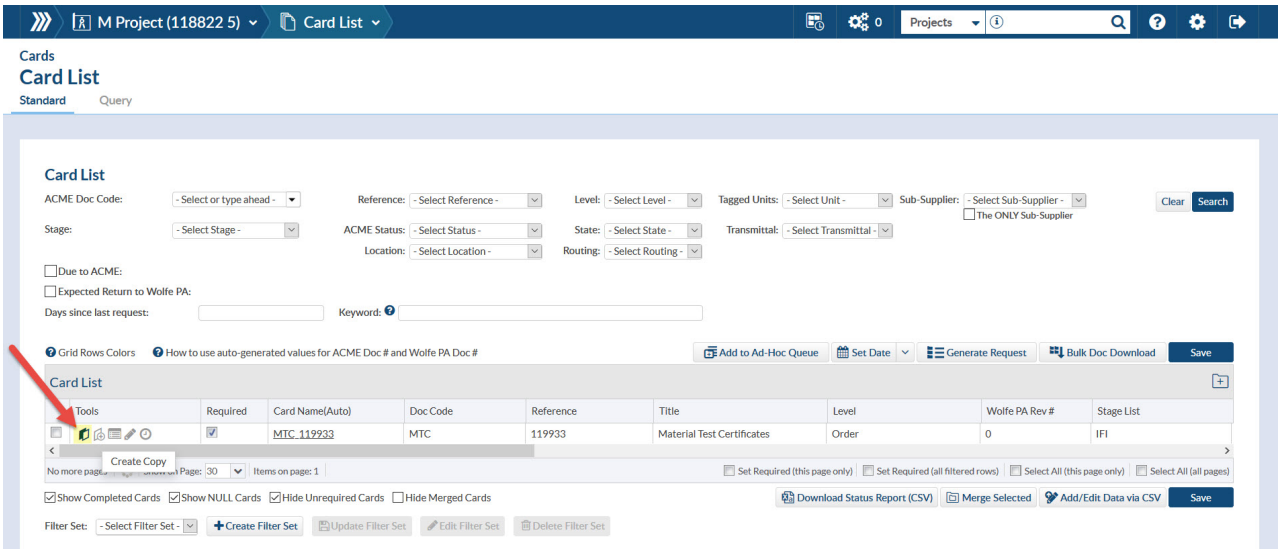
Copy a Card or Create a Sheet

09/28/2026 8:40 am MDT

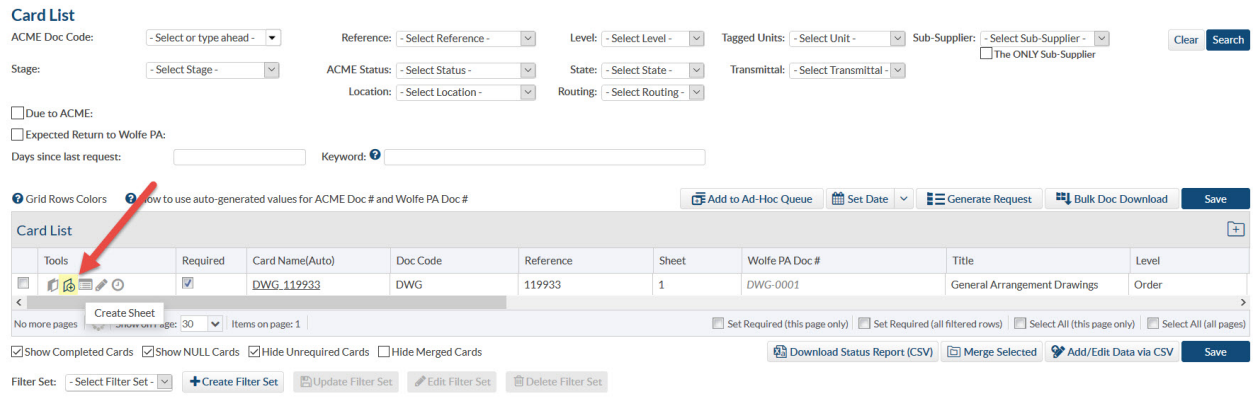
Create Copy

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.

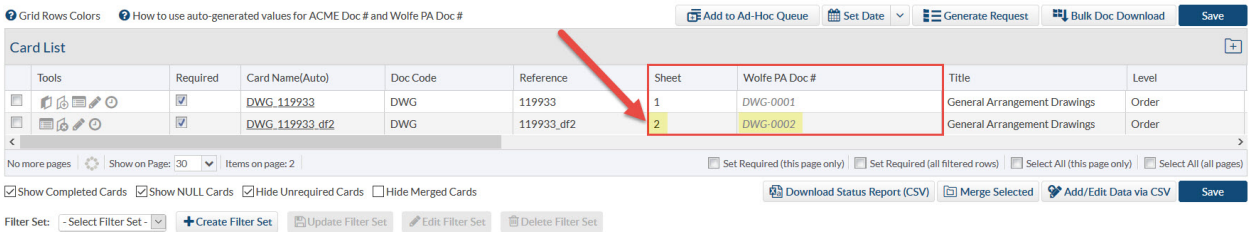


i.e. On the Card List you can click the "Create Copy" in the tools list.

Create Sheet

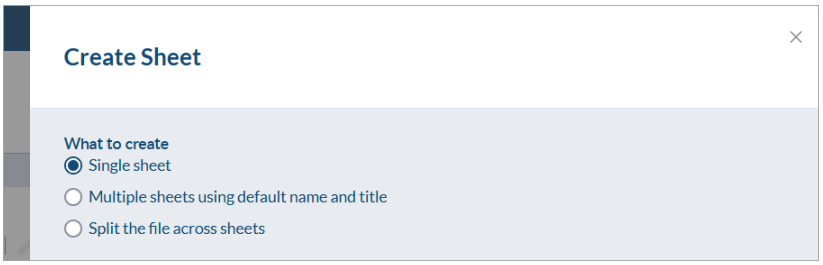


This is really designed when you have a drawing, but have multiple pages related to one piece of equipment. It will increment a sheet number in DocBoss (and give it a separate doc number, but keep it connected to the same equipment/tags.



There are 3 options for creating a sheet:

1. **Single sheet** - Creates a single new sheet
2. **Multiple sheets using default name and title** - Creates multiple new sheets (the number of sheets created is defined by the user)
3. **Split the file across sheets** - Creates as many sheets as their are pages in the uploaded document. The main card retains the full (multi-page) file, and each sheet will receive one of the individual pages.



Note: If you need to send different documents applicable to different tags, you can either (**a**) update the doc code **level** (to generate the correct number of cards linked to the appropriate units - see article: Configure Doc Code List) OR (**b**) **split** the card (and assign specific units to each card) - see article: Split a card (and split equipment list).