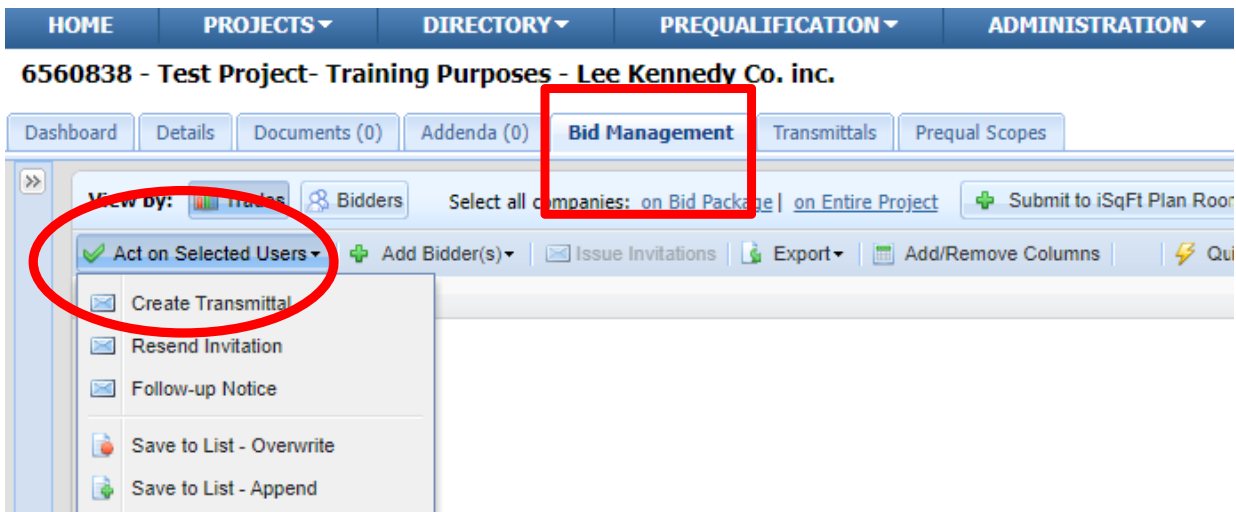


# Module 11: Creating Transmittals

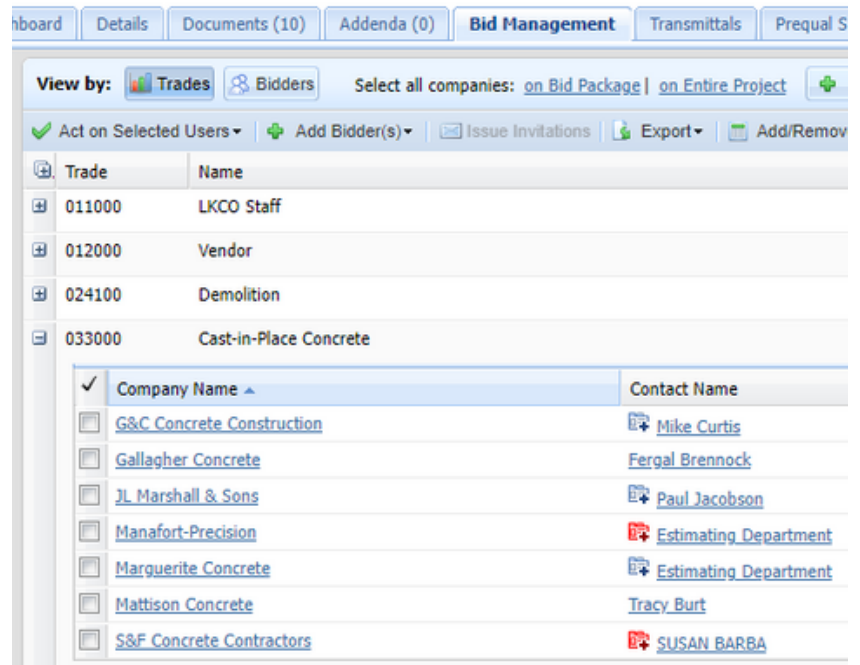
1

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



2

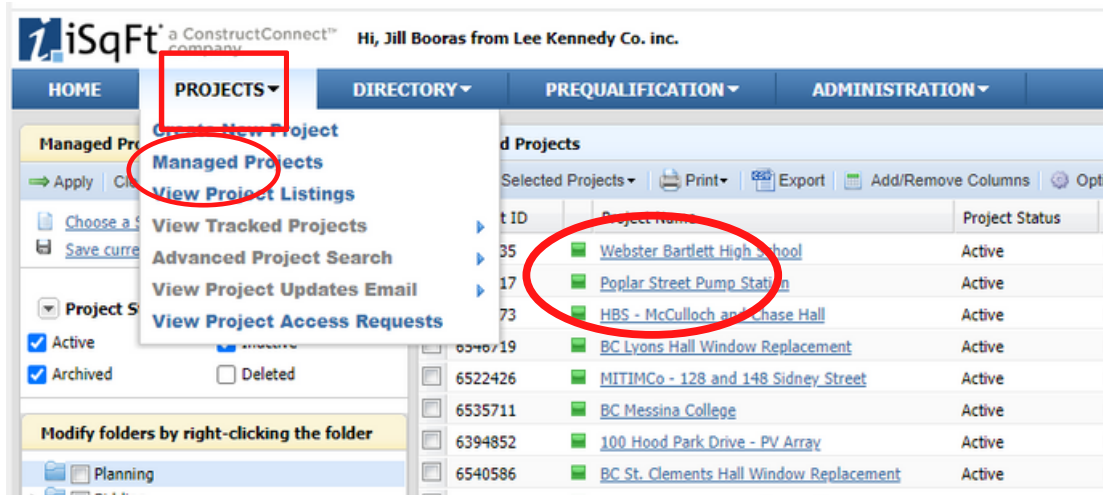
- Click on the “+” to select the category
