

Export Individual Card History

09/16/2024 1:48 pm MDT

As an exception to most grids where users can click to download the data in CSV, the history grid does not currently have that option. At this time, the process to export the history of a card is a bit manual.

To access card history, navigate to the card list, and click the history icon.

Cards

Card List

Standard Query

The screenshot shows the 'Card List' interface with various filters and a table of document entries. A red arrow points to the history icon (a document with a magnifying glass) in the 'Tools' column of the table.

Tools	Required	Doc Code 1	Title	Reference	Card Name(Auto)	Stage	Due to Acme	Status (Combined)	Location	Routing	Expected
	<input checked="" type="checkbox"/>	AA	Document Schedule	5678	AA_5678	IFI		A			
	<input checked="" type="checkbox"/>	AC	General Arrangement Draw Knife Gate Valve w		AC Knife Gate Valve with Hydraulic Actuator (HPU Excluded) an...	IFA	M	X-	At Sub-Supplier: -		2021-03
	<input checked="" type="checkbox"/>	CD	Material Test Certificates /	5678	CD_5678	AB		A			
	<input checked="" type="checkbox"/>	CD	Material Test Certificates /	502HV-79091	CD_502HV-79091	HC		Z			
	<input checked="" type="checkbox"/>	CD	Material Test Certificates /	502HV-79103	CD_502HV-79103	HC		Z			
	<input checked="" type="checkbox"/>	CD	Material Test Certificates /	502HV-79092	CD_502HV-79092	HC		Z			
	<input checked="" type="checkbox"/>	CD	Material Test Certificates /	502HV-79104	CD_502HV-79104	HC		Z			
	<input checked="" type="checkbox"/>	CD	Material Test Certificates /	502HV-79093	CD_502HV-79093	HC		Z			
	<input checked="" type="checkbox"/>	CD	Material Test Certificates /	502HV-79094	CD_502HV-79094	HC		Z			
	<input checked="" type="checkbox"/>	CD	Material Test Certificates /	502HV-79095	CD_502HV-79095	HC		Z			
	<input checked="" type="checkbox"/>	CD	Material Test Certificates /	502HV-79096	CD_502HV-79096	HC		Z			

Instead of a download button, click CTRL-A. OR you can manually highlight all information on the screen (left click/hold and drag your mouse over the information), then right click to select "copy".

Little Project - Acme (4528KR-123) / Card History
4528KR-AA-001-01 (AA_5678)

Viewer OFF

Files Requests to Supplier

The screenshot shows the 'File History' interface with a table of document history entries. The table includes columns for User, System Comments, tool, Recorded, Stage, Status, State, Original Doc Link, and Doc/CP Link.

User	System Comments	tool	Recorded	Stage	Status	State	Original Doc Link	Doc/CP Link
karstie@docboss.com	Card was set to required		2020-11-26 12:37:32	IFI	NULL	A		
karstie@docboss.com			2020-11-26 12:47:09	IFI	X(H)	A	AA_4529.pdf	AA_4529.pdf
karstie@docboss.com	Document was submitted in T-001		2020-11-26 12:49:49	IFI	X(-)	A	4528KR-AA-001-01_Rev000_Sub001.pdf	4528KR-AA-001-01_Rev000_Sub001.pdf
karstie@docboss.com			2020-11-26 12:51:22	IFI	A	A	AA_4529_Code1.pdf	AA_4529_Code1.pdf
karstie@docboss.com			2020-12-07 15:21:56	IFI	B(-)	A	AA_5678.pdf	AA_5678.pdf
karstie@docboss.com	Document was submitted in TIS-005		2020-12-07 15:22:47	IFI	B(-)	A	4528KR - 4528KR-AA-001-01_Rev000_Sub001.pdf	4528KR - 4528KR-AA-001-01_Rev000_Sub001.pdf
karstie@docboss.com			2020-12-07 15:25:09	IFI	B(H)	A	4528KR - 4528KR-AA-001-01_Rev000_Sub001.pdf	4528KR - 4528KR-AA-001-01_Rev000_Sub001.pdf
karstie@docboss.com	Document was submitted in T-010		2020-12-07 15:26:38	IFI	B(-)	A	4528KR - 4528KR-AA-001-01_Rev001_Sub002.pdf	4528KR - 4528KR-AA-001-01_Rev001_Sub002.pdf
karstie@docboss.com			2020-12-07 15:27:55	IFI	A	A	4528KR - 4528KR-AA-001-01_Rev001_Sub002.pdf	4528KR - 4528KR-AA-001-01_Rev001_Sub002.pdf
karstie@docboss.com			2021-01-27 12:32:23	IFI	A	A	Supplier Document Index.pdf	Supplier Document Index.pdf
karstie@docboss.com			2021-02-16 12:24:05	IFI	A	A	Supplier Document Index.pdf	Supplier Document Index.pdf
karstie@docboss.com			2021-02-16 14:11:11	IFI	A	A	Supplier Document Index.pdf	Supplier Document Index.pdf
karstie@docboss.com	Custom Field USERS was enabled		2021-04-28 15:47:30	IFI	A	A	Supplier Document Index.pdf	Supplier Document Index.pdf
karstie@docboss.com	Updated from Code LHM(Requirements)		2021-04-28 15:53:24	IFI	A	A	Supplier Document Index.pdf	Supplier Document Index.pdf
karstie@docboss.com	Document stage was changed from Document Requirements page		2021-04-29 09:35:17	IFI	A	A	Supplier Document Index.pdf	Supplier Document Index.pdf
karstie@docboss.com			2021-04-29 09:43:19	IFI	A	A	Supplier Document Index.pdf	Supplier Document Index.pdf

Open Excel and paste special ("Keep Source Formatting") into a new sheet.

