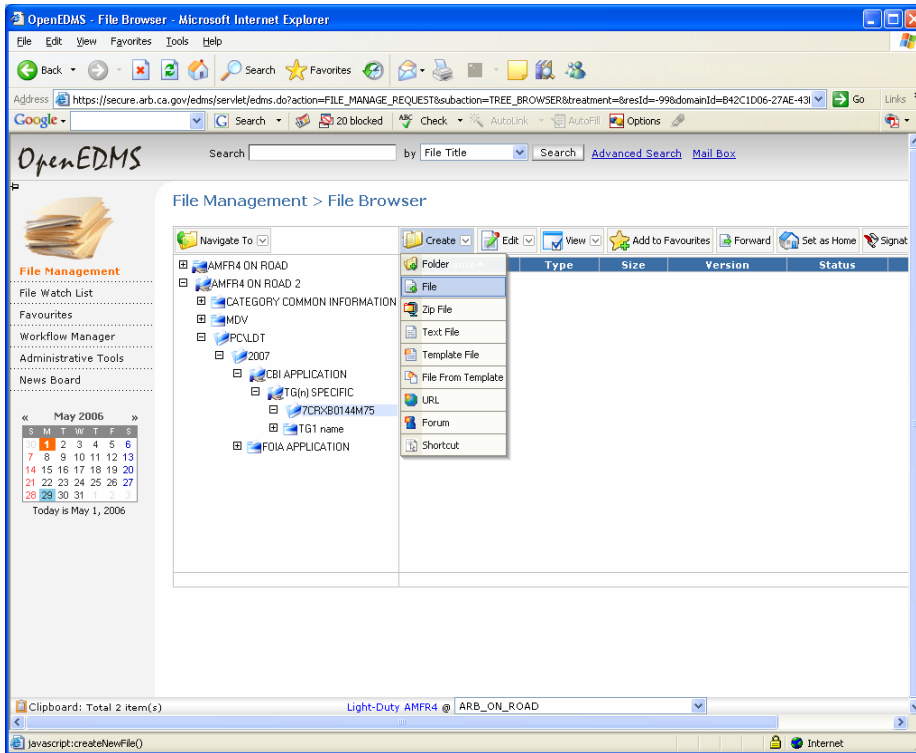


# 1. How can I relate an EPA document version with an ARB document version?

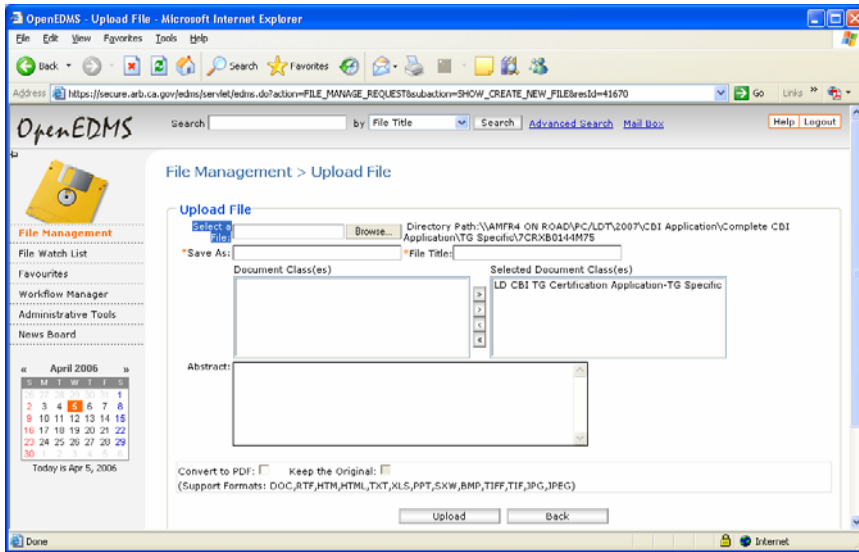
In this example, it will be assumed that the manufacturer has three versions of one document. He submitted the original to both agencies. A few weeks later, the manufacturer submitted revision 1 to EPA and revision 2 to ARB.

