



Content Versioning - User Guide

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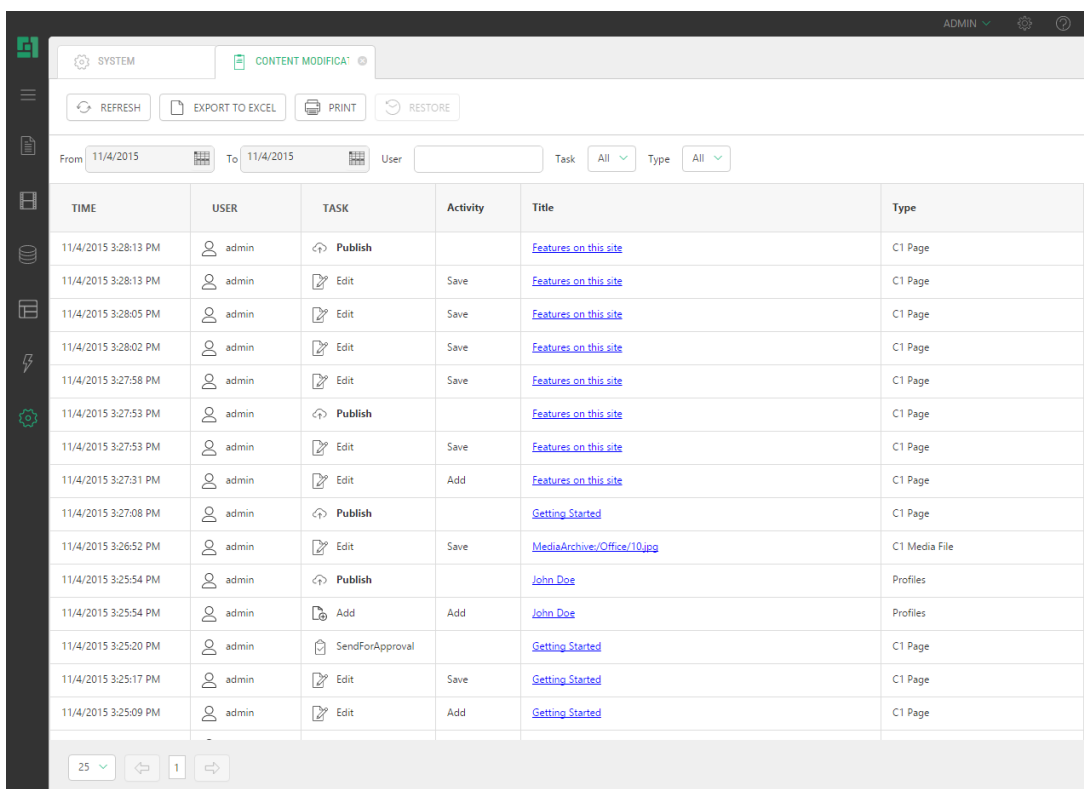
1 Introduction

Making copies, or snapshots, of web pages every now and then is a good practice for those who often edit them. It is even more critical if you are not the only person who does the editing and the number of pages is great.

Having an older version of a web page handy may save much of your time if something goes wrong with its current version.

The Content Versioning add-on keeps track of versions of web pages, media files and data items on a C1 CMS based website.

The add-on integrates with the CMS Console and is available within a couple of clicks in the Content, Media and Data perspectives or centrally, in the System perspective.



The screenshot shows the 'CONTENT MODIFICATION' section of the C1 CMS console. It features a table with columns for TIME, USER, TASK, Activity, Title, and Type. The table lists various actions performed by the 'admin' user on 11/4/2015, including publishing, editing, and adding content. The interface also includes navigation buttons like REFRESH, EXPORT TO EXCEL, PRINT, and RESTORE, along with filters for From, To, User, Task, and Type.

TIME	USER	TASK	Activity	Title	Type
11/4/2015 3:28:13 PM	admin	Publish		Features on this site	C1 Page
11/4/2015 3:28:13 PM	admin	Edit	Save	Features on this site	C1 Page
11/4/2015 3:28:05 PM	admin	Edit	Save	Features on this site	C1 Page
11/4/2015 3:28:02 PM	admin	Edit	Save	Features on this site	C1 Page
11/4/2015 3:27:58 PM	admin	Edit	Save	Features on this site	C1 Page
11/4/2015 3:27:53 PM	admin	Publish		Features on this site	C1 Page
11/4/2015 3:27:53 PM	admin	Edit	Save	Features on this site	C1 Page
11/4/2015 3:27:31 PM	admin	Edit	Add	Features on this site	C1 Page
11/4/2015 3:27:08 PM	admin	Publish		Getting Started	C1 Page
11/4/2015 3:26:52 PM	admin	Edit	Save	MediaArchive/Office/10.jpg	C1 Media File
11/4/2015 3:25:54 PM	admin	Publish		John Doe	Profiles
11/4/2015 3:25:54 PM	admin	Add	Add	John Doe	Profiles
11/4/2015 3:25:20 PM	admin	SendForApproval		Getting Started	C1 Page
11/4/2015 3:25:17 PM	admin	Edit	Save	Getting Started	C1 Page
11/4/2015 3:25:09 PM	admin	Edit	Add	Getting Started	C1 Page

Figure 1: Content Versioning in C1 CMS

Not only can you view the version history of any particular web page, media file or data item, but also view the contents of, restore, and compare its versions.

1.1 Who Should Read This Guide?

This guide is intended for editors who work with the content on a website.

We assume that you know how to work within the Content, Media, Data and System perspectives of C1 CMS. We also assume that you have an idea of what versioning and version control are about.

You will primarily work in the Content, Media, Data and System perspectives so you should have access to these areas to view, add, edit, delete and publish pages, media files and data items.

1.2 Getting Started

To get started, you are supposed to learn how to perform a number of tasks using the Content Versioning functionality.

Getting Started		
Step	Task	Chapter or section
1	Install the Content Versioning add-on.	
2	View the version history of a web page, media file or data item	<i>Viewing Version History</i>
3	View a previous version of a web page, media file or data item	<i>Viewing Previous Versions</i>
4	Restore a previous version of a web page, media file or data item	<i>Restoring Previous Versions</i>
5	Compare versions of a web page, media file or data item	<i>Comparing Versions</i>
6	Restore a deleted page, media file, global data item or page data folder item	<i>Restoring Deleted Content</i>
7	Print the log or reports	<i>Printing the log or reports</i>
8	Export the log or reports	<i>Exporting the log or reports to Excel</i>

In the following few chapters, you will learn more about these and other tasks.

1.3 Terms and Definitions

The following is the list of terms and their definitions used throughout this guide.

Terms and Definitions	
Term	Definition
Version	A snapshot of the properties and content of a documents at a specific point in time
Versioning	A technique of keeping track of changes to documents by storing the snapshots, or versions, of their properties and content
Version Control	A technique of managing changes to documents, which includes – along with versioning - viewing and comparing their versions as well as rolling back to their previous versions
Version History	A number of a document's versions ordered by the date and time of change
Versioning Report	A list of changes made to documents ordered by the date and time of change

1.4 Important Notes

Content Versioning only starts tracking versions after its installation on a C1 CMS website. Therefore, all changes made to pages, media files or data items on this website before the Content Versioning installation will not be available.

2 Viewing Version History

Each page, media file or data item has one or more versions of its data, collectively called “version history”.

Versions are created automatically. Every time you click **Save**, **Add** or **Upload**, a version is created.

The version history is available for:

- Web pages
- Media files (of different types)
- Data items of global data types and page data folders

2.1 Viewing Content Changes on Websites

You can view all the changes made to pages, data or media in one place, centrally – in the System perspective in the "Content Modification Log". From there, you can instantly get to the specific item in the corresponding perspective and run the versioning report on it.

