

# Manually Uploading a New File Version

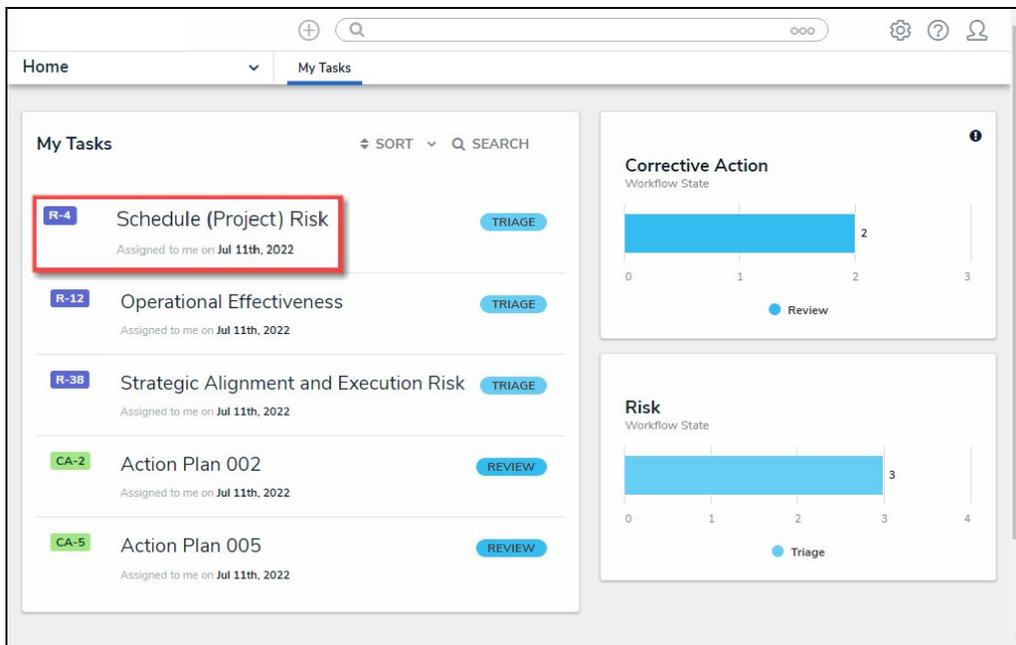
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## Overview

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.

