DEEP SPACE™

Document Register

Registering, finding, viewing, comparing and sharing drawings and documents

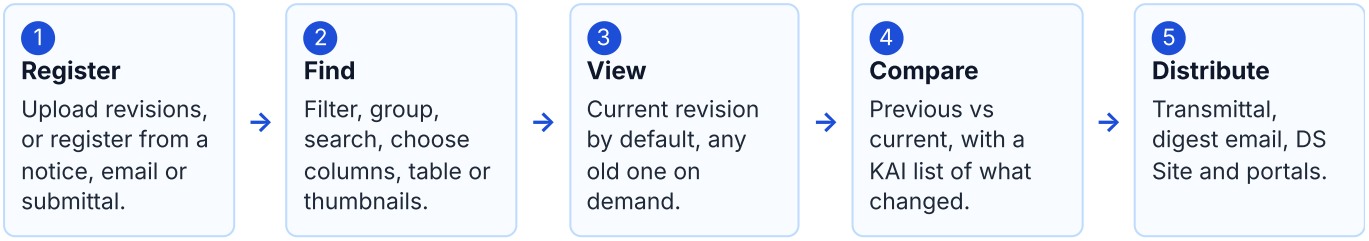
Deep Space web app · Documentation · October 2026 · For document controllers, project managers and site teams

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1. What this feature does

The **Document Register** is the controlled list of every drawing and document on your project: its number, title, discipline, current revision, status, approval and set. Explorer holds the files. The register says which revision is current.

Every registered document keeps its full revision history. You can open any old revision (clearly marked as superseded), compare two revisions side by side with a KAI change list, and send the current set out by transmittal, to DS Site for the site team, or to subcontractors and your client through the portals.



2. When to use it

- A consultant issues a new drawing set and you need to revise the register in one go.
- Someone on site asks "is this the current revision?" or "what changed from Rev C?".
- You need to issue the current set to a subcontractor, or print a register for a meeting.
- The site team need the latest drawings on their phones in DS Site.

3. Before you start

- **Choose your project** in the project selector at the top of the screen.
- **Document control access.** You need permission to manage project documents to upload and register. Anyone with project access can view.

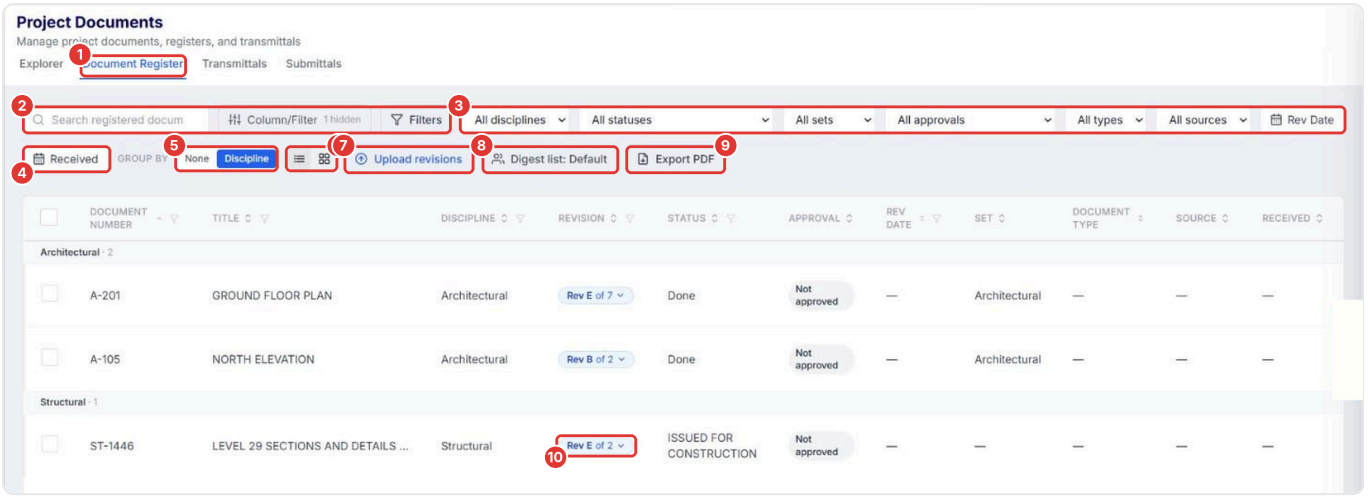
- **Name files with the document number first** (for example `ST-1446 Rev E.pdf`). Upload revisions uses the start of the file name to suggest which drawing each file revises.
- **A distribution list** for the register (shown as **Digest list**) if you want people emailed when it changes.

