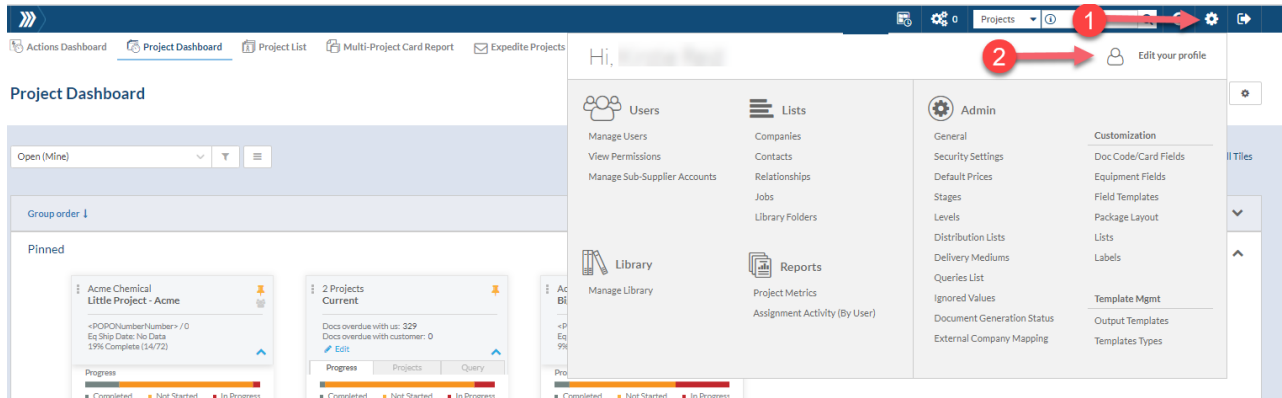


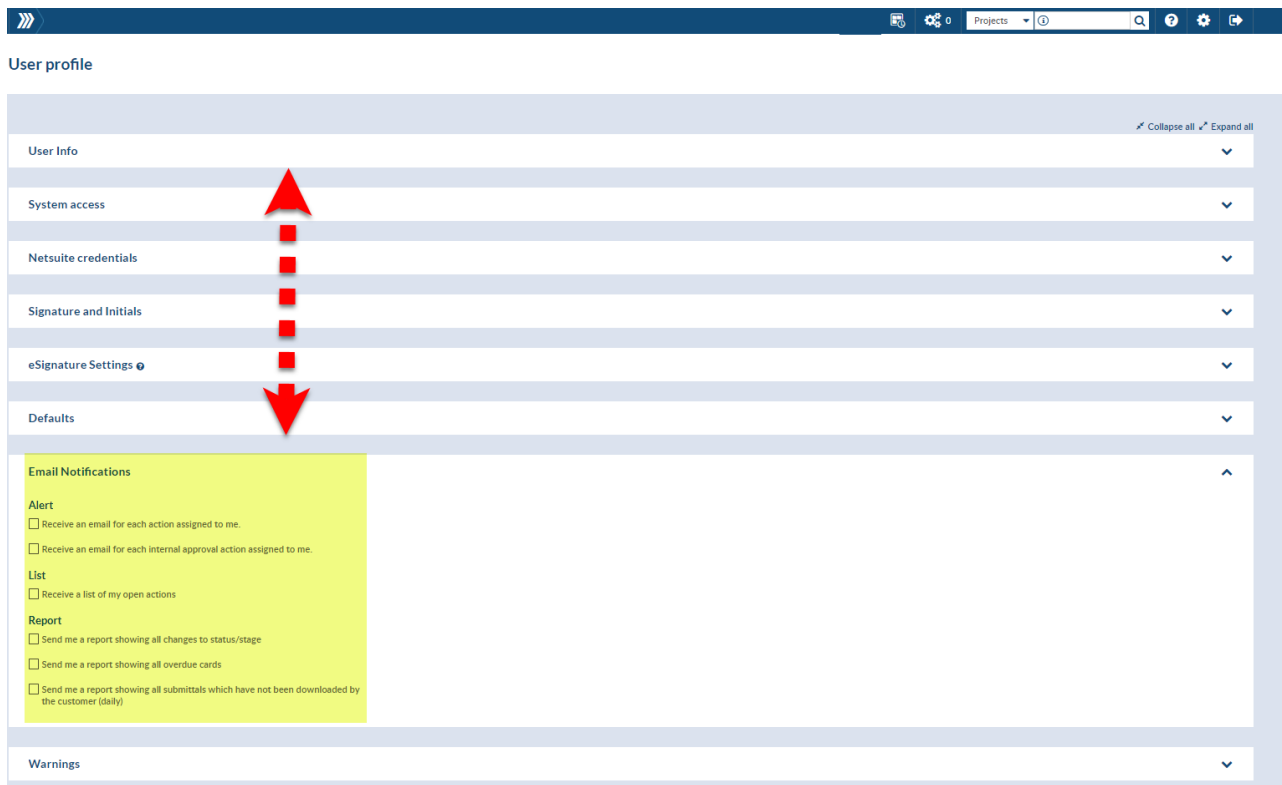
# Automated email reports from user profile

09/16/2024 1:31 pm MDT

To view and enable automated email reports, first navigate to your User Profile



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



## Alerts

### Alert

- Receive an email for each action assigned to me.
- Receive an email for each internal approval action assigned to me.

