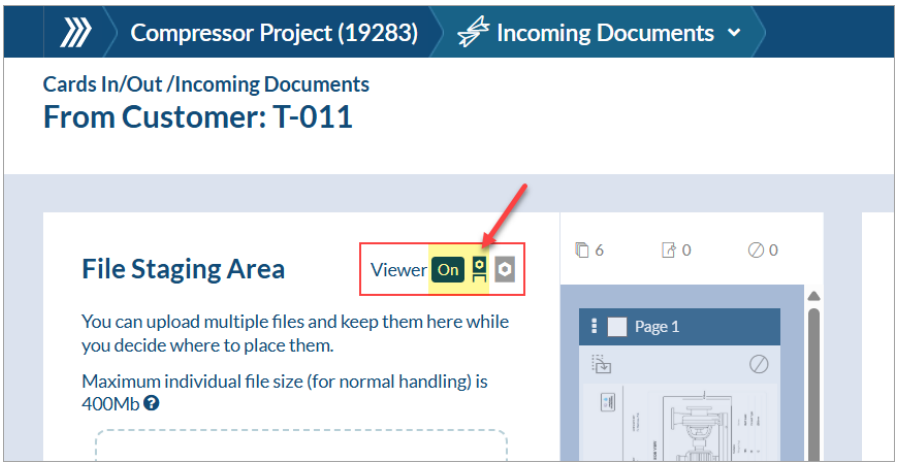
# Individual Page Assign

09/23/2026 1:58 pm MDT

If you receive a combined file with multiple documents you are managing as separate cards, you can assign individual pages from the multi-page PDF to their corresponding cards following the instructions below.

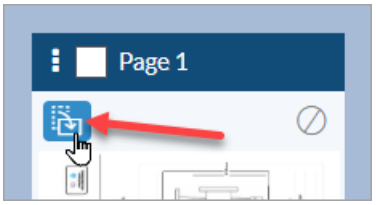
## Open the viewer

To begin, upload the multi-page document to the incoming submittal and turn on the viewer. The thumbnail viewer is where individual pages can be managed.




## Select & assign

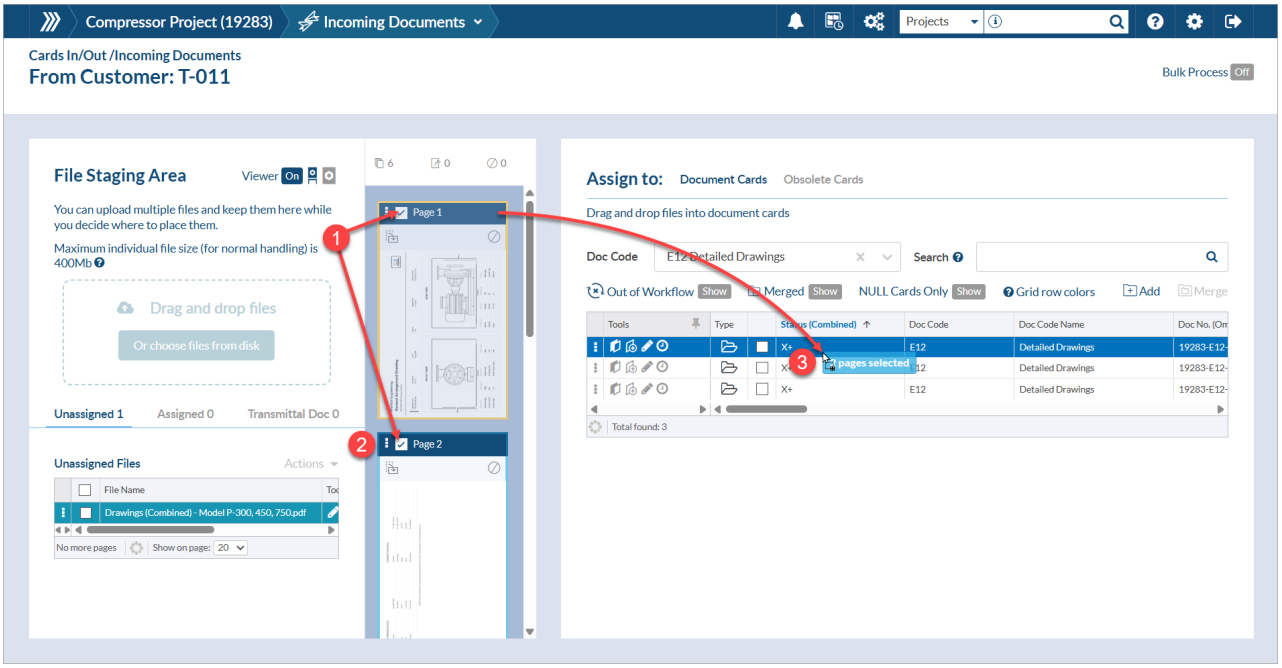
1. Check the box of the page(s) that need to be assigned to a card
    a. If a page needs to be rotated, click the rotation icon in the viewer prior to assignment




