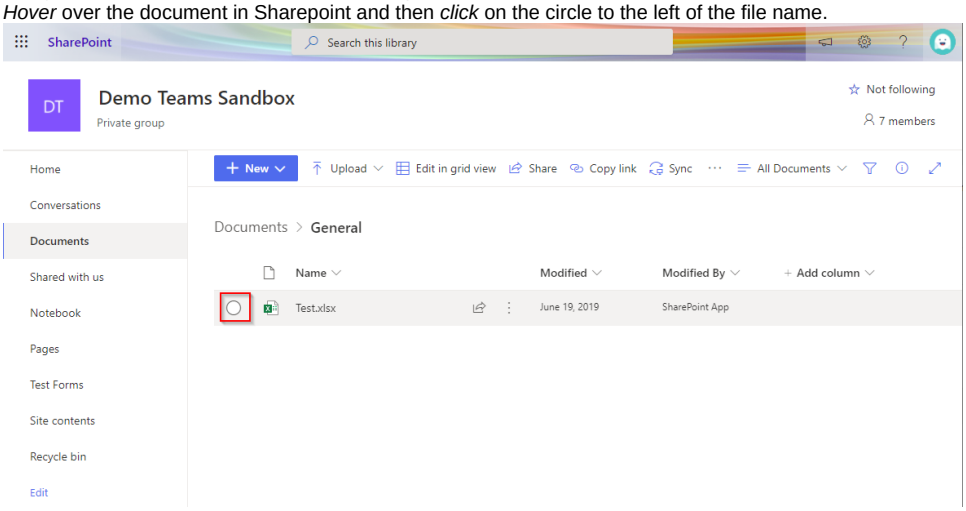
Checking a File's Version History in SharePoint

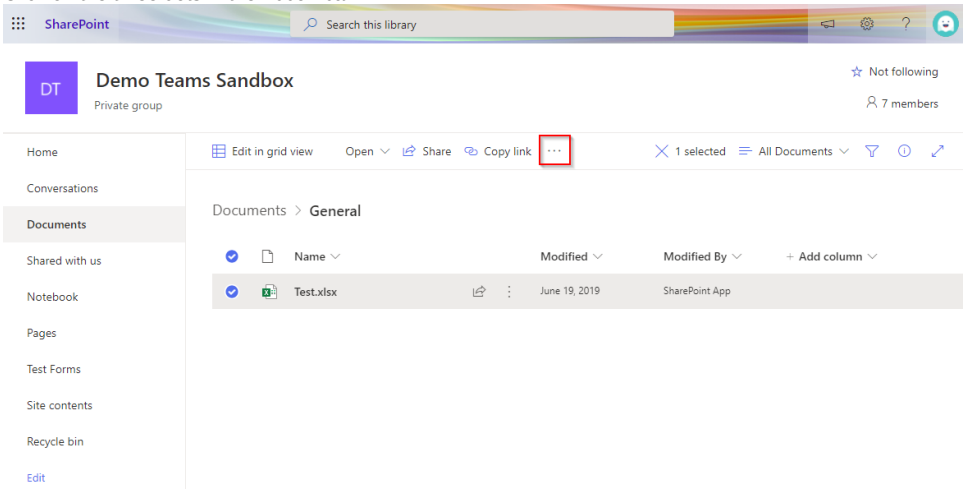
Use these instructions to check a file's verison history on a SharePoint site (e.g. BrigHub Document Repository).

Checking a file's version history in Sharepoint.

