Enabling the Display Download Button on Attachment Fields

Last Modified on 11/06/2024 1:57 pm EST

Overview

Users who have **Document Management** enabled on their Orgs have the option of displaying or removing the **Download** button from attachment fields in configurable forms.

User Account Requirements

The user must have Administrator permissions to access the ***Admin Overview*** screen to edit the fields of a configurable form.
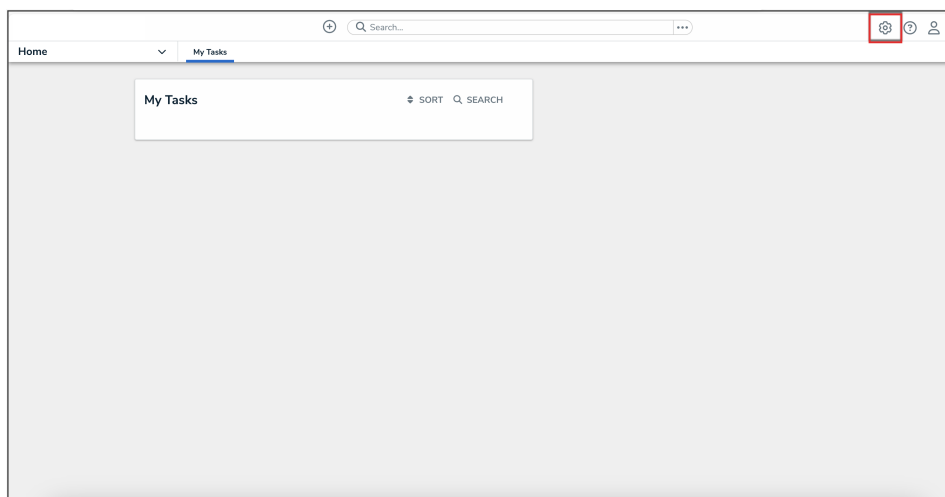
Related Information/Setup

For more information on enabling **Document Management** on your Org, please read the Opting into Document Management & New UI article.

For more information on downloading a file, please read the Downloading a File article.
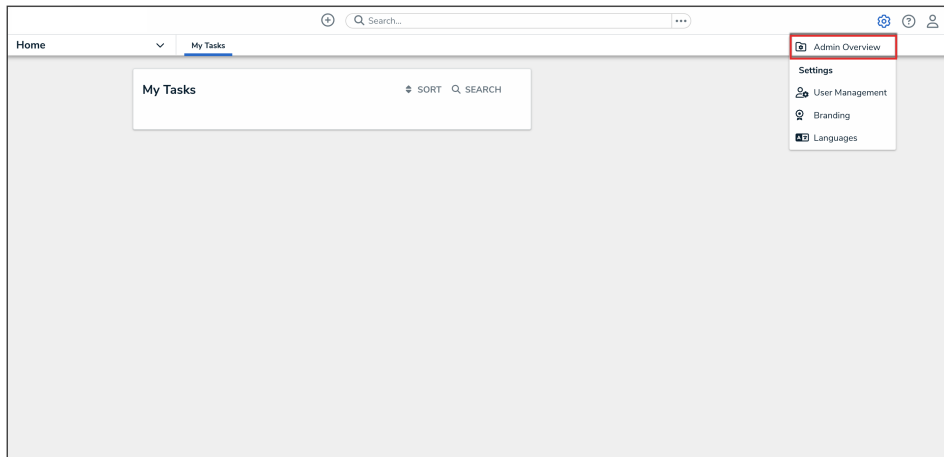
Navigation

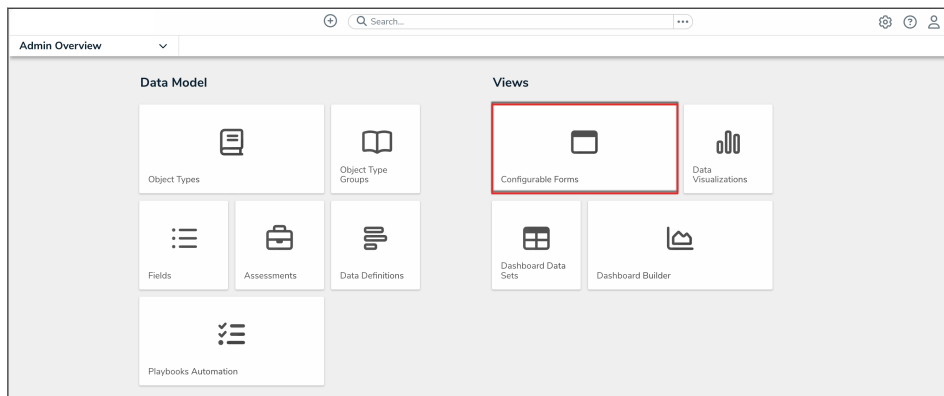1. From the ***Home*** screen, click the **Administration** icon.

