


File versions

Nicolas ARBOUIN - 2024-02-27 - Manage and edit your documents

File versions

During edition, your platform allows you to create file versions and rollback on previous ones.

How to reach versions

Right-click on file or click on  then in the menu, click on "Details" (lower option in menu). A column pops up on the right of the screen, in the upper part you will see the latest version of your file, then the previous ones.

Test document.docx

Size

26.0 KB

Owner

Nicolas Arbouin

Modified on the

06/20/2022 11:25 AM

Created on the

06/20/2022 11:21 AM

ACTIVITY

WORKFLOW

Include: All

VERSION 10

0

2

0

2 Previews

View

Nicolas Arbouin

06/20/2022 11:25 AM

New version

VERSION 9

0

0

0

Nicolas Arbouin

06/20/2022 11:24 AM

New version

VERSION 8

0

0

0

Nicolas Arbouin

06/20/2022 11:24 AM

Type a comment here, strike 'Enter' to save it or 'Escape' to cancel




For every version you can see a bunch of icons :


VERSION 2

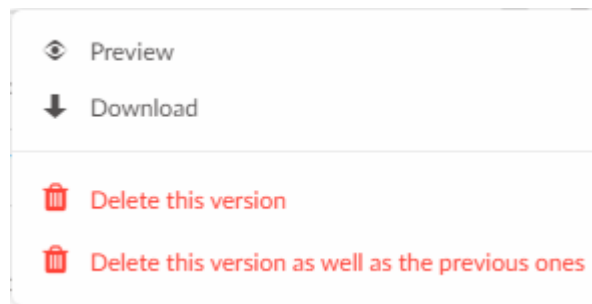
1

2

2

-  : number of share links
-  : number of sights
-  : number of downloads

-  : brings to the next menu









As you can see, you can also get a preview or download the file.

You can eventually delete this file or any version you want to.

Exemple

This is a file "Document de test.docx" you want to rollback to a version older than version 8 :

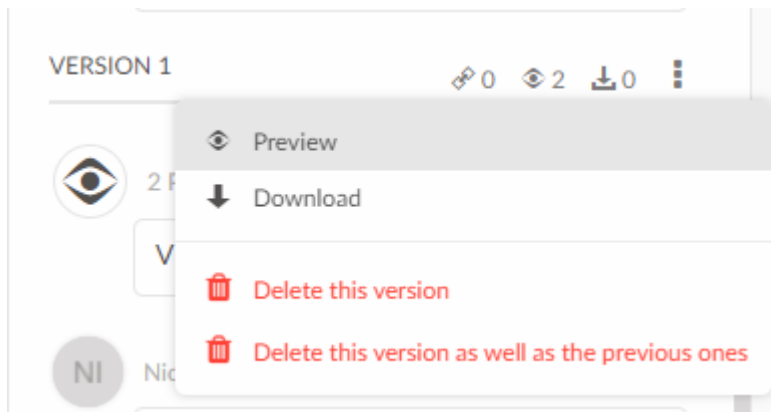
- Right-click/Details on your file.
- On version 8 line, click on  and  Preview (overview), then check the preview if this is the right version you're looking for
- On version 10 line, click on  and  Delete this version (Delete version)
- On version 9 line, click on  and  Delete this version (Delete version)
- You're done !

Restore an older version as the main version

You need to restore an older version as the newest ?

2 methods for that :

1. Download the file and add it again
2. Open preview, then modify it (a simple "space" or "comma" will do the trick), which generate automatically a new record.



Then  Edit  anything to trigger a new record, and you're done !

Tags

perte

rechercher

versions