# **Revision Control In eDMS**

## www.DocControl.com

## What is Revision control?

When any changes made in the document, then the version number of the document updated. It is used to keep track all the changes made in the document.

## Revision control handled manually:

Traditionally all the documents in paper form, changes are done manually and updated with a new version number and kept back to the self!

### **Revision control in eDMS!**

Steps of Revision control:



Once the user has checked in the document, System updates version number of the document. Document checked-in into the system

### **DocControl & Revision control**

DocControl provides Automatic Revision Control in which the version number automatically changes when the specific document is updated.

