VersionRecall - Help Manual

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1 Welcome to VersionRecall

Managing multiple versions of files on your computer has never been easier!

VersionRecall automates the most widely used manual process of creating backups and maintaining multiple versions of your files. Simple, fast, and reliable—now that is simple version control!

For a complete list of current features, visit the VersionRecall product page.

About this documentation

This help is designed to show you how to use VersionRecall—you can do a quick overview to get started, work through the topics in detail, and refer back to this guide for additional information when needed.

Getting started - new users

- Download and install VersionRecall.
- Quickly learn the basics of the program in Getting Started 6.
- Visit the support forum to get help from SAPIEN staff and other experienced VersionRecall users.

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2 Introduction

This section provides information about VersionRecall and explains how it is different from other SCCM solutions and cloud-based storage. We also show you how to get answers to your questions, and how to purchase directly online or through a reseller.

2.1 About VersionRecall

VersionRecall seamlessly archives versions of your updated scripts, documents, presentations, and any other file you'd like to include, making it the perfect tool for versioning and permanent backup.

What is VersionRecall?

Users and IT personnel often create file backups and version repositories manually, by dragging folders to Network Attached Storage (NAS) devices, network servers and USB drives, and by creating CD/DVD snapshots or zip files. A user will rename the folder with, for example, a date stamp to denote the version. This process ineffective, because you have to remember to copy your files on a regular basis. It's also inefficient: you're copying over all files, not just the recently modified ones.

VersionRecall only copies modified files, ignoring any files that have the same size and last modified date as they did when last observed. This allows for a very fast and efficient operation—instead of making file backup and versioning a weekly or monthly chore, VersionRecall can be used on a daily or even hourly basis.

Setup and operation of VersionRecall is so simple that you are up and running in minutes. Ideally, you should not require any interaction with VersionRecall, unless you need to retrieve a previous version of a file or create a new repository.

How is this different from other SCCM solutions?

VersionRecall was created with the understanding that current Source Code Control Management (SCCM) systems are too complicated to setup, operate, and maintain for the average system administrator. Since traditional SCCM systems where created to channel and control the activities of large development teams, it is not surprising that many features appear to have little or no value to a single user.

Traditional SCCM systems either employ a check-in/check-out strategy to create versions and serialize access to files, or require submission of modified files to a repository—which attempts to merge potentially out of sequence submissions from multiple users. Either one of these modes of operation requires either the use of an API (Application Program Interface) by the development tool used, or the often times manual execution of a submission tool.

VersionRecall does none of this. There is no API and, unless specifically desired, no manual submission of any file is required. VersionRecall's tray application will detect and submit modified files to the designated repository and create versions as configured. This avoids any dependency on APIs,

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database engines, or development tools. VersionRecall works with sophisticated IDEs like PrimalScript or PowerShell Studio just as well as with the PowerShell ISE, or even Notepad. There is also no requirement for your files to be scripts or even text files of some kind. VersionRecall can just as easily manage Word documents, Photoshop files, images, or Powerpoint presentations.

How is this different from cloud-based storage?

Cloud storage systems such as SkyDrive or DropBox are tools to synchronize cloud storage with your local hard drive. While they offer limited access to previous versions, there is no guarantee for how long these versions are available and you are by the nature of this mechanism required to be online to access any previous version.

The most significant drawback however is the fact that these systems synchronize. So if you work with one or more people sharing a folder, your local file can be overwritten without you even noticing. This is a great mechanism for sharing documents but not for versioning and permanent backup.

VersionRecall copies files automatically only in one direction. To have it restore or modify files on your local drive you have to specifically instruct it to do so.

2.2 How to Buy VersionRecall

You can buy VersionRecall online with all major credit cards. As soon as your transaction completes you can download and install the program.

For answers to your pre-order questions, check out the SAPIEN Frequently Asked Questions or post in the Trial Software / Pre-sales Technical Questions forum.

Order link and VersionRecall product page

Online orders:

https://www.sapien.com/store/versionrecall

Worldwide authorized resellers:

https://www.sapien.com/company/resellers

VersionRecall product page:

https://www.sapien.com/software/versionrecall

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3 Getting Started

This section covers the basic tasks for installing VersionRecall and creating a repository. The topics are presented roughly in the order that you would perform the tasks, but you can easily jump to any topic and work your way through.

3.1 Installing VersionRecall

To get started using VersionRecall, follow the instructions below to download and install the program.

Downloading VersionRecall

All SAPIEN Technologies software products are downloadable only. Download registered products from your SAPIEN Account Registered Products page.

Select the 64-bit version of VersionRecall to download. The installer software will save to your default download folder (e.g., *VRK20Setup_1.6.151_010420_x64*).

Starting with the VersionRecall 2020 product release, 32-bit versions are no longer available. Current owners of a license that includes a 32-bit product will have access to that from their SAPIEN Account Registered Products page.

Want to try before you buy? You can download a trial version here.

Installing VersionRecall

Follow these instructions to install VersionRecall.

How to install VersionRecall

1. In your default download folder, double-click on the downloaded program (e.g., *VRK20Setup_1.6.151_010420_x64*).
2. Reply **Yes** to the "*Do you want to allow this app to make changes to your device?*" prompt.

   The installation wizard will first check several items, such as available disk space and the presence of previous builds. If the environment is adequate, the installer will display the legal agreement which you must accept to proceed:

   a. **Read** the terms of the license agreement.

   b. **Accept** the terms of the license agreement. You should never accept license terms unless you have read them, and you understand them.

   c. Once you have accepted the terms, click **Install**.

      The software will install in the default location as shown, unless you change the path.

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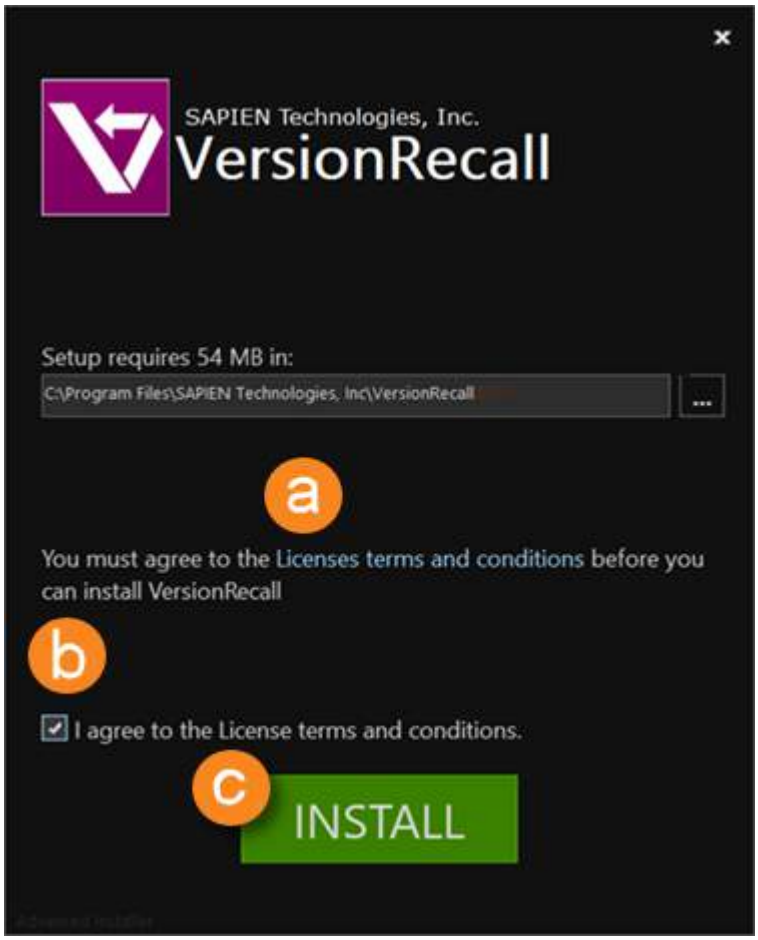

3. The installation may take several minutes.

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4. When VersionRecall successfully completes the installation, click **Finish**.

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Troubleshooting Installation

If you encounter problems installing VersionRecall, please report them in the Installation Issues support forum.

Activating and Deactivating VersionRecall

Product Activation

Registration is required to activate and operate the product, and also to obtain any customer service or technical support benefits. Registration only takes a few moments to complete and provides you with access to special offers including preferred pricing on renewals. *You will need an active internet connection to complete product registration*.

An active internet connection may not be required if you have a legitimate reason for needing offline access. To request offline activation please fill out this request. All requests are considered on a case-

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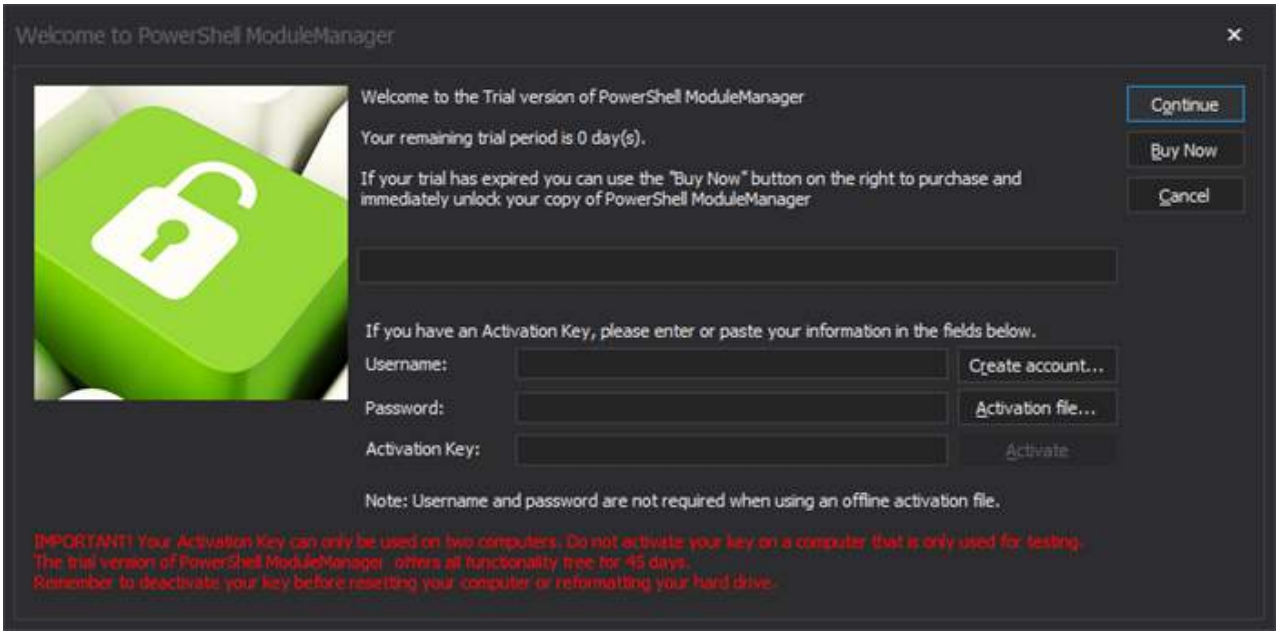
by-case basis.

