

Previewing a File

Last Modified on 10/03/2023 2:08 pm EDT

Overview

Users can preview the content of a file on an Attachment card using the Preview function on the More Options dropdown menu.

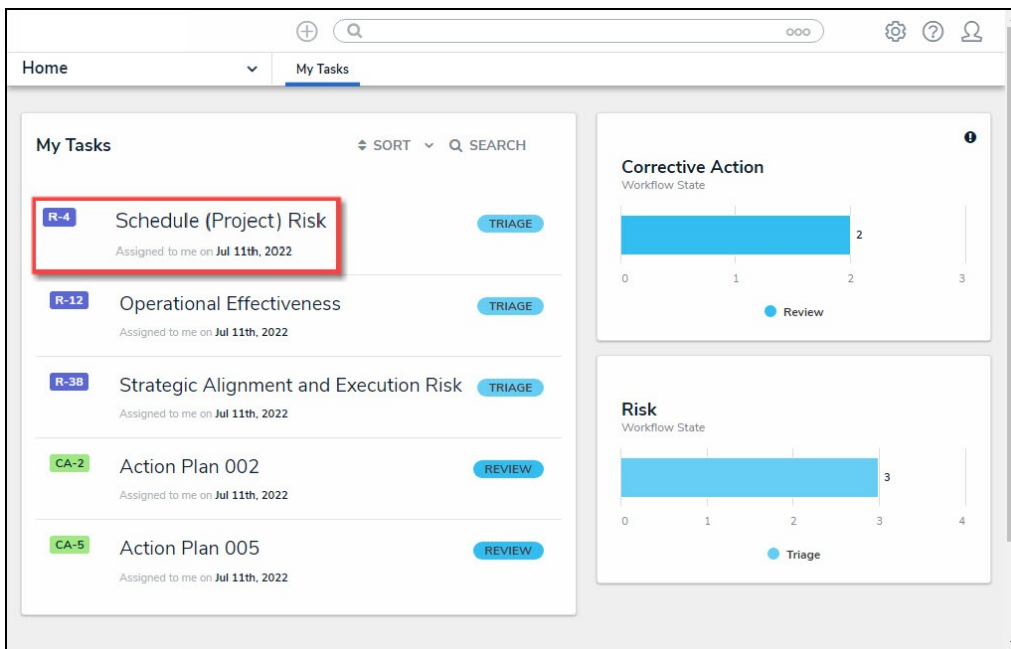
Related Information/Setup

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.

