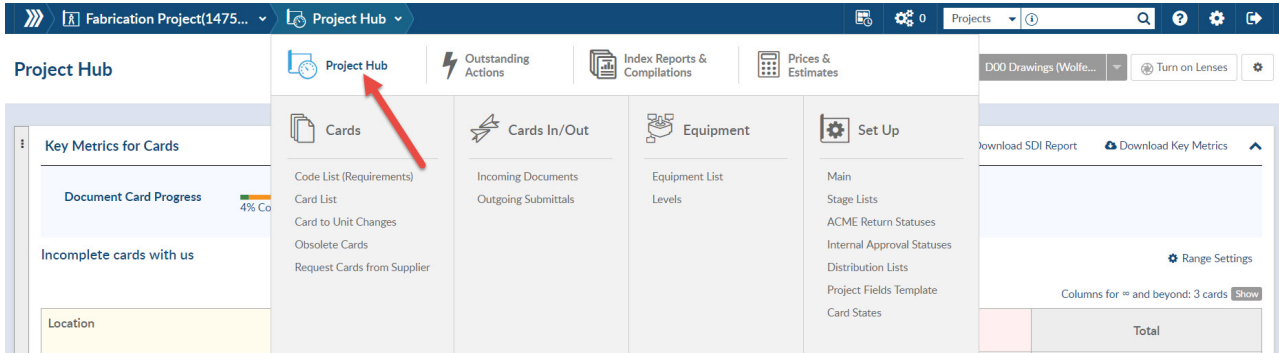


Project Hub

08/02/2024 1:34 pm MDT

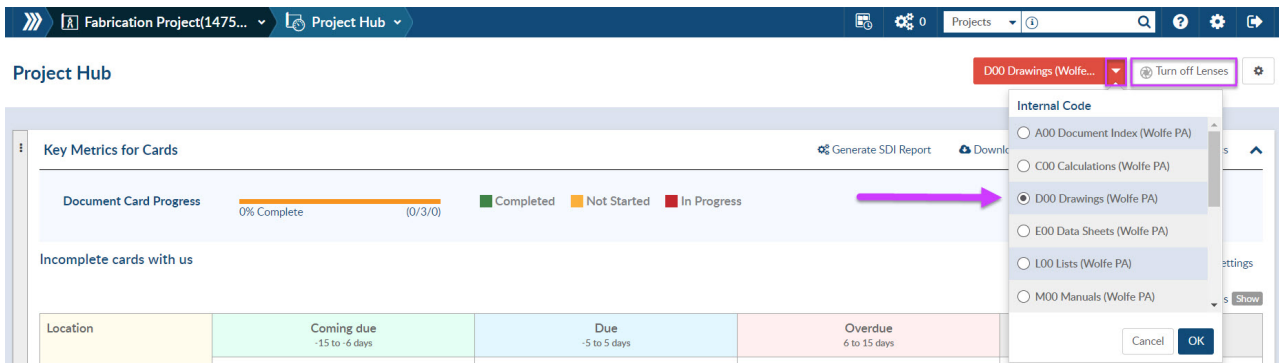
The project hub is a new landing page designed to provide actionable data for your document controllers. This hub also allows you to have tight control over exactly what is going on on the project. Here you can see how many documents are due, overdue, coming due or are they sitting out with the supplier or back with somebody inside?

Once you land on the Project, navigate to the Project Hub.



Lenses

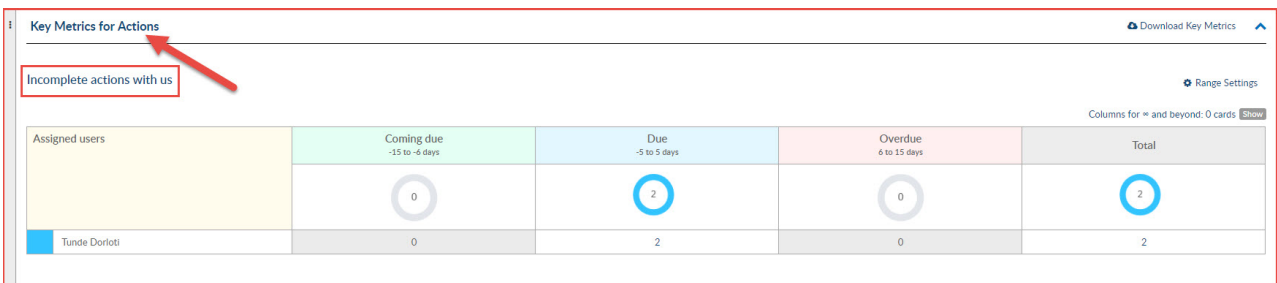
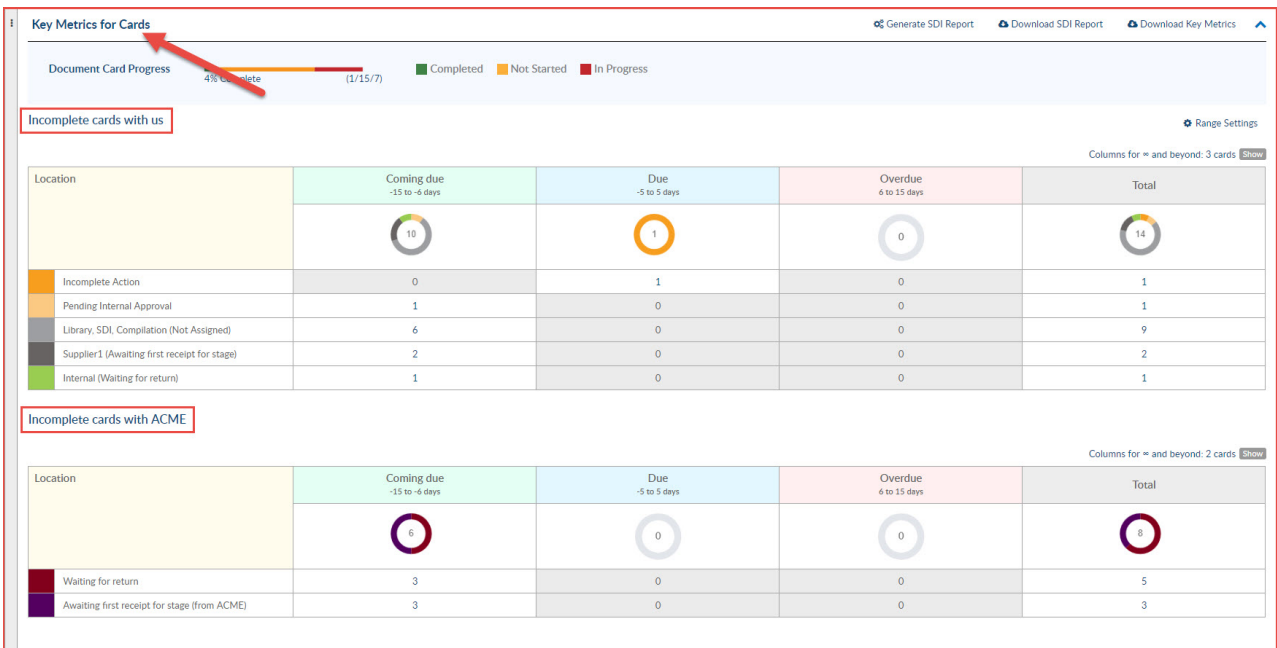
Apply the lenses at the top of the screen to refine the information on the screen.



