Obsolete Cards and How to Manage Them

07/23/2025 1:54 pm MDT

What is an obsolete card:

When a locked card loses all of its linked units, it becomes obsolete. See "why would a card lose all of its linked units?"

Examples:

- If the Equipment List gets changed
- The Doc Code gets changed
- The set level of a Doc Code gets changed

Before starting note that Individual cards can be also changed at the time of changing the Order details using the Impact of Change Order notification. Currently this option is not available for Merged Cards but this process has to be done manually from Obsolete Cards grid.

So, if any card has been pushed to Obsolete and it needs to be linked (the history and/or document) to a live card, it can be done as described below.

How to attach an obsolete card to existing card

Navigate to Project Menu > Cards > Obsolete Cards

Fabrication Project(1	475 🗸	🜔 Obsolete Cards 🗸		E. 🕰 o	Projects 🔻 👔	Q	0 🌣 🕩
Cards Obsolete Cards		Project Hub	Outstanding Actions	Index Reports & P Compilations E	rices & stimates		
Document Code: - Select - •	Keyword	Cards Code List (Requirements) Cord List	Cards In/Out	Equipment List	Set Up		Clear Search
Reference t	Card Name	Card to Unit Changes	Outgoing Submittais	Levels	ACME Return Statuses	sed Level	Туре
E14016-PO-018-RM-400-P-0013	BOM E140	Chief to onle changes			Internal Approval Statusos	Order	Generated
E14016-PO-018-RM-400-P-0013	DMD E140				Internal Approval Statuses	Order	Generated
E14016-PO-018-RM-400-P-0013	REG E1401	Request Cards from Supplier			Distribution Lists	Order	SDI Report
E14016-PO-018-RM-400-P-0013	ITP E14016				Project Fields Template	Order	Generated
E14016-PO-018-RM-400-P-0013	DMD E140				Card States	Order	Generated

Step 2 Click Attach icon under Tools column (of applicable card)

Ob	osolete Cards			/						
	Reference t	Card Name(Auto)	Tool	Doc Code	Doc Code Name	Status (Combined)	Wolfe PA Rev #	Processed	Level	Туре
	E14016-PO-018-RM-400-P-0013	BOM E14016-PO-018-RM-400-P-0013	B 0	BOM	Bill of Material	X+	A1	N	Order	Generated
	E14016-PO-018-RM-400-P-0013	DMD_E14016-PO-018-RM-400-P-0013	Att	ach MD	Dimensional Drawing	2(+).a	A1	N	Order	Generated
	E14016-PO-018-RM-400-P-0013	REG_E14016-PO-018-RM-400-P-0013	800	REG	Vendor Document Register_copy1	X+	A1	N	Order	SDI Report
	E14016-PO-018-RM-400-P-0013	ITP_E14016-PO-018-RM-400-P-0013	B / C) ITP	Inspection and Test Plan	X+	A1	8	Order	Generated
	E14016-PO-018-RM-400-P-0013	DMD_E14016-PO-018-RM-400-P-0013	800	DMD	Dimensional Drawing	X+	A1	N	Order	Generated

Step 3 Select All Applicable cards (this will create the merge of the new cards that have been created)

Assign file to a different card

Doc Co	de BOM Bill of Material	×v	Search 😧			Q				
	ocument Card	Doc Code	Doc Code Name	Title	Level	Last Upload Date	Stage	Status (Combined)	ACME Doc	¥
• E	14016-PO-018-RM-400-P-0013_ds1	BOM	Bill of Material	Bill of Material	Order	2019-04-26 16:27:23	IFA	X.{A}(-)	P7564-PO01	8-400-30-BOM-
E E	14016-PO-018-RM-400-P-0013_ds2	BOM	Bill of Material	Bill of Material	Order	2019-05-03 19:17:25	IFA	X.{A}(-)	P7564-PO01	8-400-30-BOM-
No more	pages 🔅 Show on Page: 10 🗸									,
									6	C II

Step 4 Move history

If "Move history" checkbox is marked, old history entries will be moved to the new Card and it will also autopopulate the card status and any applicable Meta Data.

