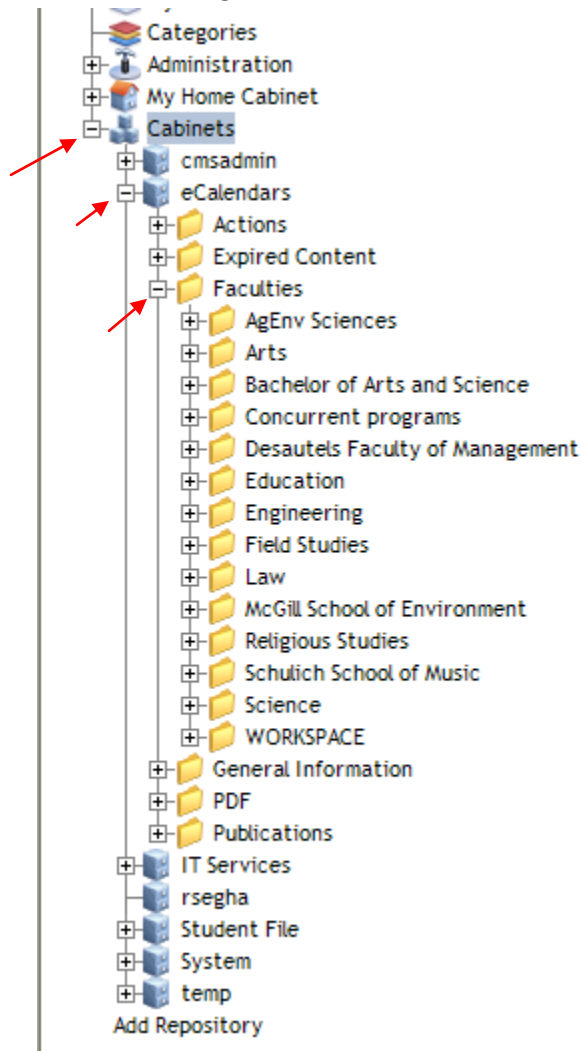


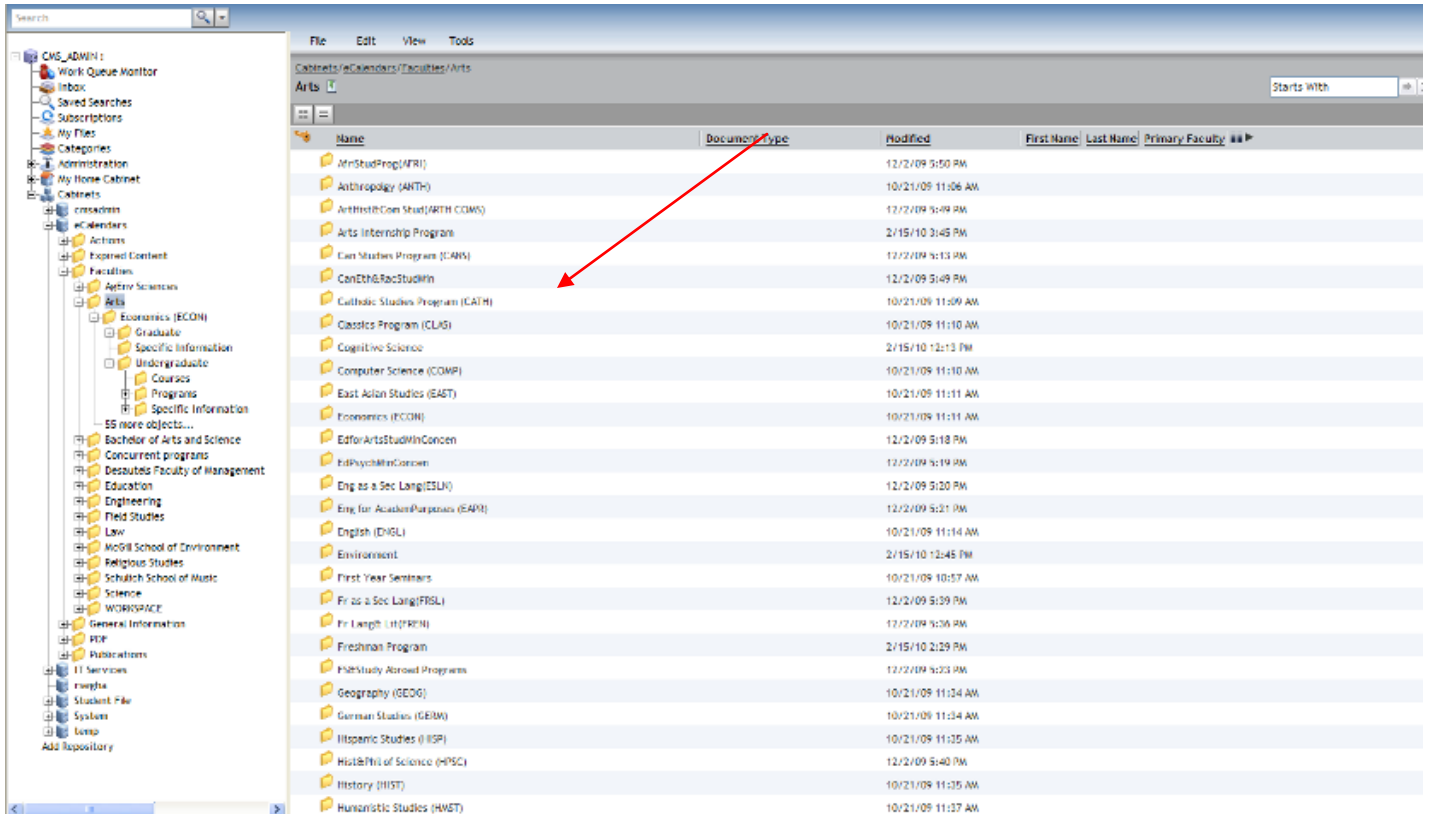
# Viewing Versions of an eCalendar Topic

