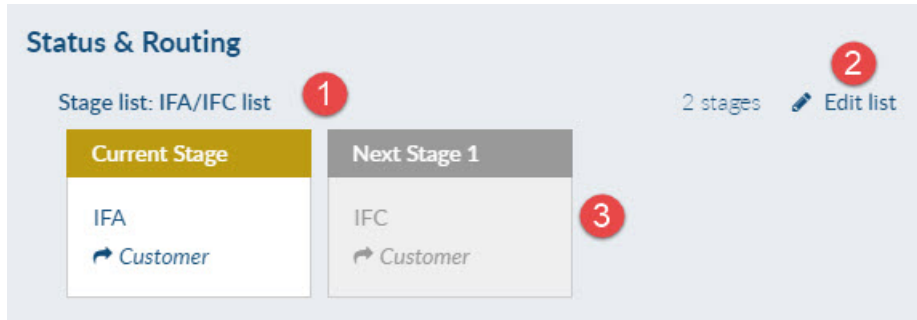


Change stages on stage list from edit/assign screen

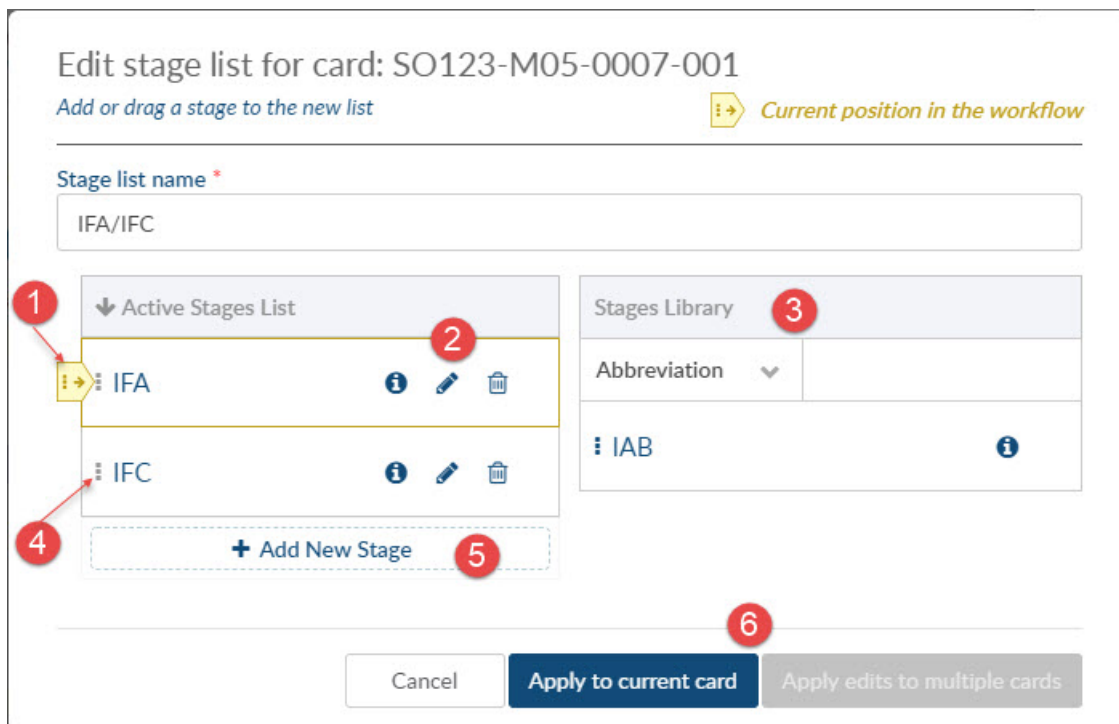
09/16/2024 1:30 pm MDT

The assign slide-in show several pieces of information related to the stage list.



1. The name of the stage list
2. The option to edit the stage list directly
3. Box for each stage, with the abbreviation and target. If you scroll over, more detail will appear.

When you click EDIT:



1. This marker identifies the current stage. If you want to change the stage, move this.
2. Edit the details of the stage
3. The stage library (available in admin>stages>library) is a list of pre-defined stages you can drag into your existing stage list.

4. the three dots allow you to change the order of the stages.
5. the user can add a NEW stage y clicking this button
6. Action - choose whether you want to apply these stage ONLY to this one card, or apply the changes to other cards. Note that the other cards must have the same original stage list, and be in the same current stage.

