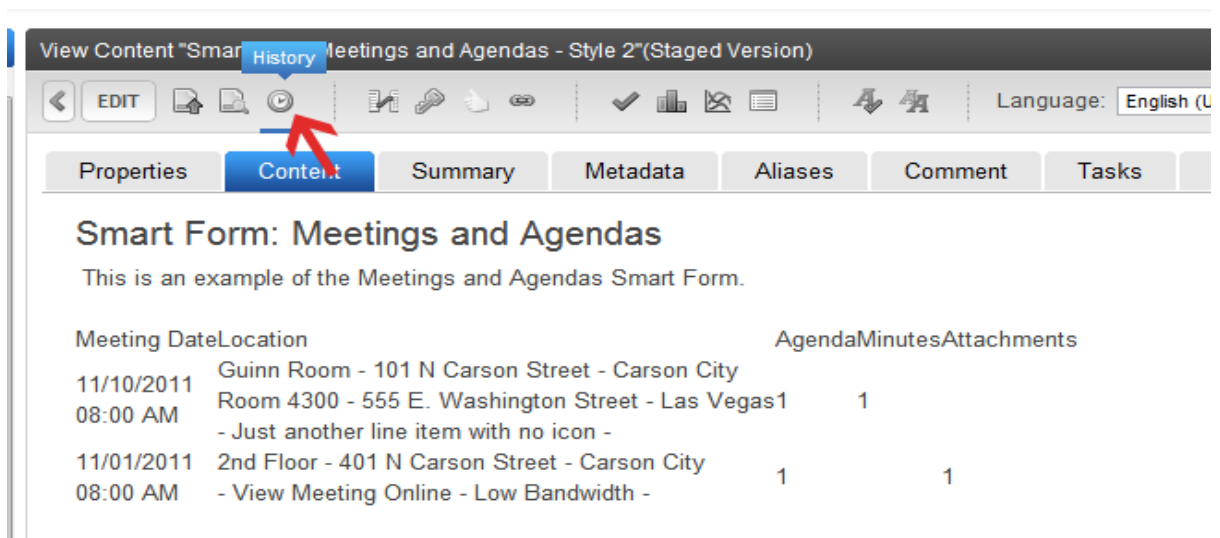## Using the Content History Feature

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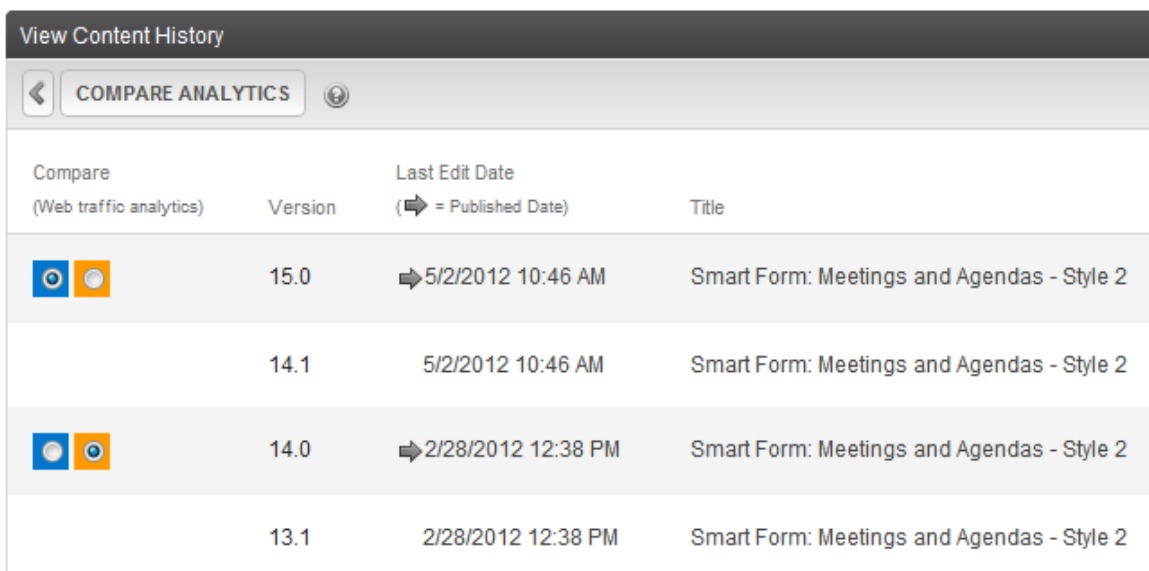
1.) Click on the content you wish to view the history of and do not hit the edit button. In the example below we are click on the content of "Smart Form: Meetings…"

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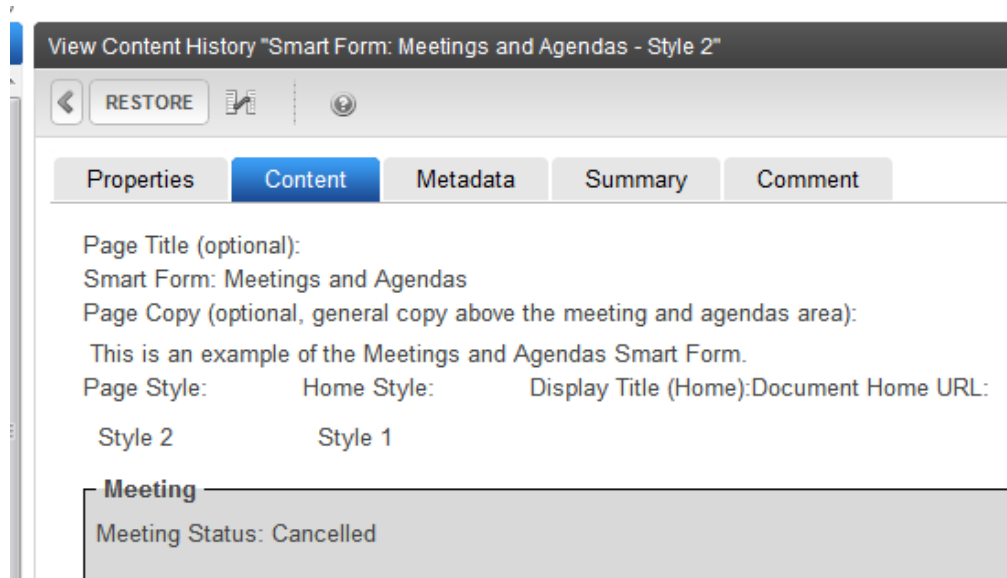

3.) You will now see a version list for this content. By click on the date or title you can view the version which was saved. The Error next to the date indicates when this version was published.

Using the Content History Feature

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

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.