

## ‘How to upload ‘additional’ or ‘revised’ documents to your application’.

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### 1. Introduction

This guide will provide instructions on how you can add additional or revised documents or drawings to an **electronic** application created on Submit-a-Plan, even after it has been submitted.

**Please note** this function is only available to electronically submitted applications where a notification can be sent electronically to update the local authority it was submitted to and they can access your application online to view the changes made to it. Postal applications cannot be edited once completed on Submit-a-Plan as they are expected to be printed off and posted to the relevant local authority. If you need to add a new document or drawing to a postal application you can contact the relevant local authority directly and they will usually accept new documents by email or post.

### 2. Logging on and finding your application

To upload additional or revised documents to your electronic application, you will first need to login to your DataSpace Live account at <http://www.dataspacelive.co.uk/>. Your login details for your DataSpace Live account are the same as your Submit-a-Plan login details and pass words are case sensitive.

If you click on ‘**My Applications**’ tab on the left hand side menu, you will see a list of your applications like in the image below. You will notice above the list of applications three tabs labelled ‘**Submitted Applications**’, ‘**Incomplete Applications**’ and ‘**Completed Applications**’. If you click on ‘**Submitted Application**’ you should find the submitted application you wish to add additional or revised documents to in this section.

If you have only submitted your application in the past hour however, your application may be located in the **'Completed Applications'** in a queue to be submitted. Once the application has been successfully submitted it will automatically appear in the **'Submitted Applications'** section and you can now make changes to it.

My Applications > Submitted Applications

Submitted Applications   Incomplete Applications   Completed Applications

View   Create   Refresh

Authority Name	Applicant Name	Agent Name	Work Location	Submission ID	Submission Date ↓
zz Resolution Data Management...	Sarah Cutler		2nd Floor, 3, Royal Crescent, Cheltenha...	{405-354639-3743...	25 Mar 2015
zz Resolution Data Management...	Sarah Cutler		3, Royal Crescent, Cheltenham Glouceste...	{405-354639-3742...	20 Mar 2015
zz Resolution Data Management...	Sarah Cutler		3, Royal Crescent, Cheltenham Glos GL5...	{405-354639-3740...	12 Mar 2015
zzRDM SNAP!	Sarah Cutler		3, Royal Crescent, Cheltenham Glos GL5...	{406-354639-3734...	16 Feb 2015
zzRDM SNAP!	Sarah Cutler		2nd Floor, 3, Royal Crescent, Cheltenha...	{406-354639-3725...	03 Feb 2015

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Double-click on the relevant application you wish to change and this will open the application for you. Below you can see an example of an open application with a list of the application's documents and drawings.

My Applications > {405-354639-37434883}

Submitted Applications   Incomplete Applications   Completed Applications   {405-354639-37434883}

Documents   Options

View   Download   Upload   Refresh   Email   Event

Application Details   **Application Documents**   Application Status   Application Activity   Application Correspondence

Name	Description	Drawing	Shl	Re	Size	Origin	Created	Last Update
AF{405-54639-25031512...	Application Form	AF1	1	A	54.9...	Origl...	25 Mar...	25 Mar...
Upper Level Plan.pdf	Upper Level Plan.pdf	54639_4988...	1	-	83.3...	Origl...	25 Mar...	25 Mar...
Lower Level Plan.pdf	Lower Level Plan.pdf	54639_3876...	1	-	83.6...	Additi...	25 Mar...	25 Mar...

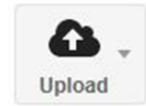
Displaying 3 Document(s)

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### 3. Uploading an additional document

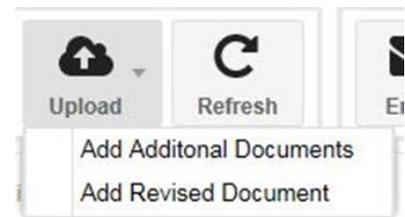
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Click on the **'Upload'** icon you will see on the toolbar above your application, as seen in the image above.



A drop down list will offer you the options to:

1. **'Add Additional Documents'** – This is used for most documents.
2. **'Add Revised Document'**– When a new revision of a document has been supplied, this option replaces the current document and puts it in the Superseded folder to prevent anyone assuming it is the latest working document.



