

Due Date & Expected Date

09/16/2024 1:48 pm MDT

Definitions

- Due Dates are the dates when the documents are scheduled to be submitted to customer (if card is with customer and there is a date in this field, it is intended for the next submittal).
- Expected dates are the dates when the documents are expected back from submittal target (customer, internal or sub-supplier).

Due Dates

Due dates are set by default to 10 days after order date when creating a new Project.

The due dates added before starting the submission of the documents are considered initial submission dates or original scheduled dates and they can be updated from the Code List and from the Card List.

For more details about Initial Submission Dates, see our article [here](#).

Once the cards are submitted to customer, the data from Due to Customer it is cleared and will be re-set to a new due date (10 days after the document has been returned) if the document has been received without complete status (ie. with comments or rejected).

On the Card List the Due Dates of individual cards can be updated in Due to Customer column by clicking into each row:

The screenshot shows a 'Card List' table with columns: Required, Tools, Card Name(Auto), Doc Code, Title, Due to ACME, Expected Date, Status (Combined), and Location. A calendar pop-up is open over the 'Due to ACME' column, showing the date 30/11/2023. A red arrow points to the calendar icon in the 'Due to ACME' cell. The calendar shows November 2023 with the 30th highlighted. Below the table, there are filter options and a 'Filter Set' dropdown.

Required	Tools	Card Name(Auto)	Doc Code	Title	Due to ACME	Expected Date	Status (Combined)	Location
<input type="checkbox"/>		A01_1234	A01	Vendor Document Register	30/11/2023		NULL	
<input type="checkbox"/>		C02_Tag7	C02	Sizing Calculations				At Customer: +
<input type="checkbox"/>		C02_Tag15	C02	Sizing Calculations				At Customer: +
<input type="checkbox"/>		C02_Tag13	C02	Sizing Calculations				At Customer: +
<input type="checkbox"/>		C02_Tag12	C02	Sizing Calculations				At Customer: +
<input type="checkbox"/>		C02_Tag11	C02	Sizing Calculations				At Customer: +
<input type="checkbox"/>		C02_Tag10	C02	Sizing Calculations				At Customer: +
<input type="checkbox"/>		C02_Tag9	C02	Sizing Calculations				At Sub-Supplier: -
<input type="checkbox"/>		C02_Tag8	C02	Sizing Calculations				At Sub-Supplier: -
<input type="checkbox"/>		C02_Tag6	C02	Sizing Calculations				At Sub-Supplier: -

Expected Dates

In DocBoss when a document is submitted to any target (customer, internal or sub-supplier) there is always an expected date set to the card.

The expected dates are calculated based on the [Turn Around Days](#) set in Main.

On the Card List the expected dates of individual cards can be updated in Expected Date column by clicking into each row:

Grid Row Colors How to use auto-generated values for Doc No. (ACME) and Doc No. (Wolfe PA)

Required	Tools	Card Name(Auto)	Doc Code ↑	Title	Due to ACME	Expected Date	Status (Combined)	Location
<input type="checkbox"/>	<input checked="" type="checkbox"/>		A01_1234	A01	Vendor Document Register	30/11/2023	NULL	
<input type="checkbox"/>	<input checked="" type="checkbox"/>		C02_Tag7	C02	Sizing Calculations		03/01/2024	At Customer: +
<input type="checkbox"/>	<input checked="" type="checkbox"/>		C02_Tag15	C02	Sizing Calculations			
<input type="checkbox"/>	<input checked="" type="checkbox"/>		C02_Tag13	C02	Sizing Calculations			
<input type="checkbox"/>	<input checked="" type="checkbox"/>		C02_Tag12	C02	Sizing Calculations			
<input type="checkbox"/>	<input checked="" type="checkbox"/>		C02_Tag11	C02	Sizing Calculations			
<input type="checkbox"/>	<input checked="" type="checkbox"/>		C02_Tag10	C02	Sizing Calculations			
<input type="checkbox"/>	<input checked="" type="checkbox"/>		C02_Tag9	C02	Sizing Calculations	03/01/2024		
<input type="checkbox"/>	<input checked="" type="checkbox"/>		C02_Tag8	C02	Sizing Calculations	03/01/2024		
<input type="checkbox"/>	<input checked="" type="checkbox"/>		C02_Tag6	C02	Sizing Calculations	03/01/2024		

