

General

How do I access document history?

1. Open NovaCore and select a framework.
2. Click on **Policies, Procedures** or one of the other document viewing buttons under **Manage**.
3. In the top right corner, you will have a series of buttons when you are in your document view list. The 2 buttons highlighted in the screenshot below indicate which buttons show document history.
 - The first button (Left hand side Button) shows all approved document revisions.
 - The second button (Right hand side Button) shows all of your document history and each status change that the document has had.

The screenshot shows the NovaCore interface. At the top, there is a toolbar with various icons. Two buttons are highlighted with a red circle: 'Revision Notes' (left side) and 'View' (right side). Below the toolbar is a table with the following columns: 'Approved Date', 'Approved By', 'Created Date', 'Created By', and 'Links'. The table contains several rows of data.

Approved Date	Approved By	Created Date	Created By	Links
12/2/2016	RTOADM	9/4/2015	NOVACORE	21 <input type="checkbox"/> <input checked="" type="checkbox"/>
9/9/2016	RTOADM	9/4/2015	NOVACORE	15 <input type="checkbox"/> <input checked="" type="checkbox"/>
1/5/2018	RTOADM	16/4/2010	RTOADM	14 <input type="checkbox"/> <input checked="" type="checkbox"/>
1/11/2016	RTOADM	9/4/2015	NOVACORE	14 <input type="checkbox"/> <input checked="" type="checkbox"/>
5/6/2015	RTOADM	9/4/2015	NOVACORE	36 <input type="checkbox"/> <input type="checkbox"/>
3/4/2018	RTOADM	20/4/2010	RTOADM	0 <input checked="" type="checkbox"/> <input type="checkbox"/>
1/12/2015	RTOADM	9/4/2015	NOVACORE	4 <input type="checkbox"/> <input checked="" type="checkbox"/>
7/11/2017	RTOADM	16/4/2010	RTOADM	7 <input type="checkbox"/> <input type="checkbox"/>

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