

Enabling the Display Download Button on Attachment Fields

Last Modified on 11/06/2024 1:57 pm EST

Overview

Users who have **Document Management** enabled on their Orgs have the option of displaying or removing the **Download** button from attachment fields in configurable forms.

User Account Requirements

The user must have Administrator permissions to access the **Admin Overview** screen to edit the fields of a configurable form.

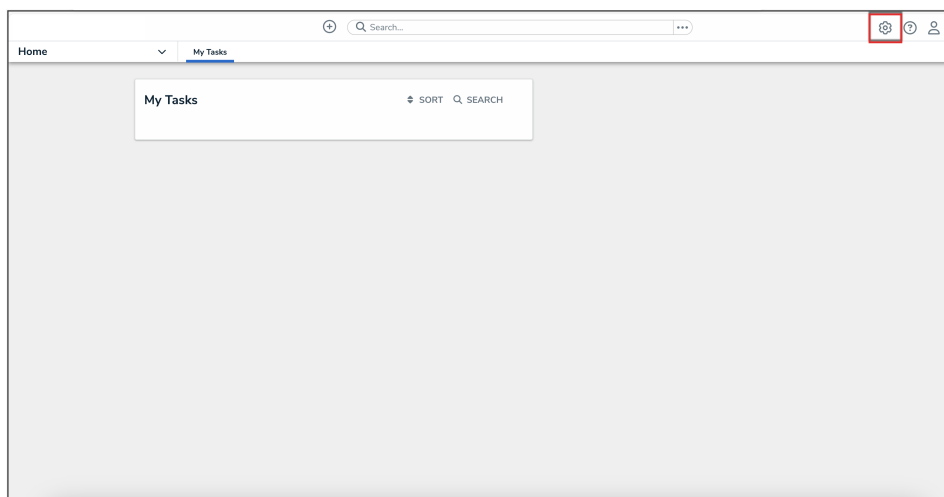
Related Information/Setup

For more information on enabling **Document Management** on your Org, please read the [Opting into Document Management & New UI](#) article.

For more information on downloading a file, please read the [Downloading a File](#) article.

