System Default Stage Lists

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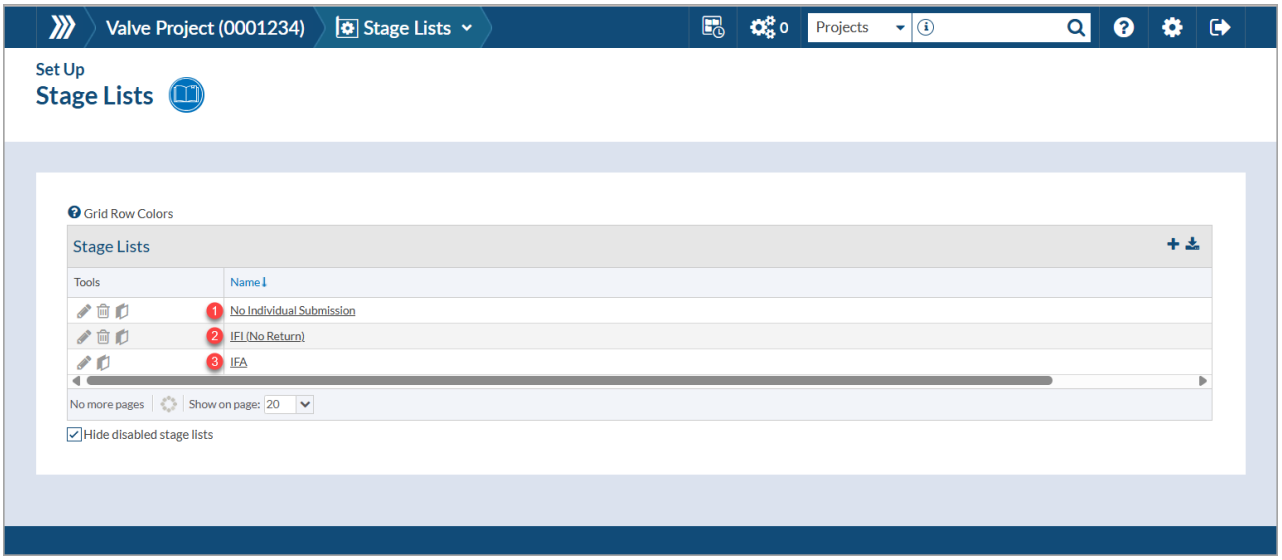
By default, there are three system generated stage lists that are available in DocBoss:

1. No Individual Submission
2. IFI (No Return)
3. IFA



No Individual Submission

Use this stage list for cards that do **not** need to be submitted to your customer, but still need to be included in the final databook. When a document is assigned to a card using this stage list, the card will auto-complete upon upload and will not be queued for submittal to the target.

IFI (No Return)

Use this stage list for cards that are being sent for information only. When a document is assigned to a card using this stage list, the card will be queued for submittal to the target (i.e., customer). Once the submittal is sent, no return will be expected.

IFA

Use this stage list for the most common scenario: Document is sent to the target (e.g., customer) and is sent back and forth until a complete status is reached (i.e., approved, for information). Once approved by the target, the stage will complete and the card will complete, too.

> Some instances may see a forth default stage list titled "Hide Cards from Customer (HC)." This stage list functions in a similar way to the "No Individual Submission" stage list, with the additional feature of hiding cards from SDI reports.