

Document Viewer

09/16/2024 1:12 pm MDT

You can view documents in DocBoss without having to download them first.

Enabling the viewer is super easy, the viewer “Switch” is a toggle that allows you to turn it on or off.

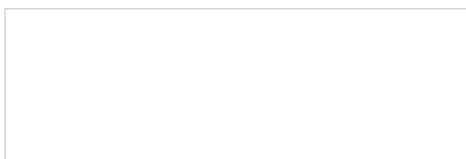
Incoming Docs

File Staging Area

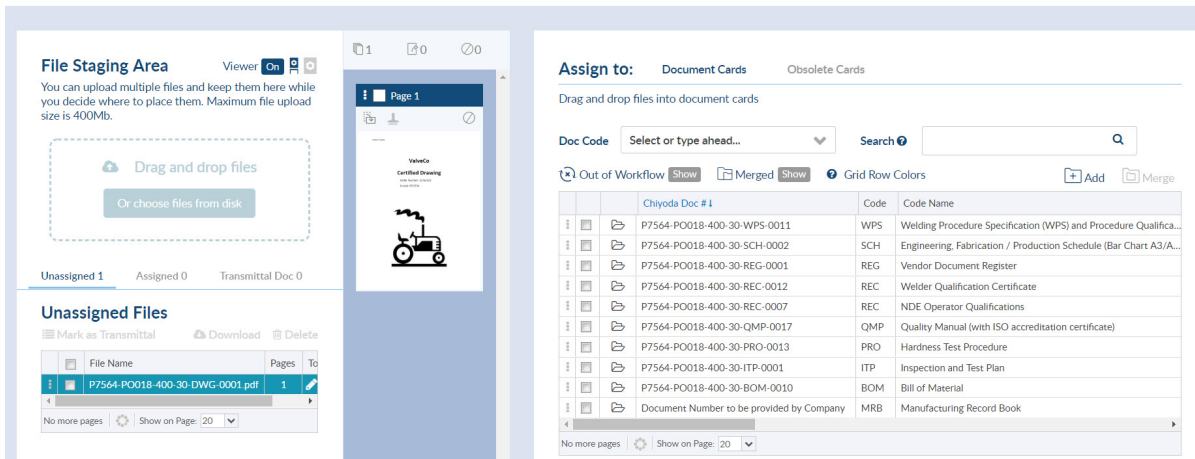
The screenshot shows the DocBoss interface for a project named "Fabrication Project(1475...". The "Incoming Documents" section is active, showing "Cards In/Out / Incoming Documents" and "From Burgmann: 2019-04-04_163006". Below this, there are options for "To Match 1" and "Apply Status & Routing 0". The "File Staging Area" is highlighted, with a "Viewer Off" toggle switch. The text explains that users can upload multiple files (up to 400Mb) and keep them in the staging area. A dashed box indicates the "Drag and drop files" area, with a button for "Or choose files from disk". To the right, the "Match Files to:" section shows a "Doc Code" field and an "Out of Workflow" button. A table lists two documents with IDs "P7564-PO018-".

