

Reverting Pages

Revert allows you to restore any previously published version of a page or include file that could affect multiple pages.

Every time you publish a page, Omni Update creates a special copy of the page, a version that is stored in a special way that allows you to "revert" should you need to for any reason. To view the list of all versions of a page:

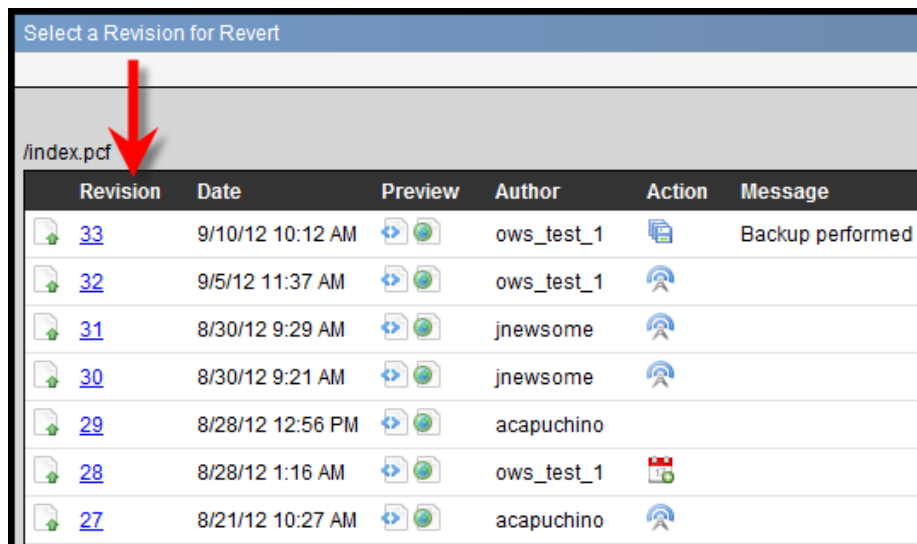
1. Go to the Pages View by clicking on the content tab; **locate the page** that you want to revert.





















***NOTE:** You can only modify pages that have not been checked out to someone else.

2. Click the **Check-out icon**  so that the light bulb is lit.
3. Click on the **Revert icon** 

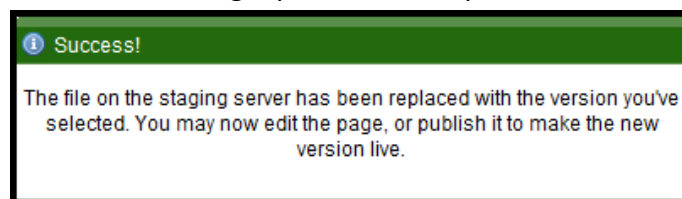
A list of previous versions are numbered and dated, if a message was left at the time the page was published, these messages are listed as well. Action icons indicates whether the version was created by a standard "publish" action, a scheduled publish action, or through a manual "Back Up" action.

1. To revert a file **click the Revision number**



Revision	Date	Preview	Author	Action	Message
33	9/10/12 10:12 AM	 	ows_test_1		Backup performed
32	9/5/12 11:37 AM	 	ows_test_1		
31	8/30/12 9:29 AM	 	jnewsome		
30	8/30/12 9:21 AM	 	jnewsome		
29	8/28/12 12:56 PM	 	acapuchino		
28	8/28/12 1:16 AM	 	ows_test_1		
27	8/21/12 10:27 AM	 	acapuchino		

2. A pop-up window will ask "Are you sure you wish to revert to revision '#?'" Click **OK**.
3. You will receive a green success message; proceed to step 4



4. **Publish** the page

NOTE: *After reverting a file, you must publish the file to make it live on the production server. Simply reverting the file does not publish the file without your explicit permission. Should the user or individual file require approval, the file will be passed along the intended approval path before it can be published.*
