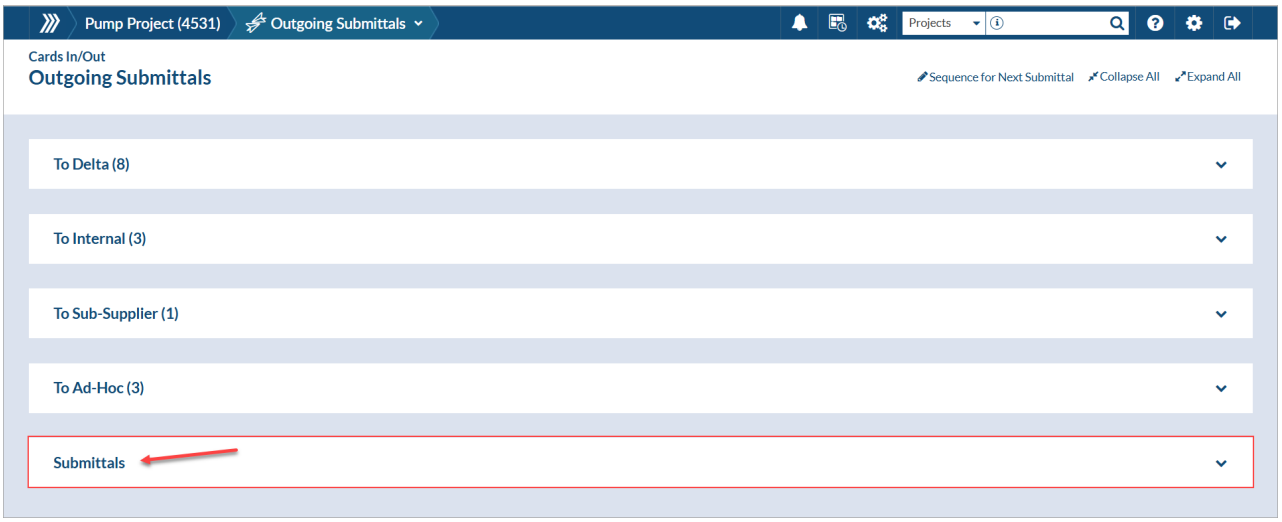
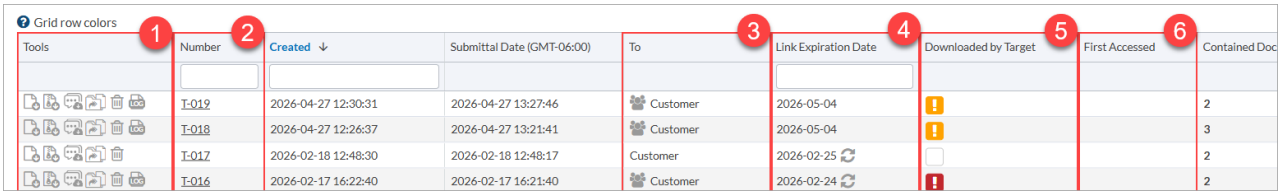
List of Completed Submittals

09/28/2026 8:59 am MDT

To see your completed submittals, navigate to **Project Menu > Cards In/Out > Outgoing Submittals.** The "Submittals" drop-down lists the details of the submittals that have been issued on the project.



The key columns available in the grid are as follows:



1) Tools

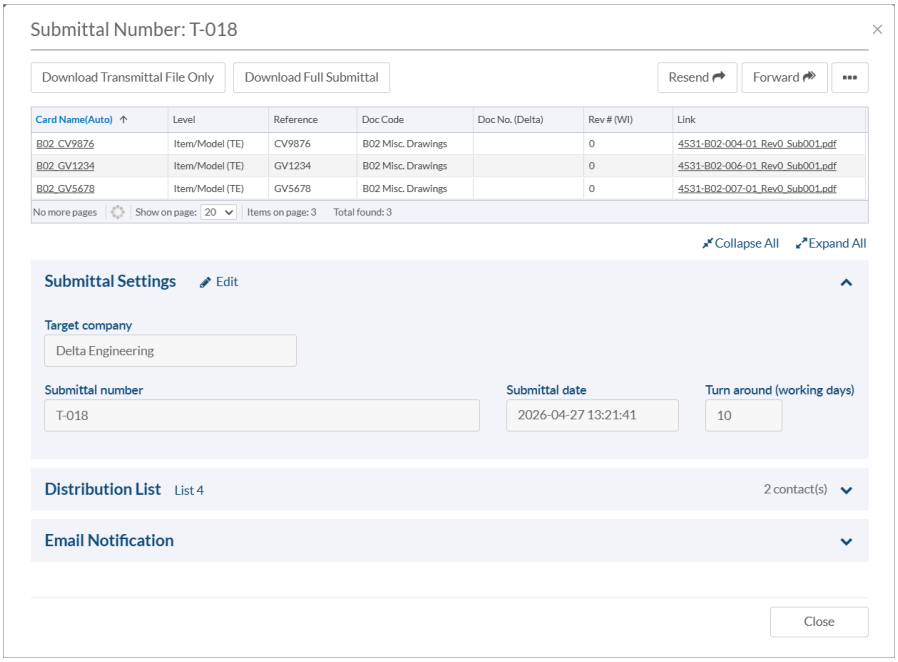


Various functions are available from icons in the grid. From left to right you can:

- Download the transmittal file
- Download the full submittal (as a ZIP)
- Export markups into CSV
- Auto-reclaim the submittal (see article: Auto-Reclaim Submittal)
- Void the submittal (see article: Void Submittal)
- View the email delivery status (see article: Log for Sent Emails)

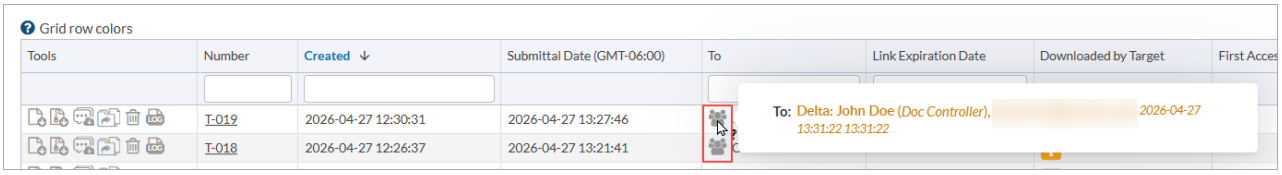
2) Number (Submittal Details)

Click on the submittal number to load the submittal details. From the pop-up, you can download the transmittal file or full submittal (as a ZIP), download individual files, resend/forward the email, and more.



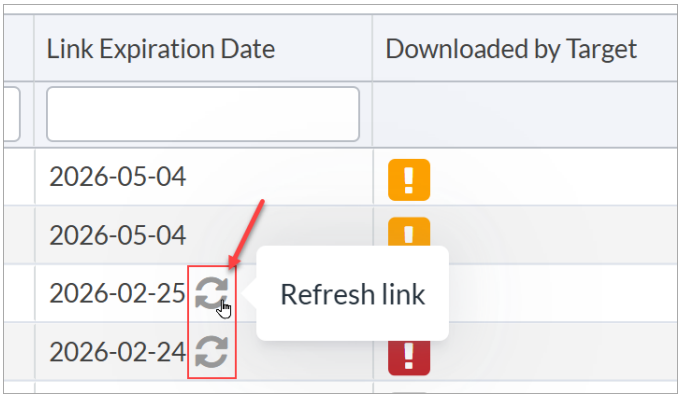
3) To (Recipients)

See which target the submittal was set to (i.e., customer, sub-supplier, or internal/3rd party). To see the list of recipients, hover over the icon. If there is no icon, this indicates that there was no submittal email sent.

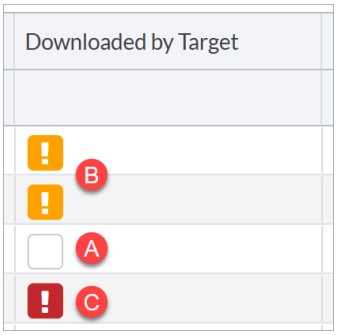


4) Link Expiration Date

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.