Customer Doc			
⋮	📁	📁	P7564-PO018-
⋮	📁	📁	P7564-PO018-

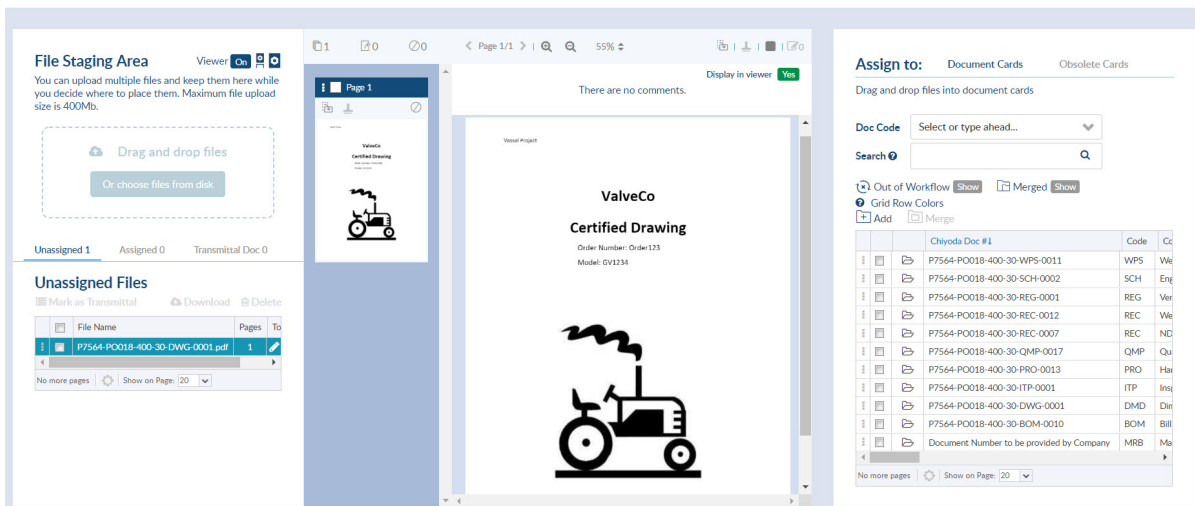
Once it is enabled it will show you two options, thumbnail, and large viewer.



With only the thumbnail view, the document will appear to the right in the thumbnail display. You can rotate the page or add [stamps](#) in this view.



If you enable the large viewer, you can still rotate the page and add **anystamps**, in addition, you can zoom in and add **markups**.

