Previewing a File

Last Modified on 08/07/2024 1:45 pm EDT

Overview

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

Related Information/Setup

For more information on editing an attachment file, please see the Editing an Attachment Using Microsoft Office Web Applications article.

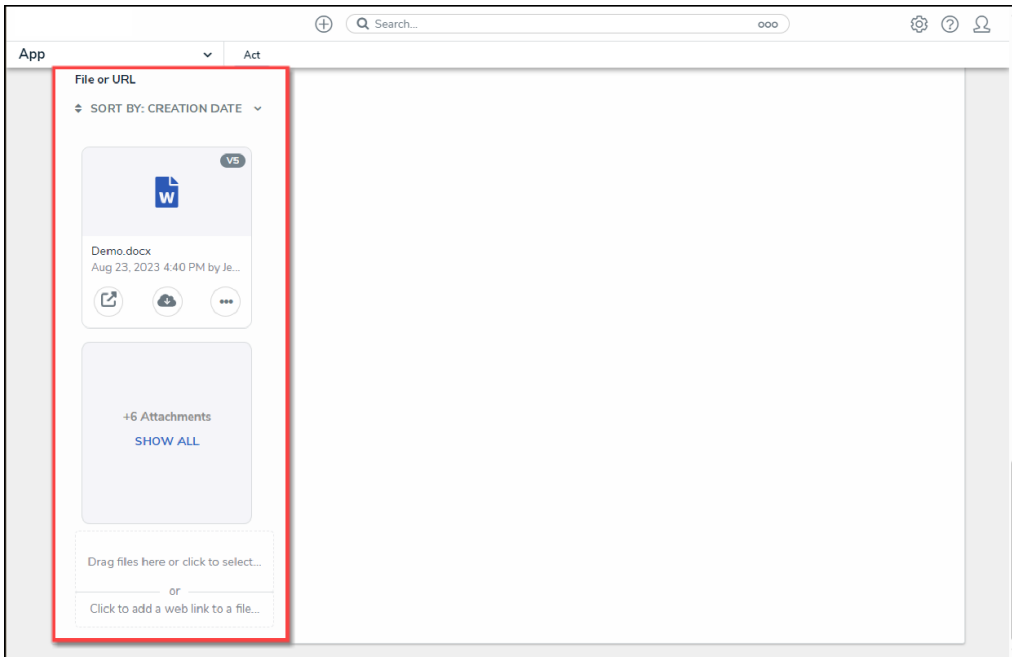- [Editing an Attachment Using Microsoft Office Web Applications](#)

Navigation

1. From the **Home** screen, search for a form with an attachment on the **My Tasks** list.
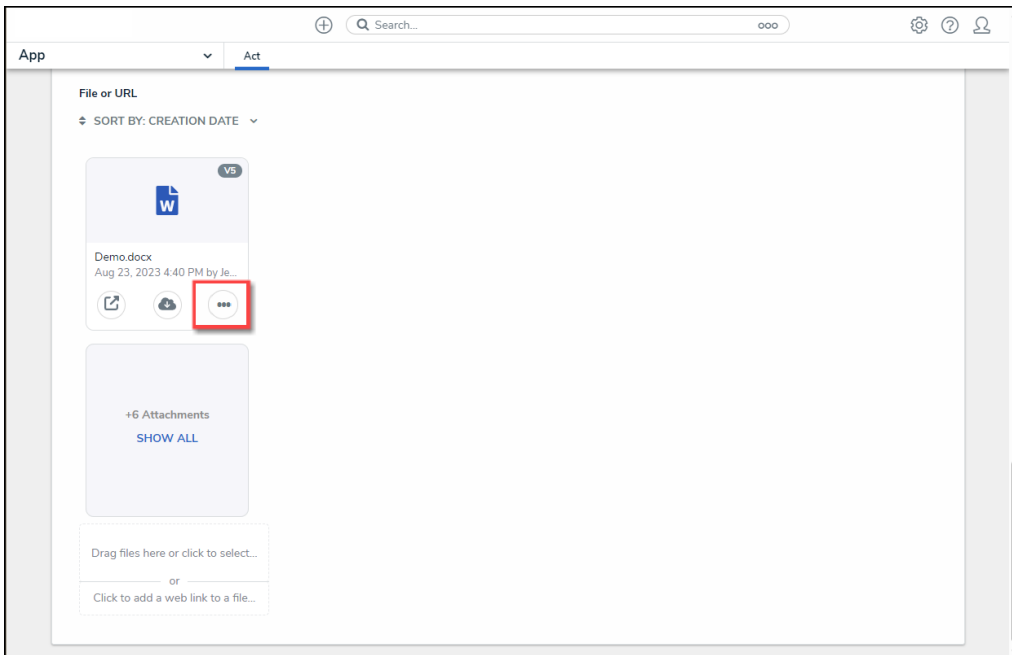
2. Click the **Form** name.
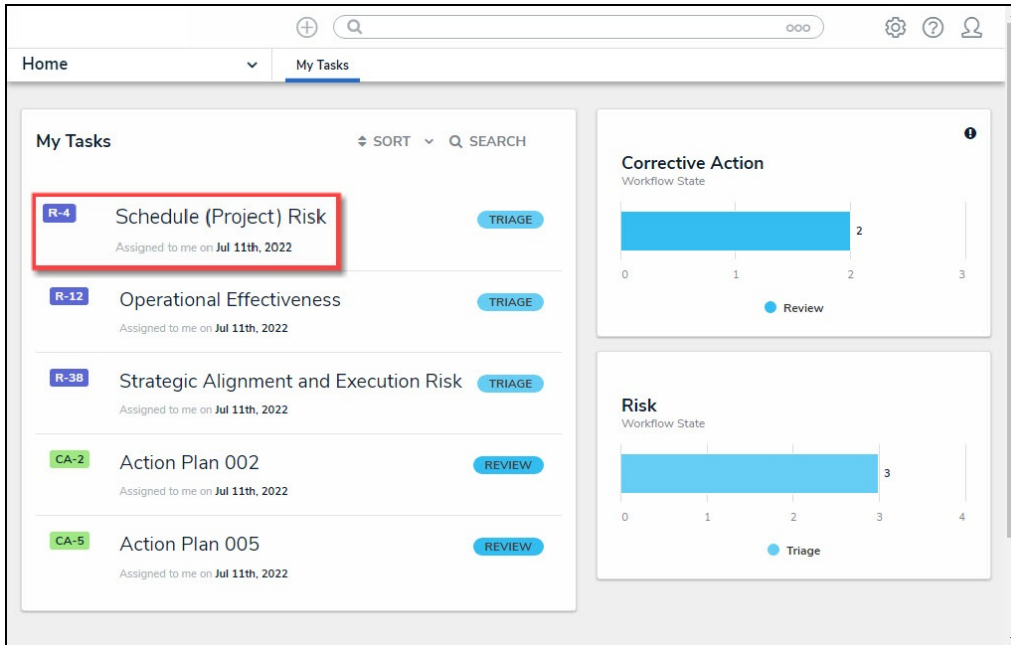
Form Name

