# How to Download Prior Versions of a Document

# TRIAL

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#### TI version 10.6

## **APPLICABLE TO:**

module.

Admin
Manager
Editor
Reader

eTMFCollaborate



2 Select one or more documents by checking the respective line item.

In top ribbon, select **Export** then

Navigate to the **Documents** 

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4 In the Export window that appears, check the box for **Include Document** 

## **Export Options**

Source

### Versions.

**Documents**.

3





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# How to Download Prior Versions of a Document



TI version 10.6

6 Click **Export** to start generating the downloadable folder.



- 7 Wait for the job to Complete then click **Get Job Result**. This starts a download.
- Exporting Documents (Multiple Documents) Room: Training Team eTMF 10.5
   Finished: Export: 3 of 3 completed
   Operation was successfully completed!
   Get Job Result
- 8 The contents of the downloaded folder will include version numbers for each document.





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