

Add the cover page after the comment pages

08/26/2026 7:08 am MDT

By default, DocBoss adds the submittal cover page to the front of the outgoing document. When the document also carries comment pages, you can have those comment pages sit ahead of the cover page, so the outgoing page order becomes: comment pages, cover page, document.

This requires two things: the comment pages must be identified when the file is assigned, and they must be flagged for inclusion when the submittal is started.

1. Upload the file with the comment pages at the front

The comment pages must already be part of the PDF you upload, positioned at the front of the file.

2. Identify the comment pages on the assign screen

Drag the file onto the card, then in the Active File panel:

1. Under **How many of them are comment pages?**, enter the number of comment pages in the file.
2. Set **Comments location** to **Front**.

The screenshot displays the DocBoss interface. On the left, the 'File Staging Area' shows a list of 'Unassigned Files' including 'EQUIPMENT DATA SHEETS.pdf', 'PAINTING PROCEDURES AND SPE', and 'WELDING PROCEDURES.pdf'. The 'Assign to' section shows a list of document cards with columns for Type, Tools, and Doc No. (WolfePA). On the right, the 'Active File' panel for 'WELDING PROCEDURES.pdf' is open. It shows the 'Total pages in incoming document' as 12. The 'How many of them are cover pages?' field is set to 0. The 'How many of them are comment pages?' field is set to 1, and the 'Comments location' is set to 'Front'. The 'Order of pages' box on the right confirms the page order: Comment page(s): 1, Cover page(s): N/A, Active file: 2-12.

The **Order of pages** box on the right confirms how DocBoss has read the file.

3. Include the comment pages in the submittal

Pages marked as comment pages are removed from the outgoing document by default. To keep them, select the **Add received comment pages** checkbox for the card on the Start Submittal screen.

Start Submittal

Selected Files

 Grid row colors

Sign document	eSignatories	Add Header/Footer	eSign	Card Name(Auto) ↑	Add received comment pages	Level	Reference
		☒		1.17 8567-1.17-0001	☒	Manual	8567-1.17-0001

No more pages Show on page: 10 Items on page: 1 Total found: 1

Submittal Settings

Batching ☒ Normal ☐ Separate submittal per file

Target company

Distribution List Choose list

Email Notification

Expect a page count mismatch on the returned file. DocBoss does not count pages marked as comment pages as part of the document, so the total number of pages coming back will not match the number it expects.

The mismatch is not a problem on its own. DocBoss still works out how many pages belong to the document, the cover page and the comment pages, based on the file that was submitted, and shows that breakdown in the **Order of pages** box.

Spring Project

Incoming Documents ▾

Cards In/Out /Incoming Documents
From Customer: T-002

File Staging Area

Viewer Off

You can upload multiple files and keep them here while you decide where to place them.
Maximum individual file size (for normal handling) is 600Mb

Drag and drop files

Or choose files from disk

Unassigned 1

Assigned 0

Transmittal Doc 2

Unassigned Files

Actions ▾

☐	File Name ↑	Pages	Too
☒	E364134-PP101-490-078-0001_R4	13	

No more pages Show on page: 10 ▾

Assign to: Document Cards Obsolete Cards

Drag and drop files into document cards

Doc Code Select or type ahead...

Out of Workflow Show

Merged Show

NU

Type	Tools	Doc No. (WolfePA)
	☐	8567-1.17-0001

Total found: 1

Processing
E364134-PP101-490-078-0001_Rev0_Sub001.pdf
Viewer Off

History

Active File

New file to put in this document card
E364134-PP101-490-078-0001_Rev0_Sub001.pdf

☐ Force exceptional handling ⓘ

Total pages in incoming document
13 12 expected pages

How many of them are cover pages?
1 Sent 1 page. Expect 1 page

How many of them are comment pages? ⓘ
1

Comments location
Front ▾

☐ This document is just a cover page

Order of pages
Comment page(s): 1
Cover page(s): 2
Active file: 3-13

Cancel

Save

Check the breakdown against the returned file:

- If the pages DocBoss has identified are correct, change nothing. Complete the assignment even though a mismatch is shown.
- If the returned file contains additional pages, a warning appears when you click **Save** to complete the assignment.

Spring Project Incoming Documents

Cards In/Out /Incoming Documents
From Customer: T-002

File Staging Area Viewer Off

You can upload multiple files and keep them here while you decide where to place them.
Maximum individual file size (for normal handling) is 600Mb

Drag and drop files
Or choose files from disk

Unassigned 1 Assigned 0 Transmittal Doc 2

Unassigned Files

Actions

File Name	Pages	Too
E364134-PP101-490-078-0001_Re	15	

No more pages Show on page: 10

Assign to: Document Cards Obsolete Cards

Drag and drop files into document cards

Doc Code Select or type ahead...

Out of Workflow Show Merged Show NU

Type Tools Doc No. (WolfePA)

Type	Tools	Doc No. (WolfePA)
		8567-1.17-0001

Total found: 1

Processing
E364134-PP101-490-078-0001_Rev0_Sub001.pdf
Viewer Off History

Total pages in incoming document
15 ▲ 12 expected pages

How many of them are cover pages?
1 ✓ Sent 1 page, Expect 1 page

How many of them are comment pages?
1

Comments location
Front

☐ This document is just a cover page

Uh-oh, pages do not match
The last file in this document card had a different page count. It could be related to cover pages. Incoming document still be stored in history

Use incoming document Use last submitted document

Cancel Save

Set the default for the whole project

Comments location defaults from **Position of markup summary page(s)**, found at Project Menu > Project Configuration > Main tab > Submittal Defaults > Markup Output. Setting it to **Front** there applies to every assignment on the project, so it does not have to be set file by file.

Spring Project Project Configuration

Set Up
Project Configuration

Main Advanced Fields & Equipment Types Compilation & Package Presets Expediting Info

Card Settings

Turn Around Days Using defaults

Auto-Numbering Format

Other Settings Using defaults

Revision Numbering Using defaults

Other Data

Other Data

Custom Fields

Submittal Defaults

Numbering Using defaults

File Naming Pattern Using defaults

Headers and Footers Using defaults

Markup Output

☐ Add markup summary page(s) to documents (on submittal)

☒ Include markups as shown in viewer (on submittal)

Position of markup summary page(s)
Front