

# Comment sheets inside uploaded PDF files

09/16/2024 1:12 pm MDT

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 sequence of comment and markup sheets on re-submittal of the file to sub-supplier/internal. The setting is called: **Position of comment/markup pages (on submittal)**

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' screen for a document. The 'Pages in Document' section is highlighted with a red box. It contains the following information:

- Total pages in incoming document: 4 (with a red warning icon and '2 expected pages')
- How many of them are cover pages?: 1 (with a green checkmark and '1 expected page')
- How many of them are comment pages?: 1 (with a red circle around the number 1)
- Comments Location: After CP (with a red circle around the dropdown arrow)
- This document is just a cover page

The 'Status & Routing' section shows the 'Current Stage' as 'IFI'.

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

The screenshot shows the 'Assign to' screen for a document. The 'Queue for Submittal' section is highlighted with a red box. It contains the following information:

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

The 'Internal (User) Routing' section shows the 'Doc Control User' as 'Tunde Dorloti' and the 'Engineer User' as 'Brad Bowyer'.

By default, comment sheets uploaded to DocBoss will be included in the next outbound submittal (in the sequence identified above). If desired, users can stop comment sheets from being included in the next submittal via a checkbox (for each card) on the outbound submittal grid.

**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"/>	B14-8210-01	Order	0910-01	B14 Vendor Sub-Orders	

Submittal Settings

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

Submittal Comments: [Text Area]

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