

How to re-submit documents that have been previously completed (approved)

08/14/2025 7:56 am MDT

When a document it is returned by the customer with a status that have "stage complete" and this is the last or only stage, the cards it is marked as complete:

Card List

	Required	Tools	Card Name(Auto)	Doc Code ↑	Title	Status (Combined)	Status Group ▾	Stage
<input type="checkbox"/>	<input checked="" type="checkbox"/>		B01_AE-1340-1	B01	General Arrangement Drawings	1	Complete	IFI
<input type="checkbox"/>	<input checked="" type="checkbox"/>		B01_PIT-17-16-1	B01	General Arrangement Drawings	1	Complete	IFI
<input type="checkbox"/>	<input checked="" type="checkbox"/>		B01_PIT-17-16-2	B01	General Arrangement Drawings	1	Complete	IFI
<input type="checkbox"/>	<input checked="" type="checkbox"/>		B01_PIT-17-36-1	B01	General Arrangement Drawings	1	Complete	IFI
<input type="checkbox"/>	<input checked="" type="checkbox"/>		B01_PIT-17-36-2	B01	General Arrangement Drawings	1	Complete	IFI
<input type="checkbox"/>	<input checked="" type="checkbox"/>		B01_PIT-17-36-11	B01	General Arrangement Drawings	1	Complete	IFI

Once a card it is marked as complete, there is no further workflow expected.

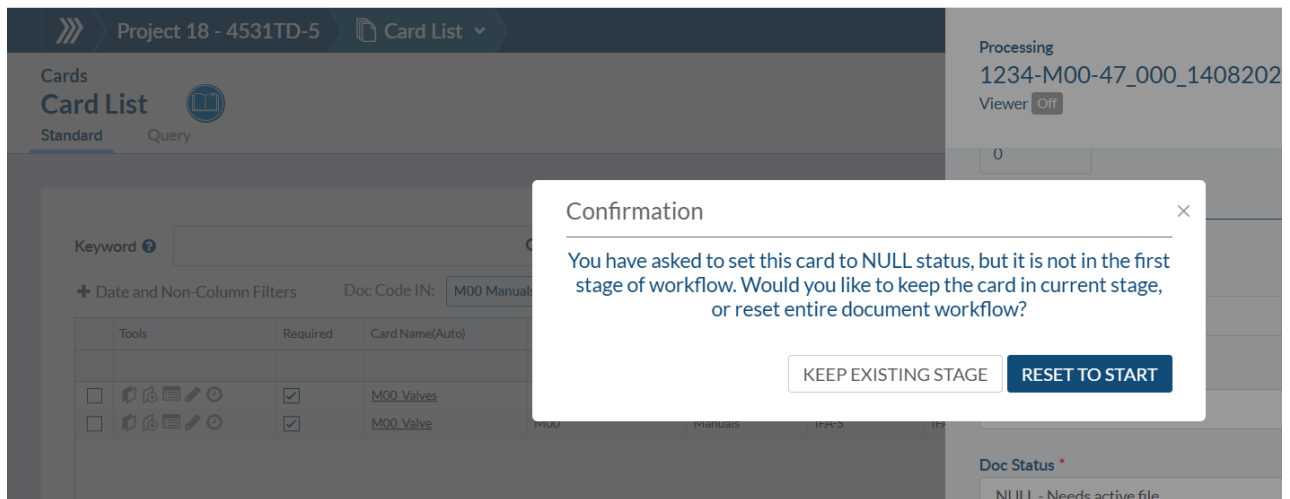
If there is a new file uploaded and assigned to a completed card, the system will just replace the last assigned file with the most recent one but the status of the card will remain unchanged.

If it is required to re-submit a completed card to the customer, first the status of the cards should be modified to NULL or to X.

The screenshot shows the 'Card List' interface with a table of cards. A red circle with the number '1' highlights the 'Tools' column for the first card. A red arrow points from this circle to a dropdown menu on the right. The dropdown menu is titled 'Doc Status' and has a red circle with the number '2' next to it. The menu options are: '1 - No Comments - Certified Final', '2 - Revise as noted', '3 - Revise as noted and re-submit for review Work may not proceed', '4 - Review Not Required', 'NULL - NULL status', and 'X - Required for Order but Initial Submission not yet made'. The 'NULL - NULL status' option is highlighted in yellow. Below the dropdown menu, there is a 'Cancel' button and a 'Save' button.

- Set to NULL - if there will be a new file uploaded and assigned to the card

If there are several stages, once NULL is selected and Save button is clicked, in the confirmation message will give you the options to Keep Existing Stage and Reset to Start (which will allow you start again from first stage).



- Set to X - Required for Order but Initial Submission not yet made - if the last assigned file to the card should be sent to the selected target on the stage ie. customer, sub-supplier or internal (in this case the card will be automatically placed in the Outgoing Submittals).