

Set Custom Revision Numbers (Per Stage)

09/03/2025 4:30 pm MDT

Custom revision values can be set for each stage on any given stage list to suit your company's process and/or your customer's requirements. This custom value will define the **first** revision number, with subsequent revision numbers being set manually by users.

Set custom revision value

Setting a custom revision value can be done in the stage editing form (at the time of creation) or directly in the grid (after the stage has been created). To edit in the grid, do the following:

1. Click on the "Reset Rev #" box (directly in the grid) for the appropriate stage and choose "Reset to Custom Value."
2. Type the revision number value in the "Custom Value" column.
3. Once the custom revision values are set, click "Save" (bottom right).

Valve Project (0005678) Stage Lists

Set Up / Stage Lists
Stage Lists: IFA-IFC-IAB

Tools	Order	Stage Abbr	Stage Name	Target	Reset Rev # (Omega)	Custom Value	Expect Document
	1	IFA	Issued for Approval	Customer	Reset to Custom Value	A1	<input checked="" type="checkbox"/>
	2	IFC	Issued for Construction	Sub-Supplier		B1	<input type="checkbox"/>
	3	IAB	Issued as Built	Customer		01	<input type="checkbox"/>

To edit in the form, do the following:

1. Open the revision settings drop-down and enable the "Reset Rev # [Supplier]" option.
2. Choose the "Custom value" option.
3. Enter the custom revision number value.

Add New Stage

Rev # (Omega) Settings

1 ☒ Reset Rev # (Omega)

2 ☐ Project default from main page

☒ Custom value

Enter Value

3

Rev # (Omega) char



Example:

The following stage abbreviations, names, and revision formats are requested by the customer:

- Issued for Approval (IFA) - A1 (A2, A3...)
- Issued for Construction (IFC) - B1 (B2, B3...)
- Issued as Built (IAB) - 01 (02, 03...)

The document will begin in stage "IFA" with "A1" as the first revision number. Once stage "IFA" is completed, stage "IFC" will begin with "B1" as the first revision number. Once stage "IFC" is completed, Stage "IAB" will begin with "01" as the first revision number.

Set revision prefix/suffix

Setting a prefix or suffix for a revision value can be done in the stage editing form (at the time of creation) or directly in the grid (after the stage has been created). To edit in the grid, do the following:

1. Click on the "Prefix/Suffix" box (directly in the grid) for the appropriate stage and choose an option.
2. Type the prefix/suffix value in the "Rev # [Supplier] Char" column.
3. Once the values are set, click "Save" (bottom right).

Valve Project (0005678) Stage Lists

Set Up / Stage Lists

Stage Lists: IFA-IFC-IAB

Order	Stage Abbr	Stage Name	Target	Prefix/Suffix	Rev # (Omega) Char	Reset Rev # (Omega)
1	IFA	Issued for Approval	Customer	Prefix	A -	Reset to Custom Value
2	IFC	Issued for Construction	Sub-supplier	Prefix	C -	Reset to Custom Value
3	IAB	Issued as Built	Customer	Suffix	B -	Reset to Custom Value

1

2

To edit in the form, do the following:

1. Open the revision settings drop-down and add a value in the "Rev # [Supplier] char" field.
2. The "Prefix/suffix" field will appear once a value is added, and the appropriate option can be selected.

Add New Stage

Rev # (Omega) Settings

☐ Reset Rev # (Omega)

Rev # (Omega) char

A

Prefix/suffix *

Prefix

Prefix

Suffix



In the card processing form, the revision number field will appear a prefix/suffix as defined by the stage setting.

Prefix

Rev # (Omega)

A -

1

Suffix

Rev # (Omega)

1

B -