



Net.PageTrack

document versioning tool

- *Allows you to preserve previous versions of a document*
- *Users can view a specific version of a document*
- *Enables users to restore a previous version of a document*
- *Net.PageTrack permits users to delete previous versions of a document—from a single version, to all versions*
- *Permits users to follow the development of a project, document, or other page on Enlighten.Net over time*

Easy document tracking & version control

Document management is a key component of a successful knowledge management solutions, and Enlighten.Net's Net.PageTrack is a key component of comprehensive document management. Net.PageTrack allows users to save multiple versions of a document posted on their Enlighten.Net knowledge management solution. By allowing multiple versions, users no longer risk overwriting an important version of a document that they may want to access again in the future.

How It Works

With a few quick clicks, you can access a directory listing all previous versions of a document on your Enlighten.Net. From this directory, you can:

- Review a version of the document, opening it for viewing.
- Restore a particular version of the document, so that it is the current one, directly on display on your Enlighten.Net.
- Delete one, several, or all versions in the document directory.

In addition, you can view the date and time each version was created, and who edited each version.

An Aid in Collaboration

Net.PageTrack can be used to review the process and progress of a document as well, which can be of great assistance in a collaborative environ-

ment. For instance, if an employee is assigned to a project group late in the project's development process, they can review old versions of documents regarding the project, to see what kind of progression has occurred over time.

One example is a project goals list: someone new to the project could see from earlier versions of this document that the initial project goals had evolved over time.

In Summary

Net.PageTrack offers powerful version tracking, historical analysis, and added document security—all of which make your Enlighten.Net an even more comprehensive knowledge management solution.

For more information on Net.PageTrack, please contact an Enlighten.Net Account Representative at 877.339.3638, or e-mail us at: info@Enlighten.Net.