Previewing a File

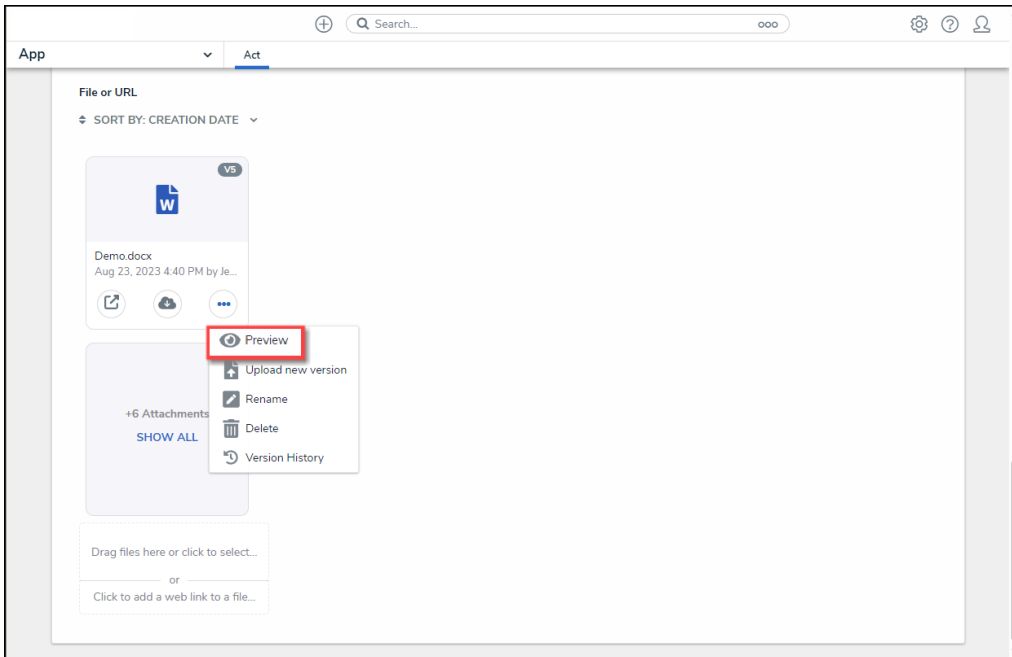1. From the **Form** screen, navigate to the **File** field on the form.