Select **'Add Additional Documents'** and the following screen will appear:

The screenshot shows the DataSpace interface. On the left, a sidebar titled "Select Additional Files" contains a "Select Files" button and an "Add Files to Application" button. The main area is titled "Add Additional Documents" and features a table with the following columns: Description, Document Type, Doc No, Sheet No, and Rev. A "Close" button is located at the bottom right of the main area. The footer contains the text "© 2015 Resolution Data Management Ltd".

Description	Document Type	Doc No	Sheet No	Rev
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Clicking the red **'Select Files'** button to the left hand side of the screen will take you to your PC folders where you can select the additional documents you wish to upload. Once and have selected the desired files they will be uploaded into this **'Additional Documents'** list.

As you can see below I have uploaded a drawing labelled 'Elevations'.

Please pick the files you want to add to this application.

**Select Files**

Once your documents have been uploaded click on the "Add Files to Application" button to confirm you wish to add the uploaded files.

**Add Files to Application**

### Add Additional Documents

Description	Document Type	Doc No	Sheet No	Rev	
Elevations.pdf	Drawing	54639_387653_13298	1	-	

**Close**

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If I select this drawing by clicking on it once, and click on the green **'Add Files to Application'** button on the left hand side of the screen, this drawing will be loaded to my application and you I will automatically be taken back to my application, where I can see my 'Elevations' drawing now in my list of application documents, as seen in the image below.

My Dataspace

My Applications

My Calendar

My Mail

My Profile

My Applications > {405-354639-37434883}

Submitted Applications | Incomplete Applications | Completed Applications | {405-354639-37434883}

Documents: View, Download, Upload, Refresh | Options: Email, Event

Application Details | **Application Documents** | Application Status | Application Activity | Application Correspondence

Application Documents	Name	Description	Drawing	Shi	Re	Size	Origin	Created C	Last Upd
Original	AF(405-54639-25031512...	Application Form	AF1	1	A	54.9...	Origl...	25 Mar...	25 Mar...
Additional	Upper Level Plan.pdf	Upper Level Plan.pdf	54639_4988...	1	-	83.3...	Origl...	25 Mar...	25 Mar...
Revised	Lower Level Plan.pdf	Lower Level Plan.pdf	54639_3876...	1	-	83.6...	Addit...	25 Mar...	25 Mar...
Superseded	Elevations.pdf	Elevations.pdf	54639_3876...	1	-	85.0...	Addit...	25 Mar...	25 Mar...

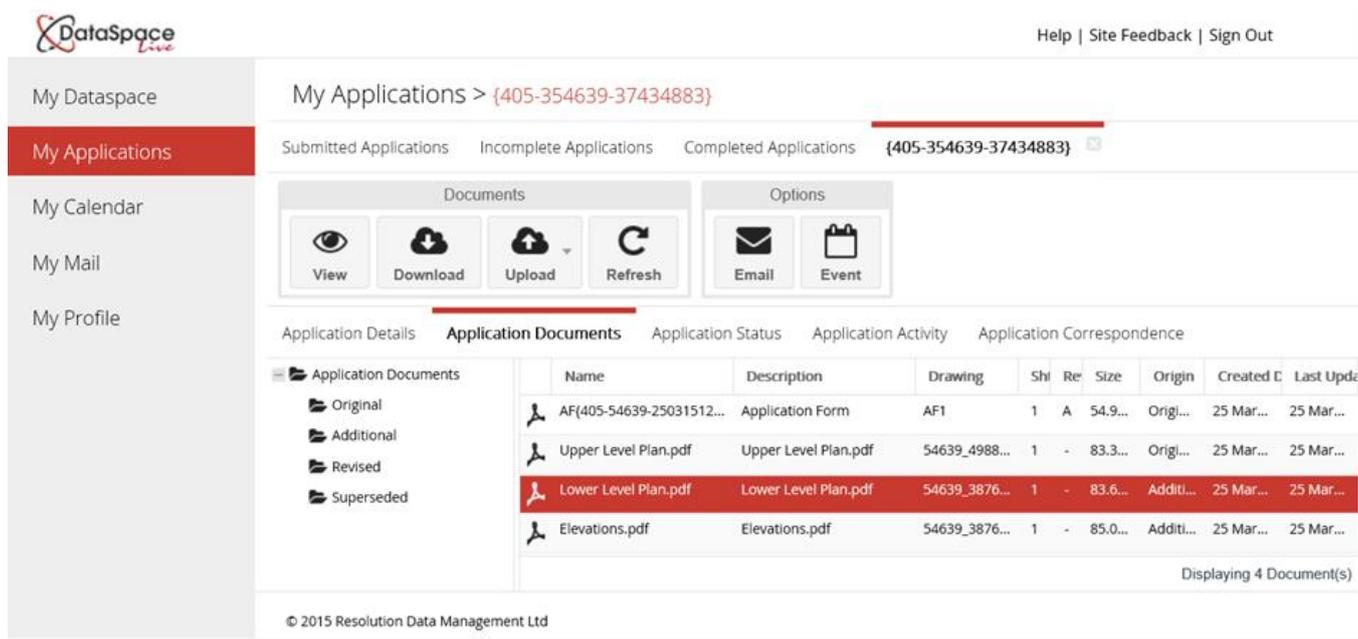
Displaying 4 Document(s)

