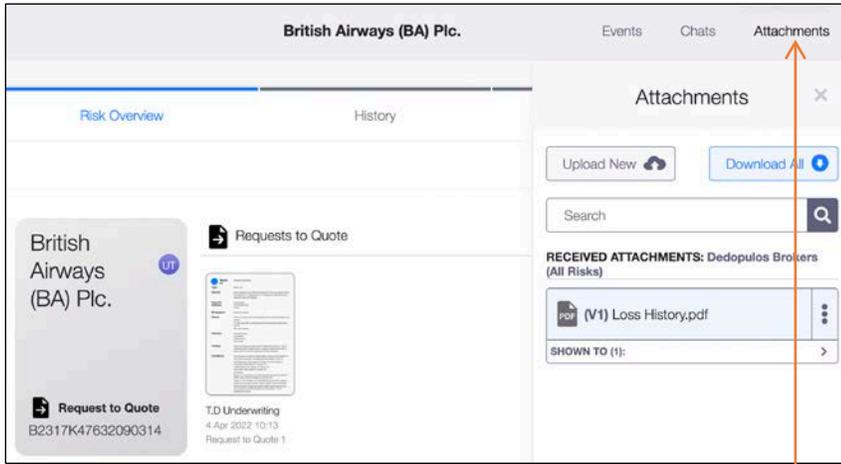


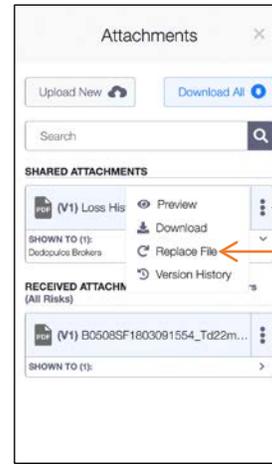
Replacing Attachments and Viewing Attachment History

1.



Click on the Attachments button in the risk overview to open the attachments pane

2.

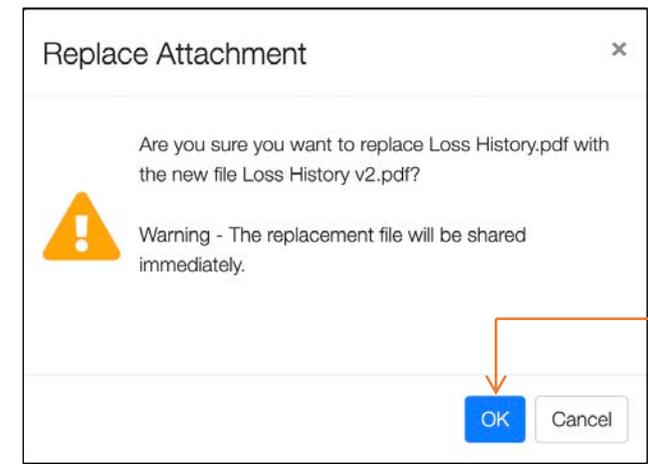


Click the three-dot icon to list available actions

Click on 'Replace File'

You can only replace an attachment you shared

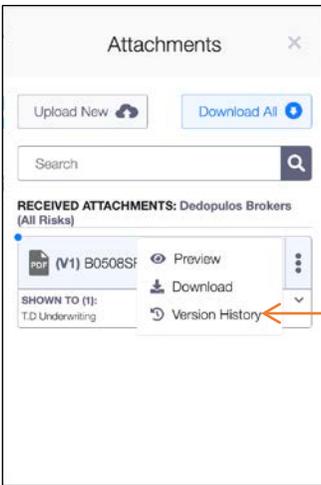
3.



Click 'OK' to confirm

Replaced attachments are shared with all parties who could see the original

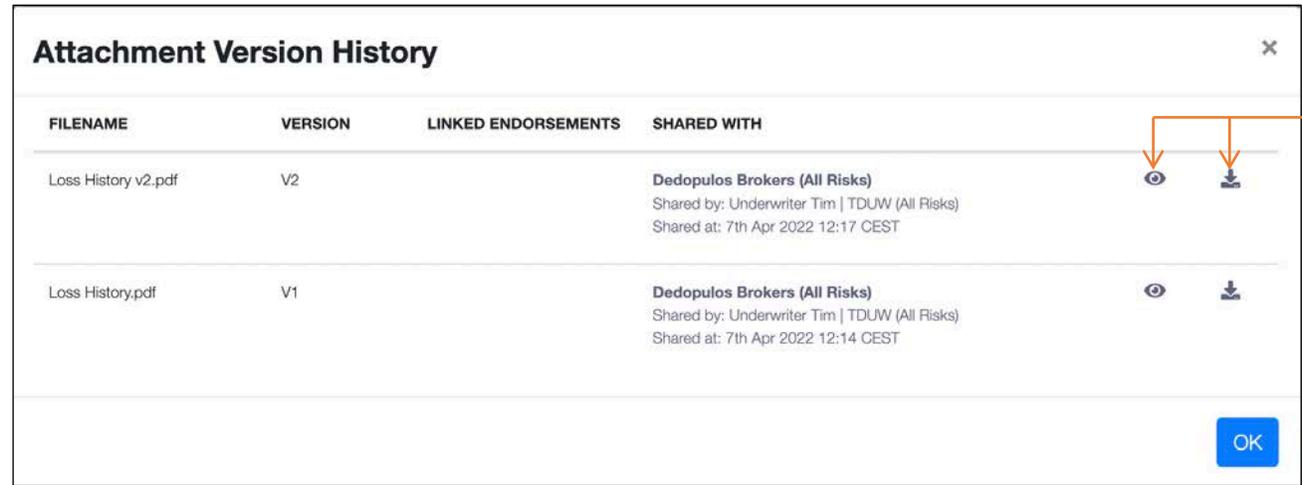
4.



You can view the full version history of any attachment that is available to you in the attachments pane

Click on the 'Version History' button from the list of actions

5.



Click the eye to preview a file or the arrow to download a copy

The attachment history maintains all versions of the file, along with full details of who it has been shared with, and when.