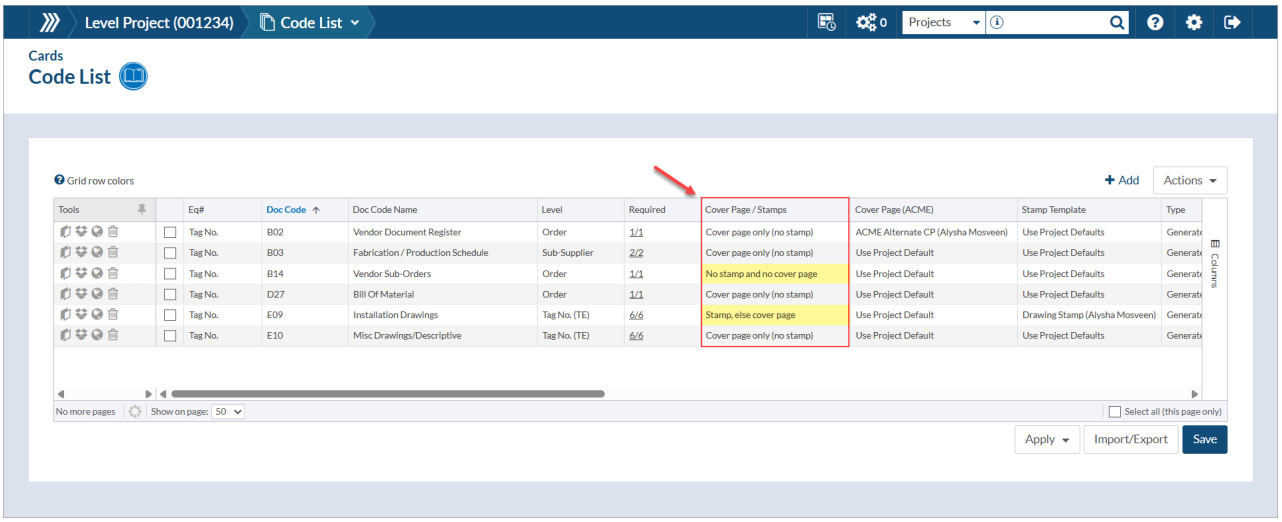
Select Cover Page/Stamp Setting per Doc Code

09/28/2026 8:53 am MDT

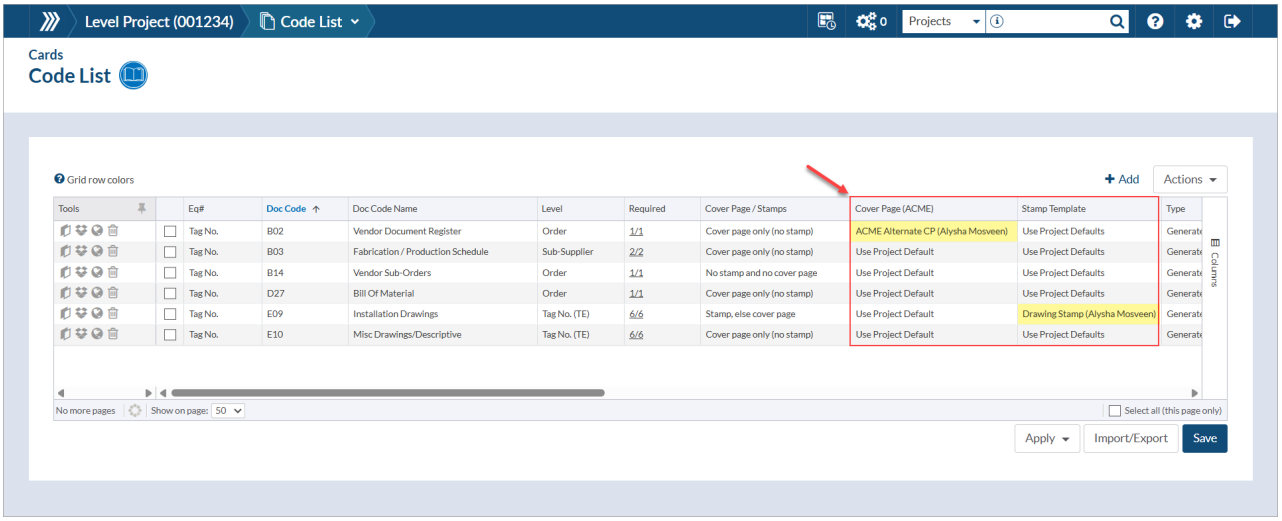
For each doc code, the cover page / stamp value determines whether a cover page will be added, if a stamp is required, or both/neither are needed for cards associated with the doc code.



