

How to Download Prior Versions of a Document

TI version 10.8

APPLICABLE TO:

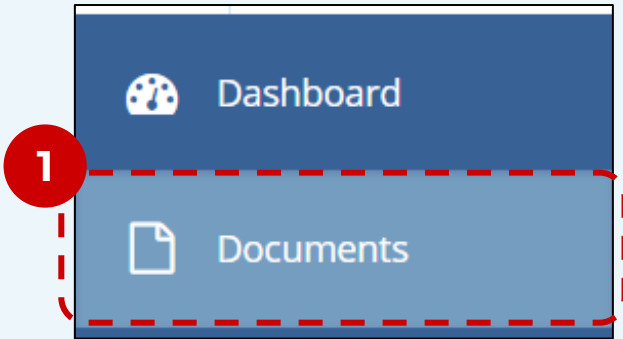
- Admin
- Manager
- Editor
- Reader
- eTMF
- Collaborate/eISF

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.

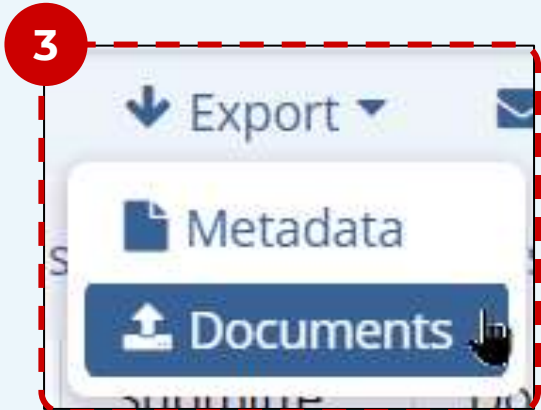


This function is not available to Reader users.

- 1 Navigate to the **Documents** module.
- 2 Select one or more documents by **checking** the respective line item.
- 3 From the top ribbon, select **Export** then click **Documents**.
- 4 In the Export window that appears, check the box for **Include Document Versions**.



<input type="checkbox"/>						718280
<input checked="" type="checkbox"/>						718281
<input type="checkbox"/>						718282
<input checked="" type="checkbox"/>						718283
<input checked="" type="checkbox"/>						718284



Export Options

Source

☒ Selected records

☐ All documents in the current grid

☐ Include metadata

☒ Include Document Versions

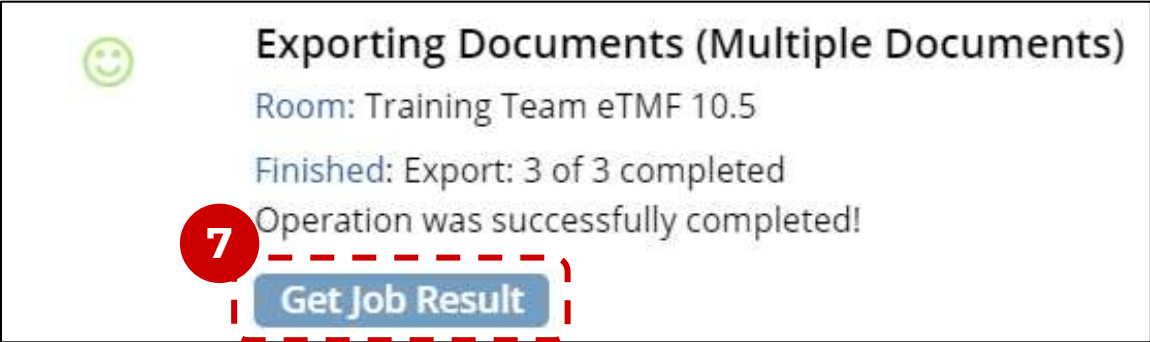
How to Download Prior Versions of a Document

TI version 10.8

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.

