Upload Revision to a Document

Access the eLibrary using this URL: https://my.lausd.net

Login with our SSO full email address.

To create a revision to an existing document, you must **CHECK IN** a new copy. Selecting "Upload" will create a brand new document.

Documents can be revised while in workflow or a new revision can be uploaded to replace an outdated policy that was previously published. Revising an existing document will preserve the document number and allow the contributor to increment the revision number.

To locate a document that is currently in workflow:

Click on "Browse" from the left search menu and select "Content in Workflow" and click on the document link to enter preview mode.
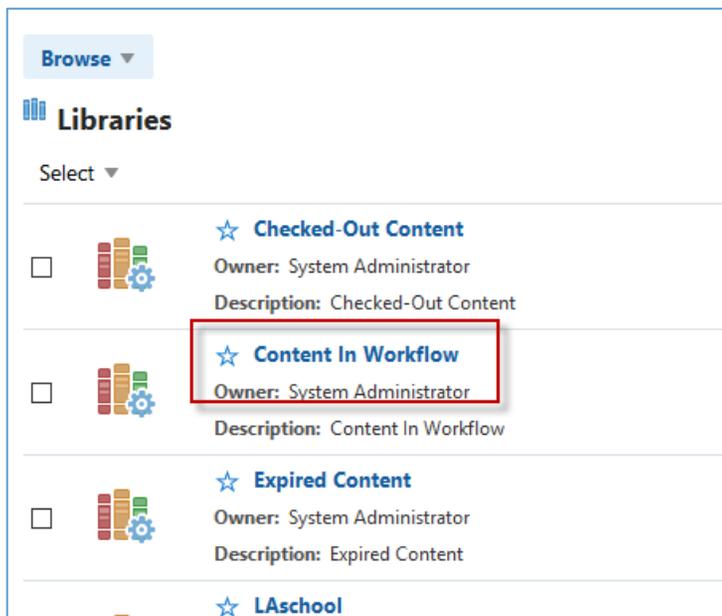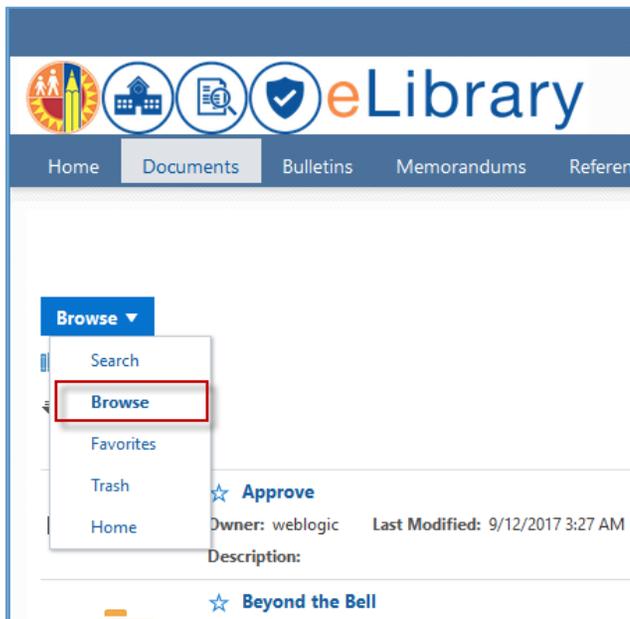
If a document was previously publised and you would like to upload a revision to replace that document, perform a search using the standard search bar.
Click on the document title to enter preview mode.

Once in Preview Mode, select "Check In".

Click on "Browse" and locate the document. Click on the Metadata link to expand the metadata section.

NOTE: You will only see the "Workflow Options" section if you are revising a document that is currently in workflow, otherwise that section will be hidden.

"Check in and approve" will upload the document and immediately approve it for review by the document Owner.

"Check in only" will upload the document but will keep the item in the Contributor's workflow queue for additional updates such as adding attachments. This will require the Contributor to approve the document later once it is ready for Owner Review.
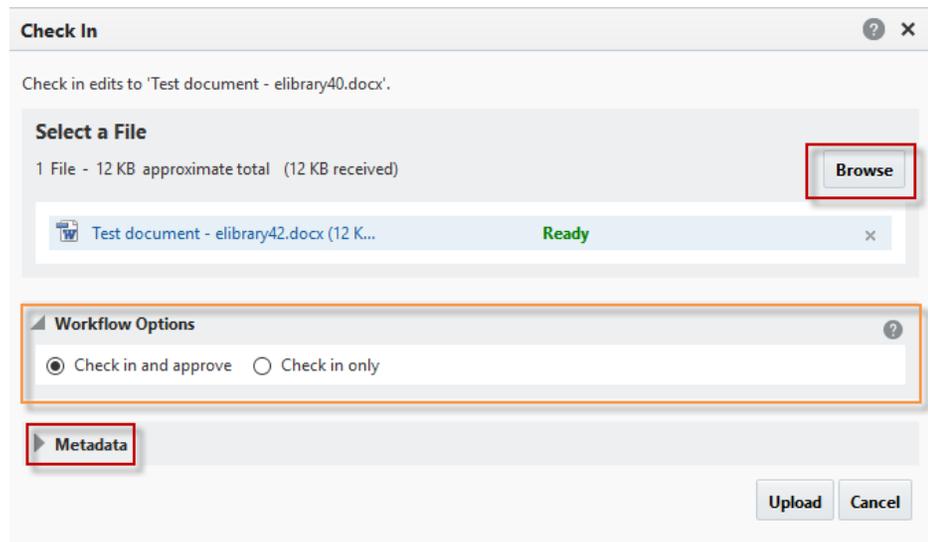
Increment the Revision Number field if this is a revision to an existing document. The revision number will be appended to the document number. Example:

Document number: REF-1234

Revision Number: 1 ← increment to 2. This will make the revised document number: REF-1234.2
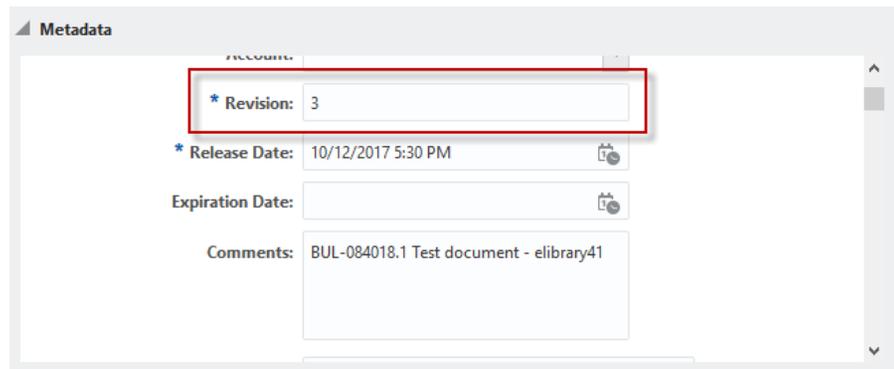
Update the remaining metadata fields as needed and click on "Upload" when finished.

Note: The "Document Visibility" field cannot be changed once a document is in workflow. It can only be changed during the initial upload when revising a document that was previously published.

◢ **Metadata**

* Type:	Bulletins
* Title:	Test document - elibrary42
Author:	Schoolwires1 Test
Document Visibility:	Public
* Release Date:	10/10/2017 4:58 PM
Comments:	BUL-084224.0 Test document - elibrary40

Upload   **Cancel**