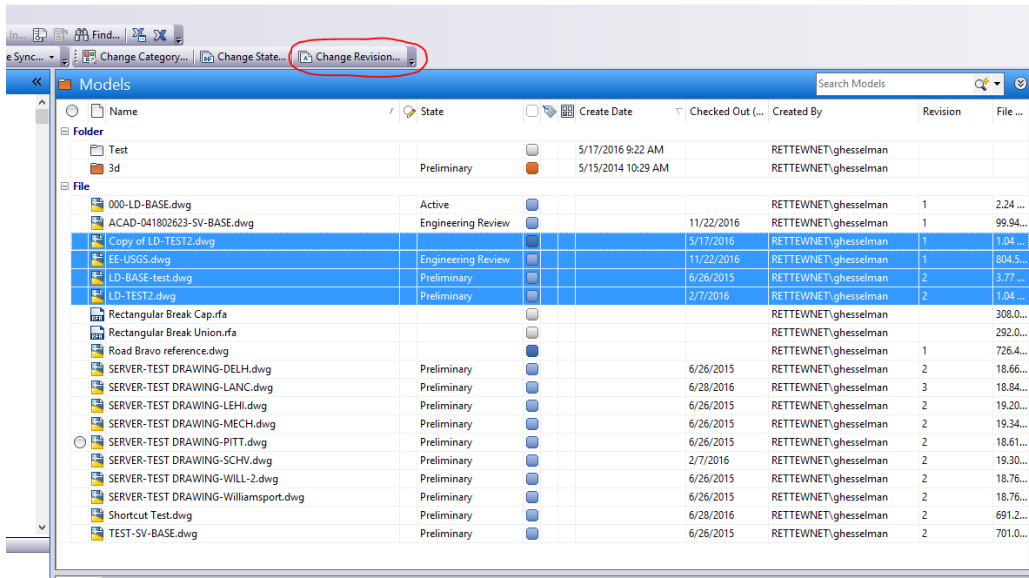
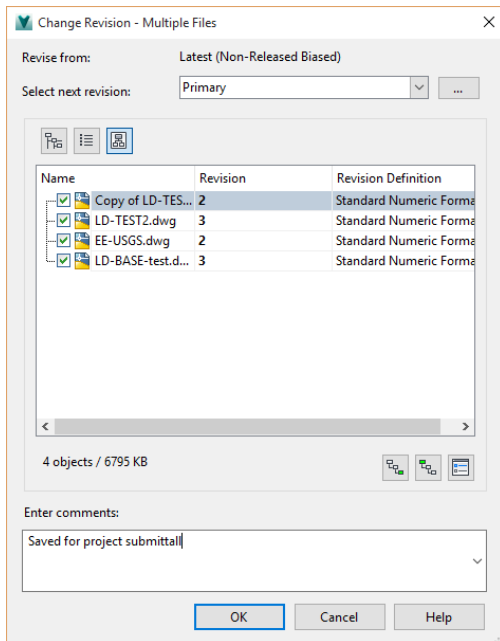


File Versioning

1. Open Vault Explorer.
2. Select the file(s) to add a revision number.
3. Click the "Change Revision.." button on the ribbon










4. In the Change Revision dialog box, choose Primary in the dropdown, and enter a comment for the revision number.



5. Select OK.
6. Under the history of each file added, the new revision comment will display.

Bring back an older version file.

1. Open vault explorer
2. Find the file you wish to bring back an older version.
3. In the bottom panel, select the History tab for the file selected.
4. Find the version you need of that file.
5. Options you have
 - a. Overwrite the current version with the older one.
 - i. Under the history tab, right-click the version you want and select "Get..."
 - ii. Hit OK.
 - iii. You should see the red circular arrows next to the file.

	ACAD-041802623-SV-BASE.dwg	Engineering Review	<input type="checkbox"/>			11/22/2016
	Copy of LD-TEST2.dwg		<input checked="" type="checkbox"/>			11/29/2016
	EE-USGS.dwg	Engineering Review	<input type="checkbox"/>			11/29/2016
	LD-BASE-test.dwg	Preliminary	<input type="checkbox"/>			11/29/2016
	LD-TEST2.dwg	Preliminary	<input type="checkbox"/>			11/29/2016
	Rectangular Break Cap.rfa		<input type="checkbox"/>			
	Rectangular Break Union.rfa		<input type="checkbox"/>			

- iv. Right-click the file and do a Check Out.
- v. The older version is now checked out.
- b. Get just a copy of that version (do not disturb the current version).
 - i. Under the history tab, right-click the version you want and select "Get..."
 - ii. In the "Get" dialog box, select the arrow button to the right of OK. This will expand out the dialog box.
 - iii. Select the bottom button that is a dropdown box, it is currently set to Working Folder.
 - iv. Select Browse...
 - v. Select a location you wish to place the file. And hit OK.
 - vi. Select OK from the Get dialog box.
 - vii. The older version of that file will be downloaded to that location.