Administration Icon

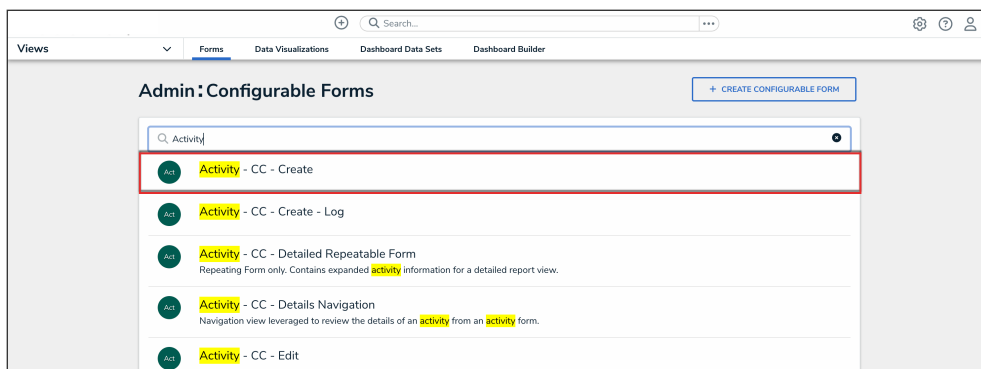2. From the **Administrator settings** menu, click **Admin Overview**.

Administrator Settings Menu

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

Configurable Forms Tile

4. Enter a form name in the **Search** field to narrow the search results.

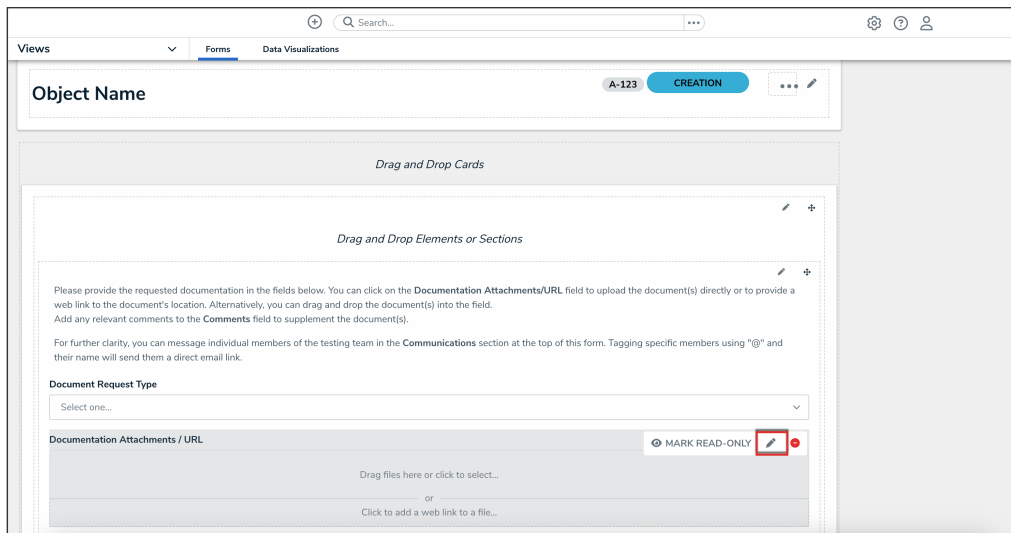5. Click the name of the form you want to edit.

Search Results

Enabling the Display Download Button

1. Click the **Edit** icon on the attachment field of a configurable form.

Edit Icon

2. Click the **Display Download Button** toggle to turn it on to display the download button on the attachments in that form.

Display Download Button Toggle

3. Click the **Close** button to save your selection.

Close Button

4. Click the **Done** button on the form to save your changes.
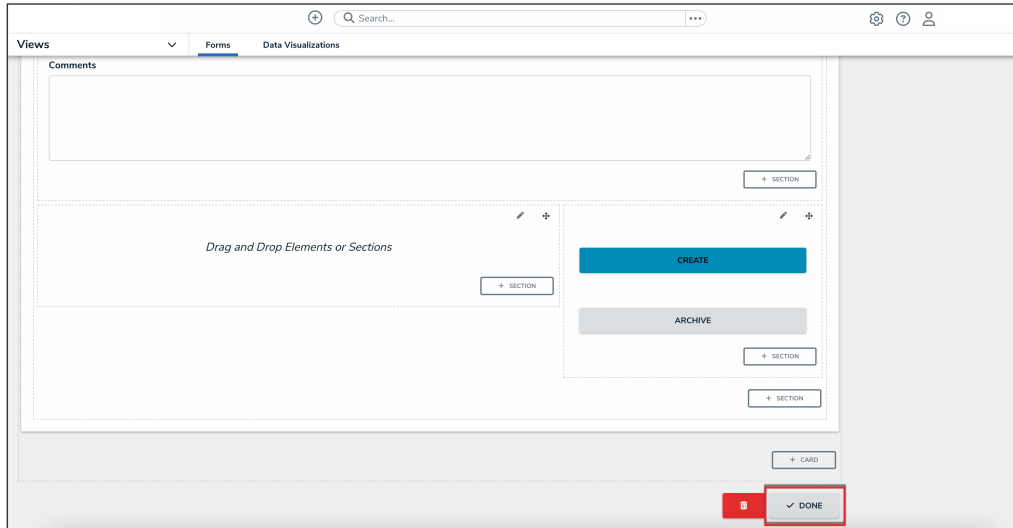
Done Button

> **Note:**
> The **Display Download Button** option doesn't apply to the download options for Microsoft Office files for Orgs that have Allow editing online via Microsoft Office enabled through **Document Management**.