Reprinting a Transmittal

If a <u>Transmittal</u> is lost before it can be used, follow these steps to re-generate it :

- 1. Go to your Work Area.
- Select Expected in the Document Status section of the <u>"Narrow Choices"</u> panel.
- 3. Use the remaining "Narrow Choices" options to find the <u>Expected Document</u> that matches the transmittal you need to re-print.
- 4. Click the gear icon for the Expected Document that matches the transmittal you need to re-print.
- 5. Select Generate Transmittal.

The transmittal will be generated and downloaded in your browser.

NOTE: If you change any metadata on the expected document, any existing transmittals for that expected document are no longer valid and must be re-printed.