4. Step-by-step guide

STEP 1

Open the Document Register

Open **Documentation › Project Documents** and click the **Document Register** tab.

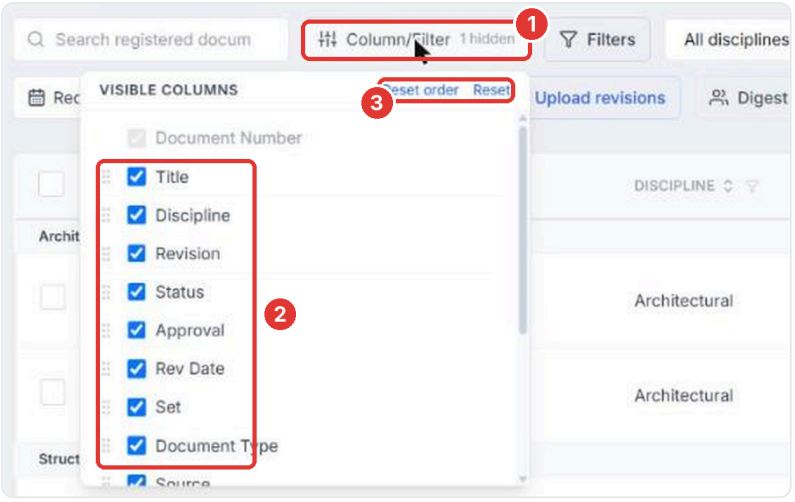


1. The **Document Register** tab, next to Explorer, Transmittals and Submittals.
2. Search, **Column/Filter** and **Filters**.
3. Quick filters: discipline, status, set, approval, type, source and **Rev Date**.
4. **Received** date filter.
5. **Group by** None or Discipline.
6. Table or thumbnail view.
7. **Upload revisions** (step 5).
8. **Digest list**: who is emailed when the register changes.
9. **Export PDF** of the register as filtered.
10. The revision pill, for example "Rev E of 2" (step 3).

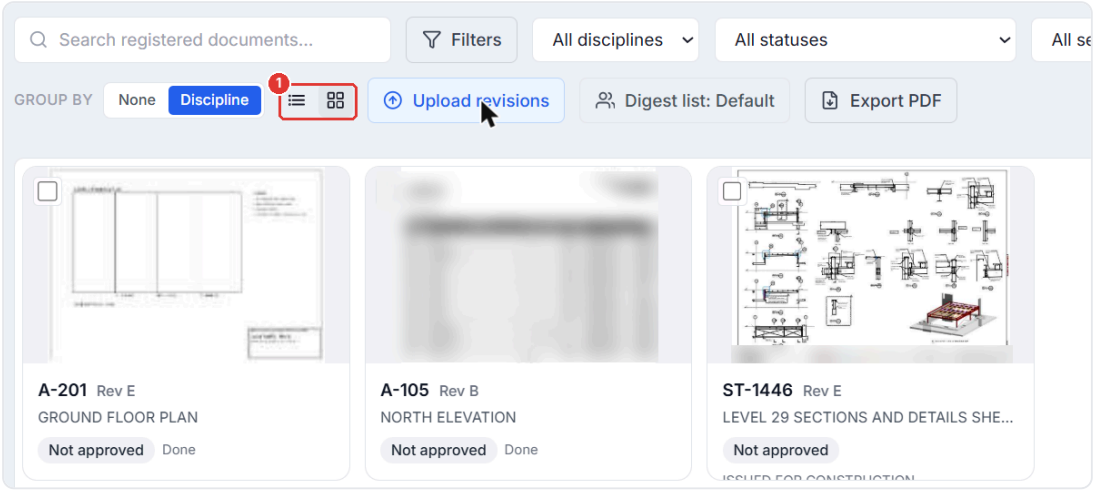
STEP 2

Find what you need

- **Filters combine.** Pick a discipline, status and set together. The count shows how many documents match.
- **Rev Date** filters on the drawing's own revision date (on or before, on or after, or between), not the upload date.
- **Column/Filter** lets you show, hide and reorder columns, filter on any column and sort by any header. Your layout is saved for you.
- **Thumbnail view** shows a preview card for each drawing, which is handy on site. Deep Space remembers your choice.
- **Back to where you were.** When you go back from a document, your search, filters, sort and scroll position are kept, and the last document you opened is highlighted.



