

Enable View Latest Updates on a Form

Last Modified on 09/19/2025 3:59 pm EDT

Overview

The View Latest Updates feature allows users to identify recent changes to object data on existing forms. When enabled on a form, users can open the form in a read-only view that highlights the most recent modifications to a field, such as additions, deletions, and the date of change.

This feature currently supports the following field types:

- Name
- Description
- Text
- Date
- Single-select
- Multi-select

User Account Requirements

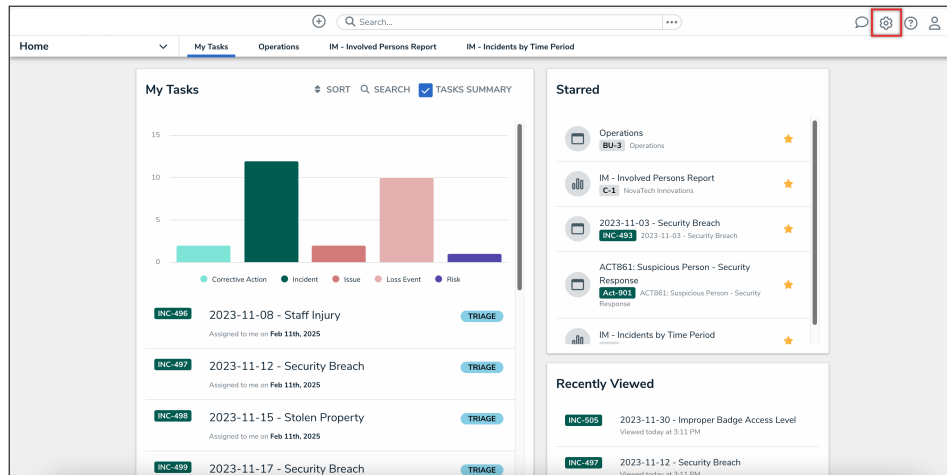
The user must have Administrator permissions to edit configurable forms.

Related Information/Setup

For more information on using configurable forms in Resolver, please refer to the [Configurable Forms Overview](#) article.

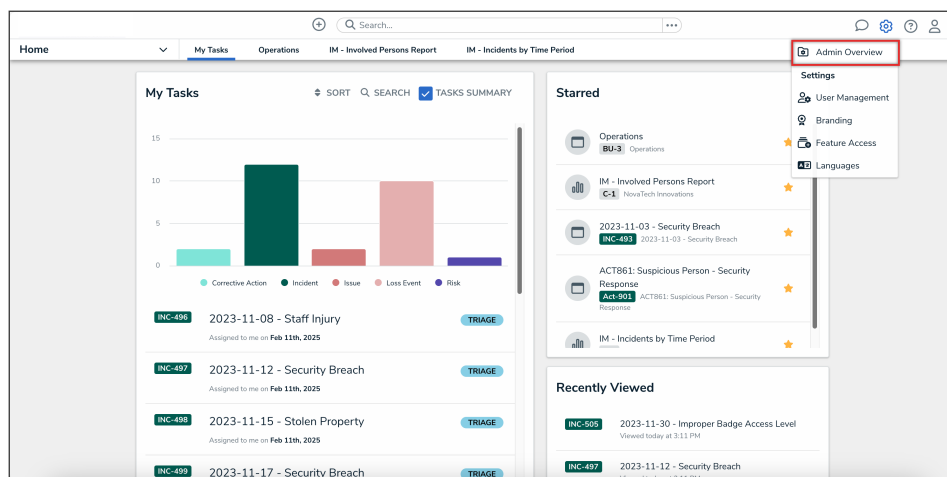
Navigation

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



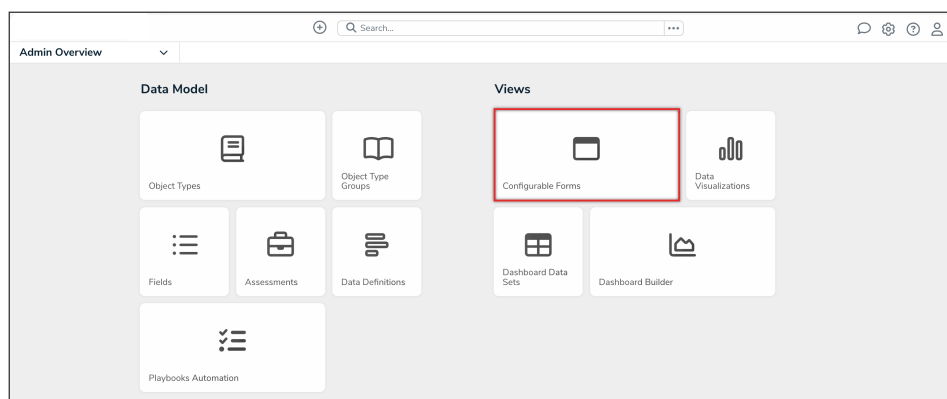
Administration Icon

- From the **Administrator settings** menu, click the **Admin Overview** link.



