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

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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:

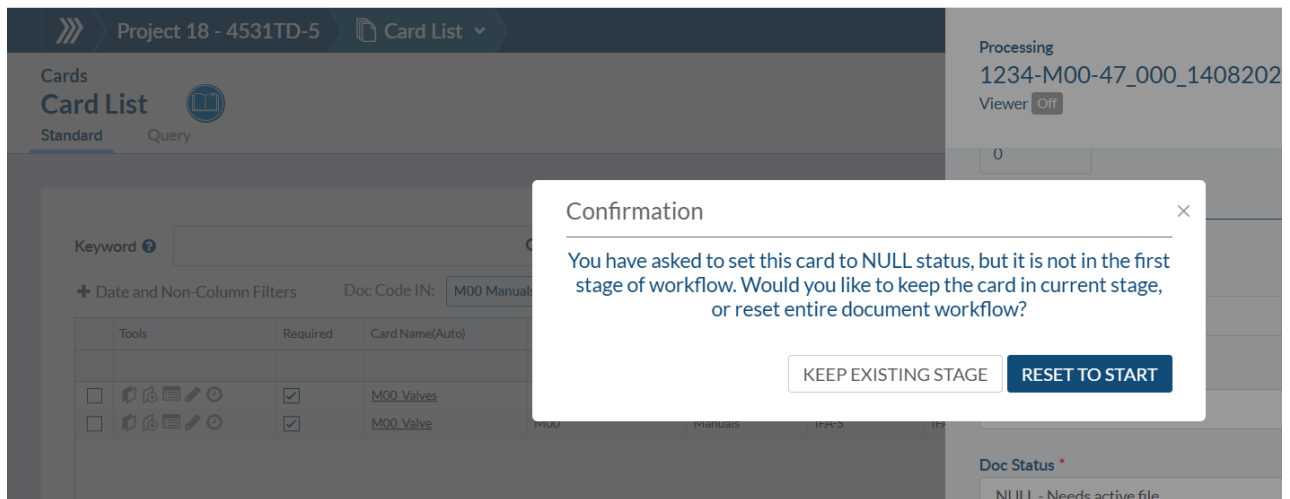Once a card it is marked as complete, there is no further workflow expected.

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.

- 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).