

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.

The screenshot displays the DocBoss interface. On the left, the 'File Staging Area' shows a PDF document with three pages. The 'Unassigned Files' section below it lists the file 'V8548-05-01_005.pdf' with 4 pages. On the right, the 'Assign to' section shows a table of document cards. The table has columns for 'ACME Doc #1', 'Doc Code Name', 'Wolfe PA Doc #', 'Tag Number List', and 'Document'. Two rows are selected, and a tooltip indicates '2 pages selected'.

| ACME Doc #1 | Doc Code Name | Wolfe PA Doc # | Tag Number List | Document |
|-----------------|---|-----------------|------------------------------|----------|
| V8548-05-01_001 | Manufacturing Record Book Indexes | 002-IA-0001-001 | 5484, 5485, 5486, 5487, 5488 | 148941 |
| V8548-05-01_002 | Manufacturing Record & Data Books | 002-IB-0001-001 | 5484, 5485, 5486, 5487, 5488 | 148941 |
| V8548-05-01_003 | Code / Standard / Compliance Certificates | 002-IE-0001-001 | 5484, 5485, 5486, 5487, 5488 | 148941 |
| V8548-05-01_004 | General Arrangement Drawings | 002-JE-0001-001 | 5484 | 5484 |
| V8548-05-01_005 | General Arrangement Drawings | 002-JE-0002-001 | 5485 | 5485 |
| V8548-05-01_006 | General Arrangement Drawings | 002-JE-0003-001 | 5486 | 5486 |
| V8548-05-01_007 | General Arrangement Drawings | 002-JE-0004-001 | 5487 | 5487 |
| V8548-05-01_008 | General Arrangement Drawings | 002-JE-0005-001 | 5488 | 5488 |
| V8548-05-01_009 | Valve Datasheets | 002-LF-0001-001 | 5484 | 5484 |
| V8548-05-01_010 | Valve Datasheets | 002-LF-0002-001 | 5485 | 5485 |

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

File Staging Area Viewer On

You can upload multiple files and keep them here while you decide where to place them. Maximum file upload size is 400Mb.

Drag and drop files
Or choose files from disk

Unassigned 1 Assigned 0 Transmittal Doc 0

Unassigned Files

| File Name | Pages | Tools |
|---------------------|-------|---------|
| V8548-05-01_005.pdf | 4 | [Tools] |

No more pages Show on Page: 20

Assign to: Document Cards Obsolete Cards

Drag and drop files into document cards

Doc Code Select or type ahead... Search

Out of Workflow Show Merged Show Grid Row Colors

| ACME Doc #1 | Doc Code Name |
|-----------------|---|
| V8548-05-01_001 | Manufacturing Record Book Indexes |
| V8548-05-01_002 | Manufacturing Record & Data Books |
| V8548-05-01_003 | Code / Standard / Compliance Certificates |
| V8548-05-01_004 | General Arrangement Drawings |
| V8548-05-01_005 | General Arrangement Drawings |
| V8548-05-01_006 | General Arrangement Drawings |
| V8548-05-01_007 | General Arrangement Drawings |
| V8548-05-01_008 | General Arrangement Drawings |
| V8548-05-01_009 | Valve Datasheets |
| V8548-05-01_010 | Valve Datasheets |

Select Page: V8548-05-01_001 - V8548-05-01_010 [10] Show on Page: 10

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.

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Drag and drop files
Or choose files from disk

Unassigned 1 Assigned 0 Transmittal Doc 0

Assign to: Document Cards Obs

Drag and drop files into document cards

Doc Code Select or type ahead...

Out of Workflow Show Merged Show

| ACME Doc #1 | Doc Code Name |
|-----------------|---|
| V8548-05-01_001 | Manufacturing Record Book Indexes |
| V8548-05-01_002 | Manufacturing Record & Data Books |
| V8548-05-01_003 | Code / Standard / Compliance Certificates |
| V8548-05-01_004 | General Arrangement Drawings |

Callouts: 1 (Total pages: 4), 2 (Assigned pages: 2), 3 (Removed pages: 0)