To activate VersionRecall

The first time you launch a SAPIEN product, the Welcome screen is displayed.



The steps to activate the product vary depending on whether or not you already have a SAPIEN account.

Follow the steps in the Quick Guide to SAPIEN Software Activation to activate the software.

If you are unable to activate the product, contact sales@sapien.com.

Product Deactivation

As outlined in our End-User License Agreement, each single-user activation key is entitled to a maximum of two devices to be activated and operating at any given time. You may deactivate your devices to free up your activations at your own leisure, but there are also certain circumstances where proper deactivation is crucial in order to prevent the loss of your allotted two activations.

Uninstalling the software from your device does ***not*** deactivate the activation key.

To deactivate your activation key

In the top-right of VersionRecall above the ribbon, click the gold certificate button.

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The Activation Information window will open.

Follow the steps in the SAPIEN Software Activation / Deactivation FAQ to deactivate your activation key.

3.2 Staying Up-to-date

We are continually updating VersionRecall, both to remove bugs and to add and improve product features. We recommend always staying current with the most recent version to ensure that you are taking advantage of the latest features, functionality, and product stability.

The details for every VersionRecall release are available in the version history.

Check for Updates

By default, VersionRecall will automatically check for software updates. You can also manually check for updates.

To check for updates

- On the **Tools** ribbon (Updates section) > click **Check Now** to open the SAPIEN Updates 38 tool and see if there is a new VersionRecall build available:

3.3 Creating Repositories

This is the first step in a set of instructions designed to help you quickly get started using VersionRecall by creating your first repository. To help you decide on a repository location and structure, see Choosing a Repository Structure 14 and Choosing Repository Locations 15.

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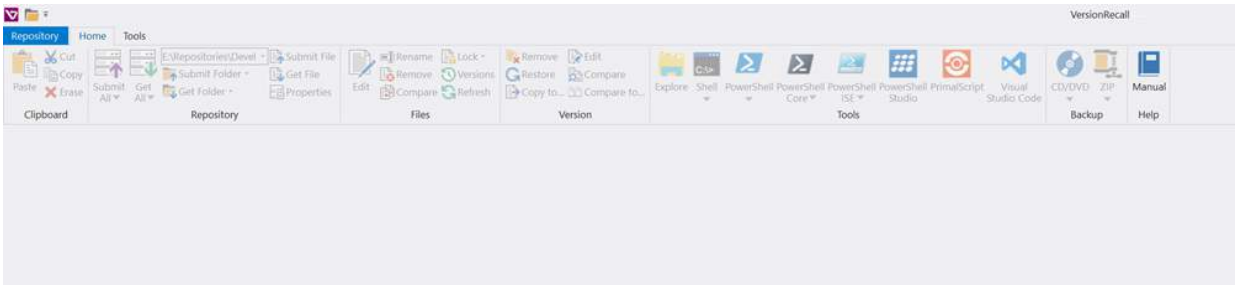
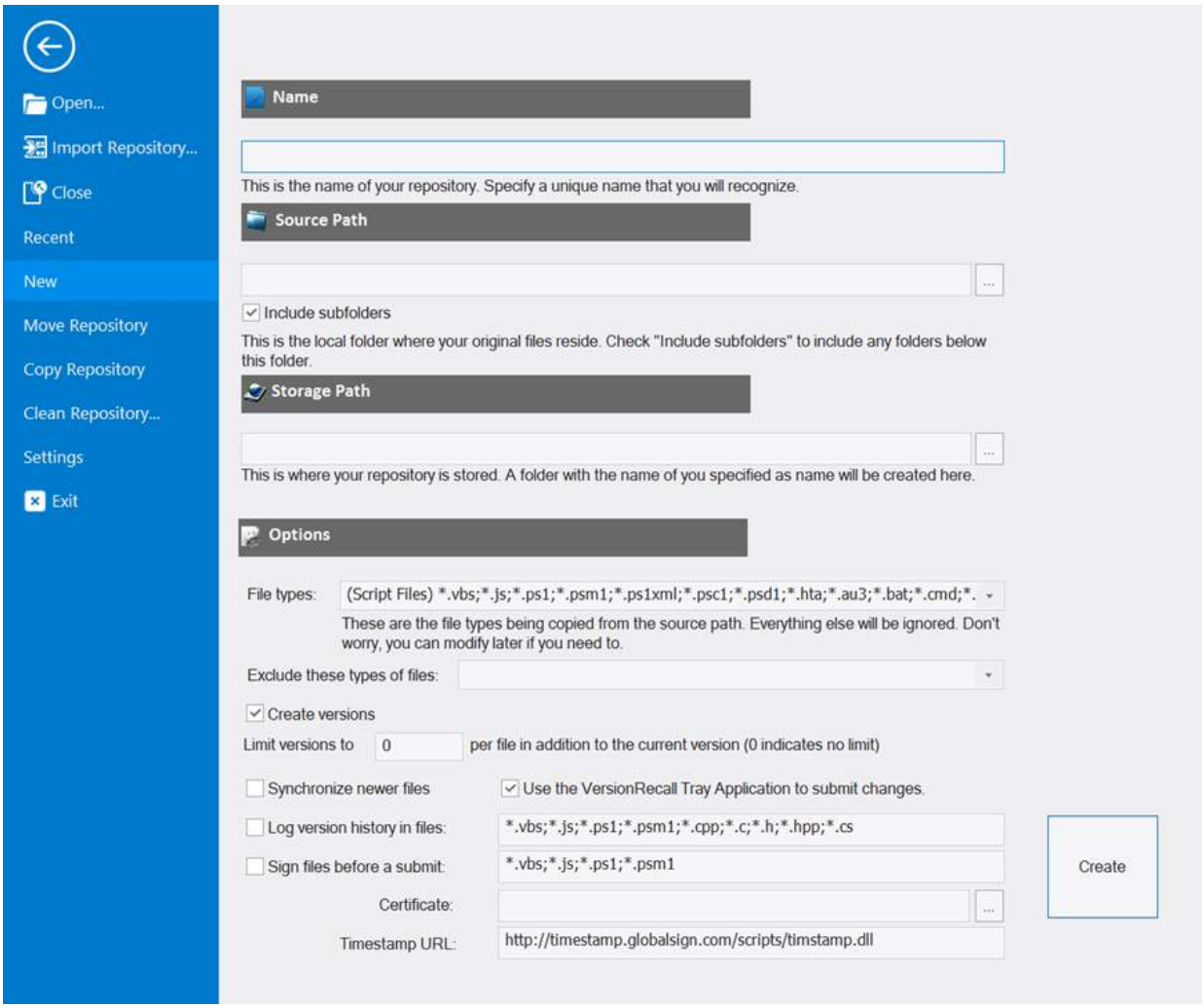
To create a repository

1. Click on the **Repository tab** and then select **New:**



The New Repository dialog appears:



2. Fill out the fields appropriately. You can easily change any of these later as needed:

   - **Name**

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A name that will allow you to recognize the repository later if you need to retrieve files from it. This name is also used as the file name for the .depot file. For example, if you name your repository **MyDocs** then you will have a corresponding **MyDocs.depot** file.

- **Source Path**
  This is the folder where you keep your local files. Say you have a folder on your desktop called "IIS Scripts" where you keep all your files that concern your web server. So *C:\Users\<User>\Desktop\IIS Scripts* would be what you put there. Use the "…" button to navigate and select the folder. Check "**Include subfolders**" if you have your scripts organized in folders.
- **Storage Path**
  That is the folder where you want your files copied to. Say you have a Network Attached Storage (NAS) called MAXSPACE and you named your first repository "IIS Management". Create a folder on the NAS called "VersionRecall" and specify *\\MAXSPACE\VersionRecall*. VersionRecall will create a folder called "IIS Management" underneath and place all the files and folders there as needed.
  See Choosing a Location for your Repository 15 for more information.
- **Alternate Path**
  This is an alternate folder for additional copies of your files. You can leave this empty for now, or specify another path to a different device.
  See Alternate Target Path 15 for more information.
- **Options**
  - ***File Types***
    Specify your file types here. For the average administrator managing script files, you could just select "*.vbs;*.js;*.ps1;*.psm1;*.bat;*.cmd;*.sys;*.py;*.wsf;*.wsc". You can use this list, edit it, or type in your own types separated by semicolon.
  - ***Exclude these types of files***
    Specify extensions of files to exclude from being versioned. A good example would be if you have a repository setup to monitor your My Documents folder. You probably don't want video files included so you would enter "*.wmv,*.avi,*.m4v" (and whatever other video files you have).
  - ***Create versions***
    Keep this option checked, unless you positively only want to keep the latest version.
  - ***Limit version to 0 per file***
    You can limit the number of versions kept per file by entering a number other than 0. Unless you have really large files (e.g. database snapshots) and will run out of disk space, you should leave it at 0, which allows an indefinite number of versions.
  - ***Synchronize newer files***
    VersionRecall is designed for a single user, not a team. So the "normal" direction for files is from your machine to your repository. Restoring from the repository is usually only done

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when something has gone wrong. However, we know that some people use two or more machines to edit files. Say you have a desktop and a laptop with VersionRecall pushing versions to the same repository. So you update CreateAccts.ps1 on machine A and it gets pushed to the repository. Machine B connects to the same repository. This setting will copy the newer files back to machine B from the repository when you do a **Copy All** or use the service.

3. Click **Create**. It may take a few minutes to create your repository depending on the number and size of the files.

3.3.1 Choosing a Repository Structure

There are a number of factors to consider when deciding on a repository structure.

If you have all of your projects neatly organized in individual sub folders under something like *C:\Projects*, you may wonder if you should create individual repositories for each project (first option) or if you should just create one in *C:\projects* and have it just backup all at one time (second option).

This is entirely up to you depending on where you need to provide copies for other people. If you do, or if you want to make backup discs for select projects then the first option is more favorable. If you don't, the second option will suffice.

It is important to point out that there is no reason that you can't do both. Repositories can overlap as long as they go to different locations. Have *C:\Projects* go to one NAS and have individual projects go to locations on another. This allows you to have two neatly organized repository locations, and you can use VersionRecall to burn backup discs of individual projects or all of them.

Use Case Examples

Common use case examples for organizing repositories:

- **My Documents**
  End users will commonly use VersionRecall to keep versions of all of their major file types in the My Documents folder. This is a simple and easy way to make sure you can recover a Word doc, for example, should you accidentally make a major mistake.
- **File Types**
  You can create a repository to monitor all of the files of a single type on your entire hard drive. This way you can keep track of all your .sql files or all your .ps1 files no matter what folder they are in. In this case, you would create a separate repository for each file type. Keep in mind that while it's possible to use VersionRecall to version large video files, copying these files may take an excessively long time.
- **Project folders**
  You can keep track of all the files in a specific project folder.

