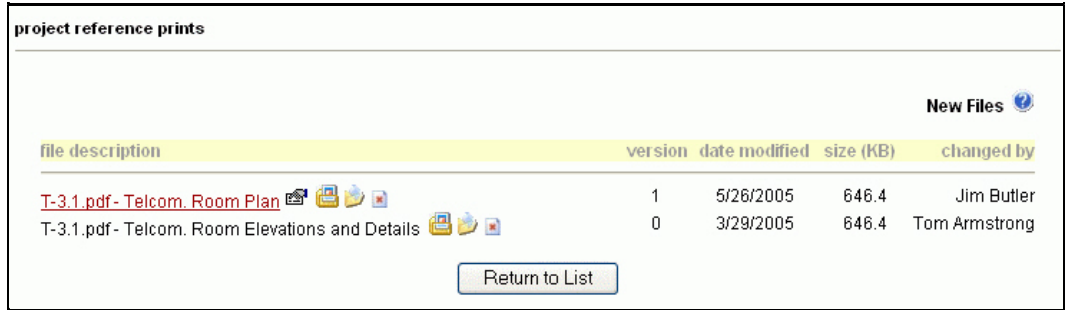


How To Use Projxs Files History Page

History Page Overview.

The history page for each file lists all of the revisions from most current to the oldest. You can see the file description, version, date and size of the latest revision and the name of the person that uploaded the file.



The screenshot shows a web interface for 'project reference prints'. At the top right is a 'New Files' link with a question mark icon. Below is a table with columns: 'file description', 'version', 'date modified', 'size (KB)', and 'changed by'. The first row shows 'T-3.1.pdf - Telecom. Room Plan' with version 1, date 5/26/2005, size 646.4 KB, and changed by Jim Butler. The second row shows 'T-3.1.pdf - Telecom. Room Elevations and Details' with version 0, date 3/29/2005, size 646.4 KB, and changed by Tom Armstrong. A 'Return to List' button is at the bottom.

file description	version	date modified	size (KB)	changed by
T-3.1.pdf - Telecom. Room Plan	1	5/26/2005	646.4	Jim Butler
T-3.1.pdf - Telecom. Room Elevations and Details	0	3/29/2005	646.4	Tom Armstrong

Adding a file to the folder.

To add a file to the folder, click the "New Files" link in the right top corner, and the "New Files" dialog page will appear.



Using the file icons.

A group of icons is associated with each revision. This allows you to directly request an action, such as update, view, download, etc. for that revision.

Update

The link on the file name for the current version takes you to the file update dialog.



With sufficient permissions you can change the file values.

- Description
- Category
- Notes

You can also copy or delete the file and all revisions from the update dialog.

How To Use Projxs Files History Page

Notes

You can show the notes for a file using the "Notes" icon. Close the note window to view another revision.



View

To view a file, select the "View" icon.



Many files display in a browser window, others require viewers on your local computer, such as Acrobat for PDF files and MS Word for Word documents.

Download

To download a revision, select the "Download" icon. The Download dialog will appear.



Delete

You can delete an individual revision with the "Delete" icon, if you have permission.



How To Use Projxs Files History Page

A confirmation message appears prior to delete. Version numbers are maintained.

