

HOW DO I SET UP VERSION CONTROL FOR DOCUMENTS IN SHAREPOINT?

PROBLEM STATEMENT

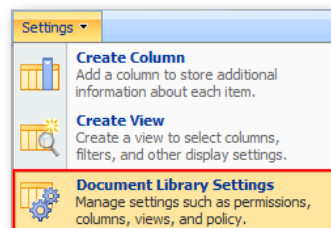
Never quite sure which is the latest version of the documents? Are you manually updating the version numbers on documents?

SOLUTION

It is possible to set up version control on all lists in SharePoint so that the versioning is automatically tracked for you either in a major (1.0, 2.0...) or minor (1.1, 1.2, 1.3...) versioning. In edition settings can be changed so that only those with Editing rights can see the draft versions of documents.

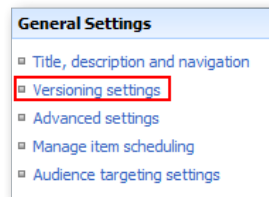
STEP 1

Navigate to the list which you want to set up version control for. Select **Settings** and then chose **List/Document Library Settings**.



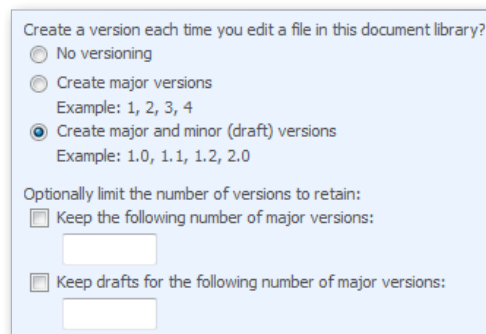
STEP 2

To control the versioning settings click on **Versioning settings** under the General Settings section.



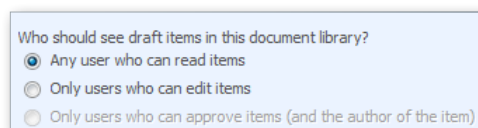
STEP 3

To select the type of versioning select the major or minor option. It is possible to limit the number of versions if required.



STEP 4

If you require that only users who can edit are able to see the draft versions select this option here.



STEP 5

Click  to save the versioning settings.