



Versioning simplifies the process of creating and storing multiple versions of in progress and working files.

An automated method to manage, create and archive document versions with each file save that eliminates confusion over which asset is the most recent, while also preventing the need for additional naming conventions or manual errors across erroneous assets.

Automatically promote, create and archive assets:

Automatically create new versions

Each time a user saves a file managed through versioning, a new version is automatically promoted as the 'working' document and is automatically recognized as the most current version of an asset within the DAM.

Easy roll-backs

All previous 'working' versions are made inaccessible so they won't be used by mistake. However, those users with rights to do so are able to easily promote previous versions as 'working' version and while simultaneously archiving the current.

Maintain audit trails

Archive multiple versions of an asset and maintain records for future audits. Following archive, full previews of the various versions remain available and the system maintains logs with time-stamps indicating when and by whom each new version was created.

Flexible administration

Versioning is managed by administrators using Xinet's built-in trigger and action functionality. Administrators can also establish a maximum number of versions to be retained, as well limit and restrict the areas within the DAM where versioning runs.

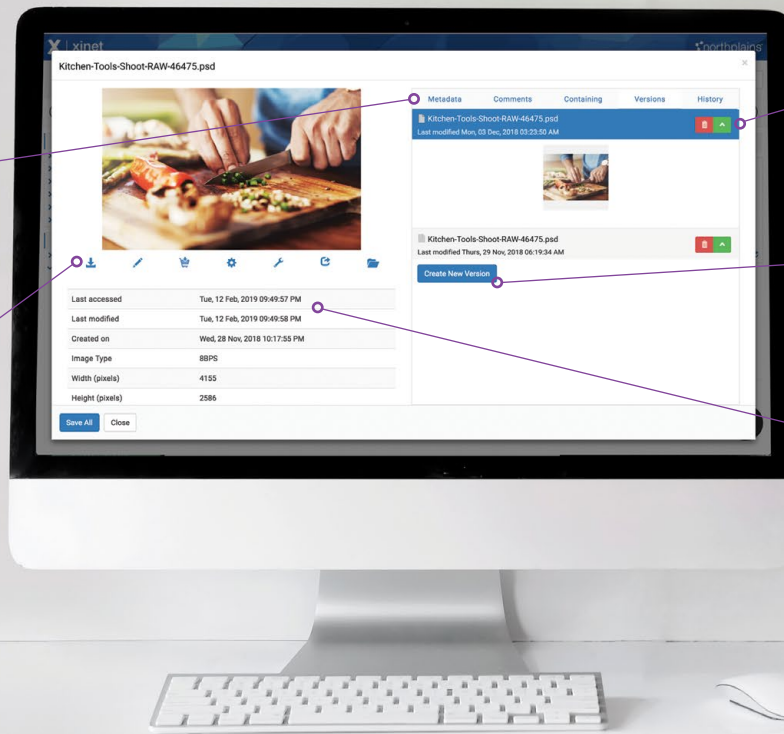
VIEW METADATA,
COMMENTS, LINKED FILES,
VERSIONS OR HISTORY

DOWNLOAD, EDIT, OR ADD
CURRENT OR ARCHIVED
VERSIONS TO YOUR CART

DELETE OR ROLL-BACK TO A
PREVIOUS VERSION

AUTOMATICALLY ARCHIVE
AND CREATE NEW VERSIONS

IDENTIFY THE LAST
TIME AN ASSET WAS
EDITED OR ACCESSED



VERSIONING FEATURES

- > Establish automatic version control for your workflows
- > Automatically promote the most recent save as a working file
- > Make previous versions inaccessible from the DAM
- > Let approved users preview all versions (current and archived) and promote archived versions to working versions as required
- > Limit the number of versions that can be created per file

Trigger versions based on:

- > Designated filename suffix(es)
- > Specific file type(s)
- > Any specified character string within the filename (ie. 'draft', 'in progress')
- > Time since last save



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