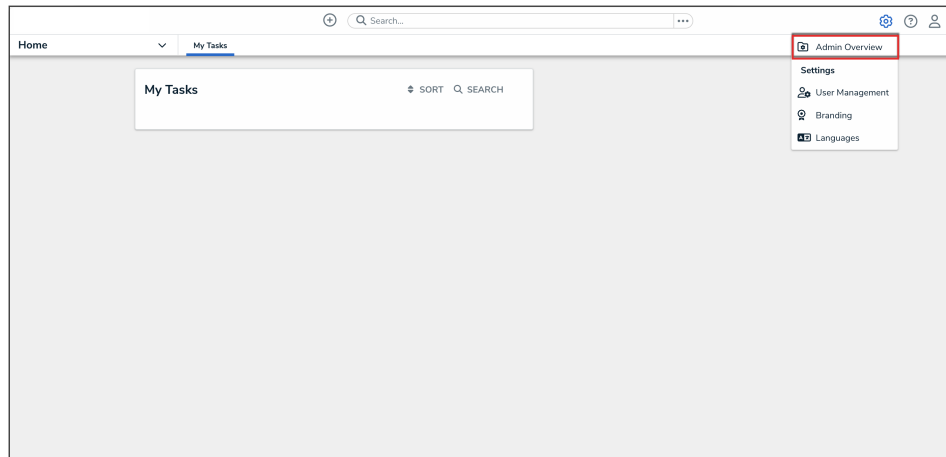
Navigation

1. From the **Home** screen, click the **Administration** icon.



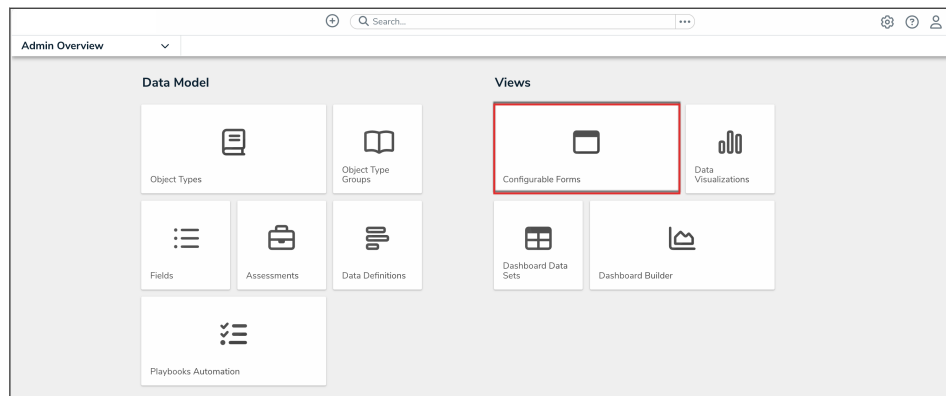
Administration Icon

2. From the **Administrator settings** menu, click **Admin Overview**.



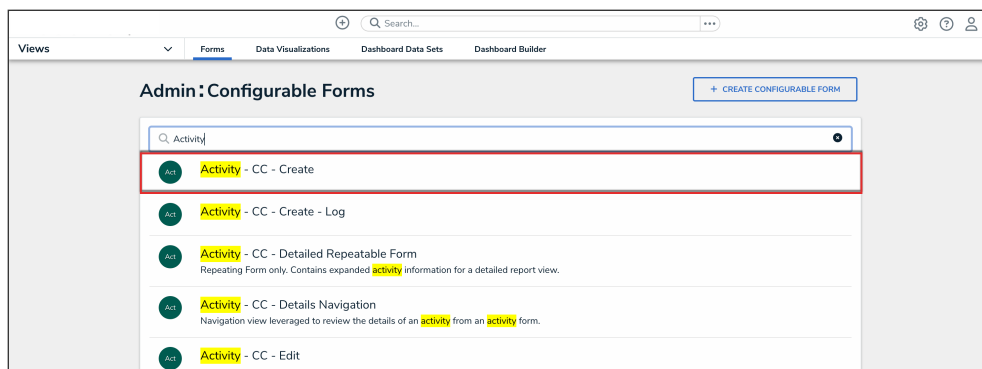
Administrator Settings Menu

- From the **Admin Overview** screen, click the **Configurable Forms** tile under the **Views** section.



Configurable Forms Tile

- Enter a form name in the **Search** field to narrow the search results.
- Click the name of the form you want to edit.



Search Results

Enabling the Display Download Button



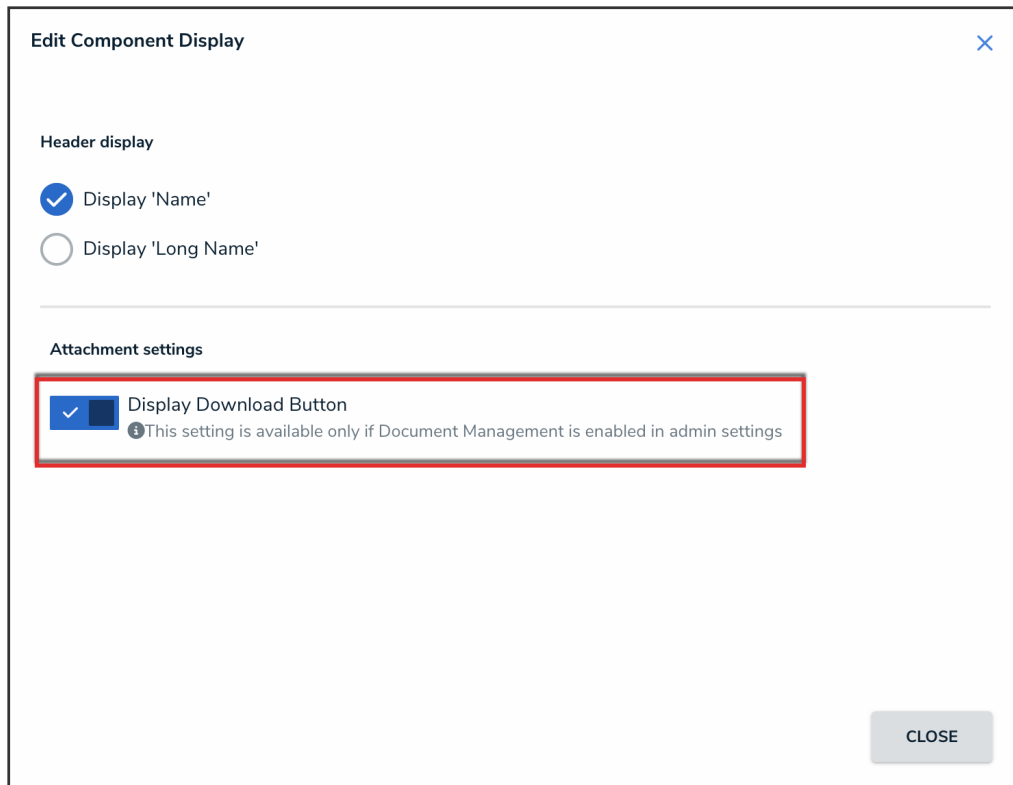
Note:

This feature is only available for users that have **Document Management** enabled on their Org.

1. Click the **Edit** icon on the attachment field of a configurable form.

Edit Icon

2. Click the **Display Download Button** toggle to turn it on to display the download button on the attachments in that form.



