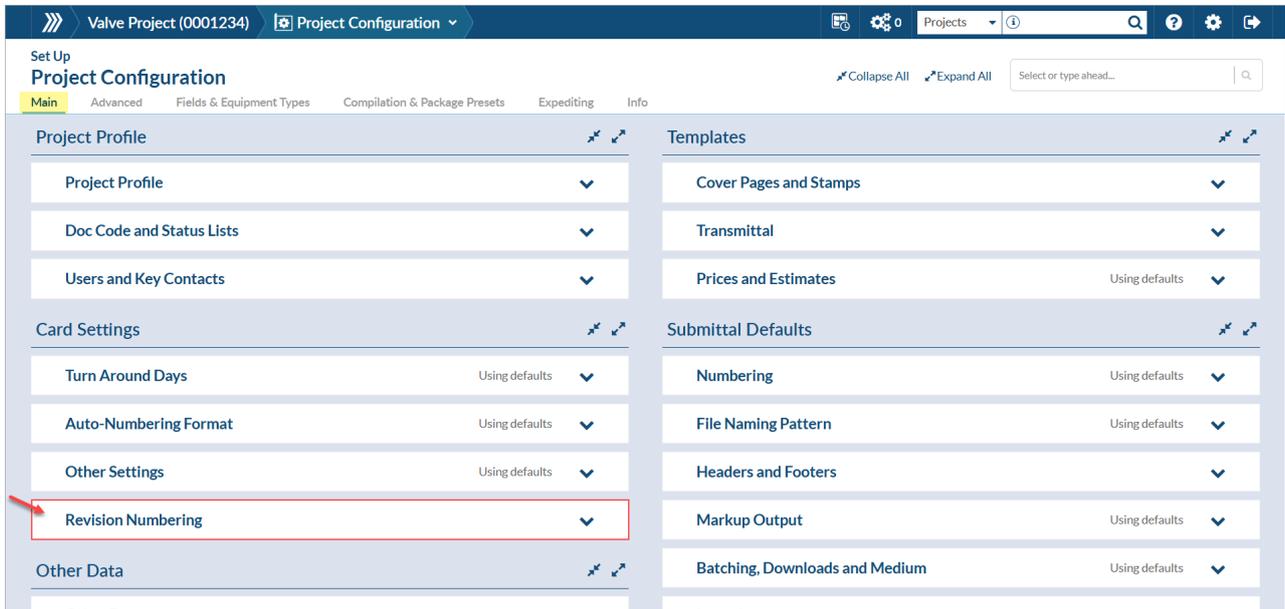


Document Revision Settings

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



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

Document Revision Settings

Internal Rev # default value

Primary doc rev name

Internal Rev # warning

Enable secondary doc rev

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.



If the primary revision numbers need to be overridden in bulk (i.e., via CSV upload), use the override value **[ORvalue]** command (where *value* is the revision number you are looking to have reflected on the card - Example: [OR2]).
