

# Page Versions

Last Modified on 09/12/2022 9:33 am PDT

Even the best and brightest Web Editors have their dull moments. Fortunately, Omni CMS is here to help.

Whenever edits to a page are published by a Web Editor, an updated version of that page is stored in its entirety for historical reference. At any point in the future, all previous page versions can be viewed, compared, and reverted to. This can come in handy when mistakes are made, data is lost, or there is simply an interest in remembering how a page once looked.



## Instructional Videos

Watch this 2-minute tutorial for an overview of reverting to a previous page version, or scroll below to see complete written instructions.

\*Note: Click



icon for best view.

## How to View, Compare, or Revert to a Page Version

### 1. Click the Versions Tab

While you are [Editing a Page](#) and the page is "checked-in" to you (i.e., the



icon is yellow), click the  **Versions** tab at the top of the screen.

### 2. Review the Previous Page Versions

In the \_\_\_\_\_ module, review the list of previous page versions, which are sorted by the most recent version to the least recent version. Each version includes a \_\_\_\_\_, \_\_\_\_\_, and optional \_\_\_\_\_ about the changes that were made.

Back to Pages /alumni/hof/index.pcf

index.pcf

Preview Edit Source Properties **Versions**

PUBLISH

Versions (51) COMPARE TO LIVE

Filter

Version	Date	User	Description	Published Target
51 (Live)	11/3/21, 8:29 AM	Erik Hagen		'A' www ...
50	11/3/21, 8:29 AM	Erik Hagen		...
49	9/23/21, 1:19 PM	Erik Hagen		...
48	9/23/21, 1:18 PM	Erik Hagen		...
47	5/17/18, 9:22 AM	stsmith	Updated size of Alumni network in hero	...
46	11/15/17, 9:32 AM	stsmith	added social media page properties to all pages on the alumni site	...
45	10/13/17, 8:45 AM	stsmith		...
44	8/15/17, 11:00 AM	Erik Hagen		...
43	8/15/17, 10:59 AM	Erik Hagen		...
42	8/2/17, 10:32 AM	stsmith		...


Items per page: 100 1 - 51 of 51

### 3. View, Compare, or Revert

Once you have identified a page version of interest, click the **...** icon to reveal more actions:

- To view the previous page version, click the **VIEW** icon.
- To compare the previous page version to the current page version, click the **COMPARE** icon.
- To revert the current page version to the previous page version, click the **REVERT** icon.

Now that you are aware of the page versions module, you can feel a little more free to publish your page edits on the CalLutheran.edu website and trust that you can revert to a previous page version when needed.

 **EXTRA INSIGHT:** Remember that a version is automatically created when the **PUBLISH** button is clicked on a page, but not when only the **SAVE** button is clicked. If you want to manually create a version without publishing, click the **...** icon and then click the **Save Version** option.