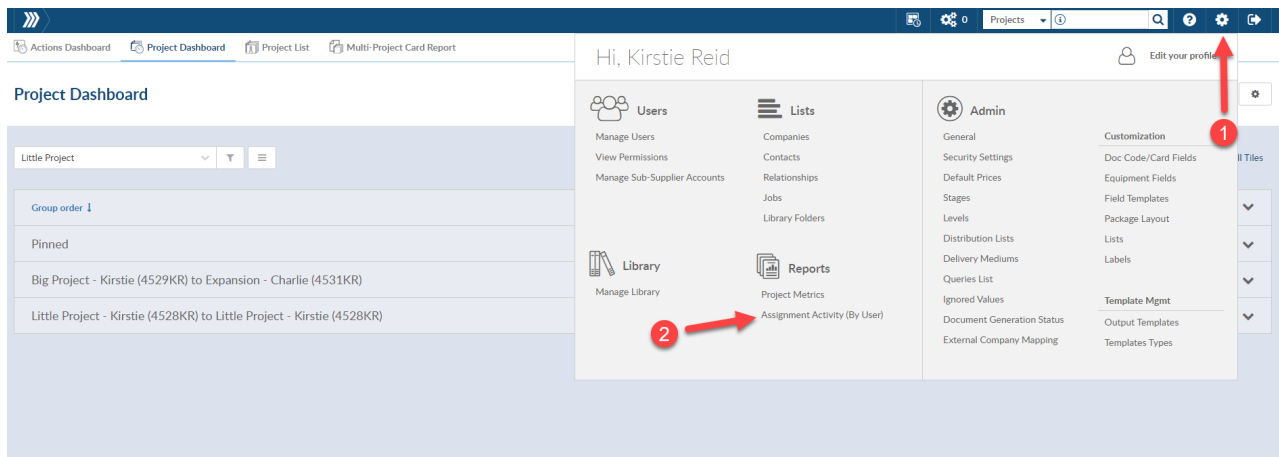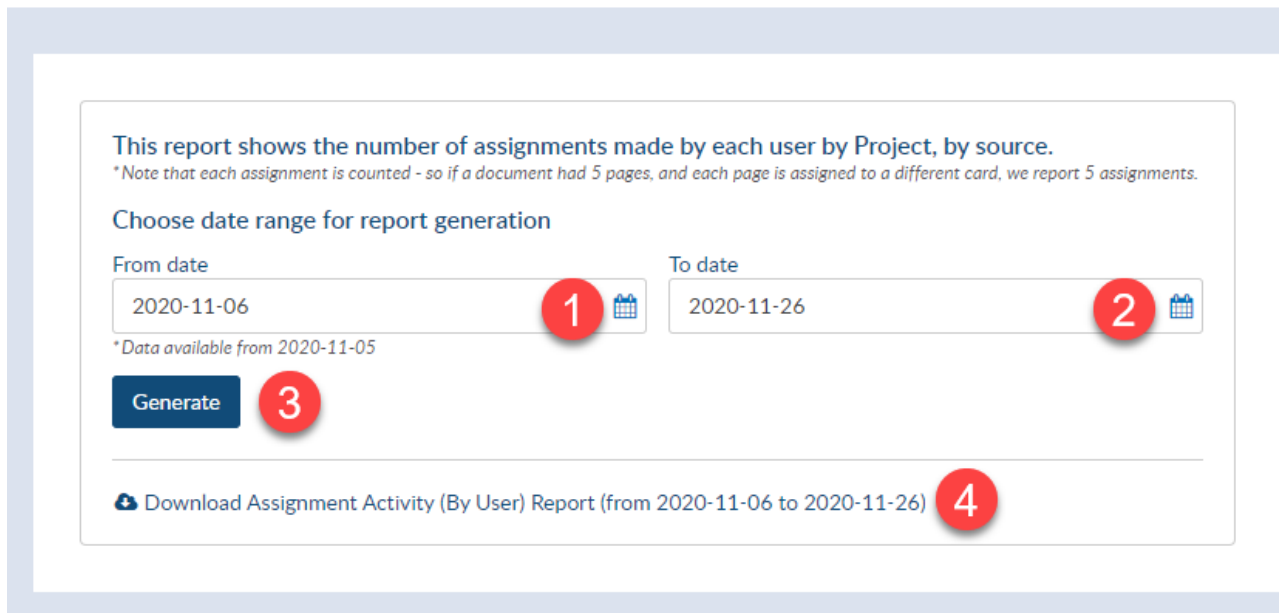# Assignment Activity (By User)

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)

Choose your date range

View and filter the report as desired.

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
2020-11-09	Kirstie Reid	203	4529KR	Big Project - Kirstie	0	3	0	0
2020-11-10	Kirstie Reid	203	4529KR	Big Project - Kirstie	3	0	0	0
2020-11-11	Kirstie Reid	203	4529KR	Big Project - Kirstie	2	5	0	0
2020-11-16	Kirstie Reid	203	4529KR	Big Project - Kirstie	0	1	0	0
2020-11-23	Kirstie Reid	203	4529KR	Big Project - Kirstie	13	8	0	0
2020-11-25	Kirstie Reid	205	4530KR	Expansion - KIRSTIE	0	1	0	0
2020-11-26	Kirstie Reid	215	4528KR	Little Project - Kirstie	2	3	0	0
2020-11-26	Kirstie Reid	216	4531KR	Expansion - Charlie	5	7	0	2
2020-11-26	Kirstie Reid	217	4513KR	Sulphur Unit - Kirstie	0	8	0	0