

# Restart Internal Approval

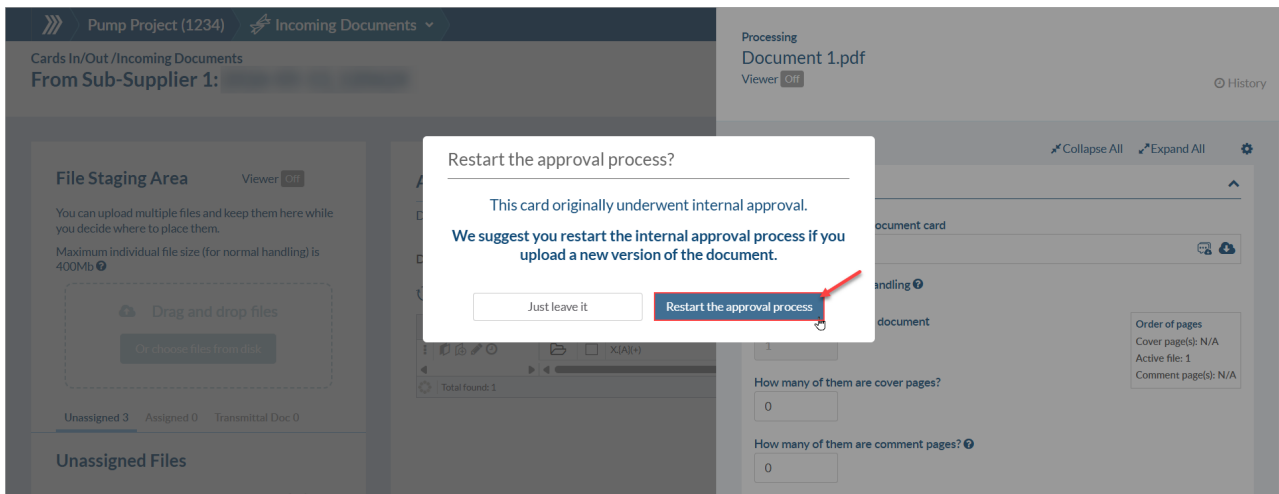
05/13/2026 2:04 pm MDT

If a document undergoes internal review and receives an "approved" status, the internal approval workflow is considered completed. If a new document is received for a card which is already considered internally approved, the card can go through internal review again.

Restarting the internal approval workflow can be done on individual cards or on multiple cards via bulk process.

## Restart on individual cards

When a file assigned to an internally approved card via individual assignment, a pop-up will appear indicating that the card originally underwent internal approval. From this pop-up, you can choose to restart the approval process. Once selected, the approval status will be reset to "P - Pending" and reviewers can be assigned either manually or via routing scenario (see article: [Add/Edit Routing Scenario](#)). After internal review, the card will continue through the expected workflow (see article: [Enable Internal Approval on Stage List](#)).



## Restart on multiple cards (via bulk process)

When a file is assigned to an internally approved card via bulk match, the approval process can be restarted by checking the "Restart IA process" box for the applicable cards from the "Apply Status & Routing" grid.

With the box(es) checked, select the card(s) from the grid and process in bulk. The approval status will be reset to "P - Pending" and reviewers can be assigned either manually or via routing scenario (see article: [Add/Edit Routing Scenario](#)). After internal review, the card(s) will continue through the expected workflow (see article: [Enable Internal Approval on Stage List](#)).

Pump Project (1234) Incoming Documents

Cards In/Out /Incoming Documents  
From Sub-Supplier 1:

To Match 2 Apply Status & Routing 1

### Assign Status to Document Cards

Unprocessed 1 Processed 0

Unexpected Counts Only Show Grid row colors

Process Individually Process In Bulk

Tools Restart IA process Status Doc Code Doc No. (Omega CAN) Incoming Page Count Expected Cover Pages

Tools	Restart IA process	Status	Doc Code	Doc No. (Omega CAN)	Incoming Page Count	Expected Cover Pages
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	X.{A}(+)	B03	B03-070-01	1	0

No more pages Show on page: 20



**Example:** A set of cards underwent internal approval (all receiving an "approved" status) and were submitted to the source (for information) with no return expected, resulting in status Z.{A}. The documents were unexpectedly returned and now need to be internally reviewed. The documents are uploaded and bulk matched to the applicable cards. The box to "Restart IA process" is checked for each card, and the cards are then processed in bulk.

*Note: If there are cards that **do not** have this box checked (but DocBoss expects that internal approval **should be restarted** if returned), a pop-up will appear to remind you to check the "Restart IA process" box before bulk processing.*

Pump Project (1234) Incoming Documents

Cards In/Out /Incoming Documents  
From Sub-Supplier 1:

To Match 2 Apply Status & Routing 1

### Assign Status to Document Cards

Unprocessed 1 Processed 0

Unexpected Counts Only Show Grid row colors

Process Individually Process In Bulk

Tools Restart IA process Status Doc Code Doc No. (Omega CAN) Incoming Page Count Expected Cover Pages

Tools	Restart IA process	Status	Doc Code	Doc No. (Omega CAN)	Incoming Page Count	Expected Cover Pages
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Z.{A}	B03			

No more pages Show on page: 20

**Confirmation**

The step before these cards were auto-completed was related to internal approval. Often when users bring new files into a card after such a step, they mean to restart IA. BUT - the "restart IA" checkbox has not been selected on any/all of the applicable cards. Do you want to go back so you can select the "restart IA" checkbox?

No, I know what I'm doing **Yes, go back**