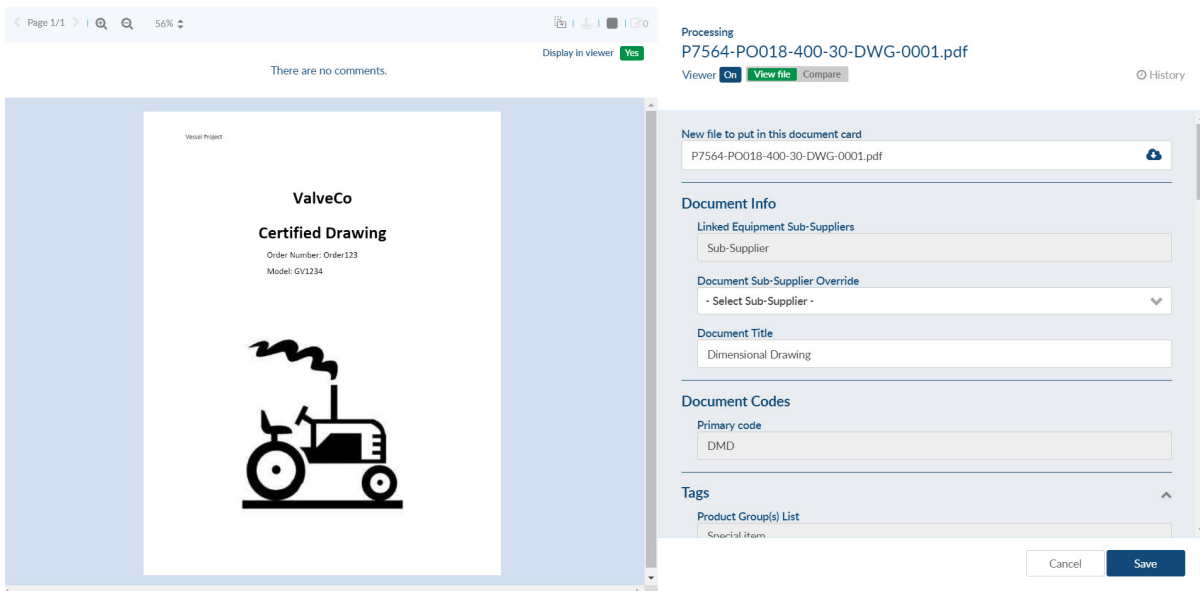


Processing

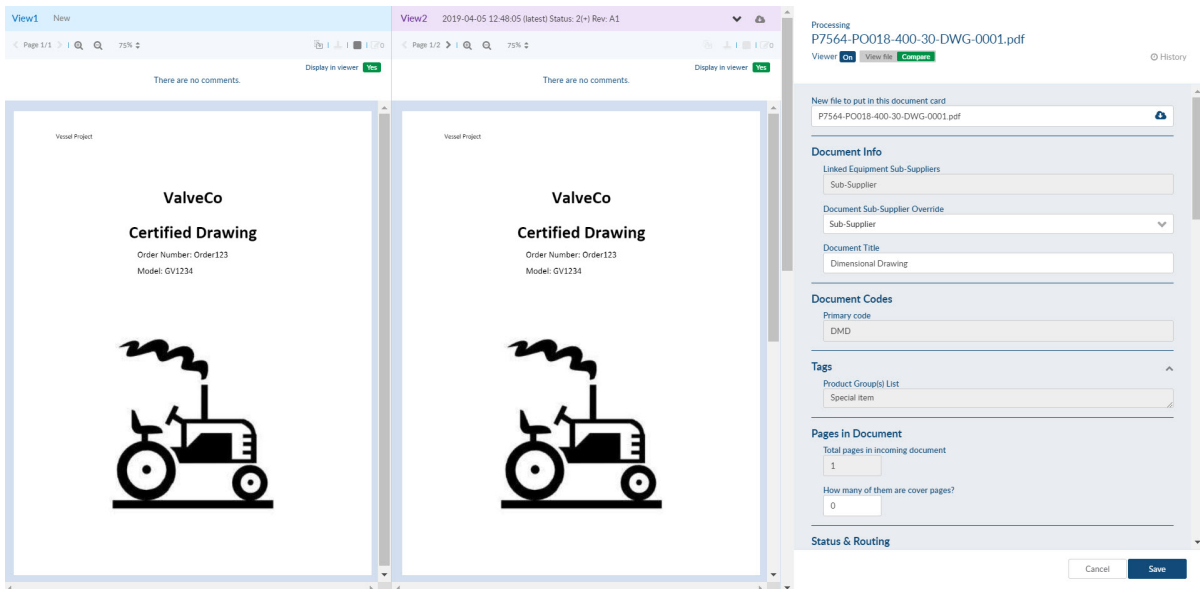
Once a document has been assigned to a card, the card info slides in and you have the option to activate the viewer.

The view switch is located under the document name. There are two options, view file (default) and compare.

Below, is View File. This allows you to see the complete file so you can confidently fill in all required information.



There is also an option to compare files. For example, you can compare the newest version against an older one, and get a better idea of any changes or revisions.



Outstanding Actions

While completing actions you have the ability to view the document and add any [markups](#).

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There are no comments.

Display in viewer **No**

Outstanding Action
 Card: DMD_E14016-PO-018-RM-400-P-0013
 Stage Review Progress: [Admin](#) + Customer Queue
 Viewer **On** [View file](#) [Compare](#) History

Current file in document card

Current File

New File
 [Or choose files from disk](#)
Max upload size 400Mb

Document Info

Linked Equipment Sub-Suppliers

Document Sub-Supplier Override

Title

Wolfe PA Rev #


Comments

Visual Project

ValveCo

Certified Drawing

Order Number: Order123
Model: GV1234



History

While in the history of any card you can view the document at any entry.

