

EPiServer Content Management System

Viewing Content History

Within EpiServer you can view and/or revert back to a previous version within a web page. You must first add the Versions Gadget. Please see <u>Adding Gadgets</u> for more information on how to download a gadget.

The Version gadget can be added to both the Navigation and Assets Panes.

Navigation Pane

The version gadget will appear as an option just under the Navigation folders on the left side of your screen.

- 1. From the Navigation Pane navigate to the page of your choice.
- If the tab is not yet open; click the > Versions button to populate the previously published versions for the page.
- 3. Select a previous Published item. The previously published item will be populated in the Edit window.

Assets Pane

The version gadget will appear as an option within the Assets pane on the right side of your screen.

- 1. Navigate to the Block of your choice.
- 2. If the tab is not yet open; click the > Versions

button to populate a list of the previously published versions for the block.

 Select a previous Published item. The previously published item will be populated in the Edit window.

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Reverting Back to a Previous Version

- 1. After locating the previous version of your choice. Click the **Options** button located at the top of the screen.
- 2. Click the Republish button.



Your page is now published back to the previous version of your choice. Now you will have the options to Edit the page you just reverted back.