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Module 3

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**Version Control Guidelines**

**Filestage:**

* Provide proper naming conventions. Following a similar flow as you continue to work on the project allows it to be easier to follow when looking in between updates. For example, Project\_v1, Project\_v2 etc. If you follow an abstract order by what was just added in these updates then it would be harder to find a steady progression in the files if you need to look back for a specific update. If you're guessing when “Update\_Input” was added in the timeline it might be a struggle.
* Save the other versions down separately and work from a new file rather than original to ensure it doesn't overwrite a previous version if needed for later. Restricting access to the main version file so that no one may edit it so that it can stay documented. Also makes the process easier to the reviewers.
* Document feedback and categorize the information per version so that it may be worked upon in the near future. Let the team know what may have needed additional work or what was a great addition to the project.

**ImageAPI**

* Tracking changes done so that we know what may have been added and when so that actions may be taken in case a certain update that was patched several days ago has affected users since that period so we can take action.
* Properly give staff a set amount of permissions so that no one may accidentally edit main files themselves and possibly jeopardize the project.
* Train the staff so that they understand the routine they must follow to ensure the upkeep of these guidelines set forth in front of them. If everyones on the same page then they may keep things safely documented more easily.

**Accruent**

* Saves a lot of time for the team as well as stakeholders and other parties involved. Allowing them to search for the proper version needed much quicker with a proper naming convention listing the versions in order.
* Allow the documents to be able to access from multiple devices. Allowing the files to be accessed remotely with a mobile device as well as any other system. More accessibility allows for quicker work times.

Each of these websites provide good information as to why following solid Version Control Guidelines is important and we should take this information into consideration. It will save us all a lot of time if we follow these practices. All of these websites offered different input as to what we should follow and why and all of it seems to hold up to this day since you don't want to spend too much time searching for information that is needed, possibly asap. The most important is definitely the naming convention. Similarly to how we have been working on our current assignments we should be naming these updates in any project we work on in the future with the same order as was shown in the example above. Simply the versions one after another. If you give them longer, more detailed names then it will just get jumbled as we try to look for lets say 5 updates prior where we just subtract down 5. The restriction to access is also very important. The access given to edit the main file can possibly be very detrimental to the project since someone on the team could easily accidentally overwrite the current or past version and completely destroy the documentation if it weren't backed up prior. These practices are simple enough to follow but leave us with a greater foot forward in both our speed of access as well as documentation security.

**References:**

Lott, E. (2024, January 19). Document version control best practices and examples. *Filestage: The world’s best-rated review and approval platform*. https://filestage.io/blog/document-version-control/

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