1. From the **System** perspective, select **Content Modification Log**.

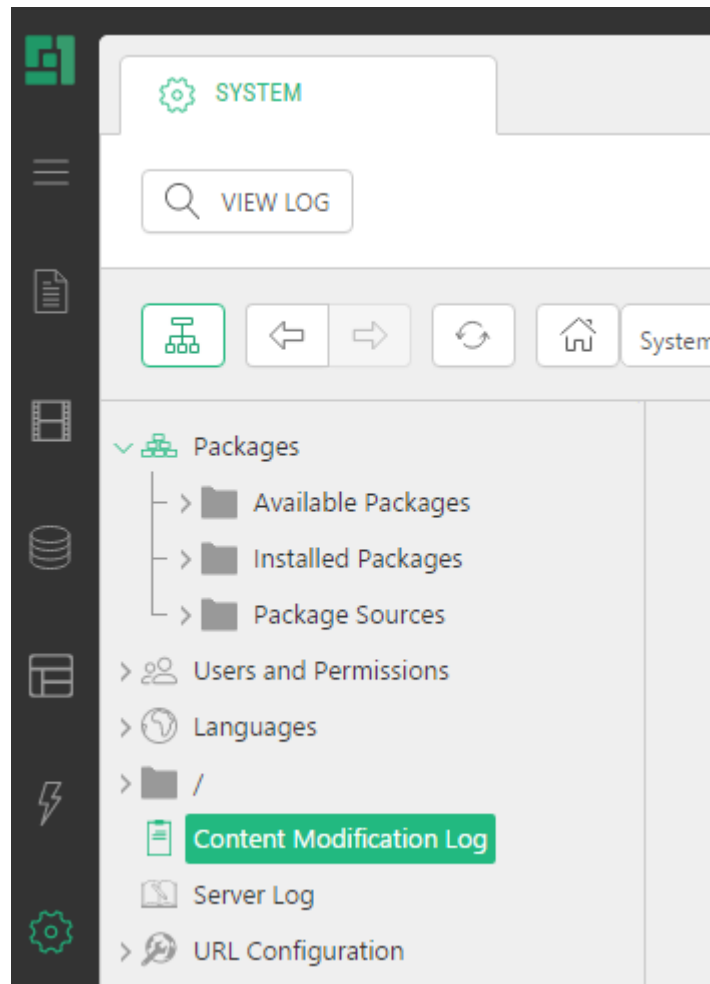


Figure 2: Opening Content Modification Log

2. Click **View Log** on the toolbar. The log will open in the right pane.

TIME	USER	TASK	Activity	Title	Type
11/4/2015 3:28:13 PM	admin	Publish		Features on this site	C1 Page
11/4/2015 3:28:13 PM	admin	Edit	Save	Features on this site	C1 Page
11/4/2015 3:28:05 PM	admin	Edit	Save	Features on this site	C1 Page
11/4/2015 3:28:02 PM	admin	Edit	Save	Features on this site	C1 Page
11/4/2015 3:27:58 PM	admin	Edit	Save	Features on this site	C1 Page
11/4/2015 3:27:53 PM	admin	Publish		Features on this site	C1 Page
11/4/2015 3:27:53 PM	admin	Edit	Save	Features on this site	C1 Page
11/4/2015 3:27:31 PM	admin	Edit	Add	Features on this site	C1 Page
11/4/2015 3:27:08 PM	admin	Publish		Getting Started	C1 Page
11/4/2015 3:26:52 PM	admin	Edit	Save	MediaArchive/Office/10.jpg	C1 Media File
11/4/2015 3:25:54 PM	admin	Publish		John Doe	Profiles
11/4/2015 3:25:54 PM	admin	Add	Add	John Doe	Profiles
11/4/2015 3:25:20 PM	admin	SendForApproval		Getting Started	C1 Page
11/4/2015 3:25:17 PM	admin	Edit	Save	Getting Started	C1 Page
11/4/2015 3:25:09 PM	admin	Edit	Add	Getting Started	C1 Page

Figure 3: Content Modification Log in the System perspective

3. Click the title of an item you want to get a full version report of. You'll instantly get to the item in the corresponding perspective and the item will be selected for you.
4. Right-click the selected item (a web page, data item or media file) and click **Versioning Report**. The versioning report will open in the right pane.

Alternatively, you can access an item from the perspective where it is, for example, a page from the Content perspective and invoke the versioning report from its context menu.

The steps for viewing the versioning report are the same as those for viewing web pages, media files or data items.

Time	User	Task	Activity
11/4/2015 3:30:47 PM	admin	Publish	
11/4/2015 3:30:38 PM	admin	Unpublish	
11/4/2015 3:30:30 PM	admin	SendForPublicatio	
11/4/2015 3:30:47 PM	admin	Edit	Save
11/4/2015 3:30:28 PM	admin	Edit	Save
11/4/2015 3:30:22 PM	admin	Edit	Save
11/4/2015 3:27:08 PM	admin	Publish	
11/4/2015 3:25:20 PM	admin	SendForApproval	
11/4/2015 3:25:17 PM	admin	Edit	Save
11/4/2015 3:25:09 PM	admin	Edit	Add

Figure 4: Versioning Report on a page

2.2 Working with Content Modification Log

All the changes made to pages, data or media are available the "Content Modification Log" form the System perspective.

TIME	USER	TASK	Activity	Title
11/4/2015 3:28:13 PM	admin	Publish		Features on this site
11/4/2015 3:28:13 PM	admin	Edit	Save	Features on this site

Figure 5: Fields in the Content Modification Log

Each entry in the Content Modification Log has several fields:

- Time
- User
- Task
- Activity
- Title
- Type
- Language (in multilingual setups)

The **Time** field indicates the date and time when the page, media file or data item was changed.

The **User** field specifies the user who changed the page, media file or data item

The **Task** field indicates what kind of a task the user performed on the page, media file or data item.

The **Activity** field shows what kind of activities the user performed on the page, media file or data item within a specific task.

The **Title** field is the title of a page, media file or data item listed as changed in the log.

The **Type** field indicates what data type the data item is of. Built-in data types such as CMS Pages or CMS Media Files as well as specific user-defined global and page data folder types can appear here.

The **Language** field shows the language of a page or data item (if applicable) the change was made to. It shows only if the website has two or more languages installed. (See ["Working with the log on multilingual websites"](#).)

Task Type

Title	Type	Language
Blog	C1 Page	English (United States)
Blog	C1 Page	English (United States)
Blog	C1 Page	German (Germany)
Blog	C1 Page	German (Germany)

Figure 6: The Language column appearing on the website with two languages

2.2.1 Filtering entries in the log

In the "Content Modification Log", you can filter entries by:

- **Time:** Specify the starting and ending date in the "From" and "To" fields respectively.
- **User:** Type in the name of the user in the "User" field
- **Task:** Select the activity in the "Task" drop-down box
- **Type:** Select the type of the item in the "Type" drop-down box (Page, Media File, specific data type etc)

TIME	USER	TASK	Activity	Title
11/10/2015 11:25:21 AM	user	Edit	Save	MediaArchive:/Office/1.jpg
11/10/2015 11:24:58 AM	user	Publish		Page 2
11/10/2015 11:24:55 AM	user	Edit	Save	Page 2
11/10/2015 11:24:17 AM	user	Add	Add	Page 2
11/10/2015 11:24:10 AM	user	Edit	Save	Page 1
11/10/2015 11:24:01 AM	user	Publish		About us
11/10/2015 11:23:57 AM	user	Edit	Save	About us

Figure 7: Filtering change log entries by user

The log will update automatically only showing the entries that meet the filtering range.

2.2.2 Paging through entries in the log

If the log contains a huge number of entries, they span over several pages.

- In the bottom left corner of the Content Modification Log, click the “forward” and “back” arrows to page through the log.

