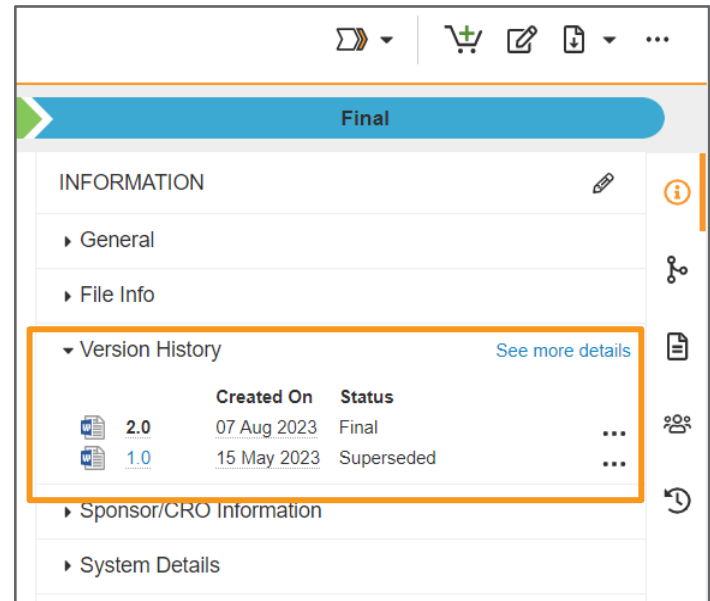


SiteVault offers the ability to stack document versions, making it easier to locate multiple versions of the same document, cuts down on the number of documents filed for a cleaner eISF, eliminates confusion around which version of a document is current, and keeps all the audit and metadata for a single document with multiple versions in the same place.

If a steady state version of a document already exists in SiteVault and needs to be updated, sites can stack a new version of the document on top of the existing one (instead of uploading the new version as a separate document). This facilitates a simplified way to view and reference all applicable versions of a document.

New versions of documents are uploaded as draft documents and will need to be processed as applicable for the document to reach steady state. Once the new version of the document is finalized the previous version is automatically superseded in the system.



## Common Questions

### Where does the previous version of the document go?

Previous versions of a document are stored within SiteVault and easily accessible through the applicable document's version history.

### Do metadata (fields) change for previous versions?

Previous versions of a document will maintain all metadata applicable for that version, metadata will not update on previous versions of a document when newer versions are updated. The new version of a document will have its own set of metadata that is unique to said version.

### Can previous versions of the document be viewed and downloaded?

Previous versions can be viewed within SiteVault, or they can be downloaded as a viewable rendition (with applicable header, footer and watermarks added) by individuals with appropriate access.

### How is the SiteVault version number determined?

The SiteVault version number of the document is fully controlled by SiteVault. The version number auto-increments as the document stacks with new steady state versions (1.0, 2.0, 3.0, etc.) This helps with document review and clarity of when document versions were created and processed within SiteVault.

SiteVault provides a document description metadata field where additional information such as *template* or *sponsor version number* can be recorded as applicable.