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## Adding revision log

When your team attempt to or has made significant changes on a document, you may want to record the version of document, the date/time when the change took place, the person who made the change and other necessarily remarks regarding the changes. Revision log is a piece of content you can add to a document to record all these information. With a revision log, you fill in the revision detail as well as to add/remove columns to suit the requirement of your team. To insert a table of contents:

1. Select the content block where you want to insert a revision log beforehand.
2. Click on the  button on the document's toolbar and then select **Revision Log** from the drop down menu.
3. To enter a revision, double click on the cells and enter the values one by one.



Version	Date	A/D/C (Add, Delete, Change)	Author	Document Section #	Description
A01	2015/04/15	C	Peter	#2.1	Fixed typo

4. If you want to insert more rows or columns, right click on the revision log and select **Insert Row** or **Insert Column** from the popup menu.