1. **Column/Filter** shows how many columns are hidden.
2. Tick to show or hide. Drag to reorder.
3. **Reset order** and **Reset** go back to the default layout.



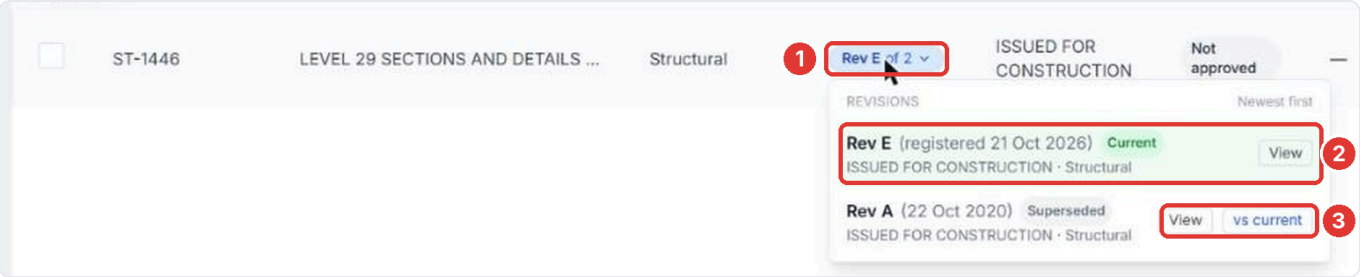
1. Switch between the table and thumbnail views.

Export PDF prints exactly what is on screen after your filters and sort, grouped by discipline, in landscape. It lists drawing number, title, revision, drawing date, uploaded date, set and status.

