

Edit Merged Cards

09/16/2024 1:35 pm MDT

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 displays the 'Card List' interface with a table of cards. The table has columns for Tools, Card Name(Auto), Doc No. (WI), Doc Code, Tag No. List, and Title. The row for 'E02 Tag (TE) Set' is highlighted, showing Doc No. (WI) '1234-E02-004-01' and Doc Code 'E02'. To the right, a slide titled '2 document cards' is open, showing details for 'GV-104' and 'GV-105'. Red circles 1, 2, and 3 highlight the 'Unmerge', 'minus', and 'Edit' buttons respectively.

Tools	Card Name(Auto)	Doc No. (WI)	Doc Code	Tag No. List	Title
[Icons]	B02 00928	1234-E02-001-01	B02	CV-101, CV-102, ...	Vendor Document Regist
[Icons]	E02_CV-101	1234-E02-001-01	E02	CV-101	Cross Sect Dwg / Explode
[Icons]	E02_CV-102	1234-E02-002-01	E02	CV-102	Cross Sect Dwg / Explode
[Icons]	E02_GV-101	1234-E02-003-01	E02	GV-101	Cross Sect Dwg / Explode
[Icons]	E02_GV-102	1234-E02-004-01	E02	GV-102	Cross Sect Dwg / Explode
[Icons]	E02_GV-103	1234-E02-005-01	E02	GV-103	Cross Sect Dwg / Explode
[Icons]	E02_GV-106	1234-E02-008-01	E02	GV-106	Cross Sect Dwg / Explode
[Icons]	E02_GV-107	1234-E02-009-01	E02	GV-107	Cross Sect Dwg / Explode
[Icons]	E02 Tag (TE) Set	1234-E02-004-01	E02	GV-104, GV-105	Cross Sect Dwg / Explode

Processing
E02 - GV-104, GV-105.pdf
Viewer Off

2 document cards

1 Unmerge
2 [minus]
3 Edit

File in this document card
E02 - GV-104, GV-105.pdf

Link Auto Card to:
Auto-linked to: 2 equipment units
Level: Tag (TE)
Reference: GV-104

Cancel Save

- 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 the card where you want the file to remain.
- 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.