- CBI\_7CRXB0144M75\_APPIPT1\_R00 - Original
- CBI\_7CRXB0144M75\_APPIPT1\_R01 - Revision 1
- CBI\_7CRXB0144M75\_APPIPT1\_R02 - Revision 2

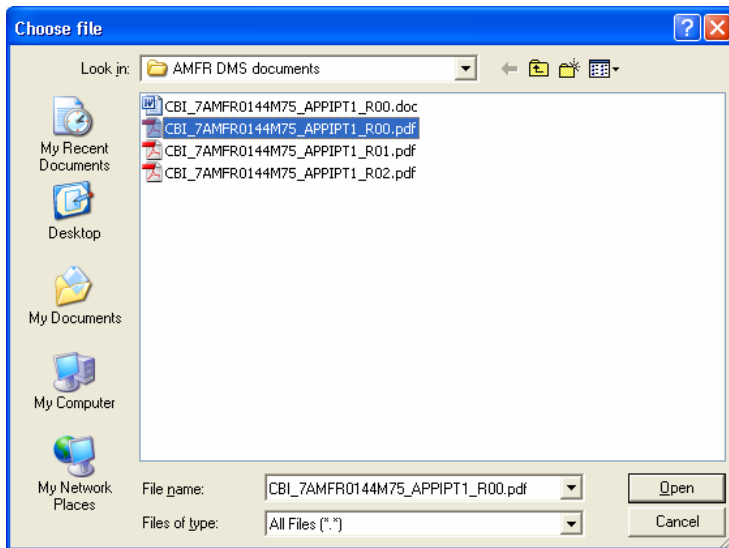
1) Navigate to the folder where you will upload the document. Select Create/File.



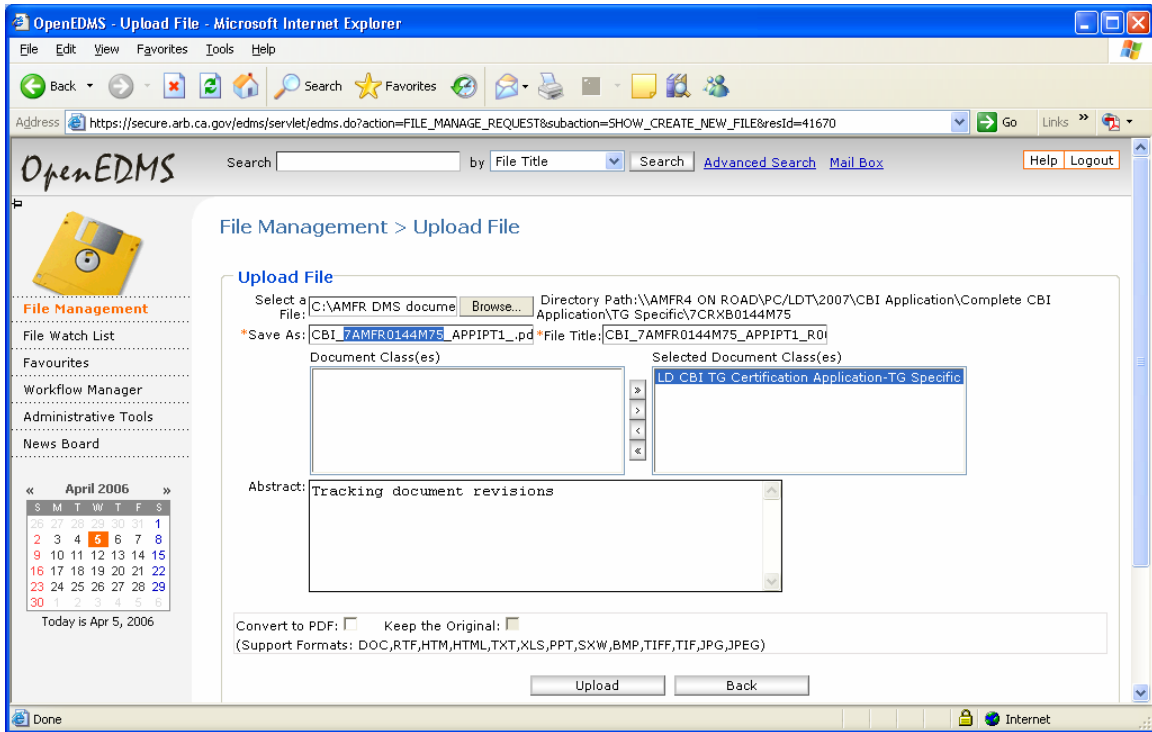
- 2) On the file management window, click on the “Browse” button to find the document that you want to upload.



