

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.



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	Click to add a web link to a file			

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.

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Show All Link



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More Options Icon

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

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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.



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Drag and Drop File

- 5. Alternatively, you can click the **click to select** link and select a file from the connected PC.
- When you have added the new file, the file name will appear above the Drag new version here or click to select field.

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File Name

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



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Upload Button

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

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