

Comment sheets inside uploaded PDF files

02/19/2026 2:26 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.

Processing
5678-B01-002-01_Rev0_Sub001.pdf
Viewer Off History

Collapse All Expand All

Active File

New file to put in this document card
5678-B01-002-01_Rev0_Sub001.pdf

Force exceptional handling

Total pages in incoming document
3 ▲ 2 expected pages

Order of pages
Cover page(s): 1
Comment page(s): 2
Active file: 3

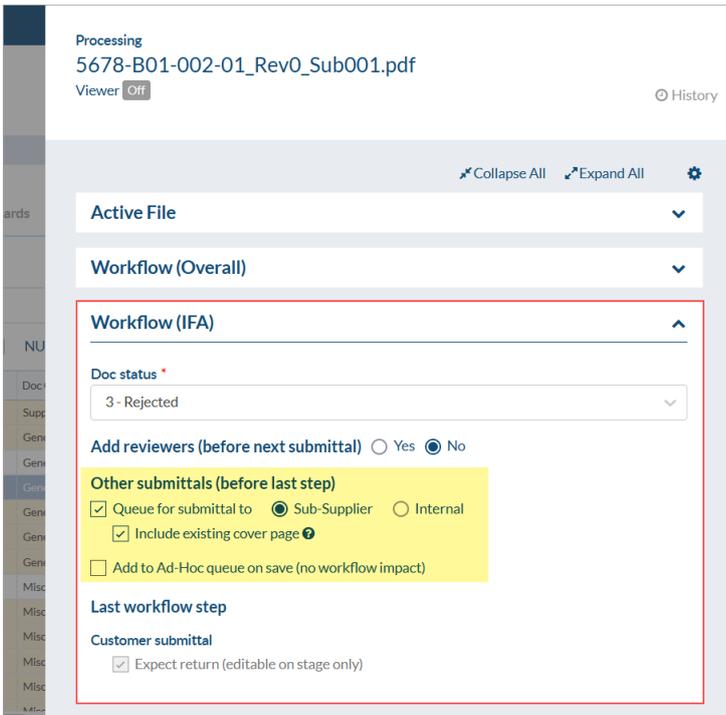
How many of them are cover pages?
1 ✓ Sent 1 page, Expect 1 page

How many of them are comment pages?
1 **1**

Comments location
After CP **2**

This document is just a cover page

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



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).

