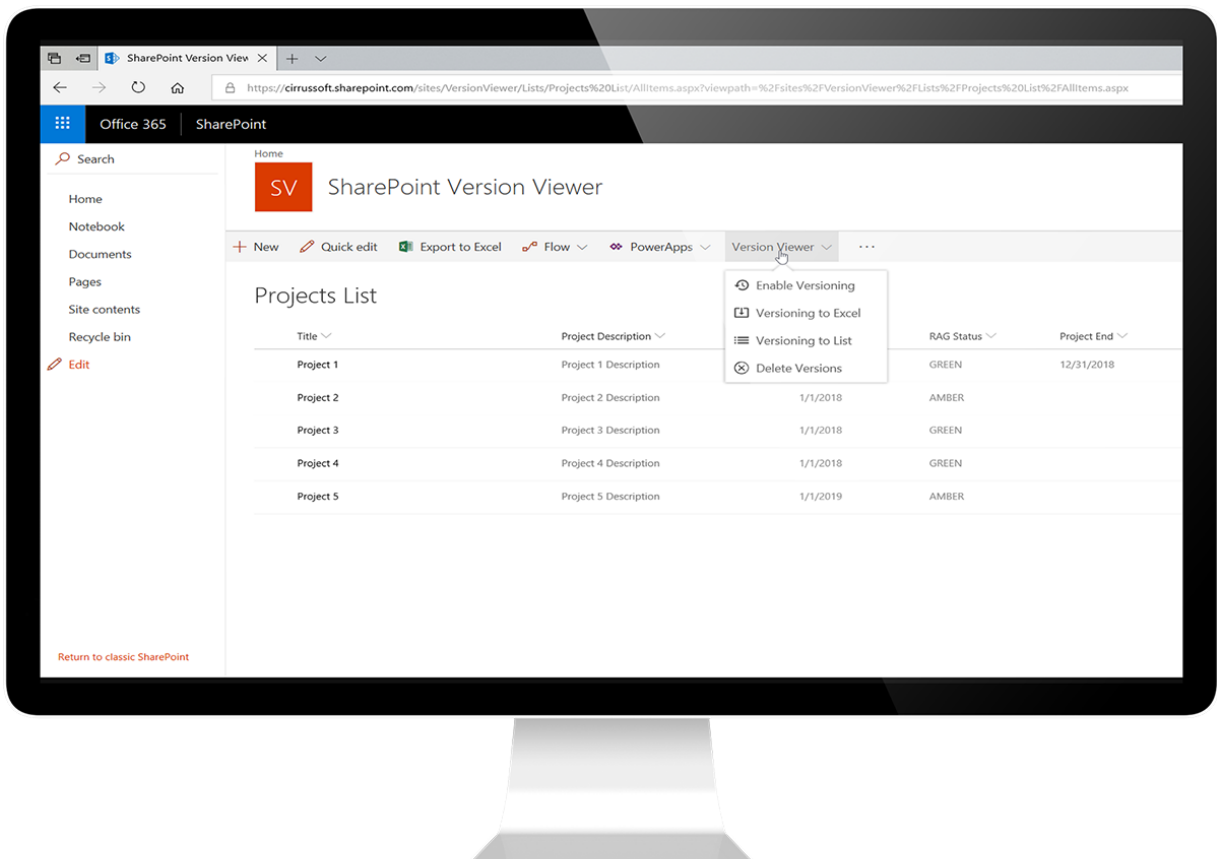


Installation and Configuration Manual

 **SharePoint Version Viewer**



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Version History

Change Record

Date	Author	Version	Change reference
2018, July	SharePoint Version Viewer	1.0.0.0	Initial Release of SharePoint Version Viewer.

Current Version for SharePoint Online

Name	Version Approved	Compatibility	Date
SharePoint Version Viewer	SharePoint Version Viewer Version 1.0.0.0	SharePoint Online / Office 365. SharePoint 2016.	2018, July

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Introduction

SharePoint Version Viewer provides a simple and clean way to view version history and interrogate the underlining versioning information. When versioning is enabled in your SharePoint list or library, you can store, track, and restore items in a list and files in a library whenever they change. However, it is a challenge to view this version history data in a sensible way. SharePoint Version Viewer solves this problem.

SharePoint Version Viewer provides a convenient way to download the complete version history of a list item or a document in the excel file format and highlights the changes in the file.

Select multiple SharePoint list or library items to export the version history of the selected items to an Excel file and/or SharePoint List.

How does SharePoint Version Viewer Work?

After you have installed the **SharePoint Version Viewer**, the **Version Viewer** Option will now be available for list items and documents within document libraries.

With SharePoint Version Viewer you can automatically download the version history of the selected item to an excel file and changes will be highlighted.

You can enable versioning directly from the SharePoint Version Viewer menu as well as a list or library settings page.

You can export the version history of an entire list to an excel file, and there is also an option to export the version history to the another SharePoint list. This will create new list and export the version history data with item id and version label to that list.

You can even delete a selected number of versions from the version history of a SharePoint list item or document of document library in bulk. There is an option to specify the number of version you want to keep. Once you specify it will delete all the other older versions for selected items.

SharePoint Version Viewer Uses:

Do you use SharePoint to collect Project information, customer records, financial data, order information, or any other important business data in SharePoint lists and libraries? With SharePoint Version Viewer you can swiftly export the version history of your data into Excel document with changes highlighted or into SharePoint lists with absolutely no coding!

This will help you in data analysis and will help you to keep track of records.

Also, if older versions of data are not required then you can delete them in bulk and keep your environment clean and efficient.

