

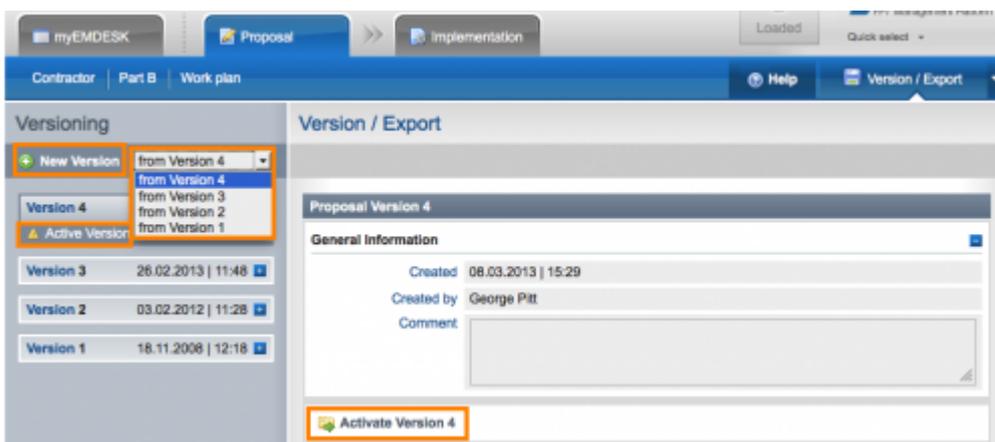
3.5 Versioning of the Proposal

Under **Proposal > Version / Export**, you are able to backup and restore previous versions of the Proposal as well as create new versions.

To backup the current version of a Proposal, you must first create a new version. Please select one of the present versions that can be used as the basis for the new version from the drop down box from the left side panel. Once the correct version has been selected, click on the **New Version** button to create the new version. A dialog box will appear asking you to confirm you would like to create a new version, click **Yes sure**.

EMDESK copies the selected version, creates a new version based on the previous information, and then activates a new version that can be used for further editing.

To restore and work on a previous version, simply click on the version you would like to continue working with and click **Activate Version**. In order to know which version is currently active and can be edited, please look for the symbol under the version number on the left side panel **Active Version**.



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