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3.3.2 Choosing Repository Locations

Where should you put your repository?

That really depends on your backup or versioning strategy, your access to external storage devices, and some other criteria. In general, you should not create your repository on your local hard drive. Creating a repository on your local hard drive will protect you from making mistakes in your files, but it will not protect you should your hard drive suddenly die or get stolen along with your machine.

A NAS (Network Attached Storage), USB drive, file server etc. is usually best. The one exception to not storing your repository locally is if your local repository folder gets synchronized with cloud storage (consider security and size restrictions). In that way you have your version history local for immediate offline access but also the added benefit of a backup away from your computer.

3.4 Alternate Target Path

What is an alternate repository path?

If you are using a laptop, chances are you take that computer home or at least with you while you travel. If you placed your repository on a file server at the office you obviously cannot reach that while you are at home.

Consider that you have a NAS called ADMINDRIVE at the office and a NAS called BIGSPACE at home. You set up script repository to use \\ADMINDRIVE\VersionRecall at the office and enter \\BIGSPACE\VersionRecall as Alternate Target Path. So if the VersionRecall service needs to copy files, it has a destination in either location.

These two destinations are not synchronized and one might not contain the version you are looking for, but you will always have a backup and versions of your files.

You can also set up the repository to copy to a local folder that is synchronized with a cloud service. The location will likely be available from both work and home so you will always have access to the latest version of your files.

You can also set this up to point to two different locations that are always available. In that case you get a “fork” behavior, where changes are always copied to both locations.

3.5 Tray Application Settings

After creating your first repository you may notice that versions aren’t being created; this is because, by default, versions are only created once a day.

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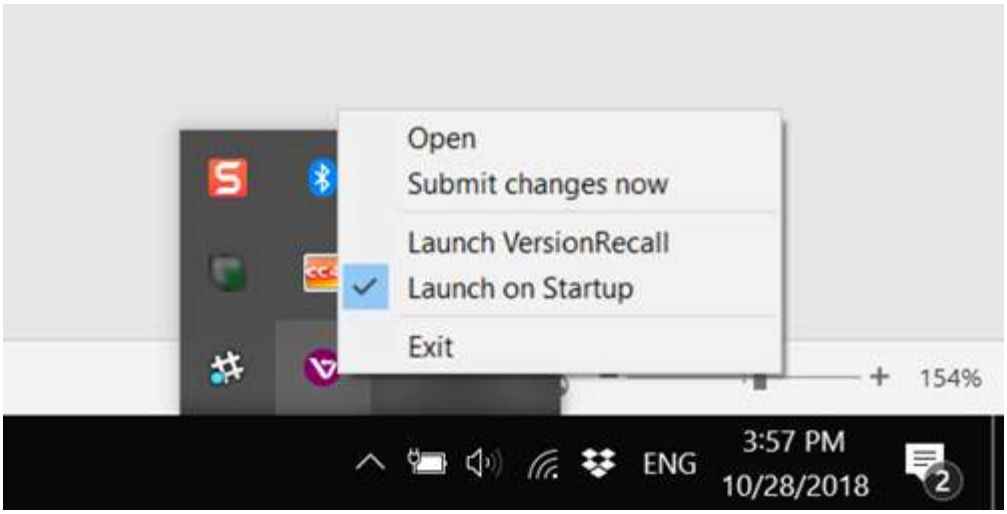
To change when the repository updates file versions

1. Right-click on the VersionRecall icon in your system tray and select **Open** from the menu:



The Service Settings dialog box will open:

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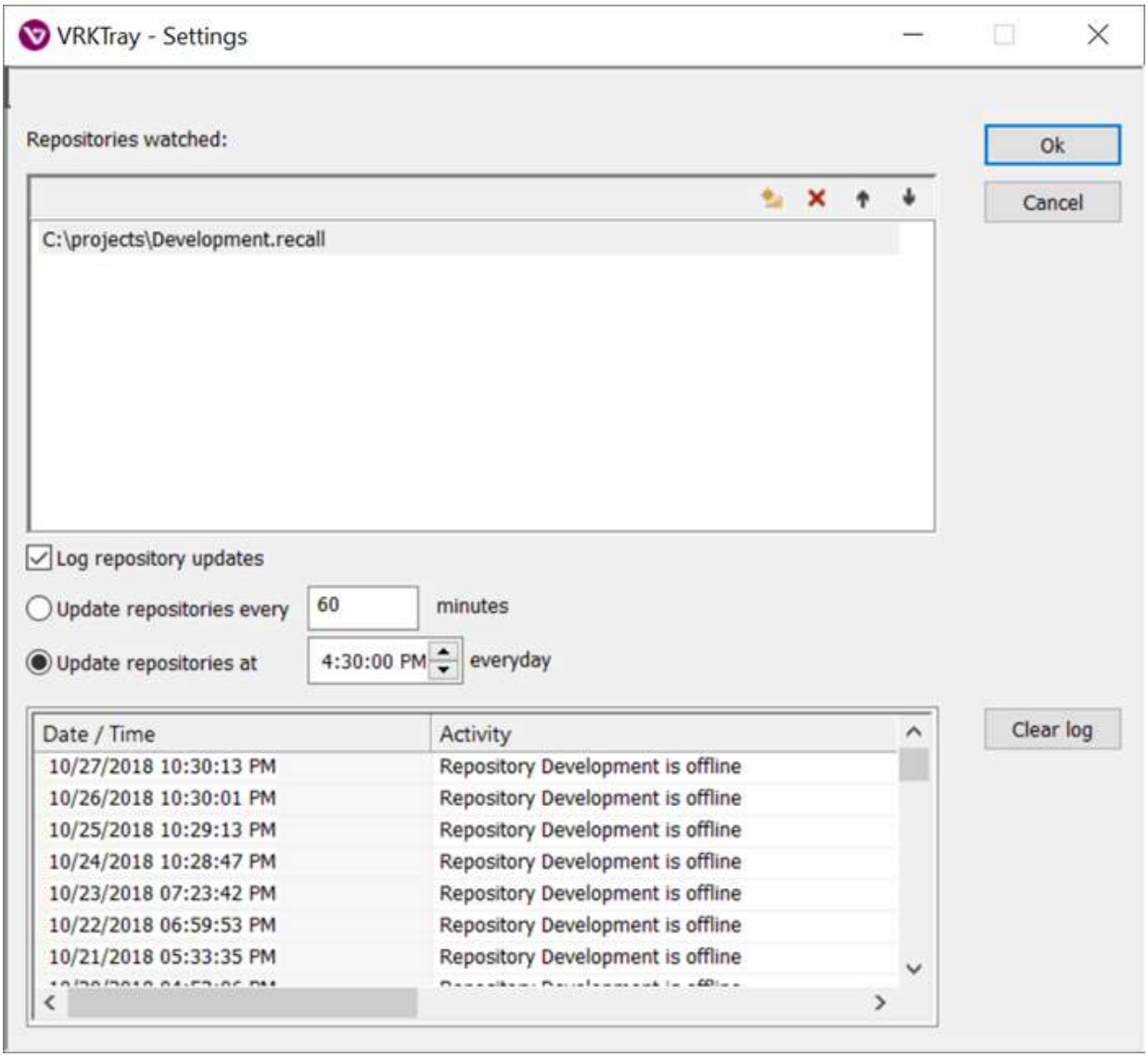

Here you can change the frequency that the repository updates files. The acceptable values are 1-600 (minutes). That's 1 minute to 10 hours.

You can also choose whether to Log repository updates. When you choose this, details of the operations show up in the Output pane at the bottom.

It is important to understand that the service settings are enforced for every repository you create. So if you have 20 repositories and choose to update repositories every 1 minute, then all 20 repositories will be updated that often.

3.6 Moving the Source Folder

From time to time you may need to move your source folder to a different location. The source folder is the folder that contains the files being monitored by VersionRecall.

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To move a source folder

I have a repository called *MySource* and it is location in *C:\MySource*. I've decided I want to move the folder to My Documents.

1. **Close VersionRecall**.

   You may also need to stop the VersionRecall service.

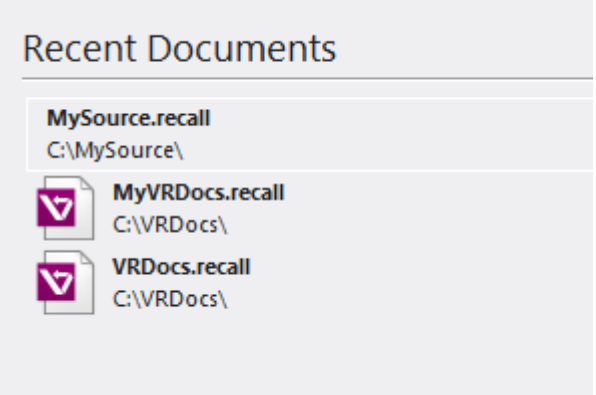
2. Go to **C:** and **highlight the MySource folder**.

3. Press ***Ctrl*+*X*** on the keyboard to cut the folder.

4. Now go to the **My Documents folder** and press ***Ctrl*+*V*** to paste it to the new location (it may take a long time depending on size). The source folder has now been moved.

5. If you stopped the VersionRecall service in Step 2, you will need to restart it.

6. Open VersionRecall and go to the **Repository tab**. You will notice that it no longer looks like the other online repositorie; it's missing the VersionRecall icon to the left.



That's because the source folder can't be found, because it was just moved.

To open a repository in a new location, select **Open** on the left menu and navigate to the new location. The operation is now complete.

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4 Basic Orientation

This section provides an overview of the major user interface elements and shows you how to easily customize your workspace.

4.1 Customizing Your Workspace

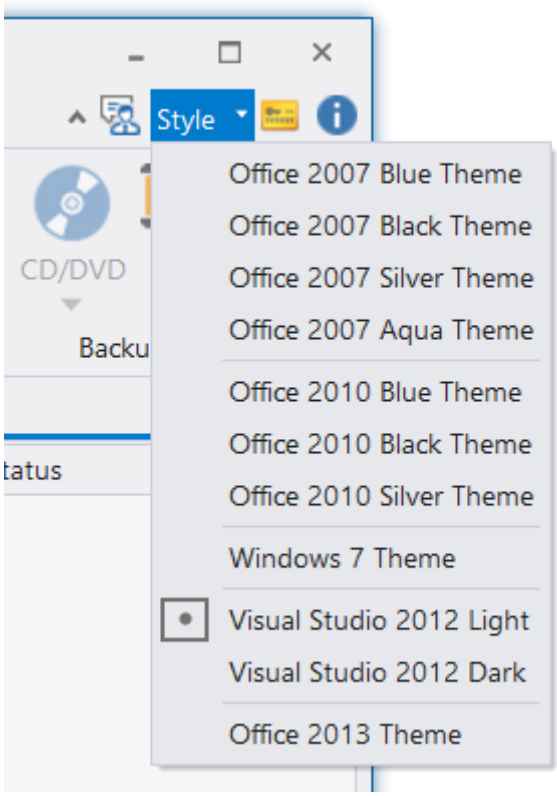
The VersionRecall workspace can be easily customized to suit your personal preference.

