

# Stage Abbreviation Adders (inside the status list)

09/16/2024 1:30 pm MDT

In DocBoss the *stage name adder* is the text that a customer wants to be included on the cover sheet, Specifically if the next revision of a document that they returned as Approved with comments or Rejected.

For example they may ask you to indicate: "Customer Comments Incorporated" before the stage description or maybe the letter "R" immediately after the stage abbreviation.

Below you can see a few examples of how this can be shown on the cover sheets:

<b>Package Description:</b> Manual Ball Valves					
Supplier Document Number: 147568-Manufacturing Record Book Index-R00				Supplier's Revision: A2	
Project Revision History					
A2	2019-03-22	IFA - <b>Customer Comments Incorporated</b> - Issued for approval	ZZ	TD	BB
A1	2019-03-22	IFR - - Issued for review	ZZ	TD	BB
SUPPL. REV.	DATE	Revision Description	ORIGINATOR	DISC. CHK CHECK	DISC. APP APPROVAL
REVIEW OF SUPPLIER'S DATA DOES NOT RELIEVE THE SUPPLIER OF THE RESPONSIBILITY FOR THE CORRECTNESS UNDER TERMS OF THE CONTRACT					

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Here is an example of how Stage abbr adders work:

In our example the customers status list is as following:

1. Approved
2. Approved with comments
3. Rejected

#### 4. For information

And your status list should look as following:

Status Code f	Status Name	Stage Abbr Adder	Stage Name Adder	Stage Complete	Approved with Comments, Resubmit	Tools
1	Approved			<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	Approved with comments			<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3	Rejected			<input type="checkbox"/>	<input type="checkbox"/>	
4	For information			<input checked="" type="checkbox"/>	<input type="checkbox"/>	
NULL	NULL status			<input type="checkbox"/>	<input type="checkbox"/>	
X	Required for Order but Initial Submission not yet made			<input type="checkbox"/>	<input type="checkbox"/>	
Z	System Completed document			<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Before we go further make sure that you have already populated the system with the customers stage list. If you need more details, you can check the [Stage and Stage Lists](#)

The Stage List used for this example is:

IFR/IFA/IFI

IFR – Issued for review

IFA – Issued for approval

IFI – Issued for implementation

Now to include the Stage abbr data, assume that you have already sent the first revision of the document and the customer has returned it “Approved with comments” or “Rejected”.

In order to add on the cover sheets of the next revisions the comment “Customer Comments Incorporated” or an “R”, you should include this information in your status list as you can see in the below image:

Status Code f	Status Name	Stage Abbr Adder	Stage Name Adder	Stage Complete	Approved with Comments, Resubmit	Tools
1	Approved			<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	Approved with comments	R	Customer Comments Incorporated	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3	Rejected	R	Customer Comments Incorporated	<input type="checkbox"/>	<input type="checkbox"/>	
4	For information			<input checked="" type="checkbox"/>	<input type="checkbox"/>	
NULL	NULL status			<input type="checkbox"/>	<input type="checkbox"/>	
X	Required for Order but Initial Submission not yet made			<input type="checkbox"/>	<input type="checkbox"/>	
Z	System Completed document			<input checked="" type="checkbox"/>	<input type="checkbox"/>	

You can add this information manually if you have already created the Status List or you can add it when creating the Status List.

### Status List

Status Code	Status Name
1	Approved
2	Approved with comments
3	Rejected
4	For information
NULL	NULL status
X	Required for Order but Initial Submission not
Z	System Completed document

### Add Status

Status Code:

Status Name:

Stage Abbr Adder:

Stage Name Adder:

Stage Complete:

Approved with Comments, Resubmit:

Cancel Save

Comments, Resubmit	Tools

Save