STEP 3

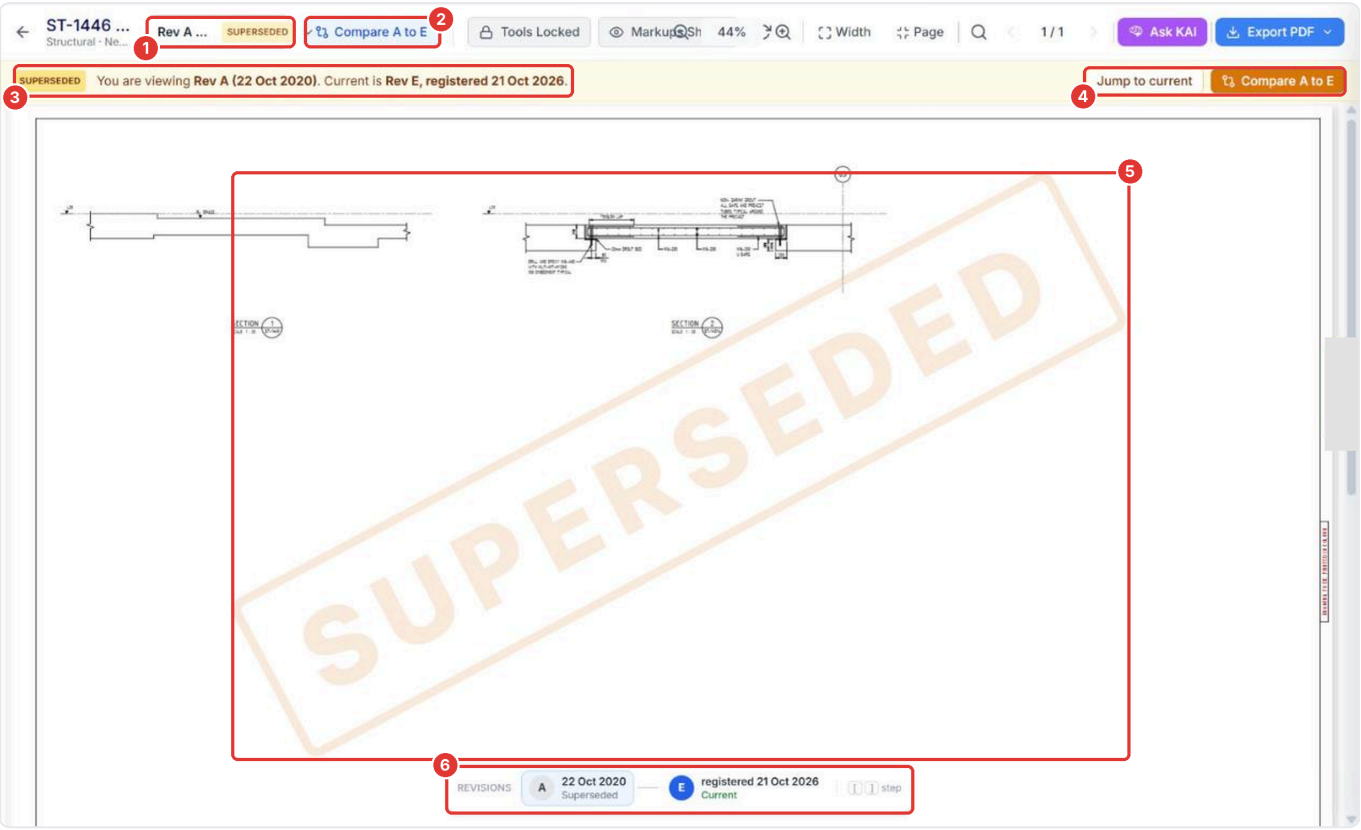
Check revisions and open a document

Click the revision pill on any row to see every revision, newest first.



1. The revision pill shows the current revision and how many there are.
2. The **Current** revision, with its registered date, status and discipline.
3. A **Superseded** revision: **View** opens it, **vs current** compares it with the current one.

Opening a document shows the current revision. Opening an old one makes it obvious that it is out of date.



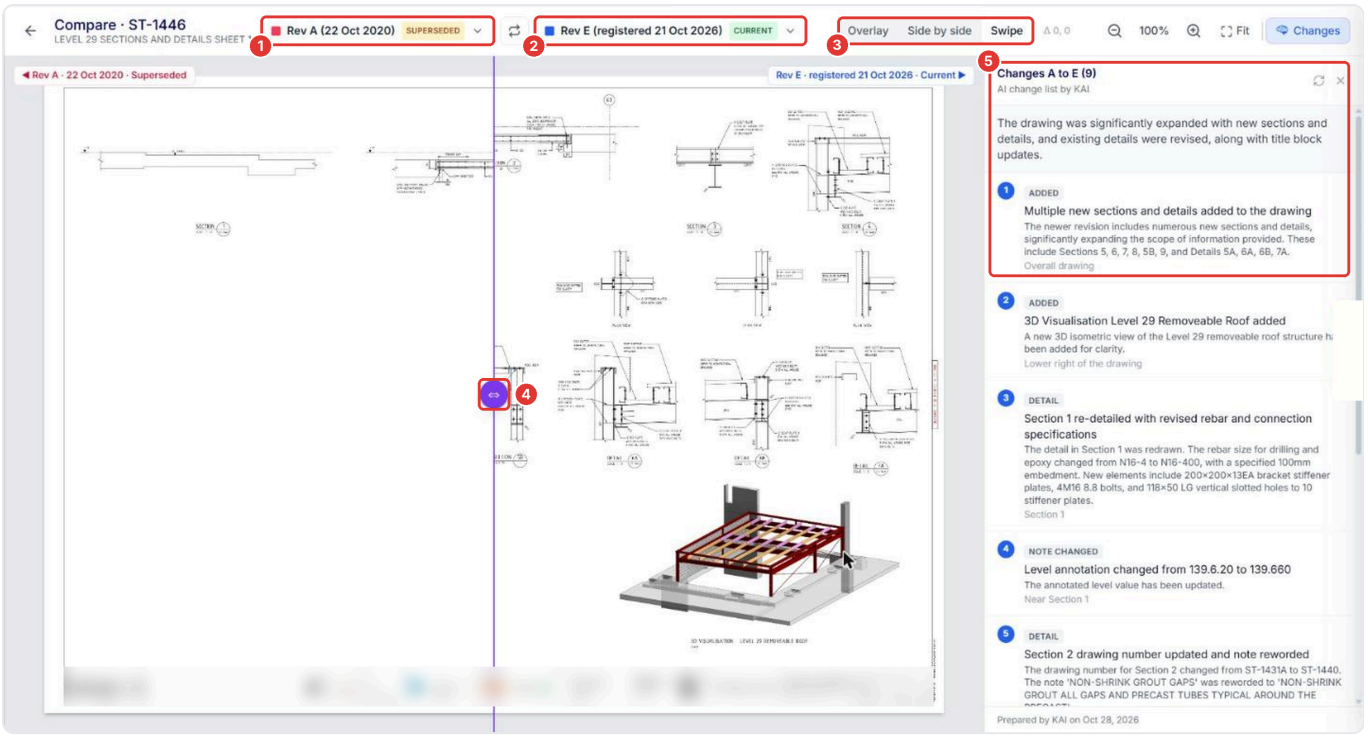
1. The revision dropdown. Pick any registered revision and it loads in place, keeping your zoom.
2. **Compare** with the current revision.
3. The superseded banner tells you which revision you are on and which is current.
4. **Jump to current**, or compare.
5. A SUPERSEDED watermark on screen. It is not added to downloads or prints.
6. The revision timeline. Click a revision to switch, or use the `[` and `]` keys to step through.

