

View a File's History

To view the history of a file in the Documents Module, open the Home Page in Documents from the Main Menu and navigate the repository to access the file whose history you wish to view. Click the vertical three-dot icon to the right of the file opening the file's context menu and select View.



The screenshot shows the 'Documents' interface. At the top right, there is a breadcrumb 'Documents > Home' and an 'INFO' button. Below this is a notification bar: '5 documents require your attention. [Review documents](#)'. The main area has buttons for '+ ADD DOCUMENT' and '+ NEW FOLDER', and a search bar. The breadcrumb 'Policies' is visible. A table lists documents with columns: Title, Revision, Type, Revision date, Size, Owners, and Tags. The 'EnTac Code of Conduct' row is selected, and its context menu is open, showing options: View, Properties, Upload new revision, Move to, Delete, Download, and QR code / Link. The table data is as follows:

Title	Revision	Type	Revision date	Size	Owners	Tags
Emergency Response.pdf	2	pdf	4/8/2026	3.4 MB	Mary Winchester	
EnTac Attendance Policy	2	pdf	4/8/2026	893.6 KB	Mary Winchester	
EnTac Code of Conduct	3	pdf	4/8/2026	893.6 KB	Mary Winchester	
EnTac IT Acceptable Use Policy	2	pdf	4/8/2026	893.6 KB	Mary Winchester	
EnTac Workplace Safety	2	pdf	4/8/2026	893.6 KB	Mary Winchester	

This opens the Preview Tab on the file's Details Page.

The screenshot shows the 'EnTac Code of Conduct' preview page. The title bar reads 'EnTac Code of Conduct'. Below the title is a breadcrumb 'Policies'. The page has tabs for 'PREVIEW', 'ACTIONS', 'DETAILS', 'COMMENTS', and 'HISTORY'. The main content area displays the document's logo, which features a stylized oil rig and a leaf, with the text 'ENTAC' and 'Employee Code of Conduct' below it.

Click on the History Tab to access the file's historical information.

Revision	Date	User	Update
3	Apr 9, 2026 at 10:38 AM	Mary Winchester	Revision 3 was published with the following notes: Version captures concerns voiced in 3/2036 HR meeting.
3	Apr 8, 2026 at 2:12 PM	Mary Winchester	User voted to accept this revision with conditions: Concerns addressed by HR at the 3/26 admin meeting have been addressed in this revision.
3	Apr 8, 2026 at 10:21 AM		Revision 3 was uploaded
3	Apr 8, 2026 at 10:21 AM		Revision 3 was rejected: test
3	Apr 8, 2026 at 10:17 AM		Revision 3 was uploaded 
	Apr 8, 2026 at 10:14 AM		Partially uploaded document was deleted
2	Apr 8, 2026 at 10:08 AM		Revision 2 was uploaded 

Clicking the magnification icon on the History Tab will open the document's detail page for the previous versions of the document.

Revision #3

Created 2026-04-08 15:11:24 UTC by Mitzi Orkus

Updated 2026-06-08 19:41:39 UTC by Mitzi Orkus