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Control Your Content With Access Stats & Version Control

Have you ever wondered if your project team *actually* reviewed the Executive Status or latest Project Metrics you distributed for review? Do you struggle with version control and re-work when someone updates an outdated document or both update it at the same time? Box solves these issues and simplifies your collaboration and content management process with Access Stats & Version Control.

Access Stats – Know Who Has Reviewed & Accessed Your Content

Use access stats to keep track of who has viewed your content. Whenever someone views or downloads a file, an access stat will be created.

To view the Access Stats for a certain file:

- Right-click on a file, or click the ellipses (...) to open the More Options menu.
- Click Access Stats.
- A pop-up with the access stats will appear. Here you can see who has previewed or downloaded this file, and the date on which they did so.

Note: Users from your organization who open a shared link will have their names displayed, while users from outside your organization may be referenced by their IP address (set of numbers) or location.

Access Stats ×

Type	User or Location	Date
👁	Emily Goodwin	Mar 3, 2017, 1:27 PM
⬇	Marcelo Flores	Mar 2, 2017, 1:08 PM
👁	Marcelo Flores	Mar 2, 2017, 10:08 AM
👁	Marcelo Flores	Mar 2, 2017, 10:07 AM
⬇	Marcelo Flores	Mar 2, 2017, 9:55 AM
⬇	Marcelo Flores	Mar 1, 2017, 4:00 PM
⬇	Marcelo Flores	Feb 28, 2017, 7:18 PM
⬇	Marcelo Flores	Feb 28, 2017, 7:18 PM

Only the last 50 of 298 events are shown.

Total Previews: 222

Excluding Owner: 116

Total Downloads: 76

Excluding Owner: 24

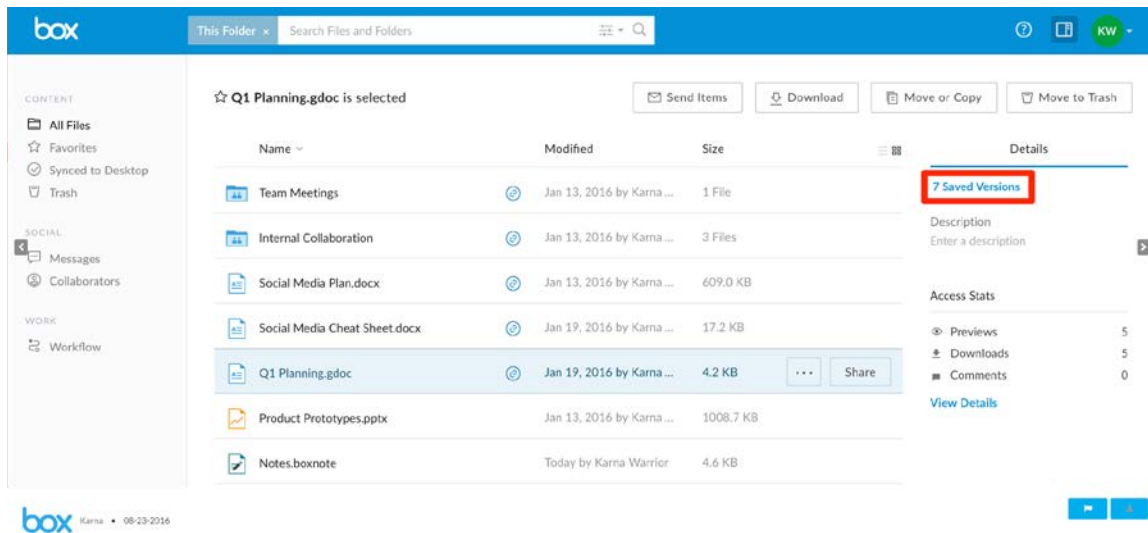
Your Timezone: GMT-05:00 New York EST

Version Control

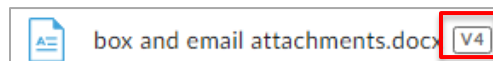
Any time you use Box Edit or upload a new version of a document, Box overwrites the old version of your file with the updated version. Box keeps track of all file versions, and you can revert to an old version of a file at any time. The total number of saved file versions is displayed in the right sidebar when a file is selected.

To view the version history of a file:

- Click on file next to the file name to select it.
- In the right sidebar, the number of saved versions will be displayed. Click on the number of saved versions to open the Version History window. You can also open the Version History window by right-clicking on a file (or by clicking the ellipses (...)), and selecting Version History.



- Version history is also shown next to the file name in a square containing V and number . You can click on these icon to see the version history stats, as well.



Box keeps track of old versions, so you can always access them just in case.

Start by clicking on the number of saved versions. (Highlighted in red in the picture above.) You should now see the “current” version and have access to view previous versions. You can download them, remove them or revert to a previous version by clicking “make current”.

Shared links will always point to the most current version, there is no need to resend previously distributed links to colleagues or external parties.

