

Kenta / Using Kenta

Upload and inspect controlled document versions

Retain original files, security and processing states, structured fields and exact source references.

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► Applicability

Before you begin

- Project document-write permission for uploads and read permission for inspection.
 - A supported source file within the upload control's displayed size/type limits.
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Procedure

1. Create a controlled version

Open Documents and choose Upload document or New version for the appropriate record.

Enter its business title, select the file and submit. A new version retains the original bytes rather than replacing a historical version.

2. Inspect processing

Check Security scan and Processing. Original and extracted contents remain unavailable until the required security checks succeed.

If processing is active, allow the view to refresh. On failure, inspect the reported state before retrying.

3. Verify the relevant evidence

Open the retained version. Inspect the original PDF, extracted text or structured table, and verify the exact page or cell.

Use verified fields and version references when linking equipment, reviews or schedules. Treat submittals, FAT reports, commissioning and handover records as source evidence that still needs the appropriate human review.

Verify the result

The file has an immutable version, recorded inspection/processing state and stable references suitable for authorized downstream work.

What happens next

Uploading a file does not approve its contents or complete a technical review. Newer versions do not rewrite earlier decisions.

Troubleshooting

The document is quarantined or unavailable

Inspect its security and processing state and your current file permission. Follow the reported recovery path or provide a corrected source. Do not bypass scanning through an object-storage URL.

No structured fields were extracted

Inspect the original file and extraction note. Verify the relevant fields manually where supported, retaining exact location and method rather than inventing parsed values.