

# 20.1 View Previous Versions Of Files

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## Introduction

FileCloud can automatically maintain multiple versions of a file. The number of versions stored is configurable by the system administrator. By default up to 3 versions are kept.

If any older versions of a file is available, it can be accessed using the context menu. Previous versions are available for both My Files (Managed storage) and Network Folders.

When sharing a folder or file, if the share has "Write" permission set, then the Previous Versions of files are also available.

## Access to Previous Versions

Click on the Previous Versions for a selected file to view the prior saved versions.

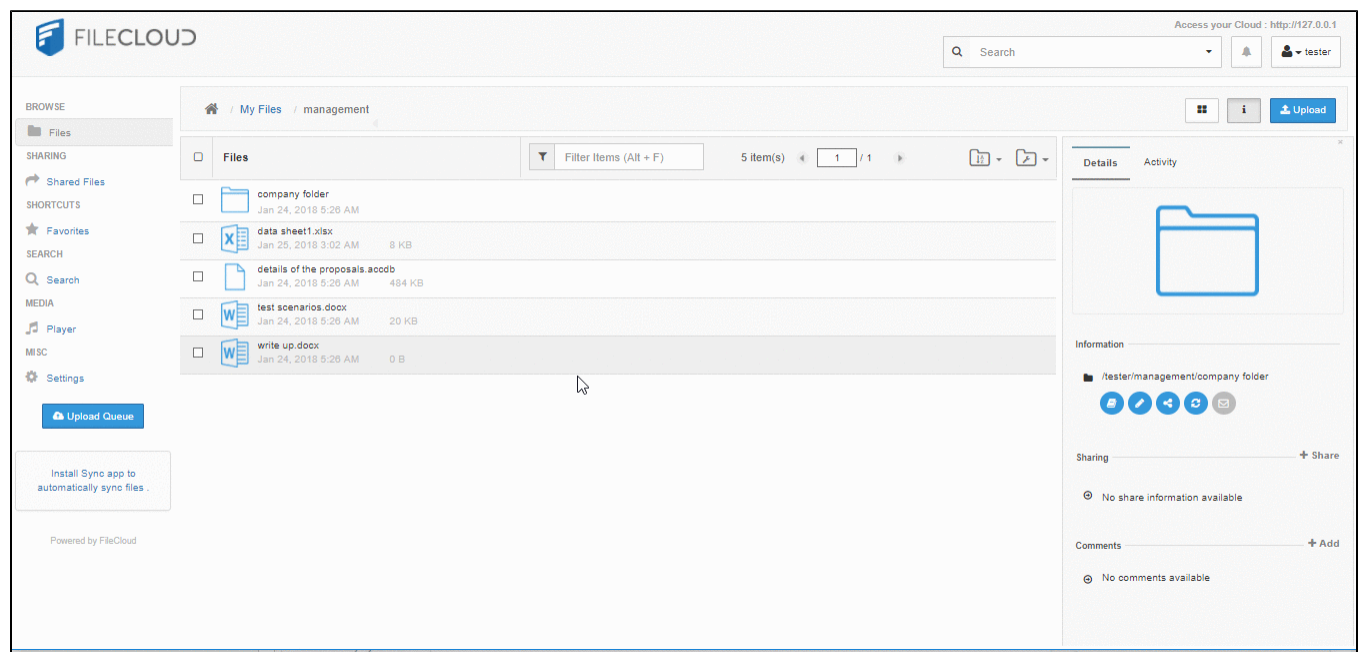
**Note:** Viewing the deleted files under My Files (Managed Storage) will display all the files and folders deleted from any location under My Files. However, when viewing deleted files under Network Shares only files that were deleted from that particular network share folder will be displayed. In order to view the deleted files from a different network share folder, you must navigate to that network share folder and click the deleted files.



### Note

For My Files section, the following columns are displayed Version Id, version size, created date, created by, versioned date followed by the actions

For Network Files, the following columns are displayed version id, version size, created date followed by the actions.



## Download Previous Versions

From the Previous Versions list, download the version you want.

Previous Versions

Current Version	8 KB	Jan 25, 2018 03:02 AM	Created by tester			
Version 2	6 KB	Jan 25, 2018 03:01 AM	Created by tester			
Version 1	6 KB	Jan 24, 2018 05:26 AM	Created by tester			

Close

## Make Previous Version Live

From the Previous Versions list, select the version you want to make live.

Previous Versions

Current Version	8 KB	Jan 25, 2018 03:02 AM	Created by tester			
Version 2	6 KB	Jan 25, 2018 03:01 AM	Created by tester			
Version 1	6 KB	Jan 24, 2018 05:26 AM	Created by tester			

Close


## Delete Previous Versions

From the Previous Versions list, delete the version you want.

Previous Versions

Current Version	8 KB	Jan 25, 2018 03:02 AM	Created by tester			
Version 2	6 KB	Jan 25, 2018 03:01 AM	Created by tester			
Version 1	6 KB	Jan 24, 2018 05:26 AM	Created by tester			

Close



## Delete all Previous Versions in all Files

Users can delete all previous versions in all files by opening the recycle bin and selecting the option to remove all old versions (only applicable for My Files)

FileCloud | jsmith

127.0.0.1/ui/core/index.html#expl-tabl/jsmith/Upload

Access your Cloud : <http://127.0.0.1>

BROWSE

- Files

SHARING

- Shared Files

SHORTCUTS

- Favorites

SEARCH

- Search

MEDIA

- Player

MISC

- Settings

Upload Queue

Install Office, Outlook and Browser add-ons.

My Files / Upload

Files

Filter Items (Alt + F)

7 item(s)

1 / 1

	Bat	May 21, 2017 9:38 AM	
	New Folder	May 21, 2017 11:17 ...	
	DSC_6651-Edit-Edit-Edit.jpg	May 21, 2017 10:44 ...	545 KB
	DSC_6674-Edit-Edit-2.jpg	May 21, 2017 10:44 ...	740 KB
	DSC_6674-Edit-Edit-Edit.jpg	May 21, 2017 10:44 ...	680 KB
	Design Rep System.pdf	May 21, 2017 7:32 PM	279 KB
	report_result.csv	May 21, 2017 9:39 AM	16 KB

DetailsActivity

Information

/jsmith/Upload

Sharing

+ Share

No share information available

Comments

+ Add

No comments available

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