State CMS V 8.6 User Manual

Using the Content History Feature

The system tracks many versions back of any changes made to content. To view or revert to an older history (restore) points do the following:

1.) Click on the content you wish to view the history of and do not hit the edit button. In the example below we are click on the content of "Smart Form: Meetings..."

Smart Form: Meetings and Agendas - Style 2	∇	Smart Form: Meetings & Agendas	65	0
Smart For View Smart For M Agendas - Style 1	eetings	and Agendas - Style 2 Smart onn, weenngs & Agendas	60	0

2.) Again do not click the edit button but instead click on the icon which looks like a clock. This is the history button.



3.) You will now see a version list for this content. By click on the date or title you can view the version which was saved. The Error next to the date indicates when this version was published.

View Content History											
COMPARE ANALYTICS											
Compare (Web traffic analytics)	Version	Last Edit Date (➡ = Published Date)	Title								
0	15.0	➡ 5/2/2012 10:46 AM	Smart Form: Meetings and Agendas - Style 2								
	14.1	5/2/2012 10:46 AM	Smart Form: Meetings and Agendas - Style 2								
0	14.0	➡2/28/2012 12:38 PM	Smart Form: Meetings and Agendas - Style 2								
	13.1	2/28/2012 12:38 PM	Smart Form: Meetings and Agendas - Style 2								

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4.) Once you select the version you wish to restore simply click on the restore button at the top left.

iew Content History "Smart Form: Meetings and Agendas - Style 2"										
Properties	Content	Metadata	Summary	Comment						
Page Title (optional): Smart Form: Meetings and Agendas Page Copy (optional, general copy above the meeting and agendas area): This is an example of the Meetings and Agendas Smart Form. Page Style: Display Title (Home):Document Home URL:										
Style 2	Style	1								
Meeting —										
Meeting Status: Cancelled										

5.) After clicking restore your information should appear as normal. Once everything looks ok just click publish as you normally would do after editing content and the restored content is now live.