File Field

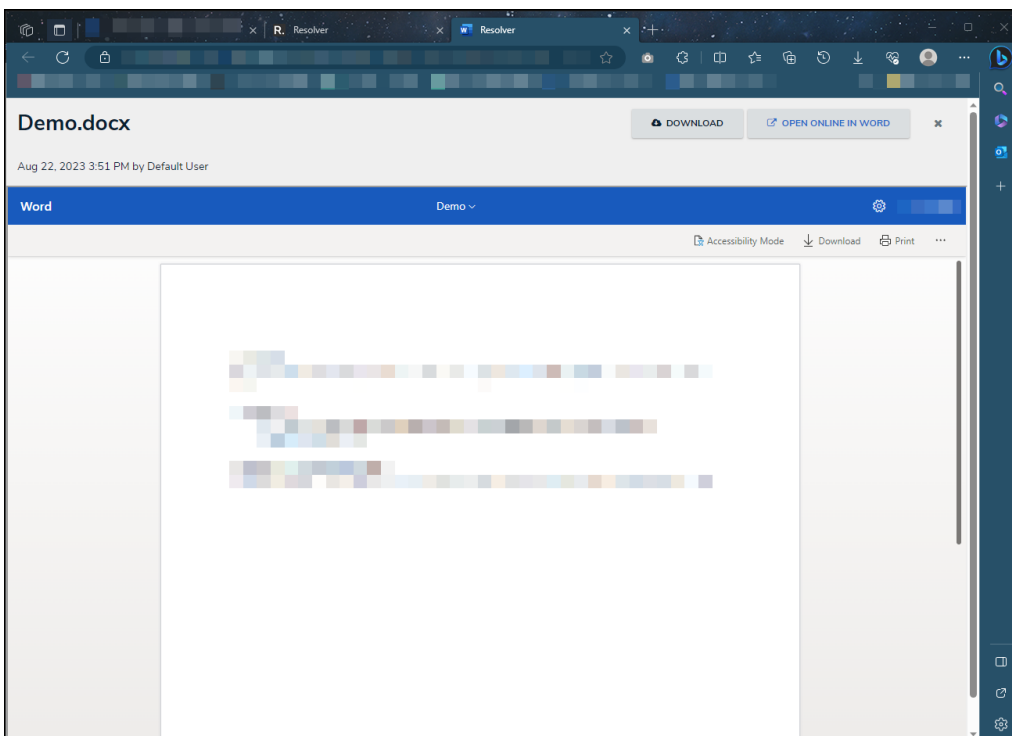2. Click the **More Options** icon on the **Attachment** card you want to preview.

More Options Icon

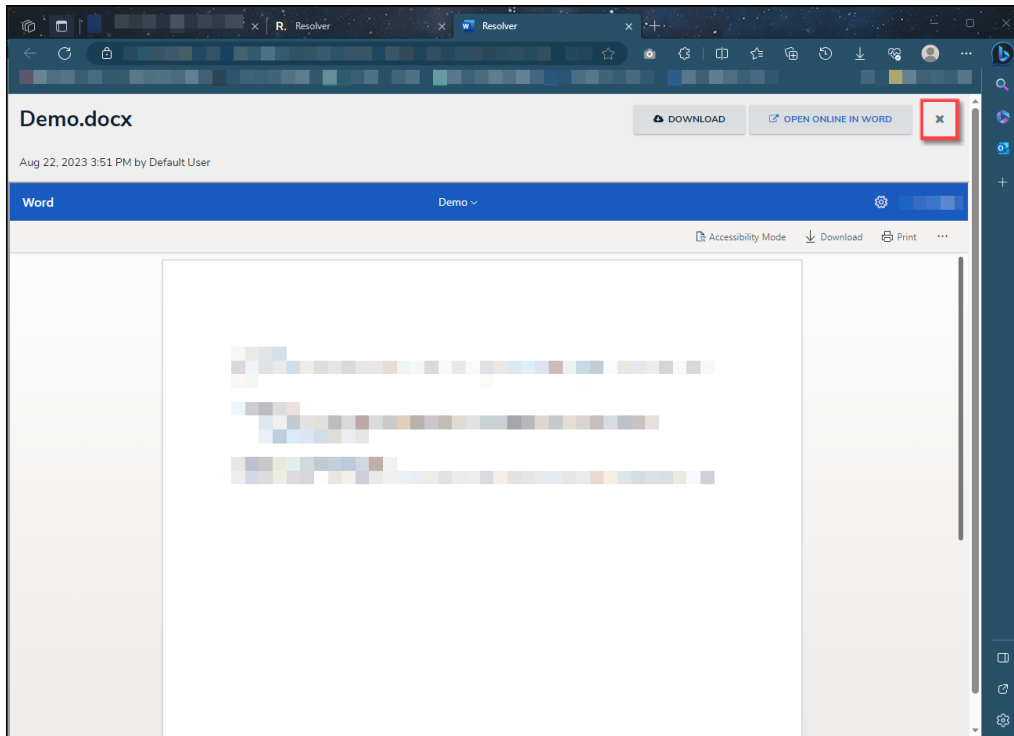3. Click the **Preview** link on the **More Options** dropdown menu.

Preview Link

4. A new tab will open in your browser and load the file using 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.