DEEP SPACE™

Document Register: Upload Revisions

Revising a whole drawing set in one go

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

1. What this feature does

A consultant issues a new drawing set: twenty PDFs, most of them revisions of drawings already in your register and one or two genuinely new. **Upload revisions** takes the whole batch in one go. You drop the files in, confirm which drawing each one revises, and Deep Space creates the next revision of each, registers any new documents and leaves everything else untouched.

2. Before you start

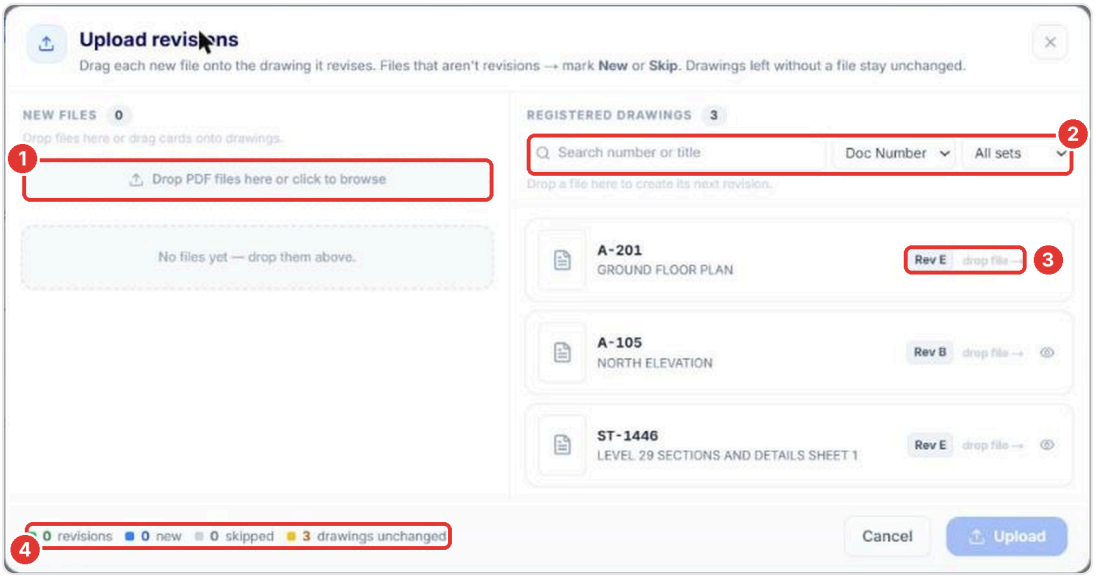
- Open **Documentation › Project Documents › Document Register** for the right project.
- **Name files with the document number first**, for example `ST-1446 Rev E Level 29 Sections.pdf`. That is how Deep Space suggests matches.
- PDFs only. Up to 200 files per upload. Split anything bigger into batches.
- To revise just one document, use **Upload Revision** on that document's row instead.

3. Step-by-step guide

STEP 1

Open Upload revisions and add the files

Click **Upload revisions** and drop the PDFs into **New Files**, or click to browse. You do not need to choose a Set first. The Set dropdown only filters the list of registered drawings.



1. Drop PDF files here, or click to browse.
2. Search the registered drawings by number or title, sort them, and narrow by set.
3. Each drawing's current revision. Drop a file on it to create the next revision.
4. The tally: revisions, new documents, skipped files and drawings left unchanged.

STEP 2

Match each file

- **Suggested matches.** A file whose name starts with a registered document number is matched to that drawing and marked as suggested. Accept it or unlink it.
- **Everything else.** Drag the file onto the drawing it revises. The drawing's badge shows the revision moving on, for example Rev D to Rev E. Use the preview to check the pair.
- **Bound sets.** Use Split on the file card to break a bound PDF into one card per sheet. Issuer-protected PDFs cannot be split, so ask for an unprotected copy.
- **Same number twice.** Where several sheets share a number, choose one or stack them all.
- **Filters do not lose your work.** If you change the Set filter, a drawing you have already matched stays visible, tagged as outside the filter.

STEP 3

Decide what happens to the files that are not revisions

What you do	Where the file ends up	In the Document Register?
Drop it on a drawing	The next revision of that drawing	Yes, as the drawing's new current revision. Details carry over, including Document Type.
+ Register as new	A new registered document	Yes, as a new row. You fill in five required details.
+ New document	An Explorer folder (Unsorted by default)	No. Use this for cover letters or transmittal PDFs that arrive in the batch.
Skip	Nowhere. It is not uploaded.	No

STEP 4

Fill in new documents, then upload

1. For each new document, fill in the five required details: Doc Number, Title, Discipline, Revision and Status. **Extract with KAI** reads them off the title block (on a row, or **Extract all**). Always check what comes back.
2. Use the apply-to-all row to fill Document Type, Discipline, Status, Set and Revision Date into every blank row at once.
3. Click **Upload**. The upload runs in the background and the register refreshes itself when it finishes.

Built-in checks. If you type a Doc Number that already exists, you are warned and offered to upload it as a revision of that drawing instead. If the revision on the file does not match what you are registering it as, you are asked to confirm before it goes in.

4. What happens next

- The register shows the new current revision. Earlier revisions are kept and marked superseded.
- KAI's change list for previous against current is ready to view in Compare.
- People on the register's **Digest list** get one batched email.
- If the project pushes to DS Site automatically, new revisions and new registered documents go to site. Files added with **+ New document** do not, because they are not in the register.

5. Troubleshooting

What you see	Likely cause	Fix
No suggested match for a file	The file name does not start with the document number.	Drag it onto the drawing, or rename the file and add it again.
Can't split a bound PDF	The PDF is protected by the issuer.	Ask the consultant for an unprotected copy.

A drawing is missing from the right-hand list	The Set filter is narrowing the list.	Set it to **All sets**, or search by number.
A file went to Explorer, not the register	It was added with **+ New document**.	Register it from Explorer with Promote, or upload it again with Register as new.

6. Related features

- **Document Register**: finding, viewing, comparing and sharing registered documents.
- **Registering Documents from a Notice**: registering drawings where they arrive.
- **Document & Drawing Control SOP**: the end-to-end procedure.