From the viewer you can page through the rest of the register with the drawing strip (grid icon) and the previous and next arrows, in the same order as your filtered list.

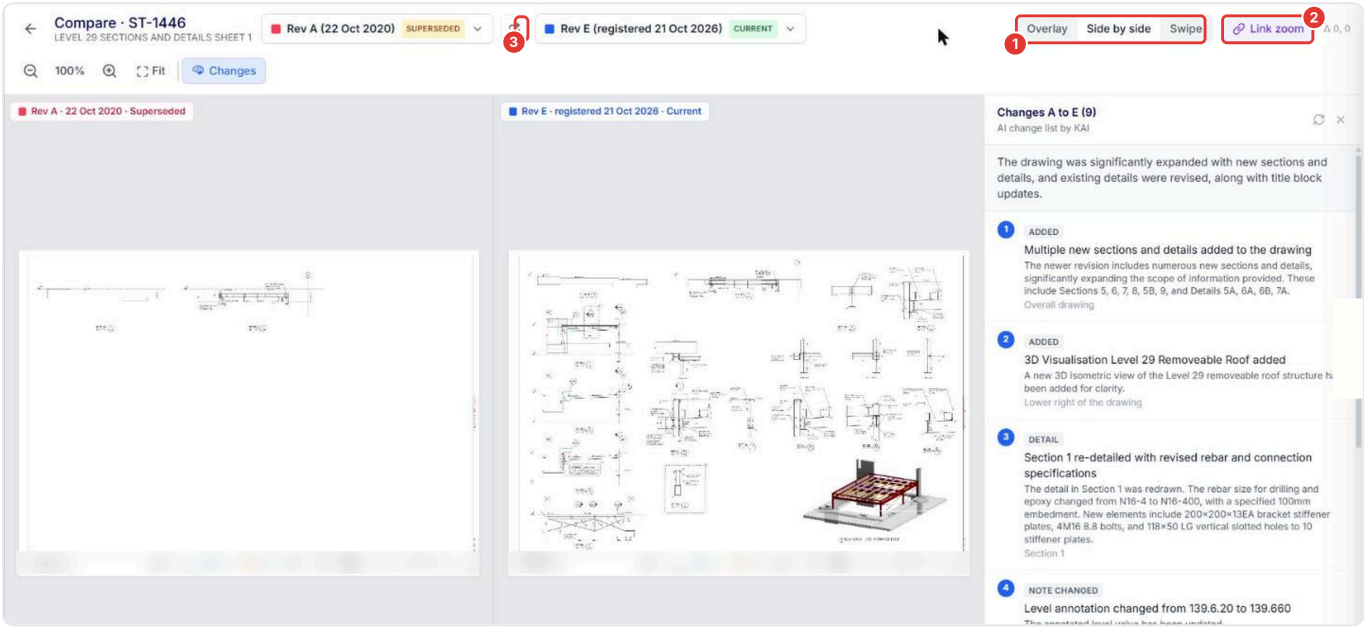
STEP 4

Compare two revisions

Click **vs current**, **Compare** in the viewer, or the compare quick action on a row. Compare opens straight to the previous revision against the current one.



1. The older revision (red).
2. The newer revision (blue). Use the swap button between them to flip them round.
3. Modes: **Overlay**, **Side by side** and **Swipe**.
4. In Swipe, drag the handle across the drawing.
5. **Changes**: KAI's numbered list of what changed (added, detail, note changed), with where on the drawing. For previous against current it is ready as soon as the revision is registered.



