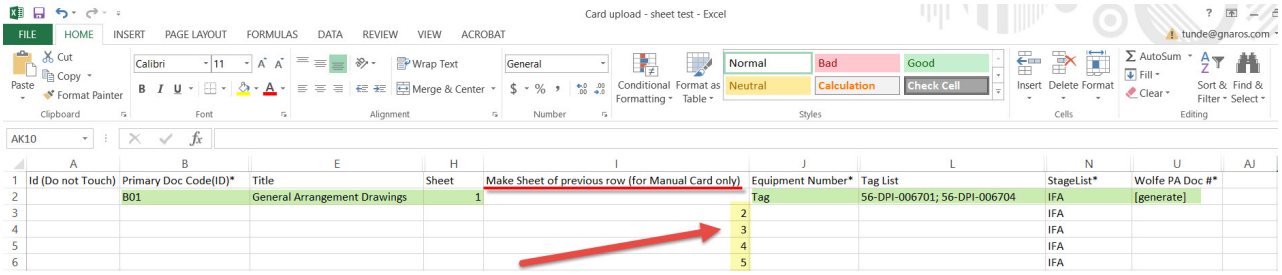
How to upload multiple sheets for manual cards

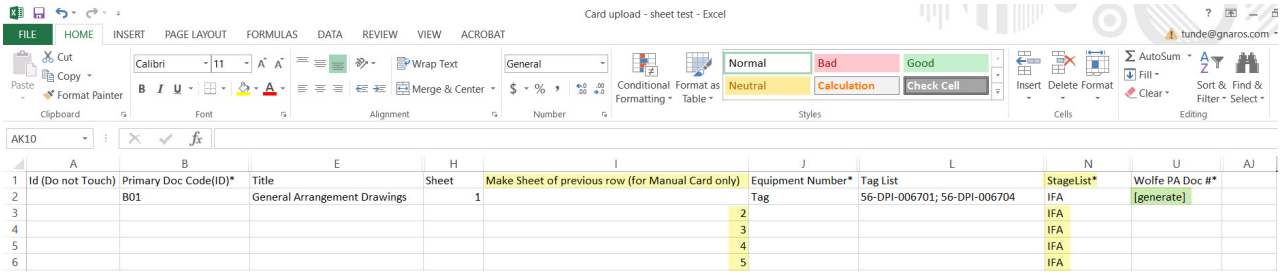
09/16/2024 1:35 pm MDT

When uploading Manual Cards there may be some documents that have multiple pages related to one piece of equipment. For example 1 drawing with 11 sheets.

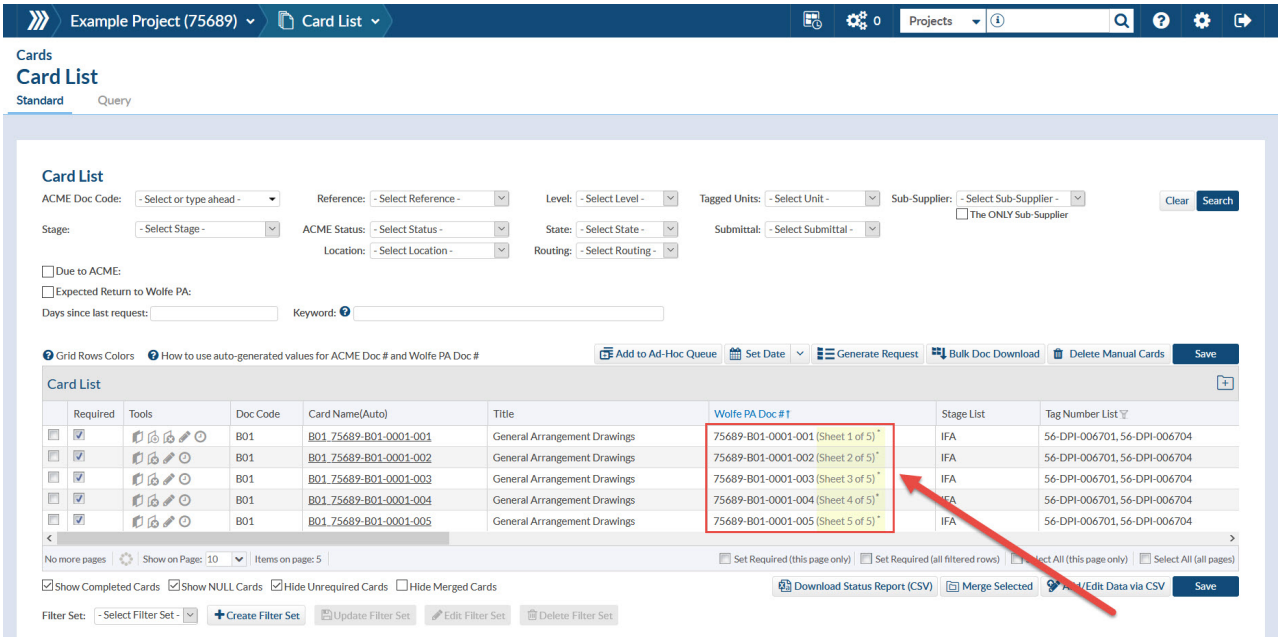
This can easily be uploaded by CSV adding only the information related to the first drawing and then using “Make Sheet of previous row” to add the rest of the sheets. All the data included in the first row will be copied on the rest of the sheets also.



Note that besides setting the sequence numbers in “Make Sheet of previous row” the CSV shall also contain the Stage List for those rows and [generate] variable for the first drawing in order to generate the document numbers automatically for all Cards.



Same as when creating manual sheets individually, the sheet number will be incremented and separate documents will be generated (but keeping them connected to the same equipment/tags).


Example Project (75689)
Card List
Projects
Cards
Card List
Standard
Query
Card List
ACME Doc Code:
- Select or type ahead -
Reference:
- Select Reference -
Level:
- Select Level -
Tagged Units:
- Select Unit -
Sub-Supplier:
- Select Sub-Supplier -
The ONLY Sub-Supplier
Clear
Search
Stage:
- Select Stage -
ACME Status:
- Select Status -
State:
- Select State -
Submittal:
- Select Submittal -
Location:
- Select Location -
Routing:
- Select Routing -
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
Set Date
Generate Request
Bulk Doc Download
Delete Manual Cards
Save
Card List
Required
Tools
Doc Code
Card Name(Auto)
Title
Wolfe PA Doc #
Stage List
Tag Number List
B01
B01_75689-B01-0001-001
General Arrangement Drawings
75689-B01-0001-001 (Sheet 1 of 5)
IFA
56-DPI-006701, 56-DPI-006704
B01_75689-B01-0001-002
75689-B01-0001-002 (Sheet 2 of 5)
B01_75689-B01-0001-003
75689-B01-0001-003 (Sheet 3 of 5)
B01_75689-B01-0001-004
75689-B01-0001-004 (Sheet 4 of 5)
B01_75689-B01-0001-005
75689-B01-0001-005 (Sheet 5 of 5)
No more pages
Show on Page: 10
Items on page: 5
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