

# Update action due dates

12/26/2025 2:52 pm MST

## Null cards

When a NULL card has been routed to a DocBoss user(s) (either using a [NULL routing scenario](#) or manually), the action due date will be set in one of two ways:

1. If there is a customer due date set: The action due date will be set to the same date as the customer due date.
2. If there is **no** customer due date set: The action due date will be set to X number of days from the current date (based on the number of action turn around days set on the project - see article: [Turn Around Days](#)).

If the action due date should be adjusted, it can be manually modified from the outstanding actions page (**Project Menu > Outstanding Actions**) by opening the action and selecting a new date.

**Routings**

**Internal (User) Routing**

☒ **Doc Controller User**  
Alice Harrison

☐ **Preparer User**  
Dwayne Callahan

☐ **Checker User**  
Elena Shoshoia

☐ **Approver User**  
Clemente Palermo

**Doc Controller Action Due Date**  
2025/12/26

If a manually modified action due date should be updated to reflect the customer due date, this can be achieved in bulk. To do this, expand the "More Actions" drop-down and select the option to "Update Action Due Date." A pop-up will appear where you can choose to either (A) set the action due date to match the customer due date, or (B) select a specific date (via calendar selector).

**Outstanding Actions**

Filter set: Select Filter Set

+ Visibility + Non-Column Filters

Document	Status (Combined)	Card Name(Auto)	Preparer	Checker	Approver	Error note
<input type="checkbox"/>	3.d(+)	B01_QV5678				
<input type="checkbox"/>	3.d(+)	B01_QV8888		Jessica Jones		
<input type="checkbox"/>	NULLd	M01_1234		Lisa Simpson		

No more pages Show on page: 20

Grid row colors

**Update Action Due Date**

This action will update the due date for the current action

☒ Copy Delta due date to action due dates

☐ Set action date to

☒ All NULL cards

☐ Selected cards

Cancel Save

If there is **no** customer due date set for the card, the action due date will remain as it has been set (and instead should be adjusted using the "Set action due date to" option).

## Cards with a file attached

If the action due dates of multiple cards (with different statuses) should be updated, this can be done in bulk, too. To do this, first select the cards that require updating. Once selected, expand the "More Actions" drop-down and select the option to "Update Action Due Date." A pop-up will appear where you can choose to either (A) set the action due date to match the customer due date, or (B) select a specific date (via calendar selector). By default, both selected cards and NULL cards will have their due dates adjusted after saving, but the NULL cards option can be deselected if desired.

The screenshot displays the 'Outstanding Actions' interface. At the top, there's a header bar with 'Pump Project (4531)' and 'Outstanding Actions'. Below this, a table lists cards with columns for 'Document', 'Status (Combined)', and 'Card Name(Auto)'. Three cards are visible: '3.d(+)', '3.d(+)', and 'NULL.d'. The first two cards have checkboxes in the left margin, which are highlighted with a red box and labeled '1'. The 'More Actions' dropdown for the first card is open, showing 'Update Action Due Date' as an option, highlighted with a red box and labeled '2'. A modal titled 'Update Action Due Date' is open in the center. It contains two radio buttons: 'Copy Delta due date to action due dates' (labeled 'A') and 'Set action date to' (labeled 'B', selected). Below these is a 'Select date' field. At the bottom of the modal, there are two checkboxes: 'All NULL cards' and 'Selected cards', both of which are checked and highlighted with a red box and labeled '4'. The modal also has 'Cancel' and 'Save' buttons.

Document	Status (Combined)	Card Name(Auto)
3.d(+)	3.d(+)	B01_GV5678
3.d(+)	3.d(+)	B01_GV8888
NULL.d	NULL.d	M01_1234