

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.

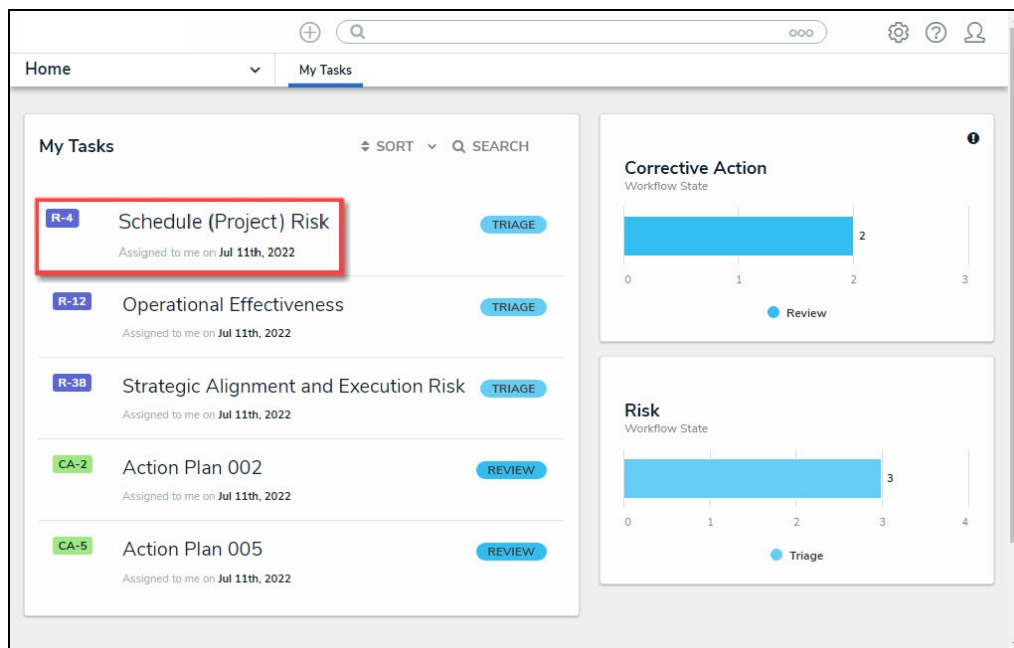
Related Information/Setup

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

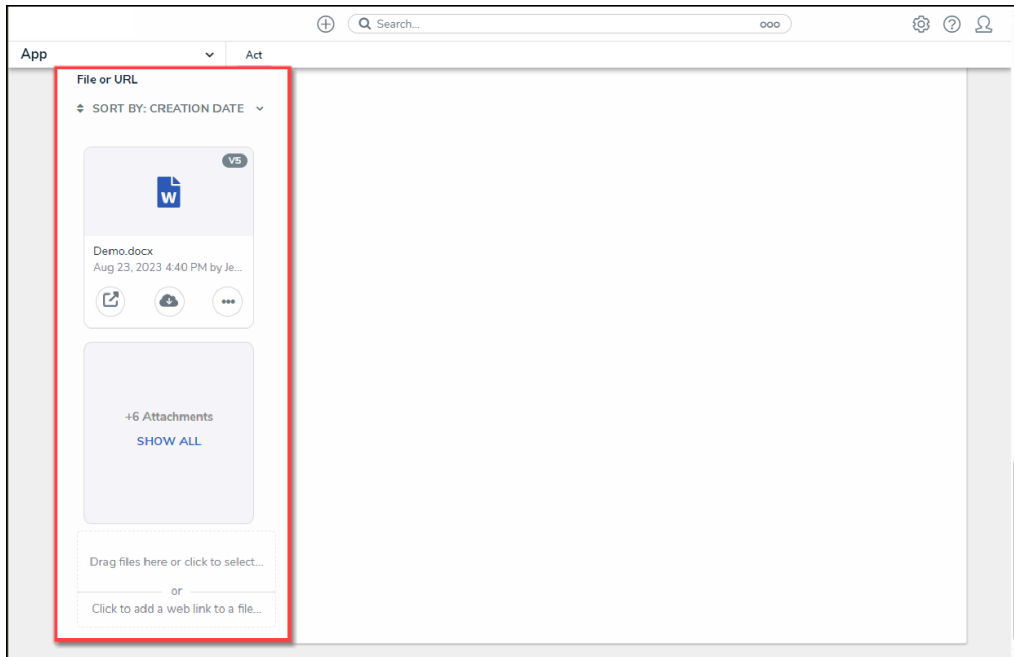
1. From the **Home** screen, search for a form with an attachment on the **My Tasks** list.
2. Click the **Form** name.



