

Discarding File Changes

Last Modified on 10/03/2023 2:08 pm EDT

Overview

Users can discard changes made to a file and revert to the previous file version.

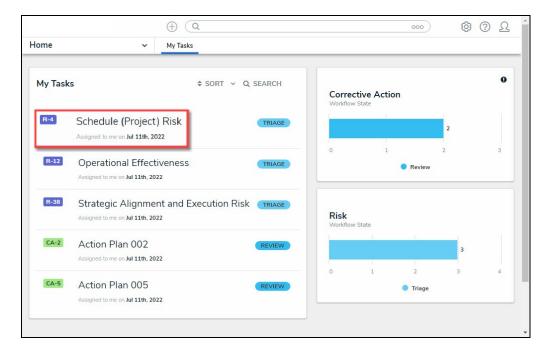
Related Information/Setup

For more information on editing an attachment file, please see the Editing an Attachment Using Microsoft Office Web Applications article.

• Editing an Attachment Using Microsoft Office Web Applications

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

Discarding File Changes

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



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File Field

2. Find an **Attachment** card recently edited **(Edit Mode)** with unpublished changes.

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Edit Mode

3. Click the **More Options** icon.



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More Options Icon

4. Click the **Discard Changes** link on the **More Options** dropdown menu.

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Discard Changes Link

5. From the *Confirmation* pop-up, click the **Discard** button to discard changes and revert to the previous file version.



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Discard Button