

Expected cover pages: In from Supplier/internal

02/19/2026 10:17 am MST

When processing files returned from the customer, DocBoss expects that the page count has NOT changed. All details are explained [here](#).

BUT, when processing documents returned from supplier default "expected cover pages" value is always set to "0" regardless how many cover pages was SENT to supplier.

So - even if a document is sent with a cover page assigned, it will always default to expect "0" to be on return document.

Usually suppliers don't add a cover page when returning documents but if some suppliers do add cover pages, the default can be changed to value 1 (or the number of cover pages they usually add to the documents).

» Lists Companies ▾ ABB Profile ▾

Lists / Companies / ABB
Profile

Edit Company

Name: *	<input type="text" value="ABB"/>		
Short Name: *	<input type="text" value="ABB"/>		
Wolfe PA External Reference	<input type="text"/>		
Phone:	<input type="text"/>	Fax:	<input type="text"/>
Is Sub-Supplier?	<input checked="" type="checkbox"/>	Is Customer?	<input type="checkbox"/>
Default Cover Page Count	<input type="text" value="0"/>		

During processing the incoming file from the supplier, information about actual pages and expected pages for the document and for the cover page will appear in the Processing pop-up.

If incoming pages doesn't match, a warning message will show the expected pages in red:

Processing
5678-B01-004-01_Rev0_Sub001.pdf
Viewer **Off** History

Active File

New file to put in this document card
5678-B01-004-01_Rev0_Sub001.pdf

Force exceptional handling

Total pages in incoming document
3 ⚠ 1 expected page

How many of them are cover pages?
0 ✔ Sent 2 pages, Expect 0 pages

How many of them are comment pages?
0

Order of pages
Cover page(s): N/A
Active file: 1-3
Comment page(s): N/A

Workflow (Overall) ▼

Workflow (IFA) ▼

The same is applicable when the files are processed in bulk. If the expected document pages or cover pages don't match with the actual pages the line will be highlighted in red and if you hover over a warning message will inform about the error.

The actual pages and expected pages can be checked for the document and for the cover page in the grid.

Pump Project (5678) Incoming Documents

Cards In/Out /Incoming Documents
From Wolfe Instruments: 2026-02-19_090724 Bulk Process On

To Match 0 Apply Status & Routing 1

Assign Status to Document Cards

Unprocessed 1 Processed 0

Unexpected Counts Only Show Grid row colors Process Individually Process In Bulk **Process Individually**

Doc Code	Doc Code Name	Incoming Page Count	Expected Pages	Expected Cover Pages	Sent Cover Pages
B01	General Arrangement Drawings	3	1 (1/0/0)	0	2

No more pages Show on page: 20 Save

Drag and drop document card(s) to start standard apply process