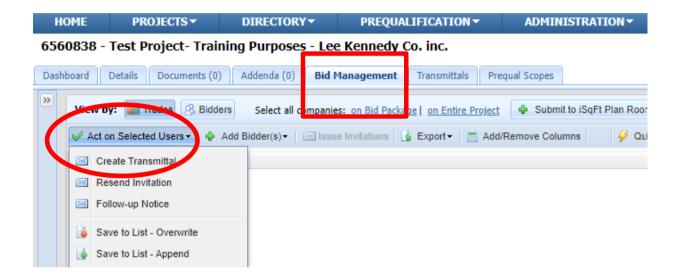
- Click on the "Bid Management" tab
  - Click on "Act on Selected Users"
  - Click on "Create Transmittals"



#### 2

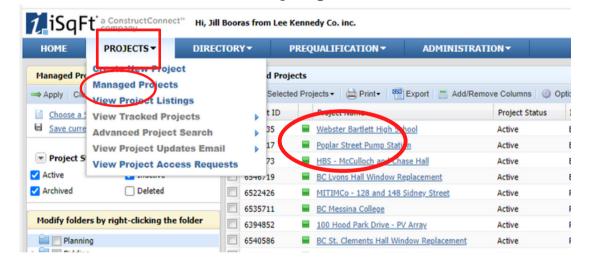
1

- Click on the "+" to select the category
- A new window will open, click on the name of the subcontractor to whom you'd like to send the transmittal

oard	d D	etails Documents (10) Add	enda (0) Bid Management Transmittals Prequal S
Vie	ew by	Trades & Bidders Se	lect all companies: on Bid Package   on Entire Project
V	Act on	Selected Users - 🍦 Add Bidde	rr(s)• 🛛 🖂 Issue Invitations 🛛 🔓 Export• 📔 Add/Remov
•	Trade	Name	
ŧ	01100	0 LKCO Staff	
Ð	01200	0 Vendor	
Ð	02410	0 Demolition	
۲	03300	0 Cast-in-Place Concrete	
	~	Company Name 🔺	Contact Name
		G&C Concrete Construction	Mike Curtis
		Gallagher Concrete	Fergal Brennock
		JL Marshall & Sons	Paul Jacobson
		Manafort-Precision	Estimating Department
		Marguerite Concrete	Estimating Department
		Mattison Concrete	Tracy Burt
		S&F Concrete Contractors	SUSAN BARBA

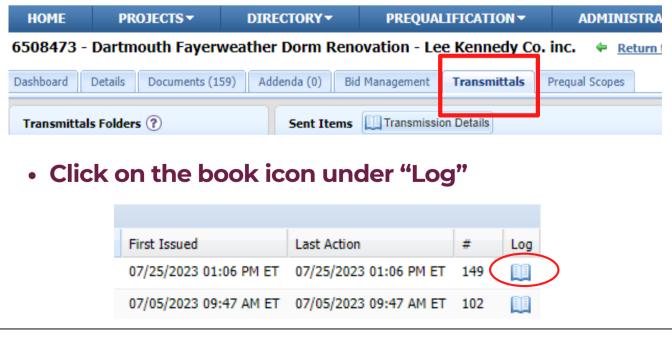
## 1- Resend Transmittals

- Click on the "Projects Tab"
- Click on "Managed Projects"
- Click on the name of the project



#### 2- Resend Transmittals

### • Click on the "Transmittals" Tab



#### **3- Resend Transmittals** Click on the check box next to the company you want to resend Click "Resend Transmittal(s)" Sent Items 🔄 Return to Transmittals 🖂 Resen) Transmittal(s) 🛛 🔓 Export - 🛛 🥅 Add/Remove Columns View V Date Sent Sent To Compar Anthony Kelley 07/25/2023 1:07 PM Acme W 07/25/2023 1:07 PM Allyce Stevens Advance ्ह 07/25/2023 1:07 PM Chris Topp Allegher 4- Resend Transmittals Click on the "Recipients" tab Click on the icon next to the contact's name Create Transmittal 🖂 Send Transmittal 🛛 🖯 Save as Draft 🛛 🥝 Cancel Attachments (6) Email Preview Details Recipients (1) Fax Preview 💢 Remove Recipient(s) 🛛 🖌 Check All Recipients 🛛 🗸 Check All Emails 🛛 🗸 Che Company Name 🔺 Contact ~ City Advanced Exterior & Glazing of New . Allyce Stevens

## **5- Resend Transmittals**

 Check the box next to the name of the person to whom you're sending the ITB

Select Contacts

•	Click "Apply"
---	---------------

Click "Apply"		added to the pro	Il contacts associated with this Comp ect.	ion,i inc contoci,	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
	~	Contac Name	City	State	Phone Number	Email Address
		Michel Saint L	orraine		(603) 386-2452	msaintlorraine@a
		John Graldo	Salem	NH	(603) 893-5083	John.giraldo@ae
		Michae Kaicher		NH		mkaichen@aeg-n
	$\checkmark$	Allyce tevens		NH	(603) 893-5083	astevens@aeg-ne
		Scott Selmack	Salem	NH	(603) 893-5083	sstelmack@aeg-n
		2 Cancel				Apply

#### 6- Resend Transmittals

Click on the "Attachments" tab

### Check all of the attachments that are listed

Send Transmittal	Email Preview	Fax Preview			
Renove Selected File(s)				🧹 All Links	All Attachments
V Name 🔺	Date Uploaded	Size Pag	per Si Pages	Include as Link	Include as Attachment
2023.07.14 DC ayerweather RFI Log 1.RFS Co.	7/25/2023	489 KB	1	<b>~</b>	<b>~</b>
📝 854222-s218-com-rv000-1d.pdf	7/25/2023	428 KB	1	<b>~</b>	<b>~</b>
9998 E0.02.pd	7/25/2023	224 KB	1	<b>V</b>	<
🟹 9998 E0.03.pd	7/25/2023	1145	1	<b>V</b>	<ul> <li>✓</li> </ul>
MAIN SWBD COSED COUPLED DRAWING.pdf	7/25/2023	245 KB	4	<b>V</b>	✓
🗹 G0.00.pdf	7/25/2023	424 KB	1	<b>V</b>	✓

X

## 7- Resend Transmittals

Click "Send Transmittal"

# \*iSqFt will automatically refresh and send you a confirmation email that the ITB was resent

#### Create Transmittal

Send Transmittal 🚽 Save as Draft 🥥 Cancel								
D	etails Recipients (1) Attachments (6)	Email Preview	Fax Previev	v				
🗣 Select File(s) 🗱 Remove Selected File(s) 🛛 🗸 All Attachment								
~	Name 🔺	Date Uploaded	Size	Paper Si	Pages	Include as Link	Include as Attachment	
	2023.07.14 DC Fayerweather RFI Log 1.RFS Co	7/25/2023	489 KB		1	<	<b>~</b>	
	854222-s218-dim-rv000-1d.pdf	7/25/2023	428 KB		1	<	<b>~</b>	
	9998 E0.02.pdf	7/25/2023	224 KB		1	<	<b>~</b>	
	9998 E0.03.pdf	7/25/2023	1145		1	<ul><li>✓</li></ul>	<b>~</b>	
	MAIN SWBD CLOSED COUPLED DRAWING.pdf	7/25/2023	245 KB		4	<	<b>~</b>	
	G0.00.pdf	7/25/2023	424 KB		1	<ul><li>✓</li></ul>	Image: A start and a start	