



Versions of a document

Document search > Versions - The stored versions of a document give you the opportunity to track the various editing stages of the document. Here you will find out more.

Document versions

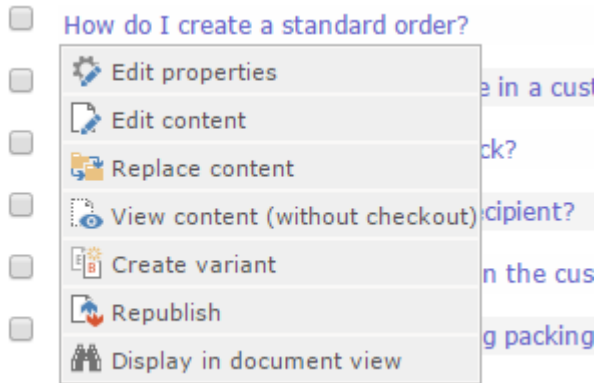
If versioning is active, every time you upload a document generates a new version. Not just the respective current version is saved, but also older versions. In the event that you made big mistakes while editing a document – and these can no longer be amended – it can be really helpful to access an older version of the document.

Versioning settings are made by your administrator. Versioning is activated via the document type. The workflow controls whether older versions are retained or deleted whenever there's a change of status.

1 Working with document versions

Every document has a life cycle. This stretches from the initial creation, to the various stages of editing, right up to the ultimate deletion of the document. This life cycle can be tracked via the **Versioning** function. Assuming that the user has been granted the appropriate rights, it's possible to restore or delete older versions.

To display the versioning of a document, open the dropdown menu for the corresponding document in the **Curator**, then click the **Display in document view** menu option and then select the **Versions** tab on the right of the interface.



How do I create a standard order?

Properties **Versions** Variants

Versions

Comparison	Vers.	Title	Status	Date of cl
Previous	<input type="checkbox"/> 0.2	How do I create a st... > defaultWorkflow.released	Work in progress	2017-07
Current	<input type="checkbox"/> 0.1	How do I create a st... > defaultWorkflow.released	Work in progress	2016-12

Only the last 25 versions are displayed due to performance reasons. To load additional versions, go to the **Version management** function group and select the **Display all versions**

button.

Please note that loading a large number of document versions creates a high server load, thereby possibly resulting in a long wait.

2 Comparing document versions



If you want to compare versions with one another, insert a checkmark into the checkbox next to the desired versions to select them, and then click the **Compare content** button.

Compare document versions

Title: How do I create a standard order?
Current version: 0.3

Statistics for text comparison:


	Changed characters	in WBT	in documentation	Status
Version 0.2 with 0.3	4685	1587	1579	✓

Text changes between version 0.2 to 0.3  

Statistics: 4685 changed characters

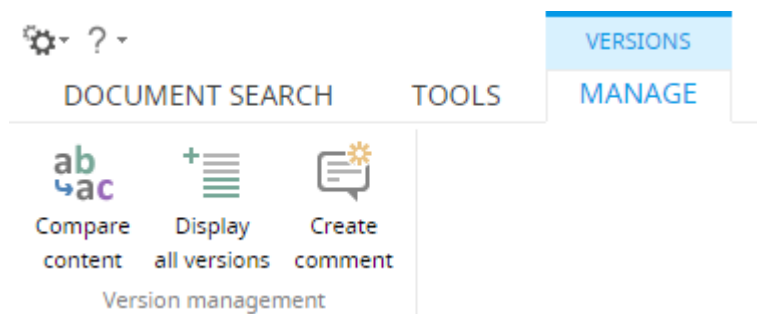
Version 0.2	Version 0.3	Version 0.2
the corresponding sales area	Entering the order data in the order entry mask <i>Differentiate between order data and master data</i>	Learning targets
	SAP Easy Access	Make yourself familiar with TA-Code VA01 <i>or others</i>
	Make a double click on the tree entry VA01 - Create Order.	Determine the correct order type and the corresponding sales area
	Double-click the tree entry VA01 - Create.	<i>null</i> Entering the order data in the order entry mask
	Double-click the appropriate object.	SAP Easy Access
		Make a double click on the tree entry VA01 - Create Order.
		Double-click the tree entry VA01 - Create.

The **Compare document versions** dialog not only displays brief statistics regarding the differences between the selected versions, but also allows you to trace all text changes in detail (at the bottom of the window). Here you can conveniently jump from one change to the next. To do so, simply use the **Previous change** and **Next change** buttons.

 The function is only available for Producer documents.

3 Version comments

It's possible to insert a comment into the respective current version. This is displayed in the version list. Please note that comments on older versions cannot be changed.



VERSIONS
MANAGE




Compare content Display all versions Create comment


Version management


The version comment is displayed below the title of the corresponding version.

4 Deleting versions

It's possible to delete or restore specific individual versions from the version overview. This can be done via the corresponding buttons to the left of the respective row:

  Previous Current 0.2  How do I create a st... Work in progress

If you click  **Delete version**, a prompt appears which you should then confirm with **OK**.

This button  allows you to **rollback** (restore) a version. This copies the version in question and makes it the current version.