

HOW DO I VERSION MY DRAWINGS?

If you are uploading revised files, they must retain the **exact same** file name as the original. The easiest way to avoid discrepancies is to copy and paste the existing file name from drawings or documents folder in ePlans.

Do not add “REVISED”, “V2”, the revised date, or any other variation to the file name.

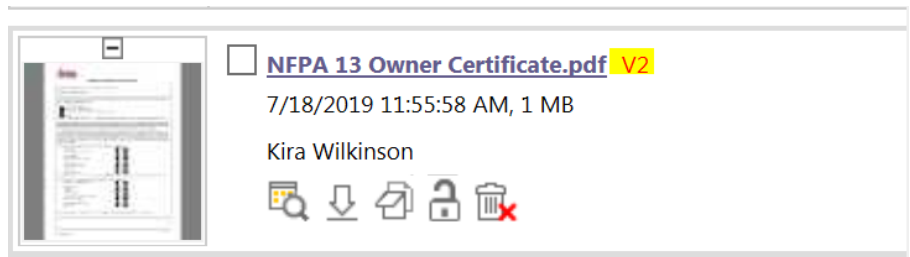
If your file name is identical to the original, it will be highlighted in blue in the confirmation window as shown below (left) and ePlans will also label the file with the appropriate version number as shown below (right)

The following files have been uploaded:

1. AO1-SITE PLAN.pdf

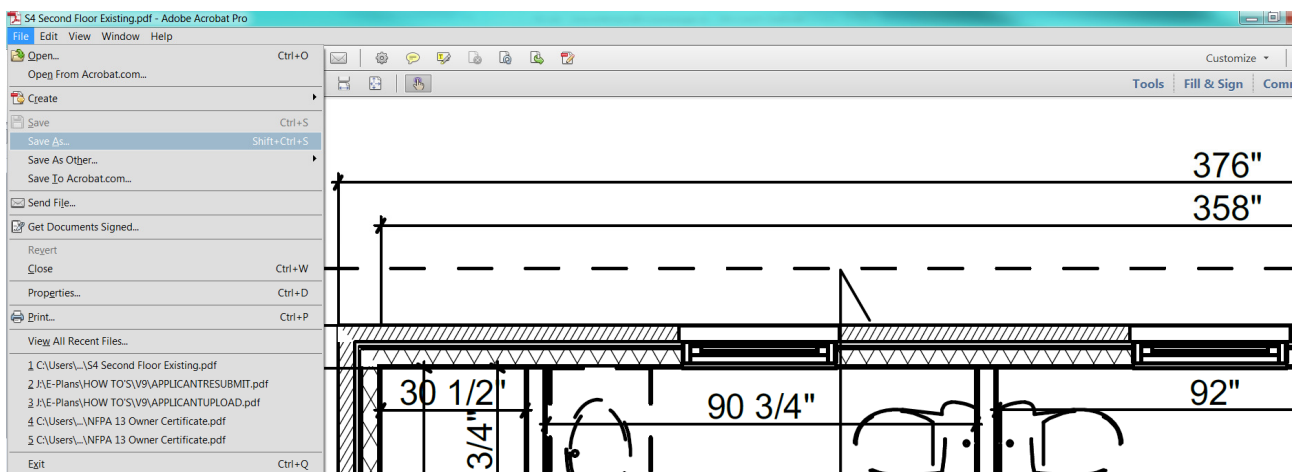
Files highlighted in blue are version candidates. They will be versioned if the file content has been changed in any way.

Close



If you have been asked to rename your drawings...

- Open the PDF drawing from its location on your computer (not from ePlans)
- Click “File”, “Save As...”
- Enter a new file name in accordance with the [ePlans submission standards](#) and click “save”
- Upload the drawing again



[Click here](#) for video instruction on how to rename and version your files.

*****Your resubmission will not be accepted if revised files are not versioned*****