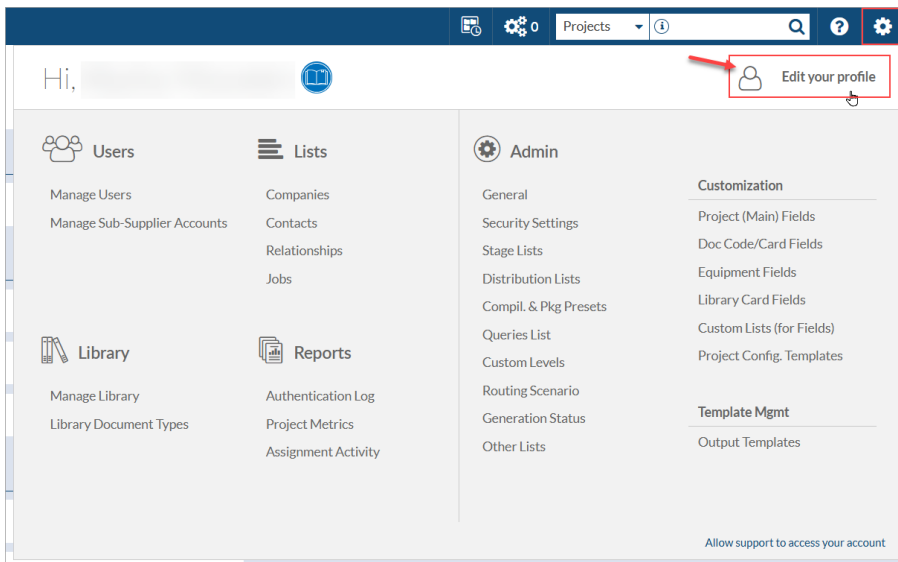


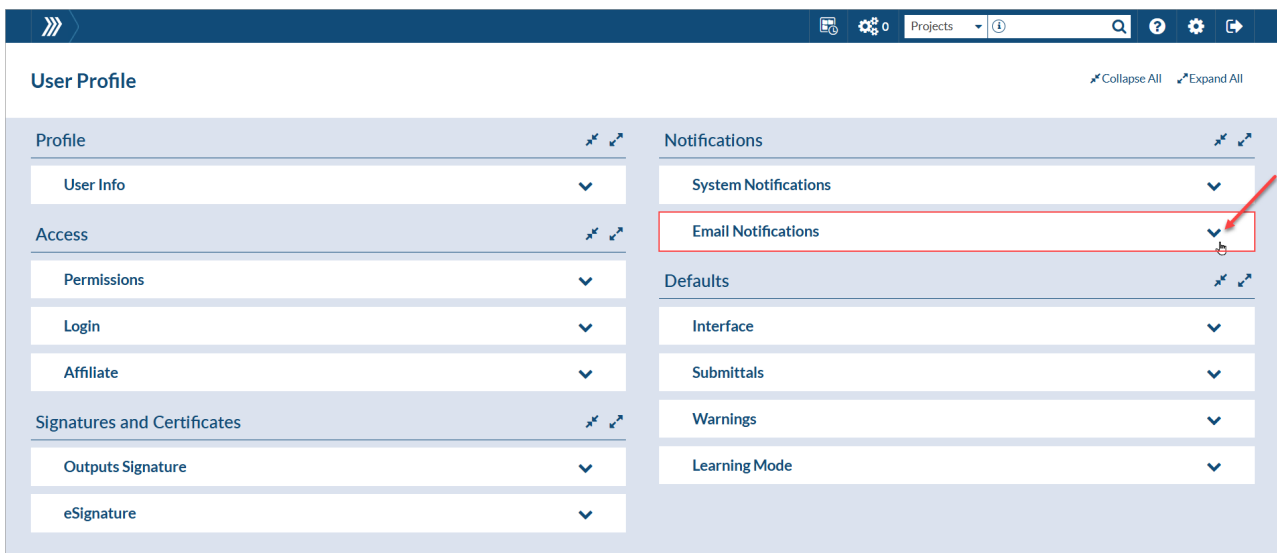
# Automated email reports from user profile

04/02/2026 4:26 pm MDT

To view and enable automated email reports, first navigate to your User Profile (System Menu > Edit your profile)



Scroll down to the Email Notifications area where several reports can be enabled and sent to you by email.



