

Comments (workflow specific)

03/10/2026 1:48 pm MDT

There is a distinction in DocBoss between **Comments** and **Markups**.

Comments are not embedded in the document. They are a generic area to add descriptive text about the file. If specific reference to the document is required, markups are a better tool.

After the submittal is finished, the comments are pushed into a historical area. they are not shown directly on the assign screen.

There are 3 comment fields:

1. **CUSTOMER** and **SUB-SUPPLIER** comments are designed to be added to cover pages/transmittals.
2. **INTERNAL** comments are intended for internal record keeping/communication only, but can be added to cover pages/transmittals if desired.

The screenshot displays the DocBoss interface for document 5678-B01-001-01.pdf. The interface is divided into several sections:

- File Staging Area:** A section for uploading and managing files, with a maximum individual file size of 400Mb.
- Assign to:** A section for assigning documents to various categories, including Document Cards and Obsolete Cards.
- Comments:** A section containing three text input fields for adding comments:
 - Comments for NEXT Delta submittal:** A text input field with a "Drag and drop new file" button and an "Or choose files from disk" button.
 - Comments for NEXT sub-supplier submittal:** A text input field with a "Drag and drop new file" button and an "Or choose files from disk" button.
 - Comments (Internal):** A text input field with a "Drag and drop new file" button and an "Or choose files from disk" button.

The "Comments" section is highlighted with a red border. At the bottom right of the interface, there are "Cancel" and "Save" buttons.

Customer and Sub-supplier Comments

If you wish to add additional information (i.e. explain changes made to the document), users can insert their comments into these field and they will be added into the cover page template.

Processing
5678-B01-001-01.pdf
Viewer Off History

Card Numbers & Revisions

Comments

Comments for NEXT Delta submittal

Section 2 - Modified as per comments

Drag and drop new file Or choose files from disk

Comments for NEXT sub-supplier submittal

Drag and drop new file Or choose files from disk

Comments (Internal)

Drag and drop new file Or choose files from disk

Cancel Save

REVISION RECORD SHEET

Rev	Date	Description	Brief Description of Change
0	27.12.2019	Issued For Information	Section 2 - Modified as per comments

Variables available for cover page templates are:

- <Document_CustomerComment> for customer comments.
- <Document_SubSupplierComment> for sub-supplier comments.
- <Document_InternalComment> for internal comments.



Make sure to only include the appropriate variable on the appropriate template. If any of these variables are included on a template (and a comment is added to the card), the comment **will** be included on the cover page, even if submitted to a different target.

Example: If the <Document_CustomerComment> variable is added to a sub-supplier cover page template and a comment is added for the next customer submittal, the customer comment will be included on the cover page if submitted to the sub-supplier (however, the customer comment will remain on the card until a submittal to the customer is made).

When to add comments

Comments can be added during the assign process, directly on the Card through the “Edit” button, or while completing an action on the Outstanding Actions grid.

Note that all of these Comment Fields are designed to be cleared after each submittal, so you can add new comments for each revision.

Be assured the comments won't disappear, they are just specific to a workflow. Once the submittal is created, they are moved to "Saved Comments" area.

Document Comments 5678-B01-001-01_Rev0_Sub002.pdf

Legend: ■ - Comments (Internal) ■ - Comments (Delta) ■ - Comments (Sub-Supplier)

Recorded Date	User	Comment	File comments
- Submittal Number: T-001 - T-003 [Delta]Section 2 - Modified as per comments			
2026-02-18 16:...	alyssha@docboss.com	Section 2 - Modified as per comments	

No more pages | Show on page: 20

See comments from previous workflow



If comments are included on the SDI, the comment associated with the **latest** submittal will remain visible until the file is returned. Once returned, the comment will be cleared and a new comment (associated with the next submittal) will be visible (if applicable).

<DocumentsByIndex.Document_Comment> for customer comment.

<DocumentsByIndex.Document_SubSupplier_Comment> for sub-supplier comment.

<DocumentsByIndex.Document_Internal_Comment> for internal comment.

Internal Comments

Internal comments can be used to add additional information that your team can see when receiving the document through workflow.

These comments too are moved to "Saved Comments" once the document is sent internally.

Processing
5678-B01-001-01.pdf
Viewer Off History

Obsolete Cards

Card Numbers & Revisions

Comments

Comments for NEXT Delta submittal

Drag and drop new file Or choose files from disk

Comments for NEXT sub-supplier submittal

Drag and drop new file Or choose files from disk

Comments (Internal)

Check comments and please include NDE tests - MT & UT

Drag and drop new file Or choose files from disk

Cancel Save

NOTE: If you are looking for a "Standing Comment" you should [enable a custom field for the card](#). It will keep whatever comment is added forever (until changed).

A typical use case for this kind of comment would be "This document supersedes document XX". This comment should remain for the entire life of the document.

Processing
5678-B01-001-01.pdf
Viewer Off History

Obsolete Cards

Card Info

Card Numbers & Revisions

Comments

Custom Fields

Critical

Approver
Jessica Jones

Standing Comment

Revision 2: Modified points 3.5, 3.6 and 3.7 Design and Temperature Calculations

Secondary File

Other Card Settings

Cancel Save