SharePoint Version Viewer Benefits and Features

- Use Versioning for detailed Trend Analysis.
- Easily export version history of multiple items.
- Fast, save time and helps in data analysis.
- Very easy to install. Very easy to use, no training required.
- Tightly integrated into SharePoint. Easy access via Ribbon Menu and Items Context Menu.
- The excel file of document version history contains information related to version history of the document including its Version Number, Date Modified, Size and Fully Qualified URL. You can use the fully qualified URL to download a specific required version of the document.
- The excel file of list item version history contains information related to version history of the item including its Version Number / Date Modified / Modified By.
- Export version history into a SharePoint List. There is option to create new list or use an existing list if this list already exists (previously exported).
- One click and automatic download of the excel export file.
- Select multiple SharePoint list data and export version history into 1 Single excel file.
- Select multiple documents from a Document Library and export version history into 1 Single excel file.
- Enable version history.
- Delete Versions.
- Excellent UK based support!

SharePoint Version Viewer Installation (SharePoint Online App)

Types of License

SharePoint Version Viewer is made available from the Office Store (search SharePoint Version Viewer).

Below is the list of **SharePoint Version Viewer** License Types;

Trial

- The Trial License can only be used for up to 5 Users. The Trial will expire after 15 days.

User License

- A User License activates **SharePoint Version Viewer** functionality to all lists and document libraries within a SharePoint Site for the Users who have a License assigned.

Site License

- A Site License activates **SharePoint Version Viewer** functionality to all Users and on all lists and document libraries within the SharePoint Site to which it is applied.

Installing SharePoint Version Viewer

To add an app from the SharePoint Store

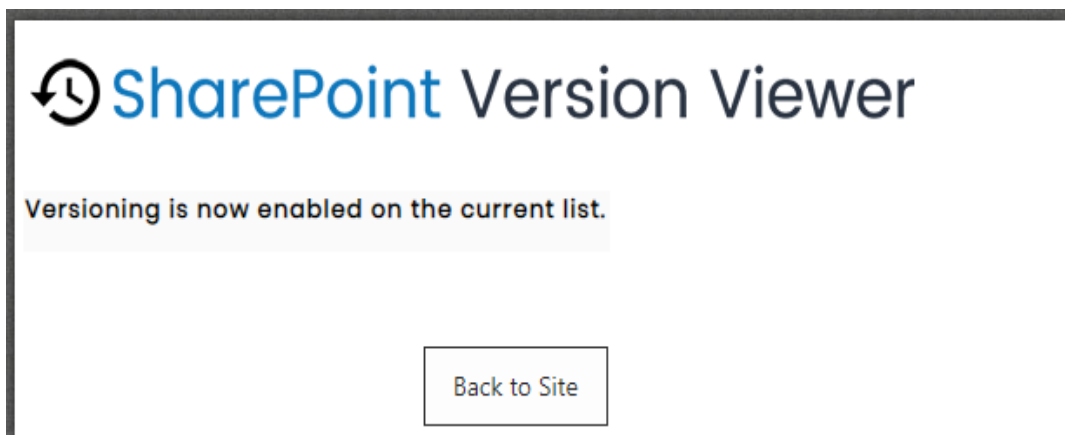
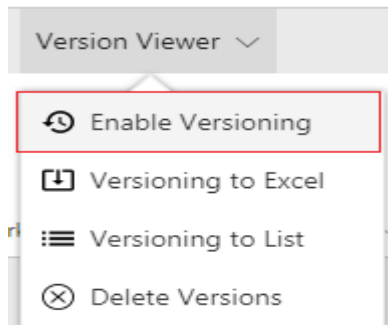
1. Verify that the user account that is performing this procedure is a member of the site Owners group.
2. On the home page, under Get started with your site, click Add lists, libraries, and other apps.
3. If the Get started with your site control does not appear on the home page, click the Settings icon, and click View Site Contents, and then on the Site Contents page, click Add an App.
4. Click SharePoint Store.
5. Browse the SharePoint Store for "**SharePoint Version Viewer**".
6. Click the **SharePoint Version Viewer** App.
7. Click Details, and then click Trial / Buy It.
8. Follow the steps to log in and purchase the App, if required.
9. In the Grant Permission to an App dialog box, if you trust the App, click Allow Access.
10. The **SharePoint Version Viewer** App is now added and appears in the Apps section of your Site Contents list.

Using SharePoint Version Viewer

Once installed **SharePoint Version Viewer** options are made available on all List Items Context Menu and the Lists Ribbon Menu. Also, for Documents within Document Libraries.

