

# Viewing a Files Version History

Last Modified on 10/03/2023 2:09 pm EDT

## 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.

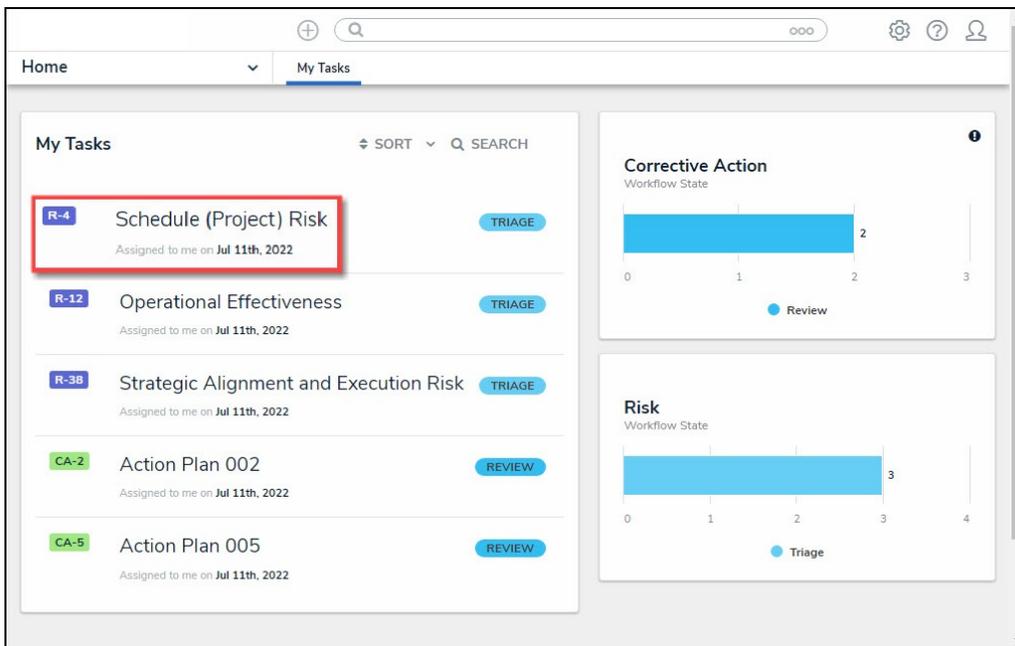
## Related Information/Setup

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

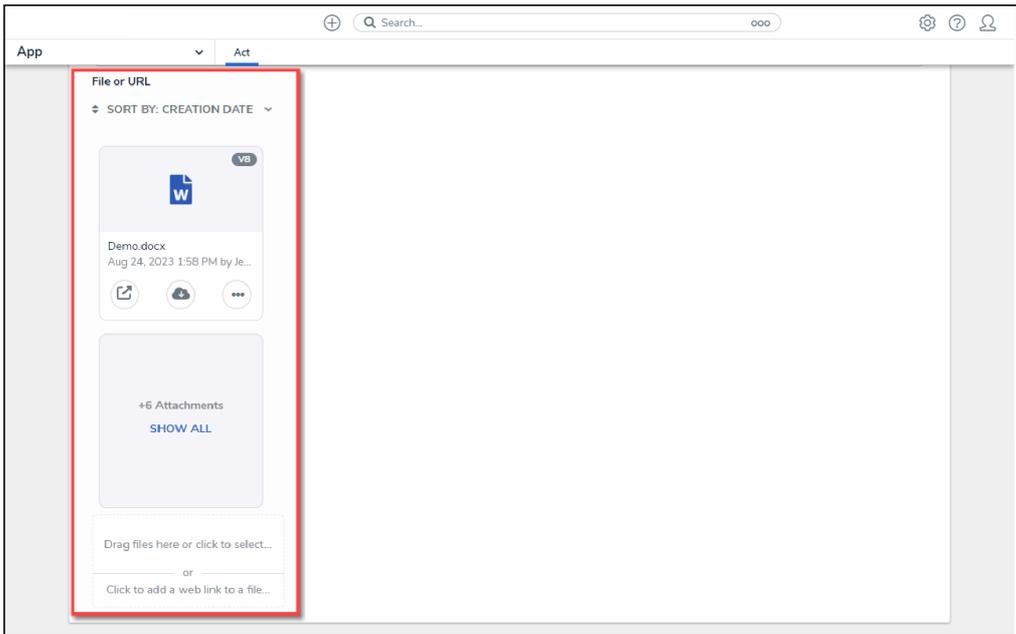
1. From the **Home** screen, search for a form with an attachment on the **My Tasks** list.
2. Click the **Form** name.