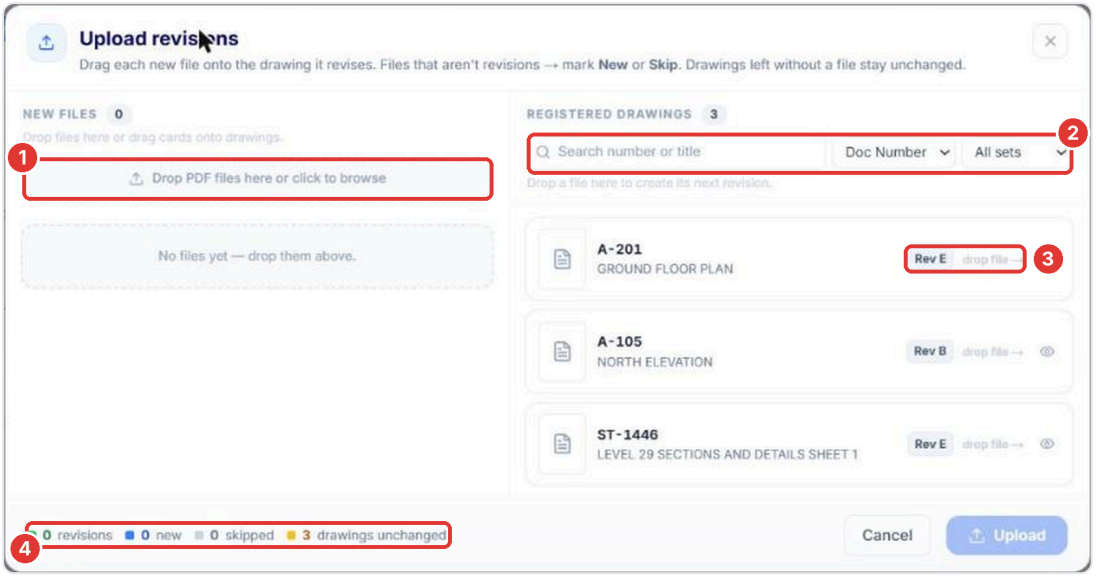
1. **Side by side** shows both revisions next to each other.
2. **Link zoom** keeps both sides zoomed and panned together.
3. Swap the two revisions.

KAI's change list is a guide, not a sign-off. Use it to see where to look, then check the drawing itself before you act on a change.

STEP 5

Upload a new set of revisions

1. Click **Upload revisions**.
2. Drop the PDFs into **New Files**. A file whose name starts with a registered document number is matched to that drawing and marked as suggested. Accept or unlink it.
3. Drag any other file onto the drawing it revises. Mark files that are new documents as **New**, or **Skip** them.
4. For new documents, fill in the required details (KAI can extract them from the title block), then click **Upload**.



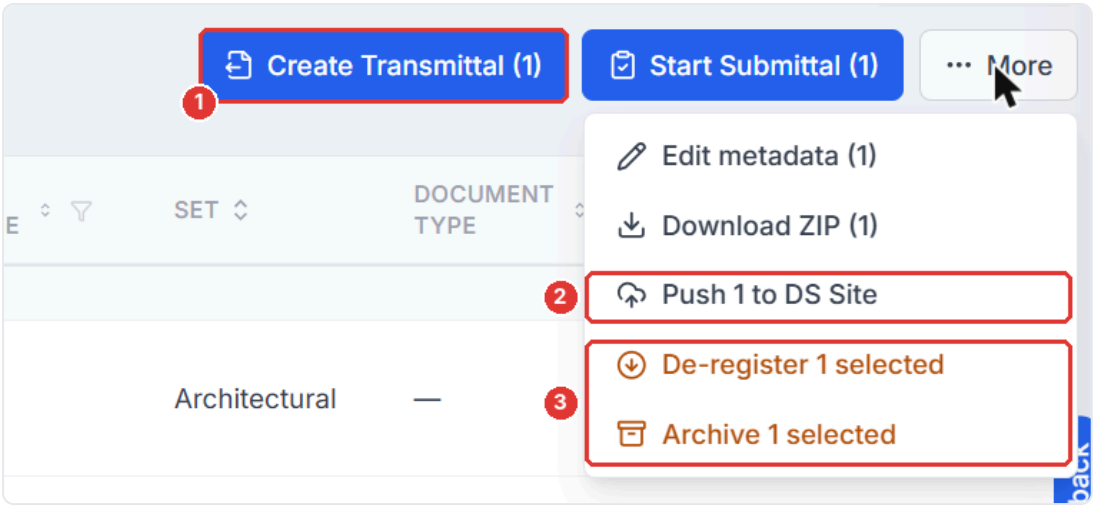
1. Drop PDF files here, or click to browse.
2. Find a registered drawing by number or title, and narrow by set.
3. Each drawing's current revision. Drop a file on it to create the next revision.
4. A running count of revisions, new documents, skipped files and drawings left unchanged.

