

Manually Uploading a New File Version

Last Modified on 10/03/2023 2:07 pm EDT

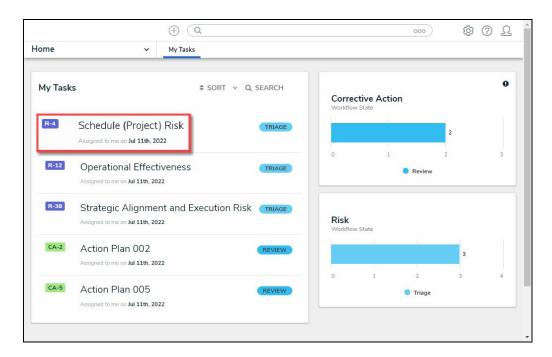
Overview

Resolver will automatically version new files when uploaded by matching the file name and extension type.

Related Information/Setup

Navigation

- 1. From the *Home* screen, search for a form with an attachment on the *My Tasks* list.
- 2. Click the Form name.



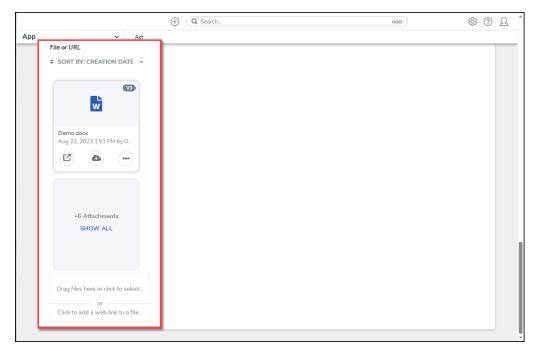
Form Name

Manually Uploading a New File Version

When uploading a new file version, the file name and extension must match the file you are overriding.

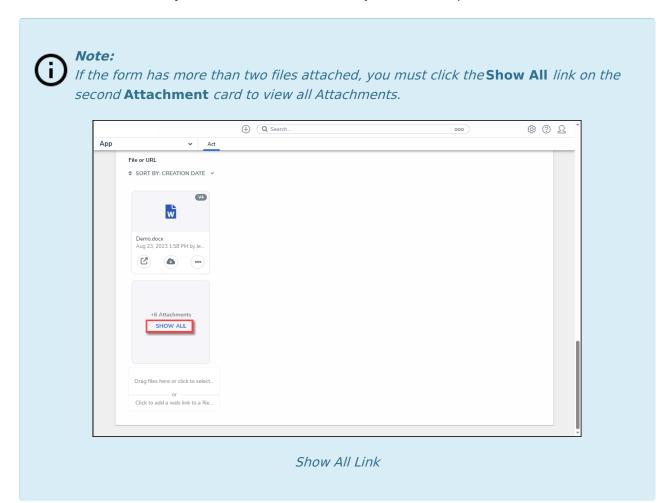
1. From the *Form* screen, navigate to the *File* field on the form.



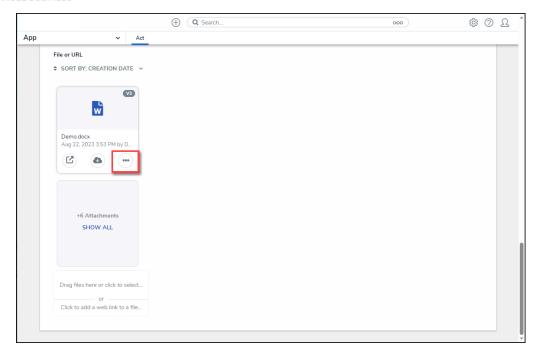


File Field

2. Click the **More Options** icon on the form that you want to replace with a new version.

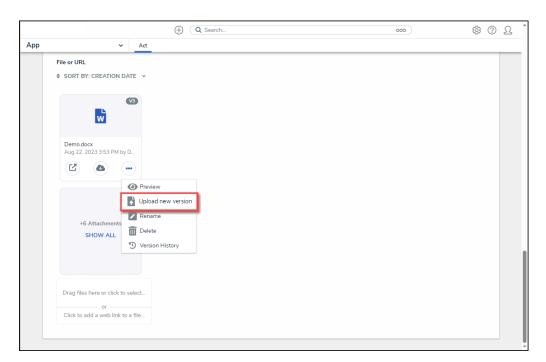






More Options Icon

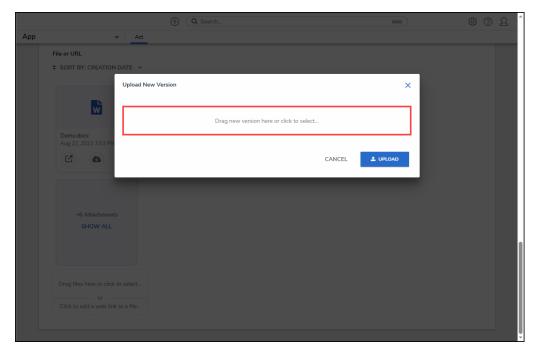
3. From the More Options dropdown menu, select the Upload New Version link.



Upload New Version Link

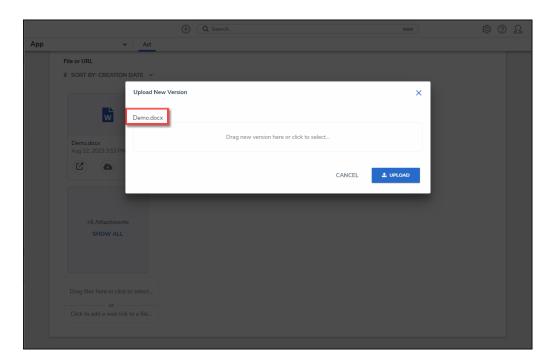
4. From the *Upload New Version* pop-up, drag and drop the file into the **Drag new version** here or click to select field.





Drag and Drop File

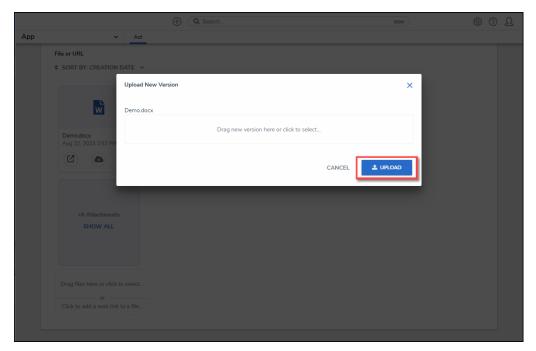
- 5. Alternatively, you can click the **click to select** link and select a file from the connected PC.
- 6. When you have added the new file, the file name will appear above the **Drag new version** here or click to select field.



File Name

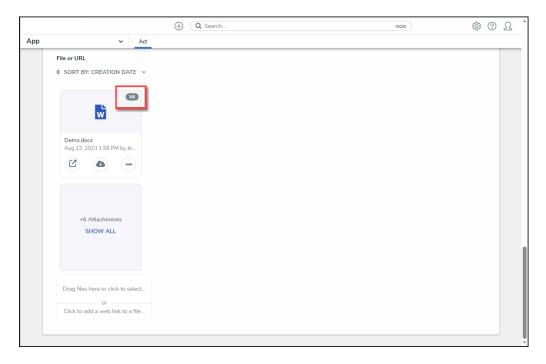
1. Click the **Upload** button to override the old file and upload the new version.





Upload Button

1. The **Version Number** icon on the **Attachment** card will increase by 1 to indicate that the new version was uploaded successfully.



Version Number Icon