



MARKETING HUB Quick Reference Guide

Managing Versions

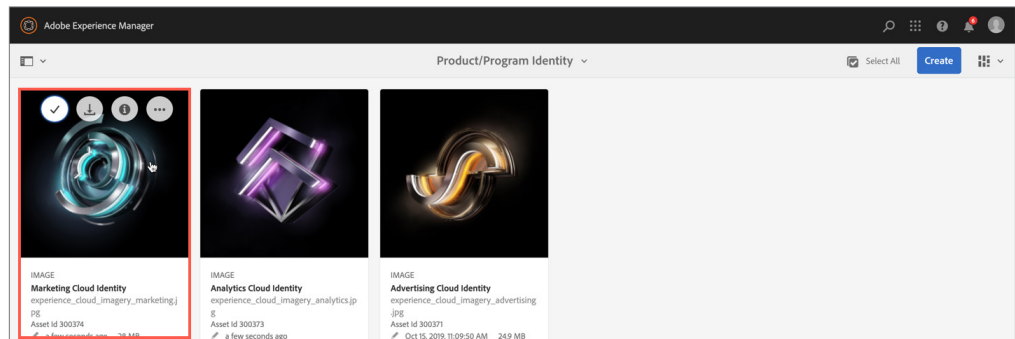
HOW TO ...

- View versions
- Add a new version
- Restore a previous version

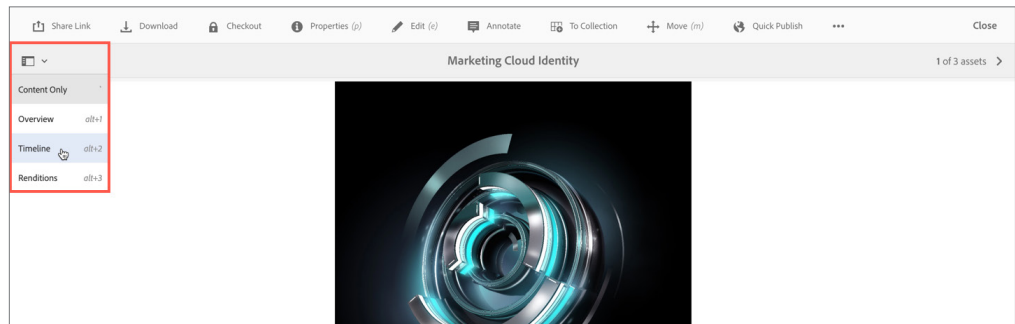
When an asset has undergone a significant change, you can create a new version of the asset. This process creates a snapshot of the current version and archives it. Additionally, it creates an edit trail that gives you the ability to restore the asset to a previous state of time if ever required.

Viewing versions

1. Navigate to the location of the asset for which you want to create a version. Click the asset card to open its asset details page.



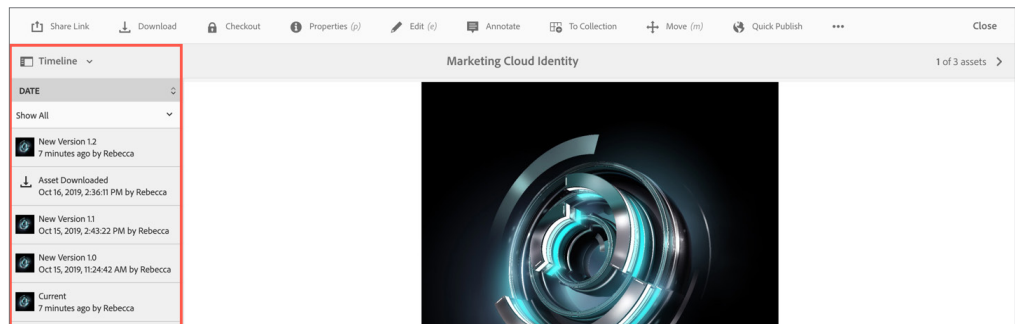
2. Click the overlay icon and select **Timeline** from the menu.



3. Timeline displays the activity stream for all operations performed on the asset, including versions.

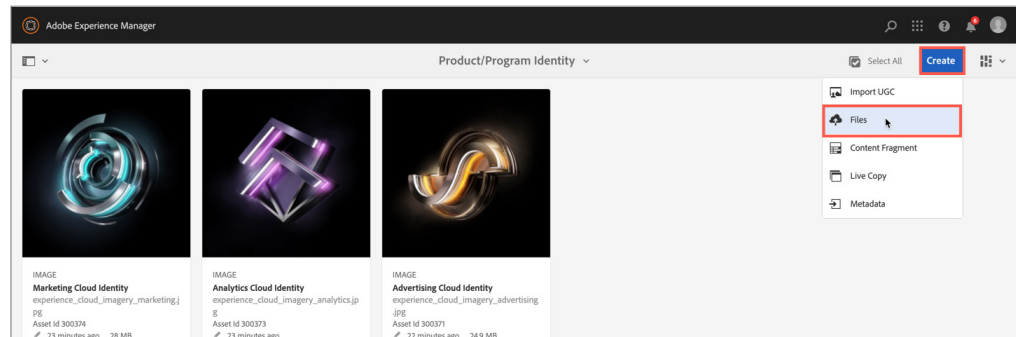
TIP

To reduce the list of operations to Versions only, click **Show All** and select **Versions**.



