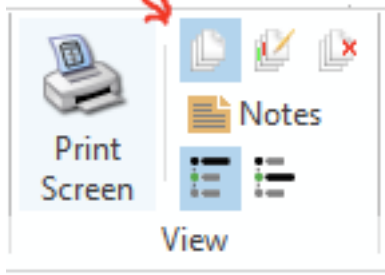# General

Is there a way to revert back to the previous version of a document after it's been approved?

Yes, you can revert to a previous revision of a document. However, you have to first Revise the document if it is approved. Follow the steps below:
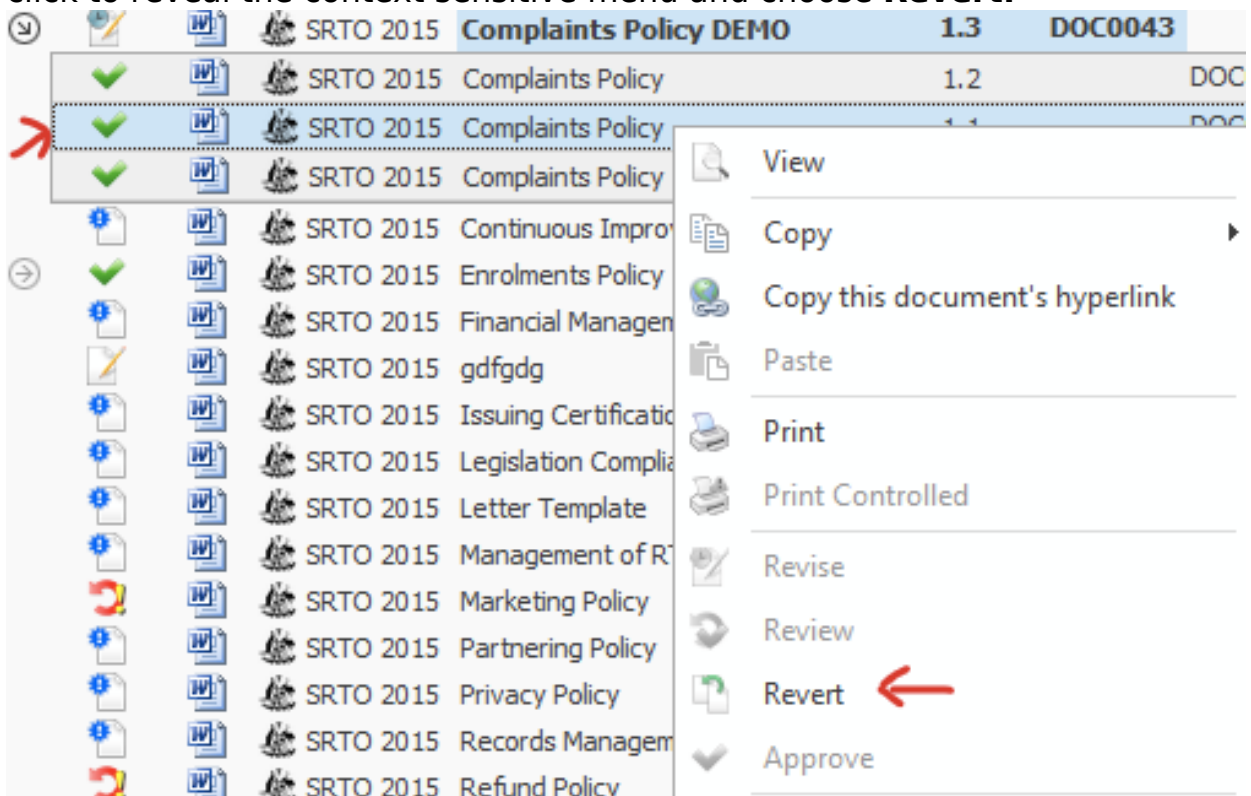
1. Select the approved document and choose **Revise**. In the Revise window that opens select the **Edit later** option and click **Ok**.
2. Turn on revision history from the **Manage** tab of the main menu

3. This will show an expand arrow to the left of the document list. Click the expand button to show previous revisions.

4. Now select the revision you want the document to be reverted to and right click to reveal the context sensitive menu and choose **Revert.**

Unique solution ID: #1052

URL: https://faq.novacore.com.au/content/1/51/en/is-there-a-way-to-revert-back-to-the-previous-version-of-a-document-after-it_s-been-approved.htm

General

Author:
Last update: 2024-06-21 09:20