

Setting the FROM: Email Address

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When you send a submittal notification from DocBoss, we allow you to set the FROM email address. Your options are:

- Do-Not-Reply@docboss.com
- User Email Address (the user that is managing the project). Note you must have SPF and DKIM entries on your domain - [see here for instructions](#)
- Outbound Generic Email Address

How to set your FROM: email address for email notifications

You can manage the from email address that is used on each project.

To Get Here:

Project menu - (Set Up) Main > (Output Settings) Transmittal Notification Emails

Output Settings

Stamp

ACME Stamp XLS: Default Stamp Template [XLS] (sy ▼)

Cover Pages

ACME Cover Page PDF: ACME Cover Page [XLS] (system) ▼ CSV/XLS: - No Template Selected - ▼

Sub-Supplier Cover Page PDF: Default Sub-Supplier Cover Page ▼

Transmittals

ACME Transmittal PDF: Default Transmittal w/ Wolfe PA ▼ CSV/XLS: - No Template Selected - ▼

Sub-Supplier Transmittal PDF: Default Sub-Supplier Transmittal ▼

Internal Transmittal *Uses the Sub-Supplier transmittal templates*

Delivery Medium Email ▼ Show Delivery Medium in Transmittal Popup

Send transmittal email notification

Include summary into email PDF ▼

Require Name for Doc Access Yes ▼

Add Comments Page to Document on Submittal

Transmittal Numbering Format

Type of Format	Pattern per Target
ACME Transmittal Pattern	T-<Sequence###>
Sub-Supplier Transmittal Pattern	T(S)-<Sequence###>
Internal Transmittal Pattern	T(I)-<Sequence###>
Ad-Hoc Transmittal Pattern	T(A)-<Sequence###>

Transmittal Notification Emails

- Email Templates -

ACME	Customer transmittal notification ▼	Ad-Hoc	Ad-Hoc transmittal notification (s) ▼
Sub-Supplier	Sub-supplier transmittal notificat ▼	Internal	Internal transmittal notification (s) ▼

- Email Settings -

Email FROM Address Use DO-NOT-REPLY@docboss.c ▼

Contact Info Use User Email Address ▼

Include hyperlink into email

Other

Estimation Default Estimate Template (syste) ▼

The drop-down allows you to select which From: email and/or contact info you would like to use for your outbound email notifications. (the generic email is only available if you set it up at Admin level)

If you use a different FROM address (other than do-not-reply@docboss.com) please ensure your IT Department has modified your corporate SPF. (See [below](#))















Creating the Outbound Generic Email address

The Admin tab is the only place where the generic address can be configured. An example of this would be doccontrol@mydomain.com

To Get Here:

- Settings > Admin > General
- Scroll to Transmittals Default Options

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
Link Expiration Period (days) 	7
Require Name for Doc Access 	Yes
Download Grace Period (days) 	5
Show Delivery Medium 	No
Default Delivery Medium 	Email
Enforce Sub-Supplier Selection 	Yes
Add Comments Page to Document on Submittal 	Yes

Click the edit icon beside the Outbound Generic Email Address and/or Outbound Generic Name to add detail.

NOTE: When using an email address from your domain

If you use a different FROM address (other than do-not-reply@docboss.com) please ensure your IT Department has properly set up your corporate SPF and DKIM records.

[Instructions for SPF and DKIM are included in this article - click to view](#)