

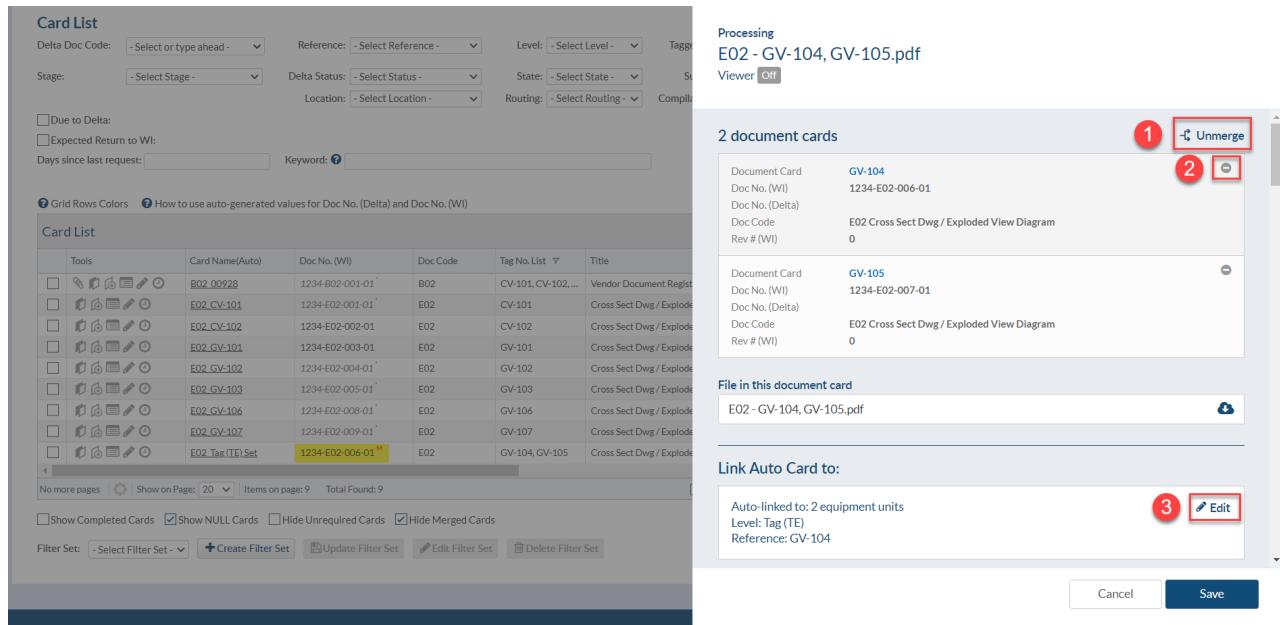
Edit Merged Cards

01/05/2026 8:18 am MST

Sometimes, users may need to edit merged cards.

In the **Card List**, select the **Edit** icon from the **Tools** column in the row for the merged card. (This can be done from other screens that show cards as well, but the options layout is somewhat different.)

The card slide will open. At the top, it will list all cards that are included in the merge. Users can:

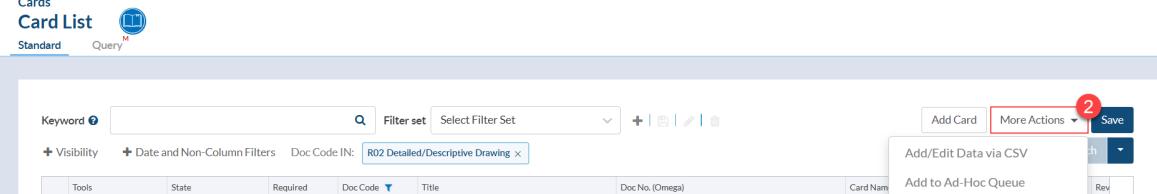


The screenshot shows the 'Card List' interface on the left and its slide-in edit interface on the right. The slide-in interface is titled 'Processing E02 - GV-104, GV-105.pdf' and shows a list of '2 document cards'. The first card is 'GV-104' (Doc No. (WI) 1234-E02-006-01) and the second is 'GV-105' (Doc No. (WI) 1234-E02-007-01). Both cards are listed as 'E02 Cross Sect Dwg / Exploded View Diagram' with Rev # (WI) 0. Below this is a 'File in this document card' section showing 'E02 - GV-104, GV-105.pdf'. At the bottom of the slide-in interface, there is a 'Link Auto Card to:' section with an 'Edit' button, and 'Cancel' and 'Save' buttons at the very bottom.

- 1. Remove individual cards:** This allows users to remove cards from the merged set as required. If the merged card has an attached file and you simply need to delete one of the references you will have the option to attach a copy of the file to the now removed card as well. (So the merged card and the now deleted card will have the same file attached)
- 2. Unmerge card:** This will destroy the merged cards. If the merged card has an attached file you will have the option to select which cards should retain the file.
- 3. Edit linked units:** In order to edit linked units, the card must be converted to a manual card. The [steps in the article on manual cards](#) explain how to choose which units are linked to a card.

Add additional cards

If additional cards need to be added to a pre-existing merged set, return back to the card list. From the grid, select the merged set and the additional card(s) to be added. Once selected, expand the "More Actions" menu and choose the option to "Merge Selected." From the slide-in form, the existing merged set will be auto-selected as the document card and once saved, the additional card(s) will be added.



Keyword Filter set Select Filter Set [+](#) [-](#) [/](#) [/](#)

+ Visibility + Date and Non-Column Filters Doc Code IN: **R02 Detailed/Descriptive Drawing**

Tools	State	Required	Doc Code	Title	Doc No. (Omega)	Card Name
<input type="checkbox"/>	A	<input checked="" type="checkbox"/>	R02	Detailed/Descriptive Drawing.	B04-024-01	R02_A001
<input checked="" type="checkbox"/>	A	<input checked="" type="checkbox"/>	R02	Detailed/Descriptive Drawing	B04-055-01	R02_A002
<input checked="" type="checkbox"/>	A	<input checked="" type="checkbox"/>	R02	Detailed/Descriptive Drawing	B04-054-01	R02_A003
<input checked="" type="checkbox"/>	A	<input checked="" type="checkbox"/>	R02	Detailed/Descriptive Drawing	B04-056-01	R02_A011
<input type="checkbox"/>		<input type="checkbox"/>	R02	Detailed/Descriptive Drawing	B04-057-01	R02_A012

Add Card More Actions [Save](#)

Add/Edit Data via CSV

Add to Ad-Hoc Queue

Apply Header/Footer

Apply default grid layout

Bulk Doc Download

Bulk Markup Download

Delete Manual Cards

Download Status Report (CSV)

Merge Selected

Save as default grid layout

Set Due to Chem C Date

Grid row colors Notes for changing/uploading Doc No. fields