Changing the color themed style

You can change the style (color theme) of the application to a predefined style.

To change the style

- **Click the Style menu** on the top-right of the VersionRecall window, then **select a style**:



Manipulating workspace elements and the Ribbon

Many of the major areas of the VersionRecall workspace can be resized or even hidden entirely. The Output panel, for example, can be independently hidden, floated, docked, or resized:

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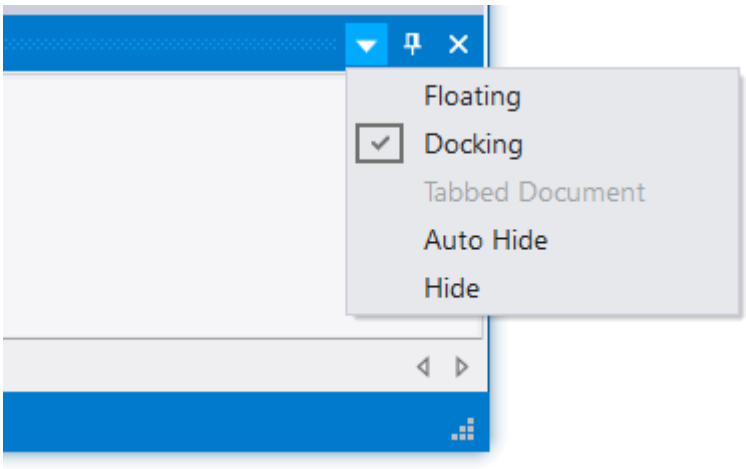
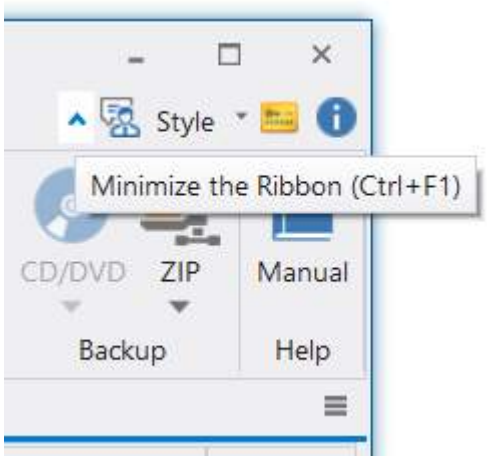


The tabbed ribbon automatically resizes and compresses as you adjust the size of the VersionRecall application.

You can also easily customize the ribbon options, or hide the ribbon.

To minimize the ribbon

- On the top-right above the ribbon, **click the arrow** to the left of the Send Feedback button:



To customize the options shown on the ribbon

- **Right-click anywhere on the ribbon** and select **Customize the Ribbon...**:

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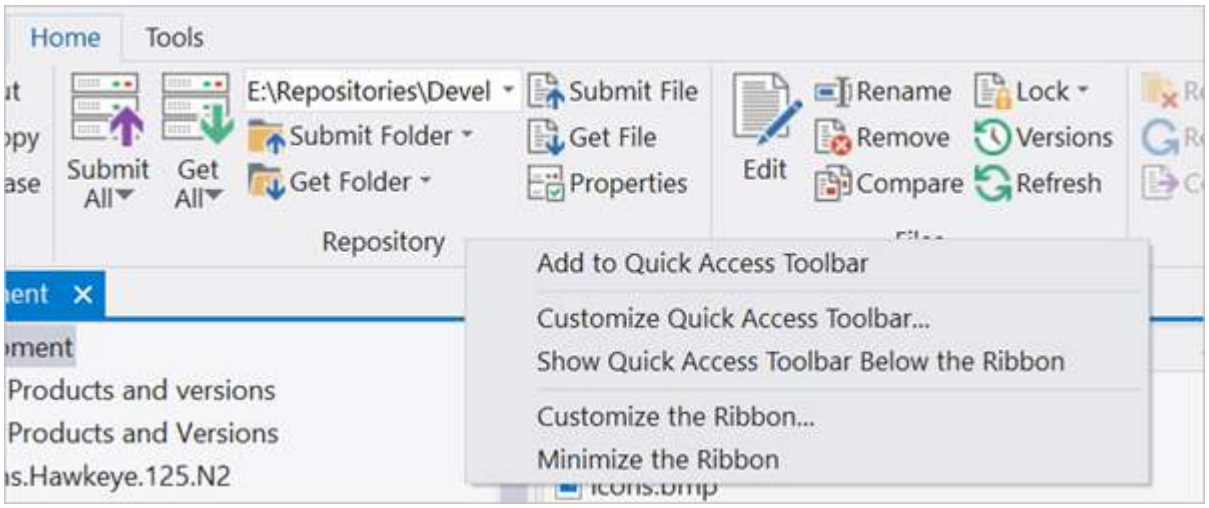
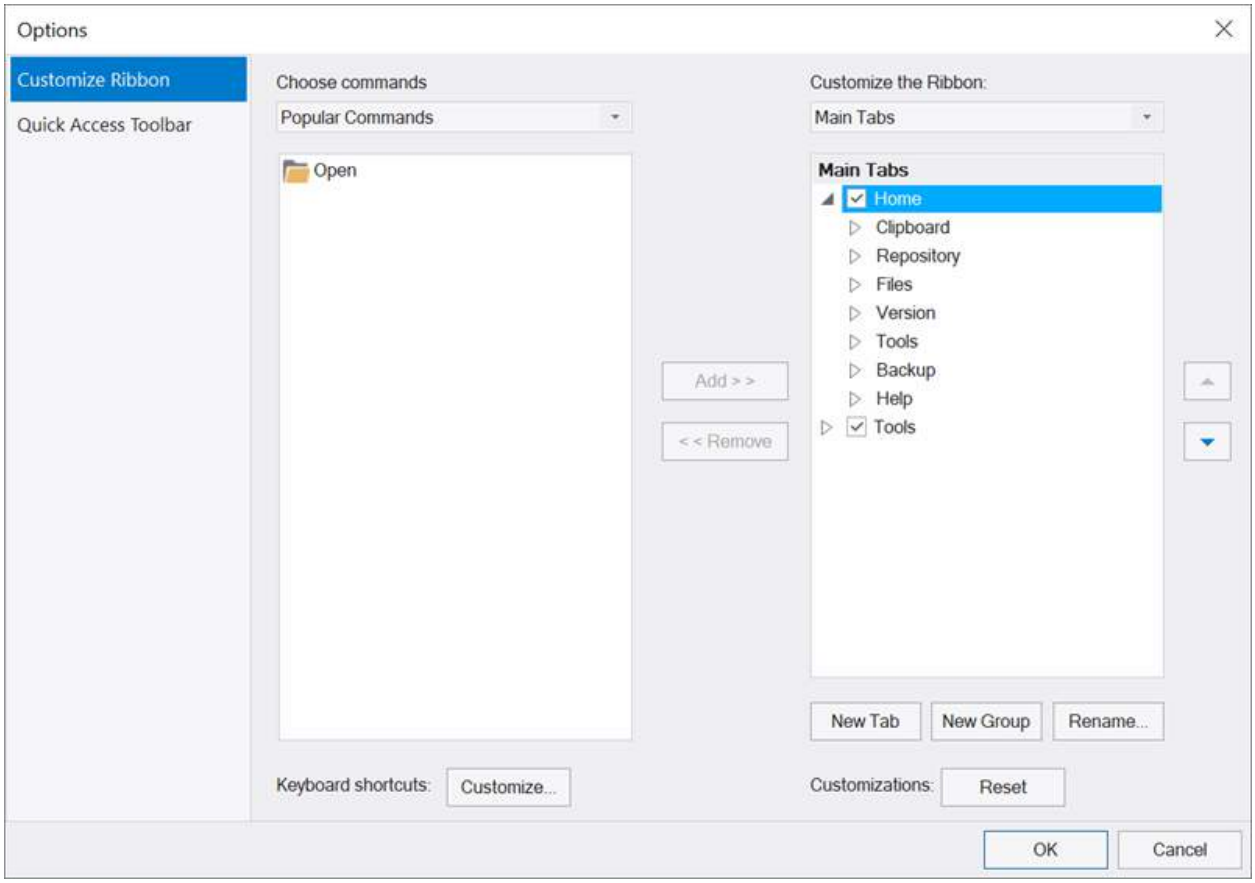


- **Select the desired options** in the Options window, then click **OK**:



Customize the Quick Access Toolbar

The Quick Access Toolbar is at the top-left corner of the application window.

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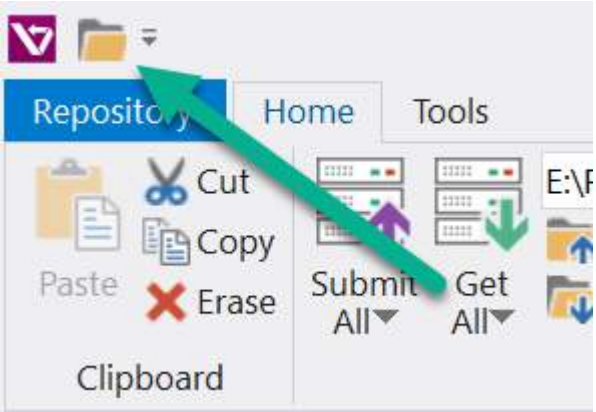
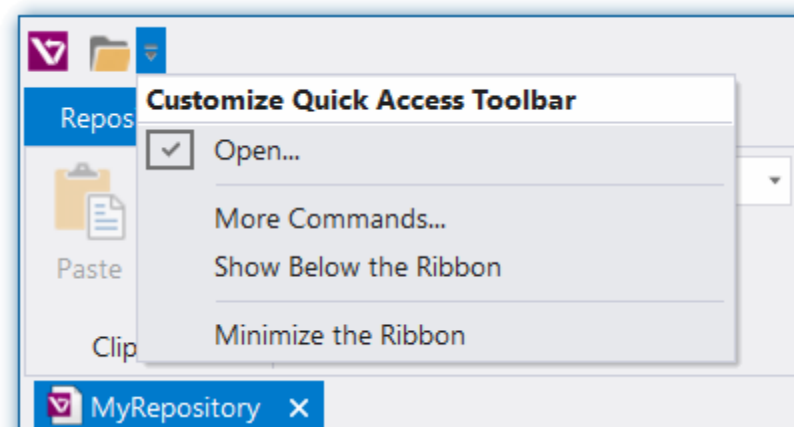


This toolbar is a handy place for commonly used commands, such as Open, and you can easily add more commands or choose to show the Quick Access Toolbar below the ribbon.