## Alerts

### Action Alerts

Alert
<input checked="" type="checkbox"/> Alert me about pending sign actions assigned to me
<input checked="" type="checkbox"/> Receive an email for each action assigned to me
<input checked="" type="checkbox"/> Receive an email for each internal approval action assigned to me

Action email notifications are sent immediately when an action has been assigned to you.

New action for Project: Pump Project (1234)

DocBoss Notification Email <do-not-reply@docboss.com>  
To [redacted]

Thu 25-Sep-2025 3:33 PM

Reply Reply All Forward

Hello [redacted],  
You have a new action required in DocBoss, due Oct 2, 2025.

[Open card in Actions Dashboard](#)

**DOCUMENT**  
Project name: Pump Project (1234)  
Doc title: Misc Drawings/Descriptive Drawings  
Doc code: B03-Misc Drawings/Descriptive Drawings  
Card name: B03\_Pump 4

**DOWNLOAD LINKS**  
Active file: [redacted]

To stop these emails, login to DocBoss, navigate to the "Email Notifications" section of your user profile, uncheck "Receive an email for each action assigned to me" and save.

This is a notification email only. Please do not reply to this email.

## Portal Submittal Alerts

**Alert**

Receive an email for new customer portal submittals

Report the following projects

All projects  
 My projects  
 Select projects

Receive an email for new sub-supplier portal submittals

Report the following projects

All projects  
 My projects  
 Select projects

Portal submittal email notifications are sent immediately for the project(s) you've selected.

Submittal T-0049 received from Chem C for Pump Project (1234)

DocBoss Notification Email <do-not-reply@docboss.com>  
To [redacted]

Fri 03-Oct-2025 8:14 AM

Reply Reply All Forward

**DOCBOSS**

Hello [redacted],  
A submittal has been received from Chemical Company for Project: Pump Project (1234)

[Go to Submittal](#)

**Submittal info**  
Project: Pump Project (1234)  
Customer: Chemical Company  
Submittal number: T-0049  
Submittal date: 2025/10/03  
Number of files: 4

To stop these emails, login to DocBoss, navigate to the "Email Notifications" section of your user profile, uncheck "Receive email for new customer portal submittals"

This is a notification email only. Please do not reply to this email.

## List

### Outstanding Action List

**List**

Receive a list of my open actions |  Send Now

Send list...

Every working day

Every Monday

Hide empty cards

Daily or weekly list of all outstanding actions assigned to you.

Your outstanding actions list for Omega instance

DN DocBoss Notification Email <do-not-reply@docboss.com>  
To: [redacted]

Reply Reply All Forward [Share] [More]

Fri 03-Oct-2025 8:22 AM

This is a notification email only. Please do not reply to this email.

**Outstanding Actions**

Project name	Document name	Role	Comment	Doc Code	Level	Reference	Title	Doc No. (Customer)	Doc No. (Omega)	Doc No. (Sub-Supplier)	Doc No. (End User)	Action Due Date	Due to Customer
Valve Project (0001234)	B03_123ABC456DE	Doc Controller		B03 - Cross Section Drawings	Item/Model (TE)	123ABC456DE	Cross Section Drawings		0001234-B03-001-01			2025-09-29	
Valve Project (0001234)	B03_234ABC567DE	Doc Controller		B03 - Cross Section Drawings	Item/Model (TE)	234ABC567DE	Cross Section Drawings		0001234-B03-002-01			2025-09-29	
Valve Project (0001234)	B03_345ABC678DE	Doc Controller		B03 - Cross Section Drawings	Item/Model (TE)	345ABC678DE	Cross Section Drawings		0001234-B03-003-01			2025-09-29	
Valve Project (0001234)	B03_456ABC789DE	Doc Controller		B03 - Cross Section Drawings	Item/Model (TE)	456ABC789DE	Cross Section Drawings		0001234-B03-004-01			2025-09-29	

# Report

## Changes to Status/Stage Report

**Report**

Send me a report showing all changes to status/stage |  Send Now

Send report...

Every working day

Every Monday

Report the following projects:

All projects

Select projects

Send the email, even if there are no results

Daily or weekly report of all changes in status/stage for the project(s) you've selected. Typically for project managers and/or document controllers. Report sent as a downloadable .html file.

