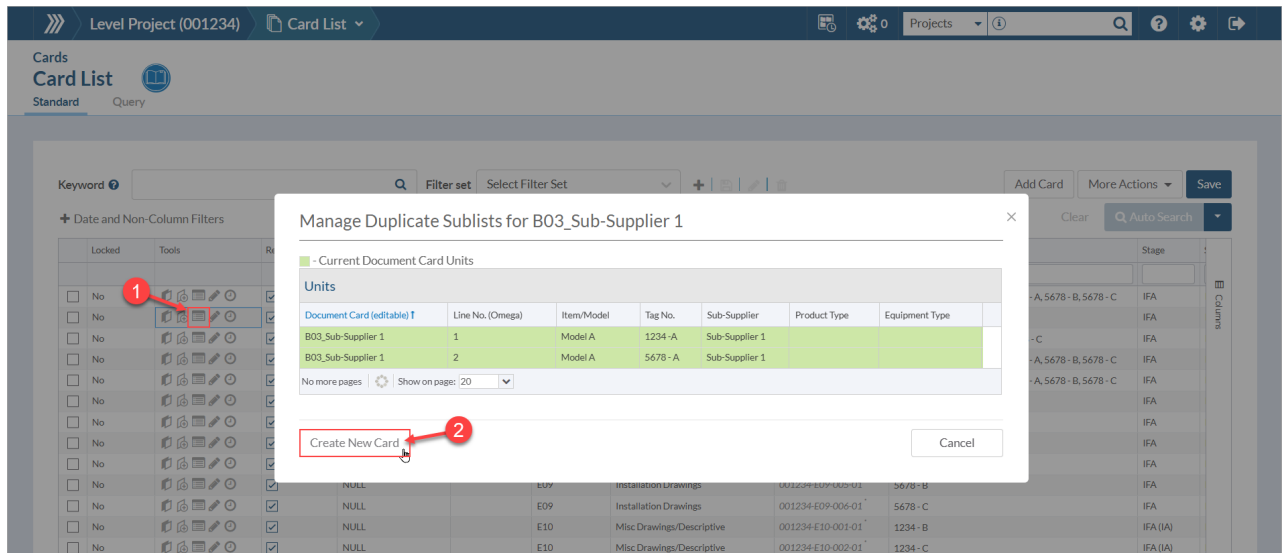


Split a card (and split equipment list)

08/15/2025 3:15 pm MDT

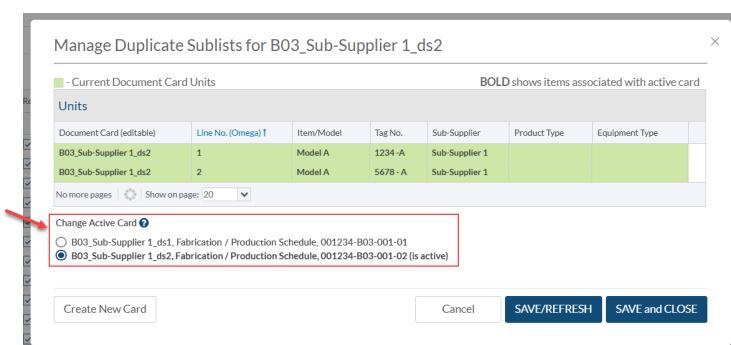
Auto-created cards can split into two in cases where different units should be tracked separately.

To split a card, navigate to the card list and click the split icon under "Tools." From the pop-up, click the button to "Create New Card".



If the "split" icon is not shown, this indicates that the card is ineligible for splitting. To learn about alternative options, reach out to the support team.

The internal references for the cards will now be updated with a **dsX** (document split) suffix, and the second card will become the "Active" card. The "Active" card can be changed using the radio buttons.



The "Active" card is the card that will inherit unit change(s) made on the equipment list, if applicable.

To assign a unit to a card, click directly in the grid in the "Document Card (editable)" column. A drop-down will appear where the appropriate card can be selected.

Once the required changes have been made, press the "SAVE/REFRESH" button to apply the changes. The units

assigned to the current card will appear in **green**, and the units assigned to the other card(s) will appear in **white**.

Manage Duplicate Sublists for B03_Sub-Supplier 1_ds2

Current Document Card Units

BOLD shows items associated with active card

Document Card (editable)	Line No. (Omega) ↑	Item/Model	Tag No.	Sub-Supplier	Product Type	Equipment Type
B03_Sub-Supplier 1_ds2	1	Model A	1234-A	Sub-Supplier 1		
B03_Sub-Supplier 1_ds1		Model A	5678-A	Sub-Supplier 1		
B03_Sub-Supplier 1_ds2						

Change Active Card ⓘ
☐ B03_Sub-Supplier 1_ds1, Fabrication / Production Schedule, 001234-B03-001-01
☒ B03_Sub-Supplier 1_ds2, Fabrication / Production Schedule, 001234-B03-001-02 (is active)

Create New Card Cancel SAVE/REFRESH SAVE and CLOSE

Manage Duplicate Sublists for B03_Sub-Supplier 1_ds2

Current Document Card Units

BOLD shows items associated with active card

Document Card (editable)	Line No. (Omega) ↑	Item/Model	Tag No.	Sub-Supplier	Product Type	Equipment Type
B03_Sub-Supplier 1_ds1	1	Model A	1234-A	Sub-Supplier 1		
B03_Sub-Supplier 1_ds2	2	Model A	5678-A	Sub-Supplier 1		

No more pages Show on page: 20

Change Active Card ⓘ
☐ B03_Sub-Supplier 1_ds1, Fabrication / Production Schedule, 001234-B03-001-01
☒ B03_Sub-Supplier 1_ds2, Fabrication / Production Schedule, 001234-B03-001-02 (is active)

Create New Card Cancel SAVE/REFRESH SAVE and CLOSE

Once saved, all **dsX** cards created via splitting will show in the card list. When bringing in files via Incoming Documents, they can be attached to the appropriate **dsX** cards, allowing you to manage the files as they are received.

Assign to: Document Cards Obsolete Cards

Drag and drop files into document cards

Doc Code

B03 Fabrication / Production Schedule

Search ⓘ

Out of Workflow Show

Merged Show

NULL Cards Only Show

Grid row colors ⓘ

Add Merge

	Type	Tools	Status (Combined)	Doc Code Name	Doc Code	Reference	Doc No. (Omega) ↑
...			NULL	Fabrication / Production Schedule	B03	Sub-Supplier 1_ds1	001234-B03-001-01
...			NULL	Fabrication / Production Schedule	B03	Sub-Supplier 1_ds2	001234-B03-001-02

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An alternative option to splitting cards is to create duplicate cards, which is useful in cases where you have separate files to manage that are all associated with the same tag (or set of tags). For instructions on copying cards, see this article: [Copy a Card \(Create Copy\)](#) or [Create a New Sheet](#).