Adding a new version

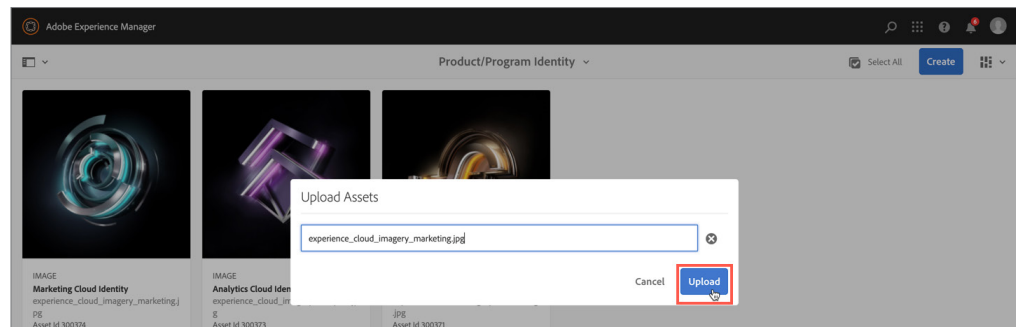
1. Navigate to the location of the asset that you want to version. On the toolbar, click the **Create** icon and choose **Files** from the menu. Select the updated source file for the asset you want to version.



2. In the Upload Assets dialog box, validate the file name matches the name of the original source file that was uploaded to create the asset record. The file names **MUST** be the same. Once confirmed, click **Upload**.

TIP

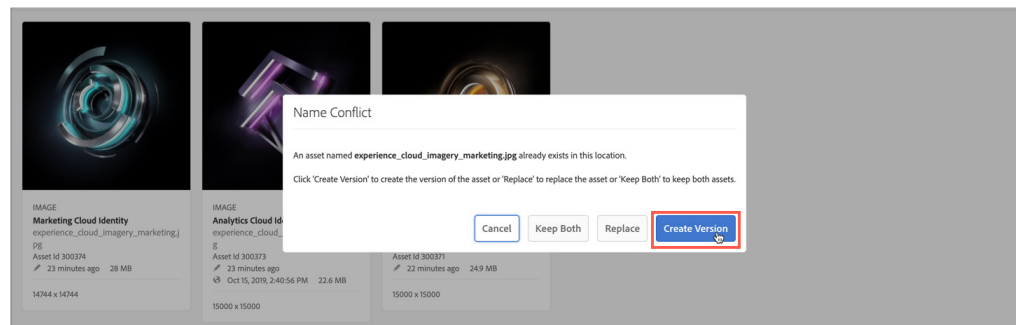
If you are unsure what the original source file name was, click the asset card to open the asset details page and look for the file name included in the page URL.



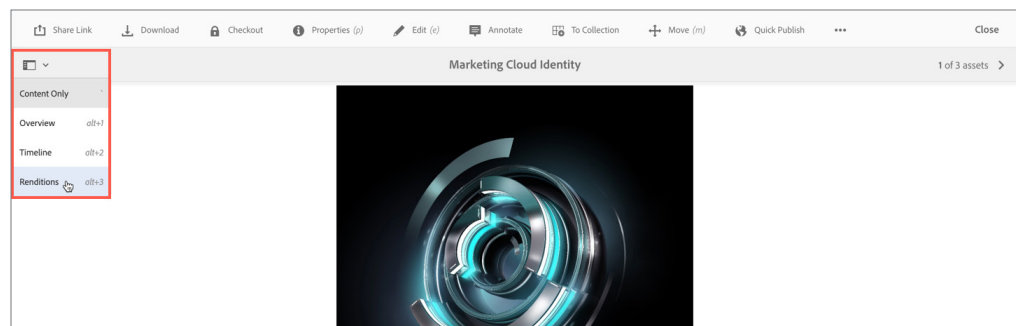
3. In the name conflict dialog box, click **Create Version**.

