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)

			Rollback Last Assignment	Move active f	ile to a different card	🖋 Edit Card
Status State	Original Doc Link	Doc+CP Link	ABC Comments	Sub-Supplier Comme	Internal Comments	CF
X(+) A	DOC02.pdf	DOC02.pdf				N
X(+) A	123456-A00-01.pdf	123456-A00-01.pdf				N
X(+).a A	DOC01.pdf	DOC01.pdf				N
NULL A						N
NULL A						N
NULL A						N
	Status State X(+) A X(+) A X(+).a A NULL A NULL A	Status State Original Loc Link X(+) A DOC02.ndf X(+) A 123456-A00-01.ndf X(+).a A DOC01.ndf NULL A NULL NULL A A	Status State Original Doc Link Doc et up Link X(+) A DOC02.ndf DOC02.ndf X(+) A 123456-A00-01.ndf 123456-A00-01.ndf X(+)a A DOC01.ndf DOC01.ndf NULL A NULL A	Status State Original Doc Link Doc+up Link Absc. Comments X(+) A DOC02.pdf DOC02.pdf Accomments X(+) A 123456-000-01.pdf 123456-000-10.pdf Accomments X(+) A DOC01.pdf DOC01.pdf DOC01.pdf NULL A DOC01.pdf DOC01.pdf Accomments NULL A Accomments Accomments Accomments	Status State Original Doc Link Doc CP Drink ABC Comments Status Status Status Status Original Doc Link Doc CP Drink ABC Comments Status Status Status Status Status Display For Comments Status Status Status Status Status Display For Comments Status Status	State Organal Doc Link Doc 4CP Link ABL Comments Sub-supplier Comme Internal Comments X(+) A DOC02.pdf DOC02.pdf C

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.