If history doesn't need to be moved to the new Card, leave "Move history" checkbox un-marked and only the file will be re-attached.



tatus & Routing	
Stage list: IFA (wIA) list	1 stages 🕜 Edit list
Current Stage	
IFA Customer	
Approval Status *	
- Select Approval Status -	~
Doc Status *	
X - Required for Order but Initial Submission not yet made	~
Complete Current Stage	
Status Suffix	
	v

Step 5 Check and edit any of the Meta-Data that needs to be changed and Click Save.

Processing QCLNG-BA00-QCL-RPT-000250_rA1.pdf

Viewer Off

History

Document Card Numbers			^
Is Drawing			
ACME Doc #			
P7564-PO018-400-30-BOM-0010			
Wolfe PA Doc #			
147568-0011.BOM			
Wolfe PA Rev #			
A1			
Sub-Supplier Doc #			
ADNOC Doc #			
Instance turn around (days)			
10			
Cover Page / Stamps			
Cover page only (no stamp)		~	-
	Cancel	Save	

Once an obsolete card has been attached to an existing card, it is considered to be "processed." Processed cards will be indicated by a green "Y" under the "Processed" column, and can be hidden from the list by clicking the "Processed" filter (top right above grid).

Doc code S	elect or type abe	ad	Keyword			0					
Doc code	elect of type and	au	 Reyword • 			4			-	Action	s 🔻
Available for bu	k re-attaching	Filter match live cards by					a po (End Lloor)			Processed	Show
evaluable for bui	KTC attaching	mater inve cards by		elelence O Doc no.			c ho. (End Oser)			Trocessed	
Tools	Processed	Title	Reference	Doc No. (Omega)	Doc Code Name	Doc Code	Туре	Card Name(Auto)	Level	Status (Combined)	
	N	Material Certificates	A004	M01-020-01	Material Certificates	M01	Generated (Sub-Supplier)	M01_A004	Tag No. (TE)	NULL	
0 0	N	Material Certificates	A010	M01-026-01	Material Certificates	M01	Generated (Sub-Supplier)	M01_A010	Tag No. (TE)	X+	0
	V	Material Certificates	A008	M01-024-01	Material Certificates	M01	Generated (Sub-Supplier)	M01_A008	Tag No. (TE)	NULL	suur
	Ø	Material Certificates	A011	M01-027-01	Material Certificates	M01	Generated (Sub-Supplier)	M01_A011	Tag No. (TE)	X+	
	v	Material Certificates	A006	M01-022-01	Material Certificates	M01	Generated (Sub-Supplier)	M01_A006	Tag No. (TE)	NULL	
	v	Material Certificates	A002	M01-018-01	Material Certificates	M01	Generated (Sub-Supplier)	M01_A002	Tag No. (TE)	NULL	
@	v	Material Certificates	A007	M01-023-01	Material Certificates	M01	Generated (Sub-Supplier)	M01_A007	Tag No. (TE)	NULL	
	V	Material Certificates	A003	M01-019-01	Material Certificates	M01	Generated (Sub-Supplier)	M01_A003	Tag No. (TE)	NULL	
			0.010	M01-028-01	Material Certificates	M01	Generated (Sub-Supplier)	M01 A012	Tag No. (TE)	X+	
	0	Material Certificates	AUIZ								

Bulk Re-Attach

If cards were moved to obsolete by error (i.e. level changed by accident), it is possible to revert the process with "Bulk Re-Attach".

First step is to reset the Cards to the old references/level in the Code List and then navigate to the Obsolete Cards grid and Re-Attach them as indicted below.

Cards which are eligible for Bulk Re-Attach will be highlighted in green.

bsolete Card	S		Bulk Re-Attach		×	
Tools	Doc Code	Doc Code Name				ince T
80	DMD	Dimensional Drawing	Move all history entries to live cards			6-PO-018-RM-400-P-0013
80	REG	Vendor Document Regis	Set Status (will be applied to all cards on re-attach)			6-PO-018-RM-400-P-0013
80	ITP	Inspection and Test Plan	Status/Suffix when moved to obsolete			6-PO-018-RM-400-P-0013
B / O	DMD	Dimensional Drawing	Choose from list			6-PO-018-RM-400-P-0013
1 0	SCH	Engineering, Fabrication,	Status* - Select Doc Status - 🗸	Status Suffix Blank	\sim	6-PO-018-RM-400-P-0013
10	PRO	Ultrasonic Test Procedur	Destroy obsolete card after document attach (if allo	owed)		6-PO-018-RM-400-P-0013
B / O	MRBI	Manufacturing Record Bo				6-PO-018-RM-400-P-0013_ds1
10	REG	Vendor Document Regist				6-PO-018-RM-400-P-0013_ds1
30	BOM	Bill of Material		Cancel Pro	oceed	6-PO-018-RM-400-P-0013_ds1_re-attach-20190507-183639
80	SCH	Engineering, Fabrication,				6-PO-018-RM-400-P-0013_unmerged-20190430-105532
80	WPS	Welding Procedure Specific	ation (WPS) and Procedure Qualification Record (PQR)	X(+)	E140	16-PO-018-RM-400-P-0013_unmerged-20190430-105532
80	DMD	Dimensional Drawing		2(*)	Specia	al item

