

About versions of a job info sheet

The latest version of a job info sheet appears on the **Summary** tab for the job.

Each time a user edits the info sheet and saves the changes, a new version of the job info sheet is created and stored in the job `Control` folder at

```
\\<JobServer>\Jobs\<Job>\Control\VersionedJobInformationSheets\<VersionID>.
```

The `<VersionID>` subfolder contains all of the XSD, XML, and XSLT files for that job info sheet.

Whenever a user requests an info sheet for that job, Prepress Portal checks this folder and displays the latest version. You can look through old versions to track changes made to the job info sheet.

To view previous versions, go to the job **History** tab, select **Info Sheets**, and select a version from the **Revisions** list.