# Action Alert

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

New action for Project: Project (1011-1216) Inbox x



Notification Email <do-not-reply@docboss.com>  
to me ▾



### Card Details

A new card has been added to your outstanding actions queue. Card details are listed below. Please click [here](#) to navigate to outstanding actions area.

Project Name	Project (1011-1216)
Card Name	D26_22046
Reviewing Role	Doc Control
Comment	
Doc Code	D26-List Of Special Tools
Level	Order
Reference	22046
Title	List Of Special Tools
Doc No. (ACME)	
Doc No. (Internal)	1011-1216-D26-0001-001
Doc No. (Sub-Supplier)	
Doc No. (End User - ABC Ch)	
Link to download file	<a href="https://system4.docboss.com/content/download/file/code/c87cb5ffb483376f0209e588a7ff52b6">https://system4.docboss.com/content/download/file/code/c87cb5ffb483376f0209e588a7ff52b6</a>

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 "Receive an email for each action assigned to me" option.

# Outstanding Action Report

### List

Receive a list of my open actions

Send list...

Every working day

Every Monday

Hide empty cards

A report with all the open actions can be sent daily or weekly to your email by subscribing to the Outstanding Actions Report.

Your outstanding actions list for Wolfe PA instance Inbox x



Notification Email <do-not-reply@docboss.com>  
to me ▾



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. (Wolfe PA)	Doc No. (Sub-Supplier)	Doc No. (End User)
Project 3 (003)	B06_448944	Engineer		B06 - Table Of Contents	Order	448944	Table Of Contents	448944-B06-4	003-B06-0001-001	11144-004	
DB Project (5552244)	G99_E1099	Doc Control		G99 - General Arrangement	Order	E1099	General Arrangement		5552244-G99-0001-001		
Project (1011-1216)	B06_22046	Doc Control		B06 - Table Of Contents	Order	22046	Table Of Contents		1011-1216-B06-0001-001		
Project (1011-1216)	B02_22046	Doc Control		B02 - Vendor Document Register	Order	22046	Vendor Document Register		1011-1216-B02-0001-001		

# Changes to status/stage Summary Report

## Report

- Send me a report showing all changes to status/stage  
Send report...
- Every working day  
 Every Monday
- Report the following projects:
- All projects  
 Select projects
- Send the email, even if there are no results.
- Send me a report showing all overdue cards
- Send me a report showing all submittals which have not been downloaded by the customer (daily)

Daily or weekly report showing all actions on all documents on your choice of projects. Typically for project managers and document control.

Actions Update Report For Period: 08/10/2019 - 20/01/2021					
<b>Project: CRPO(1234-5678)</b>					
<b>Doc code: D01 - General Arrangement Drawings, level: Tag (TE)</b>					
<b>Title: General Arrangement Drawings</b>					
<b>Date</b>	<b>User</b>	<b>Stage</b>	<b>Status</b>	<b>Internal</b>	<b>Comment</b>
2020-07-07 15:52:09	Brad Bowyer	IFI	NULL		
<b>Project: M Project (118822 5)</b>					
<b>Doc code: F02 - Pressure Test Certificates, level: Order</b>					
<b>Customer Doc#: F02118822 5, Title: Pressure Test Certificates</b>					
<b>Date</b>	<b>User</b>	<b>Stage</b>	<b>Status</b>	<b>Internal</b>	<b>Comment</b>
2019-10-10 06:36:17	Brad Bowyer	IFI	X(+)		
2019-10-10 06:36:06	Brad Bowyer	IFI	X		
2019-10-10 06:36:05	Brad Bowyer	IFI	NULL		
<b>Doc code: M05 - Material Test Certificate, level: Order</b>					
<b>Customer Doc#: M05118822 5, Title: Material Test Certificate</b>					
<b>Date</b>	<b>User</b>	<b>Stage</b>	<b>Status</b>	<b>Internal</b>	<b>Comment</b>
2019-10-10 06:37:12	Brad Bowyer	IFI	X		
2019-10-10 06:37:11	Brad Bowyer	IFI	NULL		

## Overdue Cards Report

- Send me a report showing all overdue cards  
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.

This report includes all the overdue cards from various projects and can be generated daily or weekly.

