

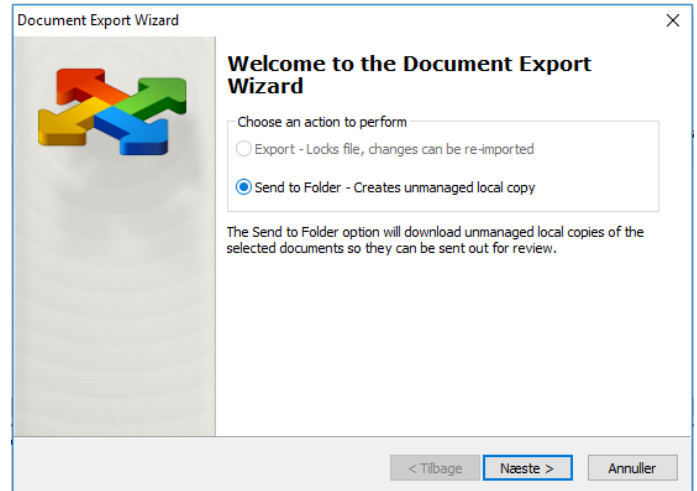


## Versioning – Restore old version

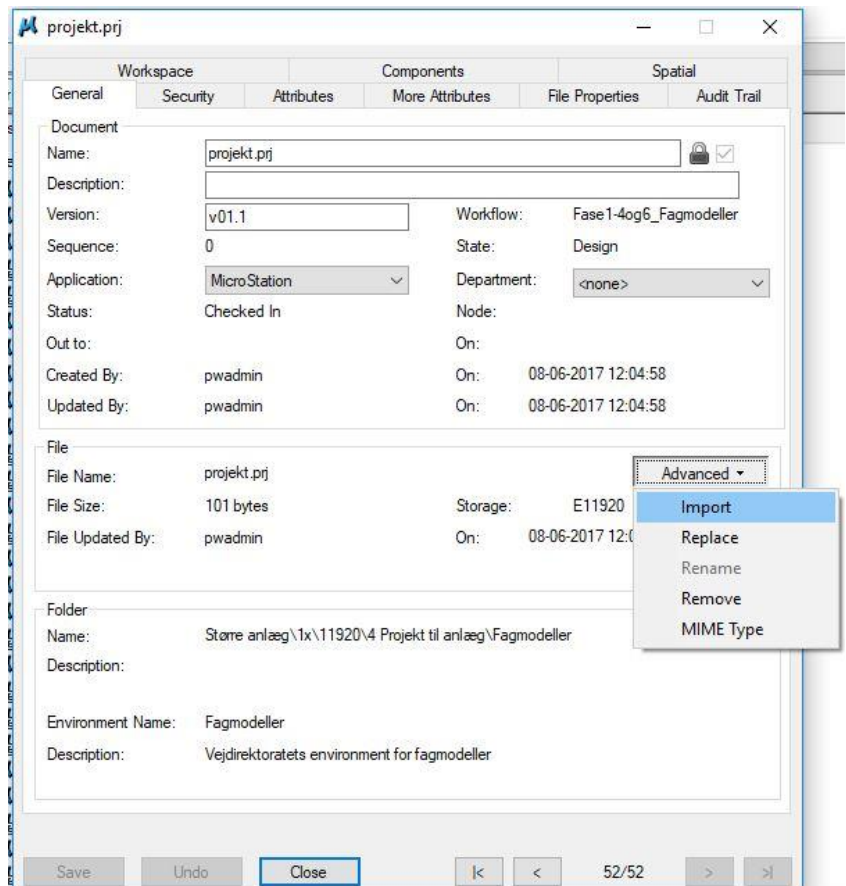
If you want to restore an old version of a file, this can be done in the following way:

(**Note:** If the current version is located on the *'Old version'* state and this is the version you want to restore, then just send this file to the *'Design'* state and ignore the rest of this guide.)

1. Start by right-clicking the old version you want to restore and choose *'Export'*
2. In the window that opens it is important to select the option *'Send to Folder'*  
Click *'Next'*
3. Click *'Browse'* to save the file somewhere outside ProjectWise.  
Then click *'OK'* and *'Next'* and then finally *'Finish'*
4. A copy of the file you want restored is now placed on your locale PC.



5. Before continuing make sure that the current file in ProjectWise you want updated is located on the *'Design'* state
6. Right-click that file and choose *'Properties'*
7. Click the tab *'General'*
8. Click on *'Advanced'* and choose *'Import'*
9. Click *'Yes'* in the window that opens asking if you are sure you want to replace the file
10. Now browse to the old version previously exported and click *'Open'*
11. If asked choose *'Use original document name'* and click *'OK'*
12. Now click *'Save'* in the bottom of the properties window
13. Finally fill in all relevant attributes under the tab *'Attributes'* and send the file to the next state



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