

Knowledgebase > NetExplorer Web Platform > Good practices > Versions of a file

## Versions of a file

Nicolas ARBOUIN - 2025-02-06 - Good practices

## Versions of a file

To access different versions of files :

×

- Spot a file and right-click/details on it.
- Timeline displays on the right of the ACTIVITY screen and list of versions. You should find the latest version on top, and older ones when going down the list.

Foir each version, you can can see information shown as icons, representing actions made on them :

- 1 : number of uses made on share links
- 1 : number of previews
- 🛃 1 : number of downloads
- 🚦 : brings to the sub-menu 🗵

## **Example**

You have a file "Document test.docx" (as shown) and you wish to get the previous version :

To do so :

- right-click on file, then on version 8 and select Sur la ligne Version 8, click on then the version is really the one you need.
- On line Version 10, click on 🚦 then ≚
- On line Version 9 🚦 then 🗵

This makes the version 8 becoming the current version.

If you wish to keep every version but still want the version 8 to be the latest, you can download it and reupload it, this will make it the latest versions.