LAGOV VERSIONING

(These instructions can be shared with an Agency -- *If you have issues with this process, please submit a LaGov Help Desk Ticket before proceeding. Do not select EDIT.)*

These are the steps to update/correct, add or delete attachments to a PO in review with OSP. When your Analyst returns a PO and is requesting that an attachment be updated, added or removed, using the Versioning Tool prevents the PO from repeating the approval process with Civil Service, Office of Planning and Budgeting and if applicable, The Attorney General and General Counsel.

When the PO is returned to your **LaGov Work Overview**, click on it to open it. Once the PO is opened, **DO NOT CLICK ON EDIT**.

Click on **Header>Notes and Attachments** then scroll down to the area where you initially attached all documents.

1. Click on the square next to the Attachment you need to revise and this will highlight the row.
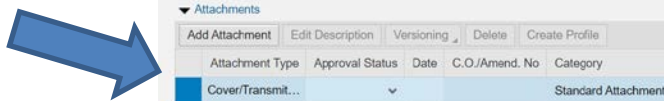
2. Once the row is selected, the Versioning button should be active. Click on it to begin the check-out process.

(*If the Versioning button remains grayed out, submit a LaGov Help Desk Ticket and wait for a response before proceeding. DO NOT CLICK ON EDIT.)*

3. Scroll to the column labeled 'Check Out' and place a check mark. You should be able to open the document, make the changes, save it and then take steps to 'Check In'.

4. When you are ready to attach the revised document, highlight the row again, click on **Versioning** and select '**Check in new version'**. This allows you to replace the old document with the new document.

Once all requested changes have been made, return to the top of the PO and click on **Accept (DO NOT CLICK ON EDIT)**. This will return the PO to your assigned Analyst.