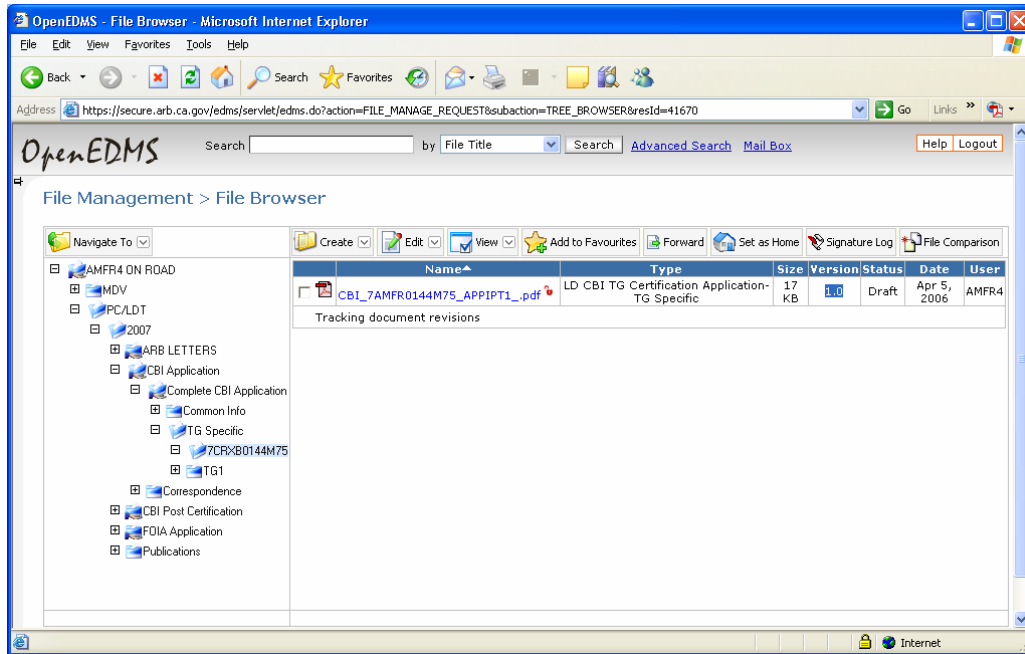
- 3) Open the document with revision number R00.



- 4) On the "Save As" box remove the revision number. Do not modify the original name in the "File Title" box. Complete the metadata, add comments if needed and upload the document.



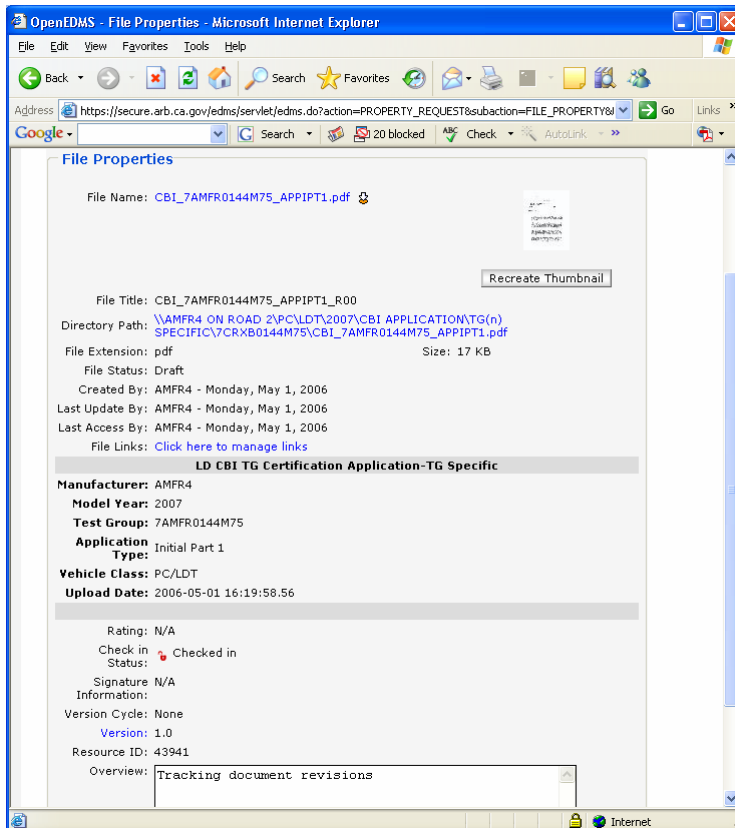
- 5) After uploading the document, notice that the version number is 1.0. Left click on the document icon and select view properties from the pop-up menu.



- 6) It will bring up the document properties. On the top it shows the file name, which is the name used by the DMS. The file title has the file source name. In this way, you can track-back or cross-reference each document.

File Name: [CBI\\_7AMFR0144M75\\_APPIPT1\\_.pdf](#)

File Title: CBI\_7AMFR0144M75\_APPIPT1\_R00



Repeat steps 1) to 5) to upload the document CBI\_7AMFR0144M75\_APPIPT1\_R02. Remove the last three characters to allow the DMS to control the version number. Notice that the version number is 1.1. Left click on the icon and select view properties. The system keeps a record of both names.

File Name: [CBI\\_7AMFR0144M75\\_APPIPT1\\_.pdf](#)

File Title: CBI\_7AMFR0144M75\_APPIPT1\_R02

