

# List of Completed Submittals

07/22/2025 4:35 pm MDT

The last grid on the Outgoing Submittals page contains completed submittals.  
Project Menu > Cards In/Out > Outgoing Submittals > Scroll to bottom of screen.

Submittal History									
Submittal History									
Number	Created	Submittal Date	Contained Doc...	To	Link Expiration Date	First Accessed	Tools	# Of Extra ...	Downloaded by Target
T-005	2019-05-20 19:34:08	2019-05-20 19:34:04	3	Customer	2019-05-27	2019-05-20 19:37:03_83.59.38...		0	
T-004	2019-05-20 19:33:23	2019-05-20 19:33:19	2	Customer	2019-05-27			0	
T-003	2019-05-20 19:32:36	2019-05-20 19:32:33	2	Customer	2019-05-27			0	
T-002	2019-05-16 16:00:35	2019-05-16 15:58:56	1	Customer	2019-05-23			0	
T-001	2019-05-16 12:19:39	2019-05-16 12:19:36	1	Customer	2019-05-23			0	
No more pages   Show on Page: 50   Items on page: 7									

## 1) Submittal Details

Click on the submittal number to load the submittal details.  
Note the buttons at the bottom which allow you to resend notification emails.

Submittal Number: T-003

Download Transmittal File Only

Download Full Submittal

Card Name(Auto)	Level	Reference	Doc Code	Doc No. (ACME)	Rev # (Omega EU)	Rev # (Customer)	Link
RPT V-102	Tag No. (TE)	V-102	RPT Reports	1234-RPT-0065	0		1234-RPT-0065_Rev0_Sub001.pdf

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

Submittal Settings

Batching

Normal

Separate submittal per file

Submittal Date

2025-02-10 13:15:33

Turn around

10

Target company

ACME Engineering

Recipients

ACME

To: ACME:

Omega:

Cc: ACME:

Omega:

Send Email

OK



## 2) Recipients

Mouseover the icon to quickly see the people included on the distribution list.

To ▼	Link Expiration Date ▼	First Accessed	Downloaded by Target
Customer	2019-05-27	2019-05-20 19:37:03...	!
Customer	2019-05-27		!
Customer	2019-05-27		
To: ACME: Andrew Rosser (Doc. Controller), tunde@docboss.com 2019-05-20 19:49:21			
Customer	2019-05-23		!


### 3) Expiry date of hyperlink (and refresh)

The download link expires after a set period of time. If the link has expired but the customer still needs to access it, you can refresh link expiration date by clicking the "Refresh Link" button beside the original expiration date:


To ▼	Link Expiration Date ▼	First A
Customer	2025-02-27	2025-0
Customer	2024-10-31 	
Customer	2025-02-17 	

Refresh Link

### 4) Downloads (and first access)

First Accessed ↓
<u>2025-02-20 11:22:46</u> 







DocBoss tracks all user who download the submittal. The first accessed show you when a user downloaded this submittal. If you click the hyperlink, it shows a full history of all downloads, including the IP address of the downloader. Note that we ALSO track whether the downloader is the TARGET of the submittal. i.e. if the submittal is going to the customer, then only contacts of the customer will be target contacts.

Submittal Access History			
Name	Type	Download Date ↑	IP Address
	Non-targetted contact	2025-02-20 11:22:46	
No more pages    Show on page: 20 ▼			

## 5) Tools



Various functions are available from icons in the grid. From left to right you can:

	Download the transmittal document
	Download the full submittal
	Export markups into CSV
	Auto-reclaim the submittal
	View the email delivery status
	Void the submittal

### Auto-reclaim:

Auto reclaim is used in situations where the customer approves your transmittal verbally but doesn't physically return the documents. Rather than re-upload all the original docs (to maintain the workflow trail), you can click auto reclaim, and work with the documents inside DocBoss. This feature is also used in cases where documents are rejected, but you DO want to maintain the history of the submittal.

For more information regarding Auto-reclaiming submittals see our article [here](#).

### Void:

Voiding a submittal is used when you have made a mistake and simply want the documents to move back to the area from which they came. You will choose which documents you should VOID from the submittal. If documents have been processed subsequently, you will not be able to VOID them.

\*\* if you VOID a submittal, the original transmittal will NOT appear on outbound history records (it will show in the document history however).

## 6) Downloaded by Target

DocBoss flags submittals based on downloads by the targets:

If a submittal is **not** emailed to the target, there will be no icon visible.

If a submittal is sent to the target, an orange icon will appear to inform you that the submittal has **not** been downloaded.

The number of days given to the target to download the submittal is defined as the grace period. After a defined number of days (set by your administrator), an internal warning icon (red) will appear to inform you that the submittal has still **not** been downloaded.

**Note:** It is recommended that the grace period be set to fewer days than the link expiration period. This ensures there is time to inform the target before the link expires.

Number ↓	Downloaded by Target
T-005	!
T-004	!
T-003	!
T-002	
T-001	!

»» Admin General

Admin  
General

Link expiration period (days) \*

7

Download grace period (days) \*

5

**Note:** If a circumstance arises that you know the files were delivered via another medium, you can clear the warning for Downloaded by Target. Once the grace period has expired and the "!" has turned red, you can click the red "!" to remove the warning. Removing the warning will also remove this from the report showing all submittals which have not been downloaded by the customer.

Extra Files	To	Link Expiration Date	First Accessed	Downloaded by Target	Tools	Attachment Size
system3.docboss.com says	ie			!	📄 📁 🗑	266.05 KB
Are you sure you want to clear this warning?	ie			✓	📄 📁 🗑	136.44 KB
	ie				📄 📁 🗑	158.45 KB
				!	📄 📁 🗑	266.04 KB
				!	📄 📁 🗑	310.99 KB
				!	📄 📁 🗑	265.64 KB