Overdue Cards Report									
<b>Project: 1234</b>									
<b>16 to ∞ days overdue</b>									
Doc Code	Doc No. (ABC Ch)	Due to ABC Ch	Expected date	Days overdue	Doc No. (Wolfe PA)	Title	For Approval?	Stage	Status
M01		2019-12-16		400	1234-M01-0001-001	MTR Packages	N	IFI	X
M01		2019-12-16		400	1234-M01-0002-001	MTR Packages	N	IFI	X
<b>Project: Big Project - Support</b>									
<b>16 to ∞ days overdue</b>									
Doc Code	Doc No. (Support)	Due to Support	Expected date	Days overdue	Doc No. (Wolfe PA)	Title	For Approval?	Stage	Status
AC	1234-AC-7-1	2020-06-05		228	4529 DS-AC-0006-001	General Arrangement Drawings	N	IFI	NULL
AC	1234-AC-6-1	2020-06-05		228	4529 DS-AC-0005-001	General Arrangement Drawings	N	IFI	NULL
<b>Project: DB Project</b>									
<b>16 to ∞ days overdue</b>									
Doc Code	Doc No. (ACME)	Due to ACME	Expected date	Days overdue	Doc No. (Wolfe PA)	Title	For Approval?	Stage	Status
B14		2019-05-23		607	5552244-B14-0001-001	Vendor Sub-Orders	N	IFA	NULL
B14		2019-05-23		607	5552244-B14-0002-001	Vendor Sub-Orders	N	IFA	NULL
<b>Project: M Project</b>									
<b>16 to ∞ days overdue</b>									
Doc Code	Doc No. (ACME)	Due to ACME	Expected date	Days overdue	Doc No. (Wolfe PA)	Title	For Approval?	Stage	Status
B02	B02118822	2019-05-01		629	B02-0001	Vendor Document Register	N	IFA	NULL
D16	D16118822	2019-05-01		629	D16-0001	General Arrangement Drawings	N	IFA	NULL
<b>Project: Test Project</b>									
<b>16 to ∞ days overdue</b>									
Doc Code	Doc No. (Test C)	Due to Test C	Expected date	Days overdue	Doc No. (Wolfe PA)	Title	For Approval?	Stage	Status
DWG		2020-07-10		193	5467Q-DWG-0002-001	Drawings	N	IFI	NULL
I TP		2020-08-06	2020-08-06	166	5467Q-I TP-0001-001	Inspection Test Plan	N	IFI	2

# Not downloaded submittals 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.

The email sent from DocBoss to you will attach a (1) CSV file listing all submittals. If you download this you can open it in (2) excel for more detail.

For more information about Links not downloaded by Target, see our article "List of Completed Submittals" [here](#).

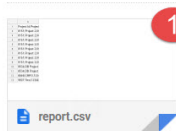
## Not-downloaded submittals report

Notification Email <do-not-reply@docboss.com>

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 = 136



Project Id	Project	SO/Quote number	Submittal Number	Submittal Date	Supplier Doc#	Customer Doc#	Primary Doc Revision	Downloader	Contact	IP address	Date	Link
8151	Project 2	2	T-005	20/05/2019 19:34:04	002-LF-0003-001	V8548-05-01_011	0	Wolfe PA Company: Tunde Dorlot tunde@docboss.com	83.59.38.26	20/05/2019 18:37:03	https://system4.docboss.com/content/download/file/code/0f1;	
8151	Project 2	2	T-005	20/05/2019 19:34:04	002-LF-0004-001	V8548-05-01_012	0	Wolfe PA Company: Tunde Dorlot tunde@docboss.com	83.59.38.26	20/05/2019 18:37:03	https://system4.docboss.com/content/download/file/code/0f1;	
8151	Project 2	2	T-005	20/05/2019 19:34:04	002-LF-0005-001	V8548-05-01_013	0	Wolfe PA Company: Tunde Dorlot tunde@docboss.com	83.59.38.26	20/05/2019 18:37:03	https://system4.docboss.com/content/download/file/code/0f1;	
8534	DB Project	5552244	T-041	31/07/2020 16:30:06	5552244-814-0005-001		A1	Wolfe PA Company: Tunde Dorlot tunde@docboss.com	83.59.38.26	20/05/2019 18:37:03	https://system4.docboss.com/content/download/file/code/4ea;	
8534	DB Project	5552244	T-042	31/07/2020 20:13:52	5552244-026-0001-001		2	Wolfe PA Company: Tunde Dorlot tunde@docboss.com	83.59.38.26	20/05/2019 18:37:03	https://system4.docboss.com/content/download/file/code/c1f;	
8568	CRPO	1234-5678	T-045	7/5/2020 14:17	1234-5678-814-0001-001		0	Wolfe PA Company: Tunde Dorlot tunde@docboss.com	83.59.38.26	20/05/2019 18:37:03	https://system4.docboss.com/content/download/file/code/810;	
9007	Test	123444	T-009	2/6/2020 16:25	123444-A01-0001-001		0	Wolfe PA Company: Tunde Dorlot tunde@docboss.com	83.59.38.26	20/05/2019 18:37:03	https://system4.docboss.com/content/download/file/code/e7f;	