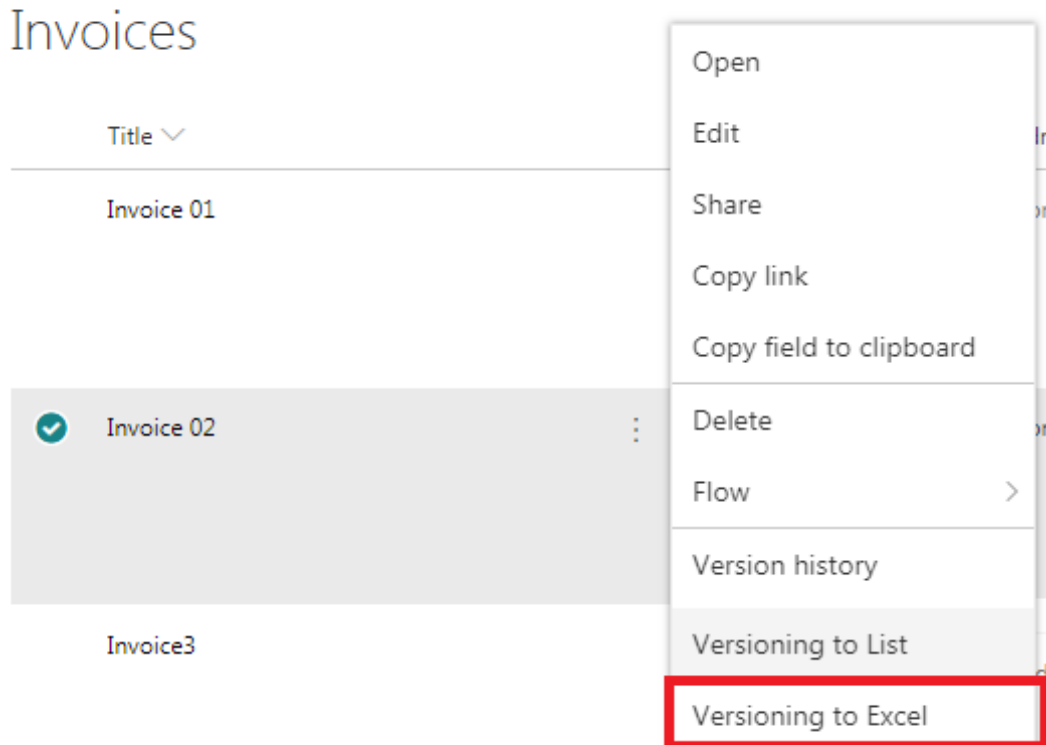
Enable Versioning

- Go to the required SharePoint List or Library.
- Then go the ribbon menu.
- There is an option to enable versioning.

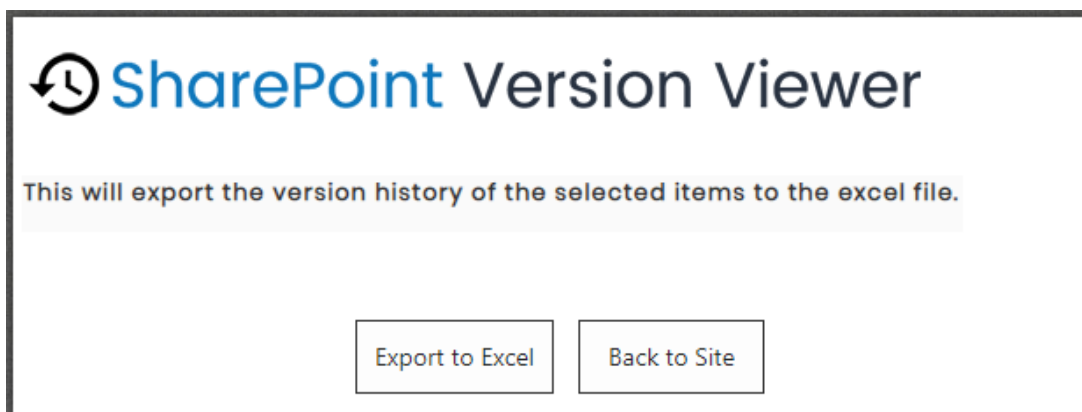


Export to excel (SharePoint List Version History)

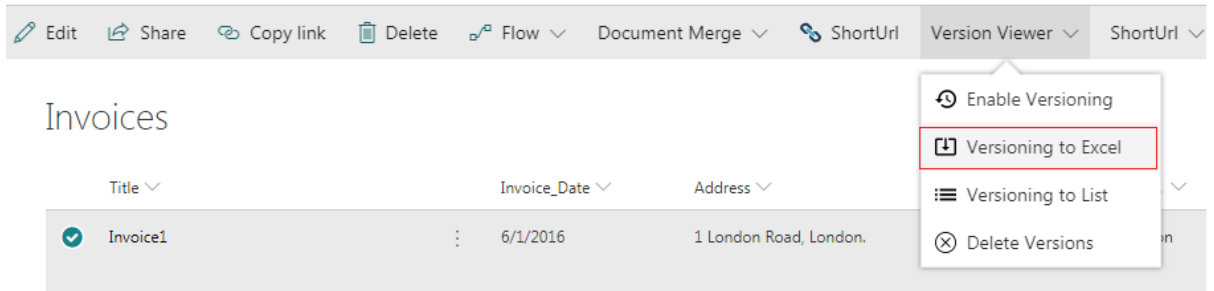
- Go to the required SharePoint List.
- Click on the Context Menu of the Item for which you want to export version history.
- Click Versioning to Excel.



- The SharePoint Version Viewer window will appear. Click the “Export to Excel” button.



- This will export the version history of the selected item to the excel file
- Once processing is complete the Excel file will be dowloaded in the download folder.
- You can also Export version history of multiple list items to a single excel file.
- For this you need to select items from the sharepoint list and then select ribbon menu option.