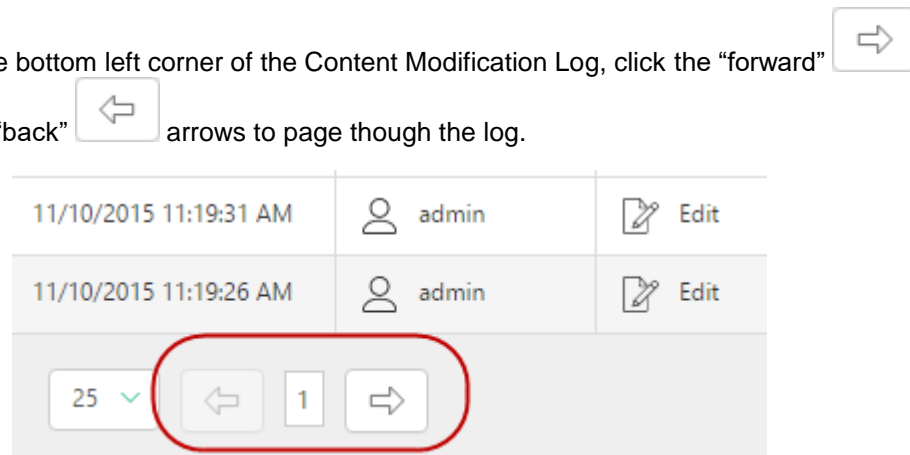


Figure 8: Paging through the log

2.2.3 Limiting the number of entries in the log

You can also limit the log entries displayed on a log page to a specific number. In this way, only the specified number of latest changes will be displayed in the log.

- In the bottom left corner of the Content Modification Log, click the drop-down list.
- Select one of the predefined values on the list. These are 25, 100, 500 or All. 25 is the default number of entries to appear on a single log page.

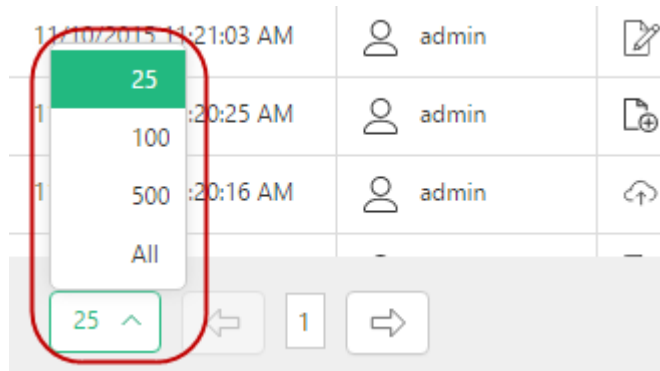


Figure 9: Limiting the number of entries in the log

2.2.4 Refreshing the log

If you keep the Content Modification Log open while changing content on the website, refresh the log to view the latest changes.

- On the **Content Modification Log** tab's toolbar, click **Refresh**.

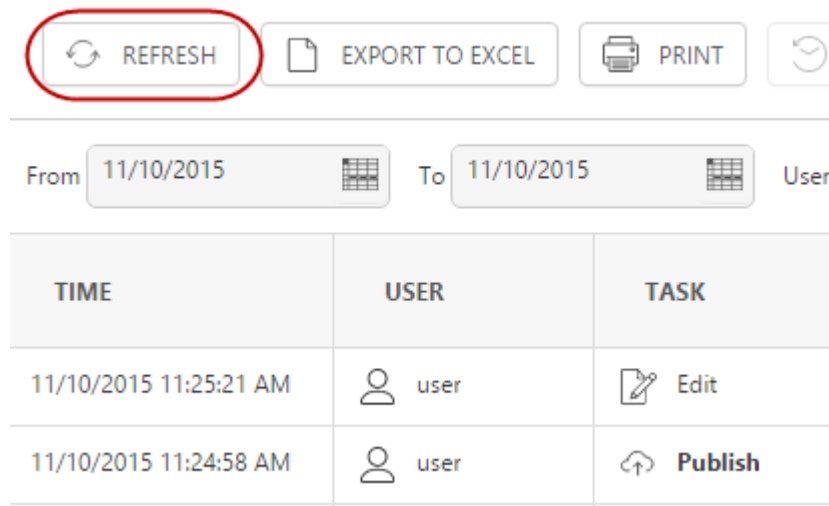


Figure 10: Refreshing the log

2.2.5 Working with the log on multilingual websites

If your website has two or more languages installed and you change pages and data items switching between languages, the changes are logged separately for the content items in those languages.

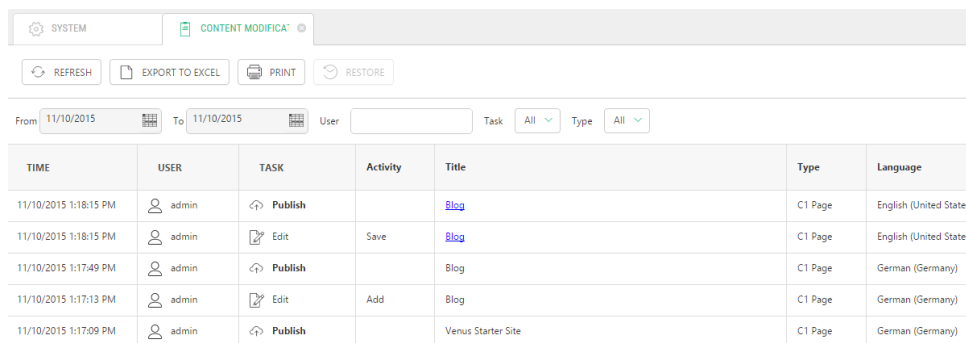


Figure 11: The same page changed in different languages

The page titles in the log are only linked to the pages changed in the currently selected website language. When you switch the language, the set of linked titles will be different.

The items of localized data types show in this way, too.

2.3 Working with Versioning Reports

(A web page is further used to demonstrate how to work with a versioning report.)

If changes have been made to the page, the Versioning Report list shows a number of entries.

Each entry in the Versioning Report list has the same fields as the Content Modification Log (except for the Title field):

- Time
- User
- Task
- Activity

The **Time** field indicates the date and time when the page, media file or data item was changed.

The **User** field specifies the user who changed the page, media file or data item. It appears only for **Task** entries.

The **Task** field indicates what kind of a task the user performed on the page, media file or data item.

The **Activity** field shows what kind of activities the user performed on the page, media file or data item within a specific task.

2.3.1 Limiting the number of entries in the versioning report

If the number of versions in the versioning report list is huge, you can limit it to a specific number of entries. In this way, only a specific number of latest versions will be displayed in the versioning report list.

To limit the number of entries displayed in the versioning report list:

1. On the **Versioning Report** tab's toolbar, click the **Show entries** drop-down list.
2. Select one of the predefined values on the list. These are *10*, *25*, *50*, *100* or *All*.

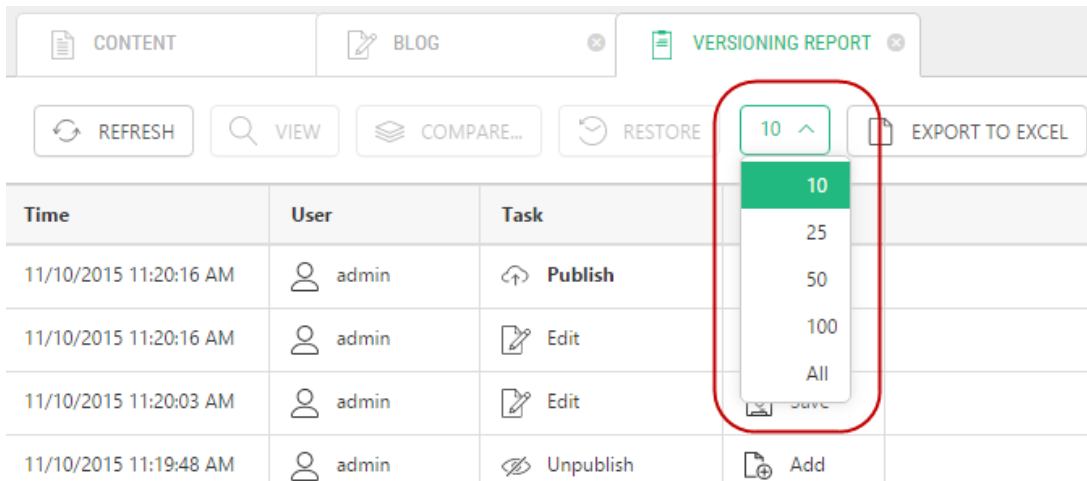


Figure 12: Limiting the number of entries

2.3.2 Refreshing the versioning report

If you keep the Versioning Report open for a page and continue changing and saving the page, you should refresh the report to view the versions saved along.

