Individual Page Assign

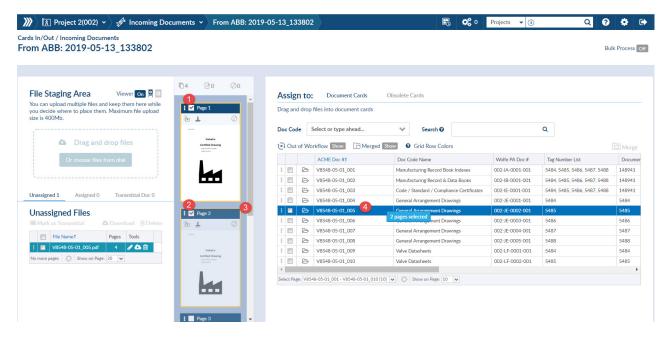
09/16/2024 1:16 pm MDT

DocBoss allows the user to select individual pages from a multi-page pdf, and assign them to separate cards.

Select and assign

- 1. Click on Thumbnail OR
- 2. Use selection on top left of thumbnail
- 3. The selected pages will have a yellow border.
- 4. Drag the page(s) across to the card list. (must drag from top BLUE page selection area)

Once you release the drag, a new file will be created. You will see a warning while the file is being created.



During this time the SAVE icon will be greyed. Once the processing has completed – the new file will appear in the viewer, and the save icon will be enabled.

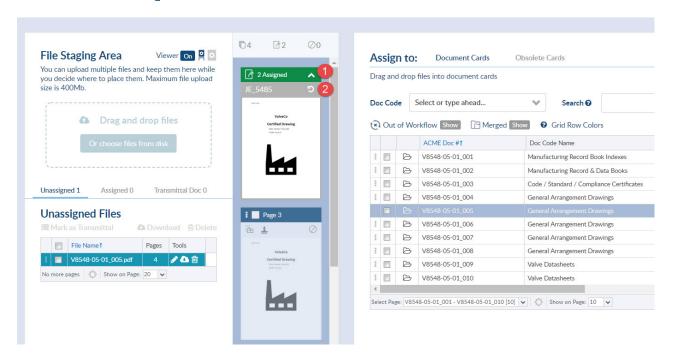
Upon return to the incoming submittal screen – notice that the assigned pages have been grouped into a green accordion.

- 1. You can expand the accordion to view the assignments.
- 2. You can UNDO the assignment. This will reverse the assign, and make the pages available to reassignment.
- 3. You can REMOVE any page of a document. If you are not going to assign a page, it must be removed to allow the file to be marked as complete.
- 4. You can rotate pages from the viewer.



Cards In/Out / Incoming Documents

From ABB: 2019-05-13 133802



Progress of Individual Page Assignment

If any pages of a file have been individually assigned, all pages must be processed. The entire file will remain in the "unassigned" tab until EVERY page has either been assigned or removed.

- 1. Displays the total Number of pages in the file uploaded
- 2. Displays the Number of pages which have been assigned
- 3. Displays the Number of pages which have been removed.