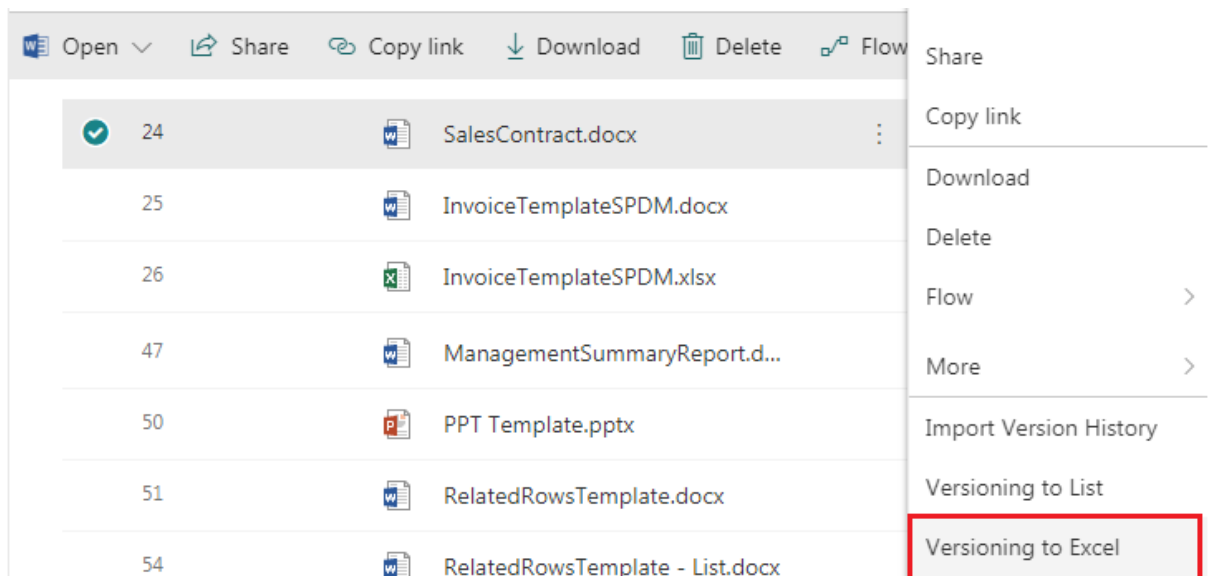
- This will export the version history of selected items to the Excel file.

ID	Version Label	Title	Invoice_Date	Address	Country	Contact_Person	TemplateName	Modified	Created By	Modified By
1	3.0	Invoice 01	6/1/2016	1 London Road, London	UK	Peter Ferguson	Test Template	7/5/2018	Peter Ferguson	Peter Ferguson
1	2.0	Invoice1	6/1/2016	1 London Road, London	UK	Peter Ferguson	Test Template	7/5/2018	Peter Ferguson	Peter Ferguson
1	1.0	Invoice1	6/1/2016	1 London Road, London.	UK	Peter Ferguson	Test Template	4/24/2018	Peter Ferguson	Peter Ferguson
2	3.0	Invoice 02	7/26/2016	1 London Road, London	UK	Peter Ferguson		7/5/2018	Peter Ferguson	Peter Ferguson
2	2.0	Invoice)2	7/26/2016	1 London Road, London	UK	Peter Ferguson		7/5/2018	Peter Ferguson	Peter Ferguson
2	1.0	Invoice2	7/1/2016	1 London Road, London	UK			4/10/2018	Peter Ferguson	Peter Ferguson

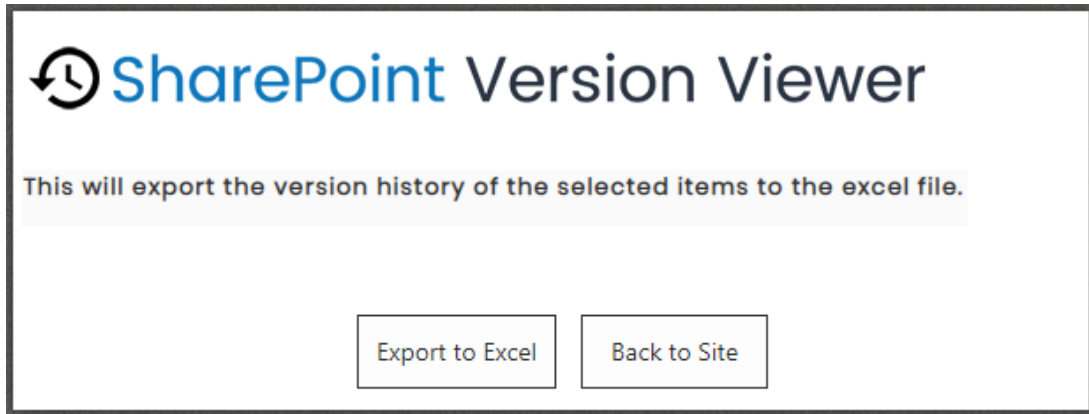
- The excel file of list item version history contains information related to version history of the item including its Version Number / Date Modified / Modified By.

Export to excel (Document Library Version History)

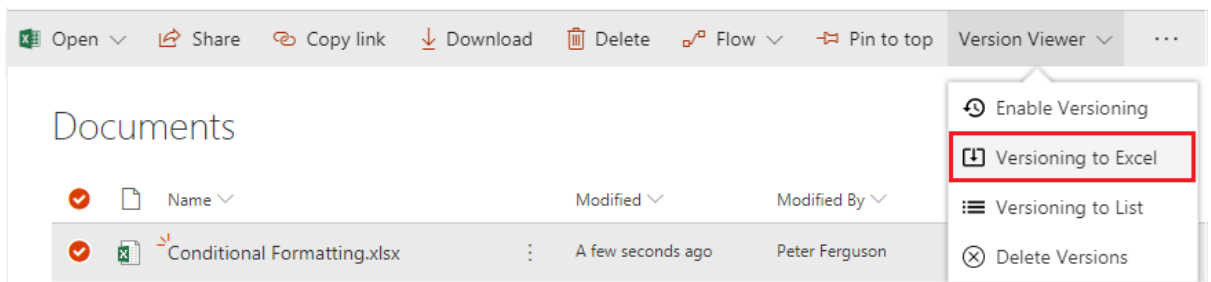
- Go to the required SharePoint Document Library.
- Click on the Context Menu of the document for which you want to export version history.
- Click Versioning to Excel.



- The SharePoint Version Viewer window will appear. Click the “Export to Excel” button.