- A new window will open, click on the name of the subcontractor to whom you’d like to send the transmittal



# Module 11: Creating Transmittals

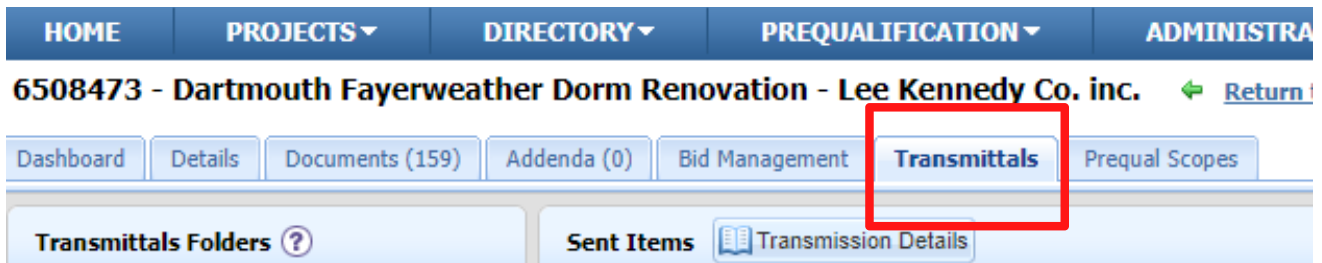
## 1- Resend Transmittals

- Click on the “Projects Tab”
- Click on “Managed Projects”
- Click on the name of the project





