

Sort Cards in Compilation

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Compilations can be organized in many different ways. The main sorting option is set in the "TOC/Bookmark pattern for cards" field, where the pattern establishes the organization of the table of contents and sorts the cards to match.

By default, the pattern is set to sort by the **reference** field, but this can be changed to include different variables and/or specific text to align with the requirements of your customer.

Table of Contents and Bookmarks sections options

Depth of TOC: Depth of Bookmarking:
Depth of TOC numbering:
Start of TOC numbering:
Hide first level TOC numbers ☐

Need some help?

Bookmark pattern for cover page entry:
Bookmark pattern for TOC entry:
TOC/Bookmark pattern for cards:

Append secondary codes (if they exist) to each card: ☒
If card has secondary codes, replicate the card: ☒
Suppress cards in TOC: ☐
Show page numbers on the TOC: ☒

TOC/Bookmark pattern for doc code:
Append Included In Codes to Primary Code (if applicable) using suffix:
When Included In Codes are added to the compilation layout, add suffix to TOC/Code:
When Not Applicable Codes are added to the compilation layout, add suffix to TOC/Code:

* available variables

Card Name(Auto)	Customer Phone Number	Doc Code	Doc No. (Chem C)
Doc No. (End User)	Doc No. (Omega)	Doc No. (Sub-Supplier)	Equipment Type List
Item/Model List	Job	Line No. List (Chem C)	Line No. List (Omega)
Product Type List	Project Name	Reference	Rev # (Omega)
Sub-Supplier List	Sub-Supplier Short List	Tag * Serial List	Tag No. List
			Title



Note: The card reference is set by the level that was selected on the doc code list. For example, if the doc code level is set to "Tag (TE)," the reference for each card will be the corresponding tag number.



Example:

Depth of TOC = 3

TOC/Bookmark pattern for cards = <Reference> (i.e., "Tag (TE)")

1. Section		Manufacturing Data Book	
1	ENGINEERING		2
1.1	B01 - General Arrangement Drawings	2. Doc Code	3
1.1.1	Tag-101	3. Cards	-
1.1.2	Tag-102		-
1.1.3	Tag-103		-
1.1.4	Tag-104		-
1.1.5	Tag-105		-
1.1.6	Tag-106		-
1.1.7	Tag-107		-
1.1.8	Tag-108		-
1.1.9	Tag-109		-
1.1.10	Tag-110		-
2	PROCEDURES		4

Sort documents inside sections

If the cards require specific sorting inside each section, navigate to the "Compilation Structure Options" section and select the "Choose fields for sorting" setting.

Compilation Structure Options

Sort documents inside section:* ☐ By pattern value ☒ Choose fields for sorting

Card Name(Auto) Doc Code Doc No. (Chem C) Doc No. (End User) Doc No. (Omega) Doc No. (Sub-Supplier) Equipment Type List

Line No. List (Chem C) Line No. List (Omega) Product Type List Reference Rev # (Omega) Review Type Sequence (Chem C)

Sequence (Omega) Sheet (Chem C) Sheet (Omega) Tag No. List Title

* available variables

Once selected, a pattern can be defined for sorting the cards within each section while still maintaining the table of contents organization as defined in the "TOC/Bookmark pattern for cards" field.



Example:
Depth of TOC =3
TOC/Bookmark pattern for cards = <Reference> (i.e., "Tag (TE)")
Sort documents inside section = Choose fields for sorting → <Doc No. (Customer)>

Index of Manufacturing Data Book		
1	ENGINEERING	
1.1	B01 - General Arrangement Drawings	3
1.1.1	Tag-104	—
1.1.2	Tag-105	—
1.1.3	Tag-106	—
1.1.4	Tag-107	—
1.1.5	Tag-108	—
1.1.6	Tag-101	—
1.1.7	Tag-109	—
1.1.8	Tag-102	—
1.1.9	Tag-110	—
1.1.10	Tag-103	—

Cards sorted by customer document number

Advanced card sorting

The "Bookmark pattern cover page entry," "Bookmark pattern for TOC entry," and "TOC/Bookmark pattern for cards" fields can be set to sort, format, and otherwise organize cards in specific ways. This can be done through the use of IF statements and/or parameters.

To learn more about these options, see this article: [Using IF statements](#).