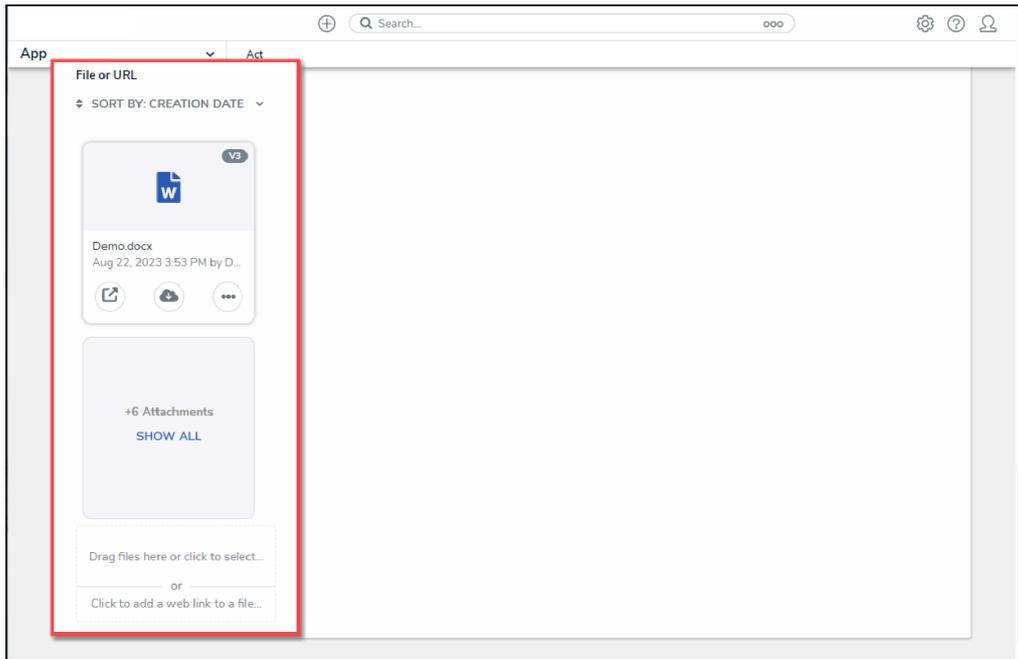


*Form Name*

## 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.



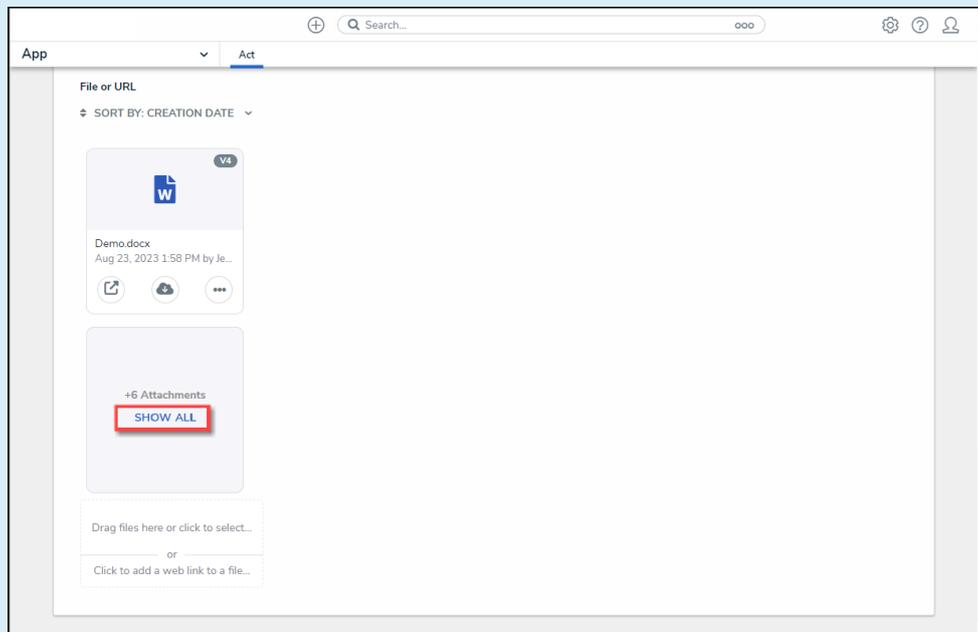
*File Field*

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

