

Manually Uploading a New File Version

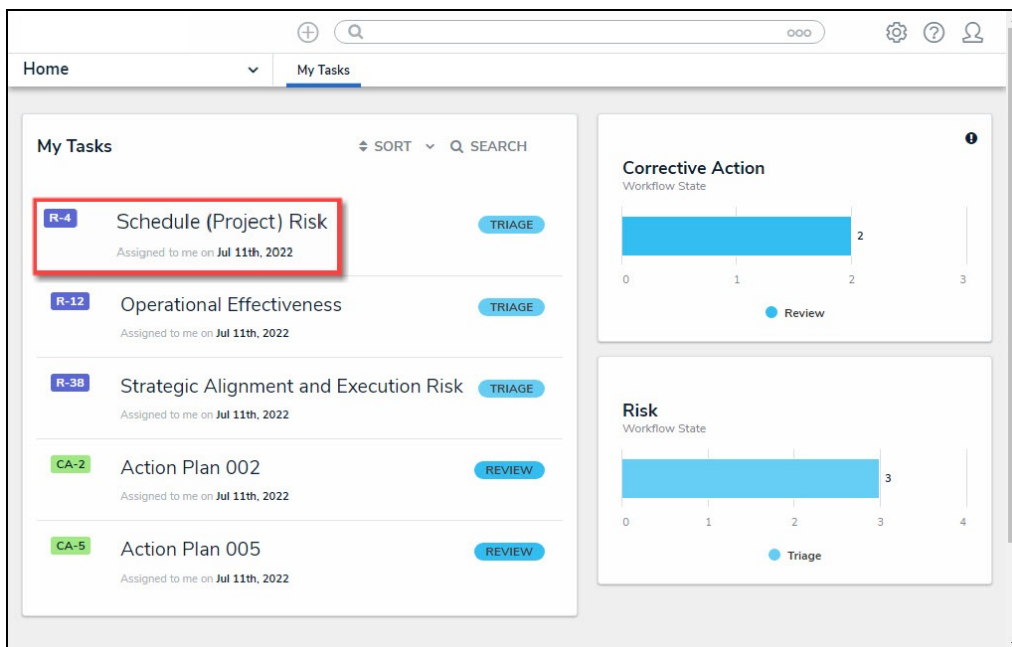
Last Modified on 06/26/2024 1:53 pm EDT

Overview

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

Navigation

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

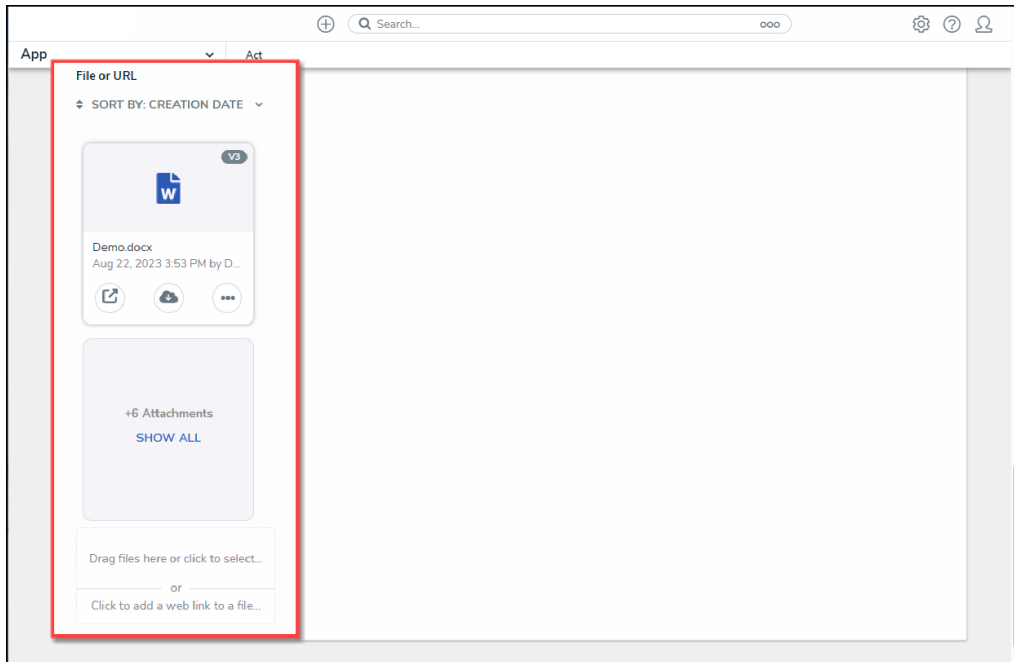


Form Name

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.



