



Stage List Workflow (Example)

04/17/2025 3:00 pm MDT

To provide an overview of the stage list workflow, a common scenario is outlined below.

A common scenario is as follows:

1. A document is issued for customer approval (IFA) - *Document return expected*
2. Once approved by the customer, the document is issued for construction (IFC) to the sub-supplier - *No document return expected*
3. Finally, once IFC is complete, the document is issued as built (IAB) to the customer - *No document return expected*

Stages					
Order ↑	Stage Abbr	Stage Name	Target	Expect Document Return	Require New Document
1	IFA	Issued for Approval	Customer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	IFC	Issued for Construction	Sub-Supplier	<input type="checkbox"/>	<input type="checkbox"/>
3	IAB	Issued as Built	Customer	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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1. Document issued for customer approval (IFA)

Once an initial document (general arrangement drawing) is received from the source (e.g., sub-supplier), you bring it into DocBoss via **Project Menu > Cards In/Out > Incoming Documents**.

Valve Project (0005678) Incoming Documents

Cards In/Out Incoming Documents



Files from Sub-Supplier



Drag and drop to create new submittal
Or choose files from disk   + Copy

Maximum individual file size (for normal handling) is 400Mb

Existing Submittals

2 folders

	Name	Submittal Date	Progress	Sub-Si
	2025-01-22_165515	2025-01-22	4/4	Omeg
	2025-01-22_181015	2025-01-22	1/1	Omeg

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Files from Internal/Third-Party



Drag and drop to create new submittal
Or choose files from disk

Maximum individual file size (for normal handling) is 400Mb

Existing Submittals

0 folders

	Name	Submittal Date	Progress	From	Tools
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Files from Chem C



Drag and drop to create new submittal
Or choose files from disk

Maximum individual file size (for normal handling) is 400Mb

Existing Submittals

1 folders

	Name	Submittal Date	Progress	Tools
	2025-02-04_175710	2025-02-04	1/1	

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Once uploaded to DocBoss, you assign the drawing to the appropriate card. In this case, the card you assign the drawing to is set to go through three stages, starting with "Issued for Approval (IFA)." Once processed, the card is queued for submittal to the target (e.g, customer), and you start the submittal.

The customer returns the drawing with the status "Rejected." Because the drawing was rejected, the card remains in the current stage (IFA) and you queue the drawing for submittal back to the sub-supplier to make the requested changes.

Status & Routing

Stage List *

Select different stage list

IFA-IFC-IAB

Stage List Workflow | Edit

Current Stage	Next Stage 1	Next Stage 2
<div>IFA</div> <div>Customer</div>	<div>IFC</div> <div>Sub-Supplier</div>	<div>IAB</div> <div>Customer</div>

1 Doc Status *

3 - Rejected

☐ Complete stage and move active card to
 ☐ Leave temporary copy for resubmittal in stage

2 Queue for Submittal

☒ Queue for submittal to
 ☒ Sub-Supplier
 ☐ Internal/Third-Party

☒ Include existing cover page
 ☐ Add to Ad-Hoc

The sub-supplier returns the drawing with the requested changes are applied. The drawing is queued for return back to the customer, and you start the submittal. The customer returns the drawing again, this time with the status "Approved." Automatically, the new stage is set to "IFC."

Status & Routing

Stage List *

Select different stage list

IFA-IFC-IAB

Stage List Workflow | Edit

Current Stage	Next Stage 1	Next Stage 2
<div>IFA</div> <div>Customer</div>	<div>IFC</div> <div>Sub-Supplier</div>	<div>IAB</div> <div>Customer</div>

1 Doc Status *

1 - Approved

2 New Stage *

IFC

2. Document issued for construction (IFC)

After approval from the customer in the previous stage, the approved drawing is immediately queued for submittal to the sub-supplier.

In this case, the IFC stage is set as "no return expected." Once the drawing is submitted to the sub-supplier, the IFC stage auto-completes and moves the card to the third and final stage (IAB).

3. Document issued as built (IAB)

While with the sub-supplier for construction, the drawing is marked up (i.e., the red-lined version) as they manufacture the equipment. Once construction is completed, the red-lined version of the drawing is returned from the sub-supplier.

Once returned, the red-lined version of the drawing is queued for submittal to the customer for their information/records (i.e., no return is expected).

After the drawing is submitted to the customer, the card will be completed (i.e., set to status "Z").



At any point in the stage workflow, the status & routing options can be adjusted on individual cards if necessary. For more information, see our support article: [Modify Stages from Edit/Assign Screen](#).

Learn more about stage lists:

1. Create Stage List
2. Add Stage(s) to Stage List
3. Assign Stage List to Doc Code
4. Stage List Workflow (Example)