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1. Log into Webtop (<https://cms.mcgill.ca/webtop/>)
2. Click on the + sign next to Cabinets in the Tree Pane
3. Click on the + sign next to eCalendars
4. Click on the + sign next to Faculties



5. Double-click on your Faculty, you will see contents in the Content Pane

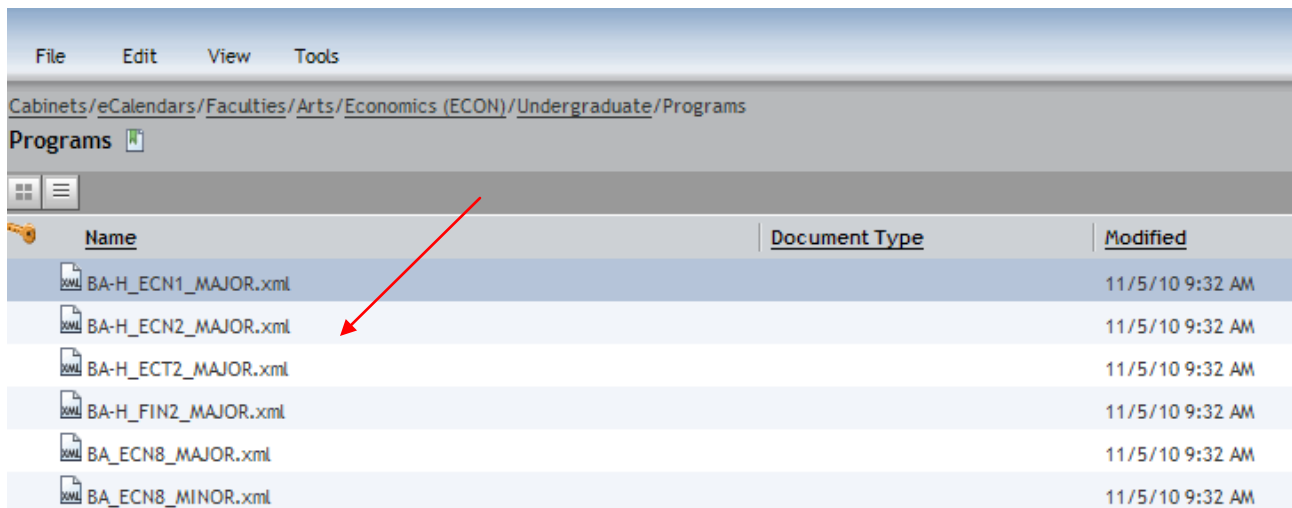


6. In the Content Pane, double-click on your Department (if applicable)

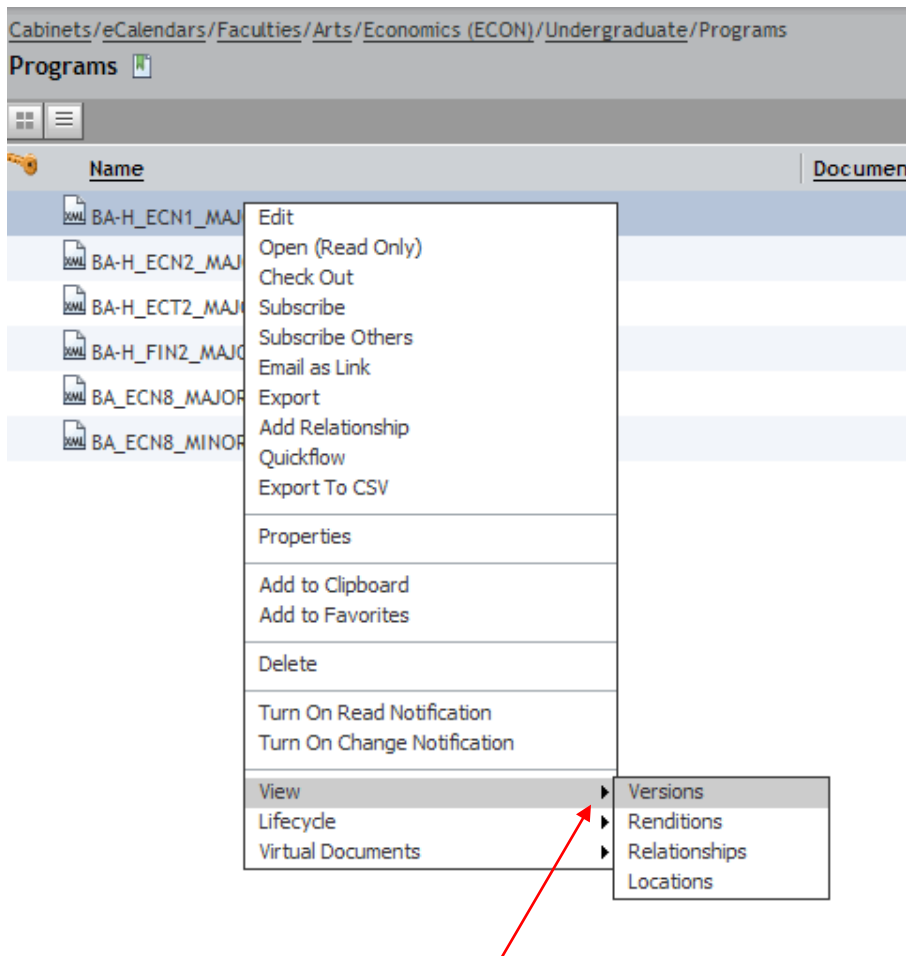
7. Double-click on the correct level (i.e., Graduate, Undergraduate, etc.)

8. Double-click on the appropriate category (i.e., Programs, Specific Info, etc.)

9. A list of all the xml documents will appear in the Content Pane



10. Right-click on the xml file for which you want to view a list of the versions
11. Select View->Versions



12. The list of all the versions of the topic will appear NOTE: items will not necessarily appear in order, please click on the Modified column to order it

The screenshot shows a table with the following columns: Version, Description, Size, Format, and Modified. The table contains the following data:

Version	Description	Size	Format	Modified
1.10, APPROVED, CURRENT, REVIEWED, W...	OK - THL, cross reference fixed in Minerva	6 KB	Document	11/5/10 9:32 AM
1.9	OK - THL, cross reference fixed in Minerva	8 KB	Document	3/25/10 10:59 AM
1.8	L'YL reviewed & made no changes. For D.E. to review.	6 KB	Document	3/3/10 3:33 PM
1.7		6 KB	Document	3/3/10 2:12 PM
1.6		6 KB	Document	3/1/10 4:00 PM

A red arrow points to the 'Modified' column header.

13. To view a version, right-click on it and select Open (Read Only)
14. Close the file first before viewing another version if necessary