DEEP SPACE™

Registering Documents from a Notice or Email

Putting drawings into the Document Register from the notice, email or submittal they arrived on

Deep Space web app · Documentation · Updated October 2026 · For project teams and document controllers

1. What this feature does

When a consultant replies to an RFI with a revised drawing attached, or emails a drawing to the project inbox, you can put it straight into the Document Register from where it arrived. There is no downloading, re-uploading or losing track of where it came from. Deep Space records the source for you.

2. Where you can register from

Where it arrives	How
A notice (RFI, CI, SI, NoD, EoT and others)	On the notice's own attachments and on any reply, comment or linked-email attachment, use the *Add to Explorer or the Document Register* icon.
An email in the Project Inbox	The same icon on the email's attachment, including forwarded PDFs.
A submittal	PDFs listed under "Files not in the register" are registered automatically when the submittal is issued.

3. Step-by-step guide

STEP 1

Find the attachment

Open the notice and scroll to the reply that carried the drawing, or open the email in the Project Inbox. Each attachment shows as a chip.

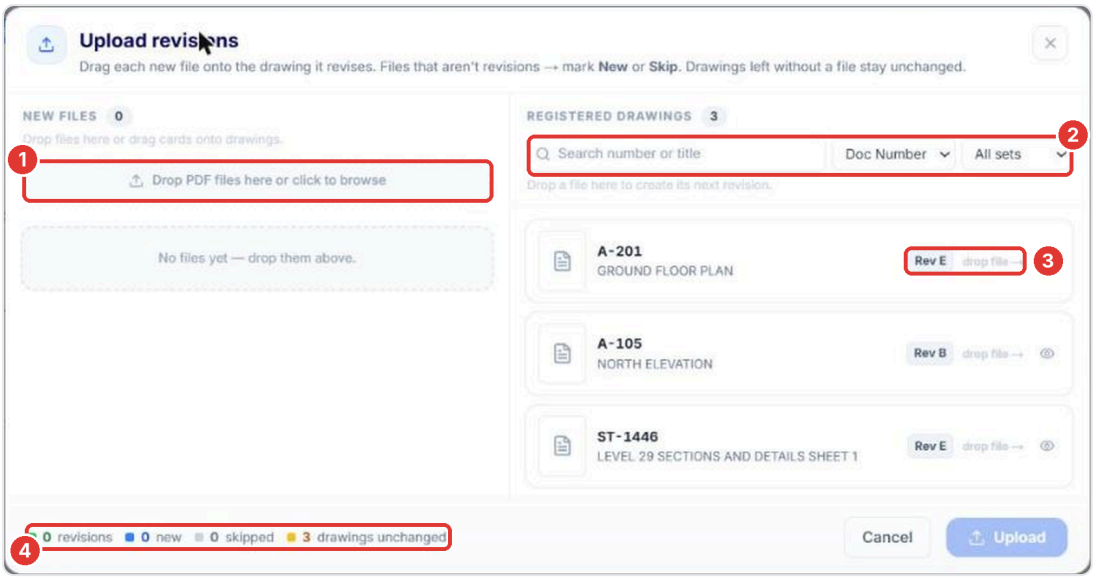
STEP 2

Click the register icon

Click the *Add to Explorer or the Document Register* icon on the chip. The same matching window as Upload revisions opens with the file already in it, so the choices are the same:

- **Drop it on a registered drawing** to make it that drawing's next revision.

- **+ Register as new** to create a new registered document. From the Project Inbox this registers the existing file in place, without making a copy.
- **+ New document** (shown as **File in folder** from the Project Inbox) to keep it in Explorer only.



The matching window. Drop the file on the drawing it revises, or register it as new.

STEP 3

Let KAI read the title block

For a new document, use **Extract with KAI** to fill in the details from the drawing, then complete anything missing. Five are required: Doc Number, Title, Discipline, Revision and Status. Always check what KAI returns.

STEP 4

Upload

Click **Upload**. Registering runs in the background so you can keep working, and the register updates itself when it finishes. The attachment then shows that it is in the register (or filed as a revision), so nobody registers it twice.

4. What Deep Space records for you

- **Source:** the notice reference (which links back to the notice) or, for an email, the sender and subject. It shows in the register's **Source** column.
- **Received:** the notice's issue date, or the date on the email. This is separate from the drawing's own revision date.
- The source is recorded against each revision, so a drawing that arrives three times from three places keeps all three origins.

5. Where the file ends up

Documents registered this way also live in Explorer. If no folder is chosen they go to a folder called **Unsorted**, created if needed. Move them wherever suits. The register row and its source are not affected.

6. Good to know

Situation	What to expect
The register option is greyed out	The register accepts PDFs only. Save photos, images and spreadsheets to Explorer instead.
A reply's attachment is not shown on the notice	Open the email in the Project Inbox and register it from there.
Client representatives	With **Document Control** in their portal role, a client representative can register a notice attachment themselves.
Several drawings on one reply	Register each one. Each needs its own number and revision.

7. Related features

- **Document Register**: finding, viewing, comparing and sharing registered documents.
- **Document Register: Upload Revisions**: revising a whole set at once.
- **Notice Platform Guide**: working with RFIs and other notices.