- This will export the version history of the selected item to the excel file
- Once processing is complete the Excel file will be dowloded in the download folder.
- You can also Export version history of multiple list items to a single excel file.
- For this you need to select items from the sharepoint list and then select ribbon menu option.



- This will export the version history of selected items to the Excel file.

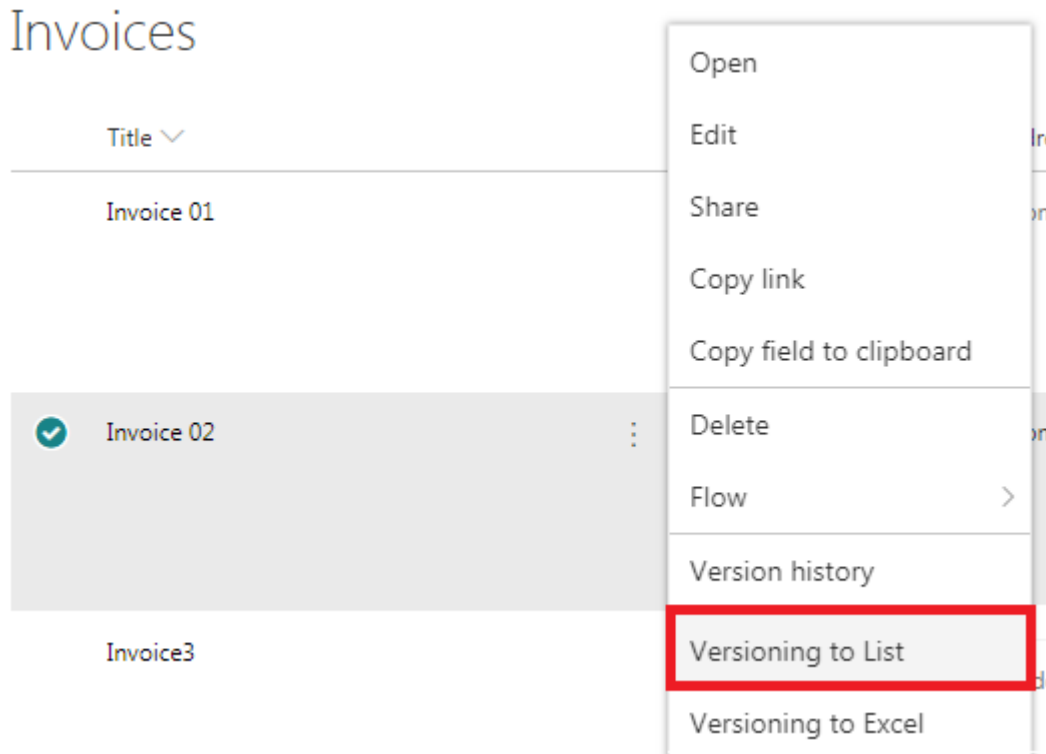
ID	Version Number	Name	Url	File Size	Title	Created By	Modified	Modified By
1	3.0	Conditional Formatting.xlsx	https://cirrussoft.sharepoint.com/sites/VersionViewer/Shared Documents/Conditional Formatting.xlsx	16KB	Sample File	Peter Ferguson	7/5/2018	Peter Ferguson
1	2.0	Conditional Formatting.xlsx	https://cirrussoft.sharepoint.com/sites/VersionViewer/_vti_history/1/Conditional Formatting.xlsx	16KB	Sample File	Peter Ferguson	7/5/2018	Peter Ferguson
1	1.0	Conditional Formatting.xlsx	https://cirrussoft.sharepoint.com/sites/VersionViewer/_vti_history/1/Conditional Formatting.xlsx	16KB	Sample File	Peter Ferguson	7/5/2018	Peter Ferguson

- The excel file of document version history contains information related to version history of the document including its Version Number, Date Modified, Size and Fully Qualified Url.
- You can use the fully qualified Url to download a particular version of the document as needed.

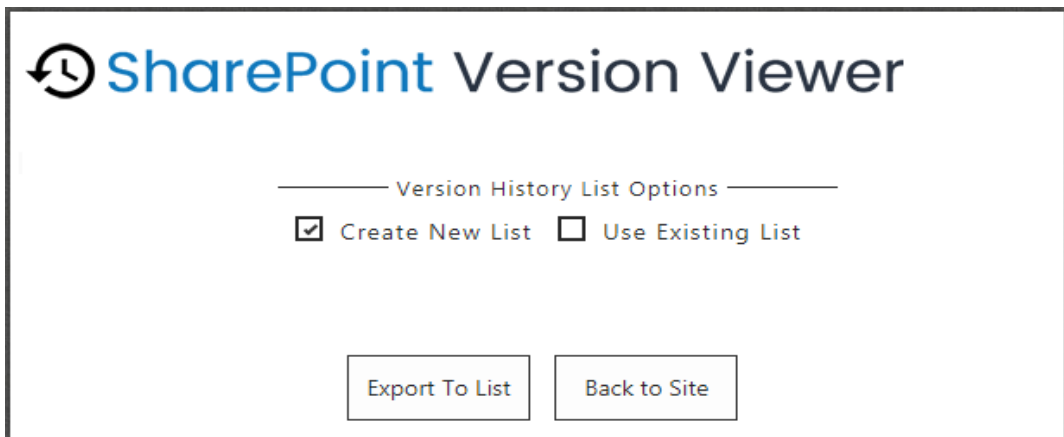
Export to list (SharePoint List Version History)