Select Page: A01 - C02[...] Show on Page: 10 Items on page: 10 Total Found: 38

Show Completed Cards Show NULL Cards Hide Unrequired Cards Hide Merged Cards

Filter Set: - Select Filter Set - [+ Create Filter Set](#) [Update Filter Set](#) [Edit Filter Set](#) [Delete Filter Set](#)

Calendar: January 2024
 Su Mo Tu We Th Fr Sa
 31 1 2 3 4 5 6
 7 8 9 10 11 12 13
 14 15 16 17 18 19 20
 21 22 23 24 25 26 27
 28 29 30 31 1 2 3
 4 5 6 7 8 9 10
 Today Clear

Setting due dates & expected dates to multiple cards

On the Card List it is also possible to set or update the due date and the expected dates of multiple cards at once:

- Select all cards you want to change

Grid Row Colors How to use auto-generated values for Doc No. (ACME) and Doc No. (Wolfe PA)

Required	Tools	Card Name(Auto)	Doc... ↑	Title	Due to ACME	Expected Date	Status (Combined)
<input type="checkbox"/>	<input checked="" type="checkbox"/>		A01_1234	A01	Vendor Document Register	30/11/2023	NULL
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		C02_Tag7	C02	Sizing Calculations		03/01/2024 3+
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		C02_Tag15	C02	Sizing Calculations		03/01/2024 3+
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		C02_Tag13	C02	Sizing Calculations		03/01/2024 3+
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		C02_Tag12	C02	Sizing Calculations		03/01/2024 3+
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		C02_Tag11	C02	Sizing Calculations		03/01/2024 3+
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		C02_Tag10	C02	Sizing Calculations		03/01/2024 3+
<input type="checkbox"/>	<input checked="" type="checkbox"/>		C02_Tag9	C02	Sizing Calculations	03/01/2024	03/01/2024 3-
<input type="checkbox"/>	<input checked="" type="checkbox"/>		C02_Tag8	C02	Sizing Calculations	03/01/2024	03/01/2024 3-
<input type="checkbox"/>	<input checked="" type="checkbox"/>		C02_Tag6	C02	Sizing Calculations	03/01/2024	03/01/2024 3-

Select Page: A01 - C02[...] Show on Page: 10 Items on page: 10 Total Found: 38 Set Required (this page only) Set Required

Show Completed Cards Show NULL Cards Hide Unrequired Cards Hide Merged Cards [Download Status Report \(CS\)](#)

- To select many cards at once, filter for all the cards which require the date changed, then check "Select All (All Pages)". This will only select cards which are part of the filtered set

Card List

ACME Doc Code IN (C02 Sizing Calculations x) 1

ACME Doc Code: - Select or type ahead - Reference: - Select Reference - Level: - Select Level - Tagged Units: - Select Unit - Sub-Supplier: - Select Sub-Supplier - Clear Search

Stage: - Select Stage - ACME Status: - Select Status - State: - Select State - Submittal: - Select Submittal - Internal Code: - Select Internal Code -

Location: - Select Location - Routing: - Select Routing - Compilation: - Select compilation -

Due to ACME:
 Expected Return to Wolfe PA:
Keyword:

Grid Row Colors How to use auto-generated values for Doc No. (ACME) and Doc No. (Wolfe PA) Other Actions Save

Required	Tools	Card Name(Auto)	Doc Code	Title	Due to ACME	Expected Date	Status (Combined)	Routing	Status (ACME)	Location
<input checked="" type="checkbox"/>		C02_Tag3	C02	Sizing Calculations		04/01/2024	X+		X	At Customer: +
<input checked="" type="checkbox"/>		C02_Tag4	C02	Sizing Calculations	03/01/2024	03/01/2024	3-		3	At Sub-Supplier:
<input checked="" type="checkbox"/>		C02_Tag5	C02	Sizing Calculations	03/01/2024	03/01/2024	3-		3	At Sub-Supplier:
<input checked="" type="checkbox"/>		C02_Tag6	C02	Sizing Calculations	03/01/2024	03/01/2024	3-		3	At Sub-Supplier:
<input checked="" type="checkbox"/>		C02_Tag7	C02	Sizing Calculations		03/01/2024	3+		3	At Customer: +
<input checked="" type="checkbox"/>		C02_Tag8	C02	Sizing Calculations	03/01/2024	03/01/2024	3-		3	At Sub-Supplier:
<input checked="" type="checkbox"/>		C02_Tag9	C02	Sizing Calculations	03/01/2024	03/01/2024	3-		3	At Sub-Supplier:
<input checked="" type="checkbox"/>		C02_Tag10	C02	Sizing Calculations		03/01/2024	3+		3	At Customer: +
<input checked="" type="checkbox"/>		C02_Tag11	C02	Sizing Calculations		03/01/2024	3+		3	At Customer: +
<input checked="" type="checkbox"/>		C02_Tag12	C02	Sizing Calculations		03/01/2024	3+		3	At Customer: +