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On the left hand side of your list of application documents are a list of document folders labelled **'Original', 'Additional', Revised' and 'Superseded'**. A copy of the additional document uploaded will also appear in the **'Additional' folder**, so the local authority knows which document was newly added.

## 4. Uploading a revised document

To add a revised document, you must first select the document in your list of document applications which needs to be revised by clicking on it once. Once you have selected the document it will highlight in red. As you can see from the image below I have selected a drawing labelled 'Lower Level Plan'.



The screenshot shows the DataSpace Live interface. On the left is a navigation menu with 'My Applications' selected. The main area shows 'My Applications > {405-354639-37434883}'. Below this are tabs for 'Submitted Applications', 'Incomplete Applications', and 'Completed Applications'. The 'Application Documents' tab is active, showing a toolbar with 'View', 'Download', 'Upload', 'Refresh', 'Email', and 'Event' icons. The 'Upload' icon has a dropdown arrow. Below the toolbar is a table of application documents:

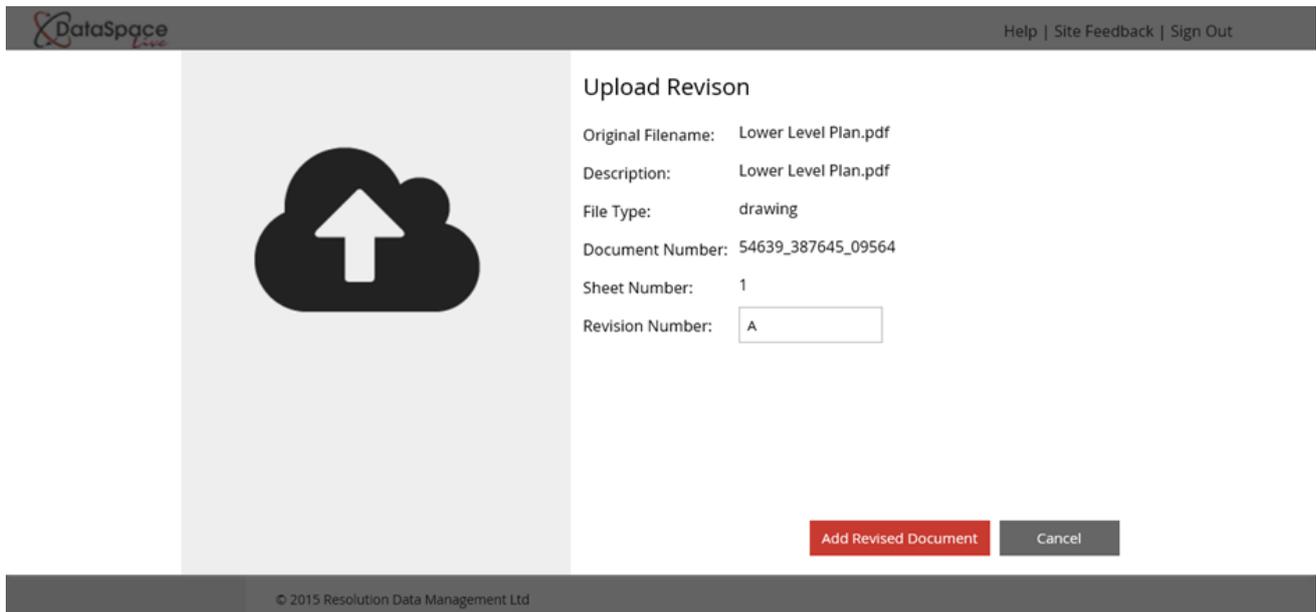
Name	Description	Drawing	Shi	Re	Size	Origin	Created C	Last Upd
AF{405-54639-25031512...	Application Form	AF1	1	A	54.9...	Origl...	25 Mar...	25 Mar...
Upper Level Plan.pdf	Upper Level Plan.pdf	54639_4988...	1	-	83.3...	Origl...	25 Mar...	25 Mar...
Lower Level Plan.pdf	Lower Level Plan.pdf	54639_3876...	1	-	83.6...	Additi...	25 Mar...	25 Mar...
Elevations.pdf	Elevations.pdf	54639_3876...	1	-	85.0...	Additi...	25 Mar...	25 Mar...

