

Due Date & Expected Date

12/08/2025 10:35 am MST

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

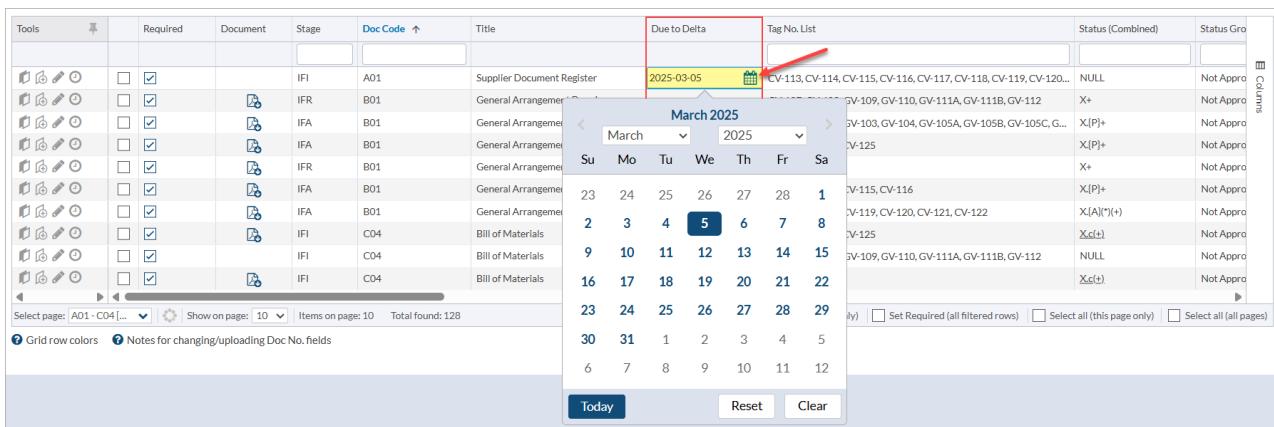
Due dates are set by default to 10 days after order date when creating a new Project.

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 manually updated in Due to Customer column by clicking into each row:



The screenshot shows a table of document cards with a 'Due to Delta' column containing a date (2025-03-05) and a calendar icon. A red box highlights this cell, and a red arrow points to the calendar icon. The calendar dropdown shows 'March 2025' with the 5th highlighted. The table includes columns for Tools, Required, Document, Stage, Doc Code, Title, Due to Delta, Tag No. List, Status (Combined), and Status Group. The 'Due to Delta' column is the focus, showing how individual due dates can be adjusted.



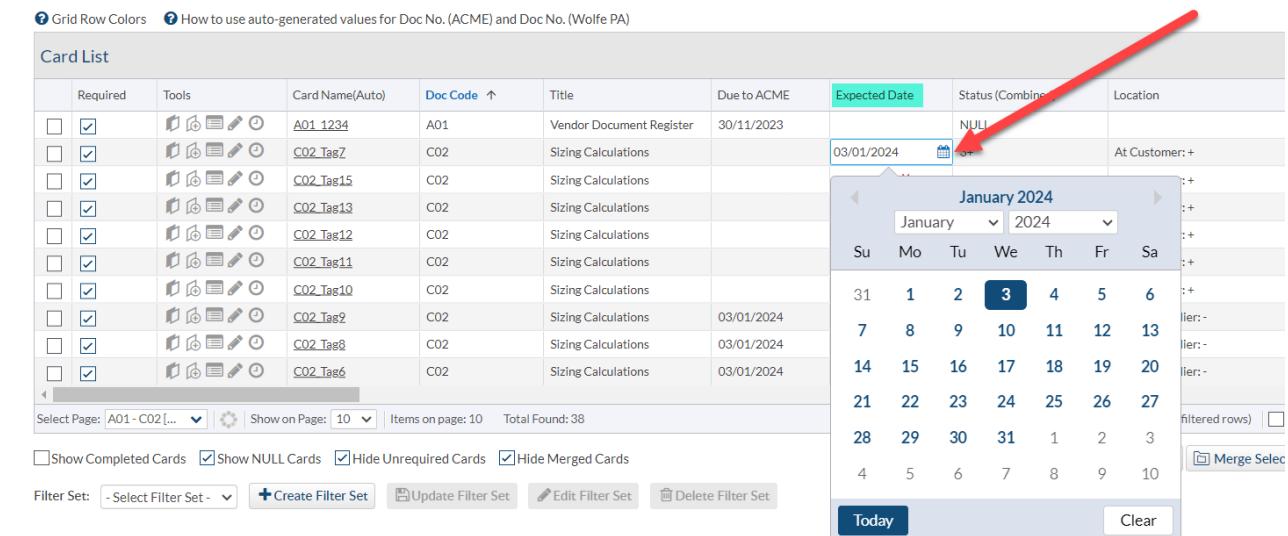
Cards with manually adjusted due dates can be set back to auto-generated values by clicking the "Reset" button in the calendar drop-down.

