

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 displays a table with columns: Tools, Required, Document, Stage, Doc Code, Title, Due to Delta, Tag No. List, Status (Combined), and Status Gro. A calendar pop-up for March 2025 is open, showing dates from 1 to 31. The date 5 is highlighted. A red arrow points to the 'Due to Delta' column in the table, which contains the date 2025-03-05. The table also shows various document codes and titles, such as 'Supplier Document Register' and 'General Arrangement'.



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 it is submitted to any target (customer, internal or sub-supplier) there is always an expected date set to the card.

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

Setting due dates & expected dates to multiple cards

- 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

- Choose the date and save

Set Expected Date

Select date

July 2025

Su Mo Tu We Th Fr Sa

29 30 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

Today Clear

Ok

- 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 | 2025-07-11 ^M | X+ |
| -105B, GV-105C, G... | 2025-07-11 ^M | X.{P}+ |
| | 2025-07-11 ^M | X.{P}+ |
| | 2025-07-11 ^M | X+ |
| | 2025-07-11 ^M | 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".

Set Due to Delta Date

Select date

Reset to auto-generated value ☒

Cancel Ok