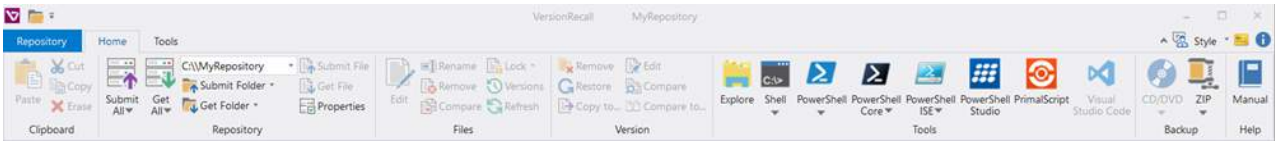
To access the Quick Access Toolbar options

- Click the down-arrow in the top-left corner of the VersionRecall workspace:



4.2 The Ribbon

VersionRecall displays a Ribbon toolbar, or "Ribbon", at the top of the application window.



The Home Ribbon

The Ribbon is where you access many of VersionRecall's functions. The ribbon is context-sensitive, automatically displaying the functions relevant to what you are doing at the moment. Functions that are not available are grayed out.

You can easily customize 20 the commands shown on the ribbon.

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Each tab on the ribbon contains tools grouped into sections based on related functions.

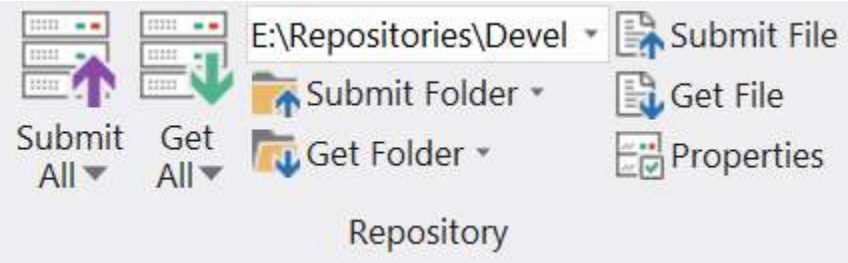
Home tab sections

We will cover the options for the following sections of the Home tab:

Repository 23	Options for working with repositories.
Files 24	Options for working with a repositories files.
Version 25	Options for working with a file's versions.
Tools 26	Additional Tool options.
Backup 26	Options for backing up your files and repositories.

4.2.1 Repository Section

The Repository section of the Home ribbon:



Home > Repository

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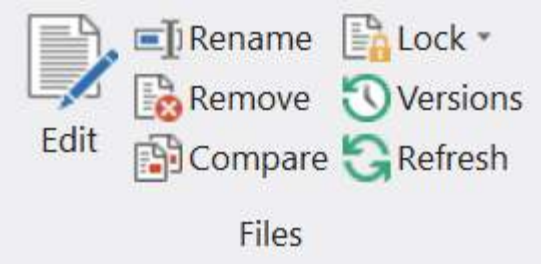
Repository section:

Submit All (*Ctrl+Alt+S*)	Create a new version of all files modified since the last VersionRecall update.
Submit All: Submit All Items	Submit all items regardless of status.
Get All (*Ctrl+Alt+G*)	Retrieve all files from the selected repository.
Get All: Get Latest Files	Get newer and added files from the repository without overwriting newer local files.
Repository selector	Select the appropriate path to the repository if more than one repository is available and can be connected. VersionRecall will automatically select the most appropriate repository based on your connection and usage history.
Submit Folder	Submit all changed files in the current folder to the repository.
Get Folder	Restore the current folder from the repository.
Submit File	Copy the selected file to the repository.
Get File	Restore the selected file from the repository.
Properties	Display Repository properties dialog.

4.2.2 Files Section

The Files section of the Home ribbon:



Home > Files

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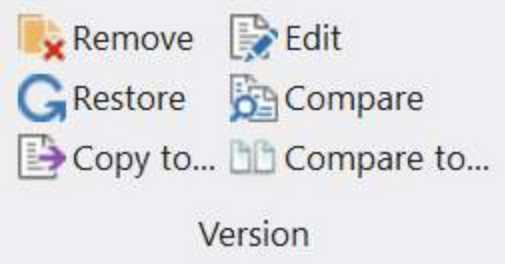
Files section:

Edit (*Ctrl+E*)	Edit the selected file with the associated program.
Rename	Rename the currently selected file.
Remove	Remove the currently selected file. You will be able to choose to only remove the local copy, or remove all copies (both local and remote versions).
Compare (*Ctrl+D*)	Compare the selected file to its most current repository version.
Lock (*Ctrl+L*)	Places or removes a lock on the file the repository. The sub-menu contains equivalent functions to place or remove a lock on the entire folder.
Versions (*Ctrl+Shift+V*)	Explore the versions of the currently selected file.
Refresh (F5)	Refresh the status of the files in the currently selected folder.

4.2.3 Version Section

The Version section of the Home ribbon becomes active when viewing a file's versions:



Home > Version

Version section:

Remove	Remove the selected version from the repository.
Restore	Copy the selected version back to your local hard drive.
Copy to...	Copy the selected version to a location of your choice
Edit	Edit the selected version in the designated default application (if configured) or associated program.
Compare	Compare the two selected versions and show the differences.
Compare to...	Compare the selected version to a selected file.

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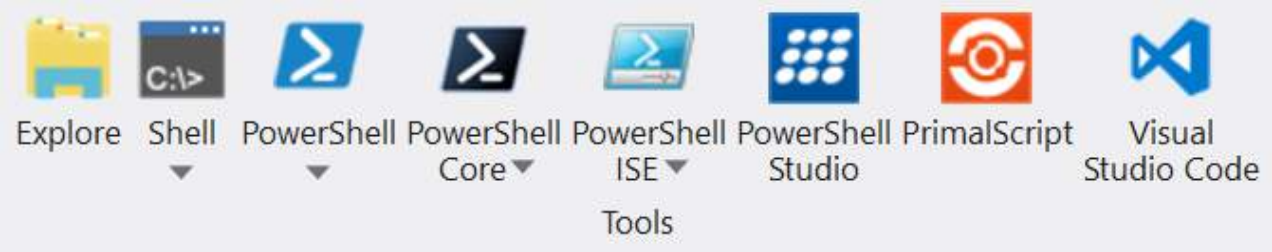
4.2.4 Tools Section

The Tools section of the Home ribbon:



Home > Tools

Tools section:

Explore (*Ctrl+F*)	Open the current folder in Windows Explorer.
Shell	Opens a command shell in the current folder.
Shell: Open as Admin	Opens a command shell in the current folder.
PowerShell	Opens a PowerShell console in the current folder.
PowerShell: Open as Admin	Opens an elevated PowerShell console in the current folder.
PowerShell Core	Opens a PowerShell Core console in the current folder.
PowerShell Core: Open as Admin	Opens an elevated PowerShell Core console in the current folder.
PowerShell ISE	Opens the PowerShell ISE with the selected file(s).
PowerShell ISE: Open as Admin	Opens an elevated instance of the PowerShell ISE with the selected file(s).
PowerShell Studio	Opens the selected file(s) in SAPIEN PowerStudio.
PrimalScript	Opens the selected file(s) in SAPIEN PrimalScript.
Visual Studio Code	Opens the selected file(s) in Microsoft's Visual Studio Code.

4.2.5 Backup Section

The Backup section of the Home ribbon:

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Home > Backup

Backup section:

CD/DVD	Copy the current version of your files to a CD or DVD.
CD/DVD: Copy Repository to CD/DVD	Copy the current repository of your files to a CD or DVD, including the version history of all files
ZIP	Copy the current version of your files to a zip drive.
ZIP: Copy Repository to ZIP	Copy the current repository of your files to a zip file, including the version history of all files.

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5 Using VersionRecall

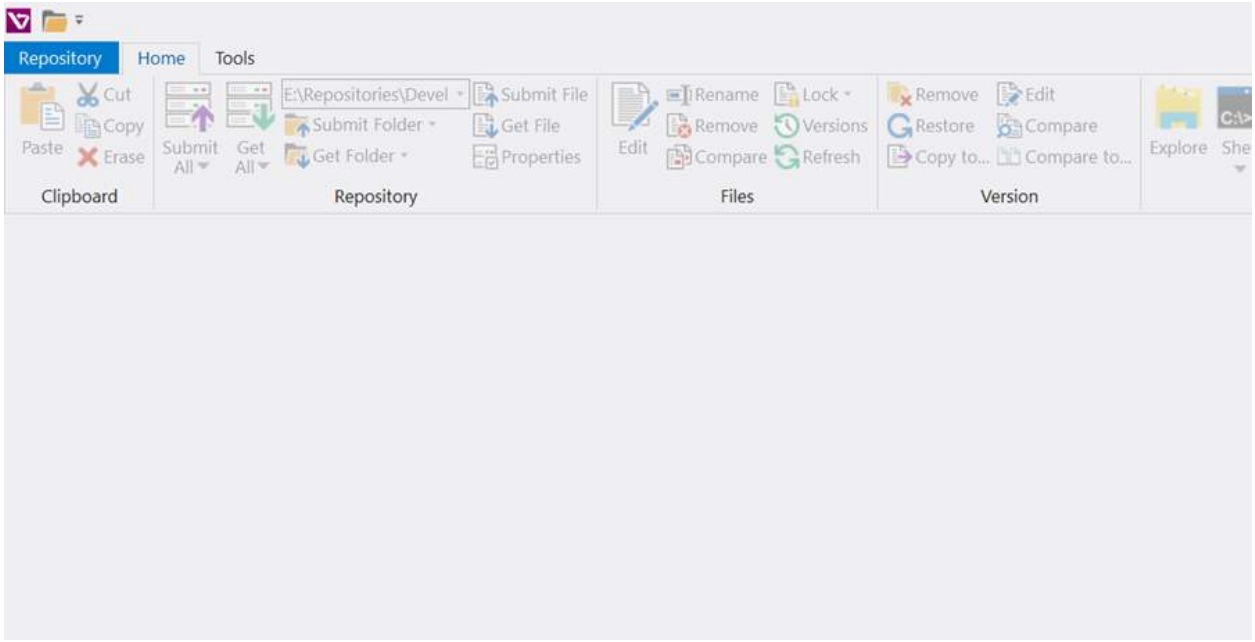
This section provides information on working with repositories, understanding file formats, and how to work with versions.

5.1 Working with Repositories

When you first open VersionRecall you will be presented with a blank Home tab.

