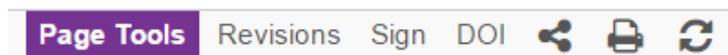


## Tip #4: #\$/)?&\*\$#%. I just accidentally wiped out my file!!!!: (Can't be done with LabArchives!): Revisions

One of the many powerful features of LabArchives (which does not require any input from you!) is the fact that it maintains every version of every entry made into your Notebook(s). Each version is date and time stamped (using the National Institutes of Standards and Technology clock) in your time zone, and the user and even the IP address of the computer they were using is recorded.

As you know, a basic scientific principle is that data should never be erased or deleted. With that in mind, not only does LabArchives store all of this information, but it is impossible to delete anything from your notebook. So LabArchives provides you with a complete history of your work in the lab.

There are two ways to review your history: By [Page](#) or by [Entry](#). To see the history of a Page, click on Revisions in the Page Tools menu at the top of the page:



This will provide you with a complete record of the “evolution” of the Page:

Date and Time	Entry version #	Revised by	Revised by ip	Revision Action	Data Type	Change
Tue @ 04:15 PM PST	1	Earl Beutler	76.212.197.97	added		342.7 KB
Sep 21, 2012 @09:48 AM PDT	1	Earl Beutler	76.212.192.174	added		461 Bytes <a href="#">revert to this version</a>
May 23, 2012 @10:05 PM PDT	1	Earl Beutler	76.212.205.69	added		579 Bytes <a href="#">revert to this version</a>
May 23, 2012 @09:51 PM PDT	1	Earl Beutler	76.212.205.69	added		444 Bytes <a href="#">revert to this version</a>
May 11, 2012 @01:19 PM PDT	1	Earl Beutler	97.205.234.28	file uploaded or modified by Partner application		26.8 KB <a href="#">revert to this version</a>
May 07, 2012 @08:45 AM PDT	3	Earl Beutler	76.212.205.69	added/deleted annotation		17.4 KB <a href="#">revert to this version</a>

Clicking on the date and time will show you how the Page looked. If you ever discover that an undesired change was made, you can always click on the [Revert to this version](#) link which will restore the page to exactly that point in time (of course, since all changes are saved, this will create another new version).

A very similar display can be invoked for any particular Entry – whether it is rich text, an attachment, a Widget, etc: simply click on the [revisions](#) link that appears above each Entry (when you put the mouse over it) and click.

Preserving all your data – and all versions of all data – is an important part of maintaining a sound record of your research.