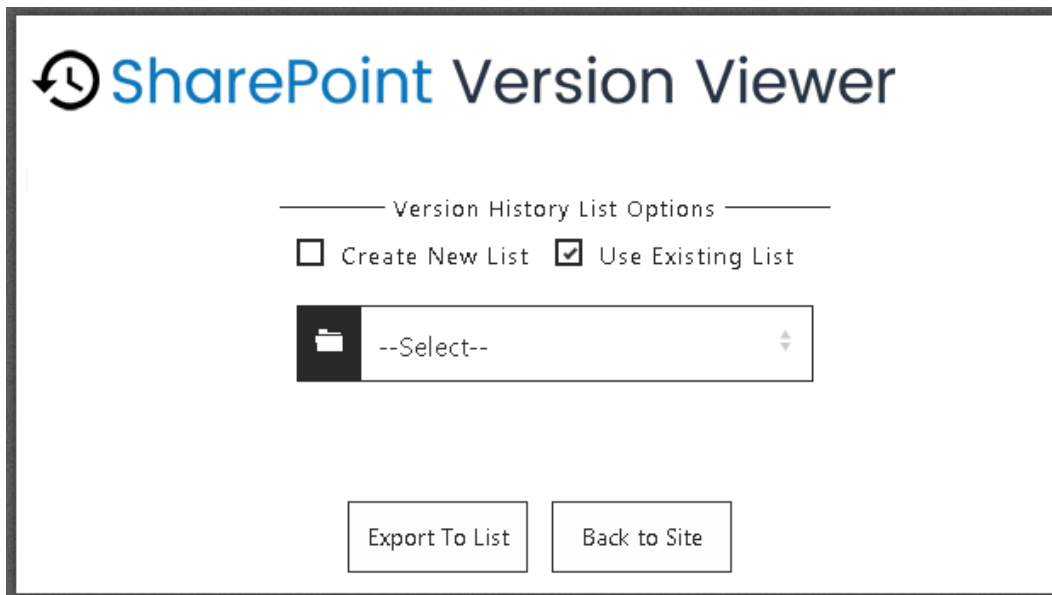
You can also export version history into a SharePoint List. There is option to create new list or use existing list if this list already exists (previously exported).

- Go to the required SharePoint List.
- Click on the Context Menu of the Item for which you want to export version history.
- Click Versioning to List.

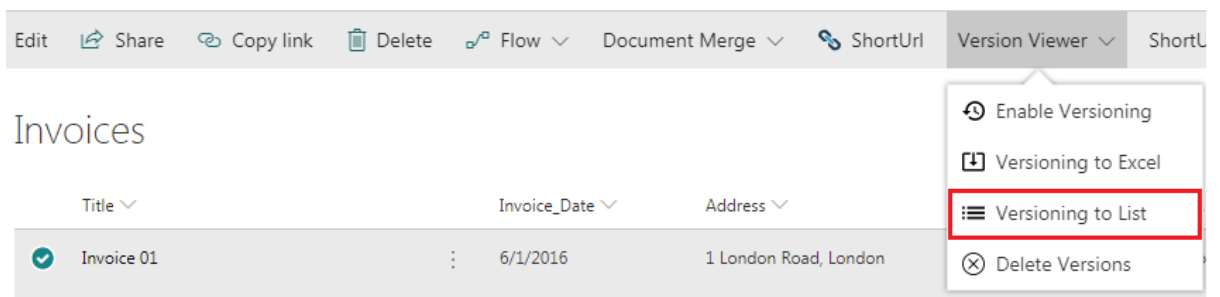


- There is an option to create new list or use existing list if this list already exists (previously exported).





- Click the “Export to List” button.
- This will export the version history of the selected items to the another SharePoint list.
- You can also Export version history of multiple list items to the single SharePoint List.
- Select items from the sharepoint list and then select ribbon menu option.



- This will export the version history of selected items to the another SharePoint list as shown below.

Invoices-Versions-20180706054129764

Title	Version Item ID	Version Label	Version Modified	Version Editor	Invoice Date	Address	Country	Contact Person
Invoice 01	1	3.0	7/5/2018 3:58 AM	Peter Ferguson	6/1/2016	1 London Road, London	UK	Peter Ferguson
Invoice1	1	2.0	7/5/2018 3:58 AM	Peter Ferguson	6/1/2016	1 London Road, London	UK	Peter Ferguson
Invoice1	1	1.0	4/24/2018 2:09 AM	Peter Ferguson	6/1/2016	1 London Road, London	UK	Peter Ferguson
Invoice 02	2	3.0	7/5/2018 3:59 AM	Peter Ferguson	7/26/2016	1 London Road, London	UK	Peter Ferguson
Invoice 2	2	2.0	7/5/2018 3:59 AM	Peter Ferguson	7/26/2016	1 London Road, London	UK	Peter Ferguson

- List item version history contains information related to version history of the item including its Version Number / Date Modified / Modified By.

Columns

A column stores information about each item in the list. The following columns are currently available in this list:

Column (click to edit)	Type
Title	Single line of text
Version Item ID	Number
Version Label	Number
Version Modified	Date and Time
Version Editor	Person or Group

Version Item ID: It is the item id of the source list item.

