

Renaming a File Attached to a Form

Last Modified on 11/20/2023 1:10 pm EST

Overview

Users can rename a file attached to a form.

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

Renaming a File Attached to a Form

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



		(Q Search	000	\$ @ L
Арр	✓ Act			
	File or URL			
	♦ SORT BY: CREATION DATE ~			
	VB			
	w			
	Aug 24, 2023 1:58 PM by Je			
	+6 Attachments			
	SHOW ALL			
	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.

		(Q Search	000	\$? L
Арр	✓ Act			
	File or URL \$ SORT BY: CREATION DATE >			
	w v			
	Demodocx Aug 24, 2023 1:58 PM by Je (2) (3) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4			
	+6 Attachments SHOW ALL			
	Drag files here or click to select			
	or Click to add a web link to a file			

More Options Icon

3. Click the **Rename** link on the **More Options** dropdown menu.



		000	\$\$? L ^
App ~	Act		
File or URL			
SORT BY: CREATION DATE	~		
Demo.docx Aug 24, 2023 1:58 PM by Je			
	/review Jpload new version		
+6 Attachment SHOW ALL	lename Delete		
C.	/ersion History		
Drag files here or click to select			
Click to add a web link to a file			

Rename Link

4. From the *Rename Attachment* pop-up, enter the new file name in the **Name** field.

Resolver.	(Q Search		\$? <u>2</u>
App ~ Act			
File or URL			
♦ SORT BY: CREATION DATE			
Rename Attachm	ent	×	
Name Demo docx		20	
Aug 24, 2023 1:58 PM	CANCEL	SAVE	

Name Field

4. Click the **Save** button to save your changes.



Resolver.	⊕ (Q Search		
Арр	✓ _Act		
File or URL			
SORT BY: CREATION	IDATE 🗸		
	Rename Attachment	×	
w	Name		
	New File Name	0	
Demo.docx Aug 24, 2023 1:58 PM		CANCEL SAVE	
+6 Attachment	3		

Save Button