The 'Lower Level Plan.pdf' row is highlighted in red. The footer shows '© 2015 Resolution Data Management Ltd'.

Once you have selected the relevant document, click on the **'Upload'** icon on the toolbar above your application, and once more you will see the drop down list offering you the options to **'Add Additional Documents'** or **'Add Revised Document'**.



Click on **'Add Revised Document'** and the following screen will appear:



**DataSpace Live** Help | Site Feedback | Sign Out

### Upload Revision

Original Filename: Lower Level Plan.pdf  
Description: Lower Level Plan.pdf  
File Type: drawing  
Document Number: 54639\_387645\_09564  
Sheet Number: 1  
Revision Number:

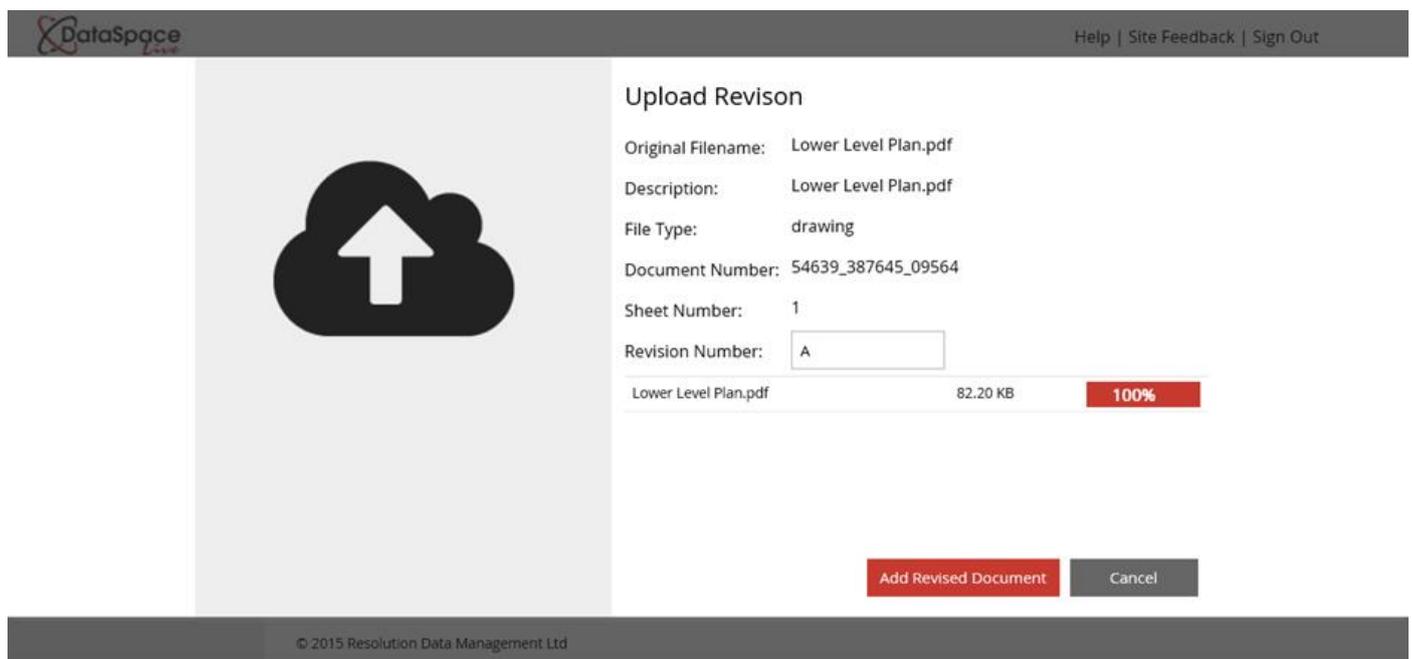
**Add Revised Document** **Cancel**

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As you can see in this box, the drawing I selected 'Lower Level Plan' is listed along with its 'document number'.

A box labelled **'Revision Number'** allows you to add a number or letter to the revised document will allow you to differentiate it from the original document when it appears in your list of application documents, which we will see later.

Click **'Add Revised Document'** and you will be taken to your PC folders to select your new version of the document you wish to replace. Below you can see my revised document 'Lower Level Plan' has been uploaded below the revision number box. Click **'Add Revised Document'** and the file will be added to your application.



**DataSpace Live** Help | Site Feedback | Sign Out

### Upload Revision

Original Filename: Lower Level Plan.pdf  
Description: Lower Level Plan.pdf  
File Type: drawing  
Document Number: 54639\_387645\_09564  
Sheet Number: 1  
Revision Number:

Lower Level Plan.pdf	82.20 KB	<b>100%</b>
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**Add Revised Document** **Cancel**

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Below you can now see that my new revised version of my 'Lower Level Plan' document has been added to the list of documents in my application. You can see it's the new version as in the 'Rev' or 'Revised' column is the letter 'A' I added earlier to differentiate it from the original document. Under the column headed 'Origin' you will notice the new document is listed as a 'Revision'.

