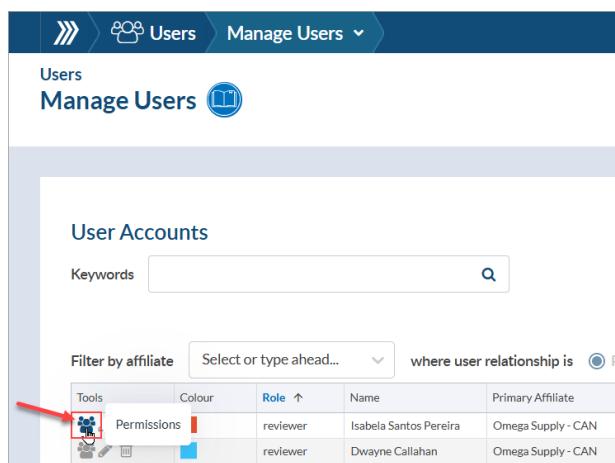


Can reviewer users upload files to DocBoss?

01/12/2026 2:13 pm MST

By default, reviewer users **do not** have the ability to (a) create new incoming submittals, (b) upload files to pre-existing incoming submittals, and/or (c) assign files to cards within incoming submittals via Incoming Documents. However, reviewer user **do** have the ability to upload files directly to cards where they have been assigned for review (via Outstanding Actions - see article: [Reviewer User Guide](#)).

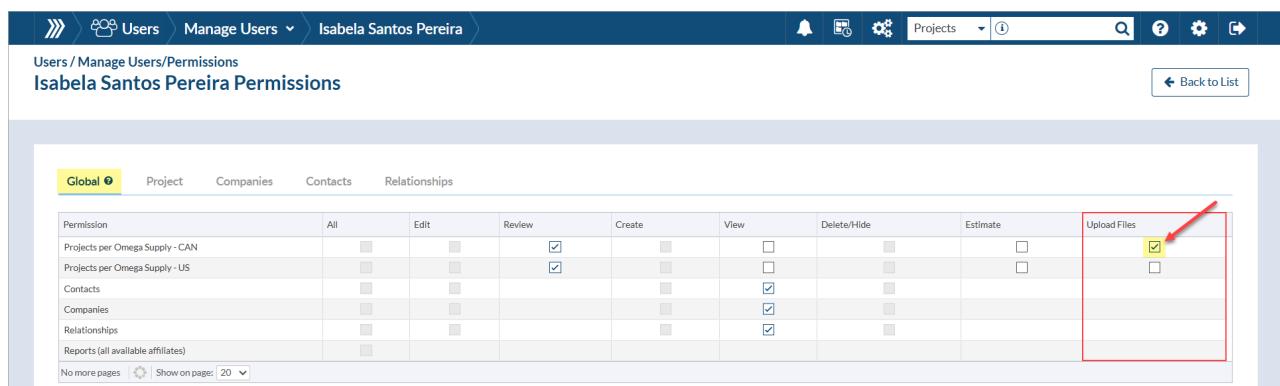
If a reviewer user(s) should have these abilities for incoming **internal** submittals (via Incoming Documents), the option can be enabled from the "Permissions" page of the appropriate user(s). To enable the option, navigate to the "Manage Users" page (**System Menu > Users > Manage Users**), search for the user(s) in the grid, and open the "Permissions" page (first icon under "Tools") of each user.



Tools	Colour	Role ↑	Name	Primary Affiliate
		reviewer	Isabela Santos Pereira	Omega Supply - CAN
		reviewer	Dwayne Callahan	Omega Supply - CAN

From the permissions page, choose whether the permission should be applied at the "Global" level (i.e., for all projects assigned to the affiliate) OR applied only to specific projects.

To enable the option globally, click the check box(es) for "Upload Files."



Permission	All	Edit	Review	Create	View	Delete/Hide	Estimate	Upload Files
Projects per Omega Supply - CAN	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Projects per Omega Supply - US	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contacts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Companies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reports (all available affiliates)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

To enable the option per project, click the check box(es) for "Upload."

Users / Manage Users/Permissions

Isabela Santos Pereira Permissions

Global Project Companies Contacts Relationships

Grid row colors

Project	Customer	Affiliate	Confidential	<input type="checkbox"/> All	<input type="checkbox"/> Edit	<input type="checkbox"/> Review	<input type="checkbox"/> View	<input type="checkbox"/> Delete/Hide	<input type="checkbox"/> Estimate	<input type="checkbox"/> Upload
Compressor Project (19283)	123 Engineering	Omega Supply - CAN	N	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Instrumentation Project (6789)	A&Z Company	Omega Supply - CAN	N	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Plant Project (0001234)	123 Engineering	Omega Supply - CAN	N	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pump Project (1234)	Chemical Company	Omega Supply - CAN	N	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Skid Project (45313)	123 Engineering	Omega Supply - CAN	N	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Back to List

