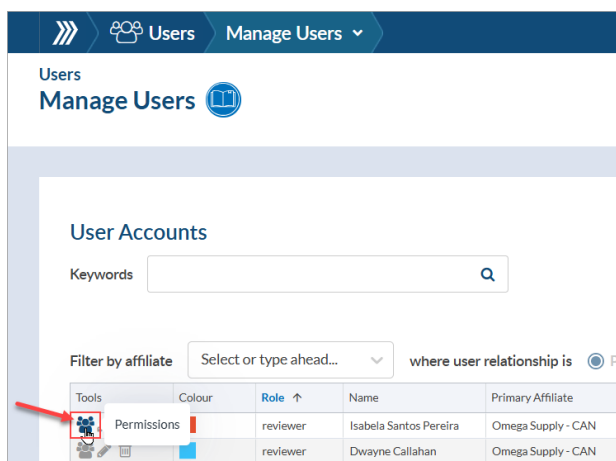


# Can reviewer users upload files to DocBoss?

01/12/2026 2:13 pm MST

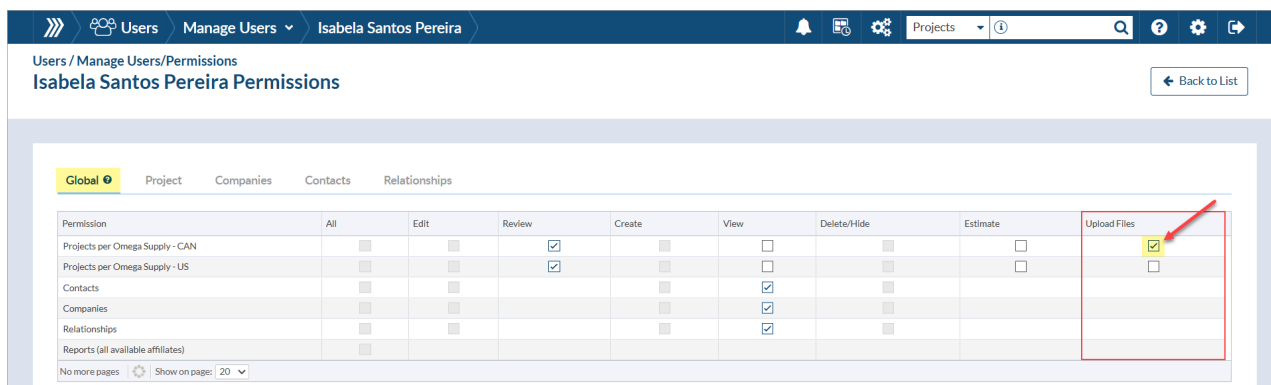
By default, reviewer users **do not** have the ability to (a) create new incoming submittals, (b) upload files to pre-existing incoming submittals, and/or (c) assign files to cards within incoming submittals via Incoming Documents. However, reviewer user **do** have the ability to upload files directly 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.



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."



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

»

Users

Manage Users

Isabela Santos Pereira

Projects

1

Back to List

GlobalProjectCompaniesContactsRelationships

Grid row colors

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

