

# Document versioning

Last Modified on 14/10/2024 1:06 pm AEDT

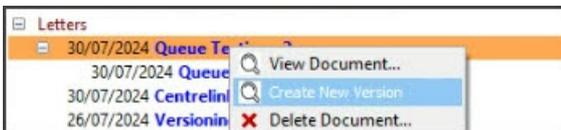
Versioning allows a practice to maintain a history of changes to letters. If versioning is enabled, all new letters will have the suffix v1, and if a change is required, a new letter will be created with the suffix v2, v3 etc.

**Requires Zedmed v37 or later.**

Versioning supports Letters, Referral letters, CDA Referral letters and Batch Writer letters distributed using print or send.

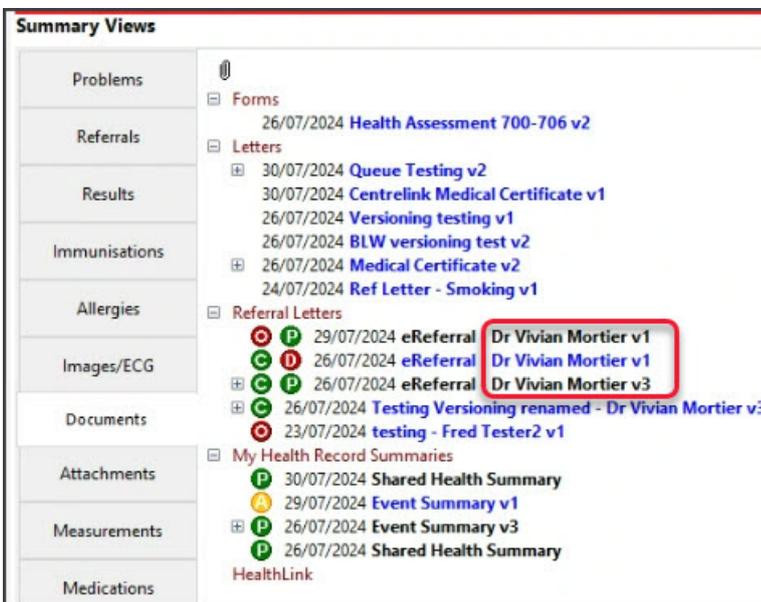
## Using versioning

To modify a letter, right-click it and select **Create New Version**. An editable copy of the letter will open with a new version suffix.



Versioned referrals are displayed using a tree structure.

A new document version can be created from any version of a document, it does not have to be the latest.



## Enabling versioning

Versioning is enabled in Global options. You can also set a time limit on how long a document can be edited or deleted.

**To enable document versioning:**

1. Open **Clinical**.
2. Select **Tools > Global options**.
3. Select the **Letters & Templates** tab.
4. Tick **Enable document versioning**.

Global Options

General Communications Letters & Templates Scanning Results Drugs ACIR Immunisation Defaults Chronic Disease Management Library

Default Template

Document Template Ref Letter - Standard

Default Letter Subject

Medications/Prescriptions List

Show Drug Quantity

Pregnancy Module Default Templates

Antenatal Template Pregnancy Antenatal Records

Pregnancy Template Pregnancy Summary Report

Letter Modifications

Restrict Letter Modifications

A Letter CAN NOT be edited or deleted that was created more than 0 days ago

Enable document versioning

Prefix Subject Line of Outbound Letters with 'Letter' (Default)

Help OK Cancel

### To restrict the ability to delete and modify documents

1. Open **Clinical**.
2. Select **Tools > Global options**.
3. Select the **Letters & Templates** tab
4. Tick **Restrict Letter Modifications**.
5. Enter a value into the box to set the number of days.

By default is 0 days ago which means there is no time limit.

Summary Views

Problems

Referrals

Results

Immunisations

Allergies

Images/ECG

Documents

Attachments

Measurements

Medications

Forms

26/07/2024 Health Assessment 700-706 v2

Letters

30/07/2024 Queue Testing v2

30/07/2024 Centrelink Medical Certificate v1

26/07/2024 Versioning testing v1

26/07/2024 BLW versioning test v2

26/07/2024 Medical Certificate v2

24/07/2024 Ref Letter - Smoking v1

Referral Letters

29/07/2024 eReferral Dr Vivian Mortier v1

26/07/2024 eReferral Dr Vivian Mortier v1

26/07/2024 eReferral Dr Vivian Mortier v3

26/07/2024 Testing Versioning renamed - Dr Vivian Mortier v3

23/07/2024 testing - Fred Tester2 v1

My Health Record Summaries

30/07/2024 Shared Health Summary

29/07/2024 Event Summary v1

26/07/2024 Event Summary v3

26/07/2024 Shared Health Summary

HealthLink