





## Uploading Plan Review Document Revisions

To upload a revision of a document that has already been uploaded, follow these steps:

1. Select the **Projects** tab. The **Projects** window is displayed.

View Within Last 6 Months 

Group	Identifier	Name	Create Date	Status	Open
<None>	DPRV258	133493	4/19/2012	Pending Submission	
<None>	DPRV257	4192012	4/19/2012	Pending Submission	
<None>	DPRV247	4010012	4/11/2012	Pending Submission	

2. Select the folder button for the project that contains the document you want to modify.






The **Project Information** window is displayed.

Project Information	Plan Documents	Review Documents
Approved Documents	Related Projects	Project Invitations
Project PRJ-113 Group <None> Name City Signage Status Public_Safety Review Status None Actions 11_Sat_Group 12_Approved 13_Rejected <input checked="" type="radio"/> Project Group <input type="radio"/> Add New Project	Edit <b>Project information</b> Name City Signage Identifier PRJ-101 Alternate ID 1234 Review Type PR_Building <b>Site Address</b> Address 1234 Main St City Cleveland State / Province / Region OH Postal Code 44012	

3. Select the **Plan Documents** tab. The **Plan Documents** window is displayed.

Status: Ready

<input type="checkbox"/>		Name	Discipline	Sheet Type	Description	Revision	Upload Status	Actions
<input type="checkbox"/>		001-Title	Environmental	Archeological		2		<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> 
<input type="checkbox"/>		083B-00	Civil	Cover/Title		2		<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> 
<input type="checkbox"/>		083C-04	Civil	Irrigation		2		<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> 

- For the documents you want to revise, there are two options available depending on whether the filenames have changed.

**Option 1:** if the filename has not changed, click the Browse button above the document list.

<b>Browse...</b>	Clear	Upload	Cancel	Edit Names	Status: Ready		
<input type="checkbox"/>	Name	Discipline	Sheet Type	Description	Revision	Upload Status	Actions
<input type="checkbox"/>	001-Title	Environmental	Archeological		2		
<input type="checkbox"/>	083B-00	Civil	Cover/Title		2		
<input type="checkbox"/>	083C-04	Civil	Irrigation		2		

Navigate to the document revision(s) you want to upload and click **Open**. All selected documents will be displayed in the **Plan Documents** list, re-using the existing rows.

083C-04	Civil	Irrigation		2	Pending Upload
---------	-------	------------	--	---	----------------

**Option 2:** If a filename has changed, click the document's **Browse** button.

<b>Browse...</b>	Clear	Upload	Cancel	Edit Names	Status: Ready		
<input type="checkbox"/>	Name	Discipline	Sheet Type	Description	Revision	Upload Status	Actions
<input type="checkbox"/>	001-Title	Environmental	Archeological		2		
<input type="checkbox"/>	083B-00	Civil	Cover/Title		2		
<input type="checkbox"/>	083C-04	Civil	Irrigation		2		

Navigate to the document revision(s) you want to upload and click **Open**. The row will be updated to indicate that the existing document will be revised using the new filename.

083C-04 - Revised	Civil	Irrigation		<b>New</b>	Pending Upload (Revising: 083C-04)
-------------------	-------	------------	--	------------	---------------------------------------

- Click **Upload**. You will be prompted to confirm your decision. Click **Yes**. The selected revision(s) replace(s) the existing document(s).