To refresh the versioning report list:

- On the **Versioning Report** tab's toolbar, click **Refresh**.

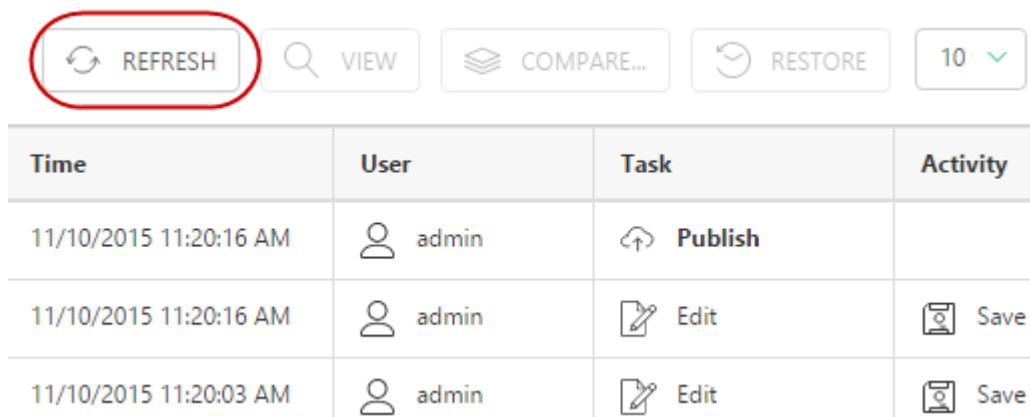


Figure 13: Refreshing the versioning report list

2.4 Tasks vs. Activities

The entry in the Content Modification Log and the Versioning Report list can be one of the following two types:

- Task
- Activity

The **Task** entry shows tasks the user performed on an item such as publishing or opening it for editing. These tasks do not change the item's content and no version is therefore created. The Task entry serves as a container for one or more *Activity* entries. The Task entries can be one of the following: **Add**, **Edit**, **Send for Approval**, **Send for Publication** or **Publish**.

The **Activity** entry shows activities the user performed on an item such as saving an existing item, or adding and uploading a new item. These activities indicate that the content

of an item has changed and thus another version of the item is created. The Activity entries can be one of the following: **Add** or **Save**.

The version-related operations in the Versioning Report are only possible on the Activity entries because they represent versions in Content Versioning.

3 Managing Versions

You can work with an individual version of a web page, media file or data item using the versioning report.

You can perform the following tasks on a single version:

Managing Version			
Task	Web Page	Media File	Data Item
View a previous version (settings)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
View a previous version (content)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Restore a previous version	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Compare a previous version with the latest version (properties)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Compare two previous versions (properties)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Compare two previous versions (content)	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>

Viewing the content of a previous version and viewing changes in the content of two versions compared is only available for web pages.

In the following few sections, you will learn more about how to perform the above tasks.

3.1 Viewing Previous Versions

If you want to see what a web page, a media file or a data item looked like some time ago, you should view one of its versions.

3.1.1 Viewing Previous Versions of Web Pages

To view a version of a web page:

1. In the **Content** area, right-click a web page you want to view a version of.
2. Click **Versioning Report**. The **Versioning Report** for this page will open in the right pane.
3. Select one of the versions, i.e. an entry with the **Activity** specified (e.g. "Save").

- Click **View** on the **Versioning Report** toolbar. The version of the page opens in a separate tab.

Time	User	Task	Activity
11/10/2015 11:24:10 AM	user	Edit	Save
11/10/2015 11:22:53 AM	admin	Publish	
11/10/2015 11:22:49 AM	admin	Edit	Save
11/10/2015 11:21:16 AM	admin	Publish	
11/10/2015 11:21:13 AM	admin	Edit	Save
11/10/2015 11:21:03 AM	admin	Edit	Save
11/10/2015 11:20:25 AM	admin	Add	Add

Figure 14: Viewing a previous version

- Click the **Settings**, **Content** or **Preview** tabs to view the page's settings and content. The page is opened as read-only and the **Save** button is not available in this case.

3.1.2 Viewing Previous Versions of Media Files

The steps for viewing previous versions of media files are similar to those for [viewing web pages](#).

However, viewing a media file itself and viewing the settings of a media file are separate tasks.

To view a previous version of a media file:

- Repeat Steps 1-3 for a media file in the **Media** area as you do for [viewing a web page](#).
- Click **View File** on the **Versioning Report** toolbar.

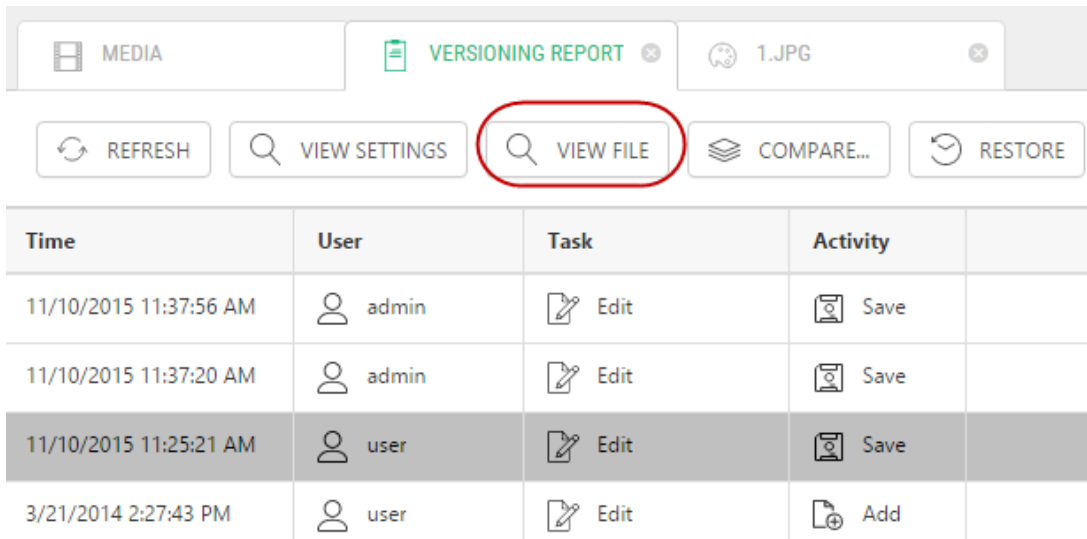


Figure 15: Viewing a previous version of a media file

3. If prompted by the Web browser, select to open the media file rather than save it.

The file opens in an application set up as default in your operating system.

