

Managing Documents with Revisions



Try our new app [Smart Attachments for Confluence](#). Store your project documents, artifacts, and media assets in the shareable space storage in Confluence. [See the app in action.](#)

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Documents and Revisions

When you work continuously with documents on adding, updating or correcting their contents, you may need a capability to store their revisions in some place and quickly share with other users. JIRA is a right place to upload your documents and store them within issues associated with the project you are working on. All users can always get access to your documents, and you can always track modifications made in each document.

Smart Attachments add-on provides you with the three options of attaching revisions to documents:

1. You can upload a file with the same name which the app will automatically map to the existing document.
2. You can upload a new file and attach it as a revision to the required document.
3. You can select the already uploaded file and convert it into the document revision.

Uploading New Document Revisions

You can load revisions for any document or file attached to JIRA issues.

1. On the list with attachments, locate the appropriate document or file.
2. Point to this file and click the down arrow icon.
3. From the context menu, select **Upload new revision**.

The screenshot shows the JIRA interface for an issue titled "Development of CRM System: Updates and Modifications". The issue is in the "OPEN" status with a "Major" priority. The "Attachments" section is expanded, showing a list of files. The file "Scope of Work" (4,17 MB) is selected, and a context menu is open, showing the option "Upload new revision".

Attachment	Size	Created
Back-end Description	324 kB	Yesterday
Scope of Work	4,17 MB	Yesterday
Scope of Work 12nov2014.docx	4,17 MB	
Scope of Work 26oct2014.docx	402 kB	
Scope of Work 7oct2014.docx	214 kB	
Scope of Work 25sep2014.docx	276 kB	
CRM System - Test Cases Rev. 1.0.docx	214 kB	
CRM System - Test Cases Rev. 1.1.docx	214 kB	
CRM System - Test Cases Rev. 1.0.docx	214 kB	
Discount tag	47 kB	Yesterday

4. In the **Attach Files** form, select the appropriate file and enter the generic document name. By default, name of the initial document is used.

Attach Files

Document Name: Back-end Description

Attachment: Drop files here to attach them or Select files

Back-end Description - Update.pdf

The maximum file upload size is 2048,00 MB.

Comment: Uploading the updated revision of the document.

Viewable by All Users

Attach Cancel

5. Click **Attach**.
6. The new file revision will be uploaded and mapped to the document.

By default, the add-on uses name of the first file revision as the generic document name, This name is preserved when you upload new revisions, but when you click this document name you will download the latest revision which may differ from the initial one.

We strongly recommend you to use the generic document names without any revisions or dates for better visual perception on the list with attachments. Revision names are shown as initial names of the uploaded file revisions and may contain dates or revision number.

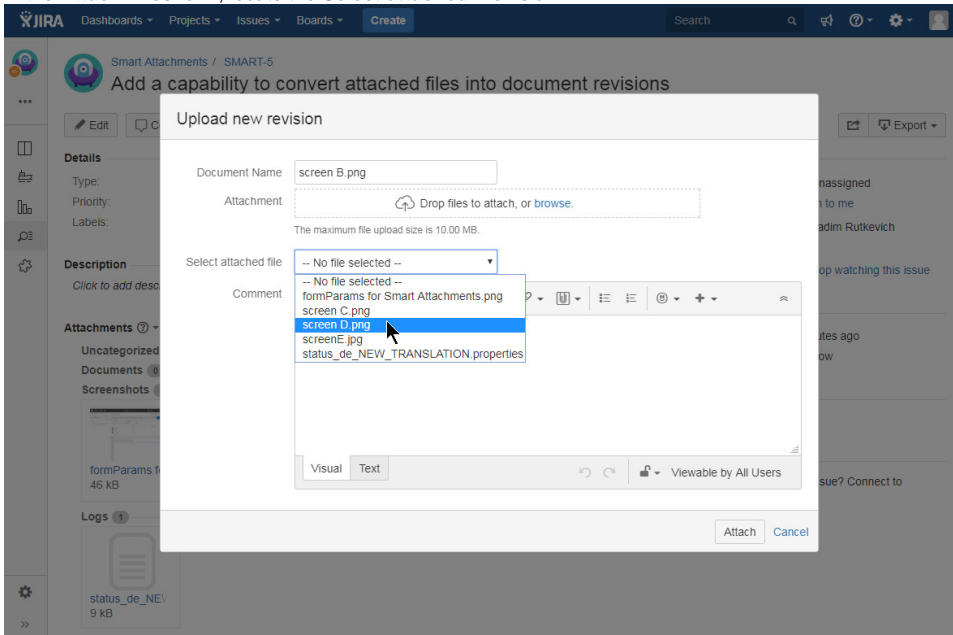
Attachments		Generic Document Name	
Project Management			
>>	Back-end Description		Yesterday
⌵	Scope of Work		Yesterday
	Scope of Work 12nov2014.docx	4,17 MB	Yesterday
	Scope of Work 26oct2014.docx	402 kB	Yesterday
	Scope of Work 7oct2014.docx	214 kB	Yesterday
	Scope of Work 25sep2014.docx	276 kB	Yesterday

Converting Attached Files into Revisions

Since the release of [Smart Attachments 1.16.0](#), you can convert the already attached files into document revisions and attach them to the parent document.

1. On the list with attachments, locate the appropriate document or file.
2. Point to this file and click the down arrow icon.
3. From the context menu, select **Upload new revision**.

4. In the **Attach Files** form, locate the **Select attached file** field.




5. Select the already attached file. It will be converted into the document revision and attached to the parent document.
6. Click **Attach**.

Renaming Document Revisions

1. On the list with attachments, locate the appropriate file and expand it to view the list of revisions.
2. Point to the appropriate revision and click the down arrow icon.
3. From the context menu, select **Rename**.
4. Enter the new name for the current file.
5. Click **Save**.

Deleting Document Revisions

1. On the list with attachments, locate the appropriate file and expand it to view the list of revisions.
2. Point to the appropriate revision and click .
3. Confirm the removal of the document.

Commenting on Document Revisions

1. On the list with attachments, locate the appropriate file and expand it to view the list of revisions.
2. Hover over the appropriate revision and click the down arrow icon.
3. From the context menu, select **Comment on attachment**.
4. Enter or edit your comment.
5. Click **Add**.

Downloading All Document Revisions

1. On the list with attachments, locate the document with revisions.
2. Point to this document and click the down arrow icon.

3. From the context menu, select **Download all revisions**.

Attachments ? ▾

Project Management ▾

>>	Back-end Description	324 kB	Yesterday
⌵	Scope of Work	4,17 MB	
	Scope of Work 12nov2014.docx	4,17 MB	
	Scope of Work 26oct2014.docx	402 kB	
	Scope of Work 7oct2014.docx	214 kB	
	Scope of Work 25sep2014.docx	276 kB	

Quality Assurance ▾

⌵	CRM System - Test Cases Rev. 1.0.docx	214 kB	
	CRM System - Test Cases Rev. 1.1.docx	214 kB	
	CRM System - Test Cases Rev. 1.0.docx	214 kB	Yesterday

Upload new revision

Edit comment

Download all revisions

Rename

Move to **Quality Assuran...**

Move to **Design**

Move to **Development**

Move to **Planning and D...**

Move to **Uncategorized**

Unknown macro: 'seo-metadata'