Version Label: Version Number

Version Modified: Date Modified

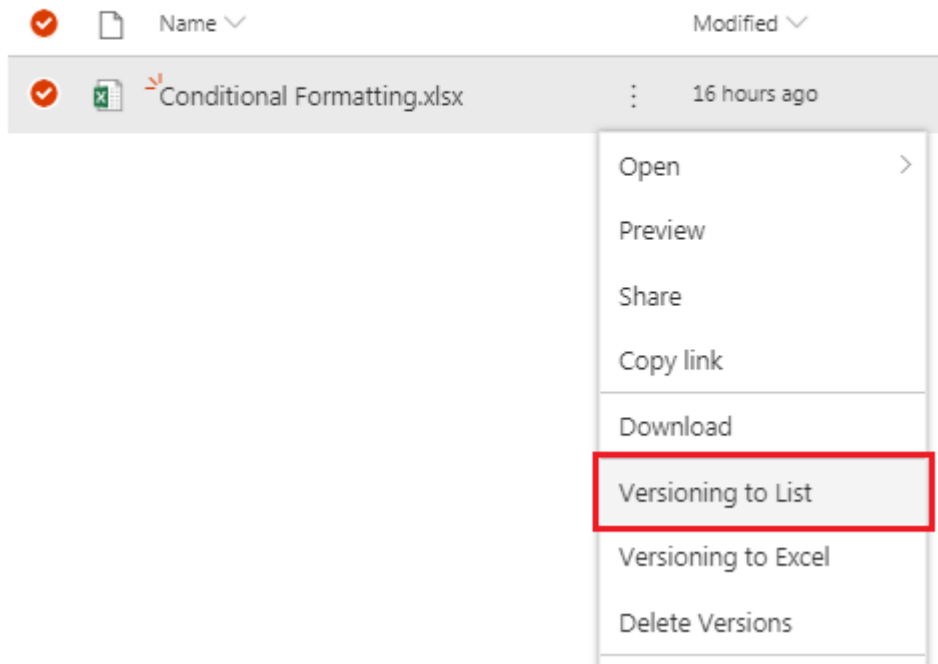
Version Editor: Modified By

Export to list (Document Library Version History)

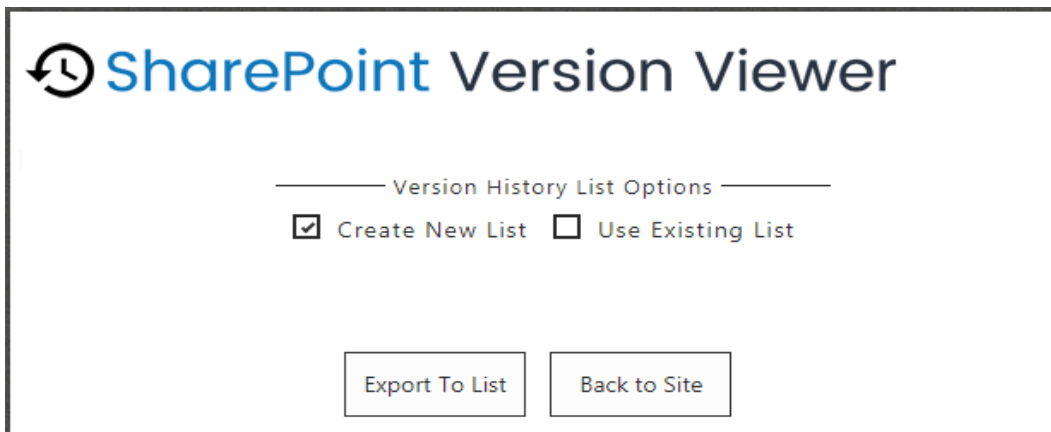
You can also export version history into a SharePoint List. There is option to create new list or use existing list if this list already exists (previously exported).

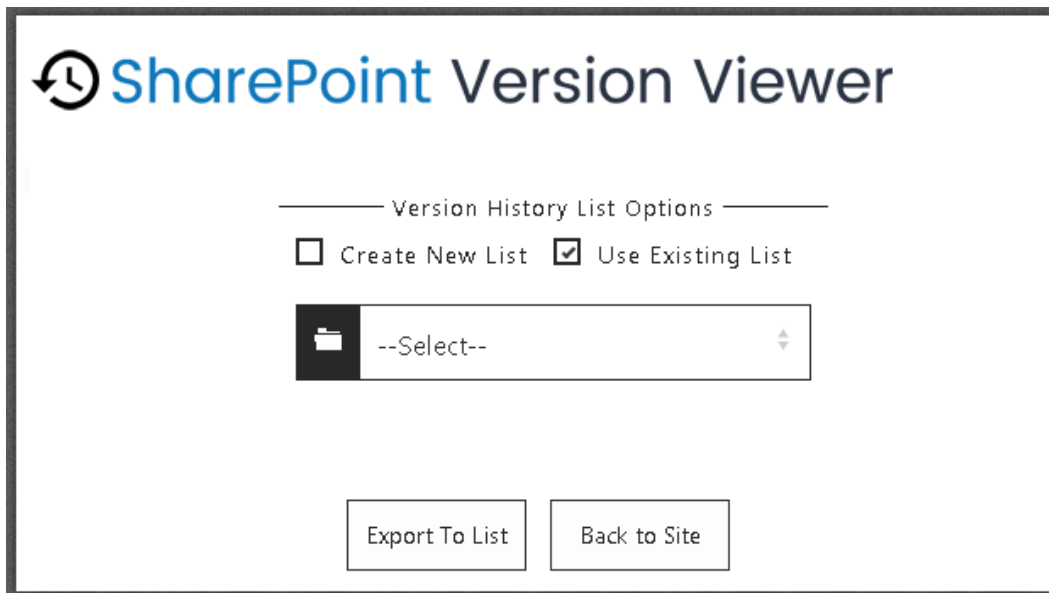
- Go to the required SharePoint Document Library.
- Click on the Context Menu of the document for which you want to export version history.
- Click Versioning to List.

