Obsolete Cards and How to Manage Them

12/10/2025 4:35 pm MST

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?"
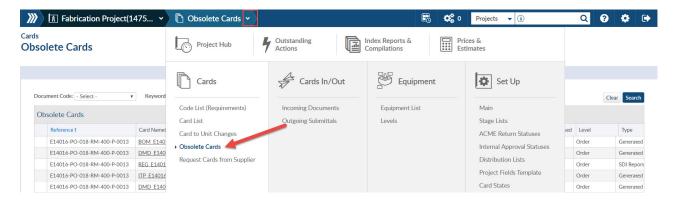
Examples:
- If the Equipment List gets changed
- The Doc Code gets changed
- The set level of a Doc Code gets changed

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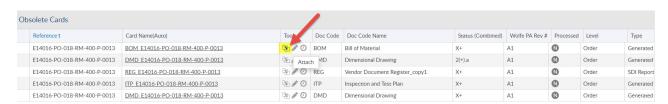
So, if any card has been pushed to Obsolete and it needs to be linked (the history and/or document) to a live card, it can be done as described below.

How to attach an obsolete card to existing card
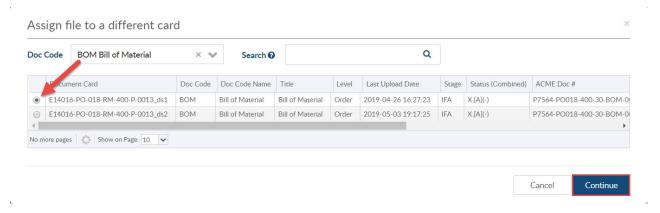
Navigate to Project Menu > Cards > Obsolete Cards

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

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 #
⦿	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(
○	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 ▾
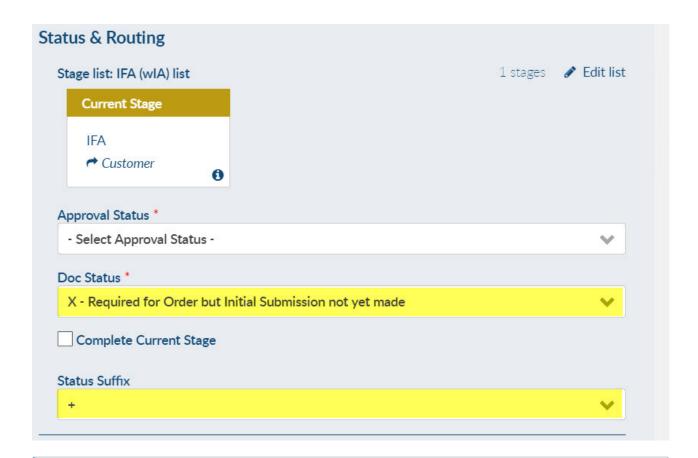
Cancel   Continue

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.
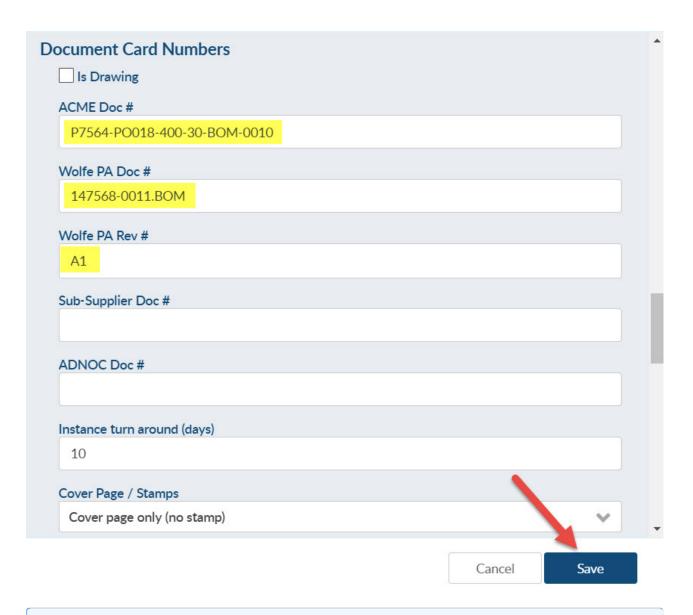
Processing
QCLNG-BA00-QCL-RPT-000250_rA1.pdf
Viewer Off   ⏱ History

☑ 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

+   ⌄

ⓘ   **Due dates:** When attaching an obsolete card, the due date is updated depending on whether or not history is moved. If history **is** moved, the due date is reset per the stage delivery days. If history **is not** moved, the due date is reset to the number of internal turn around days after the current date.

Status: If **manually** attaching an obsolete card to a card that has a status assigned (e.g., 3), the status of the active card will be retained after attaching from obsolete. If the active card does **not** have a status assigned (e.g., NULL), the status will be set to "X" after attaching from obsolete. In either case, the card will be queued for submittal to the target (e.g., customer (+)) after the obsolete card is successfully re-attached.

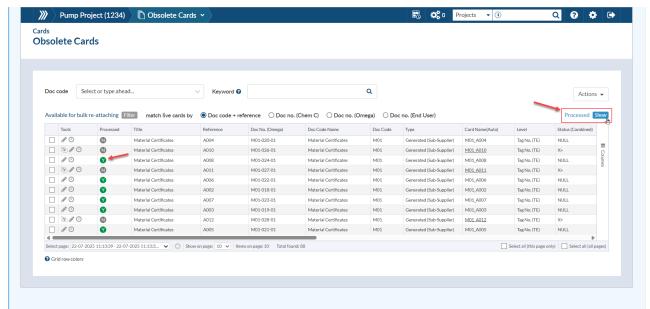Step 5 Check and edit any of the Meta-Data that needs to be changed and **Click Save.**

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**

ℹ️ 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).
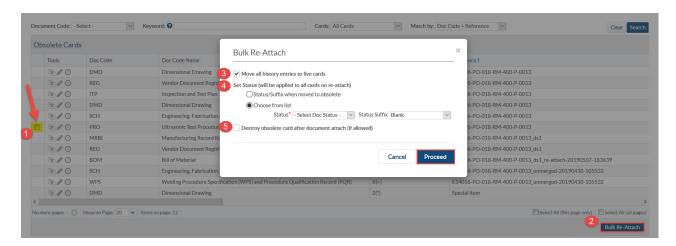
Note: If other cards in obsolete share the same (a) doc code, (2) doc code name AND (3) reference value as the card being marked as "Processed," these cards will automatically be marked as "Processed," too.

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
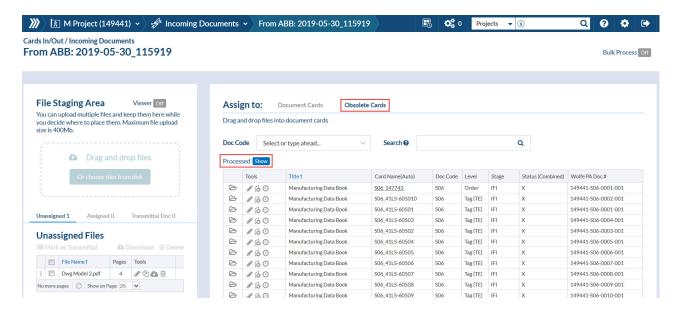5. Mark the checkbox to destroy the obsolete card after document attach

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"

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.