

# How to Download Prior Versions of a Document



TI version 10.8

## APPLICABLE TO:

- Admin
- Manager
- Editor
- Reader
- eTMF
- Collaborate/eISF

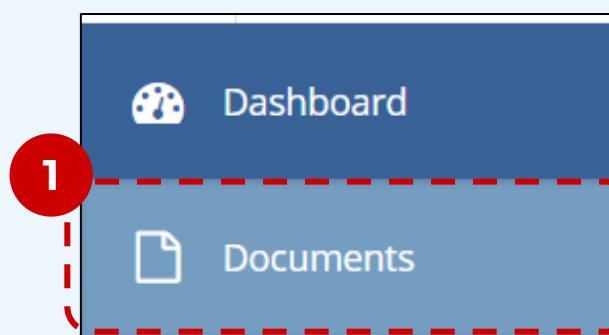
Various TI product offerings incorporate the ability to store and display multiple versions of a document.

Generally, speaking, only the most recent version may merit attention but, in cases where it may be needed to see the full history of changes to a document, it is possible to export all the versions of that document.



This function is not available to Reader users.

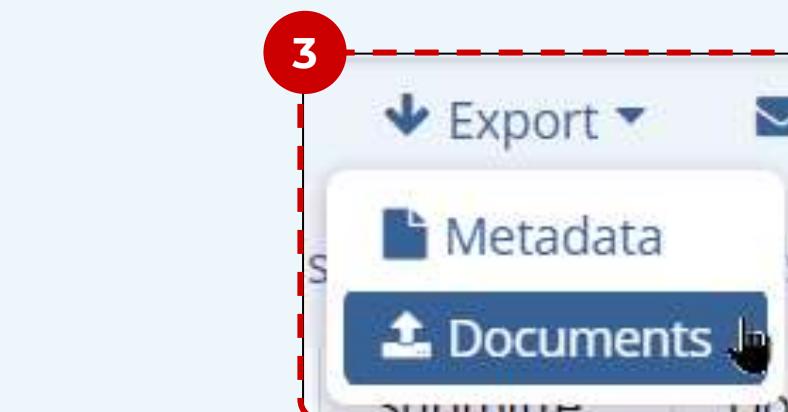
- 1 Navigate to the **Documents** module.



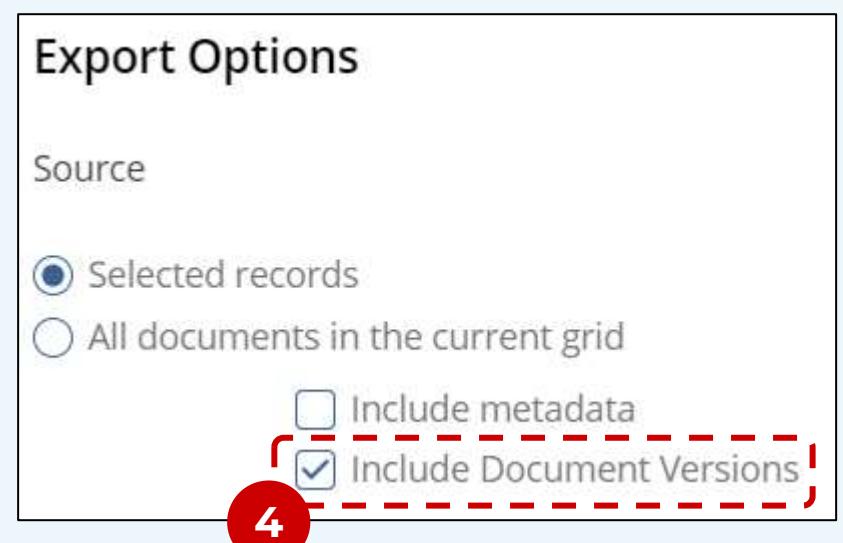
- 2 Select one or more documents by **checking** the respective line item.

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- 3 From the top ribbon, select **Export** then click **Documents**.

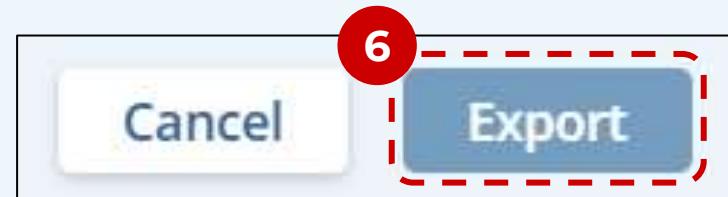


- 4 In the Export window that appears, check the box for **Include Document Versions**.

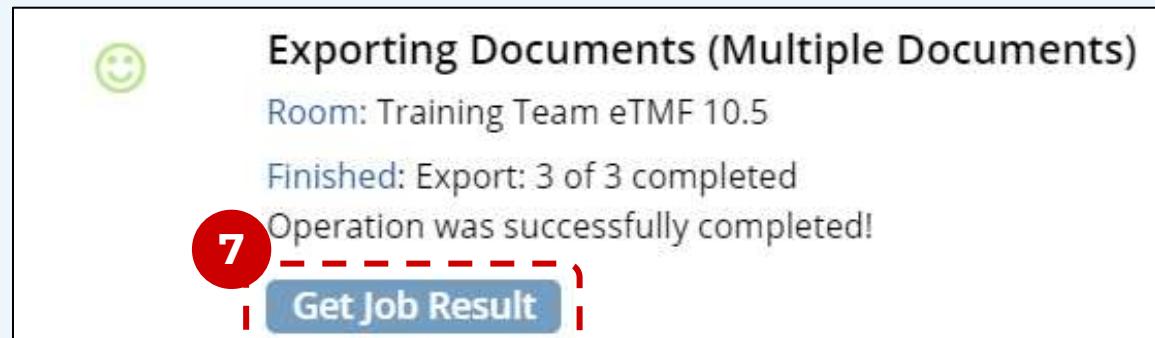


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6 Click **Export** to start generating the downloadable folder.



7 Wait for the job to Complete then click **Get Job Result**. This starts a download.



8 The contents of the downloaded folder will include version numbers for each document.