2. The selected page will have a blue border. If more than one page is selected, each previously selected page will have a yellow border

3. Drag the selected page(s) across to the appropriate card in the "Assign to" list
    a. **Note: You must drag from **top border** of a selected page*

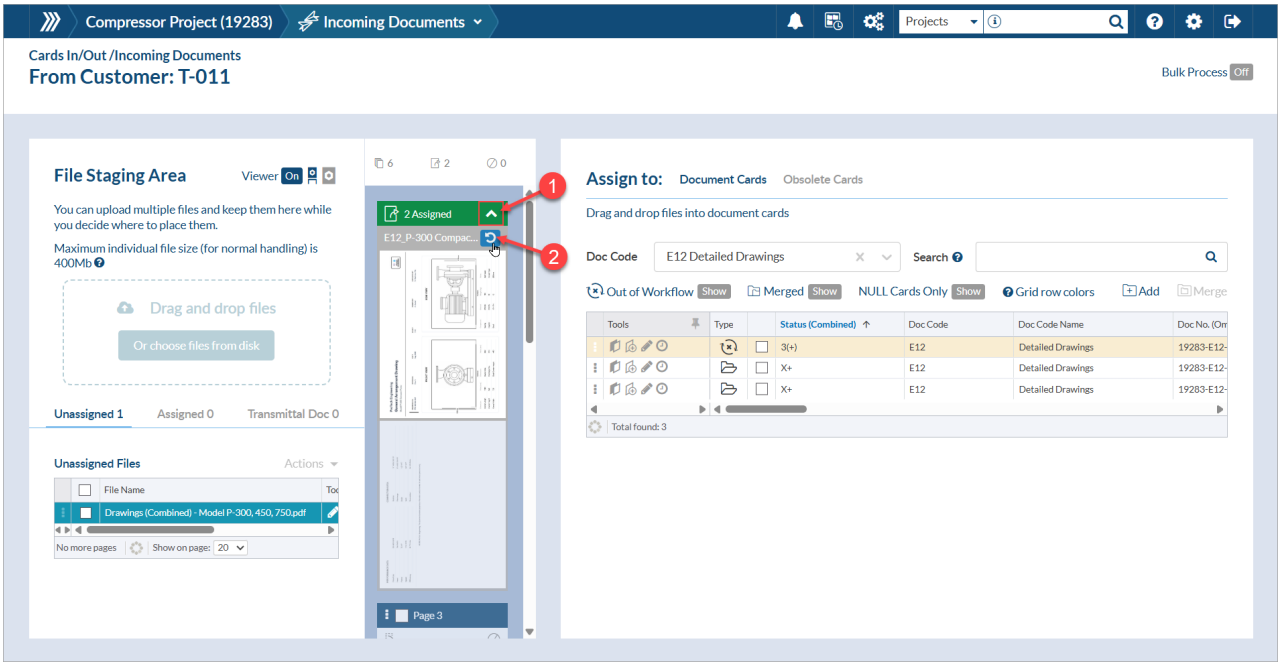
Once you release the drag, a new file will be created with **only the selected pages.**



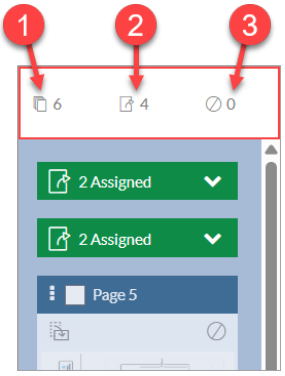

Once the previously selected page(s) have been assigned, those pages will be grouped into a green "Assigned" accordion. An "Assigned" accordion will be created for each set of pages assigned to one card. You can:

1. Expand the accordion to view the assigned page(s). Each page in the grouping will be displayed with a grey border

2. UNDO the assignment. This will revert the assignment and make the page(s) available for reassignment



# Progress of individual page assignment




If any pages of a file have been individually assigned, all pages must be processed. The progress is displayed above the pages in the viewer.

1. The total number of pages in the uploaded file
2. The number of pages which have been assigned
3. The number of pages which have been removed

If any of the pages are not going to be assigned to a card, the page(s) must be removed. The entire file will remain in the “Unassigned” tab until EVERY page has either been assigned or removed.

