Undo assignment on assign screen

09/16/2024 1:15 pm MDT

If you make a mistake assigning files into cards, you can undo it 2 ways

From the assign screen



1) Go to the Assigned tab, and

2) Click the **Rollback Latest Assignment** icon. Note that if the document has already undergone additional workflow, (submittal, routing etc), this icon will NOT appear.

These actions will put the document BACK into the Unassigned tab, where you can again drag it onto the card list.

From the history screen (for the card)

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File	History										
🕑 Ent	ries displayed on co	ver pages	Show					Rollback Last Assignment	Move active f	ile to a different card	🖋 Edit Car
View1	Recorded 1	User	Stage	Status	State	Original Doc Link	Doc+CP Link	ABC Comments	Sub-Supplier Comme	Internal Comments	
۲	10/10/2018 15:1	newuser	IFI	X(+)	А	DOC02.pdf	DOC02.pdf				N
\bigcirc	8/15/2017 08:34:	newuser	IFI	X(+)	А	123456-A00-01.pdf	123456-A00-01.pdf				N
\odot	12/9/2016 13:06:	newuser	IFI	X(+).a	А	DOC01.pdf	DOC01.pdf				N
\bigcirc	12/9/2016 13:05:	brad-tx	IFI	NULL	А						N
\bigcirc	12/9/2016 13:04:	brad-tx	IFI	NULL	А						N
\bigcirc	12/9/2016 13:04:	brad-tx	IFI	NULL	A						N
0	12/9/2016 13:04:	brad-tx brad-tx	IFI IFI	NULL	A						

1) You can click the rollback function

2) You can reassign the file to a new card. this is the only option if there has been actions against the card since the last assignment.