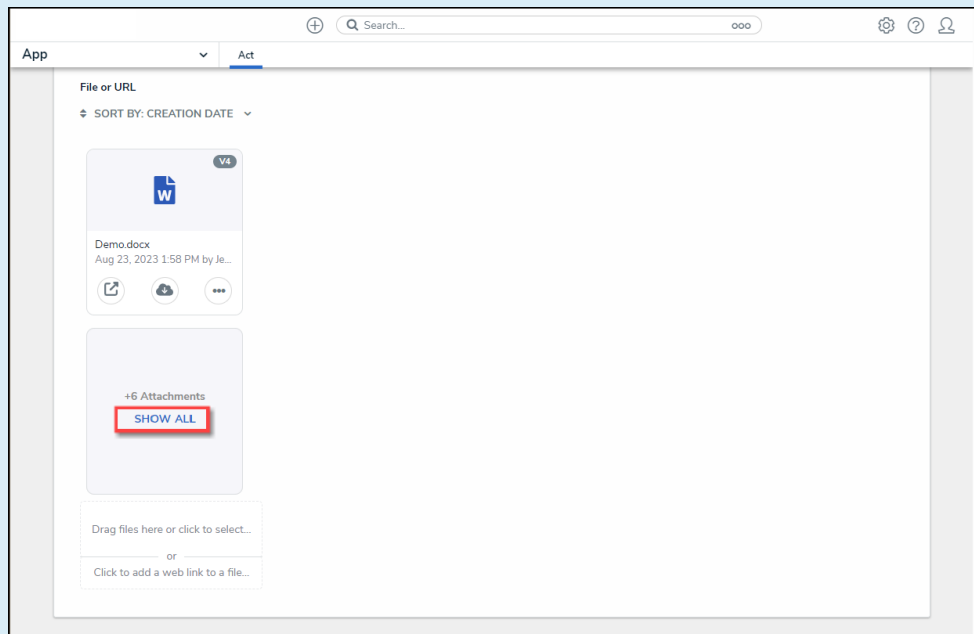
File Field

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

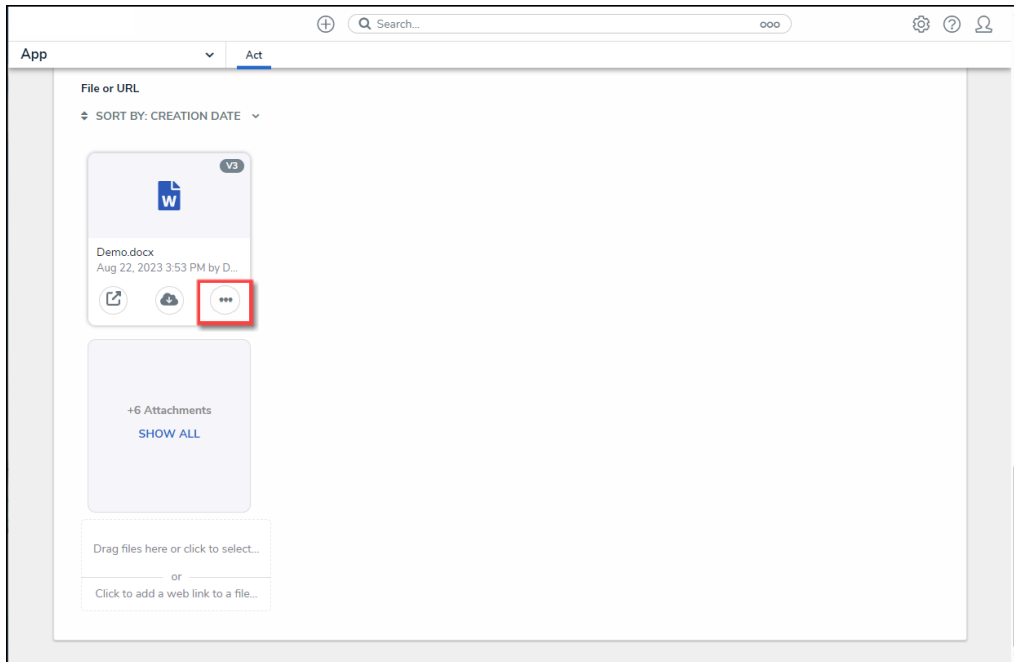


Note:

*If the form has more than two files attached, you must click the **Show All** link on the second **Attachment** card to view all Attachments.*