*Form Name*

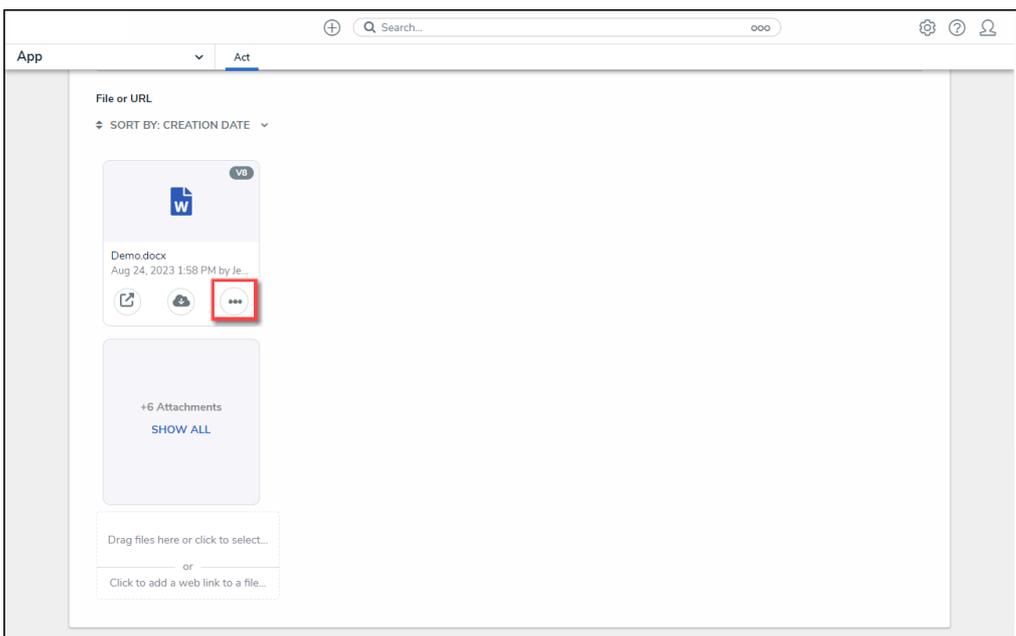
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1. From the **Form** screen, navigate to the **File** field on the form.