Select Page: 04/01/2024 - 03/01/2024 [...] Show on Page: 10 Items on page: 10 Total Found: 13 Set Required (this page only) Set Required (all filtered rows) Select All (this page only) Select All (all pages) 2

Show Completed Cards Show NULL Cards Hide Unrequired Cards Hide Merged Cards [Download Status Report \(CSV\)](#) [Merge Selected](#) [Add/Edit Data via CSV](#) Save

- Click the drop down beside "Other Actions" to choose whether you want to Set the Due dates or the Expected dates

Required	Tools	Card Name(Auto)	Doc Code	Title	Due to ACME	Expected Date	Status (A
<input checked="" type="checkbox"/>		C02_Tag3	C02	Sizing Calculations		04/01/2024	X
<input checked="" type="checkbox"/>		C02_Tag4	C02	Sizing Calculations	03/01/2024	03/01/2024	3
<input checked="" type="checkbox"/>		C02_Tag5	C02	Sizing Calculations	03/01/2024	03/01/2024	3
<input checked="" type="checkbox"/>		C02_Tag6	C02	Sizing Calculations	03/01/2024	03/01/2024	3
<input checked="" type="checkbox"/>		C02_Tag7	C02	Sizing Calculations		03/01/2024	3
<input checked="" type="checkbox"/>		C02_Tag8	C02	Sizing Calculations	03/01/2024	03/01/2024	3
<input checked="" type="checkbox"/>		C02_Tag9	C02	Sizing Calculations	03/01/2024	03/01/2024	3
<input checked="" type="checkbox"/>		C02_Tag10	C02	Sizing Calculations		03/01/2024	3
<input checked="" type="checkbox"/>		C02_Tag11	C02	Sizing Calculations		03/01/2024	3
<input checked="" type="checkbox"/>		C02_Tag12	C02	Sizing Calculations		03/01/2024	3

