




Void Submittal

09/16/2024 1:59 pm MDT

On the **Outgoing Submittals** screen, scroll to the bottom of the page to reach the **Submittals** grid.

If the void action is available for a submittal, a garbage can icon will appear under **Tools**. Click this icon to begin the void submittal process.

Submittals				
Tools	Number ▼	Created ↓ ▼	Submittal Date	Contained Documents
	T-050	2024-08-01 14:41:31	2024-08-01 12:41:26	1
	T-049	2024-02-08 18:16:48	2024-02-08 15:16:45	1 / 1
	T-048	2024-02-08 10:34:32	2024-02-08 07:34:29	2

From the popup, select the card(s) to be voided from the submittal (1), and click **Void** (2).


Submittal T-050

■ - Grey rows are ineligible for the void process (there has been subsequent activity on the card)
■ - There have been changes to some of your selected card status/stage/routings. If you proceed you will overwrite those values, and reset back to pre submittal values

To void ↑	Card Name(Auto)	Level	Reference	Doc Code	Doc No. (ACME)	Rev # (Alpha)
<input type="checkbox"/>	B02 1234	Order	1234	B02 Vendor Document Register		0

No more pages | Show on Page: 20 | Select All (this page only) | Select All (all pages)

The count in **Contained Documents** will display the original count of documents sent, and how many were voided. The submittal **Created** and **Submittal date** fields will be crossed out if ALL contained documents are voided.

Submittals				
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	T-050	2024-08-01 14:41:31	2024-08-01 12:41:26	1 / 1

After documents are voided from a submittal, they will return to the queue they were in before the submittal was created.



Voiding a submittal does not send any notification emails, regardless of the original delivery method used for the submittal. If an FYI needs to be sent to the submittal target to let them know to disregard any documents previously sent, note this will need to be done outside of DocBoss.