

Assigning Multiple files to a card

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Assign active, native AND comment files from the file staging area (multi drag/drop)

When assigning files, if the user multi-selects 2 or more files and drags them onto a card, DocBoss will ask for the destination for each file. This allows you to upload comment and native files into the staging area, and include them to the card with one action.

The screenshot displays the DocBoss interface. On the left, the 'File Staging Area' is visible, and below it, the 'Unassigned Files' table. A red circle '1' is next to the table header. A red arrow '2' points from the table to a card in the 'Assign to' section. A dialog box 'Choose target for files' is open over the card, with red circles '3', '4', and '5' highlighting the selection process. The dialog shows 'DOC02 - Copy.pdf' selected, with 'Active' chosen as the target. Below, 'Source_Units_TAG.csv' is selected, with 'File in Secondary File Format (often the native file)' chosen. A dropdown for 'DOC02.pdf' is open, showing options like 'Active', 'File in Secondary File Format...', 'Comments for NEXT INPEX submittal', 'Comments for NEXT Sub-Supplier submittal', and 'Comments Internal/3rd Party submittal'. The background shows a grid of document cards with various codes and titles.

1. Select files to assign to the card
2. Drag files onto card
3. Select the destination for each file
 - o Primary (Active) file
 - o Native file
 - o Comment file (3 options)