Elsteel Library - Bug #2284

Uploaded files might come with pre-existing properties

09/04/2025 12:15 PM - Andres Galavis

Status:	Resolved	**Start date:**	09/04/2025
Priority:	Normal	**Due date:**	
Assignee:	Malith Batugedara	**% Done:**	100%
Category:		**Estimated time:**	0.00 hour
Target version:			

Description

When someone downloads a document to edit it offline, the document includes its current properties. Then the file is modified and then uploaded again as a new version, the properties might create a conflict to run some automation tasks.
Steps to see the problem:
- Download a final and published document (e.g. IT-PO-013 - Test Document 68 [rev.0].docx)
- Open it on Word and enable edit mode and check that properties are visible. (THIS STEP IS OPTIONAL)
- Modify the file's name
- Upload the file to the library.
At this point, the file you just uploaded will be listed as final and published, with numbers, version, a filetype and department already set, and you can't modify the properties because it is already listed as final.

In general, a newly uploaded file should always be a draft, and that means that we should clean some properties like approver, status (set to draft), access group, etc.

History

#1 - 09/12/2025 12:50 PM - Malith Batugedara

- Status changed from New to In Progress

#2 - 09/23/2025 04:44 AM - Malith Batugedara

The Elsteel Library manual should include new instructions on how to clear the properties of a selected document.

#3 - 10/22/2025 06:54 AM - Malith Batugedara

added manual flow

#4 - 10/29/2025 08:47 AM - Malith Batugedara

When we upload a downloaded document into the Elsteel library, it may already contain existing properties such as Status → Final, Published → Yes, Approved, and Approved By. However, we need a fresh Draft version of the document to begin the approval process and then publish it afterward. Therefore, such documents must be selected and the "Documents – 10. Clear Properties" flow should be run to clear any unnecessary properties.

#5 - 02/11/2026 08:54 AM - Malith Batugedara

- Status changed from In Progress to Resolved

- % Done changed from 0 to 100