Form Name

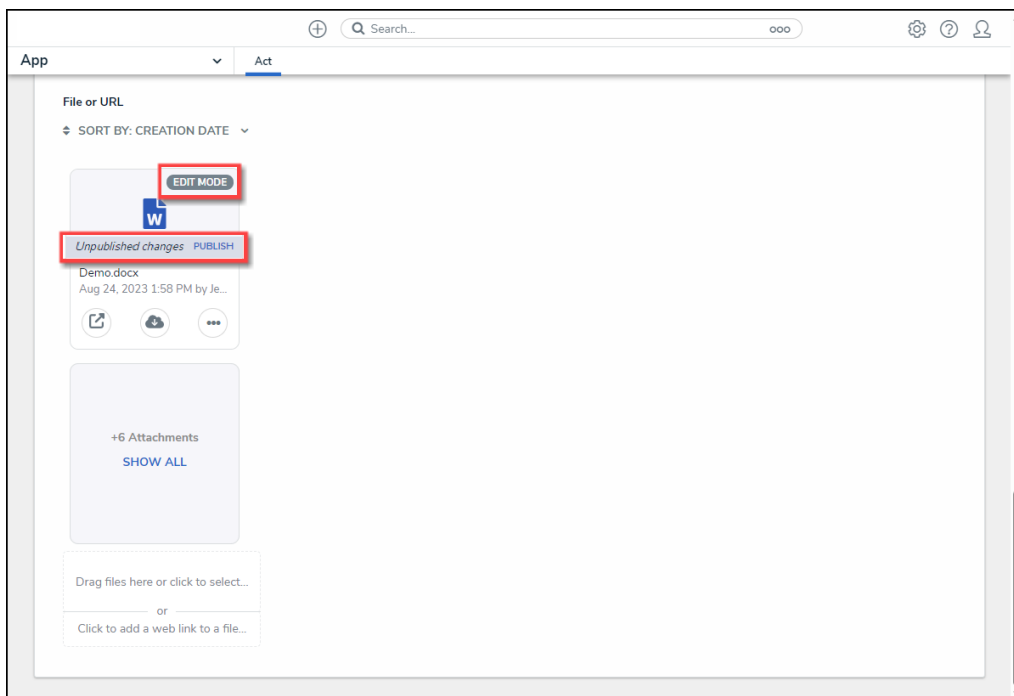
Discarding File Changes

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



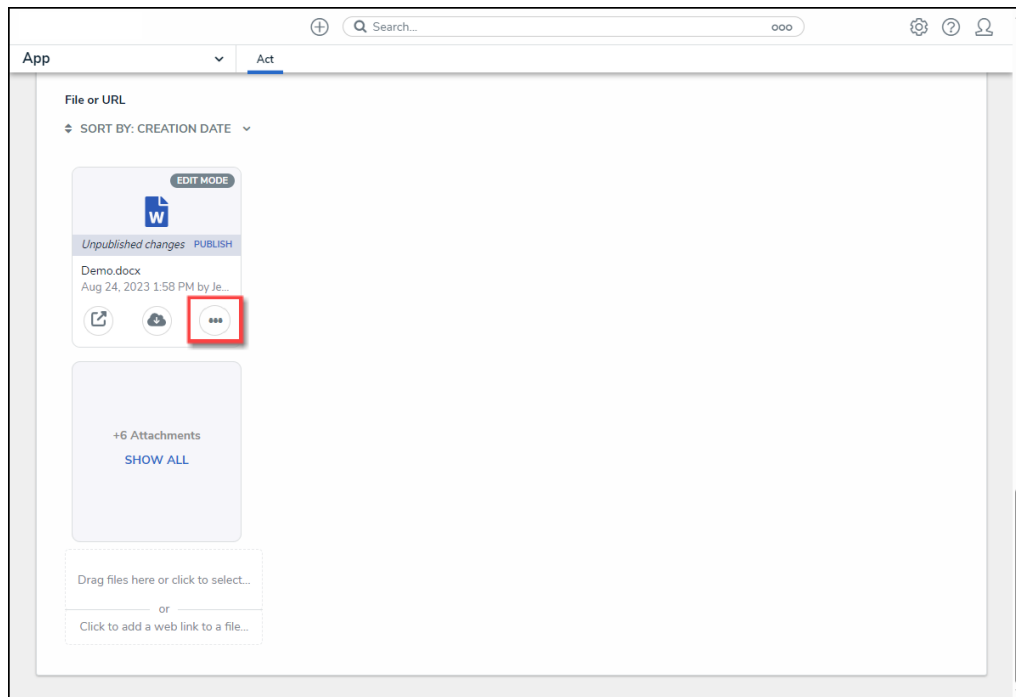
File Field

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 Find an **Attachment** card recently edited (**Edit Mode**) with unpublished changes.



