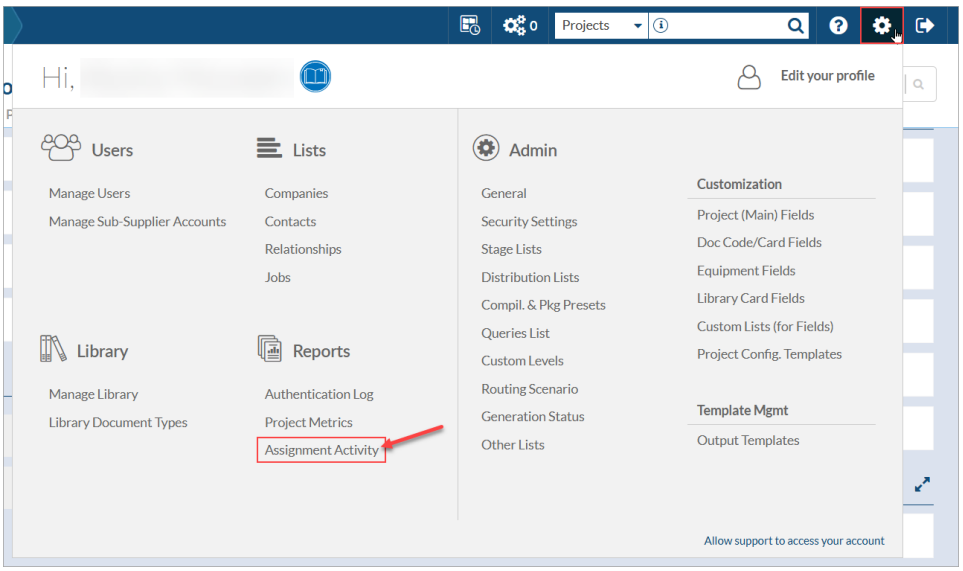
Assignment Activity

09/28/2026 9:46 am MDT

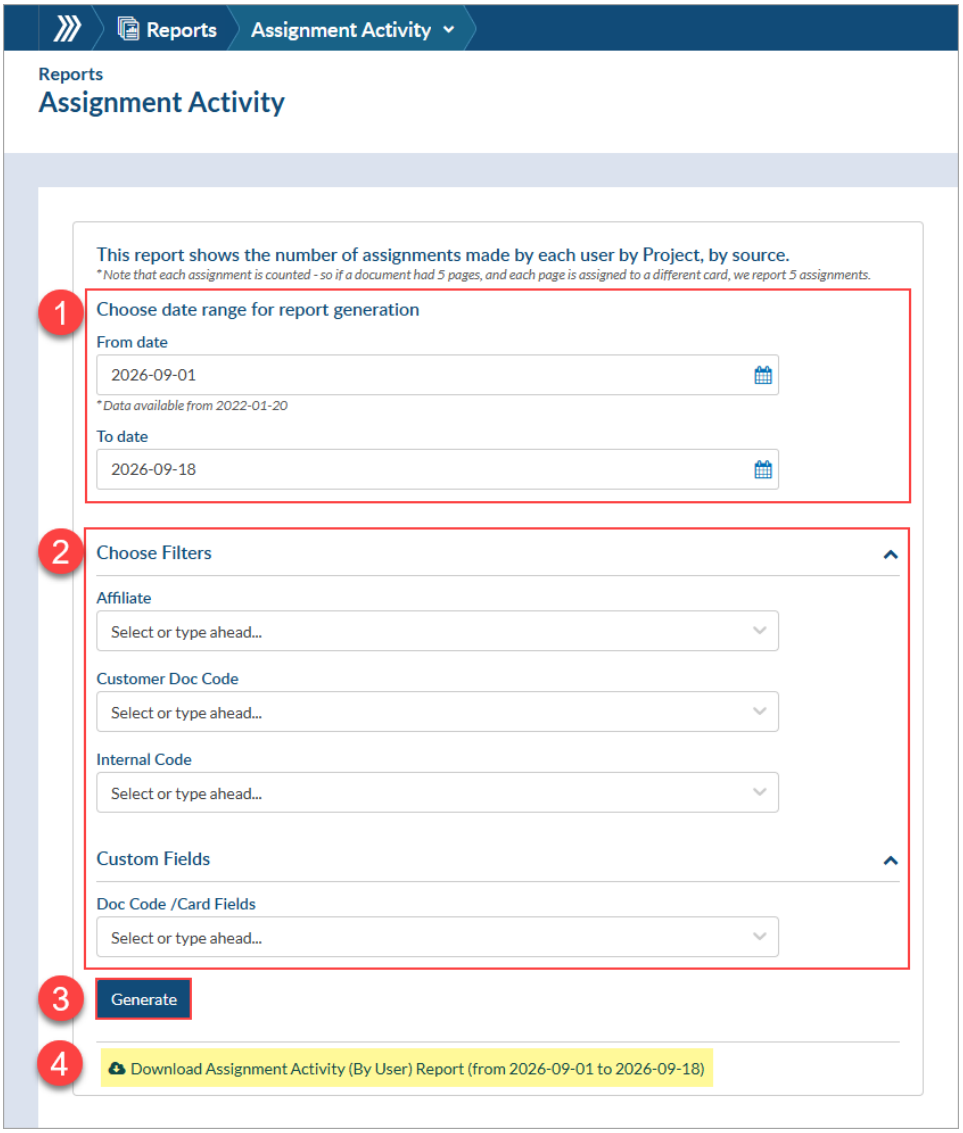
DocBoss offers a report that summarizes the number of incoming document uploads/assignments across projects.

To begin, navigate to **System Menu > Reports > Assignment Activity**



Before running the report, choose (1) the date range and (2) filters - choose to filter by affiliate, customer/internal doc code, or by custom field(s).

Once options are set, generate the report (3) and download from the link that appears (4).



Once downloaded, view and filter the report as desired.

The columns in the report include:

- Date
- User
- Project ID
- Sales Order/Quote Number
- Project
- Assignments (from customer, sub-supplier, and internal/3rd party)
- Uploads via Outstanding Actions.

	A	B	C	D	E	F	G	H	I
1	Date	User	Project Id	Sales Order/Quote number	Project	Assignments (in from customer)	Assignments (in from Sub-supplier)	Assignments (in from 3rd party)	Uploads via Outstanding actions
2	2020-11-09	Kirstie Reid	203	4529KR	Big Project - Kirstie	0	3	0	0
3	2020-11-10	Kirstie Reid	203	4529KR	Big Project - Kirstie	3	0	0	0
4	2020-11-11	Kirstie Reid	203	4529KR	Big Project - Kirstie	2	5	0	0
5	2020-11-16	Kirstie Reid	203	4529KR	Big Project - Kirstie	0	1	0	0
6	2020-11-23	Kirstie Reid	203	4529KR	Big Project - Kirstie	13	8	0	0
7	2020-11-25	Kirstie Reid	205	4530KR	Expansion - KIRSTIE	0	1	0	0
8	2020-11-26	Kirstie Reid	215	4528KR	Little Project - Kirstie	2	3	0	0
9	2020-11-26	Kirstie Reid	216	4531KR	Expansion - Charlie	5	7	0	2
10	2020-11-26	Kirstie Reid	217	4513KR	Sulphur Unit - Kirstie	0	8	0	0
11									