5) Downloaded by Target

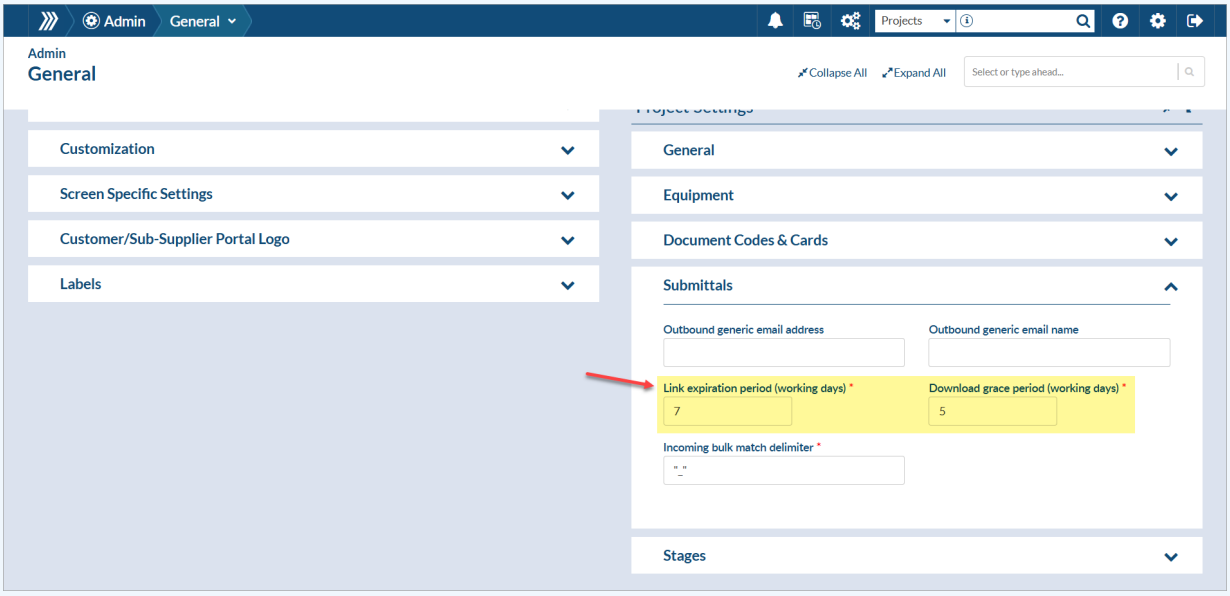


A. If a submittal email notification **is not** sent to the target, there will be no icon visible.

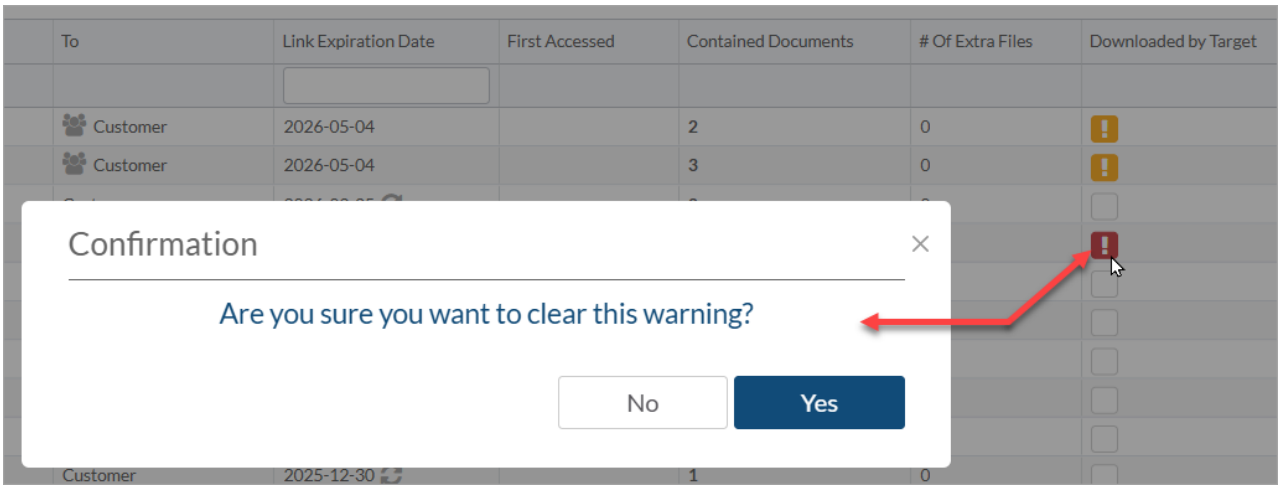
B. If a submittal is sent to the target, an orange icon will appear to inform you that the submittal has **not** been downloaded.

C. 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), a red icon (warning) will appear if the submittal has still not been downloaded.

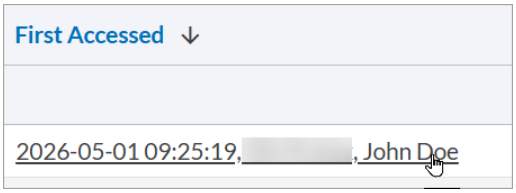
Note: It is recommended that the grace period be set to fewer days than the link expiration period. This ensures there is time to inform the target before the link expires.



If you know that the files were delivered via another medium, you can clear the warning. Removing the warning will also remove this submittal from the report indicating all submittals which have not been downloaded by the customer.



6) First Accessed



DocBoss keeps track of every submittal download. The "First Accessed" column shows a record of the first download, and clicking the hyperlink shows the full download history (including the name and IP address of the downloader). Note that DocBoss ALSO track whether the downloader is the TARGET of the submittal (i.e., if the submittal is going to the customer, then only customer contacts are considered to be targets).

