

# Locking Cards

09/16/2024 1:14 pm MDT

## What Does Locking Cards do?

Once a card is locked, DocBoss starts tracking the State and in addition, it stops that card from being auto-renumbered.

## Is a Card Locked?

There is a column on the Card List that displays if a card is Locked

### Card List

ACME Doc Code:  Reference:  Level:  Tagged Units:

Stage:  ACME Status:  State:  Transmittal:

Location:  Routing:  Approval Status:

Due to ACME:  
 Expected Return to Wolfe PA:  
Days since last request:  Keyword:

[Grid Rows Colors](#) [How to use auto-generated values for ACME Doc # and Wolfe PA Doc #](#) [Add to Ad-Hoc Queue](#)

	Required	Locked	Doc Code	Title	Wolfe PA Rev #	Status (Combined)	Tools
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	WPS	Welding Procedure Specification (WPS) and Procedure	A1	X+	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	No	REC	Welder Qualification Certificate	A1	NULL	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	No	REG	Vendor Document Register	A1	NULL	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	No	REG	Vendor Document Register	A1	X(+).ta	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	No	PRO	Ultrasonic Test Procedure	A1	NULL	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	No	QMP	Quality Manual (with ISO accreditation certificate)	A1	NULL	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	PRO	Packing, Shipping & Preservation Procedure	A1	X+	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	No	REC	NDE Operator Qualifications	A1	NULL	

## How do Cards get locked?

### Transmitting a Card

If you submit a card it automatically becomes locked. DocBoss starts tracking the state of this card and if Bulk Re-Numbering is reset on the project this card will not be included. The numbering will remain as assigned.

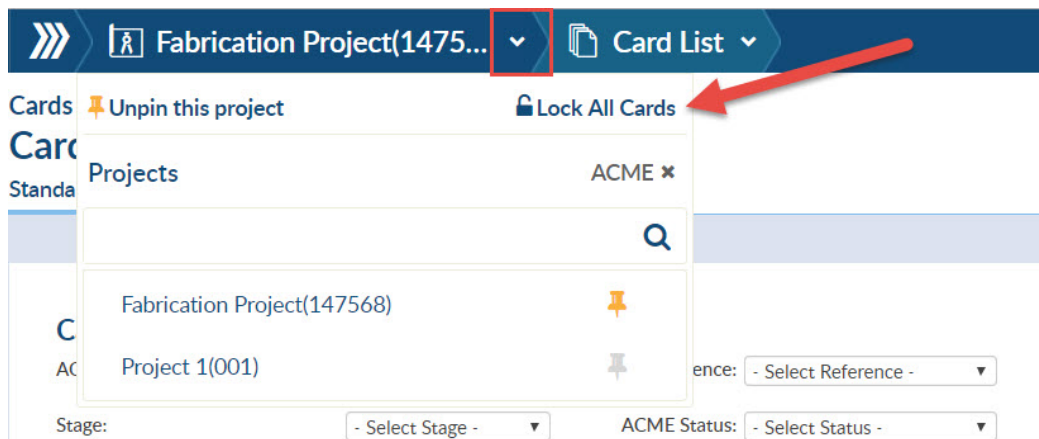
### Transmitting an SDI Report

Submitting the SDI Report through DocBoss will lock all cards on a project. This assumes, that the customer is expecting all cards as listed and therefore DocBoss starts to track the state of each card. If for example, there is something you have listed then it becomes N/A, (even though you have never submitted it) having the card locked will allow you to still display that entry in the SDI Report.

### Manually Locking Cards

If you have a new project and you want to lock the cards without submitting an SDI Report you can do so manually.

Project List Drop Down > Lock All Cards



This same process would allow you to un-lock those cards. (Click the Project List Drop Down) You will see "Unlock Cards" BUT you can only un-lock cards that have been manually locked, that have not been issued on a submittal nor have been included as an entry on an SDI Report that has been submitted through DocBoss.

If there are no cards that are available to un-lock you will see "All Cards Locked"