Example after changes:

Edit stage list for card: SO123-M05-0007-001

Add or drag a stage to the new list ➡ Current position in the workflow

Stage list name *
IFA/IFC

Active Stages List	Stages Library
IFA	Abbreviation ▼
IFC	IAB
IAB	

+ Add New Stage

Cancel Apply to current card Apply edits to multiple cards

1. Added IAB as a new stage (from stage library or created a new stage entirely)

After clicking Apply edit to multiple cards we display all cards to which you can apply the changes.

These cards have the same original card list, and same current stage.

	Document Card	Code	Code Name	Title	Level	Last Upload Date	Stage	Status (Combined)
<input checked="" type="checkbox"/>	PO-881231	B02	Vendor Document Register_copy1	Vendor Document Register_copy1	Order	1/23/2018 10:00:28	IFA	2+
<input checked="" type="checkbox"/>	PT-102	M05	Production Test Results (Incl Welding)	Production Test Results (Incl Welding)	Tag		IFA	NULL
<input checked="" type="checkbox"/>	PT-103	M05	Production Test Results (Incl Welding)	Production Test Results (Incl Welding)	Tag		IFA	NULL
<input checked="" type="checkbox"/>	PT-105	M05	Production Test Results (Incl Welding)	Production Test Results (Incl Welding)	Tag		IFA	NULL
<input checked="" type="checkbox"/>	PT-106	M05	Production Test Results (Incl Welding)	Production Test Results (Incl Welding)	Tag		IFA	NULL
<input checked="" type="checkbox"/>	PT-108	M05	Production Test Results (Incl Welding)	Production Test Results (Incl Welding)	Tag		IFA	NULL
<input checked="" type="checkbox"/>	PT-109	M05	Production Test Results (Incl Welding)	Production Test Results (Incl Welding)	Tag		IFA	NULL
<input checked="" type="checkbox"/>	PT-111	M05	Production Test Results (Incl Welding)	Production Test Results (Incl Welding)	Tag		IFA	NULL
<input checked="" type="checkbox"/>	PT-112	M05	Production Test Results (Incl Welding)	Production Test Results (Incl Welding)	Tag		IFA	NULL
<input checked="" type="checkbox"/>	PT-113	M05	Production Test Results (Incl Welding)	Production Test Results (Incl Welding)	Tag		IFA	NULL
<input checked="" type="checkbox"/>	PT-114	M05	Production Test Results (Incl Welding)	Production Test Results (Incl Welding)	Tag		IFA	NULL
<input checked="" type="checkbox"/>	PT-115	M05	Production Test Results (Incl Welding)	Production Test Results (Incl Welding)	Tag		IFA	NULL
<input checked="" type="checkbox"/>	PT-116	M05	Production Test Results (Incl Welding)	Production Test Results (Incl Welding)	Tag		IFA	NULL
<input checked="" type="checkbox"/>	PT-117	M05	Production Test Results (Incl Welding)	Production Test Results (Incl Welding)	Tag		IFA	NULL
<input checked="" type="checkbox"/>	PT-120	M05	Production Test Results (Incl Welding)	Production Test Results (Incl Welding)	Tag		IFA	NULL
<input checked="" type="checkbox"/>	pt-199	M05	Production Test Results (Incl Welding)	Production Test Results (Incl Welding)	Tag	6/19/2017 10:55:19	IFA	X+
<input checked="" type="checkbox"/>	pt-339	M05	Production Test Results (Incl Welding)	Production Test Results (Incl Welding)	Tag		IFA	NULL
<input checked="" type="checkbox"/>	TT-101	M05	Production Test Results (Incl Welding)	Production Test Results (Incl Welding)	Tag		IFA	NULL
<input checked="" type="checkbox"/>	TT-102	M05	Production Test Results (Incl Welding)	Production Test Results (Incl Welding)	Tag		IFA	NULL
<input checked="" type="checkbox"/>	TT-103	M05	Production Test Results (Incl Welding)	Production Test Results (Incl Welding)	Tag		IFA	NULL

Select Page: PO-881231 - TT-103 [20] Show on Page: 20 Select All (this page only) Select All (all pages)

Cancel **Update stage lists on selected cards**

And on the cards assign interface, the system now shows all three stages:

Stage list: IFA/IFC1 list 3 stages [Edit list](#)

Current Stage	Next Stage 1	Next Stage 2
IFA ↩ Customer	IFC ↩ Customer	IAB ↩ Customer