Version Control Procedure

There are several ways of identifying a file, but the two most common methods are by putting a date as a suffix, or a version number.

As an example, suppose we have a file called '*Report.docx*'.

To identify the version, we could call it (eg): *Report_200820.docx* or *Report_1.2.docx*.

If the file is only being used by the author, it doesn't matter which method is adopted, but when several people need to access or change it, then a system of version control is the best option to avoid the wrong version being used.

To apply version control to the file '*Report.docx*'

The first draft is at version 1.0a, so the filename is: *Report_1.0a.docx*

This is reviewed by everyone concerned, and updates are made.

After initial changes, the file is saved as *Report_1.0b.docx*

Further changes will produce *Report_1.0c, 1.0d*, etc.

When all amendments have been done, the file is authorised and the version changes to 1.0, so the filename is *Report_1.0.docx.*

If, at a later date, more small changes are needed, the authorised version will become 1.1, but if a major re-write is deemed necessary, the new version becomes 2.0.

This means that files with an alpha character in their version number are easily identified as drafts. (The version in the filename must be the same as that in the footer of the document.)

N.B: Only authorised documents are uploaded to the portal.