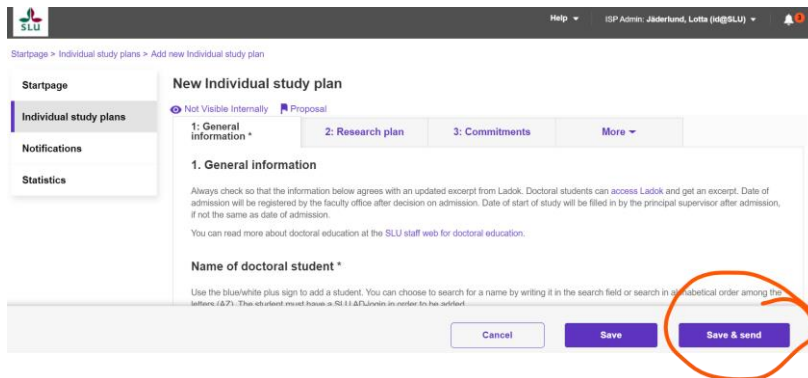# How to forward an ISP in the system

When you are ready to forward an ISP, for example when you have finished writing the preliminary ISP or reviewed an ISP for follow-up, you do this in two steps.

First, press the blue "**Save and send**" button at the bottom right (see red marking in the image below).

Then you will have different choices depending on what role you have. **Note!** The default option (grayed out) means that the ISP is saved but **not** forwarded. To forward it, you must actively choose another option, see an example below. Then press "**Save**" - only then is the ISP forwarded.