Administrator Settings Menu

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

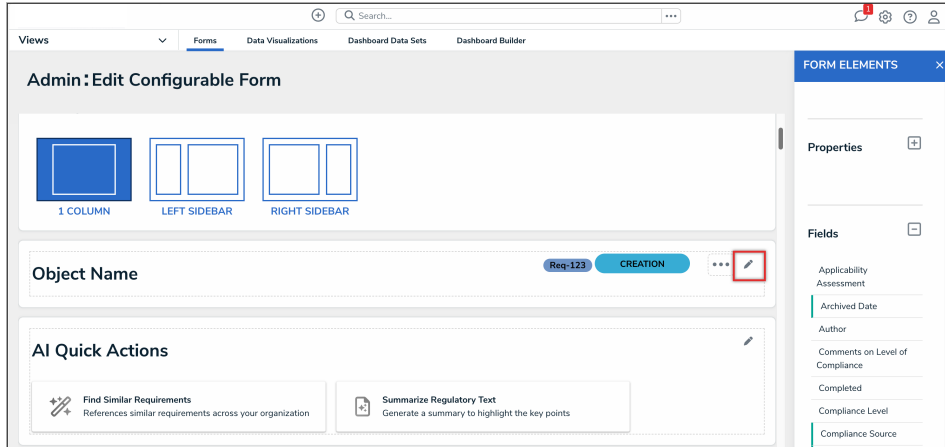


Configurable Forms Tile

- From the **Admin: Configurable Forms** screen, click the form that you want to enable View Latest Updates on.

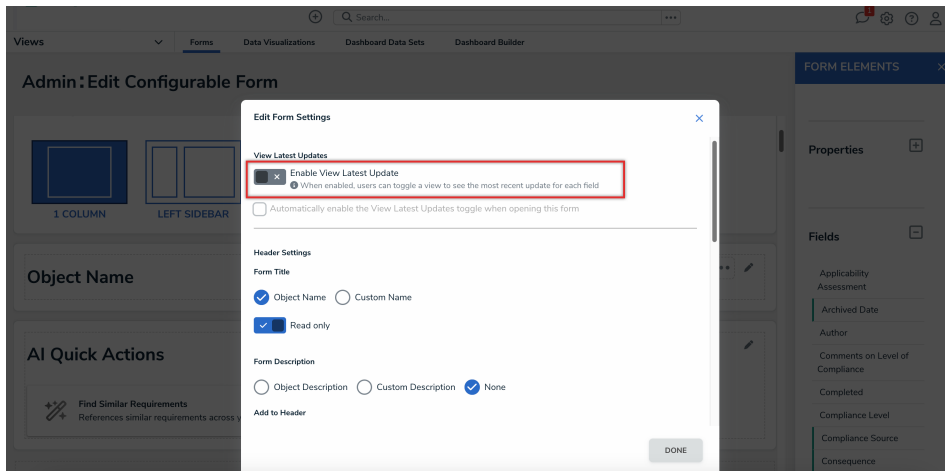
Enabling View Latest Updates on a Form

1. From the **Admin: Edit Configurable Form** screen, click the **Edit Header Section** icon from the header of the form.