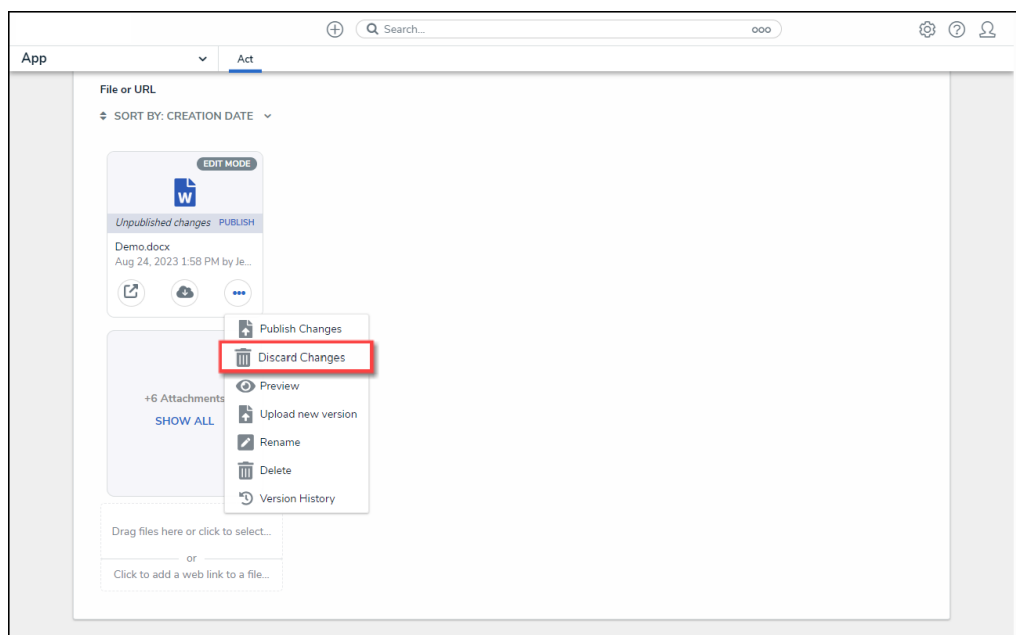
Edit Mode

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



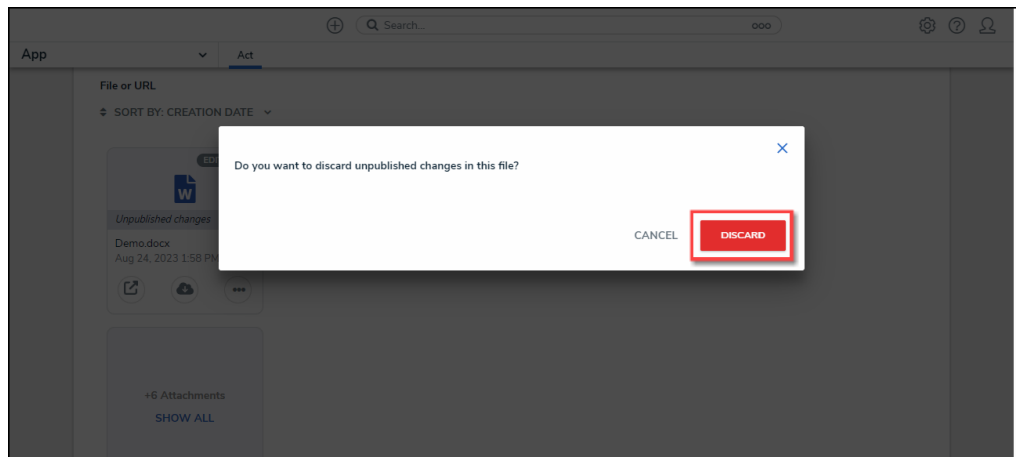
More Options Icon

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



Discard Changes Link

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



Discard Button