

# 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 shows the 'Assign to' section of the DocBoss interface. The 'Comments Location' dropdown is highlighted with a red box and contains the value 'After CP' with a red number '1' next to it. The 'Pages in Document' section shows 'Total pages in incoming document' as 4 and 'How many of them are comment pages?' as 1. The 'Status & Routing' section shows 'Stage List' with 'IFI' selected. The 'Comments Location' dropdown is also highlighted with a red box and a red number '2' next to it.

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

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

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

**File Staging Area**  Viewer Off

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

**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

No more pages Show on Page: 20

NULL Cards Only Show

**Queue for Submittal**

Queue for submittal to  Sub-Supplier  Internal  
 Send the original document + cover page

**Stage List Workflow** |  Edit

**Current Stage**

IFI  
Customer

**Doc Status**  
3 - Rejected - Resubmit

Complete Current Stage

**Internal (User) Routing**

Doc Control User Tunde Dorloti

Engineer User Brad Bowyer

Drafter Clear

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**

Select Sub-Supplier to Begin Submittal:  B14.8910-01

Sub-Supplier Submittal

Select Card Name(Auto) Level Doc Code  
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)	Level	Reference	Doc Code	Doc No. (ACME)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	B14.8910-01	Order	8910-01	B14 Vendor Sub-Orders	

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

**Submittal Settings**

Submittal Number T(S)-003 Submittal Date 27/08/2021 17:52:08 Sequence 3

Submittal Comments Turn around 10 (working days)  
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)

Start

**Next Submittal Sequence: 1**

original document + cover page  
Select All (this page only) Select All (all pages)  
Add to Ad-Hoc Queue Start Internal Submittal

**Next Submittal Sequence: 3**

Send... Link  
1234-01-A00-0001\_Rev00\_Sub001  
Select All (this page only) Select All (all pages)  
Add to Ad-Hoc Queue Start Sub-Supplier Submittal

**Next Submittal Sequence: 1**

Comments (Internal) Is Drawing  
Select All (this page only) Select All (all pages)  
Move from Ad-Hoc Queue Start Submittal