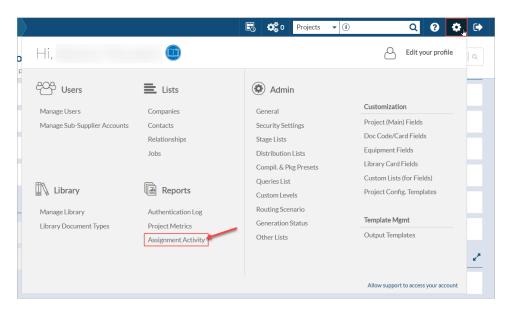
Assignment Activity

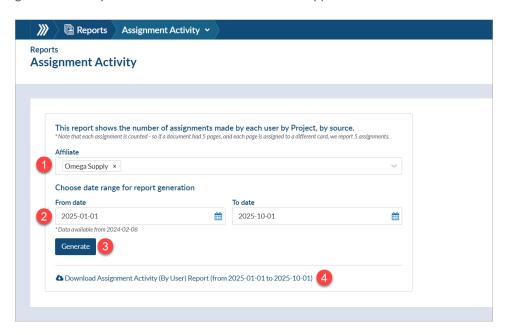
10/01/2025 3:22 pm MDT

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 System Menu > Reports > Assignment Activity



Choose (1) the affiliate(s) to be included (if applicable), and (2) the date range for the report. Once options are set, generate the report and download from the link that appears.



Once downloaded, view and filter the report as desired.