3.1.3 Viewing Previous Versions of Settings of Media Files

To view a previous version of the settings of a media file:

1. Repeat Steps 1-3 for a media file in the **Media** area as you do for [viewing a web page](#).

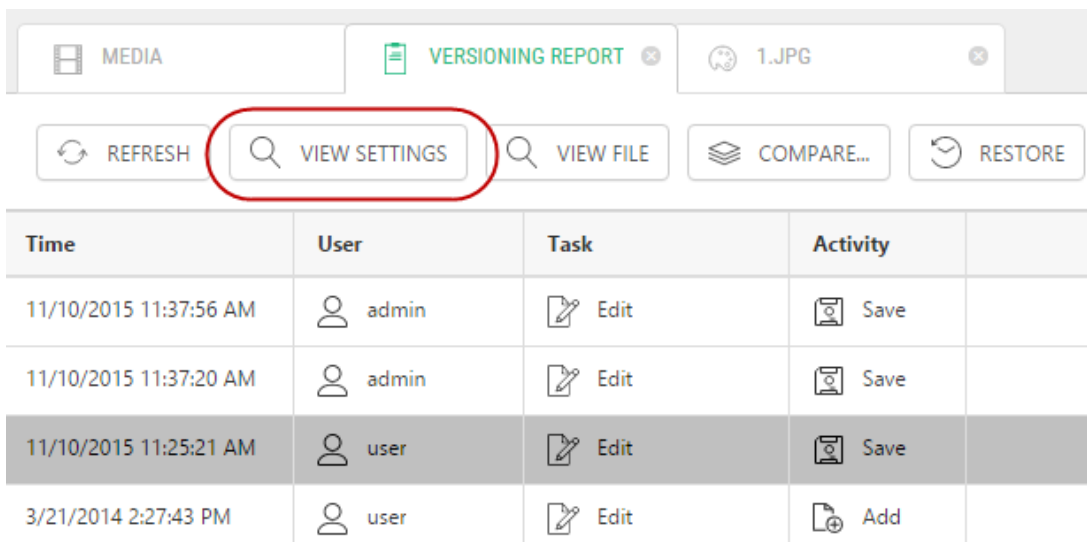


Figure 16: Viewing a previous version of settings of a media file

2. Click **View Settings** on the **Versioning Report** toolbar.

The Media Properties form opens in the right pane.

3.1.4 Viewing Previous Versions of Data Items

The steps for viewing previous versions of media files are the same as those or [viewing previous versions of web pages](#).

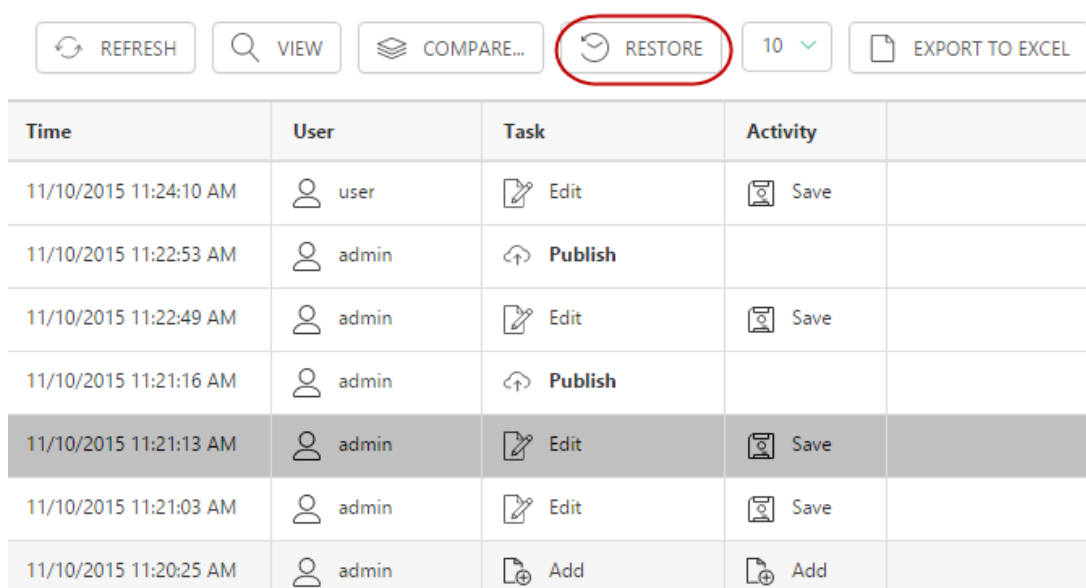
3.2 Restoring Previous Versions

If you want to roll back to one of the previous versions of a web page, a media file or a data item, you should restore its corresponding version.

3.2.1 Restoring Previous Versions of Web Pages

To restore a previous version of a web page:

1. In the **Content** area, right-click a web page whose version you want to restore.
2. Click **Versioning Report**. The **Versioning Report** for this page will open in the right pane.
3. Select one of the versions, i.e. an entry with the **Activity** specified (e.g. “Save”).
4. Click **Restore** on the **Versioning Report** toolbar.



Time	User	Task	Activity	
11/10/2015 11:24:10 AM	user	Edit	Save	
11/10/2015 11:22:53 AM	admin	Publish		
11/10/2015 11:22:49 AM	admin	Edit	Save	
11/10/2015 11:21:16 AM	admin	Publish		
11/10/2015 11:21:13 AM	admin	Edit	Save	
11/10/2015 11:21:03 AM	admin	Edit	Save	
11/10/2015 11:20:25 AM	admin	Add	Add	

Figure 17: Restoring a previous version

When you reopen the web page in the editor, you will see exactly the version you have chosen to restore.

3.2.2 Restoring Previous Versions of Media Files and Data Items

The steps for restoring previous versions of media files and data items are the same as those for [restoring versions of web pages](#).

3.3 Comparing Versions

If you need to see the differences in two versions of a web page, media file or data item, you should compare their versions.

When comparing two versions, you have two options:

- Comparing a version of a web page, media file or data item to its latest version
- Comparing two versions of a web page, media file or data item, neither of which is the latest.

The steps for these two tasks are similar but might have some differences.

As to web pages, when comparing their versions, you can also compare their contents.

3.3.1 Viewing Compare Versions Report

When you compare versions, a Compare Versions report opens in a separate tab in the right pane.

Property	Value
PublicationStatus	draft
ChangeDate	2015-11-10T11:24:10.9829816+02:00 / 2015-11-10T11:20:25.7383077+02:00
ChangedBy	user / admin
TemplateId	0526ad34-c540-418e-8c23-0eec2a8da2ce
PageTypeId	Page
Title	Page 1

Figure 18: Compare Versions report

In this report, you can see what properties of a web page, media file or data item are tracked for changes. Each property entry consists of two fields:

- Property
- Value

The **Property** field specifies the name of a property.

The **Value** field shows the value of the property.

If a property has been changed between the two versions compared, its entry is highlighted and a special icon is placed to the left of the property name. The Value field shows both the old and new versions of the value separated with a slash:

- The old version is grayed, shown in italics and stricken through.
- The new version is shown in bold.

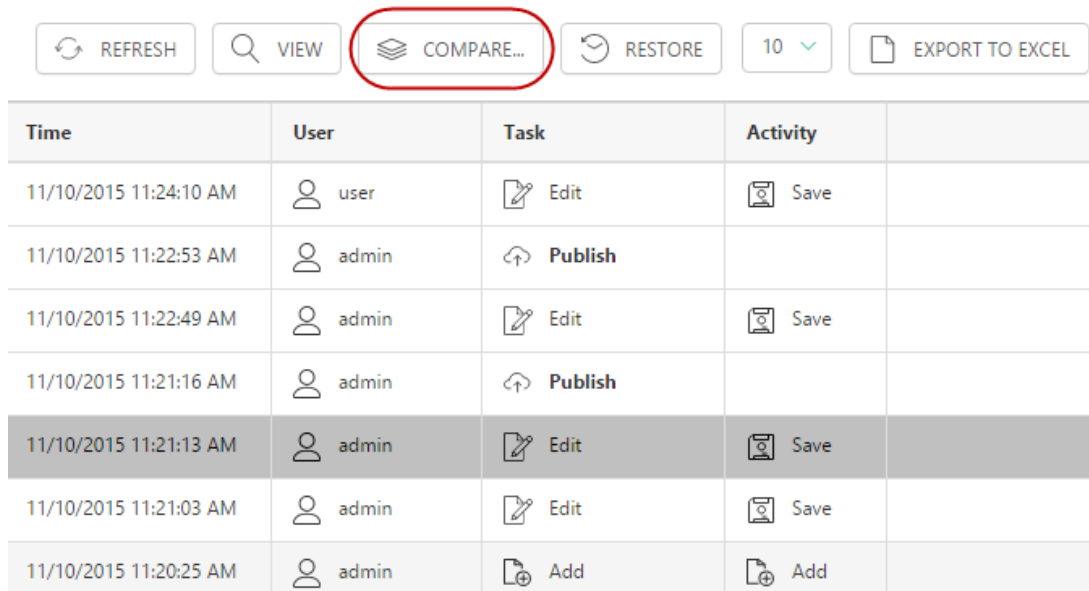
Property	Value
PublicationStatus	draft
ChangeDate	2015-11-10T11:24:10.9829816+02:00 / 2015-11-10T11:20:25.7383077+02:00
ChangedBy	user / admin
TemplateId	0526ad34-c540-418e-8c23-0eec2a8da2ce