Documents

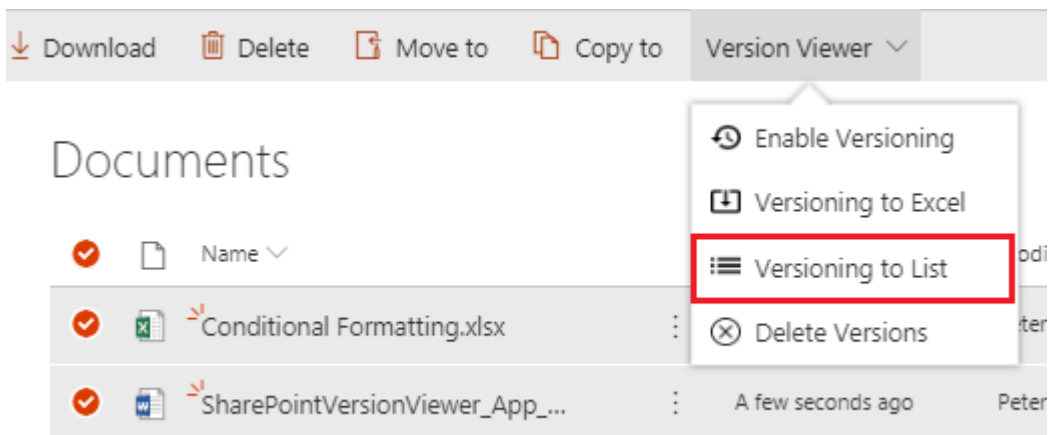


- There is an option to create new list or use existing list if this list already exists (previously exported).





- Click the “Export to List” button.
- This will export the version history of the selected items to the another SharePoint list.
- You can also Export version history of multiple list items to the single SharePoint List.
- Select items from the sharepoint list and then select ribbon menu option.



- This will export the version history of selected documents to the another SharePoint list as shown below.

Documents-Versions-20180706061545203

File Name	Version Item ID	Version Label	Version Modified	Version Editor	File Size	Uri
Conditional Formatting.xlsx	1	3.0	7/5/2018 7:29 AM	Peter Ferguson	16KB	https://cirrussoft.sharepoint.com/sites/VersionViewer/Shared Documents/Condi
Conditional Formatting.xlsx	1	2.0	7/5/2018 7:28 AM	Peter Ferguson	16KB	https://cirrussoft.sharepoint.com/sites/VersionViewer/_vti_history/1024/Shared D
Conditional Formatting.xlsx	1	1.0	7/5/2018 7:24 AM	Peter Ferguson	16KB	https://cirrussoft.sharepoint.com/sites/VersionViewer/_vti_history/512/Shared Do
SharePointVersionViewer_...	2	1.0	7/5/2018 11:08 PM	Peter Ferguson	544KB	https://cirrussoft.sharepoint.com/sites/VersionViewer/Shared Documents/ShareP

- Document version history contains information related to version history of the document including its Version Number, Date Modified, Size and Fully Qualified Url.

Columns

A column stores information about each item in the list. The following columns are currently available in this list:

Column (click to edit)	Type
File Name	Single line of text
Version Item ID	Number
Version Label	Number
Version Modified	Date and Time
Version Editor	Person or Group
File Size	Single line of text
Url	Hyperlink or Picture

Version Item ID: It is the item id of the source library document.

Version Label: Version Number

Version Modified: Date Modified

Version Editor: Modified By

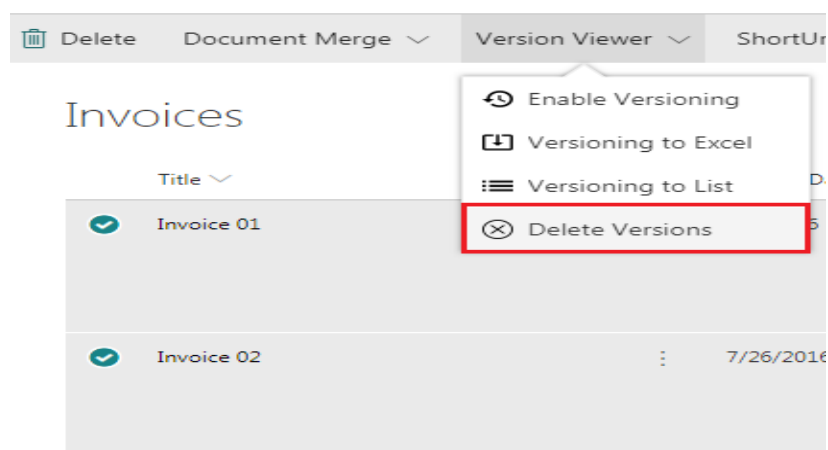
File Size: size of the file in KB

Url: Fully Qualified Url by which you can download the specific document.

Delete Versions

There is an option by which you can delete versions of the List item or document's versions in bulk. You can also specify how much version you want to keep this will keep that much latest versions and delete all other older versions.

- For this you can select the context menu "Delete Versions" of list item or document.
- You can also select multiple items and then click on the "Delete Versions" from the ribbon menu.



- Then Version Viewer window will appear

SharePoint Version Viewer

————— Delete Version History —————

Versions to keep Delete All

- There are two options:
 - o Versions to keep: this will keep the number of specified versions from top and delete the all other older versions.
 - o Delete All: this will delete all the versions of the documents or list item.

Pre-set colour to highlight the changes in data in excel file

You can specify colour to highlight the changes in data in excel file via the Version Viewer App landing page by on Configuration tab.

SharePoint Version Viewer

SharePoint Version Viewer

Overview

Configuration

Usage

FAQ's

Support

Version

live help

You can specify color to highlight the changes in data in excel file.

Select color to highlight the changes in data:

Yellow ▼ Save

SharePoint Version Viewer Support

Thank you for choosing **SharePoint Version Viewer**.

If you require any further assistance please visit our online Support Centre or Contact Us.

<https://sharepointversionviewer.com/support/>

<https://sharepointversionviewer.com/>