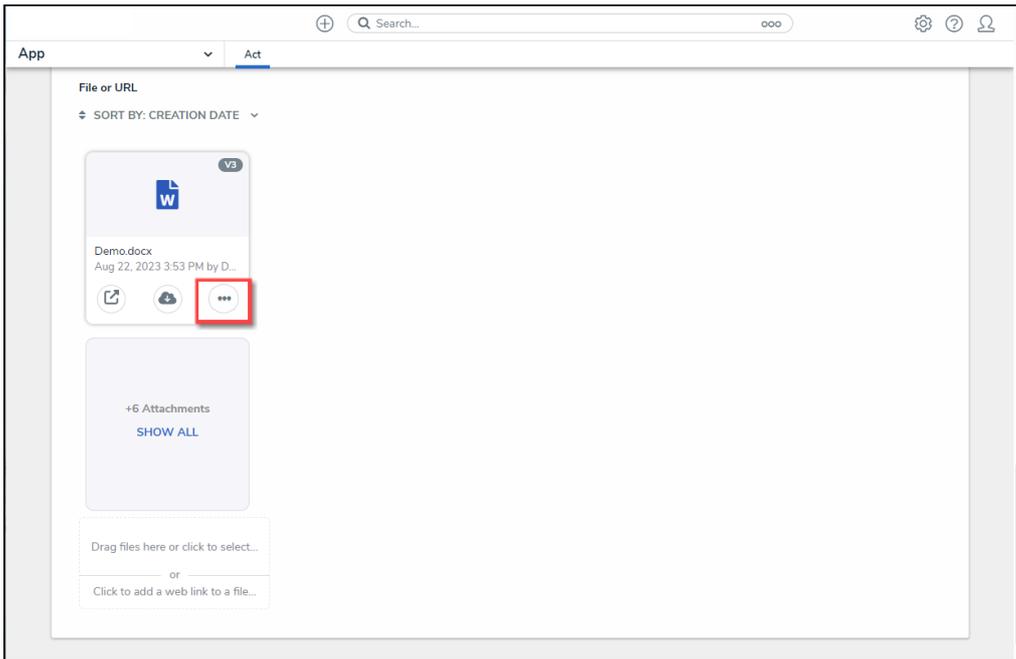


**Note:**

*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.*

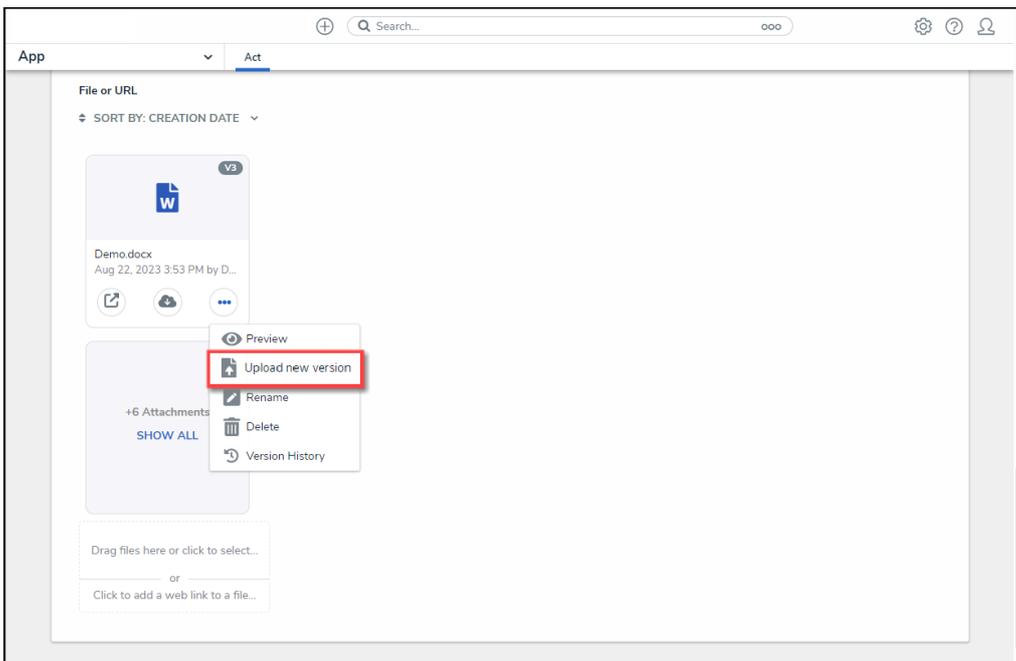


*Show All Link*



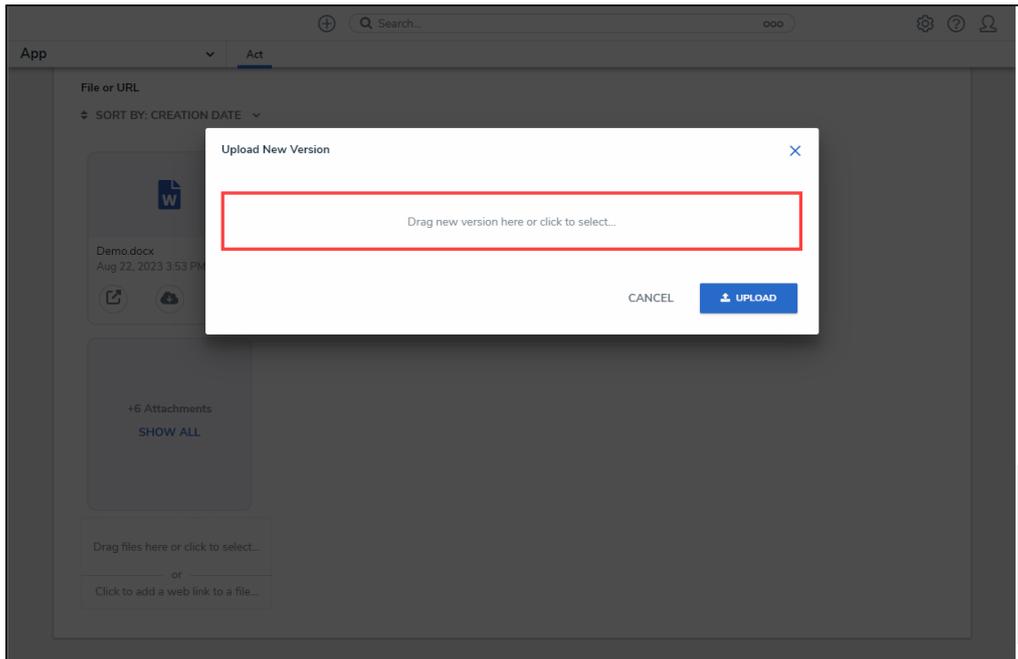
