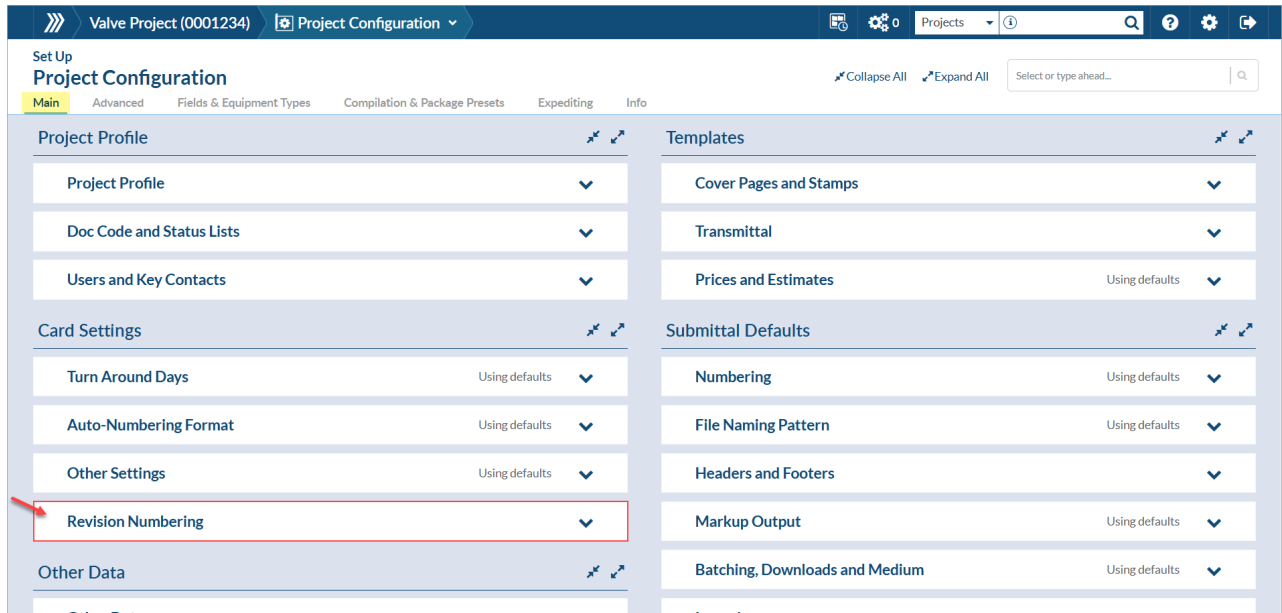


# Document Revision Settings

10/01/2025 2:23 pm MDT

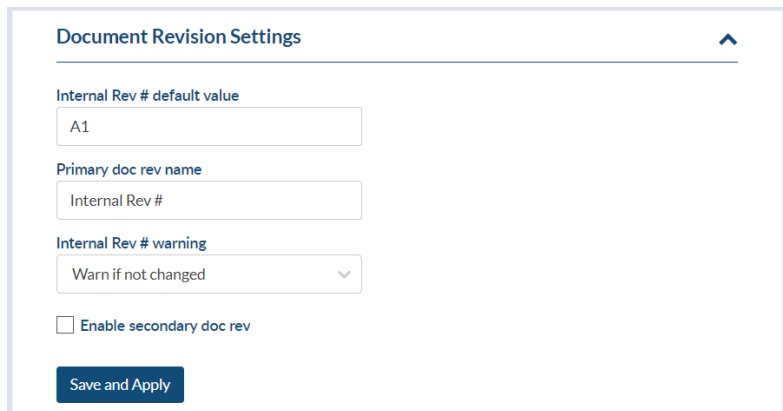
The revision settings for a project are set under the "Main" tab of the **Project Configuration** page (Project Menu > Set Up > Project Configuration).



The screenshot shows the 'Project Configuration' page for 'Valve Project (0001234)'. The 'Main' tab is selected. Under the 'Card Settings' section, the 'Revision Numbering' option is highlighted with a red box and a red arrow. The page is divided into two columns: 'Project Profile' and 'Card Settings' on the left, and 'Templates' and 'Submittal Defaults' on the right. The 'Revision Numbering' option is located under the 'Card Settings' section, below 'Other Settings' and above 'Other Data'.