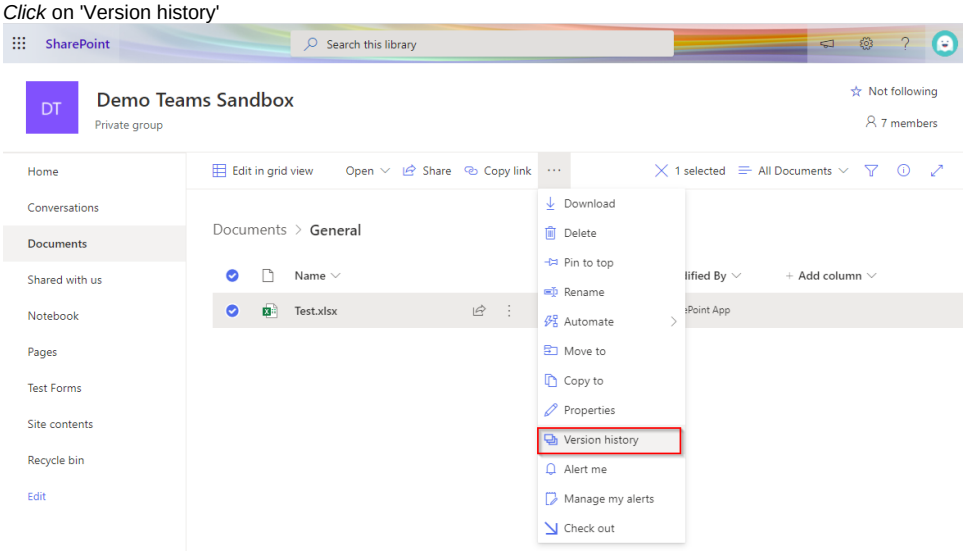
1. *Navigate* to where the file is located on Sharepoint.
2. *Hover* over the document in Sharepoint and then *click* on the circle to the left of the file name.



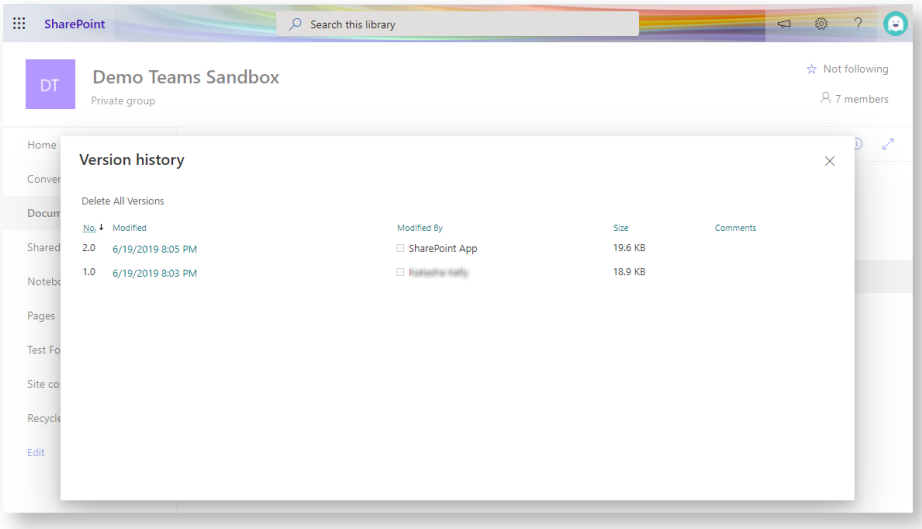
3. Click on the three dots in the ribbon bar.



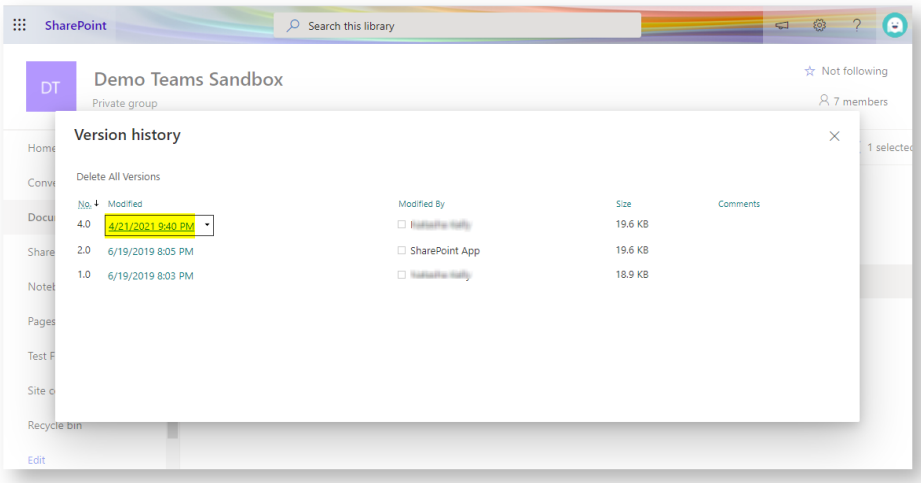
4. *Click* on 'Version history'



