

# Turn Around Days

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## Turn Around Days

Turn Around Days are used to determine the default count of working days for due dates. The settings for these can be adjusted on projects from the **Project Configuration** page (in the "Turn Around Days" section).

The screenshot shows the 'Project Configuration' page for 'Valve Project (0001234)'. The 'Main' tab is selected. Under the 'Card Settings' section, the 'Turn Around Days' sub-section is expanded, showing a list of settings with input fields. A red box highlights the first three settings: 'ACME turn around (working days)' with a value of 10, 'Omega turn around (working days)' with a value of 10, and 'Action turn around (working days)' with a value of 5. A red arrow points to the first input field. The right sidebar contains a 'Templates' section with various options like 'Cover Pages and', 'Transmittal', 'Prices and Estim', 'Submittal Default', 'Numbering', 'File Naming Pat', 'Headers and Foc', 'Markup Output', and 'Batching, Down'.

Here you can enter the default amount of Turn Around working days.

**Customer Turn Around days** - are how many working days your Customer will have to review and return your documents. For example, if you send a document to Acme and the Turn Around days are "10," DocBoss will automatically updated the expected return date as 10 **working** days after the submittal.

**Instance Turn Around days** - are the amount of **working** days for internal documents. For example, if Acme returns a code "B" document, DocBoss will calculate the expected return date to 10 days from receipt.

**Action Turn Around days** - The amount of days a routed document takes to complete. If using Internal approval, DocBoss will calculate that the internal users have 5 days to complete the review.



The format of the dates will be based on the date format selected in the "Project Profile" section of the Project Configuration "Main" tab. For more information about date formatting, see this article: [Set Date Format](#)