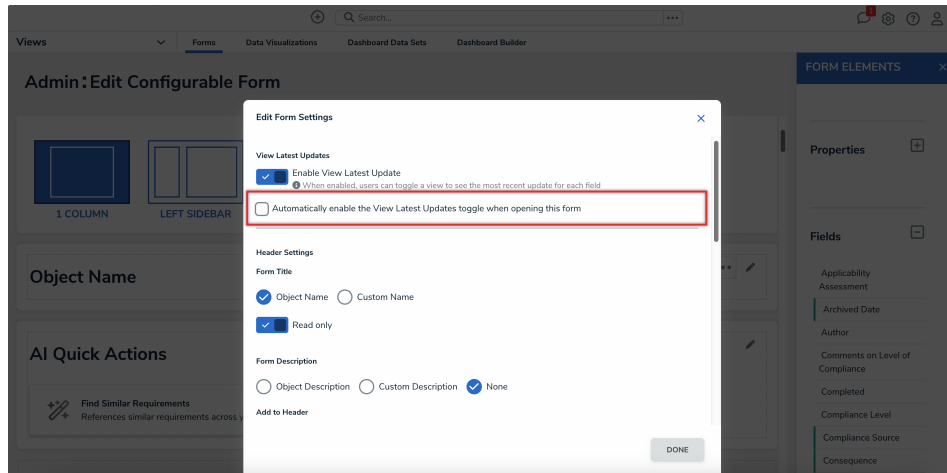
Edit Header Section Icon

2. Click the **Enable View Latest Update** toggle switch to turn it on.



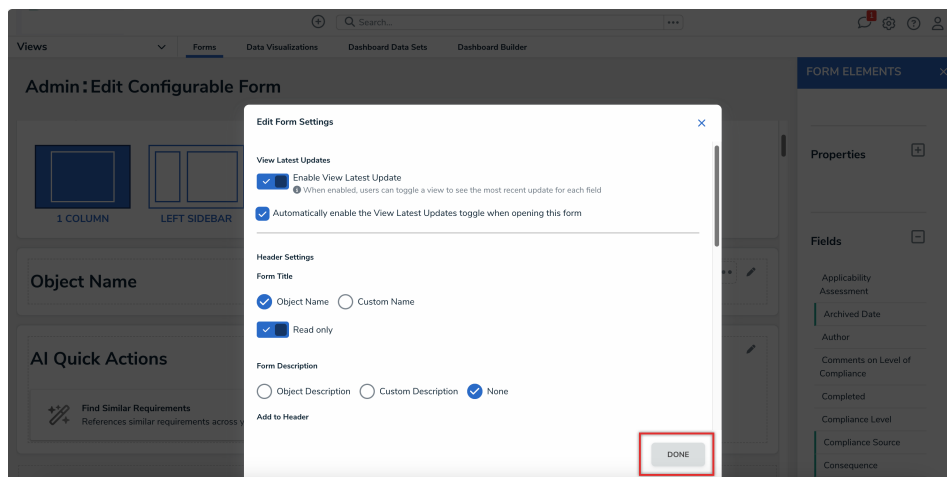
Enable View Latest Update Toggle Switch

3. **(Optional):** To set the form to open directly in the View Latest Updates mode, click the **Automatically enable the View Latest Updates toggle when opening this form** checkbox.



Automatically Enable the View Latest Updates Toggle When Opening This Form Checkbox

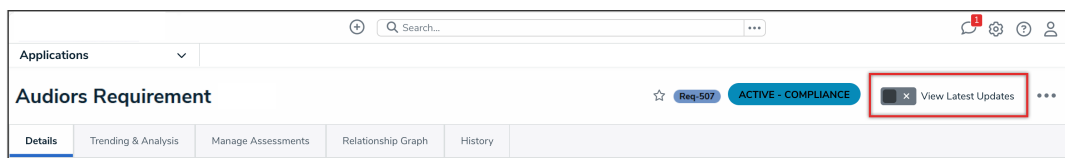
- Click the **Done** button to save your changes.



Done Button

Using View Latest Updates on a Form

- If you did not select the **Automatically enable the View Latest Updates toggle when opening this form** checkbox when enabling the feature, the form will open in the normal view. To turn on View Latest Updates, click the **View Latest Updates** toggle at the top of the form.



View Latest Updates Toggle Switch

- If you selected the **Automatically enable the View Latest Updates toggle when opening this form** checkbox when enabling the feature, the form will automatically open

in the View Latest Updates mode.

The user is now able to review the read-only version of the form with the latest changes by field redlining. Dates are provided for each support field indicating when the change reflected on the view was made to the object.

The screenshot shows the 'Auditors Requirement' form in the 'View Latest Updates' mode. The top bar includes a 'TURN OFF LATEST UPDATE MODE' link and a 'Latest Update mode: On' indicator. The form content is divided into sections: Name, Description, Penalty of Non-Compliance, Themes, Inherent Likelihood, Date Updated, Expired?, Inherent Impact, and Effective Date. Each field is accompanied by a date indicating when the update was made. The 'View Latest Updates' toggle is checked, and the 'ACTIVE - COMPLIANCE' status is shown.

A Form with View Latest Updates Enabled

3. To turn off View Latest Updates, you can either:

- Click the **View Latest Updates** toggle at the top of the form to turn it off.
- Click the **Turn Off Latest Update Mode** link at the top of the form.

The screenshot shows the 'Auditors Requirement' form with the 'View Latest Updates' toggle turned off. The top bar now shows 'TURN OFF LATEST UPDATE MODE' in red and 'Latest Update mode: On' in grey. The 'View Latest Updates' toggle is unchecked, and the 'ACTIVE - COMPLIANCE' status remains. The form content is identical to the previous screenshot, but the 'View Latest Updates' mode is disabled.

Turning Off View Latest Updates