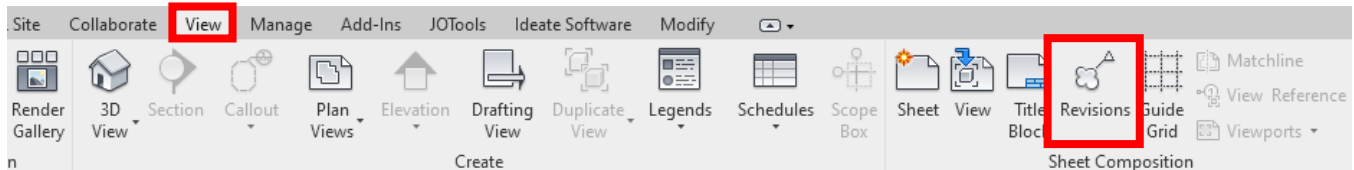


How to Add Revisions

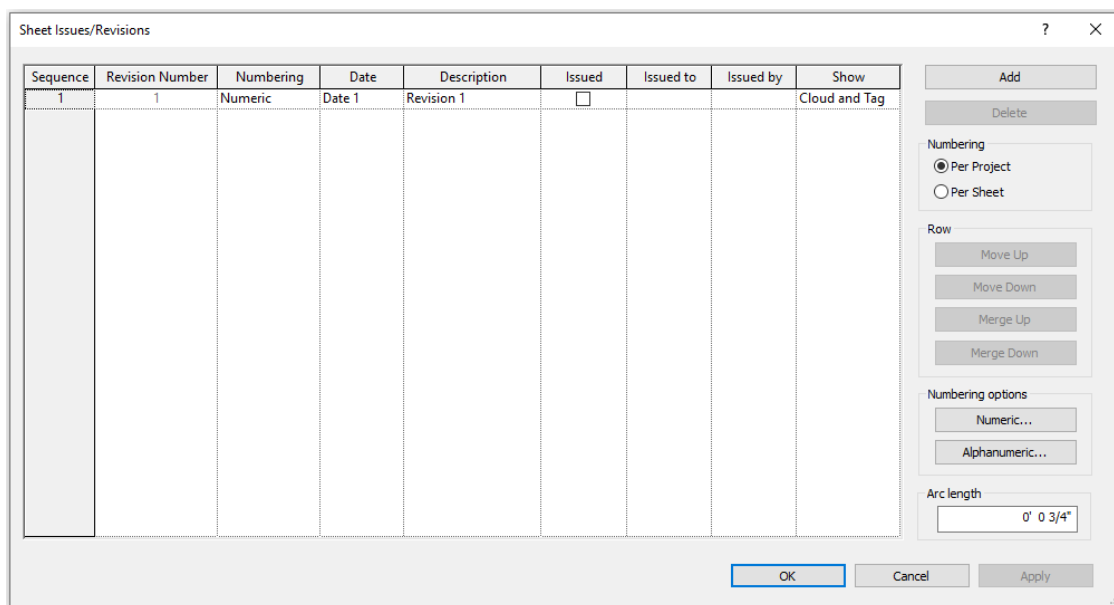
When issuing a project for a deadline like DD, QMP or Bids, you will have to add a “Revision” to your project that fills out the *Issued for* and *Issue Date* on your projects border. To do so, follow the instructions outlined below.

Creating a Revision:

1. To add a revision, you start by going to the *View Ribbon* and click **Revisions**.

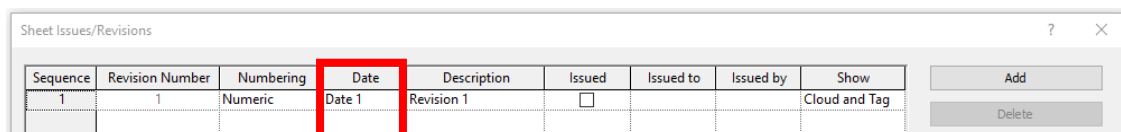


2. Once you click that, the following menu will populate on your screen.



The 'Sheet Issues/Revisions' dialog box is shown. It contains a table with the following columns: Sequence, Revision Number, Numbering, Date, Description, Issued, Issued to, Issued by, and Show. The first row of data shows: Sequence 1, Revision Number 1, Numbering Numeric, Date Date 1, Description Revision 1, Issued (checkbox), Issued to, Issued by, and Show Cloud and Tag. The 'Date' column is highlighted with a red box. To the right of the table are buttons for Add, Delete, and a section for Numbering options (Per Project, Per Sheet) and Row actions (Move Up, Move Down, Merge Up, Merge Down). At the bottom are OK, Cancel, and Apply buttons.

