

Obsolete Cards and How to Manage Them

09/16/2024 1:37 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

The screenshot shows the software interface with the breadcrumb trail 'Fabrication Project(1475...) > Obsolete Cards'. The 'Obsolete Cards' menu item is highlighted with a red box. Below, the 'Cards' menu is expanded, and 'Obsolete Cards' is highlighted with a red arrow.

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

The screenshot shows the Obsolete Cards grid. A red arrow points to the 'Attach' icon in the 'Tools' column of the first row.

Reference #	Card Name(Auto)	Tools	Doc Code	Doc Code Name	Status (Combined)	Wolfe PA Rev #	Processed	Level	Type
E14016-PO-018-RM-400-P-0013	BOM_E14016-PO-018-RM-400-P-0013		BOM	Bill of Material	X+	A1		Order	Generated
E14016-PO-018-RM-400-P-0013	DMD_E14016-PO-018-RM-400-P-0013		MD	Dimensional Drawing	2(+).a	A1		Order	Generated
E14016-PO-018-RM-400-P-0013	REG_E14016-PO-018-RM-400-P-0013		REG	Vendor Document Register_copy1	X+	A1		Order	SDI Report
E14016-PO-018-RM-400-P-0013	ITP_E14016-PO-018-RM-400-P-0013		ITP	Inspection and Test Plan	X+	A1		Order	Generated
E14016-PO-018-RM-400-P-0013	DMD_E14016-PO-018-RM-400-P-0013		DMD	Dimensional Drawing	X+	A1		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 Code **BOM Bill of Material** Search

Document Card	Doc Code	Doc Code Name	Title	Level	Last Upload Date	Stage	Status (Combined)	ACME Doc #
<input checked="" type="radio"/> E14016-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-PO018-400-30-BOM-0
<input type="radio"/> E14016-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-PO018-400-30-BOM-0

No more pages Show on Page: 10

Cancel Continue

Step 4 Move history

If "Move history" checkbox is marked, old history entries will be moved to the new Card and it will also auto-populate 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.

Processing


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


Viewer **Off**

History

Move history

New file to put in this document card

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



Status & 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

+



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

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

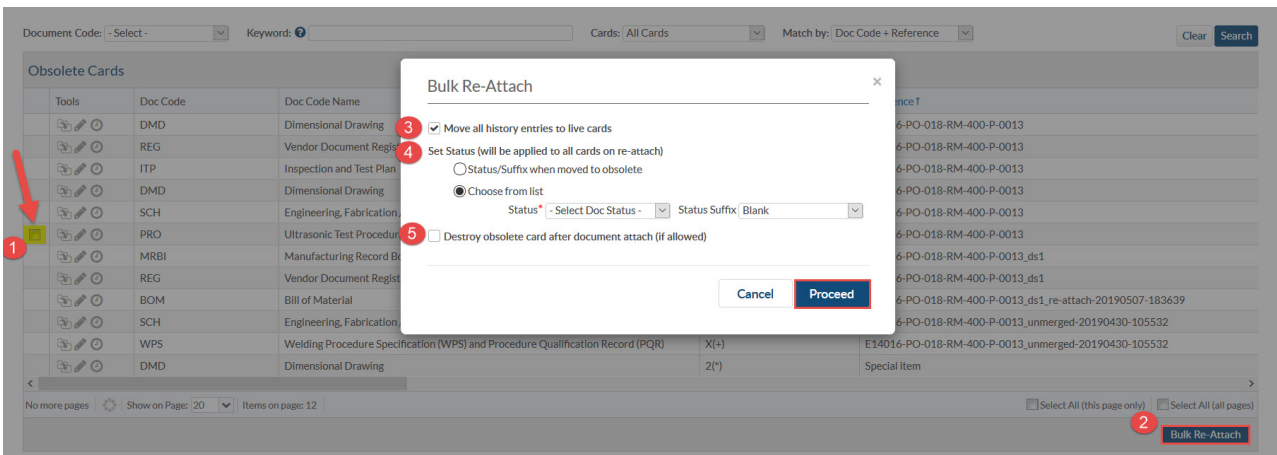
Save

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.



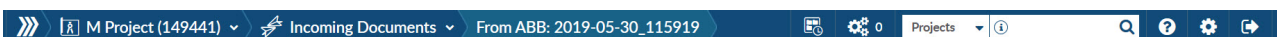
1. Select Obsolete Cards that need to be moved back their previous status
2. Click on Bulk Re-Attach under the grid
3. Unmark the checkbox if you wish to remove all history on the cards
4. Select Status and Suffix when moved to obsolete or set new Status and Suffix
5. Mark the checkbox to destroy the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



Cards In/Out / Incoming Documents
From ABB: 2019-05-30_115919

Bulk Process **Off**

File Staging Area Viewer **Off**

You can upload multiple files and keep them here while you decide where to place them. Maximum file upload size is 400MB.

Drag and drop files

Or choose files from disk

Unassigned 1 Assigned 0 Transmittal Doc 0

Unassigned Files

Mark as Transmittal Download Delete

File Name	Pages	Tools
Dwg Model 2.pdf	4	

No more pages Show on Page: 20

Assign to: Document Cards **Obsolete Cards**

Drag and drop files into document cards

Doc Code: Search

Processed Show

Tools	Title	Card Name(Auto)	Doc Code	Level	Stage	Status (Combined)	Wolfe PA Doc #
	Manufacturing Data Book	S06_147743	S06	Order	IFI	X	149441-S06-0001-001
	Manufacturing Data Book	S06_41LS-605010	S06	Tag (TE)	IFI	X	149441-S06-0002-001
	Manufacturing Data Book	S06_41LS-60501	S06	Tag (TE)	IFI	X	149441-S06-0001-001
	Manufacturing Data Book	S06_41LS-60503	S06	Tag (TE)	IFI	X	149441-S06-0004-001
	Manufacturing Data Book	S06_41LS-60502	S06	Tag (TE)	IFI	X	149441-S06-0003-001
	Manufacturing Data Book	S06_41LS-60504	S06	Tag (TE)	IFI	X	149441-S06-0005-001
	Manufacturing Data Book	S06_41LS-60505	S06	Tag (TE)	IFI	X	149441-S06-0006-001
	Manufacturing Data Book	S06_41LS-60506	S06	Tag (TE)	IFI	X	149441-S06-0007-001
	Manufacturing Data Book	S06_41LS-60507	S06	Tag (TE)	IFI	X	149441-S06-0008-001
	Manufacturing Data Book	S06_41LS-60508	S06	Tag (TE)	IFI	X	149441-S06-0009-001
	Manufacturing Data Book	S06_41LS-60509	S06	Tag (TE)	IFI	X	149441-S06-0010-001

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.