To open a repository

- **Click the Repository tab** to the left of the Home tab on the ribbon:



You will see a list of recent documents to the right of the menu sidebar:

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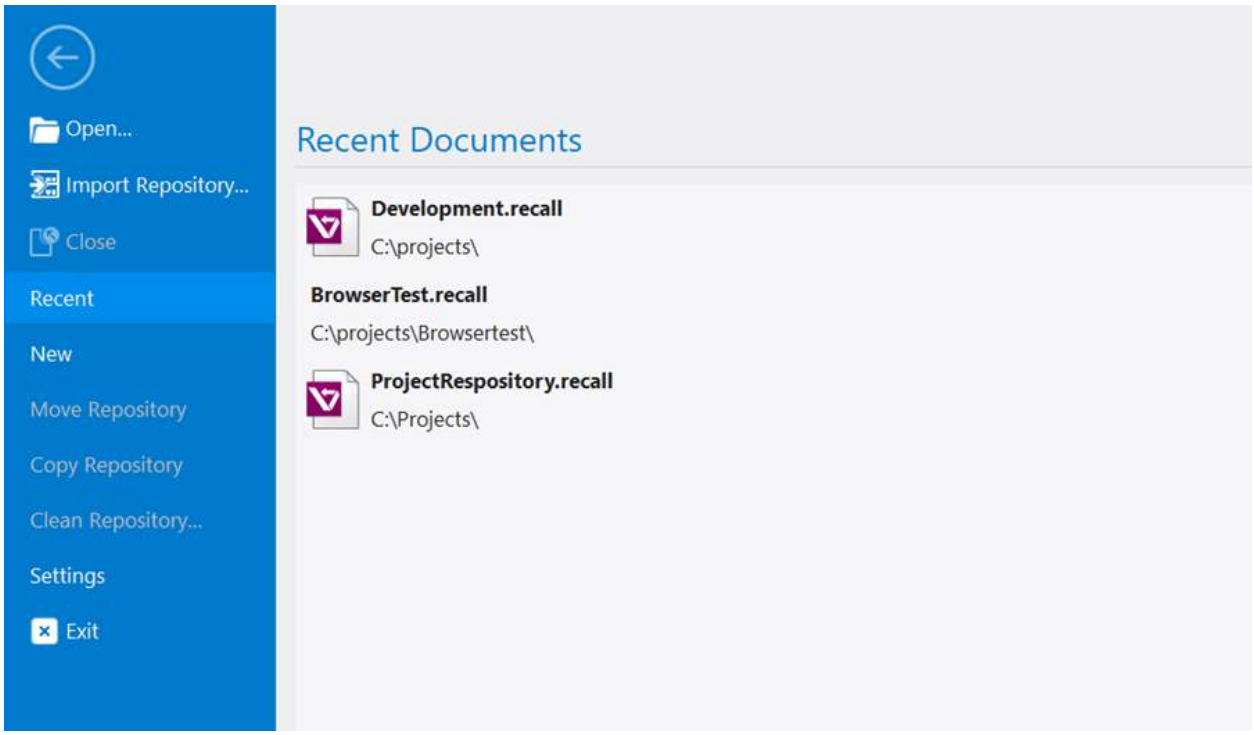

Click on a repository in the list to open it for viewing.

If the repository you want isn't in the list then simply click on **Open** at the top of the menu sidebar (you must know the path to the repository file).

5.1.1 The Repository Tab

The sidebar menu on the left of the Repository tab contains options to help you manage your repositories:

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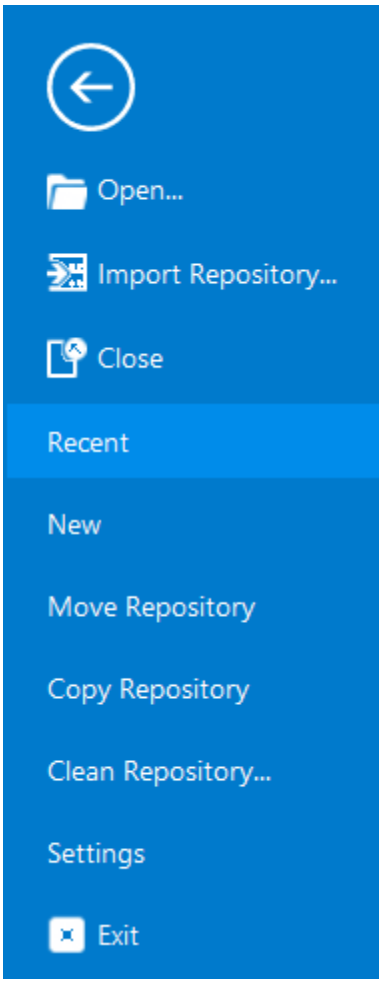

From top to bottom

Import Repository...

If you want to import all files and folders from a repository to which you have not been previously connected, this will copy all files to your local drive and connect you to the selected repository.

Move Repository

Should you decide that you want your repository in another location this will move it for you. It will move all the files with it so if you've got a large repository it can take some time to complete this operation. Also, this works on the currently open repository so if you open VersionRecall you have to go to the Repository tab and open a repository, then go back to the Repository tab and click Move Repository and choose the new location you would like for the repository. This option doesn't have any effect on the folder being monitored, only the target.

Copy Repository

This option copies the repository files to a new location.

Clean Repository...

To help you recover from accidental file deletions, VersionRecall doesn't delete files from the repository when you delete them from the source folder. If you delete a file that's being monitored in the

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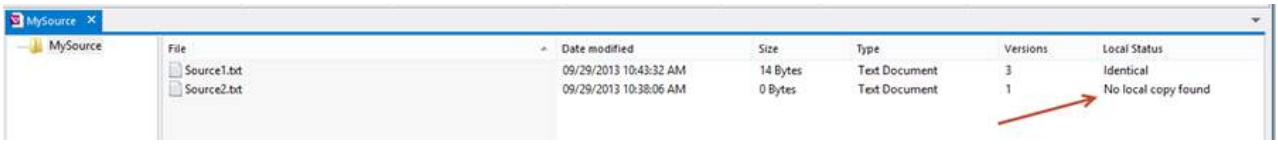
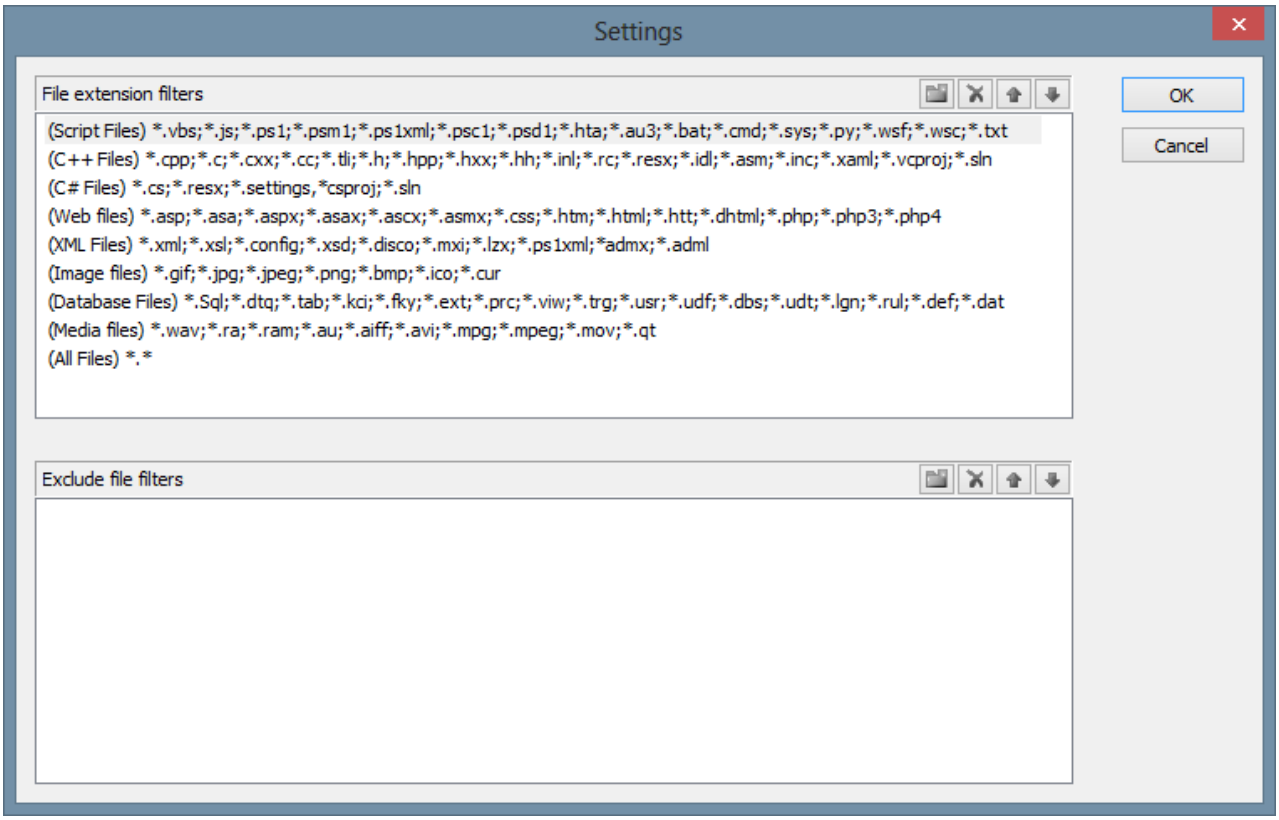
source folder, VersionRecall switches its status to “No local copy found”. *This is so you can recover it from the repository if you deleted it by accident.*



The Clean Repository command also allows you to delete any files with the "No local copy found" status from the repository.