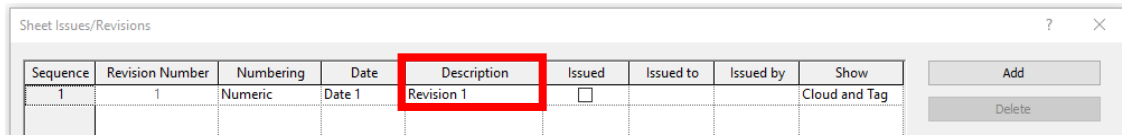
3. From left to right, you begin with the *Revision Number*. For this example, it is simple we are just starting so we only have Revision Number 1. Large projects can have multiple **Revisions**. Next in line we have *Numbering*, do not change this from *Numeric*.
4. Next important one down the line the *Date* column. Coordinate with your project architect for formatting requirements, but here is a typical date example shown as 11-10-2020.



This is a close-up of the table in the 'Sheet Issues/Revisions' dialog box. The 'Date' column is highlighted with a red box. The data in the first row is: Sequence 1, Revision Number 1, Numbering Numeric, Date Date 1, Description Revision 1, Issued (checkbox), Issued to, Issued by, and Show Cloud and Tag.

How to Add Revisions

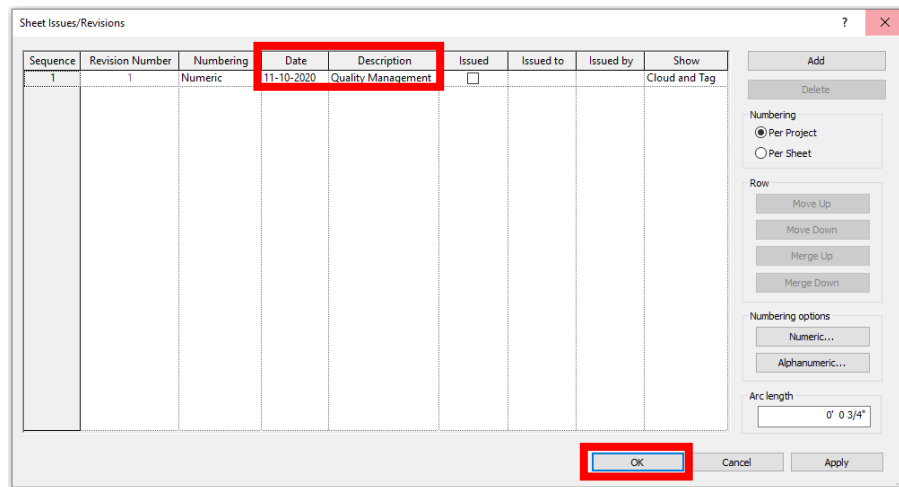
- Following the *Date*, we can look at the *Description* column. The information you put in this cell fills out the “Issued For” on your title block. For example, *Quality Management Review* should be placed here.



Sequence	Revision Number	Numbering	Date	Description	Issued	Issued to	Issued by	Show
1	1	Numeric	Date 1	Revision 1	☐			Cloud and Tag

Buttons: Add, Delete

- After filling out the *Date* and *Description* press **OK**.



Sequence	Revision Number	Numbering	Date	Description	Issued	Issued to	Issued by	Show
1	1	Numeric	11-10-2020	Quality Management	☐			Cloud and Tag

Buttons: Add, Delete, OK, Cancel, Apply

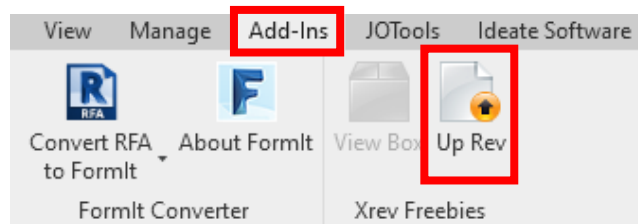
Numbering options: ☒ Per Project, ☐ Per Sheet

Row: Move Up, Move Down, Merge Up, Merge Down

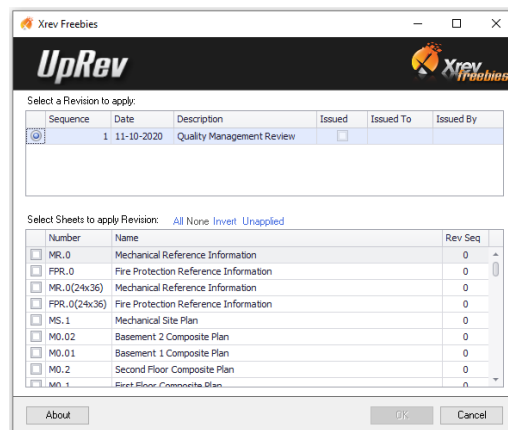
Numbering options: Numeric..., Alphanumeric...

Arc length: 0' 0 3/4"

- The next step is to utilize an *Add-In* called **Up Rev**. Up Rev makes adding revisions simple to several drawings all at once. In the Add-Ins ribbon, left click and open, **Up Rev**.



- The following page will then come on your screen.