Fabrication Project(147568) / Card History
 147568-0011.DMD (DMD_E14016-PO-018-RM-400-P-0013)

Files [Requests to Supplier](#) Viewer **On** [View file](#) [Compare](#)

File History

Entries displayed on cover pages [Show](#)

[Rollback Last Assignment](#) [Move active file to a different card](#) [Edit Card](#)

View	Recorded	User	Stage	Status	State	Original Doc Link	Doc-CP Link	Chiyoda Comments	Chiyoda File Comments	Sub-Supplier Comments	Sub-Supplier File Comments	Internal Comments	Internal File Comments
View 1	2019-04-05 13:00:00	tunde@socboss.com	IFI	2(+)	A	P7564-PO018-400-30-DWG-0001.pdf	P7564-PO018-400-30-DWG-0001.pdf						
	2019-04-05 12:48:05	tunde@socboss.com	IFI	2(+)	A	147568-0011.DMD_r61.pdf	147568-0011.DMD_r61.pdf						
	2019-04-05 12:44:25	tunde@socboss.com	IFI	2-	A	147568-0011.DMD_r61.pdf	147568-0011.DMD_r61.pdf						
	2019-04-05 12:44:01	tunde@socboss.com	IFI	2(+)	A	P7564-PO018-400-30-DWG-0001 - Rev.pdf	P7564-PO018-400-30-DWG-0001 - Rev.pdf						
	2019-04-05 12:39:48	tunde@socboss.com	IFI	2(+)	A	Drawings.pdf	Drawings.pdf						
	2019-04-05 11:24:07	tunde@socboss.com	IFI	NULL	A								
	2019-04-05 10:59:17	tunde@socboss.com	IFI	NULL	A								

No more pages | Show on Page: 20

View 1 2019-04-05 13:00:00 (latest) Status: 2(+)+ Rev: A1

Page 1/1 | 50%

There are no comments.


Display in viewer **No**

Visual Project

ValveCo

Certified Drawing

Order Number: Order123
Model: GV1234



You can also compare versions as required.

Compare History

Entries displayed on cover pages **Show** Rollback Last Assignment Move active file to a different card Edit Card

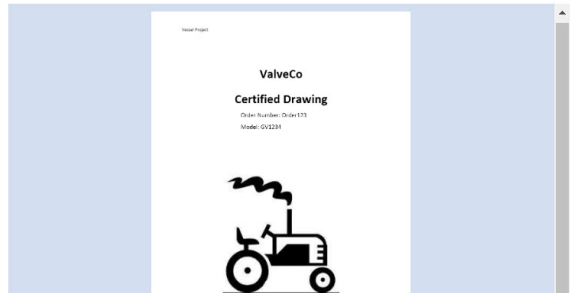
View1	View2	Recorded1	User	Stage	Status	State	Original Doc Link	Doc-CP Link	Chiyoqa Comments	Chiyoqa File Comments	Sub-Supplier Comments	Sub-Supplier File Comments	Internal Comments	Internal File Com
		2019-04-05 13:00:00	tunde@coocross.com	IFI	2(-)	A	P7364-90018-400-30-DWG-0001.pdf	P7364-90018-400-30-DWG-0001.pdf						
		2019-04-05 12:48:05	tunde@coocross.com	IFI	2(-)	A	147568-0011.DMD_rA1.pdf	147568-0011.DMD_rA1.pdf						
		2019-04-05 12:44:23	tunde@coocross.com	IFI	2-	A	147568-0011.DMD_rA1.pdf	147568-0011.DMD_rA1.pdf						
		2019-04-05 12:44:01	tunde@coocross.com	IFI	2(-)	A	P7364-90018-400-30-DWG-0001 - Rev.pdf	P7364-90018-400-30-DWG-0001 - Rev.pdf						
		2019-04-05 12:39:48	tunde@coocross.com	IFI	2(-)	A	Drawing.pdf	Drawing.pdf						
		2019-04-05 11:24:07	tunde@coocross.com	IFI	NULL	A								
		2019-04-05 10:59:17	tunde@coocross.com	IFI	NULL	A								

No more pages Show on Page: 20

View 1 2019-04-05 13:00:00 (latest) Status: 2(-) Rev: A1

Page 1/1 Search 50% Display in viewer No

There are no comments.



View 2 2019-04-05 12:48:05 Status: 2(-) Rev: A1

Page 1/2 Search 50% Display in viewer No

There are no comments.