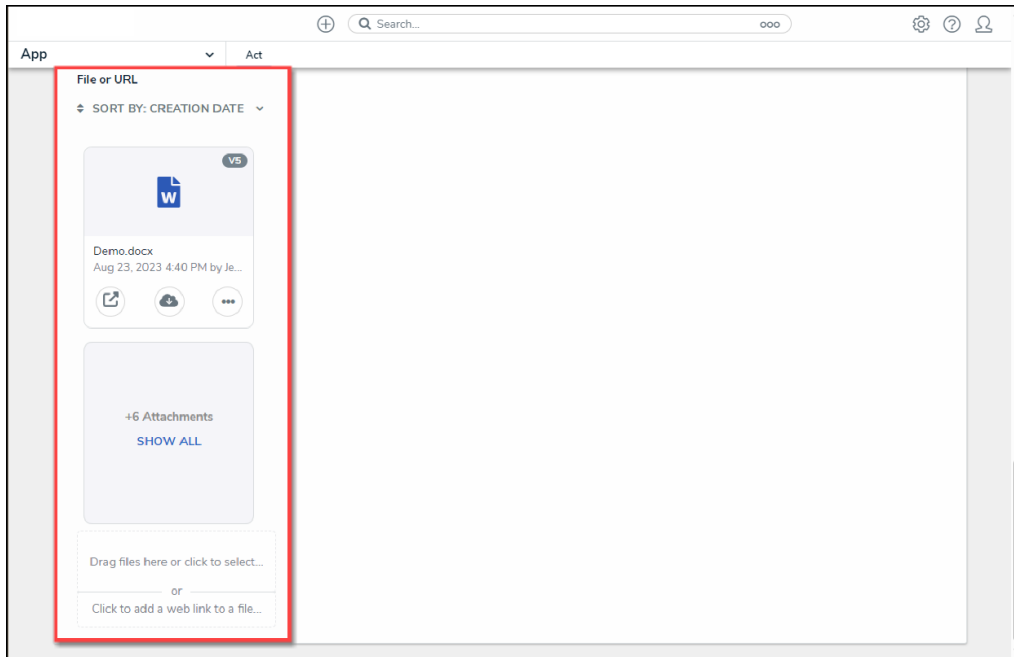


Form Name

Previewing a File

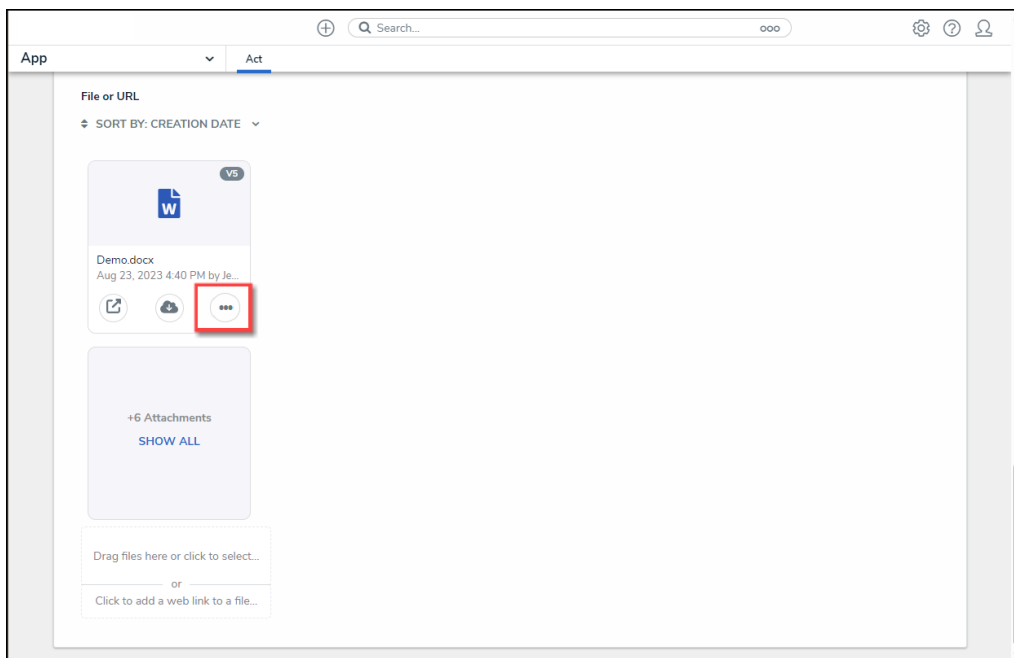
When previewing a file, the user cannot edit the contents of the file.