Figure 19: Indication of the change

3.3.2 Comparing Version of Web Page to Its Latest Version

To compare a version of a web page to its latest version:

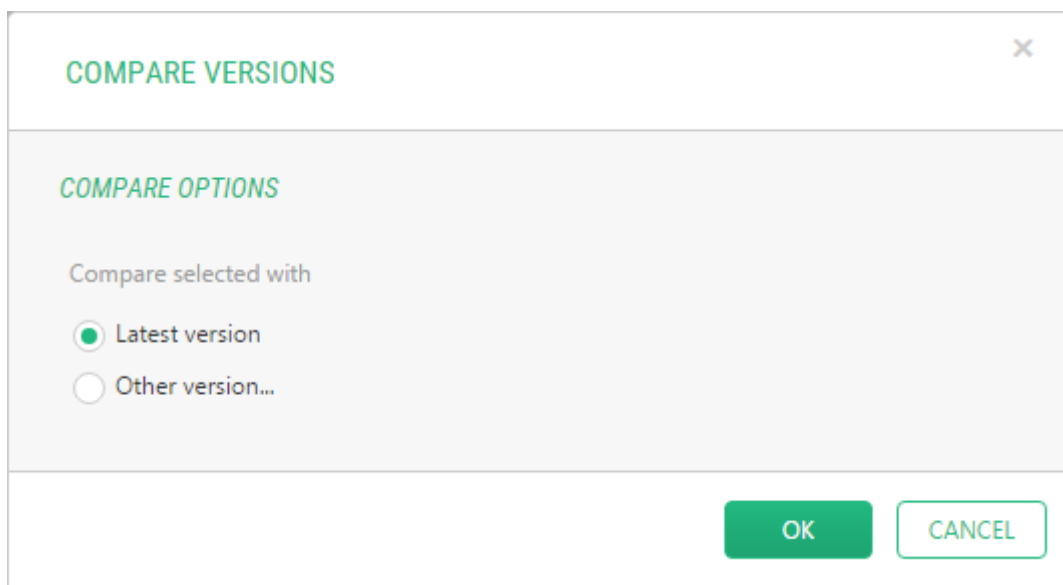
1. In the **Content** area, right-click a web page you want to restore the version of.
2. Click **Versioning Report**. The **Versioning Report** for this page will open in the right pane.
3. Select one of the versions, i.e. an entry with the **Activity** specified (e.g. "Save").
4. Click **Compare** on the **Versioning Report** toolbar.



Time	User	Task	Activity
11/10/2015 11:24:10 AM	user	Edit	Save
11/10/2015 11:22:53 AM	admin	Publish	
11/10/2015 11:22:49 AM	admin	Edit	Save
11/10/2015 11:21:16 AM	admin	Publish	
11/10/2015 11:21:13 AM	admin	Edit	Save
11/10/2015 11:21:03 AM	admin	Edit	Save
11/10/2015 11:20:25 AM	admin	Add	Add

Figure 20: Comparing versions

5. In the **Compare Versions** dialog, select **Latest Version** and click **OK**.



COMPARE VERSIONS

COMPARE OPTIONS

Compare selected with

Latest version

Other version...

OK **CANCEL**

Figure 21: Choosing to compare with the latest version

The **Compare Versions** report opens in a separate page.

C1 Page	
Property	Value
PublicationStatus	draft
ChangeDate	2015-11-10T11:24:10.9829816+02:00 / 2015-11-10T11:20:25.7383077+02:00
ChangedBy	user / admin
TemplateId	0526ad34-c540-418e-8c23-0eec2a8da2ce
PageTypeId	Page
Title	Page 1
MenuTitle	Page 1
UrlTitle	Page-1
FriendlyUrl	
Description	
SourceCultureName	en-US
C1 Page Content	
Property	Value
PublicationStatus	draft
ChangeDate	2015-11-10T11:24:10.9859114+02:00
ChangedBy	user
Content	Compare
SourceCultureName	en-US
C1 Page Content	
Property	Value
PublicationStatus	draft
ChangeDate	2015-11-10T11:24:10.9868882+02:00 / 2015-11-10T11:20:25.7705366+02:00
ChangedBy	user / admin
Content	[No difference]
SourceCultureName	en-US

Figure 22: Compare Versions report

In the Compare Versions report for a web page, the properties tracked for changes are grouped under two sections:

- C1 Page
- C1 Page Content

The **C1 Page** section shows changes in general settings of a web page.

The **C1 Page Content** section shows changes in content-related settings of a web page.

The Content property in the C1 Page Content section features a link (**Compare**) in the Value field. By clicking the link, you will be able to [compare the content of two versions of the web page](#).

3.3.3 Comparing Two Versions of Web Page

You can also compare two versions of a web page, neither of which is the latest.

To compare two versions of a web page:

1. Repeat Steps 1-4 for [comparing its version with its latest version](#).
2. In the **Compare Versions** dialog, select **Other Version** and click **OK**.

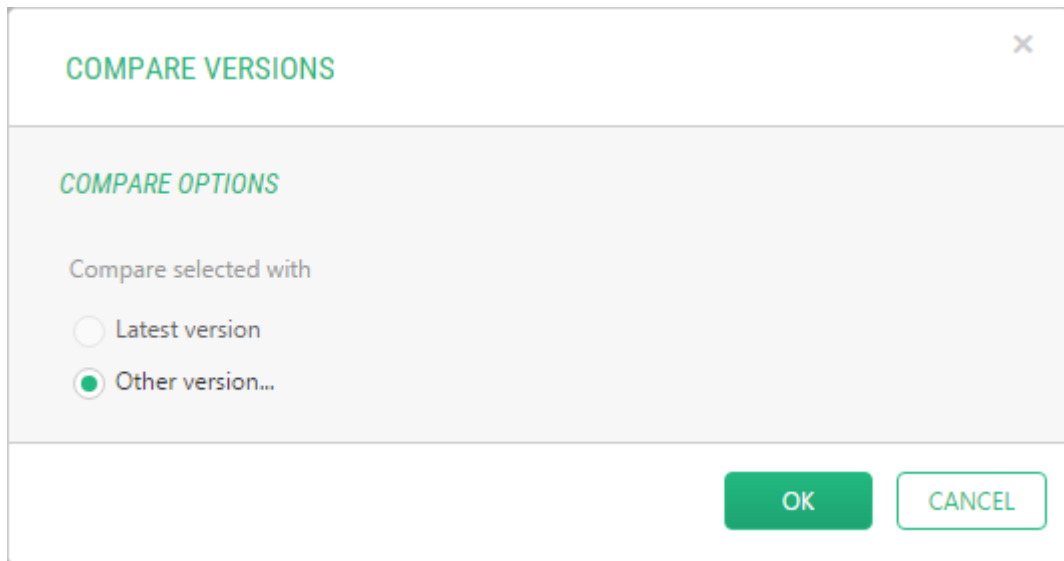


Figure 23: Choosing to compare with some other version

3. Now click the other version you want to compare with in the **Versioning Report** list. The **Compare Versions** report opens in a separate page.