*More Options Icon*

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



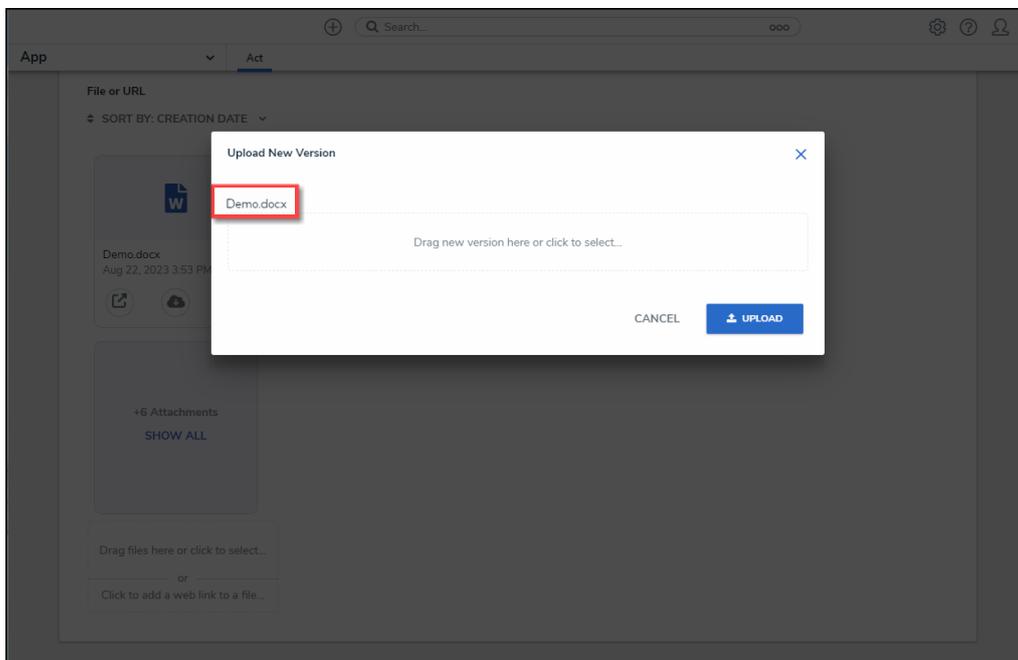
*Upload New Version Link*

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