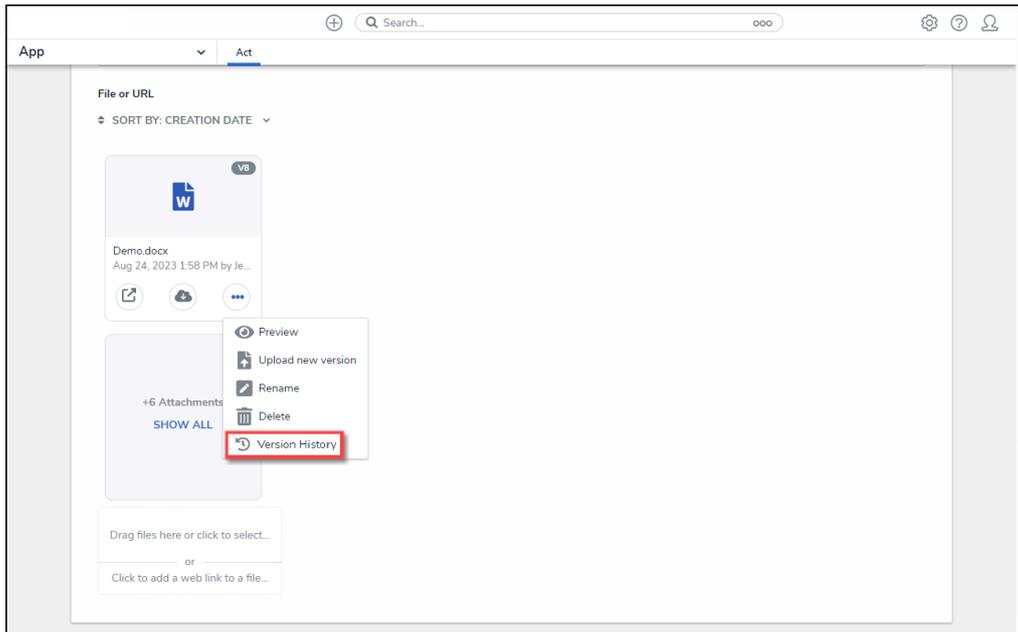
*File Field*

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



*More Options Icon*

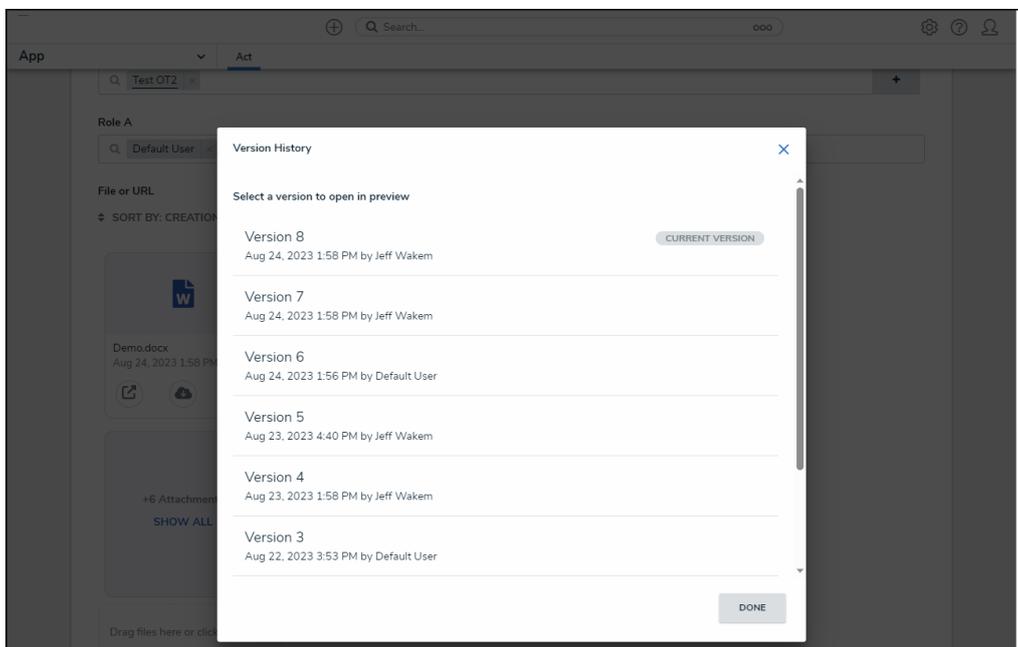
3. Click the **Version History** link on the **More Options** dropdown menu.



*Version History Link*

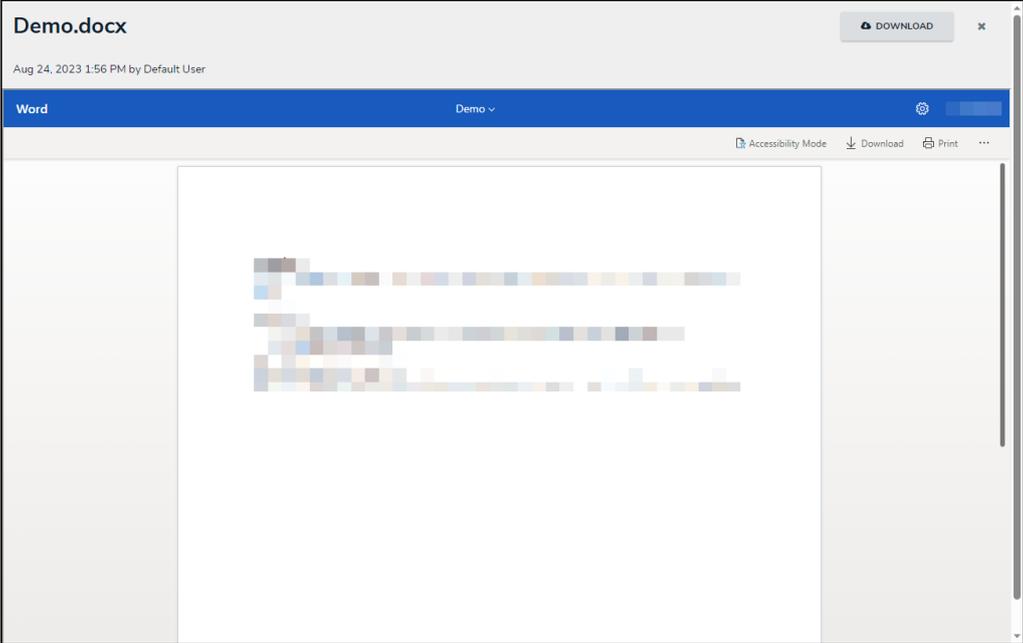
4. From the **Version History** pop-up, the following information is displayed:

- Version Number
- Date and Time
- Created By/Edited By



*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.



*File Preview*