If you wish to learn more about how to add and configure lenses read our article: [Configure Lenses on the Dashboard](#).

Grids

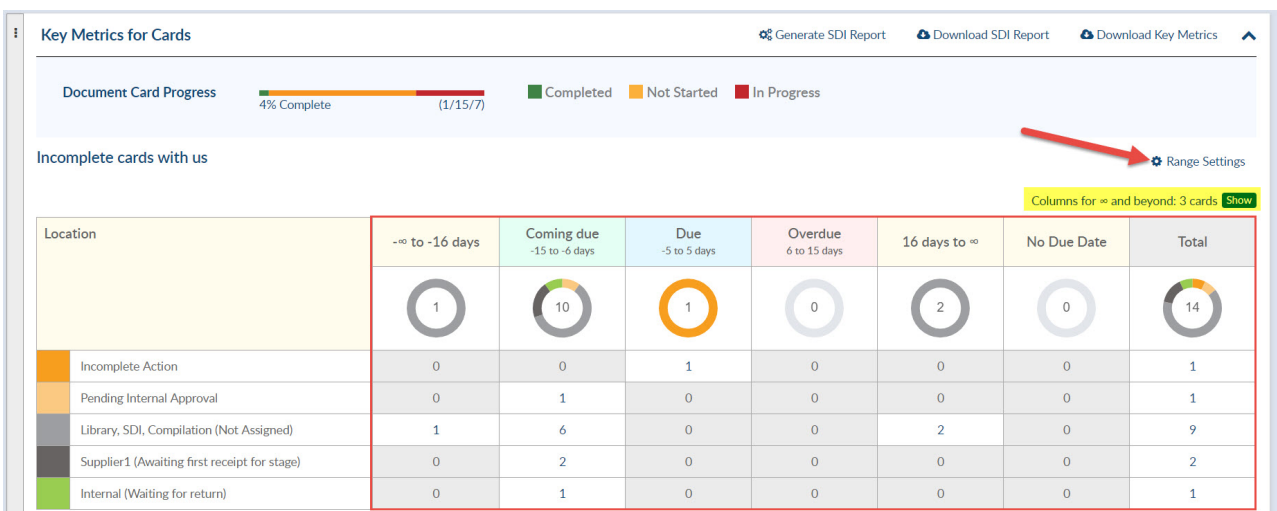
Key Metric grids are available for both cards and outstanding actions.



Range Setting and Display

The data which appears on incomplete cards and actions can be modified from the “Range Settings” where coming due, due and overdue values can be edited.

You can also select 5 columns display instead of 3 by clicking on “Columns for ∞ and beyond”.



Reports

Finally, if you want to pull this data into Excel, DocBoss allows you to generate and download SDI Reports for cards and download Key Metrics for both cards and outstanding actions.

Project Hub

D00 Drawings (Wolfe... Turn on Lenses

Key Metrics for Cards Generate SDI Report Download SDI Report Download Key Metrics

Document Card Progress 4% Complete (1/15/7) Completed Not Started In Progress

Incomplete cards with us Range Settings

Columns for ∞ and beyond: 3 cards Show

Incoming Files

On Project Hub the option is also available to upload files so you can directly process any pending document.

Upload Files

Files from Sub-Supplier Drag and drop to create new submittal Or choose files from disk Max upload size 400Mb.

Files from Internal Drag and drop to create new submittal Or choose files from disk Max upload size 400Mb.

Files from Acme Drag and drop to create new submittal Or choose files from disk Max upload size 400Mb.