

List of Completed Submittals

05/11/2026 12:06 pm MDT

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

The screenshot shows the 'Outgoing Submittals' interface for 'Pump Project (4531)'. The 'Submittals Sent' tab is active, showing 13 available submittals. A table lists submittals with columns for Tools, Number, Created, Submittal Date, To, Link Expiration Date, Downloaded by Target, First Accessed, Contained Documents, and # Of Extra Files. Red callouts 1-6 point to the Tools icons, Number column, To column, Link Expiration Date column, Downloaded by Target column, and First Accessed column respectively.

Tools	Number	Created	Submittal Date	To	Link Expiration Date	Downloaded by Target	First Accessed	Contained Documents	# Of Extra Files
	I-012	2026-04-27 12:30:31	2026-04-27 13:27:46	Customer	2026-05-04			2	0
	I-018	2026-04-27 12:26:37	2026-04-27 13:21:41	Customer	2026-05-04			3	0
	I-017	2026-02-18 12:48:30	2026-02-18 12:48:17	Customer	2026-02-25			2	0
	I-016	2026-02-17 16:22:40	2026-02-17 16:21:40	Customer	2026-02-24			2	0

1) Tools

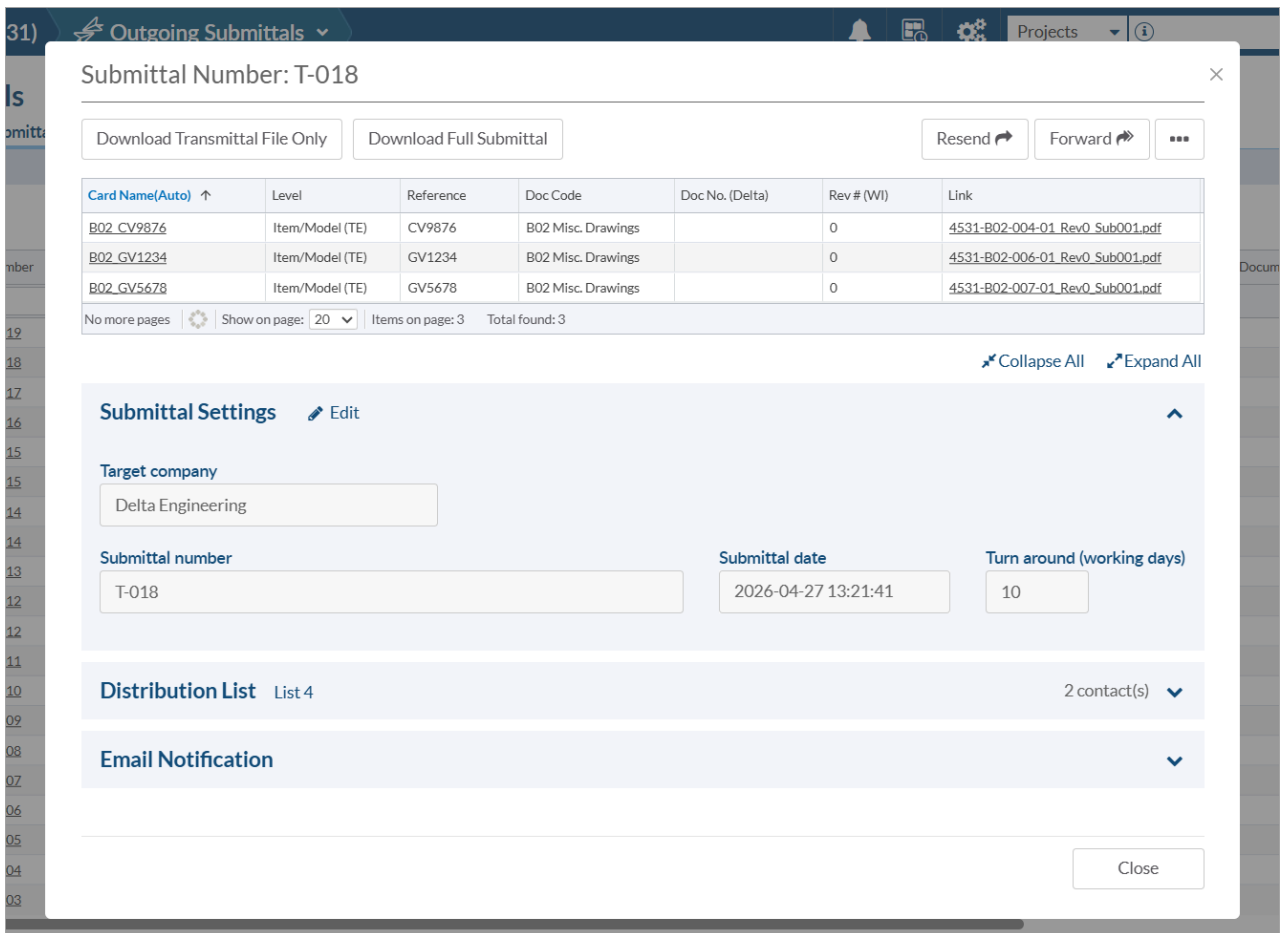


Various functions are available from icons in the grid. From left to right you can:

- 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](#))

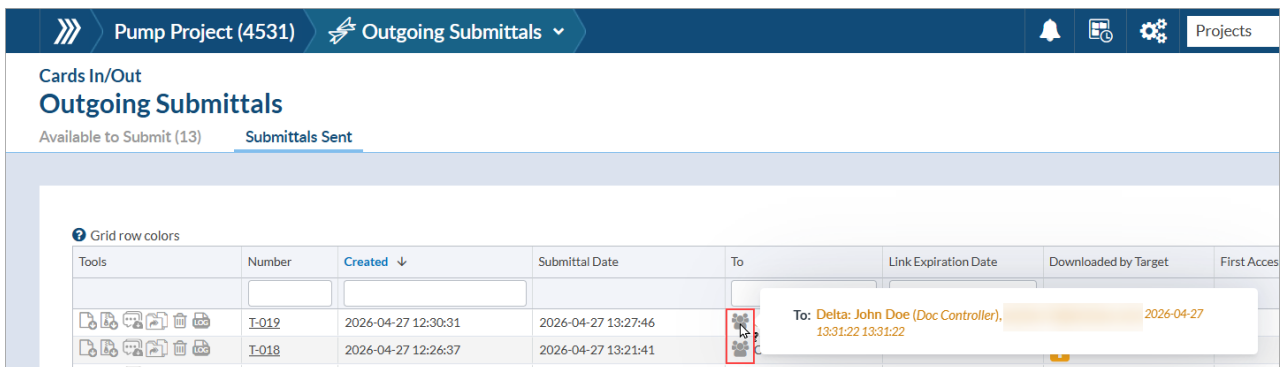
2) Number (Submittal Details)

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.

Link Expiration Date	Downloaded by Target
<input type="text"/>	
2026-05-04	
2026-05-04	
2026-02-25	
2026-02-24	

Refresh link

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.

Downloaded by Target



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.

The screenshot shows the 'Admin General' settings page. The 'Submittals' section is expanded, showing the following fields:

- Outbound generic email address:
- Outbound generic email name:
- Link expiration period (working days): (highlighted in yellow)
- Download grace period (working days): (highlighted in yellow)
- Incoming bulk match delimiter:

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.

To	Link Expiration Date	First Accessed	Contained Documents	# Of Extra Files	Downloaded by Target
Customer	2026-05-04		2	0	
Customer	2026-05-04		3	0	
Customer	2025-12-30		1	0	

Confirmation ✕

Are you sure you want to clear this warning?

6) First Accessed

First Accessed ↓

[2026-05-01 09:25:19, \[redacted\], John Doe](#)

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).

Submittal Access History ✕

Name	Type	Download Date ↑	IP Address
John Doe	Targetted contact	2026-05-01 09:25:19	[redacted]

No more pages Show on page: 20 ↓