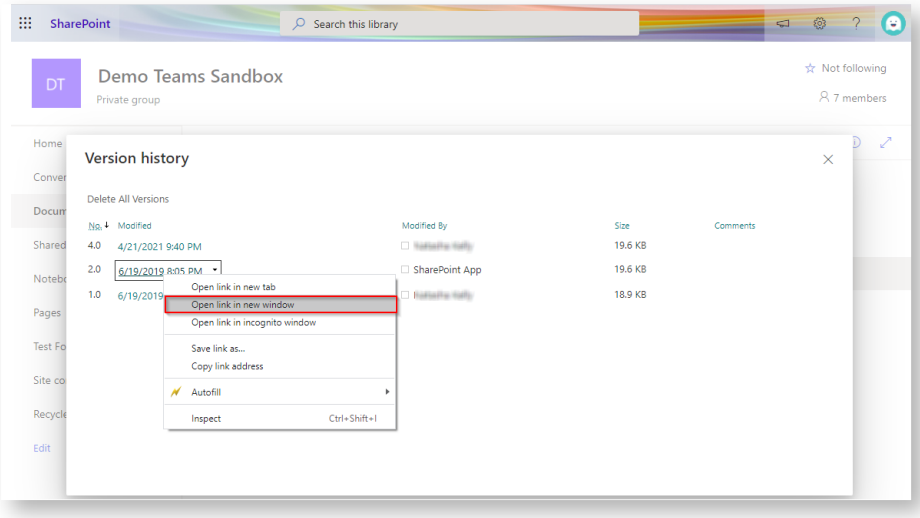
The window below will pop up



5. *Open* a previous or current version by *hovering* over the date modified as indicated by the underline.



6. *Right-click* and select 'Open link in new window'.

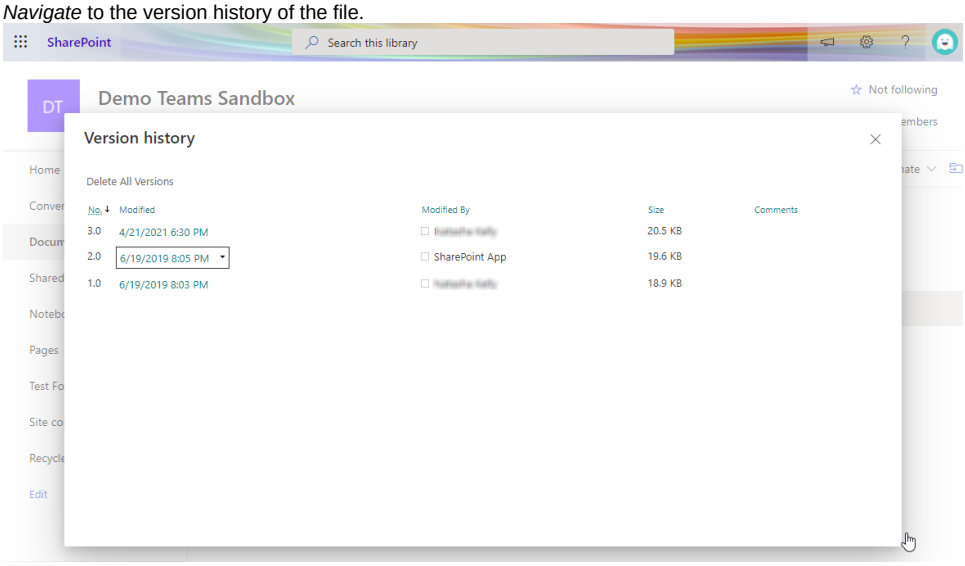


7. Depending on the document type, the previous version will be either be downlaoded or opened in a new tab. *Review* the document and if needed *restore to a previous version.*

