

Content Manager (CM)

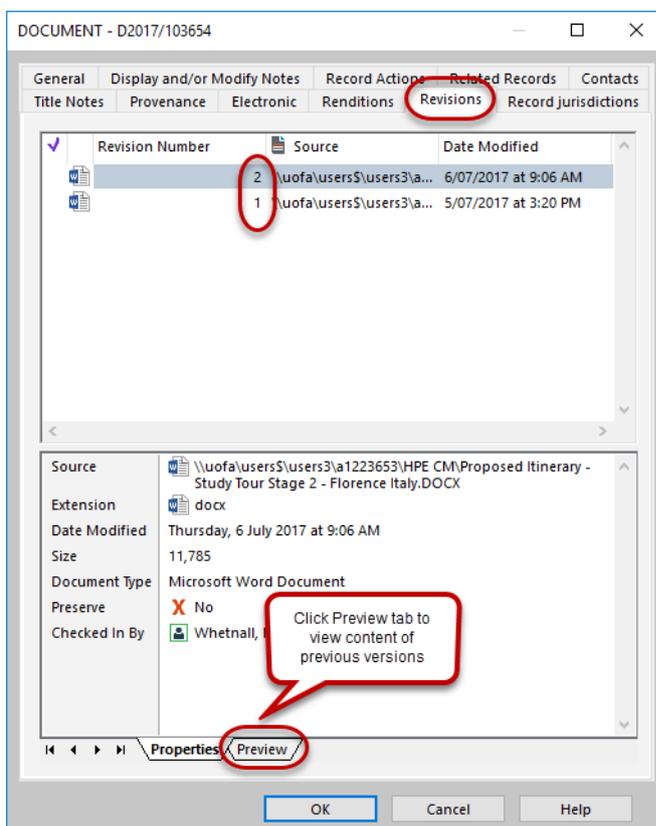
Promote Previous Revisions of a Document

Introduction

A previous version of a document can be promoted to become the current version.

Procedure

1. Find the document record you want to work on and select it to highlight it. The current revision number will be visible in the Properties pane, and the current revision will display in the Preview pane.
2. To see the document's revision history, click the **Properties** button on the **Home** ribbon.
3. Open the **Revisions** tab.

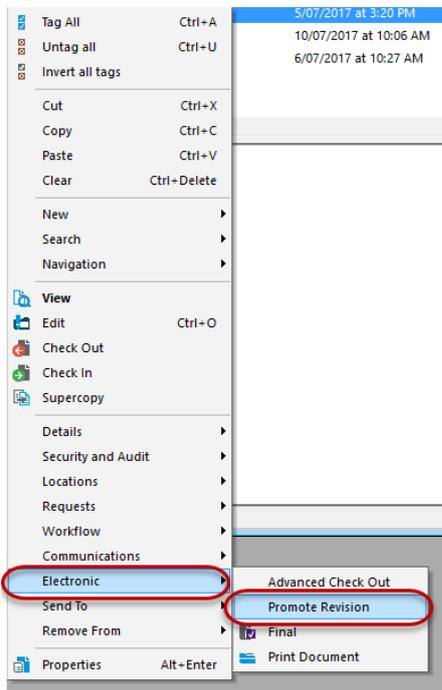


4. Select the **Preview** tab at the bottom of the dialog box.
5. Select a **Revision Number** to preview that version of the document.

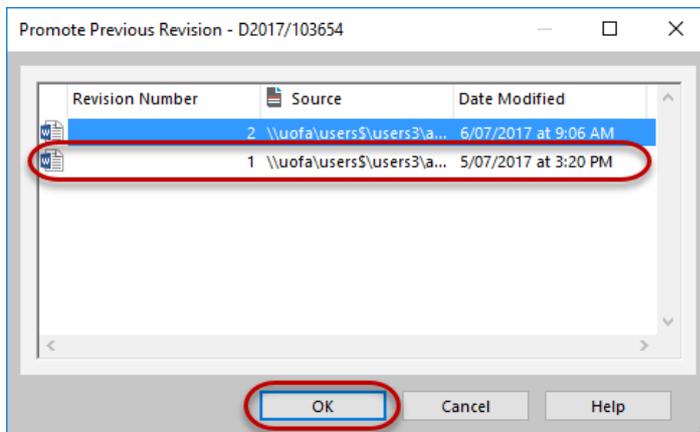
Remember which version number you wish to promote.

6. Click **OK** to leave the **Properties** box.

7. Right click on the document and select **Electronic > Promote Revision**.



8. The **Promote Previous Revisions** box opens.



9. Select the revision number you want to promote and click **OK**.

Content Manager clones the previous version you've selected then adds it as a new revision. For example, if your document currently has 6 revisions, and you promote Revision 4, Content Manager clones the Revision 4 version and makes it into Revision 7.

Contact Us

For further support or questions, please contact Records Services on **8313 5334** or records.services@adelaide.edu.au