A bound set can be split into one card per sheet. Sheets that share a number can be picked or stacked. The document type carries over to the new revision, and you are warned if the revision on the file does not match. To revise a single document, use **Upload Revision** from its row instead.

STEP 6

Act on several documents at once

Tick the rows you want. The bulk actions appear at the top right.



1. **Create Transmittal** and **Start Submittal** with the ticked documents at their current revision.
2. **Push to DS Site** sends the ticked PDFs to the project in DS Site.
3. **De-register** takes a document off the register but keeps the file in Explorer. **Archive** removes it from both.

Edit metadata updates details on several documents at once, and **Download ZIP** downloads the files.

5. Getting documents into the register

As well as Upload revisions, you can register a document where it arrives, so you never download and re-upload it. Each one records its **Source** and **Received** date.

Where it arrives	How to register it
A notice (RFI, site instruction and others)	Use the *Add to Explorer or the Document Register* icon on the attachment, or on a reply or comment attachment. The source links back to the notice.
An email in the Project Inbox	Use the same icon on the attachment. **Register as new** registers the file in place, with no copy. Afterwards the attachment shows it is in the register.
A submittal	PDFs in "Files not in the register" are registered when the submittal is issued.
Attaching to a notice you are writing	The attach window has a **Document Register** tab next to Explorer, so you attach the registered revision.

Notices that are submittals use the submittal flow instead.

6. Sharing: transmittals, DS Site and portals

Digest emails and transmittals

When documents are registered or revised, the people on the register's **Digest list** get one batched email. To issue documents formally, tick them and click **Create Transmittal**.

DS Site

- **Push by hand:** tick documents and use **Push to DS Site**. Progress shows in the recent activity drawer at the top of the screen.

- **Push automatically:** in the project's settings (Advanced), turn on *Automatically push Document Register documents to DS Site*. New registrations and revisions then go to DS Site as they happen. Documents registered before you turned it on need one push by hand.
- **On DS Site** each drawing appears by number, revision and title (for example "A303 Rev C ELEVATIONS"), in drawing-number order. A new revision replaces the old one, so the site team only see the current revision.

Subcontractor and client portals

- Subcontractors see the register in their portal. They can open a document if it was transmitted to their company, or if their company is on the register's distribution list. A project setting (Advanced › Document Register) can open every registered document to all subcontractors on the project.
- Client representatives can be given **Document Control** in their portal role. They can then upload documents and revisions into folders shared with them for editing, and register documents themselves.

7. Tips

- **Lead every file name with the document number.** It is what makes Upload revisions match files automatically.
- **Register at the source.** Register drawings from the RFI reply or email they came on, so the source is recorded.
- **Fill in Rev Date** from the title block. It is what the Rev Date filter and the register PDF use.
- **Turn on auto-push to DS Site** for live projects, so site never works from an old revision.
- **Use Export PDF** with the filters you need (for example one discipline) for meetings and handover.

8. Troubleshooting

What you see	Likely cause	Fix
Upload revisions did not match a file	The file name does not start with the document number.	Drag the file onto the right drawing, or rename the file and upload again.
A document is missing from the list	A filter is on, or it has no Rev Date while the Rev Date filter is set.	Clear the filters. Check the count shows all documents.
The site team see an old drawing in DS Site	It was registered before auto-push was turned on, or never pushed.	Tick it and use **Push to DS Site**.
A subcontractor sees a lock on a document	It has not been shared with their company.	Send it by transmittal, add their company to the distribution list, or use the project setting that opens the register to all subcontractors.
SUPERSEDED is not on my printout	The watermark is on screen only, by design.	Print or issue the current revision instead.

Compare shows no change list for an older pair	Change lists for other pairs are worked out when you open them.	Give it a moment, or refresh the Changes panel.

9. Related features

- **Document Register: Upload Revisions**: the full Upload revisions walkthrough.
- **Registering Documents from a Notice**: registering attachments from notices and emails.
- **Document & Drawing Control SOP**: the end-to-end document control procedure.
- **Notice Platform Guide** and **Submittal** guide.
- **Using the DS Site app: a guide for site supervisors**: what the site team see.