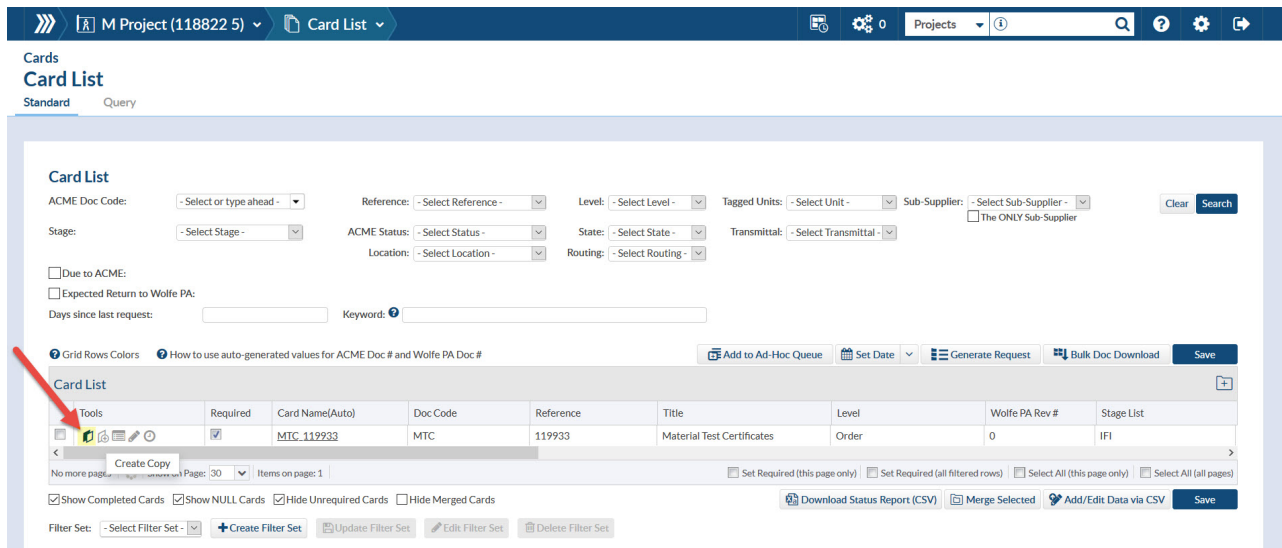


# Copy a Card (Create Copy) or Create a New Sheet

09/16/2024 1:13 pm MDT

## Create Copy

Copying a card is useful when you require an exact duplicate of a card i.e. the second card should be linked to exactly the same set of tags and codes, its is just a different file. An example might be a procedure card.

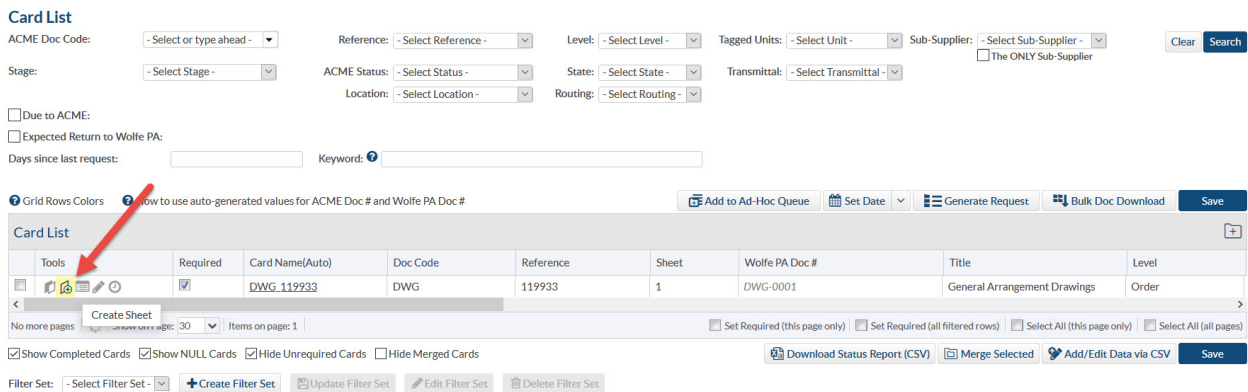


The screenshot shows the 'Card List' interface with various filters and a table of cards. A red arrow points to the 'Create Copy' option in the 'Tools' column of the table.

Tools	Required	Card Name(Auto)	Doc Code	Reference	Title	Level	Wolfe PA Rev #	Stage List
	<input checked="" type="checkbox"/>	MTC_119933	MTC	119933	Material Test Certificates	Order	0	IFI

i.e. On the Card List you can click the "Create Copy" in the tools list.

## Create Sheet



The screenshot shows the 'Card List' interface with various filters and a table of cards. A red arrow points to the 'Create Sheet' option in the 'Tools' column of the table.

Tools	Required	Card Name(Auto)	Doc Code	Reference	Sheet	Wolfe PA Doc #	Title	Level
	<input checked="" type="checkbox"/>	DWG_119933	DWG	119933	1	DWG-0001	General Arrangement Drawings	Order

This is really designed when you have a drawing, but have multiple pages related to one piece of equipment. It will increment a sheet number in DocBoss (and give it a separate doc number, but keep it connected to the same equipment/tags).

Grid Rows Colors    How to use auto-generated values for ACME Doc # and Wolfe PA Doc #    Add to Ad-Hoc Queue    Set Date    Generate Request    Bulk Doc Download    Save

### Card List

Tools	Required	Card Name(Auto)	Doc Code	Reference	Sheet	Wolfe PA Doc #	Title	Level
	<input checked="" type="checkbox"/>	DWG_119933	DWG	119933	1	DWG-0001	General Arrangement Drawings	Order
	<input checked="" type="checkbox"/>	DWG_119933_df2	DWG	119933_df2	2	DWG-0002	General Arrangement Drawings	Order

No more pages    Show on Page: 30    Items on page: 2    Set Required (this page only)    Set Required (all filtered rows)    Select All (this page only)    Select All (all pages)

Show Completed Cards     Show NULL Cards     Hide Unrequired Cards     Hide Merged Cards    Download Status Report (CSV)    Merge Selected    Add/Edit Data via CSV    Save

Filter Set: -Select Filter Set-    +Create Filter Set    Update Filter Set    Edit Filter Set    Delete Filter Set

\*Note: If you need to send different documents applicable to different tags you can either set the correct LEVEL, or, if only a few cards are impacted, you can SPLIT the card (and assign specific units to each card). [Click here to read the complete article.](#)