CAUTION

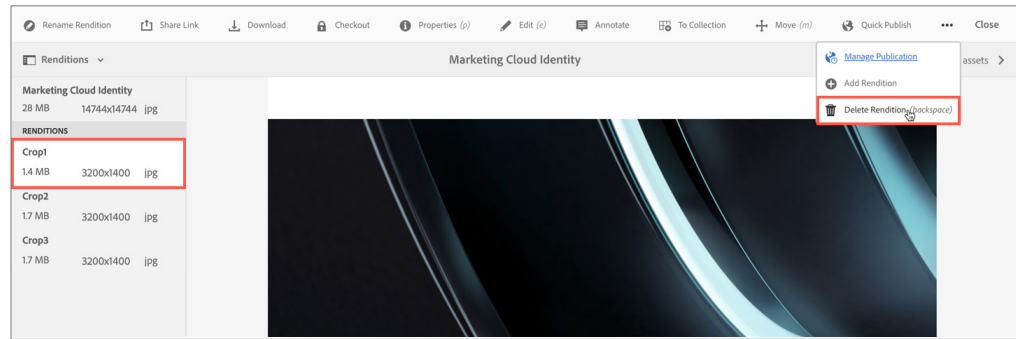
Do **NOT** click Replace. If you replace an existing asset, the metadata for the asset and any prior versions made to the existing asset are deleted.



4. Click the asset card to open the asset details page. Click the overlay icon and select **Renditions**.



5. Renditions listed are those from the prior version. Select a rendition, and then click **Delete Rendition**.



NOTES

- For assistance with uploading renditions see: *Quick Reference Guide: Managing Renditions*.
- For assistance with publishing assets to the Brand Portal, see: *Quick Reference Guide Adding Assets and Editing Metadata*.

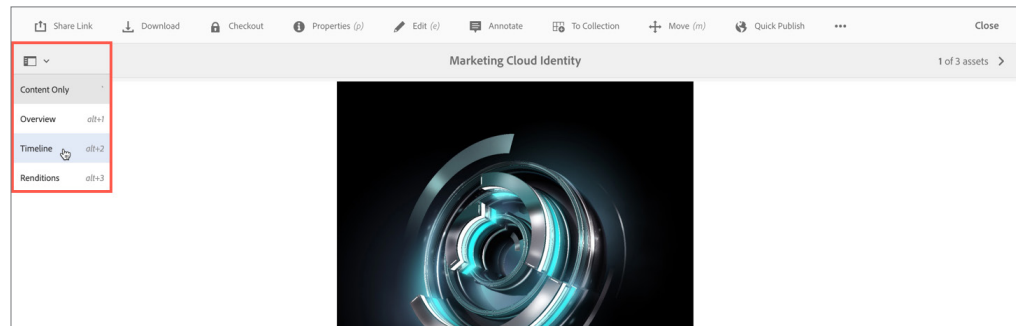
7. Repeat step 5 for all prior renditions. Once complete, upload the updated rendition files.

8. Re-publish the asset to the Brand Portal. Until re-published, users will continue to view and download the previously published version.

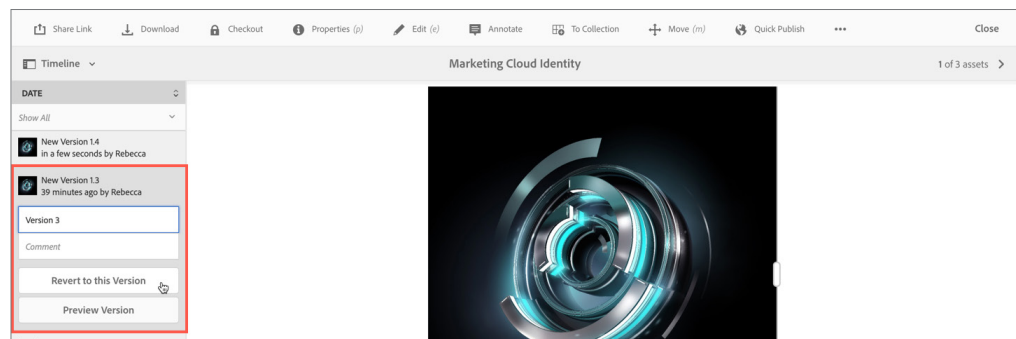
Restoring a previous version

1. Navigate to the location of the asset for which you want to view renditions. Click the asset card to open its asset details page.

2. Click the overlay icon and select **Timeline**.



3. From the Timeline, select a prior version. Add a label and comment for the version and then click **Revert to this Version**.



NOTE

To compare between two versions, select the version you want to compare and drag the slider to the left to superimpose this version over the current version.

4. If the previous asset had renditions, re-upload the renditions using files stored in your personal records.

5. Re-publish the asset to the Brand Portal. Until re-published, users will continue to view and download the previously published version.