

# Obsolete Cards and How to Manage Them

06/13/2025 3:42 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 'Project Menu' expanded. The 'Cards' option is selected, and the 'Cards' menu is further expanded. The 'Obsolete Cards' option is highlighted with a red arrow. The 'Obsolete Cards' menu includes options like 'Code List (Requirements)', 'Card List', 'Card to Unit Changes', and 'Request Cards from Supplier'. The 'Obsolete Cards' option is highlighted with a red arrow.

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

Obsolete Cards									
Reference 1	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)

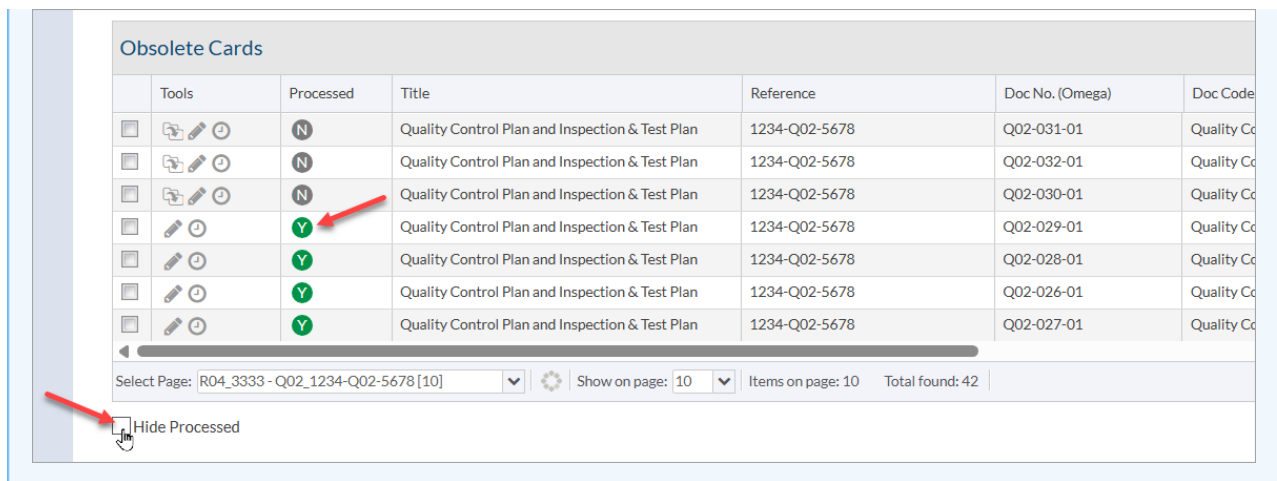


Cancel

Save



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 "Hide Processed" option (left below grid).

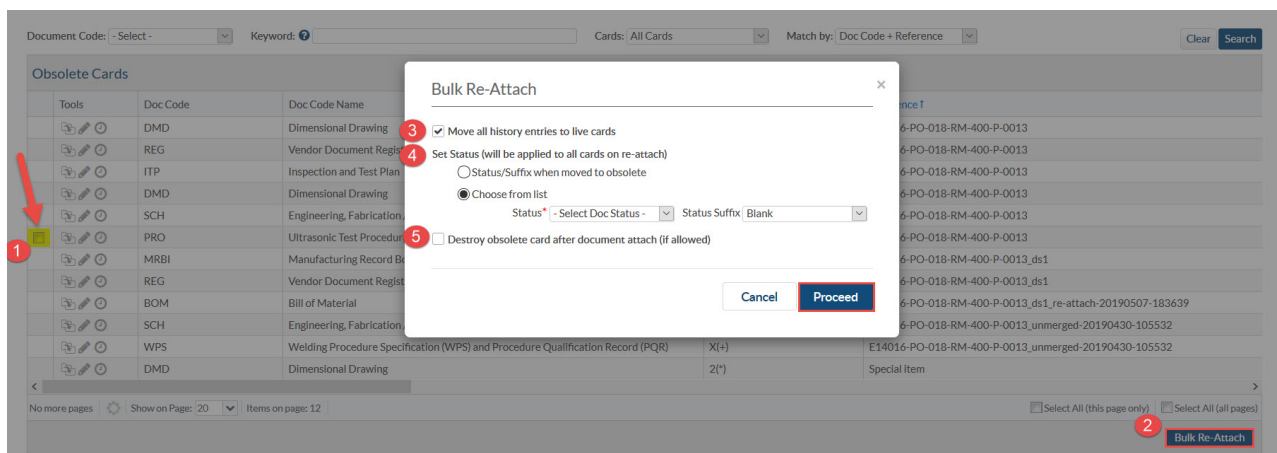


## Bulk Re-Attach

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”

M Project (149441)

Incoming Documents

From ABB: 2019-05-30\_115919

0

Projects

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 1	Pages	Tools
	Dwg Model 2.pdf	4	<div></div> <div></div> <div></div>

No more pages

Show on Page: 20

Assign to:

Document Cards

Obsolete Cards

Drag and drop files into document cards

Doc Code

Select or type ahead...

Search

Processed

Show

	Tools	Title 1	Card Name(Auto)	Doc Code	Level	Stage	Status (Combined)	Wolfe PA Doc #
	<div></div> <div></div> <div></div>	Manufacturing Data Book	S06_147743	S06	Order	IFI	X	149441-S06-0001-001
	<div></div> <div></div> <div></div>	Manufacturing Data Book	S06_41LS-605010	S06	Tag (TE)	IFI	X	149441-S06-0002-001
	<div></div> <div></div> <div></div>	Manufacturing Data Book	S06_41LS-60501	S06	Tag (TE)	IFI	X	149441-S06-0001-001
	<div></div> <div></div> <div></div>	Manufacturing Data Book	S06_41LS-60503	S06	Tag (TE)	IFI	X	149441-S06-0004-001
	<div></div> <div></div> <div></div>	Manufacturing Data Book	S06_41LS-60502	S06	Tag (TE)	IFI	X	149441-S06-0003-001
	<div></div> <div></div> <div></div>	Manufacturing Data Book	S06_41LS-60504	S06	Tag (TE)	IFI	X	149441-S06-0005-001
	<div></div> <div></div> <div></div>	Manufacturing Data Book	S06_41LS-60505	S06	Tag (TE)	IFI	X	149441-S06-0006-001
	<div></div> <div></div> <div></div>	Manufacturing Data Book	S06_41LS-60506	S06	Tag (TE)	IFI	X	149441-S06-0007-001
	<div></div> <div></div> <div></div>	Manufacturing Data Book	S06_41LS-60507	S06	Tag (TE)	IFI	X	149441-S06-0008-001
	<div></div> <div></div> <div></div>	Manufacturing Data Book	S06_41LS-60508	S06	Tag (TE)	IFI	X	149441-S06-0009-001
	<div></div> <div></div> <div></div>	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.