⬡ CREATE A TRANSMITTAL
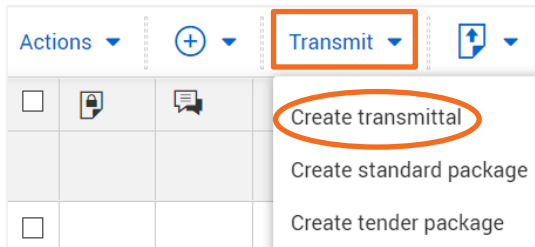
1. From the **Document Register** ▶ select the documents to transmit.

2. Click **Transmit** ▶ then **Create transmittal**.
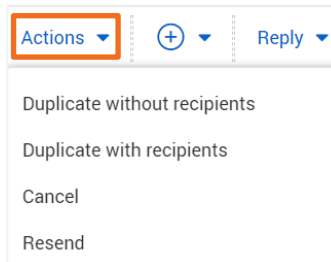

Create transmittal
Create standard package
Create tender package

3. Enter transmittal details.

4. Add additional or remove documents using the ⊕ and ⊗ icons.

5. Select **Notify on Revision** to automatically notify recipients about future transmittals of revised documents.

6. Once complete ▶ click **Send**.

NEED SOME MORE HELP?

📖 Learn more in our Knowledge Library **learn.ineight.com**

🖱 Take a course at InEight U **university.ineight.com**

⬡ DUPLICATE/RESEND A TRANSMITTAL

1. Click the module menu ▶ select **Transmittals** ▶ then **Sent Items** register.

Transmittals ▶ | Inbox
Packages ▶ | Drafts
Defects ▶ | Sent items
Tasks ▶ | Pending
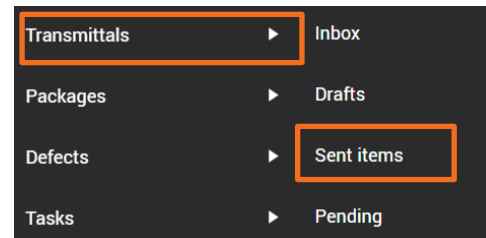
2. Click **Actions** and select **Duplicate** or **Resend**.

Actions ▼ | ⊕ ▼ | Reply ▼

Duplicate without recipients
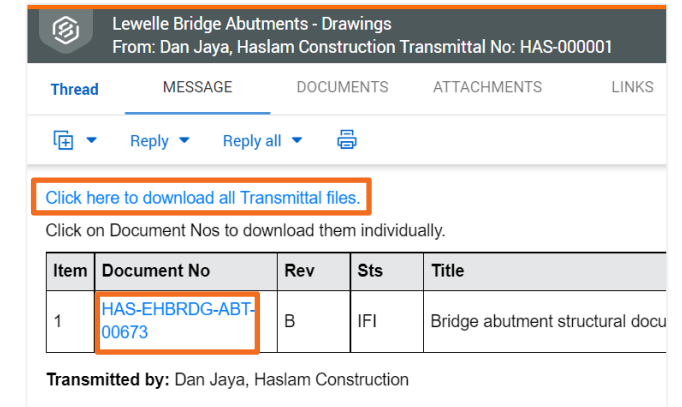Duplicate with recipients
Cancel
Resend

3. Edit the transmittal details and click **Send**.
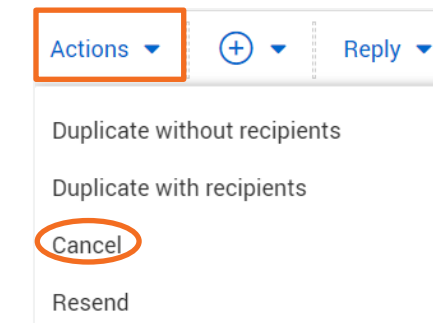
⬡ CANCEL A TRANSMITTAL

1. Click the module menu ▶ select **Transmittals** ▶ then click **Sent Items**.

2. Click **Actions** and select **Cancel**.

3. Click **Yes** and enter a reason for cancelling.

4. Select whether you want to notify the recipient(s).

5. Click **Confirm cancellation**.

⬡ RECEIVING A TRANSMITTAL

1. Transmittals are sent to the recipient's email Inbox but can also be accessed via the Transmittals Inbox within InEight Document.

2. To download documents from a Transmittal, click on the blue file download-links.

Lewelle Bridge Abutments - Drawings
From: Dan Jaya, Haslam Construction Transmittal No: HAS-000001

Thread | MESSAGE | DOCUMENTS | ATTACHMENTS | LINKS

Click here to download all Transmittal files.
Click on Document Nos to download them individually.

Item	Document No	Rev	Sts	Title
1	HAS-EHBRDG-ABT-00673	B	IFI	Bridge abutment structural docu

Transmitted by: Dan Jaya, Haslam Construction

3. Select the file type you want to download ▶ then click Download.

Actions ▼ | ⊕ ▼ | Reply ▼

Duplicate without recipients
Duplicate with recipients
Cancel
Resend