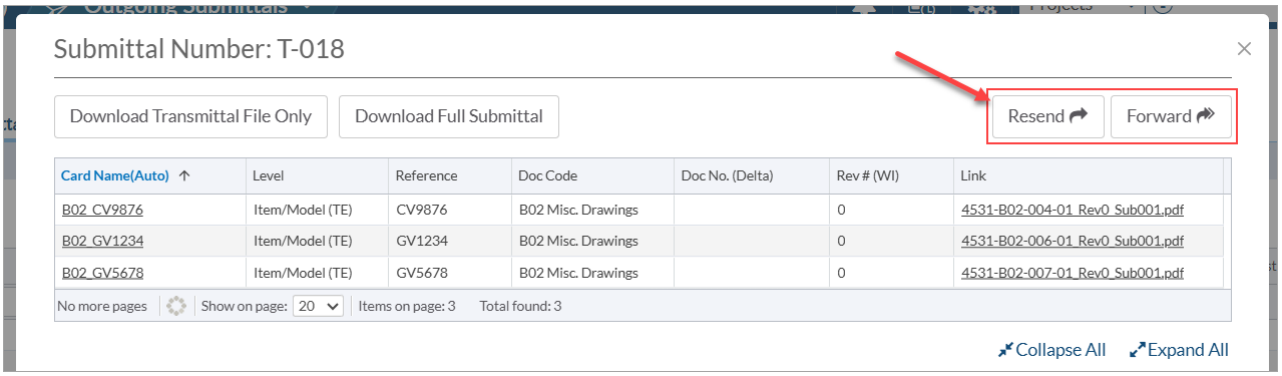
Re-Send and Forward Submittal

09/28/2026 9:01 am MDT

To resend or forward an outgoing submittal, navigate to **Project Menu > Cards In/Out > Outgoing Submittals** and expand the "Submittals" section. 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.



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

