



PS2 Feature: Version Tracking

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Situation

ProjectSolve² (PS2) includes the ability to track versions of individual items; but this feature must be activated / deactivated *per item*.

How To

Activate Version Tracking

To activate the “Track Versions” feature for any specific item within in PS2 project site:

1. Access the PS2 site in question.
2. Select *the specific item* you wish to activate Version Tracking for.
3. Right-click on the icon for the item to access the blue PS2 menu.
4. Click “Track Versions” to activate version tracking for this item.

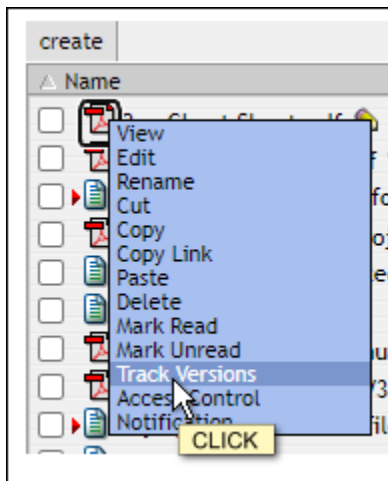


Figure 1. The "Track Versions" Option

5. Version tracking will be activated for the specific item and will be identified by a multiple sheet of paper icon and a version number being added to that file’s information:



△ Name	Modified	Owner	Size
 2pg Cheat Sheet.pdf 	13 Dec 17 1:46pm	Deeya Tazuin	74 k [v1]

Figure 2. The "Track Versions" Identifiers



Note: Once Version Tracking is activated for a file, whenever anyone makes an edit to that file, when it is uploaded back to ProjectSolve eRoom, the user will be prompted with a pop-up window asking for Version Notes.

View the Version History for an Item

To view the version history for a PS2 item with “Track Versions” activated:

1. Select the item.
2. Click the multiple pieces of paper icon.

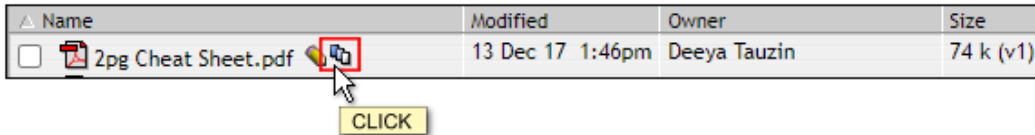


Figure 3. The “Track Version” Access Icon

3. You will now be able to see older versions of the file and related version notes.

Notes

- For assistance with this process, or with using PS2 in general, please reach out to the ProjectSolve Support Desk at:

Support@ProjectSolve.com