## 2- Resend Transmittals

- Click on the “Transmittals” Tab



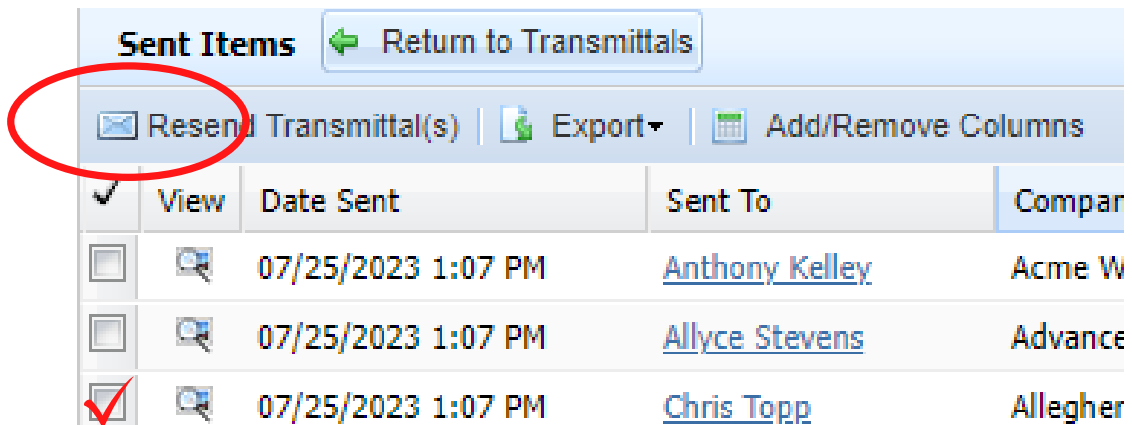
- Click on the book icon under “Log”

First Issued	Last Action	#	Log
07/25/2023 01:06 PM ET	07/25/2023 01:06 PM ET	149	
07/05/2023 09:47 AM ET	07/05/2023 09:47 AM ET	102	

# Module 11: Creating Transmittals

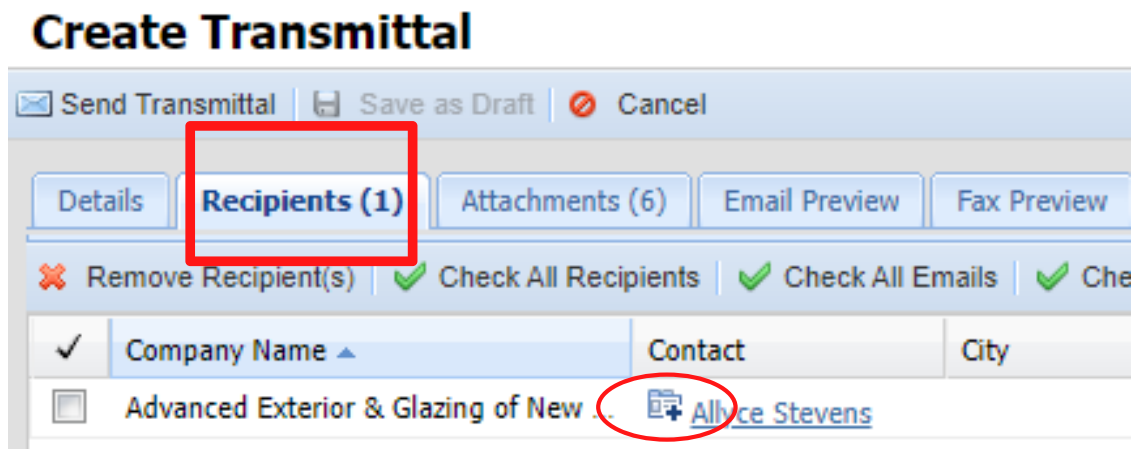
## 3- Resend Transmittals

- Click on the check box next to the company you want to resend
- Click “Resend Transmittal(s)”



