

Viewing a Files Version History

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Overview

Users can review a file's version history. The Version History lists all previous file versions, version number, date and time, and created by/edited by.

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

Viewing a Files Version History

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



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	Drag files here or click to select			
	or Click to add a web link to a file			

File Field

2. Click the More Options icon on an Attachment card.

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More Options Icon

3. Click the Version History link on the More Options dropdown menu.



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	Or Click to add a web link	k to a file			

Version History Link

- 4. From the *Version History* pop-up, the following information is displayed:
 - Version Number
 - Date and Time
 - Created By/Edited By

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Version History Pop-up

5. Click a **File**. A file preview will open in a new tab in your browser using Microsoft Office web applications.



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File Preview