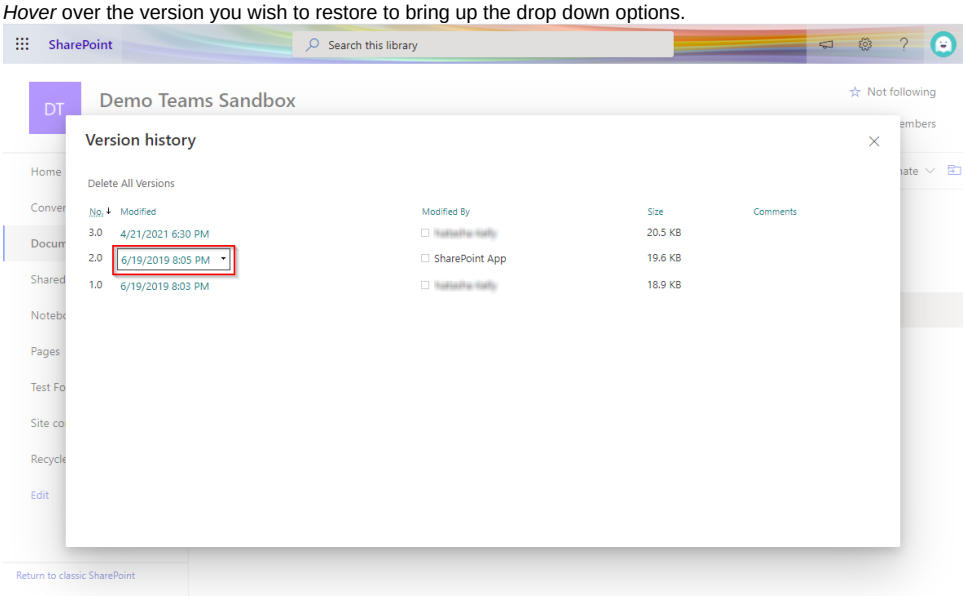
Restoring to a file's previous version

It is recommended that you review the document contents before restoring the version.

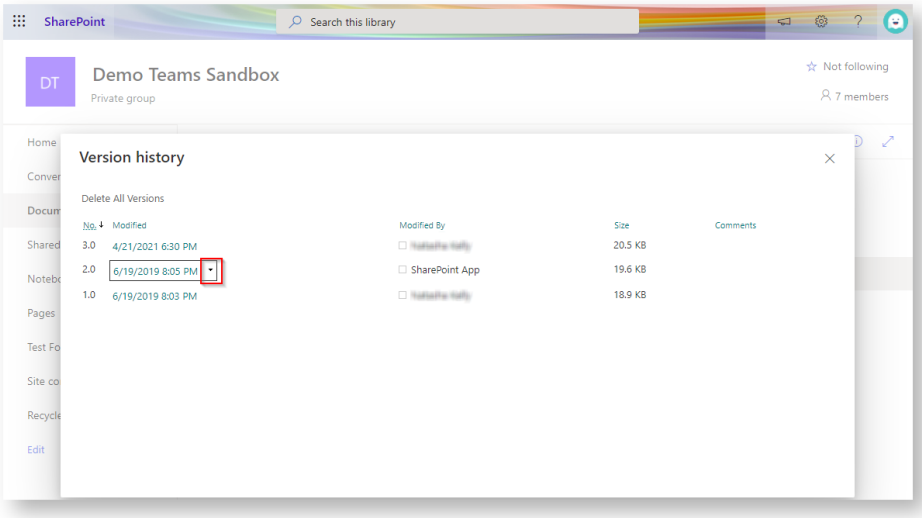
1. *Navigate* to the version history of the file.