3.3.4 Comparing Content of Two Versions of Web Page

If you compare versions of a web page, you can also compare their content and see what has been actually changed.

To compare the content of two versions of a web page:

1. Repeat the steps for [comparing its version to its latest version](#) or [comparing its two versions](#).
2. In the **Compare Versions** report, in the **C1 Page Content** section, click the **Compare** link in the **Content** property. The **Comparison** window appears with changes in the content displayed.

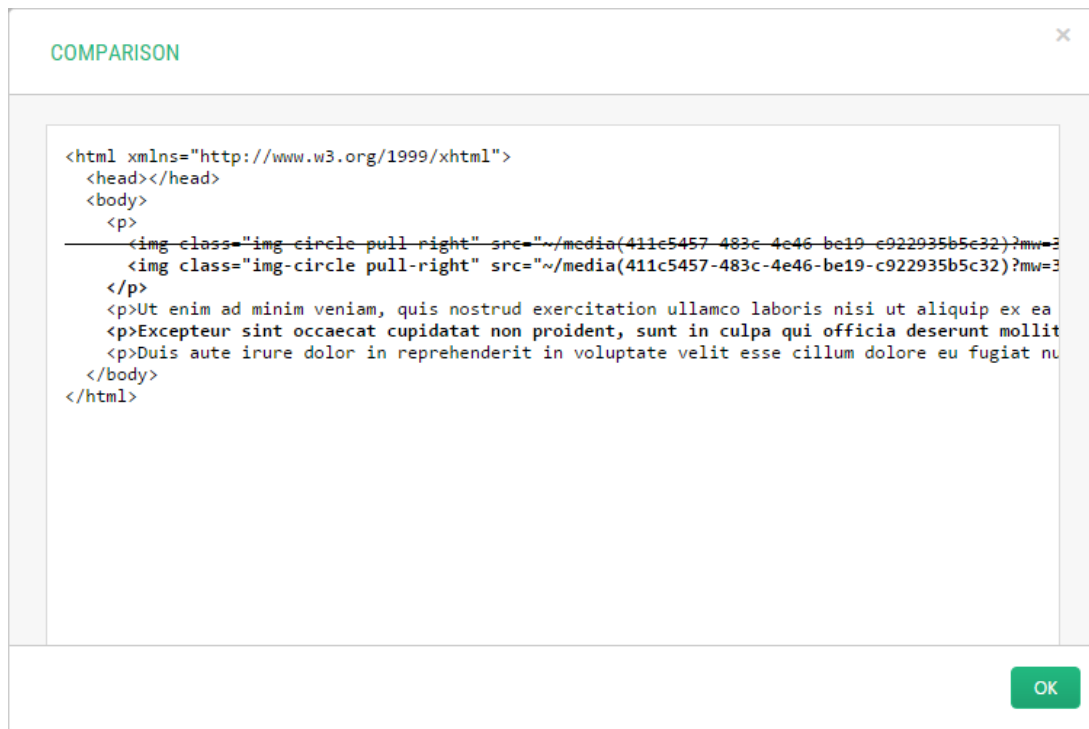


Figure 24: Comparing versions of the content

As you can see in the figure above:

- The **outdated** (deleted or replaced) parts of the content are grayed and stricken through.
- The **new** (added or replacing) parts of the content are displayed in bold.

3.3.5 Comparing Versions of Media File

The steps for comparing versions of a media file are the same as those for [comparing a version of a web page to its latest version](#) or [comparing two versions of a web page](#).

In the **Compare Versions** report, you can see changes in the following properties of a media file:

C1 Media File	
Property	Value
Id	9132965e-4a0b-48f1-9585-0bfe42aacefa
CompositePath	MediaArchive:/Copenhagen/Cafe_Europa_Photographer_Christian_Alsing.jpg
StoreId	MediaArchive
FolderPath	/Copenhagen
FileName	Cafe_Europa_Photographer_Christian_Alsing.jpg
Title	Cafe Europa
Description	Cafe Europa by Christian Alsing / Cafe-Europa
Culture	en-US
MimeType	image/jpeg
Length	168150
CreationTime	2012-08-21T21:39:44+03:00
LastWriteTime	2015-11-10T12:08:38.0304422+02:00 / 2012-08-21T23:59:40+03:00
IsReadOnly	False
SystemPath	D:\Websites\5.0-BETA-IIS\App_Data\Media\9132965e-4a0b-48f1-9585-0bfe42aacefa

Figure 25: Comparing versions of a media file

3.3.6 Comparing Versions of Data Items

The steps for comparing versions of a data item are the same as those for [comparing a version of a web page to its latest version](#) or [comparing two versions of a web page](#).

In the **Compare Versions** report, you can see changes in the properties of a data item.

The properties of global data type item are fields in these data types.

DATA	VERSIONING REPORT ×	COMPARE VERSIONS ×
EXPORT TO EXCEL	PRINT	
Customers		
Property	Value	
Name	Contoso Inc / Contoso	
Email	info@contoso-inc.com / info@contoso.com	
Phone	716-111-1111	
Address	13 Brand New St, Great City, ZZ 14305	
Ative	True	

Figure 26: Comparing versions of a global data type item

The properties of page data folder items also include one additional field: PageId.

CONTENT	VERSIONING REPORT ×	COMPARE VERSIONS ×
EXPORT TO EXCEL	PRINT	
Products		
Property	Value	
Name	Item 1	
Category	General	
Added	2015-11-10T00:00:00+02:00	
Price	15.00 / 10.00	
In Stock	True	
PageId	c0aaaa15-2fed-4587-a447-b6b269ba38cd	

Figure 27: Comparing versions of a page data folder item

4 Restoring Deleted Content

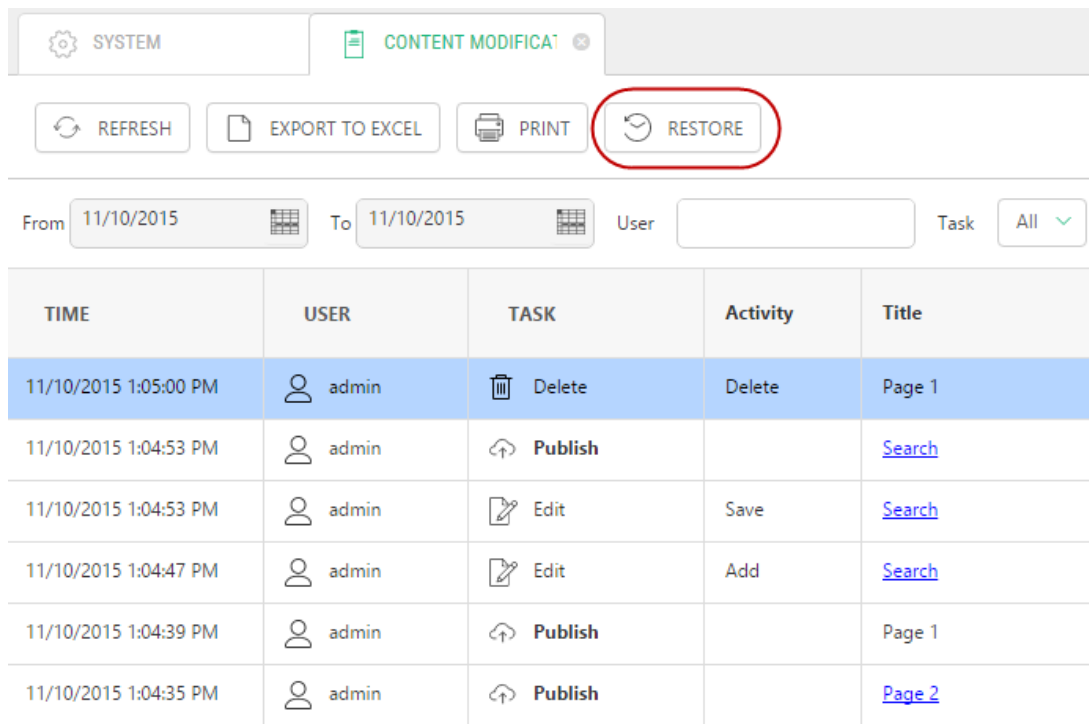
You can restore deleted content items from the Content Modification Log.