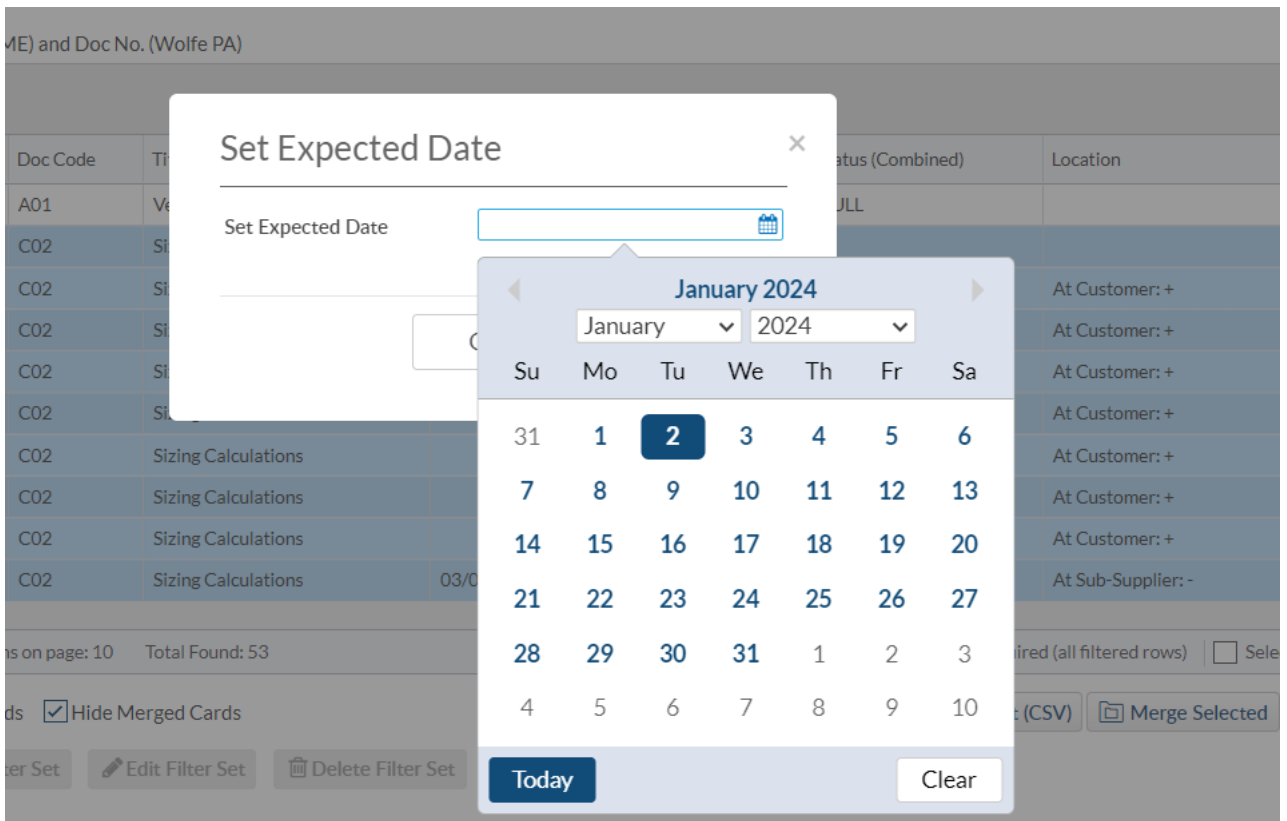
Select Page: 04/01/2024 - 03/01/2024 [...] Show on Page: 10 Items on page: 10 Total Found: 13 Set Required All (this page only) Select All (all pages) [Add/Edit Data via CSV](#) Save

Show Completed Cards Show NULL Cards Hide Unrequired Cards Hide Merged Cards

Other Actions ▼ Save

- Add to Ad-Hoc Queue
- Set Due to ACME Date
- Set Expected Date
- Update Routing Scenario
- Bulk Doc Download

- Choose the date and save



- You will see "M" next to the dates you've changed, this indicates the dates have been manually added/changed

Grid Row Colors How to use auto-generated values for Doc No. (ACME) and Doc No. (Wolfe PA)

Card List

	Required	Tools	Card Name(Auto)	Doc Code ↑	Title	Due to ACME	Expected Date	Status (Combined)
<input type="checkbox"/>	<input checked="" type="checkbox"/>		A01_1234	A01	Vendor Document Register	30/11/2023		N/A
<input type="checkbox"/>	<input checked="" type="checkbox"/>		C02_Tag7	C02	Sizing Calculations		03/01/2024 ^M	3+
<input type="checkbox"/>	<input checked="" type="checkbox"/>		C02_Tag15	C02	Sizing Calculations		03/01/2024 ^M	3+
<input type="checkbox"/>	<input checked="" type="checkbox"/>		C02_Tag13	C02	Sizing Calculations		03/01/2024 ^M	3+
<input type="checkbox"/>	<input checked="" type="checkbox"/>		C02_Tag12	C02	Sizing Calculations		03/01/2024 ^M	3+
<input type="checkbox"/>	<input checked="" type="checkbox"/>		C02_Tag11	C02	Sizing Calculations		03/01/2024 ^M	3+
<input type="checkbox"/>	<input checked="" type="checkbox"/>		C02_Tag10	C02	Sizing Calculations		03/01/2024 ^M	3+
<input type="checkbox"/>	<input checked="" type="checkbox"/>		C02_Tag2	C02	Sizing Calculations	03/01/2024	03/01/2024	3-
<input type="checkbox"/>	<input checked="" type="checkbox"/>		C02_Tag8	C02	Sizing Calculations	03/01/2024	03/01/2024	3-
<input type="checkbox"/>	<input checked="" type="checkbox"/>		C02_Tag6	C02	Sizing Calculations	03/01/2024	03/01/2024	3-

Select Page: A01 - C02 [...] Show on Page: 10 Items on page: 10 Total Found: 38 Set Required (this page only) Set

Show Completed Cards Show NULL Cards Hide Unrequired Cards Hide Merged Cards [Download Status R](#)