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



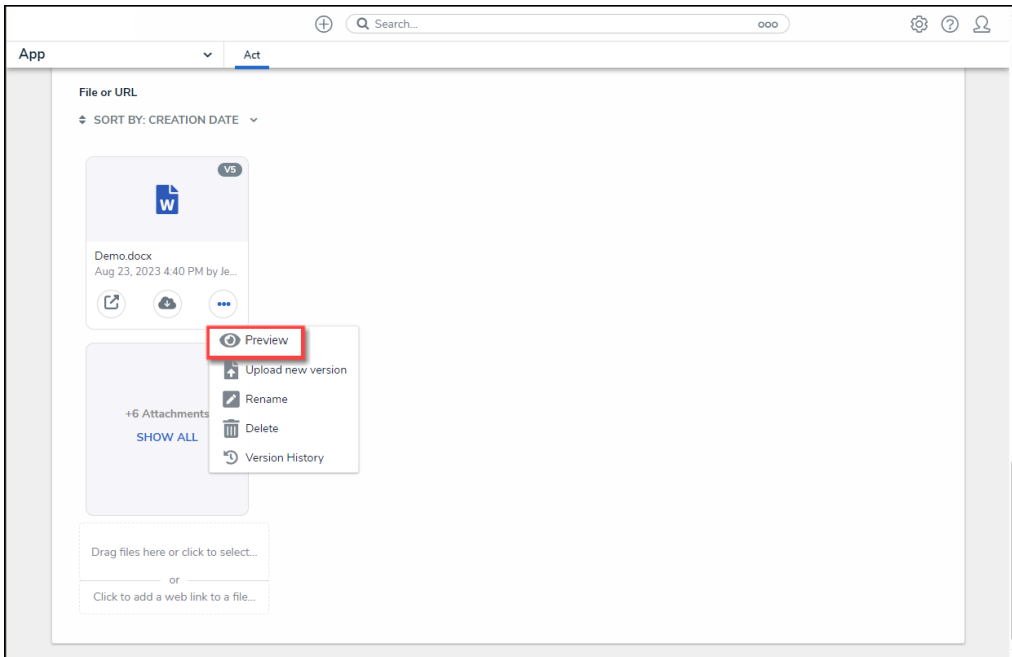
File Field

2. Click the **More Options** icon on the **Attachment** card you want to preview.



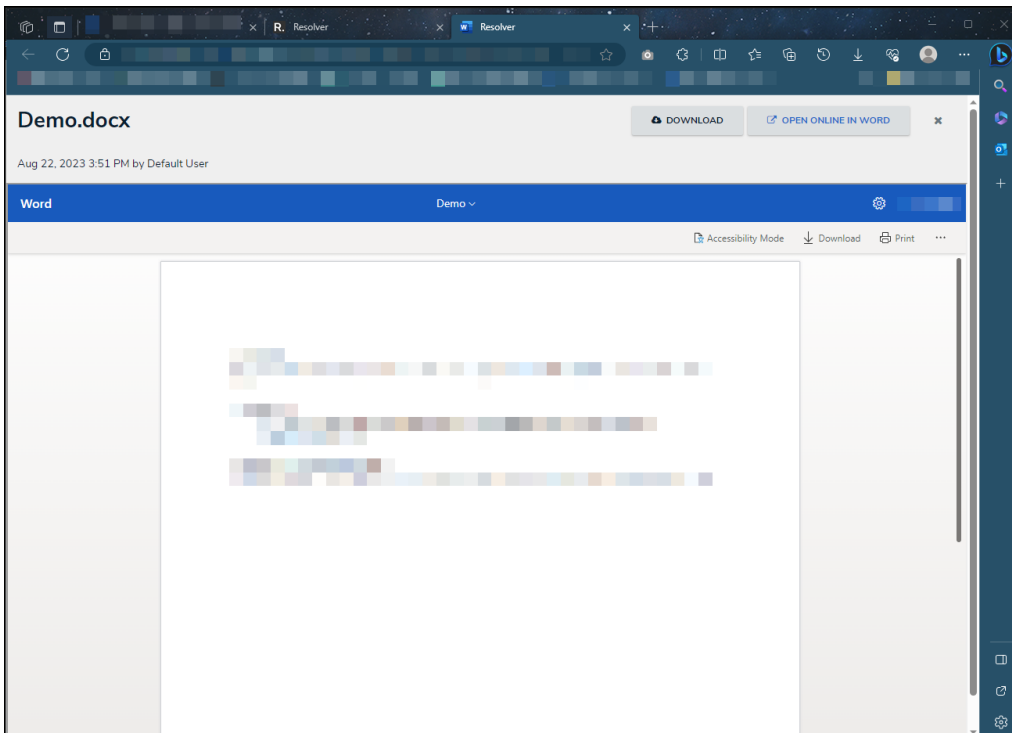
More Options Icon

3. Click on the **Preview** link on the **More Options** dropdown menu.



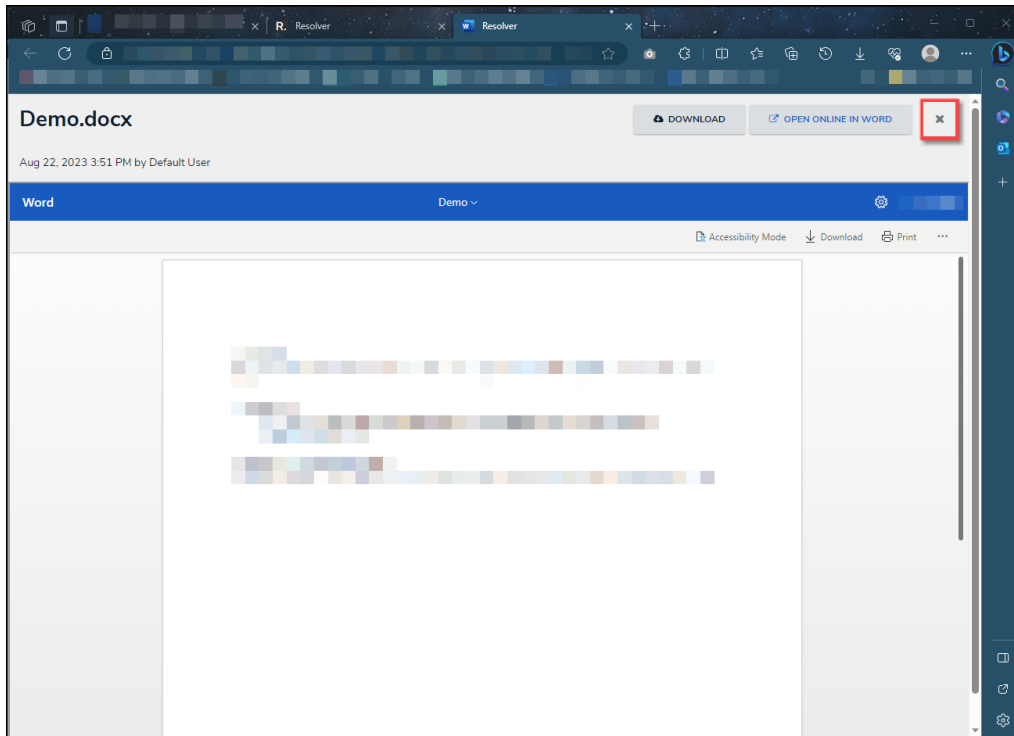
Preview Link

4. A new tab will open in your browser and load the file using Microsoft Word online in preview mode.



Preview Mode

5. Click the **x** button to return to the **Resolver Home** screen while staying in the same browser tab.



X Button

6. Close the tab and navigate back to the **Resolver** tab within the browser.