

Status (Combined) Column Explanation

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Overview

The **Status (Combined)** column is a quick way to get lots of information about a card's current status and location.

This column displays the following information about each card:

- Status
- Location, if not out with/pending to a submittal target (customer, sub-supplier, internal personnel who are not DocBoss users)
- Routings, if applicable
- Internal approval status, if applicable

The **Status (Combined)** column relates to the document's progress within a single stage. If you are working with multi-stage lists, you may find it useful to keep the **Stage** column visible as well to provide context for the current status.

Reading the Status (Combined) Column

Status

DocBoss default statuses - these are used when no customer status is available (if the card has not yet been, or will not be, assigned a return status by the customer). By default, they are as shown below.

Value	Name	Description
NULL	NULL status	No active file on the card
X	Required for Order but Initial Submission not yet made	Not yet assigned a customer status, but has active file on the card
Z	System Completed document	File on the card, and completed without assigning a stage complete return status (most often for cards that are not submitted to the customer individually, like those in packages)

Company return statuses - an example is provided below, but these will vary based on the customer.

Value	Name
1	Approved
2	Approved with Comments
3	Rejected
4	Received for Information Only

Location

The location is denoted by the **status suffix** (appears after the status noted above). The status suffixes in DocBoss are as follows:

Value	Location
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	Blank (with us)
(-)	Pending to sub-supplier
(*)	Pending to internal
(+)	Pending to customer
-	With sub-supplier
*	With internal
+	With customer

Routings

Identified by a period and the **Role Suffix** of the user(s) assigned the card. The following is an example only, as the **Role Name** and **Role Suffix** fields are customizable under **Admin > General**.

Role	Role Name	Role Suffix
Role 1	Doc Control	.d
Role 2	Preparer	.p
Role 3	Checker	.c
Role 4	Approver	.a

Internal Approval Status

Listed in curly brackets {}. Value dependent on [internal approval status](#) list. For example:

Value	Name
{A}	Approved
{P}	Pending
{R}	Rejected

Examples

Assuming your instance uses the example values listed in the tables above, this is how you could interpret these Status (Combined) values:

Value	Components	Description
X+	Status: X Location: +	<ul style="list-style-type: none"> The card has an active file on it, but has not yet received a customer status in the current stage. The card is currently with the customer.
2(-).d	Status: 2 Location: (-) Routing: .d	<ul style="list-style-type: none"> The most recent customer status is "2 - Approved with Comments". The card is in queue to submit to the sub-supplier (-), but... ...before the card will be visible in the queue, the routing assigned to the Doc Control User (d) must be completed.
3(+).pca	Status: 3 Location: (+) Routing: .pca	<ul style="list-style-type: none"> The most recent customer status is "3 - Rejected". The card is in the queue to submit to the customer (+), but... ...before the card will be visible in the queue, all routings must be completed. The Preparer User (p), Checker User (c), and Approver User (a) must all complete their actions before the card can go back to the customer. (Also note, there could be more than one user in each role.)

