

Comment sheets inside uploaded PDF files

01/07/2026 4:54 pm MST

When you bring in a file from the customer and they return it with a comment page in the file, you can identify the comment page in the assignment screen. Once identified, DocBoss allows the user to determine the location of the comment and/or markup sheet(s) from the "Comments Location" field.



The location of the comment/markup sheet is defaulted from the "Position of markup summary page(s)" option selected on the "Main" tab of the project configuration page (Project Menu > Project Configuration > Main > Submittal Defaults > Markup Output > "Position of markup summary page(s)").

In the assign screen, after dragging and dropping the file to the card:

- 1) Enter the number of pages that are comment pages
- 2) Choose the comments location within the file from the drop down.

The screenshot displays the DocBoss assignment interface. On the left, the 'File Staging Area' shows an 'Unassigned Files' table with one entry: '1234-01-A00-0001_Rev00_Sub00' with 4 pages. The main 'Assign to:' panel shows document details and a table of pages. On the right, the 'Pages in Document' section is highlighted with a red box. It contains the following fields:

- 'Total pages in incoming document' with a value of 4 and a warning icon indicating '2 expected pages'.
- 'How many of them are cover pages?' with a value of 1 and a checkmark indicating '1 expected page'.
- 'How many of them are comment pages?' with a value of 1, marked with a red circle '1'.
- 'Comments Location' dropdown menu set to 'After CP', marked with a red circle '2'.
- A checkbox for 'This document is just a cover page' which is unchecked.

Below this section, the 'Status & Routing' area shows 'Stage List' with 'IFI' selected and 'Current Stage' also set to 'IFI'. 'Cancel' and 'Save' buttons are at the bottom right.

Then users can select routing to sub-supplier and internal.

Project 6 (1234-01)
Incoming Documents
From ACME Engineerin...

Cards In/Out /Incoming Documents
From ACME Engineering: T008

File Staging Area

You can upload multiple files and keep them here while you decide where to place them.
Maximum individual file size (for normal handling) is 400Mb

Drag and drop files
Or choose files from disk

Unassigned 1
Assigned 0
Transmittal Doc 0

Unassigned Files

Mark as Transmittal Download Delete

File Name	Pages	Tools
1234-01-A00-0001_Rev00_Sub00	4	

No more pages Show on Page: 10

Assign to:

Document Cards Obsolete Cards

Drag and drop files into document cards

Doc Code Select or type ahead... Search

Out of Workflow Show Merged Show Grid Row Colors

Document Com...	Line No. List (Wolfe PA)	Tools	Doc Code
	1, 2, 3, 4, 5, 6, 7, 8, 9, 10		B14

No more pages Show on Page: 20

NULL Cards Only Show

Processing
1234-01-A00-0001_Rev00_Sub001.pdf
Viewer Off History

Stage List Workflow

Current Stage

IFI Customer

Doc Status
3 - Rejected - Resubmit

Complete Current Stage

Queue for Submittal

Queue for submittal to Sub-Supplier Internal

Send the original document + cover page

Internal (User) Routing

Doc Control User Tunde Dorloti

Engineer User Brad Bowyer

By default, comment sheets uploaded to DocBoss will **not** be included in the next outbound submittal. If desired, users can choose to include comment sheets using the checkbox on the outbound submittal grid (for each card).

Pending Submittal to Internal

Wolfe PA Submittal

Select Card Name(Auto) Level

No more pages Show on Page: 20

Pending Submittal to Sub-Supplier

Sub-Supplier Submittal

Select Sub-Supplier to Begin Submittal: V

Select Card Name(Auto) Level Doc C

B14 8910-01 Order B14 Vendor Sub-Orders

No more pages Show on Page: 20

Ad-Hoc Submittal

Ad-Hoc Submittal

Select Card Name(Auto) Level

No more pages Show on Page: 20

Submittals

Start Sub-Supplier Submittal

Grid Rows Colors

New CP	Add Header/Footer	Sign document	Add received comment pages	Card Name(Auto) T	Level	Reference	Doc Code	Doc No. (ACME)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B14 8910-01	Order	8910-01	B14 Vendor Sub-Orders	

No more pages Show on Page: 20 Items on page: 1

Add new CP (this page only) Add new CP (all pages)

Submittal Settings

Submittal Number TIS-003 Submittal Date 27/08/2021 17:52:08 Sequence 3

Submittal Comments

Turn around 10 (working days)

Distribution List Select distribution list

Include markups

Send submittal email notification

Add Supporting (Uncontrolled) Documents to this Submittal

DROP FILE(S) HERE

Add all cards to Ad-Hoc queue after submittal

Preview Summary (PDF) Cancel Start