

Generate Transmittals

A [Transmittal](#) can be generated for a single expected document in your [Work Area](#) by selecting “Generate Transmittal” from the Actions Menu associated with that document. Transmittals can be created for multiple [Expected Documents](#) in your Work Area by selecting “Generate Transmittals” from the Actions Menu for the Work Area page.

If there are more than 50 items in your Work Area you will be alerted that the operation can only be performed on a maximum of 50 items at a time. Clicking **Ok** will allow you to proceed with the first 50 items selected.

This will display the Generate Transmittals window. Any items that already have content will not be included in the list. Deselect any documents that you do not wish to generate a transmittal for before clicking **Generate Transmittals**.

This will start a document download that includes a Transmittal page for each selected expected document.