## 4- Resend Transmittals

- Click on the “Recipients” tab
- Click on the icon next to the contact’s name

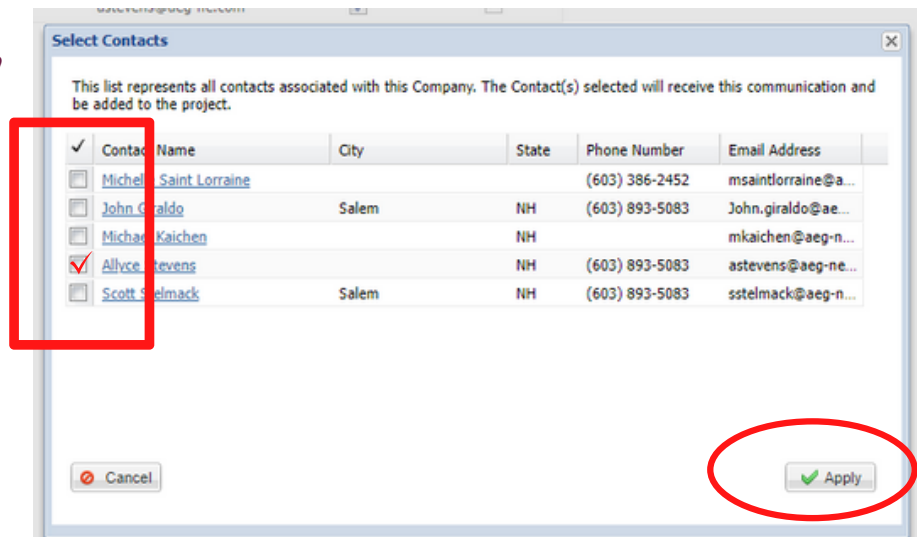


# Module 11: Creating Transmittals

## 5- Resend Transmittals

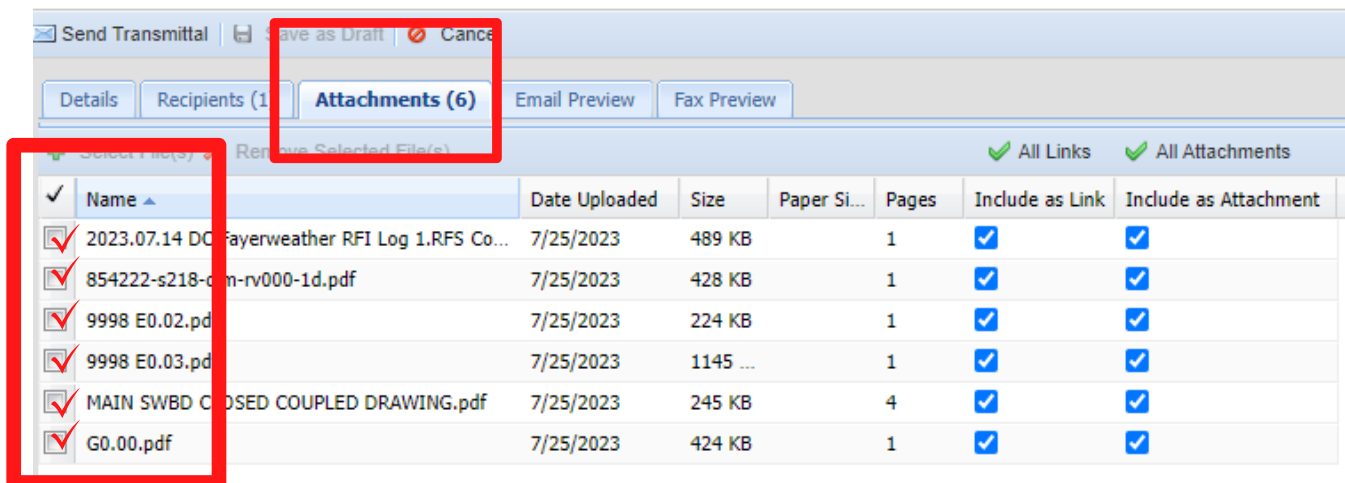
- Check the box next to the name of the person to whom you're sending the ITB

- Click "Apply"



## 6- Resend Transmittals

- Click on the "Attachments" tab
- Check all of the attachments that are listed



# Module 11: Creating Transmittals

## 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

Details Recipients (1) **Attachments (6)** Email Preview Fax Preview

+ Select File(s) ✖ Remove Selected File(s)  All Links  All Attachments

<input checked="" type="checkbox"/>	Name ▲	Date Uploaded	Size	Paper Si...	Pages	Include as Link	Include as Attachment
<input type="checkbox"/>	2023.07.14 DC Fayerweather RFI Log 1.RFS Co...	7/25/2023	489 KB		1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	854222-s218-dim-rv000-1d.pdf	7/25/2023	428 KB		1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	9998 E0.02.pdf	7/25/2023	224 KB		1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	9998 E0.03.pdf	7/25/2023	1145 ...		1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	MAIN SWBD CLOSED COUPLED DRAWING.pdf	7/25/2023	245 KB		4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	G0.00.pdf	7/25/2023	424 KB		1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>