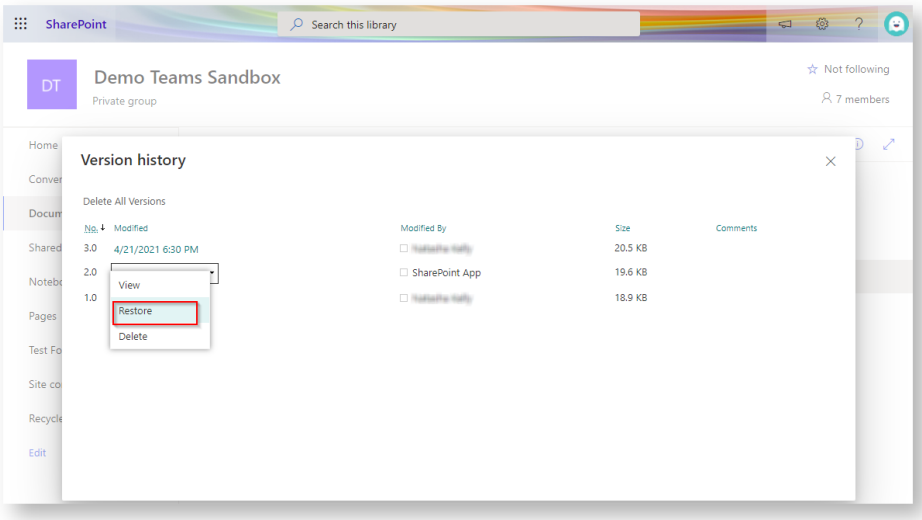
2. *Hover* over the version you wish to restore to bring up the drop down options.



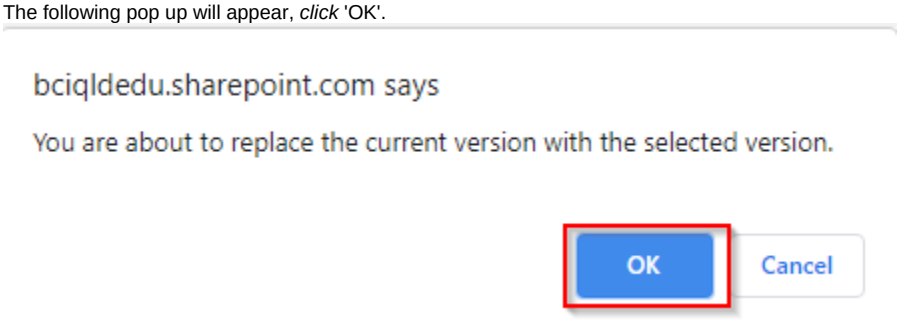
3. *Click* the down arrow to view the version history options.



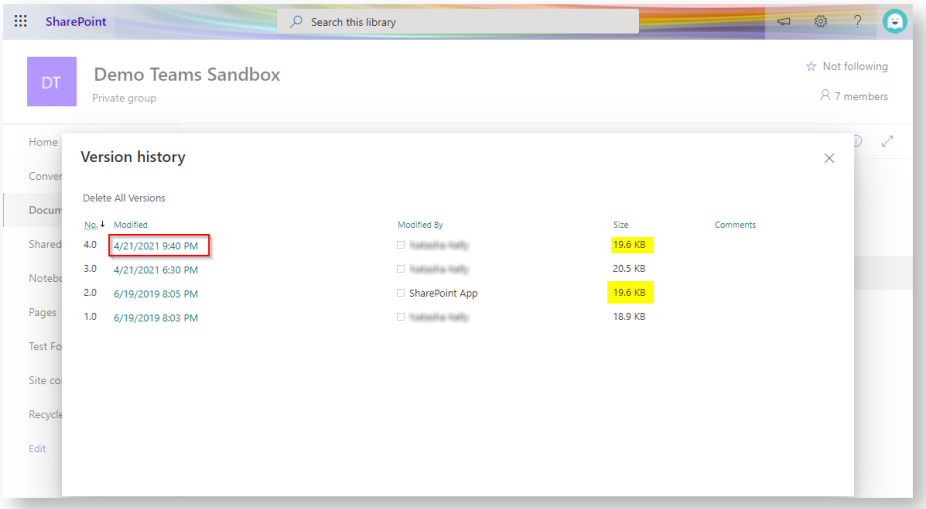
4. *Click* 'Restore'.



5. The following pop up will appear, *click* 'OK'.



6. The document is now restored to its previous version. This is indicated by another version in the list which matches the size of the document it is being restored from.



Related articles

- Checking a File's Version History in SharePoint
- Navigating to a file location in the BrigHub Document Repository
- Uploading Documents to a BrigHub Document Repository
- Syncing a SharePoint Document Library
- SharePoint Alerts