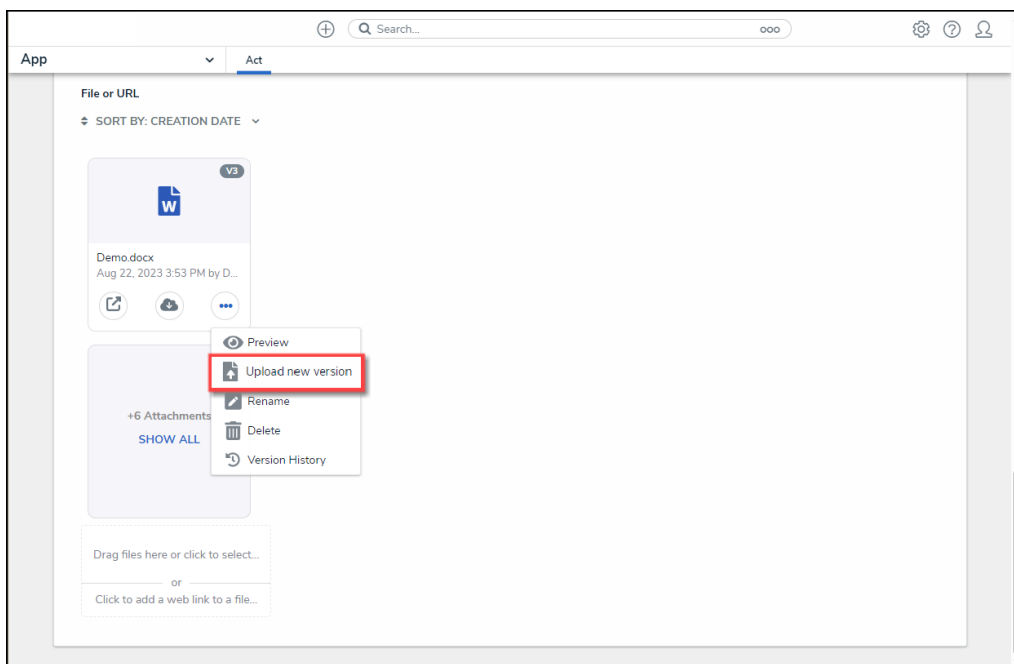


Show All Link



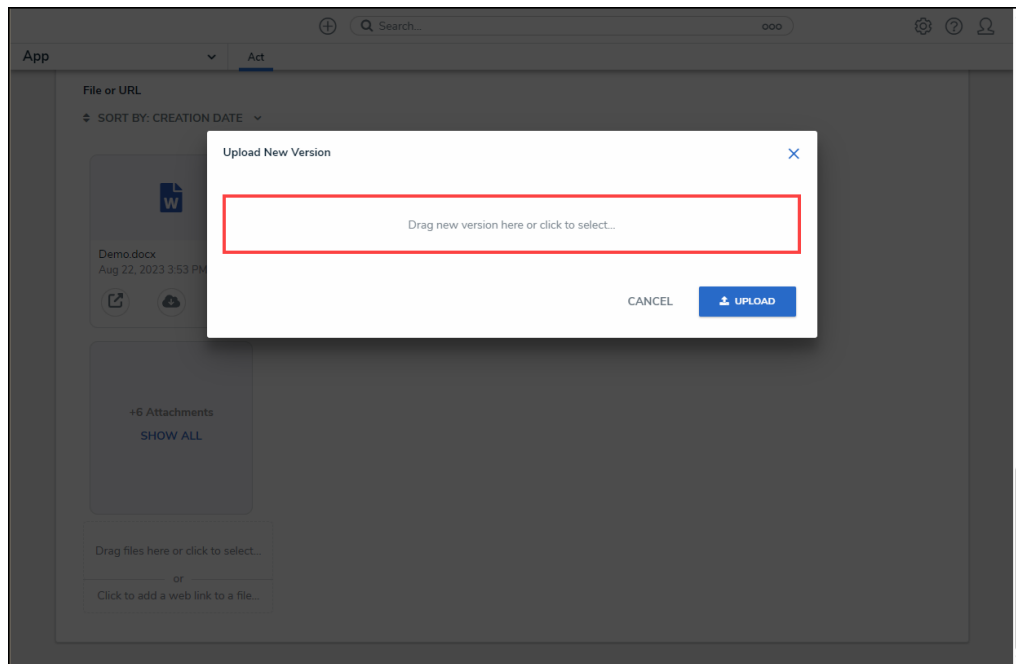
More Options Icon

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



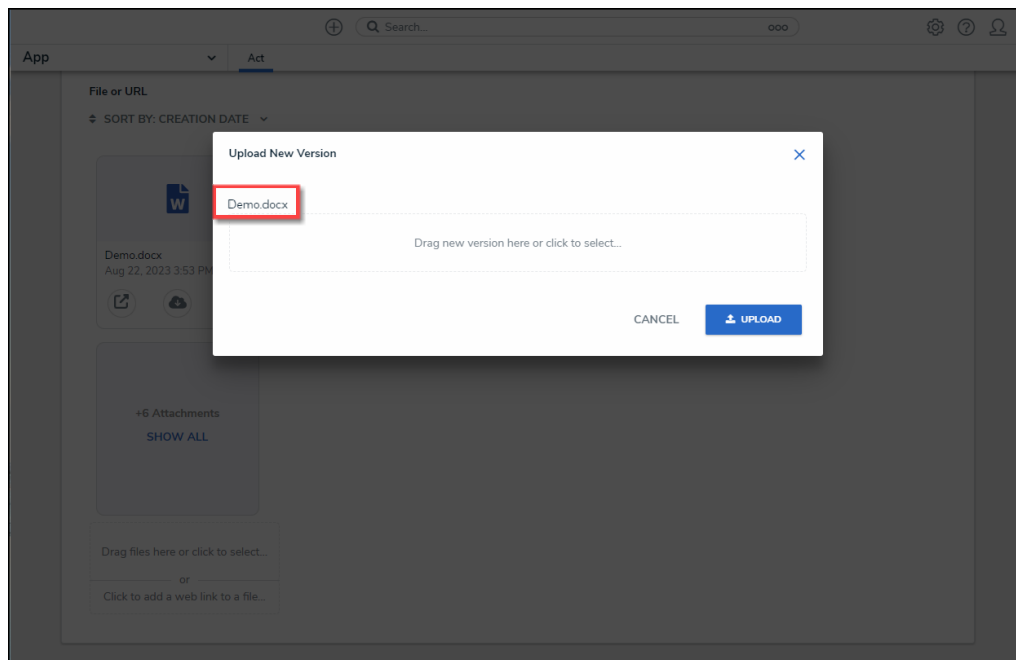