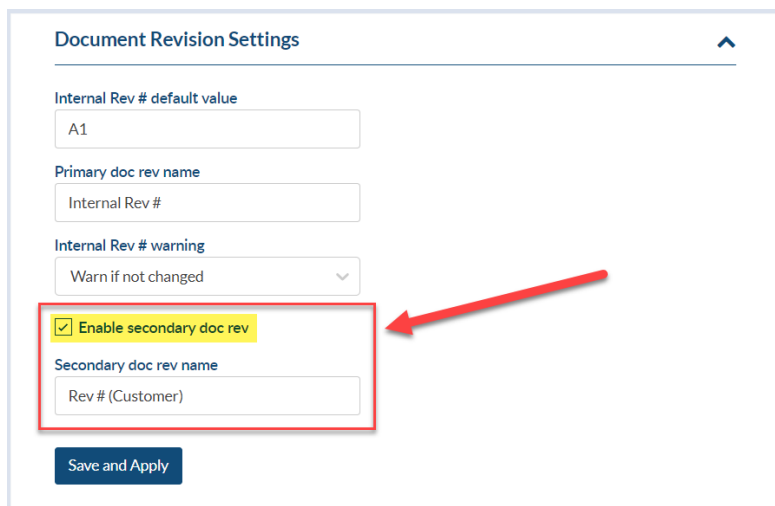
By default, DocBoss allows you to manage one revision number (primary doc rev), however you have the ability to manage two by enabling the secondary doc rev. If you want two check of the Enable Secondary Doc Rev. and you can name it accordingly, but there are no options for the secondary doc rev.

## Only Primary Doc Rev Enabled



The screenshot shows the 'Document Revision Settings' form. The 'Internal Rev # default value' is set to 'A1'. The 'Primary doc rev name' is set to 'Internal Rev #'. The 'Internal Rev # warning' is set to 'Warn if not changed'. The 'Enable secondary doc rev' checkbox is unchecked. The 'Save and Apply' button is at the bottom.

## Secondary Doc Rev Enabled



**Document Revision Settings**

Internal Rev # default value  
A1

Primary doc rev name  
Internal Rev #

Internal Rev # warning  
Warn if not changed

☒ Enable secondary doc rev

Secondary doc rev name  
Rev # (Customer)

Save and Apply

**Primary Doc Rev Default Value:** the value that you want your default rev set to - example 1 or A

**Primary Doc Rev Name:** the reference that you are using to set the revision.

**Primary Doc Rev Warning:** When there is a change to the doc card you have three options for a warning using the drop down you can set accordingly.

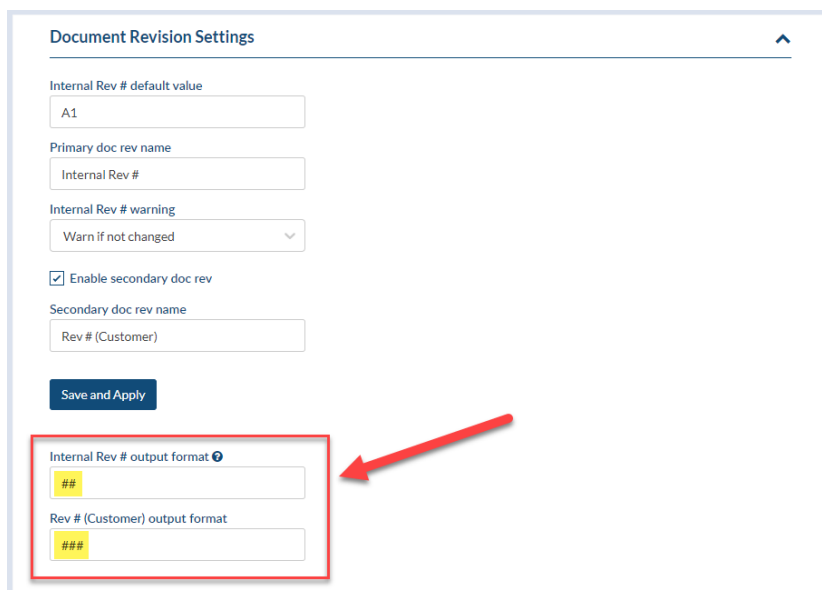
- None - there is no warning if you make a revision and do not change the primary rev number you will not get a notification
- Require New - if you make a revision to a card it is mandatory that you also change the primary rev number
- Warn if not changed - if you make a revision to a card and do not change the primary rev number you will get a pop up warning indicating that you have made a change but have not changed the revision.

**Enable Secondary Doc Rev:** This allows you to manage two revision numbers in the system

**Secondary Doc Rev Name:** (if secondary doc rev is enabled) this is the reference for the secondary doc number

## Revision Format

The digits used in the revision format can be changed in Document Revision Settings > Rev # output formats:



**Document Revision Settings**

Internal Rev # default value  
A1

Primary doc rev name  
Internal Rev #

Internal Rev # warning  
Warn if not changed

☒ Enable secondary doc rev

Secondary doc rev name  
Rev # (Customer)

Save and Apply

Internal Rev # output format  
##

Rev # (Customer) output format  
###

Each # added corresponds to a digit in the output.

i.e. if Format contains ## the revision will be displayed as 01.