Settings

Opens the Settings window:



Here you can control the file extension groups presented in the File Types drop-down list in the repository properties window:

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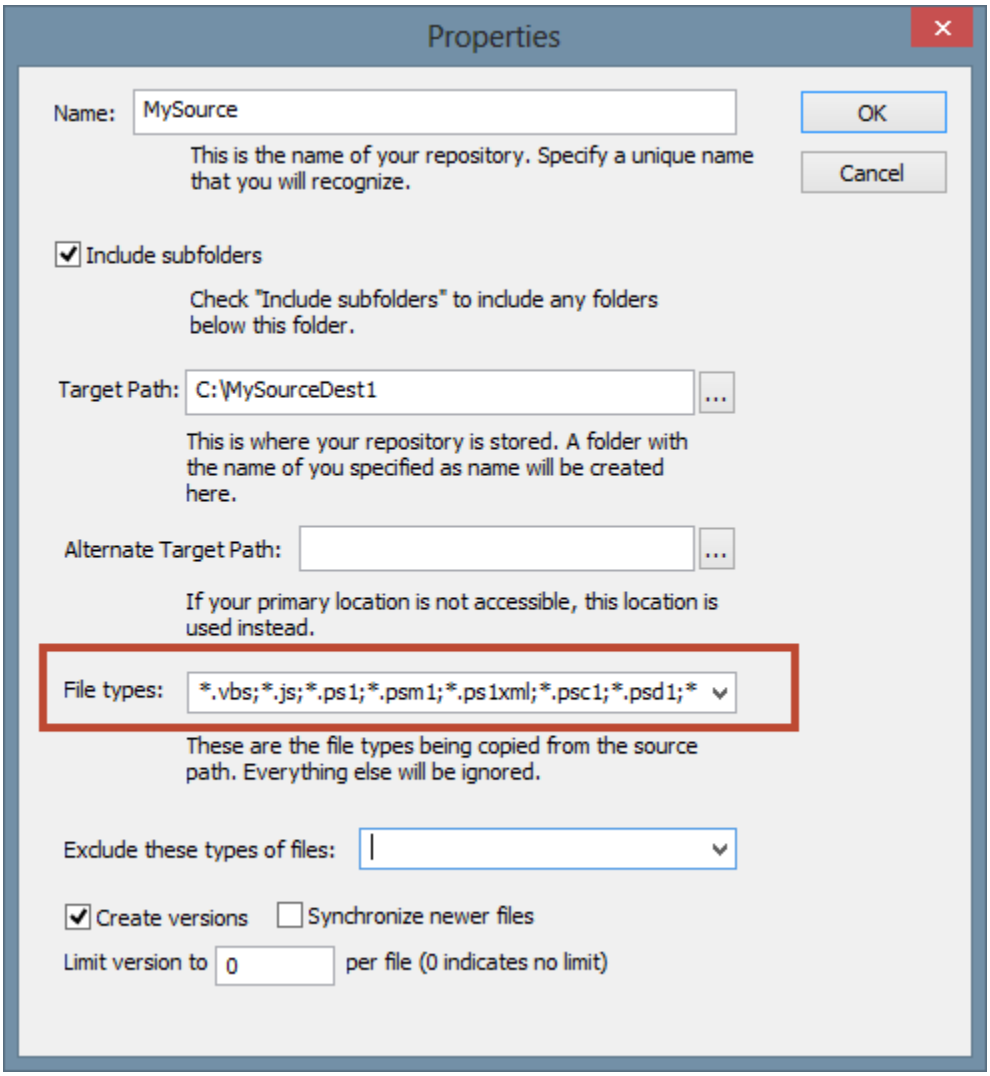

Each file group has a name and a list of files. You can edit them or create your own, and you can also create or edit file type exclusion groups.

5.2 Working with Versions

This topic covers how to view the versions for a particular file and also provides information on actions you can perform for the selected version.

To view a file version

1. In the VersionRecall Explorer, **select a file**; this will activate the **Versions** button (**Home** ribbon, **Files** section):

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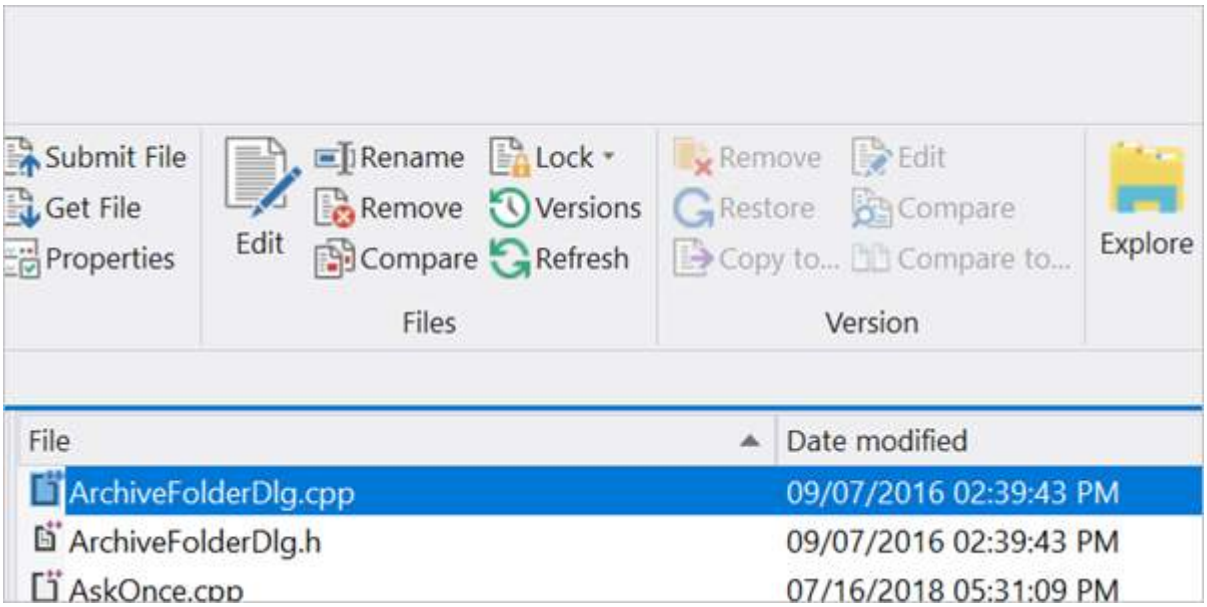
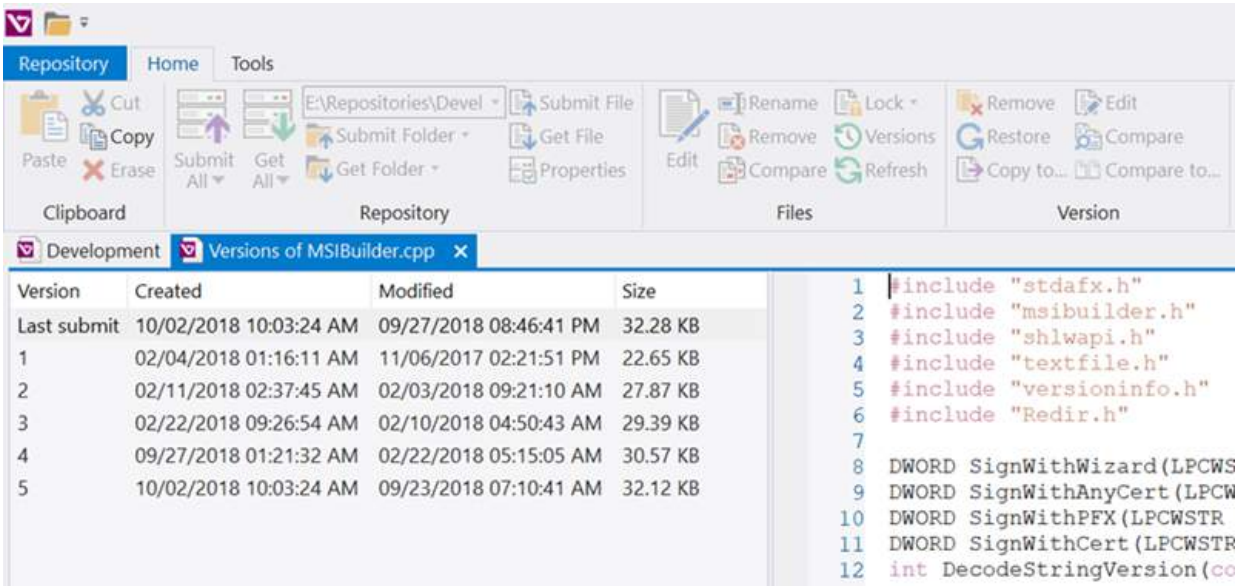


2. On the **Home** tab > in the **Files** section, click the activated **Versions** button to open the versions document for that file.

You can open as many version documents as you like.



The versions document will open in a new tab and display the available versions for the file.

If the file is a recognized text file, the preview panel on the right will show the full content in a syntax colored view if the language is supported.

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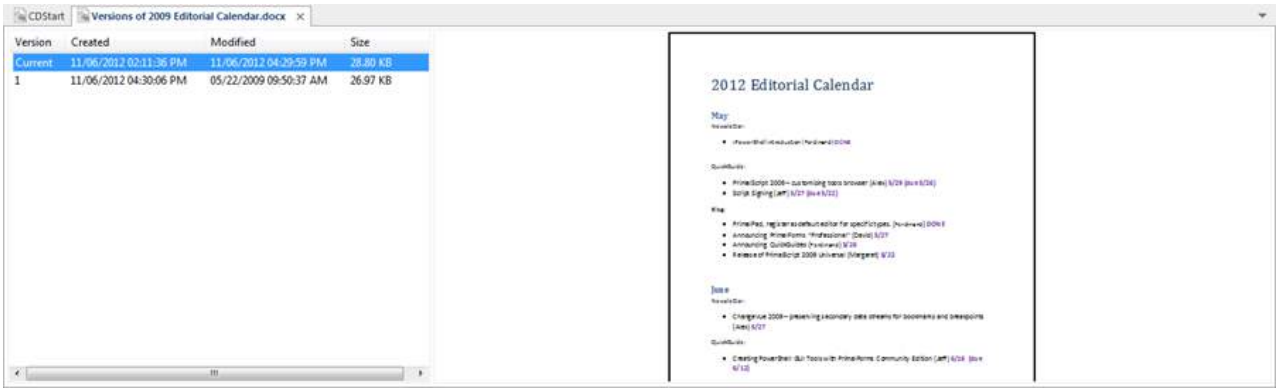
Version Options

When a versions document is displayed, the following options are available on the Home ribbon > Version section:

- **Remove**
  Removes a version of the file. You cannot remove the current version, only back versions.
- **Restore**
  Restores the selected version back to your local folder. No further warning is issued.
- **Copy to**
  Copies the selected version to another location or file, in case you need to use it for some other purpose.
- **Open**
  Opens the file in the default application.
  Version files are made read-only to prevent accidental overwrites, but many applications will allow to override that.
- **Compare**
  Select two versions to activate this option (*Ctrl+Click* on the second version). This will launch ScriptMerge to compare the two selected versions.
- **Compare to**
  Compares the selected file to any other file. You will be prompted for the other file and then ScriptMerge is launched to compare the two files.

5.3 Including Binary Files

You can include any file type in a repository, not just script files.



The versions preview is only a thumbnail preview of the file as generated by the shell. Some file types have no thumbnail providers, which will only result in a "No preview available" display. The shell's thumbnail may not match the file's actual content.

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While binary files are supported, you should consider limiting the total number of versions for your files if your binary files are of substantial size. Please also note that the time it takes to copy modified files to a folder's primary and secondary repository is directly proportional to the file sizes.

5.4 File Formats and Read-only Flags

One of the major distinctions of VersionRecall to any other SCCM software is the complete absence of proprietary file formats.

The .depot files that contain the settings for your local folder and connect it to the corresponding repository is a simple INI-style text file. Open it in notepad if you are interested. It is pretty simple and straight forward.