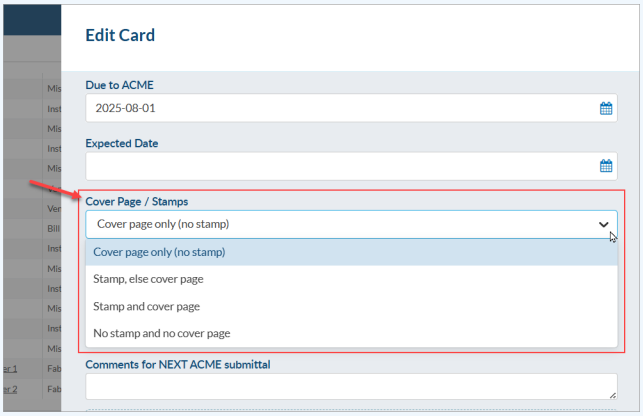
There are four "Cover Page/Stamps" options:

- **Cover page only (no stamp)**
  - No system requirement for a stamp, and a cover page will be added upon submittal.
- **Stamp, else cover page**
  - System will prompt the user to place a stamp. If the user decides it is not possible (i.e. there is no space), the "No space for stamp" option can be selected.
  - Upon submittal, DocBoss will indicate whether a stamp was applied or not, and proceed accordingly.
    - If the "No space for stamp" option is selected, a cover page will be applied to the outgoing document.
    - If a stamp is applied, the outgoing document will be sent without a cover page.
- **Stamp and cover page:**
  - System will prompt the user to place a stamp. If the user decides it is not possible (i.e. there is no space), the "No space for stamp" option can be selected.
  - Upon submittal, DocBoss will add a cover page whether or not a stamp was applied.
- **No stamp and no cover page**
  - No system requirement for a stamp, and no cover page will be added upon submittal.

In addition, the cover page and/or stamp template can be defined for each doc code. By default, the templates will be set to pull from those selected on project main (see article: Select Cover Page Templates and Settings on Project). However, if a different template is required for a specific doc code, the option can be adjusted by selecting the appropriate template in the grid.

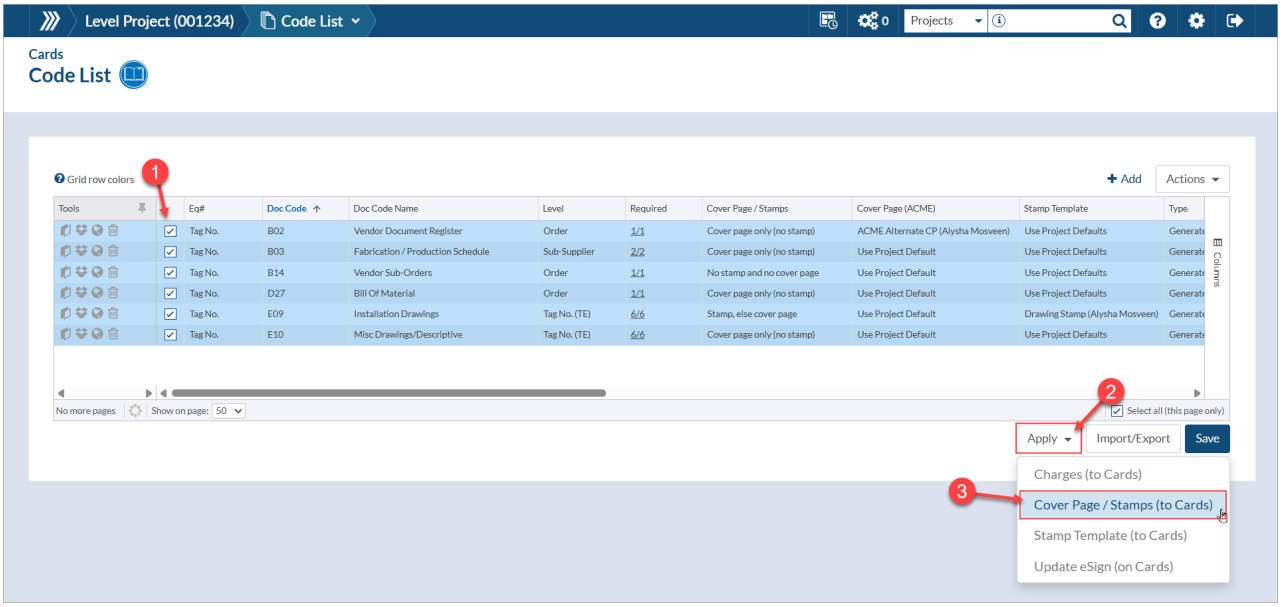


It is possible to edit the cover page/stamp setting for a specific card by opening the edit form (pencil icon under tools). However, this manual adjustment will only apply to **current** active file. Once a new file is returned and attached to the card, the setting will revert back to what has been selected for the doc code.



Change Setting Mid-Project

If a change is made to the "Cover Page / Stamps" setting on a doc code(s) mid-way through a project, the change can be applied to in-progress cards from the code list by selecting the doc code(s), expanding the options under "Apply", and choosing the "Cover Page / Stamps (to Cards)" option.



The change can also be applied to specific cards by selecting the applicable cards, expanding the options under "More Actions", and the choosing "Apply Cover Page / Stamp" option.

