Assignment Activity (By User)

09/16/2024 1:54 pm MDT

DocBoss has created a report to easily track and view document controllers KPI's. In the report you will find information which you can filter by date, User, Project ID, Sales Order/Quote number, Project, incoming Assignments (from Customer, Sub-Supplier, and 3rd party), as well as Uploads via Outstanding Actions.

Simply navigate to: Settings>Reports>Assignment Activity (By User)

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🕅 Actions Dashboard 🕂 Project Dashboard 👘 Project List 👘 Multi-Project Card Report	Hi, Kirstie Reid			Edit your profile	
Project Dashboard	COS Users	Lists	Admin		•
Little Project V T	Manage Users View Permissions Manage Sub-Supplier Accounts	Companies Contacts Relationships	General Security Settings Default Prices	Customization 1 Doc Code/Card Fields Equipment Fields	ll Tiles
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Big Project - Kirstie (4529KR) to Expansion - Charlie (4531KR) Little Project - Kirstie (4528KR) to Little Project - Kirstie (4528KR)	Manage Library	Reports Project Metrics Assignment Activity (By User)	Delivery Mediums Queries List Ignored Values Document Generation Status	Labels Template Mgmt Output Templates	* *
	2		External Company Mapping	Templates Types	

Choose your date range

Reports Assignment Activity (By User)

	r of assignments made by each user by Project, by sour so if a document had 5 pages, and each page is assigned to a different card, w	
Choose date range for report	generation	
From date	To date	
2020-11-06	2020-11-26	2
*Data available from 2020-11-05		-
Generate		

View and filter the report as desired.

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Date	User	Project Id Sales Order/Quote nu	mber Project	Assignments (in from customer)	Assignments (in from Sub-supplier)	Assignments (in from 3rd party)	Uploads via Outstanding actions						
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	Kirstie Reid		Expansion - Charlie	5			D :	2					
2020-11-26	Kirstie Reid	217 4513KR	Sulphur Unit - Kirstie	0	8		D	0					