Upload New Version Link

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



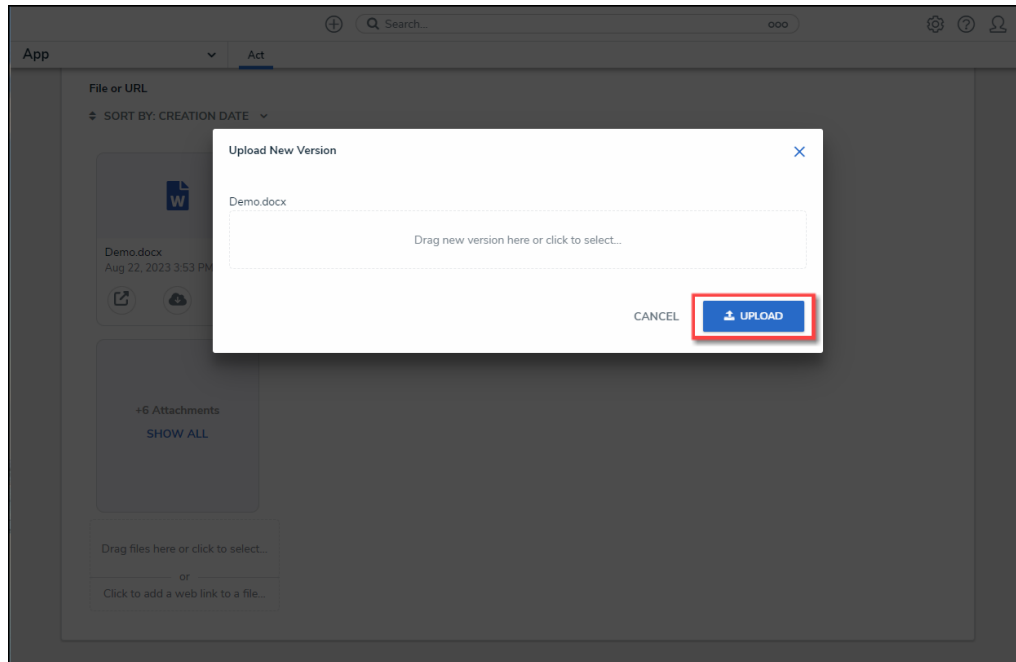
Drag and Drop File

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.