UpRev

Select a Revision to apply:

Sequence	Date	Description	Issued	Issued To	Issued By
1	11-10-2020	Quality Management Review	☐		

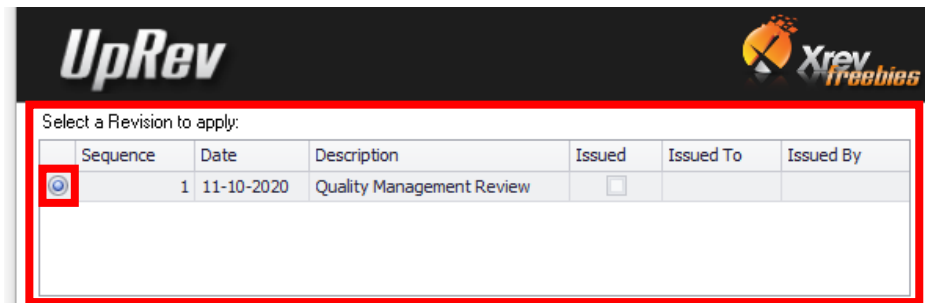
Select Sheets to apply Revision: All None Invert Unapplied

Number	Name	Rev Seq
☐ MR.0	Mechanical Reference Information	0
☐ FPR.0	Fire Protection Reference Information	0
☐ MR.0(24x36)	Mechanical Reference Information	0
☐ FPR.0(24x36)	Fire Protection Reference Information	0
☐ MS.1	Mechanical Site Plan	0
☐ M0.02	Basement 2 Composite Plan	0
☐ M0.01	Basement 1 Composite Plan	0
☐ M0.2	Second Floor Composite Plan	0
☐ M0.1	First Floor Composite Plan	0

Buttons: About, OK, Cancel

How to Add Revisions

9. The section shown below, reads the revisions you created from steps 1-6 above. The more you create the more will populate here. Select the revision you wish to add to your drawings by checking the small blue check box on the left side of the callout below.

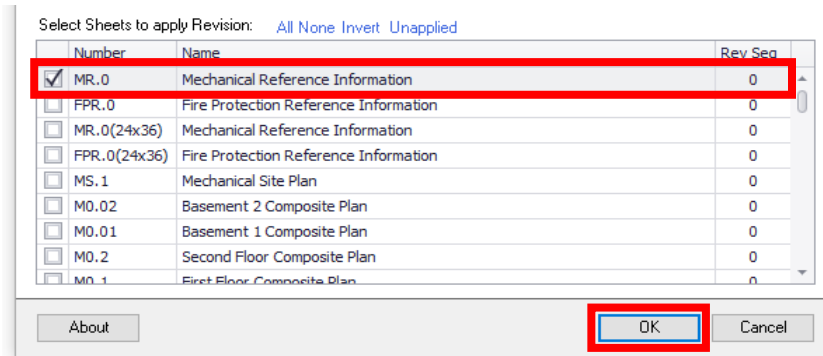


UpRev

Select a Revision to apply:

Sequence	Date	Description	Issued	Issued To	Issued By	
☒	1	11-10-2020	Quality Management Review	☐		

10. After selecting the revision, you wish to add. It is now time to select the sheets you wish to have the revision added to by checking the small box on the left. In this case we are just adding it to the MR.0 sheet. Then press **OK**.

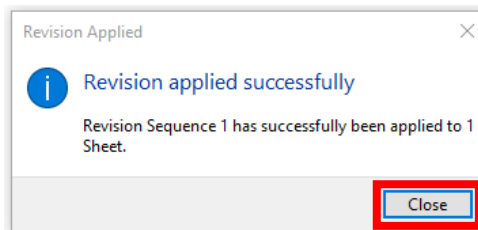


Select Sheets to apply Revision: All None Invert Unapplied

Number	Name	Rev Seq
☒	MR.0 Mechanical Reference Information	0
☐	FPR.0 Fire Protection Reference Information	0
☐	MR.0(24x36) Mechanical Reference Information	0
☐	FPR.0(24x36) Fire Protection Reference Information	0
☐	MS.1 Mechanical Site Plan	0
☐	M0.02 Basement 2 Composite Plan	0
☐	M0.01 Basement 1 Composite Plan	0
☐	M0.2 Second Floor Composite Plan	0
☐	M0.1 First Floor Composite Plan	0

OK Cancel

11. Once you press **OK**, a window populates on your screen, letting you know what Revision Sequence was added and to how many sheets it was added it. In this case *Revision Sequence 1* was applied to only *1 sheet*. Use this window as a check every time you use **Up Rev** to verify the revision you wished to add as well as to the number of sheets you planned to add it to. Then press **Close**.



Revision Applied

Revision applied successfully

Revision Sequence 1 has successfully been applied to 1 Sheet.

Close

12. After pressing okay, check the sheet you applied the revision too and it should be shown as illustrated below.

Issued for	Issue Date
Quality Management Review	11-10-2020