

- 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.

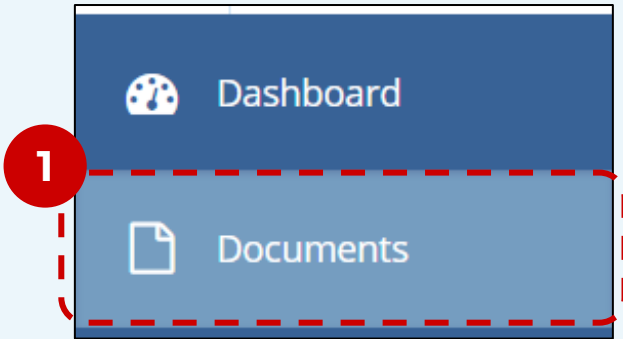
- 1

Navigate to the **Documents** module.
- 2

Select one or more documents by **checking** the respective line item.
- 3

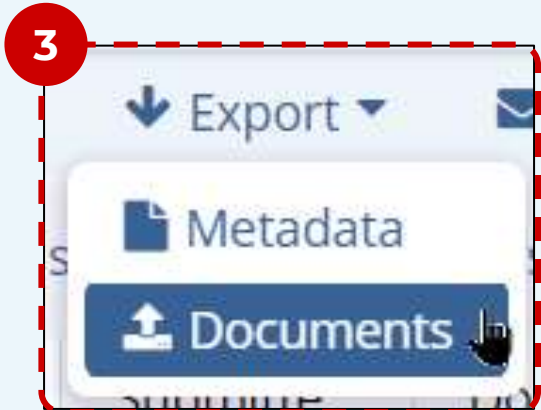
From the top ribbon, select **Export** then click **Documents**.
- 4

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



2

|                                     |  |  |  |  |  |        |
|-------------------------------------|--|--|--|--|--|--------|
| <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

4☒ Include Document Versions

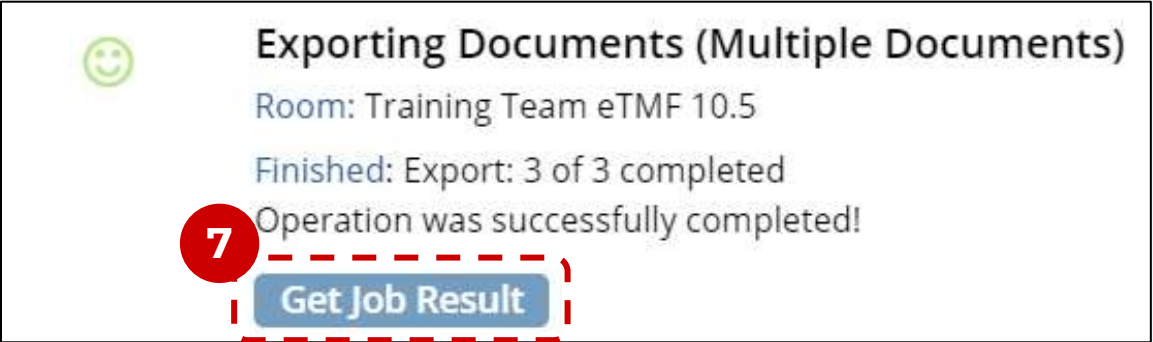
# How to Download Prior Versions of a Document

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.

