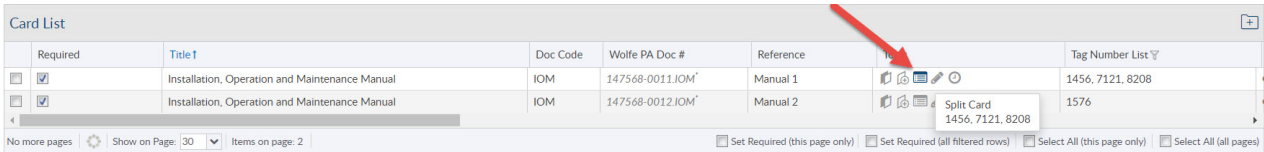


# Split a card (and split equipment list)

09/16/2024 1:15 pm MDT

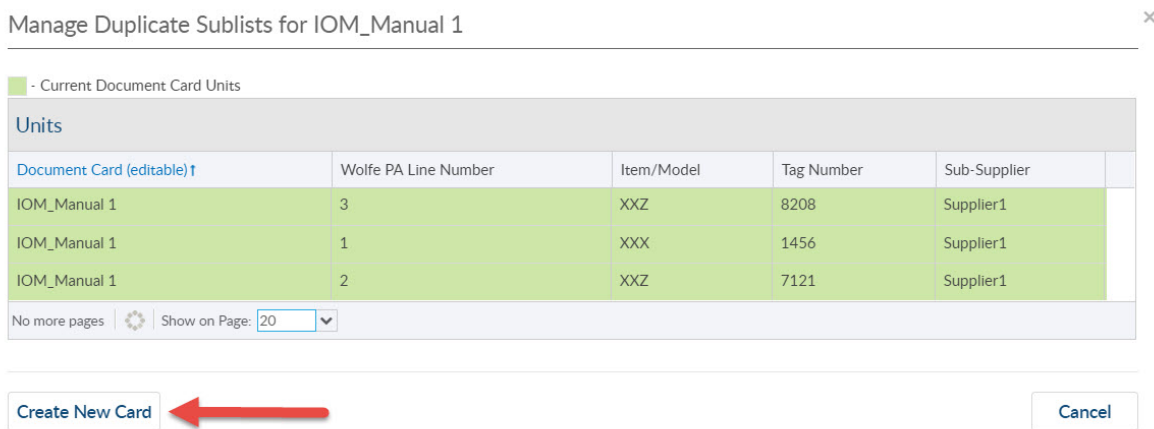
On auto-created cards, you can split a card into two, and assign specific units to each card.

Navigate to the card list, and click the split icon.



The screenshot shows a table with columns: Required, Title, Doc Code, Wolfe PA Doc #, Reference, and Tag Number List. Two rows are visible, both for 'Installation, Operation and Maintenance Manual'. A red arrow points to a 'Split Card' icon in the Reference column of the second row. A pop-up menu is visible over the icon, showing 'Split Card' and '1456, 7121, 8208'.

From the pop up, click create new card.

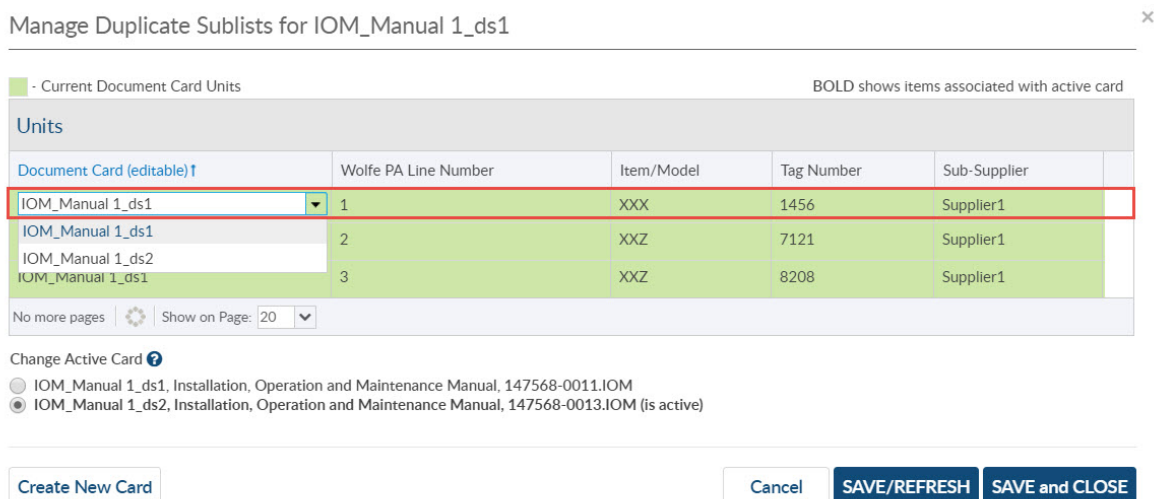


The dialog box shows a table of units. A red arrow points to the 'Create New Card' button.

Document Card (editable) ↑	Wolfe PA Line Number	Item/Model	Tag Number	Sub-Supplier
IOM_Manual 1	3	XXZ	8208	Supplier1
IOM_Manual 1	1	XXX	1456	Supplier1
IOM_Manual 1	2	XXZ	7121	Supplier1

The internal references for the cards will now be appended by dsX (document split), and the second card will be the ACTIVE card. This means that should changes be made directly to the equipment list, it is this card which will be managed for future unit changes.

By clicking in the grid for each unit, you may assign each unit to either split card. In this example - we are going to assign line item 9 to the ds2 card (the new card we just created).



The dialog box shows a table of units. The first row is highlighted in green and has a red border. Below the table, there is a 'Change Active Card' section with two radio buttons. The second radio button is selected.

Document Card (editable) ↑	Wolfe PA Line Number	Item/Model	Tag Number	Sub-Supplier
IOM_Manual 1_ds1	1	XXX	1456	Supplier1
IOM_Manual 1_ds1	2	XXZ	7121	Supplier1
IOM_Manual 1_ds2	3	XXZ	8208	Supplier1

Change Active Card ⓘ

- IOM\_Manual 1\_ds1, Installation, Operation and Maintenance Manual, 147568-0011.IOM
- IOM\_Manual 1\_ds2, Installation, Operation and Maintenance Manual, 147568-0013.IOM (is active)

If you save/refresh, you will see that the units assigned to the current card are in green, which units assigned to

other splits are white (this is just to help distinguish between units on this pop up). "Current card" refers to the card you originally clicked to get the pop up.

Manage Duplicate Sublists for **IOM\_Manual 1\_ds1** x

- Current Document Card Units Current Card BOLD shows items associated with active card

Units					
Document Card (editable)	Wolfe PA Line Number <b>†</b>	Item/Model	Tag Number	Sub-Supplier	
IOM_Manual 1_ds2	1	XXX	1456	Supplier1	
IOM_Manual 1_ds1		XXZ	7121	Supplier1	
IOM_Manual 1_ds1		XXZ	8208	Supplier1	

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This line is associated with the new split card ds2.

Change Active Card ?

- IOM\_Manual 1\_ds1, Installation, Operation and Maintenance Manual, 147568-0011.IOM
- IOM\_Manual 1\_ds2, Installation, Operation and Maintenance Manual, 147568-0013.IOM (is active)

Create New Card

Cancel **SAVE/REFRESH** **SAVE and CLOSE**