- 1. Select Obsolete Cards that need to be moved back their previous status
- 2. Click on Bulk Re-Attach under the grid
- 3. Unmark the checkbox if you wish to remove all history on the cards
- 4. Select Status and Suffix when moved to obsolete or set new Status and Suffix
- 5. Mark the checkbox to destroy the obsolete card after document attach

How to attach Obsolete Cards without an active file on the card

DocBoss allows you to re-attach an "Obsolete Card" only if there is an active file on the card.

If the "Obsolete Card" that you wish to attach to an "Existing Card" doesn't has an active file, first you must attach a file to the obsolete card.

Navigate to Incoming Files > Upload Files > Select Obsolete Cards > Add Files to "Obsolete Cards"

M Project (1	149441)	🗸 🗲 Incoming	Documents	From	ABB: 2019-05-30_115919	,	E. ¢.) Pro	jects	• (i)	Q		•
ards In/Out / Incoming D rom ABB: 2019-	ocument 05-30	ء 115919										Bulk Pro	cess Off
File Staging Area You can upload multiple fi you decide where to place	a iles and kee e them. Max	Viewer Off p them here while kimum file upload	Assig Drag and	n to: I drop files i	Document Cards Obsolete	Cards							
size is 400Mb.	and dro	pfiles	Doc Coo	e Selec	ct or type ahead \lor	Search 😧				Q			
Or choose	e files from	disk		Tools	Title †	Card Name(Auto)	Doc Code	Level	Stage	Status (Combined)	Wolfe PA Doc	e.	
			B	10	Manufacturing Data Book	506 147743	506	Order	IFI	x	149441-506-0	01-001	
			B	100	Manufacturing Data Book	S06_41LS-605010	S06	Tag (TE)	IFI	х	149441-S06-0	002-001	
			B	100	Manufacturing Data Book	506_41L5-60501	506	Tag (TE)	IFI	x	149441-506-0	001-001	
Unassigned 1 Assign	ied 0	Iransmittal Doc 0	B	100	Manufacturing Data Book	\$06_41LS-60503	S06	Tag (TE)	IFI	x	149441-S06-0	004-001	
Unassigned Files			B	100	Manufacturing Data Book	S06_41LS-60502	506	Tag (TE)	IFI	х	149441-506-0	003-001	
Mark as Transmittal	(AD)	wolcad 🛱 Delete	B	100	Manufacturing Data Book	S06_41LS-60504	S06	Tag (TE)	IFI	х	149441-S06-0	005-001	
	Co De		B	100	Manufacturing Data Book	506_41LS-60505	506	Tag (TE)	IFI	х	149441-506-0	006-001	
File Name †	Pages	Tools	ß	100	Manufacturing Data Book	S06_41LS-60506	S06	Tag (TE)	IFI	x	149441-S06-0	007-001	
E Dwg Model 2.pdf	4	/ Ca 🗈 🗎	B	100	Manufacturing Data Book	506_41L5-60507	506	Tag (TE)	IFI	Х	149441-506-0	008-001	
No more pages 🛛 🔅 Show or	n Page: 20	~	B	100	Manufacturing Data Book	S06_41LS-60508	S06	Tag (TE)	IFI	х	149441-S06-0	009-001	
			B	160	Manufacturing Data Book	506_41LS-60509	506	Tag (TE)	IFI	x	149441-506-0	010-001	

Once you have attached the file, the option to re-attach from obsolete will appear. Once re-attached, you can then revert the history of the live card to ignore this attachment.