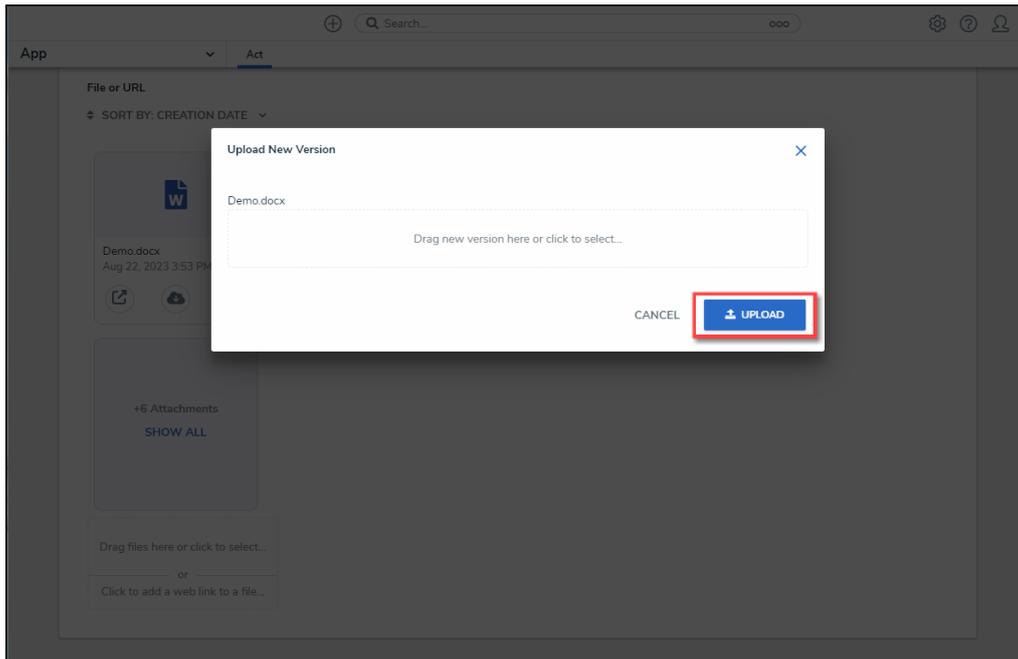
*Drag and Drop File*

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.



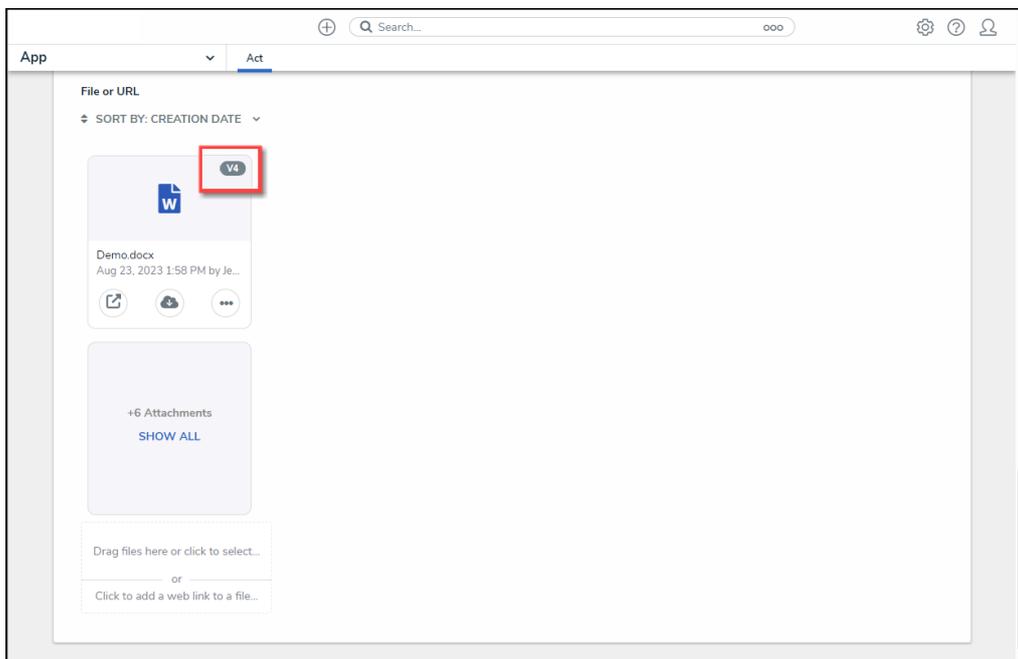
*File Name*

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*