Actions Update Report (2025-09-26 - 2025-10-03)

DN DocBoss Notification Email <do-not-reply@docboss.com>  
To: [redacted]

report.html 2 KB

Reply Reply All Forward [Share] [More]

Fri 03-Oct-2025 8:38 AM

Actions Update report for period 2025-09-26 - 2025-10-03 is attached.  
This is a notification email only. Please do not reply to this email.  
To stop these emails, login to DocBoss, navigate to your user profile, and uncheck "Send me a report showing all changes to status/stage" option.  
Instance id = [redacted]

## Overdue Cards Report

**Report**

Send me a report showing all overdue cards |  Send Now

**Send report...**

Every working day

Every Monday

**Report the following projects:**

All projects

My projects

Select projects

Send the email, even if there are no results

Daily or weekly report of all overdue cards (as well as cards approaching their due date (within 5 days)) for the project(s) you've selected. Report sent as a downloadable .xlsx file. Report can be customized using a template - see this article for details: [Edit the Default Overdue Cards Report](#).

Overdue Cards Report

DN DocBoss Notification Email <do-not-reply@docboss.com>  
To [redacted]

report.xlsx 105 KB

Overdue cards report is attached.  
This is a notification email only. Please do not reply to this email.  
To stop these emails, login to DocBoss, navigate to your user profile, and uncheck "Send me a report showing all overdue cards" option.  
Instance Id = [redacted]

Reply Reply All Forward

Fri 03-Oct-2025 8:43 AM

## Not Downloaded Submittals Report

**Report**

Send me a report showing all submittals which have not been downloaded by the customer (daily) |  Send Now

**Report the following projects:**

All projects

My projects

Select projects

Send the email, even if there are no results

Daily report of all submittals which have not yet been downloaded by the target for the project(s) you've selected. Report sent as a downloadable .csv file. For more information about not downloaded links, see this article: [List of Completed Submittals](#).

Not-downloaded submittals report

DN DocBoss Notification Email <do-not-reply@docboss.com>  
To [redacted]

report.csv 4 KB

Report with list of not-downloaded submittals is attached.  
This is a notification email only. Please do not reply to this email.  
To stop these emails, login to DocBoss, navigate to your user profile, and uncheck "Send me a report showing all submittals which have not been downloaded by the customer (daily)" option.  
Instance Id = [redacted]

Reply Reply All Forward

Fri 03-Oct-2025 8:57 AM

## Assigned Incoming Submittals Report

**Report**

Send me a report for each incoming customer submittal once all docs are assigned

Report the following projects

All projects

My projects

Select projects

Filter cards by

Send me a report for each incoming sub-supplier submittal once all docs are assigned

Report the following projects

All projects

My projects

Select projects

Filter cards by

Send me a report for each incoming Internal/Third-Party submittal once all docs are assigned

Report the following projects

All projects

My projects

Select projects

Filter cards by

Report (per submittal) listing all files that have been assigned to cards for the project(s) you've selected. Report is sent immediately after all files have been assigned. Output can be filtered by a pre-established multi-project card report [filter set](#).

New Submittal from Customer on Pump Project (1234): T-0049

DocBoss Notification Email <do-not-reply@docboss.com>  
To: [Redacted]

Reply Reply All Forward [Icons]

Fri 03-Oct-2025 8:56 AM

**DOCBOSS**

A new incoming submittal has been added to DocBoss.  
Project: Pump Project (1234)  
Submittal no: T-0049  
Submittal link: [Redacted]  
Please find below a list of included files, along with their current stage and status.

File name	Doc No. (Omega)	Doc No. (Customer)	Doc No. (End User)	Stage	Status (Customer)
Document 1.pdf	H02-050-01	H02-001-01		IFA	1

To stop receiving this email, go to your user profile in DocBoss and disable the option "Send me a report for each incoming customer submittal once all docs are assigned"

This is a notification email only. Please do not reply to this email.



If additional files are added to an incoming submittal where all files have already been assigned/processed (i.e., a "completed" incoming submittal), a second email will **not** be sent with the additional files. To ensure an email report is sent, upload any new files as a new incoming submittal.