

# Resend a Communication

To resend an email and text you will need to re-add the checklist task for the email and text you would like to resend. Communications can be resent as many times as needed by adding the checklist task again. You do not need to delete a checklist task before re-adding.

The screenshot shows the 'Checklist Tasks' interface. On the left, a list of tasks is displayed with their status (e.g., Completed, Required). A red arrow labeled '1' points to the '+' icon in the task list toolbar. Below the task list, there are fields for 'Occurs' (Pre-closing), 'Code' (Patriot), 'Task' (700-Patriot), 'Milestone', 'Category', 'Due' (09/25/202), and 'Completed' (09/11/202). On the right, a search bar labeled 'Add Checklist Tasks' is shown with a search button and a search box containing 'close'. A red arrow labeled '3' points to the search bar. Below the search bar, a table of search results is displayed, with a red arrow labeled '2' pointing to the 'CS\_03' row. The table has columns for 'Code', 'Task', and 'Category'.

Code	Task	Category
<input type="checkbox"/>	CS_01	Send Welcome Communication - CloseSimple
<input type="checkbox"/>	CS_01a	Send Welcome Buyer - CloseSimple
<input type="checkbox"/>	CS_01b	Send Welcome Seller - CloseSimple
<input type="checkbox"/>	CS_02	Send Commitment Complete - CloseSimple
<input checked="" type="checkbox"/>	CS_03	Send Location Survey Complete - CloseSimple
<input type="checkbox"/>	CS_04	Send Buyer Closing Scheduled - CloseSimple
<input type="checkbox"/>	CS_05	Send Seller Closing Scheduled - CloseSimple
<input type="checkbox"/>	CS_06	Send Congratulations - CloseSimple
<input type="checkbox"/>	CS_07	CloseSimple
<input type="checkbox"/>	CS_08	Portal Update - CloseSimple