

# PowerDMS®

## Comparing Document Versions

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# A Few Things to Note:

- This session is being recorded.
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# After This Session, You Will Be Able To:

- Successfully use the Compare Tool as an Administrator in your PowerDMS site
  - Comparing a draft version of a document to the current Published version
  - Comparing the current Published version of a document to an Archived version
- Understand user experience of non-administrators and their ability to compare versions of documents that they have provided a signature for

## Webinar Prerequisites:

- Understanding of the life cycle of a document (Draft > Published > Archived)
- Document assignments



**SCENARIO 1:** As an Administrator, you want to compare the **Draft version** of a document to the current **Published version** of that document.





**SCENARIO 2:** As an Administrator, you want to compare the current **Published version** of a document to an **Archived version** of a document.



**SCENARIO 3:** An end user is assigned to a document, and you have **published a new revision**. They are being asked to sign the new version, and they want to **compare this version to the last version they signed**.



# Questions?





# PowerDMS University Resources (Administrators Only)

[PowerDMS site](#) > [Help](#) > [PowerDMS University](#)

- University Live
  - Document Signatures and Revisions



# Success Community Resources (All Users)

[PowerDMS site > Help > Success Community](#)

- [Document Tool: Compare to Last Revision I Signed](#)