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 on the "Main" tab of the Project Configuration page).

On the Card List the expected dates of individual cards can be updated in Expected Date 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 red arrow points to the 'Expected Date' column for the first row, which contains the value 'NULL'. A date picker is open over this cell, showing the date '03/01/2024' in a blue box. The calendar view shows the month of January 2024.

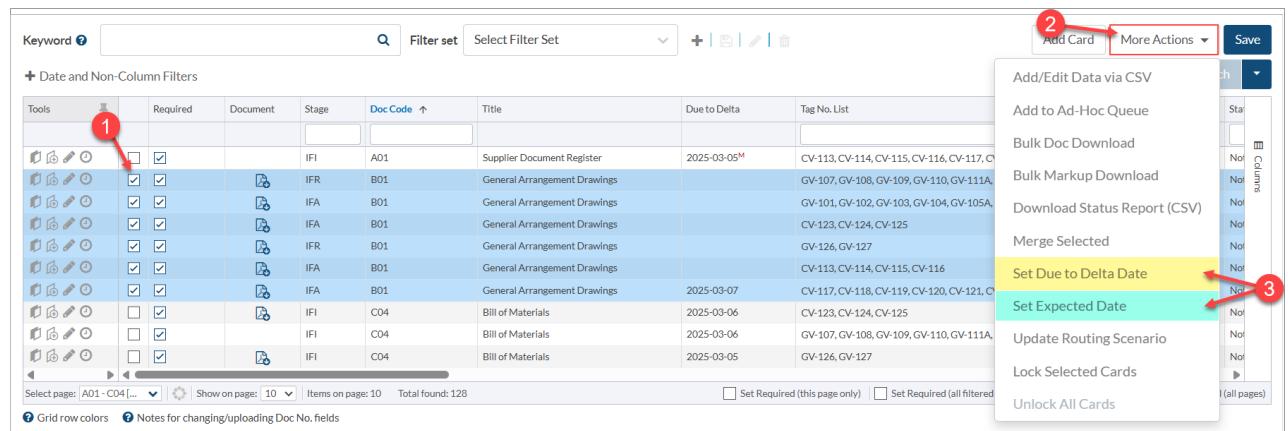
Setting due dates & expected dates to multiple cards

On the Card List is it 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

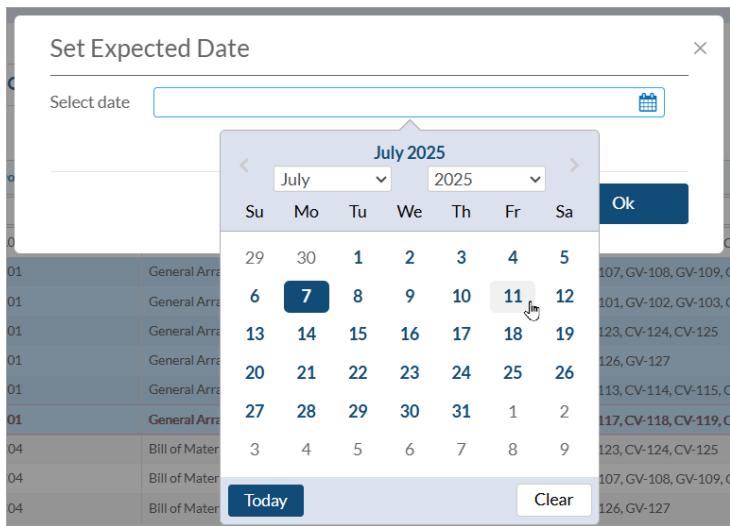
 To select many cards at once, filter for all the cards which require the date changed, then check "Select All (All Pages)". This will only select cards which are part of the filtered set.

- Open the "More Actions" drop-down to choose whether you want to Set the Due dates or the Expected dates



The screenshot shows a 'Card List' table with various columns and a 'More Actions' dropdown menu. A red circle labeled '1' points to the 'Select All' checkbox in the grid header. A red circle labeled '2' points to the 'More Actions' button in the top right of the grid. A red circle labeled '3' points to the 'Set Expected Date' option in the dropdown menu. The menu also includes other options like 'Set Due to Delta Date' (highlighted in yellow), 'Add Card', 'Save', 'Add/Edit Data via CSV', 'Add to Ad-Hoc Queue', 'Bulk Doc Download', 'Bulk Markup Download', 'Download Status Report (CSV)', 'Merge Selected', 'Update Routing Scenario', 'Lock Selected Cards', and 'Unlock All Cards'.

- 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

	Expected Date	Status
18, CV-119, CV-120...		NULL
-111B, GV-112	2025-07-11M	X+
-105B, GV-105C, G...	2025-07-11M	X.{P}+
	2025-07-11M	X.{P}+
	2025-07-11M	X+
	2025-07-11M	X.{P}+

 Cards with manually adjusted due dates can be set back to auto-generated values in bulk using the same method. Simply check the box to "Reset to auto-generated value".

