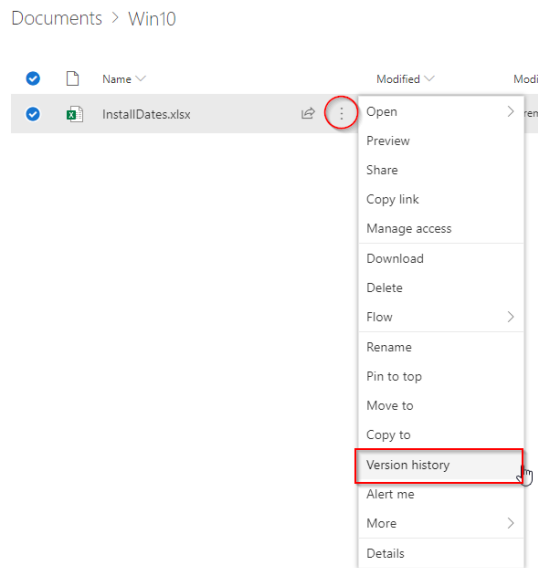# How can I Access Previous Versions of a Document?



To access previous versions of a document, click on the "Action List" and then pick "Version History"

There will be a new window displayed with the previous 65 versions available. Double click on the version of interest and it will open in the appropriate application.

## Version history

Delete All Versions | Delete Draft Versions

| No. ↓ | Modified | | Modified By | Size |
|-------|----------|---|-------------|------|
| 63.0 | 2/21/2020 10:30 AM | | ☐ Jeremy Colwell | 38.9 KB |
| 62.0 | 1/21/2020 2:41 PM | | ☐ Jeremy Colwell | 34.3 KB |
| 61.0 | 1/21/2020 2:11 PM | | ☐ Jeremy Colwell | 36.5 KB |
| 60.0 | 1/21/2020 11:10 AM | | ☐ Jeremy Colwell | 27.4 KB |
| 59.0 | 1/20/2020 5:01 PM | | ☐ Patsy Reyer | 26.8 KB |
| 58.0 | 1/20/2020 10:31 AM | | ☐ Patsy Reyer | 26.9 KB |
| 57.0 | 1/20/2020 10:31 AM | | ☐ Patsy Reyer | 26.9 KB |