The following content items can be undeleted:

- Pages
- Media files
- Global data items
- Page data folder items

To restore a deleted content item:

1. Open the **Content Modification Log** from the **System** perspective.
2. Locate and select a content item (for example, a page) with the “Delete” activity.
3. Click “Restore” on the toolbar.



The screenshot shows the 'CONTENT MODIFICATION LOG' interface. At the top, there are tabs for 'SYSTEM' and 'CONTENT MODIFICATION LOG'. Below the tabs is a toolbar with buttons for 'REFRESH', 'EXPORT TO EXCEL', 'PRINT', and 'RESTORE'. The 'RESTORE' button is circled in red. Below the toolbar, there are filters for 'From' (11/10/2015), 'To' (11/10/2015), 'User' (empty), and 'Task' (All). Below the filters is a table with the following data:

TIME	USER	TASK	Activity	Title
11/10/2015 1:05:00 PM	admin	Delete	Delete	Page 1
11/10/2015 1:04:53 PM	admin	Publish		Search
11/10/2015 1:04:53 PM	admin	Edit	Save	Search
11/10/2015 1:04:47 PM	admin	Edit	Add	Search
11/10/2015 1:04:39 PM	admin	Publish		Page 1
11/10/2015 1:04:35 PM	admin	Publish		Page 2

Figure 28: Restoring a deleted page

The item will appear in its corresponding location.

The versioning history will have a “Rollback” task logged for this operation.









TIME	USER	TASK	Activity	Title
11/10/2015 1:07:04 PM	 admin	 Publish		Page 1
11/10/2015 1:06:36 PM	 admin	 Rollback	Save	Page 1
11/10/2015 1:05:00 PM	 admin	 Delete	Delete	Page 1
11/10/2015 1:04:53 PM	 admin	 Publish		Search

Figure 29: A page rollback logged

4.1 Limitations and recommendations

Please take into account the following recommendations and limitations when restoring deleted content:

- The following page-related data is not restored when a page is restored:
 - Its subpages if any
 - Its page metadata
 - Attached page data folders
 - Data attached to the page via page data folders
 - Attached CMS Console applications (tree definitions)
 - Data attached to the page via CMS Console applications
- On single-language websites CMS pages are restored as root pages, which you are informed with a respective message about. You may want to move the restored page to its original location manually.
- On multiple-language website, CMS pages are restored to its original position provided that the page still exists in at least one locale.
- CMS pages and publishable data items are restored unpublished.
- To restore a global data item, make sure that the global data type is still available.
- To restore a page data folder item, make sure that the page data folder it belongs to is still attached to a page.
- Media files will restore the original folder structure if it has not been kept.

5 Printing and Exporting

You can print the Content Modification Log or a specific versioning report or export the data to an Excel spreadsheet.

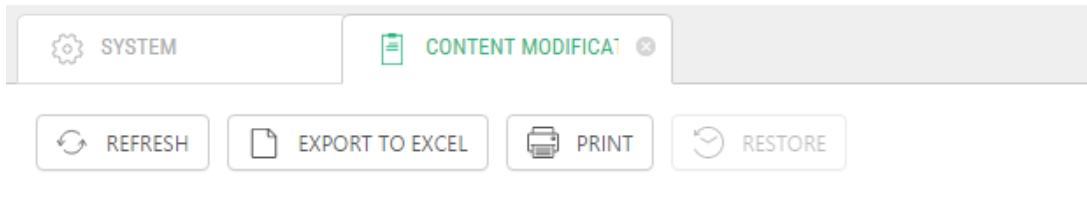


Figure 30: Export to Excel and Print options

5.1 Printing the log or reports

To print the Content Modification Log or a specific versioning report:

1. Open the log or a versioning report.
2. If necessary, apply one or more filters on the log's or report's entries.
3. Click "Print".

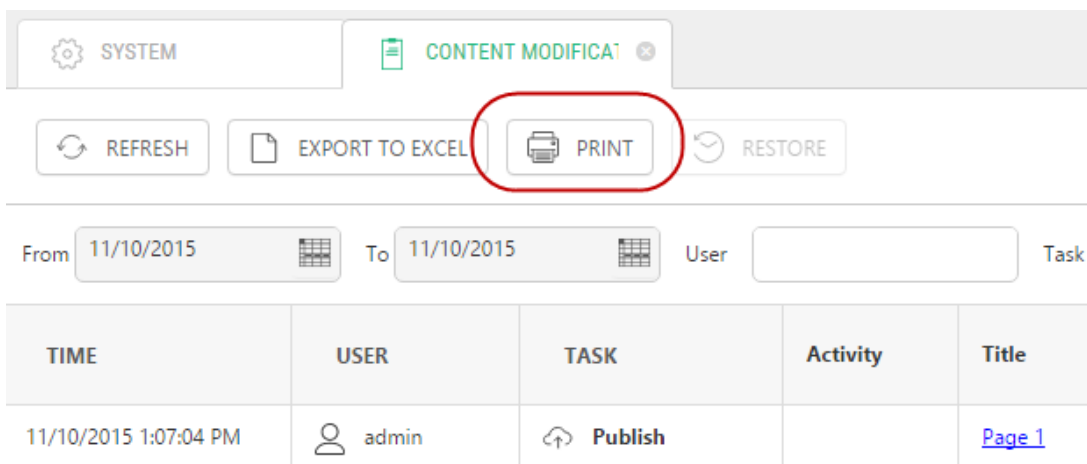


Figure 31: Printing the Content Modification Log

5.2 Exporting the log or reports to Excel

You can export entries of the Content Modification Log or a specific versioning report to an Excel spreadsheet:

1. Open the log or a versioning report.
2. If necessary, apply one or more filters on the log's or report's entries.
3. Click "Export to Excel".

SYSTEM
CONTENT MODIFICA1

REFRESH
EXPORT TO EXCEL
PRINT
RESTORE

From To User Task

TIME	USER	TASK	Activity	Title
11/10/2015 1:07:04 PM	admin	Publish		Page 1

Figure 32: Exporting entries from the Content Modification Log

6 Test Your Knowledge

6.1 TASK 1

1. Add a web page called “*News*”.
2. Edit it, add some text and save it. Add some more text and save it.
3. Delete some text and save it. Publish it.
4. View the versioning report of the page.

6.2 TASK 2

1. View the content of the first-saved version of the “*News*” page.
2. View the content of the last-saved version of the “*News*” page.
3. Compare the first-saved version with the latest version of the “*News*” page.
4. Compare the first-saved version with the second-saved version of the “*News*” page.

6.3 TASK 3

1. Roll back to the second-saved version of the “*News*” page.
2. Roll back to the first-saved version of the “*News*” page.
3. Open the page in the visual editor and preview it.

6.4 TASK 4

1. Upload an image to the Media Archive.
2. Rescale it in Image Editor and save it. Change its description and save it.
3. View the added version of the image. View the first-saved version of the image.
4. Compare the first-saved version with the latest version of the image.

6.5 TASK 5

1. Create a global data type called “*Vendors*”. Add fields: “*Name*”, “*Email*” and “*Phone*”.
2. Add a data item, save and close it.
3. Change values in the Email and Phone fields of the data item, save and close it.
4. Compare any earlier version of this data item with its latest version.

6.6 TASK 6

1. Open the Content Modification Log in the System perspective.
2. Locate the item you want to run a versioning report on.
3. Click its title to get to this item.
4. Run the versioning report on it.