

# Options for outgoing (submittal) notification emails

03/25/2025 5:29 am MDT

## Defaults

The defaults for notifications are available in the general admin area and can be edited on the main settings area of each project. These settings may be defined for each target.

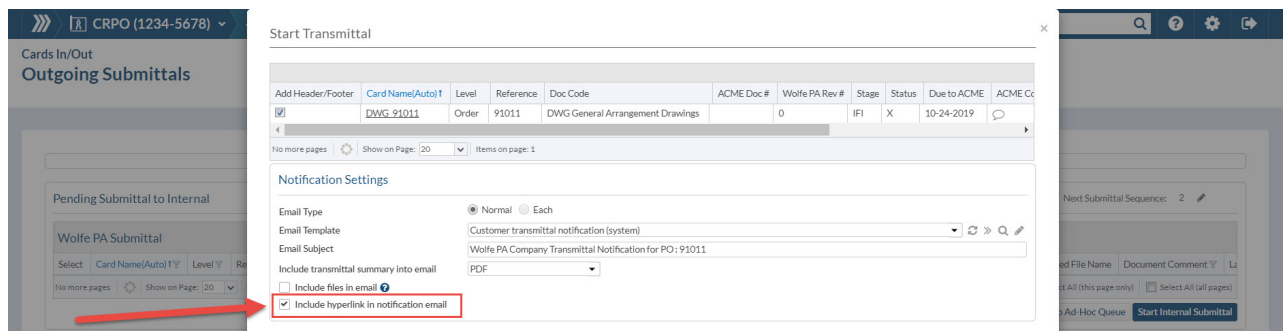
### Submittal default email settings

	Send notification	Include hyperlink	Include files	Include transmittal
Customer	Yes	Yes	No	PDF
Internal/3rd party	Yes	Yes	No	PDF
Sub-Supplier	Yes	Yes	No	PDF
Adhoc	Yes	Yes	No	PDF

These settings can all be edited/overridden on the submittal screen per below:

## Include hyperlink (for Download)

When used, the notification email will include a hyperlink for recipients to click and download their files. This is both more secure, and more robust. We track the download IP Address, the time and the person that has downloaded the files. This is the only method which gives you feedback that your customer has recieved your files.



Note that a report of all "not-downloaded" submittals can be send daily to your email. It is enabled on your user profile.

## Include Files

If preferred, users may choose to embed files into the notification email. If you customer cannot access FTP sites (IT restrictions) this is a suitable option. Note that an attachment size limit is required so you don't overwhelm the customer's inbox. If the size of the submittal is too big - the hyperLnk will be embedded.

**Start Transmittal**

Add Header/Footer	Card Name(Auto)1	Level	Reference	Doc Code	ACME Doc #	Wolfe PA Rev #	Stage	Status	Due to ACME	ACME Co
	DWG 91011	Order	91011	DWG General Arrangement Drawings		0	IFI	X	10-24-2019	

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**Notification Settings**

Email Type: ☒ Normal ☐ Each

Email Template: Customer transmittal notification (system)

Email Subject: Wolfe PA Company Transmittal Notification for PO: 91011

Include transmittal summary into email: PDF

☒ Include files in email ☐ Include hyperlink in notification email

Include files in email dropdown: As a single zip file, As a single zip file, As individual attachments

## Attachment Size Limit

In DocBoss, there is a setting for "max size of attachments". The "normal" maximum for most email system (incoming) is about 15MB.

This limit can be changed if required in Settings > Admin > General > Attachments size limit (Mb). When this is changed, DocBoss will send emails with attachments up to the new MB limit.

**Admin > General**

**General**

Wolfe PA Company (Wolfe PA) ID = 136

Use Contact Address Data: No

Time Zone: (GMT+01:00) Brussels, Copenhagen, Madrid, Paris

Date Format: dd/mm/yyyy

CSV Delimiter: ;

Password Reset Interval: 45

**User Licenses**

License Type	Count	Limit
Admin/Full	2 / 100	
Reviewer	0 / 100	
Viewer	0 / 100	

**Transmittals Default Options**

Outbound Generic Email Address	
Outbound Generic Email Name	
Email FROM Address Settings	Use do-not-reply@docboss.com
Contact Info	Use User Email Address
Send transmittal email notification	Yes
Include transmittal summary into email	PDF
Include hyperlink into email	Yes
Include files into email	No
Attachments size limit (Mb)	15
Link Expiration Period (days)	7
Require Name for Doc Access	Yes
Download Grace Period (days)	5
Show Delivery Medium	No

It can also be changed in individual projects. Go to **Project Main > Submittal Email Notifications > Enable/Disable and Attachments (by Target)** and adjust the **Attachments size limit (Mb)** field.

**Enable/Disable and Attachments (by Target)**

	Send notification	Include hyperlink	Include files	Include transmittal
ACME	No	Yes	Do not include	NONE
Sub-Supplier	No	Yes	Do not include	NONE
Internal/3rd party	Yes	Yes	Do not include	PDF
Ad-Hoc	Yes	Yes	Do not include	PDF

**Attachments size limit (Mb)**

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**Note 1:** The FTP (the hyperlink option) is more secure, and validates receipt.

**Note 2:** Most organizations have limits for the size of incoming emails. Your large email may be blocked. You may not receive any notification that they did not receive the files (this is managed on the customer's side, not by DocBoss).

## Attach link **ONLY** if the attachments are bigger than maximum email size limit.

When selecting the option to attach files to the email submittal, there also exist the possibility to add a variable to the email body which will include a hyperlink giving the option to download the files in case that the attachments are bigger than the maximum email size limit. Our default email template includes this.

For this purpose it can be used the variable [IFS\_\$BIGZIP] to hide the entire sentence that includes the [LINK] to the hyperlink.

i.e. : [IFS\_\$BIGZIP]Note - the attachments for this submittal have exceeded our maximum email size limit. You can download the files directly from this hyperlink [LINK], or contact us to provide an alternate transfer solution[/IFS].

To get this to work correctly, the option to include files in all the submittals shall be set by default.

To know more about how to create or edit a submittal email body read the article: [Create a New Email Template](#).

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