The screenshot shows the DataSpace Live interface. The left sidebar contains navigation options: My Dataspace, My Applications (selected), My Calendar, My Mail, and My Profile. The main content area is titled 'My Applications > {405-354639-37434883}' and includes tabs for Submitted Applications, Incomplete Applications, and Completed Applications. Below these are 'Documents' and 'Options' sections with icons for View, Download, Upload, Refresh, Email, and Event. A navigation bar shows 'Application Documents' as the active tab. A table lists the application documents:

	Name	Description	Drawing	Shi	Rev.	Size	Origin	Crea	Last Upd
Application Documents									
Original									
Additional									
Revised									
Superseded									
	AF(405-54639-25031512...	Application Form	AF1	1	A	54....	Original	25...	25 Mar...
	Upper Level Plan.pdf	Upper Level Plan.pdf	54639_4988...	1	-	83....	Original	25...	25 Mar...
	Elevations.pdf	Elevations.pdf	54639_3876...	1	-	85....	Additional	25...	25 Mar...
	Lower Level Plan.pdf	Lower Level Plan.pdf	54639_3876...	1	A	82....	Revision	25...	25 Mar...

Displaying 4 Document(s)

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**Note:** A copy of the new revised document will also be added to the 'Revised' folder to the left hand side of your list of application documents. The original drawing that has been replaced has now been moved to the 'Superseded' folder.

You should receive an **email notification** confirming that changes have been made to your application within an hour of you updating your application.

In addition the local authority who your application was submitted to will receive a notification that additional or revised documents have been added to your application.

If you would like to add a message to your application with any information or explanation about the changes you have made, you can add a permanent message to your application which the local authority will also be notified of. Instructions on how to attach a message continue below.

## 5. Adding a message to your application

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On the toolbar above your application you will see the message icon. Click on this icon a message box will open where you can send a message to your local authority.



If the local authority sends you a reply message, the message should appear in the 'Application Correspondence' tab in the smaller toolbar directly below, and in addition to the email address you registered with.

### Need Further Help?

If you need further help with any of the topics covered in this guide sheet, email us at [helpdesk@resolutiondm.com](mailto:helpdesk@resolutiondm.com) or call 01242 260505.