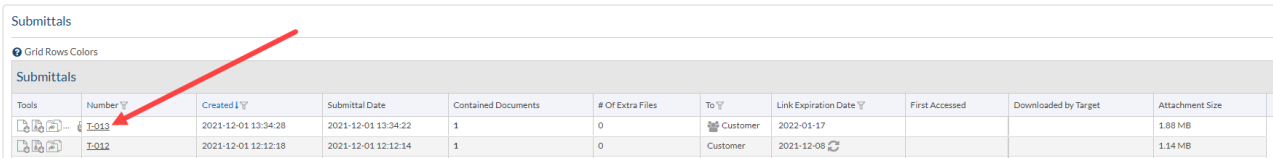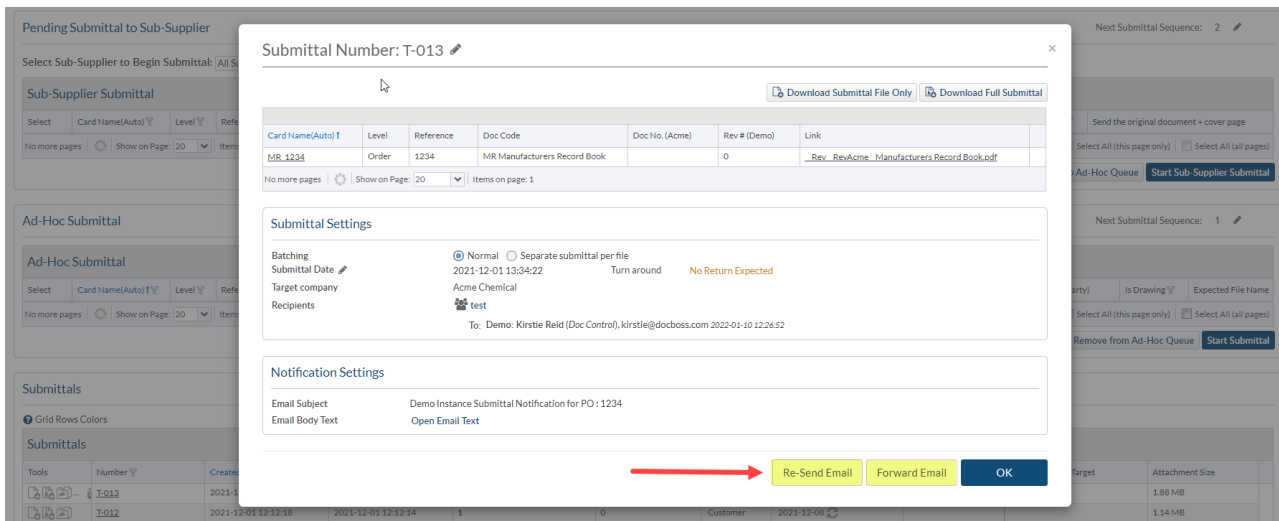# Re-Send and Forward Transmittals

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.

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

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]
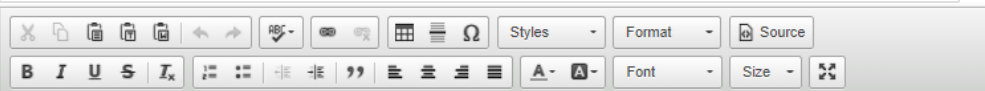
To: No Contacts are selected

Cc: No Contacts are selected

Bcc: No Contacts are selected

Details

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