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.

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Pro	oject Hub				D00	Drawings (Wolfe	n off Lense	es 🗘
						Internal Code		
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	Key Metrics for Cards			📽 Generate SDI Report	Download	CO0 Calculations (Wolfe PA		s 🔨
	Document Card Progress	0% Complete (0/3/0)	Completed Not Started In Progres	3	-	D00 Drawings (Wolfe PA)		
						O E00 Data Sheets (Wolfe PA)		
	Incomplete cards with us					O LOO Lists (Wolfe PA)		ettings
						O M00 Manuals (Wolfe PA)		s Show
	Location	Coming due -15 to -6 days	Due -5 to 5 days	Overdue 6 to 15 days		Cancel	ок	

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.

complete cards with us				🌣 Range Set
			1	Columns for ∞ and beyond: 3 cards
ocation	Coming due -15 to -6 days	Due -5 to 5 days	Overdue 6 to 15 days	Total
			0	14
Incomplete Action	0	1	0	1
Pending Internal Approval	1	0	0	1
Library, SDI, Compilation (Not Assigned)	6	0	0	9
Supplier1 (Awaiting first receipt for stage)	2	0	0	2
Internal (Waiting for return)	1	0	0	1
complete cards with ACME	Coming due -15 to -6 days	Due -5 to 5 days	Overdue 6 to 15 days	Columns for ≈ and beyond: 2 cards Total
	6	0	0	
Waiting for return	3	0	0	5
Awaiting first receipt for stage (from ACME)	3	0	0	3

Incomplete actions with us				A Range Settings
				Columns for * and beyond: 0 cards Show
Assigned users	Coming due -15 to -6 days	Due -5 to 5 days	Overdue 6 to 15 days	Total
	0	2	0	2
Tunde Dorloti	0	2	0	2

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".

Key Metrics for Cards				📽 Generate SDI Rep	ort 🚯 Download Sl	DI Report 🛛 💩 Down	load Key Metrics
Document Card Progress 4% Comple	ete (1/15/7)	Completed	Not Started	In Progress		_	
ncomplete cards with us							Range Setti
						Columns for ∞ and	beyond: 3 cards
Location	-∞ to -16 days	Coming due -15 to -6 days	Due -5 to 5 days	Overdue 6 to 15 days	16 days to ∞	No Due Date	Total
		10		0	2	0	14
Incomplete Action	0	0	1	0	0	0	1
Pending Internal Approval	0	1	0	0	0	0	1
Library, SDI, Compilation (Not Assigned)	1	6	0	0	2	0	9
Supplier1 (Awaiting first receipt for stage)	0	2	0	0	0	0	2
Internal (Waiting for return)	0	1	0	0	0	0	1

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.

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:	Key Metrics for Cards					¢8 Generat	SDI Report	Download SDI Report	🛆 Downloa	ad Key M	etrics	^
	Document Card Progress	4% Complete	(1/15/7)	Completed	Not Started	In Progress						
	Incomplete cards with us									🌣 Rang	ge Settin	ngs
								Colu	imns for ∞ and b	eyond: 3	cards	Show

Incoming Files

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

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