Edit Component Display ✕

Header display

☒ Display 'Name'

☐ Display 'Long Name'

Attachment settings

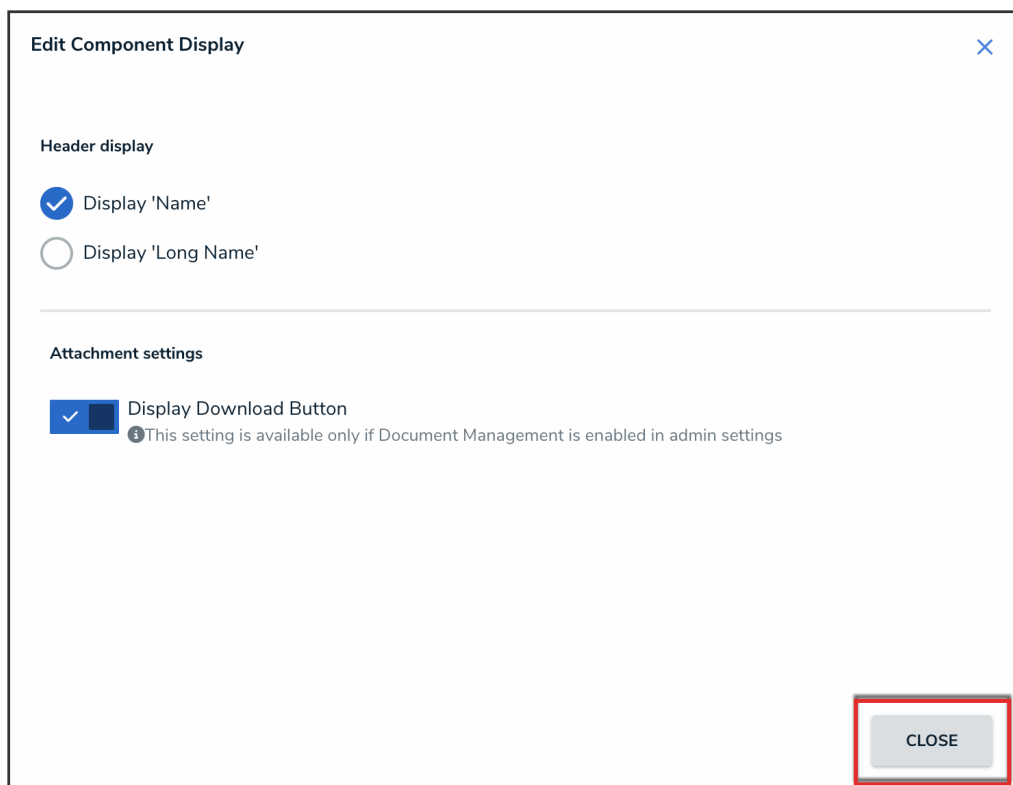
☒  Display Download Button

 This setting is available only if Document Management is enabled in admin settings

CLOSE

Display Download Button Toggle

- Click the **Close** button to save your selection.



Edit Component Display ✕

Header display

☒ Display 'Name'

☐ Display 'Long Name'

Attachment settings

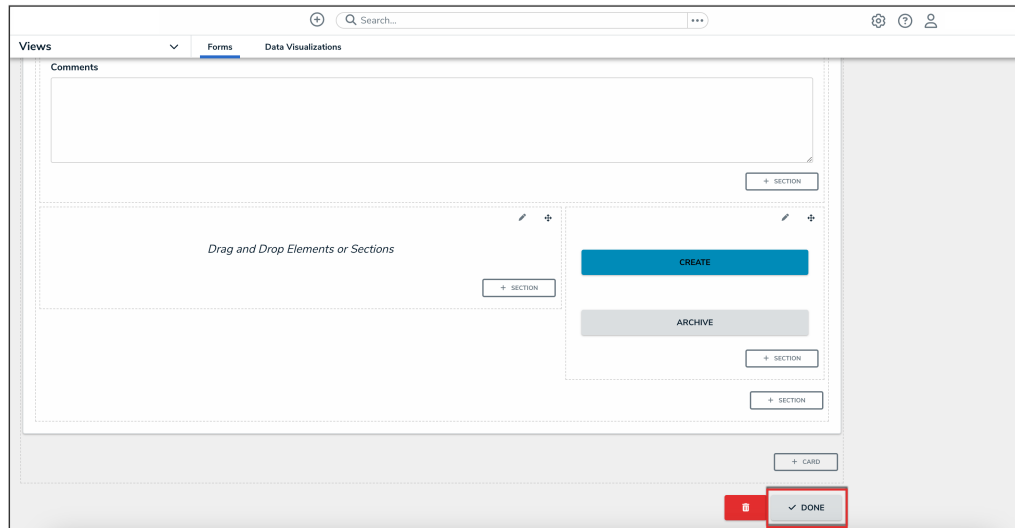
☒  Display Download Button

 This setting is available only if Document Management is enabled in admin settings

CLOSE

Close Button

- Click the **Done** button on the form to save your changes.



Done Button



Note:

The **Display Download Button** option doesn't apply to the download options for Microsoft Office files for Orgs that have [Allow editing online via Microsoft Office](#) enabled through **Document Management**.