The files copied to a repository stay in whatever format they are. Versioning is done with a simple naming scheme, where **myscript.ps1** becomes **myscript.@@1.ps1** to have **version 1** of the file and **myscript.@@100.ps1** to indicate a **version 100** of that file. So if you are keeping your repository on a USB drive and you take that drive to another computer, e.g. because your hard drive crashed, you have instant access to all files and versions even if you didn't have time or the option to install VersionRecall on that other computer. It is very important to us that retrieval of your files is as simple as using Windows Explorer in case everything else fails.

Version files (any file in your repository) have their read-only flag set to prevent accidental overwrite. As mentioned before, many applications allow you to simply override that flag when saving. Traditional SCCM systems employ database or custom format storage to prevent tampering with the content after it has been submitted. It is important to note that the mechanism and storage format used by VersionRecall allows modification of versions after the fact if anyone wishes to do so.

5.5 About Versions

How do I create a new version?

You don't—well, not directly. If you are looking for a button that says "Create new version" you can stop now because there is none. The way this works is as follows:

- Once you modify a file in whatever application is associated with it and save it, the status of that file in VersionRecall's explorer changes to "newer".
- If the service kicks in or you select one of the update functions (i.e. Copy All) then all modified files will be copied and a new version is created for each affected file.
- The version indicator in the fifth column increases by one every time a new version is created.

Of course you can always just rely on the Script Repository service to create new versions for you whenever files have changed.

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5.6 Automatic vs. Manual Submit

As developers we have a rule for source control submissions: "Only submit if it builds". In other words, checking in or submitting code that does not build or run is very much frowned upon.

VersionRecall's service cannot determine if your script or files are complete or not. With a service automatically submitting changes every half hour, you can end up with many versions that are not actually functional. On the other hand, having hourly snapshots of your work is a life saver if your hard drive crashed and you lost everything.

Manual submits are easy to forget, but if you have the discipline to do that when warranted it provides you with a history for your files where all files are in a "finished" stage.

You can also configure the service to submit changes each day at 4:45 just before you leave the office and make sure everything is neat and tidy before you leave.

Ultimately you need to consider what will work best for you. If you have other people relying on your Repository submissions, you should only use a manual submit. If you need a safety net and just want to make sure you never lose anything, set the service and let it take care of the versioning for you.

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6 Getting Help

This help manual has been designed to provide all the information you will need for using VersionRecall. In addition to the information in this guide, you can also ask questions in the online support forums 37.

View VersionRecall product feature demonstrations and release details on our blog.

Displaying the help manual

- On **Home** ribbon > in the **Help** section, click **Manual**.

User forums and support

Use the SAPIEN forums to get help with VersionRecall, submit feature requests, and more.

- VersionRecall forum
- Scripting support forums
- All SAPIEN support options

To report a problem in the VersionRecall forum, you will need to provide your SAPIEN product and OS version information 37.

How to copy version information

To report a problem in the VersionRecall forum, you will need to include the product version and build, and also your OS version and build—and indicate 32 or 64-bit for each.

To copy the required version information

1. Click the **About** button in the top-right of the VersionRecall workspace.
2. In the About VersionRecall window, select **Copy Version Info.**
3. Paste the version information into your VersionRecall forum post.

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7 SAPIEN Updates

We are continually updating our software, both to remove bugs and to add and improve product features. We recommend always staying current with the most recent versions to ensure that you are taking advantage of the latest features, functionality, and product stability.

Every SAPIEN product has a built-in update tool—**SAPIEN Updates**—which will check for updates on all current activations and unexpired trial versions of our products. Available product updates are indicated in the SAPIEN Updates tool and also in the Notifications dialog 38 (see below).

SAPIEN Notifications

SAPIEN products provide automatic notifications when there is a software update available, or when your maintenance is about to expire. Notifications are indicated by a 'flag' icon in the top-right of the program window:

How to view SAPIEN notifications

- Click the notification flag icon above the ribbon to open the Notifications dialog:

- If a product update is available, click the update notification to open the SAPIEN Updates tool.

Click the **X** button to dismiss individual notifications or select **Dismiss All**. Dismissed notifications will not be shown again.

SAPIEN Updates - Tool Overview

The SAPIEN Updates tool indicates when an update is available for any SAPIEN program installed on your computer.

To minimize the impact on your system, the tool does not run during Windows startup or continuously in the system tray.

How to access the SAPIEN Updates tool

- On the **Help** or **Tools** ribbon > click **Check Now** or **Check For Updates** (Updates section).

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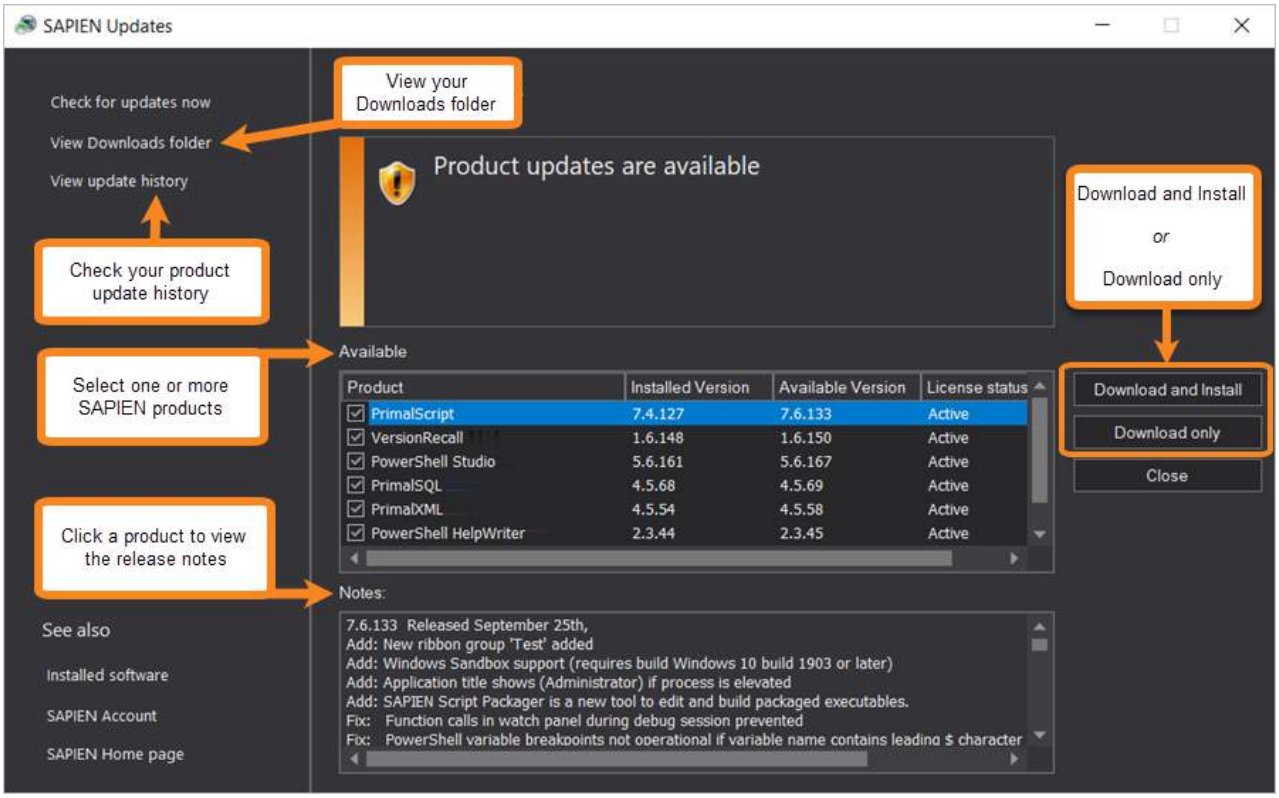
-OR-

- Click the notification icon 38 above the ribbon > then in the Notifications dialog, click the update notification.

SAPIEN Updates Tool



SAPIEN Updates Tool

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SAPIEN Updates - Options

Check for updates now	Immediately checks to see if additional product updates are available.
View Downloads folder	Displays the Downloads folder in File Explorer.
View update history	Displays the history of all downloaded and installed product updates.
Available	Displays a selectable list of available product updates. Select one or more products to Download or Download and Install.
Download and Install	Downloads and installs the updates for the product(s) selected in the **Available updates** list.
Download only	Downloads the updates for the product(s) selected in the **Available updates** list.
Close	Closes the SAPIEN Updates tool.
Notes	Displays a brief synopsis of what was changed, added, or fixed for the products selected in the **Available** window. The build history for all SAPIEN products is available here.

Update On-Demand

You don't need to wait to be notified when an update is available; you can check for updates at any time. This is particularly useful if you've heard about a new update and want to install it immediately, or if you are ready to start a new project and want to complete all updates before you begin.

How to check for updates on-demand

- On the **Help** or **Tools** ribbon > select **Check Now** or **Check For Updates** to open the SAPIEN Updates tool.

  These instructions may vary between SAPIEN products.

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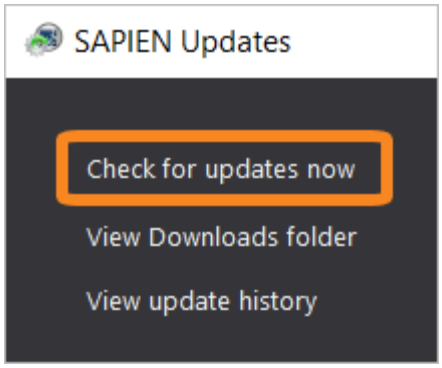
- In the **SAPIEN Updates** tool, select **Check for updates now**:



The latest product updates are displayed in the SAPIEN Updates **Available** window.

Security and Permissions

Installing updates to programs in a Program Files directory requires the permissions of a member of the Administrators group on the computer. When you click **Download and Install** in the update tool 39, or install after downloading, you will be prompted for administrator credentials.

The update tool requires a functioning internet connection and unimpeded access through your internet firewall. For some installations, you might need to create a firewall rule to allow access or make some accommodations.

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8 Appendices

Appendices for VersionRecall Help Manual

Appendix A: Manual and Product Version 42

Appendix B: Icon License Attribution 43

8.1 Appendix A: Manual Version

Appendix A

Manual Version

This help manual is in the process of being updated. Some features and images in this manual version may not reflect the current product functionality.

Blog articles

For the latest product tips and feature demonstrations, check out the VersionRecall articles on the SAPIEN blog.

Release details

To view a brief description of what was changed, added, or fixed in the most recent VersionRecall builds, view the product version history.

Need more help?

Please direct your product related questions to the VersionRecall support forum, and your scripting questions to the appropriate Scripting Answers forum.

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8.2 Appendix B: Icon License Attribution

Appendix B

Icon License Attribution

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Thumb up

Information

Warning

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