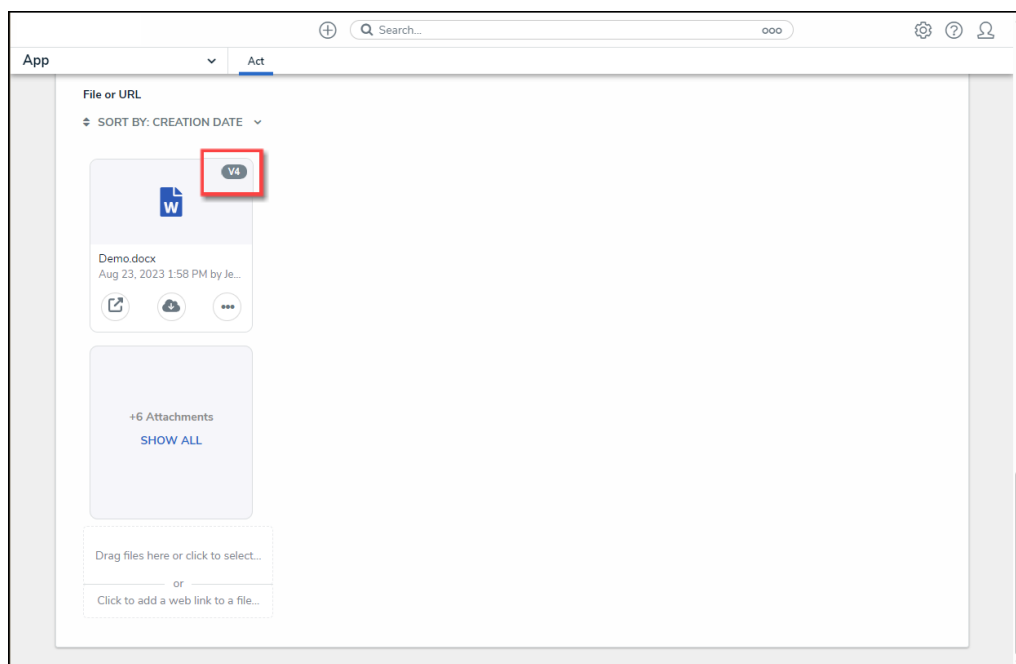
File Name

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



Upload Button

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



Version Number Icon